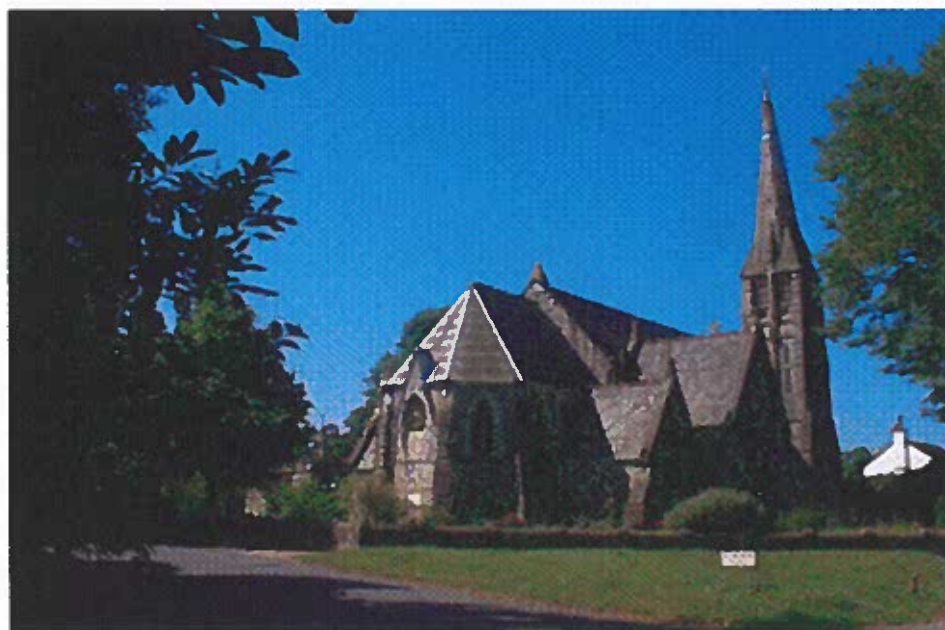


ST MARK'S CHURCH

BROADWATER DOWN, TUNBRIDGE WELLS



**Annual Report
and
Financial Statements
of the
Parochial Church Council
for the year ending 31 December 2023**

ST MARK'S CHURCH, TUNBRIDGE WELLS
CHARITY INFORMATION
FOR THE YEAR ENDED 31 DECEMBER 2023

Members of the Parochial Church Council

Rev'd Claire Allwood	Chair of PCC, and Priest-in-charge	
Louise Garner	Churchwarden & Deputy Chair of PCC	
Julia Hutchinson -	Churchwarden & PCC Secretary	Churchwarden from 21 May 2023
Catherine R Clayton	Deputy Warden	From 21 May 2023
Michael Allinson		
Elaine Cole		
Francesca Donald		To 21 May 2023
Anthony Richard Edwards		
Debbie Marsden	Safeguarding Officer and Deanery Synod	
Ed Peltor		From 21 May 2023
David Robertson		From 21 st May 2023
Keith Root	PCC Treasurer	Churchwarden to 21 May 2023
Anna-Maria Taylor		From 19 th October 2023
Lucy Workman	Deanery Synod	

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 Fiskin

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

Bankers Barclays Bank
Calverley Road Branch
Tunbridge Wells

Contents	Page
Charity Information	0
Annual Report of the Members of the Parochial Church Council	1 -7
Independent Examiner's Report	8
Statement of Financial Activities	9
Balance Sheet	10
Notes to the Accounts	11-23

ST MARK'S CHURCH, TUNBRIDGE WELLS
ANNUAL REPORT OF THE MEMBERS OF THE PAROCHIAL CHURCH COUNCIL
FOR THE YEAR ENDED 31 DECEMBER 2023

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 2023

Growth and encouragement characterised many areas of church life through 2023. In the spring we ran two courses focusing on faith development and spirituality; an introduction to the essentials of Christianity, the "Being With" course (developed by St Martin in the Fields, Trafalgar Square) and a Lent course on engaging with Scripture, based on Miranda Threlfall-Holmes' book, "How to Eat Bread". These provided opportunities for those exploring faith for the first time and for those of many years' of faith to explore and gain fresh perspectives. Throughout the year we saw many come to faith as 19 people (16 children and 3 adults) were baptized and 1 child admitted to Holy Communion.

