

## **2020 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.

### **Covid-19**

As readers will be aware, significant disruption was caused to the whole of the UK, and indeed much of the world, by the global coronavirus pandemic. In the case of St Martin's it led to the total closure of the church from late March until early June, when it was able to be opened for private prayer (only). On July 12th it opened for services, with severe restriction due to the need to 'socially distance'. This reduced the capacity of the church from 200+ to around 35 (dependent on household groupings). Furthermore the infectious nature of the virus was such that a stringent cleaning and ventilation regime had to be implemented, leading to there only being a maximum of one service each Sunday plus a midweek service.

The principal consequences of the restrictions were as follows:

- A reduction in the number of services held
- A reduction in the number of people allowed to attend each service
- No singing in services
- No use of the Brass Crosby Room by groups
- A significant reduction in the Church's regular income
- An inability to hold normal social and fundraising events

To continue to minister to our congregation, when no services were taking place in Church a service was recorded in advance and made available via 'YouTube'.

### **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 2020 the PCC continued to support the use of the Book of Common Prayer (BCP) for a majority of its services. In normal times 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. This pattern was used for the period January – mid March, at which point the pattern was required to change due to Government restrictions consequent upon the Coronavirus Pandemic (Covid-19).

Our normal 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 5<sup>th</sup> 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. As with St Martin's, the normal pattern was severely impacted by the coronavirus restrictions and for Well Hill that meant a maximum of only nine people could attend a service indoors. However several very successful services were held over the summer months in the churchyard, with an average of 15 attendees.

All are welcome to attend our regular services. At 31 December 2020 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 2020, is assessed to be 34 adults and 3 young people. While this represents a significant decrease compared with 2019, this is due to the restrictions on capacity and numbers of services due to the pandemic. The normal worship community at December 2020, attending worship regularly at least once a month, is assessed to be 120; 11 children/youths and 109 adults.

There were no services in Church during the Easter period due to the total ban on anyone entering the building. Fortunately during the Christmas period the Church was open, but the significant restrictions in capacity and numbers of services due to the pandemic allowed only 81 people to attend compared with 388 the previous year. There was no Christingle Service, usually the best supported service of the year.

The church usually 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). The restrictions led to the Church being closed totally for the Easter period, while at Christmas a special effort was made to allow two 'Midnight Mass' services to be held, with thorough cleaning and airing taking place between them. Two communion services were held at Well Hill at Christmas, although there were unfortunately still some parishioners who were unable to attend due to the restriction on numbers.

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 2020 there has been 1 Baptism, 1 Marriage, 9 Funeral services held in Church and 11 Interment of Ashes in the Churchyard; all these numbers were lower than 2019 due to the effects of the pandemic. In contrast, but not surprisingly given the restrictions placed on Funerals, there was an increase to 17 in the number held on behalf of the church at a crematorium or cemetery. A special memorial service was held on All Souls Tide, to celebrate the lives of all those who have died. It was recorded and released on YouTube.

## **Deanery Synod**

During the year, as a result of the reduction in the Church Electoral Roll, the number of representatives of the PCC able sit on the Deanery Synod was reduced from three to two. This maintains the 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 standard annual service checks were carried out by contractors following the extra H&S measures in place for the pandemic. Several areas of minor concern have been identified in the church fabric, particularly the St Faith window and the tower arch, but the restrictions have meant it has not been possible to have these reviewed by our in house architect Edward Sargent. The next Quinquennial survey is due in 2021

*Churchyard:* A contractor is employed to undertake most of the churchyard maintenance. This is normally supplemented by monthly working parties organised by the Church, but this was not possible during most of 2020. Socially-distanced working groups were able to operate when restrictions allowed, but this was only possible for a few months, so the churchyard will need some remedial work by the volunteers in 2021 once restrictions are lifted sufficiently.

*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 deficit of £377 is indicated in their accounts for 2020 (a surplus of £2757 in 2019), reserves are set aside for future maintenance works.

*St. Martin's Toddler Group:* Our 'Toddler Group' usually operates during term time as a controlled group of the PCC. School age children plus their carers meeting in the Brass Crosby Room on a morning session once a week. The Group is led by Jenny Wood, 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. As a controlled group their finances are incorporated, as a restricted fund, in the St.Martin's Accounts. The Group were temporarily suspended from the end of March due to Covid. A surplus of £43 was recorded in 2020 (a surplus of £23 in 2019). The group has not requested any financial support from the PCC during 2020.

