



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

ACCOUNTS FOR THE YEAR ENDED
31 DECEMBER 2024

REGISTERED CHARITY NO 1136988

CHARITY INFORMATION

Registered Office	Church House 1 Ferndale Tunbridge Wells Kent TN2 3RL	Parochial Church Council	Tracey Appleton (from April 2024) Amanda Baker Roger Dunlop Carol Edwards Jenny Garratt Tony FitzPatrick Priscilla Kankam (from April 2024) Michael Phillips Susan Schibli Frances Shortland (from April 2024) Sarah Alexander 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			
Incumbent	Revd Judith Hammill		
Curate	Rev Caroline Mills	Bankers	The Co-operative Bank PLC 1 Balloon Street Manchester M60 4EP
Wardens	Andrew Appleton Adam Bennett (from June 2024) Deborah Rees (Cooper) to June 2024)		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 2024 had a total of 267 members compared to 256 in April 2023.

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 2024 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 YouTube with an average of over 40 online downloads each week. For members who are housebound Holy Communion can now be taken to their home.

CHARITY INFORMATION

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 YouTube. Special services were held at the major festivals of Christmas and Easter. In addition to the vicar, a curate and a full time Youth Worker, the parish benefits from having three Readers, two Licensed Lay Ministers, a Lay Evangelist and a Pastoral Assistant.

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 but the project has continued with the same level of financial support from St James through the Diocese of Rochester which has a link to the Diocese of Kondoa. Following a large one off gift to the project in 2024 St James was also able to fund an additional workshop targeting youth groups. We were delighted to welcome Bishop Given to a morning service at St James when he visited the UK in November. Six members of the church, including our vicar, are planning to visit the project in June 2025 and report back to the church on the effectiveness of the training that is being provided.

We held a Christmas Mission Fair in 2024 which raised over £5,000 for mission activity. A ladies' social evening raised £322 for Charlies Angels and a ladies' breakfast supported Tunbridge Wells Youth for Christ. The men's curry evening raised £525 for Mosaic. Three members of our Sunday school held a cake sale in aid of Imago Dei on Pentecost Sunday. The Quorum chamber choir concert raised £285 for our Tanzania project. There was a lovely evening of music by the Cadets' band and the Orpheus Male Voice Choir to raise money for the Sea Cadets

In June 2024 St James hosted a hustings for the General Election. Six of the seven candidates took part, 319 people attended in person and there were almost 1000 views online.

We were delighted to be able to run a well-attended holiday club this summer which ended with an excellent BBQ lunch. Our Maundy Thursday suppers and the Light Party held on 31 October were well supported.

Other events were held to add to the day-to-day witness of church members in their households, neighbourhoods and workplaces. Baby space (for babies aged 0-1 year olds), ABC (for 1-3 year olds) and Rooted, our Youth Club, ran throughout the year. The CAMEO, Creative Chat and Sunday table tennis groups continue to provide friendship and support. 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

CHARITY INFORMATION

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 have seen that building those relationships and being consistently present has meant that some have started coming along to church.

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

The PCC set aside 11.5% of its donated income in 2024 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 £38,000.

The PCC operates the Pre-School which is overseen by our Operations Manager, who attends PCC meetings. The day-to-day work of the Pre-School is the responsibility of the manager and the administrator who maintain very regular contact with the PCC through the Incumbent, the treasurer and the Operations Manager. We were very pleased that the Pre School was graded as Good in all areas following an Ofsted inspection in the Autumn of 2024.

The Pre-School maintains records in accordance with Ofsted and KCC requirements and has its own reserves, within the overall reserves of the PCC, to meet any liabilities arising out of employment or other issues.

Following a time of prayer and reflection, the PCC made the difficult but unanimous decision to close the After School Club at the end of May 2024. St James had run the club for about the last 15 years. This decision was taken for three main reasons: the school had grown in numbers to 630 children and so wanted to be able to offer more than the ASC maximum capacity of 30 places. None of the staff were members of St James Church and the ASC operated at the school which meant that many people did not know that it was church run. This undermined its intended function as reaching out to the school community with Jesus' love. Recruiting and retaining staff was very difficult taking up a lot of the Operations manager and Vicar's time that would be better spent elsewhere.

In 2025 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.

CHARITY INFORMATION

FINANCIAL REVIEW

The **Unrestricted General Fund** made a loss of £29,400 in 2024 before a transfer of £25,000 from the After School Club funds reduced the loss to £4,600.

