

**St George's Church, Wrotham
Sevenoaks, Kent**

**Annual Report and Financial Statements
Of the Parochial Church Council**

For the year ended 31 December 2019

Charity Registration Number: 1177875

Rector: The Revd Edward Wright
The Rectory
Borough Green Road
Wrotham
Sevenoaks
Kent. TN15 7RA

Churchwardens: Mrs Sandy Chapman
Mrs Pauline Smith

Treasurer: Mrs Linda Read

Bank: CAF
Kings Hill
West Malling
Kent ME19 4TA

Independent Examiner: John Francis FCA DChA
The Vicarage, The Close
Corseley Road
Groombridge, TN3 9SE

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Administrative information

St George's Church is situated in the Square, Wrotham, Kent. It is part of the Diocese of Rochester within the Church of England. The correspondence address is The Rectory, Borough Green Road, Wrotham, Kent TN15 7RA.

PCC members who have served from 1st January 2019 until the date this report was approved are:

Ex-officio:

Rector:	The Revd Edward Wright
Wardens:	Mrs Sandy Chapman Mrs Pauline Smith
Lay Minister	Mrs Sue Smith
Reader	Mrs Gill Johnson
Representatives on Deanery Synod:	Mrs Marleen Harvey Kelly Mrs Kathy Wiffen

Elected Members: Mrs Margaret Barrow (retired APCM 2019)
Mrs Carolyn Beach
Mrs Trish Bradshaw (appointed APCM 2019)
Mr Greg Forsyth (appointed APCM 2019)
Mrs Marleen Harvey-Kelly
Mr Mike Hodder
Mrs Diana Knox
Mrs Linda Read (treasurer)
Mrs Lynn Whitham
Mrs Kathy Wiffen

Co-Opted Member: Mrs Trish Bradshaw (until APCM 2019)
Mrs Margaret Garlinge (9 May 2019)

Safeguarding officer: Mrs Sue Smith

Structure, governance and management

The Parochial Church Council (PCC) is a corporate body established by the Church of England. The PCC operates under the Parochial Church Powers Measure. PCC members are elected under the provisions of the Church Representation Rules. Members of the PCC are either appointed ex officio or elected by the Annual Parochial Church Meeting (APCM) from Church attendees registered on the Electoral Roll.

The PCC was registered as a charity with the Charity Commission on 10th April 2018.

The full name of the charity is The Parochial Church Council of the Ecclesiastical Parish of Wrotham, but it is generally known as St. George's Church, Wrotham, or as St. George's PCC, Wrotham.

The full PCC met eight times during the year, including two Extraordinary Meetings: one after the APCM to appoint the treasurer; and one to make arrangements for Faculty Petitions. The standing committee met between PCC meetings on six occasions to prepare the agenda for the forthcoming PCC. The standing committee comprised the Rector, churchwardens and treasurer.

The PCC has complied with the duty under section 5 of the Safeguarding and Clergy Discipline Measure 2016, which sets out the House of Bishops' guidance on safeguarding children and vulnerable adults.

Three members of the PCC sit on the Deanery Synod, which allows a connection to be maintained with the wider structures of the Anglican Church.

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Objectives and Activities

St George's PCC has the responsibility of co-operating with the rector, the Revd. Edward Wright, to continue promoting, in the ecclesiastical parish, the whole mission of the Church, pastoral, evangelistic, social, and ecumenical. It also has responsibility for the maintenance of the Church.

The PCC has considered the Charity Commission's guidance on public benefit and, in particular, the supplementary guidance on charities for the advancement of religion.

Looking to the future, and following discussions with the Archdeacon and the Rector of Ightham, the PCC voted unanimously in November that the potential should be explored of working more closely with Ightham parish with a view to the possibility of forming a link in the future.

Achievements and Performance

Worship & prayer

The PCC aims to provide a range of services for regular worship and for special occasions in order to offer as much opportunity as possible for participation for those in the parish and beyond in ways that relate to varying spiritual experience and levels of faith.

The weekly Breakfast Church has been sustained, with a core who attend nearly every week, and a wider number who come occasionally. It is not only for those with young families, as others who appreciate the informal style come regularly. The main 10.30am Worship service takes place every Sunday, and in addition, on the first week of the month, communion following the 1662 Book of Common Prayer is held at 8.00am. The PCC reviewed the feedback on the 3-month trial of a different pattern of services on the first Sundays in October-December 2018. It was decided that it had been too complicated and that another 3 month trial of a simpler pattern should be run on the third Sunday in each month. The pattern is to be breakfast followed by a Service of the Word with Communion, with coffee served afterwards.

