

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

Also known as St. Bart's, Otford

Rev. Richard Worssam  
Clerical Vacancy  
from 26 August to 31 December 2019

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 2019

## **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 2019 the following served as members of the PCC:

Vicar	The Reverend Richard Worssam (Chairman) Clerical Vacancy from 26/8/2019
Wardens	Mr Russell Edwards – from April 2016 and re-elected in 2018 & 2019 Mrs Janet Hunt – from April 2018 and re-elected in 2019

### *Representatives on the Diocesan Synod*

Mr. Derek Shilling – Lay Chair PCC (26.8.2019)

### *Representatives on the Deanery Synod*

Mr. Mark Holmes - PCC Minutes Secretary

Mrs. Margaret Lidbetter

Mr. Jason Gunn (from April 2019)

### *Elected Members*

Mrs. Samantha Barnett (from 26.4.19)

Mrs. Jo Chandler (2018)

Mr. David Calcott (2018)

Dr. Colin Deane (2017)

Mrs. Jo Chandler (2018)

Mr. Philip Gardner (2017)

Ms. Dawn Hallam (2017)

Mrs. Jocelyn Hart (2019)

Mr. Martin Lea (2019)

Mrs. Emma Peters (2019)

Mr. Ben Southgate (2018)

Mrs. Heather Stanley (2018) – PCC Treasurer

### *Retired in April 2019*

Mrs. Joan Beacom

Mrs. Mags Southgate

Mr. Nick Page

Mrs. Cindy Davies

### **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 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 Finance and 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.

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

The PCC has the responsibility of working with the incumbent, Reverend Richard Worssam (to 25.8.19), then the Sequestrators, Rev. Tim Hatwell (Rural Dean), Russell Edwards and Janet Hunt from 26 August 2019 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 8 PCC meetings during the year with a high average attendance level. Much of the PCC's work is assisted by committees. Those committees report and make recommendations to the PCC. The main committees are: -

*Finance and Standing* – meets on average at two-monthly intervals between PCC meetings. It has the legal authority to continue the business of the PCC, subject to any directions given by the Council. It also monitors income and expenditure.

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<sup>1</sup> Members of the Finance and 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.

*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, the principal fund-raising event of the year.

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

*Readers & Revs* – meets to provide mutual fellowship and support, and the opportunity to continue to grow in theological and ministerial studies.

*Mission Links* – 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.

*Worship Advisory Group* – monitors the nature and content of Church services and recommends changes and new initiatives in conjunction with the Vicar and PCC.

### **Electoral Roll**

In 2019 there were 200 members on the Electoral Roll, an increase of 28 on the previous year.

### **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.

### **Worship**

St Bart's continues to provide a range of services for the differing spiritual needs of the Parish. The service of Holy Communion is held at 8 am on every Sunday and Evensong at 6.30 pm is on the first and third Sundays of the month. On the second and fourth Sundays of the month at 10 am the service is Holy Communion. All Together Worship takes place on the first Sunday of the month and on the third and fifth Sundays the service is Morning Worship. On the first Sunday of the month at 10 am children and young people take part in the whole service. At other Sunday services they take part in some of the service and then move to the Church Centre for their own activities. A Book of Common Prayer Communion Service is held every Wednesday morning at 10 am, and this is followed by refreshments on a fortnightly basis. Morning Prayer is said on Tuesdays, Thursdays and Fridays at 9 am.

### **Choir**

The choir had another successful year, with membership stable at around 19. We were pleased to welcome a new member to the sopranos.

Beside the normal schedule of singing three morning and two evening services per month, in February we had a special service of music for Candlemas.

During the year the choir performed music ranging from the 9<sup>th</sup> to the 21<sup>st</sup> centuries, from the plainsong *Nunc dimittis* at Candlemas to a challenging new setting by Malcolm Archer of *A Hymn for St Cecilia*, by way of Lassus, Purcell, Mozart, Wesley, Beethoven, Grieg, Gjeilo and many others. Full choral evensong was sung on two occasions.

In May we undertook the recording of an anthem, Magnificat and *Nunc dimittis* setting by the neglected English composer Cyril Rootham, and we hope that the edited final version of this recording will be placed on the Cyril Rootham website shortly. This was at the request of Dan Rootham, the composer's grandson.

Approaching the end of the year, the choir maintained its usual punishing schedule of services, including the Advent Carol Service, Christmas Concert, Nine Lessons and Carols, and services over Christmas itself.

