

# THE PAROCHIAL CHURCH COUNCIL OF THE ECCLESIASTICAL PARISH OF ST STEPHEN WITH ST JOHN, WESTMINSTER

England & Wales · Charity number 1132179

## Details

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Other names	PCC OF ST STEPHEN WITH ST JOHN, WESTMINSTER
Status	Registered
Legal form	Previously excepted
Registered	2009-10-16
Register	<a href="#">View on the Charity Commission register</a>

## Contact

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Address St. Stephens House  
Hide Place  
London  
SW1P 4NJ

Phone 02078340950

Email [parishoffice@sswsj.org](mailto:parishoffice@sswsj.org)

Website [www.sswsj.org](http://www.sswsj.org)

## Activities

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**Objects:** Promoting in the ecclesiastical parish the whole mission of the Church.

**Activities:** The maintenance of the church for public worship, the provision of pastoral care, the promotion of the Christian faith and works of charity.

## Classification

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- **How:** Makes Grants To Organisations, Provides Buildings/facilities/open Space, Provides Services
- **What:** Religious Activities
- **Who:** The General Public/mankind

## Geography

- **Area of benefit:** UNDEFINED. IN PRACTICE, LOCAL.
- City Of Westminster

## Finances

Period end	Income	Expenditure	Assets	Employees
2024-12-31	£337,057	£305,207	-	-
2023-12-31	£369,275	£442,820	-	-
2022-12-31	£333,443	£440,189	-	-
2021-12-31	£301,002	£299,843	-	-
2020-12-31	£324,637	£288,621	-	-

## Trustees

Name	Role	Appointed
<b>Rev GRAHAM MARTIN BUCKLE</b>	Chair	2014-02-26
Beulah Olufemi Adeoye		2025-05-18
Diana Copper		2021-05-23
Dr Michael Duggan		2019-04-28
Elizabeth Cooke Szewczyk		2022-05-22
Nadine De Keyser		2021-05-23
Nicholas Davies		2021-05-23
STEPHEN CHRISTOPHER WALDRON		2017-04-02

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# Accounts

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**THE PAROCHIAL CHURCH COUNCIL OF  
ST STEPHEN with ST JOHN, WESTMINSTER**

**Registered Charity Number 1132179**

**ANNUAL REPORT AND ACCOUNTS  
FOR THE YEAR ENDED 31ST DECEMBER 2024**

**THE PCC OF ST STEPHEN WITH ST JOHN, WESTMINSTER**

**INFORMATION PAGE**

Correspondence address      St Stephen with St John, Westminster  
St Stephen's House  
Hide Place  
London, SW1P 4NJ

Vicar                              Rev Graham Buckle  
c/o St Stephen's House  
Hide Place, London, SW1P 2NJ

Bankers                          National Westminster Bank,  
169 Victoria Street  
London, SW1E 5BT

CAF Bank  
25 Kings Hill Avenue  
Kings Hill, West Malling  
Kent, ME19 4JQ

The CBF Church of England Funds,  
CCLA, One Angel Lane  
London, EC4R 3AB

Independent Examiner      Heather Cheesman FCA  
Chichester Accounting  
104 Stockbridge Road  
Chichester  
West Sussex PO19 8QP

Solicitors                        Winckworth Sherwood,  
Minerva House  
5 Montague Close  
London, SE1 9BB

# ANNUAL REPORT OF THE PAROCHIAL CHURCH COUNCIL FOR THE YEAR ENDED 31ST DECEMBER 2024

## Aims and Purposes

St. Stephen's PCC has the responsibility of co-operating with the Incumbent, the Revd. Graham Buckle, in promoting in the ecclesiastical parish the whole mission of the Church, pastoral, evangelical, social, and ecumenical. It has also maintenance responsibility for St Stephen's House at Hide Place, London SW1P 4NJ.

## Objectives and Activities

Our aim as a church is to be a welcoming community that celebrates the joy and the challenge of the Christian faith; and to be a place to which we come to worship God, in order to go out and live more faithfully in the wider world.

*“The parish church that is genuinely open to God’s mission and accessible to its community, and where people with unlike life stories can encounter one another as friends in our highly compartmentalised society, is an ancient idea that is always fresh.” - Richard Chartres, former Bishop of London*

We believe that our mission is substantially expressed through faithfully sustaining the life of an Anglican parish church in the centre of London, rooted in worship and in the local community.

In particular:

- building up the church community on the foundation of the existing diverse congregation,
- building on our work with young people to rejuvenate the congregation,
- to engage with local issues of poverty, homelessness, and isolation.
- becoming more outward looking to reach out and communicate better with local people and other churches and faith groups.

When planning the activities for the year, the Vicar and the PCC have considered the Charity Commission’s guidance on public benefit and the specific guidance on charities for the advancement of religion.

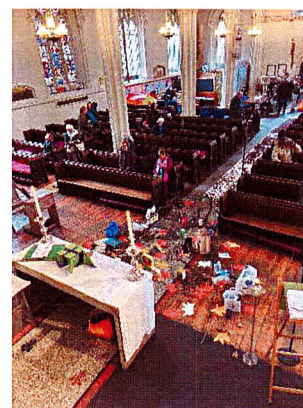
## 2024 – Building Up

### Achievements and Performance

Despite the global challenges of conflict and climate change, as the world moves away from the immediate crisis of COVID, this past year has been one in which we have been able to stop, look around, and discover where we are in the wake of the pandemic, and where we wish to grow next. This has involved some difficult conversations around the numbers attending on Sunday, but has also revealed a tremendous appetite to continue the core work of the church: being the gathered people of God in this specific place, whilst reaching out to support some of the most vulnerable in our society and internationally.

### Liturgy and Worship

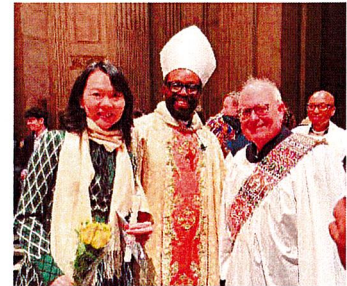
As the gathered people of God, our church life continues to centre around our liturgy and worship. While we have continued to livestream our services, online attendance has been minimal. Nonetheless, we feel it



remains important to offer this option for our loyal congregants who may be travelling or have limited mobility.

Prayer shapes the rhythm of our daily life, with Morning and Evening Prayer taking place every weekday in church and on Zoom. Since Advent we have also had Midday Prayer at 12 noon everyday. These services continue to be well attended, with some new participants joining regularly. Our weekday Eucharistic services have seen a slight change in schedule, now held at 17:00 on Mondays and 12:30 on Wednesdays. These times were chosen to welcome those who may wish to stay on after our popular social gathering, Tea@3.

Our three Sunday services have broadly maintained their attendance, with the joyful addition of some new families becoming part of our worshipping community. We also welcomed Belle Chan formally into our Eucharistic Community, who was confirmed by the Bishop Lusa Nsenga Ngoy at St Paul's Cathedral in November.



As the Venerable Katherine Hedderly, Archdeacon of Charing Cross, noted in her visitation report following her visit on 24 June:

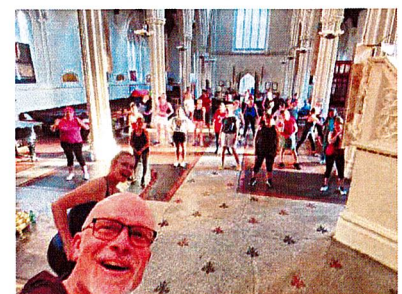
*'The regular pattern of prayer and Eucharistic worship underpins the busy life of the church and its ministry. It is a wellspring for all that happens here and reflects the faithfulness of the ministry team and the church community.'*

This year, we were delighted to celebrate with members of our congregation in significant moments of life and faith. We welcomed Georgina, Albert, Benjamin, Arthur, and Olivia in baptism, and celebrated the wedding of Hayley and Cian after Easter.

We were also saddened by the deaths of friends of our community: Both Harry Greenway and Lawson Crawford, who died in 2024 were important members of our community and will be sadly missed.

### Highlights from the Year

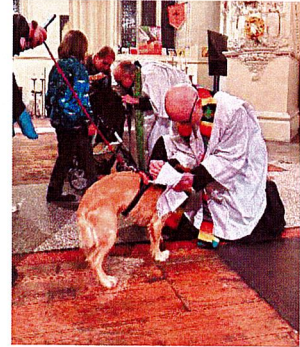
- **10<sup>th</sup> Anniversary:** To mark Graham's 10<sup>th</sup> year as our vicar in January, we had a wonderful service, with a packed church, and many friends attending.
- **Lent Reflections:** In keeping with our year's theme of environmental stewardship, we held a Lent book study on *Saying Yes to Life* by Ruth Valerio. This was complemented by guest speakers, including Westminster's Net Zero Officer Alison Moulden—who also spoke at our PCC away day—and other diocesan leaders who shared their journeys towards Net Zero. We also hosted a Diocesan Lent Listening Group, enabling us to participate collectively via Zoom and explore how these practices might be applied in our own context. This proved to be a deeply enriching experience for our team and wider community.
- **St Stephen's Weeks:** These celebrations featured lectures on our founder, Angela Burdett-Coutts, and a wide range of musical events. Highlights included recitals by pupils from Burdett-Coutts Primary School and The Grey Coat Hospital Secondary School, as well as performances by Floreat and the Civil Service Choir—whose rendition of Will Todd's *Jazz Missa Brevis* was especially well received. Joyful community favourites such as our annual Zumbathon, the parish picnic, and a *Sound of Music* singalong made for a truly festive occasion.



