

DO NOT REMOVE
FROM CHURCH.

Registered Charity Number: 1133917

**The Parish of St Peter and St Paul, Tonbridge
with St Andrew, St Philip and St Saviour
Church Lane Tonbridge Kent TN9 1DA
01732 770962**

Annual Report

and

Financial Statements

of the

Parochial Church Council

For the year ended 31st December 2024

Vicar: The Reverend Ben Thorndike

Bank

Lloyds Bank plc

Independent Examiners

Perrys Audit Limited

Chartered Accountants and Registered Auditors

Churchdown Chambers, Borden

Tonbridge, Kent

TN9 1NR

THE PARISH OF ST PETER & ST PAUL TONBRIDGE
with St Andrew, St Philip and St Saviour

ANNUAL REPORT FOR YEAR ENDED 31 DECEMBER 2024

1. INTRODUCTION

- 1.1 This Trustees' Annual Report has been prepared as required by the Charities Act 2011 and the Statement of Recommended Practice: Accounting and Reporting by Charities (2015).

2. REFERENCE AND ADMINISTRATIVE INFORMATION

Administrative Information

- 2.1 The Parish of St Peter & St Paul, Tonbridge, is within the Diocese of Rochester and is under the patronage of the Church Pastoral Aid Society (CPAS; the Mabledon Trust).
- 2.2 The address for correspondence is: Parish Office, The Coach House, Church Street, Tonbridge, Kent, TN9 1HD.

Parochial Church Council (PCC) Membership

- 2.3 The membership of the PCC (the trustees) for the period 1 January 2024 until 31 December 2024 was as follows:

The Rev'd. Ben Thorndike (*Vicar*)
The Rev'd. Wendy Carr (*Associate Vicar*)
David Balcombe (*Churchwarden*)
Jason Carr
Dianne Dartnell
George Gilbert-Smith
Derek Fouche (from 12 May 2024)
Sarah Francis (from 12 May 2024)
Ian Jackson (until 12 May 2024)
Paul Jagger
Robert Kidson
Jeremy King
Patricia King
Andy Kirkpatrick *Parish Treasurer*
Susan Knight (until 12 May 2024)
Felicity Layton
Helen Longley (until 12 May 2024)
Alison Minton (until 12 May 2024)
David Mote
Sally Musson (PCC secretary from 12 May 2024)
David Robins (*PCC Secretary until 12 May 2024*)
Amanda Rotchell
Mike Talbot (Churchwarden from 12 May 2024)

Ray Tanner
Sara Thomson
Paul White (*Churchwarden until 12 May 2024*)

3. GOVERNANCE, STRUCTURE AND MANAGEMENT

Constitution and governance

- 3.1 The PCC is a corporate body, and its general functions are set out in the Parochial Church Council (Powers) Measure 1956.
- 3.2 Parish governance is set within the framework of the Church Representation Rules 2022.
- 3.3 The responsibility for the Parish, its churches and its parishioners' rests with the incumbent and the PCC. The PCC co-operates with the incumbent in promoting the whole mission of the Church, pastoral, evangelistic, social and ecumenical. (The incumbent is the "*corporation sole*", subject only to the general cure of souls of the Bishop throughout the Diocese whom he is answerable to in "all things legal and right".) The Churchwardens are the Bishop's officers who are elected annually and the assistant clergy are answerable to the incumbent and licensed to minister by the Bishop. The PCC is a body of about 20 elected and co-opted representatives and ex-officio members.
- 3.4 There are four church buildings within the Parish namely, St Peter & St Paul (Parish Church), St Andrew, St Philip and St Saviour.
- 3.5 The PCC has in place policies and procedures on a wide range of matters including health and safety, disability issues and safeguarding. All those working with children and vulnerable adults have undergone the necessary safeguarding training and disclosure and barring service (DBS), checks. safe recruiting procedures are in place, as necessary, for voluntary roles.
- 3.6 PCC members have received relevant training in specific areas as necessary, for example, safeguarding. Ecclesiastical Insurance and our patron CPAS, for example, provide helpful information seminars and advice for PCC members and others as required.

Organisational structure

- 3.7 The PCC meets regularly 6 - 7 times a year, with the Standing Committee in the intervening periods. The Standing Committee comprises the incumbent, Churchwardens, Associate Vicar, the Parish Treasurer and the PCC Secretary. The PCC has also established a Finance Committee, a Mission Action Group, a Property Group and a Kondoa Sub Committee. The Finance Committee consists of the incumbent, a Churchwarden, Stewardship Adviser, Parish Treasurer and co-opted members of congregations. The Mission Action Group meets quarterly and has a representative from each church. It is responsible for the distribution of the Parish tithe. The Property Group, established by the PCC, meets regularly and has input from church representatives. The Kondoa Sub Committee meets as necessary to oversee the link between the Parish and the Diocese of Kondoa in Tanzania.
- 3.8 All the committees operating in the Parish have terms of reference which are reviewed periodically. The incumbent and Churchwardens are ex-officio members of all committees.
- 3.9 The committee structure is as follows:

- PCC
- Standing Committee
- Finance Committee
- Mission Action Group
- Property Group
- Kondoa Sub Committee

Management

- 3.10 The Vicar sets the strategic direction of the Parish, supported by the PCC. Along with the Vicar, the Churchwardens are responsible for the day-to-day management of the Parish. They work closely with the Deputy Wardens of the four churches and are supported by members of the staff team including the Parish & Finance Administrator (from July 2024) and the Church Family Administrator. In addition, the staff team also includes the Associate Vicar, Senior Minister for Families, Youth & Children's Minister (from October 2024), and a Licensed Lay Minister. Many other volunteers support the ministry and mission of the Parish, including other Licensed Lay Ministers, Lay Readers and Pastoral Assistants.

4. OBJECTIVES AND ACTIVITIES

Mission

- 4.1 The current five-year Parish vision guides its work. The single vision statement is 'Living Jesus, Loving Tonbridge,' with nine-vision areas of ministry and mission:

Teaching and discipling with God's word
 Opportunities to show love practically
 Networking with other churches
 Being accessible for all
 Raising up leaders
 Inspired worship together
 Deep pastoral care
 Going out to the world
 Every word spoken for Jesus.

