

THE PAROCHIAL COUNCIL OF THE ECCLESIASTICAL PARISH OF ST PETERS, TUNBRIDGE WELLS

England & Wales · Charity number 1131548

Details

Other names	ST PETERS PCC, TUNBRIDGE WELLS
Status	Registered
Legal form	Previously excepted
Registered	2009-09-08
Register	View on the Charity Commission register

Contact

Address	St. Peters Church St. Peters Street Tunbridge Wells TN2 4UX
Phone	01892327734
Email	administrator@stpeterstw.com
Website	www.stpeterstw.com

Activities

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

Activities: St Peter's aims to promote the preaching and teaching of the gospel of Jesus Christ within the parish, and beyond its boundaries. Within Hawkenbury it conducts Church services, bible study groups, school assemblies, youth groups, parent and toddler groups and holiday activities. It seeks to maintain good relationships with other churches within the parish and town and supports missionary partners.

Classification

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

Geography

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

Finances

Period end	Income	Expenditure	Assets	Employees
2024-12-31	£175,094	£194,780	-	-
2023-12-31	£187,075	£160,010	-	-
2022-12-31	£1,116,901	£184,360	£1,059,672	2
2021-12-31	£162,589	£134,998	-	-
2020-12-31	£170,917	£154,736	-	-

Trustees

Name	Role	Appointed
ANTHONY JOHN BURGESS		2016-04-03
Andrew Mark Colbran		2024-04-12
Clifford Albert Nay		2021-03-31
Lindsey Margaret Sumpter		2016-04-03
Lourdes Elena Bragg		2024-04-12
MR BILL LANE		
Michele Burgess		2014-03-31
Philip Ian Spencer Peddar		2017-08-31
Rachel Harriet Fromow		2019-04-07
Sally Marie Poland		2014-01-01
Yemi Adenekan		2026-03-24

Accounts

**THE PAROCHIAL COUNCIL OF THE ECCLESIASTICAL
PARISH OF**

ST PETERS, TUNBRIDGE WELLS

Charity Number: 1131548

For the year ended 31 December 2024

**Incumbent: Mike Warren
The Vicarage, Bayhall Road, Tunbridge Wells TN2 4TP**

**Bank: HSBC Bank Plc
105 Mount Pleasant
Tunbridge Wells**

Independent Examiner:

**T Lane
Director in M N Jenks & Co Limited
Chartered Accountants
72 Commercial Road
Paddock Wood
Kent
TN12 6DP**

St Peter's Church, PCC

Year Ended 31 December 2024

The Parochial Council of the Ecclesiastical Parish of St Peter's Tunbridge Wells. Working Name: St Peter's, Tunbridge Wells

Trustees Annual Report for 2024

Background

St Peter's aims to promote the preaching and teaching of the gospel of Jesus Christ within the parish, and beyond its boundaries through the work of a number of missionary societies. It seeks to maintain good relationships with other churches within the parish and town. It aims, as far as possible, to maintain a good community profile.

Charitable Status and Governing Document

The charity was registered with the Charities Commission on 8 September 2009 under the governing document The Parochial Church Council Powers Measure (1956) as amended and The Church Representation Rules.

Membership

Members of the PCC are either ex officio or elected by the Annual Parochial Church Meeting (APCM) in accordance with the Governing document and the Church Representation Rules. Members of the PCC are also Trustees of the Charity.

During the year the following served as members of the PCC:

Incumbent: (Chairman)	Michael Warren
Assistant Minister:	Philip Peddar
Wardens:	Cliff Nay (resigned w.e.f. 8.10.2024) Sally Poland Andy Colbran (elected 8.12.2024)

Representatives on The Deanery Synod: vacant

Elected Members	Richard Akehurst (retired 11.4.2024) Lourdes Bragg (elected 12.4.2024) Anthony Burgess, Treasurer Michele Burgess Andy Colbran (12.4-7.12.2024) (elected Vice Chair 4.11.2024) Peter Fromow Rachel Fromow William Lane David Wakely Lindsey Sumpter Keith Waters (retired 11.4.2024)
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St Peter's Church, PCC

Year Ended 31 December 2024

Shared Leadership Team

The minister & churchwardens (ex-officio), plus 2 elected from the PCC. Elected members this year: Anthony Burgess, Phil Peddar (from 29.4.2024), William Lane (resigned 28.8.2024)

Aims:

- to carry out the business of the PCC between meetings
- to oversee the provision of facilities necessary for St Peter's to fulfil its mission in a welcoming and safe environment
- to look in detail at finances and budgets and make recommendations to the PCC.

Church Attendance

The names of 96 Members appear on the revised Church Electoral Roll of whom 54 were not resident within the parish.

In person attendance of services ranges from high eighties to over 100, with a handful of households and a group at a local residential home participating in services by Zoom. A few members of the church family who are housebound and not able to join services online appreciate the delivery of weekly printed orders of service.

Review of the Year

Meetings

St Peter's PCC held 1 APCM and 7 meetings during 2024.

Mission

The church continues to attract new members, both believers and enquirers, particularly from those moving into the area.

The PCC continued to support and pray for our mission links: Serving In Mission (SIM), People International (PI), Crosslinks and Release International. St Peter's is a member of The Sussex Gospel Partnership and supports Oakhill Theological College and the training of Anglican ordinands.

Youth work

The children and youth benefit from Sunday Bible Classes; occasional games nights for SPY (11 to 14 year olds); and a study group, CY, for 14 to 18 year olds.

Historically, Bibles were presented to St Peter's School leavers each summer term, but more recently they have been given to pupils joining Year 2 so they can be used throughout their time at school.

St Peter's Church, PCC **Year Ended 31 December 2024**

Evangelism and Worship

The vicar Mike Warren, the assistant minister Phil Peddar and the church family work together to spread the gospel in the parish and to strengthen adult and youth teaching. Door-knocking in the parish, under the leadership of Phil Peddar, has led to new people attending services.

Community

- St Peter's School Governors: Mike Warren & Phil Peddar.
- A number of church members continued to serve the community in a quiet and godly way in local charities and ministering in sheltered housing and nursing homes.

Administration

The church continues to be supported by Lourdes Bragg and Lindsey Sumpter in administrative matters. The role includes secretarial support for the Vicar, managing church hall lettings, record-keeping, purchasing supplies.

St Peter's uses a church management system, Churchbuilder for various administrative functions and, importantly, provides security of data.

Church Fabric, Maintenance

The church buildings were kept in good order by the Church Wardens, Richard Akehurst and Andy Colbran.

Ian Cochrane continues his many years of service maintaining the grounds, clocks and overseeing the condition of the bells in the tower.

Policies & Risk Management

Safeguarding Policies

The Safeguarding Policy and associated procedures continue to be reviewed and updated in accordance with guidance from Diocese and National Safeguarding Team. The Parish Safeguarding Officer is Michele Burgess. All adults working with children and/or adults who may be vulnerable are recruited according to the Safer Recruitment Policy, including the appropriate DBS checks, carried out by Rachel Fromow.

Health & Safety

The PCC has a policy on Health & Safety which is reviewed regularly by the PCC and communicated to users of the halls and church buildings.

Financial Reserves Policy

During 2024 the PCC agreed to set aside £25,000 in a designated contingency fund by way of reserve representing approximately three months operating expenditure.

St Peter's Church, PCC
Year Ended 31 December 2024

Review of financial activities

The accounts for the year ending 2024 show an overall deficit of £19,686 but a small surplus of £2,699 in the Unrestricted General Fund. The year end result would have been much better had it not been for necessary but unplanned spending of £25,500 on the building. Reported in the accounts as 'Routine Maintenance' this figure included £14,615 spent on the church tower clearing vegetation and repointing the affected areas plus remedial work to the rear porch. In addition, £828 was spent on extracting a swarm of bees from the building.

The main difference between the overall deficit and small surplus in the General Fund lies in spending £21,000 in consultancy fees in preparation for the refurbishment of the Church building in 2025. These funds were taken from the 'Church Development Fund'.

Income through regular giving and donations as well as general operating expenditure ran much as planned at the beginning of the year.

Despite some generous increases by parishioners regular giving through standing orders was down slightly by 2.5% to £54,373. Sadly, these were not able to fully compensate for losses due to some members leaving or reducing their giving.

Once again Interest income from the PCC's deposit with CCLA of £52,571 (£46,501, 2023) made a significant contribution to overall income representing 30% of total funds received.

The hire of the Church buildings also made an important contribution of £30,886 or 7.5% to the PCC's overall income.

The autumn church missionary appeal raised £5,081 (excluding gift aid) and this sum was dispersed among St Peter's mission partners in December.

Funds

During 2024 the PCC rearranged some of its funds to reflect the probable cost of work refurbishing the Church building and make provision for the possible purchase of a property for future workers or provide a source of additional income.

£375,000 of the monies held in the St Peter's Designated Church Development Fund were transferred to a new Designated fund entitled, St Peter's Housing Fund. This was supplemented by a transfer of £125,000 from the PCC's Unrestricted General Fund to make a round £500,000. The Church Development Fund was reduced to £491,565.

The General Fund was also reduced by a further £25,000 to create a new Contingency Reserve Fund representing 3 months operational overheads. This figure will be enhanced by a further £5,000 in 2025.

The Gordon Lavy Fund (£10,000) is restricted specifically to assist with the cost of refurbishing the Church foyer. It is expected this money will be used when the Church refurbishment programme commences.

St Peter's Church, PCC

Year Ended 31 December 2024

2025 Budget

A budget for the General Fund in 2025 takes a conservative view of income and expenditure and forecasts a small surplus of just under £1,000. Income by way of donations and regular giving is assumed to remain steady however a reduction in credit interest is anticipated reflecting transfers out of the main deposit account to pay for the start of refurbishment works during the summer months. Operating expenditure is expected to rise by circa 5 % to cover general price rises however the PCC anticipates a reduction in outlay on routine maintenance by some £20,000 following last year's exceptional expenditure on repairs.

Once again without the benefit of credit interest the Church would see a deficit of between £35,000 to £40,000. The PCC is fully aware the church redevelopment programme needs to be carefully costed and planned to ensure there will be enough capital available to generate income sufficient to meet future operating expenses.

Other matters

Stewardship, London is responsible for the staff payroll; their duties also include making sure tax and pension payments are made.

Considering the financial position of the charity at 31 December 2024, the expected income and expenditure for 2025 and current level of unrestricted general reserves, the members of the PCC believe that it is appropriate to consider the charity a going concern from the date of the approval of the accounts.

The Trustees have complied with the duty in section 4 of the 2006 Charities Act to have due regard to the public benefit guidance published by the Charity Commission.

Annual Report adopted by PCC on 6.5.25

Signed :



Chairman: Mike Warren

Date: 6.5.25

St Peter's Church, PCC
Year Ended 31 December 2024

Independent examiner's report to the PCC of St Peter's Church, Tunbridge Wells
Charity number 1131548

I report to the trustees on my examination of the accounts of St Peter's Church (the Trust) for the year ended 31 December 2024 which are set out on pages 8 to 17 of the 2024 Accounts .

Responsibilities and basis of report

As the charity trustees of the Trust 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 giving me cause to believe that in any material respect:

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

T Lane
Director in MN Jenks & Co Limited
72 Commercial Road
Paddock Wood
Tonbridge
Kent
TN12 6DP

T Lane
Director in MN Jenks & Co Limited

Date *7th May 2025*

St Peter's Church, PCC
Year Ended 31 December 2024

**Statement of Financial
Activities**


	Unrestricted funds	Designated funds	Restricted funds	Endowment funds	Total funds	Prior year total funds
Income and endowments from:						
Incoming resources from donors	56,975	5	5,056		62,036	66,093
Gift Aid	16,155				16,155	18,003
Other voluntary incoming resources legacies	4,338	30	1,491		5,859	21,425
Income from investments	52,571				52,571	46,501
Income from charitable and ancillary trading	32,494				32,494	32,934
Income from non charitable trading						
Other ordinary incoming resources	5,978				5,978	2,118
Total income	168,512	35	6,547		175,094	187,075
Expenditure on:						
Grants	3,360			5,365	8,725	10,225
Activities directly related to church work	54,722	1,789	20		56,531	40,466
Major repairs	1,066	1,633			2,699	545
Stipends and Parish Share	101,302				101,302	100,518
Fund-raising and publicity	1,213				1,213	1,720
Church management and administration	4,150	20,160			24,310	6,536
Total expenditure	165,813	23,582	5,385		194,780	160,010
Net income / (expenditure) resources before transfer	2,699	(23,547)	1,162		(19,686)	27,065
Transfers						
Gross transfers between funds – in	5,247	526,091			531,338	16,219
Gross transfers between funds – out	(151,015)	(375,006)	(5,317)		(531,338)	(16,219)
Other recognised gains / losses						
Gains on revaluation, fixed assets, charity's own use						
Net movement in funds	(143,068)	127,537	(4,155)		(19,686)	27,065
Total funds brought forward	173,151	897,011	16,575		1,086,737	1,059,672
Total funds carried forward	30,083	1,024,548	12,420		1,067,051	1,086,737

St Peter's Church, PCC
Year Ended 31 December 2024

Balance Sheet

Description	2024	2023
Current assets		
Bank current HSBC	3,286	6,415
CCLA Deposit	1,046,439	1,054,247
Bank deposit HSBC	3,471	10,091
Accounts Receivable	16,061	18,940
Total Current assets	1,069,256	1,089,693
Liabilities		
Agency collections		
Accounts Payable	2,205	2,956
Total Liabilities	2,205	2,956
Net Asset surplus	1,067,051	1,086,737
Represented by funds		
General (Unrestricted)	30,083	173,151
Designated	1,024,548	897,011
Restricted	12,420	16,575
Total	1,067,051	1,086,737

Adopted by PCC on 6.5.25



6.5.25

MICHAEL WARREN
CHAIR

St Peter's Church, PCC
Year Ended 31 December 2024

Note 1: Accounting Policies

The financial statements of the PCC have been prepared in accordance with the Church Accounting Regulations 1997 as amended by the Church Accounting (Amendment) Regulations 2001 on an accruals basis.

Funds

General funds represent the funds of the PCC that are not subject to any special restrictions regarding their use and are available for application to the general purposes of the PCC. These include the separately analysed funds designated for a particular purpose by the PCC.

The accounts include monetary transactions, assets and liabilities for which the PCC can be held responsible. They do not include the accounts of other Church groups that owe an affiliation to another body, nor those that are informal gatherings of Church members.

Balance Sheet

The following assets are recognised but not necessarily valued in the Balance Sheet:

- Movable church furnishings held by churchwardens on special trust for the PCC and which require a faculty for disposal.
- Land and buildings held on behalf of the PCC. Freehold assets are included at historic valuation. Land is not depreciated.
- Other fixtures, fittings and office equipment where the PCC is free to dispose of such assets without faculty and where the original cost exceeded £2,000.00.
- Investments held beneficially by the PCC.

