

THE PAROCHIAL CHURCH COUNCIL OF THE ECCLESIASTICAL PARISH OF ST MARK, BROMLEY

England & Wales · Charity number 1163095

Details

Other names ST MARK'S BROMLEY PCC

Status Registered

Legal form Previously excepted

Registered 2015-08-11

Register [View on the Charity Commission register](#)

Contact

Address 51 Hayes Road
Bromley
BR2 9AE

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Website <http://www.stmarksbromley.org.uk>

Activities

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

Activities: Regular public worship open to all. The provision of sacred space for personal prayer and contemplation. Pastoral work, including visiting the sick and the bereaved. Teaching of Christianity through sermons, courses and small groups. Taking of religious assemblies in schools.

Classification

- **How:** Provides Buildings/facilities/open Space, Provides Services
- **What:** Religious Activities
- **Who:** The General Public/mankind

Geography

- Bromley

Finances

Period end	Income	Expenditure	Assets	Employees
2024-12-31	£150,033	£126,029	-	-
2023-12-31	£88,596	£112,790	-	-
2022-12-31	£106,228	£108,717	-	-
2021-12-31	£127,944	£130,029	-	-
2020-12-31	£78,815	£140,734	-	-

Trustees

Name	Role	Appointed
Barbara Gillian Pikesley		2024-05-19
CAROL HAZEL ROBINS		2014-10-10
David Stephen Brace Thomas		2017-04-30
Edward Tomalin		2025-05-18
Gaye Blagden		2026-05-17
Gillian Christina Beach		2025-05-18
Helen Cooper		2025-05-18
Nathaniel Emile Akabi-Davis		2023-05-21
Rev Michael John Gentry		2026-02-10
Richard Sutton		2026-05-17
Ruth Mary Russell		2023-05-21
Ryan Alister Cupido-Weaich		2025-05-18
Sherwyn Sean Cupido-Weaich		2024-05-19
Theresa Nancy Weller		2025-05-21

Accounts

The Parish Church of St. Mark, Bromley

Notice and Agenda for

THE MEETING OF PARISHIONERS and THE ANNUAL PAROCHIAL CHURCH MEETING to be held on Sunday 18th May 2025 at 11.30am

**including minutes of the previous meetings, Annual
Reports, and Financial Statements (2024)**



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Notice of Meeting THE ANNUAL MEETING OF PARISHIONERS

The Annual Meeting of Parishioners will take place in the Church Room on
Sunday 18th May 2025 at 11.30am, after the Parish Eucharist

AGENDA

1. Appointment of Clerk to the Meeting
2. Apologies for absence
3. Minutes of the Annual Meeting of Parishioners held on Sunday 19 May 2024
4. Election of Churchwardens

Close of Meeting

Please note:

1. Those entitled to attend and vote are:

- a) persons whose names are entered on the Church Electoral Roll of the parish; and
- b) persons resident in the parish whose names are entered on a register of local government electors by reason of such residence.

2. All nominations for election must be received by the Chairman in writing prior to the Meeting and have been countersigned by the nominees.

Minutes of the Annual Meeting of Parishioners

Held on Sunday 19 May 2024 in the Church Room following the Parish Eucharist

Chaired by The Revd Canon Victoria Pask (VP)

There were 35 Parishioners present.

1. Appointment of the Clerk to the Meeting

Louise Bonter – Proposed VP Seconded Elaine Morrison.

2. Apologies for Absence

Gaye Blagden, Georgia Collins, Chris and Valerie Dadson, Janet Dewey, Cicely Gleave, Robert and Josie Harris, Phil Hood, Julia Orford, Sheila Parker, Pam Prisley, Tegwen Ramwell and Carol Robins.

3. Minutes of the Annual Meeting of Parishioners held on Sunday 21 May 2023

Proposed Sherwyn Cupido-Weaich Seconded Roger Parry

Agreed unanimously and signed as a true record.

4. Election of Churchwardens

Richard Collins (RC)

Proposed Ruth Russell

Seconded David Thomas

Nathaniel Emile Akabi-Davis (EA-D) Proposed Pat Openshaw

Seconded Ted Jackson

Agreed unanimously.

VP reminded the meeting that this was RC's last year in office. EA-D will be officially sworn in on 17 June, up until then there will be a liminal space.

The Meeting closed at 11.30 a.m.

Signed

Dated

Notice of Meeting

THE ANNUAL PAROCHIAL CHURCH MEETING

The Annual Parochial Church Meeting will take place in the Church Room on Sunday 18th May 2025 following the Annual Meeting of Parishioners

AGENDA

1. Apologies for absence
2. Minutes of the 77th Annual Parochial Church Meeting held on Sunday 19 May 2024
3. Matters arising
4. Electoral Roll Report
5. Report on the proceedings of the Parochial Church Council and the Activities of the Parish, including Safeguarding.
6. Report and Presentation of the Independently Examined Financial Statements 1 January – 31 December 2024
7. Fabric Report
8. Bromley Deanery Synod Report
9. Election of three lay persons to serve on the Parochial Church Council for three years.
10. Appointment of the Independent Examiner
11. Any Other Business

Please note:

1. It is preferred that all nominations, duly seconded, for election to the PCC be received by the Churchwardens by 12.00 noon on 11th May 2025.
2. Only those persons whose names are on the Electoral Roll of St. Mark's Church, Bromley, may vote at the meeting.
3. Elections will be by written ballot, voting papers to be signed by the voter on the reverse.

Minutes of the 77th Annual Parochial Church Meeting **Held on Sunday 19 May 2024 in the Church Room following the Annual Meeting of Parishioners**

Chaired by The Revd Canon Victoria Pask (VP).

1. Apologies for Absence

(See ante).

2. Minutes of the 76th Annual Parochial Church Meeting held on 21 May 2023

Proposed Ted Jackson Seconded Cathy Wagner. Agreed unanimously and signed as a true record.

3. Matters Arising

None.

4. Electoral Roll Report

Ruth Russell (RR) explained that the Electoral Roll this year had been amended, as necessary. However, every six years we are required to review the Electoral Roll from scratch. This will mean that next year everyone will need to fill in a new form to be included.

VP then referred to the resolution set out on page 4. She explained that she had inherited 9 lay members to the PCC. The number of lay members is determined by the number of people on the Electoral Roll, with 151 on the Electoral Roll we should have 12 lay members of the PCC. However, having 12 members in addition to those who sit on the PCC by virtue of their office could be unwieldy.

LB pointed out that having sufficient volunteers for 12 places was also an issue. The proposed resolution would only take effect from the next Annual Meeting, hence the additional one-year place on the PCC (see post). It would be revocable if a future Annual Meeting so decided that revocation applying from the following year.

Resolution – Pursuant to CCR M15(9) the Annual Meeting hereby resolves that from the next Annual Meeting the maximum number of elected representatives of the laity be restricted to 9. This resolution is revocable by future meetings, such revocation being applicable for subsequent years.

Proposed VP Seconded RR. Agreed.

5. Report on the Proceedings of the Parochial Church Council and the Activities of the Parish, including Safeguarding.

VP referred to the Safeguarding Statement at the end of her report. She thanked Theresa Weller, our Parish Safeguarding Officer, for all the work that she does behind the scenes. Whilst there have been no serious incidents, much coordination and training must be arranged, which is made more difficult with the shortage of volunteers. She also thanked RR as Safer Recruitment Officer and Julia Orford as our Lead Recruiter for DBS.

David Young was thanked for setting up the new website. The Revd Elizabeth Longhurst (EL) is now updating the website together with putting news etc. on X, Instagram and Facebook. We are looking for someone to update the website when EL leaves. The person who does this will have to be Safer Recruited, which VP explained meant that all the formalities, such as the job being advertised in the Pew paper, training etc. will have to be gone through. EL was given a round of applause.

VP indicated that it had been an emotional day when Andrew Wilson, our Director of Music left. The position is being covered by Richard Sutton and they are currently looking at a Job description for a new Director.

Several questions were raised regarding the importance of the choir and the position going forward. VP indicated that she was proposing consulting with the choir and advertising the position in the autumn. She requested that if anybody had any ideas or opinions, they should see the Churchwardens or her privately.

VP indicated that congregational numbers were coming back to what they were pre-pandemic. She referred to much work going on with the Schools, Toddler group and Lunch Club.

She thanked everyone that makes all these things possible behind the scenes.

6. Report and Presentation of the Independently Examined Financial Statements - 1 January – 31 December 2023

DT explained that he had prepared the Financial Statements, they had been Independently Examined by Stephen Stringer and approved by the PCC. They were now being presented to the meeting, which was being asked to accept them.

He thanked all those people behind the scenes that collect, count and bank the money and deal with Gift Aid.

Referring to the deficit shown in the Income and Expenditure Account he pointed out that it should be read as bad but not as bad as it looked. There had been a delay in claiming back the Gift Aid. This had now been received for the balance of 2022 and 2023 which roughly amounted to £15,000, reducing the deficit to approximately £9,000.

VP explained that the Gift Aid had originally been dealt with by James Bunting. Pending the appointment of his successor, a backlog arose which Conrad Donaldson had taken on for the 2022 claims. Florina Robinson (FR) was now dealing with the Gift Aid reclaims.

DT referred to the breakdown of the income and costs into Church, Worship (the general activities) and Trading (renting out of the Church, Church Room and when available Matfield Close). DT noted that in both

these categories the difference between the 2022 and 2023 results is primarily because of income fluctuations rather than costs having risen.

Pat Openshaw (PO) referring to the deficit asked how this was being covered. DT indicated that there had been sufficient funds in the bank account to cover this, the Church was not insolvent. However, a continuing deficit on this scale is not sustainable.

Sheila Brown asked what the position was regarding envelopes. Blank envelopes are at the back of the church, if you have completed a Gift Aid declaration, you only need to add your name or number. VP suggested that this was something that could be addressed in the Pew paper.

Cathy Wagner (CW) pointed out that people needed to be encouraged to update their Standing Orders. DT pointed out that in part this was the purpose of the stewardship campaign; there were a number of people who had not amended their Standing Orders for years and who needed to think about the impact of inflation.

FR asked what plans there were to manage the deficit. DT replied that we were looking to increase the money received from regular donors which was why the stewardship talks had taken place. Another area to explore is to increase the income from the Church Room. There is a core of regular users but we need a Marketing Manager to do this. VP explained that PO dealt with on site matters and Ruth Liddon the calendar and bookings. She thanked them both for this.

VP referred to the leaflets and the poster at the back of the Church which outline the money that we receive and how it is spent.

7. Fabric Report

RC referred to his report. He explained that the Quinquennial Report is undertaken every five years by an external Diocesan Surveyor who checks the state of the buildings and sets out what work needs to be done and the priorities. RC confirmed that they have addressed all the matters set out in the Surveyor's report completing this 1½ years before schedule.

There had been no further issues with the leaks that had previously been identified in the Church but there was now a leak in the Church Room. Quotes were currently being obtained for patching this up or replacing the roof.

8. Bromley Deanery Synod Report

VP indicated that as Area Dean she attends Bromley Deanery Synod and explained the structure. There are 13 parishes which encompass a considerable breadth of Churchmanship but nevertheless they all get on well with mutual respect. They meet three times a year and usually have a guest speaker.

9. Election of lay persons to serve on the Parochial Church Council

Three people for three years

David Thomas	Proposed Roger Parry (RP)	Seconded Julia Orford
Sherwyn Cupido-Weaich	Proposed Glenda Isaacs	Seconded Ryan Cupido-Weaich
Vacancy		

Agreed unanimously.

One person for one year - See ante re Electoral Roll

Barbara Pikesley	Proposed Pat Openshaw	Seconded Ted Webb
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Agreed unanimously.

One person for two years - Vacancy arising following the appointment of EA-D as Churchwarden.

Vacancy

10. Appointment of the Independent Examiner

Stephen Stringer had previously confirmed that he would be happy to continue as Independent Examiner.

Proposed DT Seconded RC

Agreed unanimously. VP expressed our grateful thanks to him.

11. Any Other Business

Defibrillator

Eddie Gould asked whether it had been considered acquiring and installing a defibrillator. He pointed out this was becoming increasingly common. VP said that this could be put on the agenda of the Fabric Sub-Committee.

RP pointed out that this had been considered previously but had not been actioned, not only because of the initial and ongoing costs but we also need people who know how to operate it.

First Aid training

CW confirmed the necessity of having people trained to use the equipment but also mentioned that First Aid training needed to be updated.

Emergency wheelchair

It was questioned whether we needed an emergency wheelchair and Margaret Hales said that she had one. VP pointed out that when there had been an emergency, 999 had been called.

Secretary

VP said that after having served three years on the PCC, LB was not standing again this year. She was thanked for all the work that she had done and presented with a card and gift.

This leaves a vacancy for the Secretary, if no volunteer is found from within the PCC, someone could be co-opted.

Thank you

RC thanked his fellow PCC members, EA-D for standing up to the role of Churchwarden and VP. It was a joint team effort and a lot of work went on behind the scenes. He also thanked EL and hoped that by this time next year she will have her own PCC and APCM to organise.

The Meeting closed at 12.15 p.m.

Signed

Dated

REPORTS

ELECTORAL ROLL

In line with Church Representation Rules a new Church Electoral Roll has been prepared this year with a closing date for applications of 28th April 2025.

There are 83 people on the new Church Electoral Roll compared to 151 in 2024. 12 new names were added during the preparation of the new roll and 80 people were removed.

Electoral Roll Officer: Ruth Russell

PAROCHIAL CHURCH COUNCIL AND ACTIVITIES OF THE PARISH

St. Mark's Church P.C.C. has met seven times since the 2024 APCM.

Safeguarding, Fabric and Finance

These topics are covered in individual reports later in this pack.

Worship, Ministry and Mission

Despite the interregnum, the Sunday Parish Eucharist and Choral Evensong services have continued as before. Attendances have been maintained with Christmas, Holy Week and Easter services very well attended. Richard Sutton has been appointed as the new Director of Music after a formal process of recruitment was completed. The Choral Scholarship scheme continues to enjoy success and it is hoped that the scheme could be expanded.

The Book study groups and the Friendship Group have continued their activities during the interregnum.

The links with St. Mark's Primary School and the local pre-school nurseries have continued with all these bodies conducting their Christmas celebrations in the Church. The school has also had its Easter service in the Church.

It is hoped that by the next APCM a new vicar will have been installed. The role is currently being advertised and there has been strong interest so far.

Churchwarden: Richard Collins

SAFEGUARDING STATEMENT

St. Mark's Church is committed to the safeguarding and protection of children, young people and vulnerable adults. The PCC has complied with the duty under Section 5 of the Safeguarding and Clergy Discipline Measure 2016 (duty to have regard to House of Bishops' guidance on safeguarding children and vulnerable adults). It has adopted the House of Bishops' Safeguarding Policy: *Promoting a Safer Church, Safeguarding Policy Statement for Children, Young People and Adults*. Copies of this are posted on the church notice boards

and website.

The website has the contact name and number of the Parish Safeguarding Officer (PSO) on the front page and a link to the policy.

St. Mark's PCC has adopted the use of the Parish Safeguarding Dashboard to monitor its safeguarding.

A safeguarding report features on the agenda of every PCC meeting. All appointments to roles are subject to appropriate checks in line with the Safer Recruitment Policy and continued training, which is monitored and logged.

There were no serious safeguarding incidents or concerns reported at St. Mark's since the 2024 APCM.

Parish Safeguarding Officer: Theresa Weller
Lead Recruiter (DBS): Julia Orford

FABRIC

The year has seen a significant quantity of work completed on the Church, especially the Hall, the Vicarage and Matfield Close. This is in addition to the usual maintenance and checks that are performed throughout the year.

The major project completed in the year was the complete replacement of the Church Hall roof. This work was necessary due to a severe leak and rather than patch the roof, it was more economical to replace the whole roof. This included adding better insulation, which should save on heating costs.

Other works in the Hall included changing the lock of the door by the kitchen and issuing new keys to all regular Hall users. The taps in the kitchen have had some issues but these are now resolved. The lights have been upgraded to LED lights (from less efficient strip lighting) and a new extractor fan installed in the Ladies toilet.

Inside the Church itself, we have repaired the lock to the vestry and replaced a number of broken keys. The timer for the heating has needed repair and this is now complete.

The PAT testing of our portable appliances was carried out on 2nd October. All appliances passed.

The other annual or periodic reviews of the intruder alarm, church clock, boiler and gas safety, fire extinguisher and fire alarm have been or are about to be completed.

The outside light has been repaired during the year as has the security light by the porch door. The security door to the boiler room was also repaired.

The garden continues to be maintained professionally with extra pruning required and completed for the Prayer Garden. Regular litter clearance and some pruning is also done by parishioners.

With the interregnum, the Vicarage and garden has been monitored and maintained. The Vicarage itself is in a relatively good state as we did invest in a new kitchen and bathroom in the last interregnum. We have had a leaky gutter but this has been fixed by the Diocese as structural issues fall under the Diocese's remit.

The departure of Lizzie meant that Matfield Close became available to rent privately. To maximise the rental potential, the bathroom has been updated and many of the rooms painted. Smaller maintenance tasks have also been completed, taking advantage of the empty property. For 2025, we have secured a tenant through our managing agent, and the income will help the Church's finances.

As always, our thanks to all those who give up their time either to let in the professionals or to carry out the odd task. Special mention should be made to Phil, Louise, Pat, Lizzie, Victoria and, of course, Roger.

Churchwardens: Richard Collins & Emile Akabi-Davis

BROMLEY DEANERY SYNOD

Pam Prisley and Carol Robins are St Mark's representatives on Bromley Deanery Synod and welcome all questions and comments. There have been three meetings in 2024/5.

In July Cath Johnston, the Lay Chair, congratulated the Area Dean, Victoria Pask on her new role as Associate Archdeacon of Bromley & Bexley and wished her well for the future. She then announced the newly elected representatives on Deanery Synod. There was also a summary of proceedings at Diocesan Synod and the General Synod and a brief overview of resourcing the Church locally. The Rev Canon Pamela Ive, Diocesan Director of Ordinands and Vocations, then explained the widespread aspects of vocation across the Church and in relation to parishes.

In November the Archdeacon commissioned Rev Andrew McClellan as the new Area Dean of Bromley and gave an update on the Diocesan Strategy. Discussion included (1) Recognition of the need to encourage and make it easier for people to take up lay ministry roles (2) Provision of courses and support for PCC officers, and (3) A consideration of the advantages and challenges of planting congregations from one church to another. The Area Dean said he would be setting up a Deanery website and invited Synod members to assist him in this venture.

In March there was a joint open meeting with members of Beckenham Deanery Synod, local lay ministers and clergy, the Archdeacon and Bishop Jonathan present. The Bishop commissioned Rev Richard Jones as the new Area Dean of Beckenham. He then explained latest developments in the Diocesan Strategy with a presentation, copies of which are available from Pam or Carol.

St Mark's Deanery Synod Reps: Pam Prisley and Carol Robins

St Mark's Church

Financial Statements and Report

2024

Year ended 31st December, 2024

The Parochial Church Council of the Ecclesiastical Parish of St Mark, Bromley – Charity No. 1163095

Independent Examiner's Report for 2024

I report to the trustees on my examination of the accounts of the above charity ("the Charity") for the year ended 31st December, 2024.

As the Charity's trustees, you are responsible for the preparation of the accounts in accordance with the requirements of the Charities Act 2011 ("the Act").

I report in respect of my examination of the Charity's accounts carried out under section 145 of the 2011 Act and in carrying out my examination, I have followed all the applicable Directions given by the Charity Commission under section 145(5)(b) of the Act.

I have completed my examination. I confirm that no material matters have come to my attention in connection with the examination which gives me cause to believe that, in any material respect:

- the accounting records were not kept in accordance with section 130 of the Charities Act; or
- the accounts did not accord with the accounting records; or
- the accounts did not comply with the applicable requirements concerning the form and content of accounts set out in the Charities (Accounts and Reports) Regulations 2008 other than any requirement that the accounts give a 'true and fair' view which is not a matter considered as part of an independent examination.

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in this report in order to enable a proper understanding of the accounts to be reached.

I have sought and been assured that the governance undertaken by the PCC and Finance Sub Committee is commensurate and appropriate for the oversight of the financial management of the church.



Stephen Stringer

11th April, 2025

Parish Church of St Mark, Bromley – Financial Statements and Report for 2024

Notes and explanation

Accounting Policies

The financial statements cover all transactions assets and liabilities for which the Parochial Church Council (PCC) is responsible.

The financial statements are prepared on a cash basis, also known as receipts and payments accounts, and not by accruals accounting. This is consistent with Charities Commission guidance (latest published version effective November 2016) and the Charities Act 2011, for an unincorporated charitable body with an annual turnover of less than £250,000.

Cash accounts are a simpler form of accounting than accounts prepared on an accruals basis. Therefore, the Statement of Recommended Practice (SORP) (Second edition, effective 1st January, 2019) applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) does not apply to their preparation.

Timing and recognition of income and expenditure

Income is recognised when received, including income tax recoverable by St Mark's church on gifts received.

Expenditure is recognised when valid invoices are received or when expenditure by the PCC is paid. Commitments to charities not yet paid are noted but not included in expenditure or liabilities.

Short term assets and liabilities are included in the accounts at the beginning and end of each year where timing of payments leads to differences between the recognition of income and expenditure in accordance with this policy, and bank and cash balances held.

Capital receipts are recognised in accordance with the policy described in Note L to the accounts and are not included in income. Any capital amount released by PCC decision, to be spent, will then be recognised as income at the relevant time of the expenditure.

Assets and liabilities

Consecrated and beneficed property (the Church and its grounds) is excluded from the accounts in accordance with the Charities Act 2011.

Assets and liabilities which are included are accounted for using the historical cost convention except that investment assets are shown at estimated current market value.

The value of property (25 Matfield Close) has been estimated based on market information from local house sales.

No value is placed in these accounts on moveable church furnishings held by the Churchwardens and the PCC because a faculty would be required for any disposal and these items are considered inalienable.

All expenditure during the year on:

- maintenance, repair and improvement of consecrated and beneficed property and moveable church furnishings; and
- all other property repairs, fixtures, fittings, moveable assets and equipment;

is written off as expenditure is made. No other depreciation of fixed assets or properties is provided for.

All trading stock and consumable items for day-to-day operations (for example, items intended to be given away or sold, cleaning materials, office supplies) are written off as purchased and attributed no value as assets in the accounts.

Explanation of Funds

Funds held by the PCC are divided between:

- Restricted Funds, given for specific and limited purposes (Note K to the accounts provides details)
- Permanent Endowments, which are restricted funds with limitations placed by the original donor on spending capital (see also Note K); and
- Unrestricted Funds are all other funds available for the general purposes of St Mark's church.

David Thomas

PCC Treasurer

Income and expenditure

This table summarises income and expenditure in three main categories, and compares the results for the year ended 31st December, 2024 to last year.

In NOTES at the back of these accounts more details are given of individual categories of income and expenditure.

Note A provides a more detailed breakdown of income and expenditure.

	2024		2023
Church, worship and congregation			
Income	133,005		72,063
Costs	(110,266)		(98,671)
Net result, Church and worship (deficit)	22,739		(26,608)
Trading activities			
Income	13,089		13,117
Expenditure	(11,966)		(9,778)
Net result, Trading surplus	1,123		3,339
Charities, mission, outreach, projects and initiatives			
Income (includes any income 'Restricted' for these purposes)	3,939		3,416
Expenditure	(3,797)		(4,341)
Net unspent (Call on Funds held), Charities, initiatives and projects	142		(925)
TOTAL SURPLUS (DEFICIT)	24,004		(24,194)

Assets and liabilities

This table summarises assets and liabilities as at 31st December, 2024 and compares them to those at 31st December, 2023. Further details are given in Notes as indicated.

