

**TRUSTEES' ANNUAL REPORT AND ACCOUNTS
FOR THE PAROCHIAL CHURCH COUNCIL OF ST LEONARD'S PARISH,
HYTHE**



Aims and purposes

“We aim to be an ever-more welcoming, inclusive and caring Christian community that reaches out to all, thankful to God who draws us together and gives us life in all its fullness.”

The Parochial Church Council (PCC) of the parish of St Leonard has the responsibility of co-operating with the churchwardens and Rev Michael Darkins to promote in the ecclesiastical parish, the whole mission of the Church, pastoral, evangelistic, social and ecumenical. The PCC is responsible for the maintenance of the two churches of the parish, St Leonard's and Holy Cross, and for the Parish contribution, agreed by the Joint Council, to the St Michael's Methodist Anglican Church Centre (StMMACC).

Objectives and Activities

The PCC is committed to enabling as many people as possible to worship at our churches and to become part of our parish community. The PCC maintains an overview of worship throughout the parish and makes suggestions on how our services can involve all those who live within the parish. Our services and worship put faith into practice through sacrament, prayer and scripture.

When planning our activities for the year, the incumbent and the PCC have considered the Charity Commission's guidance on public benefit and, in particular, the specific guidance on charities for the advancement of religion. We try to enable ordinary people to live out their faith as part of our parish community through:

- i) worship and prayer, and the development of spirituality through study and discussion
- ii) provision of pastoral care for people living in the parish
- iii) missionary and outreach work

To facilitate this work, it is important that we maintain the fabric of the churches in the Parish.

Achievements and Performance

Worship and Prayer

The PCC is keen to offer a range of services throughout the parish that our community finds both beneficial and spiritually fulfilling. The Eucharist lay at the heart of our worship, with a Sung Eucharist being our main weekly service at St Leonard's. We also celebrate our choral tradition, with choral evensong sung twice a month. Anglican Holy Communion is celebrated once a month at SMACCS with joint services at SMACCS, such as Harvest Festival and Palm Sunday, bringing the congregation together for fellowship and worship. The Eucharist is celebrated semi-regularly at Holy Cross on the fifth Sunday of the month (where there is one). But the major feasts of Christmas, Easter and Pentecost are celebrated there, alongside other more occasional services. Weekday services take place every Wednesday at SMACCS, alternating between Anglican and Methodist communion services.

Our main services are live streamed, also weddings, funerals and baptisms on request.

All are welcome to attend our services. At present, there are 116 parishioners on the Church Electoral Roll. The average weekly attendance for the whole parish, counted during October, was 122 adults and 10 children under 16.

There have been 15 baptisms, 8 weddings, and 5 funerals held in church, and 11 funerals conducted on behalf of the parish at crematoria and cemeteries.

This year 5 members of our congregation were confirmed, either in the deanery or at the cathedral.

Deanery Synod

3 members of the PCC sit on the Deanery Synod. This provides the PCC with an important link between the parish and the wider diocesan structures.

Pastoral Care

The Pastoral and Healing Team of the parish, in liaison with the clergy, ensure that all those who are unable to attend church because of age or ill health are visited and given communion when requested, also our services are live streamed which has been appreciated by many. A service of healing and wholeness is held monthly on the fourth Sunday.

Mission and Evangelism

Our Parish Review has moved to a bi-monthly publication and continues to be distributed widely in the community and is always available at the back of each church. Contributions are welcomed from anyone.

The church continues to maintain strong links with Hythe Bay Church of England Primary School, and we have been pleased to be able to welcome them in the church for church days and their services each term.

Through these the children become familiar and comfortable with the church and begin to learn that the church is part of their town and for them to use.

We have established an Evangelism Working Group who have compiled a calendar of regular missional events throughout the year.

Ecumenical Relations

Churches together in Hythe and Saltwood are making an effort to get things moving and are making a positive step forward.

Financial Review

Total receipts for unrestricted funds were £172,804. In addition restricted income of £4,7787 was also received and is detailed in the financial statements.