The foundations of the vision are God's word and prayer, and the framework is serving Jesus with our gifts, finances and buildings.

- 4.2 This mission statement is planned to be reviewed in 2027.

Main Objectives for 2024

- 4.3 The main objectives for 2024 were to continue to build on the five-year parish vision, raising awareness and helping the church connect all ministry and mission activities together and into that vision.
- 4.4 With regards 'regular ministry activities of the church', this included particular, but not exclusive, focus on:
- a. Continuing to develop formal pastoral care structures (R, D and O in the vision)
 - b. Drawing together the wider church family (T, I and O in vision)
 - c. Developing the youth, children and families ministry (covering all vision areas)

d. Wider outreach activities (E in vision).

4.5 In addition, during 2024 the PCC also asked the bigger question: *'How can we best shape our resources and shape the parish to take opportunities for growth and move our vision forward?'* The PCC agreed that more substantial change beyond the regular ministry activities of the church was needed, but wanted to discover what that change might be. It agreed to approach an external consultant to ask for help with a parish review, working towards the following brief: *'We want to have a structure of the parish which is both sustainable financially in the medium-long term, but which also is the most effective 'base' from which to do ministry (i.e., discipleship and evangelism) for the long-term growth of God's kingdom. We need to know what we should do today to ensure there is a thriving church in 40 years' time, to pass to the next generations.'*

Strategies and Activities

4.6 The following strategies and activities were undertaken to support the objectives in paragraphs 4.4 and 4.5 above:

- a. Re-establishing prayer ministry after some morning services, establishing a book group with pastoral care focus for anyone interested in this area of ministry, supporting a team through the Crosslands Pastoral Care course for those interested in more formal pastoral care, establishing a lending library of CCEF (Christian Counselling & Educational Foundation) pastoral care mini-books for the church family.
- b. Encouraging joint attendance on external conferences such as the Southern Women's Convention, running a Church Family Away Day in the Summer term (Saturday night and all-day Sunday). We also re-established meeting/training for preachers across the parish.
- c. Appointment of a Youth & Children's Minister to join the staff team.
- d. Hosting a number of evangelistic outreach courses (Hope Explored), increased presence and links with local school(s), one-off outreach events such as our 'Christians in Sport' quiz, continued use of seasonal opportunities in the Christian calendar such as Christmas Nativity and other events and services.

4.7 With regards to the parish review, the PCC initiated the process in March 2024, including the appointment of an external consultant (John Truscott) during the Summer term. He then led a parish-wide consultation during the Autumn, which included:

- a. Descriptive questionnaires sent to PCC members, staff and selected others.
- b. Shorter questionnaires made available to church members
- c. Four day-visits including 1-1 interviews, focus group meetings, a PCC meeting and visit to all four church buildings in the parish. (Plus a few further meetings by telephone or Zoom).
- d. Review of current and historic documentation relating to the parish including website text, parish profile, report on 'Life-giving questions', vision booklet, minutes, promotional materials, congregational statistics, accounts, listening to YouTube recordings of sermons and services.

4.8 Staff team vacancies also meant we chose to review and restructure staff roles, leading to the recruitment of a new 'Parish & Finance Administrator' in July 2024.

Role of Volunteers

4.9 Volunteers play a vital role in the ministry, mission and organisation of the Parish, including both within the worshipping community, and outside of it with wider community engagement and outreach projects. Their contribution may come through specific and more formal roles,

such as Readers, Licensed Lay Ministers, Pastoral Assistants; but includes a greater number of those serving informally in a range of areas in both public ministry and behind the scenes.

5. ACHIEVEMENTS AND PERFORMANCE

Outcomes from activities

5.1 With reference to paragraph 4.6 above:

- a. Prayer ministry now happening once a month at the 10.45am morning service at St Peter & St Paul, 30-40 people took part in the book group reading 'Side by Side: Walking with others in Wisdom and Love', 8-10 members of the church family completed Crosslands Pastoral Care course, lending library of over 40 CCEF pastoral care mini-books now available.
- b. The parish sent 10 women to the Southern Women's Convention, 135 people in the church family attended the Church Family Away Day, and twice-termly meeting/training has begun for preachers in the parish with two sessions completed.
- c. Ed Pascoe joined us in October 2024 as our Youth & Children's Minister after a competitive recruitment process.
- d. Hope Explored ran with around 20 guests, we increased our schools work through assemblies and staff prayer meetings plus planning for new school-based events in 2025 such as 'Lego Bible Club', our Christians in Sport quiz had around 60 attending, and our Christmas flagship event (Live Nativity) saw around 600 visitors to two 'performances' plus petting animals and donkey rides through the afternoon.

5.2 With reference to paragraph 4.7 above:

- a. Descriptive questionnaires sent to 45 PCC members, staff and selected others. 39 people responded.
- b. Shorter questionnaires made available to church members. 95 people responded.
- c. Four day-visits including 1-1 interviews with 20 people, six focus group meetings with around 150 people, a PCC meeting and visit to all four church buildings in the parish. (Plus a few further meetings by telephone or Zoom).
- d. Review of current and historic documentation relating to the parish including website text, parish profile, report on 'Life-giving questions', vision booklet, minutes, promotional materials, congregational statistics, accounts, listening to YouTube recordings of sermons and services.

5.3 As a result of the parish review work above, a report was prepared by the external consultant and released to the PCC in early January 2025. The PCC spent a culmination of many hours individually and together reflecting and discussing the report before it was released to the wider church family in early March 2025. A Church Family Meeting was then held later that month (around 140 attended) to reflect more widely together on the report and on where the PCC had come to in its response.

6. Financial Review

6.1 The General Fund budget approved by the PCC for 2024 reflected total costs of £403,729 this indicated a deficit for the year of £44,396.

