

Registered Charity Number: 1133917

**The Parish of St Peter and St Paul, Tonbridge
with St Andrew, St Philip and St Saviour
Church Lane Tonbridge Kent TN9 1DA
01732 770962**

Annual Report

and

Financial Statements

of the

Parochial Church Council

For the year ended 31st December 2023

Vicar: The Reverend Ben Thorndike

Bank

Lloyds Bank plc

Independent Examiners

Perrys Audit Limited

Chartered Accountants and Registered Auditors

Churchdown Chambers, Bordyke

Tonbridge, Kent

TN9 1NR

THE PARISH OF ST PETER & ST PAUL TONBRIDGE
with St Andrew, St Philip and St Saviour

ANNUAL REPORT FOR YEAR ENDED 31 DECEMBER 2023

1. INTRODUCTION

- 1.1 This Trustees' Annual Report has been prepared as required by the Charities Act 2011 and the Statement of Recommended Practice: Accounting and Reporting by Charities (2015).

2. REFERENCE AND ADMINISTRATIVE INFORMATION

Administrative Information

- 2.1 The Parish of St Peter & St Paul, Tonbridge, is within the Diocese of Rochester and is under the patronage of the Church Pastoral Aid Society (CPAS; the Mabledon Trust).
- 2.2 The address for correspondence is: Parish Office, The Coach House, Church Street, Tonbridge, Kent, TN9 1HD.

Parochial Church Council (PCC) Membership

- 2.3 The membership of the PCC (the trustees) for the period 1 January 2023 until 31 December 2023 was as follows:

The Rev'd. Ben Thorndike (*Vicar*)
The Rev'd. Wendy Carr (*Associate Vicar*)
David Balcombe (*Churchwarden*)
Jason Carr (*from 14 May 2023*)
Dianne Dartnell
George Gilbert-Smith
Steve Higgs (*resigned 20 March 2023*)
Ian Jackson
Paul Jagger
Robert Kidson
Jeremy King
Patricia King
Andy Kirkpatrick (*Co-opted from 6 Feb 2023, Parish Treasurer from 14 May 2023*)
Susan Knight
Felicity Layton
Helen Longley
Alison Minton
David Mote
Sally Musson
David Robins (*PCC Secretary*)
Amanda Rotchell (*from 14 May 2023*)
Sandra Stagg (*until 14 May 2023*)
Mike Talbot
Ray Tanner (*Parish Treasurer until 14 May 2023, then Lay Member*)
Sara Thomson (*from 14 May 2023*)
Paul White (*Churchwarden*)
Jackie Williams (*until 14 May 2023*)

3. GOVERNANCE, STRUCTURE AND MANAGEMENT

Constitution and governance

- 3.1 The PCC is a corporate body and its general functions are set out in the Parochial Church Council (Powers) Measure 1956.
- 3.2 Parish governance is set within the framework of the Church Representation Rules 2022.
- 3.3 The responsibility for the Parish, its churches and its parishioners rests with the incumbent and the PCC. The PCC co-operates with the incumbent in promoting the whole mission of the Church, pastoral, evangelistic, social and ecumenical. (The incumbent is the "*corporation sole*", subject only to the general cure of souls of the Bishop throughout the Diocese whom he is answerable to in "all things legal and right".) The Churchwardens are the Bishop's officers who are elected annually and the assistant clergy are answerable to the incumbent and licensed to minister by the Bishop. The PCC is a body of about 20 elected and co-opted representatives and ex-officio members.
- 3.4 There are four churches within the Parish namely, St Peter & St Paul (Parish Church), St Andrew, St Philip and St Saviour.
- 3.5 The PCC has in place policies and procedures on a wide range of matters including health and safety, disability issues and safeguarding. All those working with children and vulnerable adults have undergone the necessary safeguarding training and disclosure and barring service (DBS) checks.
- 3.6 PCC members have received relevant training in specific areas as necessary, for example, safeguarding. Ecclesiastical Insurance and our patron CPAS, for example, provide helpful information seminars and advice for PCC members and others as required.

Organisational structure

- 3.7 The PCC meets regularly 6 - 7 times a year, with the Standing Committee in the intervening periods. The Standing Committee comprises the incumbent, Churchwardens, Associate Vicar, the Parish Treasurer and the PCC Secretary. The PCC has also established a Finance Committee, a Mission Action Group, a Property Group and a Kondoa Sub Committee. The Finance Committee consists of the incumbent, a Churchwarden, Stewardship Adviser, Parish Treasurer and co-opted members of congregations. The Mission Action Group meets quarterly and has a representative from each church. It is responsible for the distribution of the Parish tithe. The Property group, established by the PCC, meets regularly and has input from church representatives. The Kondoa Sub Committee meets as necessary to oversee the link between the Parish and the Diocese of Kondoa in Tanzania.
- 3.8 All the committees operating in the Parish have terms of reference which are reviewed periodically. The incumbent and Churchwardens are ex-officio members of all committees.
- 3.9 The committee structure is as follows:
- PCC
 - Standing Committee
 - Finance Committee
 - Mission Action Group
 - Property Group
 - Kondoa Sub Committee

Management

- 3.10 The Vicar sets the strategic direction of the Parish, supported by the PCC. Along with the Vicar, the Churchwardens and Vicar are responsible for the day-to-day management of the Parish. They work closely with the Deputy Wardens of the four churches and are supported by members of the staff team including the Vicar's PA and Parish Administrator, the Church Family Administrator, and Finance Manager. In addition, the staff team also includes the Associate Vicar, Senior Minister for Families, a Licensed Lay Minister, plus a vacant post for a Youth and Children's Minister. Many other volunteers support the ministry and mission of the Parish, including other Licensed Lay Ministers, Lay Readers and Pastoral Assistants

4. OBJECTIVES AND ACTIVITIES

Mission

- 4.1 The current five-year Parish vision guides its work. The single vision statement is "Living Jesus, Loving Tonbridge," with nine-vision areas of ministry and mission:

Teaching and discipling with God's word
Opportunities to show love practically
Networking with other churches
Being accessible for all
Raising up leaders
Inspired worship together
Deep pastoral care
Going out to the world
Every word spoken for Jesus.

