

ST MARK'S CHURCH

BROADWATER DOWN, TUNBRIDGE WELLS



**Annual Report
and
Financial Statements
of the
Parochial Church Council
for the year ended 31 December 2020**

ST MARK'S CHURCH, TUNBRIDGE WELLS
CHARITY INFORMATION
FOR THE YEAR ENDED 31 DECEMBER 2020

Members of the Parochial Church Council

Rev'd Laurence Powell	Priest-in-Charge and Chairman		
Rev'd Claire Allwood	Associate Vicar		
Brian Lester	Churchwarden & Deputy		
Keith D J Root	Churchwarden and Treasurer		
Paul J Avis			
Julie Brown			
Catherine R Clayton		from	20 October 2020
Pat Collins			
Anthony R Colwell		from	20 October 2020
Louise Garner		from	20 October 2020
Debbie Marsden	Safeguarding Officer		
Rosina E V M Robinson		from	20 October 2020
Evelyn Voller		to	20 October 2020

Charity Commission Number: 1131775

Principal Address The Church Office
St Mark's Road
Tunbridge Wells
TN2 5LU

Telephone number 01892 526069

Website www.stmarkschurch.org.uk

Email office@stmarkschurch.org.uk

Safeguarding Officer Debbie Marsden

Safeguarding Recruiter Nicky Fiskien

Independent Examiner Christopher Weller FCA
9 Calverley Park,
Tunbridge Wells
TN1 2SH

Bankers Barclays Bank
Calverley Road Branch
Tunbridge Wells

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ST MARK'S CHURCH, TUNBRIDGE WELLS
ANNUAL REPORT OF THE MEMBERS OF THE PAROCHIAL CHURCH COUNCIL
FOR THE YEAR ENDED 31 DECEMBER 2020

The Members of the Parochial Church Council (the PCC), who are the church's trustees for the purposes of charity law, present their report together with the financial statements for the year.

Objects of the Charity

The PCC is responsible for co-operating with the Priest-in-charge and the Associate Vicar in promoting in the ecclesiastical parish the whole mission of the Church, be it pastoral, evangelistic, social or ecumenical. The PCC is also responsible for maintaining certain church property situated within the parish, namely the two church halls and also two houses purchased for the use of church workers, but at present let to tenants.

Achievement and performance

The development of St Mark's in 2020

The changes in leadership of St Marks at Easter 2019 and the significant decrease in the size of the congregation in advance of and following the resignation of the previous Vicar from the Church of England was explained in the last report. Important factors of the recovery programme included the licensing of the Rev'd Claire Allwood as a self-supporting Associate Vicar on 8 September 2019, the restarting of the provision for children later that month, which had required the necessary fulfilling of Safeguarding requirements for the new leaders, and the enlivening of our 10am services by an expanding music group, including volunteers from our sister church, King Charles the Martyr (KCM). By March 2020 there had been a significant increase in the congregation.

Claire and her family moved into the church vicarage on 20 March 2020, providing a base for her ministry in the parish, especially important during the Covid-19 pandemic restrictions, which brought the physical gatherings of the church to an abrupt halt. With the input of significant technical expertise within KCM, the two churches were able to offer coordinated streamed services, missing only one Sunday, initially from the homes of the clergy and then from the churches themselves. The Sunday 8am and 10am Services were shared between the two churches, supplemented with varied 6.30pm services. These streamed services have attracted a wider audience than the normal congregations of the two churches, but on the other hand were not accessible to those without internet access. We also held on-line weekly All Age evening prayer up to July and also, again weekly, during Advent, and initially weekly, and from July monthly, on-line prayer meetings.

The inability of the church to meet physically for Easter and Christmas services was a disappointment to many, although in the gap between the first and second waves of the pandemic we were able to hold one service in the church each Sunday, within the strict social distancing and sanitisation requirements, alternating 8am and 10am with KCM. These included a successful Harvest Service in the church garden, with all these services being streamed to enable those who could not attend to participate remotely.

We were able to maintain contact with the congregation through a weekly distribution of the newsletter organised by the church office, giving details of the services available on Sunday and during the week, parish news, and the readings and some sermon notes. These were sent largely by email, but were delivered or posted to those without internet access.

The clergy, our Anna Chaplain shared with King Charles, Jennie Cuthbert, who was commissioned in January 2020, house group leaders and others have maintained telephone contact with many in the congregation. As last year, during December, we delivered Christmas Cards to the houses and apartments in the parish.

We now look forward to re-opening the church for services once the second wave restrictions are lifted, and to restarting all our other activities.

The Electoral Roll, and Baptisms, Weddings, and Funerals,

The number of members on the electoral Roll at the time of the delayed APCM in October 2020 was 91, of which 27% were not resident in the parish, compared to the end 2019 figures of 58 of which 28% resided outside the parish.

Covid-19 restrictions have severely reduced the number of occasional offices, with five baptisms, no weddings, and one funeral in the church and nine at the crematorium.

Community Larder

In August KCM and St Mark's jointly launched a Community Larder in the Broadwater Hall on a Wednesday, in association with FareShare and Tesco in Pembury. This initiative is managed by a joint committee, with the funds being recorded within St Mark's accounting system, and the end-year accounts are set out in Note 8 to the Financial Statements.

The PCC

After its initial regular meetings, the PCC has continued to meet remotely using Zoom, and overall has met 8 times during 2020. During the course of the year the PCC:

- Agreed to propose to the APCM that the number of elected members be increased from six to nine. Covid-19 restrictions delayed the APCM until 20 October when 3 new members were elected together with two Deanery Synod representatives.
- Approved the risk assessments for the re-opening of the church after the first lockdown and subsequently;
- Approved the purchase of a contactless card donation device, which could also provide on-line card giving via the website;
- Continued to monitor the financial situation, and agreed a number of fabric projects as set out in the next Section

In planning its activities, the PCC has applied the guidance on public benefit issued by the Charity Commission.

