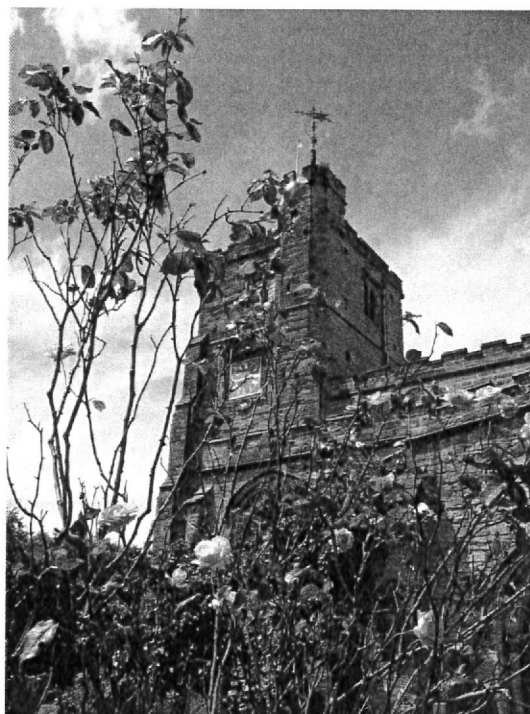


# **St Dunstan's Church Cranbrook**



**Accounts  
For the Year Ending  
31<sup>st</sup> 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 26<sup>th</sup> 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 1<sup>st</sup> 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 frontal.

**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**

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 2006 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.



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
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	-	-
	<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
<b>Voluntary Income</b>					
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
<b>Activities for Generating Funds</b>					
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	-
<b>Income from Church Activities</b>					
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
<b>Total Incoming Resources</b>	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
<b>Church Activities</b>					
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
<b>Ministry</b>					
Parish Share	50,408			50,408	74,203
Fees to Canterbury	1,148			1,148	-
Working expenses of incumbent	996			996	1,072
<b>Church running expenses</b>					
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
<b>Church maintenance</b>					
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)	-
	98,827	98,457	-	197,284	190,939
<b>Net incoming for the year</b>	3,434	(43,794)	-	(40,360)	36,042
<b>Balance 1 January 2020</b>	7,058	78,777	-	85,835	49,793
<b>Balance 31 December 2020</b>	10,492	34,983	-	45,475	85,835

**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.