THE PAROCHIAL CHURCH COUNCIL OF THE ECCLESIASTICAL PARISH OF ST. MARK, BIGGIN HILL

England & Wales · Charity number 1132503

Details

Other names	ST MARK'S PCC - BIGGIN HILL
Status	Registered
Legal form	Previously excepted
Registered	2009-11-06
Register	View on the Charity Commission register

Contact

Address	2 Christy Road Biggin Hill Westerham TN16 3DG
Phone	01959575023
Email	office@movingchurch.org
Website	www.movingchurch.org

Activities

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

Activities: RELIGIOUS ACTIVITIES

Classification

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

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Geography

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

Finances

Period end	Income	Expenditure	Assets	Employees
2024-12-31	£162,742	£232,886	-	-
2023-12-31	£179,027	£143,802	-	-
2022-12-31	£140,746	£126,902	-	-
2021-12-31	£122,080	£122,945	-	-
2020-12-31	£121,007	£109,923	-	-

Trustees

Name	Role	Appointed
ANDREW GERARD SCOTT		2012-06-19
Anne Christine Nash RN MSC		2019-04-25
Caroline Elizabeth Budimir		2014-04-18
Christine Ann Reeks		2023-04-30
DONALD ALASTAIR REEKS		
Joanna Hussey		2020-10-25
Lynn Hussey BA MA		2019-04-25
Neale Patrick		2023-04-30
Patrick Joseph O'Sullivan		2016-04-17
Peter Charles Langridge BA Hons		2022-05-08
Stephanie Margaret Peacock BSc Hons		2012-06-19

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THE PAROCHIAL CHURCH COUNCIL OF THE ECCLESIASTICAL PARISH OF ST. MARK, BIGGIN HILL

England & Wales - Charity number 1132503

Accounts

The Parish Church of
ST MARK
Biggin Hill, Kent

Annual Report

and

Financial Statements

of the

Parochial Church Council

For the year ended
31st December 2024

Table of Contents

Administrative information 3

Structure, Governance and Management 4

Objectives and Activities 4

Financial Review 5

Independent Examiner's Report to the PCC of St Mark's Biggin Hill 6

Fabric Report 7

Supplementary Reports 8

Baby and Toddler Group 8

- Children's work 8
- Deanery Synod 8
- EcoChurch 9
- First Biggin Hill Guides 10
- Homegroups 11
- Moving Church News 11
- Outreach and Mission Committee 12
- Safeguarding 13
- Singers and Music Group 14
- Website 15
- Welcare in Bromley 15

Administrative information

St Mark's Church is situated in Church Road, Biggin Hill, Kent. It is part of the Diocese of Rochester within the Church of England. The correspondence address is:
St Mark's Parish Office, 10 Church Road, Biggin Hill, Kent TN16 3LB.
Tel.: 01959 577816 Email: admin@movingchurch.org
The Parochial Church Council (PCC) is a registered charity - Reg. No. 1132503.
During the year, the following served as members of the PCC:

Incumbent	The Revd. Alison Newman	
Reader	Mark Newman (ex officio)	
Wardens	Rohan Perera	Elected until May 2025
	Patrick O'Sullivan	Elected until May 2025
PCC Treasurer	Don Reeks	
PCC Secretary	Sue Walker	Co opted
Deanery Synod Reps.	Mark Newman	Elected until May 2026
	Neale Patrick	Elected until May 2026
PCC Elected Members	Lynn Hussey	Elected 2022-2025
	Peter Langridge	Elected 2022-2025
	Anne Nash	Elected 2022-2025
	Don Reeks	Elected 2022-2025
	Caroline Budimir	Elected 2023-2026
	Joanna Hussey	Elected 2023-2026
	Bahram Ghaemmaghami	Elected 2023-2026
	Peter Walker	Elected 2023-2026
	Stephanie Peacock	Elected 2024-2027
	Christine Reeks	Elected 2024-2027
	Andrew Scott	Elected 2024-2027
	One vacancy	

Bankers:
National Westminster Bank

Independent Examiner:
Mr Peter Cureton-Jones FCCA

Structure, Governance and Management

The method of appointment of PCC members is set out in the Church Representation Rules. All Church attendees are encouraged to register on the Electoral Roll and stand for election to the PCC.

The PCC operates through a number of committees, which meet between full meetings of the PCC:

Standing Committee
This is the only Committee required by law. It has power to transact the business of the PCC between its meetings, subject to any directions given by the PCC. The Finance Committee was subsumed into this Committee during 2022 and so the Standing Committee now oversees the general financial dimension of the work of St Mark's by monitoring income and expenditure, budgeting and co-ordinating the annual review of the Christian Stewardship of money through planned giving.

Fabric and Hall Management Committee
Attends to matters relating to the stewardship of plant, such as the Church buildings and fabric, the churchyard and bell tower. Deals with matters relating to the administration and management of the hall and makes recommendations for major expenditure or changes to the current procedures, where necessary**.**

Outreach and Mission Committee
This committee deals with all aspects of mission and outreach relating to the church.

Objectives and Activities

St Mark's PCC has the responsibility of co-operating with the incumbent, in promoting in the ecclesiastical parish the whole mission of the Church, pastoral, evangelistic, social, and ecumenical. It also has maintenance responsibilities for the Church Centre complex of St Mark's, Church Road, Biggin Hill. The main activities of the PCC are provision of church services, baptisms, weddings, funerals, youth and children's work, outreach, and teaching adults through weekly home groups.

Church attendance
Electoral Roll: 127 parishioners on 31st December 2023 123 parishioners on 31st December 2024.

Number of Events	2024	2023
Baptisms	10	9
Weddings	0	1
Renewal of vows	1	1
Funerals in St Mark's	8	12
Funerals elsewhere	19	16
Memorial service	3	2
Burial of Ashes	10	10

Attendance at Selected Event	2024	2023
All Souls Service	82	84
Advent Carol Service	40	34
Main Carol Service	111	107
Christingle Services	293	369
Midnight Communion	58	65
Christmas Day	89	74

Financial Review

The year commenced with the completion of the lighting installation project, at a total cost of approximately £86,000. The sources of funding were as follows:

- Six members of the congregation donated single amounts of £1,000 or more: £20,000.
- Donations from other members of the congregation: £11,684.
- Legacies: £15,487
- Grants: £14,504
- Outside organisations: £7,750
- URC church in Bromley: £7,000
- Gift Aid: £6,451
- Fundraising events: £2,979

The General Fund saw a strong year, with total income rising to £124,050, up from £109,193 the previous year. This growth was partly due to:

- An increase in regular giving (approx. £5,000),
- A rise in hall lettings (£3,714).
- Additional income from fundraising events (£3,316).

However, expenditure rose by approximately £9,000, from £106,004 in 2023 to £115,175 in 2024. A major contributing factor was the substantial increase in the Parish Share, which went from £53,750 to £69,621, a rise of £15,871. As a result, the PCC regrettably felt unable to make its usual charitable donations, typically around £6,500 annually.

At the end of 2024, the General Fund balance stood at £14,519, a notable improvement from £6,323 at the start of the year. This positions us more securely for the year ahead.

At end of 2024: The Church Repair Fund held £41,050
The Hall Repair Fund stood at £26,009

These funds are well placed to address any works that may be identified in the forthcoming Church Quinquennial and Hall Quinquennial Reports (due in 2025).

The PCC maintains a policy of holding reserves equal to at least 25% of annual expenditure. At present, we hold approximately £30,000 in reserve in an account with the Rochester Diocese.

The agreement with Bromley Council to provide a facility for a Day Care Centre in the church hall involves a quarterly maintenance payment to St Mark's. Part of the payment is a contribution towards the cost of decoration and repairs, when required. It is PCC policy to maintain a balance of approximately £15,000 in the Church Hall Fund to help meet such costs as and when they arise.

I should like acknowledge and thank Chris Reeks for processing the receipts etc in the Parish Office and to Peter Walker for his assistance with the HMRC Gift Aid claims. Lastly to Peter Cureton-Jones for carrying out the annual inspection of the accounts.

In summary, I believe we are in a stable and healthy financial position, providing that moving forward we remain vigilant in monitoring both income and expenditure.

Don Reeks - PCC Treasurer

INDEPENDENT EXAMINER'S REPORT TO THE TRUSTEES OF ST MARK'S PCC, BIGGIN HILL

I report on the accounts of the church for the year ended 31 December 2024 which are set out on pages 1 - 4.

Respective Responsibilities of Trustees and Examiner

The church's trustees are responsible for the preparation of the accounts. The church's trustees consider that an audit is not required for this year under section 144(2) of the Charities Act 2011 (the 2011 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 Act); 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 also includes consideration of any unusual items or disclosures in the accounts and seeking explanations 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 no opinion is given as to whether the accounts present a 'true and fair view' and the report is limited to those matters set out in the statement below.

Independent examiner's statement

In connection with my examination, no matter has come to my attention:

1. which gives me reasonable cause to believe that in any material respect the requirements
   - to keep accounting records in accordance with section 130 of the 2011 Act: and
   - to prepare accounts which accord with the accounting records and comply with the accounting requirements of the 2011 Act have not been met: or

2. to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.

Mr Peter Cureton-Jones FCCA

Dated: 8th April 2025

Fabric Report

February 2024 saw the culmination of a long process to replace the church lighting both inside and out. The Fabric Committee took responsibility for enabling this project. We now have a safe, updated and flexible lighting system which means that we can have a more effective and creative approach, not only during services and church activities but also enabling a diversity of opportunities for community use. The project was made possible by church fundraising, grants, legacies and personal donations, all contributed specifically to replace the lighting.
The church car park has needed work to repair and replace the yellow parking guidelines. This had been hampered by cold, wet weather but was finally completed in April.
Repairs to the roof and stonework in the hall entrance and office area were completed in June.
The office computer was replaced in December.
Sadly 2024 was another year without the use of our Tower or Bells- the Telecoms companies continue to procrastinate. We have now officially closed the tower to all, including engineers and surveyors, due to continuing water ingress and safety concerns about the access ladders internally as well as failure of the leaseholders to comply with the Lease Agreement. We are pursuing the companies to issue an acceptable specification for permanent repairs to the structure and fabric of the building. A plan of action has been proposed by us and we await the response from the site agents.
On a weekly basis the working party which includes members from the Fabric Committee has continued to provide regular maintenance of the church and church hall plus the grounds. This includes tasks such as weeding the paths, clearing the gutters, replacing lights and bulbs, checking the sound system and many more jobs which keep our church property safe and viable. We thank them for their continued hard work.

Caroline Budimir (Chair), Alison Newman (Vicar), Pat O'Sullivan (churchwarden), Don Reeks, Chris Reeks, Andrew Scott.

Supplementary Reports

Baby and Toddler Group

Thanks go to Pauline, Sue, Jan and Sevi . Thanks also go to David who helps to set up at the beginning of the session and to pack away at the end. At the end of July Sevi moved away so is no longer able to help at Toddlers. As from September Jan has taken her place. The children and adults enjoyed the craft activities at which we made decorations for our tree at the Christmas tree festival. The theme this year was a tree of Christmas trees. We had a successful Christmas party. Our thanks go to Mark for his story telling and our Father Christmas Martin. (Lollipop man at Biggin Hill school) Julie continues to lead the singing at the end of the sessions with “what’s in the box?” The children enjoy these sessions of singing and joining in with actions etc. Thanks go to her too. Numbers continue to vary on a seasonal basis. However we continue to get a steady stream of new parents/carers attending.

Chris Dilling

Children's work

During 2024 despite the best efforts of the dedicated volunteer team, Forest Church did not attract the numbers of children and young families as initially hoped. In October I decided to take a step back and reach out to the CYP Mission and Ministry adviser from the diocese as well as other churches who have been successful in encouraging and sustaining families and young children within their churches. The key message from all the individuals I contacted was 'do not stop or give up hope, you are going in the right direction'. We at St Mark's undertake a number of activities, Baby and Toddler group, Messy Church etc., which are thriving and draw families in from the community. It is from these activities we must learn and build. I have been given a lot of information and contacts which I will use to develop ideas relevant to St Marks. Please pray for success in my endeavours and for the sustained growth of the church going forward.

Roslyn Jordan-Wishart

Deanery Synod

Within the Diocese of Rochester there are 3 archdeaconries. Biggin Hill is placed within the Bromley & Bexley Archdeaconry. Within this Archdeaconry there are 5 deaneries; ours is Orpington, and St Mark’s is one of 17 churches. The Deanery Synod meets in various different churches during each year.
In January there was a meeting about safeguarding. We discussed the meaning of safeguarding and the importance of having training to make us aware of risks and how to report incidents we meet in church. A hearty vote of thanks was given to all the parish safeguarding leads.
In June we discussed bringing the gospel to young people. We looked at organisations and resources to help the process. Nationally the aim is to double the number of young people by 2030.
In November the discussion was on generous giving; the parish giving scheme, campaigns, card readers and legacies.
If you want to find out more about these issues or have any other questions about the Synod then please do not hesitate to ask Mark Newman or myself for further details.

Neale Patrick

EcoChurch

The EcoChurch Award is a non-denominational scheme that demonstrates how an individual church cares for God's earth in different areas of their life and work. A church completes a survey; its answers may gain it a bronze, silver or gold award. The survey covers:

- Worship and teaching
- Management of buildings
- Management of church land
- Community and global engagement
- Lifestyle of church members

In February 2024, the PCC decided to go for an award under this scheme. A team comprising Alison and Mark Newman, Andrew Scott, Peter Langridge and Peter Walker was set up. The team completed the survey and it was clear that St Mark's could achieve bronze if it raised the awareness of church members concerning:

- How to undertake a personal carbon audit
- How to review their energy consumption
- Waste minimisation strategy, sometimes referred to as the 3Rs, namely Reduce, Reuse, Recycle

A presentation on these topics was produced and delivered during autumn 2024 to each of the four home groups. A sustainability page was added to the church website. The page explains the Ecochurch award and how to conduct a personal carbon audit.

During 2024 the scheme was totally revised; the survey now takes a more strategic assessment of a church's environmental policies. St Mark's had until the end of 2024 to complete the current version of the survey and submit it for a bronze. This was done and St Mark's achieved the bronze award in September

Peter Walker

First Biggin Hill Guides

We started the year learning British Sign Language with one of the brownie leaders.
We also looked at the phonetic alphabet, Braille and emoji's as different ways of communicating. We decorated biscuits in Braille and everyone had to guess what the word was that they had written.
We made fat cakes for the bird watch weekend and pancakes for Shrove Tuesday including challenges to gain a pancake badge.
For Thinking Day 22/2 we had a quiz, made chatterboxes with the laws on and thought about guides all over the world.
As it was a leap year we took part in a bounce challenge badge, done throughout the county. We held a red day for St Georges' day wearing and eating anything red.
Linda came and helped us make Bunnies and Chicks with fondant icing and held an egg hunt.
Through the summer term we went to Waylands and took part in outdoor activities including a scavenger hunt, backwoods cooking, (no utensils, food on a stick, in a can and in the embers of the fire) a water evening, a wide camp and finished with a BBQ and camp fire.
We helped at the BBQ for the festival in July raising funds for district Guiding which helps with rents.
We took part in various county events, visiting Leeds Castle for an activity day a splash day taking part in kayaking and bell boats at Danson Park and the cinema for a special guiding screening of Moana 2.
In the autumn we did an animal quiz in church, we held a McMillan evening raising over £300. We did a Cluedo challenge badge designing their own board game and characters and playing the original game in patrols.
We joined everyone for Remembrance marching to the memorial.
We made Christmas cakes mixing one week in their patrols, cooked that night at home and a couple of weeks later decorating them.
We took part in a district Carol Service in Church, thanks to Alison.
We enrolled 4 girls early in the year and another 9 in May. Growing the unit to 24.
We finished the year with a party.

Rosemary Spurway
Guider

Homegroups

There are four groups which meet fortnightly, two daytime and two evening. Leaders are as follows: Chris Walker; Sue and Peter Walker; Gordon Harris; Mark Newman. Each homegroup is responsible for choosing its own study material. This year a major focus for the groups has been the book of Romans, produced by the Bible Society. It sounds daunting, but the video material has brought to life a difficult book in a remarkably straightforward manner.

Across the groups the following topics have been studied: the parables of Jesus; the book of Daniel; Liberation Theology; New Apostolic Reformation and Bethel Church; Prayers of the Saints; an exploration of Lent through 46 objects; Sacrifice; the word Christian; Sadducees and Pharisees ; EcoChurch.

The core strength of these groups is that we not only learn together, but grow in our love and knowledge of the Lord. In our groups we can develop our spiritual lives in perhaps a deeper way than is possible at a main service.

Mark Newman

Moving Church News

Over 3000 copies of the Moving Church News are delivered to a large proportion of roads in Biggin Hill bi-monthly. The magazine is professionally printed in full colour. Over 60 people are involved in the distribution, including several who are not members of St. Mark's. Once again, thanks must go to them for their devotion to this task. It is an important way of helping to spread the ministry and events of our church and link St. Mark's to the local community. The majority of distributors manage to deliver within a week of publication, which helps to keep the magazine relevant in terms of dates of events. We deliver to about 80 of the roads in Biggin Hill including nearly every road in the upper part.

There is always a balance between advertising and editorial space, but the advertising is essential to help with the cost of producing the magazine which is distributed free of charge. Our thanks go to the advertisers for their support. Some have been advertising with us for many years.

The MCN aims to be a community magazine, and there is usually a spread of articles to achieve this. However, there is always room for individuals or groups both within St. Mark's and the wider community to submit articles for publication. We have regular articles from the Residents' Association, the Biggin Hill Friends of the Parks, the Horticultural Society and the local Councillors, but other organisations are welcome to contribute.

Neil Walker
Editor, Moving Church News

Outreach and Mission Committee

There were three main focal points this year: Good Friday, Prayer Visiting and the Carnival.

On Good Friday, as many times before, we interacted with total strangers at the traffic lights, for a brief moment. A gift of food and a short Easter message on a napkin, with over 100 buns distributed. This is a form of outreach that is simple to organise. We had two new helpers.

We went out Prayer Visiting on 4 evenings. There were 6 visitors overall with two helping for the first time. It was remarkable how some people opened up about their concerns.

At the Carnival we asked passers-by what they love about Biggin Hill, and turned the conversation to spiritual things by asking about their concerns and how we could pray for them. Again, some people seemed amazingly open to speak about their hopes and fears.

In all three areas, we have interacted with members of the public who may have only the faintest idea of the Good News.

Many thanks to all members of this Committee: Cordelia Perera, Sue & Peter Walker, Stephanie Peacock & Gordon Harris

Mark Newman
Chair

Safeguarding

Stephanie Peacock continued as the Parish Safeguarding Officer (PSO) since her appointment on 30th April 2023.
Safeguarding continued to be a standing agenda item at each PCC.
On 13/3/2024 the PSO introduced the Parish Dashboard to the PCC explaining that it is a step by step method of prioritising the order for completing the various safeguarding tasks some of which have to be brought before the PCC for approval. The PCC was asked to approve a Level 1 Safeguarding Action Plan including adopting a policy called "Responding to a Safeguarding Concern or Allegation"
On 3/5/2024 Stephanie Peacock took over the role of Lead Recruiter from Sue Walker with thanks and appreciation offered to Sue at the APCM/PCC for all the work she had done on behalf of St Mark's with regards to DBS checks and for remaining as a Deputy Recruiter.
The PCC formally adopted the House of Bishops "Promoting a Safer Church" safeguarding policy for children and vulnerable adults on 29th May 2024 and approved a Level 2 Safeguarding Action Plan. St Marks Safeguarding Policy was adopted and signed by Revd Newman and the churchwardens and displayed prominently. This policy document was also given to all Hall Hirers.
On 24 July 2024 the PCC formally approved St Mark's Policy on The Recruitment of Ex-Offenders in line with the Church of England's Guidance
On 23rd October 2024 a Level 3 Summary Action Plan was approved by the PCC and St Mark's Social Media Policy & Social Media Child Protection Policy was approved.
This year the PSO introduced "Safeguarding with Coffee and Cake" which was training at her home in an informal group setting. The uptake was excellent with 15 attendees in March and a further 7 in October for the Basic Awareness course. Then in May there were 5 attendees on the Foundation Course. Stephanie would like to thank Mark Newman and Jerry Peacock for their help in running the "At Home" training meetings.
At the end of the year 64 members of St Marks were up to date with their Safeguarding Training and all those needing DBS checks were also up to date.
The safeguarding information on the church website has been updated and relevant posters are on display in the church and church hall.

Stephanie Peacock
Parish Safeguarding Officer

Singers and Music Group

2024 has established St Mark's Singers as a committed choir who continue to work together to form a cohesive musical group accompanied by the organ or the keyboard at the 10.30am services. The 10.30am Parish Eucharist has continued to be streamed so singers confident in using a microphone have led the singing as without this, those watching the live streaming cannot hear the songs! The singers have supported worship every Sunday and on other occasions such as funerals and festivals such as Good Friday Messy Church, Christingles and the Christmas Carol Service.

John Williams continued to provide wonderful accompaniment every Sunday until July 2024 when he then retired from playing the organ. It was with sadness that we accepted his decision, and we would like to extend our heartfelt thanks for the long service John gave to attending choir practices, accompanying choir and congregational singing and then incidental music played at services and events. John's dedication and quiet expertise to this aspect of St Mark's music has been invaluable and we sincerely thank him for it.
Chris Walker has agreed to pick up the mantle of accompanying signing at services using the keyboard or programming the digital hymnal. Kaye and David Scott played guitar at All Age Worship along with Chris. Thanks are due to Dennis Moor who played the organ for the Christmas Carol Service.

The number of singers in the choir has increased to 15 members and practices continued to take place on Friday evenings, and great enjoyment and fun has been had in learning new songs taken from the 6 Volumes of Songs of Fellowship. New songs have been introduced at All Age Worship and then amalgamated into the Parish Eucharist services.

Other musical activities in the church have included concerts by the Beckenham Concert Band and a concert given by Bromley and Petts Wood Rock Choir. In December, Fairchildes Primary School choir entertained at the Christmas Fair and students from Charles Darwin held a concert too.

Again - Sincere thanks go to all singers and musicians who have given their time to push forward this important aspect of worship at St Mark's.

Chris Walker

Website

After a major redesign in 2023, this last year saw only minor changes. They were:

- On the home page "Miscellaneous News" replaced the collage of members photos. News posted here can look back to recent events in the church, highlight particular forthcoming events. It can also publicise community action, e.g. the campaign to save the Spitfire Centre.
- A new page on sustainability was launched as part of EcoChurch.

Finally I continued to spend time getting to grips with the idiosyncrasies of the Church Edit software. This automatically modifies how the page lays out depending whether the person viewing the page is using a laptop/desktop, tablet or phone. This is quite straightforward when the page is plain text, but if there are photos embedded in it, it can be difficult keeping the photo and the relevant text near to each other regardless of the viewing device.

