THE PAROCHIAL CHURCH COUNCIL OF THE ECCLESIASTICAL PARISH OF ST. BARTHOLOMEW, OTFORD.

England & Wales · Charity number 1135073

Details

Other names	PCC OF ST. BARTS, OTFORD.
Status	Registered
Legal form	Previously excepted
Registered	2010-03-22
Register	View on the Charity Commission register

Contact

Address	St. Bartholomew's Church The Green Otford Sevenoaks Kent TN14 5PD
Phone	01959523185
Email	office@stbartholomews.co.uk
Website	www.otford.info/st.bartolomews/contact_us.shtml

Activities

Objects: Promoting in the ecclesiastical parish the whole mission of the Church.

Activities: Religious and charitable activities in connection with the Parish Of Otford, Kent.

Classification

- **How:** Makes Grants To Organisations, Provides Buildings/facilities/open Space, Provides Services
- **What:** Religious Activities
- **Who:** Children/young People, Elderly/old People, People With Disabilities, The General Public/mankind

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Geography

- **Area of benefit:** UNDEFINED. IN PRACTICE, LOCAL.
- Kent

Finances

Period end	Income	Expenditure	Assets	Employees
2024-12-31	£184,796	£170,978	-	-
2023-12-31	£170,110	£149,311	-	-
2022-12-31	£154,691	£157,150	-	-
2021-12-31	£152,591	£153,135	-	-
2020-12-31	£153,406	£145,252	-	-

Trustees

Name	Role	Appointed
Colin George Anderson		2021-04-25
DAWN CAROL HALLAM		
Derek Martin Shilling		
Dr Jonathan Batchelor		2024-04-25
George Edward Young		2024-04-25
Heather Mary Stanley		2018-04-22
JANET ANNE HUNT		
Joan Margaret Beacom		2020-10-18
MARGARET RUTH LIDBETTER		
MARK PHILLIP HOLMES		
Margaret Elizabeth Doonan Southgate		2023-04-25
Nancy Jonsson		2023-04-25
Naomi Joyce Hunt		2021-04-25

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THE PAROCHIAL CHURCH COUNCIL OF THE ECCLESIASTICAL PARISH OF ST. BARTHOLOMEW, OTF

England & Wales - Charity number 1135073

Accounts

The Parochial Church Council of the Ecclesiastical Parish of St. Bartholomew, Otford

Registered Charity Number
1135073

Also known as St. Bart's, Otford

Vacancy for the whole of 2024

The Green
Otford
Sevenoaks
Kent
TN14 5PD
office@stbartholomews.co.uk
www.stbartholomews.co.uk

Annual Report and Financial Statement for the year ended 31 December 2024

Trustees

The Trustees are the members of the Parochial Church Council (PCC). Those members are either ex-officio, elected at the Annual Parochial Church Meeting (APCM) or co-opted by the PCC in accordance with the Church Representation Rules. Trustees are not remunerated.

During the year ended 31 December 2024 the following served as members of the PCC:

Vicar	Interregnum 2024	
Wardens	Mrs Janet Hunt	- from April 2018 and re-elected in 2019,2024 and 2021,2022,2023,2024
	Mrs. Joan Beacom	- from April 2021,2022,2023 and re-elected in 2024

Members of the Diocesan Synod

Mr. Derek Shilling

Members of the Deanery Synod

Mr. Mark Holmes - PCC Minutes Secretary

Mrs. Margaret Lidbetter

Mrs. Janet Hunt

Elected Members

Mr. Colin Anderson (2021)	
Mr. Jonathan Batchelor	Elected 2024
Mrs. Lorna Coulson	Resigned 23 September 2024
Mr. Russell Edwards	Stood down APCM 2024
Ms. Dawn Hallam (2017)	
Mrs. Jocelyn Hart	Stood down APCM 2024
Miss. Naomi Hunt (2021)	
Mrs. Nancy Jonsson (2022)	
Mrs. Emma Peters (2019)	Stood down APCM 2024
Mrs. Mags Southgate (2022)	
Mrs. Heather Stanley (2018)	PCC Treasurer
Mr. George Young	Elected 2024

Independent Examiner

Mr F. W. Salmond

10 Eden Hall, Stick Hill, Edenbridge, Kent TN8 5QQ

Bankers

CAF Bank Ltd, 25 Kings Hill Avenue, Kings Hill, West Malling, Kent

The CBF Church of England Deposit Fund, One Angel Lane, London EC4R 3AB

Governing Document

The Parochial Church Council Powers Measure 1956 as amended, and Church Representation Rules previously exempted from registration.

All members of the PCC are trustees of the charity. Elected members of the PCC are normally appointed for a period of three years and are required under the PCC's own policy to stand down for a minimum of one year following the three-year period. Dawn Hallam as a Reader was requested by the PCC to remain on the PCC as a Lay Reader. The PCC meets every two months to transact the business of the Church.

In between meetings of the full Council the Standing Committee[1] is authorised, subject to the PCC's directions, to conduct the business of the PCC should decisions need to be taken between full meetings of the PCC

Objects of the Charity[2]

The PCC has the responsibility of working with the Area Dean (Rev. Dr. Chris Noble) to uphold the ministry and mission of the Church in the areas of worship, the nurture of faith, service to the village of Otford and Christian witness. This is done through: -

- Sunday and midweek services;
- baptisms, weddings, and funerals;
- youth and children's work;
- teaching adults through weekly home groups and occasional series of talks;
- pastoral care and involvement in the community; and
- supporting mission partners.

To meet our objectives, and by way of good stewardship of the property for which the Area Dean, Churchwardens and PCC are responsible, we maintain the fabric of St Bartholomew's Church (which English Heritage has listed as a Grade 1 building), the adjoining Church Centre and the Church Hall (located in the High Street).

To ensure the objectives are complied with the PCC meets regularly. There were 8 PCC meetings during the year with a high average attendance level. Much of the PCC's work is assisted by committees. Those committees report and make recommendations to the PCC. The main committees are: -

Standing – Has the legal authority to continue the business of the PCC, subject to any directions given by the Council.

Finance – meets on average at two-monthly intervals between PCC meetings. It monitors income and expenditure, reviews budgets and reviews financial controls working closely with the Treasurer.

Fabric – monitors the condition of the Church fabric, Church Hall, churchyard and car park and arranges maintenance and repair work as required.

Fair – plans and organises the St Bartholomew's Fair, normally the principal fund-raising event of the year.

Events Team - plans and organises social and fund-raising events during the year.

Ministry Team, Wardens & Parish Administrator – meets to provide mutual fellowship and support, and the opportunity to continue to look at upcoming Services and rota's in the absence of an Incumbent.

Mission Ministry and Growth – communicates the work of Christian agencies supported by St. Bart's through written articles and arranging for speakers to visit (limited speakers in 2024 due to the interregnum). It recommends the allocation of available funds to Christian mission and relief organisations, both in the UK and overseas. It updates and reviews the Called to Grow Action Plan and makes recommendations to the PCC for further discussion and action as appropriate.

Electoral Roll

In 2024 there were 171 members on the Electoral Roll.

[1] Members of the Standing Committee are the Vicar, the Churchwardens, the PCC Minutes Secretary, the Treasurer and up to two other members of the PCC or the Vice Chair of PCC and two members of the PCC.

[2] For Charity Commission purposes the Charity comes within the classification of "Religious Activities" to help the general public particularly within the parish of Otford, Kent and the surrounding area but also through mission giving further afield. It provides the services listed in this document.

Clerical Vacancy

During 2024 the Clerical Vacancy at St. Bartholomew's was advertised twice in July and September. Whilst applications for the post were received and various candidates were interviewed the Panel were unable to recommend an appointment to the Bishop. The vacancy was therefore, readvertised in November with a closing date of 6th January 2025. We await the outcome of this application period. When the position is filled in Otford it will be that of a Priest in Charge as there is still much uncertainty about the shape of Shoreham Deanery going forward, with a number of Clergy due to retire and therefore some changes to format of the Deanery appear likely.

We would like to record our thanks to all our Visiting Clergy who have taken our Services of Holy Communion, Weddings, Baptisms and Funerals, along with our home team of Readers who have enabled Worship to carry on as usual during the vacancy.

SUMMARY OF THE MAIN ACHIEVEMENTS DURING THE YEAR

When planning our activities for the year the PCC consider the Charity Commission's guidance on public benefit and the specific guidance on charities for the advancement of religion. Many of the activities and services listed in this report are carried out by volunteers and St Bart's is very grateful for this. It is difficult to estimate the exact number of volunteers, but we believe that it is well over half of the number on the Electoral Roll. Many among the congregation have given time to undertake various jobs within the Church and Churchyard, too many to mention by name but we record our thanks to each and every one of you.

Pastoral Care

We now have just one Pastoral Assistant Margaret Lidbetter, who is also a trained counsellor, and who serves our church in many situations, from an arrange appointment and Holy Communion at home to the impromptu chat and whatever help is needed. We appreciate being alerted to any situation where we can help. This is a fulfilling role within our church and look forward to being joined by others who may be willing to undertake this role.

Cornerstone

In 2024 we were invited to join the Cornerstone project as part of a trial in the Diocese of Rochester. The ministry and mission of Parish Churches is mostly funded through the incredible generosity of those who give to it through money, time and talents. When times are tough, financial struggles can seem overwhelming, which is why Cornerstone has been developed, by the National Giving Team, with the aim that it will take each Parish on a journey to understand the giving culture and financial situation of their Parish. It aims to leave the Parish with clear, simple steps to grow giving, both in terms of income, time and talents.

Liz Mullins our Diocesan Generous Giving Adviser introduced us to the platform which uses data taken from our Annual Parish Return along with answers to a questionnaire. This then provides a platform to look at what we do and how we do it, what we could look at doing differently. In terms of use of time and talents and finance. This is very much a work in progress and will continue to develop over time.

This led to us taking the decision to advertise that half of the collections taken at Services over the Christmas Period would be donated to Loaves and Fishes. Amount to £539.00. This extra funding allowed Loaves and Fishes to purchase items they might be short of in terms of goods available to hand out to those in need.

Cornerstone has various areas to work through. Work on the Cornerstone project will continue in 2025.

Choir

Throughout 2024, the choir fulfilled its normal schedule of singing three morning and two evening services per month, with the usual special services to mark particular occasions in the church's year.

As I have said on previous occasions, the choir is ageing and is in urgent need of new recruits. Sadly, there has been no response from any congregation members wishing to help by singing in the choir, so this situation will only become worse. Some choir members have had health problems this year, and this resulted, unfortunately, in the cancellation of our annual Christmas Concert, for the first time (other than when Covid intervened) in over 40 years. Thankfully we were still able to have our usual Service of Nine Lessons and Carols.

The choir has nevertheless continued to perform a wide-ranging repertoire, and during 2024 sang music from England, France, Italy, the Netherlands, Spain, Portugal, Austria, Belgium, Russia and Norway, from the 16th to the 21st century.

A new venture in 2024 was a service of evensong on a Saturday in November, jointly with members of Kent County Organists' Association. The resulting choir of 26 produced a joyful sound, much appreciated by a small congregation of Association and church members.

The choir is, as ever, fortunate to have so many dedicated and faithful members, and its membership now continues to stand at 16.

Anyone interested in singing, on a regular basis, the wide range of service repertoire that we have, should contact me or the Church Office.

Music Group

Membership of the music group (band) has remained reasonably stable during the year. Although some members have gone to university, they always seem keen to join in when they return for holiday or visiting home. When everyone turns up (approx. 15 people) it can be quite difficult to fit everyone plus instruments on the platform – what a great problem to have!
The instruments in the band include cello, violin, various representations from the brass and woodwind sections, guitars, bass guitar, mandolin, percussion and of course our singers. We are always happy to welcome new members to the band particularly with an instrument we don't have so as to give our music arranger, to whom we are extremely grateful for his hard work, an extra challenge!

The band have continued to play at All Together Worship services each month and at some extra services during the year including the Mothering Sunday communion, one of our quarterly healing services, Christingle, the Palm Sunday ecumenical service (held in St Bart's due to bad weather) and Sunday Club Nativity service. Two particular highlights in 2024 were the band being asked to play at two weddings: the one in May being that of a band member, and the one in July being that of a member of our AV team. These were very special occasions for the band and will be long remembered.

Again, special thanks must go to our technical wizard who, with all his knowhow and talent, spends time making it possible for the band to be heard with a balanced sound both in church and via the live stream.

We look forward to what this year will bring as we continue to worship with God's people here at St Bart's.

Bell Ringers

We've managed to keep going throughout 2024 despite only having six bell ringers. There have been occasions when we haven't been able to ring on Sundays because of insufficient numbers. We have had ringers from other towers who have offered to support us but unfortunately their Church services clash with St Barts.

Our Thursday practices have continued to be very well supported by Fraser and Dee from Kemsing and attended regularly by some of the Kemsing ringers. We also have two or three other more experience ringers who support us periodically. Without a significant number of more able ringers, it is difficult to progress beyond a certain point.

During the year we rang for four weddings-May, June, July and December. We had no requests to ring for any Memorial services but are always happy to do so. We had a number of visiting ringers throughout the year, covering January, April, May and July. Also hosted training sessions in October and November. All visitors showed their appreciation of the bells.

We managed to ring for Remembrance Sunday but were not able to ring for the opening of the Church Fayre. Although we were not able to ring for Christmas Day, we did ring for the Nine Lessons and Carols service.

We were in the process of training an Otford resident to ring but unfortunately due to an unforeseen medical condition he is unable to continue. We would welcome anyone who would like to take up this challenge and at present could provide training. It is a good physical and mental challenge.

As regards the condition of the bell ropes, we have managed to make temporary repairs to the ropes to extend their lives but now it has become necessary to arrange a full replacement.

Cameo

Fourteen members of our church family and who live alone have met regularly on Monday afternoons. The group is called CAMEO (come and meet each other) and is open to those who would appreciate a regular sociable inter-action with those similarly placed.

Fortnightly we engage in Bible Study and on the alternate Mondays we have a varied programme of activities and visitors who come to give a talk on their chosen subject. This year some of our members went away together to Weston Super Mare, visiting Cheddar, Bath, Bristol and Wells.

Highlights of our activities are the Summer and Christmas Afternoon Teas, which always involve fun time. We are pleased to meet together in this Pastoral Ministry.

Children and Young People

Sunday Club

Sunday Club meets on Sunday Mornings (except for the 1st Sunday of the month when we have our 'All-Together' worship). We continue to meet as an all-age group with two leaders for each session. The leaders work together to plan the session and can split the group depending on the ages of children attending each week. We use a scheme from the Scripture Union which provides a variety of age appropriate activities based round a bible passage, and we find this flexible approach allows us to play to the strengths of both the leaders and the young people attending week by week.

We also work on producing displays for the notice board in the church centre – often sharing the project with Epic or Messy Church. These displays may be seasonal or related to a particular bible story. These creative sessions are always popular and allow us to give something back to the congregation. Our Christmas display this year was on the theme of The Star of Bethlehem and included stars created by our different youth activities.

There are 7 regular leaders who work on a rota basis and we are blessed to have such a faithful team. We thank them all for sharing their time, their talents, and their faith. We have also benefited from the support of young people who are following the Duke of Edinburgh award scheme, and work with us as volunteers. Currently we have 20 children on our register, with an attendance of between 5 and 10 most weeks.

It has become a tradition that Sunday Club has a special project during August. This year we took the theme of Caring for God's Creation and built up a display on the board covering different elements including recycling, trees and rainbows.

The year ended with our nativity play, 'The Advent Calendar Puzzle' using resources especially written for us by one of our leaders. This involved participation by the whole congregation and was a successful end to the year.

EPIC - Every Person in Christ

Epic is the St Bartholomew's Youth Club for those in school years 5 - 8. Meetings are held on the second Saturday evening of the month in the Church Centre for a range of activities, supper, and bible study.

We try to offer a range of activities that meet the social, physical and spiritual needs of young people. We aim to foster a spirit of co-operation and encourage working together in small groups for problem solving activities and as a whole group for discussion times. There is often a craft activity, as well as plenty of opportunities to let off steam.

We always have supper together – always two courses and hopefully with veggies or fruit! Sometimes this is provided by parents, thank you to all those who have taken on this task. Sometimes we order in Pizza (always popular) and we also have times when we get the young people involved in the preparation and the washing up. This is always an interesting experience with much being learned! Grace is said before supper and there is always a bible study linked to one of the previous activities and a prayer.

We have three regular leaders and call on others as needed for extra or specific help. There are 16 young people on the register and typically 12 - 14 attend. Epic offers a wonderful opportunity to meet the needs of this age group and their families and to reach out to families who are not regular church attenders.

For the leaders it is exhausting, enriching and enlightening. For the young people we hope it is a chance to meet in a safe space that is not school or home, to have a degree of freedom, to have fun and to have a chance to consider the spiritual aspects of their lives.

Thanks must go to everyone who was involved in running Epic and for being a constant in the lives of our young people when so much else was changing. This group of young people are open to bringing their friends along and look forward to meeting together. We aim to support a smooth transition of these children from primary to senior school and from EPIC to YPF.

YPF – Young People's Fellowship

YPF is our group for young people in year 9 and above, we meet every Sunday evening in term time and our meetings involve fun, food (lots of chocolate) and friendship. Every year we see some leave to go off to further education and welcome new members to join in the mayhem. Numbers can vary wildly from 6 to 20, especially during exam season and university holidays. You can find us cooking (sometimes successfully), playing silly games (always competitively), searching for Easter eggs (in the furthest reaches of the parish), decorating plant pots (and then getting EPIC to plant them up). Our young people also take an active part in church life, many of them are involved in the worship band and the tech team wouldn't run without them.

Our aim is to create a welcoming, inclusive and supportive community for all the young people associated with our church and walk with them as they mature into faith as adults. It is always a joy to welcome back students during the holiday. This year I have been reminded of the long term impact of such a group
twice. We had a coffee and cake gathering for 'ancient' YPF – those of us who were part of the group 40 years ago, it was great to see nearly 30 of us gather and catch up and reminisce. The other occasion was at midnight mass this year where about 25 young people, current and student YPF and recent members gather in the traditional YPF pews at the back of the lady chapel to worship together as part of the service. Bonds of friendship and faith can have eternal consequences

Youth Weekend

The month of July every year means it's time for the children and young people, of our church family, to go away for a weekend (with a few oldies) and give their parents a weekend of peace and quiet! Kench Hill has now been our destination for several years and we do all love going there. Although it is in a lovely, peaceful area there is not a lot of quiet during our weekend there. We do such a range of activities from art and crafts to water fights there is always something to do. Our theme in 2024 was 'Hopes and Dreams' based on the wonderful Bible promise from God: "For I know the plans I have for you". Our sessions focussed on different ideas such as being open to God, when God challenges us, when things go wrong and the older generation sharing their life experiences of God, related to hopes and dreams. Each session was linked to a different Bible story. A new activity this year, after watching film, was to have a campfire in which we toasted marshmallows and enjoyed eating them between biscuits. So, 27 young adults and children ranging from the age of 8 to 21+, and about 12 adults met with God, enjoyed lots of fellowship and came home pretty exhausted but having loved another weekend together.

Tech-team

Our Live streaming of regular and occasional services is made possible by a very dedicated core of 3 households and 4 individuals who give up several hours each month to run the video for our services alongside the three regular volunteers who run the sound. Many thanks to all who use their time and talents in support of this much appreciated aspect of our church life. In total 57 services were streamed in 2024 including Nine Lessons and Carols, 3 Funerals and 1 Wedding outside of the normal Sunday schedule.

This year has seen the introduction of new software for managing the subtitles. This was funded by a generous donation from a member of the church and our thanks go to them for that. This year also saw the introduction of the dedicated AV cabinet within the church removing the need for the weekly set up and pack down. Thanks goes to Sam, the Cabinet Builder, and to the Fabric Committee for their hard work in making this happen.

While not reaching the same heights as during the COIVD Pandemic our live streams attract 4 regular viewers at the time of the service and an average of 20 viewings over the week.

Despite the eventful year the team are really feeling the effect of a key members moving away in previous years. We are now at the point where every person is assigned a week and thus unavailability has a major impact. We now need a person to cover a monthly slot and two people to help provide occasional cover when our regulars are unavailable. We'd love to hear from you if you'd like to help and full training will be provided with no obligation.

Social Media

Overview

The church utilises various channels to communicate our events, mission activities, key services and prayer diary. We have a closed Facebook Group (170 followers) and an open Facebook Church page (240 followers). A small number of administrators manage content and respond to queries on behalf of the church and are on standby to moderate (although this hasn't been necessary, thankfully!). Our Instagram page (250 followers) synchronises with our Facebook account, and the same content is usually uploaded to all these channels. In December 2023, we decided to focus efforts on Facebook and Instagram, we no longer post on our X (formally Twitter) account. Our church WhatsApp Group currently consists of around 80 church members and invitations to the group is managed in an orderly way.

Content

A small group prepare our daily prayer diary, in advance, on a 3-month rotation. This is shared with the office along with suitable images. Another small group prepares an advanced monthly communications schedule of our events, key services and mission activities. A couple of nominated people then pre-load social media posts in a streamlined way, whilst information is loaded manually onto WhatsApp on an as needed basis.

Community engagement

Some Facebook posts from our Church Account are shared on the Otford Village Hub Facebook Group, to advertise our various events, pop-up stalls and activities to the local community. Our approach is to be helpful and positive when engaging with comments from village residents, for example when concerns were raised about controlling ivy around the hall or tidying our flower beds. After each pop-up, one of the comms team will usually post a "thank you" on the village hub to show our appreciation. Our posts about the Church Fair received our highest engagement yet.

Website and Emails

During 2024, a team prepared for the closure of Otford.net and migrating our domain and our emails to a new host. We are now busily working on re-vamping the church website, which we hope to launch in 2025.

Thank you

We would like to give a very big "thank you" to everyone involved in preparing, uploading and managing our various social media communications, our email system and our website. Your assistance and support in 2024 was very much appreciated.

Church Fabric

There are 8 members on the Church Fabric Committee and we met 5 times in 2024 face to face and on Zoom there is much activity by members between meetings.

Church

AV Cabinet, designed, built installed and up and running. The preliminary works have been completed in relation to moving the cameras to their final agreed position.
Quinquennial recommend works are in hand with longer term works currently on hold. The South door repairs are in hand in order to make access through this door easier. The dangerous tree at the East end of the Church has been removed, and permission requested to remove small trees near fire exit to Vestry.
Issues in relation to lighting and security in the Church Car Park have also been discussed and work is in progress in relation to creating a workable scheme following damage to vehicles and lighting in the Car Park.

Church Centre

Cracks in walls. Following a report from a structural Engineer it was noted that the East Wall requires structural ties. Other cracks require filling with a flexible medium and decoration. This work is currently on hold.
The installation of acoustic panels is also currently on hold pending PCC work on use of the Church Buildings. A new Contractor has been appointed to manage and maintain the alarm system in the Centre and Church.

Church Hall

A new boiler has been installed providing heat and hot water to the building. Tin has been replaced on the side hall roof. An Electrical Inspection had been completed with resulting items undertaken.
Maintenance inspection 17 Nov 2023 recommended short and medium term actions, to windows, doors, roof, gutters and drains and external finishes. Some or all kitchen units are in urgent need of replacement. The water tank on the store roof was drained and remove.

Cyclical Maintenance

This is reviewed annually to ensure all is on track and items are appropriately maintained. An Energy Saving review was also undertaken with quotes being obtained for underfloor insulation under pew staging. This proved to be not economically viable.

Finally, a big thank you to our committee members for all their hard work and dedication!

Flowers

The Flower Team continues to place flowers each week on the two altars in our beautiful church to enhance the experience of everyone attending services or visiting. We also work as a team for Special Festivals where more elaborate arrangements are needed.
You do not need to be a flower arranger to help our depleted team. Some of our congregation use the opportunity to remember loved ones on specific dates and the signup sheet is at the back of the church.
Can you put a bunch of flowers in a vase?
Would you like to remember a loved one with church flowers?
If you feel unable to physically help, a monetary contribution would be gratefully received.

Events, Church Fair and Christmas Market

The Events team again put together an interesting and varied programme of activities to enliven the church year, both to support church finances and provide fun and fellowship.

We started the year with a Burns Night Supper, which we are grateful to Vickie Howie for organising, and followed this up with a fascinating talk by Ed Thompson on the history of Otford shops. Over the summer we again ran a series of pop-ups, including one supporting Christian Aid in a co-ordinated event between ourselves, the Methodists, Catholics and Evangelicals – a first for Otford. Other events included a beetle drive, the annual parish BBQ and a sponsored litter pick. The autumn saw the arrival of a French Bistro in the church centre, followed by an ever popular Harvest Supper & Quiz before the arrival of the Christmas Festivities and annual 'Strictly' evening. The Holmes family again did sterling service in visiting as many parishes as possible during Ride & Stride.

Our annual St Bart's Summer Fair took place on the Green next to the church on 22nd June. The Fair is a major community engagement event for our Church and brings many from the village and surrounding area into contact with St Barts in friendly and fun environment.

Our prayers were answered in terms of the weather and we were blessed with a sunny afternoon that helped draw a good crowd. This year the Fair again offered a wide range of stalls and attractions to appeal to all ages, plus in addition we were delighted to have our very own St Barts Band performing through the afternoon very popular with the fairgoers! Overall, a great day, enjoyed by all for which we are so grateful to our Church family and wider community for all their help and support in putting on this popular event.

In November we joined in with the Otford Village Fayre on a very wet and windy Saturday in November. We were pleased to welcome many to the Church and Church Centre to peruse the items on offer, the bacon butties went down particularly well. It was a great opportunity to catch up with many friends in the village. We are truly grateful to all who support all our Social and Fund Raising events either by helping, providing items for sale or simply coming along and supporting those on the various stalls.

Soup Lunch

We are grateful to Joan Beacom for her work in organising and running soup lunches throughout the year and for initiating a bridge afternoon in August, which we hope to repeat again in 2025.

We meet bimonthly in the church centre any one is welcome to attend. We attract some 30 people who come to enjoy homemade soup with bread, a small dessert and coffee with a guest speaker who will chat about their life and interests. We have recently welcomed our new Otford Methodist Minister, a representative from Demelza House and a supporter of Hearing Dogs for the Deaf.

Come and join us - there will be a sign up list in the church lobby two weeks before each lunch.

Warm Welcome

We continue our Warm Welcome initiative every Friday afternoon 2-5pm in the Church Centre.
We are a very friendly group who meet for a chat, to knit, sew or work on a jigsaw and of course drink tea and eat cake!
Some quotes from our regulars
"We are always made very welcome"
"We are frequently challenged by difficult jigsaws"
Come and join us.

Churchyard working party

Churchyard working parties continue to be held usually on the first Saturday between March and November. We are very grateful to all the volunteers of all ages, who help to keep our Churchyard looking clean and tidy. Extra working groups were held during the year in order to have the Churchyard looking clean and tidy. Cake is now regularly offered along with the usual refreshments. We could do with more help; it can be done at any time to suit the individual.

Safeguarding

Miss Naomi Hunt continues to be our Parish Safeguarding Officer (PSO)

The PSO and Lead Safeguarding Warden (Janet Hunt) have also been working through the year to identify all of the volunteers within the congregation who should complete Basic Awareness and Foundation training. Safeguarding appears as an Agenda item on all PCC and Standing Committee meetings. There were no issues raised with the Diocesan Safeguarding team.

Wider Community

The Annual Civic Service was replaced by a Celebration service to mark the Coronation of King Charles III followed by refreshments in the Church Centre.

The Remembrance Sunday service was well attended both in Church and then out on the Green. The uniformed organisations were again able to play their part in the Service and the laying of Wreaths on the Green. The Service in Church was live streamed for those unable to attend in person.

Deanery Synod

Shoreham Deanery Synod brings together representatives from parishes stretching from Otford to Stansted and from Farningham to Shipbourne. St. Bart's is the largest benefice in the Deanery by electoral roll. Members are elected at Annual Parochial Church Meetings to serve a 3-year term.

The Synod met twice in 2024, chaired by the Rural Dean, Rev. Chris Noble (Rector of Stansted with Fairseat & Vigo). At a typical meeting, the first half consists of a presentation by a relevant speaker followed by questions and answers. The second part consists of routine Synod business. I am the Lay Chair of the Synod, but that does not involve very much at all!

The first meeting of the year was held on 22 February 2023 at St. Peter's Church Centre, Ightham. The speaker was Rev. Trudi Oliver, Rector of Eynsford with Farningham and Lullingstone. She has experience of chaplaincy work in secondary schools and spoke on work with young people, in particular championing young vocations, among people aged up to about 32 (including parents of young children). She emphasised the importance of role models and mentors and of avoiding assumptions about the nature of vocation. There was a table exercise on ways to encourage young vocations in our own parishes.

The second meeting took place on 17 October at St. Mary's, Stansted. The speaker was Rev. Wil North, recently appointed as an Associate Archdeacon while continuing part-time as Rector of Barming with Teston. He grew up in Woolwich and started as a naval architect before being called to ministry as a youth and community worker in Norfolk, then ordained ministry in London. He had not expected to find himself in rural ministry but was loving it, and had ended up as diocesan sports ambassador, lead vocation advisor for the Diocese and (until becoming Associate Archdeacon) Area Dean for Malling.

He explained that the two Associate Archdeacon roles had been created to add capacity, since it was very hard for one Archdeacon to deal with 21 vacancies at the same time (out of about 168 clergy posts) across the six Deaneries making up the Tonbridge Archdeaconry. The role involved working with parishes on plans for reorganisation and changing the shape of ministry, as well as selection processes. He explained the need for reorganisation: that traditional parish boundaries were no longer working in some places, and experience was that, done well, reorganisation could prove really positive even if the process was sometimes painful or slow. For Shoreham Deanery, the largest in the archdeaconry in square miles, no decisions had been taken but some change was likely to be needed. Any plans involved time and prayer and were always discussed at the Archdeaconry Mission and Pastoral Working Group before decisions were taken. As the lay representative for Shoreham Deanery on the Working Group, I commented how heartened I had been by the open, honest, sensitive and constructive spirit in discussions at the meetings.

He mentioned the clerical vacancy in Otford. He was surprised that we had received so few applicants in response to the first two adverts, but the pattern had been similar across the whole country (and more extreme in other parts of the archdeaconry). Representatives from Wrotham and Ightham talked about the positive experience of their recent reorganisation.

In the business part of the meeting, the Area Dean was elected to a casual clerical vacancy on Diocesan Synod but there were no candidates to fill the casual lay vacancy.

I usually take my own notes of Deanery Synod meetings and circulate them to PCC members. If others would like a copy of my notes from previous or future meetings, I would be happy to share them.

Policy on Reserves

The PCC upholds a policy to maintain general reserves at a level of £35,000. This policy is reviewed on an annual basis. The PCC also maintains a fund for cyclical maintenance and repair. Other funds held and set aside for specific purposes at the close of 2023 are dealt with in the Accounts Section of this report.

CHARITY COMMISSION FOR ENGLAND AND WALES

Independent examiner's report on the accounts

Section A Independent Examiner's Report

Report to the trustees	Charity Name St. Bartholomew's Church, Otford		
On accounts for the year ended	31st December 2024	**Charity no (if any)**	1135073
Set out on pages	14 to 24		

I report to the trustees on my examination of the accounts of the above charity ("the Trust") for the year ended **31/12/2024**.

Responsibilities and basis of report

As the charity's trustees, you are responsible for the preparation of the accounts in accordance with the requirements of the Charities Act 2011 ("the Act").

I report in respect of my examination of the Trust's accounts carried out under section 145 of the 2011 Act and in carrying out my examination, I have followed all the applicable Directions given by the Charity Commission under section 145(5)(b) of the Act.

