

**ST BOTOLPH'S CHURCH
THE PARISH OF CHEVENING**



ANNUAL REPORT AND FINANCIAL STATEMENTS

**THE PAROCHIAL CHURCH COUNCIL OF ST BOTOLPH'S
IN THE PARISH OF CHEVENING, KENT**

FOR THE YEAR ENDED 31ST DECEMBER 2020

Incumbent: The Reverend Hannah Adams

**Address: The Church Office
Chevening Parish Hall
Homedeane Road
Chipstead, Sevenoaks
Kent, TN13 2RU**

**THE PAROCHIAL CHURCH COUNCIL OF ST BOTOLPH'S
THE ECCLESIASTICAL PARISH OF CHEVENING
SEVENOAKS DEANERY - DIOCESE OF ROCHESTER**

ANNUAL REPORT FOR 2020

Administrative information

St Botolph's Church is situated on Chevening Road in the parish of Chevening, Kent. It is part of the Diocese of Rochester within the Church of England. The address for correspondence is Chevening Church Office, Homedean Road, Chipstead, TN13 2RU.

The Parochial Church Council of St Botolph's (the PCC) is a corporate body established by the Church of England and it operates under the PCC Powers Measure 1956 as amended and the Church Representation Rules. The PCC was formerly an excepted charity and its registration with the Charity Commission was approved on 10th March 2010.

Information about the PCC and its activities can be found on the Charity Commission website under registration number 1134784. The PCC is subject to the Charities Act 2011 as amended.

The PCC officers and members who served from 1st January 2020 until the date that this report was adopted were:

Incumbent	The Reverend Hannah Adams	from September 2020
Churchwarden	Miss Marcia Barton	Deanery Synod
Churchwarden	Dr Keith Gibson	from October 2020 died January 2021
Churchwarden (assistant)	The Hon Richard Mais	
Churchwarden (assistant)	Mr Robert Hubbard	
Treasurer	Mrs Elaine Hanham	until March 2020
Treasurer	Mr Graham Higgs	from March 2020
Secretary	Mrs Jessica Lewis	
Members	Mrs Lela Weavers	Diocesan Synod
	His Honour John Colyer, QC	Deanery Synod
	Mrs Donna Hill	from October 2020
	Mrs Fiona Jordan	Deanery Synod
	Mrs Claire Marriott	
	Mr James Gale	
	Mrs Carole Cresswell	until March 2021
	Mrs Wendy Heydorn	until October 2020
	Mr Richard Chamberlin	
	Mr Joel Kovoov	until March 2020
	Mr Joseph Smith	until March 2020
	Mrs Dana Dobrescu	
	Mr Joseph Devine	from October 2020
	Miss Sandra Tolhurst	from October 2020

St Botolph's is a member of 'Churches Together' in Sevenoaks and District

THE CHIPSTEAD CHAPEL CHARITY (Charity Number 1147141)

The PCC is the managing trustee of this charity and it can therefore be considered as connected but, as the nature and purpose of the two entities are not the same, consolidation of the accounts is not considered as appropriate.

WYNDHAM STRODE & ANOTHER (Charity Number 307745)

This charity, founded in the early part of the 18th Century, is administered by Trustees being the Rector and Churchwardens of St Botolph's. The objects are to assist poor persons who are resident in the Parish of Chevening, who are under 21 years of age and who are preparing for entering upon or engaged in any trade, occupation or service, to buy outfits, pay fees of instruction, travelling expenses or such means for their advancement in life or to enable them to earn their living, as the Trustees think fit. The entities are not connected.

STRUCTURE AND GOVERNANCE

The method of appointment of PCC members is set out in the Church Representation Rules. All church attendees are encouraged to register on the Electoral Roll and stand for election to the PCC.

OBJECTIVES AND ACTIVITIES

The primary duty of the PCC is to co-operate with the incumbent of the parish, the Reverend Hannah Adams, in promoting the whole mission of the church in the parish. It is also the function of the PCC to be responsible for the financial affairs of the church and the care and maintenance of the church fabric and its contents.

ACHIEVEMENTS AND PERFORMANCE

2020 was a turbulent and difficult year for all in light of the COVID-19 pandemic and subsequent lockdowns and restrictions. In addition to this the church was in an interregnum until the Reverend Hannah Adams was appointed and installed as Rector in September 2020.

Before September much was done in order to support everyone, in and out of the church, with regular phone calls, online services and other practical provisions especially for the vulnerable.

After September, the church was open for a couple of months and there was good attendance each week. Everyone adapted well to the social distancing and hygiene requirements that were needed to ensure that the church was COVID secure for Sunday worship.

