

ST CLEMENT'S CHURCH, LEIGH-ON-SEA

**TRUSTEES REPORT
AND FINANCIAL STATEMENTS**

FOR THE YEAR ENDED 31ST DECEMBER 2021

ST CLEMENTS CHURCH, LEIGH-ON-SEA
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FOR THE YEAR ENDED 31 DECEMBER 2021

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St. Clement's Church Annual Report for 2021

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 April 25th 2021

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**

**also members of the Diocesan Synod

Elected Members:

Mr. Mike Bahirathan *Treasurer*
Dr. Lyanne Beckerson
Mr. Colin Burwell
Mrs. Mary Folley *Secretary*
Mr. Roger Folley
Mr. Ian McLernon
Mr. Ross Norman-Clarke
Dr. Marcus Pittman *Vice Chair*
Mrs. Meri Sams *Children & Young People*
Mrs. Pat Sibbons
Mrs. Kim Wilkins *Fundraising & Sunday School*
Ms. Kate Willis
Mrs Cate Willoughby

Co-opted member: Mrs. Hilary Stowe

The number declared on the Electoral Roll is 134

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.

Pastoral: Meets to consider the Pastoral needs of the Parish Community and co-ordinates the distribution of home Communion.

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

Eight22: Romans Ch. 8 v. 22 Looks into ways in which St. Clement's can reduce its carbon footprint, combat the effects of climate change and support people whose lives are endangered because of its negative impact.

Particular thanks must go to Fr. Clive for steering St. Clement's through this extraordinary and challenging year. The ever-changing restrictions with the need to keep the church Covid safe must have, at times, seemed a frustrating if not impossible task. So, we thank him for his fortitude and determination strange and sometimes bewildering times.

The Year at St. Clement's

As was 2020, 2021 will probably be remembered as one of the strangest and most unsettling years many of us can remember.

The year started with everyone and everything being in lockdown due to the resurgence of the Covid 19 pandemic. Mass was livestreamed from St Clement's every day except on Mondays when it came from St. Alban's. Morning and Evening Prayer and Rosary took place on Zoom. The January Meeting of the PCC and a hastily called Standing Committee were also attended on Zoom as were Bible Study sessions and a series of conversations entitled 'God Talk.' A regular Covid Prayer Vigil was held on Tuesdays at noon and the Ash Wednesday Services and Stations of the Cross during Lent were all Live-streamed.

Two Lent Courses were held by Zoom 'Saints and Heretics' run by Fr. Clive and 'Art and Creation' by Mtr. Cherry and the recommended Lent book was 'Master God – This is Anna', by Fynn.

St. Clement's once again welcomed worshippers into the church on Sunday 14th March - Mothering Sunday - but continued to live-stream services for those who were unable to attend in person. On re-opening we returned to the pattern of worship and practices which were developed in the summer of 2020 thus allowing us to keep much of Lent, Holy Week and Easter in church.

After Easter the church re-opened for private prayer while Bible Study and Rosary continued by Zoom. An on-line Quiet day was held and a four-week conversational course entitled 'Faith, Grief and Covid 19' took place.

The results of a questionnaire to discover how the Covid restrictions had affected church life showed that not only had the opportunity to worship been greatly missed but how much the friendship and fellowship of the church was valued by so many people.

In May a 'Walsingham in Leigh' home pilgrimage was held, the British Legion celebrated their centenary and the annual Dunkirk Memorial Service was live-streamed.

Clements Historical Interesting Pilgrimage Society (C.H.I.P.S.) organised pilgrimage walks to Hadleigh, Benfleet, Prittlewell Priory and London.

Concern for environmental issues led to the introduction of the book 'L is for Lifestyle' by Ruth Valerio. This resulted in the forming of *Eight22* (see

above) a steering group looking into the ways in which we could, both as individuals and as a church family, reduce our negative impact on the environment and begin to live more sustainably. This group reports to the PCC and publishes ideas regularly. A *Traidcraft* stall run by Kate Willis has been set up and goods are on sale once a month. A Declaration of a Climate Emergency was affirmed to urge groups and individuals to take urgent action to combat and reduce the effects of climate change.

Restrictions were eased in June and we could once again gather for coffee and a chat after Mass which meant we could help Fr. Clive celebrate a significant birthday in our usual bubbles and cake style.