The following assets are recognised and monetary value given as part of the description in the Balance Sheet:

- Amounts owing from the Inland Revenue even if a formal claim has not been made
- Any other amounts invoiced and owing to the PCC including church hall lettings and insurance claims.
- Legacies where formal notification of entitlement and amount has been received at 31 December by the PCC.

Closing bank balances.

The following liabilities are recognised in the Balance Sheet:

- Any loans or overdrafts advanced to the PCC.
- Any arrears of Diocesan Parish Share.
- Creditors for goods or services where the supply has been received and invoiced by 31 December.

St Peter's Church, PCC
Year Ended 31 December 2024

Note 2: Cash and Bank Balances

	2024	2023
	£Stg	
Bank Current HSBC	3,286	6,415
CBF Church of England Deposit Fund	1,046,439	1,054,247
Bank Deposit HSBC	3,471	10,091
TOTAL	1,053,195	1,070,753

Note 3: Debtors

Gift Aid Tax	14,775	17,000
Hall Lettings		1,940
Water Supply	1,286	
TOTAL	16,061	18,940

Note 4: Disclosable Transactions

Independent Examiner's Fees	720
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St Peter's Church, PCC
Year Ended 31 December 2024

Note 5 : Fund movement by type

	Opening	Incoming	Outgoing	Transfers	Gains/Losses	Journals	Closing
Contingency Fund							
Designated	0			25,000			25,000
	0			25,000			25,000
St Peter's Discretionary Fund							
Designated	147						147
	147						147
Diocesan Repair Fund							
Designated	1						1
	1						1
St Peter's Housing Fund							
Designated	0			500,000			500,000
Restricted	0						0
	0			500,000			500,000
Training & Development Fund							
Designated	8,505		670				7,835
	8,505		670				7,835
Agency							
Restricted	200						200
	200						200
General Fund							
Unrestricted	173,151	168,512	165,813	(145,767)			30,083
	173,151	168,512	165,813	(145,767)			30,083
Agency Collection							
Restricted	(200)						(200)
	(200)						(200)
Tower Fund							
Restricted	4,149	1,290	20	(3,000)			2,419
	4,149	1,290	20	(3,000)			2,419
Youth							
Restricted	2,241			(2,241)			0
	2,241			(2,241)			0
Bibles for St Peter's School							
Designated		30	450	420			
Restricted	(1)	76		(75)			0
	(1)	106	450	345			0

St Peter's Church, PCC
Year Ended 31 December 2024

St Peter's Church Development Fund					
Designated	888,358		21,793	(375,000)	491,565
Restricted	0				0
	888,358		21,793	(375,000)	491,565
Missionary Giving Fund					
Designated	0	5		(5)	0
Restricted	184	5,181	5,365		0
	185	5,186	5,365	(5)	0
GAD Lavy Fund					
Restricted	10,000				10,000
	10,000				10,000
Assistant Minister Fund					
Designated	1			(1)	0
Restricted	1			(1)	0
	1			(1)	0
Youth camp fund					
Designated			670	670	0
			670	670	0
Grand Total	1,086,737	175,094	194,780		1,067,051

St Peter's Church, PCC
Year Ended 31 December 2024

Note : 6 Analysis of Income and Expenditure

					Total	
	Unrestricted	Designated	Restricted	Endowment	This year	Last year
INCOME AND ENDOWMENTS FROM:						
Incoming resources from donors						
Income tax recovered	16,155				16,155	18,003
Regular giving	54,373				54,373	55,837
Envelope scheme	305				305	465
Church Collections	2,277				2,277	2,907
Mission Collections	20	5	5,056		5,081	6,884
Incoming resources from donors Totals	73,130	5	5,056		78,191	84,096
Other voluntary incoming resources						
Sundry Donations	4,070	30	1,491		5,591	21,084
Children and Youth	27				27	100
Daddy & Me	242				242	242
Other voluntary incoming resources Totals	4,338	30	1,491		5,859	21,425
Income from investments						
Interest received	52,571				52,571	46,501
Income from investments Totals	52,571				52,571	46,501
Income from charitable and ancillary trading						
Sale of Books & Cards	236				236	419
Hall Income	30,886				30,886	30,579
Church Family Events	1,372				1,372	1,936
Income from charitable and ancillary trading Totals	32,494				32,494	32,934
Other ordinary incoming resources						
Fees - weddings etc	2,518				2,518	2,118
Insurance Income	3,460				3,460	
Other ordinary incoming resources Total	5,978				5,978	2,118
Income and endowments Grand total	168,512	35	6,547		175,094	187,075

St Peter's Church, PCC
Year Ended 31 December 2024

EXPENDITURE ON:

Grants

Missionary Societies	1,135		5,365	6,500	7,000
Home mission	2,225			2,225	3,225
Grants Totals	3,360		5,365	8,725	10,225

Activities directly related to church work

Major Repairs	1,066	1,633		2,699	545
Diocesan Board of Finance Fees	1,158			1,158	1,045
Vicarage Costs	3,722			3,722	3,364
Diocesan Common Fund	57,750			57,750	55,000
Assistant Minister Expenses	102			102	402
Assistant Minister Salary	38,570			38,570	40,707
Cleaning	3,829			3,829	235
Books and Licences	922			922	4,609
Training & People Development	229	670		899	2,835
Outreach Printing	219			219	322
Vicars Expenses	637			637	985
Church Gas, Electricity & Water	7,238			7,238	10,549
Routine Maintenance	25,562		20	25,582	2,500
Church Insurance	4,264			4,264	4,102
Lay Staff Costs	10,551			10,551	12,663
Children and Youth	242	1,120		1,361	1,161
Worship	611			611	262
Evangelism	295			295	
Daddy & Me costs	124			124	244
Activities directly related to church work Totals	157,090	3,422	20	160,532	141,529

Fund-raising and publicity

1319 - Church Family Events	1,159			1,159	1,193
1323 - Books & Card purchases for sale	54			54	527
Fund-raising and publicity Totals	1,213			1,213	1,720

Church management and administration

Expenses - Administration	2,681			2,681	4,463
Stationery & Postage	498			498	478
Bank & Card Reader Charges	112			112	120
Architects fees		20,160		20,160	
Hospitality	140			140	635
PCC costs	720			720	840
Church management and administration Totals	4,150	20,160		24,310	6,536

Expenditure Grand totals	165,813	23,582	5,385	194,780	160,010
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St Peter's Church, PCC
Year Ended 31 December 2024

Note 7: Staff Costs

The Vicar is an Office Holder paid by the Church Commissioners. The PCC make a payment to the Church Commissioners equivalent to the salary and pension contributions paid.

During 2024 there was only one member of staff directly employed by the PCC.

	2023	2024
	£	£
Staff remuneration	<u>45,072</u>	<u>38,570</u>
Total	45,072	38,570

Note 8 : Transactions with PCC members

- 1) During the financial year members of the PCC made donations to the Charity without conditions totalling £25,500.
- 2) The following members of the PCC receive remuneration from the PCC

<u>Name</u>	<u>Role for which remuneration is received</u>
Mr P Peddar	Assistant Minister

The contract under which this Trustee is employed by the PCC is the same as for those other staff with similar roles. No Trustees receive remuneration for their roles as Trustees.

- 3) During the year the following members of the PCC were reimbursed expenses incurred in undertaking their roles for the Church.

	Rev M Warren	P Peddar
Travel, phone and office expenses	£637	£102

Accounts

St Peter's Church
Bayhall Road, Tunbridge Wells

Annual Report and Financial Statements

THE PAROCHIAL COUNCIL OF THE ECCLESIASTICAL PARISH OF
ST PETERS, TUNBRIDGE WELLS
Charity Number: 1131548

For the year ended 31 December 2023

Incumbent: Mike Warren
The Vicarage, Bayhall Road, Tunbridge Wells TN2 4TP

Bank: HSBC Bank Plc
105 Mount Pleasant
Tunbridge Wells

Independent Examiner:

T Lane
Director in M N Jenks & Co Limited
Chartered Accountants
72 Commercial Road
Paddock Wood
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TN12 6DP

St Peter's Church, PCC

Year Ended 31 December 2023

The Parochial Council of the Ecclesiastical Parish of St Peter's Tunbridge Wells

Working Name: **St Peter's, Tunbridge Wells**

Trustees Annual Report for 2023

Background

St Peter's aims to promote the preaching and teaching of the gospel of Jesus Christ within the parish, and beyond its boundaries through the work of a number of missionary societies. It seeks to maintain good relationships with other churches within the parish and town. It aims, as far as possible, to maintain a good community profile.

Charitable Status and Governing Document

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Membership

Members of the PCC are either *ex officio* or elected by the Annual Parochial Church Meeting (APCM) in accordance with the Governing document and the Church Representation Rules.

Members of the PCC are also Trustees of the Charity.

During the year the following served as members of the PCC:

Incumbent: (Chairman)	Michael Warren
Assistant Minister:	Philip Peddar
Wardens:	Cliff Nay Sally Poland
Representatives on The Deanery Synod:	Michael Sumpter
Elected Members	Richard Akehurst Anthony Burgess, Treasurer Michele Burgess Peter Fromow Rachel Fromow William Lane David Wakely Lindsey Sumpter Keith Waters

Shared Leadership Team

The minister & churchwardens (*ex-officio*), plus 2 elected from the PCC. Elected members this year: William Lane and Anthony Burgess.

Aims:

- to carry out the business of the PCC between meetings
- to oversee the provision of facilities necessary for St Peter's to fulfil its mission in a welcoming and safe environment
- to look in detail at finances and budgets and make recommendations to the PCC.

St Peter's Church, PCC
Year Ended 31 December 2023

Church Attendance

The names of 103 Members appear on the Church Electoral Roll of whom 61 were not resident within the parish.

In person attendance of services ranges from high eighties to over 100, with a handful of households and a group at a local residential home participating in services by Zoom. A few members of the church family who are housebound and not able to join services online appreciate the delivery of weekly printed orders of service and sermon notes.

Review of the Year

Meetings

St Peter's PCC held 1 APCM and 6 meetings during 2023.

Mission

The church continues to attract new members, both believers and enquirers, particularly from those moving into the area. The PCC continued to support and pray for our mission links: Serving In Mission (SIM), People International (PI) and Crosslinks and Release International.

Youth work

The children and youth benefit from Sunday Bible Classes; occasional games nights for SPY (11 to 14 year olds); and a study group, CY, for 14 to 18 year olds.

As usual, a gift of Bibles was made to all year 6 pupils at St Peter's School at the time of their transfer to secondary school. At the suggestion of the new headteacher at the school, bibles were also bought for the remainder of the school so that the children could get used to using them in class.

Evangelism and Worship

The vicar Mike Warren, the assistant minister Phil Peddar and the church family work together to spread the gospel in the parish and to strengthen adult and youth teaching. Door-knocking in the parish, under the leadership of Phil Peddar, has led to new people attending services.

Community

- St Peter's School Governors: Mike Warren & Phil Peddar.
- A number of church members continued to serve the community in a quiet and godly way, at Sherborne Close, and in other local charities, ministering in sheltered housing and nursing homes.

Administration

The church was well supported by Lourdes Bragg and Lindsey Sumpter in administrative matters. The role included secretarial support for the Vicar, managing church hall lettings, record-keeping, purchasing supplies. The church management system, ChurchBuilder, continues to be beneficial for various administrative functions and, importantly, provides security of data.

Church Fabric, Maintenance

The church buildings were kept in good order by the Church Wardens, Richard Akehurst and Martin Maplesden. Ian Cochrane continues his many years of service maintaining the grounds, clocks and overseeing the condition of the bells in the tower.

St Peter's Church, PCC

Year Ended 31 December 2023

Policies & Risk Management

Safeguarding Policies

The Safeguarding Policy and associated procedures continue to be reviewed and updated in accordance with guidance from Diocese and National Safeguarding Team. The Parish Safeguarding Officer is Michele Burgess. All adults working with children and/or adults who may be vulnerable are recruited according to the Safer Recruitment Policy, including the appropriate DBS checks, carried out by Rachel Fromow.

Health & Safety

The PCC has a policy on Health & Safety which is reviewed regularly by the PCC and communicated to users of the halls and church buildings.

Reserves Policy

The PCC aim to hold three months operating expenditure in unrestricted funds.
of bibles for the whole of St Peter's Primary School.

After deduction of annual expenditure totaling £160,010 the Church achieved a surplus of £27,065 boosted by the above special donations. The surplus in the General Fund however was much lower at £9,163 and given current operating costs it is evident finances rely heavily on credit interest from the cash deposits.

Review of financial activities

As expected the Church accounts reverted to near normal levels of activity in the 12 months to 31 December 2023. The previous year had been dominated by receipt of £971,000 profit arising from the sale of the former St Peter's School Playground. Reflecting the exceptional nature of this transaction the Charity Commission exempted the PCC from the requirement to present audited accounts and instead agreed the annual review could remain subject to Independent Examination.

Total income in the 12 months to 31 December 2023 was £187,075. Income for 2022 was £1,116,901 however, if the proceeds from the sale of the playground were stripped out the figure would have been £145,000. The improvement in 2023 was solely due to receipt of £46,501 credit interest arising from the PCC's deposit of £1,007,900 with The CBF Church of England Deposit Fund. This deposit account is currently earning 5.25% pa interest which is being added to the capital sum quarterly.

Regular giving through standing orders was down £5,458 to £55,837 (£61,295 in 2022) but income from the use of the Church buildings saw an improvement of £1,710 over the year.

There were £15,393 additional donations given for specific purposes. A generous donation of £10,000 designated by the PCC for the training and development of members of the Church and gifts totaling £1,935 restricted to fund the purchase The autumn church missionary appeal raised £6,884 (excluding gift aid) and this sum was dispersed among St Peter's mission partners in December.

Funds

In 2022 £900,000 from the sale of the playground was transferred to a new Fund designated by the PCC to be used to refurbish the Church building and assist with projects aimed at growing the body and representation of St Peter's in Hawkenbury. In 2023 £11,642 was spent on architect's fees drawing up preliminary plans which has led to the identification of essential works to the Church heating and electrical systems together with making spaces more

St Peter's Church, PCC
Year Ended 31 December 2023

accessible. Planning continues but the PCC has initially allocated £500,000 of the Development Fund to complete this work.

The Gordon Lavy Fund (£10,000) is restricted specifically to assist with the cost of refurbishing the Church foyer. It is expected this money will be used when the Church refurbishment programme commences.

As at 31 December 2023 the unrestricted General Fund was £173,151 up from £150,337 at the end of 2022. This figure provides more than adequate cover for normal operating costs and significantly above the PCC's policy of holding three months' operating expenditure in unrestricted reserves.

2024 Budget

A budget for the General Fund in 2024 takes a conservative view of income and expenditure and forecasts a surplus of £4,000. Income is assumed to remain steady but with a fall in credit interest reflecting possible transfers out of the main deposit account to pay for the start of refurbishment works in the Autumn. Expenditure meanwhile is expected to rise by circa 5 % to cover general price rises.

Without credit interest the Church would see a deficit of circa £30,000. The PCC is fully aware the church redevelopment programme needs to be carefully costed and planned to ensure there will be enough capital available to generate income sufficient to meet future operating expenses. Meanwhile efforts are being made to investigate grants and encourage an improvement in regular giving.