Fabric

The following major fabric projects have been taken forward this year:

- 1 Church hall flat roof – the recovering of Broadwater hall flat roof was the major refurbishment completed in 2020, and included the clearing of the gutters and providing exit elbows on the drain pipes to allow access to these pipes.
- 2 The tender exercise for the refurbishment of the slated roofs of North Nave and Aisle, the chancel and all of the transepts, and the large vestry was completed in the autumn, and work is due to start in March 2021. We are grateful for a grant of £2,250 from the AllChurches Trust for a grant towards the cost of this work, and we have now received a grant of £1,038 from the Listed Places of Worship Scheme to cover the VAT on the architect fees and project management for this work undertaken during 2020.
- 3 Further design work and discussions with the Diocesan Advisory Committee have been conducted on the much delayed internal glass door, and it is hoped that this work can be started in 2021.

Volunteers

The PCC would like to thank all the volunteers who have enabled the church to continue to operate during the Covid-19 restrictions, and in particular to Fiona and Michael Bacon, who have supervised and produced the streamed services from both churches, to Paul Clark, who has strengthened our music group during this time, to the small band of sidespeople who have enabled services to continue in church when deemed appropriate, and the small team that have transformed the church garden. We would also like to thank all those who have supported friends and neighbours over this period.

Developing St Mark's Vision and Mission

In February the PCC developed and approved a "Called to Grow" plan with three year goals, based upon the mission action planning work which we had done as a whole community in the Autumn of 2019. This "Called to Grow" Plan was submitted to the Diocese as part of their "Called Together" mission initiative. Work began immediately upon our goals of developing our pastoral care team, a monthly group for young people, a full programme of welcoming social events and a Lent course focusing on peacework and different forms of prayer and spirituality. The Covid-19 pandemic sadly interrupted these developments.

The Associate Vicar thankfully was able to move into St Mark's Vicarage three days before the first lockdown; which enabled the streaming of worship services from the Vicarage, then from the church building, in addition to streaming from our sister church King Charles the Martyr, whose social media page we have been able to share. Work on our goals of developing our church building, improving our communication with the wider community and meeting local needs, has also continued apace. Plans for renovating the church roof in early 2021 have been actioned and floodlighting of the church fixed. Work has commenced on our website and the church garden, and noticeboards have been used to provide a place of sanctuary, remembrance and messages of hope, as well as sources of information as to how to access services of worship and other sources of support. Whilst local food insecurity had already been identified as a need in our Called to Grow Plan, the pandemic underlined this. In response, St Mark's, with King Charles the Martyr Church, established a weekly Community Larder, running from Broadwater Hall and revitalising our currently underused choir vestry, in August. By the end of the year this was supporting up to thirty households. Sadly, several baptisms and weddings have had to be postponed until next year. We have however been able to maintain contact with couples and families. We also have been able to offer funeral ministry, albeit with the necessary Covid restrictions.

We look forward to being able to gather again in 2021 as circumstances evolve and hope then to be able to review our pastoral and social plans and begin inclusive and welcoming activities and events which meet need for those of all ages.

Financial Review

The General Fund, which pays for the general running costs of the church and its mission, shows a deficit of just over £5,000 in 2020. Although this is slightly less than the budgeted deficit based on the likely income at the start of the year, it was anticipated that the increase in the congregation up to the end of 2019 would continue through 2020 and would by the end of the year eliminate or at least significantly reduce the expected deficit. However, the restrictions put in place from mid March 2020 because of Covid-19 have considerably disrupted our activities.

As the major reduction in church membership happened at Easter 2019, the comparison of the total planned giving between 2019 and 2020, which shows a fall of about £10,000 between the two years, is not a satisfactory indication of the development of the planned giving since May 2019. The planned giving income in 2020 is some £6,000 more than the annualised on-going planned giving in May 2019, reflecting the donations of new and returning members of the scheme since that time.

Covid-19 restrictions have impacted on the PCC's finances in a number of ways. On income, the level of standing orders has been maintained, and the majority of weekly envelope donors have moved to standing orders, or made regular payments on-line or with cheques. However, collections at services have fallen significantly, the lettings of the Broadwater Hall have ceased and all weddings in 2020 have been postponed. On expenditure, there have been savings on heating and lighting of the church, but additional expenditure on items to meet Covid-19 restrictions and also costs associated with the streaming of services.

The introduction of a contactless giving device and on-line giving via the website, have been particularly helpful in special collections associated with Harvest, the Toy and Christmas Services. The PCC will be exploring ways of making better use of these facilities.

As indicated above, the PCC has let a contract for the repair and refurbishment of the church and vestry roofs, and expects to place a contract for the much delayed installation of a glass door in the north porch. Both of these projects will be financed entirely from donated restricted funds, monies set aside by the PCC in designated funds over a number of years, and in the case of the roof also a welcome grant from the AllChurches Trust

Hence this work on major fabric projects will not impact on the General Fund. Nevertheless, at our current level of planned giving our general running cost budget is projected to show a deficit in 2021, and it is essential to achieve additional planned giving to eliminate this deficit and to enable the PCC to expand our mission to the parish.

Pension liabilities

The PCC does not operate a pension scheme at present. It does, however, retain provision for a pension liability for a previous full-time employee, who left well before the present pension legislation. Further details are given in Note 16 of the Financial Statement.

Reserves policy

The long term financial implications of the major changes during 2019, and the impact of the Covid-19 pandemic illustrate the importance of maintaining adequate reserves within the General Fund.

The PCC has determined that the charity should aim to hold unrestricted cash of no less than £50,000 in its General Fund, which it is currently doing.

Each year, the PCC sets aside provision into designated funds for repairs to the Church and two houses, at rates advised by the Diocese, and which are kept in separate Diocesan deposit accounts. It has also set up some designated funds associated with various aspects of the fabric. Without these funds the work on the roof could not have been afforded.

