

**ANNUAL REPORT
AND
FINANCIAL STATEMENTS**

for the year ended 31 December 2019

**The Parochial Church Council of
Saint Martin of Tours Church, Chelsfield**

Incumbent:

Revd John Tranter
The Rectory
Skibbs Lane
Chelsfield
Kent
BR6 7RH

Primary Bank:

HSBC
249 High Street
Orpington
Kent
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Registered Charity number: 1131573

2019 Report and Accounts for the Parochial Church Council of St Martin of Tours Church – Chelsfield

Aim and purposes

Chelsfield, St. Martin's, Parochial Church Council (PCC) has the responsibility of co-operating with the incumbent, the Reverend John Tranter, in promoting in the ecclesiastical parish, the whole mission of the Church, pastoral, evangelical, social and ecumenical. The PCC is also specifically responsible for the maintenance of the Parish Church of St. Martin of Tours and Churchyard in Church Road, Well Hill Mission in Well Hill and the Parish Room in Skibbs Lane.

Objectives and activities

The PCC is committed to enabling as many people as possible to worship at our church and to become part of our parish community at St. Martin's. This is reflected in our mission statement "St Martin's worships and serves a loving God, reaching out to the community in the name of Jesus Christ". The PCC maintains an overview of worship and makes suggestions on how our services can involve the various groups that live within our parish. Our services and worship put faith into practice through prayer and scripture, music and sacrament.

When planning our activities for the year, we have considered the Commission's guidance on public benefit and, in particular, the supplementary guidance on charities for the advancement of religion. We try to enable people to live out their faith as part of the church community through:

- Services which provide sacraments and opportunities for worship, prayer and learning about the Gospel.
- Provision of pastoral care for people living in the parish.
- Missionary and outreach work.

To facilitate this work it is important that we maintain the fabric of the Church of St Martin's and associated Brass Crosby Room, the Well Hill Mission and the Parish Room.

Achievements and Performance:

Worship and prayer

The PCC is keen to offer a range of services over the year that our community find both socially beneficial and spiritually fulfilling. During 2019 the PCC continued to support the use of the Book of Common Prayer (BCP) for a majority of its services. Three services are held each Sunday, starting with said Communion at 8.00am, followed by Family Worship or Family Communion at 10.00am, and finally Sung Evensong at 6.30pm (to include a Sung Eucharist on the second Sunday of each month). Baptisms normally take place on a Sunday afternoon.

Our Sunday services each have their own character. The 8am Communion service is quiet and reflective, the 10.00am service is less formal, 'child friendly' and particularly suited to families and those new to church worship; it is also attended by older people. The traditional 6.30pm services include anthems and are ably supported by our church choir. On the 5th Sunday of the month different forms of worship are often used at the 10.00 am and 6.30pm services. The Common Worship Lectionary is used.

At Well Hill Mission, a service of Morning Prayer takes place at 9.45am on the second Sunday of the month and Holy Communion is celebrated on the fourth Sunday of the month. Other services may be arranged to celebrate or commemorate events in the Christian year or noted Sundays, such as Mothering Sunday and Remembrance Sunday.

All are welcome to attend our regular services. At 31 December 2019 there were 104 members on the Church Electoral Roll, 30 of whom are resident within the Parish. The average weekly attendance at one or more Services at St. Martin's or Well Hill, counted in October 2019, is assessed to be 73 adults and 3 young people, an increase of 1 over 2018. The normal worship community at December 2019, attending worship regularly at least once a month, is assessed to be 137; 11 children/youths and 126 adults. There were 135 individuals attending the 2019 Easter Vigil and Easter Day services including 91 communicants. Individuals attending the Christmas Eve and Christmas Day services (including our Christingle Service) totalled an estimated 388 persons including 76 communicants (a small reduction on 2018). For the 11th consecutive year our best attended Christmas service was Christingle, with an estimated attendance of 182 adults and 49 children.

The church enjoys a number of seasonal services both at Christmas (Advent Carol service, Carol Services for Chelsfield Village School, Nine Lessons and Carols, Christingle, Crib & Tree, Midnight Mass) and Easter (on Ash Wednesday, Palm Sunday, services of communion and meditation throughout Holy Week, a one hour Good Friday service and an Easter Vigil on Holy Saturday).

