

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

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

**For the year ended 31 December 2018**

**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

# ST GEORGE'S CHURCH, WROTHAM, ANNUAL REPORT FOR 2018

## 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 1<sup>st</sup> January 2018 until the date this report was approved are:

### Ex-officio:

|                                   |  |
|-----------------------------------|--|
| Rector:                           | The Revd Edward Wright   |
| Wardens:                          | Mrs Sandy Chapman<br>Mrs Pauline Smith   |
| Reader                            | Mrs Gill Johnson (co-opted 26/04/17)   |
| Representatives on Deanery Synod: | Mrs Marleen Harvey Kelly<br>Mrs Mary White (retired APCM 2018)<br>Mrs Kathy Wiffen (appointed APCM 2018) |

|                  |  |
|------------------|--|
| Elected Members: | Mrs Margaret Barrow (appointed APCM 2018)<br>Mrs Carolyn Beach<br>Mrs Marleen Harvey-Kelly<br>Mr Mike Hodder (appointed APCM 2018)<br>Mrs Diana Knox<br>Mrs Elizabeth Lane (secretary) ( <i>died January 2018</i> )<br>Mrs Lyn Price (retired APCM 2018)<br>Mrs Linda Read (treasurer)<br>Mrs Karen Shaw (retired APCM 2018)<br>Mrs Mary White (retired APCM 2018)<br>Mrs Lynn Whitham<br>Mrs Kathy Wiffen |
|------------------|--|

|                  |                                   |
|------------------|-----------------------------------|
| Co-Opted Member: | Mrs Trish Bradshaw (minute taker) |
|------------------|-----------------------------------|

|                      |               |
|----------------------|---------------|
| 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 is a charity which has exceeded the income level permitting exception from registration with the Charity Commission. Accordingly, the church was registered as a charity with the Commission from 10<sup>th</sup> April 2018 as number 1177875.

The full name of the charity as registered with the Charity Commission 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 three Extraordinary Meetings: one to discuss the draft Annual Report and Financial Statements for the year ended 31/12/17; one after the APCM to appoint the treasurer and to co-opt Trish Bradshaw to the PCC; 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.

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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.

### **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.

### **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, said communion following the 1662 Book of Common Prayer is held at 8.00am. A 3-month trial altering the pattern of services on the first Sunday of each month took place in the latter three months of the year and a survey will be taken to review the trial.

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

The weekly two prayer meetings and the fortnightly study group have continued to meet throughout the year

On Maundy Thursday, a Tenebrae Supper was held and on Good Friday there was an excellent production of excerpts from 'The Messiah'. The 'Carols in the Square' on Christmas Eve was attended by well over 200 people, with many coming into the church afterwards for mulled wine and mince pies.

There were 79 parishioners on the Church Electoral Roll. The usual Sunday attendance was 47 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 runs every Friday morning during term time from 9-11am in the Village Hall, except on the first Friday of each month, when the hall is pre-booked. A small but committed band of volunteers help set up, provide refreshments etc, and to date the take up has proved worthwhile, with from 6 to 16 parents attending weekly, together with up to 21 children.

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 and two Church members sit on the Governing Body of the school, one of whom chaired the Worship Inclusion and Safeguarding Committee as well as being the named Safeguarding Governor, whilst the other is the named RE

## **ST GEORGE'S CHURCH, WROTHAM, ANNUAL REPORT FOR 2018**

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 when the school does not come into the church.

The Church actively promoted the evangelical 'Just One' event at Priestfield Stadium on 9<sup>th</sup> June, and arranged for the play 'The Hiding Place', based on the book by Corrie ten Boom performed in the Village Hall on 6<sup>th</sup> July. Caroline Clarke from the Diocese led a Lent group entitled 'Talking the Good News', designed to encourage people to share their faith.

The School again used the Church as a venue to host the Pilgrims' Way Church Schools Festival, involving four schools in the area. This year they recommenced hosting a monthly coffee morning for SEN parents in the Church. Church members have again donated bibles to the Year 5 pupils and the Reception Class were given copies of children's bibles in a separate service in Church. Pupils and their families are now involved in at least 3 Sunday Services in the year as well as contributing artwork for Harvest Festival.

