

# THE PAROCHIAL CHURCH COUNCIL OF THE ECCLESIASTICAL PARISH OF ST JOHN THE BAPTIST SEVENOAKS

England & Wales - Charity number 1202436

## Details

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**Status** Registered

**Legal form** Other

**Registered** 2023-03-21

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

## Contact

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**Address** The Parish Office  
62 Quakers Hall Lane  
Sevenoaks  
Kent  
TN13 3TX

**Phone** 01732451710

**Email** [admin@stjtb.com](mailto:admin@stjtb.com)

**Website** [stjtb.com](http://stjtb.com)

## Activities

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

**Activities:** Public worship and relief of poverty.

## Classification

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- **How:** Makes Grants To Individuals, Makes Grants To Organisations, Provides Buildings/facilities/open Space
- **What:** Disability, Religious Activities
- **Who:** Children/young People, Elderly/old People, The General Public/mankind

## Geography

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- Kent

## Finances

Period end	Income	Expenditure	Assets	Employees
2024-12-31	£136,841	£153,786	-	-
2023-12-31	£129,285	£116,435	-	-

## Trustees

Name	Role	Appointed
Carol Ann Cheeseman		2015-03-22
David Scott Campbell Ashenden		2011-03-20
Donald Philip Newholm		2023-05-21
Dr John William Aveson		2023-05-21
Fr Robin Dominic Edwin Jones		2015-05-25
GILLIAN MARIE JEANNE SHEPHERD-COATES		2015-03-22
Graham Davison		2008-09-16
Jacqueline Hendry		1991-03-01
Jane Maureen Moore		2023-05-21
Maria Concetta Martyn		2020-10-18
Mark Cheeseman		2023-05-21
Michael James McGovern		2021-05-23
SIMON RAIKES		2023-05-21
Sewanyana Gulemye Kironde		2024-05-19

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# Accounts

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**Report of the Trustees and  
Unaudited Financial Statements  
For The Year Ended 31 December 2024**

**for**

**THE PAROCHIAL CHURCH COUNCIL OF THE  
ECCLESIASTICAL PARISH OF ST JOHN THE  
BAPTIST SEVENOAKS**

Hilden Park Accountants Limited  
Hilden Park House  
79 Tonbridge Road  
Hildenborough  
Tonbridge  
Kent  
TN11 9BH

**THE PAROCHIAL CHURCH COUNCIL OF THE  
ECCLESIASTICAL PARISH OF ST JOHN THE  
BAPTIST SEVENOAKS**

**Contents of the Financial Statements  
For The Year Ended 31 December 2024**

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**THE PAROCHIAL CHURCH COUNCIL OF THE  
ECCLESIASTICAL PARISH OF ST JOHN THE  
BAPTIST SEVENOAKS**

**Report of the Trustees  
For The Year Ended 31 December 2024**

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The trustees present their report with the financial statements of the charity for the year ended 31 December 2024. The trustees have adopted the provisions of Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective 1 January 2019).

**BACKGROUND**

St John's Parochial Church Council has the responsibility of co-operating with the Vicar in promoting the ecclesiastical parish and the whole mission of the Church, pastoral, evangelistic, social, and ecumenical. It also has maintenance responsibilities for the complex of St John's, including the church and hall structures, and the churchyard.

**PCC MEMBERSHIP**

Members of the Parochial Church Council are either:

- Ex-officio: the Vicar, the two Churchwardens elected at the Annual Meeting of Parishioners, and members of the General, Diocesan and Deanery Synods
- Elected: at the Annual Parochial Church Meeting
- Co-opted: by the Parochial Church Council

During the year the following served as members of the Parochial Church Council:

Vicar	Fr R Jones, SSC, Chairman
Churchwardens	Mr D Ashenden (until 19 May 2024) Dr J Aveson (from 9 June 2024) Mr G Davison
Members of the Deanery Synod	Mr S Kironde
Elected Members	Mr D Ashenden (from 19 May 2024) Dr J Aveson (until 9 June 2024) Mrs C Cheeseman (from 12 June 2024) Mr M Cheeseman Mrs J Hendry Mr S Kironde Mrs M Martyn Mr D Newholm Mr M McGovern Mr S Raikes Mrs G Shepherd-Coates

**THE PAROCHIAL CHURCH COUNCIL OF THE  
ECCLESIASTICAL PARISH OF ST JOHN THE  
BAPTIST SEVENOAKS**

**Report of the Trustees  
For The Year Ended 31 December 2024**

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**OBJECTIVES AND ACTIVITIES**

The objective of the charity is for the promotion in the parish of St John the Baptist, Sevenoaks, of the whole mission of the Church, pastoral, evangelistic, social and ecumenical.

The main activities of the Church are the maintenance of the worship of Almighty God in the Catholic tradition of the Church of England in all its richness, the mission of the ecclesiastical parish of St John the Baptist, Sevenoaks. Work with both the parochial school of St John and also the providing of community facilities through the parish hall.

The PCC's charitable objects ('Promoting in the ecclesiastical parish the whole mission of the Church') are primarily focused on the advancement of religion, which is recognised as a charitable purpose having public benefit. All regular public worship is provided free of charge and open to all. In addition, the PCC's activities as listed above have further public benefits; for example, teaching and taking assemblies offer advancement of education which is recognised as a charitable purpose having public benefit. Donations to other charities and our own projects provide public benefits in the relief of poverty and need, whether within or outside the ecclesiastical parish, often for minority groups with particular needs such as the elderly.

**ACHIEVEMENT AND PERFORMANCE**

**Charitable activities**

The Annual Meeting of the Parishioners and the Annual Parochial Church Meeting were held on Sunday 19 May 2024.

The Parochial Church Council met four times during the year, the meeting to elect the Vice Chairman, Treasurer, Secretary and Electoral Roll Officer and to appoint the Standing Committee being held immediately after the Annual Meeting on 19 May 2024.

The PCC received reports on the proceedings of the Standing Committee, Deanery Synods, and on St John's School.

The PCC discussed the maintenance and repair of the church fabric and the Church Hall.

The liturgical life and worship at St John's remains at the heart of all that we do. The Sunday 10am Parish Mass has continued as the main act of worship. In addition, said Mass was held on Sundays at 9am, and on each week day. A monthly Family Mass continues to take place, with the children reading and leading intercessions.

Stations of the Cross were held twice weekly in Lent and a full Holy week was kept. A Lent Course also took place on Thursday evenings, linked with St Barnabas, Tunbridge Wells.

Regular sick communicant rounds were made by Fr Robin in the two care homes within the parish, Gloucester House and Alpine, and to individual members of the congregation no longer able to get to Church. Mrs J Hendry has also visited and carried out services at Alpine Care Home.

The Patronal Festival was kept on 23rd June, when the organist and choir provided us with the Mass Setting Mozart, K. It was a joy to welcome as the preacher, Fr Stephen Mitchell. The Mass was followed by refreshment and fellowship in the Hall, and ended with Evensong and Benediction.

The families of those whose funerals were undertaken by St John's were invited to attend Mass on All Souls Day, where their loved ones were prayed for by name. In addition, people were invited to light a 7 day candle in memory of the departed. A monthly Requiem Mass continues to be held for those whose anniversary of death occurs in that month and for any known to parishioners.

A very successful and enjoyable Oktoberfest took place in October.

In October, we welcomed the Bishop of Richborough Designate, Fr Luke Irvine-Capel, who celebrated Mass for Clergy in the Diocese and was well attended by members of our own congregation.

**THE PAROCHIAL CHURCH COUNCIL OF THE  
ECCLESIASTICAL PARISH OF ST JOHN THE  
BAPTIST SEVENOAKS**

**Report of the Trustees  
For The Year Ended 31 December 2024**

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**ACHIEVEMENT AND PERFORMANCE**

A full programme of Christmas masses were offered. The traditional service of Nine Lessons and Carols, was held on 22 December with the Choir singing and lay people reading. A full Christmas Eve Christingle service took place once again and was well attended. This was followed by a Christmas Vigil Mass and three Masses of Christmas (Midnight, Dawn, and Day) were also celebrated.

The monthly Walsingham Mass has continued to be held. Making good use of the Altar from Burrswood, a monthly Healing Mass also continues to take place.

In April, six members of the congregation attended a weekend pilgrimage to Walsingham.

Evensong and Benediction were held on Sunday 9 June and at Sunday 13 October, each being followed by refreshment and celebration.

Sunday School is attended weekly.

In all its work with children and young people, the Parish complies with the Diocesan Child Protection Policy, which is in line with the National Church Policy authorised by the Church of England and Section 5 of the Safeguarding and Clergy Discipline Measure 2016 (duty to have regard to House of Bishops' guidance on safeguarding children and vulnerable adults).

The parish is fortunate to have, in St John's School, a controlled Church School. The Vicar is a Foundation Governor and there are also two further Foundation Governors nominated by the PCC. Also on the Governing Body from within the congregation is the Clerk.