Other matters

Stewardship, London is responsible for the staff payroll; their duties also include making sure tax and pension payments are made.

Considering the financial position of the charity at 31 December 2023, the expected income and expenditure for 2024 and current level of unrestricted general reserves, the members of the PCC believe that it is appropriate to consider the charity a going concern from the date of the approval of the accounts.

The Trustees have complied with the duty in section 4 of the 2006 Charities Act to have due regard to the public benefit guidance published by the Charity Commission.

Annual Report adopted by PCC on
Signed :



Chairman: Mike Warren

Date: 3rd April 2024

St Peter's Church, PCC
Year Ended 31 December 2023

Independent examiner's report to the PCC of St Peter's Church, Tunbridge Wells Charity number 1131548

I report to the trustees on my examination of the accounts of St Peter's Church (the Trust) for the year ended 31 December 2023 which are set out on pages 7 to 14 of the 2023 Accounts .

Responsibilities and basis of report

As the charity trustees of the Trust 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 giving me cause to believe that in any material respect:

- 1. accounting records were not kept in respect of the Trust as required by section 130 of the Act; or*
- 2. the accounts do not accord with those records; or*
- 3. the accounts do 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.*

An audit dispensation has been granted by The Charity Commission for The Parochial Council Of The Ecclesiastical Parish of St Peters, Tunbridge Wells – 1131548 under Regulation 34(3)(b) of the Charities (Accounts and Reports) Regulations 2008.

This dispensation is for the financial year ended 31/12/2022 only and allows an independent examination in place of an audit for this year.

The dispensation is dated 14 November 2022 and has been granted upon request following the exceptional one-off sale of land in the year to 31 December 2022 which meant that income exceeded £1million in the year.

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.

Signed:

T. Lane, Director in MN Jenks & Co Limited

Name:

T Lane
Director in MN Jenks & Co Limited
72 Commercial Road
Paddock Wood
Tonbridge
Kent
TN12 6DP

Date *4th April 2024*

St Peter's Church, PCC
Year Ended 31 December 2023

Statement of Financial Activities

	Unrestricted funds	Designated funds	Restricted funds	Endowment funds	Total funds	Prior year total funds
Income and endowments from:						
Incoming resources from donors	52,959	—	13,134	—	66,093	70,780
Gift Aid	18,003	—	—	—	18,003	20,106
Other voluntary incoming resources	5,932	13,458	2,035	—	21,425	7,263
Legacies	—	—	—	—	—	412
Income from investments	46,501	—	—	—	46,501	8,107
Income from charitable and ancillary trading	32,934	—	—	—	32,934	31,441
Other ordinary incoming resources	2,118	—	—	—	2,118	978,792
Total income	158,447	13,458	15,169	—	187,075	1,116,901
Expenditure on:						
Grants	3,725	—	6,500	—	10,225	9,340
Activities directly related to church work	36,241	2,406	1,820	—	40,466	32,812
Major repairs	545	—	—	—	545	6,900
Stipend and Parish Share	100,518	—	—	—	100,518	97,926
Fund-raising and publicity	1,720	—	—	—	1,720	2,644
Church management and administration	6,536	—	—	—	6,536	34,737
Total expenditure	149,285	2,406	8,320	—	160,010	184,360
Gains / losses on investment assets	—	—	—	—	—	—
Net income / (expenditure) resources before transfer	9,163	11,053	6,849	—	27,065	932,541
Transfers						
Gross transfers between funds - in	14,869	906	444	—	16,219	904,351
Gross transfers between funds - out	(1,218)	(8,632)	(6,369)	—	(16,219)	(904,351)
Other recognised gains / losses						
Gains on revaluation, fixed assets, charity's own use	—	—	—	—	—	—
Net movement in funds	22,814	3,327	924	—	27,065	932,541
Total funds brought forward	150,337	893,684	15,651	—	1,059,672	127,132
Total funds carried forward	173,151	897,011	16,575	—	1,086,737	1,059,672
Represented by						
Unrestricted						
General fund	173,151	—	—	—	173,151	150,337
Designated						
Assistant Minister	—	1	—	—	1	0
Church Development Fund	—	888,358	—	—	888,358	888,358
Diocesan Repair Fund	—	1	—	—	1	5,175
GAD Lavy Fund	—	—	—	—	—	—
Kitchen Appeal Fund	—	0	—	—	0	0
Maintenance sink fund	—	0	—	—	0	0
Missionary Giving	—	0	—	—	0	0
St Peter's Discretionary Fund	—	147	—	—	147	147
Training & Development Fund	—	8,505	—	—	8,505	4
Youth Camp Fund	—	—	—	—	—	—
Restricted						
Additional Agency	—	—	200	—	200	200
Agency collection	—	—	(200)	—	(200)	(200)
Assistant Minister	—	—	1	—	1	58
Bibles for St Peters School	—	—	(1)	—	(1)	0
Church Development Fund	—	—	0	—	0	0
GAD Lavy Fund	—	—	10,000	—	10,000	10,000
Kitchen Appeal Fund	—	—	0	—	0	0
Missionary Giving	—	—	184	—	184	50
Tower Fund	—	—	4,149	—	4,149	3,589
Youth Camp Fund	—	—	—	—	—	32
Youth Worker Fund	—	—	2,241	—	2,241	1,921

St Peter's Church, PCC
Year Ended 31 December 2023

Balance Sheet

<u>Class</u>	<u>Description</u>	<u>This year</u>	<u>Last year</u>
Current assets			
	Cash & Bank Balances	1,070,753	1,042,639
	Other Assets	—	—
	Accounts Receivable	18,940	18,973
	Total Current assets	1,089,693	1,061,612
Liabilities			
	Agency collections	—	—
	Accounts Payable	2,956	1,940
	Restricted clearing account	—	—
	Total Liabilities	2,956	1,940
	Net Asset surplus	1,086,737	1,059,672
	Represented by funds		
	Unrestricted	173,151	150,337
	Designated	897,011	893,684
	Restricted	16,575	15,651
	Total	1,086,737	1,059,672

The charity was exempted from Audit for the period ended 31 December 2023, please see Trustees Annual Report.

The PCC acknowledge their responsibilities for ensuring that the charity keeps accounting records; and preparing financial statements which give a true and fair view of the state of affairs of the charity as at the end of each financial year and of its surplus or deficit for each financial year.

ON BEHALF OF THE PAROCHIAL CHURCH COUNCIL



Mike Warren (Chairman)

Date: 3rd April 2024

St Peter's Church, PCC

Year Ended 31 December 2023

Note 1: Accounting Policies

The financial statements of the PCC have been prepared in accordance with the Church Accounting Regulations 1997 as amended by the Church Accounting (Amendment) Regulations 2001 on an accruals basis.

Funds

General funds represent the funds of the PCC that are not subject to any special restrictions regarding their use and are available for application to the general purposes of the PCC. These include the separately analysed funds designated for a particular purpose by the PCC.

The accounts include monetary transactions, assets and liabilities for which the PCC can be held responsible. They do not include the accounts of other Church groups that owe an affiliation to another body, nor those that are informal gatherings of Church members.

Balance Sheet

The following assets are recognised but not necessarily valued in the Balance Sheet:

- Movable church furnishings held by churchwardens on special trust for the PCC and which require a faculty for disposal.
- Land and buildings held on behalf of the PCC. Freehold assets are included at historic valuation. Land is not depreciated.
- Other fixtures, fittings and office equipment where the PCC is free to dispose of such assets without faculty and where the original cost exceeded £2,000.00.
- Investments held beneficially by the PCC.

The following assets are recognised and monetary value given as part of the description in the Balance Sheet:

- Amounts owing from the Inland Revenue even if a formal claim has not been made
- Any other amounts invoiced and owing to the PCC including church hall lettings and insurance claims.
- Legacies where formal notification of entitlement and amount has been received at 31 December by the PCC.

Closing bank balances.

The following liabilities are recognised in the Balance Sheet:

- Any loans or overdrafts advanced to the PCC.
- Any arrears of Diocesan Parish Share.
- Creditors for goods or services where the supply has been received and invoiced by 31 December.

St Peter's Church, PCC
Year Ended 31 December 2023

Note 2: Cash and Bank Balances

	2023	£Stg	2022
Bank Current HSBC	6,415		4,702
CBF Church of England Deposit Fund	1,054,247		1,007,990
Bank Deposit HSBC	10,091		19,364
Diocesan Deposit Account	--		1,258
CRF Diocesan Account	--		9,324
TOTAL	1,070,753		1,042,639

Note 3: Debtors

Gift Aid Tax	17,000	15,000
Hall Lettings	1,940	3,973
TOTAL	18,940	18,973

Note 4: Disclosable Transactions

Independent Examiner's Fees	720
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St Peter's Church, PCC
Year Ended 31 December 2023

Note 5: Fund movement by type

	Opening	Incoming	Outgoing	Transfers	Gains/losses	Journals	Closing
St Peter's Discretionary Fund							
Designated	147	—	—	—	—	—	147
	147	—	—	—	—	—	147
Training & Development Fund							
Designated	4	10,000	1,500	—	—	—	8,505
	4	10,000	1,500	—	—	—	8,505
St Peter's School Playground							
Endowment	—	—	—	—	—	—	—
	—	—	—	—	—	—	—
Agency							
Restricted	200	—	—	—	—	—	200
	200	—	—	—	—	—	200
General fund							
Unrestricted	150,337	158,447	149,285	13,651	—	—	173,151
	150,337	158,447	149,285	13,651	—	—	173,151
Diocesan Repair Fund							
Designated	5,175	—	—	(5,174)	—	—	1
	5,175	—	—	(5,174)	—	—	1
Kitchen Appeal Fund							
Designated	0	—	—	—	—	—	0
Restricted	0	—	—	—	—	—	0
	0	—	—	—	—	—	0
Tower Fund							
Restricted	3,589	560	—	—	—	—	4,149
	3,589	560	—	—	—	—	4,149
Youth Worker Fund							
Restricted	1,921	320	—	—	—	—	2,241
	1,921	320	—	—	—	—	2,241
Bibles for St Peter's School							
Restricted	0	1,375	1,820	444	—	—	(1)
	0	1,375	1,820	444	—	—	(1)
Agency Collection							
Restricted	(200)	—	—	—	—	—	(200)
	(200)	—	—	—	—	—	(200)
Church Development Fund							
Designated	888,358	—	—	—	—	—	888,358
Restricted	0	—	—	—	—	—	0
	888,358	—	—	—	—	—	888,358
Missionary Giving							
Designated	0	—	—	—	—	—	0
Restricted	50	7,134	6,500	(500)	—	—	184
	51	7,134	6,500	(500)	—	—	185
GAD Lavy Fund							
Designated	—	—	—	—	—	—	—
Restricted	10,000	—	—	—	—	—	10,000
	10,000	—	—	—	—	—	10,000
Assistant Minister Fund							
Designated	0	3,458	—	(3,458)	—	—	1
Restricted	58	5,680	—	(5,737)	—	—	1
	58	9,138	—	(9,195)	—	—	1

Youth Camp Fund

Designated
Restricted

	—	—	906	906	—	—	—
	32	100	—	(132)	—	—	—
	32	100	906	774	—	—	—
Grand total	1,059,672	187,075	160,010	—	—	—	1,086,737

St Peter's Church, PCC

Year Ended 31 December 2023

Note : 6 Analysis of income and endowments

					Total	
	Unrestricted	Designated	Restricted	Endowment	This year	Last year
INCOME AND ENDOWMENTS						
Incoming resources from donors						
Regular giving	49,837	—	6,000	—	55,837	61,295
Envelope scheme	465	—	—	—	465	660
Church Collections	2,657	—	250	—	2,907	1,738
Mission Collections	—	—	6,884	—	6,884	7,087
Total	52,959	—	13,134	—	66,093	70,780
Incoming resources from donors - Gift Aid						
Income tax recovered	18,003	—	—	—	18,003	20,106
Total	18,003	—	—	—	18,003	20,106
Other voluntary incoming resources						
Sundry Donations	5,690	13,458	1,935	—	21,084	6,865
Children and Youth	—	—	100	—	100	200
Daddy & Me	242	—	—	—	242	198
Total	5,932	13,458	2,035	—	21,425	7,263
Other voluntary incoming resources - legacies						
Legacies	—	—	—	—	—	412
Total	—	—	—	—	—	412
Income from investments						
Interest received	46,501	—	—	—	46,501	8,107
Total	46,501	—	—	—	46,501	8,107
Income from charitable and ancillary trading						
Sale of Books & Cards	419	—	—	—	419	316
Hall Income	30,579	—	—	—	30,579	28,869
Church Family Events	1,936	—	—	—	1,936	2,257
Total	32,934	—	—	—	32,934	31,441
Other ordinary incoming resources						
Fees - weddings etc	2,118	—	—	—	2,118	1,392
Insurance Income	—	—	—	—	—	6,400
Asset surplus	—	—	—	—	—	971,000
Total	2,118	—	—	—	2,118	978,792
INCOME TOTAL	158,447	13,458	15,169	—	187,075	1,116,901

St Peter's Church, PCC

Year Ended 31 December 2023

Note : 7 Analysis of Expenditure

Grants

Missionary Societies	500	—	6,500	—	7,000	7,000
Church Societies	—	—	—	—	—	1,000
Home mission	3,225	—	—	—	3,225	1,340
Total	3,725	—	6,500	—	10,225	9,340

Activities directly related to church work

Cleaning	235	—	—	—	235	754
Books and Licences	2,789	—	1,820	—	4,609	1,115
Training & People Development	1,335	1,500	—	—	2,835	689
Outreach Printing	322	—	—	—	322	614
Vicars Expenses	985	—	—	—	985	588
Church Gas, Electricity & Water	10,549	—	—	—	10,549	9,555
Routine Maintenance	2,500	—	—	—	2,500	1,549
Church Insurance	4,102	—	—	—	4,102	3,880
Lay Staff Costs	12,663	—	—	—	12,663	10,052
Children and Youth	255	906	—	—	1,161	1,272
Hall rental related cost	—	—	—	—	—	40
Worship	262	—	—	—	262	2,372
Evangelism	—	—	—	—	—	126
Daddy & Me costs	244	—	—	—	244	206
Total	36,241	2,406	1,820	—	40,466	32,812

Activities directly related to church work - Major repairs

Major Repairs	545	—	—	—	545	6,900
Total	545	—	—	—	545	6,900

Activities directly related to church work - Stipend and Parish Share

Diocesan Board of Finance Fees	1,045	—	—	—	1,045	1,208
Vicarage Costs	3,364	—	—	—	3,364	3,381
Diocesan Common Fund	55,000	—	—	—	55,000	50,000
Assistant Minister Expenses	402	—	—	—	402	46
Assistant Minister Salary	40,707	—	—	—	40,707	43,291
Total	100,518	—	—	—	100,518	97,926

Fund-raising and publicity

Church Family Events	1,193	—	—	—	1,193	2,179
Books & Card purchases for sale	527	—	—	—	527	465
Total	1,720	—	—	—	1,720	2,644

Church management and administration

Expenses - Administration	4,463	—	—	—	4,463	3,282
Stationery & Postage	478	—	—	—	478	384
Bank & Card Reader Charges	120	—	—	—	120	142
Legal fees	—	—	—	—	—	18,828
Architects fees	—	—	—	—	—	11,872
Hospitality	635	—	—	—	635	228
PCC costs	840	—	—	—	840	—
Total	6,536	—	—	—	6,536	34,737

EXPENDITURE TOTAL	149,285	2,406	8,320	—	160,010	184,360
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GRAND TOTAL	9,163	11,053	6,849	—	27,065	932,541
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St Peter's Church, PCC
Year Ended 31 December 2023

Note 8: Staff Costs

The Vicar is an Office Holder paid by the Church Commissioners. The PCC make a payment to the Church Commissioners equivalent to the salary and pension contributions paid.

