

ST MARY THE VIRGIN RIVERHEAD WITH DUNTON GREEN

ANNUAL REPORT FOR THE 2020 APCM

Background

We are an Ecclesiastical Parish within the Deanery of Sevenoaks, with St. Mary's located at the heart of Riverhead village; on the northern borders of the town of Sevenoaks. The building itself dates from 1831. The chancel and sanctuary were added in 1882 to a design by Sir Arthur Blomfield, but the nave itself was the work of Decimus Burton. The church became a parish in its own right in 1864. St. Mary's also serves as the parish church of Dunton Green, which had its own church of St. John the Divine until, sadly, it was made redundant in the 1980s.

As of 1 December 2019, we are part of the West Sevenoaks Team Ministry, working alongside St. Luke's, Sevenoaks and St. Mary's, Kippington. A new Benefice has been established and is known as the Benefice of West Sevenoaks.

Structure, Governance and Management

The Parochial Church Council (PCC) is a charity exempted from registration with the Charity Commission and, in cooperation with the Vicar, which position is currently vacant, its purpose is the promotion within the ecclesiastical parish of the whole mission of the church, pastoral, evangelistic, social and ecumenical.

The method of appointment of PCC members is set out in the Church Representation Rules. In summary:

- Parishioners on the Local Electoral Roll elect the Churchwardens at the annual Vestry Meeting.
- The Churchwardens and Deanery Synod representatives (if not also churchwardens) are ex-officio members of the PCC.
- Members of the church who are listed on the Church Electoral Roll elect the other members of the PCC at the annual Parochial Meeting.
- All Churchgoers are encouraged to register on the Church Electoral Roll and stand for election to the PCC.

LIST OF CHURCHWARDENS/OFFICERS/PCC/DEANERY SYNOD MEMBERS AS AT APRIL 2019

CHURCHWARDENS:

Alison Bull 2018

Rachel Wigley 2019

LICENSED MINISTRY:

Daphne Harrison - Licenced by the Bishop in January 2020 as a Licensed Lay Minister (LLM) to the West Sevenoaks Team Ministry

SAFEGUARDING OFFICER:

Susan Allender

PCC MEMBERS: (Date of election: serve for three years)

Bennet Smith	2017
Barry Sharp	2017
Andrew Swidzinski	2017
Charlotte Rakhit	2018
Susan Allender	2018
Sarah Way	2018 - Standing Down 2020
Ali Wakefield	2018
Sarah Stott	2019
Simon Bull	2019

DEANERY SYNOD: Serve for three years

Anne Straight - 2018 - Standing Down 2020
Margaret Nicholas - 2018

OFFICERS:

Stuart Wigley - Treasurer
Veronica Todd – Secretary

STANDING COMMITTEE:

Vicar, Wardens, Treasurer, Secretary, Bennet Smith

The Parochial Church Council meets six times a year. The PCC and the Standing Committee are chaired by the Incumbent with one of the wardens as deputy. In the current vacancy the meetings are chaired by one of the Churchwardens. The Standing Committee meets to set the Agenda approximately two weeks before each PCC Meeting.

A part-time Honorary Parish Administrator is in post, undertaking those administrative duties necessary for the smooth running of the parish, including preparing and maintaining the registers, printing and circulating rotas, pew sheets, service sheets etc.

The PCC has delegated a **Stewardship Committee** to oversee and report back to it on fundraising, financial, environmental ('Green Church') and procurement matters.

The PCC has delegated a **Church Fabric Committee** to oversee and report back to it on matters concerning church building, grounds and repairs.

They have particular responsibility in responding to the various needs raised by our Quinquennial Inspections. They have also worked very hard at creating a welcoming church which, it is hoped, will lead to St Mary's being left open more often.

Worship and Occasional Services

St Mary's is a village and local community church; serving all the functions that would be expected of it as such. It sits in an inclusive tradition; all are welcome - churched, unchurched, enquiring. Although the worship is centred on the celebration of Holy Communion, we also enjoy less formal forms of worship. Our Family Service each month is usually non-Eucharistic, but is still a meaningful but shorter service, especially accessible for families with very young children. We encourage all requests for Baptism in the church and, although the offering of marriage ceremonies for divorcees is largely a matter of discretion for the incumbent, the PCC broadly accepts it. In the past, the parish has admitted children to Communion before Confirmation when they have already been accepted in a previous church; the question of a general policy could be considered for the future.

