

ST MARK'S CHURCH

BROADWATER DOWN, TUNBRIDGE WELLS



**Annual Report
and
Financial Statements
of the
Parochial Church Council
for the year ending 31 December 2024**

ST MARK'S CHURCH, TUNBRIDGE WELLS
CHARITY INFORMATION
FOR THE YEAR ENDED 31 DECEMBER 2024

Members of the Parochial Church Council

Rev'd Claire Allwood	Vicar and Chair of PCC	
Louise Garner	Churchwarden & Deputy Chair of PCC	
Julia Hutchinson -	Churchwarden	
	PCC Secretary	To 30 Sept 22024
Catherine R Clayton	Deputy Warden	
Michael Allinson		To 19 May 2024
Elaine Cole		
Anthony Richard Edwards		To 19 May 2024
Debbie Marsden	Safeguarding Officer and Deanery Synod	
Ed Peltor		
David Robertson		
Rosina Robinson		From 19 May 2024
Keith Root	PCC Treasurer	
Anna-Maria Taylor	PCC Secretary	From 1 October 2024
Katie Trowsdale		From 19 May 2024
Lucy Workman	Deanery Synod	To 24 October 2024

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 Carol Nicholson FCCA

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 2024

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

Achievement and performance

2024 was a year of great celebration at St Mark's, as the living was unsuspended and a new vicar (part-stipend) licensed at the beginning of May. This was in response to tremendous growth (more than doubling) in both electoral roll numbers and regular Sunday attendance since Easter 2019. It was celebrated with many friends from around Tunbridge Wells, including representatives of the Borough Council and local schools, in a service with the Bishop of Rochester and followed by a wonderful tea!

Another significant development this year was St Mark's joining the Inclusive Church Network in the spring. This followed a PCC consultation with the congregations in January, which was overwhelmingly in favour of joining the Network and building more upon an existing culture of inclusion here.

Attendance at Easter services was higher than in previous years, particularly amongst families with children, reflecting an increasingly strong relationship with local schools, particularly St Mark's. Over the year it was also a joy to see greater numbers of family members attending St Mark's school services in the church.

Both Sunday Club (our fortnightly groups for primary school-age children) and Fire Circle (our monthly youth group) thrived over the year with enthusiastic regular attendance and a steady stream of children joining. A Fire Circle pilgrimage for families to Canterbury in the summer drew a small number but was much enjoyed.

In May St Mark's hosted a Deanery Confirmation Service welcoming candidates and their supporters from four churches. Over the year it was a delight to celebrate a total of twenty baptisms (five of which were of adults), six confirmations (two of which were of adults) and four admissions of children to Holy Communion.

A PCC Away Day at All Saints' Tudeley was much valued in the Autumn. Reviewing progress against our mission and thinking ahead highlighted the ongoing challenge and opportunity of both recruiting volunteers and raising sufficient funds to sustain and hopefully increase our activities into the future. At Harvest, a planned giving campaign raised awareness of church costs and needs and resulted in a helpful increase in the number of regular givers, but still left the church facing a deficit this year.

Work to meet community need in the area of food poverty, loss and isolation continued through our weekly Community Larder (a partnership project with King Charles the Martyr church) and through our monthly Bereavement Support Group. A variety of social events took place throughout the year to support relationship-building, including a new monthly gathering at the parish pub, The Bull, and over the summer, a fortnightly gardening club.

Long-awaited work to fix and upgrade the electrics and lighting in the church building was completed towards the end of the year and brought significant improvements as well as increased energy efficiency.

Safeguarding has remained a very high priority and Safeguarding Sunday was held in November. We reflected in our services on the places, people and things which help us feel safe, how we can make things safer and people we can talk to if we don't feel safe.

Weekly evenings of silent and contemplative prayer were held through Advent before a full programme of Christmas services. Both the Carols by Candlelight service, led once more by a scratch Community Choir of all ages and the Christmas Eve Christingle service were hugely popular, with almost three hundred attending both. The very active involvement of children and young people, as readers, singers, sidespeople and on sound was much appreciated. All donations at our Christmas services were shared between The Children's Society, DAAVS (West Kent Domestic Violence Service) and The Amos Trust.