		2024	NOTES	2023
Freehold property (25 Matfield Close)		470,000	H	458,000
Fixed Asset		470,000		458,000
Deposits and bank balances – general		43,087	I	21,174
Cash and uncleared cheques in hand		2,479	J	300
Deposits and bank balances – representing unrestricted capital receipts		215,366	L	232,626
Current Assets		260,932		254,100
Invoices received not yet paid, and payments made not yet cleared		1,943	J	1,854
Current Liabilities		1,943		1,854
TOTAL of the above – Net Worth		728,989		710,246
<i>made up of:</i>				
Restricted and Endowment funds		19,418	G, K	18,725
Unrestricted funds		709,571		691,521

These financial accounts were approved by the PCC on 16th April, 2025 and include the Independent Examiner's report dated 11th April, 2025



Richard Collins, Lay Chair of PCC

Details, notes and explanation

NOTE A – details of income and expenditure

This table sets out the statement of income and expenditure in the categories we use in our annual financial report to Rochester Diocese. The summary table of income and expenditure on page 4 is based on this information.

	2024	NOTES	2023
1. Tax efficient planned giving income	53,385		48,517
2. Other planned giving income	973		683
3A. Collections at Services income	8,870		6,718
4B. All Other Giving -- UNRESTRICTED	861		1,054
6. Gift Aid recovered (from HMRC)	27,796	B, K	-
7. Legacies received (as unrestricted income)	22,260	L	-
9. Fundraising events income	-		-
10A. Property income	7,362	H	9,500
10B. Dividends, interest income	9,080		4,440
11. Statutory Fees charged by PCC	2,418		1,151
14. Choir income, donations (unrestricted)	-	C, K	-
Income, Church and worship	133,005		72,063
17. Fundraising costs	-		-
19. Diocesan Parish Share expenditure	(47,735)		(57,316)
19B. Statutory fees paid to Diocese	(839)		(537)
20. Salaries, wages and honoraria expenditure	(6,999)	D	(6,580)
21A. Clergy and staff expenses	(2,872)		(4,242)
21B. Clergy & staff expenses: housing + bills	(5,470)	E, H	(6,253)
23A. Church buildings maintenance + repair	(6,065)	F	(6,840)
23B. Church Room maint. + repair costs	(24,796)	F	(26)
23C. Churchyard + Prayer Garden gardening	(2,214)	K	(1,278)
23D. Insurance	(5,971)		(5,850)
23E. PCC and Church office costs	(1,793)		(1,428)
23F. Choir and organ costs (from general funds)	(2,187)	C, D, K	(2,096)
23G. Sanctuary costs	(304)		(25)
24A. Church Heat/Light/Utilities paid	(3,021)	F	(6,200)
Costs, Church and worship	(110,266)		(98,671)
NET SURPLUS (DEFICIT) Church & worship	22,739		(26,608)

2024 Annual Accounts – St Mark's Bromley

12A. TRADING: Church lettings income	2,255		2,025
12B. TRADING: Church Room lettings income	10,834		11,092
12C. TRADING: Marksman advertising income	-		-
12D. TRADING: Traidcraft sales income	-		-
12E. TRADING: Congregation catering sales cash surplus	-		-
12F. TRADING: Income from other property (non-clergy)	-	H	-
Income, Trading	13,089		13,117
24B. Church Room utilities costs	(5,720)	F	(5,175)
25A. TRADING: Church lettings direct costs	-		-
25B. TRADING: Ch.Room lettings direct costs	-		-
25C. TRADING: Marksman costs	-		-
25D. TRADING: Traidcraft cost of sales	-		-
25E. TRADING: Congregation catering costs	-		-
25F. TRADING: Costs of other property	(6,246)	H	(4,603)
Costs, Trading	(11,966)		(9,778)
NET SURPLUS (DEFICIT) Trading	1,123		3,339
3B. Collections for charities/ initiatives	-	G	-
4A. All Other Giving and voluntary receipts -- RESTRICTED	15	K	-
Choir income (restricted)	3,924	K	3,416
Income raised for Charities, initiatives and projects	3,939		3,416
18. Mission Giving and donations expenditure	(384)	G	(691)
22. Mission and evangelism costs	-		-
Choir and church music expenditure from restricted funds	(3,413)	K	(3,650)
Expenditure on Charities, initiatives and projects	(3,797)		(4,341)
NET UNSPENT (CALL ON FUNDS), Charities, initiatives and projects	142		(925)
TOTAL SURPLUS (DEFICIT)	24,004		(24,194)

NOTE B – Treatment of Gift Aid tax recovery from HMRC

Donors including members of the congregation are encouraged to make Gift Aid declarations so that St Mark's can recover basic-rate tax on amounts received. Not all donors are able to do this. However, we are able to recover tax on the great majority of our donated income.

Where gifts are received for restricted purposes, we aim to allocate associated Gift Aid recoveries to the same purposes. Estimated amounts of expected Gift Aid tax recovery are attributed to Restricted Funds (see Note K) when restricted gifts are received, but no current asset is recognised at year end for any gift aid tax recoveries not yet received.

NOTE C – Choir income, donations and costs

Unrestricted income or donations related to choir activity would appear at "14. Choir income, donations (unrestricted)" and expenditure on Choir and church music from general unrestricted funds at "23F. Choir and organ costs". For restricted income and expenditure from choir-related restricted funds, see Note K.

NOTE D – Salaries, wages and honoraria expenditure

Starting with the 2018 accounts, categories of income and expenditure have been aligned to the categories required for our annual financial report to Rochester diocese. One result is that the costs of music staff (Choirmaster, Organist, locums) are not included as "23F. Choir and organ costs" but are identified separately.

NOTE E – Clergy and staff expenses: housing and bills

This category includes some utility bills, Council Tax and other costs in relation to the Vicarage and to 25 Matfield Close when occupied by clergy (see Note H).

NOTE F – Church maintenance costs and Church Room utilities and operating costs

Some bills and expenses are wholly attributable to the Church Room and to lettings and activities in it. For example, the Church Room is supplied by a separate electricity meter.

Other costs are shared between the main church building and the Church Room. In these accounts certain costs of cleaning contractors, water supply and janitorial supplies have been allocated as to 80% to the Church Room and as to 20% to the operating and maintenance costs of the Church. The 80% amounts to some £3,399. In addition, one third of overall gas costs for heating has been allocated to the Church Room, amounting to some £1,495. These amounts are stated in the accounts as costs of Church Room trading activities, and excluded from cost lines "23A." and "24A." for Church operating and energy costs respectively.

NOTE G – Charities, initiatives and projects

Funds are sometimes received for specific purposes, as charitable donations or raised for stated projects and initiatives. All such funds and those raised through projects and initiatives are treated as "Restricted" funds not to be used for other purposes (see Note K which also describes Restricted funds).

NOTE H – valuation of freehold property; property income and costs

St Mark's owns a house at 25 Matfield Close. An estimated valuation has been based on local house sales data.

Public information shows that in 2024, eight similar houses were sold within one quarter of a mile of 25 Matfield Close. The eight sales took place between March and October 2024. For the purposes of valuation for these accounts, the prices of those sales have been analysed as £/M² of internal house area, and a range of market value identified. The range would put the value of 25 Matfield Close in 2024 around £470,000 (within a range of uncertainty).

The valuation adopted in these accounts attempts to reflect these market conditions and is higher than the valuation used in 2023 by £12,000.

The treatment in these accounts of income and costs relating to 25 Matfield Close depends on the occupancy of the property. When the property is occupied by clergy, some income and costs appear within Church and Worship, but when it is commercially let they are treated as Trading. Costs of ownership (rather than occupancy) are treated as Trading costs.

For part of 2024 clergy occupied the house, and income and some costs of occupancy were treated as "10A. Property income" and "21B. Clergy & staff expenses: housing + bills", both within Church and Worship.

Costs of ownership such as repairs and insurance, appear in "12F. TRADING: Income from other property (non-clergy)" and "25F. TRADING: Costs of other property", both as part of Trading. If any commercial rents are received in future the intention is to treat that income also as part of Trading.

NOTE I – deposits and bank balances

Bank balances are held at Santander Bank, and certain funds, including particularly capital, Restricted and Endowment funds, are deposited with Rochester diocese and with the Church of England Central Board of Finance, including through a deposit account with CCLA (a charity fund manager).

NOTE J – current assets and liabilities

Because these financial statements are prepared on a cash basis and not accruals accounting, current assets and liabilities are only cash in hand, cheques received but not cleared, and valid invoices received but where payment has not yet been made or

has not cleared. No accruals are made for costs incurred but for which we were yet to be invoiced at the end of the year.

NOTE K – Restricted and Endowment funds

The table below summarises balances of Restricted funds as at 31st December, 2023, movements during 2024, and Restricted funds held at 31st December, 2024.

When donations are received to Restricted funds with Gift Aid elections (see Note B), tax recovery is assumed for the purpose of identifying Restricted funds even though it may only be received from HMRC by St Mark's in a following year.

	Funds 31 st December, 2024	Net change 2024 (added to, less spent)	Funds 31 st December, 2023
Reeve endowment	10,000	-	10,000
Clark endowment	3,581	-	3,581
	13,581		13,581
Organ fund	439	-	439
Choir Trip fund	868	-	868
Church Music and Choir fund	4,342	693	3,649
Flowers Fund	188	-	188
sub-total Restricted (not Endowments)	5,837		5,144
TOTAL (Restricted plus Endowments)	19,418		18,725

Church Music and Choir income and expenditure		
	2024	2023
14. Choir income, donations (unrestricted)	-	-
Music and Choir income (restricted, inc. attributed Gift Aid)	4,106	3,416
23F. Choir and organ costs (unrestricted)	(2,187)	(2,096)
Music and Choir expenditure (restricted)	(3,413)	(3,650)
of which		
Expenditure from Choir Trip fund	-	-
Expenditure from Church Music and Choir fund	(3,413)	(3,650)
Expenditure from Organ fund	-	-

NOTE L – Capital receipts and bequests

The PCC treats gifts and donations as capital receipts in St Mark's accounts, if received from a single source in the amount of £5,000 or more in an accounting year (before any Gift Aid attributable to it). This does not affect the purposes for which any such gifts may be used (whether Unrestricted or Restricted), which is typically determined by the context of the gift and by any stipulations by donors.

Other sums of £5,000 or more received in the ordinary course of St Mark's affairs (for example, an HMRC Gift Aid refund) are treated as income.

Any capital amount released by PCC decision, to be spent, will then be recognised as legacy or general income as applicable, at the relevant time of the expenditure.

During 2019, St Mark's received a substantial bequest under the Will of the late Joan Olley. The bequest was identified by her Will as being for the general purposes of St Mark's church as a charity. No other restrictions are placed on how we may spend the money.

During 2023, St Mark's received a payment of £7,000 from the trustees of Trinity United Reformed Church (URC) representing part of distribution by those trustees to other churches following closure of Trinity URC. No restrictions are placed on how we may spend the money.

During 2024, St Mark's received a gift of £5,000 from a living member of the congregation without restrictions on how we may spend the money.

All of the amounts described above have been accordingly treated in the accounts as Unrestricted capital receipts (see "Timing and recognition of income and expenditure" on page 2 of these accounts).

In 2024 some capital funds have been released by PCC to be spent on roof renewals for the Church Room. This expenditure has been accounted for as a release of funds from the Olley bequest and accordingly as "7. Legacies received" as well as "23B. Church Room maintenance and repair costs".

ENDS

St Mark's Church

Financial Statements and Report

2024

Year ended 31st December, 2024

The Parochial Church Council of the Ecclesiastical Parish of St Mark, Bromley – Charity No. 1163095

Independent Examiner's Report for 2024

I report to the trustees on my examination of the accounts of the above charity ("the Charity") for the year ended 31st December, 2024.

As the Charity's trustees, you are responsible for the preparation of the accounts in accordance with the requirements of the Charities Act 2011 ("the Act").

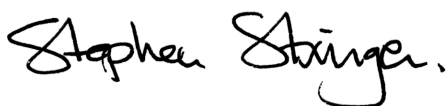
I report in respect of my examination of the Charity's accounts carried out under section 145 of the 2011 Act and in carrying out my examination, I have followed all the applicable Directions given by the Charity Commission under section 145(5)(b) of the Act.

I have completed my examination. I confirm that no material matters have come to my attention in connection with the examination which gives me cause to believe that, in any material respect:

- the accounting records were not kept in accordance with section 130 of the Charities Act; or
- the accounts did not accord with the accounting records; or
- the accounts did not comply with the applicable requirements concerning the form and content of accounts set out in the Charities (Accounts and Reports) Regulations 2008 other than any requirement that the accounts give a 'true and fair' view which is not a matter considered as part of an independent examination.

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in this report in order to enable a proper understanding of the accounts to be reached.

I have sought and been assured that the governance undertaken by the PCC and Finance Sub Committee is commensurate and appropriate for the oversight of the financial management of the church.



Stephen Stringer

11th April, 2025

Parish Church of St Mark, Bromley – Financial Statements and Report for 2024

Notes and explanation

Accounting Policies

The financial statements cover all transactions assets and liabilities for which the Parochial Church Council (PCC) is responsible.

The financial statements are prepared on a cash basis, also known as receipts and payments accounts, and not by accruals accounting. This is consistent with Charities Commission guidance (latest published version effective November 2016) and the Charities Act 2011, for an unincorporated charitable body with an annual turnover of less than £250,000.

Cash accounts are a simpler form of accounting than accounts prepared on an accruals basis. Therefore, the Statement of Recommended Practice (SORP) (Second edition, effective 1st January, 2019) applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) does not apply to their preparation.

Timing and recognition of income and expenditure

Income is recognised when received, including income tax recoverable by St Mark's church on gifts received.

Expenditure is recognised when valid invoices are received or when expenditure by the PCC is paid. Commitments to charities not yet paid are noted but not included in expenditure or liabilities.

Short term assets and liabilities are included in the accounts at the beginning and end of each year where timing of payments leads to differences between the recognition of income and expenditure in accordance with this policy, and bank and cash balances held.

Capital receipts are recognised in accordance with the policy described in Note L to the accounts and are not included in income. Any capital amount released by PCC decision, to be spent, will then be recognised as income at the relevant time of the expenditure.

Assets and liabilities

Consecrated and beneficed property (the Church and its grounds) is excluded from the accounts in accordance with the Charities Act 2011.

Assets and liabilities which are included are accounted for using the historical cost convention except that investment assets are shown at estimated current market value.

The value of property (25 Matfield Close) has been estimated based on market information from local house sales.

No value is placed in these accounts on moveable church furnishings held by the Churchwardens and the PCC because a faculty would be required for any disposal and these items are considered inalienable.

All expenditure during the year on:

- maintenance, repair and improvement of consecrated and beneficed property and moveable church furnishings; and
- all other property repairs, fixtures, fittings, moveable assets and equipment;

is written off as expenditure is made. No other depreciation of fixed assets or properties is provided for.

All trading stock and consumable items for day-to-day operations (for example, items intended to be given away or sold, cleaning materials, office supplies) are written off as purchased and attributed no value as assets in the accounts.

Explanation of Funds

Funds held by the PCC are divided between:

- Restricted Funds, given for specific and limited purposes (Note K to the accounts provides details)
- Permanent Endowments, which are restricted funds with limitations placed by the original donor on spending capital (see also Note K); and
- Unrestricted Funds are all other funds available for the general purposes of St Mark's church.

David Thomas

PCC Treasurer

Income and expenditure

This table summarises income and expenditure in three main categories, and compares the results for the year ended 31st December, 2024 to last year.

In NOTES at the back of these accounts more details are given of individual categories of income and expenditure.

Note A provides a more detailed breakdown of income and expenditure.

	2024		2023
Church, worship and congregation			
Income	133,005		72,063
Costs	(110,266)		(98,671)
Net result, Church and worship (deficit)	22,739		(26,608)
Trading activities			
Income	13,089		13,117
Expenditure	(11,966)		(9,778)
Net result, Trading surplus	1,123		3,339
Charities, mission, outreach, projects and initiatives			
Income (includes any income 'Restricted' for these purposes)	3,939		3,416
Expenditure	(3,797)		(4,341)
Net unspent (Call on Funds held), Charities, initiatives and projects	142		(925)
TOTAL SURPLUS (DEFICIT)	24,004		(24,194)

Assets and liabilities

This table summarises assets and liabilities as at 31st December, 2024 and compares them to those at 31st December, 2023. Further details are given in Notes as indicated.

		2024	NOTES	2023
Freehold property (25 Matfield Close)		470,000	H	458,000
Fixed Asset		470,000		458,000
Deposits and bank balances – general		43,087	I	21,174
Cash and uncleared cheques in hand		2,479	J	300
Deposits and bank balances – representing unrestricted capital receipts		215,366	L	232,626
Current Assets		260,932		254,100
Invoices received not yet paid, and payments made not yet cleared		1,943	J	1,854
Current Liabilities		1,943		1,854
TOTAL of the above – Net Worth		728,989		710,246
<i>made up of:</i>				
Restricted and Endowment funds		19,418	G, K	18,725
Unrestricted funds		709,571		691,521

These financial accounts were approved by the PCC on 16th April, 2025 and include the Independent Examiner's report dated 11th April, 2025



Richard Collins, Lay Chair of PCC

Details, notes and explanation

NOTE A – details of income and expenditure

This table sets out the statement of income and expenditure in the categories we use in our annual financial report to Rochester Diocese. The summary table of income and expenditure on page 4 is based on this information.

	2024	NOTES	2023
1. Tax efficient planned giving income	53,385		48,517
2. Other planned giving income	973		683
3A. Collections at Services income	8,870		6,718
4B. All Other Giving -- UNRESTRICTED	861		1,054
6. Gift Aid recovered (from HMRC)	27,796	B, K	-
7. Legacies received (as unrestricted income)	22,260	L	-
9. Fundraising events income	-		-
10A. Property income	7,362	H	9,500
10B. Dividends, interest income	9,080		4,440
11. Statutory Fees charged by PCC	2,418		1,151
14. Choir income, donations (unrestricted)	-	C, K	-
Income, Church and worship	133,005		72,063
17. Fundraising costs	-		-
19. Diocesan Parish Share expenditure	(47,735)		(57,316)
19B. Statutory fees paid to Diocese	(839)		(537)
20. Salaries, wages and honoraria expenditure	(6,999)	D	(6,580)
21A. Clergy and staff expenses	(2,872)		(4,242)
21B. Clergy & staff expenses: housing + bills	(5,470)	E, H	(6,253)
23A. Church buildings maintenance + repair	(6,065)	F	(6,840)
23B. Church Room maint. + repair costs	(24,796)	F	(26)
23C. Churchyard + Prayer Garden gardening	(2,214)	K	(1,278)
23D. Insurance	(5,971)		(5,850)
23E. PCC and Church office costs	(1,793)		(1,428)
23F. Choir and organ costs (from general funds)	(2,187)	C, D, K	(2,096)
23G. Sanctuary costs	(304)		(25)
24A. Church Heat/Light/Utilities paid	(3,021)	F	(6,200)
Costs, Church and worship	(110,266)		(98,671)
NET SURPLUS (DEFICIT) Church & worship	22,739		(26,608)

12A. TRADING: Church lettings income	2,255		2,025
12B. TRADING: Church Room lettings income	10,834		11,092
12C. TRADING: Marksman advertising income	-		-
12D. TRADING: Traidcraft sales income	-		-
12E. TRADING: Congregation catering sales cash surplus	-		-
12F. TRADING: Income from other property (non-clergy)	-	H	-
Income, Trading	13,089		13,117
24B. Church Room utilities costs	(5,720)	F	(5,175)
25A. TRADING: Church lettings direct costs	-		-
25B. TRADING: Ch.Room lettings direct costs	-		-
25C. TRADING: Marksman costs	-		-
25D. TRADING: Traidcraft cost of sales	-		-
25E. TRADING: Congregation catering costs	-		-
25F. TRADING: Costs of other property	(6,246)	H	(4,603)
Costs, Trading	(11,966)		(9,778)
NET SURPLUS (DEFICIT) Trading	1,123		3,339
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Choir and church music expenditure from restricted funds	(3,413)	K	(3,650)
Expenditure on Charities, initiatives and projects	(3,797)		(4,341)
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TOTAL SURPLUS (DEFICIT)	24,004		(24,194)

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Where gifts are received for restricted purposes, we aim to allocate associated Gift Aid recoveries to the same purposes. Estimated amounts of expected Gift Aid tax recovery are attributed to Restricted Funds (see Note K) when restricted gifts are received, but no current asset is recognised at year end for any gift aid tax recoveries not yet received.

NOTE C – Choir income, donations and costs

Unrestricted income or donations related to choir activity would appear at "14. Choir income, donations (unrestricted)" and expenditure on Choir and church music from general unrestricted funds at "23F. Choir and organ costs". For restricted income and expenditure from choir-related restricted funds, see Note K.

NOTE D – Salaries, wages and honoraria expenditure

Starting with the 2018 accounts, categories of income and expenditure have been aligned to the categories required for our annual financial report to Rochester diocese. One result is that the costs of music staff (Choirmaster, Organist, locums) are not included as "23F. Choir and organ costs" but are identified separately.

NOTE E – Clergy and staff expenses: housing and bills

This category includes some utility bills, Council Tax and other costs in relation to the Vicarage and to 25 Matfield Close when occupied by clergy (see Note H).

NOTE F – Church maintenance costs and Church Room utilities and operating costs

Some bills and expenses are wholly attributable to the Church Room and to lettings and activities in it. For example, the Church Room is supplied by a separate electricity meter.

Other costs are shared between the main church building and the Church Room. In these accounts certain costs of cleaning contractors, water supply and janitorial supplies have been allocated as to 80% to the Church Room and as to 20% to the operating and maintenance costs of the Church. The 80% amounts to some £3,399. In addition, one third of overall gas costs for heating has been allocated to the Church Room, amounting to some £1,495. These amounts are stated in the accounts as costs of Church Room trading activities, and excluded from cost lines "23A." and "24A." for Church operating and energy costs respectively.

NOTE G – Charities, initiatives and projects

Funds are sometimes received for specific purposes, as charitable donations or raised for stated projects and initiatives. All such funds and those raised through projects and initiatives are treated as "Restricted" funds not to be used for other purposes (see Note K which also describes Restricted funds).

NOTE H – valuation of freehold property; property income and costs

St Mark's owns a house at 25 Matfield Close. An estimated valuation has been based on local house sales data.

Public information shows that in 2024, eight similar houses were sold within one quarter of a mile of 25 Matfield Close. The eight sales took place between March and October 2024. For the purposes of valuation for these accounts, the prices of those sales have been analysed as £/M² of internal house area, and a range of market value identified. The range would put the value of 25 Matfield Close in 2024 around £470,000 (within a range of uncertainty).

The valuation adopted in these accounts attempts to reflect these market conditions and is higher than the valuation used in 2023 by £12,000.

The treatment in these accounts of income and costs relating to 25 Matfield Close depends on the occupancy of the property. When the property is occupied by clergy, some income and costs appear within Church and Worship, but when it is commercially let they are treated as Trading. Costs of ownership (rather than occupancy) are treated as Trading costs.

For part of 2024 clergy occupied the house, and income and some costs of occupancy were treated as "10A. Property income" and "21B. Clergy & staff expenses: housing + bills", both within Church and Worship.