The 'Cluster Group' churches of Wrotham, Ightham, Platt and Borough Green continued worshipping together on the 5th Sunday as well as for special services.

In addition to two weekly prayer meetings and two fortnightly study groups, a group started towards the end of the year that meets one evening a month for bible study and discussion.

On Maundy Thursday, a Tenebrae Supper was held and on Good Friday there was an excellent production of 'The Crucifixion' by Stainer. A prayer meeting was held on 3rd June as part of the diocesan 'Thy Kingdom Come' initiative. The 'Carols in the Square', which followed the Crib and Christingle Service on Christmas Eve was attended by well over 200 people, with many coming into the church afterwards for mulled wine and mince pies. Whilst 67 attended the 'Midnight' Service at 11:30 pm on Christmas Eve, 68 attended the Christmas Morning Communion Service.

There were 72 parishioners on the Church Electoral Roll. The usual Sunday attendance was 49 adults and 8 children, with considerably greater numbers attending on special occasions such as Easter, Remembrance Sunday and Christmas.

Mission, Outreach and Pastoral Care

The Parent and Toddler group continues to run on Friday mornings during term time from 9-11am in the Village Hall, except on the first Friday of each month. A small but committed band of volunteers help set up, provide refreshments etc, and to date the take-up has proved worthwhile, with 6 to 16 parents attending weekly, together with up to 25 children.

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Links with the local Church of England Primary School have continued and strengthened, enabling the Church to have significant input into the life of the school. The Rector, Sandy Chapman and Sue Smith sit on the Governing Body of the school; Sandy chairs the Worship, Ethos and Safeguarding Committee as well as being the Safeguarding Governor, whilst Sue is the RE Governor. In addition to the school holding Easter, Harvest, Remembrance, Christingle and their Leavers' services in the Church, a regular family service for the whole school has also taken place most months during term time. The Rector takes Collective Worship in the school every week, and during the year a monthly 'Open the Book' presentation was started, involving a team putting on a dramatization of a Biblical story in Collective Worship. A Special Service of thanksgiving was held in Church in April on the retirement of Mr David Jones as Headteacher.

The School again used the Church as a venue to host the Pilgrims' Way Church Schools Festival in June, involving four schools in the area. This year they recommenced hosting a monthly coffee morning for SEN parents in the Church, but this only ran for a few months owing to staff changes. Church members have again donated bibles to the Year 5 pupils and the Reception Class were each given a copy of a children's bible in a separate service in Church. Pupils and their families continue to participate in at least 3 Sunday Services in the year as well as contributing artwork for Harvest Festival.

The Church actively promoted, and members assisted in the running of, a local 'Filling Station', an evangelical worship and teaching meeting which was held once a month in the Cricket Pavilion.

Grange Park Secondary School, a specialist provision for young people with Autistic Spectrum Condition, also held Easter, Harvest, and Christmas services at church.

Once again the Wrotham cadets played a prominent role in our Remembrance Day Service, delivering a presentation on their continued research into the history of the fallen listed on Wrotham war memorial, whilst the children from St Georges Primary School participated in the readings and the prayers.

The church's outreach through weekly Charity Coffee Mornings raises significant sums for a range of charitable causes, and provides a mid-week meeting place for the community at large. The Wrotham Community Choir and the Sisterhood run by church members all continue to be well supported.

A Pastoral Visiting Team was set up by the PCC and had its first meeting in September. This includes the Rector, the Lay Minister and two other church members, and was set up to provide fuller and more co-ordinated pastoral care of the community, particularly where there is sickness or bereavement. Home Communion for those unable to come to church have been conducted by extension by Margaret Barrow and the Rector. Preparation for those asking for Baptism for their children was arranged, with Alex and Amanda Hawkins accompanying the Rector on home visits based around two sessions from The Alpha Course. Latterly, Lynn Whitham has been involved.

The Bi-Annual Arts Festival took place in Church from 10th to 12th May. The Church also played host to a Choral Workshop and a number of concerts, as part of the annual Wrotham Village Music Festival held over the August Bank Holiday weekend.

The annual Wrotham Christmas Concert was again a great success, with participation from the Community Choir and the Festival Choir brought together by the tireless efforts of our Organist and Choirmaster, Neil Rollings.