6.2 The Balance Sheet shows an increase in value of £67,333 over 2024 .Balances at the end of 2024 are:

1) General Fund	- £1,901,088	an increase of £31,382
2) Designated Funds	- £202,461	an increase of £47,530
3) Restricted Funds	- £407,694	a reduction of £11,579

6.4 The aim for 2025 is to increase our numbers and giving to the general fund to cover an increasing proportion of the cost of a Youth and Children's Minister. And to continue to contain and closely monitor costs, to enable us to give as generously as we receive.

Reserves Policy

6.5 The PCC aims to hold reserves equivalent to 3 months recurring cost including diocesan offer and staff costs.

7. FUTURE PLANS

Key Objectives and Activities

7.1 The regular ministry activities of the church are expected to continue through 2025, with both Sunday and midweek activities, encompassing each of the nine vision areas.

7.2 In addition to this, focus will be given to making final decisions on the parish review report, and then moving forward with implementation across the parish of those decisions, around the 14 Recommendations for change:

- R1: Language
- R2: Pain
- R3: Seniors' Supporter
- R4: Congregational principles
- R5: Structure chart
- R6: New congregational structure
- R7: Challenge
- R8: Vision
- R9: Leadership
- R10: PCC
- R11: Mobilisation
- R12: Communication
- R13: Outreach
- R14: Process.

Signed on behalf of the PCC


Reverend Ben Thorndike

Dated :

30/4/25

REPORT OF THE INDEPENDENT EXAMINERS TO THE TRUSTEES OF

The Parochial Church Council (PCC) of
The Parish of St Peter and St Paul, Tonbridge
with St Andrew, St Philip and St Saviour

Independent Examiner's Report

I report to the trustees on my examination of the accounts of St. Peter and St Paul Parochial Church Council for the year ended 31st December 2024.

Respective responsibilities of the PCC and the Examiner

As the charity trustees you are responsible for the preparation of the accounts in accordance with the requirements of the Charities Act 2001 ('the Act').

I report in respect of my examination of the Charities accounts carried out under section 145 of the 2011 Act and in carrying out my examination I have followed all the applicable directions given by the Charity Commission under section 145(5)(b) of the Act.

Independent Examiner's Statement

The Charity's gross income exceeded £250,000 and I am qualified to undertake the examination by being a qualified member of ICAEW.

I have completed my examination. I confirm that no material matters have come to my attention in connection with the examination giving me cause to believe that in any material respect:

1. accounting records were not kept in accordance with section 130 of the Act; or
2. the accounts do not accord with those records; or
3. the accounts do not comply with the applicable requirements concerning the form and content of accounts set out in the Charities (Accounts and Reports) Regulations 2008 other than any requirement that the accounts give a 'true and fair view which is not a matter considered as part of an independent examination.

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in this report in order to enable a proper understanding of the accounts to be reached.



Steve Hale FCA, FCCA
For and on behalf of Perrys Audit Limited
Chartered Accountants
Churchdown Chambers,
Bordyke,
Tonbridge,
Kent TN9 1NB
Dated: 3/4/25

BALANCE SHEET
as at 31st December 2024

**The Parochial Church Council (PCC) of
The Parish of St Peter and St Paul, Tonbridge
with St Andrew, St Phillip and St Saviour**

	Notes Pages 11-18	2024 £	£	2023 £	£
FIXED ASSETS					
Tangible assets					
Property	3	1,776,000		1,776,000	
Office and Audio Visual Equipment	4	<u>13,386</u>		<u>7,586</u>	
			1,789,386		1,783,586
INVESTMENTS	5	<u>19,401</u>		<u>18,965</u>	
			19,401		18,965
CURRENT ASSETS					
Debtors	6	<u>35,164</u>		<u>12,088</u>	
			35,164		12,088
Bank and Cash in hand					
Central Board of Finance		303,152		287,872	
Church Repair Fund Deposits		77,476		74,754	
Bank Accounts					
Lloyds Current Account		36,834		65,946	
Lloyds Deposit Account		100,182		123,503	
Lloyds Long Term Deposit Account		101,755			
Lloyds MAG Restricted		53		51	
Lloyds Kondoa		6,358		932	
Lloyds Vestry Account		10,501		7,306	
Lloyds Long Term Account		80,000		100,000	
Cash in Hand		<u>249</u>		<u>249</u>	
			716,560		660,613
CREDITORS: Amounts falling due within one year	7	<u>(49,268)</u>		<u>(31,342)</u>	
			(49,268)		(31,342)
NET ASSETS		<u>2,511,243</u>		<u>2,443,910</u>	
FUNDS					
Unrestricted Funds					
General Fund - Balance at 1st January 2024			1,869,706		2,195,223
Movement in General Fund during the year			31,382		(325,517)
Balance at 31st December 2024			<u>1,901,088</u>		<u>1,869,706</u>
Designated Funds	9		202,461		154,931
			<u>2,103,549</u>		<u>2,024,637</u>
Restricted Funds	9		407,694		419,273
			<u>2,511,243</u>		<u>2,443,910</u>

STATEMENT OF FINANCIAL ACTIVITIES
as at 31st December 2024

**The Parochial Church Council (PCC) of
The Parish of St Peter and St Paul, Tonbridge
with St Andrew, St Philip and St Saviour**

