

The Ecclesiastical Parish of
St Mary-the-Virgin, West Malling

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

For the year ended 31 December 2019

Incumbent:

The Rev David Green
The Vicarage
138 High Street
West Malling
ME19 6NE

Bank:

The NatWest Bank
Swan Street
West Malling
ME19 6HF

Independent Examiner:

Mr Alan Gibbins FCA
Went House
83 Swan Street
West Malling
ME19 6LW

**The Parochial Church Council of the Ecclesiastical Parish
of St Mary the Virgin Church, West Malling**

**Annual Report
January to December 2019**

Reference and administrative information

Background

St Mary the Virgin Church adjoins The High Street, West Malling and is part of the Diocese of Rochester within the Church of England. St Mary the Virgin Church's Parochial Church Council (PCC) has the responsibility of co-operating with the incumbent in promoting in the ecclesiastical parish the whole mission of the Church, pastoral, evangelistic, social and ecumenical. The PCC is a charity excepted from registration with the Charity Commission.

Membership

Members of the PCC are either ex-officio or elected by the Annual Parochial Church Meeting (APCM) in accordance with *Church Representation Rules 2011*. During the year, the following served as members of the PCC:

Incumbent and Chair:	The Rev'd David Green
Associate Vicar	The Rev'd Mark Montgomery (<i>until 7 July 2019</i>)
Readers & Lay Ministers	Mrs Margaret Moore Mrs Becky Clifford
Churchwardens	Mr John Musker Mrs Clare Innes
Representatives on the Deanery or Diocesan Synod	Mrs Jaki Musker Mr Rob Hancock Canon Alan Vousden (<i>Retired Clergy representative</i>)
Elected members of the PCC:	Mrs Gemma Coupland (<i>Hon. Secretary, until 17 March 2019</i>) Mrs Clare Trewartha (<i>Hon. Secretary, co-opted 21 May 2019</i>) Mr John Denny (<i>Hon. Treasurer</i>) Mrs Gail Crutchfield Mr David Day (<i>elected 17 March 2019</i>) Ms Isobel Macdonald (<i>re-elected 17 March 2019</i>) Mrs Vicky Richardson (<i>elected 17 March 2019</i>) Mrs Jill Rutland (<i>re-elected 29 April 2018</i>) Mrs Yvonne Smyth

Contact details

Correspondence is addressed to: PCC Chair, St Mary the Virgin Church, The Vicarage, 138 High Street, West Malling, ME19 6NE. It is normally dealt with by the Incumbent.

Bank:

NatWest Bank Ltd, Swan Street, West Malling, Kent ME19 6HF

Independent examiner:

Mr Alan Gibbins FCA, Went House, 83 Swan Street, West Malling, Kent, ME19 6LW

Structure, governance and management

The PCC is a corporate body established by the Church of England. The PCC operates under the Parochial Church Council Powers Measure. In this period the PCC was exempt by order from registering with the Charity Commission. The appointment of PCC members is governed by and set out in the *Church Representation Rules 2011*, (London: Church House Publishing).

Committees

The Council is elected each year at the APCM by nomination from those on the Electoral Roll for the Parish. Church attendees are encouraged to join the Electoral Roll and stand for election to the PCC. New members and officers are trained at courses arranged by the Diocese of Rochester; representatives attend occasional events to update and inform the PCC on legislation, regulations and requirements.

The full PCC met eight times in 2018 in a bi-monthly pattern with two additional, extraordinary meetings to resolve specific matters. The PCC operates through a Standing Committee between full meetings of the PCC. This is the only committee required by law and consists of the Incumbent, Churchwardens, Secretary and Treasurer. Standing Committee decisions are reported back to full PCC meetings.

St Gabriel's Church, Kings Hill have a formal relationship to St Mary's PCC as St Gabriel's mother church. A Ministry Leadership Team (MLT) helps provide local governance on Kings Hill alongside the Clergy team and Rev Mark Montgomery in particular. In December 2017, a Bishop's Mission Order for Kings Hill was established. This BMO will lead to the creation of a separate charity for St Gabriel's although the ending of the formal relationship between St Gabriel's and St Mary's PCC had not yet been completed by the end of 2019. Rev Mark Montgomery was licensed to the BMO on the 7th of July 2019 and so formally resigned his previous licence, and therefore his role at St Mary's, at that point.

Rev'd David Green, Miss Isobel Macdonald, and Mr John Musker are co-opted members of the Parish Council's Amenities Committee, relating to Churchyard matters, and report to PCC.

