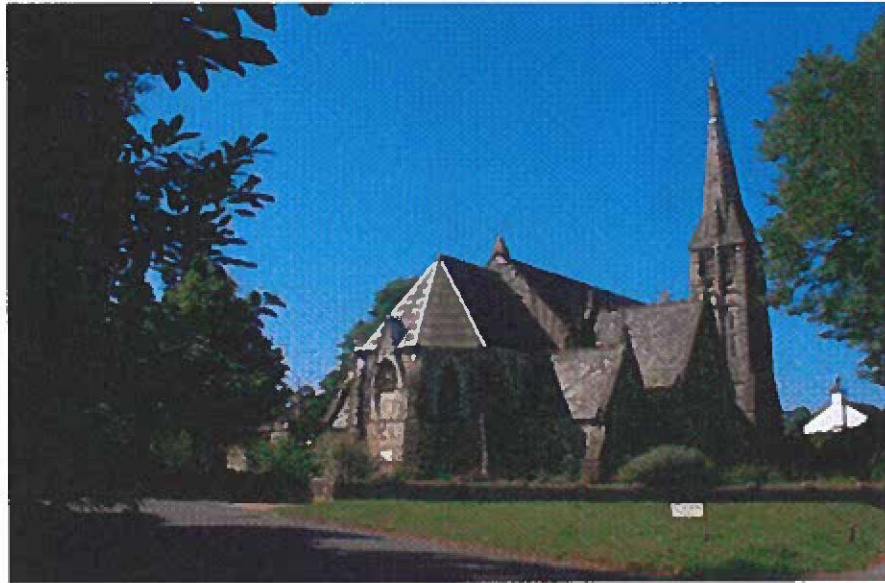


ST MARK'S CHURCH

BROADWATER DOWN, TUNBRIDGE WELLS



**Annual Report
and
Financial Statements
of the
Parochial Church Council
for the year ended 31 December 2022**

ST MARK'S CHURCH, TUNBRIDGE WELLS
CHARITY INFORMATION
FOR THE YEAR ENDED 31 DECEMBER 2022

Members of the Parochial Church Council

Rev'd Claire Allwood	Chair of PCC, and Priest-in-charge from 12 June 2022	
Rev'd Laurence Powell	Priest-in-Charge until 11 June 22	
Louise Garner	Churchwarden & Deputy Chair of PCC	
Brian Lester	Churchwarden & Deputy Chair of PCC	until 15 May 2022
Keith D J Root	Churchwarden and Treasurer	
Pat Collins	PCC Secretary	until 15 May 2022
Julia Hutchinson	PCC Secretary	from 15 May 2022
Paul J Avis	Deanery Synod	until 24 November 2022
Michael Allinson		from 15 May 2022
Nicola Brookes		from 15 May 2022
Julie Brown		until 10 February 2022
Catherine R Clayton	Deputy Warden	
Elaine Cole		from 15 May 2022
Francesca Donald		from 15 May 2022
Anthony Richard Edwards		
Debbie Marsden	Safeguarding Officer and Deanery Synod	
Rosina E V M Robinson	Deanery Synod	Until 24 November 2022

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 2022

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 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 2022

2022 was a year of change and recovery post-Covid; of gathering together and of team work, at times in the face of challenge, not least as we sought to respond to the impact of wider societal events, including the war in Ukraine and cost of living crisis. Throughout this year, however, many reasons were found to rejoice and give thanks.

Early in the year a team of volunteers were able to begin opening the church building mid-week for private prayer and reflection. This has continued throughout the year and whilst the number of people who visit is small; the space and time is clearly experienced as very valuable by those who come.

The Church of England course "Living in Love and Faith" exploring identity and relationships, was the subject of a very popular Lent course. Feedback from this reinforced our mission to offer inclusive welcome to all. A full programme of Easter services followed (for the first time in three years due to the pandemic) with special thanks to Revd Jane Edwards for covering Claire's absence due to Covid (which thus still made its presence known).

In recognition of St Mark's growth as a community, Claire was licensed as Priest-in-charge on Trinity Sunday, 12th June. We were delighted to welcome the new Archdeacon of Tonbridge, Sharon Copestake, who also blessed our glass door. It was a wonderful opportunity to gather together in celebration! Gathering together socially again was also appreciated with coffee and cake in the vicarage garden in July.