Independent examiner's statement

I have completed my examination. I confirm that no material matters have come to my attention in connection with the examination (other than that disclosed below *) which gives me cause to believe that in, any material respect:

- the accounting records were not kept in accordance with section 130 of the Charities Act; or
- the accounts did not accord with the accounting records; or
- the accounts did not comply with the applicable requirements concerning the form and content of accounts set out in the Charities (Accounts and Reports) Regulations 2008 other than any requirement that the accounts give a 'true and fair' view which is not a matter considered as part of an independent examination.

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in this report in order to enable a proper understanding of the accounts to be reached.

** Please delete the words in the brackets if they do not apply.*

Signed:		**Date:**	30/3/25
Name:	Mr F W (Bill) Salmond		
Relevant professional qualification(s) or body (if any):	Chartered Institute of Management Accountants		
Address:	10 Eden Hall, Stick Hill Edenbridge Kent TN8 5QQ		

Section B	Disclosure
	Only complete if the examiner needs to highlight material matters of concern (see CC32, Independent examination of charity accounts: directions and guidance for examiners).
Give here brief details of any items that the examiner wishes to disclose.	

St Bartholomew's Church Otford - 1135073

Statement of Financial Activities - summary

For the period from 01 January 2024 to 31 December 2024

	Unrestricted funds	Designated funds	Restricted funds	Endowment funds	Total funds	Prior year total funds
Total income	**146,636**	**21,685**	**16,473**	**—**	**184,796**	**170,110**
Total expenditure	**110,676**	**44,875**	**15,426**	**—**	**170,978**	**149,311**
Gains / losses on investment assets	133	—	—	—	133	501
Net income / (expenditure) resources before transfer	**36,093**	**(23,189)**	**1,047**	**—**	**13,951**	**21,301**
Gross transfers between funds - in	42,367	56,572	8,870	—	107,811	71,105
Gross transfers between funds - out	(64,443)	(38,512)	(4,855)	—	(107,811)	(71,105)
Net movement in funds	**14,018**	**(5,129)**	**5,062**	**—**	**13,951**	**21,301**
Total funds brought forward	**43,850**	**54,585**	**212,867**	**—**	**311,303**	**290,002**
Total funds carried forward	**57,868**	**49,456**	**217,929**	**—**	**325,255**	**311,303**
Unrestricted						
General fund	57,868	—	—	—	57,868	43,850
Designated						
AV and IT Maintenance	—	383	—	—	383	1,207
Church Hall	—	23,329	—	—	23,329	24,124
Cyclical Maintenance	—	15,296	—	—	15,296	9,137
Mission	—	9,196	—	—	9,196	7,764
Parish Offer Fund	—	1,250	—	—	1,250	12,351
Restricted						
Bernard Worssam Fund	—	—	556	—	556	529
Cameras and IT	—	—	22	—	22	3,527
Choral Music Fund	—	—	—	—	—	5,992
Church Hall	—	—	201,572	—	201,572	201,572
Church Hall Maintenance	—	—	587	—	587	559
External Works	—	—	12,540	—	12,540	—
Flowers	—	—	100	—	100	31
Jean Kelsey Music Fund	—	—	2,039	—	2,039	1,940
Music	—	—	510	—	510	533
Sequestration Account	—	—	—	—	—	(1,819)

St. Bartholomew's Church Otford – 1135073

Balance Sheet (Separate funds)
As at: 31 December 2024

		As at 31/12/2024	As at 31/12/2023
		£	£
	Fixed assets		
	Tangible assets	201,572	201,572
	Investments	5,965	5,832
		207,537	207,404
	Current assets		
	Debtors	559	1,410
	Cash at bank and in hand	118,927	105,660
		119,487	107,070
	Liabilities		
	Creditors: Amounts falling due in one year	1,770	3,171
	Net current assets less current liabilities	**117,717**	**103,899**
	Total assets less current liabilities	**325,255**	**311,303**
	Total net assets less liabilities	**325,255**	**311,303**
	Represented by		
	Unrestricted		
	Unrestricted - General fund	57,868	43,850
Designated			
	Designated - AV and IT Maintenance	383	1,207
	Designated - Parish Offer Fund	1,250	12,351
	Designated - Church Hall	23,329	24,124
	Designated - Cyclical Maintenance	15,296	9,137
	Designated - Mission	9,196	7,764
Restricted			
	Restricted - Bernard Worssam Fund	556	529
	Restricted - Choral Music Fund	—	5,992
	Restricted - Church Hall	201,572	201,572
	Restricted - Church Repair	—	—
	Restricted - Jean Kelsey Music Fund	2,039	1,940
	Restricted - Re-ordering Fund	—	—
	Restricted - Cameras and IT	22	3,527
	Restricted - Office Computer	—	—
	Restricted - External Works	12,540	—
	Restricted - Flowers	100	31
	Restricted - Church Hall Maintenance	587	559
	Restricted - Music	510	533
	Restricted - Sequestration Account	—	(1,819)
	Restricted - Vicarage Decorations	—	—
Funds of the church		**325,255**	**311,303**

St. Bartholomew's Church Otford – 1135073
Statement of Assets and Liabilities (by fund)
As at: 31 December 2024

			Balance	Previous Balance
Investments				
6432: 258 Shares in CBF Investment Fund - Asset				
General fund	Unrestricted		5,965	5,832
			5,965	**5,832**
		Investments	**5,965**	**5,832**
Tangible assets				
6431: Church Hall - Asset				
Church Hall	Restricted		201,572	201,572
			201,572	**201,572**
		Tangible assets	**201,572**	**201,572**
Cash at bank and in hand				
6506: CAF current account - Asset				
Flowers	Restricted		—	9
Sequestration Account	Restricted		—	(1,824)
Church Hall	Designated		6,646	2,884
General fund	Unrestricted		4,885	6,592
			11,531	**7,662**
6507: CAF Freewill Account - Asset				
External Works	Restricted		2,500	—
General fund	Unrestricted		1,250	6,440
			3,750	**6,440**
6510: CCLA (CBF) deposit account - Asset				
AV and IT Maintenance	Designated		383	1,207
Bernard Worssam Fund	Restricted		556	529
Cameras and IT	Restricted		22	3,527
Church Hall Maintenance	Restricted		587	559
External Works	Restricted		10,040	—
Flowers	Restricted		100	21
Music	Restricted		510	533
Parish Offer Fund	Designated		1,250	12,351
Choral Music Fund	Restricted		—	5,992
Church Hall	Designated		18,303	23,022
Cyclical Maintenance	Designated		15,296	9,137
General fund	Unrestricted		45,220	23,859
Jean Kelsey Music Fund	Restricted		2,039	1,940
Mission	Designated		9,196	8,734
			103,508	**91,417**
6590: Cash in hand - Asset				
General fund	Unrestricted		136	140
			136	**140**
		Cash at bank and in hand	**118,927**	**105,660**

Debtors

Z05: Accounts Receivable - Asset				
Sequestration Account	Restricted		—	55
General fund	Unrestricted		559	1,354
			559	**1,410**
		Debtors	**559**	**1,410**
Creditors: Amounts falling due in one year				
Z04: Accounts Payable - Liability				
Sequestration Account	Restricted		—	50
Church Hall	Designated		1,620	1,782
General fund	Unrestricted		150	369
Mission	Designated		—	969
			1,770	**3,171**
		Creditors: Amounts falling due in one year	**1,770**	**3,171**
		Grand Total	**325,255**	**311,303**

St. Bartholomew's Church Otford – 1135073
Analysis of income and expenditure
01 January 2024 to 31 December 2024

Income and endowments					Total	
Donations and legacies	Unrestricted	Designated	Restricted	Endowment	This year	Last year
0101 - Gift Aid - Donations	62,413	—	—	—	62,413	65,671
0110 - Gift Aid - Envelopes	1,365	—	—	—	1,365	985
0201 - Other planned giving	7,392	—	—	—	7,392	8,949
0301 - Loose plate collections	7,002	—	25	—	7,027	6,123
0302 - Wall Safe	248	—	—	—	248	250
0501 - One-off Gift Aid gifts	11,100	—	10,000	—	21,100	2,630
0550 - Donations appeals etc	1,969	—	655	—	2,624	719
0601 - Tax recoverable on Gift Aid	20,751	—	2,545	—	23,296	19,064
0610 - Tax Recovery - GASDS	2,085	—	—	—	2,085	2,269
0701 - Legacies	—	—	—	—	—	11,000
0811 - Non-recurring one-off grants	—	—	—	—	—	1,596
1270 - Youth work	1,960	—	—	—	1,960	1,935
1280 - Church refreshments	996	—	—	—	996	934
1510 - Book of Remembrance	200	—	—	—	200	25
Donations and legacies Totals	117,484	—	13,225	—	130,709	122,152
Income from charitable activities						
1101 - Fees for weddings & funerals - PCC	4,553	—	—	—	4,553	3,007
1111 - Fees for weddings & funerals - DBF	—	—	2,883	—	2,883	1,531
Income from charitable activities Totals	4,553	—	2,883	—	7,436	4,538
Other trading activities						
0901 - Other funds generated	1,449	—	—	—	1,449	1,350
0910 - Church fair	7,579	—	—	—	7,579	7,188
0911 - Made in Otford website	508	—	—	—	508	918
0912 - Ride and stride	561	—	—	—	561	875
0913 - Christmas market	4,390	—	—	—	4,390	4,106
0914 - Events	7,843	—	—	—	7,843	9,535
1240 - Church hall lettings	—	19,674	—	—	19,674	15,755
Other trading activities Totals	22,333	19,674	—	—	42,007	39,730
Investments						
1001 - Dividends	161	—	—	—	161	159
1020 - Bank and building society interest	2,104	2,011	365	—	4,481	3,530
Investments Totals	2,266	2,011	365	—	4,643	3,690
Income and endowments Grand totals	146,636	21,685	16,473	—	184,796	170,110

Expenditure	Unrestricted	Designated	Restricted	Endowment	Total This year	Total Last year
Raising funds						
1730 - Costs of fund raising	1,570	—	50	—	1,620	1,974
Raising funds Totals	1,570	—	50	—	1,620	1,974
Expenditure on charitable activities						
1801 - Mission Giving	—	10,224	—	—	10,224	9,698
1907 - Mission & Ministry Support	60,639	12,351	—	—	72,990	57,316
2001 - Salary of Caretaker	4,484	—	—	—	4,484	4,211
2050 - Salary of parish administrator	9,609	—	—	—	9,609	9,023
2051 - Pension Contributions Office Staff	2,492	—	—	—	2,492	2,343
2101 - Working expenses of incumbent	—	—	175	—	175	—
2110 - Visiting speakers / locums	—	—	4,183	—	4,183	2,802
2120 - Council tax	—	—	—	—	—	1,496
2130 - Vicarage house expenses	—	—	412	—	412	695
2140 - Water rates - vicarage	—	—	307	—	307	203
2180 - Youth work	3,422	—	—	—	3,422	2,796
2201 - Fees & subscriptions	830	—	—	—	830	476
2320 - Organ / piano tuning	681	—	1,710	—	2,391	638
2321 - Organist fees	3,463	—	—	—	3,463	3,071
2322 - Choir expenditure	11	—	—	—	11	—
2340 - Upkeep of services	389	—	31	—	421	445
2341 - Altar Requisites	254	—	—	—	254	100
2345 - Church refreshments	516	—	—	—	516	510
2350 - Upkeep of churchyard	2,391	—	632	—	3,023	1,534
2360 - Printing, stationery, postage and other	1,436	—	—	—	1,436	557
2361 - Computers and office equipment	148	—	—	—	148	148
2362 - Photocopier maintenance	516	—	—	—	516	2,839
2365 - Church office - telephone	357	—	—	—	357	236
2366 - Internet & Website	896	—	—	—	896	875
2370 - Cleaning & sanitary supplies	126	—	—	—	126	39
2401 - Church running - electric	2,936	—	—	—	2,936	3,404
2410 - Church running - gas	4,827	—	—	—	4,827	7,565
2420 - Church running - water	184	—	—	—	184	49
2422 - Church sound and vision	114	850	7,923	—	8,888	3,216
2430 - Church running - security	1,364	—	—	—	1,364	1,698
2450 - Church running - insurance	3,899	—	—	—	3,899	3,813
2460 - Church maintenance	2,166	—	—	—	2,166	3,418
2470 - Church - performing rights licence	714	—	—	—	714	679
2530 - Hall running - electricity	—	2,212	—	—	2,212	2,553
2540 - Hall running - gas	—	3,253	—	—	3,253	4,680
2550 - Hall running - insurance	—	1,416	—	—	1,416	1,385
2560 - Hall running - maintenance	—	13,413	—	—	13,413	8,825
2570 - Hall cleaning and materials	—	—	—	—	—	2,222
2580 - Hall running - water	—	1,154	—	—	1,154	1,511
Expenditure on charitable activities Totals	108,877	44,875	15,376	—	169,128	147,085
Other expenditure						
2602 - Bank Charges	229	—	0	—	229	251
Other expenditure Totals	229	—	0	—	229	251

	Unrestricted	Designated	Restricted	Endowment	This year	Last year
Expenditure Grand totals	110,676	44,875	15,426	—	170,978	149,311

Approved by the Parochial Church Council on 9 April 2025 and signed on its behalf by:

J. A. Hunt

Mrs. Janet Hunt
Lay Chair of PCC & Churchwarden

Mrs. Joan Beacom
Churchwarden

Notes to the Financial Statements for year ending to 31 December 2024

The notes on the following pages form part of these accounts.

1. Accounting Policies

The PCC is a public benefit entity within the meaning of FRS102. The financial statements have been prepared under the Charities Act 2011 and in accordance with the Church Accounting Regulations 2006 governing the individual accounts of PCC, and with the Regulations' "true and fair view" provisions.

2. Assets

2.1. Consecrated and benefice property
In so far as consecrated and benefice property of any kind is excluded from the statutory definition of 'charity' by section 10(2)(a) and (c) of the Charities Act 2011 such assets are not capitalised in the financial statements.

2.2. Moveable Church Furnishings
Typically, these are capitalised at cost and depreciated over the useful economic life other than where insufficient cost information is available. In this case the item is not capitalised, but all items are included in the Church's inventory.

2.3. Tangible Fixed Assets for use by the charity
These are capitalised if they can be used for more than one year and cost at least £1000. They are valued at cost or else, for gifts-in-kind, at a reasonable estimate of their open market value on receipt.

Depreciation is calculated to write off the capitalised cost of fixed assets less their currently anticipated residual fair value over their estimated useful lives as follows:

- Land Nil
- Fixtures & Fittings 20 years
- Computers 3 years

No depreciation is provided on buildings as the currently estimated residual value of the properties is not less than their carrying value and the remaining useful life of these assets currently exceeds 50 years, so that any depreciation charges would be immaterial.

An impairment review is carried out each year end and any resultant loss identified included in expenditure for the year.

2.4. Church Hall

The Church Hall is currently the subject of a consultation process to determine its future use. The PCC has suspended all non-essential maintenance to the Hall until this process is complete, with the result that the fabric of the Hall is continuing to deteriorate.

As part of the consultation process in 2019 the PCC commissioned a condition survey of the Hall, with associated costs for repairs, from an independent firm of surveyors, which estimated total repair costs, at the time, of £385k. A sum of £9k has been included within the Church Hall Budget for 2023 to cover maintenance costs needing immediate attention within the short term.

2.5. Investments

Investments quoted on a recognised stock exchange or whose value derives from that are valued at market value at the year end. Other investment assets are included at PCC's best estimate of market value.

2.6. Short Term Deposits

These are the cash held on deposit either with the CCLA or at a bank.

The church's assets are held in the following accounts:

CAF Bank – current account (for general income and payments for both church and hall)
CAF Bank - freewill offering account (for all regular donations made by bank transfer)
CCLA – deposit account (interest paying instant access account)

3. Funds

3.1. Unrestricted Funds

These represent the funds of the PCC that are available for spending on the general purposes of the PCC, excluding amounts designated by the PCC for fixed assets for its own use or for spending on a future project and which are therefore not included in its 'free reserves' as disclosed on the trustees' report.

3.2. Restricted Funds

These are funds that must be spent on restricted purposes. Details of the restricted funds held are shown below:

Bernard Worssam Fund
Church Hall (Building)
External Works
Jean Kelsey Music Fund
Sequestration Account
Cameras & IT Fund
Church Hall Maintenance
Flower Fund
Music Fund

These Funds are primarily held in the CCLA account and interest is added to the Funds on a quarterly basis.

The Choral Music Fund, which held monies donated specifically for furtherance of Choral Music, was closed within the financial year, with the majority of the monies transferred to The Royal School of Church Music.

A Sequestration Account is instigated when a clerical vacancy occurs. Income from statutory fees normally payable to the diocese are retained within this account, along with costs associated with the vacancy such as visiting curate fees. The account was showing a deficit of £4,015 as at31 December 2024, which has been expensed within the 2024 financial year. The Sequestration Account will be closed when a new priest is appointed. Any positive balance within the account at the time is payable to the diocese; a negative balance must be covered from church funds.

Restricted Income in the year was as follows:

External Works	£10,600 donated for churchyard and car park lighting
Flower Fund	£80 Donations
Sequestration Account	£2,883 Statutory fees

Expenditure in the year from Restricted Funds was as follows:

Cameras & IT Fund	£3,563 New Sound Desk & Associated camera works
External Works Fund	£632 Tree works
Flower Fund	£31 Altar Flowers
Music Fund	£50 Loan of Music for Band use
Sequestration Account	£5,078 Visiting Clergy & Vicarage costs

3.3. Designated Funds

These are funds that the PCC have designated for a specific purpose. Details of the designated funds current held are shown below:

AV & IT Maintenance	Church Hall (running costs and lettings)
Cyclical Maintenance	Mission Giving
Parish Offer Fund	

These Funds are primarily held in the CCLA account and interest is added to the Funds on a quarterly basis.

Money transferred to designated Funds during the year was as follows:

Church Hall	£19,674 Hall Lettings
Cyclical Maintenance	£5,500 budgeted Cyclical Maintenance for 2024
Mission Giving	£8,800 budgeted Mission Giving for 2024
Parish Offer Fund	£1,250 towards 2025 Parish Offer

Expenditure in the year from Designated Funds was as follows:

AV & IT Maintenance	£850 New Amplifier
Church Hall	£21,449 Hall Running & Maintenance
Mission Giving	£10,224 Away Giving from 2023
Parish Offer Fund	£12,351 Towards 2024 Parish Offer

4. Staff Costs

During the year the PCC employed an organist and office staff (all part time). Tax and National Insurance payments were made for relevant employees. Total staff costs amounted to £19,565 which includes £783 Employer Pension Contributions. National Insurance Contributions for the year fell below the £2,000 government allowance.

Incumbent costs are covered by the diocese and therefore not included within these accounts.

No members of the PCC are employed, however a person closely connected to a PCC member is employed within the office staff.

Donations made by PCC members during the year amounted to £28,825.

4.1. Church Workers Pension Fund (CWPF)

St Bartholomew's participates in the Pension Builder Scheme section of CWPF for lay staff. CWPF is administered by the Church of England Pensions Board, which holds the CWPF assets separately from those of the Employer and other participating employers.

CWPF has two sections:
1. the Defined Benefits Scheme
2. the Pension Builder Scheme, which has two subsections;

a. a deferred annuity section known as Pension Builder Classic, and,
b. a cash balance section known as Pension Builder 2014.

Pension Builder Scheme
Both sections of the Pension Builder Scheme are classed as defined benefit schemes.

Pension Builder Classic provides a pension, accumulated from contributions paid and converted into a deferred annuity during employment based on terms set and reviewed by the Church of England Pensions Board from time to time. Discretionary increases may also be added, depending on investment returns and other factors.

Pension Builder 2014 is a cash balance scheme that provides a lump sum which members use to provide benefits at retirement. Pension contributions are recorded in an account for each member. Discretionary bonuses may be added before retirement, depending on investment returns and other factors. The account, plus any bonuses declared is payable, unreduced, from age 65.

There is no sub-division of assets between employers in each section of the Pension Builder Scheme.

The scheme is considered to be a multi-employer scheme as described in Section 28 of FRS 102. This is because it is not possible to attribute the Pension Builder Scheme's assets and liabilities to specific employers and means that contributions are accounted for as if the Scheme were a defined contribution scheme. The pensions costs charged to the SoFA in the year are the contributions payable (2024: £2,493, 2023: £2,343).

A valuation of the Pension Builder Scheme is carried out once every three years. The most recent valuation was carried out as at 31 December 2022.

For the Pension Builder Classic section, the valuation revealed a surplus of £34.8m on the ongoing assumptions used. At the most recent annual review effective 1 January 2025, the Board chose to grant a discretionary bonus of 6.7% to both pensions not yet in payment and pensions in payment in respect of service prior to April 1997; and a bonus on pensions in payment in respect of post April 2006 service so that the pension increase was 2.7% (where usually it would be calculated based on inflation up to 2.5%). This followed improvements in the funding position over 2024. There is no requirement for deficit payments at the current time.

The next valuation is due as at 31 December 2025.

For the Pension Builder 2014 section, the valuation revealed a surplus of £8.5m on the ongoing assumptions used. There is no requirement for deficit payments at the current time.

The legal structure of the scheme is such that if another employer fails, St Bartholomew's could become responsible for paying a share of the failed employer's pension liabilities.

5. Mission Giving

Current policy is for 75% of any unrestricted budget surplus from the 2023 accounts to be added to the 2023 budgeted Mission Giving and for these funds to be distributed following sign-off of the 2023 accounts. However, an exception to this policy was agreed by the PCC at its meeting in Dec 23, in that £12,531 of budget surplus from 2023 was set aside to fund the parish offer in 2024. As a result, the amount of 2023 budget surplus transferred to Mission amounted to £1,921. A total of £10,224 was distributed in line with instructions from the Mission Committee.

6. Overall Position

The church is currently in a clerical vacancy, which is in general detrimental financially. We anticipate this will be resolved within the coming financial year.

With this assumption in place, the PCC have reviewed anticipated income and expenditure for 2025 and set a balanced budget for the year ahead.

THE PAROCHIAL CHURCH COUNCIL OF THE ECCLESIASTICAL PARISH OF ST. BARTHOLOMEW, OTF

England & Wales - Charity number 1135073

Accounts

The Parochial Church Council
of
The Ecclesiastical Parish of St. Bartholomew, Otford
Registered Charity Number
1135073

Also known as St. Bart's, Otford

Rev. David Guest
Vacancy from 29th May 2023

The Green
Otford
Sevenoaks
Kent
TN14 5PD
st.bartholomews@otford.net
www.stbartholomews.co.uk

Annual Report and Financial Statement for the year ended
31 December 2023

Trustees

The Trustees are the members of the Parochial Church Council (PCC). Those members are either ex-officio, elected at the Annual Parochial Church Meeting (APCM) or co-opted by the PCC in accordance with the Church Representation Rules. Trustees are not remunerated.

During the year ended 31 December 2023 the following served as members of the PCC:

Vicar	The Reverend David Guest (until 28 May 2023)	
Wardens	Mrs Janet Hunt	- from April 2018 and re-elected in 2019,2020, 2021, 2022 and 2023
	Mrs. Joan Beacom	- from April 2021, 2022 and re-elected in 2023

Representatives on the Diocesan Synod

Mr. Derek Shilling

Representatives on the Deanery Synod

Mr. Mark Holmes - PCC Minutes Secretary

Mrs. Margaret Lidbetter

Mrs Janet Hunt (Co-opted Nov 2023)

Elected Members

Mr. Colin Anderson (2021)

Mrs. Lorna Coulson (2022)

Mr. Russell Edwards (2021)

Ms. Dawn Hallam (2017)

Mrs. Jocelyn Hart (2019)

Miss. Naomi Hunt (2021)

Mrs Nancy Jonsson (2022)

Mrs. Emma Peters (2019)

Mrs. Mags Southgate (2022)

Mrs. Heather Stanley (2018) – PCC Treasurer

Independent Examiner

Mr F W (Bill) Salmond

10 Eden Hall, Stick Hill, Edenbridge, Kent TN8 5QQ

Bankers

CAF Bank Ltd, 25 Kings Hill Avenue, Kings Hill, West Malling, Kent

The CBF Church of England Deposit Fund, One Angel Lane, London, EC4R3AB

Governing Document

The Parochial Church Council Powers Measure 1956 as amended, and Church Representation Rules previously exempted from registration. All members of the PCC are trustees of the charity. Elected members of the PCC are normally appointed for a period of three years and are required under the PCC's own policy to stand down for a minimum of one year following the three-year period, however due to COVID Jocelyn Hart and Emma Peters have served for a longer period. Dawn Hallam as a Reader was requested by The Vicar to remain on the PCC. The PCC meets every two months to transact the business of the Church. In between meetings of the full Council the

Standing Committee[1] is authorised, subject to the PCC's directions, to conduct the business of the PCC should decisions need to be taken between full meetings of the PCC. This follows on a change to the constitution of committees after the last APCM.

Objects of the Charity[2]

The PCC has the responsibility of working with the Vicar Rev David Guest to uphold the ministry and mission of the Church in the areas of worship, the nurture of faith, service to the village of Otford and Christian witness. This is done through: -

- Sunday and midweek services;
- baptisms, weddings, and funerals;
- youth and children's work;
- teaching adults through weekly home groups and occasional series of talks;
- pastoral care and involvement in the community; and
- supporting mission partners.

To meet our objectives, and by way of good stewardship of the property for which the Vicar, Churchwardens and PCC are responsible, we maintain the fabric of St Bartholomew's Church (which English Heritage has listed as a Grade 1 building), the adjoining Church Centre and the Church Hall (located in the High Street).

To ensure the objectives are complied with the PCC meets regularly. There were 9 PCC meetings during the year with a high average attendance level. Much of the PCC's work is assisted by committees. Those committees report and make recommendations to the PCC. The main committees are: -

Standing – Has the legal authority to continue the business of the PCC, subject to any directions given by the Council.

Finance – meets on average at two-monthly intervals between PCC meetings. It monitors income and expenditure, reviews budgets and reviews financial controls working closely with the Treasurer.

Fabric – monitors the condition of the Church fabric, Church Hall, churchyard and car park and arranges maintenance and repair work as required.

Fair – plans and organises the St Bartholomew's Fair, normally the principal fund-raising event of the year.

Fundraising Team including the Events Team - plans and organises social and fund-raising events during the year.

Ministry Team – meets to provide mutual fellowship and support, and the opportunity to continue to grow in theological and ministerial studies.

Mission Ministry and Growth – communicates the work of Christian agencies supported by St. Bart's through written articles and arranging for speakers to visit. It recommends the allocation of available funds to Christian mission and relief organisations, both in the UK and overseas. It updates and reviews the Change, Serve, Grow plan (formerly Called to Grow Action Plan) and makes recommendations to the PCC for further discussion and action as appropriate.

Electoral Roll

In 2023 there were 180 members on the Electoral Roll.

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[1] Members of the Standing Committee are the Vicar, the Churchwardens, the PCC Minutes Secretary, the Treasurer and three other members of the PCC or the Vice Chair of PCC and two members of the PCC.

[2] For Charity Commission purposes the Charity comes within the classification of "Religious Activities" to help the general public particularly within the parish of Otford, Kent and the surrounding area but also through mission giving further afield. It provides the services listed in this document.

CLERICAL VACANCY

We were sorry to bid farewell to the Rev. David Guest at the end of May, David having been appointed as Rector of All Saints Bearsden, in the Untied Diocese of Glasgow and Galloway in the Scottish Episcopal Church. We wish David well as he follows his calling in Scotland.

We would like to record our thanks to all our Visiting Clergy who have taken our Services of Holy Communion, Weddings, Funerals and Baptism's along with our home team of Readers who have enabled Worship to carry on as usual during the vacancy.

Work started on the Parish Profile during the latter quarter of the year, with a Parish Consultation being launched with the aim of informing the Parish Profile which would be required in the New Year.

Archdeacon Sharon attended a Special PCC meeting on the 1st November, to consult with the PCC on the possible suspension of the living; following which the PCC resolved not to contest the suspension. This will allow for a Priest in Charge to be appointed in 2024 as there is much uncertainty in relation to the future shape of the Deanery.

SUMMARY OF THE MAIN ACHIEVEMENTS DURING THE YEAR

When planning our activities for the year the incumbent and the PCC consider the Charity Commission's guidance on public benefit and the specific guidance on charities for the advancement of religion. Many of the activities and services listed in this report are carried out by volunteers and St Bart's is very grateful for this. It is difficult to estimate the exact number of volunteers, but we believe that it is well over half of the number on the Electoral Roll. Many among the congregation have given time to undertake various jobs within the Church and Churchyard, too many to mention by name but we record our thanks to each and every one of you.

Confirmation

A couple of weeks prior to the departure of Vicar David to Scotland we were pleased to welcome The Rt Rev Simon Burton-Jones Bishop of Tonbridge to St Bart's to confirm eleven members of St. Bartholomew's Congregation along with three members of St. Edmund the Myrtr, West Kingsdown. A very special occasion on which the fourteen candidates Confirmed their beliefs in front of Families, Friends, Supporters and Church Family.

Pastoral Care

2023 saw the retirement of Susan Reid from the role of Pastoral Assistant after some thirty four years. However, she continues to support the work of pastoral care in many different ways. We now have just one Pastoral Assistant Margaret Lidbetter, who is also a trained counsellor, and who serves our church in many situations, from an arranged appointment and Holy Communion at home to the impromptu chat and whatever help is needed. We appreciate being alerted to any situation where we can help. This is a fulfilling role within our church and look forward to being joined by those coming forward for training.

Choir – led by Kevin Grafton (Organist and Choirmaster)

Throughout 2023, the choir fulfilled its normal schedule of singing three morning and two evening services per month, with the usual special services to mark particular occasions in the church's year. In May, to celebrate the Coronation, the choir once again tackled the difficulties of Handel's 'Zadok the Priest' and other Coronation music.

Through September to the end of the year, the choir rose with distinction to the challenge of only having very few rehearsals, due to my personal difficulties. We owe our thanks to the very capable Mark Holmes for stepping in to take several choir practices in this period. The Christmas concert and carol service were successfully dealt with by repeating much of the repertoire from 2022. The choir has always had a wide-ranging repertoire, and during 2023 sang music from England and abroad, from the 16th to the 21st century.

The choir is, as ever, fortunate to have so many dedicated and faithful members, and its membership now continues to stand at 16. During the previous two years, certificates of long service, covering periods of between 20 and 64 years, were awarded to most of the choir members. Thanks are due to all members of the choir for their loyal service to St Bartholomew's, but we are increasingly confronted by the fact that the choir is ageing and is in urgent need of new recruits. Anyone interested in singing, on a regular basis, the wide range of service repertoire that we have, should contact me Kevin Grafton our Organist and Choirmaster.

Music Group – led by Clive Southgate

Membership of the music group (band) has remained stable during the year. A couple of members have gone off to university but it is great to welcome them back to the band when they are home. When everyone turns up it can be quite difficult to fit everyone on the platform – what a great problem to have!

The instruments in the band include cello, violin, various representations from the brass and woodwind sections, guitars, bass guitar, percussion and of course our singers. We are fortunate to have such a committed and talented group of instrumentalists here at St Bart's.

Special thanks must go to a couple of band member in particular. Our technical wizard who with all his knowhow and talent has spent many hours making it possible for the band to be heard both in church and via the live stream; and to one of our members who spends time arranging songs for the many and varied instruments in the group.

The Band have continued to play at All Together Worship services each month and at some extra services during the year including the Service for Christian Unity, Mothering Sunday communion, one of our quarterly healing services, Sunday Club Nativity, Christingle service and the Palm Sunday ecumenical service on The Green.

The band look forward to what this year will bring as we continue to worship with God's people here at St Bart's.

Bell Ringers – Secretary Janet Whitehead

We have managed to keep going with most of our Thursday evening practises with continued support from two experienced ringers from Kemsing and periodic support from others. With such a limited number of ringers it is becoming harder to gather sufficient numbers, considering holidays and illness, for Sunday ringing. We will continue to do our best. We do have one ringer still in training with thanks to those helping to train.

We had quite a busy year as regards the usage of the bells. We were delighted to ring for two weddings, one in October, other in December.

