

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 2012

Incumbent:

The Revd 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 2012

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. It also has maintenance responsibilities for the Church Centre of St Mary the Virgin, West Malling.

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

Assistant clergy: The Rev'd Graham Green (*PTO from 1 March 2012*)

Readers & Pastoral Assistants Mrs Margaret Moore
Mrs Janet Wincott (*until 23 December 2012*)

Churchwardens Mrs Becky Clifford
Miss Isobel Macdonald (*until 19 April 2012*)
Mr John Musker (*from 19 April 2012*)
Mr Ronald O'Neill (*Churchwarden Emeritus*)

Representatives on
the Deanery or Diocesan Synod Mrs Margaret Moore
Mr Ian Walker-Jopson (*until 19 April 2012*)
Mrs Janet Wincott (*from 19 April 2012*)
Mrs Lesley Pomeroy (née Leach)
(*for Kings Hill, from 12 June 2012*)

Elected members of the PCC:

Mrs Deborah Sutch (*Hon. Secretary until 19 April 2012*)
Mrs Mary Gibbins (*Hon. Secretary from 19 April 2012*)
Mrs Lesley Bays (*Hon. Treasurer*)
Mrs Sue Chapple (*until 19 April 2012*)
Mr Nick Crutchfield
Mrs Anne Gibbins
Mr Rob Hancock

list continued overleaf

Elected members of the PCC (cont'd):

Mr Andrew Meek
Mrs Cherry Plummer
Mr David Day (*from 19 April 2012*)
Mrs Anna Tunnicliff (*from 19 April 2012*)
Mr Ian Walker-Jopson (*from 19 April 2012*)
Mrs Sue Elson (*for Kings Hill, from 12 June 2012*)

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. All Church attendees are encouraged to register on 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 from existing members attend occasional events to update and inform the PCC on new legislation, regulations and requirements.

The full PCC met monthly in 2012 with the exception of August. 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.

During 2012, the Anglican Congregation on Kings Hill agreed a more formal relationship to the PCC through taking one Deanery Synod place allocated to St Mary's and one place on the PCC. In addition, that congregation met regularly throughout the year in 'congregational meetings' to consider their own needs. During 2012, the Kings Hill Steering Support Group came to a formal conclusion. It is anticipated that it will be replaced in 2013 by a newly-formed 'Cluster Council'.

Rev'd David Green, Mr Ron O'Neill (until April 2012), Miss Isobel Macdonald and Mr John Musker (since April 2012) are co-opted members of the Parish Council's Churchyard Committee and report to the PCC.

Risk management

As set out in our intentions for 2011, in the last year the PCC has completed work on documenting financial policy and procedures, a policy for handling disturbances during public worship and a policy for music concert bookings. In its ongoing programme of risk management, in 2013 the PCC intends to work towards a fire risk assessment, a health and safety policy, churchyard and baptism policies. In regard to safeguarding policies for working with children, young people and vulnerable adults, the PCC follows the Diocese of Rochester's Child Protection and Safeguarding procedures and policies.

Objectives and activities

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 at St Mary's and one on Kings Hill every Sunday. At St Mary's, a *Book of Common Prayer* eucharist is held at 8 a.m. and a eucharist or family service using *Common Worship* at 11.00 a.m. On Kings Hill, the Sunday service took place at 9.30 a.m. in the Community Hall. All of the services have regularly included children's activities in the mornings.

There have been a number of midweek meetings and activities in 2012. People gather regularly on Tuesday mornings to conduct Morning Prayer at St Mary's. In February, a new housegroup was established at the Vicarage which quickly multiplied into two groups by the Summer meeting in homes. Likewise, a youth Bible study was established in January (again at the Vicarage) to serve the needs of teenagers in school years nine to thirteen.

During the year, we established a new pattern of occasional Cluster services for various high days during the Christian year. Epiphany, Ash Wednesday and Ascension Day were all celebrated in such a way. Towards the end of the year on another such high day close to All Saints' Day, a new annual memorial service was held to support families who had suffered a bereavement in the previous twelve months.

In addition, a small team of pastoral visitors supported the work of the clergy throughout the year by regularly attending to a number of church members who are house-bound and/or sick.

