

ST CLEMENT'S CHURCH, LEIGH-ON-SEA

**TRUSTEES REPORT
AND FINANCIAL STATEMENTS**

FOR THE YEAR ENDED 31ST DECEMBER 2020

ST CLEMENTS CHURCH, LEIGH-ON-SEA
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FOR THE YEAR ENDED 31 DECEMBER 2020

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St. Clement's Church Annual Report for 2020

Background

St. Clement's P.C.C. has the responsibility of co-operating with the incumbent in promoting the mission and work of the church in the ecclesiastical parish of Leigh-on-Sea. It has a duty to maintain the church building in good order and to put into effect decisions made by the Synods.

Membership of the P.C.C.

Members of the P.C.C. are either ex-officio or elected by the Annual Parochial Church Meeting in accordance with the Church Representation rules.

The following have served as members of the P.C.C. since the Annual Meeting on October 25th 2020

Incumbent: Fr. Clive Hillman**

Associate Priest: Mtr. Cherry Sandover

Evangelist: Miss Sheila Bradley

Churchwardens: Mr. Peter Monk
Mr. Steve Hackett

Representatives on the Deanery Synod:
Dr. Lyanne Beckerson
Miss Sheila Bradley**
Canon Ronald McLernon**

Member of the Diocesan Synod:
Mrs. Jill Healey

**also members of the Diocesan Synod

Elected Members:

Dr. Lyanne Beckerson
Mr. Colin Burwell
Mr. Ian McLernon
Dr. Marcus Pittman *Vice Chair*
Mrs. Meri Sams *Children & Young People*
Mrs. Pat Sibbons
Mrs. Lee Smith
Mrs. Hilary Stowe *Pastoral Care*
Mrs. Kim Wilkins *Fundraising & Sunday School*
Ms. Kate Willis
Mrs Cate Willoughby
Ms. Liz Youngs

Co-opted Members:

Mr. Mike Bahirathan *Treasurer*
Mrs. Mary Folley *Secretary*

The number declared on the Electoral Roll is 133

Committees

The P.C.C. operates through a number of committees which meet between the meetings of the full council.

Standing Committee: This committee has the power to transact the business of the P.C.C. between its meetings subject to the direction of the council.

Evangelism: Develops the vital ministry of Evangelism, enabling us to share our Faith with the outside community and those on the fringe of the church.

Fabric: Attends to matters relating to the Church Building and Fabric. It plans a programme of work and meets with the church architect when necessary.

Finance: Advises the P.C.C. on the use of funds, produces the accounts and monitors the investments and encourages giving through the Stewardship scheme.

Fundraising: Co-ordinates events which raise money for the church and other charities.

Young People's Committee: Organises the Sunday School and arranges activities for young people in the congregation.

The Year at St. Clement's

2020 will probably be remembered as one of the strangest and most unsettling years many of us can remember.

The year started normally enough. In January there was the children's Christmas Party, the Enquirers' Course started its six weeks run, many members of St. Clement's attended the Deanery Service and the Mothers' Union held its AGM. In February the fundraising committee organised an Indian Meal at the Maharajah, there was a concert with coffee in support of the World Day of Prayer and the cubs visited the church. Ash 'n Dash took place in the Broadway on Ash Wednesday, two Lent courses started and the Lent Book; The Wind, the Fountain and the Fire by Mark Barrett was introduced. The P.C.C. met in March and took the first steps towards appointing a Parish Nurse but as with so many other

things this had to be put 'on hold'. Later that month the World Day of Prayer service was held at St. Helen's and tubes of Smarties were distributed raising funds of The Children's Society.

Buggy Time, Open the Book, Friday Lunches, Gents' Breakfast, Coffee Mornings and Bellringing all took place as usual – Then EVERYTHING STOPPED when Covid gripped the land.

All public worship was suspended with Mass and the daily offices being offered privately in church until the Archbishops ordered, in the interest of public health and to comply with the general lockdown, all churches be closed completely.

Along with everything else the APCM, due to be held at the end of April, was cancelled but the P.C.C. continued with the membership elected in April 2019 and met in June and September by Zoom; a new experience for many and a challenge for a few. Remarkably, for the first time in at least 50 years a 100% attendance was recorded at the June P.C.C. Meeting.

