

## **Christ Church** Southborough



### **2022 Report and Accounts for the Parochial Church Council of Christ Church, Southborough**

2022 started with some restrictions still in place most noticeably that wearing of masks in public places was still compulsory and the office was closed to callers. At the end of February the Government removed all restrictions and we could at last sing without masks during services! The remainder of the year was a process of rebuilding previous events and activities and starting new initiatives.

#### **Aims and Purposes**

Christ Church Parochial Church Council (PCC) has the responsibility for cooperating with the incumbent, Rector Nick Cornell, in promoting in the ecclesiastical Parish, the whole mission of the Church; pastoral, evangelistic, social and ecumenical. The PCC is also specifically responsible for the maintenance of Christ Church, the attached Church Hall and Annexe in addition to having a majority ownership of the curate's house at 54 Holden Park Road, Southborough. Following a very generous legacy left to us by Maggie Voller we bought a property in December 2021 (32B London Road) and also purchased a further property (32 Azure Court) in January 2022.

#### **Objectives and Activities**

The PCC is committed to enabling as many people as possible to worship at our church and to become part of our Parish community at Christ Church. The PCC maintains an overview of

worship throughout the Parish and makes suggestions on how our services can involve the many groups that live within our Parish. Our services and worship put faith into practice through prayer and scripture, music and sacrament.

When planning our activities for the year, we have considered the Charity Commission's guidance on public benefit and in particular the supplementary guidance on charities for the advancement of religion. In particular, we try to enable local people to live out their faith as part of our Parish community through:

- Worship and prayer, learning about the Gospel and developing their knowledge and trust in Jesus
- Provision of pastoral care for people living in the Parish
- Mission and outreach work

To facilitate this work it is important that we maintain the fabric of Christ Church.

## **Reporting Public Benefit**

The "Our Vision" section of the Trustees Report provides a brief summary of the activities undertaken by Christ Church, Southborough to further its charitable purposes for the public benefit. This section of the report also provides confirmation that the Trustees have had regard to the Charity Commission guidance on public benefit and in particular on charities for the advancement of religion, when planning our activities.

The report specifically addresses the two key principles:

1. There must be an identifiable benefit – and the Trustees have explained the activities and benefits which flow from them to the Parish community.
2. The benefit must be to the public, or a section of the public – and the Trustees have explained their commitment to enable as many people as possible to worship and become part of the Parish community.

## **Reference and Administrative Information**

**Rector:**  
**Curate:**

Rev Nick Cornell  
Rev Dave Bubb

**Clergy - PTO:** Rev Jim Stevens  
**Licensed Lay Minister:** Sheila Syms  
**Churchwardens:** Rita Morland  
Jonathan Taylor  
**Deanery Synod Representative:** Barbara Bourne  
Graham Syms (from July 2022)

Representation on the Deanery Synod provides the PCC with an important link between the Parish and the wider structures of the Church. Deanery Synod Representatives are elected for a period of 3 years. Elections took place at the APCM in 2020 and therefore Representatives are eligible to serve until May 2023.

**Bank:** Lloyds Bank Plc, Tunbridge Wells  
Branch

**Independent Examiner:** David Stephens FCCA, 13  
Newlands Road, Tunbridge Wells,  
Kent, TN4 9AS.

**Charitable Status:** The PCC is a corporate body (PCC Powers Measure 1956, Church Representation Rules 2006) and a charity registered with the Charity Commission. Registered Charity Number: 1184093

**Web-site:** [www.christchurchsouthborough.com](http://www.christchurchsouthborough.com)

**Correspondence Addresses:** Christ Church Office  
Prospect Road  
Southborough TN4 0EG

**Patronage Board includes:** Church Pastoral Aid Society and  
The Mabledon Trust

## **Structure & Governance**

### **PCC**

Members of the PCC are either ex officio or elected by the Annual Parochial Church Meeting (APCM) in accordance with the Church Representation Rules.

The PCC consists of the clergy, the Churchwardens, the Deanery Synod Representatives and the following elected members:

<b>Parish Treasurer:</b>	Carla Pearce (until August 2022)
	Lesley Clare (from September 2022)
<b>PCC Secretary &amp; Electoral Roll Officer:</b>	Lesley Clare
<b>Representatives:</b>	Len Morland Judy Stevens Tony Denyer Sue Shrubbs Jamie Roddy (from May 2022)

In addition to her duties as Churchwarden, Rita Morland is also our Parish Safeguarding Officer.

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

Christ Church PCC met 7 times during 2022 and also made further decision via e-mail on occasions. Members of the PCC have personal and legal liability for the activities within the Parish. The average attendance at the full PCC meetings was 92%.

**A Standing Committee** is required under Church Representation Rules and has the power to transact the business of the PCC between its meetings, subject to any directions given by the PCC. The Standing Committee consists of the Clergy, both Churchwardens, PCC Secretary, Treasurer and Administrator. This Committee did not meet during 2022.

**APCM** – the Annual Parochial Church Meeting was held on 8th May 2022 after the Sunday service and was also live-streamed for those who couldn't attend.

**Committees** –committees have been set up to make recommendations to the PCC on specific areas. These committees are:

1. Standing Committee
2. Youth & Children's Work
3. Sundays - Worship/Prayer/Discipleship
4. Life Groups
5. Buildings
6. Lettings/Risk Assessments
7. Finance
8. Mission/tithe
9. Mission/Outreach
10. Pastoral Care
11. Re-ordering Committee
12. Safeguarding Committee
13. Representation on ACTS Group

## **Safeguarding**

Rita Morland has been appointed as our Parish Safeguarding Officer and she is the first point of call for all safeguarding issues and ensures that all DBS clearances and training are kept up to date. During 2022 there were 21 volunteers with DBS clearances available to do children/youth work. There were 4 new DBS clearances applied for in 2022 and 13 people renewed their DBS.

