

**THE PARISH CHURCH OF ST MARY'S
SHORTLANDS, KENT**

**ANNUAL REPORT
and
FINANCIAL STATEMENTS
of the
PAROCHIAL CHURCH COUNCIL
for the year ended 31st December 2020**

Incumbent: Reverend Gary Best

Churchwardens: Mr Adolph Williams
Mrs Sarah Leonard

Secretary: Mrs Stephanie Maurel

Treasurer: Mr T M Dawson

Independent Examiner: L Howarth



The Parish of St Mary, Shortlands

Trustees' Annual Report (TAR)

2020 Report and Accounts for the Parochial Church Council of St Mary's Church, Shortlands

Aim and Purposes

St Mary's Parochial Church Council (PCC) has the responsibility of cooperating with the Incumbent in promoting in the ecclesiastical parish, the whole mission of the Church, pastoral, evangelistic, social and ecumenical. The PCC is also specifically responsible for the maintenance of the Church building and halls of St Mary's, Shortlands.

Objectives and Activities

The PCC endeavours to bring the love of God into the everyday lives of the people of Shortlands. Our services and worship put faith into practice through prayer and scripture, music and sacrament.

Whilst Covid has meant that the church has remained closed for communal services over much of the past year, St Mary's has made great strides in reaching the congregation through online live streamed Sunday services, morning prayer and a newly added Wednesday evening Compline. This has involved much of the ministry team and has been very well received. Permission to close the church, for all but private prayer, was asked of the Bishop in January 2021.

After ensuring that all members had online access, the PCC has met regularly online during the year to consider the running of St Mary's Church. We have looked at the routine running and maintenance of the Church, continued in the promotion and oversight of safeguarding and have spent much time considering redevelopment of the church with a focus on the community kitchen.

Committees which report regularly to the PCC are children and youth (CandY); St. Mary's Pre-School; Mission beyond the Parish; Stewardship; and Twinning (Douai). The PCC also receives reports from Deanery Synod, Welcare in Bromley and Churches Together in Beckenham (CTiB).

When planning our activities for the year, consideration has been given to the Charity Commission's guidance on public benefit and the supplementary guidance on charities for the advancement of religion. We try to enable ordinary people to live out their faith as part of our parish community through:

- Worship and prayer; learning about the gospel; and developing their knowledge and trust in Jesus.
- Provision of pastoral care for people living in the parish and members of the congregation.
- Mission and outreach work.



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To facilitate this work, it is important that we maintain the fabric of the Church of St Mary and the Church Halls. To further this we are looking at the redevelopment of the church and halls and have a steering group with several sub-groups.

The impact of Covid-19

The Covid-19 pandemic has led to a dramatic loss of human life worldwide and presents an unprecedented challenge to public health, food systems and the world of work. The economic and social disruption caused by the pandemic is devastating and there has been a large impact on the way that St Mary's chooses to serve the community of Shortlands. This annual report is written in the shadow of the global Covid-19 emergency and whilst things have been very difficult for all, St Mary's has stepped up to support those in need more than ever. We would like to pay tribute to the fantastic volunteers and staff who have worked tirelessly and who are proving resilient to the current challenge. The past twelve months must be considered against the backdrop of the ever changing environment that we all find ourselves in.



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Achievements and Performance

Ministry

Whilst the pandemic saw the closure of churches throughout the country during March 2020, a decision made by the government, it is believed that all aspects of ministry have evolved and developed in a way that we would not have otherwise experienced. Through the very strict periods of lockdown, St. Mary's has provided pastoral support to many within our community, encouraging a true sense of 'loving thy neighbour'. The prayer life of our church has grown through our offering Daily Prayer, six days a week; our main Sunday services have been maintained, resulting in many people accessing services online, being able to join with others in corporate worship and prayer. Our music tradition has been maintained with the choir recording many hymns and the music group contributing with worship video recordings. Rev Best would like to thank everyone involved in maintaining ministry through one of the toughest periods of time we will ever experience. But now, with light ahead as we journey towards the lockdown being eased for everyone, we must take what we have learnt and ensure that we maintain the progress, and continue to enhance our ministry offering here in Shortlands.

St Mary's continues to offer many ways for faith and spirituality to grow and develop both in large and small settings. These include:

- Morning Prayer taking place on Monday, Tuesday and Thursday.
- Evening Prayer – following a meeting of the Pastoral Team – taking place on a Tuesday.
- Compline on a Wednesday evening
- Reviewed orders of service – new orders of services created for Baptisms, Advent and Christmas.
- Further development of the Pastoral Team and the work that it undertakes within the church and wider community.
- Continued work on progressing the 'Future Generations Project', exploring the potential options for the development of our buildings to support our mission, particularly how the church space is used to prayerfully consider how St. Mary's might become a church open 7 days a week, providing a community hub for Shortlands.
- Advent and Lent led study groups
- A well attended course on Healing and Wholeness
- A planned PCC away day had to be cancelled because of the health pandemic

Worship and Prayer

The PCC is keen to offer a range of services during the week and over the course of the year that our community find both beneficial and spiritually fulfilling. For example, the Sunday 8.00am Communion Service alternates between Common Worship and the Book of Common Prayer. In addition to our 10.30am Sunday and 10.00am Wednesday services, services take place on major feast days such as Ash Wednesday, Maundy Thursday, Good Friday and Ascension Day. Where the pandemic has allowed Choral Evensong, led by the choir, has taken place on the third Sunday of each month. Evening services



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are also held every couple of months which are led by the Music Group, offering informal contemporary worship for all ages. This has been continued despite the impact of Covid-19 and the congregation has benefited from the recorded singing of both the choir and music group within online services.

