

ST JAMES THE GREAT CHURCH, EAST MALLING

ANNUAL REPORT

and

FINANCIAL STATEMENTS

of the

EAST MALLING PAROCHIAL CHURCH COUNCIL

for the year ended 31st December 2018

ST JAMES THE GREAT CHURCH, EAST MALLING

ANNUAL REPORT OF THE PAROCHIAL CHURCH COUNCIL

FOR THE YEAR ENDING 31st DECEMBER 2018

Administrative information

St James the Great Church is situated in Church Walk, East Malling, Kent and is part of the Diocese of Rochester within the Church of England. The address for correspondence is The Vicarage, 2 The Grange, East Malling, Kent. ME19 6AH.

The East Malling Parochial Church Council (PCC) is a body corporate (PCC Powers Measure 1956, Church Representation Rules 2006) and a charity currently exempted from registration with the Charity Commission.

The following members have served on the PCC from 1st January 2018 until the date this report was approved:

Ex Officio members:

Incumbent:	The Revd Nicholas Williams	Chairman
Reader:	Mr Alan Bramley	
Churchwardens:	Mr David Chambers Vacancy	

Elected members:

Laity representatives to the Deanery Synod:	Mr Alan Bramley Mr Richard Dove	
Elected members:	Mr Nicholas Ashbee Mrs Pat Ashbee Mr Angus Bennison Mrs Susanne Canham Mrs Belinda Hunter Mrs Denise Hynard Mrs Michala Neaves Mrs Sue Payne Dr Becky Prince Mr Michael Rogers	(re-elected 15.04.18) (15.04.18 to 13.09.18) (from 15.04.18) (re-elected 15.04.18) (from 15.04.18)
Co-opted member:	Mrs Alison Richards	(from 15.04.18)

Structure, governance and management

The parish of East Malling is joined with the parishes of Wateringbury and Teston in a benefice, with each parish being administered by their own PCC.

The method of appointment of PCC members is set out in the Church Representation Rules.

At St James the Great the membership of the PCC consists of the incumbent (the vicar), the churchwardens, the reader and members elected by those members of the congregation who are on the electoral roll of the church.

All members of the congregation are actively encouraged to register on the electoral roll and to 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 full PCC met on six occasions during the year with an average attendance of 12 members. Given its wide responsibilities, the PCC has two committees, each dealing with a particular aspect of parish life.

They are the Standing and Finance committee, which deals with all aspects of financial matters of the church and any urgent items, and the Grounds and Buildings committee which is responsible for the regular maintenance of the building, the sound system, heating system and the churchyard. Both these committees meet regularly and report back to the full PCC with discussion of their reports where necessary.

Aims and Purposes

The St James the Great 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 building and churchyard of St James the Great, East Malling.

Review of the year

A Quinquennial Inspection of the church building and churchyard was carried out in June by the architects, Thomas Ford and Partners. Their report forms the basis on which we schedule the work required over the next five years, as funding permits.

S The project to replace the Victorian porch at the west end of the church now has all the necessary approvals and we are grateful to The Friends of St James the Great for providing grants to fund this work.

The Apple Tree Room project, for the provision of toilets, a meeting room and a kitchen located in a corner of the churchyard, is ongoing.

The Safeguarding process continued covering all members of the of the PCC, the Sunday School teachers, the choir and servers, the sidesmen and coffee makers etc. They have all have completed their appropriate course of awareness concerning the safeguarding of children and vulnerable adults. The Lent Course and Holy Week activities were well supported throughout the benefice.

In May a benefice holiday/pilgrimage to Shallowford in Staffordshire, was organised by Fr Derek and Alan Bramley. This was appreciated by the 32 members of the benefice and their friends who came. The church continues its outreach into the local community with the quarterly Intouch magazine, delivered free to every house in the village. The church supported other community events, through the local primary academy, control point staffing at the annual Picnic in the Park, the Christmas Market sale and carol singing at the Christmas Light switch-on. The provision of a buffet lunch after the Remembrance Sunday service was much appreciated, especially by the visitors who had come some distance.

Organisations supported during the year were Health Poverty Action – the Christmas Market charity and The Children's Society.

Financial Review

The total receipts of the Unrestricted General Fund were £41,520 compared to £52,655 received the previous year.