Every year, parents are asked to complete the parental consent forms for groups, activities, trips and photographs and all children and youth volunteers are issued with a written code of conduct and safeguarding policy. We had no Safeguarding incidents during 2022.

The PCC has agreed and are committed to comply with the duty under Section 5 of the Safeguarding & Clergy Discipline Measure 2016 which confirms that we will have regard to the House of Bishop's Safeguarding policies and good practice guidance.

The Safeguarding Committee have adopted the Safer Recruitment requirements and continue to review policies using the Diocesan Dashboard system. All role descriptions have

been rewritten. Rita Morland, Dave Bubb, Nick Cornell and Jamie Roddy have all completed the Safer Recruitment Training.

Safeguarding is always on the PCC Meeting Agenda and any Diocesan or National developments are discussed.

During 2022, 13 people undertook safeguarding training at either Basic Level or Level 1. Jim, Dave, Sheila, Rita and Jonathan have all completed their Safeguarding Leadership Course. 11 people completed the Domestic Abuse training.

All PCC members have Enhanced DBS clearances.

## **Serious Incident Reporting**

Charities are required to report to the Charity Commission any serious incidents, both safeguarding and non-safeguarding.

The PCC agreed to delegate authority to the Diocesan Secretary to submit safeguarding Serious Incident Reports to the Charity Commission and to the PCC Secretary to submit non-safeguarding Serious Incident Reports.

## **Employees**

During 2022, Christ Church employed three members of staff, Sue Shrubbs, Church Administrator, Clair Tighe, Cleaner and Jamie Roddy as Families & Children's Pastor.

Sue is often the first point of contact and she ensures the smooth running of the Church, assists the clergy and co-ordinates all aspects of church administration, whilst Clair ensures the Annexe and the Hall are clean and tidy for our hirers and hoovers the church. Jamie's role is to oversee all activities relating to children & youth and to build relationships with the school and the families attending any of the events we put on.

## **Major Risks**

The Trustees consider that major risks have been identified. Those which are not covered by insurance through EIG plc are namely Health & Safety and Child Protection. These topics are reviewed regularly by the PCC.

# **Our Vision**

## **“Faith Building, Bridge Building, Life Building”**

The above “strap line” summarises the vision statement adopted by Christ Church in 2011. These three features are intended to focus all that we do as a Church.

### **“Faith Building”**

***We believe that the Bible reveals God’s will by His Spirit and we seek to enable people to understand its true meaning and apply it to their lives as true disciples of Christ. We seek also to create a worship environment in which the reality of God is experienced.***

As a CPAS patronage Parish our tradition is evangelical. We place a high value on biblical preaching, mission and worship. We stand firmly on the authority of the Bible as the revealed Word of God and believe that the Bible speaks to each new generation afresh and the Holy Spirit is at work in our world today.

### **Services**

There is a morning service every week. The morning services include a monthly All Age Service which sees children and adults remain together with something for everyone and the emphasis on sharing the gospel through fun. Other morning services include Holy Communion and Morning Prayer. There is an evening services once a month for Prayer and Praise which is a reflective type service. Throughout 2022 our communion services continued with the celebrant dipping the wafer into the wine. We have not yet resumed the practice of sharing the communal cup.

However further communion services were introduced – after the main service on the 4th Sunday and before Prayer & Praise on the 2nd Sunday in the evening.

Family Church on Sunday afternoons proved very popular and became a monthly event during the year. These services appeal to both regular church families and also other families in the community who don't always attend the usual Sunday services. There was a special Family Church Jubilee Tea Party to celebrate the Queen's Platinum Jubilee in May.

On average 68 adults attended Sunday morning services each week and 18 children. This figure is the average and attendances have been rising steadily throughout the year as more people gradually started to return to church and new families started to attend. Live streaming still takes place for all Sunday morning services.

During 2022, 22 adults started attending the church and 14 left, 24 children started attending while 6 left. There are 245 people attached to the church with the age break-down as follows:

Between 0 - 10 years	=	50
Between 11-17 years	=	34
Between 18 - 69 years	=	101
70+ years	=	60

About 8 included in these numbers are people who watch the services from home and no longer physically attend church.

### **Special Services**

During 2022, 2 Baptisms took place in church, one for an infant and one for a child between 1-4 years. There were no weddings nor any services of Prayer & Dedication after a civil marriage, but there was a Thanksgiving Service for Marriage held. 2 funerals were held in church and the clergy conducted 4 funerals at the Crematorium.

### **Seasonal Services**

#### **Christmas**

Leaflets were distributed to the community detailing the Christmas services.

In addition to the standard weekly services, there were special Christmas services including a Nativity Service, a Christingle



Service and Carols by Candlelight. There was a Christmas Eve Communion and an All-age Christmas Day communion service. A total number of 527 people attended these special services and 103 people attended the Christmas Eve/Christmas Day services.

### **Easter**

A reflective Ash Wednesday service was held with a special focus on the invasion of Ukraine and a service on Maundy Thursday in the evening. Two services were held on Good Friday – an All Age service plus a more meditative service of an Hour at the Cross, in addition to the usual service on Easter Sunday. 100 people attended Easter services. The Church was decorated with lilies over the Easter period which had mainly been donated by members of the congregation in memory of a loved one.

### **Lent Course**

A Lent Course comprising 3 sessions was held during Life Group Meetings based on a series by Andy Stanley - A Whole World Still in His Hands.