The choir is fortunate to have so many dedicated and faithful members, who produce a result well above the majority of village church choirs. The sad fact is, however, that we cannot maintain this standard indefinitely, due to the advancing age of the choir, and the difficulty of recruiting new members. Our Organist and Choir Master has been appealing for new singers for many years now, but not many singers, it seems, are prepared to give the commitment needed.

### **Music Group**

Last year's report referred to a thriving music group or band. Well, the band grows, not only in its repertoire of music, but also in its size. When everyone is present there can be up to 16 people from Primary school age to retirees. Highlights included, being asked to play at the wedding of a band member along with a 'gig' at Headcorn Baptist Church for their Pentecost Praise. It's good to use the talents God has given us not only to serve within our church but also to share with others.

During the year, a new Casio Bechstein hybrid digital piano was purchased courtesy of the Jean Kelsey Music Fund, which is now regularly used by the Music Group, for the choir's weekly practice and for other purposes.

### **Bell Ringers**

The band of ringers continues to ring regularly each Sunday before the service and for weddings and memorial services when requested to do so. They also rang as a sign of solidarity with the people of Paris on the day in April when the Cathedral of Notre Dame was ravaged by fire.

### **Nurture of Faith**

Home groups are held on Monday, Tuesday and Thursday evenings, on either a weekly or fortnightly basis. In Lent the home groups combine for a Lent course which is open to all church members. In 2019 the theme was "The Kingdom of God is at hand", focusing on the key areas summed up in the words: tell; teach; tend; transform; treasure. In other words: proclaim the Good News; make disciples and nurture their faith; serve those in need; work for social justice; and care for our world. The five sessions were led by members of the Ministry Team, with refreshments and puddings served halfway through the evening.

The Vicar continued to teach a module on Congregational Studies for the Diocese as part of the training programme for Licensed Lay Ministers.

## **Children and Young People**

Sunday Club is run for children from age 3 to 14 with three groups on Sunday mornings. The Young People's Fellowship (YPF) for older teenagers is held on Sunday evenings during term time. The group "EPIC", for children aged 9-13, meets on the second Saturday of each month in the evening. Messy Church was held 5 times during the year. The Youth Weekend was held at Kench Hill for the 4th time.

Together with Otford Methodist Church we run "First Steps", a Christian based toddler group. The Vicar regularly visits our local schools to take assemblies and he is a governor of Otford Primary School. Carol services for the two local schools were held in the church and Otford Primary School also held their Harvest Festival in church.

## **Safeguarding**

St. Bart's re-appointed Mrs. Joan Beacom as its safeguarding officer at the first full meeting of the PCC on 22 May 2019. At its meeting on the 27 March 2019 the PCC confirmed that they would comply with the duty 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 and Parish Safeguarding Officer (PSO) have been working during the year to ensure all PCC members have an Enhanced DBS check, along with key volunteers working with Children and Vulnerable Adults. The PSO and Lead Safeguarding Warden (Janet Hunt) have also been working through the year to identify volunteers within the Congregation who should complete Basic awareness and Foundation training. Safeguarding appears as an Agenda item on all PCC and Finance and Standing committee meetings. There were no issues raised with the Diocesan Safeguarding team.

## **Pastoral Care**

During 2019 there were 8 baptisms, 3 weddings, and 15 funerals.

We have three Pastoral Assistants (two from 25/8/2019) who work within the Parish, and the Vicar visits parishioners in their homes or in hospital. As part of our ministry to bereaved families we hold an annual service in Eastertide to commemorate departed loved ones.

## **Fellowship and Special Events**

To encourage fellowship and raise funds for the parish a number of social activities were planned by the Events Team. These included bi-monthly soup lunches on Mondays, together with an informal interview of someone connected with the church. They also organised a performance of 'A Turbulent Priest' held in the Church charting the life and death of Thomas a' Becket. There was a successful Spanish pop-up restaurant in July. The Men's Group met for a talk and supper in January, and a Summer walk and Beer stop in July.

Both the annual Church Fair and Christmas Market continue to be well supported, with the Summer Fair continuing to be held on The Green and surrounding areas, including children's activities in the Vicarage Garden. The Parish Summer barbecue was held in the Vicarage garden in July.

Many members of the church attended the "Big Church Day Out" Christian music festival at Wiston, West Sussex, over the second May bank holiday weekend. On the second Saturday in September, members of St. Bart's took part in the annual Ride and Stride event organized by Friends of Kent Churches, both riding and welcoming visitors.

## **Vicar**

In August, the Parish said thank you and farewell to Richard and Donna Worssam as they finished their ministry in Otford, before moving to St. Peter's Church in Pembury. Many members of the Parish joined together on the 25<sup>th</sup> August at a Service of Thanksgiving followed by a Parish Picnic in the Vicarage to thank Richard and Donna for their ministry in Otford and wish them well on their move to Pembury. A cheque was presented to them on behalf of the Parish by the Churchwardens, following consultation with Richard and Donna to enable them to purchase some garden furniture for their new home.

