TRUSTEES OF NORTHFLEET & ROSHERVILLE PCC

ANNUAL REPORT & ACCOUNTS 2025

Aims and purposes

Northfleet and Rosherville 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. It also has maintenance responsibilities for the Church and Hall on both sites.

Objectives and Activities

The PCC acknowledged, that with the appointment of Revd Gordon MacBean, the Parish would expand the activities that it carried out to help raise the profile and improve income. The Events Committee have carried these objectives out and income has improved as well as attendance at Church Services.

Structure, Governance & Management

St Botolph's Church, Northfleet and St Mark's Church, Rosherville are both part of the Diocese of Rochester within the Church of England. The correspondence address is: Northfleet & Rosherville PCC, c/o The Vicarage, The Hill, Northfleet, Kent DA11 9EU.

The PCC is a corporate body established by the Church of England. The PCC operates under the Parochial Church Council Powers Measure. The PCC is a Registered Charity (number 1185604). All PCC members are Charity Trustees.

During the year the following served as members of the PCC –

Rev Gordon MacBean – Priest- in -Charge - Ex Officio – from 2 December 2023

Marion Fielder-White – Reader and Pastoral Assistant – Ex Officio

Seye Adetunmbi – Lay Minister – Ex Officio - from 10 May 2025

Wendy Waller – Church Warden – also Deanery Synod member – Ex Officio

Pauline Hickmott – Church Warden – Ex Officio

Gill Graves – PCC Member

Penny Scott-Beaulieu – PCC Member

Barbara Osborn - PCC Member, also Deanery Synod member – Ex Officio

Ann MacLeod – PCC Member

Walter Johnson-Caulker – PCC Member

Shane Vilday – PCC Member

David Rosenthal – PCC Member

The full PCC met 5 times during the year, all face to face. If any Committees met between PCC Meetings the minutes of their deliberations were received by the full PCC and discussed where necessary.

Some of the items under discussion have been St Botolph's Hall Refurbishment and audio system. Heating system for hall. Church Roof repairs and porch repairs. Review of Electoral Roll for APCM. Organ Restoration project and funding. Hall Charges. Safeguarding.

PCC Committees

Standing & Finance Committee

This is the only committee required by law. It has power to transact the business of the PCC between meetings, subject to any direction given by the council. This committee also deals with the finance including budgets.

Fabric Committee

This committee deals with the church and hall maintenance and upkeep of the churchyard and curtilage of both churches.

Worship Committee

This includes the worshipping life of the church, Baptism and Confirmation, and courses at Advent and Lent.

Electoral Roll

The Parish electoral roll stands at 88, as reported to the APCM on 11 May 2025

Usual Sunday Attendance

The average Sunday attendance, for the whole of 2025, was 43 adults at St Botolph's and 14 adults at St Mark's.

Address of our Bankers –

Barclays Bank UK PLC

Kingston Branch

Leicester

LE87 2BB

Address of the Independent Examiner –

Martyn Burt

Adventus Accounting Solutions

10 Walnut Lane

Laceby

Grimsby

DN37 7BY

Vicar's Report for the Benefice of Northfleet and Rosherville

Dearly Beloved in Christ,

It has been a year of meaningful change and steady grace across the Benefice of Northfleet and Rosherville. We have completed a full reset of the Electoral Roll, joined the newly formed Deanery of Swanscombe, and shared in a rich variety of celebrations and services that have marked our life together in Christ.

We rejoiced with couples celebrating their 50th, 55th, and 60th Wedding Anniversaries—remarkable milestones of love and faithfulness. We were blessed with three joyful weddings, and we also gathered to commend loved ones into God's eternal care at funerals, giving thanks for lives lived in faith and hope.

A major highlight this year has been the long-awaited programme of improvements to the Church Hall at St Botolph's. The transformation has been warmly received by long-term hall users and those hiring the space for private events. One young guest, aged seven, summed it up perfectly: "Mum, the toilets here are warm!" Many others have commented on the high standard of accessibility and overall quality. My heartfelt thanks go to all who made this possible—especially those who worked tirelessly on fundraising and coordinating access for the contractors. The next phase, improving the hall's heating, is underway, and we are actively applying for funding to support the majority of the costs.

At St Mark's, we have made a smaller but significant improvement by installing a Hive-controlled heating system. This allows us to manage the heating remotely, ensuring efficiency and reducing unnecessary expenditure when events do not take place.

Given the level of expenditure this year, the PCC has agreed that any future works should be funded primarily through dedicated fundraising or grants, enabling us to maintain healthy reserves and steward our resources responsibly.

Our Bible Study groups continue to flourish, offering a space where we deepen our understanding of God's living Word and grow in our relationship with Jesus and the Holy Spirit. These gatherings enrich our community life and strengthen our shared discipleship.

Our Bible verse for the year reflects our commitment to listening for God's voice and walking in obedience to His call. The direction of our parish ministry is shaped not by our own preferences, but by His sovereign will and power. As we look ahead, we do so with trust, gratitude, and a renewed desire to serve God faithfully in this place.

May the Lord continue to guide, bless, and sustain us as we journey together.

Shalom

Gordon

TRUSTEES REPORT FOR ST BOTOLPH'S CHURCH

This year a lot of work has taken place, both within the church and in the hall.