An act of weekly collective worship is taken by Fr Robin. School Masses take place at the school. Harvest Festival, a Carol Service, Easter Service and Leavers' Service took place in the Church.

The Loaves and Fishes Foodbank continued its good work throughout 2024, providing basic food to those in need, who have been recommended by a 'bona fide' source.

Where applicable across all aspects of Church life, DBS checks have been carried out.

**FINANCIAL REVIEW**

**Reserves policy**

The PCC aims to have three months of reserves to enable ongoing operation, which is equal to £25,000.

Total income for the year was £136,841, which is an increase of £7,556 largely due to the legacy received in the year. Total expenditure was £153,786, with the increase due to increased donations paid in the year as a total of £10,000 was paid in 2024 compared to £2,357 for 2023. In addition there were increased heat and light costs as a result of general increases by utility suppliers.

Voluntary Income and general giving was up on the previous year, £88,137 compared to £79,687 in 2023 and the total investment income for the year was £44,308 (2023: £43,817).

Overall the position is very healthy, the parish having end of year assets of £1,560,084 (2023: £1,540,832).

Unrestricted funds at the year end totalled £951,513 (2023: £941,495), restricted funds totalled £6,893 (2023: £6,893) and endowment funds totalled £601,678 (2023: £592,444).

**STRUCTURE, GOVERNANCE AND MANAGEMENT**

**Governing document**

The charity is controlled by its governing document, a deed of trust and constitutes an unincorporated charity.

**THE PAROCHIAL CHURCH COUNCIL OF THE  
ECCLESIASTICAL PARISH OF ST JOHN THE  
BAPTIST SEVENOAKS**

**Report of the Trustees  
For The Year Ended 31 December 2024**

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**STRUCTURE, GOVERNANCE AND MANAGEMENT**

**Recruitment and appointment of new trustees**

Trustees are appointed in line with the The Parochial Church Councils (Powers) Measure 1956 & The Church's Representation Rules which means they are elected to their various office at the annual meeting.

**PUBLIC BENEFIT**

In setting objectives and planning for activities, the Trustees have given due consideration to general guidance published by the Charity Commission relating to public benefit, including the guidance 'Public benefit: running charity (PB2)'.

**REFERENCE AND ADMINISTRATIVE DETAILS**

**Registered Charity number**

1202436

**Principal address**

The Parish Office  
62 Quakers Hall Lane  
Sevenoaks  
Kent  
TN13 3TX

**Trustees**

Fr R Jones  
Mrs G Shepherd-Coates  
Mr M McGovern  
Mr D Ashenden  
Mr G Davison  
Mrs M Martyn  
Mrs C A Cheeseman  
Mrs J Hendry  
Mr M Cheeseman  
Mrs J Moore  
Mr S Raikes  
Mr D Newholm  
Dr J Aveson  
Mr S G Kironde (appointed 19.5.24)

**Independent Examiner**

Paul Chewter FCA  
Hilden Park Accountants Limited  
Hilden Park House  
79 Tonbridge Road  
Hildenborough  
Tonbridge  
Kent  
TN11 9BH

**THE PAROCHIAL CHURCH COUNCIL OF THE  
ECCLESIASTICAL PARISH OF ST JOHN THE  
BAPTIST SEVENOAKS**

**Report of the Trustees  
For The Year Ended 31 December 2024**

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**COMMITTEES**

**The Standing Committee**

This is the only committee required by law and it has the power to transact the business of the PCC between its meetings, subject to any directions given it by the PCC. During 2024, the Committee approved the new Electricity contract for the Church and the Hall.

**The Fabric Committee**

A separate report on the fabric of the church is attached.

**OTHER STAFF**

Fr Barry Compton has continued as Honorary Assistant Priest.

Fr Stephen Mitchell has celebrated Mass and preached regularly.

Mrs J Hendry is a Pastoral Assistant. The Organist and Choirmaster, Mr J Hendry, is responsible for the music at sung services. Mrs M-C Davies is the Parish Administrator.

**CHURCH ATTENDANCE**

There were 105 parishioners on the Church Electoral Roll at the time of the Annual Parochial Church Meeting and the average weekly attendance was 65 adults and 10 children.

There were 4 baptisms during the year. There were no Weddings. There were 2 Church funerals and 4 funerals at the crematorium/cemetery.

Among those who have died this year were Jacqueline Dungay.

**COMMUNICATION**

As well as the website, St John's is also on Twitter and has a Facebook page. There is also the weekly Forward in Faith pew sheet.

**FABRIC REPORT FOR 2024**

**Servicing and Routine Maintenance**

- All Portable Electrical Appliances were given their annual test (PAT) on 26 March by Amber Electrical.
- A full electrical test of the lightning conductor was carried out on 16 February by W M & R W Bacon Ltd. This is carried out every 4 years.
- The fire extinguishers were given their annual check on 5 November by GC Fire Protection. Two were replaced as date expired.
- The gas central heating boilers and the hot water heater for the hall were given their annual service on 25th November by J V Geer & Son.

**Non Routine Maintenance and Building Work.**

- In March an investigation into the reason for the damp patch on the north wall of the transept revealed a blocked downpipe. This was cleared and the wall seems to be drying.

**THE PAROCHIAL CHURCH COUNCIL OF THE  
ECCLESIASTICAL PARISH OF ST JOHN THE  
BAPTIST SEVENOAKS**

**Report of the Trustees  
For The Year Ended 31 December 2024**

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- In March several stained glass panels of the West Window broke loose following a period of high winds. The panels were re-mortared back into place.
- In July a section of the stone frame round the West Window broke away. This was replaced by D Martyn Stonemasons Ltd. The opportunity was taken to inspect and repoint the whole window. D Martyn commented that overall the stonework of the church was in very good condition.
- In August the car park was re-levelled and extra shingle added by H J Kelsey & Co.
- The annual cleaning day was held in September. Dust webs were removed from the eaves above the East Window using the scaffold tower.
- The cleaning also revealed that the hooks supporting two of the Station of the Cross were perilously close to falling out. New hooks were fitted in October.
- In October an attempt was made to stop the damp patch on the south wall of the transept by adding a protective waterproof strip behind the guttering between the roof and the top of the wall. That area does now seem to be drying out.
- In October a replacement lock was fitted to the Sacristy door by The Lock Lab.
- In October the glass porch door had to be readjusted because it had dropped on its hinges and was beginning to foul the floor.
- It has been noted that the plaster above the north aisle arch just behind the St Anne altar is quite cracked. On closer inspection we suspect there has been a slight movement at the junction between the north wall and the north transept. Tell-tale gauges under the windows on the north wall have shown no movement of the north wall itself over the past 15 years. In 2025 we are due our quinquennial inspection. This is undertaken by the Diocesan Architect. We will seek his advice and discuss what action needs to be taken to repair the arch.

**Safeguarding report - April 2025**

During the year since the last APCM there have been no serious Safeguarding issues at St John's but there have been significant developments in our Safeguarding provision:

St John's is now registered on the Diocesan Safeguarding Dashboard Hub which gives us clear advice and guidance on the way forward with our Safeguarding policies, practices and deadlines which ensure we stay in line with the requirements and expectations of the Church of England's safeguarding frameworks. The dashboard provides simple advice under red, amber or green and automatically produces a PCC safeguarding action plan to help ensure we are meeting our obligations. It is intended to guide a parish through a process of improvement over time and we have adopted it in that spirit. The dashboard works over three levels and the parish very quickly achieved level 1 and is now working towards level 2.

Ongoing safeguarding training has carried on. The foundation and Domestic Abuse awareness courses, along with Safer Recruitment have been taken by several volunteers. In addition, two Church volunteers have undertaken and completed the Leadership Safeguarding Training Course and two more are booked in to it in a few week's time. A small amount of outstanding training exists and volunteers are being urged to complete the units.

DBS checks are all up to date for those in positions of responsibility and for all members of the PCC and are efficiently handled by the Lead Recruiter. A particular emphasis has been placed on the safer recruitment framework ensuring that we appoint volunteers, and any paid staff exactly as required.

The Parish Safeguarding Officer, Lead Recruiter and the Parish Priest have met twice through the year as a Safeguarding Committee to look at the dashboard and the resulting policies and procedures and to ensure that practical application of these is carried out and risks thought about. Safeguarding is given high priority and is discussed as an agenda item at each PCC meeting. Notices about a 'Safer Church' are prominent as are the contact details of the PSO

The Pastoral Assistant, who is also Parish Safeguarding Officer, has taken on the role of Foundation Governor at St John's Primary school, is on the school Safeguarding Committee and in the process of completing the Governors' Safeguarding training. This provides a useful crossover of good practice and expectation.

**THE PAROCHIAL CHURCH COUNCIL OF THE  
ECCLESIASTICAL PARISH OF ST JOHN THE  
BAPTIST SEVENOAKS**

**Report of the Trustees  
For The Year Ended 31 December 2024**

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St John's congregation members are a very caring group who are always aware of the people around them - there is therefore a general understanding that Safeguarding is the responsibility of us all and watchful eyes should be on both children and vulnerable adults within our church community. We will continue to emphasise the importance of this and any concerns should be reported to either Fr Robin or to me.

