



THE PAROCHIAL CHURCH COUNCIL
OF THE ECCLESIASTICAL PARISH OF
ST JAMES TUNBRIDGE WELLS

ACCOUNTS FOR THE YEAR ENDED
31 DECEMBER 2023

REGISTERED CHARITY NO 1136988

CHARITY INFORMATION

Registered Office	Church House 1 Ferndale Tunbridge Wells Kent TN2 3RL	Parochial Church Council	Carolyn Clutterbuck Roger Dunlop Carol Edwards Jenny Garratt Tony FitzPatrick Jean Meadows Vanessa Nicholls Michael Phillips Susan Schibli Amanda Baker (from April 2023) Rachel Blythe PCC secretary in attendance Mark Wright Operations Manager in attendance Anna Wheatley Youth Worker in attendance
Registered Charity number	1136988		
Governing document	The Parochial Church Council Powers Measure (1956) as amended and the Church Representation Rules that came into force on 2 nd January 1956		
	Ex Officio Members of the PCC	Bankers	
Incumbent	Revd Judith Hammill		The Co-operative Bank PLC 1 Balloon Street Manchester M60 4EP
Curate	Rev Caroline Mills (from Sep 2023)		
Wardens	Stephen Keevil (to June 2023) Andrew Appleton (from June 2023) Deborah Rees (Cooper)		Metro Bank PLC One Southampton Row London WC1B 5HA
PCC Treasurer	Sheila Anstead	Independent Examiner	Zachary Ramsden FCA, 63 Deakin Leas, Tonbridge, Kent TN9 2JT

CHARITY INFORMATION

OBJECTIVES AND ACTIVITIES

The full name of the charity is the “The Parochial Church Council of the Ecclesiastical Parish of St James, Tunbridge Wells”; we shall refer to it as “the charity”. The object of the charity is to further the religious and other charitable work of the Church of England in the Parish of St James Tunbridge Wells. The members of the PCC are the Trustees of the charity and as a body are responsible for supporting the clergy in promoting the mission of the Church in the parish – evangelistic, pastoral, liturgical, social and ecumenical. It also carries the responsibility for maintaining the building of St James’ Church and the other property of the charity.

WHAT WE HAVE DONE DURING THE YEAR AND OUR PLANS FOR THE FUTURE

The activities of the charity are described below, and the members of the PCC believe that these are sufficient to comply with the Charity Commission requirement for public benefit.

The Electoral Roll at the APCM held in April 2023 had a total of 256 members compared to 244 in April 2022.

The regular worship of God in our church provides opportunities for spiritual refreshment, teaching, communal prayer, outreach, communion and fellowship. The House Groups provide further opportunities for teaching and support for their members. The generally private ministry of pastoral care in the parish is carried out daily in response to need as it arises.

In 2023 the parish has undertaken a full range of services holding two services on Sundays to cater for the differing needs of the congregation.

Attendance at the 8am Sunday morning communion 1662 prayer book service is growing in numbers. The worship in the main 10am Sunday morning service is varied to minister to the whole congregation with the music group leading on most Sundays and a full organ service once a month. An unmanned creche, a Sunday school and a group for the young people are normally available but occasionally all-age services are held, often to mark special Sundays such as Mothering Sunday or Christingle. The 10am service is streamed live on You Tube and viewed by a large number of people online. For members who are housebound Holy Communion can now be taken to their home.

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Report of the Trustees

As well as these services, Morning Prayer services are held on three days during the week. Services are held in the nursing and residential care homes in the parish and residents can now watch the services on You Tube. Special services were held at the major festivals of Christmas and Easter. In addition to the vicar and a full time Youth Worker, the parish benefits from having three Readers, two Licensed Lay Ministers, a Lay Evangelist and a Pastoral Assistant. We were delighted to welcome Caz Mills as our curate in September 2023.

In 2018 the PCC agreed to support a pilot project run by TEAR Fund in the diocese of Kondoa, Tanzania. St James provided £15,000 each year for 5 years to support the project. Following a strategic review of their work in East Africa Tear Fund ended their support for the Kondoa project from September 2023. The Charity is delighted that the project is continuing with the same level of financial support from St James through the Diocese of Rochester which has a link to the Diocese of Kondoa. Four members of the church, including our vicar, were able to visit the project in the Summer of 2023 and report back to the church on the effective training that was being provided.

We held a Christmas Mission Fair in 2023 which raised over £3,300 for mission activity. A ladies' breakfast raised money for Spurgeons. The women's weekend away in April 2023 was a great occasion. The Sunday school raised over £400 for the Leprosy Mission by holding a cake sale.

In February 2023 we welcomed the Riding Lights Theatre company to St James. Their drama about the implications of AI and the subsequent discussion was very well attended and much appreciated.

