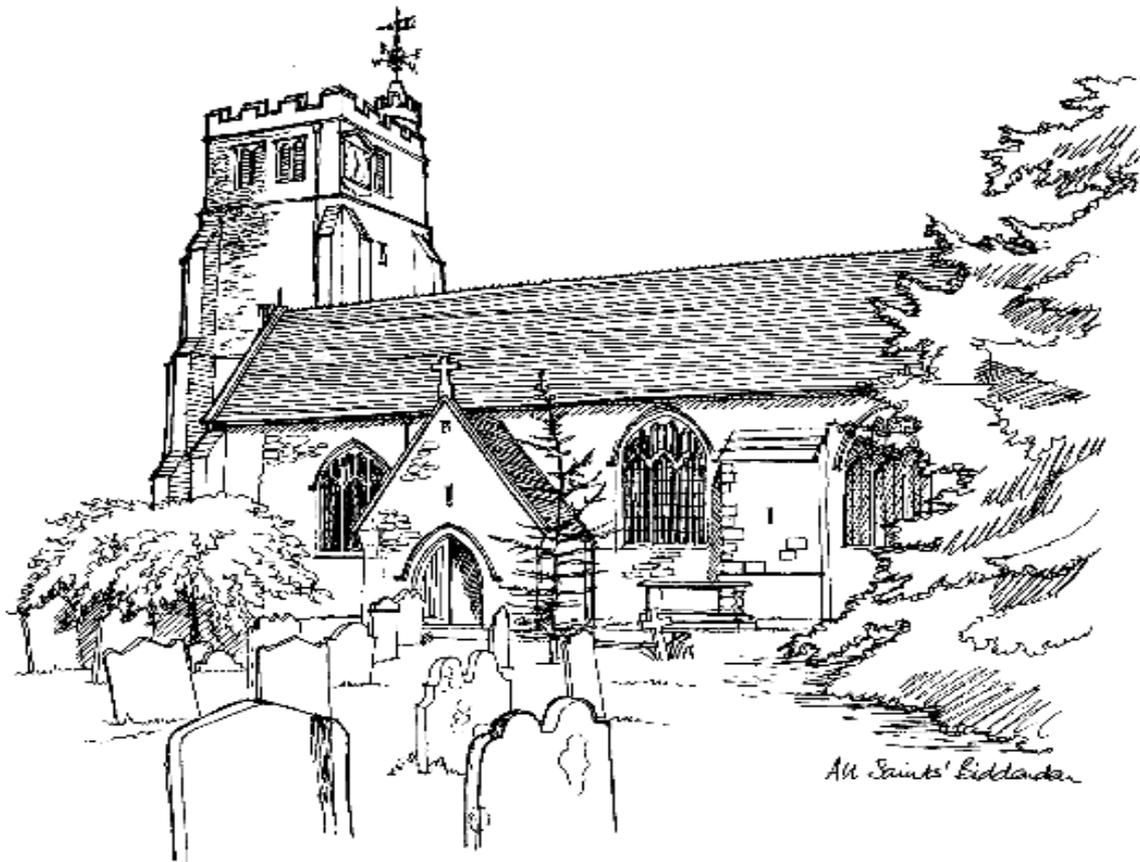


# ALL SAINTS, BIDDENDEN



## Annual Parochial Church Meeting and the Vestry Meeting 2021

# ALL SAINTS CHURCH BIDDENDEN

## ANNUAL CHURCH MEETINGS

Wednesday 23<sup>rd</sup> June 2021 at All Saints Church  
at 7:00pm for 7.30pm

### Opening prayers

### Vestry meeting

1. Election of Chair
2. Appointment of Clerk
3. Apologies for Absence
4. Minutes of Vestry Meeting held on 19<sup>th</sup> October 2020
5. Election of Churchwardens.

### Annual Parochial Church Meeting

1. Minutes of APCM 2020 held on 19<sup>th</sup> October 2020
2. Matters arising
3. Reports:
  1. Electoral Roll
  2. Churchwardens report
  3. PCC Members Report
  4. Other reports
  5. Financial Review & Statement
4. Reading of Bequests
5. Election of:
  - Electoral Roll Officer
  - PCC Members
  - Deanery Synod Representatives
  - Sides-persons
  - Independent Examiner
6. Presentation of the Terrier
7. Churchwardens remarks
8. AOB & Close of Meeting

## **From the Churchwarden**

Our last annual general meeting was in October 2020, so this is an eight-month report for 2020/21. In October we started another lockdown, with the country being divided into different tiers, and along came the 'Kent Variant', which ensured that we all stayed at home. It has been such a difficult time for our church community, with no face-to-face services until recently and people feeling isolated and alone.

We were so lucky to have had some church services over the Christmas time, with a lovely open-air service just before Christmas, and our Midnight and Christmas services in church. Then, at the beginning of January of this year, we entered our third national lockdown, with children being home schooled, people working from home and the stopping of services in our Benefice.

On the positive side, we have seen the vaccination programme being implemented at full speed with most of our congregations now having had at least the first, if not the second, vaccine. We have remained a worshipping church, with the help of Zoom, having congregations of many people via technology, from far and wide. I hope that we have been able to keep in touch with people in a way that would not have been possible if we have not had the support of Alex, Tom and Abi. Our thanks also go to all the clergy who have responded to the need and helped us both in church and on Zoom.

Meetings and conversations have continued and we are at last able to meet in person, all be it at a social distance. Thursday coffee call-in has worked via Zoom, with thanks to Julie and Sally for doing this.

