

**ST MARGARET'S HORSMONDEN**  
**PAROCHIAL CHURCH COUNCIL**

**Report and Accounts for the Year Ended 31 December 2020**

**ST MARGARET'S HORSMONDEN PCC**  
**Report of the PCC for the year ended 31 December 2020**

**Status and Administration**

St Margaret's Horsmonden Parochial Church Council was registered with the Charity Commission in England & Wales during 2020 under the charity registration number 1188677 and in accordance with the Parochial Church Council Powers Measure (1956) as amended and the Church Representation Rules that came into effect on 2 January 1956.

**Charitable Objects**

Promoting in the Ecclesiastical Parish of Horsmonden, the whole mission of the Church.

**Officers & Key Management Personnel**

The Revds Tim and Trish ffrench (Incumbents)

Dennis Asplin (Warden)

Steve Jones (Warden)

Robin Black (Treasurer)

Valerie Holloway (from 12 October 2020)

Sue Huzzey (from 12 October 2020)

Angie Jenkins

David Jolley (Resigned 7 October 2020)

Erica Jones

Sara Kovach-Clark (Resigned 7 October 2020)

Roger Marsh

Kate Hart-Dyke (Administrator)

Jan Cobley (PCC Secretary)

Nick Gerard-Pearse (Chairman, Building Committee)

**Representatives on the Deanery Synod**

Sara Kovach-Clark (Resigned 7 October 2020)

Erica Jones (from 12 October 2020)

**Independent Examiner**

Martin Cobley

**Quinquennial Inspector & Building Consultant**

John Bailey, Thomas Ford & Partners Ltd

**Trustees' Statement**

With the arrival of the COVID-19 pandemic in the United Kingdom and the UK Government's instruction that all places of worship should close their buildings and facilities in late March, 2020 has been a year unlike any other. The inability for us to gather as a community in St Margaret's and the Church Hall for much of the year has been much regretted by all, but the Trustees have taken appropriate steps to ensure the continued provision of religious services and support to our community through extensive use of on-line digital means. We are delighted that the PCC has received excellent feedback on this provision and we continued to make use of the systems developed to support our community in the second lockdown in November and December 2020.

**Attendance**

The PCC met 9 times during the year, 4 of these being by Zoom. The average attendance was 75%, though it should be noted that one of the members is unable to do Zoom meetings and Revd Trish ffrench rarely attends at the same time as Revd Tim ffrench as they 'job-share'. The Annual Parochial Church Meeting was delayed until October because of COVID restrictions.

A meeting to which all church members were invited was held on 1<sup>st</sup> February to plan a vision for the future, under the title "Called to Grow". We are grateful to Mr. Graham Wilkinson, Archdeaconry Growth Enabler, who facilitated this meeting. The process should have continued with small group meetings to develop particular aspects of the vision, but this has been delayed by the onset of COVID restrictions.

## **Forms of Worship**

For the first three months of the year our normal pattern of services continued:

9am	Prayer Book Holy Communion in Church every Sunday
10.30am	Common Worship Communion (1st Sunday) in Church
	Family Service (3rd Sunday) in Church
	Informal Service (4th Sunday) in Church Hall
	United Holy Communion in one of the Cluster Churches (5th Sunday)
5 pm	Well@5 (Café-style worship) in the Social Club (2nd Sunday)

In addition, Morning Prayer was held in the Rectory at 9am on Tuesdays, Wednesdays and Thursdays.

However, everything changed in March: services in Church were not allowed during the first lockdown, from the end of March to the beginning of July, but we were able to hold one service each Sunday there from July until mid-December. Of course, services in Church were far from normal, with no singing allowed, social distancing, wearing masks, and bread only for Communion. In December the PCC judged that it was not safe to continue due to the alarming rise in COVID case numbers in our area, and with the Bishop's dispensation, services were again suspended.

From the start of the lockdown we have been adapting and finding new ways of doing things, most obviously in holding worship services online with live videos on the St. Margaret's Facebook page. Almost every Sunday since April there has been online Morning Worship from the Rectory, and Morning Prayer on Tuesday, Wednesday and Thursday most weeks. It is difficult to estimate the numbers taking part, but the number of 'views' on Facebook has been encouraging, averaging over 100 for Sunday services, often over 200 for festival services and 30 or more for weekday prayers. Because of this we expect online services are here to stay, though we are planning to connect the Church building to the internet so that we can live stream services from there. There have been surprisingly few funerals in the year and only one wedding, with others being postponed.