	Notes Pages 11-18	Unrestricted Funds General	Designated	Restricted Funds	Total Funds 2024	2023
		£	£	£	£	£
INCOME AND ENDOWMENTS FROM						
Donations and legacies	1a	292,403	53,173	277,753	623,329	495,840
Other trading activities	1b	61,151	-	50	61,201	55,360
Investments	1c	3,580	10,096	10,096	23,772	13,468
Income from charitable activities	1d	22,150	-	-	22,150	27,339
Other incoming resources	1e	-	-	-	-	-
TOTAL		379,284	63,269	287,899	730,452	592,007
EXPENDITURE ON						
Raising funds	1f	-	-	-	-	-
Charitable activities	2a	304,902	52,499	305,718	663,119	551,010
TOTAL		304,902	52,499	305,718	663,119	551,010
Gains and losses on investment assets		-	-	-	-	1,631
NET INCOME		74,382	10,770	(17,819)	67,333	42,628
Transfers between Funds						
Church Repair Fund (CRF)		(36,760)	36,760	-	-	-
Tithe to Mission Action Group		(23,000)	-	23,000	-	-
Other		16,760	-	(16,760)	-	-
Gains and losses on revaluation of property		-	-	-	-	(374,000)
NET MOVEMENT IN FUNDS		31,382	47,530	(11,579)	67,333	(331,372)
Balances brought forward as at 1st January 2024		1,869,706	154,931	419,273	2,443,910	2,775,282
Balances carried forward as at 31st December 2024		1,901,088	202,461	407,694	2,511,243	2,443,910

STATEMENT OF FINANCIAL ACTIVITIES
as at 31st December 2023

**The Parochial Church Council (PCC) of
The Parish of St Peter and St Paul, Tonbridge
with St Andrew, St Philip and St Saviour**

	Unrestricted Funds General	Designated	Restricted Funds	Total Funds 2023
	£	£	£	£
INCOME AND ENDOWMENTS FROM				
Donations and legacies	300,172	7,776	187,892	495,840
Other trading activities	54,350	1,010	-	55,360
Investments	7,352	1,832	4,284	13,468
Income from charitable activities	27,339	-	-	27,339
Other incoming resources	-	-	-	-
TOTAL	389,213	10,618	192,176	592,007
EXPENDITURE ON				
Raising funds	-	-	-	-
Charitable activities	319,260	42,645	189,105	551,010
TOTAL	319,260	42,645	189,105	551,010
Gains and losses on investment assets	1,631	-	-	1,631
NET INCOME	71,584	(32,027)	3,071	42,628
Transfers between Funds				
Church Repair Fund (CRF)	-	-	-	-
Tithe to Mission Action Group	(23,101)	-	23,101	-
Other	-	(9,775)	9,775	-
Gains and losses on revaluation of property	(374,000)	-	-	(374,000)
NET MOVEMENT IN FUNDS	(325,517)	(41,802)	35,947	(331,372)
Balances brought forward as at 1st January 2023	2,195,223	196,733	383,326	2,775,282
Balances carried forward as at 31st December 2023	1,869,706	154,931	419,273	2,443,910

CASH FLOW STATEMENT

as at 31st December 2024

**The Parochial Church Council (PCC) of
The Parish of St Peter and St Paul, Tonbridge
with St Andrew, St Phillip and St Saviour**

	2024 £	2023 £
Cash generated from operations activities		
Net Incoming Resources for the Year		
Unrestricted funds	31,382	(325,517)
Designated funds	47,530	(41,802)
Restricted funds	(11,579)	35,947
Total	<u>67,333</u>	<u>(331,372)</u>
Add back depreciation charge	9,793	7,921
Revaluation adjustment	-	374,000
Gain and loss on investment		(1,631)
Reconciliation to cash generated from operations:	<u>77,126</u>	<u>48,918</u>
Cash inflow due to increase in debtors	(23,076)	9,432
Cash inflow due to increase in creditors	17,926	12,538
Movements in working capital	<u>(5,150)</u>	<u>21,970</u>
Investing activities		
Purchase of fixed assets	(15,593)	(1,514)
Purchase of investments	(436)	
Cash flows from investing activities	<u>(16,029)</u>	<u>(1,514)</u>
Net increase in cash from operating activities	55,947	69,374
Net cash resources at bank at beginning of year	660,613	591,239
Net cash at bank at 31 December 2024	<u><u>716,560</u></u>	<u><u>660,613</u></u>
 Analysis of the Balances of Cash as Shown in the Balance Sheet		
	£	£
Central Board of Finance	303,152	287,872
Church Repair Fund Deposits	77,476	74,754
Bank accounts and cash in hand	335,932	297,987
 At 31st December 2024	<u><u>716,560</u></u>	<u><u>660,613</u></u>

NOTES TO THE STATEMENT OF FINANCIAL ACTIVITIES
INCOMING RESOURCES
as at 31st December 2024

The Parochial Church Council (PCC) of
The Parish of St Peter and St Paul, Tonbridge
with St Andrew, St Philip and St Saviour

	Unrestricted Funds		Restricted Funds	Total Funds	
	General	Designated		2024	2023
Income and endowments from	£	£	£	£	£
<i>1 (a) Donations and legacies</i>					
Regular donations: Gift Aid	166,542	-	-	166,542	170,617
Occasional donations: Gift Aid	11,725	-	350	12,075	15,205
Regular donations: non Gift Aid	14,257	-	-	14,257	13,318
Occasional donations: non Gift Aid	48,956	-	209	49,165	47,381
Income Tax recovery	50,751	855	50,651	102,257	83,138
Collections at services	172	-	-	172	189
<i>Designated & Restricted Funds</i>					
St Peter & St Paul	-	770	-	770	6,110
St Philip - CALEB	-	-	-	-	10,000
St Saviour	-	-	-	-	2,100
St Andrew Refurb	-	-	-	-	-
Other Special Funds (inc Choir/ Organ fund)	-	4,305	226,543	230,848	147,277
<i>Grants - non recurring</i>					
Legacies	-	47,243	-	47,243	505
	<u>292,403</u>	<u>53,173</u>	<u>277,753</u>	<u>623,329</u>	<u>495,840</u>
<i>1 (b) Other trading activities</i>					
Fetes and coffee mornings etc.	-	-	50	50	-
Magazine advertising	2,652	-	-	2,652	2,699
Lettings	58,499	-	-	58,499	52,661
	<u>61,151</u>	<u>-</u>	<u>50</u>	<u>61,201</u>	<u>55,360</u>
<i>1 (c) Interest (inc Poor and Alms / War div)</i>	<u>3,580</u>	<u>10,096</u>	<u>10,096</u>	<u>23,772</u>	<u>13,468</u>
<i>1 (d) Income from charitable activities</i>					
Magazine sales income	432	-	-	432	828
Other income	11,597	-	-	11,597	16,058
Fees - weddings	1,990	-	-	1,990	2,842
Fees - funerals	2,551	-	-	2,551	1,397
St Peter & St Paul Centre income	5,580	-	-	5,580	6,214
	<u>22,150</u>	<u>-</u>	<u>-</u>	<u>22,150</u>	<u>27,339</u>
<i>1 (e) Other Incoming resources</i>					
Insurance claims	-	-	-	-	-
Total Incoming Resources	<u>379,284</u>	<u>63,269</u>	<u>287,899</u>	<u>730,452</u>	<u>592,007</u>