Costs of ownership such as repairs and insurance, appear in "12F. TRADING: Income from other property (non-clergy)" and "25F. TRADING: Costs of other property", both as part of Trading. If any commercial rents are received in future the intention is to treat that income also as part of Trading.

NOTE I – deposits and bank balances

Bank balances are held at Santander Bank, and certain funds, including particularly capital, Restricted and Endowment funds, are deposited with Rochester diocese and with the Church of England Central Board of Finance, including through a deposit account with CCLA (a charity fund manager).

NOTE J – current assets and liabilities

Because these financial statements are prepared on a cash basis and not accruals accounting, current assets and liabilities are only cash in hand, cheques received but not cleared, and valid invoices received but where payment has not yet been made or

has not cleared. No accruals are made for costs incurred but for which we were yet to be invoiced at the end of the year.

NOTE K – Restricted and Endowment funds

The table below summarises balances of Restricted funds as at 31st December, 2023, movements during 2024, and Restricted funds held at 31st December, 2024.

When donations are received to Restricted funds with Gift Aid elections (see Note B), tax recovery is assumed for the purpose of identifying Restricted funds even though it may only be received from HMRC by St Mark's in a following year.

	Funds 31 st December, 2024	Net change 2024 (added to, less spent)	Funds 31 st December, 2023
Reeve endowment	10,000	-	10,000
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	13,581		13,581
Organ fund	439	-	439
Choir Trip fund	868	-	868
Church Music and Choir fund	4,342	693	3,649
Flowers Fund	188	-	188
sub-total Restricted (not Endowments)	5,837		5,144
TOTAL (Restricted plus Endowments)	19,418		18,725

Church Music and Choir income and expenditure		
	2024	2023
14. Choir income, donations (unrestricted)	-	-
Music and Choir income (restricted, inc. attributed Gift Aid)	4,106	3,416
23F. Choir and organ costs (unrestricted)	(2,187)	(2,096)
Music and Choir expenditure (restricted)	(3,413)	(3,650)
of which		
Expenditure from Choir Trip fund	-	-
Expenditure from Church Music and Choir fund	(3,413)	(3,650)
Expenditure from Organ fund	-	-

NOTE L – Capital receipts and bequests

The PCC treats gifts and donations as capital receipts in St Mark's accounts, if received from a single source in the amount of £5,000 or more in an accounting year (before any Gift Aid attributable to it). This does not affect the purposes for which any such gifts may be used (whether Unrestricted or Restricted), which is typically determined by the context of the gift and by any stipulations by donors.

Other sums of £5,000 or more received in the ordinary course of St Mark's affairs (for example, an HMRC Gift Aid refund) are treated as income.

Any capital amount released by PCC decision, to be spent, will then be recognised as legacy or general income as applicable, at the relevant time of the expenditure.

During 2019, St Mark's received a substantial bequest under the Will of the late Joan Olley. The bequest was identified by her Will as being for the general purposes of St Mark's church as a charity. No other restrictions are placed on how we may spend the money.

During 2023, St Mark's received a payment of £7,000 from the trustees of Trinity United Reformed Church (URC) representing part of distribution by those trustees to other churches following closure of Trinity URC. No restrictions are placed on how we may spend the money.

During 2024, St Mark's received a gift of £5,000 from a living member of the congregation without restrictions on how we may spend the money.

All of the amounts described above have been accordingly treated in the accounts as Unrestricted capital receipts (see "Timing and recognition of income and expenditure" on page 2 of these accounts).

In 2024 some capital funds have been released by PCC to be spent on roof renewals for the Church Room. This expenditure has been accounted for as a release of funds from the Olley bequest and accordingly as "7. Legacies received" as well as "23B. Church Room maintenance and repair costs".

ENDS

Accounts

The Parish Church of St. Mark, Bromley

Notice and Agenda for

**THE MEETING OF PARISHIONERS
and
THE ANNUAL PAROCHIAL CHURCH MEETING
to be held on Sunday 19 May
2024 at 11.30am**

**including minutes of the previous meetings, Annual
Reports, and Financial Statements (2023)**



***The Parochial Church Council of the Ecclesiastical Parish of St Mark, Bromley
Charity Number 1163095***

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Page Number

2. Notice of Annual Meeting of Parishioners
3. Minutes of the Annual Meeting of Parishioners held on Sunday 21 May 2023
4. Notice of Annual Parochial Church Meeting
4. Minutes of the Annual Parochial Church Meeting held on Sunday 21 May 2023

REPORTS

7. Electoral Roll
7. PCC and Activities of the Parish
8. Safeguarding Statement
9. Fabric
10. Bromley Deanery Synod
11. Financial Statements 2023

Notice of Meeting THE ANNUAL MEETING OF PARISHIONERS

The Annual Meeting of Parishioners will take place in the Church Room on
Sunday 19 May 2024 at 11.30am, after the Parish Eucharist

AGENDA

1. Appointment of Clerk to the Meeting
2. Apologies for absence
3. Minutes of the Annual Meeting of Parishioners held on Sunday 21 May 2023
4. Election of Churchwardens

Close of Meeting

Please note:

1. Those entitled to attend and vote are:

- a) persons whose names are entered on the Church Electoral Roll of the parish; and
- b) persons resident in the parish whose names are entered on a register of local government electors by reason of such residence.

2. All nominations for election must be received by the Chairman in writing prior to the Meeting and have been countersigned by the nominees.

**Minutes of the Annual Meeting of Parishioners
held on Sunday 21 May 2023 in the Church following the Parish Eucharist**
Chaired by The Revd Canon Victoria Pask (VP).
There were 33 parishioners present.

1. Appointment of the Clerk to the Meeting

Louise Bonter - Proposed VP Seconded Richard Collins (RC)
Agreed unanimously.

2. Apologies for Absence

Gill Beach, Jill Brodie, Georgia Collins, Valerie Dadson, Conrad Donaldson, Robert Harris, Edward Jackson, Zoe Knott, Ijeoma Mbubaegbu, Elaine Morrison, Roger Parry, Carol Robins, Ted and Shelia Webb, Theresa Weller and John Yeomans.

3. Minutes of the Annual Meeting of Parishioners held on Sunday 8 May 2022

Proposed David Young, Seconded Chris Dadson. Agreed unanimously and signed as a true record.

4. Election of Churchwarden

Richard Collins - Proposed Conrad Donaldson Seconded Andrew Wilson.
Agreed unanimously.

RC explained that having completed 4 years as Churchwarden, he could only continue this year and next, before he would have to stand down. Ideally another Churchwarden needs to be appointed next year. He stressed that he had a good team behind him, so the duties and responsibilities could be shared around.

RC and VP explained that the Churchwarden has a legal responsibility as the Bishop's Officer. If, in an interregnum there is not an Officer in the Parish it would be considered not viable.

However, VP stressed that St Marks is a viable, finances and numbers have improved and so has outreach. So, if someone feels called to do this important work they were requested to speak to VP, RC or it can be arranged for them to speak to the Archdeacon.

The Meeting closed at 11.24 am.

Signed

Dated

Notice of Meeting

THE ANNUAL PAROCHIAL CHURCH MEETING

The Annual Parochial Church Meeting will take place in the Church Room on Sunday 19th May 2024 following the Annual Meeting of Parishioners

AGENDA

1. Apologies for absence
2. Minutes of the 76th Annual Parochial Church Meeting held on Sunday 21 May 2023
3. Matters arising
4. Electoral Roll Report
Resolution - Pursuant to CCR M15(9) the Annual Meeting hereby resolves that from the next Annual Meeting the maximum number of elected representatives of the laity be restricted to 9. This resolution is revocable by future meetings, such revocation being applicable for subsequent years.
Proposed The Revd Canon Victoria Pask Seconded Ruth Russell
5. Report on the proceedings of the Parochial Church Council and the Activities of the Parish, including Safeguarding.
6. Report and Presentation of the Independently Examined Financial Statements
1 January – 31 December 2023
7. Fabric Report
8. Bromley Deanery Synod Report
9. Election of three lay persons to serve on the Parochial Church Council for three years and one for one year.
10. Appointment of the Independent Examiner
11. Any Other Business

Please note:

1. It is preferred that all nominations, duly seconded, for election to the PCC be received by the Vicar by 12.00 noon on 12th May 2024.
2. Only those persons whose names are on the Electoral Roll of St. Mark's Church, Bromley, may vote at the meeting.
3. Elections will be by written ballot, voting papers to be signed by the voter on the reverse.

Minutes of the 76th Annual Parochial Church Meeting
held on Sunday 21 May 2023 in the Church following the Annual Meeting of Parishioners
Chaired by The Revd Canon Victoria Pask (VP).

1. Apologies for Absence (See ante).

2. Minutes of the 75th Annual Parochial Church Meeting – held on Sunday 8 May 2022
Proposed Chris Dadson Seconded Pat Openshaw. Agreed. Signed as a true record.
VP thanked Louise Bonter.

3. Matters arising None.

4. Electoral Roll Report

VP indicated that we do not have an Electoral Roll Officer at the moment but there is someone considering taking up the post.

There are currently 151 people on the roll. In 2025 the roll will be completely revised which will give a more realistic record. The Church is no longer financially penalised for the number of people on the roll.

5. Report on the proceedings of the Parochial Church Council and the Activities of the Parish including Safeguarding

VP referred to her report and indicated that much had picked up since the lockdowns. The PCC had now implemented a system of sub-committees.

Safeguarding was an important part of this. VP expressed her thanks to Julia Orford and Theresa Weller for the crucial work they do.

VP went through individually and in groups and thanked all those who participate and assist in the work of the Church in a myriad of diverse ways which makes St Mark's the community that it is. In particular she thanked Richard Collins, as taking on the role of Churchwarden is a vocation.

Finally, VP thanked The Revd Elizabeth Longhurst (EL) for all she has brought to the life of St Mark's as Curate so far and how she values EL's collegiality alongside the privilege of being her mentor. EL's curacy runs to the summer/autumn of 2024.

Pam Prisley was invited to address the meeting. She explained the position regarding the flowers in church and indicated that a Flower Rota was to be re-introduced.

6. Report and Presentation of the Independently Examined Financial Statements

1 January – 31 December 2022

David Thomas (DT) thanked all those who assisted with dealing with the finances, counting the collection, banking and all the other tasks, together with Stephen Stringer as Independent Examiner.

The Financial Statements had been Independently Examined and approved by the PCC. The purpose of the presentation was for the APCM to understand and accept them. They were prepared on a Cash basis as explained in the Notes.

DT confirmed that, as in previous years, the Income and Expenditure account (page 4) is presented in three categories: Church and Worship, Trading Activities (including commercial rental income) and Charity, Mission and Outreach (including the Restricted Funds).

The Details Notes and Explanation on pages 6 onwards show the breakdown. Looking at the first category he pointed out that in 2021 there were Gift Aid receipts of £24,513 which covered two years and in 2022 one years of £13,244. This was reflected in the decrease in the income received from £99,449 in 2021 to £86,811 in 2022.

The overall deficit for 2022 was £2,489 (2021 £2,085). Whilst core activities had improved, the Trading account was down. DT explained that as Matfield Close is now occupied by the Curate, we are no longer receiving a commercial rent, which would have been included in the Trading Account but we are receiving rent from the Diocese for clergy accommodation which is accounted for as "core income".

During the pandemic part of the financial problem had been masked by the commercial rental of Matfield Close.

The letting income from the Church Room and Church had improved. During the pandemic this had fallen to approximately £2,000 pa but 5/10 years ago it had been in the region of £30,000 a year. It was now nearly £10,000 pa which was a marked improvement.

VP commented that we have a very good agent for Matfield Close. Also talking to other Churches their income has also reduced.

DT Proposed that the Financial Statements should be accepted. Seconded David Young. Agreed Unanimously.

7. Fabric Report

RC referred to the Fabric report and indicated that there had recently been several incidents of vandalism outside.

The redecoration of the Church had been deferred to deal with the matters specified in the asbestos report and the electrical work required. The preparatory work had now been dealt with. He was having meeting with the surveying team next week. Hopefully after taking advice, obtaining quotes this can be progressed next summer.

Margaret Hales asked what the position was regarding the leaks in the roof. RC indicated that work had been done on the Lady Chapel and touching wood indicated that no other leaks had been seen recently.

Keeping the Church open was a risk but there had been no serious issues. Things had been moved around in the Church, but nothing had been broken or stolen.

8. Bromley Deanery Synod Report

VP referred to her report and explained the structure of the Deanery.

The Bromley Deanery Synod meets three times a year. Our representatives are Pam Prisley and Carol Robins.

9. Election of two persons to serve on Bromley Deanery Synod for three years

VP explained that Carol Robins and Pam Prisley can now stand for a further three-year term.

Pamela Prisley	Proposed Tegwen Ramwell	Seconded Gaye Blagden
Carol Robins	Proposed Louise Bonter	Seconded Richard Collins

Agreed Unanimously.

10. Election of three lay persons to serve on the Parochial Church Council for three years and two to cover one-year casual vacancies.

VP explained that parishioners are elected to the PCC for three-year blocks and then they come off for a fallow year.

Nathaniel Emile Akabi-Davis	Proposed Edward Jackson	Seconded Conrad Donaldson
Pamela Prisley	Proposed Gaye Blagden	Seconded Tegwen Ramwell
Ruth Russell	Proposed Patricia Openshaw	Seconded Robert Harris

Agreed unanimously.

Two one-year casual vacancies have arisen.

Louise Bonter	Proposed Richard Collins	Seconded Carol Robins
David Thomas	Proposed Louise Bonter	Seconded Carol Robins

Agreed unanimously.

11. Appointment of Independent Examiner

Stephen Stringer confirmed that he was happy to continue as Independent Examiner.

Proposed David Young Seconded Pam Prisley. Agreed unanimously.

12. Any Other Business

Chris Dadson indicated that he had two questions.

Payaz Contactless Terminal – has this now paid for itself?

VP explained that most Churches now have contactless terminals for those who are not regular members of the congregation, as many people no longer carry cash. It had been used by those who had attended nativity plays, special services for Christmas and the Coronation etc.

DT said that most of the cost of the terminal had already been covered by the donations received since December.

Congregation numbers - how are these comparing?

59 people attended this morning's service. VP indicated that the numbers were now generally between 60 to 75, before Covid they were around 85.

However, it was not the same group of people who attended each week, it is believed that the pool of people who attend is about 200. Numbers vary considerably, at the BCP service at 8 o'clock once a month the congregation is between 2 and 5 people. For the Communion service on Wednesdays there is a regular attendance of approximately 8, some of whom do not come on Sundays. There were services for Holy days of Obligation although there has not been much take up. In contrast there is a good Choral Evensong congregation, as there was for the special services for the Coronation.

Thanks

RC thanked VP all the work she does which was acknowledged with a round of applause and VP reiterated her thanks to RC.

Meeting closed 12.10 p.m.

Signed

Dated

REPORTS

ELECTORAL ROLL

There are 151 people on the Church Electoral Roll compared to 151 in 2023. 3 names were added during the annual revision and 3 were removed.

Electoral Roll Officer: Ruth Russell

PAROCHIAL CHURCH COUNCIL AND ACTIVITIES OF THE PARISH

St Mark's Church PCC has met seven times since the 2023 APCM.

Safeguarding, Fabric and Finance

These are covered individually in this report booklet, following this report.

Communication

A new website was developed for St Mark's: www.stmarksbromley.org.uk instigated by David Young

and currently kept up to date by Lizzie Longhurst along with other social media accounts for the church publicity.

Worship, Ministry and Mission

The Sunday Parish Eucharist and Choral Evensong services remain popular throughout and the Christmas, Holy Week and Easter services were very well attended. The high standard of music continued thanks to the choir under the leadership of Director of Music (DoM) Andrew Wilson, assisted by organist Ralf Ayling-Miller. Funding was sufficient for the Choral Scholarship scheme to continue this academic year with three from local sixth forms; a tenor and two sopranos.

On Sunday 28 April fond farewells were said to Andrew Wilson after 31 years as DoM after he and his wife, soprano Teresa, relocated further south. The Ven Allie Kerr, Archdeacon of Bromley & Bexley preached at the morning service, which was followed in the early afternoon by a magnificent Choral Evensong with many returning choristers to give thanks for the work, service and ministry of music that Andrew has given to St Mark's.

Organist Richard Sutton stepped in at the beginning of May as Interim Director of Music working with Ralf Ayling-Miller and the choir. In the next few months of consultation the PCC will consider how best to specify the scope of a new appointment for advertisement.

Book study groups took place in October (Colm Toibin's Testament of Mary), Advent (Andrew Nunn's Bethlehem Bound) and Lent (Rowan Williams' Passions of the Soul).

The clergy continue in their day to day pastoral ministry and administer the pastoral offices, also at St Mark's Primary School leading worship and more. The school comes to the church for Harvest, Christmas, Easter and end of term services. The Vicar remains chair of the Aquinas Advisory Council, the CofE umbrella trust of the school. Links with Bishop Justus (Secondary) School, also within the trust, have continued with presidency at the year group Eucharist services. Links with local uniformed youth organisations are retained and the specially adapted Remembrance Parade service was again well received in November.

Shining Stars, the Church's under 5s (with adult) group, serves a need in the community and meets on Thursday mornings during term time. The Friendship lunch group continues to thrive, meeting on the first and third Wednesdays of the month. There is a strong bond with Bromley and Sheppard's Colleges with retired clergy worshipping at this church and assisting in various ways.

At the APCM there will be chance to show appreciation to those who make all of the above possible, in any way - great or small. Thank you.

Vicar: The Revd Canon Victoria Pask.

SAFEGUARDING STATEMENT

St. Mark's Church is committed to the safeguarding and protection of children, young people and vulnerable adults. The PCC has complied with the duty under Section 5 of the Safeguarding and Clergy Discipline Measure 2016 (duty to have regard to House of Bishops' guidance on safeguarding children and vulnerable adults). It has adopted the House of Bishops' Safeguarding Policy: *Promoting a Safer Church, Safeguarding Policy Statement for Children, Young People and Adults*. Copies of this are posted on the church notice boards and website.

The website has the contact name and number of the Parish Safeguarding Officer (PSO) on the front page and a link to the policy.

St. Mark's PCC has adopted the use of the Parish Safeguarding Dashboard to monitor its safeguarding.

A safeguarding report features on the agenda of every PCC meeting. All appointments to roles are subject to appropriate checks in line with the Safer Recruitment Policy and continued training, which is monitored and logged.

There were no serious safeguarding incidents or concerns reported at St.Mark's since the 2023 APCM.

Parish Safeguarding Officer: Theresa Weller
Lead Recruiter (DBS): Julia Orford

FABRIC

This year has been another year of progress and continued maintenance. Perhaps most importantly, the works required and outlined in the Quinquennial Report have been completed. This means that we have finished the works with a couple of years to spare!

Paul Gladman, who we have used before, has completed various jobs for us, including several in the quinquennial report. These were:

- Repair to the door lock in the choir vestry.
- Maintenance to the door from the church to the toilet area - the door no longer sticks!
- Cutting out the bottom plate rails to a cupboard in the church room to enable the platform structures to be wheeled out of the cupboards without lifting and heaving.
- Cork infill around the heating grilles in the chancel (in front of the choir stalls) and around the font replaced.
- Replacement of small pieces of missing woodblock near the sanctuary steps.
- Repair to and replacement of dropped hinge on the gate of the Prayer Garden.
- Painting of the external parts of the church windows where necessary.
- Draught excluder added to the porch door.

All the church's non stained glass windows have been cleaned by the window cleaner.

In addition, Roger Parry has treated the rusting at the base of the soil vent stack of the accessible toilet and repainted the stack; fixed the bird meshing in the Belfry so birds cannot enter; cleaned out the downpipes, gullies and soakaways; removed some dirt and debris from the Church Hall cupboard; and trimmed bushes and ivy around the Church garden.

The PAT testing of our portable appliances was carried out on 6th September. All appliances passed and the certificate is posted on the notice board.

The other annual or periodic reviews of the intruder alarm, church clock, boiler and gas safety, lightning protection, fire extinguisher and fire alarm have been or are about to be completed.

We have decided to move to Stevensons from Delron for our boiler maintenance. They are nearer and better value.

The outside light remains broken as we await spare parts. We hope this will be fixed in 2024.

The garden continues to be maintained professionally but regular litter clearance and some pruning is also done by parishioners.

During the year the Diocese sent a notification with regard to reinforced autoclaved aerated concrete (RAAC). Whilst the church was built before the use of RAAC, the Church Hall was not. After a review of the

original plans and tender, there is no evidence that RAAC was used. We have asked for further guidance from our quinquennial surveyor just to be sure.

We are progressing with the church redecoration project. We are negotiating with a project manager at the moment. We intend to include an upgrade to the sound and microphone system as part of the project. In terms of other future works, we are obtaining quotes to lag the pipes in the boiler room and are looking to replace one of the radio microphones. Whilst we have two panic alarms in the Church, we are investigating the possibility of erecting motion activated cameras for protection for lone working and to catch intruders. It is likely that we may ask the Friends for a contribution to some of these projects.

At Matfield Close, there have been works to the garage door and pruning of the Mulberry tree. Our managing agent continues to help with our landlord obligations and to respond to any issues that the Curate may have.

As always, my thanks to all those who give up their time either to let in the professionals or to carry out the odd task. Special mention should be made to Phil Hood, Emile Akabi-Davis, Louise Bonter, the Duke of Edinburgh Student, Andrew Wilson, Pat Openshaw, the Clergy and, of course, Roger.

Churchwarden: Richard Collins

BROMLEY DEANERY SYNOD

The Bromley Deanery Synod (comprising licensed clergy, and lay representatives from each of the 13 parishes in the Deanery) meets in March, July and November of each year.

Since the 2023 APCM of St Mark's, the Synod met as follows:

July 2023

At St John the Evangelist, Bromley hosted by Revd Andrew McClellan, Vicar.

Andrew, who is also *Inter-Faith Adviser for the Archdeaconry of Bromley and Bexley*, gave a presentation on *Inter-Faith relations*.

This was the first meeting of the new triennial. New members were welcomed, Standing Committee and other statutory officers were agreed and appointed.

November 2023:

At Christ Church, Bromley, hosted by Revd Matt Lloyd, Assistant Priest.

Mike Harrowing, *CEO of the Spinnaker Trust* gave a presentation on the work of the trust in local schools.

www.spinnaker.org.uk

March 2024:

At Christ Church, Chislehurst hosted by Revd Dave Johnston, Vicar and Cath Johnston LLM.

Claire Boxall, *Diocesan Strategic Framework Manager* gave a presentation on mission: *change, service, grow*.

Highlights of the most recent Diocesan and General Synod meetings were presented at all meetings. Also, administrative Deanery updates including parishes in vacancy and new appointments were reported and noted.

Area Dean: The Revd Canon Victoria Pask
Deanery Lay Chair: Cath Johnston

St Mark's Deanery Synod Reps: Pam Prisley and Carol Robins

St Mark's Church

Financial Statements and Report

2023

Year ended 31st December, 2023

The Parochial Church Council of the Ecclesiastical Parish of St Mark, Bromley – Charity No. 1163095

Independent Examiner's Report for 2023

I report to the trustees on my examination of the accounts of the above charity ("the Charity") for the year ended 31st December, 2023.

As the Charity's trustees, you are responsible for the preparation of the accounts in accordance with the requirements of the Charities Act 2011 ("the Act").

I report in respect of my examination of the Charity's accounts carried out under section 145 of the 2011 Act and in carrying out my examination, I have followed all the applicable Directions given by the Charity Commission under section 145(5)(b) of the Act.