New windows were installed giving added security and privacy as we focussed on the Safeguarding of those using the hall. The hall has been redecorated and the installation of a sound system, induction loop and screen, with sound baffles and ceiling fans complete the refurbishment giving a superior space for our groups and private hirers. Some of the cost was funded by grants or personal donations.

The hall is used regularly by Hive Hope Foodbank, Monday Well Being Group, ADSS singing group, ABC Boxing, Lego Autism South-East, Friday Zumba, Northfleet History group, and the monthly Tuesday Lunch and Tuesday Tea benefit our older Community members. 'Who Let the Dads Out' meet monthly, as well as weekly Uniformed Groups during term time. The most recent addition has been a fortnightly sewing group, 'Let's Get Gravesham Sewing'.

The hall is also for hire for private functions, hosting mainly birthday parties.

In the church there have been extensive repairs to the roof, enabling a dry church at last, with no buckets! Missing and loose tiles have been replaced.

The porch roof has been replaced; rotting timbers were removed and the walls replastered and painted. A crack in the exterior of the porch wall has been repaired and there is a new mat on the floor, together with two new notice boards to display both church activities and Safeguarding information.

The Events Team has been active and has raised money, both for the church and charities. These include Slide Away, which is a local charity which supports bereaved children; Smile; Elliot Holmes Memorial Fund offering counselling for teenagers and young adults; Macmillan; Children's Society, the Royal British Legion and Salvation Army. Activities have included a Winter Market, VE Day Tea and a Mad Hatters Tea Party, as well as the annual Northfleet Day.

Church services have been well received and attended over the last year; and through the year we have welcomed local schools, nursery groups and community groups in the area, especially at Easter and Christmas. In December we hosted and ran the Dignity Funerals Annual Memorial Carol Service.

Together with the Sung Parish Eucharist every Sunday, there is now a Mid- Week morning Eucharist on a Thursday.

St Botolph's School has a weekly Eucharist in school during term time, with services in church for special festivals.

Home Communions are ongoing, as is the extensive pastoral care from the Ministry Team.

We purchased new wine and water jugs, and Eucharist set for Mid Week Services from the Queen's Platinum Jubilee Fund.

Wendy Waller and Pauline Hickmott

TRUSTEES REPORT FOR ST MARK'S CHURCH

1. Administrative Details

St Mark's Rosherville Church is part of the Diocese of Rochester and operates under the Northfleet and Rosherville Parochial Church Council (PCC), which is a charity exempt from registration. The church is located at Fountain Walk, Northfleet, Gravesend, DA11 9LA.

2. Objectives and Activities

The primary objective of St Mark's Rosherville Church is to offer regular Christian worship, pastoral care, and outreach to the community. The church seeks to be a place of welcome, prayer, and service, nurturing faith and providing opportunities for fellowship and spiritual growth.

Regular activities include Sunday worship, pastoral support, community engagement through hall bookings, and monthly Coffee Mornings.

3. Achievements and Performance

3.1 Worshipping Community

The congregation has remained steady and faithful throughout the year. We give thanks for the commitment of our worshipping community, whose presence and participation sustain the life and ministry of St Mark's.

3.2 Baptism and Confirmation

We celebrated one Baptism and Confirmation during the year. The candidate has shown ongoing commitment to their faith and has been faithful in attending services whenever they are able. This has been a source of joy and encouragement to the whole church family.

3.3 Coffee Mornings

Our monthly Coffee Mornings, held on the first Saturday of each month, continue to be a highlight of our community life. They provide valuable opportunities for fellowship and generate a generous income through sacrificial giving, donations, and raffles. The PCC

is deeply grateful for the dedication of the volunteers and church members who make these events possible.

3.4 Hall Bookings

The church hall has seen an increase in bookings, strengthening both community engagement and financial sustainability. Discussions are underway with another Pentecostal church regarding a potential long-term Saturday afternoon booking, which would provide regular income and deepen ecumenical relationships.

3.5 Garden of Remembrance

The PCC successfully obtained the Faculty for the Garden of Remembrance. This has allowed the creation of a properly laid-out and dignified space for the interment of ashes. A clear template and set of guidelines has been established to ensure good practice is consistently followed. The Burial Register and associated files are securely stored in the safe at St Mark's Church.

3.6 Heating System Upgrade

A Hive Heating System was installed during the year to improve energy efficiency and provide better control over the church's heating. This upgrade supports responsible stewardship of resources and is expected to deliver long-term cost savings while improving comfort for worshippers and hall users.

5. Fabric Report

The church building has been maintained in good order, with the most significant improvement being the installation of the Hive Heating System. The successful Faculty for the Garden of Remembrance has enabled the creation of a well-designed and carefully managed space for pastoral use.

6. Plans for the Future

The PCC aims to:

· Strengthen community engagement through hall use and outreach activities

· Continue developing the Garden of Remembrance as a place of peace and dignity

· Explore opportunities for growth in worship and discipleship

· Maintain and improve the church building as resources allow

7. Statement of Trustees' Responsibilities

The PCC members are responsible for keeping proper accounting records, safeguarding the assets of the church, and ensuring that financial statements comply with applicable regulations. They are also responsible for the overall governance and mission of the church within the parish.

Revd Gordon MacBean

SWANSCOMBE DEANERY SYNOD REPORT

LLM's are now invited to Synod and most Chapter meetings, recognising their growing role in Ministry across the Deanery.