Gift Aided giving reduced by £1,946 due to fewer people contributing, and loose cash collections were down by £526. the Gift Aid tax refund was £5,233 lower due to technical problems we were unable to submit the claim before the year end, this means there will be two years of claims in 2019.

Fund raising was £1,102 lower as the Summer Fair was organised by the Friends of St James in 2018.

Other income reduced by £1,737 due to the previous year containing several non-repeating items.

Our contribution to the diocese under the Parish Offer scheme was £27,520 compared to £34,166 for the previous year. This was due to a change in the method of assessing our share of the total benefice contribution.

The Benefice account expenses reduced by £2,428, the cost of £4,310 was paid from the East Malling share of the balance remaining in the benefice account.

Church running expenses were £637 higher due mainly to additional heating costs. Additional costs for minor maintenance were for replacing the boiler pressurisation unit, and for boiler and pipe repairs. The total unrestricted payments were £47,904 resulting in a deficit of £6,384.

We are grateful to all the people who contribute to the 100 Club monthly draw, which generated a surplus of £1,175 in 2018.

The Intouch magazine provides a major link between the church and the community and we are thankful to everyone who contributes to the production and delivery each issue. There was a small deficit of £265 which was funded from the reserves.

Fund raising for the Apple Tree Room continues, however a number of loans, totalling £34,500, which we received in 2014, became due for repayment after four years. We are thankful to everyone who has supported the Apple Tree Room with a loan as this has played an important part in bringing the project as far as it has come. This means that there is a considerable amount of money still to raise, which would be impossible just from local fundraising. Therefore we are very grateful Richard Dove who has offered to take on the task of applying for grant funding for this project.

A description of all the restricted and unrestricted funds is at the end of the report.

We are indebted to Nick Ashbee for recording all the financial transactions for the year and for producing the annual account sheets.

Also we would like to express our grateful thanks to Mr Richard Dunn for inspecting the accounts.

Accounting and Reserves Policy

The financial statements have been prepared on a receipts and payments basis. General funds represent funds of the PCC that are not subject to any special restrictions regarding their use and are available for application to the general purposes of the PCC.

Restricted funds represent income received which may be spent, only on the specific objects of the fund named.

It is the PCC policy to maintain a balance of unrestricted funds which equates to at least three months unrestricted payments. This is equivalent to £10,380. It is held to smooth out fluctuations in cash flow and to meet emergencies. Unrestricted funds were maintained above this level throughout the year. It is our policy to invest our fund balances with the CBF Church of England Deposit Account.

Approved by the PCC on

St James the Great East Malling
Year ended 31 December 2018
Receipts and Payments - Current Account

	2018 Unrestricted General Fund £	2018 Restricted £	2017 Unrestricted General Fund £	2017 Restricted £
At 1 January	9,746	3,312	9,886	2,364
Receipts				
<i>Regular income</i>				
Planned giving - Gift Aid	17,304	-	19,250	-
Planned giving - no Gift Aid	4,901	-	4,911	-
Collections	2,566	-	3,128	558
Income tax recovered	1,579	-	6,812	-
	<u>26,350</u>	<u>-</u>	<u>34,101</u>	<u>558</u>
<i>Unplanned income</i>				
Donations	3,208	687	1,651	870
Legacy	-	-	2,000	-
	<u>3,208</u>	<u>687</u>	<u>3,651</u>	<u>870</u>
<i>Fees</i>				
Weddings and funerals	8,790	-	8,983	-
<i>Fundraising</i>				
Fund raising events and sales	1,557	500	2,471	841
100 Club	1,175	-	1,240	-
Bookstall	5	-	37	-
Friends' grants	-	-	-	2,375
	<u>2,736</u>	<u>500</u>	<u>3,748</u>	<u>3,216</u>
<i>Other income</i>				
Investment income	410	-	401	-
Refund of bank charges	-	-	646	-
Insurance claim	-	-	792	-
Clothing sales	26	-	313	-
Book of remembrance	-	-	21	-
	<u>436</u>	<u>-</u>	<u>2,173</u>	<u>-</u>
Total receipts	<u>41,520</u>	<u>1,187</u>	<u>52,655</u>	<u>4,644</u>