We have also hosted a number of visiting ringers to the tower including some young trainee ringers to practice on our bells prior to the bell striking competition, scheduled for June which due to lack of support ended up as a general district ringing practice. We also welcomed ringers from Putney, Rochester and a Ladies Guild (from all over the country).

We hosted a Bell handling teaching course in our Church and Church Centre. We rang for the Coronation in May, at the Church Summer Fair, Remembrance Sunday, a Memorial Service and the Otford Christmas Fayre and on Christmas Day.

Cameo – led by Margaret Lidbetter

CAMEO continues to meet every Monday afternoon at 2 0'clock. This group is for those who live alone and provides support and fellowship. The regularity of attendance indicates its' value.

Fortnightly we have Bible Study sessions and have concentrated on the short, less familiar Books. On alternate Mondays we engage in a variety of events and discussions. For some sessions we invite someone to come and speak on their chosen subject. This year our visitors included Ed Thompson and Rod Shelton, members of our congregation with knowledge about the history of our village. A popular feature is our summer and Christmas parties and some members are able to join us on visits away. This year we spent time visiting York, Harrogate, Knaresborogh, Grassington# and Skipton.

These Monday afternoon meetings are for members of St. Bartholomew's church family. You would be warmly welcome to join us.

Children and Young People

Sunday Club – led by Susanne Beard

Sunday Club continues to meet on Sunday Mornings (except for the 1st Sunday of the month when we have our 'All-Together' worship). We continue to meet as an all-age group with two leaders for each session. The leaders work together to plan the session and can split the group up depending on the ages of children attending each week. We use a scheme from the Scripture Union which provides a variety of age appropriate activities based round a bible passage, and we find this flexible approach allows us to play to the strengths of both the leaders and the young people attending week by week.

From time to time, we also work on producing a display for the notice board in the church centre – often sharing the project with Epic or Messy Church. These displays may be seasonal or related to a particular bible story. These creative sessions are always popular and allow us to give something back to the congregation.

We have seven regular leaders who work on a rota basis and are blessed to have such a faithful team. We thank them all for sharing their time, their talents, and their faith. We also benefit from the support of young people who are following the Duke of Edinburgh award scheme, and work with us as volunteers. Currently we have 27 children on our registers, with an average attendance of between 7 and 9 most weeks.

It has become a bit of a tradition that Sunday Club has a special project during August where we construct something – and this year we took the theme of water and built a well in the churchyard as well as trying out other water related activities! We are grateful to those who produced the material and made this possible.

The year ended with our nativity play, 'Amazing Days' using resources from the Bible Society (one of our mission partners). This involved participation by the whole congregation and was a successful end to the year.

EPIC - Every Person in Christ (or Eat Pizza in Church) led by Dawn Hallam

Epic is the St Bartholomew's Youth Club for those in school years 5 - 8. Meetings are held on the second Saturday evening of the month in the Church Centre for a range of activities, supper, and bible study.

We try to offer a range of activities that meet the social, physical and spiritual needs of young people. We aim to foster a spirit of co-operation and encourage working together in small groups for problem solving activities and as a whole group for discussion times. There is often a craft activity, as well as plenty of opportunities to let off steam.

We always have supper together – always two courses and hopefully with veggies or fruit! Sometimes this is provided by parents, thank you to all those who have taken on this task. Sometimes we order in Pizza (always popular) and we also have times when we get the young people involved in the preparation and the washing up. This is always an interesting experience with much being learned! Grace is said before supper and there is always a bible study linked to one of the previous activities and a prayer.

We have three regular leaders and call on others as needed for extra or specific help. There are 16 young people on the register and typically 12 - 14 attend. Epic offers a wonderful opportunity to meet the needs of this age group and their families and to reach out to families who are not regular church attenders. For the leaders it is exhausting, enriching and enlightening. For the young people we hope it is a chance to meet in a safe space that is not school or home, to have a degree of freedom, to have fun and to have a chance to consider the spiritual aspects of their lives.

Thanks must go to everyone who was involved in running Epic and for being a constant in the lives of our young people when so much else was changing. This group of young people are open to bringing their friends along and look forward to meeting together. We aim to support a smooth transition of these children from primary to senior school and from EPIC to YPF

YPF – Young Peoples Fellowship – led by Dawn Hallam

We are very fortunate to have a committed group of teenagers within our Church who meet every Sunday evening as YPF. It is a time for socialising, having fun and even sometimes working. We enjoy quizzes, crafting, treasure hunts and moving church chairs around for social events like the fair (the last one takes a little bit more persuasion) but the biggest benefit is being able to spend time together and maybe learn a little bit about Jesus and the Christian faith. We said farewell to a number of students who went off to university and it is always a joy when they come home for the holidays and rejoin us. We welcomed a group of young women into the group and the noise level seems to have increased. Our young people are an integral part of our church and many of them serve the congregation in music making, technical skills and the churchyard working party

It was a particular joy to see many of them confirmed during the year, taking their faith a step further and continuing 'the good work that has begun in them'.

Youth Weekend – led by Mags Southgate

Every year we take any of our young people who want to come on a weekend away. This year we had 35 of them join is for a time in Kench Hill near Tenterden. The ages ranged from 8 to 21 and it is always a joy to watch how they interact across the ages. Our topic this year was Jesus our advocate (yes, we have some theology degree graduates in the planning group!) it gave us a chance to look at what Jesus has done for us and also what we can do for our communities and our world. Mealtimes are communal and a great chance to just chat. We also went on an afternoon out to Camber sands – due to a generous donation we were able to buy ice creams for everyone – the man in the ice cream van's face lit up! The young people also really enjoy the fact that some of our congregation travel down to visit us for afternoon tea, to find out what we have been doing and this time the young people also took the opportunity to ask questions and find out more about what following Jesus meant to our visitors.

This weekend creates many happy memories that can be an encouragement in the future, it is loud, busy, fun and exhausting but we are often asked what the date is for next year really early so that people can plan their lives around it. We are looking forward to 2024.

Tech-team – led by Russell Edwards

Our Live streaming of regular and occasional services is made possible by a very dedicated core of households who give up several hours each month to set up and run the video for our services alongside the three regular volunteers who run the sound. Our thanks goes to them for giving up their time and talents on Saturdays and Sundays over the last year in support of this much appreciated aspect of our church life.

Thanks also go to Clive, in the office, for putting together the subtitles each week and to the members of the Fabric Committee for their work in consolidating the current installation.

Many people appreciate the Live streaming of our Services allowing them to catch up at a later time or date, but we are now at the stage where additional help would be much appreciated, it is not onerous (usually once a month). Full training will be provided.

Church Fabric – Chaired by Tony Grogan

The eight members on the Church Fabric Committee met four Times in 2023, either face to face or on zoom). There is much activity by members between meetings, as part of "Working Party" days or ad hoc as required. The activities completed and in consideration for our main buildings and surroundings are reported below.

Church

AV – A new permanent wooden cabinet has been designed, ordered and is being made. The installation of this will reduce set-up and troubleshooting time for the Tech Team significantly. Once complete, the two cameras will be moved to their new, permanent locations – the one on the north wall moving only a foot or so to the bracket already

in place on a beam, and the one on the arcade moving to just underneath the top of the arch for the door to the bell tower. Both the cabinet and the cameras will look much better than the current temporary arrangements.

Lighting – Several bulbs for the main lights in the church have been replaced and a stock of bulbs has been purchased to overcome phasing out of supplies.

Doors – The external automatic north door opening button has been repaired and repairs to the south door to stop it rubbing on the metal grid floor (making it difficult to open) are in hand.

Quinquennial Report (September 2022) – The immediate works recommended by the architect have all been completed. The longer terms items will be considered when they either become more urgent, or our financial situation is such that we can tackle them.

Church Surroundings

Garden of Remembrance – The extension to the Wall of Remembrance has been completed, including the provision of two "bug boxes" on the back to encourage wildlife (a planning condition!)

Car Park Security – a plan to put lighting in the car park has been put on hold as the issue no longer seems to be a problem.

Church Centre

Cracks in Walls - A structural Engineer's report concluded that the East Wall requires structural ties, but the other cracks only require flexible filling and decoration. This is not urgent and is currently on hold.
Acoustics - Acoustic panels to reduce the noise levels and amount of echo are planned to be installed but are also on hold.

Security – An upgrade of the alarms system has been completed.

Kitchen – An upgrade has been requested, but taking this forward requires agreement on how much upgrading is required (anything from a brief refresh to bigger plans including extending the kitchen to make room for more equipment) and also finding the appropriate funding.

Church Hall

Outside Notice Board – A new board was commissioned and erected in the summer (a good team activity!)

have been completed to the corrugated roof and some main roof tiles have been replaced.

Boiler and Heating - Quotes have been invited for an upgrade including replacing the very old boilers. It is hoped to have this work completed by summer 2024.

External Electrical Inspection – A number of improvement works were required as a result of the inspection. These are all in hand and due for completion in January 2024.

Decoration – The new playgroup has done a wonderful job of painting all the walls. No further decoration work is seen as a priority.

Maintenance Inspection (17 Nov 2023) – Two members of the fabric committee carried out an inspection of work required. Recommended short- and medium-term actions have been prioritised on services, internal, windows, doors, roof, gutters and drains and external finishes.
Other Issues

Energy Saving Review – The only relatively easy to implement energy saving idea was to fit underfloor insulation under the pew staging. Quotes are being obtained for this.

Finally, a big thank you to our committee members for all their hard work and dedication!

Flowers – coordinated by Joan Beacom

The Flower Team continues to place flowers each week on the two altars in our beautiful church to enhance the experience of everyone attending services or visiting. We also work as a team for Special Festivals where more elaborate arrangements are needed.

You do not need to be a flower arranger to help our depleted team just the ability to put flowers in a vase and we would welcome more members. Some of our congregation use the opportunity to remember loved ones on specific dates and the signup sheet is at the back of the church.

Fund Raising Group – led by Heather Stanley

There were many varied events to join in with. Events ranged from a Harvest supper and quiz to a Bangers and Board games evenings, the Ladies Tennis final from Wimbledon, the Strictly Come Dancing quarter finals, along with the Rugby 6 Nations. Played in Otford, a concert put on by members of our Congregation to showcase the musical talents of many who regularly worship at St. Bart's. We also held our pop ups at the Church hall and our very popular book and bakes sale over the early May bank Holiday. We joined the village in celebrating the Coronation of King Charles III providing a refreshment stall.

The Church Fair and the Christmas Market also link with the Fund Raising Committee', many members being part of both. We were able to hold the Church fair in June once more, and a wonderful event on the green was held. Many thanks to all who helped make the event a great Village event, at which we were able to enjoy love music provided by our talented musicians.

The Christmas Market coincided with the Otford Village Christmas Fayre run by the Otford Society, this was spread through the Church and Church centre and brought many people into the Church and centre with the wonderful smell of bacon proving a winner. Many thanks to everyone on the Fundraising Committee, the Fair Committee and the Christmas Market organisers for all the hard work in 2023.

Soup Lunch – coordinated by Joan Beacom

Soup Lunch is an opportunity to enjoy some homemade soup and bread with a small dessert and coffee in convivial company. We have an after coffee guest who will talk about their life and interests. Recently we enjoyed a variety of speakers ranging from a Met Policeman, a local photographer, and our own Archdeacon. We meet bimonthly in the church centre all are welcome.

Warm Welcome – coordinated by the Churchwardens

We continue our Warm Welcome initiative on a Friday afternoon 2-5pm in the Church Centre. We are a friendly group and typically see six to ten people who meet for a chat, to knit, sew work on a jigsaw and of course tea and cake! All are welcome.

Safeguarding

Miss Naomi Hunt continues to be our Parish Safeguarding Officer (PSO)

The PSO and Lead Safeguarding Warden (Janet Hunt) have also been working through the year to identify all of the volunteers within the congregation who should complete Basic awareness and Foundation training. Safeguarding appears as an Agenda item on all PCC and Standing Committee meetings. There were no issues raised with the Diocesan Safeguarding team.

Called to Grow

We originally created a Called to Grow plan when we were last in clerical vacancy and based the contents on ideas generated by the congregation on issues that were important to them. This plan is reviewed at regular intervals. 'Called to Grow' has now evolved within the Diocese to 'Change, Serve, Grow' following the appointment of Bishop Johnathan. The PCC continues to evolve our plans in line with the aims of the Diocese. Following the departure of

David Guest, further consultations have been held with the congregation in order to help with the preparation of the Parish Profile, aimed at finding a new Incumbent for the Parish of St. Bartholomew's.

Wider Community

The Annual Civic Service was replaced by a Celebration service to mark the Coronation of King Charles III followed by refreshments in the Church Centre.

The Remembrance Sunday service was well attended both in Church and then out on the Green. The uniformed organisations were again able to play their part in the Service and the laying of Wreaths on the Green. The Service in Church was live streamed, and both regular Churchgoers and members of the wider Village community could watch from home if they were unable to attend in person.

Deanery Synod – report by Mark Holmes

Shoreham Deanery Synod brings together representatives from parishes stretching from Otford to Stansted and from Farningham to Shipbourne. St. Bart's is the largest benefice in the Deanery by electoral roll. Members are elected at Annual Parochial Church Meetings to serve a 3-year term.

The Synod met 3 times in 2023, chaired by the Rural Dean, Rev. Chris Noble (Rector of Stansted with Fairseat & Vigo). At a typical meeting, the first half consists of a presentation by a relevant speaker followed by questions and answers. The second part consists of routine Synod business.

The first meeting of the year was held on 27 February 2023 at the Church of the Good Shepherd, Borough Green. Leigh Ide from Trinity Church Insurance Services explained the church buildings insurance available from the Trinitas brand, as a competitor to Ecclesiastical Insurance. He explained how widely premia can vary and the best ways to reduce them. In the business part of the meeting, Paul Britton from Shipbourne invited parishes to increase participation in the annual Friends of Kent Churches bicycle ride, given the challenges of raising funds to repair historic churches. He suggested that in one parish, typically only one person or family needed to participate to act as a 'magnet' for sponsorship, and I was pleased to be able to offer my own family as an example.

The second meeting took place on 28 June at St. Mary's, Stansted. The speaker was Rev. Kathy Knight-Scott, Vicar of Sidcup & Foots Cray, who completed her dissertation in astrophysics and spent many years as an atheist before later being called to the priesthood. With the help of a video, she conveyed a clear and astonishing vision of the sheer scale of the universe, including the enormous size and number of planets and stars (including a reference to the Otford solar system). For example, 500 years ago, people thought the sun was 20 times further away from the Earth than the moon, whereas in fact it is 400 times further away and 64 million times bigger. She recommended Psalm 8 for anyone feeling overwhelmed! It took 10 billion years after the big bang before atoms as large as carbon or oxygen were formed stably; when Fred Hoyle predicted and confirmed that the inner structure of a carbon atom needed exactly the right energy level for that ever to have become possible, it shook his determined atheism. "Just Six Numbers" by Martin Rees discusses similar extraordinary aspects of the universe, which many see as *design* features. In questions and answers, Rev. Kathy also told the story of her own conversion.

The third meeting, on 19 October, was held at St Edmund's Church Centre in West Kingsdown, and discussed the future shape of ministry across the Deanery – likely to be a major theme for some time. Given the agenda, our church wardens also attended. Firstly the Area Dean explained that, given available clergy numbers in the Diocese and the number of clergy in the Deanery expected to retire or leave in the next few years, it would be necessary for some parishes to join forces – it would not be sustainable to retain so many incumbents. Much work and prayerful thought would need to go into shaping and developing these changes. Ven. Mike Lodge (Priest-in-Charge at Kemsing & Woodlands) discussed valuable lessons from his experience in pastoral reorganisation when he was Archdeacon of Southend in the Diocese of Chelmsford. Unlike the Diocese of Rochester, Chelmsford had set specific targets for how many paid clergy it needed to have after a number of years. Rev. Tim Hatwell (Rector of Ightham and now also Wrotham) explained how the two parishes had gradually worked more closely together towards sharing an incumbent and cross-licensing their lay ministers. He also discussed his previous experience of parish mergers.

In the business part of the meeting, Mark Holmes was re-elected to the Standing Committee, which helps to set the agenda for future Deanery Synod meetings, and he was elected as Lay Chair of the Synod. Janet Hunt also agreed to help to regularise the Synod's bank account after a period with no Treasurer.

Mark, usually take my own notes of Deanery Synod meetings and circulate them to PCC members. If others would like a copy of my notes from previous or future meetings, he would be happy to share them.

Churchyard working party

Churchyard working parties continue to be held usually on the first Saturday between March and November. We are very grateful to all the volunteers of all ages, who help to keep our Churchyard looking clean and tidy. Extra working groups were held during the year in order to have the Churchyard looking clean and tidy for the Coronation and Church Fair. Cake is now regularly offered along with the usual refreshments. We could do with more help, it can be done at any time to suit the individual.

Communication

To communicate with both parishioners and the wider village community our website (www.StBartholomews.co.uk) is updated on a regular basis with details of services and other events. We now have a St. Bart's WhatsApp Group with over 70 members and both an active Facebook page and Facebook Group. During the year we set up a group to consider how to manage and coordinate our communication both within the Church Family and externally planning a strategy to drop information at appropriate times in relation to events on within the Church. We thank all those who work hard to publicise events that we are holding as well as key services.

Policy on Reserves

The PCC upholds a policy to maintain general reserves at a level of £35,000. This policy is reviewed on an annual basis. The PCC also maintains a fund for cyclical maintenance and repair. Other funds held and set aside for specific purposes at the close of 2023 are dealt with in the Accounts Section of this report.

CHARITY COMMISSION FOR ENGLAND AND WALES

Independent examiner's report on the accounts

Section A Independent Examiner's Report

Report to the trustees/ members of	St Bartholomew's Church		
On accounts for the year ended	31st December 2023	**Charity no (if any)**	1135073
Set out on pages	12 to 24		

I report to the trustees on my examination of the accounts of the above charity ("the Trust") for the year ended **31/12/2023**.

Responsibilities and basis of report

As the charity's trustees, you are responsible for the preparation of the accounts in accordance with the requirements of the Charities Act 2011 ("the Act").

I report in respect of my examination of the Trust's accounts carried out under section 145 of the 2011 Act and in carrying out my examination, I have followed all the applicable Directions given by the Charity Commission under section 145(5)(b) of the Act.

Independent examiner's statement

I have completed my examination. I confirm that no material matters have come to my attention in connection with the examination (other than that disclosed below *) which gives me cause to believe that in, any material respect:

- the accounting records were not kept in accordance with section 130 of the Charities Act; or
- the accounts did not accord with the accounting records; or
- the accounts did not comply with the applicable requirements concerning the form and content of accounts set out in the Charities (Accounts and Reports) Regulations 2008 other than any requirement that the accounts give a 'true and fair' view which is not a matter considered as part of an independent examination.

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in this report in order to enable a proper understanding of the accounts to be reached.

** Please delete the words in the brackets if they do not apply.*

Signed:	FWSalmond	**Date:**	16/3/24
Name:	Mr F W (Bill) Salmond		
Relevant professional qualification(s) or body (if any):	Chartered institute of Management Accountants		
Address:	10 Eden Hall, Stick Hill, Edenbridge, Kent. TN8 5QQ		

Address: 10 Eden Hall, Stick Hill, Edenbridge, Kent. TN8 5QQ

Section B	Disclosure
	Only complete if the examiner needs to highlight material matters of concern (see CC32, Independent examination of charity accounts: directions and guidance for examiners).
Give here brief details of any items that the examiner wishes to disclose.	

St Bartholomew's Church Otford - 1135073

Statement of Financial Activities

For the period from 01 January 2023 to 31 December 2023

	Unrestricted funds	Designated funds	Restricted funds	Endowment funds	Total funds	Prior year total funds
Income and endowments from:						
Donations and legacies	116,700	—	5,451	—	122,152	116,432
Income from charitable activities	3,007	—	1,531	—	4,538	2,446
Other trading activities	23,975	15,755	—	—	39,730	34,853
Investments	1,734	1,307	648	—	3,690	957
Total income	**147,417**	**17,062**	**5,630**	**—**	**170,110**	**154,691**
Expenditure on:						
Raising funds	1,974	—	—	—	1,974	1,980
Expenditure on charitable activities	106,312	31,832	8,939	—	147,085	154,941
Other expenditure	251	—	—	—	251	229
Total expenditure	**108,538**	**31,832**	**8,939**	**—**	**149,311**	**157,150**
Gains / losses on investment assets	501	—	—	—	501	(711)
Net income / (expenditure) resources before transfer	**39,380**	**(14,770)**	**(3,309)**	**—**	**21,301**	**(3,170)**
Transfers						
Gross transfers between funds - in	16,773	47,695	6,636	—	71,105	50,985
Gross transfers between funds - out	(51,444)	(13,024)	(6,636)	—	(71,105)	(50,985)
Other recognised gains / losses						
Net movement in funds	**4,709**	**19,900**	**(3,309)**	**—**	**21,301**	**(3,170)**
Reconciliation of funds						
Total funds brought forward	**39,140**	**34,684**	**216,176**	**—**	**290,002**	**293,172**
Total funds carried forward	**43,850**	**54,585**	**212,867**	**—**	**311,303**	**290,002**
Represented by						
Unrestricted						
General fund	43,850	—	—	—	43,850	39,140
Designated						
AV and IT Maintenance	—	1,207	—	—	1,207	1,154
Church Hall	—	24,124	—	—	24,124	11,837
Cyclical Maintenance	—	9,137	—	—	9,137	11,994
Mission	—	7,764	—	—	7,764	9,698
Parish Offer Fund	—	12,351	—	—	12,351	—
Restricted						
Bernard Worssam Fund	—	—	529	—	529	506
Cameras and IT	—	—	3,527	—	3,527	3,112
Choral Music Fund	—	—	5,992	—	5,992	5,729
Church Hall	—	—	201,572	—	201,572	201,572
Church Hall Maintenance	—	—	559	—	559	552
External Works	—	—	—	—	—	2,852
Flowers	—	—	31	—	31	16
Jean Kelsey Music Fund	—	—	1,940	—	1,940	1,874
Music	—	—	533	—	533	—
Sequestration Account	—	—	(1,819)	—	(1,819)	—

There may be minor discrepancies in the totals if the pence are not being shown

St Bartholomew's Church Otford - 1135073

Balance sheet (Separate funds)
As at: 31 December 2023

	General Fund	Designated Funds	Restricted Funds	Endowment Funds	At 31/12/2023 £	At 31/12/2022 £
Fixed assets						
Tangible assets	—	—	201,572	—	201,572	201,572
Investments	5,832	—	—	—	5,832	5,330
Fixed assets	**5,832**	**—**	**201,572**	**—**	**207,404**	**206,902**
Current assets						
Debtors	1,354	—	55	—	1,410	1,813
Cash at bank and in hand	37,033	57,337	11,290	—	105,660	84,302
Current assets	**38,387**	**57,337**	**11,345**	**—**	**107,070**	**86,116**
Liabilities						
Creditors: Amounts falling due in one year	369	2,751	50	—	3,171	3,018
Net current assets less current liabilities	**38,018**	**54,585**	**11,295**	**—**	**103,899**	**83,099**
Total assets less current liabilities	**43,850**	**54,585**	**212,867**	**—**	**311,303**	**290,002**
Total net assets less liabilities	**43,850**	**54,585**	**212,867**	**—**	**311,303**	**290,002**
Represented by						
Unrestricted						
Unrestricted - General fund	**43,850**	—	—	—	43,850	39,140
Designated						
Designated - AV and IT Maintenance	—	1,207	—	—	1,207	1,154
Designated - Parish Offer Fund	—	12,351	—	—	12,351	—
Designated - Church Hall	—	24,124	—	—	24,124	11,837
Designated - Cyclical Maintenance	—	9,137	—	—	9,137	11,994
Designated - Mission	—	7,764	—	—	7,764	9,668
Restricted						
Restricted - Bernard Worssam Fund	—	—	529	—	529	526
Restricted - Choral Music Fund	—	—	5,992	—	5,992	5,729
Restricted - Church Hall	—	—	201,572	—	201,572	201,572
Restricted - Church Repair	—	—	—	—	—	—
Restricted - Jean Kelsey Music Fund	—	—	1,940	—	1,940	1,874
Restricted - Re-ordering Fund	—	—	—	—	—	—
Restricted - Cameras and IT	—	—	3,527	—	3,527	3,112
Restricted - Office Computer	—	—	—	—	—	—
Restricted - External Works	—	—	—	—	—	2,882
Restricted - Flowers	—	—	31	—	31	16
Restricted - Church Hall Maintenance	—	—	559	—	559	552
Restricted - Music	—	—	533	—	533	—
Restricted - Sequestration Account	—	—	(1,819)	—	(1,819)	—
Restricted - Vicarage Decorations	—	—	—	—	—	—
Funds of the church	**43,850**	**54,585**	**212,867**	**—**	**311,303**	**290,002**

There may be minor discrepancies in the totals if the pence are not being shown

St Bartholomew's Church Otford - 1135073

Statement of Assets and Liabilities (by fund)
As at: 31 December 2023

			Balance	Previous balance
Investments				
6432: 258 Shares in CBF Investment Fund - Asset				
General fund	Unrestricted		5,832.17	5,330.64
			5,832.17	**5,330.64**
		Investments	**5,832.17**	**5,330.64**
Tangible assets				
6431: Church Hall - Asset				
Church Hall	Restricted		201,572.00	201,572.00
			201,572.00	**201,572.00**
		Tangible assets	**201,572.00**	**201,572.00**
Cash at bank and in hand				
6506: CAF current account - Asset				
Flowers	Restricted		9.89	—
Sequestration Account	Restricted		(1,824.71)	—
Church Hall	Designated		2,884.13	3,185.89
General fund	Unrestricted		6,592.78	12,031.57
			7,662.09	**15,217.46**
6507: CAF Freewill Account - Asset				
General fund	Unrestricted		6,440.94	6,117.55
			6,440.94	**6,117.55**
6510: CCLA (CBF) deposit account - Asset				
AV and IT Maintenance	Designated		1,207.63	1,154.70
Bernard Worssam Fund	Restricted		529.95	506.72
Cameras and IT	Restricted		3,527.84	3,112.38
Church Hall Maintenance	Restricted		559.40	502.92
External Works	Restricted		—	2,862.23
Flowers	Restricted		21.50	16.58
Music	Restricted		533.55	—
Parish Offer Fund	Designated		12,351.00	—
Choral Music Fund	Restricted		5,992.18	5,729.54
Church Hall	Designated		23,022.52	8,651.15
Cyclical Maintenance	Designated		9,137.38	11,994.88
General fund	Unrestricted		23,859.42	16,836.14
Jean Kelsey Music Fund	Restricted		1,940.66	1,874.42
Mission	Designated		8,734.66	9,698.30
			91,417.69	**62,939.96**
6590: Cash in hand - Asset				
General fund	Unrestricted		140.13	27.65
			140.13	**27.65**
		Cash at bank and in hand	**105,660.85**	**84,302.62**

			Balance	Previous balance
Debtors				
Z05: Accounts Receivable - Asset				
Sequestration Account	Restricted		55.50	—
General fund	Unrestricted		1,354.50	1,813.80
			1,410.00	**1,813.80**
		Debtors	**1,410.00**	**1,813.80**
Creditors: Amounts falling due in one year				
Z04: Accounts Payable - Liability				
Sequestration Account	Restricted		50.00	—
Church Hall	Designated		1,762.00	—
General fund	Unrestricted		369.35	3,016.65
Mission	Designated		969.80	—
			3,171.15	**3,016.65**
		Creditors: Amounts falling due in one year	**3,171.15**	**3,016.65**
		Grand Total	**311,303.87**	**290,002.41**

St Bartholomew's Church Otford - 1135073

Analysis of income and expenditure
Selected period: 01 January 2023 to 31 December 2023

	Unrestricted	Designated	Restricted	Endowment	Total This year	Total Last year
Income and endowments						
Donations and legacies						
0101 - Gift Aid - Donations	65,212	—	459	—	65,671	62,576
0110 - Gift Aid - Envelopes	785	—	200	—	985	1,120
0201 - Other planned giving	8,949	—	—	—	8,949	6,990
0301 - Loose plate collections	6,123	—	—	—	6,123	4,693
0302 - Wall Safe	250	—	—	—	250	201
0501 - One-off Gift Aid gifts	930	—	1,700	—	2,630	1,920
0550 - Donations appeals etc	709	—	9	—	719	986
0601 - Tax recoverable on Gift Aid	18,481	—	582	—	19,064	17,686
0610 - Tax Recovery - GASDS	2,269	—	—	—	2,269	2,363
0701 - Legacies	10,500	—	500	—	11,000	15,000
0811 - Non-recurring one-off grants	1,596	—	—	—	1,596	—
1270 - Youth work	1,935	—	—	—	1,935	1,930
1280 - Church refreshments	934	—	—	—	934	889
1510 - Book of Remembrance	25	—	—	—	25	75
Donations and legacies Totals	118,700	—	3,451	—	122,152	116,432
Income from charitable activities						
1101 - Fees for weddings & funerals - PCC	3,007	—	—	—	3,007	2,448
1111 - Fees for weddings & funerals - DBF	—	—	1,531	—	1,531	—
Income from charitable activities Totals	3,007	—	1,531	—	4,538	2,448
Other trading activities						
0901 - Other funds generated	1,350	—	—	—	1,350	1,010
0910 - Church fair	7,188	—	—	—	7,188	6,164
0911 - Made in Otford website	918	—	—	—	918	353
0912 - Ride and stride	875	—	—	—	875	664
0913 - Christmas market	4,106	—	—	—	4,106	3,029
0914 - Events	9,535	—	—	—	9,535	9,160
1240 - Church hall lettings	—	15,755	—	—	15,755	14,470
Other trading activities Totals	23,975	15,755	—	—	39,730	34,853
Investments						
1001 - Dividends	159	—	—	—	159	158
1020 - Bank and building society interest	1,575	1,307	648	—	3,530	798
Investments Totals	1,734	1,307	648	—	3,690	957
Income and endowments Grand totals	147,417	17,062	5,630	—	170,110	154,691

There may be minor discrepancies in the totals if the pence are not being shown

	Unrestricted	Designated	Restricted	Endowment	Total This year	Total Last year
Expenditure						
Raising funds						
1730 - Costs of fund raising	1,974	—	—	—	1,974	1,980
Raising funds Totals	1,974	—	—	—	1,974	1,980
Expenditure on charitable activities						
1801 - Mission Giving	—	9,698	—	—	9,698	16,784
1870 - Training	—	—	—	—	—	50
1907 - Mission & Ministry Support	57,316	—	—	—	57,316	68,568
2001 - Salary of Caretaker	4,211	—	—	—	4,211	4,010
2050 - Salary of parish administrator	9,023	—	—	—	9,023	8,593
2051 - Pension Contributions Office Staff	2,343	—	—	—	2,343	2,237
2101 - Working expenses of incumbent	—	—	—	—	—	647
2110 - Visiting speakers / locums	164	—	2,638	—	2,802	547
2120 - Council tax	1,496	—	—	—	1,496	3,522
2130 - Vicarage house expenses	100	—	595	—	695	184
2140 - Water rates - vicarage	86	—	116	—	203	525
2180 - Youth work	2,796	—	—	—	2,796	2,721
2201 - Fees & subscriptions	476	—	—	—	476	515
2320 - Organ / piano tuning	638	—	—	—	638	595
2321 - Organist fees	3,071	—	—	—	3,071	3,112
2322 - Choir expenditure	—	—	—	—	—	118
2340 - Upkeep of services	413	—	32	—	445	917
2341 - Altar Requisites	100	—	—	—	100	221
2345 - Church refreshments	510	—	—	—	510	274
2350 - Upkeep of churchyard	1,534	—	—	—	1,534	8,076
2360 - Printing, stationery, postage and other	557	—	—	—	557	717
2361 - Computers and office equipment	148	—	—	—	148	135
2362 - Photocopier maintenance	343	2,496	—	—	2,839	982
2365 - Church office - telephone	236	—	—	—	236	192
2366 - Internet & Website	675	—	—	—	875	781
2370 - Cleaning & sanitary supplies	39	—	—	—	39	147
2401 - Church running - electric	3,404	—	—	—	3,404	2,060
2410 - Church running - gas	7,565	—	—	—	7,565	3,875
2420 - Church running - water	49	—	—	—	49	100
2422 - Church sound and vision	—	—	3,216	—	3,216	727
2430 - Church running - security	698	800	—	—	1,698	1,063
2450 - Church running - insurance	3,813	—	—	—	3,813	3,601
2460 - Church maintenance	3,418	—	—	—	3,418	3,367
2470 - Church - performing rights licence	679	—	—	—	679	630
2530 - Hall running - electricity	—	2,553	—	—	2,553	1,847
2540 - Hall running - gas	—	4,680	—	—	4,680	2,992
2550 - Hall running - insurance	—	1,385	—	—	1,385	1,308
2560 - Hall running - maintenance	—	6,485	2,339	—	8,825	2,961
2570 - Hall cleaning and materials	—	2,222	—	—	2,222	4,371
2580 - Hall running - water	—	1,511	—	—	1,511	854
Expenditure on charitable activities Totals	106,312	31,832	8,939	—	147,085	154,941
Other expenditure						
2602 - Bank Charges	251	—	—	—	251	229
Other expenditure Totals	251	—	—	—	251	229

There may be minor discrepancies in the totals if the pence are not being shown

	Unrestricted	Designated	Restricted	Endowment	Total This year	Last year
Expenditure Grand totals	108,538	31,832	6,939	—	149,311	157,150

Approved by the Parochial Church Council on 18 March 2024 and signed on its behalf by:

J. A. Hunt. J M Beacom.

J A Hunt ***J M Beacom***

Mrs Janet Hunt (Churchwarden) and Mrs Joan Beacom (Churchwarden)

Notes to the Financial Statements for year ending to 31 December 2023

The notes on the following pages form part of these accounts.