*Choir:* The choir usually lead the singing at Evensong throughout the year, also at the more informal Family services, at other occasional and seasonal services and at charity fund raising events. Sadly this year no singing took place in services after 15<sup>th</sup> March, although, when restrictions allowed, some singing was recorded for later incorporation into service videos.

*Bellringers:* The bellringers usually ring before our main Sunday Morning and Evening services; they also ring for weddings and funerals where requested. This year 'normal' ringing stopped at the first lockdown in March. Once social distancing guidelines were relaxed a little new guidance for bellringing was issued and it was possible to ring up to four bells, but only for 15 minutes before a service. The ringers have stayed in touch on their usual practice night by meeting on Zoom, and by using online virtual bellringing software called 'Ringing Room' to 'ring' together.

## **Pastoral Care**

Some members of our church are unable to attend church due to sickness or age. When permitted, 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' met monthly in the Brass Crosby Room until lockdown. 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.

## **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 2020 the principal charity supported continued to be Christian Aid. Despite the difficulties of organising charity events and collections, due to Covid, in total we directly donated £7,277 to 11 charities. In addition we facilitated 3<sup>rd</sup> party donations of £1,670 to these charities. Overall our total charitable giving was reduced by only £45 compared to 2019. 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 and was changed from printed to an email version once the pandemic struck. It is unlikely to revert to the prior format. 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. Our Church website '[www.stmartinchelsfield.org.uk](http://www.stmartinchelsfield.org.uk)' and Facebook page '[www.facebook.com/ChelsfieldStMartins](https://www.facebook.com/ChelsfieldStMartins)' provide regular updates to church events, special services and information for members and visitors. Our website was visited, on average, 1,300 times a month in 2020. 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. Our Facebook page became a key tool of communication during the pandemic, and was updated with information and links to services every week. It has 241 followers and had an average of 330 views per month during the course of the year. 45 pre-recorded services were posted on the YouTube channel in the course of the year which collectively gained over 3000 views. The Twitter account has 36 followers, and the Instagram account 75, made up of a mix of personal and local business accounts.

Social events throughout the year strengthen local ties. Regrettably the annual Church Fete held in the Rectory garden, the Chelsfield Village Fair, Sunday afternoon teas at the Rectory, Well Hill Mission's annual concert and the Heritage Open Day event all had to be cancelled for 2020.

## **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

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 Associate 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 retirement of St Martins' Rector (originally expected in summer 2020). Rev. Susan Atkinson-Jones was appointed Priest in Charge at St Mary's and Associate Priest at St Martin's in December 2019 and will lead the combined Benefice. Due to the pandemic the retirement of Rev Tranter was put on hold and is expected to take place in Spring 2021, at which time the scheme will be put in place and an additional priest will be appointed to assist Rev Susan, and will live in St Martin's Rectory.

St Martin's work to develop closer working relationship with the Parish of St Mary's, Green St Green and All Souls, Pratts Bottom (St Mary's) was also somewhat paused during 2020 as, for most of the year, mixing was not possible.

### Financial Review:

The Financial Statements for St.Martin's cover the period Jan – Dec 2020; they incorporate Well Hill Mission and St.Martin's Toddler Group.

The year started with a St.Martin's forecast negative budget for 2020 of £17k, it had been the intention for the PCC to address and reduce this deficit forecast early in the Year. In March Covid restrictions further significantly worsened this forecast. In May the PCC approved the launch of a Special Funding Appeal – due to the generosity of our wider congregation this resulted in one off additional income of £12k. In addition many regular donors increased their standing orders. By the year end of 2020 the deficit of 'normal' Income over Expenditure had reduced to £13.3k and overall Income over expenditure gave a surplus of £15.7k. The overall surplus includes a restricted donation of £10.3k for future Spire/Bells projects and a postponement of churchyard wall repairs – for which restricted funds exist.

Total Income decreased by 8.4% to £101,370 (£121,275 in 2019). 'Normal' St.Martin's income reduced by 25% to £61,539 (£81,905 in 2019).

Total Expenditure decreased by 9.3% to £86,032 (£94,804 in 2019). 'Normal' St.Martin's expenditure reduced by 3% to £81,383 (£83,866 in 2019).

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 was reduced as we were required to pay DBF fees 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 majority (68%) 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.