Our support for our charities has continued and we had such a fantastic response to the Lent soup event and Christian Aid, raising £694.05 for Crossways Community, and £537.85 for Christian Aid. I would like to thank everyone who made soup, scones, delivered and received – it shows that we can make a difference, even in difficult times.

We have now officially had Alex leave the Benefice and I am so grateful that he delayed his departure until we were able to cope with the present situation. We now have a vacancy for a Priest-in-Charge and the process has commenced to recruit a new person to lead us in Biddenden and Smarden. There have already been changes in the way we worship, but one of the best things has been working as a benefice with Smarden, to become more joined up, sharing ideas and the support of working together, and I would like to thank Tom and Edward for making this possible. We know that there will be a change, but we look forward to welcoming the new person and working with them in the next chapter of Biddenden church.

The PCC has met regularly throughout the year and has worked hard on all the issues that we need to deal with. I would like to thank Julie Lupton for all the hard work that she has done regarding the fabric of the church – there appears to have been a constant need to do works on the church and this takes time and a lot of paperwork to do. We still have a lot to do and we will need to raise funds to do the works, which I am sure we will do. Our parish administrator, Tanya, has been such an important person in the running of this church, and behind the scenes she has done the minutes for the meetings, typed up endless service sheets, ordered supplies, arranged clergy to cover services, weddings and funerals, and generally kept us on the straight and narrow. Thank you, Tanya.

This leads me onto the fundraising team who have started to refresh their ideas and we look forward to some of the events that will be run, with the fete next month being the first.

FAB has now also started actively fundraising again, and we thank them for all that they do to help maintaining the church fabric, especially at the moment. Thank you to Paul and the team.

Without all the volunteers that help in the church, we would not have one – from the sidespeople, readers, intercessors, coffee makers, choir, bellringers, cake bakers and cleaners, we thank you for all your hard work.

I would personally like to thank Peter, Abi and Emma and my parents, in what has been a difficult year for us, from having Covid, selling our house, being homeless and hopefully now, moving into our new home!

I look forward to another year as churchwarden, serving you and All Saints Church.

Ann Courtness, Churchwarden of All Saints Church, Biddenden.

# Annual report and financial statements

## All Saints Biddenden Parochial Church Council 2020

### Administrative Information

Address: All Saints Church, Biddenden, High Street, Biddenden TN27 8AH. The parish is a joint benefice with St. Michael the Archangel Smarden. As of 1<sup>st</sup> February 2012, it became formally part of a Group Ministry with the parishes of Bethersden, High Halden and Woodchurch, within the Diocese of Canterbury, Church of England.

All Saints Parochial Church Council (PCC) has the responsibility of co-operating with the Incumbent, in promoting in the ecclesiastical parish, the whole mission of the Church, pastoral, evangelistic, social and ecumenical. The PCC is also responsible for the maintenance of All Saints Church, Biddenden. As of March 2021, All Saints church is in interregnum and now in the process of filling the vacancy.

### Objectives and Activities

When planning our activities for the year, the incumbent and the PCC have considered the Charity Commission's guidance on public benefit, and in particular, the specific guidance on charities for the advancement of religion.

The PCC objectives and activities are guided by our Church plan.

We want our Church first and foremost to be a community of Christian Action.

#### Our Vision

- We will grow a Church that is open to all
- We will develop and display confidence as Christians
- We will seek to serve the community

#### Our Mission

- To provide a warm welcome
- To support each other in our spiritual growth
- To be visible, capable and available as Christian helpers in our community
- To encourage the spiritual development of young people

### PCC Membership:

PCC members who have served from 1<sup>st</sup> January 2020 to the date on which this report was approved are:

Incumbent:	Reverend Alex Bienfait (until January 2021)
Churchwarden:	Ann Courtness (reappointed in 2020)
Representative to Deanery Synod:	Vacant - No appointment made in 2019
PCC Members:	Paul Webster (2 <sup>nd</sup> term, from April 2019 to October 2020)
	Peter Cutts (from December 2016)
	Joanna Winston (from May 2017 to October 2020)
	Julie Lupton (from May 2017)
	Anne Webster (from October 2020)

During 2020, the PCC met on 7 occasions (2 in the Cabin, the remainder on Zoom), and 2 times in conjunction with Smarden PCC. Attendance was 95%

## **PCC business - main topics covered:**

### **Combined PCC**

- Benefice, Group Ministry and Deanery matters
- Alternative online services and support during the Covid pandemic
- Safeguarding
- Welcomers leaflet
- Parish Quota split between Biddenden and Smarden
- Christmas Cheer voucher scheme using the In Need funds

### **Biddenden PCC**

- Deanery matters
- Maintenance of church fabric
- Alternative online services and support during the Covid pandemic
- Churchyard maintenance and improvement
- Health & Safety
- Mission Plan
- Worship patterns
- Pastoral care
- Child and Vulnerable Adult Protection Policy
- Parish Safeguarding Policy
- Finance, Budgets,
- Charitable giving
- Fund-raising and social events
- Parish Magazine
- John Mayne School
- Friends of All Saints Biddenden

### **Achievement and Performance 2020**

#### **(Demonstration of public benefit)**

Ministry was led by the **Rev'd Alexander Bienfait**, Priest in Charge until January 2021 when Alex retired. All Saints church is now in interregnum and looking for a replacement rector. **All Saints Biddenden** has a **lay worship team** consisting of **Ann Courtness, Martin Giles and Julie Lupton**. During the pandemic, Alex and the churchwardens worked hard to ensure a service was offered online on Zoom each Sunday which was very well received.