Peter Walker

Welcare in Bromley

During the past year, the team at Welcare in Bromley has continued to provide a caring and professional support service, endeavouring to give children in the area the best possible start in life. This year there was an even greater demand for their charitable services offering preventative group work programmes for families facing problems due to domestic abuse, parental conflict, mental health and emotional well-being issues, as well as social isolation due to the challenges caused by low income and the continuing rise in the cost of living.
This year, Welcare in Bromley worked with Feed London to provide food boxes filled with fresh ingredients, recipes and supermarket vouchers to help families through the school summer holidays.
Welcare in Bromley works closely with their multi-agency partners, with the aim of managing interlinking risks to families. This has led to a demand for specific interventions, including CapeAbility groups and theme-based workshops for children in schools, parenting programmes and family support. Schools remain a significant source of incoming referrals and continue to request support to help children/families cope with emotions, mental health and social needs.
Many fund-raising events were held during the year including coffee mornings, plant sales and carol singing in the Glades. The Annual Welcare Service of Thanksgiving was held in November at Bromley Parish Church to celebrate the support of congregations and clergy from parishes that support the work of Welcare in Bromley.

Heather Shannon
Welcare representative

The Parish Church of St Mark

Biggin Hill, Kent

Financial Statements

of the

Parochial Church Council

for the year ended 31st December 2024

Vicar	:	Rev Alison Newman
Treasurer	:	Mr Don Reeks
Independent Examiner	:	Mr Peter Cureton-Jones FCCA

St Mark's Biggin Hill

St Mark's Church - Biggin Hill - 1132503

Statement of Financial Activities

For the period from 01 January 2024 to 31 December 2024

	Unrestricted funds	Restricted funds	Endowment funds	Total funds	Prior year total funds
Income and endowments from:					
Donations and legacies	76,911.58	3,595.00	—	80,506.58	126,140.13
Income from charitable activities	23,408.55	16,980.26	—	40,388.81	30,141.90
Other trading activities	9,535.66	—	—	9,535.66	5,145.42
Investments	4,197.03	—	—	4,197.03	3,989.91
Other income	13,609.19	14,504.72	—	28,113.91	13,609.19
Total income and endowments from:	**127,662.01**	**35,079.98**	**—**	**162,741.99**	**179,026.55**
Expenditure on:					
Raising funds	5,493.00	—	—	5,493.00	5,600.75
Expenditure on charitable activities	113,484.15	103,841.47	—	217,325.62	130,801.94
Other expenditure	10,067.32	—	—	10,067.32	7,399.20
Total expenditure on:	**129,044.47**	**103,841.47**	**—**	**232,885.94**	**143,801.89**
Net income / (expenditure)	**(1,382.46)**	**(68,761.49)**	**—**	**(70,143.95)**	**35,224.66**
Transfers					
Gross transfers between funds - in	30,088.39	—	—	30,088.39	17,045.86
Gross transfers between funds - out	(30,088.39)	—	—	(30,088.39)	(17,045.86)
Net income / (expenditure)	**(1,382.46)**	**(68,761.49)**	**—**	**(70,143.95)**	**35,224.66**
Other recognised gains / losses					
Net movement in funds	**(1,382.46)**	**(68,761.49)**	**—**	**(70,143.95)**	**35,224.66**
Reconciliation of funds					
Total funds brought forward	**116,565.49**	**88,747.69**	**—**	**205,313.18**	**170,088.52**
Total funds carried forward	**115,183.03**	**19,986.20**	**—**	**135,169.23**	**205,313.18**
Represented by					
Unrestricted					
General fund	14,519.10	—	—	14,519.10	6,323.44
Designated					
Church Lighting - Des	3,000.00	—	—	3,000.00	8,602.24
Church Repair Fund	41,050.46	—	—	41,050.46	38,351.13
Diocesan Account	30,604.38	—	—	30,604.38	31,344.25
Hall Repair Fund	26,009.09	—	—	26,009.09	31,944.43
Restricted					
Belltower Fund	—	1,428.88	—	1,428.88	1,428.88
Church Lighting - Res	—	—	—	—	68,174.76
LBB Fund	—	18,557.32	—	18,557.32	19,144.05

St Mark's Church - Biggin Hill - 1132503

Balance sheet (Church of England)
As at: 31 December 2024

	As at 31/12/2024	As at 31/12/2023
	£	£
Current assets		
Debtors	15,108.08	18,127.54
Cash at bank and in hand	129,047.91	192,188.08
	144,155.99	210,315.62
Liabilities		
Creditors: Amounts falling due in one year	8,986.76	5,002.44
Net current assets less current liabilities	**135,169.23**	**205,313.18**
Total assets less current liabilities	**135,169.23**	**205,313.18**
Total net assets less liabilities	**135,169.23**	**205,313.18**
Represented by		
Unrestricted		
Unrestricted - General fund	14,519.10	6,323.44
Designated		
Designated - Church Lighting - Des	3,000.00	8,602.24
Designated - Church Repair Fund	41,050.46	38,351.13
Designated - Hall Repair Fund	26,009.09	31,944.43
Designated - Diocesan Account	30,604.38	31,344.25
Designated - Reserves Fund	—	—
Restricted		
Restricted - Church Lighting - Res	—	68,174.76
Restricted - LBB Fund	18,557.32	19,144.05
Restricted - Belltower Fund	1,428.88	1,428.88
Funds of the church	**135,169.23**	**205,313.18**

Approved by the PCC on 12th March 2025 and signed on its behalf by:

The Revd. Alison Newman – Chair

A M Newman

Ther accompanying notes form part of these financial statements

Notes to the Financial Statements for the year ended 31 December 2024

Accounting policies

a Accounting convention
The financial statements have been prepared in accordance with the Church Accounting Regulations 2006 together with applicable accounting standards and SORP 2015.

The financial statements have been prepared under the historical cost convention as modified by the inclusion of investments at market value and the revaluation of fixed assets. The financial statements include all transactions, assets and liabilities for which the PCC is responsible in law. They do not include the accounts of church groups that owe their affiliation to another body, nor those which are informal gatherings of church members.

b Funds accounting
Funds held by the PCC are:

Unrestricted funds - general funds which can be used for PCC ordinary purposes.

Designated funds - monies set aside by the PCC out of unrestricted funds for specific future purposes or projects.

Restricted funds - a) income from trusts or endowments which may be expended only on those restricted objects provided in the terms of the trust or bequest; b) donations or grants received for a specific object or invited by the PCC for a specific object. The funds may only be expended on the specific object for which they were given. Any balance remaining unspent at the end of the year is carried forward as a balance on that fund.

Endowment funds - funds the capital of which must be maintained; only income arising from the investment of the endowment may be used, either as restricted or unrestricted funds, depending on the purpose set out in the terms of the original endowment.

c Incoming resources
All incoming resources are accounted for gross.

Voluntary Income

Collections are recognised when received.
Planned giving receivable is recognised only when received.
Income tax recoverable on Gift Aid donations is recognised when the income is recognised.
Grants and legacies are recognised when the PCC is legally entitled to the amount due.

Income from investments
Dividends are accounted for when due and payable. Interest entitlements are accounted for as they accrue.

All other income
All other income is recognised when it is receivable.

Gains and losses on investments
Realised gains are recognised when the investments are sold
Unrealised gains and losses are accounted for on revaluation on 31 December.

Notes to the Financial Statements for the year ended 31 December 2024(contd.)

d *Resources used*

Resources expended are accounted for on an accruals basis and are accounted for gross.

Grants

Grants and donations are accounted for when paid over, or when awarded where the award creates a binding obligation on the PCC.

Church Activities

The diocesan parish contribution is accounted for when paid. Any parish contribution unpaid at 31 December is provided for in these accounts as an operational (though not a legal) liability and is shown as a creditor in the balance sheet.

e Fixed Assets

Tangible fixed assets

Consecrated and beneficed property of any kind is excluded from the accounts by s. 10(2) of the Charities Act 2011.

Movable church furnishing held by the Vicar and Churchwardens on special trust for the PCC and which require a faculty for disposal, are accounted as inalienable property unless consecrated. They are listed in the church's inventory which can be inspected. For inalienable property acquired prior to 2000 there is insufficient cost information available and therefore such assets are not valued in the accounts. Individual items acquired since 2000 have been capitalised in the accounts and depreciated over their useful economic life (see note (d)).

All expenditure on consecrated or beneficed buildings and individual items costing under £3000 are written off in the year they were incurred.

Depreciation

Depreciation is calculated to write down the cost of tangible fixed assets, excluding freehold properties, over their expected useful lives. The rates generally applicable are:

Fixtures and fittings	25% straight line
Computer equipment	50% straight line

No depreciation is provided on freehold property as it is the PCC's policy to maintain these assets in a continual state of sound repair. The useful economic life of these assets is so long and residual values so high that any depreciation would not be material. These assets will be subject to annual impairment reviews. Provision will be made if there has been any permanent diminution in value.

Investments

Investments are stated at market value at the balance sheet date.

f Current Assets

Amounts owing to the PCC at 31 December in respect of fees, rents or other income are shown as debtors less provision for amounts that may prove uncollectible. Short-term deposits include cash held on deposit either with the CBF Church of England Funds, or at the bank.

St Mark's Church - Biggin Hill - 1132503

Analysis of income and expenditure
Selected period: 01 January 2024 to 31 December 2024

	Unrestricted	Designated	Restricted	Endowment	Total This year	Total Last year
Income and endowments						
Donations and legacies						
1010 - Planned giving	54,425.04	—	—	—	54,425.04	49,765.18
1015 - One-off gift aid envelopes	107.00	—	—	—	107.00	—
1020 - Income tax recoverable	14,031.36	—	—	—	14,031.36	19,988.58
1030 - Collections (open plate)	5,552.60	—	—	—	5,552.60	5,608.46
1040 - Donations,appeals etc	2,195.58	—	3,595.00	—	5,790.58	41,807.91
1045 - Legacies	600.00	—	—	—	600.00	8,970.00
Donations and legacies Totals	76,911.58	—	3,595.00	—	80,506.58	126,140.13
Income from charitable activities						
1100 - Fees for burial of ashes	1,474.00	—	—	—	1,474.00	1,135.00
1102 - Fees for funeral services	1,205.00	—	—	—	1,205.00	1,707.00
1104 - Fees for wedding services	25.00	—	—	—	25.00	192.00
1105 - Baptism certificates	144.00	—	—	—	144.00	189.00
1106 - Fees for publication of banns	108.00	—	—	—	108.00	119.00
1107 - Memorial & renewal of vows	120.00	—	—	—	120.00	840.00
1108 - Services - St Georges	1,800.00	—	—	—	1,800.00	2,000.68
1109 - Weddings and funerals extras	1,822.00	—	—	—	1,822.00	2,485.00
1120 - Children & Young People	—	—	—	—	—	12.05
1125 - Holiday club	—	—	—	—	—	399.00
1130 - Toddler groups	660.55	—	—	—	660.55	955.20
1140 - Flowers	460.00	—	—	—	460.00	555.00
1210 - Book & garden of remembrance	1,820.00	—	—	—	1,820.00	1,890.00
1220 - Hall lettings	13,424.00	—	—	—	13,424.00	9,710.00
1221 - LBB Lease maintenance	—	—	16,980.26	—	16,980.26	7,952.97
1222 - Other income	346.00	—	—	—	346.00	—
1230 - Reserves	—	—	—	—	—	—
Income from charitable activities Totals	23,408.55	—	16,980.26	—	40,388.81	30,141.90
Other trading activities						
1050 - 100 club	705.00	—	—	—	705.00	885.00
1060 - Events - fundraising	3,342.26	—	—	—	3,342.26	2,705.81
1090 - Church magazine & literature	5,488.40	—	—	—	5,488.40	1,554.61
Other trading activities Totals	9,535.66	—	—	—	9,535.66	5,145.42
Investments						
1110 - Bank account interest	585.06	—	—	—	585.06	1,017.34
1115 - Church repair fund interest	—	1,399.33	—	—	1,399.33	1,095.31
1116 - Hall repair fund interest	—	979.98	—	—	979.98	901.78
1117 - Diocesan loan fund interest	—	1,232.66	—	—	1,232.66	975.48
Investments Totals	585.06	3,611.97	—	—	4,197.03	3,989.91
Other income						
1080 - Tower telecomms rental	13,609.19	—	—	—	13,609.19	13,609.19
1340 - Grants	—	—	14,504.72	—	14,504.72	—
Other income Totals	13,609.19	—	14,504.72	—	28,113.91	13,609.19

	Unrestricted	Designated	Restricted	Endowment	Total This year	Total Last year
Income and endowments Grand totals	124,050.04	3,611.97	35,079.98	—	162,741.99	179,026.55
Expenditure						
Raising funds						
2200 - Church magazine & literature	5,133.00	—	—	—	5,133.00	5,240.75
2210 - 100 club	360.00	—	—	—	360.00	360.00
2220 - Events	—	—	—	—	—	—
Raising funds Totals	5,493.00	—	—	—	5,493.00	5,600.75
Expenditure on charitable activities						
2010 - Parish Share	69,621.00	—	—	—	69,621.00	53,750.00
2020 - Vicarage costs	4,241.61	—	—	—	4,241.61	3,912.18
2030 - Vicar's expenses	426.88	—	—	—	426.88	351.98
2035 - Curate's expenses	—	—	—	—	—	—
2040 - Visiting clergy costs	431.20	—	—	—	431.20	505.85
2050 - Outreach & mission	230.00	—	—	—	230.00	277.00
2060 - Parish Administrator costs	10,118.69	—	—	—	10,118.69	9,771.16
2080 - Missionary & charitable giving	1,315.00	—	—	—	1,315.00	6,465.00
2090 - Flowers	562.89	—	—	—	562.89	831.93
2100 - Services (wafers & wine etc)	386.90	—	—	—	386.90	563.01
2110 - Organ service & repairs	594.00	—	—	—	594.00	570.00
2120 - Bells, choir & media	1,134.37	—	—	—	1,134.37	897.28
2130 - Toddlers	—	—	—	—	—	—
2140 - Children & young people	80.42	—	—	—	80.42	126.12
2150 - Holiday club	—	—	—	—	—	251.07
2160 - Insurance	2,920.57	—	1,715.26	—	4,635.83	4,576.69
2170 - General Maintenance	445.13	1,260.00	—	—	1,705.13	5,187.64
2175 - Planned Maintenance	3,401.29	—	1,956.99	—	5,358.28	4,152.68
2180 - Utilities	6,528.24	—	6,528.23	—	13,056.47	18,243.79
2185 - Printing & stationery	478.61	—	—	—	478.61	472.60
2190 - Management & Administration	3,329.94	—	—	—	3,329.94	2,481.57
2240 - Wedding & funeral payments	821.95	—	—	—	821.95	1,554.80
2400 - Hall expenses	1,843.27	—	7,366.51	—	9,209.78	11,024.55
2410 - Garden & book of remembrance	770.67	—	—	—	770.67	809.84
2700 - Planned Project cost	—	2,541.52	86,274.48	—	88,816.00	4,025.20
Expenditure on charitable activities Totals	109,682.63	3,801.52	103,841.47	—	217,325.62	130,801.94
Other expenditure						
2420 - Miscellaneous purchases	—	—	—	—	—	6,499.20
2430 - Hall repairs	—	7,067.32	—	—	7,067.32	—
2450 - Belltower	—	—	—	—	—	900.00
2460 - Audio	—	—	—	—	—	—
2470 - Bibles & Banners	—	—	—	—	—	—
2480 - Hymn Books	—	—	—	—	—	—
2490 - Elbow chairs	—	—	—	—	—	—
2520 - Church repairs	—	3,000.00	—	—	3,000.00	—
2525 - CCTV upgrade	—	—	—	—	—	—
2600 - Examiner's Fee	—	—	—	—	—	—
Other expenditure Totals	—	10,067.32	—	—	10,067.32	7,399.20
Expenditure Grand totals	115,175.63	13,868.84	103,841.47	—	232,885.94	143,801.89

THE PAROCHIAL CHURCH COUNCIL OF THE ECCLESIASTICAL PARISH OF ST. MARK, BIGGIN HILL

England & Wales - Charity number 1132503

Accounts

St Mark's Biggin Hill

Diocese of Rochester

The Parish Church of ST MARK Biggin Hill, Kent

Annual Report

and

Financial Statements

of the

Parochial Church Council

For the year ended
31st December 2023

Table of Contents

Administrative information 3
Structure, Governance and Management 4
Objectives and Activities 4
Financial Review 5
Independent Examiner's Report to the PCC of St Mark's Biggin Hill 6
Fabric Report 7
Supplementary Reports 8
- Baby and Toddler Group 8
- Children's work 8
- Churchwardens Report 8
- Deanery Synod 11
- First Biggin Hill Guides 11
- Homegroups 12
- Moving Church News 13
- Outreach and Mission Committee 13
- Safeguarding 14
- Singers and Music Group 14
- Website 15
- Welcare in Bromley 16

Financial Statements ..... Pages 1 - 7

Administrative information

St Mark's Church is situated in Church Road, Biggin Hill, Kent. It is part of the Diocese of Rochester within the Church of England. The correspondence address is:
St Mark's Parish Office, 10 Church Road, Biggin Hill, Kent TN16 3LB.
Tel.: 01959 577816 Email: admin@movingchurch.org
The Parochial Church Council (PCC) is a registered charity - Reg. No. 1132503.
During the year, the following served as members of the PCC:

Incumbent	The Revd. Alison Newman	
Reader	Mark Newman (ex officio)	
Wardens	Rohan Perera	Elected until May 2024
	Patrick O'Sullivan	Elected until May 2024
PCC Treasurer	Don Reeks	
PCC Secretary	Sue Walker	Co opted
Deanery Synod Reps.	Mark Newman (ex officio)	Elected until May 2026
	Neale Patrick	Elected until May 2026
PCC Elected Members	Stephanie Peacock	Elected 2021-2024
	Andrew Scott	Elected 2022-2024
	Chris Reeks	Elected 2023-2024
	One vacancy	
	Lynn Hussey	Elected 2022-2025
	Peter Langridge	Elected 2022-2025
	Anne Nash	Elected 2022-2025
	Don Reeks	Elected 2022-2025
	Bahram Ghaemmaghami	Elected 2023-2026
	Caroline Budimir	Elected 2023-2026
	Joanna Hussey	Elected 2023-2026
	Peter Walker	Elected 2023-2026

Bankers:
National Westminster Bank

Independent Examiner:
Mr Peter Cureton-Jones FCCA

Structure, Governance and Management

The method of appointment of PCC members is set out in the Church Representation Rules. All Church attendees are encouraged to register on the Electoral Roll and stand for election to the PCC.

The PCC operates through a number of committees, which meet between full meetings of the PCC:

Standing Committee
This is the only Committee required by law. It has power to transact the business of the PCC between its meetings, subject to any directions given by the PCC. The Finance Committee was subsumed into this Committee during 2022 and so the Standing Committee now oversees the general financial dimension of the work of St Mark's by monitoring income and expenditure, budgeting and co-ordinating the annual review of the Christian Stewardship of money through planned giving.

Fabric and Hall Management Committee
Attends to matters relating to the stewardship of plant, such as the Church buildings and fabric, the churchyard and bell tower. Deals with matters relating to the administration and management of the hall and makes recommendations for major expenditure or changes to the current procedures, where necessary.

Outreach and Mission Committee
This committee deals with all aspects of mission and outreach relating to the church.

Objectives and Activities

St Mark's PCC has the responsibility of co-operating with the incumbent, in promoting in the ecclesiastical parish the whole mission of the Church, pastoral, evangelistic, social, and ecumenical. It also has maintenance responsibilities for the Church Centre complex of St Mark's, Church Road, Biggin Hill. The main activities of the PCC are provision of church services, baptisms, weddings, funerals, youth and children's work, outreach, and teaching adults through weekly home groups.

Church attendance
There were 133 parishioners on the Electoral Roll on 31st December 2022. On 31st December 2023 there were 127 parishioners on the Electoral Roll.

Financial Review

I was concerned at the last APCM that the General Fund was getting short of funds. However, despite not benefitting from any fundraising, the General Fund at the end of 2023 was £6,323.44 compared with £8,846.03 at the start of 2023. The General Fund is a record of the day-to-day cost of running the church and the incoming resources to pay for it. The GF balance at the end of 2019, prior to the pandemic, was £32,531. Now the fund raising for the lighting project is finished, hopefully in 2024, we will be able to build up the GF with income from events etc.

As I prepared the budget for 2024 it indicated we are likely to be in a similar financial position as in 2023, so I proposed we cut our annual contribution to Rochester by approx. £12,500 – this was accepted, and the diocese duly informed.

The repair funds etc are in a good position to deal with the repairs etc recommended in the Quinquennial reports (church 2020 - hall 2021).

The fund raising for the Lighting Project proved successful and so, late in the year, we were able to give the go-head to the lighting company.

During the year I completed the following tasks:

- Negotiated and agreed the annual maintenance agreement with London Borough of Bromley. This covers the running costs of hosting Biggin Hill Community Care and includes everything from toilet rolls to utility costs and insurance.
- Quarterly returns to the Rochester Diocese of funeral fees and weddings etc. The diocese then takes their share of the fees directly from our NatWest account.
- The annual financial return to The Charity Commission– I would like to just send them a copy of our accounts, however they like it in a different format and entered on-line.
- The annual claim for of Gift Aid tax refund (£13,536.7 in 2023) was made – we have previously submitted a claim at the end of the tax year in April. In future we will claim at the end of the calendar year, in line with our annual accounts.
- A claim to Listed Places of Worship scheme for the VAT paid on the Lighting Fund – we received £14,504.72.
- An on-line return to The Church of England Research & Statistics – roughly same data as in the annual report but in a different format. Again, I wish we could just send a copy of our accounts.

Thanks to Chris Reeks our Administrator who keeps a good record of hall rentals etc and to Peter Walker for his help with the Gift Aid processing and finally to our independent examiner Peter Cureton-Jones.

Don Reeks
PCC Treasurer

INDEPENDENT EXAMINER'S REPORT TO THE TRUSTEES OF ST MARK'S PCC, BIGGIN HILL

I report on the accounts of the church for the year ended 31 December 2023 which are set out on pages 1 - 7.

Respective Responsibilities of Trustees and Examiner

The church's trustees are responsible for the preparation of the accounts. The church's trustees consider that an audit is not required for this year under section 144(2) of the Charities Act 2011 (the 2011 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 Act); 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 also includes consideration of any unusual items or disclosures in the accounts and seeking explanations 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 no opinion is given as to whether the accounts present a 'true and fair view' and the report is limited to those matters set out in the statement below.

Independent examiner's statement

In connection with my examination, no matter has come to my attention:

1. which gives me reasonable cause to believe that in any material respect the requirements
- to keep accounting records in accordance with section 130 of the 2011 Act: and
- to prepare accounts which accord with the accounting records and comply with the accounting requirements of the 2011 Act have not been met: or

2. to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.

Mr Peter Cureton-Jones FCCA 

Dated: 5th March 2024.

Fabric Report

Members of the FC in 2023: Vic Fowler, Baram Ghaemmaghami, Jim Hallinan, Rev. Alison Newman, Pat O'Sullivan, Rohan Perera, Don Reeks & Andrew Scott. 6 meetings were held in 2023. Main subjects discussed:

(a) **Quinquennial Report**
Discussions are on-going. FC is taking-up the issues on a priority basis. Diocesan architects, Thomas Ford & partners have promised to give the planned start date to commence work on the Quinquennial Report, in Spring of 2024.

(b) **Lighting Project**
Tenders were called in the 4th Quarter of 2023 and the contract was awarded to CES Lighting & Electrical Specialist . FC also finalised documentation to obtain the Faculty for the project.