A Generous Giving campaign in May (with two services focused on gratitude and generosity) offered church members an opportunity to review both their planned financial giving and commitments of time and energy in general and with regard to St Mark's. The subsequent financial increase, both in the number of regular planned givers to the church and in the amounts given, has been encouraging and clearly helps sustain the delivery of the church's mission.

Fire Circle, St Mark's monthly youth group, enthusiastically re-started in January. In June, the young people, their families and Fire Circle leaders all went on pilgrimage, walking seven miles from Icklesham to Rye; visiting three churches, enjoying good food and nourishing conversation along the way. Fire Circle significantly expanded in the Autumn as our numbers doubled, with young people moving up to secondary school. Sunday Club, St Mark's fortnightly group for children of primary school age also saw many new members join this year, sustaining a register of around thirty children. We continued our close relationship with St Mark's primary school; Claire regularly taking collective worship in school, four school services taking place in church over the year and three foundation governors actively involved in school leadership.

St Mark's PCC were delighted and thankful to note in May that (reviewing the last four years) both our electoral roll and regular Sunday attendance have doubled in number since Easter 2019. The PCC met for a vision day in September and reflected upon St Mark's mission. Significant themes which emerged were a strong desire to be inclusive, welcoming and working with families in particular, using our buildings and other resources to continue to address community need and build

During the autumn, it was a joy to support the development of vocations as St Mark's hosted and Claire co-led (with Revd Judi Hamill, Vicar of St James, Tunbridge Wells) the Caring Concerns pastoral care course for the deanery. This training supported the re-establishment of a pastoral visiting team for St Mark's and the development of friendships with fellow local Christians. It has been a delight also for St Mark's to support Amanda Willmont, church member, who began her ordination training at St Augustine's College in September. Claire completed a three-day core training in Godly play; a way of using Christian language and storytelling to support children's spiritual formation and life-long learning.

With the aim of making the church garden an engaging environment for the community, scarecrows again appeared from Harvest to Halloween. Ribbons for remembrance were tied to the acers in November. Church services at both Easter and Christmas were well-attended, with record numbers at the Carol Service (over 200), led again by a scratch community choir and at the Christingle (249 attenders) on Christmas Eve. A church craft table at St Mark's school Christmas Fair was also well-appreciated.

We continued to partner with others to address community need through the weekly Larder and monthly Bereavement Support group. Our Anna Chaplain responded (with another Anna Chaplain) to a request for them to offer monthly devotions in Tunbridge Wells Care Centre towards the end of the year.

A full programme of social events ran throughout the year; aiding us to welcome newcomers, to deepen relationships and to meet needs for connection and community. Teams of volunteers were central to all of the church's activities; one example being a very well-attended Autumn cleaning and maintenance day for our Church building and Broadwater Hall.

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. 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 £2,500 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 21st May 2023 was 120 of which 42% were not resident in the parish, compared to the 2022 figures of 108, of which 34% resided outside the parish.

The PCC

The PCC met nine times in the Broadwater Hall and church office during 2023. The APCM was held on May 21st in the main body of the church after the 10am service.

In February Francesca Donald stood down from the PCC and Keith Root, our Treasurer, stepped back in May from his much appreciated role as Churchwarden, to be replaced by Julia Hutchinson who continued on a temporary basis as PCC secretary for the rest of the year. Catherine Clayton stayed on in her role of Deputy Churchwarden. The PCC welcomed new members this year including Ed Peltor, who also heads up the Buildings Committee, David Robertson and Anna-Maria Taylor.

Mask wearing remained optional, based on personal preference, and the PCC agreed to continue intinction of wafers, which most members of the congregation supported. The church continued its Tuesday Church Watch openings for private prayer and visitors. We were blessed that Claire could take a record number of baptisms. The PCC were very thankful to the Social Committee who organized enjoyable events during the year such as shared lunches, afternoon teas, a quiz night and a wonderful shared lunch after the Coronation service.