We were delighted to be able to run a well-attended holiday club this summer which ended with an excellent BBQ lunch. Our Light Party held on 31 October was well supported. Other events were held to add to the day-to-day witness of church members in their households, neighbourhoods and workplaces including suppers on Maundy Thursday, and a public screening of the Coronation. Baby space (for babies aged 0-1 year olds), ABC (for 1-3 year olds) and Rooted, a new Youth Club, ran throughout the year. The Monday Fellowship (recently renamed CAMEO) and Creative Chat groups continue to provide friendship and support. A confirmation course for children in years 6-9 was well supported and a number of those who attended were later baptised. There was an inspiring confirmation service presided over by the bishop of Rochester in April 2023 with candidates from school age to pensioners. Our monthly Who Let the Dads Out group continues to thrive. Our Youth Worker, Vicar and Lay Evangelist have run a Refresh group with cake, drink, and fun children's activities outside church on a Wednesday afternoon for children and families walking home from school. This is an opportunity to form friendships with families, showing that our church is open for everyone and letting people know about upcoming events. We usually see around 60 or 70 people and chat to 20 or 30 in a bit more depth.

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Our vicar is co-vice-chair of the governing body of St James Primary School and takes two assemblies each week. Links between the church are strong and increasing.

The PCC set aside 11.5% of its donated income in 2023 for the support of mission activities and held events to raise money for mission. Gifts to mission partners, mission and relief organisations and other grants in the year totalled over £50,000

The PCC operates the Pre-School and the After-School Club. They are managed by our Operations Manager who attends PCC meetings. The day-to-day work of the Pre-School and After-School Club is the responsibility of the supervisors and the administrators who maintain very regular contact with the PCC through the Incumbent, the treasurer and the Operations Manager.

The Pre-School and After-School Club maintain records in accordance with Ofsted and KCC requirements and have their own reserves, within the overall reserves of the PCC, to meet any liabilities arising out of employment or other issues.

In 2024 the PCC and the church will continue to minister to the local population and to its members, provide teaching and worship through its regular services and home groups and to support mission activity locally, in the UK and in other countries.

FINANCIAL REVIEW

The **Unrestricted General Fund** had a total income of £286,000 and a surplus of £15,700 in 2023.

Income

The parish is supported in its work by income from regular giving and donations from members of the congregation. Including income tax recoverable under the Gift Aid scheme, unrestricted donation income was £47,000 higher than in 2022 with regular planned giving up £7,000, unplanned giving up £27,000 and Gift Aid recoveries up £13,000 compared to 2022. This followed a giving campaign during lent and we thank all our members for their wonderful and continuing support.

We received a Listed places of Worship grant totalling £3,300. This is a refund for VAT paid on repairs to the church building.

Income from fees for weddings and funerals was £5,000. The Diocesan Board of Finance (DBF) portion of the fees is payable to the diocese and this amounted to £2,000 in 2023.

Income from the letting of church premises was £22,000, down £3,000 from 2022.

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Property rental income was £48,500 compared to £25,000 in 2022. The large increase was due to rent received from the Curate's House which was rented to Aspens Charities from December 2022 since we do not currently need to house a curate.

At the end of 2017 the PCC signed a 20 year contract with Net Coverage Solutions for the use of telecommunications equipment in the church spire for an annual rental of £7,000 from 2018.

Expenditure

Total unrestricted fund general expenditure in 2023 was £258,000 compared to £240,000 in 2022.

Thanks to the increase in giving, the 11.5% tithe from donation income (including Gift Aid) was £21,000 compared to £19,000k in 2022. This tithe is set aside for mission-related activity as shown in note 17 to the accounts.

The PCC's contribution to diocesan costs, including clergy stipends, increased from £78,000 to £79,000.

Maintenance and equipment work done in 2023 included a repair to the roof and ceiling of the South Aisle following a fall of plaster (total cost £15,000), installation of a defibrillator, replacement light fittings for the pre school and resurfacing of the church hall floor. There was maintenance work on the church house intruder alarm, the fire extinguishers and stonework. A new church notice board was purchased with funds from the Nicholson Bequest. Total maintenance and equipment costs were £37,000 in 2023 compared to £20,000 in 2022.

Salary costs increased by £5,000 in 2023 mainly due to inflation-linked salary increases.

Pre-School and After-School Club

The Pre-school and the After School Club recorded a combined surplus of £27,000 in 2023 compared to a surplus of £18,000 in 2022.

Funds

At the end of the year, total funds of the PCC stood at £2,385,552, an increase of £671,259 from 2022.

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As a charity we are bound by FRS102, known as the Charity SORP. As the two church house flats are let to tenants they must be treated as investment properties, and we are required to hold a current valuation in the accounts. Since no revaluation had been recognised in the accounts for ten years the value of land and buildings and equipment owned by the PCC at Church House and Andrews Close in the accounts increased by £642,000 from £1,296,000 to £1,938,000 in 2023.

£12,500 is tithe still to be donated, £49,500 is funds for repairs and building projects, £132,000 is the retained reserves from the After-School Club while a further £121,000 is set aside for special projects and £5,000 for other designated funds.

