

**THE ANGLICAN AND METHODIST CHURCH OF ST. ANDREW,
PADDOCK WOOD
(REGISTERED CHARITY NUMBER 1137783)**

REPORT AND ACCOUNTS FOR THE YEAR ENDED 31 DECEMBER 2018

Report of the Trustees for the year ended 31 December 2018

The trustees, who are the Church Council, present their annual report and accounts for the year ended 31 December 2018. These have been prepared in accordance with applicable accounting standards and the recommendations of Statement of Recommended Practice: Accounting and Reporting by Charities.

Objectives and activities for the public benefit

Our main objective as a church is to promote the gospel of our Lord Jesus Christ according to the doctrines and practices of the Church of England and Methodist church. Our aim is to share the Good News of God's love with the community we serve. We seek to make a difference through a variety of organised and informal activities aimed at involving church members, families, young people and children, as well as members of the wider community in Paddock Wood. We are also actively involved in supporting evangelistic outreach in other parts of the world through building relationships and making grants to appropriate organisations and individuals.

The trustees support and assist the Ordained Clergy and their team in these tasks and confirm that they have referred to the Charity Commission's guidance on public benefit when reviewing the Charity's aims and objectives, in planning future activities, and setting the grant-making policy for the year.

Our Vision: Ecumenical Vision Statement

As part of the Weald of Kent Methodist Circuit, we have adopted, along with the other churches in the circuit, a Circuit Vision statement.

This reads:

In the light of the prayer of Christ "may they all be one...that the world may believe that you sent me..." (John.17:21) and the injunction to "spare no effort to make fast with bonds of peace the unity which the Spirit gives" (Ephesians 4:3), The Anglican and Methodist Church of St Andrew, Paddock Wood commits to express the visible unity of Christ's Church, and to work as a united church: in prayer, in worship and ministry, in making and nurturing Christian disciples, in serving God's mission in our neighbourhood and beyond, while retaining the distinctive features of Methodism and Anglicanism and maintaining our connections with other Anglican and Methodist bodies outside Paddock Wood.

Furthermore, our own Mission statement for the ministry here at St Andrew's reads
"Building a community of faith, to witness to the community at large"

Our Values and Aims

We seek as God's Church, in Jesus' name and through the power of the Holy Spirit to be:
Maturing in our Faith Prayerful in all we do Transformed by our worship
Reaching out to our town and the world Excited by the opportunities to share our faith
A community where all are welcomed, cared for, and valued

The trustees are committed to enabling as many people as possible to worship at our church. We want to be a church without walls, one which reaches out to the community and the world at large. We want to grow in Christian maturity and to know and understand God's will for our lives and our church. Our services and worship put faith into practice through prayer, preaching, scripture readings, music and sacrament.

Public Benefit

The charity continues to provide public benefit by meeting its core objective. The trustees are satisfied, and confirm, that they have complied with the duty in section 17 of the Charities Act 2011 to have regard to public benefit guidance published by the Charity Commission. When planning the church's activities for the year the trustees considered the Charity Commission's guidance on public benefit and, in particular, the specific guidance on the advancement of religion. They also considered how the charity had succeeded in delivering its aims, including public benefit, when reviewing the achievements for the year, which are summarised below (Section 2) and which the trustees considered to be a public benefit.

We try to enable individuals to grow, develop and live out their faith in our community through:
worship and prayer; preaching and sharing God's word;
involving children and young people in playing a greater part in our worship;
providing pastoral care and support for people living in the parish;
supporting missionary and outreach work at home and abroad.

To facilitate this work, the trustees recognise the importance of maintaining the amenities and the fabric of the Church Centre Complex and ensuring that the facilities remain welcoming to those visiting our church buildings. The public can freely access all of our amenities and can enjoy, and participate in, all of our activities, subject to observing safeguarding arrangements currently in force.

The Charity furthers its charitable purposes for the public benefit through its grant-making policy which is set out below.

Grant making policy

The charity has established its grant-making policy to achieve its objectives for the public benefit. Applications for grants are not invited.

Our policy is to make grants to missionary charities we nominate, and to our Parish link with Bereko (Tanzania), based on ten percent of our annual voluntary income. The ten percent also includes an equal amount to be used to fund our Mission Opportunity Fund (see below).

All grants are made to charities and to individuals where there is accountability and transparency in the way they use these funds. We seek and receive regular updates and reports from each charity on how these grants are spent.

In respect of the Fair Trade Shop, it is our policy to give away all of the annual profits made by the Shop, consistent with maintaining adequate reserves to meet normal trading requirements (three months' purchases of goods for resale, plus a margin for contingencies).

