

**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 2021

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 2021

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	
Churchwarden	Ms Marcia Barton	Deanery Synod
Churchwarden	Mr Robert Hubbard	
Churchwarden (assistant)	The Hon Richard Mais	
Churchwarden (assistant)	Mr Joseph Devine	
Treasurer	Mr Graham Higgs	
Secretary	Mrs Jessica Lewis	from 16 May 2021
Members	Mrs Lela Weavers	Diocesan Synod
	His Honour John Colyer, QC	Deanery Synod
	Mrs Donna Hill	
	Mrs Fiona Jordan	Deanery Synod
	Mrs Claire Marriott	
	Mr James Gale	
	Mr David Thompson	from 16 May 2021
	Mr Thomas Geldard	from 16 May 2021
	Ms Rebecca Pilcher	from 16 May 2021
	Ms Kelly Stiff	from 16 May 2021
	Ms Sophie Osborne	from 16 May 2021
	Mrs Susan Wandless	from 16 May 2021
	Mrs Carole Cresswell	until 23 March 2021
	Mrs Wendy Heydorn	until 16 May 2021
	Mr Richard Chamberlin	until 16 May 2021
	Mrs Dana Dobrescu	
	Miss Sandra Tolhurst	

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

2021 was another topsy-turvy year throughout which the church adapted from moving to Church at Home, limited and outdoor services to a triumphant return to in person worship in September. Last year we launched our Vision for Growth under the umbrella of our main aim: to be a beacon of light for our whole parish community - with the three priorities being to Restart, to Recuperate and to Refocus.

To achieve these we set out with three main projects all of which either been accomplished or are still in progress. The re roofing of the North Nave was planned in 2021 and completed successfully in 2022 and we express our grateful thanks for the support given by the National Churches Trust and by the Friends of Kent Churches both of whom have been very generous in making substantial grants to enable the project to achieve a successful conclusion. We have funding in place for a Youth and Families Worker for three years and we hope that this will continue as well as a generous pledge to help us enhance our space for our children and young people. We also have started trialling ways in which we can improve the space in the Chancel so that all can benefit from better use of the limited space available.

We have seen more than ten new individuals and families join our church since September 2021 with an average weekly attendance of one hundred and twenty six people across October alone. Since re starting in September we have celebrated nine infant baptisms and have loved getting to know the families. 2021, unfortunately brought on a very busy year for funerals with eighteen. Sadly, this trend appears to be continuing into 2022 and equates to more than one per month.

In amongst the madness of working out restrictions and what is comfortable and safe for everyone in our community, we have enjoyed putting on special services and events. We celebrated thirteen people from our congregation being Confirmed with Bishop Simon Burton-Jones. All the candidates took part in Alpha as preparation and it was great to see them on their fantastic journey. We also put on other events such as a Light Party - an 'outreach' event for all the community on Halloween. One of our best events ever was a Beer and Carols get together at the Bricklayer's Arms with over one hundred people joining us from around the community and beyond, singing carols and sharing the love of Jesus Christ.

Overall, it has been a busy and somewhat difficult year as we have all had to adjust to what normal' life looks like as we move slowly beyond the pandemic. However, we have been growing, the pastoral team have been doing a fantastic job at drawing alongside those who are struggling, especially those who remain vulnerable and/or isolated and we've been able to refocus on why we are here - to bring God's transformational love to our whole lives and community and what that looks like in the 'new normal'.

The Reverend Hannah Adams

ELECTORAL ROLL AND PCC MEETINGS

At the time of the Annual Parish Meeting in 2022 there were 263 on the electoral roll compared with 253 for 2021 including 122 who were not resident in the parish. The average number of adults attending morning services on Sundays was 60 compared with 81 for 2020.

The full Parochial Church Council met on 9 occasions (2020 - 10) with an average attendance of 81.6% compared with 83.5% in 2020. 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 2021

Income

Total incoming resources were £141,887 (2020 - £117,005) and these are detailed in the financial statements. Voluntary unrestricted income has increased to £104,328 from £95,956 in 2020. Our church activities in the past two years have been severely restricted by the Covid-19 pandemic and collections in church have been limited. Many parishioners have made one off donations to compensate and their generosity is very much appreciated.

Fees for weddings and funerals were also limited by the pandemic but have now increased to £4,155 from £2,802 in 2020.

Expenditure

Our expenditure on church activities was £115,288 (2020 - £118,407) and this includes our parish contribution of £60,000 (2020 - £64,750) to the costs of administering the Diocese and the cost of the Rector's stipend and associated costs.

Generally our expenditure has been strictly controlled 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 2021, our unrestricted funds increased to £66,291 from £63,515 in 2020 and our restricted reserves, including the endowment, rose from £54,708 to £81,700.

It is PCC policy to maintain a balance of unrestricted funds of at £25,000 to cover emergency situations that may arise from time to time. Unrestricted reserves, at the year end, amounted to £55,956 which, after setting aside the minimum referred to above, is equivalent to approximately 20 weeks costs up from 17 weeks in 2020.