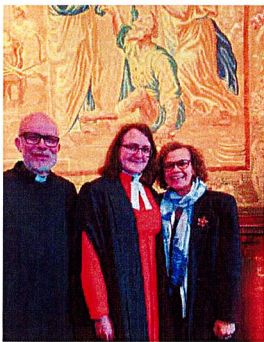


- **Michaelmas BBQ:** Spearheaded by Nadine and a dedicated team of volunteers, this event featured a delicious barbecue, tombola, craft tables, and stalls. Funds raised supported future community activities, and the event successfully brought together people from across all our services and the local neighbourhood.

- **Animal Blessing Service:** This much-loved annual service continues to draw participants from across the parish. It offers a unique and joyful opportunity to celebrate our animal companions in an inclusive and prayerful setting.



## Teaching



St Stephen's has consistently been a place for the formation and teaching of clergy, and this year we have bid a fond farewell to our curate, Helena Bickley-Percival, who has not gone far as she has joined the team at Westminster Abbey and we could not be prouder.

We have also said goodbye to Jeremy Cavanagh, who had been splitting his training between St Stephen's and St Saviour's churches and who has now moved on to St George's in Melbourne. In June we welcomed David Jones as our new curate and we have continued to be supported by Deacon Lee Barford. We have joined in many special services with our neighbours and friends, especially with St Matthew's on Palm Sunday and for our respective Patronal Festivals.

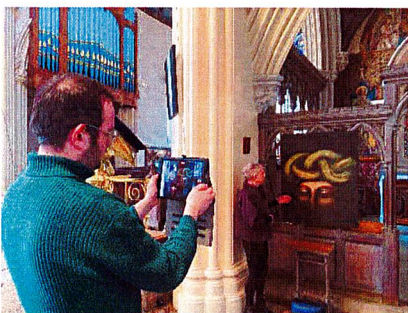
## Community Film Night

A wonderful community initiative came from a Serpentine Swimmer who is a film Producer for Ken Loach. He was keen to show his most recent film "The Old Oak" in a community space with a meal together. This we successfully hosted with many people coming to watch the film and sharing food, from all sections of our community. We raised over £1000 for The Cardinal Hulme Centre and had a wonderful night in January, of questions and discussion after.



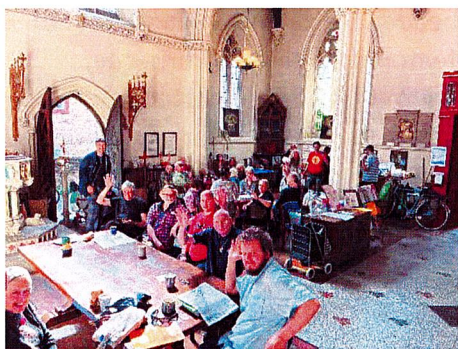
## Art Project

Anne Grebby's 15 Lenten paintings was installed in Saint Stephen's for Lent 2024. 'Reading between the lines' was a series of painting by Anne, which began in 2021, with an exhibition in All Saints Church, Brighton, shown for Passiontide 2022 in Canterbury Cathedral Crypt and now, (with the addition of three new paintings), and was installed in Saint Stephen's for Lent 2024.



Anne's paintings are intended to immerse the eye in the visible and open us to an awareness of the invisible... the infinite mystery of God, inviting one "to cross the boundary of each picture frame and accompany Jesus as he approaches his death, resurrection and ascension".

Anne also kindly did several workshops with some of the pupils from both our school, Burdett Coutts and Westminster Under School. It was a very successful project and we thank Anne.



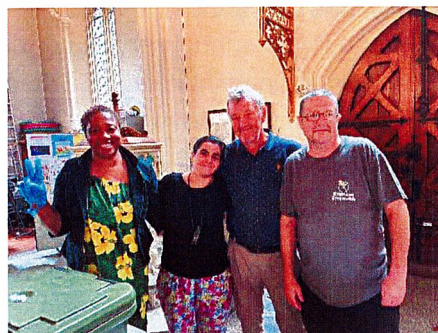
### Community Outreach

St Stephen's continually seeks to be a place where all are welcome, and the care of the vulnerable and deprived lies at the heart of our community.

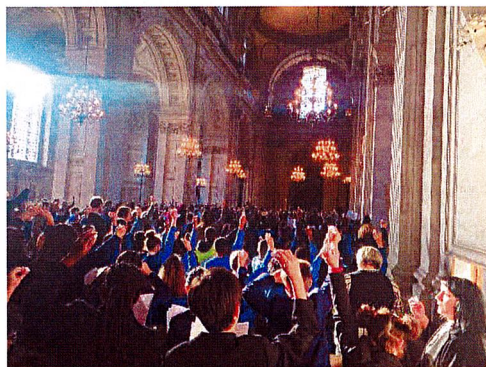
On Fridays every other week we host a wonderful team of volunteers provide a hot lunch for some of our most needy guests from our local community. Thank you Thurdy and her team.

The church remains an important venue for a number of groups, and this year has hosted choirs, orchestras, dance groups, the Arts Society and Kingsway College.

Our links with the Queen Mary hostel, Garside House, and Dean Abbots House continue to enrich the life of our parish. Clergy continue to take services at each place, as well as visit for pastoral care.



### Young People



Our involvement with local schools continues to be a vital part of our ministry. Both Burdett-Coutts and Westminster Under School visit St Stephen's weekly for Collective Worship, and since September, clergy have also been actively supporting The Grey Coat Hospital with their weekly worship during the interim period before the appointment of a new chaplain. We were very proud of our school Burdett-Coutts involvement in the Diocesan Schools Service at St Paul's Cathedral in January:

We are especially proud to be one of the few churches in the area offering a dedicated Junior Church. This growing ministry is a source of great joy and vitality within our congregation. We are deeply grateful to our committed team of Junior Church leaders who volunteer on a rota basis to lead sessions during the 10am Parish Eucharist most Sundays.

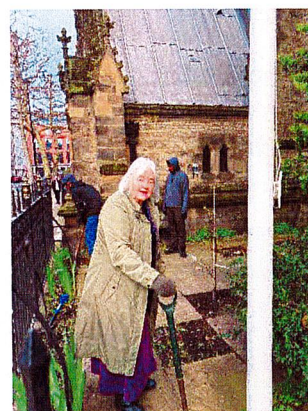
Several of our family-friendly events continue to draw large numbers of children and families to the church. These include our much-loved Pancake Party, the festive Michaelmas BBQ, and our joyful Animal Blessing service.

### Gardening Group

Our Gardening group of dedicated volunteers continue to meet on Mondays. They have done a marvellous job maintaining and creating new spaces for our church. They have also linked in with some of our groups which use to the church to help them with the heavy work. Thank you Sally, Sue, Kyle and Rebecca.

### Evergreen Club

We continue to host events for Over-50s on Mondays, in partnership with OpenAge. Our gardening group has worked hard to maintain the grounds outside of the church, and our crafting groups continue to thrive. We are grateful to Sally, who leads our ever popular Creative Clay sessions and Nadine, who leads Stitchers in various creative endeavours, including turning our Christmas tree into tree ornaments to be sold to raise money for the church. We value our partnership with Emmaus, who provide food and support on



a Friday evening. Emmaus had a hiatus in providing the service at the end of the year, and many thanks to Nadine who sought support from local businesses so that we could keep offering the service through the winter months.

### International Links



In February 2024, the Bishop of London visited New York for the installation of the Bishop of New York and was hosted at the Holy Trinity Rectory for a gathering of current and interested NYC/London Link parishes. Throughout the year, parishioners continued to visit one another's parishes in London and in New York, and Graham Buckle visited New York in May as part of Holy Trinity's 125<sup>th</sup> Anniversary. He joined us for our main Sunday celebration with the Bishop of New York, visited parishioners, and volunteered in our neighbourhood supper.

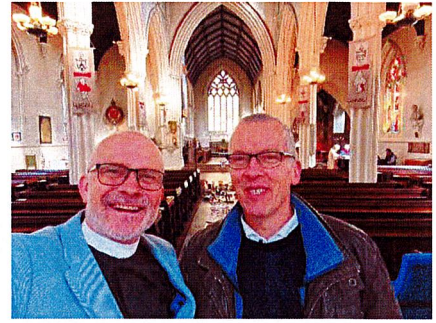
During Graham's visit, we also attended a lecture by the Archbishop of (Old) York, Stephen Cottrell, in which the archbishop shared poems and reflections from his walk on the Camino de Santiago de Compostela. He reminded us of Chaucer's beginning of *The Canterbury Tales*, explaining that to "pass the long journey (the pilgrims) told each other stories." That image of "telling each other stories" is a good one for describing the NY-London link relationship.