In June, the PCC adopted the House of Bishops' Safeguarding Policy. Our September meeting focused on updating the Safeguarding Action Plan. That month, we also held a much overdue PCC Away Day to review our mission, strategize, and build relationships.

The PCC continued to monitor the financial situation throughout the year. We approved urgent repairs to the Birling Road Hall soffits and gutters, as well as hedge trimming. Hall hire charges were reviewed and it was agreed that we would put our prices up in line with other rents around the town, taking into account the increased costs of heating and lighting. Problems with the main church lights led us to approve new replacement LED based fixtures for most of the church, along with porch and side lights, and we hope that this work will be completed by mid 2024.

In December, the PCC looked at a possible, realistic Parish Offer, taking into consideration our plan to pay for a 50% stipend, and agreed an Offer of £42,848, which took account of the increased cost of a 50% stipend for the incumbent, while maintaining our contribution to the Wider Diocesan Mission component.

The PCC agreed a revised salary for the Office Administrator's from 1 January 2024.

Financial Oversight and Public Benefit

The PCC continued to monitor the financial situation throughout the year, and also considered the significant 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

The last year has seen the embedding of the Hall Hire and Buildings Committee teams, both of whom have overseen a number of projects to maintain our church buildings.

The following works have been completed:

- **Birling Road Hall** - a substantial amount of work took place in 2023 to repair/replace rotten soffits, replace guttering and downpipes and repaint the exterior affected by the work. This was completed on time and to budget.

- **RAAC** - the issue of 2023 for many public buildings was RAAC (reinforced autoclaved aerated concrete planks). A review by our buildings team lead has led us to conclude that Broadwater Hall was not affected, Birling Hall was built before its invention and the 2 houses are also not of this construction.
- **Church Electrics** – we have initiated some initial diagnostic work to understand the issue with church lighting.
- **Lightening Protection System (LPS)** – Our LPS was surveyed to ensure it is fit for purpose. Some remedial work was undertaken and it is now in full working order.

Looking ahead to the coming year, our main focus will be the continuation of the electrical work within the church itself to replace a significant portion of the high level lighting.

Volunteers

The PCC would like to thank all the volunteers who have helped take forward church activities, including; sidespeople, the music group, readers and intercessors, the youth and children's team, sacristan team, the finance 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

Following on from our PCC Vision Day this year, a consultation with the congregation is planned around inclusion and the possibility of St Mark's joining The Inclusive Church Network early in 2024. As St Mark's living will have been suspended for five years at Easter and since the church has experienced significant growth, it is anticipated that this suspension will be reviewed, with a view to lifting it and recruiting to a part-time incumbent post. This would mark a new phase in the life of St Mark's and is eagerly anticipated by the PCC.

A Lent course encouraging meditative engagement with the Easter story is planned, with a full programme of Holy Week worship services for all ages. Alongside our continued support for and work with St Mark's school, we hope to engage with and support Broadwater Down school, with a visit to the Early years class scheduled early in 2024.

We hope to continue to participate actively in the Deanery, hosting a deanery Confirmation Service in the spring and running the Caring Concerns pastoral care course again in the autumn. Work to fix and upgrade the electrics in the church building is planned for early 2024. Continuing to review the use of all our buildings to maximise their community potential remains a priority. We will continue to offer volunteering opportunities as we seek to welcome, include and provide opportunities for all ages to explore faith, develop their spirituality and grow in their awareness of the love of God.

Financial Review

This year, increases in our planned giving to the General Fund and one-off donations towards the major increases in the cost of gas and electricity have enabled us to make transitional provision for a move of the incumbent post from a house for duty to a 50% stipend in 2024. This provision and spreading the use of our restricted Utility Fund over the years 2023 to 2025 has been achieved within a roughly balanced General Fund outturn in 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 £11,434 over 2022. The PCC is grateful to the planned givers and other donors. While this continued growth has covered the initial cost of the move to a 50 % stipendiary post for the Vicar, the transitional fund designated provision will soon be exhausted and we need further growth into the future. The PCC will be taking steps to encourage further planned giving in 2024, both to secure the on-going financing of the vicar's post, and to cover the rise in costs generally.

