

**The Parochial Church Council of the Ecclesiastical
Parish of St Mary The Virgin, Leigh, Tonbridge,
Kent**

Annual Report And Unaudited Financial Statements

For The Year Ended 31 December 2024

The Parochial Church Council of the Ecclesiastical Parish of St Mary The Virgin, Leigh, Tonbridge, Kent

Legal And Administrative Information

Charity number 1133968

Vicar & Chairman Vacant
Lay Chairman Mr Richard Nevard Churchwarden (Elected April 2023)

Principal address St Mary's Church
High Street
Leigh
Tonbridge
Kent
TN11 8QR

Independent examiner Loucas
The Carriage House
Mill Street
Maidstone
Kent
ME15 6YE

Bankers Santander
Bridle Road
Bootle
Merseyside
L30 4GB

The Parochial Church Council of the Ecclesiastical Parish of St Mary The Virgin, Leigh, Tonbridge, Kent

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The Parochial Church Council of the Ecclesiastical Parish of St Mary The Virgin, Leigh, Tonbridge, Kent

Trustees' Report

For The Year Ended 31 December 2024

The Trustees present their annual report and financial statements for the year ended 31 December 2024.

The financial statements have been prepared in accordance with the accounting policies set out in note 1 to the financial statements and comply with the charity's governing document, the Charities Act 2016 and "Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective 1 January 2019)".

Objectives and activities

St Mary's Church is part of the Tonbridge Deanery and the Diocese of Rochester. The Parochial Church Council of St Mary's (the PCC) has the responsibility of co-operating with the incumbent (if any) in promoting in the ecclesiastical parish the whole mission of the church: pastoral, evangelistic, social and ecumenical. The PCC is a corporate body established by the Church of England. The PCC operates under the Parochial Church Council Powers Measure and is a registered charity no. 1133968.

PCC members are responsible for making decisions on all matters of general concern and importance to the parish, including deciding on how the funds of the PCC are to be spent. The Trustees have had due regard to the Charity Commission's guidance under Charities Act 2016 on public benefit when considering the Charity's objectives and activities. St Mary's Church provides public benefit by offering a variety of styles of public worship and by providing an open, accessible and welcoming village resource.

The PCC elected in April 2024 agreed to continue the priorities and working groups set in May 2023

1. Services and regular activities (including study groups and pastoral care)
2. Quinquennial Repairs and fabric
3. Future Priestly leadership
4. Finance and Fund raising

The Parochial Church Council of the Ecclesiastical Parish of St Mary The Virgin, Leigh, Tonbridge, Kent

Trustees' Report (Continued)

For The Year Ended 31 December 2024

PCC Members and Trustees

The Trustees who served during the year and up to the date of signature of the financial statements were:

Vicar:

Vacant

Churchwardens:

Richard Nevard (Lay Chairman)(+)

Linda Boyd (+)

Deanery Synod Representatives:

Julie Porter(+)

Gill Bennie (office manager)

Elected Members:

To seek re-election in 2025:

Barbara Baldock

Bel Swallow

To seek re-election in 2026:

Sarah-Jane Hardy

Helen Scott (+)

Stephanie Rutherford

Tim Oneil

Judy Howard

Julie Baggot

To seek re-election in 2027:

James Ward

Co-Opted

Members

Lisa Srotyr (+) (Co-opted Member since September 2023)

Darren Kelly (+) (Treasurer) (Co-opted Member since 8th April 2024)

Non-Members in attendance:

David Bennie (Youth and Families Minister)

(+) Denotes membership of the PCC Standing Committee, which meets six times a year and is empowered to transact the normal business of the PCC between meetings, subject to any directions given by the Council.

The Parochial Church Council of the Ecclesiastical Parish of St Mary The Virgin, Leigh, Tonbridge, Kent

Trustees' Report (Continued)

For The Year Ended 31 December 2024

The PCC met six times during the year.. Churchwardens are ex-officio Trustees, as are the Deanery Synod Representatives, providing the PCC with an important link between the parish and the wider structures of the church. Churchwardens are elected on an annual basis, up to an agreed maximum of six years. A further nine members are elected, a third of whom stand for re- election every three years. The new members and officials noted above were elected and appointed at the Annual Parochial Church Meeting held on 8th April 2024 and elected or co-opted at subsequent meetings of the Council, all others we either elected at APCMs or appointed previously. The size of the PCC is increased from April 2025 to 12 lay members as approved by the APCM in April 2024

1. Services and Regular Activities.

1.1 Church membership and attendance including all services was as follows:

	2024	2022
Number on electoral roll	94	94
Number on roll not resident in parish	19	15
Usual Sunday attendance – adults	50	45-60
Usual Sunday attendance - under the age of 16	18	10
Easter attendance inc Tenebrae & Walk of Witness	132	107
Christmas attendance Advent Christmas eve/day	731 331	338
Baptisms	2	1
Weddings & Blessings	2	6
Funerals in church	4	7, cremations
Interment of ashes	3	5, ashes 5

Staff, members of the PCC and volunteers have reinvigorated church activities with enthusiasm during 2024.