We greatly appreciate the valued support of the **Rev'd Pearl Anderson** a retired priest from Headcorn, **Rev'd Canon David Trustram** a retired priest from Tenterden, **Rev'd Sue Rose & Rev'd Mike Rose** from Bethersden, High Halden and Woodchurch benefice, **Rev'd Chris Hodgkins** from Rolvenden benefice, **Rev'd Jeanette Kennett** from Goudhurst, **Rev'd Anthea Williams** a retired priest from Rolvenden and **Archdeacon Darren Miller**.

#### **Administration**

The Benefice office operates from a 20m<sup>2</sup> timber cabin constructed in December 2014, located in the front garden of Biddenden Rectory. The cabin, which was financed jointly by the Diocese and the Benefice, provides a separate work base for the part-time Benefice Administrator Tanya Ling, Alex Bienfait, and a Benefice meeting venue.

During the lockdown period, a laptop was purchased by both PCC groups so that the administrator could work from home when unable to come to the office.

## Our Church Plan (Mission Plan)

The PCC's main priorities for 2020, arising out of the Church Plan, were:

- *To continue to address the financial situation*
- *Develop the use of the "In Need fund"*
- *Increase the Opening of the Church*
- *The availability of spaces in the graveyard*

A full Faculty (No1053) was granted on 3<sup>rd</sup> April 2020 to re-use up to 50 burial spaces in the churchyard, thus securing its use for the foreseeable future. The legal costs for this Faculty, amounting to £396, were fully covered by a grant from the Parish Council Community Fund. The ongoing financial support of the Friends of All Saints Biddenden is paramount to the upkeep of the church fabric.

Statistics for Biddenden Parish	2020*	2019	2018	2017	2016	2015	2014
Baptisms	1	6	7	8	15	9	5
Weddings & Blessings	3	3	2	7	6	4	7
Funerals	7	12	17	19	11	5	10
Estimated Usual Sunday Attendance	25	34	33	37	45	44	44
Electoral roll	59	61	59	80	83	82	82

\* *Due to Covid pandemic lockdowns, the number of both Sunday services and "Life" Services were impacted.*

## The service and rota planning team

A service and rota planning team formed of licensed ministers, representatives of the PCC and choir and the organist meets about four times year. Its principal task is to plan and review the worship rota.

## Worship

We aim to offer a range of worship to suit different ages and preferences for worship. The scope of worship at All Saints includes Sunday morning Parish Eucharist using Common Worship (CW), 8am Communion from the Book of Common Prayer (BCP) Lay-led Morning Worship (third Sunday of the month) and for families and children a monthly Messy church (see below). BCP Evensong is offered on the third Sunday of the month.

During the Covid pandemic lockdowns, we were able to offer Zoom online services on a weekly basis and Zoom prayer meetings on a daily basis. These were well received. People from the village have been able to visit the church porch during the day, with candles being lit and prayer requests being left.

**Online Zoom Breakfast Church** has worked very well during the pandemic in 2020 with a monthly service led by various lay team members. In June 2021 we trialled, successfully, an in person lay led service ( non-eucharistic) and hope to resume church with Breakfast once restrictions are further eased.

**Messy Church** (launched in April 2012) is a monthly "Active Church" style of service that takes place in Smarden. Sessions start with activities, all of which are designed to link in with the theme of the day. Everybody comes together at the end for a summary and retelling of the main theme/story. Zoom Active Church services were held on a monthly basis when the church was in lockdown. The Messy Church team are pleased to have now returned to Smarden church for their services.

**Walk Church is a monthly outdoor service or gathering and** might be described as a kind of ramblers' church. Gatherings take place over a relatively wide geographic area, within the Diocese

of Canterbury. It has a core congregation, numbers who come range from 12-27, about a quarter at any one time are not involved in any other worship. This Fresh Expressions congregation is currently registered with All Saints Biddenden, but attracts people from a wide geographic area, including Smarden. When out of lockdown, Walk Church were able to meet on several occasions (July & October) in socially distanced small groups.

### **John Mayne school**

During the Covid lockdowns in 2020 it was difficult for the Church to maintain in person contact with John Mayne School. However, the school was involved in the distribution of the Christmas Cheer vouchers which distributed food vouchers to Biddenden families in need during the Christmas period. The Church is keen to maintain close links with John Mayne School and is currently arranging bibles for the year 6 leavers for 2021.

### **Music and choir**

The past year has proved rather challenging for our choir. There have been many months when singing was not permitted and at other times only small choirs. At present we are allowed to have 6 singers which will hopefully increase. Thank you to Tony and Linda Webb who do all the admin for the choir, scanning music copies and working out practice rotas.

Thank you to Mark, Lindi, Tina and Iona for the recordings they made during the lockdowns. Their contribution to the online services and dedication in recording weekly was greatly appreciated by our congregations.

### **Biddenden Bell-ringers**

There has been no ringing during the year but we have just started to ring again for Sunday services and weddings.

We have been so pleased about the positive remarks that we have received and we look forward to ringing for longer and more often in the coming months.

### **Sidespeople**

Sidespeople have attended and helped out at all the services which have been allowed during the Covid crisis. We are very lucky to have a faithful band of volunteers, which is not to say that we could always do with one or two extra to stand in as and when needed.

