

THE PAROCHIAL CHURCH COUNCIL OF THE ECCLESIASTICAL PARISH OF ST MATTHEW, HIGH BROOMS

England & Wales - Charity number 1185772

Details

Other names ST. MATTHEW'S CHURCH, HIGH BROOMS

Status Registered

Legal form Other

Registered 2019-10-11

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

Contact

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Activities

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

Activities: Religious activities

Classification

- **How:** Makes Grants To Organisations, Provides Buildings/facilities/open Space, Provides Services
- **What:** Religious Activities
- **Who:** Children/young People, Other Charities Or Voluntary Bodies, The General Public/mankind

Geography

- Kent

Finances

Period end	Income	Expenditure	Assets	Employees
2024-12-31	£204,937	£188,951	-	-
2023-12-31	£205,354	£173,142	-	-
2022-12-31	£267,823	£173,982	-	-
2021-12-31	£172,847	£177,486	-	-
2020-12-31	£172,000	£202,000	-	-

Trustees

Name	Role	Appointed
DAVID BRIAN KENNETH HOBDEN		2020-10-19
David Graham Gaylor Johnson		2019-06-03
David Paul Seedhouse		2025-05-04
Graham Douglas Church		2021-05-10
Hannah Louise Mwesigwa		2019-06-03
Ian Archibald Park Wilson		2019-06-03
Jane Elizabeth Richardson		2025-05-04
Julia Marie Church		2021-05-10
Kate Madeline Whitehead		2019-06-03
Kevin Barnes		2024-05-13
Kim Louise Shilling		2024-05-13
Mary Isobel Wilson		2019-06-03
Matthew John Taylor		2022-04-25

Accounts

TRUSTEES REPORT

The Parochial Church Council of The Ecclesiastical Parish Of St. Matthew, High Brooms

(Also known as St. Matthew's Church, High Brooms)

For the period January to December 2024

The mission statement of St. Matthew's Church is 'Igniting Passion for Jesus'.

Here at St. Matthew's Church, we welcome everyone who comes to worship at our church and who attends and makes use of the groups and community projects we run. There are many points of contact that people have with our church, as you will see from this report, and we are committed to welcoming and including everyone who wants to be part of the ministries we run.

The Parochial Church Council (PCC) and Leadership Team maintain an overview of worship, ministry and outreach throughout the parish and consider how our worship services and activities can involve the variety of people who live within our parish.

We are committed to furthering our mission of igniting passion for Jesus in the following ways:

- Worship and prayer - we hope to bring people to faith through our services;
- Reaching out to our community – through the community larder and hub, children's and youth groups and through maintaining and developing links with key community members;
- Supporting the work of mission agencies around the world.

To facilitate this work, it is important that we maintain the fabric of St. Matthew's Church and St. Matthew's Church Hall and that we continue to stay up to date with policies and procedures which keep everyone safe.

WHAT WE DO

St. Matthew's Church is led and guided by the PCC, and also by the Leadership Team, both of which meet regularly to plan and develop the ministry of the church and to make sure we are meeting all our responsibilities as a charity. We also have various forms of Ministry Groups that meet regularly to pray and plan for mission and ministry in the church, including youth ministry, children's ministry, women's ministry, fabric, finance, community larder, pastoral care, worship and mission.

Most of our ministries are run by volunteers and would not be able to happen without the time and energy that these many volunteers bring. We are immensely grateful to all our volunteers and church members and everything they give as we seek to be Jesus in our community of High Brooms. Every donation of time, ideas, money, food, and more is hugely appreciated

Mission & Vision

The overall mission of St. Matthew's Church is to "Ignite Passion for Jesus", both within the church as we grow in our love for Jesus, and in our community as we want to help other people discover Jesus for themselves.

The following values are also of particular importance to us – the Word, the Holy Spirit, worship, the cross, love, presence, welcome and teams.

In 2024 the PCC and Leadership Team had a lot of discussions on inclusion in St. Matthew's Church, and what it means for us to be an inclusive church. We have always had a heart for welcome, but these discussions about inclusion came out of the Church of England publishing their Prayers of Love and Faith.

The outcome of this thought and discussion was for us to add 'Welcome' as one of our values as a church, and also for us to join The Inclusive Church Network. We also updated some of the wording on our website to reflect this journey, including:

“We are an inclusive church – a church which celebrates and affirms every person and does not discriminate against people on grounds of disability, ethnicity, gender, gender identity, sexuality, learning disability, mental health, or neurodiversity.

We believe in a church which welcomes and serves all people in the name of Jesus Christ; which is scripturally faithful; which seeks to proclaim the Gospel afresh for each generation; and which, in the power of the Holy Spirit, allows all people to grasp how wide and long and high and deep is the love of Jesus Christ.”

Towards the end of 2024 we did a sermon series in our main services about our vision and values, so that the congregation is aware of the journey the leadership has been on and know who we are as a church.

1. Worship and prayer

Sunday services

Our main Sunday service in 2024 was our weekly 10am service. We also held 3 other monthly services on different weeks (8am communion, 5pm service, 7pm service). This worked well, as most Sundays in a month had two different services for people to choose from.

Our 10am service is family-oriented, with groups for our children and young people during the service. Communion is celebrated once a month in this service. This is still a hybrid service every week, with the decision being made to intentionally keep live-streaming this service indefinitely, as well as other key services like Christmas and Easter.

We have a family service on the first Sunday of each month at 10am, as well as on all the Sundays through the summer holidays, where everyone stays in church together for a more relaxed, informal and fun service.

The monthly 8am communion service is a small traditional service from the Book of Common Prayer. It is a said service with a short sermon.

The monthly 5pm service is also traditional, and enjoys hymns played on the organ, as well as more liturgy than our 10am service. Communion is celebrated alternate months in this service.

The monthly 7pm service is a relaxed, café-style service, with more space for worship and a short talk. This service also celebrates communion on alternate months.

Due to falling numbers through the year and the people needed to run this service not being so readily available, the decision was taken to stop the 7pm service at the end of 2024. All those who came to that service are now attending our other services or watching online.

The average weekly attendance for our different services in 2024 was as follows:

8am communion – 6 adults (-1 from 2023)

10am service – 63 adults and 21 children (+1 adults and same children as 2023)

5pm service – 11 adults (-1 from 2023)

7pm service – 12 adults (-2 from 2023)

We estimate that we had an average of about 25 people watching our 10am service live online each week (although it is difficult to be accurate in this), so we therefore had a combined weekly average of about 100 adults and 21 children across all our services, both in person and online.

Electoral Roll

At the end of December 2024, the number of names on the Electoral Roll of St. Matthew’s Church was 112, which includes 6 additions and 9 deletions during the year. The Electoral Roll was revised before the APCM in May 2024 and there were no changes for the rest of the year.

The number of people on the Electoral Roll 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.

Special services

Christmas and Easter are special times in the church calendar.

In 2024 we were encouraged to see many visitors from our community to our services over these periods.

At Easter 2024, we had a Tenebrae service on Maundy Thursday, and then family services on both Good Friday and Easter Sunday, with baptisms by immersion on Easter Sunday. The Archdeacon at the time, Sharon Copestake, came to all our Easter services and spoke on Easter Sunday, as well as being part of the baptisms.

We had about 270 people in church on Good Friday and Easter Sunday, with more watching online, which was a real encouragement.

All our Christmas services were also in church and streamed online, with about 600 people coming through the doors across the Christmas week and more watching online at the time and afterwards. It was lovely to welcome visitors to the carol service, Christingle service and Midnight Communion especially.

We also repeated our Reflective Christmas service this year, which was a quieter service for those who wanted something which wasn't aimed at children or late at night.

The other special day in the church calendar is Remembrance Sunday. St. Matthew's Church held a Remembrance Day service in the morning and a memorial service in the afternoon for those who have been bereaved. These services were well attended and appreciated.

Life Events

We love sharing in people's life events here at St. Matthew's Church – baptisms, weddings and funerals.

In 2024, seven people were baptised at St. Matthew's Church. Two were infant baptisms, and the other five were baptisms by immersion for adults and teenagers.

4 funerals were conducted by our clergy during 2024, all at the cemetery / crematorium.

There was one wedding at St. Matthew's Church during 2024 and we also read banns for 4 couples who live in our parish but were getting married elsewhere. We also held a renewal of vows service in the church in 2024, which was a very special service for the family involved.

Prayer meetings

Our monthly prayer meetings stopped towards the end of 2024, due to staff illness and low numbers. We would like to rethink gathering to pray as we move into 2025.

We also have a monthly mission prayer meeting, to hear updates and pray for our mission partners around the world.

Home Groups and Pods

There are 5 Home Groups at St. Matthew's Church, which meet weekly or fortnightly during the day or in the evening. These groups 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.

There are also numerous Pods, which are smaller prayer groups. These form out of existing friendships and connections and help people to further grow in their faith and deepen relationships with God and each other.

Revive Women's Ministry

Following a scaling back of our women's ministry in previous years, in 2024 we just ran one event solely for women. This was our Christmas Event, and it was a very successful and fun evening, bringing in women from the church and the community. For the first year since Covid, we went back to having different craft tables, and those who attended could make various crafts, with mulled wine and snacks on offer through the evening. There was a lot of positive feedback and a lovely atmosphere in the church on the night.

Pastoral Care

The pastoral care team at St. Matthew's Church has continued to work very hard through 2024 to ensure the holistic care of individuals in need. This includes hospital visits, home visits where people are ill, suffering or unable to leave their homes, provision of cooked meals, and generally being available to listen. One of the members of the pastoral care team does odd jobs for those who are unable to do them. The team meets regularly to update each other about those they visit and to make sure no-one in the church is being missed when they are in need of support.

Hubs

Hubs are small groups based around a shared hobby or interest. These mostly involve church members but are also great places for people to invite friends to.

Our current hubs continued throughout 2024 - knitting hub, sewing bee hub, table tennis, gardening hub and walking hub. The walking hub ran once a month from March to September and was very popular. Each walk included a stop at a café for a drink. The gardening hub was mostly on WhatsApp but met at least once in person during the year to share seeds and ideas.

Courses

In early 2024 we ran an Alpha Course at St. Matthew's Church. Alpha is a course for those who are curious about the Christian faith and gives the opportunity for questions and discussion. There is a video each week and time for talking about it, as well as food. Rev. Chris Wicks ran this course in his home with 4 participants.

We also had members of the congregation attending two Diocesan courses in 2024. Three people completed the Leading Worship course, which was a 6-week course designed for those who lead services. Then later in the year, five members of the church attended the Hearing God's Word course, which ran over 6 weeks and is a pre-requisite for the Speaking God's Word course for those who preach in church. We are very grateful to all those who have taken part in these courses to develop their skills and to gain recognition for what they do from the Diocese of Rochester.

Social Events

Giving opportunities for church members to meet socially and have time to get to know each other better is important to the growth and health of the church.

In 2024 we held a few social events – a couple of BBQs in the vicarage garden (one with one of our mission partner families), a bring and share Harvest lunch, and a quiz night. All of these events gave opportunities for friendships to grow.

Team Thank You Meetings

With most of our ministries at St. Matthew's Church being run by volunteers, it is important to us to find ways of saying thank you to them but also providing time for teams to get together and to review and plan for their groups.

In 2024 we held team meetings for the children's team, the youth team, the welcome team and the worship team. These meetings started with some food and time to chat, and then there was a time of planning and reviewing how the groups were going. These meetings were appreciated by the volunteers and were well attended.

Link Mission Partners

Our main mission links for 2024 were Sam and Abby Baguma with Mission Aviation Fellowship (MAF) in Uganda, Tearfund, Church Mission Society (CMS), The Sozo Foundation (Cape Town, South Africa) and Life & Soul locally in Tunbridge Wells.

The Baguma family visited in July and spoke in our morning service about MAF and their lives in Uganda. At Harvest money offerings were given to Tearfund and food offerings went to St Matt's Community Larder. Our quiz evening held in October also donated proceeds to St Matt's Community Larder.

Our Christmas Offerings were given to the work of MAF (flying children from South Sudan to a children's hospital in Kampala for life-saving brain surgery) and almost £4,000 was raised for this work including gift aid.

The charity Unlock was also supported in 2024 with a gift of money from our tithe and also with members of the congregation completing the Unlock walk and raising money through sponsorship.

Retired Clergy

We have one retired clergy member at St. Matthew's Church. Richard Arding is actively involved here and also spends time helping other churches in the area as requested. We thank him for all his involvement and support.

2. Youth and children

Reaching out to children and young people and helping them to feel like they belong to our church family is very important to us as a church.

All our youth and children's groups at St. Matthew's were run by our volunteers in 2024, with the exception of Berti from Tunbridge Wells Youth For Christ who we pay on a sessional basis to run our midweek youth group.

All our children and youth groups were thriving in 2024, with numbers staying steady or growing throughout the year at the different groups.

We have Sunday morning groups for primary school aged children and for youth every Sunday (except family services), and midweek groups for children in school years 3-6 and young people in secondary school, as well as a toddler group for preschool children and their carers.

On Sunday mornings, families start off in church altogether, and then the children and young people go out to their groups after the first song.

Primary school aged children are all in a group together and meet in the church hall. The number in this group varies from 8 children a week up to 21 children a week, which reflects the less consistent nature of families coming to church. The average across the year was 14. We are very grateful to have grown the volunteer team for this group over the year, so that there are enough adults to cope with the weeks when there are more children. One of the volunteers plans the sessions for each week.

Young people in secondary school meet in the youth room each Sunday. There are between 2 and 9 young people there each week, with an average of 5 across the year. There are two volunteers with this group each week, and they look at something from the Bible with time for questions and discussion. They also eat toast together!

We also have a dedicated space on a Sunday morning for parents to be with their preschool children during the service, where there are toys and where the service is live on a TV for them to watch.

These groups have really gelled more across the year, with the children and young people deepening friendships with each other and enjoying being in church together.

Our midweek clubs for children in church and in the community ran throughout 2024 in the church building and have grown steadily throughout the year.

Deeper (for school years 3-6) meets on Mondays after school and has lots of fun activities for the children to do, as well as giving them a snack of toast and squash. They also hear a thought for the week while they have toast, which is God based. An average of 21 children came to Deeper each week in 2024, with our limit being 24 due to leader numbers. It is a struggle to find volunteers for this group due to the timing of it, so we have had to put children on a waiting list due to being at capacity. The children who come to Deeper are mostly non-church families, but there is an increasing pattern of some of these families accessing many of our groups, like Ignite, the community larder and toddler group.

Ignite is our group for secondary school age young people. They meet on Tuesday evenings, and one of the successes of this session is that they share a hot meal together and have time to chat and build relationships. Ignite is run in conjunction with Berti from Tunbridge Wells Youth For Christ, and we are so grateful for everything he has put into the group. Ignite had an average of 21 young people attending each week in 2024, with numbers increasing towards the end of the year as the young people brought friends along. Again, these are a mixture of church young people and those from the community.

Ignite ran some special events in 2024 for the young people, including a BBQ, boating at Dunorlan Park, fireworks and ice-skating.

We also run a baby and toddler group on Thursday mornings, for preschool children and their parents or carers. The group is very relaxed, with lots of time and space for the children to play and the adults to connect with each other over refreshments. We then have a story and song time at the end, with biscuits and fruit for the children. The toddler group saw an average of 19 children a week with their carers in 2024, again with numbers growing towards the end of the year.

All these groups are great at nurturing and encouraging the children and young people who attend, but they are also great opportunities for us to then invite families to key services at church throughout the year, or other events we are running.

Thank-you so much to all our volunteers who put so much time and energy into all the groups week in and week out, and who go above and beyond to make sure we can welcome children and young people into our church.

3. Reaching out to the community

St. Matthew's Church is a key part of the community of High Brooms. Everything we do as a church is open to everyone in our community, but certain activities and groups are more aimed at reaching the wider community and meeting the needs of those in our area.

St. Matt's Community Larder (written by the community larder team)

Another year has raced by, and the larder has been busier than ever in recent months. We have seen visitor numbers go over 100 on several occasions and this is quite a challenge in terms of providing adequate food. With the economic climate, and supermarkets looking to cut their costs, we have seen a drop in food donations which has necessitated increased direct food purchasing, to supplement the weekly Fareshare delivery. We remain hugely grateful for the generosity of donors and various grants which have enabled us to stay afloat financially.

We are blessed with a wonderful and committed group of volunteers who work tirelessly to keep the larder open. More recently we have had the added bonus of help from the residents of the Kenward Trust hostel, who come on Thursdays to help us set up. It's great to have a group of younger strong men who can lift the heavy trays of food. New volunteers and donors have popped up from the community and proved invaluable as well.

Our visitors remain a moving population - some of our originals still come regularly after more than 4 years, whilst others have moved on to new locations or jobs or better finances, to be replaced by new people.

We have built relationships with lots of our visitors and feel very privileged to have many significant conversations week by week. The cafe area remains buzzing and gives us much joy.

The Christmas event was another happy and financially helpful event.

Crosslight continues to visit once a month and their input is invaluable, helping individuals with budgeting and benefits and debt management.

Thank you for your prayers and support. We are excited to see links with the community and church growing, with visitors attending the community hub and toddler group, as well as the larder and sometimes church on Sundays. We feel so privileged to have this opportunity to practically help and befriend those around us.

St. Matt's Community Hub

The community hub has continued to develop as it meets the needs of those who attend for friendship and activities. The Community Hub is a welcoming, friendly and free space, which offers drinks and a light lunch. There are board games and newspapers available, and people to chat to, as well as art activities each week to help people with their mental health.

We now get about 20 regulars coming to the hub each week and have a team of dedicated volunteers who serve drinks and lunch.

A new venture over the summer of 2024 was a Christian mindfulness group that met for an hour each week. The idea for this came out of the community hub.

Community Events

We have a small team of volunteers who run events during the year for older members of the community. Rosemary and her team held 5 events during 2024 – coffee mornings and afternoon teas. At each event they raised money for a charity. They also had the St. Matthew's school choir singing to them at their Christmas afternoon tea.

The local churches table tennis league used the church building for practices and matches during 2024.

The church was also used as a polling station for local elections and for the general election.

School links

St. Matthew's Church continues to maintain good relations with St Matthew's High Brooms CE Primary School, who welcomed a new headteacher during 2024.

We were able to welcome the school into church for their key services in 2024, which we did at Easter, Harvest, Christmas, and for a year 6 leavers' service in the summer.

Rev. Chris Wicks was also able to take some assemblies during the year, although the regularity of these reduced in the autumn due to health issues.

3 members of the church served as Governors at the school during 2024 – two as foundation Governors (Rev. Chris Wicks and David Johnson) and one as an associate Governor (Lynn MacKay).

Support for charities

At Harvest, food gifts were collected for our Community Larder and an offering was taken for Tearfund.

Our Christmas offerings in 2024 were given to MAF Uganda, specifically to a link they have with a children's hospital in Kampala. The money we raised will help to fly children from South Sudan to the hospital in Kampala for life-saving brain surgery.

Support continues for a number of local, national and international charities and organisations through the tithes that St. Matthew's Church gives each year.

STRUCTURE, GOVERNANCE AND MANAGEMENT

St. Matthew's Parochial Church Council (PCC) has the responsibility of working alongside the Incumbent, the Reverend Christopher Wicks, in promoting within the ecclesiastical parish the whole mission of the Church, including pastoral, evangelistic, social and ecumenical activities.

The PCC also has the responsibility for the maintenance of St. Matthew's Church and St. Matthew's Church Hall in High Brooms.

St. Matthew's Church is situated on High Brooms Road in High Brooms (correspondence address: St. Matthew's Church, High Brooms Road, Tunbridge Wells, Kent, TN4 9BW). It is part of the Diocese of Rochester within the Church of England.

The PCC is a body corporate (PCC Powers Measure 1956, Church Representation Rules 2006) and a charity currently registered with the Charity Commission (registered charity number 1185772). Members of the PCC are either ex officio or elected by the Annual Parochial Church Meeting (APCM) in accordance with the Church Representation Rules. PCC members as at the APCM of May 2024 are:

Ex Officio Members:

The Reverend Christopher Wicks	Incumbent
David Johnson	Church Warden
Brian Hobden	Church Warden
Hannah Mwesigwa	Secretary (also employed as Operations Manager)
Kate Whitehead	Treasurer

Elected Members:

Mary Wilson	Deanery Synod and Diocesan Synod representative
Michael Southwick	
Suzanne Owen	
Ian Wilson	
Julia Church	Re-elected at the APCM on 13 th May 2024
Graham Church	Re-elected at the APCM on 13 th May 2024
Matthew Taylor	
Phillip Grainger	
Kevin Barnes	Deanery Synod rep - Elected at the APCM on 13 th May 2024
Kim Shilling	Elected at the APCM on 13 th May 2024
Fiona Wilson	Elected at the APCM on 13 th May 2024

Other key office holders in the church, but not on the PCC are:

Clergy – PTO:	Rev Richard Arding
Operations Manager (employed):	Hannah Mwesigwa
Pastoral Assistant	Carole Wicks

The following roles are appointed by the PCC:

Parish Treasurer:	Kate Whitehead
PCC Secretary:	Hannah Mwesigwa
Safeguarding Officer:	Julia Church
Lead Recruiter (DBS checks):	Hannah Mwesigwa
Deputy Recruiter (DBS checks):	Mary Wilson
Electoral Roll Officer:	Hannah Mwesigwa
Health and Safety Officer:	Michael Southwick
Banks:	Lloyds TSB Bank Plc, Nat West Bank Plc
Independent Examiner:	Perrys Chartered Accountants (appointed in November 2023)
Patronage Board includes:	Church Pastoral Aid Society

Induction and Training of Trustees

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

All new Trustees (PCC members) are provided with a link to the Charity Commission’s publication: “The Essential Trustee: What you need to know” which provides guidance to all Trustees on what is involved in being a Charity Trustee. All new Trustees are provided with Guidance Notes covering the various meetings throughout the year and other responsibilities of PCC members plus a copy of the booklet jointly produced by the Charity Commission and The Church of England entitled “Trusteeship – An Introduction for PCC Members”.

PCC Meetings

The full PCC of St. Matthew’s Church met six times during 2024 with an average level of attendance of 87%. All of these meetings were held in person. Given its wide responsibilities the PCC has a number of committees each dealing with a particular aspect of parish life. These committees, which include worship, children’s ministry, youth ministry, mission, pastoral care, community larder, fabric and finance, are all responsible to the PCC and report back to it regularly with minutes of their decisions being received by the full PCC and discussed as necessary.

The PCC also had a joint half day meeting in April 2024 with the Leadership Team to discuss inclusion and the Prayers of Love and Faith brought out by the Church of England.

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 which was agreed at the APCM of May 2024 consists of:

Incumbent	Chris Wicks	Secretary	Hannah Mwesigwa
Church Warden	David Johnson	Elected member	Ian Wilson
Church Warden	Brian Hobden	Elected member	Graham Church
Treasurer	Kate Whitehead		

The standing committee carried out fourteen electronic votes during the period 2024 which were reported back to the following full PCC meetings.

Annual Parochial Church Meeting (APCM)

The APCM was held on 13th May 2024 at St. Matthew’s Church. At this meeting, Church Wardens were elected and sworn in, Lay Representatives to the PCC were elected and sidespeople were appointed for the coming year.

Reporting Public Benefit

The trustees of St. Matthew’s Church, High Brooms, are aware of the Charity Commission’s guidance on public benefit in The Advancement of Religion for the Public Benefit and have had regard to it in their administration of the charity. The trustees believe that, by promoting the work of the Church of England in the Ecclesiastical Parish of St. Matthew, High Brooms, it helps to promote the whole mission of the Church (pastoral, evangelistic, social and ecumenical) more effectively, within the Ecclesiastical Parish, and that in doing so it provides a benefit to the public by:

1. Providing facilities for public worship, pastoral care and spiritual, moral and intellectual development, both for its members and for anyone who wishes to benefit from what the church offers; and
2. Promoting Christian values and service by members of the Church in and to their communities, to the benefit of individuals and society as a whole.

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 Safeguarding. These topics are reviewed regularly by the PCC. The PCC has complied with the duty to have due regard to the House of Bishops’ guidance on safeguarding children and vulnerable adults and the PCC complies with GDPR guidance.

Responsibilities of the PCC

In preparing the accounts of the PCC, the Trustees must make judgements and estimates that are reasonable and prudent, follow suitable and consistent accounting policies, follow applicable accounting standards, subject to any material departure disclosed and explained in the accounts and must apply the going concern basis unless it is inappropriate. The PCC is also responsible for keeping proper accounting records which disclose with reasonable accuracy at any time the financial position of the charity and to enable it to ensure that the financial statements comply with the Charities Act 2011. It is also responsible for safeguarding the assets of the charity and for taking reasonable steps for the prevention and detection of fraud and other irregularities.

Our Staff

The PCC of St. Matthew's Church employed Hannah Mwesigwa as the Operations Manager and Sue Green as the cleaner during 2024.

The Vicar of St. Matthew's Church is the Rev. Christopher Wicks, who is employed by the Diocese of Rochester.

WARDEN'S REPORT - OUR BUILDINGS

Report by the Church Wardens – David Johnson and Brian Hobden

Church fabric, fittings and ornaments

The fabric of the church building is generally in good condition.

There is a minor leak in the roof over the Church Centre which is currently undergoing further investigation.

The lightning conductor has been refixed after a part of it had been disturbed.

The electrical circuits testing has prompted the renewal of three distribution boxes, and this now brings the installation up to the requirements of the most recent regulations.

The tea-point water boiler in the kitchen has been replaced with a new unit after the old boiler became unserviceable.

A working party was arranged to remove dust and spiders' webs from the church ceiling, filters to the convector radiators were cleaned and, externally the rainwater gulleys were cleared of fallen leaves and other debris. We are grateful to Norman Andrews and Paul Shilling for their help with this work.

Church Hall fabric

A rainwater pipe outside the toilet block was disturbed and had become disconnected from the guttering.

We are grateful to Mike Southwick for replacing the brackets holding the pipe. The sliding doors to the metal shed behind the Hall had come off their channels and were repositioned to hang correctly.

Health and Safety report

A new electrical timer has been fitted to the circuit of the floodlight outside the Church Centre entrance. It will automatically switch the light off after 10:30pm so as not to cause a problem to neighbours across the road.

We would also like to offer our thanks to the Community First responders of Tonbridge and Tunbridge Wells for providing a defibrillator to be fitted to the outside of our building, for public use.

SAFEGUARDING

Report by Julia Church – Parish Safeguarding Officer

Julia Church has been the Parish Safeguarding Officer (PSO) for St. Matthew's Church since November 2021. Her role is to oversee all safeguarding issues in the parish with the Vicar, Operations Manager and Church Wardens' support.

This includes being the contact person for anyone needing to report safeguarding issues or wanting advice, dealing with any safeguarding incidents within the church, keeping up to date with guidelines from the Diocese and Church of England, and making sure the children, young people and vulnerable adults in our groups know who they can talk to if they feel unsafe in any way.

Everyone that works with children, young people or vulnerable adults in the parish must have a current enhanced DBS check before they are allowed to work or volunteer with any children, youth or vulnerable adults, and they must complete safeguarding training to the appropriate level within a couple of months of starting their role. The Operations Manager oversees DBS checks and training updates for all church employees and volunteers.

Safeguarding Issues

There have been several safeguarding concerns throughout the year that continue to be dealt with by the PSO, Vicar, Operations Manager and one of the Church Wardens, with advice and support from the Diocesan Safeguarding Lead, Greg Barry, where necessary. We really value the support we get from Greg in dealing with these issues. These have all been reported and filed. In some of these cases, action was required and has been carried out, and again this has all been reported and filed. These can always be added too if any further information is reported.

Volunteer Recruitment

Safeguarding is always considered in the planning of all groups and activities that involve children, young people and vulnerable adults. We are continuing to recruit much-needed volunteers to help with all our groups and in turn, each of these volunteers needs to be DBS checked before starting to help.

Our children's work has expanded in all the groups over the past year. It is important to maintain a level of leadership in each group to maintain the child/adult ratio within the legal limits. There has been a concentrated effort by the Leadership Team in the services and repeated notices to encourage and recruit suitable volunteers. At present, all our groups have sufficient volunteers to keep the adult to child ratios in line with the legal requirements.

At our PCC meetings, all the names of the people who have applied to be volunteers with children, young people and vulnerable adults and have had DBS checks are put before the PCC for their approval. Safeguarding is included on the agenda at every PCC meeting so that updates can be made regularly.

Safeguarding Training

All those who become volunteers in children and youth groups are required to do some safeguarding training, with refresher modules needed every 3 years. Each volunteer is advised which modules to do and how to do this.

Safeguarding training completed in 2024:

Basic module – 5 people

Foundation module – 7 people

Leadership module – 1 person

Domestic Abuse Awareness module – 4 people

In 2024, 10 DBS checks were carried out. We had 5 renewals and 5 new checks.

Thank you to all our new and old volunteers – we couldn't do without you and really appreciate the time you put into making sure your training is up to date!

We have also signed up to the Diocesan 'Safeguarding Dashboard'. This enables us to keep a check on all safeguarding practice and policy, including volunteer training, adequate adult to child ratio numbers in all our groups, safer recruitment, and media and information across the safeguarding role.

Conclusions

Safeguarding for all children, young people and vulnerable adults continues to be a major part of our church family life and it is all our responsibilities to ensure that we are all kept safe. Anyone who feels uncomfortable or sees or hears of an incident that they feel unhappy with should contact Julia Church or Brian Hobden (Church Warden) immediately.

We have excellent support from the Diocese to discuss any issues or concerns if we feel we need to.

Safeguarding is never straight forward but always much better if shared with the correct professionals so that resolutions can be found.

DEANERY SYNOD REPORT

Report by Mary Wilson - Deanery Synod representative on the PCC

In 2024 the Tunbridge Wells Deanery Synod met 3 times under the joint chairmanship of Rev. Nick Cornell, Area Dean (for the March & July meetings) & Rev. Richard Thomas, new Area Dean (from November) and Andrew Smith, Lay Chair.

The Deanery Synod representatives from St. Matthew's Church are Mary Wilson and Kevin Barnes.

Meeting of 6th March 2024 at St Barnabas Church, Tunbridge Wells.

John Constanti – Diocesan Director of Education talked about his role.

He has been in the post for a long time, seeing different governments come and go but is committed to supporting the vital contribution Church schools make within our education system, as well as the importance of the involvement / links between churches and schools.

He gave a historical background, as well as an overview of our diocesan Church schools. Some interesting statistics: within the Diocese there are a total of 90 Church of England schools – 5 Secondary & 85 Primary. Within these, there are a variety of types of schools – Academies, Community schools, some Voluntary Aided & some Voluntary Controlled.

He then explained the role of Foundation School Governors (found in VA & VC schools). They are expected to bring to the Governing body an informed regard for the Church nature of the foundation of the school, to ensure that its Christian ethos is preserved and developed, and the religious worship reflects the tradition of the Church of England.

He then outlined the ways in which links between Church Schools and parishes can be made and emphasised the huge value of these links. Our Church Schools & Academies educate pupils totaling 28,766 & when families are added to this figure it represents a key missional opportunity for Churches. Church schools can be beacons within the community they serve. It is currently difficult to find enough volunteers to serve as Foundation governors and he identified that local clergy are burdened with an increased workload. He also identified current trends within Education such as the expansion of Multi-Academy Trusts, need for Inclusion & respect for other faiths which all need responding to carefully. The Rochester Diocesan Board of Education is committed to maintaining a cohesive Diocesan family of schools and working in partnership with stakeholders to promote distinctive and inclusive high-quality education to transform the lives of all children and young people who attend our Diocesan Church schools.

Meeting of 17th July 2024 at King Charles the Martyr, Tunbridge Wells.

New members were welcomed, and a meal was shared.

Following the meal, the **Dean of Rochester, Dr Philip Hesketh**, talked about his role.

He has been at Rochester Cathedral since 2005 and Dean since 2016 (the Cathedral is the 2nd oldest in the country).