Income

The Unrestricted General Fund had a total income of £254,000 in 2024 compared with £286,000 in 2023.

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, donations to the Unrestricted General Fund fell from £187,000 in 2023 to £160,000 in 2024, a fall of £27,000. Regular planned giving was down £1,000, unplanned giving was down £17,000 and Gift Aid recoveries were down £9,000 compared with 2023. Even allowing for some large one-off donations in 2023 this fall in donations is concerning and the congregation will be challenged to increase their donations substantially in 2025.

We received a Listed places of Worship grant totalling £1,100. This is a refund for VAT paid on repairs to the church building.

Income from fees for weddings and funerals was £3,450. The Diocesan Board of Finance (DBF) portion of the fees is payable to the diocese and this amounted to £1,650 in 2024.

Income from the letting of church premises was £21,000, down £600 from 2023.

Property rental income was £48,500, unchanged from 2023. 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 2024 was £270,500 compared with £258,500 in 2023.

Following the decrease in giving, the 11.5% tithe from donation income (including Gift Aid) was £18,000 compared with £21,000 in 2023. This tithe is set aside for mission-related activity as shown in note 17 to the accounts.

CHARITY INFORMATION

The PCC's contribution to diocesan costs, including clergy stipends, increased from £79,000 to £83,000.

Maintenance and equipment work done in 2024 included a repair to the church house roof (total cost £14,500), renewal of church house roof lights (cost £6,500) replacement of the Church House boiler (cost £5,000), replacement of the Church Hall immersion heater (cost £1,500) and replacement of the AV camera controller (cost £2,000). Total maintenance and equipment costs excluding maintenance to the tenanted properties was £43,000 in 2024 compared with £37,000 in 2023.

Rev Caz Mills was appointed as our curate in September 2023. Clergy expenses increased by £2,000 in 2024 following her first full year of service.

Salary costs increased by £8,000 in 2024 due to inflation-linked salary increases and an increase in hours worked for the church by our Operations Manager.

Pre-School and After-School Club

The After School Club closed at the end of May 2024, making an operating surplus for 2024 of £2,000 after allowing for the expenses of closure. A transfer of £25,000 of their funds was made to the Unrestricted General Fund.

The Pre School made an operating loss of £5,000. This included training grants totalling £2,500 to enable 2 staff members to obtain further qualifications.

Pre-school and the After School Club recorded a combined operating loss of £3,000 in 2024 compared to a surplus of £27,000 in 2023.

Funds

At the end of the year, total assets of the PCC stood at £2,402,862, an increase of £17,311 from 2023. This represents an overall loss of £25,689 in net current assets plus an increase of £43,000 in unrealised property gains.

CHARITY INFORMATION

As a charity we are bound by FRS102, known as the Charity SORP. Since 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. The value of land and buildings and equipment owned by the PCC at Church House and Andrews Close in the accounts increased by £40,000 from £1,938,000 to £1,978,000 in 2024.

£15,500 is tithe still to be donated, £56,000 is funds for repairs and building projects, £108,500 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.

£41,500 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 £77,000 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 3.6 months of income and 3.4 months of expenditure which is in line with this target.

The PCC has agreed to an increase of over £66,000 in the Fabric expenditure in 2025. This is required to address a backlog of urgent projects and will be met from reserves and from the proceeds of a planned appeal. Taking into account the financial position of the charity on 31 December 2024 and the expected income and expenditure for 2025, 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.

Reserves policy

The reserves policy is that general funds should be at least the equivalent of three months of general fund expenditure which amounted to £68,000.

The Unrestricted General Fund held £77,000 at 31st December 2024. The reserves held were therefore higher than the minimum required.

CHARITY INFORMATION

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 2024 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, complete the safeguarding dashboard and compile job descriptions for all our volunteer roles.

PCC meetings in the first half of 2024 focussed the decision to close the After School Club and the closure arrangements. Following the appointment of a new chair of the Fabric Ministry Group in the Summer of 2024, a large backlog of fabric projects was identified and prioritised. The PCC debated how these projects should be funded and budgeted for.

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.

CHARITY INFORMATION

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
Children and Young People	Focusing on the work amongst our children and young people including planning the activities in Sunday Groups, special events and developing the skills of the volunteers
Finance	Monitoring the financial health of the church, 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.