The Fair Trade Shop makes grants to organisations based in the UK which are Christian in outlook and practice, which promote sustainable livelihoods and development opportunities to marginalised peoples and communities throughout the world, having regard to the impact on the environment.

During 2018, a total of £4,031 was given in grants to five UK-based charities operating overseas in the area of humanitarian assistance and disaster relief, and to another three charities operating locally in West Kent to support the homeless, mentally ill and those battling substance abuse.

Mission Opportunity Fund (MOF): During 2018, grants totalling £750 were made to organisations and individuals.

Grants from the Acts 2 restricted fund are made by the Vicar, in collaboration with another Trustee, to local people where a specific need is identified. During 2018, grants totalling £663 were made to individuals.

Details of this year's grants and the recipient organisations appear on pages 14 and 19- 21 of the Financial Statements.

Achievements and performance

This section of the report summarises the main achievements of the Charity and the difference our work has made to our beneficiaries, and where possible, explains any wider benefits to communities as a whole.

Connecting with newcomers

The challenge for us during the year was to make stronger connections with those with whom we had come into contact in the year. While our aim has always been to reach out to everyone in the community, particularly new residents moving into Paddock Wood, we took this further during 2018 and focused on making "connections" that we hope will endure. In our 2017 report, we reported an increase in the number of new people joining us more regularly for services, with some taking up membership on our electoral roll.

During 2018, we strengthened our connection with these newcomers, including families, with additional focus on dads (see below under Children, Family and Young People for more details of what was achieved)

Those new to the church often comment on how warm, welcoming and supportive members of the congregation are, and this is a quality which we continue to build on.

Connecting with congregation and the wider community

Another Alpha Course was held during 2018 along with the Alpha marriage preparation course. Plans are being made in 2019 to offer the Bible course to those who are not regular members of home groups after a number enjoyed this introduction to the story of the Bible in home groups during the year. Home groups continue to be a place of development, both numerically, and we hope, spiritually, for members. We value greatly the time and effort put in by the leaders of these groups.

During the year, we have seen our relationships grow with Paddock Wood Baptist Church under the leadership of their lay pastor Steve Collingwood. For the first time, a number of their congregation joined St Andrew's for a joint week-end away at Ashburnham on the theme of Telling our Story of Faith. This went incredibly well and we hope it might be repeated.

Bryan, John and Steve also ran a tent at the annual War and Peace Show with the support of churches from East Peckham and members of the different congregations. This event attracts crowds from all over Europe and our presence there was warmly welcomed, and a great number of cups of coffee and tea, and the gospels, were handed out.

Evangelism: During 2018 two committees on Church Council reformed to focus on Mission and Evangelism, and the way in which St Andrew's reaches out to the local community. Now called the Community Outreach group, its brief is to look for opportunities to engage with the wider community of Paddock Wood and to find ways in which we can share our faith and make Christ known. The group will look at what we do as a Church and how we communicate ourselves. We hope this will lead to constructive opportunities to engage with the community at 'town events, as well as our own. This work is as important as coming to church on a Sunday, if not more so, and it is everyone's responsibility to join in.

Church Development Plan 2019-2021

The Church Council adopted the latest version of its Church Development Plan in January for its next three years. This reminds us that we are: **Called** to be the people of God, **Equipped** to share the good news of Jesus, and **Confident** in the work of his Holy Spirit. Highlighting three areas, the Plan looks at some resourcing of areas such as new leadership, and the finishing of works already underway. Engaging, as we look to respond to the new challenges which the construction of 1000 new homes in the parish will bring; and developing, as we seek to develop our lives after Jesus and become confident in our faith sharing.

This document will become of ever increasing importance in the future, as far as the Diocese is concerned. Bryan has chaired a group for the Bishop on developing a Diocesan wide CDP which will in future be referred to as a Called to Grow plan. Every parish will be required to have one, and will be an integral part of reviews with senior members of the Bishop's staff, and of profiles when looking for a new incumbent.

Safeguarding

St Andrew's remains committed to following the Church of England's safeguarding policy for children, young people and adults: Promoting a Safer Church 2016. This commitment is to everyone visiting the church and within the community and is based on the following Church of England commitments to:

- Promote a safer environment and culture
- Safely recruit and support all those with any responsibility related to children and vulnerable adults within the Church
- Respond promptly to every safeguarding concern or allegation
- Care pastorally for victims/survivors of abuse and other affected persons
- Care pastorally for those who are the subject of concerns or allegations of abuse and other affected persons
- Respond to those that may pose a present risk to others

At St Andrew's Church we support the wider Church's philosophy that *'the care and protection of children, young people and adults involved in Church activities is the responsibility of everyone who participates in the life of the Church'*.

