

THE PAROCHIAL CHURCH COUNCIL OF THE ECCLESIASTICAL PARISH OF ST. DUNSTAN'S, CRANBROOK

England & Wales · Charity number 1144409

Details

Other names	THE PAROCHIAL CHURCH COUNCIL OF THE ECCLESIASTICAL PARISH OF ST. DUNSTAN'S, CRANBROOK, ST. DUNSTAN'S PCC, CRANBROOK
Status	Registered
Legal form	Previously excepted
Registered	2011-10-24
Register	View on the Charity Commission register

Contact

Address	St Dunstan's Church Office Church House Stone Street Cranbrook TN17 3HA
Phone	01580 715861
Email	office@stdunstanscranbrook.org.uk
Website	http://www.stdunstanscranbrook.org.uk

Activities

Objects: PROMOTING IN THE ECCLESIASTICAL PARISH THE WHOLE MISSION OF THE CHURCH.

Activities: St. Dunstan's, the parish church of Cranbrook, seeks to serve the Mission of God in the town and surrounding area. The Mission of St Dunstan's. St. Dunstan's exists for the glory of God and as a sign of God's Kingdom in the world. This Mission is expressed through being: A Welcoming Church, An Outreaching Church, A Caring Church, A Worshipping Church, A Growing Church.

Classification

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

Geography

- Kent

Finances

Period end	Income	Expenditure	Assets	Employees
2024-12-31	£125,441	£120,139	-	-
2023-12-31	£108,509	£118,505	-	-
2022-12-31	£149,396	£135,500	-	-
2021-12-31	£125,490	£108,806	-	-
2020-12-31	£156,924	£197,284	-	-

Trustees

Name	Role	Appointed
Alun Aneuryn Jones		2018-04-29
Andrew John Gasson		2021-04-01
Celia Quarrington		2023-05-21
Elizabeth Hancock		2023-05-21
Janette Isobel Lloyd		2023-05-21
Margaret Day		2024-06-01
REV CANON JOHN TAPPER		2024-06-01
Rev Richard King		2023-10-27
Susan Mary Hooper		2023-05-21
Valerie Ann Piper		2023-05-21
William Michael Day		2024-06-01

Accounts

St Dunstan's Church Cranbrook



'A faithful, welcoming and compassionate church for all'

**REPORT OF THE PAROCHIAL CHURCH COUNCIL
AND
UNAUDITED FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 DECEMBER 2024**

ST DUNSTAN'S CHURCH

REPORT OF THE PAROCHIAL COUNCIL FOR THE YEAR ENDED 31 DECEMBER 2024

Administrative Information

The Parochial Church Council (PCC) of St Dunstan's Church, Cranbrook is a corporate body (PCC Powers Measures 1956, Church Representation Rules 2006) with charitable status (Charity Commission registration 1144409). The PCC is responsible for promoting the whole mission of the Church - pastoral, evangelistic, social and ecumenical - in the ecclesiastical parish. In addition, it is responsible for its paid staff and for the maintenance of St Dunstan's Church and Church House, both of Stone Street, Cranbrook, TN17 3HA. The PCC comprises members, ex-officio officers and lay representatives. Per the Church Representation rules, members are elected at the Annual Parochial Church Meeting (APCM) for a period of 3 years by parishioners registered on the electoral roll.

PCC Members' Responsibilities

The PCC prepares an annual report and financial statements in accordance with its statutory framework and accounting conventions. Charity law requires the PCC to prepare and publish financial statements annually that accurately reflect the financial transactions of the year in question.

In preparing its financial statements, the PCC is required to:

- Select suitable accounting policies and apply them consistently
- Demonstrate that its judgements and estimates have been reasonable and prudent
- Assume ongoing concern unless it is inappropriate to presume that the activities of the church will continue

All trustees gave of their time freely and there was no trustee remuneration in 2024. The PCC met formally on eight occasions during the year.

PCC Members

Rev Richard King	Vicar
Nye Jones	Churchwarden , Vice Chair and Electoral Roll Officer
Andrew Gasson	Churchwarden
Rev John Tapper	Treasurer
Maggie Day	
Michael Day	
Elizabeth Hancock	Parish Safeguarding Officer
Gwenneth Heyking	(until xxx June 2024)
Susan Hooper	
Jeanette Lloyd	
Valerie Piper	
Celia Quarrington	
Christopher Stead	

Co-opted Members

Brian Swann	
Julie Warman	Parish Administrator

ST DUNSTAN'S CHURCH

REPORT OF THE PAROCHIAL COUNCIL FOR THE YEAR ENDED 31 DECEMBER 2024

Objectives and Activities

The primary aim of the charity is to enable the worship of God in the Ecclesiastical Parish of St Dunstan Cranbrook, which is part of the Diocese of Canterbury and of the Church of England.

Worship:

Regular Sunday and Wednesday services were held during the year and in addition where requested, baptisms, marriages and funerals, carol services and Easter services, Messy church and many other occasional services.

The Team conducting worship consisted of;

Rev Richard King (Vicar)
Rev Dianna Bourne (Associate Priest)
Rev Canon John Tapper (Associate Priest)
Shelley King (Deacon)
John Mulrenan (Reader)
Barbara Campbell (Lay Leader)
Winston Campbell (Lay Leader)
Elizabeth Hancock (Lay Leader)

Activities in 2024 included:

- A new musical director was appointed in September with a wide-ranging brief.
- The servery at the back of church was completed at a total cost of £35,132 which was funded by gifts and grants totalling £33,840 with the balance of £1,292 from reserves.
- A process was started of consulting members of the church about our pattern of services and the new pattern includes non-Eucharistic worship on the first Sunday and a family communion on the third Sunday.
- A stewardship campaign entitled 'Yes we can!' was initiated during the year with positive results.
- Safeguarding training was given to all members of the PCC and the Parish complies in all respects with Diocesan Safeguarding Policy.
- The Parish Share amounting to £75,807 (2023 £66,070) was paid in full.
- Barbara Campbell, Winston Campbell and Elizabeth Hancock completed the diocesan lay worship leaders course and joined the worship leading team.
- The PCC adopted a missional structure and the "7 x 7" planning model in order to provide for development and growth in a sustainable way.
- The "Creative Connections" arts project was started.

Risk Management

Throughout 2024, the PCC has considered the principal risks and uncertainties facing St Dunstan's and has ensured close management of these when deciding on policies and formulating action plans.

ST DUNSTAN'S CHURCH

REPORT OF THE PAROCHIAL COUNCIL FOR THE YEAR ENDED 31 DECEMBER 2024

Achievements and Performance

Change of Vicarage Premises

- Continuing on from 2024, the work relating to the change of vicarage premises included the following:
 - The former Vicarage and site has been for sold with planning permission for the construction of new homes, which has now started.
 - As St Dunstan's Church was part owner of the former Vicarage site, a formal agreement was reached whereby the surplus from the sale will be shared with the Diocese post completion of works.
 - A property to be the new vicarage has been chosen and purchased at Orchard Way, Cranbrook.
 - Following the year end, on 30th January 2025 the Diocese confirmed that St Dunstan's Church would receive 50% of the net proceeds. This likely to be a material amount, but no figures are yet available.

Financial Review

Results for the year are set out in detail in the following pages and show a deficit for the year on our General Fund of £18,679. This has arisen from rising costs including heating, the Parish Share and for music. The PCC are looking at ways of reducing costs and increasing the income for the coming year. In the meantime, there are adequate reserves for this year's operations.

Total receipts for the year amounted to £147,331 (2023 £125,441) an increase of £21,890.

Total expenditure amounted to £188,321 (2023 £120,139) an increase in the year of £68,182. These costs included the construction of a tea and coffee station amounting to £32,768, most of which was covered by a specific undesignated fund. The result was a deficit of £40,990 compared to a surplus of £5,302 in 2023. Accordingly total funds reduced from £81,358 in 2023 to £40,368.

The PCC's bank balances totalled £39,042 on 31 December 2024 (2023 £81,119) – a decrease of £42,077. The breakdown of designated funds held on account at the end of the year was:

• Church House repair	£5,000
• Organ Repair	£7,521
Total designated funds	<u>£12,521</u>

Plans are in place to promote donations and fundraising activities to ensure that the 2025 budget, agreed by the PCC at the end of 2025 is achieved and all obligations are met going forward. This position has been made possible thanks to the generosity of the St Dunstan's congregation and community, and by the efforts of all those who volunteer their time and resources to support PCC activities.

Approved by order of the PCC on xxth xxxx 2025 and signed on its behalf by:

PCC Member

**INDEPENDENT EXAMINERS REPORT TO THE PAROCHIAL CHURCH COUNCIL OF ST DUNSTAN'S CHURCH
FOR THE YEAR ENDED 31 DECEMBER 2024**

Independent examiner's report to the Parochial Church Council of St Dunstan's Cranbrook

This report on the financial statements of the PCC for the year ended 31 December 2024 is in respect of an examination carried out in accordance with the Church Accounting Regulations 2006 (the Regulations) and section 145 of the Charities Act 2011 (the Act).

Respective responsibilities of the PCC and the examiner

As members of the PCC you are responsible for the preparation of the financial statements. You consider that the audit requirements of the Regulations and section 144 of the Act do not apply. It is my responsibility to issue this report on those financial statements in accordance with the terms of the Regulations.