Jackie Hendry  
Parish Safeguarding Officer (PSO), St John the Baptist, Sevenoaks

Approved by order of the board of trustees on 23 April 2025 and signed on its behalf by:

Fr R Jones - Trustee

**Independent Examiner's Report to the Trustees of  
The Parochial Church Council of the  
Ecclesiastical Parish of St John the  
Baptist Sevenoaks**

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**Independent examiner's report to the trustees of The Parochial Church Council of the Ecclesiastical Parish of St John the Baptist Sevenoaks**

I report to the charity trustees on my examination of the accounts of The Parochial Church Council of the Ecclesiastical Parish of St John the Baptist Sevenoaks (the Trust) for the year ended 31 December 2024.

**Responsibilities and basis of report**

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

I report in respect of my examination of the Trust's accounts carried out under Section 145 of the Act and in carrying out my examination I have followed all applicable Directions given by the Charity Commission under Section 145(5)(b) of the Act.

**Independent examiner's statement**

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

1. accounting records were not kept in respect of the Trust as required by Section 130 of the Act; or
2. the accounts do not accord with those records; or
3. the accounts do not comply with the applicable requirements concerning the form and content of accounts set out in the Charities (Accounts and Reports) Regulations 2008 other than any requirement that the accounts give a true and fair view which is not a matter considered as part of an independent examination.

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in this report in order to enable a proper understanding of the accounts to be reached.

Paul Chewter FCA

Hilden Park Accountants Limited  
Hilden Park House  
79 Tonbridge Road  
Hildenborough  
Tonbridge  
Kent  
TN11 9BH

7 May 2025

**THE PAROCHIAL CHURCH COUNCIL OF THE  
ECCLESIASTICAL PARISH OF ST JOHN THE  
BAPTIST SEVENOAKS**

**Statement of Financial Activities  
For The Year Ended 31 December 2024**

	Notes	Unrestricted fund £	Restricted fund £	Endowment fund £	<b>2024 Total funds £</b>	2023 Total funds £
<b>INCOME AND ENDOWMENTS FROM</b>						
Donations and legacies	2	<b>88,137</b>	-	-	<b>88,137</b>	79,687
<b>Charitable activities</b>						
Church activities	5	<b>4,396</b>	-	-	<b>4,396</b>	5,753
Other trading activities	3	-	-	-	-	28
Investment income	4	<b>44,308</b>	-	-	<b>44,308</b>	43,817
<b>Total</b>		<b>136,841</b>	-	-	<b>136,841</b>	129,285
<b>EXPENDITURE ON</b>						
<b>Charitable activities</b>						
Church activities	6	<b>153,786</b>	-	-	<b>153,786</b>	116,435
Net gains on investments		<b>26,963</b>	-	<b>9,234</b>	<b>36,197</b>	111,106
<b>NET INCOME</b>		<b>10,018</b>	-	<b>9,234</b>	<b>19,252</b>	123,956
<b>RECONCILIATION OF FUNDS</b>						
Total funds brought forward		<b>941,495</b>	<b>6,893</b>	<b>592,444</b>	<b>1,540,832</b>	1,416,876
<b>TOTAL FUNDS CARRIED FORWARD</b>		<b>951,513</b>	<b>6,893</b>	<b>601,678</b>	<b>1,560,084</b>	1,540,832

The notes form part of these financial statements

**THE PAROCHIAL CHURCH COUNCIL OF THE  
ECCLESIASTICAL PARISH OF ST JOHN THE  
BAPTIST SEVENOAKS**

**Balance Sheet  
31 December 2024**

	Notes	Unrestricted fund £	Restricted fund £	Endowment fund £	<b>2024 Total funds £</b>	2023 Total funds £
<b>FIXED ASSETS</b>						
Tangible assets	11	<b>57,360</b>	-	-	<b>57,360</b>	71,700
Investments	12	<b>874,635</b>	-	<b>601,678</b>	<b>1,476,313</b>	1,440,117
		<b>931,995</b>	-	<b>601,678</b>	<b>1,533,673</b>	1,511,817
<b>CURRENT ASSETS</b>						
Debtors	13	<b>3,750</b>	-	-	<b>3,750</b>	3,750
Cash at bank		<b>18,305</b>	<b>6,893</b>	-	<b>25,198</b>	29,563
		<b>22,055</b>	<b>6,893</b>	-	<b>28,948</b>	33,313
<b>CREDITORS</b>						
Amounts falling due within one year	14	<b>(2,537)</b>	-	-	<b>(2,537)</b>	(4,298)
<b>NET CURRENT ASSETS</b>		<b>19,518</b>	<b>6,893</b>	-	<b>26,411</b>	29,015
<b>TOTAL ASSETS LESS CURRENT LIABILITIES</b>		<b>951,513</b>	<b>6,893</b>	<b>601,678</b>	<b>1,560,084</b>	1,540,832
<b>NET ASSETS</b>		<b>951,513</b>	<b>6,893</b>	<b>601,678</b>	<b>1,560,084</b>	1,540,832
<b>FUNDS</b>						
Unrestricted funds	15				<b>951,513</b>	941,495
Restricted funds					<b>6,893</b>	6,893
Endowment funds					<b>601,678</b>	592,444
<b>TOTAL FUNDS</b>					<b>1,560,084</b>	1,540,832

The financial statements were approved by the Board of Trustees and authorised for issue on 23 April 2025 and were signed on its behalf by:

Fr R Jones - Trustee

The notes form part of these financial statements

**THE PAROCHIAL CHURCH COUNCIL OF THE  
ECCLESIASTICAL PARISH OF ST JOHN THE  
BAPTIST SEVENOAKS**

**Notes to the Financial Statements  
For The Year Ended 31 December 2024**

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**1. ACCOUNTING POLICIES**

**Basis of preparing the financial statements**

The financial statements of the charity, which is a public benefit entity under FRS 102, have been prepared in accordance with the Charities SORP (FRS 102) 'Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective 1 January 2019)', Financial Reporting Standard 102 'The Financial Reporting Standard applicable in the UK and Republic of Ireland' and the Charities Act 2011. The financial statements have been prepared under the historical cost convention, with the exception of investments which are included at market value, as modified by the revaluation of certain assets.

The financial statements are presented in pounds sterling and rounded to the nearest pound.

The Trustees have concluded that there is no material uncertainty and that they can continue to adopt the going concern basis in preparing the annual report and accounts.

**Income**

Income from donations, grants and legacies is recognised when the charity is entitled to the funds, the receipt is probable and the amount can be measured reliably. For donations, this is usually on receipt. For grants, this is usually when a formal offer is made in writing, unless the grant contains terms and conditions which must be met before the charity is entitled to the funds. For legacies this is usually when notification of the legacy has been received.

Income from charitable activities is recognised over the period in which the hire of the hall is provided.

Investment income is recognised when the charity is entitled to receipt.

**Expenditure**

Liabilities are recognised as expenditure as soon as there is a legal or constructive obligation committing the charity to that expenditure, it is probable that a transfer of economic benefits will be required in settlement and the amount of the obligation can be measured reliably. Expenditure is accounted for on an accruals basis and has been classified under headings that aggregate all cost related to the category.

The charity only has one charitable activity to which direct and support costs are allocated.

Support costs are those that assist with the work of the charity but do not directly relate to the charitable activity include governance costs.

Governance costs are the costs of governance arrangements relating to the general running of the charity. These costs are included within the charity's charitable activities.

**Tangible fixed assets**

Depreciation is provided at the following annual rates in order to write off each asset over its estimated useful life.

Improvements to property - Straight line over 5 years

**Taxation**

The charity is exempt from tax on its charitable activities.

**Fund accounting**

Unrestricted funds can be used in accordance with the charitable objectives at the discretion of the trustees.

Restricted funds can only be used for particular restricted purposes within the objects of the charity. Restrictions arise when specified by the donor or when funds are raised for particular restricted purposes.

**THE PAROCHIAL CHURCH COUNCIL OF THE  
ECCLESIASTICAL PARISH OF ST JOHN THE  
BAPTIST SEVENOAKS**

**Notes to the Financial Statements - continued  
For The Year Ended 31 December 2024**

**1. ACCOUNTING POLICIES - continued**

**Fund accounting**

Endowment funds 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 any income or other benefit derived from the capital may be restricted or unrestricted. Full details of all their restrictions are shown in the notes to the accounts.

Further explanation of the nature and purpose of each fund is included in the notes to the financial statements.

**Hire purchase and leasing commitments**

Rentals paid under operating leases are charged to the Statement of Financial Activities on a straight line basis over the period of the lease.

**Investments**

Listed investments are stated at market value. Gains and losses arising on the revaluation of investments are taken to the Statement of Financial Activities.