All are welcome to attend our regular services. At the last APCM there were 178 members on the Church Electoral Roll, 90 living inside the parish, with 88 living outside the parish. The average weekly online attendance, counted during January 2021, was 64 households with up to 58 watching live.

As well as our regular services, we enable our community to celebrate and thank God at the milestones of the journey through life. Through baptism we thank God for the gift of life, in marriage public vows are exchanged with God's blessing, and through funeral services friends and family express their grief and give thanks for the life which is now complete in this world and to commend the person into God's keeping. Our services celebrating life events were clearly affected during the pandemic, resulting in only 1 baptism and no weddings. However, several funerals were taken, resulting in St Mary's clergy and Readers being involved in 3 church funerals and 24 crematorium services.

Junior Church

Junior Church has found a variety of ways to continue the work with the children and young people of St Mary's. This has of course depended on the national and local picture over the past year but remaining constant has been the faith and fellowship amongst our Junior Church family - both leaders and children.

From April to July 2020 the group met weekly on Zoom, looking at some of the favourite old testament stories for 6 weeks thinking about the messages for us today. The second half of the term was spent looking at aspects of Jesus's ministry. Games were played, ideas discussed and prayers shared together.

From September to December, when the church was open again the children were initially provided with activity boxes to use during the service and then after a few weeks were able to meet together in a Covid safe way up in the hall. This enabled everyone to enjoy being part of the church community again. For example, the group made welcome gifts and cards for our new curate and wrote Harvest prayers which were then shared during Harvest Festival. The group has even prepared a presentation for Epiphany which is ready for 2022! Some of our children and leaders also supported the 2 community events held in December where 80 Junior Church goodie bags were given out to local children. These contained a bookmark, candle, some sweets and a flyer advertising the group.

From January onwards 2021 'Ministry at Home' materials provided by the Diocese have been shared with the children. These have been sent to all families weekly and follow the lectionary. They provide readings and prayers each week with ideas of how families can share the word together. There were plans for some of our children to be involved in the Easter service doing the readings and the prayers and had as many people as possible from our Junior Church family part of the Easter community event on Easter Sunday.

It has been undoubtedly a challenging year to lead the work of Junior Church. Our leader, Jo Eade, has however been well supported by the Junior Church Team who have helped her both remotely and in



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person and this support, along with the enthusiasm and engagement of our group of children, has meant that she feels thankful to have been so blessed.

Deanery Synod

Four members of the PCC sat on the Deanery Synod. This provides the PCC with an important link between the parish and the wider structures of the Church. The PCC has looked at the questions posed to parishes in the deanery about mission. Going forwards with the reduction in names on the electoral roll, St Mary's will have three members on the Deanery Synod. Ann-Marie Jefferys continues to sit on the Diocesan Synod.

The Church and Halls

When not in the health pandemic, our Church is open to our community for private prayer until 1pm during the week and at other times by arrangement. For much of the lockdown, to allow for cleaning of the pews, the church has been open on a Monday, Wednesday and Friday/Saturday only.

The Church and halls have undergone regular routine maintenance. No major work was carried out in 2020 although a contract has been signed to add video cameras to the main body of the church for better quality service filming. The Church has been rewired and a community kitchen has been created and has running water and hot water via a wall mounted boiler.

In normal years the hall, choir vestry and Friends room are well used, both by Church groups and the wider community. Regular Church groups using the rooms in Church House include the mobility group, craft and chatter and the toddlers' groups. Despite the pandemic, and with extra safety measures in place, the pre-school continues to meet in the hall on weekday mornings during term time.

Pastoral Care

The Pastoral Team meets once a week online to discuss pastoral concerns within the church and wider community and there is a continued number of prayer requests and home/hospital visits and Home Communion.

Mission and Evangelism

Helping those in need is a demonstration of our faith. The Mission beyond the Parish has highlighted some interesting charities locally, nationally and internationally, including the Diocese Poverty and Hope Appeal, Mission to Seafarers, Home for Good, and Bromley and Beckenham Street Pastors. Nominations for charities are discussed at an annual October meeting, open to all, and attended by members of the community. During 2020, more than £3,000 was raised to distribute between the 12 chosen charities and a specific donation of £100 for Arthritis UK.

Normally SPAN is distributed 11 times a year to all homes in the parish and copies for non-residents are available at the Church and halls. This keeps our community informed of the important matters affecting our Church and community as well as articles about our faith. This year the introduction of the NewsSheet has been welcomed and has been shared via email with the community. The distribution of SPAN was resumed at the start of this year which was well received by the community.



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Fundraising

Whilst this year has been rather tricky to fundraise with so many opportunities to meet face to face curtailed, just over £110,000 has been raised for the Future Generations Fund. The main fundraising components were the sales of recipe books and calendars; the amount raised has been boosted by the kind generosity of several members of the congregation and the Friends of St Mary's.

Ecumenical Relationships

Meetings via Zoom have continued throughout the year. Church reps and clergy have encouraged each other with prayers, and exchanged news about lockdown outreach and initiatives, especially ideas which have worked well.