A well-attended Parade Service for the local Uniformed Organisations is held at our Harvest Festival.

Local schools hold their various services in the church, and the vicar pays regular visits to them by arrangement with the head teachers.

The church holds Christingle and Crib Services on Christmas Eve. These can fill the church to overflowing with children, their parents and their families, many of whom do not attend on a regular basis, but rightly regard St Mary's as their church; and are more than welcome.

Over the past few years our Christmas Tree Festival (created by and for the church and local community & organisations) has proved very popular; as has its Christmas Tree Carol Service on the Sunday afternoon of the festival weekend.

Our pattern of weekly services is:

Sunday:

8.00 a.m. Holy Communion (BCP)

9.30 a.m. Parish Eucharist (CW)

9.30 a.m. Family Service (1st Sunday)

9.30 a.m. All-Age Eucharist (3rd Sunday)

9.30 a.m. Service is followed by coffee at the back of the church

Thursday:

11.00 a.m. (except the third Thursday) Holy Communion at Dunton Green Village Hall

As we are in an interregnum, our Licensed Lay Minister, Daphne Harrison, has been taking non-Eucharistic services, funerals, Thursday Holy Communion at Dunton Green by extension (currently suspended due to lockdown), home communion visits, again by extension, (currently suspended due to lockdown) and arranging for visiting clergy, retired and in office, to take Eucharist services.

NOTE:

Since March 2020 and the start of the lockdown due to Coronavirus, services have been held using Zoom. These consist of Sunday services and a midweek Compline service. There was a service to celebrate VE day on Friday 8th May. These services have been, and continue to be, well attended.

Since the establishment of the new Benefice of West Sevenoaks, a prayer meeting is held each Tuesday evening between 7.15 and 7.45pm with members of the three parishes. This is also held on Zoom at the moment, due to the lockdown.

Average Sunday attendance involves around 70 Adults and Children.

There are usually around 20 Baptisms and 3 to 4 weddings a year.

Each year, there are around 30 funerals, cremations and interment services.

St Mary's continues to need people called to be part of our Ministry Team. The duties include liaising with families for baptism preparation, supporting them through the baptismal ceremony and beyond, visiting the elderly and sick and offering home Communion to those who are housebound.

Music

The music at the 9.30 a.m. Parish Eucharist is led by the organ and the robed SATB choir. A weekly choir practice takes place on Thursday evenings.

On the First Sunday of each month there is a non-Eucharistic Family Service, usually with more modern worship songs, often accompanied by a young person music group of instrumentalists.

Music has always been a very important part of the worship at St. Mary's. To that end we are very grateful to the continued invaluable contributions of Janet Sharp, Daniel Eaton and Nicholas Castell.

Church Life

The activities undertaken in the church are many and varied.

We have an excellent Tots & Toddlers group which meets every Monday afternoon. We also have a first-class Sunday Club with around 20 children on any given Sunday.

Much more difficult in recent years has been the provision of opportunities for young people in the 11+ category, and this is a subject that continues to need addressing.

We have a Mothers' Union representative, but there is no longer a Riverhead branch of MU.

We are one of the founders and keen supporters of the Littlecourt Lunch Club which provides an excellent meal each Tuesday. Our involvement consists not just of providing front-of-house and cooking teams, but also drivers who augment the Age Concern buses that bring some people in and take them home.

St. Mary's takes part every year in the Riverhead Carnival. We have also in the past supported both financially and practically, the annual Dunton Green Fun Day

The Lay Minister sometimes leads a service of Worship and Word at Hamlyn Court; sheltered accommodation in Dunton Green.

We work with Faithworks, an offshoot of Bessels Green Baptist Church to serve the Dunton Green community and are actively pursuing with them new ways of reaching the people of Dunton Green with the Gospel.

