

St Peter's Church

Bayhall Road, Tunbridge Wells

Annual Report and Financial Statements

**THE PAROCHIAL COUNCIL OF THE ECCLESIASTICAL PARISH OF
ST PETERS, TUNBRIDGE WELLS**

Charity Number: 1131548

For the year ended 31 December 2019

**Incumbent: Mike Warren
The Vicarage, Bayhall Road, Tunbridge Wells TN2 4TP**

**Bank: HSBC Bank Plc
105 Mount Pleasant
Tunbridge Wells**

Independent Examiner: Mrs Sheila Anstead

The Parochial Council of the Ecclesiastical Parish of St Peter's Tunbridge Wells

Working Name: **St Peter's, Tunbridge Wells**

Trustees Annual Report for 2019

Background

St Peter's aims to promote the preaching and teaching of the gospel of Jesus Christ within the parish, and beyond its boundaries through the work of a number of missionary societies. It seeks to maintain good relationships with other churches within the parish and town. It aims, as far as possible, to maintain a good community profile.

Charitable Status and Governing Document

The charity was registered with the Charities Commission on 8 September 2009 under the governing document The Parochial Church Council Powers Measure (1956) as amended and The Church Representation Rules.

Membership

Members of the PCC are either ex officio or elected by the Annual Parochial Church Meeting (APCM) in accordance with the Governing document and the Church Representation Rules.

Members of the PCC are also Trustees of the Charity.

During the year the following served as members of the PCC:

<i>Incumbent:</i>	<i>(Chairman)</i>	Michael Warren
<i>Assistant Minister:</i>		Philip Peddar
<i>Wardens:</i>		Keith Waters
		Sally Poland
<i>Representatives on</i>		Michael Sumpter
<i>The Deanery Synod:</i>		
<i>Elected Members</i>		Richard Akehurst
		Tony Burgess <i>Treasurer</i>
		Michele Burgess
		Alfredo de Masi
		Peter Fromow
		Rachel Fromow
		William Lane
		Mary Sturgeon
		Lindsey Sumpter

Standing and Finance Committee

The minister & churchwardens (ex-officio), plus 2 elected from the PCC. Elected members this year: William Lane and Anthony Burgess.

Aims:

- to carry out the business of the PCC between meetings
- to oversee the provision of facilities necessary for St Peter's to fulfil its mission in a welcoming and safe environment
- to look in detail at finances and budgets and make recommendations to the PCC.

Church attendance

The names of 98 Members appear on the new Church Electoral Roll of whom 55 were not resident within the parish. The average weekly adult attendance was 84. Children and youth who attend the opening part of services usually increased this number by an average of 17.

Review of the Year

Meetings

St Peter's PCC held 1 APCM, 6 regular and 1 extraordinary meetings during 2019.

Mission

The church continues to attract new members, and the Life Explored course is used to introduce non-Christians to the faith. The PCC continued to support and pray for our Mission Links: Serving In Mission (SIM), Church Missionary Society (CMS), People International (PI) and Crosslinks/Acorn Camps.

Youth work

The youth benefit from Sunday Bible Classes; a Friday night youth club, SPY (for 11 to 14 year olds); a study group, CY, for 14 to 18 year olds; and summer camps.

A gift of Bibles was made to all year 6 pupils at St Peter's School at the time of their transfer to secondary school.

Evangelism and Worship

The vicar Mike Warren, the assistant minister Phil Peddar and the church family work together to spread the gospel in the parish and to strengthen adult and youth teaching. Door-knocking in the parish, under the leadership of Phil Peddar, has led to new people attending services.

Community

- St Peter's School Governors: Mike Warren, Matt Aldous & Yemi Adenekan.
- A number of church members continue to serve the community in a quiet and godly way. For example, at Good Neighbours, members at Sherborne Close, Trustees at Fegans children's charity, workers in other local charities, ministering in sheltered housing and nursing homes and helping at the winter shelter for rough sleepers.