NOTES TO THE STATEMENT OF FINANCIAL ACTIVITIES
INCOMING RESOURCES
as at 31st December 2023

The Parochial Church Council (PCC) of
The Parish of St Peter and St Paul, Tonbridge
with St Andrew, St Philip and St Saviour

	Unrestricted Funds		Restricted Funds	Total Funds
	General	Designated		2023
Income and endowments from	£	£	£	£
<i>1 (a) Donations and legacies</i>				
Regular donations: Gift Aid	170,617	-	-	170,617
Occasional donations: Gift Aid	13,950	-	1,255	15,205
Regular donations: non Gift Aid	13,318	-	-	13,318
Occasional donations: non Gift Aid	47,381	-	-	47,381
Income Tax recovery	54,717	762	27,659	83,138
Collections at services	189	-	-	189
<i>Designated & Restricted Funds</i>				
St Peter & St Paul	-	544	5,566	6,110
St Philip - CALEB	-	-	10,000	10,000
St Saviour	-	-	2,100	2,100
St Andrew Refurb	-	-	-	-
Other Special Funds (inc Choir/ Organ fund)	-	5,965	141,312	147,277
<i>Grants - non recurring</i>				
Legacies	-	505	-	505
	<u>300,172</u>	<u>7,776</u>	<u>187,892</u>	<u>495,840</u>
<i>1 (b) Other trading activities</i>				
Fetes and coffee mornings etc.	-	-	-	-
Magazine advertising	2,699	-	-	2,699
Lettings	51,651	1,010	-	52,661
	<u>54,350</u>	<u>1,010</u>	<u>-</u>	<u>55,360</u>
<i>1 (c) Interest (inc Poor and Alms / War div)</i>	<u>7,352</u>	<u>1,832</u>	<u>4,284</u>	<u>13,468</u>
<i>1 (d) Income from charitable activities</i>				
Magazine sales income	828	-	-	828
Other income	16,058	-	-	16,058
Fees - weddings	2,842	-	-	2,842
Fees - funerals	1,397	-	-	1,397
St Peter & St Paul Centre income	6,214	-	-	6,214
	<u>27,339</u>	<u>-</u>	<u>-</u>	<u>27,339</u>
<i>1 (e) Other Incoming resources</i>				
Insurance claims	-	-	-	-
Total Incoming Resources	<u><u>389,213</u></u>	<u><u>10,618</u></u>	<u><u>192,176</u></u>	<u><u>592,007</u></u>

NOTES TO THE STATEMENT OF FINANCIAL ACTIVITIES
RESOURCES USED

as at 31st December 2024

The Parochial Church Council (PCC) of

The Parish of St Peter and St Paul, Tonbridge
with St Andrew, St Philip and St Saviour

Expenditure on	Unrestricted Funds		Restricted	Total Funds	
	General	Designated	Funds	2024	2023
	£	£	£	£	£
1(f) Raising funds					
Costs of fetes, bazaars & other fund raising	-	-	-	-	-
2(a) Charitable activities					
<i>Grants and awaygiving</i>					
Church mission	-	-	210,373	210,373	102,524
Church relief	-	-	22,208	22,208	29,412
Other charitable giving	-	-	-	-	10
Ministry costs (stipend and salaries)+interregnum	105,671	-	-	105,671	103,391
Staff costs	2,102	28,913	-	31,015	29,649
Clergy accommodation	7,908	-	-	7,908	6,740
Staff mileage	709	-	-	709	780
Parish Share	-	-	-	-	-
<i>Church running costs</i>					
Insurance	12,492	-	-	12,492	12,294
Heating	28,657	-	-	28,657	24,545
Lighting	14,276	-	-	14,276	20,721
Water and sewerage	1,569	-	-	1,569	2,059
Cleaning	16,701	-	-	16,701	15,167
Gardening	3,105	283	-	3,388	1,901
Maintenance	22,892	23,196	360	46,448	33,694
Other ministry costs	5,257	-	-	5,257	3,963
Choir and organ	5,211	107	-	5,318	7,329
Costs of magazine bookstall, publications	4,403	-	-	4,403	4,476
Youth & children	3,779	-	6,632	10,411	8,614
Mission outreach	633	-	808	1,441	2,855
St Peter & St Paul Centre expenses	2,589	-	-	2,589	2,682
New building/capital work	-	-	12,629	12,629	484
Refurbishment cost	-	-	43,266	43,266	3,981
Wedding fees	347	-	-	347	957
Funeral fees	315	-	-	315	180
<i>Management and administration</i>					
Administration staff	29,000	-	-	29,000	35,936
Finance staff	15,996	-	-	15,996	26,124
General administration	2,055	-	2,392	4,447	36,336
Computers & supplies	2,288	-	-	2,288	2,610
Telephone	7,603	-	-	7,603	7,840
Bank charges	429	-	-	429	462
Stationery & books	1,189	-	-	1,189	1,404
Photocopiers	2,786	-	-	2,786	2,719
Depreciation	2,743	-	7,050	9,793	7,921
2b Governance costs					
Legal costs	-	1,745	-	(1,745)	7,500
Independent Examiner's fee	3,942	-	-	3,942	3,750
Total direct costs	304,902	52,499	305,718	663,119	551,010
Total Expenditure	304,902	52,499	305,718	663,119	551,010