Since 2016, St. Stephen's and Holy Trinity have been telling each other stories and creating new ones together. Like a pilgrimage, we have navigated hills and valleys—new ministries and programs, a pandemic, economic and political challenges, and the various joys and griefs we experience individually and communally. Thanks be to God for the shared journey and the shared the faith. As we look to 2025, we look forward to St. Stephen's 175<sup>th</sup> and an October pilgrimage to London by link clergy from New York. – John Beddingfield, Rector of The Church of the Holy Trinity.

*Revd John F Beddingfield*

We continue to keep in contact as much as possible with our friends in the Church of the Province of Myanmar. The situation in Myanmar continues to be very desperate, so they are continually in our prayers, and we seek to support them as much as we can.

We also welcomed Pastor Ekkehard Kirchner who is a Hospital Chaplain from Berlin, as part of the Berlin-London Diocesan Link. Ekkehard stayed with the Vicar and came to our services over the Harvest Festival Weekend. We look forward to his return.



### Communications

This year, we have made a concerted effort to grow our social media presence by posting more regularly and intentionally. Our aim has been to keep parishioners and visitors informed about upcoming events and key news from the life of the church. We are pleased to report that these efforts have had a tangible impact. According to the 2024 Digital Presence Report, St Stephen's has climbed an impressive 14 places to become the 5th highest-ranking church on Facebook within London. On Instagram, we've also seen progress, rising two places to 17th.

In addition to our social media outreach, we continue to produce a digital newsletter approximately six times a year. Each edition includes a pastoral letter from our Vicar, Graham, alongside highlights and information about special events and activities taking place at St Stephen's.

### Personnel

These activities would not be possible without the dedication, generosity, and faithfulness of both the staff and the congregation. There are many people whose quiet hard work behind the scenes remains indispensable to the life of the church and its work in the wider community. We give thanks for readers, sidespeople, intercessors, choir members, Junior Church leaders, flower arrangers, gardeners, hospitality volunteers, crafting group leaders, servers, PCC members, and all those others without whose support and commitment allow the church to flourish.

Jason Richards continues to be our Safeguarding Officer, with Alison Seedat acting as Children's Champion and Sue Wates as our Seniors' Champion. Phil Perkins has taken on the role of Health and Safety Officer and we continue to care for our parishioners both physically as well as emotionally. We are deeply grateful to our Churchwardens Matthew Morony and Suzanne Standing and our out-going Churchwarden, Edward Barker, as well as the whole PCC for all their hard work.

Matthew Blaiden continues as Director of Music and principal organist. We are grateful for the continued support of Rosemary Field (Organist Emeritus) and Jason Richards (Associate Organist), and to Anita Datta and Izzy Wideman, who deputised during Matthew's summer leave.

We continue to give thanks to Laurence Bourton (Ringing Master) and Stephanie Pattenden (Steeplekeeper) and all the bell ringers for their contributions to our Parish Life. Stephanie has continued to be a huge support both in our dealings with the Telecoms company who house equipment in the spire, and in liaising with the builders during the spire renovation work.

Our Staff Team also work extremely hard to support the life and ministry of the church. We cannot appreciate enough the work of Jessie, whose dedicated efficient hard work enables so much of what we do, both at church and Napier Hall. We are so lucky to have her as an important and integral part of our team. We are also lucky to have Julie as part of our team who has not only worked hard on the accounts but has ensure that the financial running of our church is in order, and we also thank her all her hard and dedicated work. The PCC are continuing to work to fill some of the gaps left by the departure of Alison, and we are especially grateful to Matthew Morony for his work as Treasurer and Michael Duggan who took over this role following the Annual Meeting when Matthew became one of our Churchwardens. We also give thanks for the work of our vergers – Alex and William – who provide a

warm welcome to those entering the church but also work hard behind the scenes to support the clergy through services. We are also grateful to Matthew Blaiden for his work providing music for our services.

We give thanks for the leadership and support of our clergy; Graham Buckle, Helena Bickley-Percival, David Jones, Jeremy Cavanagh and Lee Barford. We also give thanks for the Revd Lindsay Meader for her support, to Revd David Hobden, Revd Denise Yeldham and all the other clergy (including Tamara) who have preached or otherwise supported St Stephen's throughout the year. But we must give thanks for our community and all who worship and play a part of our Christian Community.

### **Parish Deacon's Report**

This year I want to highlight two initiatives that I've led or co-led this year at St Stephen's. The first initiative is the annual program "God and the Machine". Many Christians sense that they should respond in a faith-based way to challenges such as:

- \* Disruptive technology advancements - a current example is huge increase in the power of Artificial Intelligence (AI)
- \* Climate change - climate change is driven by consumer and policy choices about energy-consuming technologies such as transport and building heating and cooling

However, making such responses is complicated by:

- \* Rapid change in these technologies
- \* Lack of understanding of how they affect people (especially the "least of us")
- \* How these relate to loving our neighbour as ourselves

So, raising awareness and education are required.

We at St Stephen's Church in Westminster are addressing these needs through an annual series of panel discussions between experts in these issues and Christian responses to them, called "God and the Machine". Each discussion is a structured conversation where three or four experts with different perspectives on the topic discuss it in front of the audience. To maximise the quality of the panelists we attract and the audience we can reach, we decided from the beginning to use Zoom to host these discussions. All speakers and the audience are remote. We've had speakers and audiences from New York City and Silicon Valley by working with people from Holy Trinity Episcopal Church in Manhattan and the Episcopal Diocese of El Camino Real in California.

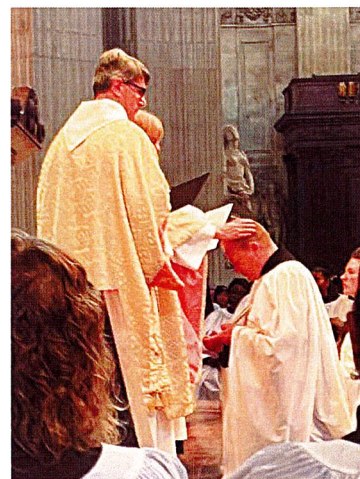
In 2024 the topics of "God and the Machine" were creation care and climate change. We held two sessions with a total of seven speakers. Since using on-line meetings to gather such a geographically dispersed group of participants is fairly uncommon in the church, I was asked to write a blog for the Church of England's Digital Labs Blogs explaining to those who would like to do something similar the advantages, challenges, and how-to's for putting on these sorts of events.

The second initiative was the re-establishing of a connection between St Stephen's and the Queen Mary's Hostel. The hostel is in our parish and provides long-term accommodation for homeless women requiring mental health support. In December, David Jones and I held an abbreviated "Lessons and Carols" service with seasonal snacks in the common room of the hostel. About a quarter of the residents attended. The response of the residents was positive enough that we have agreed with the Queen Mary's Hostel's staff that St Stephens clergy would organise a few such events a year.

*Lee Barford*  
*Parish Deacon*

### **Assistant Curate's Report**

Since arriving in June my experiences of the parish have been deeply rewarding and very happy, due in no small degree to the heartfelt welcome and loving support both Fran and I have received from everyone here at St Stephen's. It is a great privilege to have been called to such a diverse parish with so many opportunities to serve its people in ministry and mission.



Transitioning from ordinand to curate is a big jump. It demands a shift of focus in many ways: from hometown to new parish; from academic study to community service; and from reflecting on liturgy to doing it. So every experience I am having in our parish is new and requires seeing things afresh.

The beating heart of St Stephen's is its liturgy and worship, which is inclusive, creative, and uplifting, thanks to Graham's leadership. It is also delightfully seasonally appropriate. Seasonality and inclusivity were particularly evident during our Harvest Festival. As I discharged one of my unseen curate's responsibilities - preparing for services - I found myself walking around London's green spaces to gather fallen branches so that our young people could construct a beautiful tree during our Harvest Eucharist and decorate it with God's gifts. The experience was full of surprises, not just at the imagination required in good service preparation, but also at the sheer joy church can give our young people when it is fun, involves them, and reflects the changing seasons.

Serving our local schools has also been a joy. It is a regular highlight of my week to lead assembly for Burdett Coutts School and I have also enjoyed leading an assembly at Grey Coat Hospital School and giving an address at a Westminster Under School assembly as well.

Visiting parishioners is also a key part of a curate's life, whether in hospital, in people's homes, in shelters, or in care homes. It is also deeply important, not only for the provision of pastoral care, but also as a way of getting to know the parish more deeply so I can serve its people better. I am grateful to have visited some of you already and hope to visit many more of you as my curacy unfolds. If you would like a visit, please let me know.

Thank you to everyone at St Stephen's for your companionship as we continue to journey together in Christ.

*Rev David Jones*  
*Assistant Curate*

### **Weekday Verger's Report**

This year marks my third as Weekday Verger at St Stephen's, and my love and commitment to our wonderful community has only deepened. It continues to be a joy to work alongside the dedicated church team and our invaluable volunteers.