The foundations of the vision are God's word and prayer, and the framework is serving Jesus with our gifts, finances and buildings.

- 4.2 This mission statement is planned to be reviewed in 2027.

Main Objectives for 2023

- 4.3 The main objectives for 2023 were:

- (1) To continue to build on the five-year parish vision, raising awareness and helping the church connect all ministry and mission activities together and into that vision. In particular, but not exclusively:
 - a. Developing the home group ministry of the Parish (T and R in vision)
 - b. Re-establishing formal pastoral care structures of the Parish (D and O in vision)
 - c. Overseeing a trip to our partner Diocese of Kendoa (N and G in vision)
 - d. Teaching, and developing wider links within Church of England networks, that help equip the Parish to be a Biblically faithful 21st Century church (T and N in vision, foundation God's word)
 - e. Meeting/training for preachers and service leaders (T and I in vision)
 - f. Growing prayer ministry across Parish, corporately and individually (Foundation prayer in vision).
- (2) Building on the ministry to youth, children and families by i) developing current work and establishing new initiatives for both encouraging children, young people and families known to the Parish, and reaching out to children, young people and families beyond the current church family, and ii) seeking to recruit a replacement Youth & Children's Minister. (T, R and E in vision).
- (3) Moving forward with securing a financially sustainable Parish in light of increasing demands on resources, including a growing staff team and rising energy costs. (Framework of vision).
- (4) To continue to build on Open House ministry, as well as maintaining links with FEAST and building community engagement links and outreach projects linked to local need. (O, B and E in vision).
- (5) Continued roll out of ChurchSuite to help manage and coordinate areas of church life together, including contact list, rotas and service planning (B and I in vision).

Strategies and Activities

- 4.4 The following strategies and activities were undertaken to support the objectives in paragraph 4.3 above:

- (1)
 - a. Establishing termly Home Group Leaders' meetings, including a training element in each. Creating two new Home Groups. (T and R in vision)

- b. Undertaking Pastoral Care review led by Associate Vicar, with teaching and discussion evenings. (D and O in vision)
 - c. Kondoa visit undertaken by members of the parish church family in October 2023. A small group from the Parish along with valued supporters of Kondoa, travelled to Tanzania to spend time with, Bishop Given, at St Peter and Paul School, the Bible college and travelling to villages across the Diocese. (N and G in vision)
 - d. Closer working with Rochester Diocesan Evangelical Fellowship. (T and N in vision, foundation God's word)
 - e. Regular sermon feedback given for preachers. Identifying potential preachers. (T and I in vision)
 - f. St Philip's monthly prayer meeting revitalised, new monthly prayer meeting established at St Peter & St Paul. (Foundation prayer in vision).
- (2) i) Stand alone discipleship and social events for children and young people such as Sorted Nano, escape room, swimming and fireworks. Outreach and community work such as Operation Christmas Child shoebox packing, Good Friday family service, Light Party, Pancake Party and Christmas Eve Nativity, re-establishing summer Holiday Club. Termly breakfasts for parents of those in children and young people's groups, especially to look at Biblical parenting together. Establishing links with Bishop Chavasse Primary School. ii) National advertising. (T, R and E in vision).
- (3) *See also Section 6 below*, including details of annual giving campaign. Preliminary discussion at PCC regarding Parish activities and structure in order to best help build God's Kingdom in our Parish and beyond (using our vision as a reference for what this might look like locally). (Framework of vision).
- (4) Environmental awareness has been raised through Open House, including development of a gardening project. Links have grown with the Repair Café to encourage less waste and expenditure. '11 o'clock with Jesus' and the celebration of key Christian festivals with support from the Senior Minister for Families has encouraged all to see the connections between life and faith. Refreshments are served without charge. (O, B and E in vision).
- (5) Training videos produced to help church family register for ChurchSuite, use the online address book, plus rota availability. (B and I in vision).

Role of Volunteers

- 4.5 Volunteers play a vital role in the ministry, mission and organisation of the Parish, including both within the worshipping community, and outside of it with wider community engagement and outreach projects. Their contribution may come through specific and more formal roles, such as Readers, Licensed Lay Ministers, Pastoral Assistants; but includes a greater number of those serving informally in a range of areas in both public ministry and behind the scenes.

5. ACHIEVEMENTS AND PERFORMANCE

Outcomes from activities

- (1)
- a. Two new Home Groups created (T and R in vision)
 - b. Starting process of re-organisation of pastoral care in Parish. Identified training course for those interested in both formal and informal pastoral care, plans to establish reading group. (D and O in vision)
 - c. The team were able to support the school in Kondoa by producing resources for the classrooms and see the ongoing work there which has been supported by the Parish. In the villages they were able to support Bishop Given at services and see the impact the Gospel is having on people's lives as well as the growth and the need for the local churches. They interacted with staff and students at the Bible college and the women's empowerment group, which gave a better understanding of the need for good Biblical studies for the pastors and the need for equipment for the young girls learning how to sew, when they return to their villages with this new skill. (N and G in vision)
 - d. Incumbent taking on role as Secretary. Start planning wider Diocesan event for Spring 2024. (T and N in vision, foundation God's word)
 - e. Two new preachers planned to join team for 2024. (T and I in vision)