Currently our sidespeople group consists of: Chris Hautot, Elizabeth Rickwood. Peter Whitestone, John Betts. Joanna Winston and Pam Littlewood. Colin Steere, Denise Bennewith and Simon Burgess act as reserves and are often called upon.

We are grateful to them all and look forward to when we are once again able to help at weekly services.

### **Learning**

The Home Study group would normally meet twice a month throughout the year from 8 -10 pm on the second and fourth Wednesdays each month. We started a Lent Group in March 2020 but the National lockdown meant this had to stop. We did not move the Group online. Throughout the year, we continued to support one another through phone calls but without meeting. An attempt to reconvene in Groups of 6 in the autumn ended with a further national lockdown.

### **Children and Vulnerable Adults' Protection - Safeguarding**

**Policy and procedures:** this PCC takes seriously the responsibility to protect children and vulnerable adults. Diocesan guidelines on the protection of both are followed. The PCC adopts annually the Child and the Vulnerable Adult Protection Policy and ensures it is prominently displayed in the church along with other statutory notices of important contact numbers. These also appear on the church website alongside copies of the safeguarding statement and policies.

**Training:** there has been no ongoing training carried out in 2020 because of the pandemic. However, The Child and Vulnerable Adult Protection officer, who is responsible for ensuring adequate training has been carried out, attended a Safeguarding Conference online early in 2021. Once we are back into face to face services, we will ensure new training is carried out as necessary.

**Disclosure and Barring Service checks:** are carried out on everyone who is in a position of responsibility according to Diocesan guidelines. The diocese no longer updates the PDO as to when checks need to be renewed. This responsibility lies with the PDO. All disclosures issued in 2015 were renewed by the end of 2020.

If you would like any more information relating to our policies, please contact the person/ people below:

The Parish Disclosure Officer for the Benefice is Julie Lupton.

The Child and Vulnerable Adult Protection Officer for Biddenden is Julie Lupton.

### **Collaboration: Other Churches and the Community**

The Benefice of Biddenden and Smarden is part of a Group ministry which also includes the parishes of Bethersden, High Halden and Woodchurch. During the Covid lockdowns, Zoom services with the Group Ministry were advertised to all the benefices. In 2020, as in previous years, a Marriage Preparation Morning was organised in February 2021 to which all couples getting married in any of the Group churches are invited.

The Apollos Trust Charity, initiated within this Benefice, and supported by many churches in the area for some years, ceased operating and closed down in 2020. No funds were transferred to the charity during the financial year ending 31<sup>st</sup> December 2020.

### **Deanery**

All Saints Biddenden is part of the Romney and Tenterden Deanery. Deanery Synod representatives vote at Deanery Synod meetings, and also vote to elect representatives to General Synod of the Church of England. Currently the parish does not have a Deanery Synod Representative. Rev'd Chris Hodgkins of Rolvenden has been appointed Area Dean early this year in January 2021 when Rev'd Alex Bienfait retired.

### **Fund-raising and Events**

With the exception of the Candlemas Supper in early February, there were no events of a fundraising nature. In November, the lockdown stopped a planned Popup Market going ahead. Nevertheless some stallholders allowed us to keep their £10 deposit and one person sold cards to raise money. The non-event raised just over £100 for church funds.

### **Thursday Coffee Call-in**

The weekly Thursday coffee mornings stopped during the Covid lockdown, but we have been doing Zoom online coffee from March 2021 and there are regularly about ten of us. We are looking forward to going back into Church as soon as we can as we do miss seeing people.

*The PCC is very grateful to Sally Giles who co-ordinates the Thursday Coffee call in rota.*

## **Homemakers**

Unfortunately we have not been able to meet during lockdown, but we are hoping to meet in July for a picnic, which will be in the field in Cot Lane. Then, going forward, we will start meeting in the village hall from August onwards, with a speaker and hopefully continue as usual after that. It will be good to see everyone again.

## **Church Welcomers - Keeping the church open**

Sadly due to the necessary closure of the church building Welcomers have been redundant this year. It is hoped that once the structural and Covid problems allow the church to reopen we will again be active.

There will never be enough Welcomers to cover the complete opening times but we know that most visitors really appreciate having someone there to talk to them and tell them about our church.

## **Church flowers**

Sadly, our talented team of arrangers have not been able to undertake any flower dedications this year due to the Covid restrictions. However, once the restrictions are lifted we need to review the roster but it is evident we are in need of extra volunteers to assist with maintaining a flower rota and someone to coordinate the dedications. We would welcome anyone who has time to spare. We did manage to provide flowers for Mothering Sunday which were welcomed by the recipients. Many thanks to the people who kindly delivered the posies.

The Flower Festival had to be cancelled this year, Barbara Bridgeman who died in December was an enthusiastic member of the flower team and will be greatly missed for all her hard work and innovative ideas. Hopefully the Festival will return in 2022.

This year the flower fund paid for the wooden Pascal candle to be repaired, this will be used for very big flower arrangements at significant events, the fund also donated funds towards the purchase of a new metal Paschal candle.

Harvest passed by, but thanks are also due to Chris Cox & Jim Oatway for once again erecting the Christmas tree and lights. This year the main tree was erected in the Church yard and a smaller one was placed in the porch. We should once again thank Mr & Mrs Penfold for the kind and very generous donation of a stunning Christmas tree.

