

# **The Parish Church of St. Mark, Bromley**

**Notice and Agenda for**

**THE MEETING OF PARISHIONERS  
and  
THE ANNUAL PAROCHIAL CHURCH MEETING  
to be held on Sunday 19 May  
2024 at 11.30am**

**including minutes of the previous meetings, Annual  
Reports, and Financial Statements (2023)**



*The Parochial Church Council of the Ecclesiastical Parish of St Mark, Bromley  
Charity Number 1163095*

## CONTENTS

### Page Number

2. Notice of Annual Meeting of Parishioners
3. Minutes of the Annual Meeting of Parishioners held on Sunday 21 May 2023
4. Notice of Annual Parochial Church Meeting
4. Minutes of the Annual Parochial Church Meeting held on Sunday 21 May 2023

## REPORTS

7. Electoral Roll
7. PCC and Activities of the Parish
8. Safeguarding Statement
9. Fabric
10. Bromley Deanery Synod
11. Financial Statements 2023

## Notice of Meeting THE ANNUAL MEETING OF PARISHIONERS

The Annual Meeting of Parishioners will take place in the Church Room on  
**Sunday 19 May 2024 at 11.30am, after the Parish Eucharist**

## AGENDA

1. Appointment of Clerk to the Meeting
2. Apologies for absence
3. Minutes of the Annual Meeting of Parishioners held on Sunday 21 May 2023
4. Election of Churchwardens

Close of Meeting

### Please note:

1. Those entitled to attend and vote are:

- a) persons whose names are entered on the Church Electoral Roll of the parish; and
- b) persons resident in the parish whose names are entered on a register of local government electors by reason of such residence.

2. All nominations for election must be received by the Chairman in writing prior to the Meeting and have been countersigned by the nominees.

**Minutes of the Annual Meeting of Parishioners  
held on Sunday 21 May 2023 in the Church following the Parish Eucharist**

Chaired by The Revd Canon Victoria Pask (VP).

There were 33 parishioners present.

**1. Appointment of the Clerk to the Meeting**

Louise Bonter - Proposed VP Seconded Richard Collins (RC)

Agreed unanimously.

**2. Apologies for Absence**

Gill Beach, Jill Brodie, Georgia Collins, Valerie Dadson, Conrad Donaldson, Robert Harris, Edward Jackson, Zoe Knott, Ijeoma Mbubaegbu, Elaine Morrison, Roger Parry, Carol Robins, Ted and Shelia Webb, Theresa Weller and John Yeomans.

**3. Minutes of the Annual Meeting of Parishioners held on Sunday 8 May 2022**

Proposed David Young, Seconded Chris Dadson. Agreed unanimously and signed as a true record.

**4. Election of Churchwarden**

Richard Collins - Proposed Conrad Donaldson Seconded Andrew Wilson.

Agreed unanimously.

RC explained that having completed 4 years as Churchwarden, he could only continue this year and next, before he would have to stand down. Ideally another Churchwarden needs to be appointed next year. He stressed that he had a good team behind him, so the duties and responsibilities could be shared around.

RC and VP explained that the Churchwarden has a legal responsibility as the Bishop's Officer. If, in an interregnum there is not an Officer in the Parish it would be considered not viable.

However, VP stressed that St Marks is a viable, finances and numbers have improved and so has outreach. So, if someone feels called to do this important work they were requested to speak to VP, RC or it can be arranged for them to speak to the Archdeacon.

The Meeting closed at 11.24 am.

Signed

Dated

# Notice of Meeting

## THE ANNUAL PAROCHIAL CHURCH MEETING

The Annual Parochial Church Meeting will take place in the Church Room on Sunday 19th May 2024 following the Annual Meeting of Parishioners

### AGENDA

1. Apologies for absence
2. Minutes of the 76<sup>th</sup> Annual Parochial Church Meeting held on Sunday 21 May 2023
3. Matters arising
4. Electoral Roll Report  
*Resolution - Pursuant to CCR M15(9) the Annual Meeting hereby resolves that from the next Annual Meeting the maximum number of elected representatives of the laity be restricted to 9. This resolution is revocable by future meetings, such revocation being applicable for subsequent years.*  
Proposed The Revd Canon Victoria Pask    Seconded Ruth Russell
5. Report on the proceedings of the Parochial Church Council and the Activities of the Parish, including Safeguarding.
6. Report and Presentation of the Independently Examined Financial Statements  
1 January – 31 December 2023
7. Fabric Report
8. Bromley Deanery Synod Report
9. Election of three lay persons to serve on the Parochial Church Council for three years and one for one year.
10. Appointment of the Independent Examiner
11. Any Other Business

#### Please note:

1. It is preferred that all nominations, duly seconded, for election to the PCC be received by the Vicar by 12.00 noon on 12th May 2024.
2. Only those persons whose names are on the Electoral Roll of St. Mark's Church, Bromley, may vote at the meeting.
3. Elections will be by written ballot, voting papers to be signed by the voter on the reverse.