Planned giving through bankers orders and weekly envelopes was £44,710 (£49,451 in 2023) while the plate collections at all services totalled £8,625 (£11,613 in 2023).

The total expenditure required for the year totalled £167,898 of which £154,241 was from unrestricted or designated funds.

A further £1,885 was spent on furnishing the High Street business premises known as the 101 Open Door Project. The collection of income and payments of running costs continue to be dealt with by a separate Community Interest Company.

The parish share as assessed by the Diocese of Canterbury was £88,439 and this was paid by the parish in full but utilising some of the legacy funds.

The remaining historic unpaid parish share was paid off during the year as part of an agreement with the Diocese of Canterbury whereby the diocese would match any payment made by the parish.

Reserves Policy

Cash reserves held at the bank the end of the year totalled £103,147 of which £1,698 is restricted funds .In addition there is a long term investment portfolio valued at £194,019 and further investments held with CBF Church of England funds of £10,345.

Expenditure on the fabric at St Leonard's Church is met by legacy funds or requires a request for funding from the Friends of St Leonards Church, a separate and independent charity.

It is necessary from time to time to utilise some unrestricted reserves to settle the parish share.

The parish receives rent from a residential property which may be used for general purposes as well as the upkeep of that property

Volunteers

Our large team of volunteers is what makes the church function. These include members of the PCC, servers, church cleaners, sides persons, choir members, bell ringers, coffee makers, flower arrangers, churchyard maintenance workers and many others, all of whom add up to a band of helpers who willingly give their time for the good of our church community. We are truly grateful to them all and offer our heartfelt thanks to them all.

Structure, governance and management

The method of appointment of PCC members is set out in the Church Representation Rules. Here in the parish of St. Leonard the membership of the PCC consists of the Priest in Charge, the churchwardens, the reader, members of the deanery synod and members who are elected by those of the congregation who are on the electoral roll of the parish. All who are members of our congregation are encouraged to register on the electoral roll and stand for election to the PCC.

The PCC is responsible for making decisions on all matters of general concern and importance to the parish including decisions about how funds of the PCC are to be spent.

The parish and PCC take the issue of safeguarding seriously and our safeguarding officer, Carolyn Chivers, has continued to promote safeguarding training throughout the parish, working to ensure that all church officers have undertaken their required safeguarding training. Our parish understands that safeguarding is everyone's responsibility, and so encourages every member of the congregation to undertake Basic Awareness safeguarding training.

Administrative Information

The Parish of St Leonard is part of the Canterbury Diocese within the Church of England. The correspondence address is The Vicarage, Oak Walk, Hythe, Kent CT21 5DN.

The PCC is a body corporate (PCC Powers Measure 1956, Church Representation Rules 2022) and was registered as a charity (No 1144695) on 16 November 2011.

PCC members who have served from May 5th 2022 until the date this report was approved are:

Priest in Charge	Rev Michael Darkins
Churchwarden & Deanery Synod Churchwarden	John Wren Helen Waymouth
Reader	Mike Cox
Deanery Synod & Treasurer Deanery Synod	Brian Bishop David Owen
Elected Members:	Berkeley Hill Roger Taylor Steve Jones Penny Mattocks Brinley Hughes Mary Tyler Marilyn Johnson
Secretary	Christine Blackman

