

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

Also known as St. Bart's, Otford

Rev. David Guest

The Green  
Otford  
Sevenoaks  
Kent  
TN14 5PD

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[www.stbartholomews.co.uk](http://www.stbartholomews.co.uk)

Annual Report and Financial Statement for the year  
ended  
31 December 2022

## **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 2022 the following served as members of the PCC:

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

### *Representatives on the Diocesan Synod*

Mr. Derek Shilling

### *Representatives on the Deanery Synod*

Mr. Mark Holmes - PCC Minutes Secretary

Mrs. Margaret Lidbetter

### *Elected Members*

Mr. Colin Anderson (2021)  
Mrs. Lorna Coulson (2022)  
Mr. Russell Edwards (2021)  
Ms. Dawn Hallam (2017)  
Mrs. Jocelyn Hart (2019)  
Miss. Naomi Hunt (2021)  
Mrs Nancy Jonsson (2022)  
Mrs. Emma Peters (2019)  
Mrs. Mags Southgate (2022)  
Mrs. Heather Stanley (2018) – PCC Treasurer

## **Independent Examiner**

Mr. Antony Stevens, Upper Hill Farm, Hill, Berkeley, Gloucestershire GL13 9EE

## **Bankers**

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

## **Governing Document**

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

All members of the PCC are trustees of the charity. Elected members of the PCC are normally appointed for a period of three years and are required under the PCC's own policy to stand down for a minimum of one year following the three-year period. The PCC meets every two months to transact the business of the Church. In between meetings of the full

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

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

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

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

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

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

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

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

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

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

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

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

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

### **Electoral Roll**

In 2022 there were 183 members on the Electoral Roll.

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

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

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

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

### **COVID 19 Pandemic**

There are no longer any restrictions on the holding of Public Worship following the Pandemic.

#### **Choir**

By the beginning of 2022, the choir had returned to the normal schedule of singing three morning and two evening services per month, with the usual special services to mark particular occasions in the church's year.

The choir contributed to the 'Hymns and Pimm's' event in June, to celebrate the late Queen's Platinum Jubilee, with a rousing performance of Handel's coronation anthem 'Zadok the Priest', and also took part in services in September, to mark her passing.

The choir has always had a wide-ranging repertoire, and during 2022 sang music from England and abroad, from the 16<sup>th</sup> to the 21<sup>st</sup> century.

The choir is, as ever, fortunate to have so many dedicated and faithful members, but during 2022 it was diminished by the deaths of two members (after service of over 40 and 25 years respectively), following long-term illness and mobility problems.

The choir's membership now stands at 16.

During 2022, six certificates of long service, mostly covering periods of between 20 and 40 years, were awarded to choir members. Thanks are due to all members of the choir for their loyal service to St Bartholomew's, but special mention must be made of David Runting, whose service now amounts to 64 years.

#### **Music Group**

Membership of the music group (band) has remained stable during the year. One member has moved away but we have gained another flautist. When everyone turns up it can be quite difficult to fit everyone on the platform – what a great problem to have!

The instruments in the band include cello, violins, various representations from the brass and woodwind sections, guitars, bass guitar, mandolin, percussion and of course our singers.

The group have continued to play at All Together Worship services each month and at some extra services during the year including the Mothering Sunday communion, one of our quarterly healing services, Sunday Club Nativity, Christingle service and the Palm Sunday ecumenical service on The Green

Again, special thanks must go to our technical wizard who, with all his knowhow and talent, spent many hours making it possible for the band to be heard both in church and via the live stream. Also, a special mention to one of our members who spends time arranging songs for the many and varied instruments in the group.

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

## **Bell Ringers**

We were saddened to have to say a 'goodbye' to our Tower Captain. She has been ringing since the installation of our bells in 2000 and devoted herself to guiding the band and training new recruits. She organised numerous tours around other towers to widen our experience as well as supporting other towers. She will be greatly missed.

We are lucky in that we have been able to ring on most Sundays, despite our numbers being minimal. Many churches are struggling to maintain a band and have ceased ringing. We are fortunate in that practises have been supported by Fraser & Dee of Kemsing Church band and ringers from local towers. Two new ringers have been trained throughout the year and now join us for practises.

This year has been memorable, not only for ringing at two weddings in September, but also for ringing to celebrate the Queen's Platinum Jubilee. Sadly, we rang with fully muffled bells on the death of the Queen. This was followed by a ring on open bells (unmuffled) for the confirmation of King Charles III. The bells were again muffled for the Queen's Funeral.

Over the year we had two youth groups from the church visit the tower ringing room and belfry and other visiting ringing bands to use our well-tuned and melodious bells.

## **Cameo**

A dozen or so people who live alone meet each Monday at 2 o'clock and are known as CAMEO. Fortnightly we have Bible Study sessions and on the Mondays between we engage in a variety of activities. We also have visitors coming to speak to us. In 2022 these included a demonstration of the use of defibrillators, a talk by Bill Lattimer and another by our Parish Councillors Irene Roy and Carol Bent.