Our weekday activities have gone from strength to strength. I'm especially grateful to Nadine, Janet, and Almas for their constant support—particularly at *Tea@3* on Mondays. Regular groups such as Zumba, Creative Clay, and St Stephen's Stitchers remain popular and well-attended. It's been heartening to see such a diverse range of people participating and to witness the genuine interest and enthusiasm these activities generate.

One of the great passions of my role is working with families and young children. I'm delighted that attendance at our Wednesday baby and toddler group has more than doubled since I began. Huge thanks go to Nadine and the ever-wonderful Vicky, whose creativity and energy help make each session engaging and joyful for our youngest members. This year, we've introduced themed weeks—from

World Space Week, where we crafted magical stars and rockets, to spooky spider webs and cobwebs at Halloween—ensuring every session brings something new.

A highlight that will stay with me for years to come was the day I had the privilege of visiting our toddler group, the nursery, and Burdett-Coutts School—all as Santa Claus! Seeing the faces of our children light up was pure joy. It was a whirlwind day for Santa, but one filled with warmth and happiness, and a wonderful reminder of the joy that shared celebration can bring to our families and wider community.

Alex Maltby  
Weekday Verger



## Report from Director of Music

### The Choir

We continue to receive valued support from a wide pool of occasional singers, particularly at major services such as Choral Evensong and the Carol Service. However, the reduced number of regular singers on Sunday mornings that began in 2023 has persisted through 2024. Although there has been interest from prospective new members, most have only been able to commit occasionally, if at all.

As of spring 2025, our regular choir remains small, and we warmly welcome new singers in all voice parts. No formal audition is required; anyone with basic music-reading and aural skills, who can advise on availability in advance, is encouraged to join. Music is taught and developed in rehearsals. To express interest, please email [music@sswsj.org](mailto:music@sswsj.org) or speak to Matthew Blaiden.

In the face of these ongoing challenges, we are especially grateful to our regular choir members for their commitment and adaptability. Their musical contributions on Sunday mornings and at other services have been central to our worship.

In addition to weekly services, the choir sang Choral Evensongs in January and during St Stephen's Week, Choral Compline during Lent (in partnership with St Barnabas, Pimlico), and led the opening of our joint Palm Sunday service with St Matthew's. As ever, the choral year concluded with our traditional service of Lessons and Carols.

### Associate Musicians

Our Associate Musicians have continued to enrich our liturgy and musical culture. Floreat sang at our termly BCP Choral Eucharists—now held at St Stephen's—with organ played by the Director of Music. The Civil Service Choir also returned to perform Will Todd's Jazz Missa Brevis during St Stephen's Week.

### Concerts and Recitals

Our recital series was again well supported by both associate and visiting musicians, with varied and imaginative programming:

- The Londinium Consort: Early music in one of their first public performances
- Olly Bowes: Song recital with pianist Kaishun Ypsilantis
- The Prince Consortium: Instrumental chamber music by RCM musicians
- Grey Coat's & Burdett-Coutts Schools: Lunchtime concert during St Stephen's Week
- Annabel Gordon & Olivia Martinez: Chamber recital with piano by Matthew Blaiden and Helen Prentice
- Catrin Lewis & Louisa Lam: Themed song recital, A Musical Menagerie

We regret the postponement of the planned April recital by associate musician Shafali Jalota and pianist Jack Redman, and hope to welcome them soon.

*Matthew Blaiden*  
*Director of Music*

### **Safeguarding**

On the safeguarding side, developments and updates continue to be fed through the new Church of England safeguarding dashboard, onto which we have transitioned over the past few years. This will be due a fresh look over the next year or so to make sure that the procedural side of things continues to tick along in the background. This will be in good hands as I hand over the safeguarding role to Mike Bolton.

Of course, the bottom line remains the same in that the PSO's key role is to ensure any concerns are communicated to the Diocesan safeguarding team for their expert input. One of the areas where we have had to put that into practice from time to time has been in working out the best way to support more vulnerable members of the community who come into our church. As ever, our staff and volunteers are on the front-line here: they are tasked with striking a balance between welcoming all comers and ensuring that everyone continues to feel safe and secure. They do a brilliant job and we are very grateful. In several circumstances, we have swiftly obtained further guidance from the Diocesan team and this has been a smooth process. Overall, I believe SSSJ would be in a good position to deal with any more significant safeguarding issues should they arise (praying, of course, that we are never in that position).

*Jason Richards*  
*Safeguarding Officer*

### **Report from Charitable Giving**

The charitable giving working group continued to engage with the charities supported. Pimlico Toy Library, the Cardinal Hume Centre and United Society Partners in the Gospel (USPG) visited the congregation to talk about their work. The congregation also nominated charities St Stephen could support with funds carried over from the previous year. Support was provided to Medical Aid for Palestinians, Centrepont, Seafarer's, Mary's Pantry Food Bank and St Augustin's college. In 2024, Beulah Adeoyo joined the charitable giving working group.

*Diana Copper*

### **Stewardship and Giving**

The BACS giving scheme has remained stable this year. We began with 28 members, with two leaving and one new member joining. The latter brought with them a significant annual donation—both this year and pledged for the future—which has substantially boosted our overall giving. We are especially grateful to the three individuals who increased their contributions during the year. Only one donor reduced their giving due to a change in personal circumstances.

Our online CAF Donate platform continues to provide a valuable source of income, supporting both regular stewardship giving and one-off donations. We currently have six regular givers using this channel, a slight drop of one from the previous year. We are also fortunate to have received two significant annual donations through the Charities Aid Foundation cheque scheme, including one from a former parishioner in the USA.

Stewardship donations via Gift Aid envelopes have increased, with eight regular givers now contributing larger amounts. Additional Gift Aid has been recovered from one-off envelope donations given by parishioners and visitors, particularly at concerts and funerals.

Total income from stewardship and Gift Aid has increased this year for the first time in some time, reversing the decline following the loss of several long-standing donors. My sincere thanks go to Julie, our Bursar, for her continued cooperation and friendly assistance in administering the stewardship programme.

Although we have not run a formal stewardship campaign this year, we encourage everyone to prayerfully reflect on their giving. This remains vital for the future of our own church as well as the wider Christian community. As a reminder, the PCC continues to tithe 10% of our stewardship income to support nominated charities, including our ongoing support for Myanmar.

If you are interested in joining the BACS scheme or have any questions about regular giving to St Stephen's, please don't hesitate to get in touch. Bequests are always deeply appreciated—please consider remembering the church in your will.

Steve Waldron  
Stewardship Officer

### **Fabric Report**

The refurbishment works on our spire officially completed this year and have now been reviewed, minor remedial works completed and signed off.

During the summer we had a comprehensive Fire Risk Assessment and have been working hard to ensure that the recommendations are taken on board and implemented as appropriate. Following this review, you may have notice that we have new fire extinguishers and other fire safety equipment and you can expect to be asked to participate in fire drills more frequently.

Looking ahead, in the short term, we are concentrating on maintenance works and “quick wins” in support of our ambition to make the church more eco friendly. In the longer term, the PCC is considering how best to move forward with our more ambitious - but much needed - plans to replace our ancient boiler and install underfloor heating. In addition, while the floor is up, our plans include the installation of a servery at the back of the church and new toilet block. These plans will require a significant amount of fundraising before we can proceed. If any members of our congregation have relevant experience or are otherwise willing to volunteer their time to help with this project, we would be most grateful for your help.

### **Eco Church Report**

The Eco Church Committee are delighted to report that in December St Stephen's achieved a Bronze Award in A Rocha UK's Eco Church Programme, which can be seen displayed virtually on our website and physically within the church.



Much hard work has underpinned this achievement, for which our community here at St Stephen's is very grateful. I would like to thank Jessie and the members of the Eco Church Committee (Diana, Tamara, and Liz) for their support in gathering the evidence needed for our Bronze Award. The Committee has also set up a new email address for all things Eco Church - please do contact us if you have any ideas or wish to support our green agenda using [ststephens.ecochurch@gmail.com](mailto:ststephens.ecochurch@gmail.com).

Since Net Zero is also a focus within our Diocese, the Committee has been attending the regular meetings of the Westminster Churches Net Zero Forum. This is a supportive group in which local

churches can share intelligence on best practice and funding opportunities. It is led by Alison Moulden, who has shown fantastic levels of support for our church's Eco Church aspirations.

One important strand of the Eco Church work has been greening our outside spaces. You may have noticed how verdant and tidy they are looking, complete with bird feeders to encourage biodiversity. Sally and the Gardening Group, as well as Sue and volunteers from the Tamil Group, have worked tirelessly to achieve this.

Despite this great Eco Church achievement, it is important that St Stephen's does not rest on its laurels. There is still a great deal to be done to achieve a Silver Award, which is our next objective in our parish commitment to caring for God's creation.