## **Wider Community**

We continue with our mission to the wider community and beyond. The annual Civic Service was held in May, attended by members of the Parish Council, our District Councillors and members of the village uniformed organisations.

The Remembrance Sunday service has the largest attendance of any service in the year both in Church and during the Act of Remembrance on the Green at 11.00.

Members of our congregation continue to support the work of our local Food bank 'Loaves and Fishes', on a weekly basis, along with the donations from the Church and School Harvest Services.

## **Diocese**

In 2019 Rochester Diocese launched its strategy 'Called Together' under three banner headings.

**Grow;** we aim to better live out the Great Commission, share the Good News, and see more people find faith.

**Enrich;** The vision encourages us to explore and support ways that mean we enrich every community through the activities of the local church.

**Resource;** Committing to enabling parishes to run efficiently and sustainably, so that they can focus more on ministry and mission.

## **Called to Grow**

Called to Grow is a five-step process developed as part of Called Together, to encourage and equip us as a Parish to consider the whole life of our church community, and what God may be asking of us. It is underpinned by prayer and adaptable to any setting.

**Step 1: Who are we?** As a church, within our community

**Step 2: What does this mean?** For the church within our community

**Step 3: What now?** To be the church we need to be within our community

**Step 4: Let's do it!** With the church and our community

**Step 5: What has happened?** Within our church and our community?

These five steps were considered by members of the congregation across all ages and all services during the Autumn to gain an understanding of what is important to the Parish of St. Bartholomew as we move forward. From the responses (over 120) a plan was put together seeking to inform short, medium and long-term goals. At the end of 2019 the PCC focused on some of the short-term goals identified, as it would not be appropriate to set medium or long-term goals whilst in a Clerical Vacancy.

The output from this work was used to help the PCC identify the skills we should seek of a new Vicar for Otford. The PCC approved the Parish Profile at their meeting on 11 December 2019.

### **Deanery Synod**

Discussions were held on *Called Together* and *Called to Grow* during the November and June meetings of the Deanery Synod with a presentation from Revd. Andrew Axon (Vicar of Lamberhurst and Matfield and Area Dean of Paddock Wood) on the rationale behind *Called to Grow*.

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. Synod members are elected at Annual Parochial Church Meetings, so although this is an annual report on the calendar year 2019, this report covers the Deanery Synod year from April 2019 to March 2020. The Synod met three times this year, chaired by the Rural Dean, Rev. Tim Hatwell (Rector of Ightham). The first half of each meeting, which is open to non-members of the Synod, consists of a presentation by a relevant speaker followed by questions and answers. The second part routine Synod business.

The first meeting, in June, was held at St. Peter's, Ightham. The speaker was Rev. Andrew Axon, Vicar of Lamberhurst & Matfield and Area Dean of Paddock Wood, who spoke on the *Called to Grow* process developed as part of *Called Together*, the Diocesan strategy. He had been involved in preparing the Diocese's toolkit to help parishes develop their *Called to Grow* plans and had piloted the toolkit in his own rural benefice. Rev. Andrew explained how each parish was encouraged to think through its own situation and what ministry meant in that environment; and to engage as much of the church community as possible in that process. He also said that having at least the beginnings of a *Called to Grow* plan was a pre-requisite for recruiting a new incumbent in the case of a vacancy. He explained how the process of developing a plan might typically work, with examples and lessons from his own benefice.

The main item in the business part of this meeting was a discussion on a General Synod proposal that in future Deanery Synod members should be permitted to serve only two 3-year terms. A vote was taken on seven possible options, revealing a spread of views among members. There was also an invitation to a Diocesan meeting to plan an event in 2020 on ministry in rural settings.

The second meeting, in November, was held at St. Martin's, Eynsford. The speaker was Rev. Richard Williams, the Diocesan Director of Finance, who spoke about the new (or newly renamed) 'Common Fund' and the new model for seeking financial contributions from parishes. 88% of the money in the Diocese's Common Fund came from parishioners' donations via parishes' contributions. The Common Fund was used to provide, train & support clergy (⅓ of expenditure); to further the work of the Church; and to provide support for parishes (mainly safeguarding, finance, HR, communications). The average parish contribution needed (recognising that many parishes were not average) was £73,000 per year. Parishes' indicative contributions were now to be calculated by adding together the cost of Ministry provision (£40,839 per full-time clergy), the cost of Diocesan parish support (£10,206 per parish) and a contribution to the Diocese's wider mission, based on 10% of a parish's gross income. Over £9m was raised annually in this way, on a voluntary basis. The Diocese nevertheless had an annual deficit of about £1m; so a break-even budget for the following year relied on a 7% increase in contribution from parishes.

