

The Parochial Church Council  
of  
the Ecclesiastical Parish of St. Bartholomew, Otford  
Registered Charity Number  
1135073

Also known as St. Bart's, Otford

Rev. David Guest

The Green  
Otford  
Sevenoaks  
Kent  
TN14 5PD

[st.bartholomews@otford.net](mailto:st.bartholomews@otford.net)  
[www.stbartholomews.co.uk](http://www.stbartholomews.co.uk)

Annual Report and Financial Statement for the year  
ended  
31 December 2021

## **Trustees**

The Trustees are the members of the Parochial Church Council (PCC). Those members are either ex-officio, elected at the Annual Parochial Church Meeting (APCM) or co-opted by the PCC in accordance with the Church Representation Rules. Trustees are not remunerated.

During the year ended 31 December 2021 the following served as members of the PCC:

Vicar	The Reverend David Guest	
Wardens	Mrs Janet Hunt	- from April 2018 and re-elected in 2019,2020 and 2021
	Mr. Russell Edwards	- up to April 2021
	Mrs. Joan Beacom	- from April 2021

### *Representatives on the Diocesan Synod*

Mr. Derek Shilling

### *Representatives on the Deanery Synod*

Mr. Mark Holmes - PCC Minutes Secretary

Mrs. Margaret Lidbetter

### *Elected Members*

Mr. Colin Anderson (2021)  
Mrs. Samantha Barnett (2019)  
Mrs. Jo Chandler (2018)  
Mr. Russell Edwards (2021)  
Ms. Dawn Hallam (2017)  
Mrs. Jocelyn Hart (2019)  
Miss. Naomi Hunt (2021)  
Mr. Martin Lea (2019)  
Mrs. Emma Peters (2019)  
Mr. Ben Southgate (2018)  
Mrs. Heather Stanley (2018) – PCC Treasurer

## **Independent Examiner**

Mr. Antony Stevens, 22 Willow Park, Otford, Kent TN14 5NE

## **Bankers**

CAF Bank Ltd, 25 Kings Hill Avenue, Kings Hill, West Malling, Kent

## **Governing Document**

The Parochial Church Council Powers Measure 1956 as amended, and Church Representation Rules previously exempted from registration.

All members of the PCC are trustees of the charity. Elected members of the PCC are normally appointed for a period of three years and are required under the PCC's own policy to stand down for a minimum of one year following the three-

year period. The PCC meets every two months to transact the business of the Church. In between meetings of the full Council the Standing Committee<sup>1</sup> is authorised, subject to the PCC's directions, to conduct the business of the PCC should decisions need to be taken between full meetings of the PCC. This follows on a change to the constitution of committees after the last APCM.

## **Objects of the Charity<sup>2</sup>**

The PCC has the responsibility of working with the Vicar Rev David Guest to uphold the ministry and mission of the Church in the areas of worship, the nurture of faith, service to the village of Otford and Christian witness. This is done through: -

- Sunday and midweek services;
- baptisms, weddings, and funerals;
- youth and children's work;
- teaching adults through weekly home groups and occasional series of talks;
- pastoral care and involvement in the community; and
- supporting mission partners.

To meet our objectives, and by way of good stewardship of the property for which the Vicar, Churchwardens and PCC are responsible, we maintain the fabric of St Bartholomew's Church (which English Heritage has listed as a Grade 1 building), the adjoining Church Centre and the Church Hall (located in the High Street).

To ensure the objectives are complied with the PCC meets regularly. There were 7 PCC meetings during the year with a high average attendance level, largely held via Zoom. Much of the PCC's work is assisted by committees. Those committees report and make recommendations to the PCC. The main committees are: -

*Standing* – Has the legal authority to continue the business of the PCC, subject to any directions given by the Council.

*Finance* – meets on average at two-monthly intervals between PCC meetings. It monitors income and expenditure, reviews budgets and reviews financial controls working closely with the Treasurer.

*Fabric* – monitors the condition of the Church fabric, Church Hall, churchyard and car park and arranges maintenance and repair work as required.

*Fair* – plans and organises the St Bartholomew's Fair, normally the principal fund-raising event of the year.

*Fundraising Team including the Events Team* - plans and organises social and fund-raising events during the year.

*Ministry Team formerly known as Readers and Revs* – meets to provide mutual fellowship and support, and the opportunity to continue to grow in theological and ministerial studies.

*Mission Ministry and Growth* – communicates the work of Christian agencies supported by St. Bart's through written articles and arranging for speakers to visit. It recommends the allocation of available funds to Christian mission and relief organisations, both in the UK and overseas. It updates and reviews the Called to Grow Action Plan and makes recommendations to the PCC for further discussion and action as appropriate.

## **Electoral Roll**

In 2021 there were 191 members on the Electoral Roll.

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<sup>1</sup> Members of the Standing Committee are the Vicar, the Churchwardens, the PCC Minutes Secretary, the Treasurer and three other members of the PCC or the Vice Chair of PCC and two members of the PCC.

<sup>2</sup> For Charity Commission purposes the Charity comes within the classification of "Religious Activities" to help the general public particularly within the parish of Otford, Kent and the surrounding area but also through mission giving further afield. It provides the services listed in this document.

## **SUMMARY OF THE MAIN ACHIEVEMENTS DURING THE YEAR**

When planning our activities for the year the incumbent and the PCC consider the Charity Commission's guidance on public benefit and the specific guidance on charities for the advancement of religion. Many of the activities and services listed in this report are carried out by volunteers and St Bart's is very grateful for this. It is difficult to estimate the exact number of volunteers, but we believe that it is well over half of the number on the Electoral Roll. Many among the congregation have given time to undertake various jobs within the Church and Churchyard, too many to mention by name but we record our thanks to each and every one of you.

### **COVID 19 Pandemic**

Has continued to impact on the work of St. Bart's during 2021, there was a gradual reduction in restrictions as the year progressed. The Church continued to be open for private prayer during the whole of the year on weekdays with the lobby being open in order to receive donations to the Loaves N' Fishes food bank.

Wednesday Holy Communion was re started along with a full range of Services on a Sunday. Numbers were not restricted with the Congregation seating themselves in a socially distanced way. Easter and Christmas Services were no longer restricted by number of attendees.

We are grateful to all who contributed to the Nativity scene erected in the old West Porch which proved to be such an important witness to the community along with knitted angels which were left around the village for people to take home.

### **Choir**

The choir has continued to contribute to our worship as much as possible within the confines placed upon them. The normal schedule continued to include singing three morning and two evening services per month, with special services of music for Candlemas, Advent and the Christmas season. At the beginning of 2021 we were plunged into the Tier 3 Coronavirus restrictions, and no services took place with the choir for the first three months of the year, all music for online services being provided by recordings made by our Organist. The Choir made their triumphant return to church on Easter Day, and although the congregation were barred from singing in church, everyone defiantly sang 'Thine be the glory' in the open air after the service.