1.2 Volunteers

Volunteers are the backbone of church activities and include gardeners, cleaners, openers and closers, magazine deliverers, magazine editor, the community choir, pastoral workers, children's workers and house group leaders. Volunteers regularly provide refreshments in the Genner rooms and at special events. Special mention should be made of the bell ringing team, including a clock winder, and the volunteers who climb the tower when necessary. The St James' Guild has 18 volunteers, who clean the church weekly and do extra duties when weddings and funerals take place. We are also grateful to the flower arrangers for bringing some fantastic examples of God's beauty into the Church.

1.3 Staff

The Church Administrator is available on Monday and Wednesdays to meet parishioners and has two other mornings working from home when she responds to email and phone calls. Her hours were increased to help cope with the inter-regnum. The Youth and Families Minister usually attends the church on Wednesday mornings for prayers, conducts a service on Sunday mornings either in church or in Jessica's Hall, and has two evening house groups. He also prepares and delivers projects for Gambia Projects Overseas, a charity supported by St Mary's.

The Parochial Church Council of the Ecclesiastical Parish of St Mary The Virgin, Leigh, Tonbridge, Kent

Trustees' Report (Continued)

For The Year Ended 31 December 2024

1.4 Services

Services continued according to our regular pattern aiming to provide for the diverse traditions, following the liturgical calendar and providing services with a local flavor. Family services are also broadcast on YouTube. The Churchwardens have built a new team of retired Vicars, who receive a fee for each service. We continue to have the paid service of a full-time Youth and Families Minister and the voluntary service of a Pastoral Assistant, who also acts as Funeral Verger. On 3 occasions during the year we have not been able to find a vicar to take a service. On these occasions the Churchwardens have sort permission from the Archdeacon for alternative arrangements. We are especially grateful to members of the congregation who have assisted us at these times. We have been fortunate that there has been enthusiasm for hymn singing and the community choir group attend the first Sunday each month. We also have support from two regular organists for our services. Home Communion has taken place 6 times. We had 4 funeral services, 3 interment of ashes and the All Souls service on 3rd November.

1.5 Children

Forest Church, which started in the early days of the COVID pandemic in 2020, takes place in Jessica's Hall and occasionally in a garden or farm. Work is ongoing to bring the formula and spirit of Forest Church, and the involvement of children, into the church building. Volunteers provided a lively parent and toddler group – Totzone – on Monday mornings, bringing 40 different families into a connection with the church during the year. Leigh Primary School has developed a closer links with the Church during 2024 and held services in the Church. Scribbles pre-school have visited on 5 occasions and drawn inspiration from our stained glass windows for craft activities..

During the APCM in 2024 David Bennie announced his intention to retire in the summer or 2025. The PCC has been working to develop plans to continue our ministry to children and families. It is proving difficult to recruit for similar roles in the diocese so we anticipate that volunteers will be important in this ministry.

1.6 Safeguarding

St. Mary's Church is committed to the safeguarding and protection of children, young people and vulnerable adults. The PCC has complied with the duty under Section 5 of the Safeguarding and Clergy Discipline Measure 2016 (duty to have regard to House of Bishops' guidance on safeguarding children and vulnerable adults). It has adopted the House of Bishops' Safeguarding Policy: Promoting a Safer Church, Safeguarding Policy Statement for Children, Young People and Adults. Copies of this are posted on the church notice boards and "A Church near you" website.

The website has the contact name and number of the Parish Safeguarding Officer (PSO) and our safeguarding policy on the front page and a link to the policy.

St Mary's PCC has adopted the use of the Parish Safeguarding Dashboard to monitor its safeguarding.

A safeguarding report features on the agenda of every PCC meeting. All appointments to roles are subject to appropriate checks in line with the Safer Recruitment Policy and continued training, which is monitored and logged.

There were no serious safeguarding incidents or concerns reported at St. Mary's since the 2023 APCM.

Parish Safeguarding Officer: Lisa Srotyr,
Lead Recruiter (DBS) & Parish Safeguarding Administrator: Gill Bennie

The Parochial Church Council of the Ecclesiastical Parish of St Mary The Virgin, Leigh, Tonbridge, Kent

Trustees' Report (Continued)

For The Year Ended 31 December 2024

1.7 Risk Assessment

Risk assessments were undertaken and reviewed in 2023 in the light of changing and emerging risks.

1.8 Music

St Mary's retains the services of two organists and has links with other local organists for weddings and funerals. A guitarist/singer and keyboardist (Roy & Jenny Etherton) play at family services. Since 3rd March 2024 the St Mary's 'pop-up choir' led by Alex Haynes and Chris Scott and welcomes all comers in the choir stalls on the first Sunday of each month. In total up to 16 members have sung on 14 occasions over the last 12 months, including Easter Sunday and Remembrance Sunday. There is a genuine sense of fun and team work between the choir members and our lovely organist Liz Maslin with whom we have a great working relationship. Approximately 12 sing on first Sundays.

1.9 Pastoral Work

The pastoral team continues under the leadership of the Pastoral Assistant. Training materials supplied by the Diocese were followed, supported by our (now retired) LLM. The volunteer group is now actively monitoring the well-being of vulnerable members of the parish.