Basis of this report

My examination was carried out in accordance with the General Directions given by the Charity Commission under section 145(5)(b) of the Act and to be found in the Church Guidance, 2006 edition, issued by the Finance Division of the Archbishops' Council. That examination includes a review of the accounting records kept by the PCC and a comparison of the accounts with those records. It also includes considering any unusual items or disclosures in the financial statements and seeking explanations from you as members of the PCC concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit, and consequently I do not express an audit opinion on the view given by the accounts.

Independent Examiner's Statement

In connection with my examination, no matter has come to my attention:

(1) which gives me reasonable case to believe that in any material respect the requirements

- to keep accounting records in accordance with section 130 of the Charities Act 2011; and
- to prepare accounts which accord with accounting records and to comply with requirements of the Act, as also contained in the Regulations

have not been met.

(2) to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.

.....
Date:

PRF Simpson F.C.A.
Hillside Farmhouse
Sissinghurst
Kent
TN 17 2JH

ST DUNSTAN'S CHURCH

Financial Statements for the year ended 31 December 2024

	Unrestricted Funds £	Designated Funds £	Total Funds 2024 £	Total Funds 2023 £
<u>Income and Expenditure Account for the year ended 31 December 2024</u>				
Incoming Resources				
Voluntary Income	85,074	12,591	97,665	91,099
Activities for Generating Funds	29,804	-	29,804	16,576
Interest Received	876	-	876	543
Income from Church Activities	18,986	-	18,986	17,223
Total Incoming Resources	134,740	12,591	147,331	125,441
Resources Expended				
Church Activities	9,775	32,768	42,543	8,947
Ministry	81,139	-	81,139	68,332
Church Running Expenses	27,239	-	27,239	19,959
Church Buildings Maintenance	35,266	2,134	37,400	22,901
Total Resources Expended	153,419	34,902	188,321	120,139
Net (expenditure)/income	(18,679)	(22,311)	(40,990)	5,302
Funds brought forward	46,660	34,698	81,358	76,056
Transfers between funds	(134)	134	-	-
Funds carried forward	27,847	12,521	40,368	81,358
<u>Balance Sheet</u>				
Assets				
Cash at Bank	26,521	12,521	39,042	81,119
Current assets	1,326	-	1,326	-
	27,847	12,521	40,368	81,119
Current Liabilities	-	-	-	(239)
Net assets	27,847	12,521	40,368	81,358
Funds				
Total funds	27,847	12,521	40,368	81,358

ST DUNSTAN'S CHURCH

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

Accounting Policies

Basis

The financial statements have been prepared in accordance with the Church Accounting Regulations 2006 using an accruals and prepayment basis.

The financial statements have been prepared under the historic cost convention except for any investment assets which would be shown at market value. The financial statements include all transactions, assets and liabilities for which the PCC is responsible in law. They do not include the accounts of church groups that owe their main affinity to another body, nor those that are informal gathering of church members.

Fund accounting

Restricted Funds

These represent:

- a) Income from trusts or endowments which may only be expended on those restricted objects provided in the terms of the trust or bequest and
- b) Donations or grants received for a specific object or invited by the PCC for a specific object. The funds may only be expended on the specific object for which they were given.

Designated Funds

These are funds which the PCC has agreed to set aside for a specific purpose.

Unrestricted Funds

These represent the funds of the PCC that are not subject to any special restrictions regarding their use and are available for application to the general purposes of the PCC.

Fixed Assets

Consecrated and benefice property is not included in the accounts. Moveable church furnishings held by the vicar and churchwardens on special trust for the PCC and which require a faculty for disposal are inalienable property, are listed in the church's inventory, which can be inspected at any reasonable time. As previous accounts were prepared as receipts and payments accounts there is insufficient cost information available and therefore assets held at that date are not valued in these financial statements. No assets were purchased in the year to 31 December 2024.

Staff costs

	2024	2023
	£	£
Staff costs	9,053	8,257
Social security costs	-	-
Pension costs	-	-
	<u>9,053</u>	<u>8,257</u>

Payments to PCC members

No payments or expenses were paid to any PCC Member, persons closely connected to them or related parties.

ST DUNSTAN'S CHURCH

Financial Statements for the year ended 31 December 2024

Detailed Income and Expenditure Account for the year ended 31 December 2024

	Unrestricted Funds £	Designated Funds £	Total Funds 2024 £	Total Funds 2023 £
INCOMING RESOURCES				
Voluntary Income				
Planned Giving:				
Bank Credits	40,695	-	40,695	43,945
Gift Aid Recovered	14,735	-	14,735	13,428
Collections/Other	19,624	-	19,624	17,106
Donations and Grants	186	-	186	-
Special Appeals	9,834	12,591	22,425	16,620
	85,074	12,591	97,665	91,099
Activities for Generating Funds				
Fundraising	10,426	-	10,426	9,116
Sundry Income	7,440	-	7,440	1,888
Church Letting	11,938	-	11,938	5,572
	29,804	-	29,804	16,576
Interest Received	876		876	543
Income from Church Activities				
Church House Letting	6,487	-	6,487	6,654
Coffee & Tea Receipts	7,085	-	7,085	7,060
PCC Income for Services	5,414	-	5,414	1,529
Parochial Fees Collected	-	-	-	1,980
	18,986	-	18,986	17,223
Total Incoming Resources	134,740	12,591	147,331	125,441

ST DUNSTAN'S CHURCH

Financial Statements for the year ended 31 December 2024

Detailed Income and Expenditure Account for the year ended 31 December 2024

	Unrestricted Funds £	Designated Funds £	Total Funds 2024 £	Total Funds 2023 £
RESOURCES EXPENDED				
Church Activities				
Home Missions and Other Church Giving	722	-	722	690
Tea and coffee station	-	32,768	32,768	-
Staff Costs	9,053	-	9,053	8,257
	9,775	32,768	42,543	8,947
Ministry				
Parish Share	75,807	-	75,807	66,070
Parochial Fees paid to Canterbury	4,625	-	4,625	1,913
Working Expenses of Incumbent	707	-	707	349
	81,139	-	81,139	68,332
Church Running Expenses				
Gas	13,488	-	13,488	5,798
Electricity	2,208	-	2,208	3,054
Water	304	-	304	287
Insurance	11,239	-	11,239	10,820
	27,239	-	27,239	19,959
Church Buildings Maintenance				
Upkeep of Services	2,892	-	2,892	3,122
Office Costs	9,027	1,934	10,961	5,139
Music Costs	5,998	-	5,998	4,525
General/Annual Maintenance	5,475	200	5,675	3,523
Major Repairs to Church Buildings	7,391	-	7,391	822
Historic Loan Repaid to Diocese	-	-	-	3,000
Sundry Expenses	4,483	-	4,483	2,770
	35,266	2,134	37,400	22,901
Total Resources Expended	153,419	34,902	188,321	120,139
Net (expenditure)/income	(18,679)	(22,311)	(40,990)	5,302

Accounts

St Dunstan's Church Cranbrook



'A faithful, welcoming and compassionate church for all'

**REPORT OF THE PAROCHIAL CHURCH COUNCIL
AND
UNAUDITED FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 DECEMBER 2023**

ST DUNSTAN'S CHURCH

REPORT OF THE PAROCHIAL COUNCIL FOR THE YEAR ENDED 31 DECEMBER 2023

Administrative Information

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In preparing its financial statements, the PCC is required to:

- Select suitable accounting policies and apply them consistently
- Demonstrate that its judgements and estimates have been reasonable and prudent
- Assume ongoing concern unless it is inappropriate to presume that the activities of the church will continue

All trustees gave of their time freely and there was no trustee remuneration in 2023. The PCC met formally on eight occasions during the year.

PCC Members

Rev Richard King	Priest in Charge (from 25th October 2023)
David Riddick	Churchwarden & Chair (until 21st May 2023)
Nye Jones	Churchwarden (from 21st May 2023), Vice Chair and Electoral Roll Officer
Andrew Gasson	Churchwarden (from 21st May 2023)
Elizabeth Hancock	Parish Safeguarding Officer (from 21st May 2023)
Gwenneth Heyking	
Susan Hooper	(from 21st May 2023)
David Hough	
Janette Lloyd	(from 21st May 2023)
Jane Upton	
Valerie Piper	(from 21st May 2023)
Celia Quarrington	(from 21st May 2023)
Jennifer Wigram	(from 21st May 2023)
Barbara Campbell	Representative to the Deanery Synod
Christopher Stead	Representative to the Deanery Synod (from 21st May 2023)

Co-opted Members

Brian Swann	
Julie Warman	Parish Administrator

Ex Officio Members

Alie Bird	Treasurer until June 2023
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ST DUNSTAN'S CHURCH

REPORT OF THE PAROCHIAL COUNCIL FOR THE YEAR ENDED 31 DECEMBER 2023

Objectives and Activities

The PCC is committed to enabling as many people as possible to participate in the life of our Church by supporting the provision of worship and a range of cultural and community activities in the Church, at Church House and in the larger community. The Charity Commission's guidance on public benefit and specific counsel for charities focussing on the advancement of religion have been followed, as has the House of Bishops' instruction on safeguarding children and vulnerable adults. St Dunstan's is open every day and the PCC priority during the year has been to make the buildings as accessible as possible to members of the congregation and the wider community.

Activities in 2023 included:

- Worship, prayer, pastoral care and gospel instruction by means of a wide range of services and the provision, when requested, of baptism and confirmation. These were offered thanks to the dedication of our group of retired priests, lay readers and visiting clergy until October 25th 2023, when our new priest-in-charge, the Reverend Richard King, was licensed.
- Messy Church sessions.
- Tots Plus meetings.
- Provision of support and religious instruction to the pupils of Cranbrook's two Church of England primary schools along with the provisions of services to other schools in our parish, especially at Christmas.
- Organisation of regular donations to the local food bank.
- Hosting concerts and recitals in the Church.
- Provision of venues – St. Dunstan's and Church House - for a range of community groups.
- Raising money for specific charities.