**2. DONATIONS AND LEGACIES**

	<b>2024</b>	2023
	£	£
Gifts	<b>13,905</b>	9,031
Donations	<b>5,507</b>	4,255
Gift aided donations	<b>26,901</b>	27,466
Legacies	<b>41,824</b>	38,935
	<u><b>88,137</b></u>	<u>79,687</u>

**3. OTHER TRADING ACTIVITIES**

	<b>2024</b>	2023
	£	£
Refreshment sales	-	28
	<u>-</u>	<u>28</u>

**4. INVESTMENT INCOME**

	<b>2024</b>	2023
	£	£
Dividends	<b>44,103</b>	43,816
Deposit account interest	<b>205</b>	1
	<u><b>44,308</b></u>	<u>43,817</u>

**THE PAROCHIAL CHURCH COUNCIL OF THE  
ECCLESIASTICAL PARISH OF ST JOHN THE  
BAPTIST SEVENOAKS**

**Notes to the Financial Statements - continued  
For The Year Ended 31 December 2024**

**5. INCOME FROM CHARITABLE ACTIVITIES**

	<b>2024</b>	2023
	<b>£</b>	£
Church hall lettings	<b>3,549</b>	5,092
Fees from weddings and funerals	<b>847</b>	661
	<u><b>4,396</b></u>	<u>5,753</u>

**6. CHARITABLE ACTIVITIES COSTS**

	Direct Costs (see note 7)	Support costs (see note 8)	Totals
	£	£	£
Church activities	<u><b>80,159</b></u>	<u><b>73,627</b></u>	<u><b>153,786</b></u>

**7. DIRECT COSTS OF CHARITABLE ACTIVITIES**

	<b>2024</b>	2023
	<b>£</b>	£
Staff costs	<b>6,692</b>	5,843
Parish quota	<b>54,600</b>	52,000
Sacristy expenses	<b>3,672</b>	2,073
Clergy expenses	<b>5,195</b>	1,476
Donations	<b>10,000</b>	2,357
	<u><b>80,159</b></u>	<u>63,749</u>

**8. SUPPORT COSTS**

	Other	Governance costs	Totals
	£	£	£
Church activities	<u><b>70,537</b></u>	<u><b>3,090</b></u>	<u><b>73,627</b></u>

**THE PAROCHIAL CHURCH COUNCIL OF THE  
ECCLESIASTICAL PARISH OF ST JOHN THE  
BAPTIST SEVENOAKS**

**Notes to the Financial Statements - continued  
For The Year Ended 31 December 2024**

**8. SUPPORT COSTS - continued**

Support costs, included in the above, are as follows:

	<b>2024</b>	2023
	Church activities £	Total activities £
Hall rates and water	109	(10,592)
Church insurance	6,143	5,541
Church light and heat	15,977	9,864
Telephone	1,305	808
Church postage and stationery	3,934	3,551
Sundries	125	42
Advertising	2,636	2,975
Cleaning	2,747	2,087
Repairs and maintenance	1,392	1,015
Education	3,628	427
Rates and water	4,610	4,447
Hall light and heat	1,485	3,537
Church repairs and maintenance	5,538	18,097
Hall repairs and maintenance	6,568	7,527
Depreciation of tangible fixed assets	14,340	-
Independent examiners' fees	3,090	3,360
	<u>73,627</u>	<u>52,686</u>

**9. TRUSTEES' REMUNERATION AND BENEFITS**

There were no trustees' remuneration or other benefits for the year ended 31 December 2024 nor for the year ended 31 December 2023.

**Trustees' expenses**

Expenses totalling £3,725 (2023: £3,795) were reimbursed to 6 (2023: 4) Trustees in relation to repairs and maintenance and events costs.

**10. COMPARATIVES FOR THE STATEMENT OF FINANCIAL ACTIVITIES**

	Unrestricted fund £	Restricted fund £	Endowment fund £	Total funds £
<b>INCOME AND ENDOWMENTS FROM</b>				
Donations and legacies	79,687	-	-	79,687
<b>Charitable activities</b>				
Church activities	5,753	-	-	5,753
Other trading activities	28	-	-	28
Investment income	43,817	-	-	43,817
<b>Total</b>	<u>129,285</u>	<u>-</u>	<u>-</u>	<u>129,285</u>

**EXPENDITURE ON**

**THE PAROCHIAL CHURCH COUNCIL OF THE  
ECCLESIASTICAL PARISH OF ST JOHN THE  
BAPTIST SEVENOAKS**

**Notes to the Financial Statements - continued  
For The Year Ended 31 December 2024**

**10. COMPARATIVES FOR THE STATEMENT OF FINANCIAL ACTIVITIES - continued**

	Unrestricted fund £	Restricted fund £	Endowment fund £	Total funds £
<b>Charitable activities</b>				
Church activities	116,435	-	-	116,435
Net gains on investments	82,762	-	28,344	111,106
<b>NET INCOME</b>	95,612	-	28,344	123,956
<b>RECONCILIATION OF FUNDS</b>				
Total funds brought forward	845,883	6,893	564,100	1,416,876
<b>TOTAL FUNDS CARRIED FORWARD</b>	<u>941,495</u>	<u>6,893</u>	<u>592,444</u>	<u>1,540,832</u>

**11. TANGIBLE FIXED ASSETS**

	Improvement to property £
<b>COST</b>	
At 1 January 2024 and 31 December 2024	<u>71,700</u>
<b>DEPRECIATION</b>	
Charge for year	<u>14,340</u>
<b>NET BOOK VALUE</b>	
At 31 December 2024	<u>57,360</u>
At 31 December 2023	<u>71,700</u>

**12. FIXED ASSET INVESTMENTS**

	Listed investments £
<b>MARKET VALUE</b>	
At 1 January 2024	1,440,117
Revaluations	36,196
At 31 December 2024	<u>1,476,313</u>
<b>NET BOOK VALUE</b>	
At 31 December 2024	<u>1,476,313</u>
At 31 December 2023	<u>1,440,117</u>

**THE PAROCHIAL CHURCH COUNCIL OF THE  
ECCLESIASTICAL PARISH OF ST JOHN THE  
BAPTIST SEVENOAKS**

**Notes to the Financial Statements - continued  
For The Year Ended 31 December 2024**

**12. FIXED ASSET INVESTMENTS - continued**

There were no investment assets outside the UK.

Cost or valuation at 31 December 2024 is represented by:

Valuation in 2024	<b>Listed investments £ 1,476,313</b>
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**13. DEBTORS: AMOUNTS FALLING DUE WITHIN ONE YEAR**

	<b>2024</b>	<b>2023</b>
	<b>£</b>	<b>£</b>
Trade debtors	<u><b>3,750</b></u>	<u><b>3,750</b></u>

**14. CREDITORS: AMOUNTS FALLING DUE WITHIN ONE YEAR**

	<b>2024</b>	<b>2023</b>
	<b>£</b>	<b>£</b>
Other creditors	<u><b>2,537</b></u>	<u><b>4,298</b></u>

**15. MOVEMENT IN FUNDS**

	At 1.1.24	Net movement in funds	At 31.12.24
	£	£	£
<b>Unrestricted funds</b>			
General fund	<b>941,495</b>	<b>10,018</b>	<b>951,513</b>
<b>Restricted funds</b>			
Restricted Fund	<b>6,893</b>	<b>-</b>	<b>6,893</b>
<b>Endowment funds</b>			
Endowment Fund	<b>592,444</b>	<b>9,234</b>	<b>601,678</b>
<b>TOTAL FUNDS</b>	<u><b>1,540,832</b></u>	<u><b>19,252</b></u>	<u><b>1,560,084</b></u>

**THE PAROCHIAL CHURCH COUNCIL OF THE  
ECCLESIASTICAL PARISH OF ST JOHN THE  
BAPTIST SEVENOAKS**

**Notes to the Financial Statements - continued  
For The Year Ended 31 December 2024**

**15. MOVEMENT IN FUNDS - continued**

Net movement in funds, included in the above are as follows:

	Incoming resources £	Resources expended £	Gains and losses £	Movement in funds £
<b>Unrestricted funds</b>				
General fund	136,841	(153,786)	26,963	10,018
<b>Endowment funds</b>				
Endowment Fund	-	-	9,234	9,234
<b>TOTAL FUNDS</b>	<u>136,841</u>	<u>(153,786)</u>	<u>36,197</u>	<u>19,252</u>

**Comparatives for movement in funds**

	At 1.1.23 £	Net movement in funds £	At 31.12.23 £
<b>Unrestricted funds</b>			
General fund	845,883	95,612	941,495
<b>Restricted funds</b>			
Restricted Fund	6,893	-	6,893
<b>Endowment funds</b>			
Endowment Fund	564,100	28,344	592,444
<b>TOTAL FUNDS</b>	<u>1,416,876</u>	<u>123,956</u>	<u>1,540,832</u>

Comparative net movement in funds, included in the above are as follows:

	Incoming resources £	Resources expended £	Gains and losses £	Movement in funds £
<b>Unrestricted funds</b>				
General fund	129,285	(116,435)	82,762	95,612
<b>Endowment funds</b>				
Endowment Fund	-	-	28,344	28,344
<b>TOTAL FUNDS</b>	<u>129,285</u>	<u>(116,435)</u>	<u>111,106</u>	<u>123,956</u>

**THE PAROCHIAL CHURCH COUNCIL OF THE  
ECCLESIASTICAL PARISH OF ST JOHN THE  
BAPTIST SEVENOAKS**

**Notes to the Financial Statements - continued  
For The Year Ended 31 December 2024**

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**15. MOVEMENT IN FUNDS - continued**

**Restricted funds**

This fund is for monies raised for Church windows, Choir, Servers and Walsingham funds and is to be spent on specific purchases for the church.

