

# THE PAROCHIAL CHURCH COUNCIL OF THE ECCLESIASTICAL PARISH OF ST MARY THE VIRGIN PARISH CHURCH WESTERHAM KENT

England & Wales · Charity number 1133994

## Details

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**Other names** ST MARY'S CHURCH WESTERHAM

**Status** Registered

**Legal form** Previously excepted

**Registered** 2010-02-02

**Register** [View on the Charity Commission register](#)

## Contact

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**Address** St. Mary The Virgin Church  
The Green  
Westerham  
Kent  
TN16 1AS

**Phone** 01959561330

**Email** [westerhamchurch@gmail.com](mailto:westerhamchurch@gmail.com)

**Website** <https://www.achurchnearyou.com/church/16917/>

## Activities

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

**Activities:** Church of England worship, community service and outreach

## Classification

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

## Geography

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

## Finances

| Period end | Income   | Expenditure | Assets | Employees |
|------------|----------|-------------|--------|-----------|
| 2024-12-31 | £119,289 | £120,553    | -      | -         |
| 2023-12-31 | £130,581 | £189,767    | -      | -         |
| 2022-12-31 | £116,333 | £109,386    | -      | -         |
| 2021-12-31 | £77,663  | £88,858     | -      | -         |
| 2020-12-31 | £108,022 | £95,699     | -      | -         |

## Trustees

| Name                  | Role | Appointed  |
|-----------------------|------|------------|
| Anna Morris           |      | 2020-10-07 |
| BRUCE SUMNER NUTTALL  |      |            |
| Catharine Mary Boston |      | 2018-04-28 |
| David Anthony Booker  |      | 2015-04-22 |
| JUDY DUFFIELD         |      | 2016-04-17 |
| KEVIN STANLEY WILCOX  |      |            |
| Karen Smart           |      | 2020-10-07 |
| RODNEY JAMES POMFRET  |      |            |
| Rev DAVID FOX-BRANCH  |      | 2021-08-28 |

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# Accounts

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**WESTERHAM PARISH CHURCH, KENT**

ANNUAL REPORT

and

FINANCIAL STATEMENTS

of the

Parochial Church Council

for the year ending 31<sup>st</sup> December 2024

**Incumbent and Vicar from 1<sup>st</sup> July 2024:**

Reverend David Fox-Branch  
The Vicarage  
Vicarage Hill  
Westerham, Kent

**Bank**

National Westminster Bank Plc  
Sevenoaks branch  
67 High Street  
Sevenoaks, Kent

**Independent examiner:**

Brian Downs  
Downs & Co Chartered Certified Accountants  
61 Croydon Road  
Keston  
BR2 6EH

15th May 2025

**Registered charity number 1133994**



**ST MARY THE VIRGIN PARISH CHURCH  
WESTERHAM, KENT**

**Membership of the PCC 2024**

The method of appointment of Parochial Church Council, (PCC) members is set out in the Church Representation Rules, with members for 2024 listed below.

|                                                            |                             |                                                           |
|------------------------------------------------------------|-----------------------------|-----------------------------------------------------------|
| <b>Ex Officio:</b>                                         |                             |                                                           |
| <b>Incumbent<br/>Benefice Vicar from 1/7/24</b>            | Revd David Fox-Branch       | Chair                                                     |
| <b>Co-opted</b>                                            | Revd Wendy Harvey           | Since 23 <sup>rd</sup> September 2021<br>Ratified at APCM |
| <b>Churchwarden</b>                                        | Mrs A Morris                | Elected May 2024 Vice Chair                               |
| <b>Deanery Synod Representatives</b>                       | Mrs C Boston<br>Mrs K Smart |                                                           |
| <b>Elected Members (12 allowed<br/>including co-opted)</b> | Mr D Booker                 | Chair of Fabric Committee                                 |
|                                                            | Mrs G Burmester             | Resigned January 2024                                     |
|                                                            | Mr P Cambridge              |                                                           |
|                                                            | Mrs C Cusick                | Resigned November 2024                                    |
|                                                            | Mrs J Duffield              | Parish Safeguarding Officer]                              |
|                                                            | Mrs K Johnson               |                                                           |
|                                                            | Dr A Leather                | Resigned January 2024                                     |
|                                                            | Mr B Preston                |                                                           |
|                                                            | Mrs R Preston               |                                                           |
|                                                            | Mr K Willcox                |                                                           |
|                                                            | Mrs J Willer                |                                                           |

The PCC is supported by the following officers (not PCC members) but in attendance at meetings)

|                      |                                               |                           |
|----------------------|-----------------------------------------------|---------------------------|
| <b>PCC Secretary</b> | Miss A Coughlan                               | In attendance at meetings |
| <b>Treasurer</b>     | Mrs A Perret until March<br>2024, then vacant | 2024                      |

Due to the vacancy for a Treasurer, a finance team consisting of the Vicar, Churchwarden and PCC secretary has overseen the production of these accounts.

All those who attend our services are encouraged to register on the Electoral Roll and stand for election to the PCC. PCC members are responsible for making decisions on all matters of general concern and importance to the parish, including deciding how PCC funds are to be spent.

Given its wide responsibilities, the PCC has various sub-committees – Fabric, Finance and a Standing Committee which can make decisions required between full PCC meetings. Each committee has clear terms of reference and report back to the full PCC. Since 2023 there has also been a less formal, established to

raise funds through social and community events. There is also an Environmental Group, which is open to non-church members and works especially with regard to the 5<sup>th</sup> Mark of Mission.

## **Financial Report by the PCC of St Mary the Virgin Parish Church, Westerham for 2024**

### **1 Aim and purpose**

St Mary the Virgin Parochial Church Council (PCC) has the responsibility of cooperating with the Incumbent, the Reverend David Fox-Branch, in promoting in the ecclesiastical parish, the whole mission of the Church, pastoral, evangelistic, social and ecumenical. The PCC is also specifically responsible for the maintenance of the Church of St Mary the Virgin, including the attached 'John Fryth Room' hall and churchyard at The Green, Westerham.

### **2 Objectives and activities**

The PCC is committed to using the 5 Marks of Mission to shape the life of the church community in our vision of "Serving Christ, Westerham and the Wider World". The 5 Marks of Mission express the Anglican Communion's common commitment to, and understanding of, God's holistic/integral mission. i.e.

1. To proclaim the Good News of the Kingdom
2. To teach, baptise and nurture new believers
3. To respond to human need by loving service
4. To transform unjust structures of society, to challenge violence of every kind and pursue peace and reconciliation
5. To strive to safeguard the integrity of creation, and sustain and renew the life of the earth

We seek to reach as many people as possible with the Good News of Jesus Christ, enabling them to worship at the church and to become part of the faith community at St Mary the Virgin. We aim to benefit the public locally and from further afield by offering a variety of church services and by enabling people to live out their faith within both the church and wider community. As a parish church, we support people from Westerham, and further afield, at particular points in their lives by preparing them for, and taking weddings, baptisms and funerals. The number of these 'occasional offices' held in church was 29 in 2024, compared to 35 in 2023 and 30 in 2022.

Our services and worship put faith into practice through prayer and scripture, music and sacrament.

To facilitate all this work, it is important that we maintain the fabric of the Church of the church building and churchyard.

In 2024 The Benefice Ministry Team consisted of;

- Incumbent, Revd. David Fox-Branch
- Priest with Permission to Officiate, Revd. Wendy Harvey
- Priest with Permission to Officiate, Revd Alison Cooper (Westerham only)
- Ordinand, Dr Susan Leather (until May 2024)
- Ordinand, Jess Spickernell (from September 2024)

Director of Music, Mr Daniel Eaton, supports the ministry team's service planning, plays the organ and piano for Sunday and other services, leads the choir and plans special events.

We also employ a part-time Administrator, Alyson Coughlan, who additionally serves as Secretary to the Parochial Church Council. She is based in the Parish Office which, since July 2024, has become the Benefice Office.

### **3 Achievements and performance**

Revd Fox-Branch was appointed as Priest-in-Charge in 2021 with the brief to explore becoming a united benefice with a neighbouring parish. This was achieved on July 1<sup>st</sup> 2024, forming the Benefice of Crockham Hill and Westerham, and has been the strategic focus for the year.

The parishes retain their identities and financial independence but have resolved to share costs and other resources as appropriate, and to establish fair mechanisms for so doing. In the later autumn of 2024, they resolved to create a Joint Council to provide shape the vision of the new Benefice and provide strategic oversight. This was awaiting approval from the diocese on 31<sup>st</sup> December.

#### **3.a To proclaim the Good News of the Kingdom**

Our main vehicle for proclamation is our worship, as well as having the doors of the church open daily and encouraging the congregation to be confident in conversations about faith. Being the only Anglican church in Westerham we offer a variety of worship services, including traditional language 'said' Communion, choral morning services, Evensong and informal worship. In 2024 we continued to consolidate our pattern and numbers. A detailed discussion of attendance can be found in the Westerham PCC Report for 2024 under 'Worship'.

Ministers also led Morning Prayer on most Tuesdays, Wednesdays, Thursdays, Fridays and Saturdays, as well as a midweek Eucharist. We have a regular schools ministry shared with the local Congregational Church, plus four school services in church this year. These are opportunities to bring the Christian message to adults and children alike who otherwise might not normally visit a church.

In addition, we have continued to offer a rich programme of special and seasonal services.

#### **3.b To teach, baptise and nurture new believers**

In 2024 we had 5 baptisms compared to 10 in 2023 but, as there were also 5 in both 2021 and 2022, this would suggest that 2023 was an unusual year.

We also received permission from the Bishop to offer Communion Before Confirmation and, after a short preparation course, two young members of the congregation were Admitted to Communion.

As well as systematic Bible-based preaching in Sunday services, church members and the Incumbent also support the local Church of England School as governors. The school has a distinctively Christian ethos, and the church endeavours to support that wherever possible. In 2024, work continued to tie school worship more closely to the SIAMS curriculum. Children feel empowered to take a lead in preparing and leading whole-school worship and class-based worship, and many of them enthusiastically volunteer to offer spontaneous prayer during worship.

In addition, during Lent we co-hosted Lent Lunches with the local Roman Catholic church which were opportunities to discuss the week's Gospel reading and learn more about each other.

### **3.c To respond to human need by loving service**

Throughout the year there are particular services that draw many from the community into the church. In 2024, at request of the British Legion, the Remembrance service was held inside for the second year running, after an outdoor act of Remembrance. Although this probably reduces the number of people who stay for the worship part of the event, it enables the Legion to increase the value of the collection they receive, provides an opportunity for preaching; and many who attend appreciate the change.

The church is open every day for private prayer as well as for tourists (free of charge); prayer requests can be left on the prayer board and are included in Sunday prayers.

The ministers meet and pray with individuals as requested and, on occasion, make referrals such as to the Foodbank, adult social services and emergency housing.

The governors of Churchill School and the Incumbent offer pastoral support to staff and pupils. The Hosey Trust continues to make individual grants to meet the needs of current and past pupils up to the age of 25.

The clergy visit the bereaved and take funerals – both in the church and at local crematoria. In 2024 we had 18 at-church funerals, memorials and burials of ashes; 1 more than 2023. We also conduct funerals at crematoria and cemeteries, but these are not recorded in the service registers.

The Pastoral Care Team has been very active, providing spiritual support, prayer and distributing communion to those from our congregations who are unable to attend church services due to ill health, as well as supporting people in the wider community who are non-churchgoers. Since July 2024 this has been a Benefice team, seeking to support people in both parishes and with volunteers drawn from both. In October, six members of the Team completed the Caring Concerns course delivered by the Diocesan Mission and Ministry Team.

The Incumbent is, ex-officio, a trustee for the Westerham Almshouse Charity, providing accommodation for persons in need.

The PCC supports the local Westerham Foodbank, with a full-time collection point in the church and various members, including one of the ministers, actively involved. The Harvest services, for the school and parish, collected lots of donations for the foodbank.

The church also gives away part or all of the offering at certain services, such as Remembrance Day, December *2<sup>nd</sup> Sunday* (Christingle) and during Lent, and makes other appeals in response to events in the wider world.

### **3.d To transform unjust structures of society, to challenge violence of every kind and pursue peace and reconciliation**

Through preaching, being a Fairtrade Church and supporting charities to make the world a fairer place, we work towards this mark. Successful fundraising concerts for Ukraine and other causes are held in the church, organised by members of the wider community, and a fundraising event for Porchlight was organised as an ecumenical effort by members of the church.

We also hold some ethical investments.

### **3.e To strive to safeguard the integrity of creation, and sustain and renew the life of the earth**

The PCC cares for the churchyard and has undertaken re-wilding of some areas. The liturgical season of Creationtide is celebrated annually.

The Environmental Group was less active this year, but members continued to work towards securing a Silver Eco Church award and to highlight environmental issues. Members of the congregations are also involved in conservation charities and wildlife groups. Work has been done on developing a plan to be carbon neutral by 2030. Our electricity is certified 'green'.

An environmental handbook is in preparation.

## **4 Financial Review**

Church activities are funded by regular giving (mainly attracting gift aid), collections, donations, fees and investment income. Total income for 2024 decreased to £119,289 of which £34,897 was restricted funds. This compares to total income for 2023 of £130,581 of which £50,517 was restricted funds. General fund income in 2024 increased to £84,392 compared with £80,016 in 2023.

Overall expenditure in 2024 was £120,552 of which £35,810 was restricted funds, compared with £189,767 in 2023. General fund expenditure was £81,783, compared with £106,962 in 2023. This was driven mostly by reduction in church running expenses as lighting project has been completed and paid in 2023.

Overall, there was a surplus on general funds of £2,608 compared with a deficit in 2023 of £26,946.

St Mary's investment holdings (details in note 3 of the financial statements) increased in value by £16,095 during the year. Of this £9,069 related to restricted funds, £3,032 to designated funds and £3,515 to the general investment value reserve

## **5 Reserves policy**

The PCC has set aside reserves in designated funds for the following purposes

- Over the years the trend has been for the church's investments to have risen in value. This year as last we sold some investments. This is not sustainable in the long term but despite not having a Treasurer, the PCC has made progress towards stabilising our finances: some reduction in overheads and a greater focus on fundraising, meant that we sold less than in 2023. The PCC believes it is prudent to maintain a reserve against future falls in investment values which are likely to occur from time to time. Accordingly, an investment value reserve exists.
- The main church buildings are of an age and type that periodically major repairs will be required. St Mary's is fortunate that the Westerham Heritage Trust, an independent charity, raises funds which may be available when major repairs are required. However, the PCC recognises the need to retain a reserve for contributing to such repairs.
- The PCC believes that work with children and youth is an important part of its mission. A reserve has been established to support major initiatives in this field. This contributes to the Director of Music's salary, as part of his remit is to engage younger people.



- Similarly, the PCC believes outreach both within the immediate community and in the wider world is part of St Mary's mission. A reserve has been established to support future initiatives in this field and again, some of the incomes from this contributes to the Director of Music's salary.

## **6 Administrative information**

St Mary's is the parish church of the Parish of Westerham, which is part of the Benefice of Crockham Hill and Westerham. It is situated at the northeast corner of The Green in Westerham, the correspondence address being Benefice Office, St Mary's Church, The Green, Westerham, Kent TN16 1AS. The registered charity number is 1133994.

Details of those who have served as members of the PCC between the 2024 Annual Parochial Church Meeting ("APCM"), and the date of this report are shown on page 2.

## **7 Payments to and giving by members of the PCC**

The total identified giving by members of the PCC, while members, totalled £7,680 excluding Gift Aid recoverable.

## **8 Other Funds**

These funds are separate trust funds administered by the PCC and do not appear in the accounts. Applications for grants can be made for specific use related to the purpose of the funds.

Westerham Church of England Religious Education Fund exists to support activities contributing to religious education connected to St Mary's Church. Its assets at the year end totalled £30,197.62. The Incumbent and church wardens are the Trustees. A grant of approximately £750 was made to fund Churchill School yr6 pupils' trip to attend the Diocesan Leavers' Service at Rochester Cathedral.

Westerham Hosey Fund supports pupils and former pupils of Churchill Church of England Primary School up to the age of 25. The Trustees are the Incumbent, church wardens and two nominated Trustees. Its assets at the year-end were £46,962.58 and £1439.68 was withdrawn by the parish to cover grants made in the previous financial year. In 2024 two grants were offered but only one, of £84.91, was claimed. This remained to be drawn down at the end of the year.

The Ralph Fund exists to provide help to those in need in the parish. It is managed by the Incumbent and church wardens. Its assets at the year-end totalled £11,673.28. No payments were made during the year.

St Mary's manages the North Downs Guild of Music fund. Its assets at the year-end amounted to £155,551. In 2024 the Guild pledged £3,000 to fund a performance of Ahoy for the Mary Rose involving 100 local schoolchildren and professional performers. This money was still outstanding at the end of the year.

## **Independent Examiner's Report to the PCC of St Mary the Virgin Parish Church Westerham**

I report on the accounts of the PCC for the year ended 31<sup>st</sup> December 2024, which are set out on subsequent pages.

### **Respective responsibilities of the PCC and the Independent Examiner**

As members of the PCC, you are responsible for the preparation of the accounts. You 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;
- Follow the procedures laid down in the general directions given by the Charity Commissioners under Section 145(5)(b) of the 2011 Act; and
- 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.

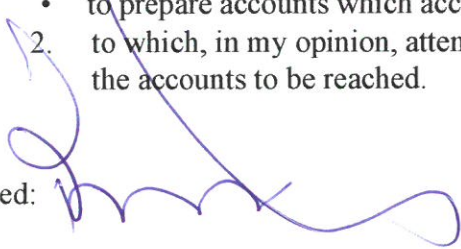
The procedures undertaken do not provide all the evidence that would be required in a full audit, and consequently I do not express an audit opinion on the accounts.

### **Independent Examiner's Statement**

In connection with my examination, no matters have come to my attention:

1. which give me reasonable cause to believe that in any material aspect the requirements
  - to keep accounting records in accordance with section 130 of the 2011 Act; or
  - to prepare accounts which accord with these accounting records 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.