## **Pastoral Support**

With many people confined to their homes most of the time, we needed to find new ways of providing pastoral support. At the start of the lockdown, a 'Telephone Buddies' scheme was set up, whereby volunteers from the church committed to speak by phone each day to anyone from the village asking for this contact. In practice the take-up on this scheme was very limited. We also put all our church members and regular attendees into pastoral groups of 5-6 families each, to provide mutual support and contact by phone, WhatsApp or email. The Church Hall was used as a storage facility to support the Village Foodbank.

## **Youth and Children's Work**

Sadly, we have not been able to have any face-to-face meetings for children and youth since March, apart from one meeting of Woodland Church in October and two or three Family Services in Church during the summer. All ministry in the school has stopped (Assemblies, Open the Book, Quest Club). Playtime, Well@5 and Youth Drop-in have not met. As a result, Mike King, our part-time Youth Worker, was put on furlough; and at the end of the year, he decided to move away and seek work elsewhere. We are sad to lose him and grateful for all he has done in the last few years.

There has been good progress with the Community Garden, in preparation for its formal opening by our local MP, planned for June 2021. Our Community Worker, Hilary Marshall, seconded from CMS, has been on furlough part of the year and has reduced her hours.

We have been trying to support families, especially while schools have been closed, by involving children in online services and sending out craft and activity sheets each week. We organised a Nativity Trail around the village before Christmas and encouraged people to display stars in their windows as a celebration of Christmas.

## **ECO Church**

This is an important initiative for the future as both we and the wider world grapple with the impact of climate change and our impact upon the fragile environment. A new churchyard management plan, with a new contractor, has been implemented to encourage wildlife. We have switched energy suppliers and put a greater emphasis on environmental issues in our teaching. So, together with other improvements, we have achieved bronze award status.

## **Buildings**

The PCC has debated and agreed plans to re-develop the Church building, including, inter alia, new kitchen and toilet facilities, and generally making it more useable for a range of activities by both the church community and the wider village. Our Architect, Mr. John Bailey, submitted a proposal to the Diocesan Advisory Committee in May. Written responses have been received from societies and consultative groups. We responded to their questions with a revised Statement of Need and Statement of Significance, but unfortunately the process is stalled waiting for a DAC site visit when that is allowed by COVID restrictions.

The 2021 Quinquennial will also be completed in 2021 and, depending upon both appropriate building consents and the recommendations of our new building consultant, it is anticipated that phased construction and refurbishment work should start alongside a fundraising campaign in late 2021 and early 2022. The Church Hall has been virtually unused since the various groups who normally meet there stopped meeting because of COVID restrictions. We are, however, delighted that it was used during the year for the village food bank.

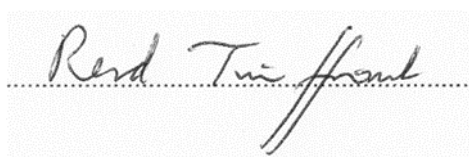
## **Financial Review**

Financially, COVID-19 has had a material negative impact upon the PCC's regular plate giving, lettings and fees from weddings. However, the generosity of our church community was demonstrated by an increase in direct giving through direct debits and other very generous individual donations. Despite no legacies being received in 2020 (2019: £12.9k), overall Income was encouraging at £96.8k (2019: £104.0k). However, it is noted that the majority of regular income is from a few very generous families and there is an urgent need to broaden the base of support in 2021 and future years.

On the cost front, the PCC has managed its cost base sensibly, reducing total expenditure by £4.7k to £78.1k (2019: £82.8k) despite an increase of 2% in the Parish Offer to £38.6k (2019: £37.9k) which represents our single largest expense at 49% (2019: 46%) of total expenditure. We will continue to support the Diocese in 2021 which will see a further increase in the Parish Offer of 2.9%; however, we have impressed upon the Diocese the need for it to reduce its cost base sensibly and make those decisions that are understandably difficult to make.