The church remained open for public worship and private prayer throughout the summer. Grateful thanks must be given to the Churchwardens, Dr. Marcus Pittman and others who made the church Covid secure and to Lynda McLernon who organised a Stewards rota enabling people to visit the church in safety.

Sue Hutcheon stepped down as Verger/Caretaker and Niall Windass was employed as Caretaker for up to 10 hrs. per week. Grateful thanks goes to Sue for all her sterling work especially in helping Fr. Clive and Marcus to keep St. Clement's Covid safe.

In September, as some restrictions were lifted, Buggy Time, Gents' Breakfast, Knit and Natter and We'll Meet Again resumed. Plans were made to restart Friday Lunches but these were put on hold when restrictions were once again imposed in December. St. Clement's took part in the Leigh Art Trail with an exhibition of paintings in church and hosted two eco events including activities for children organised by Sheila Bradley and the Evangelism Committee.

In October the first pilgrimage from St. Clement's to Walsingham took place when 11 pilgrims spent three days at the shrine.

Mtr. Sally Jones preached at the Patronal Festival which was used as a time of celebration and for reconnecting the church family.

A three week course of 'Advent Reflections' was held in December but by the time Christmas came a partial lockdown was in place and the children's Nativity Services had to be cancelled. Fr. Clive unfortunately succumbed to Covid and had to isolate over the Christmas period but it was fortunate that Bishop John, Mtr. Cherry, Fr. Neil and Mtr. Brenda

were able to officiate for us. Grateful thanks must go to them.

During the time the church building was closed, church life had 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.

A St. George's Pennant was flown in support of the NHS and other key workers and St. Clement's continued to support the 'Serving the Homeless' project with collections of food and clothes being co-ordinated by Steve Hackett. We continued our support for Maella in Haiti, 38 shoeboxes were sent to 'Link to Hope' and coffee mornings were held to raise money for the Walsingham cell, Marie Curie nurses and general church funds.

Thanks to Sylvia for organising the cleaning teams and the talents of the flower arrangers continued to enhance the church and its worship.

'Open the Book' carried on being filmed in church for later use in North Street School and included a Christingle relayed by Zoom.

The Children's Service with Mass was to be celebrated every Sunday at 12 noon attracting an increasing number of families and included two baptisms.

St. Clement's continued its commitment to support Mtr. Cherry and her work at St. Mark's Southend, both financially and practically. The PCC discussed and approved the formation of the *Corpus Christi Partnership*, a Mission and Ministry Unit providing mutual support for parishes within the group, which includes St. Mark's, St. Alban's, All Saints and Holy Trinity, Southchurch.

Lizzy Youngs continued her training towards ordination and we look forward to the start of her ministry at St. Clement's in the autumn of 2022

Our Parish Share was paid in full but with a condition (see below). As well as HARP we supported The Children's Society, St. Andrew's Wellingborough, North Street School, The College of St Barnabas, The Bulbulir Basa Orphanage and Trust Links with grants and donations.

The parish was saddened this year by the deaths of Malcolm Slater and Peter Bosch faithful members of

the congregation and of Sir David Amess M.P. who was a good friend of St. Clement's

May they Rest in Peace and Rise in Glory.

The Parochial Church Council (PCC)

The P.C.C. met 6 times during the year, and had one extraordinary meeting to discuss the Harp loan. At the scheduled meetings the Council addressed current matters concerning the church, received minutes from its committees and reports from our Synod representatives. It also authorised and managed necessary and on-going work.

The loan to HARP of £600,000 was eventually signed off in October but due to increased administration costs, brought about by the inefficiency and procrastination at diocesan level, the PCC agreed to show its frustration and disappointment by withholding £2,310.00 from our Parish Share, but gifting that amount to the diocese as a gesture of goodwill.

Mike Bahirathan retired from the position of Treasurer at the end of the year. We are very grateful to Mike for all his work over many years and he leaves the church's finances in good order and securely invested.

Fabric

The Fabric Committee continued to meet by Zoom and eventually in person, furthering and completing several projects.

- The churchyard is being kept as a wildlife area with mown paths and new planting. This was blessed by Bishop John when he visited in June.
- Broadband was installed and connected to the sound system allowing direct live-streaming and a greater versatility of use.
- Damage to the East Window caused by vandalism has been repaired.
- The halliard on the flagpole broke and had to be replaced.
- Two candle sconces in memory of Norman Firminger were commissioned and fixed by the statue of St. Clement.
- A bench was commissioned and installed in the churchyard in memory of Michael Guy a former editor of the Leigh Times.