In March our trip away was to Tenby and St. David's in Wales, which proved to be very successful, especially as it was delayed because of COVID. Then in October our trip was to Bognor Regis, which included visiting Chichester, Arundel, Portsmouth and Winchester.

These Monday afternoons continue to be well supported and appreciated. Members of St. Bartholomew's Church who live alone would find a warm welcome.

## **Children and Young People**

### **Sunday Club**

Sunday Club continues to meet on Sunday Mornings (except for the 1<sup>st</sup> Sunday of the month when we have our 'All-Together' worship). We continue to meet as an all-age group with two leaders for each session. The leaders work together to plan the session and can split the group depending on the ages of children attending each week. We use a scheme from the Scripture Union which provides a variety of age appropriate activities based round a bible passage, and we find this flexible approach allows us to play to the strengths of both the leaders and the young people attending week by week.

We also work on producing a display for the notice board in the church centre – often sharing the project with Epic or Messy Church. These displays may be seasonal or related to a particular bible story. These creative sessions are always popular and allow us to give something back to the congregation.

There are 7 regular leaders who work on a rota basis we are blessed to have such a faithful team. We thank them all for sharing their time, their talents, and their faith. We also benefit from the support of young people who are following the Duke of Edinburgh award scheme, and work with us as volunteers. Currently we have 27 children on our registers, with an average attendance of between 7 and 9 most weeks.

It has become a bit of a tradition that Sunday Club has a special project during August where we construct something – and this year we took the theme of water and built a well in the churchyard as well as trying out other water related activities! We are grateful to those who produced the materials and made this possible.

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

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

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

We try to offer a range of activities that meet the social, physical and spiritual needs of the young people. We aim to foster a spirit of co-operation and encourage working together in small groups for problem solving activities and as a whole group for discussion times. There is often a craft activity, as well as plenty of opportunities to let off steam. We always have supper together – always two courses and hopefully with veggies or fruit! Sometimes this is provided by parents, thank you to all those who have taken on this task. Sometimes we order in Pizza (always popular) and we also have times when we get the young people involved in the preparation and the washing up. This is always an interesting experience with much being learned! Grace is said before supper and the session ends with a bible study linked to one of the previous activities, and a final prayer.

We have three regular leaders and call on others as needed for extra or specific help. There are 22 young people on the register and typically 16 or 17 attend. Epic offers a wonderful opportunity to meet the needs of this age group and their families and to reach out to families who are not regular church attenders. For the leaders it is exhausting, enriching and enlightening. For the young people we hope it is a chance to meet in a safe space that is not school or home, to have a degree of freedom, to have fun and to have a chance to consider the spiritual aspects of their lives. Thanks must go to everyone who was involved in running Epic and for being a constant in the lives of our young people when so much else was changing. This group of young people are open to bringing their friends along and look forward to meeting together. Our key issue is ensuring the smooth transition of this children from primary to senior school and from EPIC to YPF

### **YPF – Young Peoples Fellowship**

We have continued to see regular attendances of between 12 – 18 young people every Sunday evening during the year (with a break for the summer holidays) The commitment of the young people to meet together is a real encouragement, many of them take active part in the life of the church especially within the music group and the technical team. Activities have included scavenger hunts, rounders matches against past YPF members, quizzes, an A - Z of biblical characters and lots of chocolate. The Autumn saw the departure of several members to university and the arrival of new members at the younger end. It was encouraging to welcome our students back at Christmas for the Christmas presentation at the nativity service. Our young people are a real blessing and watching them grow and mature into young adults.

### **Youth weekend**

We were able to go away with the young people in July for the first time since the pandemic. The sun shone, the young people were able to run around and enjoy the wonderful surroundings, some of the older youth were able to lead sessions with support from the adult leaders. This weekend away is a vital part of the church ministry to this group with the opportunity to spend quality time together.

## **Tech-team**

Our Live streaming of regular and occasional services is made possible by a very dedicated core of 6 households who give up several hours each month to set up and run the video for our services alongside the three regular volunteers who run the sound. Our thanks goes to them for giving up their time and talents on Saturdays and Sundays over the last year in support of this much appreciated aspect of our church life.

Special thanks go to Ben, who has been a part of the team since the very first service in August 2020, and we wish him all the best as he moves on to pastures new. Thanks also go to Clive, in the office, for putting together the subtitles each week and to the members of the Fabric Committee for their work in consolidating the current installation.

We welcomed a new member to the team towards the end of the year, many thanks to them. But it is now acknowledged that the team is close to critical mass and offers of additional help would be much appreciated. Full training will be provided.

## **Church Fabric**

There are 8 members on the Church Fabric Committee who met 5 times in 2022, all via Zoom.

## **Church**

The extension to the Garden of Remembrance was completed during 2022. Car park lighting was discussed during the year but is on hold at present. A Faculty has been granted for a new cabinet to hold the Audio Visual and Sound equipment. The final designs and specifications are in the process of being drawn up ready for appointing a contractor to undertake the work. A Faculty has also been received for the permanent installation of camera's – work will be undertaken in tandem with the installation of the new cabinet.