The Church Building

The November 2017 Quinquennial Inspection has raised a number of minor issues that need to be resolved, which will be gradually dealt with as funds allow.

The Cumbria Clock Company overhauled the clock. Grants for this work were obtained from The Ibstock Enover Trust, The Pilgrims Trust and the Friends of St. George. The carillon overhaul will be a future project when finance allows.

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The provision of Disabled access into the Church has been considered over many years, as it presents a considerable challenge. During the year the PCC consulted the Church architects, Thomas Ford & Partners, to ask them to prepare a draft proposal to enable safe wheelchair access from the top gate of the churchyard. Following a subsequent visit from DAC members and after careful consideration of all the options, a scheme is to be put forward to the DAC, Historic England and other parties for approval.

Repairs to blown plaster above the font have been carried out and the tables of the buttresses on the North side of the church are due to be repointed when the weather allows.

A new WC Pump has been fitted and the floor tiles have been repaired as far as is practicable.

A grant was obtained from the Friends of St George to carry out repairs on the failed organ pipes.

The processional cross was repaired at considerably less cost than originally anticipated and is available for use at all services.

We are again indebted to Malcolm Wiffen for all his hard work and commitment to these projects, including the handling of the considerable administration and project management that is needed.

We appreciate too the efforts of parishioners who have kept the church and the churchyard in such good repair. And we are especially grateful to the Friends of St George's Church for all their endeavours to raise funds for the maintenance of the Church fabric.

Financial Review

The accounts are prepared on a receipts and payments basis. After accounting for a loan repayment (finally clearing an interest free loan from 2016), the General Fund sustained a deficit of £1,399. The balance on the General Fund carried forward was £2,577 at 31 December 2019.

Ways to increase general income will continue to be reviewed to enable the work of the Church to continue and develop; grants and fundraising efforts will be needed to bring the Access for the Disabled plan to fruition.

Reserves Policy

The policy is to hold general reserves equivalent to three months' running costs, which is in the region of £15,000. This objective has not been met in recent years.

The PCC is reliant on fund-raising and grants from grant making bodies including the Friends of St George's Church Wrotham for further repairs.

Approved by the PCC on 17 March 2020 and signed on its behalf

Chairperson: Revd Edward Wright

INDEPENDENT EXAMINER'S REPORT TO THE PAROCHIAL CHURCH COUNCIL OF ST. GEORGE'S, WROTHAM

I report to the members of the Parochial Church Council on my examination of the accounts of the Parochial Church Council of St. George's Wrotham (the PCC) for the year ended 31 December 2019.

Responsibilities and basis of report

As the members of the PCC 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 PCC's accounts carried out under section 145 of the 2011 Act and in carrying out my examination I have followed all the 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:

- accounting records were not kept in respect of the PCC as required by section 130 of the Act; or
- the accounts do not accord with those records.

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.

John Francis FCA DChA
Chartered Accountant

17 March 2020
The Vicarage, The Close
Corseley Road
Groombridge, TN3 9SE

FINANCIAL STATEMENTS FOR THE YEAR ENDED 31ST DECEMBER 2019

RECEIPTS AND PAYMENTS ACCOUNT

		Totals 2019 £	General Fund 2019 £	Designated Funds 2019 £	Restricted Funds 2019 £	Totals 2018 £
RECEIPTS	Note					
Voluntary Receipts	3	70,872	42,968	860	27,044	82,513
Activities for generating funds		14,417	9,784	143	4,490	11,298
Receipts from Church activities	4	12,170	12,170	-	-	11,085
Investment income		38	38	-	-	51
Total receipts		97,497	64,960	1,003	31,534	104,947
PAYMENTS						
Church activities						
Diocesan Parish contribution		32,841	32,841	-	-	32,040
Clergy and staffing costs		1,618	1,618	-	-	1,571
Church running expenses		12,473	10,454	-	2,019	12,526
Cost of services		9,663	8,381	1,225	57	10,079
Buildings maintenance		22,935	-	-	22,935	68,789
Mission giving and donations		2,851	1,830	-	1,021	2,974
		82,381	55,124	1,225	26,032	127,979
Cost of generating funds	5	3,235	3,235	-	-	3,245
Loan repayment		8,000	8,000	-	-	-
Total payments		93,616	66,359	1,225	26,032	131,224
Excess surplus/(deficit) of receipts over payments		3,881	(1,399)	(222)	5,502	(26,277)
Transfer between funds		-	(1,645)	650	995	-
Balances at 1st January 2019		11,688	5,621	3,363	2,704	37,965
Balances at 31st December 2019		15,569	2,577	3,791	9,201	11,688
represented by:						
Cash Funds	6	15,569	2,577	3,791	9,201	11,688