We are active members of the Churches Together in Sevenoaks, meeting at times for special services and sharing Lent lunches

St Mary's has a link with our brothers and sisters in Harju-Risti church, Estonia - Pastor Annika Laats.

Our outreach includes helping to support Kenyan children through the Sevenoaks Kenyan Education Trust.

We support the annual Rochester Diocesan Poverty and Hope appeal and also actively promote the annual Thy Kingdom Come initiative as a means of encouraging prayer for others in our community

Each year at the APCM, we vote to actively support two or three further charities and invite them to come to talk to us during a Sunday service.

We have an active Events Committee who organise social activities, as well as the catering for special occasions.

A regular group meets for bible study and prayer each Monday morning. There is a prayer board in the Lady Chapel for people to pin up their prayer requests.

In addition, the congregation is invited to participate in an ecumenical Lent Course through Churches Together in Sevenoaks and similar activities from time to time.

A house group meets once a week for fellowship and prayer.

Parish Finances

Our finances were published in advance of the APCM and approved by the PCC. The Treasurer and other members of the PCC have worked extremely hard to reduce outgoings; for example by changing our Bank (reducing charges), energy supplier, telephone and photocopying contracts.

We are enormously grateful to the treasurer and everyone involved in this important task.

2020 and Beyond

Some of the challenges we will face together are:

- The strengthening of our excellent but depleted Ministry Team.
- The problem of retaining the young beyond Sunday Club age, and involving them directly in church activities, including active participation in church services.
- Possible refurbishment of the Gallery at the West End
- Continuing quinquennial and fabric maintenance work.
- Encouraging new members of the church, as they feel more settled with us, to become more involved in the life of the church.
- Responding to the Diocese's *Called Together* initiative.
- Possible capital projects such as repairs to the church roof and upgrading our Chancel lighting system.
- The current Interregnum due to the retirement of our Vicar, Revd Martin Booth, in March 2019.

Safeguarding Report – April 2019 to March 2020

1. Safeguarding Assessment Audit was sent to the Diocese by the 1st May 2019 deadline, having been completed by Ronnie Todd, Rachel Wigley, Alison Bull, Daphne Harrison and Susan Allender.
2. Susan Allender was appointed Safeguarding Officer for St Mary's Church, Riverhead with Dunton Green in April 2019. Any serious incidents occurring at St Mary's will be reported to the Diocese by Susan Allender.
3. Training – Safeguarding training at an introductory level has been completed by the PCC. Those in positions of responsibility and leadership roles have either completed or are due to complete training at a higher level. Continuous assessment of safeguarding training will be monitored by Susan Allender.
4. Safeguarding relating to St Mary's premises. The Diocese has asked that all our long-term hirers of the Church Hall either show us proof that they have their own safeguarding and DBS policies and procedures in place or that they follow the St Mary's guidelines. All hirers have been contacted with a copy of St Mary's safeguarding policies and procedures. Some hirers, but not all, have confirmed that they either do not have any contact with children or vulnerable adults or that they agree to follow our safeguarding guidelines. 'One off' hirers do not have to follow our safeguarding policies as this would be too onerous to police. Assumption is made that any entertainers or caterers have the relevant DBS checks in place, which is the responsibility of the 'one off' hall hirer.
5. The House of Bishops' safeguarding guidelines ("Promoting a Safer Church") were officially adopted by St Mary's in April 2019. In February 2020 the Diocese contacted us to reiterate that all churches have a duty to "have due regard" to these safeguarding guidelines and that there was no option whatsoever to interpret the guidelines as we please. We must follow them strictly.
6. Past Cases Review. The Diocese asked us to complete an investigation into whether past occurrences of serious incidents have been reported to the Diocese and if an incident has occurred in the past and not been reported then we must do so. All relevant records were checked and relevant members of our congregation were consulted and to the best everyone's knowledge no serious incidents have occurred. Therefore, Susan Allender returned the forms with a 'Nothing to Report' statement.
7. Pew Sheet Safeguarding Notice – a notice has been placed in the weekly pew sheet stating that St Mary's promotes a safer church and that anyone with any concerns, past or present, should approach the Safeguarding Officer or the Diocese Safeguarding staff if they wish. Notices have been put up around the church with various contact details for anyone with concerns or worries.
8. Work in Progress – Ongoing work and liaison is taking place with the Safeguarding Officers of St Mary's Kippington and St Luke's comparing various training and recruitment requirements and checklists of safeguarding procedures. Susan Allender is also checking whether all relevant leaders have the required safeguarding training.