During 2023 two members of staff were employed directly by the PCC.

	2022	2023
	£	£
Staff remuneration	<u>46,974</u>	<u>45,072</u>
Total	46,974	45,072

Note 9 : Transactions with PCC members

- 1) During the financial year members of the PCC made donations to the Charity without conditions totalling £22,460.
- 2) The following members of the PCC receive remuneration from the PCC

<u>Name</u>	<u>Role for which remuneration is received</u>
-------------	--

Mr P Peddar	Assistant Minister
-------------	--------------------

The contract under which this Trustee is employed by the PCC is the same as for those other staff with similar roles. No Trustees receive remuneration for their roles as Trustees.

- 3) During the year the following members of the PCC were reimbursed expenses incurred in undertaking their roles for the Church.

	Rev M Warren	P Peddar
Travel, phone and office expenses	£985	£402

Accounts

St Peter's Church
Bayhall Road, Tunbridge Wells

Annual Report and Financial Statements

**THE PAROCHIAL COUNCIL OF THE ECCLESIASTICAL PARISH OF
ST PETERS, TUNBRIDGE WELLS**
Charity Number: 1131548

For the year ended 31 December 2022

Incumbent: Mike Warren
The Vicarage, Bayhall Road, Tunbridge Wells TN2 4TP

Bank: HSBC Bank Plc
105 Mount Pleasant
Tunbridge Wells

Independent Examiner:

T Lane
Director in M N Jenks & Co Limited
Chartered Accountants
72 Commercial Road
Paddock Wood
Kent
TN12 6DP

St Peter's Church, PCC

Year Ended 31 December 2022

The Parochial Council of the Ecclesiastical Parish of St Peter's Tunbridge Wells

Working Name: **St Peter's, Tunbridge Wells**

Trustees Annual Report for 2022

Background

St Peter's aims to promote the preaching and teaching of the gospel of Jesus Christ within the parish, and beyond its boundaries through the work of a number of missionary societies. It seeks to maintain good relationships with other churches within the parish and town. It aims, as far as possible, to maintain a good community profile.

Charitable Status and Governing Document

The charity was registered with the Charities Commission on 8 September 2009 under the governing document The Parochial Church Council Powers Measure (1956) as amended and The Church Representation Rules.

Membership

Members of the PCC are either ex officio or elected by the Annual Parochial Church Meeting (APCM) in accordance with the Governing document and the Church Representation Rules.

Members of the PCC are also Trustees of the Charity.

During the year the following served as members of the PCC:

Incumbent: (Chairman)	Michael Warren
Assistant Minister:	Philip Peddar
Wardens:	Cliff Nay Sally Poland

Representatives on The Deanery Synod:	Michael Sumpter
Elected Members	Richard Akehurst Tony Burgess Treasurer Michele Burgess Peter Fromow Rachel Fromow William Lane Mary Sturgeon Lindsey Sumpter Keith Waters

Senior Leadership Team

The minister & churchwardens (ex-officio), plus 2 elected from the PCC. Elected members this year: William Lane and Anthony Burgess.

Aims:

- to carry out the business of the PCC between meetings
- to oversee the provision of facilities necessary for St Peter's to fulfil its mission in a welcoming and safe environment
- to look in detail at finances and budgets and make recommendations to the PCC.

St Peter's Church, PCC

Year Ended 31 December 2022

Church Attendance

The names of 106 Members appear on the new Church Electoral Roll of whom 63 were not resident within the parish.

In person attendance of services has increased over the year and ranges from high eighties to over 100, with a handful of households participating in services by Zoom. A few members of the church family who are housebound appreciate the delivery of weekly printed orders of service and sermon notes.

Review of the Year

Meetings

St Peter's PCC held 1 APCM and 6 meetings during 2022

Mission

The church continues to attract new members, both believers and enquirers, particularly from those moving into the area. The PCC continued to support and pray for our mission links: Serving In Mission (SIM), People International (PI) and Crosslinks/Acorn Camps and Release International. With the increased use of technology, mission partners were able to join in services or prayer meetings from a distance, proving to be mutually encouraging for mission workers and prayer supporters alike.

Youth work

The children and youth benefit from Sunday Bible Classes; occasional games nights for SPY (11 to 14 year olds); and a study group, CY, for 14 to 18 year olds.

As usual, a gift of Bibles was made to all year 6 pupils at St Peter's School at the time of their transfer to secondary school.

Evangelism and Worship

The vicar Mike Warren, the assistant minister Phil Peddar and the church family work together to spread the gospel in the parish and to strengthen adult and youth teaching. Door-knocking in the parish, under the leadership of Phil Peddar, has led to new people attending services.

Community

- St Peter's School Governors: Mike Warren, Matt Aldous & Phil Peddar.
- A number of church members continued to serve the community in a quiet and godly way, at Sherborne Close, and in other local charities, ministering in sheltered housing and nursing homes.

Administration

The church was well supported by Lindsey Sumpter and Lourdes Bragg in administrative matters. The role included secretarial support for the Vicar, managing church hall lettings, record-keeping, purchasing supplies. The implementation of the church management system, ChurchBuilder, the previous year, has been beneficial for increasing the number of administrative functions and importantly, provides security of data.

Church Fabric, Maintenance

The church buildings were kept in good order by the church wardens, Richard Akehurst, Martin Maplesden and Yemi Adenekan. Ian Cochrane continues his many years of service maintaining the grounds and garden.

St Peter's Church, PCC
Year Ended 31 December 2022

Policies & Risk Management

Safeguarding Policies

The Safeguarding Policy and associated procedures continue to be reviewed and updated in accordance with guidance from Diocese and National Safeguarding Team. The Parish Safeguarding Officer is Michele Burgess. All adults working with children and/or adults who may be vulnerable are recruited according to the Safer Recruitment Policy, including the appropriate DBS checks, carried out by Rachel Fromow.

Health & Safety

The PCC has a policy on Health & Safety which is reviewed regularly by the PCC and communicated to users of the halls and church buildings.

Reserves Policy

The PCC aim to hold three months operating expenditure in unrestricted funds.

Review of financial activities

The Church accounts for the twelve months to 31 December 2022 are dominated by the sale of St Peter's School Playground which took place in August.

The redundant playground which had been held in an expendable endowment fund valued at £4,000 was sold in open market conditions at £975,000 and therefore achieved a profit of £971,000. The accounts show the costs of sale amounting to £18,828 in the expenditure account under 'Legal Fees - Church Management and Administration'.

When added to the PCC's normal operating income total income for the year was £1,116,901 and set against annual expenditure of £184,360 the resulting surplus was £932,541. Because the sale was considered to be a 'one off' transaction The Charity Commission have exempted the PCC from the requirement to present audited accounts and instead are satisfied they can be subject to Independent Examination.

The PCC decided that £900,000 of the net sale proceeds should be credited to a new Discretionary Church Development Fund which will be used to refurbish the Church building and assist with projects aimed at growing the body and representation of the Church in the Parish of Hawkenbury. Until decisions have been made as to how the money is be used the PCC supplemented the net sale proceeds with funds from its HSBC deposit account and has placed £1,000,000 in a cash deposit with The CBF Church of England Deposit Fund. This facility is currently earning interest at 3.85% pa accrued to the capital amount.

Other than the exceptional items relating to the sale of the old school playground both income and expenditure followed what can be described as normal patterns. Items worthy of note include an increase in regular income through standing orders to £61,295 (£57,965 in 2021) and a rise in income from the use of the building £28,869 (£20,023). Additional administration support led to an increase in Lay Staff costs by £7,576 and £11,872 of the new Development Fund was spent using the services of an architect to create drawings and advise on options to develop the church building.

Without the benefit of the property sale and related costs 2022 would have seen a deficit of £15,749. The PCC were aware of this position and approved the decision to draw down on cash reserves to cover any shortfall had the sale not materialised.

The autumn church missionary appeal raised £7,087 (excluding gift aid) and this sum was dispersed among St Peter's mission partners in December.

St Peter's Church, PCC
Year Ended 31 December 2022

Funds

As at 31 December 2022 the unrestricted General Fund stood at £150,337 up from £103,429 at the end of 2021. This figure provides more than adequate cover for normal operating costs and significantly above the PCC's policy of holding three months' operating expenditure in unrestricted reserves.

2023 Budget

Seeking to identify the PCC's likely operating surplus/deficit for 2023 the budget forecast excludes interest from The CBF Church of England Deposit Fund and any major building related costs. Furthermore, assuming no increase in general giving or special appeals and allowing costs to rise by a contingency of 10% the forecast expects a deficit of approximately £26,000. The PCC have again decided to draw down on reserves to cover this shortfall should this be the case but in reality the deficit should be significantly mitigated by the interest accumulating in the Church's deposit accounts.

Other matters

Stewardship, London is responsible for the staff payroll; their duties also include making sure tax and pension payments are made.

Taking into account the financial position of the charity at 31 December 2022, the expected income and expenditure for 2023 and current level of unrestricted general reserves, the members of the PCC believe that it is appropriate to consider the charity a going concern from the date of the approval of the accounts.

The Trustees have complied with the duty in section 4 of the 2006 Charities Act to have due regard to the public benefit guidance published by the Charity Commission.

Annual Report adopted by PCC on

Signed :



Chairman: Mike Warren

Date:

16 April 2023

St Peter's Church, PCC
Year Ended 31 December 2022

Independent examiner's report to the PCC of St Peter's Church, Tunbridge Wells Charity number 1131548

I report to the trustees on my examination of the accounts of St Peter's Church (the Trust) for the year ended 31 December 2022 which are set out on pages 7 to 14 of the 2022 Accounts .

Responsibilities and basis of report

As the charity trustees of the Trust 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 giving me cause to believe that in any material respect:

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

An audit dispensation has been granted by The Charity Commission for The Parochial Council Of The Ecclesiastical Parish of St Peters, Tunbridge Wells – 1131548 under Regulation 34(3)(b) of the Charities (Accounts and Reports) Regulations 2008.

This dispensation is for the financial year ended 31/12/2022 only and allows an independent examination in place of an audit for this year.

The dispensation is dated 14 November 2022 and has been granted upon request following the exceptional one-off sale of land in the year to 31 December 2022 which meant that income exceeded £1million in the year.

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.

Signed:

T. Lane, Director in MN Jenks & Co Ltd.

Name:

T Lane
Director in MN Jenks & Co Limited
72 Commercial Road
Paddock Wood
Tonbridge
Kent
TN12 6DP

Date

19 April 2023

St Peter's Church, PCC
Year Ended 31 December 2022

Statement of Financial Activities

	Unrestricted funds	Designated funds	Restricted funds	Endowment funds	Total funds	Prior year total funds
Income and endowments from:						
Incoming resources from donors	60,406	4,164	6,210	—	70,780	64,852
Gift Aid	20,106	—	—	—	20,106	16,926
Other voluntary incoming resources	5,593	230	1,440	—	7,263	9,243
legacies	412	—	—	—	412	49,138
Income from investments	8,107	—	—	—	8,107	26
Income from charitable and ancillary trading	31,441	—	—	—	31,441	20,623
Other ordinary incoming resources	7,792	—	—	—	7,792	1,782
Sale of Playground	971,000	—	—	—	971,000	—
Total income	1,104,856	4,394	7,650	—	1,116,901	162,589
Expenditure on:						
Grants	5,340	4,000	—	—	9,340	8,275
Activities directly related to church work	32,065	687	60	—	32,812	20,811
Major repairs	6,900	—	—	—	6,900	6,001
Stipend and Parish Share	92,304	—	5,623	—	97,926	95,743
Fund-raising and publicity	2,644	—	—	—	2,644	421
Church management and administration	22,672	12,066	—	—	34,737	3,747
Total expenditure	161,925	16,753	5,683	—	184,360	134,999
Net income / (expenditure) resources before transfer	942,932	(12,358)	1,967	—	932,541	27,591
Transfers						
Gross transfers between funds - in	4,164	900,187	—	—	904,351	6,500
Gross transfers between funds - out	(900,187)	(164)	—	(4,000)	(904,351)	(6,500)
Other recognised gains / losses						
Net movement in funds	46,909	887,665	1,967	(4,000)	932,541	27,591
Total funds brought forward	103,429	6,019	13,684	4,000	127,132	99,541
Total funds carried forward	150,337	893,684	15,651	—	1,059,672	127,132
Represented by						
Unrestricted						
General fund	150,337	—	—	—	150,337	103,429
Designated						
Assistant Minister	—	0	—	—	0	0
Church Development Fund	—	888,358	—	—	888,358	—
Diocesan Repair Fund	—	5,175	—	—	5,175	5,175
Kitchen Appeal Fund	—	0	—	—	0	140
Maintenance sink fund	—	0	—	—	0	0
Missionary Giving	—	0	—	—	0	—
St Peter's Discretionary Fund	—	147	—	—	147	200
Training & Development Fund	—	4	—	—	4	4
Youth Camp Fund	—	—	—	—	—	500
Restricted						
Additional Agency	—	—	200	—	200	200
Agency collection	—	—	(200)	—	(200)	(200)
Assistant Minister	—	—	58	—	58	0
Bibles for St Peters School	—	—	0	—	0	0
Church Development Fund	—	—	0	—	0	0
GAD Lavy Fund	—	—	10,000	—	10,000	10,000
Kitchen Appeal Fund	—	—	0	—	0	0
Missionary Giving	—	—	50	—	50	0
Tower Fund	—	—	3,589	—	3,589	2,149
Youth Camp Fund	—	—	32	—	32	92
Youth Worker Fund	—	—	1,921	—	1,921	1,441
Endowment						
Playground	—	—	—	—	—	4,000

St Peter's Church, PCC
Year Ended 31 December 2022

Balance Sheet

Class	Description	This year	Last year
Fixed assets			
	Freehold Playground	—	4,000
	Total Fixed assets	—	4,000
Current assets			
	Cash & Bank Balances	1,042,639	113,132
	Other assets	—	—
	Debtors	18,973	10,000
	Total Current assets	1,061,612	123,132
Liabilities			
	Agency collections	—	—
	Accounts Payable	1,940	—
	Restricted clearing account	—	—
	Total Liabilities	1,940	—
	Net Asset surplus	1,059,672	127,132
	Represented by funds		
	Unrestricted	150,337	103,429
	Designated	893,684	6,019
	Restricted	15,651	13,684
	Endowment	—	4,000
	Total	1,059,672	127,132

The charity has been exempted from Audit for the period ended 31 December 2022, please see Trustees Annual Report.