Risk Management

Throughout 2023, the PCC has considered the principal risks and uncertainties facing St Dunstan's and has ensured close management of these when deciding on policies and formulating action plans.

Achievements and Performance

In and around the Church

- Progress with the ongoing consultation, planning and approval of the application for the installation of a Tea and Coffee Station in St. Dunstan's.
- The ongoing development of our live-streaming facilities.
- The ongoing development of our Messy Church.
- The recommencement of the Fabric Committee with revision and update of the working schedules and projects to maintain the St Dunstan's Church estate.
- Ongoing partnership with the Friends of St Dunstan's.
- The adoption of 'Xero' as a new accounting package with the help of Alie Bird, who retired as our treasurer in June 2023, and Peter Simpson.
- The ongoing work of our finance committee and the post-covid relaunch of our fabric committee.
- The work of our new social committee, which began after last year's APCM.
- Liaising with the diocese about the sale of the previous vicarage and the purchase of a new one.

ST DUNSTAN'S CHURCH

REPORT OF THE PAROCHIAL COUNCIL FOR THE YEAR ENDED 31 DECEMBER 2023

Fundraising

- In addition to the generous giving of our church family, 2023 additional fundraising activities included:
 - Updated A5 leaflet in church (copy & images) to replace the pew cards and the previous Generous Giving leaflet.
 - Updated copy to the website and new link to GiveaLittle/Sum Up replacing Just Giving.
 - Updated 100 Club leaflet to make it clearer for enquirers.
 - 'Songfest' (Compass & Tempo Community Choirs). Project management of event including promotion & sourcing of volunteers. Thanks to Susan Hooper for leading with refreshments.
 - 'Christmas Through Time' (Wealden Consort). Project management of event including promotion & sourcing of volunteers. Thanks to the many volunteers.

Preparation and planning for a new Priest

- Building upon the work done in 2022, activity to find a new priest included the following components in 2023.
 - Updating of the 2022 Parish Profile.
 - Drafting of interview questions and planning & coordination of interview days & visits.
 - Shortlisting of candidates for interview.
 - Conducting of interviews & selection.
 - Planning, organising, writing, promotion and coordination of the Installation service on 25th October in St Dunstan's Church.

Change of Vicarage Premises

- Continuing on from 2022, the work relating to the change of vicarage premises included the following:
 - The former Vicarage and site was put up for sale with planning permission for the construction of new homes.
 - As St Dunstan's Church was part owner of the former Vicarage site, a formal agreement was reached whereby the surplus from the sale will be shared with the Diocese post completion of works.
 - A property to be the new vicarage was chosen and purchased at Orchard Way, Cranbrook.
 - Liaison with the Diocesan Property Services team, as plans progressed to complete the first phase of the development work of turning the Orchard Way property into a working vicarage.

ST DUNSTAN'S CHURCH

REPORT OF THE PAROCHIAL COUNCIL FOR THE YEAR ENDED 31 DECEMBER 2023

Financial Review

The 2023 accounts have been examined by an accountant, who has generously undertaken this task on a voluntary basis. A detailed 2023 budget had been agreed at the end of 2022 by the PCC and Finance Committee, whose members receive monthly reports of cashflow and performance against budget, ensuring that the finances are properly controlled. As part of this control, an accounting program was installed.

Total receipts for the year amounted to £125,441 (2022 £149,396) a reduction of £23,955, following an increase in 2022 of £23,906, due to reduced voluntary income.

Total expenditure amounted to £120,139 (2022 £135,500) a reduction in the year of £15,361, due to a reduction in church running expenses and church buildings maintenance. The result was a surplus of £5,302 compared to a surplus of £13,897 in 2022. Accordingly total funds increased from £76,056 in 2022 to £81,358.

The PCC has registered with HMRC to claim gift aid on appropriate donations directly from tax year 2023/4 when the Diocese ceases to offer this service to PCCs. The PCC members are indebted to Mike Pack, who oversees all matters relating to gift aid.

The PCC's bank balances totalled £81,119 on 31 December 2023 (2022 £74,017) – an increase of £7,102. The breakdown of designated funds held on account at the end of the year was:

• Messy Church	£804
• Tots Plus	£945
• Tea/Coffee Station	£20,636
• Church House repair	£5,000
• Organ Repair	£6,971
• Bank interest	£342
Total designated funds	<u>£34,698</u>

Plans are in place to promote donations and fundraising activities to ensure that the 2024 budget, agreed by the PCC at the end of 2023, is achieved and all obligations are met going forward. This position has been made possible thanks to the generosity of the St Dunstan's congregation and community, and by the efforts of all those who volunteer their time and resources to support PCC activities.

Approved by order of the PCC on 12th May 2024 and signed on its behalf by:

PCC Member

**INDEPENDENT EXAMINERS REPORT TO THE PAROCHIAL CHURCH COUNCIL OF ST DUNSTAN'S CHURCH
FOR THE YEAR ENDED 31 DECEMBER 2023**

Independent examiner's report to the Parochial Church Council of St Dunstan's Cranbrook

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Respective responsibilities of the PCC and the examiner

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Basis of this report

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Independent Examiner's Statement

In connection with my examination, no matter has come to my attention:

(1) which gives me reasonable case to believe that in any material respect the requirements

- to keep accounting records in accordance with section 130 of the Charities Act 2011; and
- to prepare accounts which accord with accounting records and to comply with requirements of the Act, as also contained in the Regulations

have not been met.

(2) to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.

.....
Date:

PRF Simpson F.C.A.
Hillside Farmhouse
Sissinghurst
Kent
TN 17 2JH

ST DUNSTAN'S CHURCH

Financial Statements for the year ended 31 December 2023

	Unrestricted Funds £	Designated Funds £	Total Funds 2023 £	Total Funds 2022 £
<u>Income and Expenditure Account for the year ended 31 December 2023</u>				
Incoming Resources				
Voluntary Income	74,479	16,620	91,099	110,580
Activities for Generating Funds	16,576	-	16,576	22,695
Interest Received	231	312	543	30
Income from Church Activities	17,223	-	17,223	16,091
Total Incoming Resources	108,509	16,932	125,441	149,396
Resources Expended				
Church Activities	8,947	-	8,947	8,425
Ministry	68,332	-	68,332	69,924
Church Running Expenses	19,959	-	19,959	21,807
Church Buildings Maintenance	21,267	1,634	22,901	35,343
Total Resources Expended	118,505	1,634	120,139	135,500
Net income/(expenditure)	(9,996)	15,298	5,302	13,897
Funds brought forward	56,656	19,400	76,056	62,159
Transfers between funds			-	-
Funds carried forward	46,660	34,698	81,358	76,056
<u>Balance Sheet</u>				
Assets				
Cash at Bank	46,421	34,698	81,119	74,017
Current assets	-	-	-	2,556
	46,421	34,698	81,119	76,573
Current Liabilities	(239)	-	(239)	517
Net assets	46,660	34,698	81,358	76,056
Funds				
Total funds	46,660	34,698	81,358	76,056

ST DUNSTAN'S CHURCH

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

Accounting Policies

Basis

The financial statements have been prepared in accordance with the Church Accounting Regulations 2006 using an accruals and prepayment basis.

The financial statements have been prepared under the historic cost convention except for any investment assets which would be shown at market value. The financial statements include all transactions, assets and liabilities for which the PCC is responsible in law. They do not include the accounts of church groups that owe their main affinity to another body, nor those that are informal gathering of church members.

Fund accounting

Restricted Funds

These represent:

- Income from trusts or endowments which may only be expended on those restricted objects provided in the terms of the trust or bequest and
- Donations or grants received for a specific object or invited by the PCC for a specific object. The funds may only be expended on the specific object for which they were given.

Designated Funds

These are funds which the PCC has agreed to set aside for a specific purpose.

Unrestricted Funds

These represent the funds of the PCC that are not subject to any special restrictions regarding their use and are available for application to the general purposes of the PCC.

Fixed Assets

Consecrated and benefice property is not included in the accounts. Moveable church furnishings held by the vicar and churchwardens on special trust for the PCC and which require a faculty for disposal are inalienable property, are listed in the church's inventory, which can be inspected at any reasonable time. As previous accounts were prepared as receipts and payments accounts there is insufficient cost information available and therefore assets held at that date are not valued in these financial statements. No assets were purchased in the year to 31 December 2023.

Staff costs

	2023	2022
	£	£
Staff costs	8,257	7,617
Social security costs	-	-
Pension costs	-	-
	<u>8,257</u>	<u>7,617</u>

Payments to PCC members

No payments or expenses were paid to any PCC Member, persons closely connected to them or related parties.