	2018		2017	
	Unrestricted General Fund	Restricted	Unrestricted General Fund	Restricted
	£	£	£	£
Payments				
<i>Donations</i>				
Church organisations	- 50	-	- 20	- 233
Secular charities and mission	- 73	- 500	- -	- 1,979
	- 123	- 500	- 20	- 2,212
<i>Diocese</i>				
Parish offer	- 27,520	-	- 34,166	-
Stand-in-clergy	- -	-	- 35	-
	- 27,520	-	- 34,201	-
<i>Services</i>				
Upkeep of services	- 223	-	- 208	-
Church music	- 2,188	- 687	- 2,297	-
Children's ministry	- -	-	- 100	-
	- 2,411	- 687	- 2,605	-
<i>Administration costs</i>				
Benefice account expenses	- 4,310	-	- 6,738	-
Church running expenses	- 8,530	-	- 7,893	-
Minor maintenance	- 3,944	-	- 840	-
Toilet hire	- 336	-	- 1,346	-
	- 17,121	-	- 16,817	-
<i>Fundraising costs</i>				
Fundraising events and resources	- 205	-	- 224	-
<i>Other payments</i>				
Alarm system	-	-	- -	- 1,484
Toilet damage	-	-	- 1,042	-
Clothing purchases	-	-	- 370	-
Book of remembrance	-	-	- 63	-
Parish expenses	- 524	-	- 791	-
	- 524	-	- 2,265	- 1,484
Total payments	- 47,904	- 1,187	- 56,132	- 3,697
Surplus/deficit	- 6,384	-	- 3,478	948
Transfers				
Q1 transfer to Benefice	- 1,123	-	-	-
Transfer from Benefice	4,310	-	-	-
Investment account	-	-	3,337	-
At 31 December	6,550	3,312	9,746	3,312

St James the Great East Malling
Year ended 31 December 2018
Assets and Liabilities

	General 100 Club Fund		Intouch		Total Unrestricted Funds		Special Collections Fund		Mission Relief Fund		Friends' Grants Fund		Choir Stall Fund		Organ Fund		Church Repair Fund		Apple Tree Room Fund		Total Restricted Funds		Total 2018		Total 2017		
	£	£	£	£	£	£	£	£	£	£	£	£	£	£	£	£	£	£	£	£	£	£	£	£	£	£	
Cash accounts																											
Current account	6,550	-	-	-	6,550	55	716	891	719	-	931	-	-	3,312	-	-	-	-	-	-	-	9,861	13,057				
100 Club account	-	2,482	-	-	2,482	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	2,482	2,307			
Intouch account	-	-	2,671	-	2,671	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	2,671	2,937			
CBF deposit accounts	1,211	-	-	-	1,211	-	-	-	-	-	490	-	-	2,575	-	-	-	-	-	-	-	3,786	3,767				
ETW Benefice account	8,540	-	-	-	8,540	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	8,540	11,997				
Diocesan Board of Finance	5,036	-	-	-	5,036	-	-	-	-	-	22,099	-	-	22,099	-	-	-	-	-	-	-	27,135	27,051				
Apple Tree Room account	-	-	-	-	-	-	-	-	-	-	-	-	-	-	119,567	-	-	-	-	-	-	119,567	142,097				
	21,336	2,482	2,671	-	26,490	55	716	891	719	2,085	23,520	119,567	147,553	174,042	203,213												
Investments																											
CBF investment funds	11,530	-	-	-	11,530	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	11,530	11,706				
Total investments	32,866	2,482	2,671	-	38,020	55	716	891	719	2,085	23,520	119,567	147,553	185,572	214,919												

**St James the Great East Malling
Year ended 31 December 2018**

100 Club

	2018		2017
	£		£
At 1 January	2,307		2,362
Receipts			
Subscriptions	3,375		3,335
Payments			
Prizes and expenses	- 2,025 -		2,150
Surplus/deficit	<u>1,350</u>		<u>1,185</u>
Transfer to General Fund	- 1,175 -		1,240
At 31 December	<u>2,482</u>		<u>2,307</u>

