



# **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 2015**

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

**Bank:  
HSBC 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 2015**

#### **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: (Chairman)</i>	Michael Warren
<i>Curate</i>	Jamie Read
<i>Wardens:</i>	Richard Akehurst
	Keith Waters

<i>Representatives on</i>	Michael Sumpter
<i>The Deanery Synod:</i>	John Fleming

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<i>Elected Members</i>	Tony Burgess <i>Treasurer</i> Michele Burgess Alfredo de Masi William Lane Sally Poland Stuart McKenzie Mary Sturgeon
<i>Co-opted non voting</i>	Lindsey Sumpter

### **Committees**

The PCC operated through various committees as outlined below, and met as a whole committee regularly through the year.

#### **Standing and Finance Committee**

The minister & churchwardens (ex-officio), plus 2 elected from the PCC. Elected members this year: Keith Waters and Jane Angell-Payne (resigned September 2015), replacement 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

### **Youth and Children**

#### **Aims:**

- To oversee & monitor the provision of a biblically balanced, culturally relevant and safe programme of bible teaching, corporate worship and other activities for 0–18 year olds.
- Ensure that good practice and the relevant policies are adhered to.

### **Church attendance**

The names of 108 Members appear on the updated Church Electoral Roll of whom 66 were not resident within the parish. The average weekly adult attendance was 86. Children and youth who attend the opening part of services usually increased this number by about one third again.

## **Review of the Year**

### **Meetings**

St Peter's PCC held 1APCM and 8 regular, well-attended meetings during 2015.

### **Mission**

The church continues to attract new members, and the Simply Christianity 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 Peters School at the time of their transfer to secondary school.

### **Evangelism and Worship**

The vicar Mike Warren, the curate Jamie Read and the church family work together to spread the gospel in the parish and to strengthen adult and youth teaching.

### **Community**

- **St Peter's School Governors:** Mike Warren continued to serve through the year. Phillip Mayes and Margot Biggs-Davison are also governors.
- A number of church members continue to serve the community in a quiet and godly way. For example, as street pastors, members at Sherborne Close, Trustees at Fegans childrens charity, workers in other local charities and helpers at the winter shelter and in nursing homes.

### **Administration**

The church was well supported by Lindsey Sumpter in administrative matters. 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**

### **Safe Guarding Policies**

The Safe Guarding Policy and associated procedures have been updated in accordance with guidance from Diocese. All adults working with children undergo the appropriate DBS checks. The nominated Childrens Officer is Sue Lane and the nominated vulnerable adults 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**

### **Income**

There was an increase in income by £17,265 (15%) to £132,846 in 2015. The bulk of this was due to receiving £13 K from HM Revenue & Customs for an outstanding claim for Gift Aid in respect of 2013 and £7,747 being final sums raised under the Church kitchen appeal now substantially complete. Planned Giving and Church collections remained relatively flat but there were increases in receipts from letting the church halls and St Peter's school playground rent following renegotiation of terms in 2014.

### **Payments**

Payments in respect of the kitchen refurbishment project – see Major works and Inspections - represent the main additional outgoing at £29,935 but these were matched by receipts donated for the purpose. Church utilities and some operational costs increased but at the end of the year there was a £4,711 surplus of income over expenditure. It should be noted that in 2015 arrangements for the payment of the Clergy's stipend and pension were varied such that St Peter's contribution was made via the Diocesan Parish share. In addition, payment of the Assistant Minister's salary was transferred to the Diocese of Rochester when he was appointed as Curate at the end of 2014.

## St Peter's Church Tunbridge Wells - Financial Statements for the year ended 31 December 2015

### **Funds**

The General Fund stood at £74,190 (£49,150 2014) providing a good level of cover for normal unrestricted operating expenditure and well above the PCC target of 3 months operating expenditure. The PCC are currently considering plans to employ additional lay support workers to help with administration and youth work and if approved would reduce reserves by approximately £30,000 assuming no corresponding increase in income to match.

Annual Report adopted by PCC on  
3 April 2016

Signed :

Chairman: Mike Warren

3 April 2016

**Independent examiner's report to the trustees of St Peter's Church, Tunbridge Wells**

**Charity number 1131548**

I report on the accounts of the Trust for the year ended 31 December 2015, which are set out on pages 10 to 17 of the Trustee's Annual Report.