A Swanscombe Deanery bank account will be opened and each Parish will be asked to contribute £30 annually toward Deanery expenses.

A Deanery Vision Statement will be explored and developed.

There will be a strong emphasis on communication and relationship building across the Deanery. A Deanery Facebook page will be created for sharing events and activities

At the April meeting held at Chalk Church, Rev Nigel Bourne welcomed Bishop Jonathan. This was Nigel's last meeting as Area Dean and Revd Michael Payne was commissioned as the new Area Dean of Gravesend.

Bishop Jonathan reflected on recent challenges – cost of living crisis, Covid impact, leadership shortcomings. But on the brighter side there had been an increase in church attendance. He introduced and spoke on his themes – Change, Serve, Grow.

He announced that there would be a National Church Grant of £11 million to be matched by the Diocese for funding to support – parish projects, leadership development, new Church plant in Ebbsfleet, revitalisation of struggling churches.

There are Ebbsfleet developments – Alkerden school is opening, mental health training, safeguarding training.

The October meeting was held at the new Alkerden School where there will be a combined School Chaplain and Area Missioner.

At the first meeting in 2026 a talk will be given on Net Zero in churches.

Barbara Osborn

SAFEGUARDING REPORT

Safeguarding Personnel

The Churches PSO, Gill Graves, resigned from her post in September 2025 and the PCC thanked her for her diligence in carrying out her safeguarding duties.

The safeguarding team now comprises

- Gordon, Marion and Seye – responsible for monitoring safeguarding incidents
- Anne – responsible for administration/ documents
- Gill – noticeboard updates.

A central email has now been established so anyone with safeguarding concerns can contact us on safe@stbotolphsnorthfleet.org.uk

Policy and Procedures Confirmation:

During this year the PCC reaffirmed its commitment to the House of Bishops' guidance and the paramountcy of welfare for children and vulnerable adults. This commitment is made clear on the first page of the Churches website.

In addition, the church's safeguarding policy has been reviewed and formally adopted by the PCC within the last year - it is available publicly on the church noticeboards - and the Church Wardens have signed the safeguarding responsibilities of the Church document.

During the year the following were presented to the PCC and approved

- Churches safeguarding policy
- Recruitment of Ex offenders' policy
- Handling of disclosure information policy
- Lone working policy
- Procedure for responding to concerns and allegations

Safer Recruitment and People Management:

The Church is in the process of developing, through consultation, a series of voluntary role descriptions. This year, the following voluntary role descriptions have been presented and approved by the PCC.

- PCC member, PSO and Lead Recruiter (13-2-25)
- Music Director, Organist & Bell Tower Captain (06-07-25)
- Events Team Member & Hospitality volunteer (18-10-25)
- Sides person (19-02-26)

Only a few members of the PCC needed to renew their DBS checks during 2025, and these were competed so at the point of writing this report there are no outstanding DBS checks to do. There is now both a written Church DBS Record (kept in the church safe) and an electronic one on the cloud.

Training Overview:

During 2025

- The Church Wardens renewed their Leadership training
- All members of the PCC renewed their Foundation safeguarding training.
- Anne Dennis attended the frequent PSO safeguarding zoom meeting provided by Rochester Diocese Safeguarding team to keep us abreast of developments and answer any questions.

Dashboard Overview:

Developing the dashboard is ongoing; we are currently working on level 2. The PCC has accepted the Safeguarding Action Plan based on the dashboard, and we continue to use a rolling program of activities that need to be carried out based on this.

Safeguarding Culture:

We continue to promote the Church as a safer environment and develop a culture of vigilance within the church.

We ensure safeguarding displays in both churches are up to date and display the "Promoting a Safer Church" & "Safe Spaces" posters. A folder of each Church had been put together containing all safeguarding documentation approved and signed off by the PCC.

An activity risk assessment form is displayed in the office in each church and checked to see that the responsible person for each activity has signed and dated the form to show that they have read and noted its contents. The PCC's approval of the use of this risk assessment form during a meeting on 18-10-25.

As a result of the work of Gordon MacBean, I have been able to transfer all agreed PSO and Lead Recruiter documents to a shared cloud storage area so that all those with safeguarding responsibilities have access to them.

Incidents and Concerns (Aggregated):

We have dealt with a behavioural challenge in how a parishioner was dealing with a volunteer and a gentle conversation enabled them to see that their affection may be viewed as inappropriate. This has been monitored going forward with no issues to date. A vulnerable adult was being scammed by a group on Facebook and it has lead to further depression and anxiety for the person. They have, with the help of the Safeguarding Team, deleted the app and blocked further contact on their device. They have also deleted their profile. This is a fairly strong response, but was instigated by the person themselves. We have prepared a "Code of Conduct" agreement for another member who is returning to worship after a year away. They have been inappropriate in their language, so we are setting guidelines for behaviour.

Future Actions/Recommendations:

We look forward to completing the rest of our voluntary role descriptions, before moving on to person specifications.

We are also looking forward to firming up safer recruitment and people management procedures, appropriate boundaries procedure and photography policy.

We expect to continue

- Working with the Diocesan Safeguarding team

- Reporting concerns/allegations to the team.

Anne Dennis

Tower Captain's 2026 Annual Report - St Botolph's Church Bell Ringers

This year has seen several positive developments and continued commitment from the St Botolph's bell ringing band. I'm delighted to present a highlight of the year's achievements and thank everyone for their help.