A big part of achieving the Silver Award will be responding to the recommendations of a full energy audit of the church, which was conducted in November by Inspired Efficiency. Two areas for improvement stand out. The first is an aspiration to switch to LED lighting throughout the church. The second is an aspiration to replace our Edwardian oil burner with a more modern, eco-friendly, and efficient heating solution. Both projects will require time, money, and dedication in the next year and beyond.

*Rev David Jones*  
*Assistant Curate*

### **Structure, Governance and Management**

The Parochial Church Council is a corporate body established by the Church of England. The PCC operates under the Parochial Church Council Powers Measure. The PCC is a charity which is registered with the Charity Commission under registration number 1132179. The method of appointment of PCC members is set out in the Church Representation Rules. All church attendees are encouraged to register on the Electoral Roll and stand for election to the PCC.

### **Electoral Roll and Church Attendance**

The electoral roll was 158 at 31<sup>st</sup> December 2023. Attendance at church and on Zoom on a usual Sunday is about 64 adults and 5 children under 16. There have been 5 baptisms, 1 wedding and 7 funerals in church during 2023. The clergy also officiated at 10 funerals held at the crematoria.

### **PCC Meetings**

The full PCC met 6 times during the year. Finance, Communications, Charitable Giving and Standing Committees met between meetings and their deliberations were discussed and received by the full PCC.

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

### **Trusts Connected with the Parish**

The Napier Hall Trust: It is responsible for the maintenance, upkeep, and management of the Napier Hall.

Pepys Twining Trust: The income arising may be used to maintain the Napier Hall or any other church hall in the parish.

The trustees of these two charities are the Vicar and churchwardens.

St. Andrew's Church Hall Trust: the net income is divided equally between St Peter's Eaton Square and St Stephen's Rochester Row. The trustees elected by the PCC are the Vicar, Ms Janet Davey, Mr Edward Barker and Mrs Elizabeth Szewczyk. Jane Franses represents St Peter's Eaton Square as trustee.

Rebecca Aldridge Charity: This fund is available for pastoral purposes at the sole discretion of the Vicar, the sole trustee.

Bessborough Gardens Trust: The Managing Trustee is the PCC and its investments have been included in the attached PCC accounts. The income arising may be used for the purpose of furthering the religious and other charitable work of the Church of England in the parish of St Stephen with St John, Westminster.

The St Stephen's Westminster Bells Fund: The charity was established to provide funding to rehang the bells of St Stephen's Church and to carry out all necessary ancillary work to make this possible. Two of the six trustees are also members of the PCC.

### **Administrative Information**

St. Stephen's church is located in Rochester Row, London SW1P 1LE. It is part of the Diocese of London, within the Church of England. The correspondence address is The Parish Office, St Stephen's House, Hide Place, London, SW1P 4NJ.

PCC members who have served during the period from 1<sup>st</sup> January 2024 (unless otherwise noted) until the date of this report are as follows:

Graham Buckle (Vicar)

Helena Bickley-Percival (Curate) until 31<sup>st</sup> March 2024

Jeremy Cavanagh (Curate) until 17<sup>th</sup> December 2024

David Jones (Curate) since 29<sup>th</sup> June 2024

Edward Barker (Churchwarden) until 12<sup>th</sup> May 2024

Suzanne Standring (Churchwarden)

Matthew Morony (Churchwarden) since 12<sup>th</sup> May 2024

Michael Duggan (Deanery Synod, Treasurer since 12<sup>th</sup> May 2024)

Beula Adeoye since 12<sup>th</sup> May 2024

Pamela Ashley

Michael Bolton

Andrew Campbell (Deanery Synod)

Diana Copper

Nicholas Davies until 12<sup>th</sup> May 2024

Nadine de Keyser until 12<sup>th</sup> May 2024

Tamara Katzenbach until 12<sup>th</sup> May 2024

Ann Mills- Duggan

Anthony Omeh

Philip Perkins since 12<sup>th</sup> May 2024

Caroline Ryder until 12<sup>th</sup> May 2024

Elizabeth Szewczyk

Nicholas Thompson since 12<sup>th</sup> May 2024

Steve Waldron (Deanery Synod)



## Westminster (St Margaret) Deanery Synod Triennium 2023-2026

### A report on proceedings for the 2024 Annual Parochial Church Meeting of St Stephen with St John, Westminster

The Deanery Synod held only one business meeting in 2024, on 24 May, the other occasion of its coming together having been the Garden Party held on Wednesday 19th June.

**On 24 May**, the meeting was held at St Mary's Bourne St; in his opening remarks, Fr Andrew Walker welcomed synod members to St Mary's, and gave a brief account of the recent capital work (the 'Pineapple Project'), offering to talk to clergy who might be planning similar projects in the near future.

In the absence of Fr John Pearson-Hicks, the chair of the education committee, the Area Dean, Fr Philip Chester, gave the education committee report which outlined the particular challenges facing all our deanery schools as a result of the demographic shifts taking place in central London. The growing partnerships between schools were working well.

Robert Zampetti (St Paul, Covent Garden), then introduced a motion, the text of which follows. In his remarks he characterised the motion as a technocratic way of restoring a better balance between central funding pots and the funds flowing to dioceses for the support of clergy stipends. Over the long term, it was expected that this would enable larger numbers of full-time stipendiary clergy to be employed, increasing the potential for growth at parish level. He then proposed the motion, which was seconded by Alison Cattermole (St Paul, Covent Garden).

Motion:

That this Synod:

- (i) call upon the Church Commissioners and Archbishops Council to undertake everything necessary to effect a redistribution of financial resources directly to Diocesan Stipend Funds to reflect the value of contributions made by Diocesan Boards of Finance to the Church of England Funded Pension Scheme since it was established by the settlement of 1997 (£2.6 billion)
- (ii) call upon Diocesan Boards of Finance to manage the funds redistributed as a result of the above to support parish ministry in the ways discerned locally to be most effective in enabling growth and sustaining the Church of England's commitment to be a Christian presence in every community.

In favour: 35

Against: 1

Abstentions: 2

The Area Dean then welcomed and introduced the new Archdeacon of Charing Cross, the Ven Katharine Hedderly. She introduced herself and her role, saying how delighted she was to be taking up the post, and how much she was looking forward to working with churches across the episcopal area; she then talked about how she expected the work of the archdeacons to be taken forward.

The **Garden Party** was held in the Master's Garden at the Temple on 19 June 2024; proceedings began at 6pm with Choral Evensong at the Temple Church, and the Garden Party itself took place between 7 and 9pm. On this occasion the garden party was shared with the City Deanery, as has happened in some previous years.

In the summer Fr Philip Chester stood down as Area Dean, a post he held since 2005, and parishes were invited to contribute to a gift in appreciation of his service.

**INDEPENDENT EXAMINERS REPORT TO THE MEMBERS  
ON THE UNAUDITED ACCOUNTS OF  
THE PCC OF ST STEPHEN WITH ST JOHN WESTMINSTER**

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To the members of the PCC of St Stephen with St John Westminster, I report on the accounts of the charity for the year ended 31 December 2024, which are set out on page 24-35.

**Respective Responsibilities of Trustees and Examiner**

The charity is responsible for the preparation of the financial statements and that an independent examination is needed.

It is my responsibility to:

- examine the financial statements to ensure that they have been prepared in accordance with general accounting principles
- state whether particular matters have come to my attention.

**Basis of Independent Examiner's Report**

An examination includes a review of accounting records kept by the charity and a comparison of the financial statements presented with those records. It also includes considerations of any unusual items or disclosures in the financial statements, and the seeking of explanations from you as officers 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 financial statements present a "true and fair view" and the report is limited to those matters set out in the statements 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 and
- to prepare financial statements which agree with the accounting records and to comply with the accounting requirements of the charity.

have not been met; or

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

*H Cheesman*

11th August 2025

**Heather Cheesman  
104 Stockbridge Road  
Chichester  
West Sussex  
PO19 8QP**

THE PCC OF ST STEPHEN WITH ST JOHN WESTMINSTER

STATEMENT OF FINANCIAL ACTIVITIES  
FOR THE YEAR ENDED 31 DECEMBER 2024

	Note	Unrestricted Funds £	Restricted Funds £	Endowment Funds £	TOTAL 2024 £	FUNDS 2023 £
<b>INCOME AND ENDOWMENTS</b>						
Voluntary income	2a	138,815	435	-	139,250	143,052
Activities for generating funds	2b	96,671	-	-	96,671	89,609
Income from investments	2c	37,492	920	-	38,412	37,627
Income from church activities	2d	2,176	126	-	2,302	2,476
Other income	2e	60,422	-	-	60,422	96,511
<b>TOTAL INCOME</b>		<b>335,576</b>	<b>1,481</b>	<b>-</b>	<b>337,057</b>	<b>369,275</b>
<b>EXPENDITURE</b>						
Church activities	3a	233,076	390	-	233,466	372,418
Cost of raising funds	3b	44,303	-	-	44,303	41,325
Other expenses	3c	27,438	-	-	27,438	29,077
<b>TOTAL EXPENDITURE</b>		<b>304,817</b>	<b>390</b>	<b>-</b>	<b>305,207</b>	<b>442,820</b>
<b>NET INCOME/EXPENDITURE BEFORE OTHER RECOGNISED GAINS AND LOSSES</b>		<b>30,759</b>	<b>1,091</b>	<b>-</b>	<b>31,850</b>	<b>-73,545</b>
Gains/losses on investment assets						
Unrealised	4b	9,046	-	25,018	34,064	89,881
Realised						
<b>NET MOVEMENT IN FUNDS</b>		<b>39,805</b>	<b>1,091</b>	<b>25,018</b>	<b>65,914</b>	<b>16,336</b>
Transfer between funds	5	743	-743	-	-	-
<b>NET MOVEMENT IN FUNDS AFTER TRANSFERS</b>		<b>40,548</b>	<b>348</b>	<b>25,018</b>	<b>65,914</b>	<b>16,336</b>
<b>BALANCES BROUGHT FORWARD AT 1 JANUARY 2024 (2023)</b>		<b>1,107,438</b>	<b>16,541</b>	<b>818,066</b>	<b>1,942,045</b>	<b>1,925,709</b>
<b>BALANCES CARRIED FORWARD AT 31 DECEMBER 2024 (2023)</b>		<b>1,147,986</b>	<b>16,889</b>	<b>843,084</b>	<b>2,007,959</b>	<b>1,942,045</b>