As soon as we were able, we opened the church for private prayer. Grateful thanks must be given to the Churchwardens and Sue Hutcheon who made the church Covid secure by roping off pews and putting a one-way system into operation and to Lynda McLernon who organised a Stewards rota enabling people to visit the church in safety.

Services were live streamed from various places in clergy homes, the Rosary was said and Bible Study took place using Zoom.

When the church once again opened for public worship a booking system was put in place so that the number attending mass in person could be controlled, but more Masses were offered enabling most people who felt able to do so, to attend Mass at some time.

The APCM was eventually held in on October 25th when Steve Hackett and Peter Monk were elected as Churchwardens and Lyanne Beckerson, Sheila Bradley and Ron McLernon, elected as our representatives on the Deanery Synod for the next three years.

The new P.C.C. met by Zoom in November and in January and March 2021.

A further lockdown came in November so once again we relied on live-streaming and recording. The Advent Course 'A New Heaven and a New Earth'

focused on how, we as Christians, respond to Climate Change and ran alongside the study of Mtr. Sue Sayers book, This? How Christians respond to Climate Change.

The Christingle Service took on a very different form when it was relayed from the church into North Street School by Zoom giving the children the chance of making their own Christingles. We also gave every pupil a copy of 'It Begins in Bethlehem' - the story of the nativity in rhyme by Bob Hartmann

We were able to open again in December, but at Christmas the Children's Services were cancelled for safety reasons although the main services went ahead with social distancing in place and a Community Crib was set where anyone could leave an object and feel part of the Nativity without being there in person.

At the end of the year a third lockdown was announced and although church could legally stay open it was decided that it would be safer and more socially responsible to close and livestream services to the congregation.

The parish was saddened this year by the deaths of Rowena Alexander, Den Tubby, Norman Firminger, David Stook and Bessie Foster all long-standing members of the congregation.

May they Rest in Peace and Rise in Glory.

At the P.C.C. Meetings the Council addressed, as much as they could of the current matters concerning the church, received minutes from its committees and reports from our Synod representatives and authorised and managed necessary and on-going work.

Although the church building was closed, church life continued in a different way. The weekly Newsletter featuring thoughts by Mtr. Cherry on works of art and the monthly Magazine were widely circulated by e-mail and people kept in touch with one another through social media, phone calls and Sunday coffee on Zoom.

We wished Fr. Neil farewell when he moved on to become Priest in charge of St. Alban's Southend and following Bishop Stephen's elevation to the Archbishopric of York, Guli Francis-Dehqani was appointed the new Bishop of Chelmsford later in the year. We were also delighted to hear that Lizzy Youngs has been accepted for training to the priesthood.

A St. George's Pennant was flown in support of the NHS and other key workers and In June the tenor bell was tolled in memory of the victims of the Grenfell Tower disaster - once for every victim.

When Sunday services resumed the bellringers rang to call people to worship but were only able to ring four bells to maintain social distancing.

St. Clement's continued to support the 'Serving the Homeless' project with collections of food and clothes being co-ordinated by Steve Hackett.

A children's picnic was held in August and Kim held Zoom sessions for the Sunday School. In December there was a Film afternoon and a 'St. Clement in Leigh Scavenger Hunt' was organised around the town.

Open the Book resumed when the schools returned in the autumn but was relayed by Zoom and later was videoed for later use.

The Children's Service with Mass re-started on the first Sunday of October and a shorter, simpler Mass was introduced at 12 noon on other Sundays. This proved to be very worthwhile attracting a number of families.

St. Clement's continued its commitment to support Mtr. Cherry and her work at St. Mark's Southend, both financially and practically. The process of employing a Youth Worker who will work at St. Mark's, St. Alban's and St. Clement's was started as was the creation of a Mission and Ministry Unit (MMU) which will include the above parishes and also Holy Trinity Southchurch and All Saints' Southend.

Fabric

The Fabric Committee continued to meet by Zoom furthering and completing several projects.