£46,000 is restricted for mission giving (including to the Tanzania CCMP project), the Vicar's discretionary Fund, the Nicholson bequest and the Pre-School so available for expenditure only on those activities. This left a General Fund of £82,000 for use as the PCC sees fit, within the objects of the charity. The PCC's Reserves Policy is to maintain sufficient level of reserves to enable normal operating activities to continue over a period of up to 3 months should a shortfall in income occur and to take account of potential risks and contingencies that may arise from time to time. The General Fund represents 3.4 months of income and 3.8 months of expenditure which is in line with this target.

Taking into account the financial position of the charity on 31 December 2023 and the expected income and expenditure for 2024, the members of the PCC believe that it is appropriate to consider the charity a going concern from the date of the approval of the accounts.

STRUCTURE, GOVERNANCE AND MANAGEMENT

The members of the PCC are either *ex officio* or elected by the Annual Parochial Church Meeting (APCM) following the church representation rules.

The members of the PCC during 2023 are shown in the Charity Information page.

The PCC delegates its work in the parish to Ministry Groups, made up of at least the vicar, wardens and one member of the PCC and other members of the congregation. Each Ministry Group meets regularly to consider and act upon the area of responsibility that it has been given by the PCC. Each Ministry Group reports back to the PCC at least once every year and minutes of Ministry Group meetings are made available to the members of the PCC.

In addition to monitoring and directing the work of the Ministry Groups (including the Finance Ministry Group) the PCC regularly considered safeguarding issues and worked with our Safeguarding officer to implement improved safeguarding practices.

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The PCC agreed to hold a Giving campaign during lent 2023 and this resulted in a significant increase in regular giving to the church.

The PCC agreed to send a group from St James to visit the CCMP project in Kondoa. The PCC and the Bishop of Kondoa both approved and signed an agreement for the project to continue under the auspices of our diocesan links with financial support from St James church.

PCC meetings in 2023 were also focussed on reaching out to the older community and our work with children and young people, including our links with St James Primary School.

We were delighted to welcome Hannah Hawksbee, a SIM missionary, as a new mission link. Hannah works in a theological training college in Uruguay.

As a PCC we have been using a CPAS resource: *PCC Tonight*, to help us think through how we operate as a PCC and how to develop our worship, mission and fellowship and measure it against this definition: "The church exists primarily for two closely correlated purposes: **to worship** God and **to work for His kingdom in the world**. The church also exists for a third purpose, which serves the other two: to encourage one another, to build one another up in faith, to pray with and for one another, to learn from one another and to teach one another, and to set one another examples to follow, challenges to take up, and urgent tasks to perform. This is all part of what is loosely known as **fellowship**." *Tom Wright in Simply Christian*.

SAFEGUARDING

The PCC has complied with its duty under Section 5 of the Safeguarding and Clergy Discipline Measure 2016 with regard to the House of Bishops' guidance on Safeguarding children and vulnerable adults.

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The Ministry Groups are:

Name	Responsible for
Teaching and ministry	Leading and directing the teaching and ministry in church services, home groups and other forums
Worship	Leading and directing the worship in our services
Mission	Funding mission work in the parish, the town and overseas and supporting the work practically and through prayer
Local outreach	Building links to the local community to bring the gospel through personal contact and relationships
Fabric	Maintaining the buildings and facilities of the church and other buildings to serve the parish, the members of the church and other users
Finance	Monitoring the financial health of the parish, planning for future demands on finances and advising the PCC on financial matters

The PCC is grateful for the time, talents and enthusiasm of the members of the church that give their services through these groups, and for everyone who partakes in the life of the church through Sunday School teaching, youth work, music, maintenance and many other activities.

The PCC appoints representatives to serve on Churches for Tunbridge Wells and to serve as Governors for the church school in the parish, St James' Primary School.

STATEMENT OF TRUSTEE RESPONSIBILITIES

Charity Law requires the PCC to prepare financial statements for each financial year which give a true and fair view of the state of affairs of the charity for that period. In preparing these financial statements the PCC have:

- Selected suitable accounting policies and applied them consistently
- Made judgements and estimates that are reasonable and prudent
- Stated whether applicable accounting standards have been followed subject to any material departures disclosed and explained in the financial statements and;
- Prepared the financial statements on the ongoing concern basis

The PCC have overall responsibility for ensuring the charity has appropriate systems of control, financial and otherwise. They are also responsible for keeping proper accounting records which disclose with reasonable accuracy at any time the financial position of the charity and enable them to ensure that the financial statements comply with the Charities Act 2011.

