

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

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

For the year ended 31 December 2020

Charity Registration Number: 1177875

Rector: The Revd Edward Wright
The Rectory
Borough Green Road
Wrotham
Sevenoaks
Kent. TN15 7RA

Churchwardens: Mrs Sandy Chapman
Mrs Pauline Smith

Treasurer: Mrs Linda Read

Bank: CAF
Kings Hill
West Malling
Kent ME19 4TA

Independent Examiner: John Francis FCA DChA
The Vicarage, The Close
Corseley Road
Groombridge, TN3 9SE

ST GEORGE'S CHURCH, WROTHAM, ANNUAL REPORT FOR 2020

Administrative information

St George's Church is situated in the Square, Wrotham, Kent. It is part of the Diocese of Rochester within the Church of England. The correspondence address is The Rectory, Borough Green Road, Wrotham, Kent TN15 7RA.

PCC members who have served from 1st January 2020 until the date this report was approved are:

Ex-officio:

Rector:	The Revd Edward Wright
Wardens:	Mrs Sandy Chapman Mrs Pauline Smith
Lay Minister	Mrs Sue Smith
Reader	Mrs Gill Johnson
Representatives on Deanery Synod:	Mrs Marleen Harvey Kelly (reappointed APCM 11.10.20) Mrs Kathy Wiffen (reappointed APCM 11.10.20)

Elected Members:	Mrs Carolyn Beach Mrs Trish Bradshaw Mr Greg Forsyth Mrs Margaret Garlinge Mrs Marleen Harvey-Kelly Mr Mike Hodder (stood down for health reasons 17.03.20) Mrs Diana Knox Mrs Linda Read (treasurer) Mrs Lynn Whitham (resigned APCM 11.10.20) Mrs Kathy Wiffen
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Safeguarding officer:	Mrs Sue Smith (stood down 28.07.20) Dr Stephanie Munn (appointed 17.08.20)
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Structure, governance and management

The Parochial Church Council (PCC) is a corporate body established by the Church of England. The PCC operates under the Parochial Church Powers Measure. PCC members are elected under the provisions of the Church Representation Rules. Members of the PCC are either appointed ex officio or elected by the Annual Parochial Church Meeting (APCM) from Church attendees registered on the Electoral Roll.

The PCC was registered as a charity with the Charity Commission on 10th April 2018.

The full name of the charity is The Parochial Church Council of the Ecclesiastical Parish of Wrotham, but it is generally known as St. George's Church, Wrotham, or as St. George's PCC, Wrotham.

The full PCC met eight times during the year, including two Extraordinary Meetings: one after the APCM to appoint the treasurer; and one to discuss services and broadband installation issues. The first two meetings in the year were in person but because of coronavirus restrictions all meetings since 17.03.20 have been via zoom. The standing committee met between PCC meetings as necessary to prepare the agendas for the PCC meetings and discuss operational issues that arose with the pandemic. The standing committee comprised the Rector, churchwardens and treasurer and since June two additional PCC members.

The PCC has complied with the duty under section 5 of the Safeguarding and Clergy Discipline Measure 2016, which sets out the House of Bishops' guidance on safeguarding children and vulnerable adults.

The incumbent and two members of the PCC sit on the Deanery Synod, which allows a connection to be maintained with the wider structures of the Anglican Church.

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Objectives and Activities

St George's PCC has the responsibility of co-operating with the rector, the Revd. Edward Wright, to continue promoting, in the ecclesiastical parish, the whole mission of the Church, pastoral, evangelistic, social, and ecumenical. It also has responsibility for the maintenance of the Church.

The PCC has considered the Charity Commission's guidance on public benefit and, in particular, the supplementary guidance on charities for the advancement of religion.

Looking to the future, the PCC has been working with Ightham parish with a view to the possibility of becoming a United Benefice. A draft proposal was put to the Tonbridge Archdeaconry Steering Committee in September, and no questions or issues were raised. The Churchwardens and Standing Committee members of both PCCs have met to explore what the proposal will entail. In addition, a dedicated working party has worked towards developing St George's Called to Grow Plan, identifying a vision and the steps required to fulfil that vision.