In 2023, the PCC was able fully to cover the Benefice Costs to the Diocese in its Parish Offer and its indicative share of the Wider Diocesan Mission, and at its November 2023 meeting the PCC agreed a Parish Offer that met the major increase in the Diocese's Indicative Offer component associated with a 50% stipendiary incumbent.

The joint Community Larder with King Charles the Martyr has continued to be run by volunteers from both churches, and with financial donations, including 8 monthly donations amounting in total to £300 per month at the end of the year together with some significant one-off donations. The larder also received a grant of £2,500 from Tunbridge Wells Borough Council, and from Churches for Tunbridge Wells and the Tunbridge Wells Masons. Further information is shown in Notes 4 and 7 to the Financial Statements.

Pension Liabilities

The PCC has a fully funded pension scheme for its part-time Parish Administrator through 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, especially as there is a move to a 50% stipend for the incumbent.

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.

The remaining Designated, Restricted and Endowment funds are either associated with the Birling Road Hall, or are set aside for particular non-fabric purposes, such as the newly established Ministry Fund, 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 who is the link between the PCC and the Diocese regarding safeguarding matters. Debbie supports the PCC to ensure that the Diocesan Safeguarding Policies are carried out in the parish.

The Parish Lead Recruiter is Nicky Fiskien 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 2024 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 2024.

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.

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 18 April 2024 and signed on its behalf by:



The Rev'd Claire Allwood
Chair of the PCC and Priest-in-charge
Date 18 April 2024

**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 2023 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 27/4/24

ST MARK'S CHURCH, TUNBRIDGE WELLS
STATEMENT OF FINANCIAL ACTIVITIES
FOR THE YEAR ENDED 31 DECEMBER 2023

	Note	Unrestricted Funds			Restricted Funds	Endowment Funds	Total Funds 2023	Total Funds 2022
		General Fund	Designated Funds	Total				
		£	£	£	£	£	£	£
INCOME AND ENDOWMENTS:	2							
Donations and legacies		69,105	10	69,115	21,597	-	90,713	77,462
Charitable activities		1,931	-	1,931	4,452	-	6,383	6,206
Income from lettings		33,399	-	33,399	-	25,476	58,875	49,049
Bank interest		1,045	2,286	3,331	1,969	1,436	6,735	1,107
Other income		1	-	1	265	-	266	70
Grants		428	-	428	3,800	-	4,228	9,346
Total income and endowments		105,910	2,296	108,206	32,080	26,912	167,199	143,241
EXPENDITURE:	3							
Charitable activities		91,785	581	92,366	22,784	46,906	162,056	130,122
Total expenditure		91,784	581	92,366	22,784	46,906	162,056	130,122
Net income/(expenditure)		14,126	1,715	15,840	9,295	(19,994)	5,144	13,119
Gross transfers between funds in		-	14,190	14,190	-	-	14,190	6,190
Gross transfers between funds out		(14,190)	-	(14,190)	-	-	(14,190)	(6,190)
Net transfers between funds	5	(14,190)	14,190	-	-	-	-	-
Net movement in funds		(64)	15,905	15,840	9,295	(19,994)	5,144	13,119
Reconciliation of funds:	18							
Total funds brought forward		55,889	104,791	160,679	60,292	298,232	519,203	506,085
Total funds carried forward		55,825	120,696	176,522	69,589	278,238	524,347	519,204