The best attended service in the Autumn Term saw 90 people and the evening service moved from being once a month to every week. Sadly, services had to be taken on-line again with the November lockdown but our 'Zoom' services saw an average of around 47 'logins' which equates to approximately 100 to 150 people.

We were able to return for a few weeks before Christmas but the PCC, in agreement with the Rector, moved all Christmas and Sunday services to on-line for the foreseeable future. A dispensation for this action was sought from and granted by the Bishop of Rochester.

The 10.30 a.m Church at Home service was re-introduced and achieved similar numbers to before and a 5.00 p.m Evening Prayer service was added on 'Zoom' to provide a more reflective and liturgical setting. This has seen, on average, attendances of between 10 and 15 people.

Overall, the church has felt a significant impact from the pandemic and it has been a difficult time. It cannot, though, be denied that the congregation has flourished through coming together, supporting each other and joining in with the on-line services. We, as individuals and as a church family, face many challenges as we recover from the pandemic, resume our spiritual journey and support our wider parish.

ELECTORAL ROLL AND PCC MEETINGS

At the time of the Annual Parish Meeting in 2020 there were 253 on the electoral roll compared with 195 for 2019 including 115 who were not resident in the parish. The average number of adults attending morning services on sundays was 81 compared with 94 for 2019.

The full Parochial Church Council met on 10 occasions (2019 - 11) with an average attendance of 83.5% compared with 73% in 2019. The Standing Committee met regularly throughout the year and the minutes of these meetings were received by the PCC and discussed and adopted as appropriate.

THE PAROCHIAL CHURCH COUNCIL OF ST BOTOLPH'S

FINANCIAL REVIEW 2020

Income

Total incoming resources were £117,005 (2019 - 172,044) and these are detailed in the financial statements. Voluntary unrestricted income has declined to £95,956 from £107,808 in 2019. Our church activities this year have been severely restricted by the Covid-19 pandemic and collections in church are thus almost non-existent. Many parishioners have made one-off donations to compensate and their generosity is very much appreciated.

Fees for weddings and funerals etc have also been limited by the pandemic and have declined to £2,802 from £6,004 in 2019.

Expenditure

Our expenditure on church activities was £104,864 (2019 - £145,633) and this includes our parish contribution of £64,750 (2019 - £67,106) to the costs of administering the Diocese and the cost of the Rector's stipend and associated costs.

In 2019 we had a converted double-decker playbus which incurred costs of £3,402. This was disposed of in 2020 and only final servicing costs of £474 were incurred.

Generally, with strictly limited access to the church, our expenditure has been much reduced this year but there are a number of repair and maintenance issues which will need to be resolved in the coming year.

Reserves

As a result of our activities in 2020, our unrestricted funds reduced to £58,964 from £67,400 in 2019 and our restricted reserves, including the endowment, rose from £50,328 to £59,259.

It is PCC policy to maintain a balance of unrestricted funds of at least £25,000 to cover emergency situations that may arise from time to time. Unrestricted reserves, at the year end, amounted to £58,964 which, after setting aside the minimum referred to above, is equivalent to approximately 17 weeks' costs.

Our restricted funds include the Building Fund which consists of monies given and retained towards meeting the costs of major repairs to the fabric of the church itself including such costs as may arise from our Quinquennial Inspections.

It is the policy of the PCC that funds held, in excess of foreseeable needs, shall be invested with the CBF Church of England Deposit Fund with the CCLA.

Approved by the Parochial Church Council and signed on its behalf by:

Reverend Hannah Adams
Rector and PCC Chair

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Date

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The notes attached form part of these accounts

THE PAROCHIAL CHURCH COUNCIL OF ST BOTOLPH'S

Statement of Financial Activities for the year ended 31st December 2020

	Notes	Unrestricted funds	Restricted funds	Endowment funds	Total 31.12.20	Total 31.12.19
Income and endowments						
Voluntary income	2a	92,736	20,337		113,073	156,160
Investment income	2b	418	92	620	1,130	1,483
Fees	2c	2,802			2,802	6,004
Other income	2d					8,397
Total income		95,956	20,429	620	117,005	172,044
Expenditure						
Church activities	3a	104,864			104,864	145,633
Costs of generating funds	3b					1,535
Major window repairs	3c		13,543		13,543	37,703
Total expenditure		104,864	13,543		118,407	184,871
Net income (-expenditure)		-8,908	6,886	620	-1,402	-12,827
Unrealised gains or losses	3d	472		1,425	1,897	4,508
Net movement in funds		-8,436	6,886	2,045	495	-8,319
Funds brought forward		67,400	29,607	20,721	117,728	126,047
Funds carried forward		£58,964	£36,493	£22,766	£118,223	£117,728

