

**ST FRANCIS OF ASSISI CHURCH  
RAVENSWOOD AVENUE  
WEST WICKHAM, KENT BR4 0PW  
(CHARITY NO: 1134856)**

**ANNUAL REPORT &  
FINANCIAL STATEMENT  
OF THE PAROCHIAL CHURCH COUNCIL  
For the year ended 31<sup>st</sup> December 2021**

**INCUMBENT:**

Rev. Hazel O'Sullivan, St Mary's Vicarage, The Avenue,  
West Wickham, Kent BR4 0DX

**BANK:**

CAF BANK LTD  
25 Kings Hill Avenue, Kings Hill  
West Malling, Kent ME19 4JQ

**INDEPENDENT EXAMINER:**

Mr Keith Earthrowl

## **St Francis of Assisi West Wickham**

### **Annual Report 2021**

#### **Background:**

St Francis is part of the United Benefice of St Mary of Nazareth and St Francis of Assisi, West Wickham, with each church having their own PCC. We are also in a Group Ministry with St John the Baptist, West Wickham. The Parochial Church Council (PCC) is a corporate body established by the Church of England. It operates under the Parochial Church Council Powers Measure, and is a registered charity. It has the responsibility of co-operating with the incumbent in promoting in the ecclesiastical parish, the whole mission of the Church: pastoral, evangelical, social and ecumenical. It also has maintenance responsibilities for the church and hall buildings and grounds with the buildings being insured by Ecclesiastical Insurance. The PCC met 6 times in 2021 with an average attendance of 70%.

#### **Membership:**

Members of the PCC are either ex-officio, co-opted or elected by the APCM in accordance with the Church Representation Rules. Members are elected to serve for 3 years.

Vicar	Rev. Hazel O'Sullivan
Assistant Priest	Rev. Richard Ford
SPAs	Mrs Lesley East and Mrs Rowena Griffiths
Churchwardens	Mr Barry Burford and Dr Kate Dyer
Treasurer	Mr David Wada
Secretary	Mrs Nichola Nightingale
Deanery Synod Representatives:	Mr Brian Griffiths and Mrs Sheila Hawkins

#### **Elected Members:**

Until APCM (2022):	Mrs Joan Burford, Mr Michael Hurlstone, Dr James Pitt-Payne
Until APCM (2023):	Mrs Barbara Goodchild
Until APCM (2024):	Mr Roger Dyer, Mrs Kim Teare

#### **Committees:**

The PCC operates through two Committees which meet between full meetings of the PCC:

- Standing Committee: this is the only committee required by law. It has the power to transact the business of the PCC between its meetings, subject to any direction by the Council.
- Hall Committee: has responsibility for the management and maintenance of the hall.

#### **Church Attendance:**

There are 102 on the Electoral Roll. In response to the Covid-19 pandemic in 2020 a pattern of Sunday services alternating between St Francis and St Mary's was introduced and continued through 2021. The average weekly in-person attendance was 47 counted during October, with an additional average of 49 views for an on-line service shown jointly with St Mary's.

## Ministry and Mission Report - 2021

St Francis of Assisi Church in West Wickham is part of a united benefice, together with St Mary's Church. In response to the Covid-19 pandemic in 2020 we established a pattern of Sunday services for the united benefice at 8am and 10am alternating between the two church buildings, as well as having something on-line and a paper-based message being sent to those who could not come in person to a church and who are not on-line. This pattern has continued to serve us well during 2021 which started in a very dark place, with cases of coronavirus increasing, so that we took the decision to close the church buildings again, even though we were not legally obliged to do so.

Prayers were said for many people during the early months of the year when they had Covid or another illness (sometimes made worse if they were in hospital and had a limit to the visitors allowed).

We did a number of things to keep spirits up, including a Burns Night and Candlemas service at the end of January and a virtual visit to Bromley town parks and gardens in February. Then at Easter we were able to bring our focus outside our homes and we displayed Easter crosses outside the churches to develop connections with our wider communities.