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 research into the history of the fallen listed on Wrotham war memorial.

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.

Pastoral visiting was undertaken by the Rector, the Reader and other church members, in connection with sickness, bereavement, occasional offices and for other reasons. Home Communion for those unable to come to church have been conducted by extension by Margaret Barrow. 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.

Fund raising events during the year included a Sponsored Walk in June and an Auction of Promises and Special items in October. 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 - a great community event.

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. As ever, high musical standards were achieved.

The Friends also organized another great concert during the year. "At the drop of a Hat" was well attended and the Flanders and Swan repertoire was well received. Although we would like to see higher attendance at our concerts, it has always been sufficient to make them worthwhile.

### **The Church Building**

Following the completion of the lighting and roofing projects in previous years Heritage England have confirmed that St George's has been taken off the Heritage at Risk Register.

The twelve month practical completion period for the roof expired in January 2019 and the final retention payment has been made.

With the completion of the above major works 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.

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Of concern is the safety of the ringing chamber balcony rail and urgent work is required. After much discussion with the Diocese a replacement glass balustrade has been proposed and we now have to obtain a Faculty. The cost will be kindly met by the Bell Ringers.

The Cumbria Clock Company overhauled the clock and it has just been refitted. Grants for this work have been 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.

Disabled access into the Church is difficult and needs addressing. The Church architects, Thomas Ford & Partners, have been consulted and asked to prepare a draft proposal to enable safe wheel chair access from the top gate of the churchyard. The renovation of the stone path from the gates on the square will form part of this project.

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**

On the General Fund, the surplus of £11,519 made in the year means there are funds to carry forward of £5,621.

The £8,000 Parishioner loan made in 2016 to support the rewiring and lighting project was then extended to support the roof project and remains outstanding but is covered by outstanding claims for Gift Aid and VAT.

Ways to increase general income will continue to be reviewed to enable the work of the Church to continue and develop.

### **Reserves Policy**

The policy is to hold general reserves equivalent to three months' running costs. This objective was not met at 31 December 2018.

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 19 March 2019 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 2018.

## **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:

1. accounting records were not kept in respect of the PCC as required by section 130 of the Act; or
2. 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

19<sup>th</sup> March 2019  
The Vicarage, The Close  
Corseley Road  
Groombridge, TN3 9SE

## FINANCIAL STATEMENTS FOR THE YEAR ENDED 31ST DECEMBER 2018

## RECEIPTS AND PAYMENTS ACCOUNT

|  |             | Totals<br>2018<br>£ | General<br>Fund<br>2018<br>£ | Designated<br>Funds<br>2018<br>£ | Restricted<br>Funds<br>2018<br>£ | Totals<br>2017<br>£ |
|--|-------------|---------------------|------------------------------|----------------------------------|----------------------------------|---------------------|
| <b>RECEIPTS</b>                        | <b>Note</b> |                     |                              |                                  |                                  |                     |
| <b>Voluntary Receipts</b>              | <b>3</b>    | 82,513              | 46,079                       | 460                              | 35,974                           | 211,933             |
| <b>Activities for generating funds</b> |             | 11,298              | 10,990                       | 308                              | -                                | 14,725              |
| <b>Receipts from Church activities</b> | <b>4</b>    | 11,085              | 11,085                       | -                                | -                                | 13,273              |
| <b>Investment income</b>               |             | 51                  | 51                           | -                                | -                                | 24                  |
| <b>Total receipts</b>                  |             | <b>104,947</b>      | <b>68,205</b>                | <b>768</b>                       | <b>35,974</b>                    | <b>239,955</b>      |

## PAYMENTS

## Church activities

|                              |          |                |               |              |               |                |
|------------------------------|----------|----------------|---------------|--------------|---------------|----------------|
| Diocesan Parish contribution |          | 32,040         | 32,040        | -            | -             | 31,260         |
| Clergy and staffing costs    |          | 1,571          | 1,571         | -            | -             | 1,704          |
| Church running expenses      |          | 12,526         | 9,514         | -            | 3,012         | 9,904          |
| Cost of services             |          | 10,079         | 8,227         | 1,752        | 100           | 9,587          |
| Buildings maintenance        |          | 68,789         | -             | -            | 68,789        | 145,942        |
| Mission giving and donations |          | 2,974          | 2,089         | -            | 885           | 3,032          |
|                              |          | <b>127,979</b> | <b>53,441</b> | <b>1,752</b> | <b>72,786</b> | <b>201,429</b> |
| Cost of generating funds     | <b>5</b> | 3,245          | 3,245         | -            | -             | 4,566          |
| Loan repayment               |          | -              | -             | -            | -             | 8,000          |
| <b>Total payments</b>        |          | <b>131,224</b> | <b>56,686</b> | <b>1,752</b> | <b>72,786</b> | <b>213,995</b> |