Meetings and services of wider public benefit include the Mother's Union, the Kings Hill Girls' Brigade, two Marriage Preparation courses held in the Spring and Autumn teaching life skills to couples preparing for married life, the All Saints' memorial service, the use of the church for music concerts and enabling the use of the Church Centre for a pre-school nursery, and several uniformed organizations include the Brownies and the Girl Guides.

St Mary's maintains a strong link with West Malling CEP school. The school visit the church building six times a year for their end-of-term service of worship and celebration of the children's achievements. David Green, as Priest-in-Charge, takes an assembly in school each week and works with teachers on an occasional basis to supplement RE and the Christian ethos of the school. The church also provides three foundation governors to the governance of the school, in addition to David.

St Mary's works alongside other churches in the Churches Together in Malling network. We also support various activities locally (e.g. Christian worship services in residential care homes) and internationally (via a range of missionary links).

Achievements and performance

Review of the year by Rev David Green

In the early part of the year, St Mary's formally moved their Sunday morning service start time to 11 a.m. (a fifteen minute delay) in order to enable a more sensible transition and 'porch time' at both the end of the services in Offham and Kings Hill and then at the beginning of the service at St Mary's. While there is the occasional Sunday in which we run on and finish around 12:30 p.m., overall the average finish to our services has not changed in any significant way and probably pays testimony to the fact, that prior to the change, we often started late at around 11 a.m. anyway.

During regular services, we have also begun to experiment with seasonal Communion booklets in order to take advantage of some of the seasonal richness of our liturgy. Experiments in Advent and Lent were very well received and we continue to slowly work our way around the other seasons.

In the last year, two key touchstones have been Welcome and Discipleship. To cover the latter one of those first, the changes in worship and use of liturgy were the first port of call. However, we then began to take advantage of the weekdays to encourage discipleship in other ways. In the early part of the year, we created a new Housegroup for the Benefice and also a Youth Group for those in school years nine to thirteen. The response and attendance at the first set of Housegroup meetings at the Vicarage was very good and we quickly were forced into multiplying into two groups; one of which now meets in Offham and one which meets in Kings Hill. As the year concludes, it will not be long before a third group is needed. Both of the current groups include congregation members from all three churches and so, not only are they places for Bible study, discipleship and mutual support but they also serve a purpose in unifying the churches.

The Youth Group has continued to meet throughout the year. The young people seem to appreciate the opportunity to study the Bible together and speak about subjects of interest and relevance to them in a manner relevant to their age and maturity as they 'graduate' out of Sunday School.

In the summer, members of the congregation joined the PCC for a Parish Away Day (together with Offham) led by Canon Jean Kerr, at St Martin of Tours, Chelsfield. Using material from *The Healthy Churches Handbook*, we considered our future together as church and set ourselves some goals for the development of our congregation, our

building and our community. Over the following six months, the PCC continued to work on that material and have come up with several key priorities for our future development, many of which are to do with that second touchstone of Welcome. In this coming year, we hope to introduce Welcome cards and improve our initial contact when people come to worship, address the issue of space at the west-end of church by removing two rows of pews on a trial basis, improve the area for very young children near the font (and possibly relocate it to the north side of the church) and begin to explore our options for installing toilet and refreshment facilities.

Another key challenge in 2012 was our finances. At the end of 2011, there was a significant deficit in our annual income compared to expenditure. With thankfulness we report that we were able to break-even on the year, even before a generous legacy that arrived in December was made known. However, still more needs to be done and further commentary on our financial position is made later in this annual report.

Just in time for a very full Easter programme last year, we welcomed Rev Graham Green back into ministry as he was given *Permission-to-Officiate* in March by the Bishop of Rochester. Since then, Graham has led and preached on a regular basis and our congregations, who have been blessed by God through Graham's considerable gifts, will no doubt want to thank him for his service and pray for further growth and development in his ministry this coming year.