- f. There are now four regular opportunities to pray together across the whole Parish, in person and on Zoom. Two weekly and two monthly. A number of members of the church family come to more than one, with around 40 people taking the opportunity to pray regularly at one or more of these sessions. (Foundation prayer in vision).
- (2) i) Current discipleship with children and young people on Sundays is around 30 for 0-10 years old, and around 20 for 11-18 years old. In terms of parent breakfasts, 17 breakfasts have taken place during 2023 for families across the age range of children and young people from 0-18 years old. Attendance at outreach and community work events has included Pancake Party (c.50 children), Good Friday Family Service (c.60 people), summer Holiday Club (c.110 children), Light Party (c.50 children) and Christmas Eve Nativity (c.600 people). Bishop Chavasse have attended St Peter & St Paul for termly worship, with a small team also going in to school to lead collective worship on site. The Associate Vicar has taken on a role as school governor, helping cement relationships between the church and school. ii) Some leads followed up, no appointment made yet. (T, R and E in vision).
- (3) *See also Section 6 below*, including details of annual giving campaign. Preliminary discussion at PCC regarding parish activities and structure in order to best meet our vision. (Framework of vision).
- (4) Open House operates with a team of around 20 parish volunteers, serving around 30 people each week, responding to the needs of the local community in areas of social isolation; and physical, emotional and spiritual well-being. (O, B and E in vision).
- (5) Growing numbers of church family (c.70) signing up for 'My ChurchSuite' to access the Parish administration system directly, for example, to access the address book and complete rota availability. Two key Sunday services now planned solely using ChurchSuite. (B and I in vision).

6. Financial Review

6.1 The General Fund budget approved by the PCC for 2023 reflected total costs of £451,550 this indicated a deficit for the year of £100,050

6.2 Expenditure was carefully controlled during 2023, income was up against budget by 37k, utility costs were down by 35k and a new Youth minister is still awaited, giving a 33k saving against budget- This additional income and reduced expenditure gives rise to a small surplus over the year to 31st December 2023 in the general fund.

6.3 The Balance Sheet shows a reduction in value of £331,372 over 2023. Balances at the end of 2023 are:

1) General Fund	- £1,869,706	a reduction of £325,517
2) Designated Funds	- £154,931	a reduction of £41,802
3) Restricted Funds	- £419,273	an increase of £35,947

6.5 The aim for 2024 is to increase our numbers and giving to the general fund to cover an increasing proportion of the cost of a Youth and Children's Minister. And to continue to contain and closely monitor our energy costs, amongst others.

6.6 Revaluation of assets, regarding property has had a significant detrimental effect on our net assets- having reduced in value by £374,000.(See page 18)

Reserves Policy

6.6 The PCC aims to hold reserves equivalent to 3 months recurring cost including diocesan offer and staff costs.

7. FUTURE PLANS

Key Objectives and Activities

7.1

- (1) To continue to build on the five-year Parish vision, raising awareness and helping the church connect all ministry and mission activities together and into that vision. In particular, but not exclusively:
 - a. Building on work done to grow the home group ministry of the Parish, as well as increasing discipleship and the potential to raise up new leaders through 1-1 and other small group contexts. (T and R in vision)
 - b. Building on work done to grow pastoral care across the Parish, formally and informally. (D and O in vision)
 - c. Meeting/training for preachers and service leaders (T and I in vision)
- (2) Build staff team. i) Seeking to recruit a replacement Youth & Children's Minister to support the Senior Minister for Families as part of the youth, children and families team. ii) Review role and recruit someone to provide support for Treasurer as part of the finance team (after Finance Manager moved to another role outside the Parish). (T, R and E in vision).
- (3) To enter a period of Parish-wide discernment through prayer, listening and conversation about how to best use our Parish resources (buildings and people) for the growing of God's Kingdom (Framework of vision)
- (4) To raise the evangelistic ministry of the Parish as we seek to share and explain the Gospel with non-Christians wanting to explore the Christian faith – through both formal courses / small-groups, as well as equipping for informal personal evangelism. (E in vision).

Signed on behalf of the PCC



Reverend Ben Thorndike

Dated : 30 APRIL 2024 .

REPORT OF THE INDEPENDENT EXAMINERS TO THE TRUSTEES OF

**The Parochial Church Council (PCC) of
The Parish of St Peter and St Paul, Tonbridge
with St Andrew, St Philip and St Saviour**

Independent Examiner's Report

I report to the trustees on my examination of the accounts of St. Peter and St Paul Parochial Church Council for the year ended 31st December 2023.

Respective responsibilities of the PCC and the Examiner

As the charity trustees you are responsible for the preparation of the accounts in accordance with the requirements of the Charities Act 2001 ('the Act').

I report in respect of my examination of the Charities accounts carried out under section 145 of the 2011 Act and in carrying out my examination I have followed all the applicable directions given by the Charity Commission under section 145(5)(b) of the Act.

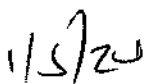
Independent Examiner's Statement

The Charity's gross income exceeded £250,000 and I am qualified to undertake the examination by being a qualified member of ICAEW.

I have completed my examination. I confirm that no material matters have come to my attention in connection with the examination giving me cause to believe that in any material respect:

1. accounting records were not kept in accordance with section 130 of the Act; or
2. the accounts do not accord with those records; or
3. the accounts do not comply with the applicable requirements concerning the form and content of accounts set out in the Charities (Accounts and Reports) Regulations 2008 other than any requirement that the accounts give a 'true and fair view which is not a matter considered as part of an independent examination.

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in this report in order to enable a proper understanding of the accounts to be reached.