The remaining Designated, Restricted and Endowment funds are either associated with the Birling Road Hall, or are set aside for particular non-fabric purposes, and these are reviewed on a regular basis.

Risk Management

The charity is exposed to various risks - be they operational, financial or reputational. The PCC reviews the church's activities regularly to identify significant risks and, where possible, it takes appropriate measures to mitigate those risks.

Vulnerable Persons - The PCC has adopted the Diocesan Promoting a Safer Church - Safeguarding Policy Statement for Children, Young People and Adults. The implementation of the policy is under constant review to ensure that the church adheres to good safeguarding practice. The PCC has considered and agreed which posts (voluntary or otherwise) within the church require a DBS disclosure and an appropriate level of training. The PCC follows the Safer Recruitment Practice Guidance, which was published in July 2016 and reviewed in May 2017.

The post of Parish Safeguarding Officer is held by Debbie Marsden whose role it is to ensure that the Diocesan Safeguarding Policies are carried out in the parish.

The Parish Lead Recruiter is Nicky Fiskin who is responsible for checking candidates' Disclosure application forms and confirming the accuracy of identity documents prior to submitting the forms.

Finance - as indicated above, with the current level of planned giving, the General Fund budget for 2021 is forecast to be in deficit, but can be accommodated in the short term by our reserves. The need for additional funds to expand ministry staff resources and training will be brought to the congregation's attention later in the year.

The PCC is keeping a close watch on the effect on income streams into the General Fund of the arrangements being put in place by the Government and Church Authorities for controlling the Covid 19 pandemic. It is also continuing to monitor the future requirements for upkeeping the church fabric.

Structure, Governance and Management

The charity is registered with the Charity Commission and operates under the Charities Act 2011. The governing documents for the charity are the Parochial Church Councils (Powers) Measure 1956 (as amended) and the Church Representation Rules.

The appointment of PCC members is governed by, and set out in, the Church Representation Rules. The PCC comprises ex-officio members (which includes clergy and churchwardens), elected members and co-opted members. The PCC organises elections annually at the Annual Parochial Church Meeting (APCM) to fill vacancies. New members are provided with various documents outlining their responsibilities as trustees.

Responsibility for setting policy and for determining the parameters within which the charity should operate, and for making major operating decisions rests with the PCC, which meets regularly to monitor the activities of the charity. Responsibility for the day to day operation of the charity has been delegated to the Priest in Charge, the Associate Vicar and the churchwardens.

Statement of Safeguarding Responsibilities of Members of the Parochial Church Council

The PCC has complied with its duty under Section 5 of the Safeguarding and Clergy Disciplinary Measure 2016 (duty to have regard to the House of Bishops's guidance on safeguarding children and vulnerable adults).

Statement of Financial Responsibilities of the Members of the Parochial Church Council

The PCC is responsible for preparing the Annual Report and the financial statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

Charity law requires the PCC to prepare financial statements for each financial year which give a true and fair view of the state of the affairs of the charity as at the balance sheet date and of its incoming resources and application of resources for the financial year. In preparing these financial statements, the PCC is required to:

- 1 select suitable accounting policies and apply them consistently;
- 2 observe the methods and principles in the Charities SORP;
- 3 make judgements and estimates that are reasonable and prudent;
- 4 state whether the applicable accounting standards have been followed, subject to any material departures disclosed and explained in the financial statements; and
- 5 prepare the financial statements on a going concern basis unless it is inappropriate to presume that the charity will continue in operation.

The PCC is responsible for keeping proper accounting records that disclose with reasonable accuracy at any time the financial position of the charity and enable them to ensure that the financial statements comply with the Charities Act 2011 and the Charity (Accounts and Reports) Regulations 2008. It is also responsible for safeguarding the assets of the charity and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

Approval

This report was approved by the PCC at its meeting on 20 April 2021 and signed on its behalf by:



The Rev'd Laurence Powell
Priest-in-charge and PCC Chairman
Date

**INDEPENDENT EXAMINER'S REPORT
TO THE MEMBERS OF THE PAROCHIAL CHURCH COUNCIL OF
ST MARK'S CHURCH TUNBRIDGE WELLS (The PCC)**

I report to the PCC on my examination of the accounts of the church for the year ended 31 December 2020 on pages 9 to 23 following, which have been prepared on the basis of the accounting policies set out in Note 1 on pages 11 to 14.

Responsibilities and basis of report

As trustees of St Mark's Church Tunbridge Wells you are responsible for the preparation of the accounts in accordance with the requirements of the Charities Act 2011 ('the Act'). The PCC consider that an audit is not required for this year under section 144(2) of the Act, and that an independent examination is needed.

It is my responsibility to:

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

Basis of Independent Examiner's Report

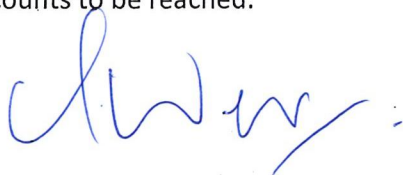
My examination was carried out in accordance with the general Directions given by the Charity Commission. An examination includes a review of the accounting records kept by the charity and a comparison of the accounts presented with those records. It includes consideration of any unusual items or disclosures in the accounts, and seeking explanation from you as trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit and consequently my opinion as to whether the accounts present a "true and fair view" and the report is limited to those set out in the statement below.

Independent examiner's statement

I have completed my examination. I confirm that no matters have come to my attention in connection with the examination giving me cause to believe:

- 1 accounting records were not kept in respect of the Charity 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 that 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.