**Minutes of the 76<sup>th</sup> Annual Parochial Church Meeting**  
**held on Sunday 21 May 2023 in the Church following the Annual Meeting of Parishioners**  
Chaired by The Revd Canon Victoria Pask (VP).

**1. Apologies for Absence**  
(See ante).

**2. Minutes of the 75<sup>th</sup> Annual Parochial Church Meeting – held on Sunday 8 May 2022**  
Proposed Chris Dadson    Seconded Pat Openshaw. Agreed. Signed as a true record.  
VP thanked Louise Bonter.

**3. Matters arising**  
None.

#### **4. Electoral Roll Report**

VP indicated that we do not have an Electoral Roll Officer at the moment but there is someone considering taking up the post.

There are currently 151 people on the roll. In 2025 the roll will be completely revised which will give a more realistic record. The Church is no longer financially penalised for the number of people on the roll.

#### **5. Report on the proceedings of the Parochial Church Council and the Activities of the Parish including Safeguarding**

VP referred to her report and indicated that much had picked up since the lockdowns. The PCC had now implemented a system of sub-committees.

Safeguarding was an important part of this. VP expressed her thanks to Julia Orford and Theresa Weller for the crucial work they do.

VP went through individually and in groups and thanked all those who participate and assist in the work of the Church in a myriad of diverse ways which makes St Mark's the community that it is. In particular she thanked Richard Collins, as taking on the role of Churchwarden is a vocation.

Finally, VP thanked The Revd Elizabeth Longhurst (EL) for all she has brought to the life of St Mark's as Curate so far and how she values EL's collegiality alongside the privilege of being her mentor. EL's curacy runs to the summer/autumn of 2024.

Pam Prisley was invited to address the meeting. She explained the position regarding the flowers in church and indicated that a Flower Rota was to be re-introduced.

#### **6. Report and Presentation of the Independently Examined Financial Statements 1 January – 31 December 2022**

David Thomas (DT) thanked all those who assisted with dealing with the finances, counting the collection, banking and all the other tasks, together with Stephen Stringer as Independent Examiner.

The Financial Statements had been Independently Examined and approved by the PCC. The purpose of the presentation was for the APCM to understand and accept them. They were prepared on a Cash basis as explained in the Notes.

DT confirmed that, as in previous years, the Income and Expenditure account (page 4) is presented in three categories: Church and Worship, Trading Activities (including commercial rental income) and Charity, Mission and Outreach (including the Restricted Funds).

The Details Notes and Explanation on pages 6 onwards show the breakdown. Looking at the first category he pointed out that in 2021 there were Gift Aid receipts of £24,513 which covered two years and in 2022 one years of £13,244. This was reflected in the decrease in the income received from £99,449 in 2021 to £86,811 in 2022.

The overall deficit for 2022 was £2,489 (2021 £2,085). Whilst core activities had improved, the Trading account was down. DT explained that as Matfield Close is now occupied by the Curate, we are no longer receiving a commercial rent, which would have been included in the Trading Account but we are receiving rent from the Diocese for clergy accommodation which is accounted for as "core income".

During the pandemic part of the financial problem had been masked by the commercial rental of Matfield Close.

The letting income from the Church Room and Church had improved. During the pandemic this had fallen to approximately £2,000 pa but 5/10 years ago it had been in the region of £30,000 a year. It was now nearly £10,000 pa which was a marked improvement.

VP commented that we have a very good agent for Matfield Close. Also talking to other Churches their income has also reduced.

DT Proposed that the Financial Statements should be accepted. Seconded David Young. Agreed Unanimously.

## **7. Fabric Report**

RC referred to the Fabric report and indicated that there had recently been several incidents of vandalism outside.

The redecoration of the Church had been deferred to deal with the matters specified in the asbestos report and the electrical work required. The preparatory work had now been dealt with. He was having meeting with the surveying team next week. Hopefully after taking advice, obtaining quotes this can be progressed next summer.

Margaret Hales asked what the position was regarding the leaks in the roof. RC indicated that work had been done on the Lady Chapel and touching wood indicated that no other leaks had been seen recently.

Keeping the Church open was a risk but there had been no serious issues. Things had been moved around in the Church, but nothing had been broken or stolen.

## **8. Bromley Deanery Synod Report**

VP referred to her report and explained the structure of the Deanery.

The Bromley Deanery Synod meets three times a year. Our representatives are Pam Prisley and Carol Robins.

## **9. Election of two persons to serve on Bromley Deanery Synod for three years**

VP explained that Carol Robins and Pam Prisley can now stand for a further three-year term.

