

ST CLEMENT'S CHURCH, LEIGH-ON-SEA

**TRUSTEES REPORT
AND FINANCIAL STATEMENTS**

FOR THE YEAR ENDED 31ST DECEMBER 2023

ST CLEMENTS CHURCH, LEIGH-ON-SEA
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FOR THE YEAR ENDED 31 DECEMBER 2023

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St. Clement's Church Annual Report for 2023

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 23rd 2023

Incumbent: Fr. Clive Hillman** (until Nov.)

Associate Priest Mtr. Cherry Sandover

Deacon: Mtr. Lizzy Youngs (until Sept.)

Evangelist: Miss. Sheila Bradley

Churchwardens: Miss. Sheila Bradley
Mr. Steve Hackett

Representatives on the Deanery Synod:

Miss. Sheila Bradley**

Mr. Steve Hackett

Mrs. Jane Harwood

Canon Ronald McLernon**

**also members of the Diocesan Synod

Elected Members:

Ms. Gillian Alden *Safeguarding Officer*

Mrs. Mary Folley *Secretary*

Mr. Roger Folley

Mr. Peter Monk

Mr. Ross Norman-Clarke

Dr. Marcus Pittman *Vice Chair*

Mrs. Meri Sams *Treasurer*

Mrs. Lee Smith

Mrs. Hilary Stowe

Mrs. Kim Wilkins *Fundraising & Sunday School*

Mr. Peter Wilkins

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.

***Evangelism and Children's Work** continues as usual although the Committees have been unable to meet in 2023,

The Year at St. Clement's

January

Celebration of Epiphany.

The Deanery Service was attended by members of St. Clement's.

February

Bishop Guli visited St. Clement's as part of her Lenten Pilgrimage. Her visit coincided with Buggy Time and she was able to meet many of the babies, toddlers and their parents who regularly attend.

Children and accompanying adults enjoyed 'Shrek on Shrove Tuesday' snuggling down to film and eating pancakes.

March

Two Lent courses were held 'The Atonement' run by Marcus Pittman and 'At the Foot of The Cross' run by Fr. Clive. In addition to the Lent books on the bookstall copies of 'Sacred Space' were available for people to buy.

Tubes of Smarties were distributed raising £586 for The Children's Society.

Throughout Lent the Arts Chaplaincy displayed a series of paintings depicting the Stations of the Cross.

Members of the PCC visited the HARP Bluebird project in Southend, a project which St. Clement's helped to fund.

A Craft Fair was held in the church.

April

Holy Week and Easter was celebrated with the due solemnity that the season requires.

On Good Friday Stations of the Cross took place at various points in the Broadway, a Children's Activity was held in church and (Hot) Cross buns were enjoyed by all.

The church was decorated with lilies paid for by donations given in memory of loved ones whose names were displayed by the prayer candle.

Four new servers, Mark, Harry, Edward and Bill were admitted to the Guild of St. Hugh.

Kim and Peter celebrated their Silver Wedding Anniversary with a special service when they renewed their vows.

A successful Jumble Sale was held organised by the Fundraising Team

The legislation regarding the status of the parish was revoked allowing Fr. Clive to become Rector rather than Priest-in-charge.

May

The Coronation of King Charles and Queen Camilla was celebrated with a party in church with everyone having a great time of games, quizzes, food and fellowship. All those who attended were given a commemorative Coronation Mug.

The church held an Open Day on the Coronation bank holiday.

The Essex Association of Change Ringers rang a full peal of Double Norwich Court Bob Major in celebration of the Coronation.

34 pilgrims took part in a day pilgrimage to Walsingham.

The Big Breakfast took place raising much needed funds for Christian Aid.

June

The annual Dunkirk Memorial Service was held when people from Leigh who gave their lives rescuing others were remembered.

The Leigh Folk Festival held events in church including Story Telling

July

St. Clement's was a venue for the Leigh Art Trail and included creative workshops run by Violette Dooley our exhibiting artist.

Refreshments were sold during the 'Shakespeare in the Park' event in the Library Gardens.

The fundraising barbecue was enjoyed by a large number of people.