(c) **Damage to Bell Tower**
Damage to the Bell Tower arising from the installation of communication equipment by Cellnex Limited, the hirers, continued to cause serious concern. It's being closely monitored by the FC. Inaction by Cellnex to take effective action to rectify the damage including water ingress is being aggressively followed-up. During the year, the Lease was transferred by Cellnex to another company, Wireless Infrastructure Group (WIG), but we were informed that Cellnex will continue to be responsible to repair the damage to the Bell-Tower. FC decided to seek advice from our insurers, Ecclesiastic Insurance. This will be followed-up further in 2024. Sadly, for health & safety reasons, a decision had to be taken to suspend bell ringing until the damage is rectified.

(d) **Demarcating parking lots in the Churchyard.**
Action was initiated to mark vehicle parking lots in the Churchyard. We expect this work to be done in early 2024.

Rohan Perera
Chair

Supplementary Reports

Baby and Toddler Group

Thanks go to Pauline Sue Jan and Sevi . Thanks also goes to David who helps to set up at the beginning of the session and to pack away at the end. Due to lack of numbers attending the decision was made to cancel Friday sessions with affect from September. Jan was happy to step down as a regular helper however will fill in if needed and she is available.

The children and adults enjoyed the craft activities at which we made decorations for our tree at the Christmas tree festival. The theme this year was the Gingerbread Man.
We had a successful Christmas party. Our thanks go to Mark for his story telling and our Father Christmas Martin. (Lollipop man at Biggin Hill school)

Julie continues to lead the singing at the end of the sessions with "what's in the box?" The children enjoy these sessions of singing and joining in with actions etc. Thanks go to her too.
A few parents have donated some toys which has enabled us to replace worn/broken ones.
We continue to get a steady stream of new parents/carers attending.

Chris Dilling

Children's work

Throughout 2023 we continued to deliver the Christian message to children and young people through Forest Church. During this second year of the event our dedicated volunteers created games and crafts and encouraged participation in a variety of activities over the 45 minute session on a Sunday afternoon. The weather throughout the year was kind to us and we saw numbers slowly climb over the months but not to staggeringly high levels. We still have work to do. We will continue to provide an enjoyable outdoor space where everyone is welcome, can participate in a simple act of worship and can foster an appreciation of the natural environment. We ask you to pray for all those involved and to support the event as and when you can throughout 2024.

Roslyn Jordan-Wishart

Churchwardens Report

St. Mark's Church Biggin Hill continued to serve its parishioners and the wider community steadfastly as it has done in past years. Services were held in the Church and most Sunday communion services were live streamed for the benefit of those who are unable to attend Church personally. The Church Hall continued to serve the needs of our parishioners and also the community. It is being regularly used by the Biggin Hill Community Care Association (BHCCA) for activities for older people to enable them to be more active. We also hire it for events of the community to private hirers when not being used by the BHCC and by the Church.

In 2023, the Fabric of the Church received much attention of the PCC and of the Fabric Committee. In the previous year the PCC took an important decision to embark on a state of the art lighting system for the Church. Collecting funds for the Lighting Project was paramount and the Vicar and our parishioners prayed

over this. Parishioners gave generously along with other donors to raise the required funds. This made it possible for the PCC to award the tender to rewire the Church and install a new lighting system. This is scheduled to be completed within the first Quarter of 2024. The Lighting project is managed by Andrew Scott who has worked hard to make it a success. The Wardens appreciate his efforts and thank him for his contribution.

In 2023, our Website Administrator, Peter Walker carried out significant developments to the Church website to make it more informative and user friendly. His efforts are much appreciated.

During the year, we faced considerable difficulties in relation to the Bell Tower which is leased to network companies for mobile communication. The Bell Tower has suffered damage arising from the installation of communication dishes which have caused leakage of rain water to seep in to the tower. As a result we had to suspend the ringing of church bells for health and safety reasons. This situation is receiving very close attention of the Fabric Committee and the PCC. We are constantly in communication with the Lessees and our Insurers, to rectify the damage.

Other Church activities

- Our Church continued to hold Christian services and to host other Church activities with renewed vigour during the year. The focus was on ministering to the needs of the parish and evangelical work to spread the gospel by engaging with the community. Regular Church services continued as usual with evening prayers on Zoom conducted by our Evangelist, Mark Newman.
- St. Mark's has four active Church Home Groups which are an important supplement to augment the spiritual activities of our Church members.
- We continued to publish the Moving Church News magazine which is distributed throughout Biggin Hill. We thank the Editor, Neil Walker, for the work he does to make the Moving Church News magazine an important publication of our Church.
- A Library is in operation in the Church which gives an opportunity to parishioners to borrow Christian books of interest. We thank Gordon Harris for running the Library.
- We run a Baby & Toddlers Group, on Monday mornings which helps young mothers in the community.
- In January, we hosted a Burn's Night in collaboration with the Biggin Hill Residents Association.
- An important event in Lent was a 5 weeks Lent course conducted by Mark Sangar, which was held in the Church.
- Starting on 26th March 2023 and with the final event for the year held on 19th November 2023, we held four Forest Church events to signify the importance placed by the Church on the spiritual aspects of environment and nature.
- We had Messy Church for children and their family members on Good Friday.
- An Easter Drama and an Easter Egg Hunt was held in April 2023 to celebrate Easter.
- In May, we hosted a Rock Choir Concert to raise funds for Biggin Hill Community Care.
- As done in previous years we had a stall at the Biggin Hill Carnival. This was well patronised and we were able to reach out to many adults and children.
- Holding the Holiday Club from 31st July to 4th August was an important children's event organised by the Church.
- As usual, we celebrated Remembrance Sunday on 12th November with a well attended Church service.
- During the year, we held coffee mornings, table top sales & St. Mark's 100 Club which all added much needed funds to meet Church needs.

- Our Garden of Remembrance provides a remarkable service to bereaved families and Jim Hallinan continues to be in charge of it.
- We continue with our close association with Bromley Welcare.

Many parishioners actively help and support the different activities at St. Marks, making it a vibrant parish church. We like to thank those engaged in serving tea & coffee, floral arrangements, the Choir including the organists and the weekly working group for their valuable contributions. There are others engaged in fund raising, running the Toddlers Group, Messy Church & Forest Church, organising and assisting church services. The Church work has been facilitated by Chris Reeks, our able Administrator. The Wardens sincerely thank all parishioners who participate and provide these services to the parish. The efforts they take to uplift the Church spiritually, to maintain a high level of fellowship, to provide interesting activity events for children in the parish and promote fund raising for important projects are invaluable.

We also wish to mention the valuable work done by our Honorary Treasurer, Don Reeks who continues to prepare and supply us with accurate and up to date Church financials. His input has been very valuable.

On behalf of the Parish we thank our Vicar, Alison Newman, and the Evangelist, Mark Newman, for the excellent work they do to lead the Parish of St. Marks Biggin Hill and the RAF Chapel Biggin Hill.

Christmas at St. Marks was at a high pitch in 2023 with several Christmas programmes

- Christmas Tree Festival
- Christmas Fair.
- Christmas Concert held in the Church by the Beckenham Concert Band
- 9 Lessons and Carols
- Blue Christmas service - of quiet reflection, for those who find Christmas difficult
- Christmas miscellany - carols, poems and drama.
- Christmas Messy Church
- Two Christingle services at 3 pm and 5 pm on Christmas-Eve
- Midnight Communion service
- Christmas day 10.30am Family Communion.

Below is a snapshot of St Mark's statistics for the vear 2023. Figures for 2022 are in italics.

EVENT	2023	2022
Baptisms	9	*14*
Weddings	1	
Funerals in Church	12	*10*
Funerals elsewhere	16	*27*
All Souls service	84	*86*
Main carol service	107	*85*
Advent carol service	34	*27*
Blue Christmas	19	*14*
Christingle services	369	*277*
Midnight Communion	65	*40*
Christmas Day	74	*62*
Garden of Remembrance:		
Burial of Ashes	10	*12*
*Memo*rial Plaques	12	*10*

Patrick O'Sullivan & Rohan Perera, Church Wardens

Deanery Synod

Within the Diocese of Rochester there are 3 archdeaconries. Biggin Hill is placed within the Bromley & Bexley Archdeaconry. Within this Archdeaconry there are 5 deaneries; ours is Orpington, and St Mark's is one of 17 churches. The Deanery Synod meets in various different churches during each year including St Mark's in 2023. In May there was a meeting to welcome and meet the new Archdeacon Allie Kerr.

In July Pamela Ive spoke on *Vocations* challenging us to consider whether we are using our God given gifts to their fullest extent.

In September Claire Boxall talked about *Eco Churches* and whether we are doing all we can to make our churches as green as possible.

If you want to find out more about these issues or have any other questions about the Synod then please do not hesitate to ask Mark Newman or myself for further details.

Neale Patrick

First Biggin Hill Guides

We started the year with a quiz, "What happened in 2022" with about 6 girls.
We celebrated Chinese New Year eating various foods with chopsticks, including maltesers and prawn crackers, we cooked pancakes individually and decorated eggs in the Faberge style for Easter.
We held a Coronation party as well as attending a Coronation Day in Bromley organised by the Greater London Kent County to celebrate the Kings Coronation.
We took various badges including Fitness, Be Prepared, as well as celebrating World Frog Day, World Smile Day and Friendship.

In the second half of the summer term, we went to an outdoor site to practice outdoor skills. There we took two paw prints: Into the Woods and Growing up Wild, where we hugged a tree, laid a trail, scavenger hunt, made rockets out of cardboard and a balloon, a wide game, Mud, kites which we challenged them to fly. On the last evening we had a camp fire and cooked pocket pizzas, both sweet apple and savoury, cheese and tomato.

In September we had new girls join us which made it easier to plan. We looked at the confectioner badge, a quiz, favourites, etc. We made pumpkin pin badges and apple bobbing and ring donuts hung on strings (no hands to help) catch and eat them.

We paraded for Remembrance.
We had a weekend away locally and the brownies came for the day on the Saturday.
They all enjoyed it and it showed the brownies what fun they can have at Guides.
We went on a penny hike around Biggin hill and ended up with chips. As you can see the guides do enjoy food activities.
We ended the year with a party and the hope that we have girls coming up from brownies in the new year to swell our numbers.

Rosemary Spurway
Guider

Homegroups

Gordon Harris: Our group meets at the home of Rohan and Cordelia Perera, Koonowla Close, on Thursdays at 7.30pm. There are nine members. Study: We looked at the whole of the book of Acts
We started The Bible Course, produced by the Bible Society, which gives an excellent overview of the Bible sessions.

Peter Walker: David Shannon handed over leadership of this group to Sue and Peter Walker around Easter. Meetings are fortnightly on Tuesday afternoons starting at 1.45pm, lasting 90 minutes. We don't meet during school holidays. We meet at Sue and Peter's home in Rosehill Road. We have 11 members with usually 8 or 9 at each meeting.
Study: This year we completed studying the Apostles using a handbook. Then we took an overview of the whole Bible using the series of excellent videos made by the Bible Society. Inspired by the videos we have started to look at the book of Daniel using several bible commentaries and Google. This book teaches how to not compromise our faith when living in a hostile culture

Mark Newman: We meet at Sarah and Andrew Scott's home on alternate Wednesday evenings at 7.30pm. The group has 11 members.
Study:

- We started the year by following The Bible Course,
- Then we began the book of Acts.

We take turns to lead the sessions and have times of open prayer.

Chris Walker: meeting day is alternate Monday afternoons in Moselle Road.
2023 topics were:

- The Bible Course
- Other Christian denominations
- Special Bible verses and passages
- Prayers of the Saints

Mark Newman

Moving Church News

Approximately 3000 copies of the Moving Church News are delivered to a large proportion of roads in Biggin Hill bi-monthly. Over 60 people are involved in the distribution, including several who are not members of St. Mark's. Once again, thanks must go to them for their devotion to this task. It is an important way of helping to spread the ministry and events of our church and link St. Mark's to the local community. The majority of distributors manage to deliver within a week of publication, which helps to keep the magazine relevant in terms of dates of events. We deliver to about 80 of the roads in Biggin Hill including nearly every road in the top part.

There is always a balance between advertising and editorial space, but the advertising is essential to help with the cost of producing the magazine which is distributed free of charge. Our thanks go to the advertisers for their support.

The MCN aims to be a community magazine, and there is usually a spread of articles to achieve this. However, there is always room for individuals or groups both within St. Mark's and the wider community to submit articles for publication. We have regular articles from the Residents' Association, the Biggin Hill Friends of the Parks, the Horticultural Society, the local Councillors and the Biggin Hill Memorial Museum, but other organisations are welcome to contribute.

Neil Walker
Editor, Moving Church News

Outreach and Mission Committee

Current members: Rev Alison Newman, Cordelia Perera, Stephanie Peacock, Sue Walker, Gordon Harris, Peter Langridge, Peter Walker, Mark Newman (chairman)
The committee met three times during 2023.
As a result of the Committee's analysis and discussion of the Vision Exercise by Abi Hiscock (Jan 2022), and the Church Development Tool survey (Oct 2022), Mark was able to report to the PCC and give an outline of the findings to the congregation.
On Good Friday we distributed hot cross buns to passing motorists. At the Carnival, we interacted with attendees by means of a photo album and children's games. Through this we offered prayer to many who stopped to talk.
We discussed the welcome of new residents as they move into Biggin Hill. Action by all church members via welcome cards. We also discussed how to develop a mission and outreach mentality at St Mark's. Also covered has been what to include and change on the St Mark's website, with much input and action from Peter Walker.
We also reviewed the annual charitable giving by the church.

Mark Newman
Chair

Safeguarding

There were no issues regarding Safeguarding within St Marks during 2023.
The PCC formally adopted the House of Bishops "Promoting a Safer Church" safeguarding policy for children and vulnerable adults.
Stephanie Peacock was appointed as the Parish Safeguarding Officer on 30th April 2023 at the APCM.
At the first PCC following the APCM on 24th May 2023 St Marks Safeguarding Policy was adopted and signed by Revd Newman and the churchwardens and displayed prominently. This policy document was also given to all Hall Hirers.
The safeguarding information on the church website has been updated with new posters on display in the church and church hall.

Stephanie Peacock
Parish Safeguarding Officer

Singers and Music Group

2023 confirmed St Mark's Singing Group as a good body of people who have worked together to form a wonderful musical group accompanied by the organ or the keyboard at the 10.30am services. The 10.30am Parish Eucharist continued to be streamed so singers confident in using a microphone have led the singing as without this, those watching the live streaming cannot hear the songs!

The singers have supported worship every Sunday and on other occasions and festivals such as Christmas Carol Service, Christmas Miscellany and Good Friday. John Williams continued to provide wonderful accompaniment every Sunday with Chris Walker on the keyboard. Kaye and David Scott played guitar at All Age Worship along with Chris.

Practices continued to take place on Friday evenings, and great enjoyment and fun has been had in learning new songs taken from the 6 Volumes of Songs of Fellowship. New songs have been introduced at All Age Worship and then amalgamated into the Parish Eucharist services.

Other musical activities in the church have included concerts by the Beckenham Concert Band and a concert given by Bromley and Petts Wood Rock Choir. In December, Fairchildes Primary School choir entertained at the Christmas Fair and students from Charles Darwin held a concert too.

Again - Sincere thanks go to all singers and musicians who have given their time to push forward this important aspect of worship at St Mark's.

Chris Walker

Website

Movingchurch.org was given a major revamp in June. We had to adopt new content management software, which gives more control over the 'look' of the website, especially the home page. The homepage now automatically lays out differently depending on whether a visitor is using a desktop, tablet or phone.

Google also launched a new version of their Analytics software which tells us how visitors use our website. It was evident that many of visitors stayed for less than 10 seconds on the old website. Google reckons a 10 second stay indicates a visitor has engaged with a site.

Reading about successful websites, it seems the best design approach is 'KEEP IT SIMPLE'. So the revamped homepage poses questions a visitor might ask about Christianity and/or St Mark's and directs visitors quickly to the answer. For example *movingchurch.org* links to
www.achurchnearyou.com/church/9817/, where we have our calendar
our Facebook page
our YouTube channel to watch Sunday services and
also on our YouTube channel, videos of church members talking about their faith

The new design seems to be working

Month	Visitors engaging	Total page views	Average engagement
June	86	343	97 sec
July	85	243	69 sec
Aug	249	5340	367 sec
Sept	309	7560	346 sec
Oct	182	2680	252 sec
Nov	199	2620	244 sec
Dec	194	503	49 sec

The six church member videos were viewed 288 times up to 31 December.
Could there be a simpler, less scary, way of being a witness for Jesus?

Peter Walker
Website coordinator

Welcare in Bromley

Welcare Representatives are continuing to try to spread the news about Welcare and the work it does. It is felt that generally things have got harder with many people struggling financially and with a drop off in volunteering. The work in Bromley continues to be varied, ranging from practical support, individual one-to-one support, family support, group work programmes and Families and Schools Together (FAST). Welcare's partnership work with schools is increasing and the feedback continues to be very positive, reflecting an increased sense of self-worth in children and overall improved school connectedness.

The Bromley team continues to work actively to care for children and young people, protect them from harm and support their families. Many of the referrals relate to mental health, drug abuse and domestic violence. Bromley have supported 29 families and 47 children.

Many fund-raising events have been organized during the year. These have included a Walk for Welcare, a sale of Busy Lizzies, several coffee mornings, a Quiz Evening, Carol Singing in the Glades, accompanied by an accordionist, and even Mince Pie Tasting.

The Welcare Annual Service was held on 13th November 2023 at St. Peter and St. Paul, Bromley, followed by lunch. The Mayor attended, the Reverend James Harratt officiated, and the children from Parish Primary School choir lead the singing. It was an opportunity to learn more about Welcare does and to give thanks for the work that they do

Heather Shannon
Welcare representative

The Parish Church of St Mark

Biggin Hill, Kent

Financial Statements

of the

Parochial Church Council

for the year ended 31st December 2023

Vicar	:	**Rev Alison Newman**
Treasurer	:	**Mr Don Reeks**
Independent Examiner	:	**Mr Peter Cureton-Jones FCCA**

St Mark's
Biggin Hill

St Mark's Church - Biggin Hill - 1132503

Statement of Financial Activities

For the period from 01 January 2023 to 31 December 2023

	Unrestricted funds	Designated funds	Restricted funds	Endowment funds	Total funds	Prior year total funds
Income and endowments from:						
Donations and legacies	69,912.05	10,720.00	45,508.08	—	126,140.13	83,876.54
Income from charitable activities	22,188.93	—	7,952.97	—	30,141.90	32,800.01
Other trading activities	2,466.42	—	2,679.00	—	5,145.42	7,096.67
Investments	1,017.34	2,972.57	—	—	3,989.91	654.74
Other income	13,609.19	—	—	—	13,609.19	16,318.19
Total income and endowments from:	**109,193.93**	**13,692.57**	**56,140.05**	**—**	**179,026.55**	**140,746.15**
Expenditure on:						
Raising funds	5,600.75	—	—	—	5,600.75	5,830.09
Expenditure on charitable activities	100,403.77	9,692.13	20,706.04	—	130,801.94	119,408.91
Other expenditure	—	—	7,399.20	—	7,399.20	1,663.39
Total expenditure on:	**106,004.52**	**9,692.13**	**28,105.24**	**—**	**143,801.89**	**126,902.39**
Net income / (expenditure)	**3,189.41**	**4,000.44**	**28,034.81**	**—**	**35,224.66**	**13,843.76**
Transfers						
Gross transfers between funds - in	5,666.93	11,378.93	—	—	17,045.86	34,885.87
Gross transfers between funds - out	(11,378.93)	(5,666.93)	—	—	(17,045.86)	(34,885.87)
Net income / (expenditure)	**(2,522.59)**	**9,712.44**	**28,034.81**	**—**	**35,224.66**	**13,843.76**
Other recognised gains / losses						
Gains / losses on investment assets	—	—	—	—	—	300.00
Net movement in funds	**(2,522.59)**	**9,712.44**	**28,034.81**	**—**	**35,224.66**	**14,143.76**
Reconciliation of funds						
Total funds brought forward	**8,846.03**	**100,529.61**	**60,712.88**	**—**	**170,088.52**	**155,944.76**
Total funds carried forward	**6,323.44**	**110,242.05**	**88,747.69**	**—**	**205,313.18**	**170,088.52**
Represented by						
Unrestricted						
General fund	6,323.44	—	—	—	6,323.44	8,846.03
Designated						
Church Lighting - Des	—	8,602.24	—	—	8,602.24	1,907.44
Church Repair Fund	—	38,351.13	—	—	38,351.13	37,227.82
Diocesan Account	—	31,344.25	—	—	31,344.25	30,368.77
Hall Repair Fund	—	31,944.43	—	—	31,944.43	31,025.58
Restricted						
Belltower Fund	—	—	1,428.88	—	1,428.88	2,328.88
Church Lighting - Res	—	—	68,174.76	—	68,174.76	19,987.68
LBB Fund	—	—	19,144.05	—	19,144.05	38,396.32

St Mark's Church - Biggin Hill - 1132503

Balance sheet (Church of England)
As at: 31 December 2023

	As at 31/12/2023	As at 31/12/2022
	£	£
Current assets		
Debtors	18,127.54	8,538.00
Cash at bank and in hand	192,188.08	167,821.41
	210,315.62	176,359.41
Liabilities		
Creditors: Amounts falling due in one year	5,002.44	6,270.89
Net current assets less current liabilities	**205,313.18**	**170,088.52**
Total assets less current liabilities	**205,313.18**	**170,088.52**
Total net assets less liabilities	**205,313.18**	**170,088.52**
Represented by		
Unrestricted		
Unrestricted - General fund	6,323.44	8,846.03
Designated		
Designated - Church Lighting - Des	8,602.24	1,907.44
Designated - Church Repair Fund	38,351.13	37,227.82
Designated - Hall Repair Fund	31,944.43	31,025.58
Designated - Diocesan Account	31,344.25	30,368.77
Restricted		
Restricted - Church Lighting - Res	68,174.76	19,987.68
Restricted - LBB Fund	19,144.05	38,396.32
Restricted - Belltower Fund	1,428.88	2,328.88
Funds of the church	**205,313.18**	**170,088.52**

Approved by the PCC on 13th March and signed on its behalf by:

The Revd. Alison Newman - Chair

A m Newman

The accompanying notes form part of these financial statements.

Notes to the Financial Statements for the year ended 31 December 2023

Accounting policies

a Accounting convention
The financial statements have been prepared in accordance with the Church Accounting Regulations 2006 together with applicable accounting standards and SORP 2015.

The financial statements have been prepared under the historical cost convention as modified by the inclusion of investments at market value and the revaluation of fixed assets. The financial statements include all transactions, assets and liabilities for which the PCC is responsible in law. They do not include the accounts of church groups that owe their affiliation to another body, nor those which are informal gatherings of church members.

b Funds accounting
Funds held by the PCC are:

Unrestricted funds - general funds which can be used for PCC ordinary purposes.

Designated funds - monies set aside by the PCC out of unrestricted funds for specific future purposes or projects.

Restricted funds - a) income from trusts or endowments which may be expended only on those restricted objects provided in the terms of the trust or bequest; b) donations or grants received for a specific object or invited by the PCC for a specific object. The funds may only be expended on the specific object for which they were given. Any balance remaining unspent at the end of the year is carried forward as a balance on that fund.

Endowment funds - funds the capital of which must be maintained; only income arising from the investment of the endowment may be used, either as restricted or unrestricted funds, depending on the purpose set out in the terms of the original endowment.

c Incoming resources
All incoming resources are accounted for gross.