Community Larder

The Joint Community Larder continues to provide essential food and hygiene supplies to local families. We support 25-30 visitors weekly, with capacity to increase to 60 as needed. Our supplies come from Fareshare, Tesco, Lidl, and generous donations from the community, though rising costs have impacted finances. Despite a slight drop in user contributions from this time last year, we maintain healthy reserves and have received grants of £3,333 from the Borough Council and £400 from Churches for Tunbridge Wells. Volunteer support remains strong, with new recruits easing pressure, and we now welcome young volunteers with enhanced DBS-checked supervision and other safeguarding measures in place. With stable operations and room to grow, we remain committed to supporting our community in this way.

Baptisms, Weddings and Funerals, and the Electoral Roll

In 2024 we were delighted to celebrate twenty baptisms, six confirmations and three weddings. Two funerals took place in the church and three at the crematorium.

At the time of the APCM on 19 May 2024 there were 131 people on the Electoral Roll, of whom 51 were not resident in the Parish.

The PCC

Over the past year, the PCC met 9 times in the Broadwater Hall. Our APCM was held on May 19th 2024 in the main body of the church after the 10am service.

In April, following a consultation with the congregation, the PCC formally approved the application to join the Inclusive Church Network.

At its first meeting after the APCM, the PCC appointed Louise Garner as Lay Vice Chair and, for one more year, Keith Root as Treasurer. Debbie Marsden agreed to stay on as our Parish Safeguarding Officer, such an important role in the light of continuing reports of historical abuse.

The two main events at St Mark's attended by the Bishop - the Licensing/Collating/Institution and Installation of Claire as Vicar on Saturday, 4th May, and on Sunday 12th May the Confirmation and Baptism Service with candidates from four other neighbouring churches, are described elsewhere in this report.

The PCC adopted the House of Bishops 'Promoting a Safer Church Policy Statement' and then reviewed the Safeguarding Dashboard in September, which took account of the new national safeguarding standards. Claire and the PCC continually emphasised the importance of doing all we can to ensure that St Mark's is a safe environment and to promote that message to deter any who would pose a risk to the vulnerable.

In September the PCC Away Day was held at All Saints Church, Tudeley to review progress against our mission and the need to secure further volunteers and raise sufficient funds to sustain our future work. This was taken forward at the services during Harvest focusing on the generous giving both financially and of time and talent resources.

In October Anna-Maria Taylor took on the role of PCC Secretary.

In November, after much delay, the electrical repairs and improvements to the churchlighting were completed. The PCC also carefully considered our Parish Offer for 2025 and decided that in view of the significant deficit on our General Fund in 2024 (even after use of much of our past provision to help with the increased costs of Ministry), it could only maintain its 2023 level of Parish Offer in cash terms.

Financial Oversight and Public Benefit

The PCC continued to monitor the financial situation throughout the year, and in planning its activities, it has applied the guidance on public benefit issued by the Charity Commission.

Fabric

This year has seen remedial work across all our church buildings as we commit to maintaining and improving our church spaces. Key highlights include:

- Completion of the remedial electrical work in the Church building, in line with EICR recommendations to ensure our compliance and safety.

- A significant investment in the replacement of outdated and inefficient lighting in our main church building, upgrading fittings to LED units where possible and ensuring that lighting is available and working in all areas of the church.
- A long-planned renovation of the roof at 2 Tudor Court, which will provide long-term protection and durability.
- Extensive redecoration at 2 Tudor Court, enhancing the appearance and usability of the accommodation.

Looking ahead to the year to come, we have plans to continue improving our facilities to ensure our buildings remain safe, well maintained and welcoming for all.

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 teams, sacristan team, the finance team, the flower guild, gardeners, the pastoral visiting team, the pastoral bereavement team, the social committee, 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

At this time of global uncertainty and following positive feedback regarding the Advent evenings, it seems important to continue to offer a regular space for silent and contemplative prayer. This is planned in the form of monthly "Silence and Space" evenings from February. A Lent course on the subject of hope is scheduled and will offer opportunities to explore aspects of faith and spirituality in community.