ST DUNSTAN'S CHURCH

Financial Statements for the year ended 31 December 2023

Detailed Income and Expenditure Account for the year ended 31 December 2023

	Unrestricted Funds £	Designated Funds £	Total Funds 2023 £	Total Funds 2022 £
INCOMING RESOURCES				
Voluntary Income				
Planned Giving:				
Bank Credits	43,945	-	43,945	49,575
Gift Aid Recovered	13,428	-	13,428	21,068
Collections/Other	17,106	-	17,106	13,227
Donations and Grants	-	-	-	-
Special Appeals	-	16,620	16,620	26,710
	74,479	16,620	91,099	110,580
Activities for Generating Funds				
Fundraising	9,116	-	9,116	10,377
Sundry Income	1,888	-	1,888	4,176
Church Letting	5,572	-	5,572	8,381
Ponder Anew	-	-	-	(239)
	16,576	-	16,576	22,695
Interest Received	231	312	543	30
Income from Church Activities				
Church House Letting	6,654	-	6,654	4,750
Coffee & Tea Receipts	7,060	-	7,060	5,452
PCC Income for Services	1,529	-	1,529	2,871
Parochial Fees Collected	1,980	-	1,980	3,018
	17,223	-	17,223	16,091
Total Incoming Resources	108,509	16,932	125,441	149,396

ST DUNSTAN'S CHURCH

Financial Statements for the year ended 31 December 2023

Detailed Income and Expenditure Account for the year ended 31 December 2023

	Unrestricted Funds £	Designated Funds £	Total Funds 2023 £	Total Funds 2022 £
RESOURCES EXPENDED				
Church Activities				
Home Missions and Other Church Giving	690	-	690	808
Staff Costs	8,257	-	8,257	7,617
	8,947	-	8,947	8,425
Ministry				
Parish Share	66,070	-	66,070	66,626
Parochial Fees paid to Canterbury	1,913	-	1,913	3,109
Working Expenses of Incumbent	349	-	349	189
	68,332	-	68,332	69,924
Church Running Expenses				
Gas	5,798	-	5,798	9,720
Electricity	3,054	-	3,054	1,755
Water	287	-	287	239
Insurance	10,820	-	10,820	10,093
	19,959	-	19,959	21,807
Church Buildings Maintenance				
Upkeep of Services	3,122	-	3,122	932
Office Costs	5,139	-	5,139	5,787
Music Costs	4,525	-	4,525	4,509
General/Annual Maintenance	3,523	-	3,523	6,064
Major Repairs to Church Buildings	822	-	822	15,641
Historic Loan Repaid to Diocese	3,000	-	3,000	2,000
Sundry Expenses	1,136	1,634	2,770	411
	21,267	1,634	22,901	35,343
Total Resources Expended	118,505	1,634	120,139	135,500
Net income/(expenditure)	(9,996)	15,298	5,302	13,897

Accounts

St Dunstan's Church Cranbrook



'A faithful, welcoming and compassionate church for all'

**REPORT OF THE PAROCHIAL CHURCH COUNCIL
AND
UNAUDITED FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 DECEMBER 2022**

ST DUNSTAN'S CHURCH

REPORT OF THE PAROCHIAL COUNCIL FOR THE YEAR ENDED 31 DECEMBER 2022

Administrative Information

The Parochial Church Council (PCC) of St Dunstan's Church, Cranbrook is a corporate body (PCC Powers Measures 1956, Church Representation Rules 2006) with charitable status (Charity Commission registration 1144409). The PCC is responsible for promoting the whole mission of the Church - pastoral, evangelistic, social and ecumenical - in the ecclesiastical parish. In addition, it is responsible for its paid staff and for the maintenance of St Dunstan's Church and Church House, both of Stone Street, Cranbrook, TN17 3HA. The PCC comprises members, ex-officio officers and lay representatives. Per the Church Representation rules, members are elected at the Annual Parochial Church Meeting (APCM) for a period of 3 years by parishioners registered on the electoral roll.

PCC Members' Responsibilities

The PCC prepares an annual report and financial statements in accordance with its statutory framework and accounting conventions. Charity law requires the PCC to prepare and publish financial statements annually that accurately reflect the financial transactions of the year in question.

In preparing its financial statements, the PCC is required to:

- Select suitable accounting policies and apply them consistently
- Demonstrate that its judgements and estimates have been reasonable and prudent
- Assume ongoing concern unless it is inappropriate to presume that the activities of the church will continue

All trustees gave of their time freely and there was no trustee remuneration in 2022. The PCC met formally on eleven occasions during the year, including two extraordinary meetings.

PCC Members

Nye Jones	Assistant Churchwarden, Vice Chair and Electoral Roll Officer
Andrew Gasson	Assistant Churchwarden
Gwenneth Heyking	Assistant Churchwarden
David Hough	Assistant Churchwarden
Brian Swann	
Jane Upton	
Christopher Stead	
Valerie Piper	Resigned in September 2022

Co-opted Members

Julie Warman	Parish Administrator
Gina Kinson	Resigned in September 2022

Winston Campbell

Ex Officio Members

Rev Ann Pollington	Incumbent & Chair until retirement in March 2022
Incumbent	Vacant from March 2022
David Riddick	Churchwarden and Chair from March 2022
Alie Bird	Treasurer
David Gillies	Lay Reader
John Mulrenan	Lay Reader (formerly Vice Chair, now resigned from attending PCC meetings)
Barbara Campbell	Representative to the Deanery Synod
Diana Riddick	Safeguarding Officer

ST DUNSTAN'S CHURCH

REPORT OF THE PAROCHIAL COUNCIL FOR THE YEAR ENDED 31 DECEMBER 2022

Objectives and Activities

The PCC is committed to enabling as many people as possible to participate in the life of our Church by supporting the provision of worship and a range of cultural and community activities in the Church, at Church House and in the larger community. The Charity Commission's guidance on public benefit and specific counsel for charities focussing on the advancement of religion have been followed, as has the House of Bishops' instruction on safeguarding children and vulnerable adults. St Dunstan's is open every day and the PCC priority during the year has been to make the buildings as accessible as possible to members of the congregation and the wider community.

Activities in 2022 included:

- Worship, prayer, pastoral care and gospel instruction by means of a wide range of services and the provision, if requested, of baptism and confirmation. These were offered throughout the year - despite there being no incumbent in post from March - thanks to the dedication of our group of retired priests and lay readers and to visiting clergy
- Baptisms, weddings, funerals and memorial services
- Messy Church sessions
- Tots Plus meetings
- Provision of support and religious instruction to the pupils of Cranbrook's two Church of England primary schools
- Organisation of regular donations to the local food bank
- Hosting concerts and recitals in the Church
- Provision of venues – the Church and Church House - for a range of community groups
- Raising money for specific charities

Risk Management

Throughout 2022, the PCC has considered the principal risks and uncertainties facing St Dunstan's and has ensured close management of these when deciding on policies and formulating action plans.

Achievements and Performance

In and around the Church

- Creation and installation of a Giving Station in the church as a focal point for fundraising incorporating a contactless donation device
- New and/or repaired and updated Notice Board signage
- Introduction of three new banners in the Church: Welcome; our Vision; Donating to St Dunstan's
- Installation of WiFi in the Church
- Introduction of broadcasting and recording facilities – including a dedicated YouTube Channel – controlled from a purpose-built console
- Enhancements including new furniture, books, toys & carpet for the Children's area
- Scheduled maintenance to include the Church roof alarm and boiler, Church House fire alarm, portable electrical appliances and fire extinguishers and repair and decoration of Church House's entrance door
- Progress with the ongoing consultation, planning and approval application for the installation of a Tea and Coffee Station in the Church, for which funding has been provided by the late Philip Mummery, backed by promised support from the Friends of St Dunstan's

ST DUNSTAN'S CHURCH

REPORT OF THE PAROCHIAL COUNCIL FOR THE YEAR ENDED 31 DECEMBER 2022

Fundraising

- An Autumn appeal to the congregation to ensure that the PCC had sufficient funds to meet its obligations raised £26,710 before gift aid uplift
- Launch of the Parish Giving Scheme as another means for members of the community to support the work and finances of the Church
- Concerts and additional community events in St Dunstan's (organised by the Church):
 - Celebration of the late Queen's Platinum Jubilee including a cream tea, tower opening and livestreaming of events
 - Special services and livestreaming of the Funeral of HRH Queen Elizabeth II
 - Wealden Consort 'Choral Tonic' Concert
 - Two Gospel Choir Concerts
 - Compass Community Choir and Tempo 'Songfest' Concert
 - Christmas Tree Festival
 - Pancake Day, Shrove Tuesday
- Events in Cranbrook to promote St Dunstan's Church in the community:
 - Cranbrook Goes Nuts in May - stall & tower open
 - Apple Fair - stall & tower open
 - Cranbrook on the Green - stall, refreshments and tower open
 - Press release to promote St Dunstan's Church as a venue for the community and for concerts

Preparation and planning for a new Priest

- Drafting of a five-year business plan to demonstrate that St Dunstan's sustainability
- Creation of a new Vision for St Dunstan's and Cranbrook.
This was achieved via the:
 - Development and coordination of questionnaires for completion by the congregation and community
 - Hosting a 'Vision Day' facilitated by Rev Steve Coney, Diocesan Missions and Growth Adviser
 - Production of a consolidated report leading to a new Vision and goal to be 'a faithful, welcoming and compassionate church for all'
- Creation of a new Parish Profile to inform potential applicants

Change of Vicarage Premises

- Review of current Vicarage and of the best future use of the current premises
- Consideration by the PCC to sell the property and secure a new Vicarage with easier access to the expanding town and with a more manageable garden
- Any resulting surplus to be shared between the PCC and the Diocese to consolidate St Dunstan's longer-term finances

ST DUNSTAN'S CHURCH

REPORT OF THE PAROCHIAL COUNCIL FOR THE YEAR ENDED 31 DECEMBER 2022

Financial Review

The 2022 accounts have been examined by the incoming accountant, who has generously undertaken this task on a voluntary basis. A rigorous 2022 budget had been agreed at the end of 2021 by the PCC and Finance Committee, whose members received monthly reports of cashflow and performance against budget to ensure the full attention of all to financial performance.