We built in important opportunities for reflecting on our experience during the pandemic. National events included a Day of Reflection in March, one year since the first lockdown was announced. Then in July we held a series of services beginning with a theme of lament, continuing with reflections on how God has been with us and then looking forward to healing and wholeness.

We held a first joint PCC meeting in July, which was an important step in developing our vision on how we might take advantage of current opportunities as we emerge from Covid-19 restrictions. The following bible verse is key to understanding this vision:

*I am the vine, you are the branches. Those who abide in me and I in them bear much fruit, because apart from me you can do nothing.*  
John 15:5

It's all about our church community becoming fruitful vine branches (which means transforming lives through having authentic friendships, cultivating community assets and being a blessing to others using those assets). During the year we developed the following aspects of our vision:

- Closer links with the Bromley Borough Foodbank, including regular donation days on the High Street and Christmas Hamper deliveries
- Increasing telephone befriending support for lonely people
- Continuing our bereavement support group (which is now connected into the local NHS social prescribing service) and distributing bereavement support bags

to those recently bereaved

To continue with this vision, we need to remain connected to Jesus through prayer, worship, home groups and in other spaces where we can share our faith with each other.

In October and November there was a global focus on climate change, with the COP 26 conference in Glasgow. We marked this with making a pilgrimage to Southwark Cathedral where a prayer vigil was held.

Other important aspects of our ministry include:

- Continuing our series of Inclusive Church meetings (this year we looked at mental health and LGBTQ+). We also showed a film for Black History Month at St Mary's and some groups looked at the Church of England Living in Love & Faith material
- Giving our stewardship programmes a boost through a series of sermons in April and May and encouraging congregational members to sign up to the Parish Giving Scheme, which makes our income more secure
- Messy Church, which has never stopped happening, but returned to in-person sessions at St Mary's in August
- Coffee and Chat continued throughout the year, with a move to one Zoom and one in-person meeting in St Francis' each month from September

In July we gained feedback from congregation members on what people would like to see continued from the previous months, and what might be restarted or form a new venture. The results were summarised and presented at an Afternoon Tea in August, after which the following activities happened:

- Community lunches restarted
- A return of lunchtime and evening concerts in St Francis' church
- The St Mary's Christmas Market went ahead in person with a reduced number of stalls compared to 2019

Christmas saw a return to some of the restrictions associated with the virus and reduced numbers at our services and events such as The Big Christmas Sing. Early in 2022 a new Youth Group started and has been very successful with over 30 young people attending.

At the start of 2022 there was one weekend when a significant proportion of the ministry team were unwell and services for that weekend were on-line, except for an 8am communion service. We have now returned to a pattern of three services on a Sunday morning, with one Sunday each month involving a joint service at 10am, except in circumstances where it is important, or more practical, for the churches to worship together. Our on-line presence, streamed from both church buildings continues, as

does our paper-based communication for those not on-line and pastoral visiting in person and by telephone for those who are housebound.

Connections with other community groups in West Wickham continue, in particular:

- The 7<sup>th</sup> West Wickham scout group continued to meet on Zoom in the early part of the year. When they returned to in-person meetings, the group started a second cub pack, who meet at St Mary's
- St Francis' Pre-school now has a new owner – Kelly. Unfortunately, their plan for a nativity in a Carol Service could not happen due to increasing rates of Covid, but we hope that we can build on this link in 2022
- Matchbox Theatre returned with a performance of a new play in December

With many thanks to the ministry team who have continued to keep our worship and discipleship groups meeting throughout the year. With Debbie Adams from St Mary's being accepted to train as a Reader, we have already benefitted from a different perspective on ministry, and we look forward to this continuing as she gains further experience.

### **Financial Review/Report:**

A much better year than 2020, greatly helped by the reduction in the Parish Share, that we give to the Diocese. Despite lockdown, our total Church income was up by £6000, and Hall bookings are showing signs of positive improvement in usage. Roof repairs to the Hall cost £3996. Hall refuse removal costs over £1650 per annum. The main items in Church maintenance were lighting works of £4152 and organ repairs of £828. The PCC have agreed that Missions of £400 each should again go to EarAid Nepal, The Anglican Eye Clinic in Ghana and Overseas Missionary Fellowship (OMF), because of contacts within our congregation. Reports from them are regularly updated at the back of the Church and in the magazine.