Pamela Prisley	Proposed Tegwen Ramwell	Seconded Gaye Blagden
Carol Robins	Proposed Louise Bonter	Seconded Richard Collins

Agreed Unanimously.

## **10. Election of three lay persons to serve on the Parochial Church Council for three years and two to cover one-year casual vacancies.**

VP explained that parishioners are elected to the PCC for three-year blocks and then they come off for a fallow year.

Nathaniel Emile Akabi-Davis	Proposed Edward Jackson	Seconded Conrad Donaldson
Pamela Prisley	Proposed Gaye Blagden	Seconded Tegwen Ramwell
Ruth Russell	Proposed Patricia Openshaw	Seconded Robert Harris

Agreed unanimously.

Two one-year casual vacancies have arisen.

Louise Bonter	Proposed Richard Collins	Seconded Carol Robins
David Thomas	Proposed Louise Bonter	Seconded Carol Robins

Agreed unanimously.

## **11. Appointment of Independent Examiner**

Stephen Stringer confirmed that he was happy to continue as Independent Examiner.

Proposed David Young      Seconded Pam Prisley.      Agreed unanimously.

## 12. Any Other Business

Chris Dadson indicated that he had two questions.

### **Payaz Contactless Terminal** – has this now paid for itself?

VP explained that most Churches now have contactless terminals for those who are not regular members of the congregation, as many people no longer carry cash. It had been used by those who had attended nativity plays, special services for Christmas and the Coronation etc.

DT said that most of the cost of the terminal had already been covered by the donations received since December.

### **Congregation numbers** - how are these comparing?

59 people attended this morning's service. VP indicated that the numbers were now generally between 60 to 75, before Covid they were around 85.

However, it was not the same group of people who attended each week, it is believed that the pool of people who attend is about 200. Numbers vary considerably, at the BCP service at 8 o'clock once a month the congregation is between 2 and 5 people. For the Communion service on Wednesdays there is a regular attendance of approximately 8, some of whom do not come on Sundays. There were services for Holy days of Obligation although there has not been much take up. In contrast there is a good Choral Evensong congregation, as there was for the special services for the Coronation.

### **Thanks**

RC thanked VP all the work she does which was acknowledged with a round of applause and VP reiterated her thanks to RC.

Meeting closed 12.10 p.m.

Signed

Dated

# REPORTS

## ELECTORAL ROLL

There are 151 people on the Church Electoral Roll compared to 151 in 2023. 3 names were added during the annual revision and 3 were removed.

Electoral Roll Officer: Ruth Russell

## PAROCHIAL CHURCH COUNCIL AND ACTIVITIES OF THE PARISH

St Mark's Church PCC has met seven times since the 2023 APCM.

### *Safeguarding, Fabric and Finance*

These are covered individually in this report booklet, following this report.

### *Communication*

A new website was developed for St Mark's: [www.stmarksbromley.org.uk](http://www.stmarksbromley.org.uk) instigated by David Young

and currently kept up to date by Lizzie Longhurst along with other social media accounts for the church publicity.

### *Worship, Ministry and Mission*

The Sunday Parish Eucharist and Choral Evensong services remain popular throughout and the Christmas, Holy Week and Easter services were very well attended. The high standard of music continued thanks to the choir under the leadership of Director of Music (DoM) Andrew Wilson, assisted by organist Ralf Ayling-Miller. Funding was sufficient for the Choral Scholarship scheme to continue this academic year with three from local sixth forms; a tenor and two sopranos.

On Sunday 28 April fond farewells were said to Andrew Wilson after 31 years as DoM after he and his wife, soprano Teresa, relocated further south. The Ven Allie Kerr, Archdeacon of Bromley & Bexley preached at the morning service, which was followed in the early afternoon by a magnificent Choral Evensong with many returning choristers to give thanks for the work, service and ministry of music that Andrew has given to St Mark's.

Organist Richard Sutton stepped in at the beginning of May as Interim Director of Music working with Ralf Ayling-Miller and the choir. In the next few months of consultation the PCC will consider how best to specify the scope of a new appointment for advertisement.

Book study groups took place in October (Colm Toibin's Testament of Mary), Advent (Andrew Nunn's Bethlehem Bound) and Lent (Rowan Williams' Passions of the Soul).

The clergy continue in their day to day pastoral ministry and administer the pastoral offices, also at St Mark's Primary School leading worship and more. The school comes to the church for Harvest, Christmas, Easter and end of term services. The Vicar remains chair of the Aquinas Advisory Council, the CofE umbrella trust of the school. Links with Bishop Justus (Secondary) School, also within the trust, have continued with presidency at the year group Eucharist services. Links with local uniformed youth organisations are retained and the specially adapted Remembrance Parade service was again well received in November.