Administration

The church was well supported by Lindsey Sumpter in administrative matters, assisted by Mary Sturgeon. The role included secretarial support for the Vicar, managing church hall lettings, record-keeping, purchasing supplies.

Church Fabric, Maintenance

The church buildings were kept in good order by the church wardens, Martin Maplesden and our volunteers.

Policies & Risk Management

Safeguarding Policies

The Safeguarding Policy and associated procedures have been updated in accordance with guidance from Diocese. All adults working with children undergo the appropriate DBS checks. The Parish Safeguarding Officer is Michele Burgess.

Health & Safety

The PCC has a policy on Health & Safety which is reviewed regularly by the PCC and communicated to users of the halls and church buildings.

Reserves Policy

The PCC aim to hold three months operating expenditure in unrestricted funds.

Review of financial activities

After two years of deficit the PCC's aim for 2019 was to achieve a small working surplus or at least break-even. It is therefore pleasing to report that at the end of the year St Peter's achieved a surplus of £7,864.

Income & Expenditure

The unplanned extent of this surplus was due largely to a number of generous donations received during the autumn period taking total voluntary income to £100,718, £2,921 more than the previous year. This increase together with yet further improvement in income from the hire of church facilities ensured that total income rose by £5,373 to £143,799 compared to £138,426 in 2018.

Expenditure was expected to fall in 2019 following a decision in 2018 not to replace the ministry trainee. Lower lay staff and training costs were also built into the 2019 plan and these ensured that total expenditure was reduced by £15,157 to £135,939.

Funds

As at 31 December 2019 the unrestricted General Fund stood at £66,373 up from £59,647 at the end of 2018. This amount provides more than adequate cover for the PCC's policy in respect of reserves since unrestricted reserves represent just over 6 months' operating expenditure.

2020 Budget

At the time of writing the PCC expects 2020 to return to deficit with a shortfall of approximately £3,500. This is mainly due to the loss of rental income from the lease of St Peter's School playground following the

relocation of the School to Hawkenbury in the summer of 2020. It should be noted that the budget also includes a contingency of £2,000 for unplanned expenditure.

Other Matters

Stewardship, London are responsible for the staff payroll, their duties also include making sure tax and pension payments are made.

In 2017 a deposit of £2,250 for rent was made in respect of the Assistant Minister's housing. This deposit is returnable subject to the possibility of chargeable repairs at the end of the contract. In view of the length of time and conditions applied to the agreement this amount was charged to the expense account.

Taking into account the financial position of the charity at 31 December 2019 and the expected income and expenditure for 2020, the members of the PCC believe that it is appropriate to consider the charity a going concern from the date of the approval of the accounts.

Annual Report adopted by PCC on 16 March 2020

Signed :

A handwritten signature in black ink, appearing to read 'Mike Warren', followed by a long horizontal flourish.

Chairman: Mike Warren

Date: 16 March 2020

Independent examiner's report to the PCC of St Peter's Church, Tunbridge Wells Charity number 1131548

I report to the trustees on my examination of the accounts of St Peter's Church (the Trust) for the year ended 31 December 2019 which are set out on pages 8 to 15 of the 2019 Trustee's Annual Report.

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 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:

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.

Signed:

S. Anstead

Name: Sheila Anstead
46B Culverden Down,
Tunbridge Wells,
Kent
TN4 9SG

Date: 14 March 2020

Note 1: Accounting Policies

The financial statements of the PCC have been prepared in accordance with the Church Accounting Regulations 1997 as amended by the Church Accounting (Amendment) Regulations 2001 on an accruals basis.

Funds

General funds represent the funds of the PCC that are not subject to any special restrictions regarding their use and are available for application to the general purposes of the PCC. These include the separately analysed funds designated for a particular purpose by the PCC.

The accounts include monetary transactions, assets and liabilities for which the PCC can be held responsible. They do not include the accounts of other Church groups that owe an affiliation to another body, nor those that are informal gatherings of Church members.

