

**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 2023**

**Incumbent:** The Reverend Hannah Adams

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

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

**ANNUAL REPORT FOR 2023**

**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 under 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's website under registration number 1134784. The PCC is subject to the Charities Act 2011 as amended.

The PCC officers and members who served during 2023 were:

Incumbent	The Reverend Hannah Adams
Churchwarden	Mr Joseph Devine
Treasurer	Mr Graham Higgs
Secretary	Mr Peter Wilson
Members	Mrs Lela Weavers
	Mrs Fiona Jordan
	Mrs Donna Hill
	Mr James Gale
	Mrs Sally Munro
	Mr Thomas Geldard
	Mr Andrew Taylor
	Mrs Rebecca Pilcher
	Mrs Hannah Williams
	Mr Christopher Austen
	Mrs Susan Wandless
	Mrs Sophie Osborne
	Mrs Jessica Lewis

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 the Rector and Churchwardens of St Botolph's. The objects are to assist poor persons 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 or pay fees of instruction, travelling expenses or such means for their advancement in life 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 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 support 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**

2023 was the first year with no restrictions in relation to the Covid-19 Pandemic freeing the church to run 'as normal'. Our statistics show that our worshipping community is built up from the following numbers:

Total	113
Children aged 0-17	33
Adults aged 18-69	55
Adults aged 70+	25

Across 2023 the PCC met 10 times (excluding August and December). The Standing Committee met in between the PCC meetings, minutes of which were presented and approved by the PCC. The PCC also met for a team building and strategy day in September 2023 which has solidified and strengthened the team enabling us to decide on a common vision and action plan with set priorities for our church.

Our average Sunday attendance was 61. We also held various events and occasions as our Annual Community Barbecue where we welcomed approximately 100 to 150 people and we had fellowship meals such as a Maundy Thursday Meal, our Harvest Supper and a Pancake Partry with 40 children from our local primary school attending.

In terms of special services our Easter service welcomed 162 and across all our Christmas services (Carol services, Christmas Eve and Christmas Day) we had 790 attending and hearing the Good News of Jesus.

***The Reverend Hannah Adams***

## **ELECTORAL ROLL AND PCC MEETINGS**

At the time of the Annual Parish Meeting in 2024 there were 257 on the electoral roll compared with 267 for 2023 including 128 who were not resident in the parish. The average number of adults attending morning services on Sundays was 61 compared with 81 for 2022.

The full Parochial Church Council met on 10 occasions (2022 - 9) with an average attendance of 73.6% compared with 81.6% in 2022. The Standing Committee met regularly throughout the year and the minutes of these meetings were received by the PCC and discussed and acted on as appropriate.

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# THE PAROCHIAL CHURCH COUNCIL OF ST BOTOLPH'S

## FINANCIAL REVIEW 2023

### Income

Total incoming resources were £114,435 (£228,174 in 2022) and these are detailed in the financial statements. Voluntary unrestricted income has decreased to £106,511 from £122,000 in 2022. Our church activities, in recent 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 now amount to £7,447 compared with £7,447 in 2022. This is not a direct comparison as the amount for 2023 items charged by independent providers which are not now included but paid direct.

### Expenditure

Our expenditure on church activities was £131,357 (£129,464 - 2022) this includes our parish contribution of £60,000 (2022 - £60,000) 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 continue to be 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 2023, our unrestricted funds reduced to £39,709 from £64,973 in 2022. Restricted reserves, including the endowment, reduced from £90,554 to £79,672 due to the release of £10,882 for qualifying building works.

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 £39,710 which, after setting aside the minimum referred to above, is equivalent to approximately 6 weeks compared to 16 in 2022.

Our restricted funds include the Building Fund which consists of monies given and received towards meeting the costs of major repairs to the fabric of the church itself including the costs as may arise from our Quinquennial Inspections. We also have funds remaining from the completion of the work on the nave roof which, in the opinion of the PCC, may be used for further essential roof repairs and maintenance. These funds total £55,236.

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**

**Hannah Adams**

**Date**

**29th March 2024**

The notes attached form part of these accounts

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**ah Adams**

1 April 2024



# THE PAROCHIAL CHURCH COUNCIL OF ST BOTOLPH'S

## Statement of Financial Activities for the year ended 31st December 2023

	Notes	Unrestricted funds	Restricted funds	Endowment funds
<b>Income and endowments</b>				
Voluntary income	2a	97,230	7,219	
Investment income	2b	1,825	705	
Fees	2c	2,855		
Other income	2d	4,599		
<b>Total income</b>		<b>106,509</b>	<b>7,924</b>	<b>0</b>
<b>Expenditure</b>				
Church activities	3a	127,493	20,908	
Costs of generating funds	3b	3,864		
Major church repairs	3c			
<b>Total expenditure</b>		<b>131,357</b>	<b>20,908</b>	<b>0</b>
Net income (-expenditure)		-24,848	-12,984	
Unrealised gains or losses	3d	-417		2,101
<b>Net movement in funds</b>		<b>-25,265</b>	<b>-12,984</b>	<b>2,101</b>
Funds brought forward		64,973	68,220	22,334
Funds carried forward		<b>£39,708</b>	<b>£55,236</b>	<b>£24,435</b>

Total 31.12.23	Total 31.12.22
104,450	217,548
2,530	1,601
2,855	7,447
4,599	1,579
114,434	228,175
148,401	127,643
3,864	1,821
	88,194
152,265	217,658
-37,831	10,517
1,684	-2,978
-36,147	7,539
155,528	147,988
£119,381	£155,527