Occasional Services are a significant part of the life and mission of the Church. They enable our community to celebrate and thank God at the milestones of the journey through life. Through baptism we thank God for the gift of life, in marriage public vows are exchanged with God's blessing and through funeral services friends and family express their grief and give thanks for the life that is now complete in this world and to commend the person into God's keeping. During 2019 there have been 16 Baptisms, 8 Marriages, 21 Funeral services held in Church and 10 held on behalf of the church at a crematorium or cemetery. There were also 11 Interment of Ashes in the Churchyard. A special memorial service was held on All Souls Tide, to celebrate the lives of all those who have died. 124 persons attended.

Deanery Synod

Three members of the PCC sit on the Deanery Synod. This provides the PCC with an important link between the parish and the wider structure of the church. One of our Deanery Synod members also represents the Deanery on Diocesan Synod.

The Church, grounds, buildings and Church Groups

Our church remains open during daylight hours to our community and visitors for private prayer. Our Brass Crosby Room and Parish Room are made available for church and local community groups. Donations are received towards the running costs of these rooms.

Restoration & Quinquennial Maintenance: The 13th Quinquennial Inspection was carried out in March 2016, with no major items of expenditure identified. Following completion of initial works in 2016 and 2017 the major repairs to the tower and spire were commenced in Spring 2018, but fragility of the shingles that cover the tower led to the work being suspended. It will be necessary for us to replace the shingles within the next few years and additional funding will be needed for this. Ongoing Quinquennial work supervision will continue to be undertaken by our in house architect Edward Sargent as and when needed.

Churchyard: A contractor is employed to undertake most of the churchyard maintenance. This is supplemented by monthly working parties organised by the Church. These were generally well supported.

Well Hill Mission: Statement regarding purpose and function. Well Hill maintain their own finances and are separately independently examined. Gift Aid donations are processed through St.Martin's. As a controlled group, their Annual Financial details are integrated into St.Martin's accounts. A surplus of £2757 is indicated in their accounts for 2019 (a deficit of £131 in 2018), reserves are set aside for future maintenance works.

St. Martin's Toddler Group: Our 'Toddler Group' operates during term time as a controlled group of the PCC. It has an average of 23 under school age children plus their carers meeting in the Brass Crosby Room. The group has been operating on a morning session once a week. The Group is run by volunteers and is non-profit making. The leader and assistant hold DBS certificates and have attended CCPAS training covering all aspects of safeguarding. The Groups leader, Sarah Ford who set up the group 12 years ago, sadly left the group in November to take up full time employment. We were very pleased to welcome a new volunteer leader, Jenny Wood. The group is a potentially useful source of new church members. As a controlled group their finances are incorporated, as a restricted fund, in the St.Martin's Accounts. A surplus of £23 was recorded in 2019. (a surplus of £201 in 2018). The group has not requested any financial support from the PCC during 2019.

Choir: The choir lead the singing at Evensong throughout the year, also at the more informal Family services and at other occasional and seasonal services. Members also take a very full part in the life of the church, helping to provide the refreshments after services and helping at the Church Fete and Village Fair and at other social events. The choir also leads carol singing in the village when the Christmas tree is lit. In December 2019 members of our church choir, the Incumbent and other members of the church raised £792 for charity by carol singing at Charing Cross station.

Bellringers: The bellringers ring before our main Sunday Morning and Evening services; they also ring for weddings and funerals where requested. We are always looking for new ringers. Peals and quarter peals are also rung to mark memorable events. During 2019 there were 5 peals rung, one of which was in memory of John S Barnes, ringer and congregation member at St Martin's for nearly 60 years. The band will miss John Barnes greatly; he was part of the ringing family and took great interest in everyone's welfare as well as their ringing career. There were 15 quarter peals rung this year, one of which was in memory of a past Tower Captain, Nicholas Martin, and another was an 80th birthday compliment to Ann Blatcher, another long-standing ringer and Lay Reader Emeritus of this church. The tower always welcomes visiting ringers and again took part in the Heritage Open Days weekend in September. This year the band won both the District Striking Competition and the Call Change Competition, the latter for the first time in many years. A very successful outing was organised at the end of September in Kent. No major remedial works were required to the bells during the year.