### **Fabric Report:**

During 2021 with the relaxing of Covid restrictions and in between lockdowns, we were able to replace the felt on the small church hall roof and on the North side of the Church the guttering and downpipes and facer board was replaced. The drains to the North side of the Church were cleared.

In early 2022 the PCC agreed to upgrade the security lighting to the main entrance and pathway to the Church and this work was undertaken in March 2022. Also in early 2022 a new electricity cable was installed to the hall along with smart meters and three of the gas heaters have also been repaired in the hall.

Due to the storm in February 2022 part of the copper on the roof to the west of the Church had lifted and currently awaiting a quote.

## **Hall Report:**

Bookings are finally returning after Covid and the Winter break for the markets. The main hall was redecorated by the Explorer Scouts in the Summer holidays and now has a fresher, cleaner feel to attract occasional users. We are very grateful to them for their efforts. The windows will need attention in the near future as these were not tackled due to deterioration of the frames.

The Scout Group made a lump sum payment in the year which was a big help as other revenue streams continued to be depressed. The Matchbox Theatre also made a substantial contribution to the Church with part allocated to replacing the main hall lights with LED units. This will be a substantial improvement.

The Pre-School is a valued community asset and revenue stream and we are working with them to be more involved with both the Hall and the Church itself.

The heaters in both halls have been a regular issue, although the front hall ones have now been repaired. We will need to review these old gas guzzlers in due course, in line with a green energy policy and having reliable heat for users. Issues lurk with the roof, drains and the general age of the kitchen and toilets and so fundraising will be required in the near future. A Hall Committee is being re-assembled to address this.

March 2022

**ST. FRANCIS OF ASSISI  
WEST WICKHAM  
PAROCHIAL CHURCH COUNCIL  
Charity No: 1134856**

**FINANCIAL STATEMENTS  
FOR THE YEAR ENDED  
31ST. DECEMBER 2021**

**PAROCHIAL CHURCH COUNCIL OF ST. FRANCIS OF ASSISI, WEST WICKHAM**

**STATEMENT OF FINANCIAL ACTIVITIES FOR THE YEAR ENDED 31ST. DECEMBER 2021**

	Notes	Unrestricted Funds	Restricted Funds	<b>Total Funds 2021</b>	<b>Total Funds 2020</b>
<b>Incoming Resources</b>					
Voluntary Income	2a	49,548		49,548	46,621
Activities for generating funds	2b	2,276		2,276	1,886
Income from investments	2c	31		31	263
Church activities	2d	16,251		16,251	9,973
Legacies	2e	1,000		1,000	0
<b>Total Incoming Resources</b>		<b>69,106</b>	<b>0</b>	<b>69,106</b>	<b>58,743</b>
<b>Resources Expended</b>					
Costs of generating voluntary income	3a	0		0	0
Fund-raising trading costs	3b	0		0	0
Church activities	3c	70,054		70,054	82,646
Missions	3d	1,200		1,200	1,200
Payments from Lighting Fund	15	0		0	0
Payments from Repairs Legacy	17	0		0	-163
<b>Total Resources Expended</b>		<b>71,254</b>	<b>0</b>	<b>71,254</b>	<b>83,683</b>
<b>Net Movement in Funds</b>		<b>-2,148</b>	<b>0</b>	<b>-2,148</b>	<b>-24,940</b>
Total Funds brought forward at 1st. January 2021		473,117	26,965	500,082	525,022
Net Movement of Funds for year		-2,148	0	-2,148	-24,940
<b>Total Funds carried forward at 31st. December 2021</b>		<b>470,969</b>	<b>26,965</b>	<b>497,934</b>	<b>500,082</b>