The notes on pages 26 to 35 form part of these accounts

**THE PCC OF ST STEPHEN WITH ST JOHN WESTMINSTER**  
**BALANCE SHEET AT 31 DECEMBER 2024**

	Note	2024 £	2023 £
<b>FIXED ASSETS</b>			
Tangible Fixed Assets	4a	501,896	504,764
Investment assets	4b	1,189,048	1,154,984
		<b>1,690,944</b>	<b>1,659,748</b>
<b>CURRENT ASSETS</b>			
Debtors	7	87,328	202,370
Short term deposits		117,985	87,054
Cash at bank and in hand		155,064	38,570
		<b>360,377</b>	<b>327,994</b>
<b>LIABILITIES: FALLING DUE WITHIN ONE YEAR</b>			
	8	43,362	45,697
<b>NET CURRENT ASSETS</b>		<b>317,015</b>	<b>282,297</b>
<b>NET ASSETS</b>		<b>2,007,959</b>	<b>1,942,045</b>
<b>FUNDS</b>			
Unrestricted	6	1,147,986	1,107,438
Restricted	6	16,889	16,541
Endowment	6	843,084	818,066
		<b>2,007,959</b>	<b>1,942,045</b>

The notes on pages 25 to 34 form part of these accounts

Approved by the Parochial Church Council on 7 May 2025 and signed on its behalf by:

Rev Graham Buckle, Vicar and Chairman of PCC

Michael Duggan, Treasurer

THE PCC OF ST STEPHEN WITH ST JOHN WESTMINSTER

NOTES TO THE ACCOUNTS  
FOR THE YEAR ENDED 31 DECEMBER 2024

**1. ACCOUNTING POLICIES**

The PCC is a public benefit entity within the meaning of FRS 102. The financial statements have been prepared under the Charities Act 2011 and in accordance with the Church Accounting Regulations 2006 governing the individual accounts of PCC's together with FRS 102 (2016) as the applicable accounting standards and the 2016 version of the Statement of Recommended Practice, Accounting and Reporting by Charities (SORP(FRS 102)).

The financial statements have been prepared under the historical cost convention except for the valuation of investment assets, which are shown at market value.

**Funds**

*Endowment funds* are restricted funds that must be retained as trust capital either permanently or subject to a discretionary power to spend capital as income, and where the use of any income or benefit derived from the capital may be restricted or unrestricted. Full details of their restrictions are shown in the notes to the accounts.

*Restricted funds* are income funds that must be spent on restricted purposes and details of the funds held and the restrictions provided are shown in the notes to the accounts.

*Unrestricted funds* represent the remaining income funds of the PCC that are available for spending on the general purposes of the PCC, including amounts designated by the PCC for fixed assets for its own use and for spending on a future project and which are therefore not included in its "free reserves" as disclosed in the trustees' annual report.

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.

**Income**

*Voluntary income and capital sources*

Collections are recognised when received by or on behalf of the PCC.

Planned giving receivable under gift aid is recognised when received.

Tax refunds are recognised when the income to which they relate is received.

Grants and legacies to the PCC are accounted for as soon as the PCC is notified of its legal entitlement, the amount due is quantifiable, and its ultimate receipt by the PCC is reasonably certain.

Funds raised by the fetes, garden party and similar events are accounted for gross.

*Other ordinary income*

Rental income from the letting of church premises is recognised when the rental is due.

*Income from investments*

Dividends and interest are accounted for when receivable.

*Gains and losses on investments*

Realised gains or losses are recognised when investments are sold. Unrealised gains or losses are recognised on revaluation of investments at the end of each accounting year.

THE PCC OF ST STEPHEN WITH ST JOHN WESTMINSTER

NOTES TO THE ACCOUNTS  
FOR THE YEAR ENDED 31 DECEMBER 2024

*(Continued)*

**Expenditure**

*Grants*

Grants and donations are accounted for when paid over, or when awarded, if that award creates a binding obligation on the PCC.

*Activities directly relating to the work of the Church*

The diocesan common fund is accounted for when payable.

Liabilities are recognised as soon as there is a legal or constructive obligation and settlement is probable and quantifiable.

**Fixed assets**

*Consecrated land and buildings and movable church furnishings*

Consecrated and beneficed property is excluded from the accounts by s10(2) (a) and (c) of the Charities Act 2011.

No value is placed on movable church furnishings held by the vicar and churchwardens on special trust for the PCC and which require a faculty for disposal since the PCC considers this to be inalienable property.

All expenditure incurred during the year on consecrated or beneficed buildings and movable church furnishings, whether maintenance or improvement, is written off as expenditure in the SOFA and separately disclosed.

No cost information is available for St Stephen's House so it is included at a deemed cost being its valuation in the year 2000. As the current value reflects previous valuations (see note 5) the PCC is permitted to retain the book amounts subject to an impairment review where there is an indication that impairment may have occurred. As the useful economic life is considered to be at least 200 years, with depreciation provided at 0.5% on a straight line basis, an annual impairment review will be retained in any case.

*Other fixtures, fittings and office equipment*

Equipment used within the church premises is depreciated on a straight line basis over 4 years.

With effect from 1 January 2012, individual items of equipment with a purchase price of £1,000 or less are written off when the asset is acquired. Prior to 2012, items of equipment with a purchase price of £250 or less were written off when the asset was acquired.

*Investments*

Investments are valued at their market value at 31 December.

*Current Assets*

Amounts owing to the PCC at 31 December in respect of fees, rents, or other income are shown as debtors less provision for amounts that may prove uncollectable.

Short-term deposits include cash held on deposit either with the CBF Church of England Funds or at the bank.

THE PCC OF ST STEPHEN WITH ST JOHN WESTMINSTER

NOTES TO THE ACCOUNTS  
FOR THE YEAR ENDED 31 DECEMBER 2024

(Continued)

2. INCOME

	Unrestricted	Restricted	Endowment	TOTAL FUNDS	
	Funds	Funds	Funds	2024	2023
	£	£	£	£	£
<b>a) Voluntary income</b>					
Planned giving					
Stewardship	27,220	-	-	27,220	22,890
Income tax recoverable	8,703	-	-	8,703	8,423
Open plate collections at services	7,253	45	-	7,298	10,462
Sundry donations	4,821	390	-	5,211	8,210
Donations for use of the church	20,818	-	-	20,818	23,067
Donation from Napier Hall Trust	70,000	-	-	70,000	70,000
Legacies	-	-	-	-	-
	<b>138,815</b>	<b>435</b>	<b>-</b>	<b>139,250</b>	<b>143,052</b>
<b>b) Activities for generating funds</b>					
St Stephen's House lettings (note 9)	73,326	-	-	73,326	66,264
Mobile phone rental income	23,345	-	-	23,345	23,345
	<b>96,671</b>	<b>-</b>	<b>-</b>	<b>96,671</b>	<b>89,609</b>
<b>c) Income from investments</b>					
Interest receivable	5,369	177	-	5,546	5,341
Dividends receivable	32,123	743	-	32,866	32,286
	<b>37,492</b>	<b>920</b>	<b>-</b>	<b>38,412</b>	<b>37,627</b>
<b>d) Income from church activities</b>					
Fees	914	-	-	914	1,041
Fundraising activities	886	-	-	886	1,111
Income from concerts	376	126	-	502	324
	<b>2,176</b>	<b>126</b>	<b>-</b>	<b>2,302</b>	<b>2,476</b>
<b>e) Other income</b>					
St Andrews Church Hall Trust	27,924	-	-	27,924	26,567
Other income (note 10)	5,060	-	-	5,060	40,867
Charges to Napier Hall Trust (note 12)	27,438	-	-	27,438	29,077
	<b>60,422</b>	<b>-</b>	<b>-</b>	<b>60,422</b>	<b>96,511</b>
<b>TOTAL INCOME</b>	<b>335,576</b>	<b>1,481</b>	<b>-</b>	<b>337,057</b>	<b>369,275</b>