THE PAROCHIAL CHURCH COUNCIL OF ST. LEONARD, HYTHE

STATEMENT OF FINANCIAL ACTIVITIES

for the year ended 31st December 2024

	Note	Unrestricted Funds	Restricted Funds	2024	2023
Income and Expenditure					
Incoming Resources					
Incoming resources from donors	2(a)	72,096	233	72,329	81,866
Other voluntary incoming resources	2(b)	61,980	4,377	66,357	49,222
Incoming resources from operating activities:-					
- to further the Council's objects	2(c)	26,224	0	26,224	21,285
- to generate funds	2(cii)	3,058	45	3,103	2,105
Trading receipts	2(d)	7,450	0	7,450	9,300
Income from Investments	2(e)	1,996	123	2,119	2,504
Other incoming resources	2(f)	0	0	0	496
Total incoming resources		172,804	4,778	177,582	166,778
Resources Expended					
Grants	3(a)	590	1,350	1,940	1,045
Support Costs	3(b)	150	0	150	150
Relating to the Work of the Church	3(c)	149,541	12,307	161,848	123,493
Church Management & Admin.	3(d)	2,532	0	2,532	4,468
Vergers House	3(e)	744	0	744	688
Other Resources Expended	3 (f)	684	0	684	760
Total resources used		154,241	13,657	167,898	130,604
Net (outgoing)/incoming resources for the year		18,563	-8,879	9,684	36,174
Other recognised gains and losses					
Gains/Losses(-) on investments		-1,406	0	-1,406	5,543
Net Movement in Funds		17,157	-8,879	8,278	41,717
Balances Brought Forward at 1st January, 2024 (2023)		1,140,107	16,605	1,156,712	1,114,995
Balances Carried Forward at 31st December, 2024 (2023)		1,157,264	7,726	1,164,990	1,156,712

The notes on pages 8 to 13 form part of these accounts.

THE PAROCHIAL CHURCH COUNCIL OF ST. LEONARD, HYTHE

BALANCE SHEET
at 31st December, 2024

	Note	2024	2023
FIXED ASSETS			
Tangible Fixed Assets	5	855,835	857,903
Investments	6	<u>204,364</u>	<u>205,770</u>
		1,060,199	1,063,673
Current Assets			
Cash at Bank		114,403	136,368
Other Debtors - Income Tax recoverable		375	380
GASDS Recoverable		444	348
Vergers Rent		<u>0</u>	<u>600</u>
		115,222	137,696
Liabilities: Amounts falling due within one year			
Parish Share		0	40,000
Insurance Premium Instalments		3,001	2,904
Uncleared Cheques		7,370	1,158
Sundry creditors		<u>60</u>	<u>595</u>
		10,431	44,657
Net current (liabilities) / assets		<u>104,791.25</u>	<u>93,039</u>
NET ASSETS		<u>1,164,990</u>	<u>1,156,712</u>
Represented By			
Restricted	9,11	7,726	16,605
Unrestricted	10,12	1,157,264	1,140,107
		<u>1,164,990</u>	<u>1,156,712</u>

Approved by the Parochial Church Council on 8th April 2025 and signed on its behalf by:

.....
Rev M Darkins (Vicar)

.....
Mr J C Wren (Churchwarden)

The notes on pages 8 to 13 form part of these accounts.

THE PAROCHIAL CHURCH COUNCIL OF ST. LEONARD, HYTHE

NOTES TO THE FINANCIAL STATEMENTS
for the year ended 31st December, 2024

NOTE 1. ACCOUNTING POLICIES

The financial statements have been prepared in accordance with the Church Accounting Regulations 1997 together with applicable accounting standards and the Charities SORP.

The financial statements have been prepared under the historical cost convention except for the valuation of freehold property and investment assets, which are shown at market value.

Funds

General funds represent the funds of the PCC that are not subject to any restrictions regarding their use and are available for application on the general purposes of the PCC. Funds designated for a particular purpose by the PCC are also unrestricted.

The accounts include all transactions, asset 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.

Incoming Resources

Voluntary income and capital sources

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

Planned giving receivable under covenant or gift aid is recognised only when received.

Income tax recoverable on covenants or gift aid donations is recognised when the income is recognised.

Grants and legacies to the PCC are accounted for as soon as the PCC is notified of its legal entitlement and the amount due.

Funds raised as a result of specific fund raising events are accounted for gross.

Sales of books and guides are accounted for gross.

Other ordinary income

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

Income from investments

Dividends and interest are accounted for when receivable. Tax recoverable on such income is recognised in the same accounting year.

Gains and losses on investments

Realised gains or losses are recognised when investments are sold.