## **Magazine**

As I have written before, "The magazine is published by us as a church, partly for our own benefit, but also as a service to Biddenden." It provides a forum for communication in the village and is also, in a small way, a Christian witness. It is a privilege for us as the village church to have this task and opportunity.

During the pandemic we managed to publish without interruption. Our printers, the publishers of the WealdenAd, have been excellent and never faltered. We also managed to deliver all the magazines and are very grateful to the distributors who did this. Of course, some were forced to withdraw because of shielding. We no longer ask distributors to collect cash subscriptions at the doorstep. A large number of subscribers now do so online.

Thank you to all those who contribute text items and/or photographs, whether regularly or occasionally. If it weren't for them, the magazine would grind to a halt. There are usually about 15 such items each month. However, few of these are from active church members and very few indeed of a spiritual/Christian nature. Where are the "faith stories" from Biddenden?

In the eight months in which readers pay for the magazine, we sell around 420 copies. There has been a decline in circulation recently. Several regular subscribers did not renew this year. Meanwhile the quarterly free circulation continues to rise as new homes are built. We currently produce over 1300 copies in those months.

The magazine continues to prosper in financial terms. Despite the pandemic, our advertising quota remains full. We expect to make a profit for the church of at least £6000 this year.

Thank you to Paul Webster as editor of the magazine and Anne Webster who spends many hours administering the advertising, "bagging up" magazines and delivering some of them. Thank you to Simon Burgess, who maintains the database of subscribers, and Gillian Burtenshaw, who does a huge job on the quarterly issues, coping with ever-increasing numbers, bagging them and driving them round to the distributors.

### **Website**

The website gets about 20-25 visits per day. Day to day management of the website is carried out by the church administrator Tanya Ling and Alex Bienfait. In the past year we have included the online service Zoom details and any pandemic updates which has been very useful for our congregation.

### **Fabric Report:**

During 2020, the following annual inspections were carried out:

- Fire extinguishers in August
- Organ tuning in June and November @ £217.80 each service
- Clock service: we are extremely grateful to Brian Bennewith who has continued to service the clock in 2020. In early 2021 a broken spring stopped the clock and at time of writing this report Brian is still trying to have a replacement manufactured.
- Gas boiler service in July £272.04

Occasional testing of emergency exit lighting is done by Julie Lupton.

Owing to the lockdown, the following annual inspections were not done in 2020.

- Portable appliance testing
- Health and Safety inspection

The following repairs were carried out:

- Installation of the ramp at the south door £1866
- Replacement of Ventaxia in toilet £43.20
- Replacement of gas meter in boiler house at no cost to church
- Replacement of sewage pump in July £2230.80
- Various works on roof to replace broken slates and tiles
- An overall inspection and clearing of drainpipes and gutters
- Repairs to hoppers and downpipes
- Filling the large cracks in the north east wall
- Emergency servicing of the sound system prior to the Christmas services

The following matters are being investigated and were still on-going at the end of 2020.

Monitoring of the movement in the north wall and the Tylden Pattenson chapel continued. Because of some extreme movement of the wall in the north aisle, causing serious cracking and falls of plaster and the closing off the north aisle for safety reasons the following steps were taken:

- A CAD survey was undertaken of the area to produce graphs of levels.
- We terminated our arrangement with our architect, George Denny.

- We appointed Lisa Brookes, a chartered surveyor, in place of George Denny She reviewed documents, advised on the roof, liaised with Ed Morton and with Byford roofing and oversaw their work.£631.40.
- We appointed Ed Morton of Morton Partnership to be our advising Structural Engineer. He carried out a site visit, a review of past documents and work and advised on the outcome of the Dolman inspection. £879.00
- Dolman Conservation inspected the roof beams in the North aisle, producing a report that sounded alarm bells.£564.
- Our structural engineer recommended the installation of supporting scaffolding to ensure the safety of the ceiling.
- Our structural engineer recommended installing tilt meters to monitor the wall's movement in real time. After a year of monitoring it is hoped we will have a better idea of the extent of the movement and this will guide the experts to produce a plan for how to deal with the matter.
- The roof fabric about the north aisle on the flat roof was letting in water so Byford Roofing, who installed the roofing originally, dealt with temporary repairs under the original warranty. Lisa Brookes arranged and supervised this work. She billed us for this at the start of 2021. See above.

·The window at the east end of the Tylden Pattenson remains badly warped as a result of movement. Late in 2020 a contractor on site filled in as best as he could the gaps in the wall on the east end over the vestry.

·The Lady Chapel and damp damage resulting from external issues on the east side of the church. The Diocese granted permission to carry out repair work both externally and internally. However, the lockdown meant that no work was undertaken until early August with the removal of cement from a supporting buttress beneath a leaky hopper. In December the gaps were all filled with the appropriate material to get through the winter. This project, funded by grants raised from applications and from FAB will be completed in the spring of 2021. The hopper will be adapted, the flaking plaster removed from the internal walls and following a drying out period, it will be replastered.

The Carpark area outside the lychgate. The Parish Council continues to work on planning for improvements in this area. By the end of 2020 the Parish Council were reported to be waiting for plans to be drawn up.

·Broken windows in the tower: remain broken.

·Brasses: no further work has been done on these. The PCC would still like to find someone who is interested in brasses to take on responsibility in this area.

UPDATE: in 2021, the following have happened:

- Purchase and installation of recommended scaffolding. Once the scaffolding is no longer required, it is hoped there will be some resale value. £2976.00.
- Installation of tilt meters for which we paid an installation charge and a quarterly rental. £2238 for one year.
- Invoice from Lisa Brookes for services rendered in 2020.
- Portable appliance testing arranged.
- Repair to pulpit microphone.