We were very thankful for the support of clergy and lay ministers, both from our ministry team and the wider deanery, for their generous cover of services as Claire was unwell in the late summer to Autumn. We are also very thankful for the work of our Churchwardens, Keith and Louise and all of the team here, who took on extra work in Claire's absence.

Four weddings were celebrated at St Mark's this year, some of which had been postponed several times previously due to Covid. Eight baptisms took place over the year and eight children were admitted to Holy Communion (following a course of preparation) at the Feast of Christ the King in October. It has been a joy to welcome many new members of our community and to prepare four adult church members for their confirmation at a shared service held at St Mary's Speldhurst in December.

Sunday Club (our group for children of primary school age) continues to flourish, for which significant thanks are due to our dedicated volunteer team. St Mark's youth group, Fire Circle, is a small but very enthusiastic and committed group, which unfortunately had to have an unplanned break in the second half of the year due to Claire's ill-health but plans to re-start in January 23.

There was delight that services for the whole school community of St Mark's could be held in church once more at Easter, followed by a Leavers' Service in July and a Harvest service. Sadly, the school Christmas service had to be cancelled due to snow (and a day of home school). Three new Foundation governors took up their roles this year, including Claire, who has been able to take collective worship in school several times over the year. It was lovely to have the uniformed organisations also join us in worship on Mothering Sunday and for the Toy Service in December.

Planning and recruitment for a new hall hire management committee and a new buildings team took place towards the end of the year. This allows the community to be enriched by the gifts of a broader group and to share loads previously carried by a small number of faithful volunteers.

Thankfully, again due to fantastic teams of committed volunteers, both the weekly Community Larder and monthly bereavement support group were able to run throughout the year; meeting significant need in the local community, including that of many Ukrainian refugees. In the case of the Larder (a joint project with King Charles the Martyr Church) this was also thanks to significant financial contributions from a wide range of community partners. Collections at Christmas enabled us to continue supporting local, national and international charities (The Children's Society, Hospice in the Weald and Operation Noah). Generous financial gifts enabled us to keep the church buildings heated through the winter.

In November Claire was invited to bless a new memorial to the Victorian poor in Tunbridge Wells Cemetery. Whilst the weather was inclement (a torrential downpour of rain!) the small group gathered felt this was a special occasion in which we could honour the memory of those previously overlooked.

A wonderful and well-attended Carol Service led by a Scratch Community Choir ended the year; special thanks for which go to our Reader and organist Paul Clark. The weather again made itself felt with severe snow preventing some attending, whilst offering a magical welcome in the church garden to the significant number who nonetheless managed to make it through! A first "dress-up Sunday" and the annual Christingle service were popular occasions, alongside our regular Midnight Mass and Christmas Day services.

Community Larder

This continues to run weekly, in partnership with King Charles the Martyr, managed by a joint committee with a growing team of volunteers meeting continued need. Whilst figures attending throughout the year have fluctuated, in the latter part of the year, there has been an average of forty households attending each week. As reported last year the Larder has had to supplement the highly discounted supplies from Fareshare, and this has been possible because of the generous donations from members of both churches. In addition, a grant of £750 was received from the Borough Council.

The Electoral Roll, and Baptisms, Weddings, and Funerals

The number of members on the Electoral Roll at the time of the APCM on 15th May 2022 was 108, of which 34% were not resident in the parish, compared to the 2021 figures of 97, of which 30% resided outside the parish.

In 2022 we were delighted to celebrate eight baptisms, four confirmations and four weddings. Two funerals took place in the church and six at the crematorium.

The PCC

The PCC met 8 times during 2022, one via zoom and the rest in-person from March in the Broadwater Hall. The APCM was held on May 15th in the church after the 10am service.

Claire and Laurence met with Archdeacon Sharon in February. Laurence stepped down as Priest-in-charge and Claire was licensed as new Priest-in-charge at St Marks in June. This also coincided with the Archdeacon blessing the new inner glass door for the north porch.

Claire became unwell in June so the PCC agreed a rota of ministers who would be able to cover her services. Louise Garner chaired all PCC meetings in her absence. Claire returned to the helm in October.

During the year the following were agreed:

- Mask wearing was relaxed and left to personal preference, although masks and sanitiser were still available. It was agreed that singing without masks could commence but we would not share the Chalice and would use the intinction of wafers instead.
- The Queen's Platinum Jubilee celebrations, with a Jubilee tea and ceremonial planting of a rose bush. Later on in the year, on the death of Queen Elizabeth II, a two week time of mourning marked by opening the church to the public.
- A designated area for interment of cremated remains, with the proposed rules for this area.
- At the November meeting, a 2023 Parish Offer of £29,383, which again fully met clergy costs, church support and our indicative share of the Wider Diocesan Mission.