THE PAROCHIAL CHURCH COUNCIL OF ST BOTOLPH'S

Balance Sheet as at 31st December 2023

	<u>Notes</u>	<u>31.12.23</u>
<b>Accumulated funds</b>	<b>6</b>	
Unrestricted funds		39,710
Restricted funds		55,236
Endowment funds		24,436
<b>Total Church Funds</b>		<u><u>£119,382</u></u>

**Represented by**

<b>Fixed assets</b>	<b>7</b>	
Investments		33,490
		<u>33,490</u>
<b>Current assets</b>	<b>8</b>	
Accounts receivable-payable		4,994
Balances at bank		80,898
		<u>85,892</u>
<b>Total Church Assets</b>		<u><u>£119,382</u></u>

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

Reverend Hannah Adams  
Rector and PCC Chair

**Hannah Adams**

Date

**29th April 2024**

The notes attached form part of these accounts

31.12.22

64,971

68,219

22,334

£155,524

31,806

31,806

5,220  
118,498

123,718

£155,524

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# THE PAROCHIAL CHURCH COUNCIL OF ST BOTOLPH'S

## Notes to the Financial Statements for the year ended 31st December 2023

### 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
a Voluntary income			
planned giving	63,522		
one off donations, collections	10,199	50	
other donations, appeals	560		
Gift Aid recoverable	17,389		
Grants*	5,560	3,137	
Legacies		4,032	
	97,230	7,219	0
b Investment income			
dividends	643		
interest	1,182	704	
	1,825	704	0
c fees for funerals and weddings	2,855		
	2,855	0	0
d other income	4,649		
	4,649	0	0
<b>TOTAL INCOME</b>	<b>£106,559</b>	<b>£7,923</b>	<b>£0</b>

\*Grants in 2022 included those received for the re roofing of the Nave and totalling £62,000 Of this amount, £46,000 was most generously provided by the National Churches Trust Heritage Fund.



Total 31.12.23	Total 31.12.22
63,522	72,846
10,249	25,664
560	2,166
17,389	16,232
8,697	65,639
4,032	35,000
104,449	217,547

643	972
1,886	629
2,529	1,601
2,855	7,447
2,855	7,447
4,649	1,579
4,649	1,579
£114,482	£228,174



# THE PAROCHIAL CHURCH COUNCIL OF ST BOTOLPH'S

## Notes to the Financial Statements for the year ended 31st December 2023

### 3 EXPENDITURE

	Unrestricted funds	Restricted funds	Endowment funds
a Mission & charitable giving	2,818		
Parish contribution to Diocese	60,000		
Salaries support staff	19,878		
Communications fees	10,521		
Visiting clergy	1,072		
Honoraria, organists, vergers	1,935		
Ministry support	4,541		
Rectory costs	5,047		
Church running costs	13,114		
Church repairs & maintenance	5,435	20,908	
Church equipment	0		
Parish office costs	3,132		
Governance & audit	0		
	127,493	20,908	0
b Fundraising costs	3,864		
<b>TOTAL EXPENDITURE</b>	<b>£131,357</b>	<b>£20,908</b>	<b>0</b>

- 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 window and explanatory plaque were completed and installed in 2020.

### 4 STAFF COSTS

Average number of employees

Wages costs

### 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).

Total 31.12.23	Total 31.12.22
2,818	4,888
60,000	60,000
19,878	22,805
10,521	0
1,072	1,136
1,935	3,287
4,541	14,443
5,047	3,844
13,114	11,689
26,343	89,036
0	950
3,132	3,758
0	0
148,401	215,836
3,864	1,822
£152,265	£217,658

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2	2
£19,878	£22,805

# THE PAROCHIAL CHURCH COUNCIL OF ST BOTOLPH'S

## Notes to the Financial Statements for the year ended 31st December 2023

### 6 FIXED ASSETS

#### INVESTMENTS

	Holding	Purchased	Cost
DBF CBF Investment Fund	1,081	Nov 1967	£ 1,000
BP Amoco 8% Cum 1st pref	500	April 1992	£ 360
City of London Trust 4.2% pref	500	April 1992	£ 265
COIF Investment Fund	£456	March 2001	£ 4,610
			<u>£ 6,235</u>

### 7 FUNDS

#### a ANALYSIS OF NET ASSETS

	Unrestricted	Restricted	Endowment
Investments		9,054	24,436
Current assets	39,710	46,182	
	<u>£39,710</u>	<u>£55,236</u>	<u>£24,436</u>

#### b ANALYSIS OF FUNDS

General Fund	39,710		
Restricted funds		55,236	
Stanhope Fund			24,436
	<u>£39,710</u>	<u>£55,236</u>	<u>£24,436</u>

### 8 CURRENT ASSETS

Gift Aid recoverable  
Receivables

less  
Payables (sundry creditors)

Barclays Bank plc  
CCLA general  
CCLA building  
CCLA other restricted

31.12.23		31.12.22
24,436	£	22,335
830	£	830
440	£	440
8,201	£	8,201
33,907	£	31,806

31.12.23		31.12.22
33,490		31,806
85,892		123,721
£119,382		£155,527

39,710		64,973
55,236		68,219
24,436		22,335
£119,382		£155,527

3,693		3,576
3,610		4,919
7,303		8,495
4,994		3,271
£2,309		5,224

23,582		70,038
27,313		26,464
12,159		11,781
10,541		10,214
£73,595		118,497

# THE PAROCHIAL CHURCH COUNCIL OF ST BOTOLPH'S

Year ended 31st December 2023

## 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 2023 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

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Mr Joshua Peake, ACCA

**6 April 2024**