2012 was a huge year for Great Britain with both the 60th anniversary celebrations of the Queen's accession to the throne and then the London Olympics. Special services were held on the weekend of June 2nd for the Queen's Jubilee and St Mary's played a full part in the West Malling celebrations. As part of the High Street parties, we opened the church tower for visitors and enabled many people to climb to the top and see the view. It was something so appreciated that we've been asked by West Malling Parish Council to repeat the tower experience in 2013. Our flower arrangers produced a beautiful set of displays in the church to mark the weekend of celebrations and a book of celebration was opened with many parishioners coming to write messages of goodwill to Her Majesty. The book was subsequently sent to Buckingham Palace and a kind letter of appreciation received by return. We are grateful to all those who put together flower displays and to the volunteers who manned the church and the tower on the big day itself.

In the Summer, Mary Gibbins stepped down from leading the Sunday School and Kerry Green stepped up, along with Jane Loxton and Kim Alliston, to provide leadership for the next generation. I'm thankful to Mary and those who worked with her to see the children's church through the interregnum and then through my first year or so as Priest-in-Charge.

Later in the year, the Harvest Festival took the form of a special Family Service and took place this year on 23rd September and the following week, we hosted the second Music@Malling festival as the Chamber Domaine ensemble, conducted by Thomas Kemp, returned with a number of special guests. The festival continues to build in reputation and attendance, and I continue to hope that St Mary's will do all we can to support and encourage the festival.

The civic service of Remembrance was extremely well attended once again as the 11th of November fell this year on a Sunday. I was also privileged to lead and preach at the Kings Hill open-air service hosted by ourselves in conjunction with the Parish Council and Kings Hill Christian Fellowship. Our Girls' Brigade also very well represented.

I am grateful to both St Mary's and Kings Hill congregations (as well as Offham) for being willing to sacrifice and make allowances for one another around the busy Christmas period. We broke all records with 1,111 people attending church over the Christmas Eve and Christmas Day periods. The St Mary's Christingle was particularly busy and, in 2013, changes will be required on health and safety grounds to accommodate the demand that is clearly present in the wider community.

As the year comes to an end, we remember also those members of our church who have either moved away or, sadly, passed away in the last twelve months and give thanks for their friendship and their partnership with us in the gospel over many years here.

We are enormously grateful to all those who contribute to make both St Mary's and Kings Hill what they are. In particular, we would like to thank Isobel Macdonald, Becky Clifford and John Musker for serving as Churchwardens. We're grateful to Deb Sutch and Mary Gibbins respectively for fulfilling the role of PCC Secretary. Lesley Bays continues to deserve our enormous credit for all her work as Treasurer, as do Andrew Meek and Rob Hancock who work with her in particular roles. We also pay tribute to Sue Chapple and all those who have organised fund raising events on behalf of the church during 2012.

I am also grateful to Graham Green and Margaret Moore for their partnership in ministry and to Audrey and Colin Attree in leading music at St Mary's. This year we pay particular tribute to Janet Wincott, who retired as a Pastoral Assistant at the end of 2012 and who has given eleven years of fantastic ministry and service to many people in the parish. Finally, we mark the contributions of Karen Webber, and Jim and Freda Ryan-Smith for their help in working on all the practicalities of church life on Kings Hill.

Reviewing the accompanying booklet of church activity will give indications of 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 and Kings Hill; the Organist and Choir, the Sunday School, Bell-Ringers, the Sacristan and Servers, the cleaners, flower arrangers, car drivers for the elderly; also to the Sides-People and all who work so hard to make St Mary's church and the Kings Hill congregation welcoming places to be. Finally, and on behalf of the PCC, I would also like to thank Gaye Webb who keeps the Church Centre clean and tidy and Cherry Plummer and those who help her with the catering on various special occasions throughout the year.

Churchwardens Report by John Musker and Becky Clifford

We looked forward to our first full year with David at the helm. Despite her very best efforts, the repairs to the church clock went beyond Issy's tenure as Churchwarden. However, she kept her finger on the pulse until it was finally coaxed back into working order (after a few hiccoughs) in August: it took a few months for the new mechanism, installed in late June, to bed down.

A group of students from Tonbridge Girls Grammar School visited the church and made many of the brasses sparkle: Becky was kept busy ensuring Brasso was in good supply. They also managed to make some of the more inaccessible windows gleam.

John joined Becky as Churchwarden in April; his humour, practical skills and height are invaluable (particularly when lamps cease to function).