A new Hall Hire Agreement was finally completed in December for the Birling Rd Hall with Rainbow Nursery.

Financial Oversight and Public Benefit

The PCC continued to monitor the financial situation throughout the year, and also considered the financial implications of its aim of moving to a 50% stipendiary incumbent post in 2024.

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

Fabric

With the completion of the church roof refurbishments in 2021, the remaining planned large project, the long awaited inside glass door was completed in February, making this main door to the church much more welcoming. The PCC is very grateful for a grant towards the cost of this door from the Diocesan Missional Property Fund.

The following more minor works have been completed:

- 1 Minor roof repairs to the South nave roof, which had not been included in the 2021 project.
- 2 The recovering of the flat roof of the side room of 11 Ramslye Road.

The 2022 Quinquennial Inspection forms the basis of our plans for the on-going maintenance of the church buildings.

Late in 2022, the PCC formed Fabric and Hall Hire Committees, bringing together teams of volunteers to look after these two important areas, and to report regularly to the Council.

Volunteers

The PCC would like to thank all the volunteers who have helped take forward church activities, including; sidespeople, the music group, readers and intersessors, the youth and children's team, sacristan team, the flower guild, gardeners, the pastoral team and the volunteers from both St Mark's and King Charles the Martyr who support the joint Community Larder.

Developing St Mark's Vision and Mission

In 2023 a full programme of social events is planned to enable us to welcome newcomers and one another, to deepen our relationships and to meet needs for connection and community. Inviting and enabling church members to participate fully in church activities, using and developing their gifts remains an ongoing priority. This includes recruiting and inducting new members to the Church Warden team, supporting the new hall hire management and buildings teams and gathering a new pastoral visiting team; all to build our capacity to fulfil our mission of sharing God's grace.

We plan to re-start our monthly youth group and to encourage the involvement of children and young people in various aspects of our church worship and mission; valuing and developing their gifts.

Training for discipleship, in terms of exploring, discovering and playing with faith and spirituality, is planned through a Lent course, focused on engaging with Scripture and a Christian Essentials course, "Being With", developed by St Martin in the Fields, Trafalgar Square. Other training in faith and vocational opportunities will be offered throughout the year.

Pastoral Care and together addressing community needs, through the Larder and Bereavement Support Group remain high priorities for St Mark's.

A short series of services in May/June on Generous Giving will provide an opportunity to review our individual planned giving and time commitments to St Mark's to build sustainability. We will also review our mission plan "Called to Grow" in the autumn and hope, God willing, throughout the coming year, to sustain and build upon St Mark's vision of welcoming difference and sharing God's grace.

Financial Review

After taking into account provision for future major repairs to the church and the two PCC houses, the General Fund, which is used to finance the day-to-day operation of the PCC, shows a small shortfall of £1,963 over the year. However, this apparently satisfactory position is only because of significant reductions in expenditure since 2019, not least resulting from the self-supporting house-for-duty basis of our Priest-in-charge. The PCC would like to put on record its appreciation of the Rev'd Claire Allwood's leadership, and for finding time for the many calls on her attention. It hopes to be in a position to finance the move to a 50% stipendiary post in 2024. In this it has been encouraged by the increase in planned giving over 2022, and further increases in early 2023.

Over the year, we had six new planned givers to the General Fund, and some existing members increased their monthly donations, resulting in a net increase in planned giving, including gift aid tax refunds of some £6,100 over 2021. We will be taking steps to encourage further planned giving in 2023, in order to finance the move to a 50% stipendiary post in 2024.

In 2022, the PCC was able fully to cover the Benefice Costs to the Diocese in its Parish Offer and to fund 100% of its indicative share of the Wider Diocesan Mission. At its November 2022 meeting the PCC agreed again to fully meet these items in its Parish Offer for 2023, and to meet any shortfall from its reserves.

There was a major increase in energy costs through the Parish Buying Energy Basket at the end of our fixed price contract in September, but the energy grant distributed by the Diocese and some subsequent generous gift-aided donations towards meeting these increased costs will reduce the impact in 2023.