Risk management

In its ongoing programme of risk management, the PCC intends in the coming year to review documented procedures for health and safety, baptism policy and a fresh fire risk assessment. These remain important pieces of work to take forward in the coming year. In 2019, PCC established a new Churchyard Policy. Policies already in place include Financial Policy and Procedures, Handling Disturbances during public worship, Lone Working Policy, Pastoral Care Policy, and Concert Policy and Booking Procedures.

In regard to safeguarding policies for working with children, young people and vulnerable adults, the PCC follows the House of Bishops' Safeguarding policies and good practice guidance.

Objectives and activities 2019

Aims and objectives

The primary object of the PCC is the promotion of the Gospel of our Lord Jesus Christ according to the doctrines and practices of the Church of England. The PCC is to co-operate with the incumbent, the Rev'd David Green, in promoting in the ecclesiastical parish the whole mission of the Church, pastoral, evangelistic, social and ecumenical.

Church life

Throughout the year, we have held two services every Sunday at St Mary's; a *Book of Common Prayer* Eucharist was held at 8 a.m. and a Eucharist, Morning Prayer or All-Age service used variously *Common Worship* at 10.00 a.m. All of the services have regularly included children's activities in the mornings.

There have been a number of midweek meetings and activities in the last year. People gathered regularly on Tuesday mornings to conduct Morning Prayer at St Mary's. The two House groups have continued to meet in private homes along with a group that explores the basics of Christian faith. During Lent, groups met to study and follow the spiritual disciplines associated with that season of the year. A new "Pub Theology" group was also established for enquirers and 'Treblemakers', a new Junior Choir, was also founded in 2019.

The pattern of occasional Cluster services for various high days during the Christian year has continued. During 2019, the Cluster welcomed St John's Wateringbury following its inclusion in a new Benefice for Wateringbury, Mereworth and West Peckham. The six churches of the local Cluster met together for worship on several occasions during the course of the year. Jointly with our sister church of St Michael's, Offham we hosted the annual memorial service to support families who have suffered a bereavement.

A small team of pastoral visitors supports the work of the clergy throughout the year by regularly attending to a number of church members who are housebound and/or sick.

Meetings and services of wider public benefit include special services of worship on Mothering Sunday, Harvest and at Easter and Christmas, the Mothers' Union, services of worship for the elderly in local Residential and Care Homes, the Marriage Preparation course held in the Spring teaching life skills to couples preparing for married life, the *Confirmation* course held in the Autumn to encourage exploration of the Christian faith, the All Saints' memorial service, the use of the church for music concerts, and we also support various activities locally (e.g. the Community Choir) and internationally (through mission links).

St Mary's maintains a strong link with West Malling CEP school, an academy school and part of the Tenax Schools Multi-Academy Trust. The school visit the church building six times a year for their end-of-term service of worship and a celebration of the children's achievements. David Green, as Vicar, takes an act of worship in school each week and works with teachers as required to supplement RE and help shape the Christian ethos of the school. The church also provides foundation governors to the governance of the school, in addition to David who is *ex officio* as a Foundation Governor. The Statutory Inspection of Anglican and Methodist Schools (SIAMS) most recently took place in 2015 and judged the school and St Mary's involvement with the school as 'Outstanding'. OFSTED most recently visited in 2017 and judged the school as 'Good' overall with several areas 'Outstanding'.

The church website includes information about the church and how to request baptisms, weddings and funerals. We share the site with the parish of Offham. The site can be found at www.stmaryswestmall.org.uk.

St Mary's works alongside other churches in the Churches Together in Malling network and also as part of the Anglican Deanery of Malling, we seek to co-operate in the Deanery Strategy and play a full part.

Vote of thanks by Rev David Green

I am enormously grateful to all those who contribute to make St Mary's what it is. In particular, I would like to thank John Musker and Clare Innes as Churchwardens, for their able assistance and lay leadership. I would also like to pay tribute to John Denny, as PCC Treasurer, and Gemma Coupland and Clare Trewartha as PCC Secretary. We thank Gemma for her fantastic support over the last three years and welcome Clare to the team. I give thanks to Andy Rathbone also for overseeing our Safeguarding responsibilities.

Reviewing this documentation in detail will give hints and echoes of a whole host of people who contribute in all sorts of different ways to our church, and I am grateful to everyone who participates and uses their talents to serve us all. On behalf of the PCC, I would particularly like to express our thanks to all those who give their time and talents to help in the running of the church. Alongside those already mentioned, we also thank all those who arrange flowers for the church, supported by the organising of Jane Loxton. Thank you also to those who

regularly clean the church under the supervision of Gail Crutchfield. Nick Crutchfield and the team continue to ring the bells for regular services and weddings. I also give thanks for Isobel Macdonald and her team (counting and banking) and Rhonda Agble (Gift Aid) who assist in making the financial tasks of our community more manageable for our Treasurer. We thank also those who prepare a welcome and handle refreshments after All-Age Services and everyone who works hard to make our church a place of welcome and Christian hope.

