

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 2018

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 2018

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>		Richard Akehurst (until May 2018)
		Keith Waters
		Sally Poland (from May 2018)

<i>Representatives on</i>	Michael Sumpter
<i>The Deanery Synod:</i>	
<i>Elected Members</i>	Tony Burgess <i>Treasurer</i>
	Michele Burgess
	Alfredo de Masi
	John Fleming
	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 121 Members appear on the updated Church Electoral Roll of whom 76 were not resident within the parish.

The average weekly adult attendance was 90. Children and youth who attend the opening part of services usually increased this number by an average of 15.

Review of the Year

Meetings

St Peter's PCC held 1 APCM and 7 regular, well-attended meetings during 2018.

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.

Community

- St Peter's School Governors: Mike Warren, Matt Aldous.
- 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

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

Finishing close to the PCC's planned deficit of £12,000 for 2018 the church accounts record a deficit of £12,669 down from £19,452 in the previous year.

Income & Expenditure

Although income increased by £13,454 to £138,426 this was insufficient to cover increased outgoings which reflected a full year of covering the employment and housing costs of our Assistant Minister recruited in 2017. The decision to recruit an Assistant Minister for an initial two-year period was made on the understanding that any shortfall in funding would be met by drawing on reserves but with the proviso that concerted efforts would be made to increase regular giving and other income to mitigate.

As at 31 December 2018 the total costs relating to the Assistant Minister were £39,049 up from £20,082 in 2017. In response to an appeal at the beginning of the year regular giving increased by £5,850 and it should be noted this was on top of an improvement of £5,800 seen in the previous year. Hall hire receipts increased yet again in 2018 by just under £4,000 to £28,742 and at 20% of overall income this source makes an important contribution to the Church finances.

There was a burglary in the Church building in March 2018 and an old projector along with £20 in cash was stolen. Repairs to a window and some doors plus a replacement cabinet in the Vestry cost just under £1,800. This was partially covered by a claim on the Church's insurance policy in the sum of £1,300.

Funds

As at 31 December 2018 the unrestricted General Fund stood at £59,647, down from £69,481. This amount provides more than adequate cover for the PCC's policy in respect of reserves since unrestricted reserves represent just a little over 5 months' operating expenditure.

2019 Budget

At the time of writing the PCC have budgeted for much smaller deficit of £2,000 for 2019. This includes a contingency of £2,000 for unplanned expenditure and subject to income remaining at current levels it is conceivable the Church finances may well return to an even keel this year.

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 2 year rental 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 2018 and the expected income and expenditure for 2019, 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 11 March 2019

Signed :

A handwritten signature in black ink, appearing to read 'Mike Warren', followed by two dots.

Chairman: Mike Warren

Date: 22 March 2019

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 2018 which are set out on pages 7 to 16 of the 2018 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: 22 March 2019