## **Church Centre**

A report was commissioned from a Structural Engineer which identified the east wall requires structural ties, and cracks filling. Works are currently on hold. Quotations were also received for improved and upgraded security incorporation to the fire control panel.

## **Church Hall**

Quotes have been received and approved for repairs to the corrugated roof on the side room at the Church Hall. Work has been undertaken in 2022. Quotes are also being sought for the replacement of the door and door frame used as the main entry to the Church Hall. Arrangements are being made for the testing of the emergency lighting to the hall. Quotes for the replacement of the notice board outside the Church Hall have been obtained with approval being considered by the PCC.

## **Quinquennial Report 2022**

The regular inspection of Church Fabric was undertaken during the year. With a number of recommendations and actions to be considered. Note was made of the improvements to the interior of the Church following the re-ordering and decoration works in 2018. There are a number of recommendations in relation to the exterior fabric of the Church which continue to be discussed and actioned as and when finance allows.

## **Churchyard Working Group**

The churchyard working party meets from March to November each year nearly always on the first Saturday of the month. Our aim is to keep the churchyard looking well managed, neat and tidy. The mowing is paid for by the Parish Council. The band of dedicated volunteers is very small, and we desperately need some new strong helpers to make the saying 'many hands make light work' a reality. Unfortunately, we no longer have a trailer available to take away the monthly waste so it does accumulate in the compost area and then needs to be taken away by a skip. There is normally quite a lot of non - compostable items which also needs to be sorted. It is hoped at some point that some money can be found to tidy up some graves with gravel to help with the constant weeding. The Rose border as always looked wonderful as is the beautiful garden near the church. Thank you very much to all those who turn out and if you feel able, please spare us ½ hour or 3 hrs whatever you can, and you can be sure that your help will be very gratefully received.

## **Flowers**

We are lucky enough to have a small team of people who are prepared to place fresh flowers on both altars each week. We would welcome more of our congregation to sign up on the list at the back of the church. It is not an onerous task you just have to put flowers in a vase. Our team of flower arrangers with the ability to arrange more elaborate displays take care of Christmas, Easter, Pentecost, Harvest and Remembrance.

We ask for donations in memory of loved ones for the festivals and people have been very generous. Thank you to all who help to decorate our church.

## **Fund Raising**

With no restrictions on the events, we could hold in 2022 there were many varied events to join in with. Soup lunches were held 6 times during the year. Other Events ranged from a Burns Supper to Bangers and Board games evenings, the Ladies Tennis final from Wimbledon, the Strictly Come Dancing Launch, along with the Rugby 6 Nations. We also held our pop ups at the Church hall and our very popular book and bakes sale over the early May bank Holiday. In August the Handmade in Otford exhibition and Sale in the Church and Church Centre with wonderful bacon butties on hand. We joined in the celebrations for the Queen's Jubilee with a stall on the green and our Hymns and Pimm's event.

The Church Fair and the Christmas Market also link with the Fund Raising Committee', many members being part of both. We were able to hold the Church fair in June once more, and a wonderful event on the green was held. Many thanks to all who helped make the event a great Village event.

The Christmas Market coincided with the first Otford Village Christmas Fair run by the Otford Society, after initial concerns in relation to the events being on the same date, this turned out to be a really good opportunity to meet with many more visitors to the fair and Church.

Many thanks to everyone on the Fundraising Committee, the Fair Committee and the Christmas Market organisers for all the hard work in 2022.

## **Safeguarding**

Miss Naomi Hunt continues to be our Parish Safeguarding Officer.

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



## **Pastoral Care**

During 2022 there were four Baptisms and two Weddings. There were eleven Funeral services or Interment of Ashes Services conducted over the year.

We have two Pastoral Assistants who work within the Parish. They meet regularly with the Vicar to discuss and work on Pastoral issues in the Village.

## **Called to Grow**

We created a Called to Grow plan when we were in clerical vacancy and based the contents on ideas generated by the congregation on issues that were important to them. It is refreshed every six months to help us review what has been achieved and consider where the gaps in our activities are. Called to Grow has now evolved within the Diocese to Change, Serve, Grow following the appointment of Bishop Johnathan. The PCC will consider to evolve our plans in line with the aims of the Diocese.

## **Wider Community**

The Annual Civic Service was replaced by a Celebration service to mark the Queen's Platinum Jubilee followed by Pimm's in the Church Centre.

The Remembrance Sunday service was not limited in the number of people who could attend and was well attended both in Church and then out on the Green. The uniformed organisations were again able to play their part in the Service and the laying of Wreaths on the Green. The Service in Church was live streamed, and both regular Churchgoers and members of the wider Village community could watch from home if they were unable to attend in person.