Shining Stars, the Church's under 5s (with adult) group, serves a need in the community and meets on Thursday mornings during term time. The Friendship lunch group continues to thrive, meeting on the first and third Wednesdays of the month. There is a strong bond with Bromley and Sheppard's Colleges with retired clergy worshipping at this church and assisting in various ways.

At the APCM there will be chance to show appreciation to those who make all of the above possible, in any way - great or small. Thank you.

Vicar: The Revd Canon Victoria Pask.

## **SAFEGUARDING STATEMENT**

St. Mark's Church is committed to the safeguarding and protection of children, young people and vulnerable adults. The PCC has complied with the duty under Section 5 of the Safeguarding and Clergy Discipline Measure 2016 (duty to have regard to House of Bishops' guidance on safeguarding children and vulnerable adults). It has adopted the House of Bishops' Safeguarding Policy: *Promoting a Safer Church, Safeguarding Policy Statement for Children, Young People and Adults*. Copies of this are posted on the church notice boards and website.

The website has the contact name and number of the Parish Safeguarding Officer (PSO) on the front page and a link to the policy.

St. Mark's PCC has adopted the use of the Parish Safeguarding Dashboard to monitor its safeguarding.



A safeguarding report features on the agenda of every PCC meeting. All appointments to roles are subject to appropriate checks in line with the Safer Recruitment Policy and continued training, which is monitored and logged.

There were no serious safeguarding incidents or concerns reported at St. Mark's since the 2023 APCM.

Parish Safeguarding Officer: Theresa Weller  
Lead Recruiter (DBS): Julia Orford

## FABRIC

This year has been another year of progress and continued maintenance. Perhaps most importantly, the works required and outlined in the Quinquennial Report have been completed. This means that we have finished the works with a couple of years to spare!

Paul Gladman, who we have used before, has completed various jobs for us, including several in the quinquennial report. These were:

- Repair to the door lock in the choir vestry.
- Maintenance to the door from the church to the toilet area - the door no longer sticks!
- Cutting out the bottom plate rails to a cupboard in the church room to enable the platform structures to be wheeled out of the cupboards without lifting and heaving.
- Cork infill around the heating grilles in the chancel (in front of the choir stalls) and around the font replaced.
- Replacement of small pieces of missing woodblock near the sanctuary steps.
- Repair to and replacement of dropped hinge on the gate of the Prayer Garden.
- Painting of the external parts of the church windows where necessary.
- Draught excluder added to the porch door.

All the church's non stained glass windows have been cleaned by the window cleaner.

In addition, Roger Parry has treated the rusting at the base of the soil vent stack of the accessible toilet and repainted the stack; fixed the bird meshing in the Belfry so birds cannot enter; cleaned out the downpipes, gullies and soakaways; removed some dirt and debris from the Church Hall cupboard; and trimmed bushes and ivy around the Church garden.

The PAT testing of our portable appliances was carried out on 6<sup>th</sup> September. All appliances passed and the certificate is posted on the notice board.

The other annual or periodic reviews of the intruder alarm, church clock, boiler and gas safety, lightning protection, fire extinguisher and fire alarm have been or are about to be completed.

We have decided to move to Stevensons from Delron for our boiler maintenance. They are nearer and better value.

The outside light remains broken as we await spare parts. We hope this will be fixed in 2024.

The garden continues to be maintained professionally but regular litter clearance and some pruning is also done by parishioners.

During the year the Diocese sent a notification with regard to reinforced autoclaved aerated concrete (RAAC). Whilst the church was built before the use of RAAC, the Church Hall was not. After a review of the

original plans and tender, there is no evidence that RAAC was used. We have asked for further guidance from our quinquennial surveyor just to be sure.

We are progressing with the church redecoration project. We are negotiating with a project manager at the moment. We intend to include an upgrade to the sound and microphone system as part of the project. In terms of other future works, we are obtaining quotes to lag the pipes in the boiler room and are looking to replace one of the radio microphones. Whilst we have two panic alarms in the Church, we are investigating the possibility of erecting motion activated cameras for protection for lone working and to catch intruders. It is likely that we may ask the Friends for a contribution to some of these projects.

At Matfield Close, there have been works to the garage door and pruning of the Mulberry tree. Our managing agent continues to help with our landlord obligations and to respond to any issues that the Curate may have.

As always, my thanks to all those who give up their time either to let in the professionals or to carry out the odd task. Special mention should be made to Phil Hood, Emile Akabi-Davis, Louise Bonter, the Duke of Edinburgh Student, Andrew Wilson, Pat Openshaw, the Clergy and, of course, Roger.

Churchwarden: Richard Collins

## BROMLEY DEANERY SYNOD

The Bromley Deanery Synod (comprising licensed clergy, and lay representatives from each of the 13 parishes in the Deanery) meets in March, July and November of each year.