The PCC acknowledge their responsibilities for ensuring that the charity keeps accounting records; and preparing financial statements which give a true and fair view of the state of affairs of the charity as at the end of each financial year and of its surplus or deficit for each financial year.

ON BEHALF OF THE PAROCHIAL CHURCH COUNCIL



Mike Warren (Chairman)

Date: 16 April 2023

St Peter's Church, PCC

Year Ended 31 December 2022

Note 1: Accounting Policies

The financial statements of the PCC have been prepared in accordance with the Church Accounting Regulations 1997 as amended by the Church Accounting (Amendment) Regulations 2001 on an accruals basis.

Funds

General funds represent the funds of the PCC that are not subject to any special restrictions regarding their use and are available for application to the general purposes of the PCC. These include the separately analysed funds designated for a particular purpose by the PCC.

The accounts include monetary transactions, assets and liabilities for which the PCC can be held responsible. They do not include the accounts of other Church groups that owe an affiliation to another body, nor those that are informal gatherings of Church members.

Balance Sheet

The following assets are recognised but not necessarily valued in the Balance Sheet:

- Movable church furnishings held by churchwardens on special trust for the PCC and which require a faculty for disposal.
- Land and buildings held on behalf of the PCC. Freehold assets are included at historic valuation. Land is not depreciated.
- Other fixtures, fittings and office equipment where the PCC is free to dispose of such assets without faculty and where the original cost exceeded £2,000.00.
- Investments held beneficially by the PCC.

The following assets are recognised and monetary value given as part of the description in the Balance Sheet:

- Amounts owing from the Inland Revenue even if a formal claim has not been made
- Any other amounts invoiced and owing to the PCC including church hall lettings and insurance claims.
- Legacies where formal notification of entitlement and amount has been received at 31 December by the PCC.

Closing bank balances.

The following liabilities are recognised in the Balance Sheet:

- Any loans or overdrafts advanced to the PCC.
- Any arrears of Diocesan Parish Share.
- Creditors for goods or services where the supply has been received and invoiced by 31 December.

St Peter's Church, PCC
Year Ended 31 December 2022

Note 2: Fixed Assets

Freehold playground-valued at 31 January 1970 at £4,000. This forms the endowment fund.

	<u>Cost/Value</u>
	£Stg
At 1 January 2022	4,000
Disposal	<u>4,000</u>
At 31 December 2022	—

Note 3: Cash and Bank Balances

	2022	2021
	£Stg	£Stg
Bank current HSBC	4,702	6,893
CBF Church of England Deposit Fund	1,007,990	—
Bank Deposit HSBC	19,364	95,709
Diocesan Deposit Account	1,259	1,251
CRF Diocesan Account	<u>9,324</u>	<u>9,279</u>
Total	1,042,639	113,132

Note 4: Debtors

	2022	2021
	£Stg	£Stg
Gift Aid Tax	15,000	10,000
Hall Lettings	<u>3,973</u>	—
Total	18,973	10,000

Note 5: Disclosable Transactions

	2022	2021
	£Stg	£Stg
Exceptional Income - Sale of Playground	971,000	—
Independent Examiner's Fees	600	—

St Peter's Church, PCC
Year Ended 31 December 2022

Note 6: Fund movement by type

	Opening	Incoming	Outgoing	Transfers	Gains/losses	Closing
St Peter's Discretionary Fund						
Designated	200	—	53	—	—	147
Sub-total	200	—	53	—	—	147
Training & Development Fund						
Designated	4	—	—	—	—	4
Sub-total	4	—	—	—	—	4
St Peter's School Playground						
Endowment	4,000	—	—	(4,000)	—	—
Sub-total	4,000	—	—	(4,000)	—	—
Additional Agency						
Restricted	200	—	—	—	—	200
Sub-total	200	—	—	—	—	200
General fund						
Unrestricted	103,429	1,104,856	161,925	(896,023)	—	150,337
Sub-total	103,429	1,104,856	161,925	(896,023)	—	150,337
Diocesan Repair Fund						
Designated	5,175	—	—	—	—	5,175
Sub-total	5,175	—	—	—	—	5,175
Kitchen Appeal Fund						
Designated	140	—	140	—	—	0
Restricted	0	—	—	—	—	0
Sub-total	140	—	140	—	—	0
Tower Fund						
Restricted	2,149	1,440	—	—	—	3,589
Sub-total	2,149	1,440	—	—	—	3,589
Youth Worker Fund						
Restricted	1,441	480	—	—	—	1,921
Sub-total	1,441	480	—	—	—	1,921
Bibles for St Peters School						
Restricted	0	—	—	—	—	0
Sub-total	0	—	—	—	—	0
Agency Collection						
Restricted	(200)	—	—	—	—	(200)
Sub-total	(200)	—	—	—	—	(200)
Church Development Fund						
Designated	—	230	11,872	900,000	—	888,358
Restricted	0	—	—	—	—	0
Sub-total	0	230	11,872	900,000	—	888,358
Missionary Giving						
Designated	—	4,164	4,000	(164)	—	0
Restricted	0	50	—	—	—	50
Sub-total	0	4,214	4,000	(164)	—	51
GAD Lavy Fund						
Designated	—	—	—	—	—	—
Restricted	10,000	—	—	—	—	10,000
Sub-total	10,000	—	—	—	—	10,000
Assistant Minister Fund						
Designated	0	—	—	—	—	0
Restricted	0	5,680	5,623	—	—	58
Sub-total	0	5,680	5,623	—	—	58
Youth Camp Fund						
Designated	500	—	687	187	—	—
Restricted	92	—	60	—	—	32
Sub-total	592	—	747	187	—	32
Net Surplus	127,132	1,116,901	184,360	—	—	1,059,672

St Peter's Church, PCC
Year Ended 31 December 2022

Note: 7 Analysis of income and endowments

	<u>Unrestricted</u>	<u>Designated</u>	<u>Restricted</u>	<u>Endowment</u>	<u>Total</u>	<u>Last year</u>
					<u>This year</u>	
Incoming resources from donors						
Regular giving	55,135	—	6,160	—	61,295	57,965
Envelope scheme	660	—	—	—	660	901
Church Collections	1,738	—	—	—	1,738	1,151
Mission Collections	2,873	4,164	50	—	7,087	4,835
Total	60,406	4,164	6,210	—	70,780	64,852
Incoming resources from donors - Gift Aid						
Income tax recovered	20,106	—	—	—	20,106	16,926
Total	20,106	—	—	—	20,106	16,926
Other voluntary incoming resources						
Sundry Donations	5,195	230	1,440	—	6,865	8,906
Children and Youth	200	—	—	—	200	110
Daddy & Me	198	—	—	—	198	227
Total	5,593	230	1,440	—	7,263	9,243
Other voluntary incoming resources - legacies						
Legacies	412	—	—	—	412	49,138
Total	412	—	—	—	412	49,138
Income from investments						
Interest received	8,107	—	—	—	8,107	26
Total	8,107	—	—	—	8,107	26
Income from charitable and ancillary trading						
Sale of Books & Cards	316	—	—	—	316	352
Hall Income	28,869	—	—	—	28,869	20,023
Church Family Events	2,257	—	—	—	2,257	248
Total	31,441	—	—	—	31,441	20,623
Other ordinary incoming resources						
Fees – weddings, funerals etc	1,392	—	—	—	1,392	1,782
Insurance Income	6,400	—	—	—	6,400	—
Sale of Playground	971,000	—	—	—	971,000	—
Total	978,792	—	—	—	978,792	1,782
INCOME TOTAL	1,104,856	4,394	7,650	—	1,116,901	162,589

Note: 8 Analysis of Expenditure

Grants

Missionary Societies	3,000	4,000	—	—	7,000	6,500
Church Societies	1,000	—	—	—	1,000	—
Home mission	1,340	—	—	—	1,340	1,775
Total	5,340	4,000	—	—	9,340	8,275

St Peter's Church, PCC
Year Ended 31 December 2022

Activities directly related to church work

Cleaning	754	—	—	—	754	564
Books and Licences	1,115	—	—	—	1,115	1,122
Training & People Development	689	—	—	—	689	—
Outreach Printing	614	—	—	—	614	265
Vicars Expenses	588	—	—	—	588	763
Church Gas, Electricity & Water	9,555	—	—	—	9,555	9,056
Routine Maintenance	1,549	—	—	—	1,549	1,868
Church Insurance	3,880	—	—	—	3,880	3,729
Lay Staff Costs	10,052	—	—	—	10,052	2,476
Children and Youth	525	687	60	—	1,272	737
Hall rental related cost	40	—	—	—	40	—
Worship	2,372	—	—	—	2,372	62
Evangelism	126	—	—	—	126	40
Daddy & Me costs	206	—	—	—	206	130
Total	32,065	687	60	—	32,812	20,811

Activities directly related to church work - Major repairs

Major Repairs	6,900	—	—	—	6,900	6,001
Total	6,900	—	—	—	6,900	6,001

Activities directly related to church work - Stipend and Parish Share

Diocesan Board of Finance Fees	1,208	—	—	—	1,208	840
Vicarage Costs	3,381	—	—	—	3,381	3,322
Diocesan Common Fund	50,000	—	—	—	50,000	50,000
Assistant Minister Expenses	46	—	—	—	46	37
Assistant Minister Salary	37,669	—	5,623	—	43,291	41,543
Total	92,304	—	5,623	—	97,926	95,743

Fund-raising and publicity

Church Family Events	2,179	—	—	—	2,179	—
Books & Card purchases for sale	465	—	—	—	465	421
Total	2,644	—	—	—	2,644	421

Church management and administration

Expenses - Administration	3,229	53	—	—	3,282	2,740
Stationery & Postage	384	—	—	—	384	187
Bank & Card Reader Charges	142	—	—	—	142	—
Legal fees	18,828	—	—	—	18,828	406
Architects fees	—	11,872	—	—	11,872	—
Hospitality	88	140	—	—	228	415
Total	22,672	12,066	—	—	34,737	3,747
EXPENDITURE TOTAL	161,925	16,753	5,683	—	184,360	134,999
Net Income Resources	942,932	(12,358)	1,967	—	932,541	27,591

Note 9: Staff Costs

The Vicar is an Office Holder paid by the Church Commissioners. The PCC make a payment to the Church Commissioners equivalent to the salary and pension contributions paid.

During 2022 two members of staff were employed directly by the PCC.

	2021	2022
	£	£
Staff remuneration	44,018	46,974
Total	44,018	46,974

St Peter's Church, PCC
Year Ended 31 December 2022

Note 10: Transactions with PCC members

- 1) During the financial year members of the PCC made donations to the Charity without conditions totalling £23,105.

- 2) The following members of the PCC receive remuneration from the PCC

<u>Name</u>	<u>Role for which remuneration is received</u>
Mr P Peddar	Assistant Minister

The contract under which this Trustee is employed by the PCC is the same as for those other staff with similar roles. No Trustees receive remuneration for their roles as Trustees.

- 3) During the year the following members of the PCC were reimbursed expenses incurred in undertaking their roles for the Church.

	Rev M Warren	P Peddar
Travel, phone and office expenses	£588	£45

Accounts

St Peter's Church
Bayhall Road, Tunbridge Wells

Annual Report and Financial Statements

**THE PAROCHIAL COUNCIL OF THE ECCLESIASTICAL PARISH OF
ST PETERS, TUNBRIDGE WELLS
Charity Number: 1131548**

For the year ended 31 December 2021

**Incumbent: Mike Warren
The Vicarage, Bayhall Road, Tunbridge Wells TN2 4TP**

**Bank: HSBC Bank Plc
105 Mount Pleasant
Tunbridge Wells**

Independent Examiner: Mrs Sheila Anstead

The Parochial Council of the Ecclesiastical Parish of St Peter's Tunbridge Wells

Working Name: **St Peter's, Tunbridge Wells**

Trustees Annual Report for 2021

Background

St Peter's aims to promote the preaching and teaching of the gospel of Jesus Christ within the parish, and beyond its boundaries through the work of a number of missionary societies. It seeks to maintain good relationships with other churches within the parish and town. It aims, as far as possible, to maintain a good community profile.

Charitable Status and Governing Document

The charity was registered with the Charities Commission on 8 September 2009 under the governing document The Parochial Church Council Powers Measure (1956) as amended and The Church Representation Rules.

Membership

Members of the PCC are either ex officio or elected by the Annual Parochial Church Meeting (APCM) in accordance with the Governing document and the Church Representation Rules.

Members of the PCC are also Trustees of the Charity.

During the year the following served as members of the PCC:

<i>Incumbent:</i>	<i>(Chairman)</i>	Michael Warren
<i>Assistant Minister:</i>		Philip Peddar
<i>Wardens:</i>		Cliff Nay
		Sally Poland
<i>Representatives on</i>		Michael Sumpter
<i>The Deanery Synod:</i>		
<i>Elected Members</i>		Richard Akehurst
		Tony Burgess <i>Treasurer</i>
		Michele Burgess
		Peter Fromow
		Rachel Fromow
		William Lane
		Mary Sturgeon
		Lindsey Sumpter
		Keith Waters

Senior Leadership Team (Formerly known as the Standing and Finance Committee)

The minister & churchwardens (ex-officio), plus 2 elected from the PCC. Elected members this year: William Lane and Anthony Burgess.

Aims:

- to carry out the business of the PCC between meetings
- to oversee the provision of facilities necessary for St Peter's to fulfil its mission in a welcoming and safe environment
- to look in detail at finances and budgets and make recommendations to the PCC.

Church attendance

The names of 108 Members appear on the new Church Electoral Roll of whom 61 were not resident within the parish. In person attendance of services increased over the year from low thirties to high eighties, with other households participating in services by Zoom. There continue to be 10 housebound members of the church family appreciating weekly printed orders of service and sermon notes delivered to them.

Review of the Year

Meetings

St Peter's PCC held 1 APCM and 5 meetings during 2021.

Mission

The church continues to attract new members, both believers and enquirers, particularly from those moving into the area. The PCC continued to support and pray for our mission links: Serving In Mission (SIM), People International (PI) and Crosslinks/Acorn Camps. With our mission partners in Paraguay retiring (working with CMS), the PCC adopted Release International as a new mission partner. With the increased use of technology, mission partners were able to join in services or prayer meetings from a distance, proving to be mutually encouraging for mission workers and prayer supporters alike.

Youth work

The children and youth benefit from Sunday Bible Classes; occasional games nights for SPY (11 to 14 year olds); and a study group, CY, for 14 to 18 year olds. The Ventures summer camp was held as a one-day event in St Peter's building and using nearby Dunorlan Park.

As usual, a gift of Bibles was made to all year 6 pupils at St Peter's School at the time of their transfer to secondary school.