Expanding the range of our social events; experimenting with new ideas and broadening our volunteer base are aims for the coming year, as we seek to offer everyone in our growing community of all ages, the opportunity to build deeper relationships, to use and develop their skills, gifts and individual vocations and to contribute to and shape St Mark's mission as we listen together to the call of God.

We look forward to supporting Amanda Willmont as she is ordained Deacon at Rochester Cathedral in June, before moving on to her curacy church.

Using all our resources as well as we can for community benefit, remains a focus as we look forward. It is also essential that we continue to focus on increasing church funds and regular giving to sustain our work. We continue to seek opportunities to improve wellbeing in the wider community and to consider and improve our environmental impact. St Mark's particular focus on building a supportive community for children, young people and families and working in partnership with our local schools will guide us. All of which fits well with the wider Diocesan vision to change, serve and grow with compassion, courage and creativity as we seek first the Kingdom of God.

Financial Review

There were significant increases to expenditure in 2024, the main one being the move to a 50% stipendiary basis for the Vicar, but also higher than expected costs associated with the maintenance of the two PCC houses, including the re-roofing of 2 Tudor Court. There was also the completion of the refurbishment of the lights in the Church, for which we received a grant of £1,030 from the Listed Places of Worship Scheme to cover the cost of the VAT.

The PCC received some generous one-off restricted donations towards the cost of the Vicar's stipend to add to the £8,000 set aside in 2023 for this purpose. In addition, two Sundays around Harvest were used to draw the congregation's attention to the planned giving scheme and the effect of inflation on this income. The outcome resulted in new standing orders and increases to existing gifts. Nevertheless, the General Fund at the end of the year showed a deficit of about £10,000, which we have covered by our General Fund reserves. The full year value of these new and increased donations will have greater impact in 2025 and our total outgoings on repairs should be lower, but nevertheless the 2025 General Fund budget is expected to be in deficit.

The PCC is addressing this, and looking at possible further ways of reducing its expenditure, and also exploring areas where it can secure additional income, for example from the further use of the Broadwater Hall.

The Joint Community Larder with King Charles the Martyr has continued to run with a team of volunteers from both churches, It received seven monthly standing orders, amounting to just under £4,300 in the year. It also received grants from the Borough Council and from Churches in Tunbridge Wells. Further financial details are given 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.

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 £40,000 in its General Fund.

Each year, the PCC sets aside provision into designated funds for repairs to the Church and two houses, at rates advised by the Diocese. These funds are kept in separate Diocesan deposit accounts. It has also set up some designated funds as provision for future significant costs such as the replacement of the church heating system.

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 Restricted 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 2025 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 year.

The PCC will continue to monitor the future requirements for upkeeping the major components of 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 Incumbent and the churchwardens.

Statement of Safeguarding Responsibilities of Members of the PCC

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 3 April 2025 and signed on its behalf by:



The Rev'd Claire Allwood
Chair of the PCC and Vicar

Date 18 April 2025

**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 2024 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.



Carol Nicholson FCCA

Date 21.04.2025

ST MARK'S CHURCH, TUNBRIDGE WELLS
STATEMENT OF FINANCIAL ACTIVITIES
FOR THE YEAR ENDED 31 DECEMBER 2024

		Unrestricted Funds					
		General Fund	Designated Funds	Total	Restricted Funds	Endowment Funds	Total Funds
Note		£	£	£	£	£	£
INCOME AND ENDOWMENTS:							
	2						
Donations and legacies		61,044		61,044	23,226	-	84,270
Charitable activities		1,655	-	1,655	3,990	-	5,645
Income from lettings		30,047	-	30,047	-	25,744	55,791
Bank interest		1,797	2,340	4,138	2,647	1,797	8,582
Other income		100	-	100	-	-	100
Grants		383	1,030	1,414	3,733	-	5,147
Total income and endowments		95,027	3,370	98,397	33,597	27,541	159,535
EXPENDITURE:							
	3						
Charitable activities		98,676	21,606	120,282	25,677	15,079	161,037
Governance Costs		108	-	108	-	-	108
Total expenditure		98,784	21,606	120,390	25,677	15,079	161,145
Net income/(expenditure)		(3,757)	(18,236)	(21,993)	7,920	12,462	(1,609)
Gross transfers between funds in		-	6,190	6,190	-	-	6,190
Gross transfers between funds out		(6,190)	-	(6,190)	-	-	(6,190)
Net transfers between funds	5	(6,190)	6,190	-	-	-	-
Net movement in funds		(9,947)	(12,046)	(21,993)	7,920	12,462	(1,610)
Reconciliation of funds:							
	18						
Total funds brought forward		55,825	120,695	176,520	69,589	278,237	524,346
Total funds carried forward		45,878	108,650	154,528	77,509	290,700	524,348

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 2024

	Note	Unrestricted Funds			Restricted Endowment Funds		Total Funds	Total Funds
		General	Designated	Total Unrestricted	Funds	Funds	Funds	Funds
£				2024			2024	2023
FIXED ASSETS								
Tangible assets	11,18	-	40,000	40,000	-	229,174	269,174	269,174
CURRENT ASSETS								
Debtors	12	10,447	1,030	11,477	4,478	-	15,955	17,868
Deposit Accounts		57,008	83,947	140,954	34,505	42,625	218,084	211,679
Cash at bank and in hand		(19,622)	(6,983)	(26,606)	41,013	20,859	35,266	43,800
Current Assets	14,15	<u>47,833</u>	<u>77,991</u>	<u>125,826</u>	<u>79,997</u>	<u>63,484</u>	<u>269,304</u>	<u>273,348</u>
CREDITORS: Amounts falling due within one year	13	(1,955)	(9,341)	(11,296)	(2,487)	(1,958)	(15,741)	(18,175)
Net current assets / (liabilities)		<u>45,878</u>	<u>68,650</u>	<u>114,529</u>	<u>77,509</u>	<u>61,526</u>	<u>253,563</u>	<u>255,173</u>
Total assets less current liabilities		<u>45,878</u>	<u>108,650</u>	<u>154,529</u>	<u>77,509</u>	<u>290,699</u>	<u>522,738</u>	<u>524,347</u>
TOTAL NET ASSETS		<u>45,878</u>	<u>108,650</u>	<u>154,528</u>	<u>77,509</u>	<u>290,699</u>	<u>522,738</u>	<u>524,347</u>
FUND BALANCES								
Unrestricted Funds								
General funds		45,878	-	-	-	-	-	55,825
Designated funds		-	108,650	-	-	-	-	120,696
Total Unrestricted Funds		-	-	154,528	-	-	-	176,521
Restricted Funds		-	-	-	77,509	-	-	69,589
Endowment Funds		-	-	-	-	290,699	-	278,238
Total Funds		-	-	-	-	-	522,738	524,348

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

C P,

The Rev'd Claire Allwood
Chair of PCC and Vicar

Keith Root

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 2024

NOTES TO THE ACCOUNTS 2024

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 105).

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 2024

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.

- 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.

ST MARK'S CHURCH, TUNBRIDGE WELLS
NOTES TO THE ACCOUNTS
FOR THE YEAR ENDED 31 DECEMBER 2024

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 £19,250,000.

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 2024

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 £4,000 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 accounts

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 National Employment Savings Trust (NEST) pension scheme for its part-time member of staff.