In order to achieve this, we use the Safer Recruitment Process for all new substantive and volunteer appointments within the Church and require all staff to undertake safeguarding training.

Safer Recruitment Process aims to ensure that staff appointed meet the requirements for working with vulnerable individuals, which involves an application form with self- declaration to work within our safeguarding guidance, receipt of two references and a DBS check where required.

The Basic Awareness Course, C0, was completed by all the trustees. In addition, it was shown to members of the congregation during three sessions in 2018. This course is also undertaken by all new members of staff and volunteers working with church groups aimed at children, young people and adults, providing a basic overview of safeguarding and the recognition of vulnerable individuals. We would like to capture additional members of the congregation over the next year with the offer of further C0 sessions.

Additional Safeguarding Training is provided for staff and volunteers depending on the level of responsibility.

The Parish Safeguarding Officer (PSO) and Assistant (PSO) changed in the summer of 2018 when the Rev. Canon Rachael Knapp stood down. The trustees would like to thank Rachael for her hard work in raising the profile of safeguarding in all areas of our Church. Rachael has been replaced by Carol Williams (PSO) and Felicity Lusted (Assistant PSO), who have both completed Safeguarding Leadership (C2) and Safer Recruitment (SI) training this month.

Information is provided on our website, on posters within the church halls and to staff and volunteers with contact details for the PSO. In the last three months four cases of vulnerable individuals have been discussed with Diocesan Safeguarding leads.

In January 2019 the Church Committee discussed the Charity Commission guidance on reporting serious incidents which came into force at that time and noted the requirements.

Plan for 2019: the PSO is currently undertaking an audit of safer recruitment processes and training for all individuals involved in groups in the Church. This has started with the children and young people groups and will shortly move on to adult groups activities. This audit will support the information required for the Rochester Diocese Parish Safeguarding Audit for 2018/19 due in May 2019. The House of Bishops recently published a Parish Safeguarding Handbook <https://www.chpublishing.co.uk/books/9780715111383/parish-safeguarding-handbook>, which should soon be available through the Diocese of Rochester website. This will provide an overall summary of Church of England policy and guidance with links added to guidance as it is revised. We will be keeping a close eye on this over the forthcoming year to update local guidance as required.

Children, Family and Young People

Sarah (Youth worker) and Hanna (Children & Families Worker) have been working to continue to run a range of weekly children and youth activities at the church. They have also been regularly working in the local primary and secondary schools, with weekly clubs at lunch times and after school. They work to fulfil their mission statement which is: *'For every young person in Paddock Wood to hear the good news of God's love for them and be encouraged on their journey of faith'*.

During 2018, they have had a number of successes, particularly a growing number of young families attending church on Sundays and other church events. They have hosted a number of special events this year to reach out to children and families. There was the Pancake Pandemonium Party, the Family Fun Day in September, and a Light party in October. We had the Annual Holiday Club in July with 88 children attending and in the afternoon we ran Pop-Up Sports at Memorial fields, we worked on this with Scripture Union. Over the course of the week we saw 20 young people in these sessions and shared the gospel with them.

The Children's and Youth team have been involved in planning the Church Lite and Messy Church services each month. They also organised the Good Friday and Christmas Eve services, the Christmas Eve Christingle service was very well attended this year.

One of the main challenges they face is having enough volunteers to run all of the activities the church wants to provide. Some new volunteers joined in the last year, which has strengthened the teams, but the leaders are always looking and praying for more people to join them in their mission. Another challenge they face is encouraging young people to move from youth clubs to become a part of the church family. In September, Sarah tried starting a new youth group for those who are getting a bit too old for Messy Church, it is held at the same time. This has been a successful trial, as a group of 6-7 young people, not all church attenders, come regularly and have been enjoying the group, spending time exploring a bible passage and praying for one another. From this, Sarah has also been encouraged that she will be taking a group of 5 young people to Soul Survivor camp this summer, 3 of whom do not currently attend church. Another growing new group is *Who Let the Dad's Out?* which started last year and continues to grow slowly, with around 12-15 dads and 20 children attending.

Sarah and Hanna are looking ahead to the next year, when a new project will be providing transition workshops at the primary school. A course called '*It's your move*', created by Scripture Union, helps children in year 6 with the move to secondary school. As Sarah does assemblies at the primary school, and then runs a lunch club at Mascalls, this will provide good continuity for young people who may be anxious about the move and the new challenges they face as they become teenagers.

