

THE PAROCHIAL CHURCH COUNCIL OF THE ECCLESIASTICAL PARISH OF ST STEPHEN, CHATHAM

England & Wales · Charity number 1134084

Details

Status	Registered
Legal form	Previously excepted
Registered	2010-02-04
Register	View on the Charity Commission register

Contact

Address	Parish Church Of St. Stephen Maidstone Road Chatham ME4 6JE
Phone	01634952622
Email	ststephenchatham@hotmail.com
Website	www.ststephenchatham.org.uk

Activities

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

Activities: Regular public worship open to all. The provision of sacred space for personal prayer and contemplation. Pastoral work, including visiting the sick and bereaved. Teaching of Christianity through sermons, courses and small groups. Taking of religious assemblies in school. The provision of a youth group with Christian ethos. Promotion of Christianity through the staging of events and meetings.

Classification

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

Geography

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

Finances

Period end	Income	Expenditure	Assets	Employees
2025-12-31	£102,369	£112,518	-	-
2024-12-31	£111,928	£104,770	-	-
2023-12-31	£126,274	£104,721	-	-
2022-12-31	£103,521	£102,224	-	-
2021-12-31	£101,622	£90,299	-	-
2020-12-31	£95,614	£91,818	-	-

Trustees

Name	Role	Appointed
Rev Barry James Linney	Chair	2015-05-10
Bryan Frost		2025-04-30
Catherine Sarah Linney		2021-05-20
David Andrew Parry		2020-10-21
David Hopkins		2024-04-26
Elizabeth Mary Johns		2025-04-30
HELEN JOYCE MASTERS		2021-05-20
Juliette Gosling		2026-05-20
Mitchell Robinson		2026-05-20
Sophie Tanner		2018-04-18
Sverre Ben Clarke Sverresonn		2025-04-30
Vincent Rodney Beaney		2025-04-30
Wendy Tanner		2024-04-26

Accounts



**Annual Trustees Report
for 2025/26
for the Parish of
St. Stephen's, Chatham**

**Prepared for the
Annual Parochial Church Meeting
of St. Stephen's Church
20th May 2026**

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- I. Agenda for Annual Parochial Church Meeting on 20th May 2026**
- II. Minutes of Annual Parochial Church Meeting on 30th April 2025**

1. Reference and Administrative Information

The Church Representation Rules (Rule 9(1) (b)) require 'an annual report on the proceedings of the parochial church council and the activities of the parish generally' to be received by the Annual Parochial Church Meeting (APCM).

Parish of St. Stephen's, Chatham

Incumbent: Revd. Barry Linney
55 Pattens Lane
CHATHAM
Kent
ME4 6JR

The Parochial Church Council

St. Stephen's Church
Maidstone Road
CHATHAM
Kent
ME4 6JE

Place of Worship

St. Stephen's Church
Maidstone Road
CHATHAM
Kent
ME4 6JE

Bankers for St. Stephen's Church:

CAF Bank Ltd
25 Kings Hill Avenue
Kings Hill
West Malling
Kent
ME19 4JQ

Independent Examiner:

Mr C Clemence
246 City Way
ROCHESTER
Kent
ME1 2BN

Parish Administrator

Mrs Tracey Pavan

PCC Membership 2025/26

Ex-officio:-	Revd Barry Linney Helen Masters (Deanery Synod, retiring 2026) Nigel Rawlins (Deanery Synod, retiring 2026)
Elected Membership:-	David Parry - Treasurer (retiring 2026) Catherine Linney (retiring 2027) Sophie Tanner (retiring 2027) Yvonne Whittle (resigned July 2025 as moved away) David Hopkins (retiring 2027) Vincent Beaney (retiring 2028) Bryan Frost (retiring 2028) Elizabeth Johns (retiring 2028) Sverre Sverresonn (retiring 2028)
Co-opted:	Mitchell Robinson
Other:-	Wendy Tanner (Secretary)

2. Structure, governance and management

(a) Organisation of the PCC

Since the last APCM there have been six Regular PCC meetings and no Extraordinary meetings.

(b) Main Sub-Committees are as follows

Worship and Spirituality Provides an overview of services and makes suggestions concerning format.

Ministry Team	Licensed Lay Minister Helen Beaney Permission to Officiate Christine Caldecourt Permission to Officiate Revd Pam Alexander
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Children & Youth Responsible for FOG, Sunday Club and the activities of children and young people within the Church.

Social Organises St. Stephen's social events. The Social Committee reports to the Finance Committee.

Fabric Responsible for the maintenance and upkeep of the church and the annexe.

Finance Day to day running and long-term management of the church's finances.

3. Electoral Roll Report

A revised Electoral Roll was prepared ahead of the Annual Parochial Church Meeting. New application forms were required to be completed by those who wished to be on the new Electoral Roll.

There are currently 79 on the new Electoral Roll for 2025/2026 (79 in 2024/25). This number may increase as applications may still be received after the 19th April deadline and these will be added after the APCM on 20th May.

4. Annual Report of the proceedings of the PCC 2025/26

The PCC have met six times since the last APCM. These have all been Regular PCC meetings: 21st May 2025, 24th July 2025, 24th September 2025, 25th November 2025, 21st January 2026 and 17th March 2026.

We welcomed four new members to PCC in May 2025 – Vincent Beaney, Elizabeth Johns, Bryan Frost and Sverre Sverresonn. We also welcomed Mitchell Robinson as a co-opted member. We sadly said thank you and goodbye to Yvonne Whittle in July 2025 as she moved away from the area.

A PCC News Board has been installed at the back of Church. Following each PCC Meeting a Newsletter is produced and added so that the congregation are aware of decisions made affecting St Stephen's; this is also emailed out with the Pew Sheet. We hope that the congregation has found this a useful addition.

A small working party was set up to discuss the Church entrance hall with a view to this area more resembling a place of welcome, worship and celebrating the Christian faith. Work is now underway to install a purpose-built curved table which fits under the stairs.

In the absence of one Church Warden, Deputy Wardens continue to share the responsibilities. A number of others from the congregation are now supporting the Deputies each week.

PCC discussed the unauthorised use of parking in the Church Car Park but decided that this was not causing great alarm at the present time. However, we would revisit at a future point

We welcomed Tom Olsen into the St Stephen's family. Tom plays the organ on the 2nd and 3rd Sunday of each month and also take choir practice after the service on these Sundays.

A generous donation enabled the purchase a defibrillator; this is now in place on the outside of the Church Annex in a lockable cabinet, in view for everyone to use who may need it.

John Caselton from Lime Studio Architecture has been appointed as St Stephen's new Quinquennial Inspector, following the retirement of our previous Inspector. Every five years the Church is inspected by a fully qualified surveyor who looks at the list of works undertaken over the last five years and inspects the internal and external quality of the Church structures and decoration. The surveyor then produces a report with recommendations of works to be carried out with a suggested timescale. The Church decides on the works to be undertaken within its financial capabilities.

An 'Away Day' took place at Kingsway International Christian Centre, Buckmore Park on Saturday 14th February with the theme of 'Challenges and Opportunities in Today's World'. The day was attended by a good number of the congregation.

PCC are currently working on producing a number of policies for St Stephen's to include:

- Safeguarding
- Financial Policy
- Health and Safety (including Risk Assessment)
- GDPR
- Employment and Safer Recruitment.

All policies, once approved by the PCC, will be reviewed every three years and will be available for view on the Church Website and available in church.

5. Stewardship Committee and Gift Aid

Thank you to everyone who supports the work of St. Stephens by giving regularly. Regular income helps to plan necessary expenditure and set a budget for the year.

During the year, fifty-one members of the congregation participated in the various planned giving schemes of these forty-three people were able to give tax efficiently by Gift Aid or via the Charities Aid Foundation.

Following a successful Stewardship campaign in June seven people joined our regular giving schemes and others were able to increase their giving. This generosity has eliminated the predicted deficit in our budget for the year.

Successful claims to HMRC for tax refunds were made in April for Gift Aid (for the year 2024) and in June for Gift Aid Small Donations (for the tax year 2024/25).

The Gift Aid Small Donations Scheme allows the church to claim back from HMRC an amount equivalent to Gift Aid on a proportion of our collections given in cash if we meet certain conditions and have the records to back up our claim.

6 Fabric, Goods and Ornaments

Since the last APCM in April 2025 the following work has been completed.

Church Building

- The lightning conductor system was tested and found to be satisfactory
- Annual inspection and servicing of the fire extinguishers was carried out.
- In the summer, the three oldest heaters in the church, located in the balcony, the north aisle and the sanctuary, were replaced with new models. The other three heaters were serviced.
- In April, the floodlight for the cross on the west tower was replaced, and a redundant fused spur in the Pastoral Room ladies toilet was removed.

Quinquennial Work

- Leaks in the flat roof over the north aisle, in the southeast corner behind the organ, and in the south aisle next to the sound desk were investigated and successfully repaired.

Annexe

- Maintenance of the wheelchair lift was carried out at six monthly intervals by Kinetic Lift Services. In November, the lighting in the lift shaft stopped working and was replaced with a new LED light fitting.
- Annual inspection and servicing of the fire extinguishers was carried out.
- Fire alarms and emergency lighting were inspected and serviced
- In April, damaged socket outlets in the Welcome Area and Hall were replaced.
- In December, a faulty thermostatic valve on the large radiator in the Upper Rooms was replaced. The annual service of the annexe boiler was also carried out during this visit.

Church Grounds

- Grass cutting continued to be carried out at fortnightly intervals in 2025. Many thanks to Geoff Gosling, Ade Omole, Joe Tang and Patrick Gilroy for volunteering last year, and for responding to the appeal again this year.
- Working parties were held in May and November. Works completed included cleaning of the church gutters and flat roof areas, cleaning of the annexe gutters, tidying the grounds, trees trimmed, repainting of car park markings and white visibility lines on the entrance steps, re-treating the garden benches and re-varnishing the escape doors from the hall and corridor.

Goods and Ornaments

- Generally, the church goods and ornaments remain in a good state of repair. The Ciborium was repaired following damage to the silver cross on the lid. One of the short leg Gopak tables was broken and disposed of. The oldest de-humidifier in the nave had stopped working and was replaced. Two new radio microphones were purchased for the AV system.

The Church Property Register has been checked and updated where necessary.

7 Deanery Synod

Nigel Rawlins and Helen Masters have been the St Stephen's representatives on the Deanery Synod for the last three years.

Since the last APCM, the Deanery Synod has met three times, on 7th May 2025, 30th September 2025 and 10th February 2026.

In May we had a joint Deaneries meeting, when Bishop Jonathan spoke about the Diocesan Vision, "We are called together by God to Change, Serve and Grow" and what this means for parishes. He also talked about upcoming funding for parishes. In September Greg Barry was due to talk about Safeguarding but there was a last-minute change and so the parishes

talked about what they are doing. In February Andrew Dunlop and Cheryl Trice talked about Mission and Ministry.

This year we need to elect two Synod representatives for a period of three years.

8 Safeguarding Report

The Parish Administrator oversees a central register of all members of the congregation who are required to undertake safeguard training and DBS checks. Safeguard training is undertaken at different levels, dependent on the role within Church. The Parish Administrator issues training links and ensures completion as required.

All members of the PCC are required to have Enhanced DBS Certificates in place along with specific Safeguard training.

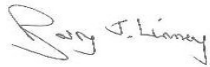
Nigel Rawlins is St Stephen's Parish Safeguarding Officer and David Hopkins is the Church's Vulnerable Adults Representative. As a PCC and congregation we need to ensure we pass on any safeguarding concerns to Revd Linney, Nigel Rawlins or to the Diocese directly.

The Church's Safeguarding Policy – Promoting a Safer Church was adopted for the year at the first PCC Meeting after the APCM, on 21st May 2025.

9 Risk Management

Throughout 2025/26 we have continued to monitor all our activities in order to minimise any instances of risk.

Signed



Reverend Barry J Linney, Vicar

Date: 19th April 2026

Signed: Wendy Tanner

Date: 19th April 2026

Wendy Tanner, Secretary to the Parochial Church Council

ST. STEPHEN'S CHURCH

CHATHAM

Statement of Accounts

for

Year Ended 31st December 2025

**INDEPENDENT EXAMINER'S REPORT TO THE MEMBERS / TRUSTEES OF
ST STEPHEN'S CHURCH, CHATHAM, PAROCHIAL CHURCH COUNCIL**

I report on the accounts for the year ended 31st December 2025, which are set out on pages 2 to 8.

Respective Responsibilities of the Trustees and Independent Examiner

The charity's trustees are responsible for the preparation of the accounts.

The charity's trustees 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 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 an audit and consequently no opinion is given as to whether the accounts present a 'true and fair' view and the report is limited to those matters set out in the statement below.

Independent Examiner's Statement

In connection with my examination, no matter has come to my attention:

- 1) which gives me reasonable cause to believe that in any material respect the requirements
(a) to keep accounting records in accordance with s. 130 of the 2011 Act; or
(b) to prepare accounts which accord with the 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.



C.M. CLEMENCE

18/2/2026

Financial Statements

For the Year Ending 31st December 2025

Incoming Resources

	Unrestricted	Restricted	Total	Total
	Funds	Funds	2025	2024
	£	£	£	£
Voluntary Income				
Gift Aid Donations	37,828	-	37,828	35,878
Income Tax recoverable				
On Regular Gift-Aided Donations	8,932	-	8,932	9,566
Gift Aid Small Donations Scheme (Plate)	1,574	-	1,574	1,173
Non-Tax Efficient Giving	11,532	-	11,532	12,856
Collections (open plate) at services	5,975	729	6,705	5,432
Donations and Gift Days	-	-	-	-
Grants	-	-	-	-
Donations, appeals for specific capital purposes				
Donation for Together Club	-	657	657	1,056
Legacies	100	-	100	4,068
	65,941	1,386	67,327	70,030
Activities for Generating Funds				
Magazines, Publications and Advertising	89	-	89	125
Rental for Church and Annexe	22,590	-	22,590	25,330
Fundraising	2,124	-	2,124	2,141
Building Project Fundraising	-	-	-	-
Fees: Weddings & Funerals	3,845	2,442	6,287	4,189
	28,647	2,442	31,089	31,786
Investment Income				
Income from Investments (Interest)	2,929	-	2,929	3,352
Other Income Resources				
Parish Weekend	-	-	-	5,460
Holiday Club	320	-	320	-
Other Parish Income (*)	703	-	703	1,301
	1,023	-	1,023	6,761
Total Income	98,541	3,828	102,369	111,928

Figures on this and subsequent pages are rounded to the nearest £1.

(*) - Other Parish Income includes:

Restricted: private photocopying, coffee income, lift repair contribution

Summary of Expenditure Year Ending 31 December 2025

	Notes	2025 £	2024 £
Central Parish Clergy & Administration	2	66,471	64,744
Church Requisites	3	1,485	871
Running Expenses	4	34,503	27,806
Sundries	5	77	74
Away Giving	6	2,155	4,809
Special Projects	7	1,950	2,140
Depreciation	8	-	-
Unrestricted Expenditure Total		106,640	100,444
Special Projects (Restricted)	7a	5,878	4,325
Special Projects (Capital Restricted)	7b	-	-
Restricted Expenditure Total		5,878	4,325
Total Expenditure		112,518	104,770

Statement of Financial Activities

Year Ending 31st December 2025

	Unrestricted	Restricted	Total	Total
	Funds	Funds	2025	2024
	£	£	£	£
Incoming Resources				
Voluntary Income	65,941	1,386	67,327	70,030
Activities for Generating Funds	28,647	2,442	31,089	31,786
Investment Income	2,929	-	2,929	3,352
Other Income Resources	1,023	-	1,023	6,761
Total Incoming Resources	98,541	3,828	102,369	111,928
Resources Expended				
Costs of generating voluntary income	77	-	77	74
Fundraising/trading costs	-	-	-	-
Church Activities	106,314	5,878	112,192	104,446
Governance Costs	250	-	250	250
Other resources expended	-	-	-	-
Total Resources Expended	106,640	5,878	112,518	104,770
NET INCOMING / (OUTGOING) RESOURCES	-8,100	-2,050	(10,149)	7,158
Transfer Between Funds	-6,084	6,084	(0)	(0)
NET MOVEMENT IN FUNDS	-14,183	4,034	(10,149)	7,158
BALANCES BROUGHT FORWARD AT 1ST JANUARY	78,343	2,603	80,946	73,788
BALANCES CARRIED FORWARD AT 31ST DECEMBER	64,160	6,637	70,797	80,946

Note: Unrestricted funds are for the day to day running of the church.

Restricted funds can only be used for the purpose for which it was given and cannot be 'raided' for other purposes.