After Easter the choir continued, to sing morning services, albeit with reduced musical content and only 8 or 9 in the choir. The new custom of singing a final hymn outside continued until mid-July, when restrictions were eased, and numbers could be increased. In September we were able to increase numbers again, and fit everyone in the chancel, albeit with complicated social distancing still in place. In October, evensong returned to the normal pattern of twice a month.

While all this was going on, the choir had to deal with complications of COVID-cautious seating arrangements, changing choir practice night from Friday to Wednesday (to allow maximum time between uses of the church), and working out how to return to the use of robes. For those of you who may have wondered why the choir did not robe for most of 2021, the difficulty was not the robes themselves, just the lack of socially distanced space for more than three or four of the choir to change and assemble before processing in. Having reached a form of solution to this, the choir robed for the Remembrance Sunday service and thereafter. The Choir is now back to full strength, and was able to produce the Advent Carol Service, the Christmas Concert and the Nine Lessons and Carols (the church's most watched YouTube recording!) We were very pleased that Christmas could be celebrated chorally, in stark contrast to 2020.

The choir has always had a wide-ranging repertoire, and when circumstances allowed in 2021, we sang music from England and abroad, from the 16<sup>th</sup> to the 21<sup>st</sup> century.

The choir is, as ever, fortunate to have so many dedicated and faithful members. Due to age, health and mobility issues three members of the choir decided to step down. The choir's membership was thus reduced during 2021 from 19 to 16. However, we are very pleased to welcome two new members to the choir from the beginning of 2022.

During 2021, certificates were awarded for service of 50 years, 45 years, 40 years and 25 years to various members of the choir. We anticipate marking similar long service awards during 2022 for at least 8 choir members. We thank all members of our choir for their service to St. Bartholomew's.

### **Music Group**

The music group (band) membership has not only been maintained throughout the past year but has gained another pianist. This gives us the luxury of three pianists we can call on. The instruments in the band include cello, violins, various representations from the brass and woodwind sections, guitars, mandolin, percussion and of course our singers.

As with all parts of our church COVID guidance has meant some disruption to the band's ministry, be this not meeting at all or having to play with reduced numbers. However, the adaptability and enthusiasm of the band's membership is something for which to give thanks.

The group have continued to play at All Together Worship services each month and at some extra services during the year including the Sunday Club nativity service, Unity Service and Christingle service.

Special thanks must go to our technical wizard who, with all his knowhow and talent, spent many hours making it possible for the band to be heard both in church and via the live stream.

We look forward to what this year will bring as we continue to worship with God's people here at St Bart's.

### **Bell Ringers**

Due to COVID restrictions there was very little ringing during 2021. After restrictions were lifted, the band returned with fewer ringers. Sadly, one of our number, passed away. His commitment and regular attendance were much missed during the year.

At the end of 2021 there are seven regular members of the band who attend as often as possible, however, there are occasions when enough ringers can't be mustered. Therefore, there are some Sunday mornings when it is not possible to ring before the service.

Thanks, must be given to all members who stepped up whilst the Tower Captain was unable to ring and to those who continue to help regularly with practice nights. On a positive note, two new learners have joined the band and are making good progress in their training.

### **Cameo**

CAMEO continues to flourish despite COVID restrictions.

We didn't manage our Spring trip away to Tenby, which will take place in 2022, but we did go to Exmouth in October and had an enjoyable time together.

As soon as we were able, we held our Bible Study and activity/discussion meetings in the garden under shelter from the weather. Restrictions on numbers meant we met on two afternoons instead of just Monday evenings. When restrictions eased, we met indoors and returned to our programme, including our Christmas festivities. Meetings for those who live alone continue on Mondays at 2.00 pm.

## **Children and Young People**

### **Sunday Club**

Due to the COVID restrictions Sunday Club was unable to meet for the first 4 months of the year. One of our leaders produced brilliant weekly online children's talks, we were very grateful that it was possible to keep this important aspect of our ministry going.

Face to face meetings commenced in May, and although numbers were limited, we were able to work as one large group. During the summer we were able to expand our activities many outdoors to make it safer for all. It was good to be able to incorporate aspects of nature into our teaching this is something we shall continue to do in warmer weather.

During July we based our session on the readings that were being used in Church as part of the Generous Living Generous Giving initiative and it was good to be able to have this link with the rest of the congregation.

It has become a bit of a tradition that Sunday Club has a special project during August where we construct something – and this year we studied parts of Exodus and built the Ark of the Covenant! We are grateful to those who made this possible. The Ark was ceremonially carried into church on the first Sunday in September.

We are using a scheme from Scripture Union which uses the same texts for each group along with age-appropriate activities. We have 9 regular leaders and helpers who work on a rota basis and are blessed to have such a faithful team. We thank them all for sharing their time, their talents, and their faith. Currently we have 28 children on our registers, with an average attendance of 8 in the last 5 months of the year.

The year ended with our nativity play, 'The Mystery of the New Noisy Neighbour' using resources from the Bible Society (one of our mission partners). This involved participation by the whole congregation, and was a successful end to a very different year.

### **EPIC - Every Person in Christ (or Eat Pizza in Church)**

Epic is the St Bartholomew's Youth Club for those in school years 5 - 8. Meetings are held on the second Saturday evening of the month in the church Centre for a range of activities, supper and bible study.

Due to COVID restrictions at the beginning of the year we were meeting online for just an hour using Zoom. This was a steep learning curve for some of us, though of course the young people were brilliant at it. By July we were able to meet again in the Church Centre, and in the warm summer evenings we were able to use the patio area and do as much as we could outside.

We try to offer a range of activities that meet the social, physical and spiritual needs of the young people. We aim to foster a spirit of co-operation and encourage working together in small groups for problem solving activities and as a whole group for discussion times. There is often a craft activity, as well as plenty of opportunities to let off steam. In November we had a joint firework party with YPF.

We always have supper together – always two courses and hopefully with veggies or fruit! Sometimes this is provided by parents, thank you to all those who have taken on this task. Sometimes we order in Pizza (always popular) and we also have times when we get the young people involved in the preparation and the washing up. This is always an interesting experience with much being learned! Grace is said before supper and the session ends with a bible study linked to one of the previous activities, and a final prayer.

We have three regular leaders and call on others as needed for extra or specific help. There are 22 young people on the register and typically 16 or 17 attend. Epic offers a wonderful opportunity to meet the needs of this age group and their families and to reach out to families who are not regular church attenders. For the leaders it is exhausting, enriching and enlightening. For the young people we hope it is a chance to meet in a safe space that is not school or home, to have a degree of freedom, to have fun and to have chance to consider the spiritual aspects of their lives. Thanks must go to everyone who was involved in running Epic, for overcoming the difficulties of the COVID restrictions and for being a constant in the lives of our young people when so much else was changing.

## **YPF – Young Peoples Fellowship**

We started the year online as we continued with COVID safe guidance, 10-15 young people met every Sunday evening for an hour and it was good to be able to include some friends who had moved away from the village but could join us online. The young people were incredibly faithful in joining in every week, although we discovered that doing origami online has some challenges.