St. Mary's Church

The Parish Church of Riverhead with Dunton Green, Kent



FINANCIAL REVIEW OF PAROCHIAL CHURCH COUNCIL OF ST MARY THE VIRGIN, RIVERHEAD WITH DUNTON GREEN

for the year ended 31 December 2019

PAROCHIAL CHURCH COUNCIL OF ST MARY THE VIRGIN, RIVERHEAD WITH DUNTON GREEN

Annual Accounts for the year ending 31 December 2019

Financial Review

The Report of the PCC has been prepared in accordance with Financial Reporting Standard for Smaller Entities (effective January 2005).

Total incoming resources were £102,789 (2018: £99,613; 2017: £88,220) and are detailed in the financial statements, of which the Church Hall provided a gross income of £13,887 (2018: £12,604; 2017: £10,450).

Voluntary income overall has increased to £78,313 compared to last year (2018: £77,835; 2017: £69,072), with a significant contribution coming from three legacies.

The underlying voluntary giving for 2018 is slightly higher than last year, and Planned Giving has decreased by 1.5%. Regular giving is a key aspect of funding the work the PCC undertakes. Regular giving through using the monthly or weekly envelopes and bank standing orders benefit from much needed Gift Aid. Giving via legacies is also encouraged and full details are contained on St Mary's website. Three legacies totalling £14,250 were received during the year and their use is being targeted and reviewed by the PCC.

There was the final works undertaken for ecological and soft landscaping improvements as a result of a grant from Tesco/Groundworks, to the area around the church buildings. The expenditure this year totalled £720.

Fees received (funerals, weddings etc.) totalled £6,895 and were higher than last year (2018: £6,666; 2017: £4,405)

£84,012 (2018: £93,903; 2017: £95,350) was spent on church activities and is lower than last year.

Contributions to the Diocese during 2019 includes both what was previous called the 'parish share' – a payment towards the Diocese's running costs - and the payment to cover the Vicar's Stipend. £48,878 was paid to the Diocese (2018: £46,800; 2017: £45,000). The budgeted contribution for 2020 to the Diocese is £48,878. This Indicative Offer is greater than the Indicative Offer Calculation from the Diocese.

Utility bills for gas and electric for the church totalled £2,566 (2018: £2,462; 2017: £2,486).

The Church Hall had expenditure of £6,270 (2018: £6,580; 2017: £6,897).

Charitable giving by St Mary's was £1,528 (2018: £1,735; 2017: £1,626).

The result for the year was a net incoming of resources of £16,906 (2018: net incoming of £4,749; 2017: net outgoing resources of £8,820).

PAROCHIAL CHURCH COUNCIL OF ST MARY THE VIRGIN, RIVERHEAD WITH DUNTON GREEN

Annual Accounts for the year ending 31 December 2019

Actions suggested to be reviewed for 2020 include:

- Budgets for income and expenditure have been set and regular monitoring will take place
- We need to encourage improvements to the level of regular giving
- Details continue to be refined on the church's website to provide clarity regarding the types of giving and how to do this and increase awareness of the benefit of Gift Aid
- Explore further methods of accepting donations, increasing the prominence of the current digital methods of making payments, both by card and contactless
- Increase the numbers on the electoral roll
- Review where further cost savings can be made
- Maintain reserves as targeted
- Utilise the procurement policy developed to obtain competitive quotations for work required
- Policies and guidance have been developed and reviewed and now comprise documents for: conflict of interest; trustees; environmental; complaints, GDPR and financial. These will be reviewed during 2020 and added to where identified

The total fund balances carried forward at 31 December 2019 were £163,208 (2018: £146,302; 2017: £141,555).