The photocopier contract was renegotiated; we now have an efficient colour copier *and* a collating machine in the vestry for less than the rental of the old b&w photocopier. The collator has already proved to be worth its weight in gold.

We have purchased or been the grateful recipients of several generous donations as detailed below:

1. An ampulla (a covered metal receptacle for ashes used on Ash Wednesday)
2. 1 small square glass cruet with cross decoration and stopper
3. 30 copies of *Book of Common Prayer*, commemorating its 350th anniversary
4. 30 copies of *Common Worship: Holy Communion Order 2*
5. 10 copies of *Common Worship: Daily Prayer*
6. A votive candle stand given in memory of Geoffrey Charlton

We would like to thank all our sidesmen for their unfailing welcomes – if you would like to join the team, please let us know! We'd also like to thank all who clean the church and Ron O'Neill for organising them.

Looking forward, we would like to form a team to care for the fabric of the church in a similar way as the churchyard working parties. We also want to encourage people to try out being 'deputy churchwarden' for a few months just to get an idea of what's involved without being committed long term.

Church Attendance

There were 130 parishioners on the Church Electoral Roll in 2012, (no change from 2011). The average weekly attendance, counted during October 2012 was 103 adults and 18 children. This breaks down as follows:

	Sundays		Midweek		Total	
	Adults	Children	Adults	Children	Adults	Children
St Mary's	83	14	7	0	90	14
Kings Hill	13	4	0	0	13	4
Totals	96	18	7	0	103	18

While these figures for St Mary's represent significant drops on 2011, it is worth noting that the 2011 figures were far from representative because of a number of special services that took place in October 2011. In 2011, we noted in our Annual Report that a better guide was an average that took out such special services: this gave an average of 71 adults and 15 children at St Mary's. Given that two young people from St Mary's became adults in 2012, our children's work has (in terms of averages) gained one, and adult attendance has risen well. In particular, it is encouraging that our investment in the Marriage Preparation course has led to a number of couples continuing to worship with us in the months following their wedding days.

There were 141 Communicants at Easter (129 at West Malling, 12 at Kings Hill, up by 21 on 2011) with 208 in attendance (194 at West Malling, 14 at Kings Hill, up 58 on 2011). There were 122 Communicants on Christmas Eve/Christmas Day (all at West Malling, up three on 2011) and 1,111 people who attended services over the two days (up by 227 on 2011).

As in previous years, certain seasonal events and services were very well attended and Christmas was a particular highlight. As last year, Christmas cards giving details of all the local Christmas services were distributed in collaboration with the Roman Catholic and Baptist Churches.

Occasional offices

During 2012 there were fifteen wedding services, ten funerals in church and seven interments of ashes, 12 cremations, 38 baptisms, no thanksgivings for the gift of a child and two confirmations.

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

The PCC attended to a number of issues during 2012, relating to the church's mission, the church building and church centre. Key issues discussed during the year included:

1. Service times, PCC structure, West Malling CEP School's move to Academy status, including new people in ministry (both lay and ordained) and their training, fees for Occasional Offices, and our relationship with Betty Lewis pre-

school. Discussion about the future both in regard to ministry and the maintenance and utilization of our fabric was also an important theme arising out of the Away Day in the summer.

2. Policies for Financial Procedures, Concerts, and Handling Disturbances were agreed.
3. Repairs and refurbishment to the Church buildings. Such work included the repairs to the church clock, the boiler service contract, and matters from the Quinquennial report.
4. The introduction of a new Votive Candle Stand, a Peal Board and a replica model of a Bell to be fixed in the tower were all agreed.
5. Future repairs and refurbishments including the sound system, lighting and electrics, and stonework were all discussed.
6. Repairs and refurbishment to the Church Centre. Such work included repairs and painting, repairs to heaters, the 'rejuvenation' project undertaken by the Explorer Scouts, and the involvement of Betty Lewis pre-school.
7. Matters of concern in the Churchyard, including the commissioning of a Tree Survey, car parking, 'reserved' grave spaces and flagrant disregard of the Churchyard regulations in regard to graves.
8. A number of different fund-raising events; stewardship and financial matters including how to raise income and communicate our needs to the parish.
9. Decisions concerning the allocation of church away-giving to missionaries both in this country and overseas.
10. Plans for improving communications, including arrangements for the church website and the production of the parish magazine.
11. Discussions about hosting the West Malling Farmers' Market on a weekly basis in the grounds of the Church Centre (subsequently scrapped).
12. The replacement photocopier following the conclusion of the previous contract and setting charges for its use by other local churches.
13. Approval for a number of concerts and special events including the Music@Malling festival, the Vigo Singers' concert, the Heart of Kent Hospice Christmas concert and a Musical Mums event.
14. Matters of concern within the Deanery and Diocese, particularly the move to admit women to the Episcopate.
15. Minor fabric and other expenditure costs.