The cost of the new inside north porch glass door have been met entirely from Designated and Restricted Funds set aside in the past, some restricted donations and a grant from the Diocesan Missional Property Fund. Further details are set out in Note 10 of the financial statements.

The joint Community Larder with King Charles the Martyr has continued to be supported by members of both churches, including 9 monthly donations amounting in total to £265 per month at

Pension Liabilities

The PCC agreed to introduce a pension scheme for its part-time Parish Administrator from 1 February. This is a fully funded scheme managed by NEST. The PCC also retains 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 to identify significant risks and, where possible, it takes appropriate measures to mitigate those risks. The churchwardens and PCC team leaders are responsible for preparing or reviewing existing risk assessments for services and activities.

Vulnerable Persons - The care and protection of children, young persons and vulnerable adults involved in Church activities is the responsibility of the whole church. Everyone who participates in the life of the Church has a role to play in promoting a safer Church for all. The PCC has adopted the House of Bishops Safeguarding Policy - 'Promoting a Safer Church' - which sets out the safeguarding of children, young people and vulnerable adults' policy of the Church of England. The implementation of the policy is under constant review to ensure that the church adheres to good safeguarding practices. The PCC follows the House of Bishops Safer Recruitment Practice Guidance. The PCC has considered and agreed which posts within the Church (both voluntary or otherwise), require a DBS check and an appropriate level of safeguarding training.

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

The Parish Lead Recruiter is Nicky Fiskin who is responsible for coordinating the Disclosure and Barring (DBS) process.

Finance - as indicated above, with the current level of planned giving, the General Fund budget for 2023 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 during the first half of 2023.

The PCC is 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 and the churchwardens.

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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 PCC

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).

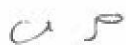
Charity law requires the PCC to prepare financial statements for each financial year which give a true and fair view of the state of the affairs of the charity as at the balance sheet date and of its incoming resources and application of resources for the financial year. In preparing these financial 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 2023 and signed on its behalf by:



The Rev'd Claire Allwood
Chair of the PCC and Priest-in-charge
Date 27 April 2023

**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 2022 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

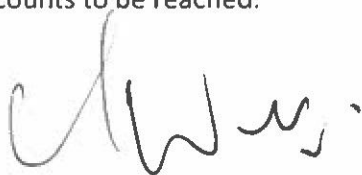
My examination was carried out in accordance with the general Directions given by the Charity Commission. An examination includes a review of the accounting records kept by the charity and a comparison of the accounts presented with those records. It includes consideration of any unusual items or disclosures 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 28 April 2023

ST MARK'S CHURCH, TUNBRIDGE WELLS
STATEMENT OF FINANCIAL ACTIVITIES
FOR THE YEAR ENDED 31 DECEMBER 2022

		Unrestricted Funds					Total Funds 2022	Total Funds 2021
	Note	General Fund	Designated Funds	Total	Restricted Funds	Endowment Funds		
		£	£	£	£	£	£	£
INCOME AND ENDOWMENTS:	2							
Donations and legacies		55,423	10	55,433	22,029	-	77,462	58,703
Charitable activities		1,626	-	1,626	4,580	-	6,206	3,177
Income from lettings		29,355	-	29,355	-	19,694	49,049	44,920
Bank interest		303	348	651	252	204	1,107	436
Other income		-	-	-	70	-	70	-
Grants		702	264	966	8,380	-	9,346	14,191
Total income and endowments		87,408	622	88,030	35,313	19,898	143,241	121,427
EXPENDITURE:	3							
Charitable activities		83,183	3,948	87,131	26,398	16,594	130,122	165,322
Total expenditure		83,183	3,948	87,131	26,398	16,594	130,122	165,322
Net income/(expenditure)		4,225	(3,326)	899	8,915	3,304	13,119	(43,896)
Gross transfers between funds in		-	6,190	6,190	-	-	6,190	6,190
Gross transfers between funds out		(6,190)	-	(6,190)	-	-	(6,190)	(6,190)
Net transfers between funds	5	(6,190)	6,190	-	-	-	-	-
Net movement in funds		(1,965)	2,864	899	8,915	3,304	13,119	(43,896)
Reconciliation of funds:	18							
Total funds brought forward		57,853	101,927	159,780	51,378	294,928	506,085	549,981
Total funds carried forward		55,889	104,791	160,680	60,292	298,232	519,204	506,085

In the SOFA and the Balance Sheet, and in 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 2022