We were able to meet face to face in the summer, we had a rounders match planned so we could be outdoors and of course it rained, but that didn't daunt us and we completed the match in the pouring rain.

In the Autumn we said farewell to three of our number as they went off to University, one other student is commuting to University, so we can keep seeing her. We have welcomed new faces as well and the autumn programme has had the usual variety of games, craft and challenges. Our Christmas presentation employed the musical talents of some of our young people, with our own band and a one-of-a-kind rendition on plastic bottles.

St Barts is very fortunate to have such a group of young, talented and intelligent young people, many take part in other church activities such as bell ringing, technical support to services and playing in the band. We continue to pray for their growth and maturity as they become young adults.

## **Tech-team**

2021 marked St. Bartholomew's move to providing only live streams of our worship, with the disbanding of pre-recorded content at Easter. Live streaming has now become an essential part of the way in which we facilitate our worship each week. We have received numerous thankyou's and comments regarding the quality of what we offer. We have a regular core of people who watch live or after the service each week as well as people who use the live streams on a more occasional basis when they are away. Our recorded live stream of Nine lessons and carols has received nearly 200 views.

The live streaming is made possible by a very dedicated core of 6 households who give up several hours monthly to set up and run the video for our services and to the three regular volunteers who run the sound. Our thanks go to them for giving up their time and talents on Saturdays and Sundays over the last year and for supporting the ten services outside of the regular pattern, such as Weddings, Funerals and the Christmas season special services.

Thanks go to Joel and Victoria for their help from the early days, we wish them all the best in their new home. Also, to Clive in the office, for putting together the subtitles each week on top of his existing office duties. If any other members of the church would be interested in learning how to use the video or sound equipment offers of help would be gratefully received, full training will be provided. In 2022 we'll be looking to formalise the sound team and for someone who could provide help on an occasional basis during the week and at weekends.

## **Church Fabric**

The eight members of the Church Fabric committee met via Zoom 5 times during the year. Between meetings minor works are undertaken by various members of the team.

During the year we reviewed issues with security in the Church Car Park which is ongoing into next year.

We looked at the provision of a new Audio-Visual Cabinet for the back of Church as the current one is no longer suitable for all the equipment now required. Quotes have been obtained for the new cabinet. We give thanks to all who have used their technical skills in relation to cameras and equipment for online transmission of services. An Application for a Faculty for the permanent installation of the cameras and AV cabinet has been made.

Suspected woodworm in the entrance lobby and damp in the west wall have been investigated and reports received, no immediate action was indicated.

Garden of Remembrance – Planning permission and a Faculty application were made and approved for the extension of the current wall and garden. Building work should commence in 2022.

### **Church Centre Fabric**

In relation to cracks in the walls a report was commissioned and received from a Structural Engineer, who advised the East Wall requires structural ties. Other cracks require flexible filling and decoration. Quotations were received for improved and upgraded security incorporation into the fire control panel. These works are currently on hold. Lone working security has been installed. An upgrade to the kitchen has been requested, no action taken yet.

### **Church Hall fabric**

Urgent repairs to the roof, windows and side entrance doors were undertaken during 2021. Decoration on hold subject to availability – the play group have decorated some lower walls. The notice board at the hall has been removed due to health and safety concerns due to its proximity to the wall which children walk along.

### **Other items discussed at Fabric Committee**

Energy and environmental review in hand, Health and Safety and Disability Discrimination Act (DDA) forwarded to PCC for discussion. The items maintained under the Cyclical Maintenance plan were reviewed. Outstanding issues from the 2017 Quinquennial Inspection are in hand – damp in the Vestry. The next inspection is due in 2022.

Thank you to our committee members for all their hard work and dedication, we give thanks to those who retired from the committee during 2021

### **Flowers**

We have a lovely team of people willing to place fresh flowers in Church and we are very grateful for their skills and talents. We are always keen to encourage new members - please see one of the Wardens if you would like to join us.

Most weeks fresh flowers are placed on the two altars in church but for Christmas, Easter and Harvest more elaborate arrangements are displayed. The sign-up list is on the notice board at the back of the church.

### **Fund Raising**

A considerable proportion of 2021 was subject to social distancing restrictions. Initially we faced a complete ban on social gatherings and, even when things started opening up, there were limits on indoor meetings until mid-July. Because of this, many of the fundraising events in the first half of the year were either online or outside.

Despite the limitations we held twenty two events during the year including online games evenings, a Zoom murder mystery, a teddy bear's picnic, a talk about Otford, a talk on Fort Halstead, a treasure hunt, a barn dance, a chamber music concert, a book and bake sale, nine pop up stalls, two soup lunches and a parish picnic.

We also ran our Made in Otford website, looked at Health and Safety issues and introduced a phone and email booking system.

The Church Fair and the Christmas Market also come within the Fund Raising Committee's oversight.



We had to hold the Fair in September rather than June and there was some concern that this would lead to a reduction in numbers attending. This was not an issue and the event was as popular as ever and raised a similar amount to previous years.

COVID and social distancing requirements, meant that the Christmas Market spread out into the church itself this year which worked very well: the Market was very well supported.

Many thanks to everyone on the Fundraising Committee, the Fair Committee and the Christmas Market organisers for all the hard work in 2021.

### **Safeguarding**

Miss Naomi Hunt continues to be our Parish Safeguarding Officer.

The PSO and Lead Safeguarding Warden (Janet Hunt) have also been working through the year to identify all of the volunteers within the congregation who should complete Basic awareness and Foundation training. Safeguarding appears as an Agenda item on all PCC and Standing Committee meetings. There were no issues raised with the Diocesan Safeguarding team.

### **Pastoral Care**

During 2021 there were five Baptisms and four Weddings, along with one blessing following a Civil Marriage. There were ten Funeral services or Interment of Ashes Services conducted over the year.

We have two Pastoral Assistants who work within the Parish. Due to the COVID-19 Pandemic it has not been possible to undertake home visits. Socially distanced gatherings have been held outdoors in gardens when regulations allowed.

### **Called to Grow**

We created a Called to Grow plan when we were in clerical vacancy and based the contents on ideas generated by the congregation on issues that were important to them. It is refreshed every six months to help us review what has been achieved and consider where the gaps in our activities are. Inevitably during the last two years of pandemic some areas of focus have flourished, for example our use of technology has multiplied, and others have been less easy to follow through such as ecumenical activity. There have been some innovative ways of doing things such as pop up stalls, Easter boxes and Christmas angels around the village and Messy church held outdoors.

A new version of the called to Grow plan will be shared at the APCM, building on the successes and challenging us to new actions so that we can Grow both spiritually and numerically as we share our calling to follow Jesus.

### **Wider Community**

Due to COVID-19 restrictions we were unable to hold the Annual Civic Service – this will be replaced for 2022 with a service of Celebration for the Queen's Jubilee followed by Hymns and Pimm's on the Green.