Voluntary Income

Collections are recognised when received.
Planned giving receivable is recognised only when received.
Income tax recoverable on Gift Aid donations is recognised when the income is recognised.
Grants and legacies are recognised when the PCC is legally entitled to the amount due.

Income from investments
Dividends are accounted for when due and payable. Interest entitlements are accounted for as they accrue.

All other income
All other income is recognised when it is receivable.

Gains and losses on investments
Realised gains are recognised when the investments are sold
Unrealised gains and losses are accounted for on revaluation on 31 December.

Notes to the Financial Statements for the year ended 31 December 2023(contd.)

d *Resources used*

Resources expended are accounted for on an accruals basis and are accounted for gross.

Grants

Grants and donations are accounted for when paid over, or when awarded where the award creates a binding obligation on the PCC.

Church Activities

The diocesan parish contribution is accounted for when paid. Any parish contribution unpaid at 31 December is provided for in these accounts as an operational (though not a legal) liability and is shown as a creditor in the balance sheet.

e Fixed Assets

Tangible fixed assets

Consecrated and beneficed property of any kind is excluded from the accounts by s. 10(2) of the Charities Act 2011.

Movable church furnishing held by the Vicar and Churchwardens on special trust for the PCC and which require a faculty for disposal, are accounted as inalienable property unless consecrated. They are listed in the church's inventory which can be inspected. For inalienable property acquired prior to 2000 there is insufficient cost information available and therefore such assets are not valued in the accounts. Individual items acquired since 2000 have been capitalised in the accounts and depreciated over their useful economic life (see note (d)).

All expenditure on consecrated or beneficed buildings and individual items costing under £3000 are written off in the year they were incurred.

Depreciation

Depreciation is calculated to write down the cost of tangible fixed assets, excluding freehold properties, over their expected useful lives. The rates generally applicable are:

Fixtures and fittings	25% straight line
Computer equipment	50% straight line

No depreciation is provided on freehold property as it is the PCC's policy to maintain these assets in a continual state of sound repair. The useful economic life of these assets is so long and residual values so high that any depreciation would not be material. These assets will be subject to annual impairment reviews. Provision will be made if there has been any permanent diminution in value.

Investments

Investments are stated at market value at the balance sheet date.

f Current Assets

Amounts owing to the PCC at 31 December in respect of fees, rents or other income are shown as debtors less provision for amounts that may prove uncollectible. Short-term deposits include cash held on deposit either with the CBF Church of England Funds, or at the bank.

Analysis of income and expenditure
Selected period: 01 January 2023 to 31 December 2023

	Unrestricted	Designated	Restricted	Total This year	Total Last year
Income and endowments					
Donations and legacies					
1010 - Planned giving	49,765.18	—	—	49,765.18	46,916.00
1015 - One-off gift aid envelopes	—	—	—	—	55.00
1020 - Income tax recoverable	13,536.70	—	6,451.88	19,988.58	12,308.17
1030 - Collections (open plate)	5,608.46	—	—	5,608.46	5,358.36
1040 - Donations,appeals etc	1,001.71	1,750.00	39,056.20	41,807.91	12,721.57
1045 - Legacies	—	8,970.00	—	8,970.00	6,517.44
Donations and legacies Totals	69,912.05	10,720.00	45,508.08	126,140.13	83,876.54
Income from charitable activities					
1100 - Fees for burial of ashes	1,135.00	—	—	1,135.00	1,114.00
1102 - Fees for funeral services	1,707.00	—	—	1,707.00	1,740.00
1104 - Fees for wedding services	192.00	—	—	192.00	—
1105 - Baptism certificates	189.00	—	—	189.00	—
1106 - Fees for publication of banns	119.00	—	—	119.00	335.00
1107 - Memorial & renewal of vows	840.00	—	—	840.00	405.00
1108 - Services - St Georges	2,000.68	—	—	2,000.68	2,250.00
1109 - Weddings and funerals extras	2,485.00	—	—	2,485.00	2,316.00
1120 - Children & Young People	12.05	—	—	12.05	—
1125 - Holiday club	399.00	—	—	399.00	80.00
1130 - Toddler groups	955.20	—	—	955.20	838.38
1140 - Flowers	555.00	—	—	555.00	640.00
1210 - Book & garden of remembrance	1,890.00	—	—	1,890.00	1,540.00
1220 - Hall lettings	9,710.00	—	—	9,710.00	10,862.50
1221 - LBB Lease maintenance	—	—	7,952.97	7,952.97	10,679.13
Income from charitable activities Totals	22,188.93	—	7,952.97	30,141.90	32,800.01
Other trading activities					
1050 - 100 club	885.00	—	—	885.00	780.00
1060 - Events - fundraising	26.81	—	2,679.00	2,705.81	4,011.37
1090 - Church magazine & literature	1,554.61	—	—	1,554.61	2,305.30
Other trading activities Totals	2,466.42	—	2,679.00	5,145.42	7,096.67
Investments					
1110 - Bank account interest	1,017.34	—	—	1,017.34	157.62
1115 - Church repair fund interest	—	1,095.31	—	1,095.31	167.94
1116 - Hall repair fund interest	—	901.78	—	901.78	150.63
1117 - Diocesan loan fund interest	—	975.48	—	975.48	178.55
Investments Totals	1,017.34	2,972.57	—	3,989.91	654.74
Other income					
1080 - Tower telecomms rental	13,609.19	—	—	13,609.19	13,609.19
1340 - Grants	—	—	—	—	2,709.00
Other income Totals	13,609.19	—	—	13,609.19	16,318.19
Income and endowments Grand totals	109,193.93	13,692.57	56,140.05	179,026.55	140,746.15

	Unrestricted	Designated	Restricted	Total This year	Total Last year
Expenditure					
Raising funds					
2200 - Church magazine & literature	5,240.75	—	—	5,240.75	5,390.09
2210 - 100 club	360.00	—	—	360.00	360.00
2220 - Events	—	—	—	—	80.00
Raising funds Totals	5,600.75	—	—	5,600.75	5,830.09
Expenditure on charitable activities					
2010 - Parish Share	53,750.00	—	—	53,750.00	66,701.00
2020 - Vicarage costs	3,912.18	—	—	3,912.18	3,628.13
2030 - Vicar's expenses	351.98	—	—	351.98	458.17
2040 - Visiting clergy costs	505.85	—	—	505.85	428.20
2050 - Outreach & mission	277.00	—	—	277.00	200.00
2060 - Parish Administrator costs	9,771.16	—	—	9,771.16	8,860.00
2080 - Missionary & charitable giving	6,465.00	—	—	6,465.00	6,790.00
2090 - Flowers	831.93	—	—	831.93	705.00
2100 - Services (wafers & wine etc)	563.01	—	—	563.01	334.60
2110 - Organ service & repairs	570.00	—	—	570.00	—
2120 - Bells, choir & media	897.28	—	—	897.28	835.17
2130 - Toddlers	—	—	—	—	26.47
2140 - Children & young people	126.12	—	—	126.12	1,094.22
2150 - Holiday club	251.07	—	—	251.07	—
2160 - Insurance	2,883.32	—	1,693.37	4,576.69	4,163.39
2170 - General Maintenance	288.78	4,322.93	575.93	5,187.64	579.59
2175 - Planned Maintenance	2,619.40	1,344.00	189.28	4,152.68	2,303.44
2180 - Utilities	9,121.89	—	9,121.90	18,243.79	10,192.16
2185 - Printing & stationery	472.60	—	—	472.60	263.35
2190 - Management & Administration	2,481.57	—	—	2,481.57	2,120.71
2240 - Wedding & funeral payments	1,554.80	—	—	1,554.80	1,255.30
2400 - Hall expenses	1,898.99	—	9,125.56	11,024.55	7,929.90
2410 - Garden & book of remembrance	809.84	—	—	809.84	540.11
2700 - Planned Project cost	—	4,025.20	—	4,025.20	—
Expenditure on charitable activities Totals	100,403.77	9,692.13	20,706.04	130,801.94	119,408.91
Other expenditure					
2420 - Miscellaneous purchases	—	—	6,499.20	6,499.20	824.07
2450 - Belltower	—	—	900.00	900.00	—
2460 - Audio	—	—	—	—	769.32
2600 - Examiner's Fee	—	—	—	—	70.00
Other expenditure Totals	—	—	7,399.20	7,399.20	1,663.39
Expenditure Grand totals	106,004.52	9,692.13	28,105.24	143,801.89	126,902.39

St Mark's Church - Biggin Hill - 1132503

Statement of Assets and Liabilities (by fund)
As at: 31 December 2023

			Balance	Previous balance
Cash at bank and in hand				
1501: Current account - Asset				
General fund	Unrestricted		(1,327.46)	3,718.97
Church Lighting - Res	Restricted		63,225.38	19,587.68
Church Lighting - Des	Designated		8,602.24	1,907.44
LBB Fund	Restricted		17,850.82	40,545.27
Belltower Fund	Restricted		1,428.88	2,328.88
Agency collection	Restricted		768.41	1,111.00
			90,548.27	**69,199.24**
1504: Rochester Repair Fund Account - Asset				
Church Repair Fund	Designated		38,351.13	37,227.82
Hall Repair Fund	Designated		31,944.43	31,025.58
Diocesan Account	Designated		31,344.25	30,368.77
			101,639.81	**98,622.17**
		Cash at bank and in hand	**192,188.08**	**167,821.41**
Debtors				
Z05: Accounts Receivable - Asset				
General fund	Unrestricted		9,770.88	8,138.00
Church Lighting - Res	Restricted		4,949.38	400.00
LBB Fund	Restricted		3,407.28	—
			18,127.54	**8,538.00**
		Debtors	**18,127.54**	**8,538.00**
Agency accounts				
6699: Agency collections - Liability				
Agency collection	Restricted		768.41	1,111.00
			768.41	**1,111.00**
		Agency accounts	**768.41**	**1,111.00**
Creditors: Amounts falling due in one year				
Z04: Accounts Payable - Liability				
General fund	Unrestricted		2,119.98	3,010.94
LBB Fund	Restricted		2,114.05	2,148.95
			4,234.03	**5,159.89**
		Creditors: Amounts falling due in one year	**4,234.03**	**5,159.89**
		Grand Total	**205,313.18**	**170,088.52**

THE PAROCHIAL CHURCH COUNCIL OF THE ECCLESIASTICAL PARISH OF ST. MARK, BIGGIN HILL

England & Wales - Charity number 1132503

Accounts

St Mark's Biggin Hill

Diocese of Rochester

The Parish Church of ST MARK Biggin Hill, Kent

Annual Report and Financial Statements of the Parochial Church Council

For the year ended
31st December 2022

Table of Contents

Administrative information 3
Structure, Governance and Management 4
Objectives and Activities 4
Treasurer's Report 5
Independent Examiner's Report to the PCC of St Mark's Biggin Hill 6
Fabric Report 7
Supplementary Reports 8
- Baby and Toddler Group 8
- Children's work 8
- Choir and Music Group 9
- Churchwardens 9
- Deanery Synod 11
- First Biggin Hill Guides 11
- Moving Church News 12
- Outreach and Mission Committee 12
- Safeguarding 13
- Website 13
- Welcare in Bromley 14

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Financial Statements ..... Pages 1 - 8

Administrative information

St Mark's Church is situated in Church Road, Biggin Hill, Kent. It is part of the Diocese of Rochester within the Church of England. The correspondence address is:
St Mark's Parish Office, 10 Church Road, Biggin Hill, Kent TN16 3LB.
Tel.: 01959 577816 Email: admin@movingchurch.org
The Parochial Church Council (PCC) is a registered charity - Reg. No. 1132503.
During the year, the following served as members of the PCC:

Incumbent	The Revd. Alison Newman	
Reader	Mark Newman (ex officio)	
Wardens	Rohan Perera	Elected until May 2023
	Patrick O'Sullivan	Elected until May 2023
PCC Treasurer	Don Reeks	
PCC Secretary	Sue Walker	Co opted
Deanery Synod Reps.	Mark Newman (ex officio)	Elected until May 2023
PCC Elected Members	Bahram Ghaemmaghami	Elected 2020-2023
	Caroline Budimir	Elected 2022-2023
	Joanna Hussey	Elected 2020-2023
	Peter Walker	Elected 2020-2023
	Stephanie Peacock	Elected 2021-2024
	Andrew Scott	Elected 2022-2024
	Andrew Macfarlane	Elected 2021-2024
	Judy Sharp	Elected 2021-2024
	Lynn Hussey	Elected 2022-2025
	Peter Langridge	Elected 2022-2025
	Anne Nash	Elected 2022-2025
	Don Reeks	Elected 2022-2025

Bankers:
National Westminster Bank

Independent Examiner:
Mr Peter Cureton-Jones FCCA

Structure, Governance and Management

The method of appointment of PCC members is set out in the Church Representation Rules. All Church attendees are encouraged to register on the Electoral Roll and stand for election to the PCC.

The PCC operates through a number of committees, which meet between full meetings of the PCC:

Standing Committee
This is the only Committee required by law. It has power to transact the business of the PCC between its meetings, subject to any directions given by the PCC. The Finance Committee was subsumed into this Committee during 2022 and so the Standing Committee now oversees the general financial dimension of the work of St Mark's by monitoring income and expenditure, budgeting and co-ordinating the annual review of the Christian Stewardship of money through planned giving.

Fabric and Hall Management Committee
Attends to matters relating to the stewardship of plant, such as the Church buildings and fabric, the churchyard and bell tower. Deals with matters relating to the administration and management of the hall and makes recommendations for major expenditure or changes to the current procedures, where necessary.

Outreach and Mission Committee
This committee deals with all aspects of mission and outreach relating to the church.

Objectives and Activities

St Mark's PCC has the responsibility of co-operating with the incumbent, in promoting in the ecclesiastical parish the whole mission of the Church, pastoral, evangelistic, social, and ecumenical. It also has maintenance responsibilities for the Church Centre complex of St Mark's, Church Road, Biggin Hill. The main activities of the PCC are provision of church services, baptisms, weddings, funerals, youth and children's work, outreach, and teaching adults through weekly home groups.

Church attendance
There were 127 parishioners on the Electoral Roll on 31.12.21. On 31st December 2022 there were 133 parishioners on the Electoral Roll.

Treasurer's Report

It has been a difficult year as General Fund income has dropped, and the expenditure has risen. The unrestricted income was £107,935 compared to expenditure of £111,582. General Fund income & expenditure relates to the general running of the Church.

Other areas of the accounts which include savings for hall and church repairs and a new lighting system etc. are in a sound state. However, these savings funds will eventually be spent so the PCC needs to focus on the funds required to maintain the running of the Church.

In December 2022 I recognised the shortfall we are likely to face in 2023, so I therefore proposed we reduce our offering to the Diocese in 2023 from £67,500 to £53,750, this was agreed, and the Diocese informed accordingly.

We have faced similar problems in the past, in 2012/2013 as Treasurer I recommended, we halve the offer to the diocese and could no longer afford to pay the Parish Administrator (I was the PA at the time!). This was accepted and our accounts after a time duly recovered.

I should like to take this opportunity to thank Peter Walker who assists with the preparation of the annual claim for Gift Aid from HMRC, and our Parish Administrator, Christine Reeks, who deals with the receipt of monies etc. through the Parish Office.

! should also like to express my sadness that Bob Wilkinson is no longer with us. He has been a great supporter and assisted me for the last 16 years as St Marks Independent Examiner.

Finally, I am most grateful to our new Independent Examiner, Peter Cureton- Jones FCCA.

Don Reeks
PCC Treasurer

INDEPENDENT EXAMINER'S REPORT TO THE TRUSTEES OF ST MARK'S PCC, BIGGIN HILL

I report on the accounts of the church for the year ended 31 December 2022 which are set out on pages 1 - 8.

Respective Responsibilities of Trustees and Examiner

The church's trustees are responsible for the preparation of the accounts. The church's trustees consider that an audit is not required for this year under section 144(2) of the Charities Act 2011 (the 2011 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 Act); 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 also includes consideration of any unusual items or disclosures in the accounts and seeking explanations 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 no opinion is given as to whether the accounts present a 'true and fair view' and the report is limited to those matters set out in the statement below.

Independent examiner's statement

In connection with my examination, no matter has come to my attention:

1. which gives me reasonable cause to believe that in any material respect the requirements
- to keep accounting records in accordance with section 130 of the 2011 Act: and
- to prepare accounts which accord with the accounting records and comply with the accounting requirements of the 2011 Act have not been met: or

2. to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.

Mr Peter Cureton-Jones FCCA

Dated: 10th February 2023

Fabric Report

Members of the FC are: Vic Fowler, Baram Ghaemmaghami, Jim Hallinan, Rev. Alison Newman, Pat O'Sullivan, Rohan Perera, Don Reeks & Andrew Scott. Five meetings were held in 2022. Main subjects discussed:
(a) Quinquennial Report
(b) Lighting project
(c) Telecom cable rerouting
(d) Damage to Bell-Tower

1. Quinquennial Report
Discussion are on-going. FC is taking-up issues on a priority basis.

2. Lighting Project
Sub-committee of the FC lead by Andrew Scott held several meetings with Consultants and held several demonstrations to the PCC. Consultants have submitted their report. Next steps are to call for tenders and apply for funding. One funding application has already been submitted.

3. Telecom Cable Re-routing
Cellnex submitted a request to modify the cabling to the telecom dishes. We are dealing with Way-Leave application for modifications in consultation with our Lawyers. Due to its urgency Cellnex have already done most of the changes.

4. Bell Tower
There is damage to the Bell-Tower arising from the installation of the dishes. Damage had occurred over the years which has increased after the recent modifications. Discussions are on-going with Cellnex about the issue. We have kept our Insurers informed of the situation.

FC members actively participate in all discussions. Their knowledge and experience have been invaluable. Andrew is deeply involved with items (2) to (4) and weekly maintenance is carried out in the Church and the Hall by Andrew, Mark, Pat and Vic. Their work is much appreciated.

Rohan Perera
Chair

Supplementary Reports

Baby and Toddler Group

We opened Toddlers again on the 31st January. Our numbers were fairly low until around May when they gradually started to rise.
Thanks go to Pauline Sue Jen Jan and Sevi who joined us in November .Thanks also goes to David who helps to set up at the beginning of the session and to pack away at the end.
This year we have continued with wrapped biscuits as this seems to work well for us and the parents. (The children don't keep coming back for more!)
The children and adults enjoyed the craft activities at which we made decorations for our tree at the Christmas tree festival.
We had two successful Christmas parties due to the numbers signing up for them. Our thanks go to Mark for his story telling and our two Father Christmases. Roy Arnold and Martin. (Lollipop man at Biggin Hill School)
We didn't start singing for quite a while. I have been lucky over the last few months as one of my parents(Julie) has been leading the singing at the end of the Monday session with "what's in the box?" The children enjoy these sessions.
We continue to get a steady stream of new parents/carers attending.

Chris Dilling

Children's work

Over a number of years St Mark's has seen the numbers of children and young people attending church services decline. It must be pointed out, however, that it is not only St Mark's that has been affected, many other churches have experienced the same situation; there are many activities occurring on a Sunday morning that compete for youngsters' attention.

A new way of delivering the Christian message was needed, and after much discussion and research Forest Church was launched in September 2022. The aim of the 45 minute session on a Sunday afternoon is to "bring our Christian faith to the centre of our forest church activities through a simple act of worship" and to "offer children and adults the opportunity to increase their interest in our natural surroundings and gain a greater respect for the environment." Forest Church takes place once a month at 3.30pm in the afternoon. Activities are outside, weather permitting, in the church grounds. They include: planting bulbs, scavenger hunts, quizzes, making bug hotels, bird feeders, mobiles and cards (out of natural vegetation), toasting marshmallows and rock painting. Refreshments are served throughout the afternoon and the event concludes with a short talk, and jokes from children, parents/guardians and helpers.

From the earliest times of the Christian Church, worship took place in the natural environment, so as we strive to engage and encourage youngsters back to the Christian faith through Forest Church, we hope that you will pray with us throughout our journey.

Roslyn Jordan-Wishart

Choir and Music Group

Music at St Mark's

Over the months of 2022, the Music Group and Choir have totally combined to form a cohesive Singing Group being accompanied by the organ or the keyboard. The 10.30am Parish Eucharist continued to be streamed so singers confident in using a microphone have lead the singing as otherwise, those watching the streaming cannot hear the songs!

The singers have supported worship every Sunday and on other occasions such as Maundy Thursday and Good Friday. They have also supported other services such as funerals. John Williams continued to provide wonderful accompaniment every Sunday with Chris Walker on the keyboard. Kaye and David Scott played guitar when needed at All Age Worship.

Singing practices take place on Friday evenings, and have moved from monthly to generally every fortnight – we have been learning new songs/hymns from the 6 Volumes of Songs of Fellowship and continue to introduce them to All Age Worship and then into our Parish Eucharist services. We have had great enjoyment and fun in learning these new songs.

Other musical activities in the church have included concerts by the Beckenham Concert Band and St Georges Singers. At Christmas Fairchildes Primary School choir entertained at the Christmas Fair and students from Charles Darwin held a concert too.

Again - Sincere thanks go to all singers and musicians who have given their time to push forward this important aspect of our worship at St Mark's.

Chris Walker

Churchwardens

During the year the PCC took an important decision to embark on a state-of-the-art lighting system for the Church. This project has gathered momentum and we are hopeful of implementing it in 2023. Substantial funds are required for the project and we are making strenuous efforts to collect funds through fund raising projects, donations from parishioners & well wishers and grant funds. As done in previous years we had a stall at the Biggin Hill Carnival. This was well patronised and we were able to reach out to many adults and children. The Church conducts prayers on Zoom on Monday and Thursday evenings for local and wider needs.

We have also continued with our Toddler Groups. We conducted Messy Church for all ages and for the first time, introduced Forest Church, for all ages, at St Marks. We held the Burns Night in January; two table-top sales to raise funds for thelighting project and a Holiday Club in July. Several concerts were held in Church, notably the Beckenham Concert Band, Charles Darwin Christmas Concert and concerts by other school groups. In September we held a Pakiki Theatre, a free interactive show for children aged 6-12, in the Church.
Many parishioners actively help and support the different activities at St. Marks, making it a vibrant parish church. We like to thank those engaged in serving tea & coffee, floral arrangements, the Choir including the

organists and the weekly working group for their valuable contributions. There are others engaged in fund raising, running the Toddlers Group, Messy Church & Forest Church, organising and assisting at church services. Printing and distribution of the Moving Church magazine is an important feature of our outreach. The magazine continues to be edited by Neil Walker and its current distribution is 3000, every two months. Our Garden of Remembrance provides a remarkable service to bereaved families and Jim Hallinan continues to be in charge of it. The Church work has been facilitated by Chrls Reeks, our able Administrator.

The Wardens sincerely thank all parishioners who participate and provide these services to the parish. The efforts they take to uplift the Church spiritually, to maintain a high level of fellowship, to provide interesting activity events for children in the parish and promote fund raising for important projects are invaluable.
We thank Caroline Budimir and Jerry Peacock who exceptionally served the Church as Church Wardens for 5 years, helping the Church to cope with the challenges it faced during the Covid Pandemic.

On behalf of the Parish we thank our Vicar, Alison Newman and our Evangelist Mark Newman for the excellent work they do to lead the Parish of St. Marks Biggin Hill and the RAF Chapel Biggin Hill.