The Mothers' Union held a Strawberry Tea in Gillian and Tony's Garden raising money for the 'Summer of Hope' appeal.

September

Mtr. Lizzy was ordained priest by Bishop Guli at All Saints Hutton. A wonderful service attended by several members of St. Clement's.

Harvest Festival was celebrated including a Harvest Lunch enjoyed by all.

October

St Clement's said goodbye to Mtr. Lizzy after the celebration of her first Mass and wished her well in her new appointment as Assistant Priest at St. Alban's Westcliff.

The Face2Face arts Chaplaincy started 'ArtSpace' a monthly opportunity for anyone, artistic or not, to share a time of creativity painting and drawing, sharing ideas and inspirations.

A small group of people from St. Clement's made a three day Pilgrimage to the Shrine of Our Lady of Walsingham for a time of spiritual renewal, fellowship and relaxation.

A successful autumn Craft Fair was held in the church.

After almost 10 years as our Parish Priest Fr. Clive celebrated his final Mass at St. Clement's on Sunday 22nd. This was followed by lunch and later in the afternoon, Evensong. Both services were very moving and well attended. He will be greatly missed and we wish him well in his new post in Australia.

November

The annual memorial service remembering our departed loved ones and those whose funerals have taken place during the year was held at the time of All Souls.

The British Legion Service and parade took place on the afternoon of Remembrance Sunday.

An Act of Remembrance was held round the Calvary on Armistice Day.

The PCC met to set in motion the process of appointing a new incumbent. Sheila Bradley and Steve Hackett were appointed our representatives to work with Archdeacon in this important undertaking.

Arabella, Elizabeth, Jodene, John, Liza and Seph were confirmed by Bishop Guli in Chelmsford Cathedral.

80 gift filled shoeboxes were sent to the Link of Hope charity.

December

The successful and enjoyable Christmas Fair took place in the church.

The Christingle Service, raising money for the Children's Society was led by the Choir of North Street School.

The Advent Course, *Patriarch, Prophet, Priest*, took place on Tuesdays during Advent.

There was a full church for the Folk Carol Service with baby William playing the part of the baby Jesus in the traditional procession. On the following Sunday the choir led the Carols by Candlelight Service which was followed by mulled wine and mince pies.

There was also a full church for the lively Crib Service which concluded with Birthday Cake.

Copies of 'Follow the Star' with 12 days of reflections for Christmas and New Year were available.

A 'Services and Activities' leaflet was distributed throughout the parish.

Mtr. Cherry celebrated Midnight Mass and the Archdeacon presided at our Christmas day services.

The parish was saddened this year by the deaths of Betty Crabtree, Grant Littler and John Macallan all long-standing members or friends of the congregation.

May they Rest in Peace and Rise in Glory.

Weekly Events

The weekly Newsletter with the calendar of services and intentions and other events is widely circulated by post and e-mail.

Sunday School – Kim Wilkins ran a craft based session on the Gospel during the 9:30 Mass.

Open the Book - during term time, Sheila Bradley and the team take assembly in North Street School telling and acting out stories from the Bible.

Buggy Time - toys, craft, stories and singing for pre-school children.

Friday lunch – served following the 12 noon Mass raising funds for the church and a variety of other charities.

Meditation Space – A time of silent contemplative prayer, held in the Lady Chapel on Tuesday evenings.

Knit and Natter – Exactly that! Thursday morning in the Pastoral centre.

Coffee Mornings – run by various church organisations raising much needed funds for the church and other charities.

Monthly Events

The monthly *Magazine* containing a wide variety of articles, information on forthcoming events and photographs of church activities is published by our dedicated Magazine team. Thanks goes to Chris Steggles who has stepped down after twenty years as sub-editor.

We'll Meet Again – A relaxing and entertaining afternoon tea for older people.

Gents' Breakfast – A full English breakfast encouraging fellowship among male members of the congregation and wider community.

Mothers' Union – St. Clement's branch meets for a short service followed by lunch and an activity or speaker on the last Tuesday of the month.

St. Clement's supports the 'Serving the Homeless' project with collections of food and clothes and fundraising events were attended by several people. Thanks to Sarah Ball for co-ordinating this.