Unrealised gains or losses are accounted for on revaluation of investment on 31st December.

Resources used

Grants

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

Activities directly relating to the work of the Church

The diocesan quota is accounted for when payable. Any quota unpaid at 31st December is provided for in these accounts as an operational (though not a legal) liability and is shown as a creditor in the Balance Sheet.

Fixed Assets

Consecrated land and buildings and movable church furnishings

Consecrated and beneficed property is excluded from the accounts by s.96(2)(a) of the Charities Act 1993.

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

Chamber Organ

The Chamber Organ is depreciated on a straight line basis over 10 years.

Other fixtures, fittings and office equipment

Equipment used within the church premises is depreciated on a straight line basis over 4 years.

Investments

Investments are valued at market value at 31st December.

Current assets

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

Short term deposits include cash held on deposit with CBF Church of England Funds or at the bank.

THE PAROCHIAL CHURCH COUNCIL OF ST. LEONARD, HYTHE

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

NOTE 2. INCOME	Unrestricted Funds	Restricted Funds	2024	2023
<i>2(a) Incoming resources from donors</i>				
<i>Planned giving:</i>				
<i>Gift Aid declarations</i>	38,481		38,481	43,309
<i>Inc.Tax recovered on gift aid</i>	9,032		9,032	10,882
<i>Income tax to be reclaimed</i>	375		375	380
<i>Non Gift Aid giving</i>	6,229		6,229	6,142
<i>Collections (open plate) at all services</i>	8,392	233	8,625	11,613
<i>Gift Aid Small Donations Scheme</i>	1,910		1,910	2,901
<i>GASDS to be reclaimed</i>	444		444	348
<i>Sundry Donations</i>	7,233		7,233	6,291
	72,096	233	72,329	81,866
<i>2(b) Other voluntary incoming resources</i>				
<i>Donations, appeals</i>	3,371	1,265	4,636	38,137
<i>Legacies</i>	50,000		50,000	3,000
<i>Grants</i>	6,143	2,350	8,493	7,750
<i>Reclaimed VAT</i>	2,466	762	3,228	335
	61,980	4,377	66,357	49,222
<i>2(c) Incoming resources from operating activities to further the Council's objects</i>				
<i>Magazines/Books Sales</i>	780		780	1,082
<i>Fees</i>	4,073		4,073	5,318
<i>Crypt</i>	21,371		21,371	14,885
	26,224	0	26,224	21,285
<i>2(cii) Incoming resources from operating activities to generate funds</i>				
<i>Fund-raising Events</i>	2,078	45	2,123	950
<i>Magazine advertising revenue</i>	930		930	1,050
<i>Printing revenue</i>	50		50	105
	3,058	45	3,103	2,105
<i>2(d) Trading receipts</i>				
<i>Vergers House - Rent</i>	7,200		7,200	7,200
<i>Church Hire</i>	250		250	300
<i>101 High Street Income</i>	0		0	1,800
	7,450	0	7,450	9,300
<i>2(e) Income from Investment</i>				
<i>Investment Income</i>			0	0
<i>Bank Interest</i>	1,996	123	2,119	2,504
	1,996	123	2,119	2,504
<i>2(f) Other ordinary incoming resources</i>				
<i>Misc Income</i>	0		0	496
	0	0	0	496
TOTAL INCOME	172,804	4,778	177,582	166,778