1.10 Community

St Mary's has continued to support a local food bank and local charities. The church stayed open for private prayer all year round thanks to a 10 strong team of volunteers who open and close the church. Mark Attwood has successfully taken over the editorship of our community magazine. Due to illness Hi-Rez designs was not been able to continue setting and printing and we are grateful to Mark for taking on the setting in addition to editing and to WFM Print for taking over the printing. We realise now that Hi-Rez was generously supporting the magazine at far below market rate. Distribution and collection of subscriptions have been reorganised distribution is now in both hard copy and digital formats.

Coffee Stop on Wednesdays is thriving, drawing in walkers and badminton players and other members of the church and community. The film club which meets once a month is also thriving and popular.

The PCC considers away giving as a core value but in the light of our financial position has reluctantly reduced the value in 2024. However some gifts committed in previous years were disbursed in 2024. 1/3 to overseas charities including Gambia Projects Overseas, 1/3 to national charities and 1/3 to local charities. The PCC supports and values our continuing link with St Thomas & St Luke's in Charlton.

1.11 House Groups

Approximately 55 parishioners attend House groups led by Jane Withers (3) David Bennie (2) and Madeleine McLintock (1), that continue to flourish meeting in people's homes in the evenings and also a daytime meeting in the Genner Rooms on Thursday mornings. Parishioners were also invited to join Lent study groups lead by Rev Mandy Carr of St George's Weald.

1.12 Home Communion

The PCC has encouraged the introduction of home communion for parishioners who find it difficult to get to regular services. We are grateful to Dr Sally Musson for making this possible on 6 occasions.

The Parochial Church Council of the Ecclesiastical Parish of St Mary The Virgin, Leigh, Tonbridge, Kent

Trustees' Report (Continued)

For The Year Ended 31 December 2024

2. Quinquennial Repairs and Fabric

2.1 Church Building

Routine maintenance of electrical equipment, the boiler and clock has been completed. The boiler has exceeded its planned life and will need replacing in the near future. The Quinquennial Inspection of August 2022 highlights minor repairs that the PCC completed in 2024. Planning to treat the more extensive problems with the tower is progressing. All the retrospective faculties have been approved. The PCC appointed Mrs Jodie Edwards as our new architectural advisor. She is also a member of the DAC. We are grateful to Ian Angus who provided this advice to us for over 30 years until the closure of the practice he worked at.

2.2 Churchyard

Grass cutting for much of the churchyard is contracted out and regular working parties led by Bruce & Nicky Williams have maintained the new churchyard and other tasks. The PCC continues to be mindful of managing the churchyard to promote biodiversity and to encourage the growth of wild flowers in the churchyard extension. Volunteers maintain the memorial wall and planting.

2.3 Vicarage

The vicarage is owned by the diocese who decide on its use. They are currently carrying out extensive maintenance work and we understand it is their intention to let the property on the open market.

3. Future Priestly Leadership

Lionel retired in October 2022, since then at the request of the then Archdeacon of Tonbridge we have been working with Rev Mandy Carr and St George's Weald to try to establish a joint benefice. It has become clear that now is not the right time for this and we have written to the Bishop of Rochester saying that we have now agreed to cease work on this idea. However the external national shortage of vicars and our poor finances remain unchanged so a different merger remains the probable outcome.

We ask for your prayers and support as we try to understand God's will for the future of our parish. It is hoped that more detail can be given at the time of the APCM.

4. Finance and Fundraising

4.1 Fundraising

The majority of personal giving is usually received through collections at services and regular monthly or quarterly contributions. Gift Aid is reclaimed on as many eligible donations as possible. The PCC is encouraging members of the congregation to join the parish giving scheme as this enables us to claim Gift Aid quicker and use less of the treasurer's time.

We do not use third party suppliers to assist us with our fundraising. The charity has not voluntarily subscribed to any fundraising standards or schemes for fundraising regulation. There have been no complaints to the charity regarding fundraising. The charity is mindful of the need to protect vulnerable people and other members of the public from any unreasonable intrusion on their privacy, such as being unreasonably persistent or placing undue pressure on a person to give money or other property.

Since fewer people now carry cash the PCC has introduced a card machine and QR code to facilitate on-line giving. It is the policy of the PCC that a minimum of 50% of any collection made in the church should go toward unrestricted church funds.

The Parochial Church Council of the Ecclesiastical Parish of St Mary The Virgin, Leigh, Tonbridge, Kent

Trustees' Report (Continued)

For The Year Ended 31 December 2024

Financial review

The PCC reported an operating deficit of £28,084 (2023: £40,125) which, when investment gains of £7,849 (2023: gains of £20,784) were taken into account, resulted in net expenditure of £20,235 for the year (2023: £19,341). Planned giving continues to be considerably less than operating expenditure. The PCC is participating in a pilot of the National Cornerstone fundraising initiative.

It is the policy of the charity that unrestricted funds which have not been designated for a specific use should be maintained at a level equivalent to between three and six-month's expenditure. The Trustees considers that reserves at this level will ensure that, in the event of a significant drop in funding, they will be able to continue the charity's current activities while consideration is given to ways in which additional funds may be raised. This level of reserves has been maintained throughout the year.