**Respective responsibilities of trustees and examiner**

The charity's trustees are responsible for the preparation of the accounts. 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
- to follow the procedures laid down in the general Directions given by the commission under section 145(5)(b) of the 2011 Act
- to state whether particular matters have come to my attention

**Basis of independent examiner's report**

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 consideration of any unusual items or disclosures in the accounts, and seeking explanations from you as trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit and consequently no opinion is given as to whether the accounts present a 'true and fair view' and the report is limited to those matters set out in the next statement.

**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 and

## St Peter's Church Tunbridge Wells - Financial Statements for the year ended 31 December 2015

to prepare accounts which accord with the accounting records and comply with the accounting requirements of the 2011 Act

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

Name: Sheila Anstead

Address: 52, Culverden Park, Tunbridge Wells, Kent TN4 9QR

Date: 24 March 2016

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	2015 £					2014 £
<b>Receipts (see note 2)</b>	<b>General</b>	<b>Other Designated</b>	<b>Total Designated</b>	<b>Restricted</b>	<b>Total Funds</b>	<b>Total Funds</b>
Incoming resources from donors	81,105		<b>81,105</b>	2,769	<b>83,874</b>	57,672
Other voluntary incoming resources	4,884		<b>4,884</b>	9,736	<b>14,620</b>	29,015
Income from operating activities to further the work of the church	3,982		<b>3,982</b>		<b>3,982</b>	1,708
Income from operating activities to generate funds	30,332		<b>30,332</b>		<b>30,332</b>	22,218
Other Ordinary income	0		<b>0</b>		<b>0</b>	4,930
Income from investments	38		<b>38</b>		<b>38</b>	38
<b>Total Receipts</b>	<b>120,341</b>		<b>120,341</b>	<b>12,505</b>	<b>132,846</b>	115,581
<b>Payments (see note 3)</b>						
Grants to further the work of the Church	525		<b>525</b>	2,806	<b>3,331</b>	<b>6,039</b>
Church Activities	88,320	3,639	<b>91,959</b>	26,339	<b>118,298</b>	<b>114,435</b>
Fund raising and publicity	928		<b>928</b>		<b>928</b>	<b>1,429</b>
Church Management and administration	5,528		<b>5,528</b>	50	<b>5,578</b>	<b>2,465</b>
Governance					<b>0</b>	<b>0</b>
<b>Payments before distribution to funds</b>	<b>95,301</b>	<b>3,639</b>	<b>98,940</b>	<b>29,195</b>	<b>128,135</b>	<b>124,368</b>
<b>Excess receipts over payments before distribution of funds</b>	<b>25,040</b>	<b>-3,639</b>	<b>21,402</b>	<b>-16,690</b>	<b>4,711</b>	<b>-8,787</b>
<i>Transfer between funds:</i>						
<b>Surplus/Excess of receipts over payments</b>	<b>25,040</b>	<b>-3,639</b>	<b>21,402</b>	<b>-16,690</b>	<b>4,711</b>	<b>-8,787</b>
Reserves as at 1 January 2015	49,150	12,881	62,031	24,736	86,767	95,554
<b>Reserves carried forward as at 31 December 2015</b>	<b>74,190</b>	<b>9,242</b>	<b>83,432</b>	<b>8,046</b>	<b>91,479</b>	<b>86,767</b>

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**Balance Sheet as at 31 December 2015**

		<b>Note</b>	<b>2015 £</b>	<b>2014 £</b>
<b>Fixed Assets</b>		7	4,000	4,000
<b>Current assets</b>				
	Debtors		13,785	6,000
	Short term deposits		21,369	21,331
	Cash in bank		56,743	59,855
<b>Total assets</b>			<b>95,897</b>	<b>91,186</b>
Liabilities amounts falling due within one year		-	419	419
<b>Net Current Assets</b>			<b>95,478</b>	<b>90,767</b>
<b>Funds</b>				
Unrestricted general fund			74,190	49,150
Unrestricted Other Funds	5 and 6		9,242	12,881
Restricted	5 and 6		8,046	24,736
Endowment: Fixed asset	7		4,000	4,000
			<b>95,478</b>	<b>90,767</b>

The charity is entitled to exemption from audit for the period ended 31 December 2015