St. Clement's continued its commitment to support Mtr. Cherry and her work at St. Mark's Southend.

We thank her for her regular articles and Art Reflections in the Magazine.

The Eight22 group publishes ways in we can all be more eco-friendly.

We are grateful to Sylvia Locke for organising the housekeeping team and our Flower Ladies for ensuring the church is kept clean and beautiful.

The Parochial Church Council (PCC)

The PCC met 6 times during the year.

At the scheduled meetings the Council addressed current matters concerning the church, received minutes from its committees and reports from our Synod representatives, Safeguarding and Health and Safety officers. It also authorised and managed necessary and on-going work to the fabric of the building.

Our Parish Share was paid in full and 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 in Kolkata and the Havens Hospices with grants and donations.

The PCC is very aware of its duty of care to ensure the protection of everyone in the church community particularly children and other vulnerable people.

All PCC members have completed their Safeguarding training, the Safeguarding Policy and checklist was reviewed as required and there were no incidents reported during the year.

Risk Assessments have been prepared for all church activities and Health and Safety concerns are reported to the Health & Safety officer.

The Fabric Committee met five times furthering and completing several projects.

- The conservation work on the North Aisle Floor was completed.
- A 'Welcome Banner' is now displayed in the churchyard.
- 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.
- A new circuit board was fitted and a light switch Indicator chart provided.

- Routine works of repair and maintenance have been attended to.
- All surveys and tests required by law have been carried out.
- Health and Safety Risk Assessments have been carried out for all activities and events.

Music

The small, but faithful, choir have continued to lead the sung services during the year. With the limited numbers we are not able to extend our repertoire at present. During the winter months we have been practicing on a Sunday morning at 11.15 and would welcome anyone who would like to join us. We will revert to practicing on Thursday evenings when the weather warms up.

Fundraising

The Fundraising team led by Kim Wilkins works energetically on behalf of St. Clement's. Much needed funds are raised at coffee mornings, Craft Fairs, the Christmas Fair, the Summer Barbecue and other social events.

Our thanks goes to all the team.

Bellringing

The bells are rung to call people to worship, for weddings and other national and local occasions. A full peal (3 hours ringing) was rung to celebrate the Coronation and six quarter peals (45 mins. ringing) were rung marking other events.

Two district meetings were held when we were joined by ringers from other local towers and two bands from other parts of the country included our church on ringing tours.

2023 has been a year of change at St. Clement's due to Fr. Clive's departure. Since then, the Churchwardens have worked tirelessly to see that regular worship continues, for which we thank them. We are also indebted to Mtr. Claire, Fr. David, Fr. Neil and Revd. Wendy for saying Mass and keeping our regular schedule of services going.

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.

St Clements, Leigh on Sea
January - December 2023
Statement of Financial Accounts

Income and Endowments

Voluntary Income

Stewardship Giving
Charity Collections
Donation Box
Donations
Specific Donations
Legacies
Grants

Gift Aid Recovery

Activities for Generating Funds

Fundraising Fairs
Church Shop, Fair Trade Stall
Friday Lunches
Magazine

Investment Income

Dividends
Bank Interest
Fund Transfers from Westminster
Fund Transfers from Metro Bank

Church Activities

Wedding and Funeral Fees
Held Groups Income

Other Incoming Resources

Insurance Claims

Total

2023				2022 Total
Non Restricted	Restricted	Designated	Total Funds	Funds
39,342			39,342	37,934
5,498			5,498	7,005
9,253			9,253	8,183
2,837			2,837	3,027
1,568			1,568	0
8,204			8,204	2,507
760			760	0
67,463	0	0	67,463	58,656
10,761			10,761	9,862
7,379			7,379	6,790
0			0	1,114
4,851			4,851	2,808
300			300	761
12,530	0	0	12,530	11,473
	33,102		33,102	47,538
355			355	154
40,000			40,000	0
			0	4
40,355	33,102	0	73,457	47,696
4,503			4,503	6,734
857			857	711
5,360	0	0	5,360	7,445
			0	0
0	0	0	0	0
136,469	33,102	0	169,571	135,133

St Clements, Leigh on Sea
January - December 2023
Statement of Financial Accounts