Signed:



Dated:



**Brian Downs Downs & Co Chartered Certified Accountants**

61 Croydon Road  
Keston  
BR2 6EH

# ST MARY THE VIRGIN CHURCH, WESTERHAM

## Balance sheet at 31st December 2024

|                                      | General<br>Funds<br>£ | Designated<br>Funds<br>£ | Restricted<br>Funds<br>£ | Total<br>2024<br>£ | Total<br>2023<br>£ |
|--------------------------------------|-----------------------|--------------------------|--------------------------|--------------------|--------------------|
| <b>FIXED ASSETS</b>                  |                       |                          |                          |                    |                    |
| Investment assets                    | 20,802                | 280,785                  | 399,848                  | 701,435            | 695,340            |
| <b>CURRENT ASSETS</b>                |                       |                          |                          |                    |                    |
| Short term deposits                  | 3,997                 | -                        | 53,547                   | 57,544             | 47,816             |
| Cash at bank and in hand             | 12,398                | ( 5,071)                 | 11,625                   | 18,952             | 14,819             |
| Amounts receivable                   | 12,348                | -                        | -                        | 12,348             | 16,280             |
|                                      | <b>28,743</b>         | <b>( 5,071)</b>          | <b>65,172</b>            | <b>88,844</b>      | <b>78,915</b>      |
| <b>CREDITORS</b> (due within 1 year) |                       |                          |                          |                    |                    |
| Creditors                            | ( 1,904)              |                          | ( 137)                   | ( 2,041)           | ( 848)             |
| <b>NET CURRENT ASSETS</b>            | <b>26,839</b>         | <b>( 5,071)</b>          | <b>65,035</b>            | <b>86,803</b>      | <b>78,067</b>      |
| <b>NET ASSETS</b>                    | <b>47,641</b>         | <b>275,714</b>           | <b>464,883</b>           | <b>788,238</b>     | <b>773,407</b>     |

Approved by the PCC on the \_\_\_\_\_ and signed

on its behalf by David Fox-Branch Chairman  
David Fox -Branch

and Ebru Walker Treasurer  
Ebru Walker



# ST MARY THE VIRGIN CHURCH, WESTERHAM

## Statement of Financial Activities inc Income and Expenditure Account For the year ending 31st December 2024

|                                     | General<br>Funds | Designated<br>Funds | Restricted<br>Funds | Total<br>2024    | Total<br>2023    |
|-------------------------------------|------------------|---------------------|---------------------|------------------|------------------|
| <b>Incoming resources - page 10</b> |                  |                     |                     |                  |                  |
| Voluntary income                    | 54,011           | -                   | 26,444              | 80,455           | 95,776           |
| Activities for generating funds     | 8,527            | -                   | -                   | 8,527            | 8,736            |
| Income from investments             | 16,947           | -                   | 8,311               | 25,258           | 22,414           |
| Church activities                   | 4,907            | -                   | 142                 | 5,049            | 3,655            |
| <b>Total incoming resources</b>     | <b>84,392</b>    | <b>-</b>            | <b>34,897</b>       | <b>119,289</b>   | <b>130,581</b>   |
| <b>Resources expended - page 11</b> |                  |                     |                     |                  |                  |
| Church activities                   | (43,687)         | (2,959)             | (5,956)             | (52,602)         | ( 64,607)        |
| Church running expenses             | (34,350)         | -                   | (26,618)            | (60,968)         | ( 122,957)       |
| Fundraising expenditure             | (3,747)          | -                   | (3,236)             | (6,983)          | (2,203)          |
| <b>Total resources expended</b>     | <b>(81,784)</b>  | <b>(2,959)</b>      | <b>(35,810)</b>     | <b>(120,553)</b> | <b>(189,767)</b> |
| <b>Net incoming resources</b>       | <b>2,608</b>     | <b>(2,959)</b>      | <b>(914)</b>        | <b>(1,264)</b>   | <b>(59,186)</b>  |
| <b>Net gain on investments</b>      | <b>479</b>       | <b>6,547</b>        | <b>9,069</b>        | <b>16,095</b>    | <b>58,616</b>    |
| <b>Net movement on funds</b>        | <b>3,087</b>     | <b>3,588</b>        | <b>8,155</b>        | <b>14,831</b>    | <b>(570)</b>     |
| <b>Balances brought forward</b>     | <b>44,555</b>    | <b>272,127</b>      | <b>456,726</b>      | <b>773,407</b>   | <b>773,977</b>   |
| <b>Balances carried forward</b>     | <b>47,643</b>    | <b>275,715</b>      | <b>464,881</b>      | <b>788,238</b>   | <b>773,407</b>   |

# ST MARY THE VIRGIN CHURCH, WESTERHAM

Notes to the Financial Statements year ending 31<sup>st</sup> December 2024

| INCOMING RESOURCES                     | General Funds | Designated Funds | Restricted Funds | Endowment Funds | Total 2024     | Total 2023     |
|----------------------------------------|---------------|------------------|------------------|-----------------|----------------|----------------|
|                                        | £             | £                | £                | £               | £              | £              |
| <b>Voluntary Income</b>                |               |                  |                  |                 |                |                |
| Planned giving/gift aid                | 38,848        | -                | -                | -               | 38,848         | 28,118         |
| Income tax recoverable                 | -             | -                | -                | -               | -              | 7,000          |
| Collections/EPO                        | 6,374         | -                | -                | -               | 6,374          | 4,590          |
| Visitors and other giving              | 6,912         | -                | -                | -               | 6,912          | 5,709          |
| Grants                                 | -             | -                | 16,002           | -               | 16,002         | 42,372         |
| Donations                              | 1,877         | -                | 7,382            | -               | 9,259          | 5,837          |
| Legacies                               | -             | -                | 1,000            | -               | 1,000          | -              |
| Choir and bell ringers                 |               | -                | 2,060            | -               | 2,060          | 2,150          |
|                                        | <b>54,011</b> | <b>-</b>         | <b>26,444</b>    | <b>-</b>        | <b>80,455</b>  | <b>95,776</b>  |
| <b>Activities for Generating Funds</b> |               |                  |                  |                 |                |                |
| Fundraising events                     | 8,517         | -                | -                | -               | 8,517          | 8,710          |
| Bookstall                              | 10            | -                | -                | -               | 10             | 26             |
|                                        | <b>8,527</b>  | <b>-</b>         | <b>-</b>         | <b>-</b>        | <b>8,527</b>   | <b>9,095</b>   |
| <b>Income from Investments</b>         |               |                  |                  |                 |                |                |
| Dividends and interest                 | 16,947        | -                | 8,311            | -               | 25,258         | 22,414         |
|                                        | <b>16,947</b> | <b>-</b>         | <b>8,311</b>     | <b>-</b>        | <b>25,258</b>  | <b>22,414</b>  |
| <b>Church Activities</b>               |               |                  |                  |                 |                |                |
| Fees for weddings and funerals         | 2,543         | -                | 142              | -               | 2,685          | 2,778          |
| Sundry income                          | 2,364         | -                | -                | -               | 2,364          | 877            |
|                                        | <b>4,907</b>  | <b>-</b>         | <b>142</b>       | <b>-</b>        | <b>5,049</b>   | <b>3,655</b>   |
| <b>Total Incoming Resources</b>        | <b>84,392</b> | <b>-</b>         | <b>34,897</b>    | <b>-</b>        | <b>119,289</b> | <b>130,581</b> |

**ST MARY THE VIRGIN CHURCH,  
WESTERHAM**

Notes to the Financial Statements year ending 31st December  
2024

|                                   | General<br>Funds | Designated<br>Funds | Restricted<br>Funds | Endowment<br>Funds | Total<br>2024    | Total<br>2023    |
|-----------------------------------|------------------|---------------------|---------------------|--------------------|------------------|------------------|
|                                   | £                | £                   | £                   | £                  | £                | £                |
| <b>RESOURCES EXPENDED</b>         |                  |                     |                     |                    |                  |                  |
| <b>Church Activities</b>          |                  |                     |                     |                    |                  |                  |
| Missionary and Charitable giving  |                  |                     |                     |                    |                  |                  |
| Outreach Expenses                 |                  | ( 2,959)            |                     |                    | (2,959)          | (159)            |
| Contribution to diocese           | (31,675)         |                     |                     |                    | (31,675)         | (45,851)         |
| Vicar's and Vicarage expenses     | (6,249)          |                     |                     |                    | (6,249)          | ( 4,014)         |
| Organ and Choir (incl bell funds) | (3,935)          |                     | (5,956)             |                    | (9,890)          | (11,537)         |
| Other costs                       | (1,829)          |                     |                     |                    | (1,829)          | (3,046)          |
|                                   | <b>(43,687)</b>  | <b>(2,959)</b>      | <b>(5,956)</b>      | <b>-</b>           | <b>(52,602)</b>  | <b>(64,607)</b>  |
| <b>Church Running Expenses</b>    |                  |                     |                     |                    |                  |                  |
| Parish office                     | (3,327)          |                     |                     |                    | (3,327)          | ( 4,351)         |
| Church cleaning                   | (305)            |                     |                     |                    | (350)            | (7)              |
| Staff remuneration                | (10,381)         |                     |                     |                    | (10,381)         | (10,315)         |
| Insurance                         | (4,884)          |                     |                     |                    | (4,884)          | ( 4,798)         |
| Heat and light                    | (9,959)          |                     |                     |                    | (9,959)          | (15,157)         |
| Repairs and maintenance           | (5,382)          |                     |                     |                    | (5,382)          | ( 8,428)         |
| Churchyard expenses               | (113)            |                     | (9,494)             |                    | (9,607)          | ( 8,154)         |
| Repair Projects                   |                  |                     | (17,124)            |                    | (17,124)         | (71,747)         |
|                                   | <b>(34,350)</b>  | <b>-</b>            | <b>(26,618)</b>     | <b>-</b>           | <b>(60,968)</b>  | <b>(122,957)</b> |
| <b>Other resources expended</b>   |                  |                     |                     |                    |                  |                  |
| Fundraising and bookstall         | (3,747)          | -                   | (3,236)             | -                  | (6,983)          | (2,203)          |
| <b>Total resources expended</b>   | <b>(81,784)</b>  | <b>(2,959)</b>      | <b>(35,810)</b>     | <b>-</b>           | <b>(120,553)</b> | <b>(189,767)</b> |

## **ST MARY THE VIRGIN CHURCH, WESTERHAM**

### **Notes to the Financial Statements For the year ended 31<sup>st</sup> December 2024**

#### **1 Accounting policies**

- a) The financial statements have been prepared under the Charities Act 2011 and in accordance with the Church Accounting Regulations 2006 together with FRS 102 and Statement of Recommended Practice 'Accounting and Reporting by Charities'. The statements have been prepared under the historical cost convention except for the value of investment assets which are shown at fair value. They are prepared on the going concern basis. Incoming resources are included when receivable. Liabilities are recognised when the obligation arises
- b) The funds held comprise
- unrestricted funds representing the remaining income funds of the church together with funds designated by the PCC for particular purposes; and
  - restricted funds comprising endowment funds that must be retained as church capital and income funds which can only be spent on restricted purposes.
- c) Consecrated and beneficed property of any kind is not included in the financial statements in accordance with the Charities Act 2011. This includes all fixtures and fittings in the church buildings.
- d) Investments are valued at market value as at 31<sup>st</sup> December 2024.

#### **2 Incumbent stipend and parish offer**

The Incumbent's stipend and pension cost are paid by the Diocese of Rochester. The diocese also incurs other costs which are borne by parishes through a charge traditionally known as 'parish share'. This includes a share of the overall cost of running the diocese and providing services such as legal advice, of supporting ministry in parishes that cannot pay the full cost of their ministers, and of mission activity across the diocese.

From 2015 the Diocese of Rochester introduced a new system whereby parishes made an annual 'offer' to cover all these costs. In 2024 the PCC felt it prudent to accept a Diocesan scheme to cap the offer for twelve months, reducing it from £45,775 in 2023 to £31,674 in 2024. This covered the cost of having a full-time minister in the benefice but did not contribute towards the wider mission of the diocese or the support it gives to parishes. The PCC resolved to increase the offer if funds became available but they did not.

## ST MARY THE VIRGIN CHURCH, WESTERHAM

### Notes to the Financial Statements For the year ended 31<sup>st</sup> December 2024

#### 3 Investments

The main Church, Churchyard and NDG investments are held in CBF Investment Fund shares. The gain/loss on revaluation of the Church holding has been allocated to the various funds (endowment, designated and general) according to the relative proportions of those funds. The investments in M&G Charifund are all allocated to general funds.

Even though some shares were withdrawn, the gain in investment values means that the value of all investments was £6095 higher at year end than at the start.

|                               | <b>CBF Shares<br/>Church<br/>£</b> | <b>CBF shares<br/>Churchyard<br/>£</b> | <b>North Downs<br/>Guild of Music<br/>£</b> | <b>M&amp;G<br/>Charifund<br/>£</b> | <b>Total<br/>£</b> |
|-------------------------------|------------------------------------|----------------------------------------|---------------------------------------------|------------------------------------|--------------------|
| Value on 31st December 2023   | 452,319                            | 89,160                                 | 121,507                                     | 32,353                             | <b>695,340</b>     |
| Sold during year              | (10,000)                           |                                        |                                             |                                    | (10,000)           |
|                               | 442,319                            | 89,160                                 | 121,507                                     | 32,353                             | <b>685,340</b>     |
| Gain on valuation during 2024 | 10,430                             | 2,041                                  | 2,781                                       | 843                                | 16,095             |
| Value at 31st December 2024   | 452,749                            | 91,201                                 | 124,288                                     | 33,196                             | <b>701,435</b>     |

# ST MARY THE VIRGIN CHURCH, WESTERHAM

## Notes to the Financial Statements For the year ended 31<sup>st</sup> December 2024

### 4 Funds

The movements in individual funds in the year are shown below

|                          | Forward<br>2023 | Income        | Expenditure      | Gain/Loss    | Transfer | At end 2024    |
|--------------------------|-----------------|---------------|------------------|--------------|----------|----------------|
| <b>Restricted funds</b>  |                 |               |                  |              |          |                |
| Church endowment         | 180,111         | -             | -                | 4,247        | -        | 184,358        |
| Churchyard endowment     | 89,161          | -             | -                | 2,041        | -        | 91,202         |
| NDG endowment            | 121,507         | -             | -                | 2,781        | -        | 124,288        |
| Legacies                 | 25,000          | 1,000         | -                | -            | -        | 26,000         |
| Bellringers              | 3,054           | 1,150         | ( 1,135)         | -            | -        | 3,069          |
| Choir                    | 2,114           | 910           | -                | -            | -        | 3,024          |
| Churchyard Deposits      | 16,783          | 6,312         | (9,494)          | -            | -        | 13,601         |
| North Downs Guild cash   | 26,449          | 4,813         | (3,236)          | -            | -        | 28,026         |
| Organ repairs            | -               | 5,386         | (4,821)          | -            | -        | 565            |
| Repair projects          | (7,452)         | 15,327        | ( 17,125)        | -            | -        | (9,250)        |
|                          | <b>456,727</b>  | <b>34,897</b> | <b>( 35,810)</b> | <b>9,069</b> | <b>-</b> | <b>464,883</b> |
| <b>Designated funds</b>  |                 |               |                  |              |          |                |
| Investment value reserve | 149,076         | -             | -                | 3,515        | -        | 152,591        |
| Major repairs            | 39,909          | -             | -                | 1,021        | -        | 40,930         |
| Children and youth       | 40,287          | -             | ( 1,750)         | 973          | -        | 39,510         |
| Outreach                 | 42,854          | -             | ( 1,209)         | 1,038        | -        | 42,683         |
|                          | <b>272,126</b>  | <b>-</b>      | <b>( 2,959)</b>  | <b>6,547</b> | <b>-</b> | <b>275,714</b> |
| <b>General Fund</b>      | <b>44,553</b>   | <b>84,392</b> | <b>(81,784)</b>  | <b>480</b>   | <b>-</b> | <b>47,641</b>  |

The endowment funds represent sums held as capital for the respective purposes. The other funds comprise income less expenditure incurred for the specified purposes. Of these, EPO funds are those collected specifically to donate to various charities



## **ST MARY THE VIRGIN CHURCH, WESTERHAM**

### **Notes to the Financial Statements**

**For the year ended 31<sup>st</sup> December 2024**

#### **5 Going Concern**

The PCC agreed that the financial statements should be prepared on the going concern basis but it had previously been noted that income has not returned to pre-Covid levels, and a year-on-year deficit was being run.

For most of 2024, the position of Treasurer was vacant which limited the PCC's ability to respond and plan to a challenging financial situation. It was necessary to draw on investments to meet running costs once again, although much less heavily than in 2023. Although there are substantial investments, drawing on these to cover shortfalls risks reducing the financial sustainability of the parish across time.

On a more positive note, expenses were reduced in 2024 compared to 2023. This was in part due to reduced capital expenditure but even when that was allowed-for, church running costs were approximately £19,400 lower than in 2023. This is thanks largely to a reduced contribution to the diocese and reductions in energy costs – from lower rates and the benefits of the new lighting system - and reduced office expenses.

Income was also reduced although, again, this is largely due to a reduction in grants received in respect of capital projects (grant income in 2024 was £16,000 compared to £42,300 in 2023). When grants for capital works were taken into account, income in 2024 was higher than in 2023. Planned giving, collections, income from visitors and other donations were all up.

With all income and expenditure taken into account, the deficit was reduced from just under £60,000 in 2023 to just over £1,000 in 2024.

The PCC recognises that the financial situation will continue to be challenging, and has resolved to continue to seek opportunities to enhance efficiency whilst maximising income generation opportunities through grants providing revenue funding, and higher use of the church buildings for community events.



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# Accounts

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**ST MARY THE VIRGIN PARISH CHURCH  
WESTERHAM, KENT**

**ANNUAL REPORT**

**and**

**FINANCIAL STATEMENTS**

**of the**

**Parochial Church Council**

**for the year ending 31<sup>st</sup> December 2023**

**Priest in Charge:**

Reverend David Fox-Branch  
The Vicarage  
Vicarage Hill  
Westerham, Kent

**Bank**

National Westminster Bank Plc  
Sevenoaks branch  
67 High Street  
Sevenoaks, Kent

**Independent examiner:**

Brian Downs  
61 Croydon Road  
Keston  
BR2 6EH

25th May 2024

**Registered charity number 1133994**

**ST MARY THE VIRGIN PARISH CHURCH  
WESTERHAM, KENT**

**Membership of the PCC 2023**

The method of appointment of PCC members is set out in the Church Representation Rules, with members for 2023 listed below.

|                                        |                             |                                                                            |
|----------------------------------------|-----------------------------|----------------------------------------------------------------------------|
| <b>Ex Officio:</b>                     |                             |                                                                            |
| Priest in Charge                       | Rev David Fox-Branch        | Chair                                                                      |
| <b>Co-opted</b>                        | Revd Wendy Harvey           | Since 23 <sup>rd</sup> September 2021                                      |
| <b>Churchwarden</b>                    | Mrs C Cusick                | Elected May 2023                                                           |
| <b>Deanery Synod Representatives</b>   | Mrs C Boston<br>Mrs K Smart |                                                                            |
| <b>Elected Members</b>                 | Mr D Booker                 | Chair of Fabric Committee<br>Vice Chair from 24 <sup>th</sup> January 2024 |
| <b>(12 allowed including co-opted)</b> | Mrs G Burmester             | Co-opted May 2023                                                          |
|                                        | Mrs J Duffield              | Parish Safeguarding Officer                                                |
|                                        | Mrs K Johnson               |                                                                            |
|                                        | Dr A Leather                | Vice Chair until 24 <sup>th</sup> January 2024                             |
|                                        | Mrs A Morris                |                                                                            |
|                                        | Mr B Preston                |                                                                            |
|                                        | Mrs R Preston               |                                                                            |
|                                        | Mr K Willcox                |                                                                            |
|                                        | Mr P Cambridge              | Co-opted May 2023                                                          |
|                                        | Mr R Pomfret                | Co-opted May 2023                                                          |

The PCC is supported by the following officers (not PCC members) but in attendance at meetings)

Secretary

Miss A Coughlan

In attendance at meetings

Treasurer

Mrs A Perrett

Appointed 8<sup>th</sup> November 2023

Due to illness, Mrs Perrett was unable to draw up these accounts and Ms Melanie Bailey was appointed for that purpose.

All those who attend our services are encouraged to register on the Electoral Roll and stand for election to the PCC. PCC members are responsible for making decisions on all matters of general concern and importance to the parish, including deciding how PCC funds are to be spent.

Given its wide responsibilities, the PCC has three sub-committees – Fabric, Finance and a Standing Committee which can make decisions required between full PCC meetings. Each committee has clear terms of reference and report back to the full PCC. In 2023 a Social Committee was established, which raises funds through social and community events. There is also an Environmental Group, which is open to non-church members and works especially with regard to the 5<sup>th</sup> Mark of Mission.

