

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)

2021 Annual Accounts – St Mark's Bromley

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