

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

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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 year 2023. Figures for 2022 are in italics.

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

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 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
	<u>210,315.62</u>	<u>176,359.41</u>
Liabilities		
Creditors: Amounts falling due in one year	5,002.44	6,270.89
Net current assets less current liabilities	<u>205,313.18</u>	<u>170,088.52</u>
Total assets less current liabilities	<u>205,313.18</u>	<u>170,088.52</u>
Total net assets less liabilities	<u>205,313.18</u>	<u>170,088.52</u>
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	<u>205,313.18</u>	<u>170,088.52</u>

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

The Revd. Alison Newman - Chair

Am Newman

The accompanying notes form part of these financial statements.

St Mark's Church – Biggin Hill - 1132503

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.

St Mark's Church – Biggin Hill - 1132503

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	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	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
<hr/>			
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
		<hr/>	<hr/>
		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
		<hr/>	<hr/>
		101,639.81	98,622.17
		<hr/>	<hr/>
	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	—
		<hr/>	<hr/>
		18,127.54	8,538.00
		<hr/>	<hr/>
	Debtors	18,127.54	8,538.00
Agency accounts			
6699: Agency collections - Liability			
Agency collection	Restricted	768.41	1,111.00
		<hr/>	<hr/>
		768.41	1,111.00
		<hr/>	<hr/>
	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
		<hr/>	<hr/>
		4,234.03	5,159.89
		<hr/>	<hr/>
	Creditors: Amounts falling due in one year	4,234.03	5,159.89
		<hr/>	<hr/>
	Grand Total	205,313.18	170,088.52
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