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 2023

	Note	General	Unrestricted Funds Designated	Total Unrestricted 2023	Restricted Funds	Endowment Funds	Total Funds 2023	Total Funds 2022
£								
FIXED ASSETS								
Tangible assets	11,18	-	40,000	40,000	-	229,174	269,174	269,174
CURRENT ASSETS								
Debtors	12	12,356	-	12,356	4,012	1,500	17,868	19,266
Deposit Accounts		55,784	83,055	138,839	31,858	40,983	211,680	199,128
Cash at bank and in hand		(9,733)	6,620	(3,113)	35,589	11,324	43,800	49,595
Current Assets	14,15	<u>58,407</u>	<u>89,675</u>	<u>148,082</u>	<u>71,459</u>	<u>53,807</u>	<u>273,349</u>	<u>267,990</u>
CREDITORS: Amounts falling due within one year	13	(2,582)	(8,980)	(11,562)	(1,869)	(4,744)	(18,175)	(17,960)
Net current assets / (liabilities)		<u>55,825</u>	<u>80,696</u>	<u>136,519</u>	<u>69,590</u>	<u>49,064</u>	<u>255,174</u>	<u>250,030</u>
Total assets less current liabilities		<u>55,825</u>	<u>120,696</u>	<u>176,519</u>	<u>69,590</u>	<u>278,238</u>	<u>524,347</u>	<u>519,204</u>
TOTAL NET ASSETS		<u>55,825</u>	<u>120,696</u>	<u>176,521</u>	<u>69,589</u>	<u>278,238</u>	<u>524,347</u>	<u>519,204</u>
FUND BALANCES								
Unrestricted Funds								
General funds		55,825	-	-	-	-	-	55,889
Designated funds		-	120,696	-	-	-	-	101,926
Total Unrestricted Funds		-	-	176,521	-	-	-	160,681
Restricted Funds		-	-	-	69,589	-	-	60,292
Endowment Funds		-	-	-	-	278,238	-	298,232
Total Funds		-	-	-	-	-	524,347	519,205

The Financial statements were approved by the PCC on 18 April 2024 and were signed on its behalf by:


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


 Keith Root
 PCC 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 2023

NOTES TO THE ACCOUNTS 2023

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.

ST MARK'S CHURCH, TUNBRIDGE WELLS
NOTES TO THE ACCOUNTS
FOR THE YEAR ENDED 31 DECEMBER 2023

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.

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. 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.

ST MARK'S CHURCH, TUNBRIDGE WELLS
NOTES TO THE ACCOUNTS
FOR THE YEAR ENDED 31 DECEMBER 2023

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 16 and 17.

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.

ST MARK'S CHURCH, TUNBRIDGE WELLS
NOTES TO THE ACCOUNTS
FOR THE YEAR ENDED 31 DECEMBER 2023

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.

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).

h. Pension scheme arrangements

The PCC has a NEST pension scheme for its part-time member of staff. 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 2023

Note 2 Incoming Resources

	2023					2023	2022
£	GF	Designated	Total UR	Restricted	Endowment	Total	Total
Planned Giving							
Gift aided donations	42,350	-	42,350	5,265	-	47,615	40,554
Tax recoverable	10,332	-	10,332	1,316	-	11,648	9,166
CAF PG	1,400	-	1,400	-	-	1,400	1,200
Other PG	8,892	-	8,892	-	-	8,892	4,510
Subtotal Planned Giving	62,974	-	62,974	6,581	-	69,555	55,430
Other Voluntary Giving							
Collections	1,555	10	1,565	1,640	-	3,205	1,735
Cashless	1,553	-	1,553	938	-	2,491	1,571
Gift Aided donation	1,307	-	1,307	9,676	-	10,983	6,436
Other tax recoverable	1,357	-	1,357	2,521	-	3,878	4,022
Other donations	359	-	359	241	-	600	3,340
Legacies	-	-	-	-	-	-	5,000
Subtotal Other	6,131	10	6,141	15,016	-	21,158	22,103
Subtotal Voluntary Giving	69,105	10	69,115	21,598	-	90,713	77,534
Income from charitable activities							
Fees PCC	1,931	-	1,931	-	-	1,931	1,629
Voluntary larder receipts (Note 7)	-	-	-	4,452	-	4,452	4,577
Subtotal	1,931	-	1,931	4,452	-	6,383	6,206
Lettings of houses and Hall hirings							
Broadwater hall	3,353	-	3,353	-	-	3,353	795
Birling Road Hall letting (note 8)	-	-	-	-	25,476	25,476	19,694
2 Tudor Court	14,973	-	14,973	-	-	14,973	14,470
11 Ramslye Road	15,073	-	15,073	-	-	15,073	14,090
Subtotal	33,399	-	33,399	-	25,476	58,875	49,049
Interest	1,045	2,286	3,331	1,969	1,436	6,735	1,107
Other Income	1	-	1	265	-	266	68
Grants	428	-	428	3,800	-	4,228	9,278
Total Income	105,910	2,296	108,206	32,080	26,912	167,199	143,241