In leadership of the ministry, I would like to thank and pay tribute to our Lay Ministers, Margaret Moore and Becky Clifford, and to retired Clergy Alan Vousden and Jim Brown who provide support, leadership and experience.

Musically, we thank Richard Hall who has made a bright start to his tenure as our Director of Music, including the establishing of 'Treblemakers', our new Junior Choir. We are glad to have Richard's talents and enthusiasm as part of our church life and look forward to greater days ahead for our musical life as a church. We also pay grateful thanks to John Musker's music group who are very much valued by those who attend the All-Age services each month.

I'd also like to take this opportunity to thank our Sacristan and Server team who serve very faithfully in preparing the church throughout the liturgical year and serving at the Eucharist. In 2019, Stuart Forsey, Margaret Moore, Janet Wincott, Isobel Macdonald and Joan Austin all helped at different times and for different services. They are all such a blessing to us as a church. We could do with a greater level of engagement and support in this area of our worship and anyone who is interested in learning more and taking part in worship in this way would be very welcome.

There are a whole host of people who contribute in all sorts of different ways to our church, and we are grateful to everyone who participates and uses their time and talents to serve us all. We express our thanks to all those who give their time and talents to help in the running of St. Mary's Church; Organists and Choir, the Sunday School, Bell-Ringers, the cleaners, flower arrangers, Gail Crutchfield and all who lead Mothers' Union, Jane Field and the Churchyard Maintenance parties, our administrator Jenifa Muscat who works with me to handle the administrative side of church life, Cherry Plummer and others who help with the catering on various special occasions, car drivers for the elderly; also to the Sidespeople and all who work hard to make St Mary's church the place that it is.

Rev David Green

Churchwardens' Report

The major fabric work continues to revolve around our hopes to provide new facilities in a re-ordered and extended church building. During 2019, we worked closely with our architect, Martin Dunseath-Franklin, formerly of Purcell and now of Axis-Mason to continue advancing our plans.

Because of the proposals to reorder, the items identified in the last Quinquennial

Report are sensibly to be included within the build specification for the re-ordering of the church as this will include both internal and external works. It also makes little sense to spend money on something we know will be replaced. Consequently we have tried to keep our maintenance expenditure to a minimum. Nevertheless, some work has been required:

- The boiler was serviced and we entered into a new maintenance contract moving forward to ensure its good order each year;
- A good deal of moss and debris had collected on the flat roofs to the north and south of the church as well as the porch roof. This build-up was removed along with checking and cleaning drains and gullies;
- There were a few problems with lighting and electrical matters but as old style bulbs fail they continue to be replaced with energy saving LED bulbs;
- We were pleased to note this year that efforts to reduce access by swifts into the church via the eaves was successful and no swifts mistakenly found their way inside the church during their visits between April and June;

In the Churchyard, a new five year plan for the maintenance of the trees was commissioned from Down to Earth Ltd and West Malling Parish Council continue to work with us in implementing the recommendations of that plan. The immediate work and 3-6 month was done by year end.

In order to provide better protection for the graves and headstones in that area, and as part of the works to resurface the driveway, the reinstatement works to the damaged grass area was completed in the Spring of 2019.

John Musker & Clare Innes

Church Attendance

St Mary's

By year end, there were 96 parishioners on the Electoral Roll (up from 94 in 2018). The average weekly attendance at St Mary's was 52 adults (up from 49 in 2018) and 9 children (unchanged from 2018).

There were 96 Communicants at Easter (unchanged from 2018) with 187 in attendance, up from 120 in 2018. There were 105 Communicants on Christmas Eve/ Day (up 8 on 2018) and 728 people who attended services over the two days (up 3 from 2018).

Occasional offices

During 2019 there were six Weddings, one Wedding Blessing, 14 Funerals in church, 8 Cremations, 18 Baptisms, no Thanksgivings for the Gift of a Child and no Confirmations.