### **Alpha**

An Alpha course was run in May consisting of 6 sessions to explore the basics of the Christian faith

### **Others**

An all age Harvest Festival was held in church with the produce being donated to the Community Larder and Nourish. This was also our annual Mission Gift Day.

A Mothering Sunday was held and posies of daffodils distributed to the ladies in the congregation. This service was attended by local Beaver, Cub and Scout groups who paraded their flags in and out of church. In November a Remembrance Sunday service was held.

The Church was opened after the death of Queen Elizabeth II in September, to give people time to pray, reflect, give thanks and mourn together and a book of condolence was opened. A service was held dedicated to Queen Elizabeth II.

## **Clergy/Lay Ministers**

Dave Bubb, Curate, continues to support the Rector, Rev Nick Cornell in the running of the Parish and also spends one week a month assisting St Lawrence and St Peter.

Rev Jim Stevens (retired) is licensed as Clergy PTO for the Parish and continues to assist with services at Christ Church and during the year also assisted at St Mary's, Sundridge whilst the Minister there was unwell.

Sheila Syms is a Licensed Lay Minister and also regularly assists in services. Colin Clarkson, Michael Wightwick and Jim Walker are also Readers Emeritus at Christ Church.

Geoff Baker was an Evangelist attached to our Parish for over 20 years, but reluctantly decided in 2022 not to renew his licence and stepped down from this role. We held a thank you and special celebration of Geoff to say thank you for his many years of service at a morning service in February.

## **Mission**

Christ Church has 5 main missions which it supports both financially and through prayer – Education for Life in Kenya, Sovereign World Trust, Mission Aviation Fellowship (MAF), Crossteach and Church Pastoral Aid Society (CPAS). A number of smaller charities are also supported throughout the year on an ad-hoc basis.

A Mission Gift day was held in October which raised £2020 for our 5 mission partners – Education for Life £372, MAF £498, Sovereign World Trust £375, Crossteach £395 and CPAS £380.

Every Christmas we make a collection for Education for Life for a specific need at that particular time. In 2022 the money was raised to provide the children at the school with pens, pencils and exercise books. £646 was raised for this purpose.

We also participated in Operation Christmas Child, operated by Samaritan's Purse, whereby shoe-boxes filled with presents are sent to children worldwide. The trend is now that these boxes

are donated online but there are still a large number collected in church.

Gifts were also collected in Church to be given to Colebrook Road Hostel for their resident's Christmas Stockings. Colebrook Road Hostel provides accommodation for single homeless people.

We were blessed with a visit from Sam and Abby Beguma and their 2 children, Rachel & Rebecca from MAF in June. They spoke to us about life in Uganda and the work of MAF and joined the congregation for a bring and share lunch.

Cross Teach held a supporters evening at church to thank us for all the support they have received which was well attended.

### **Community Larder**

The Community Larder started in November 2020 as a 6 week project is still required in the community with the need and number of users constantly rising. The Café after the Larder still continues to thrive. The Larder received a grant of £750 from Tunbridge Wells Borough Council to support the work of the larder. Many volunteers help at this event either by manning the tables on a Thursday, providing refreshments in the café, or being involved in one of the many pick-ups from supermarkets that are necessary to provide this service to the community.

### **Life Groups**

Our Life Group programme re-commenced in January and two new groups were established, making the total number of groups 5. They are held every fortnight during the day or in the evening to enable people to worship and pray together, explore their faith, ask questions to gain a greater understanding of both the Bible and Christianity and form a closer relationship with God and each other.

During Life Groups we had sessions on 4 of the Parables, the Lent Course and the books of 1 Peter and Jonah.

### **Electoral Roll**

At the end of the year there were 122 members on the Electoral Roll. The Electoral Roll Secretary (Lesley Clare) reports

the number on the Roll at the time of the APCM (which was 118) and it is this number, given to the Diocese, which is used to calculate the number of representatives we have on Deanery Synod. Electoral Roll additions, deletions and rolling totals are reported at each PCC meeting.

### **Ecumenical Life**

We have strong links to the ecumenical aspect to church life within the borough of Tunbridge Wells. We are a member of Churches for Tunbridge Wells, support the Annual Week of Prayer for Tunbridge Wells and we are a member of the Evangelical Alliance.

Jim Stevens is a Street Pastor in the Tunbridge Wells Street Pastor Scheme run through Holy Trinity with Christ Church, Tunbridge Wells and Judy Stevens is part of the Prayer Pastor team.

The Group Ministry within Southborough called ACTS (Anglican Churches Together in Southborough) comprising ourselves, St Thomas, St Lawrence & St Peter continued to be involved in community events. At Easter the group gave away hot-cross buns outside the Civic Centre. In December the ACTS ran a chill-out zone during the Southborough Christmas Festival which provided refreshments and cakes. Also in December the ACTS group held an outdoor carol service in the Town Square and afterwards sang carols.

We have 2 lay representatives on the Committee of this Group in addition to the clergy although during the year it was only the clergy who met.

Bishop Jonathan had a service of Welcome and Inauguration in September at Rochester Cathedral.

In April we were visited by Pastor Amos from Rwanda. He has links with Grassroots Rwanda, a charity where both Jim and Judy Stevens are Trustees, and he was interviewed about his life and work during a Sunday service.

A course around the Living in Love & Faith initiative was held at Bennett Memorial Diocesan School for the Tunbridge Wells Deanery to reflect together about questions of identity,

sexuality, relationships and marriage. This was attended by a number of people from Christ Church.

## **“Bridge Building”**

***We seek to ensure that the church is a visible and valuable presence in the community by welcoming and serving as many people as we can.***

### **Prayer**

Prayer remains a fundamental role in the ministry of the Parish and is at the centre of all we do. Regular monthly Women and Men’s prayer are held throughout the year. Staff prayers are held on every Monday.