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 2024

Note 2 Incoming Resources

	2024					2024	2023
£	GF	Designated	Total UR	Restricted	Endowment	Total	Total
Planned Giving							
Gift aided donations	34,245	-	34,245	5,736	-	39,981	47,615
Tax recoverable	8,861	-	8,861	1,194	-	10,055	11,648
CAF PG	1,500	-	1,500	-	-	1,500	1,400
Other PG	12,006	-	12,006	-	-	12,006	8,892
Subtotal Planned Giving	56,612	-	56,612	6,930	-	63,542	69,555
Other Voluntary Giving							
Collections	981	-	981	1,769	-	2,750	3,205
Cashless	2,011	-	2,011	627	-	2,638	2,491
Gift Aided Donations	80	-	80	10,461	-	10,541	10,983
Other tax recoverable	895	-	895	3,233	-	4,129	3,878
Other donations	465	-	465	205	-	670	600
Legacies	-	-	-	-	-	-	-
Subtotal Other	4,432	-	4,432	16,296	-	20,728	21,158
Subtotal Voluntary Giving	61,044	-	61,044	23,226	-	84,270	90,714
Income from charitable activities							
Fees PCC	1,655	-	1,655	-	-	1,655	1,931
Voluntary larder receipts (Note 7)	-	-	-	3,698	-	3,698	4,452
Other receipts				292		292	
Subtotal	1,655	-	1,655	3,990	-	5,645	6,383
Lettings of houses and Hall hirings							
Broadwater hall	3,750	-	3,750	-	-	3,750	3,353
Birling Road Hall letting (note 8)	-	-	-	-	25,744	25,744	25,476
2 Tudor Court	12,586	-	12,586	-	-	12,586	14,973
11 Ramslye Road	13,711	-	13,711	-	-	13,711	15,073
Subtotal	30,047	-	30,047	-	25,744	55,791	58,875
Interest	1,797	2,340	4,138	2,647	1,797	8,582	6,735
Other Income	100	-	100	-	-	100	266
Grants	383	1,030	1,414	3,733	-	5,147	4,228
Total Income	95,027	3,370	98,397	33,597	27,541	159,535	167,201

ST MARK'S CHURCH, TUNBRIDGE WELLS
NOTES TO THE ACCOUNTS
FOR THE YEAR ENDED 31 DECEMBER 2024

Note 3 RESOURCES EXPENDED

£	2024			Restricted	Endowment	2024	2023
	GF	Unrestricted Designated	Total UR			Total	Total
Away Giving							
Overseas	2,000	-	2,000	2,018	-	4,018	3,553
Home	-	-	-	1,325	-	1,325	2,018
St Mark's School	-	-	-	263	-	263	868
Community Larder (note 7)	-	-	-	15,295	-	15,295	14,427
Total Away Giving	2,000	-	2,000	18,901	-	20,901	20,866
Ministry and Mission							
Parish Offer	31,848	8,000	39,848	3,000	-	42,848	29,382
Incumbent Expenses and Vicarage	5,376	-	5,376	-	-	5,376	4,551
Children Worker Pension	-	-	-	-	-	-	324
Children's Work	291	-	291	-	-	291	497
Training	526	-	526	-	-	526	960
Local Mission and outreach	1,345	-	1,345	-	-	1,345	1,248
Total Ministry	39,387	8,000	47,387	3,000	-	50,387	36,963
Church running expenditure							
Upkeep of services	1,349	-	1,349	-	-	1,349	2,088
Music, organ & copyright	895	-	895	-	-	895	1,183
Insurance	6,133	-	6,133	-	-	6,133	5,893
Utilities	9,181	-	9,181	3,000	-	12,181	14,440
Cleaning	5,072	-	5,072	-	-	5,072	4,640
Regular maintenance	2,999	-	2,999	-	-	2,999	492
Major repairs & redecoration	-	5,606	5,606	575	-	6,181	6,021
Garden	120	-	120	20	-	140	210
Management and Admin:							
Staff (note 9)	12,105	-	12,105	-	1,100	13,205	12,114
Photocopier	2,690	-	2,690	-	-	2,690	2,194
Bank Charges	241	-	241	-	-	241	274
Accounting Software	150	-	150	-	-	150	150
Other costs	2,458	-	2,458	-	-	2,458	1,666
Miscellaneous	1,601	-	1,601	-	-	1,601	1,146
Total Church Running Expenses	44,995	5,606	50,600	3,594	1,100	55,295	52,511
Halls and Property							
Broadwater hall	1,559	-	1,559	181	-	1,739	1,472
Birling Road hall (Note 8)	-	-	-	-	13,979	13,979	45,906
2 Tudor Court	6,545	8,000	14,545	-	-	14,545	1,733
11 Ramslye Road	4,190	-	4,190	-	-	4,190	2,531
Total Halls and Property	12,294	8,000	20,294	181	13,979	34,453	51,641
Total Church Activity	98,676	21,606	120,281	25,677	15,079	161,037	161,981
PCC Expenses	108	-	108	-	-	108	75
Total expenditure	98,784	21,606	120,390	25,677	15,079	161,145	162,056