The resultant surplus of £18.7k (2019: £21.3k) is therefore highly encouraging in very difficult circumstances. Cash balances have strengthened over the course of the year to £77.3k (2019: £66.3k) but it should be noted that £5.1k of those funds are held in restricted funds and relate to affiliated organisations to the PCC. Short-term cash deposits of £34.1k (2019: £28.4k) are held in the Diocesan Church Repair Fund which will be utilised for the repair and maintenance of St Margaret's once the recommendations and conclusions from the 2021 Quinquennial and our architect are agreed by the PCC.

Approved by the Parochial Church Council on 24 February 2021 and signed on its behalf by

A handwritten signature in black ink, reading 'Revd Tim ffrench', is written over a horizontal dotted line. The signature is cursive and extends below the line.

Revd Tim ffrench  
Chairman

**ST MARGARET'S HORSMONDEN PCC**

**ACCOUNTS FOR YEAR ENDED 31 DECEMBER 2020**

**PAROCHIAL CHURCH OF ST MARGARET'S HORSMONDEN**

**STATEMENT OF FINANCIAL ACTIVITIES**  
for the year ended 31 December 2020

	Notes	Unrestricted Funds £	Designated Funds £	Restricted Funds £	<b>TOTAL FUNDS 2020 £</b>	<b>TOTAL FUNDS 2019 £</b>
<b>INCOME</b>						
Voluntary income	2a	81,276	50	6,454	<b>87,780</b>	87,973
Activities for generating funds	2b	984		1,740	<b>2,724</b>	5,068
Deposit interest	2c		94		<b>94</b>	77
Church activities	2d	6,168			<b>6,168</b>	10,921
Other income	2e				<b>0</b>	0
<b>Total Income</b>		<b>88,428</b>	<b>144</b>	<b>8,194</b>	<b>96,766</b>	104,039
<b>EXPENDITURE</b>						
Church activities	3a	70,068	6,180	1,809	<b>78,057</b>	82,768
Raising funds	3b				<b>0</b>	0
<b>Total Expenditure</b>		<b>70,068</b>	<b>6,180</b>	<b>1,809</b>	<b>78,057</b>	82,768
Net income/(expenditure)		18,360	(6,036)	6,385	18,710	21,271
Transfers between funds		(5,600)	5,600		<b>0</b>	0
Net movement in funds		12,760	(436)	6,385	18,710	21,271
<b>Total funds b/fwd at 1 January 2020</b>		<b>33,656</b>	<b>130,195</b>	<b>6,622</b>	<b>170,473</b>	149,202
<b>Total funds c/fwd at 31 December 2020</b>		<b>46,416</b>	<b>129,759</b>	<b>13,007</b>	<b>189,182</b>	170,473

**PAROCHIAL CHURCH OF ST MARGARET'S HORSMONDEN**

**STATEMENT OF FINANCIAL ACTIVITIES**

**for the year ended 31 December 2019 for comparative purposes**

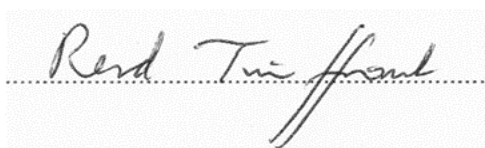
	Notes	Unrestricted Funds £	Designated Funds £	Restricted Funds £	<b>TOTAL FUNDS 2019 £</b>
<b>INCOME</b>					
Voluntary income	2a	83,604	0	4,369	<b>87,973</b>
Activities for generating funds	2b	4,332		736	<b>5,068</b>
Deposit interest	2c		77		<b>77</b>
Church activities	2d	10,921			<b>10,921</b>
Other income	2e				<b>0</b>
<b>Total Income</b>		<b>98,857</b>	<b>77</b>	<b>5,105</b>	<b>104,039</b>
<b>EXPENDITURE</b>					
Church activities	3a	79,477	1,839	1,453	<b>82,768</b>
Raising funds	3b				<b>0</b>
<b>Total Expenditure</b>		<b>79,477</b>	<b>1,839</b>	<b>1,453</b>	<b>82,768</b>
Net income/(expenditure)		19,379	(1,762)	3,652	21,271
Transfers between funds		(5,600)	5,600		
Net movement in funds		13,779	3,838	3,652	21,271
<b>Total funds b/fwd at 1 January 2019</b>		<b>19,875</b>	<b>126,357</b>	<b>2,970</b>	<b>149,202</b>
<b>Total funds c/fwd at 31 December 2019</b>		<b>33,655</b>	<b>130,195</b>	<b>6,622</b>	<b>170,473</b>