## Excess (deficit) of receipts over payments

|                                       |  |                  |                 |               |                  |               |
|---------------------------------------|--|------------------|-----------------|---------------|------------------|---------------|
|                                       |  | <b>( 26,277)</b> | <b>11,519</b>   | <b>( 984)</b> | <b>( 36,812)</b> | <b>25,960</b> |
| Transfer between funds                |  | -                | ( 626)          | 626           | -                | -             |
| <b>Balances at 1st January 2018</b>   |  | <b>37,965</b>    | <b>( 5,272)</b> | <b>3,721</b>  | <b>39,516</b>    | <b>12,005</b> |
| <b>Balances at 31st December 2018</b> |  | <b>11,688</b>    | <b>5,621</b>    | <b>3,363</b>  | <b>2,704</b>     | <b>37,965</b> |

represented by:

|                   |          |               |              |              |              |               |
|-------------------|----------|---------------|--------------|--------------|--------------|---------------|
| <b>Cash Funds</b> | <b>6</b> | <b>11,688</b> | <b>5,621</b> | <b>3,363</b> | <b>2,704</b> | <b>37,965</b> |
|-------------------|----------|---------------|--------------|--------------|--------------|---------------|

The attached notes form part of these financial statements

Approved by the PCC on 19 March 2019 and signed on their behalf

Chairperson: Revd Edward Wright

Treasurer: Linda Read

**NOTES TO THE FINANCIAL STATEMENTS  
FOR THE YEAR ENDED 31ST DECEMBER 2018**

**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:

| <b>Restricted:</b>                      | <b>Balance<br/>brought<br/>forward<br/>£</b> | <b>Receipts<br/>£</b> | <b>Payments<br/>£</b> | <b>Transfer<br/>£</b> | <b>Balance<br/>carried<br/>forward<br/>£</b> |
|---|--|-----------------------|-----------------------|-----------------------|--|
| Roof repairs including Heritage Lottery | 37,547                                       | 27,511                | ( 64,296)             | -                     | 762  |
| Other building repairs                  | -  | 7,588                 | ( 7,505)              | -                     | 83   |
| <i>All building repairs</i>             | 37,547                                       | 35,099                | ( 71,801)             | -                     | 845  |
| Education fund                          | 1,959  | -                     | ( 100)                | -                     | 1,859  |
| <i>for education of children</i>        |  |                       |                       |                       |  |
| Special collections for charity         | 10   | 875                   | ( 885)                | -                     | -  |
|   | 39,516                                       | 35,974                | ( 72,786)             | -                     | 2,704  |

| <b>Designated:</b>   | <b>Balance<br/>brought<br/>forward<br/>£</b> | <b>Receipts<br/>£</b> | <b>Payments<br/>£</b> | <b>Transfer<br/>£</b> | <b>Balance<br/>carried<br/>forward<br/>£</b> |
|----------------------|--|-----------------------|-----------------------|-----------------------|--|
| Diocesan repair fund | 47   | -                     | -                     | -                     | 47   |
| Embroidery fund      | 353  | -                     | -                     | -                     | 353  |
| Choir fund           | 3,121  | 392                   | ( 750)                | -                     | 2,763  |
| Flower fund          | 200  | 376                   | ( 1,002)              | 626                   | 200  |
|                      | 3,721  | 768                   | ( 1,752)              | 626                   | 3,363  |