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)**

### **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.

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Note 2 Receipts		2015					2014
		General	Other designated	Total Designated	Restricted	Total Funds	Total Funds
<b>Incoming resources from donors</b>							
	Planned giving	43,248		43,248	480	43,728	43,687
	Collections & other giving	4,909		4,909	2,289	7,198	5,844
	Income tax recovered	32,948		32,948		32,948	8,141
<b>Total Incoming resources from donors</b>		<b>81,105</b>		<b>81,105</b>	<b>2,769</b>	<b>83,874</b>	<b>57,672</b>
<b>Other voluntary incoming resources</b>							
	Legacies						
	Church run clubs	1,644		1,644		1,644	2,814
	Donations	2,509		2,509	1,989	4,498	11,376
	Kitchen Appeal				7,747	7,747	14,735
	Evangelism	731		731		731	90
	Grants						0
<b>Total Other voluntary incoming resources</b>		<b>4,884</b>		<b>4,884</b>	<b>9,736</b>	<b>14,620</b>	<b>29,015</b>
<b>Income from operating activities to further the work of the church</b>							
	Fees	3,982		3,982		3,982	1,708
<b>Total Income from operating activities to further the work of the church</b>		<b>3,982</b>		<b>3,982</b>		<b>3,982</b>	<b>1,708</b>
<b>Income from operating activities to generate funds</b>							
	Church halls	19,388		19,388		19,388	16,618
	Playground rent	10,063		10,063		10,063	4,688
	Events	556		556		556	568
	Book Stall sales	325		325		325	344
<b>Total Income from operating activities to generate funds</b>		<b>30,332</b>		<b>30,332</b>		<b>30,332</b>	<b>22,218</b>
<b>Other ordinary-Insurance Claim Income</b>							<b>4,930</b>
<b>Income from investments</b>		<b>38</b>		<b>38</b>		<b>38</b>	<b>38</b>
<b>Total Receipts</b>		<b>120,341</b>		<b>120,341</b>	<b>12,505</b>	<b>132,846</b>	<b>115,581</b>

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<b>Note 3 Payments</b>		<b>2015</b>					<b>2014</b>
		<b>General</b>	<b>Other designated</b>	<b>Total Designated</b>	<b>Restricted</b>	<b>Total Funds</b>	<b>Total funds</b>
<b>Grants to further the work of the Church</b>							
	Overseas missions	(56)		(56)	2,806	<b>2,750</b>	3,541
	Church societies						333
	Other charitable giving	581		581		<b>581</b>	2,165
<b>Total Grants to further the work of the Church</b>		<b>525</b>		<b>525</b>	<b>2,806</b>	<b>3,331</b>	6,039
<b>Church Activities</b>							
	Diocese-Parish Share	58,670		58,670		<b>58,670</b>	15,200
	Clergy stipend and expenses					<b>0</b>	27,667
	C of E pension					<b>0</b>	8,552
	Vicars expenses	2,531		2,531		<b>2,531</b>	2,388
	Assistant minister					<b>0</b>	24,215
	Assist Minister Housing & Expenses	1,796		1,796		<b>1,796</b>	2,649
	Church utilities	11,141		11,141		<b>11,141</b>	8,912
	Lay staff	3,590		3,590		<b>3,590</b>	3,264
	Youth and toddlers	996		996	242	<b>1,238</b>	1,354
	Evangelism and Worship	3,492		3,492	1,000	<b>4,492</b>	2,131
	Building Maintenance	1,951		1,951		<b>1,951</b>	1,724
	Training	197		197		<b>197</b>	530
	Insurances	2,756		2,756		<b>2,756</b>	4,229
	Major works and inspections	1,199	3,639	4,837	25,097	<b>29,935</b>	7,510
	Insurance Work						4,110
<b>Total Church Activities</b>		<b>88,320</b>	<b>3,639</b>	<b>91,959</b>	<b>26,339</b>	<b>118,298</b>	<b>114,435</b>