Key Activities and Achievements

- **Reintroduction of Handbells:**
  We have reintroduced the ringing of handbells, establishing a regular practice session. This has enriched our musical repertoire and provided new opportunities for engagement.
- **Consistent Sunday Ringing:**
  The band has maintained regular ringing on the first Sunday of each month for the all-age service, ensuring our presence and contribution to the church community.
- **District Meeting:**
  We hosted a district meeting this year with a practice beforehand. Special thanks go to Marion and Pauline for their outstanding efforts in arranging and catering for the event, which was well received by all attendees.
- **Wedding Services:**
  With support from local towers, we could provide a band for any weddings that requested bells, helping to make these occasions memorable for couples and guests.
- **Funeral Service**
  Thank you to Keith who stepped in and tolled the bell when someone requested it at a funeral.

- **Members**
  It hasn't all been good news, though; we haven't been able to gain any new members to increase our numbers, but we remain hopeful and will continue trying.

Acknowledgements

- **Support and Training:**
  I would like to extend sincere thanks to Keith, Hazel, and the St George's ringers for their continued support and training, which has been invaluable to our band's development.
- **Membership:**
  The entire St Botolph's band are now proud members of KCACR, marking a significant milestone for our group.

Personal Note

As tower captain, I have had to step back from significant involvement ringing this year because of commitments from training as an ordinand. However, I remain dedicated to supporting the band and ensuring its ongoing success. To hear the bells ringing out in the glory of God fills me with such joy, and it is an honour to be involved in this.

We hope you have enjoyed listening to the bells as much as we have ringing them.

Lee Cogger

RISK MANAGEMENT

With the opening of churches following lockdown, Risk Assessments have been drawn up for both churches in the Parish based on the regulations laid down by the Church of England and Rochester Diocese, and are being strictly adhered to, ensuring that safety is paramount to the congregation and clergy alike and that our duty of care for each other is paramount.

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

Approved by the Parochial Church Council and signed on its behalf by:

Revd Gordon MacBean



Chair of PCC

16 April 2026

The Parish of

Northfleet & Rosherville

Financial Statement

Of the

Parochial Church Council

Year ended 31 December 2025

Bankers

Barclays Bank plc

Registered Charity in England & Wales 1185604

INDEX

Description	Page Number
Independent Examiners Report	1-2
SOFA Receipts & Payments Account	3-4
Statement of Assets & Liabilities	5
Notes to the Accounts	6-7
Accounting Policies	8-9
Types of Funds	10-11
Summary of Accounts	12
Trial Balance	13-17
Financial Review	18

1 April 2026

Independent Examiner's report to the Member/Trustees of Northfleet & Rosherville PCC

I report on the accounts for the year ended 31 December 2025 which are set out on the pages following.

Respective responsibilities of the Trustees and Independent Examiner

The church's trustees are responsible for the preparation of the accounts. The church's trustees consider that an audit is not required for this year under section 144(2) of the Charities Act 2011 (the 2011 Act) and that an independent examination is needed.

It is my responsibility to

- Examine the accounts under section 145 of the 2011 Act;
- Follow the procedures laid down in the General Directions given by the Charity Commissioners section 145(5)(b) of the 2011 Act; and
- State whether particular matters have come to my attention.

Basis of Independent Examiner's Statement

My examination was carried out in accordance with the General Directions given by the Charity Commission. An examination includes a review of the accounting records kept by the charity and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts, and seeking explanations from the trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit, and consequently no opinion is given as to whether the accounts present a 'true and fair view' and the report is limited to those matters set out in the statement below.

Independent Examiner's statement

In connection with my examination, no matter has come to my attention:

(1) which gives me reasonable cause to believe that in any material respect the requirements
- to keep accounting records in accordance with section 130 of the 2011 Act; or
- to prepare accounts which accord with these accounting records have not been met; or

(2) to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.

Yours sincerely

Martyn Burt

B.Sc.(Hons), ACMA, CGMA

adventus accounting solutions
10 Walnut Lane
Laceby
Grimsby
DN37 7BY

e-mail: martyn.burt@btinternet.com or adventusaccounting@btinternet.com

Telephone: 07523 6229679

Statement of Receipts & Payments

Prepared for Northfleet & Rosherville Parochial Church Council: 1/1/2025 to 31/12/2025 (compared with 1/1/2024 to 31/12/2024)*