The business part of the meeting mentioned the clerical vacancies in both Otford, Eynsford, Farningham & Lullingstone and discussed the Diocese's review of past safeguarding cases.



The last meeting of the year, and of members' 3-year term, was held in Feb 2020 at St. Mary's Platt. Graham Wilkinson, the Growth Enabler for the Tonbridge Archdeaconry (and a lay minister at Bidborough) spoke about *Called to Grow*.

Mark Holmes normally circulates his personal notes from each Deanery Synod meeting to PCC members within a day of the meeting. If other parishioners are interested in receiving them, he would be happy to include them in the circulation list.

### **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. Our popular Parish magazine is distributed to some 400 homes in the parish, by a large group of volunteers.

### **Special Events**

In June, the Vicar did a week's residential chaplaincy at Westminster Abbey, continuing a long-established tradition, and in recognition of the fact that the Abbey is the patron of the living of St. Bartholomew's Church.

### **Land and buildings**

The Church is listed by English Heritage as Grade 1 and is therefore inspected on a regular basis in order to maintain the fabric and ensure the safety of those using the premises.

St Bart's owns St Bartholomew's Church, Otford, and the Church Hall in the High Street, together with the land on which those buildings are situated. Both are used for charitable purposes. Part of the Church Hall land includes toilets for public use. These are rented from St Bart's by Otford Parish Council but have remained closed due to repeated vandalism. The PCC is currently in negotiation with Otford Parish Council regarding the surrender of the lease for the toilets.

Following the consultation in relation to the future use of the Church Hall the PCC requested a Condition Survey, to establish a base line for works and associated estimated costs. The PCC have reviewed these and set aside funds for works identified as urgent. However final decisions will be for the PCC and New Vicar to formulate.

In the Autumn of 2019, the organ was cleaned for the first time in 30 years following the completion of building works within the Church.

### **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 2019 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 and Standing 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 2019.

### **Fundraising**

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

### **Legacies**

In this year, the following legacies have been gratefully received:

Peter Bratby £3,000

### **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).

### **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 2019.

Scripture Union  
Hospices of Hope  
Worldwide Silver Lining  
Christian Aid  
FEBA  
The Children's Society

The Bible Society  
Sevenoaks Counselling Service  
SAYT  
Church Mission Society



• 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 2019	<b>Charity no (if any)</b>	1135073
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**Set out on pages**

Page 13 to 23

I report to the trustees on my examination of the accounts of the above charity ("the Trust") for the year ended **31/12/2019**.

**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  
statement**

**examiner's**

I have completed my examination. I confirm that no material matters have come to my attention in connection with the examination 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.

**Signed:**

**Date:**

28<sup>th</sup> APRIL 2020

**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.

[Empty box for disclosure details]