1. **Accounting Policies**

The PCC is a public benefit entity within the meaning of FRS102. The financial statements have been prepared under the Charities Act 2011 and in accordance with the Church Accounting Regulations 2006 governing the individual accounts of PCC, and with the Regulations' "true and fair view" provisions.

2. **Assets**

2.1. Consecrated and benefice property
In so far as consecrated and benefice property of any kind is excluded from the statutory definition of 'charity' by section 10(2)(a) and (c) of the Charities Act 2011 such assets are not capitalised in the financial statements.

2.2. Moveable Church Furnishings
Typically, these are capitalised at cost and depreciated over the useful economic life other than where insufficient cost information is available. In this case the item is not capitalised, but all items are included in the Church's inventory.

2.3. Tangible Fixed Assets for use by the charity
These are capitalised if they can be used for more than one year and cost at least £1000. They are valued at cost or else, for gifts-in-kind, at a reasonable estimate of their open market value on receipt.

Depreciation is calculated to write off the capitalised cost of fixed assets less their currently anticipated residual fair value over their estimated useful lives as follows:

- Land Nil
- Fixtures & Fittings 20 years
- Computers 3 years

No depreciation is provided on buildings as the currently estimated residual value of the properties is not less than their carrying value and the remaining useful life of

these assets currently exceeds 50 years, so that any depreciation charges would be immaterial.

An impairment review is carried out each year end and any resultant loss identified included in expenditure for the year.

2.4. Church Hall

The Church Hall is currently the subject of a consultation process to determine its future use. The PCC has suspended all non-essential maintenance to the Hall until this process is complete, with the result that the fabric of the Hall is continuing to deteriorate.

As part of the consultation process in 2019 the PCC commissioned a condition survey of the Hall, with associated costs for repairs, from an independent firm of surveyors, which estimated total repair costs, at the time, of £385k. A sum of £15k has been set aside within the Church Hall Designated fund in 2023 to cover maintenance costs needing immediate attention within the short term.

2.5. Investments

Investments quoted on a recognised stock exchange or whose value derives from that are valued at market value at the year end. Other investment assets are included at PCC's best estimate of market value.

2.6. Short Term Deposits

These are the cash held on deposit either with the CCLA or at a bank.

The church's assets are held in the following accounts:

CAF Bank – current account (for general income and payments for both church and hall)
CAF Bank - freewill offering account (for all regular donations made by bank transfer)
CCLA – deposit account (interest paying instant access account)

3. Funds

3.1. Unrestricted Funds

These represent the funds of the PCC that are available for spending on the general purposes of the PCC, excluding amounts designated by the PCC for fixed assets for its own use or for spending on a future project and which are therefore not included in its 'free reserves' as disclosed on the trustees' report.

3.2. Restricted Funds

These are funds that must be spent on restricted purposes. Details of the restricted funds held are shown below:

Bernard Worssam Fund	External Works
Cameras & IT Fund	Flower Fund
Choral Music Fund	Jean Kelsey Music Fund
Church Hall (Building)	Music Fund
Church Hall Maintenance	Sequestration Account

These Funds are primarily held in the CCLA account and interest is added to the Funds on a quarterly basis.

A Sequestration Account is instigated when a clerical vacancy occurs. Income from statutory fees normally payable to the diocese are retained within this account, along with costs associated with the vacancy such as visiting curate fees. The account is showing a deficit as at 31 December 2023. The Sequestration Account will be closed when a new priest is appointed. Any positive balance within the account at the time is payable to the diocese; a negative balance must be covered from church funds.

Restricted Income in the year was as follows:

Cameras & IT	£500 donation for Subtitle PC
Church Hall Maintenance	£2,375 donation for New Notice Board
Music Fund	£500 legacy for use on Church Music
Flower Fund	£47 donations for purchase of Flowers
Sequestration Account	£1,531 Statutory fees

Expenditure in the year from Restricted Funds was as follows:

Cameras & IT Fund	£2,673 – 50% payment towards New Sound Desk
	£544 – Subtitle PC for Projection
External Works Fund	£2,887 transferred by agreement to Cameras & IT Fund
Flower Fund	£32 – Altar Flowers
Church Hall Maintenance	£2,339 – New Notice Board
Sequestration Account	£3,350 - Visiting Clergy & Vicarage costs

3.3. Designated Funds

These are funds that the PCC have designated for a specific purpose. Details of the designated funds current held are shown below:

AV & IT Maintenance
Church Hall (running costs and lettings)
Cyclical Maintenance
Mission Giving
Parish Offer Fund

These Funds are primarily held in the CCLA account and interest is added to the Funds on a quarterly basis.

Money transferred to designated Funds during the year was as follows:

Church Hall	£15,755 Hall Lettings
Mission Giving	£7,320 budgeted Mission Giving for 2023
Parish Offer Fund	£12,351 towards 2024 Parish Offer (see Item 6 below)

Expenditure in the year from Designated Funds was as follows:

Church Hall	£18,838 Hall Running & Maintenance
Cyclical Maintenance Fund	£2,496 - New Photocopier
	£800 - CCTV Cameras
Mission Giving	£9,698 Away Giving from 2022

4. Staff Costs

During the year the PCC employed an organist and office staff (all part time). Tax and National Insurance payments were made for relevant employees. Total staff costs amounted to £18,374 which includes £735 Employer Pension Contributions. National Insurance Contributions for the year fell below the £2,000 government allowance.

Incumbent costs are covered by the diocese and therefore not included within these accounts.

No members of the PCC are employed, however a person closely connected to a PCC member is employed within the office staff.

Donations made by PCC members during the year amounted to £34,433.

4.1. Church Workers Pension Fund (CWPF)

St Bartholomew's participates in the Pension Builder Scheme section of CWPF for lay staff. CWPF is administered by the Church of England Pensions Board, which holds the CWPF assets separately from those of the Employer and other participating employers.

CWPF has two sections:

1. the Defined Benefits Scheme
2. the Pension Builder Scheme, which has two subsections;
    a. a deferred annuity section known as Pension Builder Classic, and,
    b. a cash balance section known as Pension Builder 2014.

Pension Builder Scheme
Both sections of the Pension Builder Scheme are classed as defined benefit schemes.

Pension Builder Classic provides a pension, accumulated from contributions paid and converted into a deferred annuity during employment based on terms set and reviewed by the Church of England Pensions Board from time to time. Discretionary increases may also be added, depending on investment returns and other factors.

Pension Builder 2014 is a cash balance scheme that provides a lump sum which members use to provide benefits at retirement. Pension contributions are recorded in an account for each member. Discretionary bonuses may be added before retirement, depending on investment returns and other factors. The account, plus any bonuses declared is payable, unreduced, from age 65.

There is no sub-division of assets between employers in each section of the Pension Builder Scheme.

The scheme is considered to be a multi-employer scheme as described in Section 28 of FRS 102. This is because it is not possible to attribute the Pension Builder Scheme's assets and liabilities to specific employers and means that contributions are accounted for as if the Scheme were a defined contribution scheme. The pensions costs charged to the SoFA in the year are the contributions payable (2023: £2,343; 2022: £2,237).

A valuation of the Pension Builder Scheme is carried out once every three years. The most recent valuation was carried out as at 31 December 2019.

For the Pension Builder Classic section, the 2019 valuation revealed a deficit of £4.8m on the ongoing assumptions used. At the most recent annual review effective 1 January 2024, the Board chose to grant a discretionary bonus of 6.7% to both pensions not yet in payment and pensions in payment in respect of service prior to April 1997; and a bonus on pensions in payment in respect of post April 2006 service so that the pension increase was 5% (where usually it would be calculated based on inflation up to 2.5%). This followed improvements in the funding position over 2023. There is no requirement for deficit payments at the current time.

For the Pension Builder 2014 section, the 2019 valuation revealed a surplus of £5.5m on the ongoing assumptions used. There is no requirement for deficit payments at the current time.

The next valuation is due as at 31 December 2022. Calculations for this are currently under way.

The legal structure of the scheme is such that if another employer fails, St Bartholomew's could become responsible for paying a share of the failed employer's pension liabilities.

5. Mission Giving

Current policy is for 75% of any unrestricted budget surplus from the 2022 accounts to be added to the 2022 budgeted Mission Giving and for these funds to be distributed following sign-off of the 2022 accounts. The church made a financial loss in 2022 and therefore Mission Giving was retained at the budgeted level of £9,550 plus interest earned. A total of £9,698 was distributed in line with instructions from the Mission Committee.

6. Overall Position

Following a loss in Unrestricted Funds of £11.5k in 2022, the Budget set at the start of 2023 included significant cost reductions, achieved primarily by reducing Mission Giving and the annual contribution to the Diocese. Whilst the proportion of the church income which is derived from regular giving remains significantly below the average achieved across the diocese, total income for the year was significantly higher than anticipated. This was due primarily to the receipt of several legacies and to the significant efforts of the fundraising team. In recognition of the fact that the parish had failed to meet its Parish Offer in 2023, PCC passed a resolution in December 2023 to set aside £12,351 from the 2023 accounts to fund the Parish Offer in 2024, thus allowing the parish to meet the 2024 Offer in full. This money is held within the Parish Offer Fund.

The PCC have reviewed anticipated income and expenditure for 2024 and set a balanced budget for the year ahead.

THE PAROCHIAL CHURCH COUNCIL OF THE ECCLESIASTICAL PARISH OF ST. BARTHOLOMEW, OTF

England & Wales - Charity number 1135073

Accounts

The Parochial Church Council
of
the Ecclesiastical Parish of St. Bartholomew, Otford
Registered Charity Number
1135073

Also known as St. Bart's, Otford

Rev. David Guest

The Green
Otford
Sevenoaks
Kent
TN14 5PD
st.bartholomews@otford.net
www.stbartholomews.co.uk

Annual Report and Financial Statement for the year ended
31 December 2022

Trustees

The Trustees are the members of the Parochial Church Council (PCC). Those members are either ex-officio, elected at the Annual Parochial Church Meeting (APCM) or co-opted by the PCC in accordance with the Church Representation Rules. Trustees are not remunerated.

During the year ended 31 December 2022 the following served as members of the PCC:

Vicar	The Reverend David Guest	
Wardens	Mrs Janet Hunt	- from April 2018 and re-elected in 2019,2020 and 2021
	Mrs. Joan Beacom	- from April 2021

Representatives on the Diocesan Synod

Mr. Derek Shilling

Representatives on the Deanery Synod

Mr. Mark Holmes - PCC Minutes Secretary

Mrs. Margaret Lidbetter

Elected Members

Mr. Colin Anderson (2021)

Mrs. Lorna Coulson (2022)

Mr. Russell Edwards (2021)

Ms. Dawn Hallam (2017)

Mrs. Jocelyn Hart (2019)

Miss. Naomi Hunt (2021)

Mrs Nancy Jonsson (2022)

Mrs. Emma Peters (2019)

Mrs. Mags Southgate (2022)

Mrs. Heather Stanley (2018) – PCC Treasurer

Independent Examiner

Mr. Antony Stevens, Upper Hill Farm, Hill, Berkeley, Gloucestershire GL13 9EE

Bankers

CAF Bank Ltd, 25 Kings Hill Avenue, Kings Hill, West Malling, Kent

Governing Document

The Parochial Church Council Powers Measure 1956 as amended, and Church Representation Rules previously exempted from registration.

All members of the PCC are trustees of the charity. Elected members of the PCC are normally appointed for a period of three years and are required under the PCC's own policy to stand down for a minimum of one year following the three-year period. The PCC meets every two months to transact the business of the Church. In between meetings of the full

Council the Standing Committee[1] is authorised, subject to the PCC's directions, to conduct the business of the PCC should decisions need to be taken between full meetings of the PCC. This follows on a change to the constitution of committees after the last APCM.

Objects of the Charity[2]

The PCC has the responsibility of working with the Vicar Rev David Guest to uphold the ministry and mission of the Church in the areas of worship, the nurture of faith, service to the village of Otford and Christian witness. This is done through: -

- Sunday and midweek services;
- baptisms, weddings, and funerals;
- youth and children's work;
- teaching adults through weekly home groups and occasional series of talks;
- pastoral care and involvement in the community; and
- supporting mission partners.

To meet our objectives, and by way of good stewardship of the property for which the Vicar, Churchwardens and PCC are responsible, we maintain the fabric of St Bartholomew's Church (which English Heritage has listed as a Grade 1 building), the adjoining Church Centre and the Church Hall (located in the High Street).

To ensure the objectives are complied with the PCC meets regularly. There were 7 PCC meetings during the year with a high average attendance level, largely held in person. Much of the PCC's work is assisted by committees. Those committees report and make recommendations to the PCC. The main committees are: -

Standing – Has the legal authority to continue the business of the PCC, subject to any directions given by the Council.

Finance – meets on average at two-monthly intervals between PCC meetings. It monitors income and expenditure, reviews budgets and reviews financial controls working closely with the Treasurer.

Fabric – monitors the condition of the Church fabric, Church Hall, churchyard and car park and arranges maintenance and repair work as required.

Fair – plans and organises the St Bartholomew's Fair, normally the principal fund-raising event of the year.

Fundraising Team including the Events Team - plans and organises social and fund-raising events during the year.

Ministry Team – meets to provide mutual fellowship and support, and the opportunity to continue to grow in theological and ministerial studies.

Mission Ministry and Growth – communicates the work of Christian agencies supported by St. Bart's through written articles and arranging for speakers to visit. It recommends the allocation of available funds to Christian mission and relief organisations, both in the UK and overseas. It updates and reviews the Called to Grow Action Plan and makes recommendations to the PCC for further discussion and action as appropriate.

Electoral Roll

In 2022 there were 183 members on the Electoral Roll.

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[1] Members of the Standing Committee are the Vicar, the Churchwardens, the PCC Minutes Secretary, the Treasurer and three other members of the PCC or the Vice Chair of PCC and two members of the PCC.

[2] For Charity Commission purposes the Charity comes within the classification of "Religious Activities" to help the general public particularly within the parish of Otford, Kent and the surrounding area but also through mission giving further afield. It provides the services listed in this document.

SUMMARY OF THE MAIN ACHIEVEMENTS DURING THE YEAR

When planning our activities for the year the incumbent and the PCC consider the Charity Commission's guidance on public benefit and the specific guidance on charities for the advancement of religion. Many of the activities and services listed in this report are carried out by volunteers and St Bart's is very grateful for this. It is difficult to estimate the exact number of volunteers, but we believe that it is well over half of the number on the Electoral Roll. Many among the congregation have given time to undertake various jobs within the Church and Churchyard, too many to mention by name but we record our thanks to each and every one of you.

COVID 19 Pandemic

There are no longer any restrictions on the holding of Public Worship following the Pandemic.

Choir

By the beginning of 2022, the choir had returned to the normal schedule of singing three morning and two evening services per month, with the usual special services to mark particular occasions in the church's year.

The choir contributed to the 'Hymns and Pimm's' event in June, to celebrate the late Queen's Platinum Jubilee, with a rousing performance of Handel's coronation anthem 'Zadok the Priest', and also took part in services in September, to mark her passing.

The choir has always had a wide-ranging repertoire, and during 2022 sang music from England and abroad, from the 16th to the 21st century.

The choir is, as ever, fortunate to have so many dedicated and faithful members, but during 2022 it was diminished by the deaths of two members (after service of over 40 and 25 years respectively), following long-term illness and mobility problems.

The choir's membership now stands at 16.

During 2022, six certificates of long service, mostly covering periods of between 20 and 40 years, were awarded to choir members. Thanks are due to all members of the choir for their loyal service to St Bartholomew's, but special mention must be made of David Runting, whose service now amounts to 64 years.

Music Group

Membership of the music group (band) has remained stable during the year. One member has moved away but we have gained another flautist. When everyone turns up is can be quite difficult to fit everyone on the platform – what a great problem to have!

The instruments in the band include cello, violins, various representations from the brass and woodwind sections, guitars, bass guitar, mandolin, percussion and of course our singers.

The group have continued to play at All Together Worship services each month and at some extra services during the year including the Mothering Sunday communion, one of our quarterly healing services, Sunday Club Nativity, Christingle service and the Palm Sunday ecumenical service on The Green

Again, special thanks must go to our technical wizard who, with all his knowhow and talent, spent many hours making it possible for the band to be heard both in church and via the live stream. Also, a special mention to one of our members who spends time arranging songs for the many and varied instruments in the group.

We look forward to what this year will bring as we continue to worship with God's people here at St Bart's.

Bell Ringers

We were saddened to have to say a 'goodbye' to our Tower Captain. She has been ringing since the installation of our bells in 2000 and devoted herself to guiding the band and training new recruits. She organised numerous tours around other towers to widen our experience as well as supporting other towers. She will be greatly missed.
We are lucky in that we have been able to ring on most Sundays, despite our numbers being minimal. Many churches are struggling to maintain a band and have ceased ringing. We are fortunate in that practises have been supported by Fraser & Dee of Kemsing Church band and ringers from local towers. Two new ringers have been trained throughout the year and now join us for practises.
This year has been memorable, not only for ringing at two weddings in September, but also for ringing to celebrate the Queen's Platinum Jubilee. Sadly, we rang with fully muffled bells on the death of the Queen. This was followed by a ring on open bells (unmuffled) for the confirmation of King Charles III. The bells were again muffled for the Queen's Funeral.
Over the year we had two youth groups from the church visit the tower ringing room and belfry and other visiting ringing bands to use our well-tuned and melodious bells.

Cameo

A dozen or so people who live alone meet each Monday at 2 o'clock and are known as CAMEO. Fortnightly we have Bible Study sessions and on the Mondays between we engage in a variety of activities. We also have visitors coming to speak to us. In 2022 these included a demonstration of the use of defibrillators, a talk by Bill Lattimer and another by our Parish Councillors Irene Roy and Carol Bent.

In March our trip away was to Tenby and St. David's in Wales, which proved to be very successful, especially as it was delayed because of COVID. Then in October our trip was to Bognor Regis, which included visiting Chichester, Arundel, Portsmouth and Winchester.

These Monday afternoons continue to be well supported and appreciated. Members of St. Bartholomew's Church who live alone would find a warm welcome.

Children and Young People

Sunday Club

Sunday Club continues to meet on Sunday Mornings (except for the 1st Sunday of the month when we have our 'All-Together' worship). We continue to meet as an all-age group with two leaders for each session. The leaders work together to plan the session and can split the group depending on the ages of children attending each week. We use a scheme from the Scripture Union which provides a variety of age appropriate activities based round a bible passage, and we find this flexible approach allows us to play to the strengths of both the leaders and the young people attending week by week.

We also work on producing a display for the notice board in the church centre – often sharing the project with Epic or Messy Church. These displays may be seasonal or related to a particular bible story. These creative sessions are always popular and allow us to give something back to the congregation.

There are 7 regular leaders who work on a rota basis we are blessed to have such a faithful team. We thank them all for sharing their time, their talents, and their faith. We also benefit from the support of young people who are following the Duke of Edinburgh award scheme, and work with us as volunteers. Currently we have 27 children on our registers, with an average attendance of between 7 and 9 most weeks.

It has become a bit of a tradition that Sunday Club has a special project during August where we construct something – and this year we took the theme of water and built a well in the churchyard as well as trying out other water related activities! We are grateful to those who produced the materials and made this possible.

The year ended with our nativity play, 'Amazing Days' using resources from the Bible Society (one of our mission partners). This involved participation by the whole congregation and was a successful end to the year.

EPIC - Every Person in Christ (or Eat Pizza in Church)

Epic is the St Bartholomew's Youth Club for those in school years 5 - 8. Meetings are held on the second Saturday evening of the month in the church Centre for a range of activities, supper and bible study.
We try to offer a range of activities that meet the social, physical and spiritual needs of the young people. We aim to foster a spirit of co-operation and encourage working together in small groups for problem solving activities and as a whole group for discussion times. There is often a craft activity, as well as plenty of opportunities to let off steam.
We always have supper together – always two courses and hopefully with veggies or fruit! Sometimes this is provided by parents, thank you to all those who have taken on this task. Sometimes we order in Pizza (always popular) and we also have times when we get the young people involved in the preparation and the washing up. This is always an interesting experience with much being learned! Grace is said before supper and the session ends with a bible study linked to one of the previous activities, and a final prayer.

We have three regular leaders and call on others as needed for extra or specific help. There are 22 young people on the register and typically 16 or 17 attend. Epic offers a wonderful opportunity to meet the needs of this age group and their families and to reach out to families who are not regular church attenders. For the leaders it is exhausting, enriching and enlightening. For the young people we hope it is a chance to meet in a safe space that is not school or home, to have a degree of freedom, to have fun and to have a chance to consider the spiritual aspects of their lives. Thanks must go to everyone who was involved in running Epic and for being a constant in the lives of our young people when so much else was changing. This group of young people are open to bringing their friends along and look forward to meeting together. Our key issue is ensuring the smooth transition of this children from primary to senior school and from EPIC to YPF

YPF – Young Peoples Fellowship

We have continued to see regular attendances of between 12 – 18 young people every Sunday evening during the year (with a break for the summer holidays) The commitment of the young people to meet together is a real encouragement, many of them take active part in the life of the church especially within the music group and the technical team. Activities have included scavenger hunts, rounders matches against past YPF members, quizzes, an A - Z of biblical characters and lots of chocolate. The Autumn saw the departure of several members to university and the arrival of new members at the younger end. It was encouraging to welcome our students back at Christmas for the Christmas presentation at the nativity service. Our young people are a real blessing and watching them grow and mature into young adults.

Youth weekend

We were able to go away with the young people in July for the first time since the pandemic. The sun shone, the young people were able to run around and enjoy the wonderful surroundings, some of the older youth were able to lead sessions with support from the adult leaders. This weekend away is a vital part of the church ministry to this group with the opportunity to spend quality time together.

Tech-team

Our Live streaming of regular and occasional services is made possible by a very dedicated core of 6 households who give up several hours each month to set up and run the video for our services alongside the three regular volunteers who run the sound. Our thanks goes to them for giving up their time and talents on Saturdays and Sundays over the last year in support of this much appreciated aspect of our church life.

Special thanks go to Ben, who has been a part of the team since the very first service in August 2020, and we wish him all the best as he moves on to pastures new. Thanks also go to Clive, in the office, for putting together the subtitles each week and to the members of the Fabric Committee for their work in consolidating the current installation.

We welcomed a new member to the team towards the end of the year, many thanks to them. But it is now acknowledged that the team is close to critical mass and offers of additional help would be much appreciated. Full training will be provided.

Church Fabric

There are 8 members on the Church Fabric Committee who met 5 times in 2022, all via Zoom.

Church

The extension to the Garden of Remembrance was completed during 2022. Car park lighting was discussed during the year but is on hold at present. A Faculty has been granted for a new cabinet to hold the Audio Visual and Sound equipment. The final designs and specifications are in the process of being drawn up ready for appointing a contractor to undertake the work. A Faculty has also been received for the permanent installation of camera's – work will be undertaken in tandem with the installation of the new cabinet.

Church Centre

A report was commissioned from a Structural Engineer which identified the east wall requires structural ties, and cracks filling. Works are currently on hold. Quotations were also received for improved and upgraded security incorporation to the fire control panel.

Church Hall

Quotes have been received and approved for repairs to the corrugated roof on the side room at the Church Hall. Work has been undertaken in 2022. Quotes are also being sought for the replacement of the door and door frame used as the main entry to the Church Hall. Arrangements are being made for the testing of the emergency lighting to the hall. Quotes for the replacement of the notice board outside the Church Hall have been obtained with approval being considered by the PCC.

Quinquennial Report 2022

The regular inspection of Church Fabric was undertaken during the year. With a number of recommendations and actions to be considered. Note was made of the improvements to the interior of the Church following the re-ordering and decoration works in 2018. There are a number of recommendations in relation to the exterior fabric of the Church which continue to be discussed and actioned as and when finance allows.

Churchyard Working Group

The churchyard working party meets from March to November each year nearly always on the first Saturday of the month. Our aim is to keep the churchyard looking well managed, neat and tidy. The mowing is paid for by the Parish Council. The band of dedicated volunteers is very small, and we desperately need some new strong helpers to make the saying 'many hands make light work' a reality. Unfortunately, we no longer have a trailer available to take away the monthly waste so it does accumulate in the compost area and then needs to be taken away by a skip. There is normally quite a lot of non - compostable items which also needs to be sorted. It is hoped at some point that some money can be found to tidy up some graves with gravel to help with the constant weeding. The Rose border as always looked wonderful as is the beautiful garden near the church. Thank you very much to all those who turn out and if you feel able, please spare us ½ hour or 3 hrs whatever you can, and you can be sure that your help will be very gratefully received.

Flowers

We are lucky enough to have a small team of people who are prepared to place fresh flowers on both altars each week. We would welcome more of our congregation to sign up on the list at the back of the church. It is not an onerous task you just have to put flowers in a vase. Our team of flower arrangers with the ability to arrange more elaborate displays take care of Christmas, Easter, Pentecost, Harvest and Remembrance.

We ask for donations in memory of loved ones for the festivals and people have been very generous. Thank you to all who help to decorate our church.

Fund Raising

With no restrictions on the events, we could hold in 2022 there were many varied events to join in with. Soup lunches were held 6 times during the year. Other Events ranged from a Burns Supper to Bangers and Board games evenings, the Ladies Tennis final from Wimbledon, the Strictly Come Dancing Launch, along with the Rugby 6 Nations. We also held our pop ups at the Church hall and our very popular book and bakes sale over the early May bank Holiday. In August the Handmade in Otford exhibition and Sale in the Church and Church Centre with wonderful bacon butties on hand. We joined in the celebrations for the Queen's Jubilee with a stall on the green and our Hymns and Pimm's event.

The Church Fair and the Christmas Market also link with the Fund Raising Committee', many members being part of both. We were able to hold the Church fair in June once more, and a wonderful event on the green was held. Many thanks to all who helped make the event a great Village event.

The Christmas Market coincided with the first Otford Village Christmas Fair run by the Otford Society, after initial concerns in relation to the events being on the same date, this turned out to be a really good opportunity to meet with many more visitors to the fair and Church.

Many thanks to everyone on the Fundraising Committee, the Fair Committee and the Christmas Market organisers for all the hard work in 2022.

Safeguarding

Miss Naomi Hunt continues to be our Parish Safeguarding Officer.

The PSO and Lead Safeguarding Warden (Janet Hunt) have also been working through the year to identify all of the volunteers within the congregation who should complete Basic awareness and Foundation training. Safeguarding appears as an Agenda item on all PCC and Standing Committee meetings. There were no issues raised with the Diocesan Safeguarding team.

Pastoral Care

During 2022 there were four Baptisms and two Weddings. There were eleven Funeral services or Interment of Ashes Services conducted over the year.

We have two Pastoral Assistants who work within the Parish. They meet regularly with the Vicar to discuss and work on Pastoral issues in the Village.

Called to Grow

We created a Called to Grow plan when we were in clerical vacancy and based the contents on ideas generated by the congregation on issues that were important to them. It is refreshed every six months to help us review what has been achieved and consider where the gaps in our activities are. Called to Grow has now evolved within the Diocese to Change, Serve, Grow following the appointment of Bishop Johnathan. The PCC will consider to evolve our plans in line with the aims of the Diocese.

Wider Community

The Annual Civic Service was replaced by a Celebration service to mark the Queen's Platinum Jubilee followed by Pimm's in the Church Centre.

The Remembrance Sunday service was not limited in the number of people who could attend and was well attended both in Church and then out on the Green. The uniformed organisations were again able to play their part in the Service and the laying of Wreaths on the Green. The Service in Church was live streamed, and both regular Churchgoers and members of the wider Village community could watch from home if they were unable to attend in person.

Deanery Synod

Deanery Synod met twice in 2022: The first meeting, on 25 January, was held via Zoom and was the last meeting chaired by Rev. Tim Hatwell (Rector of Ightham) as Area Dean. The speaker was Rev. Joel Love, the Diocesan Chaplain to the *Living in Love and Faith* process - as well as Vicar of Rochester and a member of General Synod. Joel talked about *Living in Love and Faith* as a way to explore how questions of identify, sexuality, relationships and marriage fitted within the Good News, and what it meant to live in love and faith together as a church. He introduced members to the book and the 5-session course - which the Deanery then ran as a Lent course.

The second meeting, on 19 October, was chaired by the new Area Dean, Rev. Dr. Chris Noble, Rector of Stansted with Fairseat and Vigo, and was held at Stansted. Chris - who has a Masters in contemporary ecclesiology - had circulated a paper on post-Covid church growth and mission planning that he had written in 2021. His main thesis was that the growth of the church was borne from the spiritual life of its members. He opened a thought-provoking discussion about the post-Covid church, noting reduced numbers attending an average service, financial challenges and shortage of clergy. The discussion ranged across the role and habits of the Diocese, varying parish experiences of the *Called to Grow* process, and the changes being brought in by the new Bishop of Rochester, which included replacing the *Called to Grow* approach with a vision that he was calling "grow, change, serve". There was a sobering discussion about how big a population was needed to sustain a full-time incumbent. In many parts of the country, it was about 10,000 - roughly double the size of Otford or any of the benefices in the Shoreham Deanery. In rural areas it was not uncommon for incumbents to serve 10-15 churches.

Personal notes from each Deanery Synod meeting are usually circulated to PCC members soon after each meeting. If other parishioners are interested in receiving them, please inform the Wardens or Parish Office.
Members of Deanery Synods also form the electorate for elections to Diocesan Synod, which took place in 2021.

Communication

To communicate with both parishioners and the wider village community our website (www.StBartholomews.co.uk) is updated on a regular basis with details of services and other events. We now have a St. Bart's WhatsApp Group with over 70 members and an active Facebook page.

Policy on Reserves

The PCC upholds a policy to maintain general reserves at a level of £35,000. This policy is reviewed on an annual basis. The PCC also maintains a fund for cyclical maintenance and repair. Other funds held and set aside for specific purposes at the close of 2021 are dealt with in the Accounts Section of this report.