They are also responsible for safeguarding the assets of the charity and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities and to provide reasonable assurance that:

- The charity is operating efficiently and effectively
- The assets are safeguarded against unauthorised use and disposition
- Proper records are maintained and financial information used within the charity or for publication is reliable
- The charity complies with relevant laws and regulations

Approved by the PCC on 27th March 2024 and signed on its behalf by



Judi Hammill, Vicar

STATEMENT OF FINANCIAL ACTIVITIES for the year ended 31st December 2023

	Note	2023			2022		
		Unrestricted Funds	Restricted Funds	Total Funds	Unrestricted Funds	Restricted Funds	Total Funds
		£	£	£	£	£	£
INCOME FROM:							
Donations	2(a)	187,210	12,556	199,766	139,740	11,715	151,455
Legacies	2(b)	674	-	674	7,473	5,000	12,473
Income from operating activities:							
- to further Council's object	2(c)	191,701	71,795	263,496	172,875	63,964	236,839
- to generate funds	2(d)	-	-	-	-	-	-
Income from investments	2(e)	12,351	5	12,356	2,719	-	2,719
Other ordinary incoming resources	2(f)	3,337	-	3,337	10,413	-	10,413
TOTAL INCOMING RESOURCES		395,273	84,356	479,629	333,220	80,679	413,899
EXPENDITURE ON:							
Grants	3(a)	33,308	17,742	51,050	18,153	5,895	24,048
Activities directly relating to the work of the Church	3(b)	346,148	56,067	402,215	337,684	49,124	386,808
TOTAL RESOURCES USED		379,456	73,809	453,265	355,837	55,019	410,856
NET INCOMING RESOURCES		15,817	10,547	26,364	(22,617)	25,660	3,043
Transfers between Funds		13,482	(13,482)	-	10,632	(10,632)	-
Gain on revaluation of investments	8	644,894	-	644,894	-	-	-
NET MOVEMENT IN FUNDS		674,193	(2,935)	671,258	(11,985)	15,028	3,043
Balances brought forward 1st January 2023		1,665,397	48,896	1,714,294	1,677,382	33,868	1,711,250
BALANCES CARRIED FORWARD 31st DECEMBER 2023		2,339,590	45,962	2,385,552	1,665,397	48,896	1,714,293

The notes on pages 14 to 27 form part of these accounts

BALANCE SHEET as at 31st DECEMBER 2023

	Note	2023		2022	
		£	£	£	£
FIXED ASSETS					
Tangible Fixed Assets	8		999,000		1,295,995
Investments			939,000		-
			<u>1,938,000</u>		<u>1,295,995</u>
CURRENT ASSETS					
Debtors	9	20,454		20,726	
Short Term Deposits	10	342,766		322,539	
Cash at Bank & in Hand		103,301		103,669	
		<u>466,521</u>		<u>446,934</u>	
LIABILITIES					
amounts falling due within 1 year	11	(18,969)		(28,636)	
NET CURRENT ASSETS			447,552		418,298
NET ASSETS			<u><u>2,385,552</u></u>		<u><u>1,714,293</u></u>
FUNDS					
Unrestricted	13		81,598		-
- General	13		2,257,992		1,714,293
- Designated	14		45,962		-
Restricted			<u><u>2,385,552</u></u>		<u><u>1,714,293</u></u>

Approved by the Trustees of the Parochial Church Council
and signed on its behalf by

J Hamill

Date: 27/03/24

The notes on pages 14 to 27 form part of these accounts

NOTES TO THE ACCOUNTS for the year ended 31st December 2023

1 ACCOUNTING POLICIES

The financial statements have been prepared in accordance with the Church Accounting Regulations 2006, the UK Financial Reporting Standard 102 and the Charities Statement of Recommended Practice for accounting periods beginning on or after 1 January 2015 (SORP 2015). Because of the size of the charity, the accounts are not required to present a cash flow statement.

The financial statements have been prepared under the historic cost convention apart from the revaluation of properties.

Funds

Unrestricted funds represent the funds of the PCC that are available for application on the general purposes of the PCC. The General Fund is available for day to day activities and to provide a cushion in the event of unexpected events. Designated funds are those set aside by the PCC for a particular purpose and are also unrestricted. The accounts include all transactions, assets and liabilities for which the PCC is responsible by law. They do not include the accounts of church groups that owe their main affiliation to another body nor those that are informal gatherings of church members. Restricted funds are funds which are to be used in accordance with specific restrictions imposed by donors or which have been raised by the PCC for particular purposes. Transfers between funds are made where the fund is no longer required or to match donations to specific funds.

Incoming Resources

Voluntary income and capital sources:

Collections are recognised when received by or on behalf of the PCC.

Gift aid recoverable is recognised when the PCC has the appropriate gift aid declarations and when the related income has been received.

Grants and legacies to the PCC are recognised when the PCC is notified of its entitlement and the amount is more likely than not to be received and the value of the income is able to be estimated reliably.

Funds raised by coffee mornings, Mission Fairs or similar events are reported gross.

Other ordinary income:

Rental income from the letting of church premises is recognised when the rent is due.

Income from Pre-school fees and After School Club fees is recognised when sessions are provided.

NOTES TO THE ACCOUNTS for the year ended 31st December 2023 (continued)

1 ACCOUNTING POLICIES (continued)

Resources Used

Grants:

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

Activities directly relating to the work of the church:

The diocesan offer is recognised when payable.

Fixed Assets

Consecrated land and buildings and moveable church furnishings:

Consecrated and beneficed property is excluded from the accounts by s.10(2) of the Charities Act 2014. The treatment of other property assets is detailed in the note to these accounts.

