

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

ANNUAL REPORT

and

FINANCIAL STATEMENTS

of the

Parochial Church Council

for the year ending 31st December 2021

Incumbent:

St Mary the Virgin, Westerham in interregnum until 28th August 2021. Reverend David Fox-Branch
appointed as Priest in Charge, from 28th 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 th August 2021)
Priest licenced to parish	Rev Michael Gentry	Until 15 th August 2021
Wardens	Mr D Booker	Vice Chair (Chair until 28 th August 2021)
	Mrs C Cusick	
Deanery Synod Representatives	Mrs K Smart Mrs C Boston	From 18 th April 2021
Elected Members (12 allowed)	Mrs G Burmester	Co-opted 18 th April 2021
	Miss A Crabtree-Cusick	
	Mrs J Duffield	
	Revd Wendy Harvey	Co-opted 23 rd September 2021
	Dr A Leather	
	Dr S Leather	
	Mrs A Morris	Treasurer from 11 th November 2021 Until 18 th 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 th 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 28th 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 15th 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 28th 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 31st 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: 17th 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 Funds £	Designated Funds £	Restricted Funds £	Total 2021 £	Total 2020 £
FIXED ASSETS					
Investment assets	94,650	271,333	403,798	769,781	673,278
CURRENT ASSETS					
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
	30,645	-	56,805	87,450	99,860
CREDITORS (due within 1 year)					
Creditors	(2,523)	-	380	(2,143)	(4,359)
NET CURRENT ASSETS	28,122	-	57,185	85,307	95,501
NET ASSETS	122,771	271,333	460,983	855,087	768,779

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 Funds £	Designated Funds £	Restricted Funds £	Total 2021 £	Total 2020 £
Incoming resources - page 9					
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
	67,892	-	9,771	77,663	108,022
Resources expended - page 10					
Church activities	(55,289)	-	(180)	(55,469)	(60,654)
Church running expenses	(22,752)	-	(9,637)	(32,389)	(35,045)
Fundraising expenditure	-	-	-	-	-
	(78,041)	-	(9,817)	(87,858)	(95,699)
Net incoming resources	(10,149)	-	(46)	(10,195)	12,322
Net gain on investments	25,734	19,644	51,125	96,503	34,994
Net movement on funds	15,586	19,644	51,078	86,308	47,317
Balances brought forward	107,185	251,689	409,905	768,779	721,463
Balances carried forward	122,771	271,333	460,983	855,087	768,779

ST MARY THE VIRGIN CHURCH, WESTERHAM

Notes to the Financial Statements
year ending 31st December 2021

INCOMING RESOURCES	General Funds £	Designated Funds £	Restricted Funds £	Endowment Funds £	Total 2021 £	Total 2020 £
Voluntary Income						
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
	47,626	-	1,604	-	49,230	80,790
Activities for Generation Funds						
Fundraising events	1,105	-	-	-	1,105	273
Bookstall	6	-	-	-	6	34
	1,111	-	-	-	1,111	306
Income from Investments	14,822	-	5,553	-	20,375	19,717
Dividends and interest	14,822	-	5,553	-	20,375	19,717
Church Activities						
Fees for weddings and funerals	3,997	-	2,614	-	6,611	6,867
Sundry income	336	-	-	-	336	341
	4,333	-	2,614	-	6,947	7,208
Total Incoming Resources	67,892	-	9,771	-	77,663	108,022

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 Funds £	Designated Funds £	Restricted Funds £	Endowmen Funds £	Total 2021 £	Total 2020 £
Church Activities						
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)
	(55,289)	-	(180)	-	(55,469)	(60,654)
Church Running Expenses						
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	-	-	-	-	-	-
	(22,752)	-	(9,637)	-	(32,389)	(35,045)
Other resources expended						
Fundraising and bookstall	-	-	-	-	-	-
Total resources expended	(78,041)	-	(9,817)	-	(87,858)	(95,699)

ST MARY THE VIRGIN CHURCH, WESTERHAM

Notes to the Financial Statements

For the year ended 31st 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 31st December 2021.

2 Priest in Charge's 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'. 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

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

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 2020	Income	Expenditure	Gain / Losses	Transfer	At end 2021
Restricted funds						
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
	409,905	9,771	(9,817)	51,125	-	460,983
Designated funds						
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	-	-	-	-	-	-
	251,689	-	-	19,644	-	271,333
General fund	107,185	67,892	(78,041)	25,734	-	122,771
Total	768,779	77,664	(87,858)	96,503	-	855,087

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.