The attached notes form part of these financial statements

Approved by the PCC on 17 March 2020 and signed on their behalf

Chairperson: Revd Edward Wright

Treasurer: Linda Read

**NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31ST DECEMBER 2019**

1 ACCOUNTING POLICIES

The financial statements of the PCC have been prepared in accordance with the requirements of the Church Accounting Regulations 2006, using the Receipts and Payments basis.

a Incoming resources:

Income, including tax recoveries on Gift Aid and VAT reclaims, is recognised when received. Funds raised by special events are accounted for gross, and related expenditure recorded separately.

b Fixed assets:

Consecrated and beneficed property of any kind is excluded from the accounts. Other inalienable property is not recorded in these accounts but the church's Inventory may be inspected at any reasonable time.

2 DESIGNATED AND RESTRICTED FUNDS

Designated funds are under the control of the PCC. Restricted funds may only be expended by the PCC for purposes specified by the donor.

The movements in designated and restricted funds during the year were:

Restricted:	Balance brought forward	Receipts	Payments	Transfer	Balance carried forward
	£	£	£	£	£
Roof repairs	762	747	-	-	1,509
Access for the disabled	-	7,204	(1,464)	-	5,740
Clock repairs	-	16,236	(16,236)	-	-
Other building repairs	83	6,176	(7,254)	995	-
<i>All building repairs</i>	845	30,363	(24,954)	995	7,249
Education fund	1,859	-	(57)	-	1,802
<i>for education of children</i>					
Discretionary Fund - Hardship	-	150	-	-	150
Special collections for charity	-	1,021	(1,021)	-	-
	2,704	31,534	(26,032)	995	9,201

Designated:	Balance brought forward	Receipts	Payments	Transfer	Balance carried forward
	£	£	£	£	£
Diocesan repair fund	47	-	-	-	47
Embroidery fund	353	-	-	-	353
Choir fund	2,763	483	(105)	-	3,141
Flower fund	200	520	(1,120)	650	250
	3,363	1,003	(1,225)	650	3,791

3 VOLUNTARY RECEIPTS

	Totals	General	Designated	Restricted	Totals
	2019	Fund	Funds	Funds	2018
	£	2019	2019	2019	£
Grants and donations:		£	£	£	
Heritage Lottery Fund	-	-	-	-	7,990
Grant for VAT on repairs	4,789	-	-	4,789	21,113
Friends of St. George's Wrotham	6,734	-	-	6,734	6,504
Donations from other charities	12,600	-	-	12,600	-
Other donations including Gift Aid	46,749	42,968	860	2,921	46,906
	70,872	42,968	860	27,044	82,513

**NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31ST DECEMBER 2019**

4 RECEIPTS FROM CHURCH ACTIVITIES

	Totals	General	Designated	Restricted	
	2019	Fund	Funds	Funds	Totals
	£	2019	2019	2019	2018
		£	£	£	£
Fees	5,217	5,217	-	-	3,011
Magazine income	6,953	6,953	-	-	8,074
	12,170	12,170	-	-	11,085

5 COST OF GENERATING FUNDS

Magazine printing	2,620	2,620	-	-	2,615
Fund raising events expenses	615	615	-	-	630
	3,235	3,235	-	-	3,245

6 STATEMENT OF ASSETS AND LIABILITIES

	Totals	General	Designated	Restricted	
	2019	Fund	Funds	Funds	Totals
	£	2019	2019	2019	2018
		£	£	£	£
Cash Funds					
CAF Bank	15,251	2,307	3,743	9,201	11,421
Cash in Hand	270	270	-	-	220
Diocesan Church Repair Fund	48	-	48	-	47
Cash funds	15,569	2,577	3,791	9,201	11,688
Other monetary assets					
Gift aid recoverable	9,300	9,300	-	-	10,500
VAT reclaim	-	-	-	-	746
Total assets	24,869	11,877	3,791	9,201	22,934
Liabilities					
Architects bill	(720)	-	-	(720)	-
Interest free loans repayable within a year	-	-	-	-	(8,000)
Light & heat bills	-	-	-	-	(198)
Net assets	24,149	11,877	3,791	8,481	14,736