Total receipts were increased in 2022 over 2021 by £23,906, thanks to the generosity of regular donors, the success of the Autumn Appeal and the efforts of PCC fundraisers.

Total expenses were increased in 2022 over 2021 by £26,694. An increased Parish Share payment of £21,626 accounts for most of this difference, as the PCC strove to meet its Diocesan obligation for 2021 and 2022; the latter year's share was settled in full. Utility costs did not increase as much as feared: new fixed-price contracts are now in place for all utilities and government support has been applied directly where appropriate; all meters are read each month to ensure that suppliers' charges are correct. An historical debt to the Diocese of £5,000 was uncovered towards the end of 2022. No record of this debt had been recorded in earlier financial accounts or included in budgets. In liaison with the Diocesan Finance Director, a settlement schedule of £500 per month was agreed and £2,000 was repaid in 2022.

The PCC has registered with HMRC to claim gift aid on appropriate donations directly from tax year 2023/4 when the Diocese ceases to offer this service to PCCs. The Treasurer is indebted to Mike Pack, who oversees all matters pertaining to gift aid.

The PCC's bank balances totalled £74,017 on 31 December 2022 – an increase over January 2022 of £11,858. In the course of the year, the PCC absorbed the finances of two of its outreach activities: Messy Church and Tots Plus. The Religious Education Fund administered by the Vicar and Churchwarden was without a bank account and the PCC paid some expenses on its behalf pending a new account being set up. These balances have been classified as designated and transactions accounted for following the same protocols as general PCC debits and credits. At end of year, the breakdown of designated funds held on account was:

• Messy Church	£471
• Tots Plus	£866
• Tea/Coffee Station	£8,345
• Church House repair	£5,000
• Organ Repair	£4,615
• For purchase of an item for the church	£250
• Bank Interest credited in 2022	£30
• Religious Education Trust	(£177)
Total designated funds	<u>£19,400</u>

Plans are in place to promote donations and fundraising activities to ensure that the 2023 budget, agreed by the PCC at the end of 2022, is achieved and all obligations are met going forward. This position has been made possible thanks to the generosity of the St Dunstan's congregation and community, and by the efforts of all those who volunteer their time and resources to support PCC activities.

Approved by order of the PCC on 2023 and signed on its behalf by:

PCC Member

**INDEPENDENT EXAMINERS REPORT TO THE PAROCHIAL CHURCH COUNCIL OF ST DUNSTAN'S CHURCH
FOR THE YEAR ENDED 31 DECEMBER 2022**

Independent examiner's report to the Parochial Church Council of St Dunstan's Cranbrook

This report on the financial statements of the PCC for the year ended 31 December 2022 is in respect of an examination carried out in accordance with the Church Accounting Regulations 2006 (the Regulations) and section 145 of the Charities Act 2011 (the Act).

Respective responsibilities of the PCC and the examiner

As members of the PCC you are responsible for the preparation of the financial statements. You consider that the audit requirements of the Regulations and section 144 of the Act do not apply. It is my responsibility to issue this report on those financial statements in accordance with the terms of the Regulations.

Basis of this report

My examination was carried out in accordance with the General Directions given by the Charity Commission under section 145(5)(b) of the Act and to be found in the Church Guidance, 2006 edition, issued by the Finance Division of the Archbishops' Council. That examination includes a review of the accounting records kept by the PCC and a comparison of the accounts with those records. It also includes considering any unusual items or disclosures in the financial statements and seeking explanations from you as members of the PCC concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit, and consequently I do not express an audit opinion on the view given by the accounts.

Independent Examiner's Statement

In connection with my examination, no matter has come to my attention:

- (1) which gives me reasonable case to believe that in any material respect the requirements
 - to keep accounting records in accordance with section 130 of the Charities Act 2011;
and
 - to prepare accounts which accord with accounting records and to comply with requirements of the Act, as also contained in the Regulationshave not been met.

- (2) to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.

.....
Date: 2023

PRF Simpson F.C.A.
Hillside Farmhouse
Sissinghurst
Kent
TN 17 2JH

ST DUNSTAN'S CHURCH

Financial Statements for the year ended 31 December 2022

	Unrestricted Funds £	Designated Funds £	Total Funds 2022 £	Total Funds 2021 £
<u>Income and Expenditure Account for the year ended 31 December 2022</u>				
Incoming Resources				
Voluntary Income	107,295	3,285	110,580	102,262
Activities for Generating Funds	22,695	-	22,695	11,489
Interest Received	-	30	30	3
Income from Church Activities	16,091	-	16,091	11,736
Total Incoming Resources	146,081	3,315	149,396	125,490
Resources Expended				
Church Activities	8,425	-	8,425	6,886
Ministry	69,924	-	69,924	48,870
Church Running Expenses	21,807	-	21,807	20,987
Church Buildings Maintenance	23,468	11,876	35,343	32,063
Total Resources Expended	123,624	11,876	135,500	108,806
Net income/(expenditure)	22,457	(8,560)	13,897	16,684
Funds brought forward	29,199	32,960	62,159	45,475
Transfers between funds	5,000	(5,000)	-	-
Funds carried forward	56,656	19,400	76,056	62,159
<u>Balance Sheet</u>				
Assets				
Cash at Bank	54,617	19,400	74,017	62,159
Current assets	2,556	-	2,556	-
	57,173	19,400	76,573	62,159
Current Liabilities	517	-	517	-
Net assets	56,656	19,400	76,056	62,159
Funds				
Total funds	56,656	19,400	76,056	62,159

ST DUNSTAN'S CHURCH

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

Accounting Policies

Basis

The financial statements have been prepared in accordance with the Church Accounting Regulations 2006 using an accruals and prepayment basis.

The financial statements have been prepared under the historic cost convention except for any investment assets which would be shown at market value. The financial statements include all transactions, assets and liabilities for which the PCC is responsible in law. They do not include the accounts of church groups that owe their main affinity to another body, nor those that are informal gathering of church members.

Fund accounting

Restricted Funds

These represent:

- a) Income from trusts or endowments which may only be expended on those restricted objects provided in the terms of the trust or bequest and
- b) Donations or grants received for a specific object or invited by the PCC for a specific object. The funds may only be expended on the specific object for which they were given.

Designated Funds

These are funds which the PCC has agreed to set aside for a specific purpose.

Unrestricted Funds

These represent the funds of the PCC that are not subject to any special restrictions regarding their use and are available for application to the general purposes of the PCC.

Fixed Assets

Consecrated and benefice property is not included in the accounts. Moveable church furnishings held by the vicar and churchwardens on special trust for the PCC and which require a faculty for disposal are inalienable property, are listed in the church's inventory, which can be inspected at any reasonable time. As previous accounts were prepared as receipts and payments accounts there is insufficient cost information available and therefore assets held at that date are not valued in these financial statements. No assets were purchased in the year to 31 December 2022.

Staff costs

	2022	2021
	£	£
Staff costs	7,617	5,264
Social security costs	-	-
Pension costs	-	-
	<u>7,617</u>	<u>5,264</u>

Payments to PCC members

No payments or expenses were paid to any PCC Member, persons closely connected to them or related parties.

ST DUNSTAN'S CHURCH

Financial Statements for the year ended 31 December 2022

Detailed Income and Expenditure Account for the year ended 31 December 2022

		Unrestricted Funds £	Designated Funds £	Total Funds 2022 £	Total Funds 2021 £
INCOMING RESOURCES					
Voluntary Income					
Planned Giving:	Bank Credits	49,575	-	49,575	58,525
	Gift Aid Recovered	21,068	-	21,068	14,001
	Collections/Other	9,942	3,285	13,227	6,325
Donations and Grants		-	-	-	4,200
Special Appeals		26,710	-	26,710	19,211
		107,295	3,285	110,580	102,262
Activities for Generating Funds					
Fundraising		10,377	-	10,377	6,174
Sundry Income		4,176	-	-	-
Church Letting		8,381	-	8,381	4,837
Ponder Anew		(239)	-	(239)	478
		22,695	-	22,695	11,489
Interest Received					
		-	30	30	3
Income from Church Activities					
Church House Letting		4,750	-	4,750	4,130
Coffee & Tea Receipts		5,452	-	5,452	2,788
PCC Income for Services		2,871	-	2,871	4,818
Parochial Fees Collected		3,018	-	3,018	-
		16,091	-	16,091	11,736
Total Incoming Resources					
		146,081	3,315	149,396	125,490

ST DUNSTAN'S CHURCH

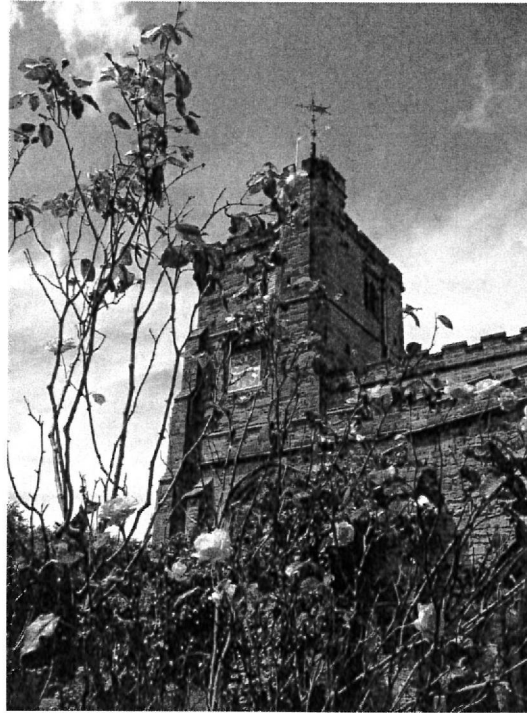
Financial Statements for the year ended 31 December 2022