In 2021 we anticipate having our Quinquennial inspection and our 5 year statutory Electrical inspection. We also expect to start work on drawing up plans for the roof and roof timbers. This is phase two of a larger, long-term project to make safe the north aisle.

### **Churchyard**

Our churchyard has regularly been admired over the years with people commenting on how well it is kept. This has been largely thanks to Chris Cox who has tirelessly managed a team of volunteer grasscutters, looked after the mowers, seen to the hedges, tidied up dead trees and been extremely generous with his time and energy. Chris retired at the end of 2020, handing over all but a portion of the grass, to Tony Burtenshaw. We are grateful to Tony for volunteering to take on this role.

### **Health and Safety**

Mark Clixby was unable to carry out the Health and Safety inspection in 2020 because of the Covid-19 pandemic regulations. Mark Clixby resigned as Health and Safety Officer and no one has yet been appointed to this post. Thank you to Mark for his years of service in this area, for drawing our attention to Health and Safety issues and encouraging us to be responsible for one another.

## **2020 Trustees Annual Financial Report and Accounts**

### **Financial Review**

The PCC's cash in bank at the start of the year was £21,446, and at 31<sup>st</sup> December stood at £14,962, representing a cash deficit of £6,484 for the year. We were very fortunate to receive a legacy of £10,000 in 2020, preventing a significantly worse cash outcome.

As might be expected, 2020 has been a unique year for All Saints Biddenden because of the challenge of COVID-19. The closure of the Church in March for several months and again in December obviously had financial consequences.

Total receipts in 2020 were in fact slightly higher than in 2019, but this was principally because of a very generous £10,000 legacy received in 2020. However, service collections were only about 30% of those received in 2019, while fundraising activities/events only managed about 10% of that achieved in 2019 (Lent Appeal, Ride & Stride). Receipts from weddings and funerals were slightly down from 2019. Encouragingly, receipts from planned and covenanted giving increased in 2020 by around 25%. Also, receipts from the parish magazine were about 25% higher than last year.

Total payments in 2020 were around 10% higher than in 2019. This was principally because of higher church upkeep costs, which in 2020 included the new access ramp, ongoing roof repairs, repair to the sewage pump system, investigation work at the North Aisle and roof areas, architectural fees and structural engineer fees. Also, charitable giving was greater in 2020, although this expenditure mostly derived from funds raised in 2019. Surprisingly, utility costs in 2020 (principally electricity and gas) were only slightly less than in 2019, but this is partially explained by SSE billing us in 2020 for a significant amount of gas that was used in 2019.

The PCC's total assets have reduced by about 6% (£4,387), primarily reflecting the cash deficit.

Preliminary forecasts for 2021 predict a significant cash flow deficit for the year. This forecasting does not include potential significant expenditure on church upkeep/repairs and for obvious reasons, the Friends of Biddenden (FAB) may not be able to contribute much until proper fundraising is possible. It is most likely that transfer of funds from our investment account will be required in May or June 2021. The investment account value on 31<sup>st</sup> December 2020 was £49,195.

### **Reserves Policy**

It is the current PCC policy to try and maintain a balance of unrestricted funds equivalent to around three months of unrestricted payments. This is held to smooth out fluctuations in cash flow and to meet potential emergencies. The average for a three-month period of unrestricted payments in 2020 has been around £15,000. At year-end, the balance of unrestricted cash held in our bank accounts was nominally negative. However, in a future emergency, the Church could draw on its investment assets.

## Financial Statements for Year Ending 31 December 2020

### Statement of Receipts and Payments

	Note	Unrestricted Funds £	Restricted Funds £	Total 2020 £	Total 2019 £
<b>RECEIPTS</b>					
<b>Voluntary Receipts :</b>					
Planned giving		18,373	4,000	22,373	20,156
Collections at services		1,308	-	1,308	4,586
All other giving	8a	10,860	12,502	23,362	11,081
Gift Aid Recovered		4,425	1,232	5,657	4,792
		<b>34,966</b>	<b>17,734</b>	<b>52,700</b>	<b>40,615</b>
<b>Fundraising activities</b>	8b	770	-	770	7,001
<b>Investment income</b>	8c	1,381	-	1,381	6,629
<b>Church activities</b>	8d	16,370	1,255	17,625	16,987
<b>Total receipts</b>		<b>53,487</b>	<b>18,989</b>	<b>72,475</b>	<b>71,231</b>
<b>PAYMENTS</b>					
<b>Church activities :</b>					
Parish Share and fees	9a	41,022	2,000	43,022	41,733
Clergy and staffing costs	9b	5,796	-	5,796	7,920
Church running expenses	9c	7,974	13,526	21,501	16,533
Mission giving and donation	9d	1,609	2,149	3,758	155
		<b>56,400</b>	<b>17,676</b>	<b>74,076</b>	<b>66,341</b>
<b>Cost of generating funds</b>	9e	4,974	-	4,974	5,996
<b>Total Payments</b>		<b>61,374</b>	<b>17,676</b>	<b>79,049</b>	<b>72,337</b>
<b>Excess of Receipts over Payments</b>		<b>(7,887)</b>	<b>1,313</b>	<b>(6,574)</b>	<b>(1,106)</b>
<b>Adjustments</b>					
Previous adjustments		-	-	-	(463)
Less : Cheques recorded in 2019		(460)	-	(460)	-
Plus : Net transfer between funds		550	-	550	-
		<b>90</b>	<b>-</b>	<b>90</b>	<b>(463)</b>
<b>Excess of receipts over payments - adjusted</b>		<b>(7,797)</b>	<b>1,313</b>	<b>(6,484)</b>	<b>(1,569)</b>
Cash in bank and at hand at 01 January		7,683	13,763	21,446	23,015
<b>Cash in bank and at hand at 31 December</b>		<b>-114</b>	<b>15,076</b>	<b>14,962</b>	<b>21,446</b>

