



## **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 5<sup>th</sup> 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 1<sup>st</sup> 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 18<sup>th</sup> 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 19<sup>th</sup> 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		
			<b>2020</b>	<b>2019</b>
<b>Current Assets</b>	<b>Note</b>			
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	
<b>Total current assets</b>		<b>£245,013</b>	<b>£239,797</b>	
<b>Creditors/Liabilities:</b>				
Falling due within one year	8	<b>£53,384</b>	<b>£18,985</b>	
<b>NET CURRENT ASSETS</b>		<b>£191,629</b>	<b>£220,812</b>	
<b>FUNDS OF THE CHARITY</b>				
Unrestricted		£190,210	£220,812	
Restricted		£1,419	£0	
Endowment		£0	£0	
		<b>£191,629</b>	<b>£220,812</b>	

**STATEMENT OF FINANCIAL ACTIVITIES**

For the twelve months ended 31 December 2020

		2020				2019			
		Unrestricted Funds	Restricted Funds	Endowment Funds	TOTAL	Unrestricted Funds	Restricted Funds	Endowment Funds	TOTAL
	Note	£	£	£	£	£	£	£	£
<b>INCOMING RESOURCES</b>									
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
<b>Total</b>		<b>164,287</b>	<b>7,598</b>	<b>0</b>	<b>171,885</b>	<b>173,203</b>	<b>168</b>	<b>0</b>	<b>173,370</b>
<b>RESOURCES EXPENDED</b>									
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
<b>Total</b>		<b>195,328</b>	<b>6,179</b>	<b>0</b>	<b>201,507</b>	<b>177,156</b>	<b>223</b>	<b>0</b>	<b>177,379</b>
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		<b>190,210</b>	<b>1,419</b>	<b>0</b>	<b>191,629</b>	<b>220,812</b>	<b>0</b>	<b>0</b>	<b>220,812</b>

**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)	<b>Voluntary income</b>								
	Gift aided donations	110,611	4,062	0	<b>114,672</b>	112,675	0	0	<b>112,675</b>
	Other donations	7,785	566	0	<b>8,351</b>	7,838	0	0	<b>7,838</b>
	Tax recoverable	26,000	1,017	0	<b>27,017</b>	27,862	14	0	<b>27,875</b>
	Collections at services	1,326	0	0	<b>1,326</b>	3,753	0	0	<b>3,753</b>
	Grants	6,675	550	0	<b>7,225</b>	0	0	0	<b>0</b>
	Legacies	0	0	0	<b>0</b>	0	0	0	<b>0</b>
	Other donations	2,673	0	0	<b>2,673</b>	1,029	154	0	<b>1,182</b>
	<b>TOTAL</b>	<b>155,069</b>	<b>6,195</b>	<b>0</b>	<b>161,264</b>	<b>153,156</b>	<b>168</b>	<b>0</b>	<b>153,324</b>
1(b)	<b>Activities for generating income</b>								
	Fundraising	78	0	0	<b>78</b>	171	0	0	<b>171</b>
	Other income	0	0	0	<b>0</b>	0	0	0	<b>0</b>
	<b>TOTAL</b>	<b>78</b>	<b>0</b>	<b>0</b>	<b>78</b>	<b>171</b>	<b>0</b>	<b>0</b>	<b>171</b>
1(c)	<b>Income from investments</b>								
	Dividends and interest	599	0	0	<b>599</b>	586	0	0	<b>586</b>
	<b>TOTAL</b>	<b>599</b>	<b>0</b>	<b>0</b>	<b>599</b>	<b>586</b>	<b>0</b>	<b>0</b>	<b>586</b>
1(d)	<b>Income from church activities</b>								
	Fees	448	0	0	<b>448</b>	1,837	0	0	<b>1,837</b>
	Hall lettings	6,870	0	0	<b>6,870</b>	9,818	0	0	<b>9,818</b>
	Children & Youth	456	0	0	<b>456</b>	2,670	0	0	<b>2,670</b>
	Church events	0	0	0	<b>0</b>	1,451	0	0	<b>1,451</b>
	Pastoral events	102	0	0	<b>102</b>	1,053	0	0	<b>1,053</b>
	Community lunch/breakfast/fitness	666	0	0	<b>666</b>	2,461	0	0	<b>2,461</b>
	Community Larder	0	1,403	0	<b>1,403</b>	0	0	0	<b>0</b>
	Other	0	0	0	<b>0</b>	0	0	0	<b>0</b>
	<b>TOTAL</b>	<b>8,541</b>	<b>1,403</b>	<b>0</b>	<b>9,945</b>	<b>19,289</b>	<b>0</b>	<b>0</b>	<b>19,289</b>
	<b>TOTAL</b>	<b>164,287</b>	<b>7,598</b>	<b>0</b>	<b>171,885</b>	<b>173,203</b>	<b>168</b>	<b>0</b>	<b>173,370</b>