## **Deanery Synod**

Deanery Synod met twice in 2022: The first meeting, on 25 January, was held via Zoom and was the last meeting chaired by Rev. Tim Hatwell (Rector of Ightham) as Area Dean. The speaker was Rev. Joel Love, the Diocesan Chaplain to the *Living in Love and Faith* process - as well as Vicar of Rochester and a member of General Synod. Joel talked about *Living in Love and Faith* as a way to explore how questions of identity, sexuality, relationships and marriage fitted within the Good News, and what it meant to live in love and faith together as a church. He introduced members to the book and the 5-session course - which the Deanery then ran as a Lent course.

The second meeting, on 19 October, was chaired by the new Area Dean, Rev. Dr. Chris Noble, Rector of Stansted with Fairseat and Vigo, and was held at Stansted. Chris - who has a Masters in contemporary ecclesiology - had circulated a paper on post-Covid church growth and mission planning that he had written in 2021. His main thesis was that the growth of the church was borne from the spiritual life of its members. He opened a thought-provoking discussion about the post-Covid church, noting reduced numbers attending an average service, financial challenges and shortage of clergy. The discussion ranged across the role and habits of the Diocese, varying parish experiences of the *Called to Grow* process, and the changes being brought in by the new Bishop of Rochester, which included replacing the *Called to Grow* approach with a vision that he was calling "grow, change, serve". There was a sobering discussion about how big a population was needed to sustain a full-time incumbent. In many parts of the country, it was about 10,000 - roughly double the size of Otford or any of the benefices in the Shoreham Deanery. In rural areas it was not uncommon for incumbents to serve 10-15 churches.

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

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

**Communication**

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

**Policy on Reserves**

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

**Further Financial details**

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

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

**Gift Aid**

The charity is recognised by HMRC for Gift Aid on any relevant donations for the financial year ending 31<sup>st</sup> December 2022.

**Fundraising**

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

**Policies**

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

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

**Grant making**

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

The PCC supported the following Christian mission agencies during 2022.

Arocha	Loaves and Fishes	Bible Society
Christians Against Poverty (CAP)	Hospices of Hope	Tearfund
Christian Aid	Pursue	Sevenoaks Area Youth Trust (SAYT)
Sevenoaks Counselling		

## **Significant Events after the end of the Financial year 2022**

The Rt Revd. Kevin Pearson, Bishop of the United Diocese of Glasgow and Galloway, within the Scottish Episcopal Church, has announced that the Revd. David Guest has been appointed as Rector of All Saints, Bearsden.

David's last Sunday at St Bart's will be May 28<sup>th</sup>, Pentecost Sunday. His institution will take place at All Saints in June.

Bishop Kevin says, "We are pleased to be welcoming David into the diocese and look forward to him becoming the next Rector of Bearsden. David brings with him a wealth of experience from working in the Anglican Church across Great Britain. His skills and expertise in spirituality, communication and creativity will be very much valued in Bearsden."

Please keep David and Stephen and the people of All Saints, Bearsden, in your prayers as they prepare for this exciting new chapter in their lives, ministry and mission.



CHARITY COMMISSION  
FOR ENGLAND AND WALES

## Independent examiner's report on the accounts

### Section A

### Independent Examiner's Report

Report to the trustees/  
members of

St Bartholomew's Church

On accounts for the year  
ended

31<sup>st</sup> December 2022

Charity no  
(if any)

1135073

Set out on pages

12 to 24

I report to the trustees on my examination of the accounts of the above charity ("the Trust") for the year ended 31/12/2022.

Responsibilities and  
basis of report

As the charity's trustees, you are responsible for the preparation of the accounts in accordance with the requirements of the Charities Act 2011 ("the Act").

I report in respect of my examination of the Trust's accounts carried out under section 145 of the 2011 Act and in carrying out my examination, I have followed all the applicable Directions given by the Charity Commission under section 145(5)(b) of the Act.

Independent  
examiner's statement

I have completed my examination. I confirm that no material matters have come to my attention in connection with the examination (other than that disclosed below \*) which gives me cause to believe that in, any material respect:

- the accounting records were not kept in accordance with section 130 of the Charities Act; or
- the accounts did not accord with the accounting records; or
- the accounts did not comply with the applicable requirements concerning the form and content of accounts set out in the Charities (Accounts and Reports) Regulations 2008 other than any requirement that the accounts give a 'true and fair' view which is not a matter considered as part of an independent examination.