ST MARK'S CHURCH, TUNBRIDGE WELLS
NOTES TO THE ACCOUNTS
FOR THE YEAR ENDED 31 DECEMBER 2024

Note 4 Grants Received

£	2024	2023
FABRIC		
General Fabric		
LPWS grant for VAT on spire (General Fund)		428
LPWS grant for VAT on church electrical work (General Fund)	383	
LPWS grant for VAT on Church lighting (Designated)	1,030	
COMMUNITY LARDER		
i TW Borough Council grant for Community Larder	3333	2,500
ii Tunbridge Wells Masons		500
iii Churches for Tunbridge Wells	400	800
TOTAL GRANTS	5,147	4,228

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

Provision for :	GF	Desig'ed	2024	2023
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	14,156
Total transfers out	(6,190)	-	(6,190)	14,156

Note 6 Grants Payable

In 2024 the PCC made the following payments over £200:	2024	2023
From General Funds		
Church Mission Society (CMS) - support for our Mission Partners	2,000	2,000
From Collections at Services (Restricted)		
Christian Aid plus Cheques CAF vouchers worth £324 sent direct, making a total of £1,026.	702	1,045
St Mark's School Yr 6 leaver bibles	263	868
Hospice in the Weald	-	722
Diocesan Companion Dioceses Fund (Licencing service)	781	-
Christmas Charities:	-	-
Children's Society	790	630
Médecins Sans Frontières UK		510
Tunbridge Wells Counselling Centre		510
Domestic Abuse Volunteer Support Services	535	
Amos Trust	535	
Other grants and payments		183
Total payments	5,606	6,438

ST MARK'S CHURCH, TUNBRIDGE WELLS
NOTES TO THE ACCOUNTS
FOR THE YEAR ENDED 31 DECEMBER 2024

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	2024	2023	Expenditure	2024	2023
Donations SO	4,295	3,825	Equipment		75
General Donations	940	3,624			
Gift aid and GASDS	1,246	1,342	Training	24	-
Customer payments	3,698	4,452			
Interest	236	187	Food Supplies	15,271	14,352
Grants (note 4)	3,733	3,800			
Total Income	14,149	17,230	Total Expenditure	15,295	14,427
Surplus/(Deficit)	(1,146)	2,598			
Brought Forward	7,119	4,314			
Carried Forward	5,973	7,119			

Note 8 Birling Road Hall Account

£ Income	2024	2023	Expenditure	2024	2023
Regular Hire	24,564	23,400	Gas and Electricity	5,671	10,818
Adhoc Hire	1,180	2,076	Water	4,172	1,084
Interest	1,797	1,436	Waste Disposal	2,797	2,428
			Insurance	767	938
			Cleaning	0	420
			Grounds	0	4,202
			Fabric & Maintenance	572	21,799
			Admin and Legal fees	1,100	5,217
Total Income	27,541	26,912	Total Expenditure	15,079	46,906
Surplus/(deficit)	12,463	(19,994)			
Brought Forward	149,064	169,058			
Carried Forward	161,527	149,064			

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

£	2024	2023
Gross salaries	12,819	11,736
Employer pension contribution	386	378
Total	13,205	12,114

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 2024

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 other than the refund of expenditure on purchases made on behalf of the PCC, and expenses to the Vicar for items unrelated to being chair of the PCC.