## **Financial Report by the PCC of St Mary the Virgin Parish Church, Westerham for 2023**

### **1 Aim and purpose**

St Mary the Virgin Parochial Church Council (PCC) has the responsibility of cooperating with the Priest in Charge, the Reverend David Fox-Branch, in promoting in the ecclesiastical parish, the whole mission of the Church, pastoral, evangelistic, social and ecumenical. The PCC is also specifically responsible for the maintenance of the Church of St Mary the Virgin, including the attached 'John Fryth Room' hall and churchyard at The Green, Westerham.

### **2 Objectives and activities**

The PCC is committed to using the 5 Marks of Mission to shape the life of the church community in our vision of "Serving Christ, Westerham and the Wider World". The 5 Marks of Mission express the Anglican Communion's common commitment to, and understanding of, God's holistic/integral mission. i.e.

1. To proclaim the Good News of the Kingdom
2. To teach, baptise and nurture new believers
3. To respond to human need by loving service
4. To transform unjust structures of society, to challenge violence of every kind and pursue peace and reconciliation
5. To strive to safeguard the integrity of creation, and sustain and renew the life of the earth

We seek to reach as many people as possible with the Good News of Jesus Christ, enabling them to worship at the church and to become part of the faith community at St Mary the Virgin. We aim to benefit the public locally and from further afield by offering a variety of church services and by enabling people to live out their faith within both the church and wider community. As a parish church, we support people from Westerham, and further afield, at particular points in their lives by preparing them for, and taking weddings, baptisms and funerals. The number of these 'occasional offices' held in church was 35 in 2023, compared to 30 in 2022 and 23 in 2021.

Our services and worship put faith into practice through prayer and scripture, music and sacrament.

To facilitate all this work, it is important that we maintain the fabric of the Church of the church building and churchyard.

In 2023 our Ministry Team consisted of:

- Priest in Charge, Rev. David Fox-Branch
- Priest with Permission to Officiate, Rev. Wendy Harvey
- Ordinand, Dr Susan Leather.

This year we appointed a Director of Music, Mr Daniel Eaton, who supports the ministry team's service planning, plays the organ and piano for Sunday and other services, leads the choir and plans special events.

We also have a part-time paid office administrator, who additionally serves as Secretary to the Parochial Church Council.

### **3 Achievements and performance**

This year was the first since the Covid pandemic in which we were able to plan the entire year without reference to public health considerations. Although, in common with many parishes, Sunday congregation numbers at individual services remain lower than in 2019, the last full year pre-Covid, they remained steady with some signs of growth compared with 2022.

Numbers at seasonal services were close to 2019 levels, and slightly higher on Ash Wednesday, Maundy Thursday and Easter Day. At Christmas the Crib Service, which was introduced in 2022, the congregation

was over 50% greater than in the first year while our other Christmas and Advent services continued last year's growth.

In 2023 we continued to broaden our worship provision with the introduction of 2<sup>nd</sup> Sunday, an informal service with band-led music and activities for all ages.

A significant moment in the life of the parish was the Coronation of King Charles III, although it was noticeable that this did not draw people to the parish church in the same way that the Jubilee and then death of the late Queen did in 2022.

### **To proclaim the Good News of the Kingdom**

Being the only Anglican church in Westerham we offered a variety of worship services, including traditional language 'said' Communion, choral morning services, Evensong and 'Messy Church'.

Ministers lead Morning Prayer most Tuesdays, Wednesdays, Thursdays, Fridays and Saturdays, as well as a midweek Eucharist. We have a regular schools ministry shared with the local Congregational Church, plus four school services in church this year. These are opportunities to bring the Christian message to adults and children alike who otherwise might not normally visit a church. We were also pleased to welcome Valence School members to St Mary's this year, to talk about the church and our faith.

We have sought opportunities to collaborate with other local churches at key moments in the year.

### **To teach, baptise and nurture new believers**

As well as systematic Bible-based preaching in Sunday services, church members and the Priest in Charge support the local Church of England School as governors. The school has a distinctively Christian ethos, and the church endeavours to support that wherever possible. In 2023, school worship was tied more closely to the SIAMS curriculum. We encouraged the school to empower the children to take a lead in preparing and leading whole-school worship and class-based worship, and the children have responded with enthusiasm. Bibles, donated by an anonymous donor, were distributed in school at a special collective worship to welcome reception children.

In addition, we organised an ecumenical Lent course and hosted a Deanery Confirmation service for the first time in some years, with two adults from St Mary's being confirmed and one other being received into the Church of England as well as candidates from elsewhere being confirmed.

### **To respond to human need by loving service**

Throughout the year there are particular services that draw many from the community into the church. In 2023, at request of the British Legion, the Remembrance service was held inside, after an outdoor act of Remembrance, for the first time since 2019. Although this probably reduced the number of people who stayed for the worship part of the event, it enabled the Legion to increase the value of the collection they received and many who attended seemed to feel moved by the service.

The church is open every day for private prayer as well as for tourists (free of charge); prayer requests can be left on the prayer board and are included in Sunday prayers.

The ministers meet and pray with individuals as requested and, on occasion, make referrals such as to the Foodbank, adult social services and emergency housing.

The governors of Churchill School and the Priest in Charge offer pastoral support to staff and pupils. The Hosey Trust continued to make individual grants to meet the needs of current and past pupils up to the age of 25.

The clergy visit the bereaved and take funerals – both in the church and at local crematoria. This year has seen slightly fewer funerals and memorial services in church, compared to 2022, but more burials of ashes. We also conduct funerals at crematoria and cemeteries, but these are not recorded in the service registers.

The Pastoral Care Team has been very active, providing spiritual support, prayer and distributing communion to those from our congregations who are unable to attend church services due to ill health.

The Priest in Charge is also a trustee for the Westerham Almshouse Charity, providing accommodation for persons in need.

The PCC supports the local Westerham Foodbank, with a full-time collection point in the church and various members, including one of the ministers, actively involved. The Harvest services, for the school and parish, collected lots of donations for the foodbank.

The church also gives away part or all of the offering at certain services, such as Remembrance Day, Christingle and during Lent, and makes other appeals in response to events in the wider world.

**To transform unjust structures of society, to challenge violence of every kind and pursue peace and reconciliation**

Through preaching, being a Fairtrade Church and supporting charities to make the world a fairer place, we work towards this mark. A successful fundraising concert for Ukraine was held in the church, organised by members of the wider community, and Porchlight was supported via collections in Lent.

We also hold some ethical investments.

**To strive to safeguard the integrity of creation, and sustain and renew the life of the earth**

The PCC cares for the churchyard and has undertaken re-wilding of some areas. The liturgical season of Creationtide is celebrated annually.

The Environmental Group continued to guide and encourage our moves to live more in harmony with God's Creation. We already have the Bronze Eco Church award and are actively working towards silver. Swift boxes have been installed in the tower. Work has been done on developing a plan to be carbon neutral by 2030. Our electricity is certified 'green'.

As part of the redecoration of the John Frith Room, LED lighting was installed.

An environmental handbook is in preparation.

#### **4 Financial Review**

Church activities are funded by regular giving (mainly attracting gift aid), collections, donations, fees and investment income. Total income for 2023 was £130,581 of which £50,517 was restricted funds. This compares to total income for 2022 of £116,333 of which £52,984 was restricted funds. General fund income in 2023 amounted to £80,016 compared with £63,349 in 2022.

Overall expenditure in 2023 was £189,767 of which £80,646 was restricted funds, compared with £14,093 in 2022. General fund expenditure was £106,962, compared with £95,293 in 2022. This was driven in part by increasing prices arising from the cost-of-living crisis, and in part related to the maintenance of ageing heating systems and other equipment.

Overall, there was a net deficit on general funds of £26,946 compared with a deficit in 2022 of £31,944.

St Mary's investment holdings (details in note 3 of the financial statements) increased in value by £58,616 during the year. Of this £34,640 related to restricted funds, £21,218 to designated funds and £2,758 to the general investment value reserve.



## **5 Reserves policy**

The PCC has set aside reserves in designated funds for the following purposes

- Over the years the trend has been for the church's investments to have risen in value. This year we have sold some investments to fund running costs, which is not a sustainable strategy in the medium to long term with reserves ideally used only for strategic investments. The PCC believes it is prudent to maintain a reserve against future falls in investment values which are likely to occur from time to time. Accordingly, an investment value reserve exists.
- The main church buildings are of an age and type that periodically major repairs will be required. St Mary's is fortunate that the Westerham Heritage Trust, an independent charity, raises funds which may be available when major repairs are required. However, the PCC recognises the need to retain a reserve for contributing to such repairs.
- The PCC believes that work with children and youth is an important part of its mission. A reserve has been established to support major initiatives in this field. The PCC resolved that this should contribute to the Director of Music's salary, as part of his remit is to engage younger people.
- Similarly, the PCC believes outreach both within the immediate community and in the wider world is part of St Mary's mission. A reserve has been established to support future initiatives in this field and again, some of the incomes from this contributes to the Director of Music's salary.

## **6 Administrative information**

St Mary's is situated at the northeast corner of The Green in Westerham, the correspondence address being The Green, Westerham, Kent TN16 1AS. The registered charity number is 1133994.

Details of those who have served as members of the PCC between the 2023 APCM and the date of this report are shown on page 2.

## **7 Payments to and giving by members of the PCC**

The total identified giving by members of the PCC, while members, totalled £7,335 excluding Gift Aid recoverable.

Reimbursement of out-of-pocket expenses for the Priest in Charge totalled £673.83 for 2023.

## **8 Other Funds**

These funds are separate trust funds administered by the PCC and do not appear in the accounts. Applications for grants can be made for specific use related to the purpose of the funds.

Westerham Church of England Religious Education Fund exists to support activities contributing to religious education connected to St Mary's Church. Its assets at the year-end totalled £29,981.88. The Priest in Charge and church wardens are the Trustees.

Westerham Hosey Fund supports pupils and former pupils of Churchill Church of England Primary School up to the age of 25. Its assets at the year-end amounted to £47,371.04 but £1439.68 was paid by St Mary's in grants and this sum is yet to be reclaimed. The Trustees are the Priest in Charge, church wardens and two nominated Trustees.

The Ralph Fund exists to provide help to those in need in the parish. It is managed by the Priest in Charge and church wardens. Its assets at the year-end totalled £11,211.18.

St Mary's manages the North Downs Guild of Music fund. Its assets at the year-end amounted to £147,957.54.



**Independent Examiner's Report to the PCC of  
St Mary the Virgin Parish Church Westerham**

I report on the accounts of the PCC for the year ended 31<sup>st</sup> December 2023, which are set out on subsequent pages.

**Respective responsibilities of the PCC and the Independent Examiner**

As members of the PCC, you are responsible for the preparation of the accounts. You 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;
- Follow the procedures laid down in the general directions given by the Charity Commissioners under Section 145(5)(b) of the 2011 Act; and
- 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.

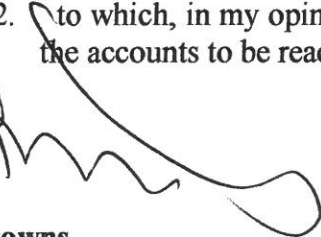
The procedures undertaken do not provide all the evidence that would be required in a full audit, and consequently I do not express an audit opinion on the accounts.

**Independent Examiner's Statement**

In connection with my examination, no matters have come to my attention:

1. which give me reasonable cause to believe that in any material aspect the requirements
  - to keep accounting records in accordance with section 130 of the 2011 Act; or
  - to prepare accounts which accord with these accounting records 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.

Signed:



Dated:

20.12.24

**Brian Downs**  
61 Croydon Road  
Keston  
BR2 6EH

# ST MARY THE VIRGIN CHURCH, WESTERHAM

## Balance sheet at 31st December 2023

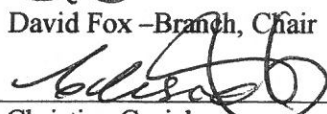
|                                      | General       | Designat<br>ed  | Restricted     | Total          | Total          |
|--------------------------------------|---------------|-----------------|----------------|----------------|----------------|
|                                      | Funds         | Funds           | Funds          | 2023           | 2022           |
|                                      | £             | £               | £              | £              | £              |
| <b>FIXED ASSETS</b>                  |               |                 |                |                |                |
| Investment assets                    | 30,323        | 274,238         | 390,779        | 695,340        | 681,724        |
| <b>CURRENT ASSETS</b>                |               |                 |                |                |                |
| Short term deposits                  | 2,580         | -               | 45,236         | 47,816         | 51,235         |
| Cash at bank and in hand             | (3,994)       | (2,112)         | 20,925         | 14,819         | 31,497         |
| Amounts receivable                   | 16,280        | -               | -              | 16,280         | 7,840          |
|                                      | <b>14,866</b> | <b>( 2,112)</b> | <b>66,161</b>  | <b>78,915</b>  | <b>90,572</b>  |
| <b>CREDITORS (due within 1 year)</b> |               |                 |                |                |                |
| Creditors                            | (636)         |                 | (212)          | (848)          | ( 50,719)      |
| NET CURRENT ASSETS                   | 14,230        | (2,112)         | 65,949         | 78,067         | 39,853         |
| NET ASSETS                           | <b>44,553</b> | <b>272,126</b>  | <b>456,728</b> | <b>773,407</b> | <b>773,977</b> |

Approved by the PCC on the 25<sup>th</sup> May 2024 and signed

on its behalf by

  
David Fox – Branch, Chair

and

  
Christina Cusick,  
Churchwarden

# ST MARY THE VIRGIN CHURCH, WESTERHAM

## Notes to the Financial Statements

year ending 31st December 2023

|                                     | General<br>Funds  | Designated<br>Funds | Restricted<br>Funds | Total<br>2023     | Total 2022        |
|-------------------------------------|-------------------|---------------------|---------------------|-------------------|-------------------|
| <b>Incoming resources - page 9</b>  |                   |                     |                     |                   |                   |
| Voluntary income                    | 52,260            | 48                  | 43,286              | 95,776            | 85,872            |
| Activities for generating funds     | 7,736             | -                   | -                   | 8,736             | 2,271             |
| Income from investments             | 15,365            | -                   | 7,049               | 22,414            | 21,709            |
| Church activities                   | 3,473             | -                   | 182                 | 3,655             | 6,481             |
|                                     | <b>80,016</b>     | <b>48</b>           | <b>50,517</b>       | <b>130,581</b>    | <b>116,333</b>    |
| <b>Resources expended - page 10</b> |                   |                     |                     |                   |                   |
| Church activities                   | ( 61,703)         | ( 2,159)            | ( 745)              | ( 64,607)         | ( 68,381)         |
| Church running expenses             | ( 43,056)         | -                   | ( 79,901)           | ( 122,957)        | ( 41,004)         |
| Fundraising expenditure             | ( 2,203)          | -                   | -                   | ( 2,203)          | -                 |
| <b>Total resources expended</b>     | <b>( 106,962)</b> | <b>(2,159)</b>      | <b>( 80,646)</b>    | <b>( 189,767)</b> | <b>( 109,385)</b> |
| <b>Net incoming resources</b>       | <b>( 26,946)</b>  | <b>( 2,111)</b>     | <b>( 30,129)</b>    | <b>(59,186)</b>   | <b>6,948</b>      |
| <b>Net gain on investments</b>      | <b>2758</b>       | <b>21,218</b>       | <b>34,640</b>       | <b>58,616</b>     | <b>( 88,057)</b>  |
| <b>Net movement on funds</b>        | <b>(24,188)</b>   | <b>19,107</b>       | <b>4,511</b>        | <b>(570)</b>      | <b>(81,109)</b>   |
| <b>Balances brought forward</b>     | <b>68,742</b>     | <b>253,019</b>      | <b>452,216</b>      | <b>773,977</b>    | <b>855,087</b>    |
| <b>Balances carried forward</b>     | <b>44,554</b>     | <b>272,126</b>      | <b>456,727</b>      | <b>773,407</b>    | <b>773,978</b>    |

# ST MARY THE VIRGIN CHURCH, WESTERHAM

Notes to the Financial Statements year ending 31<sup>st</sup> December 2023

## INCOMING RESOURCES

|                                        | General       | esignated | estricted     | idowmen  | Total          | Total          |
|----------------------------------------|---------------|-----------|---------------|----------|----------------|----------------|
|                                        | Funds         | Funds     | Funds         | Funds    | 2023           | 2022           |
|                                        | £             | £         | £             | £        | £              | £              |
| <b>Voluntary Income</b>                |               |           |               |          |                |                |
| ✓ Planned giving/gift aid              | 28,118        | -         | -             | -        | 28,118         | 33,312         |
| ✓ Income tax recoverable               | 7,000         | -         | -             | -        | 7,000          | 6,832          |
| ✓ Collections/EPO                      | 4,590         | -         | -             | -        | 4,590          | 6,262          |
| ✓ Visitors and other giving            | 5,661         | 48        | -             | -        | 5,709          | 3,760          |
| ✓ Grants                               | 1,236         | -         | 41,136        | -        | 42,372         | 30,965         |
| ✓ Donations                            | 5,837         | -         | -             | -        | 5,837          | 2,021          |
| ✓ Legacies                             | -             | -         | -             | -        | -              | 1,000          |
| ✓ Choir and bell ringers               |               | -         | 2,150         | -        | 2,150          | 1,720          |
|                                        | <b>52,442</b> | <b>48</b> | <b>43,286</b> | <b>-</b> | <b>95,776</b>  | <b>85,872</b>  |
| <b>Activities for Generation Funds</b> |               |           |               |          |                |                |
| ✓ Fundraising events                   | 9,710         | -         | -             | -        | 8,710          | 2,259          |
| ✓ Bookstall                            | 26            | -         | -             | -        | 26             | 12             |
|                                        | <b>9,095</b>  | <b>-</b>  | <b>-</b>      | <b>-</b> | <b>9,095</b>   | <b>2,271</b>   |
| ✓ Income from Investments              | 15,365        | -         | 7,049         | -        | 22,414         | 21,709         |
| <b>Dividends and interest</b>          | <b>15,365</b> | <b>-</b>  | <b>7,049</b>  | <b>-</b> | <b>22,414</b>  | <b>21,709</b>  |
| <b>Church Activities</b>               |               |           |               |          |                |                |
| ✓ Fees for weddings and funerals       | 2,596         | -         | 182           | -        | 2,778          | 6,222          |
| ✓ Sundry income                        | 877           | -         | -             | -        | 877            | 259            |
|                                        | <b>3,473</b>  | <b>-</b>  | <b>182</b>    | <b>-</b> | <b>3,655</b>   | <b>6,481</b>   |
| <b>Total Incoming Resources</b>        | <b>80,016</b> | <b>48</b> | <b>50,517</b> | <b>-</b> | <b>130,581</b> | <b>116,333</b> |