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.

CHARITY INFORMATION

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 has:

- 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 has overall responsibility for ensuring the charity has appropriate systems of control, financial and otherwise. Its members 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 26th March 2025 and signed on its behalf by



Judi Hammill, Vicar

STATEMENT OF FINANCIAL ACTIVITIES for the year ended 31st December 2024

		Unrestricted Funds	2024 Restricted Funds	Total Funds	Unrestricted Funds	2023 Restricted Funds	Total Funds
	Note	£	£	£	£	£	£
INCOME FROM:							
<i>Donations</i>	2(a)	160,109	15,470	175,579	187,210	12,556	199,766
<i>Legacies</i>	2(b)	-	-	-	674	-	674
<i>Income from operating activities:</i>					-	-	-
- to further Council's object	2(c)	127,650	70,739	198,389	191,701	71,795	263,496
- to generate funds	2(d)	-	-	-	-	-	-
<i>Income from investments</i>	2(e)	15,764	7	15,771	12,351	5	12,356
<i>Other ordinary incoming resources</i>	2(f)	1,108	-	1,108	3,337	-	3,337
TOTAL INCOMING RESOURCES		304,631	86,216	390,847	395,273	84,356	479,629
EXPENDITURE ON:							
<i>Grants</i>	3(a)	17,289.00	21,322	38,611	33,308	17,742	51,050
<i>Activities directly relating to the work of the Church</i>	3(b)	316,904	61,021	377,925	346,148	56,067	402,215
TOTAL RESOURCES USED		334,193	82,343	416,536	379,456	73,809	453,265
NET INCOMING RESOURCES		(29,562)	3,873	(25,689)	15,817	10,547	26,364
Transfers between Funds		8,250	(8,250)	-	13,482	(13,482)	-
Gain on revaluation of investments	8	43,000	-	43,000	644,894	-	644,894
NET MOVEMENT IN FUNDS		21,688	(4,377)	17,311	674,193	(2,935)	671,258
Balances brought forward 1st January 2024		2,339,590	45,962	2,385,551	1,665,397	48,896	1,714,294
BALANCES CARRIED FORWARD 31st DECEMBER 2024		2,361,277	41,585	2,402,862	2,339,590	45,961	2,385,552

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

BALANCE SHEET as at 31st DECEMBER 2024

	<i>Note</i>	2024		2023	
		£	£	£	£
FIXED ASSETS					
Tangible Fixed Assets	8		996,112		999,000
Investments			<u>982,000</u>		<u>939,000</u>
			1,978,112		1,938,000
CURRENT ASSETS					
Debtors	9	24,727		20,454	
Short Term Deposits	10	344,959		342,766	
Cash at Bank & in Hand		<u>67,025</u>		<u>103,301</u>	
		436,711		466,521	
LIABILITIES					
amounts falling due within 1 year	11	<u>(11,961)</u>		<u>(18,969)</u>	
NET CURRENT ASSETS			424,749.540		447,552
NET ASSETS			<u><u>2,402,862</u></u>		<u><u>2,385,552</u></u>
FUNDS					
Unrestricted - General	13		76,991		81,598
- Designated	13		2,284,286		2,257,992
Restricted	14		<u>41,585</u>		<u>45,962</u>
			<u><u>2,402,862</u></u>		<u><u>2,385,552</u></u>

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

J Hamill

Date: 26/03/25

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

NOTES TO THE ACCOUNTS for the year ended 31st December 2024

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 2024 (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 2024 (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	2024			2023
		Unrestricted Funds	Restricted Funds	Total	Total Funds
		£	£	£	£
2(a)	Incoming resources from donors				
	Planned giving:				
	regular donations	95,684	3,777	99,461	101,817
	Stewardship envelopes	929	-	929	942
		96,613	3,777	100,390	102,759
	Collections and online giving	10,745	-	10,745	10,102
	Sundry donations	24,006	9,647	33,652	45,040
	Income Tax recoverable - Gift Aid	28,745	2,046	30,792	41,864
		160,109	15,470	175,579	199,765
2(b)	Other voluntary incoming resources				
	Legacies	-	-	-	674
2(c)	Income from operating activities: to further Council's objects				
	Church Premises lettings	20,927	-	20,927	21,566
	Flat and house rentals (note 4)	48,490	-	48,490	48,520
	Telecoms rentals	6,700	-	6,700	6,700
	Pre-school (note 5)	-	64,485	64,485	68,364
	After School Club (note 6)	48,469	-	48,469	108,052
	Christmas Fair	-	5,043	5,043	3,326
	Fees for services	1,825	-	1,825	3,067
	Subscriptions	1,171	-	1,171	1,269
	Other Parish Income	56	-	56	96
	Other Parish Events	12	1,211	1,222	2,536
		127,650	70,739	198,389	263,496
2(d)	Income from operating activities: to generate funds				
	Other fund raising events	-	-	-	-
2(e)	Income from investments				
	Interest including any reclaimable tax	15,764	7	15,771	12,356
2(f)	Other ordinary incoming resources				
	Listed Places of Worship grant	1,108	-	1,108	3,337
		1,108	-	1,108	3,337
	TOTAL INCOMING RESOURCES	304,631	86,216	390,847	479,628