Statement of Financial Activities

	Unrestricted funds	Designated funds	Restricted funds	Endowment funds	Total funds	Prior year total funds
Income and endowments from: (See Note 6)						
Incoming resources from donors	62,220	2,990	3,010	—	68,220	64,050
Gift Aid	16,309	—	—	—	16,309	13,131
Other voluntary incoming resources	9,217	3,160	891	—	13,268	14,067
legacies	—	—	—	—	—	—
Income from investments	79	—	—	—	79	39
Income from charitable and ancillary trading	37,262	—	—	—	37,262	32,716
Other ordinary incoming resources	3,285	—	—	—	3,285	966
Total income and endowments from:	128,375	6,150	3,901	—	138,426	124,972
Expenditure on: (See Note 7)						
Grants	10,284	500	701	—	11,485	9,028
Activities directly related to church work	40,180	4,365	1,618	—	46,163	39,554
Major repairs	—	429	17	—	446	8,753
Stipend and Parish Share	77,370	7,765	2,070	—	87,205	83,380
Fund-raising and publicity	1,005	—	—	—	1,005	1,073
Church management and administration	4,789	—	—	—	4,789	2,634
Total expenditure on:	133,630	13,059	4,406	—	151,096	144,424
Net expenditure before transfer	(5,255)	(6,909)	(505)	—	(12,669)	(19,452)
Transfers						
Gross transfers between funds - in	—	3,547	1,031	—	4,579	8,040
Gross transfers between funds - out	(4,579)	—	—	—	(4,579)	(8,040)
Net movement in funds	(10,134)	(3,061)	526	—	(12,669)	(19,452)
Total funds brought forward	69,481	9,335	5,351	4,000	88,169	107,621
Total funds carried forward	59,347	6,273	5,878	4,000	75,499	88,169
Represented by						
Unrestricted						
General fund	59,647	—	—	—	59,647	69,481
Designated						
Assistant Minister	—	0	—	—	0	2,671
Charity gift clearing fund	—	—	—	—	—	—
Church Development	—	—	—	—	—	—
Diocesan repair fund	—	5,174	—	—	5,174	5,174
Kitchen appeal fund	—	195	—	—	195	625
Maintenance sink fund	—	0	—	—	0	0
Missionary giving	—	138	—	—	138	338
St Peter's Discretionary Fund	—	200	—	—	200	500
Training & Development	—	264	—	—	264	25
Restricted						
Additional Agency	—	—	200	—	200	200
Agency collection	—	—	(200)	—	(200)	(200)
Assistant Minister	—	—	660	—	660	—
Bibles for St Peters School	—	—	0	—	0	0
Charity gift clearing fund	—	—	—	—	—	—
Church Development	—	—	1,015	—	1,015	1,015
Kitchen appeal fund	—	—	0	—	0	17
Missionary giving	—	—	0	—	0	0
To fund youth worker	—	—	0	—	0	908
Tower appeal fund	—	—	4,101	—	4,101	3,410
Youth camp fund	—	—	100	—	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	10,061	9,057
	Bank current Vicars	—	—
	Bank deposit HSBC	46,082	51,034
	Bank deposit Dios	1,238	1,233
	CRF Diocesan account	9,207	9,179
	Other assets	—	—
	Accounts Receivable	10,250	14,283
	Total Current assets	76,839	84,789
Liabilities			
	Agency collections	—	—
	Accounts Payable	5,340	620
	Total Liabilities	5,340	620
	Net Asset surplus	75,499	88,169
Reserves			
	Deficit	(12,669)	—
	Starting balances	84,169	84,169
	Gains/(losses) on investment assets	—	—
	Endowment Fixed Assets	4,000	4,000
	Total Reserves	75,499	88,169
	Represented by funds		
	Unrestricted	59,647	69,481
	Designated	5,973	9,335
	Restricted	5,878	5,351
	Endowment	4,000	4,000
	Total	75,499	88,169

The charity is entitled to exemption from audit for the period ended 31 December 2018

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)

22 March 2019

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.

Note 4: Statement of assets and liabilities

	General	Designated	Restricted	Endowment	This year	Last year
Fixed assets - Tangible assets						
Freehold Playground	—	—	—	4,000	4,000	4,000
Totals	—	—	—	4,000	4,000	4,000
Current assets - Cash at bank and in hand						
Bank current HSBC	20,304	(5,210)	(5,032)	—	10,061	9,057
Bank current Vicars	—	—	—	—	—	—
Bank deposit HSBC	35,594	2,317	8,170	—	46,082	51,034
Diocesan deposit	55	—	1,183	—	1,238	1,233
CRF Diocesan account	340	8,866	—	—	9,207	9,179
Other assets	234	—	(234)	—	—	—
Totals	56,528	5,973	4,086	—	66,589	70,506
Current assets - Debtors						
Accounts Receivable	3,450	—	6,800	—	10,250	14,283
Totals	3,450	—	6,800	—	10,250	14,283
Liabilities - Agency accounts						
Agency collections	—	—	—	—	—	—
Totals	—	—	—	—	—	—
Liabilities - Creditors: Amounts falling due in one year						
Accounts Payable	5,340	—	—	—	5,340	620
Totals	5,340	—	—	—	5,340	620
Liabilities - Provision for liabilities and charges due within one year						
restricted clearing account	85	—	(85)	—	—	—
Totals	85	—	(85)	—	—	—
Grand total	54,553	5,973	10,972	4,000	75,499	88,169