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**ST MARY THE VIRGIN CHURCH, WESTERHAM****Notes to the Financial Statements year ending 31st****December 2023**

|                                   | <b>General<br/>Funds<br/>£</b> | <b>Designa<br/>ted<br/>Funds<br/>£</b> | <b>Restrict<br/>ed<br/>Funds<br/>£</b> | <b>Endown<br/>ment<br/>Funds<br/>£</b> | <b>Total<br/>2023<br/>£</b> | <b>Total<br/>2022<br/>£</b> |
|-----------------------------------|--------------------------------|----------------------------------------|----------------------------------------|----------------------------------------|-----------------------------|-----------------------------|
| <b>RESOURCES EXPENDED</b>         |                                |                                        |                                        |                                        |                             |                             |
| <b>Church Activities</b>          |                                |                                        |                                        |                                        |                             |                             |
| Missionary and Charitable giving  |                                |                                        |                                        |                                        | -                           | ( 201)                      |
| Outreach Expenses                 |                                | ( 159)                                 |                                        |                                        | ( 159)                      | (489)                       |
| Contribution to diocese           | (45,851)                       |                                        |                                        |                                        | (45,851)                    | (55,289)                    |
| Vicar's and Vicarage expenses     | ( 4,014)                       |                                        |                                        |                                        | ( 4,014)                    | ( 5,284)                    |
| Organ and Choir (incl bell funds) | ( 8,792)                       | (2,000)                                | (745)                                  |                                        | (11,537)                    | ( 7,119)                    |
| Other costs                       | (3,046)                        |                                        |                                        |                                        | (3,046)                     | -                           |
|                                   | <b>(61,703)</b>                | <b>(2,159)</b>                         | <b>(745)</b>                           | <b>-</b>                               | <b>(64,607)</b>             | <b>(68,382)</b>             |
| <b>Church Running Expenses</b>    |                                |                                        |                                        |                                        |                             |                             |
| Parish office                     | ( 4,351)                       |                                        |                                        |                                        | ( 4,351)                    | ( 5,524)                    |
| Church cleaning                   | ( 7)                           |                                        |                                        |                                        | (7)                         | ( 484)                      |
| Staff remuneration                | (10,315)                       |                                        |                                        |                                        | (10,315)                    | (11,850)                    |
| Insurance                         | ( 4,798)                       |                                        |                                        |                                        | ( 4,798)                    | ( 4,645)                    |
| Heat and light                    | ( 15,157)                      |                                        |                                        |                                        | (15,157)                    | ( 5,740)                    |
| Repairs and maintenance           | ( 8,428)                       |                                        |                                        |                                        | ( 8,428)                    | ( 5,205)                    |
| Churchyard expenses               |                                |                                        | ( 8,154)                               |                                        | ( 8,154)                    | ( 7,557)                    |
| Repair Projects                   |                                |                                        | (71,747)                               |                                        | (71,747)                    | -                           |
|                                   | <b>(43,056)</b>                | <b>-</b>                               | <b>(79,901)</b>                        | <b>-</b>                               | <b>(122,957)</b>            | <b>(41,005)</b>             |
| <b>Other resources expended</b>   |                                |                                        |                                        |                                        |                             |                             |
| Fundraising and bookstall         | ( 2,203)                       | -                                      | -                                      | -                                      | ( 2,203)                    | -                           |
| <b>Total resources expended</b>   | <b>(106,962)</b>               | <b>(2,159)</b>                         | <b>(80,646)</b>                        | <b>-</b>                               | <b>(189,767)</b>            | <b>(109,387)</b>            |

# **ST MARY THE VIRGIN CHURCH, WESTERHAM**

## **Notes to the Financial Statements For the year ended 31<sup>st</sup> December 2023**

### **1 Accounting policies**

a) The financial statements have been prepared under the Charities Act 2011 and in accordance with the Church Accounting Regulations 2006 together with FRS 102 and Statement of Recommended Practice 'Accounting and Reporting by Charities'. The statements have been prepared under the historical cost convention except for the value of investment assets which are shown at fair value. They are prepared on the going concern basis. Incoming resources are included when receivable. Liabilities are recognised when the obligation arises

b) The funds held comprise

- unrestricted funds representing the remaining income funds of the church together with funds designated by the PCC for particular purposes; and
- restricted funds comprising endowment funds that must be retained as church capital and income funds which can only be spent on restricted purposes.

c) Consecrated and beneficed property of any kind is not included in the financial statements in accordance with the Charities Act 2011. This includes all fixtures and fittings in the church buildings.

d) Investments are valued at market value as at 31<sup>st</sup> December 2023.

### **2 Priest in Charge stipend and parish offer**

The Priest in Charge's stipend and pension cost are paid by the Diocese of Rochester. The diocese also incurs other costs which are borne by parishes through a charge traditionally known as 'parish share'. This includes a share of the overall cost of running the diocese and providing services such as legal advice, of supporting ministry in parishes that cannot pay the full cost of their ministers, and of mission activity across the diocese.

From 2015 the Diocese of Rochester introduced a new system whereby parishes made an annual 'offer' to cover all these costs. St Mary's offer for 2023 was £45,775. This covered the cost of having a full-time minister in the benefice but did not contribute towards the wider mission of the diocese. The PCC resolved to increase the offer if funds became available but they did not.



# ST MARY THE VIRGIN CHURCH, WESTERHAM

## Notes to the Financial Statements

For the year ended 31<sup>st</sup> December 2023

### 3 Investments

The main Church, Churchyard and NDG investments are held in CBF Investment Fund shares. The gain/loss on revaluation of the Church holding has been allocated to the various funds (endowment, designated and general) according to the relative proportions of those funds. The investments in M&G Charifund are all allocated to general funds.

|                               | <b>CBF Shares<br/>Church<br/>£</b> | <b>CBF shares<br/>Churchyard<br/>£</b> | <b>North Downs<br/>Guild of Music<br/>£</b> | <b>M&amp;G<br/>Charifund<br/>£</b> | <b>Total<br/>£</b> |
|-------------------------------|------------------------------------|----------------------------------------|---------------------------------------------|------------------------------------|--------------------|
| Value on 31st December 2022   | 456,187                            | 81,432                                 | 110,975                                     | 33,131                             | <b>681,724</b>     |
| Sold during year              | ( 45,000)                          |                                        |                                             |                                    | ( 45,000)          |
|                               | 411,187                            | 81,432                                 | 110,975                                     | 33,131                             | <b>636,724</b>     |
| Gain on valuation during 2023 | 41,133                             | 7,728                                  | 10,532                                      | (778)                              | 58,615             |
| Value at 31st December 2023   | <b>452,319</b>                     | <b>89,160</b>                          | <b>121,507</b>                              | <b>32,353</b>                      | <b>695,339</b>     |

# ST MARY THE VIRGIN CHURCH, WESTERHAM

## Notes to the Financial Statements For the year ended 31<sup>st</sup> December 2023

### 4 Funds

The movements in individual funds in the year are shown below

|                          | Forward<br>2022 | Income         | Expenditure       | Gain/Loss     | Transfer | At end 2023    |
|--------------------------|-----------------|----------------|-------------------|---------------|----------|----------------|
| <b>Restricted funds</b>  |                 |                |                   |               |          |                |
| Church endowment         | 163,732         | -              | -                 | 16,379        | -        | 180,111        |
| Churchyard endowment     | 81,432          | -              | -                 | 7,729         | -        | 89,161         |
| NDG endowment            | 110,975         | -              | -                 | 10,532        | -        | 121,507        |
| Legacies                 | 25,000          | -              | -                 | -             | -        | 25,000         |
| Bellringers              | 2,524           | 1,220          | ( 690)            | -             | -        | 3,054          |
| Choir                    | 1,239           | 930            | ( 55)             | -             | -        | 2,114          |
| Churchyard Deposits      | 15,825          | 9,112          | ( 8,154)          | -             | -        | 16,783         |
| North Downs Guild cash   | 22,373          | 4,076          | -                 | -             | -        | 26,449         |
| Repair projects          | 29,117          | 35,178         | ( 71,747)         | -             | -        | 7,452)         |
|                          | <b>452,216</b>  | <b>50,516</b>  | <b>( 80,646)</b>  | <b>34,640</b> | <b>-</b> | <b>456,726</b> |
| <b>Designated funds</b>  |                 |                |                   |               |          |                |
| Investment value reserve | 135,519         | -              | -                 | 13,557        | -        | 149,076        |
| Major repairs            | 40,000          | -              | -                 | ( 91)         | -        | 39,909         |
| Children and youth       | 37,500          | 36             | ( 1,000)          | 3,751         | -        | 40,287         |
| Outreach                 | 40,000          | 12             | ( 1,159)          | 4,001         | -        | 42,854         |
|                          | <b>253,019</b>  | <b>48</b>      | <b>( 2,159)</b>   | <b>21,218</b> | <b>-</b> | <b>272,126</b> |
| <b>General fund</b>      | <b>68,742</b>   | <b>80,016</b>  | <b>( 106,962)</b> | <b>2,758</b>  | <b>-</b> | <b>44,554</b>  |
| <b>Total</b>             | <b>773,977</b>  | <b>130,580</b> | <b>( 189,767)</b> | <b>58,616</b> | <b>-</b> | <b>773,406</b> |

## **ST MARK THE VIRGIN CHURCH, WESTERHAM**

### **Notes to the Financial Statements**

#### **For the year ended 31<sup>st</sup> December 2023**

The endowment funds represent sums held as capital for the respective purposes. The other funds comprise income less expenditure incurred for the specified purposes. Of these, EPO funds are those collected specifically to donate to various charities.

#### **5 Going Concern**

The PCC agreed that the financial statements should be prepared on the going concern basis. It was noted, however, that income levels remain lower than pre-Covid while costs have risen. Planned giving has continued to drop as has collections, although the latter might be explained in part by increased use of the card reader.

For most of the year, the position of Treasurer was vacant which limited the PCC's ability to respond and plan to a challenging financial situation. High energy prices and inflation meant that it was necessary to draw on investments to meet running costs, with a net deficit in the general fund broadly in line with that budgeted-for. Although there are substantial investments, drawing on these to cover shortfalls reduces the financial sustainability of the parish across time.

A concerted effort has been made by the PCC to increase fundraising income and this resulted in fundraising activities earning more in 2023 than 2022. This will continue to be focused on in the future with a commitment by the PCC to prepare a clear income generation strategy, as will opportunities to attract grant funding that incorporates indirect costs. Increased fundraising activities, the effects of the new lighting scheme, hire of the John Frith Room and a reduction in energy supply costs from October have helped to mitigate some costs.



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# Accounts

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**ST MARY THE VIRGIN PARISH CHURCH  
WESTERHAM, KENT**

**ANNUAL REPORT**

**and**

**FINANCIAL STATEMENTS**

**of the**

**Parochial Church Council**

**for the year ending 31<sup>st</sup> December 2022**

**Priest in Charge:**

Reverend David Fox-Branch  
The Vicarage  
Vicarage Hill  
Westerham, Kent

**Bank**

National Westminster Bank Plc  
Sevenoaks branch  
67 High Street  
Sevenoaks, Kent

**Independent examiner:**

J E K Smith CBE, FCA, CPFA  
Old Mill Leat  
Vicarage Hill  
Westerham TN16 1TJ

**April 28, 2022**

**Registered charity number 1133994**

# ST MARY THE VIRGIN PARISH CHURCH WESTERHAM, KENT

## Membership of the PCC 2022

The method of appointment of PCC members is set out in the Church Representation Rules, with members for 2022 listed below.

### Ex Officio:

|                                                 |                                                                                                                                                      |                                       |
|-------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------|
| Priest in Charge                                | Rev David Fox-Branch                                                                                                                                 | Chair                                 |
| Wardens                                         | Mrs C Cusick<br>Mr R Pomfret                                                                                                                         | Vice Chair                            |
| Co-opted                                        | Revd Wendy Harvey                                                                                                                                    | Since 23 <sup>rd</sup> September 2021 |
| Deanery Synod Representatives                   | Mrs K Smart<br>Mrs C Boston                                                                                                                          |                                       |
| Elected Members (12 allowed including co-opted) | Mr D Booker<br>Mrs G Burmester<br>Mrs J Duffield<br>Dr A Leather<br>Mrs A Morris<br>Mr B Nuttall<br>Mrs. R Preston<br>Miss K Secombe<br>Mr K Willcox | Safeguarding Officer<br>Treasurer     |

The PCC is supported by the following officers (not PCC members but in attendance at meetings)

Secretary Miss A Coughlan

All those who attend our services are encouraged to register on the Electoral Roll and stand for election to the PCC. The PCC members are responsible for making decisions on all matters of general concern and importance to the parish, including deciding how PCC funds are to be spent.

Given its wide responsibilities the PCC has three sub-committees – Fabric, Finance and a Standing Committee which can make decisions required between full PCC meetings. Each committee has clear terms of reference and report back to the full PCC.



## **Financial Report by the PCC of St Mary the Virgin Parish Church, Westerham, for 2022**

### **1 Aim and purpose**

St. Mary the Virgin Parochial Church Council (PCC) has the responsibility of cooperating with the Priest in Charge, the Reverend David Fox-Branch, in promoting in the ecclesiastical parish, the whole mission of the Church, pastoral, evangelistic, social and ecumenical. The PCC is also specifically responsible for the maintenance of the Church of St. Mary the Virgin, including the attached 'John Fryth Room' hall and churchyard at The Green, Westerham

### **2 Objectives and activities**

The PCC is committed to using the 5 Marks of Mission to shape the life of the church community in our vision of "Serving Christ, Westerham and the Wider World". The 5 Marks of Mission express the Anglican Communion's common commitment to, and understanding of, God's holistic/integral mission. i.e.

1. To proclaim the Good News of the Kingdom
2. To teach, baptise and nurture new believers
3. To respond to human need by loving service
4. To transform unjust structures of society, to challenge violence of every kind and pursue peace and reconciliation
5. To strive to safeguard the integrity of creation, and sustain and renew the life of the earth

We seek to reach as many people as possible with the Good News of Jesus Christ, enabling them to worship at the church and to become part of the faith community at St. Mary the Virgin. We aim to benefit the public locally and from further afield by offering a variety of church services and by enabling people to live out their faith within both the church and wider communities. As a parish church, we support people from Westerham, and further afield, at particular points in their lives by preparing them for, and taking weddings, baptisms and funerals.

Our services and worship put faith into practice through prayer and scripture, music and sacrament.

In the early part of the year, the PCC undertook a mission planning exercise based on the 5 Marks. This was then combined with responses from the APCM. The 1<sup>st</sup> and 3<sup>rd</sup> Marks were felt to be priorities and four themes arose:

- Worship and preaching
- Community engagement generally
- Environment
- Schools, families and young people.

To facilitate all this work, it is important that we maintain the fabric of the Church of the church building and churchyard.

Our Ministry Team consists of:

- Priest in Charge, Rev. David Fox-Branch
- Priest with Permission to Officiate, Rev. Wendy Harvey
- Ordinand (Local Lay Minister until September 2022), Dr Susan Leather.

We also have a part-time paid office administrator, who additionally serves as Parish Secretary. In 2022 we have also had the services of visiting organists, paid cleaners and grass cutter plus specialists as required.

### **3 Achievements and performance**

Especially during the first part of the year, Covid continued to impact on our activities but by the end of the year we had put that behind us, with the return of coral Evensong, a full programme of Advent and Christmas services, Coffee Time back to pre-Covid numbers, and successful grant applications enabling us to run a Warm Space on Tuesday afternoons.

It is difficult still, to track year-to-year trends in attendance at services both because of Covid, and with variations in the pattern of worship.

It is likely that the pandemic hastened the long-term trend. Overall, as with most parishes, congregation sizes were reduced in 2022 compared to 2019 but there were more regular services overall. With respect to traditional language services, again attendance was lower than pre-Covid but were higher than in many other parishes.

The total number of worshippers on Easter day was 108, compared to 55 in 2021, when Covid restrictions were still in place, and to 127 in 2019, the last pre-pandemic year. Although reduced, this represents better performance than the average for Church of England parish of comparable size.

Two significant moments in the life of the town were the Queen's Platinum Jubilee and then her death in the autumn. Her Majesty's death, in particular, highlighted the continuing importance of the parish church at important times in the life of the community.

#### **To proclaim the Good News of the Kingdom**

Being the only Anglican church in Westerham we offer a variety of worship services, including traditional language 'said' Communion, choral morning services, Evensong and 'Messy Church'. The latter re-started in the autumn of 2021 and is slowly growing.

Ministers lead Morning Prayer most Tuesdays, Wednesdays, Thursdays, Fridays and Saturdays, and this year we started a weekday Eucharist. We have a regular schools ministry and have sought opportunities to collaborate with other local churches at key moments in the year.

#### **To teach, baptise and nurture new believers**

As well as systematic Bible-based preaching in Sunday services, church members and the Priest in Charge support the local Church of England School as governors. We now lead, in collaboration with the Congregational Church, whole-school Collective Worship fortnightly and have schools' services in church at least once a term. This has been led by our ordinand. Bibles, donated by an anonymous donor, are distributed in school at special collective worships to welcome reception children and to celebrate leavers. The school has a distinctively Christian ethos, and the church endeavours to support that wherever possible.

Covid prevents us from making a comparison with the last few years, about trends in the numbers of baptisms but they have been regular throughout the year and have included some adults. We have new faces in the congregation and, in 2023 expect to have adult candidates for confirmation.

In addition, we organised an ecumenical Lent course

In the summer, our Local Lay Minister was accepted for ordination training. She started studying in the Autumn

#### **To respond to human need by loving service**

Throughout the year there are particular services that draw many from the community into the church, including for the bereaved ('Light up A life') and Remembrance Day. For the second year, the

Remembrance service was held outside and streamed over the internet, and received very favourable comments from those who attended. There was about a 50% increase in attendance.

The church is open every day for private prayer as well as for tourists (free of charge); prayer requests can be left on the prayer board and are included in Sunday prayers.

The ministers meet and pray with individuals as requested and, on occasion, make referrals such as to the Foodbank, adult social services and emergency housing.

The governors of Churchill school and the Priest in Charge offer pastoral support to staff and pupils. This year the Hosey Trust, which exists to support past and present pupils of the school up to the age of 25, became more focused on needs arising from the cost-of-living crisis and, after a review of the application process, has been able to help more young people.

The clergy visit the bereaved and take funerals – both in the church and at local crematoria. This year has seen an increase, compared to 2021, in the number of requests for funerals and memorial services.

The Pastoral Care Team has been very active, providing spiritual support, prayer and distributing communion to those from our congregations who are unable to attend church services due to ill health.

The Priest in Charge is also a trustee for the Westerham Alms-house Charity, providing accommodation for persons in need.

The PCC supports the local Westerham foodbank, with a full-time collection point in the church and various members, including one of the ministers, actively involved,

For the first time in several years the Ralph Fund, which exists to help parishioners in need and is administered by the Priest in Charge and Church Wardens, was used. This was in relation to the cost-of-living crisis.

The church also gives away part or all of the offering at certain services, such as Remembrance Day, Christingle and during Lent, and makes other appeals in response to events in the wider world)

### **To transform unjust structures of society, to challenge violence of every kind and pursue peace and reconciliation**

As well as being a “Fairtrade Church”, some charities that are supported include such aims. In February, as war broke out in Ukraine, members of the PCC working with members of the other churches in town hosted a successful fundraising lunch church for Sevenoaks Welcomes Refugees. The Lent retiring collection this year was in aid of Ukraine.

We also hold some ethical investments.

### **To strive to safeguard the integrity of creation, and sustain and renew the life of the earth**

The PCC cares for the churchyard, and has undertaken re-wilding of some areas.

An Environmental Group has been established, which is very active and includes non-church members. In 2022 we achieved the Bronze Eco Church Award, introduced churchyard feeding stations for birds, installed swift nesting boxes in the tower and replaced our obsolete lighting system with an LED one.

An environmental handbook is in preparation and St Mary’s remains committed to the Church of England target of being Carbon Neutral by 2030.



#### **4 Financial review**

Church activities are funded by regular giving (mainly attracting gift aid), collections, donations and investment income. Total income for 2022 was £116,333 of which £52,984 was restricted funds. This compares to total income for 2021 of £77,663 of which £9,771 was restricted funds. General fund income in 2022 amounted to £63,349 compared with £67,892 in 2021.