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

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

Signed:

Date:

21<sup>st</sup> MARCH 23

Name:

Mr Antony Stevens

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

Chartered institute of Management Accountants

**Address:** Upper Hill Farm, Hill, Berkeley, Gloucestershire GL13 9EE

**Section B**

**Disclosure**

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

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

**St Bartholomew's Church Otford - 1135073**

**Statement of Financial Activities**

**For the period from 01 January 2022 to 31 December 2022**

	Unrestricted funds	Designated funds	Restricted funds	Endowment funds	Total funds	Prior year total funds
<b>Income and endowments from:</b>						
Donations and legacies	105,932	—	10,500	—	116,432	115,282
Income from charitable activities	2,448	—	—	—	2,448	3,944
Other trading activities	20,382	14,470	—	—	34,853	32,656
Investments	380	410	166	—	957	184
Other income	—	—	—	—	—	524
<b>Total income</b>	<b>129,143</b>	<b>14,881</b>	<b>10,666</b>	<b>—</b>	<b>154,691</b>	<b>152,591</b>
<b>Expenditure on:</b>						
Raising funds	1,980	—	—	—	1,980	1,618
Expenditure on charitable activities	115,873	31,702	7,364	—	154,941	151,238
Other expenditure	229	—	—	—	229	278
<b>Total expenditure</b>	<b>118,082</b>	<b>31,702</b>	<b>7,364</b>	<b>—</b>	<b>157,150</b>	<b>153,135</b>
Gains / losses on investment assets	(711)	—	—	—	(711)	756
<b>Net income / (expenditure) resources before transfer</b>	<b>10,349</b>	<b>(16,821)</b>	<b>3,301</b>	<b>—</b>	<b>(3,170)</b>	<b>211</b>
<b>Transfers</b>						
Gross transfers between funds - in	14,373	32,611	4,000	—	50,985	82,189
Gross transfers between funds - out	(36,255)	(10,729)	(4,000)	—	(50,985)	(82,189)
<b>Other recognised gains / losses</b>						
<b>Net movement in funds</b>	<b>(11,531)</b>	<b>5,060</b>	<b>3,300</b>	<b>—</b>	<b>(3,170)</b>	<b>211</b>
<b>Reconciliation of funds</b>						
<b>Total funds brought forward</b>	<b>50,672</b>	<b>29,624</b>	<b>212,875</b>	<b>—</b>	<b>293,172</b>	<b>292,961</b>
<b>Total funds carried forward</b>	<b>39,140</b>	<b>34,684</b>	<b>216,176</b>	<b>—</b>	<b>290,002</b>	<b>293,172</b>
<b>Represented by</b>						
Unrestricted						
General fund	39,140	—	—	—	39,140	50,672
Designated						
AV and IT Maintenance	—	1,154	—	—	1,154	1,863
Church Hall	—	11,837	—	—	11,837	11,444
Cyclical Maintenance	—	11,994	—	—	11,994	6,309
Mission	—	9,698	—	—	9,698	10,006
Restricted						
Bernard Worssam Fund	—	—	506	—	506	500
Cameras and IT	—	—	3,112	—	3,112	2,715
Choral Music Fund	—	—	5,729	—	5,729	5,655
Church Hall	—	—	201,572	—	201,572	201,572
Church Hall Maintenance	—	—	502	—	502	145
External Works	—	—	2,862	—	2,862	—
Flowers	—	—	16	—	16	81
Jean Kelsey Music Fund	—	—	1,874	—	1,874	1,850
Office Computer	—	—	—	—	—	356

*There may be minor discrepancies in the totals if the pence are not being shown*

**Balance sheet (Separate funds)**  
**As at: 31 December 2022**

	General Fund	Designated Funds	Restricted Funds	Endowment Funds	At 31/12/2022 £	At 31/12/2021 £
<b>Fixed assets</b>						
Tangible assets	—	—	201,572	—	201,572	201,572
Investments	5,330	—	—	—	5,330	6,041
<b>Fixed assets</b>	<b>5,330</b>	<b>—</b>	<b>201,572</b>	<b>—</b>	<b>206,902</b>	<b>207,613</b>
<b>Current assets</b>						
Debtors	1,813	—	—	—	1,813	779
Cash at bank and in hand	35,012	34,684	14,604	—	84,302	87,513
<b>Current assets</b>	<b>36,826</b>	<b>34,684</b>	<b>14,604</b>	<b>—</b>	<b>86,116</b>	<b>88,292</b>
<b>Liabilities</b>						
Creditors: Amounts falling due in one year	3,016	—	—	—	3,016	2,733
<b>Net current assets less current liabilities</b>	<b>33,810</b>	<b>34,684</b>	<b>14,604</b>	<b>—</b>	<b>83,099</b>	<b>85,559</b>
<b>Total assets less current liabilities</b>	<b>39,140</b>	<b>34,684</b>	<b>216,176</b>	<b>—</b>	<b>290,002</b>	<b>293,172</b>
<b>Total net assets less liabilities</b>	<b>39,140</b>	<b>34,684</b>	<b>216,176</b>	<b>—</b>	<b>290,002</b>	<b>293,172</b>
<b>Represented by</b>						
<b>Unrestricted</b>						
Unrestricted - General fund	39,140	—	—	—	39,140	50,672
<b>Designated</b>						
Designated - AV and IT Maintenance	—	1,154	—	—	1,154	1,863
Designated - Church Hall	—	11,837	—	—	11,837	11,444
Designated - Cyclical Maintenance	—	11,994	—	—	11,994	6,309
Designated - Mission	—	9,698	—	—	9,698	10,006
<b>Restricted</b>						
Restricted - Bernard Worssam Fund	—	—	506	—	506	500
Restricted - Church Hall	—	—	201,572	—	201,572	201,572
Restricted - Church Repair	—	—	—	—	—	—
Restricted - Jean Kelsey Music Fund	—	—	1,874	—	1,874	1,850
Restricted - Re-ordering Fund	—	—	—	—	—	—
Restricted - Cameras and IT	—	—	3,112	—	3,112	2,715
Restricted - Office Computer	—	—	—	—	—	356
Restricted - External Works	—	—	2,862	—	2,862	—
Restricted - Flowers	—	—	16	—	16	81
Restricted - Church Hall Maintenance	—	—	502	—	502	145
Restricted - Sequestration Account	—	—	—	—	—	—
Restricted - Vicarage Decorations	—	—	—	—	—	—
Restricted - Choral Music Fund	—	—	5,729	—	5,729	5,655
<b>Funds of the church</b>	<b>39,140</b>	<b>34,684</b>	<b>216,176</b>	<b>—</b>	<b>290,002</b>	<b>293,172</b>