THE PAROCHIAL CHURCH COUNCIL OF ST BOTOLPH'S

Balance Sheet as at 31st December 2020

	<u>Notes</u>	<u>31.12.20</u>	<u>31.12.19</u>
Accumulated funds	6		
Unrestricted funds		58,964	67,400
Restricted funds		36,493	29,607
Endowment funds		22,766	20,721
Total Church Funds		<u>£118,223</u>	<u>£117,728</u>

Represented by

Fixed assets	7		
Investments		31,618	29,720
		<u>31,618</u>	<u>29,720</u>
Current assets	8		
Accounts receivable-payable		4,219	
Balances at bank		82,386	88,008
		<u>86,605</u>	<u>88,008</u>
Total Church Assets		<u>£118,223</u>	<u>£117,728</u>

Approved by the Parochial Church Council and signed on its behalf by:

Reverend Hannah Adams
Rector and PCC Chair

Date

The notes attached form part of these accounts

THE PAROCHIAL CHURCH COUNCIL OF ST BOTOLPH'S

Notes to the Financial Statements for the year ended 31st December 2020

1 ACCOUNTING POLICIES

The Financial Statements have been prepared in accordance with the Charities Act 2011 and in accordance with the Church Accounting Regulations 2006 governing the individual accounts of PCCs and with the Regulations regarding 'true and fair view'. They have been prepared under FRS102 (2016) as the applicable accounting standard and the 2016 version of Recommended Practice, Accounting and reporting by Charities (SORP9 FRS102).

The Financial Statements have been prepared under the historical cost convention except for investment assets which are shown at market value. The Financial Statements 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.

FUNDS

Unrestricted funds are those that can be used by the PCC for any qualifying general purpose.

Restricted funds are those that can only be used for the specific purpose for which they have been given. Details of the restrictions currently in place are given in the notes to the accounts.

Endowment funds are those where the capital amount must be maintained and only the income arising therefrom can be used for the specified purpose. The PCC have taken note of the provisions of the Trusts (Capital and Income) Act 2013 whereby they may opt for a division of total income and capital that balances the need to achieve the objectives of the endowment with the need to maintain the long term capital value of the fund.

INCOMING RESOURCES

Planned giving, collections and donations generally are recognised when received. Tax recoverable is recognised when the income to which it relates is received. Grants and legacies are accounted for when the PCC becomes legally entitled to the amounts concerned. Dividends and interest are accounted for when they become due.

RESOURCES EXPENDED

Grants and donations are accounted for when paid over or when awarded, if that award creates a binding or constructive obligation on the PCC.

The annual parish contribution to the diocese is paid by equal monthly instalments.

FIXED ASSETS

Consecrated and beneficed property is not included in these accounts in accordance with S.10(2) of the Charities Act 2011.

Movable church furnishings held by the Rector and Churchwardens on special trust for the PCC and which require a faculty for disposal are inalienable property and listed in the church's inventory which can be inspected at any reasonable time by arrangement with the church office.

Tangible fixed assets are capitalised on acquisition, included in the balance sheet and subsequently revalued at each year end. Depreciation on tangible fixed assets is not provided in these accounts unless considered appropriate.

Investments are value at market value on the balance sheet date.

Short term deposits are cash held on deposit either with the CCLA or at Barclays Bank plc, Sevenoaks.

2 INCOME AND ENDOWMENTS

	Unrestricted funds	Restricted funds	Endowment funds	Total 31.12.20	Total 31.12.19
a Voluntary income					
planned giving	59,239			59,239	61,741
one off donations, collections	15,510	5,210		20,720	24,767
other donations, appeals	2,256	5,000		7,256	47,338
Gift Aid recoverable	15,731	1,909		17,640	22,272
Grants		8,218		8,218	1,280
	92,736	20,337		113,073	157,398
b Investment income					
dividends	308		620	928	1,483
interest	110	92		202	
	418	92	620	1,130	1,483
c fees for funerals and weddings	2,802			2,802	6,004
	2,802			2,802	6,004
d other income					7,160
					7,160
TOTAL INCOME	£95,956	£20,429	£620	£117,005	£172,045