**Endowment funds**

Alice Charles Bequest - this is a permanent endowment of funds left by the late Alice Charlies, with the income to be used for the maintenance of the ministry and in particular the support of the assistant clergy.

St John's endowment fund - this is an expendable endowment consisting of monies given in legacy by Fr Donald Pharoah and Ian Stupples.

**16. RELATED PARTY DISCLOSURES**

Donations from Trustees during the year totalled £8,705 (2023: £6,140).

J Hendry (spouse of a trustee) was paid £4,030 (2023: £3,720) in relation to organist services.

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# Accounts

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**Report of the Trustees and  
Unaudited Financial Statements  
For The Year Ended 31 December 2023**

for

**THE PAROCHIAL CHURCH COUNCIL OF THE  
ECCLESIASTICAL PARISH OF ST JOHN THE  
BAPTIST SEVENOAKS**

Hilden Park Accountants Limited  
Hilden Park House  
79 Tonbridge Road  
Hildenborough  
Tonbridge  
Kent  
TN11 9BH

**THE PAROCHIAL CHURCH COUNCIL OF THE  
ECCLESIASTICAL PARISH OF ST JOHN THE  
BAPTIST SEVENOAKS**

**Contents of the Financial Statements  
For The Year Ended 31 December 2023**

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**THE PAROCHIAL CHURCH COUNCIL OF THE  
ECCLESIASTICAL PARISH OF ST JOHN THE  
BAPTIST SEVENOAKS**

**Report of the Trustees  
For The Year Ended 31 December 2023**

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The trustees present their report with the financial statements of the charity for the year ended 31 December 2023. The trustees have adopted the provisions of Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective 1 January 2019).

**BACKGROUND**

St John's Parochial Church Council has the responsibility of co-operating with the Vicar in promoting the ecclesiastical parish and the whole mission of the Church, pastoral, evangelistic, social, and ecumenical. It also has maintenance responsibilities for the complex of St John's, including the church and hall structures, and the churchyard.

**PCC MEMBERSHIP**

Members of the Parochial Church Council are either:

- Ex-officio: the Vicar, the two Churchwardens elected at the Annual Meeting of Parishioners, and members of the General, Diocesan and Deanery Synods
- Elected: at the Annual Parochial Church Meeting
- Co-opted: by the Parochial Church Council

During the year the following served as members of the Parochial Church Council:

Vicar	Fr R Jones, SSC, Chairman
Member of the Diocesan Synod	Fr R Jones, SSC
Churchwardens	Mr D Ashenden Mr G Davison
Members of the Deanery Synod	Mr D Bonner (until 21 May 2023)
Elected Members	Dr J Aveson (from 21 May 2023) Mrs C Cheeseman Mr M Cheeseman (from 21 May 2023) Mrs M-C Davies (until 21 May 2023) Mrs J Hendry Mrs M Martyn Mr D Newholm (from 21 May 2023) Mr M McGovern Mrs J Moore (from 21 May 2023) Mr S Raikes (from 21 May 2023) Mrs G Shepherd-Coates

**THE PAROCHIAL CHURCH COUNCIL OF THE  
ECCLESIASTICAL PARISH OF ST JOHN THE  
BAPTIST SEVENOAKS**

**Report of the Trustees  
For The Year Ended 31 December 2023**

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**OBJECTIVES AND ACTIVITIES**

The objective of the charity is for the promotion in the parish of St John the Baptist, Sevenoaks, of the whole mission of the Church, pastoral, evangelistic, social and ecumenical.

The main activities of the Church are the maintenance of the worship of Almighty God in the Catholic tradition of the Church of England in all its richness, the mission of the ecclesiastical parish of St John the Baptist, Sevenoaks. Work with both the parochial school of St John and also the providing of community facilities through the parish hall.

The PCC's charitable objects ('Promoting in the ecclesiastical parish the whole mission of the Church') are primarily focused on the advancement of religion, which is recognised as a charitable purpose having public benefit. All regular public worship is provided free of charge and open to all. In addition, the PCC's activities as listed above have further public benefits; for example, teaching and taking assemblies offer advancement of education which is recognised as a charitable purpose having public benefit. Donations to other charities and our own projects provide public benefits in the relief of poverty and need, whether within or outside the ecclesiastical parish, often for minority groups with particular needs such as the elderly.

**ACHIEVEMENT AND PERFORMANCE**

**Charitable activities**

The Annual Meeting of the Parishioners and the Annual Parochial Church Meeting were held on Sunday 21 May 2023.

The Parochial Church Council met four times during the year, the meeting to elect the Vice Chairman, Treasurer, Secretary and Electoral Roll Officer and to appoint the Standing Committee being held immediately after the Annual Meeting on 21 May 2023.

The PCC received reports on the proceedings of the Standing Committee, Diocesan and Deanery Synods, and on St John's School.

The PCC discussed the maintenance and repair of the church fabric and the Parish Room. The new kitchen facilities have been beneficial and fully utilised.

The liturgical life and worship at St John's remains at the heart of all that we do. The Sunday 10am Parish Mass has continued as the main act of worship. In addition, said Mass was held on Sundays at 9am, and on each week day. A monthly Family Mass continues to take place, with the children reading and leading intercessions. Stations of the Cross were held twice weekly in Lent and a full Holy week was kept. A Lent Course also took place on Thursday evenings, linked with St Barnabas, Tunbridge Wells.

Regular sick communicant rounds were made by Fr Robin in the two care homes within the parish, Gloucester House and Alpine, and to individual members of the congregation no longer able to get to Church. Mrs J Hendry has also visited and carried out services at Alpine Care Home. Fr Barry has taken communion to church members, who are resident in Rockdale.

The Patronal Festival was kept on 25th June, when the organist and choir provided us with Haydn's 'St Nicholas Mass'. It was a joy to welcome as the preacher, Fr John Caster from St Barnabas, Tunbridge Wells. The Mass was followed by refreshment and fellowship in the Hall, and ended with Evensong and Benediction.

The families of those whose funerals were undertaken by St John's were invited to attend Mass on All Souls Day, where their loved ones were prayed for by name. In addition, people were invited to light a 7 day candle in memory of the departed. A monthly Requiem Mass continues to be held for those whose anniversary of death occurs in that month and for any known to parishioners.

A very successful and enjoyable Oktoberfest took place in October.

In December, the Bishop of Richborough visited the Parish and Confirmed one candidate and a Parish Party was held in the Hall afterwards.

**THE PAROCHIAL CHURCH COUNCIL OF THE  
ECCLESIASTICAL PARISH OF ST JOHN THE  
BAPTIST SEVENOAKS**

**Report of the Trustees  
For The Year Ended 31 December 2023**

---

**ACHIEVEMENT AND PERFORMANCE**

A full programme of Christmas masses were offered. The traditional service of Nine Lessons and Carols, was held on 17 December with the Choir singing and lay people reading. In addition, Sevenoaks School Parents and Friends Choir joined St John's Choir in an Advent Carol Service at St John's. A full Christmas Eve Christingle service took place once again and was well attended. Three Masses of Christmas (Midnight, Dawn, and Day) were also celebrated.

The monthly Walsingham Mass has continued to be held. Making good use of the Altar from Burrswood, a monthly Healing Mass also continues to take place.

In April, seven members of the congregation attended a weekend pilgrimage to Walsingham.

Evensong and Benediction were held on Trinity Sunday and at Michaelmas, each being followed by refreshment and celebration.

Sunday School is attended weekly.

In all its work with children and young people, the Parish complies with the Diocesan Child Protection Policy, which is in line with the National Church Policy authorised by the Church of England and Section 5 of the Safeguarding and Clergy Discipline Measure 2016 (duty to have regard to House of Bishops' guidance on safeguarding children and vulnerable adults).

The parish is fortunate to have, in St John's School, a controlled Church School. The Vicar is a Foundation Governor and there are also two further Foundation Governors nominated by the PCC. Also on the Governing Body from within the congregation is the Clerk.

An act of weekly collective worship is taken by Fr Robin. School Masses take place at the school. Harvest Festival, a Carol Service, Easter Service and Leavers' Service took place in the Church.

The Loaves and Fishes Foodbank continued its good work throughout 2023, providing basic food to families with children, who have been recommended by a 'bona fide' source.