Note:5 Fund movement by type

		Opening	Incoming	Outgoing	Transfers	Gains/losses	Closing
Playground							
Endowment		4,000	—	—	—	—	4,000
Sub-total		4,000	—	—	—	—	4,000
Training & Development							
Designated		25	2,660	4,365	1,944	—	264
Sub-total		25	2,660	4,365	1,944	—	264
St Peter's Discretionary Fund							
Designated		500	—	300	—	—	200
Sub-total		500	—	300	—	—	200
Agency Collection							
Restricted		(200)	—	—	—	—	(200)
Sub-total		(200)	—	—	—	—	(200)
Additional Agency							
Restricted		200	—	—	—	—	200
Sub-total		200	—	—	—	—	200
General fund							
Unrestricted		69,481	128,375	133,630	(4,579)	—	59,647
Sub-total		69,481	128,375	133,630	(4,579)	—	59,647
Diocesan repair fund							
Designated		5,174	—	—	—	—	5,174
Sub-total		5,174	—	—	—	—	5,174
Kitchen appeal fund							
Designated		625	—	429	—	—	195
Restricted		17	—	17	—	—	0
Sub-total		642	—	446	—	—	196
Tower appeal fund							
Restricted		3,410	691	—	—	—	4,101
Sub-total		3,410	691	—	—	—	4,101
Youth worker							
Restricted		908	480	1,388	—	—	0
Sub-tota		908	480	1,388	—	—	0
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		338	—	200	—	—	138
Restricted		0	—	701	701	—	0
Sub-total		338	—	901	701	—	139
Charity gift clearing account							
Designated		—	—	—	—	—	—
Restricted		—	—	—	—	—	—
Sub-total		—	—	—	—	—	—

Assistant MinisterDesignated
Restricted

	2,671	3,490	7,765	1,603	—	0
	—	2,730	2,070	—	—	660
Sub-total	2,671	6,220	9,835	1,603	—	660

Youth camp fund

Restricted

	—	—	230	330	—	100
Sub-total	—	—	230	330	—	100
Grand total	88,369	138,426	151,096	—	—	75,699

Note: 6 Analysis of income

Incoming resources from donors

	Unrestricted	Designated	Restricted	Endowment	Total	
					This year	Last year
Regular giving	53,817	2,990	3,010	—	59,817	53,967
Envelope scheme	1,595	—	—	—	1,595	2,470
Church collections	2,870	—	—	—	2,870	3,863
Mission collections	3,937	—	—	—	3,937	3,749
Total	62,220	2,990	3,010	—	68,220	64,050

Incoming resources from donors - Gift Aid

	Unrestricted	Designated	Restricted	Endowment	Total	
					This year	Last year
Income tax recovered	16,309	—	—	—	16,309	13,131
Total	16,309	—	—	—	16,309	13,131

Other voluntary incoming resources

	Unrestricted	Designated	Restricted	Endowment	Total	
					This year	Last year
Sundry donations	7,561	3,160	891	—	11,612	12,412
Kitchen Appeal	50	—	—	—	50	—
Children and Youth	974	—	—	—	974	793
Evangelism income	—	—	—	—	—	215
Mummy & Me, Daddy & Me	632	—	—	—	632	646
Total	9,217	3,160	891	—	13,268	14,067

Income from investments

	Unrestricted	Designated	Restricted	Endowment	Total	
					This year	Last year
Dividends	—	—	—	—	—	—
Interest received	79	—	—	—	79	39
Total	79	—	—	—	79	39

Income from charitable and ancillary trading

	<u>Unrestricted</u>	<u>Designated</u>	<u>Restricted</u>	<u>Endowment</u>	<u>Total</u> <u>This year</u>	<u>Last year</u>
Book stall sales	138	—	—	—	138	—
Hall Income	28,742	—	—	—	28,742	24,826
Rent (school playground)	7,250	—	—	—	7,250	7,250
Fund raising income	—	—	—	—	—	—
Church family events	1,132	—	—	—	1,132	640
Total	37,262	—	—	—	37,262	32,716

Other ordinary 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>
Fees - weddings etc	1,985	—	—	—	1,985	966
Insurance Income	1,300	—	—	—	1,300	—
Total	3,285	—	—	—	3,285	966