Christmas at St. Marks

After 2 years, the Church was back to a normal Christmas programme and we held the following events:

- Christmas Tree Festival
- Christmas Fair
- 9 Lessons and Carols
- Blue Christmas service - of quiet reflection, for those who find Christmas difficult.
- Christmas miscellany - carols, poems, drama.
- Christmas Messy Church
- Christmas eve- two Christingle services at 3 pm and 5 pm
- 1L:30pm Midnight Communion service.
- Christmas day 10.30am Family Communion.

Below is a snapshot of St Mark's statistics for the vear 2022. Figures for 2021 are in brackets.

Baptisms	14	(14)
Weddings	-	(1)
Funerals in Church	10	(14)
Funerals elsewhere	27	(27)
All Souls service	86	(73)
Advent carol service	27	(19)
Main carol service	85	(68)
Blue Christmas	14	(not held)
Christingle services	277	(105)
Midnight Communion	44	(40)
Christmas Day	62	(39)

Garden of Remembrance
Burial of Ashes 12
Memorial Plaques 10

Patrick O'Sullivan & Rohan Perera
Church Wardens

Deanery Synod

Within the Diocese of Rochester there are 3 archdeaconries. Biggin Hill is placed within the Bromley & Bexley Archdeaconry. Within this Archdeaconry there are 5 deaneries; ours is Orpington, and St Mark's is one of 17 churches.

The Deanery Synod met twice last year. At the May meeting we heard Lord Deben (John Selwyn Gummer) talk about his role as Chairman of the UK's Independent Climate Change Committee. As a Christian, he brought us a God-perspective on the coming emergency:

- as humans we have disrupted nature and made the world unable to heal itself
- we have failed to be stewards and we have to learn that again
- we need to value God's creation

At the November meeting, we had the privilege of listening to Bishop Jonathan's vision for our Diocese as well as learning quite a lot about him. The Rt Rev Dr Jonathan Gibbs became the 108th Bishop of Rochester in September 2022. He is just stepping down as the C of E's Overall Strategic Lead on safeguarding.
Meetings are open to all. For example, my homegroup attended the talk by Lord Deben. I will publish details of forthcoming meetings so that you can benefit from this wider group.

Mark Newman

First Biggin Hill Guides

We started the year with about 15 girls.
We celebrated Chinese new year, trying out foods, making jam jar lanterns with tea-lights and giving red envelopes for good luck.

We also remembered guiding around the world for thinking day, making Guide-tingles (similar to christingles)
A orange for the world, a blue circle around it for friendship – leaving it open to receive new friends.
Adding 5 sticks for the world centres :
Our Cabana – Mexico, Our Chalet – Switzerland, Sangam – India, Kusafiri – Africa, Pax Lodge – London
Added 5 sweets for the 5 sections, Rainbows, Brownies, Guides, Rangers and Young Leaders, Adults
Added shiny tin foil for our Promise and added the guiding light. We enrolled new guides on this day, which made it a special time.

We made pancakes and started a Natural Remedies badge, looking into natural ingredients for skin care, made lavender bags.
Celebrated various saint's days, Mother's day, Easter etc.

In the summer we went to Waylands, to do some outdoor work,
Celebrating the Queen with afternoon tea, backwoods cooking, including armpit fudge. A water and games evening, a camp fire and BBQ.

Unfortunately when we went back in September we lost our older guides, leaving us with 7 girls.
We looked at Aspirations, setting mini goals, made bird feeders and celebrated World Food day.
We took the whole district to the Shrek Adventures in London, and Sea Life which was an excellent day out.
We also went to the cinema to see the new Disney film Matilda, a special screening for Girlguiding.
We made poppies for Remembrance and paraded to the Cenotaph, made Christmas Decorations and finished the year with a party.

Rosemary Spurway
Guider

Moving Church News

3000 copies of the Moving Church News are now professionally printed bi-monthly and delivered to a large proportion of roads in Biggin Hill. 53 people are involved in the distribution, including several who are not members of St. Mark's. Once again, thanks must go to them for their devotion to this task. It is an important way of helping to spread the ministry and events of our church and link St. Mark's to the local community. The majority of distributors manage to deliver within 2 weeks of publication, which helps to keep the magazine relevant in terms of dates of events. We now deliver to 77 of the roads in Biggin Hill including nearly every road in the top part.
The advertisers must also be given our support and thanks for it is the revenue from their advertisements which is a major contribution towards the cost of producing the magazine. More advertising is always welcome as the costs of printing the magazine have risen sharply in the past twelve months.
The MCN aims to be a community magazine, and there is usually a spread of articles to achieve this. However, there is always room for individuals or groups both within St. Mark's and the wider community to submit articles for publication. We have regular articles from the Residents' Association, the Biggin Hill Friends of the Parks, the Horticultural Society and the Biggin Hill Memorial Museum, but other organisations are welcome to contribute.

Neil Walker
Editor, Moving Church News.

Outreach and Mission Committee

During 2022 the Committee met in February, May, June, September, October & November. Peter Langridge joined the group.
As a result of previous discussions, Gordon Harris spoke on *Child Aid to Eastern Europe*. His presentation took place just 3 days after the Russian invasion of Ukraine.
The Committee discussed the Called to Grow presentation by Abi Hiscock. Peter Walker had logged responses by the congregation. Her long report took up a large section of several meetings, with extra input from Peter Langridge on the interdependence of church growth, church culture and community soil. One indirect result of the report was the adoption of Forest Church. Members of the Committee attended three separate training events in connection with Forest Church.

Our stand at the Biggin Hill Carnival had the theme of God's creation and our stewardship of it. We were able to engage in conversation with many passers-by, with data collected on the measures they had taken for a sustainable environmental future.
An adapted version of the C of E Church Development Tool survey was launched in October, to give a snapshot of the congregation's spiritual life and health and to give an opportunity for personal reflection. 91 questionnaires were issued, with 76 returns.
The committee also revised its Terms of Reference, taking on the role of making recommendations to PCC regarding charitable giving.

Mark Newman
Chair

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Safeguarding

The PCC formally adopted the House of Bishops "Promoting a safer church" safeguarding policy for children and vulnerable adults. There were no issues regarding safeguarding within St Mark's during 2022.

The PCC also adopted a safeguarding policy document for St Mark's at the first meeting of the PCC after the APCM on Wednesday 12th May 2022, which was signed by Revd Newman and the churchwardens and displayed prominently. This policy document was also given to all church hall hirers.

The safeguarding information on the church website was updated.

Sue Walker
Parish Safeguarding Officer

Website

We have two websites, namely www.movingchurch.org and www.achurchnearyou.com/church/9817/ which is our part of the Church of England's website.

Our church calendar is on the latter site. This is because the calendar on that site has better functionality and can be searched as part of the whole Church of England. So it could be found by someone looking for a particular type of service in a given area. This illustrates that the main purpose of our websites is to show visitors from Biggin Hill or 'the ends of the earth'; what we are like, what we are doing and attract them. It also points to our YouTube channel, Facebook page and provides a year's worth of Moving Church News.

During 2022 we had some technical problems preventing public access to www.movingchurch.org.
This was because the domain name and the website content were hosted by different organisations which did not 'talk to each other' reliably. This was resolved by moving management of our domain name to the same organisation as the content.

Our webpages continue to be updated regularly with recent photos , many taken by Mark Newman. Most pages have been redesigned following guidelines from the Church of England's Digital Labs, namely photos to illustrate the topic, concise text and suggestions of what to do next. The photos throughout the website aim

to give the message that St Mark's is a diverse group of believers. And that the church is the people not the building.

Peter Walker
Website coordinator

Welcare in Bromley

Welcare is a charity whose work is underpinned by prayer and survives because of the deep-rooted connection it has with local churches and the community that they serve. During the past year, as the cost of living continued to soar, many of the families that Welcare supports were struggling to survive. Welcare continues to offer a practical and emotional support and advice service for families with children up to the age of 13, that are experiencing temporary or long-term challenges. This support is tailored to the individual needs of the families.

Welcare in Bromley organised many events during the year to try to raise funds and also to raise awareness of their work and to encourage people to support them. Events such as Quiz Evenings, Coffee Mornings or Carol Singing in The Glades all helped raise much needed funds. Larger events included 'The Christmas Appeal' and a Rock Choir performance in Bromley in September, where the total raised was matched by Morrisons.

In November, the Annual Service of Thanksgiving, with the Deputy Mayor in attendance, was held in Bromley Parish Church. Reverend James Harratt officiated, and his theme was welcoming the outsider, with Paddington's journey from Peru illustrating this point brilliantly for the children of St Mark's Primary School choir, who sang during the service. This service, and the lunch afterwards, provided an opportunity to share information about the complexity of Welcare's family support work and some of the ways the practical support helps a family in crisis.

Heather Shannon
Welcare representative

The Parish Church of St Mark

Biggin Hill, Kent

Financial Statements of the Parochial Church Council

for the year ended 31st December 2022

Vicar	:	**Rev Alison Newman**
Treasurer	:	**Mr Don Reeks**
Independent Examiner	:	**Mr Peter Cureton-Jones FCCA**

St Mark's Biggin Hill

St Mark's Church - Biggin Hill - 1132503

Statement of Financial Activities

For the period from 01 January 2022 to 31 December 2022

	Unrestricted funds	Designated funds	Restricted funds	Endowment funds	Total funds	Prior year total funds
Income and endowments from:						
Donations and legacies	65,898	1,907	16,070	—	83,876	69,157
Income from charitable activities	22,120	—	10,679	—	32,800	34,260
Other trading activities	3,440	—	3,656	—	7,096	3,290
Investments	157	497	—	—	654	190
Other income	16,318	—	—	—	16,318	15,180
Total income and endowments from:	**107,935**	**2,404**	**30,406**	**—**	**140,746**	**122,080**
Expenditure on:						
Raising funds	5,830	—	—	—	5,830	2,858
Expenditure on charitable activities	105,628	—	13,780	—	119,408	110,450
Other expenditure	124	—	1,539	—	1,663	9,636
Total expenditure on:	**111,582**	**—**	**15,319**	**—**	**126,902**	**122,945**
Net income / (expenditure)	**(3,647)**	**2,404**	**15,086**	**—**	**13,843**	**(864)**
Transfers						
Gross transfers between funds - in	7,423	26,071	1,391	—	34,885	5,712
Gross transfers between funds - out	(25,641)	(7,853)	(1,391)	—	(34,885)	(5,712)
Net income / (expenditure)	**(21,865)**	**20,622**	**15,086**	**—**	**13,843**	**(864)**
Other recognised gains / losses						
Gains / losses on investment assets	300	—	—	—	300	—
Gains on revaluation, fixed assets, charity's own use	—	—	—	—	—	—
Net movement in funds	**(21,565)**	**20,622**	**15,086**	**—**	**14,143**	**(864)**
Reconciliation of funds						
Total funds brought forward	**17,125**	**93,193**	**45,626**	**—**	**155,944**	**156,809**
Total funds carried forward	**(4,439)**	**113,815**	**60,712**	**—**	**170,088**	**155,944**
Represented by						
Unrestricted						
General fund	8,846	—	—	—	8,846	17,125
Designated						
Church Lighting - Des	—	1,907	—	—	1,907	—
Church Repair Fund	—	37,227	—	—	37,227	32,759
Diocesan Account	—	30,368	—	—	30,368	30,190
Hall Repair Fund	—	31,025	—	—	31,025	30,242
Reserves Fund	—	—	—	—	—	—
Restricted						
Audio-visual	—	—	—	—	—	(636)
Belltower Fund	—	—	2,328	—	2,328	3,060
Bibles & Banners	—	—	—	—	—	121
Childrens Activities Grant	—	—	—	—	—	—
Church Lighting - Res	—	—	19,987	—	19,987	2,128
Hymn Books	—	—	—	—	—	295
LBB Fund	—	—	38,396	—	38,396	40,656
Margaret Howe Garden Fund	—	—	—	—	—	—

There may be minor discrepancies in the totals if the pence are not being shown

St Mark's Church - Biggin Hill - 1132503

Balance sheet (Church of England)
As at: 31 December 2022

	As at 31/12/2022	As at 31/12/2021
	£	£
Current assets		
Debtors	8,538	23,494
Cash at bank and in hand	167,821	137,297
	176,359	160,791
Liabilities		
Creditors: Amounts falling due in one year	6,270	4,847
Net current assets less current liabilities	**170,088**	**155,944**
Total assets less current liabilities	**170,088**	**155,944**
Total net assets less liabilities	**170,088**	**155,944**
Represented by		
Unrestricted		
Unrestricted - General fund	8,846	17,125
Designated		
Designated - Church Lighting - Des	1,907	—
Designated - Church Repair Fund	37,227	32,759
Designated - Hall Repair Fund	31,025	30,242
Designated - Diocesan Account	30,368	30,190
Designated - Reserves Fund	—	—
Restricted		
Restricted - Church Lighting - Res	19,987	2,128
Restricted - LBB Fund	38,396	40,656
Restricted - Hymn Books	—	295
Restricted - Bibles & Banners	—	121
Restricted - Belltower Fund	2,328	3,060
Restricted - Audio-visual	—	(636)
Restricted - Childrens Activities Grant	—	—
Restricted - Margaret Howe Garden Fund	—	—
Funds of the church	**170,088**	**155,944**

Approved by the PCC on 22nd February and signed on its behalf by:

The Revd. Alison Newman - Chair

Alison M Newman

The accompanying notes form part of these financial statements.

There may be minor discrepancies in the totals if the pence are not being shown

Notes to the Financial Statements for the year ended 31 December 2022

Accounting policies

a Accounting convention
The financial statements have been prepared in accordance with the Church Accounting Regulations 2006 together with applicable accounting standards and SORP 2015.

The financial statements have been prepared under the historical cost convention as modified by the inclusion of investments at market value and the revaluation of fixed assets. The financial statements include all transactions, assets and liabilities for which the PCC is responsible in law. They do not include the accounts of church groups that owe their affiliation to another body, nor those which are informal gatherings of church members.

b Funds accounting
Funds held by the PCC are:

Unrestricted funds - general funds which can be used for PCC ordinary purposes

Designated funds - monies set aside by the PCC out of unrestricted funds for specific future purposes or projects.

Restricted funds - a) income from trusts or endowments which may be expended only on those restricted objects provided in the terms of the trust or bequest; b) donations or grants received for a specific object or invited by the PCC for a specific object. The funds may only be expended on the specific object for which they were given. Any balance remaining unspent at the end of the year is carried forward as a balance on that fund.

Endowment funds - funds the capital of which must be maintained; only income arising from the investment of the endowment may be used, either as restricted or unrestricted funds, depending on the purpose set out in the terms of the original endowment

c Incoming resources
All incoming resources are accounted for gross.

Voluntary Income

Collections are recognised when received.
Planned giving receivable is recognised only when received.
Income tax recoverable on Gift Aid donations is recognised when the income is recognised.
Grants and legacies are recognised when the PCC is legally entitled to the amount due.

Income from investments
Dividends are accounted for when due and payable. Interest entitlements are accounted for as they accrue.

All other income
All other income is recognised when it is receivable.

Gains and losses on investments
Realised gains are recognised when the investments are sold
Unrealised gains and losses are accounted for on revaluation on 31 December.

Notes to the Financial Statements for the year ended 31 December 2022(contd.)

d *Resources used*

Resources expended are accounted for on an accruals basis and are accounted for gross.

Grants

Grants and donations are accounted for when paid over, or when awarded where the award creates a binding obligation on the PCC.

Church Activities

The diocesan parish contribution is accounted for when paid. Any parish contribution unpaid at 31 December is provided for in these accounts as an operational (though not a legal) liability and is shown as a creditor in the balance sheet.

e Fixed Assets

Tangible fixed assets

Consecrated and beneficed property of any kind is excluded from the accounts by s. 10(2) of the Charities Act 2011.

Movable church furnishing held by the Vicar and Churchwardens on special trust for the PCC and which require a faculty for disposal, are accounted as inalienable property unless consecrated. They are listed in the church's inventory which can be inspected. For inalienable property acquired prior to 2000 there is insufficient cost information available and therefore such assets are not valued in the accounts. Individual items acquired since 2000 have been capitalised in the accounts and depreciated over their useful economic life (see note (d)).

All expenditure on consecrated or beneficed buildings and individual items costing under £3000 are written off in the year they were incurred.

Depreciation

Depreciation is calculated to write down the cost of tangible fixed assets, excluding freehold properties, over their expected useful lives. The rates generally applicable are:

Fixtures and fittings	25% straight line
Computer equipment	50% straight line

No depreciation is provided on freehold property as it is the PCC's policy to maintain these assets in a continual state of sound repair. The useful economic life of these assets is so long and residual values so high that any depreciation would not be material. These assets will be subject to annual impairment reviews. Provision will be made if there has been any permanent diminution in value.

Investments

Investments are stated at market value at the balance sheet date.

f Current Assets

Amounts owing to the PCC at 31 December in respect of fees, rents or other income are shown as debtors less provision for amounts that may prove uncollectible. Short-term deposits include cash held on deposit either with the CBF Church of England Funds, or at the bank.

Analysis of income and expenditure
Selected period: 01 January 2022 to 31 December 2022

	Unrestricted	Designated	Restricted	Total This year	Total Last year
Income					
Donations and legacies					
1010 - Planned giving	46,916	—	—	46,916	47,920
1015 - One-off gift aid envelopes	55	—	—	55	379
1020 - Income tax recoverable	12,308	—	—	12,308	12,608
1030 - Collections (open plate)	5,358	—	—	5,358	5,443
1040 - Donations,appeals etc	1,261	390	11,070	12,721	2,805
1045 - Legacies	—	1,517	5,000	6,517	—
Donations and legacies Totals	65,898	1,907	16,070	83,876	69,157
Income from charitable activities					
1100 - Fees for burial of ashes	1,114	—	—	1,114	1,342
1102 - Fees for funeral services	1,740	—	—	1,740	2,299
1104 - Fees for wedding services	—	—	—	—	308
1106 - Fees for publication of banns	335	—	—	335	276
1107 - Memorial & renewal of vows	405	—	—	405	890
1108 - Services - St Georges	2,250	—	—	2,250	1,633
1109 - Weddings and funerals extras	2,316	—	—	2,316	2,374
1120 - Children & Young People	—	—	—	—	—
1125 - Holiday club	80	—	—	80	—
1130 - Toddler groups	838	—	—	838	454
1140 - Flowers	640	—	—	640	925
1210 - Book & garden of remembrance	1,540	—	—	1,540	1,680
1220 - Hall lettings	10,862	—	—	10,862	4,177
1221 - LBB Lease maintenance	—	—	10,679	10,679	17,881
1222 - Other income	—	—	—	—	20
1230 - Reserves	—	—	—	—	—
Income from charitable activities Totals	22,120	—	10,679	32,800	34,260
Other trading activities					
1050 - 100 club	780	—	—	780	870
1060 - Events - fundraising	354	—	3,656	4,011	1,658
1090 - Church magazine & literature	2,305	—	—	2,305	762
Other trading activities Totals	3,440	—	3,656	7,096	3,290
Investments					
1110 - Bank account interest	157	—	—	157	5
1115 - Church repair fund interest	—	167	—	167	63
1116 - Hall repair fund interest	—	150	—	150	52
1117 - Diocesan loan fund interest	—	178	—	178	70
Investments Totals	157	497	—	654	190
Other income					
1080 - Tower telecomms rental	13,609	—	—	13,609	15,180
1340 - Grants	2,709	—	—	2,709	—
Other income Totals	16,318	—	—	16,318	15,180
Income Grand totals	107,935	2,404	30,406	140,746	122,080

There may be minor discrepancies in the totals if the pence are not being shown

	Unrestricted	Designated	Restricted	Total This year	Total Last year
Expenditure					
Raising funds					
2200 - Church magazine & literature	5,390	—	—	5,390	2,528
2210 - 100 club	360	—	—	360	330
2220 - Events	80	—	—	80	—
Raising funds Totals	5,830	—	—	5,830	2,858
Expenditure on charitable activities					
2010 - Parish Offer	66,701	—	—	66,701	64,210
2020 - Vicarage costs	3,628	—	—	3,628	3,481
2030 - Vicar's expenses	458	—	—	458	174
2035 - Curate's expenses	—	—	—	—	—
2040 - Visiting clergy costs	428	—	—	428	360
2050 - Outreach & mission	200	—	—	200	300
2060 - Parish Administrator costs	8,860	—	—	8,860	3,890
2080 - Missionary & charitable giving	6,790	—	—	6,790	6,125
2090 - Flowers	705	—	—	705	963
2100 - Services (wafers & wine etc)	334	—	—	334	199
2110 - Organ service & repairs	—	—	—	—	—
2120 - Bells, choir & media	835	—	—	835	808
2130 - Toddlers	26	—	—	26	150
2140 - Children & young people	252	—	841	1,094	104
2150 - Holiday club	—	—	—	—	—
2160 - Insurance	2,622	—	1,540	4,163	3,965
2170 - General Maintenance	579	—	—	579	3,983
2175 - Planned Maintenance	2,023	—	280	2,303	3,744
2180 - Utilities	5,096	—	5,096	10,192	5,701
2185 - Printing & stationery	263	—	—	263	1,800
2190 - Management & Administration	2,120	—	—	2,120	2,365
2240 - Wedding & funeral payments	1,255	—	—	1,255	1,556
2400 - Hall expenses	1,907	—	6,022	7,929	5,877
2410 - Garden & book of remembrance	540	—	—	540	688
Expenditure on charitable activities Totals	105,628	—	13,780	119,408	110,450
Other expenditure					
2420 - Miscellaneous purchases	54	—	769	824	2,644
2430 - Hall repairs	—	—	—	—	780
2450 - Belltower	—	—	—	—	—
2460 - Audio	—	—	769	769	113
2470 - Bibles & Banners	—	—	—	—	128
2480 - Hymn Books	—	—	—	—	—
2490 - Elbow chairs	—	—	—	—	—
2520 - Church repairs	—	—	—	—	5,899
2525 - CCTV upgrade	—	—	—	—	—
2600 - Examiner's Fee	70	—	—	70	70
Other expenditure Totals	124	—	1,539	1,663	9,636
Expenditure Grand totals	111,582	—	15,319	126,902	122,945

There may be minor discrepancies in the totals if the pence are not being shown

St Mark's Church - Biggin Hill - 1132503

Statement of Assets and Liabilities (by fund)
As at: 31 December 2022

			Balance	Previous balance
Cash at bank and in hand				
1501: Current account - Asset				
General fund	Unrestricted		3,718.97	9,216.72
Church Lighting - Res	Restricted		19,587.68	1,878.97
Church Lighting - Des	Designated		1,907.44	—
LBB Fund	Restricted		40,545.27	28,790.13
Hymn Books	Restricted		—	295.40
Bibles & Banners	Restricted		—	121.64
Belltower Fund	Restricted		2,328.88	3,060.43
Audio-visual	Restricted		—	(636.23)
Agency collection	Restricted		1,111.00	1,377.00
			69,199.24	**44,104.06**
1504: Rochester Repair Fund Account - Asset				
Church Repair Fund	Designated		37,227.82	32,759.88
Hall Repair Fund	Designated		31,025.58	30,242.95
Diocesan Account	Designated		30,368.77	30,190.22
			98,622.17	**93,193.05**
		Cash at bank and in hand	**167,821.41**	**137,297.11**
Debtors				
Z05: Accounts Receivable - Asset				
General fund	Unrestricted		8,138.00	10,305.55
Church Lighting - Res	Restricted		400.00	250.00
LBB Fund	Restricted		—	12,939.27
			8,538.00	**23,494.82**
		Debtors	**8,538.00**	**23,494.82**
Agency accounts				
6699: Agency collections - Liability				
Agency collection	Restricted		1,111.00	1,377.00
			1,111.00	**1,377.00**
		Agency accounts	**1,111.00**	**1,377.00**
Creditors: Amounts falling due in one year				
Z04: Accounts Payable - Liability				
General fund	Unrestricted		3,010.94	2,396.85
LBB Fund	Restricted		2,148.95	1,073.32
			5,159.89	**3,470.17**
		Creditors: Amounts falling due in one year	**5,159.89**	**3,470.17**
		Grand Total	**170,088.52**	**155,944.76**