Where applicable across all aspects of Church life, DBS checks have been carried out

**FINANCIAL REVIEW**

**Reserves policy**

The PCC aims to have three months of reserves to enable ongoing operation, which is equal to £25,000.

Total income for the year was £129,285, which is a decrease of £283,760 largely due to the legacy received in the prior year. Total expenditure was £116,435, with the decrease due to a serious water leak in the prior year which resulted in increased repairs and maintenance costs.

Voluntary Income and general giving was down on previous years. An increase in Investments meant that dividend Income was £43,816.

Overall the position is very healthy, the parish having end of year assets of £1,540,832 (2022: £1,416,876).

Unrestricted funds at the year end totalled £941,495, restricted funds totalled £6,893 and endowment funds totalled £592,444.

**STRUCTURE, GOVERNANCE AND MANAGEMENT**

**Governing document**

The charity is controlled by its governing document, a deed of trust and constitutes an unincorporated charity.

**THE PAROCHIAL CHURCH COUNCIL OF THE  
ECCLESIASTICAL PARISH OF ST JOHN THE  
BAPTIST SEVENOAKS**

**Report of the Trustees  
For The Year Ended 31 December 2023**

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**STRUCTURE, GOVERNANCE AND MANAGEMENT**

**Recruitment and appointment of new trustees**

Trustees are appointed in line with the The Parochial Church Councils (Powers) Measure 1956 & The Church's Representation Rules which means they are elected to their various office at the annual meeting.

**PUBLIC BENEFIT**

In setting objectives and planning for activities, the Trustees have given due consideration to general guidance published by the Charity Commission relating to public benefit, including the guidance 'Public benefit: running a charity (PB2)'.

**REFERENCE AND ADMINISTRATIVE DETAILS**

**Registered Charity number**

1202436

**Principal address**

The Parish Office  
62 Quakers Hall Lane  
Sevenoaks  
Kent  
TN13 3TX

**Trustees**

Fr R Jones  
Mrs G Shepherd-Coates  
Mr D Bonner (resigned 21.5.23)  
Mr M McGovern  
Mr D Ashenden  
Mr G Davison  
Mrs M Martyn  
Mrs C A Cheeseman  
Mrs J Hendry  
Mr M Cheeseman (appointed 21.5.23)  
Mrs J Moore (appointed 21.5.23)  
Mr S Raikes (appointed 21.5.23)  
Mr D Newholm (appointed 21.5.23)  
Dr J Aveson (appointed 21.5.23)

**Independent Examiner**

Paul Chewter FCA  
Hilden Park Accountants Limited  
Hilden Park House  
79 Tonbridge Road  
Hildenborough  
Tonbridge  
Kent  
TN11 9BH

**THE PAROCHIAL CHURCH COUNCIL OF THE  
ECCLESIASTICAL PARISH OF ST JOHN THE  
BAPTIST SEVENOAKS**

**Report of the Trustees  
For The Year Ended 31 December 2023**

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**COMMITTEES**

**The Standing Committee**

This is the only committee required by law and it has the power to transact the business of the PCC between its meetings, subject to any directions given it by the PCC. During 2023, the Committee approved the new Electricity contract for the Church and the Hall.

**The Fabric Committee**

A separate report on the fabric of the church is attached.

**OTHER STAFF**

Fr Barry Compton has continued as Honorary Assistant Priest.

Mrs J Hendry is a Pastoral Assistant. The Organist and Choirmaster, Mr J Hendry, is responsible for the music at sung services. Mrs M-C Davies is the Parish Administrator.

**CHURCH ATTENDANCE**

There were 104 parishioners on the Church Electoral Roll at the time of the Annual Parochial Church Meeting and the average weekly attendance was 68 adults and 12 children.

There were 3 baptisms during the year. There were no Weddings. There were 2 Church funerals and 3 funerals at the crematorium/cemetery.

Among those who have died this year were John Evans, Doris Brooks and Diana Johnston.

**COMMUNICATION**

As well as the website, St John's is also on Twitter and has a Facebook page. There is also the weekly Forward in Faith pew sheet.

**FINANCE**

The Church is in a healthy financial position, following the Legacy of Mr I Stupples, and during 2023 registered with the Charity Commission.

**FABRIC REPORT FOR 2023**

**Servicing and Routine Maintenance**

- All portable electrical appliances were professionally tested (PAT) on 9 March.
- The annual visual inspection of the lightning conductor was carried out on 9 July. (A full 4 yearly electrical test is due in 2024).
- The Fire Extinguishers were given their annual check on 4 October. One was replaced as date expired.
- The gas central heating boilers and the hot water heater for the hall were serviced on 22nd November.
- On 10 October the gutters were cleared of pigeon droppings and other debris, and broken roof tiles were replaced.

**Non Routine Maintenance and Building Work.**

- Work on the store room and hall lobby area was completed in February.
- The oak porch door was repaired by a heritage carpenter in April

**THE PAROCHIAL CHURCH COUNCIL OF THE  
ECCLESIASTICAL PARISH OF ST JOHN THE  
BAPTIST SEVENOAKS**

**Report of the Trustees  
For The Year Ended 31 December 2023**

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- The large eucalyptus tree by the front entrance was becoming a hazard to pedestrians, vehicles and overhead cables. It was removed in April.
- While the kitchen was being updated at the end of 2022, it was discovered that the flat roof was in a bad state of repair and leaking. A major refurbishment was carried out in May.
- Three quoins to church buttresses were replaced in May.
- The stonemason also refurbished the interior sills on the north aisle windows. Both of these tasks required a Faculty.
- The lighting in the hall was replaced with a brighter and more flexible system in May. New emergency exit lights were installed at the same time.
- The glass inner door of the main entrance started to sag and was catching on the floor. This was reset in June.
- The fencing between the church and the clergy house was repaired in July
- Following the tragic death of John Evans, who maintained the church grounds for many years, we were compelled to employ a professional gardener. This has proven to be a very successful solution to our garden maintenance requirements.
- An oak sideboard was purchased and placed by the main entrance. This provides a suitable surface to hold publicity brochures and the card payment machine while also storing service booklets. The original old cupboard has been moved to the Lady Chapel to hold our stock of candles.

**Safeguarding report - April 2024**

St John's PCC has fully accepted the action a church needs to take to promote a safer environment and culture, to safely recruit and support all those with any responsibility related to children and vulnerable adults within the Church and to respond promptly to every safeguarding concern or allegation.

The PCC members have all been DBS checked, as have those who work directly with children in the congregation, and have completed the Basic Awareness course.

The Vicar, those working as Sunday School teachers, the Organist, the Churchwardens and Head Server have all completed either Basic Awareness, Foundation or Leadership courses. One teacher still requires final certification for the Foundations course.

Safeguarding is discussed at each PCC meeting, all are aware that although we have a Safeguarding Officer, everyone in the congregation bears some responsibility for the welfare of its members and are aware who to talk to if the necessity arises. Contact details for the Safeguarding Officer are available on both the parish website and on posters around the church and hall premises. The Parish Safeguarding Policy is available both on the St John's website and as hard copy at the back of the church.

Posters displaying contact details for organisations giving assistance with safeguarding issues have been displayed in the toilets used by both congregation members and hall hirers.

There have been no safeguarding issues at St John's during the year April 2023- April 2024.

Jackie Hendry  
Safeguarding Officer, St John the Baptist, Sevenoaks

Approved by order of the board of trustees on 12 June 2024 and signed on its behalf by:

Fr R Jones - Trustee

**Independent Examiner's Report to the Trustees of  
The Parochial Church Council of the  
Ecclesiastical Parish of St John the  
Baptist Sevenoaks**

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**Independent examiner's report to the trustees of The Parochial Church Council of the Ecclesiastical Parish of St John the Baptist Sevenoaks**

I report to the charity trustees on my examination of the accounts of The Parochial Church Council of the Ecclesiastical Parish of St John the Baptist Sevenoaks (the Trust) for the year ended 31 December 2023.

**Responsibilities and basis of report**

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

I report in respect of my examination of the Trust's accounts carried out under Section 145 of the Act and in carrying out my examination I have followed all applicable Directions given by the Charity Commission under Section 145(5)(b) of the Act.

**Independent examiner's statement**

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

1. accounting records were not kept in respect of the Trust as required by Section 130 of the Act; or
2. the accounts do not accord with those records; or
3. the accounts do not comply with the applicable requirements concerning the form and content of accounts set out in the Charities (Accounts and Reports) Regulations 2008 other than any requirement that the accounts give a true and fair view which is not a matter considered as part of an independent examination.

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in this report in order to enable a proper understanding of the accounts to be reached.