	Note	General	Unrestricted Funds Designated	Total Unrestricted	Restricted Funds	Endowment Funds	Total Funds	Total Funds
£							2022	2021
FIXED ASSETS								
Tangible assets	11,18	-	40,000	40,000	-	229,174	269,174	269,174
CURRENT ASSETS								
Debtors	12	10,974	264	11,238	8,029	-	19,266	5,428
Deposit Accounts		62,952	74,579	137,531	21,889	39,708	199,128	176,913
Cash at bank and in hand		(12,961)	(1,153)	(14,114)	32,059	31,650	49,595	69,239
Current Assets	14,15	<u>60,965</u>	<u>73,690</u>	<u>134,655</u>	<u>61,978</u>	<u>71,358</u>	<u>267,990</u>	<u>251,581</u>
CREDITORS: Amounts falling due within one year	13	(5,075)	(8,899)	(13,974)	(1,686)	(2,300)	(17,960)	(14,670)
Net current assets / (liabilities)		<u>55,889</u>	<u>64,791</u>	<u>120,680</u>	<u>60,292</u>	<u>69,058</u>	<u>250,030</u>	<u>236,911</u>
Total assets less current liabilities		<u>55,889</u>	<u>104,791</u>	<u>160,680</u>	<u>60,292</u>	<u>298,232</u>	<u>519,204</u>	<u>506,085</u>
TOTAL NET ASSETS		<u>55,889</u>	<u>104,791</u>	<u>160,681</u>	<u>60,292</u>	<u>298,232</u>	<u>519,204</u>	<u>506,085</u>
FUND BALANCES								
Unrestricted Funds								
General funds		55,889	-	-	-	-	-	57,835
Designated funds		-	101,926	-	-	-	-	101,926
Total Unrestricted Funds		-	-	160,681	-	-	-	159,780
Restricted Funds		-	-	-	60,292	-	-	51,377
Endowment Funds		-	-	-	-	298,232	-	294,928
Total Funds		-	-	-	-	-	519,204	506,085

The Financial statements were approved by the PCC on 27 April 2023 and were signed on its behalf by:


The Rev'd Claire Allwood
Chair of PCC and Priest in Charge


Keith Root
Churchwarden and Treasurer

Charity number: 1131775

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 2022

NOTES TO THE ACCOUNTS 2022

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 on an accruals basis under the Charities Act 2011, in accordance with The Church Accounting Regulations 2006 governing the individual accounts of PCCs, with the Regulations "true and fair" provisions, and 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. It 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 2022

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. 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.

Income from charitable activities represents income from parochial fees receivable by the PCC, and the payments made by users of the Community Larder.

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

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,

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 notes 17 and 18.

ST MARK'S CHURCH, TUNBRIDGE WELLS
NOTES TO THE ACCOUNTS
FOR THE YEAR ENDED 31 DECEMBER 2022

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 £17,950,000.

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 a residual value, based on their current value, which is above 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 significantly 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 or the Diocese. The £32 residual funds in the CCLA account were transferred to the Barclays current account during the year.

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 2022

h. Pension scheme arrangements

This year the PCC has introduced a NEST pension scheme for its part-time member of staff from 1 February 2022. It also retains a liability to maintain a private pension fund arranged for a previous Children and Family Worker (See note 16.)

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 work identified in the 2022 Quinquennial Report, which the PCC expect to be largely borne by designated and restricted funds.