In May, we supported the nationwide initiative “Thy Kingdom Come” and in 2022 this was done through pledging to 24 hours of prayer and also holding a prayer breakfast on Ascension Day.

The monthly prayer and praise evening service continued and prayer before the morning services was re-introduced in May. The small prayer groups continued to meet through the year and Sue continued to produce the monthly prayer diaries.

Prayers via Zoom were introduced for Children & Youth Work and a quarterly prayer meeting to pray for Children & Families and events was introduced in September.

At the Ash Wednesday service, special prayers were said for Ukraine at the beginning of the war.

### **School Governors**

We continue to maintain good relations and a strong presence with our local school – Southborough CE Primary School. During 2022, we had 2 Foundation Governors – Helen Burns and Rebecca Large. In addition Rev Nick Cornell is an ex-officio Governor. Lin Hutchinson from St Peter’s is also a Foundation Governor and it was agreed that she would serve another term of office. Regrettably Helen Burns stood down from this role in December as she has moved away from Tunbridge Wells and there is currently a vacancy.

The clergy provided videos for regular assemblies at the school (collective worship) until May when they again took Collective Worship in person.

In discussions with the school, it has been agreed to trial new style services from September and throughout the school year and a Year 2 service was held in Church for the whole of that year group and their parents.

A Year 6 leaving party was held in the Church Hall.

### **Friday Lunch Club**

This club had started up again in December 2021 with members of the congregation (Rita Morland & Judy Stevens) providing the catering from the church kitchen. This activity is aimed at the elderly in the Parish. The lunches exist for fellowship for the elderly but also to minister to those in their latter years as many attendees are not members of the Sunday congregation. Volunteers provide transport to allow people to attend.

### **Tea and Toys**

A term-time toddler group for parents and carers to bring their pre-school children to play in a friendly and safe environment. This provides fun activities with lots of toys and opportunities to sing songs and listen to stories.

These sessions have continued to be very popular and growing throughout the year to the extent that by December the event was at full capacity and a booking system is being introduced. A Christmas party was held in December.

## **Youth & Children**

### **Children & Families Pastor**

Jamie Roddy, who started his full-time position with us in September 2021 was commissioned as Children & Families Pastor in July at Rochester Cathedral.

During 2022 he attended a Growing Young Disciples Conference for Youth Workers run by based on the theme of "How to instil a sacrificial Christ centred model to our Young People."

## **Youth Activities**

The Acts 29 Youth Life Group run by Angie Wright, Pole Voisey and Wenonah Bubb continued to meet on a weekly basis in the evening and during the services on Sunday mornings (Pathfinders group). Acts 29 followed the Youth Alpha course.

A Youth Weekend Away was held in July at West Watch attended by 8 Young people plus leaders.

Jamie maintains links with Unite (Tunbridge Wells Youth for Christ) and has taken young people to Unite services and a Unite music event.

A Light Party was held on 31st October run jointly with New Life church to celebrate Jesus the Light of the World. This was aimed at primary age children and over 80 attended the event.

The Youth also visited the local cinema to see the film Chosen.

A number of our youth were involved in the Noise which was based at Tunbridge Wells Christian Fellowship and The Youth Centre.

## **Sunday School/JAM/Family Events**

JAM (Jesus and Me) continues to grow in numbers. All children of primary age meet together in the Annexe. JAM and Pathfinders meet on all Sundays with the exception of the first Sunday of the month which is an All-Age service. In July an under 5's group was also created so that activities could be more age related.

During the August School holidays, children attending services were provided with "Sunday School in a Bag" which included activities to do during the service.

JAM and ACTS 29 both had mid-week Christmas Parties

In November a new group was initiated – Toddler Praise – designed to be next step after attending Tea & Toys and attendance has been very promising.

A family Film afternoon was held in August and again in December with popcorn – both these events were well attended.

## **“Life Building”**

***We believe that we are created to have a relationship with Jesus Christ by His Spirit. We seek therefore to give opportunities for people to discover for themselves the relevance of Jesus in their lives and to demonstrate this through our communal life and care for one another.***

### **Community Events**

During 2022 we managed to rebuild a number of community events. Some of these events are focussed on outreach whilst others are to strengthen the community of the church.

**Coffee** – tea & coffee is served every week after church on Sundays.

**Coffee & Chat** - a small group of predominately women meet every week for a time to enjoy fellowship and chat, coffee and biscuits! This group also support Grassroots Rwanda.

**Men’s Curry Nights** – these continued on a monthly basis and was opened up to women as well for the December meal which had over 30 people attending.

**Christmas Fair** – the annual Christmas Fair returned and was held in November. This has always been an event for the community and although hadn’t been run for 2 years had large community support. The event raised over £2,000. Tony Denyer had brought together a group of male singers from Christ Church and other local churches and they sang during the Christmas Fair which was very well received.

**Women’s Weekend Away** – this was held in March at West Watch when 18 women spent the weekend together for fellowship, friendship and reflection.

### **Other Events**

A Harvest Supper and Quiz was held in October



There was a Ladies Advent Breakfast in December with an outside speaker and this was attended by over 25 ladies.

Len & Rita Morland provided a Christmas lunch in the Church Hall which was open to members of the congregation and the wider community.

Both Sue Shrubb and Jamie Roddy were involved in running Christian camps over the summer holidays.

The brownie pack continued to meet on a weekly basis.

### **Pastoral Care**

Where people have not been able to attend church due to sickness, members of the clergy have visited them to celebrate communion or to pray with them. Many lifts have been provided by members of the congregation to hospital appointments and other medical appointments.

