

**Trustees' Annual Report
for the period of
1st April 2020 to 31st March 2021**

*Charity of Canons Regular of Prémontré
Canonry of Chelmsford*

Registered Charity number: 1104904

St Philip's Priory
178 London Road
Chelmsford
Essex
CM2 0AR

Section A *Reference and administration details*

Names of the Trustees who manage the charity

1. The Reverend Darren Pius Collins
2. The Reverend Alexander Stephen Morrison
3. The Right Reverend David Hugh Allan ~ Prelate and Chairman

Principal address

St. Philip's Priory,
178 New London Road,
Chelmsford,
Essex
CM2 0AR

Tel. No. 01254 352898
Fax 01245 600043

Website : www.norbertines.org.uk

Email : community@norbertines.org.uk

Bankers

Santander Corporate Banking
Bridle Road
Bootle
Merseyside
L30 4GB

Investments

Fairstone Management Ltd
4th Floor,
25 Copthall Avenue,
London,
EC2R 7BP

Solicitors:

Davis, Blank, Furniss
90 Deansgate,
Manchester,
M3 2QJ

Section B *Structure, governance and management*

The order of Canons Regular of Prémontré (the Norbertine Order) is an international Roman Catholic Religious Order. It was founded in France in 1121. Its Generalate is in Rome and it is constituted of autonomous canonries (abbeys and priories with their dependent works). The Order was re-established in England in 1872. The new autonomous Canonry was established in 2004 under a new Scheme dated 29th June 2004 (Charity No. 1104904).

Governance and Structure

In terms of Canon Law the supreme governing body of the Order is the General Chapter which meets every six years. Between these times there is an Abbot General who meets twice a year with four Definitors. The Canonry is governed by its superior (known as the Prelate) and council. In terms of Civil Law the Order is governed by the trust deed.

The Trustees are members of the Order and have a detailed knowledge of the Order and its structure. The Trustees are responsible for the policies, activities and assets of the charities. They meet regularly to review developments with regard to the charities and its activities and make any important decisions.

Description of the charity's trusts:

<i>Type of governing document</i>	Trust deed
<i>How the charity is constituted</i>	Trust
<i>Trustee selection methods</i>	Appointed

Additional governance issues:

The chairman appoints and nominates new trustees.

Section C *Objectives and activities*

Summary of the objects of the charity set out in its governing document:

The trust fund and the income thereof shall be held on exclusively charitable trusts and shall be applicable subject to and in accordance with the provisions hereinafter contained for such charitable purposes as shall advance the charitable work for the time being carried on promoted or supported by the Society as the Trustees shall from time to time with the consent of the Prelate think fit PROVIDED THAT if at any time the Society shall cease to exist or to carry on promote or support any charitable works the Trust Fund and the income thereof shall be held for such general charitable purposes in

connection with the Roman Catholic religion as the Trustees shall in their discretion think fit.

Objects and Mission

The Canonry aims to support the religious and other charitable works carried out by the members of the Canonry and to care for those members throughout their lives with the Order.

Section D Achievements and performance

Summary of the main achievements of the charity during the year

Report of the past year

The time frame for this report begins with the "lockdown" resulting from the covid 19 pandemic. As the government closed churches and public Masses were suspended, the confreres had a frantic few days travelling around all the homes of our parishes to distribute information on what to do and how to contact us etc. during lockdown..

We were the only active priests in the area, all the other local clergy either being over 70 or had an illness which made them vulnerable to the virus. All of the confreres made regular visits to the local hospital to visit the sick and the dying. It was a humbling privilege to be able to do this during this terrible time.

The community faced our own moment of profound grief with the death of Fr Cadoc Leighton. As his obituary said:

"There is no one quite like Fr Cadoc. Fr Cadoc has always been a faithful and kind confrere. His unfailing cheerfulness and his delight in the absurd was always a source of comfort and strength. His great love of snuff tobacco provided so many opportunities for the mortification of his confreres. There are so many wonderful stories of his life. He was always a man of strong opinions and forthright in his views. Yet, like Bartholomew in the gospel, he was a man completely without guile. His greatest desire is that we would remember him as a faithful priest and a true son of Mary Immaculate. Fortified by the rites of Holy Mother Church, Fr Cadoc went home to the Lord on 1st May 2020, a "First Friday" dedicated to the Sacred Heart, the feast of St Joseph and the first day of the Marian month of May. This sums up his life and his priesthood." May he rest in peace.

In many ways, dealing with death marked the next few months of our life in the Priory.

Thankfully, shortly after St Norbert's day, the government allowed churches to open again for private prayer. This was a wonderful day. It took a lot of organising but well worth it to open the church doors again and welcome people home.