The challenge for the Cathedral in a Post-Christian Generation is how can we help people encounter God? The cathedral welcomes over 150,000 visitors a year. The cathedral's aim is that people come as visitors and leave as pilgrims. The cathedral tries to engage visitors with a story & encourage encounter. They have increasing congregations as they engage with people in different ways.

"Adventure Golf" went viral! – it was a sponsored, educational programme. It was a huge success on many levels. It got people to come in who wouldn't usually - "We didn't know we were allowed in" was one comment - and it involved many different groups of people in the set up and organisation. As usual, the Cathedral stopped every hour for prayer. The cathedral brings people in for many different activities e.g. Graduations.

There is a Day chaplain for every day, with 3 main services a day and 4-5 on Sundays. It doesn't receive money from the diocese. The church commissioners pay for the Dean and two cannons. The cathedral is there to serve the community, diocese, and national church. The cathedral was built to enable people to go on a spiritual journey & the aim is to facilitate this. They have a famous book – Book of Rochester 1120-1124 - an important historical document relating to English Law.

They don't charge entrance, only donations. They access grants and aim to be strategic in raising funds. They also try to be strategic and responsive in their use of the cathedral and grounds. There is a lot of green space by the cathedral which they are developing to encourage well-being. Slowly opening up space. Music is also important and again, new ideas are being tried in response to needs. They are working with Dementia & Parkinson's local organisations to develop musical opportunities to support well-being.

Meeting of 20th November 2024 at Christ Church, Tunbridge Wells

'**An Evening Exploring Science and Faith**' had been advertised locally and was well attended.

Guest speakers Prof. Stephen Keevil & Prof. Richard Buggs (experts in their fields & members of local churches) spoke on AI (Artificial Intelligence) and evolution. Both talks were informative, thought-provoking and challenging.

Prof Stephen Keevil, Head of Medical Physics & Clinical Engineering at Kings College London, explained what AI is, discussed exciting possibilities for its future use, such as machine learning in medical imaging, but also, from the Christian perspective, looked at ethical concerns and risks, including use of drones in war zones, deepfake videos to distort and manipulate political processes, robot companions, etc.

Implications and Challenges for Christians: AI can replicate prejudice in the data it learns from. A computer is only as good as the data that is fed in, so it is biased. Science & Technology are gifts from God. But should we learn from The Tower of Babel? Is this the church's Esther moment?

Professor Richard Buggs, Queen Mary University, spoke powerfully on: Evolution and faith Psalm 139 'I am fearfully & wonderfully made.' Jesus assumes when we look at a beautiful flower that we know it points to a loving Creator.

Socrates argued for God's existence: a statue was made by sculptor.

Dawkins says that evolution needs a massive dose of luck.

Even Brian Cox questions how the world's complexity came to be naturally.

Atheism is a faith position much more than a belief in God. Are our minds just brains? Are we spirit and soul? Are we more than just a computer? If so, AI cannot become a person. Professor Buggs hopes that AI will fail in becoming human which will point to God and our divine image.

In summary: there is a very strong argument that there must have been divine intervention to create consciousness in humans. It is much more plausible than it coming about by luck.

**Parochial Church Council of The Ecclesiastical Parish of St Matthew, High Brooms
Charity No: 1185772**

Notes to the Financial Statements for the twelve months ended 31 December 2024

1. BASIS OF PREPARATION

These accounts have been prepared under the historical cost convention with items recognised at cost or transaction value unless otherwise stated in the relevant notes to these accounts.

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 2019 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)).

2. ACCOUNTING POLICIES

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.

Short term deposits: These are the cash held on deposit either with the Diocese or at another bank.

FUNDS

Unrestricted Funds: These represent the income funds of the PCC that are available for spending on the general purposes of the PCC. These include amounts designated by the PCC for fixed assets for its own use or for spending on a future project and which are not included as 'free reserves' as disclosed in the trustees' report. If part of an unrestricted fund is earmarked for a particular project it may be designated as a separate fund, but the designation has an administrative purpose only, and does not legally restrict the trustees' discretion to apply the fund.

Restricted Funds: These are income funds restricted by the donor 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. Full details of all their restrictions are shown in the notes of the accounts.

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 paid.

Parochial fees due to the PCC for weddings, funerals etc. are 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, is 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.

2024 Accounts commentary

The accounts are presented for the PCC's approval. During the year ending 2024, the PCC recorded a surplus of £15,987 (2023: surplus of £32,212) on day-to-day activities.

Unrestricted *voluntary* income was slightly down on last year (2024: £140,455, 2023: £145,337).

Restricted overall giving/income was broadly similar to 2023 at £39,005 (2023: £37,764).

Total costs increased by just over 9% year on year to £188,951 (2023: £173,142 which was just £840 lower than the previous year). Whereas restricted expenditure remained at similar levels than last year (2024: £29,580, 2023: £31,753), *unrestricted* expenses increased by £17,982 (2024: £159,370, 2023: £141,388). This, in part, is due to a higher parish share (2024: £70,600, 2023: £60,500).

Unrestricted income/expenditure resulted in a surplus of £6,562 (2023: £26,201). Restricted income/expenditure resulted in a £9,425 (2023: £6,011) surplus. £28,732 is now held for restricted expenditure.

The PCC has retained reserves, in cash, of £329,029, as at 31 December 2024. This is a sound financial position and meets the reserving requirements set by the PCC.

Kate Whitehead - PCC Treasurer

Parochial Church Council of St Matthew High Brooms - Charity No: 1185772
BALANCE SHEET at 31 December 2024

Fixed Assets		None	
		<u>2024</u>	<u>2023</u>
Current Assets	Note		
Debtors & Prepayments	4	£12,558	£39,628
Short term deposits	5	£209,815	£201,731
Repair funds	6	£38,730	£31,812
Cash at bank and in hand	7	£94,318	£66,500
Total current assets		<u>£355,421</u>	<u>£339,670</u>
Creditors/Liabilities:			
Falling due within one year	8	£26,392	£26,628
NET CURRENT ASSETS		<u>£329,029</u>	<u>£313,042</u>
FUNDS OF THE CHARITY			
Unrestricted		£300,297	£293,735
Restricted		£28,732	£19,307
Endowment		£0	£0
		<u>£329,029</u>	<u>£313,042</u>

Approved by the Parochial Church Council on 7 April 2025 and signed on its behalf by:

Signature	Print name	Date
	David Hobden (Church Warden & PCC Chair)	7/4/2025
	Kate Whitehead (Treasurer)	7/4/2025

Parochial Church Council of St Matthew High Brooms - Charity No: 1185772

STATEMENT OF FINANCIAL ACTIVITIES

For the twelve months ended 31 December 2024

	2024				2023			
	Unrestricted Funds	Restricted Funds	Endowment Funds	TOTAL	Unrestricted Funds	Restricted Funds	Endowment Funds	TOTAL
	£	£	£	£	£	£	£	£
INCOMING RESOURCES								
Voluntary income	140,455	11,575	0	152,029	145,337	17,478	0	162,814
Activities for generating income	186	2,022	0	2,208	253	3,102	0	3,356
Income from investments	9,293	0	0	9,293	7,105	0	0	7,105
Income from church activities	15,998	25,408	0	41,406	14,895	17,184	0	32,079
Total	165,932	39,005	0	204,937	167,589	37,764	0	205,354
RESOURCES EXPENDED								
Parish share	70,600	0	0	70,600	60,500	0	0	60,500
Salaries, wages and honoraria	25,615	0	0	25,615	22,442	0	0	22,442
Clergy & staff expenses	7,336	0	0	7,336	4,015	0	0	4,015
Church running expenses	29,495	0	0	29,495	23,637	1,266	0	24,903
Church activity expenses	5,493	29,580	0	35,073	4,388	30,488	0	34,876
Mission giving and donations	9,162	0	0	9,162	13,781	0	0	13,781
Hall expenses	11,670	0	0	11,670	12,625	0	0	12,625
Major repairs to church	0	0	0	0	0	0	0	0
Major repairs to hall	0	0	0	0	0	0	0	0
Major repairs to parsonage	0	0	0	0	0	0	0	0
New building work	0	0	0	0	0	0	0	0
Other	0	0	0	0	0	0	0	0
Total	159,370	29,580	0	188,951	141,388	31,753	0	173,142
NET Incoming resources before other recognised gains and losses	6,562	9,425	0	15,987	26,201	6,011	0	32,212
Gains on investment assets on disposal on revaluation								
NET MOVEMENT IN FUNDS	6,562	9,425	0	15,987	26,201	6,011	0	32,212
TRANSFERS BETWEEN FUNDS								
BALANCES BROUGHT FORWARD AT 1 JANUARY 2024	293,735	19,307	0	313,042	267,534	13,296	0	280,830
BALANCES CARRIED FORWARD AT 31 DECEMBER 2024	300,297	28,732	0	329,029	293,735	19,307	0	313,042

Parochial Church Council of St Matthew High Brooms - Charity No: 1185772

INCOME

	2024				2023			
	Unrestricted Funds	Restricted Funds	Endowment Funds	TOTAL	Unrestricted Funds	Restricted Funds	Endowment Funds	TOTAL
	£	£	£	£	£	£	£	£
1(a) Voluntary income								
Gift aided donations	104,075	2,751	0	106,827	108,011	5,730	0	113,741
Other donations	10,844	695	0	11,539	10,184	643	0	10,827
Tax recoverable	23,858	395	0	24,253	25,247	1,453	0	26,700
Collections at services	1,677	0	0	1,677	1,895	0	0	1,895
Grants	0	7,733	0	7,733	0	9,652	0	9,652
Legacies	0	0	0	0	0	0	0	0
TOTAL	140,455	11,575	0	152,029	145,337	17,478	0	162,814
1(b) Activities for generating income								
Fundraising	186	2,022	0	2,208	253	3,102	0	3,356
Other income	0	0	0	0	0	0	0	0
TOTAL	186	2,022	0	2,208	253	3,102	0	3,356
1(c) Income from investments								
Dividends and interest	9,293	0	0	9,293	7,105	0	0	7,105
TOTAL	9,293	0	0	9,293	7,105	0	0	7,105
1(d) Income from church activities								
Fees	1,242	0	0	1,242	1,187	0	0	1,187
Hall lettings	9,760	0	0	9,760	9,564	0	0	9,564
Children & Youth	3,435	0	0	3,435	3,055	0	0	3,055
Church events	0	0	0	0	0	0	0	0
Pastoral events	841	0	0	841	169	0	0	169
Community events	720	960	0	1,680	921	420	0	1,341
Community Larder	0	24,449	0	24,449	0	16,764	0	16,764
TOTAL	15,998	25,408	0	41,406	14,895	17,184	0	32,079
TOTAL	165,932	39,005	0	204,937	167,589	37,764	0	205,354

Parochial Church Council of St Matthew High Brooms - Charity No: 1185772
EXPENSES

Note	2024					2023				
	Unrestricted Funds	Restricted Funds	Endowment Funds	TOTAL		Unrestricted Funds	Restricted Funds	Endowment Funds	TOTAL	
	£	£	£	£	£	£	£	£	£	£
	Church activities									
2(a)	Parish share	70,600	0	0	70,600	60,500	0	0	60,500	
2(b)	Salaries, wages and honoraria	25,615	0	0	25,615	22,442	0	0	22,442	
2(c)	Clergy & staff expenses									
	Parsonage	6,909	0	0	6,909	3,365	0	0	3,365	
	Training	124	0	0	124	427	0	0	427	
	Mobiles	154	0	0	154	170	0	0	170	
	Other Vicar expenses	150	0	0	150	34	0	0	34	
	Other employment costs	0	0	0	0	19	0	0	19	
		7,336	0	0	7,336	4,015	0	0	4,015	
2(d)	Church running expenses									
	Operations	4,632	0	0	4,632	1,918	0	0	1,918	
	Fabric	9,639	0	0	9,639	5,815	363	0	6,178	
	Worship/services	2,811	0	0	2,811	2,335	903	0	3,238	
	Catering	1,034	0	0	1,034	950	0	0	950	
	Governance	602	0	0	602	575	0	0	575	
	Other	0	0	0	0	0	0	0	0	
	Church utility bills	10,347	0	0	10,347	11,966	0	0	11,966	
	Cost of fundraising	0	0	0	0	0	0	0	0	
	Mission and evangelism	431	0	0	431	78	0	0	78	
		29,495	0	0	29,495	23,637	1,266	0	24,903	
2(e)	Church activity expenses									
	Children & Youth	4,340	0	0	4,340	3,614	275	0	3,888	
	Pastoral events	964	0	0	964	774	0	0	774	
	Church events	0	0	0	0	0	0	0	0	
	Community events	188	334	0	522	0	1,922	0	1,922	
	Community Larder	0	29,246	0	29,246	0	28,291	0	28,291	
		5,493	29,580	0	35,073	4,388	30,488	0	34,876	
2(f)	Mission giving and donations	9,162	0	0	9,162	13,781	0	0	13,781	
2(g)	Hall expenses	11,670	0	0	11,670	12,625	0	0	12,625	
2(h)	Major repairs to church	0	0	0	0	0	0	0	0	
2(i)	Major repairs to hall	0	0	0	0	0	0	0	0	
2(j)	Major repairs to parsonage	0	0	0	0	0	0	0	0	
2(k)	New building work	0	0	0	0	0	0	0	0	
2(l)	Other	0	0	0	0	0	0	0	0	
	TOTAL	159,370	29,580	0	188,951	141,388	31,753	0	173,142	

Parochial Church Council of St Matthew High Brooms - Charity No: 1185772

Notes to the STATEMENT OF FINANCIAL ACTIVITIES

For the twelve months ended 31 December 2024

1 RESTRICTED INCOME

- 1 (a)** Donations (including Gift Aid) and grants (see 1(b) below) totalling £11,575 have been given to support the ongoing costs of the Community Larder. In addition, a further £24,449 has been received as a contribution towards food, or at the café, and £2,022 from fund raising activities. Income totalling to the value of £960 has been given towards Church fuel costs and the running of a Warm Space.

UNRESTRICTED INCOME

Unrestricted voluntary donations in 2024 were £4,882 lower than in 2023 (£140,455 in 2024 vs £145,337 in 2023).

1(b) GRANTS

Community Larder received £7,733 in grants.

2(a) PARISH SHARE

The parish share was set at £70,600 for 2024.

2(b) STAFF COSTS AND PENSION

During the year the PCC employed an operations manager and a cleaner. None of these employees earned more than £60,000 p.a. No trustees received remuneration for their services as trustees. Total Staff Costs were:

	£
Gross Salaries	25,139
Employer NI	0
Pension Costs	476
	<u>25,615</u>

All employees are entitled to join a defined contribution pension scheme administered by The National Employment Savings Trust (NEST). The PCC meets its auto enrolment obligations for all eligible staff.

2(d) CHURCH RUNNING EXPENSES

Governance: includes Independent Examiner's fee of £567 (inclusive of VAT).

2(e) CHURCH ACTIVITY EXPENSES - RESTRICTED

No further work has been undertaken on AV/PA equipment during 2024, but a new in-ear foldback system is planned for early 2025. £872 remains for this activity.

With total income of £38,046, and expenses of £29,246, relating to the Community Larder, a surplus of £8,800 is added to the previous balance of £9,700 resulting in a new balance of £25,112.

The Community Hub ("Warm Space") made use of part of the balance of funds previously given for this purpose (£2,123) with expenses during the year of £334. With the £960 donated during 2024 towards this initiative, the resulting balance of £2,748 is available for 2024.

BALANCES	£
Online AV provision	872
Community Larder	25,112
Community Hub/Warm Space	2,748
	<u>28,732</u>

2(f) MISSIONARY AND CHARITABLE GIVING

Grants of £1,000 or more made in the period	£
CMS	1,650
Life & Soul	1,800
MAF	1,800
Tear Fund	1,000

Grants of < £1,000 made in the period, for mission	£
Other organisations/charities	1,712
Other individuals	1,200
	<u>9,162</u>

3 PCC Members

It is a common practice, for reasons of expedition and value for money, for members (or other church members) to be requested to make purchases on behalf of the PCC for which they are later reimbursed on production of documentation. All such transactions are recorded in the accounts and accounted for under the relevant heads of expenditure.

Parochial Church Council of St Matthew High Brooms - Charity No: 1185772

Notes to the STATEMENT OF FINANCIAL ACTIVITIES

For the twelve months ended 31 December 2024

4 DEBTORS & PREPAYMENTS

	2024	2023
Tax recoverable	£12,558	£39,628
Other <1000	£0	£0
	£12,558	£39,628

5 SHORT TERM DEPOSITS

	2024	2023
DBF Account	£209,815	£201,731
	£209,815	£201,731

6 REPAIR FUNDS

	2024	2023
Church	£21,048	£15,426
Hall	£17,682	£16,386
	£38,730	£31,812

7 CASH AT BANK & IN HAND

	2024	2023
Cash card - Hannah	£191	£37
Lloyds	£42,836	£16,981
Nat West	£31,153	£34,528
Lloyds - Larder	£20,087	£14,852
Petty Cash	£51	£101
	£94,318	£66,500

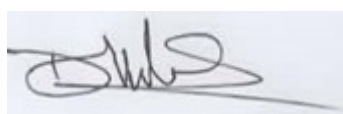
8 CREDITORS/LIABILITIES

	2024	2023
Falling within one year		
PAYE - HMRC/Pension	£1,567	£608
Late invoices	£6,170	£3,822
Owed Tithe/Earmarked giving	£6,545	£10,651
Insurance	£0	£3,217
ChargeCard bill	£273	£472
Larder ChargeCard bill	£0	£986
Parsonage decoration	£3,000	£0
Other <£1,500	£8,837	£6,873
	£26,392	£26,628

DECLARATION

The Trustees declare that they have approved the Trustees' Report above.

Signed on behalf of the PCC:



David Hobden (PCC Chair)

Date (of the APCM):

4th May 2025

Parochial Church Council of St Matthew High Brooms

INDEPENDENT EXAMINER'S REPORT TO THE TRUSTEES OF FAMILY MATTERS

I report to the trustees on my examination of the financial statements of Parochial Church Council of St Matthew High Brooms (the charity) for the year ended 31 December 2024.

Responsibilities and basis of report

As the trustees of the charity you are responsible for the preparation of the financial statements in accordance with the requirements of the Church Accounting Regulations 2006.

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

Independent examiner's statement

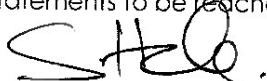
Your attention is drawn to the fact that the charity has prepared financial statements in accordance with Accounting and Reporting by Charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) in preference to the Accounting and Reporting by Charities: Statement of Recommended Practice issued on 1 April 2019 which is referred to in the extant regulations but has now been withdrawn.

I understand that this has been done in order for financial statements to provide a true and fair view in accordance with Generally Accepted Accounting Practice effective for reporting periods beginning on or after 1 January 2019.

I have completed my examination. I confirm that no 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 2011 Act; or
2. the financial statements do not accord with those records; or
3. the financial statements 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 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 financial statements to be reached.



Perrys Audit Limited
Churchdown Chambers
Bordyke
Tonbridge
Kent
TN9 1NR

Dated: 19/5/25

Accounts

TRUSTEES REPORT

The Parochial Church Council of The Ecclesiastical Parish of St. Matthew, High Brooms

(Also known as St. Matthew's Church, High Brooms)

For the period January to December 2023

The mission statement of St. Matthew's Church is 'Igniting Passion for Jesus'.

Here at St. Matthew's Church, we welcome everyone who comes to worship at our church and who attends and makes use of the groups and community projects we run. There are many points of contact that people have with our church, as you will see from this report, and we are committed to welcoming and including everyone who wants to be part of the ministries we run.

The Parochial Church Council (PCC) and Leadership Team maintain an overview of worship, ministry and outreach throughout the parish and consider how our worship services and activities can involve the variety of people who live within our parish.

We are committed to furthering our mission of igniting passion for Jesus in the following ways:

- Worship and prayer - we hope to bring people to faith through our services;
- Reaching out to our community – through the community larder and hub, children's and youth groups and through maintaining and developing links with key community members;
- Supporting the work of mission agencies around the world.

To facilitate this work, it is important that we maintain the fabric of St. Matthew's Church and St. Matthew's Church Hall and that we continue to stay up to date with policies and procedures which keep everyone safe.

WHAT WE DO

2023 felt like a fairly stable year in the life of St. Matthew's Church, following several years of Covid and other challenges. We started the year down to just two staff members, and as you will see from this report, our volunteers have been amazing at facilitating and growing all the ministries St. Matthew's Church runs.

As we started 2023, numbers at our services and activities were still recovering, and as the year went on, we saw these grow as new people have been joining us for worship and other groups.

None of the activities and services which St. Matthew's Church runs would be able to happen without the many volunteers who give their time and energy. We are immensely grateful to all our volunteers and church members and everything they give as we seek to be Jesus in our community of High Brooms. Every donation of time, ideas, money, food, and more is hugely appreciated.

Mission & Vision

The overall mission of St. Matthew's Church is to "Ignite Passion for Jesus", both within the church as we grow in our love for Jesus, and in our community as we want to help other people discover Jesus for themselves.

St. Matthew's Church is led and guided by the PCC, and also by the Leadership Team, both of which meet regularly to plan and develop the ministry of the church and to make sure we are meeting all our responsibilities as a charity. We also have various forms of Ministry Groups that meet regularly to pray and plan for mission and ministry in the church, including youth ministry, children's ministry, women's ministry, fabric, finance, community larder, pastoral care and worship.

In 2022, the PCC and the Leadership Team developed three priorities for the year ahead, focusing on building relationships within the church and exploring the development of the Bethel Hall.

In 2023, these priorities continued to feed into our planning and ministry, and we could see the outworking of having focused on these. Friendships and relationships within the church have strengthened, both among adults and also among the children and young people.

The process of exploring the best way to use the Bethel Hall is progressing slowly and remains a focus for the PCC and Bethel Trustees.

1. Worship and prayer

Sunday services

Our main Sunday service in 2023 was our weekly 10am service. We also held 3 other monthly services on different weeks (8am communion, 5pm service, 7pm service). This has worked well, as most Sundays in a month have two different services for people to choose from.

The 10am service is a family-oriented service, with groups for our children and young people during the service. Communion is celebrated once a month in this service. This is still a hybrid service every week, with the decision being made to intentionally keep live-streaming this service indefinitely, as well as other key services like Christmas and Easter.

We have a family service on the first Sunday of each month at 10am, as well as on all the Sundays through the summer holidays, where everyone stays in church together for a more relaxed, informal and fun service.

The monthly 8am communion service is a small traditional service from the Book of Common Prayer. It is a said service with a short sermon.

The monthly 5pm service is also traditional, and enjoys hymns played on the organ, as well as more liturgy than our 10am service. Communion is celebrated alternate months in this service.

The monthly 7pm service is a relaxed, café-style service, with more space for worship and a short talk. This service also celebrates communion on alternate months.

The average weekly attendance for our different services in 2023 was as follows:

8am communion – 7 adults (+1 from 2022)

10am service – 62 adults and 21 children (+2 adults and +1 child from 2022)

5pm service – 12 adults (-2 from 2022)

7pm service – 14 adults (-3 from 2022)

We estimate that we had an average of about 25 people watching our 10am service live online each week (although it is difficult to be accurate in this), so we therefore had a combined weekly average of about 100 adults and 21 children across all our services, both in person and online.

Electoral Roll

At the end of December 2023, the number of names on the Electoral Roll of St. Matthew's Church was 115, which includes 5 additions and 4 deletions during the year. The Electoral Roll was revised before the APCM in May 2023 and there were no changes for the rest of the year.

The number of people on the Electoral Roll 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.

Special services

Christmas and Easter are special times in the church calendar.

In 2023, we were able to run a full programme of services and we were encouraged to see visitors to all these services.

At Easter 2023, we had a Palm Sunday family service with a baptism, a Tenebrae service on Maundy Thursday, and then family services on both Good Friday and Easter Sunday. We had about 200 people in church on Good Friday and Easter Sunday, with more watching online, which was a real encouragement.

All our Christmas services were also in church and streamed online, with over 600 people coming through the doors across the Christmas week, and more than 200 views of our Christmas services online at the time. It was lovely to welcome visitors to the carol service, Christingle service and Midnight Communion especially. We also tried a new service in 2023, called a Reflective Christmas, which was a quieter service for those who wanted something on Christmas Eve which wasn't aimed at children or late at night. This service was well attended and is something we would like to repeat in the future.

The other special day in the church calendar is Remembrance Sunday. St. Matthew's Church held a Remembrance Day service in the morning and a memorial service in the afternoon for those who have been bereaved. These services were well attended and appreciated.

Life Events

We love sharing in people's life events here at St. Matthew's Church – baptisms, weddings and funerals.

In 2023, eight baptisms were carried out. These were for children of varying ages, and two of these were baptism by immersion.

4 funerals were conducted by our clergy during 2023 – 2 were in church and 2 were at the cemetery / crematorium.

There were two weddings at St. Matthew's Church during 2023, both for long-standing members of the church. We also read banns for 3 couples who live in our parish but were getting married elsewhere.

Prayer meetings

In 2023 we restarted monthly prayer meetings for anyone in church who would like to join together to pray. We also have a monthly mission prayer meeting, to hear updates and pray for our mission partners around the world.

Home Groups and Pods

There were 5 Home Groups at St. Matthew's Church for most of 2023, which meet weekly or fortnightly during the day or in the evening. These groups 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. Unfortunately one of these groups had to stop meeting towards the end of 2023, but some of the group members have joined other groups.

There are also numerous Pods, which are smaller prayer groups. These form out of existing friendships and connections and help people to further grow in their faith and deepen relationships with God and each other.

Revive Women's Ministry

The women's ministry at St. Matthew's Church has historically been a thriving ministry but has reduced recently for a few reasons. Most of the team who organised Revive events stepped down, we had been trying to organise events for everyone to join in with to build relationships, and regular hubs took the place of some of the events we had been running.

Therefore, in 2023, Revive just held one women's breakfast in June. This was a valuable time for women to gather together to worship and be refreshed.

Revive has also run Christmas Events in the past at the end of November, but in 2023 there were not enough people to help organise and run this event. We hope to bring something back in 2024 near Christmas.

One of our church members organised a film night in church instead of the Christmas Event. They watched a Christmas film with Christmas snacks and drinks.

Pastoral Care

The pastoral care team at St. Matthew's Church has continued to work very hard through 2023 to ensure the holistic care of individuals in need. This includes hospital visits, home visits where people are ill, suffering or unable to leave their homes, provision of cooked meals, and generally being available to listen. One of the members of the pastoral care team does odd jobs for those who are unable to do them. The team meets regularly to update each other about those they visit and to make sure no-one in the church is being missed when they are in need of support.

Hubs

Hubs are small groups based around a shared hobby or interest. These mostly involve church members but are also great places for people to invite friends to.

Our hubs grew during 2023, with knitting hub, sewing bee hub and table tennis continuing, gardening hub meeting in person again, and a new walking hub starting up. The walking hub ran once a month from March to September and was very popular. Each walk included a stop at a café for a drink.

The gardening hub had kept sharing ideas and questions with a WhatsApp group since Covid but met again for the first time in person in 2023 to share seeds and give each other ideas.

Social Events

Giving opportunities for church members to meet socially and have time to get to know each other better is important to the growth and health of the church.

In 2023 we held a few social events – a BBQ in the vicarage garden, a bring and share Harvest lunch, and a quiz night. All of these events gave opportunities for friendships to grow.

Link Mission Partners

During 2023, St Matthew's Church said farewell to two of our mission links. In October we closed our formal link with the diocese of Geita through the AICC. They were very grateful for our support over the years, particularly at some significant times in their journey. Some individuals in the church continue their personal contact and support for Geita.

In December 2023 Ruth Radley finished her work as a Mission Partner with CMS. We supported her over many years, firstly in South Sudan and latterly as part of the Chaplaincy Team in Birmingham City Children's Hospital. Ruth is now working as the Spiritual Lead in a Hospice in Stourbridge.

Therefore, our main mission links going into 2024 are Sam and Abby Baguma with Mission Aviation Fellowship (MAF) in Uganda, Tearfund, Church Mission Society (CMS), The Sozo Foundation (Cape Town, South Africa) and Life & Soul locally in Tunbridge Wells.

At Harvest we had Becky Ingamells from Tear Fund speak to us – money offerings were given to Tearfund and food offerings went to St Matt's Community Larder.

A quiz evening held in October donated proceeds to St Matt's Community Larder.

Our Christmas Offerings were given to the work done in local schools with young people through Life & Soul, and over £3,000 was raised for this work including gift aid.

Retired Clergy

We have one retired clergy member at St. Matthew's Church. Richard Arding is actively involved here and also spends time helping other churches in the area as requested. We thank him for all his involvement and support.

2. Youth and children

Reaching out to children and young people and helping them to feel like they belong to our church family is very important to us as a church.

All our youth and children's groups at St. Matthew's were run by our volunteers in 2023, with the exception of Berti from Tunbridge Wells Youth For Christ who we pay on a sessional basis to run our midweek youth group.

All our children and youth groups were thriving in 2023, with numbers staying steady or growing throughout the year at the different groups.

We have been offering Sunday morning groups for primary school aged children and for youth every Sunday (except family services), and midweek groups for children in school years 3-6 and young people in secondary school, as well as a toddler group for preschool children and their carers.

On Sunday mornings, families start off in church altogether, and then the children and young people go out to their groups after the first song. Primary school aged children are all in a group together and meet in the church hall. Young people in secondary school meet in the youth room each Sunday. We also have a dedicated space on a Sunday morning for parents to be with their preschool children during the service, where there are toys and where the service is live on a TV for them to watch.

These groups have been focusing on helping the children and young people to build friendships and bringing them closer to God in a fun, relaxed environment, and we have seen both of these things happening.

Our midweek clubs for children in church and in the community ran throughout 2023 in the church building and have grown steadily throughout the year.

Deeper (for school years 3-6) meets on Mondays after school and has lots of fun activities for the children to do, as well as giving them a snack of toast and squash. They also hear a thought for the week while they have toast, which is based on God. In the first half of the year, an average of 12 children came to Deeper each week, but as they invited friends, this increased to an average of 19 each week by the end of the year. These are a mixture of children from church families and children from the community, with most of the newer children being the latter.

Ignite is our group for secondary school age young people. They meet on Tuesday evenings, and one of the successes of this session is that they share a hot meal together and have time to chat and build relationships. Ignite is run in conjunction with Berti from Tunbridge Wells Youth For Christ, and we are so grateful for everything he has put into the group. Ignite had an average of 19 young people attending each week in 2023, with numbers growing in the middle of the year and then dropping back a bit towards the end of the year. Ignite is growing as the young people bring friends along. Again, these are a mixture of church young people and those from the community.

Ignite ran some special events in 2023 for the young people, including bowling, a BBQ, boating at Dunorlan Park, a campfire, fireworks and ice-skating.

We also run a baby and toddler group on Thursday mornings, for preschool children and their parents or carers. The group is very relaxed, with lots of time and space for the children to play and the adults to connect with each other over refreshments. We then have a story and song time at the end, with biscuits and fruit for the children. The toddler group saw an average of 19 children a week with their carers in 2023.

All these groups are great at nurturing and encouraging the children and young people who attend, but they are also great opportunities for us to then invite families to key services at church throughout the year, or other events we are running.

Thank-you so much to all our volunteers who put so much time and energy into all the groups week in and week out, and who go above and beyond to make sure we can welcome children and young people into our church.

3. Reaching out to the community

St. Matthew's Church is a key part of the community of High Brooms. Everything we do as a church is open to everyone in our community, but certain activities and groups are more aimed at reaching the wider community and meeting the needs of those in our area.

St. Matt's Community Larder (written by the community larder team)

The community larder is now in its 4th year, having remained open every week since we opened in November 2020.

We continue to see regular numbers of visitors - between 80 and 100 every week. There are some very regular clients, but also a moving population of visitors attending for a season and moving on, when circumstances improve or change. We have seen an increase in refugees from Ukraine, Hong Kong and other countries, and generally have a cosmopolitan clientele.

The coffee and cake area is very popular and sometimes struggles to keep up with demand! Lots of our regular visitors now seem to see us as friends and for this we are most grateful. We always wanted to build a community space, separate from the food provision.