*There may be minor discrepancies in the totals if the pence are not being shown*

**Statement of Assets and Liabilities (by fund)**  
**As at: 31 December 2022**

			Balance	Previous balance
<b>Investments</b>				
<b>6432: 258 Shares in CBF Investment Fund - Asset</b>				
General fund	Unrestricted		5,330.64	6,041.87
			<b>5,330.64</b>	<b>6,041.87</b>
		<b>Investments</b>	<b>5,330.64</b>	<b>6,041.87</b>
<b>Tangible assets</b>				
<b>6431: Church Hall - Asset</b>				
Church Hall	Restricted		201,572.00	201,572.00
			<b>201,572.00</b>	<b>201,572.00</b>
		<b>Tangible assets</b>	<b>201,572.00</b>	<b>201,572.00</b>
<b>Cash at bank and in hand</b>				
<b>6506: CAF current account - Asset</b>				
Cameras and IT	Restricted		—	50.00
Church Hall	Designated		3,185.89	3,910.96
General fund	Unrestricted		12,031.57	6,090.63
Agency collection	Restricted		—	50.00
			<b>15,217.46</b>	<b>10,101.59</b>
<b>6507: CAF Freewill Account - Asset</b>				
Cameras and IT	Restricted		—	37.50
Church Hall	Restricted		—	145.32
Maintenance				
General fund	Unrestricted		6,117.55	20,828.03
			<b>6,117.55</b>	<b>21,010.85</b>
<b>6510: CCLA (CBF) deposit account - Asset</b>				
AV and IT	Designated		1,154.70	1,863.68
Maintenance				
Bernard Worssam	Restricted		506.72	500.12
Fund				
Cameras and IT	Restricted		3,112.38	2,627.98
Church Hall	Restricted		502.92	—
Maintenance				
External Works	Restricted		2,862.23	—
Flowers	Restricted		16.58	81.51
Office Computer	Restricted		—	356.46
Choral Music Fund	Restricted		5,729.54	5,655.00
Church Hall	Designated		8,651.15	8,538.60
Cyclical Maintenance	Designated		11,994.88	6,309.57
General fund	Unrestricted		16,836.14	18,382.01
Jean Kelsey Music	Restricted		1,874.42	1,850.04
Fund				
Mission	Designated		9,698.30	10,006.36
			<b>62,939.96</b>	<b>56,171.33</b>



			Balance	Previous balance
<b>6590: Cash in hand - Asset</b>				
General fund	Unrestricted		27.65	229.49
			<u>27.65</u>	<u>229.49</u>
<b>Cash at bank and in hand</b>			<u>84,302.62</u>	<u>87,513.26</u>
<b>Debtors</b>				
<b>Z05: Accounts Receivable - Asset</b>				
General fund	Unrestricted		1,813.80	779.15
			<u>1,813.80</u>	<u>779.15</u>
<b>Debtors</b>			<u>1,813.80</u>	<u>779.15</u>
<b>Agency accounts</b>				
<b>6699: Agency collections - Liability</b>				
Agency collection	Restricted		—	50.00
			<u>—</u>	<u>50.00</u>
<b>Agency accounts</b>			<u>—</u>	<u>50.00</u>
<b>Creditors: Amounts falling due in one year</b>				
<b>Z04: Accounts Payable - Liability</b>				
Church Hall	Designated		—	1,004.63
General fund	Unrestricted		3,016.65	1,678.78
			<u>3,016.65</u>	<u>2,683.41</u>
<b>Creditors: Amounts falling due in one year</b>			<u>3,016.65</u>	<u>2,683.41</u>
<b>Grand Total</b>			<u><u>290,002.41</u></u>	<u><u>293,172.87</u></u>