No value is placed on moveable church furnishings held by the churchwardens on special trust for the PCC and which require a faculty for disposal since the PCC considers this to be inalienable property. All expenditure incurred during the year on consecrated or beneficed buildings and moveable church furnishings, whether maintenance or improvement, is written off as expenditure in the Statement of Financial Activities (SOFA) and separately disclosed.

Provision will be made should any annual impairment review of fixed assets indicate that a permanent diminution in value has occurred.

Other land and buildings

The PCC has taken advantage of the provisions for transition to reporting under FRS 102 by taking the valuation of the properties at 31 December 2013 as their deemed cost. No depreciation is provided on the properties as maintenance expenditure maintains their current state. Properties are subject to an impairment review each year for factors that have impaired the value of the buildings. No such impairment is necessary in the current financial year.

Other fixtures, fittings and office equipment:

All equipment with a purchase price of less than £1,000 is recognised as revenue expenditure when the item is purchased. All items with a purchase price of more than £1,000 have been capitalised in the year of purchase. All tangible fixed assets are depreciated evenly over their estimated useful lives as follows:

Computers	3 years
Equipment	5 years

NOTES TO THE ACCOUNTS for the year ended 31st December 2023 (continued)

1 ACCOUNTING POLICIES (continued)

Current Assets:

Amounts owing to the PCC at 31 December in respect of fees, rents or other income are shown as debtors, less provision for any amounts that may prove uncollectable, assessed case by case.

Short-term deposits include cash held on deposit either with the Diocesan Board of Finance or at the bank. Stock is valued at the lower of cost and net realisable value.

Liabilities

Liabilities are recognised in the financial statements when, at the date of the accounts, there is an obligation to a third party as a result of a past event where it is probable that a transfer of money or other economic benefit will be required to settle the liability, and where the value of the liability can be estimated reliably. Liabilities are recognised at the value of the payment that will be required to settle the liability or the amount received as advance payment for the services it is to provide.

2. INCOMING RESOURCES

	2023			2022
	Unrestricted Funds	Restricted Funds	Total	Total Funds
	£	£	£	£
2(a) Incoming resources from donors				
Planned giving:				
regular donations	96,678	5,139	101,817	96,309
Stewardship envelopes	942	-	942	1,415
	97,620	5,139	102,759	97,724
Collections and online giving	9,942	160	10,102	10,196
Sundry donations	41,858	3,183	45,040	17,122
Income Tax recoverable - Gift Aid	37,790	4,074	41,864	26,413
	187,210	12,566	199,765	151,455
2(b) Other voluntary incoming resources				
Legacies	674	-	674	12,473
2(c) Income from operating activities: to further Council's objects				
Church Premises lettings	21,566	-	21,566	24,871
Flat and house rentals (note 4)	48,520	-	48,520	24,930
Telecoms rentals	6,700	-	6,700	6,700
Pre-school (note 5)	-	68,364	68,364	59,980
After School Club (note 6)	108,052	-	108,052	111,838
Christmas Fair	-	3,326	3,326	3,474
Fees for services	3,067	-	3,067	2,980
Subscriptions	1,269	-	1,269	1,064
Other Parish Income	96	-	96	207
Other Parish Events	2,431	105	2,536	795
	191,701	71,795	263,496	236,839
2(d) Income from operating activities: to generate funds				
Other fund raising events	-	-	-	-
2(e) Income from investments				
Interest including any reclaimable tax	12,351	5	12,356	2,719
2(f) Other ordinary incoming resources				
Clergy housing Grant	-	-	-	7,411
Energy Support Grant	-	-	-	1,615
Listed Places of Worship grant	3,337	-	3,337	1,387
	3,337	-	3,337	10,413
TOTAL INCOMING RESOURCES	395,273	84,356	479,628	413,899

St James' PCC, Tunbridge Wells

NOTES TO THE ACCOUNTS for the year ended 31st December 2023 (continued)