**PAROCHIAL CHURCH COUNCIL OF ST MARGARET'S HORSMONDEN**

**BALANCE SHEET as at 31 December 2020**

	Notes	2020	2019
		£	£
<b>FIXED ASSETS</b>			
Tangible fixed assets	5	<b>75,000</b>	75,000
<b>Total Fixed Assets</b>		<b>75,000</b>	75,000
<b>CURRENT ASSETS</b>			
Debtors	7	3,538	3,168
Short term deposits		34,084	28,389
Cash at bank and in hand		<u>77,318</u>	<u>66,315</u>
<b>Total Current Assets</b>		<b>114,940</b>	97,873
<b>LIABILITIES</b>			
Creditors - amounts falling due within 1 year	8a	<b>(758)</b>	(2,400)
<b>NET ASSETS</b>		<b>189,182</b>	170,473
<b>PARISH FUNDS</b>			
Unrestricted	9, 10	<b>46,416</b>	33,656
Designated	9, 10	<b>129,759</b>	130,195
Other Restricted Funds	9, 10	<b>13,007</b>	6,622
<b>TOTAL FUNDS</b>		<b>189,182</b>	170,473

Approved by the Parochial Church Council on 24 February 2021 and signed on its behalf by



Revd Tim French  
Chairman



## PAROCHIAL CHURCH COUNCIL OF ST MARGARET'S HORSMONDEN

### NOTES TO THE FINANCIAL STATEMENTS

for the year ended 31 December 2020

#### 1 ACCOUNTING POLICIES

##### *Basis of preparation*

The financial statements have been prepared under the current Church Accounting Regulations and comply with the current Charities SORP and applicable accounting standard FRS 102.

#### a INCOME

##### *Recognition of Income*

This is included in the Statement of Financial Activities (SOFA) when the PCC becomes legally entitled to the benefit of use of the income, the benefit is quantifiable and probable.

##### *Fundraising costs*

Funds raised from events (eg Christmas Fair, Art Exhibition and bookstall sales are reported gross in the SOFA ie before any related costs have been deducted from the gross proceeds.

##### *Grants and donations*

These are included in the SOFA when any preconditions preventing their use by the PCC have been met. For collections and planned giving, this is when the funds are received.

##### *Gift Aid Tax claims etc on cash donations*

These are included in the SOFA at the same time as the cash donations to which they relate.

##### *Volunteer help*

The value of any voluntary help received is not included in the Accounts but is described in the Trustees' Annual Report.

##### *Church hall rental*

This is recognised when received.

##### *Investment income*

The interest entitlement on the church repair fund is recognised when received.

#### b EXPENDITURE AND LIABILITIES

##### *Liability Recognition*

Liabilities are recognised as soon as there is a legal or constructive obligation and settlement is probable and quantifiable.

##### *Grants*

These are recognised in the accounts when a commitment has been made externally and there are no preconditions still to be met for entitlement to the grant that remain within the control of the PCC.

#### c ASSETS

##### *Consecrated and benefice property*

In so far as consecrated and benefice property of any kind is excluded from the statutory definition of 'charity' by Section 10(2) (a) and (c) of the Charities Act 2011, such assets are not capitalised 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 in the church's inventory in any case.

## PAROCHIAL CHURCH COUNCIL OF ST MARGARET'S HORSMONDEN

### NOTES TO THE FINANCIAL STATEMENTS

for the year ended 31 December 2020 (continued)

#### **ASSETS (continued)**

##### *Depreciation*

No depreciation is provided on the church hall as the currently estimated residual value is not less than its carrying value and the remaining useful life of the hall currently exceeds 50 years, so that any depreciation charge would be immaterial. An impairment review is carried out each year end and any resultant loss identified is included in the expenditure for that year.

There were no items in 2018 subject to depreciation.

##### *Short term deposits*

Include cash held on deposit with the CCLA Church of England Funds.

#### **d FUNDS**

##### *Unrestricted funds*

These include the remaining income funds of the PCC that are available for spending on the general purposes of the PCC, including amounts designated by the PCC for fixed assets for its own use or for spending on a future project and that are therefore not included in its 'free reserves' as disclosed in the trustees' report.