Achievements and Performance

Worship & prayer

The PCC aims to provide a range of services for regular worship and for special occasions in order to offer as much opportunity as possible for participation for those in the parish and beyond in ways that relate to varying spiritual experience and levels of faith.

Up until March, the weekly Breakfast Church had been sustained, with a core who attend nearly every week, and a wider number who come occasionally. It is not only for those with young families, as others who appreciate the informal style come regularly. The main 10.30am Worship service took place every Sunday, and in addition, on the first week of the month, communion following the 1662 Book of Common Prayer was held at 8.00am.

The requirements of the government in relation to the Coronavirus Pandemic entailed the church being closed between 23rd March and 4th July. This meant a shift of Sunday worship from the Church Building onto Zoom, and a regular 10:30am Service has been hosted each week. For a few months, when Lockdown restrictions were eased during the Summer, and prior to the second lock down, a weekly Sunday service took place at 9am, observing the strictest of safety protocols, followed by the 10:30am Service on Zoom. For a short while, this pattern changed to a fortnightly one with alternate Sundays having a 10.30am service in church which went out on Zoom as long as the signal held. This highlighted the need for a telephone wire to be installed for broadband. An outdoor teatime service took place in September, aimed at our Breakfast Church families, which was well attended.

After the restrictions were lifted on 4th July the Church has remained open for daily prayer, with procedures in place to restrict movement around the Church and ensure proper sanitisation of areas used.

In addition, a weekly prayer meeting and a fortnightly study group have continued to meet via Zoom.

On 22nd December, due to the sharply increasing rates of Covid infection in the area, the parish sought and obtained a dispensation from the Bishop relating to the suspension of public worship extending into the New Year.

The deferred APCM was held in the Church after the main Service on Sunday 11th October, with some accessing it via Zoom. A Remembrance Sunday service took place outside around the memorial, with all safety protocols observed.

There were 73 parishioners on the Church Electoral Roll. During the Restrictions, the usual Sunday attendance in Church was 10 adults and on Zoom 37 adults and 8 children.

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Mission, Outreach and Pastoral Care

Since March, the Community Choir, the Sisterhood, the Friday morning Parent and Toddler group and Tuesday Coffee Mornings have, regrettably, been suspended. During the summer, a weekly catch up coffee morning did take place outside, observing all the safety protocols. This moved inside the building in September, again with all safeguards in place, and continued until the November lockdown.

Links with the local Church of England Primary School have continued, enabling the Church to have significant input into the life of the school. The Rector, Sandy Chapman and Sue Smith sit on the Governing Body of the school; Sandy chairs the Worship, Ethos and Safeguarding Committee as well as being the Safeguarding Governor, whilst Sue is the RE Governor. Full Governing Body meetings have taken place online. When all the children had returned to school in September, the Rector was delivering a Collective Worship to the whole school via Zoom until the second lockdown. In addition, Church members have again contributed generously to the purchase of Bibles for each of the Year 5 Pupils.

The Pastoral Visiting Team, which includes the Rector, the Lay Minister and two other church members, have continued to provide pastoral care of the community, particularly where there is sickness or bereavement and have been vigilant in keeping in touch with the members of the congregation who have not been able to access the Zoom meetings to ensure their wellbeing. There has been a regular flow of food from the parish to the Foodbank run by The Church of the Good Shepherd in Borough Green, and co-ordination with them concerning cases of need in Wrotham. Some shopping was undertaken for persons shielding during the first lockdown. The Hardship Fund has been used to meet urgent need, and to apply a generous donation to vouchers for families at Christmastime.

An on-line Alpha Course, run jointly with Ightham parish, was started in October, attended by five from Wrotham and four from Ightham. This attendance was sustained throughout the course.

The usual fundraising events and concerts were not able to take place during the year. The Rector did a sponsored walk along the Pilgrims' Way from Wrotham to Rochester which raised £2,369.

The Church Building

The November 2017 Quinquennial Inspection has raised a number of minor issues that need to be resolved, which will be gradually dealt with as funds allow.

The clock was serviced in accordance with the terms of the grant obtained from the Pilgrims' Trust. The carillon overhaul will be a future project when finance allows.