THE PAROCHIAL CHURCH COUNCIL OF ST BOTOLPH'S

Notes to the Financial Statements for the year ended 31st December 2020

3 EXPENDITURE

	Unrestricted funds	Restricted funds	Endowment funds	Total 31.12.20	Total 31.12.19
a Missionary & charitable giving	413			413	944
Parish contribution to Diocese	64,750			64,750	67,106
Rector's expenses	478			478	4,637
Visiting clergy	536			536	1,569
Honoraria, organists, vergers	2,175			2,175	3,044
Ministry support	3,369			3,369	7,480
Rectory costs	2,304			2,304	5,340
Bus running costs					3,402
Parish administrator	11,884			11,884	10,258
Church running costs	11,778	200		11,978	10,887
Church repairs & maintenance	1,542	300		1,842	26,765
Window renovation		13,043		13,043	37,703
Parish office costs	5,536			5,536	4,101
Governance & audit	100			100	100
	104,864	13,543		118,407	183,336
b Fundraising costs					1,535
					1,535
TOTAL EXPENDITURE	£104,864	£13,543		£118,407	£184,871

- c In 2019 a restricted fund was established in the name of the Reverend Maurice Hewitt to provide a stained glass window in the church. Extensive repairs were needed to the window concerned to enable the project to be completed and they were completed in January 2020. The balance on the Maurice Hewitt Window Fund remains at £4,686, not including the legacy itself, and final discussions are now under way with the Executors and the Diocese to agree the proposed design.

4 STAFF COSTS

Average number of employees	1	1
Wages costs	£11,884	£10,258

5 RELATED PARTIES

PCC members and officers are reimbursed for making approved purchases as agents of the PCC. These transactions are not regarded as personal and no disclosure of them is required.

Although an ex officio member of the PCC, the Rector is employed by the Church of England and her stipend and associated costs are included within note 3(a).

THE PAROCHIAL CHURCH COUNCIL OF ST BOTOLPH'S

Notes to the Financial Statements for the year ended 31st December 2020

6 FIXED ASSETS

INVESTMENTS

	Holding	Purchased	Cost	31.12.20	31.12.19
DBF CBF Investment Fund	1,081	Nov 1967	£ 1,000	22,147	£ 20,722
BP Amoco 8% Cum 1st pref	500	April 1992	£ 360	830	£ 800
City of London Trust 4.2% pref	500	April 1992	£ 265	440	£ 475
COIF Investment Fund	£456	March 2001	£ 4,610	8,201	£ 7,724
			<u>£ 6,235</u>	<u>31,618</u>	<u>£ 29,721</u>

7 FUNDS

a ANALYSIS OF NET ASSETS

	Unrestricted	Restricted	Endowment	31.12.20	31.12.19
Investments	8,852		22,766	31,618	29,720
Current assets	50,112	36,493		86,605	88,008
	<u>£58,964</u>	<u>£36,493</u>	<u>£22,766</u>	<u>£118,223</u>	<u>£117,728</u>

b ANALYSIS OF FUNDS

General Fund	58,964			58,964	67,400
Hewitt Headstone Fund		9,877		9,877	10,034
Hewitt Window Fund		4,686		4,686	4,512
Church Repair Fund		21,930		21,930	15,061
Stanhope Fund			22,766	22,766	20,721
	<u>£58,964</u>	<u>£36,493</u>	<u>£22,766</u>	<u>£118,223</u>	<u>£117,728</u>

8 CURRENT ASSETS

Gift Aid recoverable	5,440
Receivables	411
	<u>5,851</u>
less	
Payables (sundry creditors)	1,632
	<u>£4,219</u>
Barclays Bank plc	34,580
CCLA general	26,107
CCLA building	11,623
CCLA other restricted	10,076
	<u>£82,386</u>

THE PAROCHIAL CHURCH COUNCIL OF ST BOTOLPH'S

Year ended 31st December 2020

Independent Examiner's Report to the Parochial Church Council of St Botolph's Church in the parish of Chevening, Kent

I report on the accounts for the year ended 31st December 2020 which are set out on pages 5 and 6.

Respective responsibilities of the Trustees and the Independent Examiner

The church trustees are responsible for the preparation of the accounts and they consider that an audit is not required for this year under Section 145 of the Charities Act 2011.

It is my responsibility, as Independent Examiner, to:

- examine the accounts under Section 145 of the Charities Act 2011
- follow the procedures laid down in the general directions given by the Charity Commissioners in Section 145(b) of the 2011 Act
- state whether particular matters have been brought to my attention

Basis of Independent Examiner's Statement

My examination was carried out in accordance with the General Directions given by the Charity Commission. Such 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 a consideration of any unusual items or disclosures in the accounts and seeking explanations from appropriate 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:-

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
 - to keep accounting records in accordance with Section 130 of the 2011 Act or
 - to prepare financial statements which accord with those accounting recordshave not been met or
- 2 to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.

Signed

Joshua Peake

Date

14th April 2021

Mr Joshua Peake, ACCA