Reserves

Free unrestricted reserves stood at £347,009 at the year end (2023: £361,809). Designated reserves stood at £30,414 (2023: £37,249), being £21,518 in respect of the Memorial Wall Fund and £8,896 held in the Church Repair Fund. The restricted fund = Friends of St Mary's contained £12,942 (2023: £11,542). The PCC's Investment Policy allows the annual operating deficit to be funded by its unrestricted reserves over the long term.

Going concern

The Trustees have evaluated the circumstances in which the PCC operates. The PCC has unrestricted reserves of over £350,000 and the Trustees have therefore concluded that there are no material uncertainties that cast doubt on the charity's ability to continue as a going concern over the medium term.

The Trustees have assessed the major risks to which the charity is exposed, and are satisfied that systems are in place to mitigate exposure to the major risks.

The Parochial Church Council of the Ecclesiastical Parish of St Mary The Virgin, Leigh, Tonbridge, Kent

Statement Of Trustees' Responsibilities

For The Year Ended 31 December 2024

The Trustees are responsible for preparing the Trustees' Report and the financial statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

The law applicable to charities in England and Wales requires the Trustees to prepare financial statements for each financial year which give a true and fair view of the state of affairs of the charity and of the incoming resources and application of resources of the charity for that year.

In preparing these financial statements, the Trustees are required to:

- select suitable accounting policies and then apply them consistently;
- observe the methods and principles in the Charities SORP;
- make judgements and estimates that are reasonable and prudent;
- state whether applicable accounting standards have been followed, subject to any material departures disclosed and explained in the financial statements; and
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charity will continue in operation.

The Trustees are responsible for keeping sufficient accounting records that disclose with reasonable accuracy at any time the financial position of the charity and enable them to ensure that the financial statements comply with the Charities Act 2016, the Charity (Accounts and Reports) Regulations 2008 and the provisions of the trust deed. They are also responsible for safeguarding the assets of the charity and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

The Trustees' Report was approved by the Board of Trustees



Richard Nevard

Trustee

26 March 2025

The Parochial Church Council of the Ecclesiastical Parish of St Mary The Virgin, Leigh, Tonbridge, Kent

Independent Examiner's Report

To The Trustees Of The Parochial Church Council of the Ecclesiastical Parish of St Mary The Virgin, Leigh, Tonbridge, Kent

I report to the Trustees on my examination of the financial statements of The Parochial Church Council of the Ecclesiastical Parish of St Mary The Virgin, Leigh, Tonbridge, Kent (the charity) for the year ended 31 December 2024.

Responsibilities and basis of report

As the Trustees of the charity you are responsible for the preparation of the financial statements in accordance with the requirements of the Charities Act 2016 (the 2016 Act).

I report in respect of my examination of the charity's financial statements carried out under section 145 of the 2016 Act. In carrying out my examination I have followed all the applicable Directions given by the Charity Commission under section 145(5)(b) of the 2016 Act.

Independent examiner's statement

Your attention is drawn to the fact that the charity has prepared financial statements in accordance with 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) in preference to the Accounting and Reporting by Charities: Statement of Recommended Practice issued on 1 April 2005 which is referred to in the extant regulations but has now been withdrawn.

I understand that this has been done in order for financial statements to provide a true and fair view in accordance with Generally Accepted Accounting Practice effective for reporting periods beginning on or after 1 January 2019.

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

- 1 accounting records were not kept in respect of the charity as required by section 130 of the 2016 Act; or
- 2 the financial statements do not accord with those records; or
- 3 the financial statements 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 financial statements to be reached.

Athos Louca

Athos Louca, FCCA, ICPAC (Senior Statutory Auditor)
for and on behalf of
Loucas

The Carriage House
Mill Street
Maidstone
Kent
ME15 6YE

Dated: 26 March 2025

The Parochial Church Council of the Ecclesiastical Parish of St Mary The Virgin, Leigh, Tonbridge, Kent

Statement Of Financial Activities Including Income And Expenditure Account

For The Year Ended 31 December 2024

		Unrestricted funds 2024 £	Restricted funds 2024 £	Total 2024 £	Unrestricted funds 2023 £	Restricted funds 2023 £	Total 2023 £
Notes							
Income and endowments from:							
Donations and legacies	3	32,918	1,400	34,318	34,032	490	34,522
Charitable activities	4	11,728	-	11,728	26,613	-	26,613
Other trading activities	5	-	-	-	180	-	180
Investments	6	17,556	-	17,556	15,505	-	15,505
Other income	7	1,200	-	1,200	-	-	-
Total income		63,402	1,400	64,802	76,330	490	76,820
Charitable activities	8	94,177	-	94,177	107,225	-	107,225
Other expenditure	14	(1,291)	-	(1,291)	9,720	-	9,720
Total expenditure		92,886	-	92,886	116,945	-	116,945
Net income/(expenditure)		(29,484)	1,400	(28,084)	(40,615)	490	(40,125)
Net gains on investments	15	7,849	-	7,849	20,784	-	20,784
Net movement in funds		(21,635)	1,400	(20,235)	(19,831)	490	(19,341)
Reconciliation of funds:							
Fund balances at 1 January 2024		399,058	11,542	410,600	418,889	11,052	429,941
Fund balances at 31 December 2024		377,423	12,942	390,365	399,058	11,542	410,600

The statement of financial activities includes all gains and losses recognised in the year. All income and expenditure derive from continuing activities.