**Analysis of income and expenditure**  
**Selected period: 01 January 2022 to 31 December 2022**

	Unrestricted	Designated	Restricted	Endowment	This year	Total Last year
<b>Income and endowments</b>						
<b><i>Donations and legacies</i></b>						
0101 - Gift Aid - Donations	62,576	—	—	—	62,576	66,799
0110 - Gift Aid - Envelopes	1,120	—	—	—	1,120	1,266
0201 - Other planned giving	6,990	—	—	—	6,990	10,372
0301 - Loose plate collections	4,693	—	—	—	4,693	3,183
0302 - Wall Safe	201	—	—	—	201	945
0501 - One-off Gift Aid gifts	1,420	—	500	—	1,920	6,420
0550 - Donations appeals etc	986	—	—	—	986	2,490
0601 - Tax recoverable on Gift Aid	17,686	—	—	—	17,686	21,252
0610 - Tax Recovery - GASDS	2,363	—	—	—	2,363	1,534
0701 - Legacies	5,000	—	10,000	—	15,000	—
1270 - Youth work	1,930	—	—	—	1,930	517
1280 - Church refreshments	889	—	—	—	889	300
1510 - Book of Remembrance	75	—	—	—	75	200
<b><i>Donations and legacies Totals</i></b>	<b>105,932</b>	<b>—</b>	<b>10,500</b>	<b>—</b>	<b>116,432</b>	<b>115,282</b>
<b><i>Income from charitable activities</i></b>						
1101 - Fees for weddings & funerals - PCC	2,448	—	—	—	2,448	3,944
<b><i>Income from charitable activities Totals</i></b>	<b>2,448</b>	<b>—</b>	<b>—</b>	<b>—</b>	<b>2,448</b>	<b>3,944</b>
<b><i>Other trading activities</i></b>						
0901 - Other funds generated	1,010	—	—	—	1,010	557
0910 - Church fair	6,164	—	—	—	6,164	11,898
0911 - Made in Otford website	353	—	—	—	353	1,389
0912 - Ride and stride	664	—	—	—	664	1,095
0913 - Christmas market	3,029	—	—	—	3,029	2,982
0914 - Events	9,160	—	—	—	9,160	4,470
1240 - Church hall lettings	—	14,470	—	—	14,470	10,261
<b><i>Other trading activities Totals</i></b>	<b>20,382</b>	<b>14,470</b>	<b>—</b>	<b>—</b>	<b>34,853</b>	<b>32,656</b>
<b><i>Investments</i></b>						
1001 - Dividends	158	—	—	—	158	153
1020 - Bank and building society interest	221	410	166	—	798	31
<b><i>Investments Totals</i></b>	<b>380</b>	<b>410</b>	<b>166</b>	<b>—</b>	<b>957</b>	<b>184</b>
<b><i>Other income</i></b>						
0810 - Covid-19 Job Retention Scheme	—	—	—	—	—	524
<b><i>Other income Totals</i></b>	<b>—</b>	<b>—</b>	<b>—</b>	<b>—</b>	<b>—</b>	<b>524</b>
<b>Income and endowments Grand totals</b>	<b>129,143</b>	<b>14,881</b>	<b>10,666</b>	<b>—</b>	<b>154,691</b>	<b>152,591</b>

*There may be minor discrepancies in the totals if the pence are not being shown*

	Unrestricted	Designated	Restricted	Endowment	This year	Total Last year
<b>Expenditure</b>						
<b>Raising funds</b>						
1730 - Costs of fund raising	1,980	—	—	—	1,980	1,618
<b>Raising funds Totals</b>	<b>1,980</b>	<b>—</b>	<b>—</b>	<b>—</b>	<b>1,980</b>	<b>1,618</b>
<b>Expenditure on charitable activities</b>						
1801 - Mission Giving	—	16,784	—	—	16,784	13,702
1870 - Training	50	—	—	—	50	—
1907 - Mission & Ministry Support	68,568	—	—	—	68,568	65,985
2001 - Salary of Caretaker	4,010	—	—	—	4,010	3,931
2050 - Salary of parish administrator	8,593	—	—	—	8,593	11,546
2051 - Pension Contributions Office Staff	2,237	—	—	—	2,237	2,196
2101 - Working expenses of Incumbent	647	—	—	—	647	621
2110 - Visiting speakers / locums	547	—	—	—	547	—
2120 - Council tax	3,522	—	—	—	3,522	3,397
2130 - Vicarage house expenses	184	—	—	—	184	94
2140 - Water rates - vicarage	525	—	—	—	525	340
2180 - Youth work	2,721	—	—	—	2,721	1,895
2201 - Fees & subscriptions	515	—	—	—	515	313
2320 - Organ / piano tuning	595	—	—	—	595	578
2321 - Organist fees	3,112	—	—	—	3,112	2,780
2322 - Choir expenditure	118	—	—	—	118	172
2340 - Upkeep of services	852	—	65	—	917	250
2341 - Altar Requisites	221	—	—	—	221	53
2345 - Church refreshments	274	—	—	—	274	156
2350 - Upkeep of churchyard	922	—	7,154	—	8,076	899
2360 - Printing, stationery, postage and other	717	—	—	—	717	936
2361 - Computers and office equipment	135	—	—	—	135	1,091
2362 - Photocopier maintenance	982	—	—	—	982	772
2365 - Church office - telephone	192	—	—	—	192	194
2366 - Internet & Website	781	—	—	—	781	752
2370 - Cleaning & sanitary supplies	147	—	—	—	147	189
2401 - Church running - electric	2,060	—	—	—	2,060	1,410
2410 - Church running - gas	3,875	—	—	—	3,875	1,816
2420 - Church running - water	100	—	—	—	100	45
2422 - Church sound and vision	—	727	—	—	727	1,125
2430 - Church running - security	1,063	—	—	—	1,063	1,286
2450 - Church running - insurance	3,601	—	—	—	3,601	3,688
2460 - Church maintenance	3,367	—	—	—	3,367	12,301
2470 - Church - performing rights licence	630	—	—	—	630	290
2530 - Hall running - electricity	—	1,847	—	—	1,847	901
2540 - Hall running - gas	—	2,992	—	—	2,992	1,995
2550 - Hall running - insurance	—	1,308	—	—	1,308	1,340
2560 - Hall running - maintenance	—	2,816	145	—	2,961	6,827
2570 - Hall cleaning and materials	—	4,371	—	—	4,371	4,426
2580 - Hall running - water	—	854	—	—	854	929
<b>Expenditure on charitable activities Totals</b>	<b>115,873</b>	<b>31,702</b>	<b>7,364</b>	<b>—</b>	<b>154,941</b>	<b>151,238</b>
<b>Other expenditure</b>						
2602 - Bank Charges	229	—	—	—	229	278
<b>Other expenditure Totals</b>	<b>229</b>	<b>—</b>	<b>—</b>	<b>—</b>	<b>229</b>	<b>278</b>