3.	RESOURCES USED	2024			2023
		Unrestricted Funds	Restricted Funds	Total	Total Funds
		£	£	£	£
3(a)	Grants (see note 17 for more detail)				
	Church overseas:				
	Missions with link missionaries	3,900	-	3,900	3,250
	Missionary societies	5,659	2,400	8,059	15,026
	Relief and Development Agencies	1,300	14,350	15,650	14,794
	Home missions and other Church Societies	4,930	4,572	9,502	16,480
	Total	15,789.00	21,322	37,112	49,550
	Grant to St James Primary School	1,500	-	1,500	1,500
		17,289	21,322	38,612	51,050
3(b)	Direct Activities				
	Ministry costs:				
	Diocesan Offer	83,228	-	83,228	79,265
	Clergy travel/phone expenses	2,092	-	2,092	1,525
	Clergy Housing costs	4,671	-	4,671	5,155
	Other clergy expenses	554	-	554	-
		90,545	-	90,545	85,946
	Operating Costs				
	Church Running expenses	20,481	-	20,481	23,571
	Maintenance and equipment purchases	43,340	-	43,340	36,678
	Church Hall running expenses	1,949	-	1,949	3,535
	Church House running expenses	4,989	-	4,989	6,774
	Church activities: Pre-school (note 5)	-	61,014	61,014	54,305
	Church Activities: After School Club (note 6)	46,609	-	46,609	87,453
	Other Parish costs:				
	Music	1,212	-	1,212	-
	Flowers	-	-	-	50
	Subscriptions	536	-	536	1,679
	Digital Expenses	2,341	-	2,341	1,852
	Church organisations	1,277	-	1,277	(94)
	Training lay leaders	397	-	397	582
	Readers and Pastoral Assistant training	166	-	166	150
	Lay Staff expenses	614	-	614	287
	Parish events	1,288	6.50	1,295	4,859
	Sundry and discretionary gifts	90	-	90	-
	Printing and stationery	1,908	-	1,908	2,377
	Salaries	86,453	-	86,453	78,310
	Staff training	-	-	-	20
	Equipment hire/repair	-	-	-	-
	Property Rental management & expenses (note 4)	4,365	-	4,365	5,596
	Sundry expenses	2,231	-	2,231	1,876
	Payroll administration	1,980	-	1,980	2,100
	Bank charges and loan interest	201	-	201	162
	Equipment depreciation	2,889	-	2,889	2,889
	Ind. Examination and other professional fees	1,042	-	1,042	1,256
		316,904	61,021	377,925	402,215
	TOTAL RESOURCES USED	334,193	82,343	416,536	453,265

NOTES TO THE ACCOUNTS for the year ended 31st December 2024 (continued)

4. CHURCH RENTAL ACCOUNTS

	2024		2023	
	£	£	£	£
Rental Income from Church House flats and 3 Andrews Close		48,490		48,520
Management fees paid (including VAT)	-		-	
Repairs and maintenance	4,365		5,596	
		(4,365)		(5,596)
Surplus for period		<u>44,125</u>		<u>42,924</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 2023.