## Statement of Assets and Liabilities

	Note	Unrestricted Funds £	Restricted Funds £	Total 2020 £	Total 2019 £
<b>Cash funds</b>					
Church current account balance		(264)	12,783	12,520	19,440
Flower account balance		-	2,293	2,293	2,006
Parish Mag. Advertising balance		150	-	150	-
Other		-	-	-	-
		<b>(114)</b>	<b>15,076</b>	<b>14,962</b>	<b>21,446</b>
<b>Other Monetary Assets</b>					
Gift Aid recoverable	4	716	-	716	1,587
Other		-	-	-	-
		<b>716</b>	<b>-</b>	<b>716</b>	<b>1,587</b>
<b>Investment Assets</b>					
PCC General Investment Fund	5	49,195	-	49,195	46,017
Other		-	-	-	-
		<b>49,195</b>	<b>-</b>	<b>49,195</b>	<b>46,017</b>
<b>Assets retained for Church use</b>					
Churchyard upkeep equipment	6	419	-	419	629
Other		-	-	-	-
		<b>419</b>	<b>-</b>	<b>419</b>	<b>629</b>
<b>Liabilities</b>					
		-	-	-	-
<b>Net Assets</b>					
		<b>50,216</b>	<b>15,076</b>	<b>65,292</b>	<b>69,679</b>

## Notes to the Accounts

1. The financial statements of the PCC have been prepared, with the exception of some minor adjustments, in accordance with the Church Accounting Regulations 2006, using the Receipts and Payments basis, and is the method recommended by the Canterbury Diocesan Board of Finance (CDBF) for accounts of this type.
2. The format of these accounts follows, as far as possible, recent guidance from CDBF. The Receipts and Payments statement presented here is a simple record of monies received and payments made in Calendar Year 2020 and a reconciliation to bank account statements. It is not an accounting profit and loss statement. Similarly, the Statement of Assets and Liabilities is not a true accounting balance sheet.
3. The Statement of Receipts and Payments presented here reflect cash movements in (i) the All Saints Biddenden PCC General Fund bank account, (ii) the Flower Account and (iii) the Parish Magazine Advertising Account. It does not incorporate the Church's investment funds.
4. Gift Aid recoverable represents outstanding claims for November and December 2020, which should be paid to us in early 2021.

5. Through 2020, the PCC General Investment Fund (managed by CCLA) grew in value by £3,178, while delivering investment income of £1,381. No units were sold.
6. Churchyard upkeep equipment currently comprises only the new Honda mower, which was purchased for £1,048 in July 2018. Other equipment (mowers and strimmers) has been fully depreciated.
7. Movements and balances for restricted and designated funds during 2020 are summarised in the table below:

<b>Restricted Funds</b>	<b>Bal. b/fwd</b>	<b>Receipts</b>	<b>Payments</b>	<b>Bal. c/fwd</b>
	£	£	£	£
Church Fabric & Upkeep	2,335	4,712	6,254	793
Churchyard Upkeep	150	500	-	650
Insurance	4,467	4,604	4,529	4,542
Benefice and Choir	1,908	325	571	1,662
Tower and Bells	867	-	-	867
In Need!	720	-	-	720
Church Quota	-	2,000	2,000	-
Utilities	214	1,545	1,608	151
Church Flowers	2,006	850	563	2,293
T.Twinning	-	1,653	1,653	(0)
Sri Lanka Appeal	496	-	496	-
Apollos Trust	599	-	599	-
South Chapel Repairs	-	2,700	-	2,700
North Aisle Repairs	-	100	-	100
Adjustment	-	-	(599)	599
<b>Total</b>	<b>13,763</b>	<b>18,989</b>	<b>17,676</b>	<b>15,076</b>

Due to an error in last year's accounts, the opening balance in these Restricted Funds is less (by £1,000) than the closing balance shown in last year's accounts.

The new entrance ramp, roof repairs and repairs to the sewage drainage system were paid from the Church Fabric and Upkeep fund

The Insurance fund receipt represents donations from the Friends of All Saints Biddenden, for which the PCC is very grateful.

As the Apollos Trust was wound up in 2020, the PCC decided to transfer the funds in this account to the 2020 chosen charity – Toilet Twinning.

The funds raised for the Sri Lanka Appeal in 2019 were transmitted to the Bishop of Kurunagala in 2020.