Detailed Income and Expenditure Account for the year ended 31 December 2022

	Unrestricted Funds £	Designated Funds £	Total Funds 2022 £	Total Funds 2021 £
RESOURCES EXPENDED				
Church Activities				
Home Missions and Other Church Giving	808	-	808	1,622
Staff Costs	7,617	-	7,617	5,264
	8,425	-	8,425	6,886
Ministry				
Parish Share	66,626	-	66,626	45,000
Parochial Fees paid to Canterbury	3,109	-	3,109	2,249
Working Expenses of Incumbant	189	-	189	1,621
	69,924	-	69,924	48,870
Church Running Expenses				
Gas	9,720	-	9,720	9,004
Electricity	1,755	-	1,755	2,199
Water	239	-	239	259
Insurance	10,093	-	10,093	9,525
	21,807	-	21,807	20,987
Church Buildings Maintenance				
Upkeep of Services	932	-	932	695
Office Costs	5,787	-	5,787	1,714
Music Costs	4,509	-	4,509	4,538
General/Annual Maintenance	6,064	-	6,064	7,544
Major Repairs to Church Buildings	4,176	11,465	15,641	17,572
Historic Loan Repaid to Diocese	2,000	-	2,000	-
Sundry Expenses	-	411	411	-
	23,468	11,876	35,343	32,063
Total Resources Expended	123,624	11,876	135,500	108,806
Net income/(expenditure)	22,457	(8,560)	13,897	16,684

Accounts

**St Dunstan's Church
Cranbrook**



**Accounts
For the Year Ending
31st December 2021**

St Dunstan's Church Cranbrook
Trustees Report for the year ended 31 December 2021

Administrative Information

The Parochial Church Council (PCC) of St Dunstan's Church, Cranbrook is responsible with the Vicar, the Revd Ann Pollington, for promoting in the ecclesiastical parish the whole mission of the Church - pastoral, evangelistic, social and ecumenical. The PCC is a corporate body (PCC Powers Measures 1956, Church Representation Rules 2006) and is a charity registered with the Charity Commission under registration number 1144409. It has maintenance responsibilities for St Dunstan's Church and Church House, both of Stone Street, Cranbrook TN17 3HA, as well as having responsibilities for paid staff.

PCC Members

The PCC was chaired by the Vicar, Revd Ann Pollington, and is made up of ex-officio members and lay representatives who are elected at the APCM for a period of 3 years. The method of appointment to the PCC is laid down in the Church Representative Rules. All Church attenders are encouraged to register on the Electoral Roll so that they can vote in the elections.

The members of the PCC who have served **since 6 June 2021** - the date of the last APCM - to the production of this report and accounts for the APCM were as follows:

Ex Officio Members

Incumbent and Chair	Revd Ann Pollington
Reader	Mr David Gillies
Churchwarden and vice-chair	Mr David Riddick
Representative to the Deanery Synod	Mrs Barbara Campbell
Treasurer	Mrs Jo Spicer resigned 16 August Dr Alie Bird elected 2 September
Safeguarding Officer	Mrs Diana Riddick

PCC Members

Andrew Gasson
Gwenneth Heyking
David Hough
Nye Jones Also Electoral Roll Officer
Brian Swann
Jane Upton
Chris Stead

Co-opted

Julie Warman Parish Administrator from 28 April
Gina Kinson
Winston Campbell

St Dunstan's Church Cranbrook
Trustees Report for the year ended 31 December 2021-continued

Objectives and Activities

The PCC is committed to enabling as many people as possible to participate in the life of our church at St Dunstan's. The PCC supports the work of the Vicar in providing worship and a range of cultural and community activities within the Church and Church House. We keep the Church open every day.

When planning our activities for 2021, the Vicar and the PCC have considered the Charity Commission's guidance on public benefit and specific guidance on charities for the advancement of religion and has also had due regard to the House of Bishops' guidance on safeguarding children and vulnerable adults. The government guidelines on Covid 19 have impacted considerably over the year from the initial lockdown in March 2020 onwards.

The year continued to be dominated by the Covid 19 pandemic with the country in lockdown until Palm Sunday, 28 March. Restrictions such as wearing masks, observing social distancing, avoiding mixing with other households, etc remained in place for several months thereafter. This had the obvious knock-on effects of causing PCC meetings to be held on Zoom and the cancellation of some planned concerts and carol services, although we did manage to hold a Remembrance Day Service. Revd Ann managed to hold her weekday prayer sessions, as well as streaming our Sunday services using her mobile phone. The emphasis otherwise was on pastoral care with regular phoning of members of the congregation and encouraging other groups, such as Wellbeing in the Weald, Colourstrings and Alcoholics Anonymous to continue their activities in either Church or Church House.

The usual key activities undertaken included:

- Worship, prayer and learning about the gospel, through a wide range of services, study groups and the provision of baptism and confirmation
- Offering pastoral care for all people living in the parish and those who come to us for baptism, marriages and funerals
- Holding monthly 'Messy Church' events recommenced in September 2020
- Providing ministry in our partnership with Cranbrook's two Church of England Primary Schools
- Hosting a limited programme of concerts and recitals organised by The Friends of St Dunstan's and others
- Organising a monthly collection of groceries and delivering these donations to the local food bank
- Mission – Various charities were supported in 2021

St Dunstan's Church Cranbrook
Trustees Report for the year ended 31 December 2021-continued

Risk Management

Throughout 2021 the PCC has considered the principal risks and uncertainties facing St Dunstan's and has taken the management of these into account as we formulate our future plans. The government guidelines on Covid 19 have continued to impact on the programme of services and activities over the year from the initial lockdown in March 2020 onwards. Wherever possible activities have continued albeit in sometimes altered formats.

Achievements and Performance

The PCC met regularly throughout the year, on Zoom or in person, depending on Government lockdown advice.

Baptisms, funerals and Memorial Services were held in church over the year; sadly no weddings were booked due to Covid restrictions and general concerns regarding public meetings.

Various concerts including Jon Boden, Martyn Joseph, Friends of St Dunstan's lunchtime concerts, Cranbrook Choral Society, Cranbrook Town Band (in aid of Demelza Children's Hospice) took place.

Speakers from charities including the Leprosy Mission and The Weald Family Hub spoke during Sunday Services and we held a special Q&A event in the church to discuss the future of St Dunstan's within the community of Cranbrook to improve usage of the church building and to encourage wider usage and fundraising.

In September Kent Ride and Stride charity event took place, raising funds for local Kent churches, chapels and meeting houses.

Harvest Festival services took place in October, with funds raised for the church and Farm Africa. The year 6 pupils from Cranbrook Primary school boxed up parcels for local people.

The vicar held a special "Together for our Planet" service in October, in line with the COP26 Climate Change Conference in Glasgow.

The regular Remembrance Service for the RBL took place as normal, but with some modifications due to covid rules.

A very successful Christmas Tree Festival including a Christmas Bazaar, took place in the church. Many local charities, businesses and organisations sponsored over forty Christmas Trees. This was part of the Cranbrook Christmas Festival.

The PCC updated fundraising by introducing text donations and purchasing a card reader to establish cashless giving in St Dunstan's.

Installation of Wi-Fi commenced at the end of the year with the aim of introducing full video and Wi-Fi facilities to broadcast services and events in the church to a wider audience. This facility will prove useful particularly following the current covid era.

St Dunstan's Church Cranbrook
Trustees Report for the year ended 31 December 2021-continued

A local businessman, friend and patron of St Dunstan's donated funds for the provision of a new Tea and Coffee Station to be added to the church. This project is ongoing and Architects' plans have been drawn up for submission to the Diocese.

A new noticeboard was installed in the Jockey Lane entrance to the churchyard which was supported by a local patron.

Financial Report

Fundraising during 2021 continued to be restricted due to Covid, with some concerts, especially during the Christmas Season, being cancelled due to Covid numbers increasing locally. Regular donations continued to be received throughout the year. By the end 2021 our bank mandates and authorities had been reviewed and revised. The PCC accounts were completed and submitted to the Independent Examiner in a timely fashion.