# End of Year Financial Statements

Year ending 31<sup>st</sup> December 2019

## Statement of Financial Activities

	Unrestricted funds	Designated funds	Restricted funds	Endowment funds	Total funds	Prior year total funds
<b>Income and endowments from:</b>						
Donations and legacies	£114,744	—	£4,575	—	£119,319	£171,013
Income from charitable activities	£11,296	—	—	—	£11,296	£9,448
Other trading activities	£18,259	£8,253	—	—	£26,512	£28,126
Investments	£502	£325	£113	—	£940	£357
Other income	—	—	—	—	—	—
<b>Total income</b>	<b>£144,803</b>	<b>£8,578</b>	<b>£4,688</b>	<b>—</b>	<b>£158,070</b>	<b>£208,945</b>
<b>Expenditure on:</b>						
Raising funds	£2,193	—	—	—	£2,193	£1,477
Expenditure on charitable activities	£122,299	£29,942	£2,433	—	£154,675	£193,923
Other expenditure	£142	£2,280	£5,967	—	£8,390	£202,555
<b>Total expenditure</b>	<b>£124,636</b>	<b>£32,222</b>	<b>£8,400</b>	<b>—</b>	<b>£165,258</b>	<b>£397,955</b>
Gains / losses on investment assets	£779	—	—	—	£779	(£63)
<b>Net income / (expenditure) resources before transfer</b>	<b>£20,946</b>	<b>(£23,643)</b>	<b>(£3,712)</b>	<b>—</b>	<b>(£6,409)</b>	<b>(£189,073)</b>
<b>Transfers</b>						
Gross transfers between funds - in	£21,289	£54,575	£12,636	—	£88,501	£35,288
Gross transfers between funds - out	(£65,300)	(£16,731)	(£6,469)	—	(£88,501)	(£35,288)
<b>Other recognised gains / losses</b>						
Gains on revaluation, fixed assets, charity's own use	—	—	—	—	—	—
<b>Net movement in funds</b>	<b>(£23,064)</b>	<b>£14,200</b>	<b>£2,454</b>	<b>—</b>	<b>(£6,409)</b>	<b>(£189,073)</b>
<b>Total funds brought forward</b>	<b>£62,754</b>	<b>£24,605</b>	<b>£203,516</b>	<b>—</b>	<b>£290,876</b>	<b>£479,949</b>
<b>Total funds carried forward</b>	<b>£39,690</b>	<b>£38,805</b>	<b>£205,970</b>	<b>—</b>	<b>£284,466</b>	<b>£290,876</b>
<b>Represented by</b>						
<b>Unrestricted</b>						
General fund	£39,690	—	—	—	£39,690	£62,754
<b>Designated</b>						
AV and IT Maintenance	—	£1,205	—	—	£1,205	£1,500
Church Hall	—	£22,465	—	—	£22,465	£5,545
Cyclical Maintenance	—	£6,452	—	—	£6,452	£9,552
Mission	—	£8,681	—	—	£8,681	£8,007
<b>Restricted</b>						
Choral Music Fund	—	—	£5,579	—	£5,579	£5,500
Church Hall	—	—	£201,572	—	£201,572	£201,572
Church Repair	—	—	—	—	—	—
Jean Kelsey Music Fund	—	—	£1,867	—	£1,867	£4,266
Re-ordering Fund	—	—	(£3,047)	—	(£3,047)	(£7,822)

## Balance sheet

	Total funds	Prior year funds
<b>Fixed assets</b>		
Tangible assets	£201,572	£201,572
Investments	£4,945	£4,166
	<b>£206,517</b>	<b>£205,738</b>
<b>Current assets</b>		
Debtors	£1,421	£2,333
Cash at bank and in hand	£81,989	£93,138
	<b>£83,411</b>	<b>£95,471</b>
<b>Liabilities</b>		
Creditors: Amounts falling due in one year	£5,462	£10,334
	<b>£5,462</b>	<b>£10,334</b>
<b>Net current assets less current liabilities</b>	<b>£77,949</b>	<b>£85,137</b>
<b>Total assets less current liabilities</b>	<b>£284,466</b>	<b>£290,876</b>
<b>Total net assets less liabilities</b>	<b>£284,466</b>	<b>£290,876</b>
<b>Represented by</b>		
<b>Unrestricted</b>		
General fund	£39,690	£62,754
<b>Designated</b>		
AV and IT Maintenance	£1,205	£1,500
Church Hall	£22,465	£5,545
Cyclical Maintenance	£6,452	£9,552
Mission	£8,681	£8,007
<b>Restricted</b>		
Choral Music Fund	£5,579	£5,500
Church Hall	£201,572	£201,572
Church Repair	—	—
Jean Kelsey Music Fund	£1,867	£4,266
Re-ordering Fund	(£3,047)	(£7,822)
<b>Funds of the church</b>	<b>£284,466</b>	<b>£290,876</b>