Overall expenditure in 2022 was £109,386 of which £14,093 was restricted funds, compared with £9,817 in 2021. General fund expenditure was £95,293, compared with £78,041 in 2021. This was driven in part by increasing prices arising from the cost-of-living crisis, and in part related to the maintenance of ageing heating systems and other equipment.

Overall, there was a net deficit on general funds of £31,944 compared with a deficit in 2021 of £10,143. St Mary's investment holdings (details in note 3 of the financial statements) decreased in value by £88,057 during the year. Of this £47,659 related to restricted funds, £18,313 to designated funds and £22,084 to the general investment value reserve. However, when the net gain in 2021, of £96,503, is taken into account, the value of investment holdings was still £8,446 higher at year end 2022, compared to year end 2020.

#### **5 Reserves policy**

The PCC has set aside reserves in designated funds for the following purposes

- Over the years the trend has been for the church's investments to have risen in value. However, this year there has been a notable fall in value, a reflection of the general economic downturn. The PCC believes it is prudent to maintain a reserve against future falls in investment values which are likely to occur from time to time. Accordingly, an investment value reserve has been created.
- The main church buildings are of an age and type that periodically major repairs will be required. St Mary's is fortunate that the Westerham Heritage Trust, an independent charity, raises funds which may be available when major repairs are required. However, the PCC recognises the need to retain a reserve for contributing to such repairs.
- The PCC believes that work with children and youth is an important part of its mission. A reserve has been established to support major initiatives in this field.
- Similarly, the PCC believes outreach both within the immediate community and in the wider world is part of St Mary's mission. A reserve has been established to support future initiatives in this field.

#### **6 Administrative information**

St Mary's is situated at the north east corner of The Green in Westerham, the correspondence address being The Green, Westerham, Kent TN16 1AS. The registered charity number is 1133994

Details of those who have served as members of the PCC between 1st January 2022 and the date of this report are shown on page 2.

#### **7 Payments to and giving by members of the PCC**

The total identified giving by members of the PCC, while members, totalled £7,335 excluding gift aid recoverable.

Reimbursement of out-of-pocket expenses for the Priest in Charge totalled £265.14 for 2022.

#### **8 Other Funds**

These funds are separate trust funds, administered by the PCC but do not appear in the accounts. However, on occasion and at the discretion of the Trustees, applications for grants can be made to the PCC for specific use related to the purpose of the funds.

Westerham Church of England Religious Education Fund is able to support activities contributing to religious education connected to St Mary's church. It's assets at the year-end totalled £27,467.22

Westerham Hosey Fund supports pupils and former pupils of Churchill Church of England Primary School, up to the age of 25. Its assets at the year-end amounted to £42,604.19.

Ralph Fund is able to contribute to the cost of assistance provided by St Mary's to those in need in the parish. It is managed by the vicar and church wardens. It's assets at the year-end totalled £10,296.66.

### **Independent Examiner's Report to the PCC of St Mary the Virgin Parish Church Westerham**

I report on the accounts of the PCC for the year ended 31<sup>st</sup> December 2022, which are set out on pages 7 to 12.

### **Respective responsibilities of the PCC and the Independent Examiner**

As members of the PCC you are responsible for the preparation of the accounts. You 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;
- Follow the procedures laid down in the general directions given by the Charity Commissioners under Section 145(5)(b) of the 2011 Act; and
- 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.

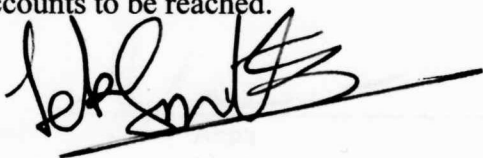
The procedures undertaken do not provide all the evidence that would be required in a full audit, and consequently I do not express an audit opinion on the accounts.

### **Independent Examiner's Statement**

In connection with my examination, no matters have come to my attention:

1. which give me reasonable cause to believe that in any material aspect the requirements
  - to keep accounting records in accordance with section 130 of the 2011 Act; or
  - to prepare accounts which accord with these accounting records 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.

Signed:



Dated: 13 May 2023

J.E.K Smith CBE, FCA, CPFA  
Old Mill Leat  
Vicarage Hill  
Westerham  
TN16 1TJ

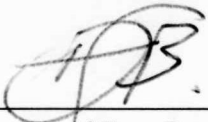
# ST MARY THE VIRGIN CHURCH, WESTERHAM

## Balance sheet at 31st December 2022

|                                      | General<br>Funds<br>£ | Designated<br>Funds<br>£ | Restricted<br>Funds<br>£ | Total<br>2022<br>£ | Total<br>2021<br>£ |
|--------------------------------------|-----------------------|--------------------------|--------------------------|--------------------|--------------------|
| <b>FIXED ASSETS</b>                  |                       |                          |                          |                    |                    |
| Investment assets                    | 72,565                | 253,019                  | 356,139                  | 681,724            | 769,781            |
| <b>CURRENT ASSETS</b>                |                       |                          |                          |                    |                    |
| Short term deposits                  | 13,049                | -                        | 38,186                   | 51,235             | 43,635             |
| Cash at bank and in hand             | ( 24,520)             | -                        | 56,017                   | 31,497             | 28,203             |
| Amounts receivable                   | 7,840                 | -                        | -                        | 7,840              | 15,612             |
|                                      | ( 3,631)              | -                        | 94,203                   | 90,572             | 87,450             |
| <b>CREDITORS (due within 1 year)</b> |                       |                          |                          |                    |                    |
| Creditors                            | ( 192)                | ( 52,400)                | 1,873                    | ( 50,719)          | ( 2,143)           |
| <b>NET CURRENT ASSETS</b>            | ( 3,823)              | ( 52,400)                | 96,077                   | 39,853             | 85,307             |
| <b>NET ASSETS</b>                    | <b>68,742</b>         | <b>253,019</b>           | <b>452,216</b>           | <b>773,977</b>     | <b>855,088</b>     |

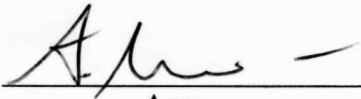
Approved by the PCC on the 28 April 2023 and signed

on its behalf by

  
David Fox -Branch

Chairman

and

  
Anna  
Morris

Treasurer

# ST MARY THE VIRGIN CHURCH, WESTERHAM

## Notes to the Financial Statements year ending 31st December 2022

|                                         | General<br>Funds<br>£ | Designated<br>Funds<br>£ | Restricted<br>Funds<br>£ | Total<br>2022<br>£ | Total<br>2021<br>£ |
|-----------------------------------------|-----------------------|--------------------------|--------------------------|--------------------|--------------------|
| <b>Incoming resources - page 9</b>      |                       |                          |                          |                    |                    |
| Voluntary income                        | 53,187                | -                        | 32,685                   | 85,872             | 49,230             |
| Activities for generating funds         | 2,271                 | -                        | -                        | 2,271              | 1,111              |
| Income from investments                 | 4,867                 | -                        | 16,841                   | 21,709             | 20,375             |
| Church activities                       | 3,023                 | -                        | 3,458                    | 6,481              | 6,947              |
|                                         | <b>63,349</b>         | <b>-</b>                 | <b>52,984</b>            | <b>116,333</b>     | <b>77,663</b>      |
| <b>Resources expended - page 10</b>     |                       |                          |                          |                    |                    |
| Church activities                       | ( 66,270)             | -                        | ( 2,111)                 | ( 68,381)          | ( 55,468)          |
| Church running expenses                 | ( 29,023)             | -                        | ( 11,981)                | ( 41,004)          | ( 32,389)          |
| Fundraising expenditure                 | -                     | -                        | -                        | -                  | -                  |
|                                         | <b>( 95,293)</b>      | <b>-</b>                 | <b>( 14,093)</b>         | <b>( 109,386)</b>  | <b>( 87,857)</b>   |
| <b>Total resources expended</b>         | <b>( 95,293)</b>      | <b>-</b>                 | <b>( 14,093)</b>         | <b>( 109,386)</b>  | <b>( 87,857)</b>   |
| <b>Net incoming resources</b>           | <b>( 31,944)</b>      | <b>-</b>                 | <b>38,892</b>            | <b>6,947</b>       | <b>( 10,194)</b>   |
| <b>Net (loss) / gain on investments</b> | <b>( 22,084)</b>      | <b>( 18,313)</b>         | <b>( 47,659)</b>         | <b>( 88,057)</b>   | <b>96,503</b>      |
| <b>Net movement on funds</b>            | <b>( 54,029)</b>      | <b>( 18,313)</b>         | <b>( 8,768)</b>          | <b>( 81,109)</b>   | <b>86,309</b>      |
| <b>Balances brought forward</b>         | <b>122,771</b>        | <b>271,333</b>           | <b>460,983</b>           | <b>855,087</b>     | <b>768,779</b>     |
| <b>Balances carried forward</b>         | <b>68,742</b>         | <b>253,019</b>           | <b>452,216</b>           | <b>773,977</b>     | <b>855,088</b>     |



# ST MARY THE VIRGIN CHURCH, WESTERHAM

Notes to the Financial Statements  
year ending 31st December 2022

| <b>INCOMING RESOURCES</b>              | <b>General<br/>Funds<br/>£</b> | <b>Designated<br/>Funds<br/>£</b> | <b>Restricted<br/>Funds<br/>£</b> | <b>Endowment<br/>Funds<br/>£</b> | <b>Total<br/>2022<br/>£</b> | <b>Total<br/>2021<br/>£</b> |
|----------------------------------------|--------------------------------|-----------------------------------|-----------------------------------|----------------------------------|-----------------------------|-----------------------------|
| <b>Voluntary Income</b>                |                                |                                   |                                   |                                  |                             |                             |
| Planned giving/gift aid                | 33,312                         | -                                 | -                                 | -                                | 33,312                      | 37,223                      |
| Income tax recoverable                 | 6,832                          | -                                 | -                                 | -                                | 6,832                       | 6,052                       |
| Collections/EPO                        | 6,262                          | -                                 | -                                 | -                                | 6,262                       | 1,299                       |
| Visitors and other giving              | 3,760                          | -                                 | -                                 | -                                | 3,760                       | 2,700                       |
| Grants                                 | -                              | -                                 | 30,965                            | -                                | 30,965                      | 1,000                       |
| Donations                              | 2,021                          | -                                 | -                                 | -                                | 2,021                       | 383                         |
| Legacies                               | 1,000                          | -                                 | -                                 | -                                | 1,000                       | -                           |
| Choir and bell ringers                 | -                              | -                                 | 1,720                             | -                                | 1,720                       | 573                         |
|                                        | <b>53,187</b>                  | <b>-</b>                          | <b>32,685</b>                     | <b>-</b>                         | <b>85,872</b>               | <b>49,230</b>               |
| <b>Activities for Generation Funds</b> |                                |                                   |                                   |                                  |                             |                             |
| Fundraising events                     | 2,259                          | -                                 | -                                 | -                                | 2,259                       | 1,105                       |
| Bookstall                              | 12                             | -                                 | -                                 | -                                | 12                          | 6                           |
|                                        | <b>2,271</b>                   | <b>-</b>                          | <b>-</b>                          | <b>-</b>                         | <b>2,271</b>                | <b>1,111</b>                |
| Income from Investments                | 4,867                          | -                                 | 16,841                            | -                                | 21,709                      | 20,375                      |
| <b>Dividends and interest</b>          | <b>4,867</b>                   | <b>-</b>                          | <b>16,841</b>                     | <b>-</b>                         | <b>21,709</b>               | <b>20,375</b>               |
| <b>Church Activities</b>               |                                |                                   |                                   |                                  |                             |                             |
| Fees for weddings and funerals         | 2,764                          | -                                 | 3,458                             | -                                | 6,222                       | 6,611                       |
| Sundry income                          | 259                            | -                                 | -                                 | -                                | 259                         | 336                         |
|                                        | <b>3,023</b>                   | <b>-</b>                          | <b>3,458</b>                      | <b>-</b>                         | <b>6,481</b>                | <b>6,947</b>                |
| <b>Total Incoming Resources</b>        | <b>63,349</b>                  | <b>-</b>                          | <b>52,984</b>                     | <b>-</b>                         | <b>116,333</b>              | <b>77,663</b>               |

# **ST MARY THE VIRGIN CHURCH, WESTERHAM**

## **Notes to the Financial Statements**

year ending 31st December 2022

|                                   | General<br>Funds<br>£ | Designated<br>Funds<br>£ | Restricted<br>Funds<br>£ | Endowment<br>Funds<br>£ | Total<br>2022<br>£ | Total<br>2021<br>£ |
|-----------------------------------|-----------------------|--------------------------|--------------------------|-------------------------|--------------------|--------------------|
| <b>RESOURCES EXPENDED</b>         |                       |                          |                          |                         |                    |                    |
| <b>Church Activities</b>          |                       |                          |                          |                         |                    |                    |
| Missionary and Charitable giving  | ( 201)                | -                        | -                        | -                       | ( 201)             | ( 306)             |
| Outreach Expenses                 | ( 489)                | -                        | -                        | -                       | ( 489)             | -                  |
| Contribution to diocese           | ( 55,289)             | -                        | -                        | -                       | ( 55,289)          | ( 52,126)          |
| Vicar's and Vicarage expenses     | ( 5,284)              | -                        | -                        | -                       | ( 5,284)           | ( 430)             |
| Organ and Choir (incl bell funds) | ( 5,008)              | -                        | ( 2,111)                 | -                       | ( 7,119)           | ( 2,607)           |
| NDG costs                         | -                     | -                        | -                        | -                       | -                  | -                  |
|                                   | <b>( 66,270)</b>      | <b>-</b>                 | <b>( 2,111)</b>          | <b>-</b>                | <b>( 68,381)</b>   | <b>( 55,469)</b>   |
| <b>Church Running Expenses</b>    |                       |                          |                          |                         |                    |                    |
| Parish office                     | ( 5,524)              | -                        | -                        | -                       | ( 5,524)           | ( 3,044)           |
| Church cleaning                   | ( 484)                | -                        | -                        | -                       | ( 484)             | ( 1,390)           |
| Staff remuneration                | ( 8,241)              | -                        | ( 3,608)                 | -                       | ( 11,850)          | ( 10,881)          |
| Insurance                         | ( 4,645)              | -                        | -                        | -                       | ( 4,645)           | ( 4,079)           |
| Heat and light                    | ( 5,740)              | -                        | -                        | -                       | ( 5,740)           | ( 5,521)           |
| Repairs and maintenance           | ( 4,389)              | -                        | ( 816)                   | -                       | ( 5,205)           | ( 1,463)           |
| Churchyard expenses               | -                     | -                        | ( 7,557)                 | -                       | ( 7,557)           | ( 6,010)           |
| Repair Projects                   | -                     | -                        | -                        | -                       | -                  | -                  |
|                                   | <b>( 29,023)</b>      | <b>-</b>                 | <b>( 11,981)</b>         | <b>-</b>                | <b>( 41,004)</b>   | <b>( 32,388)</b>   |
| <b>Other resources expended</b>   |                       |                          |                          |                         |                    |                    |
| Fundraising and bookstall         | -                     | -                        | -                        | -                       | -                  | -                  |
| <b>Total resources expended</b>   | <b>( 95,293)</b>      | <b>-</b>                 | <b>( 14,093)</b>         | <b>-</b>                | <b>( 109,386)</b>  | <b>( 87,857)</b>   |

# ST MARY THE VIRGIN CHURCH, WESTERHAM

## Notes to the Financial Statements For the year ended 31<sup>st</sup> December 2022

### 1 Accounting policies

a) The financial statements have been prepared under the Charities Act 2011 and in accordance with the Church Accounting Regulations 2006 together with FRS 102 and Statement of Recommended Practice 'Accounting and Reporting by Charities'. The statements have been prepared under the historical cost convention except for the value of investment assets which are shown at fair value. They are prepared on the going concern basis. Incoming resources are included when receivable. Liabilities are recognised when the obligation arises

b) The funds held comprise

- unrestricted funds representing the remaining income funds of the church together with funds designated by the PCC for particular purposes; and
- restricted funds comprising endowment funds that must be retained as church capital and income funds which can only be spent on restricted purposes.

c) Consecrated and beneficed property of any kind is not included in the financial statements in accordance with the Charities Act 2011. This includes all fixtures and fittings in the church buildings.

d) Investments are valued at market value as at 31<sup>st</sup> December 2022.

### 2 Vicar salary and parish offer

The vicar's salary and pension cost are paid by the Diocese of Rochester. The diocese also incurs other costs which are borne by parishes through a charge traditionally known as 'parish share'. From 2015 the Diocese of Rochester introduced a new system whereby parishes made an annual 'offer' to cover all these costs. St Mary's offer for 2022 was £55,289.

### 3 Investments

|                                   | CBF Shares<br>Church<br>£ | CBF shares<br>Churchyard<br>£ | North Downs<br>Guild of Music<br>£ | M&G<br>Charifund<br>£ | Total<br>£ |                      |
|-----------------------------------|---------------------------|-------------------------------|------------------------------------|-----------------------|------------|----------------------|
| Value at 31st December 2021       | 516,747                   | 92,242                        | 125,707                            | 35,085                | 769,781    | Opening invest value |
| (Loss) on revaluation during 2022 | ( 60,560)                 | ( 10,810)                     | ( 14,732)                          | ( 1,954)              | ( 88,057)  | Revaluation          |
| Value at 31st December 2022       | 456,187                   | 81,432                        | 110,975                            | 33,131                | 681,724    | New invest value     |

The main Church, Churchyard and NDG investments are held in CBF Investment Fund shares. There have been no changes in the holdings during the year. The loss on revaluation of the Church holding has been allocated to the various funds (endowment, designated and general) according to the relative proportions of those funds. The investments in M&G Charifund are all allocated to general funds.

# ST MARY THE VIRGIN CHURCH, WESTERHAM

## Notes to the Financial Statements (cont.)

### 4 Funds

The movements in individual funds in the year are shown below

#### ST MARY THE VIRGIN CHURCH, WESTERHAM

Notes to the Financial Statements

|                          | Forward<br>2021 | Income         | Expenditure       | Gain /<br>(Losses) | Transfer | At end<br>2022 |
|--------------------------|-----------------|----------------|-------------------|--------------------|----------|----------------|
| <b>Restricted funds</b>  |                 |                |                   |                    |          |                |
| Church endowment         | 185,848         | -              | -                 | ( 22,116)          | -        | 163,732        |
| Churchyard endowment     | 92,242          | -              | -                 | ( 10,810)          | -        | 81,432         |
| NDG endowment            | 125,707         | -              | -                 | ( 14,732)          | -        | 110,975        |
| Legacies                 | 25,000          | -              | -                 | -                  | -        | 25,000         |
| Bellringers              | 2,915           | 1,060          | ( 1,451)          | -                  | -        | 2,524          |
| Choir                    | 1,239           | 660            | ( 660)            | -                  | -        | 1,239          |
| Churchard Deposits       | 10,748          | 14,770         | ( 9,693)          | -                  | -        | 15,825         |
| North Downs Guild cash   | 16,844          | 5,529          | -                 | -                  | -        | 22,373         |
| Repair projects          | 440             | 30,965         | ( 2,288)          | -                  | -        | 29,117         |
|                          | <b>460,983</b>  | <b>52,984</b>  | <b>( 14,093)</b>  | <b>( 47,659)</b>   | <b>-</b> | <b>452,216</b> |
| <b>Designated funds</b>  |                 |                |                   |                    |          |                |
| Investment value reserve | 153,833         | -              | -                 | ( 18,313)          | -        | 135,519        |
| Major repairs            | 40,000          | -              | -                 | -                  | -        | 40,000         |
| Children and youth       | 37,500          | -              | -                 | -                  | -        | 37,500         |
| Outreach                 | 40,000          | -              | -                 | -                  | -        | 40,000         |
| Church Repair Fund       | -               | -              | -                 | -                  | -        | -              |
|                          | <b>271,333</b>  | <b>-</b>       | <b>-</b>          | <b>( 18,313)</b>   | <b>-</b> | <b>253,019</b> |
| <b>General fund</b>      | <b>122,771</b>  | <b>63,349</b>  | <b>( 95,293)</b>  | <b>( 22,084)</b>   | <b>-</b> | <b>68,742</b>  |
| <b>Total</b>             | <b>855,088</b>  | <b>116,333</b> | <b>( 109,386)</b> | <b>( 88,057)</b>   | <b>-</b> | <b>773,977</b> |

The endowment funds represent sums held as capital for the respective purposes. The other funds comprise income less expenditure incurred for the specified purposes. Of these, EPO funds are those collected specifically to donate to various charities.