We are hugely blessed with volunteers and generous members of the community and church, who give their time and money to support us. Supermarket food donations have been less generous overall in 2023 so we have increased spending on Fareshare deliveries and supermarket food purchases.

Crosslight (the debt and budget charity) continue to visit monthly and say they have helped quite a few individuals whose first point of contact has been the larder.

We had a very happy Christmas event in December and welcomed many community members and generated around £1800.

Thank you for your prayers and practical support.

St. Matt's Community Hub

St. Matthew's Church opened a warm space in November 2022 in response to the cost of energy crisis, to offer somewhere warm to those who couldn't afford to heat their homes.

As this developed in the early months of 2023, we found that it met other needs more than just being somewhere warm, like giving people a place to meet others, and supporting people with their mental health. We therefore rebadged the warm space as St. Matt's Community Hub in the spring of 2023, to attract more people from the community and to better describe the aim of the space.

The Community Hub is a welcoming, friendly and free space, which offers drinks and a light lunch. There are board games and newspapers available, and people to chat to.

We have also been able to partner with Jill who runs art activities in the hub each week to help people with their mental health. Jill started off running these through her charity, Embark21, but kindly carried on even when the charity was no longer involved.

We now get about 20 regulars coming to the hub each week and have a team of dedicated volunteers who serve drinks and lunch.

Community Events

We have a small team of volunteers who run events during the year for older members of the community. Rosemary and her team held 6 events during 2023 – coffee mornings, lunches and afternoon teas. At each event they raised money for a charity. They also had the St. Matthew's school choir singing to them at their Christmas afternoon tea.

The local churches table tennis league used the church building for practices and matches during 2023.

The church was also used as a polling station for local elections and local councillors held a meeting here about developing a neighbourhood plan for Southborough and High Brooms.

School links

St. Matthew's Church continues to maintain good relations with St Matthew's High Brooms CE Primary School.

We were able to welcome the school into church for their key services in 2023, which we did at Easter, harvest, Christmas, and for a year 6 leavers' service in the summer.

Chris Wicks (our vicar) was also taking regular assemblies in the school throughout 2023.

3 members of the church served as Governors at the school during 2023 – two as foundation Governors (Chris Wicks and David Johnson) and one as an associate Governor (Lynn MacKay).

Support for charities

At Harvest, food gifts were collected for our Community Larder and an offering was taken for Tearfund.

Our Christmas offerings in 2023 were sent to Life & Soul, who help children and young people in Tunbridge Wells schools through mentoring and resilience workshops.

Support continues for a number of local, national and international charities and organisations through the tithe that St. Matthew's Church gives each year.

STRUCTURE, GOVERNANCE AND MANAGEMENT

St. Matthew's Parochial Church Council (PCC) has the responsibility of working alongside the Incumbent, the Reverend Christopher Wicks, in promoting within the ecclesiastical parish the whole mission of the Church, including pastoral, evangelistic, social and ecumenical activities.

The PCC also has the responsibility for the maintenance of St. Matthew's Church and St. Matthew's Church Hall in High Brooms.

St. Matthew's Church is situated on High Brooms Road in High Brooms (correspondence address: St. Matthew's Church, High Brooms Road, Tunbridge Wells, Kent, TN4 9BW). It is part of the Diocese of Rochester within the Church of England.

The PCC is a body corporate (PCC Powers Measure 1956, Church Representation Rules 2006) and a charity currently registered with the Charity Commission (registered charity number 1185772). Members of the PCC are either ex officio or elected by the Annual Parochial Church Meeting (APCM) in accordance with the Church Representation Rules. PCC members as at the APCM of May 2023 are:

Ex Officio Members:

The Reverend Christopher Wicks	Incumbent
David Johnson	Church Warden
Brian Hobden	Church Warden
Hannah Mwesigwa	Secretary (also employed as Operations Manager)
Kate Whitehead	Treasurer

Elected Members:

Mary Wilson	Deanery Synod and Diocesan Synod representative
Michael Southwick	
Suzanne Owen	
Ian Wilson	Re-elected at the APCM on 15 th May 2023
Julia Church	
Graham Church	
Matthew Taylor	
Phillip Grainger	Elected to the PCC at the APCM on 15 th May 2023

Other key office holders in the church, but not on the PCC are:

Clergy – PTO:	Rev Richard Arding
Operations Manager (employed):	Hannah Mwesigwa
Pastoral Assistant	Carole Wicks

The following roles are appointed by the PCC:

Parish Treasurer:	Kate Whitehead
PCC Secretary:	Hannah Mwesigwa
Safeguarding Officer:	Julia Church
Recruitment Officer:	Hannah Mwesigwa
Health and Safety Officer:	Michael Southwick
Banks:	Lloyds TSB Bank Plc, Nat West Bank Plc
Independent Examiner:	Perrys Chartered Accountants (appointed in November 2023)
Patronage Board includes:	Church Pastoral Aid Society

Induction and Training of Trustees

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

All new Trustees (PCC members) are provided with a link to the Charity Commission's publication: "The Essential Trustee: What you need to know" which provides guidance to all Trustees on what is involved in being a Charity Trustee. All new Trustees are provided with Guidance Notes covering the various meetings throughout the year and other responsibilities of PCC members plus a copy of the booklet jointly produced by the Charity Commission and The Church of England entitled "Trusteeship – An Introduction for PCC Members".

PCC Meetings

The full PCC of St. Matthew's Church met six times during 2023 with an average level of attendance of 92%. All of these meetings were held in person. Given its wide responsibilities the PCC has a number of committees each dealing with a particular aspect of parish life. These committees, which include worship, children's ministry, youth ministry, mission, pastoral care, community larder, fabric and finance, are all responsible to the PCC and report back to it regularly with minutes of their decisions being received by the full PCC and discussed as necessary.

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 which was agreed at the APCM of May 2022 consists of:

Incumbent	Chris Wicks	Secretary	Hannah Mwesigwa
Church Warden	David Johnson	Elected member	Ian Wilson
Church Warden	Brian Hobden	Elected member	Graham Church
Treasurer	Kate Whitehead		

The standing committee carried out five electronic votes during the period 2023 which were reported back to the following full PCC meetings.

Annual Parochial Church Meeting (APCM)

The APCM was held on 15th May 2023 at St. Matthew's Church. At this meeting, Church Wardens were elected and sworn in, Lay Representatives to the PCC were elected and sidespeople were appointed for the coming year.

Reporting Public Benefit

The trustees of St. Matthew's Church, High Brooms, are aware of the Charity Commission's guidance on public benefit in The Advancement of Religion for the Public Benefit and have had regard to it in their administration of the charity. The trustees believe that, by promoting the work of the Church of England in the Ecclesiastical Parish of St. Matthew, High Brooms, it helps to promote the whole mission of the Church (pastoral, evangelistic, social and ecumenical) more effectively, within the Ecclesiastical Parish, and that in doing so it provides a benefit to the public by:

1. Providing facilities for public worship, pastoral care and spiritual, moral and intellectual development, both for its members and for anyone who wishes to benefit from what the church offers; and
2. Promoting Christian values and service by members of the Church in and to their communities, to the benefit of individuals and society as a whole.

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 Safeguarding. These topics are reviewed regularly by the PCC. The PCC has complied with the duty to have due regard to the House of Bishops' guidance on safeguarding children and vulnerable adults and the PCC complies with GDPR guidance.

Responsibilities of the PCC

In preparing the accounts of the PCC, the Trustees must make judgements and estimates that are reasonable and prudent, follow suitable and consistent accounting policies, follow applicable accounting standards, subject to any material departure disclosed and explained in the accounts and must apply the going concern basis unless it is inappropriate. The PCC is also responsible for keeping proper accounting records which disclose with reasonable accuracy at any time the financial position of the charity and to enable it to ensure that the financial statements comply with the Charities Act 2011. It is also responsible for safeguarding the assets of the charity and for taking reasonable steps for the prevention and detection of fraud and other irregularities.

OUR STAFF

The PCC of St. Matthew's Church employed Hannah Mwesigwa as the Operations Manager and Sue Green as the cleaner during 2023.

The Vicar of St. Matthew's Church is the Rev. Christopher Wicks, who is employed by the Diocese of Rochester.

WARDEN'S REPORT - OUR BUILDINGS

Report by the Church Wardens – David Johnson and Brian Hobden

Church fabric, fittings and ornaments

The fabric of the church building is generally in good condition. Some roof tiles over the toilet area were disturbed and have been replaced and made watertight. At the same time some sections of the lightning conductor were disturbed, and arrangements are in hand to repair the damage. The lightning conductor has been tested and the electrical circuits in the Church have also been tested (both tests are required every five years).

A glass panel has been replaced between the church and the day centre. This was replaced with safety-toughened glass.

We were fortunate to have a second high-performance camera donated to enhance our live streaming capability. The installation took place before Christmas with work carried out by volunteers.

We are now working to improve our telecoms system and have commissioned a VOIP system to be installed over the coming months – this is ahead of the PSTN system switch-off across the country currently scheduled for 2025.

The Warm Space, which was started in December 2022 has been re-named the Community Hub and now opens from 11:00am till 3:00pm each Wednesday. Toasted sandwiches or soup are served at lunchtime and lots of board games are available. It is good to see that the number of people attending is growing.

Church hall fabric

A rainwater pipe outside the toilet block was disturbed and had become disconnected to the guttering. We are grateful to Mike Southwick for replacing the brackets holding the pipe. It is clear, however, that further repairs will soon be needed to the roof over the toilet block.

Health and Safety report

Following an incident when someone tripped over the brick planter leading to the Church Centre entrance, a strip of solar powered lights has been installed along the brick planter and work is being commissioned to enhance the lighting in the area, by placing the spotlights on a timer to enable them to be used without causing light disturbance to neighbouring properties.

Thanks

We would like to thank all those that have volunteered within church over the last year, including welcome team members and those providing hospitality before and after church services.

SAFEGUARDING

Report by Julia Church – Parish Safeguarding Officer

I have been Parish Safeguarding Officer (PSO) for St. Matthew's Church since November 2021. I oversee all safeguarding issues in the parish with the Vicar, Operations Manager and Church Wardens' support. My role includes being the contact person for anyone needing to report safeguarding issues or wanting advice, dealing with any safeguarding incidents within the church, keeping up to date with guidelines from the Diocese and Church of England, and making sure the children and young people in our groups know who they can talk to if they feel unsafe in any way.

The Operations Manager oversees DBS checks and training updates for all church employees and volunteers. A Deputy Recruiter has now been appointed to help with DBS checks.

Everyone who works with children, young people or vulnerable adults in the parish must have a current enhanced DBS check before they are allowed to work or volunteer with any children, youth or vulnerable adults, and they must complete training to the appropriate level within a couple of months of starting their role.

Safeguarding Issues

There was one safeguarding concern during 2023 that continues to be dealt with by the PSO, Vicar, Operations Manager and one of the Church Wardens, with advice and support from the Diocesan Safeguarding Lead, Greg Barry, where necessary. We really value the support we get from Greg in dealing with these issues.

All safeguarding concerns which are reported are filed, even if no further action is necessary.

Volunteer Recruitment

Safeguarding is always considered in the planning of all groups and activities that involve children, young people and vulnerable adults. We are continuing to recruit much-needed volunteers to help with all our groups and in turn, each of these volunteers needs to be DBS checked before starting to help.

Our children's work has expanded in all the groups over the past year. There has been a concentrated effort by the Leadership Team in the services and repeated notices to encourage and recruit suitable volunteers. As a church we are committed to ensuring all standards are met in safer recruiting, including making sure our adult to child ratios are in line with the legal requirements.

At our PCC meetings, all the names of the people who have applied to be volunteers with children, young people and vulnerable adults and have had DBS checks are put before the PCC for their approval. Safeguarding is included on the agenda at every PCC meeting so that updates can be made regularly.

In 2023, 29 DBS checks were carried out. We had 23 renewals and 6 new checks. Part of the reason for this many checks has been that the time before renewal has been moved from 5 years to 3 years, so we had to make sure everyone had been renewed within 3 years by the end of 2023.

Thank you to all our new and old volunteers – we couldn't do without you!

Safeguarding Training

All those who become volunteers in a role requiring some safeguarding training are advised of which modules to do and how to do this. The Church of England safeguarding training needs to be refreshed every three years, and most of our volunteers have now completed their refresher courses.

Safeguarding training completed in 2023:

Basic module – 12 people

Foundation module – 10 people

Leadership module – 2 people

Domestic Abuse Awareness module – 1 people

I have also signed up to the Diocesan 'Safeguarding Dashboard'. This enables us to keep a check on all safeguarding practice and policy, including volunteer training, adequate adult to child ratio numbers in all our groups, safer recruitment, and media and information across the safeguarding role.

Conclusions

Safeguarding for all children, young people and vulnerable adults continues to be a major part of our church family life and it is all our responsibilities to ensure that we are all kept safe. The congregation are encouraged to contact myself or Chris immediately if they feel uncomfortable or see or hear of an incident that they feel unhappy with or concerned about.

We have excellent support at the Diocese to discuss any issues or concerns if we feel we need to.

Safeguarding is never straight forward but always much better if shared with the correct professionals so that resolutions can be found.

DEANERY SYNOD REPORT

Report by Mary Wilson - Deanery Synod representative on the PCC

In 2023 the Tunbridge Wells Deanery Synod met 3 times under the joint chairmanship of Rev. Nick Cornell (Area Dean) and Andrew Smith (Lay Chair).

The first meeting of the year was held on 26th April and was hosted by St John's Church, Tunbridge Wells.

A presentation was given by Jennifer Ross (Communications Manager & Bishop's Media Adviser at Rochester diocese) called "Communicating your Church in a Changed Landscape".

She outlined recent changes in the social landscape, digital landscape & spiritual landscape.

She then looked at what this means for church communication. She acknowledged that it can be overwhelming for churches who don't feel they have the expertise and/or time and reassured that we don't have to do everything.

Her main tip was to be focused and intentional. Sometimes analogue can be more effective, keeping things simple is also sometimes best.

She then looked at the different elements of church communication – our buildings, welcome and outreach. What we communicate should match the church / people we are. Buildings and signage are important for first impressions of people walking in.

For effective communication the following aspects need to be thought about: our message, audience, medium, and experience. Planning of both regular and one-off campaigns is also important.

She then highlighted some useful tools available to help - Canva design software, A Church Near You, iKnow Church, Mailchimp & Digital Labs Learning.

The second meeting of the year was held on 12th July and was hosted by King Charles the Martyr, Tunbridge Wells.

New members were welcomed, and a meal was shared. Following the meal Bishop Jonathan spoke & answered pre-submitted questions.

He gave an outline of his background including his conversion as a student at Oxford. He has ministered in Paris, East Manchester, Basle, Switzerland, the Wirral and as Bishop of Huddersfield.

He is enjoying settling into the Rochester Diocese – he is enjoying meeting people and the diversity & variety of communities & ministry. His vision for the diocese is "Change, Serve, Grow".

It is important as a Deanery to get together to talk & share ministry & resources and to work together on strategic vision for reaching people across the Tunbridge Wells Deanery.

Response to Questions submitted:

'Living in Love & Faith' – nothing has yet been decided. At General Synod there was apology given for the bad treatment of the LGBT community by the church. The prayers of blessing are still in the process of being refined and are not indicative of a change in the church's doctrine of marriage. The 3 key areas that have been identified for further work are the content of the prayers, pastoral guidance that accompanies the prayers and pastoral reassurance for using or not using prayers. His hope is that a way may be found through to remain the body of Christ. There will be reporting back to General Synod in November.

What has he noticed in going about the diocese so far? He has been surprised by the diversity and struck by the good morale, commitment, and energy he has seen.

What support would he value for his role – for prayer for him to perform his role of bishop in serving the diocese. For strength and energy and for the Gospel to be central.

The third meeting of the year was held on 18th October and hosted by Christ Church, Southborough. The theme of the meeting was the exploration of how local churches are approaching the current challenges of mission and ministry in Tunbridge Wells with input from a variety of churches and time for discussion at the end.

Following reading & comment by Nick Cornell on 1 Corinthians chapter 12:12-26, four areas were explored:

Working with Older Adults - Susan Schibli [St James & Millward House] shared her thoughts on ministering to older people and intergenerational ministry including the contributions of older people, their risk of loneliness and the various ways in which they can be helped & can also contribute to the church family where intergenerational interactions are facilitated and encouraged.

Engagement with Youth and Children - Jan Humphrey from Christ Church in Tunbridge Wells outlined some of the challenges of ministry and mission to children and young people. These include volunteer availability and the continuity of team, erratic attendance of the young, transition from kids to youth work, parental support and involvement, reaching out into the community, and children with additional needs.

Work with Schools - John Caster [St Barnabas] pointed out that there are 89 church schools that are in the Rochester diocese and that some 24,000 4 -19-year-olds attend them. He outlined some of the ways in which church communities can get involved with schools, including taking of an assembly from time to time, their acts of worship and being involved in religious education. If there is a church school in the parish the incumbent has a legal responsibility to serve as an ex officio governor. Schools are always looking to appoint foundation governors and people were encouraged to consider standing for those roles. Offering to go into schools to read with children is a way in which people can get involved. It is important to be living the gospel as well as preaching it.

Working with limited resources / volunteering - Nick Cornell spoke of the challenges of encouraging people to volunteer, safer recruitment processes and of the need to decide what is or isn't essential when planning activities and roles. It isn't always possible to do everything, and some things won't work in a particular parish or at a particular time.

Parochial Church Council of The Ecclesiastical Parish of St Matthew, High Brooms
Charity No: 1185772

Notes to the Financial Statements for the twelve months ended 31 December 2023

1. BASIS OF PREPARATION

These accounts have been prepared under the historical cost convention with items recognised at cost or transaction value unless otherwise stated in the relevant notes to these accounts.

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)).

2. ACCOUNTING POLICIES

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.

Short term deposits: These are the cash held on deposit either with the Diocese or at another bank.

FUNDS

Unrestricted Funds: These represent the income funds of the PCC that are available for spending on the general purposes of the PCC. These include amounts designated by the PCC for fixed assets for its own use or for spending on a future project and which are not included as 'free reserves' as disclosed in the trustees' report. If part of an unrestricted fund is earmarked for a particular project it may be designated as a separate fund, but the designation has an administrative purpose only, and does not legally restrict the trustees' discretion to apply the fund.

Restricted Funds: These are income funds restricted by the donor 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. Full details of all their restrictions are shown in the notes of the accounts.

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 paid. Parochial fees due to the PCC for weddings, funerals etc. are 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, is 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.

2023 Accounts Commentary

The accounts are presented for the PCC's approval. During the year ending 2023 the PCC recorded a surplus of £32,212 (2022: surplus of £9,269) on day to day activities.

Not taking into account the 2022 legacy, unrestricted *voluntary* income, was broadly similar to last year (2023: £145k, 2022: £144k). Restricted giving/income increased 54% in 2023 to £37,764 (2022: £24,485). Like last year, this is due to the continually growing Community Larder and the successful fundraising. It is also, in part, down to the increase in fees charged for a bag of food which was implemented to offset rising costs.

Interest rates were significantly higher in 2023, increasing investment income by £6,232 to return £7,105 (2022: £873).

Total costs decreased by just £840 year on year to £173,142 (2022: expenses decreased by £3,504). However, unrestricted expenses in 2023 were £15,580 lower than in 2022, whereas restricted expenditure increased by £14,739. The reduction in unrestricted expenditure is driven predominately by reduced salary costs. Increased restricted expenditure (2023: £31,753, 2022: £17,014) is driven by the rising cost of food purchase for the Community Larder to compensate for reducing donations along with increasing demand.

Unrestricted income/expenditure resulted in a surplus of £26.2k. Restricted income/expenditure resulted in a £6k surplus. £19,307 is now held for restricted expenditure.

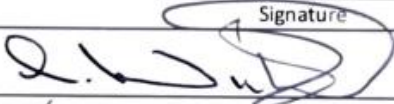
The PCC has retained reserves, in cash, of £313,042, as at 31 December 2023. This is a sound financial position and meets the reserving requirements set by the PCC.

Kate Whitehead - PCC Treasurer

Parochial Church Council of St Matthew High Brooms - Charity No: 1185772
BALANCE SHEET at 31 December 2023

Fixed Assets		None	
		2023	2022
Current Assets	Note		
Debtors & Prepayments	4	£39,628	£11,913
Short term deposits	5	£201,731	£195,453
Repair funds	6	£31,812	£25,266
Cash at bank and in hand	7	£66,500	£70,820
Total current assets		£339,670	£303,453
Creditors/Liabilities:			
Falling due within one year	8	£26,628	£22,623
NET CURRENT ASSETS		£313,042	£280,830
FUNDS OF THE CHARITY			
Unrestricted		£293,735	£267,534
Restricted		£19,307	£13,296
Endowment		£0	£0
		£313,042	£280,830

Approved by the Parochial Church Council on 25 March 2024 and signed on its behalf by:

Signature	Print name	Date
	Rev Chris Wicks	25/3/2024
K Whitehead	Kate Whitehead	25/3/2024

Parochial Church Council of St Matthew High Brooms - Charity No: 1185772

STATEMENT OF FINANCIAL ACTIVITIES

For the twelve months ended 31 December 2023

	2023				2022			
	Unrestricted Funds	Restricted Funds	Endowment Funds	TOTAL	Unrestricted Funds	Restricted Funds	Endowment Funds	TOTAL
	£	£	£	£	£	£	£	£
INCOMING RESOURCES								
Voluntary income	145,337	17,478	0	162,814	228,647	14,433	0	243,080
Activities for generating income	253	3,102	0	3,356	163	0	0	163
Income from investments	7,105	0	0	7,105	873	0	0	873
Income from church activities	14,895	17,184	0	32,079	13,655	10,052	0	23,707
Total	167,589	37,764	0	205,354	243,338	24,485	0	267,823
RESOURCES EXPENDED								
Parish share	60,500	0	0	60,500	62,000	0	0	62,000
Salaries, wages and honoraria	22,442	0	0	22,442	46,537	0	0	46,537
Clergy & staff expenses	4,015	0	0	4,015	4,646	0	0	4,646
Church running expenses	23,637	1,266	0	24,903	21,802	0	0	21,802
Church activity expenses	4,388	30,488	0	34,876	2,810	17,014	0	19,824
Mission giving and donations	13,781	0	0	13,781	8,710	0	0	8,710
Hall expenses	12,625	0	0	12,625	10,463	0	0	10,463
Major repairs to church	0	0	0	0	0	0	0	0
Major repairs to hall	0	0	0	0	0	0	0	0
Major repairs to parsonage	0	0	0	0	0	0	0	0
New building work	0	0	0	0	0	0	0	0
Other	0	0	0	0	0	0	0	0
Total	141,388	31,753	0	173,142	156,968	17,014	0	173,982
NET Incoming resources before other recognised gains and losses	26,201	6,011	0	32,212	86,370	7,471	0	93,841
Gains on investment assets on disposal on revaluation								
NET MOVEMENT IN FUNDS	26,201	6,011	0	32,212	86,370	7,471	0	93,841
TRANSFERS BETWEEN FUNDS								
BALANCES BROUGHT FORWARD AT 1 JANUARY 2023	267,534	13,296	0	280,830	181,164	5,825	0	186,989
BALANCES CARRIED FORWARD AT 31 DECEMBER 2023	293,735	19,307	0	313,042	267,534	13,296.23	0	280,830

Parochial Church Council of St Matthew High Brooms - Charity No: 1185772

INCOME

	2023				2022			
	Unrestricted Funds	Restricted Funds	Endowment Funds	TOTAL	Unrestricted Funds	Restricted Funds	Endowment Funds	TOTAL
	£	£	£	£	£	£	£	£
1(a) Voluntary income								
Gift aided donations	108,011	5,730	0	113,741	111,035	5,248	0	116,284
Other donations	10,184	643	0	10,827	4,212	3,132	0	7,344
Tax recoverable	25,247	1,453	0	26,700	26,505	1,011	0	27,515
Collections at services	1,895	0	0	1,895	2,324	0	0	2,324
Grants	0	9,652	0	9,652	0	5,042	0	5,042
Legacies	0	0	0	0	84,571	0	0	84,571
TOTAL	145,337	17,478	0	162,814	228,647	14,433	0	243,080
1(b) Activities for generating income								
Fundraising	253	3,102	0	3,356	163	0	0	163
Other income	0	0	0	0	0	0	0	0
TOTAL	253	3,102	0	3,356	163	0	0	163
1(c) Income from investments								
Dividends and interest	7,105	0	0	7,105	873	0	0	873
TOTAL	7,105	0	0	7,105	873	0	0	873
1(d) Income from church activities								
Fees	1,187	0	0	1,187	477	0	0	477
Hall lettings	9,564	0	0	9,564	8,930	0	0	8,930
Children & Youth	3,055	0	0	3,055	2,827	0	0	2,827
Church events	0	0	0	0	0	0	0	0
Pastoral events	169	0	0	169	1,171	0	0	1,171
Community events	921	420	0	1,341	250	0	0	250
Community Larder	0	16,764	0	16,764	0	10,052	0	10,052
TOTAL	14,895	17,184	0	32,079	13,655	10,052	0	23,707
TOTAL	167,589	37,764	0	205,354	243,338	24,485	0	267,823

EXPENSES

Note	2023				2022			
	Unrestricted Funds	Restricted Funds	Endowment Funds	TOTAL	Unrestricted Funds	Restricted Funds	Endowment Funds	TOTAL
	£	£	£	£	£	£	£	£
Church activities								
2(a) Parish share	60,500	0	0	60,500	62,000	0	0	62,000
2(b) Salaries, wages and honoraria	22,442	0	0	22,442	46,537	0	0	46,537
2(c) Clergy & staff expenses								
Parsonage	3,365	0	0	3,365	3,327	0	0	3,327
Training	427	0	0	427	35	0	0	35
Mobiles	170	0	0	170	192	0	0	192
Other Vicar expenses	34	0	0	34	114	0	0	114
Other employment costs	19	0	0	19	979	0	0	979
	4,015	0	0	4,015	4,646	0	0	4,646
2(d) Church running expenses								
Operations	1,918	0	0	1,918	2,712	0	0	2,712
Fabric	5,815	362.5	0	6,178	6,778	0	0	6,778
Worship/services	2,335	903.03	0	3,238	1,559	0	0	1,559
Catering	950	0	0	950	744	0	0	744
Governance	575	0	0	575	523	0	0	523
Other	0	0	0	0	0	0	0	0
Church utility bills	11,966	0	0	11,966	9,119	0	0	9,119
Cost of fundraising	0	0	0	0	0	0	0	0
Mission and evangelism	78	0	0	78	367	0	0	367
	23,637	1,266	0	24,903	21,802	0	0	21,802
2(e) Church activity expenses								
Children & Youth	3,614	275	0	3,888	1,904	194	0	2,098
Pastoral events	774	0	0	774	785	0	0	785
Church events	0	0	0	0	0	0	0	0
Community events	0	1,922	0	1,922	121	0	0	121
Community Larder	0	28,291	0	28,291	0	16,820	0	16,820
	4,388	30,488	0	34,876	2,810	17,014	0	19,824
2(f) Mission giving and donations	13,781	0	0	13,781	8,710	0	0	8,710
2(g) Hall expenses	12,625	0	0	12,625	10,463	0	0	10,463
2(h) Major repairs to church	0	0	0	0	0	0	0	0
2(i) Major repairs to hall	0	0	0	0	0	0	0	0
2(j) Major repairs to parsonage	0	0	0	0	0	0	0	0
2(k) New building work	0	0	0	0	0	0	0	0
2(l) Other	0	0	0	0	0	0	0	0
TOTAL	141,388	31,753	0	173,142	156,968	17,014	0	173,982

Parochial Church Council of St Matthew High Brooms - Charity No: 1185772

**Notes to the STATEMENT OF FINANCIAL ACTIVITIES
For the twelve months ended 31 December 2023**

1 RESTRICTED INCOME

Donations (including Gift Aid) totalling £1,250 have been made towards improving the provision of online services.

Donations (including Gift Aid) and grants (see 1(b) below) totalling £15,036 have been given to support the ongoing costs of the Community Larder. In addition, a further £16,764 has been received as a contribution towards food, or at the café, and £3,102 from fund raising activities.

Donations (including Gift Aid) and grants totalling to the value of £974 have been given towards Church fuel costs and the running of a Warm Space.

Donations (including Gift Aid) totalling £275 have been given towards specific Children & Youth initiatives.

Donations (including Gift Aid) totalling £364 have been given towards specific pieces of equipment (fridge freezer/toaster).

UNRESTRICTED INCOME

Excluding the 2022 legacy, unrestricted voluntary donations in 2023 were similar to 2022 (£145k in 2023 vs £144k in 2022).

1(a) GRANTS

Community Larder received £9,452 in grants.

£200 was received in grants towards the "Warm Space/Hub".

2(a) PARISH SHARE

The parish share was set at £60,500 for 2023.

2(b) STAFF COSTS AND PENSION

During the year the PCC employed an operations manager and a cleaner. None of these employees earned more than £60,000 p.a. No trustees received remuneration for their services as trustees. Total Staff Costs were:

	£
Gross Salaries	22,027
Employer NI	0
Pension Costs	415
	<u>22,442</u>

All employees are entitled to join a defined contribution pension scheme administered by The National Employment Savings Trust (NEST). The PCC meets its auto enrolment obligations for all eligible staff.

The reduction in salary costs (£46.5k in 2022) of £24k is due to no longer employing a children and families worker, and the associated costs.

2(d) CHURCH RUNNING EXPENSES

Governance: includes Independent Examiner's fee of £540 (inclusive of VAT).

2(e) CHURCH ACTIVITY EXPENSES - RESTRICTED

A further camera and necessary leads have been purchased to improve the provision of online services. With the £1,250 donation, this leaves a balance of £872 for development of online service functionality.

With total income of £34,903, and expenses of £28,291, relating to the Community Larder, a surplus of £6,612 is added to the previous balance of £9,700 resulting in a new balance of £16,312.

The Community Hub ("Warm Space") made use of part of the funds previously given for this purpose (£3,071) with expenses during the year of £1,922. With the £974 donated towards this initiative, the resulting balance of £2,123 is available for 2024.

£274.50 was donated towards specific Children & Youth costs. This has been used with £0 carried forward.

£363.50 was donated towards specific pieces of equipment for church which were purchased during the year leaving a £0 balance carried forward.

BALANCES	£
Online AV provision	872
Community Larder	16,312
Community Hub/Warm Space	2,123
	<u>19,307</u>

2(f) MISSIONARY AND CHARITABLE GIVING

Grants of £1,000 or more made in the period	£
CMS	1,255
Life & Soul	1,800
MAF	1,800
Tear Fund	1,000

Grants of < £1,000 made in the period, for mission	£
Other organisations/charities	6,826
Other individuals	1,100
	<u>13,781</u>

3 PCC Members

It is a common practice, for reasons of expedition and value for money, for members (or other church members) to be requested to make purchases on behalf of the PCC for which they are later reimbursed on production of documentation. All such transactions are recorded in the accounts and accounted for under the relevant heads of expenditure.

Notes to the STATEMENT OF FINANCIAL ACTIVITIES

For the twelve months ended 31 December 2023

4 DEBTORS & PREPAYMENTS

	2023	2022
Tax recoverable	£39,628	£11,913
Other <1000	£0	£0
	£39,628	£11,913

5 SHORT TERM DEPOSITS

	2023	2022
DBF Account	£201,731	£195,453
	£201,731	£195,453

6 REPAIR FUNDS

	2023	2022
Church	£15,426	£10,050
Hall	£16,386	£15,216
	£31,812	£25,266

7 CASH AT BANK & IN HAND

	2023	2022
Cash card - Community Larder	£0	£80
Cash card - Hannah	£37	£135
Lloyds	£16,981	£36,521
Nat West	£34,528	£25,825
Lloyds - Larder	£14,852	£8,225
Petty Cash	£101	£34
	£66,500	£70,820

8 CREDITORS/LIABILITIES

	2023	2022
Falling within one year		
PAYE - HMRC/Pension	£608	£1,373
Late invoices	£3,822	£5,853
Owed Tithe/Earmarked giving	£10,651	£8,206
Insurance	£3,217	£3,200
ChargeCard bill	£472	£233
Larder ChargeCard bill	£986	£0
Other <£1,500	£6,873	£3,758
	£26,628	£22,623

DECLARATION

The Trustees declare that they have approved the Trustees' Report above.