St Mark's Church - Biggin Hill - 1132503

Fund movement summary
Selected period: 01 January 2022 to 31 December 2022

Fund	Fund Balances brought forward	Incoming Resources	Outgoing Resources	Transfers	Gains and Losses	Journal Enties	Fund balances Carried forward
General - General fund	17,125	107,935	111,582	(4,932)	—	300	8,846
CLR - Church Lighting - Res	2,128	17,441	—	417	—	—	19,987
CLD - Church Lighting - Des	—	1,907	—	—	—	—	1,907
C-repair - Church Repair Fund	32,759	167	—	4,300	—	—	37,227
H-repair - Hall Repair Fund	30,242	150	—	632	—	—	31,025
DLA - Diocesan Account	30,190	178	—	—	—	—	30,368
LBB - LBB Fund	40,656	10,679	12,938	—	—	—	38,396
HB - Hymn Books	295	—	—	(295)	—	—	—
BB - Bibles & Banners	121	—	—	(121)	—	—	—
Belltower - Belltower Fund	3,060	—	—	(731)	—	—	2,328
AV - Audio-visual	(636)	674	769	731	—	—	—
CAG - Childrens Activities Grant	—	841	841	—	—	—	—
MH - Margaret Howe Garden Fund	—	769	769	—	—	—	—
Reserves - Reserves Fund	—	—	—	—	—	—	—
Totals	**155,944**	**140,746**	**126,902**	**—**	**—**	**300**	**170,088**

There may be minor discrepancies in the totals if the pence are not being shown

THE PAROCHIAL CHURCH COUNCIL OF THE ECCLESIASTICAL PARISH OF ST. MARK, BIGGIN HILL

England & Wales - Charity number 1132503

Accounts

The Parish Church of
ST MARK
Biggin Hill, Kent

Annual Report

and

Financial Statements

of the

Parochial Church Council

For the year ended
31st December 2021

Table of Contents

Administrative information 3
Structure, Governance and Management 4
Objectives and Activities 4
Financial Review 5
Independent Examiner's Report to the PCC of St Mark's Biggin Hill 6
Fabric Report 7
Supplementary Reports 8
- Baby and Toddler Group 8
- Choir and Music Group 8
- Churchwardens 9
- Deanery Synod 10
- Moving Church News 11
- Outreach and Mission Committee 11
- Safeguarding 12
- Website 12
- Welcare in Bromley 13

Financial Statements ..... Pages 1 to 8

Administrative information

St Mark's Church is situated in Church Road, Biggin Hill, Kent. It is part of the Diocese of Rochester within the Church of England. The correspondence address is:
St Mark's Parish Office, 10 Church Road, Biggin Hill, Kent TN16 3LB.
Tel.: 01959 577816 Email: admin@movingchurch.org
The Parochial Church Council (PCC) is a registered charity - Reg. No. 1132503.
During the year, the following served as members of the PCC:

Incumbent	The Revd. Alison Newman	
Reader	Mark Newman (ex officio)	
Wardens	Caroline Budimir	Elected until May 2022
	Jeremy Peacock	Elected until May 2022
PCC Treasurer	Don Reeks	
PCC Secretary	Sue Walker	Co opted
Deanery Synod Reps.	The Revd. Alison Newman	
	Mark Newman (ex officio)	Elected until April 2023
	Rohan Perara (ex officio)	Elected until April 2023
PCC Elected Members	Lynn Hussey	Elected 2019-2022
	Anne Nash	Elected 2019-2022
	Don Reeks	Elected 2019-2022
	Andrew Scott	Elected 2019-2022
	David Shannon	Elected 2019-2022
	Bahram Ghaemmaghami	Elected 2020-2023
	Jo Hussey	Elected 2020-2023
	Peter Walker	Elected 2020-2023
	Andrew MacFarlane	Elected 2021-2024
	Patrick O'Sullivan	Elected 2021-2024
	Stephanie Peacock	Elected 2021-2024
	Judy Sharp	Elected 2021-2024

Bankers:
National Westminster Bank
12 Station Road East
Oxted, Surrey RH8 0PR

Independent Examiner:
Mr Bob Wilkinson
324 Main Road
Westerham, Kent TN16 2HL

Structure, Governance and Management

The method of appointment of PCC members is set out in the Church Representation Rules. All Church attendees are encouraged to register on the Electoral Roll and stand for election to the PCC.

The PCC operates through a number of committees, which meet between full meetings of the PCC:

Standing Committee
This is the only Committee required by law. It has power to transact the business of the PCC between its meetings, subject to any directions given by the PCC.

Finance Committee
Oversees the general financial dimension of the work of St Mark's by monitoring income and expenditure, budgeting and co-ordinating the annual review of the Christian Stewardship of money through planned giving.

Fabric and Hall Management Committee
Attends to matters relating to the stewardship of plant, such as the Church buildings and fabric, the churchyard and bell tower. Deals with matters relating to the administration and management of the hall and makes recommendations for major expenditure or changes to the current procedures, where necessary**.**

Outreach and Mission Committee
This committee deals with all aspects of mission and outreach relating to the church.

Objectives and Activities

St Mark's PCC has the responsibility of co-operating with the incumbent, in promoting in the ecclesiastical parish the whole mission of the Church, pastoral, evangelistic, social, and ecumenical. It also has maintenance responsibilities for the Church Centre complex of St Mark's, Church Road, Biggin Hill. The main activities of the PCC are provision of church services, baptisms, weddings, funerals, youth and children's work, outreach, and teaching adults through weekly home groups.

Church attendance
There were 131 parishioners on the Electoral Roll on 31.12.20. On 31st December 2021 there were 127 parishioners on the Electoral Roll.

Financial Review

I am pleased to report another good year. This was how I began my review for 2020 and from a financial point of view it is true for 2021. Comparisons with 2020 figures look reasonable, however figures for both years has been significantly affected by Covid.

The following totals for the General Fund 2019, 2020 and 2021 demonstrate this:

Income:
£101,859 (2021) £94,730 (2020) £131,759 (2019)

Expenditure:
£104,362 (2021) £95,527 (2020) £114,843 (2019)

Giving has dropped a little over the 3 years but the major element is 'income from church activities' (which includes hall lettings), as follows:

£16,379 (2021) £9,593 (2020) £28,268 (2019)

As the figures show we are now moving in the right direction and have some way to go however I think the future looks bright.

I thought I would take the opportunity to inform you of some other activities undertaken by the Treasurer which take place each year. Apart from providing the Diocese with a full set of accounts are the following:

- Provide a full set of accounts to the Charities Commission.
- Annual online submission of financial information to the Church of England.
- Quarterly analysis and breakdown of fees to the Diocese.
- In respect of Biggin Hill Community Association's use of the church hall as a day centre, submit an analysis of costs to Bromley Council and carry out negotiations to agree maintenance charges for the following year.
- Maintain St Mark's data on the Charities Commission website with changes in St Mark's trustees etc.
- Consolidation of data (giving and donations) for submission to HMRC for gift aid recovery.

Thanks to Peter Walker for recording the giving through the envelope system, and with my input for regular giving and donations, produce the final report for submission to HMRC. Also, thanks to the Parish Administrator, Christine Reeks, for the clear and accurate recording of the various monetary transactions that are processed through the Parish Office.

Don Reeks
Treasurer

INDEPENDENT EXAMINER'S REPORT TO THE TRUSTEES OF ST MARK'S PCC, BIGGIN HILL

I report on the accounts of the church for the year ended 31 December 2021 which are set out on pages 1 - 8.

Respective Responsibilities of Trustees and Examiner

The church's trustees are responsible for the preparation of the accounts. The church's trustees consider that an audit is not required for this year under section 144(2) of the Charities Act 2011 (the 2011 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 Act); 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 also includes consideration of any unusual items or disclosures in the accounts and seeking explanations 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 no opinion is given as to whether the accounts present a 'true and fair view' and the report is limited to those matters set out in the statement below.

Independent examiner's statement

In connection with my examination, no matter has come to my attention:

1. which gives me reasonable cause to believe that in any material respect the requirements
   - to keep accounting records in accordance with section 130 of the 2011 Act; and
   - to prepare accounts which accord with the accounting records and comply with the accounting requirements of the 2011 Act have not been met; or

2. to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.

R. T. Wilkinson

Mr R.T. WILKINSON

Dated: 29th March 2022

Fabric Report

The activities of the committee have seen a marked increase in workload this year which I have summarised below:

Works Team

The works team have been busy throughout the year carrying out inspections around the building, recording the statutory alarm test and maintaining equipment etc., as well as the many general maintenance items as and when they arise.

Quinquennial Reports

We have continued to review the Quinquennial reports on the Church and Hall buildings, from 20th July 2020. The committee has separated the items of work identified into two sections, those we can undertake ourselves within the Works Team, and those that will need Professional Contractor input. We are in the process of engaging our Quinquennial Architects, Thomas Ford and Partners, to draw up a schedule of works sufficient to tender the works to building contractors for the more urgent matters.

Tower

There have been several issues relating to water ingress in the tower, partly due to the roof drain and partly due to ingress through the brickwork. The bells and bell frames have been regularly inspected and are in good working order.

Projects

Church Lighting:

As many of you will know, due to changes in legislation it is becoming increasing difficult to maintain and replace broken fittings and bulbs. We have approached a lighting consultant to review our building and provide a scheme design to replace the whole installation with new LED technology. This is in early stages, and we hope to see a significant step forward over this coming year.

Hall Roof / Ceilings

The Church Hall roof is in poor condition and is in need for substantial repairs. Working with the Architect, it is planned to refurbish the roof and replace the existing bitumen felt covering and ply deck. The committee is also aware of a problem with the echo in the hall. We are planning to refurbish the hall with a new suspended ceiling and LED lighting to improve the acoustic attenuation and thermal retention

Telecoms

There has been a lot of dialogue with the many Telecoms companies using the Church grounds and Tower. New equipment and cable runs have been proposed and the committee, along with the PCC, are in negotiations regarding wayleave agreements. We hope to have these matters resolved very soon.

Once again, I would like to take this opportunity to thank our Works Team, Pat O'Sullivan, Mark Newman and Vic Fowler for their maintenance work together with Don Reeks who has overseen so much of the contracted works for the building. My thanks extend to the whole committee for help and guidance who also share the duties and responsibilities. I look forward to continuing the work into the new Church year.

Andrew Scott
Chair of the Fabric Committee

Supplementary Reports

Baby and Toddler Group

It has been a somewhat different year. At various times due to the ongoing pandemic we have had to close Toddlers. Thanks go to Pauline, Sue, Jen and Jan. Thanks also goes to David who helps to set up at the beginning of the session and to pack away at the end. This year we didn't open Toddlers again until September when we put various safety measures in place. We opened windows and doors , had hand gel available and moved the seats apart. We bought wrapped biscuits and sugar sticks. We decided not to sing at the end of the morning and didn't put out soft toys and the play houses and tunnels where the children would come into close contact with others.

Our numbers continue to fluctuate on a week to week basis. Since September we have had 80 adults through the doors with their children. We had a good start to the term but in November our numbers started to fall There are a few regulars. We had planned to have two Christmas parties but the numbers signing up were so low that we decided on one. However due to the rising cases of COVID in the area we closed toddlers at the end of November so did not hold a party this year.

Chris Dilling
Leader of the Baby & Toddler Group

Choir and Music Group

2021 was a strange year for music and singing in St Mark's! To begin with there was no music or singing because of the lockdown even though we were able to attend church. Then towards the end of February it was suggested that a small group of singers could sing 2 songs at the Offertory and during Communion – this was socially distanced singing with accompaniment from the keyboard. The 10.30am Parish Eucharist was being streamed and to hear the songs, on this streaming, it was important to have singers using microphones. Singers from the Choir supplemented the singers from the Music Group and were rostered to support this part of worship.

The first All Age Worship in over a year, took place in May and it was a delight to restart these services and eventually to have the congregation singing along even though it was behind masks! From August, John Williams was able to start playing the organ again to accompany singing on Sundays and it was a joy to be able to have that accompaniment along with the keyboard. In September, the first joint singing practice with all singers from the Choir and Music Group took place and continued monthly with new songs being learned and introduced into All Age Worship and then into Parish Eucharist services. A combined group of singers led the singing at the Carol Service and the Christmas Miscellany. Sincere thanks go to all singers who have given their time to push forward this important aspect of our worship at St Mark's.

Chris Walker
St Mark's Music Group

Churchwardens

The 2021 Liturgical year came and went as regular as any normal year. Unfortunately, things can't be said for the pandemic! On the 4th of January 2021 the Prime Minister announced a further national lock down advising people to stay at home due to the new COVID Delta variant that was overwhelming the NHS. Fortunately, places of worship were able to remain open, but with a caveat that one could only attend with your household. St Mark's continued to deliver services within the guidelines of "Hands", "Face" and "Space" and the continuation of our existing and well organised "safe systems" practice. Throughout this year most services were live streamed by our excellent technical team Pat, Andrew, and Mark. Understandably attendance figures did reduce whilst many church members opted for the safety of live streaming.

Early March saw the start of the Government's slow and cautious 4 step road map offering a route back to a less restrictive life and the potential to a more normal existence. On receipt of that news St Mark's held a National Day of Reflection on 23rd March. This was an opportunity to remember all those who had died during the past year. Ribbons were hung on the tree in the church grounds by those who had been bereaved both recently and historically. The service was held outside and was well attended which clearly resonated with the Biggin Hill community.

Spring was upon us, and church attendance grew as did the Church's garden beds. Three successful gardening sessions took place with no shortage of volunteers keen to be in the fresh air with plenty of social interaction and refreshments plus two sessions of window cleaning!

COVID began to settle as the vaccination programme rolled out. This provided the confidence of parishioners to re-engage. A small music group was reinstated along with the organist, and hymns could be sung albeit wearing masks, but what a lift to one's mindset and another step towards normality.

On the 9th of April 2021 the death of The Duke of Edinburgh was announced by the Royal Family saying he had "died peacefully" that morning at Windsor Castle. The Queen mourned for eight days whilst the funeral was arranged. St Mark's Church opened its doors for the community to pay their respects. In the nave a photograph was displayed alongside a book of remembrance for signing.

The roll out of vaccinations continued with traditional services and church life becoming more stable. Home groups were able to meet face to face, baptisms increased and numbers at weddings and funerals relaxed. The Biggin Hill Carnival was held on Saturday 4th September. This was the first public/community event allowed to be staged since COVID lockdowns. St Mark's provided a stall, and it was obvious from the crowds the community were enjoying their freedom once more. Our stall was well frequented by people who were then asked for their views on "How the Pandemic changed their life". Their opinions were then collated by Peter Walker and the results can be read in The Moving Church News (MCN – Oct-Nov 2021) An excellent community outreach idea.

As autumn and the Advent season approached, the emergence of a new COVID variant arrived -Omicron, more virulent but less debilitating. Nonetheless, this did not curtail the many events that took place. The season began with the Christmas Tree Festival and Fayre along with a concert by the Beckenham Concert Band. By now Omicron was gathering momentum but thankfully a large proportion of the country and certainly many of St Mark's congregation had received their booster jab. The remainder of the Christmas season saw all the

traditional St Mark's services happen; nine Lessons and Carols, a Christmas Miscellany, two Christingle services, Midnight Mass and of course the Christmas Day family communion service.
2021, yet another year of the pandemic and restrictive measures in place. But hope is on the horizon as scientists get to grips with the virus – it is something we will all have to live with in the future as we do with influenza.

Below is a snapshot of St Mark's statistics for the year 2021. Figures for 2020 are in brackets.

Number of Services:

Baptisms	14 (3)
Weddings	1 (1)
Funerals in Church	14 (6)
Funerals elsewhere	27 (34)

Numbers attending:

All Souls Service	73 (89)
Advent Carol Service	19 (42)
Main Carol Service	68 (no service held)

Caroline Budimir and Jerry Peacock
Church Wardens

Deanery Synod

Two Deanery Synod meetings were held up to 31st December 2021 since the last APCM. These two meetings were on 13th July 2021at All Saints Church Orpington, in person and on Zoom and the other on 18th November 2021 on Zoom only.

Meeting on 13th July
The meeting was presided by Rev George Rogers and Rev John Musson preached. A quick update on the Growth Enablers and Call to Grow was given by Rev John Musson. He mentioned that lots of parishes had been in touch with Abi Hiscock who is leading this project.

The Deanery Treasurer Steve McCann informed that the finances of the Deanery Synod are in a satisfactory state. He did not expect any immediate change as there are no future plans for expenditure by the Deanery Synod (apart from the refreshments for Synod meetings).

Rev Jane Winter gave an informative and interesting presentation on Living in Love & Faith. The video recording of the presentation and questions and answers is available on YouTube by following the link https://youtu.be/proPzPday80

The meeting agreed to make the following appointments: Steve McCann would remain as Treasurer, Andy Goddard as Chair and Lesley Birse as Secretary.

In the reporting period, elections were held for the next 5 years to elect 4 proctors to the House of Clergy and 4 members to the House of Laity of the Diocesan Synod. The elections were held by electronic ballot during the period 17/09/2021 and 08/10/2021. The ballot closed on the last date, 8th October and the elections were finalised immediately thereafter.

Meeting on 18th November

The main discussion at this meeting was on the Diocesan Synod Report. Important aspects of the report are:

1. The 2022 Budget of the Diocese forecasts a deficit of £1.54 million.
2. It was informed that the New Diocesan website is live and more user friendly.
3. The appointment of a new Bishop is expected to take more time and the expectation is that the new Bishop will take up post only in the latter part 2022.
4. It was announced that Archdeacon Paul Wright is stepping down in February 2022. The present thinking is that the new Bishop will decide on the new Archdeacon. In the meantime, an interim appointment to be made.

Since then, Rev Katrina Crawford Barnes has been appointed as Interim Part- time Archdeacon

Rohan Perera
Deanery Synod Rep

Moving Church News

2,600 copies of the Moving Church News are now professionally printed bi-monthly and delivered to a large proportion of roads in Biggin Hill. 46 people are involved in the distribution, and once again, thanks must go to them for their devotion to this task. It is an important way of helping to spread the ministry and events of our church. The majority of distributors manage to deliver within 2 weeks of publication, which helps to keep the magazine relevant in terms of dates of events. We cover about 72 of the roads in Biggin Hill including nearly every road in the top part.

The advertisers must also be given our support and thanks for it is the revenue from their advertisements which is a major contribution towards the cost of producing the magazine. More advertising is always welcome as the costs of printing the magazine have risen sharply recently.

The MCN aims to be a community magazine, and there is usually a spread of articles to achieve this. However, there is always room for individuals or groups both within St. Mark's and the wider community to submit articles for publication. We have regular articles from the Residents' Association, the Biggin Hill Friends of the Parks, the Horticultural Society and the Biggin Hill Memorial Museum.

Neil Walker
Editor, Moving Church News.

Outreach and Mission Committee

The Outreach and Mission Committee met three times in 2021, starting with a fresh canvas with no previous matters arising.

The National Day of Reflection on 23 March was attended by about 100 people and met a genuine need in the Community. One of the Residents' Association took the initiative and distributed over 20 copies of the Hope magazines which had been intended for people to pick up!

Christianity Explored ran online in February / March with 8 participants, including three from outside St Mark's.
Our Post Pandemic Post-Its stall at the Biggin Hill Carnival in September gave us a great opportunity to engage with about 70 passers-by. Nearly all our conversations were positive. Peter Walker analysed the written feedback and produced an article for the MCN.

The Christmas Tree Festival was successfully combined with a cut down version of the Christmas Fair. The attendance of the Fairchildes School choir generated a real buzz, all this being achieved just days before Covid struck similar events.

We have made a start on producing some one minute testimonies which will be posted on YouTube. We will make the congregation aware of these before they go online.

We welcomed Cordelia Perera to the Committee. In all we do, we are seeking to move forward with God and make Christ known.

Mark Newman
Chair of the Outreach & Mission Committee

Safeguarding

The PCC formally adopted the House of Bishops "Promoting a safer church" safeguarding policy for children and vulnerable adults.. There were no issues regarding safeguarding within St Mark's during 2021.

The PCC also adopted a safeguarding policy document for St Mark's at the meeting on Wednesday 9th June 2021, which was signed by Revd Newman and the churchwardens and displayed prominently. The safeguarding information on the church website was updated.

During the year, it was still necessary to take precautions against Covid. Although rules were relaxed a little, keeping everyone safe was still our top priority.

Sue Walker
Parish Safeguarding Officer

Website

We have two websites, namely www.movingchurch.org and www.achurchnearyou.com/church/9817/ which is our part of the Church of England's website. Some statistics for 2021 are in the table below.

Total number of webpage views for www.movingchurch.org was and for www.achurchnearyou.com/church/9817/ it was	10513 views 9466 views
Within the 10513 views, the most popular pages were: • Home page • Services and events • News (for downloading Moving Church News)	 5370 views 1152 views 578 views

Visitors to www.movingchurch.org on average viewed at least 2 pages per visit Average bounce rate (i.e. visitor leaves page immediately) was A bounce rate of 26 to 40% is considered excellent Average time on a webpage was This includes the 45% who didn't stay long. So well over half website visitors spend some time studying a page	 45% 65 seconds
What devices do people use to view www.movingchurch.org? Phone Desktop or laptop Tablet Previously there were more tablet users. Phone users are now in a clear majority.	 54% 39% 17%

Our webpages have been updated with recent photos , many taken by Mark Newman. Most pages have been redesigned following guidelines from the Church of England's Digital Labs, namely photos to illustrate the topic, concise text and suggestions of what to do next.

The collage of church members on the homepage gives the message that St Mark's is a diverse group of believers. And that the church is the people not the building.

Peter Walker

Welcare in Bromley

Welcare in Bromley continues to help children up to the age of 13, and their parents, that require support, in the borough of Bromley. It now operates from Community House (the old magistrates building) in Bromley. The new premises has opened up opportunities for talks with other like-minded charities situated in the same building and an opportunity to share resources.

During the past year, many fundraising events have had to be cancelled or postponed because of COVID, resulting in donations being much less than in previous years. One event that did take place, however, was Parish Representatives and friends, wearing masks, Carol Singing in the Glades.

Many families experienced unprecedented challenges during the COVID crisis. Families who had never faced financial difficulties were affected by job losses and illness. At Christmas, supporters and churches were asked to donate money to Welcare's 'Families in Crisis' appeal, rather than donate toys to Welcare. This was so that the funding received could be used flexibly. A family could be given vouchers from their nearby supermarket and parents could choose which items to buy. Welcare has sometimes even had to use funding to buy bedding, pay transport costs or hire a van to help a family leave an abusive domestic situation. It has also sourced laptops for children being home-schooled and worked closely with voluntary sector partners to ensure support has been targeted where it was most needed.