Steve Hale FCA, FCCA
For and on behalf of Perrys Audit Limited
Chartered Accountants
Churchdown Chambers,
Bordyke,
Tonbridge,
Kent TN9 1NR

BALANCE SHEET
as at 31st December 2023

The Parochial Church Council (PCC) of
The Parish of St Peter and St Paul, Tonbridge
with St Andrew, St Philip and St Saviour

	Notes Pages 11-18	2023 £	£	2022 £	£
FIXED ASSETS					
Tangible assets					
Property	3	1,776,000		2,150,000	
Office and Audio Visual Equipment	4	<u>7,586</u>	1,783,586	<u>13,993</u>	2,163,993
INVESTMENTS	5	<u>18,965</u>	18,965	<u>17,335</u>	17,335
CURRENT ASSETS					
Debtors	6	<u>12,088</u>	12,088	<u>21,520</u>	21,520
Bank and Cash in hand					
Central Board of Finance		287,872		278,933	
Church Repair Fund Deposits		74,754		72,517	
Bank Accounts					
Lloyds Current Account		65,946		87,896	
Lloyds Deposit Account		123,503		142,587	
Lloyds MAG Restricted		51		51	
Lloyds Kondoa		932		7,888	
Lloyds Vestry Account		7,306		1,159	
Lloyds Long Term Account		100,000		-	
Cash in Hand		<u>249</u>	660,613	<u>208</u>	591,239
CREDITORS: Amounts falling due within one year					
	7	<u>(31,342)</u>	(31,342)	<u>(18,805)</u>	(18,805)
NET ASSETS			<u>2,443,910</u>		<u>2,775,282</u>
FUNDS					
Unrestricted Funds					
General Fund - Balance at 1st January 2023			2,195,223		2,093,971
Movement in General Fund during the year			(325,517)		101,252
Balance at 31st December 2023			<u>1,869,706</u>		<u>2,195,223</u>
Designated Funds		9	154,931		196,733
			<u>2,024,637</u>		<u>2,391,956</u>
Restricted Funds		9	419,273		383,326
			<u>2,443,910</u>		<u>2,775,282</u>

STATEMENT OF FINANCIAL ACTIVITIES
as at 31st December 2023

The Parochial Church Council (PCC) of
The Parish of St Peter and St Paul, Tonbridge
with St Andrew, St Philip and St Saviour

	Notes Pages 11-18	Unrestricted Funds General	Designated	Restricted Funds	Total Funds 2023	2022
		£	£	£	£	£
INCOME AND ENDOWMENTS FROM						
Donations and legacies	1a	300,172	7,776	187,892	495,840	546,380
Other trading activities	1b	54,350	1,010	-	55,360	53,597
Investments	1c	7,352	1,832	4,284	13,468	3,176
Income from charitable activities	1d	27,339	-	-	27,339	20,007
Other incoming resources	1e	-	-	-	-	-
TOTAL		389,213	10,618	192,176	592,007	623,160
EXPENDITURE ON						
Raising funds	1f	-	-	-	-	230
Charitable activities	2a	319,260	42,645	189,105	551,010	413,312
TOTAL		319,260	42,645	189,105	551,010	413,542
Gains and losses on investment assets		1,631	-	-	1,631	(2,313)
NET INCOME		71,584	(32,027)	3,071	42,628	207,305
Transfers between Funds						
Church Repair Fund (CRF)		-	-	-	-	-
Tithe to Mission Action Group		(23,101)	-	23,101	-	-
Other		-	(9,775)	9,775	-	-
Gains and losses on revaluation of property		(374,000)	-	-	(374,000)	110,000
NET MOVEMENT IN FUNDS		(325,517)	(41,802)	35,947	(331,372)	317,305
Balances brought forward as at 1st January 2023		2,195,223	196,733	383,326	2,775,282	2,457,977
Balances carried forward as at 31st December 2023		1,869,706	154,931	419,273	2,443,910	2,775,282

STATEMENT OF FINANCIAL ACTIVITIES
as at 31st December 2022

**The Parochial Church Council (PCC) of
The Parish of St Peter and St Paul, Tonbridge
with St Andrew, St Philip and St Saviour**

	Unrestricted Funds General	Designated	Restricted Funds	Total Funds 2022
	£	£	£	£
INCOME AND ENDOWMENTS FROM				
Donations and legacies	267,994	44,913	233,473	546,380
Other trading activities	44,683	8,914	-	53,597
Investments	549	423	2,204	3,176
Income from charitable activities	20,006	-	-	20,006
Other incoming resources	-	-	-	-
TOTAL	333,232	54,250	235,677	623,159
EXPENDITURE ON				
Raising funds	-	230	-	230
Charitable activities	295,901	6,626	110,784	413,311
TOTAL	295,901	6,856	110,784	413,541
Gains and losses on investment assets	(2,313)	-	-	(2,313)
NET INCOME	35,018	47,394	124,893	207,305
Transfers between Funds				
Church Repair Fund (CRF)	(9,301)	9,301	-	-
Tithe to Mission Action Group	(25,511)	-	25,511	-
Other	(8,955)	(18,000)	26,955	-
Gains and losses on revaluation of property	110,000	-	-	110,000
NET MOVEMENT IN FUNDS	101,251	38,695	177,359	317,305
Balances brought forward as at 1st January 2022	2,093,971	158,038	205,968	2,457,977
Balances carried forward as at 31st December 2022	2,195,222	196,733	383,327	2,775,282

CASH FLOW STATEMENT
as at 31st December 2023

**The Parochial Church Council (PCC) of
The Parish of St Peter and St Paul, Tonbridge
with St Andrew, St Philip and St Saviour**