St. Stephen's Parish Church

Balance Sheet

31st December 2025

	Notes	2025 £	2024 £
Current Assets			
Debtors & Prepayments	9	-	-
Diocesan & CBF Accounts	10	57,208	63,804
Bank Current Account - HSBC		501	263
Bank Current Account - CAF		13,023	16,813
Cash in Hand		65	65
Total (b)		70,797	80,946
Current Liabilities			
Creditors - Amounts falling due within one year	11	-	-
Total (c)		-	-
Net Current Assets / (Liabilities) (b) - (c).		70,797	80,946
Total Assets Less Current Liabilities (b) - (c).		70,797	80,946
Creditors - Amounts falling due after one year	12	-	-
Total Net Assets		70,797	80,946
Funds			
Unrestricted			
General		35,200	52,962
Designated	13	28,960	25,381
Total		64,160	78,343
Restricted	13	6,637	2,603
Total Funds		70,797	80,946

Approved by the Parochial Church Council and signed on their behalf

dated

The notes on Pages 6 to 8 form part of these accounts

St. Stephen's Parish Church

Notes to the Accounts

Year Ending 31st December 2025

	2025	2024
	£	£
5 Sundries		
Stewardship	77	74
	<u>77</u>	<u>74</u>
6 Away Giving (see page 10)		
Church Overseas	-	-
Missionary Giving	-	-
Home Missions	-	150
Secular Charities	2,155	4,659
	<u>2,155</u>	<u>4,809</u>
7 Special Projects (Designated)		
Education & Training	400	1,200
Quinquennial Repairs	1,550	940
	<u>1,950</u>	<u>2,140</u>
7a Special Projects (Restricted)		
Holiday Club	312	138
Restricted Away Giving	729	1,140
Together Club - Davis Estate	592	670
Youth Events	45	-
Mindfulness	-	400
Parish Weekend	4,200	1,977
	<u>5,878</u>	<u>4,325</u>
7b Special Projects (Capital) Restricted Funds		
Building Project	-	-
Building project funds in current a/c	-	-
	<u>-</u>	<u>-</u>

St. Stephen's Parish Church
Notes to the Accounts
Year Ending 31st December 2025

	2025 £	2024 £
9 Debtors and Prepayments	<u>-</u>	<u>-</u>
10 All Accounts		
Diocesan Board of Finance and CCLA		
Greenway (CCLA)	20,941	20,023
Church Repair Fund (Rochester DBF)	8,019	5,358
Building Project a/c (CCLA)	2,720	2,603
Savings Account (CCLA)	<u>25,527</u>	<u>35,821</u>
	<u>57,208</u>	<u>63,804</u>
Current Account (HSBC)	501	263
CAF Bank	<u>13,023</u>	<u>16,813</u>
Total All Accounts	<u>70,732</u>	<u>80,881</u>
11 Sundry Creditors (unpresented cheques)	<u>-</u>	<u>-</u>
12 Diocesan Loan	<u>-</u>	<u>-</u>
13 Restricted & Designated Funds		
Designated		
Church Repair Fund (Designated)	8,019	5,358
Training & Education Fund (Designated)	<u>20,941</u>	<u>20,023</u>
	<u>28,960</u>	<u>25,381</u>
Restricted		
Building Project Fund	2,720	2,603
Church Youth Project	203	-
Parish Weekend	- 435	-
Fees to DBF	1,929	-
Together Club (Davis Estate)	1,784	-
Mindfulness	<u>435</u>	<u>-</u>
	<u>6,637</u>	<u>2,603</u>
Total Restricted + Designated	<u>35,597</u>	<u>27,984</u>

14 Fund Movements	General (HSBC)	CAF Bank	CCLA Savings	CCLA Greenway	CCLA Building	Diocesan Quinq'l	Petty Cash	Total
Balance at 31 December 2024	263	16,813	35,821	20,023	2,603	5,358	65	80,946
Plus Incoming resources	120	99,349	1,654	918	118	211	-	102,369
Less Resources expended	1,382	112,637	-	-	-	-	-	114,018
Plus Transfers In from other Accounts	1,500	13,497	-	-	-	4,000	-	18,997
Less Transfers Out to other accounts	-	4,000	11,947	-	-	1,550	-	17,497
Balance at 31 December 2025	<u>501</u>	<u>13,023</u>	<u>25,527</u>	<u>20,941</u>	<u>2,720</u>	<u>8,019</u>	<u>65</u>	<u>70,797</u>

THE PAROCHIAL CHURCH COUNCIL OF THE ECCLESIASTICAL PARISH OF ST STEPHEN, CHATHAM

England & Wales - Charity number 1134084

Accounts



**Annual Trustees Report
for 2024/25
for the Parish of
St. Stephen's, Chatham**

**Prepared for the
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of St. Stephen's Church
30th April 2025**

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Appendices

- I. Agenda for Annual Parochial Church Meeting on 30th April 2025
- II. Minutes of Annual Parochial Church Meeting on 24th April 2024

1. Reference and Administrative Information

The Church Representation Rules (Rule 9(1) (b)) require 'an annual report on the proceedings of the parochial church council and the activities of the parish generally' to be received by the Annual Parochial Church Meeting (APCM).

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Incumbent: Revd. Barry Linney
55 Pattens Lane
CHATHAM
Kent
ME4 6JR

The Parochial Church Council

St. Stephen's Church
Maidstone Road
CHATHAM
Kent
ME4 6JE

Place of Worship

St. Stephen's Church
Maidstone Road
CHATHAM
Kent
ME4 6JE

Bankers for St. Stephen's Church:

CAF Bank Ltd
25 Kings Hill Avenue
Kings Hill
West Malling
Kent
ME19 4JQ

Independent Examiner:

Mr C Clemence
246 City Way
ROCHESTER
Kent
ME1 2BN

Parish Administrator

Mrs Tracey Pavan

PCC Membership 2024/25

Ex-officio:-	Revd Barry Linney Carole White (Church Warden, retiring 2025) Helen Masters (Deanery Synod, retiring 2026) Nigel Rawlins (Deanery Synod, retiring 2026)
Elected Membership:-	Keith Price (retiring 2025) David Parry - Treasurer (retiring 2026) Catherine Cave (resigned October 2024 – moving away) Catherine Linney (retiring 2027) Sophie Tanner (retiring 2027) Yvonne Whittle (retiring 2027) David Hopkins (retiring 2027)
Co-opted:	John Chapman (2024 to 2025 only)
Other:-	Wendy Tanner (Secretary)

2. Structure, governance and management

(a) Organisation of the PCC

Since the last APCM there have been six Regular PCC meetings and no Extraordinary meetings.

(b) Main Sub-Committees are as follows

Worship and Spirituality Provides an overview of services and makes suggestions concerning format.

Ministry Team	Licensed Lay Minister	Helen Beaney
	Permission to Officiate	Christine Caldecourt
	Ordinand	Ann Ruby

Children & Youth Responsible for Sunday Club and the activities of children and young people within the Church.

Social Organises St. Stephen's social events. The Social Committee reports to the Finance Committee.

Fabric	Responsible for the maintenance and upkeep of the church and the annexe.
Finance	Day to day running and long-term management of the church's finances.

3. Electoral Roll Report

A completely new Electoral Roll was prepared ahead of the Annual Parochial Church Meeting. New application forms had to be completed by those who wished to be on the new Electoral Roll. The majority of new forms received were from members of the congregation already on the current Electoral Roll. Four new applications were received; some people had moved away from St Stephen's during the year

There are currently 79 people on the new Electoral Roll for 2025 (120 in 2023/24). This number may increase as applications may still be received after the 31st March deadline and these will be added after the APCM on 30th April.

4. Annual Report of the proceedings of the PCC 2024/25

We welcomed two new members to PCC in May 2024 – Yvonne Whittle and David Hopkins. We also welcomed John Chapman to PCC for one year as Deputy Church Warden to assist the Church Warden and the PCC whilst Revd Linney was on extended ministerial development leave. We sadly said goodbye to Catherine Cave in October as she moved away. We now say thank you and goodbye to Keith Price whose three-year term ends and also to John Chapman.

A PCC News Board has been installed at the back of Church. Following each PCC Meeting a Newsletter is produced and added so that the congregation are aware of decisions made affecting St Stephen's; this is also emailed out with the Pew Sheet. We hope that the congregation has found this a useful addition.

With regard to the AV system, new lapel microphones have been purchased; the screen on the right hand side of church is not as bright and clear as that on the left hand side; the screen on the right is 15 years old; the left only 18 months old; there is also an issue with all three screens flickering; may look to purchasing a new projector.

Following a number of issues with the office landline, a mobile phone will be purchased and the number issued to the congregation and put on the website.

A small working party will be set up to discuss the Church entrance hall with a view to this area more resembling a place of welcome, worship and celebrating the Christian faith.

A new Worship and Spirituality Committee was formed to replace the Worship Committee, comprising members of Ministry, Children and Youth, Creative in Creation and Music; to meet to schedule church events for the year; the details of each event would then be worked through by the separate committees.

A number of documents had been received from the Diocese regarding blessings and prayers for same sex couples with a request for PCC to discuss and agree a course of action for St Stephen's. Wording was agreed for prayers for such services and details of services are available on the Church website.

Revd Linney had taken Extended Ministerial Development Leave from June to August 2024 which included supervised study on a topic of choice, a period of retreat and spiritual renewal and holiday time with family.

Following discussion, it was agreed that the kitchen be a 'no-go' area after the Sunday Service other than to those on the tea rota; this was to comply with health and safety and hygiene.

The Director of Music role is currently being advertised, and although there has been some initial interest, we are still seeking a suitable person to fill this role.

Quotes will be obtained for new heaters in Church as a number of the current heaters are old and parts can no longer be obtained.

Information on the fire exits and Assembly Point will be included in the Pew Sheet a couple of times a year so that in the event of any evacuation, the congregation are aware of the procedure.

An 'Away Time' took place from Friday 31st January to Sunday 2nd February at Ladywell Franciscan Centre in Godalming, Surrey attended by a good number of the congregation.

The PCC have met six times since the last APCM. These have all been Regular PCC meetings: 15th May 2024, 24th July 2024, 25th September 2024, 27th November 2024, 22nd January 2024 and 25th March 2024.

5. Stewardship Committee and Gift Aid

Thank you to everyone who supports the work of St. Stephens by giving regularly. Regular income helps to plan necessary expenditure and set a budget for the year.

During the year, fifty-five members of the congregation participated in the various planned giving schemes; of these forty-six people were able to give tax efficiently by Gift Aid or via the Charities Aid Foundation.

Successful claims to HMRC for tax refunds were made in May for Gift Aid (for the year 2023) for Gift Aid Small Donations (for the tax year 2023/24).

The Gift Aid Small Donations Scheme allows the church to claim back from HMRC an amount equivalent to Gift Aid on a proportion of our collections given in cash if we meet certain conditions and have the records to back up our claim.

6. Fabric, Goods and Ornaments

Since the last APCM in April 2024 the following work has been completed.

Church Building

- The lightning conductor system was tested and found to be satisfactory.
- Annual testing of our portable electrical appliances (PAT) was carried out in October. There were two failures. (both 6 gang extension cables in the Balcony sound cupboard)
- Annual inspection and servicing of the fire extinguishers was carried out.
- In February 2024, we applied to the Diocesan Advisory Committee, for a faculty to install a handrail to each side of the Chancel steps. After long delays and discussions, we finally received the faculty on February 10th, and the handrails were installed on February 17th.
- In December, a working party was organised. Gutters around the church were cleared of leaves and standing water. In the Pastoral Room, one of the cupboards was adapted to provide secure storage for our supply of cleaning materials. Shelving was added and a lock fitted to the door.

Quinquennial Work

- Leaks in the flat roof over the north aisle, and in the south-east corner behind the organ continue to be a problem. A roofing contractor was called in to investigate the issues, some of which were resolved, but problems still remain. and further investigation is needed.

- The cracks in the north-east wall were filled and redecorated, but structural movement is still causing the cracks to reopen. We will continue to monitor the situation, which is manageable at the moment, but if the cracks get any worse, we may need to seek professional advice. Many thanks to Patrick Gilroy and Keith Price for their hard work in this area.

Annexe

- Maintenance of the wheelchair lift was carried out in two six monthly visits by Kinetic Lift Services.
- Annual inspection and servicing of the fire extinguishers was carried out.
- Fire alarms and emergency lighting were inspected and serviced in two six monthly visits.
- Annual testing of our portable electrical appliances (PAT) was carried out in October. There were no failures.
- The water heater in the disabled persons toilet which had been leaking for some time was replaced.
- The curtains in the hall were replaced with new heavyweight lined curtains. The existing plastic track was also replaced with a more robust metal track system. The appearance of the hall has been much improved.
- In November, the lock on the annexe entrance door was replaced, and new keys issued to all the regular hirers.
- In December, a working party thoroughly cleaned all the chairs and tables in the hall. We had also planned to clear the gutters around the annexe, but heavy rain on the day prevented this. Many thanks to all those who came and helped.
- In January, the annexe drains became blocked and the toilets and basins backed up with sewage. The smell of sewer gas was very strong, and Playgroup were forced to cancel some sessions because of the health issue. The inspection chambers were opened and the blockage appeared to be caused by nappies which had been flushed down the toilet. Dyno Rod were called out, and the blockage was cleared on 16th January. The last inspection chamber in the church grounds, is in the playgroup garden, underneath the artificial grass. It was necessary to cut around the artificial grass covering the manhole cover in order to remove it. Clearing the blockage at this point, released all the other blockages in the system.

Church Grounds

- Grass cutting continued to be carried out at fortnightly intervals in 2024. We have appealed for volunteers for this year's rota. Many thanks to Geoff Gosling, Ade Omole, and Patrick Gilroy for volunteering in 2024.
- In September and October, the white and yellow car park markings were repainted.

Goods and Ornaments

- Generally, the church goods and ornaments remain in a good state of repair.

The Church Property Register has been checked and updated where necessary.

7 Deanery Synod

Nigel Rawlins and Helen Masters are the St Stephen's representatives on the Diocese Deanery Synod. Since the last APCM, the Deanery Synod has only met twice, on 25th June 2024 and 15th January 2025.

In June, Andy Wooding Jones spoke, as his six years as Archdeacon came to a close, about all the changes he has seen during that time, both personally and work related. He recognised some of the challenges that the changes have meant and how we can work through those. He also spoke about the Diocesan Vision, **"We are called together by God to Change, Serve and Grow"** and what this means for parishes.

In January Deanery Synod met at the Cathedral and Simon Lace (Chief Operating Officer) gave an interesting and informative talk. He talked about the Cathedral itself, the events it holds to raise much needed funds (being a Cathedral that doesn't charge entry fees) and how numbers are increasing.

8 Safeguarding Report

The Parish Administrator oversees a central register of all members of the congregation who are required to undertake safeguard training and DBS checks. Safeguard training is undertaken at different levels, dependent on the role within church. The Parish Administrator issues training and ensures completion as required. Below is the number of people who have completed courses this year:

- Foundation: 5
- Basic Awareness: 2
- Leadership: 2
- Level 3: 0
- Raising awareness of domestic abuse: 2
- Safer Recruitment and People: 0

DBS checks are in place and updated as required. All members of the PCC are required to have Enhanced DBS Certificates in place along with Awareness of Domestic Abuse

Nigel Rawlins is St Stephen's Parish Safeguarding Officer and David Hopkins the Church's Vulnerable Adults Representative. As a PCC and congregation, we need to ensure we pass on any safeguarding concerns to Revd Linney, Nigel Rawlins or to the Diocese directly.

The Rochester Diocese has signed up to the Safeguarding Hub which is designed to assist parishes with their safeguarding responsibilities around safer recruitment and people management. Once up and running, invitations will be issued for parishes to subscribe.

The Church's Safeguarding Policy – Promoting a Safer Church was adopted for the year on 15th May 2024.

Lone Working Guidance had been issued by the Diocese and was circulated to those members of St Stephen's who may find themselves lone working either in Church or in the community. We are all reminded of the need to be diligent in our own roles and when employing others.

Revd Linney confirmed that he was unaware of any safeguarding issues.

9 Risk Management

Throughout 2024/25 we have continued to monitor all our activities in order to minimise any instances of risk.

Signed  **Date:** 3rd April 2025
Reverend Barry J Linney, Vicar

Signed: **Carole White** **Date:** 3rd April 2025
Carole White, Church Warden

Signed: **te:** 3rd April 2025
Wendy Tanner, Secretary to the Parochial Church Council

ST. STEPHEN'S CHURCH

CHATHAM

Statement of Accounts

for

Year Ended 31st December 2024

**INDEPENDENT EXAMINER'S REPORT TO THE MEMBERS / TRUSTEES OF
ST STEPHEN'S CHURCH, CHATHAM, PAROCHIAL CHURCH COUNCIL**

I report on the accounts for the year ended 31st December 2025, which are set out on pages 2 to 8.

Respective Responsibilities of the Trustees and Independent Examiner

The charity's trustees are responsible for the preparation of the accounts.

The charity's trustees 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 section 145(5)(b) of the 2011 Act; and
- State whether particular matters have come to my attention.

Basis of Independent Examiner's Report

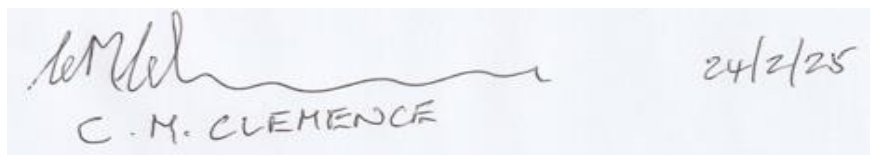
My examination was carried out in accordance with the General Directions given by the Charity Commission.

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 an audit and consequently no opinion is given as to whether the accounts present a 'true and fair' view and the report is limited to those matters set out in the statement below.

Independent Examiner's Statement

In connection with my examination, no matter has come to my attention:

- 1) which gives me reasonable cause to believe that in any material respect the requirements
(a) to keep accounting records in accordance with s. 130 of the 2011 Act; or
(b) to prepare accounts which accord with the 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.



The image shows a handwritten signature in blue ink that reads "C. M. CLEMENCE". To the right of the signature, the date "24/2/25" is written in the same ink. The signature and date are on a light blue background.

Financial Statements

For the Year Ending 31st December 2024

Incoming Resources

	Unrestricted Funds £	Restricted Funds £	Total 2024 £	Total 2023 £
Voluntary Income				
Gift Aid Donations	35,878	-	35,878	40,664
Income Tax recoverable				
On Regular Gift-Aided Donations	9,566	-	9,566	9,617
Gift Aid Small Donations Scheme (Plate)	1,173	-	1,173	1,526
Non-Tax Efficient Giving	12,856	-	12,856	11,410
Collections (open plate) at services	4,229	1,203	5,432	4,150
Donations and Gift Days	-	-	-	275
Grants	-	-	-	-
Donations, appeals for specific capital purposes				
Donation for Together Club	-	1,056	1,056	1,195
Legacies	4,068	-	4,068	26,452
	67,771	2,259	70,030	95,289
Activities for Generating Funds				
Magazines, Publications and Advertising	125	-	125	80
Rental for Church and Annexe	25,330	-	25,330	20,398
Fundraising	2,141	-	2,141	1,880
Building Project Fundraising	-	-	-	-
Fees: Weddings & Funerals	1,337	2,852	4,189	2,344
	28,934	2,852	31,786	24,702
Investment Income				
Income from Investments (Interest)	3,221	131	3,352	1,230
Other Income Resources				
Parish Weekend	-	5,460	5,460	3,642
Other Parish Income (*)	1,001	300	1,301	1,410
	1,001	5,760	6,761	5,052
Total Income	100,926	11,002	111,928	126,274

Figures on this and subsequent pages are rounded to the nearest £1.