St Dunstan Church Cranbrook
Financial Statements for the year ended 31 December 2021

Incoming Resources

	Unrestricted Funds	Designated Funds	Restricted Funds	Total Funds	
				2021	2020
Voluntary Income					
Planned giving: Bank credits	58,525			58,525	50,816
Tax recoverable - Gift Aid	14,001			14,001	16,561
Other	6,325			6,325	2,565
Donations and grants	1,182	3,018		4,200	38,124
Special appeals	18,694	517		19,211	25,106
Legacies	-	-		-	10,000
	98,727	3,535	-	102,262	143,172
Activities for Generating Funds					
Fundraising	6,174			6,174	1,381
Sundry income	-			-	122
Church letting	4,837			4,837	-
Ponder Anew	478			478	-
	11,489	-	-	11,489	1,503
Interest received	3			3	20
Income from Church Activities					
Church House letting	4,130			4,130	4,135
Church House coffee	2,788			2,788	834
Magazine income from sales	-			-	527
PCC fees	4,818			4,818	6,733
	11,736	-	-	11,736	12,229
Total Incoming Resources	121,955	3,535	-	125,490	156,924

For and on behalf of St Dunstan's Church Cranbrook

Churchwarden David W G Riddick

Treasurer Alison Bird

St Dunstan Church Cranbrook
Financial Statements for the year ended 31 December 2021

Resources Expended

	Unrestricted Funds	Designated Funds	Restricted Funds	Total Funds	
				2021	2020
Church Activities					
Missionary and charitable giving					
Overseas missionary societies	-			-	-
Home missions and other Church	1,622			1,622	4,317
Staff costs	5,264			5,264	9,610
Ministry					
Parish Share	45,000			45,000	50,408
Fees to Canterbury	2,249			2,249	1,148
Working expenses of incumbent	1,621			1,621	996
Church running expenses					
Gas	9,004			9,004	11,726
Electricity	2,199			2,199	2,464
Water	259			259	176
Insurance	9,525			9,525	9,465
Church maintenance					
Upkeep of services	695			695	1,591
Office costs	1,714			1,714	4,229
Magazine costs	-			-	298
Music	4,538			4,538	-
General/annual maintenance	7,544			7,544	5,569
Major repairs to Church Buildings	12,014	5,558		17,572	83,457
Loan repaid to Diocese of Canterbury	-			-	15,000
Sundries	-			-	20
2020 Creditors	-			-	(3,190)
	<u>103,248</u>	<u>5,558</u>	<u>-</u>	<u>108,806</u>	<u>197,284</u>
Net incoming for the year	18,707	(2,023)	-	16,684	(40,360)
Balance 1 January 2021	10,492	34,983	-	45,475	85,835
Balance 31 December 2021	<u>29,199</u>	<u>32,960</u>	<u>-</u>	<u>62,159</u>	<u>45,475</u>
Represented by					
Cash at Bank	<u>29,199</u>	<u>32,960</u>		<u>62,159</u>	<u>45,745</u>
Assets at 31 December 2021	2,887				
Liabilities at 31 December 2021 (excluding outstanding Parish Share)	1,814				

St Dunstan's Church Cranbrook

Notes to the Financial Statements

For the Year ended 31 December 2021

Accounting Policies

The financial statements have been prepared in accordance with the Church Accounting Regulations 2006 using the receipts and payments basis.

The financial statements have been prepared under the historical cost convention except for the investment assets, which are shown at market value. The financial statements include all transactions, assets and liabilities for which the PCC is responsible in law. They do not include the accounts of church groups that owe their main affiliation to another body, nor those that are informal gatherings of church members.

Funds

Restricted funds represent a) income from trusts or endowments which may only be expended on those restricted objects provided in the terms of the trust or bequest and b) donations or grants received for a specific object or invited by the PCC for a specific object. The funds may only be expended on the specific object for which they were given.

Designated funds are funds which the PCC has agreed to set aside for a specific purpose.

Unrestricted funds represent the funds of the PCC that are not subject to any special restrictions regarding their use and are available for application to the general purposes of the PCC.

Fixed Assets

Consecrated and benefice property is not included in the accounts.

Movable church furnishings held by the vicar and churchwardens on special trust for the PCC and which require a faculty for disposal are inalienable property, listed in the church's inventory, which can be inspected (at any reasonable time). As previous accounts were prepared as receipts and payments accounts there is insufficient cost information available and therefore assets held at that date are not valued in these financial statements. No assets were purchased in the year to 31 December 2021.

Staff Costs

Wages and salaries	£5,264
Social Security Costs	-
Pension Costs	-

Payments to PCC members.

No payments or expenses were paid to any PCC member, persons closely connected to them or related parties.

St Dunstan's Church Cranbrook

Independent Examiner's report

To the Parochial Church Council of St Dunstan's Cranbrook
On the Accounts for the year ended 31 December 2021

This report on the financial statements of the PCC for the year ended 31 December 2021 which are set out on pages two to eight is in respect of an examination carried out in accordance with the Church Accounting Regulations 2006 (the Regulations) and section 145 of the Charities Act 2011. (the Act)

Respective responsibilities of the PCC and the examiner

As members of the PCC you are responsible for the preparation of the financial statements. You consider that the audit requirements of the Regulations and section 144 of the Act do not apply. It is my responsibility to issue this report on those financial statements in accordance with the terms of the Regulations.

Basis of this report

My examination was carried out in accordance with the General Directions given by the Charity Commission under section 145(5)(b) of the Act and to be found in the *Church Guidance*, 2006 edition, issued by the Finance Division of the Archbishops' Council. That examination includes a review of the accounting records kept by the PCC and a comparison of the accounts with those records. It also includes considering any unusual items or disclosures in the financial statements and seeking explanations from you as trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit, and consequently I do not express an audit opinion on the view given by the accounts.

Independent Examiners Statement

In connection with my examination, no matter has come to my attention:

- (1) which gives me reasonable cause to believe that in any material respect the requirements
 - to keep accounting records in accordance with section 130 of the Charities Act 2011; and
 - to prepare accounts which accord with the accounting records and to comply with the requirements of the Act, as also contained in the Church Accounting Regulations 2006have not been met.
- (2) to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.

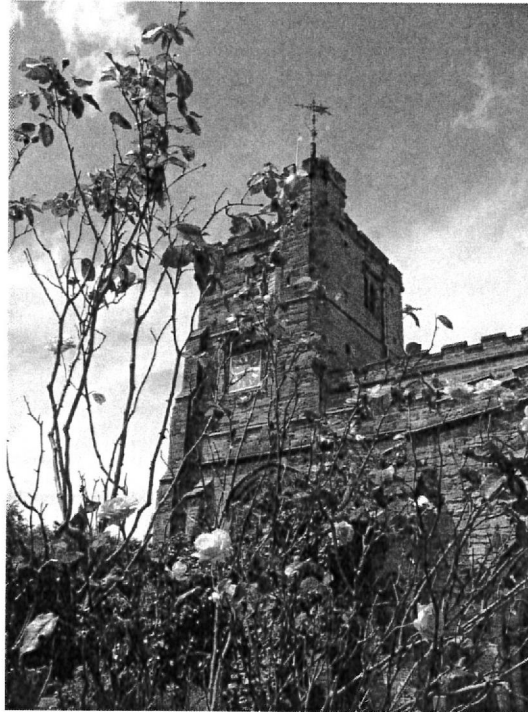
Mr M G Humphreys F.C.C.A.
McCabe Ford Williams
Chartered Accountants
Bank Chambers
61 High Street
Cranbrook
Kent
TN17 3EG



Date: 11 May 2022

Accounts

**St Dunstan's Church
Cranbrook**



**Accounts
For the Year Ending
31st December 2020**

St Dunstan's Church Cranbrook

Trustees Report for the year ended 31 December 2020

Administrative Information

The Parochial Church Council (PCC) of St. Dunstan's, Cranbrook is responsible with the Vicar, the Revd. Ann Pollington, for promoting in the ecclesiastical parish the whole mission of the Church, pastoral, evangelistic, social and ecumenical. The Parochial Church Council is a corporate body (PCC Powers Measure 1956, Church Representation Rules 2006) and is a charity registered with the Charity Commission under registration number 1144409. It has maintenance responsibilities for St. Dunstan's Church, Stone Street, Cranbrook, TN17 3HA and Church House as well as having responsibilities for paid staff. The PCC decides how the funds of the Church Council are to be spent.

PCC Members

The PCC is chaired by the Vicar, Revd Ann Pollington and is made up of ex-officio members and lay representatives who are elected each year at the APCM (Annual Parochial Council Meeting). The method of appointment to the PCC is set out in the Church Representative Rules. All Church attenders are encouraged to register on the Electoral Roll, so that they can vote in the elections.

The members of the PCC who have served from the 1st January 2020 to the production of this report and accounts for the APCM were as follows:

PCC Members

Ex-Officio Members

Incumbent and Chair	Revd Ann Pollington
Reader	Mr David Gillies
Churchwarden	Mr David Riddick Mr Roger Hart (until Sept 2020)

Elected Members

Representative to the Deanery Synod	Mrs Pamela Hart	From April 2018
Treasurer	Mrs Jo Spicer	From January 2018
Safeguarding Co-ordinator	Mrs D Riddick	

PCC Members

Mr Nick Beale
Mrs Gina Kinson
Mr Philip Mummery (until Feb 2020)
Mr Brian Swann
Mr Winston Campbell
Mrs Elizabeth Hancock
Mr Christopher Stead (from Sept 2020 APCM)

Electoral Roll Officer	Mr Nye Jones
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St Dunstan's Church Cranbrook

Trustees Report for the year ended 31 December 2020 continued

Objectives and Activities

The PCC is committed to enabling as many people as possible to participate in the life of our church at St. Dunstan's. The PCC supports the work of the Vicar in providing worship and a range of cultural and community activities within the Church and Church House. We keep the Church open every day.

When planning our activities for 2020, the Vicar and the PCC have considered the Charity Commission's guidance on public benefit and specific guidance on charities for the advancement of religion and has also had due regard to the House of Bishop's guidance on safeguarding children and vulnerable adults. The government guidelines on Covid19 have impacted considerably over the year from the initial lockdown in March 2020 onwards. Many of our key activities have not taken place or have done so in a limited or zoom-type meeting instead of face-to-face.