October count

(includes Sunday services, special services and Occasional Offices)

	Sundays		Midweek		Total	
	Adults	Children	Adults	Children	Adults	Children
St Mary's	67	16	13	3	80	19

PCC discussions in the last year**(including fabric, equipment and other expenditure related issues)**

The PCC attended to a number of issues during 2019, relating to the church's mission, the church building and the church reordering. Key issues discussed during the year included:

1. Supporting Rev David Green in ministry.
2. Planning for a proposed reordering of the church including the proposed extension to the church building.
3. Planning and reviewing Major Festivals in the Christian year, and setting fees for matters relating to Occasional Offices.
4. Discussing the role of music in the life of the church with our new Director of Music, Richard Hall
5. Discussing West Malling CEP School with Headteacher, Matthew Clark.
6. Approving the list of church members authorised to administer the Chalice at Holy Communion.
7. Safeguarding and Child Protection, including the implementation of the Church of England's new safeguarding guidelines and a report from our Officer in which we were able to confirm that there had been no incidents or reports in 2019. We also confirmed the re-appointment of Andrew Rathbone as our Safeguarding Officer.
8. Matters of concern within the Deanery and Diocese including Diocesan budget challenges and the need to support the wider church with the contribution of funds through the parish share system, including our response to the consultation on the new Indicative Offer system.
9. Stewardship and financial matters including the streamlining of our accounts and closure of redundant funds, how to raise income and communicate our needs to the parish, and moving to Contactless Giving.
10. Examining church policies and procedures, including agreement of a new Churchyard Policy.
11. Matters of concern in the Churchyard, including consideration of co-ownership of the Vicarage Drive, Topple-Testing of headstones, landscaping near the allotments and the management of the allotments.

12. Decisions concerning the allocation of church away-giving to missionaries both in this country and overseas and agreeing the percentage we give away.
13. Approval for a number of community and fundraising events and concerts and special events including but not limited to the Music@Malling festival, the Heart of Kent Hospice Christmas concert and West Malling Community Choir events.
14. Minor fabric and other expenditure costs and ongoing churchyard maintenance.

Clare Trewartha

Grants

The Mission allocation for 2019 from which grants were paid amounted to £5,240 (8.5% of qualifying income for 2018 which was £61,647) – a reduction of £946 on our Away Giving from the year before.

There were three major grants of £1,000 or more given. The largest beneficiaries were:

Pilsdon Community, West Malling	£1,200
David & Robin Stearns working in Uganda	£ 1,200
Daniel & Sarah Brito Medeiros, CMS	£ 1,200
Christian Aid	£ 500

John Denny

Deanery Synod

St Mary's plays a full part in the life of the Malling Deanery, including being represented on the Deanery Synod. Synod met three times in 2019 to discuss a range of topics ranging from training courses available, future strategy for mission and ministry (including the implementation of the current Deanery plan), and matters of mutual concern like the diocesan finances. Our current representatives are Jaki Musker and Rob Hancock.

Jaki Musker & Rob Hancock

Public Benefit

On the previous pages of this report, the PCC has profiled regular aspects of church life, meetings and services of wider public benefit, special events, occasional offices and grants given. While the church is a charity, our income was such that there was no need to register as a charity in 2019, the PCC is committed to best practice. As a result, listing our activities in the way that we have, enables us to meet the criteria of "Public Benefit" that might apply if our income moved above £100,000 a year and thus demanded registered charity status.

Financial Report

Review of the year from the Treasurer

West Malling PCC's total receipts, on its own unrestricted and restricted funds in 2019, were £83,788 (2018: £83,546) and are detailed in the financial statements.

The day to day receipts and payments for St Gabriel's, Kings Hill have been managed by St Gabriel's Treasurer and these accounts were consolidated with the PCC's accounts at year end - it is anticipated that 2019 will be the final period that will require such consolidation of accounts.

St Gabriel's income, as stated in the attached accounts, was £27,957, which makes the total receipts for both churches £111,745.

Overall, the PCC's day-to-day financial affairs, including a gain from the revaluation of shares and excluding monies expended towards the current reordering works known as the Capital Project, showed a surplus of £1,400 (2018 showed a loss of £9,289). St Gabriel's day-to-day financial affairs showed a surplus of £8,279.

Voluntary income, including collections in Church and direct to bank giving fell again to £53,517 in 2019 (compared to 57,861 in 2018). The costs in 2019 for the PCC, excluding monies expended on the Capital Project, amounted to £82,388, compared to the 2018 figure of £84,643.

In 2019 £30,876 was spent from restricted funds on the Capital Project costs compared to £2,851 in 2018.

St Gabriel's costs were £19,678, which makes the total costs £132,942.

Under the Offer system the PCC paid £41,572 during 2019, compared to £45,000 in 2018. The Offer covers the cost of the stipend and related costs and in addition, a contribution towards other diocesan ministry and support costs, previously described as Parish Share. This level of Offer remains significantly below the level being requested by the Diocese of Rochester under the Indicative Offer system.