I have completed my examination. I confirm that no material matters have come to my attention in connection with the examination which gives me cause to believe that, in any material respect:

- the accounting records were not kept in accordance with section 130 of the Charities Act; or
- the accounts did not accord with the accounting records; or
- the accounts did not comply with the applicable requirements concerning the form and content of accounts set out in the Charities (Accounts and Reports) Regulations 2008 other than any requirement that the accounts give a 'true and fair' view which is not a matter considered as part of an independent examination.

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in this report in order to enable a proper understanding of the accounts to be reached.



Stephen Stringer
28th March, 2024

Parish Church of St Mark, Bromley – Financial Statements and Report for 2023

Notes and explanation

Accounting Policies

The financial statements cover all transactions assets and liabilities for which the Parochial Church Council (PCC) is responsible.

The financial statements are prepared on a cash basis, also known as receipts and payments accounts, and not by accruals accounting. This is consistent with Charities Commission guidance (latest published version effective November 2016) and the Charities Act 2011, for an unincorporated charitable body with an annual turnover of less than £250,000.

Cash accounts are a simpler form of accounting than accounts prepared on an accruals basis. Therefore, the Statement of Recommended Practice (SORP) (Second edition, effective 1st January, 2019) applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) does not apply to their preparation.

Timing and recognition of income and expenditure

Income is recognised when received, including income tax recoverable by St Mark's church on gifts received.

Expenditure is recognised when valid invoices are received or when expenditure by the PCC is paid. Commitments to charities not yet paid are noted but not included in expenditure or liabilities.

Short term assets and liabilities are included in the accounts at the beginning and end of each year where timing of payments leads to differences between the recognition of income and expenditure in accordance with this policy, and bank and cash balances held.

Capital receipts are recognised in accordance with the policy described in Note L to the accounts and are not included in income. Any capital amount released by PCC decision, to be spent, will then be recognised as income at the relevant time of the expenditure.

Assets and liabilities

Consecrated and beneficed property (the Church and its grounds) is excluded from the accounts in accordance with the Charities Act 2011.

Assets and liabilities which are included are accounted for using the historical cost convention except that investment assets are shown at estimated current market value.

The value of property (25 Matfield Close) has been estimated based on market information from local house sales.

No value is placed in these accounts on moveable church furnishings held by the Churchwardens and the PCC because a faculty would be required for any disposal and these items are considered inalienable.

All expenditure during the year on:

- maintenance, repair and improvement of consecrated and beneficed property and moveable church furnishings; and
- all other property repairs, fixtures, fittings, moveable assets and equipment;

is written off as expenditure is made. No other depreciation of fixed assets or properties is provided for.

All trading stock and consumable items for day-to-day operations (for example, items intended to be given away or sold, cleaning materials, office supplies) are written off as purchased and attributed no value as assets in the accounts.

Explanation of Funds

Funds held by the PCC are divided between:

- Restricted Funds, given for specific and limited purposes (Note K to the accounts provides details)
- Permanent Endowments, which are restricted funds with limitations placed by the original donor on spending capital (see also Note K); and
- Unrestricted Funds are all other funds available for the general purposes of St Mark's church.

David Thomas

PCC Treasurer

Income and expenditure

This table summarises income and expenditure in three main categories, and compares the results for the year ended 31st December, 2023 to last year.

In NOTES at the back of these accounts more details are given of individual categories of income and expenditure.

Note A provides a more detailed breakdown of income and expenditure.

		2023		2022
Church, worship and congregation				
Income		72,063		86,811
Costs		(98,671)		(96,214)
Net result, Church and worship (deficit)		(26,608)		(9,403)
Trading activities				
Income		13,117		18,267
Expenditure		(9,778)		(9,142)
Net result, Trading surplus		3,339		9,125
Charities, mission, outreach, projects and initiatives				
Income (includes any income 'Restricted' for these purposes)		3,416		1,150
Expenditure		(4,341)		(3,361)
Net unspent (Call on Funds held), Charities, initiatives and projects		(925)		(2,211)
TOTAL SURPLUS (DEFICIT)		(24,194)		(2,489)

Assets and liabilities

This table summarises assets and liabilities as at 31st December, 2023 and compares them to those at 31st December, 2022. Further details are given in Notes as indicated.

	2023	NOTES	2022
Freehold property (25 Matfield Close)	458,000	H	440,000
Fixed Asset	458,000		440,000
Deposits and bank balances – general	21,174	I	48,978
Cash and uncleared cheques in hand	300	J	1,106
Deposits and bank balances – representing unrestricted capital receipts	232,626	L	225,626
Current Assets	254,100		275,710
Invoices received not yet paid, and payments made not yet cleared	1,854	J	6,335
Current Liabilities	1,854		6,335
TOTAL of the above – Net Worth	710,246		709,375
<i>made up of:</i>			
Restricted and Endowment funds	18,725	G, K	19,111
Unrestricted funds	691,521		690,264

These financial accounts were approved by the PCC on 17th April, 2024 and include the Independent Examiner's report dated 28th March, 2024



Rev. Canon Victoria Pask, Vicar and Chair of PCC

Details, notes and explanation

NOTE A – details of income and expenditure

This table sets out the statement of income and expenditure in the categories we use in our annual financial report to Rochester Diocese. The summary table of income and expenditure on page 4 is based on this information.

	2023	NOTES	2022
1. Tax efficient planned giving income	48,517		57,274
2. Other planned giving income	683		683
3A. Collections at Services income	6,718		5,084
4B. All Other Giving -- UNRESTRICTED	1,054		1,185
6. Gift Aid recovered (from HMRC)	-	B, K	13,244
7. Legacies received (as unrestricted income)	-	L	3,808
9. Fundraising events income	-		-
10A. Property income	9,500	H	3,958
10B. Dividends, interest income	4,440		122
11. Statutory Fees charged by PCC	1,151		1,453
14. Choir income, donations (unrestricted)	-	C, K	-
Income, Church and worship	72,063		86,811
17. Fundraising costs	-		(5)
19. Diocesan Parish Share expenditure	(57,316)		(56,299)
19B. Statutory fees paid to Diocese	(537)		(466)
20. Salaries, wages and honoraria expenditure	(6,580)	D	(6,607)
21A. Clergy and staff expenses	(4,242)		(3,838)
21B. Clergy & staff expenses: housing + bills	(6,253)	E, H	(4,291)
23A. Church buildings maintenance + repair	(6,840)	F	(8,608)
23B. Church Room maint. + repair costs	(26)	F	-
23C. Churchyard + Prayer Garden gardening	(1,278)	K	(1,488)
23D. Insurance	(5,850)		(5,519)
23E. PCC and Church office costs	(1,428)		(1,059)
23F. Choir and organ costs (from general funds)	(2,096)	C, D, K	(2,004)
23G. Sanctuary costs	(25)		(145)
24A. Church Heat/Light/Utilities paid	(6,200)	F	(5,885)
Costs, Church and worship	(98,671)		(96,214)
NET SURPLUS (DEFICIT) Church & worship	(26,608)		(9,403)
12A. TRADING: Church lettings income	2,025		2,385
12B. TRADING: Church Room lettings income	11,092		9,586
12C. TRADING: Marksman advertising income	-		160

12D. TRADING: Traidcraft sales income	-		699
12E. TRADING: Congregation catering sales cash surplus	-		-
12F. TRADING: Income from other property (non-clergy)	-	H	5,437
Income, Trading	13,117		18,267
24B. Church Room utilities costs	(5,175)	F	(4,857)
25A. TRADING: Church lettings direct costs	-		-
25B. TRADING: Ch.Room lettings direct costs	-		-
25C. TRADING: Marksman costs	-		-
25D. TRADING: Traidcraft cost of sales	-		(400)
25E. TRADING: Congregation catering costs	-		-
25F. TRADING: Costs of other property	(4,603)	H	(3,885)
Costs, Trading	(9,778)		(9,142)
NET SURPLUS (DEFICIT) Trading	3,339		9,125
3B. Collections for charities/ initiatives	-	G	110
4A. All Other Giving and voluntary receipts -- RESTRICTED	-	K	-
Choir income (restricted)	3,416	K	1,040
Income raised for Charities, initiatives and projects	3,416		1,150
18. Mission Giving and donations expenditure	(691)	G	(436)
22. Mission and evangelism costs	-		-
Choir and church music expenditure from restricted funds	(3,650)	K	(2,925)
Expenditure on Charities, initiatives and projects	(4,341)		(3,361)
NET UNSPENT (CALL ON FUNDS), Charities, initiatives and projects	(925)		(2,211)
TOTAL SURPLUS (DEFICIT)	(24,194)		(2,489)

NOTE B – Treatment of Gift Aid tax recovery from HMRC

Donors including members of the congregation are encouraged to make Gift Aid declarations so that St Mark's can recover basic-rate tax on amounts received. Not all donors are able to do this. However, we are able to recover tax on the great majority of our donated income.

Where gifts are received for restricted purposes, we aim to allocate associated Gift Aid recoveries to the same purposes. Estimated amounts of expected Gift Aid tax recovery are attributed to Restricted Funds (see Note K) when restricted gifts are received, but no current asset is recognised at year end for any gift aid tax recoveries not yet received.

NOTE C – Choir income, donations and costs

Unrestricted income or donations related to choir activity would appear at "14. Choir income, donations (unrestricted)" and expenditure on Choir and church music from general unrestricted funds at "23F. Choir and organ costs". For restricted income and expenditure from choir-related restricted funds, see Note K.

NOTE D – Salaries, wages and honoraria expenditure

Starting with the 2018 accounts, categories of income and expenditure have been aligned to the categories required for our annual financial report to Rochester diocese. One result is that the costs of music staff (Choirmaster, Organist, locums) are not included as "23F. Choir and organ costs" but are identified separately.

NOTE E – Clergy and staff expenses: housing and bills

This category includes some utility bills, Council Tax and other costs in relation to the Vicarage and to 25 Matfield Close when occupied by clergy (see Note H).

NOTE F – Church maintenance costs and Church Room utilities and operating costs

Some bills and expenses are wholly attributable to the Church Room and to lettings and activities in it. For example, the Church Room is supplied by a separate electricity meter.

Other costs are shared between the main church building and the Church Room. In these accounts certain costs of cleaning contractors, water supply and janitorial supplies have been allocated as to 80% to the Church Room and as to 20% to the operating and maintenance costs of the Church. The 80% amounts to some £3,022. In addition, one third of overall gas costs for heating has been allocated to the Church Room, amounting to some £1,426. These amounts are stated in the accounts as costs of Church Room trading activities, and excluded from cost lines "23A." and "24A." for Church operating and energy costs respectively.

NOTE G – Charities, initiatives and projects

No Charities of the Month (COM) activities have taken place in 2023 and no COM amounts are reported in these accounts. Funds are sometimes received for specific purposes, as charitable donations or raised for stated projects and initiatives. All such funds and those raised through projects and initiatives are treated as "Restricted" funds not to be used for other purposes (see Note K which also describes Restricted funds).

Some £339 (including assumed Gift Aid tax recovery) which had been received by the year end of 2022, restricted to unspecified charitable purposes, was paid in 2023 by the PCC to the Children's Society.

NOTE H – valuation of freehold property; property income and costs

St Mark's owns a house at 25 Matfield Close. In 2023 the property market saw less volatility than in 2022 and rising interest rates have been a strong influence on the market. An estimated valuation has been based on local house sales data.

Public information shows that in 2023, six similar houses were sold within one quarter of a mile of 25 Matfield Close. All six sales took place in the first seven months of the year. For the purposes of valuation for these accounts, the prices of those sales have been analysed as £/M² of internal house area, and a range of market value identified. The range would

put the value of 25 Matfield Close in 2023 around £458,000 (with considerable uncertainty about market trends in the second half of the year).

The valuation adopted in these accounts attempts to reflect these market conditions and is higher than the valuation used in 2022 by £18,000.

The treatment in these accounts of income and costs relating to 25 Matfield Close depends on the occupancy of the property. When the property is occupied by clergy, some income and costs appear within Church and Worship, but when it is commercially let they are treated as Trading. Costs of ownership (rather than occupancy) are treated as Trading costs.

For the whole of 2023 clergy occupied the house, and income and some costs of occupancy were treated as "10A. Property income" and "21B. Clergy & staff expenses: housing + bills", both within Church and Worship.

Costs of ownership such as repairs and insurance, appear in "12F. TRADING: Income from other property (non-clergy)" and "25F. TRADING: Costs of other property", both as part of Trading. If any commercial rents are received in future the intention is to treat that income also as part of Trading.

NOTE I – deposits and bank balances

Bank balances are held at Santander Bank, and certain funds, including particularly capital, Restricted and Endowment funds, are deposited with Rochester diocese and with the Church of England Central Board of Finance, including through a deposit account with CCLA (a charity fund manager).

NOTE J – current assets and liabilities

Because these financial statements are prepared on a cash basis and not accruals accounting, current assets and liabilities are only cash in hand, cheques received but not cleared, and valid invoices received but where payment has not yet been made or has not cleared. No accruals are made for costs incurred but for which we were yet to be invoiced at the end of the year.

NOTE K – Restricted and Endowment funds

The table below summarises balances of Restricted funds as at 31st December, 2022, movements during 2023, and Restricted funds held at 31st December, 2023.

When donations are received to Restricted funds with Gift Aid elections (see Note B), tax recovery is assumed for the purpose of identifying Restricted funds even though it may only be received from HMRC by St Mark's in a following year.

	Funds 31 st December, 2023	Net change 2023 (added to, less spent)	Funds 31 st December, 2022
Reeve endowment	10,000	-	10,000
Clark endowment	3,581	-	3,581
	13,581		13,581
Organ fund	439	-	439
Youth Group fund	-	(353)	353
Prayer Garden & Churchyard fund	-	(72)	72
Choir Trip fund	868	-	868
Church Music and Choir fund	3,649	378	3,271
Raised for Charities (incl. COM)	0	(339)	339
Flowers Fund	188	-	188
sub-total Restricted (not Endowments)	5,144		5,530

TOTAL (Restricted plus Endowments)	18,725		19,111
Church music and Choir income and expenditure comparison			
	2023	2022	2021
14. Choir income, donations (unrestricted)	-	-	-
Music and Choir income (restricted)	3,416	1,040	3,507
			<i>(in 2021, was included in £4,768 of all restricted income)</i>
23F. Choir and organ costs (unrestricted)	(2,096)	(2,004)	(8,072)
			<i>(in 2021, included expenditure of restricted funds as below)</i>
Music and Choir expenditure (restricted)	(3,650)	(2,925)	
<i>of which</i>			
Expenditure from Choir Trip fund	-	(725)	-
Expenditure from Church Music and Choir fund	(3,650)	(2,200)	(1,300)
Expenditure from Organ fund	-	-	(5,052)

NOTE L – Capital receipts and bequests

The PCC treats gifts and donations as capital receipts in St Mark's accounts, if received from a single source in the amount of £5,000 or more in an accounting year (before any Gift Aid attributable to it). This does not affect the purposes for which any such gifts may be used (whether Unrestricted or Restricted), which is typically determined by the context of the gift and by any stipulations by donors.

Other sums of £5,000 or more received in the ordinary course of St Mark's affairs (for example, an HMRC Gift Aid refund) are treated as income.

During 2019, St Mark's received a substantial bequest under the Will of the late Joan Olley. The bequest was identified by her Will as being for the general purposes of St Mark's church as a charity. No other restrictions are placed on how we may spend the money, and it was accordingly treated in the 2019 accounts as an Unrestricted capital receipt (see "Timing and recognition of income and expenditure" on page 2 of these accounts).

During 2023, St Mark's received a payment of £7,000 from the trustees of Trinity United Reformed Church (URC) representing part of distribution by those trustees to other churches following closure of Trinity URC. No other restrictions are placed on how we may spend the money, and it is accordingly treated in these accounts as an Unrestricted capital receipt (see "Timing and recognition of income and expenditure" on page 2 of these accounts).

In 2023 there has been no expenditure of these 'Olley' and 'Trinity' capital funds. Any capital amount released by PCC decision, to be spent, will then be recognised as legacy or general income as applicable, at the relevant time of the expenditure.

ENDS

Accounts

The Parish Church of St. Mark, Bromley

Notice and Agenda for

**THE MEETING OF PARISHIONERS
and
THE ANNUAL PAROCHIAL CHURCH MEETING
to be held on Sunday 21 May
2023 at 11.15am**

**including minutes of the previous meetings, Annual
Reports,
and Financial Statements (2022)**



***The Parochial Church Council of the Ecclesiastical Parish of St Mark, Bromley
Charity Number 1163095***

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3. Minutes of the Annual Meeting of Parishioners held on Sunday 8 May 2022
4. Notice of Annual Parochial Church Meeting
4. Minutes of the Annual Parochial Church Meeting held on Sunday 8 May 2022

REPORTS

8. Electoral Roll
8. PCC and activities of the Parish
9. Safeguarding Statement
9. Fabric
10. Bromley Deanery Synod
Financial Statements 2022

Notice of Meeting THE ANNUAL MEETING OF PARISHIONERS

The Annual Meeting of Parishioners will take place in the church on
Sunday 21 May 2023 at 11.15am, after the Parish Eucharist

AGENDA

1. Appointment of Clerk to the Meeting
2. Apologies for absence
3. Minutes of the Annual Meeting of Parishioners held on Sunday 8 May 2022
4. Election of Churchwarden
- Close of Meeting

Please note:

1. Those entitled to attend and vote are:
 - a) persons whose names are entered on the Church Electoral Roll of the parish; and
 - b) persons resident in the parish whose names are entered on a register of local government electors by reason of such residence.
2. All nominations for election must be received by the chairman in writing prior to the Meeting and have been countersigned by the nominees.

**Minutes of the Annual Meeting of Parishioners
held on Sunday 8 May 2022 in the Church following the Parish Eucharist**
Chaired by The Revd Canon Victoria Pask (VP)

There were 43 parishioners present.

1. Appointment of the Clerk to the meeting

Louise Bonter (LB) was appointed clerk to the meeting.

2. Apologies for absence

Georgina Collins, Valerie Dadson, Eddie Gould, The Revd Elizabeth Longhurst, Margaret Hales, Philip Hood, Ted Jackson, Stephan Loges, Sheila Parker, Christina Parry, Catherine Webb and David Young.

3. Minutes of the Annual Meeting of Parishioners held on Sunday 16th May 2021

Proposed by Pat Openshaw (PO) seconded by Robert Harris. Agreed and signed as a true record.

4. Election of Churchwarden

VP explained that a churchwarden can stand for up to 6 consecutive years but has to be re-elected each year. It is an honour but also a responsibility.

VP expressed her thanks to Richard Collins (RC) for acting as churchwarden for 3 years and also her thanks to Roger Parry and PO, both of whom were former churchwardens who had been helping behind the scenes.

RC was proposed by Conrad Donaldson and seconded by LB. RC was re-elected unanimously.

The meeting closed at 11:31 am.

Signed

Dated

Notice of Meeting

THE ANNUAL PAROCHIAL CHURCH MEETING

The Annual Parochial Church Meeting will take place in the church on
Sunday 21 May 2023 following the Annual Meeting of Parishioners

AGENDA

1. Apologies for absence
2. Minutes of the 75th Annual Parochial Church Meeting held on Sunday 8 May 2022
3. Matters arising
4. Electoral Roll Report
5. Report on the proceedings of the Parochial Church Council and the activities of the Parish, including Safeguarding
6. Report and Presentation of the Independently Examined Financial Statements
1 January – 31 December 2022
7. Fabric Report
8. Bromley Deanery Synod Report
9. Election of two persons to serve on Bromley Deanery Synod for three years
10. Election of three lay persons to serve on the Parochial Church Council for three years and two to cover one-year casual vacancies
11. Appointment of the Independent Examiner
12. Any Other Business

Please note:

1. It is preferred that all nominations, duly seconded, for election to the PCC be received by the Vicar by 12.00 noon on 14th May 2023.
2. Only those persons whose names are on the Electoral Roll of St. Mark's Church, Bromley, may vote at the meeting.
3. Elections will be by written ballot, voting papers to be signed by the voter on the reverse.

Minutes of the 75th Annual Parochial Church Meeting held on Sunday 8 May 2022 in the Church following the Annual Meeting of Parishioners

Chaired by The Revd Canon Victoria Pask (VP)

1. Apologies for absence

(See ante).

2. Minutes of the 74th Annual Parochial Church Meeting – held on Sunday 16th May 2021.

Acceptance of these was Proposed by Chris Dadson and Seconded by Roger Parry (RP). Agreed. Signed as a true record.

3. Matters arising

None.

4. Electoral Roll

James Bunting (JB) referred to his report and pointed out that he cannot amend the register unless he is advised that somebody has moved away or died and requested that any changes be reported to him.

A full revision of the electoral roll is due in 2025. VP pointed out that the church is no longer financially penalised for the number of people on the electoral roll.

5. Report on the proceedings of the Parochial Church Council and Activities of the Parish, including Safeguarding

VP referred to her report but added to this her thanks to JB who not only is the Electoral Roll Officer but deals with the Fair Shares Plan, Gift Aid, CCLI licence, GDPR, the Charity Commission. He continues to deal with the church's online presence by updating the website as necessary and adding the pew paper each week continuing what he had dealt with during lockdown. He is also a member of the choir. She mentioned JB's wish to do some succession planning.

JB added that the Revd Elizabeth Longhurst (EL) is now dealing with Instagram, Twitter and Facebook.

VP indicated that she felt as if she was only just getting going, she had arrived shortly before lockdown and had dealt with many changes in Government rules, numerous risk assessments etc. Things were now gradually coming back to normal and the numbers attending church are increasing.

Youth ministry was the next matter to consider with the connection with St Mark's Primary School. The school had for the first time come to church at Easter. She also referred to the Church Friends from among members of the congregation who helped out in the classroom before lockdown.

The choir had recently visited Rochester Cathedral and was due to attend the Cathedral at Bury St Edmunds.

There have been a number of baptisms and there were to be 4 confirmations this evening.

The income from the church room was gradually increasing, Ruth Liddon was now dealing with this virtually and Pat Openshaw on the ground.

The Friendship Group with Cicely Gleave (CG) leading was booming.

Thanks go to EL who was not present today but who will be acting as the Bishop's Chaplain tonight at the confirmation service.

VP welcomed Carol Robins back after a period of ill health. Angela King was now preaching about once a month. Maureen Mattison has now retired from her pastoral ministry and VP thanked her for helping her settle in. The Revd Maily Clare Danks-Flower had moved into Bromley College about a year ago. She now has Permission to Officiate. All were thanked.

Safeguarding

VP referred to the increased level of training required and indicated that the PCC were keen to engender a culture of safeguarding. Thanks were given to Theresa Weller (TW) as our Parish Safeguarding Officer and Julia Orford (JO) as Lead Recruiter/ DBS.

Any concerns regarding safeguarding should be referred to TW.

6. Report and Presentation of the Independently Examined Financial Statements

1st January to 31st December 2021.

VP expressed her ever grateful thanks to David Thomas (DT) our Treasurer and to Stephen Stringer who acted as the Independent Examiner.

DT referred to the Financial Statements and pointed out that the overall loss for the year ending 2020 was £61,919 and £2,085 for the year ending 2021. He pointed out however that:

- Gift Aid received from HMRC in 2021 of £24,513 related to both 2020 and 2021.
- Rental of 25 Matfield Close. In 2020 we had a Curate living there, the financial statements

for the year ending December 2021 show commercial rental income of £19,500 which will not be repeated with the tenancy coming to an end.