*There may be minor discrepancies in the totals if the pence are not being shown*

	Unrestricted	Designated	Restricted	Endowment	This year	Total Last year
<b>Expenditure Grand totals</b>	118,082	31,702	7,364	—	157,150	153,135

Approved by the Parochial Church Council on 21 March 2023 and signed on its behalf by:



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

### Notes to the Financial Statements for year ending to 31 December 2022

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

#### **1. Accounting Policies**

The PCC is a public benefit entity within the meaning of FRS102. The financial statements have been prepared under the Charities Act 2011 and in accordance with the Church Accounting Regulations 2006 governing the individual accounts of PCC, and with the Regulations' "true and fair view" provisions.

#### **2. Assets**

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

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

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

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

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

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

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

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

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

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

#### 2.4. Church Hall

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

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

#### 2.5. Investments

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

#### 2.6. Short Term Deposits

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

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

CAF Bank – current account (for general income and payments for both church and hall)  
 CAF Bank - freewill offering account (for all regular donations made by bank transfer)  
 CCLA – deposit account (interest paying instant access account)

### 3. **Funds**

#### 3.1. Unrestricted Funds

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

#### 3.2. Restricted Funds

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

Jean Kelsey Music Fund  
 Choral Music Fund  
 Church Hall (Building)

Bernard Worssam Fund  
Cameras & IT Fund  
External Works  
Office Computer Fund  
Church Hall Maintenance  
Flowers

### 3.3. Designated Funds

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

Church Hall (running costs and lettings)  
Cyclical Maintenance  
Mission Giving  
AV & IT

### 3.4. Transfers between funds

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

£5,550 To Cyclical Maintenance  
£9,550 to Mission Giving.

## 4. **Staff Costs**

During the year the PCC employed an organist and office staff (all part time). Tax and National Insurance payments were made for relevant employees. Total staff costs amounted to £17,504 which includes £2,237 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 £25,704.

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

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

CWPF has two sections:

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

### **Pension Builder Scheme**

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

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

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

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

The scheme is considered to be a multi-employer scheme as described in Section 28 of FRS 102. This is because it is not possible to attribute the Pension Builder Scheme's assets and liabilities to specific employers and means that contributions are accounted for as if the Scheme were a defined contribution scheme. The pensions costs charged to the SoFA in the year are the contributions payable (2022: £2,237, 2021: £2,197).

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

For the Pension Builder Classic section, the valuation revealed a deficit of £4.8m on the ongoing assumptions used. At the most recent annual review, the Board chose to grant a discretionary bonus of 10.1% following improvements in the funding position over 2022. There is no requirement for deficit payments at the current time.

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

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

## **5. Mission Giving**

In line with current policy, 75% of the general unrestricted budget surplus from the 2021 accounts was added to the 2021 budgeted Mission Giving of £10,000, making a total of £16,784. This was distributed in line with instructions from the Mission Committee.

## **6. Overall Position**

The proportion of the church income which is derived from regular giving remains significantly below the average achieved across the diocese. This, combined with

increased energy costs and an increase in the diocesan contribution, has resulted in a negative position on the general unrestricted profit and loss account for 2022 of just over £11.5k.

The PCC have reviewed anticipated income and expenditure for 2023 and set a balanced budget for the year ahead.