Christopher Weller FCA

Date 27 April 2021

ST MARK'S CHURCH, TUNBRIDGE WELLS
STATEMENT OF FINANCIAL ACTIVITIES
FOR THE YEAR ENDED 31 DECEMBER 2020

		Unrestricted Funds					Total Funds 2020	Total Funds 2019
	Note	General Fund	Designated Funds	Total	Restricted Funds	Endowment Funds		
		£	£	£	£	£	£	£
INCOME AND ENDOWMENTS:	2							
Donations and legacies		46,648	100	46,748	6,175	-	52,923	69,188
Charitable activities		423	-	423	-	-	423	3,500
Income from lettings		27,217	-	27,217	-	18,520	45,737	44,347
Bank interest		220	369	589	181	115	885	876
Other income		447	-	447	1,030	-	1,477	116
Grants		1,038	-	1,038	-	10,000	11,038	971
Total income and endowments		<u>75,993</u>	<u>469</u>	<u>76,461</u>	<u>7,386</u>	<u>28,635</u>	<u>112,483</u>	<u>118,998</u>
EXPENDITURE:	4							
Charitable activities		74,911	4,775	79,686	3,165	20,091	102,942	99,896
Total expenditure		<u>74,911</u>	<u>4,775</u>	<u>79,686</u>	<u>3,165</u>	<u>20,091</u>	<u>102,942</u>	<u>99,896</u>
Net income/(expenditure)		<u>1,081</u>	<u>(4,306)</u>	<u>(3,225)</u>	<u>4,222</u>	<u>8,544</u>	<u>9,541</u>	<u>19,102</u>
Gross transfers between funds in		-	6,184	6,184	-	-	6,184	12,471
Gross transfers between funds out		(6,184)	-	(6,184)	-	-	(6,184)	(12,471)
Net transfers between funds	6	<u>(6,184)</u>	<u>6,184</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Net movement in funds		<u>(5,103)</u>	<u>1,878</u>	<u>(3,225)</u>	<u>4,222</u>	<u>8,544</u>	<u>9,541</u>	<u>19,102</u>
Reconciliation of funds:	19							
Total funds brought forward		63,254	142,930	206,184	53,460	280,796	540,440	521,338
Total funds carried forward		<u>58,152</u>	<u>144,808</u>	<u>202,960</u>	<u>57,681</u>	<u>289,340</u>	<u>549,981</u>	<u>540,440</u>

In the SOFA and the Balance Sheet, and all of the tables in the Notes, the component figures may not sum to the totals because of roundings to the nearest £.

The Notes on pages 11 to 23 form part of these accounts.

ST MARK'S CHURCH, TUNBRIDGE WELLS

BALANCE SHEET

AS AT 31 DECEMBER 2020

£	Note	General	Unrestricted Funds Designated	Total Unrestricted	Restricted Funds	Endowment Funds	Total Funds	Total Funds
							2020	2019
FIXED ASSETS								
Tangible assets	11,18		40,000	40,000	-	229,174	269,174	269,174
CURRENT ASSETS								
Debtors	12	5,322	-	5,322	1,267	-	6,589	4,569
Deposit Accounts		62,581	111,702	174,283	31,535	24,482	230,300	223,264
Cash at bank and in hand		(9,401)	1,694	(7,707)	25,579	35,684	53,556	55,185
Current Assets	14,15	<u>58,501</u>	<u>113,396</u>	<u>171,898</u>	<u>58,381</u>	<u>60,166</u>	<u>290,445</u>	<u>283,018</u>
CREDITORS: Amounts falling due within one year								
	13	(349)	(8,588)	(8,937)	(700)	-	(9,637)	(11,753)
Net current assets / (liabilities)		<u>58,152</u>	<u>104,808</u>	<u>162,961</u>	<u>57,681</u>	<u>60,166</u>	<u>280,808</u>	<u>271,265</u>
Total assets less current liabilities		<u>58,152</u>	<u>144,808</u>	<u>202,961</u>	<u>57,681</u>	<u>289,340</u>	<u>549,982</u>	<u>540,439</u>
TOTAL NET ASSETS		<u>58,152</u>	<u>144,808</u>	<u>202,960</u>	<u>57,681</u>	<u>289,340</u>	<u>549,981</u>	<u>540,439</u>
FUND BALANCES								
Unrestricted Funds								
General funds		58,152	-	-	-	-	-	63,254
Designated funds		-	144,808	-	-	-	-	142,930
Total Unrestricted Funds		-	-	202,960	-	-	-	206,184
Restricted Funds		-	-	-	57,681	-	-	53,460
Endowment Funds		-	-	-	-	289,340	-	280,796
Total Funds		-	-	-	-	-	549,981	540,439

The Financial statements were approved by the PCC on 20 April 2021 and were signed on its behalf by:



The Rev'd Laurence Powell
Priest in Charge and PCC Chairman

Charity number: 1131775



Keith Root
Churchwarden and Treasurer

The Notes on page 11 to 23 form part of these accounts.

ST MARK'S CHURCH, TUNBRIDGE WELLS
NOTES TO THE ACCOUNTS
FOR THE YEAR ENDED 31 DECEMBER 2020

NOTES TO THE ACCOUNTS 2020

Note 1 Accounting Policies

The Parochial Church Council (PCC) of St Mark, Tunbridge Wells, in the Diocese of Rochester, is a PCC registered with the Charity Commission in England & Wales. The PCC's registered number and principal address can be found on the PCC Information page.

The PCC is a public benefit entity as set out in Financial Reporting Standard 105 (SORP 195).

These financial statements have been prepared under on an accruals basis under the Charities Act 2011, and in accordance with The Church Accounting Regulations 2006 governing the individual accounts of PCCs and with the Regulations "true and fair" provisions, in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102)', ("the Charities SORP").

In the preparation of these Financial Statements and the Annual Report due regard has also been given to the guidelines in "PCC Accountability - The Charity Act 2011 and the PCC", 5th Edition incorporating SORP 2015, published in 2017 for the House of Bishops of the General Synod of the Church of England.