St.Martin's Restricted long term Funds: (see section 11 of the Financial Statement Notes). These mainly relate to long term maintenance obligations, The Church Restoration Fund, including the Spire Fund, at end year 2020 held £93,949 (an increase of 12%) and the Churchyard Maintenance Fund £39,330 (an increase of 21%). Together these 3 funds represent 70% of our total Current Assets (excludes Well Hill, Toddlers, fixed assets and liabilities) of £190,285.

### 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 2020 (excludes Well Hill, fixed assets and Restricted Funds) was £57,005 (68% of normal unrestricted expenditure). The corresponding figure for 2019 was £59,680 – 74%) Well Hill unrestricted reserves at the end of Year 2020 were £10,063 (£10,381 in 2019).

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:

2020 was a year of unprecedented disruption to people's lives and it is impossible not to express concerns in terms of both their welfare and finances for the future years resulting from the Covid 19 pandemic. Our churches have been closed for significant periods of time; social events cancelled and for many the inability to see or hold their loved ones has caused

anguish. Throughout last year we prayed for a vaccine - fortunately it was quickly developed and deployed. But the scars, both mental and financial, may last for many years and must be allowed for in 2021.

It should be noted that England spent the first three months of 2021 in lockdown, severely limiting the scope of activity

During 2021 we aim to:

- Rebuild our congregation, focussing particularly on those who have been less involved during the pandemic.
- 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.
- Rebuild the very good relationship between St. Martin's and the local community.
- Implement the reorganisation of the new Benefice and 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 Diocesan initiatives
- Review our Risk Management policies and recommendations.
- Enhance our Safeguarding practices.

### **Risk Management & Safeguarding:**

The churchwardens have prepared special Covid-secure risk assessments using the guidance from the Church of England for all operational events during the pandemic. These have been continually reviewed as the situation changed. Once the church is able to re-open in a near-normal capacity the standard risk management report will be revised to take into account any new working practices associated with the long-term management of the risk from Covid-19.

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. The PCC has complied with the duty under Section 5 of the Safeguarding and Clergy Discipline Measure 2016 (duty to have regard to the House of Bishops' guidance on safeguarding children and vulnerable adults).

*Insurance:* The Church Building, Parish Room and Well Hill Mission are insured with Ecclesiastical Insurance, they are Index linked and reviewed regularly. In March 2020 the Church Building and Contents were insured for £8.4m. The Parish Room, including contents, was insured for £2.8m (significantly in excess of its value; amount specified by Insurers). Public Liability Insurance of £10m is also provided. In September 2020 Well Hill Mission was insured for £2.9m for Building and Contents and Public Liability Insurance of £10m. There were no insurance claims during 2020.

### **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 (except for March, when the country went into lockdown the day before the meeting). There were 5 main meetings, plus a meeting immediately following the APCM to appoint officers, and the average attendance across all meetings was 86%. Other than the meeting in January 2020, all PCC meetings were held online via Zoom due to the Covid pandemic restrictions.

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 1<sup>st</sup> January 2020 until the date this report was approved are:

#### ***Ex Officio members:***

<b><i>Incumbent:</i></b>	Revd John Tranter	(Chairman)
<b><i>Assistant Priest</i></b>	Revd Susan Atkinson-Jones	
<b><i>Reader:</i></b>	Mr Kenneth I'Anson	
<b><i>Wardens:</i></b>	Mr Stephen McCann	
	Miss Philippa Rooke	

#### ***Representatives on the Deanery or Diocesan Synods:***

Mr Ken I'Anson	(until 18 October 2020)
Mr Stephen McCann	
Mrs Mary Tozer	(Secretary)

#### ***Elected Members:***

Mrs Caroline Davis	(from 18 October 2020)
Mr Barry Foale	(Hon Treasurer)
Mr Paul Gosling	(until 18 October 2020)
Mrs Anne Green	(until 18 October 2020)
Mr Anthony Hemmings	(from 18 October 2020)
Mrs Valerie Hemmings	
Mr Kenneth I'Anson	(from 18 October 2020)
Mrs Anne Ireland	(from 18 October 2020)
Mr James Nicol	
Mrs Jacqueline McCann	(until 18 October 2020)
Mr Jonathan Sargent	
Mr Graham Sawyer	
Mr Terry Sparkes	
Mr Gerald Walker	(until 18 October 2020)

#### ***Co-opted Members:***

None

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

Our Independent Examiner: D J Lewis

Approved by the PCC on 25th March 2021  
and signed on their behalf by Revd John Tranter (PCC Chairman).