THE PCC OF ST STEPHEN WITH ST JOHN WESTMINSTER

NOTES TO THE ACCOUNTS  
FOR THE YEAR ENDED 31 DECEMBER 2024

(Continued)

3. EXPENDITURE

	Unrestricted	Restricted	Endowment	TOTAL FUNDS	
	Funds	Funds	Funds	2024	2023
	£	£	£	£	£
<b>a) Church activities</b>					
Charitable giving (see page 24)	15,320	390	-	15,710	15,662
Diocesan Common Fund	70,000	-	-	70,000	41,250
Curate/Assistant Priest	15,429	-	-	15,429	20,075
Salaries allocated to church activities (note 11)	21,264	-	-	21,264	15,928
Clergy and staff expenses	12,937	-	-	12,937	4,172
Children and youth work	67	-	-	67	60
Travel expenses	91	-	-	91	15
Church running expenses	21,459	-	-	21,459	23,581
Support costs for running expenses (note 12)	17,645	-	-	17,645	16,670
Church maintenance	6,189	-	-	6,189	9,033
Support costs for church maintenance (note 12)	5,548	-	-	5,548	5,294
Upkeep of services	1,739	-	-	1,739	2,235
Director of Music and organists	11,030	-	-	11,030	10,608
Sundry expenses	1,182	-	-	1,182	908
Hospitality expenses	2,319	-	-	2,319	1,572
Concert expenses	267	-	-	267	625
Major repairs (note 13)	30,590	-	-	30,590	204,730
	<b>233,076</b>	<b>390</b>	-	<b>233,466</b>	<b>372,418</b>
<b>b) Cost of raising funds</b>					
Voluntary income (note 12)	2,513	-	-	2,513	2,430
Lettings (note 12)	40,832	-	-	40,832	37,938
Investments (note 12)	958	-	-	958	957
	<b>44,303</b>	-	-	<b>44,303</b>	<b>41,325</b>
<b>c) Other expenses</b>					
Costs allocated to Napier Hall Trust (note 12)	27,438	-	-	27,438	29,077
	<b>27,438</b>	-	-	<b>27,438</b>	<b>29,077</b>
<b>TOTAL RESOURCES EXPENDED</b>	<b>304,817</b>	<b>390</b>	-	<b>305,207</b>	<b>442,820</b>

THE PCC OF ST STEPHEN WITH ST JOHN WESTMINSTER

NOTES TO THE ACCOUNTS  
FOR THE YEAR ENDED 31 DECEMBER 2024

(Continued)

4. FIXED ASSETS FOR USE BY THE PCC

a) Tangible fixed assets	Freehold Land and Buildings	Equipment	Total
	£	£	£
COST/VALUATION			
At 1 January 2024	573,596	36,303	609,899
Additions	-	-	-
At 31 December 2024	<b>573,596</b>	<b>36,303</b>	<b>609,899</b>
DEPRECIATION			
At 1 January 2024	68,832	36,303	105,135
Charge for the year	2,868	-	2,868
At 31 December 2024	<b>71,700</b>	<b>36,303</b>	<b>108,003</b>
NET BOOK VALUE			
At 31 December 2024	<b>501,896</b>	-	<b>501,896</b>
At 31 December 2023	<b>504,764</b>	-	<b>504,764</b>

The freehold land and buildings comprise the Parish Office and St Stephen's House. The gross book value is based on the value estimated by the PCC as at November 1997 for insurance purposes and is considered to be a fair estimate of the current value in use of the property.

Consecrated and beneficed property of any kind is excluded from the accounts by s.10(2)(a) and (c) of the Charities Act 2011. The church building is insured for £26,600,000 and St Stephen's House for £2,326,565.

The cost of the equipment comprises:		
Computer equipment		539
Sound system		6,500
Household equipment		859
Fire detection system		4,108
Electric keyboard		469
Heating improvements		2,547
Display panels		1,427
Kitchen improvements		17,376
Emergency lighting		2,478
		<b>36,303</b>

4b) Investments	Endowment Funds	Unrestricted Funds	Total
Market value at 1 January 2024	759,782	395,202	1,154,984
Revaluation gain / (loss)	25,018	9,046	34,064
Market value at 31 December 2024	<b>784,800</b>	<b>404,248</b>	<b>1,189,048</b>

Investment holdings at 31 December 2024

Endowment: St Johns Trust - 5,616 shares in the CBF Church of England Investment Fund.

Bessborough Gardens Trust - 1,184 shares in the CBF Church of England Investment Fund.

St John's Gardens - 18,393.32 shares of CBF Church of England Investment Fund.

- 63,451.777 shares of Charifaith Common Investment Fund.

- 50,383.39 units of Epworth UK Equity Fund for Charities. \*

- 7,088.29 units of Epworth Global Equity Fund for Charities. \*

\* Previously 53,765.29 units of Epworth Affirmative Equity Fund.

Unrestricted: 17,482.70 shares of the CBF Church of England Investment Fund.

THE PCC OF ST STEPHEN WITH ST JOHN WESTMINSTER

NOTES TO THE ACCOUNTS  
FOR THE YEAR ENDED 31 DECEMBER 2024

(Continued)

5. FUNDS

The movements on the designated and restricted funds during the year were:

	Balances brought forward	Incoming Resources	Outgoing Resources	Transfers/ Revaluation	Balances carried forward
<b>Designated:</b>					
Vicarage redecoration	10,000	-	-	1,000	11,000
Music	567	263	67	-	763
	<b>10,567</b>	<b>263</b>	<b>67</b>	<b>1,000</b>	<b>11,763</b>

The designated funds form part of the unrestricted funds and have been set aside by the PCC for the purposes described.

**Restricted:**

Barcapel Foundation	2,000	-	-	-	2,000
Bells	6,440	-	-	-	6,440
Burma Travel Exchange Fund					
Burma Travel Exchange Fund	1,879	177	-	-	2,056
Bessborough Gardens Income	-	743	-	-743	-
Charities Fund	5	-	-	-	5
Chasuble	1,875	-	-	-	1,875
Children's Worker	88	-	-	-	88
Display panels	178	-	-	-	178
Flag pole	51	-	-	-	51
Floor and Heating	-	-	-	-	-
Music	976	171	-	-	1,147
Night Shelter	1,128	-	-	-	1,128
Toddler Group	1,921	-	-	-	1,921
	<b>16,541</b>	<b>1,091</b>	-	<b>-743</b>	<b>16,889</b>

**The Barcapel Foundation Fund** is for work with people with dementia.

**The Bells Fund** is for the rehanging of the bells of the church and to carry out all the necessary work to make this possible. A separate charity, St Stephen's Westminster Bells Fund (Registration Number 1152274) has raised funds for this work and donations have been received from it to fund the cost of the work.

**The Burma Travel Exchange Fund** is available to support the cost of travel to maintain links between the Anglican Church in Burma and the congregation of the church.

**Bessborough Gardens Trust Accumulated Income Fund** is available to further the religious and other charitable work of the church in the parish.

**The Charities Fund** is used for monies given specifically for other charities.

**The Chasuble Fund** has been given in memory of Elizabeth Brazier for the purchase of a blue chasuble.

**The Children's Worker Fund** is be used to fund work with children.

**The Display Panels Fund** represents monies donated for the purchase of display panels for use in the church. The cost has been capitalised and added to fixed assets.

**The Flag Pole Fund** represents monies donated to restore the flag pole outside the church.

**The Floor and Heating Fund** is to raise money for the proposed replacement of the church floor and heating system.

**The Music Fund** is to be used for the development of music at St Stephens.

**The Night Shelter Fund** is for money donated to support the Night Shelter in Napier Hall.

**The Toddler Group Fund** is for money received from participants at the Toddler group and is used to fund expenditure of and equipment for the group.

THE PCC OF ST STEPHEN WITH ST JOHN WESTMINSTER

NOTES TO THE ACCOUNTS  
FOR THE YEAR ENDED 31 DECEMBER 2024

(Continued)

The Endowment Fund comprises:	2024	2023
Permanent Endowment	157,234	153,717
Expendable Endowment	685,848	664,348
	<b>843,082</b>	<b>818,065</b>

The endowment fund comprises:

**Permanent Endowment**

St John Trust: The capital is a permanent endowment, which was originally provided for the erection of a church hall in Monck Street, London SW1. The remainder of the capital cannot be spent for any other purpose without the consent of the Charity Commissioners. The income arising from this investment may be used for the charitable purposes of the PCC.

Bessborough Gardens Trust: The capital is a permanent endowment, originally comprising land and buildings in Bessborough Gardens, London SW1. The income arising may be used for the purpose of furthering the religious and other charitable work of the Church of England in the parish of St Stephen with St John, Westminster.

**Expendable Endowment**

St John's Gardens Fund: This investment was received from the Trustee of the St John's Gardens Fund and has been designated as Expendable Endowment. The donor expects the capital to be kept as a reserve to provide income which may be used as the PCC sees fit. The PCC could, in the future, and after careful consideration, use the capital for some other special purpose.