- A handwashing sink has been installed in the kitchen area.
- The churchyard is being kept as a wildlife area with mown paths and new planting. This is being cared for by Peter and Gill Monk and Sue Hutcheon.
- A feasibility report for the installation of a fixed line telephone with Broadband was commissioned and eventually, after a few hitches the work was authorised and put in hand for 2021.
- All work detailed in the Quinquennial Report concerning the windows has been completed

and the damage to the East Window caused by vandalism has been repaired.

- Routine works of repair and maintenance have been attended to and surveys and tests required by law have been carried out.

The project to renovate the North Aisle Floor had, necessarily, to be put on hold but we hope to resume this in 2021.

James Ford from Claque Architects was appointed as our new Church Architect but although two meetings were arranged both had to be cancelled due to lockdowns so we are still looking forward to meeting him, hopefully in the near future.

Health and Safety and Risk Assessments this year have been centred on keeping the church Covid safe and Sue, Peter and Fr. Clive with advice from Marcus have done a wonderful job.

Music

Music was very limited during the pandemic: The Choir was unable to meet and no congregational singing was permitted. However, once the church was re-opened a cantor was allowed to sing from behind a screen and the organ could accompany the Mass.

Fundraising Committee

Unfortunately, due to the Covid restrictions, from March onwards all fundraising events had to be cancelled.

Kim, however, took up the challenge and by selling donated objects on-line managed to raise £885 for church funds.

2020 was indeed a strange and unsettling year but we face the future knowing that, whatever it holds, God is with us and we trust Him to guide us forwards in Faith and Hope and Love.

		Non- Restricted Funds	Designated Funds	Restricted Funds	Total Funds 2020	Total Funds 2019
INCOMING RESOURCES						
2(a) From Donors						
	Stewardship	37,214			37,214	40,124
	Income Tax Recovered	3,556			3,556	11,085
	Collections	4,071			4,071	7,206
	Sundry Donations	3,273			3,273	9,686
		48,114	-	-	48,114	68,101
2(b) Other Voluntary Income						
	Donations, Appeals, Wedding, Fund Raising etc	6,423		-	6,423	18,909
	Legacies/Bequests/Will		25,445	-	25,445	337,560
	Bazaar & May Fair	-			-	9,258
		6,423	25,445	-	31,868	365,727
2(c) Charitable & Ancillary						
	Magazine	377			377	1,666
	Bookstall	137			137	767
		514	-	-	514	2,433
2(d) Other Ordinary Income						
	Insurance Claims				-	-
	Interest & Dividends	551	43,855	-	44,406	56,342
		551	43,855	-	44,406	56,342
		55,602	69,300	-	124,902	492,603

3(a) Donations

Funds at commencement of year	789,365	1,748,924	34,200	2,572,489	2,204,673
Net Incoming Resources	- 81,173	48,759	-	- 32,414	169,665
Funds transfer	48,759	- 48,759	-	-	-
		-		-	-
Metro Bank SAVINGS ACCOUNT (invested DEC 2019)		-		-	85,000
				-	-
New Westminster Wealth Management Funds 1 & 2 (movement in 2020)		20,316		20,316	40,087
		-		-	-
Funds revaluation (Wealth Acct 'actual year movement only)	-	814	-	814	73,064
Funds at end of year	756,951	1,770,054	34,200	2,561,205	2,572,489

St Clements Church P.C.C.

Balance Sheet

	Balance @ 31/12/2020	Balance @ 31/12/2019
FIXED ASSETS	-	-
CURRENT ASSETS		
STOCK	-	-
DEBTORS & PREPAYMENTS	2,885	4,000
METRO BANK SAVINGS ACCOUNT	85,000	85,000
WESTMINSTER INVESTMENT FUND (1 & 2)	466,340	446,024
ST JAMES INVESTMENT FUND	1,353,878	1,353,064
CASH AT BANK AND IN HAND(incl petty cash)	656,398	692,287
	<u>2,564,501</u>	<u>2,580,375</u>
Total Assets	<u>2,564,501</u>	<u>2,580,375</u>
LIABILITIES		
ACCRUED EXPENDITURE/ADV INCOME	3,296	7,886
NET ASSETS	<u>2,561,205</u>	<u>2,572,489</u>
REPRESENTED BY :-		
Restricted Funds -		
CHURCH FABRIC FUND	25,319	25,319
ST CLEMENTS YOUTH PROJECT	2,331	2,331
VESTMENT FUND	6,550	6,550
	<u>34,200</u>	<u>34,200</u>
Designated Funds -		
DEVELOPMENT FUND	1,353,878	1,353,064
	<u>-</u>	<u>-</u>
	<u>1,353,878</u>	<u>1,353,064</u>
Non-Restricted Funds -		
REVALUATION RESERVE	-	-
NEW INVESTMENT (WITH WESTMINSTER FUND)	466,340	446,024
METRO BANK SAVINGS ACCOUNT	85,000	85,000
GENERAL RESERVES	621,787	654,201
TOTAL	<u>2,561,205</u>	<u>2,572,489</u>