	2023	2022
	£	£
Cash generated from operations activities		
Net Incoming Resources for the Year		
Unrestricted funds	(325,517)	101,252
Designated funds	(41,802)	38,695
Restricted funds	35,947	177,358
Total	<u>(331,372)</u>	<u>317,305</u>
Add back depreciation charge	7,921	10,109
Revaluation adjustment	374,000	(110,000)
Gain and loss on investment	(1,631)	2,313
Reconciliation to cash generated from operations:	<u>48,918</u>	<u>219,727</u>
Cash inflow due to decrease in debtors	9,432	(7,662)
Cash inflow due to increase in creditors	12,538	13,359
Movements in working capital	<u>21,970</u>	<u>5,697</u>
Investing activities		
Purchase of fixed assets	<u>(1,514)</u>	<u>(3,736)</u>
Net increase in cash from operating activities	69,374	221,688
Net cash resources at bank at beginning of year	591,239	369,551
Net cash at bank at 31 December 2023	<u><u>660,613</u></u>	<u><u>591,239</u></u>
 Analysis of the Balances of Cash as Shown in the Balance Sheet		
	£	£
Central Board of Finance	287,872	278,933
Church Repair Fund Deposits	74,754	72,517
Bank accounts and cash in hand	297,987	239,789
 At 31st December 2023	<u><u>660,613</u></u>	<u><u>591,239</u></u>

NOTES TO THE STATEMENT OF FINANCIAL ACTIVITIES
INCOMING RESOURCES
as at 31st December 2023

The Parochial Church Council (PCC) of
The Parish of St Peter and St Paul, Tonbridge
with St Andrew, St Philip and St Saviour

	Unrestricted Funds		Restricted Funds	Total Funds	
	General	Designated	Funds	2023	2022
Income and endowments from	£	£	£	£	£
<i>I (a) Donations and legacies</i>					
Regular donations: Gift Aid	170,617	-	-	170,617	166,405
Occasional donations: Gift Aid	13,950	-	1,255	15,205	54,956
Regular donations: non Gift Aid	13,318	-	-	13,318	10,183
Occasional donations: non Gift Aid	47,381	-	-	47,381	32,007
Income Tax recovery	54,717	762	27,659	83,138	62,749
Collections at services	189	-	-	189	80
<i>Designated & Restricted Funds</i>					
St Peter & St Paul	-	544	5,566	6,110	674
St Philip - CALEB	-	-	10,000	10,000	575
St Saviour	-	-	2,100	2,100	10,000
St Andrew Refurb	-	-	-	-	-
Other Special Funds (inc Choir/ Organ fund)	-	5,965	141,312	147,277	172,602
<i>Grants - non recurring</i>					
Legacies	-	505	-	505	36,149
	300,172	7,776	187,892	495,840	546,380
<i>I (b) Other trading activities</i>					
Fetes and coffee mornings etc.	-	-	-	-	1,756
Magazine advertising	2,699	-	-	2,699	2,606
Lettings	51,651	1,010	-	52,661	49,235
	54,350	1,010	-	55,360	53,597
<i>I (c) Interest (inc Poor and Alms / War div)</i>	7,352	1,832	4,284	13,468	3,176
<i>I (d) Income from charitable activities</i>					
Magazine sales income	828	-	-	828	618
Other income	16,058	-	-	16,058	10,323
Fees - weddings	2,842	-	-	2,842	2,098
Fees - funerals	1,397	-	-	1,397	2,287
St Peter & St Paul Centre income	6,214	-	-	6,214	4,680
	27,339	-	-	27,339	20,006
<i>I (e) Other Incoming resources</i>					
Insurance claims	-	-	-	-	-
Total Incoming Resources	389,213	10,618	192,176	592,007	623,159

NOTES TO THE STATEMENT OF FINANCIAL ACTIVITIES
INCOMING RESOURCES
as at 31st December 2022

The Parochial Church Council (PCC) of
The Parish of St Peter and St Paul, Tonbridge
with St Andrew, St Philip and St Saviour

	Unrestricted Funds		Restricted Funds	Total Funds
	General	Designated	Funds	2022
	£	£	£	£
Income and endowments from				
<i>1 (a) Donations and legacies</i>				
Regular donations: Gift Aid	166,405	-	-	166,405
Occasional donations: Gift Aid	14,315	-	40,641	54,956
Regular donations: non Gift Aid	10,183	-	-	10,183
Occasional donations: non Gift Aid	31,556	-	451	32,007
Income Tax recovery	45,455	-	17,294	62,749
Collections at services	80	-	-	80
<i>Designated & Restricted Funds</i>				
St Peter & St Paul	-	674	-	674
St Philip - CALEB	-	-	575	575
St Saviour	-	-	10,000	10,000
St Andrew Refurb	-	-	-	-
Other Special Funds (inc Choir/ Organ fund)	-	8,090	164,512	172,602
<i>Grants - non recurring</i>				
Legacies	-	36,149	-	36,149
	<u>267,994</u>	<u>44,913</u>	<u>233,473</u>	<u>546,380</u>
<i>1 (b) Other trading activities</i>				
Fetes and coffee mornings etc.	-	1,756	-	1,756
Magazine advertising	2,606	-	-	2,606
Lettings	42,077	7,158	-	49,235
	<u>44,683</u>	<u>8,914</u>	<u>-</u>	<u>53,597</u>
<i>1 (c) Interest (inc Poor and Alms / War div)</i>	<u>549</u>	<u>423</u>	<u>2,204</u>	<u>3,176</u>
<i>1 (d) Income from charitable activities</i>				
Magazine sales income	618	-	-	618
Other income	10,323	-	-	10,323
Fees - weddings	2,098	-	-	2,098
Fees - funerals	2,287	-	-	2,287
St Peter & St Paul Centre income	4,680	-	-	4,680
	<u>20,006</u>	<u>-</u>	<u>-</u>	<u>20,006</u>
<i>1 (e) Other Incoming resources</i>				
Insurance claims	-	-	-	-
Total Incoming Resources	<u>333,232</u>	<u>54,250</u>	<u>235,677</u>	<u>623,159</u>