## EXPENSES

EXPENSES		2020				2019			
		Unrestricted Funds	Restricted Funds	Endowment Funds	TOTAL	Unrestricted Funds	Restricted Funds	Endowment Funds	TOTAL
Note		£	£	£	£	£	£	£	£
	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

<b>Grants of £1,000 or more made in the period</b>	£
CMS	3,600
Tear Fund	1,800
Life & Soul	1,800
<b>Grants of &lt; £1,000 made in the period, for mission</b>	
Other organisations/charities	6,377
Other individuals	2,000
	<u>15,577</u>

## 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
	<b>£28,315</b>	<b>£23,840</b>

#### 5 SHORT TERM DEPOSITS

	2020	2019
DBF Account	£109,444	£109,006
	<b>£109,444</b>	<b>£109,006</b>

Includes £57k legacy

#### 6 REPAIR FUNDS

	2020	2019
Church	£41,290	£39,009
Hall	£13,680	£12,922
	<b>£54,971</b>	<b>£51,931</b>

#### 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
	<b>£52,283</b>	<b>£55,020</b>


#### 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
	<b>£53,384</b>	<b>£18,985</b>

## 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
<b>Current Assets</b>	<b>Note</b>		
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
<b>Total current assets</b>		<b>£245,013</b>	<b>£239,797</b>

**Creditors/Liabilities:**

Falling due within one year	8	£53,384	£18,985
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**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 <sup>th</sup> 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

		2020				2019			
		Unrestricted Funds	Restricted Funds	Endowment Funds	TOTAL	Unrestricted Funds	Restricted Funds	Endowment Funds	TOTAL
	Note	£	£	£	£	£	£	£	£
<b>INCOMING RESOURCES</b>									
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
<b>Total</b>		<b>164,287</b>	<b>7,598</b>	<b>0</b>	<b>171,885</b>	<b>173,203</b>	<b>168</b>	<b>0</b>	<b>173,370</b>
<b>RESOURCES EXPENDED</b>									
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
<b>Total</b>		<b>195,328</b>	<b>6,179</b>	<b>0</b>	<b>201,507</b>	<b>177,156</b>	<b>223</b>	<b>0</b>	<b>177,379</b>
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		<b>190,210</b>	<b>1,419</b>	<b>0</b>	<b>191,629</b>	<b>220,812</b>	<b>0</b>	<b>0</b>	<b>220,812</b>



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
<b>TOTAL</b>	<b>155,069</b>	<b>6,195</b>	<b>0</b>	<b>161,264</b>		<b>153,156</b>	<b>168</b>	<b>0</b>	<b>153,324</b>
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
<b>TOTAL</b>	<b>78</b>	<b>0</b>	<b>0</b>	<b>78</b>		<b>171</b>	<b>0</b>	<b>0</b>	<b>171</b>
1(c) Income from investments									
Dividends and interest	599	0	0	599		586	0	0	586
<b>TOTAL</b>	<b>599</b>	<b>0</b>	<b>0</b>	<b>599</b>		<b>586</b>	<b>0</b>	<b>0</b>	<b>586</b>
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
<b>TOTAL</b>	<b>8,541</b>	<b>1,403</b>	<b>0</b>	<b>9,945</b>		<b>19,289</b>	<b>0</b>	<b>0</b>	<b>19,289</b>
<b>TOTAL</b>	<b>164,287</b>	<b>7,598</b>	<b>0</b>	<b>171,885</b>		<b>173,203</b>	<b>168</b>	<b>0</b>	<b>173,370</b>