Expenditure

		2023			2022 Total
		Non Restricted	Restricted	Designated	Funds
Church Activities	Parish Share	90,647			90,137
	Diocese Fees	1,963			2,610
	Wages of Parish Staff		12,026		14,191
	Payroll Running Costs	494			0
	Clergy Expenses	4,643			1,729
	Church Insurance	4,125			3,869
	Office Costs	1,107			418
	Music Costs	8,670			8,534
	Maintenance and Upkeep	5,302			1,614
	Cleaning	608			1,466
	Upkeep of Services	2,449			1,888
	Wedding Costs	840			2,200
	Printing and Stationery	4,084			2,933
	Utilities	16,956			13,307
	Internet	705			706
	Magazine Expenses	991			860
		143,585	12,026	0	155,611
Alternative Accommodation	Hall Hire	705			700
	Storage	930			900
		1,635	0	0	1,600
Church Repairs and Maintenance	Repair Projects	20,307			10,191
	Decorating	0			0
		20,307	0	0	10,191
Giving and Donations	Overseas Giving	652			567
	Relief & Development	3,042			6,517
	Other Donations	4,055		4,200	5,875
		7,749	0	4,200	12,959
Cost of Generating Funds	Church Events and Catering	627			400
	Fair Trade Stall	0			396
	Bank Charges	221			264
	Donation Box Fees	533			316
		1,381	0	0	1,376
Governance Costs	Independent Examination Costs	744			720
	Trustee Training	0			0
		744	0	0	720
Sundry Expenses		2,667			1,637
		2,667	0	0	1,637
Total		178,068	12,026	4,200	194,293
Net Incoming Resources		-41,599	21,077	-4,200	-39,812

St Clements, Leigh on Sea
January - December 2023
Statement of Financial Accounts

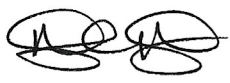
Fund Movements


Funds at the start of year
 Net Incoming Resources
 Fund Transfer
 HARP Investment Loan
 Movement to closure of SJP investment
 Investment Funds Revaluation
 Funds at end of year

2023				2022 Total
Non Restricted	Restricted	Designated	Total Funds	Funds
2023				2022
Non Restricted	Restricted	Designated		
477,404	1,276,001	617,125	2,370,530	2,621,729
-41,599	21,077	-4,200	-24,723	-39,812
21,077	-21,077	0	0	0
			0	0
	7,032		7,032	0
-16,918	90,596	0	73,678	-211,387
439,963	1,373,628	612,925	2,426,517	2,370,530

Balance Sheet

		Balance at 31.12.23	Balance at 31.12.22
Fixed Assets		0	0
		0	0
Current Assets	Debtors and Prepayments	4,387	5,381
	Westminster Investment Fund	445,219	462,137
	HARP Investment Loan	600,000	600,000
	CCLA Investment Fund	1,373,628	1,276,001
	Cash at Bank and In Hand	18,755	38,418
		2,441,990	2,381,937
Total Assets		2,441,990	2,381,937
Liabilities	Accured Expenditure and Advance Income	15,473	11,406
		15,473	11,406
Net Assets		2,426,516	2,370,530
Represented By			
Designated Funds	HARP Investment Loan	600,000	600,000
	Stephen Jenkins Fund	12,925	17,125
		612,925	617,125
Restricted Funds	Development Fund (Church Hall Sale)	1,373,628	1,276,001
		1,373,628	1,276,001
Non-Restricted Funds	Westminster Investment Fund	445,219	462,137
	General Reserves	-5,256	15,267
		439,963	477,404
Total		2,426,516	2,370,530


 Meri Sams
 Treasurer
 St Clements
 16.04.24


 S. J. HACKETT
 CHURCH WARDEN
 ST. CLEMENT'S
 16.04.24.

ST CLEMENTS CHURCH, LEIGH-ON-SEA

NOTES TO THE FINANCIAL STATEMENTS YEAR ENDED 31ST DECEMBER 2023

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 £90,647 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

CCLA Investment fund and Westminster Wealth Management Funds are shown at their market value at 31st December 2023.

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 £3,185.68

Roger Folley was paid remuneration of £4,708 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 2023, 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
5th April 2024