Twin Parish

There were detailed plans for the 25th anniversary celebrations of the Jumelage, with the visit of our friends from Douai. These were to include a visit to Canterbury Cathedral, a Church BBQ and Bishop James celebrating the Eucharist and preaching a bi-lingual sermon. Unfortunately Covid prevented any of this from happening both in 2020 and 2021. We are hoping to go ahead with this programme in 2022 instead.

Social Media

As stated in our social media policy, "St Mary's Shortlands will use social media in order to:

- Demonstrate St Mary's is friendly and accessible – with the local community of Shortlands as the prime audience
- Give information about the nature and range of activities in the church, and information about how to get involved
- Show how St Mary's seeks to make a difference in the wider world
- Give a sense of the 'benefits' of being part of the St Mary's community."

The Facebook page, working together with our website, has played a new and fundamental role in our ministry this year, as it has been used for online services and other communication to our community.

Page followers rose from 170 in March 2019 to just under 200 in March 2020, and then climbed rapidly once lockdown started and we began live streaming services. Numbers have continued to grow and we had 335 followers in September. The rise in followers was almost certainly due to people joining to watch online services. The most popular "posts" by a long way are our live streamed services.

Under Tim Dawson and Gary Best's supervision we requested and received authorisation from Facebook to use "Facebook Donate" to receive donations through our Facebook site, though this is not yet widely used.

St Mary's has bought additional music licenses from CCLI so that we have permission to play copyrighted church music on the site.



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Volunteers

We would like to thank all the volunteers who work so hard to make our Church the lively and vibrant community it is, especially considering the difficult year that we have all experienced. The time and effort put in by so many is greatly appreciated, including the flower arrangers who keep the church looking splendid week by week and who play such an important role in preparing the church for our worship and special services held at St. Mary's. Also, many thanks and a special mention for our Churchwardens, Mr Williams and Mrs Leonard, who have worked so tirelessly on our behalf and Mr Dawson and Mr Hogg who continue to provide sound guidance and judgement with the Church's accounts and its finances. Despite the government regulations and guidance, the church grounds have been kept looking immaculate and the cutting back of the hedges have allowed a greater community view of our church.

The Choir and Music Group

This year has been a challenge for everyone but the choir has stayed committed and engaged. The choir have met weekly in lockdown on Zoom and have had quizzes, played bingo and recently have sung through some anthems. The junior choir have also met on Zoom and have enjoyed the various quizzes set for them. As Director of Music, Canon Tillotson, held 3 Songs of Praise services from her music room, along with support from her children, Rachel and David. After the first lockdown, when we could, the choir met outside Church every Thursday, socially distanced and caught up with all the news! When we were allowed back in Church they were able to sing on a rota with a choir of 6 but able to hold choir practices in the nave, all socially distanced. We were fortunate to still hold our Advent Carol Service and the service of 9 lessons and Carols in December. The choir are all still very hopeful that the planned tour to Bath Abbey in July will still take place.

In January the choir said a fond farewell to Tony and Oliver Wright Jones, who have moved from Shortlands to start a new life in Worcestershire. Our Director of Music would like to express thanks to them both for their commitment and loyalty to the choir.

The choir are very much looking forward to the future and singing together again and have a trip to Peterborough Cathedral booked for July 2022.

Canon Tillotson gives her thanks to the choir and the clergy team for their support during these very unprecedented times.

The last twelve months have shown, more than ever, how important music is to our communal worship and people's individual wellbeing. The music group has continued to play its part during the pandemic by contributing a series of worship songs for the online services, developing new skills in home recording and audio/video editing in the process, as well as maintaining a sense of togetherness for the group. During the months when live music in church became possible again, we put new arrangements in place to enable the group to play and sing in a socially distanced layout. Highlights of the year were producing a full virtual service for Pentecost, performing a live set of Christmas music for the community nativity event and leading a live service of reflection on coming through the first lockdown. The title of the latter summed up our approach to this time, in which we have all faced many challenges but also have much for which we can be thankful: "Hallelujah Anyhow!"



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FABRIC AND ORNAMENTS FOR 2020

Introduction

This report is produced in accordance with the Care of Churches and Ecclesiastical Measure 1991.

Several significant items of work were undertaken during the year – (i) installing new kitchen at the back of the Church, (ii) installing water supply for new Church kitchen, (iii) installing water heater in Church kitchen,

(iv) installing new sewage pipes from Church kitchen to mains sewer, (v) rewiring Church power circuits,

(vi) replacing the office photocopier/printer, (vii) boiler repair, servicing and re-inspection, (viii) new unit fitted to emergency lighting in Hall corridor, (ix) repair to flat roof over Pre-School storage cupboard, (x) 4 rear pews removed and re-located to elsewhere in the Church, (xi) clearing drains, sewers and gutters in Church grounds. In addition a number of miscellaneous items of work were carried out by various contractors and and volunteers.

The premises were inspected on behalf of the Churchwardens in March 2021 with the conclusion that a number of more minor items from the Quinquennial Report (Nov 16) remain to be completed, either within a 2 year or 5 year period from that date as noted in the report. However, many items planned or anticipated to be completed during 2020 have been impacted by the Covid-19 situation and its associated lockdowns and where this has been the case these items will be moved forward to 2021/22. In addition, a number of other tasks need to be addressed as shown below.

No fire safety evacuation practices took place during 2020 in readiness for a potential emergency but it is intended that these will be resumed during 2021.

Note : there was an incident in November 2020 where the votive candle stand caught fire but this was extinguished satisfactorily without further harm.