ST MARK'S CHURCH, TUNBRIDGE WELLS
NOTES TO THE ACCOUNTS
FOR THE YEAR ENDED 31 DECEMBER 2022

Note 2 Incoming Resources

£	2022			Restricted	Endowment	Total	2021
	GF	Unrestricted Designated	Total UR				TOTAL
Planned Giving							
Gift aided donations	36,664	-	36,664	3,890	-	40,554	33,802
Tax recoverable	9,166	-	9,166	-	-	9,166	8,431
CAF PG	1,200	-	1,200	-	-	1,200	1,200
Other PG	4,510	-	4,510	-	-	4,510	3,516
Subtotal Planned Giving	51,540	-	51,540	3,890	-	55,430	46,949
Other Voluntary Giving							
Collections	958	-	958	777	-	1,735	1,823
Cashless	1,218	-	1,218	353	-	1,571	1,693
Gift Aided donation	241	-	241	6,195	-	6,436	3,116
Other tax recoverable	1,122	-	1,122	2,900	-	4,022	1,622
Other donations	344	10	354	2,986	-	3,340	2,499
Legacies	-	-	-	5,000	-	5,000	1,000
Subtotal Other	3,883	10	3,893	18,210	-	22,103	11,753
Subtotal Voluntary Giving	55,423	10	55,433	22,100	-	77,533	58,703
Income from charitable activities							
Fees PCC	1,626	-	1,626	3	-	1,629	640
Voluntary larger paym'ts (Note 7)	-	-	-	4,577	-	4,577	2,537
Subtotal	1,626	-	1,626	4,580	-	6,206	3,177
Lettings of houses and Hall hirings							
Broadwater hall	795	-	795	-	-	795	246
Birling Road Hall letting (note 8)	-	-	-	-	19,694	19,694	18,802
2 Tudor Court	14,470	-	14,470	-	-	14,470	13,728
11 Ramslye Road	14,090	-	14,090	-	-	14,090	12,144
Subtotal	29,355	-	29,355	-	19,694	49,049	44,920
Interest	303	348	651	252	204	1,107	436
Other Income	-	-	-	68	-	68	-
Grants	702	264	966	8,312	-	9,278	14,191
Total Income	87,408	622	88,030	35,313	19,898	143,241	121,426

ST MARK'S CHURCH, TUNBRIDGE WELLS
NOTES TO THE ACCOUNTS
FOR THE YEAR ENDED 31 DECEMBER 2022

Note 3 RESOURCES EXPENDED

£	2022			Restricted	Endowment	2022	2021
	GF	Unrestricted Designated	Total UR			Total	Total
Away Giving							
Overseas	1,600	-	1,600	998	-	2,598	2,252
Home	53	-	53	1,045	-	1,098	1,147
St Mark's School	308	-	308	483	-	791	485
Community Larder (note7)	-	-	-	14,344	-	14,344	7,243
Total Away Giving	1,961	-	1,961	16,871	-	18,832	11,127
Ministry and Mission							
Parish Offer/Share	28,272	-	28,272	-	-	28,272	23,400
A Vicar Expenses and Vicarage	5,164	-	5,164	-	-	5,164	4,106
Children Worker Pension	-	49	49	-	-	49	18
Children's Work	378	-	378	-	-	378	522
Training	184	-	184	-	-	184	198
Local Mission and outreach	1,210	-	1,210	-	-	1,210	606
Total Ministry	35,208	49	35,257	-	-	35,257	28,850
Church running expenditure							
Upkeep of services	723	-	723	-	-	723	427
Covid-19 Supplies, equipment	-	-	-	-	-	-	65
Music, organ & copyright	1,400	-	1,400	-	-	1,400	1,207
Insurance	5,357	-	5,357	-	-	5,357	5,225
Utilities	8,590	-	8,590	390	-	8,980	4,863
Cleaning	4,241	-	4,241	-	-	4,241	3,942
Regular maintenance	432	-	432	-	-	432	1,029
Major repairs & redecoration	1,788	1,900	3,688	9,137	-	12,825	73,966
Garden	1,319	-	1,319	-	-	1,319	104
Management and Admin:							
Staff (note 9)	10,320	-	10,320	-	600	10,920	9,943
Photocopier	1,943	-	1,943	-	-	1,943	2,925
Bank Charges	253	-	253	-	-	253	196
Accounting Software	150	-	150	-	-	150	160
Other costs	1,732	-	1,732	-	-	1,732	1,568
Miscellaneous	1,003	-	1,003	-	-	1,003	1,680
Total Church Running Expenses	39,251	1,900	41,151	9,527	600	51,278	107,300
Halls and Property							
Broadwater hall	1,797	-	1,797	-	-	1,797	1,643
Birling Road hall (Note 8)	-	-	-	-	15,994	15,994	13,273
2Tudor Court	1,017	-	1,017	-	-	1,017	2,322
11 Ramslye Road	3,949	2,000	5,949	-	-	5,949	806
Total Halls and Property	6,763	2,000	8,763	-	15,994	24,756	18,044
Total Church Activity	83,183	3,948	87,132	26,398	16,594	130,123	165,322
PCC Expenses	-	-	-	-	-	-	-
Total expenditure	83,183	3,948	87,131	26,398	16,594	130,122	165,322