ST MARK'S CHURCH, TUNBRIDGE WELLS
NOTES TO THE ACCOUNTS
FOR THE YEAR ENDED 31 DECEMBER 2023

Note 3 RESOURCES EXPENDED

£	2023			Restricted	Endowment	2023	2022
	GF	Unrestricted Designated	Total UR			Total	Total
Away Giving							
Overseas	2,000	-	2,000	1,553	-	3,553	2,598
Home	-	-	-	2,018	-	2,018	1,098
St Mark's School	30	-	30	838	-	868	791
Community Larder (note 7)	-	-	-	14,427	-	14,427	14,344
Total Away Giving	2,030	-	2,030	18,835	-	20,865	18,832
Ministry and Mission							
Parish Offer	29,382	-	29,382	-	-	29,382	28,272
Incumbent Expenses and Vicarage	4,551	-	4,551	-	-	4,551	5,164
Children Worker Pension	-	324	324	-	-	324	49
Children's Work	497	-	497	-	-	497	378
Training	960	-	960	-	-	960	184
Local Mission and outreach	1,248	-	1,248	-	-	1,248	1,210
Total Ministry	36,639	324	36,963	-	-	36,963	35,257
Church running expenditure							
Upkeep of services	882	501	1,383	705	-	2,088	723
Music, organ & copyright	1,183	-	1,183	-	-	1,183	1,400
Insurance	5,893	-	5,893	-	-	5,893	5,357
Utilities	11,538	-	11,538	2,903	-	14,440	8,980
Cleaning	4,640	-	4,640	-	-	4,640	4,241
Regular maintenance	492	-	492	-	-	492	432
Major repairs & redecoration	6,265	(244)	6,021	-	-	6,021	12,825
Garden	110	-	110	100	-	210	1,319
Management and Admin:							
Staff (note 9)	11,114	-	11,114	-	1,000	12,114	10,920
Photocopier	2,194	-	2,194	-	-	2,194	1,943
Bank Charges	274	-	274	-	-	274	253
Accounting Software	150	-	150	-	-	150	150
Other costs	1,666	-	1,666	-	-	1,666	1,732
Miscellaneous	1,146	-	1,146	-	-	1,146	1,003
Total Church Running Expenses	47,546	257	47,803	3,708	1,000	52,511	51,278
Halls and Property							
Broadwater hall	1,232	-	1,232	240	-	1,472	1,797
Birling Road hall (Note 8)	-	-	-	-	45,906	45,906	15,994
2 Tudor Court	1,733	-	1,733	-	-	1,733	1,017
11 Ramslye Road	2,531	-	2,531	-	-	2,531	5,949
Total Halls and Property	5,496	-	5,496	240	45,906	51,641	24,756
Total Church Activity	91,710	581	92,291	22,784	46,906	161,980	130,123
PCC Expenses	75	-	75	-	-	75	-
Total expenditure	91,784	581	92,365	22,784	46,906	162,056	130,123