A lot has been achieved this past year, much under the radar. The trustees recognise the importance of this work and wish to place on record its appreciation to Sarah and Hanna for their commitment and love for the young people in the community at large.

Methodist Circuit Developments

The Circuit churches continue to serve their local communities and, like St. Andrew's, to support home and world mission. For example, the Sevenoaks Methodist Church has long supported the Deptford Mission, while the congregation at Tonbridge has strong links with Christian work and witness in Uganda. The Hospices of Hope offices and teashop are located in Otford. This is one of several projects supported by the local Methodist church.

Regrettably, two churches will be closing around Eastertime next year, after many years of faithful Methodist work and witness at Southborough and at Offham.

When John Butt retires in summer 2019, our part-time presbyter at Sevenoaks, Rev. Gillian Le Boutillier Scott will be moving to a new appointment at Woking. She will be succeeded by Rev. Dermot Thornberry, who is currently ministering in the Brighton area.

A proportion of Rev. Sharon Lovelock's full-time hours have been earmarked for St. Andrew's when Rev. John Butt retires.

Ecclesiastical Parish Boundary Change

During this year the western end of the ecclesiastical parish boundary of St Andrew's was changed. With a mind to the future development of Paddock Wood, and in partnership with the parish of Tudeley-cum-Capel and Five Oak Green (Capel United Church), our parish boundary was extended to Tudeley Brook. Some houses were lost to Capel United Church on the eastern side of Colts Hill. This transfer was agreed by the Bishop in December 2018 and a new map of these changes is available in the parish office.

Connecting with people and community outside England and Wales

Bereko

We continued to build our relationship with the Anglican church family in Bereko, Northern Tanzania.

Our link with Bereko is about forming and nurturing a long-term relationship. It provides great encouragement to us and to them and we thank God for the way he blesses this friendship. Our parish link with Bereko is a part of the Companionship link between the Dioceses of Rochester (UK) and Kondoa (Tanzania). Bereko parish includes the churches in Bereko and Kikilo and our relationship with both continues to flourish.

Over recent years, our church link has developed into a wider community link which includes the Paddock Wood and Bereko Primary Schools, Secondary Schools and Town Councils. This wider involvement is coordinated by the formally constituted Bereko Community Partnership (BCP). This year, in recognition of the work Sue Chalkley has put into the project at both Diocesan level (Chair of the Diocesan partnership), and at parish level, the Bishop of Kondoa conferred on her the honorary title of Canon of Kondoa Cathedral.

We usually visit Bereko every two years and, in October 2018, seven church members visited Bereko and the Kondoa Diocese. The visit was, as usual, led by a member of the clergy (our Curate this time) and was successful in reinforcing existing relationships and establishing new friendships. Feedback was provided to the church family at the St Andrew's Day service on 2 December 2018. In between our visits, we maintain good communications with a variety of people in Bereko, mainly using WhatsApp.

During 2018 the BCP continued work to raise awareness and raise funds. Activities included a soup lunch in February, sharing a 'sponge station' at the Paddock Wood Half Marathon in April and providing a Bereko section, with the theme of sanitation, within the church's stand at the Paddock Wood carnival in July. School books, school uniforms and other goods were also sent to Bereko in a shipping container (Operation Tanzania) for the final time. Operation Tanzania has now ceased after 50 successful years.

7,000 palm crosses made in Kikilo were purchased during our visit and these will be sold on to other churches to assist with the cost of building a clergy house there.

During 2018, £6,792 was spent from the Bereko Fund. This sum supported our Link by funding the Bereko pastor's salary and expenses; the parish's share to Kondo Diocese; a contribution to the Diocesan Finance Officer's motorbike; a contribution to the cost of building a clergy house in Kikilo; purchasing medicines and medical supplies; purchasing eleven beehives and contributing to the cost of toilets in the new primary school and beds for the new dormitory in the secondary school. The Bereko Fund also covered the air fare and other travel expenses for the Curate on the 2018 visit.

Other

Three of the other four missionary societies we support, plus several of the charities which receive grants from the Shop, all operate in Europe, Africa, Asia, the Middle East and South America. They keep us informed through reports which provide assurance that the funds are distributed in line with our aims.

Financial review

Income

Total income for the year amounted to £263,649 (2017 £247,797). There was a welcome increase in Gift Aid and other Donations, but this was partially offset by a reduction in Hall Lettings and Shop takings.