##### *Restricted funds*

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

PAROCHIAL CHURCH COUNCIL OF ST MARGARET'S HORSMONDEN

NOTES TO THE FINANCIAL STATEMENTS  
for the year ended 31 December 2020 (continued)

2 INCOME

	Unrestricted Funds £	Designated Funds £	Restricted Funds £	TOTAL FUNDS 2020 £	Unrestricted Funds £	Designated Funds £	Restricted Funds £	TOTAL FUNDS 2019 £
<b>a Voluntary Income</b>								
Direct giving	53,109			53,109	48,178			48,178
GA envelopes	230			230	1,227			1,227
Income tax recoverable	13,723			13,723	12,268			12,268
Other donations	9,759	50	5,182	14,991	1,810		2,400	4,210
Collections at all services	1,155			1,155	5,212			5,212
Grants	3,300		1,272	4,572	2,000		1,969	3,969
Legacies				0	12,909			12,909
	81,276	50	6,454	87,780	83,604	0	4,369	87,973
<b>b Activities for Generating Funds</b>								
Fundraising	984		1,740	2,724	4,332		736	5,068
<b>c Investment Income</b>								
Deposit interest		94		94		77		77
<b>d Income from Church Activities</b>								
Church hall lettings	460			460	1,218			1,218
Weddings, funerals and memorial fees	3,948			3,948	7,445			7,445
Parish News	1,760			1,760	2,258			2,258
	6,168			6,168	10,921			10,921
<b>e Other Incoming Resources</b>								
Miscellaneous - Bank refund				0	0			0
<b>TOTAL INCOME</b>	<b>88,428</b>	<b>144</b>	<b>8,194</b>	<b>96,766</b>	<b>98,857</b>	<b>77</b>	<b>5,105</b>	<b>104,039</b>

PAROCHIAL CHURCH COUNCIL OF ST MARGARET'S HORSMONDEN

NOTES TO THE FINANCIAL STATEMENTS  
for the year ended 31 December 2020 (continued)

3 EXPENDITURE

	Unrestricted Funds £	Designated Funds £	Restricted Funds £	TOTAL FUNDS 2020 £	Unrestricted Funds £	Designated Funds £	Restricted Funds £	TOTAL FUNDS 2019 £
<b>a Church activities</b>								
Missionary and charitable giving:								
Link Diocese				0	100			100
Ministry:				0				0
Parish Offer	38,584			38,584	37,905			37,905
Rector expenses	1,039			1,039	1,635			1,635
Rectory council tax/utilities	3,459			3,459	2,975			2,975
Other ministry	54			54	575			575
Church Running Expenses:								
Utilities	1,604			1,604	612			612
Insurance	4,943			4,943	4,796			4,796
Repairs and maintenance	589	6,180	834	7,603	2,802	1,839		4,641
Churchyard maintenance	4,499		974	5,473	5,458		1,453	6,910
Toilet hire	240			240	540			540
Upkeep of services	2,492			2,492	2,805			2,805
Parish administrator	3,402			3,402	6,284			6,284
General administration	2,009			2,009	1,665			1,665
Church Hall Running Expenses:								
Utilities	401			401	1,040			1,040
Insurance				0	260			260
Repairs and maintenance	504			504	2,078			2,078
Other expenditure:								
Outreach/Youthworker	6,212			6,212	7,161			7,161
Refreshments	37			37	787			787
Miscellaneous				0				0
	70,068	6,180	1,809	78,057	79,476	1,839	1,453	82,768
<b>b Raising funds</b>								
Stewardship costs				0				0
<b>TOTAL EXPENDITURE</b>	<b>70,068</b>	<b>6,180</b>	<b>1,809</b>	<b>78,057</b>	<b>79,476</b>	<b>1,839</b>	<b>1,453</b>	<b>82,768</b>

# PAROCHIAL CHURCH COUNCIL OF ST MARGARET'S HORSMONDEN

## NOTES TO THE FINANCIAL STATEMENTS

for the year ended 31 December 2020 (continued)

### 4 STAFF COSTS

#### a *Wages and Salaries*

Parish Administrator

2020	2019
£	£
<b>3,402</b>	<b>6,284</b>

The PCC employs a part-time administrator but no payments were large enough to be subject to PAYE. The administrators did not receive any employee benefits in the previous or current years.

#### b *Payments to PCC Members*

No payments, other than reimbursement of expenses, were made to members of the PCC.