Grants

The Mission allocation for 2012 from which grants were paid amounted to £2,169.00 (4% of qualifying income for 2011 which was £50,848 plus a small amount of £135 unspent from 2011). There were no major grants of £1,000 or more given. However, the largest beneficiaries were:

Pilsdon Community, West Malling	£ 600
David & Robin Stearns working in Uganda	£ 300
David & Amy Roche, Church Mission Society	£ 200
Diocesan 'Poverty & Hope' Appeal	£ 200

At the end of December 2012, these grants had not been paid out. The allocation of the majority of this money has, however, been agreed (which is why the Creditors figure in the Accounts reflects that fact). In the final accounts, the total is listed as £2,264 because £300 of giving in 2011 was not able to be included in the 2011 figures and a £205 cheque to the *Just Children's Foundation* was never cashed due to problems in that organisation leaving a £95 addition to the 2012 figure of £2,169. At the time of writing, a balance of the 2012 money remains unallocated pending further discussion by the PCC. The PCC also committed in 2012 to give away at least 5% (rising from 4%) of our income in 2013.

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 2012, 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 2012 were £79,346 (2011: £51,848) and are detailed in the financial statements. (The 2011 figure does not include income from Fees, in excess of 6K, due to those accruing between January and mid-September being allocated against the costs incurred during the interregnum period). The PCC also manages the day to day receipts and payments for the Anglican Congregation on Kings Hill. Their income, as stated in the attached accounts, was £5,166 which makes the total receipts £84,512.

The Charities Act 1993 requires, where a charity's total income exceeds £100,000, that the Trustees must prepare financial statements on an accruals basis. It is also a requirement to restate the prior year's figures on an accruals basis for comparison purposes. Whilst this was not a requirement in 2012, or 2011, in order to have consistency in the reporting with previous years, the accounts have still been prepared on an accruals basis.

Overall day-to-day financial affairs showed a surplus of £5,123, which was a considerable improvement on the previous year (2011 showed a loss of £8,969 before gains and losses).

The PCC was very grateful to receive two legacies to the total value of £7,500. The PCC was also the fortunate recipient of £7,335 from donations and appeals etc., including a very generous donation of £1,000 from a charitable trust. The legacies and donations have been fundamental in providing a significant improvement in the Church's finances in 2012. Circumstances were different in 2011, where all but one thousand pounds of donations and appeals etc. were pledged to the Heating Fund to replace the Church boiler.

The costs in 2012 amounted to £74,222, compared to the 2011 figure of £60,817. The 2012 amount was higher primarily due to the Vicar's stipend being paid for the full year, whereas in 2011 it was payable only for approximately three and a half months. Parish Share was paid of £13,800 and in 2013 we shall have to pay to the Diocese £13,200, under this heading. In 2012 the costs incurred in maintaining the fabric of the Church were only modest, with £914 being spent on repairing stonework by the East window. For comparison, in 2011, the net cost in the year for Church roof repairs was £4,640.

In addition to Away Giving of £2,264 revealed in the accounts, the PCC also collected and passed on approximately £5,000 (as agent) to other charities. Detailed schedules are appended to these accounts.

In summary, it was an encouraging year, with a surplus made, replenishing the PCC reserves back up to the 2010 level at approximately £102,000. However, though giving by standing order increased significantly during 2012, it is necessary to remember that this upturn is primarily due to receiving legacies and generous donations. There were also only modest costs incurred in maintaining the fabric of the Church.

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 target was consistently achieved throughout 2012.