**PAROCHIAL CHURCH COUNCIL OF ST. FRANCIS OF ASSISI, WEST WICKHAM**

**BALANCE SHEET AT 31ST. DECEMBER 2021**

	Notes	2021	2020
<b>Fixed Assets</b>			
Tangible Fixed Assets	5	390,915	390,915
Investments	6	<u>0</u>	<u>0</u>
<b>Total Fixed Assets</b>		<u>390,915</u>	<u>390,915</u>
<b>Current Assets</b>			
Stock		228	228
Debtors	8	6,938	8,568
Short term Deposits		48,741	48,716
Cash at Bank		<u>68,065</u>	<u>69,950</u>
		123,972	127,462
Creditors: amounts due within one year	9	<u>-17,986</u>	<u>-18,295</u>
<b>Net Current assets</b>		<u>105,986</u>	<u>109,167</u>
<b>Total Assets less current liabilities</b>		<u><u>496,901</u></u>	<u><u>500,082</u></u>

Represented by:

<b>Parish Funds</b>	7		
Restricted	10	26,953	26,953
Unrestricted	10	<u>469,948</u>	<u>472,689</u>
		<u><u>496,901</u></u>	<u><u>499,642</u></u>

Approved by the Parochial Church Council on 29th. March 2022 and signed on its behalf by:

Rev. Hazel O'Sullivan  
Vicar & PCC Chair

The accompanying notes form part of these financial statements



**PAROCHIAL CHURCH COUNCIL OF ST. FRANCIS OF ASSISI, WEST WICKHAM**

**Cash Flow Statement for the Year ended 31 December 2021**

	<b>2021</b>	<b>2020</b>
Net Cash from Operating Activities		
Net Income	-2148	-22159
Adjustments for:		
Decrease/(Increase) in Debtors	1630	3547
(Decrease)/Increase in Creditors	-309	-653
Net cash provided by operating activities	<u>-827</u>	<u>-19265</u>
Analysis of Cash		
Cash	17727	19618
Deposits	99079	99048
	<u>116806</u>	<u>118666</u>

PAROCHIAL CHURCH COUNCIL OF ST. FRANCIS OF ASSISI, WEST WICKHAM

NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31ST. DECEMBER 2021

2 **Income**

	Unrestricted Funds	Restricted Funds	Total Funds <b>2021</b>	Total Funds <b>2020</b>
	£	£	£	£
<b>a Voluntary Income</b>				
Planned Giving	35,658		35,658	35,116
Collected at all services	1,290		1,290	1,721
Other giving	2,082		2,082	492
General Donations	2,401		2,401	663
Other receipts	183		183	695
Income Tax recoverable	7,934		7,934	7,934
	<u>49,548</u>	<u>0</u>	<u>49,548</u>	<u>46,621</u>
<b>b Activities for generating funds</b>				
Events	1,387		1,387	502
Refreshments	38		38	75
Gift Day	851		851	0
	<u>2,276</u>	<u>0</u>	<u>2,276</u>	<u>577</u>
Gift Day	851	0	851	1,309
<b>c Investment Income</b>				
Interest	<u>31</u>	<u>0</u>	<u>31</u>	<u>263</u>
<b>d Income from Church Activities</b>				
Church & Hall Lettings	14,639		14,639	8,828
Fees from Weddings, etc.	1,481		1,481	959
Parish Magazine	131		131	186
	<u>16,251</u>	<u>0</u>	<u>16,251</u>	<u>9,973</u>
<b>e Income from Legacies</b>	<u>1,000</u>	<u>0</u>	<u>1,000</u>	<u>0</u>
<b>Total Incoming Resources</b>	<u><u>69,957</u></u>	<u><u>0</u></u>	<u><u>69,957</u></u>	<u><u>58,743</u></u>

## NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31ST. DECEMBER 2021

## 3 Expenditure

	Unrestricted Funds	Restricted Funds	Total Funds 2021	Total Funds 2020
	£	£	£	£
a Costs of generating Voluntary Income				
Stewardship Costs	0	0	0	0
b Fund-raising Trading Costs	0	0	0	0
c Church Activities				
Ministry Costs				
Diocesan Parish Contribution	32,650		32,650	47,500
Other Clergy Costs	941		941	898
Church Running Expenses	9,545		9,545	10,436
Upkeep of Services	51		51	310
Honoria & Fees	4,065		4,065	4,220
Church Hall Running Costs	9,112		9,112	9,156
Church Repairs etc.	7,370		7,370	7,386
Hall Repairs etc.	6,320		6,320	2,740
	70,054	0	70,054	82,646
d Gifts to Missions	1,200	0	1,200	1,200
e Payments from Lighting Fund	0	0	0	0
f Payments from Repairs Legacy	0	0	0	0
g Governance Costs				
Independent Examination Fee	0	0	0	0
Cost of Annual Accounts	0	0	0	0
<b>Total Resources Expended</b>	<b>71,254</b>	<b>0</b>	<b>71,254</b>	<b>83,846</b>

**PAROCHIAL CHURCH COUNCIL OF ST. FRANCIS OF ASSISI, WEST WICKHAM**

**NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31ST. DECEMBER 2021**

**4 Staff Costs**

	<b>2021</b>	<b>2020</b>
a. <i>Wages &amp; Salaries</i>	£4,065	£4,220
Fees have been paid to 2 organists to cover services and choir rehearsals.		
b. <i>Payments to PCC members</i>		
There were no disclosable transactions in respect of PCC members nor persons closely related to them nor other related parties.		

**5 Tangible Fixed Assets**

	Freehold Land & Buildings £	Church Hall Contents £	Total £
<b>Cost or Valuation</b>			
At 1st. January 2021	372,873	18,042	390,915
Additions			
Disposals	0	0	0
Revaluation			
At 31st. December 2021	<u>372,873</u>	<u>18,042</u>	<u>390,915</u>
<b>Depreciation</b>			
At 1st. January 2021			
Additions			
Disposals	0	0	0
At 31st. December 2021	<u>0</u>	<u>0</u>	<u>0</u>
<b>Net Book Values</b>			
At 1st. January 2021	372,873	18,042	390,915
At 31st. December 2021	<u>372,873</u>	<u>18,042</u>	<u>390,915</u>

The Freehold Land & Buildings comprise the Church Hall. For accounting purposes, the value of this property and its contents are at the valuations made for insurance purposes in 2005.

**6 Investments**

There are no Investments.

**7 Analysis of Net Assets by fund at 31st. December 2021**

	Unrestricted Funds £	Restricted Funds £	Total Funds £
Fixed Assets	390,915	0	390,915
Current Assets	123,712		123,712
Current Liabilities	-17,726		-17,726
	<u>496,901</u>	<u>0</u>	<u>496,901</u>

**8 Debtors**

	<b>2021</b>	<b>2020</b>
	£	£
Income Tax Recoverable	4,279	5,939
Prepayments & accrued income	2,659	2,629
Other debtors	0	0
	<u>6,938</u>	<u>8,568</u>

**PAROCHIAL CHURCH COUNCIL OF ST. FRANCIS OF ASSISI, WEST WICKHAM**

**NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31ST. DECEMBER 2021**

<b>9</b>	<b>Creditors - Amounts falling due within one year</b>	<b>2021</b>	<b>2020</b>
		£	£
	Deferred income	0	0
	Accruals for utilities & other costs	517	982
	Other creditors	17,469	17,313
		<u>17,986</u>	<u>18,295</u>

**10 Statement of Funds**

	Bal b/fwd 1.1.21	Income	Expenditure	Bal c/fwd 31.12.21
	£	£	£	£
<b>Unrestricted Funds</b>				
General Fund	326,729	69,106	71,254	324,581
Legacies	125,172			125,172
Fabric Fund	21,228			21,228
	<u>473,129</u>	<u>69,106</u>	<u>71,254</u>	<u>470,981</u>
<b>Restricted Funds</b>				
Lighting & Improvement Fund	13,601	0	0	13,601
Church Repairs & Maintenance Fund	13,352		0	13,352
	<u>26,953</u>	<u>0</u>	<u>0</u>	<u>26,953</u>
<b>Total Funds</b>	<u>500,082</u>	<u>69,106</u>	<u>71,254</u>	<u>497,934</u>