	Unrestricted	Restricted	Endowment Expendable	Endowment Capital	Total	*Prior Total**
Donations and Legacies	50,466.01	1,590.00			**52,056.01**	*34,611.23*
Income from Fund Raising	4,402.58				**4,402.58**	*6,369.70*
St Botolph's Organ Renovation Fund Donations		471.00			**471.00**	*5,158.47*
Charitable Activities	2,693.62				**2,693.62**	*3,172.00*
Other Trading Activities	20,546.75				**20,546.75**	*23,733.00*
Investments	4,213.04				**4,213.04**	*3,545.93*
Other Incoming Resources	889.92				**889.92**	*16,114.52*
Total income and endowments	**83,211.92**	**2,061.00**			**85,272.92**	***92,704.85***
Church Maintenance	32,244.32				**32,244.32**	*33,710.60*
Church Major Repairs	8,630.00				**8,630.00**	*10,170.00*
Church Running Costs	25,629.81	1,002.77			**26,632.58**	*22,391.25*
Church Utility Bills	3,659.66				**3,659.66**	*4,128.61*
Clergy Expenses	4,526.14				**4,526.14**	*7,499.55*
Diocesan Parish Contribution	12,000.00				**12,000.00**	*9,000.00*
Hall & Other Buildings Running Costs	28,400.78				**28,400.78**	*8,018.67*
Hall Major Repairs	12,744.50				**12,744.50**	
MIssion Giving & Donations	3,365.55	305.00			**3,670.55**	*3,020.58*
Other Payments	709.53				**709.53**	*632.57*
Charitable Activities	0.10				**0.10**	
Total expenditure	**131,910.39**	**1,307.77**			**133,218.16**	***98,571.83***
All receipts	83,211.92	2,061.00			**85,272.92**	*92,704.85*
All payments	131,910.39	1,307.77			**133,218.16**	*98,571.83*
Transfers between funds						
Net movement in funds	**-48,698.47**	**753.23**			**-47,945.24**	***-5,866.98***

Statement of Receipts & Payments

Prepared for Northfleet & Rosherville Parochial Church Council: 1/1/2025 to 31/12/2025 (compared with 1/1/2024 to 31/12/2024)*

	Unrestricted	Restricted	Endowment Expendable	Endowment Capital	Total	*Prior Total**
Total funds brought forward	*140,294.92*	*26,475.48*	*5,868.30*	*11,120.02*	***183,758.72***	*189,625.70*
Total funds carried forward	**91,596.45**	**27,228.71**	**5,868.30**	**11,120.02**	**135,813.48**	***183,758.72***

STATEMENT OF ASSETS AND LIABILITIES

Cash Funds	**2025**	**2024**
Business Current Account	6120.91	8161.88
Building Saver Account	26105.51	44271.99
General Saver Account	71092.78	74591.85
Rochester Diocesan Board of Finance	16034.16	42785.23
Endowment Funds	17511.12	16174.77
	136864.48	185985.72
Less		
Cheques not presented	0.00	0.00
Other Creditors - See Notes	-1051.00	-2227.00
Plus items not Credited	0.00	0.00
	135813.48	183758.72

Parish Funds

Unrestricted -		
General Fund	91596.45	140294.92
Restricted Funds	27228.71	26475.48
Endowment Funds	16988.32	16988.32
	135813.48	183758.72

Approved by the PCC and signed on its behalf by -

G R MacBean

Dated - 16 - 4 - 2026

** amounts are detailed in the Notes to the Accounts

NOTES TO THE ACCOUNTS

Creditors

General Fund

The Accounts are based on a Receipts and Payments basis.

Other Creditors

50/50 Club - £251.00 monies held pending quarterly draw

St Mark's Church Centre car park - £30.00 relates to deposits made in respect of car park notices made by hall users; the amount is repayable.

St Botolph's Hall Deposits - £100.00 relates to future hall bookings

St Botolph's Car Park - £1000 deposit for four parking places by local firm

Fees overpaid to Diocesan Board of Finance – (£330)

Debtors

General Fund

St Botolph's Hall usage - £1806

St Mark's Church Centre usage - £4488

Related Party Transactions

No payments, other than reimbursements of 'out of pocket expenses, were made to PCC Members.

Employees

The PCC employs one person who cleans both church halls

Northfleet & Rosherville Projects

This fund holds a balance of £7601.75 which the PCC has designated as follows –

Parish Website - £2500.00

St Mark's Church Centre –

Alarm - £1200.00

Tabernacle - £576.00

St Botolph's Church & Hall –

Car Park - £1500.00

Hall Refurbishment £1822.46

Queens Jubilee £3.29

Legacies

This fund holds the sum of £79.41 which is the balance of Marion Sawyer legacy.

The Parish of St Botolph, Northfleet and St Mark, Rosherville

Accounting Policies

Accounting convention

The financial statements of the PCC will be prepared in accordance with the Church Accounting Regulations 2006 and section 145 of the Charities Act 2011 and that an Independent examination is required.

The accounts will be prepared on a Receipts and Payments basis and will include all monetary transactions, assets and liabilities for which the PCC can be held responsible in law. They do not include the accounts of other Church groups that owe an affiliation to another body, or those that are informal gatherings of Church members.

Incoming resources

Planned Giving, Collections, Donations, Tax Refunds are recognised when they are received. Grants and Legacies are accounted for when the PCC is legally entitled to the amounts received. All incoming resources are accounted for gross.

Interest

Interest will be accounted for upon receipt of the Bank/Diocesan statement. Where interest has been applied to the Buildings Saver Account and General Saver Account, it will be recorded in the General Fund ledger.

Resources expended

Grants and Donations are accounted for when paid over. All other expenditure is recognised when it is incurred and is accounted gross.

Bank Charges

Bank charges are accounted for upon receipt of the Bank Statement and are to be accounted for in the General Fund.

Bank Accounts

The Business Current Account will be used in respect of –

All receipts which are due to the PCC. These can be made by deposits at a Branch of the Bank, Electronic Credits and Transfers from other Bank Accounts held in the name of the PCC.

Fund Reporting

The PCC reports the assets which it holds as follows –

Unrestricted

General Fund – these funds are used to fulfil the aims of the Charity and are used for the day to day running of St Botolph's Church & Hall and St Mark's Church Centre.