- Legacies – the £19,263 shown for legacies was the drawdown from previously received monies following capital expenditure. Further drawdowns will appear in subsequent Financial Statements.

So, whilst the financial position at the end of 2021 was much better than it had been at the end of 2020, it is not quite as good as it first looks.

JO asked what the anticipated monthly shortfall was. DT pointed out that this was quite a tricky question. Originally, when considering this it was thought to be £1,000 a month. However now the Church room was beginning to bring in income. DT indicated that the monthly deficit is likely to be in excess of £500 per month.

VP added that we will no longer be receiving rental income from Matfield Close. We were also not paying the full amount of the Parish Share.

VP thanked all those who contribute.

7. Fabric report

RC indicated that his report was self-explanatory but if there were any questions, please let him know. The major issue this year was dealing with the leak in the Lady Chapel roof which had been a perennial problem.

He asked for volunteers to do any odd jobs or to be around when tests had to be undertaken for the fire extinguishers, the electrics etc. any small contribution of time would be welcome.

VP added to this that it would be helpful to have some volunteers prior to the main Sunday morning service when VP and RC are dealing with microphones, books etc. Ideally she would like to have a Verger if anybody is interested.

Elaine Morrison (EM) referred to the fact that pre-pandemic we had had a rota of stewards who assisted.

Thanks were given to Conrad Donaldson, Ted Jackson (TJ) and Emile Akabi-Davis (EA-D) for the work they do. As we get back to normal, we will need rotas for Stewards, Communion, Readings, Intercessions etc. VP made the point however that anybody assisting would need to do Basic Safeguarding training online.

8. Bromley Deanery Synod Report

VP indicated that she was the Area Dean. There are thirteen parishes within the deanery. The current representatives are Carol Robins and Pam Prisley.

9. Election of three lay persons to serve on the Parochial Church Council for three years and one to cover a one-year casual vacancy.

VP explained that due to ill-health Fiona Macmillan was standing down. Louise Bonter (LB) was standing for one year only. Proposed by Elaine Morrison and Seconded by Catharine Wagner. Agreed unanimously.

EA-D, RP and Sonia Fihosy had completed three years on the PCC and now had a fallow year but were continuing to help out.

In their place were standing

Gay Blagden - Proposed Christine Fairmaner and Seconded Catherine Webb

Philip Hood - Proposed JB and seconded TJ

Theresa Weller - Proposed Sheila Parker and Seconded EM

Agreed unanimously.

VP indicated that a list of names of the new PCC would be put on the noticeboard at the back of the church.

10. Appointment of the Independent Examiner

Stephen Stringer was proposed by DT and seconded by RC. Agreed.

11. Any Other Business

Charities

Sheila Webb indicated that she was no longer collecting printer cartridges for Combat Stress. She asked what the position was regarding the Charity of the month.

VP indicated that it had been on the agenda for the last year but had not been addressed. She pointed out that we could not give any money if we were not making a profit. She also wanted to keep the sermons liturgical and not set them aside for charities.

There is a section on the noticeboard entitled charities which gives further information regarding collections given to the Children's Society etc. We needed to look at having a new protocol, as people had pointed out that they would like to make their giving to charities distinct from the monies that they give to the church.

DT pointed out that this would have to be referred to the new PCC, but the question was the method of collecting the additional money going to charity, it was not the church's money.

PO said that much of the money donated had come from the Wednesday Lunch Club and related to the surplus funds after expenses. This was no longer the case as they were now providing their own food.

VP indicated that it would be for the new PCC to set up a procedure for making contributions for emergencies such as Ukraine etc. We have to get the protocol right.

Thanks

RC proposed a vote of thanks to VP who after a couple of traumatic years (Covid-19 and National Lockdowns) was finally beginning to do the job she thought that she had come to do.

Cicely Gleave referred to all the work done by Conrad Donaldson [re: Covid precautions in church]; he was given a round of applause.

Meeting ended after 12.10 pm.

Signed

Dated

REPORTS

ELECTORAL ROLL

There are 151 people on the Church Electoral Roll compared to 143 in 2022. 10 names were added during the annual revision (two deceased).

PCC Chair
(Electoral Roll Officer to be appointed)

PAROCHIAL CHURCH COUNCIL AND ACTIVITIES OF THE PARISH

St Mark's Church PCC has met seven times since the 2022 APCM. The meetings are now formed of sub-committees:

Safeguarding, Fabric, and Finance committees are covered elsewhere in this report booklet.

The *Communications* committee is currently setting up a new website for St Mark's, which will be launched in the summer. The site will be much more than a 'noticeboard' and as it develops will be a vehicle for wider communication and database management. The final issue of Marksman magazine was at the end of 2022. A new form of news sheet will be developed alongside the website. Currently there are active Facebook, Instagram and Twitter accounts for St Mark's, in addition to the weekly pew paper and up to date posters.

The remit of the *Worship, Ministry and Mission* committee is to report on the life of St Mark's; a constant reminder that this is the Church of England Parish Church in Bromley South, available for all.

The Revd Lizzie Longhurst moved to the parish in August as full-time stipendiary Assistant Curate, and was ordained priest at Rochester Cathedral in September.

Since then, there have been extra regular church services including the 8am Holy Communion (said according to the Book of Common Prayer) on the first Sunday of each month, and a weekly Said Eucharist on Wednesday mornings. These are in addition to the weekly Sunday Parish Eucharist and monthly Choral Evensong services, Festivals, Christmas, Easter, and Holy Days of obligation. Special services were held for the Platinum Jubilee in June 2022 then after the death of Queen Elizabeth II in September 2022, and for the Coronation of King Charles III in May 2023. The standard of music at St Mark's remains very strong and a hallmark of this church. The Choral Scholarship scheme continues, and will run for at least another academic year, funds permitting. The choir sang Evensong at St Edmundsbury Cathedral in July, to high acclaim.

Regarding outreach, children and young people: the clergy go into St Mark's Primary School regularly to lead worship and to speak to class groups. The school comes to church for Harvest, Christmas, Easter, end of term and more. The Vicar is the chair of the Aquinas Advisory Council (the CE umbrella trust of the school) and there are new links with Bishop Justus (Secondary) School in Bromley where we help by leading worship and presiding at the Eucharist.

Links with local uniformed organisations continue, and the specially adapted Remembrance Parade service was well received in November. The Vicar is now chaplain to the 3rd Bromley Scout Group.

In the Church Room (hall): there is a new Under 5s - with adult- group, the 'Shining Stars', which meets on Thursday mornings during term time. This is run by the church and is proving to be very popular with, and serving a need for, the local community. The Friendship lunch group continues to thrive, meeting on the first and third Wednesdays of the month. Other activities in the hall are those which are booked by various groups within the community and managed by the efficient hall bookings system. Income from this source is beginning to pick up since lock-downs.

St Mark's is a landmark to all who pass by, or through, the grounds day by day. It provides holy ground to those who sit in the garden or go into the church, which is now open during the day. The services give opportunity to *worship the Lord in the beauty of holiness* throughout the liturgical year, and the times and seasons of life.

At the APCM there will chance to show particular appreciation to those who make all this possible, in any way - great or small. Thank you.

Canon Victoria Pask, Vicar

SAFEGUARDING STATEMENT

St. Mark's Church is committed to the safeguarding and protection of children, young people and vulnerable adults. The PCC has complied with the duty under Section 5 of the Safeguarding and Clergy Discipline Measure 2016 (duty to have regard to House of Bishops' guidance on safeguarding children and vulnerable adults). It has adopted the House of Bishops' Safeguarding Policy: *Promoting a Safer Church, Safeguarding Policy Statement for Children, Young People and Adults*. Copies of this are posted on the church notice boards and website.

The website has the contact name and number of the Parish Safeguarding Officer (PSO) on the front page and a link to the policy.

St. Mark's PCC has adopted use of the Parish Safeguarding Dashboard to monitor its safeguarding.

A safeguarding report features on the agenda of every PCC meeting. All appointments to roles are subject to appropriate checks in line with the Safer Recruitment Policy and continued training, which is monitored and logged.

There were no serious safeguarding incidents or concerns reported at St. Mark's since the 2022 APCM.

PSO Theresa Weller
Lead Recruiter (DBS) Julia Orford

FABRIC

Once again this year has been one of repair, replacement and renewal. Progress continues to be made for the preparation of the church for the redecoration project. All preliminary work has now been completed and, thanks to the loss of the church boiler, we know that services can be conducted in the church room. A useful test if we need to close the church for redecoration!

The church boiler had a faulty fan and this was replaced. The boiler in the church room also suffered an issue with a frozen outlet pipe but this was rectified. Thankfully, these events did not happen at the same time. We are looking at adding insulation to some of the pipes to be more energy efficient.

As well as the heating, the electrics have also caused some issues. The circuit in the vicar's vestry was prone to short, leaving the area in darkness. This issue has now been resolved. Unfortunately, part of the outside lighting was vandalised by the South door. This has been repaired and a new RCD (residual current device) has been installed. This means that if the outside lights are damaged again they are on an isolated circuit and so will not impact the electrics inside the church.

The carpet by the door to the South West entrance has been removed so that the doors open and close more easily and the underlying wooden floor polished. The South door was also sticking on the steps and these have been levelled and repaired. The clock chimes have been repaired so they chime at the correct time. Other minor jobs raised in the quinquennial to be done over the next few

years are being completed. Tiles in the Gents' toilet have been repaired as has the fire exit step from the church room. The new Fabric Committee has a programme in place to make sure all tasks are completed before the next quinquennial.

There have been notable additions. We have a Jubilee kneeler, made by many members of the congregation. The history of the church is wonderfully displayed on our two new pop up banners and we have installed a cashless donation machine, which is being used. Thanks to all those involved. This shows that fabric work is not just a task to maintain the church but also the ability to improve it.

At Matfield, there has been some redecoration and the repair to the garage door, with it ultimately being replaced, so that Lizzie is able to enjoy the property fully. We have a good agent who is able to help with any issues that arise.

The annual or periodic reviews of the intruder alarm, the electrical appliances (PAT review), church clock, boiler and gas safety, lightning protection, fire extinguisher and fire alarm have been or are about to be completed.

Finally, I would like to thank Andrew, Pat, Lizzie, Victoria and, most especially, Roger for their continued help with maintaining the fabric of our church.

Richard Collins
Churchwarden

BROMLEY DEANERY SYNOD

The Bromley Deanery Synod (comprising licensed clergy, and lay representatives from each of the 13 parishes in the Deanery) meets in March, July and November.

July 2022: At Christ Church, Chislehurst – Presentation by Anna Khan, CEO of Welcare (a family support charity working with families and children up to the age of 13 in South London, including Bromley).

November 2022: This was a joint meeting, at St Augustine's Church, Bromley, and with the Synods of Beckenham and Orpington to meet the new Bishop of Rochester. The Rt Revd Jonathan Gibbs was inaugurated in September 2022.

March 2023: At St Mary's Church, Bromley - Presentation by Laura Webster, Diocesan Children and Young People Mission & Ministry Advisor Bromley & Bexley.

There was an additional meeting of Synod in May 2023 at Christ Church, Chislehurst to meet the new Archdeacon of Bromley & Bexley. The Venerable Allie Kerr was collated in April.

Reports on the latest Diocesan and General Synods were presented at the July and February meetings by representatives – current details may be found on the Rochester Diocese and Church of England websites respectively.

The new triennial (2023-26) begins with the July 2023 Deanery Synod, which will be a business meeting.

Area Dean: Victoria Pask
Deanery Lay Chair: Cath Johnston
St Mark's Deanery Synod Reps: Pam Prisley and Carol Robins

St Mark's Church

Financial Statements and Report

2022

Year ended 31st December, 2022

The Parochial Church Council of the Ecclesiastical Parish of St Mark, Bromley – Charity No. 1163095

Independent Examiner's Report for 2022

I report to the trustees on my examination of the accounts of the above charity ("the Charity") for the year ended 31st December, 2022.

As the Charity's trustees, you are responsible for the preparation of the accounts in accordance with the requirements of the Charities Act 2011 ("the Act").

I report in respect of my examination of the Charity's accounts carried out under section 145 of the 2011 Act and in carrying out my examination, I have followed all the applicable Directions given by the Charity Commission under section 145(5)(b) of the Act.

I have completed my examination. I confirm that no material matters have come to my attention in connection with the examination which gives me cause to believe that, in any material respect:

- the accounting records were not kept in accordance with section 130 of the Charities Act; or
- the accounts did not accord with the accounting records; or
- the accounts did not comply with the applicable requirements concerning the form and content of accounts set out in the Charities (Accounts and Reports) Regulations 2008 other than any requirement that the accounts give a 'true and fair' view which is not a matter considered as part of an independent examination.

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in this report in order to enable a proper understanding of the accounts to be reached.



Stephen Stringer

26th April, 2023

Parish Church of St Mark, Bromley – Financial Statements and Report for 2022

Notes and explanation

Accounting Policies

The financial statements cover all transactions assets and liabilities for which the Parochial Church Council (PCC) is responsible.

The financial statements are prepared on a cash basis, also known as receipts and payments accounts, and not by accruals accounting. This is consistent with Charities Commission guidance and the Charities Act 2011, for an unincorporated charitable body with an annual turnover of less than £250,000.

Cash accounts are a simpler form of accounting than accounts prepared on an accruals basis. Therefore, the Statement of Recommended Practice (SORP) applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective 1st January, 2015) does not apply to their preparation.

Timing and recognition of income and expenditure

Income is recognised when received, including income tax recoverable by St Mark's church on gifts received.

Expenditure is recognised when valid invoices are received or when expenditure by the PCC is paid. Commitments to charities not yet paid are noted but not included in expenditure or liabilities.

Short term assets and liabilities are included in the accounts at the beginning and end of each year where timing of payments leads to differences between the recognition of income and expenditure in accordance with this policy, and bank and cash balances held.

Capital receipts are recognised in accordance with the policy described in Note L to the accounts and are not included in income. Any capital amount released by PCC decision, to be spent, will then be recognised as income at the relevant time of the expenditure.

Assets and liabilities

Consecrated and beneficed property (the Church and its grounds) is excluded from the accounts in accordance with the Charities Act 2011.

Assets and liabilities which are included are accounted for using the historical cost convention except that investment assets are shown at estimated current market value.

The value of property (25 Matfield Close) has been estimated based on market information from local house sales.

No value is placed in these accounts on moveable church furnishings held by the Churchwardens and the PCC because a faculty would be required for any disposal and these items are considered inalienable.

All expenditure during the year on:

- maintenance, repair and improvement of consecrated and beneficed property and moveable church furnishings; and
- all other property repairs, fixtures, fittings, moveable assets and equipment;

is written off as expenditure is made. No other depreciation of fixed assets or properties is provided for.

All trading stock and consumable items for day-to-day operations (for example, items to be sold as Traidcraft, cleaning materials, office supplies) are written off as purchased and attributed no value as assets in the accounts.

Explanation of Funds

Funds held by the PCC are divided between:

- Restricted Funds, given for specific and limited purposes (Note K to the accounts provides details)
- Permanent Endowments, which are restricted funds with limitations placed by the original donor on spending capital (see also Note K); and
- Unrestricted Funds are all other funds available for the general purposes of St Mark's church.

David Thomas

PCC Treasurer

Income and expenditure

This table summarises income and expenditure in three main categories, and compares the results for the year ended 31st December, 2022 to last year.

In NOTES at the back of these accounts more details are given of individual categories of income and expenditure.

Note A provides a more detailed breakdown of income and expenditure.

	2022	2021
Church, worship and congregation		
Income	86,811	99,449
Costs	(96,214)	(121,453)
Net result, Church and worship (deficit)	(9,403)	(22,004)
Trading activities		
Income	18,267	23,702
Expenditure	(9,142)	(7,804)
Net result, Trading surplus	9,125	15,898
Charities, mission, outreach, projects and initiatives		
Income (includes any income 'Restricted' for these purposes)	1,150	4,793
Expenditure	(3,361)	(772)
Net unspent (Call on Funds held), Charities, initiatives and projects	(2,211)	4,021
TOTAL SURPLUS (DEFICIT)	(2,489)	(2,085)

Assets and liabilities

This table summarises assets and liabilities as at 31st December, 2022 and compares them to those at 31st December, 2021. Further details are given in Notes as indicated.

		2022	NOTES	2021
Freehold property (25 Matfield Close)		440,000	H	425,000
Fixed Asset		440,000		425,000
Deposits and bank balances – general		48,978	I	52,261
Cash and uncleared cheques in hand		1,106	J	919
Deposits and bank balances – representing unrestricted capital receipts		225,626	L	229,134
Current Assets		275,710		282,314
Invoices received not yet paid, and payments made not yet cleared		6,335	J	9,575
Current Liabilities		6,335		9,575
TOTAL of the above – Net Worth		709,375		697,739
<i>made up of:</i>				
Restricted and Endowment funds		19,111	G, K	22,615
Unrestricted funds		690,264		675,124

These financial accounts were approved by the PCC in April 2023 and include the Independent Examiner's report dated 26th April, 2023



Rev. Canon Victoria Pask, Vicar and Chair of PCC

26th April, 2023

Details, notes and explanation

NOTE A – details of income and expenditure

This table sets out the statement of income and expenditure in the categories we use in our annual financial report to Rochester Diocese. The summary table of income and expenditure on page 4 is based on this information.

	2022	NOTES	2021
1. Tax efficient planned giving income	57,274		50,157
2. Other planned giving income	683		1,024
3A. Collections at Services income	5,084		2,774
4B. All Other Giving -- UNRESTRICTED	1,185		50
6. Gift Aid recovered (from HMRC)	13,244	B, K	24,513
7. Legacies received (as unrestricted income)	3,808	L	19,263
9. Fundraising events income	-		-
10A. Property income	3,958	H	318
10B. Dividends, interest income	122		27
11. Statutory Fees charged by PCC	1,453		1,323
14. Choir income, donations (unrestricted)	-	C, K	-
Income, Church and worship	86,811		99,449
17. Fundraising costs	(5)		-
19. Diocesan Parish Share expenditure	(56,299)		(65,056)
19B. Statutory fees paid to Diocese	(466)		(889)
20. Salaries, wages and honoraria expenditure	(6,607)	D	(6,500)
21A. Clergy and staff expenses	(3,838)		(1,393)
21B. Clergy & staff expenses: housing + bills	(4,291)	E, H	(3,211)
23A. Church buildings maintenance + repair	(8,608)	F	(22,046)
23B. Church Room maint. + repair costs	-	F	(3,324)
23C. Churchyard + Prayer Garden gardening	(1,488)	K	(1,468)
23D. Insurance	(5,519)		(5,264)
23E. PCC and Church office costs	(1,059)		(1,391)
23F. Choir and organ costs	(2,004)	C, D, K	(8,072)
23G. Sanctuary costs	(145)		-
24A. Church Heat/Light/Utilities paid	(5,885)	F	(2,839)
Costs, Church and worship	(96,214)		(121,453)
NET SURPLUS (DEFICIT) Church & worship	(9,403)		(22,004)

2022 Annual Accounts – St Mark's Bromley

12A. TRADING: Church lettings income	2,385		1,111
12B. TRADING: Church Room lettings income	9,586		2,011
12C. TRADING: Marksman advertising income	160		1,080
12D. TRADING: Traidcraft sales income	699		-
12E. TRADING: Congregation catering sales cash surplus	-		-
12F. TRADING: Income from other property (non-clergy)	5,437	H	19,500
Income, Trading	18,267		23,702
24B. Church Room utilities costs	(4,857)	F	(3,552)
25A. TRADING: Church lettings direct costs	-		-
25B. TRADING: Ch.Room lettings direct costs	-		-
25C. TRADING: Marksman costs	-		-
25D. TRADING: Traidcraft cost of sales	(400)		-
25E. TRADING: Congregation catering costs	-		-
25F. TRADING: Costs of other property	(3,885)	H	(4,252)
Costs, Trading	(9,142)		(7,804)
NET SURPLUS (DEFICIT) Trading	9,125		15,898
3B. Collections for charities/ initiatives	110	G	25
4A. All Other Giving and voluntary receipts -- RESTRICTED	-	K	1,261
Choir income (restricted)	1,040	K	3,507
Income raised for Charities, initiatives and projects	1,150		4,793
18. Mission Giving and donations expenditure	(436)	G	(772)
22. Mission and evangelism costs	-		-
Choir and church music expenditure from restricted funds	(2,925)	K	
Expenditure on Charities, initiatives and projects	(3,361)		(772)
NET UNSPENT (CALL ON FUNDS), Charities, initiatives and projects	(2,211)		4,021
TOTAL SURPLUS (DEFICIT)	(2,489)		(2,085)

NOTE B – Treatment of Gift Aid tax recovery from HMRC

Donors including members of the congregation are encouraged to make Gift Aid declarations so that St Mark's can recover basic-rate tax on amounts received. Not all donors are able to do this. However, we are able to recover tax on the great majority of our donated income.

Where gifts are received for restricted purposes, we aim to allocate associated Gift Aid recoveries to the same purposes. Estimated amounts of expected Gift Aid tax recovery are attributed to Restricted Funds (see Note K) when restricted gifts are received, but no current asset is recognised at year end for any gift aid tax recoveries not yet received.

NOTE C – Choir income, donations and costs

Unrestricted income or donations related to choir activity would appear at "14. Choir income, donations (unrestricted)" and expenditure on Choir and church music from general unrestricted funds at "23F. Choir and organ costs". For restricted income and expenditure from choir-related restricted funds, see Note K.

NOTE D – Salaries, wages and honoraria expenditure

Starting with the 2018 accounts, categories of income and expenditure have been aligned to the categories required for our annual financial report to Rochester diocese. One result is that the costs of music staff (Choirmaster, Organist, locums) are not included as "23F. Choir and organ costs" but are identified separately.

NOTE E – Clergy and staff expenses: housing and bills

This category includes some utility bills, Council Tax and other costs in relation to the Vicarage and to 25 Matfield Close when occupied by clergy (see Note H).

NOTE F – Church maintenance costs and Church Room utilities and operating costs

Some bills and expenses are wholly attributable to the Church Room and to lettings and activities in it. For example, the Church Room is supplied by a separate electricity meter.

Other costs are shared between the main church building and the Church Room. In these accounts certain costs of cleaning contractors, water supply and janitorial supplies have been allocated as to 80% to the Church Room and as to 20% to the operating and maintenance costs of the Church. The 80% amounts to some £3,134. In addition, one third of overall gas costs for heating has been allocated to the Church Room, amounting to some £1,342. These amounts are stated in the accounts as costs of Church Room trading activities, and excluded from cost lines "23A." and "24A." for Church operating and energy costs respectively.

NOTE G – Charities, initiatives and projects

Our Charities of the Month (COM) arrangements have been suspended since spring 2020, initially as a result of pandemic-related disruption and no COM amounts are reported in these accounts. In addition to COM, funds are sometimes received for specific purposes or raised for stated projects and initiatives. All COM funds and those raised through projects and initiatives are treated as “Restricted” funds not to be used for other purposes (see Note K which also describes Restricted funds).

As at 31st December, 2022 some £339 (including assumed Gift Aid tax recovery) had been received restricted to charity but not yet used.

NOTE H – valuation of freehold property; property income and costs

St Mark's owns a house at 25 Matfield Close. In 2022 the property market saw less volatility than in 2021. An estimated valuation has been based on local house sales data for the whole of 2022.

