

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

ANNUAL REPORT

and

FINANCIAL STATEMENTS

of the

Parochial Church Council

for the year ending 31st December 2020

Incumbent:

The Reverend Kevin Barnard (until 22nd 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 rd 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 22nd 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 24th 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 31st 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 Funds £	Designated Funds £	Restricted Funds £	Total 2020 £	Total 2019 £
FIXED ASSETS					
Investment assets	68,918	251,689	352,671	673,278	638,284
CURRENT ASSETS					
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
	41,547	-	58,313	99,860	86,338
CREDITORS (due within 1 year)					
Creditors	(3,280)	-	(1,079)	(4,359)	(3,158)
NET CURRENT ASSETS	38,267	-	57,234	95,501	83,179
NET ASSETS	107,185	251,689	409,905	768,779	721,463

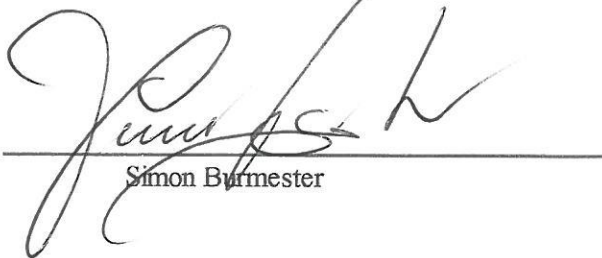
Approved by the PCC on the 25th March 2020 and signed

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 Funds £	Designated Funds £	Restricted Funds £	Total 2020 £	Total 2019 £
Incoming resources - page 9					
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
				-	
	70,309	-	37,712	108,022	137,798
Resources expended - page 10					
Church activities	(57,446)	-	(3,209)	(60,654)	(66,378)
Church running expenses	(29,134)	-	(5,911)	(35,045)	(46,418)
Fundraising expenditure	-	-	-	-	(237)
				-	-
Total resources expended	(86,580)	-	(9,120)	(95,699)	(113,033)
Net incoming resources	(16,271)	-	28,593	12,322	24,765
 Net gain on investments	 3,204	 8,825	 22,965	 34,994	 100,096
Net movement on funds	(13,066)	8,825	51,558	47,317	124,861
Balances brought forward	120,252	242,864	358,347	721,463	596,602
 Balances carried forward	 107,185	 251,689	 409,905	 768,779	 721,463

ST MARY THE VIRGIN CHURCH, WESTERHAM

Notes to the Financial Statements
year ending 31st December 2020

INCOMING RESOURCES	General Funds	Designated Funds	Restricted Funds	Endowment Funds	Total 2020	Total 2019
	£	£	£	£	£	£
Voluntary Income						
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
	51,961	-	28,829	-	80,790	102,145
Activities for Generation Funds						
Fundraising events	273	-	-	-	273	2,313
Bookstall	34	-	-	-	34	267
	306	-	-	-	306	2,580
Income from Investments						
Dividends and interest	14,272	-	5,445	-	19,717	19,591
Church Activities						
Fees for weddings and funerals	3,429	-	3,438	-	6,867	11,755
Sundry income	341	-	-	-	341	1,727
	3,770	-	3,438	-	7,208	13,482
Total Incoming Resources	70,309	-	37,712	-	108,022	137,798

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 Funds £	Designated Funds £	Restricted Funds £	Endowmen Funds £	Total 2020 £	Total 2019 £
RESOURCES EXPENDED						
Church Activities						
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)
	(57,446)	-	(3,209)	-	(60,654)	(66,378)
Church Running Expenses						
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	-	-	-	-	-	-
	(29,134)	-	(5,911)	-	(35,045)	(46,418)
Other resources expended						
Fundraising and bookstall	-	-	-	-	-	(237)
Total resources expended	(86,580)	-	(9,120)	-	(95,699)	(113,033)

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 31st 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 31st 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 Shares	CBF shares	North Downs	M&G	
	Church	Churchyard	Guild of Music	Charifund	Total
	£	£	£	£	£
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 2019	Income	Expenditure	Gain / Losses	Transfer	At end 2020
Restricted funds						
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
	358,347	37,712	(9,120)	22,966	-	409,905
Designated funds						
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
	242,864	-	-	8,825	-	251,689
General fund	120,252	70,309	(86,580)	3,204	-	107,185
Total	721,463	108,022	(95,699)	34,994	-	768,779

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 1st 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.