Expenditure

Expenditure increased from £262,605 to £311,077. Replacement of the heating boilers cost £20,000 and Professional Fees for the structural surveys and employment advice added £10,000. Employment costs increased, following the appointment of a Full time Operations Manager, in addition to which we had the Children's and Youth Workers for the full year.

Net Result

The net result for the year before revaluation of the Halls complex, is a deficit of £47,428 (2017 £14,808) The Maintenance and Repair Funds have reduced by approximately £20,000, Restricted Funds by £4,000 and General Funds by £3,009. The other reductions are mainly the Fixed Assets depreciation charges which have been transferred to Fixed Assets and Revaluation Reserves. The balance of free reserves now stands at £62,568. Although this exceeds the amount the Trustees consider should be retained for working capital, equivalent to three months expenditure (£51,385), this is considered to be prudent in view of our proposals to improve the fabric and facilities.

Reserves Policy

Each year the trustees review the requirements for free reserves, which are those unrestricted funds not invested in fixed assets, designated for specific purposes, or otherwise committed to ensure that the church can meet all its obligations.

As stated above, free reserves stand at £62,568 (2017 £65,557). In reviewing its reserve requirement the trustees have decided that the charity needs to hold a level of free reserves within the Parochial Fund equivalent to approximately three months' running costs, amounting to £51,385 (2017 £49,186). In addition, we need to hold a reserve to cover emergency situations such as urgent property repairs. This gives flexibility to cover the need for adequate working capital, the ability to respond quickly to emergencies and to fund partly our planned programme of improvement to the fabric and facilities.

In the case of the Fair Trade Shop (a restricted fund), our policy is to maintain free reserves equivalent to three months' normal expenditure, including a contingency margin of ten percent. This amounts to £4,122 (2017 £4,110). The difference between this level and the actual level of £6,820 at 31 December 2018 is considered essential to cater for additional seasonal expenditure on procuring extra stocks of goods in the run-up to the Shop's November Christmas event.

The trustees believe that at present, the level of reserves held by the charity is right for its plans for mission and outreach.

Governance Issues

Church Committees

The Church Council continued to exercise interest in, and oversight of, the current work, issues and challenges of the various Church Committees. Each of the Committee Chairs attended at least one meeting of the Church Council during the year to present their work and to discuss how their committee was responding to the challenges facing them.

The trustees assured themselves that the committees were active and effective in implementing plans for the year. However, two issues which emerged were (a) the need to spread the net wider by encouraging more church members to become actively involved through joining a committee; and (b) the need to implement urgently a succession plan to find replacements to take over the leadership role from those wishing to step down.

Data Protection

In May 2018 new EU Data Protection legislation called GDPR (General Data Protection Regulation) came into force and placed specific obligations on our church to prove our compliance- and hefty fines if we are not compliant.

We undertook a data audit, asking individuals involved in church life and church groups to help us to understand what data is held, where and for what reason – particularly around personal and sensitive data

The results enabled us to create policy documents and processes to assist with ensuring compliance going forward. These documents are published on the website, displayed in the church foyer or are in the Church Council's policy packs as relevant.

We continue to develop our data management and briefing processes to make sure that we remain compliant with GDPR.

Risk management

Risks and uncertainties

The main financial risk for the charity is financial sustainability. A key element in the management of financial risk is a regular review of available liquid funds to settle debts as they fall due, regular liaison with the bank and active management of debtors and creditors balances to ensure sufficient working capital by the charity. The financial position is reviewed by Council at each meeting, in light of advice from the Finance Committee, which meets regularly to monitor and scrutinise the charity's financial performance against budget. If it proved to be necessary, or desirable, a Stewardship Campaign would be promoted.

Attention has also been focused on non-financial risks arising from Safeguarding, food hygiene, fire and health and safety of those who use the church's facilities. These risks are managed by ensuring that we have up to date and robust policies and procedures in place, and regular awareness training for staff and volunteers working in these operational areas. The trustees keep the major risks to which the charity is exposed under active review. Responsibility for overseeing the management and proper operation of the charity's risk systems and risk policies is vested in the Secretary to the Church Council, who is also a trustee.

All committees are required to prepare a risk assessment for each activity undertaken in the church's name, particularly where proposals might affect children, the church's reputation, or have financial implications. Steps are always taken to manage any risks (such as, for example, seeking to share the risk with others, insuring against the risk, strengthening internal financial controls, or not undertaking the activity). Health and safety, personnel procedures and office functions are reviewed on a regular basis. All committees are aware that for insurance purposes, the Church Council must be informed whenever any church sponsored activity takes place off-premises.