Pastoral Care

Some members of our church are unable to attend church due to sickness or age. Our Incumbent, Reverend John Tranter, visits church members who have requested it, to join in prayer and celebrate communion with them at their homes or in hospital. Other members of our congregation also identify and regularly visit church members who are sick or in need. If

requested, prayers are said at Sunday services for those who are sick or in need. We also contribute to Welcare in Bromley (a preventive social work agency funded by local churches) and to the local food bank.

The 'Memory Cafe' continues to meet monthly in the Brass Crosby Room. It is designed to provide a social environment for people living with dementia. It provides similarly for their carers, allowing them to share time with others who are in the same situation. Each meeting includes a short act of worship.

For many years the Housemartins group provided a valuable outreach to the normally housebound, with its weekly meetings and activities. Regrettably the group ceased during the year for want of leadership.

Mission, Evangelism and Social Media.

Helping those 'in need' is a demonstration of our faith. The PCC seeks to use the biblical principle of tithing in its charitable giving. The Focus Group meets to draw together needs and make representation to the PCC on which missionary and relief agency projects should be supported. In 2019 the principal charity supported was Christian Aid, but a number of other charities also benefitted from giving from St Martin's. In 2019 direct charitable giving, charitable donations, including Well Hill, and PCC totalled £5,740 (£4,681 in 2018), supporting 14 charities worldwide. In addition church members helped to raise £3,252 3rd party charitable donations (£4,336 in 2018). This was in line with the APCM request to attempt to tithe our normal income by direct and indirect purposes.

Our parish magazine is published 10 times a year for members of our congregation also through home delivery and postal delivery for those who have moved away or are unable to attend church regularly. Our magazine keeps parishioners and friends informed of the important matters affecting our Church and articles that help us develop our knowledge of the faith. With the difficulty in finding persons to make home deliveries magazine sales have once again fallen. In 2019 our magazine circulation averaged 150 an issue. Our Church website 'www.stmartinchelsfield.org.uk' and Facebook page 'www.facebook.com/ ChelsfieldStMartins' provide regular updates to church events, special services and information for members and visitors. Our website was visited, on average, 47 times a day in 2019. Our Facebook pages are updated with events on average 6 times a month each with an average of 700 visits a month. In March 2020, the church set up a YouTube channel and Twitter and Instagram accounts to ensure it remains visible and approachable, and is able to continue ministry in a different way during the Coronavirus restrictions.

Social events throughout the year also strengthen local ties. The annual Church Fete held in the Rectory garden is very popular and St Martin's makes a significant contribution to the Village Fair. On a number of Sunday afternoons, tea was enjoyed in the Rectory garden, sometimes followed by a Service, attracting people from both the congregation and the Village. In summer, at Well Hill Mission, there is an annual concert accompanied by a cream tea in the grounds of the church, and in the autumn there was a concert of light music given by professional musicians living in the village. The church took part in the national 'Heritage Open Days' event, putting on special displays of records, local history, photographs, and embroidery.

Ecumenical relationships

The church is a member of 'Churches Together in Orpington', a Corporate Member of the Prayer Book Society and is listed on the Small Pilgrim Places Network.

Deanery Development Plan

St Martin's continues to develop closer working relationship with the Parish of St Mary's, Green St Green and All Souls, Pratts Bottom (St Mary's). In September 2018 it had been agreed between the Diocese of Rochester and the parish Patron that the position of Rector of Chelsfield would be suspended for up to 5 years, that St.Martin's incumbent would become Priest in Charge of St Martin's and Assistant Priest at St Mary's and that the Priest in Charge of St Mary's be appointed Assistant Priest at St Martin's. During 2019 the Church Commissioners issued the relevant documentation to allow the formation of a single Benefice covering the two parishes, upon the expected retirement of St Martins' Rector (in summer 2020). The Benefice will be led by Rev. Susan Atkinson-Jones, who was appointed Vicar at St Mary's in December 2019. Upon the retirement of Rev Tranter an additional priest will be appointed to assist her and will live in St Martin's Rectory.

Financial Review:

The Financial Statements for St.Martin's cover the period Jan – Dec 2019; they incorporate Well Hill Mission and St.Martin's Toddler Group.

In 2019 we had an overall collective surplus of £27,739 (£13,250 in 2018). Total receipts on collective unrestricted funds were £93,576 of which £33,557 was from planned (regular) giving and a further £7,774 was from associated Gift Aid Tax recovered. A further £1,525 was derived from Gift Aid associated with the Gift Aid Small Donation Scheme (GASDS) on other applicable open plate collections.