(*) - Other Parish Income includes:

Unrestricted: Good Friday Workshop Income, Insurance over-payment refund

Restricted: private photocopying, remembrance book

Summary of Expenditure Year Ending 31 December 2024

	Notes	2024 £	2023 £
Central Parish Clergy & Administration	2	64,396	62,238
Church Requisites	3	871	1,838
Running Expenses	4	28,154	22,513
Sundries	5	74	67
Away Giving	6	4,809	1,196
Special Projects	7	2,140	9,200
Depreciation	8	-	-
Unrestricted Expenditure Total		100,444	97,051
Special Projects (Restricted)	7a	4,325	7,670
Special Projects (Capital Restricted)	7b	-	-
Restricted Expenditure Total		4,325	7,670
Total Expenditure		104,770	104,721

Statement of Financial Activities

Year Ending 31st December 2024

	Unrestricted	Restricted	Total	Total
	Funds £	Funds £	2024 £	2023 £
Incoming Resources				
Voluntary Income	67,771	2,259	70,030	95,289
Activities for Generating Funds	28,934	2,852	31,786	24,702
Investment Income	3,221	131	3,352	1,230
Other Income Resources	1,001	5,760	6,761	5,052
Total Incoming Resources	100,926	11,002	111,928	126,274
Resources Expended				
Costs of generating voluntary income	74	-	74	67
Fundraising/trading costs	-	-	-	-
Church Activities	100,120	4,325	104,446	104,404
Governance Costs	250	-	250	250
Other resources expended	-	-	-	-
Total Resources Expended	100,444	4,325	104,770	104,721
NET INCOMING / (OUTGOING) RESOURCES	482	6,677	7,158	21,553
Transfer Between Funds	1,677	-1,677	(0)	21,553
NET MOVEMENT IN FUNDS	2,159	4,999	7,158	21,553
BALANCES BROUGHT FORWARD AT 1ST JANUARY	67,971	5,817	73,788	52,335
BALANCES CARRIED FORWARD AT 31ST DECEMBER	70,130	10,816	80,946	73,788

Note: Unrestricted funds are for the day to day running of the church.

Restricted funds can only be used for the purpose for which it was given and cannot be 'raided' for other purposes.

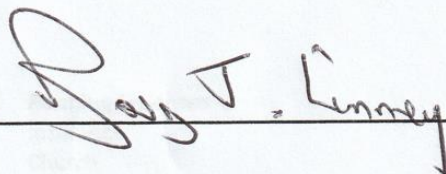
St. Stephen's Parish Church

Balance Sheet

31st December 2024

	Notes	2024	2023
		£	£
Current Assets			
Debtors & Prepayments	9	-	-
Diocesan & CBF Accounts	10	63,804	62,016
Bank Current Account - HSBC		263	203
Bank Current Account - CAF		16,813	11,503
Cash in Hand		65	65
Total (b)		80,946	73,787
Current Liabilities			
Creditors - Amounts falling due within one year	11	-	-
Total (c)		-	-
Net Current Assets / (Liabilities) (b) - (c).		<u>80,946</u>	<u>73,787</u>
Total Assets Less Current Liabilities (b) - (c).		<u>80,946</u>	<u>73,787</u>
Creditors - Amounts falling due after one year	12	-	-
Total Net Assets		80,946	73,787
Funds			
Unrestricted			
General		44,748	45,669
Designated	13	25,381	22,301
Total		<u>70,130</u>	<u>67,971</u>
Restricted			
Total Funds	13	<u>10,816</u>	<u>5,817</u>
		80,946	73,787

Approved by the Parochial Church Council and signed on their behalf



dated

25/3/25

The notes on Pages 6 to 8 form part of these accounts

St. Stephen's Parish Church

Notes to the Accounts

Year Ending 31st December 2024

	2024 £	2023 £
5 Sundries		
Stewardship	74	67
	<u>74</u>	<u>67</u>
6 Away Giving		
Church Overseas	-	-
Missionary Giving	-	-
Home Missions	150	-
Secular Charities	4,659	1,196
	<u>4,809</u>	<u>1,196</u>
7 Special Projects (Designated)		
Education & Training	1,200	1,200
Quinquennial Repairs	940	8,000
	<u>2,140</u>	<u>9,200</u>
7a Special Projects (Restricted)		
Holiday Club	138	-
Restricted Away Giving	1,140	740
Together Club - Davis Estate	670	845
Mindfulness	400	-
Parish Weekend	1,977	6,085
	<u>4,325</u>	<u>7,670</u>
7b Special Projects (Capital) Restricted Funds		
Building Project	-	-
Building project funds in current a/c	-	-
	<u>-</u>	<u>-</u>

St. Stephen's Parish Church
Notes to the Accounts
Year Ending 31st December 2024

	2024 £	2023 £
9 Debtors and Prepayments	<u>-</u>	<u>-</u>
10 All Accounts		
Diocesan Board of Finance and CCLA		
Greenway (CCLA)	20,023	20,148
Church Repair Fund (Rochester DBF)	5,358	2,153
Building Project a/c (CCLA)	2,603	2,471
Savings Account (CCLA)	<u>35,821</u>	<u>37,244</u>
	<u>63,804</u>	<u>62,016</u>
Current Account (HSBC)	263	203
CAF Bank	<u>16,813</u>	<u>11,503</u>
Total All Accounts	<u>80,881</u>	<u>73,722</u>
11 Sundry Creditors (unpresented cheques)	<u>-</u>	<u>-</u>
12 Diocesan Loan	<u>-</u>	<u>-</u>
13 Restricted & Designated Funds		
Designated		
Church Repair Fund (Designated)	5,358	2,153
Training & Education Fund (Designated)	<u>20,023</u>	<u>20,148</u>
	<u>25,381</u>	<u>22,301</u>
Restricted		
Building Project Fund	2,603	2,471
Church Youth Project	248	248
Parish Weekend	3,765	282
Fees to DBF	2,046	647
Together Club (Davis Estate)	1,719	1,333
Mindfulness	<u>435</u>	<u>835</u>
	<u>10,816</u>	<u>5,817</u>
Total Restricted + Designated	<u>36,197</u>	<u>28,118</u>

14 Fund Movements	General (HSBC)	CAF Bank	CCLA Savings	CCLA Greenway	CCLA Building	Diocesan Quinq'l	Petty Cash	Total
Balance at 31 December 2023	203	11,503	37,244	20,148	2,471	2,153	65	73,787
Plus Incoming resources	120	108,492	1,965	1,075	131	145	-	111,928
Less Resources expended	60	104,710	-	-	-	-	-	104,770
Plus Transfers In from other Accounts	-	-	-	-	-	4,000	-	4,000
Less Transfers Out to other accounts	-	1,528	3,388	1,200	-	940	-	4,000
Balance at 31 December 2024	<u>263</u>	<u>16,813</u>	<u>35,821</u>	<u>20,023</u>	<u>2,603</u>	<u>5,358</u>	<u>65</u>	<u>80,946</u>

ST. STEPHEN'S CHURCH

CHATHAM

Statement of Accounts

for

Year Ended 31st December 2024

**INDEPENDENT EXAMINER'S REPORT TO THE MEMBERS / TRUSTEES OF
ST STEPHEN'S CHURCH, CHATHAM, PAROCHIAL CHURCH COUNCIL**

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- Examine the accounts under section 145 of the 2011 Act;
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Basis of Independent Examiner's Report

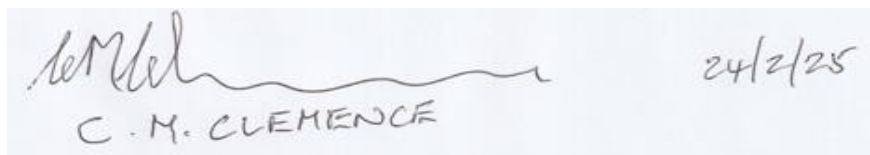
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Financial Statements

For the Year Ending 31st December 2024

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Total Expenditure		104,770	104,721

Statement of Financial Activities

Year Ending 31st December 2024

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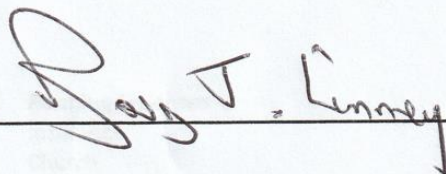
St. Stephen's Parish Church

Balance Sheet

31st December 2024

	Notes	2024	2023
		£	£
Current Assets			
Debtors & Prepayments	9	-	-
Diocesan & CBF Accounts	10	63,804	62,016
Bank Current Account - HSBC		263	203
Bank Current Account - CAF		16,813	11,503
Cash in Hand		65	65
Total (b)		80,946	73,787
 Current Liabilities			
Creditors - Amounts falling due within one year	11	-	-
Total (c)		-	-
 Net Current Assets / (Liabilities) (b) - (c).			
		80,946	73,787
Total Assets Less Current Liabilities (b) - (c).		80,946	73,787
Creditors - Amounts falling due after one year	12	-	-
Total Net Assets		80,946	73,787
 Funds			
Unrestricted			
General		44,748	45,669
Designated	13	25,381	22,301
Total		70,130	67,971
Restricted			
Total Funds	13	80,946	73,787

Approved by the Parochial Church Council and signed on their behalf



dated

_____ 25/3/25 _____

The notes on Pages 6 to 8 form part of these accounts

St. Stephen's Parish Church

Notes to the Accounts

Year Ending 31st December 2024

1 Accounting Policies

a) Basis of Accounting

The financial statements have been prepared in accordance with the Church Accounting Regulations 2006 together with applicable accounting standards and the SORP 2005.

The financial statements have been prepared under the historical cost convention. They include all transactions, assets and liabilities for which the PCC is responsible in law. They do not include the accounts of church groups that owe their main affiliation to another body, nor those that are informal gatherings of church members.

b) Depreciation

Furniture, Fittings and Organ 5% per annum on cost

c) Consecrated Property and Moveable Church Furnishings

Consecrated and beneficed property of any kind is excluded from the accounts in accordance with s.10(2)(a) and (c) of the Charities Act 2011

Moveable church furnishings held by the vicar and Churchwardens on special trust for the PCC, and which require a faculty for disposal, are accounted as inalienable property unless consecrated. They are listed in the church's

All expenditure incurred in the year on consecrated or beneficed buildings, individual items under £1,000 or on the repair of moveable church furnishings acquired before 1 January 2000 is written off.

	2024	2023
	£	£
2 Central Parish Clergy & Admin		
Diocesan Parish Share Contribution	42,000	42,000
Vicar's Expenses & Visiting Priests	1,591	1,368
Wages/Salaries - Organists & Administrator	11,737	10,352
Administration	3,353	4,016
Governance Costs (incl Accounts Examination)	250	250
Fees to Diocese	1,452	530
Parsonage House Costs	4,012	3,722
Assistant Staff Expenses	-	-
	64,396	62,238
	64,396	62,238
3 Church Requisites		
Upkeep of Services	871	1,838
	871	1,838
	871	1,838
4 Running Expenses		
Insurance	2,009	1,974
Church	5,657	4,900
Church Utilities (Gas, Electric, Water)	7,179	7,195
Annexe	10,727	7,120
Church Grounds	-	-
Fundraising Costs (Raffle Licence, Fair Costs)	-	-
Mission and Evangelism Projects	-	-
Support Costs	2,581	1,324
	28,154	22,513
	28,154	22,513

St. Stephen's Parish Church

Notes to the Accounts

Year Ending 31st December 2024

	2024 £	2023 £
5 Sundries		
Stewardship	74	67
	<u>74</u>	<u>67</u>
6 Away Giving		
Church Overseas	-	-
Missionary Giving	-	-
Home Missions	150	-
Secular Charities	4,659	1,196
	<u>4,809</u>	<u>1,196</u>
7 Special Projects (Designated)		
Education & Training	1,200	1,200
Quinquennial Repairs	940	8,000
	<u>2,140</u>	<u>9,200</u>
7a Special Projects (Restricted)		
Holiday Club	138	-
Restricted Away Giving	1,140	740
Together Club - Davis Estate	670	845
Mindfulness	400	-
Parish Weekend	1,977	6,085
	<u>4,325</u>	<u>7,670</u>
7b Special Projects (Capital) Restricted Funds		
Building Project	-	-
Building project funds in current a/c	-	-
	<u>-</u>	<u>-</u>

St. Stephen's Parish Church
Notes to the Accounts
Year Ending 31st December 2024

	2024 £	2023 £
9 Debtors and Prepayments	<u>-</u>	<u>-</u>
10 All Accounts		
Diocesan Board of Finance and CCLA		
Greenway (CCLA)	20,023	20,148
Church Repair Fund (Rochester DBF)	5,358	2,153
Building Project a/c (CCLA)	2,603	2,471
Savings Account (CCLA)	<u>35,821</u>	<u>37,244</u>
	<u>63,804</u>	<u>62,016</u>
Current Account (HSBC)	263	203
CAF Bank	<u>16,813</u>	<u>11,503</u>
Total All Accounts	<u>80,881</u>	<u>73,722</u>
11 Sundry Creditors (unpresented cheques)	<u>-</u>	<u>-</u>
12 Diocesan Loan	<u>-</u>	<u>-</u>
13 Restricted & Designated Funds		
Designated		
Church Repair Fund (Designated)	5,358	2,153
Training & Education Fund (Designated)	<u>20,023</u>	<u>20,148</u>
	<u>25,381</u>	<u>22,301</u>
Restricted		
Building Project Fund	2,603	2,471
Church Youth Project	248	248
Parish Weekend	3,765	282
Fees to DBF	2,046	647
Together Club (Davis Estate)	1,719	1,333
Mindfulness	<u>435</u>	<u>835</u>
	<u>10,816</u>	<u>5,817</u>
Total Restricted + Designated	<u>36,197</u>	<u>28,118</u>

14 Fund Movements	General (HSBC)	CAF Bank	CCLA Savings	CCLA Greenway	CCLA Building	Diocesan Quinq'l	Petty Cash	Total
Balance at 31 December 2023	203	11,503	37,244	20,148	2,471	2,153	65	73,787
Plus Incoming resources	120	108,492	1,965	1,075	131	145	-	111,928
Less Resources expended	60	104,710	-	-	-	-	-	104,770
Plus Transfers In from other Accounts	-	-	-	-	-	4,000	-	4,000
Less Transfers Out to other accounts	-	1,528	3,388	1,200	-	940	-	4,000
Balance at 31 December 2024	<u>263</u>	<u>16,813</u>	<u>35,821</u>	<u>20,023</u>	<u>2,603</u>	<u>5,358</u>	<u>65</u>	<u>80,946</u>

THE PAROCHIAL CHURCH COUNCIL OF THE ECCLESIASTICAL PARISH OF ST STEPHEN, CHATHAM

England & Wales - Charity number 1134084

Accounts



**Annual Trustees Report
for 2023/24
for the Parish of
St. Stephen's, Chatham**

**Prepared for the
Annual Parochial Church Meeting
of St. Stephen's Church
24th April 2024**

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Appendices

- I. Agenda for Annual Parochial Church Meeting on 24th April 2024**
- II. Minutes of Annual Parochial Church Meeting on 26th April 2023**

1. Reference and Administrative Information

The Church Representation Rules (Rule 9(1) (b)) require 'an annual report on the proceedings of the parochial church council and the activities of the parish generally' to be received by the Annual Parochial Church Meeting (APCM).

Parish of St. Stephen's, Chatham

Incumbent: Revd. Barry Linney
55 Pattens Lane
CHATHAM
Kent
ME4 6JR

The Parochial Church Council

St. Stephen's Church
Maidstone Road
CHATHAM
Kent
ME4 6JE

Place of Worship

St. Stephen's Church
Maidstone Road
CHATHAM
Kent
ME4 6JE

Bankers for St. Stephen's Church:

CAF Bank Ltd
25 Kings Hill Avenue
Kings Hill
West Malling
Kent
ME19 4JQ

Independent Examiner:

Mr C Clemence
246 City Way
ROCHESTER
Kent
ME1 2BN

Parish Administrator

Mrs Tracey Pavan

PCC Membership 2023/24

Ex-officio:-
Revd Barry Linney
Carole White (Church Warden, retiring 2025)
Helen Masters (Deanery Synod, retiring 2026)
Nigel Rawlins (Deanery Synod, retiring 2026)

Elected Membership:-
Keith Price (retiring 2025)
David Parry - Treasurer (retiring 2026)
Laura Woods (retiring 2024)
Catherine Linney (retiring 2024)
Sophie Tanner (retiring 2024)

Co-opted: Catherine Cave

Other:- Wendy Tanner (Secretary)

2. Structure, governance and management

(a) Organisation of the PCC

Since the last APCM there have been six Regular PCC meetings and no Extraordinary meetings.

(b) Main Sub-Committees are as follows

Worship Provides an overview of services and makes suggestions concerning format.

Ministry Team Those operating with a license from the Bishop are:
Licensed Lay Ministers Helen Beaney
Christine Caldecourt
The Ministry Team reports to the Worship Committee.

Reader Emeritus Muriel Treacher

Children & Youth Responsible for Sunday Club and the activities of children and young people within the Church.

Events Oversight of Mission and Evangelism activities within and beyond the parish with a focus on events.

Social	Organises St. Stephen's social events. The Social Committee reports to the Finance Committee.
Fabric	Responsible for the maintenance and upkeep of the church and the annexe.
Finance	Day to day running and long-term management of the church's finances.
Liturgical Review	Reviews the liturgical life of the church and reports to the Worship Committee.

3. Electoral Roll Report

The Electoral Roll was revised ahead of the Annual Parochial Church Meeting. There are currently 120 people on the Electoral Roll (120 in 2022/23)

4. Annual Report of the proceedings of the PCC 2023/24

PCC discussed the format of its meetings throughout the year and agreed to keep to six meetings, with the July meeting as a social event. It was also agreed to start PCC meetings at 7.30pm rather than 8pm.

It has been noted that 2026 will be the 40th anniversary of the creation of the close link between St. Stephen's and the Church in Wesseling in Germany. During the pandemic it has not been possible for members of the congregations to meet. A brief visit was arranged in the Autumn of 2022 and ideas for the anniversary are being discussed.

Amherst Court had made a request that, in the event of any necessary evacuation of residents, that St Stephen's Church could be their 'safe place'. PCC agreed to this request and Amherst Court have contact details should the need arise.

An 'Away Time' took place on the weekend of 27th/28th January at Ladywell Franciscan Centre in Godalming, Surrey attended by a good number of the congregation. We would look to hold a full weekend away (Fri/Sat/Sun) every three or four years and a Sat/Sun every year; also, the option of an Away Day somewhere more local.

Revd Linney will be taking Extended Ministerial Development Leave in June, July and August 2024; he is currently working on a programme to include visits to both

Christian and non-Christian retreat centres to look at how these centres and leaders build character, develop values and form community. Members of clergy from the Archdeacon's list are in place for this period of absence for both Sunday and Wednesday services at St Stephen's.

During Revd Linney's absence, John Chapman has been appointed Deputy Church Warden, to assist Carole White in any decision-making process, with the support of the PCC.