Financial comment from the Priest-in-Charge

As we mentioned earlier in this report, finance was a key priority in 2012. At the end of 2011, there was a significant deficit in our annual income and expenditure and we had to take steps to address that in 2012. Primarily, we did so by making the congregation aware of the situation and continuing to communicate with them as the year progressed. As well as the 'financial discipleship' of the congregation, we worked with the Pre-School to improve the rent they pay and were able to help a number of couples with weddings that also had the side effect of improving our income.

I am heartened that we were able to break-even on the year, even before a generous legacy that arrived in December was made known. For all of that I give thanks to God and recognise the sacrificial service of those who either began to give for the first time

or upped their contributions. However, still more needs to be done. There is no guarantee of similar outcomes in 2013, and the early signs from the PCC's guide budget for the coming year indicate a four figure loss.

This is also not just about breaking even. It is vitally important that we seek to address needs in the fabric of our buildings and make them welcoming places in which to worship, that as a Cluster we seek to expand our base of people involved in ministry (not least in providing administrative support to release clergy so they can spend more of their time doing what you would expect them to be doing as Priests) and that we create financial room for growth in ministry and mission. Our 'financial discipleship' remains important and we still have some way to go.

This report was approved by the PCC on Sunday 7th April 2013 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 note 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 church 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 and is shown as a creditor in the balance sheet.

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 2012

	Notes	Unrestricted Funds £	Restricted Funds £	TOTAL 2012 £	TOTAL 2011 £
INCOMING RESOURCES					
Voluntary income	2a	56,178	-	56,178	38,745
Activities for generating funds	2b	3,806	-	3,806	1,646
Income from investments	2c	5	-	5	245
Church activities	2d	18,850	-	18,850	10,994
For Kings Hill	2e	-	5,166	5,166	4,504
Interest on Short term deposits		506	-	506	218
TOTAL INCOMING RESOURCES		<u>79,346</u>	<u>5,166</u>	<u>84,512</u>	<u>56,352</u>
RESOURCES EXPENDED					
Cost of generating voluntary income	3b	-	-	-	-
Fund raising trading costs	3c	-	-	-	-
Church activities	3a	74,222	-	74,222	60,817
For Kings Hill Parish	3d		3,437	3,437	3,861
TOTAL RESOURCES EXPENDED		<u>74,222</u>	<u>3,437</u>	<u>77,659</u>	<u>64,678</u>
NET INCOMING RESOURCES BEFORE OTHER RECOGNIZED GAINS AND LOSSES		<u>5,123</u>	<u>1,729</u>	<u>6,853</u>	<u>(8,326)</u>
Gains on investment assets:					
on disposal	5b	-	-	-	-
on revaluation	5b		1,532	1,532	296
		<u>-</u>	<u>1,532</u>	<u>1,532</u>	<u>296</u>
NET MOVEMENT IN FUNDS		<u>5,123</u>	<u>3,261</u>	<u>8,385</u>	<u>(8,030)</u>
BALANCES as at 1 JANUARY		61,573	31,949	93,522	101,551
Movement on funds in year		452	(452)	-	-
BALANCES as at 31 DECEMBER		<u>67,149</u>	<u>34,758</u>	<u>101,906</u>	<u>93,522</u>

Parochial Church Council of St Mary The Virgin, West Malling

Balance sheet at 31 December 2012

	Notes	Unrestricted Funds £	Restricted Funds £	TOTAL 2012 £	TOTAL 2011 £
FIXED ASSETS					
Tangible	5a	8,128		8,128	8,128
Investments at Diocese (Diocese is custodian Trustee)	5b	<u>8,128</u>	<u>20,232</u> <u>20,232</u>	<u>20,232</u> <u>28,360</u>	<u>18,700</u> <u>26,828.01</u>
CURRENT ASSETS					
Debtors	6	9,121	-	9,121	13,743
Short-term deposits		<u>67,214</u> <u>76,334</u>	<u>14,526</u> <u>14,526</u>	<u>81,739</u> <u>90,860</u>	<u>80,423</u> <u>94,167</u>
LIABILITIES					
Creditors - amounts due in one year	7	17,314	-	17,314	27,473
NET CURRENT ASSETS/LIABILITIES		<u>59,021</u>	<u>14,526</u>	<u>73,547</u>	<u>66,694</u>
Total assets less current liabilities		<u>67,149</u>	<u>34,758</u>	<u>101,906</u>	<u>93,522</u>
Creditors - amounts due after one year		-	-	-	-
TOTAL NET ASSETS		<u>67,149</u>	<u>34,758</u>	<u>101,906</u>	<u>93,522</u>
PARISH FUNDS					
Unrestricted	9	67,149		67,149	61,573
Restricted	9		34,758	34,758	31,949
		<u>67,149</u>	<u>34,758</u>	<u>101,906</u>	<u>93,522</u>