The Church Repair Fund and Hall Repair Fund have year-end balances of £15,567 and £11,210 respectively (2018: £12,824 and £10,360 respectively) and these are retained towards meeting the future cost of repairs to the fabric of the church and hall, including costs arising from the Quinquennial inspection. The Quinquennial Inspection Report was issued on 1 February 2016. The works identified within the Report require the contributions set aside for the anticipated repairs to be undertaken.

The Lunch Club Fund has received income during the year of £588 (2018: £606; 2017: £1,234) and incurred costs of £1,581 (2018: £1,501; 2017: £1,974). The deficit in the year of £993 exceeded the opening balance of £824 by £169 which was met by general reserves leaving a closing Lunch Club Fund balance of £0 (previous years closing balances: 2018: £824; 2017: £1,720). A review of the income and expenditure will need to be undertaken during the coming year.

The PCC have retained the Parish Investment Trust of £75,296 (2018: £75,296; 2017: £75,296). Any interest raised from this Trust is paid into the CBF Deposit Account. As recorded previously, an important development during 2016 was the receipt of confirmation from the Diocese that this Trust fund can be accessed by the PCC for any ecclesiastical purposes of the parish.

We have striven to minimise expenditure and encourage giving during 2019 by undertaking the following:

- Continue to obtain income from the Easyfundraising and AmazonSmile websites
- Received income from the recycling of old mobile phones and printer cartridges through Recycle4Charity

PAROCHIAL CHURCH COUNCIL OF ST MARY THE VIRGIN, RIVERHEAD WITH DUNTON GREEN

Annual Accounts for the year ending 31 December 2019

- Promoted different ways of giving, which can now be done contactless and by card
- We successfully re-negotiated the renewal of the utilities contract

Reserves

It is PCC policy to deposit money not needed for day-to-day activities in the CBF Church of England Deposit accounts. The amounts totalled £94,949 (2018: £94,241; 2017: £93,775).

The CBF Deposit Funds for the church are held by CBF and have not been eroded this year. The CBF Fund at the end of the year was £19,653. This equates to 23% of the payments the church budgeted for in 2019.

As indicated above, during 2016 the Diocese clarified access to the Parish Trust Fund. These funds are retained in a deposit account. The Parish Trust Fund of £75,296 is to be used for ecclesiastical purposes and it is the intention of the PCC to retain these funds as a Parish Trust Fund against a time of need. In the previous accounts this fund was shown as 'Investments'. The Fund is now included within 'Short term deposits'.

The target for general reserves is for a sum equivalent to between three and six months of outgoings, which currently broadly equates to £22,000 to £45,000. The general reserves of £56,532 falls above this range.

Thanks

I would like to include my thanks to Margaret Nicholas, Barry Sharp, Bryan Nicholas, John Curtis and all those assisting with the counting and processing of the weekly collections, and for their ongoing support.

It is proposed that these accounts are to be examined by Jim Metcalf FCMA. The PCC would like to express their thanks in advance to him for undertaking this work.

Stuart Wigley (Hon Treasurer)

9 March 2020

Independent Examiner's Report to the PCC of St Mary the Virgin, Riverhead with Dunton Green

I report on the accounts for the year ended 31 December 2019 which are set out on pages 1 and 2.

Respective responsibilities of the Trustees and the Independent Examiner

The charity's trustees consider that an audit is not required for this year under Section 144(2) of the Charities Act 2011 ("the 2011 Act") and that an independent examination is needed.

It is my responsibility to:

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

Basis of Independent Examiner's Statement

My examination was carried out in accordance with the General Directions given by the Charity Commission.

An examination includes a review of the accounting records kept by the charity and a comparison of the accounts presented with those records. It also includes a consideration of any unusual items or disclosures in the accounts, and seeking explanations from appropriate trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in a full audit, and consequently I do not express an audit opinion on the accounts.

Independent Examiner's Statement

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

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

Mr James Metcalf, FCMA



The Tile House, Bessels Green Road, Sevenoaks, Kent TN13 2PS

9 June 2020