A number of the congregation are now receiving communion in their pews which can take time and add some logistical pressures. In addition to already authorised chalice assistants the PCC authorised additional personnel; the total list is now: Ann Ruby, Sue Chapman, Keith Price, Alan Minnerthey, Nigel Rawlins, Christine Caldecourt, John Chapman, Helen Beaney, Helen Masters, Carole Reynolds, Helen Hopkins, Denise Jukes, Bec Parry, Joyce Adeluola.

It has been noted that a number of people struggle to get up the steps to the main altar to take Communion. PCC are currently discussing the possible installation of a removable handrail and are looking at options and costs.

PCC also agreed that new curtains in the Hall would be purchased, the old ones having been up for around 25 years; samples have been received and congregation asked for their views.

The new altar handrail and hall curtains would be paid for from a legacy received during the year.

The Carol Service at the DECC was reinstated in December 2023 and well attended.

The AV system is working well on the whole, although we experienced crackles from the left-hand side speaker for some months; this turned out to be an issue with a lead in the back of the speaker and has now been resolved.

A low turnout for 'Warm Spaces' during January, February and March 2023 meant that this was not re-instated for 2024.

The PCC have met six times since the last APCM. These have all been Regular PCC meetings: 22nd May 2023, 18th July 2023, 28th September 2023, 21st November 2023, 24th January 2024 and 21st March 2024.

5. Stewardship Committee and Gift Aid

Thank you to everyone who is able to support the work of St. Stephen's by giving regularly.

During the year, 61 members of the congregation participated in the various planned giving schemes; of these, 45 people were able to give tax efficiently by Gift Aid or Give As You Earn (Charities Aid Foundation).

Successful claims to HMRC for refunds were made in March for Gift Aid and in June for Gift Aid Small Donations (for the tax year 2022/23)

The Gift Aid Small Donations Scheme allows the church to claim back from HMRC an amount equivalent to Gift Aid on a proportion of our collections given in cash if we meet certain conditions and have the records to back up our claim.

6. Fabric, goods and ornaments

Since the last APCM in April 2023 the following work has been completed.

Church Building

- The lightning conductor system was tested and found to be satisfactory.
- Annual testing of our portable electrical appliances (PAT) was carried out in October. There were no failures.
- Annual inspection and servicing of the fire extinguishers was carried out.
- Gutters around the church and annexe were cleared of leaves and standing water.
- The under-sink water heater in the Pastoral Room kitchen developed a leak and was replaced.
- A leak in the flat roof over the southeast corner of the church behind the organ was located and repaired.

Quinquennial work

- All the areas of flat roof over the church and on both towers, were treated with Cromar Acrypol plus, a waterproof and solar reflective sealant. Damaged bitumen felt flashings were replaced.

Annexe

- Maintenance of the wheelchair lift was carried out in two six monthly visits by Kinetic Lift Services.
- Annual inspection and servicing of the fire extinguishers was carried out.
- Fire alarms and emergency lighting were inspected and serviced.
- Annual testing of our portable electrical appliances (PAT) was carried out in October. There were no failures.
- In December, the extractor fans in the male and female toilets were found to have stopped working and were replaced.
- In January this year, the annexe heating boiler, which was 27 years old, was replaced. The new boiler enables all areas of the annexe to be heated at the same time.
- Also in January, the push bar on the panic bolt to the fire escape door in the hall sheared off, and a new panic bolt was fitted. The faulty panic bolt on the fire door at the end of the corridor was also replaced.

Church Grounds

- Grass cutting continued to be carried out in 2023. We have appealed for volunteers for this year's rota. Many thanks to Geoff Gosling, David Gibbons, Nigel Rawlins, Vimbai and family, and Patrick Gilroy for volunteering in 2023.
- In December, a working party cleared the grounds of leaves and debris.

Goods and Ornaments

- Generally, the church goods and ornaments remain in a good state of repair.

The Church Property Register has been checked and updated where necessary.

7 Deanery Synod

At the APCM Meeting on 26th April 2023, Nigel Rawlins and Helen Masters were elected as St Stephen's Deanery Synod members from 1st July 2023 until 31st May 2026.

The Deanery Synod met on 19th July 2023, 11th October 2023 and 1st February 2024

In July, Julia Burton Jones had given a presentation about Anna Chaplaincy – its history and how it has grown. A number of Friends and Chaplains are in place in the Diocese to provide spiritual care for the elderly.

A new Lay Chair for the Deanery Synod was needed following the resignation of Roben Mills. Roben was thanked for his service. Chris Bostock was the only nomination and was duly elected.

In October the meeting discussed an issue raised at The General Synod regarding identity, sexuality and marriage within church and discussed what it means to live in love and faith in the church; discussion around ordination of women priests, gay marriage and how to resolve any issue surrounding these; Church of England has not been able to resolve some of these issues as yet as a number of legal rules need to be addressed.

Paul Filmer retiring on 30th June 2024; Ruth Pryke to be priested and a new role for Chris Dench.

It was reported that the Cathedral was hosting the Fenland Oak Table and the Creative Threads exhibition.

St John's Church in Chatham has temporarily moved to the Emmaus Centre whilst repairs are being undertaken

The February meeting had a presentation about prison chaplaincy and the support and involvement of the Mothers Union. MU have an important role in supporting prisoners at times of crisis, e.g. bereavement, and provide small gifts at Christmas. It is greatly appreciated by inmates as they may not receive anything else.

8 Safeguarding Report

The Parish Administrator oversees a central register of all members of the congregation who are required to undertake safeguard training and DBS checks. Safeguard training is undertaken at different levels, dependent on the role within church. The Parish Administrator issues training and ensures completion as required. Below is the number of people who have completed courses this year:

- Foundation: 4
- Basic Awareness: 4
- Leadership: 0
- Level 3: 0
- Raising awareness of domestic abuse: 1
- Safer Recruitment and People: 2

DBS checks are in place and updated as required. All members of the PCC are required to have Enhanced DBS Certificates in place along with Awareness of Domestic Abuse

Nigel Rawlins is St Stephen's Parish Safeguarding Officer, having taken over this role from Nicky Coates in November 2023. As a PCC and congregation, we need to ensure we pass on any safeguarding concerns to Revd Linney, Nigel Rawlins, our Safeguard Lead, or to the Diocese directly.

The Church's Safeguarding Policy – Promoting a Safer Church was adopted for the year on 24th May 2023

Revd Linney confirmed that he was unaware of any safeguarding issues.

9 Risk Management

Throughout 2023/24, we have continued to monitor all our activities in order to minimise any instances of risk.

Signed  **Date:** 7th April 2024
Reverend Barry J Linney, Vicar

Signed: **Carole White** **Date:** 7th April 2024
Carole White, Church Warden

Signed: **Wendy Tanner** **Date:** 7th April 2024
Wendy Tanner, Secretary to the Parochial Church Council

THE PAROCHIAL CHURCH COUNCIL OF THE ECCLESIASTICAL PARISH OF ST STEPHEN, CHATHAM

England & Wales - Charity number 1134084

Accounts



**Annual Trustees Report
for 2022/23
for the Parish of
St. Stephen, Chatham**

**Prepared for the
Annual Parochial Church Meeting
of St. Stephen's Church
26th April 2023**

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Appendices

- I. Agenda for Annual Parochial Church Meeting on 26th April 2023**
- II. Minutes of Annual Parochial Church Meeting on 27th April 2022**

1. Reference and Administrative Information

The Church Representation Rules (Rule 9(1) (b)) require 'an annual report on the proceedings of the parochial church council and the activities of the parish generally' to be received by the Annual Parochial Church Meeting (APCM).

Parish of St. Stephen, Chatham

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Independent Examiner:

Mr C Clemence
246 City Way
ROCHESTER
Kent
ME1 2BN

Parish Administrator

Mrs Tracey Pavan

PCC Membership 2022/23

Ex-officio:-	Revd. Barry Linney Carole White (Churchwarden from APCM 2022) Roben Mills (Deanery Synod, retiring 2023) Nigel Rawlins (Deanery Synod, retiring 2023)
Elected Membership:-	Keith Price (retiring 2025) John Chapman (retiring 2023) David Parry (Treasurer) (retiring 2023) Laura Woods (retiring 2024) Brian Micklewright (retiring 2024) Catherine Linney (retiring 2024) Helen Masters (retiring 2024) Sophie Tanner (retiring 2024) Ann Ruby (retiring 2024) – resigned during the year
Co-opted:	Catherine Cave
Other:-	Judith Edmonds-Magee (Secretary) until August 2022 Wendy Tanner (Secretary) from September 2023

2. Structure, governance and management

(a) Organisation of the PCC

Since the last APCM there have been 6 Regular PCC meetings and no Extraordinary meetings.

(b) Main Sub-Committees are as follows

Worship	Provides an overview of services and makes suggestions concerning format.
----------------	---

Ministry Team	Those operating with a license from the bishop are: Licensed Lay Ministers Helen Beaney Christine Caldecourt The Ministry Team reports to the Worship Committee.
----------------------	--

Reader Emeritus Muriel Treacher
Reader Emeritus Hilda Macleod

Children & Youth	Responsible for Sunday Club and the activities of children and young people within the Church.
Events	Oversight of Mission and Evangelism activities within and beyond the parish with a focus on events.
Social	Organises St. Stephen's social events. The Social Committee reports to the Finance Committee.
Fabric	Responsible for the maintenance and upkeep of the church and the annexe.
Finance	Day to day running and long term management of the church's finances.
Liturgical Review	Reviews the liturgical life of the church and reports to the Worship Committee.

3. Electoral Roll Report

The Electoral Roll was revised ahead of the Annual Parochial Church Meeting. There are currently 120 people on the Electoral Roll (125 in 21/22)

4. Annual Report of the proceedings of the PCC 22/23

The role of Parish Administrator became vacant after nearly 8 years of service by Emma Ovenden. The post was advertised quite widely. Interviews were held on Thursday 4th August and Tracey Pavan was appointed in a self-employed capacity.

It has been noted that 2026 will be the 40th anniversary of the creation of the close link between St. Stephen's and the Church in Wesseling in Germany. During the pandemic it has not been possible for members of the congregations to meet. A brief visit was arranged in the Autumn of 2022 and ideas for the anniversary are being discussed.

The annual bereavement service was reinstated in November 2022 after having been cancelled for a couple of years due to COVID.

The church put out flags and bunting to celebrate the Queen's Platinum Jubilee in February 2022.

Sadly, following the death of her Majesty some months later in September 2022, various liturgical and memorial services and actions were carried out.

Revd Linney informed PCC of a new Area Dean – Martyn Saunders

Following lengthy discussions and an interview, Revd Linney requested the PCC to appoint Tatyana Angelova to take on the role of Director of Music in a self-employed capacity. She has agreed to play for two Sundays each month and has also agreed to take on choice of music, new songs and the development of a choir.

The PCC agreed to return to the Common Cup on 16th October 2022.

A number of the congregation are now receiving communion in their pews which can take time and add some logistical pressures. In addition to already authorised chalice assistants the PCC authorised additional personnel; the total list is now: Ann Ruby, Sue Chapman, Keith Price, Alan Minnerthey, Nigel Rawlins, Christine Caldecourt, John Chapman, Helen Beaney, Helen Masters and Carole White.

The data Projector on the left hand side stopped working. It was well over 10 years old and would not be cost effective to repair. A modern replacement was purchased and is now working well.

Revd Linney informed members that Judith Edmonds-Magee has stepped down from the role of PCC Secretary after a number of years and a vote of thanks was given. The PCC welcomed Wendy Tanner, a member of St Stephen's congregation, to the role.

Revd Linney stated that use of the Church Car Park by those not allowed to use it can be problematic during the day but especially when playgroup finishes around 3pm. There was discussion around whether we could prevent irregular parking. After considerable discussion it was decided that enough was already being done to address the issue and that no further action would be practical.

Events Committee. The two big 'events' managed by the Events Committee: The Horsted Park development and 'Eye to Eye' at the Hunstman, were both now complete and had achieved their aim. Whilst this Committee has always been the evangelistic wing of the church, a number of events are now organised through other avenues - Schools, Care Homes, Sunday Club, Friendship club, Creative in Creation,

Together Club, etc. The PCC agreed that this Committee can now cease; this would free up £140 from the 2023 budget.

The PCC agreed to go ahead with use of the pastoral room for WARM SPACES on a weekly basis from 12 Noon to 3pm. The first meeting was held on Wednesday 4th January.

The PCC have met six times since the last APCM. These have all been Regular PCC meetings: 18th May 2022, 19th July 2022, 15th September 2022, 9th November 2022, 10th January 2023 and 28th March 2023.

5. Stewardship Committee and Gift Aid

The Stewardship Committee ran a successful stewardship campaign in June and July encouraging all members of the congregation to think and pray about their giving. Information was given to everyone detailing the costs of running St. Stephen's, our present levels of giving, our budget for 2022 and the likely shortfall. Thank you to everyone who responded to the campaign. Our financial position is now more stable, we have had offers of practical help and an increase in the number of people giving regularly.

During the year, 60 members of the congregation participated in the various planned giving schemes of these 47 people were able to give tax efficiently by Gift Aid or Give As You Earn (Charities Aid Foundation).

Successful claims to HMRC for refunds were made in March for Gift Aid and in June for Gift Aid Small Donations (for the tax year 2021/22)

The Gift Aid Small Donations Scheme allows the church to claim back from HMRC an amount equivalent to Gift Aid on a proportion of our collections given in cash if we meet certain conditions and have the records to back up our claim.

6. Fabric, goods and ornaments

Since the last APCM in April 2022 the following work has been completed.

Church Building

- The lightning conductor system was tested and found to be satisfactory.
- Annual testing of our portable electrical appliances (PAT) was carried out in October. There were no failures.

- Annual inspection and servicing of the fire extinguishers was carried out.
- Gutters around the church and annexe were cleared of leaves and standing water.
- The basement boiler room was cleared of unwanted furniture and a miscellaneous clutter of other items accumulated over many years.
- A large quantity of timber remaining from the pulpit and other furniture items was cleared from the bell tower.
- The battery operated light switch in the Parish Office was replaced with a new kinetic light switch.

Quinquennial work

- The church electrical installation was inspected and tested, and remedial works identified in the report that followed were carried out.
- The cracks in the north east wall behind the side chapel altar have been repaired. Following the advice and practical assistance of Patrick Gilroy, a retired civil engineer and member of this congregation, the plaster in the affected area was removed, and Patrick applied expanded metal lathing over the cracks which was then replastered and repainted. Many Thanks to Patrick and Keith Price for their hard work..

Annexe

- Maintenance of the wheelchair lift was carried out in two six monthly visits by Kinetic Lift Services.
- Annual inspection and servicing of the fire extinguishers was carried out.
- Fire alarms and emergency lighting were inspected and serviced.
- Annual testing of our portable electrical appliances (PAT) was carried out in October. There was one failure: the data projector in the Upper Rooms store.
- In August, the Servery was completely refurbished following our successful application for a grant of £5000 from The Asda Foundation Investing in Spaces and Places Scheme. Many thanks to Leonie Samways for her support both as a member of this congregation, and in her role as Community Champion at the Chatham Asda Superstore.
- In October, the obsolete heaters in the hall were removed and replaced with a new heating system consisting of three Myson Hi-Line wall mounted fan convector heaters at high level, connected to the existing boiler, and a programmer fitted in the boiler cupboard. A new room thermostat was fitted on the wall in the hall.

Church Grounds

- Grass cutting continued to be carried out in 2022. A new rota has been prepared for 2023. Many thanks to Geoff Gosling, David Gibbons, Nigel Rawlins, Vimbai and family, and Patrick Gilroy for volunteering this year.

Goods and Ornaments

- Generally, the church goods and ornaments remain in a good state of repair. The Church Property Register has been checked and updated where necessary.

7 Deanery Synod

With the joys of lockdown, we didn't have many physical meetings in the last year. We did have a joint one with a number of other Deaneries at which Bishop Jonathan spoke to us and answered some questions.

The last meeting we actually had was the 7th March at Christ Church Luton Road; we had a visiting Speaker, Claire Boxall who was talking about ways churches can reduce their impact on the environment.

We also said goodbye to Helen Burn our former Deanery Chair who is leaving the Deanery.

The next Deanery meeting is Monday 5th June 8pm

8 Safeguarding Report

The Office Administrator oversees a central register of all members of the congregation who are required to undertake safeguard training and DBS checks. Safeguard training is undertaken at different levels, dependent on the role within church. The Church Administrator issues training and ensures completion as required. Below is the number of people who have completed courses:

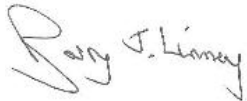
- Foundation: 19
- Basic Awareness: 10
- Leadership: 6
- Level 3: 1
- Raising awareness of domestic abuse: 4

DBS checks are in place and updated as required.

Revd Linney confirmed that he was unaware of any safeguarding issues.

9 Risk Management

Throughout 2022/23, we have continued to monitor all our activities in order to minimise any instances of risk.

Signed ...  Date 9th April 2023...

Reverend Barry J Linney, Vicar

SignedCarole White..... Date9th April 2023....

Carole White, Church Warden

SignedWendy Tanner..... Date9th April 2023....

Wendy Tanner, Secretary to the Parochial Church Council

ST. STEPHEN'S CHURCH

CHATHAM

Statement of Accounts

for

Year Ended 31st December 2022

**INDEPENDENT EXAMINER'S REPORT TO THE MEMBERS / TRUSTEES OF
ST STEPHEN'S CHURCH, CHATHAM, PAROCHIAL CHURCH COUNCIL**

I report on the accounts for the year ended 31st December 2022, which are set out on pages 2 to 8.

Respective Responsibilities of the Trustees and Independent Examiner

The charity's trustees are responsible for the preparation of the accounts.

The charity's trustees 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 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 an audit and consequently no opinion is given as to whether the accounts present a 'true and fair' view and the report is limited to those matters set out in the statement below.

Independent Examiner's Statement

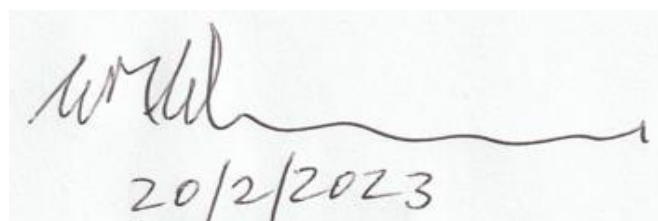
In connection with my examination, no matter has come to my attention:

1) which gives me reasonable cause to believe that in any material respect the requirements

(a) to keep accounting records in accordance with s. 130 of the 2011 Act; or

(b) to prepare accounts which accord with the 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.