Since the 2023 APCM of St Mark's, the Synod met as follows:

### **July 2023**

At St John the Evangelist, Bromley hosted by Revd Andrew McClellan, Vicar.

Andrew, who is also *Inter-Faith Adviser for the Archdeaconry of Bromley and Bexley*, gave a presentation on *Inter-Faith relations*.

This was the first meeting of the new triennial. New members were welcomed, Standing Committee and other statutory officers were agreed and appointed.

### **November 2023:**

At Christ Church, Bromley, hosted by Revd Matt Lloyd, Assistant Priest.

Mike Harrowing, *CEO of the Spinnaker Trust* gave a presentation on the work of the trust in local schools.

[www.spinnaker.org.uk](http://www.spinnaker.org.uk)

### **March 2024:**

At Christ Church, Chislehurst hosted by Revd Dave Johnston, Vicar and Cath Johnston LLM.

Claire Boxall, *Diocesan Strategic Framework Manager* gave a presentation on mission: *change, service, grow*.

Highlights of the most recent Diocesan and General Synod meetings were presented at all meetings. Also, administrative Deanery updates including parishes in vacancy and new appointments were reported and noted.

Area Dean: The Revd Canon Victoria Pask  
Deanery Lay Chair: Cath Johnston

St Mark's Deanery Synod Reps: Pam Prisley and Carol Robins

# St Mark's Church

## Financial Statements and Report

**2023**

*Year ended 31<sup>st</sup> December, 2023*

# The Parochial Church Council of the Ecclesiastical Parish of St Mark, Bromley – Charity No. 1163095

## Independent Examiner's Report for 2023

I report to the trustees on my examination of the accounts of the above charity ("the Charity") for the year ended 31<sup>st</sup> December, 2023.

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 Charity'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.

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.



Stephen Stringer  
28<sup>th</sup> March, 2024

# Parish Church of St Mark, Bromley – Financial Statements and Report for 2023

## Notes and explanation

### Accounting Policies

The financial statements cover all transactions assets and liabilities for which the Parochial Church Council (PCC) is responsible.

The financial statements are prepared on a cash basis, also known as receipts and payments accounts, and not by accruals accounting. This is consistent with Charities Commission guidance (latest published version effective November 2016) and the Charities Act 2011, for an unincorporated charitable body with an annual turnover of less than £250,000.

Cash accounts are a simpler form of accounting than accounts prepared on an accruals basis. Therefore, the Statement of Recommended Practice (SORP) (Second edition, effective 1<sup>st</sup> January, 2019) applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) does not apply to their preparation.

### Timing and recognition of income and expenditure

Income is recognised when received, including income tax recoverable by St Mark's church on gifts received.

Expenditure is recognised when valid invoices are received or when expenditure by the PCC is paid. Commitments to charities not yet paid are noted but not included in expenditure or liabilities.

Short term assets and liabilities are included in the accounts at the beginning and end of each year where timing of payments leads to differences between the recognition of income and expenditure in accordance with this policy, and bank and cash balances held.

Capital receipts are recognised in accordance with the policy described in Note L to the accounts and are not included in income. Any capital amount released by PCC decision, to be spent, will then be recognised as income at the relevant time of the expenditure.

### Assets and liabilities

Consecrated and beneficed property (the Church and its grounds) is excluded from the accounts in accordance with the Charities Act 2011.

Assets and liabilities which are included are accounted for using the historical cost convention except that investment assets are shown at estimated current market value.

The value of property (25 Matfield Close) has been estimated based on market information from local house sales.

No value is placed in these accounts on moveable church furnishings held by the Churchwardens and the PCC because a faculty would be required for any disposal and these items are considered inalienable.

All expenditure during the year on:

- maintenance, repair and improvement of consecrated and beneficed property and moveable church furnishings; and
- all other property repairs, fixtures, fittings, moveable assets and equipment;

is written off as expenditure is made. No other depreciation of fixed assets or properties is provided for.

All trading stock and consumable items for day-to-day operations (for example, items intended to be given away or sold, cleaning materials, office supplies) are written off as purchased and attributed no value as assets in the accounts.

## Explanation of Funds

Funds held by the PCC are divided between:

- Restricted Funds, given for specific and limited purposes (Note K to the accounts provides details)
- Permanent Endowments, which are restricted funds with limitations placed by the original donor on spending capital (see also Note K); and
- Unrestricted Funds are all other funds available for the general purposes of St Mark's church.

*David Thomas*

*PCC Treasurer*

# Income and expenditure

This table summarises income and expenditure in three main categories, and compares the results for the year ended 31<sup>st</sup> December, 2023 to last year.

In NOTES at the back of these accounts more details are given of individual categories of income and expenditure.

Note A provides a more detailed breakdown of income and expenditure.