### **Bereavements**

Unfortunately during 2022 we had to say goodbye to a very long-term member of our congregation who over the years had acted as Churchwarden and Church Treasurer – Eric Bowen. His funeral service was held in Church and he is greatly missed by all.

Towards the end of the year we also lost another member of our congregation – Carol-Grace Buckman

There were two members of the lunch club who we also lost during the year – Janet Lott and George Smith.

### **Communications**

The Christ Church Facebook page continues which now has 68 members. The Christ Church, Southborough YouTube Channel also has 128 subscribers. Our Sunday morning services continue to be live-streamed.

We continue to have a weekly notice sheet in addition to notices given out during services and Sue Shrubb regularly

sends round by email anything of interest to the congregation. In addition all information is provided on the web-site.

## **Buildings**

Both the Hall and the Annexe are normally hired out for community use with the new Annexe proving to be particularly popular in the community. Lettings started the year slowly but increased throughout the year and were a very welcome addition to our income.

An offer had been made at the end of 2021 for a 2 bed-roomed flat in Tonbridge, 38 Azure Court and this purchase was completed in January 2022. Both properties were let during the year and helped to fund the employment of our Children & Youth Pastor. Both 38 Azure Court and 32B London Road are managed through Estate Agents Wood & Pilcher.

The Re-ordering Committee have finalised the requirements for the re-ordering project and made recommendations to the PCC for preferred suppliers. Following a meeting with the new Archdeacon – Sharon Copestake - have started to speak to suppliers about specific needs and quotes. The plan is that we will be able to apply for a faculty to carry out improvements in the lighting and AV systems during 2023.

The following upgrades were made or purchased:

- Church Boilers were repaired
- Paid the Council to paint white lines across the Rectory and Church drive ways to assist with access at busy times
- Installed wooden strip on 2nd stair on chancel to improve visibility and security for people moving up and down from the chancel
- New locks placed on cupboard door in Hall
- Further outside lights were purchased following a donation which will extend further the lighting of the Church at Christmas
- A new camera was purchased and installed professionally by mounting behind sound desk which meant we were able to remove existing cameras from the front of church reducing the clutter and making it look much neater
- Beading was put up in the Hall to repair some holes which were causing draughts

- The Fire extinguishers were checked and a couple replaced
- A new substantial ladder was purchased in light of changes to health & safety policy around working at height
- Flat-bed trolley to assist transfer of larger goods

In addition:

- There have been a couple of working parties to have general clear-ups both inside and outside of church
- A morning for leaf clearing and gutter clearance was arranged by the Churchwardens

## **Voluntary Helpers**

The PCC wishes to extend their enormous thanks to all people who have helped in the smooth working of the church and although there are too many voluntary workers across the Parish to mention everyone, it is these people who are the backbone of Parish life. These include children and youth workers, flower arrangers, cleaners, our gardener, the music group, life group leaders, providers of tea/coffee, event organisers, sides people/welcomers, people who carry out any pastoral care, people on the prayer teams, those on the reading and prayer rota, plus many others.

It has been another difficult year for volunteers and also for the clergy and we are extremely grateful for everybody's time/skills/efforts during 2022.

## **Stewardship/Financial Review**

A big thank you to the congregation for their generosity and faithful giving to the work of Christ Church over the last year particularly in light of the financial challenges we continue to face.

Your giving has allowed us to continue to support our Mission partners as well as our own outreach groups within Christ Church. We have also been able to continue the Community Larder which helps so many local families.

During the year Alan Peggs stood down from the role of Planned Giving Officer. Alan had undertaken this role with care and

dedication for a number of years and for this the PCC are very grateful and thank Alan for his service.

Carla Pearce also stood down as Church Treasurer and Lesley Clare took up this role in September. Carla had been the Treasurer since the current Parish was formed and we thank her for setting up the new processes and procedures.

In July we introduced the Parish Giving Scheme whereby an external company deals with the regular direct debits and associated gift aid making our administration much smoother.

Our general operational income for 2022 (excluding restricted funds) was £134,251 and our expenses were £147,469 meaning that we made a loss of £13,218 which was covered by our reserves. We believe that this is another good achievement due to the prevailing conditions and cost of living pressures during the year. We were again blessed by some large one-off donations which was very generous.

Our reserves remain healthy and we have sufficient reserves for 3 to 6 months of expenses. Our reserves policy states that "it would be wise, in case of unforeseen expense or temporary reduction of income, to maintain reserves of unrestricted net current assets, insofar as these are within the PCC's control, at a level of between three and six months "normal" expenditure, ie, excluding items of large special or project expenditure."

In addition our Restricted Building Project Fund now stands at £41,751. (This is money which has been stipulated can only be used for building projects).

A copy of our independently reviewed accounts for 2022 is available on our website.

The Trustees Report and Financial Accounts adopted by the PCC on 17th April 2023 and approved at the APCM on 14th May 2023.

Signed on behalf of the PCC:

Rev Nick Cornell .....

Date .....