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FR CLIVE HILLMAN

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MIKE BAHIRATHAN.

ST CLEMENTS CHURCH, LEIGH-ON-SEA

NOTES TO THE FINANCIAL STATEMENTS YEAR ENDED 31ST DECEMBER 2020

ACCOUNTING POLICIES

1 Basis of Accounting

The financial statements have been prepared in accordance with the Church Accounting Regulations 2006 together with applicable accounting standards.

The financial statements have been prepared under the historic costs convention except for the valuation of Properties.

2 Funds

General funds represent the funds of the PCC that are not subject to any restriction regarding their use and are available for application for the general purposes of the PCC. Funds designated for a particular purpose by the PCC are also unrestricted.

The accounts include all transactions, assets and liabilities for which the PCC is responsible in law. They do not include the accounts of church groups that owe their main affiliation to another body nor those that are informal gatherings of church members.

3 Incoming Resources

All income whether of voluntary or planned giving, investment income, legacies or capital is recognised only when received. Receipts are shown gross with any related costs shown as resources used. Income tax recoverable on covenanted and gift aid donations is recognised when the income is recognised.

4 Resources Used

The diocesan quota for the year was £85,287 all of which has been fully paid during the year.

5 Fixed Assets

Equipment purchased for use in the church hall is written off as replacements arise.

6 Current Assets

St James Investment fund and Westminster Wealth Management Funds are shown at their market value at 31st December 2020.

7 Related Party Transactions

The charity has made the following related party transactions to its trustees during the year.

Fr. Clive Hillman was paid for reimbursable expenses of £1,263

Fr. Neil Dalley was paid for reimbursable expenses of £1,241

Roger Folley was paid remuneration of £1,121 for duties as the church organist.

**INDEPENDENT EXAMINERS REPORT
TO THE PCC OF ST CLEMENTS CHURCH, LEIGH-ON-SEA**

This report on the accounts of the PCC for the year ended 31st December 2020, which are set out on pages 4 to 7 is in respect of an examination carried out under regulation 3 (C) of the Church Accounting Regulations 2006 and s.43 (2) of the Charities Act 1993.

Respective Responsibilities of the Trustees Examiner

The charity's trustees are responsible for the preparation of the accounts. The charity's trustees consider that an audit is not required for this year under section 43(2) of the Charities Act 1993 (the 1993 Act) and that an independent examination is needed.

It is my responsibility to:

- examine the accounts under section 43 of the 1993 Act and in accordance with the terms of Regulation 25 of the Church Accounting Regulation 2006;
to follow the procedures laid down in the general Directions given by the Charity Commission
- under section 43(7)(b) of the 1993 Act; and
- to state whether particular matters have come to my attention.

Basis of Independent Examiners Report

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 you as trustees concerning such matters. The procedures undertaken do not provide all 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 Examiners Statement

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

- 1 Which gives us reasonable cause to believe that in any material respect the requirements
 - to keep accounting records in accordance with s.41 of the Act; and
 - to prepare accounts with accord with the accounting records and to comply with requirements of the 1993 Act, as also contained in the Church Accounting Regulations 2006.Have not been met: or
- 2 to which in our opinion, attention should be draw on order to enable a proper understanding of the accounts to be reached.



Jon Clarke A.C.C.A
CKS Accountancy Limited
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Essex SS9 2AB

6th April 2021