Contributions towards the costs of Benefice Administrator were £3,592.

Total Away Giving of £5,618 is revealed in the accounts. In addition, the PCC also collected and passed on £2,353 (as agent) to other charities. Detailed schedules are appended to the accounts.

During the year the PCC resolved to streamline its accounts and to that end consolidated the funds known as the Church Centre Building, the Pew Cushion Fund and the Capital Church Project in to one fund known as the "Capital Project".

Further, the following funds have been consolidated in to General Funds, since their purpose either no longer existed or because the project had completed, or because they represented historic sums that are now managed in other ways.

Bell Fund
Friends of St Marys
Churchyard Fund
Creche Fund
Youth Group Fund

John Denny

Reserves policy

It is the PCC's policy to maintain a balance on unrestricted funds, if possible, which equates to approximately six months unrestricted payments, to cover emergency situations which may arise from time to time.

This report was approved by the PCC on Tuesday 15 September 2020 and signed on their behalf by



Rev'd David Green (PCC Chair)

West Malling PCC Accounting Policies

The financial statements have been prepared in accordance with the *Church Accounting Regulations 2006* together with applicable accounting standards and the Charities SORP 2005. The financial statements have been prepared under the historical cost convention except for the valuation of investment assets, which are shown at market value.

Funds

General funds represent the funds of the PCC that are not subject to any restrictions regarding their use and are available for application on the general purposes of the PCC. Funds designated for a particular purpose by the PCC are also unrestricted.

Restricted funds are those funds that must be spent on restricted purposes and details of the funds held and restrictions are provided in notes 5 and 8.

The financial statements include all transactions, assets and liabilities for which the PCC is responsible in law. They do not include the financial statements of church groups that owe their main affiliation to another body, nor those that are informal gatherings of church members.

Incoming resources

Voluntary income and capital sources

Collections are recognized when received by or on behalf of the PCC.

Planned giving receivable under Gift Aid is recognized only when received.

Tax recoverable on Gift Aid donations is recognized when the donation is recognized.

Grants and legacies to the PCC are accounted for as soon as the PCC is notified of its legal entitlement, the amount due is quantifiable and its ultimate receipt by the PCC is reasonably certain.

Funds raised by fêtes, garden party and similar events are accounted for gross. Sales of books and magazines from the church bookstall are accounted for gross.

Other income

Rental income from the letting of premises is recognized when the rental is received.

Income from investments

Dividends are accounted for when the PCC is aware they are due and payable, and interest entitlements are accounted for as they accrue. Tax recoverable on such income is recognized in the same accounting year.

Gains and losses on investments

Realized gains or losses are recognized when investments are sold.

Unrealized gains or losses are accounted for on revaluation of investments at 31 December.

Resources used

Grants

Grants and donations are accounted for when paid over, or when awarded, if that award creates a binding obligation on the PCC.

Activities directly relating to the work of the Church

The diocesan parish share is accounted for when due. Any parish share demanded payable within one year is provided for in these financial statements as an operational (though not a legal) liability.

Fixed assets

Consecrated property and movable church furnishings

Consecrated and beneficed property of any kind is excluded from the financial statements by s.96 (2) (a) of the Charities Act 1993.

Movable church furnishings held by the vicar and churchwardens on special trust for the PCC and which require a faculty for disposal are accounted for as inalienable property unless consecrated. They are listed in the Church's inventory, which can be inspected at any reasonable time. For inalienable property acquired prior to 2006 there is insufficient cost information available and therefore such assets are not valued in the financial statements.

All expenditure incurred in the year on consecrated or beneficed buildings, individual items or on the repair of movable church furnishings acquired before 1 January 2007 is written off.

Other fixtures, fittings and office equipment

Equipment used within the church premises is written off when the asset is acquired.

Investments

Investments are valued at market value at 31 December.

Current assets

Amounts owing to the PCC at 31 December in respect of fees, rents or other income are shown as debtors.

Short-term deposits include cash held on deposit either with the CBF Church of England Funds or at the bank.