Further Financial details

The accounts for St. Bartholomew's Church Otford are dealt with electronically, which allows for management information to be prepared for Finance Committee and PCC meetings. Outgoings can be assessed against budget, as can income, and adjustments made to plans and budgets in a timely manner.

Gift Aid claims are made on a regular basis which assists with the flow of income. This means that the PCC is well placed to ensure that donations are being used for the purposes for which they were given. In September, the annual Stewardship Sunday was held.

Gift Aid

The charity is recognised by HMRC for Gift Aid on any relevant donations for the financial year ending 31st December 2022.

Fundraising

The charity raises funds from the public – primarily from Church members. From time to time, it also seeks to raise funds from third party donors such as established trusts for specific projects. It does not work with commercial participators in raising funds and does not have a trading subsidiary.

Policies

As described above St Bart's has a policy on its reserve funds. It follows Church of England guidance on safeguarding, under section 5 of the Safeguarding and Clergy Discipline Measure 2016 (to have regard to House of Bishops' guidance on safeguarding children and vulnerable adults).

The PCC also has a policy in relation to away giving. This is made up of two parts. A set amount of £50 per person based on the number of people on the electoral role. Then, should there be a surplus of income over expenditure against budget at the end of the financial year 75% of that surplus is also allocated to away giving.

Grant making

Grant making is not the main way that St Bart's carries out its charitable objectives although St. Bart's does support the work of other Christian mission agencies in the UK and abroad through its away giving, as shown in these accounts.

The PCC supported the following Christian mission agencies during 2022.

Arocha
Christians Against Poverty (CAP)
Christian Aid
Sevenoaks Counselling
Loaves and Fishes
Hospices of Hope
Pursue
Bible Society
Tearfund
Sevenoaks Area Youth Trust (SAYT)

Significant Events after the end of the Financial year 2022

The Rt Revd. Kevin Pearson, Bishop of the United Diocese of Glasgow and Galloway, within the Scottish Episcopal Church, has announced that the Revd. David Guest has been appointed as Rector of All Saints, Bearsden.

David's last Sunday at St Bart's will be May 28th, Pentecost Sunday. His institution will take place at All Saints in June.

Bishop Kevin says, "We are pleased to be welcoming David into the diocese and look forward to him becoming the next Rector of Bearsden. David brings with him a wealth of experience from working in the Anglican Church across Great Britain. His skills and expertise in spirituality, communication and creativity will be very much valued in Bearsden."

Please keep David and Stephen and the people of All Saints, Bearsden, in your prayers as they prepare for this exciting new chapter in their lives, ministry and mission.

CHARITY COMMISSION FOR ENGLAND AND WALES

Independent examiner's report on the accounts

Section A Independent Examiner's Report

Report to the trustees/ members of	St Bartholomew's Church		
On accounts for the year ended	31st December 2022	**Charity no (if any)**	1135073
Set out on pages	12 to 24		

I report to the trustees on my examination of the accounts of the above charity ("the Trust") for the year ended **31/12/2022**.

Responsibilities and basis of report

As the charity's trustees, you are responsible for the preparation of the accounts in accordance with the requirements of the Charities Act 2011 ("the Act").

I report in respect of my examination of the Trust's accounts carried out under section 145 of the 2011 Act and in carrying out my examination, I have followed all the applicable Directions given by the Charity Commission under section 145(5)(b) of the Act.

Independent examiner's statement

I have completed my examination. I confirm that no material matters have come to my attention in connection with the examination (other than that disclosed below *) which gives me cause to believe that in, any material respect:

- the accounting records were not kept in accordance with section 130 of the Charities Act; or
- the accounts did not accord with the accounting records; or
- the accounts did not comply with the applicable requirements concerning the form and content of accounts set out in the Charities (Accounts and Reports) Regulations 2008 other than any requirement that the accounts give a 'true and fair' view which is not a matter considered as part of an independent examination.

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in this report in order to enable a proper understanding of the accounts to be reached.

** Please delete the words in the brackets if they do not apply.*

Signed:		**Date:**	21st MARCH 23
Name:	Mr Antony Stevens		
Relevant professional qualification(s) or body (if any):	Chartered institute of Management Accountants		

Address: Upper Hill Farm, Hill, Berkeley, Gloucestershire GL13 9EE

Section B	Disclosure
	Only complete if the examiner needs to highlight material matters of concern (see CC32, Independent examination of charity accounts: directions and guidance for examiners).
Give here brief details of any items that the examiner wishes to disclose.	

St Bartholomew's Church Otford - 1135073

Statement of Financial Activities

For the period from 01 January 2022 to 31 December 2022

	Unrestricted funds	Designated funds	Restricted funds	Endowment funds	Total funds	Prior year total funds
Income and endowments from:						
Donations and legacies	105,932	—	10,500	—	116,432	115,282
Income from charitable activities	2,448	—	—	—	2,448	3,944
Other trading activities	20,382	14,470	—	—	34,853	32,656
Investments	380	410	166	—	957	184
Other income	—	—	—	—	—	524
Total income	**129,143**	**14,881**	**10,666**	**—**	**154,691**	**152,591**
Expenditure on:						
Raising funds	1,980	—	—	—	1,980	1,618
Expenditure on charitable activities	115,873	31,702	7,364	—	154,941	151,238
Other expenditure	229	—	—	—	229	278
Total expenditure	**118,082**	**31,702**	**7,364**	**—**	**157,150**	**153,135**
Gains / losses on investment assets	(711)	—	—	—	(711)	756
Net income / (expenditure) resources before transfer	**10,349**	**(16,821)**	**3,301**	**—**	**(3,170)**	**211**
Transfers						
Gross transfers between funds - in	14,373	32,611	4,000	—	50,985	82,189
Gross transfers between funds - out	(36,255)	(10,729)	(4,000)	—	(50,985)	(82,189)
Other recognised gains / losses						
Net movement in funds	**(11,531)**	**5,060**	**3,300**	**—**	**(3,170)**	**211**
Reconciliation of funds						
Total funds brought forward	**50,672**	**29,624**	**212,875**	**—**	**293,172**	**292,961**
Total funds carried forward	**39,140**	**34,684**	**216,176**	**—**	**290,002**	**293,172**
Represented by						
Unrestricted						
General fund	39,140	—	—	—	39,140	50,672
Designated						
AV and IT Maintenance	—	1,154	—	—	1,154	1,863
Church Hall	—	11,837	—	—	11,837	11,444
Cyclical Maintenance	—	11,994	—	—	11,994	6,309
Mission	—	9,698	—	—	9,698	10,006
Restricted						
Bernard Worssam Fund	—	—	506	—	506	500
Cameras and IT	—	—	3,112	—	3,112	2,715
Choral Music Fund	—	—	5,729	—	5,729	5,655
Church Hall	—	—	201,572	—	201,572	201,572
Church Hall Maintenance	—	—	502	—	502	145
External Works	—	—	2,862	—	2,862	—
Flowers	—	—	16	—	16	81
Jean Kelsey Music Fund	—	—	1,874	—	1,874	1,850
Office Computer	—	—	—	—	—	356

There may be minor discrepancies in the totals if the pence are not being shown

Balance sheet (Separate funds)
As at: 31 December 2022

	General Fund	Designated Funds	Restricted Funds	Endowment Funds	At 31/12/2022 £	At 31/12/2021 £
Fixed assets						
Tangible assets	—	—	201,572	—	201,572	201,572
Investments	5,330	—	—	—	5,330	6,041
Fixed assets	**5,330**	**—**	**201,572**	**—**	**206,902**	**207,613**
Current assets						
Debtors	1,813	—	—	—	1,813	779
Cash at bank and in hand	35,012	34,684	14,604	—	84,302	87,513
Current assets	**36,826**	**34,684**	**14,604**	**—**	**86,116**	**88,292**
Liabilities						
Creditors: Amounts falling due in one year	3,016	—	—	—	3,016	2,733
Net current assets less current liabilities	**33,810**	**34,684**	**14,604**	**—**	**83,099**	**85,559**
Total assets less current liabilities	**39,140**	**34,684**	**216,176**	**—**	**290,002**	**293,172**
Total net assets less liabilities	**39,140**	**34,684**	**216,176**	**—**	**290,002**	**293,172**
Represented by						
Unrestricted						
Unrestricted - General fund	39,140	—	—	—	39,140	50,672
Designated						
Designated - AV and IT Maintenance	—	1,154	—	—	1,154	1,863
Designated - Church Hall	—	11,837	—	—	11,837	11,444
Designated - Cyclical Maintenance	—	11,994	—	—	11,994	6,309
Designated - Mission	—	9,698	—	—	9,698	10,006
Restricted						
Restricted - Bernard Worssam Fund	—	—	506	—	506	500
Restricted - Church Hall	—	—	201,572	—	201,572	201,572
Restricted - Church Repair	—	—	—	—	—	—
Restricted - Jean Kelsey Music Fund	—	—	1,874	—	1,874	1,850
Restricted - Re-ordering Fund	—	—	—	—	—	—
Restricted - Cameras and IT	—	—	3,112	—	3,112	2,715
Restricted - Office Computer	—	—	—	—	—	356
Restricted - External Works	—	—	2,862	—	2,862	—
Restricted - Flowers	—	—	16	—	16	81
Restricted - Church Hall Maintenance	—	—	502	—	502	145
Restricted - Sequestration Account	—	—	—	—	—	—
Restricted - Vicarage Decorations	—	—	—	—	—	—
Restricted - Choral Music Fund	—	—	5,729	—	5,729	5,655
Funds of the church	**39,140**	**34,684**	**216,176**	**—**	**290,002**	**293,172**

There may be minor discrepancies in the totals if the pence are not being shown

Statement of Assets and Liabilities (by fund)
As at: 31 December 2022

			Balance	Previous balance
Investments				
6432: 258 Shares in CBF Investment Fund - Asset				
General fund	Unrestricted		5,330.64	6,041.87
			5,330.64	**6,041.87**
		Investments	**5,330.64**	**6,041.87**
Tangible assets				
6431: Church Hall - Asset				
Church Hall	Restricted		201,572.00	201,572.00
			201,572.00	**201,572.00**
		Tangible assets	**201,572.00**	**201,572.00**
Cash at bank and in hand				
6506: CAF current account - Asset				
Cameras and IT	Restricted		—	50.00
Church Hall	Designated		3,185.89	3,910.96
General fund	Unrestricted		12,031.57	6,090.63
Agency collection	Restricted		—	50.00
			15,217.46	**10,101.59**
6507: CAF Freewill Account - Asset				
Cameras and IT	Restricted		—	37.50
Church Hall Maintenance	Restricted		—	145.32
General fund	Unrestricted		6,117.55	20,828.03
			6,117.55	**21,010.85**
6510: CCLA (CBF) deposit account - Asset				
AV and IT Maintenance	Designated		1,154.70	1,863.68
Bernard Worssam Fund	Restricted		506.72	500.12
Cameras and IT	Restricted		3,112.38	2,627.98
Church Hall Maintenance	Restricted		502.92	—
External Works	Restricted		2,862.23	—
Flowers	Restricted		16.58	81.51
Office Computer	Restricted		—	356.46
Choral Music Fund	Restricted		5,729.54	5,655.00
Church Hall	Designated		8,651.15	8,538.60
Cyclical Maintenance	Designated		11,994.88	6,309.57
General fund	Unrestricted		16,836.14	18,382.01
Jean Kelsey Music Fund	Restricted		1,874.42	1,850.04
Mission	Designated		9,698.30	10,006.36
			62,939.96	**56,171.33**

			Balance	Previous balance
6590: Cash in hand - Asset				
General fund	Unrestricted		27.65	229.49
			27.65	**229.49**
		Cash at bank and in hand	**84,302.62**	**87,513.26**
Debtors				
Z05: Accounts Receivable - Asset				
General fund	Unrestricted		1,813.80	779.15
			1,813.80	**779.15**
		Debtors	**1,813.80**	**779.15**
Agency accounts				
6699: Agency collections - Liability				
Agency collection	Restricted		—	50.00
			—	**50.00**
		Agency accounts	**—**	**50.00**
Creditors: Amounts falling due in one year				
Z04: Accounts Payable - Liability				
Church Hall	Designated		—	1,004.63
General fund	Unrestricted		3,016.65	1,678.78
			3,016.65	**2,683.41**
		Creditors: Amounts falling due in one year	**3,016.65**	**2,683.41**
		Grand Total	**290,002.41**	**293,172.87**

Analysis of income and expenditure
Selected period: 01 January 2022 to 31 December 2022

	Unrestricted	Designated	Restricted	Endowment	Total This year	Total Last year
Income and endowments						
Donations and legacies						
0101 - Gift Aid - Donations	62,576	—	—	—	62,576	66,799
0110 - Gift Aid - Envelopes	1,120	—	—	—	1,120	1,266
0201 - Other planned giving	6,990	—	—	—	6,990	10,372
0301 - Loose plate collections	4,693	—	—	—	4,693	3,183
0302 - Wall Safe	201	—	—	—	201	945
0501 - One-off Gift Aid gifts	1,420	—	500	—	1,920	6,420
0550 - Donations appeals etc	986	—	—	—	986	2,490
0601 - Tax recoverable on Gift Aid	17,686	—	—	—	17,686	21,252
0610 - Tax Recovery - GASDS	2,363	—	—	—	2,363	1,534
0701 - Legacies	5,000	—	10,000	—	15,000	—
1270 - Youth work	1,930	—	—	—	1,930	517
1280 - Church refreshments	889	—	—	—	889	300
1510 - Book of Remembrance	75	—	—	—	75	200
Donations and legacies Totals	105,932	—	10,500	—	116,432	115,282
Income from charitable activities						
1101 - Fees for weddings & funerals - PCC	2,448	—	—	—	2,448	3,944
Income from charitable activities Totals	2,448	—	—	—	2,448	3,944
Other trading activities						
0901 - Other funds generated	1,010	—	—	—	1,010	557
0910 - Church fair	6,164	—	—	—	6,164	11,898
0911 - Made in Otford website	353	—	—	—	353	1,389
0912 - Ride and stride	664	—	—	—	664	1,095
0913 - Christmas market	3,029	—	—	—	3,029	2,982
0914 - Events	9,160	—	—	—	9,160	4,470
1240 - Church hall lettings	—	14,470	—	—	14,470	10,261
Other trading activities Totals	20,382	14,470	—	—	34,853	32,656
Investments						
1001 - Dividends	158	—	—	—	158	153
1020 - Bank and building society interest	221	410	166	—	798	31
Investments Totals	380	410	166	—	957	184
Other income						
0810 - Covid-19 Job Retention Scheme	—	—	—	—	—	524
Other income Totals	—	—	—	—	—	524
Income and endowments Grand totals	129,143	14,881	10,666	—	154,691	152,591

There may be minor discrepancies in the totals if the pence are not being shown

	Unrestricted	Designated	Restricted	Endowment	Total This year	Total Last year
Expenditure						
Raising funds						
1730 - Costs of fund raising	1,980	—	—	—	1,980	1,618
Raising funds Totals	1,980	—	—	—	1,980	1,618
Expenditure on charitable activities						
1801 - Mission Giving	—	16,784	—	—	16,784	13,702
1870 - Training	50	—	—	—	50	—
1907 - Mission & Ministry Support	68,568	—	—	—	68,568	65,985
2001 - Salary of Caretaker	4,010	—	—	—	4,010	3,931
2050 - Salary of parish administrator	8,593	—	—	—	8,593	11,546
2051 - Pension Contributions Office Staff	2,237	—	—	—	2,237	2,196
2101 - Working expenses of Incumbent	647	—	—	—	647	621
2110 - Visiting speakers / locums	547	—	—	—	547	—
2120 - Council tax	3,522	—	—	—	3,522	3,397
2130 - Vicarage house expenses	184	—	—	—	184	94
2140 - Water rates - vicarage	525	—	—	—	525	340
2180 - Youth work	2,721	—	—	—	2,721	1,895
2201 - Fees & subscriptions	515	—	—	—	515	313
2320 - Organ / piano tuning	595	—	—	—	595	578
2321 - Organist fees	3,112	—	—	—	3,112	2,780
2322 - Choir expenditure	118	—	—	—	118	172
2340 - Upkeep of services	852	—	65	—	917	250
2341 - Altar Requisites	221	—	—	—	221	53
2345 - Church refreshments	274	—	—	—	274	156
2350 - Upkeep of churchyard	922	—	7,154	—	8,076	899
2360 - Printing, stationery, postage and other	717	—	—	—	717	936
2361 - Computers and office equipment	135	—	—	—	135	1,091
2362 - Photocopier maintenance	982	—	—	—	982	772
2365 - Church office - telephone	192	—	—	—	192	194
2366 - Internet & Website	781	—	—	—	781	752
2370 - Cleaning & sanitary supplies	147	—	—	—	147	189
2401 - Church running - electric	2,060	—	—	—	2,060	1,410
2410 - Church running - gas	3,875	—	—	—	3,875	1,816
2420 - Church running - water	100	—	—	—	100	45
2422 - Church sound and vision	—	727	—	—	727	1,125
2430 - Church running - security	1,063	—	—	—	1,063	1,286
2450 - Church running - insurance	3,601	—	—	—	3,601	3,688
2460 - Church maintenance	3,367	—	—	—	3,367	12,301
2470 - Church - performing rights licence	630	—	—	—	630	290
2530 - Hall running - electricity	—	1,847	—	—	1,847	901
2540 - Hall running - gas	—	2,992	—	—	2,992	1,995
2550 - Hall running - insurance	—	1,308	—	—	1,308	1,340
2560 - Hall running - maintenance	—	2,816	145	—	2,961	6,827
2570 - Hall cleaning and materials	—	4,371	—	—	4,371	4,426
2580 - Hall running - water	—	854	—	—	854	929
Expenditure on charitable activities Totals	115,873	31,702	7,364	—	154,941	151,238
Other expenditure						
2602 - Bank Charges	229	—	—	—	229	278
Other expenditure Totals	229	—	—	—	229	278

There may be minor discrepancies in the totals if the pence are not being shown

	Unrestricted	Designated	Restricted	Endowment	Total This year	Last year
Expenditure Grand totals	118,082	31,702	7,364	—	157,150	153,135

Approved by the Parochial Church Council on 21 March 2023 and signed on its behalf by:



Reverend David Guest
Vicar

Notes to the Financial Statements for year ending to 31 December 2022

The notes on the following pages form part of these accounts.

1. **Accounting Policies**

The PCC is a public benefit entity within the meaning of FRS102. The financial statements have been prepared under the Charities Act 2011 and in accordance with the Church Accounting Regulations 2006 governing the individual accounts of PCC, and with the Regulations' "true and fair view" provisions.

2. **Assets**

2.1. Consecrated and benefice property
In so far as consecrated and benefice property of any kind is excluded from the statutory definition of 'charity' by section 10(2)(a) and (c) of the Charities Act 2011 such assets are not capitalised in the financial statements.

2.2. Moveable Church Furnishings
Typically, these are capitalised at cost and depreciated over the useful economic life other than where insufficient cost information is available. In this case the item is not capitalised, but all items are included in the Church's inventory.

2.3. Tangible Fixed Assets for use by the charity
These are capitalised if they can be used for more than one year and cost at least £1000. They are valued at cost or else, for gifts-in-kind, at a reasonable estimate of their open market value on receipt.

Depreciation is calculated to write off the capitalised cost of fixed assets less their currently anticipated residual fair value over their estimated useful lives as follows:

- Land Nil
- Fixtures & Fittings 20 years
- Computers 3 years

No depreciation is provided on buildings as the currently estimated residual value of the properties is not less than their carrying value and the remaining useful life of these assets currently exceeds 50 years, so that any depreciation charges would be immaterial.

An impairment review is carried out each year end and any resultant loss identified included in expenditure for the year.

2.4. Church Hall

The Church Hall is currently the subject of a consultation process to determine its future use. The PCC has suspended all non-essential maintenance to the Hall until this process is complete, with the result that the fabric of the Hall is continuing to deteriorate.

As part of the consultation process the PCC commissioned a condition survey of the Hall, with associated costs for repairs, from an independent firm of surveyors. A sum of £12k was set aside within the Church Hall Designated fund in 2019 to cover costs identified within the report as needing attention within the short term either (a) for H&S of users; (b) to maintain a watertight structure or (c) requiring further investigation, some of which was expended within 2020, with the remaining repairs completed in 2021.

2.5. Investments

Investments quoted on a recognised stock exchange or whose value derives from that are valued at market value at the year end. Other investment assets are included at PCC's best estimate of market value.

2.6. Short Term Deposits

These are the cash held on deposit either with the CCLA or at a bank.

The church's assets are held in the following accounts:

CAF Bank – current account (for general income and payments for both church and hall)
CAF Bank - freewill offering account (for all regular donations made by bank transfer)
CCLA – deposit account (interest paying instant access account)

3. Funds

3.1. Unrestricted Funds

These represent the funds of the PCC that are available for spending on the general purposes of the PCC, excluding amounts designated by the PCC for fixed assets for its own use or for spending on a future project and which are therefore not included in its 'free reserves' as disclosed on the trustees' report.

3.2. Restricted Funds

These are funds that must be spent on restricted purposes. Details of the restricted funds held are shown below:

Jean Kelsey Music Fund
Choral Music Fund
Church Hall (Building)

Bernard Worssam Fund
Cameras & IT Fund
External Works
Office Computer Fund
Church Hall Maintenance
Flowers

3.3. Designated Funds

These are funds that the PCC have designated for a specific purpose. Details of the designated funds current held are shown below:

Church Hall (running costs and lettings)
Cyclical Maintenance
Mission Giving
AV & IT

3.4. Transfers between funds

Funds were transferred from unrestricted funds to designated funds during the year as follows:

£5,550 To Cyclical Maintenance
£9,550 to Mission Giving.

4. Staff Costs

During the year the PCC employed an organist and office staff (all part time). Tax and National Insurance payments were made for relevant employees. Total staff costs amounted to £17,504 which includes £2,237 Employer Pension Contributions. National Insurance Contributions for the year fell below the £2,000 government allowance.

Incumbent costs are covered by the diocese and therefore not included within these accounts.

No members of the PCC are employed, however a person closely connected to a PCC member is employed within the office staff.

Donations made by PCC members during the year amounted to £25,704.

4.1. Church Workers Pension Fund (CWPF)

St Bartholomew's Church participates in the Pension Builder Scheme section of CWPF for lay staff. CWPF is administered by the Church of England Pensions Board, which holds the CWPF assets separately from those of the Employer and other participating employers.

CWPF has two sections:

1. the Defined Benefits Scheme
2. the Pension Builder Scheme, which has two subsections;
    a. a deferred annuity section known as Pension Builder Classic, and,
    b. a cash balance section known as Pension Builder 2014.

Pension Builder Scheme
Both sections of the Pension Builder Scheme are classed as defined benefit schemes.

Pension Builder Classic provides a pension, accumulated from contributions paid and converted into a deferred annuity during employment based on terms set and reviewed by the Church of England Pensions Board from time to time. Discretionary increases may also be added, depending on investment returns and other factors.

Pension Builder 2014 is a cash balance scheme that provides a lump sum which members use to provide benefits at retirement. Pension contributions are recorded in an account for each member. Discretionary bonuses may be added before retirement, depending on investment returns and other factors. The account, plus any bonuses declared is payable, unreduced, from age 65.

There is no sub-division of assets between employers in each section of the Pension Builder Scheme.

The scheme is considered to be a multi-employer scheme as described in Section 28 of FRS 102. This is because it is not possible to attribute the Pension Builder Scheme's assets and liabilities to specific employers and means that contributions are accounted for as if the Scheme were a defined contribution scheme. The pensions costs charged to the SoFA in the year are the contributions payable (2022: £2,237, 2021: £2,197).

A valuation of the Pension Builder Scheme is carried out once every three years. The most recent valuation was carried out as at 31 December 2019. The next valuation is due as at 31 December 2022.

For the Pension Builder Classic section, the valuation revealed a deficit of £4.8m on the ongoing assumptions used. At the most recent annual review, the Board chose to grant a discretionary bonus of 10.1% following improvements in the funding position over 2022. There is no requirement for deficit payments at the current time.

For the Pension Builder 2014 section, the valuation revealed a surplus of £5.5m on the ongoing assumptions used. There is no requirement for deficit payments at the current time.

The legal structure of the scheme is such that if another employer fails, St Bartholomew's Church could become responsible for paying a share of the failed employer's pension liabilities.

5. Mission Giving

In line with current policy, 75% of the general unrestricted budget surplus from the 2021 accounts was added to the 2021 budgeted Mission Giving of £10,000, making a total of £16,784. This was distributed in line with instructions from the Mission Committee.

6. Overall Position

The proportion of the church income which is derived from regular giving remains significantly below the average achieved across the diocese. This, combined with

increased energy costs and an increase in the diocesan contribution, has resulted in a negative position on the general unrestricted profit and loss account for 2022 of just over £11.5k.

The PCC have reviewed anticipated income and expenditure for 2023 and set a balanced budget for the year ahead.

THE PAROCHIAL CHURCH COUNCIL OF THE ECCLESIASTICAL PARISH OF ST. BARTHOLOMEW, OTF

England & Wales - Charity number 1135073

Accounts

The Parochial Church Council of the Ecclesiastical Parish of St. Bartholomew, Otford

Registered Charity Number
1135073

Also known as St. Bart's, Otford

Rev. David Guest

The Green
Otford
Sevenoaks
Kent
TN14 5PD
st.bartholomews@otford.net
www.stbartholomews.co.uk

Annual Report and Financial Statement for the year ended 31 December 2021

Trustees

The Trustees are the members of the Parochial Church Council (PCC). Those members are either ex-officio, elected at the Annual Parochial Church Meeting (APCM) or co-opted by the PCC in accordance with the Church Representation Rules. Trustees are not remunerated.

During the year ended 31 December 2021 the following served as members of the PCC:

Vicar	The Reverend David Guest	
Wardens	Mrs Janet Hunt	- from April 2018 and re-elected in 2019,2020 and 2021
	Mr. Russell Edwards	- up to April 2021
	Mrs. Joan Beacom	- from April 2021

Representatives on the Diocesan Synod	*Representatives on the Deanery Synod*
Mr. Derek Shilling	Mr. Mark Holmes - PCC Minutes Secretary
	Mrs. Margaret Lidbetter

Elected Members

Mr. Colin Anderson (2021)

Mrs. Samantha Barnett (2019)

Mrs. Jo Chandler (2018)

Mr. Russell Edwards (2021)

Ms. Dawn Hallam (2017)

Mrs. Jocelyn Hart (2019)

Miss. Naomi Hunt (2021)

Mr. Martin Lea (2019)

Mrs. Emma Peters (2019)

Mr. Ben Southgate (2018)

Mrs. Heather Stanley (2018) – PCC Treasurer

Independent Examiner

Mr. Antony Stevens, 22 Willow Park, Otford, Kent TN14 5NE

Bankers

CAF Bank Ltd, 25 Kings Hill Avenue, Kings Hill, West Malling, Kent

Governing Document

The Parochial Church Council Powers Measure 1956 as amended, and Church Representation Rules previously exempted from registration.

All members of the PCC are trustees of the charity. Elected members of the PCC are normally appointed for a period of three years and are required under the PCC's own policy to stand down for a minimum of one year following the three-

year period. The PCC meets every two months to transact the business of the Church. In between meetings of the full Council the Standing Committee[1] is authorised, subject to the PCC's directions, to conduct the business of the PCC should decisions need to be taken between full meetings of the PCC. This follows on a change to the constitution of committees after the last APCM.

Objects of the Charity[2]

The PCC has the responsibility of working with the Vicar Rev David Guest to uphold the ministry and mission of the Church in the areas of worship, the nurture of faith, service to the village of Otford and Christian witness. This is done through: -

- Sunday and midweek services;
- baptisms, weddings, and funerals;
- youth and children's work;
- teaching adults through weekly home groups and occasional series of talks;
- pastoral care and involvement in the community; and
- supporting mission partners.

To meet our objectives, and by way of good stewardship of the property for which the Vicar, Churchwardens and PCC are responsible, we maintain the fabric of St Bartholomew's Church (which English Heritage has listed as a Grade 1 building), the adjoining Church Centre and the Church Hall (located in the High Street).

To ensure the objectives are complied with the PCC meets regularly. There were 7 PCC meetings during the year with a high average attendance level, largely held via Zoom. Much of the PCC's work is assisted by committees. Those committees report and make recommendations to the PCC. The main committees are: -

Standing – Has the legal authority to continue the business of the PCC, subject to any directions given by the Council.

Finance – meets on average at two-monthly intervals between PCC meetings. It monitors income and expenditure, reviews budgets and reviews financial controls working closely with the Treasurer.

Fabric – monitors the condition of the Church fabric, Church Hall, churchyard and car park and arranges maintenance and repair work as required.

Fair – plans and organises the St Bartholomew's Fair, normally the principal fund-raising event of the year.

Fundraising Team including the Events Team - plans and organises social and fund-raising events during the year.

Ministry Team formerly known as Readers and Revs – meets to provide mutual fellowship and support, and the opportunity to continue to grow in theological and ministerial studies.

Mission Ministry and Growth – communicates the work of Christian agencies supported by St. Bart's through written articles and arranging for speakers to visit. It recommends the allocation of available funds to Christian mission and relief organisations, both in the UK and overseas. It updates and reviews the Called to Grow Action Plan and makes recommendations to the PCC for further discussion and action as appropriate.

Electoral Roll

In 2021 there were 191 members on the Electoral Roll.

[1] Members of the Standing Committee are the Vicar, the Churchwardens, the PCC Minutes Secretary, the Treasurer and three other members of the PCC or the Vice Chair of PCC and two members of the PCC.

[2] For Charity Commission purposes the Charity comes within the classification of "Religious Activities" to help the general public particularly within the parish of Otford, Kent and the surrounding area but also through mission giving further afield. It provides the services listed in this document.

SUMMARY OF THE MAIN ACHIEVEMENTS DURING THE YEAR

When planning our activities for the year the incumbent and the PCC consider the Charity Commission's guidance on public benefit and the specific guidance on charities for the advancement of religion. Many of the activities and services listed in this report are carried out by volunteers and St Bart's is very grateful for this. It is difficult to estimate the exact number of volunteers, but we believe that it is well over half of the number on the Electoral Roll. Many among the congregation have given time to undertake various jobs within the Church and Churchyard, too many to mention by name but we record our thanks to each and every one of you.

COVID 19 Pandemic

Has continued to impact on the work of St. Bart's during 2021, there was a gradual reduction in restrictions as the year progressed. The Church continued to be open for private prayer during the whole of the year on weekdays with the lobby being open in order to receive donations to the Loaves N' Fishes food bank.

Wednesday Holy Communion was re started along with a full range of Services on a Sunday. Numbers were not restricted with the Congregation seating themselves in a socially distanced way. Easter and Christmas Services were no longer restricted by number of attendees.

We are grateful to all who contributed to the Nativity scene erected in the old West Porch which proved to be such an important witness to the community along with knitted angels which were left around the village for people to take home.

Choir

The choir has continued to contribute to our worship as much as possible within the confines placed upon them. The normal schedule continued to include singing three morning and two evening services per month, with special services of music for Candlemas, Advent and the Christmas season. At the beginning of 2021 we were plunged into the Tier 3 Coronavirus restrictions, and no services took place with the choir for the first three months of the year, all music for online services being provided by recordings made by our Organist. The Choir made their triumphant return to church on Easter Day, and although the congregation were barred from singing in church, everyone defiantly sang 'Thine be the glory' in the open air after the service.

After Easter the choir continued, to sing morning services, albeit with reduced musical content and only 8 or 9 in the choir. The new custom of singing a final hymn outside continued until mid-July, when restrictions were eased, and numbers could be increased. In September we were able to increase numbers again, and fit everyone in the chancel, albeit with complicated social distancing still in place. In October, evensong returned to the normal pattern of twice a month.