ST MARK'S CHURCH, TUNBRIDGE WELLS
NOTES TO THE ACCOUNTS
FOR THE YEAR ENDED 31 DECEMBER 2023

Note 4 Grants Received

£	2023	2022
FABRIC		
Glass Door		
i Listed Places of Worship Scheme VAT grant (LPWS)	-	2,105
ii Diocesan Missional Property Fund	-	3,500
Total	-	5,605
General Fabric		
LPWS grant for VAT on repair to spire (General Fund)	428	-
COMMUNITY LARDER		
i TW Borough Council grant for Community Larder	2500	750
ii Tunbridge Wells Masons	500	-
iii Churches for Tunbridge Wells	800	-
Total	3,800	750
Other Grants		
i Diocesan grant towards energy costs		1,957
ii Listed Places of Worship VAT grant (other)		966
TOTAL GRANTS	4,228	9,278

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

Provision for :	GF	Desig'ed				2023	2022
Major church repairs	(5,000)	5,000	-	-	-	-	-
11 RR Major repairs	(670)	670	-	-	-	-	-
2TC Major repairs	(520)	520	-	-	-	-	-
Ministry Fund	(8,000)	8,000	-	-	-	-	-
Total transfers in	-	14,190	-	-	-	14,190	6,190
Total transfers out	(14,190)	-	-	-	-	(14,190)	(6,190)

Note 6 Grants Payable

In 2023 the PCC made the following payments over £200:	2023	2022
From General Funds		
Church Mission Society (CMS) - support for our Mission Partners	2,000	1,600
From Collections at Services (Restricted)		
Christian Aid plus Cheques CAF vouchers worth £481 sent direct, making a total of £1,526. (£297 direct in 2022 making a total £1,026)	1,045	729
St Mark's School Yr 6 leaver bibles (inc £207 from General Funds in 2022)	838	690
Hospice in the Weald	722	
Diocesan Companion Dioceses Fund (Licencing service)	-	269
Christmas Charities:	-	-
Children's Society	630	450
Hospice in the Weald	-	200
Operation Noah	-	200
Médecins Sans Frontières UK	510	-
Tunbridge Wells Counselling Centre	510	-
Other grants and payments	183	340
Total payments	6,438	4,478

ST MARK'S CHURCH, TUNBRIDGE WELLS
NOTES TO THE ACCOUNTS
FOR THE YEAR ENDED 31 DECEMBER 2023

Note 7 Community Larder run jointly with King Charles the Martyr PCC

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	2023	2022	Expenditure	2023	2022
Donations SO	3,825	2,185	Equipment	75	-
General Donations	3,624	7,515			
Gift aid and GASDS	1,342	1,902	Training	-	-
Customer payments	4,452	4,577			
Interest	187	13	Food Supplies	14,352	14,344
Grants (note 4)	3,800	750			
Total Income	17,231	16,942	Total Expenditure	14,427	14,344
Surplus/(Deficit)	2,805	2,598			
Brought Forward	4,314	1,716			
Carried Forward	7,119	4,314			

Note 8 Birling Road Hall Account

£ Income	2023	2022	Expenditure	2023	2022
Regular Hire	23400	18,000	Gas and Electricity	10,818	6,122
Adhoc Hire	2076	1,694	Water	1,084	2,739
Interest	1,436	204	Waste Disposal	2,428	2,071
			Insurance	938	871
			Cleaning	420	830
			Grounds	4,202	2,592
			Fabric & Maintenance	21,799	769
			Admin and Legal fees	5,217	600
Total Income	26,912	19,898	Total Expenditure	46,906	16,594
Surplus/(deficit)	(19,994)	3,304			
Brought Forward	169,058	165,754			
Carried Forward	149,064	169,058			

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

£	2023	2022
Gross salaries	11,736	10,652
Employer pension contribution	378	268
Total	12,114	10,920

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 2023

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 £106 to the Rev'd Claire Allwood for travel costs to a meeting in Oxford, not connected with the direct work of the PCC.