A handwritten signature in dark ink, followed by the date 20/2/2023, written in a similar cursive style.

Financial Statements

For the Year Ending 31st December 2022

Incoming Resources

	Unrestricted Funds £	Restricted Funds £	Total 2022 £	Total 2021 £
Voluntary Income				
Gift Aid Donations	40,116	-	40,116	38,252
Income Tax recoverable				
On Regular Gift-Aided Donations	9,082	-	9,082	11,031
Gift Aid Small Donations Scheme (Plate)	1,555	-	1,555	1,427
Non-Tax Efficient Giving	10,073	-	10,073	10,729
Collections (open plate) at services	3,843	555	4,398	4,338
Donations and Gift Days	1,200	-	1,200	25
Grants	-	-	-	6,675
Donations, appeals for specific capital purposes				
Donations for Kitchen Fund	-	5,927	5,927	-
Donation for Together Club	-	1,097	1,097	151
Legacies	-	-	-	10,000
	65,869	7,579	73,448	82,628
Activities for Generating Funds				
Magazines, Publications and Advertising	120	-	120	160
Rental for Church and Annexe	16,209	-	16,209	9,563
Fundraising	1,447	-	1,447	1,155
Building Project Fundraising	-	-	-	-
Fees: Weddings, Funerals & Baptisms	1,940	1,980	3,920	3,956
	19,717	1,980	21,697	14,834
Investment Income				
Income from Investments (Interest)	480	31	511	17
Other Income Resources				
Traidcraft	-	73	73	302
Parish Weekend	-	4,807	4,807	450
Furlough Income (Grant)	-	-	-	2,341
Other Parish Income (*)	2,986	-	2,986	1,051
	2,986	4,880	7,865	4,143
Total Income	89,051	14,470	103,521	101,622

Figures on this and subsequent pages are rounded to the nearest £1.

103,521

(*) - Other Parish Income includes:

Warm Spaces Grant, Diocesan Energy Grant, Private Photocopying, Coffee income

Summary of Expenditure Year Ending 31 December 2022

	Notes	2022 £	2021 £
Central Parish Clergy & Administration	2	59,602	70,875
Church Requisites	3	2,770	2,762
Running Expenses	4	19,855	14,752
Sundries	5	65	90
Away Giving	6	-	970
Special Projects	7	4,324	-
Depreciation	8	-	-
Unrestricted Expenditure Total		86,616	89,450
Special Projects (Restricted)	7a	5,588	849
Special Projects (Capital Restricted)	7b	10,020	-
Restricted Expenditure Total		15,608	849
Total Expenditure		102,224	90,299

Statement of Financial Activities

Year Ending 31st December 2022

	Unrestricted	Restricted	Total	Total
	Funds	Funds	2022	2021
	£	£	£	£
Incoming Resources				
Voluntary Income	65,869	7,579	73,448	82,628
Activities for Generating Funds	19,717	1,980	21,697	14,834
Investment Income	480	31	511	17
Other Income Resources	2,986	4,880	7,865	4,143
Total Incoming Resources	89,051	14,470	103,521	101,622
Resources Expended				
Costs of generating voluntary income	65	-	65	90
Fundraising/trading costs	-	-	-	-
Church Activities	86,301	15,608	101,908	89,959
Governance Costs	250	-	250	250
Other resources expended	-	-	-	-
Total Resources Expended	86,616	15,608	102,224	90,299
NET INCOMING / (OUTGOING) RESOURCES	2,435	-1,138	1,298	11,323
Transfer Between Funds	1,783	-533	1,250	0
NET MOVEMENT IN FUNDS	4,218	-1,670	2,548	11,323
BALANCES BROUGHT FORWARD AT 1ST JANUARY	41,562	8,125	49,687	38,364
BALANCES CARRIED FORWARD AT 31ST DECEMBER	45,780	6,454	52,235	49,687

Note: Unrestricted funds are for the day to day running of the church.

Restricted funds can only be used for the purpose for which it was given and cannot be 'raided' for other purposes.

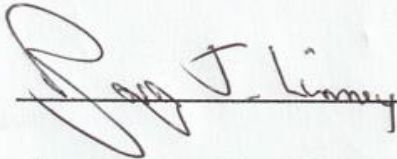
St. Stephen's Parish Church

Balance Sheet

31st December 2022

	Notes	2022	2021
		£	£
Current Assets			
Debtors & Prepayments	9	-	-
Diocesan & CBF Accounts	10	38,065	27,891
Bank Current Account - HSBC		485	391
Bank Current Account - CAF		13,620	21,340
Cash in Hand		65	65
Total (b)		52,235	49,687
Current Liabilities			
Creditors - Amounts falling due within one year	11	-	-
Total (c)		-	-
Net Current Assets / (Liabilities) (b) - (c).		52,235	49,687
Total Assets Less Current Liabilities (b) - (c).		52,235	49,687
Creditors - Amounts falling due after one year	12	-	-
Total Net Assets		52,235	49,687
Funds			
Unrestricted			
General		20,566	16,327
Designated	13	25,214	25,235
Total		45,780	41,562
Restricted	13	6,454	8,125
Total Funds		52,235	49,687

Approved by the Parochial Church Council and signed on their behalf


dated
28/3/23

The notes on Pages 6 to 8 form part of these accounts

St. Stephen's Parish Church

Notes to the Accounts

Year Ending 31st December 2022

	2022 £	2021 £
5 Sundries		
Stewardship	65	90
	<u>65</u>	<u>90</u>
6 Away Giving		
Church Overseas	-	-
Missionary Giving	-	-
Home Missions	-	20
Secular Charities	-	950
	<u>-</u>	<u>970</u>
7 Special Projects (Designated)		
Education & Training	-	-
Quinquennial Repairs	4,324	-
	<u>4,324</u>	<u>-</u>
7a Special Projects (Restricted)		
Restricted fund raising costs	-	-
Holiday Club	-	-
Remembrance Book	-	-
Restricted Away Giving	816	649
Together Club - Davis Estate	1,940	200
Traidcraft	-	-
Youth Events	300	-
Parish Weekend	2,532	-
Church Youth Project	-	-
	<u>5,588</u>	<u>849</u>
7b Special Projects (Capital) Restricted Funds		
Building Project	10,020	-
Building project funds in current a/c	-	-
	<u>10,020</u>	<u>-</u>

**St. Stephen's Parish Church
Notes to the Accounts
Year Ending 31st December 2022**

	2022 £	2021 £								
9 Debtors and Prepayments	<u>-</u>	<u>-</u>								
10 All Accounts										
Diocesan Board of Finance and CCLA										
Greenway (CCLA)	20,685	20,416								
Church Repair Fund (Rochester DBF)	4,529	4,819								
Building Project a/c (CCLA)	2,395	2,364								
Savings Account (CCLA)	<u>10,456</u>	<u>292</u>								
	<u>38,065</u>	<u>27,891</u>								
Current Account (HSBC)	485	391								
CAF Bank	<u>13,620</u>	<u>21,340</u>								
Total All Accounts	<u>52,170</u>	<u>49,622</u>								
11 Sundry Creditors (unpresented cheques)	<u>-</u>	<u>-</u>								
12 Diocesan Loan	<u>-</u>	<u>-</u>								
13 Restricted & Designated Funds										
Designated										
Church Repair Fund (Designated)	4,529	4,819								
Training & Education Fund (Designated)	<u>20,685</u>	<u>20,416</u>								
	<u>25,214</u>	<u>25,235</u>								
Restricted										
Building Maintenance Fund	-	-								
Building Project Fund	2,395	2,364								
Church Redecoration		3,402								
Church Youth Project	248	548								
Holiday Club		-								
Kitchen Fund	- 20	671								
Parish Weekend	2,725	450								
Fees to DBF	123	113								
Remembrance Book	-	-								
Together Club (Davis Estate)	983	576								
Traidcraft	-	-								
	<u>6,454</u>	<u>8,125</u>								
Total Restricted + Designated	<u>31,668</u>	<u>33,360</u>								
14 Fund Movements			General (HSBC)	CAF Bank	CCLA Savings	CCLA Greenway	CCLA Building	Diocesan Quinq'l	Petty Cash	Total
Balance at 31 December 2021	391	21,340	292	20,416	2,364	4,819	65	-	-	49,687
Plus Incoming resources	1,409	101,615	164	269	31	34	-	-	-	103,521
Less Resources expended	65	100,909	-	-	-	-	-	-	-	100,974
Plus Transfers In from other Accounts	-	10,574	15,000	-	-	4,000	-	-	-	29,574
Less Transfers Out to other accounts	1,250	19,000	5,000	-	-	4,324	-	-	-	29,574
Balance at 31 December 2022	<u>485</u>	<u>13,620</u>	<u>10,456</u>	<u>20,685</u>	<u>2,395</u>	<u>4,529</u>	<u>65</u>	<u>-</u>	<u>-</u>	<u>52,235</u>

Notes to Notes

	2022	2021
	£	£
Note 2 - Administration		
Credit Card Annual Fee	32	32
Other Admin	1,239	271
Photocopier / Good News	2,014	2,537
Postage	-	-
Stationery & Postage	-	602
Telephone / Broadband	240	302
	3,525	3,744

Note 3 - Upkeep of Services		
AV System maintenance and operation	1,356	1,244
Licences (copyright, etc)	720	852
Sacristan	695	607
Worship / Music (incl Piano tuning)	-	60
	2,770	2,762

Note 4 - Church (excl Utilities)		
Cleaning - salary & materials	1,606	1,752
Fire extinguisher servicing	-	312
Maintenance / Repairs	943	1,414
Other Church	21	-
Portable Appliance Testing	180	180
Window Cleaner	240	360
	2,989	4,019

Note 4 - Church Utilities		
Utilities (Gas & Electricity)	2,232	2,520
Water	115	106
	2,348	2,626

Note 4 - Annexe		
Annexe Cleaning - salary & materials	2,849	2,697
Annexe Fire extinguisher servicing	-	156
Annexe Maintenance / Repairs	234	-
Annexe Portable Appliance Testing	90	90
Lift Maintenance	240	1,064
Other Annexe	6,424	-
Utilities (Gas & Electricity) Annexe	1,116	1,260
Water - Annexe	58	53
Window Cleaner - Annexe	100	180
	11,110	5,501

Note 4 - Mission and Evangelism Projects		
General Mission/Outreach	-	93
Messy Church	-	-
Website Costs	-	56
Youth Projects (Good Friday workshop, etc)	-	-
	-	149

Note 4 - Support Costs		
Children and Youth	470	161
Flowers	634	501
Ministry Team	285	27
Other Support (incl Gifts)	62	41
Social Committee	28	-
Subscriptions	30	30
	1,509	759

ST. STEPHEN'S CHURCH

CHATHAM

Statement of Accounts

for

Year Ended 31st December 2022

**INDEPENDENT EXAMINER'S REPORT TO THE MEMBERS / TRUSTEES OF
ST STEPHEN'S CHURCH, CHATHAM, PAROCHIAL CHURCH COUNCIL**

I report on the accounts for the year ended 31st December 2022, which are set out on pages 2 to 8.

Respective Responsibilities of the Trustees and Independent Examiner

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The charity's trustees 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:

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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 an audit and consequently no opinion is given as to whether the accounts present a 'true and fair' view and the report is limited to those matters set out in the statement below.

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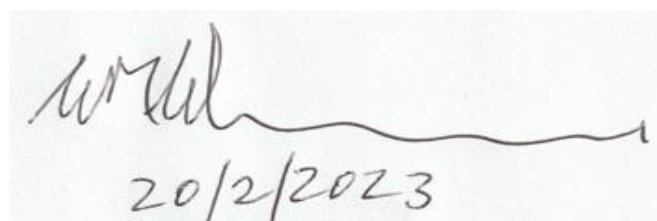
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Financial Statements

For the Year Ending 31st December 2022

Incoming Resources

	Unrestricted Funds £	Restricted Funds £	Total 2022 £	Total 2021 £
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Income Tax recoverable				
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Gift Aid Small Donations Scheme (Plate)	1,555	-	1,555	1,427
Non-Tax Efficient Giving	10,073	-	10,073	10,729
Collections (open plate) at services	3,843	555	4,398	4,338
Donations and Gift Days	1,200	-	1,200	25
Grants	-	-	-	6,675
Donations, appeals for specific capital purposes				
Donations for Kitchen Fund	-	5,927	5,927	-
Donation for Together Club	-	1,097	1,097	151
Legacies	-	-	-	10,000
	65,869	7,579	73,448	82,628
Activities for Generating Funds				
Magazines, Publications and Advertising	120	-	120	160
Rental for Church and Annexe	16,209	-	16,209	9,563
Fundraising	1,447	-	1,447	1,155
Building Project Fundraising	-	-	-	-
Fees: Weddings, Funerals & Baptisms	1,940	1,980	3,920	3,956
	19,717	1,980	21,697	14,834
Investment Income				
Income from Investments (Interest)	480	31	511	17
Other Income Resources				
Traidcraft	-	73	73	302
Parish Weekend	-	4,807	4,807	450
Furlough Income (Grant)	-	-	-	2,341
Other Parish Income (*)	2,986	-	2,986	1,051
	2,986	4,880	7,865	4,143
Total Income	89,051	14,470	103,521	101,622

Figures on this and subsequent pages are rounded to the nearest £1.

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(*) - Other Parish Income includes:

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Summary of Expenditure Year Ending 31 December 2022

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Sundries	5	65	90
Away Giving	6	-	970
Special Projects	7	4,324	-
Depreciation	8	-	-
Unrestricted Expenditure Total		86,616	89,450
Special Projects (Restricted)	7a	5,588	849
Special Projects (Capital Restricted)	7b	10,020	-
Restricted Expenditure Total		15,608	849
Total Expenditure		102,224	90,299

Statement of Financial Activities

Year Ending 31st December 2022

	Unrestricted	Restricted	Total	Total
	Funds	Funds	2022	2021
	£	£	£	£
Incoming Resources				
Voluntary Income	65,869	7,579	73,448	82,628
Activities for Generating Funds	19,717	1,980	21,697	14,834
Investment Income	480	31	511	17
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Total Incoming Resources	89,051	14,470	103,521	101,622
Resources Expended				
Costs of generating voluntary income	65	-	65	90
Fundraising/trading costs	-	-	-	-
Church Activities	86,301	15,608	101,908	89,959
Governance Costs	250	-	250	250
Other resources expended	-	-	-	-
Total Resources Expended	86,616	15,608	102,224	90,299
NET INCOMING / (OUTGOING) RESOURCES	2,435	-1,138	1,298	11,323
Transfer Between Funds	1,783	-533	1,250	0
NET MOVEMENT IN FUNDS	4,218	-1,670	2,548	11,323
BALANCES BROUGHT FORWARD AT 1ST JANUARY	41,562	8,125	49,687	38,364
BALANCES CARRIED FORWARD AT 31ST DECEMBER	45,780	6,454	52,235	49,687

Note: Unrestricted funds are for the day to day running of the church.

Restricted funds can only be used for the purpose for which it was given and cannot be 'raided' for other purposes.

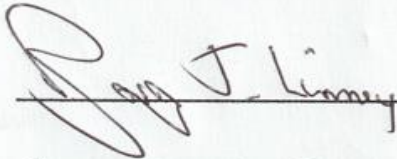
St. Stephen's Parish Church

Balance Sheet

31st December 2022

	Notes	2022	2021
		£	£
Current Assets			
Debtors & Prepayments	9	-	-
Diocesan & CBF Accounts	10	38,065	27,891
Bank Current Account - HSBC		485	391
Bank Current Account - CAF		13,620	21,340
Cash in Hand		65	65
Total (b)		52,235	49,687
Current Liabilities			
Creditors - Amounts falling due within one year	11	-	-
Total (c)		-	-
Net Current Assets / (Liabilities) (b) - (c).		<u>52,235</u>	<u>49,687</u>
Total Assets Less Current Liabilities (b) - (c).		<u>52,235</u>	<u>49,687</u>
Creditors - Amounts falling due after one year	12	-	-
Total Net Assets		52,235	49,687
Funds			
Unrestricted			
General		20,566	16,327
Designated	13	25,214	25,235
Total		<u>45,780</u>	<u>41,562</u>
Restricted			
Total Funds	13	<u>6,454</u>	<u>8,125</u>
		52,235	49,687

Approved by the Parochial Church Council and signed on their behalf


dated
28/3/23

The notes on Pages 6 to 8 form part of these accounts

St. Stephen's Parish Church

Notes to the Accounts

Year Ending 31st December 2022

	2022 £	2021 £
5 Sundries		
Stewardship	65	90
	65	90
	65	90
 6 Away Giving		
Church Overseas	-	-
Missionary Giving	-	-
Home Missions	-	20
Secular Charities	-	950
	-	970
	-	970
 7 Special Projects (Designated)		
Education & Training	-	-
Quinquennial Repairs	4,324	-
	4,324	-
	4,324	-
 7a Special Projects (Restricted)		
Restricted fund raising costs	-	-
Holiday Club	-	-
Remembrance Book	-	-
Restricted Away Giving	816	649
Together Club - Davis Estate	1,940	200
Traidcraft	-	-
Youth Events	300	-
Parish Weekend	2,532	-
Church Youth Project	-	-
	5,588	849
	5,588	849
 7b Special Projects (Capital) Restricted Funds		
Building Project	10,020	-
Building project funds in current a/c	-	-
	10,020	-
	10,020	-