Evangelism and Worship

The vicar Mike Warren, the assistant minister Phil Peddar and the church family work together to spread the gospel in the parish and to strengthen adult and youth teaching. Door-knocking in the parish, under the leadership of Phil Peddar, has led to new people attending services.

Community

- St Peter's School Governors: Mike Warren, Matt Aldous & Yemi Adenekan (resigned July 2021), Phil Peddar (from August 2021).
- A number of church members continued to serve the community in a quiet and godly way, at Sherborne Close, and in other local charities, ministering in sheltered housing and nursing homes.

Administration

The church was well supported by Lindsey Sumpter in administrative matters. The role included secretarial support for the Vicar, managing church hall lettings, record-keeping, purchasing supplies. The implementation of the church management system, ChurchBuilder, the previous year, is beneficial for an increasing number of administrative functions and importantly, provides security of data.

Church Fabric, Maintenance

The church buildings were kept in good order by the church wardens, Richard Akehurst, Martin Maplesden and Yemi Adenekan. Ian Cochrane continues his many years of service maintaining the grounds and garden.

Policies & Risk Management

Safeguarding Policies

The Safeguarding Policy and associated procedures continue to be reviewed and updated in accordance with guidance from Diocese. The Parish Safeguarding Officer is Michele Burgess. All adults working with children and/or adults who may be vulnerable undergo the appropriate DBS checks, carried out by Rachel Fromow.

Health & Safety

The PCC has a policy on Health & Safety which is reviewed regularly by the PCC and communicated to users of the halls and church buildings.

Reserves Policy

The PCC aim to hold three months operating expenditure in unrestricted funds.

Review of financial activities

The Church achieved a surplus of £27,590 in 2021 thanks to a final payment of £49,138 received from the estate of Betty Craddock deceased. This unrestricted legacy has now provided £82,138 over the past two years and without it 2021 would have ended with a deficit of £21,548.

The Covid-19 pandemic continued to affect the Church finances for the first half of the year, particularly in respect of limiting event income, cash collections and hall hire. On the positive however, as soon as it was possible to open the Church building, letting income picked up with the return of the Catherine Bellinger Dance School in the summer months. Despite this welcome return to normality, by the end of the year church building and hall hire was still way below pre pandemic levels.

Because of the uncertainty created by the pandemic the PCC decided to defer various planned expenditures, most notably new staging for the front of the Church and refurbishment of the foyer area. These plans will be revisited during 2022. Similarly, a decision has been deferred on how to spend £10,000 given by the Lavy family in 2021. This money remains in the GAD Lavy Fund which has been restricted to fund internal refurbishment of the Church building.

Other than the annual appeal for Mission Giving during autumn which raised £4,934 (excluding gift aid), there were no special appeals for finance and there were no large unforeseen or special items of expenditure.

Funds

As at 31 December 2021 the unrestricted General Fund stood at £103,428, up from £74,262 at the end of 2020. This figure provides well in excess of six months' cover for normal operating costs and therefore significantly above the PCC's policy of holding three months' operating expenditure in unrestricted reserves.

2022 Budget

The budget for 2022 forecasts a deficit of £12,000 and assumes no increase in general giving but a return to pre pandemic levels of letting income. Furthermore, at the time of writing there are no plans to raise additional funds through special appeal. Similarly, the budget assumes no major expenditure but allows for an uplift in costs by 10% for the sake of contingency. Gas and electricity rates were fixed for three years in 2021 and therefore provide an element of protection for the time being.

Other matters

Following the relocation of St Peter's Primary School in 2021 the PCC have been actively looking to sell the Playground area which had hitherto been leased to Kent County Council. Advice is being taken from commercial property consultants, Howes Associates of Tunbridge Wells, Buss Murton in respect of legal matters and the Diocese of Rochester. Negotiations with developers have taken place but to proceed the project is subject to planning approval by Tunbridge Wells Borough Council, which is currently outstanding.

Stewardship, London is responsible for the staff payroll; their duties also include making sure tax and pension payments are made.

Taking into account the financial position of the charity at 31 December 2021, the expected income and expenditure for 2022 and current level of unrestricted general reserves, the members of the PCC believe that it is appropriate to consider the charity a going concern from the date of the approval of the accounts.

Annual Report adopted by PCC on 28 March 2022

Signed:



Chairman: Mike Warren

Date:

28.3.22

Independent examiner's report to the PCC of St Peter's Church, Tunbridge Wells Charity number 1131548

I report to the trustees on my examination of the accounts of St Peter's Church (the Trust) for the year ended 31 December 2021 which are set out on pages 8 to 15 of the 2021 Trustee's Annual Report.

Responsibilities and basis of report

As the charity trustees of the Trust 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 giving me cause to believe that in any material respect:

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

Signed:

S. Anstead

Name: Sheila Anstead
46B Culverden Down,
Tunbridge Wells,
Kent
TN4 9SG

Date: *31 March 2022*

Note 1: Accounting Policies

The financial statements of the PCC have been prepared in accordance with the Church Accounting Regulations 1997 as amended by the Church Accounting (Amendment) Regulations 2001 on an accruals basis.

Funds

General funds represent the funds of the PCC that are not subject to any special restrictions regarding their use and are available for application to the general purposes of the PCC. These include the separately analysed funds designated for a particular purpose by the PCC.

The accounts include monetary transactions, assets and liabilities for which the PCC can be held responsible. They do not include the accounts of other Church groups that owe an affiliation to another body, nor those that are informal gatherings of Church members.

Balance Sheet

The following assets are recognised but not necessarily valued in the Balance Sheet:

- Movable church furnishings held by churchwardens on special trust for the PCC and which require a faculty for disposal.
- Land and buildings held on behalf of the PCC. Freehold assets are included at historic valuation. Land is not depreciated.
- Other fixtures, fittings and office equipment where the PCC is free to dispose of such assets without faculty and where the original cost exceeded £2,000.00.
- Investments held beneficially by the PCC.

The following assets are recognised and monetary value given as part of the description in the Balance Sheet:

- Amounts owing from the Inland Revenue even if a formal claim has not been made
- Any other amounts invoiced and owing to the PCC including church hall lettings and insurance claims.
- Legacies where formal notification of entitlement and amount has been received at 31 December by the PCC.

Closing bank balances.

The following liabilities are recognised in the Balance Sheet:

- Any loans or overdrafts advanced to the PCC.
- Any arrears of Diocesan Parish Share.
- Creditors for goods or services where the supply has been received and invoiced by 31 December.

Note 2: Fixed Assets

Freehold playground-valued at 31 January 1970 at £4,000. This forms the endowment fund.

Note 3: Disclosable transactions

There were no disclosable transactions.

Statement of Financial Activities

	Unrestricted funds	Designated funds	Restricted funds	Endowment funds	Total funds	Prior year total funds
Income and endowments from:						
Incoming resources from donors	53,657	4,834	6,360	—	64,852	73,139
Gift Aid	16,926	—	—	—	16,926	17,347
Other voluntary incoming resources	5,156	600	3,486	—	9,242	20,049
legacies	49,138	—	—	—	49,138	33,000
Income from investments	25	—	—	—	25	78
Income from charitable and ancillary trading	20,622	—	—	—	20,622	24,111
Other ordinary incoming resources	1,782	—	—	—	1,782	3,191
Total income and endowments from:	147,308	5,434	9,846	—	162,589	170,917
Expenditure on:						
Grants	2,775	5,500	—	—	8,275	8,089
Activities directly related to church work	20,810	—	—	—	20,810	21,900
Major repairs	15	—	5,985	—	6,001	25,915
Stipend and Parish Share	95,742	—	—	—	95,742	91,051
Fund-raising and publicity	421	—	—	—	421	422
Church management and administration	3,745	—	—	—	3,745	7,356
Total expenditure on:	123,512	5,500	5,985	—	134,998	154,736
Net income / (expenditure) resources before transfer	23,795	(65)	3,860	—	27,590	16,181
Transfers						
Gross transfers between funds - in	5,935	564	—	—	6,499	1,002
Gross transfers between funds - out	(564)	—	(5,935)	—	(6,499)	(1,002)
Other recognized gains / losses						
Net movement in funds	29,166	499	(2,074)	—	27,590	16,181
Total funds brought forward	74,262	5,520	15,758	4,000	99,540	83,359
Total funds carried forward	103,428	6,019	13,683	4,000	127,131	99,540
Represented by						
Unrestricted						
General fund	103,428	—	—	—	103,428	74,262
Designated						
Assistant Minister	—	0	—	—	0	0
Diocesan repair fund	—	5,174	—	—	5,174	5,174
Kitchen appeal fund	—	140	—	—	140	140
Maintenance sink fund	—	0	—	—	0	0
Missionary giving	—	—	—	—	—	0
St Peter's Discretionary Fund	—	200	—	—	200	200
Training & Development	—	4	—	—	4	4
Youth camp fund	—	500	—	—	500	—
Restricted						
Additional Agency	—	—	200	—	200	200
Agency collection	—	—	(200)	—	(200)	(200)
Assistant Minister	—	—	0	—	0	55
Bibles for St Peters School	—	—	0	—	0	0
GAD Lavy Fund	—	—	10,000	—	10,000	10,000
Church Development	—	—	0	—	0	0
Kitchen appeal fund	—	—	0	—	0	0
Missionary giving	—	—	0	—	0	0
Youth worker	—	—	1,440	—	1,440	960
Tower appeal fund	—	—	2,149	—	2,149	4,648
Youth camp fund	—	—	92	—	92	92
Endowment						
Playground	—	—	—	4,000	4,000	4,000

Balance sheet

Class	Description	This year	Last year
Fixed assets			
	Freehold Playground	4,000	4,000
	Total Fixed assets	4,000	4,000
Current assets			
	Bank current HSBC	6,892	8,827
	Bank current Vicars	—	—
	Bank deposit HSBC	95,708	66,202
	Diocesan deposit Account	1,251	1,248
	CRF Diocesan account	9,278	9,262
	Other assets	—	—
	Accounts Receivable	10,000	10,000
	Total Current assets	123,131	95,540
Liabilities			
	Agency collections	—	—
	Accounts Payable	—	—
	restricted clearing account	—	—
	Total Liabilities	—	—
	Net Asset surplus	127,131	99,540
Reserves			
	Excess to date	27,590	—
	Starting balances	95,540	95,540
	Gains/(losses) on investment assets	—	—
	Endowment Fixed Assets	4,000	4,000
	Total Reserves	127,131	99,540
	Represented by funds		
	Unrestricted	103,428	74,262
	Designated	6,019	5,520
	Restricted	13,683	15,758
	Endowment	4,000	4,000
	Total	127,131	99,540

The charity is entitled to exemption from audit for the period ended 31 December 2021

The PCC acknowledge their responsibilities for ensuring that the company keeps accounting records; and preparing financial statements which give a true and fair view of the state of affairs of the charity as at the end of each financial year and of its profit or loss for each financial year.

ON BEHALF OF THE BOARD:



Mike Warren (chair)

Date: 28.3.22

Fund movement by type

	Opening	Incoming	Outgoing	Transfers	Gains/losses	Closing
St Peter's Discretionary Fund						
Designated	200	—	—	—	—	200
Sub-total	200	—	—	—	—	200
Training & Development Fund						
Designated	4	—	—	—	—	4
Sub-total	4	—	—	—	—	4
Playground						
Endowment	4,000	—	—	—	—	4,000
Sub-total	4,000	—	—	—	—	4,000
Agency Collection						
Restricted	(200)	—	—	—	—	(200)
Sub-total	(200)	—	—	—	—	(200)
Additional Agency						
Restricted	200	—	—	—	—	200
Sub-total	200	—	—	—	—	200
General fund						
Unrestricted	74,262	147,308	123,512	5,370	—	103,428
Sub-total	74,262	147,308	123,512	5,370	—	103,428
Diocesan repair fund						
Designated	5,174	—	—	—	—	5,174
Sub-total	5,174	—	—	—	—	5,174
Kitchen appeal fund						
Designated	140	—	—	—	—	140
Restricted	0	—	—	—	—	0
Sub-total	140	—	—	—	—	140
Tower appeal fund						
Restricted	4,648	930	3,429	—	—	2,149
Sub-total	4,648	930	3,429	—	—	2,149
To fund youth worker						
Restricted	960	480	—	—	—	1,440
Sub-total	960	480	—	—	—	1,440
Bibles for St Peters						
Restricted	0	—	—	—	—	0
Sub-total	0	—	—	—	—	0
Maintenance sink fun						
Designated	0	—	—	—	—	0
Sub-total	0	—	—	—	—	0
Church Development						
Designated	—	—	—	—	—	—
Restricted	0	—	—	—	—	0
Sub-total	0	—	—	—	—	0
Missionary giving						
Designated	0	4,934	5,500	564	—	—
Restricted	0	—	—	—	—	0
Sub-total	1	4,934	5,500	564	—	0
GAD Lavy Fund						
Restricted	10,000	2,556	2,556	—	—	10,000
Sub-total	10,000	2,556	2,556	—	—	10,000

**Fund Movement by Type -
continued**

Assistant Minister						
Designated	0	—	—	—	—	0
Restricted	55	5,880	—	(5,935)	—	0
Sub-total	55	5,880	—	(5,935)	—	0
Youth camp fund						
Designated	—	500	—	—	—	500
Restricted	92	—	—	—	—	92
Sub-total	92	500	—	—	—	592
Grand total	99,740	162,589	134,998	—	—	127,331

Note: 5 Analysis of income

Incoming resources from donors

	<u>Unrestricted</u>	<u>Designated</u>	<u>Restricted</u>	<u>Endowment</u>	<u>Total</u>	
					<u>This year</u>	<u>Last year</u>
Regular giving	51,605	—	6,360	—	57,965	58,778
Envelope scheme	901	—	—	—	901	777
Church collections	1,151	—	—	—	1,151	544
Mission Collections	—	4,834	—	—	4,834	5,455
Church development appeal	—	—	—	—	—	7,585
Total	53,657	4,834	6,360	—	64,852	73,139

Incoming resources from donors - Gift Aid

	<u>Unrestricted</u>	<u>Designated</u>	<u>Restricted</u>	<u>Endowment</u>	<u>Total</u>	
					<u>This year</u>	<u>Last year</u>
Income tax recovered	16,926	—	—	—	16,926	17,347
Total	16,926	—	—	—	16,926	17,347

Other voluntary incoming resources

	<u>Unrestricted</u>	<u>Designated</u>	<u>Restricted</u>	<u>Endowment</u>	<u>Total</u>	
					<u>This year</u>	<u>Last year</u>
Sundry donations	4,819	600	3,486	—	8,905	18,341
Children and Youth	110	—	—	—	110	—
Mummy & Me, Daddy & Me	227	—	—	—	227	207
Grants received	—	—	—	—	—	1,500
Total	5,156	600	3,486	—	9,242	20,049

Other voluntary incoming resources - legacies

	<u>Unrestricted</u>	<u>Designated</u>	<u>Restricted</u>	<u>Endowment</u>	<u>Total</u>	
					<u>This year</u>	<u>Last year</u>
Legacies	49,138	—	—	—	49,138	33,000
Total	49,138	—	—	—	49,138	33,000