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 2021

	Notes	Unrestricted funds	Restricted funds	Endowment funds	Total 31.12.21	Total 31.12.20
Income and endowments						
Voluntary income	2a	104,328	32,495		136,823	113,073
Investment income	2b	909			909	1,130
Fees	2c	4,155			4,155	2,802
Other income	2d					
Total income		109,392	32,495	0	141,887	117,005
Expenditure						
Church activities	3a	106,616			106,616	104,864
Costs of generating funds	3b					
Major church repairs	3c		8,672		8,672	13,543
Total expenditure		106,616	8,672	0	115,288	118,407
Net income (-expenditure)		2,776	23,823		26,600	-1,402
Unrealised gains or losses	3d			3,168	3,168	1,897
Net movement in funds		2,776	23,823	3,168	29,768	495
Funds brought forward		63,515	32,561	22,147	118,223	117,728
Funds carried forward		£66,291	£56,385	£25,315	£147,991	£118,223

THE PAROCHIAL CHURCH COUNCIL OF ST BOTOLPH'S

Balance Sheet as at 31st December 2021

	<u>Notes</u>	<u>31.12.21</u>	<u>31.12.20</u>
Accumulated funds	6		
Unrestricted funds		66,291	58,964
Restricted funds		56,385	36,493
Endowment funds		25,314	22,766
Total Church Funds		<u>£147,990</u>	<u>£118,223</u>

Represented by

Fixed assets	7		
Investments		34,786	31,618
		<u>34,786</u>	<u>31,618</u>
Current assets	8		
Accounts receivable-payable		2,442	4,219
Balances at bank		110,762	82,386
		<u>113,204</u>	<u>86,605</u>
Total Church Assets		<u>£147,990</u>	<u>£118,223</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 2021

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 valued at market value on the balance sheet date where available.

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 31.12.21	Total 31.12.20
a Voluntary income					
planned giving	65,468			65,468	59,239
one off donations, collections	13,896	32,495		46,391	20,720
other donations, appeals	3,476			3,476	7,256
Gift Aid recoverable	21,488			21,488	17,640
Grants	0			0	8,218
	104,328	32,495	0	136,823	113,073
b Investment income					
dividends	506			506	928
interest	403			403	202
	909	0	0	909	1,130
c fees for funerals and weddings	4,155			4,155	2,802
	4,155	0	0	4,155	2,802
d other income					
	0	0	0	0	0
TOTAL INCOME	£109,392	£32,495	£0	£141,887	£117,005

THE PAROCHIAL CHURCH COUNCIL OF ST BOTOLPH'S

Notes to the Financial Statements for the year ended 31st December 2021

3 EXPENDITURE

	Unrestricted funds	Restricted funds	Endowment funds	Total 31.12.21	Total 31.12.20
a Mission & charitable giving	3,147			3,147	413
Parish contribution to Diocese	60,000			60,000	64,750
Salaries support staff	17,721			17,721	12,362
Visiting clergy	206			206	536
Honoraria, organists, vergers	1,275			1,275	2,175
Ministry support	3,961			3,961	3,369
Rectory costs	4,266			4,266	2,304
Church running costs	10,537			10,537	11,978
Church repairs & maintenance	3,168	8,672		11,840	1,842
Window renovation	0			0	13,043
Parish office costs	2,335			2,335	5,536
Governance & audit	0			0	100
	106,616	8,672		115,288	118,407
b Fundraising costs	0			0	0
TOTAL EXPENDITURE	£106,616	£8,672		£115,288	£118,407

- 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. The final design has been agreed and the window itself is planned for 2022.

4 STAFF COSTS

Average number of employees	2	1
Wages costs	£17,721	£11,884

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 2021

6 FIXED ASSETS

INVESTMENTS

	Holding	Purchased	Cost	31.12.21	31.12.20
DBF CBF Investment Fund	1,081	Nov 1967	£ 1,000	22,147	£ 22,147
BP Amoco 8% Cum 1st pref	500	April 1992	£ 360	830	£ 830
City of London Trust 4.2% pref	500	April 1992	£ 265	440	£ 440
COIF Investment Fund	£456	March 2001	£ 4,610	8,201	£ 8,201
			£ 6,235	31,618	£ 31,618

7 FUNDS

a ANALYSIS OF NET ASSETS

	Unrestricted	Restricted	Endowment	31.12.21	31.12.20
Investments		9,472	25,314	34,786	31,618
Current assets	66,291	46,913		113,204	86,605
	£66,291	£56,385	£25,314	£147,990	£118,223

b ANALYSIS OF FUNDS

General Fund	66,291			66,291	58,964
Hewitt Headstone Fund		9,877		9,877	9,877
Hewitt Window Fund		4,686		4,686	4,686
Church Repair Fund		41,822		41,822	21,930
Stanhope Fund			25,314	25,314	22,766
	£66,291	£56,385	£25,314	£147,990	£118,223

8 CURRENT ASSETS

Gift Aid recoverable	5,312	5,440
Receivables	150	411
	5,462	5,851
less		
Payables (sundry creditors)	3,020	1,632
	£2,442	4,219
Barclays Bank plc	62,931	34,580
CCLA general	26,121	26,107
CCLA building	11,629	11,623
CCLA other restricted	10,081	10,076
	£110,762	82,386

THE PAROCHIAL CHURCH COUNCIL OF ST BOTOLPH'S

Year ended 31st December 2021

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 2021 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

26th April 2022

Mr Joshua Peake, ACCA