The goods and ornaments were inspected by the Churchwardens during the year. There are separate statements on the contents of the Terrier and Log Book but key changes are highlighted below.

Repair and other work carried out during the year

Japanese knotweed monitoring continues to identify any evidence of new growths that might require treatment. The drains were inspected and cleared of any debris during 2020, as noted above, but work continues on a regular basis to clear leaves and debris to ensure free running of storm and waste water. Wire cages in gutters are being replaced on the various roofs to prevent leaf blockages. Fire extinguishers were serviced in August 2020 including the Scout Hut. The organ was serviced/repared several times throughout the year but is due a major overhaul in 2021. The lawns were regularly mowed throughout the year.



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Inspection of the fabric of the Church including the Millennium Chapel (MC) and curtilage

The inspection carried out on behalf of the Churchwardens showed the following main defects require attention. *[Actions suggested are indicated]:*

Outside:

- Various coping stones around the Church have minor cracks, distorted lead flashing, missing mortar and stained brickwork underneath. *[continue repairs in 2021 and beyond]*
- Further repairs are required to the coping stones over the MC east wall on their east, west and top faces. These coping stones are in a poor state of repair with loose stone falling on to the tiled roof and below. *[attend to in 2021 if possible]*
- There are cracks and holes in the brickwork under these coping stones on the MC east wall. *[continue to monitor]*
- There is a crack on the south wall at the west end leading from the coping stones down vertically through about 50 brick courses. *[no change - continue to monitor]*
- Outer brickwork around the south porch coping stones and in the stonework around the windows on the west wall requires re-pointing. *[no change - repair when time allows]*
- An external crack in the north wall about a centimetre wide extends from the coping stones to the top of the second window from the west end. *[no change from 2019/20, continue to monitor]*
- In addition, external cracks at the top of the west corner of the north wall extend from the coping stones both vertically down the line of the lightning conductor through 25 brick courses and also diagonally downwards, via a hole in the brickwork, to an area close to the NW corner itself. NB: the lightning conductor on this north wall is about 1m from the NW corner. *[same as 2019/20 but continue to monitor]*
- There is also an external crack at the top of the north corner of the west wall, about 0.6m from the NW corner, extending down 25 brick courses from the coping stones. *[same as 2019/20 but continue to monitor]*
- *The comment made last year regarding the potential instability of this corner of the brickwork is still valid although there appears to have been no change but the area should be kept under regular observation.*
- There is a crack on the south wall at the west end leading from the coping stones down vertically through about 50 brick courses. *[continue to monitor]*
- There is evidence of cracking in the brickwork on the Church east wall above the green double doors and to the right of the caged ladder. This cracking extends from the coping stones down to and around the square hole in the brickwork (approx. 0.5m sq.). *[continue to monitor]*
- This square hole, and the identical one on the far side of this brickwork, appear to lead to control louvres for the organ chamber below and the louvres inside these holes are visible. However, the wire mesh on the external sides of these louvres, presumably to keep out birds, animals, leaves etc., has completely disintegrated on both east and west sides. *[these ought to be replaced to protect the louvres and organ chamber beyond from the ingress of such wildlife and debris – to be discussed]*
The louvres on both east and west sides are controlled by separate winding mechanisms in the northeast corner of the Church (St. George's Chapel) at ground level.



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- The south porch doors - complete re-treatment work by fixing a threshold externally to the base of the doors to prevent water ingress into the south porch during stormy weather conditions. *[carried over from 2020 - complete in 2021]*
- The flat roof above the south aisle is in good condition but the tiled roof above the south porch has one broken tile and 2/3 cracked ones. *[repair/replace when roofing contractor on site]*
- Similarly, the north aisle flat roof appears to be sound with no leaks from the areas where previously patched repairs were carried out. The tiling above the MC appears to be fine but there are one or two cracks in the tiles above the north porch. *[repair/replace when roofing contractor on site]*
- On the nave roof a lot of mortar has become loose and broken away particularly along the ridge on the north and south sides. Many of the tiles have weathered badly causing surface damage and a few also have broken corners. There is one coping stone at the east end on the north facing slope where the bottom corner has completely broken away. It is recommended that a roofing contractor should survey the nave roof to ascertain the work required and in particular provide an estimate for various options including (i) any damaged or broken tiles needing replacement and (ii) work required to replace any missing or loose mortar *[action in 2021]*
- The condition of the roofing and lead flashing around the access hatch to the nave void above the internal ceiling appears to be sound after previous repairs.
- Some of the mortar/mastic on the north side coping stones around the flat roof at the top of the caged ladder is missing or has gaps/cracks and should be repaired. *[attend to in 2021/2]*
- Two missing drain cages were replaced in the north and south side gutters of the nave roof.