Note 11 Tangible fixed assets for use by the PCC

£	Freehold Land and Buildings
	2024
	£
Book value at 1 January 2023	269,174
Disposals	-
Additions	-
Depreciations	-
<u>Book value at 31 December 2024</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

£			2024		2024	2023
	GF	Desig'd	Restricted	Endowment	Total	
Tax recoverable inc GASDS	9,941		4,427	-	14,368	15,864
Other Debtors	507	1,030	50	-	1,587	2,004
Total Debtors	10,448	1,030	4,477	-	15,957	17,869

ST MARK'S CHURCH, TUNBRIDGE WELLS
NOTES TO THE ACCOUNTS
FOR THE YEAR ENDED 31 DECEMBER 2024

Note 13 Creditors: liabilities falling due within one year

£	2024				2024	2023
	GF	Design'd	Restricted	Endowment	Total	
Accruals	(1,955)	-	-	(1,958)	(3,913)	(7,093)
Other creditors	-	(9,341)	(628)	-	(9,969)	(9,031)
Grant obligations	-	-	(1,860)	-	(1,860)	(2,050)
Total Liabilities	(1,955)	(9,341)	(2,488)	(1,958)	(15,742)	(18,174)

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

£	2024	2023
	£	£
Notice deposits (with a term of one month or less)	218,083	211,680
Cash at bank with immediate access	35,211	43,765
Petty cash (PCC and Larder)	54	34
	<u>253,348</u>	<u>255,480</u>

Note 16 Pension Commitments

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

**ST MARK'S CHURCH TUNBRIDGE WELLS
NOTES TO THE ACCOUNTS
FOR THE YEAR ENDED 31 DECEMBER 2024**

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 2024 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 in 2023 to aid the transition to a 50% Stipend for the Incumbent in 2024 and has all been used this year.

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.

On 31 December 2024 there was a total of £108,650 allocated to designated funds. The remaining unrestricted funds, held in the General Fund, amount to £45,878

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 or off-site parish events.

The Refurbishment Fund, which originated in 1991, and consists of funds raised to provide for the refurbishment and redecoration of the church. Any donations to the church at weddings and funerals are posted to this fund.

ST MARK'S CHURCH TUNBRIDGE WELLS
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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 2024

Note 18 Fund Movement Summary

£ Fund	Brought Forward	Incoming	Outgoing	Transfer	Carried Forward
General Fund	55,825	95,027	(98,784)	(6,190)	45,878
Designated Funds					
Accommodation Fund PCC	40,000	-	-	-	40,000
Church Repair Fund	41,608	1,418	-	5,000	48,026
2 Tudor Court	9,857	251	(8,000)	520	2,628
11 Ramslye Road	1,863	76	-	670	2,609
Broadwater Hall Refurb	1,948	-	-	-	1,948
Church internal Refurb	12,162	1,411	(5,606)	-	7,967
Heating design fund	5,257	214	-	-	5,471
Ministry Fund	8,000	-	(8,000)	-	-
Total Designated	120,697	3,370	(21,606)	6,190	108,650
Total Unrestricted	176,522	98,397	(120,390)	-	154,529
Restricted					
Children and Families Fund	723	47	-	-	770
Community Larder	7,119	14,149	(15,295)	-	5,973
Heating Fund	4,599	184	-	-	4,783
Ministry Fund	0	11,633	(3,000)	-	8,633
Organ Fund	28,135	1,145	-	-	29,279
Parish Weekend Fund	1,747	-	-	-	1,747
Pastoral Fund	1,173	-	-	-	1,173
Refurbishment Fund	13,164	1,831	-	-	14,995
Utility Fund	6,869	218	(3,000)	-	4,087
Miscellaneous Restricted	6,058	4,389	(4,382)	-	6,066
Total Restricted	69,589	33,596	(25,673)	-	77,508
Endowment Funds					
Accommodation Fund	129,174	-	-	-	129,174
Birling Road Hall Fund	149,064	27,541	(15,079)	-	161,526
Total Endowment	278,238	27,541	(15,079)	-	290,700
Total Funds	524,348	159,535	(161,145)	-	522,738