The principles adopted in the preparation of the financial statements are set out below.

a. Going Concern

The PCC has assessed whether the use of the going concern basis is appropriate and have considered possible events or conditions that might cast significant doubt on the ability of the church to continue as a going concern, including the restrictions imposed to counter the Covid-19 pandemic. The PCC has made its assessment for a period of at least one year from the date of approval of the financial statements. In particular the PCC has considered its forecasts and projections and the possible implications should projected income and/or expenditure vary unexpectedly. The PCC have concluded that there is a reasonable expectation that it has adequate resources to continue to operate for the foreseeable future. The PCC therefore continues to adopt the going concern basis in preparing its financial statements.

b. Income

Income, which includes planned giving, collections and other donations, is recognised in the period in which the PCC becomes entitled to receipt, the amount receivable can be measured with reasonable certainty, and receipt is probable. For the most part income is generally recognised when it is received by, or on behalf of, the PCC. Income is only deferred when the PCC has to fulfil conditions before becoming entitled to it or where the donor has specified that the income is to be expended in a future period.

ST MARK'S CHURCH, TUNBRIDGE WELLS
NOTES TO THE ACCOUNTS
FOR THE YEAR ENDED 31 DECEMBER 2020

Income from donations and legacies includes:

- i. Recoverable gift aid including Gift Aid Small Donations Scheme (GASDS). This is recognised when the related donation is received. Gift aid that has not been recovered by the balance sheet date is included as a debtor.
- ii The PCC relies on volunteers to carry out many of its activities. In accordance with the SORP, the value of these services has not been included in these financial statements as they cannot be reliably measured,
- iii. Legacies. Income from legacies is recognised when a distribution is received from the estate or, if earlier, when the charity has been notified that a distribution will be made and the amount receivable can be measured reliably. There were no legacies in 2020.

Income from charitable activities represents income from parochial fees receivable by the PCC.

Investment income represents income generated by the PCC's assets and includes income from bank interest and letting the PCC's property.

c. Expenditure

Expenditure, including irrecoverable VAT, is recognised when it is incurred or, if earlier, when a legal or constructive obligation for a payment arises provided that it is probable that settlement will be required and the amount of the obligation can be measured reliably.

Contributions in respect of the diocesan parish offer are included in the Statement of Financial Activities for all amounts agreed to being payable for the financial year.

The PCC makes grants to other institutions and individuals to further its charitable objectives. Grants payable are recognised as constructive obligations arise, which is generally when the PCC expresses a commitment to the recipient that can be measured reliably and then only to the extent that any conditions associated with the grant are outside of the control of the PCC.

The cost of raising funds is not significant and has not been separately disclosed.

d. Fund accounting

General funds are unrestricted funds that are available for use at the discretion of the PCC in furtherance of the general objectives of the PCC.

Designated funds comprise unrestricted funds that have been set aside by the PCC for particular purposes

Restricted funds are donations that are to be used in accordance with specific restrictions imposed by donors; they include donations received from appeals for specific activities or projects

Endowment funds are donations that are retained as capital in accordance with the donor's wishes. The nature of the restriction determines whether the endowments represent permanent endowments or expendable endowments.

Further details of the funds are set out in note 18

ST MARK'S CHURCH, TUNBRIDGE WELLS
NOTES TO THE ACCOUNTS
FOR THE YEAR ENDED 31 DECEMBER 2020

e. Tangible Fixed assets

Consecrated and benefice property

Consecrated and beneficed property of any kind is excluded from the statutory definition of "charity" by Section 10(2) (a) and (c) of the Charities Act 2011. All expenditure on consecrated or beneficed buildings is written off in the year in which it is incurred.

No value is placed on movable church furnishings vested in the Churchwardens and held on special trust on behalf of the PCC. Such furnishings, which are listed in the church inventory, are regarded as "inalienable" property, intended to be held indefinitely for the PCC's own use and would, by law, require external consent to be given by the Diocese prior to disposal. All expenditure incurred during the year on consecrated or beneficed buildings and movable church furnishings, whether maintenance or improvement, is written off as expenditure in the SOFA and separately disclosed, where material. The building and contents of the Church and Broadwater Hall are currently insured to the value of £15,080,000.

The church halls and certain clergy accommodation are held in trust by the Diocese on behalf of the PCC. These properties are essential for the mission of the church and have been in use for many years. Freehold land is not depreciated. Depreciation on freehold buildings has not been provided in these financial statements as any charge is considered not material on the basis that the assets have either a very long useful life, or a residual value, based on their current value, which is not materially different from their carrying value. In the opinion of the PCC the residual values of the freehold buildings as represented by their estimated current market values are in excess of their carrying values.

Items purchased or donated for the PCC's own use are capitalised when the cost of purchased items, or the fair value of donated items, is more than £2,000 and the item is expected to benefit the PCC over more than one accounting period. Depreciation is charged on a straight line basis so as to write down the value of each asset to its estimated residual value (if any) over its expected useful economic life.

f. Short term deposits

These are cash held on deposit with the bank, the Diocese or CCLA.

g. Financial instruments

The PCC's financial assets and Financial liabilities all qualify as basic financial instruments, as defined by FRS102. Creditors and debtors are measured at their expected settlement value (normally the amount of cash that the PCC expects to pay or receive).

ST MARK'S CHURCH, TUNBRIDGE WELLS
NOTES TO THE ACCOUNTS
FOR THE YEAR ENDED 31 DECEMBER 2020

h. Pension scheme arrangements

The PCC does not currently operate any pension scheme for its employees, but retains a liability to pay into a private pension scheme of a previous Children and Family Worker (See note 17-)

i. Exemption from preparing a cashflow statement

There are no non cash flow changes during the year, and as it is not required to prepare a cash flow statement by the Charities SORP, such a statement has not been included.

The members of the PCC do not consider that there are any material sources of estimation or uncertainty at the balance sheet date that could result in a material adjustment to the carrying values of assets and liabilities in the next reporting period apart from those associated with the contracted work on the church as recorded in the annual report and which will be largely borne by designated and restricted funds.