Income from investments

	<u>Unrestricted</u>	<u>Designated</u>	<u>Restricted</u>	<u>Endowment</u>	<u>Total</u>	
					<u>This year</u>	<u>Last year</u>
Interest received	25	—	—	—	25	78
Total	25	—	—	—	25	78

Income from charitable and ancillary trading

	Unrestricted	Designated	Restricted	Endowment	Total	
					This year	Last year
Sale of books & cards	351	—	—	—	351	433
Hall Income	20,023	—	—	—	20,023	16,418
Rent (school playground)	—	—	—	—	—	7,250
Church Family events	248	—	—	—	248	10
Total	20,622	—	—	—	20,622	24,111

Other ordinary incoming resources

	Unrestricted	Designated	Restricted	Endowment	Total	
					This year	Last year
Fees - weddings etc.	1,782	—	—	—	1,782	3,191
Total	1,782	—	—	—	1,782	3,191

Note: 6 Analysis of Expenditure

Grants

	Unrestricted	Designated	Restricted	Endowment	Total	
					This year	Last year
Missionary societies	1,000	5,500	—	—	6,500	6,250
Charities eg Oxfam	—	—	—	—	—	939
Home mission	1,775	—	—	—	1,775	900
Total	2,775	5,500	—	—	8,275	8,089

Activities directly related to church work

	Unrestricted	Designated	Restricted	Endowment	Total	
					This year	Last year
Cleaning	563	—	—	—	563	1,168
Books and licences	1,121	—	—	—	1,121	1,872
Training & Development	—	—	—	—	—	330
Outreach printing	265	—	—	—	265	825
Vicars expenses	762	—	—	—	762	863
Church Heat, light, elect	9,055	—	—	—	9,055	6,240
Routine maintenance	1,868	—	—	—	1,868	1,379
Insurances	3,728	—	—	—	3,728	3,746
Lay staff costs	2,475	—	—	—	2,475	5,036
Children and Youth	736	—	—	—	736	118
Worship	62	—	—	—	62	191
Evangelism	40	—	—	—	40	42
Mummy & Me, Daddy & Me costs	129	—	—	—	129	85
Total	20,810	—	—	—	20,810	21,900

Activities directly related to church work - Major repairs

	<u>Unrestricted</u>	<u>Designated</u>	<u>Restricted</u>	<u>Endowment</u>	<u>Total</u>	
					<u>This year</u>	<u>Last year</u>
Major repairs	15	—	5,985	—	6,001	25,915
Total	15	—	5,985	—	6,001	25,915

Activities directly related to church work - Stipend and Parish Share

	<u>Unrestricted</u>	<u>Designated</u>	<u>Restricted</u>	<u>Endowment</u>	<u>Total</u>	
					<u>This year</u>	<u>Last year</u>
Diocesan Board of Finance Fees	840	—	—	—	840	1,995
Vicarage costs	3,322	—	—	—	3,322	3,646
Diocesan Common Fund	50,000	—	—	—	50,000	45,000
Assistant Minister Expenses	37	—	—	—	37	30
Assistant Minister Salary	41,543	—	—	—	41,543	40,380
Total	95,742	—	—	—	95,742	91,051

Fund-raising and publicity

	<u>Unrestricted</u>	<u>Designated</u>	<u>Restricted</u>	<u>Endowment</u>	<u>Total</u>	
					<u>This year</u>	<u>Last year</u>
Church family events	—	—	—	—	—	26
Books & Card purchases for sale	421	—	—	—	421	396
Total	421	—	—	—	421	422

Church management and administration

	<u>Unrestricted</u>	<u>Designated</u>	<u>Restricted</u>	<u>Endowment</u>	<u>Total</u>	
					<u>This year</u>	<u>Last year</u>
Expenses - admin	2,739	—	—	—	2,739	2,186
Stationery & post	186	—	—	—	186	720
Bank charges	—	—	—	—	—	55
Legal fees	405	—	—	—	405	4,222
Hospitality	415	—	—	—	415	172
Property Surveyor fees	—	—	—	—	—	—
Total	3,745	—	—	—	3,745	7,356

Note 7 : Staff Costs

The Vicar is an Office Holder paid by the Church Commissioners. The PCC make a payment to the Church Commissioners equivalent to the salary and pension contributions paid.

During 2021 two members of staff were employed directly by the PCC.

	2020	2021
	£	£
Wages and salaries	22,834	21,238
Total	22,834	21,238

Note 8 : Transactions with PCC members

- 1) During the financial year members of the PCC made donations to the Charity without conditions totalling £22,205.
- 2) The following members of the PCC receive remuneration from the PCC

<u>Name</u>	<u>Role for which remuneration is received</u>
Mr P Peddar	Assistant Minister

The contract under which this Trustee is employed by the PCC is the same as for those other staff with similar roles. No Trustees receive remuneration for their roles as Trustees.

- 3) During the year the following members of the PCC were reimbursed expenses incurred in undertaking their roles for the Church.

	Rev M Warren	P Peddar
Travel, phone and office expenses	£762	£37

Accounts

St Peter's Church

Bayhall Road, Tunbridge Wells

Annual Report and Financial Statements

THE PAROCHIAL COUNCIL OF THE ECCLESIASTICAL PARISH OF

ST PETERS, TUNBRIDGE WELLS

Charity Number: 1131548

For the year ended 31 December 2020

Incumbent: Mike Warren

The Vicarage, Bayhall Road, Tunbridge Wells TN2 4TP

Bank: HSBC Bank Plc

105 Mount Pleasant

Tunbridge Wells

Independent Examiner: Mrs Sheila Anstead

The Parochial Council of the Ecclesiastical Parish of St Peter's Tunbridge Wells

Working Name: **St Peter's, Tunbridge Wells**

Trustees Annual Report for 2020

Background

St Peter's aims to promote the preaching and teaching of the gospel of Jesus Christ within the parish, and beyond its boundaries through the work of a number of missionary societies. It seeks to maintain good relationships with other churches within the parish and town. It aims, as far as possible, to maintain a good community profile.

Charitable Status and Governing Document

The charity was registered with the Charities Commission on 8 September 2009 under the governing document The Parochial Church Council Powers Measure (1956) as amended and The Church Representation Rules.

Membership

Members of the PCC are either ex officio or elected by the Annual Parochial Church Meeting (APCM) in accordance with the Governing document and the Church Representation Rules.

Members of the PCC are also Trustees of the Charity.

During the year the following served as members of the PCC:

<i>Incumbent:</i>	<i>(Chairman)</i>	Michael Warren
<i>Assistant Minister:</i>		Philip Peddar
<i>Wardens:</i>		Keith Waters
		Sally Poland
<i>Representatives on</i>		Michael Sumpter
<i>The Deanery Synod:</i>		
<i>Elected Members</i>		Richard Akehurst
		Tony Burgess <i>Treasurer</i>
		Michele Burgess
		Peter Fromow
		Rachel Fromow
		William Lane
		Mary Sturgeon
		Lindsey Sumpter
		Cliff Nay (w.e.f. 4 October 2020)

Standing and Finance Committee

The minister & churchwardens (ex-officio), plus 2 elected from the PCC. Elected members this year: William Lane and Anthony Burgess.

Aims:

- to carry out the business of the PCC between meetings
- to oversee the provision of facilities necessary for St Peter's to fulfil its mission in a welcoming and safe environment
- to look in detail at finances and budgets and make recommendations to the PCC.

Church attendance

The names of 111 Members appear on the new Church Electoral Roll of whom 59 were not resident within the parish. For much of the year, attendance in person was restricted because of the pandemic, the church building either closed or accommodating only 30-40 people because of social distancing measures. However, many households were able to participate in services using Zoom, and overall numbers remained constant at 70-80 weekly. A few others used service outlines from the website, and 20 elderly members of the church family were appreciative of the printed order of service and sermon notes which were delivered to them weekly.

Review of the Year

Meetings

St Peter's PCC held 1 APCM and 7 meetings during 2020.

Mission

The church continues to attract new members both in person and virtually. The PCC continued to support and pray for our Mission Links: Serving In Mission (SIM), Church Missionary Society (CMS), People International (PI) and Crosslinks/Acorn Camps and with the increased use of technology, mission partners were able to join in services or prayer meetings from a distance.

Youth work

The youth benefit from Sunday Bible Classes; a Friday night youth club, SPY (for 11 to 14 year olds); a study group, CY, for 14 to 18 year olds. Many of the youth & children's sessions were held online and the summer camps were unable to go ahead in 2020 due to the pandemic.

As usual, a gift of Bibles was made to all year 6 pupils at St Peter's School at the time of their transfer to secondary school, but without the usual Leavers' Service and formal presentation.

Evangelism and Worship

The vicar Mike Warren, the assistant minister Phil Peddar and the church family work together to spread the gospel in the parish and to strengthen adult and youth teaching. Door-knocking in the parish, under the leadership of Phil Peddar, has led to new people attending services.

Community

- St Peter's School Governors: Mike Warren, Matt Aldous & Yemi Adenekan.
- A number of church members continued to serve the community in a quiet and godly way. For example, at Good Neighbours, members at Sherborne Close, Trustees at Fegans children's charity, workers in other local charities, ministering in sheltered housing and nursing homes.

Administration

The church was well supported by Lindsey Sumpter in administrative matters. The role included secretarial support for the Vicar, managing church hall lettings, record-keeping, purchasing supplies. During the year, a church management system, ChurchBuilder, was adopted and is proving very beneficial for multiple administrative functions and importantly, provides security of data. Lindsey Sumpter, Sarah Warren and Rachel Fromow were trained as webmasters on the system.

Church Fabric, Maintenance

The church buildings were kept in good order by the church wardens, Richard Akehurst, Martin Maplesden and our volunteers (notably Ian Cochrane).

Policies & Risk Management

Safeguarding Policies

The Safeguarding Policy and associated procedures have been updated in accordance with guidance from Diocese. All adults working with children undergo the appropriate DBS checks. The Parish Safeguarding Officer is Michele Burgess.

Health & Safety

The PCC has a policy on Health & Safety which is reviewed regularly by the PCC and communicated to users of the halls and church buildings.

Reserves Policy

The PCC aim to hold three months operating expenditure in unrestricted funds.

Review of financial activities

Having started 2020 well it is perhaps no surprise to report that the Church's finances were knocked off course by the onset of the Covid-19 pandemic. Following closure of the premises in March those sources of income relying on physical attendance at the Church and halls ceased entirely. Despite this significant loss of income however St Peter's ended the year in surplus by £16,181 thanks in the main to receipt of a substantial legacy from a former parishioner.

Income & Expenditure including the impact of the Covid-19 pandemic

The impact of the pandemic on the Church's usual operational income was significant. Collections from church services were £3,200 down, receipts from the hire of halls were £14,200 lower and income from church family events were down by £1,900. On the positive side, regular giving by standing orders rose by £2,000 to £58,700 as some donors switched from using the Church envelope scheme.

Because the church buildings were closed for most of the year, usual operating costs were lower by £12,600. Gas, Electricity, training and costs relating to lay staff were all much reduced. However, despite these savings total expenditure for the whole of 2020 was higher by £18,800. This was due to the purchase of a new audio-visual system for the church building costing £26,000 and legal costs of £4,200 relating to the sale of the school playground.

The renewal of the audio-visual equipment was already overdue but became essential given the growing importance of streaming services via Zoom during the pandemic. The PCC agreed to proceed with the

purchase subject to an appeal to the Church family which raised £7,600 (excluding gift aid). These monies were credited to the restricted Church Development Fund which was further enhanced by £1,500 being a grant received from the Allchurches Trust given specifically for this purpose.

A substantial unrestricted legacy of £33,000 from the estate of the Late Mrs Betty Craddock received in December meant that an expected deficit was turned into a welcome surplus. Further funds from this source are expected in 2021 but no definite figures have been provided at the time of writing this report.

Other noteworthy sources of funds include a gift of £10,000 at the end of the year from the family of the Late Gordon Lavy. This was credited to the restricted G A D Lavy memorial fund and has been left to the discretion of the PCC as to how this should be spent.

Funds

As at 31 December 2020 the unrestricted General Fund stood at £74,262 up from £66,373 at the end of 2019. This figure provides in excess of six months cover for normal operating costs and therefore well above the PCC's policy of holding three months operating expenditure in unrestricted reserves.

2021 Budget

Early forecasts of income and expenditure were rendered problematic because of continued restrictions on normal church life due to the pandemic. However, at the time of writing the church buildings have recently opened and the PCC is optimistic that hall hire income and church based activities will return to previous year levels. Because of the difficult start to the year the current budget for 2021 expects a deficit of £4,000 but this takes no account of the remaining unspecified residual legacy from the estate of the Late Betty Craddock and does not include any fund raising initiatives. The budget also assumes that our outgoing Assistant Minister is replaced in September however, if no suitable candidate is found then the forecast deficit would revert to surplus.

Other matters

Stewardship, London is responsible for the staff payroll, their duties also include making sure tax and pension payments are made.

Taking into account the financial position of the charity at 31 December 2020, the expected income and expenditure for 2021 and current level of unrestricted general reserves, the members of the PCC believe that it is appropriate to consider the charity a going concern from the date of the approval of the accounts.

Annual Report adopted by PCC on 26 April 2021

Signed :



Chairman: Mike Warren

Date: 26 April 2021

Independent examiner's report to the PCC of St Peter's Church, Tunbridge Wells Charity number 1131548

I report to the trustees on my examination of the accounts of St Peter's Church (the Trust) for the year ended 31 December 2020 which are set out on pages 8 to 15 of the 2020 Trustee's Annual Report.

Responsibilities and basis of report

As the charity trustees of the Trust 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 giving me cause to believe that in any material respect:

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

Signed:

S. Anstead

Name: Sheila Anstead
46B Culverden Down,
Tunbridge Wells,
Kent
TN4 9SG

Date: 23 April 2021

Note 1: Accounting Policies

The financial statements of the PCC have been prepared in accordance with the Church Accounting Regulations 1997 as amended by the Church Accounting (Amendment) Regulations 2001 on an accruals basis.

Funds

General funds represent the funds of the PCC that are not subject to any special restrictions regarding their use and are available for application to the general purposes of the PCC. These include the separately analysed funds designated for a particular purpose by the PCC.

The accounts include monetary transactions, assets and liabilities for which the PCC can be held responsible. They do not include the accounts of other Church groups that owe an affiliation to another body, nor those that are informal gatherings of Church members.

Balance Sheet

The following assets are recognised but not necessarily valued in the Balance Sheet:

- Movable church furnishings held by churchwardens on special trust for the PCC and which require a faculty for disposal.
- Land and buildings held on behalf of the PCC. Freehold assets are included at historic valuation. Land is not depreciated.
- Other fixtures, fittings and office equipment where the PCC is free to dispose of such assets without faculty and where the original cost exceeded £2,000.00.
- Investments held beneficially by the PCC.