The trustees have also examined other operational and business risks (including those to which the Fair Trade Shop may be exposed), which the charity faces, and believes that these actions, systems and procedures are sufficient to mitigate the significant risks.

Reputational risk is managed mainly through supporting only Christian workers who have been rigorously vetted and trained. In addition, the Church of England's Safeguarding Policy requires that all trustees, individuals involved in regular work with children and young people provide references and submit to a Disclosure and Barring Service (DBS) check. In addition, the trustees now require all trustees, staff and volunteers to undergo formal Safeguarding Training.

Operational risk is managed mainly through supporting only appropriately gifted, qualified and supervised Christian workers and volunteers who fill positions of pastoral responsibility.

Property and Fabric: The Trustees are pleased that the church complex facilities continue to be intensively used by a large number of groups from within the local community for a wide variety of events. This makes it all the more important to ensure that the facilities are adequately maintained as part of our outward witness.

The Church Council received progress reports at each meeting and was satisfied that the Property and Fabric committee had adequate arrangements in place to manage the risks effectively.

People and Buildings

Study Leave for the Vicar

During the months of August to November, Bryan was on study leave (Sabbatical) which is granted to clergy every seven years following completion of curacy training. Due to various staff changes and his coming to Paddock Wood, it was 14 years since his last sabbatical. Bryan spent time looking at The History of European Jewry and the events of the Holocaust, a subject in which he has always been interested. This time out from parish duties allowed him to read extensively, visit Poland, and to be 1 of 20 clergy invited to study at Yad Vashem, the Jerusalem study centre for the Holocaust. There has been an awakening within Christian theology in recent decades to understand and contextualise the Jewishness of Jesus, and the early church. Latterly, the development and growth of a more Gentile church has led to much of the anti-semitic rhetoric that we today experience. Therefore, understanding this, and the Christian church's part in it, and our failure to act, is an opportunity to learn the lessons of history and challenge where we see it today.

Staff changes

Following organisational changes to meet anticipated future challenges, a new post of Operations Manager was created, to which Steve Talmage was appointed. We thank both outgoing admin assistant staff members (Caroline Steadman and Desmond Hillary) for their faithful service, particularly Caroline, who served for seventeen years.

Volunteers

During the year, our Pastoral Assistant, Annette Callow, and her husband Chris, moved to Grantham on retirement. We thank both of them for their many years of service in a variety of areas of the church's life and wish them God's blessings as they serve him in their new church.

The trustees continued their support of the work of the church, and especially the support of Christian workers, paid and voluntary. These have included a curate, three Readers, a Children and Families Worker, a Youth Worker, a Safeguarding Representative, Sunday school teachers, and other church workers involved in children's work, prayer visiting, communications and pastoral work.

The Vicar and Methodist Minister have helped co-ordinate and further the objectives of the charity. During the year, over one hundred volunteers from within and outside the church gave wide-ranging help across all the different aspects of the charity's work. Without all of this dedicated and committed work the charity would not be able to accomplish all that it does.

We continue to be indebted to all of our congregation who share their gifts and skills with the wider body, and for the time and energy they commit to the ministry here. However, this year has once again reminded us of the ageing profile of our congregation, and of the frailty of some of our long-serving volunteers, which has caused them to stand down. We need now to be encouraging and developing those younger members of our congregation to use their gifts and skills so that the work of Christ can continue and the church function as an affective body of witness.

Buildings and Resources

In our 2017 TAR, we reported that we had given the go-ahead to the Property and Fabric Committee to instruct a preferred architect to draw up initial plans and proposals to remodel the front and back offices and vestry areas, and that the trustees expect to make a final decision on construction in 2018.

Much work was done throughout 2018 to advance the project and options put to the Council at meetings during the year. The project is now at an advance stage, and proposals, including costings and financing options, were put to the Council in January 2019. We expect to make a final decision on the way forward sometime next year.

The remainder of the soft seats in place of the pews in church were procured and installed during the year, and were welcomed by the congregation.

We are grateful to members of the P&F committee who had an extremely busy year successfully managing complex projects.

Plans for future periods

Outlook for a new Curate and Methodist clergy support

Once again change will be inevitable in the year ahead as we say goodbye to Rosheen and the family, as her curacy comes to an end. Rosheen has brought many gifts and skills to ministry, and to her time at Paddock Wood. Many will wish to thank her and Nic for sharing with us, and will be sad to see them go to Cornwall. Nothing is ever certain when it comes to deployment of curates, and whether the Diocese will ask us to host someone else. The earliest we will know is June/July of 2019 for a possible start in September 2020. However, with only 6 curates coming back to the Diocese due to funding restrictions, we will have to watch this space.