Note 11 Tangible fixed assets for use by the PCC

£	Freehold Land and Buildings 2023
	£
Book value at 1 January 2022	269,174
Disposals	-
Additions	-
Depreciations	-
<u>Book value at 31 December 2023</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 2 Tudor Court and 11 Ramslye Road, 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

		2023			2023	2022
£	GF	Desig'd	Restricted	Endowment	Total	
Tax recoverable inc GASDS	11,952	-	3,912	-	15,864	13,912
Other Debtors	404	-	100	1,500	2,004	5,354
Total Debtors	12,356	-	4,012	1,500	17,869	19,267

ST MARK'S CHURCH, TUNBRIDGE WELLS
NOTES TO THE ACCOUNTS
FOR THE YEAR ENDED 31 DECEMBER 2023

Note 13 Creditors: liabilities falling due within one year

£	2023				2023	2022
	GF	Design'd	Restricted	Endowment	Total	
Accruals	(2,041)	(8,980)	(219)	(4,744)	(15,983)	(15,274)
Other creditors	(141)	-	-	-	(141)	(2,045)
Grant obligations	(400)	-	(1,650)	-	(2,050)	(641)
Total Liabilities	(2,582)	(8,980)	(1,869)	(4,744)	(18,175)	(17,960)

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 Church Office and Community Larder 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

£	2023	2022
	£	£
Notice deposits (with a term of one month or less)	211,680	199,128
Cash at bank with immediate access	43,765	49,543
Petty cash	34	53
	<u>255,480</u>	<u>248,723</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 £8,890 (previous year £8,606). This is treated as a liability potentially falling due within one year.

The PCC has established an account with the National Employment Savings Trust (NEST), and pays an employer contribution to NEST each month.

**ST MARK'S CHURCH TUNBRIDGE WELLS
NOTES TO THE ACCOUNTS
FOR THE YEAR ENDED 31 DECEMBER 2023**

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 2023 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 Ministry Fund - established this year to aid the transition to a 50% Stipend for the Incumbent in 2024 and 2025.

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.

On 31 December 2023 there was a total of £120,692 allocated to designated funds. The remaining unrestricted funds, held in the General Fund, amount to £56,225.

The Restricted Funds comprise:

The Children and Family Fund transferred from the Miscellaneous Restricted Funds.

Heating Fund, established by a donation towards the 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
FOR THE YEAR ENDED 31 DECEMBER 2023

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.

The Utility Fund was established to hold donations to aid with the major increase in electricity and gas prices. In 2022 the donations were held in the Miscellaneous Restricted Fund, but then transferred to this Fund in January 2023.

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 2023

Note 18 Fund Movement Summary

£ Fund	Brought Forward	Incoming	Outgoing	Transfer	Carried Forward
General Fund	55,889	105,910	(91,784)	(14,190)	55,825
Designated Funds					
Accommodation Fund PCC	40,000	-	-	-	40,000
Church Repair Fund	35,585	1,023		5,000	41,608
2 Tudor Court	9,066	270	-	520	9,857
11 Ramslye Road	1,148	44	-	670	1,863
Broadwater Hall Refurb	1,948	-	-	-	1,948
Church internal Refurb	11,473	444	244	-	12,162
Heating design fund	5,067	189	-	-	5,257
Ministry Fund	-			8,000	8,000
Pension LW Fund	-	324	(324)	-	-
Miscellaneous Fund	501	-	(501)	-	-
Total Designated	104,790	2,296	(581)	14,190	120,696
Total Unrestricted	160,679	108,206	(92,365)	-	176,522
Restricted					
Children and Families Fund	683	40	-	-	723
Community Larder	4,315	17,230	(14,426)	-	7,119
Heating Fund	4,433	166	-	-	4,599
Pastoral Fund	1,173	-	-	-	1,173
Organ Fund	27,119	1,015	-	-	28,135
Parish Weekend Fund	1,747	-	-	-	1,747
Refurbishment Fund	11,294	1,870	-		13,164
Utility Fund	-	7,070	(3,143)	2,942	6,869
Miscellaneous Restricted	9,526	4,690	(5,216)	(2,942)	6,058
Total Restricted	60,292	32,081	(22,780)	-	69,590
Endowment Funds					
Accommodation Fund	129,174	-	-	-	129,174
Birling Road Hall Fund	169,058	26,912	(46,906)	-	149,064
Total Endowment	298,232	26,912	(46,906)	-	278,238
Total Funds	519,204	167,199	(162,052)	-	524,347