	2023	2022
<b>Church, worship and congregation</b>		
Income	72,063	86,811
Costs	(98,671)	(96,214)
<b>Net result, Church and worship (deficit)</b>	<b>(26,608)</b>	<b>(9,403)</b>
<b>Trading activities</b>		
Income	13,117	18,267
Expenditure	(9,778)	(9,142)
<b>Net result, Trading surplus</b>	<b>3,339</b>	<b>9,125</b>
<b>Charities, mission, outreach, projects and initiatives</b>		
Income (includes any income 'Restricted' for these purposes)	3,416	1,150
Expenditure	(4,341)	(3,361)
<b>Net unspent (Call on Funds held), Charities, initiatives and projects</b>	<b>(925)</b>	<b>(2,211)</b>
<b>TOTAL SURPLUS (DEFICIT)</b>	<b>(24,194)</b>	<b>(2,489)</b>

# Assets and liabilities

This table summarises assets and liabilities as at 31<sup>st</sup> December, 2023 and compares them to those at 31<sup>st</sup> December, 2022. Further details are given in Notes as indicated.

	2023	NOTES	2022
Freehold property (25 Matfield Close)	458,000	H	440,000
<b>Fixed Asset</b>	<b>458,000</b>		<b>440,000</b>
Deposits and bank balances – general	21,174	I	48,978
Cash and uncleared cheques in hand	300	J	1,106
Deposits and bank balances – representing unrestricted capital receipts	232,626	L	225,626
<b>Current Assets</b>	<b>254,100</b>		<b>275,710</b>
Invoices received not yet paid, and payments made not yet cleared	1,854	J	6,335
<b>Current Liabilities</b>	<b>1,854</b>		<b>6,335</b>
<b>TOTAL of the above – Net Worth</b>	<b>710,246</b>		<b>709,375</b>
<i>made up of:</i>			
Restricted and Endowment funds	18,725	G, K	19,111
Unrestricted funds	691,521		690,264

These financial accounts were approved by the PCC on 17<sup>th</sup> April, 2024 and include the Independent Examiner's report dated 28<sup>th</sup> March, 2024



Rev. Canon Victoria Pask, Vicar and Chair of PCC



# Details, notes and explanation

## NOTE A – details of income and expenditure

This table sets out the statement of income and expenditure in the categories we use in our annual financial report to Rochester Diocese. The summary table of income and expenditure on page 4 is based on this information.

	2023	NOTES	2022
1. Tax efficient planned giving income	48,517		57,274
2. Other planned giving income	683		683
3A. Collections at Services income	6,718		5,084
4B. All Other Giving -- UNRESTRICTED	1,054		1,185
6. Gift Aid recovered (from HMRC)	-	B, K	13,244
7. Legacies received (as unrestricted income)	-	L	3,808
9. Fundraising events income	-		-
10A. Property income	9,500	H	3,958
10B. Dividends, interest income	4,440		122
11. Statutory Fees charged by PCC	1,151		1,453
14. Choir income, donations (unrestricted)	-	C, K	-
<b>Income, Church and worship</b>	<b>72,063</b>		<b>86,811</b>
17. Fundraising costs	-		(5)
19. Diocesan Parish Share expenditure	(57,316)		(56,299)
19B. Statutory fees paid to Diocese	(537)		(466)
20. Salaries, wages and honoraria expenditure	(6,580)	D	(6,607)
21A. Clergy and staff expenses	(4,242)		(3,838)
21B. Clergy & staff expenses: housing + bills	(6,253)	E, H	(4,291)
23A. Church buildings maintenance + repair	(6,840)	F	(8,608)
23B. Church Room maint. + repair costs	(26)	F	-
23C. Churchyard + Prayer Garden gardening	(1,278)	K	(1,488)
23D. Insurance	(5,850)		(5,519)
23E. PCC and Church office costs	(1,428)		(1,059)
23F. Choir and organ costs (from general funds)	(2,096)	C, D, K	(2,004)
23G. Sanctuary costs	(25)		(145)
24A. Church Heat/Light/Utilities paid	(6,200)	F	(5,885)
<b>Costs, Church and worship</b>	<b>(98,671)</b>		<b>(96,214)</b>
<b>NET SURPLUS (DEFICIT) Church &amp; worship</b>	<b>(26,608)</b>		<b>(9,403)</b>
12A. TRADING: Church lettings income	2,025		2,385
12B. TRADING: Church Room lettings income	11,092		9,586
12C. TRADING: Marksman advertising income	-		160