The Parochial Church Council of the Ecclesiastical Parish of St Mary The Virgin, Leigh, Tonbridge, Kent

Balance Sheet

As At 31 December 2024

	Notes	2024 £	£	2023 £	£
Fixed assets					
Tangible assets	17		1,178		2,355
Investments	18		351,924		381,382
			<u>353,102</u>		<u>383,737</u>
Current assets					
Stocks	19	500		500	
Debtors	20	5,749		4,638	
Cash at bank and in hand		38,263		44,423	
		<u>44,512</u>		<u>49,561</u>	
Creditors: amounts falling due within one year	21	(7,249)		(22,698)	
Net current assets			<u>37,263</u>		<u>26,863</u>
Total assets less current liabilities			<u>390,365</u>		<u>410,600</u>
Income funds					
Friends of St Mary's		12,942		11,542	
	22		12,942		11,542
<u>Unrestricted funds</u>					
Designated funds:					
Memorial Wall fund		21,518		20,049	
Church Repair fund		8,896		17,200	
	23	30,414		37,249	
General unrestricted funds		<u>347,009</u>		<u>361,809</u>	
			<u>377,423</u>		<u>399,058</u>
			<u>390,365</u>		<u>410,600</u>

The financial statements were approved by the Trustees on 26 March 2025

Richard Nevard
Trustee

The Parochial Church Council of the Ecclesiastical Parish of St Mary The Virgin, Leigh, Tonbridge, Kent

Notes To The Financial Statements

For The Year Ended 31 December 2024

1 Accounting policies

Charity information

The Parochial Church Council of the Ecclesiastical Parish of St Mary The Virgin, Leigh, Tonbridge, Kent is part of the Tonbridge Deanery and the Diocese of Rochester. The Parochial Church Council of St Mary's (the 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. The PCC is a corporate body established by the Church of England. The PCC operates under the Parochial Church Council Powers Measure and is a registered charity no. 1133968.

1.1 Accounting convention

The financial statements have been prepared in accordance with the charity's governing document, the Charities Act 2016 and "Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective 1 January 2019)". The charity is a Public Benefit Entity as defined by FRS 102.

The charity has taken advantage of the provisions in the SORP for charities applying FRS 102 Update Bulletin 1 not to prepare a Statement of Cash Flows.

The financial statements have departed from the Charities (Accounts and Reports) Regulations 2008 only to the extent required to provide a true and fair view. This departure has involved following the Statement of Recommended Practice for charities applying FRS 102 rather than the version of the Statement of Recommended Practice which is referred to in the Regulations but which has since been withdrawn.

The financial statements are prepared in sterling, which is the functional currency of the charity. Monetary amounts in these financial statements are rounded to the nearest £.

The financial statements have been prepared under the historical cost convention. The principal accounting policies adopted are set out below.

1.2 Going concern

At the time of approving the financial statements, the Trustees have a reasonable expectation that the charity has adequate resources to continue in operational existence for the foreseeable future. Thus the Trustees continue to adopt the going concern basis of accounting in preparing the financial statements.

1.3 Charitable funds

Unrestricted 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.

Designated funds are unrestricted funds set aside by the PCC for specific purposes and can be re-designated by the PCC at any time. There are currently two designated funds: *The Memorial Wall Fund* is for the periodic extension, modification and maintenance of the Memorial Wall on the northern boundary of the churchyard. *The Church Repair Fund* is held by the Diocese on behalf of the PCC and is intended to contribute to the costs of work arising from the Quinquennial Inspection.

Restricted funds are those where donors have placed restrictions on the use of the funds. *The Friends of St Mary's Fund* was established in 2013 to hold donations given by those in the village who do not engage with the spiritual life of the St Mary's but nevertheless value the church's presence in the community.

The Parochial Church Council of the Ecclesiastical Parish of St Mary The Virgin, Leigh, Tonbridge, Kent

Notes To The Financial Statements (Continued)

For The Year Ended 31 December 2024

1 Accounting policies

(Continued)

1.4 Income

Income is recognised when the charity is legally entitled to it after any performance conditions have been met, the amounts can be measured reliably, and it is probable that income will be received.

Collections are recognised when received by or on behalf of the PCC. Planned giving receivable under Gift Aid is recognised only when received. Income tax recoverable on Gift Aid donations is recognised when the income is recognised. Grants and legacies to the PCC are accounted for as soon as the PCC is notified of its legal entitlement, the amount due is quantifiable and its ultimate receipt by the PCC is reasonably probable.

Cash donations are recognised on receipt. Other donations are recognised once the charity has been notified of the donation, unless performance conditions require deferral of the amount. Income tax recoverable in relation to donations received under Gift Aid or deeds of covenant is recognised at the time of the donation.

Legacies are recognised on receipt or otherwise if the charity has been notified of an impending distribution, the amount is known, and receipt is expected. If the amount is not known, the legacy is treated as a contingent asset.

1.5 Expenditure

Expenditure is recognised once there is a legal or constructive obligation to transfer economic benefit to a third party, it is probable that a transfer of economic benefits will be required in settlement, and the amount of the obligation can be measured reliably.