The Unrestricted General Fund includes the valuation of the Church Hall Buildings & Contents of £390,915

**11 Analysis of Running Costs & Maintenance of Church & Hall**

	Church		Hall	
	2021	2020	2021	2020
	£	£	£	£
Heating & Lighting	2,505	3,145	2,701	2,945
Cleaning	946	1,100	4,838	4,436
Insurance	3,901	3,955	1,478	1,489
Rates - General & Water	99	148	95	286
Administration	1,661	2,088	0	0
Maintenance	7,370	7,386	6,320	2,740
<b>Total</b>	<u>16,482</u>	<u>17,822</u>	<u>15,432</u>	<u>11,896</u>

**12** Donations to the Church from PCC members during the year totalled £ 8575

PAROCHIAL CHURCH COUNCIL OF ST. FRANCIS OF ASSISI, WEST WICKHAM

NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31ST. DECEMBER 2021

13 Gifts to Charities

	2021	2020
Amounts paid to Charities	£	£
OMF in Japan	400	400
EarAid Nepal	400	400
Anglican Eye Clinic Ghana	400	400
Bromley Foodbank	1177	1197
Action Aid	500	0
CLIC Sargent	164	0
Christian Aid	867	0
Croydon Refugee Centre	28	0
The Children's Society	211	131
Demelza House	139	0
Welcare in Bromley	170	0
Care4Calais	851	0
	<u>5,307</u>	<u>2,528</u>

14 Fabric Fund

	Unrestricted
	£
<b>Balance 1.1.21</b>	21,228
<b>Receipts</b>	<u>0</u>
	21,228
<b>Payments</b>	<u>0</u>
<b>Balance 31.12.21</b>	<u>21,228</u>

15 Lighting & Improvement Fund

	Restricted
	£
<b>Balance 1.1.21</b>	13,601
<b>Receipts</b>	<u>0</u>
	13,601
<b>Payments</b>	<u>0</u>
<b>Balance 31.12.21</b>	<u>13,601</u>

16 Legacies

	Unrestricted
	£
<b>Balance 1.1.21</b>	125,172
<b>Received in Year</b>	<u>0</u>
	125,172
<b>Expenditure in Year</b>	<u>0</u>
<b>Balance 31.12.21</b>	<u>125,172</u>

17 Church Repairs & Maintenance Fund (Legacy)

	Restricted
<b>Balance 1.1.21</b>	13,352
<b>Income</b>	<u>0</u>
<b>Balance 31.12.21</b>	<u>13,352</u>



## **INDEPENDENT EXAMINER'S REPORT TO THE MEMBERS OF ST. FRANCIS WEST WICKHAM PAROCHIAL CHURCH COUNCIL**

Accounts certificate for the year ending 31<sup>st</sup>. December 2021 which are set out on pages 1 to 8.

### **Respective responsibilities of the Trustees and Independent Examiner**

The charities' trustees consider that an audit is not required under section 144(2) of the Charities Act 2011 and that an independent examination is needed.

It is my responsibility to:

1. Examine the accounts under section 145 of the 2011 Act
2. Follow the procedures laid down in the General Directions given by the Charities Commission section 145(5)(b) of the 2011 Act
3. 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 of 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 includes consideration of any unusual items or disclosures in the accounts and seeking explanation from the management committee concerning any such matters. The procedures undertaken do not provide all the evidence that would be required under a full audit and consequently I do not present an audited opinion on the accounts.

### **Independent Examiner's Statement**

1. In connection with my examination no matters have come to my attention which give 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 accounts which according to these 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

Keith Earthrowl  
47 Boundary Way  
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Croydon CR0 5AU

March 28, 2022