Balance Sheet

The following assets are recognised but not necessarily valued in the Balance Sheet:

- Movable church furnishings held by churchwardens on special trust for the PCC and which require a faculty for disposal.
- Land and buildings held on behalf of the PCC. Freehold assets are included at historic valuation. Land is not depreciated.
- Other fixtures, fittings and office equipment where the PCC is free to dispose of such assets without faculty and where the original cost exceeded £2,000.00.
- Investments held beneficially by the PCC.

The following assets are recognised and monetary value given as part of the description in the Balance Sheet:

- Amounts owing from the Inland Revenue even if a formal claim has not been made
- Any other amounts invoiced and owing to the PCC including church hall lettings and insurance claims.
- Legacies where formal notification of entitlement and amount has been received at 31 December by the PCC.

Closing bank balances.

The following liabilities are recognised in the Balance Sheet:

- Any loans or overdrafts advanced to the PCC.
- Any arrears of Diocesan Parish Share.
- Creditors for goods or services where the supply has been received and invoiced by 31 December.

Note 2: Fixed Assets

Freehold playground-valued at 31 January 1970 at £4,000. This forms the endowment fund.

Note 3: Disclosable transactions

There were no disclosable transactions.

Statement of Financial Activities

	Unrestricted funds	Designated funds	Restricted funds	Endowment funds	Total funds	Prior year total funds
Income and endowments from:						
Incoming resources from donors	60,072	—	6,200	—	66,272	68,220
Gift Aid	17,440	—	—	—	17,440	16,309
Other voluntary incoming resources	13,783	1,820	1,403	—	17,006	13,268
legacies	—	—	—	—	—	—
Income from investments	106	—	—	—	106	79
Income from charitable and ancillary trading	40,455	—	—	—	40,455	37,262
Other ordinary incoming resources	2,517	—	—	—	2,517	3,285
Total income and endowments from:	134,375	1,820	7,603	—	143,799	138,426
Expenditure on:						
Grants	6,680	—	—	—	6,680	11,485
Activities directly related to church work	31,990	2,260	277	—	34,527	46,163
Major repairs	72	55	—	—	127	446
Stipend and Parish Share	82,722	—	6,056	—	88,779	87,205
Fund-raising and publicity	1,041	—	—	—	1,041	1,005
Church management and administration	4,783	—	—	—	4,783	4,789
Total expenditure on:	127,289	2,315	6,333	—	135,939	151,096
Net income / (expenditure) resources before transfer	7,085	(495)	1,269	—	7,859	(12,669)
Transfers						
Gross transfers between funds - in	—	180	180	—	360	4,579
Gross transfers between funds - out	(360)	—	—	—	(360)	(4,579)
Other recognised gains / losses						
Gains / losses on investment assets	—	—	—	—	—	—
Gains on revaluation, fixed assets, charity's own use	—	—	—	—	—	—
Net movement in funds	6,725	(315)	1,449	—	7,859	(12,669)
Total funds brought forward	59,647	5,973	5,878	4,000	75,499	88,169
Total funds carried forward	66,373	5,658	7,327	4,000	83,359	75,499
Represented by						
Unrestricted						
General fund	66,373	—	—	—	66,373	59,647
Designated						
Assistant Minister	—	0	—	—	0	0
Charity gift clearing fund	—	—	—	—	—	—
Church Development	—	—	—	—	—	—
Diocesan repair fund	—	5,174	—	—	5,174	5,174
Kitchen appeal fund	—	140	—	—	140	195
Maintenance sink fund	—	0	—	—	0	0
Missionary giving	—	138	—	—	138	138
St Peter's Discretionary Fund	—	200	—	—	200	200
Training & Development	—	4	—	—	4	264
Youth camp fund	—	—	—	—	—	—
Restricted						
Agency collection	—	—	(200)	—	(200)	(200)
Additional Agency collection	—	—	200	—	200	200
Assistant Minister	—	—	323	—	323	660
Bibles for St Peters School	—	—	0	—	0	0
GAD Lavy Fund	—	—	1,093	—	1,093	—
Church Development	—	—	1,015	—	1,015	1,015
Kitchen appeal fund	—	—	0	—	0	0
Missionary giving	—	—	0	—	0	0
Youth worker	—	—	480	—	480	0
Tower appeal fund	—	—	4,322	—	4,322	4,101
Youth camp fund	—	—	92	—	92	100
Endowment						
Playground	—	—	—	4,000	4,000	4,000