**3 VOLUNTARY RECEIPTS**

|                                    | <b>Totals<br/>2018<br/>£</b> | <b>General<br/>Fund<br/>2018<br/>£</b> | <b>Designated<br/>Funds<br/>2018<br/>£</b> | <b>Restricted<br/>Funds<br/>2018<br/>£</b> | <b>Totals<br/>2017<br/>£</b> |
|------------------------------------|------------------------------|--|--|--|------------------------------|
| Grants and donations:              |                              |  |  |  |                              |
| Heritage Lottery Fund              | 7,990                        | -                                      | -  | 7,990                                      | 119,970                      |
| To repay VAT on repairs            | 21,113                       | 508                                    | -  | 20,605                                     | 19,267                       |
| Friends of St. George's Wrotham    | 6,504                        | -                                      | -  | 6,504                                      | 10,092                       |
| Donations from other charities     | -                            | -                                      | -  | -  | 30,000                       |
| Other donations including Gift Aid | 46,906                       | 45,571                                 | 460  | 875  | 32,604                       |
|                                    | 82,513                       | 46,079                                 | 460  | 35,974                                     | 211,933                      |



**NOTES TO THE FINANCIAL STATEMENTS  
FOR THE YEAR ENDED 31ST DECEMBER 2018**

**4 RECEIPTS FROM CHURCH ACTIVITIES**

|                 | <b>Totals<br/>2018<br/>£</b> | <b>General<br/>Fund<br/>2018<br/>£</b> | <b>Designated<br/>Funds<br/>2018<br/>£</b> | <b>Restricted<br/>Funds<br/>2018<br/>£</b> | <b>Totals<br/>2017<br/>£</b> |
|-----------------|------------------------------|--|--|--|------------------------------|
| Fees            | 3,011                        | 3,011                                  | -  | -  | 6,146                        |
| Magazine income | 8,074                        | 8,074                                  | -  | -  | 7,127                        |
|                 | <b>11,085</b>                | <b>11,085</b>                          | <b>-</b>                                   | <b>-</b>                                   | <b>13,273</b>                |

**5 COST OF GENERATING FUNDS**

|                              |              |              |          |          |              |
|------------------------------|--------------|--------------|----------|----------|--------------|
| Magazine printing            | 2,615        | 2,615        | -        | -        | 3,710        |
| Fund raising events expenses | 630          | 630          | -        | -        | 856          |
|                              | <b>3,245</b> | <b>3,245</b> | <b>-</b> | <b>-</b> | <b>4,566</b> |

**6 STATEMENT OF ASSETS AND LIABILITIES**

|   | <b>Totals<br/>2018<br/>£</b> | <b>General<br/>Fund<br/>2018<br/>£</b> | <b>Designated<br/>Funds<br/>2018<br/>£</b> | <b>Restricted<br/>Funds<br/>2018<br/>£</b> | <b>Totals<br/>2017<br/>£</b> |
|---|------------------------------|--|--|--|------------------------------|
| <b>Cash Funds</b>                           |                              |  |  |  |                              |
| CAF Bank                                    | 11,421                       | 5,401                                  | 3,316                                      | 2,704                                      | 37,698                       |
| Cash in Hand                                | 220                          | 220                                    | -  | -  | 220                          |
| Diocesan Church Repair Fund                 | 47                           | -                                      | 47   | -  | 47                           |
| <b>Cash funds</b>                           | <b>11,688</b>                | <b>5,621</b>                           | <b>3,363</b>                               | <b>2,704</b>                               | <b>37,965</b>                |
| <b>Other monetary assets</b>                |                              |  |  |  |                              |
| Gift aid recoverable                        | 10,500                       | 10,500                                 | -  | -  | 23,000                       |
| VAT reclaim                                 | 746                          | -                                      | -  | 746  | 10,091                       |
| <b>Total assets</b>                         | <b>22,934</b>                | <b>16,121</b>                          | <b>3,363</b>                               | <b>3,450</b>                               | <b>71,056</b>                |
| <b>Liabilities</b>                          |                              |  |  |  |                              |
| Interest free loans repayable within a year | ( 8,000)                     | ( 8,000)                               | -  | -  | ( 8,000)                     |
| Light & heat bills                          | ( 198)                       | ( 198)                                 | -  | -  | -                            |
| <b>Net assets</b>                           | <b>14,736</b>                | <b>7,923</b>                           | <b>3,363</b>                               | <b>3,450</b>                               | <b>63,056</b>                |