ST MARK'S CHURCH, TUNBRIDGE WELLS
NOTES TO THE ACCOUNTS
FOR THE YEAR ENDED 31 DECEMBER 2022

Note 4 Grants Received

£	2022	2021
FABRIC		
i. Roof Repair		
AllChurches Trust	-	2,250
Listed Places of Worship Scheme VAT grant (LPWS)	-	11,151
Total	<u>-</u>	<u>13,401</u>
ii. Glass Door		
Listed Places of Worship Scheme VAT grant (LPWS)	2,105	790
Diocesan Missional Property Fund	3,500	-
Total	<u>5,605</u>	<u>790</u>
Other Grants		
iii TW Borough Council grant for Community Larder	750	-
iv Diocesan grant towards energy costs	1,957	-
v Listed Places of Worship VAT grant (other)	966	-
TOTAL GRANTS	<u>9,278</u>	<u>14,191</u>

Note 5 Details of Fund Transfers from General Fund to Designated Repair Funds

Provision for repairs:	GF	Desig'ed				Total 2022	Total 21
Major church repairs	(5,000)	5,000	-	-	-	-	-
11 RR Major repairs	(670)	670	-	-	-	-	-
2TC Major repairs	(520)	520	-	-	-	-	-
Total transfers in	-	6,190	-	-	-	6,190	12,471
Total transfers out	<u>(6,190)</u>	-	-	-	-	<u>(6,190)</u>	<u>(12,471)</u>

Note 6 Grants Payable

In 2021 the PCC made the following grants over £200:	2022	2021
From General Funds		
Church Mission Society (CMS) - support for our Mission Partners	1,600	1,600
From Collections at Services (Restricted)		
Christian Aid (CA), including Cheques and CAF vouchers direct to CA	1,026	567
St Mark's School Yr 6 leaver bibles (inc £207 from General Funds in 2022)	690	510
Harvest (2022 collection to Community Larder)	-	260
Diocesan Companion Dioceses Fund (Licencing service)	269	-
	-	-
Christmas Charities:	-	-
Children's Society	450	500
Bridge Trust	-	250
Tunbridge Wells Welcomes Refugees	-	250
Hospice in the Weald	200	-
Operation Noah	200	-
Total grants	<u>2,835</u>	<u>2,337</u>

ST MARK'S CHURCH, TUNBRIDGE WELLS
NOTES TO THE ACCOUNTS
FOR THE YEAR ENDED 31 DECEMBER 2022

Note 7 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, and included in these Financial Statements.

£ Income	2022	2021	Expenditure	2022	2021
Donations	9,700	3,270	Equipment	-	50
Gift aid and GASDS	1,902	475	Training	-	48
Customer payments	4,577	2,537			
Interest	13	5	Food Supplies	14,344	7,145
Grant	750	-			
Total Income	16,942	6,287	Total Expenditure	14,344	7,243
Surplus/(Deficit)	2,598	(956)			
Brought Forward	1,716	2,672			
Carried Forward	4,314	1,716			

Note 8 Birling Road Hall Account

£ Income	2022	2021	Expenditure	2022	2021
Regular Hire	18000	18,000	Gas and Electricity	6,122	3,999
Adhoc Hire	1694	802	Water	2,739	1,089
Interest	204	60	Waste Disposal	2,071	2,212
			Insurance	871	830
			Cleaning	830	510
			Grounds	2,592	1,554
			Fabric & Maintenance	769	334
			Admin and Legal fees	600	2,745
Total Income	19,898	18,862	Total Expenditure	16,594	13,273
Surplus	3,305	5,589			

Note 9 Employees and Staff Cost

The number of full time equivalent employees during the year was 0.485. Most of the PCC's activities are carried out by volunteers.

Salaries and Staff Costs

£	2022	2021
Gross salaries	10,652	9,943
Employer pension contribution	268	-
Total	10,920	9,943

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

ST MARK'S CHURCH, TUNBRIDGE WELLS
NOTES TO THE ACCOUNTS
FOR THE YEAR ENDED 31 DECEMBER 2022

Note 10 Key Management and Financial Transactions with Members of the PCC and related parties

No payments have been made to members of the PCC, apart from the refund of expenditure on purchases made on behalf of the PCC, and £40 to the Rev'd Claire Allwood towards the cost of travel associated with funerals.

Note 11 Tangible fixed assets for use by the PCC

£	Freehold Land and Buildings 2022
	£
Book value at 1 January 2022	269,174
Disposals	-
Additions	-
Depreciations	-
<u>Book value at 31 December 2022</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 £196,000 and the house at 2 Tudor Court for £246,000.