The Remembrance Sunday service was limited in the number of people who could attend due to social distancing. The uniformed organisations joined with others on the Green for the two minutes silence and laying of Wreaths. The Service in Church was live streamed, and both regular Churchgoers and members of the wider Village community could watch from home if they were unable to attend in person.

### **Deanery Synod**

Shoreham Deanery Synod brings together representatives from parishes stretching from Otford to Stansted and from Farningham to Shipbourne. St. Bart's is the largest benefice in the Deanery by electoral roll. Members are elected at Annual Parochial Church Meetings to serve a 3-year term.

The Synod met 3 times in 2021, chaired as usual by the Rural Dean, Rev. Tim Hatwell (Rector of Ightham). At a typical meeting, the first half is open to non-members of the Synod and consists of a presentation by a relevant speaker followed by questions and answers. The second part consists of routine Synod business.

The first meeting of the new three-year cycle was held on 21 January 2021 via Zoom. Keith Berry, the Diocese's Community Engagement Advisor, gave a presentation on ways of building engagement and lasting *relationships* – as

ways to break down barriers between churches and non-churchgoers. Rev. Lorraine Turner, Vicar of Platt, contributed by describing a 'healthy walks' project, organised partly by members of the congregation with refreshments in church after each walk. They had found that walks provided opportunities for genuine conversations with people, including for example some who had been recently widowed. Keith also discussed social action and community engagement: inviting local reflection on what was needed, what the church might look like to members of the wider community and how engagement had changed with the pandemic. Discussion covered farmers' markets, food banks and monthly tea & cake sessions as well as our pop-up stalls in Otford.

In the business part of the meeting, both the Vicar and Mark Holmes were elected to the Standing Committee, which helps to set the agenda for future Deanery Synod meetings. The Standing Committee subsequently met in July and November.

The next meeting, also over Zoom, was held on 6 May during the Bishop of Rochester's week-long Visitation to the Shoreham Deanery before he stepped down. He gave a talk reflecting on his appointment, experience and learnings as Bishop of Rochester. He commented on the wide variety in social geography in the Diocese, from parts of London to the Medway Towns to rural parts of West Kent. He felt that the focus on "Christian mission being incarnated in communities" had continued throughout his time as Bishop, both through parish churches and through growing community engagement projects. While statistics suggested a gradual decline in numbers, he cautioned that average attendance figures masked the real picture: often that people were going to church less often but not necessarily that fewer people were going. It did not necessarily follow that the church had less impact. He talked particularly about the Diocese's ministry in areas of new housing, such as Ebbsfleet and Kings Hill. He was encouraged by increasing numbers of people coming forward for lay and ordained ministry and by an increasing passion for chaplaincy, often by lay volunteers – including at shopping centre's as well as schools, prisons and hospitals. He shared his pride in the Diocese's links with other parts of the Anglican Communion. He reflected that the church's strength lay in its people carrying our faith out into the community, like confirmation candidates' lighted candles.

In the business part of the meeting, the Area Dean reflected on having suffered serious side-effects from COVID vaccination – which he had also shared in a BBC interview, aired later the same week. He thanked Rev. Lorraine Turner for standing in for him while he had been too unwell to work. There was also a discussion of the process for shaping the role of and filling the vacancy for a new Bishop of Rochester. A Synod member from Kemsing was a member of the Vacancy in See Committee.

The Synod's third meeting was held in St. Bart's on 7 October 2021. Graham Wilkinson, the Growth Enabler for the Tonbridge Archdeaconry spoke about the Diocese's *Called to Grow* initiative – having previously addressed the Synod in February 2020. He reflected on the need to pray and listen to where God was calling us to act, and on lessons in adaptation from the pandemic. He explained that *Called to Grow* was based on the Five Marks of Mission:

- To proclaim the Good News of the Kingdom;
- To teach, baptise and nurture new believers;
- To respond to human need by loving service;
- To seek to transform unjust structures of society, to challenge violence of every kind and to pursue peace and reconciliation; and
- To strive to safeguard the integrity of creation and sustain and renew the life of the earth.

He spoke about areas of growth such as midweek morning prayers, Forest Church, sport and wellbeing activities, new patterns of worship, bellringing, choral scholarship, community larders and food banks. Parishes in the Deanery shared their own experiences of church in lockdown.

The business part of the meeting included updates on the processes for appointing a new Archdeacon of Tonbridge and a new Bishop of Rochester. The Ven. Mike Lodge (retiring Archdeacon of Southend) had been appointed as interim Priest-in-Charge at Kemsing and Woodlands for two years. Ightham and Wrotham were also working to become a united benefice, with upcoming consultation: both Rectors would remain in post until they were both due to retire in 2023.

Personal notes from each Deanery Synod meeting are usually circulated to PCC members soon after each meeting. If other parishioners are interested in receiving them, please inform the Wardens or Parish Office.

Members of Deanery Synods also form the electorate for elections to Diocesan Synod, which took place in 2021.

## **Communication**

To communicate with both parishioners and the wider village community our website ([www.StBartholomews.co.uk](http://www.StBartholomews.co.uk)) is updated on a regular basis with details of services and other events. We now have a St. Bart's WhatsApp Group with over 70 members and an active Facebook page.

## **Policy on Reserves**

The PCC upholds a policy to maintain general reserves at a level of £35,000. This policy is reviewed on an annual basis. The PCC also maintains a fund for cyclical maintenance and repair. Other funds held and set aside for specific purposes at the close of 2021 are dealt with in the Accounts Section of this report.

## **Further Financial details**

The accounts for St. Bartholomew's Church Otford are dealt with electronically, which allows for management information to be prepared for Finance Committee and PCC meetings. Outgoings can be assessed against budget, as can income, and adjustments made to plans and budgets in a timely manner.

Gift Aid claims are made on a regular basis which assists with the flow of income. This means that the PCC is well placed to ensure that donations are being used for the purposes for which they were given. In September, the annual Stewardship Sunday was held.

## **Gift Aid**

The charity is recognised by HMRC for Gift Aid on any relevant donations for the financial year ending 31<sup>st</sup> December 2021.

## **Fundraising**

The charity raises funds from the public – primarily from Church members. From time to time, it also seeks to raise funds from third party donors such as established trusts for specific projects. It does not work with commercial participators in raising funds and does not have a trading subsidiary.

## **Policies**

As described above St Bart's has a policy on its reserve funds. It follows Church of England guidance on safeguarding, under section 5 of the Safeguarding and Clergy Discipline Measure 2016 (to have regard to House of Bishops' guidance on safeguarding children and vulnerable adults).

The PCC also has a policy in relation to away giving. This is made up of two parts. A set amount of £50 per person based on the number of people on the electoral role. Then, should there be a surplus of income over expenditure against budget at the end of the financial year 75% of that surplus is also allocated to away giving.

## **Grant making**

Grant making is not the main way that St Bart's carries out its charitable objectives although St. Bart's does support the work of other Christian mission agencies in the UK and abroad through its away giving, as shown in these accounts.