THE PAROCHIAL CHURCH COUNCIL OF ST. LEONARD, HYTHE

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

NOTE 3. EXPENDITURE	Unrestricted Funds	Restricted Funds	2024	2023
3(a) Grants				
Fund Raising Expenses	545		545	0
Missionary & Charitable Giving:				
Home Missions & Other Church Societies	45	1,350	1,395	515
	<u>590</u>	<u>1,350</u>	<u>1,940</u>	<u>515</u>
3(b) Support Costs				
Conferences	150		150	150
	<u>150</u>	<u>0</u>	<u>150</u>	<u>150</u>
3(c) Relating to the Work of the Church				
Church Maintenance	18,951	9,469	28,420	11,408
Church Running Expenses	35,853		35,853	38,623
101 High Street Maintenance	1,885		1,885	2,816
Clergy Expenses	1,647		1,647	2,149
Youth Worker Expenses	270		270	2,149
Crypt	30		30	891
Depreciation	5,092	1,200	6,292	5,863
Diocesan Parish Share Current Year	88,439		88,439	82,881
Diocesan Parish Share Diocese Contribution	-20,000		-20,000	-31,153
Education/Spiritual Growth	265	199	464	243
Evangelism/Retreats	372		372	322
Young People's Ministry	2,516		2,516	1,240
Fees expenses	0		0	0
Organ Maintenance	1,543	439	1,982	1,491
Wages & Staff Costs (see note 4)	12,678	1,000	13,678	6,719
	<u>149,541</u>	<u>12,307</u>	<u>161,848</u>	<u>125,642</u>
3(d) Church Management & Administration				
Administration	1,618		1,618	2,183
Bank Charges	326		326	368
Card Charges	298		298	202
Professional Fees			0	1,478
Affiliation Fees	290		290	237
	<u>2,532</u>	<u>0</u>	<u>2,532</u>	<u>4,468</u>
3(e) Vergers House				
Repairs & Maintenance	744		744	688
	<u>744</u>	<u>0</u>	<u>744</u>	<u>688</u>
3 (f) Other Resources Expended				
Misc Expenditure	684		684	760
	<u>684</u>	<u>0</u>	<u>684</u>	<u>760</u>
TOTAL EXPENDITURE	154,241	13,657	167,898	132,223

THE PAROCHIAL CHURCH COUNCIL OF ST. LEONARD, HYTHE

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

NOTE 4. STAFF COSTS

	2024	2023
Director of Music & Choirs	7,043	6,719
Band Worship Leader	643	0
Youth Pastoral Assistant	5,992	0
	<u>13,678</u>	<u>6,719</u>

NOTE 5. FIXED ASSETS FOR USE BY THE P.C.C. (Unrestricted)

		Freehold Land & Buildings	Furniture & Equipment	Total
COST OR VALUATION	At 1 January 2024	835,000	90,047	925,047
	Revaluation/purchase	0	0	0
	Additions	0	4,224	4,224
	<u>At 31 Dec. 2024</u>	<u>835,000</u>	<u>94,271</u>	<u>929,271</u>
DEPRECIATION	At 1 January, 2023	0	67,144	67,144
	Charge for the year	0	6,292	6,292
	<u>At 31 Dec. 2024</u>	<u>0</u>	<u>73,436</u>	<u>73,436</u>
NET BOOK VALUE	<u>At 31 Dec. 2023</u>	<u>835,000</u>	<u>22,903</u>	<u>857,903</u>
	<u>At 31 Dec. 2024</u>	<u>835,000</u>	<u>20,835</u>	<u>855,835</u>

NOTES:

The freehold land and buildings comprise:

Vergers house located at Church Road, Hythe - value £500,000
Valued August 2020

101 High Street, Hythe, purchased 1 October 2021 at £335,000

New Furniture and Equipment purchased during the year:

Adjustable Organ Bench - £3,222

Equipment for Worship Band = £1,002

Furniture & Equipment comprises:

Chamber Organ - £6,000

101 High Street Furniture & Fixings - £10,611

Adjustable Organ Bench - £3,222

Worship Band Equipment - £1,002

NOTE 6. INVESTMENTS

	Unrestricted Funds	Restricted Fund	2024	Total 2023
CBF Investment Fund Units - CCLA	10,345	0	10,345	9,843
Beckwith Legacy - St James's Place	201,095	0	194,019	195,927
	<u>211,440</u>	<u>0</u>	<u>204,364</u>	<u>205,770</u>

THE PAROCHIAL CHURCH COUNCIL OF ST. LEONARD, HYTHE

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

NOTE 7. FUND DETAILS

The restricted fund comprises:

The Charity Account relates to funds raised for and grants made to support mission work and charities.