NOTES TO THE ACCOUNTS for the year ended 31st December 2024 (continued)

5. PRESCHOOL ACCOUNTS

	2024		2023	
	£	£	£	£
Income				
Fee Income		18,143		22,920
Grants - KCC	45,588		43,567	
Other income	754		1,877	
		46,342		45,444
		64,485		68,364
Job retention Scheme		-	-	-
Investment Income		7		5
Total income		64,492		68,369
Expenses				
Salaries	55,455		51,269	
Rent St James	8,250		7,750	
Training	2,590		101	
Equipment	675		374	
Repairs and capital expenses	-		-	
Refreshments	1,040		1,153	
Postage and Stationery etc.	177		279	
Art & Craft materials	712		750	
Registration fees	76		114	
Sundry	289		265	
		(69,264)		(62,055)
Surplus/(deficit) for the year		(4,772)		6,315

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 £61,014 (i.e. £69,264 less £8,250).

NOTES TO THE ACCOUNTS for the year ended 31st December 2024 (continued)

6. AFTER SCHOOL CLUB ACCOUNTS

	2024		2023	
	£	£	£	£
Income				
Fee Income	48,466		108,052	
Other Income	-		-	
Investment Income	-		-	
Total income		48,466		108,052
Expenses				
Salaries	37,603		66,785	
Rent	5,395		11,816	
Training	95		270	
Equipment	(30)		735	
Catering supplies	2,697		6,227	
Postage and Stationery etc.	-		225	
Art & Craft materials	128		256	
Registration fees	114		114	
Sundry	607		1,025	
		(46,608)		(87,453)
Surplus/(deficit) for the year		1,858		20,599

The After School club closed at the end of May 2024

7. STAFF COSTS

	£	£
Wages and salaries	175,966	191,840
Employers NIC contributions net of employment allowance	1,629	2,663
Employers pension contributions	1,916	1,860
	179,511	196,363

During the period the PCC employed two part time church administrators, a part time operations manager, a part time caretaker, a Youth Worker and a part time cleaner. An average of 8 staff and an administrator were employed for the preschool and an average of 7 staff and an administrator were employed for the After-School Club until it closed at the end of May 2024. None of these staff members 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 2024 (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 2024	996,112	1,389	66,836	1,064,337
Additions	-	-	-	-
At 31st December 2024	<u>996,112</u>	<u>1,389</u>	<u>66,836</u>	<u>1,064,337</u>
DEPRECIATION				
At 1st January 2024	-	1,389	63,947	65,336
Charge for the period	-	-	2,889	2,889
At 31st December 2024	<u>-</u>	<u>1,389</u>	<u>66,836</u>	<u>68,225</u>
NET BOOK VALUE				
At 31st December 2024	<u>996,112</u>	<u>-</u>	<u>0</u>	<u>996,112</u>
At 31st December 2023	<u>996,112</u>	<u>-</u>	<u>2,889</u>	<u>999,001</u>

Investments

	Land and Buildings
COST	
At 1st January 2023	-
Restatement as at 1 January 2022	294,106
Change in revaluation to 1 Jan 2024	644,894
Change in revaluation at 1 Jan 2024	43,000
At 31st December 2024	<u>982,000</u>

The current sale valuation of the Church House flats (£561,000 for flat 1 and £421,000 for flat 2) is from the Zoopla website

NOTES TO THE ACCOUNTS for the year ended 31st December 2024 (continued)

		2024		2023
	Unrestricted	Restricted	Total	Total
	Funds	Funds		
	£	£	£	£
9. DEBTORS				
Tax Recoveries	11,476	879	12,355	10,988
Prepayments	-	-	-	0
Other Debtors	10,591	1,781	12,372	9,466
	22,067	2,660	24,727	20,453
10. SHORT TERM DEPOSITS				
	£	£	£	£
Hampshire Trust Bank One year bond	40,000	-	40,000	80,000
United Trust Bank Tw0 year bond	80,000	-	80,000	80,000
Cambridge and Counties One year bond	62,543	-	62,543	60,000
Diocesan Deposit Fund	94,916	-	94,916	91,036
Diocesan Repair Fund	31,245	-	31,245	25,184
Co-op Business Select Instant Access	35,422	-	35,422	5,250
Pre School Business select Instant Access	-	-	-	472
Metro Instant Access	832	-	832	823
	344,959	-	344,959	342,765
11. CREDITORS				
	£	£	£	£
Accruals	(7,482)	-	(7,482)	(8,464)
Sundry Creditors	(741)	(3,738)	(4,479)	(10,505)
	(8,223)	(3,738)	(11,961)	(18,969)
12. ANALYSIS OF NET ASSETS BY FUNDS				
	£	£	£	£
Fixed Assets	1,978,112	-	1,978,112	1,938,000
Cash and short term deposits	369,321	42,663	411,984	446,066
Current Assets	22,067	2,660	24,727	20,454
Current Liabilities	(8,223)	(3,738)	(11,961)	(18,969)
	2,361,277	41,585	2,402,862	2,385,551