The PCC supported the following Christian mission agencies during 2021.

Loaves and Fishes	FEBA	Church Missionary Society
Scripture Union	Bible Society	Crossways Community
Children's Society	Hospices of Hope	Tearfund
Christian Aid	Pursue	
Sevenoaks Area Youth Trust	Sevenoaks Counselling	



CHARITY COMMISSION  
FOR ENGLAND AND WALES

- Independent examiner's report on the accounts •

Section A

Independent Examiner's Report

Report to the trustees/  
members of

St Bartholomew's Church

On accounts for the year  
ended

31<sup>st</sup> December 2021

Charity no  
(if any)

1135073

Set out on pages

12 to 24

I report to the trustees on my examination of the accounts of the above charity ("the Trust") for the year ended **31/12/2021**.

Responsibilities and basis  
of report

As the charity's trustees, 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 (other than that disclosed below \*) which gives me cause to believe that in, any material respect:

- the accounting records were not kept in accordance with section 130 of the Charities Act; or
- the accounts did not accord with the accounting records; or
- the accounts did 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.

\* Please delete the words in the brackets if they do not apply.

Signed:

Date:

12<sup>th</sup> APRIL 2022

Name:

Mr Antony Stevens

Relevant professional  
qualification(s) or body (if  
any):

Chartered institute of Management Accountants

Address:

22 Willow Park, Otford, Sevenoaks, Kent .TN14 5NE

**Section B****Disclosure**

Only complete if the examiner needs to highlight material matters of concern (see CC32, Independent examination of charity accounts: directions and guidance for examiners).

**Give here brief details of any items that the examiner wishes to disclose.**

# St Bartholomew's Church Otford - 1135073

## Statement of Financial Activities

For the period from 01 January 2021 to 31 December 2021

	Unrestricted funds	Designated funds	Restricted funds	Endowment funds	Total funds	Prior year total funds
<b>Income and endowments from:</b>						
Donations and legacies	111,785	—	3,496	—	115,282	121,785
Income from charitable activities	3,944	—	—	—	3,944	6,348
Other trading activities	22,394	10,261	—	—	32,656	20,645
Investments	163	16	4	—	184	781
Other income	524	—	—	—	524	3,845
<b>Total income</b>	<b>138,812</b>	<b>10,278</b>	<b>3,500</b>	<b>—</b>	<b>152,591</b>	<b>153,405</b>
<b>Expenditure on:</b>						
Raising funds	1,618	—	—	—	1,618	475
Expenditure on charitable activities	109,822	37,452	3,963	—	151,238	142,443
Other expenditure	278	—	—	—	278	2,332
<b>Total expenditure</b>	<b>111,719</b>	<b>37,452</b>	<b>3,963</b>	<b>—</b>	<b>153,135</b>	<b>145,251</b>
Gains / losses on investment assets	756	—	—	—	756	340
<b>Net income / (expenditure) resources before transfer</b>	<b>27,849</b>	<b>(27,174)</b>	<b>(462)</b>	<b>—</b>	<b>211</b>	<b>8,494</b>
<b>Transfers</b>						
Gross transfers between funds - in	30,243	43,908	8,038	—	82,189	78,944
Gross transfers between funds - out	(51,946)	(24,731)	(5,511)	—	(82,189)	(78,944)
<b>Other recognised gains / losses</b>						
<b>Net movement in funds</b>	<b>6,146</b>	<b>(7,997)</b>	<b>2,063</b>	<b>—</b>	<b>211</b>	<b>8,494</b>
<b>Reconciliation of funds</b>						
<b>Total funds brought forward</b>	<b>44,526</b>	<b>37,622</b>	<b>210,812</b>	<b>—</b>	<b>292,961</b>	<b>284,466</b>
<b>Total funds carried forward</b>	<b>50,672</b>	<b>29,624</b>	<b>212,875</b>	<b>—</b>	<b>293,172</b>	<b>292,961</b>
<b>Represented by</b>						
Unrestricted						
General fund	50,672	—	—	—	50,672	44,526
Designated						
AV and IT Maintenance	—	1,863	—	—	1,863	1,862
Church Hall	—	11,444	—	—	11,444	15,742
Cyclical Maintenance	—	6,309	—	—	6,309	9,941
Mission	—	10,006	—	—	10,006	10,075
Restricted						
Bernard Worssam Fund	—	—	500	—	500	500
Cameras and IT	—	—	2,715	—	2,715	111
Choral Music Fund	—	—	5,655	—	5,655	5,652
Church Hall	—	—	201,572	—	201,572	201,572
Church Hall Maintenance	—	—	145	—	145	—
Flowers	—	—	81	—	81	—
Jean Kelsey Music Fund	—	—	1,850	—	1,850	1,849
Office Computer	—	—	356	—	356	1,312
Re-ordering Fund	—	—	—	—	—	(185)

**Balance sheet (Separate funds)**  
**As at: 31 December 2021**

	General Fund	Designated Funds	Restricted Funds	Endowment Funds	At 31/12/2021 £	At 31/12/2020 £
<b>Fixed assets</b>						
Tangible assets	—	—	201,572	—	201,572	201,572
Investments	6,041	—	—	—	6,041	5,285
<b>Fixed assets</b>	<b>6,041</b>	<b>—</b>	<b>201,572</b>	<b>—</b>	<b>207,613</b>	<b>206,857</b>
<b>Current assets</b>						
Debtors	779	—	—	—	779	1,017
Cash at bank and in hand	45,530	30,629	11,353	—	87,513	87,207
<b>Current assets</b>	<b>46,309</b>	<b>30,629</b>	<b>11,353</b>	<b>—</b>	<b>88,292</b>	<b>88,224</b>
<b>Liabilities</b>						
Creditors: Amounts falling due in one year	1,678	1,004	50	—	2,733	2,121
<b>Net current assets less current liabilities</b>	<b>44,630</b>	<b>29,624</b>	<b>11,303</b>	<b>—</b>	<b>85,559</b>	<b>86,103</b>
<b>Total assets less current liabilities</b>	<b>50,672</b>	<b>29,624</b>	<b>212,875</b>	<b>—</b>	<b>293,172</b>	<b>292,961</b>
<b>Total net assets less liabilities</b>	<b>50,672</b>	<b>29,624</b>	<b>212,875</b>	<b>—</b>	<b>293,172</b>	<b>292,961</b>
<b>Represented by</b>						
<b>Unrestricted</b>						
Unrestricted - General fund	50,672	—	—	—	50,672	44,526
<b>Designated</b>						
Designated - AV and IT Maintenance	—	1,863	—	—	1,863	1,862
Designated - Church Hall	—	11,444	—	—	11,444	15,742
Designated - Cyclical Maintenance	—	6,309	—	—	6,309	9,941
Designated - Mission	—	10,006	—	—	10,006	10,075
<b>Restricted</b>						
Restricted - Bernard Worssam Fund	—	—	500	—	500	500
Restricted - Church Repair	—	—	—	—	—	—
Restricted - Jean Kelsey Music Fund	—	—	1,850	—	1,850	1,849
Restricted - Re-ordering Fund	—	—	—	—	—	(185)
Restricted - Cameras and IT	—	—	2,715	—	2,715	111
Restricted - Office Computer	—	—	356	—	356	1,312
Restricted - Flowers	—	—	81	—	81	—
Restricted - Church Hall Maintenance	—	—	145	—	145	—
Restricted - Sequestration Account	—	—	—	—	—	—
Restricted - Vicarage Decorations	—	—	—	—	—	—
Restricted - Choral Music Fund	—	—	5,655	—	5,655	5,652
Restricted - Church Hall	—	—	201,572	—	201,572	201,572
<b>Funds of the church</b>	<b>50,672</b>	<b>29,624</b>	<b>212,875</b>	<b>—</b>	<b>293,172</b>	<b>292,961</b>