Signed on behalf of the PCC:



Rev. Christopher Blair Wicks (Chair)

Date (of the APCM): 25th March 2024

Parochial Church Council of St Matthew High Brooms

INDEPENDENT EXAMINER'S REPORT TO THE TRUSTEES OF FAMILY MATTERS

I report to the trustees on my examination of the financial statements of Parochial Church Council of St Matthew High Brooms (the charity) for the year ended 31 December 2023.

Responsibilities and basis of report

As the trustees of the charity you are responsible for the preparation of the financial statements in accordance with the requirements of the Charities Act 2011 (the 2011 Act).

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

Independent examiner's statement

Since the charity's gross income exceeded £250,000 your examiner must be a member of a body listed in section 145 of the 2011 Act. I confirm that I am qualified to undertake the examination because I am a member of Association of Chartered Certified Accountants, which is one of the listed bodies.

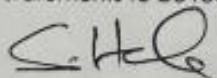
Your attention is drawn to the fact that the charity has prepared financial statements in accordance with Accounting and Reporting by Charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) in preference to the Accounting and Reporting by Charities: Statement of Recommended Practice issued on 1 April 2005 which is referred to in the extant regulations but has now been withdrawn.

I understand that this has been done in order for financial statements to provide a true and fair view in accordance with Generally Accepted Accounting Practice effective for reporting periods beginning on or after 1 January 2015.

I have completed my examination. I confirm that no 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 2011 Act; or
- 2 the financial statements do not accord with those records; or
- 3 the financial statements 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 financial statements to be reached.



Perrys Accountants Limited
Churchdown Chambers
Bordyke
Tonbridge
Kent
TN9 1NR

Dated: 17/09/24

Accounts

TRUSTEES REPORT

The Parochial Church Council of The Ecclesiastical Parish of St. Matthew, High Brooms

(Also known as St. Matthew's Church, High Brooms)

For the period January to December 2022

Here at St. Matthew's Church, we welcome everyone who comes to worship at our church and who attends and makes use of the groups and community projects we run. We are committed to enabling as many people as possible to become part of our church community at St. Matthew's, High Brooms.

The Parochial Church Council (PCC) and Leadership Team maintain an overview of worship, ministry and outreach throughout the parish and consider how our worship services and activities can involve the many groups that live within our parish.

The mission statement of St. Matthew's Church is 'Igniting Passion for Jesus' and we aim to do this through:

- Worship and prayer - we hope to bring people to faith through our services;
- Reaching out to our community - including maintaining and developing links with key community members;
- Supporting the work of mission agencies around the world.

To facilitate this work, it is important that we maintain the fabric of St. Matthew's Church and St. Matthew's Church Hall and that we continue to stay up to date with policies and procedures which keep everyone safe.

WHAT WE DO

2022 was a year of new freedoms and normality following Covid, but also of new challenges, both nationally and globally, and also locally within St. Matthew's Church.

During 2022 we were able to continue to build and grow our services, groups and activities following Covid lockdowns, and we also started up new initiatives, like the warm space, to help meet new needs in the community.

As this report shows, much of what we do as a church is only possible because of the support and commitment of those in our congregation and community.

None of the activities and services which St. Matthew's Church runs would be able to happen without the many volunteers who give their time and energy. We are immensely grateful to all our volunteers, especially as we have gone through another year in which so many have faced so many challenges.

Mission & Vision

As well as the PCC, St Matthew's Church has a Leadership Team which meets to plan and develop the ministry of the church. We also have various forms of Ministry Groups that meet regularly to pray and plan for mission and ministry in the church, including youth ministry, children's ministry, women's ministry, fabric, finance, community larder, pastoral care and worship.

At the beginning of 2022, the PCC and the Leadership Team spent a morning together, looking at what areas of church life we wanted to focus on for the year, and developing some priorities to help shape the direction of planning and activities during the year.

The following three priorities came out of this:

- Youth – to find and establish routes to grow relationships / community among our youth in church.
- Fellowship – Planning and using social events to give opportunities to build relationships.
- Bethel – Following the success of the community larder in the Bethel building, we will continue to explore the development of the building as a church and community resource in conjunction with the Bethel Trust.

All of these priorities shaped what we did in 2022 and will continue to shape our planning for 2023.

1. Worship and prayer

Sunday services

2022 was a year of settling into a new pattern of worship services here at St. Matthew's Church, following Covid lockdowns and people's nervousness at coming back into church regularly.

Following the decision that was made towards the end of 2021, the 5pm service (more traditional and liturgical) and the 7pm service (an informal service with café style layout and mainly attracting younger adults) restarted in early 2022, each once a month to start with. This pattern of once of month worked well for these services and the numbers attending were good, so it was decided halfway through the year that we would continue with this pattern of services.

Therefore, during 2022, we had our weekly 10am service and then 3 other monthly services on different weeks (8am communion, 5pm service, 7pm service). This has worked well, as most Sundays in a month have two different services for people to choose from.

The 10am service is still a hybrid service every week, with the decision being made to intentionally keep live-streaming this service indefinitely, as well as other key services like Christmas and Easter.

We have a family service on the first Sunday of each month at 10am, as well as on all the Sundays through the summer holidays, where all ages stay in church together for a more relaxed, informal and fun service.

The average weekly attendance for our different services in 2022 is as follows:

8am communion – 6 adults

10am service – 60 adults and 20 children

5pm service – 14 adults

7pm service – 17 adults

We also had an average of about 20 people watching our 10am service live online each week, so we therefore had a combined weekly average of about 90 adults and 20 children across all our services, both in person and online.

Electoral Roll

At the end of December 2022, the number of names on the Electoral Roll of St. Matthew's Church was 114, which includes 3 additions and 12 deletions during the year. The Electoral Roll was revised before the APCM in April 2022 and there were no changes for the rest of the year.

The number of people on the Electoral Roll 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.

Special services

Christmas and Easter are special times in the church calendar.

Easter 2022 was our first normal festival since Covid, and we returned to our full programme of services in church and online. We had a Palm Sunday family service with a baptism, a Tenebrae service on Maundy Thursday, and then family services on both Good Friday and Easter Sunday. We reached about 200 people on Good Friday and Easter Sunday, which was a real encouragement.

All our Christmas services were also in church and streamed online, with 550 people coming through the doors across the Christmas week, and a further 180 views of our Christmas services online. There was a real sense of joy during the Christmas week, and of the community of High Brooms being able to come together to celebrate Christmas once again.

On Remembrance Sunday, St. Matthew's Church held a Remembrance Day service in the morning and a memorial service in the afternoon. These services were well attended and appreciated.

We also held a special family service for the Queen's Diamond Jubilee, with lots of fun activities about the Queen and prayers for Her Majesty.

Life Events

Life events were finally back to normal in 2022, and therefore people were keen to have the services which had been postponed due to Covid.

Seven baptisms were carried out in 2022, all for young children.

5 funerals were conducted by our clergy during 2022 – all at the cemetery / crematorium.

There were two weddings at St. Matthew's Church during 2022, both for long-standing members of the church.

Prayer meetings

A worship and prayer evening was run by a couple in the church once a month, meeting in their home. This was a chance for people to pray and to worship in a smaller group.

Unfortunately the couple left St. Matthew's Church in the summer of 2022, so this meeting stopped happening.

Home Groups and Pods

There are 6 Home Groups at St. Matthew's Church, which meet weekly or fortnightly during the day or in the evening. These groups 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.

There are also numerous Pods, which are smaller prayer groups. These form out of existing friendships and connections and help people to further grow in their faith and deepen relationships with God and each other.

Revive Women's Ministry

The women's ministry at St. Matthew's Church is another way of helping people to feel supported and to build relationships.

During 2022, the team who organise Revive events reduced significantly, so only two events were held throughout the year.

In March, they held a walk with a coffee shop at the end, to give women the opportunity to build relationships and support each other.

In November 2022, Revive ran a Christmas Wreath Making evening, which was well attended and was a great way to invite people from midweek groups into church for something different.

We want to say thank you to those volunteers who have stepped down from the Revive committee this year, for all their hard work and commitment over the years.

Link Mission Partners

St Matthew's Church continues to have Missionary Links with Geita in Tanzania, Ruth Radley at Birmingham Children's Hospital and Life & Soul locally in Tunbridge Wells. We also support Tearfund and Nourish Foodbank as a church.

During 2022, Pat Blanchard retired from working with CMS in Peru. She came to visit in May and said goodbye to us as a supporting church.

Following this, we have taken on a new mission partner to support as a church – Sam and Abby Baguma and their two girls (Rachel and Rebecca) who live and work in Uganda. Sam works for Mission Aviation Fellowship, and Abby teaches in the girls' school. The Bagumas visited us in August 2022, to share about MAF and about their lives in Uganda. We are looking forward to supporting them going forward.

A Mission Prayer Meeting is held once a month for anyone who would like to hear updates and pray for all our mission partners. These are now hybrid meetings, which means some of our mission links who are not local can still join in the meetings by Zoom, and this has made the links stronger than before.

Retired Clergy

Richard Arding joined St. Matthew's Church in September 2018 and has been actively involved in St. Matt's and helping other churches in the area as requested. He has been a great help in covering services during Chris' study leave over the last year.

2. Youth and children

Reaching out to children and young people and helping them to feel like they belong to our church family is very important to us as a church.

During 2022, St. Matthew's Church employed a Children and Families Minister (Lois Fryett). There was no Youth Minister in post for the whole of 2022, but thanks to Lois, Berti from Tunbridge Wells Youth For Christ, and a small but dedicated team of volunteers, we have been able to continue and grow our youth provision during the year.

All our children and youth groups have been running in person throughout 2022, and we have seen growth in the numbers of children being part of these groups, and in the volunteer teams running them. We have been offering Sunday morning groups for primary school aged children and for youth every Sunday (except family services), and midweek groups for children in school years 3-6 and young people in secondary school, as well as a toddler group for preschool children and their carers.

On Sunday mornings, families start off in church altogether, and then the children and young people go out to their groups after the first song. Primary school aged children are all in a group together, and were meeting in the Bethel Hall during 2022. Young people in secondary school met in the youth office each Sunday. We also have a dedicated space on a Sunday morning for parents to be with their preschool children during the service, where there are toys and where the service is live on a TV for them to watch. These groups have been focusing on helping the children and young people to build friendships and bringing them closer to God in a fun, relaxed environment.

Our midweek clubs for children in church and in the community ran throughout 2022 in the church building and have grown steadily throughout the year. Lois was running these groups during 2022, helped by Berti from Youth For Christ and groups of volunteers.

Deeper (for school years 3-6) meets on Mondays after school and has lots of fun activities for the children to do, as well as giving them toast and squash. An average of 12 children come each week, and these are a mixture of children from church families and children from the community.

Ignite is our group for secondary school age young people. They meet on Tuesday evenings, and one of the successes of this session is that they share a hot meal together and have time to chat and build relationships. Ignite is run in conjunction with Berti from Tunbridge Wells Youth For Christ, and we are so grateful for everything he has put into the group. Ignite has an average of 14 young people each week, and it is growing as they are bringing friends along. Again, these are a mixture of church young people and those from the community. Ignite ran some special events in 2022 for the young people, including a pancake evening, boating at Dunorlan Park, a campfire, fireworks and ice-skating.

We also run a baby and toddler group on Thursday mornings, for preschool children and their parents or carers. The group is very relaxed, with lots of time and space for the children to play and the adults to connect with each other over refreshments. We then have a story and song time at the end, with biscuits for the children. The toddler group sees an average of 23 children a week, with their carers. All these groups are great at nurturing and encouraging the children and young people who attend, but they are also great opportunities for us to then invite families to key services at church throughout the year, or other events we are running.

Thank-you so much to Lois, Berti and Tunbridge Wells Youth For Christ, and to all the volunteers who have been involved in this work throughout the year. We really appreciate all our volunteers who kept all the groups going during the year and who went above and beyond to make sure we could still welcome children and young people into our church each week.

3. Reaching out to the community

St. Matthew's Church is a key part of the community of High Brooms. The Covid pandemic and the more recent cost of living crisis have increased the needs in our community, and we have been trying to work with our community to meet some of those needs.

Community Larder (written by the community larder team)

St. Matt's Community Larder opened in November 2020 and has been open every Friday morning since in the Bethel Hall. This is only possible because of the dedication of a committed group of around 35 volunteers from the church and community. These volunteers cover a wide range of activities, including multiple supermarket collections, unloading FareShare deliveries, serving visitors on Friday mornings and packing up the Bethel Hall after the larder has taken place.

When the larder first opened, we obtained almost all our food via Fareshare and supermarket donations, but the last year has seen a very different picture. Supermarket donations have dropped off very markedly, and Fareshare deliveries are also very erratic and not always useful. Meantime, the numbers of people accessing the larder have escalated with the cost-of-living crisis, and we are regularly seeing 90-100 visitors each week.

We have therefore had to source food by other means and are buying in supplies each week. Thankfully, we have received generous financial donations from both individuals and organisations, as well as some grant monies, and some from our own fundraising at a Christmas event. We have also been blessed by large amounts of food donations from the local schools' harvest festivals.

Once a month we have a member of Crosslight charity available to help individuals with financial worries. Look Ahead have also helped some individuals in particularly difficult financial situations.

The cafe area has become increasingly busy, and we are greatly encouraged by a developing sense of community and welcome and friendship. We are very pleased more church members have found time to drop in. Greg Clark MP has also visited.

We are so grateful for what we feel is a God sent opportunity to put the good news of Jesus into practical action in this way.

We cannot tell what the future will hold, but we will continue from week to week, all the time we have our brilliant team of volunteers and enough resources to supply food.

Warm space

One of the new initiatives that started nationwide in the autumn of 2022, was the idea of warm spaces, for those who couldn't afford to heat their homes during the winter.

St. Matthew's Church opened a warm space in November 2022, on Wednesdays from 10am to 4pm in our church centre. We are so grateful to all the volunteers who have committed their time to make this happen. The warm space offers somewhere warm to be, but also hot drinks and a hot soup and roll lunch, all for free. We also have board games and newspapers for people to use, and people to chat to.

Once the warm space had started, we were able to partner with Embark21, a charity supporting people's emotional and mental health. Jill from Embark21 is in the warm space for a couple of hours each week, running art activities. This attracts not only her own clients, but anyone using the warm space can take part as well.

Although this initiative was set up to meet the need of giving people somewhere warm to be, we have found that it meets other needs more, like giving people a place to meet others, and supporting people with their mental health.

Pastoral Care

The pastoral care team at St. Matthew's Church has continued to work very hard through 2022 to ensure the holistic care of individuals in need. This includes hospital visits, home visits where people are ill, suffering or unable to leave their homes, provision of cooked meals, coffee mornings and generally being available to listen. One of the members of the pastoral care team does odd jobs for those who are unable to do them.

Hubs

Hubs are small groups based around a shared hobby or interest. These mostly involve church members but are also great places for people to invite friends to. These didn't really happen much during the two years of Covid; however, some have now restarted in person. The groups that have been running during 2022 are knitting hub, sewing bee hub and table tennis teams.

Social Events

One of the priorities for 2022 was building relationships through social events. Our church community has changed over the last couple of years, with some people leaving and new people joining, and it was felt that helping people to make friends and feel like they belong to the church community was important. In 2022 we held various events to do this – a church picnic, a BBQ with one of our mission partners, a church walk and coffee, a bring and share Harvest lunch, a men's day to Hastings, and an evening 'Eating Out' meal in church. All of these events gave opportunities for friendships to grow.

Community Events

Our community events were back up and running in 2022 in person, and it was lovely to be able to invite people back into church without any restrictions.

Rosemary and her team ran several coffee mornings during the year for older members of the community, as well as a Macmillan Coffee Morning in September.

The local churches table tennis league used the church building for practices and matches, and a local choir also met in the church for rehearsals.

School links

St. Matthew's Church continues to maintain good relations with St Matthew's High Brooms CE Primary School. In 2022, we were able to welcome the school back into church for services in person, which we did at Easter and Christmas, and for a year 6 leavers' service in the summer.

Chris Wicks (our vicar) started taking regular assemblies again from the autumn term of 2022.

3 members of the church served as Governors at the school during 2022 – two as foundation Governors (Chris Wicks and David Johnson) and one as an associate Governor (Lynn MacKay).

Support for charities

At Harvest, food gifts were collected for Nourish Foodbank and an offering was taken for Tearfund.

Our Christmas offerings in 2022 were sent to Tearfund, to help children who had been orphaned through the Covid pandemic.

Support continues for a number of local, national and international charities and organisations through the tithe that St. Matthew's Church gives each year.

STRUCTURE, GOVERNANCE AND MANAGEMENT

St. Matthew's Parochial Church Council (PCC) has the responsibility of working alongside the Incumbent, the Reverend Christopher Wicks, in promoting within the ecclesiastical parish the whole mission of the Church, including pastoral, evangelistic, social and ecumenical activities.

The PCC also has the responsibility for the maintenance of St. Matthew's Church and St. Matthew's Church Hall in High Brooms.

St. Matthew's Church is situated on High Brooms Road in High Brooms (correspondence address: St. Matthew's Church, High Brooms Road, Tunbridge Wells, Kent, TN4 9BW). It is part of the Diocese of Rochester within the Church of England.

The PCC is a body corporate (PCC Powers Measure 1956, Church Representation Rules 2006) and a charity currently registered with the Charity Commission (registered charity number 1185772). Members of the PCC are either ex officio or elected by the Annual Parochial Church Meeting (APCM) in accordance with the Church Representation Rules. PCC members as at the APCM of May 2022 are:

Ex Officio Members:

The Reverend Christopher Wicks	Incumbent
David Johnson	Church Warden
Brian Hobden	Church Warden
Hannah Mwesigwa	Secretary (also employed as Operations Manager)
Kate Whitehead	Treasurer

Elected Members:

Mary Wilson	Deanery Synod representative
Michael Southwick	
Suzanne Owen	
Ian Wilson	
Julia Church	
Graham Church	
Matthew Taylor	

Other key office holders in the church, but not on the PCC are:

Clergy – PTO:	Rev Richard Arding
Operations Manager (employed):	Hannah Mwesigwa
Children's Minister (employed):	Lois Fryett
Pastoral Assistant	Carole Wicks

The following roles are appointed by the PCC:

Parish Treasurer:	Kate Whitehead
PCC Secretary:	Hannah Mwesigwa
Safeguarding Officer:	Julia Church
Recruitment Officer:	Elaine Latchford (until April 2022) Hannah Mwesigwa (took over in April 2022)
Health and Safety Officer:	Michael Southwick
Banks:	Lloyds TSB Bank Plc, Nat West Bank Plc
Independent Examiner:	David Stephens FCCA
Patronage Board includes:	Church Pastoral Aid Society

Induction and Training of Trustees

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

All new Trustees (PCC members) are provided with a link to the Charity Commission's publication: "The Essential Trustee: What you need to know" which provides guidance to all Trustees on what is involved in being a Charity Trustee. All new Trustees are provided with Guidance Notes covering the various meetings throughout the year and other responsibilities of PCC members plus a copy of the booklet jointly produced by the Charity Commission and The Church of England entitled "Trusteeship – An Introduction for PCC Members".

PCC Meetings

The full PCC of St. Matthew's Church met seven times during 2022 with an average level of attendance of over 90%. All of these meetings were held in person. Given its wide responsibilities the PCC has a number of committees each dealing with a particular aspect of parish life. These committees, which include worship, children's ministry, youth ministry, mission, pastoral care, community larder, fabric and finance, are all responsible to the PCC and report back to it regularly with minutes of their decisions being received by the full PCC and discussed as necessary.

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 which was agreed at the APCM of May 2022 consists of:

Incumbent	Chris Wicks	Secretary	Hannah Mwesigwa
Church Warden	David Johnson	Elected member	Ian Wilson
Church Warden	Brian Hobden	Elected member	Graham Church
Treasurer	Kate Whitehead		

The standing committee carried out three electronic votes during the period 2022 and had one in person meeting.

Annual Parochial Church Meeting (APCM)

The APCM was held on 25th April 2022 at St. Matthew's Church. At this meeting, Church Wardens were elected and sworn in, and Lay Representatives to the PCC were elected. Sidespeople were appointed for the coming year and the Independent Examiner was also re-appointed for 2023.

Reporting Public Benefit

The trustees of St. Matthew's Church, High Brooms, are aware of the Charity Commission's guidance on public benefit in The Advancement of Religion for the Public Benefit and have had regard to it in their administration of the charity. The trustees believe that, by promoting the work of the Church of England in the Ecclesiastical Parish of St. Matthew, High Brooms, it helps to promote the whole mission of the Church (pastoral, evangelistic, social and ecumenical) more effectively, within the Ecclesiastical Parish, and that in doing so it provides a benefit to the public by:

1. Providing facilities for public worship, pastoral care and spiritual, moral and intellectual development, both for its members and for anyone who wishes to benefit from what the church offers; and
2. Promoting Christian values and service by members of the Church in and to their communities, to the benefit of individuals and society as a whole.

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 Safeguarding. These topics are reviewed regularly by the PCC. The PCC has complied with the duty to have due regard to the House of Bishops' guidance on safeguarding children and vulnerable adults and the PCC complies with GDPR guidance.

Responsibilities of the PCC

In preparing the accounts of the PCC, the Trustees must make judgements and estimates that are reasonable and prudent, follow suitable and consistent accounting policies, follow applicable accounting standards, subject to any material departure disclosed and explained in the accounts and must apply the going concern basis unless it is inappropriate. The PCC is also responsible for keeping proper accounting records which disclose with reasonable accuracy at any time the financial position of the charity and to enable it to ensure that the financial statements comply with the Charities Act 2011. It is also responsible for safeguarding the assets of the charity and for taking reasonable steps for the prevention and detection of fraud and other irregularities.

OUR STAFF

The PCC of St. Matthew's Church employed 2 members of staff during 2022.

Hannah Mwesigwa was employed as the Operations Manager and Lois Fryett was employed as the Children and Families Minister.

The Vicar of St. Matthew's Church is the Rev. Christopher Wicks, who is employed by the Diocese of Rochester. The vicar took a period of study leave during 2022, from May to July.

WARDEN'S REPORT - OUR BUILDINGS

Report by the Church Wardens – David Johnson and Brian Hobden

Church Fabric, fittings and ornaments

The fabric of the Church is in generally good condition. Following the storm in February, a few tiles were missing in the roof above the Church Centre and had to be replaced. In November there was some ingress of water as a result of cracked lead sheeting in the valley gutter above the hospitality area. A new sheet of lead was installed which resolved the leak.

The fridge-freezer in the kitchen was found to be faulty and was not reaching the appropriate temperature. A new fridge freezer was purchased, the cost of which was largely met by a generous donation.

A working party was held during November during which gutters and gullies were cleared, the extractor fan beneath the cooker hood was cleaned, child proof locks fitted to kitchen cupboards and finger guards fitted to the Church Centre door. The Boiler Room was also cleared of rubbish and tidied.

Work was carried out to the church Wi-Fi equipment to provide a better signal to both the Church and the Church Centre – allowing guest Wi-Fi to be opened up. We are grateful to MF Telecoms for donating the equipment and associated engineering time.

In November we began providing a Warm Space in the Church Centre on Wednesdays between 10am and 4pm for anyone who was having difficulty in heating their home. Free tea and coffee was served and at lunch time hot soup and a roll were made available to those who wanted it.

Church Hall fabric

There was a leak from the water heater in the adult toilet which was replaced by a new heater.

After the storm in February a few loose and missing tiles were replaced on the main roof.

The electrical distribution board was replaced, and emergency lighting updated to meet current regulations. The fluorescent tube lights in the hall were changed to LED lights.

Health and Safety report

There were no Health and Safety matters to report.

Thanks

We would like to thank all those that have volunteered within church over the last year. We would also like to thank Hannah Mwesigwa for picking up the additional workload during the vicar's study leave period.

SAFEGUARDING

Report by Julia Church – Parish Safeguarding Officer

I have been Parish Safeguarding Officer (PSO) for St. Matthew's Church since November 2021. I oversee all safeguarding issues in the parish with the Vicar, Operations Manager and church wardens support. My role includes being the contact person for anyone needing to report safeguarding issues or wanting advice, dealing with any safeguarding incidents within the church, keeping up to date with guidelines from the Diocese and Church of England, and making sure the children and young people in our groups know who they can talk to if they feel unsafe in any way.

Elaine Parratt stepped down from the safeguarding administration role earlier this year. The operations Manager now oversees all DBS checks and training updates for all church employees and volunteers. Everyone that works with children, young people or vulnerable adults in the parish must have a current DBS check and training to the appropriate level before they are allowed to work or volunteer with groups.

Hannah is doing an amazing job at keeping track of all the training that is required by us all, so please, if you are due to do any courses or training modules, could you please complete those as soon as you can.

Safeguarding Issues

There was one ongoing safeguarding issue during 2022 that continued to be dealt with by the PSO, Vicar, Operations Manager and one of the church wardens with some much-valued advice and support from the Diocesan Safeguarding Lead, Greg Barry.

There have also been a few very small safeguarding issues that were discussed with the Diocesan Safeguarding Lead. These issues have all been reported and filed but no further action has been taken.

Volunteer recruitment

Safeguarding is always considered in the planning of all groups and activities that involve children, young people and vulnerable adults. We are continuing to recruit much-needed volunteers to help with all our groups and in turn, each of these volunteers needs to be DBS checked before starting to help.

At our PCC meetings, all the names of the people who have applied to be volunteers with children, young people and vulnerable adults and have had DBS checks are put before the PCC for their approval. Safeguarding is included on the agenda at every PCC meeting so that updates can be made regularly.

Safeguarding Training

All those who become volunteers in a role requiring some safeguarding training are advised of which modules to do and how to do this. The Church of England safeguarding training needs to be refreshed every three years, and most of our volunteers have now completed their refresher courses.

Safeguarding training completed in 2022:

Basic module – 19 people

Foundation module – 21 people

Leadership module – 5 people

Domestic Abuse Awareness module – 10 people

Safer Recruitment module – 1 person

Great work everyone who completed these modules.

In 2022, 16 DBS checks were carried out. We had 6 renewals and 10 new checks. Thank you to all our new and old volunteers – we couldn't do without you!

Conclusions

Safeguarding for all children, young people and vulnerable adults continues to be a major part of our church family life and it is all our responsibilities to ensure that we are all kept safe. Please can I urge anyone who feels uncomfortable or sees an incident that they feel unhappy with to contact myself or Chris immediately. We have excellent support at the Diocese to discuss any issues or concerns if we feel we need to. All matters disclosed to us will be kept confidential. Safeguarding is never straight forward but always much better if shared with the correct professionals so that resolutions can be found.

DEANERY SYNOD REPORT

Report by Mary Wilson - Deanery Synod representative on the PCC

In 2022 Tunbridge Wells Deanery Synod met 3 times under the joint chairmanship of Rev. Douglas Wren, Area Dean and Andrew Smith, Lay Chair.

The first meeting of the year was held on 23rd February and was hosted by Christ Church, Southborough.

1. **Tunbridge Wells Youth for Christ** (Karen Cox) gave input about their current activities which support young people – both churched & non-churched. Their Youth Centre in Grosvenor Road opened in April 2021. Young people from different schools are dropping in after school for activities, chat & building relationships. They also gave details of the joint churches events and resources they facilitate including 'the Noise', live music events and prayer meetings for youth leaders.
2. **'Living in Love & Faith'** initiative. Nick Cornell reported back on the process so far. The Deanery ran the LLF course with people from different churches within the Deanery from which there was very positive feedback. The House of Bishops will receive national feedback which will then be considered by the General Synod in 2023.
3. **Intergenerational Worship** - Cheryl Trice [Diocesan Team Lead, Children & Young People's Mission & Ministry Team]. Some of the points she highlighted & discussion questions posed: -
 - a) Taking stock 'post-pandemic' – there are glimmers of hope that signs of mental health & wellbeing are gradually improving. There is a huge 'drop-off' of volunteers across churches – people are tired / worried about health.
 - b) Cheryl is passionate about Intergenerational Worship - Church that is our relationship with God & people without segregation – broad & diverse. It is a challenge & people can be apprehensive.
 - c) We discussed what 'church' is, our own experience of church & how that has affected the views & vision we have.
 - d) Stepping stones towards Intergenerational Worship: Positive interactions, Developing connections, Fostering interdependence, Empowering people, Accommodation, Explore further with CYP Team.
 - e) We were then asked to discuss 'What does intergenerational church look like to you?'
 - f) Taking it forward: looking at the direction & flow of ministry. Learning & teaching both ways. A sharing of life - sharing stories that foster faith. Everyone should feel part of the tribe/community. Taking stock – listening to God's leading as a church. In the 'not perfect' God meets with us. The challenge of developing community.

The second meeting of the year was held on 15th June and was hosted by King Charles the Martyr. Began with fellowship over a meal followed by thoughts from Archdeacon Sharon Copestake (Archdeacon of Tonbridge). She reflected on things she has learnt after being 6 months in post:

- * Church wardens are amazing – make sure you appreciate them!
- * Clergy are awesome - & tired – hold them.
- * Lay people are also great.
- * Church is about doing God's work – building the Kingdom.
- * It's a large archdeaconry, she's done 700 miles a month.
- * "You cannot give what you do not have" [P Scazzero]
- * We don't pray enough – she needs people to pray for her (& Sam in the office).
- * We're all different & it's important to listen to others' stories (Active listening).
- * Meeting fatigue is a thing! Also, decision fatigue.
- * There can be a problem with trust between parishes and Archdeacons so a need for transparency & relationship. [Relationships & spirit of trust need to be built].
- * Parishes are the building block of the Church of England.

Questions: Sharon mentioned liking problem solving, managing change and being strategic. Her main priority is to see growth and flourishing centred on the Kingdom of God. She diaries in Quiet days and a retreat.

The third meeting of the year was held on 8th November and was hosted by St Peter's Church, Pembury.

This was a meeting of 3 deaneries (Tunbridge Wells, Paddock Wood and Malling) to meet the new Bishop of Rochester, Jonathan Gibbs.

Firstly the 3 Areas Deans each gave a short input highlighting particular features of their deanery: -

Malling has 24 parishes & a planned new church in Kings Hill - St Gabriel's. The parishes are a mix of rural & small towns. There has been a lot of reorganisation with new teams being established. There are local secondary schools & care homes which are just outside of their deanery, so they liaise with Canterbury diocese on how they offer ministry/support.

Tunbridge Wells has 15 parishes (19 benefices) and the Church of England secondary school Bennett Memorial School – lead school of the Tenax Trust. There is diverse churchmanship. Although mainly affluent, the poor are also there – Community Larders have been established by a number of churches to meet the increasing needs.

Paddock Wood is a mix of villages and small towns that surround Paddock Wood. Characterised by clergy & laity working together. One current challenge to respond to is the large amount of new housing being built in and around Paddock Wood.

Secondly, the Bishop was interviewed via a 'Desert Island Discs' style format followed by questions from the Area Deans & Deanery Synod Representatives. Some highlights:

He believes that 'Hope' is very important – it's what we have to offer the world.

His 'special' verse: John 10:10 "I have come that they may have life and have it to the full".

The hope we have is the power of God to transform our lives and to see people flourish.

Three key words of vision/priorities for the diocese – Change, Serve, Grow.

With numerical decline in church attendance and ageing congregations, 'Growth' is the biggest challenge.

We need to re-engage with the communities we are set in, get outside our churches, make relationships and in practical ways make the love of Christ known e.g., Larders / Warm spaces.

Mission & Evangelism won't happen by accident – needs to be intentional.

Preaching & Teaching – we need to equip people to be confident to speak about their faith.

Our churches should be rooted in the community, outward looking and reflect the diversity of the communities we serve.