The total of donations made to the PCC by PCC members during 2020 was £28,365 (£23,675 2019).

### 5 TANGIBLE FIXED ASSETS

**Freehold Land and Buildings - Valuation**

2020	2019
£	£
<b>75,000</b>	<b>75,000</b>

**Net book amounts  
at 31 December 2020**

<b>75,000</b>	<b>75,000</b>
---------------	---------------

The freehold land and buildings comprise the Church Hall and the value represents the valuation by Smiths Gore in November 2013. This is now treated as the deemed cost.

### 6 INVESTMENTS

The PCC does not currently hold any investment assets.

PAROCHIAL CHURCH COUNCIL OF ST MARGARET'S HORSMONDEN

NOTES TO THE FINANCIAL STATEMENTS  
for the year ended 31 December 2020 (continued)

7 CURRENT ASSETS

	Unrestricted Funds £	Designated Funds £	Restricted Funds £	TOTAL FUNDS 2020 £	Unrestricted Funds £	Designated Funds £	Restricted Funds £	TOTAL FUNDS 2019 £
<b>Debtors</b>								
Income tax recoverable	3,038			3,038	3,168			3,168
Miscellaneous	500							
	3,538		0	3,038	3,168		0	3,168

8 LIABILITIES

a Creditors

Amounts falling due within one year:

General Creditors	200		558	758	2,310		90	2,400
	0		0	0	0		0	0
	200		558	758	2,310		90	2,400

9 FUNDS

Analysis of Net Assets by Fund

Fixed assets for church use		75,000		75,000		75,000		75,000
Current assets	46,616	54,759	13,565	114,940	35,966	55,195	6,712	97,873
Current liabilities	(200)		(558)	(758)	(2,310)		(90)	(2,400)
Long term liabilities								
	46,416	129,759	13,007	189,182	33,656	130,195	6,622	170,473

**Restricted Funds**

These funds are to be used for the maintenance, upkeep, refurbishment or development of the property in accordance with the terms specified by the donor.

They comprise:

- (a) Church Fund for the Austen window repair (£455), Annex (£1,265), Path (£1,200) gate repair (£50) and New Project (£4,880);
- (b) Community Garden Fund, with a grant from the Parish Council
- (c) Memorial Garden Fund for monies received towards this project
- (d) Woodland/HYA Fund for monies received towards this project.

**PAROCHIAL CHURCH COUNCIL OF ST MARGARET'S HORSMONDEN**

**NOTES TO THE FINANCIAL STATEMENTS**

**for the year ended 31 December 2020 (continued)**

**10 STATEMENT OF FUNDS**

	Balance b/fwd 1 Jan 2020 £	Income £	Expenditure £	Transfers, other gains and losses £	Balance c/fwd 31 Dec 2020 £
<b><i>Unrestricted Funds</i></b>					
General Fund	33,656	88,428	(70,068)	(5,600)	<b>46,416</b>
	<b>33,656</b>	<b>88,428</b>	<b>(70,068)</b>	<b>(5,600)</b>	<b>46,416</b>
<b><i>Designated Funds</i></b>					
Fabric Fund	55,195	144	(6,180)	5,600	<b>54,759</b>
Church Hall Property Fund	75,000	0	0	0	<b>75,000</b>
	<b>130,195</b>	<b>144</b>	<b>(6,180)</b>	<b>5,600</b>	<b>129,759</b>
<b><i>Restricted Funds</i></b>					
Church Fund	2,970	4,880	0	0	<b>7,850</b>
Community Garden	1,298	930	(974)	0	<b>1,254</b>
Memorial Garden	1,838	230	0	0	<b>2,068</b>
Woodland/HYA	517	2,154	(834)	0	<b>1,836</b>
	<b>6,622</b>	<b>8,194</b>	<b>(1,809)</b>	<b>0</b>	<b>13,007</b>
<b>Total Funds</b>	<b>170,473</b>	<b>96,766</b>	<b>(78,057)</b>	<b>0</b>	<b>189,182</b>

**Reserves Policy**

It is PCC policy to maintain a balance on liquid unrestricted funds (if possible) which equates to approximately 3 months' unrestricted payments, to cover emergency situations. The current balance on 'liquid' unrestricted funds at the year end, equates to approximately 13 months' of unrestricted payments