## Statement of assets and liabilities

	This year	Last year
<b>Investments</b>		
<b>258 Shares in CBF Investment Fund</b>		
General fund (Unrestricted) -	£4,945	£4,166
	<u>£4,945</u>	<u>£4,166</u>
<b>Total for Investments</b>	<b>£4,945</b>	<b>£4,166</b>
<b>Tangible assets</b>		
<b>Church Hall</b>		
Church Hall (Restricted) -	£201,572	£201,572
	<u>£201,572</u>	<u>£201,572</u>
<b>Total for Tangible assets</b>	<b>£201,572</b>	<b>£201,572</b>
<b>Cash at bank and in hand</b>		
<b>CAF current account</b>		
AV and IT Maintenance (Designated) -	—	£1,500
Choral Music Fund (Restricted) -	—	(£21)
Church Hall (Designated) -	£1,778	£714
Cyclical Maintenance (Designated) -	£1,450	—
General fund (Unrestricted) -	£4,413	£4,030
Re-ordering Fund (Restricted) -	—	£200
Agency collection (Restricted) -	—	£14
	<u>£7,642</u>	<u>£6,437</u>
<b>CAF Freewill Account</b>		
General fund (Unrestricted) -	£8,195	£33,034
Re-ordering Fund (Restricted) -	—	£873
	<u>£8,195</u>	<u>£33,908</u>
<b>CCLA (CBF) deposit account</b>		
AV and IT Maintenance (Designated) -	£680	—
Choral Music Fund (Restricted) -	£503	£9
Church Hall (Designated) -	£14,090	£4,756
Cyclical Maintenance (Designated) -	£402	£2,455
General fund (Unrestricted) -	£4,465	£9,018
Jean Kelsey Music Fund (Restricted) -	—	£7
Mission (Designated) -	£6	£8,007
	<u>£20,148</u>	<u>£24,254</u>
<b>Hampshire Trust 90 Day Account</b>		
AV and IT Maintenance (Designated) -	£525	—
Choral Music Fund (Restricted) -	£5,075	£5,512
Church Hall (Designated) -	£7,057	—
Cyclical Maintenance (Designated) -	£4,600	£7,096
General fund (Unrestricted) -	£18,056	£11,498
Jean Kelsey Music Fund (Restricted) -	£1,867	£4,258
Mission (Designated) -	£8,674	—
	<u>£45,857</u>	<u>£28,366</u>
<b>Cash in hand</b>		
General fund (Unrestricted) -	£145	£171
	<u>£145</u>	<u>£171</u>
<b>Total for Cash at bank and in hand</b>	<b>£81,989</b>	<b>£93,138</b>
<b>Debtors</b>		
<b>Accounts Receivable</b>		
Church Hall (Designated) -	£208	£305
General fund (Unrestricted) -	£1,213	£2,028
	<u>£1,421</u>	<u>£2,333</u>

	<b>Total for Debtors</b>	<b>£1,421</b>	<b>£2,333</b>
<b>Agency accounts</b>			
<b>Agency collections</b>			
Agency collection (Restricted) -		—	(£14)
		—	(£14)
	<b>Total for Agency accounts</b>	<b>—</b>	<b>(£14)</b>
<b>Creditors: Amounts falling due in one year</b>			
<b>Loans received</b>			
Re-ordering Fund (Restricted) -		(£3,047)	(£8,896)
		(£3,047)	(£8,896)
<b>Accounts Payable</b>			
Church Hall (Designated) -		(£668)	(£230)
General fund (Unrestricted) -		(£1,745)	(£1,193)
	<b>Total for Creditors: Amounts falling due in one year</b>	<b>(£5,462)</b>	<b>(£10,319)</b>
	<b>Grand total</b>	<b>£284,466</b>	<b>£290,876</b>



## Analysis of income and expenditure

	Unrestricted	Designated	Restricted	Endowment	Total	
					This year	Last year
<b>INCOME AND ENDOWMENTS</b>						
<b>Donations and legacies</b>						
0101 - Gift Aid - Donations	£64,735	—	£3,564	—	£68,299	£74,726
0110 - Gift Aid - Envelopes	£4,829	—	—	—	£4,829	£3,312
0201 - Other planned giving	£11,463	—	£120	—	£11,583	£11,790
0301 - Loose plate collections	£3,958	—	—	—	£3,958	£3,924
0302 - Wall Safe	£451	—	—	—	£451	£376
0501 - One-off Gift Aid gifts	£1,000	—	—	—	£1,000	£4,200
0550 - Donations appeals etc	£2,664	—	—	—	£2,664	£1,921
0560 - Re-ordering	—	—	—	—	—	£40,826
0601 - Tax recoverable on Gift Aid	£17,986	—	£891	—	£18,877	£22,774
0610 - Tax Recovery - GASDS	£2,456	—	—	—	£2,456	—
0701 - Legacies	£3,003	—	—	—	£3,003	£4,250
1270 - Youth work	£1,024	—	—	—	£1,024	£1,757
1280 - Church refreshments	£903	—	—	—	£903	£903
1510 - Book of Remembrance	£270	—	—	—	£270	£250
Total	£114,744	—	£4,575	—	£119,319	£171,013
<b>Income from charitable activities</b>						
1101 - Fees for weddings & funerals - PCC	£4,344	—	—	—	£4,344	£4,073
1111 - Fees for weddings & funerals - DBF	£3,276	—	—	—	£3,276	£2,279
1121 - Fees weddings & funerals PTO Clergy	£164	—	—	—	£164	£62
1260 - Parish magazine sales	£3,511	—	—	—	£3,511	£3,033
Total	£11,296	—	—	—	£11,296	£9,448
<b>Other trading activities</b>						
0901 - Other funds generated	£1,668	£1,030	—	—	£2,698	£1,196
0910 - Church fair	£6,152	—	—	—	£6,152	£5,558
0912 - Ride and stride	£653	—	—	—	£653	£689
0913 - Christmas market	£3,163	—	—	—	£3,163	£2,855
0914 - Events	£4,048	—	—	—	£4,048	—
0915 - Events 2018	—	—	—	—	—	£6,768
1240 - Church hall lettings	—	£7,223	—	—	£7,223	£8,502
1250 - Magazine income - advertising	£2,574	—	—	—	£2,574	£2,555
Total	£18,259	£8,253	—	—	£26,512	£28,126
<b>Investments</b>						
1001 - Dividends	£143	—	—	—	£143	£140
1020 - Bank and building society interest	£358	£325	£113	—	£797	£217
Total	£502	£325	£113	—	£940	£357
<b>INCOME TOTAL</b>	<b>£144,803</b>	<b>£8,578</b>	<b>£4,688</b>	<b>—</b>	<b>£158,070</b>	<b>£208,945</b>