While all this was going on, the choir had to deal with complications of COVID-cautious seating arrangements, changing choir practice night from Friday to Wednesday (to allow maximum time between uses of the church), and working out how to return to the use of robes. For those of you who may have wondered why the choir did not robe for most of 2021, the difficulty was not the robes themselves, just the lack of socially distanced space for more than three or four of the choir to change and assemble before processing in. Having reached a form of solution to this, the choir robed for the Remembrance Sunday service and thereafter. The Choir is now back to full strength, and was able to produce the Advent Carol Service, the Christmas Concert and the Nine Lessons and Carols (the church's most watched YouTube recording!) We were very pleased that Christmas could be celebrated chorally, in stark contrast to 2020.

The choir has always had a wide-ranging repertoire, and when circumstances allowed in 2021, we sang music from England and abroad, from the 16th to the 21st century.

The choir is, as ever, fortunate to have so many dedicated and faithful members. Due to age, health and mobility issues three members of the choir decided to step down. The choir's membership was thus reduced during 2021 from 19 to 16. However, we are very pleased to welcome two new members to the choir from the beginning of 2022.

During 2021, certificates were awarded for service of 50 years, 45 years, 40 years and 25 years to various members of the choir. We anticipate marking similar long service awards during 2022 for at least 8 choir members. We thank all members of our choir for their service to St. Bartholomew's.

Music Group

The music group (band) membership has not only been maintained throughout the past year but has gained another pianist. This gives us the luxury of three pianists we can call on. The instruments in the band include cello, violins, various representations from the brass and woodwind sections, guitars, mandolin, percussion and of course our singers.

As with all parts of our church COVID guidance has meant some disruption to the band's ministry, be this not meeting at all or having to play with reduced numbers. However, the adaptability and enthusiasm of the band's membership is something for which to give thanks.

The group have continued to play at All Together Worship services each month and at some extra services during the year including the Sunday Club nativity service, Unity Service and Christingle service.

Special thanks must go to our technical wizard who, with all his knowhow and talent, spent many hours making it possible for the band to be heard both in church and via the live stream.

We look forward to what this year will bring as we continue to worship with God's people here at St Bart's.

Bell Ringers

Due to COVID restrictions there was very little ringing during 2021. After restrictions were lifted, the band returned with fewer ringers. Sadly, one of our number, passed away. His commitment and regular attendance were much missed during the year.

At the end of 2021 there are seven regular members of the band who attend as often as possible, however, there are occasions when enough ringers can't be mustered. Therefore, there are some Sunday mornings when it is not possible to ring before the service.

Thanks, must be given to all members who stepped up whilst the Tower Captain was unable to ring and to those who continue to help regularly with practice nights. On a positive note, two new learners have joined the band and are making good progress in their training.

Cameo

CAMEO continues to flourish despite COVID restrictions.

We didn't manage our Spring trip away to Tenby, which will take place in 2022, but we did go to Exmouth in October and had an enjoyable time together.

As soon as we were able, we held our Bible Study and activity/discussion meetings in the garden under shelter from the weather. Restrictions on numbers meant we met on two afternoons instead of just Monday evenings. When restrictions eased, we met indoors and returned to our programme, including our Christmas festivities. Meetings for those who live alone continue on Mondays at 2.00 pm.

Children and Young People

Sunday Club

Due to the COVID restrictions Sunday Club was unable to meet for the first 4 months of the year. One of our leaders produced brilliant weekly online children's talks, we were very grateful that it was possible to keep this important aspect of our ministry going.
Face to face meetings commenced in May, and although numbers were limited, we were able to work as one large group. During the summer we were able to expand our activities many outdoors to make it safer for all. It was good to be able to incorporate aspects of nature into our teaching this is something we shall continue to do in warmer weather.
During July we based our session on the readings that were being used in Church as part of the Generous Living Generous Giving initiative and it was good to be able to have this link with the rest of the congregation.

It has become a bit of a tradition that Sunday Club has a special project during August where we construct something – and this year we studied parts of Exodus and built the Ark of the Covenant! We are grateful to those who made this possible. The Ark was ceremonially carried into church on the first Sunday in September.
We are using a scheme from Scripture Union which uses the same texts for each group along with age-appropriate activities. We have 9 regular leaders and helpers who work on a rota basis and are blessed to have such a faithful team. We thank them all for sharing their time, their talents, and their faith. Currently we have 28 children on our registers, with an average attendance of 8 in the last 5 months of the year.
The year ended with our nativity play, 'The Mystery of the New Noisy Neighbour' using resources from the Bible Society (one of our mission partners). This involved participation by the whole congregation, and was a successful end to a very different year.

EPIC - Every Person in Christ (or Eat Pizza in Church)

Epic is the St Bartholomew's Youth Club for those in school years 5 - 8. Meetings are held on the second Saturday evening of the month in the church Centre for a range of activities, supper and bible study.
Due to COVID restrictions at the beginning of the year we were meeting online for just an hour using Zoom. This was a steep learning curve for some of us, though of course the young people were brilliant at it. By July we were able to meet again in the Church Centre, and in the warm summer evenings we were able to use the patio area and do as much as we could outside.
We try to offer a range of activities that meet the social, physical and spiritual needs of the young people. We aim to foster a spirit of co-operation and encourage working together in small groups for problem solving activities and as a whole group for discussion times. There is often a craft activity, as well as plenty of opportunities to let off steam. In November we had a joint firework party with YPF.
We always have supper together – always two courses and hopefully with veggies or fruit! Sometimes this is provided by parents, thank you to all those who have taken on this task. Sometimes we order in Pizza (always popular) and we also have times when we get the young people involved in the preparation and the washing up. This is always an interesting experience with much being learned! Grace is said before supper and the session ends with a bible study linked to one of the previous activities, and a final prayer.

We have three regular leaders and call on others as needed for extra or specific help. There are 22 young people on the register and typically 16 or 17 attend. Epic offers a wonderful opportunity to meet the needs of this age group and their families and to reach out to families who are not regular church attenders. For the leaders it is exhausting, enriching and enlightening. For the young people we hope it is a chance to meet in a safe space that is not school or home, to have a degree of freedom, to have fun and to have chance to consider the spiritual aspects of their lives.
Thanks must go to everyone who was involved in running Epic, for overcoming the difficulties of the COVID restrictions and for being a constant in the lives of our young people when so much else was changing.

YPF – Young Peoples Fellowship

We started the year online as we continued with COVID safe guidance, 10-15 young people met every Sunday evening for an hour and it was good to be able to include some friends who had moved away from the village but could join us online. The young people were incredibly faithful in joining in every week, although we discovered that doing origami online has some challenges.
We were able to meet face to face in the summer, we had a rounders matched planned so we could be outdoors and of course it rained, but that didn't daunt us and we completed the match in the pouring rain.
In the Autumn we said farewell to three of our number as they went off to University, one other student is commuting to University, so we can keep seeing her. We have welcomed new faces as well and the autumn programme has had the usual variety of games, craft and challenges. Our Christmas presentation employed the musical talents of some of our young people, with our own band and a one-of-a-kind rendition on plastic bottles.
St Barts is very fortunate to have such a group of young, talented and intelligent young people, many take part in other church activities such as bell ringing, technical support to services and playing in the band. We continue to pray for their growth and maturity as they become young adults.

Tech-team

2021 marked St. Bartholomew's move to providing only live streams of our worship, with the disbanding of pre-recorded content at Easter. Live streaming has now become an essential part of the way in which we facilitate our worship each week. We have received numerous thankyous and comments regarding the quality of what we offer. We have a regular core of people who watch live or after the service each week as well as people who use the live streams on a more occasional basis when they are away. Our recorded live stream of Nine lessons and carols has received nearly 200 views.

The live streaming is made possible by a very dedicated core of 6 households who give up several hours monthly to set up and run the video for our services and to the three regular volunteers who run the sound. Our thanks go to them for giving up their time and talents on Saturdays and Sundays over the last year and for supporting the ten services outside of the regular pattern, such as Weddings, Funerals and the Christmas season special services.

Thanks go to Joel and Victoria for their help from the early days, we wish them all the best in their new home. Also, to Clive in the office, for putting together the subtitles each week on top of his existing office duties. If any other members of the church would be interested in learning how to use the video or sound equipment offers of help would be gratefully received, full training will be provided. In 2022 we'll be looking to formalise the sound team and for someone who could provide help on an occasional basis during the week and at weekends.

Church Fabric

The eight members of the Church Fabric committee met via Zoom 5 times during the year. Between meetings minor works are undertaken by various members of the team.

During the year we reviewed issues with security in the Church Car Park which is ongoing into next year.

We looked at the provision of a new Audio-Visual Cabinet for the back of Church as the current one is no longer suitable for all the equipment now required. Quotes have been obtained for the new cabinet. We give thanks to all who have used their technical skills in relation to cameras and equipment for online transmission of services. An Application for a Faculty for the permanent installation of the cameras and AV cabinet has been made.

Suspected woodworm in the entrance lobby and damp in the west wall have been investigated and reports received, no immediate action was indicated.

Garden of Remembrance – Planning permission and a Faculty application were made and approved for the extension of the current wall and garden. Building work should commence in 2022.

Church Centre Fabric

In relation to cracks in the walls a report was commissioned and received from a Structural Engineer, who advised the East Wall requires structural ties. Other cracks require flexible filling and decoration. Quotations were received for improved and upgraded security incorporation into the fire control panel. These works are currently on hold. Lone working security has been installed. An upgrade to the kitchen has been requested, no action taken yet.

Church Hall fabric

Urgent repairs to the roof, windows and side entrance doors were undertaken during 2021. Decoration on hold subject to availability – the play group have decorated some lower walls. The notice board at the hall has been removed due to health and safety concerns due to its proximity to the wall which children walk along.

Other items discussed at Fabric Committee

Energy and environmental review in hand, Health and Safety and Disability Discrimination Act (DDA) forwarded to PCC for discussion. The items maintained under the Cyclical Maintenance plan were reviewed. Outstanding issues from the 2017 Quinquennial Inspection are in hand – damp in the Vestry. The next inspection is due in 2022.

Thank you to our committee members for all their hard work and dedication, we give thanks to those who retired from the committee during 2021

Flowers

We have a lovely team of people willing to place fresh flowers in Church and we are very grateful for their skills and talents. We are always keen to encourage new members - please see one of the Wardens if you would like to join us.

Most weeks fresh flowers are placed on the two altars in church but for Christmas, Easter and Harvest more elaborate arrangements are displayed. The sign-up list is on the notice board at the back of the church.

Fund Raising

A considerable proportion of 2021 was subject to social distancing restrictions. Initially we faced a complete ban on social gatherings and, even when things started opening up, there were limits on indoor meetings until mid-July. Because of this, many of the fundraising events in the first half of the year were either online or outside.

Despite the limitations we held twenty two events during the year including online games evenings, a Zoom murder mystery, a teddy bear's picnic, a talk about Otford, a talk on Fort Halstead, a treasure hunt, a barn dance, a chamber music concert, a book and bake sale, nine pop up stalls, two soup lunches and a parish picnic.

We also ran our Made in Otford website, looked at Health and Safety issues and introduced a phone and email booking system.

The Church Fair and the Christmas Market also come within the Fund Raising Committee's oversight.

We had to hold the Fair in September rather than June and there was some concern that this would lead to a reduction in numbers attending. This was not an issue and the event was as popular as ever and raised a similar amount to previous years.

COVID and social distancing requirements, meant that the Christmas Market spread out into the church itself this year which worked very well: the Market was very well supported.

Many thanks to everyone on the Fundraising Committee, the Fair Committee and the Christmas Market organisers for all the hard work in 2021.

Safeguarding

Miss Naomi Hunt continues to be our Parish Safeguarding Officer.

The PSO and Lead Safeguarding Warden (Janet Hunt) have also been working through the year to identify all of the volunteers within the congregation who should complete Basic awareness and Foundation training. Safeguarding appears as an Agenda item on all PCC and Standing Committee meetings. There were no issues raised with the Diocesan Safeguarding team.

Pastoral Care

During 2021 there were five Baptisms and four Weddings, along with one blessing following a Civil Marriage. There were ten Funeral services or Interment of Ashes Services conducted over the year.

We have two Pastoral Assistants who work within the Parish. Due to the COVID-19 Pandemic it has not been possible to undertake home visits. Socially distanced gatherings have been held outdoors in gardens when regulations allowed.

Called to Grow

We created a Called to Grow plan when we were in clerical vacancy and based the contents on ideas generated by the congregation on issues that were important to them. It is refreshed every six months to help us review what has been achieved and consider where the gaps in our activities are. Inevitably during the last two years of pandemic some areas of focus have flourished, for example our use of technology has multiplied, and others have been less easy to follow through such as ecumenical activity. There have been some innovative ways of doing things such as pop up stalls, Easter boxes and Christmas angels around the village and Messy church held outdoors.
A new version of the called to Grow plan will be shared at the APCM, building on the successes and challenging us to new actions so that we can Grow both spiritually and numerically as we share our calling to follow Jesus.

Wider Community

Due to COVID-19 restrictions we were unable to hold the Annual Civic Service – this will be replaced for 2022 with a service of Celebration for the Queen's Jubilee followed by Hymns and Pimm's on the Green.

The Remembrance Sunday service was limited in the number of people who could attend due to social distancing. The uniformed organisations joined with others on the Green for the two minutes silence and laying of Wreaths. The Service in Church was live streamed, and both regular Churchgoers and members of the wider Village community could watch from home if they were unable to attend in person.

Deanery Synod

Shoreham Deanery Synod brings together representatives from parishes stretching from Otford to Stansted and from Farningham to Shipbourne. St. Bart's is the largest benefice in the Deanery by electoral roll. Members are elected at Annual Parochial Church Meetings to serve a 3-year term.
The Synod met 3 times in 2021, chaired as usual by the Rural Dean, Rev. Tim Hatwell (Rector of Ightham). At a typical meeting, the first half is open to non-members of the Synod and consists of a presentation by a relevant speaker followed by questions and answers. The second part consists of routine Synod business.
The first meeting of the new three-year cycle was held on 21 January 2021 via Zoom. Keith Berry, the Diocese's Community Engagement Advisor, gave a presentation on ways of building engagement and lasting *relationships* – as

ways to break down barriers between churches and non-churchgoers. Rev. Lorraine Turner, Vicar of Platt, contributed by describing a 'healthy walks' project, organised partly by members of the congregation with refreshments in church after each walk. They had found that walks provided opportunities for genuine conversations with people, including for example some who had been recently widowed. Keith also discussed social action and community engagement: inviting local reflection on what was needed, what the church might look like to members of the wider community and how engagement had changed with the pandemic. Discussion covered farmers' markets, food banks and monthly tea & cake sessions as well as our pop-up stalls in Otford.

In the business part of the meeting, both the Vicar and Mark Holmes were elected to the Standing Committee, which helps to set the agenda for future Deanery Synod meetings. The Standing Committee subsequently met in July and November.

The next meeting, also over Zoom, was held on 6 May during the Bishop of Rochester's week-long Visitation to the Shoreham Deanery before he stepped down. He gave a talk reflecting on his appointment, experience and learnings as Bishop of Rochester. He commented on the wide variety in social geography in the Diocese, from parts of London to the Medway Towns to rural parts of West Kent. He felt that the focus on "Christian mission being incarnated in communities" had continued throughout his time as Bishop, both through parish churches and through growing community engagement projects. While statistics suggested a gradual decline in numbers, he cautioned that average attendance figures masked the real picture: often that people were going to church less often but not necessarily that fewer people were going. It did not necessarily follow that the church had less impact. He talked particularly about the Diocese's ministry in areas of new housing, such as Ebbsfleet and Kings Hill. He was encouraged by increasing numbers of people coming forward for lay and ordained ministry and by an increasing passion for chaplaincy, often by lay volunteers – including at shopping centre's as well as schools, prisons and hospitals. He shared his pride in the Diocese's links with other parts of the Anglican Communion. He reflected that the church's strength lay in its people carrying our faith out into the community, like confirmation candidates' lighted candles.

In the business part of the meeting, the Area Dean reflected on having suffered serious side-effects from COVID vaccination – which he had also shared in a BBC interview, aired later the same week. He thanked Rev. Lorraine Turner for standing in for him while he had been too unwell to work. There was also a discussion of the process for shaping the role of and filling the vacancy for a new Bishop of Rochester. A Synod member from Kemsing was a member of the Vacancy in See Committee.

The Synod's third meeting was held in St. Bart's on 7 October 2021. Graham Wilkinson, the Growth Enabler for the Tonbridge Archdeaconry spoke about the Diocese's *Called to Grow* initiative – having previously addressed the Synod in February 2020. He reflected on the need to pray and listen to where God was calling us to act, and on lessons in adaptation from the pandemic. He explained that *Called to Grow* was based on the Five Marks of Mission:

- To proclaim the Good News of the Kingdom;
- To teach, baptise and nurture new believers;
- To respond to human need by loving service;
- To seek to transform unjust structures of society, to challenge violence of every kind and to pursue peace and reconciliation; and
- To strive to safeguard the integrity of creation and sustain and renew the life of the earth.

He spoke about areas of growth such as midweek morning prayers, Forest Church, sport and wellbeing activities, new patterns of worship, bellringing, choral scholarship, community larders and food banks. Parishes in the Deanery shared their own experiences of church in lockdown.

The business part of the meeting included updates on the processes for appointing a new Archdeacon of Tonbridge and a new Bishop of Rochester. The Ven. Mike Lodge (retiring Archdeacon of Southend) had been appointed as interim Priest-in-Charge at Kemsing and Woodlands for two years. Ightham and Wrotham were also working to become a united benefice, with upcoming consultation: both Rectors would remain in post until they were both due to retire in 2023.

Personal notes from each Deanery Synod meeting are usually circulated to PCC members soon after each meeting. If other parishioners are interested in receiving them, please inform the Wardens or Parish Office.

Members of Deanery Synods also form the electorate for elections to Diocesan Synod, which took place in 2021.

Communication

To communicate with both parishioners and the wider village community our website (www.StBartholomews.co.uk) is updated on a regular basis with details of services and other events. We now have a St. Bart's WhatsApp Group with over 70 members and an active Facebook page.

Policy on Reserves

The PCC upholds a policy to maintain general reserves at a level of £35,000. This policy is reviewed on an annual basis. The PCC also maintains a fund for cyclical maintenance and repair. Other funds held and set aside for specific purposes at the close of 2021 are dealt with in the Accounts Section of this report.

Further Financial details

The accounts for St. Bartholomew's Church Otford are dealt with electronically, which allows for management information to be prepared for Finance Committee and PCC meetings. Outgoings can be assessed against budget, as can income, and adjustments made to plans and budgets in a timely manner.

Gift Aid claims are made on a regular basis which assists with the flow of income. This means that the PCC is well placed to ensure that donations are being used for the purposes for which they were given. In September, the annual Stewardship Sunday was held.

Gift Aid

The charity is recognised by HMRC for Gift Aid on any relevant donations for the financial year ending 31st December 2021.

Fundraising

The charity raises funds from the public – primarily from Church members. From time to time, it also seeks to raise funds from third party donors such as established trusts for specific projects. It does not work with commercial participators in raising funds and does not have a trading subsidiary.

Policies

As described above St Bart's has a policy on its reserve funds. It follows Church of England guidance on safeguarding, under section 5 of the Safeguarding and Clergy Discipline Measure 2016 (to have regard to House of Bishops' guidance on safeguarding children and vulnerable adults).

The PCC also has a policy in relation to away giving. This is made up of two parts. A set amount of £50 per person based on the number of people on the electoral role. Then, should there be a surplus of income over expenditure against budget at the end of the financial year 75% of that surplus is also allocated to away giving.

Grant making

Grant making is not the main way that St Bart's carries out its charitable objectives although St. Bart's does support the work of other Christian mission agencies in the UK and abroad through its away giving, as shown in these accounts.

The PCC supported the following Christian mission agencies during 2021.

Loaves and Fishes	FEBA	Church Missionary Society
Scripture Union	Bible Society	Crossways Community
Children's Society	Hospices of Hope	Tearfund
Christian Aid	Pursue	
Sevenoaks Area Youth Trust	Sevenoaks Counselling	

CHARITY COMMISSION
FOR ENGLAND AND WALES

Independent examiner's report on the accounts

Section A Independent Examiner's Report

Report to the trustees/ members of	St Bartholomew's Church		
On accounts for the year ended	31st December 2021	**Charity no (if any)**	1135073
Set out on pages	12 to 24		

I report to the trustees on my examination of the accounts of the above charity ("the Trust") for the year ended **31/12/2021**.

Responsibilities and basis of report

As the charity's trustees, you are responsible for the preparation of the accounts in accordance with the requirements of the Charities Act 2011 ("the Act").

I report in respect of my examination of the Trust's accounts carried out under section 145 of the 2011 Act and in carrying out my examination, I have followed all the applicable Directions given by the Charity Commission under section 145(5)(b) of the Act.

Independent examiner's statement

I have completed my examination. I confirm that no material matters have come to my attention in connection with the examination (other than that disclosed below *) which gives me cause to believe that in, any material respect:

- the accounting records were not kept in accordance with section 130 of the Charities Act; or
- the accounts did not accord with the accounting records; or
- the accounts did not comply with the applicable requirements concerning the form and content of accounts set out in the Charities (Accounts and Reports) Regulations 2008 other than any requirement that the accounts give a 'true and fair' view which is not a matter considered as part of an independent examination.

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in this report in order to enable a proper understanding of the accounts to be reached.

** Please delete the words in the brackets if they do not apply.*

Signed:		**Date:**	12th April 2022
Name:	Mr Antony Stevens		
Relevant professional qualification(s) or body (if any):	Chartered institute of Management Accountants		
Address:	22 Willow Park, Otford, Sevenoaks, Kent .TN14 5NE		

Section B	Disclosure
	Only complete if the examiner needs to highlight material matters of concern (see CC32, Independent examination of charity accounts: directions and guidance for examiners).
Give here brief details of any items that the examiner wishes to disclose.	

St Bartholomew's Church Otford - 1135073

Statement of Financial Activities

For the period from 01 January 2021 to 31 December 2021

	Unrestricted funds	Designated funds	Restricted funds	Endowment funds	Total funds	Prior year total funds
Income and endowments from:						
Donations and legacies	111,785	—	3,496	—	115,282	121,785
Income from charitable activities	3,944	—	—	—	3,944	6,348
Other trading activities	22,394	10,261	—	—	32,656	20,645
Investments	163	16	4	—	184	781
Other income	524	—	—	—	524	3,845
Total income	**138,812**	**10,278**	**3,500**	**—**	**152,591**	**153,405**
Expenditure on:						
Raising funds	1,618	—	—	—	1,618	475
Expenditure on charitable activities	109,822	37,452	3,963	—	151,238	142,443
Other expenditure	278	—	—	—	278	2,332
Total expenditure	**111,719**	**37,452**	**3,963**	**—**	**153,135**	**145,251**
Gains / losses on investment assets	756	—	—	—	756	340
Net income / (expenditure) resources before transfer	**27,849**	**(27,174)**	**(462)**	**—**	**211**	**8,494**
Transfers						
Gross transfers between funds - in	30,243	43,908	8,038	—	82,189	78,944
Gross transfers between funds - out	(51,946)	(24,731)	(5,511)	—	(82,189)	(78,944)
Other recognised gains / losses						
Net movement in funds	**6,146**	**(7,997)**	**2,063**	**—**	**211**	**8,494**
Reconciliation of funds						
Total funds brought forward	**44,526**	**37,622**	**210,812**	**—**	**292,961**	**284,466**
Total funds carried forward	**50,672**	**29,624**	**212,875**	**—**	**293,172**	**292,961**
Represented by						
Unrestricted						
General fund	50,672	—	—	—	50,672	44,526
Designated						
AV and IT Maintenance	—	1,863	—	—	1,863	1,862
Church Hall	—	11,444	—	—	11,444	15,742
Cyclical Maintenance	—	6,309	—	—	6,309	9,941
Mission	—	10,006	—	—	10,006	10,075
Restricted						
Bernard Worssam Fund	—	—	500	—	500	500
Cameras and IT	—	—	2,715	—	2,715	111
Choral Music Fund	—	—	5,655	—	5,655	5,652
Church Hall	—	—	201,572	—	201,572	201,572
Church Hall Maintenance	—	—	145	—	145	—
Flowers	—	—	81	—	81	—
Jean Kelsey Music Fund	—	—	1,850	—	1,850	1,849
Office Computer	—	—	356	—	356	1,312
Re-ordering Fund	—	—	—	—	—	(185)

Balance sheet (Separate funds)
As at: 31 December 2021

	General Fund	Designated Funds	Restricted Funds	Endowment Funds	At 31/12/2021 £	At 31/12/2020 £
Fixed assets						
Tangible assets	—	—	201,572	—	201,572	201,572
Investments	6,041	—	—	—	6,041	5,285
Fixed assets	**6,041**	**—**	**201,572**	**—**	**207,613**	**206,857**
Current assets						
Debtors	779	—	—	—	779	1,017
Cash at bank and in hand	45,530	30,629	11,353	—	87,513	87,207
Current assets	**46,309**	**30,629**	**11,353**	**—**	**88,292**	**88,224**
Liabilities						
Creditors: Amounts falling due in one year	1,678	1,004	50	—	2,733	2,121
Net current assets less current liabilities	**44,630**	**29,624**	**11,303**	**—**	**85,559**	**86,103**
Total assets less current liabilities	**50,672**	**29,624**	**212,875**	**—**	**293,172**	**292,961**
Total net assets less liabilities	**50,672**	**29,624**	**212,875**	**—**	**293,172**	**292,961**
Represented by						
Unrestricted						
Unrestricted - General fund	50,672	—	—	—	50,672	44,526
Designated						
Designated - AV and IT Maintenance	—	1,863	—	—	1,863	1,862
Designated - Church Hall	—	11,444	—	—	11,444	15,742
Designated - Cyclical Maintenance	—	6,309	—	—	6,309	9,941
Designated - Mission	—	10,006	—	—	10,006	10,075
Restricted						
Restricted - Bernard Worssam Fund	—	—	500	—	500	500
Restricted - Church Repair	—	—	—	—	—	—
Restricted - Jean Kelsey Music Fund	—	—	1,850	—	1,850	1,849
Restricted - Re-ordering Fund	—	—	—	—	—	(185)
Restricted - Cameras and IT	—	—	2,715	—	2,715	111
Restricted - Office Computer	—	—	356	—	356	1,312
Restricted - Flowers	—	—	81	—	81	—
Restricted - Church Hall Maintenance	—	—	145	—	145	—
Restricted - Sequestration Account	—	—	—	—	—	—
Restricted - Vicarage Decorations	—	—	—	—	—	—
Restricted - Choral Music Fund	—	—	5,655	—	5,655	5,652
Restricted - Church Hall	—	—	201,572	—	201,572	201,572
Funds of the church	**50,672**	**29,624**	**212,875**	**—**	**293,172**	**292,961**

Statement of Assets and Liabilities (by fund)
As at: 31 December 2021

			Balance	Previous balance
Investments				
6432: 258 Shares in CBF Investment Fund - Asset				
General fund	Unrestricted		6,041.87	5,285.72
			6,041.87	**5,285.72**
		Investments	**6,041.87**	**5,285.72**
Tangible assets				
6431: Church Hall - Asset				
Church Hall	Restricted		201,572.00	201,572.00
			201,572.00	**201,572.00**
		Tangible assets	**201,572.00**	**201,572.00**
Cash at bank and in hand				
6506: CAF current account - Asset				
Bernard Worssam Fund	Restricted		—	500.00
Cameras and IT	Restricted		50.00	—
Office Computer	Restricted		—	50.00
Church Hall	Designated		3,910.96	504.65
General fund	Unrestricted		6,090.63	5,566.59
Agency collection	Restricted		50.00	—
			10,101.59	**6,621.24**
6507: CAF Freewill Account - Asset				
AV and IT Maintenance	Designated		—	750.00
Cameras and IT	Restricted		37.50	111.91
Church Hall Maintenance	Restricted		145.32	—
Office Computer	Restricted		—	1,262.50
General fund	Unrestricted		20,828.03	13,529.37
Re-ordering Fund	Restricted		—	668.75
			21,010.85	**16,322.53**
6510: CCLA (CBF) deposit account - Asset				
AV and IT Maintenance	Designated		1,863.68	1,112.91
Bernard Worssam Fund	Restricted		500.12	—
Cameras and IT	Restricted		2,627.98	—
Flowers	Restricted		81.51	—
Office Computer	Restricted		356.46	—
Choral Music Fund	Restricted		5,655.00	5,652.02
Church Hall	Designated		8,538.60	15,532.46
Cyclical Maintenance	Designated		6,309.57	9,941.21
General fund	Unrestricted		18,382.01	19,976.91
Jean Kelsey Music Fund	Restricted		1,850.04	1,849.08
Mission	Designated		10,006.36	10,075.46
			56,171.33	**64,140.05**

			Balance	Previous balance
6515: Hampshire Trust 90 Day Account - Asset				
General fund	Unrestricted		—	0.01
Jean Kelsey Music Fund	Restricted		—	(0.01)
			—	**—**
6590: Cash in hand - Asset				
General fund	Unrestricted		229.49	123.70
			229.49	**123.70**
		Cash at bank and in hand	**87,513.26**	**87,207.52**
Debtors				
Z05: Accounts Receivable - Asset				
General fund	Unrestricted		779.15	1,017.23
			779.15	**1,017.23**
		Debtors	**779.15**	**1,017.23**
Agency accounts				
6699: Agency collections - Liability				
Agency collection	Restricted		50.00	—
			50.00	**—**
		Agency accounts	**50.00**	**—**
Creditors: Amounts falling due in one year				
6601: Loans received - Liability				
Re-ordering Fund	Restricted		—	853.75
			—	**853.75**
Z04: Accounts Payable - Liability				
Church Hall	Designated		1,004.63	294.25
General fund	Unrestricted		1,678.78	973.28
			2,683.41	**1,267.53**
		Creditors: Amounts falling due in one year	**2,683.41**	**2,121.28**
		Grand Total	**293,172.87**	**292,961.19**

Analysis of income and expenditure
Selected period: 01 January 2021 to 31 December 2021

	Unrestricted	Designated	Restricted	Endowment	Total This year	Total Last year
Income and endowments						
Donations and legacies						
0101 - Gift Aid - Donations	66,704	—	95	—	66,799	73,387
0110 - Gift Aid - Envelopes	1,266	—	—	—	1,266	1,087
0201 - Other planned giving	10,332	—	40	—	10,372	10,987
0301 - Loose plate collections	3,183	—	—	—	3,183	1,585
0302 - Wall Safe	945	—	—	—	945	321
0501 - One-off Gift Aid gifts	3,910	—	2,510	—	6,420	5,890
0550 - Donations appeals etc	2,320	—	170	—	2,490	3,476
0601 - Tax recoverable on Gift Aid	20,570	—	681	—	21,252	23,266
0610 - Tax Recovery - GASDS	1,534	—	—	—	1,534	767
0701 - Legacies	—	—	—	—	—	500
1270 - Youth work	517	—	—	—	517	120
1280 - Church refreshments	300	—	—	—	300	196
1510 - Book of Remembrance	200	—	—	—	200	200
Donations and legacies Totals	111,785	—	3,496	—	115,282	121,785
Income from charitable activities						
1101 - Fees for weddings & funerals - PCC	3,944	—	—	—	3,944	1,869
1111 - Fees for weddings & funerals - DBF	—	—	—	—	—	1,145
1121 - Fees weddings & funerals PTO Clergy	—	—	—	—	—	108
1260 - Parish magazine sales	—	—	—	—	—	3,225
Income from charitable activities Totals	3,944	—	—	—	3,944	6,348
Other trading activities						
0901 - Other funds generated	557	—	—	—	557	460
0910 - Church fair	11,898	—	—	—	11,898	3,372
0911 - Made in Otford website	1,389	—	—	—	1,389	—
0912 - Ride and stride	1,095	—	—	—	1,095	777
0913 - Christmas market	2,982	—	—	—	2,982	1,595
0914 - Events	4,470	—	—	—	4,470	7,059
1240 - Church hall lettings	—	10,261	—	—	10,261	4,580
1250 - Magazine income - advertising	—	—	—	—	—	2,800
Other trading activities Totals	22,394	10,261	—	—	32,656	20,645
Investments						
1001 - Dividends	153	—	—	—	153	148
1020 - Bank and building society interest	10	16	4	—	31	633
Investments Totals	163	16	4	—	184	781
Other income						
0810 - Covid-19 Job Retention Scheme	524	—	—	—	524	3,845
Other income Totals	524	—	—	—	524	3,845

	Unrestricted	Designated	Restricted	Endowment	Total This year	Total Last year
Income and endowments Grand totals	138,812	10,278	3,500	—	152,591	153,405
Expenditure						
Raising funds						
1730 - Costs of fund raising	1,618	—	—	—	1,618	475
Raising funds Totals	1,618	—	—	—	1,618	475
Expenditure on charitable activities						
1801 - Mission Giving	—	13,702	—	—	13,702	7,121
1850 - Home mission	—	—	—	—	—	3,649
1907 - Mission & Ministry Support	65,985	—	—	—	65,985	64,988
1911 - Fees clergy holding PTO	—	—	—	—	—	98
2001 - Salary of Caretaker	3,931	—	—	—	3,931	3,931
2050 - Salary of parish administrator	11,546	—	—	—	11,546	14,666
2051 - Pension Contributions Office Staff	2,196	—	—	—	2,196	2,193
2101 - Working expenses of incumbent	621	—	—	—	621	448
2110 - Visiting speakers / locums	—	—	—	—	—	623
2120 - Council tax	3,397	—	—	—	3,397	1,275
2130 - Vicarage house expenses	94	—	—	—	94	2,518
2140 - Water rates - vicarage	340	—	—	—	340	205
2180 - Youth work	1,895	—	—	—	1,895	233
2201 - Fees & subscriptions	313	—	—	—	313	397
2320 - Organ / piano tuning	578	—	—	—	578	566
2321 - Organist fees	2,780	—	—	—	2,780	2,740
2322 - Choir expenditure	172	—	—	—	172	207
2340 - Upkeep of services	157	—	93	—	250	607
2341 - Altar Requisites	53	—	—	—	53	—
2345 - Church refreshments	156	—	—	—	156	64
2350 - Upkeep of churchyard	899	—	—	—	899	—
2360 - Printing, stationery, postage and other	936	—	—	—	936	992
2361 - Computers and office equipment	135	—	956	—	1,091	—
2362 - Photocopier maintenance	772	—	—	—	772	425
2365 - Church office - telephone	194	—	—	—	194	418
2366 - Internet & Website	752	—	—	—	752	750
2370 - Cleaning & sanitary supplies	189	—	—	—	189	574
2401 - Church running - electric	1,410	—	—	—	1,410	1,170
2410 - Church running - gas	1,816	—	—	—	1,816	2,322
2420 - Church running - water	45	—	—	—	45	128
2422 - Church sound and vision	66	—	1,059	—	1,125	6,696
2430 - Church running - security	1,286	—	—	—	1,286	974
2450 - Church running - insurance	3,688	—	—	—	3,688	3,642
2460 - Church maintenance	3,116	9,185	—	—	12,301	4,858
2470 - Church - performing rights licence	290	—	—	—	290	358
2501 - Magazine expenses	—	—	—	—	—	3,275
2530 - Hall running - electricity	—	901	—	—	901	684
2540 - Hall running - gas	—	1,995	—	—	1,995	1,719
2550 - Hall running - insurance	—	1,340	—	—	1,340	1,323
2560 - Hall running - maintenance	—	4,972	1,854	—	6,827	1,589
2570 - Hall cleaning and materials	—	4,426	—	—	4,426	3,420
2571 - Hall performing rights	—	—	—	—	—	146
2580 - Hall running - water	—	929	—	—	929	432
Expenditure on charitable	109,822	37,452	3,963	—	151,238	142,443

	Unrestricted	Designated	Restricted	Endowment	Total This year	Total Last year
activities Totals						
Other expenditure						
2510 - Hall - Condition Survey & Options Appr.	—	—	—	—	—	2,190
2602 - Bank Charges	278	—	—	—	278	120
2610 - Accountancy software	—	—	—	—	—	22
Other expenditure Totals	278	—	—	—	278	2,332
Expenditure Grand totals	111,719	37,452	3,963	—	153,135	145,251

Approved by the Parochial Church Council on April 11th 2022 and signed on its behalf by:



Reverend David Guest
Vicar

Notes to the Financial Statements for year ending to 31 December 2021

The notes on the following pages form part of these accounts.