Having obtained the necessary faculty in 2020, the iron balustrade in the ringing chamber has been successfully installed and many thanks to the Bell ringers who funded this, in January 2021.

The leadwork in one of the stained glass windows had decayed causing the window to buckle. This has now been repaired in February 2021.

The lightning conductor has been inspected and a quote to extend it to the top of the flagpole is awaited.

The provision of Disabled access into the Church has been considered over many years, as it presents a considerable challenge. Before we can progress this project further, we await comment by the DAC on the redrafted proposal, concerning the lighting of the pathway, drafted by the Church architects, Thomas Ford & Partners.

A faculty for the installation of broadband is currently being progressed and remains a priority.

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We are again indebted to Malcolm Wiffen for all his hard work and commitment to these projects, including the handling of the considerable administration and project management that is needed.

We appreciate too the efforts of parishioners who have kept the church clean and properly sanitised, during the Pandemic.

Financial Review

The accounts are prepared on a receipts and payments basis. Income exceeded expenditure by £15,404 (2019 £3,881). The balance on the General Fund carried forward was £19,674 at 31 December 2020.

The incidence of Covid-19 and the subsequent lockdowns restricted the usual services and events held through most of the year. This resulted in a decrease in "cash" giving and event income. The online giving button on the church website has helped facilitate giving. The Diocesan emergency Covid 19 grant of £5,000, plus a one off donation of £6,500, and sales of the second hand roof tiles for £1,538 improved our general fund position in 2020 but will not be repeated in 2021. During the year only essential maintenance was carried out on the church, which was funded by the Friends of St George's Church, but urgent repairs have already been required in 2021. With the uncertainty of the ability for events in 2021, the budget is predicting a deficit.

Ways to increase general income will continue to be reviewed to enable the work of the Church to continue and develop. Grants and fundraising efforts will be needed to enable the installation of Broadband in the Church as a priority and then the access for the Disabled plan to be taken forward from the planning stage to any start of implementation.

Reserves Policy

The policy is to hold general reserves equivalent to three months' running costs, which is in the region of £15,000. This objective was reached this year, but only because of the one off income in the year, and is not likely to be sustained in 2021.

Management of risks and their mitigation

The PCC considers that the principal risks and uncertainties for the church in Wrotham are:

- The requirement to find volunteers with the appropriate skills, time and commitment to support the church's ministry;
- The possibility of falling income, given the age profile of the congregation;
- A regular need for major repairs to our ancient listed building;
- Further work to make the building suitable for modern purposes, including such matters as access for the disabled, broadband connectivity and equipment for streaming and communicating via the internet;

Ways to grow the church and enable those in volunteer position are being considered in a 3 year Called to Grow plan. The PCC is reliant on fund-raising and grants from grant making bodies including the Friends of St George's Church Wrotham for further repairs and an appeal will need to be launched when the plans for the access for the disabled are finally agreed.

Approved by the PCC on 16 March 2021 and signed on its behalf

Chairperson: Revd Edward Wright

**INDEPENDENT EXAMINER'S REPORT
TO THE PAROCHIAL CHURCH COUNCIL OF ST. GEORGE'S, WROTHAM
FOR THE YEAR ENDED 31 DECEMBER 2020**

This is my report to the Parochial Church Council of the Ecclesiastical Parish (PCC) of St George, Wrotham, on the annual report for the year ended 31st December 2020, comprising a Receipts and Payments Account and supporting notes.

Respective responsibilities of trustees and examiner

The PCC members are responsible for the preparation of the annual reports. The PCC members consider that an audit is not required for this year under section 144 of the Charities Act 2011 ("the Charities Act") and that an independent examination is needed.

It is my responsibility to:

1. examine the accounts under section 145 of the Charities Act,
2. to follow the procedures laid down in the general Directions given by the Charity Commission (under section 145(5)(b) of the Charities Act, and
3. to state whether particular matters have come to my attention.

Basis of independent examiner's statement

My examination was carried out in accordance with general Directions given by the Charity Commission. An examination includes a review of the accounting records kept by the charity and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts, and seeking explanations from the trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit, and consequently no opinion is given as to whether the accounts present a 'true and fair' view and the report is limited to those matters set out in the statement below.