St Botolph's Church Repair Fund – this fund is held by the Diocese and is to be used for the maintenance of the Church, following the Quinquennial Inspection.

St Botolph's Hall Repair Fund – this fund is held by the Diocese and is used for the maintenance of St Botolph's Hall.

St Mark's Church Centre – this fund is held with the Diocese and is to be used for the maintenance of the Church, following the Quinquennial Inspection.

Organ Renovation – The PCC agreed that the legacy received from the estate of the late R Waugh should be set aside for the Organ Renovation.

Northfleet & Rosherville Projects – Designated funds for a specific project are held in this fund.

Legacies – where a legacy is received, it will be held in this fund until such time that the PCC have agreed with beneficiary's family as to how the funds are to be spent.

Restricted –

Mission & Charities – monies raised by special collections e.g. Christingle Service, are held in this account pending remittance to the relevant charity.

Children's Work –

Who let the Dads Out – The purpose of this account is to record the funds received and spent in relation to this project.

Children's Work – The purpose of this account is to hold funds which can be used for Children's work within the Parish.

Choir – Funds held in this account are for the use of Choir equipment.

Flowers – Monies can be donated to pay towards the cost of the purchase of flowers in Church and the surplus is held in this fund.

Payments made by the PCC, will be made by way of a cheque, standing Order to the Payee, Direct Debit or Transfer to other Bank Accounts held in the name of the PCC

The Buildings Saver Account will hold Restricted and Designated funds as agreed by the PCC and will be recorded in the relevant Ledger account(s). Receipts and Payments to this account will be made via the Business Current Account.

The General Saver Account will hold Restricted and Designated funds as agreed by the PCC and will be recorded in the relevant Ledger account(s). Receipts and Payments to this account will be made via the Business Current Account.

Funds will be held with the Rochester Diocesan Board of Finance in respect of the following Building Maintenance Ledger Funds –

St Botolph's Church, St Botolph's Hall, St Mark's Church Centre. Receipts and Payments made to the Fund will be agreed by the PCC

Reserves Policy

The PCC has agreed that it will hold the sum equal to three months income as a reserve. Following Quinquennial Inspections on both churches the PCC will review the amount held in its reserves.

When a large donation or legacy has been received, the PCC has the right to hold some or all such sums in reserve for a period of up to 12 months, while the consider how to use the money. When making their decision on how to use any such donations or legacies, the PCC will abide by the policy of not holding more than three months income as reserve.

Fixed Assets

Movable church furnishings held by the Vicar and Church Wardens on special trust for the PCC and which require a faculty for disposal are inalienable property, listed in the Church Inventory, This inventory can be inspected at any reasonable time.

Budget Setting

The annual budget, for the forthcoming year, will be agreed by the PCC at their November meeting. The budget will include general running costs, ministry and mission, donations to Charities, Church Activities, including children's ministry, worship and choir, staff costs and extraordinary items of expenditure.

Fr Cyril Showers Memorial Fund – The collection/donations in memory of Fr Cyril Showers are held in this account. Half of which will be sent to St Thomas & Guy's Hospital Trust and the remaining half to be used in the Parish.

Rosherville School Trust – The charitable objects of this Trust are for 'The Education of Children & Adults or Children only of Labouring, Manufacturing and other poorer classes in Rosherville'. The funds were originally held with the Kent Reliance BS and during 2018 the account was closed and the balance transferred to the PCC's Bank Account. The Trustees of the Trust are the Vicar and Church Wardens of St Mark's Rosherville.

Tower Bells – This account is used to record donations which are held for future projects relating to work on the Tower Bells.

Endowment Funds –

Smith Trust – The capital and income on this trust are to be expended for such religious purpose in the Parish as the Priest-in-Charge and Church Wardens of St Botolph's Church shall, in their absolute discretion, think fit. The Capital sum of 253 units is held in CBF Investment Fund account. Unspent Income is held in a Lloyds Bank account. The valuation of 253 units held with CBF Investment Funds as at 31 December 2025 was £5719.14

N Siddon Charity Fund – This fund is designated 'For the relief of the aged poor' in the Parish as the Priest-in-Charge and Church Wardens of St Botolph's Church shall, in their absolute discretion, think fit. The Capital sum of 259 units is held in a COIF Investment Fund account. Unspent income is held in a Barclays Bank Account, The valuation of the 259 units as at 31 December 2025 was £5139.86

Eliza E Smith Charity Fund – This fund is designated 'for the relief of the aged poor' in the Parish as the Priest-in-Charge and Church Wardens at St Botolph's Church shall, in their absolute discretion, think fit. The Capital sum of 161.62 units is held in a COIF Investment Fund account, Unspent income is held in a Barclays Bank Account. The valuation of 161.62 units at 31 December 2025 was £3207.35