We have one of the few remaining open churchyards in the diocese; the fee that the church is able to request for a burial is set by government and has remained little altered for 30 years. The ‘one off’ fees in no way cover our long term maintenance obligations. In 2020 this income will be further reduced as we will be required to donate part to the Diocese. We are fortunate that we do receive a number of additional voluntary ‘one off’ restricted donations for the churchyard fund which help to offset part of this long term commitment.

The 2019 St.Martin’s Church budget (excluding Well Hill & Toddlers) had forecast a deficit of £16.7k, but ended the year with a surplus of £24.9k. This was primarily due to £6.4k Restricted Restoration Fund donations, £10.3k Restricted Legacies, and extra £4k Restricted Churchyard Donations and delays and re-assessment of our Restoration and Churchyard works.

Total Income increased by 3.7% to £121,275 (£116,881 in 2018). If restricted income is ignored, our collective income would have risen by 7% (2.3% pa) over the 3 year period 2016-19.

Total Expenditure reduced by 10% to £93,536 (£103,631 in 2018) the decrease was primarily related to delays in implementing restoration works to the church and churchyard. If restricted spend is ignored our collective expenditure would have risen by 7% (2.3% pa) over a 3 year period 2016-19. Thus in general terms our expenditure and income are increasing by approximately the same percentage.

The majority (64%) of our overall expenditure relate to Ministry costs mainly paid to the Diocese in the form of Parish Offer to pay for clergy stipend, pensions and other central costs. Direct clergy and Rectory Costs are also included in the Ministry costs. The second highest long term expenditure items relate to the maintenance of the building fabric and churchyard. In the near future we will require a high level of expenditure (in excess of £100k) to replace the spire shingles.

Restricted long term Funds: (see section 11 of the Financial Statement Notes). These mainly relate to long term maintenance obligations, The Church Restoration Fund at end year 2019 held £83,650 (an increase of 15%) and the Churchyard Maintenance Fund £32,551 (an increase of 41%.) Together these 2 funds represent 61% of our total Current Assets (excludes fixed assets and liabilities) of £187,870.

Reserves Policy

It is PCC policy to try to maintain a balance on free reserves (net current assets) of St. Martin’s Church funds which equates to a minimum of 6 months of normal expenditure averaged over 3 years. It is held to smooth out fluctuations in cash flow and meet emergencies. The balance of unrestricted free reserves at the end of the year 2019 (excludes Well Hill, fixed assets and Restricted Funds) was £59,680 (74% of normal unrestricted expenditure). The corresponding figure for 2018 was £55,374 – 75%) Well Hill unrestricted reserves at the end of Year 2019 were £10,381 (£7,624 in 2018).

It is PCC policy to invest our short term investment funds balances with the CCLA Church of England Deposit Fund and the Diocesan Board of Finance Funds. (mainly the Diocesan Church Repair Fund.)

Future Plans:

During 2020 we aim to:

- Rebuild our congregation with the stability and guidance of our Incumbent increasing numbers and including a higher proportion of younger people.
- Continue to develop and use our Churchyard providing opportunities for burial in consecrated ground, environmental benefits and a place of peace and beauty for visitors.
- Further strengthen the already very good relationship between St. Martin’s and the local community.
- Continue to develop a closer working relationship with St Mary’s
- Publicise our special church services and social events more widely using social media.
- Review our Parish Stewardship
- Actively participate in the Diocesan initiative ‘Called to grow’.
- Review our Risk Management policies and recommendations.
- Enhance our Safeguarding practices.

Risk Management & Safeguarding:

As this report is being finalised, it is impossible not to express concerns in terms of both people and finances for the future years resulting from the Covid 19 pandemic. Our churches are closed; charity, social events and the Church Fete cancelled so our income significantly reduced; we will probably not be able to meet our 10% facilitated charity giving target. Potentially the whole of Well Hill’s monthly income is susceptible to loss as they have no standing order income. We hope and pray that a vaccine can be quickly developed.

A risk management report was approved by the PCC in January 2005. The policy and recommendations are reviewed annually with Philippa Rooke acting as Risk Manager.