This is also impacted by John Butt, our Methodist minister, retiring in July 2019, and again we must thank him for his time and energy spent here in Paddock Wood, whilst juggling other commitments in the Circuit. We now know that Rev Sharon Lovelock (Tonbridge Methodist Church) will replace him, and will share ministry with us.

Impact of the new homes being built in Paddock Wood- our response

New Church Primary School: With a number of show homes popping up on Mascalls Grange at the top of Green Lane, and hedges being cleared on Mascalls farm, the long awaited developments are now here. Thankfully, thanks to prayer and sharing the challenge, St Andrew's is a step ahead. Monthly meetings are currently being held with contractors, KCC, Tenax Trust and ourselves on the new Church Primary School. It is expected that this will now open in September 2021.

Methodist Pioneer: The Methodist Circuit is currently purchasing a house on Mascalls Grange, and is seeking to appoint an individual who will act as a missionary to the new housing developments and help us to share our faith and church with them.

Efforts to find a suitable pioneer presbyter for the exciting project on this new housing development have so far been unsuccessful. Already, one very suitable Methodist Minister felt unable to commit to come from September next year, and search efforts continued early in 2019. At the time of preparing this report, the prospects of finding a suitable appointee to start in September 2019 were receding. However, in anticipation, a new manse will be secured on the development.

During 2019, we will need to develop our thinking and also build on faith sharing so that we can gain confidence when the time comes to be out there welcoming people in, and building God's church.

Challenges

Paddock Wood Community Centre

During the year we were in discussion with the Town Council concerning their plans to develop a Community Centre on the Memorial Ground. This clearly has implication for us, in particular our client base of hirers. We have had assurances that it is not the Parish Council's intention to poach, and we will need to keep our costs competitive and attractive. Having said all this, we may lose one or two of the bigger groups who have grown out of our halls and who do not wish to hire the main church building.

Paddock Wood Primary School

Towards the end of this year we were also made aware that Paddock Wood Primary School is in conversation with parents and the community over the academisation of their school. This is being forced upon more and more schools with Local Education Authorities finding themselves without funding to provide services. Our church will again support the staff and pupils in this exercise. We have church members on the Governing body, and the school's senior leadership team supported our bid for the free school two years ago. We hope we will continue to have a productive working relationship with them.

Challenges remain ahead, including growing our membership, being faithful and confident in sharing our faith, and in reaching out to newcomers as they take up residence in Paddock Wood as part of the new communities arising from the new housing developments.

Structure, Governance and Management

The Anglican and Methodist Church of St Andrew Paddock Wood, is a Local Ecumenical Partnership (LEP) of Anglican and Methodist church members in Paddock Wood. It was registered as an independent charitable Trust in September 2010. The trustees and the Church Council are the same body. The structure of the Trust is set out in a New Framework Constitution agreed by the Charity Commissioners, The Church of England, The Methodist Church (and the URC and The Baptist Union) as well as Churches Together in England and Churches Together in Kent.

The governance of the Trust is set out in a Working Policies document and a Sharing of Buildings Agreement (both available on our website). The Charity is administered and managed by the Church Council, comprising: ex-officio trustees, being the ministers of the LEP, the Curate, the Youth Worker and the Children and Families Worker; up to sixteen elected Trustees elected at the Annual Congregational Meeting: four Wardens/Stewards, three Deanery Synod Representatives, and eight ordinary members. Wardens/Stewards are elected every year, but commit to serve for three years. Ordinary members serve for three years; and up to four Co-opted trustees, appointed by the trustees, including one representative for Local Preachers/ Readers, one representative for Pastoral Assistants and two co- opted members. Co-opted members serve for up to one year until the next Annual Congregational Meeting. The Youth Worker and Children and Families Worker are ex- officio members of the Church Council.

The chair of the Church Council is shared between the Reverend Canon Knapp and the Reverend Butt. The Lay Chair, who will usually chair meetings when neither minister is available, is Sue Chalkley.

The newly elected Church Council takes office from the end of the Annual Congregational Meeting, which must be held by the end of April.

The induction and training of any new trustees takes place in a number of ways. First, each Trustee is given a Member's pack, the aim of which is to help them in their legal role as a Trustee. The pack (first introduced in April 2010, and updated annually), includes a copy of the LEP governing constitution, material on the meaning of Trusteeship, the duties of a Trustee, the marks of good governance, future meeting dates and topics and details of Church Council Committees and their Terms of Reference. The information in the pack is reviewed and updated annually. During 2016, an updated written version of the duties and responsibilities of trustees was issued, reflecting changes in the law and latest guidance from the Charity Commission.