12D. TRADING: Traidcraft sales income	-		699
12E. TRADING: Congregation catering sales cash surplus	-		-
12F. TRADING: Income from other property (non-clergy)	-	H	5,437
<b>Income, Trading</b>	<b>13,117</b>		<b>18,267</b>
24B. Church Room utilities costs	(5,175)	F	(4,857)
25A. TRADING: Church lettings direct costs	-		-
25B. TRADING: Ch.Room lettings direct costs	-		-
25C. TRADING: Marksman costs	-		-
25D. TRADING: Traidcraft cost of sales	-		(400)
25E. TRADING: Congregation catering costs	-		-
25F. TRADING: Costs of other property	(4,603)	H	(3,885)
<b>Costs, Trading</b>	<b>(9,778)</b>		<b>(9,142)</b>
<b>NET SURPLUS (DEFICIT) Trading</b>	<b>3,339</b>		<b>9,125</b>
3B. Collections for charities/ initiatives	-	G	110
4A. All Other Giving and voluntary receipts -- RESTRICTED	-	K	-
Choir income (restricted)	3,416	K	1,040
<b>Income raised for Charities, initiatives and projects</b>	<b>3,416</b>		<b>1,150</b>
18. Mission Giving and donations expenditure	(691)	G	(436)
22. Mission and evangelism costs	-		-
Choir and church music expenditure from restricted funds	(3,650)	K	(2,925)
<b>Expenditure on Charities, initiatives and projects</b>	<b>(4,341)</b>		<b>(3,361)</b>
<b>NET UNSPENT (CALL ON FUNDS), Charities, initiatives and projects</b>	<b>(925)</b>		<b>(2,211)</b>
<b>TOTAL SURPLUS (DEFICIT)</b>	<b>(24,194)</b>		<b>(2,489)</b>

## **NOTE B – Treatment of Gift Aid tax recovery from HMRC**

Donors including members of the congregation are encouraged to make Gift Aid declarations so that St Mark's can recover basic-rate tax on amounts received. Not all donors are able to do this. However, we are able to recover tax on the great majority of our donated income.

Where gifts are received for restricted purposes, we aim to allocate associated Gift Aid recoveries to the same purposes. Estimated amounts of expected Gift Aid tax recovery are attributed to Restricted Funds (see Note K) when restricted gifts are received, but no current asset is recognised at year end for any gift aid tax recoveries not yet received.

## **NOTE C – Choir income, donations and costs**

Unrestricted income or donations related to choir activity would appear at "14. Choir income, donations (unrestricted)" and expenditure on Choir and church music from general unrestricted funds at "23F. Choir and organ costs". For restricted income and expenditure from choir-related restricted funds, see Note K.

## **NOTE D – Salaries, wages and honoraria expenditure**

Starting with the 2018 accounts, categories of income and expenditure have been aligned to the categories required for our annual financial report to Rochester diocese. One result is that the costs of music staff (Choirmaster, Organist, locums) are not included as "23F. Choir and organ costs" but are identified separately.

## **NOTE E – Clergy and staff expenses: housing and bills**

This category includes some utility bills, Council Tax and other costs in relation to the Vicarage and to 25 Matfield Close when occupied by clergy (see Note H).

## **NOTE F – Church maintenance costs and Church Room utilities and operating costs**

Some bills and expenses are wholly attributable to the Church Room and to lettings and activities in it. For example, the Church Room is supplied by a separate electricity meter.

Other costs are shared between the main church building and the Church Room. In these accounts certain costs of cleaning contractors, water supply and janitorial supplies have been allocated as to 80% to the Church Room and as to 20% to the operating and maintenance costs of the Church. The 80% amounts to some £3,022. In addition, one third of overall gas costs for heating has been allocated to the Church Room, amounting to some £1,426. These amounts are stated in the accounts as costs of Church Room trading activities, and excluded from cost lines "23A." and "24A." for Church operating and energy costs respectively.

## **NOTE G – Charities, initiatives and projects**

No Charities of the Month (COM) activities have taken place in 2023 and no COM amounts are reported in these accounts. Funds are sometimes received for specific purposes, as charitable donations or raised for stated projects and initiatives. All such funds and those raised through projects and initiatives are treated as "Restricted" funds not to be used for other purposes (see Note K which also describes Restricted funds).

Some £339 (including assumed Gift Aid tax recovery) which had been received by the year end of 2022, restricted to unspecified charitable purposes, was paid in 2023 by the PCC to the Children's Society.

## **NOTE H – valuation of freehold property; property income and costs**

St Mark's owns a house at 25 Matfield Close. In 2023 the property market saw less volatility than in 2022 and rising interest rates have been a strong influence on the market. An estimated valuation has been based on local house sales data.

Public information shows that in 2023, six similar houses were sold within one quarter of a mile of 25 Matfield Close. All six sales took place in the first seven months of the year. For the purposes of valuation for these accounts, the prices of those sales have been analysed as £/M<sup>2</sup> of internal house area, and a range of market value identified. The range would

put the value of 25 Matfield Close in 2023 around £458,000 (with considerable uncertainty about market trends in the second half of the year).