**Statement of Assets and Liabilities (by fund)**  
**As at: 31 December 2021**

			Balance	Previous balance
<b>Investments</b>				
<b>6432: 258 Shares in CBF Investment Fund - Asset</b>				
General fund	Unrestricted		6,041.87	5,285.72
			<b>6,041.87</b>	<b>5,285.72</b>
		<b>Investments</b>	<b>6,041.87</b>	<b>5,285.72</b>
<b>Tangible assets</b>				
<b>6431: Church Hall - Asset</b>				
Church Hall	Restricted		201,572.00	201,572.00
			<b>201,572.00</b>	<b>201,572.00</b>
		<b>Tangible assets</b>	<b>201,572.00</b>	<b>201,572.00</b>
<b>Cash at bank and in hand</b>				
<b>6506: CAF current account - Asset</b>				
Bernard Worssam Fund	Restricted		—	500.00
Cameras and IT	Restricted		50.00	—
Office Computer	Restricted		—	50.00
Church Hall	Designated		3,910.96	504.65
General fund	Unrestricted		6,090.63	5,566.59
Agency collection	Restricted		50.00	—
			<b>10,101.59</b>	<b>6,621.24</b>
<b>6507: CAF Freewill Account - Asset</b>				
AV and IT Maintenance	Designated		—	750.00
Cameras and IT	Restricted		37.50	111.91
Church Hall Maintenance	Restricted		145.32	—
Office Computer	Restricted		—	1,262.50
General fund	Unrestricted		20,828.03	13,529.37
Re-ordering Fund	Restricted		—	668.75
			<b>21,010.85</b>	<b>16,322.53</b>
<b>6510: CCLA (CBF) deposit account - Asset</b>				
AV and IT Maintenance	Designated		1,863.68	1,112.91
Bernard Worssam Fund	Restricted		500.12	—
Cameras and IT	Restricted		2,627.98	—
Flowers	Restricted		81.51	—
Office Computer	Restricted		356.46	—
Choral Music Fund	Restricted		5,655.00	5,652.02
Church Hall	Designated		8,538.60	15,532.46
Cyclical Maintenance	Designated		6,309.57	9,941.21
General fund	Unrestricted		18,382.01	19,976.91
Jean Kelsey Music Fund	Restricted		1,850.04	1,849.08
Mission	Designated		10,006.36	10,075.46
			<b>56,171.33</b>	<b>64,140.05</b>



		Balance	Previous balance
<hr/>			
<b>6515: Hampshire Trust 90 Day Account - Asset</b>			
General fund	Unrestricted	—	0.01
Jean Kelsey Music	Restricted	—	(0.01)
Fund		<hr/>	<hr/>
		—	—
 <b>6590: Cash in hand - Asset</b>			
General fund	Unrestricted	229.49	123.70
		<hr/>	<hr/>
		<b>229.49</b>	<b>123.70</b>
		<hr/>	<hr/>
<b>Cash at bank and in hand</b>		<b>87,513.26</b>	<b>87,207.52</b>
		<hr/>	<hr/>
<b>Debtors</b>			
<b>Z05: Accounts Receivable - Asset</b>			
General fund	Unrestricted	779.15	1,017.23
		<hr/>	<hr/>
		<b>779.15</b>	<b>1,017.23</b>
		<hr/>	<hr/>
<b>Debtors</b>		<b>779.15</b>	<b>1,017.23</b>
		<hr/>	<hr/>
<b>Agency accounts</b>			
<b>6699: Agency collections - Liability</b>			
Agency collection	Restricted	50.00	—
		<hr/>	<hr/>
		<b>50.00</b>	—
		<hr/>	<hr/>
<b>Agency accounts</b>		<b>50.00</b>	—
		<hr/>	<hr/>
<b>Creditors: Amounts falling due in one year</b>			
<b>6601: Loans received - Liability</b>			
Re-ordering Fund	Restricted	—	853.75
		<hr/>	<hr/>
		—	<b>853.75</b>
		<hr/>	<hr/>
<b>Z04: Accounts Payable - Liability</b>			
Church Hall	Designated	1,004.63	294.25
General fund	Unrestricted	1,678.78	973.28
		<hr/>	<hr/>
		<b>2,683.41</b>	<b>1,267.53</b>
		<hr/>	<hr/>
<b>Creditors: Amounts falling due in one year</b>		<b>2,683.41</b>	<b>2,121.28</b>
		<hr/>	<hr/>
<b>Grand Total</b>		<b>293,172.87</b>	<b>292,961.19</b>
		<hr/> <hr/>	<hr/> <hr/>