## EXPENDITURE

### Raising funds

1730 - Costs of fund raising	£2,193	—	—	—	£2,193	£1,477
Total	£2,193	—	—	—	£2,193	£1,477

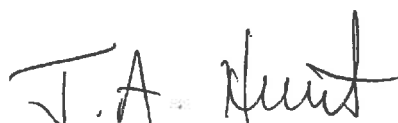
### Expenditure on charitable activities

1801 - Giving to missionary societies	—	£4,747	—	—	£4,747	£19,184
1850 - Home mission	—	£4,747	—	—	£4,747	£4,000
1870 - Training	—	—	—	—	—	£20
1907 - Mission & Ministry Support	£64,969	—	—	—	£64,969	£64,000
1911 - Fees clergy holding PTO	£164	—	—	—	£164	£32
2001 - Salary of Caretaker	£3,856	—	—	—	£3,856	£4,070
2050 - Salary of parish administrator	£14,377	—	—	—	£14,377	£14,663
2051 - Pension Contributions Office Staff	£2,077	—	—	—	£2,077	£1,239
2101 - Working expenses of incumbent	£622	—	—	—	£622	£1,275
2110 - Visiting speakers / locums	£1,736	—	—	—	£1,736	£385
2120 - Council tax	£2,017	—	—	—	£2,017	£2,533
2130 - Vicarage house expenses	£367	—	—	—	£367	£178
2140 - Water rates - vicarage	£217	—	—	—	£217	£348
2180 - Youth work	£3,169	—	—	—	£3,169	£3,327
2201 - Fees & subscriptions	£244	—	—	—	£244	£553
2320 - Organ / piano tuning	£276	£6,180	—	—	£6,456	£537
2321 - Organist fees	£3,099	—	—	—	£3,099	£3,109
2322 - Choir expenditure	£324	—	—	—	£324	£687
2340 - Upkeep of services	£828	—	—	—	£828	£2,052
2341 - Altar Requisites	£443	—	—	—	£443	£305
2345 - Church refreshments	£618	—	—	—	£618	£398
2350 - Upkeep of churchyard	£851	—	—	—	£851	£2,073
2360 - Printing, stationery, postage and other	£879	—	—	—	£879	£1,045
2361 - Computers and office equipment	—	£334	—	—	£334	—
2362 - Photocopier maintenance	£804	—	—	—	£804	£841
2365 - Church office - telephone	£779	—	—	—	£779	£925
2366 - Internet & Website	£705	—	—	—	£705	£549
2370 - Cleaning & sanitary supplies	£114	—	—	—	£114	£178
2401 - Church running - electric	£1,552	—	—	—	£1,552	£2,033
2410 - Church running - gas	£2,516	—	—	—	£2,516	£1,884
2420 - Church running - water	£60	—	—	—	£60	£128
2422 - Church sound and vision	£95	£175	£2,433	—	£2,704	£307
2430 - Church running - security	£1,090	—	—	—	£1,090	£2,175
2450 - Church running - insurance	£3,451	—	—	—	£3,451	£3,370
2460 - Church maintenance	£5,977	—	—	—	£5,977	£9,024
2461 - Church maintenance - cyclical	—	£3,630	—	—	£3,630	£1,249
2470 - Church - performing rights licence	£346	—	—	—	£346	£336
2501 - Magazine expenses	£3,662	—	—	—	£3,662	£4,242
2530 - Hall running - electricity	—	£658	—	—	£658	£1,283
2540 - Hall running - gas	—	£1,848	—	—	£1,848	£3,161
2550 - Hall running - insurance	—	£1,255	—	—	£1,255	£1,277
2560 - Hall running - maintenance	—	£1,186	—	—	£1,186	£1,037
2570 - Hall cleaning and materials	—	£4,320	—	—	£4,320	£4,297
2571 - Hall performing rights	—	£155	—	—	£155	£153
2580 - Hall running - water	—	£702	—	—	£702	£608
2720 - Church interior and exterior decorating	—	—	—	—	—	£28,834
Total	£122,299	£29,942	£2,433	—	£154,675	£193,923