ST MARK'S CHURCH, TUNBRIDGE WELLS
NOTES TO THE ACCOUNTS
FOR THE YEAR ENDED 31 DECEMBER 2020

Note 2 Incoming Resources

£	2020					2019 TOTAL	
	GF	Unrestricted Designated	Total UR	Restricted	Endowment		Total
Planned Giving							
Gift aided donations	31,604	-	31,604	1,342	-	32,946	33,615
Tax recoverable	7,859	-	7,859	336	-	8,195	8,456
CAF PG	1,333	-	1,333	-	-	1,333	9,634
Other PG	3,087	-	3,087	-	-	3,087	3,721
Subtotal Planned Giving	43,884	-	43,884	1,678	-	45,561	55,426
Other Voluntary Giving							
Collections	1,196	-	1,196	54	-	1,250	4,675
Cashless	180	-	180	417	-	597	-
Gift Aided donation	578	-	578	2,518	-	3,096	5,888
Other tax recoverable	644	-	644	749	-	1,393	2,480
Other donations	166	100	266	760	-	1,026	531
Parish events	-	-	-	-	-	-	188
Legacies	-	-	-	-	-	-	-
Subtotal Other	2,764	100	2,864	4,498	-	7,362	13,762
Subtotal Voluntary Giving	46,648	100	46,748	6,175	-	52,923	69,188
Lettings of houses and Hall hirings							
Broadwater hall	1,345	-	1,345	-	-	1,345	1,401
Birling Road Hall letting	-	-	-	-	18,520	18,520	20,649
2 Tudor Court	13,728	-	13,728	-	-	13,728	13,626
11 Ramslye Road	12,144	-	12,144	-	-	12,144	8,671
Subtotal	27,217	-	27,217	-	18,520	45,737	44,347
Fees PCC	423	-	423	(1)	-	422	1,944
DBFSal fees	-	-	-	-	-	-	1,556
Subtotal	423		423	(1)		422	3,500
Interest	220	369	589	181	115	885	876
Other Income	447	-	447	1,030	-	1,477	116
Grants	1,038	-	1,038	-	10,000	11,038	971
Total Income	75,993	469	76,461	7,386	28,635	112,482	118,998

Note 3 Parochial Fees

Up to the end of 2019, the Diocese allowed PCCs to retain the Diocesan Board of Finance's (DBF) component of Parochial fees, but asked that these be taken into account when deciding on the Parish Offer. From 1 January 2020, the DBF component of these fees has been paid directly to the Diocese.

ST MARK'S CHURCH, TUNBRIDGE WELLS
NOTES TO THE ACCOUNTS
FOR THE YEAR ENDED 31 DECEMBER 2020

Note 4 RESOURCES EXPENDED

£	2020			Restricted	Endowment	2020	2019
	GF	Unrestricted Designated	Total UR			Total	Total
Away Giving							
Overseas	1,630	-	1,630	80	-	1,710	1,600
Home	25	-	25	740	-	765	1,139
St Mark's School	30	-	30	475	-	505	284
Community Larder (note 8)	-	-	-	1,721	-	1,721	-
DBF Charity	-	-	-	-	-	-	633
Total Away Giving	1,684	-	1,684	3,016	-	4,701	3,656
Ministry and Mission							
Parish Offer/Share	20,000	-	20,000	-	-	20,000	20,533
DBF Parochial Fees	-	-	-	-	-	-	-
A Vicar Expenses and Vicarage	4,558	-	4,558	-	-	4,558	4,089
Music group director	-	-	-	-	-	-	6,670
Children Worker Pension	-	33	33	-	-	33	32
Children's Work	82	-	82	-	-	82	211
Training	59	-	59	-	-	59	2,505
Local Mission and outreach	538	-	538	-	-	538	1,457
Total Ministry	25,237	33	25,269	-	-	25,269	35,497
Church running expenditure							
Upkeep of services	469	-	469	-	-	469	1,753
Covid-19 Supplies, equipment	735	-	735	-	-	735	-
Music, organ & copyright	2,103	-	2,103	-	-	2,103	4,685
Insurance	5,500	-	5,500	-	-	5,500	5,372
Utilities	4,955	-	4,955	-	-	4,955	5,550
Cleaning	3,234	-	3,234	-	-	3,234	3,729
Regular maintenance	1,095	-	1,095	-	-	1,095	4,916
Major repairs & redecoration	6,227	4,742	10,969	-	-	10,969	1,000
Garden	810	-	810	-	-	810	504
Management and Admin:							
Staff (note 10)	9,793	-	9,793	-	-	9,793	8,105
Photocopier	2,533	-	2,533	-	-	2,533	2,360
Other costs	1,667	-	1,667	-	-	1,667	1,796
Miscellaneous	735	-	735	-	-	735	404
Total Church Running Expenses	39,854	4,742	44,597	-	-	44,597	40,174
Halls and Property							
Broadwater hall	5,707	-	5,707	149	-	5,857	681
Birling Road hall (Note 9)	-	-	-	-	20,091	20,091	15,424
2 Tudor Court	713	-	713	-	-	713	699
11 Ramslye Road	1,375	-	1,375	-	-	1,375	1,850
Total Halls and Property	7,795	-	7,795	149	20,091	28,035	18,654
Total Church Activity	74,570	4,775	79,345	3,165	20,091	102,602	97,981
Bank Charges	201	-	201	-	-	201	283
Gov'nce Costs and Accounting	140	-	140	-	-	140	1,632
Total expenditure	74,911	4,775	79,686	3,165	20,091	102,942	99,896

ST MARK'S CHURCH, TUNBRIDGE WELLS
NOTES TO THE ACCOUNTS
FOR THE YEAR ENDED 31 DECEMBER 2020

Note 5 Governance Costs

£	2020					2020	2019
	Unrestricted Funds			Restricted	Endowment	Total	Total
	General	Designated	Total				
Independent Examiner Fee	-	-	-	-	-	-	1,560
PCC expenses	-	-	-	-	-	-	72
Total	-	-	-	-	-	-	1,632