Inside:

- A small area of the inside surface of the west wall (high up above the windows) is becoming detached *[worse than last year - continue to monitor]*
- There is cracking and some missing mortar internally along the edge of the ceiling on the north and south sides at the west end extending towards the first window - this is worse than last year. In addition, further along towards the front of the Church there is similar cracking in the brickwork at ceiling level on both north and south sides some coming down to the top of the windows beneath. *[continue to monitor]*
- There is also cracked/damaged brickwork and mortar lifting at the top of the north wall adjacent to the chapel in the north aisle and similarly at the top of the outer south aisle wall. This seems to have further deteriorated from last year. *[continue to monitor]*
- A number of pews on both sides of the Church are loose. *[replace screws and/or tighten 2021]*
- In the sanctuary, no faults were found in the fabric of the leaded windows and surrounding stonework. *[continue to monitor staining on inside of stonework]*
- The north aisle ceiling needs preparation and repainting. *[re-paint 2021/2]*
- The pulpit rail is loose at the bottom and needs fixing. *[fix in 2021]*



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Inspection of the fabric of Church House (CH), flat and curtilage

The inspection carried out on behalf of the Churchwardens showed the following main defects required attention: *[Actions suggested are indicated.]*

- The CH and Choir Vestry roofs are generally sound but the vestry roof has 1 or 2 coping stones where the surface has badly disintegrated and needs repair. There are also some roof tiles where previous patched repairs are holding but these should be monitored to ensure that future leaks do not occur. *[repair coping stones 2021/2 and continue to monitor previous roofing repairs on CH roof]*
- Outside, the wooden window frames are in poor condition and need replacement with UPVC, priority being the three windows above the main entrance, but also those at ground floor level and those at the rear of CH. *[replace upper front windows as soon as funds allow, repair/re-paint others in the next two years]*
- The access hatch to the left of CH main door leading to the boiler room should be checked and repaired if necessary to prevent water ingress into the boiler room area beneath. *[attend to 2021]*
- Some of the bricks of the retaining wall in the open area between CH, at the back, and the Hall are displaced and are crumbling. *[repair when time and funds allow]*
- The short corridor (Hall to CH/flat) east face boards need repainting. *[attend to when time allows]*
- Tarmac paths around CH have cracks and holes. *[carry out patch repairs in next two years]*
- Internally, the wall/ceiling joint on the stairs from ground floor level up to the flat is in poor condition and requires treatment. *[treat and re-paint when time allows 2021/2]*

Inspection of the fabric of the Hall and curtilage

The inspection carried out on behalf of the Churchwardens showed the following main defects require attention: *[Actions suggested are indicated.]*

Outside:

- The window frames and sills on the east wall need re-painting; one large window pane (4th from north end) has been temporarily replaced/fix and there is cracking in the brickwork under this window. There are two or more broken/cracked windows (to the room below the stage) *[replace glass and re-paint windows 2021/2]*
- There is a crack in the external north wall of the corridor leading to the Hall about halfway along which extends over 28 brickwork courses and there are other cracks in the brickwork on this wall. *[continue to monitor]*
- Similarly there are cracks in the brickwork on the south side of the corridor to the right of the main Hall entrance. *[continue to monitor]*
- Vegetation along the bottom of the east and south walls should be cleared/treated and leaves swept away. *[clear area in 2021]*

Inside:

- The crack across the corridor floor adjacent to the Pre-School office is still about 1cm wide but the cracks around the office door frame and adjacent room appear slightly worse than last year. *[seal 2021 and monitor]*



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- The corridor stair lift is operating properly but it should be checked when the device needs servicing since the last maintenance inspection noted on the lift is 26/03/12. *[check required inspection interval with manufacturer]*
- The Hall still has a number of cracks in the wooden flooring although some of the more major ones have been filled. *[fill cracks where required 2021/2]*
- The Hall east and south walls and below stage corridor cracks have not worsened significantly since the last crack inspection Mar '20. *[continue to monitor and measure cracks]*. There are also similar cracks on the Hall west and north walls behind the stage curtain.
- Lower parts of walls by the under-stage store and numeracy room have suffered damp and plaster has come off the ceiling inside the end room door. *[replace plaster with waterproof plaster when time allows]*.
- The under-stage toilet area needs a comprehensive clean and the toilet seat needs to be replaced; the window catch is also insecure. *[attend to 2021 if possible]*
Unfortunately, this end room, particularly, suffers from flooding in the winter due to the foundations/high water table and is not currently used by the Pre-School or anyone else for any activities.

Inspection of the Church Surrounding Area:

- The perimeter dwarf wall needs repair/repointing in places and the main gate posts need treating with preservative as does the gate from the north porch to the vicarage. *[attend to when time allows]*
- Tree branches overhang the vestry and scout hut roofs. Some lopping work has previously been carried out but continued work needs to be carried out. *[lop when time allows]*
- Japanese knotweed is under observation generally in case there are any further outbreaks *[continue monitoring and treatment]*
- The garden benches, apart from the new bench on the front lawn and the one closest to CH, are in poor condition and require restoration and treatment. *[review treatment within next 2 years]*. The newest bench, however, should be scrubbed and cleaned with water.
- Moss treatment should be continued on the various paths and steps and tarmac patch repairs carried out. *[Continue treatment and repairs when time allows]*
- There is an increasing amount of damage to grass verges around the parking areas outside the south porch – preventive measures should be implemented to preserve these areas from further damage from cars and/or contractor vehicles. *[implement in 2021]*
- The gate at the back entrance to the Hall/Scout Hut needs preservative treatment. *[Treat within next 2 years]*
- The picket fencing leading from this gate and along St. Mary's Ave. has had temporary repairs but is still in a poor state of repair. *[replace when funds allow]*

NB. The various work, actions and timings above are listed irrespective of the Site Development Plan currently under discussion by the relevant PCC sub-committee. Depending on the outcome and way forward some of the items listed may change or be deleted entirely.

Changes to the inventory of Goods and Ornaments.

Wardens to advise.



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Insurances

Insurances for all the buildings and contents were kept up to date (as were those for employee and public liability).