**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITIES
RESOURCES USED**

as at 31st December 2023

**The Parochial Church Council (PCC) of
The Parish of St Peter and St Paul, Tonbridge
with St Andrew, St Philip and St Saviour**

Expenditure on	Unrestricted Funds		Restricted	Total Funds
	General	Designated	Funds	2023
	£	£	£	£
1(f) Raising funds				
Costs of fetes, bazaars & other fund raising	-	-	-	-
2(a) Charitable activities				
<i>Grants and awaygiving</i>				
Church mission	-	-	102,524	102,524
Church relief	-	-	29,412	29,412
Other charitable giving	10	-	-	10
Ministry costs (stipend and salaries)+interregnum	103,391	-	-	103,391
Staff costs	1,983	27,666	-	29,649
Clergy accommodation	6,740	-	-	6,740
Staff mileage	780	-	-	780
Parish Share	-	-	-	-
<i>Church running costs</i>				
Insurance	12,294	-	-	12,294
Heating	24,545	-	-	24,545
Lighting	20,721	-	-	20,721
Water and sewerage	2,059	-	-	2,059
Cleaning	15,167	-	-	15,167
Gardening	1,426	475	-	1,901
Maintenance	13,160	14,504	6,030	33,694
Other ministry costs	3,963	-	-	3,963
Choir and organ	7,329	-	-	7,329
Costs of magazine bookstall, publications	4,476	-	-	4,476
Youth & children	2,587	-	6,027	8,614
Mission outreach	1,931	-	924	2,855
St Peter & St Paul Centre expenses	2,682	-	-	2,682
New building/capital work	-	-	484	484
Refurbishment cost	-	-	3,981	3,981
Wedding fees	957	-	-	957
Funeral fees	180	-	-	180
<i>Management and administration</i>				
Administration staff	35,936	-	-	35,936
Finance staff	26,124	-	-	26,124
General administration	3,025	-	33,311	36,336
Computers & supplies	2,610	-	-	2,610
Telephone	7,840	-	-	7,840
Bank charges	462	-	-	462
Stationery & books	1,404	-	-	1,404
Photocopiers	2,719	-	-	2,719
Depreciation	1,509	-	6,412	7,921
2b Governance costs				
Legal costs	7,500	-	-	7,500
Independent Examiner's fee	3,750	-	-	3,750
Total direct costs	319,260	42,645	189,105	551,010
Total Expenditure	319,260	42,645	189,105	551,010

NOTES TO THE FINANCIAL STATEMENTS

The Parish of St Peter and St Paul, Tonbridge with St Andrew, St Philip and St Saviour

3. Accounting Policies

(a) Basis of preparation and assessment of going concern

The financial statements have been prepared in accordance with the Statement of Recommended Practice: Accounting and Reporting by Charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) issued on 16 July 2014 and the Financial Reporting Standard applicable in the United Kingdom and Republic of Ireland (FRS 102) and the Charities Act 2011

The trustees consider that there are no material uncertainties about the Charity's ability to continue as a going concern.

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. These Funds included funds designated for a particular purpose by the PCC.

The purpose of Restricted Funds is set out in note (b) of these financial statements.

The financial statements include transactions, assets and liabilities for which the PCC can be held responsible. They do not include the accounts for church groups that owe affiliation to another body nor to those that are informal gatherings of church members.

Income recognition

Income is recognised once the charity has entitlement to the income, it is probable that the income will be received and the amount of income can be measured reliably.

Voluntary income and capital sources

Special collections are recognised when made. Income tax recovery on Gift Aid donations is accrued for the financial year. Grants and legacies are accounted for as soon as the PCC is notified of the entitlement and the likely amount that is due. St Peter and St Paul coffee bar transactions are shown as gross. Funds raised by Parish events are accounted for net of cost.

Other ordinary income

Parochial fees to the PCC are now paid to the Diocese following a change of policy in late 2019. The income shown to the Parish is now much reduced portion of the fees.

Expenditure recognition

Liabilities are recognised as expenditure as soon as there is a legal or constructive obligation committing the Church to that expenditure, it is probable that settlement will be required and the amount of obligation can be measured reliably.

All expenditure is accounted for on accruals basis.

Fixed Assets

Consecrated land and building and movable church furnishings

Consecrated and beneficed property is excluded from the accounts by s.337 of the Charities Act 2011.

No value is placed on movable church furnishings held by the Churchwardens in special trust for the PCC which require faculty for disposal since the PCC considers these to be inalienable property. All expenditure incurred during the year on consecrated or beneficed buildings and movable church furnishings is written off.

Office equipment is capitalised and depreciated at a rate of 25% per annum on a straight line basis, to write off the asset over its expected useful life. Computers are capitalised and depreciated at a rate of 25% per annum on a straight line basis to write off the asset over its expected useful life. Audio Visual equipment is capitalised and depreciated at the rate of 25% per annum on a straight line basis to write off the asset over its expected useful life. Office furniture is capitalised and depreciated at the rate of 25% per annum on a straight line basis.

NOTES TO THE FINANCIAL STATEMENTS

The Parish of St Peter and St Paul, Tonbridge with St Andrew, St Phillip and St Saviour

Properties

Investment properties are shown at their fair value as at the balance sheet date. The Statement of Financial Activities includes the gains and losses arising on revaluation. The open market value of the properties was assessed in December 2024.

12 Salisbury Road	£363,000
14 Salisbury Road	£363,000
13 Dry Hill Park Crescent	£1,050,000
	<u>£1,776,000</u>

During the previous year negotiations with the Diocese of Rochester has taken place regarding the ownership of the land and houses. The Diocese own the land and the Parish own the houses and it has now been agreed that the split is 34% for land and 66% houses-this has now to be formally agreed legally and is proceeding.

Each Salisbury Road house has a current value of £550,000. And so under the agreement the parish value is £363,000 each

Fixed Asset Investments

These are a form of basic financial instrument and initially recognised at their transaction value and subsequently measured at their fair value as at the balance sheet date. The Statement of Financial Activities includes the gains and losses arising on revaluation.