Note: 7 Analysis of expenditure

Grants

	<u>Unrestricted</u>	<u>Designated</u>	<u>Restricted</u>	<u>Endowment</u>	<u>Total</u> <u>This year</u>	<u>Last year</u>
Missionary societies	2,249	200	701	—	3,150	2,915
Church societies	—	—	—	—	—	750
Charities e.g. Fegans	250	300	—	—	550	145
Home mission	7,785	—	—	—	7,785	5,218
Total	10,284	500	701	—	11,485	9,028

Activities directly related to church work

	<u>Unrestricted</u>	<u>Designated</u>	<u>Restricted</u>	<u>Endowment</u>	<u>Total</u> <u>This year</u>	<u>Last year</u>
Cleaning	2,500	—	—	—	2,500	649
Books and licences	1,160	—	—	—	1,160	295
Training aids	180	4,365	—	—	4,545	3,235
Outreach printing	392	—	—	—	392	407
Vicars expenses	2,362	—	—	—	2,362	1,153
Church Heat, light, elect	9,565	—	—	—	9,565	7,078
Routine maintenance	3,643	—	—	—	3,643	2,180
Insurances	3,659	—	—	—	3,659	2,096
Ministry Trainee (Youth)	3,037	—	1,388	—	4,425	6,552
Lay staff costs	11,318	—	—	—	11,318	12,183
C of E pensions	—	—	—	—	—	—
Children and Youth	1,595	—	230	—	1,825	1,486
Hall rental related cost	—	—	—	—	—	—
Worship	119	—	—	—	119	866
Evangelism	223	—	—	—	223	693
Mummy & Me, Daddy & Me	422	—	—	—	422	675
Total	40,180	4,365	1,618	—	46,163	39,554

Activities directly related to church work - Major repairs

	<u>Unrestricted</u>	<u>Designated</u>	<u>Restricted</u>	<u>Endowment</u>	<u>This year</u>	<u>Total Last year</u>
Major repairs (including Kitchen)	—	429	17	—	446	8,753
Total	—	429	17	—	446	8,753

Activities directly related to church work - Stipend and Parish Share

	<u>Unrestricted</u>	<u>Designated</u>	<u>Restricted</u>	<u>Endowment</u>	<u>This year</u>	<u>Total Last year</u>
Vicarage costs	3,155	—	—	—	3,155	3,154
Diocesan Common Fund	45,000	—	—	—	45,000	60,144
Assistant Minister Expenses	209	—	—	—	209	12,988
Assistant Minister Salary	29,005	7,765	2,070	—	38,840	7,093
Total	77,370	7,765	2,070	—	87,205	83,380

Fund-raising and publicity

	<u>Unrestricted</u>	<u>Designated</u>	<u>Restricted</u>	<u>Endowment</u>	<u>This year</u>	<u>Total Last year</u>
Church family events	1,005	—	—	—	1,005	1,020
Book stall Purchases	—	—	—	—	—	52
Total	1,005	—	—	—	1,005	1,073

Church management and administration

	<u>Unrestricted</u>	<u>Designated</u>	<u>Restricted</u>	<u>Endowment</u>	<u>This year</u>	<u>Total Last year</u>
Expenses - admin	2,054	—	—	—	2,054	2,048
Stationery & post	546	—	—	—	546	531
Expenditure - Insurance claim	1,786	—	—	—	1,786	—
Bank charges	—	—	—	—	—	—
Legal fees	—	—	—	—	—	—
Architects fees	—	—	—	—	—	—
Stewardship expenses	—	—	—	—	—	—
Hospitality	401	—	—	—	401	54
Total	4,789	—	—	—	4,789	2,634

Note 8 : 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 2018 three members of staff were employed directly by the PCC.

	2017	2018
	£	£
Wages and salaries	18,406	28,773
Total	18,406	28,773

Note 9: Transactions with PCC members

- 1) During the financial year members of the PCC made donations to the Charity without conditions totalling £15,008.
- 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	Mrs M Burgess
Travel, phone and office expenses	£2,362	£209	£292

- 4) Related party transactions. The following received payments from the PCC. It should be noted that the Reverend Warren was excluded from any part of the decision making process in agreeing these payments.

<u>Name</u>	<u>Relationship to PCC member</u>	<u>Transaction</u>	<u>Amount</u>
R Warren	Daughter, Rev M Warren	Ministry Training grant	£3,200
Mrs S Warren	Wife, Rev M Warren	Board & Lodgings	£960