Heather Shannon
St Mark's Parish Rep for Welcare in Bromley

The Parish Church of St Mark

Biggin Hill, Kent

Financial Statements

of the

Parochial Church Council

for the year ended 31st December 2021

Vicar	**:**	**Rev Alison Newman**
Treasurer	**:**	**Mr Don Reeks**
Independent Examiner	**:**	**Mr Bob Wilkinson**

St Mark's Biggin Hill

St Mark's Church - Biggin Hill - 1132503

Statement of Financial Activities

For the period from 01 January 2021 to 31 December 2021

	Unrestricted funds	Designated funds	Restricted funds	Total funds	Prior year total funds
Income:					
Donations and legacies	68,182	—	975	69,157	75,388
Income from charitable activities	16,379	—	17,881	34,260	31,051
Other trading activities	2,111	—	1,178	3,290	2,176
Investments	5	185	—	190	353
Other income	15,180	—	—	15,180	12,037
Total income from:	**101,859**	**185**	**20,035**	**122,080**	**121,007**
Expenditure on:					
Raising funds	2,858	—	—	2,858	1,371
Expenditure on charitable activities	101,223	744	8,483	110,450	101,099
Other expenditure	281	6,679	2,676	9,636	7,452
Total expenditure on:	**104,362**	**7,423**	**11,159**	**122,945**	**109,923**
Net income / (expenditure)	**(2,503)**	**(7,237)**	**8,875**	**(864)**	**11,084**
Transfers					
Gross transfers between funds - in	—	5,712	—	5,712	36,535
Gross transfers between funds - out	(5,712)	—	—	(5,712)	(36,535)
Net income / (expenditure)	**(8,215)**	**(1,525)**	**8,875**	**(864)**	**11,084**
Other recognised gains / losses					
Gains / losses on investment assets	—	—	—	—	—
Gains on revaluation, fixed assets, charity's own use	—	—	—	—	—
Net movement in funds	**(8,215)**	**(1,525)**	**8,875**	**(864)**	**11,084**
Reconciliation of funds					
Total funds brought forward	**25,340**	**94,718**	**36,750**	**156,809**	**145,725**
Total funds carried forward	**17,125**	**93,193**	**45,626**	**155,944**	**156,809**
Represented by					
Unrestricted					
General fund	17,125	—	—	17,125	25,340
Designated					
Church Repair Fund	—	32,759	—	32,759	35,039
Diocesan Loan Account	—	30,190	—	30,190	30,120
Hall Repair Fund	—	30,242	—	30,242	29,558
Restricted					
Audio-visual	—	—	(636)	(636)	1,727
Belltower Fund	—	—	3,060	3,060	3,060
Bibles & Banners	—	—	121	121	409
Church Lighting	—	—	2,128	2,128	—
Hymn Books	—	—	295	295	295
LBB Fund	—	—	40,656	40,656	31,257

There may be minor discrepancies in the totals if the pence are not being shown

Balance sheet (Church of England)
As at: 31 December 2021

	As at 31/12/2021	As at 31/12/2020
	£	£
Current assets		
Debtors	23,494	12,792
Cash at bank and in hand	137,297	146,178
	160,791	158,970
Liabilities		
Creditors: Amounts falling due in one year	4,847	2,160
Net current assets less current liabilities	**155,944**	**156,809**
Total assets less current liabilities	**155,944**	**156,809**
Total net assets less liabilities	**155,944**	**156,809**
Represented by		
Unrestricted		
Unrestricted - General fund	17,125	25,340
Designated		
Designated - Church Repair Fund	32,759	35,039
Designated - Hall Repair Fund	30,242	29,558
Designated - Diocesan Loan Account	30,190	30,120
Designated - Reserves Fund	—	—
Restricted		
Restricted - LBB Fund	40,656	31,257
Restricted - Belltower Fund	3,060	3,060
Restricted - Hymn Books	295	295
Restricted - Bibles & Banners	121	409
Restricted - Church Lighting	2,128	—
Restricted - Audio-visual	(636)	1,727
Funds of the church	**155,944**	**156,809**

Approved by the PCC on 30th March 2022 and signed on its behalf by: -

A m Newman

The Rev'd Alison Newman – Chair

The accompanying notes from part of these financial statements

There may be minor discrepancies in the totals if the pence are not being shown

Notes to the Financial Statements for the year ended 31 December 2021

Accounting policies

a Accounting convention
The financial statements have been prepared in accordance with the Church Accounting Regulations 2006 together with applicable accounting standards and SORP 2015.

The financial statements have been prepared under the historical cost convention as modified by the inclusion of investments at market value and the revaluation of fixed assets. The financial statements include all transactions, assets and liabilities for which the PCC is responsible in law. They do not include the accounts of church groups that owe their affiliation to another body, nor those which are informal gatherings of church members.

b Funds accounting
Funds held by the PCC are:

Unrestricted funds - general funds which can be used for PCC ordinary purposes

Designated funds - monies set aside by the PCC out of unrestricted funds for specific future purposes or projects.

Restricted funds - a) income from trusts or endowments which may be expended only on those restricted objects provided in the terms of the trust or bequest; b) donations or grants received for a specific object or invited by the PCC for a specific object. The funds may only be expended on the specific object for which they were given. Any balance remaining unspent at the end of the year is carried forward as a balance on that fund.

Endowment funds - funds the capital of which must be maintained; only income arising from the investment of the endowment may be used, either as restricted or unrestricted funds, depending on the purpose set out in the terms of the original endowment

c Incoming resources
All incoming resources are accounted for gross.

Voluntary Income

Collections are recognised when received.
Planned giving receivable is recognised only when received.
Income tax recoverable on Gift Aid donations is recognised when the income is recognised.
Grants and legacies are recognised when the PCC is legally entitled to the amount due.

Income from investments
Dividends are accounted for when due and payable. Interest entitlements are accounted for as they accrue.

All other income
All other income is recognised when it is receivable.

Gains and losses on investments
Realised gains are recognised when the investments are sold
Unrealised gains and losses are accounted for on revaluation on 31 December.

Notes to the Financial Statements for the year ended 31 December 2021(contd.)

d ***Resources used***

Resources expended are accounted for on an accruals basis and are accounted for gross.

Grants

Grants and donations are accounted for when paid over, or when awarded where the award creates a binding obligation on the PCC.

Church Activities

The diocesan parish contribution is accounted for when paid. Any parish contribution unpaid at 31 December is provided for in these accounts as an operational (though not a legal) liability and is shown as a creditor in the balance sheet.

e Fixed Assets

Tangible fixed assets

Consecrated and beneficed property of any kind is excluded from the accounts by s. 10(2) of the Charities Act 2011.

Movable church furnishing held by the Vicar and Churchwardens on special trust for the PCC and which require a faculty for disposal, are accounted as inalienable property unless consecrated. They are listed in the church's inventory which can be inspected. For inalienable property acquired prior to 2000 there is insufficient cost information available and therefore such assets are not valued in the accounts. Individual items acquired since 2000 have been capitalised in the accounts and depreciated over their useful economic life (see note (d)).

All expenditure on consecrated or beneficed buildings and individual items costing under £3000 are written off in the year they were incurred.

Depreciation

Depreciation is calculated to write down the cost of tangible fixed assets, excluding freehold properties, over their expected useful lives. The rates generally applicable are:

Fixtures and fittings	25% straight line
Computer equipment	50% straight line

No depreciation is provided on freehold property as it is the PCC's policy to maintain these assets in a continual state of sound repair. The useful economic life of these assets is so long and residual values so high that any depreciation would not be material. These assets will be subject to annual impairment reviews. Provision will be made if there has been any permanent diminution in value.

Investments

Investments are stated at market value at the balance sheet date.

f Current Assets

Amounts owing to the PCC at 31 December in respect of fees, rents or other income are shown as debtors less provision for amounts that may prove uncollectible. Short-term deposits include cash held on deposit either with the CBF Church of England Funds, or at the bank.

Analysis of income and expenditure
Selected period: 01 January 2021 to 31 December 2021

	Unrestricted	Designated	Restricted	Total This year	Total Last year
Income					
Donations and legacies					
1010 - Planned giving	47,920	—	—	47,920	49,517
1015 - One-off gift aid envelopes	379	—	—	379	898
1020 - Income tax recoverable	12,608	—	—	12,608	13,016
1030 - Collections (open plate)	5,443	—	—	5,443	3,131
1040 - Donations,appeals etc	1,830	—	975	2,805	8,825
Donations and legacies Totals	68,182	—	975	69,157	75,388
Income from charitable activities					
1100 - Fees for burial of ashes	1,342	—	—	1,342	492
1102 - Fees for funeral services	2,299	—	—	2,299	1,537
1104 - Fees for wedding services	308	—	—	308	252
1106 - Fees for publication of banns	276	—	—	276	76
1107 - Memorial & renewal of vows	890	—	—	890	—
1108 - Services - St Georges	1,633	—	—	1,633	1,074
1109 - Weddings and funerals extras	2,374	—	—	2,374	1,666
1130 - Toddler groups	454	—	—	454	547
1140 - Flowers	925	—	—	925	385
1210 - Book & garden of remembrance	1,680	—	—	1,680	645
1220 - Hall lettings	4,177	—	—	4,177	2,919
1221 - LBB Lease maintenance	—	—	17,881	17,881	21,333
1222 - Other income	20	—	—	20	125
Income from charitable activities Totals	16,379	—	17,881	34,260	31,051
Other trading activities					
1050 - 100 club	870	—	—	870	870
1060 - Fairs & other fundraising events	479	—	1,178	1,658	376
1090 - Church magazine & literature	762	—	—	762	930
Other trading activities Totals	2,111	—	1,178	3,290	2,176
Investments					
1110 - Bank account interest	5	—	—	5	38
1115 - Church repair fund interest	—	63	—	63	108
1116 - Hall repair fund interest	—	52	—	52	86
1117 - Diocesan loan fund interest	—	70	—	70	120
Investments Totals	5	185	—	190	353
Other income					
1080 - Tower telecomms rental	15,180	—	—	15,180	12,037
Other income Totals	15,180	—	—	15,180	12,037
Income Grand totals	101,859	185	20,035	122,080	121,007

There may be minor discrepancies in the totals if the pence are not being shown

	Unrestricted	Designated	Restricted	Total This year	Total Last year
Expenditure					
Raising funds					
2200 - Church magazine & literature	2,528	—	—	2,528	831
2210 - 100 club	330	—	—	330	360
2220 - Events	—	—	—	—	180
Raising funds Totals	2,858	—	—	2,858	1,371
Expenditure on charitable activities					
2010 - Parish Offer	64,210	—	—	64,210	62,520
2020 - Vicarage costs	3,481	—	—	3,481	3,288
2030 - Vicar's expenses	174	—	—	174	473
2035 - Curate's expenses	—	—	—	—	429
2040 - Visiting clergy costs	360	—	—	360	198
2050 - Outreach & mission	300	—	—	300	1,035
2060 - Parish Administrator costs	3,890	—	—	3,890	5,306
2080 - Missionary & charitable giving	6,125	—	—	6,125	5,255
2090 - Flowers	963	—	—	963	260
2100 - Services (wafers & wine etc)	199	—	—	199	185
2120 - Bells, choir & media	808	—	—	808	143
2130 - Toddlers	150	—	—	150	32
2140 - Children & young people	104	—	—	104	343
2160 - Insurance	2,498	—	1,467	3,965	4,286
2170 - General Maintenance	3,239	744	—	3,983	1,154
2175 - Planned Maintenance	2,880	—	863	3,744	3,745
2180 - Utilities	4,111	—	1,590	5,701	5,988
2185 - Printing & stationery	1,800	—	—	1,800	1,223
2190 - Management & Administration	2,365	—	—	2,365	2,156
2240 - Wedding & funeral payments	1,556	—	—	1,556	820
2400 - Hall expenses	1,315	—	4,562	5,877	1,960
2410 - Garden & book of remembrance	688	—	—	688	293
Expenditure on charitable activities Totals	101,223	744	8,483	110,450	101,099
Other expenditure					
2420 - Miscellaneous purchases	211	—	2,433	2,644	—
2430 - Hall repairs	—	780	—	780	—
2450 - Belltower	—	—	—	—	526
2460 - Audio	—	—	113	113	3,407
2470 - Bibles & Banners	—	—	128	128	34
2520 - Church repairs	—	5,899	—	5,899	—
2525 - CCTV upgrade	—	—	—	—	3,413
2600 - Examiner's Fee	70	—	—	70	70
Other expenditure Totals	281	6,679	2,676	9,636	7,452
Expenditure Grand totals	104,362	7,423	11,159	122,945	109,923

There may be minor discrepancies in the totals if the pence are not being shown

St Mark's Church - Biggin Hill - 1132503

Statement of Assets and Liabilities (by fund)
As at: 31 December 2021

			Balance	Previous balance
Cash at bank and in hand				
1501: Current account - Asset				
General fund	Unrestricted		9,216	18,385
LBB Fund	Restricted		28,790	26,860
Belltower Fund	Restricted		3,060	3,060
Hymn Books	Restricted		295	295
Bibles & Banners	Restricted		121	409
Church Lighting	Restricted		1,878	—
Audio-visual	Restricted		(636)	1,377
Agency collection	Restricted		1,377	1,071
			44,104	**51,460**
1504: Rochester Repair Fund Account - Asset				
Church Repair Fund	Designated		32,759	35,039
Hall Repair Fund	Designated		30,242	29,558
Diocesan Loan Account	Designated		30,190	30,120
			93,193	**94,718**
		Cash at bank and in hand	**137,297**	**146,178**
Debtors				
Z05: Accounts Receivable - Asset				
General fund	Unrestricted		10,305	7,500
LBB Fund	Restricted		12,939	4,942
Church Lighting	Restricted		250	—
Audio-visual	Restricted		—	350
			23,494	**12,792**
		Debtors	**23,494**	**12,792**
Agency accounts				
6699: Agency collections - Liability				
Agency collection	Restricted		1,377	1,071
			1,377	**1,071**
		Agency accounts	**1,377**	**1,071**
Creditors: Amounts falling due in one year				
Z04: Accounts Payable - Liability				
General fund	Unrestricted		2,396	544
LBB Fund	Restricted		1,073	545
			3,470	**1,089**
		Creditors: Amounts falling due in one year	**3,470**	**1,089**
		Grand Total	**155,944**	**156,809**

St Mark's Church - Biggin Hill - 1132503

Fund movement summary
Selected period: 01 October 2021 to 31 December 2021

Fund	Fund Balances brought forward	Incoming Resources	Outgoing Resources	Transfers	Gains and Losses	Journal Enties	Fund balances Carried forward
General - General fund	18,936	29,880	30,549	(1,142)	—	—	17,125
LBB - LBB Fund	31,254	12,939	3,537	—	—	—	40,656
Belltower - Belltower Fund	3,060	—	—	—	—	—	3,060
HB - Hymn Books	295	—	—	—	—	—	295
BB - Bibles & Banners	148	—	27	—	—	—	121
CL - Church Lighting	—	2,128	—	—	—	—	2,128
AV - Audio-visual	(636)	—	—	—	—	—	(636)
C-repair - Church Repair Fund	31,836	63	—	860	—	—	32,759
H-repair - Hall Repair Fund	29,908	52	—	282	—	—	30,242
DLA - Diocesan Loan Account	30,120	70	—	—	—	—	30,190
Totals	**144,923**	**45,134**	**34,113**	**—**	**—**	**—**	**155,944**

St Mark's Church - Biggin Hill - 1132503

Staff Costs

Selected period: 01 January 2021 to 31 December 2021

	2021	2020
Wages and salaries	3890	5,306

There may be minor discrepancies in the totals if the pence are not being shown

THE PAROCHIAL CHURCH COUNCIL OF THE ECCLESIASTICAL PARISH OF ST. MARK, BIGGIN HILL

England & Wales - Charity number 1132503

Accounts

St Mark's Biggin Hill

Diocese of Rochester

The Parish Church of ST MARK Biggin Hill, Kent

Annual Report and Financial Statements of the Parochial Church Council

For the year ended
31st December 2020

Table of Contents

Annual Reports

Administrative information 3

Structure, Governance and Management 4

Objectives and Activities 4

Financial Review 5

Independent Examiner's Report to the PCC of St Mark's Biggin Hill 6

Fabric Report 7

Supplementary Reports 8

- Churchwardens 8
- Deanery Synod 9
- Moving Church News 9
- Safeguarding 10
- Website 10

Financial Statements ..... Pages 1 to 8

Administrative information

St Mark's Church is situated in Church Road, Biggin Hill, Kent. It is part of the Diocese of Rochester within the Church of England. The correspondence address is:
St Mark's Parish Office, 10 Church Road, Biggin Hill, Kent TN16 3LB.
Tel No: 01959 577816 Email: admin@movingchurch.org
The Parochial Church Council (PCC) is a registered charity - Reg. No. 1132503.
During the year, the following served as members of the PCC:

Incumbent	The Revd. Alison Newman	
Readers	Mark Newman (ex officio) David Shannon	
Wardens	Caroline Budimir	Elected until May 2021
	Jeremy Peacock	Elected until May 2021
PCC Treasurer	Don Reeks	
PCC Secretary	Sue Walker	Co opted
Deanery Synod Reps.	The Revd. Alison Newman	
	Mark Newman (ex officio)	Elected until April 2023
	Stephen Stewart (ex officio)	Elected until April 2023
PCC Elected Members	Patrick O'Sullivan	Elected 2018-2021
	Stephanie Peacock	Elected 2018-2021
	Lynn Hussey	Elected 2019-2022
	Anne Nash	Elected 2019-2022
	Don Reeks	Elected 2019-2022
	Andrew Scott	Elected 2019-2022
	David Shannon	Elected 2019-2022
	Bahram Ghaemmaghami	Elected 2020-2023
	Jo Hussey	Elected 2020-2023
	Peter Walker	Elected 2020-2033
	2 vacancies	

Bankers:
National Westminster Bank
12 Station Road East
Oxted, Surrey RH8 0PR

Independent Examiner:
Mr Bob Wilkinson
324 Main Road
Westerham, Kent TN16 2HL

Structure, Governance and Management

The method of appointment of PCC members is set out in the Church Representation Rules. All Church attendees are encouraged to register on the Electoral Roll and stand for election to the PCC.

The PCC operates through a number of committees, which meet between full meetings of the PCC:

Standing Committee
This is the only Committee required by law. It has power to transact the business of the PCC between its meetings, subject to any directions given by the PCC.

Finance Committee
Oversees the general financial dimension of the work of St Mark's by monitoring income and expenditure, budgeting and co-ordinating the annual review of the Christian Stewardship of money through planned giving.

Fabric and Hall Management Committee
Attends to matters relating to the stewardship of plant, such as the Church buildings and fabric, the churchyard and bell tower. Deals with matters relating to the administration and management of the hall and makes recommendations for major expenditure or changes to the current procedures, where necessary.

Outreach and Mission Committee
This committee deals with all aspects of mission and outreach relating to the church.

Social Committee (an informal group meeting as and when necessary)
Organizes a number of events, which includes both social and fund-raising aspects, and the organization of the monthly-drawn '100 Club'.

Objectives and Activities

St Mark's PCC has the responsibility of co-operating with the incumbent, in promoting in the ecclesiastical parish the whole mission of the Church, pastoral, evangelistic, social, and ecumenical. It also has maintenance responsibilities for the Church Centre complex of St Mark's, Church Road, Biggin Hill. The main activities of the PCC are provision of church services, baptisms, weddings, funerals, youth and children's work, outreach, and teaching adults through weekly home groups.

Church attendance
There were 126 parishioners on the Electoral Roll on 31.12.19. On 31st December 2020 there were 131 parishioners on the Electoral Roll.

Financial Review

Despite the pandemic, I am pleased to report another good year financially. We have been able to meet our day-to-day commitments and to continue to make the annual away giving to the various charities the church has supported for many years. We have also been able to save for repairs to the church and church hall in the repair funds which the diocese holds on our behalf. The total assets and liabilities at the end of the year was £156,809 compared to £145,725 at the beginning of the year.

Our income was down, however our expenses were also reduced. As a result, income exceeded expenses by £11,084, which is a comfortable margin.

The income from giving and donations was close to that of previous years. Income was reduced mainly resulting from the fall in hiring out the church hall, the change in the fees for funerals etc. where much of the fee now goes to the diocese, and the lack of activities such as the fairs and the toddler's group.

On the expense side, reductions were due to; the maintenance costs being significantly less than the previous year, the cost of the Parish Administrator who moved to a zero-hour contract (mainly due to the lack of use of the hall), lower hall expenses and utilities. There was an increase in the Parish Share and in Outreach & Mission costs.

The presentation of maintenance costs has changed this year. Up to 2019 there was a single figure for all maintenance. In 2020 the Planned Maintenance includes such things as service agreements and the General Maintenance covers ad-hoc repairs. The figure for 2019 was particularly high due to various infrequent costs, including a new boiler, redecoration of the hall and tarmac repairs to the carpark.

In 2020 we had a quinquennial inspection of the church which specifies where repairs are required. Schedules will be prepared to plan any additional expenditure, which may impact the accounts for 2021. In addition, a quinquennial inspection is due for the church hall which again may affect the accounts in 2021. Without knowledge of any additional costs arising from the inspections, any near future expenditure plans of significance may need to be put on hold.

Don Reeks
Treasurer

INDEPENDENT EXAMINER'S REPORT TO THE TRUSTEES OF ST MARK'S PCC, BIGGIN HILL

I report on the accounts of the church for the year ended 31 December 2020 which are set out on pages 1 - 8.

Respective Responsibilities of Trustees and Examiner

The church's trustees are responsible for the preparation of the accounts. The church's trustees consider that an audit is not required for this year under section 144(2) of the Charities Act 2011 (the 2011 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 Act); 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 also includes consideration of any unusual items or disclosures in the accounts and seeking explanations 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 no opinion is given as to whether the accounts present a 'true and fair view' and the report is limited to those matters set out in the statement below.

Independent examiner's statement

In connection with my examination, no matter has come to my attention:

1. which gives me reasonable cause to believe that in any material respect the requirements
- to keep accounting records in accordance with section 130 of the 2011 Act; and
- to prepare accounts which accord with the accounting records and comply with the accounting requirements of the 2011 Act have not been met; or

2. to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.

R. T. Wilkinson

Mr R.T. WILKINSON

Dated: 11th April 2021

Fabric Report 2020

The activity of the Fabric Committee has been primarily focused on maintenance of the Building and Grounds. Although relatively hampered by the Pandemic, our works Group has continued to undertake many running repairs.

Within the Church further limited improvements to the building have been completed, including replacement of some of the dislodged Plexiglas panels to protect the windows, installation of a wash hand basin in the Vestry, reorganisation of storage space has also been completed. This year has also seen the installation of the Video cameras and computer software that has allowed us to Live Stream the services on our YouTube account and has been invaluable in maintaining contact with our congregation and wider community. The cameras were paid for by a very generous and kind donation, which we are extremely grateful for and for which I send my sincere thanks. Works to the hall have included security fittings to help prevent unwanted access to the hall roof.

The new working practice for the works team introduced to improve tracking of works, costs, Health & Safety risk assessment and to communicate new works for responsive action has worked well along with a petty cash limit allowing for better proactive response to day-to-day issues.