### 5 Going Concern

The PCC agreed that the financial statements should be prepared on the going concern basis. In doing so the PCC noted that the main sources of general fund income, regular giving and fees, were expected to continue and that dividend income was likely to remain at similar levels.

As with most parishes, the long-term expectation is that regular giving will continue to decrease but, in any case, with a large historic building such as St Mary's, in a parish with a relatively small population, congregational giving can only contribute a limited amount to the overall running costs of the parish.

Although there are substantial investments, drawing on these to cover shortfalls reduces the financial sustainability of the parish across time.

The cost of energy has been unusually high recently, and this has increased our deficit; that situation might ease in 2023 with prices reducing and the new lighting scheme. Nevertheless, it will be important, going forward, to identify ways of increasing income and reducing costs in order for parish finances to remain viable in the future.

Even allowing for possible reductions in overall incoming resources any shortfall in income compared to expenditure in the coming year could be amply covered by drawing on the available general fund investments.

## FINANCIAL STATEMENTS

of the  
Parish Church Council  
for the year ending 31<sup>st</sup> December 2022

### Prize in Charge

Reverend David Lee, Vicar  
The Vicarage  
Vicarage Hill  
Weston, Kent

### Imps

John and Warriner Park Plc  
Reverend Lee  
67 High Street  
Beverly, Kent

### Independent Auditor

J E A Smith, FRC, FCA, CTA  
Old Mill Lane  
Vicarage Hill  
Weston, Kent

April 28, 2023

Registered charity number 1141994

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# Accounts

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**ST MARY THE VIRGIN PARISH CHURCH  
WESTERHAM, KENT**

**ANNUAL REPORT**

and

**FINANCIAL STATEMENTS**

of the

**Parochial Church Council**

**for the year ending 31<sup>st</sup> December 2021**

**Incumbent:**

St Mary the Virgin, Westerham in interregnum until 28<sup>th</sup> August 2021. Reverend David Fox-Branch  
appointed as Priest in Charge, from 28<sup>th</sup> August 2021  
The Priest in Charge, The Vicarage  
Vicarage Hill  
Westerham, Kent

**Bank**

National Westminster Bank Plc  
Sevenoaks branch  
67 High Street  
Sevenoaks, Kent

**Independent examiner:**

J E K Smith CBE, FCA, CPFA  
Old Mill Leat  
Vicarage Hill  
Westerham TN16 1TJ

April 12, 2022

**Registered charity number 1133994**



**ST MARY THE VIRGIN PARISH CHURCH  
WESTERHAM, KENT**

**Membership of the PCC 2021**

The method of appointment of PCC members is set out in the Church Representation Rules, with members for 2021 listed below.

**Ex Officio:**

|                               |                             |                                                                                    |
|-------------------------------|-----------------------------|------------------------------------------------------------------------------------|
| Incumbent                     | Rev David Fox-Branch        | Chair (from 28 <sup>th</sup> August 2021)                                          |
| Priest licenced to parish     | Rev Michael Gentry          | Until 15 <sup>th</sup> August 2021                                                 |
| Wardens                       | Mr D Booker                 | Vice Chair (Chair until 28 <sup>th</sup> August 2021)                              |
|                               | Mrs C Cusick                |                                                                                    |
| Deanery Synod Representatives | Mrs K Smart<br>Mrs C Boston | From 18 <sup>th</sup> April 2021                                                   |
| Elected Members (12 allowed)  | Mrs G Burmester             | Co-opted 18 <sup>th</sup> April 2021                                               |
|                               | Miss A Crabtree-Cusick      |                                                                                    |
|                               | Mrs J Duffield              |                                                                                    |
|                               | Revd Wendy Harvey           | Co-opted 23 <sup>rd</sup> September 2021                                           |
|                               | Dr A Leather                |                                                                                    |
|                               | Dr S Leather                |                                                                                    |
|                               | Mrs A Morris                | Treasurer from 11 <sup>th</sup> November 2021<br>Until 18 <sup>th</sup> April 2021 |
|                               | Mrs F Nguyen                |                                                                                    |
|                               | Mr B Nuttall                |                                                                                    |
|                               | Mr R Pomfret                |                                                                                    |
|                               | Miss K Secombe              |                                                                                    |
|                               | Mr K Willcox                |                                                                                    |
|                               | Mrs C York                  |                                                                                    |

The PCC is supported by the following officers (not PCC members but in attendance at meetings)

|           |                 |                                      |
|-----------|-----------------|--------------------------------------|
| Secretary | Miss A Coughlan |                                      |
| Treasurer | Mr S Burmester  | Until 11 <sup>th</sup> November 2021 |

All those who attend our services are encouraged to register on the Electoral Roll and stand for election to the PCC. The PCC members are responsible for making decisions on all matters of general concern and importance to the parish, including deciding how PCC funds are to be spent.

Given its wide responsibilities the PCC has three sub-committees – Fabric, Finance and a Standing Committee which can make decisions required between full PCC meetings. Each committee has clear terms of reference and report back to the full PCC.

## **Financial Report by the PCC of**

### **St Mary the Virgin Parish Church, Westerham, for 2021**

#### **1 Aim and purpose**

St. Mary the Virgin Parochial Church Council (PCC) has the responsibility of cooperating with the Priest in Charge, the Reverend David Fox-Branch (appointed with effect from 28<sup>th</sup> August 2021), in promoting in the ecclesiastical parish, the whole mission of the Church, pastoral, evangelistic, social and ecumenical. The PCC is also specifically responsible for the maintenance of the Church of St. Mary the Virgin, including the attached 'John Frith Room' hall and churchyard at The Green, Westerham

#### **2 Objectives and activities**

The PCC is committed to using the 5 Marks of Mission to shape the life of the church community in our vision of "Serving Christ, Westerham and the Wider World". The 5 Marks of Mission express the Anglican Communion's common commitment to, and understanding of, God's holistic/integral mission. i.e.

- To proclaim the Good News of the Kingdom
- To teach, baptise and nurture new believers
- To respond to human need by loving service
- To transform unjust structures of society, to challenge violence of every kind and pursue peace and reconciliation
- To strive to safeguard the integrity of creation, and sustain and renew the life of the earth

We seek to reach as many people as possible with the Good News of Jesus Christ, enabling them to worship at the church and to become part of the faith community at St. Mary the Virgin. We aim to benefit the public locally and from further afield by offering a variety of church services and by enabling people to live out their faith within both the church and wider communities. As a parish church, we support people from Westerham, and further afield, at particular points in their lives by preparing them for, and taking weddings, baptisms and funerals

Our services and worship put faith into practice through prayer and scripture, music and sacrament.

To facilitate all this work, it is important that we maintain the fabric of the Church of the church building and churchyard.

Until 15<sup>th</sup> August 2021, our work was supported by an Associate Minister, who was also the Rural Dean – Reverend Michael Gentry. In addition, until the new Priest in Charge arrived, our sacramental worship was supported by visiting ministers.

Since 28<sup>th</sup> August, our Ministry Team has consisted of :

- Priest in Charge, Rev. David Fox-Branch
- Priest with Permission to Officiate, Rev. Wendy Harvey
- Local Lay Minister, Dr. Susan Leather.

We also have a part-time paid office administrator, who additionally serves as Parish Secretary. In 2021 we have also had the services of visiting organists, a cleaning contractor and grass cutter plus specialists as required.

#### **3 Achievements and performance**

Covid and the interregnum have had significant impact on our activities. Nevertheless, we have managed to continue or adapt much of what we were previously doing.

### **To proclaim the Good News of the Kingdom**

Being the only Anglican church in Westerham we offer a variety of worship services, including traditional language 'said' services, choral morning services, occasional evensong services and 'Messy Church'. Ministers lead Morning Prayer most Tuesdays, Wednesdays, Thursdays, Fridays and Saturdays. During church closure, due to Coronavirus, church services were streamed online and services have had to be adapted as circumstances changed throughout the year.

### **To teach, baptise and nurture new believers**

As well as systematic Bible-based preaching in Sunday services, church members and the Priest in Charge support the local Church of England School as governors. During Covid, and the interregnum, we were unable to lead Collective Worship in the school, and they had to cancel School Carols in church but the new Priest in Charge was able to visit a number of times in the Autumn term, to present bibles, lead prayers and take part in the school's Harvest Festival.

Our new Local Lay Minister was licensed in 2021. Prior to licensing, she led our Lent study group alongside the Associate Minister and other local clergy.

### **To respond to human need by loving service**

Throughout the year there are particular services that draw many from the community into the church, including for the bereaved ('Light up A life') and Remembrance Day. This year, the Remembrance service was held outside and streamed over the internet, and received very favourable comments from those who attended.

The church is open every day for private prayer as well as for tourists (free of charge); prayer requests can be left on the 'prayer board' and are included in Sunday prayers.

The ministers meet and pray with individuals as requested.

The governors of Churchill school and the Priest in Charge offer pastoral support to staff and pupils. The clergy visit the bereaved and take funerals – both in the church and at local crematoria. The Pastoral Care Team provides spiritual support, prayer and distributes communion to those from our congregations who are unable to attend church services due to ill health.

The Priest in Charge is also a trustee for the Westerham Almshouse Charity, providing housing accommodation for persons in financial need.

The PCC supports the Westerham foodbank, with a full-time collection point in the church. During the lockdown, the foodbank was based in the John Frith Room.

The PCC contributes financially to the wider work of the Diocese of Rochester more than covering the direct costs of a Priest in Charge. The church also gives away the cash portion of the offering of certain services (Remembrance Day – The Poppy Appeal, Christingle – The Children's Society as well as supporting the Samaritan's Purse 'shoebox appeal'.)

### **To transform unjust structures of society, to challenge violence of every kind and pursue peace and reconciliation**

As well as being a "Fairtrade Church", some charities that are supported that include. In 2021 this was most notably the Church Mission Society. We also hold some ethical investments.

### **To strive to safeguard the integrity of creation, and sustain and renew the life of the earth**

The PCC cares for the churchyard, and has undertaken re-wilding of some areas. St Mary's has registered as an Eco Church and made good progress towards the Bronze Award. We are committed to being Carbon Neutral by 2030.

#### **4 Financial Review**

Church activities are funded by regular giving (mainly attracting gift aid), collections, donations and investment income. Total income for 2021 was £77,663 of which £9,771 was restricted funds. General fund income amounted to £67,892 compared with £ 70,309 in 2020.

Overall expenditure in 2021 was £87,858 of which £9,817 (2020 £9,120) was restricted funds. General fund expenditure was £78,041 compared with £86,580 in 2020.

Overall there was a net deficit on general funds of £10,195 compared with a deficit in 2020 of £16,271. St Mary's investment holdings (details in note 3 of the financial statements) increased in value by £96,503 during the year. Of this £51,125 related to restricted funds and £45,378 was added to the general investment value reserve.

#### **5 Reserves policy**

The PCC has set aside reserves in designated funds for the following purposes

- Over the years the church's investments have risen in value. However, the PCC believes it is prudent to maintain a reserve against future falls in investment values which are likely to occur from time to time. Accordingly, an investment value reserve has been created.
- The main church buildings are of an age and type that periodically major repairs will be required. St Mary's is fortunate that the Westerham Heritage Trust, an independent charity, raises funds which may be available when major repairs are required. However, the PCC believes it is important that a reserve is retained as an initial basis for contributing to such repairs.
- The PCC believes that work with children and youth is an important part of its mission. A reserve has been established to support major initiatives in this field.
- Similarly, the PCC believes outreach both within the immediate community and in the wider world is part of St Mary's mission. A reserve has been established to support future initiatives in this field.

#### **6 Administrative information**

St Mary's is situated at the north east corner of The Green in Westerham, the correspondence address being The Green, Westerham, Kent TN16 1AS. The registered charity number is 1133994

Details of those who have served as members of the PCC between 1st January 2021 and the date of this report are shown on page 2.

#### **7 Payments to and giving by members of the PCC**

No reimbursement of out-of-pocket expenses to the incumbent during 2021 due to period of interregnum.

The total identified giving by members of the PCC, while members, totalled £12,170 excluding gift aid recoverable.

#### **8 Other Funds**

These funds are separate trust funds, administered by the PCC but do not appear in the accounts. However, on occasion and at the discretion of the Trustees, applications for grants can be made to the PCC for specific use related to the purpose of the funds.

Westerham Church of England Religious Education Fund is able to support activities contributing to religious education connected to St Mary's church. It's assets at the year end totalled £29,148.19

Westerham Hosey Fund makes contributions to books etc for those in further education who have attended Churchill Church of England Primary School and are under the age of 25. Its assets at the year end amounted to £46,291.62.

Ralph Fund is able to contribute to the cost of assistance provided by St Mary's to those in need in the parish. It is managed by the Priest in Charge and church wardens. It's assets at the year end totalled £10,891.73.

## **Independent Examiner's Report to the PCC of St Mary the Virgin Parish Church Westerham**

I report on the accounts of the PCC for the year ended 31<sup>st</sup> December 2021, which are set out on pages 8 to 13.

### **Respective responsibilities of the PCC and the Independent Examiner**

As members of the PCC you are responsible for the preparation of the accounts. You 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;
- Follow the procedures laid down in the general directions given by the Charity Commissioners under Section 145(5)(b) of the 2011 Act; and
- 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 a full audit, and consequently I do not express an audit opinion on the accounts.

### **Independent Examiner's Statement**

In connection with my examination, no matters have come to my attention:

1. which give me reasonable cause to believe that in any material aspect the requirements
  - to keep accounting records in accordance with section 130 of the 2011 Act; or
  - to prepare accounts which accord with these accounting recordshave 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.

Signed:

Dated: 17<sup>th</sup> April 2021

J.E.K Smith CBE, FCA, CPFA  
Old Mill Leat  
Vicarage Hill  
Westerham  
TN16 1TJ





# ST MARY THE VIRGIN CHURCH, WESTERHAM

## Balance sheet at 31st December 2021

|                                      | General<br>Funds<br>£ | Designated<br>Funds<br>£ | Restricted<br>Funds<br>£ | Total<br>2021<br>£ | Total<br>2020<br>£ |
|--------------------------------------|-----------------------|--------------------------|--------------------------|--------------------|--------------------|
| <b>FIXED ASSETS</b>                  |                       |                          |                          |                    |                    |
| Investment assets                    | 94,650                | 271,333                  | 403,798                  | 769,781            | 673,278            |
| <b>CURRENT ASSETS</b>                |                       |                          |                          |                    |                    |
| Short term deposits                  | 11,645                | -                        | 31,990                   | 43,635             | 36,663             |
| Cash at bank and in hand             | 3,388                 | -                        | 24,815                   | 28,203             | 49,761             |
| Amounts receivable                   | 15,612                | -                        | -                        | 15,612             | 13,436             |
|                                      | <b>30,645</b>         | <b>-</b>                 | <b>56,805</b>            | <b>87,450</b>      | <b>99,860</b>      |
| <b>CREDITORS (due within 1 year)</b> |                       |                          |                          |                    |                    |
| Creditors                            | ( 2,523)              | -                        | 380                      | ( 2,143)           | ( 4,359)           |
| <b>NET CURRENT ASSETS</b>            | <b>28,122</b>         | <b>-</b>                 | <b>57,185</b>            | <b>85,307</b>      | <b>95,501</b>      |
| <b>NET ASSETS</b>                    | <b>122,771</b>        | <b>271,333</b>           | <b>460,983</b>           | <b>855,087</b>     | <b>768,779</b>     |

Approved by the PCC on the 12th April 2022 and signed

on its behalf by

  
David Fox -Branch

Chairman

and

  
Anna Morris

Treasurer



ST MARY THE VIRGIN CHURCH, WESTERHAM

Notes to the Financial Statements

year ending 31st December 2021

|                                     | General<br>Funds<br>£ | Designated<br>Funds<br>£ | Restricted<br>Funds<br>£ | Total<br>2021<br>£ | Total<br>2020<br>£ |
|-------------------------------------|-----------------------|--------------------------|--------------------------|--------------------|--------------------|
| <b>Incoming resources - page 9</b>  |                       |                          |                          |                    |                    |
| Voluntary income                    | 47,626                | -                        | 1,604                    | 49,230             | 80,790             |
| Activities for generating funds     | 1,111                 | -                        | -                        | 1,111              | 306                |
| Income from investments             | 14,822                | -                        | 5,553                    | 20,375             | 19,717             |
| Church activities                   | 4,333                 | -                        | 2,614                    | 6,947              | 7,208              |
|                                     | <b>67,892</b>         | <b>-</b>                 | <b>9,771</b>             | <b>77,663</b>      | <b>108,022</b>     |
| <b>Resources expended - page 10</b> |                       |                          |                          |                    |                    |
| Church activities                   | ( 55,289)             | -                        | ( 180)                   | ( 55,469)          | ( 60,654)          |
| Church running expenses             | ( 22,752)             | -                        | ( 9,637)                 | ( 32,389)          | ( 35,045)          |
| Fundraising expenditure             | -                     | -                        | -                        | -                  | -                  |
|                                     | <b>( 78,041)</b>      | <b>-</b>                 | <b>( 9,817)</b>          | <b>( 87,858)</b>   | <b>( 95,699)</b>   |
| <b>Net incoming resources</b>       | <b>( 10,149)</b>      | <b>-</b>                 | <b>( 46)</b>             | <b>( 10,195)</b>   | <b>12,322</b>      |
| Net gain on investments             | 25,734                | 19,644                   | 51,125                   | 96,503             | 34,994             |
| <b>Net movement on funds</b>        | <b>15,586</b>         | <b>19,644</b>            | <b>51,078</b>            | <b>86,308</b>      | <b>47,317</b>      |
| Balances brought forward            | 107,185               | 251,689                  | 409,905                  | 768,779            | 721,463            |
| <b>Balances carried forward</b>     | <b>122,771</b>        | <b>271,333</b>           | <b>460,983</b>           | <b>855,087</b>     | <b>768,779</b>     |

# ST MARY THE VIRGIN CHURCH, WESTERHAM

Notes to the Financial Statements  
year ending 31st December 2021

| INCOMING RESOURCES                     | General Funds<br>£ | Designated Funds<br>£ | Restricted Funds<br>£ | Endowment Funds<br>£ | Total 2021<br>£ | Total 2020<br>£ |
|----------------------------------------|--------------------|-----------------------|-----------------------|----------------------|-----------------|-----------------|
| <b>Voluntary Income</b>                |                    |                       |                       |                      |                 |                 |
| Planned giving/gift aid                | 37,223             | -                     | -                     | -                    | 37,223          | 40,026          |
| Income tax recoverable                 | 6,052              | -                     | -                     | -                    | 6,052           | 8,711           |
| Collections/EPO                        | 1,299              | -                     | -                     | -                    | 1,299           | 3,654           |
| Visitors and other giving              | 2,700              | -                     | -                     | -                    | 2,700           | 1,374           |
| Churchyard grants                      | -                  | -                     | 1,000                 | -                    | 1,000           | 850             |
| Donations                              | 383                | -                     | -                     | -                    | 383             | 920             |
| Legacies                               | -                  | -                     | -                     | -                    | -               | 25,000          |
| Choir and bell ringers                 | (31)               | -                     | 604                   | -                    | 573             | 255             |
|                                        | <b>47,626</b>      | <b>-</b>              | <b>1,604</b>          | <b>-</b>             | <b>49,230</b>   | <b>80,790</b>   |
| <b>Activities for Generation Funds</b> |                    |                       |                       |                      |                 |                 |
| Fundraising events                     | 1,105              | -                     | -                     | -                    | 1,105           | 273             |
| Bookstall                              | 6                  | -                     | -                     | -                    | 6               | 34              |
|                                        | <b>1,111</b>       | <b>-</b>              | <b>-</b>              | <b>-</b>             | <b>1,111</b>    | <b>306</b>      |
| Income from Investments                | 14,822             | -                     | 5,553                 | -                    | 20,375          | 19,717          |
| <b>Dividends and interest</b>          | <b>14,822</b>      | <b>-</b>              | <b>5,553</b>          | <b>-</b>             | <b>20,375</b>   | <b>19,717</b>   |
| <b>Church Activities</b>               |                    |                       |                       |                      |                 |                 |
| Fees for weddings and funerals         | 3,997              | -                     | 2,614                 | -                    | 6,611           | 6,867           |
| Sundry income                          | 336                | -                     | -                     | -                    | 336             | 341             |
|                                        | <b>4,333</b>       | <b>-</b>              | <b>2,614</b>          | <b>-</b>             | <b>6,947</b>    | <b>7,208</b>    |
| <b>Total Incoming Resources</b>        | <b>67,892</b>      | <b>-</b>              | <b>9,771</b>          | <b>-</b>             | <b>77,663</b>   | <b>108,022</b>  |

In the financial year 2020, St Mary benefited from the generosity of locals who left legacies to the church amounting to £25,000 (legacies received; £5,000 and £20,000 – both as restricted funds) explaining part of the difference in income to previous year.