**Analysis of income and expenditure**  
**Selected period: 01 January 2021 to 31 December 2021**

	Unrestricted	Designated	Restricted	Endowment	This year	Total Last year
<b>Income and endowments</b>						
<b><i>Donations and legacies</i></b>						
0101 - Gift Aid - Donations	66,704	—	95	—	66,799	73,387
0110 - Gift Aid - Envelopes	1,266	—	—	—	1,266	1,087
0201 - Other planned giving	10,332	—	40	—	10,372	10,987
0301 - Loose plate collections	3,183	—	—	—	3,183	1,585
0302 - Wall Safe	945	—	—	—	945	321
0501 - One-off Gift Aid gifts	3,910	—	2,510	—	6,420	5,890
0550 - Donations appeals etc	2,320	—	170	—	2,490	3,476
0601 - Tax recoverable on Gift Aid	20,570	—	681	—	21,252	23,266
0610 - Tax Recovery - GASDS	1,534	—	—	—	1,534	767
0701 - Legacies	—	—	—	—	—	500
1270 - Youth work	517	—	—	—	517	120
1280 - Church refreshments	300	—	—	—	300	196
1510 - Book of Remembrance	200	—	—	—	200	200
<b><i>Donations and legacies Totals</i></b>	<b>111,785</b>	<b>—</b>	<b>3,496</b>	<b>—</b>	<b>115,282</b>	<b>121,785</b>
<b><i>Income from charitable activities</i></b>						
1101 - Fees for weddings & funerals - PCC	3,944	—	—	—	3,944	1,869
1111 - Fees for weddings & funerals - DBF	—	—	—	—	—	1,145
1121 - Fees weddings & funerals PTO Clergy	—	—	—	—	—	108
1260 - Parish magazine sales	—	—	—	—	—	3,225
<b><i>Income from charitable activities Totals</i></b>	<b>3,944</b>	<b>—</b>	<b>—</b>	<b>—</b>	<b>3,944</b>	<b>6,348</b>
<b><i>Other trading activities</i></b>						
0901 - Other funds generated	557	—	—	—	557	460
0910 - Church fair	11,898	—	—	—	11,898	3,372
0911 - Made in Otford website	1,389	—	—	—	1,389	—
0912 - Ride and stride	1,095	—	—	—	1,095	777
0913 - Christmas market	2,982	—	—	—	2,982	1,595
0914 - Events	4,470	—	—	—	4,470	7,059
1240 - Church hall lettings	—	10,261	—	—	10,261	4,580
1250 - Magazine income - advertising	—	—	—	—	—	2,800
<b><i>Other trading activities Totals</i></b>	<b>22,394</b>	<b>10,261</b>	<b>—</b>	<b>—</b>	<b>32,656</b>	<b>20,645</b>
<b><i>Investments</i></b>						
1001 - Dividends	153	—	—	—	153	148
1020 - Bank and building society interest	10	16	4	—	31	633
<b><i>Investments Totals</i></b>	<b>163</b>	<b>16</b>	<b>4</b>	<b>—</b>	<b>184</b>	<b>781</b>
<b><i>Other income</i></b>						
0810 - Covid-19 Job Retention Scheme	524	—	—	—	524	3,845
<b><i>Other income Totals</i></b>	<b>524</b>	<b>—</b>	<b>—</b>	<b>—</b>	<b>524</b>	<b>3,845</b>

	Unrestricted	Designated	Restricted	Endowment	This year	Total Last year
<b>Income and endowments</b>	138,812	10,278	3,500	—	152,591	153,405
<b>Grand totals</b>						

## Expenditure

### Raising funds

1730 - Costs of fund raising	1,618	—	—	—	1,618	475
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<b>Raising funds Totals</b>	1,618	—	—	—	1,618	475
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### Expenditure on charitable activities

1801 - Mission Giving	—	13,702	—	—	13,702	7,121
1850 - Home mission	—	—	—	—	—	3,649
1907 - Mission & Ministry Support	65,985	—	—	—	65,985	64,988
1911 - Fees clergy holding PTO	—	—	—	—	—	98
2001 - Salary of Caretaker	3,931	—	—	—	3,931	3,931
2050 - Salary of parish administrator	11,546	—	—	—	11,546	14,666
2051 - Pension Contributions Office Staff	2,196	—	—	—	2,196	2,193
2101 - Working expenses of incumbent	621	—	—	—	621	448
2110 - Visiting speakers / locums	—	—	—	—	—	623
2120 - Council tax	3,397	—	—	—	3,397	1,275
2130 - Vicarage house expenses	94	—	—	—	94	2,518
2140 - Water rates - vicarage	340	—	—	—	340	205
2180 - Youth work	1,895	—	—	—	1,895	233
2201 - Fees & subscriptions	313	—	—	—	313	397
2320 - Organ / piano tuning	578	—	—	—	578	566
2321 - Organist fees	2,780	—	—	—	2,780	2,740
2322 - Choir expenditure	172	—	—	—	172	207
2340 - Upkeep of services	157	—	93	—	250	607
2341 - Altar Requisites	53	—	—	—	53	—
2345 - Church refreshments	156	—	—	—	156	64
2350 - Upkeep of churchyard	899	—	—	—	899	—
2360 - Printing, stationery, postage and other	936	—	—	—	936	992
2361 - Computers and office equipment	135	—	956	—	1,091	—
2362 - Photocopier maintenance	772	—	—	—	772	425
2365 - Church office - telephone	194	—	—	—	194	418
2366 - Internet & Website	752	—	—	—	752	750
2370 - Cleaning & sanitary supplies	189	—	—	—	189	574
2401 - Church running - electric	1,410	—	—	—	1,410	1,170
2410 - Church running - gas	1,816	—	—	—	1,816	2,322
2420 - Church running - water	45	—	—	—	45	128
2422 - Church sound and vision	66	—	1,059	—	1,125	6,696
2430 - Church running - security	1,286	—	—	—	1,286	974
2450 - Church running - insurance	3,688	—	—	—	3,688	3,642
2460 - Church maintenance	3,116	9,185	—	—	12,301	4,858
2470 - Church - performing rights licence	290	—	—	—	290	358
2501 - Magazine expenses	—	—	—	—	—	3,275
2530 - Hall running - electricity	—	901	—	—	901	684
2540 - Hall running - gas	—	1,995	—	—	1,995	1,719
2550 - Hall running - insurance	—	1,340	—	—	1,340	1,323
2560 - Hall running - maintenance	—	4,972	1,854	—	6,827	1,589
2570 - Hall cleaning and materials	—	4,426	—	—	4,426	3,420
2571 - Hall performing rights	—	—	—	—	—	146
2580 - Hall running - water	—	929	—	—	929	432

<b>Expenditure on charitable</b>	109,822	37,452	3,963	—	151,238	142,443
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	Unrestricted	Designated	Restricted	Endowment	This year	Total Last year
<b>activities Totals</b>						
<b>Other expenditure</b>						
2510 - Hall - Condition Survey & Options Appr.	—	—	—	—	—	2,190
2602 - Bank Charges	278	—	—	—	278	120
2610 - Accountancy software	—	—	—	—	—	22
<b>Other expenditure Totals</b>	278	—	—	—	278	2,332
<b>Expenditure Grand totals</b>	111,719	37,452	3,963	—	153,135	145,251

Approved by the Parochial Church Council on April 11<sup>th</sup> 2022 and signed on its behalf by:



**Reverend David Guest**  
**Vicar**

## **Notes to the Financial Statements for year ending to 31 December 2021**

The notes on the following pages form part of these accounts.

### **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 PCC, and with the Regulations' "true and fair view" provisions.

### **2. Assets**

#### **2.1. Consecrated and benefice property**

In so far as consecrated and benefice property of any kind is excluded from the statutory definition of 'charity' by section 10(2)(a) and (c) of the Charities Act 2011 such assets are not capitalised in the financial statements.

#### **2.2. Moveable Church Furnishings**

Typically, these are capitalised at cost and depreciated over the useful economic life other than where insufficient cost information is available. In this case the item is not capitalised, but all items are included in the Church's inventory.

#### **2.3. Tangible Fixed Assets for use by the charity**

These are capitalised if they can be used for more than one year and cost at least £1000. They are valued at cost or else, for gifts-in-kind, at a reasonable estimate of their open market value on receipt.