Approved by the Parochial Church Council on 7th April 2013 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 2012 £	TOTAL 2011 £
2a	Voluntary income				
	Planned giving:				
	Gift Aid donations	13,073	-	13,073	14,667
	Gift Aid recoverable	7,059		7,059	7,106
	Contributions direct to bank	15,070	-	15,070	9,425
	Other income				
	Collections (open plate)	6,141	-	6,141	6,546
	Donations, appeals etc	7,335	-	7,335	1,000
	Grants	-	-	-	-
	Legacies	7,500	-	7,500	-
		<u>56,178</u>	<u>-</u>	<u>56,178</u>	<u>38,745</u>
2b	Activities for generating funds				
	Concerts & sponsored bike ride	1,179		1,179	730
	Open gardens day	542	-	542	248
	Fundraising	983		983	-
	Magazine sales & subs	1,102	-	1,102	668
		<u>3,806</u>	<u>-</u>	<u>3,806</u>	<u>1,646</u>
2c	Income from investments				
	Dividends and interest	<u>5</u>	<u>-</u>	<u>5</u>	<u>245</u>
2d	Income from church activities				
	Church hall lettings	8,171	-	8,171	7,160
	Fees	10,679	-	10,679	3,835
		<u>18,850</u>	<u>-</u>	<u>18,850</u>	<u>10,994</u>
	Other incoming resources				
2e	Kings Hill's Parish (received for)	-	5,166	5,166	4,504
	Total incoming resources	<u>78,839</u>	<u>5,166</u>	<u>84,006</u>	<u>56,134</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 2012 £	TOTAL 2011 £
3 RESOURCES EXPENDED				
3a Church activities				
Missionary and charitable giving (schedule appended)	2,264	-	2,264	2,290
Ministry costs:				
Parish Share	13,200	-	13,200	13,800
Stipend, NI & pension costs	25,578	-	25,578	5,976
Vicarage expenses	2,479	-	2,479	1,096
Vicar's working expenses	1,062	-	1,062	764
Sequestration costs		-	-	903
Church Running & Maintenance.	12,488	-	12,488	11,245
Church Centre Running, Repairs & Maintenance	10,217	-	10,217	10,999
Sunday School	412	-	412	425
Cost of services	6,523	-	6,523	8,632
Church Roof repairs See Note 4c		-	-	4,640
Heating Fund See Note 4c		-	-	48
	<u>74,222</u>	<u>-</u>	<u>74,222</u>	<u>60,817</u>
3b Generation of voluntary income				
Costs of appeals etc	-	-	-	-
3c Fund Raising Costs	-	-	-	-
3d Kings Hill Parish (Payments made for)	-	3,437	3,437	3,861
TOTAL RESOURCES EXPENDED	<u>74,222</u>	<u>3,437</u>	<u>77,659</u>	<u>64,678</u>
4a STAFF COSTS (included in Church Activities)				
Wages & Salaries	<u>4,429</u>			<u>4,201</u>

In addition to paying (to the diocese) the vicar's stipend etc, during the year the PCC employed the services of an organist and a cleaner (both part time) but no payments to the latter two were large enough to attract social security costs. Together the cleaner and organist equate to less than one full time employee.

4b PAYMENTS TO PCC MEMBERS

Apart from the vicar's stipend, national insurance and pension payments paid by the PCC, the PCC also reimbursed working expenses to the 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

		Freehold land and buildings	Church Equipment	Total
		£	£	£
ACTUAL COST	At 1 January 2012	8,128	-	8,128
	Disposals	-	-	-
	Additions at cost	-	-	-
	At 31 December 2012	<u>8,128</u>	<u>-</u>	<u>8,128</u>
DEPRECIATION	At 1 January 2012	-	-	-
	Withdrawn on disposals	-	-	-
	Charge for the year	-	-	-
	At 31 December 2012	<u>-</u>	<u>-</u>	<u>-</u>

The PCC is managing trustee of the above freeholds comprising the church centre.