The Quinquennial Inspection took place in July 2020 and concluded the church buildings remain in good condition and the church and grounds are well presented and maintained. A schedule of work will be drawn up to address the repairs recommended in the report.

This coming year we will be able to continue with the planned maintenance works on the building. We will also be reviewing a new lighting system to the main church due to redundancy of incandescent light fitting / fixtures that are now beyond repair. We are awaiting the completion of the car park delineation, which we hope to have completed in the coming summer season. Further works to the Tower are also planned to undertake some low-level patching of spalling mortar joints and the installation of an internal gutter to capture water at high level within the belfry and channel this to the rainwater pipe. This work will further protect the fabric of the building and prevent any further damage to the Bell frame and ropes.

I would like to take this opportunity to thank our works party, Pat O'Sullivan and Mark Newman who have maintained a site presence, for their maintenance work together with Don Reeks who oversees so much of the contracted works for the building. My thanks extend to the whole committee for help and guidance who also share the duties and responsibilities. I look forward to continuing the work into the new Church year.

Andrew Scott
Chair of Fabric Committee

Supplementary Reports

Churchwardens

As we look back on 2020 who would have thought it would develop the way it did. It will certainly be indelibly marked for each and all of us and remembered vividly for the year we lost! The pandemic changed our lives and lifestyles including the way we worship. It was to have been a fresh exciting year with many planned activities ahead for St Mark's Church; namely, the walk from Biggin Hill to Rochester, Easter celebrations including a Baptismal Exhibition, The Lent Course, the commemoration of the 80th anniversary of the Battle of Britain so poignant to Biggin Hill, and all the traditional and wonderful activities one would look forward to during December in the lead up to Christmas – alas we got "TIERS", or did we!

Not everything was cancelled - early in the year before the pandemic bit hard we had the St Georges Singers' Concert with their adaptation of "Annelies", Nick Russell preached about the work of the Church Army and of course the Puppet Workshop.

St Mark's and its congregation are a resilient, resourceful and imaginative family and from this 2020 pandemic and the emergence of lockdowns new ideas, new strengths, new skills and innovative ways of delivering services were found. One of these areas was gaining a better understanding in the use of the internet and the possibilities utilising the various applications ("Apps" to use the vernacular) such as Zoom, YouTube, Connect, Teams etc.

As the various lockdown stages and permutations came and went and unfortunately returned due to the virility of the virus many of the congregation quite rightly chose to remain at home. Nevertheless, this did not stop the Sunday services being streamed to households via YouTube. No end of thanks must go to Pat O'Sullivan, Andrew Scott and Mark Newman for their persistent efforts in mastering the digital anomalies and techniques which ultimately provided a very professional end product for those taking part and viewing the services from their home.

The Covid 19 Pandemic might have curtailed the 2020 National Annual Remembrance Events, but St Mark's did not forget them. Under the direction of Caroline Budimir the congregation massively supported knitting and crocheting hundreds of poppies which Caroline then attached individually to make a draped display over the Altar and Lectern creating our own Field of Remembrance "Lest We Forget", truly a moving sight.

December and the lead up to Christmas arrived as we entered the third and projected longest lockdown measures taking us well into 2021. Fortunately, churches could remain open which allowed St Mark's to carry on with Christmas celebrations but in a slightly muted manner. At the beginning of December, the Christmas wreath, garland and light show replaced the proposed Christmas Tree Festival which lifted everyone's spirits and lit up the church with an abundance of fairy lights. It looked tremendous whether you were looking from the outside-in, or inside the church out on to what was otherwise a cold, wet and depressing period. A Christmas miscellany of carols, readings and poems all within government rules and within the mantra Hands, Face, Space! was well received. This was followed by a Do-It- Yourself Christingle Trail on Christmas Eve held outside in the grounds of St Mark's, whereby participants went from station to station learning about the Christingle message and collecting the various elements to make their own Christingle. Midnight Communion on Christmas Eve took place as usual, as did the Christmas Day Service with both services being streamed live.

The "Light of the World" is shining much brighter with the introduction of a vaccine. We pray that 2021 will be a better period and our thoughts and prayers are with those not just from our congregation and community who may have succumbed to the pandemic but across the world.

Because of the unusual circumstances during 2020 we are unable to provide our usual statistics as we have done in previous yearly reports. Nevertheless, we have included some with 2019 figures in brackets as a comparison: -

Number of Services:
Baptisms 3 (20)
Weddings 1 (2)
Funerals in church 6 (9)
Funerals elsewhere 34 (15)
All Souls Service 89 (75) Two services in 2020
Advent Carol Service 42 (60)

Caroline Budimir and Jerry Peacock
Churchwardens

Deanery Synod

19 February 2020 Matthew Girt the new Diocesan Secretary attended. He took part in 'Desert Island Discs' as a way of introducing himself. He had been in post since September 2019 and talked about his hopes for the coming year (pre Covid!)

12 November 2020 via Zoom IICSA – (Independent Inquiry into Child Sexual Abuse). Safeguarding Lead, Archdeacon Julie Conalty made a presentation. 'How can our culture be rotten for so long and how can we have failed for so long'? C of E set themselves up as a moral compass for right and wrong but at the same time overlooked people who were being abused within the Institution. How do we change the culture? The systematic training of people; right policies in place and ensuring that churches know what they should do. Abi Hiscock, Growth Enabler, gave a presentation entitled *"Called to Grow??? - Enabling our Churches in Pandemic Times".* She renamed her talk because it seemed very unfair to ask anyone to grow anything during a pandemic. 'Called to Grow 2.0' will be out soon offer resources and support that will allow churches to move, recover and grow. Have a 3-5 year Mission Plan in the end but starting with what is achievable 'now'; asking that question from time to time as what is achievable may change over time. There is a sense that we need to take encouragement, inspiration and strength from each other right now.

Rev Newman

Moving Church News

Unfortunately, due to the pandemic, the Moving Church News was only published online from March 2020 for the rest of the year. The readership online was obviously far less than the usual printed version.

Neil Walker
Editor.

Safeguarding

The PCC formally adopted House of Bishops "Promoting a safer church" safeguarding policy for children and vulnerable adults. There have been no issues regarding Safeguarding within St Mark's during 2020.
New PCC members were DBS checked and completed safeguarding training modules.
Throughout the year, the Parish Safeguarding Officer has reported to PCC meetings and the House of Bishops "Promoting a safer church safeguarding policy for children and vulnerable adults" has been adhered to.

St Mark's ensured that social distancing, hand cleansing and any other safety measures were adhered to when the Church was allowed to open for Services.

Sue Walker
Parish Safeguarding Officer

Website

A Communications Working Party set up in December 2019 suggested improvements to our website, www.movingchurch.org and our pages on A Church Near You, https://www.achurchnearyou.com/church/9817/ before it was discontinued in June.

The first lockdown made much of our website irrelevant and was replaced by prayer resources for use at home. Rev Alison Newman posted daily reflections while the church building was closed. Audio recordings of worship services were uploaded for a few weeks before our YouTube channel, https://www.youtube.com/channel/UC5-epR4hCTtF-XL56S8JUdg, started in April.

Our website now enables information about all services and events to be found more easily . Our website and our pages on A Church Near You are integrated so both can be easily kept up to date. An out of date website is a poor advertisement! This big change is achieved by the use of the calendar on A Church Near You. The calendar includes a detailed description of each service and event. Bringing together this information in a single location makes it easy for website visitors to find out what's going on. So it's a great help for someone searching for a church in which to worship.

The home page on the church website also now brings together information previously spread over several pages.

Facebook continues to be managed by Rev Newman and promotes upcoming special services and events as well as reports on some past events.

Our Twitter account has been closed; few of its followers were local and there was little feedback from them.

Peter Walker

The Parish Church of St Mark

Biggin Hill, Kent

Financial Statements

of the

Parochial Church Council

for the year ended 31st December 2020

Vicar	**:**	**Rev Alison Newman**
Treasurer	**:**	**Mr Don Reeks**
Independent Examiner	**:**	**Mr Bob Wilkinson**

St Mark's
Biggin Hill

St Mark's Church - Biggin Hill - 1132503

Statement of Financial Activities

For the period from 01 January 2020 to 31 December 2020

	Unrestricted funds	Designated funds	Restricted funds	Total funds	Prior year total funds
Income from:					
Donations and legacies	70,885	—	4,503	75,388	77,020
Income from charitable activities	9,593	—	21,458	31,051	56,368
Other trading activities	2,176	—	—	2,176	7,552
Investments	38	315	—	353	290
Other income	12,037	—	—	12,037	22,548
Total income:	**94,730**	**315**	**25,961**	**121,007**	**163,779**
Expenditure on:					
Raising funds	1,371	—	—	1,371	5,608
Expenditure on charitable activities	94,085	—	7,013	101,099	137,665
Other expenditure	70	3,413	3,968	7,452	32,861
Total expenditure:	**95,527**	**3,413**	**10,982**	**109,923**	**176,136**
Net income / (expenditure)	**(796)**	**(3,097)**	**14,978**	**11,084**	**(12,356)**
Transfers					
Gross transfers between funds - in	—	35,853	682	36,535	170,117
Gross transfers between funds - out	(6,394)	(30,141)	—	(36,535)	(170,117)
Net income / (expenditure)	**(7,191)**	**2,614**	**15,660**	**11,084**	**(12,356)**
Other recognised gains / losses					
Gains / losses on investment assets	—	—	—	—	—
Gains on revaluation, fixed assets, charity's own use	—	—	—	—	—
Net movement in funds	**(7,191)**	**2,614**	**15,660**	**11,084**	**(12,356)**
Reconciliation of funds					
Total funds brought forward	**32,531**	**92,103**	**21,089**	**145,725**	**158,081**
Total funds carried forward	**25,340**	**94,718**	**36,750**	**156,089**	**145,725**
Represented by					
Unrestricted					
General fund	25,340	—	—	25,340	32,531
Designated					
Church Repair Fund	—	35,039	—	35,039	34,044
Diocesan Loan Account	—	30,120	—	30,120	—
Hall Repair Fund	—	29,558	—	29,558	28,059
Reserves Fund	—	—	—	—	30,000
Restricted					
Armed Chairs	—	—	—	—	—
Audio-visual	—	—	1,727	1,727	—
Belltower Fund	—	—	3,060	3,060	3,461
Bibles & Banners	—	—	409	409	394
Hymn Books	—	—	295	295	295
LBB Fund	—	—	31,257	31,257	16,938

There may be minor discrepancies in the totals if the pence are not being shown

St Mark's Church - Biggin Hill - 1132503

Balance sheet (Church of England)
As at: 31 December 2020

	As at 31/12/2020	As at 31/12/2019
	£	£
Current assets		
Debtors	12,792	12,545
Cash at bank and in hand	146,178	136,977
	158,970	149,523
Liabilities		
Creditors: Amounts falling due in one year	2,160	3,797
Net current assets less current liabilities	**156,809**	**145,725**
Total assets less current liabilities	**156,809**	**145,725**
Total net assets less liabilities	**156,809**	**145,725**
Represented by		
Unrestricted		
Unrestricted - General fund	25,340	32,531
Designated		
Designated - Church Repair Fund	35,039	34,044
Designated - Hall Repair Fund	29,558	28,059
Designated - Diocesan Loan Account	30,120	—
Designated - Reserves Fund	—	30,000
Restricted		
Restricted - LBB Fund	31,257	16,938
Restricted - Belltower Fund	3,060	3,461
Restricted - Hymn Books	295	295
Restricted - Bibles & Banners	409	394
Restricted - Armed Chairs	—	—
Restricted - Audio-visual	1,727	—
Funds of the church	**156,809**	**145,725**

Approved by the PCC on 10th February 2021 and signed on its behalf by:

Alison M Newman

The Rev'd Alison Newman – Chair

The accompanying notes form part of these financial statements.

There may be minor discrepancies in the totals if the pence are not being shown

Notes to the Financial Statements for the year ended 31 December 2020

1. Accounting policies

a Accounting convention

The financial statements have been prepared in accordance with the Church Accounting Regulations 2006 together with applicable accounting standards and SORP 2015.

The financial statements have been prepared under the historical cost convention as modified by the inclusion of investments at market value and the revaluation of fixed assets. The financial statements include all transactions, assets and liabilities for which the PCC is responsible in law. They do not include the accounts of church groups that owe their affiliation to another body, nor those which are informal gatherings of church members.

b Funds accounting

Funds held by the PCC are:

Unrestricted funds - general funds which can be used for PCC ordinary purposes

Designated funds - monies set aside by the PCC out of unrestricted funds for specific future purposes or projects.

Restricted funds - a) income from trusts or endowments which may be expended only on those restricted objects provided in the terms of the trust or bequest; b) donations or grants received for a specific object or invited by the PCC for a specific object. The funds may only be expended on the specific object for which they were given. Any balance remaining unspent at the end of the year is carried forward as a balance on that fund.

Endowment funds - funds the capital of which must be maintained; only income arising from the investment of the endowment may be used, either as restricted or unrestricted funds, depending on the purpose set out in the terms of the original endowment

c Incoming resources

All incoming resources are accounted for gross.

Voluntary Income

Collections are recognised when received.
Planned giving receivable is recognised only when received.
Income tax recoverable on Gift Aid donations is recognised when the income is recognised.
Grants and legacies are recognised when the PCC is legally entitled to the amount due.

Income from investments

Dividends are accounted for when due and payable. Interest entitlements are accounted for as they accrue.

All other income

All other income is recognised when it is receivable.

Gains and losses on investments

Realised gains are recognised when the investments are sold
Unrealised gains and losses are accounted for on revaluation on 31 December.

Notes to the Financial Statements for the year ended 31 December 2020(contd.)

d *Resources used*
Resources expended are accounted for on an accruals basis and are accounted for gross.

Grants
Grants and donations are accounted for when paid over, or when awarded where the award creates a binding obligation on the PCC.

Church Activities
The diocesan parish contribution is accounted for when paid. Any parish contribution unpaid at 31 December is provided for in these accounts as an operational (though not a legal) liability and is shown as a creditor in the balance sheet.

e Fixed Assets

Tangible fixed assets
Consecrated and beneficed property of any kind is excluded from the accounts by s. 10(2) of the Charities Act 2011.

Movable church furnishing held by the Vicar and Churchwardens on special trust for the PCC and which require a faculty for disposal, are accounted as inalienable property unless consecrated. They are listed in the church's inventory which can be inspected. For inalienable property acquired prior to 2000 there is insufficient cost information available and therefore such assets are not valued in the accounts. Individual items acquired since 2000 have been capitalised in the accounts and depreciated over their useful economic life (see note (d)).

All expenditure on consecrated or beneficed buildings and individual items costing under £3000 are written off in the year they were incurred.

Depreciation
Depreciation is calculated to write down the cost of tangible fixed assets, excluding freehold properties, over their expected useful lives. The rates generally applicable are:

Fixtures and fittings	25% straight line
Computer equipment	50% straight line

No depreciation is provided on freehold property as it is the PCC's policy to maintain these assets in a continual state of sound repair. The useful economic life of these assets is so long and residual values so high that any depreciation would not be material. These assets will be subject to annual impairment reviews. Provision will be made if there has been any permanent diminution in value.

Investments
Investments are stated at market value at the balance sheet date.

f Current Assets
Amounts owing to the PCC at 31 December in respect of fees, rents or other income are shown as debtors less provision for amounts that may prove uncollectible. Short-term deposits include cash held on deposit either with the CBF Church of England Funds, or at the bank.

Analysis of income and expenditure
Selected period: 01 January 2020 to 31 December 2020

	Unrestricted	Designated	Restricted	Total This year	Total Last year
Income					
Donations and legacies					
1010 - Planned giving	49,517	—	—	49,517	49,536
1015 - One-off gift aid envelopes	898	—	—	898	671
1020 - Income tax recoverable	13,016	—	—	13,016	13,867
1030 - Collections (open plate)	3,131	—	—	3,131	8,500
1040 - Donations,appeals etc	4,322	—	4,503	8,825	4,445
Donations and legacies Totals	70,885	—	4,503	75,388	77,020
Income from charitable activities					
1100 - Fees for burial of ashes	492	—	—	492	1,556
1102 - Fees for funeral services	1,537	—	—	1,537	4,961
1104 - Fees for wedding services	252	—	—	252	940
1106 - Fees for publication of banns	76	—	—	76	220
1108 - Services - St Georges	1,074	—	—	1,074	1,562
1109 - Weddings and funerals extras	1,666	—	—	1,666	2,654
1120 - Children & Young People	—	—	—	—	—
1125 - Holiday club	—	—	—	—	580
1130 - Toddler groups	547	—	—	547	1,997
1140 - Flowers	385	—	—	385	750
1210 - Book & garden of remembrance	645	—	—	645	1,446
1220 - Hall lettings	2,919	—	—	2,919	11,600
1221 - LBB Lease maintenance	—	—	21,333	21,333	21,186
1222 - Other income	—	—	125	125	6,913
1230 - Reserves	—	—	—	—	—
Income from charitable activities Totals	9,593	—	21,458	31,051	56,368
Other trading activities					
1050 - 100 club	870	—	—	870	780
1060 - Fairs & other fundraising events	376	—	—	376	5,306
1090 - Church magazine & literature	930	—	—	930	1,465
Other trading activities Totals	2,176	—	—	2,176	7,552
Investments					
1110 - Bank account interest	38	—	—	38	148
1115 - Church repair fund interest	—	108	—	108	81
1116 - Hall repair fund interest	—	86	—	86	59
1117 - Diocesan loan fund interest	—	120	—	120	—
Investments Totals	38	315	—	353	290
Other income					
1080 - Tower telecomms rental	12,037	—	—	12,037	18,450
1340 - Grants	—	—	—	—	4,097
Other income Totals	12,037	—	—	12,037	22,548
Income Grand totals	94,730	315	25,961	121,007	163,779

There may be minor discrepancies in the totals if the pence are not being shown

	Unrestricted	Designated	Restricted	Total This year	Total Last year
Expenditure					
Raising funds					
2200 - Church magazine & literature	831	—	—	831	3,219
2210 - 100 club	360	—	—	360	360
2220 - Events	180	—	—	180	2,029
Raising funds Totals	1,371	—	—	1,371	5,608
Expenditure on charitable activities					
2010 - Parish Offer	62,520	—	—	62,520	57,000
2020 - Vicarage costs	3,288	—	—	3,288	3,147
2030 - Vicar's expenses	473	—	—	473	423
2035 - Curate's expenses	429	—	—	429	420
2040 - Visiting clergy costs	198	—	—	198	339
2050 - Outreach & mission	1,035	—	—	1,035	90
2060 - Parish Administrator costs	5,306	—	—	5,306	9,678
2080 - Missionary & charitable giving	5,255	—	—	5,255	6,575
2090 - Flowers	260	—	—	260	1,046
2100 - Services (wafers & wine etc)	185	—	—	185	476
2110 - Organ service & repairs	—	—	—	—	420
2120 - Bells, choir & media	143	—	—	143	703
2130 - Toddlers	32	—	—	32	—
2140 - Children & young people	343	—	—	343	530
2150 - Holiday club	—	—	—	—	557
2160 - Insurance	2,700	—	1,586	4,286	4,205
2170 - General Maintenance	1,154	—	—	1,154	19,677
2175 - Planned Maintenance	2,959	—	786	3,745	—
2180 - Utilities	3,097	—	2,890	5,988	8,384
2185 - Printing & stationery	1,223	—	—	1,223	1,840
2190 - Management & Administration	2,156	—	—	2,156	2,450
2240 - Wedding & funeral payments	820	—	—	820	1,987
2400 - Hall expenses	209	—	1,751	1,960	17,175
2410 - Garden & book of remembrance	293	—	—	293	535
Expenditure on charitable activities Totals	94,085	—	7,013	101,099	137,665
Other expenditure					
2430 - Hall repairs	—	—	—	—	5,235
2450 - Belltower	—	—	526	526	—
2460 - Audio	—	—	3,407	3,407	—
2470 - Bibles & Banners	—	—	34	34	856
2480 - Hymn Books	—	—	—	—	983
2490 - Armed chairs	—	—	—	—	1250
2520 - Church repairs	—	—	—	—	24,467
2525 - CCTV upgrade	—	3,413	—	3,413	—
2600 - Examiner's Fee	70	—	—	70	70
Other expenditure Totals	70	3,413	3,968	7,452	32,861
Expenditure Grand totals	95,527	3,413	10,982	109,923	176,136

There may be minor discrepancies in the totals if the pence are not being shown

St Mark's Church - Biggin Hill - 1132503

Statement of Assets and Liabilities (by fund)
As at: 31 December 2020

		Balance	Previous balance
Cash at bank and in hand			
1501: Current account - Asset			
General fund	Unrestricted	18,385	27,347
LBB Fund	Restricted	26,860	13,297
Belltower Fund	Restricted	3,060	3,461
Hymn Books	Restricted	295	295
Bibles & Banners	Restricted	409	470
Audio-visual	Restricted	1,377	—
Reserves Fund	Designated	—	30,000
Agency collection	Restricted	1,071	—
		51,460	**74,873**
1504: Rochester Repair Fund Account - Asset			
Church Repair Fund	Designated	35,039	34,044
Hall Repair Fund	Designated	29,558	28,059
Diocesan Loan Account	Designated	30,120	—
		94,718	**62,103**
	Cash at bank and in hand	**146,178**	**136,977**
Debtors			
Z05: Accounts Receivable - Asset			
General fund	Unrestricted	7,500	7,850
LBB Fund	Restricted	4,942	4,695
Audio-visual	Restricted	350	—
		12,792	**12,545**
	Debtors	**12,792**	**12,545**
Agency accounts			
6699: Agency collections - Liability			
Agency collection	Restricted	1,071	—
		1,071	**—**
	Agency accounts	**1,071**	**—**
Creditors: Amounts falling due in one year			
Z04: Accounts Payable - Liability			
General fund	Unrestricted	544	2,665
LBB Fund	Restricted	545	1,055
Bibles & Banners	Restricted	—	76
		1,089	**3,797**
	Creditors: Amounts falling due in one year	**1,089**	**3,797**
	Grand Total	**156,809**	**145,725**

St Mark's Church - Biggin Hill - 1132503

Fund movement summary
Selected period: 01 January 2020 to 31 December 2020

Fund	Fund Balances brought forward	Incoming Resources	Outgoing Resources	Transfers	Gains and Losses	Journal Enties	Fund balances Carried forward
General fund	32,531	94,730	95,527	(6,394)	—	—	25,340
LBB Fund	16,938	21,333	7,013	—	—	—	31,257
Belltower Fund	3,461	125	526	—	—	—	3,060
Hymn Books	295	—	—	—	—	—	295
Bibles & Banners	394	50	34	—	—	—	409
Armed Chairs	—	—	—	—	—	—	—
Audio-visual	—	4,453	3,407	682	—	—	1,727
Church Repair Fund	34,044	108	3,413	4,300	—	—	35,039
Hall Repair Fund	28,059	86	—	1,412	—	—	29,558
Diocesan Loan Account	—	120	—	30,000	—	—	30,120
Reserves Fund	30,000	—	—	(30,000)	—	—	—
Totals	**145,725**	**121,007**	**109,923**	**—**	**—**	**—**	**156,809**

St Mark's Church - Biggin Hill - 1132503

Staff Costs

Selected period: 01 January 2020 to 31 December 2020

	2020	2019
Wages and salaries	5,306	9,678

There may be minor discrepancies in the totals if the pence are not being shown