



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**

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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

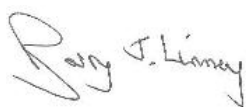
- Generally, the church goods and ornaments remain in a good state of repair.
- The Church Property Register has been checked and updated where necessary.

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.

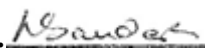
Some planned events like 'Taste and See' have not yet been rescheduled.

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 ... 


Reverend Barry J Linney, Vicar

Date...13th April 2021

Signed ... 

Lynn Sanders, Church Warden

Date...13th April 2021

Signed ... 

Judith Edmonds-Magee, Secretary to the Parochial Church Council

Date...13th April 2021

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	Restricted	Total	Total
	Funds	Funds	2021	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.

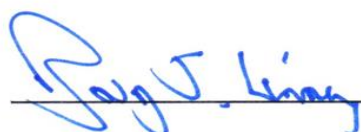
St. Stephen's Parish Church

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	13	8,125	11,270
Total Funds		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

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
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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.

	2021	2020
	£	£
2 Central Parish Clergy & Admin		
Diocesan Parish Share Contribution	49,133	40,417
Vicar's Expenses & Visiting Priests	1,023	905
Wages/Salaries - Organists & Administrator	10,393	9,593
Administration (see page 9)	3,744	4,659
Governance Costs (incl Accounts Examination)	250	250
Fees to Diocese	2,919	2,429
Parsonage House Costs	3,413	3,237
Assistant Staff Expenses	-	20
	70,875	61,511
3 Church Requisites		
Upkeep of Services (see page 9)	2,762	2,992
	2,762	2,992
4 Running Expenses		
Insurance	1,698	1,653
Church (see page 9)	4,019	3,740
Church Utilities (Gas, Electric, Water) (see page 9)	2,626	2,368
Annexe (see page 9)	5,501	5,955
Church Grounds	-	-
Fundraising Costs (Raffle Licence, Fair Costs)	-	70
Mission and Evangelism Projects (see Page 9)	149	128
Support Costs (see page 9)	759	829
	14,752	14,743

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	-	-
	-	-
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)	-	-
	-	-
12 Diocesan Loan	-	-
	-	-
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>

	General (HSBC)	CAF Bank	CCLA Savings	CCLA Greenway	CCLA Building	Diocesan Quinqu'l	Petty Cash	Total
14 Fund Movements								
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.

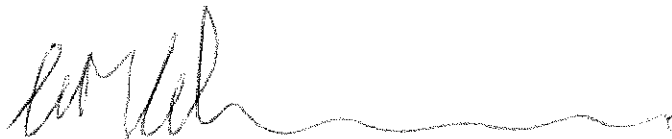
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Independent Examiner's Statement

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.



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