St. Stephen's Parish Church
Notes to the Accounts
Year Ending 31st December 2022

	2022 £	2021 £						
9 Debtors and Prepayments	<u>-</u>	<u>-</u>						
	<u>-</u>	<u>-</u>						
10 All Accounts								
Diocesan Board of Finance and CCLA								
Greenway (CCLA)	20,685	20,416						
Church Repair Fund (Rochester DBF)	4,529	4,819						
Building Project a/c (CCLA)	2,395	2,364						
Savings Account (CCLA)	10,456	292						
	<u>38,065</u>	<u>27,891</u>						
Current Account (HSBC)	485	391						
CAF Bank	13,620	21,340						
Total All Accounts	<u>52,170</u>	<u>49,622</u>						
11 Sundry Creditors (unpresented cheques)	<u>-</u>	<u>-</u>						
	<u>-</u>	<u>-</u>						
12 Diocesan Loan	<u>-</u>	<u>-</u>						
	<u>-</u>	<u>-</u>						
13 Restricted & Designated Funds								
Designated								
Church Repair Fund (Designated)	4,529	4,819						
Training & Education Fund (Designated)	20,685	20,416						
	<u>25,214</u>	<u>25,235</u>						
Restricted								
Building Maintenance Fund	-	-						
Building Project Fund	2,395	2,364						
Church Redecoration		3,402						
Church Youth Project	248	548						
Holiday Club		-						
Kitchen Fund	20	671						
Parish Weekend	2,725	450						
Fees to DBF	123	113						
Remembrance Book	-	-						
Together Club (Davis Estate)	983	576						
Traidcraft	-	-						
	<u>6,454</u>	<u>8,125</u>						
Total Restricted + Designated	<u>31,668</u>	<u>33,360</u>						
14 Fund Movements								
	General (HSBC)	CAF Bank	CCLA Savings	CCLA Greenway	CCLA Building	Diocesan Quinq'l	Petty Cash	Total
Balance at 31 December 2021	391	21,340	292	20,416	2,364	4,819	65	49,687
Plus Incoming resources	1,409	101,615	164	269	31	34	-	103,521
Less Resources expended	65	100,909	-	-	-	-	-	100,974
Plus Transfers In from other Accounts	-	10,574	15,000	-	-	4,000	-	29,574
Less Transfers Out to other accounts	1,250	19,000	5,000	-	-	4,324	-	29,574
Balance at 31 December 2022	<u>485</u>	<u>13,620</u>	<u>10,456</u>	<u>20,685</u>	<u>2,395</u>	<u>4,529</u>	<u>65</u>	<u>52,235</u>

Notes to Notes

	2022	2021
	£	£
Note 2 - Administration		
Credit Card Annual Fee	32	32
Other Admin	1,239	271
Photocopier / Good News	2,014	2,537
Postage	-	-
Stationery & Postage	-	602
Telephone / Broadband	240	302
	3,525	3,744

Note 3 - Upkeep of Services		
AV System maintenance and operation	1,356	1,244
Licences (copyright, etc)	720	852
Sacristan	695	607
Worship / Music (incl Piano tuning)	-	60
	2,770	2,762

Note 4 - Church (excl Utilities)		
Cleaning - salary & materials	1,606	1,752
Fire extinguisher servicing	-	312
Maintenance / Repairs	943	1,414
Other Church	21	-
Portable Appliance Testing	180	180
Window Cleaner	240	360
	2,989	4,019

Note 4 - Church Utilities		
Utilities (Gas & Electricity)	2,232	2,520
Water	115	106
	2,348	2,626

Note 4 - Annexe		
Annexe Cleaning - salary & materials	2,849	2,697
Annexe Fire extinguisher servicing	-	156
Annexe Maintenance / Repairs	234	-
Annexe Portable Appliance Testing	90	90
Lift Maintenance	240	1,064
Other Annexe	6,424	-
Utilities (Gas & Electricity) Annexe	1,116	1,260
Water - Annexe	58	53
Window Cleaner - Annexe	100	180
	11,110	5,501

Note 4 - Mission and Evangelism Projects		
General Mission/Outreach	-	93
Messy Church	-	-
Website Costs	-	56
Youth Projects (Good Friday workshop, etc)	-	-
	-	149

Note 4 - Support Costs		
Children and Youth	470	161
Flowers	634	501
Ministry Team	285	27
Other Support (incl Gifts)	62	41
Social Committee	28	-
Subscriptions	30	30
	1,509	759

Accounts



Annual Trustees Report for 2021/22 for the Parish of St. Stephen, Chatham

**Prepared for the
Annual Parochial Church Meeting
27th April 2022
of St. Stephen's Church**

CONTENTS

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Appendices

- I. Agenda for Annual Parochial Church Meeting on 20th May 2021
- II. Minutes of Annual Parochial Church Meeting on 20th May 2021

1. Reference and Administrative Information

The Church Representation Rules (Rule 9(1) (b)) require 'an annual report on the proceedings of the parochial church council and the activities of the parish generally' to be received by the Annual Parochial Church Meeting (APCM).

Parish of St. Stephen, Chatham

Incumbent: Revd. Barry Linney
55 Pattens Lane
CHATHAM
Kent
ME4 6JR

The Parochial Church Council

St. Stephen's Church
Maidstone Road
CHATHAM
Kent
ME4 6JE

Place of Worship

St. Stephen's Church
Maidstone Road
CHATHAM
Kent
ME4 6JE

Bankers for St. Stephen's Church:

CAF Bank Ltd
25 Kings Hill Avenue
Kings Hill
West Malling
Kent
ME19 4JQ

Independent Examiner:

Mr C Clemence
246 City Way
ROCHESTER
Kent
ME1 2BN

Parish Administrator

Miss Emma Ovenden

PCC Membership 2021/22

Ex-officio:-
Revd. Barry Linney
Lynn Sanders (Churchwarden from APCM 2018)
Roben Mills (Deanery Synod, retiring 2023)
Nigel Rawlins (Deanery Synod, retiring 2023)

Elected Membership:-
Keith Price (retiring 2022)

John Chapman (retiring 2023)
David Parry (Treasurer) (retiring 2023)

Laura Woods (retiring 2024)
Brian Micklewright (retiring 2024)
Catherine Linney (retiring 2024)
Helen Masters (retiring 2024)
Sophie Tanner (retiring 2024)
Ann Ruby (retiring 2024)

Co-opted: Catherine Cave

Other:- Judith Edmonds-Magee (Secretary)

2. Structure, governance and management

(a) Organisation of the PCC

Since the last APCM there have been 6 Regular PCC meetings and no Extraordinary meetings.

(b) Main Sub-Committees are as follows, however the majority of the work of these committees has been carried out by the Covid-19 convened group

Worship Provides an overview of services and makes suggestions concerning format.

Ministry Team Those operating with a license from the bishop are:

Reader Emeritus Muriel Treacher

Reader Emeritus Hilda Macleod

Licensed Lay Ministers Helen Beaney
Christine Caldecourt (PTO)

Other Clergy Revd. Canon Penny Foreman
(PTO)

The Ministry Team reports to the Worship Committee.

Children & Youth Responsible for Sunday Club and the activities of children and young people within the Church.

Events	Oversight of Mission and Evangelism activities within and beyond the parish with a focus on events.
Social	Organises St. Stephen's social events. The Social Committee reports to the Finance Committee.
Fabric	Responsible for the maintenance and upkeep of the church and the annexe.
Finance	Day to day running and long term management of the church's finances.
Liturgical Review	Reviews the liturgical life of the church and reports to the Worship Committee.

(c) Risk Management

Throughout 2021/22, we have continued to monitor all our activities in order to minimise any instances of risk. A fire risk assessment was carried out during the year and all the points raised were addressed.

3. Electoral Roll Report

The Electoral Roll was revised ahead of the Annual Parochial Church Meeting. There are currently 125 people on the Electoral Roll.

4. Annual Report of the proceedings of the PCC

The COVID-19 convened group continued to meet regularly and has carried out the majority of the work of all the other Committees except Finance. Any matters needed to be discussed by the PCC were brought to the PCC agenda appropriately. As restrictions have eased other Committees have started meeting again and the role of the COVID-19 convened group has reduced and it is now only meeting if necessary. PCC would like to thank the members of this group for all their work during the pandemic.

It is because of the hard work and dedication of this small number of people that we were able to remain open when many other churches were closed. We hold one service on a Sunday which continues to be broadcast over Zoom for people who are unable to attend. Other activities have gradually restarted.

The PCC have met six times since the last APCM. These have all been Regular PCC meetings on 20th May 2021, 9th June 2021, 9th September 2021, 2nd November 2021, 13th January 2022 and 24th March 2022. The first two meetings were held by Zoom and the rest were held in the Pastoral room.

Due to COVID-19 restrictions the normal procedure for swearing in Churchwardens was changed. On the 13th July Lynn Sanders was "commissioned" as Churchwarden for the Parish of St. Stephen's at a service held over Zoom.

The post of Director of Music continues to be vacant and PCC have discussed how this position could be filled or the possibility of changing the requirements of the post.

Bec Parry has stepped back from running Sunday Club and a member of the congregation has stepped forward to take over this role from after the summer holidays. Liz Johns is stepping down from Chair of Children and Youth and we are seeking a new Chair for Children and Youth. PCC wishes to thank Bec and Liz for their many years of service in these roles.

The quinquennial inspection has taken place and the inspector was complementary about the amount of work that has been carried out since the last inspection. The report has been reviewed and the recommended actions have been prioritised. PCC would like to thank Keith Price, Alan Minnerthey and John Chapman for all their work on maintaining the church.

Lynn and Alan have been through the church property register and signed it off.

PCC have authorised a Stewardship Campaign be run during 2022 to improve our financial position.

The PCC would like to acknowledge its huge gratitude to all those who have worked so hard under such difficult conditions to keep St. Stephen's open and functioning throughout the various lockdowns.

5. Stewardship Committee and Gift Aid

The Stewardship committee reported that during the year, 57 members of the congregation participated in the various planned giving schemes of these 49 people were able to give tax efficiently by Gift Aid or Give As You Earn (Charities Aid Foundation). A successful Gift Aid Claim was made to HMRC in February.

Thank you to everyone who gives regularly and in doing so helps the church to budget, plan spending and live within its means.

A successful claim under the Gift Aid Small Donations Scheme was made in June for the 2020/21 financial year. We can claim back from HMRC an amount equivalent to Gift Aid on a proportion of our collections given in cash if we meet certain conditions and have the records to back up our claim.

6. Fabric, goods and ornaments

Since the last APCM in May 2021 the following work has been completed:

Church Building

- The lightning conductor system was tested and found to be satisfactory.
- January 2022, in the south corridor toilet, the WC and the vinyl floor finish were replaced and repairs were made to the hot and cold water pipes. The wash

basin taps were refurbished. A hot water pipe was added, connecting the water heater to the wash basin in the Pastoral Room ladies' toilet.

- February 2022, the wash basin and taps in the Pastoral Room men's toilets were replaced, and connected to the water heater in the Pastoral Room kitchen.
- Annual testing of our portable electrical appliances (PAT) was carried out in October. There were no failures.
- Annual inspection of the fire extinguishers was carried out.
- A new tap was fitted to the sink in the Pastoral Room kitchen, following a leak which severely flooded the basement boiler room.
- Gutters around the church and annexe were cleared of leaves and standing water.

Quinquennial work

- Andrew Clague of Clague Associates carried out the quinquennial inspection in July 2021. The subsequent report identified a significant number of issues requiring attention, particularly to areas of the church roof, and external walls. These items will be addressed during the next five years, as funding becomes available.

Annexe

- Maintenance of the wheelchair lift continued to be carried out quarterly, until September when we terminated our maintenance contract with Otis, and agreed a new contract with Kinetic Lift Services, who are based in Walderslade, and will visit twice a year to inspect and maintain our lift. This new contract has significantly reduced our annual maintenance bill.
- Annual inspection the fire extinguishers was carried out.
- Fire alarms and emergency lighting were inspected.
- Annual testing of our portable electrical appliances (PAT) was carried out in October. There were no failures.
- At the end of February 2022, the heater at the west end of the hall developed a fault, and at the time of writing, it is not working. There is currently no programmable heating in the hall. Heating is currently being provided by a number of small portable fan heaters. A long-term solution to the hall heating requires urgent consideration.

Church Grounds

- Grass cutting continued to be carried out in 2021. A new rota has been prepared for 2022. Many thanks to Geoff Gosling and David Gibbons for agreeing to help again this year.
- In February 2022, uneven paving slabs in the Garden of Remembrance, which presented a trip hazard, were lifted and re-laid level with adjacent slabs

Goods and Ornaments

- Generally, the church goods and ornaments remain in a good state of repair.
- The Church Property Register has been checked and updated where necessary.

7. Deanery Synod

Deanery Synod has met online via zoom once and physically twice, once at St. Stephen's and once at St. Justus in the last year. Roben Mills was re-elected as Lay Chair of the Deanery and Helen Masters was appointed as the Secretary.

Some planned events like 'Taste and See' have not yet been rescheduled.

No Confirmation Service happened in 2020 but a service did take place at 6pm on 27th June 2021 at St. Justus. This was Bishop James' last Confirmation Service before his retirement.

Signed ...  **Date...** 13th April 2021

Reverend Barry J Linney, Vicar

Signed ...  **Date...** 13th April 2021

Lynn Sanders, Church Warden

Signed ...  **Date...** 13th April 2021

Judith Edmonds-Magee, Secretary to the Parochial Church Council

ST. STEPHEN'S CHURCH

CHATHAM

Statement of Accounts

for

Year Ended 31st December 2021

**INDEPENDENT EXAMINER'S REPORT TO THE MEMBERS / TRUSTEES OF
ST STEPHEN'S CHURCH, CHATHAM, PAROCHIAL CHURCH COUNCIL**

I report on the accounts for the year ended 31st December 2021, which are set out on pages 2 to 8.

Respective Responsibilities of the Trustees and Independent Examiner

The charity's trustees are responsible for the preparation of the accounts.

The charity's trustees 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 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 an audit and consequently no opinion is given as to whether the accounts present a 'true and fair' view and the report is limited to those matters set out in the statement below.

Independent Examiner's Statement

In connection with my examination, no matter has come to my attention:

1) which gives me reasonable cause to believe that in any material respect the requirements

(a) to keep accounting records in accordance with s. 130 of the 2011 Act; or

(b) to prepare accounts which accord with the 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.



*C Clemence
246 City Way
Rochester
Kent
ME1 2BN*

Financial Statements

For the Year Ending 31st December 2021

Incoming Resources

	Unrestricted Funds £	Restricted Funds £	Total 2021 £	Total 2020 £
Voluntary Income				
Gift Aid Donations	38,252	-	38,252	44,963
Income Tax recoverable				
On Regular Gift-Aided Donations	12,458	-	12,458	9,983
Gift Aid Small Donations Scheme (Plate)	-	-	-	2,288
Non-Tax Efficient Giving	10,729	-	10,729	10,292
Collections (open plate) at services	3,689	650	4,338	2,382
Donations and Gift Days	25	-	25	2,927
Grants	-	6,675	6,675	-
Donations, appeals for specific capital purposes				
Donations for Kitchen Fund	-	-	-	5
Donation for Together Club	-	151	151	111
Legacies	10,000	-	10,000	250
	75,153	7,476	82,628	73,200
Activities for Generating Funds				
Magazines, Publications and Advertising	160	-	160	140
Rental for Church and Annexe	9,563	-	9,563	8,138
Fundraising	1,155	-	1,155	25
Building Project Fundraising	-	-	-	-
Fees: Weddings, Funerals & Baptisms	1,449	2,507	3,956	5,472
	12,327	2,507	14,834	13,775
Investment Income				
Income from Investments (Interest)	15	1	17	119
Other Income Resources				
Traidcraft	-	302	302	1,582
Parish Weekend	-	450	450	2,643
Furlough Income (Grant)	-	2,341	2,341	3,622
Other Parish Income (*)	1,051	-	1,051	673
	1,051	3,092	4,143	8,520
Total Income	88,546	13,076	101,622	95,614

Figures on this and subsequent pages are rounded to the nearest £1.

(*) - Other Parish Income includes:

Unrestricted: Wages over-payment refund, private photocopying, remembrance book

Summary of Expenditure Year Ending 31 December 2021

	Notes	2021 £	2020 £
Central Parish Clergy & Administration	2	70,875	61,511
Church Requisites	3	2,762	2,992
Running Expenses	4	14,752	14,743
Sundries	5	90	89
Away Giving	6	970	970
Special Projects	7	-	3,720
Depreciation	8	-	-
Unrestricted Expenditure Total		89,450	84,025
Special Projects (Restricted)	7a	849	7,794
Special Projects (Capital Restricted)	7b	-	-
Restricted Expenditure Total		849	7,794
Total Expenditure		90,299	91,818

Statement of Financial Activities

Year Ending 31st December 2021

	Unrestricted	Restricted	Total	Total
	Funds	Funds	2021	2020
	£	£	£	£
Incoming Resources				
Voluntary Income	75,153	7,476	82,628	73,200
Activities for Generating Funds	12,327	2,507	14,834	13,775
Investment Income	15	1	17	119
Other Income Resources	1,051	3,092	4,143	8,520
Total Incoming Resources	88,546	13,076	101,622	95,614
Resources Expended				
Costs of generating voluntary income	90	-	90	89
Fundraising/trading costs	-	-	-	70
Church Activities	89,109	849	89,959	91,409
Governance Costs	250	-	250	250
Other resources expended	-	-	-	-
Total Resources Expended	89,450	849	90,299	91,818
NET INCOMING / (OUTGOING) RESOURCES	-904	12,227	11,323	3,796
Transfer Between Funds	15,372	-15,372	0	200
NET MOVEMENT IN FUNDS	14,468	-3,145	11,323	3,996
BALANCES BROUGHT FORWARD AT 1ST JANUARY	27,094	11,270	38,364	34,368
BALANCES CARRIED FORWARD AT 31ST DECEMBER	41,562	8,125	49,687	38,364

Note: Unrestricted funds are for the day to day running of the church.

Restricted funds can only be used for the purpose for which it was given and cannot be 'raided' for other purposes.