3. RESOURCES USED

	2023		2022	
	Unrestricted Funds	Restricted Funds	Total	Total Funds
	£	£	£	£
3(a) Grants (see note 17 for more detail)				
Church overseas:				
Missions with link missionaries	3,250	-	3,250	2,200
Missionary societies	14,000	1,026	15,026	12,200
Relief and Development Agencies	4,114	10,680	14,794	1,350
Home missions and other Church Societies	10,444	6,036	16,480	6,798
Total	31,808	17,742	49,550	22,548
Grant to St James Primary School	1,500	-	1,500	1,500
	33,308	17,742	51,050	24,048
3(b) Direct Activities				
Ministry costs:				
Diocesan Offer	79,265	-	79,265	77,802
Clergy travel/phone expenses	1,525	-	1,525	498
Clergy Housing costs	5,155	-	5,155	19,998
Other clergy expenses	-	-	-	15
	85,945	-	85,945	98,313
Operating Costs				
Church Running expenses	23,571	-	23,571	16,103
Maintenance and equipment purchases	34,986	1,692.00	36,678	20,086
Church Hall running expenses	3,535	-	3,535	1,571
Church House running expenses	6,774	-	6,774	4,362
Church activities: Pre-school (note 5)	-	54,305	54,305	48,413
Church Activities: After School Club (note 6)	87,453	-	87,453	97,876
Other Parish costs:				
Music	-	-	-	-
Flowers	50	-	50	100
Subscriptions	1,679	-	1,679	1,614
Digital Expenses	1,852	-	1,852	1,266
Church organisations	(94)	-	(94)	571
Training lay leaders	582	-	582	644
Readers and Pastoral Assistant training	150	-	150	120
Lay Staff expenses	287	-	287	532
Parish events	4,789	70.68	4,859	455
Sundry and discretionary gifts	-	-	-	56
Printing and stationery	2,377	-	2,377	1,765
Salaries	78,310	-	78,310	73,143
Staff training	20	-	20	20
Equipment hire/repair	-	-	-	-
Property Rental management & expenses (note 4)	5,596	-	5,596	11,302
Sundry expenses	1,876	-	1,876	1,969
Payroll administration	2,100	-	2,100	2,010
Bank charges and loan interest	162	-	162	110
Equipment depreciation	2,889	-	2,889	3,337
Ind. Examination and other professional fees	1,256	-	1,256	1,070
	346,148	56,067	402,215	386,808
TOTAL RESOURCES USED	379,456	73,809	453,265	410,856

NOTES TO THE ACCOUNTS for the year ended 31st December 2023 (continued)

4. CHURCH RENTAL ACCOUNTS

	2023 £	2022 £
Rental Income from Church House flats and 3 Andrews Close	48,520	24,930
Management fees paid (including VAT)	-	-
Repairs and maintenance	5,596	11,302
Surplus for period	(5,596) <u>42,924</u>	(11,302) <u>13,628</u>

Following the promotion of our curate to become the vicar the PCC refurbished 3 Andrew's close where the curate had been living and let it to AspensCharities from December 2022.

NOTES TO THE ACCOUNTS for the year ended 31st December 2023 (continued)

5. PRESCHOOL ACCOUNTS

	2023 £	2022 £
Income		
Fee Income		19,110
Grants - KCC	22,920	
Other income	43,567	38,972
	<u>1,877</u>	<u>1,897</u>
	45,444	40,869
	<u>68,364</u>	<u>59,979</u>
Job retention Scheme	-	-
Investment Income	5	1
Total income	<u>68,369</u>	<u>59,980</u>
Expenses		
Salaries	51,269	44,763
Rent St James	7,750	7,500
Training	101	150
Equipment	374	1,626
Repairs and capital expenses	-	-
Refreshments	1,153	669
Postage and Stationery etc.	279	137
Art & Craft materials	750	495
Registration fees	114	190
Sundry	<u>265</u>	<u>383</u>
	(62,055)	(55,913)
Surplus/(deficit) for the year	<u><u>6,314</u></u>	<u><u>4,067</u></u>

The Pre-School rent is paid to the Parish for the use of Church House. This is treated as an inter-fund transfer in the Statement of Financial Activities. Consequently, the Pre-School expenditure included in the Statement of Financial Activities is £54,305 (i.e. £62,055 less £7,750).

NOTES TO THE ACCOUNTS for the year ended 31st December 2023 (continued)

6. AFTER SCHOOL CLUB ACCOUNTS

	2023	2022
	£	£
Income		
Fee Income	108,052	111,838
Job Retention Scheme	-	-
Other Income	-	-
Investment Income	-	-
Total income	108,052	111,838
Expenses		
Salaries	66,785	79,279
Rent	11,816	10,696
Training	270	948
Equipment	735	838
Catering supplies	6,227	5,237
Postage and Stationery etc.	225	87
Art & Craft materials	256	283
Registration fees	114	268
Sundry	1,025	240
	(87,453)	(97,876)
Surplus/(deficit) for the year	20,599	13,962

7.

STAFF COSTS

	£
Wages and salaries	193,220
Employers NIC contributions net of employment allowance	2,146
Employers pension contributions	1,819
	197,185

During the period the PCC employed two part time church administrators, a part time operations manager, a caretaker, a Youth Worker, an average of 7 staff and an administrator for preschool and an average of 8 staff and an administrator for the After-School Club, none of whom earned £60,000 per annum or more. Organists are paid as sessional musicians and their wages are included in the totals above.

NOTES TO THE ACCOUNTS for the year ended 31st December 2023 (continued)

8. FIXED ASSETS FOR USE BY THE PCC

Land and Buildings

As set out in Note 1 to these accounts, the PCC is not obliged under the requirements of the Charities SORP to allocate any value to consecrated buildings.

The Parish has legal title to a freehold property known as Church House. An independent valuation carried out by Sumner Pridham on 5 December 2001 valued this property at £550,000. In addition £1,581 was capitalised in 2002.

The Parish owns 100% of the legal interest in 3 Andrews Close, the curate's house. An independent valuation carried out by Sumner Pridham in December 2001 valued this property at £255,000.