Public information shows that in 2022, five similar houses were sold within one quarter of a mile of 25 Matfield Close. For the purposes of valuation for these accounts, the prices of those sales have been analysed as £/M² of internal house area, and a range of market value identified. The range would put the value of 25 Matfield Close in 2022 between about £435,000 and £470,000, with an average of some £440,000.

The valuation adopted in these accounts attempts to reflect these market conditions and is higher than the valuation used in 2021 by £15,000.

The treatment in these accounts of income and costs relating to 25 Matfield Close depends on the occupancy of the property. When the property is occupied by clergy, some income and costs appear within Church and Worship, but when it is commercially let they are treated as Trading. Costs of ownership (rather than occupancy) are treated as Trading costs.

For part of 2022 clergy occupied the house, and income and some costs were treated as "10A. Property income" and "21B. Clergy & staff expenses: housing + bills", both within Church and Worship.

Commercial rents received earlier, and costs of ownership such as repairs and insurance, appear in "12F. TRADING: Income from other property (non-clergy)" and "25F. TRADING: Costs of other property", both as part of Trading.

NOTE I – deposits and bank balances

Bank balances are held at Santander Bank, and certain funds, particularly Restricted and Endowment funds, are deposited with Rochester diocese and with the Church of England Central Board of Finance, including through a deposit account with CCLA (a charity fund manager).

NOTE J – current assets and liabilities

Because these financial statements are prepared on a cash basis and not accruals accounting, current assets and liabilities are only cash in hand, cheques received but not cleared, and valid invoices received but where payment has not yet been made or has not cleared. No accruals are made for costs incurred but for which we were yet to be invoiced at the end of the year.

NOTE K – Restricted and Endowment funds

The table below summarises balances of Restricted funds as at 31st December, 2021, movements during 2022, and Restricted funds held at 31st December, 2022.

When donations are received to Restricted funds with Gift Aid elections (see Note B), tax recovery is assumed for the purpose of identifying Restricted funds even though it may be received from HMRC by St Mark's in a following year.

	Funds 31 st December, 2022	Net change 2022 (added to, <i>less</i> spent)	Funds 31 st December, 2021
Reeve endowment	10,000		10,000
Clark endowment	3,581		3,581
	13,581		13,581
Organ fund	439		439
Youth Group fund	353	(279)	632
Prayer Garden & Churchyard fund	72	(1,488)	1,560
Choir Trip fund	868	(725)	1,593
Church Music and Choir fund	3,271	(1,150)	4,421
Raised for Charities (incl. COM)	339	138	201
Flowers Fund	188		188
sub-total Restricted (not Endowments)	5,530	(3,504)	9,034
TOTAL (Restricted plus Endowments)	19,111	(3,504)	22,615

Choir and Church music and choir income and expenditure comparison		
	2022	2021
14. Choir income, donations (unrestricted)	-	-
Choir income (restricted)	1,040	3,507
		<i>(in 2021, was included in £4,768 of all restricted income)</i>
23F. Choir and organ costs (unrestricted)	(2,004)	(8,072)
		<i>(in 2021, included expenditure of restricted funds as below)</i>
		<i>of which</i>
Expenditure from Choir Trip fund	(725)	-
Expenditure from Church Music and Choir fund	(2,200)	(1,300)
Expenditure from Organ fund	-	(5,052)

NOTE L – Capital receipts and bequests

The PCC treats gifts and donations as capital receipts in St Mark's accounts, if received from a single source in the amount of £5,000 or more in an accounting year (before any Gift Aid attributable to it). This does not affect the purposes for which any such gifts may be used (whether Unrestricted or Restricted), which is typically determined by the context of the gift and by any stipulations by donors.

Other sums of £5,000 or more received in the ordinary course of St Mark's affairs (for example, an HMRC Gift Aid refund) are treated as income.

During 2019, St Mark's received a substantial bequest under the Will of the late Joan Olley. The bequest is identified by her Will as being for the general purposes of St Mark's church as a charity. No other restrictions are placed on how we may spend the money, and it was accordingly treated in the 2019 accounts as an Unrestricted capital receipt (see "Timing and recognition of income and expenditure" on page 2 of these accounts).

In 2022 (as in previous years) the PCC has agreed to spend some of these capital funds on matters related to the church buildings. Some £3,508 has accordingly been recognised as a reduction of the capital balance held, and as unrestricted legacy income in 2022.

ENDS

Accounts

The Parish Church of St. Mark, Bromley

Notice and Agenda for

**THE MEETING OF PARISHIONERS
and
THE ANNUAL PAROCHIAL CHURCH MEETING
to be held on Sunday 8 May 2022
11.15am**

**including minutes of the previous meetings, Annual
Reports,
and Financial Statements (2021)**



Contents

Notice of Annual Meeting of Parishioners
Minutes of the Annual Meeting of Parishioners held on Sunday 16 May 2021
Notice of Annual Parochial Church Meeting
Minutes of the Annual Parochial Church Meeting held on Sunday 16 May 2021

REPORTS

Electoral Roll
PCC and activities of the Parish
Safeguarding
Fabric
Bromley Deanery Synod

Notice of Meeting **THE ANNUAL MEETING OF PARISHIONERS**

The Annual Meeting of Parishioners will take place in the church on
Sunday 8 May 2022 at 11.15am, after the Parish Eucharist

AGENDA

1. Appointment of Clerk to the Meeting
 2. Apologies for absence
 3. Minutes of the Annual Meeting of Parishioners held on Sunday 16 May 2021
 4. Election of Churchwarden
- Close of Meeting

Please note:

1. Those entitled to attend and vote are:
 - a) persons whose names are entered on the Church Electoral Roll of the parish; and
 - b) persons resident in the parish whose names are entered on a register of local government electors by reason of such residence.
2. All nominations for election must be received by the chairman in writing prior to the Meeting and have been countersigned by the nominees.

**Minutes of the Annual Meeting of Parishioners
held on Sunday 16 May 2021 in church
following the Parish Eucharist
There were 55 parishioners present**

1. APPOINTMENT OF CLERK TO THE MEETING

Joanna Seymour was appointed Clerk to the Meeting.

2. APOLOGIES FOR ABSENCE

Apologies for absence were received from Stephan Loges, Sheila Parker, Christina Parry and Georgia Collins.

3. MINUTES OF THE 2020 ANNUAL MEETING OF PARISHIONERS

The Minutes of the meeting held on Sunday 4 October 2020 were approved and signed.

4. ELECTION OF CHURCHWARDENS

After 5 years as Churchwarden, Patricia Openshaw (PO) retired. Richard Collins (RC) was re-standing to serve as Churchwarden for 2021/2022, he was duly proposed and seconded prior to the meeting.

PO has served a second term of 5 years as Churchwarden. During her current term she has seen the church through an Interregnum, the arrival of a new vicar and a pandemic. PO was thanked on behalf of all the church. She thanked all who have travelled this journey with her and given her support. She hoped the church would continue to support RC as it moves forward.

One nomination, RC was re-elected unanimously.

The meeting closed at 11.29am.

Signed _____

Date _____

Notice of Meeting

THE ANNUAL PAROCHIAL CHURCH MEETING

The Annual Parochial Church Meeting will take place in the church on
Sunday 8 May 2022 following the Annual Meeting of Parishioners

AGENDA

1. Apologies for absence
2. Minutes of the 74th Annual Parochial Church Meeting held on Sunday 16 May 2021
3. Matters arising
4. Electoral Roll Report
5. Report on the proceedings of the Parochial Church Council and the activities of the Parish, including Safeguarding
6. Report and Presentation of the Independently Examined Financial Statements
1 January – 31 December 2021
7. Fabric Report
8. Bromley Deanery Synod Report
9. Election of three lay persons to serve on the Parochial Church Council for three years and one to cover a one-year casual vacancy
10. Appointment of the Independent Examiner
11. Any Other Business

Please note:

1. It is preferred that all nominations, duly seconded, for election to the PCC **be received by the Vicar by 12.00 noon on 7 May 2022.**
2. Only those persons whose names are on the Electoral Roll of St. Mark's Church, Bromley, may vote at the meeting.
3. Elections will be by written ballot, voting papers to be signed by the voter on the reverse.

Minutes of the 74th Annual Parochial Church Meeting held on Sunday 16 May 2021 in the Church

The meeting opened after the Parish Eucharist and Meeting of Parishioners and was chaired by
The Revd Canon Victoria Pask (VP)

1. APOLOGIES FOR ABSENCE (see ante).
2. MINUTES OF THE 73rd ANNUAL PAROCHIAL CHURCH MEETING held on 4th October 2020. These were signed as a true record of the meeting.
3. MATTERS ARISING – There were no matters arising.
4. REPORT ON THE NEW CHURCH ELECTORAL ROLL
There were 138 members. James Bunting (JB) is to continue as Electoral Roll Officer. VP thanked JB.
5. REPORT ON PROCEEDINGS OF THE PAROCHIAL CHURCH COUNCIL
VP referred those present to the report and asked if there were any comments. Meetings had been held mainly by zoom over the past year.

6. CHURCHWARDENS' FABRIC REPORT – No comments. The redecoration project is work in progress but is still to proceed. VP thanked Roger Parry, Andrew Wilson and the Churchwardens for the day-to-day running of the church.

7. TREASURER'S REPORT AND PRESENTATION OF THE EXAMINED ACCOUNTS
1st JANUARY – 31st DECEMBER 2021

VP thanked David Thomas (DT) for preparing the accounts and David Young for acting as Examiner. There were no questions concerning the accounts. Any individual questions please email VP or DT.

8. ELECTION OF THREE LAY PERSONS TO SERVE ON THE PAROCHIAL CHURCH COUNCIL FOR THREE YEARS

Thanks was given to retiring PCC Secretary Jo Seymour.

Three candidates had been nominated and seconded.

David Young

Stephan Loges

James Bunting

These three were elected unanimously each for the three year term.

Louise Bonter has agreed to be co-opted as Secretary.

9. APPOINTMENT OF INDEPENDENT EXAMINER

Stephen Stringer was appointed the Independent Examiner for 2021.

10. RECEPTION OF OTHER REPORTS - as above. Thanks to Lay Ministers, Carol Robins, Maureen Mattison and all those mentioned in VP's report, who support the life of the church. Alan White was remembered. Thanks was given to the choir.

11. ANY OTHER BUSINESS

Richard Collins gave a vote of thanks to VP, who is now also the Area Dean of Bromley. Elaine Morrison asked about 'Church Friends' of St Mark's School. VP asked those who had helped in the school 'pre-Covid' to contact her.

The meeting closed at 11.41am.

Signed_____

Date_____

REPORTS

ELECTORAL ROLL

There are 143 people on the Church Electoral Roll, 67 are not resident within the parish, 5 names were added during the year and none were removed through death or because they have moved from the parish.

James Bunting
Electoral Roll Officer

PAROCHIAL CHURCH COUNCIL AND ACTIVITIES OF THE PARISH

St Mark's Church PCC met six times since the 2021 APCM either by Zoom or in person, depending on the lockdown/Covid situation. Thanks to Secretary Louise Bonter for her precise minutes and mastery of the Church Representation Rules. Regular items on the agenda after declarations of interest were Safeguarding, Fabric, Finance and Deanery Synod (all of which are addressed below). The ongoing thread was the challenge for the church of living through and emerging from the ever changing need for compliance and risk assessment through Covid restrictions. Grateful thanks to Churchwarden, Richard Collins and Director of Music, Andrew Wilson in working with me throughout to keep the regularity and standard of worship consistent within the variance of restrictions, and to the glory of God in this place and parish. Other items included Mission and Pastoral work, Charitable Giving and Digital presence (website and social media).

In September we were delighted to welcome Revd Lizzie Longhurst as self-supporting curate; she will move to the parish into her full time stipendiary post at the beginning of August. We were also grateful for the support of Carol Robins, Lay Reader and Maureen Mattison, Pastoral Assistant during this year.

The choir sang Choral Evensong at Rochester Cathedral in March to high acclaim, and is due to sing at St Edmundsbury Cathedral in July - indications of life returning to pre-lockdown standards.

Ministry with children and young people is also picking up, with St Mark's School returning to worship in church for Easter, the Vicar now permitted to lead full school worship and assemblies in the school, and with her visiting our link Scout Group for their St George's activity day at the Keston camp-site to lead outdoor worship. St Mark's Brownies enjoyed and took part in the Remembrance Service in November, joined by the Scout Group parade.

As well as a substantial number of baptisms, there are five confirmands from St Mark's this year.

Activities in the Church Room (Hall) since the 2021 APCM had dwindled due to Covid restrictions but – happily – are now picking up: thanks go to Ruth Liddon for managing the booking system so ably, and to Pat Openshaw for continuing to liaise 'on the ground' with keys etc. The Friendship Group, formerly the Lunch Club, continues to thrive – meeting on the first and third Wednesday of the month – thanks to Pat and to Cicely Gleave.

Canon Victoria Pask, Vicar

SAFEGUARDING STATEMENT

St. Mark's Church is committed to the safeguarding and protection of children, young people and adults. The PCC has complied with the duty under Section 5 of the Safeguarding and Clergy Discipline Measure 2016 (duty to have regard to House of Bishops' guidance on safeguarding children and vulnerable adults). It has adopted the House of Bishops' Safeguarding Policy: *Promoting a Safer Church, Safeguarding Policy Statement for Children, Young People and Adults*. Copies of this are posted on the church notice boards and website.

The website has the contact name and number of the Parish Safeguarding Officer (PSO) on the front page and a link to the policy.

Implementation of and compliance with this, is the responsibility of all church members and is monitored by the Parish Safeguarding Officer, the Vicar and the PCC. A safeguarding report features on the agenda of every PCC meeting. All appointments to roles are subject to appropriate checks in line with the Safer Recruitment Policy and continued training, which is monitored and logged. There were no serious safeguarding incidents or concerns reported at St. Mark's since the 2021 APCM.

There was an extra in-person PCC meeting in March with Diocesan Safeguarding Adviser Anthony Glockling. This was extremely helpful in putting the process and administration involved in the context of encouraging a culture of Safeguarding within the church.

With grateful thanks to PSO Theresa Weller and Lead Recruiter (DBS admin) Julia Orford.

FABRIC

It has been a busy year in terms of the church buildings, with the closure of the church meaning more works could be completed without too much disturbance.

The ongoing project for the redecoration of the church is progressing. The required asbestos survey was completed. This identified that there was asbestos that needed to be removed from the boiler room. A licensed contractor was appointed and the asbestos removed. The next stage is the completion of a comprehensive electrical report. If any rewiring is required, we want this to be done before redecoration. In parallel, we have secured the services of a Diocesan recommended surveyor, who has helped with the preparation work and will help with the appointment of the decorating contractors.

Linked to all this work, the quinquennial visit has been completed. There were no major issues reported at the time apart from a few gutters that needed clearing. Thanks to Lizzie for clearing the gutters at the top of the tower, which were the ones that needed immediate work.

There were three other major projects. The first was the repair of the Lady Chapel roof. After many attempts over the years to locate the source of the leak, it was decided to repair the whole bottom section of the roof. This has been completed and, so far, no sign of any leak! *There is however some evidence of a roof leak in the North West side of the church (near the entrance) when rain is torrential.*

The second project was the repair of the organ: there had been a number of issues with the organ and these were repaired, including repair of the Choir manual, recovering of the *keyboard*, fitting new contacts, re-wiring the switching system and the piston capture action. Finally, the lighting in the Chancel has been repaired, replaced and upgraded.

In the church hall, the old boiler with the asbestos valve has been safely removed and a new asbestos free boiler installed. This will work on a timer so can be switched on when we have bookings for the church hall.

As always, there has been some routine maintenance. The lights in the outer and vicar's vestries

needed an inspection as they stopped working. They have been fixed but will be thoroughly tested when we carry out the electrical inspection mentioned above.

The broken outside light has also been fixed. The bin area has been tidied and the *refuse collectors take the general waste bin from there every week*. The chimes on the church clock have been repaired and the memorial books have been updated and returned. There are numerous other small jobs, like adjusting toilet seats, which also occur throughout the year.

The annual or periodic reviews of the intruder alarm, the electrical appliances (PAT review), church clock, boiler and gas safety, fire extinguisher and fire alarm have been completed. The lightning protection system inspection will occur shortly. Finally, I would like to thank Andrew, Pat, Lizzie, Victoria and, most especially, Roger for their continued help with maintaining the fabric of our church.

Richard Collins
Churchwarden

Italics – PCC input on adoption of report as per s50 (5) Ecclesiastical Jurisdiction and Care of Churches Measure 2018

BROMLEY DEANERY SYNOD

The Bromley Deanery Synod (comprising licensed clergy, and laity representatives from each of the 13 parishes in the Deanery) meets in March, July and November.

The Area Dean is St Mark's Vicar, Canon Victoria Pask.

General:

Archdeacon Paul retired in February; Venerable Katrina Barnes has been appointed as interim Archdeacon. After Bishop James' retirement last July, 2021, his successor has been announced as the Rt Revd Jonathan Gibbs, Bishop of Huddersfield. The Archdeacon of Tonbridge, Julie Conalty, left to take up the post of Bishop of Birkenhead. The new Archdeacon of Tonbridge is the Venerable Sharon Copestake, formerly Vicar of St Francis and Area Dean of Strood.

July: The reps of the 13 churches in the Deanery were asked about experiences in the lockdown and expectations of the return to live services. Principal responses revolved around how good it was to be able to worship together in person again after Covid restrictions. Young families seem to be the last to come back to church. Also, most at that point were continuing in some form or another provision of services by Zoom or internet, as a kind of hybrid service.

November: Liz Mullins the 'Generous Giving Advisor' for Rochester Diocese gave a presentation, reminding us of the real cost of Parish Ministry and outlining ideas, not just for increasing giving in the local churches, but helping to create a more 'giving culture'. She has kindly agreed to do a presentation to our PCC meetings so this is something for individual churches to consider.

March: Presentation by Claire Boxall, Manager of the 'Called Together' process, helping the church at a local level to identify ways to develop and grow. The 5 marks of mission are: proclaiming the good news, teaching, baptising and nurturing new believers, responding lovingly to basic human needs, seeking to transform society' and safeguarding creation.

With thanks to the Deanery Synod representatives for this parish, currently Carol Robins and Pam Prisley.

St Mark's Church

Financial Statements and Report

2021

Year ended 31st December, 2021

The Parochial Church Council of the Ecclesiastical Parish of St Mark, Bromley – Charity No. 1163095

Independent Examiner's Report for 2021

I report to the trustees on my examination of the accounts of the above charity ("the Charity") for the year ended 31st December, 2021.

As the charity's trustees, you are responsible for the preparation of the accounts in accordance with the requirements of the Charities Act 2011 ("the Act").

I report in respect of my examination of the Charity's accounts carried out under section 145 of the 2011 Act and in carrying out my examination, I have followed all the applicable Directions given by the Charity Commission under section 145(5)(b) of the Act.

I have completed my examination. I confirm that no material matters have come to my attention in connection with the examination which gives me cause to believe that, in any material respect:

- the accounting records were not kept in accordance with section 130 of the Charities Act; or
- the accounts did not accord with the accounting records; or
- the accounts did not comply with the applicable requirements concerning the form and content of accounts set out in the Charities (Accounts and Reports) Regulations 2008 other than any requirement that the accounts give a 'true and fair' view which is not a matter considered as part of an independent examination.

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in this report in order to enable a proper understanding of the accounts to be reached.



Stephen Stringer

20th April, 2022

Parish Church of St Mark, Bromley – Financial Statements and Report for 2021

Notes and explanation

Accounting Policies

The financial statements cover all transactions assets and liabilities for which the Parochial Church Council (PCC) is responsible.

The financial statements are prepared on a cash basis, also known as receipts and payments accounts, and not by accruals accounting. This is consistent with Charities Commission guidance and the Charities Act 2011, for an unincorporated charitable body with an annual turnover of less than £250,000.

Cash accounts are a simpler form of accounting than accounts prepared on an accruals basis. Therefore, the Statement of Recommended Practice (SORP) applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective 1st January, 2015) does not apply to their preparation.

Timing and recognition of income and expenditure

Income is recognised when received, including income tax recoverable by St Mark's church on gifts received.

Expenditure is recognised when valid invoices are received or when expenditure by the PCC is paid. Commitments to charities not yet paid are noted but not included in expenditure or liabilities.

Short term assets and liabilities are included in the accounts at the beginning and end of each year where timing of payments leads to differences between the recognition of income and expenditure in accordance with this policy, and bank and cash balances held.

Capital receipts are recognised in accordance with the policy described in Note L to the accounts and are not included in income. Any capital amount released by PCC decision, to be spent, will then be recognised as income at the relevant time of the expenditure.

Assets and liabilities

Consecrated and beneficed property (the Church and its grounds) is excluded from the accounts in accordance with the Charities Act 2011.

Assets and liabilities which are included are accounted for using the historical cost convention except that investment assets are shown at estimated current market value.

The value of property (25 Matfield Close) has been estimated based on market information from local house sales.

No value is placed in these accounts on moveable church furnishings held by the Churchwardens and the PCC because a faculty would be required for any disposal and these items are considered inalienable.

All expenditure during the year on:

- maintenance, repair and improvement of consecrated and beneficed property and moveable church furnishings; and
- all other property repairs, fixtures, fittings, moveable assets and equipment;

is written off as expenditure is made. No other depreciation of fixed assets or properties is provided for.

All trading stock and consumable items for day-to-day operations (for example, items to be sold as Traidcraft, cleaning materials, office supplies) are written off as purchased and attributed no value as assets in the accounts.

Explanation of Funds

Funds held by the PCC are divided between:

- Restricted Funds, given for specific and limited purposes (Note K to the accounts provides details)
- Permanent Endowments, which are restricted funds with limitations placed by the original donor on spending capital (see also Note K); and
- Unrestricted Funds are all other funds available for the general purposes of St Mark's church.

David Thomas

PCC Treasurer

Income and expenditure

This table summarises income and expenditure in three main categories, and compares the results for the year ended 31st December, 2021 to last year.

In NOTES at the back of these accounts more details are given of individual categories of income and expenditure.

Note A provides a more detailed breakdown of income and expenditure.

		2021		2020
Church, worship and congregation				
Income		99,449		66,349
Costs		(121,453)		(127,975)
Net result, Church and worship (deficit)		(22,004)		(61,626)
Trading activities				
Income		23,702		11,062
Expenditure		(7,804)		(6,553)
Net result, Trading surplus		15,898		4,509
Charities, mission, outreach, projects and initiatives				
Income (includes any income 'Restricted' for these purposes)		4,793		1,404
Expenditure		(772)		(6,206)
Net unspent (Call on Funds held), Charities, initiatives and projects		4,021		(4,802)
TOTAL SURPLUS (DEFICIT)		(2,085)		(61,919)

Assets and liabilities

This table summarises assets and liabilities as at 31st December, 2021 and compares them to those at 31st December, 2020. Further details are given in Notes as indicated.

		2021	NOTES	2020
Freehold property (25 Matfield Close)		425,000	H	435,000
Fixed Asset		425,000		435,000
Deposits and bank balances – general		52,261	I	49,708
Cash and uncleared cheques in hand		919	J	761
Deposits and bank balances – representing unrestricted capital receipts		229,134	L	248,397
Current Assets		282,314		298,866
Invoices received not yet paid, and payments made not yet cleared		9,575	J	4,789
Current Liabilities		9,575		4,789
TOTAL of the above – Net Worth		697,739		729,077
<i>made up of:</i>				
Restricted and Endowment funds		22,615	G, K	26,945
Unrestricted funds		675,124		702,132

These financial accounts were approved by the PCC on 20th April, 2022.