Paul Chewter FCA

Hilden Park Accountants Limited  
Hilden Park House  
79 Tonbridge Road  
Hildenborough  
Tonbridge  
Kent  
TN11 9BH

21 June 2024

**THE PAROCHIAL CHURCH COUNCIL OF THE  
ECCLESIASTICAL PARISH OF ST JOHN THE  
BAPTIST SEVENOAKS**

**Statement of Financial Activities  
For The Year Ended 31 December 2023**

	Notes	Unrestricted fund £	Restricted fund £	Endowment fund £	2023 Total funds £	2022 Total funds £
<b>INCOME AND ENDOWMENTS FROM</b>						
Donations and legacies	2	79,687	-	-	79,687	362,495
<b>Charitable activities</b>						
Church activities	5	5,753	-	-	5,753	7,466
Other trading activities	3	28	-	-	28	75
Investment income	4	43,817	-	-	43,817	43,009
<b>Total</b>		<b>129,285</b>	<b>-</b>	<b>-</b>	<b>129,285</b>	<b>413,045</b>
<b>EXPENDITURE ON</b>						
<b>Charitable activities</b>						
Church activities	6	116,435	-	-	116,435	137,126
Net gains/(losses) on investments		82,762	-	28,344	111,106	(163,155)
<b>NET INCOME</b>		<b>95,612</b>	<b>-</b>	<b>28,344</b>	<b>123,956</b>	<b>112,764</b>
<b>RECONCILIATION OF FUNDS</b>						
Total funds brought forward		845,883	6,893	564,100	1,416,876	1,304,112
<b>TOTAL FUNDS CARRIED FORWARD</b>		<b>941,495</b>	<b>6,893</b>	<b>592,444</b>	<b>1,540,832</b>	<b>1,416,876</b>

The notes form part of these financial statements

**THE PAROCHIAL CHURCH COUNCIL OF THE  
ECCLESIASTICAL PARISH OF ST JOHN THE  
BAPTIST SEVENOAKS**

**Balance Sheet  
31 December 2023**

	Notes	Unrestricted fund £	Restricted fund £	Endowment fund £	2023 Total funds £	2022 Total funds £
<b>FIXED ASSETS</b>						
Tangible assets	11	71,700	-	-	71,700	22,338
Investments	12	847,673	-	592,444	1,440,117	1,384,011
		<u>919,373</u>	<u>-</u>	<u>592,444</u>	<u>1,511,817</u>	<u>1,406,349</u>
<b>CURRENT ASSETS</b>						
Debtors	13	3,750	-	-	3,750	5,500
Cash at bank		22,670	6,893	-	29,563	16,253
		<u>26,420</u>	<u>6,893</u>	<u>-</u>	<u>33,313</u>	<u>21,753</u>
<b>CREDITORS</b>						
Amounts falling due within one year	14	(4,298)	-	-	(4,298)	(11,226)
		<u>22,122</u>	<u>6,893</u>	<u>-</u>	<u>29,015</u>	<u>10,527</u>
<b>NET CURRENT ASSETS</b>						
		<u>941,495</u>	<u>6,893</u>	<u>592,444</u>	<u>1,540,832</u>	<u>1,416,876</u>
<b>TOTAL ASSETS LESS CURRENT LIABILITIES</b>						
		<u>941,495</u>	<u>6,893</u>	<u>592,444</u>	<u>1,540,832</u>	<u>1,416,876</u>
<b>NET ASSETS</b>						
		<u>941,495</u>	<u>6,893</u>	<u>592,444</u>	<u>1,540,832</u>	<u>1,416,876</u>
<b>FUNDS</b>						
Unrestricted funds	15				941,495	845,883
Restricted funds					6,893	6,893
Endowment funds					592,444	564,100
<b>TOTAL FUNDS</b>						
					<u>1,540,832</u>	<u>1,416,876</u>

The financial statements were approved by the Board of Trustees and authorised for issue on 12 June 2024 and were signed on its behalf by:

Fr R Jones - Trustee

The notes form part of these financial statements

**THE PAROCHIAL CHURCH COUNCIL OF THE  
ECCLESIASTICAL PARISH OF ST JOHN THE  
BAPTIST SEVENOAKS**

**Notes to the Financial Statements  
For The Year Ended 31 December 2023**

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**1. ACCOUNTING POLICIES**

**Basis of preparing the financial statements**

The financial statements of the charity, which is a public benefit entity under FRS 102, have been prepared in accordance with the Charities SORP (FRS 102) 'Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective 1 January 2019)', Financial Reporting Standard 102 'The Financial Reporting Standard applicable in the UK and Republic of Ireland' and the Charities Act 2011. The financial statements have been prepared under the historical cost convention, with the exception of investments which are included at market value, as modified by the revaluation of certain assets.

The financial statements are presented in pounds sterling and rounded to the nearest pound.

The Trustees have concluded that there is no material uncertainty and that they can continue to adopt the going concern basis in preparing the annual report and accounts.

**Income**

Income from donations, grants and legacies is recognised when the charity is entitled to the funds, the receipt is probable and the amount can be measured reliably. For donations, this is usually on receipt. For grants, this is usually when a formal offer is made in writing, unless the grant contains terms and conditions which must be met before the charity is entitled to the funds. For legacies this is usually when notification of the legacy has been received.

Income from charitable activities is recognised over the period in which the hire of the hall is provided.

Investment income is recognised when the charity is entitled to receipt.

**Expenditure**

Liabilities are recognised as expenditure as soon as there is a legal or constructive obligation committing the charity to that expenditure, it is probable that a transfer of economic benefits will be required in settlement and the amount of the obligation can be measured reliably. Expenditure is accounted for on an accruals basis and has been classified under headings that aggregate all cost related to the category.

The charity only has one charitable activity to which direct and support costs are allocated.

Support costs are those that assist with the work of the charity but do not directly relate to the charitable activity include governance costs.

Governance costs are the costs of governance arrangements relating to the general running of the charity. These costs are included within the charity's charitable activities.

**Tangible fixed assets**

Depreciation is provided at the following annual rates in order to write off each asset over its estimated useful life.

Improvements to property                      -    Straight line over 5 years

**Taxation**

The charity is exempt from tax on its charitable activities.

**Fund accounting**

Unrestricted funds can be used in accordance with the charitable objectives at the discretion of the trustees.

**THE PAROCHIAL CHURCH COUNCIL OF THE  
ECCLESIASTICAL PARISH OF ST JOHN THE  
BAPTIST SEVENOAKS**

**Notes to the Financial Statements - continued  
For The Year Ended 31 December 2023**

**1. ACCOUNTING POLICIES - continued**

**Fund accounting**

Restricted funds can only be used for particular restricted purposes within the objects of the charity. Restrictions arise when specified by the donor or when funds are raised for particular restricted purposes.

Endowment funds 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 any income or other benefit derived from the capital may be restricted or unrestricted. Full details of all their restrictions are shown in the notes to the accounts.

Further explanation of the nature and purpose of each fund is included in the notes to the financial statements.

**Hire purchase and leasing commitments**

Rentals paid under operating leases are charged to the Statement of Financial Activities on a straight line basis over the period of the lease.

**Investments**

Listed investments are stated at market value. Gains and losses arising on the revaluation of investments are taken to the Statement of Financial Activities.

**2. DONATIONS AND LEGACIES**

	<b>2023</b>	2022
	£	£
Gifts	9,031	4,523
Donations	4,255	6,813
Gift aided donations	27,466	32,223
Legacies	38,935	318,936
	<u>79,687</u>	<u>362,495</u>

**3. OTHER TRADING ACTIVITIES**

	<b>2023</b>	2022
	£	£
Refreshment sales	<u>28</u>	<u>75</u>

**4. INVESTMENT INCOME**

	<b>2023</b>	2022
	£	£
Dividends	43,816	43,000
Deposit account interest	1	9
	<u>43,817</u>	<u>43,009</u>

**THE PAROCHIAL CHURCH COUNCIL OF THE  
ECCLESIASTICAL PARISH OF ST JOHN THE  
BAPTIST SEVENOAKS**

**Notes to the Financial Statements - continued  
For The Year Ended 31 December 2023**

**5. INCOME FROM CHARITABLE ACTIVITIES**

	<b>2023</b>	2022
	<b>£</b>	£
Church hall lettings	<b>5,092</b>	6,297
Fees from weddings and funerals	<b>661</b>	1,169
	<u><b>5,753</b></u>	<u>7,466</u>

**6. CHARITABLE ACTIVITIES COSTS**

	Direct Costs (see note 7)	Support costs (see note 8)	Totals
	£	£	£
Church activities	<u><b>63,749</b></u>	<u><b>52,686</b></u>	<u><b>116,435</b></u>

**7. DIRECT COSTS OF CHARITABLE ACTIVITIES**

	<b>2023</b>	2022
	<b>£</b>	£
Staff costs	<b>5,843</b>	5,594
Parish quota	<b>52,000</b>	52,174
Sacristy expenses	<b>2,073</b>	4,314
Clergy expenses	<b>1,476</b>	956
Donations	<b>2,357</b>	5,250
	<u><b>63,749</b></u>	<u>68,288</u>

**8. SUPPORT COSTS**

	Other	Governance costs	Totals
	£	£	£
Church activities	<u><b>49,326</b></u>	<u><b>3,360</b></u>	<u><b>52,686</b></u>