The adjustment of £599 represents the internal transfer of funds (Apollos Trust account to Toilet Twinning account)

## 8. Further break-down of Receipts:

RECEIPTS	Unrestricted	Restricted	Total	Total
	Funds	Funds	2020	2019
	£	£	£	£
<b>a) All other giving</b>				
Sundry Donations	159	3,708	3,867	1,581
Legacies	10,000	-	10,000	-
Flower Account	-	850	850	1,385
General Fund	161	-	161	947
Preservation Fund	-	88	88	287
Friends of Biddenden (FAB) Donations	-	7,856	7,856	4,930
Parish Council Donations	500	-	500	950
Other	40	-	40	1,000
	<b>10,860</b>	<b>12,502</b>	<b>23,362</b>	<b>11,081</b>
<b>b) Fundraising activities</b>				
Candlemas Supper	403	-	403	118
Flower Festival	-	-	-	4,239
Church Fete	-	-	-	1,304
Ride and Stride	281	-	281	149
Big Breakfast	86	-	86	1,191
	<b>770</b>	<b>-</b>	<b>770</b>	<b>7,001</b>
<b>c) Investment income</b>				
Transfer from investment funds	-	-	-	5,137
Dividends from investment funds	1,381	-	1,381	1,492
	<b>1,381</b>	<b>-</b>	<b>1,381</b>	<b>6,629</b>
<b>d) Church activities</b>				
Book Stall	55	-	55	267
Parish Magazine	11,302	-	11,302	9,218
Weddings / Funerals / Memorials	4,875	-	4,875	5,771
Charity Appeals	-	910	910	1,075
Votive Candles	19	-	19	121
Floodlighting	-	345	345	410
Parish Share Refund	120	-	120	125
	<b>16,370</b>	<b>1,255</b>	<b>17,625</b>	<b>16,987</b>

9. Further break-down of Payments:

<b>PAYMENTS</b>	Unrestricted Funds	Restricted Funds	Total 2020	Total 2019
	£	£	£	£
<b>a) Parish Share and Fees</b>				
Diocesan quota	38,916	2,000	40,916	40,231
CDBF Statutory Fees	2,106	-	2,106	1,502
	<b>41,022</b>	<b>2,000</b>	<b>43,022</b>	<b>41,733</b>
<b>b) Clergy and staffing costs</b>				
Benefice Joint Account Contribution	5,720	-	5,720	7,920
Admin. / Support Costs	76	-	76	-
	<b>5,796</b>	<b>-</b>	<b>5,796</b>	<b>7,920</b>
<b>c) Church running expenses</b>				
Flower Account	-	563	563	1,902
Cleaning Costs	272	-	272	832
Church Upkeep	4,140	6,254	10,394	4,681
Insurance	-	4,529	4,529	4,422
Utilities	1,493	1,608	3,101	3,296
Services Upkeep	134	571	706	1,183
Churchyard Upkeep	1,013	-	1,013	216
Other	922	-	922	-
	<b>7,974</b>	<b>13,526</b>	<b>21,501</b>	<b>16,533</b>
<b>d) Mission giving and donation</b>				
Royal British Legion - collection	329	-	329	-
Bishop's Advent Appeal	325	-	325	-
Children's Society (Christingle)	926	-	926	-
Sri Lanka Apeal	28	496	524	-
Toilet Twinning	-	1,653	1,653	-
Other	-	-	-	155
	<b>1,609</b>	<b>2,149</b>	<b>3,758</b>	<b>155</b>
<b>e) Cost of generating funds</b>				
Parish Magazine Costs	4,914	-	4,914	4,587
Fundraising	60	-	60	1,410
Bookstall / Gen. Trading	-	-	-	-
	<b>4,974</b>	<b>-</b>	<b>4,974</b>	<b>5,996</b>

Parochial Church Council of All Saints Church, Biddenden

## Independent Examiner's Report

To the Parochial Church Council, All Saints Church, Biddenden, Kent.

This report on the financial statements of the PCC for the year ended 31<sup>st</sup> December, 2020 which are set out in this document, is in respect of the examination carried out in accordance with the Church Accounting regulations 2006 ("the Regulations") and section 145 of the Charities Act 2011 ("the Act")

### Respective responsibilities of the Trustees and examiner

The PCC members are responsible for the preparation of the accounts. The PCC members consider that an audit, as set out in section 144 (2) of the Act, is not required for this year but that an independent examination is carried out.

Having satisfied myself that the charity is not subject to audit under the charity law but is eligible for independent examination, it has been my responsibility to:

- Examine the accounts under section 145 of the Act
- To follow the procedures laid down in the general Directions given by the Charity Commission under section 145 (5)(b) of the Act and
- To state whether particular matters have come to my attention

### Basis of Independent Examiner's Report

My examination was carried out in accordance with the General Directions given by the Charity Commission. The examination has included a review of the accounting records kept by the PCC and a comparison of the accounts presented with those records. It has also included consideration of any unusual items or disclosures in the accounts, and sought where necessary, explanations from you, as Trustees, concerning any such matters. As this has not been an audit, no opinion is given as to whether the accounts present a 'true and fair view'; the report is limited to those matters set out in the statement below.

### Independent Examiner's Report

Following examination of the accounts, I can confirm the following:

- \* Accounting records confirm the requirement for independent examination, rather than audit
- \* Following analytical review, I have obtained an understanding of the PCC's organisation, accounting system, activities and nature of its assets, liabilities, incoming resources and application of resources for planning purposes
- \* Accounting records are in accordance with sections 130 and 133 of the Act
- \* Financial statements follow applicable rules on form and content
- \* No particular matters have come to my attention

Thus, from the information supplied to me, these accounts, prima facie, represent an appropriate view of Income and Expenditure of the All Saints Church, Biddenden, for the year ended 31st December, 2020.

David Spry Esq.,  
Little Crampton Farm,  
High Halden,  
Kent, TN26 3HR

 Date: 30<sup>th</sup> April 2021