Links with Church schools are valuable – need to be built on trust and relationship.

How can we support our Bishop? Pray for "wisdom to listen, courage to lead & a heart to serve".

**Parochial Church Council of The Ecclesiastical Parish of St Matthew, High Brooms
Charity No: 1185772**

Notes to the Financial Statements for the twelve months ended 31 December 2022

1. BASIS OF PREPARATION

These accounts have been prepared under the historical cost convention with items recognised at cost or transaction value unless otherwise stated in the relevant notes to these accounts.

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)).

2. ACCOUNTING POLICIES

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.

Short term deposits: These are the cash held on deposit either with the Diocese or at another bank.

FUNDS

Unrestricted Funds: These represent the income funds of the PCC that are available for spending on the general purposes of the PCC. These include amounts designated by the PCC for fixed assets for its own use or for spending on a future project and which are not included as 'free reserves' as disclosed in the trustees' report. If part of an unrestricted fund is earmarked for a particular project it may be designated as a separate fund, but the designation has an administrative purpose only, and does not legally restrict the trustees' discretion to apply the fund.

Restricted Funds: These are income funds restricted by the donor 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. Full details of all their restrictions are shown in the notes of the accounts.

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 paid. Parochial fees due to the PCC for weddings, funerals etc. are 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, is 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.

2022 Accounts commentary

The accounts are presented for the PCC's approval. During the year ending 2022 the PCC recorded a surplus of £9,269 (2021: deficit of £4,640) on day-to-day activities. In addition, at the end of the year, the PCC received a very generous legacy of £84,571 giving a final overall surplus of £93,841.

Regular giving fell during the year but was boosted by ad hoc donations. Unrestricted voluntary income, not including the legacy, decreased by £2.2k year on year to £144,076 but this included two one-off donations totalling £10.6k including gift aid, received in Nov/Dec (2021: unrestricted voluntary income decreased by £8,781). Restricted giving/income increased in 2022 to £24,485 (2021: £14,131). This is due to the continually growing Community Larder and the successful fundraising. Also included within the restricted funds is a donation towards children and youth activities (£100).

Total costs decreased by £3,504 year on year to £173,982 (2021 expenses decreased by £24,021 – however, significantly higher expenses were incurred in 2020 compared with previous years, mainly driven by quinquennial remedial works). Unrestricted expenses in 2022 were £10,793 lower than in 2021 whereas restricted expenditure increased by £7,289.

Unrestricted income/expenditure resulted in a surplus of £86,370 (£1,798 before the legacy). Restricted income/expenditure resulted in a £7,471 surplus. £13,296 is now held for restricted expenditure.

The PCC has retained reserves, in cash, of £280,830, as at 31 December 2022. This is a sound financial position and meets the reserving requirements set by the PCC.

Kate Whitehead - PCC Treasurer

DECLARATION

The Trustees declare that they have approved the Trustees' Report above.

Signed on behalf of the PCC: 
Rev. Christopher Blair Wicks (Chair)

Date (of the APCM): *15th May 2023*

ANNUAL ACCOUNTS

Parochial Church Council of The Ecclesiastical Parish of St Matthew, High Brooms
Charity No: 1185772

Notes to the Financial Statements for the twelve months ended 31 December 2022

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Regular giving fell during the year but was boosted by ad hoc donations. Unrestricted voluntary income, not including the legacy, decreased by £2.2k year on year to £144,076 but this included two one-off donations totalling £10.6k including gift aid, received in Nov/Dec (2021: unrestricted voluntary income decreased by £8,781). Restricted giving/income increased in 2022 to £24,485 (2021: £14,131). This is due to the continually growing Community Larder and the successful fundraising. Also included within the restricted funds is a donation towards children and youth activities (£100).

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Unrestricted income/expenditure resulted in a surplus of £86,370 (£1,798 before the legacy). Restricted income/expenditure resulted in a £7,471 surplus. £13,296 is now held for restricted expenditure.

The PCC has retained reserves, in cash, of £280,830, as at 31 December 2022. This is a sound financial position and meets the reserving requirements set by the PCC.


Kate Whitehead - PCC Treasurer

Parochial Church Council of St Matthew High Brooms - Charity No: 1185772

BALANCE SHEET at 31 December 2022

Fixed Assets		None	
		2022	2021
Current Assets	Note		
Debtors & Prepayments	4	£11,913	£27,761
Short term deposits	5	£195,453	£109,699
Repair funds	6	£25,266	£19,429
Cash at bank and in hand	7	£70,820	£48,999
Total current assets		£303,453	£205,887
Creditors/Liabilities:			
Falling due within one year	8	£22,623	£18,898
NET CURRENT ASSETS		£280,830	£186,989
FUNDS OF THE CHARITY			
Unrestricted		£267,534	£181,164
Restricted		£13,296	£5,825
Endowment		£0	£0
		£280,830	£186,989

Approved by the Parochial Church Council on 27 March 2023 and signed on its behalf by:

Signature	Print name	Date
	Rev Chris Wicks	27/3/23
K Whitehead	Kate Whitehead	27/3/23

Parochial Church Council of St Matthew High Brooms - Charity No: 1185772

STATEMENT OF FINANCIAL ACTIVITIES

For the twelve months ended 31 December 2022

	Note	2022				2021			
		Unrestricted Funds	Restricted Funds	Endowment Funds	TOTAL	Unrestricted Funds	Restricted Funds	Endowment Funds	TOTAL
		£	£	£	£	£	£	£	£
INCOMING RESOURCES									
Voluntary income	1(a)	228,647	14,433	0	243,080	146,288	5,143	0	151,431
Activities for generating income	1(b)	163	0	0	163	669	963	0	1,632
Income from investments	1(c)	873	0	0	873	284	0	0	284
Income from church activities	1(d)	13,655	10,052	0	23,707	11,474	8,025	0	19,499
Total		243,338	24,485	0	267,823	158,716	14,131	0	172,847
RESOURCES EXPENDED									
Parish share	2(a)	62,000	0	0	62,000	62,000	0	0	62,000
Salaries, wages and honoraria	2(b)	46,537	0	0	46,537	38,822	0	0	38,822
Clergy & staff expenses	2(c)	4,646	0	0	4,646	3,828	0	0	3,828
Church running expenses	2(d)	21,802	0	0	21,802	15,883	1,594	0	17,477
Church activity expenses	2(e)	2,810	17,014	0	19,824	1,782	8,131	0	9,913
Mission giving and donations	2(f)	8,710	0	0	8,710	14,952	0	0	14,952
Hall expenses	2(g)	10,463	0	0	10,463	4,487	0	0	4,487
Major repairs to church	2(h)	0	0	0	0	26,008	0	0	26,008
Major repairs to hall	2(i)	0	0	0	0	0	0	0	0
Major repairs to parsonage	2(j)	0	0	0	0	0	0	0	0
New building work	2(k)	0	0	0	0	0	0	0	0
Other	2(l)	0	0	0	0	0	0	0	0
Total		156,968	17,014	0	173,982	167,761	9,725	0	177,486
NET Incoming resources before other recognised gains and losses		86,370	7,471	0	93,841	(9,046)	4,406	0	(4,640)
Gains on investment assets on disposal on revaluation									
NET MOVEMENT IN FUNDS		86,370	7,471	0	93,841	(9,046)	4,406	0.00	(4,640)
TRANSFERS BETWEEN FUNDS									
BALANCES BROUGHT FORWARD AT 1 JANUARY 2022		181,164	5,825	0	186,989	190,210	1,419	0	191,629
BALANCES CARRIED FORWARD AT 31 DECEMBER 2022		267,534	13,296	0	280,830	181,164	5,825	0	186,989

Parochial Church Council of St Matthew High Brooms - Charity No: 1185772

INCOME

	2022				2021			
	Unrestricted Funds	Restricted Funds	Endowment Funds	TOTAL	Unrestricted Funds	Restricted Funds	Endowment Funds	TOTAL
	£	£	£	£	£	£	£	£
1(a) Voluntary income								
Gift aided donations	111,035	5,248	0	116,284	113,041	1,475	0	114,517
Other donations	4,212	3,132	0	7,344	5,293	2,380	0	7,673
Tax recoverable	26,505	1,011	0	27,515	26,268	688	0	26,956
Collections at services	2,324	0	0	2,324	1,370	0	0	1,370
Grants	0	5,042	0	5,042	315	600	0	915
Legacies	84,571	0	0	84,571	0	0	0	0
TOTAL	228,647	14,433	0	243,080	146,288	5,143	0	151,431
1(b) Activities for generating income								
Fundraising	163	0	0	163	669	963	0	1,632
Other income	0	0	0	0	0	0	0	0
TOTAL	163	0	0	163	669	963	0	1,632
1(c) Income from investments								
Dividends and interest	873	0	0	873	284	0	0	284
TOTAL	873	0	0	873	284	0	0	284
1(d) Income from church activities								
Fees	477	0	0	477	1,267	0	0	1,267
Hall lettings	8,930	0	0	8,930	8,610	0	0	8,610
Children & Youth	2,827	0	0	2,827	934	0	0	934
Church events	0	0	0	0	0	0	0	0
Pastoral events	1,171	0	0	1,171	664	0	0	664
Community events	250	0	0	250	0	0	0	0
Community Larder	0	10,052	0	10,052	0	8,025	0	8,025
TOTAL	13,655	10,052	0	23,707	11,474	8,025	0	19,499
TOTAL	243,338	24,485	0	267,823	158,716	14,131	0	172,847

Parochial Church Council of St Matthew High Brooms - Charity No: 1185772

EXPENSES

Note	2022					2021				
	Unrestricted Funds	Restricted Funds	Endowment Funds	TOTAL		Unrestricted Funds	Restricted Funds	Endowment Funds	TOTAL	
	£	£	£	£	£	£	£	£	£	£
Church activities										
2(a) Parish share	62,000	0	0	62,000	62,000	0	0	62,000		
2(b) Salaries, wages and honoraria	46,537	0	0	46,537	38,822	0	0	38,822		
2(c) Clergy & staff expenses										
Parsonage	3,327	0	0	3,327	3,181	0	0	3,181		
Training	35	0	0	35	120	0	0	120		
Mobiles	192	0	0	192	409	0	0	409		
Other Vicar expenses	114	0	0	114	118	0	0	118		
Other employment costs	979	0	0	979	0	0	0	0		
	4,646	0	0	4,646	3,828	0	0	3,828		
2(d) Church running expenses										
Operations	2,712	0	0	2,712	2,348	0	0	2,348		
Fabric	6,778	0	0	6,778	5,363	0	0	5,363		
Worship/services	1,559	0	0	1,559	2,243	1,594	0	3,836		
Catering	744	0	0	744	174	0	0	174		
Governance	523	0	0	523	844	0	0	844		
Other	0	0	0	0	0	0	0	0		
Church utility bills	9,119	0	0	9,119	4,188	0	0	4,188		
Cost of fundraising	0	0	0	0	366	0	0	366		
Mission and evangelism	367	0	0	367	357	0	0	357		
	21,802	0	0	21,802	15,883	1,594	0	17,477		
2(e) Church activity expenses										
Children & Youth	1,904	194	0	2,098	658	0	0	658		
Pastoral events	785	0	0	785	1,074	0	0	1,074		
Church events	0	0	0	0	51	0	0	51		
Community events	121	0	0	121	0	0	0	0		
Community Larder	0	16,820	0	16,820	0	8,131	0	8,131		
	2,810	17,014	0	19,824	1,782	8,131	0	9,913		
2(f) Mission giving and donations	8,710	0	0	8,710	14,952	0	0	14,952		
2(g) Hall expenses	10,463	0	0	10,463	4,487	0	0	4,487		
2(h) Major repairs to church	0	0	0	0	26,008	0	0	26,008		
2(i) Major repairs to hall	0	0	0	0	0	0	0	0		
2(j) Major repairs to parsonage	0	0	0	0	0	0	0	0		
2(k) New building work	0	0	0	0	0	0	0	0		
2(l) Other	0	0	0	0	0	0	0	0		
TOTAL	156,968	17,014	0	173,982	167,761	9,725	0	177,486		

Parochial Church Council of St Matthew High Brooms - Charity No: 1185772

Notes to the STATEMENT OF FINANCIAL ACTIVITIES

For the twelve months ended 31 December 2022

1 RESTRICTED INCOME

Donations (including Gift Aid) and grants totalling to the value of £3071 have been given towards Church fuel costs and the set up of a Warm Space.
 Donations (including Gift Aid) and grants totalling £11,262 have been given to support the ongoing costs of the Community Larder. In addition, a further £10,052 has been received as a contribution towards food.

UNRESTRICTED INCOME

Towards the end of 2022 a very generous legacy of £84.5k was received, along with other one-off donations of c£10k (including gift aid).

1(a) GRANTS

Community Larder received £2,329 in grants.
 £2,713 was received in grants towards 2023 energy costs.

2(a) PARISH SHARE

The parish share was set at £62k for 2022.

2(b) STAFF COSTS AND PENSION

During the year the PCC employed a families & children worker, an operations manager and a cleaner. None of these employees earned more than £60,000 p.a. No trustees received remuneration for their services as trustees. Total Staff Costs were:

	£
Gross Salaries including redundancy	45,829
Employer NI	0
Pension Costs	708
	<u>46,537</u>

All employees are entitled to join a defined benefit pension scheme administered by The National Employment Savings Trust (NEST). The PCC meets its auto enrolment obligations for all eligible staff.

The increase in salary costs (£39k in 2021) of £7.8k is due to additional redundancy costs and also increased hours worked by both the Children & Families Minister and the Operations Manager throughout the year to support children and youth work.

2(d) CHURCH RUNNING EXPENSES

Governance: includes Independent Examiner's fee of £450.

2(e) CHURCH ACTIVITY EXPENSES - RESTRICTED

No development of online provision has been required in 2022; therefore, £525 remains towards providing online services.

A total of £16,816 has been spent on expenses relating to the Community Larder, leaving a further £4,498 towards 2023 costs (£9,700 in total, including previous years')

The £3,071 received towards energy costs for use in 2023.

£194 of restricted giving has been spent on Children and Youth costs with £0 carried forward.

	£
Online AV provision	525
Community Larder	9,700
Energy costs	3,071
Children & Youth	0
	<u>13,296</u>

2(f) MISSIONARY AND CHARITABLE GIVING

	£
Grants of £1,000 or more made in the period	
Life & Soul	1,600
Grants of < £1,000 made in the period, for mission	
Other organisations/charities	6,170
Other individuals	940
	<u>8,710</u>

3 PCC Members

It is a common practice, for reasons of expedition and value for money, for members (or other church members) to be requested to make purchases on behalf of the PCC for which they are later reimbursed on production of documentation. All such transactions are recorded in the accounts and accounted for under the relevant heads of expenditure.

Parochial Church Council of St Matthew High Brooms - Charity No: 1185772

Notes to the STATEMENT OF FINANCIAL ACTIVITIES

For the twelve months ended 31 December 2022

4 DEBTORS & PREPAYMENTS

	2022	2021
Tax recoverable	£11,913	£27,761
Other <1000	£0	£0
	£11,913	£27,761

5 SHORT TERM DEPOSITS

	2022	2021
DBF Account	£195,453	£109,699
	£195,453	£109,699

6 REPAIR FUNDS

	2022	2021
Church	£10,050	£5,005
Hall	£15,216	£14,424
	£25,266	£19,429

7 CASH AT BANK & IN HAND

	2022	2021
Breakfast Café	£0	£76
Cash card - Community Larder	£80	£79
Cash card - Lois	£0	£100
Cash card - Hannah	£135	£0
Lloyds	£36,521	£24,393
Nat West	£25,825	£19,602
Lloyds - Larder	£8,225	£4,383
Petty Cash	£34	£366
	£70,820	£48,999

8 CREDITORS/LIABILITIES

	2022	2021
Falling within one year		
PAYE - HMRC/Pension	£1,373	£1,088
Late invoices	£5,853	£4,050
Owed Tithe/Earmarked giving	£8,206	£10,017
Insurance	£3,200	£0
ChargeCard bill	£233	£218
Other <£1,000	£3,758	£3,526
	£22,623	£18,898

Independent Examiner's Report to the PCC of St Matthew (High Brooms)

I report on the accounts of the PCC for the year ended 31st December 2022.

Respective responsibilities of Trustees and Examiner

The charity's trustees are responsible for the preparation of the accounts. The charity's trustees consider that an audit is not required for this year under Section 145 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 Commissioner under Section 145(5) (b) of the 2011 Act; and
- to state whether particular matters have come to my attention.

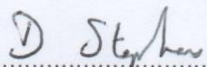
Basis of Independent Examiner's Report

My examination was carried out in accordance with the general directions given by the Charity Commission. An examination includes a review of the accounting records kept by the charity and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts and the seeking of explanations from you as trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit, and consequently no opinion is given as to whether the accounts present a 'true and fair view' and the report is limited to those matters set out in the statement below.

Independent Examiner's Statement

In connection with my examination, no matter has come to my attention:

1. Which gives me reasonable cause to believe that, in any material respect, the requirements:
 - to keep accounting records in accordance with section 130 of the 2011 Act; and
 - to prepare accounts which accord with the accounting records and to comply with the accounting requirements of the 2011 Act have not been met; or
2. To which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.


.....
David Stephens FCCA
13 Newlands Road
Tunbridge Wells, Kent
TN4 9AS

27 March 2023
.....
Dated

Independent Examiner's Report to the PCC of St Matthew (High Brooms)

I report on the accounts of the PCC for the year ended 31st December 2022.

Respective responsibilities of Trustees and Examiner

The charity's trustees are responsible for the preparation of the accounts. The charity's trustees consider that an audit is not required for this year under Section 145 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 Commissioner under Section 145(5) (b) of the 2011 Act; and
- to state whether particular matters have come to my attention.

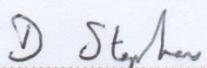
Basis of Independent Examiner's Report

My examination was carried out in accordance with the general directions given by the Charity Commission. An examination includes a review of the accounting records kept by the charity and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts and the seeking of explanations from you as trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit, and consequently no opinion is given as to whether the accounts present a 'true and fair view' and the report is limited to those matters set out in the statement below.

Independent Examiner's Statement

In connection with my examination, no matter has come to my attention:

1. Which gives me reasonable cause to believe that, in any material respect, the requirements:
 - to keep accounting records in accordance with section 130 of the 2011 Act; and
 - to prepare accounts which accord with the accounting records and to comply with the accounting requirements of the 2011 Act have not been met; or
2. To which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.


.....
David Stephens FCCA
13 Newlands Road
Tunbridge Wells, Kent
TN4 9AS

27 March 2023
.....
Dated

Accounts

TRUSTEES REPORT

The Parochial Church Council of The Ecclesiastical Parish of St. Matthew, High Brooms

(Also known as St. Matthew's Church, High Brooms)

For the period January to December 2021

The Parochial Church Council of St. Matthew's Church (PCC) is committed to enabling as many people as possible to worship at our church and to become part of our church community at St. Matthew's, High Brooms. The PCC maintains an overview of worship throughout the parish and makes suggestions on how our services and activities can involve the many groups that live within our parish.

The mission statement of St. Matthew's Church is 'Igniting Passion for Jesus' and we aim to do this through:

- Worship and prayer, and we hope to bring people to faith through our services
- Reaching out to our community, maintaining and developing links with key community members
- Supporting the work of mission agencies around the world

To facilitate this work, it is important that we maintain the fabric of St. Matthew's Church and St. Matthew's Church Hall.

WHAT WE DO

2021 was another challenging year for churches, including St. Matthew's Church, with a national lock-down for the first part of the year, but with churches being allowed to stay open. Covid19 caused disruption for most of the year, with changing restrictions and new variants of the virus meaning we had to keep adapting and working out how to keep people safe. All the hard work which had been put in during 2020 to run things online meant that we were well placed to adapt as needed, both with Sunday services and with youth and children's groups. St. Matthew's Church made sure that everything we did during 2021 met with national and Church of England rules and guidance.

During the second half of 2021, St. Matthew's Church was able to restart many of its services and activities in person, which took a lot of hard work and a great response from the congregation in rebuilding our volunteer teams.

As this report shows, much of what we do as a church is only possible because of the support and commitment of those in our congregation and community, and the challenges of the last two years have provided new opportunities which would not have arisen without the pandemic.

None of the activities and services which St. Matthew's Church runs would be able to happen without the many volunteers who give their time and energy. We are immensely grateful to all our volunteers, especially during this last year in which so many have faced so many challenges.

1. Worship and prayer

For most of 2021, St. Matthew's Church continued to offer one main service on a Sunday at 10am. Following a period of reopening churches in 2020 and being allowed to welcome people back into the building, the PCC had to make the decision to return to online worship only just before Christmas 2020 and this lasted through to March 2021. This was in line with most other churches locally and nationally.

Once the church building was reopened at the end of March 2021, St. Matthew's Church has continued to offer hybrid services every Sunday at 10am, both online and with people in the building.

Once services were able to be in person again, the 8am service was reintroduced on the first Sunday of each month. This small service follows the Book of Common Prayer and is a service of Holy Communion.

The decision was made towards the end of 2021 that the 5pm service (more traditional and liturgical) and the 7pm service (an informal service with café style layout and mainly attracting younger adults) would be restarted in early 2022, each once a month to start with.

It has still been quite hard to track the attendance to the online side of our services in 2021. Those leading the services have encouraged anyone watching to comment and like the service, which has helped with identifying numbers. You Tube also gives analytics of how many people viewed the video while it was being aired and how many people watched afterwards. From comments, we know that there are people who have been regularly engaging with Sunday services online who had not yet returned to in person worship by the end of 2021, and we also know that we have people joining with us online who have not worshiped with us in person before.

The average weekly attendance to our online services from January to March 2021 was 100 adults and 25 children.

Throughout the rest of the year, numbers slowly increased in the building and decreased online, and we also stopped tracking online attendance so closely.

We therefore had a combined weekly average of about 87 adults and 23 children each Sunday between April and December 2021, but the likelihood is that more people were watching the service online than we were aware of.

In person attendance grew from about 25 adults and 5 children each week in church in April to more like 55 adults and 25 children in church each Sunday towards the end of the year.

Electoral Roll

At the end of December 2021, the number of names on the Electoral Roll of St. Matthew's Church was 123, which includes 1 addition and 2 deletions during the year. The Electoral Roll was revised before the APCM in April 2021 and there were no changes for the rest of the year.

The number of people on the Electoral Roll 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.

Christmas and Easter services

Christmas and Easter are special times in the church calendar.

2021 had its own challenges but also continued online opportunities for these special services.

At Easter 2021 we had just started welcoming people back into the church building for services, and our services were also streamed online. Our service on Easter Sunday was watched by about 100 people.

Christmas 2021 was also overshadowed by the Omicron variant of Covid, which meant that people were being a lot more careful about mixing in large groups again. Our numbers in person were therefore down, but people were able to watch all our services online. Our Christmas Carol service has been watched by over 100 people on You Tube, and the nativity service has over 80 views.

On Remembrance Sunday, St. Matthew's Church held a Remembrance Day service in the morning and a memorial service in the afternoon. These services were well attended and appreciated.

Life Events

Life events continued to be restricted and disrupted during 2021, as people weren't confident to plan these events in the face of uncertainty.

Two baptisms were carried out in 2021, both for young children.

10 funerals were conducted by our clergy during 2021 – 1 in church and 9 at the cemetery / crematorium.

There were no weddings at St. Matthew's Church during 2021.

Youth and children

St. Matthew's Church employed a Children and Families Minister (Lois Fryett) during 2021.

There was no Youth Minister in post for the whole of 2021, but thanks to Lois, Berti from Tunbridge Wells Youth For Christ, and a small but dedicated team of volunteers, we have been able to keep our youth provision going during the year.

Due to the national lockdown at the start of 2021 and the gradual opening up afterwards, groups for children and youth were run on Zoom from January to May of 2021.

Lois and a team of volunteers ran Ignite on Zoom for anyone in secondary school on Tuesday evenings, with games and a thought for the week, as well as special events like cooking, bingo and quiz nights.

Lois also ran Zoom sessions for two different age groups of children (school years R-2 and school years 3-6). These Zoom groups have all been well received and kept the connection and support going for some of our children and young people and their families.

We also continued to make videos for children and young people to accompany our Sunday services in place of in person groups being run. These continued from January to July 2021.

Children and young people have also been encouraged to get involved with our online services, taking part in pre-recorded readings, prayers, worship and song videos.

Once restrictions started to ease in April 2021, St. Matthew's Church started exploring how we could offer face to face sessions again, with the safety of leaders and young people at the forefront.

Two volunteers were able to meet with a few of our older youth for occasional sessions in a garden.

Between May and July, Lois and a team of volunteers were able to use St. Matthew's Primary School field to offer the Ignite youth session outside. This was well attended, and the young people really enjoyed getting back together again in person.

September 2021 saw St. Matthew's Church being able to restart most of its youth and children's provision in person, building up gradually as the volunteer support allowed.

This included Sunday morning groups for primary school aged children and for youth, and midweek groups for children in school years 3-6 and young people in secondary school, as well as a toddler group for preschool children and their carers.

Thank-you so much to Lois, Berti and Tunbridge Wells Youth For Christ, and to all the volunteers who have been involved in this work throughout the year. We are so incredibly grateful that we have been able to continue to offer groups and support to our children and young people through a very uncertain time.

Church Weekend Away and New Wine

Unfortunately, the church weekend away at Rose Hill School and New Wine could not be held during 2021. New Wine offered some teaching and other resources online, which members of the congregation engaged with.

Courses

In April and May of 2021, St. Matthew's Church ran The Wellbeing Journey, a course to help people think about their wellbeing coming out of the pandemic, and how to be healthy in all areas of our lives. The course was run on Zoom with about 30 people attending.

This theme was also followed in our Sunday morning services during the summer term, helping the wider congregation to think about wellbeing in relation to God.

Prayer meetings

A worship and prayer evening was started on Zoom during 2020, and this continued once a month through 2021. This was a chance for people to pray and to worship in a smaller group.

This meeting moved to being face to face from September 2021, meeting in someone's home.

Home Groups and Pods

There are 6 Home Groups at St. Matthew's Church, which meet weekly or fortnightly during the day or in the evening. These groups 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.

There are also numerous Pods, which are smaller prayer groups. These form out of existing friendships and connections and help people to further grow in their faith and deepen relationships with God and each other.

These groups have been invaluable during the pandemic, as a way of making sure members of the church are being supported and stay connected. Groups have slowly moved from meeting online to meeting in person again as restrictions have allowed and according to how each group feels about this.

Revive Women's Ministry

The women's ministry at St. Matthew's Church has been another way of making sure people are supported and connected during the pandemic.

During 2021 Revive held two Zoom sessions and one in person breakfast, which included worship, teaching, and ministry.

They also organised two different mornings of walks, to enable women to build relationships with each other and have time to chat.

In November 2021, Revive ran a Christmas Wreath Making evening, which, given the Covid situation, went really well and was a great success.

Link Mission Partners

St Matthew's Church continues to have Missionary Links with Tanzania, Pat Blanchard in Peru, Sozo in South Africa, as well as Ruth Radley at Birmingham Children's Hospital and Life & Soul locally in Tunbridge Wells. We also support Tearfund and Nourish Foodbank as a church.

A Mission Prayer Meeting is held once a month for anyone who would like to join, to hear updates and pray for all these mission links. These were on Zoom for most of the year but became hybrid once people were comfortable with meeting in person. This means some of our mission links who are not local can still join in the meetings by Zoom, and this has made the links stronger than before.

Mission & Vision

As well as the PCC, St Matthew's Church has a Leadership Team which meets to plan and develop the ministry of the church. We also have various forms of Ministry Groups that meet regularly to pray and plan for mission and ministry in the church, including youth ministry, children's ministry, women's ministry, fabric, finance, community larder, pastoral care and worship. Some of these groups have paused during the pandemic, but the aim is to restart them in early 2022.

Retired Clergy

Richard Arding joined St. Matthew's Church in September 2018 and has been actively involved in St. Matt's and helping other churches in the area as requested.

2. Reaching out to the community

St. Matthew's Church is a key part of the community of High Brooms. During 2019 and into 2020, the church leadership had been thinking and exploring what the needs are in the local community and how the church can best support the community we are part of.

A lot of this thinking was put on hold due to the pandemic, and due to the immediate pressures of getting services and groups online and making sure the church community was supported.

The Leadership Team and PCC are returning to this vision planning in early 2022, as we learn to live with Covid and are more able to look forward. This will need to be thought about in light of how the pandemic has reshaped our lives and our community.

Community Larder

St. Matt's Community Larder opened in November 2020 and has been open every Friday morning since in the Bethel Hall. This is only possible because of the dedication of a committed group of around 35 volunteers from the church and community. These volunteers cover a wide range of activities, including multiple supermarket collections, unloading FareShare deliveries, serving visitors on Friday mornings and packing up the Bethel Hall after the larder has taken place.

Food is purchased from the charity Fareshare at a low cost, and short date food donations are collected each week from a variety of supermarkets. The larder has also received donations from a wide variety of organisations, including Southborough Town Council, the Lions Club, ToCH and many generous individuals.

During 2021, we were regularly seeing about 70 people a week, and this was escalating even before the current financial and world crises. As a team we feel this is a God sent opportunity to put into practice Jesus' teaching on loving those around us and helping to meet people's needs.

We have become increasingly aware of other areas of need including loneliness, anxiety and family and health pressures. Looking ahead we believe the need for food will grow and we would love to be able to provide additional practical support to our community.

We are incredibly grateful to all those who volunteer to make the Community Larder the success it is in helping to meet the needs of the most vulnerable in our community.

School links

St. Matthew's Church continues to maintain good relations with St Matthew's High Brooms CE Primary School. However, it has been challenging to be a presence in the school during 2021, due to the restrictions schools have had to reduce the spread of Covid.

Chris Wicks (our vicar) has been into the school to take a few key assemblies during 2021 and it was lovely to welcome KS2 year groups into the church in December for their Christmas acts of worship.

4 members of the church served as Governors at the school during 2021 – two as foundation Governors (Chris Wicks and David Johnson) and two as associate Governors (Julian Brierley and Lynn MacKay).

St Matthew's Church continues to have links with local uniformed groups, although any physical attendance at services has not been possible during 2021.

Youth and Children's Work

Our midweek clubs for children in church and in the community ran throughout 2021, starting off on Zoom and moving to face to face groups when restrictions and safety allowed.

Lois has been running these groups, helped by groups of volunteers.

Deeper (for school years 3-6) and Glow (for school years R-2) ran on Zoom until July 2021, and then started up in person in September 2021. These groups started the year with about 10 children in each group on Zoom, with the numbers dropping off as the weather improved and restrictions eased.

Deeper then started face to face in September, with very low numbers to start with, but building to about 12 children per week by Christmas 2021. These are a mixture of children from church families and children from the community.

Ignite is our group for secondary school age young people. Between 5 and 10 young people were attending this group on Zoom at the start of the year. When this was moved to face to face outside in May 2021, between 10 and 15 young people attended most sessions, culminating in an evening at Adamswell Scout Camp just before the summer holidays with 19 young people.

Ignite then started back in the church building from September 2021, run with Berti from Youth For Christ, with numbers growing from a handful of young people to an average of about 8 each week. A meal was introduced into this session, which has helped the young people and the leaders to have time to chat and to build relationships. Ignite also went bowling and ice skating in the autumn of 2021.

Another group that was able to restart in September 2021 is Matt's Monkeys Toddler Group, for preschool children and their carers. This is a very popular group, with lots of time and space for the adults to reconnect with each other and for the children to play. Matt's Monkeys had an average of about 25 children with their parents / carers attending each week between September and December 2021.

Lois also does baptism preparation for those families bringing children for baptism and is great at encouraging those families to come along to toddler group if they can.

Hubs

In 2018, St. Matthew's Church started Hubs, which are small groups based around a shared hobby or interest. 2021 has not seen much growth in these groups due to the pandemic, but the existing hubs have been another way of helping people stay connected and supported. The groups that have been running during 2021 are knitting hub, gardening hub, sewing bee hub, chair aerobics and table tennis teams.