Acknowledgements

The churchwardens would like to thank the staff of the parish office for looking after the goods and ornaments of the church and keeping the associated records. The churchwardens also recognise the sustained efforts of the paid cleaning staff and are very grateful for the hard work done by the stalwart group of volunteer church cleaners, flower arrangers, mowers, gardeners and maintenance workers.

April 2021

Sarah Leonard

Adolph Williams

Churchwarden

Churchwarden

Signed and held in Parish Office

**Independent Examiner's Report
to the St Mary's Shortlands Parochial Church Council**

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I report on the accounts of the Church for the year ended 31st December 2020, which are set out in pages 1 to 15.

Respective responsibilities of trustees and examiner

The Church's trustees are responsible for the preparation of the accounts. The Church's trustees consider that an audit is not required for this year under section 144(2) of the Charities Act 2011 (the 2011 Act) but 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 Charity Commission (under section 145(5)(b) of the 2011 Act, and
- To state whether particular matters have come to my attention.

Basis of Independent Examiners report

My examination was carried out in accordance with the General Directions given by the Charity Commission. The examination includes a review of the accounting records kept by the Church and a comparison of the accounts presented with those records. It also includes considering 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 give a "true and fair view" and the report is limited to those matters set out in the statement below.

Independent examiner's statement

Since the gross income for the year exceeds the amount provided in section 145 (1) of the Act, I confirm that I am qualified to act as an independent examiner under the provisions of that section of the Act.

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
 - (i) to keep accounting records in accordance with section 130 of the 2011 Act; and
 - (ii) to prepare accounts which accord with the accounting records and comply with the 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.

Lucas Howarth

L Howarth

Address: 6 Cheedon Close
Dorridge
West Midlands
B93 8RJ

Date 14/03/2021

STATEMENT OF FINANCIAL ACTIVITIES
for the year ended 31st December 2020

All figures in £'s

	Note	Unrestricted Funds	Restricted Funds	Total 2020	Total 2019
INCOME AND ENDOWMENTS					
<i>Voluntary Income</i>	2(a)	149,893	55,611	205,503	184,694
<i>Activities for generating funds</i>	2(b)	11,166	0	11,166	14,471
<i>Income from investments</i>	2(c)	4,026	754	4,780	4,230
<i>Income from Church activities</i>	2(d)	30,582	0	30,582	50,014
TOTAL INCOME		<u>195,666</u>	<u>56,365</u>	<u>252,030</u>	<u>253,409</u>
EXPENDITURE					
<i>Church Activities</i>	3(a)	197,516	701	198,217	189,578
<i>Raising Funds</i>	3(b)	305	0	305	170
TOTAL EXPENDITURE		<u>197,822</u>	<u>701</u>	<u>198,523</u>	<u>189,748</u>
NET INCOME/(EXPENDITURE) BEFORE INVESTMENT GAINS		(2,156)	55,664	53,508	63,661
NET GAIN ON INVESTMENTS		9,704	0	9,704	19,670
NET INCOME/(EXPENDITURE)		<u>7,548</u>	<u>55,664</u>	<u>63,212</u>	<u>83,331</u>
TRANSFER BETWEEN FUNDS		(12,000)	12,000		
NET MOVEMENT IN FUNDS		<u>(4,452)</u>	<u>67,664</u>	<u>63,212</u>	<u>83,331</u>
BALANCES BROUGHT FORWARD		84,914	222,330	307,244	223,913
BALANCES CARRIED FORWARD		<u>80,462</u>	<u>289,994</u>	<u>370,456</u>	<u>307,244</u>

BALANCE SHEET AS AT 31ST DECEMBER 2020

	Note	2020	2019
FIXED ASSETS			
Tangible fixed assets	6(a)	750,000	750,000
Investment assets	6(b)	<u>144,272</u>	<u>130,554</u>
		<u>894,272</u>	<u>880,554</u>
CURRENT ASSETS			
Debtors	7	1,303	5,270
Short term deposits:			
Diocese of Rochester		256,711	189,771
Cash at bank and in hand		<u>36,048</u>	<u>29,463</u>
		<u>294,062</u>	<u>224,504</u>
LIABILITIES			
Creditors: - Amounts fall due within one year	8	(67,878)	(47,814)
NET CURRENT ASSETS		<u>226,184</u>	<u>176,690</u>
TOTAL NET ASSETS		<u>1,120,456</u>	<u>1,057,244</u>
FUNDS			
Unrestricted - General	10	80,462	84,914
Unrestricted - Development fund	10	128,190	72,957
Restricted - Church repair fund	10	99,552	93,296
Restricted - Hall repair fund	10	<u>62,252</u>	<u>56,078</u>
		370,456	307,244
Restricted - Hall valuation reserve		750,000	750,000
TOTAL FUNDS		<u>1,120,456</u>	<u>1,057,244</u>

Approved by the Parochial Church Council on 14/13/21 and signed on its behalf by:

Reverend Gary Best

Tim Dawson (Honorary Treasurer)

Handwritten signatures and dates:
 14/13/21
 Gary Best
 Tim Dawson

The notes numbered one to eleven on the following pages form part of these accounts.

NOTES TO THE FINANCIAL STATEMENTS

for the year ended 31st December 2020

1. ACCOUNTING POLICIES

The PCC is a public benefit entity within the meaning of FRS102. The financial statements have been prepared under the Charities Act 2011 and in accordance with the Church Accounting Regulations 2006 governing the individual accounts of PCCs, and with the regulations "true and fair view" provisions, and also prepared under FRS102 (2016) as the applicable accounting standards and the 2016 version of the Statement of Recommended Practice, Accounting and Reporting by Charities (SORP(FRS102))

2. ASSETS

Consecrated property

Consecrated and beneficed property is excluded from the accounts by Section 10(2) (a) and (c) of the Charities Act 2011.