**THE PAROCHIAL CHURCH COUNCIL OF THE  
ECCLESIASTICAL PARISH OF ST JOHN THE  
BAPTIST SEVENOAKS**

**Notes to the Financial Statements - continued  
For The Year Ended 31 December 2023**

**8. SUPPORT COSTS - continued**

Support costs, included in the above, are as follows:

	<b>2023</b>	2022
	Church activities	Total activities
	£	£
Hall rates and water	<b>(10,592)</b>	<b>22,739</b>
Church insurance	<b>5,541</b>	<b>5,030</b>
Church light and heat	<b>9,864</b>	<b>3,583</b>
Telephone	<b>808</b>	<b>991</b>
Church postage and stationery	<b>3,551</b>	<b>3,276</b>
Sundries	<b>42</b>	<b>-</b>
Advertising	<b>2,975</b>	<b>5,269</b>
Cleaning	<b>2,087</b>	<b>1,961</b>
Repairs and maintenance	<b>1,015</b>	<b>877</b>
Education	<b>427</b>	<b>3,178</b>
Rates and water	<b>4,447</b>	<b>4,277</b>
Hall light and heat	<b>3,537</b>	<b>4,961</b>
Church repairs and maintenance	<b>18,097</b>	<b>7,634</b>
Hall repairs and maintenance	<b>7,527</b>	<b>3,364</b>
Independent examiners' fees	<b>3,360</b>	<b>1,698</b>
	<b><u>52,686</u></b>	<b><u>68,838</u></b>

**9. TRUSTEES' REMUNERATION AND BENEFITS**

There were no trustees' remuneration or other benefits for the year ended 31 December 2023 nor for the year ended 31 December 2022.

**Trustees' expenses**

Expenses totalling £3,795 (2022: £4,751) were reimbursed to 4 (2022: 4) Trustees in relation to repairs and maintenance and events costs.

**10. COMPARATIVES FOR THE STATEMENT OF FINANCIAL ACTIVITIES**

	Unrestricted fund	Restricted fund	Endowment fund	Total funds
	£	£	£	£
<b>INCOME AND ENDOWMENTS FROM</b>				
Donations and legacies	362,495	-	-	362,495
<b>Charitable activities</b>				
Church activities	7,466	-	-	7,466
Other trading activities	75	-	-	75
Investment income	43,009	-	-	43,009
<b>Total</b>	<b><u>413,045</u></b>	<b><u>-</u></b>	<b><u>-</u></b>	<b><u>413,045</u></b>

**EXPENDITURE ON**

**THE PAROCHIAL CHURCH COUNCIL OF THE  
ECCLESIASTICAL PARISH OF ST JOHN THE  
BAPTIST SEVENOAKS**

**Notes to the Financial Statements - continued  
For The Year Ended 31 December 2023**

**10. COMPARATIVES FOR THE STATEMENT OF FINANCIAL ACTIVITIES - continued**

	Unrestricted fund £	Restricted fund £	Endowment fund £	Total funds £
<b>Charitable activities</b>				
Church activities	137,126	-	-	137,126
Net gains/(losses) on investments	(107,124)	-	(56,031)	(163,155)
<b>NET INCOME/(EXPENDITURE)</b>	168,795	-	(56,031)	112,764
<b>RECONCILIATION OF FUNDS</b>				
Total funds brought forward	677,088	6,893	620,131	1,304,112
<b>TOTAL FUNDS CARRIED FORWARD</b>	<u>845,883</u>	<u>6,893</u>	<u>564,100</u>	<u>1,416,876</u>

**11. TANGIBLE FIXED ASSETS**

	Improvement to property £
<b>COST</b>	
At 1 January 2023	22,338
Additions	49,362
At 31 December 2023	<u>71,700</u>
<b>NET BOOK VALUE</b>	
At 31 December 2023	<u>71,700</u>
At 31 December 2022	<u>22,338</u>

**THE PAROCHIAL CHURCH COUNCIL OF THE  
ECCLESIASTICAL PARISH OF ST JOHN THE  
BAPTIST SEVENOAKS**

**Notes to the Financial Statements - continued  
For The Year Ended 31 December 2023**

**12. FIXED ASSET INVESTMENTS**

	Listed investments £
<b>MARKET VALUE</b>	
At 1 January 2023	1,384,011
Disposals	(55,000)
Revaluations	111,106
	<u>1,440,117</u>
At 31 December 2023	<u>1,440,117</u>
<b>NET BOOK VALUE</b>	
At 31 December 2023	<u>1,440,117</u>
At 31 December 2022	<u>1,384,011</u>

There were no investment assets outside the UK.

Cost or valuation at 31 December 2023 is represented by:

	Listed investments £
Valuation in 2023	111,106
Cost	1,329,011
	<u>1,440,117</u>

**13. DEBTORS: AMOUNTS FALLING DUE WITHIN ONE YEAR**

	2023 £	2022 £
Trade debtors	<u>3,750</u>	<u>5,500</u>

**THE PAROCHIAL CHURCH COUNCIL OF THE  
ECCLESIASTICAL PARISH OF ST JOHN THE  
BAPTIST SEVENOAKS**

**Notes to the Financial Statements - continued  
For The Year Ended 31 December 2023**

**14. CREDITORS: AMOUNTS FALLING DUE WITHIN ONE YEAR**

	<b>2023</b>	2022
	<b>£</b>	£
Trade creditors	-	9,416
Other creditors	<b>4,298</b>	1,810
	<u><b>4,298</b></u>	<u>11,226</u>

**15. MOVEMENT IN FUNDS**

	At 1.1.23	Net movement in funds	At 31.12.23
	£	£	£
<b>Unrestricted funds</b>			
General fund	<b>845,883</b>	<b>95,612</b>	<b>941,495</b>
<b>Restricted funds</b>			
Restricted Fund	<b>6,893</b>	-	<b>6,893</b>
<b>Endowment funds</b>			
Endowment Fund	<b>564,100</b>	<b>28,344</b>	<b>592,444</b>
<b>TOTAL FUNDS</b>	<u><b>1,416,876</b></u>	<u><b>123,956</b></u>	<u><b>1,540,832</b></u>

Net movement in funds, included in the above are as follows:

	Incoming resources	Resources expended	Gains and losses	Movement in funds
	£	£	£	£
<b>Unrestricted funds</b>				
General fund	<b>129,285</b>	<b>(116,435)</b>	<b>82,762</b>	<b>95,612</b>
<b>Endowment funds</b>				
Endowment Fund	-	-	<b>28,344</b>	<b>28,344</b>
<b>TOTAL FUNDS</b>	<u><b>129,285</b></u>	<u><b>(116,435)</b></u>	<u><b>111,106</b></u>	<u><b>123,956</b></u>

**THE PAROCHIAL CHURCH COUNCIL OF THE  
ECCLESIASTICAL PARISH OF ST JOHN THE  
BAPTIST SEVENOAKS**

**Notes to the Financial Statements - continued  
For The Year Ended 31 December 2023**

**15. MOVEMENT IN FUNDS - continued**

**Comparatives for movement in funds**

	At 1.1.22 £	Net movement in funds £	At 31.12.22 £
<b>Unrestricted funds</b>			
General fund	677,088	168,795	845,883
<b>Restricted funds</b>			
Restricted Fund	6,893	-	6,893
<b>Endowment funds</b>			
Endowment Fund	620,131	(56,031)	564,100
<b>TOTAL FUNDS</b>	<u>1,304,112</u>	<u>112,764</u>	<u>1,416,876</u>

Comparative net movement in funds, included in the above are as follows:

	Incoming resources £	Resources expended £	Gains and losses £	Movement in funds £
<b>Unrestricted funds</b>				
General fund	413,045	(137,126)	(107,124)	168,795
<b>Endowment funds</b>				
Endowment Fund	-	-	(56,031)	(56,031)
<b>TOTAL FUNDS</b>	<u>413,045</u>	<u>(137,126)</u>	<u>(163,155)</u>	<u>112,764</u>

**Restricted funds**

This fund is for monies raised for Church windows, Choir, Servers and Walsingham funds and is to be spent on specific purchases for the church.

**Endowment funds**

Alice Charles Bequest - this is a permanent endowment of funds left by the late Alice Charlies, with the income to be used for the maintenance of the ministry and in particular the support of the assistant clergy.

St John's endowment fund - this is an expendable endowment consisting of monies given in legacy by Fr Donald Pharoah and Ian Stupples.

**THE PAROCHIAL CHURCH COUNCIL OF THE  
ECCLESIASTICAL PARISH OF ST JOHN THE  
BAPTIST SEVENOAKS**

**Notes to the Financial Statements - continued  
For The Year Ended 31 December 2023**

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**16. RELATED PARTY DISCLOSURES**

Donations from Trustees during the year totalled £6,140 (2022: £5,240).

J Hendry (spouse of a trustee) was paid £3,720 (2022: £3,410) in relation to organist services.