Pastoral Care

The pastoral care team at St. Matthew's Church has continued to work very hard through 2021 to ensure the holistic care of individuals in need. This includes hospital visits, home visits where people are ill, suffering or unable to leave their homes, provision of cooked meals, coffee mornings and generally being available to listen.

Some of this support during 2021 has been through phone calls to those who are lonely or isolated but visiting has happened when it has been allowed.

Trevor Long has had a longstanding outreach to the Barnett's Wood area of High Brooms. During the pandemic he has continued to contact and follow up families and individuals that he has had contact with through St. Matthew's Church over the years.

Community Events

Some of the church's community events were able to restart in 2021, being adapted to meet current needs and safety requirements.

Rosemary Blanchard and her team ran a Macmillan Coffee Morning outside in September 2021, and then a Christmas afternoon tea in church in December, for older members of the community.

The local churches table tennis league used the church building for practices and matches, and a local choir also met in the church for rehearsals.

The church also ran a quiz night in November 2021, which people invited friends and family to and held a couple of picnics and BBQs over the summer to help build relationships and grow connection.

Support for charities

At Harvest, food gifts were collected for Nourish Foodbank and an offering was taken for Tearfund.

Food was also collected throughout the year for the community larder.

Our Christmas offerings in 2020 were sent to Ruth Radley at Birmingham Children's Hospital, to help the multi-faith chaplaincy team carry out their work with sick children and their families.

Support continues for a number of local, national and international charities and organisations through the tithe that St. Matthew's Church gives each year.

STRUCTURE, GOVERNANCE AND MANAGEMENT

St. Matthew's Parochial Church Council (PCC) has the responsibility of working alongside the Incumbent, the Reverend Christopher Wicks, in promoting within the ecclesiastical parish the whole mission of the Church, including pastoral, evangelistic, social and ecumenical activities.

The PCC also has the responsibility for the maintenance of St. Matthew's Church and St. Matthew's Church Hall in High Brooms.

St. Matthew's Church is situated on High Brooms Road in High Brooms (correspondence address: St. Matthew's Church, High Brooms Road, Tunbridge Wells, Kent, TN4 9BW). It is part of the Diocese of Rochester within the Church of England.

The PCC is a body corporate (PCC Powers Measure 1956, Church Representation Rules 2006) and a charity currently registered with the Charity Commission (registered charity number 1185772). Members of the PCC are either ex officio or elected by the Annual Parochial Church Meeting (APCM) in accordance with the Church Representation Rules. PCC members as at the APCM of May 2021 are:

Ex Officio Members:

The Reverend Christopher Wicks	Incumbent
David Johnson	Church Warden
Brian Hobden	Church Warden
Hannah Mwesigwa	Secretary (also employed as Operations Manager for the church)
Kate Whitehead	Treasurer

Elected Members:

Mary Wilson	Deanery Synod representative
Matthew Fryett	
Michael Southwick	
Suzanne Owen	
Ian Wilson	
Julia Church	
Graham Church	

Other key office holders in the church, but not on the PCC are:

Clergy – PTO:	Rev Richard Arding
Operations Manager (employed):	Hannah Mwesigwa
Children's Minister (employed):	Lois Fryett
Pastoral Assistant	Carole Wicks
Evangelist / Lay reader	Trevor Long

The following roles are appointed by the PCC:

Parish Treasurer:	Kate Whitehead
PCC Secretary:	Hannah Mwesigwa
Electoral Roll Officer:	Gill Fuller
Parish Safeguarding Officer:	Linde Horseman (until November 2021) Julia Church (took over in November 2021)
Recruitment Officer:	Elaine Latchford (began this role in October 2021)
Health and Safety Officer:	Michael Southwick
Banks:	Lloyds TSB Bank Plc, Nat West Bank Plc
Independent Examiner:	David Stephens FCCA
Patronage Board includes:	Church Pastoral Aid Society

Induction and Training of Trustees

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

All new Trustees (PCC members) are provided with a link to the Charity Commission's publication: "The Essential Trustee: What you need to know" which provides guidance to all Trustees on what is involved in

being a Charity Trustee. All new Trustees are provided with Guidance Notes covering the various meetings throughout the year and other responsibilities of PCC members plus a copy of the booklet jointly produced by the Charity Commission and The Church of England entitled “Trusteeship – An Introduction for PCC Members”.

PCC Meetings

The full PCC of St. Matthew’s Church met eight times during 2021 with an average level of attendance of almost 90%. Five of these meetings were held on Zoom and three were held in person. Given its wide responsibilities the PCC has a number of committees each dealing with a particular aspect of parish life. These committees, which include worship, children’s ministry, youth ministry, mission, pastoral care, community larder, fabric and finance, are all responsible to the PCC and report back to it regularly with minutes of their decisions being received by the full PCC and discussed as necessary. Most of these groups have continued to meet on Zoom during the pandemic.

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 which was agreed at the APCM of May 2021 consists of:

Incumbent	Chris Wicks	Secretary	Hannah Mwesigwa
Church Warden	David Johnson	Elected member	Ian Wilson
Church Warden	Brian Hobden	Elected member	Graham Church
Treasurer	Kate Whitehead		

The standing committee carried out one electronic vote during the period 2021.

Annual Parochial Church Meeting (APCM)

The APCM was held on 10th May 2021 in St. Matthew’s Church. At this meeting, Church Wardens were elected and sworn in, and Lay Representatives to the PCC were elected. Sidespeople were appointed for the coming year and the Independent Examiner was also re-appointed for 2022.

Reporting Public Benefit

The trustees of St. Matthew’s Church, High Brooms, are aware of the Charity Commission’s guidance on public benefit in The Advancement of Religion for the Public Benefit and have had regard to it in their administration of the charity. The trustees believe that, by promoting the work of the Church of England in the Ecclesiastical Parish of St. Matthew, High Brooms, it helps to promote the whole mission of the Church (pastoral, evangelistic, social and ecumenical) more effectively, within the Ecclesiastical Parish, and that in doing so it provides a benefit to the public by:

1. Providing facilities for public worship, pastoral care and spiritual, moral and intellectual development, both for its members and for anyone who wishes to benefit from what the church offers; and
2. Promoting Christian values and service by members of the Church in and to their communities, to the benefit of individuals and society as a whole.

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 Safeguarding. These topics are reviewed regularly by the PCC. The PCC has complied with the duty to have due regard to the House of Bishops’ guidance on safeguarding children and vulnerable adults and the PCC complies with GDPR guidance.

Responsibilities of the PCC

In preparing the accounts of the PCC, the Trustees must make judgements and estimates that are reasonable and prudent, follow suitable and consistent accounting policies, follow applicable accounting standards, subject to any material departure disclosed and explained in the accounts and must apply the going concern basis unless it is inappropriate. The PCC is also responsible for keeping proper accounting records which disclose with reasonable accuracy at any time the financial position of the charity and to enable it to ensure that the financial statements comply with the Charities Act 2011. It is also responsible for safeguarding the assets of the charity and for taking reasonable steps for the prevention and detection of fraud and other irregularities.

OUR BUILDINGS

Report by the Church Wardens – David Johnson and Brian Hobden

Quinquennial Works

The work of maintenance and repair of the Church building reached the stage of Practical Completion in April 2021. The scaffolding was removed just as the Covid 19 lockdown period came to an end and the Church was opened once again for 'in person' worship. In accordance with the building contract, there followed a 3 month 'rectification period' when any defects in the work were noted. The Final Completion of the work was reached in July 2021 when all the defects had been rectified.

Church Fabric and Goods

In September 2021, our electricity and gas supplier, The People's Energy Co. stopped trading and Ofgem switched our accounts to British Gas. This is the second time our supplier has stopped trading and Ofgem have had to switch our accounts. We are therefore planning to stay with British Gas (actually British Gas Lite) to avoid any further confusion due to switched suppliers.

Church Hall Fabric

Since our last report, the boilers have been serviced and faulty fluorescent lights have been replaced. One sliding sash window had a broken catch which was replaced. Upgrades are needed to the electrical distribution board and emergency lights to meet current regulations.

Thanks and Congratulations

We would like to express our thanks for all those that have volunteered or returned to volunteering since we have got back to in person worship and activities.

We would also like to congratulate Lij Cheeseman for his runners up spot in the Tunbridge Wells Borough Council's "Love Where We Live Awards" as young volunteer of the year – for his work in the livestreaming of church services for the Church since the start of the Covid 19 pandemic.

SAFEGUARDING

Report by Hannah Mwesigwa – Operations Manager

Parish Safeguarding Officer role

During 2021, Linde Horseman, our Parish Safeguarding Officer, decided to step down from the role. The process of handing over took a few months, and the role was then divided into two parts for new people to take over, as it had grown hugely during Linde's time in post.

In November 2021, Julia Church took over the role of Parish Safeguarding Officer and Elaine Latchford took on the role of Volunteer Coordinator.

Julia's role includes being the contact person for anyone needing to report safeguarding issues or wanting advice, dealing with any safeguarding incidents within the church, keeping up to date with guidelines from the Diocese and Church of England, and making sure the children and young people in our groups know who they can talk to if they feel unsafe in any way.

Elaine's responsibility is the safe recruitment of volunteers, including the administration of DBS checks and the application process. Anyone in the church who has responsibility for children / young people or vulnerable adults needs a DBS check.

Hannah Mwesigwa is continuing to keep a record of Safeguarding training for volunteers and reminding people when they need to complete training modules.

As a church, we would like to offer Linde our thanks and appreciation for all she did in the role. She brought the skills and personality needed for this challenging and sensitive role.

Safeguarding incident

During 2021 one safeguarding incident and one welfare concern were reported to the Parish Safeguarding Officer. These were dealt with professionally and efficiently by all involved and in close partnership with the Diocesan Safeguarding Lead (Greg Barry).

In both cases pastoral support has been and is continuing to be offered to all those involved, in addition to the more formal side of the processes, and all those involved feel supported and are appreciative of the efforts and actions of the church.

Linde Horseman was very involved in both cases, and they took up a lot of her time and energy. Greg Barry has been incredibly grateful for the way Linde has handled these cases and assured us that we did everything correctly as a church.

Volunteer recruitment

2021 was a year when many groups for children and young people moved from online to in person, and the safeguarding associated with that must adjust.

Safeguarding is always considered in the planning of all groups and activities that involve children, young people and vulnerable adults, and the restarting of in person groups in September of this year meant a lot of thought was given to this.

The restarting of groups also meant that volunteer teams had to be grown, and this meant that there were quite a lot of new DBS checks carried out towards the end of the year.

In 2021, ten DBS applications and renewals have been processed.

At the St. Matthew's Church PCC meetings all the names of the people who have applied to be volunteers with youth / children and vulnerable adults and have therefore had DBS checks are put before the PCC for their approval.

Safeguarding is included on the agenda at every PCC meeting and in March 2021, Linde joined the PCC meeting in order to take members through the new Serious Incident procedure document.

Training

All those who become volunteers in a role requiring some safeguarding training are advised of which modules to do and how to do this. The Church of England safeguarding training needs to be refreshed every three years, and all volunteers are currently being notified of this.

DEANERY SYNOD REPORT

Report by Mary Wilson - Deanery Synod representative on the PCC

In 2021, Tunbridge Wells Deanery Synod met twice under the joint chairmanship of Rev. Douglas Wren, Area Dean and Mike Lawes, Lay Chair.

The first meeting of the year was held on June 23rd via Zoom

Bishop Simon's address included the **Role of Deanery/Diocesan synod** in the life of the Diocese - generally a very poor take up. These bodies need to have strong, missional focus to energise people. There is a risk of being static and a need to work collaboratively in Mission.

Process of appointing new bishop. The final leaving service for Bishop James was on 3rd July 2021.

Bishop Simon outlined the process that will take place in the appointment of a new bishop.

(Easter/April/May approximate time for appointment to be made).

Challenges in Diocese for new bishop? Getting to know people. Grasp of the work of the Diocese & work of God within it. Inspiring people in mission & ministry. Bishops called to be evangelists & teachers – lead from the front. Listening ear post-Covid. Engage with social action/sharing good news of Jesus Christ. Identify with local communities where acute needs are. Inspiring confidence in the gospel & the faith that we share.

Work force – establish their vision, work out their plans, then work through employment issues/resources. Be led by God in what they're doing. Justin Welby has asked us to work closely with Canterbury – working more smartly/organically. Already working together on vocation and ministry, communications and 24/7 faith agenda.

Rochester is a strangely shaped Diocese – it is often easier in Dioceses where the boundaries link better with county boundaries. We should see ourselves as being a family of churches across the Diocese. Look at potential partnerships – we have very different churches within this Diocese.

The second meeting of the year was held on October 13th hosted by King Charles the Martyr.

This was the first 'in person' meeting since before Covid. Representatives were able to sit, eat and talk together over a meal. There was a sense of the privilege of being able to share fellowship together again around the table.

Judi Hammill (St James Church and Community & Engagement Officer at Millward House) shared the need for volunteers in various roles; - visiting, IT, gardening, knitting, singing, baking art.

The planned speaker (Jenny Ross – Comms. Officer at the Diocese) was unable to attend so Rev. Douglas Wren (Rural Dean & vicar of Speldhurst) shared his 'study leave' experience of "Walking the Camino". He recommended the book "How to lead when you don't know where you're going" by Susan Beaumont (pertinent in these post-lockdown times). The walk had been a very positive experience. Some of what he learnt: - the value of walking with others - not talking but in the silence, the valuing and accepting of each other. Pilgrimages can be uncomfortable but creative times – empowering, equipping, times of change.... He felt that there is a liminal aspect to pilgrimage which shouldn't be rushed. God's people in Egypt, Jesus in the Wilderness, Paul's post-conversion time in Damascus – there is a confidence in God but uncertainty about the future.

FINANCIAL REVIEW

Report by Kate Whitehead - Treasurer

Parochial Church Council of The Ecclesiastical Parish of St Matthew, High Brooms

Charity No: 1185772

Notes to the Financial Statements for the twelve months ended 31 December 2021

1. BASIS OF PREPARATION

These accounts have been prepared under the historical cost convention with items recognised at cost or transaction value unless otherwise stated in the relevant notes to these accounts.

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)).

2. ACCOUNTING POLICIES

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.

Short term deposits: These are the cash held on deposit either with the Diocese or at another bank.

FUNDS

Unrestricted Funds: These represent the income funds of the PCC that are available for spending on the general purposes of the PCC. These include amounts designated by the PCC for fixed assets for its own use or for spending on a future project and which are not included as 'free reserves' as disclosed in the trustees' report. If part of an unrestricted fund is earmarked for a particular project it may be designated as a separate fund, but the designation has an administrative purpose only, and does not legally restrict the trustees' discretion to apply the fund.

Restricted Funds: These are income funds restricted by the donor 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. Full details of all their restrictions are shown in the notes of the accounts.

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 paid.

Parochial fees due to the PCC for weddings, funerals etc. are 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 is 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.

2021 Accounts commentary

The accounts are presented for the PCC's approval. During the year ended 2021 the PCC recorded a deficit of £4,640 (2020: deficit of £29,622) on day-to-day activities plus significant repairs as per the Quinquennial report.

Although total income increased by £962 year on year to £172,847 (2020: income decreased by £1,484), unrestricted income reduced by £5,571 to £158,716 (2020: unrestricted income reduced by £8,916). Restricted giving/income increased in 2021 to £14,131 (2020: £7,598); this is due to the Community Larder having been in operation for a full year (opened in Nov 2020). Also included within the restricted funds, are the donations towards the funding of equipment, purchased to provide online services (£2,119).

Total costs decreased by £24,021 year on year to £177,486 (2020: expenses increased by £24,128). However, significantly higher expenses were incurred in both 2020 and 2021, compared with previous years. The key driver of higher expenses in these last two years is the quinquennial remedial works (£45.4k in 2020 and £26k in 2021). The delay to recruiting a Youth Minister has gone some way to mitigate this increase (staff costs were c£38k in 2021, c£54.7k in 2020).

The deficit is covered by c£4.4k remaining from the Gift Day held towards the end of 2015 – this fund is now exhausted.


The PCC has retained reserves, in cash, of £186,989, as at 31 December 2021. This is a sound financial position and meets the reserving requirements set by the PCC.

Kate Whitehead - PCC Treasurer

Parochial Church Council of St Matthew High Brooms - Charity No: 1185772
BALANCE SHEET at 31 December 2021

Fixed Assets		None	
		2021	2020
Current Assets	Note		
Debtors & Prepayments	4	£27,761	£28,315
Short term deposits	5	£109,699	£109,444
Repair funds	6	£19,429	£54,971
Cash at bank and in hand	7	£48,999	£52,283
Total current assets		£205,887	£245,013
Creditors/Liabilities:			
Falling due within one year	8	£18,898	£53,384
NET CURRENT ASSETS		£186,989	£191,629
FUNDS OF THE CHARITY			
Unrestricted		£181,164	£190,210
Restricted		£5,825	£1,419
Endowment		£0	£0
		£186,989	£191,629

Approved by the Parochial Church Council on 19 April 2021 and signed on its behalf by:

Signature	Print name	Date
	Rev Chris Wicks	4/5/22
K Whitehead	Kate Whitehead	4/5/2022

Parochial Church Council of St Matthew High Brooms - Charity No: 1185772

STATEMENT OF FINANCIAL ACTIVITIES

For the twelve months ended 31 December 2021

	Note	2021				2020			
		Unrestricted Funds	Restricted Funds	Endowment Funds	TOTAL	Unrestricted Funds	Restricted Funds	Endowment Funds	TOTAL
		£	£	£	£	£	£	£	£
INCOMING RESOURCES									
Voluntary income	1(a)	146,288	5,143	0	151,431	155,069	6,195	0	161,264
Activities for generating income	1(b)	669	963	0	1,632	78	0	0	78
Income from investments	1(c)	284	0	0	284	599	0	0	599
Income from church activities	1(d)	11,474	8,025	0	19,499	8,541	1,403	0	9,945
Total		158,716	14,131	0	172,847	164,287	7,598	0	171,885
RESOURCES EXPENDED									
Parish share	2(a)	62,000	0	0	62,000	53,437	0	0	53,437
Salaries, wages and honoraria	2(b)	38,822	0	0	38,822	54,710	0	0	54,710
Clergy & staff expenses	2(c)	3,828	0	0	3,828	4,567	0	0	4,567
Church running expenses	2(d)	15,883	1,594	0	17,477	15,612	3,750	0	19,362
Church activity expenses	2(e)	1,782	8,131	0	9,913	1,335	2,429	0	3,764
Mission giving and donations	2(f)	14,952	0	0	14,952	15,577	0	0	15,577
Hall expenses	2(g)	4,487	0	0	4,487	4,697	0	0	4,697
Major repairs to church	2(h)	26,008	0	0	26,008	45,393	0	0	45,393
Major repairs to hall	2(i)	0	0	0	0	0	0	0	0
Major repairs to parsonage	2(j)	0	0	0	0	0	0	0	0
New building work	2(k)	0	0	0	0	0	0	0	0
Other	2(l)	0	0	0	0	0	0	0	0
Total		167,761	9,725	0	177,486	195,328	6,179	0	201,507
NET Incoming resources before other recognised gains and losses		(9,046)	4,406	0	(4,640)	(31,041)	1,419	0	(29,622)
Gains on investment assets on disposal on revaluation									
NET MOVEMENT IN FUNDS		(9,046)	4,406	0	(4,640)	(31,041)	1,418.84	0.00	(29,622)
TRANSFERS BETWEEN FUNDS					0	439			439
BALANCES BROUGHT FORWARD AT 1 JANUARY 2021		190,210	1,419	0	191,629	220,812	0	0	220,812
BALANCES CARRIED FORWARD AT 31 DECEMBER 2021		181,164	5,825	0	186,989	190,210	1,419	0	191,629

Parochial Church Council of St Matthew High Brooms - Charity No: 1185772

INCOME

	2021				2020				
	Unrestricted	Restricted	Endowment	TOTAL	Unrestricted	Restricted	Endowment	TOTAL	
	Funds	Funds	Funds		Funds	Funds	Funds		
	£	£	£	£	£	£	£	£	£
1(a) Voluntary income									
Gift aided donations	113,041	1,475	0	114,517	110,611	1,062	0	111,672	
Other donations	1,716	2,305	0	4,021	7,785	3,566	0	11,351	
Tax recoverable	26,268	688	0	26,956	26,000	1,017	0	27,017	
Collections at services	1,370	0	0	1,370	1,326	0	0	1,326	
Grants	315	600	0	915	6,675	550	0	7,225	
Legacies	0	0	0	0	0	0	0	0	
Other donations	3,577	75	0	3,652	2,673	0	0	2,673	
TOTAL	146,288	5,143	0	151,431	155,069	6,195	0	161,264	
1(b) Activities for generating income									
Fundraising	669	963	0	1,632	78	0	0	78	
Other income	0	0	0	0	0	0	0	0	
TOTAL	669	963	0	1,632	78	0	0	78	
1(c) Income from investments									
Dividends and interest	284	0	0	284	599	0	0	599	
TOTAL	284	0	0	284	599	0	0	599	
1(d) Income from church activities									
Fees	1,267	0	0	1,267	448	0	0	448	
Hall lettings	8,610	0	0	8,610	6,870	0	0	6,870	
Children & Youth	934	0	0	934	456	0	0	456	
Church events	0	0	0	0	0	0	0	0	
Pastoral events	664	0	0	664	102	0	0	102	
Community lunch/breakfast/fitness	0	0	0	0	666	0	0	666	
Community Larder	0	8,025	0	8,025	0	1,403	0	1,403	
Other	0	0	0	0	0	0	0	0	
TOTAL	11,474	8,025	0	19,499	8,541	1,403	0	9,945	
TOTAL	158,716	14,131	0	172,847	164,287	7,598	0	171,885	

Parochial Church Council of St Matthew High Brooms - Charity No: 1185772

EXPENSES

Note	2021				2020			
	Unrestricted Funds	Restricted Funds	Endowment Funds	TOTAL	Unrestricted Funds	Restricted Funds	Endowment Funds	TOTAL
	£	£	£	£	£	£	£	£
Church activities								
2(a) Parish share	62,000	0	0	62,000	53,437	0	0	53,437
2(b) Salaries, wages and honoraria	38,822	0	0	38,822	54,710	0	0	54,710
2(c) Clergy & staff expenses								
Parsonage	3,181	0	0	3,181	3,682	0	0	3,682
Training	120	0	0	120	643	0	0	643
Mobiles	409	0	0	409	228	0	0	228
Other Vicar expenses	118	0	0	118	14	0	0	14
	3,828	0	0	3,828	4,567	0	0	4,567
2(d) Church running expenses								
Operations	2,348	0	0	2,348	1,889	0	0	1,889
Fabric	5,363	0	0	5,363	5,565	0	0	5,565
Worship/services	2,243	1,594	0	3,836	2,528	3,750	0	6,278
Catering	174	0	0	174	491	0	0	491
Governance	844	0	0	844	606	0	0	606
Other	0	0	0	0	0	0	0	0
Church utility bills	4,188	0	0	4,188	3,870	0	0	3,870
Cost of fundraising	366	0	0	366	0	0	0	0
Mission and evangelism	357	0	0	357	663	0	0	663
	15,883	1,594	0	17,477	15,612	3,750	0	19,362
2(e) Church activity expenses								
Children & Youth	658	0	0	658	873	0	0	873
Pastoral events	1,074	0	0	1,074	50	0	0	50
Church events	51	0	0	51	0	0	0	0
Community Lunch/breakfast/fitness	0	0	0	0	412	0	0	412
Community Larder	0	8,131	0	8,131	0	2,429	0	2,429
	1,782	8,131	0	9,913	1,335	2,429	0	3,764
2(f) Mission giving and donations	14,952	0	0	14,952	15,577	0	0	15,577
2(g) Hall expenses	4,487	0	0	4,487	4,697	0	0	4,697
2(h) Major repairs to church	26,008	0	0	26,008	45,393	0	0	45,393
2(i) Major repairs to hall	0	0	0	0	0	0	0	0
2(j) Major repairs to parsonage	0	0	0	0	0	0	0	0
2(k) New building work	0	0	0	0	0	0	0	0
2(l) Other	0	0	0	0	0	0	0	0
TOTAL	167,761	9,725	0	177,486	195,328	6,179	0	201,507

Parochial Church Council of St Matthew High Brooms - Charity No: 1185772

Notes to the STATEMENT OF FINANCIAL ACTIVITIES

For the twelve months ended 31 December 2021

1 RESTRICTED INCOME

Donations (including Gift Aid) to the value of £2,119 have been given to purchase technology/equipment required to provide online services during the COVID-19 pandemic. Donations (including Gift Aid) and grants totalling £3,894 have been given to support the set-up costs of the Community Larder. In addition, a further £8,025 has been received as a contribution towards food.

UNRESTRICTED INCOME

Congregational income has reduced by £8.8k in 2021 from 2020

1(a) GRANTS

As well as grants towards the Community Larder included above, the Job Retention Scheme ("furlough") has provided a total of £315 in payments.

2(a) PARISH SHARE

The parish share was set at £62k for 2021.

2(b) STAFF COSTS AND PENSION

During the year the PCC employed a families & children worker, an operations manager and a cleaner. None of these employees earned more than £60,000 p.a. No trustees received remuneration for their services as trustees. Total Staff Costs were:

	£
Gross Salaries	38,113
Social Security Costs	0
Pension Costs	708
	<u>38,822</u>

All employees are entitled to join a defined benefit pension scheme administered by The National Employment Savings Trust (NEST). The PCC meets its auto enrolment obligations for all eligible staff.

The reduction in salaries (£54.7 in 2020) of £15.8k is due to the Youth Worker not being replaced after he left in Oct 2020.

2(d) CHURCH RUNNING EXPENSES

Governance: includes Independent Examiner's fee of £450.

2(e) CHURCH ACTIVITY EXPENSES - RESTRICTED

A total of £1,594 has been spent on expenses relating to providing online services, leaving £586 towards 2022 costs.

A total of £8,131 has been spent on expenses relating to the Community Larder, leaving a further £3,788 towards 2022 costs.

2(f) MISSIONARY AND CHARITABLE GIVING

Grants of £1,000 or more made in the period	£
CMS	3,600
Tear Fund	1,800
Life & Soul	1,800
Grants of < £1,000 made in the period, for mission	
Other organisations/charities	6,252
Other individuals	1,500
	14,952

2(h) MAJOR REPAIRS TO THE CHURCH

In response to Quinquennial reports, significant maintenance took place towards the end of 2020 (costing £45.4k) and continued into the early part of 2021 costing a further £26k.

c. £41k has been put aside (in the Church Repair Fund) in previous years to support this expense, and a further £5k added during 2022.

PCC Members

It is a common practice, for reasons of expedition and value for money, for members (or other church members) to be requested to make purchases on behalf of the PCC for which they are later reimbursed on production of documentation. All such transactions are recorded in the accounts and accounted for under the relevant heads of expenditure.

Parochial Church Council of St Matthew High Brooms - Charity No: 1185772

Notes to the STATEMENT OF FINANCIAL ACTIVITIES

For the twelve months ended 31 December 2021

4 DEBTORS & PREPAYMENTS

	2021	2020
Tax recoverable	£27,761	£28,315
Insurance	£0	£0
Other <1000	£0	£0
	£27,761	£28,315

5 SHORT TERM DEPOSITS

	2021	2020
DBF Account	£109,699	£109,444
	£109,699	£109,444

Includes £57k legacy

6 REPAIR FUNDS

	2021	2020
Church	£5,005	£41,290
Hall	£14,424	£13,680
	£19,429	£54,971

7 CASH AT BANK & IN HAND

	2021	2020
Breakfast Café	£76	£76
Community Larder	£79	£370
Cash card - Lois	£100	£0
Lloyds	£24,393	£35,992
Nat West	£19,602	£15,498
Lloyds - Larder	£4,383	£0
Petty Cash	£366	£348
	£48,999	£52,283

8 CREDITORS/LIABILITIES

	2021	2020
Falling within one year		
PAYE - HMRC/Pension	£1,088	£3,062
Late invoices	£4,050	£2,249
Owed Tithe/Earmarked giving	£10,017	£12,313
Quinquennial	£0	£31,652
ChargeCard bill	£218	£0
Other <£1,000	£3,526	£4,108
	£18,898	£53,384

Independent Examiner's Report to the PCC of St Matthew (High Brooms)

I report on the accounts of the PCC for the year ended 31st December 2021.

Respective responsibilities of Trustees and Examiner

The charity's trustees are responsible for the preparation of the accounts. The charity's trustees consider that an audit is not required for this year under Section 145 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 Commissioner 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

My examination was carried out in accordance with the general directions given by the Charity Commission. An examination includes a review of the accounting records kept by the charity and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts and the seeking of explanations from you as trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit, and consequently no opinion is given as to whether the accounts present a 'true and fair view' and the report is limited to those matters set out in the statement below.

Independent Examiner's Statement

In connection with my examination, no matter has come to my attention:

1. Which gives me reasonable cause to believe that, in any material respect, the requirements:
 - to keep accounting records in accordance with section 130 of the 2011 Act; and
 - to prepare accounts which accord with the accounting records and to comply with the accounting requirements of the 2011 Act have not been met; or
2. To which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.

D. Stephens

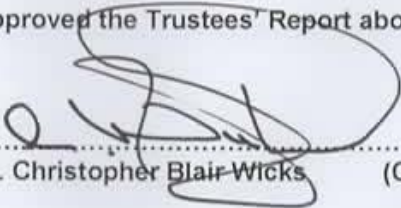
.....
David Stephens FCCA
13 Newlands Road
Tunbridge Wells, Kent
TN4 9AS

14 May 2022
.....
Dated

DECLARATION

The Trustees declare that they have approved the Trustees' Report above.

Signed on behalf of the PCC:


Rev. Christopher Blair-Wicks (Chair)

Date (of the APCM): 25th April 2022

Accounts



TRUSTEES REPORT
The Parochial Church Council of The Ecclesiastical Parish of
St. Matthew, High Brooms
(Also known as St. Matthew's Church, High Brooms)
For the period January to December 2020

OBJECTIVES AND ACTIVITIES

The Parochial Church Council of St. Matthew's Church (PCC) is committed to enabling as many people as possible to worship at our church and to become part of our church community at St. Matthew's, High Brooms. The PCC maintains an overview of worship throughout the parish and makes suggestions on how our services and activities can involve the many groups that live within our parish.

The mission statement of St. Matthew's Church is 'Igniting Passion for Jesus' and we aim to do this through:

- Worship and prayer, and hope to bring people to faith through our services
- Reaching out to our community, maintaining and developing links with key community members
- Supporting the work of mission agencies around the world

To facilitate this work, it is important that we maintain the fabric of St. Matthew's Church and St. Matthew's Church hall.

ACHIEVEMENTS AND PERFORMANCE

2020 was a year of unprecedented challenges for St. Matthew's Church, as well as giving opportunities for growth and to further our reach online. The Covid-19 pandemic hit the UK in March 2020, with the result that St. Matthew's Church had to change and adapt all through the year, to work within national and Church of England rules and guidance.

The activities that the church could carry out were restricted or moved online, and our finances were hit, with giving dropping as people themselves struggled financially.

However, as this report shows, the support and commitment of those in our congregation and community has helped the church to adapt and find new ways of carrying out our mission, and the challenges of the year have provided new opportunities which would not have arisen without the pandemic.

A big part of 2020 has been devoted to making sure our church community can stay engaged, connected and supported, as well as trying to support our wider community in High Brooms.

None of the activities and services which St. Matthew's Church runs would be able to happen without the many volunteers who give their time and energy. We are immensely grateful to you all, especially during this last year in which so many have faced so many challenges.

1. Worship and prayer

At the start of 2020, St. Matthew's Church offered three services on a Sunday which aimed to meet the spiritual needs of a wide range of people. All of these services were open to anyone who wished to come along.

On a normal Sunday, the 10am service was the main service, and attracted mainly families, with children and young people making up almost a third of the attendance. The first Sunday of the month was an all-age service at 10am, with all other Sundays having children's and youth groups provided.