Movable Church furnishings

Movable church furnishings held by the Incumbent and Churchwardens on special trust for the PCC, and which require a faculty for disposal, are accounted as inalienable property unless consecrated. All expenditure incurred during the year on movable church furnishings, whether maintenance or improvement, is separately disclosed and usually written-off as expenditure in the accounts. Any exceptions to this policy are fully disclosed.

Other Property

SORP 102 was introduced in 2016 and allows three different bases for valuing fixed assets. We have opted to include the Church Hall in the accounts at its valuation on the introduction of SORP 102, in 2016. The Church Hall is therefore included in the accounts at its value on 1 January 2016. This represents the insurance value in 2006. No depreciation will be charged as any charge would be offset by an increase in the value of the Hall. The current insurance value of the Church Hall is £2.8m.

Other fixtures, fittings and office equipment

Individual assets purchased with a cost greater than £1,000 will normally be capitalised and depreciated over their useful lives. During the year no such purchases were made. All repairs are written off in the year the work is completed.

Investments

Investments are carried at their market value and the un-realised gain or loss is reflected in the statement of financial activities.

Short term Deposits

These are cash deposits held with the Diocese or one of our banks.

NOTES TO THE FINANCIAL STATEMENTS
for the year ended 31st December 2020

3. FUNDS

Unrestricted Funds

These represent the funds of the PCC that are not subject to any restrictions regarding their use and are available for use for any purposes by the PCC.

Restricted Funds

These represent the funds that may only be used for specific purposes. Details of the restricted funds held and the relevant restriction are shown in the notes to the accounts.

NOTES TO THE FINANCIAL STATEMENTS (continued)
for the year ended 31st December 2020

2. INCOME AND ENDOWMENTS

	Unrestricted Funds	Restricted Funds	Total 2020	Total 2019
2(a) <i>Voluntary Income</i>				
Planned Giving:				
- Gift Aid donations	101,785	0	101,785	81,075
- Income tax recoverable	24,264	12,264	36,528	23,457
Collections	1,135	0	1,135	3,482
Donations	15,198	33,347	48,545	60,854
Legacies	7,002	10,000	17,002	7,000
Sundry income	509	0	509	8,826
	<u>149,893</u>	<u>55,611</u>	<u>205,503</u>	<u>184,694</u>
2(b) <i>Activities for generating funds</i>				
Span advertising	1,953	0	1,953	5,573
Rent on Church House Flat	9,213	0	9,213	8,898
	<u>11,166</u>	<u>0</u>	<u>11,166</u>	<u>14,471</u>
2(c) <i>Income from investments</i>				
Dividends on CCLA Investments	4,015	0	4,015	3,776
Interest on Funds held at the Diocese	11	754	765	455
	<u>4,026</u>	<u>754</u>	<u>4,780</u>	<u>4,230</u>
2(d) <i>Income from Church activities</i>				
Fees for weddings and funerals	5,445	0	5,445	7,257
Hall lettings	25,137	0	25,137	42,757
	<u>30,582</u>	<u>0</u>	<u>30,582</u>	<u>50,014</u>
TOTAL INCOME	<u>195,666</u>	<u>56,365</u>	<u>252,030</u>	<u>253,409</u>

NOTES TO THE FINANCIAL STATEMENTS (continued)
for the year ended 31st December 2020

3. EXPENDITURE

	Unrestricted Funds	Restricted Funds	Total 2020	Total 2019
3(a) <i>Church Activities</i>				
Missionary and charity giving				
- Home	3,149	695	3,844	5,157
- Overseas	825	6	831	1,470
	<u>3,974</u>	<u>701</u>	<u>4,675</u>	<u>6,627</u>
Parish share	78,430	0	78,430	76,560
Other Ministry costs	1,533	0	1,533	12,965
Church running and maintenance costs	44,679	0	44,679	35,608
Major repairs	35,000	0	35,000	0
Repairs and Maintenance	7,537	0	7,537	14,028
Grounds	489	0	489	351
Church development	0	0	0	5,435
Expenditure on Span	948	0	948	3,490
Organist, choir and music	8,335	0	8,335	7,557
Administrator's direct costs	15,985	0	15,985	26,305
Bank charges	607	0	607	651
	<u>197,516</u>	<u>701</u>	<u>198,217</u>	<u>189,577</u>
3(b) <i>Raising Funds</i>				
Stewardship expenses	305	0	305	170
	<u>305</u>	<u>0</u>	<u>305</u>	<u>170</u>
TOTAL RESOURCES EXPENDED	<u>197,822</u>	<u>701</u>	<u>198,523</u>	<u>189,747</u>

NOTES TO THE FINANCIAL STATEMENTS (continued)
for the year ended 31st December 2020

4. STAFF COSTS

	2020	2019
Wages and salaries	34,475	37,976
Less: JRS Grants	(6,819)	0
	<u>27,656</u>	<u>37,976</u>

Average number of employees

	2020	2019
	<u>5</u>	<u>5</u>

During the year the Church staff comprised: a Director of Music, an Organist, Administrators in the Church Office, a Youth Worker, and cleaners. Payments to visiting clergy are also made and included in staff costs.