Note 12 Debtors falling due within one year

£			2022		2022	2021
	GF	Desig'd	Restricted	Endowment	Total	
Tax recoverable inc GASDS	10,974	-	2,939	-	13,912	5,378
VAT grant DCMS		-	-	-	-	-
Other Debtors		264	5,090	-	5,354	50
Total Debtors	10,974	264	8,029	-	19,266	5,428

ST MARK'S CHURCH, TUNBRIDGE WELLS
NOTES TO THE ACCOUNTS
FOR THE YEAR ENDED 31 DECEMBER 2022

Note 13 Creditors: liabilities falling due within one year

£	2022				2022	2021
	GF Design'd Restricted Endowment				Total	
Accruals	(3,030)	(8,899)	(1,045)	(2,300)	(15,274)	(11,152)
Other creditors	(2,045)	-	-	-	(2,045)	(2,278)
Grant obligations	-	-	(641)	-	(641)	(1,240)
Total Liabilities	(5,075)	(8,899)	(1,686)	(2,300)	(17,960)	(14,670)

Note 14 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 Bank, a deposit account with the Diocese, and in the Petty Cash. These are treated as a combined set of banking accounts within the Finance Coordinator accounting system, and any accrued interest is allocated pro rata to funds with an average balance over the year of £2,000.

Note 15 Notice Deposits, Cash at Bank and in Hand

£	2022	2021
	£	£
Notice deposits (with a term of one months or less)	199,128	176,913
Cash at bank with immediate access	49,543	69,184
Petty cash	53	56
	<u>248,723</u>	<u>246,153</u>

Note 16 Pension Commitments

Before the recent relevant pension legislation, a previous children and family worker was offered a 10% of salary contribution to a personal privately organised pension scheme. She left before she had set up such an arrangement, and the PCC maintains provision in a designated fund for making a payment into such a pension, currently standing at £8,655 (previous year £8,606). 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 2022**

Note 17 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 £6,190 in 2022 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.

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

The Pension Liability Fund, a fund set up to handle the potential liability to pay into a pension fund for a past employee, treated as a potential liability within one year.

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

At 31 December 2022 there was a total of £104,791 allocated to designated funds. The remaining unrestricted funds, held in the General Fund, amount to £55,888.

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

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.

ST MARK'S CHURCH TUNBRIDGE WELLS
NOTES TO THE ACCOUNTS
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The Refurbishment Fund, which originated in 1991, and consists of funds raised to provide for the refurbishment and redecoration of the church. Any donations to the church at weddings and funerals are posted to this fund.

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 2022

Note 18 Fund Movement Summary

£ Fund	Brought Forward	Incoming	Outgoing	Transfer	Carried Forward
General Fund	57,853	87,408	(83,183)	(6,190)	55,889
Designated Funds					
Accommodation Fund PCC	40,000	-	-	-	40,000
Church Repair Fund	30,391	300	(106)	5,000	35,585
2 Tudor Court	8,503	44	-	520	9,066
11 Ramslye Road	2,465	14	(2,000)	670	1,148
Broadwater Hall Refurb	1,948	-	-	-	1,948
Church internal Refurb	13,013	77	(1,616)	-	11,473
Heating design fund	5,038	29	-	-	5,067
Pension LW Fund	-	49	(49)	-	-
Roof Fund	67	109	(176)	-	0
Miscellaneous Fund	502	-	-	-	502
Total Designated	101,926	622	(3,948)	6,190	104,791
Total Unrestricted	159,779	88,030	(87,131)	-	160,681
Restricted					
Children and Families Fund	683	-	-	-	683
Community Larder	1,717	16,942	(14,344)	-	4,315
Heating Fund	4,408	25	-	-	4,433
Pastoral Fund	1,173	-	-	-	1,173
Organ Fund	26,965	154	-	-	27,119
Parish Weekend Fund	1,747	-	-	-	1,747
Refurbishment Fund	10,040	1,560	-	(307)	11,294
Miscellaneous Restricted	4,645	16,629	(12,054)	307	9,527
Total Restricted	51,378	35,310	(26,398)	-	60,292
Endowment Funds					
Accommodation Fund	129,174	-	-	-	129,174
Birling Road Hall Fund	165,754	19,898	(16,594)	-	169,058
Total Endowment	294,928	19,898	(16,594)	-	298,232
Total Funds	506,085	143,239	(130,122)	-	519,204