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	
	£	£	£	£	£	£	£	£
<b>Church activities</b>								
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
<b>TOTAL</b>	<b>195,328</b>	<b>6,179</b>	<b>0</b>	<b>201,507</b>	<b>177,156</b>	<b>223</b>	<b>0</b>	<b>177,379</b>

**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
	<hr/>
	54,710

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
	<u>15,577</u>

## 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
	<b>£28,315</b>	<b>£23,840</b>

5 SHORT TERM DEPOSITS

	2020	2019
DBF Account	£109,444	£109,006
	<b>£109,444</b>	<b>£109,006</b>

Includes £57k legacy

6 REPAIR FUNDS

	2020	2019
Church	£41,290	£39,009
Hall	£13,680	£12,922
	<b>£54,971</b>	<b>£51,931</b>

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
	<b>£52,283</b>	<b>£55,020</b>

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
	<b>£53,384</b>	<b>£18,985</b>



**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 31<sup>st</sup> 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.



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
<b>Current Assets</b>	<b>Note</b>		
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
<b>Total current assets</b>		<b>£245,013</b>	<b>£239,797</b>

**Creditors/Liabilities:**

Falling due within one year	8	£53,384	£18,985
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**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 <sup>th</sup> 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

		2020				2019			
		Unrestricted Funds	Restricted Funds	Endowment Funds	TOTAL	Unrestricted Funds	Restricted Funds	Endowment Funds	TOTAL
	Note	£	£	£	£	£	£	£	£
<b>INCOMING RESOURCES</b>									
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
<b>Total</b>		<b>164,287</b>	<b>7,598</b>	<b>0</b>	<b>171,885</b>	<b>173,203</b>	<b>168</b>	<b>0</b>	<b>173,370</b>
<b>RESOURCES EXPENDED</b>									
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
<b>Total</b>		<b>195,328</b>	<b>6,179</b>	<b>0</b>	<b>201,507</b>	<b>177,156</b>	<b>223</b>	<b>0</b>	<b>177,379</b>
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		<b>190,210</b>	<b>1,419</b>	<b>0</b>	<b>191,629</b>	<b>220,812</b>	<b>0</b>	<b>0</b>	<b>220,812</b>



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
<b>TOTAL</b>	<b>155,069</b>	<b>6,195</b>	<b>0</b>	<b>161,264</b>		<b>153,156</b>	<b>168</b>	<b>0</b>	<b>153,324</b>
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
<b>TOTAL</b>	<b>78</b>	<b>0</b>	<b>0</b>	<b>78</b>		<b>171</b>	<b>0</b>	<b>0</b>	<b>171</b>
1(c) Income from investments									
Dividends and interest	599	0	0	599		586	0	0	586
<b>TOTAL</b>	<b>599</b>	<b>0</b>	<b>0</b>	<b>599</b>		<b>586</b>	<b>0</b>	<b>0</b>	<b>586</b>
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
<b>TOTAL</b>	<b>8,541</b>	<b>1,403</b>	<b>0</b>	<b>9,945</b>		<b>19,289</b>	<b>0</b>	<b>0</b>	<b>19,289</b>
<b>TOTAL</b>	<b>164,287</b>	<b>7,598</b>	<b>0</b>	<b>171,885</b>		<b>173,203</b>	<b>168</b>	<b>0</b>	<b>173,370</b>

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	
	£	£	£	£	£	£	£	£
<b>Church activities</b>								
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
<b>TOTAL</b>	<b>195,328</b>	<b>6,179</b>	<b>0</b>	<b>201,507</b>	<b>177,156</b>	<b>223</b>	<b>0</b>	<b>177,379</b>

**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
	<hr/>
	54,710

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
	<u>15,577</u>

## 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
	<b>£28,315</b>	<b>£23,840</b>

**5 SHORT TERM DEPOSITS**

	2020	2019
DBF Account	£109,444	£109,006
	<b>£109,444</b>	<b>£109,006</b>

Includes £57k legacy

**6 REPAIR FUNDS**

	2020	2019
Church	£41,290	£39,009
Hall	£13,680	£12,922
	<b>£54,971</b>	<b>£51,931</b>

**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
	<b>£52,283</b>	<b>£55,020</b>

**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
	<b>£53,384</b>	<b>£18,985</b>



**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 31<sup>st</sup> 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.



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

8 June 2021  
Dated