Richard Collins as Chair of PCC

20th April, 2022

Details, notes and explanation

NOTE A – details of income and expenditure

This table sets out the statement of income and expenditure in the categories we use in our annual financial report to Rochester Diocese. The summary table of income and expenditure on page 4 is based on this information.

	2021	NOTES	2020
1. Tax efficient planned giving income	50,157		52,612
2. Other planned giving income	1,024		1,221
3A. Collections at Services income	2,774		2,177
4B. All Other Giving and voluntary receipts -- UNRESTRICTED	50		187
6. Gift Aid recovered (from HMRC)	24,513	B, K	-
7. Legacies received (as income)	19,263	L	2,180
9. Fundraising events income	-		-
10A. Property income	318	H	6,947
10B. Dividends, interest income	27		108
11. Statutory Fees charged by PCC	1,323		917
14. Choir income, donations		C, K	-
Income, Church and worship	99,449		66,349
17. Fundraising costs	-		-
19. Diocesan Parish Share expenditure	(65,056)		(65,600)
19B. Statutory fees paid to Diocese	(889)		-
20. Salaries, wages and honoraria expenditure	(6,500)	D	(6,589)
21A. Clergy and staff expenses	(1,393)		(1,894)
21B. Clergy & staff expenses: housing + bills	(3,211)	E, H	(13,899)
23A. Church buildings maintenance + repair operating costs	(22,046)	F	(23,117)
23B. Church Room maint. + repair costs	(3,324)	F	(655)
23C. Churchyard + Prayer Garden gardening	(1,468)	K	(3,932)
23D. Insurance	(5,264)		(5,419)
23E. PCC and Church office costs	(1,391)		(1,130)
23F. Choir and organ costs	(8,072)	C, D	(2,096)
23G. Sanctuary costs	-		(360)

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24A. Church Heat/Light/Utilities paid	(2,839)	F	(3,284)
Costs, Church and worship	(121,453)		(127,975)
NET SURPLUS (DEFICIT) Church & worship	(22,004)		(61,626)
12A. TRADING: Church lettings income	1,111		602
12B. TRADING: Church Room lettings income	2,011		7,383
12C. TRADING: Marksman advertising income	1,080		1,745
12D. TRADING: Traidcraft sales income	-		1,153
12E. TRADING: Congregation catering sales cash surplus	-		179
12F. TRADING: Income from other property (non-clergy)	19,500	H	
Income, Trading	23,702		11,062
24B. Church Room utilities costs	(3,552)	F	(3,896)
25A. TRADING: Church lettings direct costs	-		-
25B. TRADING: Ch.Room lettings direct costs	-		-
25C. TRADING: Marksman costs	-		(399)
25D. TRADING: Traidcraft cost of sales	-		(806)
25E. TRADING: Congregation catering costs	-		(181)
25F. TRADING: Costs of other property	(4,252)	H	(1,271)
Costs, Trading	(7,804)		(6,553)
NET SURPLUS (DEFICIT) Trading	15,898		4,509
3B. Collections for charities/ initiatives	25	G	1,094
4A. All Other Giving and voluntary receipts -- RESTRICTED	4,768		310
Income raised for Charities, initiatives and projects	4,793		1,404
18. Mission Giving and donations expenditure	(772)	G	(6,206)
22. Mission and evangelism costs	-		-
Expenditure on Charities, initiatives and projects	(772)		(6,206)
NET UNSPENT (CALL ON GENERAL FUNDS), Charities, initiatives and projects	4,021		(4,802)
TOTAL SURPLUS (DEFICIT)	(2,085)		(61,919)

NOTE B – Treatment of Gift Aid tax recovery from HMRC

Donors including members of the congregation are encouraged to make Gift Aid declarations so that St Mark's can recover basic-rate tax on amounts received. Not all donors are able to do this. However, we are able to recover tax on the great majority of our donated income.

Where gifts are received for restricted purposes, we aim to allocate associated Gift Aid recoveries to the same purposes. Estimated amounts of expected Gift Aid tax recovery are attributed to Restricted Funds (see Note K) when restricted gifts are received, but no current asset is recognised at year end for any gift aid tax recoveries not yet received.

NOTE C – Choir income and donations

See Note K.

NOTE D – Salaries, wages and honoraria expenditure

Starting with the 2018 accounts, categories of income and expenditure have been aligned to the categories required for our annual financial report to Rochester diocese. One result is that the costs of music staff (Choirmaster, Organist, locums) are not included as costs of "Organ, choir and music" but are identified separately.

NOTE E – Clergy and staff expenses: housing and bills

This category includes some utility bills, Council Tax and other costs in relation to the Vicarage. Equivalent costs for 25 Matfield Close might be included in some circumstances, but not in 2021 (see Note H).

NOTE F – Church maintenance costs and Church Room utilities and operating costs

Some bills and expenses are wholly attributable to the Church Room and to lettings and activities in it. For example, the Church Room is supplied by a separate electricity meter.

Other costs are shared between the main church building and the Church Room. In these accounts certain costs of cleaning contractors, water supply and janitorial supplies have been allocated as to 80% to the Church Room and as to 20% to the operating and maintenance costs of the Church. The 80% amounts to £2,144. In addition, one third of overall gas costs for heating has been allocated to the Church Room, amounting to £1,159. These amounts are stated in the accounts as costs of Church Room trading activities, and excluded from cost lines "23A." and "24A." for Church operating and energy costs respectively.

NOTE G – Charities, initiatives and projects

Our Charities of the Month (COM) arrangements have been suspended since spring 2020, initially as a result of pandemic-related disruption and no COM amounts are

reported in these accounts. In addition to COM, funds are sometimes received for specific purposes or raised for stated projects and initiatives. All COM funds and those raised through projects and initiatives are treated as "Restricted" funds not to be used for other purposes (see Note K which also describes other Restricted funds).

As at 31st December, 2021 some £202 (including assumed Gift Aid tax recovery) had been received restricted to charity but not yet used.

NOTE H – valuation of freehold property; property income and costs

St Mark's owns a house at 25 Matfield Close. In 2021 the property market saw considerable volatility arising from pandemic-related uncertainties and some Government responses (a Stamp Duty 'holiday', for example). An estimated valuation has been based on local house sales data for the whole of 2021 to obtain an adequate sample of comparator valuations.

Public information shows that in 2021, some 15 broadly similar houses were sold within about half a mile of 25 Matfield Close. For the purposes of valuation for these accounts, the prices of those sales have been analysed as £/square metre of internal house area, and a range of market value identified. The range would put the value of 25 Matfield Close in 2021 between about £410,000 and £435,000, with an average of some £423,000.

The valuation adopted in these accounts attempts to reflect these market conditions and is lower than the valuation used in 2020 by some £10,000.

The treatment in these accounts of income and costs relating to 25 Matfield Close depends on the occupancy of the property. When the property is occupied by clergy, its income and costs appear within Church and Worship, but when it is commercially let they are treated as Trading.

For part of 2020, and previously, clergy occupied the house and costs and income were treated as "10A. Property income" and "21B. Clergy & staff expenses: housing + bills", both within Church and Worship.

Starting with some maintenance and renewal costs incurred in late 2020 in preparation for commercial letting of 25 Matfield Close in 2021, and continuing in 2021 when the house has been commercially let, income and costs have been included as "12F. TRADING: Income from other property (non-clergy)" and "25F. TRADING: Costs of other property", both as part of Trading.

NOTE I – deposits and bank balances

Bank balances are held at Santander Bank, and certain funds, particularly Restricted and Endowment funds, are deposited with Rochester diocese and with the Church of England Central Board of Finance, including through a deposit account with CCLA (a charity fund manager).

NOTE J – current assets and liabilities

Because these financial statements are prepared on a cash basis and not accruals accounting, current assets and liabilities are only cash in hand, cheques received but not cleared, and valid invoices received but where payment has not yet been made or has not cleared. No accruals are made for costs incurred but for which we were yet to be invoiced at the end of the year.

NOTE K – Restricted and Endowment funds

The table below summarises balances of Restricted funds as at 31st December, 2020, movements during 2021, and Restricted funds held at 31st December, 2021.

When donations are received to Restricted funds with Gift Aid elections (see Note B), tax recovery is assumed for the purpose of identifying Restricted funds even though it may be received from HMRC by St Mark's in a following year.

In November 2020 the PCC agreed that the Prayer Garden and Churchyard/ garden Restricted funds should be amalgamated as they no longer served distinct purposes. A single "Prayer Garden & Churchyard Fund" is reported below. The PCC decided to pay for gardening costs from this fund in 2021.

	Funds 31 st December, 2020	Net change 2021 (added to, less spent)	Funds 31 st December, 2021
Reeve endowment	10,000		10,000
Clark endowment	3,581		3,581
	13,581		13,581
Organ fund	5,491	(5,052)	439
Youth Group fund	932	(300)	632
Prayer Garden & Churchyard fund	3,028	(1,468)	1,560
Choir Trip fund	1,593		1,593
Church Music and Choir fund	2,214	2,207	4,421
Raised for Charities (incl. COM)	106	95	201
Flowers Fund	-	188	188
sub-total Restricted (not Endowments)	13,364	(4,330)	9,034
TOTAL (Restricted plus Endowments)	26,945	(4,330)	22,615

NOTE L – Capital receipts and bequests

The PCC treats gifts and donations as capital receipts in St Mark's accounts, if received from a single source in the amount of £5,000 or more in an accounting year (before any Gift Aid attributable to it). This does not affect the purposes for which any such gifts may be used (whether Unrestricted or Restricted), which is typically determined by the context of the gift and by any stipulations by donors.

Other sums of £5,000 or more received in the ordinary course of St Mark's affairs (for example, an HMRC Gift Aid refund) are treated as income.

During 2019, St Mark's received a substantial bequest under the Will of the late Joan Olley. The bequest is identified by her Will as being for the general purposes of St Mark's church as a charity. No other restrictions are placed on how we may spend the money, and it was accordingly treated in the 2019 accounts as an Unrestricted capital receipt (see "Timing and recognition of income and expenditure" on page 2 of these accounts).

In 2021 the PCC has agreed to spend some of these capital funds on matters related to the church buildings, and £19,263 has accordingly been recognised as a reduction of the capital balance held and as legacy income in 2021.

ENDS

Accounts

The Parish Church of St. Mark, Bromley

Notice and Agenda for

**THE MEETING OF PARISHIONERS
and
THE ANNUAL PAROCHIAL CHURCH MEETING
to be held on Sunday 16th May 2021
11.15am**

**including the Annual Reports
and 2020 Accounts**



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Notice of Meeting

THE ANNUAL MEETING OF PARISHIONERS

The Annual Meeting of Parishioners will take place in the church on
Sunday 16th May 2021 at 11.15am, after the Parish Eucharist

AGENDA

1. Appointment of Clerk to the Meeting
2. Apologies for absence
3. Minutes of the Annual Meeting of Parishioners held on Sunday 4th October 2020
4. Election of Churchwardens
5. Close of Meeting

Please note:

1. Those entitled to attend and vote are:
 - a) persons whose names are entered on the Church Electoral Roll of the parish; and
 - b) persons resident in the parish whose names are entered on a register of local government electors by reason of such residence.
2. All nominations for election must be received by the chairman in writing prior to the Meeting and have been countersigned by the nominees.

**Minutes of the Annual Meeting of Parishioners
held on Sunday 4 October 2020 in church
following the Parish Eucharist**

There were 50 parishioners present

1. APPOINTMENT OF CLERK TO THE MEETING
Joanna Seymour was appointed Clerk to the Meeting.
2. APOLOGIES FOR ABSENCE
Apologies for absence were received from Derek Balding, Eileen Balding, Janet Dewey, Andrew Low, John Ramwell, Tegwen Ramwell.
3. MINUTES OF THE 2019 ANNUAL MEETING OF PARISHIONERS
The Minutes of the meeting held on Sunday 7th April 2019 were approved and signed.
4. ELECTION OF CHURCHWARDENS
There were two candidates standing to serve as Churchwardens for 2020/2021, duly proposed and seconded prior to the meeting, Mr Richard Collins and Mrs Patricia Openshaw.

Mr Collins and Mrs Openshaw were re-elected unanimously.

VP thanked all those involved in the running of the church during the time of the interregnum.

The meeting closed at 10.35.

Signed _____

Date _____

Notice of Meeting

THE ANNUAL PAROCHIAL CHURCH MEETING

The Annual Parochial Church Meeting will take place in the church on
Sunday 16th May 2021 following the Annual Meeting of Parishioners

AGENDA

1. Apologies for absence
2. Minutes of the 73rd Annual Parochial Church Meeting held on Sunday 4th October 2020
3. Matters arising
4. Report on the church Electoral Roll
5. Report on the proceedings of the Parochial Church Council
6. Churchwardens' Fabric Report
7. Treasurer's Report and Presentation of audited Accounts
1st January - 31st December 2020
8. Election of three lay persons to serve on the Parochial Church Council for three years
9. Appointment of Independent Examiner
10. Reception of other reports.
11. Any other business

Please note:

1. It is preferred that all nominations, duly seconded, for election to the PCC be received before the meeting.
2. Only those persons whose names are on the Electoral Roll of St. Mark's Church, Bromley, may vote at the meeting.
3. Elections will be by written ballot, voting papers to be signed by the voter on the reverse.

Minutes of the 73rd Annual Parochial Church Meeting held on Sunday 4 October 2020 in the Church

The meeting opened after the Parish Eucharist and Meeting of Parishioners and was chaired by The Revd Canon Victoria Pask (VP)

1. APOLOGIES FOR ABSENCE were received from Derek Balding, Eileen Balding, Janet Dewey, Andrew Low, John Ramwell, Tegwen Ramwell.
2. MINUTES OF THE 72nd ANNUAL PAROCHIAL CHURCH MEETING held on 7th April 2019. These were signed as a true record of the meeting.
3. MATTERS ARISING – There were no matters arising.
4. REPORT ON THE NEW CHURCH ELECTORAL ROLL
There were 138 members, as to 129 in 2019. James Bunting has kindly agreed to take on the role of Electoral Roll officer from Iain Kenny. VP invited those who are not currently on the ER to register.
5. REPORT ON PROCEEDINGS OF THE PAROCHIAL CHURCH COUNCIL
VP referred those present to the report and asked if there were any comments. VP thanked the PCC for their work over the last year, as well as giving thanks to Theresa Weller and Julia Orford.
6. CHURCHWARDENS' REPORT - VP thanked Roger Parry for bridging the handover to Richard Collins and for maintaining the church building, and to help VP settle in.
7. TREASURER'S REPORT AND PRESENTATION OF AUDITED ACCOUNTS
1st JANUARY – 31st DECEMBER 2019
Any questions please raise them with David Thomas. VP thanked David Thomas for preparing the accounts and David Young for acting as examiner. VP thanked members for their financial support.
8. REPORT ON THE PROCEEDINGS OF BROMLEY DEANERY SYNOD
There were no questions regarding the report, which had been prepared by James Bunting. VP thanked James Bunting.

VP thanked The Revd Beth Lewis for her Ministry and Mission report and wished her well, along with Beverley Ejimofe.

VP thanked Maureen Mattison and all the Sunday School teachers for their work over the year.

VP thanked the Choir, including the choir master, Andrew Wilson, and organist, Ralf Ayling-Miller, for the past year, and the work on re-instating the choir in groups of 6.

9. ELECTION OF TWO PERSONS TO SERVE ON BROMLEY DEANERY SYNOD FOR THREE YEARS

Thanks was given to retiring Deanery Synod members James Bunting, Stephan Loges and Andrew Low.

Two new Deanery Synod candidates had been nominated and seconded.

Pamela Prisley – nominated by C Robins, seconded by L Bonter.

Carol Robins – nominated by P Prisley, seconded by C Donaldson.

These two were elected.

10. ELECTION OF THREE LAY PERSONS TO SERVE ON THE PAROCHIAL CHURCH COUNCIL FOR THREE YEARS

Thanks was given to retiring PCC members Juliette Anekwe, Sue Duke, Christine Easter.

Three candidates had been nominated and seconded.

Christopher Dadson – nominated by C Donaldson, seconded by C Robins.

Fiona MacMillan – nominated by P Prisley, seconded by C Wagner.

Andrew Wilson – nominated by J Seymour, seconded by C Donaldson.

These three were elected.

Ann Gardner is retiring from the PCC and was given thanks. David Thomas, previously co-opted as Treasurer to fill the casual vacancy until May 2021.

11. APPOINTMENT OF CHURCH STEWARDS

People in any kind of role are required by the Church of England to undertake an online safeguarding model. A corporate training session will be run for anyone needing help with this. It is no longer necessary to appoint stewards at the APCM. There are currently no Stewards and the list will be updated and Stewards appointed in due course. VP has organised the current seating plan. The Churchwardens and Vicar are updating the Risk Assessment as Covid rules unfold. Mr C Donaldson with VP has been logging details for track and trace to be kept for 21 days as per GOV expectations. There is also a QR code on display.

12. APPOINTMENT OF INDEPENDENT EXAMINER

David Young was appointed as the independent examiner for 2019. This was proposed and seconded.

13. RECEPTION OF ST. MARK'S MINISTRY AND OTHER ANNUAL REPORTS - as above.

14. ANY OTHER BUSINESS none. Alan White expressed that he was grateful to VP and all members of the team at St. Mark's, past and present.
The meeting closed at 11.00.

Signed _____

Date _____

REPORTS

ELECTORAL ROLL

There are 138 people on the Church Electoral Roll, 63 are not resident within the parish. 4 names were added during the year and 4 were removed either through death or because they moved from the parish.

James Bunting
Electoral Roll Officer

PAROCHIAL CHURCH COUNCIL

Following the APCM on Sunday 4th October 2020, The Parochial Church Council met every two months, via Zoom, to conduct its business on behalf of the church.

PCC members completed and signed documents in respect of their various responsibilities: Financial Liability, 'Fit and Proper Persons' legislation, Charity Commission registration and Conflict of Interest Policy. Pam Prisley and Carol Robins were appointed as Deanery Synod representatives.

As well as the routine business, significant topics for discussion included: -

- The running of the Church to comply with Government guidelines during the tier system and throughout lockdown, including the temporary closure of the church.
- Redecoration project – the appointment of a project manager and arrangement of a survey by him in relation to the health and safety aspects of the project / advising on things that need to be done prior to a brief being prepared for prospective contractors' bids.
- Church finances – at each meeting discussions took place around the updated financial summaries, produced by David Thomas, which allow the PCC to make fully informed decisions around the church finances and fulfil their financial obligations.
- The implementation of a Choral Scholarship scheme that will offer opportunities to aspiring choristers to actively participate in worship, gain knowledge, repertoire and skills to benefit their future. This initiative and scheme will support and become part of the outreach of the church, as to what we can offer the community.
- The upkeep and letting of Matfield Close following the departure of the curate.
- Policy on charitable giving, which is currently in the process of being reviewed following the appointment by the PCC of an steering group.
- E-Giving and digital church. James Bunting prepared a paper regarding the latter which will be taken forward by a sub-group and brought back to the PCC for discussion.
- The re-opening of the church and plans for worship coming out of lockdown.

Joanna Seymour
PCC Secretary

CHURCHWARDENS' REPORT

Throughout 2020, the Church was shut during the week and the Church Room has remained empty – no bookings permitted – all due to GOV restrictions. When we have been able to hold services, every effort has been made to follow government guidelines. First a risk assessment took place. A one-way system was devised, sanitisers were available at entry and exit and windows opened to ensure adequate ventilation. Attendees were asked to book ahead and were given ticketed, socially distanced seats. The track and trace QR code was exhibited and the names of everyone at each service was kept for 21 days as instructed. Thank you to our vicar, The Reverend Canon Victoria Pask and husband Conrad Donaldson, who have masterminded the implementation of all these safety measures at each stage.

In March, a new boiler and upgrade of the heating system at the Matfield Close property were installed. A leak from the downstairs toilet was fixed.

Once the weather improved, the long-awaited repairs to the Lady Chapel roof took place. First the lead was lifted for inspection of the timbers underneath.

These were in good condition and thereafter, a plastic coating was applied over the lead to ensure a water-tight repair. Some leaks have continued, but have been found to be due to cracked tiles which have now been replaced. The gutters and downpipes have been painted.

In August, the choir vestry was re-ordered and redecorated to increase the natural light and space, and a new carpet laid. Thank you to Andrew Wilson who masterminded the project.

Security grilles were fixed to the entrances to the garden shed and boiler room, to prevent vandalism.

In December last year, the Matfield Close property was prepared for a commercial let and tenants moved in early in January. Thank you to Andrew Wilson and David Thomas for organising this.

Thank you to Roger Parry for once again overseeing all regular, necessary and statutory maintenance work at the church and for revising our Health and Safety Policy, and keeping the Log Book up to date.

At the time of writing the Inventory and Terrier are being updated for 2021 – delays having been because of Covid restrictions on distancing.

Richard Collins and Pat Openshaw
Churchwardens

Treasurer's / Finance Report

This report addresses financial matters and developments at St Mark's in 2020.

First, thanks to all who have helped with money matters — the counters and bankers of collections, the Church Room secretary, the Churchwardens, James Bunting who manages our Gift Aid and tax refund claims, Roger Parry (my predecessor as Treasurer and a source of knowledge, expertise and help) and David Young who has Examined our annual accounts.

Accounts, Income and Expenditure

The Accounts for 2020 are presented in income and expenditure categories which align with the ones the Diocese uses in our parish financial reporting to them (as they were for previous years). Our Accounts are on an "Income and Expenditure" basis rather than accruals – accounting policies are described in the document.

Also as for previous years, our statement of Income and Expenditure separates our financial activity into three parts:

- 'core' Church, Worship and Congregation activities
- trading, including Church Room and Church lettings, the Marksman and Traidcraft; and
- raising and spending money for identified charitable causes and other projects. Typically in this third category we spend only the money raised and it will be restricted to the purposes for which it was given.

The dominant influence on our financial position in 2020 has been the COVID epidemic and consequent public health restrictions. For that and other reasons, we have recorded a substantial financial deficit ('loss') in 2020.

Our 'core' Church activities made a deficit of some £61,626, compared to a deficit of £28,769 in 2019, a worsening year-on-year of almost £33,000.

There is no single reason for this worsening. Much of the 'planned giving' by members of the church directly to our bank continued, but there was a substantial drop in collections in church and other gifts (closure of the church for services for extended periods affected this). HMRC tax refund payments were delayed (though they have now been received in 2021). We received rent for the Matfield Close house for only part of the year (until Rev. Beth Lewis moved from the parish).

On the expenditure side, we made savings in costs as a result of lockdown (reduced heating, sanctuary costs, printing and office costs) but we continued to meet various backlog and once-off maintenance expenditures at the church (for example, roof repairs above the Lady Chapel), Vicarage refurbishments at the end of 2019, and a substantial repair bill to the heating system at Matfield Close.

Overall, 'core' income fell by slightly more than £31,000 between 2019 and 2020 and 'core' spending rose by about almost a net £1,700.

Whereas in previous years a 'core' deficit has been met from profits on Trading (primarily Church Room lettings), from April 2020 onwards our Trading activities largely ceased in the year. As a result, although we still made a Trading surplus of some £4,500 for 2020 this is a reduction of almost £23,500 on the 2019 surplus.

Taking 'core' activities and Trading together, 2020 saw an overall deficit of Unrestricted (general) funds of some £57,000, largely met by reducing bank deposits.