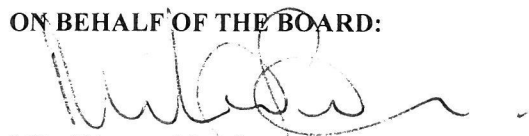
Balance sheet

Class	Description	This year	Last year
Fixed assets			
	Freehold Playground	4,000	4,000
	Total Fixed assets	4,000	4,000
Current assets			
	Bank current HSBC	7,724	10,061
	Bank deposit HSBC	51,156	46,082
	Diocesan Deposit account	1,243	1,238
	CRF Diocesan account	9,234	9,207
	Accounts Receivable	10,000	10,250
	Total Current assets	79,359	76,839
Liabilities			
	Agency collections	—	—
	Accounts Payable	—	5,340
	Total Liabilities	—	5,340
	Net Asset surplus(deficit)	83,359	75,499
Reserves			
	Excess / (deficit) to date	7,859	—
	Starting balances	71,499	71,499
	Endowment Fixed Assets	4,000	4,000
	Total Reserves	83,359	75,499
	Represented by funds		
	Unrestricted	66,373	59,647
	Designated	5,658	5,973
	Restricted	7,327	5,878
	Endowment	4,000	4,000
	Total	83,359	75,499

The charity is entitled to exemption from audit for the period ended 31 December 2019

The PCC acknowledge their responsibilities for ensuring that the company keeps accounting records; and preparing financial statements which give a true and fair view of the state of affairs of the charity as at the end of each financial year and of its profit or loss for each financial year.

ON BEHALF OF THE BOARD:



Mike Warren (chair)

16 March 2020

Fund movement by type

		Opening	Incoming	Outgoing	Transfers	Gains/losses	Closing
St Peter's Discretionary Fund							
Designated		200	—	—	—	—	200
Sub-total		200	—	—	—	—	200
Training & Development Fund							
Designated		264	1,760	2,200	180	—	4
Sub-total		264	1,760	2,200	180	—	4
Playground							
Endowment		4,000	—	—	—	—	4,000
Sub-total		4,000	—	—	—	—	4,000
Agency Collection							
Restricted		(200)	—	—	—	—	(200)
Sub-total		(200)	—	—	—	—	(200)
Additional Agency							
Restricted		200	—	—	—	—	200
Sub-total		200	—	—	—	—	200
General fund							
Unrestricted		59,647	134,375	127,289	(360)	—	66,373
Sub-total		59,647	134,375	127,289	(360)	—	66,373
Diocesan repair fund							
Designated		5,174	—	—	—	—	5,174
Sub-total		5,174	—	—	—	—	5,174
Kitchen appeal fund							
Designated		195	—	55	—	—	140
Restricted		0	—	—	—	—	0
Sub-total		196	—	55	—	—	140
Tower appeal fund							
Restricted		4,101	220	—	—	—	4,322
Sub-total		4,101	220	—	—	—	4,322
To fund youth worker							
Restricted		0	480	—	—	—	480
Sub-total		0	480	—	—	—	480
Bibles for St Peters							
Restricted		0	—	—	—	—	0
Sub-total		0	—	—	—	—	0
Maintenance sink fund							
Designated		0	—	—	—	—	0
Sub-total		0	—	—	—	—	0
Church Development							
Designated		—	—	—	—	—	—
Restricted		1,015	—	—	—	—	1,015
Sub-total		1,015	—	—	—	—	1,015
Missionary giving							
Designated		138	—	—	—	—	138
Restricted		0	—	—	—	—	0
Sub-total		139	—	—	—	—	139
GAD Lavy Fund							
Designated		—	—	—	—	—	—
Restricted		—	1,093	—	—	—	1,093
Sub-total		—	1,093	—	—	—	1,093