The following assets are recognised and monetary value given as part of the description in the Balance Sheet:

- Amounts owing from the Inland Revenue even if a formal claim has not been made
- Any other amounts invoiced and owing to the PCC including church hall lettings and insurance claims.
- Legacies where formal notification of entitlement and amount has been received at 31 December by the PCC.

Closing bank balances.

The following liabilities are recognised in the Balance Sheet:

- Any loans or overdrafts advanced to the PCC.
- Any arrears of Diocesan Parish Share.
- Creditors for goods or services where the supply has been received and invoiced by 31 December.

Note 2: Fixed Assets

Freehold playground-valued at 31 January 1970 at £4,000. This forms the endowment fund.

Note 3: Disclosable transactions There were no disclosable transactions.

Statement of Financial Activities

	Unrestricted funds	Designated funds	Restricted funds	Endowment funds	Total funds	Prior year total funds
Income and endowments from:						
Incoming resources from donors	59,194	—	13,945	—	73,139	66,272
Gift Aid	17,347	—	—	—	17,347	17,440
Other voluntary incoming resources	7,199	—	12,850	—	20,049	17,006
legacies	33,000	—	—	—	33,000	—
Income from investments	78	—	—	—	78	106
Income from charitable and ancillary trading	24,111	—	—	—	24,111	40,455
Other ordinary incoming resources	3,191	—	—	—	3,191	2,517
Total income and endowments from:	144,122	—	26,795	—	170,917	143,799
Expenditure on:						
Grants	7,150	—	939	—	8,089	6,680
Activities directly related to church work	21,587	—	313	—	21,900	34,527
Major repairs	15,815	—	10,100	—	25,915	127
Stipend and Parish Share	84,904	—	6,147	—	91,051	88,779
Fund-raising and publicity	422	—	—	—	422	1,041
Church management and administration	7,357	—	—	—	7,357	4,783
Total expenditure on:	137,236	—	17,500	—	154,736	135,939
Net income / (expenditure) resources before transfer	6,886	—	9,294	—	16,181	7,859
Transfers						
Gross transfers between funds - in	1,002	—	—	—	1,002	38,120
Gross transfers between funds - out	—	(138)	(864)	—	(1,002)	(38,120)
Other recognized gains / losses						
Gains / losses on investment assets	—	—	—	—	—	—
Gains on revaluation, fixed assets, charity's own use	—	—	—	—	—	—
Net movement in funds	7,888	(138)	8,430	—	16,181	7,859
Total funds brought forward	66,373	5,658	7,327	4,000	83,359	75,499
Total funds carried forward	74,262	5,520	15,758	4,000	99,540	83,359
Represented by						
Unrestricted						
General fund	74,262	—	—	—	74,262	66,373
Designated						
Assistant Minister	—	0	—	—	0	0
Charity gift clearing fund	—	—	—	—	—	—
Church Development	—	—	—	—	—	—
Diocesan repair fund	—	5,174	—	—	5,174	5,174
Kitchen appeal fund	—	140	—	—	140	140
Maintenance sink fund	—	0	—	—	0	0
Missionary giving	—	0	—	—	0	138
St Peter's Discretionary Fund	—	200	—	—	200	200
Training & Development	—	4	—	—	4	4
Youth camp fund	—	—	—	—	—	—
Restricted						
Agency collection	—	—	(200)	—	(200)	(200)
Additional Agency collection	—	—	200	—	200	200
Assistant Minister	—	—	55	—	55	323
Bibles for St Peters School	—	—	0	—	0	0
GAD Lavy Fund	—	—	10,000	—	10,000	1,093
Church Development	—	—	0	—	0	1,015
Kitchen appeal fund	—	—	0	—	0	0
Missionary giving	—	—	0	—	0	0
Youth worker	—	—	960	—	960	480
Tower appeal fund	—	—	4,648	—	4,648	4,322
Youth camp fund	—	—	92	—	92	92
Endowment						
Playground	—	—	—	4,000	4,000	4,000

Balance sheet

Class	Description	This year	Last year
Fixed assets			
	Freehold Playground	4,000	4,000
	Total Fixed assets	4,000	4,000
Current assets			
	Bank current HSBC	8,827	7,724
	Bank deposit HSBC	66,202	51,156
	Diocesan Deposit account	1,248	1,243
	CRF Diocesan account	9,262	9,234
	Accounts Receivable	10,000	10,000
	Total Current assets	95,540	79,359
Liabilities			
	Agency collections	—	—
	Accounts Payable	—	—
	Total Liabilities	—	—
	Net Asset surplus(deficit)	99,540	83,359
Reserves			
	Excess to date	16,181	
	Starting balances	79,359	79,359
	Endowment Fixed Assets	4,000	4,000
	Total Reserves	99,540	83,359
	Represented by funds		
	Unrestricted	74,262	66,373
	Designated	5,520	5,658
	Restricted	15,758	7,327
	Endowment	4,000	4,000
	Total	99,540	83,359

The charity is entitled to exemption from audit for the period ended 31 December 2020

The PCC acknowledge their responsibilities for ensuring that the company keeps accounting records; and preparing financial statements which give a true and fair view of the state of affairs of the charity as at the end of each financial year and of its profit or loss for each financial year.

ON BEHALF OF THE BOARD:

Mike Warren (chair)

26 April 2021

Fund movement by type

	Opening	Incoming	Outgoing	Transfers	Gains/losses	Closing
St Peter's Discretionary Fund						
Designated	200	—	—	—	—	200
Sub-total	200	—	—	—	—	200
Training & Development Fund						
Designated	4	—	—	—	—	4
Sub-total	4	—	—	—	—	4
Playground						
Endowment	4,000	—	—	—	—	4,000
Sub-total	4,000	—	—	—	—	4,000
Agency Collection						
Restricted	(200)	—	—	—	—	(200)
Sub-total	(200)	—	—	—	—	(200)
Additional Agency						
Restricted	200	—	—	—	—	200
Sub-total	200	—	—	—	—	200
General fund						
Unrestricted	66,373	144,122	137,236	1,002	—	74,262
Sub-total	66,373	144,122	137,236	1,002	—	74,262
Diocesan repair fund						
Designated	5,174	—	—	—	—	5,174
Sub-total	5,174	—	—	—	—	5,174
Kitchen appeal fund						
Designated	140	—	—	—	—	140
Restricted	0	—	—	—	—	0
Sub-total	140	—	—	—	—	140
Tower appeal fund						
Restricted	4,322	640	313	—	—	4,648
Sub-total	4,322	640	313	—	—	4,648
To fund youth worker						
Restricted	480	480	—	—	—	960
Sub-total	480	480	—	—	—	960
Bibles for St Peters						
Restricted	0	—	—	—	—	0
Sub-total	0	—	—	—	—	0
Maintenance sink fund						
Designated	0	—	—	—	—	0
Sub-total	0	—	—	—	—	0
Church Development						
Designated	—	—	—	—	—	—
Restricted	1,015	9,085	10,100	—	—	0
Sub-total	1,015	9,085	10,100	—	—	0
Missionary giving						
Designated	138	—	—	(138)	—	0
Restricted	0	—	—	—	—	0
Sub-total	138	—	—	(138)	—	0
GAD Lavy Fund						
Designated	—	—	—	—	—	—
Restricted	1,093	10,710	939	(864)	—	10,000
Sub-total	1,093	10,710	939	(864)	—	10,000

**Fund Movement by Type
continued**

Assistant Minister						
Designated	0	—	—	—	—	0
Restricted	323	5,880	6,147	—	—	55
Sub-total	323	5,880	6,147	—	—	55
Youth camp fund						
Designated	—	—	—	—	—	—
Restricted	92	—	—	—	—	92
Sub-total	92	—	—	—	—	92
Grand total	83,259	170,917	154,736	—	—	99,540

Note: 5 Analysis of income

Incoming resources from donors

	<u>Unrestricted</u>	<u>Designated</u>	<u>Restricted</u>	<u>Endowment</u>	<u>Total</u>	
					<u>This year</u>	<u>Last year</u>
Regular giving	52,418	—	6,360	—	58,778	56,766
Envelope scheme	777	—	—	—	777	2,697
Church collections	544	—	—	—	544	1,846
Mission Collections	5,455	—	—	—	4,455	4,962
Church Development Appeal			7,585		7,585	
Total	59,194	—	13,945	—	73,139	66,272

Incoming resources from donors - Gift Aid

	<u>Unrestricted</u>	<u>Designated</u>	<u>Restricted</u>	<u>Endowment</u>	<u>Total</u>	
					<u>This year</u>	<u>Last year</u>
Income tax recovered	17,347	—	—	—	17,347	17,440
Total	17,347	—	—	—	17,347	17,440

Other voluntary incoming resources

	<u>Unrestricted</u>	<u>Designated</u>	<u>Restricted</u>	<u>Endowment</u>	<u>Total</u>	
					<u>This year</u>	<u>Last year</u>
Sundry donations	6,991	—	11,350	—	18,341	15,880
Kitchen Appeal	—	—	—	—	—	—
Children and Youth	—	—	—	—	—	438
Evangelism income	—	—	—	—	—	—
Mummy & Me, Daddy & Me	207	—	—	—	207	688
Grants received	—	—	1,500	—	1,500	—
Total	7,199	—	12,850	—	20,049	17,006

Other voluntary incoming resources - legacies

	<u>Unrestricted</u>	<u>Designated</u>	<u>Restricted</u>	<u>Endowment</u>	<u>Total</u>	
					<u>This year</u>	<u>Last year</u>
Legacies	33,000	—	—	—	33,000	—
Total	33,000	—	—	—	33,000	—

Income from investments

	<u>Unrestricted</u>	<u>Designated</u>	<u>Restricted</u>	<u>Endowment</u>	<u>Total</u>	
					<u>This year</u>	<u>Last year</u>
Interest received	78	—	—	—	78	106
Total	78	—	—	—	78	106

Income from charitable and ancillary trading

	<u>Unrestricted</u>	<u>Designated</u>	<u>Restricted</u>	<u>Endowment</u>	<u>Total</u>	
					<u>This year</u>	<u>Last year</u>
Sale of books	433	—	—	—	433	592
Hall Income	16,418	—	—	—	16,418	30,635
Rent (school playground)	7,250	—	—	—	7,250	7,250
Fund raising income	—	—	—	—	—	—
Church Family events	10	—	—	—	10	1,977
Total	24,111	—	—	—	24,111	40,455

Other ordinary incoming resources

	<u>Unrestricted</u>	<u>Designated</u>	<u>Restricted</u>	<u>Endowment</u>	<u>Total</u>	
					<u>This year</u>	<u>Last year</u>
Fees - weddings etc	3,191	—	—	—	3,191	2,517
Insurance Income	—	—	—	—	—	—
Total	3,191	—	—	—	3,191	2,517

Note: 6 Analysis of expenditure

Grants

	<u>Unrestricted</u>	<u>Designated</u>	<u>Restricted</u>	<u>Endowment</u>	<u>Total</u>	
					<u>This year</u>	<u>Last year</u>
Missionary societies	6,250	—	—	—	6,250	4,450
Church societies	—	—	—	—	—	—
Charities eg Oxfam	—	—	939	—	939	455
Home mission	900	—	—	—	900	1,775
Total	7,150	—	939	—	8,089	6,680

Activities directly related to church work

	<u>Unrestricted</u>	<u>Designated</u>	<u>Restricted</u>	<u>Endowment</u>	<u>Total</u>	
					<u>This year</u>	<u>Last year</u>
Cleaning	1,168	—	—	—	1,168	1,177
Books and licences	1,872	—	—	—	1,872	1,266
Training & Development	330	—	—	—	330	2,315
Outreach printing	825	—	—	—	825	661
Vicars expenses	863	—	—	—	863	1,467
Church Heat, light, elect	6,240	—	—	—	6,240	11,508
Routine maintenance	1,066	—	313	—	1,379	2,361
Insurances	3,746	—	—	—	3,746	3,761
Youth worker	—	—	—	—	—	—
Lay staff costs	5,036	—	—	—	5,036	7,467
Children and Youth	118	—	—	—	118	1,276
Worship	191	—	—	—	191	358
Evangelism	42	—	—	—	42	470
Mummy & Me, Daddy & Me	85	—	—	—	85	435
Total	21,587	—	313	—	21,900	34,527

Activities directly related to church work - Major repairs

	<u>Unrestricted</u>	<u>Designated</u>	<u>Restricted</u>	<u>Endowment</u>	<u>Total</u>	
					<u>This year</u>	<u>Last year</u>
Major repairs	15,815	—	10,100	—	25,915	127
Total	15,815	—	10,100	—	25,915	127

Activities directly related to church work - Stipend and Parish Share

	<u>Unrestricted</u>	<u>Designated</u>	<u>Restricted</u>	<u>Endowment</u>	<u>Total</u>	
					<u>This year</u>	<u>Last year</u>
Vicarage costs	3,646	—	—	—	3,646	3,251
Diocesan Common Fund	45,000	—	—	—	45,000	45,000
Assistant Minister Expenses	30	—	—	—	30	517
Assistant Minister	34,232	—	6,147	—	40,380	40,010
Diocesan Board of Finance Fees	1,995	—	—	—	1,995	—
Total	84,904	—	6,147	—	91,051	88,779

Fund-raising and publicity

	<u>Unrestricted</u>	<u>Designated</u>	<u>Restricted</u>	<u>Endowment</u>	<u>Total</u>	
					<u>This year</u>	<u>Last year</u>
Church family events	26	—	—	—	26	771
Book Purchases	396	—	—	—	396	270
Total	422	—	—	—	422	1,041

Church management and administration

	<u>Unrestricted</u>	<u>Designated</u>	<u>Restricted</u>	<u>Endowment</u>	<u>Total</u>	
					<u>This year</u>	<u>Last year</u>
Expenses - admin	2,186	—	—	—	2,186	2,330
Stationery & post	720	—	—	—	720	648
Insurance work	—	—	—	—	—	—
Bank charges	55	—	—	—	55	15
Legal fees	4,222	—	—	—	4,222	—
Property Surveyor fees	—	—	—	—	—	1,700
Hospitality	172	—	—	—	172	89
Total	7,357	—	—	—	7,357	4,783

Note 7 : Staff Costs

The Vicar is an Office Holder paid by the Church Commissioners. The PCC make a payment to the Church Commissioners equivalent to the salary and pension contributions paid.

During 2020 three members of staff were employed directly by the PCC.

	2019	2020
	£	£
Wages and salaries	25,472	22,834
Total	25,472	22,834

Note 8 : Transactions with PCC members

- 1) During the financial year members of the PCC made donations to the Charity without conditions totalling £24,360.
- 2) The following members of the PCC receive remuneration from the PCC

<u>Name</u>	<u>Role for which remuneration is received</u>
Mr P Peddar	Assistant Minister
Mrs M Burgess	Pastoral Worker (paid employment ended March 2020)

The contracts under which these Trustees are employed by the PCC are the same as for those other staff with similar roles. Neither these nor any other Trustees receive remuneration for their roles as Trustees.

- 3) During the year the following members of the PCC were reimbursed expenses incurred in undertaking their roles for the Church.

	Rev M Warren	P Peddar
Travel, phone and office expenses	£863	£30