# ST MARY THE VIRGIN CHURCH, WESTERHAM

## Notes to the Financial Statements

year ending 31st December 2021

| RESOURCES EXPENDED                | General<br>Funds<br>£ | Designated<br>Funds<br>£ | Restricted<br>Funds<br>£ | Endowmen<br>Funds<br>£ | Total<br>2021<br>£ | Total<br>2020<br>£ |
|-----------------------------------|-----------------------|--------------------------|--------------------------|------------------------|--------------------|--------------------|
| <b>Church Activities</b>          |                       |                          |                          |                        |                    |                    |
| Missionary and Charitable giving  | ( 306)                | -                        | -                        | -                      | ( 306)             | ( 2,724)           |
| Outreach Expenses                 | -                     | -                        | -                        | -                      | -                  | ( 609)             |
| Contribution to diocese           | ( 52,126)             | -                        | -                        | -                      | ( 52,126)          | ( 50,988)          |
| Vicar's and Vicarage expenses     | ( 430)                | -                        | -                        | -                      | ( 430)             | ( 4,398)           |
| Organ and Choir (incl bell funds) | ( 2,427)              | -                        | ( 180)                   | -                      | ( 2,607)           | ( 1,504)           |
| NDG costs                         | -                     | -                        | -                        | -                      | -                  | ( 431)             |
|                                   | <b>( 55,289)</b>      | <b>-</b>                 | <b>( 180)</b>            | <b>-</b>               | <b>( 55,469)</b>   | <b>( 60,654)</b>   |
| <b>Church Running Expenses</b>    |                       |                          |                          |                        |                    |                    |
| Parish office                     | ( 3,044)              | -                        | -                        | -                      | ( 3,044)           | ( 3,339)           |
| Church cleaning                   | ( 1,390)              | -                        | -                        | -                      | ( 1,390)           | ( 2,114)           |
| Staff remuneration                | ( 7,254)              | -                        | ( 3,627)                 | -                      | ( 10,881)          | ( 10,732)          |
| Insurance                         | ( 4,079)              | -                        | -                        | -                      | ( 4,079)           | ( 4,448)           |
| Heat and light                    | ( 5,521)              | -                        | -                        | -                      | ( 5,521)           | ( 5,494)           |
| Repairs and maintenance           | ( 1,463)              | -                        | -                        | -                      | ( 1,463)           | ( 6,312)           |
| Churchyard expenses               | -                     | -                        | ( 6,010)                 | -                      | ( 6,010)           | ( 2,606)           |
| Repair Projects                   | -                     | -                        | -                        | -                      | -                  | -                  |
|                                   | <b>( 22,752)</b>      | <b>-</b>                 | <b>( 9,637)</b>          | <b>-</b>               | <b>( 32,389)</b>   | <b>( 35,045)</b>   |
| <b>Other resources expended</b>   |                       |                          |                          |                        |                    |                    |
| Fundraising and bookstall         | -                     | -                        | -                        | -                      | -                  | -                  |
| <b>Total resources expended</b>   | <b>( 78,041)</b>      | <b>-</b>                 | <b>( 9,817)</b>          | <b>-</b>               | <b>( 87,858)</b>   | <b>( 95,699)</b>   |

## ST MARY THE VIRGIN CHURCH, WESTERHAM

### Notes to the Financial Statements

For the year ended 31<sup>st</sup> December 2021

#### 1 Accounting policies

a) The financial statements have been prepared under the Charities Act 2011 and in accordance with the Church Accounting Regulations 2006 together with FRS 102 and Statement of Recommended Practice 'Accounting and Reporting by Charities'. The statements have been prepared under the historical cost convention except for the value of investment assets which are shown at fair value. They are prepared on the going concern basis. Incoming resources are included when receivable. Liabilities are recognised when the obligation arises

b) The funds held comprise

- unrestricted funds representing the remaining income funds of the church together with funds designated by the PCC for particular purposes; and
- restricted funds comprising endowment funds that must be retained as church capital and income funds which can only be spent on restricted purposes.

c) Consecrated and beneficed property of any kind is not included in the financial statements in accordance with the Charities Act 2011. This includes all fixtures and fittings in the church buildings.

d) Investments are valued at market value as at 31<sup>st</sup> December 2021.

#### 2 Priest in Charge's stipend and parish offer

The Pries in Charge's stipend and pension cost are paid by the Diocese of Rochester. The diocese also incurs other costs which are borne by parishes through a charge traditionally known as 'parish share'. From 2015 the Diocese of Rochester introduced a new system whereby parishes made an annual 'offer' to cover all these costs. St Mary's offer for 2021 was £52,126.

#### 3 Investments

|                             | <b>CBF<br/>Shares</b> | <b>CBF shares</b>       | <b>North<br/>Downs</b>          | <b>M&amp;G</b>         |                    |
|-----------------------------|-----------------------|-------------------------|---------------------------------|------------------------|--------------------|
|                             | <b>Church<br/>£</b>   | <b>Churchyard<br/>£</b> | <b>Guild of<br/>Music<br/>£</b> | <b>Charifund<br/>£</b> | <b>Total<br/>£</b> |
| Value at 31st December 2020 | <b>451,784</b>        | <b>80,646</b>           | <b>109,904</b>                  | <b>30,945</b>          | <b>673,278</b>     |
| Gain on revaluation in 2021 | 64,963                | 11,596                  | 15,803                          | 4,140                  | 96,503             |
| Value at 31st December 2021 | <b>516,747</b>        | <b>92,242</b>           | <b>125,707</b>                  | <b>35,085</b>          | <b>769,781</b>     |

The main Church, Churchyard and NDG investments are held in CBF Investment Fund shares. There have been no changes in the holdings during the year. The loss or gain on revaluation of the Church holding has been allocated to the various funds (endowment, designated and general) according to the relative proportions of those funds. The investments in M&G Charifund are all allocated to general funds.

**ST MARY THE VIRGIN CHURCH, WESTERHAM**  
**Notes to the Financial Statements (cont)**

**4 Funds**

The movements in individual funds in the year are shown below

**ST MARY THE VIRGIN CHURCH, WESTERHAM**  
Notes to the Financial Statements

|                          | Forward<br>2020 | Income        | Expenditure     | Gain /<br>Losses | Transfer | At end<br>2021 |
|--------------------------|-----------------|---------------|-----------------|------------------|----------|----------------|
| <b>Restricted funds</b>  |                 |               |                 |                  |          |                |
| Church endowment         | 162,124         | -             | -               | 23,724           | -        | 185,848        |
| Churchyard endowment     | 80,645          | -             | -               | 11,597           | -        | 92,242         |
| NDG endowment            | 109,904         | -             | -               | 15,803           | -        | 125,707        |
| Legacies                 | 25,000          | -             | -               | -                | -        | 25,000         |
| Bellringers              | 2,423           | 604           | (112)           | -                | -        | 2,915          |
| Choir                    | 1,307           | -             | (68)            | -                | -        | 1,239          |
| Churchard Deposits       | 14,421          | 5,964         | (9,637)         | -                | -        | 10,748         |
| North Downs Guild cash   | 13,641          | 3,203         | -               | -                | -        | 16,844         |
| Repair projects          | 440             | -             | -               | -                | -        | 440            |
|                          | <b>409,905</b>  | <b>9,771</b>  | <b>(9,817)</b>  | <b>51,125</b>    | <b>-</b> | <b>460,983</b> |
| <b>Designated funds</b>  |                 |               |                 |                  |          |                |
| Investment value reserve | 134,189         | -             | -               | 19,644           | -        | 153,833        |
| Major repairs            | 40,000          | -             | -               | -                | -        | 40,000         |
| Children and youth       | 37,500          | -             | -               | -                | -        | 37,500         |
| Outreach                 | 40,000          | -             | -               | -                | -        | 40,000         |
| Church Repair Fund       | -               | -             | -               | -                | -        | -              |
|                          | <b>251,689</b>  | <b>-</b>      | <b>-</b>        | <b>19,644</b>    | <b>-</b> | <b>271,333</b> |
| <b>General fund</b>      | <b>107,185</b>  | <b>67,892</b> | <b>(78,041)</b> | <b>25,734</b>    | <b>-</b> | <b>122,771</b> |
| <b>Total</b>             | <b>768,779</b>  | <b>77,664</b> | <b>(87,858)</b> | <b>96,503</b>    | <b>-</b> | <b>855,087</b> |

The endowment funds represent sums held as capital for the respective purposes. The other funds comprise income less expenditure incurred for the specified purposes. Of these, EPO funds are those collected specifically to donate to various charities. This year, 2021, St Mary collected £306 for the Church Mission Society's. The amount has subsequently been transferred to Church Mission Society's.

**5 Going Concern**

The PCC agreed that the financial statements should be prepared on the going concern basis. In doing so the PCC noted that the main sources of general fund income, regular giving and fees, were expected to continue and that dividend income was likely to remain at similar levels. Even allowing for possible reductions in overall incoming resources any shortfall in income compared to expenditure in the coming year could be amply covered by drawing on the available general fund investments.



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# Accounts

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**ST MARY THE VIRGIN PARISH CHURCH  
WESTERHAM, KENT**

ANNUAL REPORT

and

FINANCIAL STATEMENTS

of the

Parochial Church Council

for the year ending 31<sup>st</sup> December 2020

Incumbent:

The Reverend Kevin Barnard (until 22<sup>nd</sup> Nov 2020 – currently in interregnum)  
The Vicarage  
Vicarage Hill  
Westerham, Kent

Bank

National Westminster Bank Plc  
Sevenoaks branch  
67 High Street  
Sevenoaks, Kent

Independent examiner:

J E K Smith CBE, FCA, CPFA  
Old Mill Leat  
Vicarage Hill  
Westerham TN16 1TJ

March 25, 2020

**Registered charity number 1133994**

# ST MARY THE VIRGIN PARISH CHURCH WESTERHAM, KENT

## Membership of the PCC 2020

The method of appointment of PCC members is set out in the Church Representation Rules, with members for 2019 listed below.

|                               |                    |                                                        |
|-------------------------------|--------------------|--------------------------------------------------------|
| Ex Officio:                   |                    |                                                        |
| Incumbent                     | Rev Kevin Barnard  | Chair (until 22 November 2020 - resigned)              |
| Priest licenced to parish     | Rev Michael Gentry |                                                        |
| Wardens                       | Mr D Booker        | Vice Chair (Chair from 23 <sup>rd</sup> November 2020) |
|                               | Mrs C Cusick       |                                                        |
| Deanery Synod Representatives | Mrs C Boston       | Until 7 October                                        |
|                               | Mr D Boston        | Until 7 October                                        |
|                               | Mrs K Smart        | From 7 October 2020                                    |
| Elected Members (12 allowed)  | Mr N Bailey        | Until 7 October                                        |
|                               | Mrs G Burmester    | From 7 October 2020                                    |
|                               | Mrs J Duffield     |                                                        |
|                               | Mrs C Harper       | Until 7 October 2020                                   |
|                               | Dr A Leather       | From 7 October 2020                                    |
|                               | Dr S Leather       |                                                        |
|                               | Mrs A Morris       | From 7 October 2020                                    |
|                               | Mrs F Nguyen       |                                                        |
|                               | Mr B Nuttall       | From 7 October 2020                                    |
|                               | Mr R Pomfret       | From 7 October 2020                                    |
|                               | Miss K Secombe     | From 7 October 2020                                    |
|                               | Mr K Willcox       |                                                        |
|                               | Mrs C York         | From 7 October 2020                                    |

The PCC is supported by the following officers (not PCC members but in attendance at meetings)

|           |                 |
|-----------|-----------------|
| Secretary | Miss A Coughlan |
| Treasurer | Mr S Burmester  |

All those who attend our services are encouraged to register on the Electoral Roll and stand for election to the PCC. The PCC members are responsible for making decisions on all matters of general concern and importance to the parish, including deciding how PCC funds are to be spent.

Given its wide responsibilities the PCC has three sub-committees – Fabric, Finance and a Standing Committee which can make decisions required between full PCC meetings. Each committee has clear terms of reference and report back to the full PCC.

## **Financial Report by the PCC of**

### **St Mary the Virgin Parish Church, Westerham, for 2020**

#### **1 Aim and purpose**

St. Mary the Virgin Parochial Church Council (PCC) has the responsibility of cooperating with the incumbent, the Reverend Kevin Barnard (left position at St Mary's on 22<sup>nd</sup> November 2020, position currently in interregnum), in promoting in the ecclesiastical parish, the whole mission of the Church, pastoral, evangelistic, social and ecumenical. The PCC is also specifically responsible for the maintenance of the Church of St. Mary the Virgin, including the attached 'John Frith Room' hall and churchyard at The Green, Westerham

#### **2 Objectives and activities**

The PCC is committed to enabling as many people as possible to worship at our church and to become part of our parish community at St. Mary the Virgin. We aim to benefit the public locally and from further afield by offering a variety of church services and by enabling people to live out their faith as part of our parish community. As a parish church, we support those from the parish, as well as further afield, at particular points in their lives by preparing them for, and taking weddings baptisms and funerals

Our services and worship put faith into practice through prayer and scripture, music and sacrament. The PCC considers how it expresses its 'mission' as defined by the "The Five Marks of Mission", the statement on mission which expresses the Anglican Communion's common commitment to, and understanding of, God's holistic/integral mission. i.e.

- To proclaim the Good News of the Kingdom
- To teach, baptise and nurture new believers
- To respond to human need by loving service
- To transform unjust structures of society, to challenge violence of every kind and pursue peace and reconciliation
- To strive to safeguard the integrity of creation, and sustain and renew the life of the earth

To facilitate this work, it is important that we maintain the fabric of the Church of the church building and churchyard.

This work is supported by an Associate Vicar – Reverend Michael Gentry – since 24<sup>th</sup> November 2019, and administratively by a part-time paid office administrator and the paid services of a musical director, cleaning contractor and grass cutter as well as contracting specialists as required.

#### **3 Achievements and performance**

##### **To proclaim the Good News of the Kingdom**

Being the only Anglican church in Westerham we offer a variety of worship services, including traditional language 'said' services, choral morning services, occasional evensong services and 'Messy Church'. The vicar leads a service of Morning Prayer most Tuesdays, Wednesdays, Thursdays and Saturdays. During church closure, due to Corona virus, church services has streamed online.

### **To teach, baptise and nurture new believers**

As well as systematic Bible-based teaching in the Sunday services, there are two housegroups meeting to learn more about the Christian life. Church members support the local Church of England School as governors and lead a weekly act of Collective Worship in the school, with the school invited to attend special services at harvest, Christmas and Easter in the church. The church also provides Bibles for all new starters and leavers at the school.

### **To respond to human need by loving service**

Throughout the year there are particular services that draw many from the community into the church, including for the bereaved ('Light up A life') and Remembrance Day. The church is open every day for private prayer as well as for tourists (free of charge); prayer requests can be left on the 'prayer board' and are included in Sunday prayers. The vicar meets and prays with individuals on an informal basis as requested.

The governors of Churchill school and the vicar offer pastoral support to staff and pupils.

The clergy visit the bereaved and takes funerals – both in the church and at local crematoria. The Pastoral Care Team provides spiritual support, prayer and distributes communion to those from our congregations who are unable to attend church services due to ill health.

The vicar is also a contact point for the Westerham Almshouse Charity, providing housing accommodation for persons in financial need.

The PCC supports the local Westerham foodbank, with a full-time collection point in the church.

The PCC contributes financially to the wider work of the Diocese of Rochester more than covering the direct costs of a vicar. The church also gives away the cash portion of the offering of certain services (Remembrance Day – The Poppy Appeal, Christingle – The Children's Society as well as supporting the Samaritan's Purse 'shoebox appeal'.)

### **To strive to safeguard the integrity of creation, and sustain and renew the life of the earth**

The PCC cares for the churchyard.

## **4 Financial review**

Church activities are funded by regular giving (mainly attracting gift aid), collections, donations and investment income. Total income for 2020 was £108,015 of which £37,739 was restricted funds. General fund income of £70,276 compared with £ 118,388 in 2019.

Overall expenditure in 2020 was £95,692 113,033 of which £9,118 (2019 £15,697) was restricted funds. General fund expenditure was £86,574 compared with £97,336 in 2019.

Overall there was a net deficit on general funds of £16,298 compared with a surplus in 2019 of £21,052. St Mary's investment holdings (details in note 3 of the financial statements) increased in value by £34,994 during the year. Of this £22,965 related to restricted funds and £12,029 was added to the investment value reserve.

## **5 Reserves policy**

The PCC has set aside reserves in designated funds for the following purposes

- Over the years the church's investments have risen in value. However, the PCC believes it is prudent to maintain a reserve against future falls in investment values which are likely to occur from time to time. Accordingly, an investment value reserve has been created.
- The main church buildings are of an age and type that periodically major repairs will be required. St Mary's is fortunate that the Westerham Heritage Trust, an independent charity, raises funds which may be available when major repairs are required. However, the PCC believes it is important that a reserve is retained as an initial basis for contributing to such repairs.
- The PCC believes that work with children and youth is an important part of its mission. A reserve has been established to support major initiatives in this field.
- Similarly, the PCC believes outreach both within the immediate community and in the wider world is part of St Mary's mission. A reserve has been established to support future initiatives in this field.