The PCC is of the opinion that the asset is worth considerably more than its book value. However it is shown at acquisition cost, not depreciated and insured for £365,000 as recommended by the insurers. Church equipment is written off against income in the year it is purchased

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

The trustees of the Charitable Trust "The West Malling Church Fabric Fund" were all three members of the PCC as at 31 December 2008. 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."

For completeness the Trust's investments are included below. Last year's value is included in the balance sheet on a similar basis for the purpose of comparison.

b)	Investments	2012
		£
	Market value at 1 January	13,523
	Disposals at carrying value	
	Purchases at cost	
	Revaluation gain	<u>438</u>
	Market value at 31 December	<u>13,961</u>
c)	CBF Account	£
	At 1 January	1,399
	Withdrawals	
	Deposits	
	Gain	<u>719</u>
		<u>2,118</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 2012 £	TOTAL 2011 £
	Tax recoverable	6,235	-	6,235	5,363
	Other debtors	100	-	100	5,942
	Offham PCC	2,786	-	2,786	2,438
		<u>9,121</u>	<u>-</u>	<u>9,121</u>	<u>13,743</u>
7	LIABILITIES				
	Parish Share for 2013 (next year)	13,200	-	13,200	13,800
	Away giving donations	2,169	-	2,169	2,140
	Accruals	1,945	-	1,945	4,533
	Loan	-	-	-	7,000
		<u>17,314</u>	<u>-</u>	<u>17,314</u>	<u>27,473</u>

8 FUNDS

The restricted funds comprise the Kings Hill Fund, The Friends of St Mary's Fund, Spire and Roof Fund, The Bell Fund, The Chancel Fund. The charitable trust "The West Malling Church Fabric Fund" is also regarded as restricted and detailed in note 5.

Fund movements	Kings Hill £	Friends £	Bell Fund £	Chancel £	Spire £
Balance at 1 January 2012	11,219	1,000	1,030	3,778	(1,819)
Incoming resources	5,166				
Resources expended	-3,437				
Transfer of funds	-452				
Investment losses				375	
Balance at 31 December 2012	<u>12,496</u>	<u>1,000</u>	<u>1,030</u>	<u>4,153</u>	<u>(1,819)</u>

The deficit in the Spire Fund will be redeemed from future donations to the Fund, tax reclaim on gift aided donations and transfer of additional funds from unrestricted monies to clear any shortfall.

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 2012 £
Tangible Fixed Assets	8,128	-	8,128
Investment "Trusts" Assets	-	20,232	20,232
Current Assets	76,334	14,526	90,860
Amounts falling due in one year	17,314	-	17,314
Amounts falling due after one year	-	-	-
	<u>67,149</u>	<u>34,758</u>	<u>101,906</u>

Away Giving for the year 2012

From Church's own funds

Beneficiary	2012 Amount	2011 Amount
Jo Musker re South Africa Aid work	200	-
West Malling CEP - Pupil Funding	100	-
C.M.S.	200	400
Poverty & Hope	200	275
Churches Together in Malling	20	-
National Churches Trust	100	-
Just Children	-205	205
Dave Carter First Steps drop in Centre		150
Dave Stearns (Uganda)	300	300
Spadeworks	150	150
L'Arche	150	150
Churches Together in Malling	-	20
Emilia's Little Heart Foundation	100	-
Oasis, India Jo & Richard Myerscough	50	-
Friends of Kent Churches	100	10
Malling Deanery Synod	30	30
Pilsdon at Malling Community	600	600
Balance	169	
	<u>2,264</u>	<u>2,290</u>

From funds received by the Church as Agent

Beneficiary

Emilia's Little Heart Foundation	232	-
British Legion	388	410
Heart of Kent Hospice	3,684	-
Children's Society	638	953
	<u>4,942</u>	<u>1,364</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 2012, which are set out on pages 16 - 22 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

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April 2013