Expenditure is classified by activity. The costs of each activity are made up of the total of direct costs and shared costs, including support costs involved in undertaking each activity. Direct costs attributable to a single activity are allocated directly to that activity. Shared costs which contribute to more than one activity and support costs which are not attributable to a single activity are apportioned between those activities on a basis consistent with the use of resources. Central staff costs are allocated on the basis of time spent, and depreciation charges are allocated on the portion of the asset's use.

Charitable activities includes the direct costs of the Church and its mission as well as costs incurred in support of these activities.

1.6 Tangible fixed assets

Tangible fixed assets are initially measured at cost and subsequently measured at cost or valuation, net of depreciation and any impairment losses.

Depreciation is recognised so as to write off the cost or valuation of assets less their residual values over their useful lives on the following bases:

Fixtures and fittings	25% on cost
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The gain or loss arising on the disposal of an asset is determined as the difference between the sale proceeds and the carrying value of the asset, and is recognised in the statement of financial activities.

Consecrated property and movable church furnishings

Consecrated and beneficed property of any kind is excluded from the accounts by s.96(2)(a) of the Charities Act 2011. Movable church furnishings held by the Rector and Churchwardens on special trust for the PCC, and which require a faculty for disposal, are accounted as inalienable property unless consecrated. All expenditure incurred on consecrated or beneficed property, whether maintenance or improvements, is written off.

The Parochial Church Council of the Ecclesiastical Parish of St Mary The Virgin, Leigh, Tonbridge, Kent

Notes To The Financial Statements (Continued)

For The Year Ended 31 December 2024

1 Accounting policies

(Continued)

1.7 Fixed asset investments

Fixed asset investments are initially measured at transaction price excluding transaction costs, and are subsequently measured at fair value at each reporting date. Changes in fair value are recognised in net income/(expenditure) for the year. Transaction costs are expensed as incurred.

1.8 Impairment of fixed assets

At each reporting end date, the charity reviews the carrying amounts of its tangible assets to determine whether there is any indication that those assets have suffered an impairment loss. If any such indication exists, the recoverable amount of the asset is estimated in order to determine the extent of the impairment loss (if any).

1.9 Stocks

Stocks are stated at the lower of cost and estimated selling price less costs to complete and sell. Cost comprises direct materials and, where applicable, direct labour costs and those overheads that have been incurred in bringing the stocks to their present location and condition. Items held for distribution at no or nominal consideration are measured the lower of replacement cost and cost.

Net realisable value is the estimated selling price less all estimated costs of completion and costs to be incurred in marketing, selling and distribution.

1.10 Cash and cash equivalents

Cash and cash equivalents include cash in hand, deposits held at call with banks, other short-term liquid investments with original maturities of three months or less, and bank overdrafts. Bank overdrafts are shown within borrowings in current liabilities.

1.11 Financial instruments

The charity has elected to apply the provisions of Section 11 'Basic Financial Instruments' and Section 12 'Other Financial Instruments Issues' of FRS 102 to all of its financial instruments.

Financial instruments are recognised in the charity's balance sheet when the charity becomes party to the contractual provisions of the instrument.

Financial assets and liabilities are offset, with the net amounts presented in the financial statements, when there is a legally enforceable right to set off the recognised amounts and there is an intention to settle on a net basis or to realise the asset and settle the liability simultaneously.

Basic financial assets

Basic financial assets, which include debtors and cash and bank balances, are initially measured at transaction price including transaction costs and are subsequently carried at amortised cost using the effective interest method unless the arrangement constitutes a financing transaction, where the transaction is measured at the present value of the future receipts discounted at a market rate of interest. Financial assets classified as receivable within one year are not amortised.

The Parochial Church Council of the Ecclesiastical Parish of St Mary The Virgin, Leigh, Tonbridge, Kent

Notes To The Financial Statements (Continued)

For The Year Ended 31 December 2024

1 Accounting policies

(Continued)

Basic financial liabilities

Basic financial liabilities, including creditors and bank loans are initially recognised at transaction price unless the arrangement constitutes a financing transaction, where the debt instrument is measured at the present value of the future payments discounted at a market rate of interest. Financial liabilities classified as payable within one year are not amortised.

Debt instruments are subsequently carried at amortised cost, using the effective interest rate method.

Trade creditors are obligations to pay for goods or services that have been acquired in the ordinary course of operations from suppliers. Amounts payable are classified as current liabilities if payment is due within one year or less. If not, they are presented as non-current liabilities. Trade creditors are recognised initially at transaction price and subsequently measured at amortised cost using the effective interest method.

Derecognition of financial liabilities

Financial liabilities are derecognised when the charity's contractual obligations expire or are discharged or cancelled.

1.12 Employee benefits

The cost of any unused holiday entitlement is recognised in the period in which the employee's services are received.

Termination benefits are recognised immediately as an expense when the charity is demonstrably committed to terminate the employment of an employee or to provide termination benefits.

2 Critical accounting estimates and judgements

In the application of the charity's accounting policies, the Trustees are required to make judgements, estimates and assumptions about the carrying amount of assets and liabilities that are not readily apparent from other sources. The estimates and associated assumptions are based on historical experience and other factors that are considered to be relevant. Actual results may differ from these estimates.

The estimates and underlying assumptions are reviewed on an ongoing basis. Revisions to accounting estimates are recognised in the period in which the estimate is revised where the revision affects only that period, or in the period of the revision and future periods where the revision affects both current and future periods.