The valuation adopted in these accounts attempts to reflect these market conditions and is higher than the valuation used in 2022 by £18,000.

The treatment in these accounts of income and costs relating to 25 Matfield Close depends on the occupancy of the property. When the property is occupied by clergy, some income and costs appear within Church and Worship, but when it is commercially let they are treated as Trading. Costs of ownership (rather than occupancy) are treated as Trading costs.

For the whole of 2023 clergy occupied the house, and income and some costs of occupancy were treated as "10A. Property income" and "21B. Clergy & staff expenses: housing + bills", both within Church and Worship.

Costs of ownership such as repairs and insurance, appear in "12F. TRADING: Income from other property (non-clergy)" and "25F. TRADING: Costs of other property", both as part of Trading. If any commercial rents are received in future the intention is to treat that income also as part of Trading.

## NOTE I – deposits and bank balances

Bank balances are held at Santander Bank, and certain funds, including particularly capital, Restricted and Endowment funds, are deposited with Rochester diocese and with the Church of England Central Board of Finance, including through a deposit account with CCLA (a charity fund manager).

## NOTE J – current assets and liabilities

Because these financial statements are prepared on a cash basis and not accruals accounting, current assets and liabilities are only cash in hand, cheques received but not cleared, and valid invoices received but where payment has not yet been made or has not cleared. No accruals are made for costs incurred but for which we were yet to be invoiced at the end of the year.

## NOTE K – Restricted and Endowment funds

The table below summarises balances of Restricted funds as at 31<sup>st</sup> December, 2022, movements during 2023, and Restricted funds held at 31<sup>st</sup> December, 2023.

When donations are received to Restricted funds with Gift Aid elections (see Note B), tax recovery is assumed for the purpose of identifying Restricted funds even though it may only be received from HMRC by St Mark's in a following year.

	Funds 31 <sup>st</sup> December, 2023	Net change 2023 (added to, less spent)	Funds 31 <sup>st</sup> December, 2022
Reeve endowment	10,000	-	10,000
Clark endowment	3,581	-	3,581
	<b>13,581</b>		<b>13,581</b>
Organ fund	439	-	439
Youth Group fund	-	(353)	353
Prayer Garden & Churchyard fund	-	(72)	72
Choir Trip fund	868	-	868
Church Music and Choir fund	3,649	378	3,271
Raised for Charities (incl. COM)	0	(339)	339
Flowers Fund	188	-	188
sub-total Restricted (not Endowments)	<b>5,144</b>		<b>5,530</b>

TOTAL (Restricted plus Endowments)		18,725	19,111
<b>Church music and Choir income and expenditure comparison</b>			
	2023	2022	2021
14. Choir income, donations (unrestricted)	-	-	-
Music and Choir income (restricted)	3,416	1,040	3,507
			<i>(in 2021, was included in £4,768 of all restricted income)</i>
23F. Choir and organ costs (unrestricted)	(2,096)	(2,004)	(8,072)
			<i>(in 2021, included expenditure of restricted funds as below)</i>
Music and Choir expenditure (restricted)	(3,650)	(2,925)	
<i>of which</i>			
Expenditure from Choir Trip fund	-	(725)	-
Expenditure from Church Music and Choir fund	(3,650)	(2,200)	(1,300)
Expenditure from Organ fund	-	-	(5,052)

## NOTE L – Capital receipts and bequests

The PCC treats gifts and donations as capital receipts in St Mark's accounts, if received from a single source in the amount of £5,000 or more in an accounting year (before any Gift Aid attributable to it). This does not affect the purposes for which any such gifts may be used (whether Unrestricted or Restricted), which is typically determined by the context of the gift and by any stipulations by donors.

Other sums of £5,000 or more received in the ordinary course of St Mark's affairs (for example, an HMRC Gift Aid refund) are treated as income.

During 2019, St Mark's received a substantial bequest under the Will of the late Joan Olley. The bequest was identified by her Will as being for the general purposes of St Mark's church as a charity. No other restrictions are placed on how we may spend the money, and it was accordingly treated in the 2019 accounts as an Unrestricted capital receipt (see "Timing and recognition of income and expenditure" on page 2 of these accounts).

During 2023, St Mark's received a payment of £7,000 from the trustees of Trinity United Reformed Church (URC) representing part of distribution by those trustees to other churches following closure of Trinity URC. No other restrictions are placed on how we may spend the money, and it is accordingly treated in these accounts as an Unrestricted capital receipt (see "Timing and recognition of income and expenditure" on page 2 of these accounts).

In 2023 there has been no expenditure of these 'Olley' and 'Trinity' capital funds. Any capital amount released by PCC decision, to be spent, will then be recognised as legacy or general income as applicable, at the relevant time of the expenditure.

ENDS