Our 5pm service was more traditional and liturgical and mainly attracted the older generation.

The 7pm service was an informal service with café style layout and mainly attracted younger adults.

Each of these services included Holy Communion once a month. In addition, once a month, there was an 8am communion service, using the Book of Common Prayer.

The average attendance for these services towards the end of 2019 and early 2020, while things were still normal pre-pandemic, were:

8am	6 adults
10am	89 adults and 36 children
5pm	16 adults
7pm	16 adults

From the middle of March 2020, when churches were ordered to close their buildings, St. Matthew's Church started live-streaming Sunday services on Facebook and You Tube. Only one service was held each Sunday, at 10am, and the general feel of the service was kept very similar to our 10am service pre-pandemic. The services have included live leading, videos made by volunteers for sermons, readings and prayers, and worship, as well as lots of other creative content. A small team of volunteers made the live streaming possible, with hours of set up and research, as well as time given every Sunday to make sure the video and sound content was working.

Once church buildings were allowed to reopen, the Sunday services became a hybrid with some people in church (observing social distancing and wearing masks) and most people still watching the same service online.

It has been hard to track the attendance to our online services in 2020. Those leading the services encouraged anyone watching to comment and like the service, which has helped with identifying numbers. You Tube also gives analytics of how many people viewed the video while it was being aired and how many people watched afterwards. From comments, we know that there are people who have been regularly engaging with Sunday services who were not coming to services in person before March 2020.

A conservative estimate of average attendance March to December 2020 is 107 adults and 36 children for each of our Sunday services. However, these are only the people who we could track or have a good idea of watching, so the likelihood is that these numbers are higher in reality.

Electoral Roll

At the end of December 2020, the number of names on the Electoral Roll of St. Matthew's Church was 124, which includes 7 additions and 4 deletion during the year. The Electoral Roll was revised before the APCM in October 2020 and there were no changes for the rest of the year.

The number of people on the Electoral Roll 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.

Christmas and Easter services

Christmas and Easter are special times in the church calendar.

2020 gave many challenges but also new opportunities for these special services. Both Easter and Christmas services were just streamed online, as it wasn't safe at those times to have the church building open due to Covid-19. This meant that many more people were able to engage with these services. The Christmas carol service with nativity was watched by over 200 people at the time and has had more than 800 views on You Tube since!

On Remembrance Sunday, St. Matthew's Church held a Remembrance Day service and a memorial service together. This was a hybrid service, with people in the church building and watching online from their homes.

Retired Clergy

Richard Arding joined St. Matthew's Church in September 2018 and has been actively involved in St. Matt's and helping other churches in the area as requested.

Alpha Course

St. Matthew's Church ran two Alpha Courses in 2020, for those interested in finding out more about the Christian faith. One was run from January to March, and the other was in the Autumn of 2020. Anyone new to St. Matt's who had been regularly joining the online services since March 2020 was invited to take part in the autumn course. The first course of 2020 was run in person in the church centre, but the autumn course was run on Zoom and worked well.

Life Events

The pandemic has meant that most life events have been restricted during 2020.

Only one baptism was carried out in 2020, in March during the family service.

8 funerals were conducted by our clergy during 2020 – 5 in church and 3 at the cemetery / crematorium.

There were no weddings at St. Matthew's Church during 2020.

Youth and children

St. Matthew's Church employed a Youth Minister (Tom Tyler) and a Children and Families Minister (Lois Fryett) during 2020. Tom Tyler was on full time furlough from June 2020 to October 2020, and he left the employment of St. Matthew's Church at the end of October 2020. We want to thank Tom for all he did as our Youth Minister at St. Matthew's Church in the 3 years that he was in post. A small team of volunteers have been helping to keep some youth ministry going until a new appointment can be made.

Before March 2020, groups for children from age 0-18 were held during our 10am Sunday services (except family services on the first Sunday of the month). There are many volunteers who help with these groups, and Tom and Lois planned the sessions each week.

However, the pandemic meant that all the youth and children's work had to move online from March 2020. Tom and Lois both started by making videos for the children and young people to watch each Sunday. The volunteers have taken this over for the youth since Tom went on furlough and then left. Lois also sends out activities and crafts for the children to do each week with her video. In June 2020, the youth volunteers started a midweek Zoom session for the young people aged 10-18, with games and a thought for the week, as well as special events like cooking, bingo and quiz nights. Lois then started similar Zoom sessions for two different age groups of children from September (school years R-2 and school years 3-5). These Zoom groups have all been well received, with up to 15 children or young people attending each group. Care packages have also been delivered to the children and young people at key times during the year (Easter, Christmas, start of new school year).

Children and young people have also been encouraged to get involved with our online services, taking part in pre-recorded readings, prayers, worship and song videos.

Unfortunately, St. Matthew's Church has been unable to offer any face-to-face youth or children's groups since the end of March 2020, due to the constraints of the space on offer.

Church Weekend Away and New Wine

Unfortunately, the church weekend away at Rose Hill School could not be held in 2020, due to the pandemic.

The New Wine Christian festival was held online in August 2020, and members of the congregation were encouraged to engage with the online sessions.

Home Groups and Pods

There are 7 Home Groups at St. Matthew's Church, which meet weekly or fortnightly during the day or in the evening. These groups 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.

There are also numerous Pods, which are smaller prayer groups. These form out of existing friendships and connections and help people to further grow in their faith and deepen relationships with God and each other.

These groups have been invaluable during the pandemic, as a way of making sure members of the church are being supported and stay connected. All groups have moved online or have met outside where possible, following Covid guidelines.

Revive Women's Ministry

The women's ministry at St. Matthew's Church has been another way of making sure people are supported and connected during the pandemic. In February 2020, we held a women's breakfast on a Saturday morning in church, which included worship, teaching, and ministry. Two further meetings were held in June and September, but were held on Zoom on Monday evenings, instead of as breakfasts. A film night was held in church in February 2020, but unfortunately, none of the other usual social events could be held due to the pandemic, including the very popular Christmas craft event.

Link Mission Partners

St Matthew's Church continues to have Missionary Links with Tanzania, Pat Blanchard in Peru, Steve Morris and Sozo in South Africa, as well as Ruth Radley at Birmingham Children's Hospital and Life & Soul locally in Tunbridge Wells. We also support Tearfund and Nourish Foodbank as a church.

Mission & Vision

As well as the PCC, St Matthew's Church has various forms of Ministry Groups that meet regularly to pray and plan for mission and ministry in the church, including youth ministry, children's ministry, women's ministry, fabric, finance, pastoral care and worship.

2. Reaching out to the community

St. Matthew's Church is a key part of the community of High Brooms. During 2019 and into 2020, the church leadership had been thinking and exploring what the needs are in the community and how the church can best support the community we are part of.

A lot of this thinking was put on hold due to the pandemic, and due to the immediate pressures of getting services and groups online and making sure the church community was supported.

However, one new initiative was started in 2020, which may not have been realised or needed if the pandemic hadn't happened, and that is the St. Matt's Community Larder.

Community Larder

The St. Matt's Community Larder was set up in October 2020 in response to the urgent need for food support locally. The Bethel Trust kindly facilitated the use of the recently vacated Bethel Hall and the church facilitated making the hall usable and contributed to the set-up costs. The community larder opened mid-November 2020, aided by a great group of volunteers from the church and the local community, and with a lot of advice from the pre-existing community larder at St. Philip's Church in Tunbridge Wells. Food is purchased from the charity Fareshare at a low cost, and short date food donations are collected each week from a variety of supermarkets. The larder regularly sees over 70 customers every Friday morning and also makes some home deliveries. Customers donate a minimum of £2 for a shopping bag full of a wide variety of food. Anyone is welcome - the volunteers are gradually getting to know the customers more and the atmosphere is very friendly, despite masks and social distancing! The larder group are incredibly grateful to the many incredibly hard-working volunteers, and very generous practical donations from the council, the Lions, and St. Matthew's School, as well as the Warren restaurant, the Hygiene Bank and many individuals. St. Matt's Community Larder are excited and grateful to be able to meet an apparent acute need for low cost, good quality food during the pandemic, with the additional environmental benefit of reducing food waste. The larder has also highlighted other needs in the local community in terms of social activities and support services, so these will be explored going forward. It is uncertain how long the need for food will continue but there is no obvious end in sight.

School links

St. Matthew's Church continues to maintain good relations and a strong presence with St Matthew's High Brooms CE Primary School. Before the pandemic, our children's and youth ministers took assemblies once a week in term time, and the school came to the church 4 times a year for key festivals. Smaller groups have also come into the church to learn about the war memorials and the key features of a church. These visits and assemblies have not been able to happen since March 2020, however the close links have been maintained and we hope to be able to restart these activities in the near future. Chris Wicks (our vicar) has been into the school to take a few key assemblies during 2020.

4 members of the church serve as Governors at the school – three as foundation Governors (Chris Wicks, David Johnson, Julian Brierley) and one as an associate Governor (Lynn MacKay).

St Matthew's Church continues to have links with local uniformed groups, although any physical attendance at services has not been possible during 2020.

Youth and Children's Work

At the beginning of 2020, our Youth Minister (Tom Tyler) and our Children and Families Minister (Lois Fryett) continued their midweek work in the church and reaching out to the community.

Midweek clubs ran for both children and youth pre-pandemic.

Deeper is on Mondays after school for those in school years 3-6 and Ignite runs on Wednesdays at 6pm for those in school years 7-13. Both groups were getting an average of 15 children each week, both from church families and from the community.

Since the pandemic, these groups have migrated onto Zoom, and mostly reach children and young people from church families.

Any camps or town-wide events have not been possible in 2020.

At the start of 2020, Lois Fryett was running a toddler group every Thursday morning during term-time for parents / carers and their preschool children. This group was very popular and numbers were at about 50 children a week, with their parents / carers. The toddler group has not been able to run since March 2020 due to Covid-19 restrictions, and even as restrictions start to ease, the format and way the group runs means it will not start back until later in 2021.

Lois also does baptism preparation for those families bringing children for baptism and is great at encouraging those families to come along to toddler group if they can.

Hubs

In 2018, St. Matthew's Church started Hubs, which are small groups based around a shared hobby or interest. 2020 has not seen much growth in these groups due to the pandemic, but the existing hubs have been another way of helping people stay connected and supported. The groups that have been running during 2020 are knitting hub, gardening hub, cooking on a budget, and a men's hub.

Pastoral Care

The pastoral care team at St. Matthew's Church works very hard to ensure the holistic care of individuals in need. This includes hospital visits, home visits where people are ill, suffering or unable to leave their homes, provision of cooked meals, car rota schemes, community lunches and generally being available to listen.

During the pandemic in 2020, the support given has mostly been through phone calls, shopping for those who have had to shield or self-isolate, and meals for those who have been ill or struggling in some way. At the beginning of the first lock-down, the staff team made sure everyone in the church address book had a phone call to offer support, and since then the pastoral team have taken over looking out for those in need.

Trevor Long has had a longstanding outreach to the Barnett's Wood area of High Brooms. During the pandemic he has continued to contact and follow up families and individuals that he has had contact with through St. Matthew's Church over the years.

Community Events

A lot of the church's community events were cancelled in 2020, due to the pandemic.

St. Matthew's weekly Friday Breakfast Café ran for the first three months of 2020, welcoming people from the community and facilitating networking. Our local councillor was often around to speak to people in this venue.

Rosemary Blanchard and her team were unable to run any of their termly coffee mornings and termly lunches for the elderly in our community. However, they have kept in touch with all those who would normally attend these events and have been able to offer support through phone calls.

In September, they ran a MacMillan Coffee Morning with a difference, selling cakes outside people's houses to raise money for the charity.

In the first 3 months of 2020, a local table tennis league used the church building for practices and matches, and a local choir also met in the church for rehearsals.

Both of these had to stop or move online as soon as the pandemic hit.

Support for charities

At Harvest, food gifts and financial gifts were collected for Nourish Foodbank, as well as a monthly food collection at the start of the year when restrictions allowed.

Our Christmas offerings in 2020 were sent to Tearfund.

Support continues for a number of local, national and international charities and organisations through the tithe that St. Matthew's Church gives each year.

As a church we have supported the Tunbridge Wells Street Pastor Scheme run through Holy Trinity with Christ Church, Tunbridge Wells, and one of our congregation members is on the Street Pastor team.

3. Our Buildings

Report by the Church Wardens – David Johnson and Bridgette Shaw

Quinquennial Works

In February of 2020 arrangements were put in hand for the items of maintenance and repair, as reported in the last Quinquennial Inspection Report, to be carried out. A Specification of Works was prepared, and tender enquiries sent out to six potential contractors. Unfortunately, due mainly to the Covid-19 lockdown, only one of the contractors submitted a price for the work, and we needed at least three comparable prices to proceed. Eventually in August 2020, two more tenders were obtained and one of the tenders was accepted and a contractor appointed.

At the beginning of October, we received the Archdeacon's Approval to the proposed works and instructions were issued to the contractor to start work. The tender price was based on an approximate estimate of the work required, as could be seen from ground level, and was subject to a full survey of the building once the scaffolding was erected. As expected, the survey revealed considerably more work was required than originally estimated, but it was decided that we should proceed with the additional work while the scaffold was in place, even though it was going to cost more than double the original tender price. The main part of the work consisted of re-pointing mortar joints and replacing decayed bricks that had spalled surfaces due to frost action. In addition, the existing small diameter plastic rainwater pipes were replaced with new square cast iron pipes – all work that had been outstanding for a number of years, but that should not need doing again for many years to come.

Completion of the work was originally expected in mid-January 2021, however, with a few weeks of inclement weather during which it was impossible to work, and the addition of further items of work, completion is now expected at the end of March 2021.

Church Fabric and Goods

During the Covid-19 lockdown, services have been broadcast online via Facebook and YouTube, and various additions have been made to the technical equipment to make this possible. This includes two new PTZ video cameras, a new computer and new monitors together with associated software, the cost of which was covered by donations and grants.

Church Hall Fabric

The fabric of the Church Hall is in generally good condition. There was some ingress of water as a result of a leaking gutter, which has been resolved. The high-level cistern in the boys' toilet was found to be faulty and has been replaced with a new low level WC suite.

Arrangements are in hand for testing the electrical circuits (required every five years), which is overdue, and we are advised that the electrical distribution boards no longer comply with latest standards and must be changed.

Acknowledgements (by Bee Shaw)

As this will be my last APCM report as Church Warden I would like to firstly thank all of the Welcome teams and special thanks to those who have supported our Covid Safe Services. It has been a worrying time yet all who were able came through in true St. Matt's spirit.

During the last 12 months the wonderful duo of Pat Sexton and Darren Clarke have continued to upkeep and improve our Church grounds. Darren has also added a laurel hedge along the side of the Church Centre wall to provide a natural safety barrier.

The Wardens would like to thank the amazing team of people who have helped deliver, from a standing start, such high quality and polished online and hybrid Church services (Brian Hobden, Ali Granger, Ian Wilson, Graham Anderson, Lij Cheesman, Katy Coles, Chris Wicks and Carole Wicks).

Special thanks to David Johnson and Ian Wilson for their management of the Quinquennial project.

The Wardens would like to especially thank Hannah Mwesigwa for holding everything together and managing the Church operations through this unprecedented year.

4. Safeguarding Report

Report by Linde Horseman – Parish Safeguarding Officer

The last year has been dominated by the Covid-19 outbreak and this has affected my role as Safeguarding Officer for St. Matthew's Church. Many of the roles involving working with children, young people and vulnerable adults are now online and as a result, the DBS procedure has changed.

My role involves:

- Obtaining references and DBS clearances for anyone in the church who has responsibility for children / young people or vulnerable adults. Identity documents are now shown online.
- Dealing with any issues of child protection within the church.
- I am in the process of organizing an online visit to the different children / young people's groups within the church, so that they are reminded who I am. I am aware that children and young people currently don't see me, but I want to remind them that they can speak to their youth leaders if they feel unsafe in any way.
- Contacting 31:8 and the Diocesan Safeguarding team regarding queries around DBS checks or child protection issues.
- Following updates to Safeguarding procedures which are issued by the Diocese.
- Attending online St. Matthew's Church Safeguarding meetings and Safeguarding meetings organized by the Diocese.
- Updating DBS records on Churchsuite.

In 2020, the number of DBS applications and renewals I processed has gone down steeply, but I envisage this going up sharply when children's and young people's groups return to some form of normality and when other person-to-person roles resume.

Along with the leadership team, we have been aware of the need to remind people during the pandemic (via the Discipleship Facebook group) that they can contact us if they feel unsafe in any way. We have also posted names and contact details of organizations that can provide support during this difficult time.

Training: The Diocese now require Safeguarding Officers to complete a Safeguarding Leadership Pathway training, which I completed in January 2021.

At the St. Matthew's Church PCC Meetings all the names of the people who have responsibility for youth / children and vulnerable adults are updated and put before the PCC for their approval. Child protection is included on the agenda at every PCC meeting and in March 2021, I joined the PCC meeting in order to take members through the new Serious Incident procedure document.

5. Deanery Synod Report

Report by Mary Wilson - Deanery Synod representative on the PCC

In 2020, Tunbridge Wells Deanery Synod met 3 times under the joint chairmanship of Rev. Douglas Wren, Area Dean and Mike Lawes, Lay Chair.

The first meeting of the year was held on 5th February and was hosted by St Mark's, Broadwater Down.

Graham Wilkinson, Growth Enabler for the Tonbridge Archdeaconry talked about “**Called to Grow**”. A Lay Minister from Bidborough, Graham outlined his current job which is encouraging and supporting churches in their planning for growth. The toolkit “Called to Grow” is on the Diocesan website with resources to support churches.

The “Called to Grow” plan does not just mean doing more – it is about listening, praying, discussing and planning in an intentional way. Listening to God, finding out the needs of the community, looking at how to do discipleship and how to use resources.

This includes looking at vision. Vision days are being supported to carry out this process – looking back & looking forward. Also, seeing how our own church's vision might encompass working with other churches.

It also includes SWOT analysis (strengths, weaknesses, opportunities, threats) and looking at parish maps. Vision Priorities are then ranked and plans drawn up, making use of ‘smart’ objectives.

Keith Berry is the Diocesan Community Engagement Enabler and gives support in this area. It is important to engage with / get out into the community. The magazine “Together” has ideas. Church websites are also important.

The idea is that working groups then take the planning forward with more prayer. They will then engage with the wider church – the congregation need to ‘own’ the plan. The Diocesan steering group can then look at the plans – they can then offer any relevant support and possibly link them up with other parishes. It is hoped that a plan might be drawn up within 3 months following a Vision day. St. Matt's leadership had started this process before lockdown.

The Diocesan safeguarding lead is now Greg Barry (churches might need to amend posters).

The second meeting of the year was held on 1st July via Zoom (due to Covid-19)

The meeting was led by Julie Conalty, Archdeacon. Above all else, she stressed the importance of prayer.

Learnings from Covid:

1. How creative we CAN be (‘necessity mother of invention’).
2. We CAN use technology.
3. Community projects / local networking. (easier where networks are already there).
4. Church volunteers (DBS holders) incredibly valuable (structures/training place) – a resource for community engagement.
5. Extroverts have found this time hard – introverts quite helpful.
6. Vicars – some have been relieved, some bereft from normal church activities / services. Understanding needed – everyone ‘carrying stuff’.
7. More people joining virtual services than actual services.
8. Canons give way to statute law e.g., no services in church (putting canons into abeyance?)
9. Rural broadband can be a problem
10. Working from home – environment / rhythm of work – better for quite a few.

Risks /issues going forward:

1. Too risk averse or not careful enough.
2. Trying to do everything – can't do it all, need to balance time and resources.
3. Not just go back to how things were.
4. Financial implications – on churches & diocese.
5. Children & Young People – mental health / development.
6. Age of volunteers going forward? In the past tended to be older.
7. Care for the Elderly.

Step by step

There are new needs in diocesan support – what training? Meeting pastoral needs. Need of a break – staycations. Above all pray!

The third meeting of the year was held on 18th November via Zoom (due to Covid-19)

Bishop Simon Burton-Jones, Bishop of Tonbridge gave an address.

He identified 3 different aspects of the current landscape we find ourselves in: [Both Nation & Church]

1. Personal Emotions
2. Public Mood.
3. Christian Response.

If you deny your own emotions, you can't help others. Human emotions are meant to be shared.

He commented that at the start of the pandemic there was a surge of community feeling. But also, other less positive signs - panic buying / irrationality. Selfishness has repercussions in our communities / society.

Our interaction via screens dampens our intuition, we miss small social clues. There are less margins for shared interaction. As our social world contracts, our horizons shrink, we are staying in and have a dampening of desire & will power.

As time has gone on, togetherness is less evident. We are more polarized / have more factions. EU membership / Scottish independence referendums – divided into 2 tribes. Separation of people – those “serious” about virus v those thinking virus “overblown”. Christians should resist this taking of sides / separation.

We're cynical - severe recession ahead – strength of our shared life will be tested in a deep & enduring way. Long-term effects. Younger generation losing out.

Life's Purpose?

Good at not thinking about deeper issues – thought of as morbid / introspective. Questions about life & death need to be thought about. Church lacks encouragement & self-esteem. Post safeguarding failures.

We need a re-set / a new beginning. Three qualities needed at this time:

1. Listening Spirit – listen to people's story.
2. Bold Hearts – speak about our hope [there is a world collapse of hope]
3. Practical Hands – practical care to back up words. Authenticates what we say.

Church may have history but at its best it acts as an insurgency – reflects radical, emerging Kingdom of God.

STRUCTURE, GOVERNANCE AND MANAGEMENT

St. Matthew's Parochial Church Council (PCC) has the responsibility of working alongside the Incumbent, the Reverend Christopher Wicks, in promoting within the ecclesiastical parish the whole mission of the Church, including pastoral, evangelistic, social and ecumenical activities.

The PCC also has the responsibility for the maintenance of St. Matthew's Church and St. Matthew's Church Hall in High Brooms.

St. Matthew's Church is situated on High Brooms Road in High Brooms (correspondence address: St. Matthew's Church, High Brooms Road, Tunbridge Wells, Kent, TN4 9BW). It is part of the Diocese of Rochester within the Church of England.

The PCC is a body corporate (PCC Powers Measure 1956, Church Representation Rules 2006) and a charity currently registered with the Charity Commission (registered charity number 1185772). Members of the PCC are either ex officio or elected by the Annual Parochial Church Meeting (APCM) in accordance with the Church Representation Rules. PCC members as at the APCM of October 2020 are:

Ex Officio Members:

The Reverend Christopher Wicks	Incumbent
David Johnson	Church Warden
Bridgette Shaw	Church Warden
Hannah Mwesigwa	Secretary (also employed as Operations Manager for the church)
Kate Whitehead	Treasurer

Elected Members:

Sarah West	Vice Chair
Mary Wilson	Deanery Synod representative
Matthew Fryett	
Michael Southwick	
Suzanne Owen	
Ian Wilson	
Richard West	
Brian Hobden	

Other key office holders in the church, but not on the PCC are:

Clergy – PTO:	Rev Richard Arding
Youth Minister (employed):	Tom Tyler (left the employment of the church in October 2020)
Children's Minister (employed):	Lois Fryett
Pastoral Assistant	Carole Wicks
Evangelist / Lay reader	Trevor Long

The following roles are appointed by the PCC:

Parish Treasurer:	Kate Whitehead
PCC Secretary:	Hannah Mwesigwa
Electoral Roll Officer:	Gill Fuller
Parish Safeguarding Officer:	Linde Horseman
Health and Safety Officer:	Michael Southwick
Banks:	Lloyds TSB Bank Plc, Nat West Bank Plc
Independent Examiner:	David Stephens FCCA
Patronage Board includes:	Church Pastoral Aid Society

Induction and Training of Trustees

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

All new Trustees (PCC members) are provided with a link to the Charity Commission's publication: "The Essential Trustee: What you need to know" which provides guidance to all Trustees on what is involved in being a Charity Trustee. All new Trustees are provided with Guidance Notes covering the various meetings throughout the year and other responsibilities of PCC members plus a copy of the booklet jointly produced

by the Charity Commission and The Church of England entitled “Trusteeship – An Introduction for PCC Members”.

PCC Meetings

The full PCC of St. Matthew’s Church met seven times during 2020 with an average level of attendance of almost 90%. All except one of these meetings were held on Zoom, due to the Covid-19 pandemic. Given its wide responsibilities the PCC has a number of committees each dealing with a particular aspect of parish life. These committees, which include worship, children’s ministry, youth ministry, mission, pastoral care, fabric and finance, are all responsible to the PCC and report back to it regularly with minutes of their decisions being received by the full PCC and discussed as necessary. Most of these groups have continued to meet on Zoom during the pandemic.

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 which was agreed at the APCM of October 2020 consists of:

Incumbent	Chris Wicks	Treasurer	Kate Whitehead
Church Warden	David Johnson	Secretary	Hannah Mwesigwa
Church Warden	Bridgette Shaw	Elected member	Ian Wilson

The standing committee carried out one electronic vote during the period 2020.

Annual Parochial Church Meeting (APCM)

The APCM for 2020 was delayed due to the Covid-19 pandemic. The APCM was held on 19th October 2020, in St. Matthew’s Church, following Covid-19 guidelines. At this meeting, Church Wardens were elected and sworn in, and Lay Representatives to the PCC were elected. Sidespeople were appointed for the coming year and the Independent Examiner was also re-appointed for 2021.

Reporting Public Benefit

The trustees of St. Matthew’s Church, High Brooms, are aware of the Charity Commission’s guidance on public benefit in The Advancement of Religion for the Public Benefit and have had regard to it in their administration of the charity. The trustees believe that, by promoting the work of the Church of England in the Ecclesiastical Parish of St. Matthew, High Brooms, it helps to promote the whole mission of the Church (pastoral, evangelistic, social and ecumenical) more effectively, within the Ecclesiastical Parish, and that in doing so it provides a benefit to the public by:

1. Providing facilities for public worship, pastoral care and spiritual, moral and intellectual development, both for its members and for anyone who wishes to benefit from what the church offers; and
2. Promoting Christian values and service by members of the Church in and to their communities, to the benefit of individuals and society as a whole.

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 Safeguarding. These topics are reviewed regularly by the PCC. The PCC has complied with the duty to have due regard to the House of Bishops’ guidance on safeguarding children and vulnerable adults and the PCC complies with GDPR guidance.

Responsibilities of the PCC

In preparing the accounts of the PCC, the Trustees must make judgements and estimates that are reasonable and prudent, follow suitable and consistent accounting policies, follow applicable accounting standards, subject to any material departure disclosed and explained in the accounts and must apply the going concern basis unless it is inappropriate. The PCC is also responsible for keeping proper accounting records which disclose with reasonable accuracy at any time the financial position of the charity and to enable it to ensure that the financial statements comply with the Charities Act 2011. It is also responsible for safeguarding the assets of the charity and for taking reasonable steps for the prevention and detection of fraud and other irregularities.

FINANCIAL REVIEW

Report by Kate Whitehead - Treasurer

Parochial Church Council of The Ecclesiastical Parish of St Matthew, High Brooms
Charity No: 1185772
Notes to the Financial Statements for the twelve months ended 31 December 2020

1. BASIS OF PREPARATION

These accounts have been prepared under the historical cost convention with items recognised at cost or transaction value unless otherwise stated in the relevant notes to these accounts.

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)).

2. ACCOUNTING POLICIES

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.

Short term deposits: These are the cash held on deposit either with the Diocese or at another bank.

FUNDS

Unrestricted Funds: These represent the income funds of the PCC that are available for spending on the general purposes of the PCC. These include amounts designated by the PCC for fixed assets for its own use or for spending on a future project and which are not included as 'free reserves' as disclosed in the trustees' report. If part of an unrestricted fund is earmarked for a particular project it may be designated as a separate fund, but the designation has an administrative purpose only, and does not legally restrict the trustees' discretion to apply the fund.

Restricted Funds: These are income funds restricted by the donor 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. Full details of all their restrictions are shown in the notes of the accounts.

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 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 is 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.

2020 Accounts commentary

The accounts are presented for the PCC's approval. During the year ended 2020 the PCC recorded a deficit of £29,622 (2019: deficit of £4,009) on day to day activities plus significant repairs as per the Quinquennial report.

Total income decreased by £1,485 year on year to £171,885 (2019: income decreased by £1,631). Total costs increased by £24,128 year on year to £201,507 (2019: expenses increased by £4,982).

Unrestricted income reduced by £8,916 to £164,287 (2019: unrestricted income reduced by £1,744). This 2020 unrestricted income was supported by £6,675 in Job Retention scheme grant payments. Restricted giving increased in 2020 to £7,598 (2019: £168) due to the opening of the Community Larder and the funding of technology, purchased to provide online services.

The main drivers of increased costs were the substantial spend on Church Quinquennial maintenance/repairs. The total cost is likely to be c£70k, with £45,393 incurred in 2020. Parish Share was reduced by £10k to offset increased expenditure and lower income (both congregational giving and from fewer income generating activities and reduced hall lettings) due to Covid-19.

This deficit is covered by the Church Repair fund. In addition, there is still c£10k remaining from the Gift Day held towards the end of 2015.

The PCC has retained reserves, in cash, of £191,629, as at 31 December 2020. This is a sound financial position and meets the reserving requirements set by the PCC.