Fund Movement by Type continued

Assistant Minister

Designated	0	—	—	—	—	0
Restricted	660	5,720	6,056	—	—	323
Sub-total	660	5,720	6,056	—	—	323

Youth camp fund

Designated	—	60	60	—	—	—
Restricted	100	89	277	180	—	92
Sub-total	100	149	337	180	—	92

Grand total	75,699	143,799	135,939	—	—	83,359
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Note: 5 Analysis of income

Incoming resources from donors

	<u>Unrestricted</u>	<u>Designated</u>	<u>Restricted</u>	<u>Endowment</u>	<u>Total</u> <u>This year</u>	<u>Last year</u>
Regular giving	50,566	—	6,200	—	56,766	59,817
Envelope scheme	2,697	—	—	—	2,697	1,595
Church collections	1,846	—	—	—	1,846	2,870
Mission Collections	4,962	—	—	—	4,962	3,937
Total	60,072	—	6,200	—	66,272	68,220

Incoming resources from donors - Gift Aid

	<u>Unrestricted</u>	<u>Designated</u>	<u>Restricted</u>	<u>Endowment</u>	<u>Total</u> <u>This year</u>	<u>Last year</u>
Income tax recovered	17,440	—	—	—	17,440	16,309
Total	17,440	—	—	—	17,440	16,309

Other voluntary incoming resources

	<u>Unrestricted</u>	<u>Designated</u>	<u>Restricted</u>	<u>Endowment</u>	<u>Total</u> <u>This year</u>	<u>Last year</u>
Sundry donations	12,805	1,760	1,314	—	15,880	11,612
Kitchen Appeal	—	—	—	—	—	50
Children and Youth	289	60	89	—	438	974
Evangelism income	—	—	—	—	—	—
Mummy & Me, Daddy & Me	688	—	—	—	688	632
Total	13,783	1,820	1,403	—	17,006	13,268

Other voluntary incoming resources - legacies

	<u>Unrestricted</u>	<u>Designated</u>	<u>Restricted</u>	<u>Endowment</u>	<u>Total</u> <u>This year</u>	<u>Last year</u>
Legacies	—	—	—	—	—	—
Total	—	—	—	—	—	—

Income from investments

	<u>Unrestricted</u>	<u>Designated</u>	<u>Restricted</u>	<u>Endowment</u>	<u>Total</u> <u>This year</u>	<u>Last year</u>
Interest received	106	—	—	—	106	79
Total	106	—	—	—	106	79

Income from charitable and ancillary trading

	Unrestricted	Designated	Restricted	Endowment	Total	
					This year	Last year
Sale of books	592	—	—	—	592	138
Hall Income	30,635	—	—	—	30,635	28,742
Rent (school playground)	7,250	—	—	—	7,250	7,250
Fund raising income	—	—	—	—	—	—
Church Family events	1,977	—	—	—	1,977	1,132
Total	40,455	—	—	—	40,455	37,262

Other ordinary incoming resources

	Unrestricted	Designated	Restricted	Endowment	Total	
					This year	Last year
Fees - weddings etc	2,517	—	—	—	2,517	1,985
Insurance Income	—	—	—	—	—	1,300
Total	2,517	—	—	—	2,517	3,285

Note: 6 Analysis of expenditure

Grants

	Unrestricted	Designated	Restricted	Endowment	Total	
					This year	Last year
Missionary societies	4,450	—	—	—	4,450	3,150
Church societies	—	—	—	—	—	—
Charities eg Oxfam	455	—	—	—	455	550
Home mission	1,775	—	—	—	1,775	7,785
Total	6,680	—	—	—	6,680	11,485