- The Tudor porch was tidied up and storage cupboards installed and curtains hung in the West door alcoves.
- Routine works of repair and maintenance have been attended to and surveys and tests required by law have been carried out.

The Fabric Committee eventually met with James Ford our newly appointed church architect and started the project to renovate the North Aisle floor.

The first steps have been taken in the project to install a memorial to those who have lost their lives in the Covid pandemic. This will be in two parts – a remodelling of the area in front of the Calvary and an internal memorial depicting the Saints of Essex.

Health and Safety and Risk Assessments this year have been centred on keeping the church Covid safe but all necessary checks have been carried out.

Music

Music was again very limited during the pandemic this year: As restrictions eased, we were able to restore a degree of pre pandemic normality and by the end of the year were nearly back to normal. Thanks is given to David and the choir for their loyalty during this difficult period. For various reasons our numbers have reduced, limiting our repertoire. If you like singing please do come along and join us. We practice on Thursdays from 7 p.m. You would be most welcome.

Bellringing

The bells continued to be rung before Mass for most of the year but for much of the time we were limited to 6 ringers. The Tenor bell was tolled 100 times for Capt. Sir Tom Moore, 99 times for Prince Philip and 126 times for the Marie Curie Day of Reflection (1 for every 1,000 Covid deaths). The bells were also rung to raise awareness of the COP 26 Climate Change conference in November and when the coffin of Sir David Amess passed through the Broadway. We are fortunate that we have some keen learners now and hope they will eventually be able join the bands ringing for services.

Fundraising Committee

We were unable to hold fundraising events for the first six months of 2021 but Kim continued to sell bric-a-brac and other items on-line. Once restrictions were lifted a parish barbecue was held, there was a bric-a-brac sale, successful Craft and Christmas Fairs and an enjoyable Indian meal. The church calendar compiled by Janet Lynch raised £363 for church

funds, a splendid amount considering the difficulties experienced promoting it when the church was closed.

Young People

Due to the changing restrictions, only limited events took place in 2021. However, the family service continued to thrive and be important to our community.

We were unable to hold our usual Good Friday craft morning but we were able to arrange an Easter Egg hunt round the church yard which allowed families in the community to find their own chocolate treat.

The Christmas activities were reduced too but Buggy Time still had their annual Christmas party. The usual Christingle service did not take place but one was organised during the 12 o'clock service and was enjoyed by everyone who attended. Unfortunately the Christmas Eve services were cancelled but we are hopeful for next year.

Kim Wilkins has stepped down as Sunday School leader and, as the numbers have significantly fallen, Sunday school has been temporarily stopped. Meri Sams has also stepped down as the Chairman of this committee.

Thanks must be given to both Kim and Meri for the splendid work they have done with our young people over the past few years.

Mothers' Union

As with most other organisations the St. Clement's branch of the Mothers' Union was unable to meet for much of last year but we were encouraged by the inspiring and thought-provoking articles written by Jane Harwood in the magazine. At the end of July, however, we managed to get together for a strawberry tea and raised £105 for the M.U. 'Summer of Hope' Appeal. Meetings went ahead on a monthly basis for the rest of the year each one consisting of a short service, a shared lunch and an activity. Unfortunately, the Christmas meeting was cancelled due to the re-introductions of Covid restrictions.

2021 was another strange, confusing 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 2021	Total Funds 2020
INCOMING RESOURCES						
2(a) From Donors						
	Stewardship	35,156			35,156	37,214
	Income Tax Recovered	11,085			11,085	3,556
	Collections	6,045			6,045	4,071
	Sundry Donations	5,722			5,722	3,273
		58,008	-	-	58,008	48,114
2(b) Other Voluntary Income						
	Donations, Appeals, Wedding, Fund Raising etc	6,094		-	6,094	6,423
	Legacies/Bequests/Will		10,000	-	10,000	25,445
	Christmas Bazaar & May Fair	2,052			2,052	-
		8,146	10,000	-	18,146	31,868
2(c) Charitable & Ancillary						
	Magazine	1,064			1,064	377
	Bookstall	272			272	137
	Rent from 109 OPD		-	-	-	-
		-			-	-
		1,336	-	-	1,336	514
2(d) Other Ordinary Income						
	Insurance Claims	350			350	-
		350	-	-	350	-
	Fund Transfer from Metro Bank Investment		86,302		86,302	-
	Interest & Dividends	56	39,386		39,442	44,406
		56	125,688	-	125,744	44,406
					-	-
		67,896	135,688	-	203,234	124,902