The clergy are paid by the Diocese and their emoluments are therefore not included in this disclosure.

All staff are part time.

The Church took part in the Governments Covid Furlough scheme

5. RELATED PARTIES

No payments or expenses of any kind, were paid to any PCC member, persons closely related to them or related parties, in connection with their role on the PCC.

6. FIXED ASSETS FOR USE BY THE PCC

6(a) *Tangible fixed assets*

	2020	2019
Church Hall	750,000	750,000
Gross and Net Book Value	<u>750,000</u>	<u>750,000</u>

The Hall is included in the accounts at its valuation in 2006. The current insurance value is £2.9million (2019 £2.5 million). We have chosen not to revalue the property as allowed under SORP 102.

6(b) *Investments*

CCLA Investment Account	<u>144,272</u>	<u>130,554</u>
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The Church investments are held in CCLA Church of England Investment Fund. No purchases or sales have taken place during the year. Any dividends are automatically reinvested in the fund.

7. DEBTORS

	2020	2019
Debtors	1,303	5,270
	<u>1,303</u>	<u>5,270</u>

8. LIABILITIES

	2020	2019
Outstanding donations	4,644	0
Outstanding creditors	29,009	13,516
Retention and provisions	34,225	34,298
	<u>67,878</u>	<u>47,814</u>

NOTES TO THE FINANCIAL STATEMENTS (continued)
for the year ended 31st December 2020**9. FUNDS**

Certain funds have been designated for: the Church Repair Fund, the Hall Repair Fund and the Future Generations Project. The repair funds are maintained to cover the costs associated with the Quinquennial inspection of the Church and Church Hall. The Future Generations Project Fund is maintained to meet the costs associated with the possible redevelopment of the Church premises.

10. SUMMARY OF FUNDS MOVEMENTS

	Unrestricted Funds	FGP Fund	Church Repair Fund	Hall Repair Fund	Total
Balance at 1st January 2020	84,914	72,957	93,296	56,078	307,244
Income	195,666	55,234	256	174	251,329
Expenditure	(197,822)	0	0	0	(197,822)
Investment gains	9,704	0	0	0	9,704
Transfer between funds	(12,000)		6,000	6,000	0
Balance at 31st December 2020	<u>80,462</u>	<u>128,190</u>	<u>99,552</u>	<u>62,252</u>	<u>370,456</u>

11. SUMMARY OF ASSETS BY FUND

	Unrestricted Funds	FGP Fund	Church Repair Fund	Hall Repair Fund	Total
Fixed Assets	144,272	0	0	0	144,272
Current Assets	4,068	128,190	99,552	62,252	294,062
Current Liabilities	(67,878)	0	0	0	(67,878)
	<u>80,462</u>	<u>128,190</u>	<u>99,552</u>	<u>62,252</u>	<u>370,456</u>



The Parish of St Mary, Shortlands

Structure, Governance and Management

The Parochial Church Council is a corporate body established by the Church of England. The PCC operates under the Parochial Church Council Powers Measure and the PCC is a Registered Charity.

The method of appointment of PCC members is set out in the Church Representation Rules. At St Mary's the membership of the PCC consists of the incumbent (our vicar), our curate (1), Churchwardens (2), Deanery Synod reps (3) and members elected (12) by those members of the congregation who are on the electoral roll of the Church. All those who attend our services / members of the congregation are encouraged to register on the Electoral Roll and stand for election to the PCC.

The PCC members are responsible for making decisions on all matters of general concern and importance to the parish including deciding on how the funds of the PCC are to be spent.

The PCC met six times during the year for regular meetings. The standing and finance committee has power to transact the business of the PCC between the meetings subject to any directions given by the PCC. Other committees (Children and Youth - Candy, St. Mary's Pre-School, Mission Beyond the Parish, Stewardship, Twinning and Future Generations) report back to the PCC regularly.

The Friends of St Mary's is a separate charity which supports the Church in practical ways, raising funds through subscriptions from members and fund-raising social events.

The PCC has complied with the duty under section 5 of the Safeguarding and Clergy Discipline Measure 2016 (duty to have due regard to House of Bishops' guidance on safeguarding children and vulnerable adults).



The Parish of St Mary, Shortlands

Administrative Information

St Mary's Church is situated in Shortlands and it is part of the Diocese of Rochester within the Church of England. The correspondence address is The Parish Office, Church House, 39 Kingswood Road, Bromley, BR2 0HG. Registered charity number 1130802.

PCC members who have served at any time from the date of the last APCM until the date this report was approved are:

Ex Officio members:

Incumbent: The Reverend Gary Best
Wardens: Mr Adolph Williams
Mrs Sarah Leonard

Elected members:

Mrs Jan Boam, representative on Deanery Synod
Mrs Kate Buchanan
Mrs Pat Chase
Mr Tim Dawson (Treasurer)
Mrs Julie Fox
Professor Mark Fox
Mrs Lynsey Grover
Mr Robin Hogg (Assistant Treasurer)
Mrs Ann-Marie Jefferys, representative on Deanery Synod
Dr David Jefferys
Mrs Stephanie Maurel
Mr Keith Mills
Mrs Glo Sherman, representative on Deanery Synod
Mr Tony Wright-Jones (until January 2020)
Mrs Sue Slaney
Mrs Debbie Speller

Mrs Catherine Bingham was co-opted onto the PCC from May 2018 and represented the ministry team at the Standing and Finance Committee along with Revd Best.

Signed: Reverend Gary Best