## **6 Administrative information**

St Mary's is situated at the north east corner of The Green in Westerham, the correspondence address being The Green, Westerham, Kent TN16 1AS. The registered charity number is 1133994

Details of those who have served as members of the PCC between 1st January 2020 and the date of this report are shown on page 2.

## **7 Payments to and giving by members of the PCC**

Revd K Barnard received £332 to cover out of pocket expenses.

The total identified giving by members of the PCC, while members, totalled £13,775 excluding gift aid recoverable.

## **8 Other Funds**

These funds are separate trust funds, administered by the PCC but do not appear in the accounts. However, on occasion and at the discretion of the Trustees, grants can be made to the PCC for specific use related to the purpose of the funds.

Westerham Church of England Religious Education Fund is able to support activities contributing to religious education connected to St Mary's church. Its assets at the year end totalled £26,139.39.

Westerham Hosey Fund makes contributions to books etc for those in further education who have attended Churchill Church of England Primary School and are under the age of 25. Its assets at the year end amounted to £40,037.26.

Ralph Fund is able to contribute to the cost of assistance provided by St Mary's to those in need in the parish. It is managed by the vicar and church wardens. Its assets at the year end totalled £9,815.40.

## **Independent Examiner's Report to the PCC of St Mary the Virgin Parish Church Westerham**

I report on the accounts of the PCC for the year ended 31<sup>st</sup> December 2020, which are set out on pages 7 to 12.

### **Respective responsibilities of the PCC and the Independent Examiner**

As members of the PCC you are responsible for the preparation of the accounts. You 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;
- Follow the procedures laid down in the general directions given by the Charity Commissioners under Section 145(5)(b) of the 2011 Act; and
- 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 a full audit, and consequently I do not express an audit opinion on the accounts.

### **Independent Examiner's Statement**

In connection with my examination, no matters have come to my attention:

1. which give me reasonable cause to believe that in any material aspect the requirements
  - to keep accounting records in accordance with section 130 of the 2011 Act; or
  - to prepare accounts which accord with these accounting recordshave 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.

Signed:



Dated:

12 April 2021

J.E.K Smith CBE, FCA, ~~CPEA~~  
Old Mill Leat  
Vicarage Hill  
Westerham  
TN16 1TJ

# ST MARY THE VIRGIN CHURCH, WESTERHAM

## Balance sheet at 31st December 2020

|                                      | General<br>Funds<br>£ | Designated<br>Funds<br>£ | Restricted<br>Funds<br>£ | Total<br>2020<br>£ | Total<br>2019<br>£ |
|--------------------------------------|-----------------------|--------------------------|--------------------------|--------------------|--------------------|
| <b>FIXED ASSETS</b>                  |                       |                          |                          |                    |                    |
| Investment assets                    | 68,918                | 251,689                  | 352,671                  | 673,278            | 638,284            |
| <b>CURRENT ASSETS</b>                |                       |                          |                          |                    |                    |
| Short term deposits                  | 10,226                | -                        | 26,437                   | 36,663             | 29,789             |
| Cash at bank and in hand             | 18,954                | -                        | 30,807                   | 49,761             | 51,951             |
| Amounts receivable                   | 12,367                | -                        | 1,069                    | 13,436             | 4,598              |
|                                      | <b>41,547</b>         | <b>-</b>                 | <b>58,313</b>            | <b>99,860</b>      | <b>86,338</b>      |
| <b>CREDITORS (due within 1 year)</b> |                       |                          |                          |                    |                    |
| Creditors                            | <b>( 3,280)</b>       | <b>-</b>                 | <b>( 1,079)</b>          | <b>( 4,359)</b>    | <b>( 3,158)</b>    |
| <b>NET CURRENT ASSETS</b>            | <b>38,267</b>         | <b>-</b>                 | <b>57,234</b>            | <b>95,501</b>      | <b>83,179</b>      |
| <b>NET ASSETS</b>                    | <b>107,185</b>        | <b>251,689</b>           | <b>409,905</b>           | <b>768,779</b>     | <b>721,463</b>     |

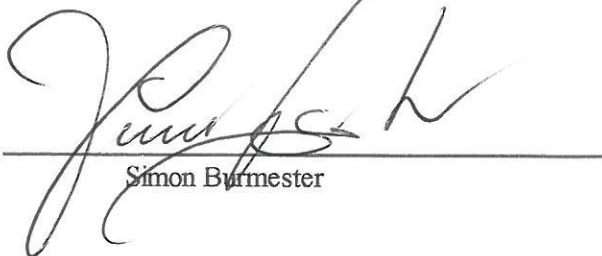
Approved by the PCC on the 25th March 2020 and signed

on its behalf by

  
David Booker

Vice Chairman

and

  
Simon Burmester

Treasurer



# ST MARY THE VIRGIN CHURCH, WESTERHAM

## Notes to the Financial Statements year ending 31st December 2020

|                                     | General<br>Funds<br>£ | Designated<br>Funds<br>£ | Restricted<br>Funds<br>£ | Total<br>2020<br>£ | Total<br>2019<br>£ |
|-------------------------------------|-----------------------|--------------------------|--------------------------|--------------------|--------------------|
| <b>Incoming resources - page 9</b>  |                       |                          |                          |                    |                    |
| Voluntary income                    | 51,961                | -                        | 28,829                   | 80,790             | 102,145            |
| Activities for generating funds     | 306                   | -                        | -                        | 306                | 2,580              |
| Income from investments             | 14,272                | -                        | 5,445                    | 19,717             | 19,591             |
| Church activities                   | 3,770                 | -                        | 3,438                    | 7,208              | 13,482             |
|                                     |                       |                          |                          | -                  |                    |
|                                     | <b>70,309</b>         | <b>-</b>                 | <b>37,712</b>            | <b>108,022</b>     | <b>137,798</b>     |
| <b>Resources expended - page 10</b> |                       |                          |                          |                    |                    |
| Church activities                   | ( 57,446)             | -                        | ( 3,209)                 | ( 60,654)          | ( 66,378)          |
| Church running expenses             | ( 29,134)             | -                        | ( 5,911)                 | ( 35,045)          | ( 46,418)          |
| Fundraising expenditure             | -                     | -                        | -                        | -                  | ( 237)             |
|                                     |                       |                          |                          | -                  | -                  |
| <b>Total resources expended</b>     | <b>( 86,580)</b>      | <b>-</b>                 | <b>( 9,120)</b>          | <b>( 95,699)</b>   | <b>( 113,033)</b>  |
| <b>Net incoming resources</b>       | <b>( 16,271)</b>      | <b>-</b>                 | <b>28,593</b>            | <b>12,322</b>      | <b>24,765</b>      |
| Net gain on investments             | 3,204                 | 8,825                    | 22,965                   | 34,994             | 100,096            |
| <b>Net movement on funds</b>        | <b>( 13,066)</b>      | <b>8,825</b>             | <b>51,558</b>            | <b>47,317</b>      | <b>124,861</b>     |
| Balances brought forward            | 120,252               | 242,864                  | 358,347                  | 721,463            | 596,602            |
| <b>Balances carried forward</b>     | <b>107,185</b>        | <b>251,689</b>           | <b>409,905</b>           | <b>768,779</b>     | <b>721,463</b>     |

# ST MARY THE VIRGIN CHURCH, WESTERHAM

Notes to the Financial Statements  
year ending 31st December 2020

| INCOMING RESOURCES                     | General<br>Funds<br>£ | Designated<br>Funds<br>£ | Restricted<br>Funds<br>£ | Endowment<br>Funds<br>£ | Total<br>2020<br>£ | Total<br>2019<br>£ |
|----------------------------------------|-----------------------|--------------------------|--------------------------|-------------------------|--------------------|--------------------|
| <b>Voluntary Income</b>                |                       |                          |                          |                         |                    |                    |
| Planned giving/gift aid                | 40,026                | -                        | -                        | -                       | 40,026             | 43,988             |
| Income tax recoverable                 | 8,711                 | -                        | -                        | -                       | 8,711              | 11,038             |
| Collections/EPO                        | 930                   | -                        | 2,724                    | -                       | 3,654              | 8,275              |
| Visitors and other giving              | 1,374                 | -                        | -                        | -                       | 1,374              | 6,411              |
| Churchyard grants                      | -                     | -                        | 850                      | -                       | 850                | 1,400              |
| Donations                              | 920                   | -                        | -                        | -                       | 920                | 2,280              |
| Legacies                               | -                     | -                        | 25,000                   | -                       | 25,000             | 27,002             |
| Choir and bell ringers                 | -                     | -                        | 255                      | -                       | 255                | 1,751              |
|                                        | <b>51,961</b>         | <b>-</b>                 | <b>28,829</b>            | <b>-</b>                | <b>80,790</b>      | <b>102,145</b>     |
| <b>Activities for Generation Funds</b> |                       |                          |                          |                         |                    |                    |
| Fundraising events                     | 273                   | -                        | -                        | -                       | 273                | 2,313              |
| Bookstall                              | 34                    | -                        | -                        | -                       | 34                 | 267                |
|                                        | <b>306</b>            | <b>-</b>                 | <b>-</b>                 | <b>-</b>                | <b>306</b>         | <b>2,580</b>       |
| <b>Income from Investments</b>         |                       |                          |                          |                         |                    |                    |
| Dividends and interest                 | <b>14,272</b>         | <b>-</b>                 | <b>5,445</b>             | <b>-</b>                | <b>19,717</b>      | <b>19,591</b>      |
| <b>Church Activities</b>               |                       |                          |                          |                         |                    |                    |
| Fees for weddings and funerals         | 3,429                 | -                        | 3,438                    | -                       | 6,867              | 11,755             |
| Sundry income                          | 341                   | -                        | -                        | -                       | 341                | 1,727              |
|                                        | <b>3,770</b>          | <b>-</b>                 | <b>3,438</b>             | <b>-</b>                | <b>7,208</b>       | <b>13,482</b>      |
| <b>Total Incoming Resources</b>        | <b>70,309</b>         | <b>-</b>                 | <b>37,712</b>            | <b>-</b>                | <b>108,022</b>     | <b>137,798</b>     |

St Mary benefited from the generosity of locals who left legacies to the church during 2020 amounting to £25,000 (legacies received; £5,000 and £20,000 – both as restricted funds).

The amount of £2,724 under 'Collections/EPO' represent DBF fees from church services fees payable to the Diocese. The funds are subsequently transferred to the Diocese, see expense table on page 10.

# ST MARY THE VIRGIN CHURCH, WESTERHAM

## Notes to the Financial Statements

year ending 31st December 2020

|                                   | General<br>Funds<br>£ | Designated<br>Funds<br>£ | Restricted<br>Funds<br>£ | Endowmen<br>Funds<br>£ | Total<br>2020<br>£ | Total<br>2019<br>£ |
|-----------------------------------|-----------------------|--------------------------|--------------------------|------------------------|--------------------|--------------------|
| <b>RESOURCES EXPENDED</b>         |                       |                          |                          |                        |                    |                    |
| <b>Church Activities</b>          |                       |                          |                          |                        |                    |                    |
| Missionary and Charitable giving  | -                     | -                        | ( 2,724)                 | -                      | ( 2,724)           | ( 739)             |
| Outreach Expenses                 | ( 609)                | -                        | -                        | -                      | ( 609)             | ( 1,248)           |
| Contribution to diocese           | ( 50,988)             | -                        | -                        | -                      | ( 50,988)          | ( 50,600)          |
| Vicar's and Vicarage expenses     | ( 4,398)              | -                        | -                        | -                      | ( 4,398)           | ( 4,402)           |
| Organ and Choir (incl bell funds) | ( 1,450)              | -                        | ( 54)                    | -                      | ( 1,504)           | ( 7,406)           |
| NDG costs                         | -                     | -                        | ( 431)                   | -                      | ( 431)             | ( 1,983)           |
|                                   | <b>( 57,446)</b>      | <b>-</b>                 | <b>( 3,209)</b>          | <b>-</b>               | <b>( 60,654)</b>   | <b>( 66,378)</b>   |
| <b>Church Running Expenses</b>    |                       |                          |                          |                        |                    |                    |
| Parish office                     | ( 3,339)              | -                        | -                        | -                      | ( 3,339)           | ( 9,761)           |
| Church cleaning                   | ( 2,114)              | -                        | -                        | -                      | ( 2,114)           | ( 3,358)           |
| Staff remuneration                | ( 7,428)              | -                        | ( 3,305)                 | -                      | ( 10,732)          | ( 10,360)          |
| Insurance                         | ( 4,448)              | -                        | -                        | -                      | ( 4,448)           | ( 5,140)           |
| Heat and light                    | ( 5,494)              | -                        | -                        | -                      | ( 5,494)           | ( 5,666)           |
| Repairs and maintenance           | ( 6,312)              | -                        | -                        | -                      | ( 6,312)           | ( 8,216)           |
| Churchyard expenses               | -                     | -                        | ( 2,606)                 | -                      | ( 2,606)           | ( 3,917)           |
| Repair Projects                   | -                     | -                        | -                        | -                      | -                  | -                  |
|                                   | <b>( 29,134)</b>      | <b>-</b>                 | <b>( 5,911)</b>          | <b>-</b>               | <b>( 35,045)</b>   | <b>( 46,418)</b>   |
| <b>Other resources expended</b>   |                       |                          |                          |                        |                    |                    |
| Fundraising and bookstall         | -                     | -                        | -                        | -                      | -                  | ( 237)             |
| <b>Total resources expended</b>   | <b>( 86,580)</b>      | <b>-</b>                 | <b>( 9,120)</b>          | <b>-</b>               | <b>( 95,699)</b>   | <b>( 113,033)</b>  |

The amount of £2,724 under 'Missionary and Charitable giving' represent DBF fees collected on church services and transferred to the Diocese. DBF fees was introduced in 2020.

## ST MARY THE VIRGIN CHURCH, WESTERHAM

### Notes to the Financial Statements

For the year ended 31<sup>st</sup> December 2020

#### 1 Accounting policies

a) The financial statements have been prepared under the Charities Act 2011 and in accordance with the Church Accounting Regulations 2006 together with FRS 102 and Statement of Recommended Practice 'Accounting and Reporting by Charities'. The statements have been prepared under the historical cost convention except for the value of investment assets which are shown at fair value. They are prepared on the going concern basis. Incoming resources are included when receivable. Liabilities are recognised when the obligation arises

b) The funds held comprise

- unrestricted funds representing the remaining income funds of the church together with funds designated by the PCC for particular purposes; and
- restricted funds comprising endowment funds that must be retained as church capital and income funds which can only be spent on restricted purposes.

c) Consecrated and beneficed property of any kind is not included in the financial statements in accordance with the Charities Act 2011. This includes all fixtures and fittings in the church buildings.

d) Investments are valued at market value as at 31<sup>st</sup> December 2020.

#### 2 Vicar salary and parish offer

The vicar's salary and pension cost are paid by the Diocese of Rochester. The diocese also incurs other costs which are borne by parishes through a charge traditionally known as 'parish share'. From 2015 the Diocese of Rochester introduced a new system whereby parishes made an annual 'offer' to cover all these costs. St Mary's offer for 2020 was £50,988.

#### 3 Investments

|                             | CBF<br>Shares | CBF shares      | North<br>Downs         | M&G            |            |
|-----------------------------|---------------|-----------------|------------------------|----------------|------------|
|                             | Church<br>£   | Churchyard<br>£ | Guild of<br>Music<br>£ | Charifund<br>£ | Total<br>£ |
| Value at 31st December 2019 | 422,602       | 75,436          | 102,805                | 37,441         | 638,284    |
| Gain on revaluation in 2020 | 29,182        | 5,210           | 7,099                  | (6,496)        | 34,994     |
| Value at 31st December 2020 | 451,784       | 80,646          | 109,904                | 30,945         | 673,278    |

The main Church, Churchyard and NDG investments are held in CBF Investment Fund shares. There have been no changes in the holdings during the year. The loss or gain on revaluation of the Church holding has been allocated to the various funds (endowment, designated and general) according to the relative proportions of those funds. The M&G Charifund units are in a fund specialising in investment for charities.



**ST MARY THE VIRGIN CHURCH, WESTERHAM**  
**Notes to the Financial Statements (cont)**

**4 Funds**

The movements in individual funds in the year are shown below

**ST MARY THE VIRGIN CHURCH, WESTERHAM**  
**Notes to the Financial Statements**

|                          | Forward<br>2019 | Income         | Expenditure     | Gain /<br>Losses | Transfer | At end<br>2020 |
|--------------------------|-----------------|----------------|-----------------|------------------|----------|----------------|
| <b>Restricted funds</b>  |                 |                |                 |                  |          |                |
| Church endowment         | 151,467         | -              | -               | 10,657           | -        | 162,124        |
| Churchyard endowment     | 75,436          | -              | -               | 5,210            | -        | 80,646         |
| NDG endowment            | 102,804         | -              | -               | 7,099            | -        | 109,903        |
| Legacies                 | -               | 25,000         | -               | -                | -        | 25,000         |
| Bellringers              | 2,462           | 15             | (54)            | -                | -        | 2,423          |
| Choir                    | 1,067           | 240            | -               | -                | -        | 1,307          |
| Churchyard Cash          | 13,741          | 6,591          | (5,911)         | -                | -        | 14,421         |
| EPO                      | -               | 2,724          | (2,724)         | -                | -        | -              |
| North Downs Guild cash   | 10,930          | 3,142          | (431)           | -                | -        | 13,641         |
| Repair projects          | 440             | -              | -               | -                | -        | 440            |
|                          | <b>358,347</b>  | <b>37,712</b>  | <b>(9,120)</b>  | <b>22,966</b>    | <b>-</b> | <b>409,905</b> |
| <b>Designated funds</b>  |                 |                |                 |                  |          |                |
| Investment value reserve | 125,364         | -              | -               | 8,825            | -        | 134,189        |
| Major repairs            | 40,000          | -              | -               | -                | -        | 40,000         |
| Children and youth       | 37,500          | -              | -               | -                | -        | 37,500         |
| Outreach                 | 40,000          | -              | -               | -                | -        | 40,000         |
|                          | <b>242,864</b>  | <b>-</b>       | <b>-</b>        | <b>8,825</b>     | <b>-</b> | <b>251,689</b> |
| <b>General fund</b>      | <b>120,252</b>  | <b>70,309</b>  | <b>(86,580)</b> | <b>3,204</b>     | <b>-</b> | <b>107,185</b> |
| <b>Total</b>             | <b>721,463</b>  | <b>108,022</b> | <b>(95,699)</b> | <b>34,994</b>    | <b>-</b> | <b>768,779</b> |

The endowment funds represent sums held as capital for the respective purposes. The other funds comprise income less expenditure incurred for the specified purposes. Of these, EPO funds are those collected specifically to donate to various charities. This year, 2020, the account has been used to collect DBF fees and subsequently transferred to the Diocese. DBF fees was introduced 1<sup>st</sup> January 2020.

**5 Going Concern**

The PCC agreed that the financial statements should be prepared on the going concern basis. In doing so the PCC noted that the main sources of general fund income, regular giving and fees, were expected to continue and that dividend income was likely to remain at similar levels. Even allowing for possible reductions in overall incoming resources any shortfall in income compared to expenditure in the coming year could be amply covered by drawing on the available general fund investments.