## Other expenditure

2342 - Pew Cushions	—	—	—	—	—	£4,007
2510 - Hall - Condition Survey & Options Appr.	—	£2,280	—	—	£2,280	—
2602 - Bank Charges	£120	—	—	—	£120	£163
2610 - Accountancy software	£22	—	—	—	£22	£49
2910 - Re-ordering work	—	—	£5,967	—	£5,967	£198,335
Total	£142	£2,280	£5,967	—	£8,390	£202,555
<b>EXPENDITURE TOTAL</b>	<b>£124,636</b>	<b>£32,222</b>	<b>£8,400</b>	<b>—</b>	<b>£165,258</b>	<b>£397,955</b>
<b>GRAND TOTAL</b>	<b>£20,167</b>	<b>(£23,643)</b>	<b>(£3,712)</b>	<b>—</b>	<b>(£7,188)</b>	<b>(£189,010)</b>

Approved by the Parochial Church Council on 20<sup>th</sup> May 2020 and signed on its behalf by:



J A Hunt

Mrs Janet Hunt (Churchwarden)



R J Edwards

and Mr Russell Edwards (Churchwarden)

## NOTES TO THE FINANCIALS STATEMENTS FOR YEAR ENDING 31<sup>ST</sup> DECEMBER 2019

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.

This year a New Piano was added to the church's inventory, purchased with money from the Jean Kelsey Music Fund.

### 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 has been set aside within the Church Hall Designated fund to cover costs identified within the report as needing attention within the next 2 years either (a) for H&S of users; (b) to maintain a watertight structure or (c) requiring further investigation.

A further £10k has been set aside within the Church Hall Designated fund to cover ongoing losses from the day-to-day running of the Hall over the next 3 to 4 years.

### 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 (instant access account)

Hampshire Trust Bank – 90 day notice 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, including 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).

#### **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:

£22,000 to Church Hall  
£5,550 To Cyclical Maintenance  
£8,600 to Mission Giving.  
£200 to AV & IT

### **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 £22,870 which includes £2,078 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 £18,556.

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

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

The Church Workers Pension Fund has a section known as the Defined Benefits Scheme, a deferred annuity section known as Pension Builder Classic and a cash balance section known as Pension Builder 2014.

### Pension Builder Scheme

The Pension Builder Scheme of the Church Workers Pension Fund is made up of two sections, Pension Builder Classic and Pension Builder 2014, both of which are classed as defined benefit schemes.

Pension Builder Classic provides a pension for members for payment from retirement, 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. Bonuses may also be declared, depending upon the investment returns and other factors.

Pension Builder 2014 is a cash balance scheme that provides a lump sum that members use to provide benefits at retirement. Pension contributions are recorded in an account for each member. This account may have bonuses added by the Board before retirement. The bonuses depend on investment experience and other factors. There is no requirement for the Board to grant any bonuses. The account, plus any bonuses declared, is payable from members' Normal Pension Age.

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 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 contributions payable (2019: £2078, 2018: £1240).

A valuation of the Pension Builder Scheme is carried out once every three years. The most recent was carried out as at 31 December 2016.

For the Pension Builder Classic section, the valuation revealed a deficit of £14.2m on the ongoing assumptions used. At the most recent annual review, the Board chose not to grant a discretionary bonus, which will have acted to improve the funding position. There is no requirement for deficit payments at the current time.

For the Pension Builder 2014 section, the valuation revealed a surplus of £1.8m 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 that employer's pension liabilities.

## **5. Re-ordering Work**

Re-ordering and re-decoration work to the inside of the church were undertaken during 2018. The final end-of-defects payment to the contractor was paid within the financial year, in the amount of £7605.18 (inclusive of VAT) and the final VAT reclaim made, in the amount of £1,637.

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 is being paid down with ongoing donations until March 2021. The balance at the end of 2019 amounted to £3,047.

## **6. Legacies**

We are grateful for a legacy received during the year from Peter Bratby.

## **7. Mission Giving**

In line with current policy, 75% of the general unrestricted budget surplus from the 2018 accounts was added to the 2018 budgeted Mission Giving of £8,000, making a total of £9,494. This was distributed evenly between the 10 mission partners selected by the Mission Committee.