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<b>Payments continued</b>							
<b>Fund raising and publicity</b>		0	<b>0</b>	<b>0</b>	00	<b>0</b>	
	Hospitality & Event Expenses	928		928		928	871
	Book stall expenses						558
<b>Total Fund raising and publicity</b>		<b>928</b>		<b>928</b>		<b>928</b>	<b>1,429</b>
	Administration	5,528		5,528	50	<b>5578</b>	2,176
	Miscellaneous						289
<b>Total Church Management and administration</b>		<b>5,528</b>		<b>5,528</b>	<b>50</b>	<b>5578</b>	2,465
<b>Total payments before distribution to funds</b>		<b>95,301</b>	<b>3,639</b>	<b>98,940</b>	<b>29,195</b>	<b>128,135</b>	<b>124,368</b>

**Note 4 Staff Costs**

2 members of staff were directly employed during the year. The Vicar and Curate are Office Holder paid by the Church Commissioners. The PCC make a payment to the Church Commissioners equivalent to the salary and pension contributions paid.

	<b>2014</b>	<b>2015</b>
	<b>£</b>	<b>£</b>
Wages and salaries	3,264	3,590
Social security costs	0	0
<b>Total</b>	<b>3,264</b>	<b>3,590</b>

**Note 5 Movement on Funds and Transfers**

Fund	Dioc. Repair	Mainte- nance	Kitchen Fund	Kitchen Fund	Tower Fund	Mission Partner	Mission Partner	Youth Camps	Youth Worker	Church develop	Charity Clearing
	Designated	Designated	Designated	Restricted	Restricted	Designated	Restricted	Restricted	Restricted	Restricted	Restricted
<b>Balance brought forward 1 Jan 2015</b>	<b>5,174</b>	<b>2,418</b>	<b>5,109</b>	<b>17,855</b>	<b>3,891</b>	<b>180</b>	<b>1,381</b>	<b>399</b>	<b>0</b>	<b>1,015</b>	<b>195</b>
<b>Receipts</b>											
Regular giving									480		
Sundry donations / Appeals				7,747	489		2,289	500			1,000
Grants received											
Legacies											
<b>Payments</b>											
Church Development and repairs			3,639	25,097							
Mission/Bibles							3,050	242			806
<b>Balance before Fund transfers</b>	<b>5,174</b>	<b>2,418</b>	<b>1,470</b>	<b>505</b>	<b>4,380</b>	<b>180</b>	<b>620</b>	<b>657</b>	<b>480</b>	<b>1,015</b>	<b>389</b>
Fund Transfers	0	0	0	0	0	0	0	0	0	0	0
<b>Balance carried forward after transfers 31 Dec 2015</b>	<b>5,174</b>	<b>2,418</b>	<b>1,470</b>	<b>505</b>	<b>4,380</b>	<b>180</b>	<b>620</b>	<b>657</b>	<b>480</b>	<b>1,015</b>	<b>389</b>

## Note 6 Analysis of funds

		<b>Bank deposit account</b>	<b>Bank current accounts</b>	<b>Diocesan deposit accounts</b>	<b>Other assets</b>	<b>Total 2015</b>	Total 2014
General fund	Designated	11,021	47,047	2,756	13,366	<b>74,190</b>	49,150
Diocesan repair fund	Designated			5,174		<b>5,174</b>	5,174
Maintenance	Designated		0	2,418		<b>2,418</b>	2,418
Kitchen	Designated		1,470			<b>1470</b>	5,109
Kitchen	Restricted		505			<b>505</b>	17,855
Tower appeal fund	Restricted		4,380			<b>4,380</b>	3,891
Youth Camps	Restricted		657			<b>657</b>	399
Youth Worker	Restricted		480			<b>480</b>	
Missionary Partners	Designated		180			<b>180</b>	180
Missionary Partners	Restricted		620			<b>620</b>	1,381
Charity clearing	Restricted		389			<b>389</b>	195
Church development	Restricted		1,015			<b>1,015</b>	1,015
Playground	Endowment				4,000	<b>4,000</b>	4,000
<b>Total</b>		<b>11,021</b>	<b>56,743</b>	<b>10,348</b>	<b>17,366</b>	<b>95,478</b>	<b>90,767</b>
<b>Split</b>							
<b>Total Endowment</b>						4,000	4,000
<b>Total Restricted</b>						8,046	24,736
<b>Total General</b>						74,190	49,150
<b>Total Designated</b>						9,242	12,881
<b>Total Fund</b>						<b>95,478</b>	<b>90,767</b>

## Note 7 Fixed Assets

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

**Note 8 Disclosable transactions**

There were no disclosable transactions.