**The Parochial Church Council  
of the Ecclesiastical Parish  
of Christ Church, Southborough**

**Charity no 1184093**

**Annual Report and Financial Statements**

**Year ended 31st December 2022**

**CHRIST CHURCH, SOUGHBOROUGH PAROCHIAL CHURCH COUNCIL**

**YEAR ENDED 31ST DECEMBER 2022**

**STATEMENT OF FINANCIAL ACTIVITIES**

	<b>Notes</b>	<b>Unrestricted Funds Year to 31.12.22 £</b>	<b>Restricted Funds Year to 31.12.22 £</b>	<b>Total Funds Year to 31.12.22 £</b>	<b>Unrestricted Funds Year to 31.12.21 £</b>	<b>Restricted Funds Year to 31.12.21 £</b>	<b>Total Funds Year to 31.12.21 £</b>
<b>INCOMING RESOURCES</b>							
Donations and legacies	2(a)	87,079	1,976	89,055	89,269	2,220	91,489
Income from charitable activities	2(b)	26,384	-	26,384	4,442	6,659	11,101
Investment income	2(c)	20,788	6,828	27,616	243	77	320
<b>TOTAL INCOMING RESOURCES</b>		<b>134,251</b>	<b>8,804</b>	<b>143,055</b>	<b>93,954</b>	<b>8,956</b>	<b>102,910</b>
<b>RESOURCES USED</b>							
Charitable activities	3	147,469	6,087	153,556	109,561	2,057	111,618
<b>TOTAL RESOURCES USED</b>		<b>147,469</b>	<b>6,087</b>	<b>153,556</b>	<b>109,561</b>	<b>2,057</b>	<b>111,618</b>
<b>NET INCOMING/(OUTGOING) RESOURCES</b>		<b>(13,218)</b>	<b>2,717</b>	<b>(10,501)</b>	<b>(15,907)</b>	<b>6,899</b>	<b>8,708</b>
<b>Transfers between funds</b>			-	-		-	-
<b>Net movement in funds</b>		<b>(13,218)</b>	<b>2,717</b>	<b>(10,501)</b>	<b>(15,607)</b>	<b>6,899</b>	<b>8,708</b>
<b>Balances at 1.1.22</b>		<b>888,245</b>	<b>56,341</b>	<b>944,586</b>	<b>903,852</b>	<b>49,442</b>	<b>953,294</b>
<b>Balances at 31.12.22</b>	10	<b>875,027</b>	<b>59,058</b>	<b>934,085</b>	<b>888,245</b>	<b>56,341</b>	<b>944,586</b>

**CHRIST CHURCH, SOUTHBOROUGH PAROCHIAL CHURCH COUNCIL**

**BALANCE SHEET AS AT 31ST DECEMBER 2022**

		<b>£</b>	<b>31.12.22</b>	<b>£</b>	<b>31.12.21</b>	<b>£</b>
		<b>Unrestricted</b>	<b>Restricted</b>	<b>Total</b>	<b>Unrestricted</b>	<b>Restricted</b>
		<b>Funds</b>	<b>Funds</b>	<b>Funds</b>	<b>Funds</b>	<b>Total</b>
						<b>Funds</b>
<b>FIXED ASSETS</b>	<b>Notes</b>					
Tangible fixed assets	6	671,400	-	671,400	371,400	-
						371,400
<b>CURRENT ASSETS</b>						
Debtors	7	1,573	-	1,573	35,575	35,575
Bank	8	227,997	65,393	293,390	499,240	60,746
		229,570	65,393	294,963	534,815	60,746
						595,561
<b>CREDITORS:</b>						
Due within one year	9	25,943	6,335	32,278	17,970	4,405
						22,375
<b>NET CURRENT ASSETS</b>		203,627	59,058	262,685	516,845	56,341
						573,186
<b>CREDITORS:</b>						
Due after more than one year		-	-	-	-	-
<b>NET ASSETS</b>		875,027	59,058	934,085	888,245	56,341
						944,586
Represented by:						
<b>FUNDS</b>						
General funds		875,027	59,058	934,085	888,245	56,341
<b>Total</b>	10	875,027	59,058	934,085	888,245	56,341
						944,586

Approved by the Parochial Church Council on 17th April 2023 and signed on its behalf by:

Chair of Trustees  
Rev Nick Cornell



**CHRIST CHURCH, SOUTHBOROUGH PAROCHIAL CHURCH COUNCIL**

**YEAR ENDED 31ST DECEMBER 2022**

**NOTES TO THE FINANCIAL STATEMENTS**

**1. ACCOUNTING POLICIES**

The PCC is a public benefit entity within the meaning of FRS102. The financial statements have been prepared in accordance with the Church Accounting Regulations 2006 governing the individual accounts of PCCs together with applicable accounting standards and the Statement of Recommended Practice 2016 as the applicable standard to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (SORP(FRS102)).

**ASSETS**

**Consecrated and benefice property**

In so far as consecrated and benefice property of any kind (i.e. the church and vicarage) is excluded from the statutory definition of 'charity' by Section 10(2) (a) and (c) of the Charities Act 2011 such assets are not classified in the financial statements.

**Moveable church furnishings**

These are capitalised at cost and depreciated over their useful economic life other than where insufficient cost information is available. In this case the item is not capitalised, but all items are included within the Church inventory.

**Tangible fixed assets for use by the charity (functional fixed assets)**

Larger items are capitalised and written off over their useful lives. Smaller items are written off as incurred.

Any expenditure on maintenance or improvements on fixed assets is written off as incurred.

**Short term deposits**

These are the cash held on deposit with the Diocese.

**FUNDS**

**Unrestricted Funds**

These represent the income funds of the PCC that are available for spending on the general purposes of the PCC.

**Restricted Funds**

These are income funds that must be spent on restricted purposes and details of the funds held and restrictions provided are shown in the notes to the accounts.

**Endowment Funds**

These are restricted funds that must be retained as trust capital either permanently or subject to a discretionary power to spend capital as income, and where the use of income or other benefit derived from the capital may be restricted or unrestricted.

**INCOMING RESOURCES**

The financial statements include all transactions, assets and liabilities for which the PCC is responsible in law. They do not include the accounts of church groups that owe their main affiliation to another body nor those that are informal gatherings of church members.

**Voluntary income and capital sources**

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

Planned giving under covenants or gift aid donations is recognised when received.