Secondly, at the first meeting of the new Council, the Secretary gives a brief talk on the duties and responsibilities of trustees and fields questions on the workings, objectives, policies and procedures of the charity. Thirdly, the new trustee is trained 'on the job' at trustees' meetings by observation and explanation by other trustees of the workings of the charity.

The Church Council meets every two months. Between Church Council meetings, the Standing Committee (comprising the Vicar, the Methodist Minister, the Curate, the Church Council Secretary, the Treasurer and the Warden team) is able to conduct church business as necessary. During 2018, the Standing Committee conducted several pieces of church business on separate occasions.

Work on furtherance of the Church's objectives and aims is carried out by a number of committees at the behest of the Church Council. These committees carry out detailed work and make recommendations to the Church Council for future action. During the year, the chair of each Committee makes a presentation to the Church Council on the work of their Committee and the issues and challenges facing them. However, all key decisions in relation to the Charity's strategy, direction, policies, finance, use of the Church's assets and major items of expenditure, remain the responsibility of the Church Council.

Though the charity cooperates with many other charitable organisations through the financial support that it gives and the work in which it is engaged, it has no structural relationships with charities or other parties, other than with Tenax school trust, as explained in Section 8 above.

Reference and administrative details of St Andrew
These are set out below:

Name of charity: The Anglican and Methodist Church of St Andrew, Paddock Wood

Registered Charity Number: 1137783

Registered Office: Maidstone Road, Paddock Wood, Kent TN12 6DZ

Trustees: The members of the Church Council are its Trustees for the purpose of charity law and throughout the report are collectively referred to as the Trustees and/or the Church Council.

In 2004 a motion was passed at the Annual Meeting whereby elected members of the Council would serve for 3 years. Clergy, Deanery Synod Representatives, Reader Representative, Pastoral Assistant Representative, the Youth Worker and the Children and Families Worker, are all ex-officio members of the Council i.e. they are Council members by right of their position.

During 2018, the names of the Trustees, their positions and the date their office expires, were:

The Rev Canon Bryan Knapp (ex officio) - Vicar - Joint Chair
The Rev John Butt (ex officio) - Methodist Circuit - Joint Chair
The Rev John Ritson (ex officio) - Methodist Circuit Superintendent
Rev Rosheen Browning (ex officio) - Curate
Annette Callow - Pastoral Assistants' Representative (Resigned March 2018)
Sue Chalkley - Elected Member ; Lay Chair (March 2021)
Peter Crouch - Elected Member - Treasurer (March 2019)
Marian Doyle - Elected Member (Resigned March 2018)
David Farnham - Elected Member (March 2020)
David Henshaw - Elected Member (March 2019)
Linda Hobbs - Elected Member- Deanery Synod Representative (March 2020)
David Laker - Elected Member (March 2019)
Ann Mervin - Elected Member (March 2021)
Jim Priestley - Elected Member - Deanery Synod Representative (March 2021)
Hanna Rosser - (ex officio) - Children and Families Worker
Keith Rosser - Elected Member - Warden (March 2019)
Jean Saggars - Elected Member- Methodist Steward (March 2019)
Chris Sutton - Elected Member - Warden (March 2019)

Hilary Sutton - Readers' Representative (March 2019)
Jacky Taylor - Elected Member (March 2021)
Carl Warren - Elected Member - Church Council Secretary (March 2021)
Sarah-Joy Woodcock - (ex officio) - Youth Worker
Jo Young - Elected Member- Deanery Synod Representative (Resigned November 2018)

Bankers: HSBC Bank, plc, 105 Mount Pleasant Road, Tunbridge Wells, Kent TN11 1QP
Unity Trust Bank, Nine Brindleyplace, Birmingham B1 2HB

Independent Examiner: M N Jenks, Chartered Accountants, Commercial Road, Paddock Wood, Kent TN12

Operations Manager and Church Council Secretariat: Steve Talmage (Joined November 2018)

Church Administrators: Caroline Steadman (Left December 2018)

Church Administrative Assistant and Church Council Secretariat: Desmond Hillary (Left November 2018)

Website: <http://www.standrewspw.org.uk>

Approved by the Church Council on 11 March 2019 and signed on their behalf by the Rev Canon B T Knapp (Joint Chair)



Signed:

Name: The Rev Canon B T KNAPP

Date: 11 March 2019