Holy Cross Church which relates to funds donated and used for the upkeep and maintenance of that church.

The Churchyard Improvements Fund relates to funds donated and used for the upkeep and maintenance of the churchyard and boundary walls, railings and gates at St Leonards Church.

Holy Cross After School Club fund which relates to funds donated and used for children's work at Holy Cross Church.

The Clock Restoration Fund relates to project funds donated and granted for the maintenance of the tower clock.

School/After School Club Fund relates to funds donated and used for work in our schools.

The Youth Worker Fund relates to a grant used to fund our Youth Worker.

The designated fund comprises:

The Vergers House fund which relates to income from renting the property and which is designated for the repair and upkeep of that property but can also be used for general purposes.

A Fabric Fund which the PCC has set aside designated for the upkeep and maintenance of St Leonards Church.

A Youth Ministry Fund which the PCC has set aside to further young people's work in the parish

A Mission Fund which the PCC has set aside to further the general mission of the parish.

THE PAROCHIAL CHURCH COUNCIL OF ST. LEONARD, HYTHE

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

NOTE 9. ANALYSIS OF MOVEMENTS IN RESTRICTED FIXED ASSETS

	Balance at 1 Jan 2024	Movement in resources		Balance at 31 Dec 2024
		Incoming	Outgoing	
Chamber Organ	7,200	0	-1,200	6,000
	7,200	0	-1,200	6,000

NOTE 10. ANALYSIS OF MOVEMENTS IN UNRESTRICTED FIXED ASSETS

	Balance at 1 Jan 2024	Movement in resources		Balance at 31 Dec 2024
		Incoming	Outgoing	
Vergers House	500,000	0	0	500,000
101 High Street	335,000	0	0	335,000
Furniture & Fixings 101 High Street	15,703	0	-5,092	10,611
Moveable Organ Stool	0	3,222	0	3,222
Equipment for Worship Band	0	1,002	0	1,002
	850,703	4,224	-5,092	849,835

NOTE 11. ANALYSIS OF MOVEMENTS IN RESTRICTED FUNDS

	Balance at 1 Jan 2024	Movement in resources		Balance at 31 Dec 2024
		Incoming	Outgoing	
Holy Cross	0	449	-400	49
Churchyard Improvements Fund	1,124	20	-161	983
Clock Restoration Fund	8,056	852	-8,908	0
Organ Fund	0	507	-439	68
Youth Worker Fund	0	1,000	-1,000	0
Missions & Charities	25	1,949	-1,350	624
School/After School Club	198	1	-199	0
	9,403	4,778	-12,457	1,724

NOTE 12. ANALYSIS OF MOVEMENTS IN UNRESTRICTED FUNDS

	Balance at 1 Jan 2024	Movement in resources		Balance at 31 Dec 2024
		Incoming	Outgoing	
Vergers House Designated Fund	1,284	7,227	-6,994	1,517
Fabric Designated Fund	6,415	33	-5,975	473
Youth Ministry Designated Fund	9,742	2,303	-2,655	9,390
Mission Designated Fund	19,749	359	-7,180	12,928
Other unrestricted funds	252,214	157,252	-126,345	283,121
	289,404	167,174	-149,149	307,429

NOTE 13. ANALYSIS OF NET ASSETS

	Unrestricted	Restricted	Total
Fixed assets	849,835	6,000	855,835
Investments	206,272	0	204,364
Current assets	113,524	1,698	115,222
Current liabilities	-10,431	0	-10,431
Rounding Differences			0
	1,159,200	7,698	1,164,990

The Report of the Independent Examiner will appear here.

The Annual accounts of St Leonards Parish Church for the year end
December 31st, 2024

I have examined the accounts and in my opinion they show a true and fair
view of the church's finances.

A handwritten signature in dark ink, appearing to read 'K. Clark', written in a cursive style.

Kenneth Clark

Independent Examiner