1. Accounting Policies

The PCC is a public benefit entity within the meaning of FRS102. The financial statements have been prepared under the Charities Act 2011 and in accordance with the Church Accounting Regulations 2006 governing the individual accounts of PCC, and with the Regulations' "true and fair view" provisions.

2. Assets

2.1. Consecrated and benefice property

In so far as consecrated and benefice property of any kind is excluded from the statutory definition of 'charity' by section 10(2)(a) and (c) of the Charities Act 2011 such assets are not capitalised in the financial statements.

2.2. Moveable Church Furnishings

Typically, these are capitalised at cost and depreciated over the useful economic life other than where insufficient cost information is available. In this case the item is not capitalised, but all items are included in the Church's inventory.

2.3. Tangible Fixed Assets for use by the charity

These are capitalised if they can be used for more than one year and cost at least £1000. They are valued at cost or else, for gifts-in-kind, at a reasonable estimate of their open market value on receipt.

Depreciation is calculated to write off the capitalised cost of fixed assets less their currently anticipated residual fair value over their estimated useful lives as follows:

- Land Nil
- Fixtures & Fittings 20 years
- Computers 3 years

No depreciation is provided on buildings as the currently estimated residual value of the properties is not less than their carrying value and the remaining useful life of these assets currently exceeds 50 years, so that any depreciation charges would be immaterial.

An impairment review is carried out each year end and any resultant loss identified included in expenditure for the year.

2.4. Church Hall

The Church Hall is currently the subject of a consultation process to determine its future use. The PCC has suspended all non-essential maintenance to the Hall until this process is complete, with the result that the fabric of the Hall is continuing to deteriorate.

As part of the consultation process the PCC commissioned a condition survey of the Hall, with associated costs for repairs, from an independent firm of surveyors. A sum of £12k was set aside within the Church Hall Designated fund in 2019 to cover costs identified within the report as needing attention within the short term either (a) for H&S of users; (b) to maintain a watertight structure or (c) requiring further investigation, some of which was expended within 2020, with the remaining repairs completed in 2021.

In 2019 a further £10k was set aside within the Church Hall Designed fund to cover ongoing losses from the day-to-day running of the Hall. Losses of £810 were made on the running of the Hall in 2021, partially due to the pandemic.

2.5. Investments

Investments quoted on a recognised stock exchange or whose value derives from that are valued at market value at the year end. Other investment assets are included at PCC's best estimate of market value.

2.6. Short Term Deposits

These are the cash held on deposit either with the CCLA or at a bank.

The church's assets are held in the following accounts:

CAF Bank – current account (for general income and payments for both church and hall)
CAF Bank - freewill offering account (for all regular donations made by bank transfer)
CCLA – deposit account (interest paying instant access account)

3. Funds

3.1. Unrestricted Funds

These represent the funds of the PCC that are available for spending on the general purposes of the PCC, excluding amounts designated by the PCC for fixed assets for its own use or for spending on a future project and which are therefore not included in its 'free reserves' as disclosed on the trustees' report.

3.2. Restricted Funds

These are funds that must be spent on restricted purposes. Details of the restricted funds held are shown below:

Re-ordering Fund (carrying the outstanding loan for the re-ordering works)
Jean Kelsey Music Fund
Choral Music Fund
Church Hall (Building)
Bernard Worssam Fund
Cameras & IT Fund
Office Computer Fund
Church Hall Maintenance
Flowers

3.3. Designated Funds

These are funds that the PCC have designated for a specific purpose. Details of the designated funds current held are shown below:

Church Hall (running costs and lettings)
Cyclical Maintenance
Mission Giving
AV & IT

3.4. Transfers between funds

Funds were transferred from unrestricted funds to designated funds during the year as follows:

£5,550 To Cyclical Maintenance
£10,000 to Mission Giving.

4. Staff Costs

During the year the PCC employed an organist and office staff (all part time). Tax and National Insurance payments were made for relevant employees. Total staff costs amounted to £20,285 which includes £2,197 Employer Pension Contributions. National Insurance Contributions for the year fell below the £2,000 government allowance.

Incumbent costs are covered by the diocese and therefore not included within these accounts.

No members of the PCC are employed, however a person closely connected to a PCC member is employed within the office staff.

Donations made by PCC members during the year amounted to £30,376.

4.1. Church Workers Pension Fund (CWPF)

St Bartholomew's Church participates in the Pension Builder Scheme section of CWPF for lay staff. CWPF is administered by the Church of England Pensions Board, which holds the CWPF assets separately from those of the Employer and other participating employers.

CWPF has two sections:
1. the Defined Benefits Scheme
2. the Pension Builder Scheme, which has two subsections;
    a. a deferred annuity section known as Pension Builder Classic, and,
    b. a cash balance section known as Pension Builder 2014.

Pension Builder Scheme
Both sections of the Pension Builder Scheme are classed as defined benefit schemes.

Pension Builder Classic provides a pension, accumulated from contributions paid and converted into a deferred annuity during employment based on terms set and reviewed by the Church of England Pensions Board from time to time. Discretionary increases may also be added, depending on investment returns and other factors.

Pension Builder 2014 is a cash balance scheme that provides a lump sum which members use to provide benefits at retirement. Pension contributions are recorded in an account for each member. Discretionary bonuses may be added before retirement, depending on investment returns and other factors. The account, plus any bonuses declared is payable, unreduced, from age 65.

There is no sub-division of assets between employers in each section of the Pension Builder Scheme.

The scheme is considered to be a multi-employer scheme as described in Section 28 of FRS 102. This is because it is not possible to attribute the Pension Builder Scheme's assets and liabilities to specific employers and means that contributions are accounted for as if the Scheme were a defined contribution scheme. The pensions costs charged to the SoFA in the year are the contributions payable (2021: £2197, 2020: £2078).

A valuation of the Pension Builder Scheme is carried out once every three years. The most recent valuation was carried out as at 31 December 2019. The next valuation is due as at 31 December 2022.

For the Pension Builder Classic section, the valuation revealed a deficit of £4.8m on the ongoing assumptions used. At the most recent annual review, the Board chose to grant a discretionary bonus of 3% following improvements in the funding position over 2021. There is no requirement for deficit payments at the current time.

For the Pension Builder 2014 section, the valuation revealed a surplus of £5.5m on the ongoing assumptions used. There is no requirement for deficit payments at the current

time.

The legal structure of the scheme is such that if another employer fails, St Bartholomew's Church could become responsible for paying a share of the failed employer's pension liabilities.

5. COVID-19 Impact

Following the implementation of the governments COVID-19 Job Retention Scheme in 2020, one member of staff remained on furlough during the first 4 months of 2021, with costs reclaimed from the government scheme.

COVID-19 continued to impact our ability to raise funds during the year to cover the costs of running the church and its mission. This, together with the loss of a number of significant regular donors at the end of 2020, led to the launch of a Stewardship Task Force at the start of the year, to counteract anticipated losses in the region of £20,000. The resultant campaign, together with the excellent work of the fundraising committee during the year, has resulted in a positive balance at year end.

Looking ahead, the proportion of the church income which is derived from regular giving remains significantly below the average achieved across the diocese. This, combined with increased energy costs and an increase in the diocesan contribution, has resulted in a negative budget for 2022 in the region of £9,000.

6. Re-ordering Work

Re-ordering and re-decoration work to the inside of the church were undertaken during 2018. An interest free loan of £14,381 was taken out with a member of the parish to provide cashflow for the works to be undertaken. This loan has now been paid down in full.

7. Mission Giving

In line with current policy, 75% of the general unrestricted budget surplus from the 2020 accounts was added to the 2020 budgeted Mission Giving of £10,000, making a total of £13,702. This was distributed in line with instructions from the Mission Committee.

THE PAROCHIAL CHURCH COUNCIL OF THE ECCLESIASTICAL PARISH OF ST. BARTHOLOMEW, OTF

England & Wales - Charity number 1135073

Accounts

The Parochial Church Council of the Ecclesiastical Parish of St. Bartholomew, Otford

Registered Charity Number 1135073

Also known as St. Bart's, Otford

Clerical Vacancy
until 24 August 2020

Rev. David Guest
from 25 August 2020

The Green
Otford
Sevenoaks
Kent
TN14 5PD
st.bartholomews@otford.net
www.stbartholomews.co.uk

Annual Report and Financial Statement for the year ended 31 December 2020

Trustees

The Trustees are the members of the Parochial Church Council (PCC). Those members are either ex-officio, elected at the Annual Parochial Church Meeting (APCM) or co-opted by the PCC in accordance with the Church Representation Rules. Trustees are not remunerated.

During the year ended 31 December 2020 the following served as members of the PCC:

Vicar	The Reverend David Guest from 25 August 2020
	Clerical Vacancy until 24 August 2020
Wardens	Mr Russell Edwards – from April 2016 and re-elected in 2017, 2018, 2019 & 2020
	Mrs Janet Hunt – from April 2018 and re-elected in 2019 & 2020

Representatives on the Diocesan Synod

Mr. Derek Shilling – Lay Chair PCC (26.8.2019)

Representatives on the Deanery Synod

Mr. Mark Holmes - PCC Minutes Secretary

Mrs. Margaret Lidbetter

Mr. Jason Gunn (from April 2019 until October 2020)

Elected Members

Mrs. Samantha Barnett (2019)

Mr. David Calcott (2018)

Dr. Colin Deane (2017)

Mrs. Jo Chandler (2018)

Mr. Philip Gardner (2017 – continued due to Covid -19 Pandemic)

Ms. Dawn Hallam (2017 – continues due to Covid-19 Pandemic)

Mrs. Jocelyn Hart (2019)

Mr. Martin Lea (2019)

Mrs. Emma Peters (2019)

Mr. Ben Southgate (2018)

Mrs. Heather Stanley (2018) – PCC Treasurer

Mrs. Joan Beacom (Oct 2020)

Retired in October 2020 – APCM held in October 2020 due to Covid-19 Pandemic

Mr Colin Deane

Independent Examiner

Mr. Antony Stevens, 22 Willow Park, Otford, Kent TN14 5NE

Bankers

CAF Bank Ltd, 25 Kings Hill Avenue, Kings Hill, West Malling, Kent

Governing Document

The Parochial Church Council Powers Measure 1956 as amended, and Church Representation Rules previously exempted from registration.

All members of the PCC are trustees of the charity. Elected members of the PCC are normally appointed for a period of three years and are required under the PCC's own policy to stand down for a minimum of one year following the three-year period (Due to COVID-19 and the holding of the 2020 APCM in October two members of the PCC have continued for a further year. The PCC meets every two months to transact the business of the Church. In between meetings of the full Council the Finance and Standing Committee[1] is authorised, subject to the PCC's directions, to conduct the business of the PCC should decisions need to be taken between full meetings of the PCC.

Objects of the Charity[2]

The PCC has the responsibility of working with the Sequestrators, Rev. Tim Hatwell (Rural Dean), Russell Edwards and Janet Hunt until the Induction, Installation & Institution of the Reverend David Guest on the 25 August 2020 to uphold the ministry and mission of the Church in the areas of worship, the nurture of faith, service to the village of Otford and Christian witness. This is done through: -

- Sunday and midweek services;
- baptisms, weddings, and funerals;
- youth and children's work;
- teaching adults through weekly home groups and occasional series of talks;
- pastoral care and involvement in the community; and
- supporting mission partners.

To meet our objectives, and by way of good stewardship of the property for which the Vicar, Churchwardens and PCC are responsible, we maintain the fabric of St Bartholomew's Church (which English Heritage has listed as a Grade 1 building), the adjoining Church Centre and the Church Hall (located in the High Street).

To ensure the objectives are complied with the PCC meets regularly. There were 8 PCC meetings during the year with a high average attendance level, largely held via Zoom. Much of the PCC's work is assisted by committees. Those committees report and make recommendations to the PCC. The main committees are: -

Finance and Standing – meets on average at two-monthly intervals between PCC meetings. It has the legal authority to continue the business of the PCC, subject to any directions given by the Council. It also monitors income and expenditure.

Fabric – monitors the condition of the Church fabric, Church Hall, churchyard and car park and arranges maintenance and repair work as required.

Fair – plans and organises the St Bartholomew's Fair, normally the principal fund-raising event of the year.

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[1] Members of the Finance and Standing Committee are the Vicar, the Churchwardens, the PCC Minutes Secretary, the Treasurer and three other members of the PCC or the Vice Chair of PCC and two members of the PCC.

[2] For Charity Commission purposes the Charity comes within the classification of "Religious Activities" to help the general public particularly within the parish of Otford, Kent and the surrounding area but also through mission giving further afield. It provides the services listed in this document.

Events Team – plans and organises social and fund-raising events during the year.

Readers & Revs – meets to provide mutual fellowship and support, and the opportunity to continue to grow in theological and ministerial studies.

Mission Links – communicates the work of Christian agencies supported by St. Bart's through written articles and arranging for speakers to visit. It recommends the allocation of available funds to Christian mission and relief organisations, both in the UK and overseas.

Worship Advisory Group – monitors the nature and content of Church services and recommends changes and new initiatives in conjunction with the Vicar and PCC.

Electoral Roll

In 2020 there were 200 members on the Electoral Roll.

SUMMARY OF THE MAIN ACHIEVEMENTS DURING THE YEAR

When planning our activities for the year the incumbent and the PCC consider the Charity Commission's guidance on public benefit and the specific guidance on charities for the advancement of religion. Many of the activities and services listed in this report are carried out by volunteers and St Bart's is very grateful for this. It is difficult to estimate the exact number of volunteers, but we believe that it is well over half of the number on the Electoral Roll.

COVID 19 Pandemic

On the 23 March 2020, the Prime Minister Boris Johnson made a statement to the Nation to the effect that the public should stay at home where possible. All Churches were required to cease holding public worship and were closed until mid-June 2020. Following the easing of Government restrictions, a Risk Assessment was carried out prior to the reopening of the Church building for worship and prayer. Social Distancing guidelines greatly reduced the numbers of people who could worship at any time in St. Bart's. During all closures of the Church the lobby continued to be open to receive donations to the Loaves N' Fishes food bank.

Maintaining Services and contact during the Pandemic

At the beginning of 2020 St. Bartholomew's Church remained with a clerical vacancy. The Church Wardens and Ministry Team met regularly to keep church life and services on track.

The Wardens, Ministry Team along with members of the PCC were determined to keep St. Bartholomew's Church active and connected. Ministry Team meetings continued weekly via conference calls and Skype. Their aim was to make arrangements for maintaining contact within the church family and to use technology to provide online services. Contact was maintained in three ways.

Firstly, a list was drawn up of those who were likely to be isolated due to the 'lockdown'. These people received regular phone calls from a member of the leadership team, and other volunteers from within the congregation.
Secondly, an email was sent out weekly, entitled Ministry Team Update. This took the form of an informative letter, a pattern of Bible Readings and prayers and a biblically based Reflection. For those without an email address a paper copy was delivered. This form of contact lasted for five

months, at which time our Vicar, David, continued the method of contact on behalf of himself and the Ministry Team.
Thirdly, the WhatsApp group was reinvigorated and members of the congregation encouraged to participate as an additional means of maintaining contact, sharing news and advertising events and activities. There was an awareness that those without a smartphone were excluded from this. As a result, the letter and phone calls were considered essential.

Services went online as soon we were able to get the tech sorted, we have much to thank our technically-minded members for the success of this. The Season of Easter came towards the beginning of the restrictions. An online service at 10 o'clock, followed by a slot for our young people and a contemplative hour in the afternoon were provided on Good Friday. On Easter Day a 10 o'clock Service and the time for young people were put online. This pattern continued throughout the year, including during those times when services were permitted in church.

In August we received several very generous donations which enabled us to purchase camera and other technical equipment to allow filming of our main morning Service and thus the ability to stream it live into our homes. We cannot thank Russell enough for all his technical know-how and building of equipment to make this happen. These went live two weeks before the arrival of David Guest. This enabled us to Live Stream the Induction, Installation and Institution Service as only 30 people were allowed in the Church. When services in church were permitted, as well as the Sunday 10 o'clock service, David re-introduced the Sunday 8 o'clock and Wednesday morning Holy Communion services.

As with so many aspects of life we can also say that our services in 2020 had a very different feel and required a great variety of talents, imagination and creativity! In April when we would normally hold our APCM we were in lockdown. Our team of Lay Readers organised between them who would undertake what elements of our pre-recorded services with our technical team putting all the elements together into a cohesive and seamless morning Service.

After the first lockdown we did partially return to some services in Church in August, slowly building back up to three services on a Sunday and the Wednesday morning service too until the third lockdown in December. These services involved a great amount of planning, organisation and careful positioning to ensure all COVID safe procedures were followed. Each service had its own seating plan, depending on attendees, restricted numbers, with everyone required to wear face masks throughout the service. Some readers and leaders of Prayers still recorded their contributions from home for which we are very grateful.

Christmas Services were still very limited as to the number of people who could attend, with no singing and pre-recorded Carols the only option available. David introduced an Advent Bible study series focused on Sunday Advent themes.

We are grateful to all who contributed to the Nativity scene erected in the old West Porch which proved to be such an important witness to the community along with knitted Angels which were left around the village for people to take home.

Choir

The choir's membership has remained stable at 19. Our *normal* schedule continues to include singing three morning and two evening services per month, with special services of music for Candlemas and over the Advent and Christmas season. Unfortunately, for reasons known to all, we were not able to follow our normal schedule during 2020.

During the early part of the year, we performed music covering our usual wide range, from Tallis and Palestrina to Warlock and Howells. We sang full choral evensong on one occasion in March, with music by Robert Ashfield (former organist of Rochester Cathedral) and S. S. Wesley.

The choir was obliged to keep away from church from 22nd March until the end of September. We were then able to field a reduced choir of six people (due to the constraints of social distancing, using the Lady Chapel instead of the choirstalls. This number was increased to nine through October, which the choir achieved by using both the choirstalls and the Lady Chapel, overcoming with panache the obstacle posed by each half of the choir not being able to see or hear the other half! We had a triumphant but brief return to evensong on 1st November, with special music for All Saints' Day. Before we were plunged into another lockdown and having a few days' grace before the new restrictions applied, the choir undertook a lengthy recording session (with the able technical services of Russell) at which we recorded all the hymns for the rest of November's services and some for December, along with an anthem for Remembrance Sunday. These were included in the live-streamed services.

As restrictions eased again, we made another return to evensong on 6th December, with music for Advent, but the decision was then taken to close the church for live services until further notice, and we decided that, for safety reasons, this should also extend to the choir, so our last choral service was the evensong on 6th December.

It was a very strange Christmas, with no concert, no carol service etc, but at least we were able to provide some music for Christmas services by way of carols recorded at one of our concerts in 2011.

The choir is, as ever, fortunate to have so many dedicated and faithful members, who have been itching to get back into the choirstalls.

During 2020, Gillian Shilling achieved 20 years' service in the choir, and Susan Reid a quite remarkable 50 years' service. During 2021 we hope to mark these achievements, as well as some other milestones falling in 2021, including Kevin Grafton who achieved 40 years as organist in June of 2020.

Music Group

As reported last year our music group continues to thrive. It has not only kept a steady membership across all age ranges but has added a couple of extras to its percussion section.

Like many other parts of our church family the music group have been able to meet on very few occasions during the pandemic. However, we have been able to record songs and even a video.

Through the miracle of modern technology and much hard work by Russell Edwards (one of our members), we have recorded all the songs required for our All Together Worship services. We have done this by each laying down tracks of our own individual parts and then Russell mixes them down to make a single audio track to be used in our live streamed services. Some people have even recorded themselves multiple times playing different instruments and singing vocals too. It has been fun but no replacement for playing live.

We look forward to worshipping together as a group and leading God's people in worship once again in the future.

Bell Ringers

There has been hardly any ringing in 2020. Local residents even wrote in the village Facebook group that they were missing the sound of bells being rung. For a few weeks bells could be rung but only three out of six could be used and only before a service due to Social Distancing requirements. David Guest as part of his Induction, Installation and Institution tolled one of the bells. We were all saddened to hear that Colin Fleetwood had died just after Christmas, he was a stalwart of the band often remarking 'well that wasn't too bad!' at the end of ringing. This always raised a smile among those present. We will be seeking to recruit more ringers when social distancing rules allow. Many thanks to Martin Whitehead, our Steeple Keeper and all those who have worked so hard to maintain our Tower and team.

Cameo

In 2020 the regular Monday and Saturday evening meetings of CAMEO, for those who live alone, came to an abrupt pause on 23rd. March. This day was the beginning of the first national 'lockdown'. It was also the day on which our group was due to start our Spring holiday. This has yet to happen, as has our planned Autumn holiday for 2020.

We maintained contact by regular phone calls until outdoor groups were permitted. We then resumed our weekly meetings in smaller groups on two afternoons. Members alternated between these occasions so that different combinations of people were able to meet. As usual, these were Bible Study one week and discussions the next week. Our Saturday evening activities were suspended as we couldn't meet indoors.

This pattern continued until the end of October, when restrictions sent us back to maintaining contact by phone and socially distanced doorstep calls. We look forward to resuming our meetings and taking the two holidays we have on hold.

Children and Young People

With the onset of COVID 19 several of the youth activities have moved online. Our oldest age group, YPF who are year 9 and above have met every Sunday , we have run quizzes, craft activities and held discussions. The benefit of structure and the opportunity to check in with each other has helped us stay connected with these young people. A couple of unexpected bonuses have been the opportunity to join with a family who had moved away from the village but wanted to join us, and for the young people themselves to initiate an outreach of making hearts for some of the older members of the congregation who were not able to join with others digitally. We even managed to create a nativity presentation for Christmas, complete with updates for the year of COVID, which was well received. In addition, we have a WhatsApp group where we can keep in touch during the week, where the young people have been able to lead, particularly with 'would you rather' questions which has sparked debate and conversation

For our children, years 4 - 8 we have continued with a monthly session of our group EPIC. This again had enabled us to stay connected with our young people and for them to see each other. These sessions are more structured than for YPF and we quickly learnt the need to turn off the comment and name change functions! It has been particularly encouraging to see this group of young people record bible readings and prayers with their families. They have also been able to use their artistic talents by creating stop animation Lego bible stories and painting and decorating the figures for the external full-size nativity that was a feature of our Christmas celebrations. Three of these families have also been trained as part of our technical team supporting the streaming of our services, they seem to have a natural talent in all things technical.

We have not been able to run Sunday club or Messy church this year, but at the request of one of the parents we started doing a recorded short message for the young people on our web site, this has developed into a weekly event, usually led by a cast of puppets, and often one of the leaders' cat makes an appearance, much to the delight of our younger children

As a challenge at the start of lockdown the children were asked to learn the Lord's prayer, with a creme egg as a reward for being able to say it fully, a surprising number of children were very keen to earn their creme egg.

Safeguarding

St. Bart's appointed Miss Naomi Hunt as its new safeguarding officer following the retirement of Joan Beacom, our previous Safeguarding Officer at its first full meeting following the APCM in November 2020. The PCC and Parish Safeguarding Officer (PSO) have been working during the year to ensure all PCC members have an Enhanced DBS check, along with key volunteers working with Children and Vulnerable Adults. The PSO and Lead Safeguarding Warden (Janet Hunt) have also been working through the year to identify volunteers within the Congregation who should complete Basic awareness and Foundation training. Safeguarding appears as an Agenda item on all PCC and Finance and Standing committee meetings. There were no issues raised with the Diocesan Safeguarding team.

Pastoral Care

During 2020 there were no Baptisms or Weddings. There were 11 Funeral services conducted.

We have two Pastoral Assistants who work within the Parish. Due to the Covid-19 Pandemic it has not been possible to undertake home visits. Socially distanced gatherings have been held outdoors in a garden when regulations allowed. Since appointing David Guest as Vicar, no home visits have been possible due to Covid restrictions.

Fellowship and Special Events

Due to the Covid-19 Pandemic it was not possible to hold St. Bartholomew's Church Fair in June nor the Annual Christmas Market in the Church Centre in November. At the beginning of April we launched Zoom coffee after our 10.00 morning Service, which we still continue with and have a regular group of attendees.

As we were still not able to meet in person social events have been held via zoom, including a Quiz night and a Christmas party.

Fundraising

The year started with a successful Burns night supper held at the end of January along with a soup lunch both held in the Church Centre. All other in person planned events had to be cancelled or postponed.

We realised soon after the pandemic hit that it was likely to have a significant impact on our finances – very few services; no summer fair; no more soup lunches or pop-up meals. In response, we set up a fundraising team, pulled together from all the different fundraising groups we have had previously. This gave us a diverse and creative team who have worked together to amazing effect, raising over £11,000 In just over 5 months.

The highlight of the year was the Silent Auction, which raised almost £5,000 thanks to the generosity both of those donating items and of those bidding. Food, and in particular, cakes, were very popular lots.

The summer pop-up stalls outside the Hall in the High Street also proved extremely successful, raising money whilst increasing our visibility in the local community – jams. cakes and crumbles being particular favorites. We hope to have more of these in 2021.

As everything went online, we also decided to set up an online shop, selling all the beautiful products made by our congregation. Made in Otford – www.madeinotford.org – has proved to be an ongoing success – cakes again being a best seller item!

Vicar

David Guest was appointed as Vicar in March 2020 moving from East Sheen in August 2020. The Service of Institution by The Rt Revd Simon Burton-Jones, Bishop of Tonbridge, Induction and Installation by The Ven Julie Conalty, Archdeacon of Tonbridge took place on the 25th August under Covid regulations which limited the number of attendees to thirty. The congregation was made up of members of David's family, Diocesan and Parish representatives. The Service was live streamed and therefore members of the wider Parish were able to welcome David from their own homes.

Wider Community

Due to Covid-19 restrictions we were unable to hold the Annual Civic Service – this will be planned for 2021 or when social distancing regulations have been lifted.

The Remembrance Sunday service was again limited in the number of people who could attend due to social distancing regulations. The Service was live streamed, and members of both the Church Parish and Village could watch from home. A Wreath was laid at the War Memorial by the two Wardens on behalf of the Parish to remember those who had died. We were very grateful to a member of our Band who recorded the last post, for the service.

Called to Grow

Called to Grow is a five-step process developed as part of the Diocesan Vision, Called Together, to encourage and equip us as a Parish to consider the whole life of our church community, and what God may be asking of us. It is underpinned by prayer and adaptable to any setting.

Despite the Pandemic we have continued work on our Called to Grow plan, with regular reviews held at PCC meetings. To some extent plans have been put on hold to give the new Vicar the chance to look at the direction of travel. We have however been able to engage more widely with our village community through our Pop-up shops on a Saturday during the summer months.

Deanery Synod

Shoreham Deanery Synod brings together representatives from parishes stretching from Otford to Stansted and from Farningham to Shipbourne. St. Bart's is the largest benefice in the Deanery by electoral roll. Members are elected at Annual Parochial Church Meetings to serve a 3-year term. The Synod met only twice in 2020, chaired as usual by the Rural Dean, Rev. Tim Hatwell (Rector of Ightham). Plans to meet for a service on Ascension Day had to be abandoned. At a normal meeting, the first half is open to non-members of the Synod and consists of a presentation by a relevant speaker followed by questions and answers. The second part consists of routine Synod business. The first meeting of 2020 was held on 18 Feb 2020 at St. Mary's Platt. Graham Wilkinson, the Growth Enabler for the Tonbridge Archdeaconry (and a lay minister at Bidborough) spoke about the Diocese's approach to *Called to Grow* plans. He described *Called to Grow* as being about:

- Listening – to God's calling and the needs of our communities
- Discipleship – nurturing the faithful, encouraging vocations and building disciples
- Effective use of limited resources
- Being intentional about growth – with a plan.