Intouch Magazine

	2018		2017
	£		£
At 1 January	2,937		3,518
Receipts			
Advertisers	4,264		3,996
Printing flyers	-		63
	<u>4,264</u>		<u>4,059</u>
Payments			
Printing magazine	- 4,417 -		4,388
Printing flyers	-		63
Expenses	- 112 -		189
	<u>- 4,529 -</u>		<u>4,640</u>
Surplus/deficit	<u>- 265 -</u>		<u>581</u>
At 31 December	<u>2,671</u>		<u>2,937</u>

St James the Great, East Malling
Year ended 31 December 2017
Special Collections Fund

	2018	2017
	£	£
At 1 January	55	98
Receipts		
<i>Collections</i>		
The Children's Society - Christingle	311	160
Leybourne Grange Riding Centre for the Disabled - EMRS Carol Service	-	50
Mission to Seafarers	-	116
Confirmation Service - Diocesan Links	-	233
	<u>311</u>	<u>558</u>
<i>Donations</i>		
The Children's Society - Boxes	344	493
Leybourne Grange Riding Centre for the Disabled - Christmas Card 2016	-	67
The Pilsdon at Malling Community - Christmas Card 2017	-	55
The Royal British Legion - donation for poppy wreaths	-	56
	<u>344</u>	<u>670</u>
<i>Fundraising events</i>		
Action Health Poverty - Christmas Market 2018	500	-
Centre for Independent Living in Kent - Christmas Market 2017	-	841
	<u>500</u>	<u>841</u>
Payments		
The Children's Society	-	655
Leybourne Grange Riding Centre for the Disabled	-	116
Mission to Seafarers	-	116
Diocesan Links	-	233
The Royal British Legion	-	56
Christmas Card 2015 - RNLI (re-issued cheque)	-	98
Action Health Poverty - Christmas Market 2018	-	500
Centre for Independent Living in Kent - Christmas Market 2017	-	841
	<u>-</u>	<u>1,155</u>
		<u>2,112</u>
Surplus/deficit	<u>-</u>	<u>43</u>
At 31 December	<u>55</u>	<u>55</u>

St James the Great, East Malling
Year ended 31 December 2017

Mission Relief Fund

	2018	2017
	£	£
At 1 January	716	616
Receipts		
Donations	-	200
Payments		
Relief assistance	-	100
Surplus/deficit	<u>-</u>	<u>100</u>
At 31 December	<u>716</u>	<u>716</u>

Church Repair Fund

	2018	2017
	£	£
At 1 January	23,436	23,347
Interest	85	89
At 31 December	<u>23,520</u>	<u>23,436</u>

Comprising

Current account	931	931
CBF deposit accounts	490	490
Diocesan Board of Finance	22,099	22,015
	<u>23,520</u>	<u>23,436</u>

**St James the Great East Malling
Year ended 31 December 2018
Friends of St James Grants Fund**

	2018 £	2017 £
At 1 January	891	-
Receipts		
Vicars' noticeboard	-	48
Alarm and emergency lighting	-	2,327
	<hr/>	<hr/>
	-	2,375
Payments		
Vicars' noticeboard	-	48
Alarm installation	-	1,436
	<hr/>	<hr/>
	-	1,484
Surplus/deficit	<hr/>	<hr/>
	-	891
At 31 December	<hr/>	<hr/>
	891	891

Choir Stall Fund

	2018 £	2017 £
At 1 January	719	719
Surplus/deficit	-	-
At 31 December	<hr/>	<hr/>
	719	719

Organ Fund

	2018 £	2017 £
At 1 January	2,075	2,069
Interest	10	6
At 31 December	<hr/>	<hr/>
	2,085	2,075

St James the Great East Malling
Year ended 31 December 2018
Apple Tree Room Fund

	2018	2017
		£
At 1 January	142,097	145,740
Receipts		
General donations - Gift Aid	50	1,187
General donations	5,000	391
Events - Gift Aid	314	-
Events	2,337	2,331
Gift Aid recovered	8,429	-
Interest	107	-
	<u>16,237</u>	<u>3,909</u>
Payments		
Architect's fees	- 4,152 -	5,431
Planning and building fees	- -	1,584
Publicity	- 40 -	40
Fundraising expenses	- 75 -	497
	<u>- 4,267 -</u>	<u>7,552</u>
Surplus/deficit	<u>11,970 -</u>	<u>3,643</u>
Loans repaid	- 34,500	-
At 31 December	<u>119,567</u>	<u>142,097</u>