Note 6 Details of Fund Transfers

Provision for repairs:

Major church repairs	(5,000)	5,000	-	-	-	-	-
11 RR Major repairs	(665)	665	-	-	-	-	-
2TC Major repairs	(519)	519	-	-	-	-	-
Other	-	-	-	-	-	-	-
Total transfers in	-	6,184	-	-	-	-	12,471
Total transfers out	(6,184)						(12,471)

Note 7 Grants Payable

In 2019 the PCC made the following grants **2020** **2019**

From General Funds

Church Mission Society (CMS) - support for our Mission **1,630** **1,600**

From Collections at Services (Restricted)

Christian Aid	80	-
St Mark's School Yr 6 leaver bibles (inc £25 from General Fund)	505	284
St Augustine's Harvest Appeal *	150	-
Mayor's Toy Appeal *	290	-
Children's Society	300	500
Christmas Appeal for Local Charities	-	600
Total	1,325	1,384

* in previous years, donations have been in the form of food and toys, not possible in 2020 under Covid-19 restrictions.

Note 8 Community Larder jointly with King Charles the Martyr

In August 2020, the PCC established a Community Larder jointly with the PCC of King Charles the Martyr in St Mark's Broadwater Hall, with all funds being processed through St Mark's accounts.

£ Income	2020	Expenditure	2020
Donations	2,830	Equipment	884
Gift aid and GASDS	583	Other supplies	36
Customer payments	980	Training	24
		Food Supplies	777
Total Income	4,393	Total Expenditure	1,720
Balance at 31 Dec 2020	2,672		

ST MARK'S CHURCH, TUNBRIDGE WELLS
NOTES TO THE ACCOUNTS
FOR THE YEAR ENDED 31 DECEMBER 2020

Note 9 Birling Road Hall Account

£ Income	2020	2019	Expenditure	2020	2,019
Regular Hire	18,000	18000	Gas and Electricity	3,936	4,543
Adhoc Hire	520	2649	Water	1,034	1,620
Covid-19 grant	10,000		Waste Disposal	1,646	1,946
Interest	115	124	Insurance	829	814
			Cleaning	728	1,139
			Grounds	768	1,790
			Fabric & Maintenance	2,855	3,572
			Legal Fees	8,294	
Total Income	<u>28,635</u>	20773	Total Expenditure	20,091	15,424
Surplus	<u>8,544</u>	5,349			

Note 10 Employees and Staff Cost

The number of full time equivalent employees during the year was 0.485 (2019 monthly average 0.75). Most of the PCC's activities are carried out by volunteers.

Salaries and Staff Costs

£	2019	2018
Gross salaries	9,793	15,033

No staff received salaries at a rate of more than £60,000 per annum.

Note 11 Key Management and Financial Transactions with Members of the PCC and related parties

Payments to other members of the PCC

£	2020	2019
The Rev'd Claire Allwood Expenses	163	346
Mr Paul Avis Professional Fees	2500	2,500
The Rev'd Peter Sanlon Expenses (Jan to March 2019)		1,090

None of these payments were in connection with their role as a member of the PCC

The Chairman of the PCC, the Rev'd Laurence Powell, received a stipend from the Diocese and some of the Parish Offer from King Charles the Martyr paid to the Diocese was used to meet the cost of these stipends.

The Rev'd Claire Allwood is a clergy member of the PCC and is a Self Supporting House for duty Minister.

ST MARK'S CHURCH, TUNBRIDGE WELLS
NOTES TO THE ACCOUNTS
FOR THE YEAR ENDED 31 DECEMBER 2020

Note 12 Tangible fixed assets for use by the PCC

£	Freehold Land and Buildings 2020 £
Book value at 1 January 2019	269,174
Disposals	-
Additions	-
Depreciations	-
<u>Book value at 31 December 2019</u>	<u>269,174</u>

(a) The freehold land on which the Birling Road Hall stands, which is included at its market value of £100,000 as estimated by Church Projects in December 1994;

(b) The houses at 11 Ramslye Road and 2 Tudor Court, which were purchased in 1997 for use by the Curate and Youth Minister. These continue to be valued at their purchase prices of £73,000 and £75,000 respectively, plus any subsequent improvements at cost, with their current carrying values being £79,174 and £90,000. The house at 11 Ramslye Road is insured for £189,000 and the house at 2 Tudor Court for £234,500.

Note 13 Debtors falling due within one year

£	2020			2019	
	GF	Desig'd	Restricted		
Tax recoverable inc GASDS	4,232	-	914	5,146	4,569
VAT grant DCMS	1,038	-	-	-	-
Other Debtors	52	-	353	405	-
Total Debtors	5,322	-	1,267	5,551	4,569

Note 14 Creditors: liabilities falling due within one year

£	2020				2019
	GF	Design'd	Restricted	Total	
Taxation and social security	-	-	-	-	(11)
Other creditors	349	8,588	400	9,337	(8,556)
Accruals	-	-	-	-	(2,086)
Grant obligations	-	-	300	300	(1,100)
Total Liabilities	349	8,588	700	9,637	(11,753)

ST MARK'S CHURCH, TUNBRIDGE WELLS
NOTES TO THE ACCOUNTS
FOR THE YEAR ENDED 31 DECEMBER 2020

Note 15 Bank and Deposit Accounts

The Birling Road Fund cash is held in current and deposit accounts at Barclays and in a Deposit with the Diocese

The three Repair Funds are held in Deposit accounts with the Diocese

All other funds are held in current and Deposit Accounts at Barclays, a Deposit Account with the Diocese, a residual £35 in a CBF account, and in the Petty Cash. These are treated as a combined set of accounts within the Finance Coordinator computer system, and any accrued interest is allocated pro rata to funds with an average balance over the year of £2,000.