After a few weeks of this, the government then allowed the resumption of public worship and at the beginning of July we resumed the schedule of public Masses.

The great joy of the summer was the solemn profession of Br Gildas and a few weeks later his ordination to the diaconate.

Over the summer, we also took delivery of the booklets "St Norbert, Apostle of Peace" published by the Catholic Truth Society in preparation for the celebrations of the jubilee year.

In September, October and early November, most of our time was spent catching up on baptisms, weddings etc. that all had been postponed because of the earlier lockdown. Then, in mid-November, we had another month-long national lockdown. This time, churches were permitted to remain open for private prayer, but not for communal worship.

This lockdown coincided with the opening of the Jubilee Year and so we were unable to have the public celebration at the start of Advent. Instead, we had a celebration Mass in the church which was livestreamed. At this time, we also took delivery of two new statues of St Augustine and St Norbert to mark the jubilee year.

After this there was a brief time when restrictions were eased, and we were able to visit people for a short period.

Shortly after Christmas, we went into another national lockdown (our third one). This was the beginning of another very busy and intense time of pastoral care for the Covid wards in the local hospital. At times, we were called to the dying four or five times in a day. Our county, Essex, had become the national "hotspot" for Covid infections.

As with the first lockdown, the confreres in the house went above and beyond in their diligent care of the sick and dying.

Sadly, Br Gildas's ordination to the priesthood planned for 29th January had to be postponed. He will now be ordained on 7th June 2021.

Thankfully, in this third lockdown, the government not only allowed churches to remain open, but also allowed communal worship to continue.

Holy Week and the Triduum were all celebrated beautiful, despite the curtailed celebrations and regulations observed. Our choir sang their hearts out. It was an unusual, but a very happy Easter.

- **Caring for members of the Canonry**

In common with many orders in Britain, the profile of the members of the Canonry varies from year to year as people come and go.

The Canonry has an obligation, both moral and legal, to care and provide for its members, none of whom have resources of their own and all of whom have devoted a significant part of their lives to the care of others.

The Canonry pays a monthly fee to the Little Sisters of the Poor for the on-going care of our eldest confrere.

We have also continued to train men for the Catholic priesthood. We have one man training for the priesthood and the Canonry is responsible for all his needs and costs.

- **Parish and Pastoral duties**

The main apostolate of the Canonry consists in serving two parishes in Chelmsford, Essex - Our Lady Immaculate Parish and Holy Name Parish. In addition to this work, we also serve the local primary school and are "on-call" to the local Hospital when needed.

The Parish work has involved visiting the sick in their homes, nursing homes and in hospital; in preparing couples for marriage; preparing parents for the baptism of their children; preparing enquirers for reception into the Church; counselling the bereaved and preparing for funerals.

Until his death, Fr Cadoc Leighton cared for the parish of Camborne and Redruth, Cornwall.

Fr Pius Collins is Vice-Chancellor of the Diocese of Brentwood.

Fr Stephen Morrison is the Area Dean for Mid-Essex.

- **School and University Chaplaincy Work**

Fr Hugh Allan, as a Governor, and Fr Stephen Morrison, as chaplain, care for the pastoral needs of Our Lady Immaculate Primary School. They also help with the chaplaincy work at St John Payne Secondary School. Fr Stephen is a Governor of St John Payne School. Fr Pius Collins continues as the Catholic Chaplain to Anglia Ruskin University.

- **Retreats and Spiritual Direction for other religious communities**

Fr Richard Saksons continues to care for the spiritual needs of the Dominican Sisters of St Joseph at Lymington, Hampshire.

Fr Michael Gallagher continues to live in Manchester with the Little Sisters of the Poor in Longsight, Manchester.

Fr Hugh Allan, Fr Stephen Morrison and Fr Pius Collins have all provided input for days of recollection and retreats in the local area and beyond.

Fr Hugh Allan fulfills duties as confessor to the nuns of Tyburn Convent, as a member of the Chaplaincy Council at Anglia Ruskin University and as a member of the Cathedral Council of Chelmsford Anglican Cathedral.