Parochial Church Council of St Mary The Virgin, West Malling
Statement of financial activities

For the year ended 31 December 2019

	Notes	Unrestricted Funds £	Restricted Funds £	TOTAL 2019 £	TOTAL 2018 £
INCOMING RESOURCES					
Voluntary income	2a	51,925	1,592	53,517	57,860
Activities for generating funds	2b	5,962	841	6,803	6,635
Income from investments, short term deposits	2c	1	6,129	6,130	4,881
Church activities	2d	13,503	90	13,593	11,251
Other incoming resources	2e	3,700	45	3,745	2,919
For St Gabriel's Kings Hill	2e		27,957	27,957	29,975
TOTAL INCOMING RESOURCES		<u>75,091</u>	<u>36,654</u>	<u>111,745</u>	<u>113,521</u>
RESOURCES EXPENDED					
Church activities	3a	79,438	33,826	113,264	87,493
For St Gabriel's Kings Hill	3b		19,678	19,678	18,342
TOTAL RESOURCES EXPENDED		<u>79,438</u>	<u>53,504</u>	<u>132,942</u>	<u>105,835</u>
NET INCOMING RESOURCES BEFORE OTHER RECOGNIZED GAINS AND LOSSES		<u>-4,347</u>	<u>-16,851</u>	<u>-21,198</u>	<u>7,686</u>
Gains & loss on investment assets:					
on revaluation	8,		4,478	4,478	-814
			4,478	4,478	-814
NET MOVEMENT IN FUNDS		<u>-4,347</u>	<u>-12,373</u>	<u>-16,720</u>	<u>-3,127</u>
BALANCES as at 1 JANUARY		867,800	310,647	1,178,447	1,171,575
Movement on funds in year					
BALANCES as at 31 DECEMBER		<u>863,453</u>	<u>298,275</u>	<u>1,161,728</u>	<u>1,178,447</u>

Parochial Church Council of St Mary The Virgin, West Malling

Balance sheet at 31 December 2019

	Notes	Unrestricted Funds £	Restricted Funds £	TOTAL 2019 £	TOTAL 2018 £
FIXED ASSETS					
Investments at Diocese (Diocese is custodian Trustee)	5a		23,427	23,427	21,113
Sunday School assets	5c		6,845	6,845	5,786
			<u>30,271</u>	<u>30,272</u>	<u>26,899</u>
CURRENT ASSETS					
Debtors	6	3,851	689	4,540	11,935
Short-term deposits		<u>863,065</u>	<u>268,004</u>	<u>1,131,069</u>	<u>1,144,716</u>
		<u>866,916</u>	<u>268,693</u>	<u>1,135,609</u>	<u>1,156,651</u>
LIABILITIES					
Creditors - amounts due in one year	7	3,464	689	4,153	5,103
NET CURRENT ASSETS					
		<u>863,452</u>	<u>268,004</u>	<u>1,131,456</u>	<u>1,151,548</u>
Total assets less current liabilities		<u>863,453</u>	<u>298,275</u>	<u>1,161,728</u>	<u>1,178,447</u>
Creditors - amounts due after one year					
TOTAL NET ASSETS					
		<u>863,453</u>	<u>298,275</u>	<u>1,161,728</u>	<u>1,178,447</u>
PARISH FUNDS					
Unrestricted	9	863,453		863,453	867,800
Restricted	9		298,275	298,275	310,647
		<u>863,453</u>	<u>298,275</u>	<u>1,161,728</u>	<u>1,178,447</u>

Approved by the Parochial Church Council on 15th September 2020 and signed on its behalf by



(PCC Chairman)

Parochial Church Council of St Mary The Virgin, West Malling

The notes on the accompanying pages form part of these accounts

2 INCOMING RESOURCES		Unrestricted Funds £	Restricted Funds £	TOTAL 2019 £	TOTAL 2018 £
2a	Voluntary income				
	Planned giving:				
	Gift Aid donations	11,350		11,350	11,445
	Gift Aid recoverable	4,170		4,170	13,106
	Contributions direct to Bank	23,409		23,409	22,867
	Other income				
	Collections (open plate)	4,496		4,496	4,062
	Donations, appeals etc	3,500	1,592	5,092	6,381
	Legacies	5,000		5,000	
		<u>51,925</u>	<u>1,592</u>	<u>53,517</u>	<u>57,861</u>
2b	Activities for generating funds				
	Concerts	1,500			2,460
	Open gardens day	1,291			1,407
	Fundraising	1,101	567		1,458
	Magazine sales & advertising	1,006	274		545
	Photocopying Income	1,064			764
		<u>5,962</u>	<u>841</u>	<u>6,803</u>	<u>6,634</u>
2c	Income from investments				
	Dividends and interest	<u>1</u>	<u>6,129</u>	<u>6,130</u>	<u>4,882</u>
2d	Income from church activities				
	Fees	13,503	90	13,593	11,250
		<u>13,503</u>	<u>90</u>	<u>13,593</u>	<u>11,250</u>
2e	Other incoming resources				
	Other Incoming Resources	3,700	45	3,745	2,919
	St Gabriel's Kings Hill (received for)		27,957	27,957	29,975
		<u>75,091</u>	<u>36,654</u>	<u>111,745</u>	<u>32,894</u>