Other Notes

- a) The model policies set out in SORP FRS102 have been followed throughout these accounts.
- b) Description of funds

Designated funds

Church Repair Funds (CRF) - amounts set aside against contingencies listed in Quinquennial Reports on Parish property.

Choir Fund - Wedding Fees received by the choir, used to purchase choir robes etc.

Car Park - accrual of fees for licences to park.

Legacies - amounts held for future expenditure.

St Saviour General Fund - for use in the ministry of St Saviour's Church.

St Andrew Building Fund (started 1996) - for use in the event of serious damage to such of the property that is not covered by insurance.

Repair Fund Reserve (started 2008) - for the repair of Parish property not covered by the Quinquennial Inspections.

Restricted Funds

CALEB (St Phillip Fund) - for the extensive renovation of the building, the surroundings and the contents.

Christianity Explored - for the teaching of basic Christian faith.

Discretionary Fund - administered by the Vicar and Churchwardens for the benefit of those in need.

Mission Action Group unallocated - amount received for giving support to specific people and organisations.

St Andrew Refurbishment Fund - for use for building upgrades to St Andrews Church.

St Peter and St Paul Fund - for use in the ministry of St Peter and St Paul Church.

St Peter and St Paul Boiler Fund for future heating needs at St Peter and St Paul Church.

St Peter and St Paul Tower - for repairs to the Tower at St Peter and St Paul Church.

St Saviour Fund including the Dorothy Stonely Legacy - given for the enhancement of worship at

Training Opportunities - funds awaiting distribution at the discretion of the Vicar and the Wardens.

Special Opportunities - for use by the Vicar for special purposes.

Youth Worker - this fund is for financing Parish youth work.

Ministry Costs - for the provision of additional clergy.

Jane Austen Fund - used to promote the connection of Jane Austen with Tonbridge and the Parish Church.

Housing Reserve - for repairs to clergy housing.

Refurbishment fund - St Peter & St Paul and St Andrew

NOTES TO THE FINANCIAL STATEMENTS

The Parish of St Peter and St Paul, Tonbridge with St Andrew, St Philip and St Saviour

- (c) No members of the PCC are salaried for these duties. Reimbursements were paid to seven members of the PCC for items including mileage, postage, stationery and sundry items that were the proper expense of the Parish.
- (d) The Parish carries employer's liability insurance to a maximum of £10m but it does not carry insurance against loss arising from neglect or default of the PCC and no indemnity is provided for PCC members in respect of the consequences of any such loss.
- (e) The fee paid to the independent examiner is shown in the accounts.
- (f) Allocation of support and governance costs
Support costs have been allocated to Expenditure on Charitable Activities.
- (g) The PCC has not made a grant to another institution of which the Charities SORP recommend disclosure in the public interest.
- (h) The Parish received a small income from investments lodged with Diocese. The total, which amounts to £2,459, arises from a number of deeds that were executed in the nineteenth century or before. Investments are shown at fair value in the accounts.

NOTES TO THE FINANCIAL STATEMENTS

The Parish of St Peter and St Paul, Tonbridge with St Andrew, St Philip and St Saviour

4. Tangible Fixed Assets - Office and Audio Visual Equipment

	Office Equipment and Furniture £	Computers £	Audio Visual £	Total £
Cost				
At 1.1.24	51,915	16,469	112,261	180,645
Additions	3,353	419	11,821	15,593
Disposals	-	-	-	-
At 31.12.24	<u>55,268</u>	<u>16,888</u>	<u>124,082</u>	<u>196,238</u>
Depreciation				
At 1.1.24	49,982	15,008	108,069	173,059
Eliminated on disposal	-	-	-	-
Charge for the year	1,935	808	7,050	9,793
At 31.12.24	<u>51,917</u>	<u>15,816</u>	<u>115,119</u>	<u>182,852</u>
Net Book Value 31.12.2024	<u>3,351</u>	<u>1,072</u>	<u>8,963</u>	<u>13,386</u>
Net Book Value 31.12.2023	<u>1,933</u>	<u>1,461</u>	<u>4,192</u>	<u>7,586</u>

5. Investments

	2024 £	2023 £
Market value brought forward at 1 January 2024	18,965	17,335
Additions	436	
Gain/(Loss) on revaluation		1,630
Market value as at 31 December 2024	<u>19,401</u>	<u>18,965</u>

6. Debtors

	2024 £	2023 £
Income Tax Recoverable	1	-
Other debtors	35,163	12,088
	<u>35,164</u>	<u>12,088</u>

7. Creditors: due within one year

	2024 £	2023 £
Pension costs	-	-
Accruals	10,556	7,500
Accounts payable	34,395	18,380
Agency collections	4,317	5,462
	<u>49,268</u>	<u>31,342</u>

8. Analysis of staff costs and remuneration of key management personnel

	2024 £	2023 £
Wages and salary costs	81,372	97,093
Social security costs	496	1,796
Employer pension contribution	1,057	1,808
Salaries and wages including social security costs	<u>82,925</u>	<u>100,697</u>

The average number of employees during the year was 7 (2023: 9).

No employee receive remuneration in excess of £60,000.

Key management are not remunerated by the charity, they are remunerated by the Diocese.