**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITIES
RESOURCES USED**

as at 31st December 2023

The Parochial Church Council (PCC) of

The Parish of St Peter and St Paul, Tonbridge
with St Andrew, St Philip and St Saviour

Expenditure on	Unrestricted Funds		Restricted Funds	Total Funds	
	General	Designated		2023	2022
	£	£	£	£	£
1(f) Raising funds					
Costs of fetes, bazaars & other fund raising	-	-	-	-	230
2(a) Charitable activities					
<i>Grants and awaygiving</i>					
Church mission	-	-	102,524	102,524	31,933
Church relief	-	-	29,412	29,412	25,628
Other charitable giving	10	-	-	10	-
Ministry costs (stipend and salaries)+interregnum	103,391	-	-	103,391	100,000
Staff costs	1,983	27,666	-	29,649	955
Clergy accommodation	6,740	-	-	6,740	6,629
Staff mileage	780	-	-	780	624
Parish Share	-	-	-	-	-
<i>Church running costs</i>					
Insurance	12,294	-	-	12,294	10,469
Heating	24,545	-	-	24,545	11,533
Lighting	20,721	-	-	20,721	7,518
Water and sewerage	2,059	-	-	2,059	1,218
Cleaning	15,167	-	-	15,167	13,995
Gardening	1,426	475	-	1,901	1,134
Maintenance	13,160	14,504	6,030	33,694	47,368
Other ministry costs	3,963	-	-	3,963	2,518
Choir and organ	7,329	-	-	7,329	7,146
Costs of magazine bookstall, publications	4,476	-	-	4,476	3,940
Youth & children	2,587	-	6,027	8,614	33,077
Mission outreach	1,931	-	924	2,855	2,014
St Peter & St Paul Centre expenses	2,682	-	-	2,682	2,411
New building/capital work	-	-	484	484	357
Refurbishment cost	-	-	3,981	3,981	7,773
Wedding fees	957	-	-	957	314
Funeral fees	180	-	-	180	182
<i>Management and administration</i>					
Administration staff	35,936	-	-	35,936	35,029
Finance staff	26,124	-	-	26,124	23,473
General administration	3,025	-	33,311	36,336	8,233
Computers & supplies	2,610	-	-	2,610	2,700
Telephone	7,840	-	-	7,840	8,303
Bank charges	462	-	-	462	531
Stationery & books	1,404	-	-	1,404	733
Photocopiers	2,719	-	-	2,719	2,609
Depreciation	1,509	-	6,412	7,921	10,108
2b Governance costs					
Legal costs	7,500	-	-	7,500	-
Independent Examiner's fee	3,750	-	-	3,750	3,570
Total direct costs	319,260	42,645	189,105	551,010	413,311
Total Expenditure	319,260	42,645	189,105	551,010	413,541

**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITIES
RESOURCES USED**

as at 31st December 2022

The Parochial Church Council (PCC) of

**The Parish of St Peter and St Paul, Tonbridge
with St Andrew, St Philip and St Saviour**

Expenditure on	Unrestricted Funds General	Designated	Restricted Funds	Total Funds 2022
	£	£	£	£
1(f) Raising funds				
Costs of fetes, bazaars & other fund raising	-	230	-	230
2(a) Charitable activities				
<i>Grants and awaygiving</i>				
Church mission	-	-	31,933	31,933
Church relief	-	-	25,628	25,628
Other charitable giving	-	-	-	-
Ministry costs (stipend and salaries)+interregnum	100,000	-	-	100,000
Staff costs	955	-	-	955
Clergy accommodation	6,629	-	-	6,629
Staff mileage	624	-	-	624
Parish Share	-	-	-	-
<i>Church running costs</i>				
Insurance	10,469	-	-	10,469
Heating	11,533	-	-	11,533
Lighting	7,518	-	-	7,518
Water and sewerage	1,218	-	-	1,218
Cleaning	13,995	-	-	13,995
Gardening	974	160	-	1,134
Maintenance	40,902	6,466	-	47,368
Other ministry costs	1,318	-	1,200	2,518
Choir and organ	7,146	-	-	7,146
Costs of magazine bookstall, publications	3,940	-	-	3,940
Youth & children	2,188	-	30,889	33,077
Mission outreach	1,716	-	298	2,014
St Peter & St Paul Centre expenses	2,411	-	-	2,411
New building/capital work	-	-	(357)	(357)
Refurbishment cost	-	-	7,773	7,773
Wedding fees	314	-	-	314
Funeral fees	182	-	-	182
<i>Management and administration</i>				
Administration staff	35,029	-	-	35,029
Finance staff	23,473	-	-	23,473
General administration	2,085	-	6,148	8,233
Computers & supplies	2,700	-	-	2,700
Telephone	8,303	-	-	8,303
Bank charges	531	-	-	531
Stationery & books	733	-	-	733
Photocopiers	2,609	-	-	2,609
Depreciation	2,836	-	7,272	10,108
2b Governance costs				
Legal costs	-	-	-	-
Independent Examiner's fee	3,570	-	-	3,570
Total direct costs	295,901	6,626	110,784	413,311
Total Expenditure	295,901	6,856	110,784	413,541

NOTES TO THE FINANCIAL STATEMENTS

The Parish of St Peter and St Paul, Tonbridge with St Andrew, St Philip and St Saviour

3. Accounting Policies

(a) Basis of preparation and assessment of going concern

The financial statements have been prepared in accordance with the Statement of Recommended Practice: Accounting and Reporting by Charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) issued on 16 July 2014 and the Financial Reporting Standard applicable in the United Kingdom and Republic of Ireland (FRS 102) and the Charities Act 2011

The trustees consider that there are no material uncertainties about the Charity's ability to continue as a going concern.