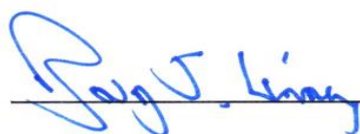
St. Stephen's Parish Church

Balance Sheet

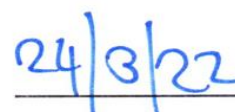
31st December 2021

	Notes	2021 £	2020 £
Current Assets			
Debtors & Prepayments	9	-	-
Diocesan & CBF Accounts	10	27,891	23,874
Bank Current Account - HSBC		391	3,522
Bank Current Account - CAF		21,340	10,903
Cash in Hand		65	65
Total (b)		49,687	38,364
Current Liabilities			
Creditors - Amounts falling due within one year	11	-	-
Total (c)		-	-
Net Current Assets / (Liabilities) (b) - (c).		49,687	38,364
Total Assets Less Current Liabilities (b) - (c).		49,687	38,364
Creditors - Amounts falling due after one year	12	-	-
Total Net Assets		49,687	38,364
Funds			
Unrestricted			
General		16,327	5,874
Designated	13	25,235	21,220
Total		41,562	27,094
Restricted			
Total Funds	13	8,125	11,270
		49,687	38,364

Approved by the Parochial Church Council and signed on their behalf



dated



The notes on Pages 6 to 8 form part of these accounts

St. Stephen's Parish Church

Notes to the Accounts

Year Ending 31st December 2021

	2021 £	2020 £
5 Sundries		
Stewardship	90	89
	<u>90</u>	<u>89</u>
6 Away Giving		
Church Overseas	-	-
Missionary Giving	-	-
Home Missions	20	20
Secular Charities	950	950
	<u>970</u>	<u>970</u>
7 Special Projects (Designated)		
Education & Training	-	-
Quinquennial Repairs	-	3,720
	<u>-</u>	<u>3,720</u>
7a Special Projects (Restricted)		
Restricted fund raising costs	-	-
Holiday Club	-	-
Remembrance Book	-	-
Restricted Away Giving	649	1,357
Together Club - Davis Estate	200	80
Traidcraft	-	1,696
Youth Events	-	-
Parish Weekend	-	4,395
Church Youth Project	-	265
	<u>849</u>	<u>7,794</u>
7b Special Projects (Capital) Restricted Funds		
Building Project	-	-
Building project funds in current a/c	-	-
	<u>-</u>	<u>-</u>

St. Stephen's Parish Church
Notes to the Accounts
Year Ending 31st December 2021

	2021 £	2020 £
9 Debtors and Prepayments	<u>-</u>	<u>-</u>
	<u>-</u>	<u>-</u>
10 All Accounts		
Diocesan Board of Finance and CCLA		
Greenway (CCLA)	20,416	20,406
Church Repair Fund (Rochester DBF)	4,819	814
Building Project a/c (CCLA)	2,364	2,362
Savings Account (CCLA)	292	292
	<u>27,891</u>	<u>23,874</u>
Current Account (HSBC)	391	3,522
CAF Bank	21,340	10,903
Total All Accounts	<u>49,622</u>	<u>38,299</u>
11 Sundry Creditors (unpresented cheques)	<u>-</u>	<u>-</u>
	<u>-</u>	<u>-</u>
12 Diocesan Loan	<u>-</u>	<u>-</u>
	<u>-</u>	<u>-</u>
13 Restricted & Designated Funds		
Designated		
Church Repair Fund (Designated)	4,819	814
Training & Education Fund (Designated)	20,416	20,406
	<u>25,235</u>	<u>21,220</u>
Restricted		
Building Maintenance Fund	-	-
Building Project Fund	2,364	2,362
Church Redecoration	3,402	3,402
Church Youth Project	548	548
Holiday Club	-	351
Kitchen Fund	671	671
Parish Weekend	450	90
Fees to DBF	113	683
Remembrance Book	-	-
Together Club (Davis Estate)	576	625
Traidcraft	-	2,537
	<u>8,125</u>	<u>11,270</u>
Total Restricted + Designated	<u>33,360</u>	<u>32,489</u>

14 Fund Movements	General (HSBC)	CAF Bank	CCLA Savings	CCLA Greenway	CCLA Building	Diocesan Quinq'l	Petty Cash	Total
Balance at 31 December 2020	3,522	10,903	292	20,406	2,362	814	65	38,364
Plus Incoming resources	21,024	103,382	0	11	1	5	-	124,422
Less Resources expended	24,155	88,944	-	-	-	-	-	113,099
Plus Transfers In from other Accounts	-	-	-	-	-	4,000	-	4,000
Less Transfers Out to other accounts	-	4,000	-	-	-	-	-	4,000
Balance at 31 December 2021	<u>391</u>	<u>21,340</u>	<u>292</u>	<u>20,416</u>	<u>2,364</u>	<u>4,819</u>	<u>65</u>	<u>49,687</u>

	2021	2020
	£	£
Note 2 - Administration		
Credit Card Annual Fee	32	32
Other Admin	271	132
Photocopier / Good News	2,537	3,333
Postage	-	-
Stationery & Postage	602	685
Telephone / Broadband	302	478
	3,744	4,659

Note 3 - Upkeep of Services		
AV System maintenance and operation	1,244	1,030
Licences (copyright, etc)	852	1,390
Sacristan	607	572
Worship / Music (incl Piano tuning)	60	-
	2,762	2,992

Note 4 - Church (excl Utilities)		
Cleaning - salary & materials	1,752	1,648
Fire extinguisher servicing	312	492
Maintenance / Repairs	1,414	973
Other Church	-	2
Portable Appliance Testing	180	180
Window Cleaner	360	200
	4,019	3,740

Note 4 - Church Utilities		
Utilities (Gas & Electricity)	2,520	2,264
Water	106	104
	2,626	2,368

Note 4 - Annexe		
Annexe Cleaning - salary & materials	2,697	2,575
Annexe Fire extinguisher servicing	156	246
Annexe Maintenance / Repairs	-	759
Annexe Portable Appliance Testing	90	90
Lift Maintenance	1,064	1,071
Other Annexe	-	234
Utilities (Gas & Electricity) Annexe	1,260	1,076
Water - Annexe	53	50
Window Cleaner - Annexe	180	100
	5,501	5,955

Note 4 - Mission and Evangelism Projects		
General Mission/Outreach	93	-
Messy Church	-	128
Website Costs	56	-
Youth Projects (Good Friday workshop, etc)	-	-
	149	128

Note 4 - Support Costs		
Children and Youth	161	92
Flowers	501	410
Ministry Team	27	165
Other Support (incl Gifts)	41	-
Social Committee	-	-
Subscriptions	30	-
	759	667

INDEPENDENT EXAMINER'S REPORT TO THE MEMBERS / TRUSTEES OF
ST STEPHEN'S CHURCH, CHATHAM, PAROCHIAL CHURCH COUNCIL

I report on the accounts for the year ended 31st December 2021, which are set out on pages 2 to 8.

Respective Responsibilities of the Trustees and Independent Examiner

The charity's trustees are responsible for the preparation of the accounts.

The charity's trustees 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 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.

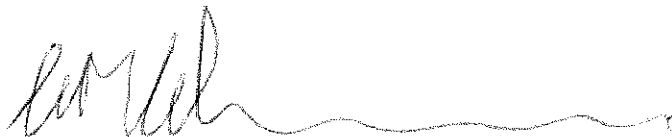
An examination includes a review of the accounting records kept by the charity and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts and seeking explanations from you as trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit and consequently no opinion is given as to whether the accounts present a 'true and fair' view and the report is limited to those matters set out in the statement below.

Independent Examiner's Statement

In connection with my examination, no matter has come to my attention:

- 1) which gives me reasonable cause to believe that in any material respect the requirements
(a) to keep accounting records in accordance with s. 130 of the 2011 Act; or
(b) to prepare accounts which accord with the 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.



C Clemence
246 City Way
Rochester
Kent
ME1 2BN

Accounts



Annual Trustees Report for 2020/21 for the Parish of St Stephen, Chatham

**Prepared for the
Annual Parochial Church Meeting
20th May 2021
of St Stephen's Church**

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Appendices

- I. Agenda for Annual Parochial Church Meeting on 21st October 2020
- II. Minutes of Annual Parochial Church Meeting on 21st October 2020

1. Reference and Administrative Information

The Church Representation Rules (Rule 9(1) (b)) require 'an annual report on the proceedings of the parochial church council and the activities of the parish generally' to be received by the Annual Parochial Church Meeting (APCM).

Parish of St. Stephen, Chatham

Incumbent: Revd. Barry Linney
55 Pattens Lane
CHATHAM
Kent
ME4 6JR

The Parochial Church Council

St. Stephen's Church
Maidstone Road
CHATHAM
Kent
ME4 6JE

Place of Worship

St. Stephen's Church
Maidstone Road
CHATHAM
Kent
ME4 6JE

Bankers for St. Stephen's Church:

CAF Bank Ltd
25 Kings Hill Avenue
Kings Hill
West Malling
Kent
ME19 4JQ

Independent Examiner:

Mr C Clemence
246 City Way
ROCHESTER
Kent
ME1 2BN

Parish Administrator

Miss Emma Ovenden

PCC Membership 2020/21

Ex-officio:-	Revd. Barry Linney Lynn Sanders (Churchwarden from APCM 2018) Roben Mills (Deanery Synod, retiring 2023) Nigel Rawlins (Deanery Synod, retiring 2023)
Elected Membership:-	Sophie Tanner (retiring 2021) Carole Reynolds (retiring 2021) Ann Ruby (retiring 2021) Keith Price (retiring 2022) John Chapman (retiring 2023) David Parry (Treasurer) (retiring 2023)
Co-opted:	Catherine Cave
Other:-	Judith Edmonds-Magee (Secretary)

2. Structure, governance and management

(a) Organisation of the PCC

Since the last APCM the PCC have had 3 regular meetings and 2 extraordinary meetings, all on zoom.

(b) Main Sub-Committees are as follows, however the majority of the work of these committees has been carried out by the Covid-19 convened group

Worship	Provides an overview of services and makes suggestions concerning format.
Ministry Team	Those operating with a license from the bishop are: Readers Muriel Treacher (PTO) Reader Emeritus Hilda Macleod Licensed Lay Ministers Helen Beaney Christine Caldecourt Other Clergy Revd. Canon Penny Foreman (PTO) The Ministry Team reports to the Worship Committee.
Children & Youth	Responsible for Sunday Club and the activities of children and young people within the Church.
Events	Oversight of Mission and Evangelism activities within and beyond the parish with a focus on events.

Social	Organises St Stephen's social events. The Social Committee reports to the Finance Committee.
Fabric	Responsible for the maintenance and upkeep of the church and the annexe.
Finance	Day to day running and long term management of the church's finances.
Liturgical Review	Reviews the liturgical life of the church and reports to the Worship Committee.

(c) Risk Management

Throughout 2020/21, we have continued to monitor all our activities in order to minimise any instances of risk. A fire risk assessment was carried out during the year and all the points raised were addressed.

3. Electoral Roll Report

The Electoral Roll was revised ahead of the Annual Parochial Church Meeting. There are currently 124 people on the Electoral Roll.

4. Annual Report of the proceedings of the PCC

The COVID-19 convened group has continued to meet every Wednesday and has carried out the majority of the work of all the other Committees. Any matter that has need to be discussed by the PCC has been brought to the agenda appropriately.

The PCC have met five times since the last APCM all by zoom. These have been for an Extraordinary Meeting on 8th December 2020 to discuss the budget; Regular PCC on 4th November; Regular PCC on 8th December; Extraordinary meeting to agree 2021 budget on 28th January 2021; and Regular PCC on Tuesday 23rd March 2021.

Due to COVID-19 restrictions the normal procedure for swearing in Churchwardens has been changed and authority delegated from the Bishop to the Priest. On the 4th November Rev'd Barry Linney swore in Lynn Sanders as Churchwarden for the Parish of St. Stephens and the formal declarations have been made.

The PCC has complied with its duty to have regard to the House of Bishops' guidance on safeguarding children and vulnerable adults.

In the November PCC it was noted that Rodney and Margaret Beaney stepped down from running the Traidcraft stall. The PCC recognised and thanked them for the many years they had done this. We continue to give away out of date stock, with any donations gratefully received. The PCC was greatly saddened by the death of Rodney; his huge contribution to the life of St. Stephen's over many years has been acknowledged by the PCC and wider church membership.

PCC has discussed how to start reopening the church on a more “normal” basis, and as of our March meeting decided it was too early to make any firm decisions. We will hope for a return to our more regular pattern of one 10.30 service from June/July with a special service to celebrate a return to normal worship taking place at some point in September.

Lynn and Alan have been through the church property register and signed it off.

The law is changing with regards to how marriages are registered. Church of England churches will no longer hold Marriage Registers and issue Marriage Certificates, these will be replaced by a marriage schedule and a marriage document. The change is due to take place in May 2021 although plans are not still finalised.

The PCC would like to acknowledge its huge gratitude to all those who have worked so hard under such difficult conditions to keep St. Stephen's open and functioning as well as we can throughout various lockdowns and tier 4 restrictions.

5. Stewardship Committee and Gift Aid

This year has been hard as we have all been unable to attend services in person at some time during the year.

Thank you to everyone who has kept up with their regular giving during these difficult times. This has involved extra time and effort - posting cheques, delivering giving envelopes or even changing the way giving is done. This is appreciated and has helped the church to budget, plan spending and live within its means.

During the year, 60 members of the congregation participated in the various planned giving schemes of these 53 people were able to give tax efficiently by Gift Aid or Give As You Earn (Charities Aid Foundation). A successful Gift Aid Claim was made to HMRC in February.

A successful claim under the Gift Aid Small Donations Scheme was made in May for the 2019/20 financial year. We can claim back from HMRC an amount equivalent to Gift Aid on a proportion of our collections given in cash if we meet certain conditions and have the records to back up our claim.

6. Fabric, goods and ornaments

Since the last APCM in October 2020 the following work has been completed.

Church Building

- The lightning conductor system was tested and found to be satisfactory.
- The heater at the centre of the North aisle stopped working and the heater fan and ignition cable, and the exhaust fan to the flue were replaced.

Quinquennial work

- There have been no further quinquennial repairs, due to insufficient funds.

The only major item outstanding from the 2016 quinquennial report, is the work identified as needing attention, during the last inspection of the church electrical installation in 2018, and listed in the report that followed. Able Cable have been asked to provide an estimate of cost, but no further action can be taken until we have sufficient funds in our quinquennial account.

The next quinquennial inspection is due this year, and Clague Associates have been in contact to arrange a visit possibly in May, but no date has been confirmed yet.

Annexe

- Maintenance of the wheelchair lift continues to be carried out quarterly. In March, following their last inspection, we received a letter from Otis, our lift engineers, recommending that the oil in the hydraulic system be replaced, and they included a quote of £4941.31 excluding VAT, to carry out the work. Due to financial constraints, we are unable to proceed with the work at this time.
- The faulty control valve to the water heater in the Servedy was replaced.
- In October, all the high level fluorescent light fittings in the hall were replaced with LED fittings, which are low energy and have a much longer life span.
- The faulty ceiling light fitting at the top of the stairs to the Upper Rooms was replaced.
- In November, Keith Price and Alan Minnerthey repainted the low level section of wall between the chair rail and the skirting in the hall. They also repainted the chair rail and the skirting.

Church Grounds

- Grass cutting resumed before Easter.

Goods and Ornaments

- The brass collection plate is currently out for repair.
Generally the church goods and ornaments remain in a good state of repair.

The Church Property Register has been checked and updated where necessary.

7. Deanery Synod

Deanery Synod has met online via zoom twice in the last year, once in March 2020 and once in December 2020. Another meeting for March 2021 had to be postponed.

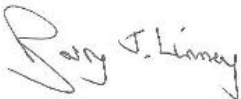
Some planned events like 'Taste and See' had not been able to take place and will be rescheduled once normality resumes.

No Confirmation happened in 2020 but a new date of 27 June 2021 has been agreed and will take place at St Justus at 6pm. This will be Bishop James last confirmation service. Attendance may be restricted and will depend upon guidance at the time.

At the December Synod elections were held for the Deanery Standing committee and Roben Mills was elected as lay chair of the Deanery Synod and lay standing committee representative for the Chatham cluster.

A summary of the business of the Diocesan Synod Meeting was presented, including discussions on – Strategy, Budget, Furlough scheme, and Anti-Bullying & Harassment policy. An update on Safeguarding and the ICSA report was also mentioned. There was also an update on the 'Called Together' and 'Homes for Good' projects. Details can be found on the Diocesan website.

There was an update about St John's Chatham Church and Centre of Mission which reopened for worship at Easter 2021.

Signed ...  **Date...** 7th May 2021
Reverend Barry J Linney, Vicar

Signed ...  **Date...** 7th May 2021
Lynn Sanders, Church Warden

Signed  **Date...** 7th May 2021
Judith Edmonds-Magee, Secretary to the Parochial Church Council

ST. STEPHEN'S CHURCH

CHATHAM

**Statement of Accounts
for
Year Ended 31st December 2020**

**INDEPENDENT EXAMINER'S REPORT TO THE MEMBERS / TRUSTEES OF
ST STEPHEN'S CHURCH, CHATHAM, PAROCHIAL CHURCH COUNCIL**

I report on the accounts for the year ended 31st December 2020, which are set out on pages 2 to 8.

Respective Responsibilities of the Trustees and Independent Examiner

The charity's trustees are responsible for the preparation of the accounts.

The charity's trustees 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 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 an audit and consequently no opinion is given as to whether the accounts present a 'true and fair' view and the report is limited to those matters set out in the statement below.

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In connection with my examination, no matter has come to my attention:

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- 2) to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.


29/3/2021
C Clemence
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Rochester
Kent
ME1 2BN

Financial Statements

For the Year Ending 31st December 2020

Incoming Resources

	Unrestricted Funds £	Restricted Funds £	Total 2020 £	Total 2019 £
Voluntary Income				
Gift Aid Donations	44,963	-	44,963	46,196
Income Tax recoverable				
On Regular Gift-Aided Donations	9,558	425	9,983	7,696
Gift Aid Small Donations Scheme (Plate)	2,288	-	2,288	2,399
Non-Tax Efficient Giving	10,292	-	10,292	8,443
Collections (open plate) at services	2,044	338	2,382	8,687
Donations and Gift Days	2,927	-	2,927	3,814
Grants	-	-	-	-
Donations, appeals for specific capital purposes				
Roofs for the Roofless (Student Sponsorship)	-	-	-	250
Donations for Kitchen Fund	-	5	5	382
Donation for Together Club	-	111	111	595
Donations for Building Project Fund	-	-	-	90
Legacies	250	-	250	-
	72,321	879	73,200	78,552
Activities for Generating Funds				
Magazines, Publications and Advertising	140	-	140	440
Rental for Church and Annexe	8,138	-	8,138	17,202
Fundraising	25	-	25	1,702
Building Project Fundraising	-	-	-	44
Charity Fundraising	-	-	-	234
Fees: Weddings, Funerals & Baptisms	2,091	3,381	5,472	5,542
	10,395	3,381	13,775	25,164
Investment Income				
Income from Investments (Interest)	101	18	119	224
Other Income Resources				
Traidcraft	-	1,582	1,582	5,381
Parish Weekend	-	2,643	2,643	2,434
Holiday Club	-	-	-	401
Furlough Income	-	3,622	3,622	-
Other Parish Income (*)	481	192	673	374
	481	8,039	8,520	8,589
Total Income	83,298	12,316	95,614	112,529

Figures on this and subsequent pages are rounded to the nearest £1.