Activities directly related to church work

	Unrestricted	Designated	Restricted	Endowment	Total	
					This year	Last year
Cleaning	1,177	—	—	—	1,177	2,500
Books and licences	1,266	—	—	—	1,266	1,160
Training & Development	115	2,200	—	—	2,315	4,545
Outreach printing	661	—	—	—	661	392
Vicars expenses	1,467	—	—	—	1,467	2,362
Church Heat, light, elect	11,508	—	—	—	11,508	9,565
Routine maintenance	2,361	—	—	—	2,361	3,643
Insurances	3,761	—	—	—	3,761	3,659
Youth worker	—	—	—	—	—	4,425
Lay staff costs	7,467	—	—	—	7,467	11,318
Children and Youth	939	60	277	—	1,276	1,825
Worship	358	—	—	—	358	119
Evangelism	470	—	—	—	470	223
Mummy & Me, Daddy & Me	435	—	—	—	435	422
Total	31,990	2,260	277	—	34,527	46,163

Activities directly related to church work - Major repairs

	<u>Unrestricted</u>	<u>Designated</u>	<u>Restricted</u>	<u>Endowment</u>	<u>Total</u>	
					<u>This year</u>	<u>Last year</u>
Major repairs (including Kitchen)	72	55	—	—	127	446
Total	72	55	—	—	127	446

Activities directly related to church work - Stipend and Parish Share

	<u>Unrestricted</u>	<u>Designated</u>	<u>Restricted</u>	<u>Endowment</u>	<u>Total</u>	
					<u>This year</u>	<u>Last year</u>
Vicarage costs	3,251	—	—	—	3,251	3,155
Diocesan Common Fund	45,000	—	—	—	45,000	45,000
Assistant Minister Expenses	517	—	—	—	517	209
Assistant Minister	33,953	—	6,056	—	40,010	38,840
Total	82,722	—	6,056	—	88,779	87,205

Fund-raising and publicity

	<u>Unrestricted</u>	<u>Designated</u>	<u>Restricted</u>	<u>Endowment</u>	<u>Total</u>	
					<u>This year</u>	<u>Last year</u>
Church family events	771	—	—	—	771	1,005
Book Purchases	270	—	—	—	270	—
Total	1,041	—	—	—	1,041	1,005

Church management and administration

	<u>Unrestricted</u>	<u>Designated</u>	<u>Restricted</u>	<u>Endowment</u>	<u>Total</u>	
					<u>This year</u>	<u>Last year</u>
Expenses - admin	2,330	—	—	—	2,330	2,054
Stationery & post	648	—	—	—	648	546
Insurance work	—	—	—	—	—	1,786
Bank charges	15	—	—	—	15	—
Legal fees	—	—	—	—	—	—
Property Surveyor fees	1,700	—	—	—	1,700	—
Hospitality	89	—	—	—	89	401
Total	4,783	—	—	—	4,783	4,789

Note 7 : Staff Costs

The Vicar is an Office Holder paid by the Church Commissioners. The PCC make a payment to the Church Commissioners equivalent to the salary and pension contributions paid.

During 2019 three members of staff were employed directly by the PCC.

	2018	2019
	£	£
Wages and salaries	28,773	25,472
Total	28,773	25,472

Note 8 : Transactions with PCC members

- 1) During the financial year members of the PCC made donations to the Charity without conditions totalling £22,140.
- 2) The following members of the PCC receive remuneration from the PCC

<u>Name</u>	<u>Role for which remuneration is received</u>
-------------	--

Mr P Peddar	Assistant Minister
Mrs M Burgess	Pastoral Worker

The contracts under which these Trustees are employed by the PCC are the same as for those other staff with similar roles. Neither these nor any other Trustees receive remuneration for their roles as Trustees.

- 3) During the year the following members of the PCC were reimbursed expenses incurred in undertaking their roles for the Church.

	Rev M Warren	P Peddar
Travel, phone and office expenses	£1,467	£517