Funds

General Funds represent the funds of the PCC that are not subject to any restrictions regarding their use and are available for application on the general purposes of the PCC. These Funds included funds designated for a particular purpose by the PCC.

The purpose of Restricted Funds is set out in note (b) of these financial statements.

The financial statements include transactions, assets and liabilities for which the PCC can be held responsible. They do not include the accounts for church groups that owe affiliation to another body nor to those that are informal gatherings of church members.

Income recognition

Income is recognised once the charity has entitlement to the income, it is probable that the income will be received and the amount of income can be measured reliably.

Voluntary income and capital sources

Special collections are recognised when made. Income tax recovery on Gift Aid donations is accrued for the financial year. Grants and legacies are accounted for as soon as the PCC is notified of the entitlement and the likely amount that is due. St Peter and St Paul coffee bar transactions are shown as gross. Funds raised by Parish events are accounted for net of cost.

Other ordinary income

Parochial fees to the PCC are now paid to the Diocese following a change of policy in late 2019. The income shown to the Parish is now much reduced portion of the fees.

Expenditure recognition

Liabilities are recognised as expenditure as soon as there is a legal or constructive obligation committing the Church to that expenditure, it is probable that settlement will be required and the amount of obligation can be measured reliably.

All expenditure is accounted for on accruals basis.

Fixed Assets

Consecrated land and building and movable church furnishings

Consecrated and beneficed property is excluded from the accounts by s.337 of the Charities Act 2011.

No value is placed on movable church furnishings held by the Churchwardens in special trust for the PCC which require faculty for disposal since the PCC considers these to be inalienable property. All expenditure incurred during the year on consecrated or beneficed buildings and movable church furnishings is written off.

Office equipment is capitalised and depreciated at a rate of 25% per annum on a straight line basis, to write off the asset over its expected useful life. Computers are capitalised and depreciated at a rate of 25% per annum on a straight line basis to write off the asset over its expected useful life. Audio Visual equipment is capitalised and depreciated at the rate of 25% per annum on a straight line basis to write off the asset over its expected useful life. Office furniture is capitalised and depreciated at the rate of 25% per annum on a straight line basis.

NOTES TO THE FINANCIAL STATEMENTS

The Parish of St Peter and St Paul, Tonbridge with St Andrew, St Philip and St Saviour

Properties

Investment properties are shown at their fair value as at the balance sheet date. The Statement of Financial Activities includes the gains and losses arising on revaluation. The open market value of the properties was assessed in December 2023.

12 Salisbury Road	£363,000
14 Salisbury Road	£363,000
13 Dry Hill Park Crescent	£1,050,000
	<hr/> £1,776,000

During 2023 negotiations with the Diocese of Rochester has taken place regarding the ownership of the land and houses. The Diocese own the land and the Parish own the houses and it has now been agreed that the split is 34% for land and 66% houses-this has now to be formally agreed legally and is proceeding.

Each Salisbury Road house has a current value of £550,000. And so under the agreement the parish value is £363,000 each

Fixed Asset Investments

These are a form of basic financial instrument and initially recognised at their transaction value and subsequently measured at their fair value as at the balance sheet date. The Statement of Financial Activities includes the gains and losses arising on revaluation.

Other Notes

- a) The model policies set out in SORP FRS102 have been followed throughout these accounts.
- b) Description of funds

Designated funds

Church Repair Funds (CRF) - amounts set aside against contingencies listed in Quinquennial Reports on Parish property.

Choir Fund - Wedding Fees received by the choir, used to purchase choir robes etc.

Car Park - accrual of fees for licences to park.

Legacies - amounts held for future expenditure.

St Saviour General Fund - for use in the ministry of St Saviour's Church.

St Andrew Building Fund (started 1996) - for use in the event of serious damage to such of the property that is not covered by insurance.

Repair Fund Reserve (started 2008) - for the repair of Parish property not covered by the Quinquennial Inspections.

Restricted Funds

CALEB (St Philip Fund) - for the extensive renovation of the building, the surroundings and the contents.

Christianity Explored - for the teaching of basic Christian faith.

Discretionary Fund - administered by the Vicar and Churchwardens for the benefit of those in need.

Mission Action Group unallocated - amount received for giving support to specific people and organisations.

St Andrew Refurbishment Fund - for use for building upgrades to St Andrews Church.

St Peter and St Paul Fund - for use in the ministry of St Peter and St Paul Church.

St Peter and St Paul Boiler Fund for future heating needs at St Peter and St Paul Church.

St Peter and St Paul Tower - for repairs to the Tower at St Peter and St Paul Church.

St Saviour Fund including the Dorothy Stonely Legacy - given for the enhancement of worship at Training Opportunities - funds awaiting distribution at the discretion of the Vicar and the Wardens.

Special Opportunities - for use by the Vicar for special purposes.

Youth Worker - this fund is for financing Parish youth work.

Ministry Costs - for the provision of additional clergy.

Jane Austen Fund - used to promote the connection of Jane Austen with Tonbridge and the Parish Church.

Housing Reserve - for repairs to clergy housing.