Note 16 Cash at Bank and in Hand

	2020	2019
£	£	£
	53,487	55,041
Cash at bank with immediate access	230,300	223,264
Notice deposits (with a term of one months or less)	69	144
Petty cash	<u>283,856</u>	<u>278,449</u>

Note 17 Pension Commitments

The PCC does not have a pension scheme, as it now has one part time employee, and its recent full time employees in training posts did not wish to have a pension arrangement. Before the recent relevant legislation, a previous children and family worker was offered a 10% of salary contribution to a privately organised pension scheme. She left before she had set up such an arrangement, and the PCC maintains provision for making a payment into such a pension scheme in a designated fund, currently standing at £8,588. This is treated as a liability potentially falling due within one year.

ST MARK'S CHURCH TUNBRIDGE WELLS
NOTES TO THE ACCOUNTS
FOR THE YEAR ENDED 31 DECEMBER 2020

Note 18 Funds

The **Unrestricted Funds** comprise the **General Fund** for day-to-day church expenditure, and the following designated funds

Designated Funds

Designated repair funds for the church and the two houses, which received a total transfer of £6,184 from the General Fund, the rates recommended by the Diocese.

The Designated Accommodation Fund contains unrestricted funds tied up in the two houses amounting to £40,000.

Three Designated funds for the refurbishment of the church roof, the internal refurbishment of the church and Broadwater Hall. In addition to transfers to the two church funds by the PCC, any unrestricted collections at weddings and funerals are posted to the these funds.

The Heating Design Fund: provision to fund the design of a new heating system.

The Designated Ministry Staff Fund (previously the Ministry Assistants Fund) into which the PCC had allocated funds to cover the costs of Ministry Assistants, Music Group Director and other Ministry Staff. This Fund has now been closed.

The Designated Miscellaneous Fund to contain small amounts of money set aside by the PCC for short periods.

At 31 December 2020 there was a total of £144,808 allocated to designated funds. The remaining unrestricted funds, held in the General Fund, amount to £58,152.

The Restricted Funds comprise:

The Children and Family Fund transferred from the Miscellaneous Restricted Funds

Heating Fund, established by a donation towards the forthcoming replacement of the current heating system

ST MARK'S CHURCH TUNBRIDGE WELLS
NOTES TO THE ACCOUNTS
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The Organ Fund, which consists of funds donated by individuals for the purpose of major repairs to or renovation of the Church Organ.

The Pastoral Fund, established from a number of relevant sub funds previously held in the Miscellaneous Restricted Fund.

The Parish Weekend Fund, which consists of funds subscribed or donated to meet the costs of Parish Weekends and off-site parish events.

The Refurbishment Fund, which originated in 1991, and consists of funds raised to provide for the refurbishment and redecoration of the church.

Miscellaneous Restricted Funds, which consist of amounts donated for a variety of specific purposes, where either the residual amounts are small or the funds are expected to be used within the current year.

The Endowment Funds comprise:-

The Birling Road Hall Fund. This is considered to be a permanent endowment, resulting from the revised Deed of Gift of the land for the Birling Road Hall in 1939, the income from which is required to be used for the purposes defined in the original Deed of Gift.

The Accommodation Fund. This originated with the Gerda Wardill bequest of a house for a Curate at 18 Hargate Close. In 1992 the PCC spent £20,000 out of its General Funds on improving this property. The house was sold in 1997 and the proceeds, supplemented by donations of £15,000 from the Birling Road Hall Fund and £15,455 from individuals, were used to purchase houses at 2 Tudor Court and 11 Ramslye Road for use by the Curate and Youth Minister. The amount of £20,000 invested by the PCC, together with a further £10,000 representing a proportionate share of the profit on the sale of 18 Hargate Close, and a total of £10,000 of capitalised refurbishments at 2 Tudor Court and 11 Ramslye Road in 2009 and 2013, continue to be treated as part of the PCC's *unrestricted designated funds*. The original bequest and the contribution from the Birling Road Hall Fund, including a further £9,000 for long term improvements to 2 Tudor Court in 2005, are considered to be *permanent endowments*: the funds contributed by individuals are regarded as an *expendable endowment*.

ST MARK'S CHURCH, TUNBRIDGE WELLS
NOTES TO THE ACCOUNTS
FOR THE YEAR TO 31 DECEMBER 2020

Note 19 Fund Movement Summary

£ Fund	Brought Forward	Incoming	Outgoing	Transfer	Carried Forward
General Fund	63,254	75,993	(74,911)	(6,183)	58,152
Designated Funds					
Accommodation Fund PCC	40,000	-	-	-	40,000
Church Repair Fund	45,156	144	-	5,000	50,299
2 Tudor Court	7,426	23	-	519	7,968
11 Ramslye Road	1,122	4	-	665	1,791
Broadwater Hall Refurb	1,948	-	-	-	1,948
Church internal Refurb	19,338	163	(4,742)	-	14,759
Heating design fund	5,009	19	-	-	5,028
Pension LW Fund	0	33	(33)	-	-
Roof Fund	22,429	83	-	-	22,512
Miscellaneous Fund	502	-	-	-	502
Total Designated	142,930	469	(4,775)	6,183	144,808
Total Unrestricted	206,184	76,461	(79,686)	-	202,960
Restricted					
Children and Families Fund	683	-	-	-	683
Community Larder	-	4,393	(1,720)	-	2,672
Heating Fund	4,383	16	-	-	4,399
Pastoral Fund	1,173	-	-	-	1,173
Organ Fund	26,811	99	-	-	26,910
Parish Weekend Fund	1,747	-	-	-	1,747
Refurbishment Fund	14,886	1,332	-	-	16,218
Miscellaneous Restricted	3,777	1,547	(1,445)	-	3,879
Total Restricted	53,460	7,386	(3,165)	-	57,681
Endowment Funds					
Accommodation Fund	129,174	-	-	-	129,174
Birling Road Hall Fund	151,622	28,635	(20,091)	-	160,166
Total Endowment	280,796	28,635	(20,091)	-	289,340
Total Funds	540,440	112,483	(102,942)	-	549,980