NOTES TO THE ACCOUNTS for the year ended 31st December 2024 (continued)

13. UNRESTRICTED FUNDS

	01/01/2024	Income	Expenditure	Transfers	change in Unrealised gains/losses	31/12/2024
	£	£	£	£	£	£
General Fund						
Other Net Assets	81,598	254,031	(270,663)	12,024	-	76,991
	81,598	254,031	(270,663)	12,024	-	76,991
Designated Accounts						
Fixed Assets	1,938,000	-	-	(2,889)	43,000	1,978,112
Missions Fund General	12,527	-	(15,559)	18,413	-	15,380
Church Repair Funds	49,535	960	-	5,750	-	56,245
Special Projects Fund	121,000	-	-	-	-	121,000
M Donald - Training Fund	3,553	-	-	-	-	3,553
Flower Funds	42	-	-	-	-	42
After School Club	131,751	48,469	(46,609)	(25,000)	-	108,611
Associated Organisations	1,583	1,171	(1,363)	(48)	-	1,343
	2,257,992	50,600	(63,531)	(3,774)	43,000	2,284,286
Total Unrestricted Funds	2,339,590	304,631	(334,194)	8,250	43,000	2,361,277

14. RESTRICTED FUNDS

	01/01/2024	Income	Expenditure	Transfers	31/12/2024
	£	£	£	£	£
Mission Specific Giving	1,934.09	8,698	(6,668)	(1,015)	2,949
Tanzania CCMP	10,841.51	12,676	(14,350)	1,015	10,182
Vicars Discretionary	6,555.40	350	(310)	-	6,595
Organ Repair Restricted Fund	699.15	-	-	-	699
Preschool	22,623.41	64,492	(61,014)	(8,250)	17,851
Nicholson Bequest	3,308.00	-	-	-	3,308
	45,961.56	86,216	(82,343)	(8,250)	41,585

NOTES TO THE ACCOUNTS for the year ended 31st December 2024 (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.

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 Kondoa project supported through the Rochester Diocese partnership link..

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

The Organ Repair Fund 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	Frankie Shortland	Total
	£	£		£
Car and telephone expenses	£0	£1,837		£1,837
Miscellaneous Expenses	£255	£554	£100	£909
	£255	£2,391	£100	£2,746

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 £1,440 excluding VAT, for the provision of payroll administration services.

No PCC members or their close family members receive remuneration from the PCC:

The total amount donated to the unrestricted general fund by members of the PCC and their close relations in 2024, excluding any Gift Aid recoverable, was £50,950 (£46,710 in 2023).

NOTES TO THE ACCOUNTS for the year ended 31st December 2024 (continued)

17. GRANTS PAID

An analysis of grants paid is given below:

	Mission General	Other unrestricted	Discretionary	Mission Specific	Tanzania
	£	Funds	Fund	£	£
Overseas Missions with Link Partners					
Serving In Mission (SIM)	1,200	-	-	-	-
Interserve	2,200	-	-	-	-
Christmas Gifts	500	-	-	-	-
Overseas Missionary and Relief Societies					
The Bible Society	1,200	-	-	-	-
Leprosy Mission	2,259	-	-	-	-
Hope Gardens	-	-	-	2,400.00	-
Sat 7	2,200	-	-	-	-
CCMP project in Kondoa, Tanzania	-	-	-	-	14,350
Mission trips to Kondoa	100	-	-	-	-
Roch'r Diocese Poverty & Hope Appeal	1,200	-	-	-	-
TEAR Fund general fund	-	-	-	-	-
Home Missions and Other Church Societies					
Spurgeons (previous known as Fegans)	1,200	-	-	1,015	-
Church Pastoral Aid Society	1,200	-	-	-	-
Tunbridge Wells Youth For Christ	-	-	-	2,400	-
Mosaic	-	-	-	525	-
St Philip's Church Community Larder	-	-	-	-	-
Care for the Family	-	180	-	-	-
Other Discretionary gifts	2,200	150	310	323	-
Total Grants made	15,459	330	310	6,663	14,350

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 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 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: 27th March 2025