Independent examiner's statement

In connection with my examination, no material matters have come to my attention which gives me cause to believe that in, any material respect:

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

I have come across no other matters in connection with the examination to which attention should be drawn in order to enable a proper understanding of the accounts to be reached.

John Francis, FCA DChA
16 March 2021
The Vicarage, The Close, Corseley Road, Groombridge, TN3 9SE

ST. GEORGE'S PCC, WROTHAM
FINANCIAL STATEMENTS FOR THE YEAR ENDED 31ST DECEMBER 2020

RECEIPTS AND PAYMENTS ACCOUNT

		Totals	General	Designated	Restricted	Totals
		2020	Fund	Funds	Funds	2019
RECEIPTS	Note	£	£	£	£	£
Income from:						
Donations and legacies		57,239	54,962	203	2,074	70,872
Charitable activities		2,362	1,448	-	914	5,217
Trading and fund-raising		12,843	12,843	-	-	21,390
Investment income		18	18	-	-	18
Total receipts	3	72,462	69,271	203	2,988	97,497
PAYMENTS						
Expenditure on:						
Charitable activities:						
Diocesan Parish contribution		32,841	32,841	-	-	32,841
Clergy and staffing costs		1,055	1,055	-	-	1,618
Church running expenses		9,491	9,128	-	363	12,473
Cost of services		6,150	5,201	394	555	9,663
Buildings maintenance		2,097	40	-	2,057	22,935
Mission giving and donations	5	3,435	2,157	-	1,278	2,851
Total charitable activities		55,069	50,422	394	4,253	82,381
Trading and fund-raising		1,989	1,989	-	-	3,235
Other expenditure:						
Loan repayment		-	-	-	-	8,000
Total payments	4	57,058	52,411	394	4,253	93,616
Excess surplus/(deficit) of receipts		15,404	16,860	(191)	(1,265)	3,881
Transfer between funds		-	237	(242)	5	-
Balances at 1st January 2020		15,569	2,577	3,791	9,201	11,688
Balances at 31st December 2020		30,973	19,674	3,358	7,941	15,569
represented by:						
Cash Funds	6	30,973	19,674	3,358	7,941	15,569

The attached notes form part of these financial statements

Approved by the PCC on 16 March 2021 and signed on their behalf

Chairperson: Revd Edward Wright

Treasurer: Linda Read

**NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31ST DECEMBER 2020**

1 ACCOUNTING POLICIES

The financial statements of the PCC have been prepared in accordance with the requirements of the Church Accounting Regulations 2006, using the Receipts and Payments basis.

a Incoming resources:

Income, including tax recoveries on Gift Aid and VAT reclaims, is recognised when received. Funds raised by special events are accounted for gross, and related expenditure recorded separately.

b Fixed assets:

Consecrated and beneficed property of any kind is excluded from the accounts. Other inalienable property is not recorded in these accounts but the church's Inventory may be inspected at any reasonable time.

2 DESIGNATED AND RESTRICTED FUNDS

Designated funds are under the control of the PCC. Restricted funds may only be expended by the PCC for purposes specified by the donor.

The movements in designated and restricted funds during the year were:

Restricted:	Balance brought forward	Receipts	Payments	Transfer	Balance carried forward
	£	£	£	£	£
Roof repairs	1,509	-	-	-	1,509
Access for the disabled	5,740	-	(1,835)	-	3,905
Other building repairs	-	964	(964)	-	-
<i>All building repairs</i>	<u>7,249</u>	<u>964</u>	<u>(2,799)</u>	<u>-</u>	<u>5,414</u>
Education fund <i>for education of children</i>	1,802	-	(176)	-	1,626
Discretionary Fund - Hardship	150	745	(396)	-	499
Special collections for charity	-	365	(370)	5	-
DBF fees (Agent)	-	914	(512)	-	402
	<u>9,201</u>	<u>2,988</u>	<u>(4,253)</u>	<u>5</u>	<u>7,941</u>
Designated:	Balance brought forward	Receipts	Payments	Transfer	Balance carried forward
	£	£	£	£	£
Diocesan repair fund	47	-	-	-	47
Embroidery fund	353	-	-	-	353
Choir fund	3,141	120	(303)	-	2,958
Flower fund	250	83	(91)	(242)	-
	<u>3,791</u>	<u>203</u>	<u>(394)</u>	<u>(242)</u>	<u>3,358</u>