In compliance with the recommendations from Diocese of Rochester our 'Parish Safeguarding Officer' (PSO) has responsibility for Safeguarding of Children and Vulnerable Adults. Appropriate training has been undertaken by the PSO. It is now a requirement of all PCC members that they are DBS checked and undertake a basic level of safeguarding training. Safeguarding policies are approved annually by the PCC.

Insurance: The Church Building, Parish Room and Well Hill Mission are insured with Ecclesiastical Insurance, they are Index linked and reviewed regularly. In March 2019 the Church Building and Contents were insured for £8.1m. The Parish Room, including contents, was insured for £2.7m (significantly in excess of its value; amount specified by Insurers). Public Liability Insurance of £10m is also provided. In September 2019 Well Hill Mission was insured for £2.704m for Building and Contents and Public Liability Insurance of £10m. There were no insurance claims during 2019.

Volunteers

The work of the Church and its achievements are dependent upon the unquantifiable time and talents its members bring to support all of its activities. The PCC takes this opportunity to thank all who have contributed during the year in any way to support the mission of St. Martin's Church.

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. The PCC is a Registered Charity.

The method of appointment of PCC members is set out in the Church Representation Rules. At St. Martin's the membership of the PCC consists of the incumbent, churchwardens, the reader and members elected by those members of the congregation who are on the Electoral Roll of the church. All those adults who regularly attend our services of worship and regard St. Martin's as their principal church are encouraged to register on the Electoral Roll and stand for election to the PCC.

The PCC members are responsible for making decisions on all matters of general concern and importance to the parish including deciding how the funds of the PCC are to be spent.

The PCC met on alternate months last year, there were six main meetings and the average attendance was 83%.

The PCC operates through a number of committees, which meet between full meetings of the PCC:

- *Standing Committee:* Meets to make recommendations to the full PCC. It has power to transact the business of the PCC between its meetings, subject to any directions given by the PCC.
- *Finance Committee:* Reviews the budgets, financial reports and major financial decisions. Comprises the Churchwardens, the Reader and Hon Treasurer with other members co-opted as required.
- *Mission and Evangelism Focus Group:* Attends to matters relating to ministry and needs of people in the UK and other countries, draws together the prayer requests of the church and makes representations to the PCC on appropriate charity giving.

Administrative Information:

St. Martin's Church is situated in the London Borough of Bromley and is located on the corner of Church Road and Court Road, Chelsfield, Kent. It is part of the Diocese of Rochester within the Church of England.

The correspondence address is The Rectory, Skibbs Lane, Chelsfield, Kent BR6 7RH.

Included within the Parish is the Well Hill Mission [Church]. The PCC is a body corporate (PCC Powers Measure 1956, Church Representation Rules 2011). Registered charity number 1131573.

PCC members who have served at any time from 1st January 2019 until the date this report was approved are:

Ex Officio members:

Incumbent:

Revd John Tranter (Chairman)

Assistant Priest

Revd Ruth Murfitt (until 30 June 2019)

Revd Susan Atkinson-Jones (from 12 December 2019)

Reader:

Mr Kenneth I'Anson

Wardens:

Mr Stephen McCann

Miss Philippa Rooke (from 28 April 2019)

Mr Norman Bailey (until 28 April 2019)

Representatives on the Deanery or Diocesan Synods:

Mr Ken I'Anson

Mr Stephen McCann

Mrs Mary Tozer (Secretary)

Elected Members:

Mrs Gwen Bowen (until 28 April 2019)

Mr Barry Foale (Hon Treasurer)

Mr Paul Gosling

Mrs Anne Green

Mrs Valerie Hemmings (from 28 April 2019)

Mrs Anne Ireland (until 28 April 2019)

Mr James Nicol (from 28 April 2019)

Mrs Jacqueline McCann

Mr Christopher Mead (until 28 April 2019)

Miss Philippa Rooke (until 28 April 2019)

Mr Jonathan Sargent

Mr Graham Sawyer (from 28 April 2019)

Mr Terry Sparkes (from 28 April 2019)

Mr Anthony Vernon (until 28 April 2019)

Mr Gerald Walker

Co-opted Members:

None

Our Bankers are: HSBC, 249 High Street, Orpington, Kent

Our Independent Examiner: D J Lewis

Approved by the PCC on 14 May 2020

and signed on their behalf by Revd John Tranter (PCC Chairman).