Refurbishment fund - St Peter & St Paul and St Andrew

NOTES TO THE FINANCIAL STATEMENTS

The Parish of St Peter and St Paul, Tonbridge with St Andrew, St Philip and St Saviour

- (c) No members of the PCC are salaried for these duties. Reimbursements were paid to seven members of the PCC for items including mileage, postage, stationery and sundry items that were the proper expense of the Parish.
- (d) The Parish carries employer's liability insurance to a maximum of £10m but it does not carry insurance against loss arising from neglect or default of the PCC and no indemnity is provided for PCC members in respect of the consequences of any such loss.
- (e) The fee paid to the independent examiner is shown in the accounts.
- (f) Allocation of support and governance costs
Support costs have been allocated to Expenditure on Charitable Activities.
- (g) The PCC has not made a grant to another institution of which the Charities SORP recommend disclosure in the public interest.
- (h) The Parish received a small income from investments lodged with Diocese. The total, which amounts to £2,459, arises from a number of deeds that were executed in the nineteenth century or before. Investments are shown at fair value in the accounts.

NOTES TO THE FINANCIAL STATEMENTS

The Parish of St Peter and St Paul, Tonbridge with St Andrew, St Philip and St Saviour

4. Tangible Fixed Assets - Office and Audio Visual Equipment

	Office Equipment and Furniture £	Computers £	Audio Visual £	Total £
Cost				
At 1.1.23	51,915	14,955	112,261	179,131
Additions		1,514		1,514
Disposals	-	-	-	-
At 31.12.23	51,915	16,469	112,261	180,645
Depreciation				
At 1.1.23	47,756	13,962	103,420	165,138
Eliminated on disposal	-	-	-	-
Charge for the year	2,226	1,046	4,649	7,921
At 31.12.23	49,982	15,008	108,069	173,059
Net Book Value 31.12.2023	1,933	1,461	4,192	7,586
Net Book Value 31.12.2022	4,159	993	8,841	13,993

5. Investments

	2023 £	2022 £
Market value brought forward at 1 January 2023	17,335	19,648
Gain/(Loss) on revaluation	1,630	(2,313)
Market value as at 31 December 2023	18,965	17,335

6. Debtors

	2023 £	2022 £
Income Tax Recoverable	-	-
Other debtors	12,088	21,520
	12,088	21,520

7. Creditors: due within one year

	2023 £	2022 £
Pension costs	-	51
Accruals	7,500	-
Accounts payable	18,380	15,085
Agency collections	5,462	3,720
	31,342	18,856

8. Analysis of staff costs and remuneration of key management personnel

	2023 £	2022 £
Wages and salary costs	97,093	88,786
Social security costs	1,796	1,514
Employer pension contribution	1,808	2,393
Salaries and wages including social security costs	100,697	92,693

The average number of employees during the year was 9 (2022: 8).

No employee receive remuneration in excess of £60,000.

Key management are not remunerated by the charity, they are remunerated by the Diocese.

NOTES TO THE FINANCIAL STATEMENTS
as at 31st December 2023

The Parish of St Peter and St Paul, Tonbridge
with St Andrew, St Philip and St Saviour

9. Analysis of funds movements	Opening Balance 1.1.2023 £	Income £	Expenditure £	Transfers £	Closing Balance 31.12.2023 £
Designated Funds					
CRF Parish Church	27,189	929	-	-	28,118
CRF 12 Salisbury Road	7,045	203	(1,830)	-	5,418
CRF 14 Salisbury Road	6,914	199	(780)	-	6,333
CRF St Philip	14,006	404	-	-	14,410
CRF St Saviour	3,509	97	-	-	3,606
CRF 13 Dry Hill Park Road	14,014	404	(2,622)	-	11,796
Total Church Repair Fund	72,677	2,236	(5,232)	-	69,681
Car Park	516	544	(565)	-	495
St Saviour General	-	-	-	-	-
Legacies	11,207	626	-	(11,000)	833
St Andrew Building Reserve	1,000	-	-	-	1,000
Families Minister	92,000	3,706	(27,666)	1,225	69,265
Choir Fund	1,498	555	-	-	2,053
Care taker	1,355	675	-	-	2,030
Fund raising	2,170	-	-	-	2,170
Repair fund 12/14 Salsbury Road	5,000	-	(5,000)	-	-
Repair Fund Reserve	9,310	2,276	(4,182)	-	7,404
Total Designated Funds	196,733	10,618	(42,645)	(9,775)	154,931

Designated Funds	1.1.2022	Income	Expenditure	Transfers	31.12.2022
CRF Parish Church	24,417	273	-	2,499	27,189
CRF 12 Salisbury Road	6,419	34	(198)	790	7,045
CRF 14 Salisbury Road	6,389	34	(198)	689	6,914
CRF St Philip	12,320	67	-	1,619	14,006
CRF St Saviour	1,795	15	-	1,699	3,509
CRF 13 Dry Hill Park Road	11,943	66	-	2,005	14,014
Total Church Repair Fund	63,283	489	(396)	9,301	72,677
Car Park	2	674	(160)	-	516
St Saviour General	-	-	-	-	-
Legacies	23,945	36,149	(887)	(48,000)	11,207
St Andrew Building Reserve	-	-	-	1,000	1,000
Families Minister	-	-	-	92,000	92,000
Choir Fund	1,303	195	-	-	1,498
Care taker	7,068	675	(388)	(6,000)	1,355
Fund raising	1,644	1,756	(230)	(1,000)	2,170
Repair fund 12/14 Salsbury Road	40,000	-	-	(35,000)	5,000
Repair Fund Reserve	20,793	14,312	(4,795)	(21,000)	9,310
Total Designated Funds	158,038	54,250	(6,856)	(8,699)	196,733