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

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

Funds raised by church events and activities are accounted for gross, i.e. before any associated expenses.

**Other ordinary income**

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

Parochial fees due to the PCC for weddings, funerals etc. are accounted for when the event occurs.

**Income from investments**

Interest is accounted for when received.

**RESOURCES USED**

**Grants**

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

**Activities directly related to the work of the Church**

The Diocesan Parish Offer in respect of clergy and diocesan costs are accounted for when paid.

Any additional amounts agreed by the PCC but not paid across as at 31st December are shown as creditors in the balance sheet.

**DEBTORS**

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

**Diocesan Church Repair Fund - Quinquennial Funds**

The Diocesan Church Repair Fund consists of funds designated by the PCC for future repairs.

A contribution rate into the fund is agreed to pay for these repairs. The repairs specified in the survey report are funded by the Diocesan Church Repair Fund. Where insufficient funds are available, a loan (currently interest free) may be obtained from the diocese which is repayable over five years.

**Pensions**

PCC contributes to a pension scheme for its lay staff. Contributions are accounted for as they are paid. Contributions paid in the year were £ 675 (2021: £ 217).

CHRIST CHURCH, SOUTHBOROUGH PAROCHIAL CHURCH COUNCIL

YEAR ENDED 31ST DECEMBER 2022

NOTES TO THE FINANCIAL STATEMENTS

2. INCOMING RESOURCES

	Unrestricted Funds Year to 31.12.22 £	Restricted Funds Year to 31.12.22 £	Total Funds Year to 31.12.22 £	Unrestricted Funds Year to 31.12.21 £	Restricted Funds Year to 31.12.21 £	Total Funds Year to 31.12.21 £
<b>2(a) Donations and legacies</b>						
Donations	70,726	1,976	72,702	71,208	2,220	73,428
Income tax recoverable	16,353	-	16,353	18,061	-	18,061
Legacies	0	-	0	0	-	0
	<b>87,079</b>	<b>1,976</b>	<b>89,055</b>	<b>89,269</b>	<b>2,220</b>	<b>91,489</b>
<b>2(b) Income from charitable activities</b>						
Church activities	26,384	0	26,384 0	4,442	6,659	11,101
	<b>26,384</b>	<b>0</b>	<b>26,384</b>	<b>4,442</b>	<b>6,659</b>	<b>11,101</b>
<b>2(c) Investment income</b>						
Property Rental Income	18,771	6,629	25,400	0	0	0
Interest	2,017	199	2,216	243	77	320
	<b>20,788</b>	<b>6,828</b>	<b>27,616</b>	<b>243</b>	<b>77</b>	<b>320</b>
<b>TOTAL INCOMING RESOURCES</b>	<b>134,251</b>	<b>8,804</b>	<b>143,055</b>	<b>93,954</b>	<b>8,956</b>	<b>102,910</b>

**CHRIST CHURCH, SOUTHBOROUGH PAROCHIAL CHURCH COUNCIL**

**YEAR ENDED 31ST DECEMBER 2022**

**NOTES TO THE FINANCIAL STATEMENTS**

<b>3. RESOURCES USED</b>	<b>Unrestricted Funds</b>	<b>Restricted Funds</b>	<b>Total Funds</b>	<b>Unrestricted Funds</b>	<b>Restricted Funds</b>	<b>Total Funds</b>
<b>Charitable activities</b>	<b>31.12.22</b>	<b>31.12.22</b>	<b>31.12.22</b>	<b>31.12.21</b>	<b>31.12.21</b>	<b>31.12.21</b>
	<b>£</b>	<b>£</b>	<b>£</b>	<b>£</b>	<b>£</b>	<b>£</b>
Staff costs	32,937		32,937	16,882		16,882
Utilities	8,823		8,823	8,246		6,998
Insurance	2,304		2,304	2,394		2,394
Parish share	67,452		67,452	62,468		62,468
Repairs & renewals	4,105	6,013	10,118	3,094	2,028	5,122
Church costs	7,000	-	7,000	7,296		8,544
Church activities	13,133	74	13,207	2,584	29	2,613
Property costs	4,485		4,485	6,092		6,092
Independent examination	525		525	505		505
Mission giving	6,705		6,705	-	-	-
<b>TOTAL RESOURCES USED</b>	<b>147,469</b>	<b>6,087</b>	<b>153,556</b>	<b>109,561</b>	<b>2,057</b>	<b>111,618</b>

**4. GRANTS - Missionary and charitable giving**

	<b>2022 Unrestricted</b>	<b>2022 Restricted</b>	<b>2022 Total</b>
	<b>£</b>	<b>£</b>	<b>£</b>
Paid to organisations	6,705		6,705
	6,705	-	6,705
Acting as Agent			2,817

**5. STAFF COSTS AND PAYMENTS TO MEMBERS OF THE PAROCHIAL CHURCH COUNCIL AND RELATED PARTIES**

**Staff costs (excluding clergy)**

	<b>2022</b>	<b>2021</b>
Wages and salaries	32,262	13,999
Employers NI	0	0
Employers pension contributions	675	217
	<u>32,937</u>	<u>14,216</u>

No employees earn more than £60,000.

	<b>2022</b>	<b>2021</b>
Administrator	1.00	1.00
Youth worker	1.00	1.00
Total	<u>2.00</u>	<u>2.00</u>

**Payments to members of the Parochial Church Council and related parties**

There was no trustee remuneration in the year and no trustee expenses paid relating to trustee services.