Parochial Church Council of St Mary The Virgin, West Malling

The notes on the accompanying pages form part of these accounts (continued)

	Unrestricted Funds £	Restricted Funds £	TOTAL 2019 £	TOTAL 2018 £
3 RESOURCES EXPENDED	79,438	33,826	113,264	87,494
3a Church activities				
Missionary and charitable giving See Note 10	5,618			6,540
Ministry Costs:				
Offer	41,572			45,000
Vicarage expenses	4,098			4,219
Vicar's working expenses	2,642			3,114
Benefice Administrator	3,592			3,470
Parish Training, Outreach	506			792
Church Running & Maintenance.	11,317	938		13,105
Sunday School				126
Cost of services	3,693			4,297
Photocopying Costs	2,800			3,980
Capital Church Project - Reordering of Church		30,876		2,851
Musical Activities	3,600	2,012		
	<u>79,438.00</u>	<u>33,826</u>	<u>113,264</u>	<u>87,494</u>
3b St Gabriel's Kings Hill (Payments made for)		19,678	19,678	18,342
TOTAL RESOURCES EXPENDED	<u>79,438</u>	<u>53,504</u>	<u>132,942</u>	<u>105,836</u>

MINISTRY COSTS

During the year the PCC made a contribution to the diocese of £41,572 under the Offer system.

This was to cover the costs of our Vicar and also a contribution towards other diocesan ministry and support costs.

4, PAYMENTS TO PCC MEMBERS

The vicars stipend, national insurance and pension are paid by the Diocese from part of the proceeds of our offer payments the PCC also reimbursed working expenses to our Vicar Reverend David Green, the PCC Chairman. No other payments or expenses were paid to any other PCC member, persons closely related to them or related parties.

Parochial Church Council of St Mary The Virgin, West Malling

The notes on the accompanying pages form part of these accounts (continued)

5 FIXED ASSETS

The West Malling Church Fabric Fund Trust & Chancel Fund Trust ("a & b" investments below)

The charitable purposes are "the repair, maintenance and renewal of the tower, roof and main walls and other structural parts of the fabric of St Mary the Virgin Church West Malling Kent and the neighbouring building known as the church centre."

a)	Investments	£
	Market value at 1 January 2019	21,113
	Revaluation gain	<u>2,314</u>
	Market value at 31st December 2019	<u>23,427</u>
b)	Diocesan CBF Account (included in short term deposits)	£
	At 1 January 2019	5,809
	Income	<u>637</u>
	At 31 December 2019	<u>6,446</u>

The Sunday School Fund ("c" investment below)

The Vicar and Churchwardens of the Parish of West Malling are trustees of the West Malling Sunday School Fund. The trustees shall apply the income and may apply the capital for the provision of religious instruction by means of a Sunday School, or otherwise.

c)	Sunday School assets	Bank Accts £	Investments £	Total £
	At 1 January 2019	0	5,786	5,786
	Revaluation gain		<u>1,059</u>	<u>1,059</u>
	At 31st December 2019	<u>0</u>	<u>6,845</u>	<u>6,845</u>

Parochial Church Council of St Mary The Virgin, West Malling

The notes on the accompanying pages form part of these accounts (continued)

6 DEBTORS	Unrestricted Funds £	Restricted Funds £	TOTAL 2019 £	TOTAL 2018 £
Tax recoverable	1,822			6,832
Other debtors	<u>2,029.00</u>	<u>689.00</u>	<u>4,540</u>	<u>5,103</u>
	<u>3,851</u>	<u>689.00</u>	<u>4,540</u>	<u>11,935</u>
7 LIABILITIES				
Accruals	<u>3,464</u>	<u>689</u>	<u>4,153</u>	<u>5,103</u>
	<u>3,464</u>	<u>689</u>	<u>4,153</u>	<u>5,103</u>

8 FUNDS

Fund movements	Balance 01/01/19 £	Income £	Expenses £	Transfers £	Revaluation Gains £	Balance 31/12/19 £
General	5198	75,091	-79,438	2,303		3,154
Designated						
Church Repair Fund	40,098	119	-938	488		39,767
Church Centre Building	728,819			-728,819		0
Capital Church Project	92,932			-92,932		0
Capital Project	0			821,751		821,751
Restricted						
Kings Hill Fund	54,055	27,957	-19,678			62,334
W. Malling Church Fabric Trust	20,841	637			2,314	23,792
Sunday School	187,994	212			1,058	189,264
Chancel Fund	5908				1105	7,013
Bell Fund	692			-692		0
Friends of St Mary's	755			-755		0
Capital Project	37,987	4,030	-30,876			11,141
Churchyard Fund	131			-131		0
KCACR	0					0
Choir Fund	636					636
Creche Fund	396			-396		0
Pew Cushion Fund	792			-792		0
Wedding Fund	1,188					1,188
Youth Group Fund	25			-25		0
Treblemakers	0	3,700	-2,012			1,688
	<u>1,178,446</u>	<u>111,745</u>	<u>-132,942</u>	<u>0</u>	<u>4,477</u>	<u>1,161,727</u>