Under the provisions of FRS102 the PCC elected to treat the value of the properties at 31 December 2013 as their deemed cost. In 2023 The PCC decided that one third of Church House should be treated as an investment property rather than as a tangible fixed asset. as it is a mixed use property containing two flats which are let to tenants under a rental agreement.

Tangible Fixed Assets

	Land and Buildings £	Computers £	Equipment £	Total £
COST				
At 1st January 2023	1,290,218	1,389	66,836	1,358,443
Restatement as at 1 January 2023	(294,106)	-	-	(294,106)
Additions	-	-	-	-
At 31st December 2023	996,112	1,389	66,836	1,064,337
DEPRECIATION				
At 1st January 2023	-	1,389	61,059	62,448
Charge for the period	-	-	2,889	2,889
At 31st December 2023	-	1,389	63,947	65,336
NET BOOK VALUE				
At 31st December 2023	996,112	-	2,889	999,000
At 31st December 2022	1,290,218	-	5,777	1,295,995

Investments

COST	
At 1st January 2023	-
Restatement as at 1 January 2023	294,106
Revaluation	644,894
At 31st December 2023	939,000

**Land and
Buildings**

The current sale valuation of the Church House flats (£534,000 for flat 1 and £405,000 for flat 2) is from the Zoopla website

NOTES TO THE ACCOUNTS for the year ended 31st December 2023 (continued)

	2023			2022
	Unrestricted Funds	Restricted Funds	Total	Total
9. DEBTORS	£	£	£	£
Tax Recoveries	10,325	663	10,988	8,927
Prepayments	-	-	-	0
Other Debtors	8,648	818	9,466	11,799
	18,973	1,481	20,454	20,726
10. SHORT TERM DEPOSITS	£	£	£	£
Hampshire Trust Bank One year bond	80,000	-	80,000	80,000
United Trust Bank Two year bond	80,000	-	80,000	80,000
Cambridge and Counties One year bond	60,000	-	60,000	40,000
Diocesan Deposit Fund	91,036	-	91,036	87,443
Diocesan Repair Fund	25,184	-	25,184	19,434
Co-op Business Select Instant Access	4,527	723	5,250	15,124
Pre School Business select Instant Access	-	472	472	467
Metro Instant Access	823	-	823	71
	341,570	1,195	342,765	322,539
11. CREDITORS	£	£	£	£
Accruals	(8,464)	-	(8,464)	(13,447)
Sundry Creditors	(1,809)	(8,696)	(10,505)	(15,189)
	(10,273)	(8,696)	(18,969)	(28,636)
12. ANALYSIS OF NET ASSETS BY FUNDS	£	£	£	£
Fixed Assets	1,938,000	-	1,938,000	1,295,995
Cash and short term deposits	392,889	53,177	446,066	426,208
Current Assets	18,973	1,481	20,454	20,726
Current Liabilities	(10,273)	(8,696)	(18,969)	(28,636)
	2,339,599	45,962	2,385,562	1,714,293

NOTES TO THE ACCOUNTS for the year ended 31st December 2023 (continued)

13. UNRESTRICTED FUNDS

	01/01/2023 £	Income £	Expenditure £	Transfers £	Unrealised gains/losses £	31/12/2023 £
General Fund						
Other Net Assets	65,864	285,951	(258,418)	(11,799)	-	81,598
Designated Accounts						
Fixed Assets	1,295,995	-	-	(2,889)	644,894	1,938,000
Missions Fund General	22,780	-	(33,187)	22,934	-	12,527
Church Repair Funds	44,434	-	-	5,102	-	49,535
Special Projects Fund	121,000	-	-	-	-	121,000
M Donald - Training Fund	3,553	-	-	-	-	3,553
Flower Funds	27	-	(50)	65.00	-	42
After School Club	111,152	108,052	(87,453)	-	-	131,751
Associated Organisations	592	1,269	(346)	68.46	-	1,583
	1,599,533	109,321	(121,037)	25,281	644,894	2,257,992
Total Unrestricted Funds	1,665,397	395,272	(379,455)	13,482.00	644,894.00	2,339,590

14. RESTRICTED FUNDS

	01/01/2023 £	Income £	Expenditure £	Transfers £	31/12/2023 £
Mission Specific Giving	638	5,554	(2,700)	(1,557)	1,934
Tanzania CCMP	15,320	6,158	(10,637)	-	10,842
Vicars Discretionary	11,030	-	(4,475)	-	6,555
Youth Worker Fund	-	4,175	-	(4,175)	-
Organ Repair Restricted Fund	599	100	-	-	699
Preschool	16,309	68,370	(54,305)	(7,750)	22,624
Nicholson Bequest	5,000	-	(1,692)	-	3,308
	48,896	84,357	(73,809)	(13,482)	45,962

NOTES TO THE ACCOUNTS for the year ended 31st December 2023 (continued)

15. DESCRIPTION OF FUNDS

The General Fund represents the funds available to the PCC for the day to day running of the church and the parish.

Discretionary funds are unrestricted but have been set aside by the PCC for specific purposes

The Fixed Asset Fund consists of 2 properties owned by the PCC (Church House and 3 Andrew's Close) together with computers and equipment within their depreciation period.