NOTES TO THE FINANCIAL STATEMENTS
as at 31st December 2024

**The Parish of St Peter and St Paul, Tonbridge
with St Andrew, St Philip and St Saviour**

9. Analysis of funds movements	Opening Balance 1.1.2024 £	Income £	Expenditure £	Transfers £	Closing Balance 31.12.2024 £
Designated Funds					
CRF Parish Church	28,118	10,096	(422)	16,579	54,371
CRF 12 Salisbury Road	5,418	-	(4,245)	10,000	11,173
CRF 14 Salisbury Road	6,333	-	(16,514)	10,181	-
CRF St Philip	14,410	-	(1,776)	404	13,038
CRF St Saviour	3,606	-	-	-	3,606
CRF 13 Dry Hill Park Road	11,796	-	(239)	(404)	11,153
Total Church Repair Fund	69,681	10,096	(23,196)	36,760	93,341
Car Park	495	770	(283)	-	982
St Saviour General	-	-	-	-	-
Legacies	833	47,243	-	-	48,076
St Andrew Building Reserve	1,000	-	-	-	1,000
Families Minister	69,265	4,275	(28,913)	-	44,627
Choir Fund	2,053	210	(107)	-	2,156
Care taker	2,030	675	-	-	2,705
Fund raising	2,170	-	-	-	2,170
Repair fund 12/14 Salsbury Road	-	-	-	-	-
Repair Fund Reserve	7,404	-	-	-	7,404
Total Designated Funds	154,931	63,269	(52,499)	36,760	202,461

Designated Funds	1.1.2023	Income	Expenditure	Transfers	31.12.2023
CRF Parish Church	27,189	929	-	-	28,118
CRF 12 Salisbury Road	7,045	203	(1,830)	-	5,418
CRF 14 Salisbury Road	6,914	199	(780)	-	6,333
CRF St Philip	14,006	404	-	-	14,410
CRF St Saviour	3,509	97	-	-	3,606
CRF 13 Dry Hill Park Road	14,014	404	(2,622)	-	11,796
Total Church Repair Fund	72,677	2,236	(2,610)	-	69,681
Car Park	516	544	(565)	-	495
St Saviour General	-	-	-	-	-
Legacies	11,207	626	-	(11,000)	833
St Andrew Building Reserve	1,000	-	-	-	1,000
Families Minister	92,000	3,706	(27,666)	1,225	69,265
Choir Fund	1,498	555	-	-	2,053
Care taker	1,355	675	-	-	2,030
Fund raising	2,170	-	-	-	2,170
Repair fund 12/14 Salsbury Road	5,000	-	(5,000)	-	-
Repair Fund Reserve	9,310	2,276	(4,182)	-	7,404
Total Designated Funds	196,733	10,618	(40,023)	(9,775)	154,931

NOTES TO THE FINANCIAL STATEMENTS
as at 31st December 2024

The Parish of St Peter and St Paul, Tonbridge
with St Andrew, St Philip and St Saviour

	Opening Balance 1.1.2024	Income	Expenditure	Transfers	Closing Balance 31.12.2024
Restricted Funds					
St Peter & St Paul General	67	-	(2,955)	2,888	-
St Philip - CALEB	1,873	50	-	-	1,923
Special Opportunities Fund	750	-	-	-	750
AV Fund	2,913	-	(4,438)	1,525	-
St Andrew Refurb	-	-	-	-	-
St Peter & St Paul Boiler	5,619	-	(1,571)	-	4,048
Ministry Costs	119,048	10,534	(821)	-	128,761
Youth Worker	73,489	8,284	(6,632)	-	75,141
Christianity Explored	-	-	-	-	-
St Peter & St Paul Tower	10,453	-	-	(10,453)	-
St Saviour General	11,508	-	(12,629)	1,121	-
Training Opportunities	-	-	-	-	-
Jane Austen Fund	547	209	-	-	756
Mission Action Group	5,214	110	(20,708)	23,000	7,616
St Philips General	10,000	-	-	-	10,000
Vicar's Discretionary	3,246	788	(1,500)	-	2,534
Open House and Warm Spaces	1,945	1,150	(808)	-	2,287
AW Legacy	65,392	-	-	-	65,392
AW - Coach House ceiling & lighting	2,970	-	(360)	-	2,610
AW - PV panels to P&P roof	20,000	-	-	-	20,000
AW - P&P Upper lounge heating	20,000	-	-	-	20,000
AW - St Philip's Audio Desk	10,000	-	-	-	10,000
Holy Moley	-	-	-	-	-
Bell refurbishment	30,000	32,500	(42,898)	-	19,602
Housing reserve	-	-	-	-	-
Refurbishment Fund	11,566	300	(25)	(11,841)	-
Monuments	368	-	-	-	368
Kondoa Fund	12,305	233,974	(210,373)	-	35,906
Total Restricted Funds	419,273	287,899	(305,718)	6,240	407,694

	1.1.2023				31.12.2023
Restricted Funds					
St Peter & St Paul General	1,321	3,300	(4,554)	-	67
St Philip - CALEB	2,650	-	(777)	-	1,873
Special Opportunities Fund	500	250	-	-	750
AV Fund	7,008	-	(4,095)	-	2,913
St Andrew Refurb	-	-	-	-	-
St Peter & St Paul Boiler	26,194	2,746	(23,321)	-	5,619
Ministry Costs	124,120	6,143	(9,990)	(1,225)	119,048
Youth Worker	36,967	21,549	(6,027)	21,000	73,489
Christianity Explored	-	-	-	-	-
St Peter & St Paul Tower	10,433	20	-	-	10,453
St Saviour General	9,867	2,125	(484)	-	11,508
Training Opportunities	-	-	-	-	-
Jane Austen Fund	547	-	-	-	547
Mission Action Group	5,870	(478)	(23,279)	23,101	5,214
St Philips General	-	10,000	-	-	10,000
Vicar's Discretionary	8,004	1,375	(6,133)	-	3,246
Open House and Warm Spaces	2,279	590	(924)	-	1,945
AW Legacy	120,000	10,392	-	(65,000)	65,392
AW - Coach House ceiling & lighting	-	-	(2,030)	5,000	2,970
AW - PV panels to P&P roof	-	-	-	20,000	20,000
AW - P&P Upper lounge heating	-	-	-	20,000	20,000
AW - St Philip's Audio Desk	-	-	-	10,000	10,000
Holy Moley	-	-	-	-	-
Bell refurbishment	-	30,000	-	-	30,000
Housing reserve	-	-	-	-	-
Refurbishment Fund	14,332	2,201	(4,967)	-	11,566
Monuments	368	-	-	-	368
Kondoa Fund	12,866	101,963	(102,524)	-	12,305
Total Restricted Funds	383,326	192,176	(189,105)	32,876	419,273