Kate Whitehead - PCC Treasurer

Parochial Church Council of St. Matthew High Brooms
Charity number 1185772
BALANCE SHEET at 31 December 2020

Fixed Assets		None	
		<u>2020</u>	<u>2019</u>
Current Assets	Note		
Debtors & Prepayments	4	£28,315	£23,840
Short term deposits	5	£109,444	£109,006
Repair funds	6	£54,971	£51,931
Cash at bank and in hand	7	£52,283	£55,020
Total current assets		<u>£245,013</u>	<u>£239,797</u>
Creditors/Liabilities:			
Falling due within one year	8	<u>£53,384</u>	<u>£18,985</u>
NET CURRENT ASSETS		<u>£191,629</u>	<u>£220,812</u>
FUNDS OF THE CHARITY			
Unrestricted		£190,210	£220,812
Restricted		£1,419	£0
Endowment		£0	£0
		<u>£191,629</u>	<u>£220,812</u>

Parochial Church Council of St Matthew High Brooms - Charity No: 1185772



STATEMENT OF FINANCIAL ACTIVITIES

For the twelve months ended 31 December 2020

	Note	2020				2019				
		Unrestricted Funds	Restricted Funds	Endowment Funds	TOTAL	Unrestricted Funds	Restricted Funds	Endowment Funds	TOTAL	
		£	£	£	£	£	£	£	£	
INCOMING RESOURCES										
Voluntary income	1(a)	155,069	6,195	0	161,264	153,156	168	0	153,324	
Activities for generating income	1(b)	78	0	0	78	171	0	0	171	
Income from investments	1(c)	599	0	0	599	586	0	0	586	
Income from church activities	1(d)	8,541	1,403	0	9,945	19,289	0	0	19,289	
Total		164,287	7,598	0	171,885	173,203	168	0	173,370	
RESOURCES EXPENDED										
Parish share	2(a)	53,437	0	0	53,437	64,500	0	0	64,500	
Salaries, wages and honoraria	2(b)	54,710	0	0	54,710	57,314	0	0	57,314	
Clergy & staff expenses	2(c)	4,567	0	0	4,567	2,830	0	0	2,830	
Church running expenses	2(d)	15,612	3,750	0	19,362	18,609	0	0	18,609	
Church activity expenses	2(e)	1,335	2,429	0	3,764	6,386	223	0	6,609	
Mission giving and donations	2(f)	15,577	0	0	15,577	15,927	0	0	15,927	
Hall expenses	2(g)	4,697	0	0	4,697	3,575	0	0	3,575	
Major repairs to church	2(h)	45,393	0	0	45,393	0	0	0	0	
Major repairs to hall	2(i)	0	0	0	0	8,015	0	0	8,015	
Major repairs to parsonage	2(j)	0	0	0	0	0	0	0	0	
New building work	2(k)	0	0	0	0	0	0	0	0	
Other	2(l)	0	0	0	0	0	0	0	0	
Total		195,328	6,179	0	201,507	177,156	223	0	177,379	
NET Incoming resources before other recognised gains and losses		-31,041	1,419	0	-29,622	-3,954	-55	0	-4,009	
Gains on investment assets on disposal on revaluation										
NET MOVEMENT IN FUNDS		-31,041	1,419	0	-29,622	-3,954	-55	0	-4,009	
TRANSFERS BETWEEN FUNDS	3	439			439	34,173			34,173	
BALANCES BROUGHT FORWARD AT 1 JANUARY 2020		220,812	0	0	220,812	190,593	55	0	190,648	
BALANCES CARRIED FORWARD AT 31 DECEMBER 2020		190,210	1,419	0	191,629	220,812	0	0	220,812	

Parochial Church Council of St Matthew High Brooms - Charity No: 1185772

INCOME

	2020				2019			
	Unrestricted	Restricted	Endowment	TOTAL	Unrestricted	Restricted	Endowment	TOTAL
	Funds	Funds	Funds	£	Funds	Funds	Funds	£
1(a) Voluntary income								
Gift aided donations	110,611	4,062	0	114,672	112,675	0	0	112,675
Other donations	7,785	566	0	8,351	7,838	0	0	7,838
Tax recoverable	26,000	1,017	0	27,017	27,862	14	0	27,875
Collections at services	1,326	0	0	1,326	3,753	0	0	3,753
Grants	6,675	550	0	7,225	0	0	0	0
Legacies	0	0	0	0	0	0	0	0
Other donations	2,673	0	0	2,673	1,029	154	0	1,182
TOTAL	155,069	6,195	0	161,264	153,156	168	0	153,324
1(b) Activities for generating income								
Fundraising	78	0	0	78	171	0	0	171
Other income	0	0	0	0	0	0	0	0
TOTAL	78	0	0	78	171	0	0	171
1(c) Income from investments								
Dividends and interest	599	0	0	599	586	0	0	586
TOTAL	599	0	0	599	586	0	0	586
1(d) Income from church activities								
Fees	448	0	0	448	1,837	0	0	1,837
Hall lettings	6,870	0	0	6,870	9,818	0	0	9,818
Children & Youth	456	0	0	456	2,670	0	0	2,670
Church events	0	0	0	0	1,451	0	0	1,451
Pastoral events	102	0	0	102	1,053	0	0	1,053
Community lunch/breakfast/fitness	666	0	0	666	2,461	0	0	2,461
Community Larder	0	1,403	0	1,403	0	0	0	0
Other	0	0	0	0	0	0	0	0
TOTAL	8,541	1,403	0	9,945	19,289	0	0	19,289
TOTAL	164,287	7,598	0	171,885	173,203	168	0	173,370

EXPENSES

Note		2020				2019			
		Unrestricted	Restricted	Endowment	TOTAL	Unrestricted	Restricted	Endowment	TOTAL
		Funds	Funds	Funds	£	Funds	Funds	Funds	£
		£	£	£	£	£	£	£	£
	Church activities								
2(a)	Parish share	53,437	0	0	53,437	64,500	0	0	64,500
2(b)	Salaries, wages and honoraria	54,710	0	0	54,710	57,314	0	0	57,314
2(c)	Clergy & staff expenses								
	Parsonage	3,682	0	0	3,682	464	0	0	464
	Training	643	0	0	643	1,820	0	0	1,820
	Mobiles	228	0	0	228	238	0	0	238
	Other Vicar expenses	14	0	0	14	308	0	0	308
		4,567	0	0	4,567	2,830	0	0	2,830
2(d)	Church running expenses								
	Operations	1,889	0	0	1,889	2,100	0	0	2,100
	Fabric	5,565	0	0	5,565	7,657	0	0	7,657
	Worship/services	2,528	3,750	0	6,278	2,380	0	0	2,380
	Catering	491	0	0	491	1,777	0	0	1,777
	Governance	606	0	0	606	720	0	0	720
	Other	0	0	0	0	0	0	0	0
	Church utility bills	3,870	0	0	3,870	3,089	0	0	3,089
	Cost of fundraising	0	0	0	0	114	0	0	114
	Mission and evangelism	663	0	0	663	772	0	0	772
		15,612	3,750	0	19,362	18,609	0	0	18,609
2(e)	Church activity expenses								
	Children & Youth	873	0	0	873	2,387	223	0	2,610
	Pastoral events	50	0	0	50	551	0	0	551
	Church events	0	0	0	0	1,579	0	0	1,579
	Community								
	Lunch/breakfast/fitness	412	0	0	412	1,869	0	0	1,869
	Community Larder	0	2,429	0	2,429	0	0	0	0
		1,335	2,429	0	3,764	6,386	223	0	6,609
2(f)	Mission giving and donations	15,577	0	0	15,577	15,927	0	0	15,927
2(g)	Hall expenses	4,697	0	0	4,697	3,575	0	0	3,575
2(h)	Major repairs to church	45,393	0	0	45,393	0	0	0	0
2(i)	Major repairs to hall	0	0	0	0	8,015	0	0	8,015
2(j)	Major repairs to parsonage	0	0	0	0	0	0	0	0
2(k)	New building work	0	0	0	0	0	0	0	0
2(l)	Other	0	0	0	0	0	0	0	0
	TOTAL	195,328	6,179	0	201,507	177,156	223	0	177,379

Parochial Church Council of St Matthew High Brooms - Charity No: 1185772

Notes to the STATEMENT OF FINANCIAL ACTIVITIES

For the twelve months ended 31 December 2020

1 RESTRICTED INCOME

Donations (including Gift Aid) to the value of £3,750 have been given to purchase technology required to provide online services during the COVID-19 pandemic. £3,750 has been spent.

Donations (including Gift Aid) and grants totalling £2,445 have been given to support the set-up costs of the Community Larder. In addition, a further £1,403 has been received as a contribution towards food.

1(a) GRANTS

As well as grants towards the Community Larder, included above, the Job Retention Scheme ("furlough") has provided a total of £6,675 in payments.

2(a) PARISH SHARE

The original budget was £63,437 but reduced by £10k due to impact of COVID-19.

2(b) STAFF COSTS AND PENSION

During the year the PCC employed a youth worker, families & children worker, an operations manager and a cleaner. None of these employees earned more than £60,000 p.a. No trustees received remuneration for their services as trustees. Total Staff Costs were:

	£
Gross Salaries	53,675
Social Security Costs	-9
Pension Costs	1,044
	<u>54,710</u>

All employees are entitled to join a defined benefit pension scheme administered by The National Employment Savings Trust (NEST). The PCC meets its auto enrolment obligations for all eligible staff.

2(d) CHURCH RUNNING EXPENSES

Governance: includes Independent Examiner's fee of £450.

2(e) CHURCH ACTIVITY EXPENSES - RESTRICTED

A total of £2,429 has been spent on expenses relating to the Community Larder, leaving £1,419 towards 2021 costs.

2(f) MISSIONARY AND CHARITABLE GIVING

Grants of £1,000 or more made in the period	£
CMS	3,600
Tear Fund	1,800
Life & Soul	1,800
 Grants of < £1,000 made in the period, for mission	
Other organisations/charities	6,377
Other individuals	2,000
	15,577

2(h) MAJOR REPAIRS TO THE CHURCH

Significant maintenance has taken place towards the end of 2020 in response to Quinquennial reports. Maintenance work will continue in 2021 resulting in further expenditure.

c. £41k has been put aside (in the Church Repair Fund) in previous years to support this expense.

3 TRANSFER BETWEEN FUNDS

This is a late transfer from the previous charity, the Southborough Team Ministry.

PCC Members

It is a common practice, for reasons of expedition and value for money, for members (or other church members) to be requested to make purchases on behalf of the PCC for which they are later reimbursed on production of documentation. All such transactions are recorded in the accounts and accounted for under the relevant heads of expenditure.

Parochial Church Council of St Matthew High Brooms - Charity No: 1185772

Notes to the STATEMENT OF FINANCIAL ACTIVITIES

For the twelve months ended 31 December 2020

4 DEBTORS & PREPAYMENTS

	2020	2019
Christ Church - PAYE/NEST	£0	£122
Tax recoverable	£28,315	£21,945
Insurance	£0	£0
Other <1000	£0	£60
PAYE - S'boro Team Ministry	£0	£1,713
	£28,315	£23,840

5 SHORT TERM DEPOSITS

	2020	2019
DBF Account	£109,444	£109,006
	£109,444	£109,006

Includes £57k legacy

6 REPAIR FUNDS

	2020	2019
Church	£41,290	£39,009
Hall	£13,680	£12,922
	£54,971	£51,931

7 CASH AT BANK & IN HAND

	2020	2019
Breakfast Café	£76	£8
Community Larder	£370	£0
Lloyds	£35,992	£16,972
Nat West	£15,498	£37,589
Paypal	£0	£17
Petty Cash	£348	£434
	£52,283	£55,020

8 CREDITORS/LIABILITIES

	2020	2019
Falling within one year		
PAYE - HMRC/Pension	£3,062	£1,979
Late invoices	£2,249	£2,445
Owed Tithe/Earmarked giving	£12,313	£11,002
Quinquennial	£31,652	£0
Other <£1,000	£4,108	£3,559
	£53,384	£18,985

DECLARATION

The Trustees declare that they have approved the Trustees' Report above.

Signed on behalf of the PCC: 

Rev. Christopher Blair Wicks (Chair)



Date (of the APCM): 10th May 2021

Parochial Church Council of St Matthew High Brooms - Charity No: 1185772

BALANCE SHEET at 31 December 2020

Fixed Assets		None	
		2020	2019
Current Assets	Note		
Debtors & Prepayments	4	£28,315	£23,840
Short term deposits	5	£109,444	£109,006
Repair funds	6	£54,971	£51,931
Cash at bank and in hand	7	£52,283	£55,020
Total current assets		£245,013	£239,797
Creditors/Liabilities:			
Falling due within one year	8	£53,384	£18,985
NET CURRENT ASSETS		£191,629	£220,812
FUNDS OF THE CHARITY			
Unrestricted		£190,210	£220,812
Restricted		£1,419	£0
Endowment		£0	£0
		£191,629	£220,812

Approved by the Parochial Church Council on 19 April 2021 and signed on its behalf by:

Signature	Print name	Date
	Rev Chris Wicks	19 th April 21
	Kate Whitehead	19/4/2021

Parochial Church Council of St Matthew High Brooms - Charity No: 1185772

STATEMENT OF FINANCIAL ACTIVITIES

For the twelve months ended 31 December 2020

	Note	2020				2019				
		Unrestricted	Restricted	Endowment	TOTAL	Unrestricted	Restricted	Endowment	TOTAL	
		Funds	Funds	Funds		Funds	Funds	Funds		
		£	£	£	£	£	£	£	£	
INCOMING RESOURCES										
Voluntary income	1(a)	155,069	6,195	0	161,264	153,156	168	0	153,324	
Activities for generating income	1(b)	78	0	0	78	171	0	0	171	
Income from investments	1(c)	599	0	0	599	586	0	0	586	
Income from church activities	1(d)	8,541	1,403	0	9,945	19,289	0	0	19,289	
Total		164,287	7,598	0	171,885	173,203	168	0	173,370	
RESOURCES EXPENDED										
Parish share	2(a)	53,437	0	0	53,437	64,500	0	0	64,500	
Salaries, wages and honoraria	2(b)	54,710	0	0	54,710	57,314	0	0	57,314	
Clergy & staff expenses	2(c)	4,567	0	0	4,567	2,830	0	0	2,830	
Church running expenses	2(d)	15,612	3,750	0	19,362	18,609	0	0	18,609	
Church activity expenses	2(e)	1,335	2,429	0	3,764	6,386	223	0	6,609	
Mission giving and donations	2(f)	15,577	0	0	15,577	15,927	0	0	15,927	
Hall expenses	2(g)	4,697	0	0	4,697	3,575	0	0	3,575	
Major repairs to church	2(h)	45,393	0	0	45,393	0	0	0	0	
Major repairs to hall	2(i)	0	0	0	0	8,015	0	0	8,015	
Major repairs to parsonage	2(j)	0	0	0	0	0	0	0	0	
New building work	2(k)	0	0	0	0	0	0	0	0	
Other	2(l)	0	0	0	0	0	0	0	0	
Total		195,328	6,179	0	201,507	177,156	223	0	177,379	
NET Incoming resources before other recognised gains and losses		(31,041)	1,419	0	(29,622)	(3,954)	(55)	0	(4,009)	
Gains on investment assets on disposal on revaluation										
NET MOVEMENT IN FUNDS		(31,041)	1,419	0	(29,622)	(3,954)	(55)	0	(4,009)	
TRANSFERS BETWEEN FUNDS	3	439			439	34,173			34,173	
BALANCES BROUGHT FORWARD AT 1 JANUARY 2020		220,812	0	0	220,812	190,593	55	0	190,648	
BALANCES CARRIED FORWARD AT 31 DECEMBER 2020		190,210	1,419	0	191,629	220,812	0	0	220,812	

Parochial Church Council of St Matthew High Brooms - Charity No: 1185772

INCOME

	2020				2019			
	Unrestricted Funds	Restricted Funds	Endowment Funds	TOTAL	Unrestricted Funds	Restricted Funds	Endowment Funds	TOTAL
	£	£	£	£	£	£	£	£
1(a) Voluntary income								
Gift aided donations	110,611	4,062	0	114,672	112,675	0	0	112,675
Other donations	7,785	566	0	8,351	7,838	0	0	7,838
Tax recoverable	26,000	1,017	0	27,017	27,862	14	0	27,875
Collections at services	1,326	0	0	1,326	3,753	0	0	3,753
Grants	6,675	550	0	7,225	0	0	0	0
Legacies	0	0	0	0	0	0	0	0
Other donations	2,673	0	0	2,673	1,029	154	0	1,182
TOTAL	155,069	6,195	0	161,264	153,156	168	0	153,324
1(b) Activities for generating income								
Fundraising	78	0	0	78	171	0	0	171
Other income	0	0	0	0	0	0	0	0
TOTAL	78	0	0	78	171	0	0	171
1(c) Income from investments								
Dividends and interest	599	0	0	599	586	0	0	586
TOTAL	599	0	0	599	586	0	0	586
1(d) Income from church activities								
Fees	448	0	0	448	1,837	0	0	1,837
Hall lettings	6,870	0	0	6,870	9,818	0	0	9,818
Children & Youth	456	0	0	456	2,670	0	0	2,670
Church events	0	0	0	0	1,451	0	0	1,451
Pastoral events	102	0	0	102	1,053	0	0	1,053
Community lunch/breakfast/fitness	666	0	0	666	2,461	0	0	2,461
Community Larder	0	1,403	0	1,403	0	0	0	0
Other	0	0	0	0	0	0	0	0
TOTAL	8,541	1,403	0	9,945	19,289	0	0	19,289
TOTAL	164,287	7,598	0	171,885	173,203	168	0	173,370

Parochial Church Council of St Matthew High Brooms - Charity No: 1185772

EXPENSES

Note	2020				2019				
	Unrestricted	Restricted	Endowment	TOTAL	Unrestricted	Restricted	Endowment	TOTAL	
	Funds	Funds	Funds		Funds	Funds	Funds		
	£	£	£	£	£	£	£	£	
	Church activities								
2(a)	Parish share	53,437	0	0	53,437	64,500	0	0	64,500
2(b)	Salaries, wages and honoraria	54,710	0	0	54,710	57,314	0	0	57,314
2(c)	Clergy & staff expenses								
	Parsonage	3,682	0	0	3,682	464	0	0	464
	Training	643	0	0	643	1,820	0	0	1,820
	Mobiles	228	0	0	228	238	0	0	238
	Other Vicar expenses	14	0	0	14	308	0	0	308
		4,567	0	0	4,567	2,830	0	0	2,830
2(d)	Church running expenses								
	Operations	1,889	0	0	1,889	2,100	0	0	2,100
	Fabric	5,565	0	0	5,565	7,657	0	0	7,657
	Worship/services	2,528	3,750	0	6,278	2,380	0	0	2,380
	Catering	491	0	0	491	1,777	0	0	1,777
	Governance	606	0	0	606	720	0	0	720
	Other	0	0	0	0	0	0	0	0
	Church utility bills	3,870	0	0	3,870	3,089	0	0	3,089
	Cost of fundraising	0	0	0	0	114	0	0	114
	Mission and evangelism	663	0	0	663	772	0	0	772
		15,612	3,750	0	19,362	18,609	0	0	18,609
2(e)	Church activity expenses								
	Children & Youth	873	0	0	873	2,387	223	0	2,610
	Pastoral events	50	0	0	50	551	0	0	551
	Church events	0	0	0	0	1,579	0	0	1,579
	Community Lunch/breakfast/fitness	412	0	0	412	1,869	0	0	1,869
	Community Larder	0	2,429	0	2,429	0	0	0	0
		1,335	2,429	0	3,764	6,386	223	0	6,609
2(f)	Mission giving and donations	15,577	0	0	15,577	15,927	0	0	15,927
2(g)	Hall expenses	4,697	0	0	4,697	3,575	0	0	3,575
2(h)	Major repairs to church	45,393	0	0	45,393	0	0	0	0
2(i)	Major repairs to hall	0	0	0	0	8,015	0	0	8,015
2(j)	Major repairs to parsonage	0	0	0	0	0	0	0	0
2(k)	New building work	0	0	0	0	0	0	0	0
2(l)	Other	0	0	0	0	0	0	0	0
	TOTAL	195,328	6,179	0	201,507	177,156	223	0	177,379

Parochial Church Council of St Matthew High Brooms - Charity No: 1185772

Notes to the STATEMENT OF FINANCIAL ACTIVITIES

For the twelve months ended 31 December 2020

1 RESTRICTED INCOME

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Donations (including Gift Aid) and grants totalling £2,445 have been given to support the set-up costs of the Community Larder. In addition, a further £1,403 has been received as a contribution towards food.

1(a) GRANTS

As well as grants towards the Community Larder, included above, the Job Retention Scheme ("furlough") has provided a total of £6,675 in payments.

2(a) PARISH SHARE

The original budget was £63,437 but reduced by £10k due to impact of COVID-19.

2(b) STAFF COSTS AND PENSION

During the year the PCC employed a youth worker, families & children worker, an operations manager and a cleaner. None of these employees earned more than £60,000 p.a. No trustees received remuneration for their services as trustees. Total Staff Costs were:

	£
Gross Salaries	53,675
Social Security Costs	-9
Pension Costs	1,044
	<u>54,710</u>

All employees are entitled to join a defined benefit pension scheme administered by The National Employment Savings Trust (NEST). The PCC meets its auto enrolment obligations for all eligible staff.

2(d) CHURCH RUNNING EXPENSES

Governance: includes Independent Examiner's fee of £450.

2(e) CHURCH ACTIVITY EXPENSES - RESTRICTED

A total of £2,429 has been spent on expenses relating to the Community Larder, leaving £1,419 towards 2021 costs.

2(f) MISSIONARY AND CHARITABLE GIVING

Grants of £1,000 or more made in the period	£
CMS	3,600
Tear Fund	1,800
Life & Soul	1,800
Grants of < £1,000 made in the period, for mission	
Other organisations/charities	6,377
Other individuals	2,000
	<hr/>
	15,577

2(h) MAJOR REPAIRS TO THE CHURCH

Significant maintenance has taken place towards the end of 2020 in response to Quinquennial reports. Maintenance work will continue in 2021 resulting in further expenditure.

c. £41k has been put aside (in the Church Repair Fund) in previous years to support this expense.

3 TRANSFER BETWEEN FUNDS

This is a late transfer from the previous charity, the Southborough Team Ministry.

PCC Members

It is a common practice, for reasons of expedition and value for money, for members (or other church members) to be requested to make purchases on behalf of the PCC for which they are later reimbursed on production of documentation. All such transactions are recorded in the accounts and accounted for under the relevant heads of

Parochial Church Council of St Matthew High Brooms - Charity No: 1185772

Notes to the STATEMENT OF FINANCIAL ACTIVITIES

For the twelve months ended 31 December 2020

4 DEBTORS & PREPAYMENTS

	2020	2019
Christ Church - PAYE/NEST	£0	£122
Tax recoverable	£28,315	£21,945
Insurance	£0	£0
Other <1000	£0	£60
PAYE - S'boro Team Ministry	£0	£1,713
	£28,315	£23,840

5 SHORT TERM DEPOSITS

	2020	2019
DBF Account	£109,444	£109,006
	£109,444	£109,006

Includes £57k legacy

6 REPAIR FUNDS

	2020	2019
Church	£41,290	£39,009
Hall	£13,680	£12,922
	£54,971	£51,931

7 CASH AT BANK & IN HAND

	2020	2019
Breakfast Café	£76	£8
Community Larder	£370	£0
Lloyds	£35,992	£16,972
Nat West	£15,498	£37,589
Paypal	£0	£17
Petty Cash	£348	£434
	£52,283	£55,020

8 CREDITORS/LIABILITIES

	2020	2019
Falling within one year		
PAYE - HMRC/Pension	£3,062	£1,979
Late invoices	£2,249	£2,445
Owed Tithe/Earmarked giving	£12,313	£11,002
Quinquennial	£31,652	£0
Other <£1,000	£4,108	£3,559
	£53,384	£18,985

Parochial Church Council of The Ecclesiastical Parish of St Matthew, High Brooms
Charity No: 1185772

Notes to the Financial Statements for the twelve months ended 31 December 2020

1. BASIS OF PREPARATION

These accounts have been prepared under the historical cost convention with items recognised at cost or transaction value unless otherwise stated in the relevant notes to these accounts.

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)).

2. ACCOUNTING POLICIES

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.

Short term deposits: These are the cash held on deposit either with the Diocese or at another bank.

FUNDS

Unrestricted Funds: These represent the income funds of the PCC that are available for spending on the general purposes of the PCC. These include amounts designated by the PCC for fixed assets for its own use or for spending on a future project and which are not included as 'free reserves' as disclosed in the trustees' report. If part of an unrestricted fund is earmarked for a particular project it may be designated as a separate fund, but the designation has an administrative purpose only, and does not legally restrict the trustees' discretion to apply the fund.

Restricted Funds: These are income funds restricted by the donor 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. Full details of all their restrictions are shown in the notes of the accounts.

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 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 is 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.

2020 Accounts commentary

The accounts are presented for the PCC's approval. During the year ended 2020 the PCC recorded a deficit of £29,622 (2019: deficit of £4,009) on day to day activities plus significant repairs as per the Quinquennial report.

Total income decreased by £1,485 year on year to £171,885 (2019: income decreased by £1,631). Total costs increased by £24,128 year on year to £201,507 (2019: expenses increased by £4,982).

Unrestricted income reduced by £8,916 to £164,287 (2019: unrestricted income reduced by £1,744). This 2020 unrestricted income was supported by £6,675 in Job Retention scheme grant payments. Restricted giving increased in 2020 to £7,598 (2019: £168) due to the opening of the Community Larder and the funding of technology, purchased to provide online services.

The main drivers of increased costs were the substantial spend on Church Quinquennial maintenance/repairs. The total cost is likely to be c£70k, with £45,393 incurred in 2020. Parish Share was reduced by £10k to offset increased expenditure and lower income (both congregational giving and from fewer income generating activities and reduced hall lettings) due to Covid-19.

This deficit is covered by the Church Repair fund. In addition, there is still c£10k remaining from the Gift Day held towards the end of 2015.

The PCC has retained reserves, in cash, of £191,629, as at 31 December 2020. This is a sound financial position and meets the reserving requirements set by the PCC.

Kate Whitehead - PCC Treasurer

Independent Examiner's Report to the PCC of St Matthew (High Brooms)

I report on the accounts of the PCC for the year ended 31st December 2020.

Respective responsibilities of Trustees and Examiner

The charity's trustees are responsible for the preparation of the accounts. The charity's trustees consider that an audit is not required for this year under Section 145 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 Commissioner 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

My examination was carried out in accordance with the general directions given by the Charity Commission. An examination includes a review of the accounting records kept by the charity and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts and the seeking of explanations from you as trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit, and consequently no opinion is given as to whether the accounts present a 'true and fair view' and the report is limited to those matters set out in the statement below.

Independent Examiner's Statement

In connection with my examination, no matter has come to my attention:

1. Which gives me reasonable cause to believe that, in any material respect, the requirements:
 - to keep accounting records in accordance with section 130 of the 2011 Act; and
 - to prepare accounts which accord with the accounting records and to comply with the accounting requirements of the 2011 Act have not been met; or
2. To which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.

D Stephens

David Stephens FCCA
13 Newlands Road
Tunbridge Wells, Kent
TN4 9AS



8 June 2021
Dated

Parochial Church Council of St Matthew High Brooms - Charity No: 1185772

BALANCE SHEET at 31 December 2020

Fixed Assets		None	
		2020	2019
Current Assets	Note		
Debtors & Prepayments	4	£28,315	£23,840
Short term deposits	5	£109,444	£109,006
Repair funds	6	£54,971	£51,931
Cash at bank and in hand	7	£52,283	£55,020
Total current assets		£245,013	£239,797
Creditors/Liabilities:			
Falling due within one year	8	£53,384	£18,985
NET CURRENT ASSETS		£191,629	£220,812
FUNDS OF THE CHARITY			
Unrestricted		£190,210	£220,812
Restricted		£1,419	£0
Endowment		£0	£0
		£191,629	£220,812

Approved by the Parochial Church Council on 19 April 2021 and signed on its behalf by:

Signature	Print name	Date
	Rev Chris Wicks	19 th April 21
	Kate Whitehead	19/4/2021

Parochial Church Council of St Matthew High Brooms - Charity No: 1185772

STATEMENT OF FINANCIAL ACTIVITIES

For the twelve months ended 31 December 2020

	Note	2020				2019				
		Unrestricted	Restricted	Endowment	TOTAL	Unrestricted	Restricted	Endowment	TOTAL	
		Funds	Funds	Funds		Funds	Funds	Funds		
		£	£	£	£	£	£	£	£	
INCOMING RESOURCES										
Voluntary income	1(a)	155,069	6,195	0	161,264	153,156	168	0	153,324	
Activities for generating income	1(b)	78	0	0	78	171	0	0	171	
Income from investments	1(c)	599	0	0	599	586	0	0	586	
Income from church activities	1(d)	8,541	1,403	0	9,945	19,289	0	0	19,289	
Total		164,287	7,598	0	171,885	173,203	168	0	173,370	
RESOURCES EXPENDED										
Parish share	2(a)	53,437	0	0	53,437	64,500	0	0	64,500	
Salaries, wages and honoraria	2(b)	54,710	0	0	54,710	57,314	0	0	57,314	
Clergy & staff expenses	2(c)	4,567	0	0	4,567	2,830	0	0	2,830	
Church running expenses	2(d)	15,612	3,750	0	19,362	18,609	0	0	18,609	
Church activity expenses	2(e)	1,335	2,429	0	3,764	6,386	223	0	6,609	
Mission giving and donations	2(f)	15,577	0	0	15,577	15,927	0	0	15,927	
Hall expenses	2(g)	4,697	0	0	4,697	3,575	0	0	3,575	
Major repairs to church	2(h)	45,393	0	0	45,393	0	0	0	0	
Major repairs to hall	2(i)	0	0	0	0	8,015	0	0	8,015	
Major repairs to parsonage	2(j)	0	0	0	0	0	0	0	0	
New building work	2(k)	0	0	0	0	0	0	0	0	
Other	2(l)	0	0	0	0	0	0	0	0	
Total		195,328	6,179	0	201,507	177,156	223	0	177,379	
NET Incoming resources before other recognised gains and losses		(31,041)	1,419	0	(29,622)	(3,954)	(55)	0	(4,009)	
Gains on investment assets on disposal on revaluation										
NET MOVEMENT IN FUNDS		(31,041)	1,419	0	(29,622)	(3,954)	(55)	0	(4,009)	
TRANSFERS BETWEEN FUNDS	3	439			439	34,173			34,173	
BALANCES BROUGHT FORWARD AT 1 JANUARY 2020		220,812	0	0	220,812	190,593	55	0	190,648	
BALANCES CARRIED FORWARD AT 31 DECEMBER 2020		190,210	1,419	0	191,629	220,812	0	0	220,812	

Parochial Church Council of St Matthew High Brooms - Charity No: 1185772

INCOME

	2020				2019			
	Unrestricted Funds	Restricted Funds	Endowment Funds	TOTAL	Unrestricted Funds	Restricted Funds	Endowment Funds	TOTAL
	£	£	£	£	£	£	£	£
1(a) Voluntary income								
Gift aided donations	110,611	4,062	0	114,672	112,675	0	0	112,675
Other donations	7,785	566	0	8,351	7,838	0	0	7,838
Tax recoverable	26,000	1,017	0	27,017	27,862	14	0	27,875
Collections at services	1,326	0	0	1,326	3,753	0	0	3,753
Grants	6,675	550	0	7,225	0	0	0	0
Legacies	0	0	0	0	0	0	0	0
Other donations	2,673	0	0	2,673	1,029	154	0	1,182
TOTAL	155,069	6,195	0	161,264	153,156	168	0	153,324
1(b) Activities for generating income								
Fundraising	78	0	0	78	171	0	0	171
Other income	0	0	0	0	0	0	0	0
TOTAL	78	0	0	78	171	0	0	171
1(c) Income from investments								
Dividends and interest	599	0	0	599	586	0	0	586
TOTAL	599	0	0	599	586	0	0	586
1(d) Income from church activities								
Fees	448	0	0	448	1,837	0	0	1,837
Hall lettings	6,870	0	0	6,870	9,818	0	0	9,818
Children & Youth	456	0	0	456	2,670	0	0	2,670
Church events	0	0	0	0	1,451	0	0	1,451
Pastoral events	102	0	0	102	1,053	0	0	1,053
Community lunch/breakfast/fitness	666	0	0	666	2,461	0	0	2,461
Community Larder	0	1,403	0	1,403	0	0	0	0
Other	0	0	0	0	0	0	0	0
TOTAL	8,541	1,403	0	9,945	19,289	0	0	19,289
TOTAL	164,287	7,598	0	171,885	173,203	168	0	173,370

Parochial Church Council of St Matthew High Brooms - Charity No: 1185772

Notes to the STATEMENT OF FINANCIAL ACTIVITIES

For the twelve months ended 31 December 2020

1 RESTRICTED INCOME

Donations (including Gift Aid) to the value of £3,750 have been given to purchase technology required to provide online services during the COVID-19 pandemic. £3,750 has been spent.

Donations (including Gift Aid) and grants totalling £2,445 have been given to support the set-up costs of the Community Larder. In addition, a further £1,403 has been received as a contribution towards food.

1(a) GRANTS

As well as grants towards the Community Larder, included above, the Job Retention Scheme ("furlough") has provided a total of £6,675 in payments.

2(a) PARISH SHARE

The original budget was £63,437 but reduced by £10k due to impact of COVID-19.

2(b) STAFF COSTS AND PENSION

During the year the PCC employed a youth worker, families & children worker, an operations manager and a cleaner. None of these employees earned more than £60,000 p.a. No trustees received remuneration for their services as trustees. Total Staff Costs were:

	£
Gross Salaries	53,675
Social Security Costs	-9
Pension Costs	1,044
	<u>54,710</u>

All employees are entitled to join a defined benefit pension scheme administered by The National Employment Savings Trust (NEST). The PCC meets its auto enrolment obligations for all eligible staff.

2(d) CHURCH RUNNING EXPENSES

Governance: includes Independent Examiner's fee of £450.

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Parochial Church Council of The Ecclesiastical Parish of St Matthew, High Brooms
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DEBTORS

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Kate Whitehead - PCC Treasurer

Independent Examiner's Report to the PCC of St Matthew (High Brooms)

I report on the accounts of the PCC for the year ended 31st December 2020.

Respective responsibilities of Trustees and Examiner

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Basis of Independent Examiner's Report

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 - to prepare accounts which accord with the accounting records and to comply with the accounting requirements of the 2011 Act have not been met; or
2. To which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.

D Stephens

David Stephens FCCA
13 Newlands Road
Tunbridge Wells, Kent
TN4 9AS

8 June 2021
Dated