RESOURCES USED**3(a) Donations**

Missionary & Charitable :-
Church Overseas
Relief & Development
Home missions
Secular charities

728			
6,429		6,429	6,369
-	6,000	6,000	10,200
-	-	-	-
7,157	6,000	-	12,429
			16,569

3(b) Church Related Activities

Ministry: Parish Share
Clergy expenses
Church running expenses
Church maintenance
Upkeep of services
Bookstall & magazine/Bulletin Sheets
Church Catering
Cost for alternative accommodation
Major Investment & Associated costs
Major replacements
Organists salaries plus Associated Music Costs ; Parish Administrator

82,743		82,743	85,287
4,578		4,578	3,692
11,085		11,085	11,415
11,764		11,764	13,169
1,810		1,810	6,180
764		764	614
1,963	-	1,963	-
900		900	900
	6,221	6,221	-
		-	-
28,521	11,982	40,503	15,973
144,129	18,203	-	162,332
			137,230

3(c) Fundraising & Publicity

Christmas Bazaar/May/Other Fundraising costs

936		936	-
936	-	-	-

3(d) Management & Administration

2020 Adj for petty cash not reported £20
Printing & photocopying
Independent Examiner's Fee & CDBF fees due
Bank charges
Subscriptions
BT Line & WIFI
Sundry expenditure

20		20	-
3,743		3,743	2,660
720		720	697
146		146	60
100		100	100
6,064		6,064	-
150		150	-
10,942	-	-	11,878
			3,517

Net Incoming Resources

163,164	24,203	-	187,367	157,316
- 95,268	111,485	-	16,217	- 32,414

Funds at commencement of year**Net Incoming Resources****Funds transfer****Metro Bank SAVINGS ACCOUNT (invd DEC 2019 - tfred to P&L in 2021)****New HARP Investment Loan (invested in Nov 2021)****New Westminster Wealth Management Funds 1 & 2 (movement in 2021)****Funds revaluation (Wealth Acct 'actual year movement only)****Funds at end of year**

756,951	1,770,054	34,200	2,561,205	2,572,489
- 95,268	111,485	-	16,217	169,665
- 488,515	- 111,485	-	600,000	-
			-	-
	- 85,000	-	85,000	85,000
	600,000		600,000	
			-	-
	38,291		38,291	40,087
	-		-	-
-	91,016	-	91,016	73,064
173,168	2,414,361	34,200	2,621,729	2,572,489

	Balance @ 31/12/2021	Balance @ 31/12/2020
FIXED ASSETS	-	-
CURRENT ASSETS		
DEBTORS & PREPAYMENTS	-	-
Metro Bank Savings Account	-	85,000
WESTMINSTER INVESTMENT FUND (1 & 2)	504,631	466,340
HARP Investment Loan (Nov 2021)	600,000	
ST JAMES INVESTMENT FUND	1,444,894	1,353,878
CASH AT BANK AND IN HAND(incl petty cash)	79,145	656,398
nt Acc/CCLA Acc/CCLA acc/CCLA Acc/Petty Cash less cheques not yet cashed	2,628,670	2,561,616
Total Assets	2,628,670	2,561,616
LIABILITIES		
ACCRUED EXPENDITURE/ADV INCOME	6,941	411
NET ASSETS	2,621,729	2,561,205
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
	34,200	34,200
Designated Funds -		
DEVELOPMENT FUND (church hall sale)	1,444,894	1,353,878
	1,444,894	1,353,878
Non-Restricted Funds -		
REVALUATION RESERVE	-	-
NEW INVESTMENT (WITH WESTMINSTER FUND)	504,631	466,340
HARP Investment loan	600,000	
GENERAL RESERVES	38,004	621,787
TOTAL	2,621,729	2,561,205

Signed:
Ftr Clive Hillman

Mrs Meri Sams (Treasurer)




ST CLEMENTS CHURCH, LEIGH-ON-SEA

NOTES TO THE FINANCIAL STATEMENTS YEAR ENDED 31ST DECEMBER 2021

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 £82,743 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 2021.

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 £1,622

Roger Folley was paid remuneration of £2,963 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 2021, 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 F.C.C.A
CKS Accountancy Limited
1349/1353 London Road
Leigh-On-Sea
Essex SS9 2AB

3rd March 2022