Depreciation is calculated to write off the capitalised cost of fixed assets less their currently anticipated residual fair value over their estimated useful lives as follows:

- Land Nil
- Fixtures & Fittings 20 years
- Computers 3 years

No depreciation is provided on buildings as the currently estimated residual value of the properties is not less than their carrying value and the remaining useful life of these assets currently exceeds 50 years, so that any depreciation charges would be immaterial.

An impairment review is carried out each year end and any resultant loss identified included in expenditure for the year.

#### 2.4. Church Hall

The Church Hall is currently the subject of a consultation process to determine its future use. The PCC has suspended all non-essential maintenance to the Hall until this process is complete, with the result that the fabric of the Hall is continuing to deteriorate.

As part of the consultation process the PCC commissioned a condition survey of the Hall, with associated costs for repairs, from an independent firm of surveyors. A sum of £12k was set aside within the Church Hall Designated fund in 2019 to cover costs identified within the report as needing attention within the short term either (a) for H&S of users; (b) to maintain a watertight structure or (c) requiring further investigation, some of which was expended within 2020, with the remaining repairs completed in 2021.

In 2019 a further £10k was set aside within the Church Hall Designated fund to cover ongoing losses from the day-to-day running of the Hall. Losses of £810 were made on the running of the Hall in 2021, partially due to the pandemic.

#### 2.5. Investments

Investments quoted on a recognised stock exchange or whose value derives from that are valued at market value at the year end. Other investment assets are included at PCC's best estimate of market value.

#### 2.6. Short Term Deposits

These are the cash held on deposit either with the CCLA or at a bank.

The church's assets are held in the following accounts:

CAF Bank – current account (for general income and payments for both church and hall)

CAF Bank - freewill offering account (for all regular donations made by bank transfer)

CCLA – deposit account (interest paying instant access account)

### **3. Funds**

#### **3.1. Unrestricted Funds**

These represent the funds of the PCC that are available for spending on the general purposes of the PCC, excluding amounts designated by the PCC for fixed assets for its own use or for spending on a future project and which are therefore not included in its 'free reserves' as disclosed on the trustees' report.

#### **3.2. Restricted Funds**

These are funds that must be spent on restricted purposes. Details of the restricted funds held are shown below:

Re-ordering Fund (carrying the outstanding loan for the re-ordering works)

Jean Kelsey Music Fund

Choral Music Fund

Church Hall (Building)

Bernard Worssam Fund

Cameras & IT Fund

Office Computer Fund

Church Hall Maintenance

Flowers

#### **3.3. Designated Funds**

These are funds that the PCC have designated for a specific purpose. Details of the designated funds current held are shown below:

Church Hall (running costs and lettings)

Cyclical Maintenance

Mission Giving

AV & IT

#### **3.4. Transfers between funds**

Funds were transferred from unrestricted funds to designated funds during the year as follows:

£5,550 To Cyclical Maintenance

£10,000 to Mission Giving.

### **4. Staff Costs**

During the year the PCC employed an organist and office staff (all part time). Tax and National Insurance payments were made for relevant employees. Total staff costs amounted to £20,285 which includes £2,197 Employer Pension Contributions. National Insurance Contributions for the year fell below the £2,000 government allowance.

Incumbent costs are covered by the diocese and therefore not included within these accounts.

No members of the PCC are employed, however a person closely connected to a PCC member is employed within the office staff.

Donations made by PCC members during the year amounted to £30,376.

#### 4.1. Church Workers Pension Fund (CWPF)

St Bartholomew's Church participates in the Pension Builder Scheme section of CWPF for lay staff. CWPF is administered by the Church of England Pensions Board, which holds the CWPF assets separately from those of the Employer and other participating employers.

CWPF has two sections:

1. the Defined Benefits Scheme
2. the Pension Builder Scheme, which has two subsections;
  - a. a deferred annuity section known as Pension Builder Classic, and,
  - b. a cash balance section known as Pension Builder 2014.

#### **Pension Builder Scheme**

Both sections of the Pension Builder Scheme are classed as defined benefit schemes.

***Pension Builder Classic*** provides a pension, accumulated from contributions paid and converted into a deferred annuity during employment based on terms set and reviewed by the Church of England Pensions Board from time to time. Discretionary increases may also be added, depending on investment returns and other factors.

***Pension Builder 2014*** is a cash balance scheme that provides a lump sum which members use to provide benefits at retirement. Pension contributions are recorded in an account for each member. Discretionary bonuses may be added before retirement, depending on investment returns and other factors. The account, plus any bonuses declared is payable, unreduced, from age 65.

There is no sub-division of assets between employers in each section of the Pension Builder Scheme.

The scheme is considered to be a multi-employer scheme as described in Section 28 of FRS 102. This is because it is not possible to attribute the Pension Builder Scheme's assets and liabilities to specific employers and means that contributions are accounted for as if the Scheme were a defined contribution scheme. The pensions costs charged to the SoFA in the year are the contributions payable (2021: £2197, 2020: £2078).

A valuation of the Pension Builder Scheme is carried out once every three years. The most recent valuation was carried out as at 31 December 2019. The next valuation is due as at 31 December 2022.

For the Pension Builder Classic section, the valuation revealed a deficit of £4.8m on the ongoing assumptions used. At the most recent annual review, the Board chose to grant a discretionary bonus of 3% following improvements in the funding position over 2021. There is no requirement for deficit payments at the current time.

For the Pension Builder 2014 section, the valuation revealed a surplus of £5.5m on the ongoing assumptions used. There is no requirement for deficit payments at the current

time.

The legal structure of the scheme is such that if another employer fails, St Bartholomew's Church could become responsible for paying a share of the failed employer's pension liabilities.

## **5. COVID-19 Impact**

Following the implementation of the governments COVID-19 Job Retention Scheme in 2020, one member of staff remained on furlough during the first 4 months of 2021, with costs reclaimed from the government scheme.

COVID-19 continued to impact our ability to raise funds during the year to cover the costs of running the church and its mission. This, together with the loss of a number of significant regular donors at the end of 2020, led to the launch of a Stewardship Task Force at the start of the year, to counteract anticipated losses in the region of £20,000. The resultant campaign, together with the excellent work of the fundraising committee during the year, has resulted in a positive balance at year end.

Looking ahead, the proportion of the church income which is derived from regular giving remains significantly below the average achieved across the diocese. This, combined with increased energy costs and an increase in the diocesan contribution, has resulted in a negative budget for 2022 in the region of £9,000.

## **6. Re-ordering Work**

Re-ordering and re-decoration work to the inside of the church were undertaken during 2018. An interest free loan of £14,381 was taken out with a member of the parish to provide cashflow for the works to be undertaken. This loan has now been paid down in full.

## **7. Mission Giving**

In line with current policy, 75% of the general unrestricted budget surplus from the 2020 accounts was added to the 2020 budgeted Mission Giving of £10,000, making a total of £13,702. This was distributed in line with instructions from the Mission Committee.