The usual key activities undertaken include:

- Worship, prayer and learning about the gospel, through a wide range of services, study groups and the provision of baptism and confirmation;
- Offering pastoral care for all people living in the parish and those who come to us for baptism, marriages and funerals;
- Holding monthly 'Messy Church' and running a Tot's Plus group for parents and their young children (for January and February only, due to Covid);
- Providing ministry in our partnership with Cranbrook's two Church of England Primary Schools;
- Hosting a year-round programme of concerts and recitals organised by The Friends of St Dunstan's and others.
- Organising a monthly collection of groceries and delivering these donations to the local food bank.
- Mission – Various charities were supported in 2020

Risk Management

Throughout 2020, the PCC has considered the principal risks and uncertainties facing St Dunstan's and has taken the management of these into account as we formulate our future plans. The government guidelines on Covid19 have impacted considerably over the year from the initial lockdown in March 2020 onwards.

Achievements and Performance

The PCC met via Zoom several times during the year.

2020 was a year like no other because of the pandemic and the lockdowns, but we still managed to do a variety of services and events.

A few special services and events did take place in January and February, our Discovery Day in February, and two Sacred Space services on Sunday evenings. Visits to home communicants and care home services stopped after February. The Church doors remained shut completely for 2 months and a recording of church bells was broadcast from the tower every Sunday and, indeed, some people came to sit in the churchyard every Sunday to hear them.

We had wonderful artwork arranged on the south porch door all the time the Church was locked, magnificent displays for VE day, St Dunstan's Day, Pentecost and Corpus Christi to name but a few, these displays kept the Church 'open' and visible to all and in the sight of townsfolk as they went about their daily exercise and strolls.

St Dunstan's Church Cranbrook

Trustees Report for the year ended 31 December 2020 continued

Across the year, we had many concerts planned all of which were cancelled, this did mean a huge loss of income, so we were not able to pay the full amount of Parish Share requested. In fact we ended the year with a £25,000 deficit on our Parish Share and unfortunately this has increased in 2021 since we found our finances were still not good and so for the first 6 months of 2021 only about 45% of the amount requested has been transferred to the diocese. As can be seen from the financial accounts, our fundraising amounted to almost nil, simply because of the Covid restrictions.

Then in December, we had 12 Christmas trees in church, decorated and sponsored by local businesses to bring a bit of joy and light to the town and community. On the Friday evening we opened the Church while the town Christmas Market took place in Jockey Lane car park. This, apart from the Discovery Day back in February, was really the only fundraising event of 2020. The Lockdown from 26th December meant the re-thinking of the Christmas services, Christmas Morning Eucharist being the final service of Public Worship in 2020 and the last one until Palm Sunday 2021.

At the start of 2020, a Faculty was received to confirm the removal of pews to create a social space in children's area, but then we had Storm Clara on 9 February, followed by Storm Dennis on the 16th. These storms caused damage to the roof of Church House and water ingress via the chimney breast into the West Room. The roof was repaired by Zenith Roofing on 30 March.

A Faculty was applied for a new white Altar Frontal and was eventually granted on 2 June and work put in hand culminating in the new Altar Frontal being delivered and installed in St Thomas's Chapel on 1st October. This was a donation from Lady Susan Warren in memory of her husband Sir Kenneth Warren.

The weatherboarding of Church House was showing signs of wear and it needed re-painting urgently. Much of the woodwork was rotten and needed replacing as well as the boards supporting the guttering which had rotted and was causing leaks into the kitchen and the windows on the south side of the hall needed replacing. All the work was completed by 5 September, and should last for several years.

The Wiring Project stopped on 28 February but there were still some outstanding bits that could not be completed at the time due to non-delivery of various fittings or defective materials. With the subsequent lockdown, it was not until late-June that Gilbert & Stamper and the other contractors, including the organ builder to remove the protective covering of the organ and check the state of the organ, were able to return to finish the project which was completed by 7 July.

Financial Report

As noted elsewhere in the report the Lockdowns severely restricted the fundraising that could be done and also reduced the income from all other sources. Donations continued to be received for the re-wiring project and a legacy of £10,000 was also received. £98,457 was spent in the year on the wiring project including the organ work, and the new altar fontal.

St Dunstan's Church Cranbrook

Independent Examiner's report

To the Parochial Church Council of St Dunstan's Cranbrook
On the Accounts for the year ended 31 December 2020

This report on the financial statements of the PCC for the year ended 31 December 2020 which are set out on pages five to eight is in respect of an examination carried out in accordance with the Church Accounting Regulations 2006 (the Regulations) and section 145 of the Charities Act 2011. (the Act)

Respective responsibilities of the PCC and the examiner

As members of the PCC you are responsible for the preparation of the financial statements. You consider that the audit requirements of the Regulations and section 144 of the Act do not apply. It is my responsibility to issue this report on those financial statements in accordance with the terms of the Regulations.


Basis of this report

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- (2) to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.



Mr M G Humphreys F.C.C.A.
McCabe Ford Williams
Chartered Accountants
Bank Chambers
61 High Street
Cranbrook
Kent
TN17 3EG

Date: 17/01/2022

St Dunstan Church Cranbrook
Financial Statements for the year ended 31 December 2020

Balance Sheet

	2020	2019
Fixed assets		
Tangible	-	-
Current assets		
Cash at bank and in hand	45,475	89,025
Liabilities	-	3,190
	<hr/>	<hr/>
Total assets less current liabilities	<u>45,475</u>	<u>85,835</u>
Parish Funds		
Unrestricted	10,492	7,058
Designated	34,983	78,777
Restricted	-	-
	<hr/>	<hr/>
	<u>45,475</u>	<u>85,835</u>

For and on behalf of St Dunstan's Church Cranbrook

Chairman A Pollington

Churchwarden D W Riddick

Date 17/01/22

St Dunstan Church Cranbrook

Financial Statements for the year ended 31 December 2020

Incoming Resources

	Unrestricted Funds	Designated Funds	Restricted Funds	Total Funds	
				2020	2019
Voluntary Income					
Planned giving: Bank credits	50,816			50,816	55,121
Tax recoverable - Gift Aid	16,561			16,561	23,511
Other	2,565			2,565	7,770
Donations and grants	18,567	19,557		38,124	113,738
Special appeals	-	25,106		25,106	-
Legacies	-	10,000		10,000	-
	88,509	54,663	-	143,172	200,140
Activities for Generating Funds					
Fundraising	1,381			1,381	3,727
Sundry income	122			122	2,307
Church letting	-			-	3,599
	1,503	-	-	1,503	9,633
Interest received	20			20	-
Income from Church Activities					
Church House letting	4,135			4,135	7,961
Church House coffee	834			834	1,978
Magazine income from sales	527			527	430
PCC fees	6,733			6,733	6,839
	12,229	-	-	12,229	17,208
Total Incoming Resources	102,261	54,663	-	156,924	226,981

St Dunstan Church Cranbrook

Financial Statements for the year ended 31 December 2020

Resources Expended

	Unrestricted Funds	Designated Funds	Restricted Funds	Total Funds	
				2020	2019
Church Activities					
Missionary and charitable giving					
Overseas missionary societies	-			-	-
Home missions and other Church	4,317			4,317	3,369
Staff costs	9,610			9,610	9,290
Ministry					
Parish Share	50,408			50,408	74,203
Fees to Canterbury	1,148			1,148	-
Working expenses of incumbent	996			996	1,072
Church running expenses					
Gas, electricity and water	-			-	10,212
Gas	11,726			11,726	-
Electricity	2,464			2,464	-
Water	176			176	-
Insurance	9,465			9,465	10,127
Church maintenance					
Upkeep of services	1,591			1,591	2,815
Office costs	4,229			4,229	3,889
Magazine costs	298			298	446
Music	-			-	3,431
General/annual maintenance	5,569			5,569	5,341
Major repairs to Church Buildings	-	83,457		83,457	65,310
Loan repaid to Diocese of Canterbury		15,000		15,000	-
Sundries	20			20	1,434
2019 Creditors	(3,190)			(3,190)	-
	<u>98,827</u>	<u>98,457</u>	<u>-</u>	<u>197,284</u>	<u>190,939</u>
Net incoming for the year	3,434	(43,794)	-	(40,360)	36,042
Balance 1 January 2020	7,058	78,777	-	85,835	49,793
Balance 31 December 2020	<u>10,492</u>	<u>34,983</u>	<u>-</u>	<u>45,475</u>	<u>85,835</u>

Notes to the Financial Statements

For the Year ended 31 December 2020

Accounting Policies

The financial statements have been prepared in accordance with the Church Accounting Regulations 2006 using the receipts and payments basis.

The financial statements have been prepared under the historical cost convention except for the investment assets, which are shown at market value. The financial statements include all transactions, assets and liabilities for which the PCC is responsible in law. They do not include the accounts of church groups that owe their main affiliation to another body, nor those that are informal gatherings of church members.

Funds

Restricted funds represent a) income from trusts or endowments which may only be expended on those restricted objects provided in the terms of the trust or bequest and b) donations or grants received for a specific object or invited by the PCC for a specific object. The funds may only be expended on the specific object for which they were given.

Designated funds are funds which the PCC has agreed to set aside for a specific purpose.

Unrestricted funds represent the funds of the PCC that are not subject to any special restrictions regarding their use and are available for application to the general purposes of the PCC.

Fixed Assets

Consecrated and benefice property is not included in the accounts.

Movable church furnishings held by the vicar and churchwardens on special trust for the PCC and which require a faculty for disposal are inalienable property, listed in the church's inventory, which can be inspected (at any reasonable time). As previous accounts were prepared as receipts and payments accounts there is insufficient cost information available and therefore assets held at that date are not valued in these financial statements. No assets were purchased in the year to 31 December 2020.

Staff Costs

Wages and salaries	£9,610
Social Security Costs	-
Pension Costs	-

Payments to PCC members.

No payments or expenses were paid to any PCC member, persons closely connected to them or related parties.