NORTHFLEET & ROSHERVILLE PCC - SUMMARY OF ACCOUNTS AS AT 31 DECEMBER 2025

FUND	BAL 31/12/24	RECEIPTS	PAYMENTS	XFER TO REPAIR FUND	XFER TO PROJECTS	BAL 31/12/25	
ENDOWMENTS							
N Siddon, E Smith, Smith Trust	16988.32					16988.32	
RESTRICTED							
Children's Work	1125.88		198.25			927.32	
Choir	103.60		22.00			81.60	
Flowers	749.06	440.00	89.00			1100.06	
Fr Cyril Showers Memorial Fund	4506.89	500.00				5006.89	
Mission & Charities	729.72		305.00			424.72	
Rosherville Trust	2497.51					2497.51	
Tower Bells	2464.70	433.00	480.00			2417.70	
Who Let the Dad's Out	1354.93	217.00	213.21			1358.72	
Organ Renovation	12943.19	471.00				13414.19	
UNRESTRICTED - DESIGNATED							
St Botolph's Church Repair Fund	26336.61	964.91	22810.25	2700.00		7191.27	
St Botolph's Hall Repair Fund	15103.63	235.22	10294.50	1400.00		6444.35	
St Mark's Centre Repair Fund	1344.99	53.55		1000.00		2398.54	
Northfleet & Rosherville Projects	8443.19		841.44			7601.75	Note 1
Legacies	79.41					79.41	Note 2
UNRESTRICTED							
General Fund	92190.59	85048.49	-97964.20	-5100.00		74174.88	
	186962.22	88363.17	-62710.55	0.00	0.00	142107.23	

Note 1				Note 2 - Legacy	
Parish Website	2500.00			M Sawyer	
St Mark's		St Botolph's			79.41
Alarm, Tabernacle, Silverware	1776.00	Car Park, Hall Refurb, Queens Jubilee	3325.75		

Northfleet & Rosherville Parochial Church Council
Trial Balance
As at December 31, 2025

	Debit	Credit
COIF - Income Units	2,315.40	
COIF Charities Investment Fund	3,710.49	
Church of England Central Board of Finance	4,849.78	
Customers	6,293.75	
Barclays Bank - Building Saver Account	26,105.51	
Barclays Bank - General Saver Account	71,092.78	
Barclays Bank plc - Day to Day account	6,120.91	
Barclays Bank plc - re Eliza E. Smith	2,843.55	
Barclays Bank plc - re Noah Siddon	1,244.67	
Lloyds Bank plc - re The Smith Trust	2,547.23	
St Botolphs Church Repair Fund	7,191.27	
St Botolphs Hall Repair Fund	6,444.35	
St Marks Church Centre	2,398.54	
50/50 Club		251.00
Fees due to Diocesan Board of Finance	330.00	
St Botolph's Car Park Deposits		1,000.00
St Botolph's Hall Deposits		100.00
St Marks Church Centre - Car Park Deposits		30.00
Children's Work		927.32
Choir		81.60
Eliza E Smith Fund		2,403.45
Eliza E Smith Fund - Unspent Income		2,663.82
Flowers		1,100.06
Fr Cyril Showers Memorial Fund		5,006.89
General Fund		74,174.88
Legacies Received		79.41
Mission & Charities		424.72
Noah Siddon		3,710.49
Noah Siddon - Unspent Income		813.55
Northfleet & Rosherville Projects		7,601.75
Rosherville Education Account		2,497.51
St Botolph's Church Repair Fund		7,191.27
St Botolphs Hall - Repair Fund		6,444.35
St Botolphs Organ Renovation		13,414.19
St Marks Church Centre - Repair Fund		2,398.54

Northfleet & Rosherville Parochial Church Council
Trial Balance
As at December 31, 2025

	Debit	Credit
The Smith Trust		5,006.08
The Smith Trust - Unspent Income		2,390.93
Tower Bells		2,417.70
Who Let The Dad's Out		1,358.72
Fund Movement		44,854.99
50/50 Club		1,098.00
Advent Angels		18.00
Altar Candles Replacement		476.00
Banns & Wedding Fees		838.00
Cash Collections		523.10
Christingle Service		261.92
Coffee Mornings		807.30
Dividends		162.56
Donations		953.25
ELLIOTT HOLMES FUND		620.36
FOOD HAMPERS FOR ROSHERVILLE SCHOOL FROM DIOCESE		300.00
Flower Fund St Botolph's Church		440.00
Frugal Lunch		64.92
Funeral Collections		569.88
Funeral Fees		1,855.62
Gift Aid Claimed		6,135.92
Grant - Bags of Sparkle 2025		350.00
Hall Income		240.00
Interest Received		4,050.48
Investec - Photocopier		144.00
Lent Course Books		95.92
Macmillan Cancer Support		163.00
Mad Hatters Tea Party		234.40
Mary's Bench		1,800.00
OPEN DOORS UK		477.00
Planned Giving Envelopes - GASDS		160.00
Remembrance Sunday & Tuesday Teas		227.00
Ride & Stride		772.50
Salvation Army Carol Service		86.90
St Botolph's Churchyard Upkeep		150.00

Northfleet & Rosherville Parochial Church Council
Trial Balance
As at December 31, 2025

	Debit	Credit
St Botolph's Hall Refurbishment		5,605.14
St Botolph's Organ Renovation Fund Donations		471.00
St Botolphs		446.74
St Botolphs		1,680.07
St Botolphs		5,255.55
St Botolphs		17,650.00
St Botolphs Hall		7,626.00
St Mark's Garden Project		574.40
St Marks		820.00
St Marks		1,849.95
St Marks		217.55
St Marks		85.00
St Marks Hall		15,771.00
Tower Bells		433.00
Tuesday Lunch Club		272.06
Tuesday Teas		217.50
VAT Claimed		4,321.71
VE Day Event for RBL		412.00
Votive Candles		361.47
WLTDO - Subs		217.00
50/50 Club Expenditure	618.00	
Accounting Software	186.48	
Admin	162.88	
Bags of Sparkle 2025	350.00	
Bank Charges	0.10	
Batteries	17.35	
Bell Ringers	480.00	
Boiler Service	927.60	
CCLI	194.86	
CCLI Licence	194.86	
Cameras St Botolph's Churchyard	139.96	
Children's Society	261.92	
Choir	22.00	
Church Flowers	89.00	
Church Routine Repairs	382.56	