The restricted "Sunday School Fund" is detailed in note 5.

The charitable trust "The West Malling Church Fabric Fund" is also regarded as restricted and detailed in note 5.

Sunday School Fund

Under the terms of the deed of Trust signed 5th December 1979 by the Rochester Diocesan Society and Board of Finance and the Board of Education, the PCC and the Sunday School Fund Trustees it was agreed that upon completion of any sale of the land now known as the Church Centre the Sunday School Fund was to receive proceeds from said sale in same proportion as to their contribution to the purchase price. The Sunday School fund had contributed the sum of £1,601.54 to the purchase on the 2nd June 1979 of the land now known as the Church Centre and this represented 19.7% of the total Purchase price at that date of £8,128.00.

19.7% of the surplus funds achieved upon sale completed in 2016 is £178,801.14

Parochial Church Council of St Mary The Virgin, West Malling

The notes on the accompanying pages form part of these accounts (continued)

9 ANALYSIS OF NET ASSETS	Unrestricted Funds	Restricted Funds	TOTAL 2019
Investment "Trusts" Assets		26,899	26,899
Current Assets	864,385	283,748	1,148,133
Amounts falling due in one year	-6,932		-6,932
			<u>1,168,100</u>

10 Away Giving

From Church's own funds

Beneficiary	2019 Amount	2018 Amount
CMS (Daniel & Sarah, Brazil)	1,200	1,100
Rochester Diocese Poverty & Hope	175	240
Christian Aid	500	600
David & Robin Stearns (Uganda)	1,200	1,100
Oasis UK		200
Estonia	163	
War Memorial Repair Fund		500
Spadeworks	200	220
Fields of Life	250	300
Friends of Kent Churches	200	230
Malling Deanery Synod	10	10
Pilsdon at Malling Community	1,200	1,700
Churches together in Malling	20	20
Friends of West Malling School	100	120
Friends of Rochester Cathedral	20	10
Let's Do Lunch (Churches Together in Malling) Outreach	150	190
Bibles for leavers	230	
	<u>5,618</u>	<u>6,540</u>

From funds received by the Church as Agent

Beneficiary

Heart Kent Hospice	253	37
NSPCC	0	209
Mothers Union	0	97
Ordinands Fund	0	197
Royal British Legion	473	418
Children's Society	689	969
WM Civic Council War Memorial Repair	0	5,132
RNLI	372	
Myeloma UK	434	
Pat Dickin	132	
	<u>2,353</u>	<u>7,059</u>

**Independent Examiner's
Report to the PCC of St Mary the Virgin, West Malling**

This report on the accounts of the PCC for the year ended 31st December 2019, which are set out on pages 14 – 20 of this report, is in respect of an examination carried out under Regulation 3 (3) of the Church Accounting Regulations 2006 (the Regulations) and s. 43 of the Charities Act 1993 (the Act).

Respective responsibilities of the PCC and the examiner

As members of the PCC you are responsible for the preparation of the accounts; you consider that the audit requirement of the Regulations and section 43 (2) of the Act do not apply. It is my responsibility to issue this report on those accounts in accordance with the terms of the Regulations.

Basis of this Report

My examination was carried out in accordance with the General Directions given by the Charity Commission under section 43 (7)(b) of the Act and to be found in the Church guidance, 2006. That examination includes a review of the accounting records kept by the PCC and a comparison of the accounts with those records. It also includes considering any unusual items or disclosures in the accounts and seeking explanations from you as trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit, and consequently I do not express an audit opinion on the view given by the accounts.

Independent Examiner's Statement

In connection with my examination, no matter has come to my attention:

1. which gives me reasonable cause to believe that in any material respect the requirements

to keep accounting records in accordance with section 41 of the Act; and

to prepare accounts which accord with the accounting records and comply with requirements of the Act and the Regulations have not been met; or
2. to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.



Mr Alan Gibbins FCA
Went House
83 Swan Street
West Malling
ME19 6LW

30 July 2020