He explained that *Called to Grow* plans were reliant on a vision of where the local church should be in a few years' time, which was usually developed at a workshop session with many of the church community. Graham's role involved facilitating these workshops. He went on to explain how plans

are usually developed after the initial workshop to the point of an action plan, agreed with the PCC and the congregation, with owners for specific actions. Graham had not yet engaged with St. Bart's since we were then in a vacancy, but I was able to update him on the good early progress we had already made in developing a *Called to Grow* plan.
The business part of the meeting covered a report on clerical vacancies in the local area, an update on the Diocesan safeguarding team and a discussion of early guidance on mitigating coronavirus risks.
The second meeting was held on Wednesday 24 June 2020 via online video-conference.
Unfortunately, nobody from St. Bart's was able to attend, owing to a combination of availability and confusion over the Zoom invitation. This was a speaker-only meeting with no routine business.
The speaker was Jenny Ross, Diocesan Communications Officer. She spoke on the topic of 'Digital Church in the Diocese and where we go with it'. Her key points were:

- Each church is on a journey but that we are all at different points on our journey
- Each church has to make individual decisions for their own community
- All churches are working hard to find out what they can achieve
- There is no rush

Twice the meeting broke into breakout rooms: firstly for people to share experiences and ideas and secondly to think about responses to what had been said and what support churches might need.
I normally circulate my personal notes from each Deanery Synod meeting to PCC members within a day of the meeting. If other parishioners are interested in receiving them, I would be happy to include them.

Mission Links

During this year of isolating and lockdowns all our Mission Partners, like everyone else, have had to think of new and innovative ways to enable them to continue to minister to others. Some have not had to change what they do too much, because of the nature of their work, whilst others have had to really think 'outside the box'.

Those who have been able to continue almost as usual include Loaves N' Fishes, who have been very busy during this time as many more have found themselves in need of food banks and we thank all who have so kindly donated so generously and regularly.

FEBA, as a broadcasting ministry, have also been able to continue their work as before but their message of hope is more important than ever. However, the pandemic has meant that many children have been unable to go to school as usual so FEBA has been broadcasting some educational programming.

Scripture Union has already, for many years, turned to technology to continue sharing the Gospel and they have needed to be even more resourceful and imaginative in this area. Did you know that 95% of UK children do not go to church! So please do pray for the work of the SU as they use the media which is most used by young people.

The Bible Society have continued their translation projects and continued to distribute Bibles across the world whenever and however they can.

The Children's Society have continued their work in different ways: "Now we're stepping up the fight for hope at a time when it's under threat like never before. The pandemic has plunged families into poverty, left children isolated and scared about the future. Help us fight back for their hopes, their ambitions, their whole generation."

Hospices of Hope shop, here in the village, has been closed for some time, this has given the chance to revamp their coffee shop. Their teams in their 4 partner countries have continued their palliative care in very difficult conditions.

Just as we have had to adapt how we reach out to serve our community, further afield in Bolivia, the Peart family have just started helping with healthy meal planning for the orphanage for children with disabilities next door along with their work with the local Anglican church. They report that 'we involve our whole family in our service too; being more effective as a team'. Our girls lead weekly evening bedtime Bible stories, so we are better able to welcome the children of our church and community into our home (albeit virtually) to help them feel Christ's comfort and presence during such uncertain times.

Christian Aid Week was a challenge in 2020, we are grateful to those of our congregation and the Methodist Church who volunteered to deliver envelopes.

Pursue in Kenya with working with women and girls also continued in these difficult times.

Sevenoaks Area Youth Trust (SAYT) Team and Sevenoaks Counselling services, whose work is essentially face to face, had to branch out to different media, too. The SAYT Team usually spend a lot of time working with schools, work which has not been allowed over the last year, but they have been providing video sessions with a member of staff and a volunteer following safeguarding guidelines and Sevenoaks Counselling has been counselling by phone or online.

Please do go to the church website and the Mission tab where you can click on the website links for all our Mission Partners. Maybe spend a couple of minutes looking at their work and then pray for them.

Communication

To communicate with both parishioners and the wider village community our website (www.StBartholomews.co.uk) is updated on a regular basis with details of services and other events. The last copies of our popular Parish magazine were distributed to some 400 homes in the parish, by a large group of volunteers. We wish to thank all those who had worked so hard on the magazine over many years, regrettably no new editorial team has come forward and therefore the magazine will no longer be published as we move into 2021. We now have a St. Bart's WhatsApp Group with over 70 members and an active Facebook page.

Policy on Reserves

The PCC upholds a policy to maintain general reserves at a level of £35,000. This policy is reviewed on an annual basis. The PCC also maintains a fund for cyclical maintenance and repair. Other funds held and set aside for specific purposes at the close of 2020 are dealt with in the Accounts Section of this report.

Further Financial details

The accounts for St. Bartholomew's Church Otford are dealt with electronically, which allows for management information to be prepared for Finance and Standing Committee and PCC meetings. Outgoings can be assessed against budget, as can income, and adjustments made to plans and budgets in a timely manner.

Gift Aid claims are made on a regular basis which assists with the flow of income. This means that the PCC is well placed to ensure that donations are being used for the purposes for which they were given. In September, the annual Stewardship Sunday was held.

Gift Aid

The charity is recognised by HMRC for Gift Aid on any relevant donations for the financial year ending 31st December 2020.

Fundraising

The charity raises funds from the public – primarily from Church members. It also seeks to raise funds from third party donors such as established trusts for specific projects such as the re-ordering scheme. It does not work with commercial participators in raising funds and does not have a trading subsidiary.

Policies

As described above St Bart's has a policy on its reserve funds. It follows Church of England guidance on safeguarding, under section 5 of the Safeguarding and Clergy Discipline Measure 2016 (to have regard to House of Bishops' guidance on safeguarding children and vulnerable adults).

Grant making

Grant making is not the main way that St Bart's carries out its charitable objectives although St. Bart's does support the work of other Christian mission agencies in the UK and abroad through its away giving, as shown in these accounts.

The PCC supported the following Christian mission agencies during 2020.

Loaves and Fishes	FEBA
Scripture Union	Bible Society
Children's Society	Hospices of Hope
Christian Aid	Pursue
Sevenoaks Area Youth Trust	Sevenoaks Counselling

CHARITY COMMISSION FOR ENGLAND AND WALES

• Independent examiner's report on the accounts •

Section A Independent Examiner's Report

Report to the trustees/ members of	St Bartholomew's Church		
On accounts for the year ended	31st December 2020	**Charity no (if any)**	1135073
Set out on pages	13 to 26		

I report to the trustees on my examination of the accounts of the above charity ("the Trust") for the year ended **31/12/2020**.

Responsibilities and basis of report

As the charity's trustees, you are responsible for the preparation of the accounts in accordance with the requirements of the Charities Act 2011 ("the Act").

I report in respect of my examination of the Trust's accounts carried out under section 145 of the 2011 Act and in carrying out my examination, I have followed all the applicable Directions given by the Charity Commission under section 145(5)(b) of the Act.

Independent examiner's statement

I have completed my examination. I confirm that no material matters have come to my attention in connection with the examination (other than that disclosed below *) which gives me cause to believe that in, any material respect:

- the accounting records were not kept in accordance with section 130 of the Charities Act; or
- the accounts did not accord with the accounting records; or
- the accounts did not comply with the applicable requirements concerning the form and content of accounts set out in the Charities (Accounts and Reports) Regulations 2008 other than any requirement that the accounts give a 'true and fair' view which is not a matter considered as part of an independent examination.

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in this report in order to enable a proper understanding of the accounts to be reached.

** Please delete the words in the brackets if they do not apply.*

Signed:		**Date:**	13th April 2021
Name:	Mr Antony Stevens		
Relevant professional qualification(s) or body (if any):	Chartered institute of Management Accountants		
Address:	22 Willow Park, Otford, Sevenoaks, Kent .TN14 5NE		

Section B	Disclosure

Only complete if the examiner needs to highlight material matters of concern (see CC32, Independent examination of charity accounts: directions and guidance for examiners).

Give here brief details of any items that the examiner wishes to disclose.

End of Year Financial Statements

Year ending 31st December 2020

Statement of Financial Activities

	Unrestricted funds	Designated funds	Restricted funds	Endowment funds	Total funds	Prior year total funds
Income and endowments from:						
Donations and legacies	£108,261	£750	£12,775	—	£121,785	£119,320
Income from charitable activities	£5,203	—	£1,145	—	£6,348	£11,296
Other trading activities	£16,065	£4,580	—	—	£20,645	£26,513
Investments	£325	£359	£98	—	£782	£941
Other income	£3,848	—	—	—	£3,848	—
Total income	£133,700	£5,689	£14,018	—	£153,406	£158,070
Expenditure on:						
Raising funds	£475	—	—	—	£475	£2,194
Expenditure on charitable activities	£110,701	£22,522	£9,221	—	£142,443	£154,675
Other expenditure	£143	£2,190	—	—	£2,333	£8,390
Total expenditure	£111,319	£24,712	£9,221	—	£145,252	£165,259
Gains / losses on investment assets	£340	—	—	—	£340	£779
Net income / (expenditure) resources before transfer	£22,721	(£19,023)	£4,797	—	£8,495	(£6,410)
Transfers						
Gross transfers between funds - in	£12,708	£64,414	£1,822	—	£78,944	£88,501
Gross transfers between funds - out	(£30,592)	(£46,575)	(£1,777)	—	(£78,944)	(£88,501)
Other recognised gains / losses						
Net movement in funds	£4,836	(£1,183)	£4,842	—	£8,495	(£6,410)
Reconciliation of funds						
Total funds brought forward	£39,690	£38,806	£205,971	—	£284,467	£290,876
Total funds carried forward	£44,526	£37,622	£210,813	—	£292,961	£284,467
Represented by						
Unrestricted						
General fund	£44,526	—	—	—	£44,526	£39,690
Designated						
AV and IT Maintenance	—	£1,883	—	—	£1,883	£1,206
Church Hall	—	£15,743	—	—	£15,743	£22,466
Cyclical Maintenance	—	£9,941	—	—	£9,941	£8,453
Mission	—	£10,075	—	—	£10,075	£8,681
Restricted						
Bernard Worssam Fund	—	—	£500	—	£500	—
Cameras and IT	—	—	£112	—	£112	—
Choral Music Fund	—	—	£5,652	—	£5,652	£5,579
Church Hall	—	—	£201,572	—	£201,572	£201,572
Jean Kelsey Music Fund	—	—	£1,849	—	£1,849	£1,867
Office Computer	—	—	£1,313	—	£1,313	—
Re-ordering Fund	—	—	(£185)	—	(£185)	(£3,048)

Balance sheet

	General Fund	Designated Funds	Restricted Funds	Endowment Funds	At 31/12/2020 £	At 31/12/2019 £
Fixed assets						
Tangible assets	—	—	£201,572	—	£201,572	£201,572
Investments	£5,286	—	—	—	£5,286	£4,946
Fixed assets	**£5,286**	**—**	**£201,572**	**—**	**£206,858**	**£206,518**
Current assets						
Debtors	£1,017	—	—	—	£1,017	£1,422
Cash at bank and in hand	£39,197	£37,917	£10,094	—	£87,208	£81,989
Current assets	**£40,214**	**£37,917**	**£10,094**	**—**	**£88,225**	**£83,411**
Liabilities						
Creditors: Amounts falling due in one year	£973	£294	£854	—	£2,121	£5,462
Net current assets less current liabilities	**£39,241**	**£37,622**	**£9,241**	**—**	**£86,103**	**£77,949**
Total assets less current liabilities	**£44,526**	**£37,622**	**£210,813**	**—**	**£292,961**	**£284,467**
Total net assets less liabilities	**£44,526**	**£37,622**	**£210,813**	**—**	**£292,961**	**£284,467**
Represented by						
Unrestricted						
Unrestricted - General fund	£44,526	—	—	—	£44,526	£39,690
Designated						
Designated - AV and IT Maintenance	—	£1,883	—	—	£1,883	£1,206
Designated - Church Hall	—	£15,743	—	—	£15,743	£22,466
Designated - Cyclical Maintenance	—	£9,941	—	—	£9,941	£8,453
Designated - Mission	—	£10,075	—	—	£10,075	£6,661
Restricted						
Restricted - Bernard Worssam Fund	—	—	£500	—	£500	—
Restricted - Re-ordering Fund	—	—	(£185)	—	(£185)	(£3,048)
Restricted - Cameras and IT	—	—	£112	—	£112	—
Restricted - Office Computer	—	—	£1,313	—	£1,313	—
Restricted - Sequestration Account	—	—	—	—	—	—
Restricted - Vicarage Decorations	—	—	—	—	—	—
Restricted - Choral Music Fund	—	—	£5,652	—	£5,652	£5,579
Restricted - Church Hall	—	—	£201,572	—	£201,572	£201,572
Restricted - Church Repair	—	—	—	—	—	—
Restricted - Jean Kelsey Music Fund	—	—	£1,849	—	£1,849	£1,867
Funds of the church	**£44,526**	**£37,622**	**£210,813**	**—**	**£292,961**	**£284,467**

Statement of assets and liabilities

			Balance	Previous balance
Investments				
6432: 258 Shares in CBF Investment Fund - Asset				
General fund	Unrestricted		£5,286	£4,946
			£5,286	£4,946
		Investments	**£5,286**	**£4,946**
Tangible assets				
6431: Church Hall - Asset				
Church Hall	Restricted		£201,572	£201,572
			£201,572	£201,572
		Tangible assets	**£201,572**	**£201,572**
Cash at bank and in hand				
6506: CAF current account - Asset				
Bernard Worssam Fund	Restricted		£500	—
Office Computer	Restricted		£50	—
Church Hall	Designated		£505	£1,778
Cyclical Maintenance	Designated		—	£1,450
General fund	Unrestricted		£5,567	£4,414
			£6,621	£7,642
6507: CAF Freewill Account - Asset				
AV and IT Maintenance	Designated		£750	—
Cameras and IT	Restricted		£112	—
Office Computer	Restricted		£1,263	—
General fund	Unrestricted		£13,529	£8,196
Re-ordering Fund	Restricted		£669	—
			£16,323	£8,196
6510: CCLA (CBF) deposit account - Asset				
AV and IT Maintenance	Designated		£1,113	£680
Choral Music Fund	Restricted		£5,652	£503
Church Hall	Designated		£15,532	£14,091
Cyclical Maintenance	Designated		£9,941	£402
General fund	Unrestricted		£19,977	£4,465
Jean Kelsey Music Fund	Restricted		£1,849	—
Mission	Designated		£10,075	£7
			£64,140	£20,149
6515: Hampshire Trust 90 Day Account - Asset				
AV and IT Maintenance	Designated		—	£526
Choral Music Fund	Restricted		—	£5,076
Church Hall	Designated		—	£7,058
Cyclical Maintenance	Designated		—	£4,601
General fund	Unrestricted		£0	£18,056
Jean Kelsey Music Fund	Restricted		£0	£1,867
Mission	Designated		—	£8,674

			Balance	Previous balance
			—	£45,858
6590: Cash in hand - Asset				
General fund	Unrestricted		£124	£145
			£124	£145
		Cash at bank and in hand	£87,208	£81,989
Debtors				
Z05: Accounts Receivable - Asset				
Church Hall	Designated		—	£208
General fund	Unrestricted		£1,017	£1,214
			£1,017	£1,422
		Debtors	£1,017	£1,422
Creditors: Amounts falling due in one year				
6601: Loans received - Liability				
Re-ordering Fund	Restricted		£854	£3,048
			£854	£3,048
Z04: Accounts Payable - Liability				
Church Hall	Designated		£294	£669
General fund	Unrestricted		£973	£1,746
			£1,268	£2,415
		Creditors: Amounts falling due in one year	£2,121	£5,462
		Grand Total	£292,961	£284,467

Analysis of income and expenditure

	Unrestricted	Designated	Restricted	Endowment	Total This year	Total Last year
Income and endowments						
Donations and legacies						
0101 - Gift Aid - Donations	£69,874	£600	£2,914	—	£73,388	£68,299
0110 - Gift Aid - Envelopes	£1,087	—	—	—	£1,087	£4,829
0201 - Other planned giving	£10,867	—	£120	—	£10,987	£11,583
0301 - Loose plate collections	£1,586	—	—	—	£1,586	£3,959
0302 - Wall Safe	£321	—	—	—	£321	£452
0501 - One-off Gift Aid gifts	£1,490	—	£4,400	—	£5,890	£1,000
0550 - Donations appeals etc	£1,146	—	£2,330	—	£3,476	£2,664
0601 - Tax recoverable on Gift Aid	£20,608	£150	£2,508	—	£23,266	£18,877
0610 - Tax Recovery - GASDS	£765	—	£3	—	£768	£2,456
0701 - Legacies	—	—	£500	—	£500	£3,003
1270 - Youth work	£120	—	—	—	£120	£1,025
1280 - Church refreshments	£197	—	—	—	£197	£903
1510 - Book of Remembrance	£200	—	—	—	£200	£270
Donations and legacies Totals	£108,261	£750	£12,775	—	£121,785	£119,320
Income from charitable activities						
1101 - Fees for weddings & funerals - PCC	£1,869	—	—	—	£1,869	£4,344
1111 - Fees for weddings & funerals - DBF	—	—	£1,145	—	£1,145	£3,276
1121 - Fees weddings & funerals PTO Clergy	£109	—	—	—	£109	£165
1260 - Parish magazine sales	£3,225	—	—	—	£3,225	£3,511
Income from charitable activities Totals	£5,203	—	£1,145	—	£6,348	£11,296
Other trading activities						
0901 - Other funds generated	£460	—	—	—	£460	£2,698
0910 - Church fair	£3,373	—	—	—	£3,373	£6,152
0912 - Ride and stride	£778	—	—	—	£778	£653
0913 - Christmas market	£1,595	—	—	—	£1,595	£3,163
0914 - Events	£7,059	—	—	—	£7,059	£4,049
1240 - Church hall lettings	—	£4,580	—	—	£4,580	£7,223
1250 - Magazine income - advertising	£2,800	—	—	—	£2,800	£2,574
Other trading activities Totals	£16,065	£4,580	—	—	£20,645	£26,513
Investments						
1001 - Dividends	£148	—	—	—	£148	£144
1020 - Bank and building society interest	£177	£359	£98	—	£634	£797
Investments Totals	£325	£359	£98	—	£782	£941
Other income						
0810 - Covid-19 Job Retention Scheme	£3,846	—	—	—	£3,846	—
Other income Totals	£3,846	—	—	—	£3,846	—

	Unrestricted	Designated	Restricted	Endowment	Total This year	Total Last year
Income and endowments Grand totals	£133,700	£5,689	£14,018	—	£153,406	£158,070
Expenditure						
Raising funds						
1730 - Costs of fund raising	£475	—	—	—	£475	£2,194
Raising funds Totals	£475	—	—	—	£475	£2,194
Expenditure on charitable activities						
1801 - Mission Giving	—	£7,122	—	—	£7,122	£4,748
1850 - Home mission	—	£3,649	—	—	£3,649	£4,748
1907 - Mission & Ministry Support	£64,988	—	—	—	£64,988	£64,969
1911 - Fees clergy holding PTO	£99	—	—	—	£99	£165
2001 - Salary of Caretaker	£3,932	—	—	—	£3,932	£3,856
2050 - Salary of parish administrator	£14,667	—	—	—	£14,667	£14,377
2051 - Pension Contributions Office Staff	£2,193	—	—	—	£2,193	£2,078
2101 - Working expenses of incumbent	£449	—	—	—	£449	£622
2110 - Visiting speakers / locums	—	—	£624	—	£624	£1,737
2120 - Council tax	£1,276	—	—	—	£1,276	£2,017
2130 - Vicarage house expenses	£40	—	£2,479	—	£2,519	£367
2140 - Water rates - vicarage	£205	—	—	—	£205	£217
2180 - Youth work	£191	—	£43	—	£234	£3,169
2201 - Fees & subscriptions	£397	—	—	—	£397	£245
2320 - Organ / piano tuning	£566	—	—	—	£566	£6,456
2321 - Organist fees	£2,740	—	—	—	£2,740	£3,099
2322 - Choir expenditure	£208	—	—	—	£208	£325
2340 - Upkeep of services	£608	—	—	—	£608	£829
2341 - Altar Requisites	—	—	—	—	—	£443
2345 - Church refreshments	£65	—	—	—	£65	£618
2350 - Upkeep of churchyard	—	—	—	—	—	£851
2360 - Printing, stationery, postage and other	£993	—	—	—	£993	£880
2361 - Computers and office equipment	—	—	—	—	—	£335
2362 - Photocopier maintenance	£425	—	—	—	£425	£805
2365 - Church office - telephone	£419	—	—	—	£419	£780
2366 - Internet & Website	£750	—	—	—	£750	£706
2370 - Cleaning & sanitary supplies	£575	—	—	—	£575	£115
2401 - Church running - electric	£1,170	—	—	—	£1,170	£1,552
2410 - Church running - gas	£2,323	—	—	—	£2,323	£2,516
2420 - Church running - water	£129	—	—	—	£129	£60
2422 - Church sound and vision	£316	£305	£6,075	—	£6,697	£2,705
2430 - Church running - security	£974	—	—	—	£974	£1,090
2450 - Church running - insurance	£3,642	—	—	—	£3,642	£3,451
2460 - Church maintenance	£2,729	£2,129	—	—	£4,858	£5,977
2461 - Church maintenance - cyclical	—	—	—	—	—	£3,630
2470 - Church - performing rights licence	£358	—	—	—	£358	£347
2501 - Magazine expenses	£3,275	—	—	—	£3,275	£3,663
2530 - Hall running - electricity	—	£685	—	—	£685	£658
2540 - Hall running - gas	—	£1,720	—	—	£1,720	£1,849
2550 - Hall running - insurance	—	£1,323	—	—	£1,323	£1,255
2560 - Hall running - maintenance	—	£1,590	—	—	£1,590	£1,187
2570 - Hall cleaning and materials	—	£3,420	—	—	£3,420	£4,320
2571 - Hall performing rights	—	£147	—	—	£147	£156
2580 - Hall running - water	—	£432	—	—	£432	£702

	Unrestricted	Designated	Restricted	Endowment	Total This year	Total Last year
Expenditure on charitable activities Totals	£110,701	£22,522	£9,221	—	£142,443	£154,675
Other expenditure						
2510 - Hall - Condition Survey & Options Appr.	—	£2,190	—	—	£2,190	£2,280
2602 - Bank Charges	£120	—	—	—	£120	£120
2610 - Accountancy software	£23	—	—	—	£23	£23
2910 - Re-ordering work	—	—	—	—	—	£5,968
Other expenditure Totals	£143	£2,190	—	—	£2,333	£8,390
Expenditure Grand totals	£111,319	£24,712	£9,221	—	£145,252	£165,259

Approved by the Parochial Church Council on 14 April 2021 and signed on its behalf by:

J A Hunt ***R J Edwards***

Mrs Janet Hunt (Churchwarden) and Mr Russell Edwards (Churchwarden)

Notes to the Financial Statements for year ending to 31 December 2020

The notes on the following pages form part of these accounts.

1. Accounting Policies

The PCC is a public benefit entity within the meaning of FRS102. The financial statements have been prepared under the Charities Act 2011 and in accordance with the Church Accounting Regulations 2006 governing the individual accounts of PCC, and with the Regulations' "true and fair view" provisions.

2. Assets

2.1. Consecrated and benefice property

In so far as consecrated and benefice property of any kind is excluded from the statutory definition of 'charity' by section 10(2)(a) and (c) of the Charities Act 2011 such assets are not capitalised in the financial statements.

2.2. Moveable Church Furnishings

Typically, these are capitalised at cost and depreciated over the useful economic life other than where insufficient cost information is available. In this case the item is not capitalised, but all items are included in the Church's inventory.

2.3. Tangible Fixed Assets for use by the charity

These are capitalised if they can be used for more than one year and cost at least £1000. They are valued at cost or else, for gifts-in-kind, at a reasonable estimate of their open market value on receipt.

Depreciation is calculated to write off the capitalised cost of fixed assets less their currently anticipated residual fair value over their estimated useful lives as follows:

- Land Nil
- Fixtures & Fittings 20 years
- Computers 3 years

No depreciation is provided on buildings as the currently estimated residual value of the properties is not less than their carrying value and the remaining useful life of these assets currently exceeds 50 years, so that any depreciation charges would be immaterial.

An impairment review is carried out each year end and any resultant loss identified included in expenditure for the year.

2.4. Church Hall

The Church Hall is currently the subject of a consultation process to determine its future use. The PCC has suspended all non-essential maintenance to the Hall until this process is complete, with the result that the fabric of the Hall is continuing to deteriorate.

As part of the consultation process the PCC commissioned a condition survey of the Hall, with associated costs for repairs, from an independent firm of surveyors. A sum of £12k was set aside within the Church Hall Designated fund in 2019 to cover costs identified within the report as needing attention within the short term either (a) for H&S of users; (b) to maintain a watertight structure or (c) requiring further investigation, some of which was expended within 2020, with further works planned for 2021.

In 2019 a further £10k was set aside within the Church Hall Designed fund to cover ongoing losses from the day-to-day running of the Hall. Losses of £4,533 were made on the running of the Hall in 2020, partially due to the pandemic.

2.5. Investments

Investments quoted on a recognised stock exchange or whose value derives from that are valued at market value at the year end. Other investment assets are included at PCC's best estimate of market value.

2.6. Short Term Deposits

These are the cash held on deposit either with the CCLA or at a bank.

The church's assets are held in the following accounts:

CAF Bank – current account (for general income and payments for both church and hall)
CAF Bank - freewill offering account (for all regular donations made by bank transfer)
CCLA – deposit account (instant access account)
Hampshire Trust Bank – 90 day account (Interest paying Notice account)

During the year, the interest rate on the Hampshire Trust Account fell to below that of the CCLA account, as a result of which the Hampshire Trust Account was closed.

3. Funds

3.1. Unrestricted Funds

These represent the funds of the PCC that are available for spending on the general purposes of the PCC, excluding amounts designated by the PCC for fixed assets for its own use or for spending on a future project and which are therefore not included in its 'free reserves' as disclosed on the trustees' report.

3.2. Restricted Funds

These are funds that must be spent on restricted purposes. Details of the restricted funds held are shown below:

Re-ordering Fund (carrying the outstanding loan for the re-ordering works)
Jean Kelsey Music Fund
Choral Music Fund
Church Hall (Building)
Bernard Worssam Fund
Cameras & IT Fund
Office Computer Fund

3.3. Designated Funds

These are funds that the PCC have designated for a specific purpose. Details of the designated funds current held are shown below:

Church Hall (running costs and lettings)
Cyclical Maintenance
Mission Giving
AV & IT

3.4. Transfers between funds

Funds were transferred from unrestricted funds to designated funds during the year as follows:

£5,550 To Cyclical Maintenance
£10,000 to Mission Giving
£200 to AV & IT

4. Staff Costs

During the year the PCC employed an organist and office staff (all part time). Tax and National Insurance payments were made for relevant employees. Total staff costs amounted to £23,402 which includes £2,193 Employer Pension Contributions. National Insurance Contributions for the year fell below the £2,000 government allowance.

Incumbent costs are covered by the diocese and therefore not included within these accounts.

No members of the PCC are employed, however a person closely connected to a PCC member is employed within the office staff.

Donations made by PCC members during the year amounted to £21,924.

4.1. Church Workers Pension Fund (CWPF)

St Bartholomew's Church participates in the Pension Builder Scheme section of CWPF for lay staff. The Scheme is administered by the Church of England Pensions Board, which holds the assets of the schemes separately from those of the Employer and the other participating employers.

The Church Workers Pension Fund has a section known as the Defined Benefits Scheme, a deferred annuity section known as Pension Builder Classic and a cash balance section known as Pension Builder 2014.

Pension Builder Scheme

The Pension Builder Scheme of the Church Workers Pension Fund is made up of two sections, Pension Builder Classic and Pension Builder 2014, both of which are classed as defined benefit schemes.

Pension Builder Classic provides a pension for members for payment from retirement, accumulated from contributions paid and converted into a deferred annuity during employment based on terms set and reviewed by the Church of England Pensions Board from time to time. Bonuses may also be declared, depending upon the investment returns and other factors.

Pension Builder 2014 is a cash balance scheme that provides a lump sum that members use to provide benefits at retirement. Pension contributions are recorded in an account for each member. This account may have bonuses added by the Board before retirement. The bonuses depend on investment experience and other factors. There is no requirement for the Board to grant any bonuses. The account, plus any bonuses declared, is payable from members' Normal Pension Age.

There is no sub-division of assets between employers in each section of the Pension Builder Scheme.

The scheme is considered to be a multi-employer scheme as described in Section 28 of FRS 102. This is because it is not possible to attribute the Pension Builder Scheme's assets and liabilities to specific employers and means that contributions are accounted for as if the Scheme were a defined contribution scheme. The pensions costs charged to the SoFA in the year are the contributions payable (2020: £2078, 2019: £2078).

A valuation of the Pension Builder Scheme is carried out once every three years. The most recent was carried out as at 31 December 2016. A valuation as at 31 December 2019 was under way as at 31 December 2020.

For the Pension Builder Classic section, the valuation revealed a deficit of £14.2m on the ongoing assumptions used. At the most recent annual review, the Board chose not to grant a discretionary bonus, which will have acted to improve the funding position. There is no requirement for deficit payments at the current time.

For the Pension Builder 2014 section, the valuation revealed a surplus of £1.8m on the ongoing assumptions used. There is no requirement for deficit payments at the current time.

The legal structure of the scheme is such that if another employer fails, St Bartholomew's Church could become responsible for paying a share of that employer's pension liabilities.

5. Covid-19 Impact

In March 2020, in line with government restrictions, the church was forced to close due to the pandemic. At that time, 2 members of staff were placed on furlough, with costs reclaimed under the governments Covid-19 Job Retention Scheme. One member of staff remains on furlough at year end.

Covid-19, and the associated restrictions, has impacted our ability to raise funds during 2020. The primary impacts were:

- Reduction in loose plate collections, envelope giving and wall safe donations
- Cancellation of fundraising Events such as the Summer Fair & Christmas Market

To counteract these impacts, a letter was written to all envelope givers, asking them if possible, to set up a standing order in place of their normal giving. In addition, a Fundraising Group was established to look at alternative fundraising options. These actions have resulted in a positive balance to the accounts at year end.

6. Re-ordering Work

Re-ordering and re-decoration work to the inside of the church were undertaken during 2018. An interest free loan of £14,381 was taken out with a member of the parish to provide cashflow for the works to be undertaken. This loan is being paid down with ongoing donations until May 2021. The balance at the end of 2020 amounted to £185.

7. Legacies

We are grateful for a legacy received during the year of £500.00.

8. Mission Giving

In line with current policy, 75% of the general unrestricted budget surplus from the 2019 accounts was added to the 2019 budgeted Mission Giving of £8,600, making a total of £10,690. This was distributed evenly between the 10 mission partners selected by the Mission Committee.

9. Post Balance Sheet Events

During the latter part of 2020, a number of our regular donors have either left, moved away, or sadly, died. This, combined with the ongoing impacts of the Covid-19 pandemic, has resulted in the PCC approving a negative budget for 2021, with expected losses of £20,000. This loss, if realised, will breach the current reserves policy by taking reserves below the minimum level of £35,000. As a result, the PCC also authorised and approved the anticipated losses as an 'exceptional circumstance', allowing reserves to go temporarily below £35,000, but with the intention to re-establish the minimum level as soon as possible.

To address the situation, a Stewardship Task Force has been established from within the PCC, to look specifically at increasing awareness of our financial predicament and encouraging regular members of our congregation to increase their planned giving. This campaign will be rolled out over a number of months with the aim of achieving a balanced budget again in 2022.