3 RECEIPTS

	Totals 2020 £	General Fund 2020 £	Designated Funds 2020 £	Restricted Funds 2020 £	Totals 2019 £
Donations and legacies					
Planned giving	25,331	25,331	-	-	22,748
Collections at services	550	550	-	-	2,586
Donations	10,124	8,811	203	1,110	9,289
Gift aid recovered	15,270	15,270	-	-	12,126
Grants building repairs	964	-	-	964	4,340
Diocesan Grant	5,000	5,000	-	-	-
Grants clock repairs	-	-	-	-	13,530
VAT reclaim clock repairs	-	-	-	-	2,706
VAT reclaim building repairs	-	-	-	-	2,083
Grants access for the disabled	-	-	-	-	1,464
	<u>57,239</u>	<u>54,962</u>	<u>203</u>	<u>2,074</u>	<u>70,872</u>
Charitable activities					
Fees for weddings and funerals	2,362	1,448	-	914	5,217
	<u>2,362</u>	<u>1,448</u>	<u>-</u>	<u>914</u>	<u>5,217</u>
Trading and fund-raising					
Sponsored Walk	2,369	2,369	-	-	-
Arts Festival	-	-	-	-	4,490
Christmas Concert	-	-	-	-	1,155
Christmas stall/Wrotham Lights	-	-	-	-	1,116
Lenten events	-	-	-	-	143
Wrotham Music Festival	-	-	-	-	1,365
Friends of Kent Churches bike ride	592	592	-	-	163
Charity coffee morning	1,881	1,881	-	-	5,907
Easy Fund-raising	55	55	-	-	78
Magazine income	6,408	6,408	-	-	6,953
Rent re Church Hall	-	-	-	-	20
Sale of roof tiles	1,538	1,538	-	-	-
	<u>12,843</u>	<u>12,843</u>	<u>-</u>	<u>-</u>	<u>21,390</u>
Investment income					
Interest	18	18	-	-	18
	<u>18</u>	<u>18</u>	<u>-</u>	<u>-</u>	<u>18</u>
TOTAL RECEIPTS	<u>72,462</u>	<u>69,271</u>	<u>203</u>	<u>2,988</u>	<u>97,497</u>

4 PAYMENTS

	Totals 2020 £	General Fund 2020 £	Designated Funds 2020 £	Restricted Funds 2020 £	Totals 2019 £
Diocesan parish contribution	32,841	32,841	-	-	32,841
Clergy and staffing costs					
Mileage, postage, stationery, etc	175	175	-	-	379
Telephone	559	559	-	-	554
Rectory: Water Rates	256	256	-	-	413
Visiting preachers	65	65	-	-	272
	<u>1,055</u>	<u>1,055</u>	<u>-</u>	<u>-</u>	<u>1,618</u>
Church running costs					
Gas	2,832	2,832	-	-	3,327
Electricity	780	780	-	-	967
Boiler & Toilet maintenance	321	141	-	180	2,343
Water rates	100	100	-	-	100
Church insurance	4,210	4,210	-	-	4,119
Security - Fire prevention	393	210	-	183	318
Rent of Parish Room	50	50	-	-	76
Electricity - Parish Room	221	221	-	-	289
Hall Hire	287	287	-	-	834
Cleaning & Keys	215	215	-	-	35
Bank charges	82	82	-	-	65
	<u>9,491</u>	<u>9,128</u>	<u>-</u>	<u>363</u>	<u>12,473</u>
Cost of Services					
Altar requisites	-	-	-	-	134
Organ and piano maintenance	379	-	-	379	550
Sundries including candles	80	80	-	-	185
Refreshment & hospitality	37	37	-	-	262
Music, books & orders of service	322	146	-	176	592
Organists' and choir fees	4,273	3,970	303	-	5,720
Flowers	91	-	91	-	1,120
Photocopier lease & running costs	673	673	-	-	880
Retirement gifts	-	-	-	-	26
Copyright & streaming licence	295	295	-	-	194
	<u>6,150</u>	<u>5,201</u>	<u>394</u>	<u>555</u>	<u>9,663</u>
Buildings maintenance					
Clock repair	222	-	-	222	16,236
Access for the disabled fees	1,835	-	-	1,835	1,464
Electrical repair	40	40	-	-	144
Floor tile repairs	-	-	-	-	885
Organ repairs	-	-	-	-	510
Flag Pole repairs	-	-	-	-	1,410
Plaster repairs	-	-	-	-	2,136
Cross repairs	-	-	-	-	150
	<u>2,097</u>	<u>40</u>	<u>-</u>	<u>2,057</u>	<u>22,935</u>
Mission giving and donations	<u>3,435</u>	<u>2,157</u>	<u>-</u>	<u>1,278</u>	<u>2,851</u>
Trading and fund-raising					
Magazine printing	1,911	1,911	-	-	2,620
Fund raising events expenses	78	78	-	-	615
	<u>1,989</u>	<u>1,989</u>	<u>-</u>	<u>-</u>	<u>3,235</u>
Loan repayment	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>8,000</u>
Total Payments	<u>57,058</u>	<u>52,411</u>	<u>394</u>	<u>4,253</u>	<u>93,616</u>