Working with other organizations

The charity works with other charities and public bodies in the services they provide. In some instances they are occasionally employed by these

organisations, whilst in other instances the relationships are more informal. Examples of organizations for which the members of the Canonry have worked and with which they have co-operated during the year are as follows:

Roman Catholic Diocese of Brentwood
Bishop's Conference of England and Wales
Chelmsford Town Council
Essex Education Authority
Anglia Ruskin University
Chelmsford Cathedral
Tyburn Convent
Catenian Association
Knights of St Columba
Churches Together in Chelmsford
Brentwood Catholic Children's Society
St. John Payne Secondary School, Chelmsford
Ursuline School, Brentwood
St. Cedd's Prep School, Chelmsford
Marriage Care
Manor Lodge, Ashleigh House and other local Nursing Homes
The Ordinariate of Our Lady of Walsingham
Chelmsford foodbank
Falkland Islands Government
Falkland Island Conservation Society
St Helena Government
Ascension Island Government

Plans for the future

We continue to take part in the wider life of the local community in Chelmsford and the surrounding district. We are now the only community of Catholic Priests in the county of Essex living a conventual life.

We have a number of men showing an interest in joining the community and this on-going discernment is key to our future. We number nine members of our community.

Protection of Children and Vulnerable Adults

Along with all other organisations that serve in the community, the trustees recognise the absolute necessity of ensuring the protection and safety of all those the Canonry serves. The trustees are committed to implementing all the policies and procedures of the Catholic Safeguarding Advisory Service (CSAS).

Section E Financial Review

Brief statement of the charity's policy on reserves

- (a) The trustees shall have power instead of applying any income of the Trust Fund for the aforesaid charitable purposes to employ the same in the creation of augmentation of any reserve or endowment fund or funds for providing by the income thereof for all or any of the said purposes but so that the Trustees shall be at liberty at any time or times to resort to the capital or any such fund for any of the said purposes.
- (b) The Trustees shall also have power to appropriate or set aside any part or parts of the capital of the Trust Fund in the creation or augmentation of any such reserve or endowment fund.
- (c) Any periodical payments or other monies or property of the nature of income which may be received by the Trustees whether under gift aid declarations or otherwise howsoever for the general purposes of this deed shall be treated as income of the Trust Fund.

Section F Other optional information

Trustees

As members of the Order, the Trustees' living expenses were borne by the Order but the Trustees received no remuneration or other benefits in connection with their duties as Trustees during the year.

Section G Declaration

The trustees declare that they have approved the trustees' report above

Signed on behalf of the charity's trustees

Signature *David Hugh Allan, o. raem.*

Full Name David Hugh Allan

Position Prelate and Chairman of Trustees

Date 27th March 2021

Canons Regular of Premontre Canonry of Chelmsford
Income and Expenditure for the year ending 31st March 2021

Income

Christmas and Easter Collections	46,274.09	
Donations	14,970.00	
Interest Income	214.16	
Other Revenue	156,330.08	
Standing Order Donations	8,354.00	
Stipends	10,402.08	
Stole Fees	22,237.11	
Investment Income	57,906.01	
Car Mileage from parish	3,492.90	
Refund	7,380.65	
Total In		327,561.08

Expenditure

Direct Expenses	-400.00	
Advertising & Marketing	-139.11	
Audit & Accountancy Fees	-1,105.60	
Bank Fees	-1,980.68	
Books	-3,137.12	
Charitable and Political Donations	-381.30	
Cleaning	-649.58	
Clothing	-869.18	
Entertainment	-1,727.61	
Entertainment	-108.00	
General Expenses	-11,342.84	
Health Care	-459.23	
Household	-16,808.98	
IT Software and Consumables	-733.49	
Litery & Chapel	-28,848.53	
Motor Vehicle Expenses	-8,929.29	
Nursing Home Costs	-2,795.04	
Postage, Freight & Courier	-319.50	
Printing & Stationery	-363.19	
Repairs & Maintenance	-794.26	
Student Fees and training	-9,295.98	
Subscriptions	-125.90	
Telephone & Internet	-1,754.98	
Travel - International	-646.46	
Travel - National	-4,364.45	
Total Out		-98,080.30

Income - Expenditure	<u><u>229,480.78</u></u>
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Funded By: -

Bank 1 Closing Balance	57,743.46
Bank 2 Closing Balance	124,653.51
Investment Closing Balance	553,798.81

Less	
Bank 1 Opening Balance	-46,429.85
Bank 2 Opening Balance	-124,501.57
Investment Opening Balance	-335,783.58

<u><u>229,480.78</u></u>	0.00
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I have examined the books and bank statements relating to Income and Expenditure Account for the period ended 31st March 2021, and can certify that it is correct according to such accounts

Jennifer Mooney
Independent Examiner

Canons Regular of Premontre Canonry of Chelmsford
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Entertainment	-108.00	
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Health Care	-459.23	
Household	-16,808.98	
IT Software and Consumables	-733.49	
Litery & Chapel	-28,848.53	
Motor Vehicle Expenses	-8,929.29	
Nursing Home Costs	-2,795.04	
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Jennifer Mooney
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