(*) - Other Parish Income includes:

Unrestricted: Easyfundraising, lent books, quiz night

Restricted: private photocopying

Summary of Expenditure Year Ending 31 December 2020

	Notes	2020 £	2019 £
Central Parish Clergy & Administration	2	61,511	72,219
Church Requisites	3	2,992	2,440
Running Expenses	4	14,743	17,883
Sundries	5	89	107
Away Giving	6	970	3,709
Special Projects	7	3,720	6,294
Depreciation	8	-	-
Unrestricted Expenditure Total		84,025	102,651
Special Projects (Restricted)	7a	7,794	10,647
Special Projects (Capital Restricted)	7b	-	7,097
Restricted Expenditure Total		7,794	17,745
Total Expenditure		91,818	120,396

Statement of Financial Activities

Year Ending 31st December 2020

	Unrestricted	Restricted	Total	Total
	Funds	Funds	2020	2019
	£	£	£	£
Incoming Resources				
Voluntary Income	72,321	879	73,200	78,552
Activities for Generating Funds	10,395	3,381	13,775	25,164
Investment Income	101	18	119	224
Other Income Resources	481	8,039	8,520	8,589
Total Incoming Resources	83,298	12,316	95,614	112,529
Resources Expended				
Costs of generating voluntary income	89	-	89	107
Fundraising/trading costs	70	-	70	305
Church Activities	83,616	7,794	91,409	119,733
Governance Costs	250	-	250	250
Other resources expended	-	-	-	-
Total Resources Expended	84,025	7,794	91,818	120,396
NET INCOMING / (OUTGOING) RESOURCES	(727)	4,522	3,796	(7,866)
Transfer Between Funds	12,483	(12,283)	200	(268)
NET MOVEMENT IN FUNDS	11,756	(7,761)	3,996	(8,134)
BALANCES BROUGHT FORWARD AT 1ST JANUARY	18,226	16,142	34,368	42,503
BALANCES CARRIED FORWARD AT 31ST DECEMBER	29,982	8,381	38,364	34,368

Note: Unrestricted funds are for the day to day running of the church.

Restricted funds can only be used for the purpose for which it was given and cannot be 'raided' for other purposes.

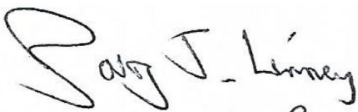
St. Stephen's Parish Church

Balance Sheet

31st December 2020

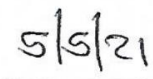
	Notes	2020 £	2019 £
Current Assets			
Debtors & Prepayments	9	-	-
Diocesan & CBF Accounts	10	23,874	30,074
Bank Current Account - HSBC		3,522	5,343
Bank Current Account - CAF		10,903	-
Cash in Hand		65	65
Total (b)		38,364	35,481
Current Liabilities			
Creditors - Amounts falling due within one year	11	-	1,114
Total (c)		-	1,114
Net Current Assets / (Liabilities) (b) - (c).		38,364	34,368
Total Assets Less Current Liabilities (b) - (c).		38,364	34,368
Creditors - Amounts falling due after one year	12	-	-
Total Net Assets		38,364	34,368
Funds			
Unrestricted			
General		8,762 -	4,133
Designated	13	21,220	22,359
Total		29,982	18,226
Restricted			
Total Funds	13	8,381	16,142

Approved by the Parochial Church Council and signed on their behalf



 BARRY J. LINNEY

dated



The notes on Pages 6 to 8 form part of these accounts

St. Stephen's Parish Church

Notes to the Accounts

Year Ending 31st December 2020

	2020 £	2019 £
5 Sundries		
Stewardship	89	107
	<u>89</u>	<u>107</u>
6 Away Giving (see page 10)		
Church Overseas	-	1,230
Missionary Giving	-	-
Home Missions	20	840
Secular Charities	950	1,639
	<u>970</u>	<u>3,709</u>
7 Special Projects (Designated)		
Education & Training	-	500
Quinquennial Repairs	3,720	5,794
	<u>3,720</u>	<u>6,294</u>
7a Special Projects (Restricted)		
Restricted fund raising costs	-	67
Holiday Club	-	230
Horsted New Development Mission Fund	-	70
Remembrance Book	-	200
Restricted Away Giving	1,357	1,457
Together Club - Davis Estate	80	456
Traidcraft	1,696	4,496
Wesseling Visit	-	437
Youth Events	-	25
Parish Weekend	4,395	1,079
Church Youth Project	265	1,630
New signage	-	250
Roofs for the Roofless - donation	-	250
	<u>7,794</u>	<u>10,647</u>
7b Special Projects (Capital) Restricted Funds		
Building Project	-	3,585
Building project funds in current a/c	-	3,513
	<u>-</u>	<u>7,097</u>

St. Stephen's Parish Church
Notes to the Accounts
Year Ending 31st December 2020

	2020 £	2019 £
9 Debtors and Prepayments	-	-
	<u>-</u>	<u>-</u>
10 All Accounts		
Diocesan Board of Finance and CCLA		
Greenway (CCLA)	20,406	21,038
Church Repair Fund (Rochester DBF)	814	1,321
Building Project a/c (CCLA)	2,362	5,929
Savings Account (CCLA)	292	1,785
	<u>23,874</u>	<u>30,074</u>
Cash in Hand	65	65
Current Account (HSBC)	3,522	5,343
CAF Bank	10,903	-
Total All Accounts	<u>38,364</u>	<u>35,481</u>
11 Sundry Creditors (unpresented cheques)	-	1,114
	<u>-</u>	<u>1,114</u>
12 Diocesan Loan	-	-
	<u>-</u>	<u>-</u>
13 Restricted & Designated Funds		
Designated		
Church Repair Fund (Designated)	814	1,321
Training & Education Fund (Designated)	20,406	21,038
	<u>21,220</u>	<u>22,359</u>
Restricted		
Building Maintenance Fund	-	3,224
Building Project Fund	2,362	2,479
Church Redecoration	3,402	2,977
Church Youth Project	548	814
Kitchen Fund	671	666
Parish Weekend	90	2,134
Fees to DBF	683	-
Remembrance Book	-	105
Together Club (Davis Estate)	625	594
	<u>8,381</u>	<u>12,993</u>
Total Restricted + Designated	<u>29,601</u>	<u>35,352</u>

14 Fund Movements	General (HSBC)	CAF Bank	CCLA Savings	CCLA Greenway	CCLA Building	Diocesan Quinq'l	Total
Balance at 31 December 2019	5,343	-	1,785	21,038	5,929	1,321	35,416
Less Written not cashed 31 December 2019	913	-	-	-	-	-	913
Plus Incoming resources	81,243	14,252	6	88	18	7	95,614
Less Resources expended	88,469	3,349	-	-	-	-	91,818
Plus Transfers In from other Accounts	10,319	-	-	-	-	4,000	14,319
Less Transfers Out to other accounts	4,000	-	1,500	720	3,585	4,514	14,319
Plus Written not cashed 31 December 2020	-	-	-	-	-	-	-
Balance at 31 December 2020	<u>3,522</u>	<u>10,903</u>	<u>292</u>	<u>20,406</u>	<u>2,362</u>	<u>814</u>	<u>38,299</u>

	2020 £	2019 £
Note 2 - Administration		
Credit Card Annual Fee	32	32
Other Admin	132	186
Photocopier / Good News	3,333	5,310
Postage	-	263
Stationery	685	103
Telephone	478	572
	4,659	6,466
Note 3 - Upkeep of Services		
AV System maintenance and operation	1,030	652
Licences (copyright, etc)	1,390	1,005
Sacristan	572	783
Worship / Music (incl Piano tuning)	-	-
	2,992	2,440
Note 4 - Church (excl Utilities)		
Cleaning - salary & materials	1,648	1,270
DECC Hire	-	912
Fire extinguisher servicing	738	126
Maintenance / Repairs	973	649
Other Church	2	225
Portable Appliance Testing	180	162
Window Cleaner	200	480
	3,740	3,823
Note 4 - Church Utilities		
Utilities (Gas & Electricity)	2,264	1,466
Water	104	62
	2,368	1,528
Note 4 - Annexe		
Annexe Alarm & Emergency Lighting Checks	-	756
Annexe Cleaning - salary & materials	2,575	2,248
Annexe Fire extinguisher servicing	-	252
Annexe Maintenance / Repairs	759	353
Annexe Portable Appliance Testing	90	108
Hand Towels	-	389
Lift Maintenance	1,071	1,033
Other Annexe	234	-
Public Performance Licence for Hall	-	244
Utilities (Gas & Electricity) Annexe	1,076	3,018
Water - Annexe	50	124
Window Cleaner - Annexe	100	60
	5,955	8,585
Note 4 - Mission and Evangelism Projects		
General Mission/Outreach	-	360
Messy Church	128	347
Website Costs	-	96
Youth Projects (Good Friday workshop, etc)	-	30
	128	833
Note 4 - Support Costs		
Children and Youth	92	245
Flowers	410	685
Ministry Team	243	12
Other Support (incl Gifts)	34	153
Social Committee	-	20
Subscriptions	50	60
	829	1,175

ST. STEPHEN'S CHURCH

CHATHAM

**Statement of Accounts
for
Year Ended 31st December 2020**

**INDEPENDENT EXAMINER'S REPORT TO THE MEMBERS / TRUSTEES OF
ST STEPHEN'S CHURCH, CHATHAM, PAROCHIAL CHURCH COUNCIL**

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29/3/2021
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Donations for Kitchen Fund	-	5	5	382
Donation for Together Club	-	111	111	595
Donations for Building Project Fund	-	-	-	90
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Fundraising	25	-	25	1,702
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Charity Fundraising	-	-	-	234
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Other Income Resources				
Traidcraft	-	1,582	1,582	5,381
Parish Weekend	-	2,643	2,643	2,434
Holiday Club	-	-	-	401
Furlough Income	-	3,622	3,622	-
Other Parish Income (*)	481	192	673	374
	481	8,039	8,520	8,589
Total Income	83,298	12,316	95,614	112,529

Figures on this and subsequent pages are rounded to the nearest £1.

(*) - Other Parish Income includes:

Unrestricted: Easyfundraising, lent books, quiz night

Restricted: private photocopying

Summary of Expenditure Year Ending 31 December 2020

	Notes	2020 £	2019 £
Central Parish Clergy & Administration	2	61,511	72,219
Church Requisites	3	2,992	2,440
Running Expenses	4	14,743	17,883
Sundries	5	89	107
Away Giving	6	970	3,709
Special Projects	7	3,720	6,294
Depreciation	8	-	-
Unrestricted Expenditure Total		84,025	102,651
Special Projects (Restricted)	7a	7,794	10,647
Special Projects (Capital Restricted)	7b	-	7,097
Restricted Expenditure Total		7,794	17,745
Total Expenditure		91,818	120,396

Statement of Financial Activities

Year Ending 31st December 2020

	Unrestricted	Restricted	Total	Total
	Funds	Funds	2020	2019
	£	£	£	£
Incoming Resources				
Voluntary Income	72,321	879	73,200	78,552
Activities for Generating Funds	10,395	3,381	13,775	25,164
Investment Income	101	18	119	224
Other Income Resources	481	8,039	8,520	8,589
Total Incoming Resources	83,298	12,316	95,614	112,529
Resources Expended				
Costs of generating voluntary income	89	-	89	107
Fundraising/trading costs	70	-	70	305
Church Activities	83,616	7,794	91,409	119,733
Governance Costs	250	-	250	250
Other resources expended	-	-	-	-
Total Resources Expended	84,025	7,794	91,818	120,396
NET INCOMING / (OUTGOING) RESOURCES	(727)	4,522	3,796	(7,866)
Transfer Between Funds	12,483	(12,283)	200	(268)
NET MOVEMENT IN FUNDS	11,756	(7,761)	3,996	(8,134)
BALANCES BROUGHT FORWARD AT 1ST JANUARY	18,226	16,142	34,368	42,503
BALANCES CARRIED FORWARD AT 31ST DECEMBER	29,982	8,381	38,364	34,368

Note: Unrestricted funds are for the day to day running of the church.

Restricted funds can only be used for the purpose for which it was given and cannot be 'raided' for other purposes.

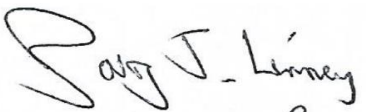
St. Stephen's Parish Church

Balance Sheet

31st December 2020

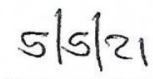
	Notes	2020 £	2019 £
Current Assets			
Debtors & Prepayments	9	-	-
Diocesan & CBF Accounts	10	23,874	30,074
Bank Current Account - HSBC		3,522	5,343
Bank Current Account - CAF		10,903	-
Cash in Hand		65	65
Total (b)		38,364	35,481
Current Liabilities			
Creditors - Amounts falling due within one year	11	-	1,114
Total (c)		-	1,114
Net Current Assets / (Liabilities) (b) - (c).		38,364	34,368
Total Assets Less Current Liabilities (b) - (c).		38,364	34,368
Creditors - Amounts falling due after one year	12	-	-
Total Net Assets		38,364	34,368
Funds			
Unrestricted			
General		8,762 -	4,133
Designated	13	21,220	22,359
Total		29,982	18,226
Restricted			
Total Funds	13	8,381	16,142
		38,364	34,368

Approved by the Parochial Church Council and signed on their behalf



 BARRY J. LINNEY

dated



The notes on Pages 6 to 8 form part of these accounts

St. Stephen's Parish Church

Notes to the Accounts

Year Ending 31st December 2020

	2020 £	2019 £
5 Sundries		
Stewardship	89	107
	<u>89</u>	<u>107</u>
6 Away Giving (see page 10)		
Church Overseas	-	1,230
Missionary Giving	-	-
Home Missions	20	840
Secular Charities	950	1,639
	<u>970</u>	<u>3,709</u>
7 Special Projects (Designated)		
Education & Training	-	500
Quinquennial Repairs	3,720	5,794
	<u>3,720</u>	<u>6,294</u>
7a Special Projects (Restricted)		
Restricted fund raising costs	-	67
Holiday Club	-	230
Horsted New Development Mission Fund	-	70
Remembrance Book	-	200
Restricted Away Giving	1,357	1,457
Together Club - Davis Estate	80	456
Traidcraft	1,696	4,496
Wesseling Visit	-	437
Youth Events	-	25
Parish Weekend	4,395	1,079
Church Youth Project	265	1,630
New signage	-	250
Roofs for the Roofless - donation	-	250
	<u>7,794</u>	<u>10,647</u>
7b Special Projects (Capital) Restricted Funds		
Building Project	-	3,585
Building project funds in current a/c	-	3,513
	<u>-</u>	<u>7,097</u>

St. Stephen's Parish Church
Notes to the Accounts
Year Ending 31st December 2020

	2020 £	2019 £
9 Debtors and Prepayments	<u>-</u>	<u>-</u>
	<u>-</u>	<u>-</u>
10 All Accounts		
Diocesan Board of Finance and CCLA		
Greenway (CCLA)	20,406	21,038
Church Repair Fund (Rochester DBF)	814	1,321
Building Project a/c (CCLA)	2,362	5,929
Savings Account (CCLA)	292	1,785
	<u>23,874</u>	<u>30,074</u>
Cash in Hand	65	65
Current Account (HSBC)	3,522	5,343
CAF Bank	10,903	-
Total All Accounts	<u>38,364</u>	<u>35,481</u>
11 Sundry Creditors (unpresented cheques)	<u>-</u>	<u>1,114</u>
	<u>-</u>	<u>1,114</u>
12 Diocesan Loan	<u>-</u>	<u>-</u>
	<u>-</u>	<u>-</u>
13 Restricted & Designated Funds		
Designated		
Church Repair Fund (Designated)	814	1,321
Training & Education Fund (Designated)	20,406	21,038
	<u>21,220</u>	<u>22,359</u>
Restricted		
Building Maintenance Fund	-	3,224
Building Project Fund	2,362	2,479
Church Redecoration	3,402	2,977
Church Youth Project	548	814
Kitchen Fund	671	666
Parish Weekend	90	2,134
Fees to DBF	683	-
Remembrance Book	-	105
Together Club (Davis Estate)	625	594
	<u>8,381</u>	<u>12,993</u>
Total Restricted + Designated	<u>29,601</u>	<u>35,352</u>

14 Fund Movements	General (HSBC)	CAF Bank	CCLA Savings	CCLA Greenway	CCLA Building	Diocesan Quinq'l	Total
Balance at 31 December 2019	5,343	-	1,785	21,038	5,929	1,321	35,416
Less Written not cashed 31 December 2019	913	-	-	-	-	-	913
Plus Incoming resources	81,243	14,252	6	88	18	7	95,614
Less Resources expended	88,469	3,349	-	-	-	-	91,818
Plus Transfers In from other Accounts	10,319	-	-	-	-	4,000	14,319
Less Transfers Out to other accounts	4,000	-	1,500	720	3,585	4,514	14,319
Plus Written not cashed 31 December 2020	-	-	-	-	-	-	-
Balance at 31 December 2020	<u>3,522</u>	<u>10,903</u>	<u>292</u>	<u>20,406</u>	<u>2,362</u>	<u>814</u>	<u>38,299</u>

	2020 £	2019 £
Note 2 - Administration		
Credit Card Annual Fee	32	32
Other Admin	132	186
Photocopier / Good News	3,333	5,310
Postage	-	263
Stationery	685	103
Telephone	478	572
	4,659	6,466
Note 3 - Upkeep of Services		
AV System maintenance and operation	1,030	652
Licences (copyright, etc)	1,390	1,005
Sacristan	572	783
Worship / Music (incl Piano tuning)	-	-
	2,992	2,440
Note 4 - Church (excl Utilities)		
Cleaning - salary & materials	1,648	1,270
DECC Hire	-	912
Fire extinguisher servicing	738	126
Maintenance / Repairs	973	649
Other Church	2	225
Portable Appliance Testing	180	162
Window Cleaner	200	480
	3,740	3,823
Note 4 - Church Utilities		
Utilities (Gas & Electricity)	2,264	1,466
Water	104	62
	2,368	1,528
Note 4 - Annexe		
Annexe Alarm & Emergency Lighting Checks	-	756
Annexe Cleaning - salary & materials	2,575	2,248
Annexe Fire extinguisher servicing	-	252
Annexe Maintenance / Repairs	759	353
Annexe Portable Appliance Testing	90	108
Hand Towels	-	389
Lift Maintenance	1,071	1,033
Other Annexe	234	-
Public Performance Licence for Hall	-	244
Utilities (Gas & Electricity) Annexe	1,076	3,018
Water - Annexe	50	124
Window Cleaner - Annexe	100	60
	5,955	8,585
Note 4 - Mission and Evangelism Projects		
General Mission/Outreach	-	360
Messy Church	128	347
Website Costs	-	96
Youth Projects (Good Friday workshop, etc)	-	30
	128	833
Note 4 - Support Costs		
Children and Youth	92	245
Flowers	410	685
Ministry Team	243	12
Other Support (incl Gifts)	34	153
Social Committee	-	20
Subscriptions	50	60
	829	1,175