The Mission General Fund holds the funds set aside for distribution to our mission links and other mission charities supported by the church

The Church Repair Funds represent the funds (some of which are held by the Diocese) set aside for future quinquennial repairs.

The Special Projects fund represents funds set aside for future projects, including the costs of our Youth worker.

M. Donald Training Fund represents a legacy which the PCC set aside to provide assistance for training purposes.

The Flower Fund is the amount given to the flower co-ordinator to decorate the church each Sunday and for special occasions.

Associated Organisations show the total movements of the funds held by various bodies belonging to the parish fellowship.

The Restricted Funds represent funds given with specific restrictions on their use imposed by the donors and cannot be used by the PCC for any other purpose without the express permission of the donors. In particular the Mission Specific giving fund is used to accumulate the fund-raising activities undertaken by the parish for mission purposes and to distribute the funds raised to a range of mission organisations as listed in note 17.

The Mission Specific fund is used to accumulate the fund-raising activities undertaken by the parish for mission purposes and to distribute the funds raised to a range of mission organisations as listed in note 17.

The Tanzania CCMP fund represents donations received for the CCMP Kondo project supported through the Rochester Diocese partnership link..

The Vicar's Discretionary Fund is set aside for assistance to parishioners suffering hardship as a result of the Covid crisis at the absolute confidential discretion of the vicar.

The Youthworker fund represents donations received for the support of the Youth worker.

The Organ Repair Fund represents donations received for the cost of Organ repairs.

The Pre School Fund represents Funds used by the Pre School

The Nicholson Bequest fund holds a bequest to St James from the late David Cyril Nicholson which must be spent in accordance with the wishes of the Nicholson Family

16. TRANSACTIONS WITH PCC MEMBERS

During the year the following members of the PCC were reimbursed expenses as follows:

	Judi Hammill	Caz Mills	Total
	£	£	£
Car and telephone expenses	£0	£463	£463
Miscellaneous Expenses	£1,525	£86	£1,612
	£1,525	£549	£2,075

The PCC has entered into a contract with a company in which one member of the PCC, Mr Michael Phillips, has an interest. Mr. Michael Phillips was not involved in the decision to award this contract, with an annual value of £1,800 excluding VAT, for the provision of payroll administration services.

The expenses received by Judi Hammill include travel and subsistence expenses for the church trip to visit the CCMP project.

The following PCC members or their close family members receive remuneration from the PCC:

Name **Role for which remuneration is received**

Mrs Jean Meadows Her daughter Claire as the After School Club administrator

Neither these nor any other Trustees receive any remuneration for their roles as Trustees. The contracts under which these Trustees and their dependents are employed are the same as those for other staff with similar roles.

The total amount donated to the unrestricted general fund by members of the PCC and their close relations in 2023, excluding any Gift Aid recoverable, was £46,710 (£35,195 in 2022).

St James' PCC, Tunbridge Wells

NOTES TO THE ACCOUNTS for the year ended 31st December 2023 (continued)

17. GRANTS PAID

An analysis of grants paid is given below:

	Mission General £	Other unrestricted Funds £	Discretionary Fund £	Mission Specific £	Tanzania £
Overseas Missions with Link Partners					
Serving In Mission (SIM)	300	-	-	-	-
Interserve	2,200	-	-	-	-
Christmas Gifts	750	-	-	-	-
Overseas Missionary and Relief Societies					
The Bible Society	800	-	-	-	-
Leprosy Mission	4,400	-	-	900	-
Hope Gardens	4,400	-	-	-	-
Sat 7	4,400	-	-	126	-
CCMP project in Kondea, Tanzania	-	-	-	-	10,637
Mission trips to Kondea	1,914	-	-	-	-
Roch'r Diocese Poverty & Hope Appeal	1,200	-	-	43	-
TEAR Fund general fund	1,000	-	-	-	-
Home Missions and Other Church Societies					
Spurgeons (previous known as Fegans)	2,200	-	-	34	-
Church Pastoral Aid Society	1,200	-	-	-	-
Tunbridge Wells Youth For Christ	4,400	-	-	126	-
Mosaic	-	-	-	450	-
St Philip's Church Community Larder	-	-	-	450	-
Care for the Family	-	180	-	-	-
Other Discretionary gifts	2,200	264	4,475	500	-
Total Grants made	31,364	444	4,475	2,630	10,637

Independent Examiner's Report to the Trustees of the Parochial Church Council of the Ecclesiastical Parish of St James, Tunbridge Wells

I report to the trustees on my examination of the accounts of the above charity for the year ended 31st December 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 charity'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

The charity's gross income exceeded £250,000 and I am qualified to undertake the examination by being a qualified member of the Institute of Chartered Accountants in England and Wales.

I have completed my examination. I confirm that no material matters have come to my attention in connection with the examination 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.

Signed: *Zachary Ramsden*

Name: Zachary Ramsden FCA

Chartered Accountant

63 Deakin Leas, Tonbridge, Kent TN9 2JT

Date: 1st April 2024