The Charities and Projects section of the Income and Expenditure statement also shows a deficit (of some £4,800), but since items in this section are largely Restricted and self-funding over time, this has to be understood not as a loss but rather as a timing difference between years: donations were paid away in 2020 from funds raised in previous years and the balance of Restricted funds held for charity giving has been substantially reduced.

Accounts: Balance Sheet and Capital items

In 2020 we have also simplified the structure of our Restricted funds. "Note K" to the Accounts gives more explanation.

The estimated market value of the freehold house we own at Matfield Close rose significantly in 2020; as in previous years this estimate is based on actual local house sales information. As a result, although our bank deposits decreased substantially (reflecting the deficit as described above), the total net worth stated on the balance increased by some £9,555.

In late 2019, St Mark's received a substantial capital legacy from the late Joan Olley. She left us money Unrestricted, for the general purposes of St Mark's. As explained in "Note L" to the Accounts, this receipt is being treated as a capital item and did not appear in our Income and Expenditure for 2019. However, when the PCC makes decisions to release this capital to expenditure, in 2020 and in future, the amount will each time then be reflected as income in our accounts. In 2020 we have released almost £2,000 to cover some renewal project expenditures.

David Thomas

PCC Treasurer

SAFEGUARDING STATEMENT

St. Mark's Church is committed to the safeguarding and protection of children and young people, and of adults experiencing or at risk of abuse or neglect. The PCC has adopted the Church of England Safeguarding Policy *Promoting a Safer Church Safeguarding Policy Statement for Children, Young People and Adults*, supplementing this with a Safer Recruitment Policy, a church Safeguarding Policy and Guidelines Statement (and Domestic Abuse and Anti-Bullying policies), which are posted on the church notice boards and website.

We have due regard to the House of Bishops' Safeguarding Policy and Practice Guidance. The website has the contact name and number of the PSO on the front page and a link to the policies.

Implementation of, and compliance with, these policies is the responsibility of all church members and is monitored by the Parish Safeguarding Officer, the Vicar and the PCC. A safeguarding report features on the agenda of every PCC meeting. All appointments to roles are subject to appropriate checks in line with the Recruitment Policy, and continued training, which is monitored and logged. There were no serious safeguarding incidents or concerns reported at St. Mark's in 2020.

Canon Victoria Pask
Vicar

Deanery Synod Report (Bromley Deanery)

The first meeting of the new Triennial was in November 2020 by Zoom, at which a new Lay Chair, Cath Johnston, and Standing Committee were appointed. The Archdeacon of Bromley & Bexley, The Venerable Dr Paul Wright, attended as this was the final meeting for The Revd Alan Keeler before retiring as Area Dean.

In January 2021 a new Area Dean – The Revd Canon Victoria Pask, Vicar of St Mark's, was appointed by the Bishop of Rochester and commissioned by the Archdeacon at Deanery Chapter.

Since then, the Synod met again by Zoom in April to share updates on the 13 parishes in the Deanery in relation to the present situation of returning to church. The parishes reported on what they are looking forward to resuming, ceasing or continuing. Synod Representatives for St Mark's for 2020-2023 are Carol Robins and Pam Prisley.

Canon Victoria Pask
Area Dean

Report from the Director of Music

Last year began with the choir making a very successful visit to Rochester Cathedral, representing St. Mark's by singing Choral Evensong. The choir sang superbly, well supported by friends and family enjoying the worship and music. This was a fitting start to welcome The Reverend Canon Victoria Pask to the church and to see our choir in action. The following twelve months quickly proved to be a year of learning, development and flexibility as COVID-19 impacted dramatically the musical aspect of our worship at St. Mark's.

In late March 2020, and with short notice, all activities were suspended, as the country submerged into a lockdown that was all new and quite worrying. Organist Ralf Ayling-Miller, the choir and I were all effectively in "dry dock", as we came to terms with the restrictions and attempted to answer the numerous questions and challenges that arose as to how we could maintain some level of music at St. Mark's. We looked towards digital technology to keep our worship active.

This begun with basic voice recordings from a few members but expanded throughout the whole choir, who submitted sung voice recordings through their mobile phones to a central editor – James Bunting to be collated. As time progressed the recordings and editing became more polished. Our thanks to James for his perseverance and diligence, which cannot be underestimated.

As we moved into the Summer and restrictions were slightly relaxed, a solo cantor (usually myself) and organist were permitted to perform live music at church services as public worship resumed. This offering increased as a small choir was allowed each week, normally composed of around six singers. After the shorter lockdown in November, we were at least able to sing again over Christmas in a similar format but were restricted once more in the New Year. At the time of writing (March 2021), we can form up to a maximum of three singers, which makes choosing music a real challenge, given that much of the Anglican repertoire is for four voices. Nonetheless, I have been able to adapt some of our library to fit, aided by Ralf and the flexibility of our singers. My biggest regret is that, apart from a short window over Christmas, I have not been allowed to include our junior choristers.

To maintain the fellowship of the choir I have been keeping in regular contact with them all, usually with a Choir Update email plus competitions, quizzes and Zoom meetings. Some of these meetings included an act of worship led by Victoria when the date fell on a festival or feast day.

Remaining positive, upbeat (if you'll pardon the pun) and looking to develop new ways of singing has kept the music alive and, for the most part, our online worship has always included our own choristers and organist. This has helped keep the online message personal and balanced as choir members have also assisted in reading and the intercessions each week. Looking forward, we are developing as part of our outreach a Choral Scholarship scheme, whereby we invite youngsters to audition and join the church and choir to develop their musical and Anglican knowledge. Quentin Zach Martins has been the first Scholar in this initiative and has proved that it works well for all.

I hope and pray that we can all soon resume our physical active role in worship, singing as we always do to the glory of God!

Andrew Wilson
ACertCM

Overview

The reports and financial statement herein give an overview and accountability for the life and ministry of St Mark's Church in the past year. There have been challenges, as for all churches, because of lockdowns and restrictions. Yet, there have been signs of hope; not least the joy of being able to open the church for worship at Christmas 2020 then Easter 2021 and now continuing.

There will be opportunities to say individual thanks at the APM and APCM: in general, gratitude goes to those who have written these reports, and the PCC named below who make the running and governance of the life of St Mark's possible and compliant.

There are areas of activity which are on hold or reduced in capacity at the moment: Sunday School, Altar Serving, Flower Arranging, use of the Church Room and more.

Recently, Churches across the Deanery were asked what they are looking forward to re-commencing after national restrictions are eased. For St Mark's, in common with others, the answer is clear: it is the freedom to be once again 'Face to Face' - unmasked; congregational singing; coffee after church; meetings without Zoom..

The second question was 'what will the church continue to do that it wasn't doing before the pandemic': the response is clear here too – the online presence of St Mark's since March 2020 is very much appreciated by many. Thanks to the 'IT Department' - they know who they are – and to the musicians and contributors as we continue this rich line of communication week by week. The website address is: www.stmarksbromley.co.uk

Thanks to all who give generosity – of your time, energy, talent, and money - and for your prayers; please be assured of mine.

Thanks be to God: Father, Son and Holy Spirit.

The Revd Canon Victoria Pask
Vicar

The Parochial Church Council 2020-21

V. Pask, Vicar, Chair (2019-)

C. Robins, Licenced Lay Reader (Deanery Synod 2020-23)

P. Openshaw, Churchwarden (2016-21)

R. Collins, Churchwarden (2019 -)

J. Seymour, (PCC 2018-21), Secretary

P. Prisley (PCC 2018-21; Deanery Synod 2020-23)

D. Thomas (PCC 2020-21, one-year vacancy), Treasurer

R. Parry (PCC 2019-22)

N.E Akabi-Davis (PCC 2019-22)

S. Fihosy (PCC 2019-22)

C. Dadson (PCC 2020-23)

F. Macmillan (PCC 2020-23)

A Wilson (PCC 2020-23), Director of Music

J. Bunting (co-opted for 2020-21) Electoral Roll, Fairshares, Website

St Mark's Church

Financial Statements and Report

2020

Year ended 31st December, 2020

The Parochial Church Council of the Ecclesiastical Parish of St Mark, Bromley – Charity No. 1163095

Independent Examiner's Report for 2020

I report to the trustees on my examination of the accounts of the above charity ("the Charity") for the year ended 31st December, 2020.

As the charity's trustees, you are responsible for the preparation of the accounts in accordance with the requirements of the Charities Act 2011 ("the Act").

I report in respect of my examination of the Charity's accounts carried out under section 145 of the 2011 Act and in carrying out my examination, I have followed all the applicable Directions given by the Charity Commission under section 145(5)(b) of the Act.

I have completed my examination. I confirm that no material matters have come to my attention in connection with the examination which gives me cause to believe that, in any material respect:

- the accounting records were not kept in accordance with section 130 of the Charities Act; or
- the accounts did not accord with the accounting records; or
- the accounts did not comply with the applicable requirements concerning the form and content of accounts set out in the Charities (Accounts and Reports) Regulations 2008 other than any requirement that the accounts give a 'true and fair' view which is not a matter considered as part of an independent examination.

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in this report in order to enable a proper understanding of the accounts to be reached.



David Young

26th April, 2021

Parish Church of St Mark, Bromley – Financial Statements and Report for 2020

Notes and explanation

Accounting Policies

The financial statements cover all transactions assets and liabilities for which the Parochial Church Council (PCC) is responsible.

The financial statements are prepared on a cash basis, also known as receipts and payments accounts, and not by accruals accounting. This is consistent with Charities Commission guidance and the Charities Act 2011, for an unincorporated charitable body with an annual turnover of less than £250,000.

Cash accounts are a simpler form of accounting than accounts prepared on an accruals basis. Therefore, the Statement of Recommended Practice (SORP) applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective 1st January, 2015) does not apply to their preparation.

Timing and recognition of income and expenditure

Income is recognised when received, including income tax recoverable by St Mark's church on gifts received.

Expenditure is recognised when valid invoices are received or when expenditure by the PCC is paid. Commitments to charities not yet paid are noted but not included in expenditure or liabilities.

Short term assets and liabilities are included in the accounts at the beginning and end of each year where timing of payments leads to differences between the recognition of income and expenditure in accordance with this policy, and bank and cash balances held.

Capital receipts are recognised in accordance with the policy described in Note L to the accounts and are not included in income. Any capital amount released by PCC decision, to be spent, will then be recognised as income at the relevant time of the expenditure.

Assets and liabilities

Consecrated and beneficed property (the Church and its grounds) is excluded from the accounts in accordance with the Charities Act 2011.

Assets and liabilities which are included are accounted for using the historical cost convention except that investment assets are shown at estimated current market value.

The value of property (25 Matfield Close) has been estimated based on market information from local house sales.

No value is placed in these accounts on moveable church furnishings held by the Churchwardens and the PCC because a faculty would be required for any disposal and these items are considered inalienable.

All expenditure during the year on:

- maintenance, repair and improvement of consecrated and beneficed property and moveable church furnishings; and
- all other property repairs, fixtures, fittings, moveable assets and equipment;

is written off as expenditure is made. No other depreciation of fixed assets or properties is provided for.

All trading stock and consumable items for day-to-day operations (for example, items to be sold as Traidcraft, cleaning materials, office supplies) are written off as purchased and attributed no value as assets in the accounts.

Explanation of Funds

Funds held by the PCC are divided between:

- Restricted Funds, given for specific and limited purposes (Note K to the accounts provides details)
- Permanent Endowments, which are restricted funds with limitations placed by the original donor on spending capital (see also Note K); and
- Unrestricted Funds are all other funds available for the general purposes of St Mark's church.

David Thomas

PCC Treasurer

Income and expenditure

This table summarises income and expenditure in three main categories, and compares the results for the year ended 31st December, 2020 to last year.

In NOTES at the back of these accounts more details are given of individual categories of income and expenditure.

Note A provides a more detailed breakdown of income and expenditure.

		2020		2019
Church, worship and congregation				
Income		66,349		97,521
Costs		(127,975)		(126,290)
Net result, Church and worship (deficit)		(61,626)		(28,769)
Trading activities				
Income		11,062		35,435
Expenditure		(6,553)		(7,452)
Net result, Trading surplus		4,509		27,983
Charities, mission, outreach, projects and initiatives				
Income (includes any income 'Restricted' for these purposes)		1,404		3,271
Expenditure		(6,206)		(6,752)
Net unspent (Call on Funds held), Charities, initiatives and projects		(4,802)		(3,481)
TOTAL SURPLUS (DEFICIT)		(61,919)		(4,267)

Assets and liabilities

This table summarises assets and liabilities as at 31st December, 2020 and compares them to those at 31st December, 2019. Further details are given in Notes as indicated.

		2020	NOTES	2019
Freehold property (25 Matfield Close)		435,000	H	362,500
Fixed Asset		435,000		362,500
Deposits and bank balances – general		49,708	I	108,463
Cash and uncleared cheques in hand		761	J	486
Deposits and bank balances – representing unrestricted capital receipts		248,397	L	250,077
Current Assets		298,866		359,026
Invoices received not yet paid, and payments made not yet cleared		4,789	J	(2,004)
Current Liabilities		4,789		(2,004)
TOTAL of the above – Net Worth		729,077		719,522
<i>made up of:</i>				
Restricted and Endowment funds		26,945	G, K	30,528
Unrestricted funds		702,132		688,994

These financial accounts were approved by the PCC in March 2021 subject to the Independent Examiner's report, which is now included and dated 26th April, 2021



Rev. Canon Victoria Pask, Vicar and Chair of PCC

27th April, 2021

Details, notes and explanation

NOTE A – details of income and expenditure

This table sets out the statement of income and expenditure in the categories we use in our annual financial report to Rochester Diocese. The summary table of income and expenditure on page 4 is based on this information.

	2020	NOTES	2019
1. Tax efficient planned giving income	52,612		55,267
2. Other planned giving income	1,221		8,613
3A. Collections at Services income	2,177	G	4,256
4B. All Other Giving and voluntary receipts -- UNRESTRICTED	187		375
6. Gift Aid recovered (from HMRC) MINUS portion allocated to charities giving	-	B	12,925
7. Legacies received (as income)	2,180	L	2,000
9. Fundraising events income	-		877
10A. Property income	6,947		10,500
10B. Dividends, interest income	108		146
11. Statutory Fees charged by PCC	917		1,912
14. Choir income, donations	-	C, K	650
Income, Church and worship	66,349		97,521
17. Fundraising costs	-		(20)
19. Diocesan Parish Share expenditure	(65,600)		(65,630)
19B. Statutory fees paid to Diocese	-		
20. Salaries, wages and honoraria expenditure	(6,589)	D	(8,371)
21A. Clergy and staff expenses	(1,894)		(2,518)
21B. Clergy & staff expenses: housing + bills	(13,899)	E	(14,012)
23A. Church buildings maintenance + repair operating costs	(23,117)	F	(12,411)
23B. Church Room maint. + repair costs	(655)	F	(1,414)
23C. Churchyard + Prayer Garden gardening	(3,932)		(3,512)

2020 Annual Accounts – St Mark's Bromley

23D. Insurance	(5,419)		(5,396)
23E. PCC and Church office costs	(1,130)		(2,768)
23F. Choir and organ costs	(2,096)	C, D	(2,476)
23G. Sanctuary costs	(360)		(897)
24A. Church Heat/Light/Utilities paid	(3,284)	F	(6,865)
Costs, Church and worship	(127,975)		(126,290)
NET SURPLUS (DEFICIT) Church & worship	(61,626)		(28,769)
12A. TRADING: Church lettings income	602		2,984
12B. TRADING: Church Room lettings income	7,383		28,171
12C. TRADING: Marksman advertising income	1,745		1,496
12D. TRADING: Traidcraft sales income	1,153		2,230
12E. TRADING: Congregation catering sales cash surplus	179		554
Income, Trading	11,062		35,435
24B. Church Room utilities costs (where separate) PLUS allocation of water, cleaning, supplies and heating costs	(3,896)	F	(4,478)
25A. TRADING: Church lettings direct costs	-		-
25B. TRADING: Ch.Room lettings direct costs	-		-
25C. TRADING: Marksman costs	(399)		(1,332)
25D. TRADING: Traidcraft cost of sales	(806)		(1,643)
25E. TRADING: Congregation catering costs	(181)		
25F. TRADING: Costs of other property	(1,271)	H	
Costs, Trading	(6,553)		(7,452)
NET SURPLUS (DEFICIT) Trading	4,509		27,983
3B. Collections for charities/ initiatives	1,094	G	2,724
4A. All Other Giving and voluntary receipts -- RESTRICTED	310		178
Allocation of Gift Aid recovered (from HMRC)	-	B	369
Income raised for Charities, initiatives and projects	1,404		3,271
18. Mission Giving and donations expenditure	(6,206)	G	(5,846)
22. Mission and evangelism costs	-		(906)
Expenditure on Charities, initiatives and projects	(6,206)		(6,752)

NET UNSPENT (CALL ON GENERAL FUNDS), Charities, initiatives and projects	(4,802)	(3,481)
TOTAL SURPLUS (DEFICIT)	(61,919)	(4,267)

NOTE B – Treatment of Gift Aid tax recovery from HMRC

Donors including members of the congregation are encouraged to make Gift Aid declarations so that St Mark's can recover basic-rate tax on amounts received. Not all donors are able to do this. However, we are able to recover tax on the great majority of our donated income.

Where gifts are received for restricted purposes, we aim to allocate associated Gift Aid recoveries to the same purposes. Included in charitable giving amounts referred to in these 2020 accounts is some £233 of Gift Aid recoveries not yet received from HMRC at year end.

NOTE C – Choir income and donations

See Note K.

NOTE D – Salaries, wages and honoraria expenditure

Starting with the 2018 accounts, categories of income and expenditure have been aligned to the categories required for our annual financial report to Rochester diocese. One result is that the costs of music staff (Choirmaster, Organist, locums) are not included as costs of "Organ, choir and music" but are identified separately.

NOTE E – Clergy and staff expenses: housing and bills

This category includes some utility bills, Council Tax and other costs in relation to the Vicarage and to 25 Matfield Close as both houses have been occupied by clergy or were unoccupied and the direct responsibility of the PCC. Equivalent costs for 25 Matfield Close might be treated in other circumstances as costs of investment property.

Renovation and decoration of the Vicarage was undertaken in preparation for the end of the 2019 Interregnum, at the cost of both Rochester diocese and St Mark's. St Mark's element of some costs paid in 2020 is included here.

NOTE F – Church maintenance costs and Church Room utilities and operating costs

Some bills and expenses are wholly attributable to the Church Room and to lettings and activities in it. For example, the Church Room is supplied by a separate electricity meter.

Other costs are shared between the main church building and the Church Room. In these accounts certain costs of cleaning contractors, water supply and janitorial supplies have been allocated as to 80% to the Church Room and as to 20% to the operating and maintenance costs of the Church. The 80% amounts to £2,334. In addition, one third of overall gas costs for heating has been allocated to the Church Room, amounting to £1,305. These amounts are stated in the accounts as costs of Church Room trading activities, and excluded from cost lines "23A." and "24A." respectively.

NOTE G – Charities, initiatives and projects

During 2020, we raised collections for Lily Trust and CALM as Charities of the Month (COM). Cash collections from some Sunday 10:00am services, any special collections, specifically targeted envelope gifts, funds raised by Lunch Club, and an allocation of Gift Aid recoveries are attributed to COM. Income reported as "3A. Collections at Services income" does not include these amounts. During 2020 we paid amounts due from collections in previous periods, including to Music for Life, The Silver Line, Freddie Farmer Foundation, Child Aid Europe, LATCH and St Philip's Tanzania.

In addition to COM, funds are sometimes received for specific purposes or raised for stated projects and initiatives. All COM funds and those raised through projects and initiatives are treated as "Restricted" funds not to be used for other purposes (see Note K which also describes other Restricted funds).

As at 31st December, 2020 some £106 (including assumed Gift Aid tax recovery) had been raised for charities but not yet paid to them.

NOTE H – valuation of freehold property

St Mark's owns a house at 25 Matfield Close. In the uncertain circumstances of public health measures in 2020, and a disrupted property market, it has been necessary to use house sales data for the whole of 2020 to obtain an adequate sample of comparator valuations.

Public information shows that in 2020, seven broadly similar houses were sold within half a mile of 25 Matfield Close. For the purposes of valuation for these accounts, the prices of those sales have been analysed as £/square meter of internal house area, and a range of market value identified. The range would put the value of 25 Matfield Close in 2020 between about £380,000 and £495,000, with an average of some £435,000.

The valuation adopted in these accounts attempts to reflect these market conditions and is higher than the valuation used in 2019.

Some maintenance and renewal costs have been incurred in preparation for commercial letting of 25 Matfield Close in 2021, and these costs are stated as Trading costs of other property.

NOTE I – deposits and bank balances

Bank balances are held at Santander Bank, and certain funds, particularly Restricted and Endowment funds, are deposited with Rochester diocese and with the Church of England Central Board of Finance, including through a deposit account with CCLA (a charity fund manager).

NOTE J – current assets and liabilities

Because these financial statements are prepared on a cash basis and not accruals accounting, current assets and liabilities are only cash in hand, cheques received but not cleared, and valid invoices received but where payment has not yet been made or has not cleared. No accruals are made for costs incurred but for which we were yet to be invoiced at 31st December, 2020.

NOTE K – Restricted and Endowment funds

The table overleaf summarises balances of Restricted funds as at 31st December, 2019, movements during 2020 , and Restricted funds held at 31st December, 2020.

When Gift Aid tax is received from HMRC by the church, allocations are made to Restricted funds in respect of donations to them which were subject to Gift Aid (see also Note B).

In November 2020 the PCC agreed that the Prayer Garden and Churchyard/ garden Restricted funds should be amalgamated as they no longer serve distinct purposes. A single "Prayer Garden & Churchyard Fund" is reported below.

	Funds 31 st December, 2019	Net change 2020 (added to, <i>less</i> spent)	Other Balance Sheet movements	Funds 31 st December, 2020
Reeve endowment	10,000			10,000
Clark endowment	3,581			3,581
	13,581			13,581
Organ fund	5,491			5,491
Youth Group fund	932			932
Churchyard/ garden fund	1,809		(1,809)	-
Prayer Garden & Churchyard fund	1,169	50	1,809	3,028
Choir Trip fund	1,976	(33)	(350)	1,593
Church Music and Choir fund	2,163	(300)	350	2,214
Raised for Charities (COM)	3,296	(3,845)	655	106
Other	111		(111)	-
sub-total Restricted (not Endowments)	16,947	(4,127)	544	13,364
TOTAL (Restricted plus Endowments)	30,528	(4,127)	544	26,945

NOTE L – Capital receipts and bequests

The PCC treats gifts and donations as capital receipts in St Mark's accounts, if received from a single source in the amount of £5,000 or more in an accounting year (before any Gift Aid attributable to it). This does not affect the purposes for which any such gifts may be used (whether Unrestricted or Restricted), which is typically determined by the context of the gift and by any stipulations by donors.

Other sums of £5,000 or more received in the ordinary course of St Mark's affairs (for example, an HMRC Gift Aid refund) are treated as income.

During 2019, St Mark's received a substantial bequest under the Will of the late Joan Olley. The bequest is identified by her Will as being for the general purposes of St Mark's church as a charity. No other restrictions are placed on how we may spend the money, and it was accordingly treated in the 2019 accounts as an Unrestricted capital receipt (see "Timing and recognition of income and expenditure" on page 2 of these accounts).

In 2020 the PCC has agreed to spend some of these capital funds on matters related to the church buildings, and £1,680 has accordingly been recognised as a reduction of the capital balance held and as legacy Income in 2020.

ENDS