Northfleet & Rosherville Parochial Church Council
Trial Balance
As at December 31, 2025

	Debit	Credit
Church Running Costs	63.82	
Church Water & Sewage	480.00	
Churchyard Upkeep	90.00	
Cleaning Materials	352.42	
Clergy Expenses	366.90	
Cost of Services	21.75	
Council Tax	3,298.79	
Diocesan Parish Contribution	12,000.00	
ELLIOTT HOLMES FUND	620.36	
EUCHARIST SETS - QE2	841.44	
Electrical Test	2,688.00	
Electricity	2,458.94	
FOOD HAMPERS FROM GRANT MONIES DIOCESE TO ROSHERVILLE SCHOOL	301.00	
Fire Alarm Service	166.80	
Fire Equipement	167.58	
Fire Equipement	320.20	
Fr Gordon Macbean	70.00	
Friends of Kent Churches	525.00	
Friends of Rochester Cathedral	20.00	
Gas	1,388.62	
Goverance Costs	300.00	
Hall Deposit Refunds	550.00	
Hall Routine Repairs	750.00	
Holy Water Pot and Spray - QE2	255.82	
Insurance	1,361.87	
Insurance - St Botolph's Church & Hall	8,906.57	
Lay Ministers	18.30	
Macmillan Cancer Support	605.00	
Maintenance costs	50.16	
Mary's Bench	680.00	
Minor Repairs	496.00	
Minor Repairs	4,837.89	
OPEN DOORS UK	477.00	
PAT testing - both Churches	240.00	
Parish Phone & Broadband	5,660.12	

Northfleet & Rosherville Parochial Church Council
Trial Balance
As at December 31, 2025

	Debit	Credit
Payroll Services	127.50	
Pew Sheets	87.67	
Photocopier	2,032.77	
Porch Roof Repairs	22,810.25	
Professional Fees	3,480.00	
Refreshments	58.53	
Refreshments - WLTDO	213.21	
Replacement Hall Windows	12,744.50	
Roof Repairs	5,150.00	
Royal British Legion	926.87	
Royal School of Church Music	137.00	
SLIDE AWAY	234.40	
Sound System	85.00	
St Botolph's Hall Refurbishment - Expenditure	17,270.29	
St Botolphs Car Park	1.00	
St Botolphs Church	1,662.72	
St Botolphs Church Hall	3,754.20	
St Mark's Garden Project	107.91	
St Marks Church Centre	1,185.46	
St Marks Church Centre	811.48	
Stationery	611.90	
Trade Waste	558.55	
Trade Waste	306.15	
Utility Costs	721.99	
Water	821.76	
Website	295.00	
Wine/Wafers/Candles	36.37	
Wine/Wafers/Candles	1,527.76	
Total	**276,706.39**	**276,706.39**

FINANCIAL REVIEW

Income from the Hall hirers and giving in general both increased giving an Unrestricted Income of £70000

Expenditure increased to £132000. The Parish Contribution made to the Diocese rose to £12000 for the year.

Expenditure in 2025 included the refurbishment of St Botolph's Church Hall and the installation of an audio and loop system, acoustic panelling, new double glazed windows. Grants for some or all of this work were submitted prior to works being carried out.

The porch roof in St Botolph's Church was totally replaced with redecoration works taking place internally within the porch. A grant for this work was given by The Friends of Kent Churches, with the balance coming from the Repair Fund

In 2026 grants will be applied for a new electric heating system in St Botolph's Church Hall to replace the existing gas heating system.

1 April 2026

Independent Examiner's report to the Member/Trustees of Northfleet & Rosherville PCC

I report on the accounts for the year ended 31 December 2025 which are set out on the pages following.

Respective responsibilities of the Trustees and Independent Examiner

The church's trustees are responsible for the preparation of the accounts. The church's trustees consider that an audit is not required for this year under section 144(2) of the Charities Act 2011 (the 2011 Act) and that an independent examination is needed.

It is my responsibility to

- Examine the accounts under section 145 of the 2011 Act;
- Follow the procedures laid down in the General Directions given by the Charity Commissioners section 145(5)(b) of the 2011 Act; and
- State whether particular matters have come to my attention.

Basis of Independent Examiner's Statement

My examination was carried out in accordance with the General Directions given by the Charity Commission. An examination includes a review of the accounting records kept by the charity and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts, and seeking explanations from the trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit, and consequently no opinion is given as to whether the accounts present a 'true and fair view' and the report is limited to those matters set out in the statement below.

Independent Examiner's statement

In connection with my examination, no matter has come to my attention:

(1) which gives me reasonable cause to believe that in any material respect the requirements
- to keep accounting records in accordance with section 130 of the 2011 Act; or
- to prepare accounts which accord with these accounting records have not been met; or

(2) to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.

Yours sincerely



Martyn Burt

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