The Parochial Church Council of the Ecclesiastical Parish of St Mary The Virgin, Leigh, Tonbridge, Kent

Notes To The Financial Statements (Continued)

For The Year Ended 31 December 2024

3 Donations and legacies

	Unrestricted funds	Restricted funds	Total	Unrestricted funds	Restricted funds	Total
	2024	2024	2024	2023	2023	2023
	£	£	£	£	£	£
Donations and gifts	31,894	1,400	33,294	31,937	490	32,427
Other	1,024	-	1,024	2,095	-	2,095
	<u>31,894</u>	<u>1,400</u>	<u>33,294</u>	<u>31,937</u>	<u>490</u>	<u>32,427</u>
Donations and gifts						
Planned giving Gift Aided	16,741	-	16,741	14,989	-	14,989
Planned giving CAF	1,250	-	1,250	2,531	-	2,531
Planned giving other	543	-	543	835	-	835
Collections	2,471	-	2,471	4,248	-	4,248
Sundry donations Gift Aided	3,039	-	3,039	2,000	-	2,000
Sundry donations other	1,469	1,165	2,634	1,074	490	1,564
Gift Aid recoverable	6,381	235	6,616	6,260	-	6,260
	<u>31,894</u>	<u>1,400</u>	<u>33,294</u>	<u>31,937</u>	<u>490</u>	<u>32,427</u>

4 Income from charitable activities

	Unrestricted funds 2024 £	Unrestricted funds 2023 £
Fees income - wedding and Funerals	5,101	13,669
Parish Magazine - sales & advertising	6,627	12,944
	<u>11,728</u>	<u>26,613</u>

5 Income from other trading activities

	Unrestricted funds 2024 £	Unrestricted funds 2023 £
Fundraising events	-	180
	<u>-</u>	<u>180</u>

The Parochial Church Council of the Ecclesiastical Parish of St Mary The Virgin, Leigh, Tonbridge, Kent

Notes To The Financial Statements (Continued)

For The Year Ended 31 December 2024

6 Income from investments

	Unrestricted funds 2024 £	Unrestricted funds 2023 £
Interest receivable	17,556	15,505

7 Other income

	Unrestricted funds 2024 £	Unrestricted funds 2023 £
Insurance claim	1,200	-

8 Expenditure on charitable activities

	Charitable Expenditure 2024 £	Charitable Expenditure 2023 £
Direct costs		
Staff costs	46,601	43,778
Depreciation and impairment	1,177	3,694
Ministry costs	13,552	20,174
Youth and families ministry	2,537	907
Church repairs and maintenance	29,174	21,529
Genner room expenses	-	158
Magazine and printing costs	5,116	5,475
	98,157	95,715
Grant funding of activities (see note 9)	(3,980)	11,510
	94,177	107,225
Analysis by fund		
Unrestricted funds	94,177	107,225

The Parochial Church Council of the Ecclesiastical Parish of St Mary The Virgin, Leigh, Tonbridge, Kent

Notes To The Financial Statements (Continued)

For The Year Ended 31 December 2024

9 Donations made

	Church activities 2024 £	Church activities 2023 £
Donations to institutions:		
Overseas Relief and Development Agencies		
Gambian Projects Overseas	-	1,500
Home Missions & other Church Organisations		
Friends of Rochester Cathedral	10	10
Friends of Kent Churches	10	-
Secular Charitable Organisations		
Leigh Primary School	-	-
Accrual for unpaid donations	-	10,000
Over accrual re 2023	(4,000)	-
	<u>(3,980)</u>	<u>11,510</u>

The PCC maintains a policy of giving a minimum of 10% of its donated income (excluding restricted income) to missions and charities, with particular emphasis given to those which operate from a Christian base. This has not been possible in 2023-2024 due to exceptional circumstances.

10 Net movement in funds	2024 £	2023 £
The net movement in funds is stated after charging/(crediting):		
Fees payable to the charity's independent examiner:		
- for other financial services	1,140	1,260
Depreciation of owned tangible fixed assets	1,177	3,694
	<u>2,317</u>	<u>4,954</u>

11 Independant Examiner's Remuneration

Fees payable to the Independant Examiner	2024 £	2023 £
Non-audit services		
Independant Examination	1,140	1,260
	<u>1,140</u>	<u>1,260</u>

Other expenditure includes payments to the independent examiners of £1,140 (2023: £1,260) for independent examination fees.

12 Trustees

Two trustees received remuneration of £15,295 and reimbursed expenses of £1,645.

The Parochial Church Council of the Ecclesiastical Parish of St Mary The Virgin, Leigh, Tonbridge, Kent

Notes To The Financial Statements (Continued)

For The Year Ended 31 December 2024

13 Employees

The average monthly number of employees during the year was:

	2024 Number	2023 Number
	3	3
	<u> </u>	<u> </u>

Employment costs

	2024 £	2023 £
Wages and salaries	46,601	43,778
	<u> </u>	<u> </u>

There were no employees whose annual remuneration was more than £60,000.