5 MISSION GIVING AND DONATIONS

	Totals 2020 £	General Fund 2020 £	Designated Funds 2020 £	Restricted Funds 2020 £	Totals 2019 £
Poverty and Hope Appeal	-	-	-	-	117
Friends of Kent Churches	10	10	-	-	10
Friends of Rochester Cathedral	20	20	-	-	20
Open Doors	-	-	-	-	150
Heart of Kent Hospice-Dementia	-	-	-	-	150
Education for all Morocco Ltd	-	-	-	-	150
Children's Air Ambulance	-	-	-	-	150
Barnabus Fund	-	-	-	-	150
Sense	-	-	-	-	150
Médecins Sans Frontieres	-	-	-	-	150
Spadework	-	-	-	-	150
Tearfund	150	150	-	-	150
Porchlight	-	-	-	-	198
Crisis	-	-	-	-	150
Royal British Legion	220	150	-	70	396
Practical Action	-	-	-	-	150
Children's society	-	-	-	-	232
Shelter	-	-	-	-	228
Rainbow Trust	150	150	-	-	-
Mercy Ships	150	150	-	-	-
Fields of Life	150	150	-	-	-
MAF	150	150	-	-	-
Hospice in the Weald	150	150	-	-	-
Sightsavers	150	150	-	-	-
Leonard Cheshire Disability	150	150	-	-	-
ShelterBox Trust	150	150	-	-	-
Bradbourne RDA	150	150	-	-	-
Church Good Shepherd - Food bank	150	-	-	150	-
Caring Hands	150	-	-	150	-
Freedom from Torture	150	150	-	-	-
Hardship Fund	396	-	-	396	-
Diocesan DBF fees	512	-	-	512	-
Training	327	327	-	-	-
	3,435	2,157	-	1,278	2,851

6 STATEMENT OF ASSETS AND LIABILITIES

	Totals	General	Designated	Restricted	Totals
	2020	Fund	Funds	Funds	2019
	£	£	£	£	£
Cash Funds					
CAF Bank	30,845	19,594	3,310	7,941	15,251
Cash in Hand	80	80	-	-	270
Diocesan Church Repair Fund	48	-	48	-	48
Cash funds	30,973	19,674	3,358	7,941	15,569
Other monetary assets					
Gift aid recoverable	5,700	5,700	-	-	9,300
Hall Hire paid credit held	64	64	-	-	-
Total assets	36,737	25,438	3,358	7,941	24,869
Liabilities					
Architects bill	-	-	-	-	(720)
Clergy expenses	(115)	(115)	-	-	-
Fees in advance refundable	(239)	(184)	-	(55)	-
Net assets	36,383	25,139	3,358	7,886	24,149