**6. FIXED ASSETS**

	<b>Land and Buildings</b>	<b>Total</b>
	<b>£</b>	<b>£</b>
<b>Cost</b>		
Brought forward	371,400	371,400
Additions	300,000	300,000
Carried forward	<u>671,400</u>	<u>671,400</u>
<b>Depreciation</b>		
Brought forward	-	0
In year	-	0
Carried forward	<u>0</u>	<u>0</u>
Net Book Value	<u>671,400</u>	<u>671,400</u>

Property cost £36,400 (70% ownership) was donated by the previous charity at cost. No depreciation is provided as the current value is greater than cost.

**CHRIST CHURCH, SOUTHBOROUGH PAROCHIAL CHURCH COUNCIL**

**YEAR ENDED 31ST DECEMBER 2022**

**NOTES TO THE FINANCIAL STATEMENTS**

<b>7. DEBTORS</b>	<b>Unrestricted Funds</b>	<b>Restricted Funds</b>	<b>Endowment Funds</b>	<b>2022 £</b>	<b>2021 £</b>
Prepayments	315	-	-	315	0
Other debtors	1,258	-	-	1,258	35,575
	<u>1,573</u>	<u>-</u>	<u>-</u>	<u>1,573</u>	<u>35,575</u>

**8. CASH AT BANK AND IN HAND**

**Bank accounts**

	<b>2022 £</b>	<b>2021 £</b>
DBF Building Fund	27,552	27,390
DBF Church Repair Fund	19,789	17,594
DBF General Account	7,719	7,674
DBF Tithing Account	13,768	13,687
Lloyds Current Account	12,242	282,848
Lloyds Savings Account	78,093	78,053
Affirmative Deposit Account	126,517	125,068
DBF 54 HPR	7,710	7,672
	<u>293,390</u>	<u>559,986</u>

Of the total, £227,997 is for unrestricted purposes, and £ 65,393 for restricted purposes

**9. CREDITORS DUE WITHIN ONE YEAR**

	<b>2022 £</b>	<b>2021 £</b>
Creditors and accruals	18,106	9,572
Tithe	8,974	7,943
Other creditors	5,198	4,860
	<u>32,278</u>	<u>22,375</u>

Of the total, £25,943 is for unrestricted purposes, and £6,335 for restricted purposes.

**10. ANALYSIS OF NET ASSETS BY FUND**

	<b>Unrestricted Funds £</b>	<b>Restricted Funds £</b>	<b>Total Funds £</b>
Fixed assets	671,400	-	671,400
Current assets	229,570	65,393	294,963
Current liabilities	(25,943)	(6,335)	(32,278)
Fund Balance	<u>875,027</u>	<u>59,058</u>	<u>934,085</u>

**11. RESTRICTED FUNDS**

	<b>Balance 1.1.22 £</b>	<b>Movement in Funds Incoming £</b>	<b>Outgoing £</b>	<b>Balance 31.12.22 £</b>
Friday lunch club Christmas Fund	553	538	(74)	1,017
Lighting fund	-	118	-	118
Screens	1,530	-	-	1,530
Building Project Fund	43,967	1,482	(3,816)	41,633
54 HPR	10,291	6,666	(2,197)	14,760
				-
<b>TOTAL RESTRICTED FUNDS</b>	<u>56,341</u>	<u>8,804</u>	<u>(6,087)</u>	<u>59,058</u>

The restricted funds comprise gifts given for specific purposes and the fund names describe that purpose.

**REPORT OF THE INDEPENDENT EXAMINER TO THE TRUSTEES OF  
CHRIST CHURCH, SOUTHBOROUGH PAROCHIAL CHURCH COUNCIL**

I report to the trustees on my examination of the accounts of  
Parochial Church Council for the year ended 31st December 2022.

**Responsibilities and basis of report**

The church's trustees are responsible for the preparation of the accounts.  
The church's trustees consider that an audit is not required for this year under section 144 (2) of the Charities Act 2011 (the 2011 Act) and that an independent examination is needed.

It is my responsibility to:

- Examine the accounts under section 145 of the 2011 Act;
- To follow the procedures laid down in the General Directions given by the Charity Commissioners (under section 145 (5)(b) of the 2011 Act; and
- To state whether particular matters have come to my attention.

**Basis of Independent Examiner's report**

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.

**Independent examiner's statement**

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

1. accounting records were not kept in respect of the charity as required by section 130 of the Act; or
2. the accounts do not accord with those records; or
3. the accounts do 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 Stephens FCCA  
Chartered Certified Accountant  
13 Newlands Road  
Tunbridge Wells  
Kent  
TN9 4AS

**REPORT OF THE INDEPENDENT EXAMINER TO THE TRUSTEES OF  
CHRIST CHURCH, SOUTHBOROUGH PAROCHIAL CHURCH COUNCIL**

I report to the trustees on my examination of the accounts of  
Parochial Church Council for the year ended 31st December 2022.

**Responsibilities and basis of report**

The church's trustees are responsible for the preparation of the accounts.  
The church's trustees consider that an audit is not required for this year under section 144 (2) of  
the Charities Act 2011 (the 2011 Act) and that an independent examination is needed.

It is my responsibility to:

- Examine the accounts under section 145 of the 2011 Act;
- To follow the procedures laid down in the General Directions given by the Charity  
Commissioners (under section 145 (5)(b) of the 2011 Act; and
- To state whether particular matters have come to my attention.

**Basis of Independent Examiner's report**

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.

**Independent examiner's statement**

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

1. accounting records were not kept in respect of the charity as required by section  
130 of the Act; or
2. the accounts do not accord with those records; or
3. the accounts do 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.

*D. Stephens*

17 April 2023

David Stephens FCCA  
Chartered Certified Accountant  
13 Newlands Road  
Tunbridge Wells  
Kent  
TN9 4AS