14 Other

	Unrestricted funds	Unrestricted funds
	2024	2023
Accrued expenditure	(5,000)	5,000
Office Admin costs	1,731	2,372
Internet	838	1,088
Independant Examintaion	1,140	1,260
	<u> </u>	<u> </u>
	(1,291)	9,720
	<u> </u>	<u> </u>

15 Gains and losses on investments

	Unrestricted funds	Unrestricted funds
	2024 £	2023 £
Gains/(losses) arising on:		
Revaluation of investments	7,849	20,784
	<u> </u>	<u> </u>

16 Taxation

The charity is exempt from taxation on its activities because all its income is applied for charitable purposes.

The Parochial Church Council of the Ecclesiastical Parish of St Mary The Virgin, Leigh, Tonbridge, Kent

Notes To The Financial Statements (Continued)

For The Year Ended 31 December 2024

17 Tangible fixed assets

	Fixtures and fittings £
Cost	
At 1 January 2024	27,967
At 31 December 2024	27,967
Depreciation and impairment	
At 1 January 2024	25,612
Depreciation charged in the year	1,177
At 31 December 2024	26,789
Carrying amount	
At 31 December 2024	1,178
At 31 December 2023	2,355

The Parochial Church Council of the Ecclesiastical Parish of St Mary The Virgin, Leigh, Tonbridge, Kent

Notes To The Financial Statements (Continued)

For The Year Ended 31 December 2024

18 Fixed asset investments

	Unlisted investments £
Cost or valuation	
At 1 January 2024	381,382
Valuation changes	7,849
Disposals	(37,307)
At 31 December 2024	351,924
Carrying amount	
At 31 December 2024	351,924
At 31 December 2023	381,382

19 Stocks

	2024 £	2023 £
Raw materials and consumables	500	500

20 Debtors

	2024 £	2023 £
Amounts falling due within one year:		
Other debtors	5,537	4,638
Prepayments and accrued income	212	-
	5,749	4,638

21 Creditors: amounts falling due within one year

	2024 £	2023 £
Trade creditors	978	1,439
Other creditors	240	-
Accruals and deferred income	6,031	21,259
	7,249	22,698

The Parochial Church Council of the Ecclesiastical Parish of St Mary The Virgin, Leigh, Tonbridge, Kent

Notes To The Financial Statements (Continued)

For The Year Ended 31 December 2024

22 Restricted funds

The restricted funds of the charity comprise the unexpended balances of donations and grants held on trust subject to specific conditions by donors as to how they may be used.

	At 1 January 2024	Incoming resources	At 31 December 2024
	£	£	£
Friends of St Mary's fund	11,542	1,400	12,942
	<u> </u>	<u> </u>	<u> </u>
Previous year:	At 1 January 2023	Incoming resources	At 31 December 2023
	£	£	£
Friends of St Mary's fund	11,052	490	11,542
	<u> </u>	<u> </u>	<u> </u>

23 Unrestricted funds

The unrestricted funds of the charity comprise the unexpended balances of donations and grants which are not subject to specific conditions by donors and grantors as to how they may be used. These include designated funds which have been set aside out of unrestricted funds by the trustees for specific purposes.

	At 1 January 2024	Incoming resources	Resources expended	Transfers	Gains and losses	At 31 December 2024
	£	£	£	£	£	£
Memorial Wall fund	20,049	1,469	-	-	-	21,518
Church repair fund	17,200	1,085	(10,589)	1,200	-	8,896
General funds	361,809	60,848	(82,297)	(1,200)	7,849	347,009
	<u> </u>	<u> </u>	<u> </u>	<u> </u>	<u> </u>	<u> </u>
	399,058	63,402	(92,886)	-	7,849	377,423
	<u> </u>	<u> </u>	<u> </u>	<u> </u>	<u> </u>	<u> </u>

The Parochial Church Council of the Ecclesiastical Parish of St Mary The Virgin, Leigh, Tonbridge, Kent

Notes To The Financial Statements (Continued)

For The Year Ended 31 December 2024

23 Unrestricted funds (Continued)

Previous year:	At 1 January 2023	Incoming resources	Resources expended	Transfers	Gains and losses	At 31 December 2023
	£	£	£	£	£	£
Memorial Wall fund	18,975	1,074	-	-	-	20,049
Church repair fund	16,000	-	-	1,200	-	17,200
General funds	383,914	75,256	(116,945)	(1,200)	20,784	361,809
	<u>418,889</u>	<u>76,330</u>	<u>(116,945)</u>	<u>-</u>	<u>20,784</u>	<u>399,058</u>

24 Analysis of net assets between funds

	Unrestricted funds 2024 £	Restricted funds 2024 £	Total 2024 £
At 31 December 2024:			
Tangible assets	1,178	-	1,178
Investments	351,924	-	351,924
Current assets/(liabilities)	24,321	12,942	37,263
	<u>377,423</u>	<u>12,942</u>	<u>390,365</u>
	Unrestricted funds 2023 £	Restricted funds 2023 £	Total 2023 £
At 31 December 2023:			
Tangible assets	2,355	-	2,355
Investments	381,382	-	381,382
Current assets/(liabilities)	15,321	11,542	26,863
	<u>399,058</u>	<u>11,542</u>	<u>410,600</u>

25 Related party transactions

There were no disclosable related party transactions during the year (2023 - none).