**6. ANALYSIS OF NET ASSETS BY FUND**

	Unrestricted Funds	Restricted Funds	Endowment Fund	TOTAL 2024
Tangible fixed assets	501,896	-	-	501,896
Investment fixed assets	404,248	-	784,800	1,189,048
Current assets	273,771	28,322	58,284	360,377
Current liabilities	-31,929	-11,433	-	-43,362
	<b>1,147,986</b>	<b>16,889</b>	<b>843,084</b>	<b>2,007,959</b>

**7. DEBTORS**

	2024	2023
Prepayments and accrued income	7,561	35,376
Tax recoverable	24,767	16,387
Napier Hall Trust	26,726	123,690
St Andrew's Church Hall Trust	28,274	26,917
	<b>87,328</b>	<b>202,370</b>

**8. LIABILITIES: AMOUNTS FALLING DUE WITHIN ONE YEAR**

	2024	2023
Accruals and deferred income	40,602	42,937
Tax and national insurance	-	-
Other creditors	2,760	2,760
	<b>43,362</b>	<b>45,697</b>

**9. ST STEPHEN'S HOUSE LETTINGS**

INCOME		2024	2023
Rents:	Flat A	35,700	34,650
	Flat B	24,472	22,880
	Flat C (curate's accommodation)	7,756	-
	Offices	4,968	4,968
	Parish Sitting Room	240	3,080
Gas, electricity and water costs reimbursed		190	686
		<b>73,326</b>	<b>66,264</b>

THE PCC OF ST STEPHEN WITH ST JOHN WESTMINSTER

NOTES TO THE ACCOUNTS  
FOR THE YEAR ENDED 31 DECEMBER 2024

(Continued)

10. OTHER INCOME	2024	2023
	£	£
Other income comprises the following:		
Administrative charge to St Andrews Church Hall Trust	350	350
Grant under Listed Places of Worship scheme	4,710	40,517
	<b>5,060</b>	<b>40,867</b>

11. STAFF COSTS	2024	2023
	£	£
Wages and salaries	65,670	58,878
Social security costs	-	-
Pension costs	1,165	1,031
Total gross cost	<b>66,835</b>	<b>59,909</b>
Allocated:		
Church activities (Unrestricted Fund)	21,264	15,928
Organist's fees	10,215	9,848
St Stephen's House, Napier Hall and Support - see note 12	35,356	34,133

During the year the PCC employed on a part time basis two vergers, a cleaner, a director of music, a parish administrator and a bursar.

The PCC enrolled with National Employment Savings Trust (NEST) on 1 June 2012 to provide an opportunity for employees to participate in a pension scheme as required by the Pensions Act 2008.

12. ST STEPHEN'S HOUSE, NAPIER HALL AND SUPPORT EXPENSES	2024	2023
Light, heat, water and council tax	26,011	20,141
Cleaning, repairs and maintenance	14,384	17,609
Insurance	4,184	4,423
Letting agents fees and legal costs	6,498	4,965
Printing, postage and stationery	347	295
Hire of photocopier - see note 14	1,259	1,278
Telephone, fax and internet	1,764	1,414
Other office expenses	84	38
Depreciation of fixtures and fittings	-	3,098
Depreciation of freehold building	2,868	2,868
Salaries attributed to parish office, property and support	35,356	34,133
Independent examiner	1,400	1,400
Fund raising costs - Digital giving charges and Gift Aid envelopes	534	444
Bank charges	244	260
	<b>94,933</b>	<b>92,366</b>

THE PCC OF ST STEPHEN WITH ST JOHN WESTMINSTER

NOTES TO THE ACCOUNTS  
FOR THE YEAR ENDED 31 DECEMBER 2024  
(Continued)

	2024	2023
Allocated:		
Church running expenses	17,645	16,670
Church maintenance	5,548	5,294
St Stephen's House lettings	40,832	37,938
Cost of raising voluntary income	2,513	2,430
Cost of managing investments	958	957
Charge to Napier Hall Trust	27,438	29,077

The costs of running the parish office, St Stephen's House, and Napier Hall, and the accounting and governance costs shown above have been apportioned to the activities to which they relate. Where appropriate, expenditure is allocated to the relevant activity. Items of expenditure which contribute directly to more than one activity have been apportioned to the relevant activities. Staff costs are allocated in accordance with the time spent on each activity. Utilities and other services are apportioned on the basis of usage. Property and insurance costs have been apportioned according to the relevant floor area.

**13. MAJOR REPAIRS - CHURCH PROPERTIES**

	2024			2023
	Unrestricted	Restricted	Total	Total
EXPENSES				
Proposed heating and floor renewal - professional fees	3,463	-	3,463	-
Work arising from Quinquennial survey	27,127	-	27,127	204,730
	<b>30,590</b>	-	<b>30,590</b>	<b>204,730</b>

Following the Quinquennial survey our architects drew up plans to repair the stonework on the tower. Work began in the summer of 2022 and was complete at the end of 2023.

Work on the longstanding plans to renew the heating system along with broader plans to include restoration and refurbishment of the floor and undercroft is on hold. These plans also include proposals to improve the toilet and kitchen facilities at the church.

**14. OTHER COMMITMENTS**

The PCC entered in a new contract for the hire of the photocopier for 2 years from 1 April 2021 at a cost of £1,440 per annum. The contract also includes service and maintenance charged on the basis of usage of the machine. Having allowed this to continue to run for a further year it is expected that a new contract will be required during 2025.

**15. RELATED PARTY TRANSACTIONS**

The PCC has entered into no material transactions, contracts or other arrangements (including grants) with any related party apart from the following:

The combined buildings of St Stephen's House and Napier Hall are managed by the PCC and an appropriate part of the costs charged to the Napier Hall Trust as explained in Note 12 above. The trustees of Napier Hall Trust are the vicar and churchwardens for the PCC and they determine the amount of the donation (if any) to be paid by the Napier Hall Trust to the PCC each year.

Certain transactions, including donations of any money or in kind from PCC members or those closely connected to them, are unlikely to influence the separate independent interests of the PCC and therefore need not be disclosed.

**THE PCC OF ST STEPHEN WITH ST JOHN WESTMINSTER**  
**CHARITABLE GIVING**  
**FOR THE YEAR ENDED 31 DECEMBER 2024**

		Unrestricted Funds £	Restricted Funds £
<b>Allocation of Charitable Giving Budget</b>			
Emergency & International Relief:	Currently unallocated	3,120	
Charities benefitting Westminster:	Currently unallocated	5,900	
Christian Causes:	Currently unallocated	6,300	
Other Giving:	Support for Church in Burma		390
		<b>15,320</b>	<b>390</b>

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# Accounts

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**THE PAROCHIAL CHURCH COUNCIL OF  
ST STEPHEN with ST JOHN, WESTMINSTER**

Registered Charity Number 1132179

**ANNUAL REPORT AND ACCOUNTS  
FOR THE YEAR ENDED 31ST DECEMBER 2023**

**THE PCC OF ST STEPHEN WITH ST JOHN, WESTMINSTER**

**INFORMATION PAGE**

Correspondence address	St Stephen with St John, Westminster St Stephen's House Hide Place London, SW1P 4NJ
Vicar	Rev Graham Buckle 21 Vincent Square London, SW1P 2NA
Bankers	National Westminster Bank, 169 Victoria Street London, SW1E 5BT  CAF Bank 25 Kings Hill Avenue Kings Hill, West Malling Kent, ME19 4JQ  The CBF Church of England Funds, CCLA, One Angel Lane London, EC4R 3AB
Independent Examiner	Heather Cheesman FCA Chichester Accounting 104 Stockbridge Road Chichester West Sussex PO19 8QP
Solicitors	Winckworth Sherwood, Minerva House 5 Montague Close London, SE1 9BB

# ANNUAL REPORT OF THE PAROCHIAL CHURCH COUNCIL FOR THE YEAR ENDED 31ST DECEMBER 2023

## Aims and Purposes

St. Stephen's PCC has the responsibility of co-operating with the Incumbent, the Revd. Graham Buckle, in promoting in the ecclesiastical parish the whole mission of the Church, pastoral, evangelical, social, and ecumenical. It has also maintenance responsibility for St Stephen's House at Hide Place, London SW1P 4NJ.

## Objectives and Activities

Our aim as a church is to be a welcoming community that celebrates the joy and the challenge of the Christian faith; and to be a place to which we come to worship God, in order to go out and live more faithfully in the wider world.

*"The parish church that is genuinely open to God's mission and accessible to its community, and where people with unlike life stories can encounter one another as friends in our highly compartmentalised society, is an ancient idea that is always fresh."* - Richard Chartres, former Bishop of London

We believe that our mission is substantially expressed through faithfully sustaining the life of an Anglican parish church in the centre of London, rooted in worship and in the local community.

In particular:

- building up the church community on the foundation of the existing diverse congregation,
- building on our work with young people to rejuvenate the congregation,
- to engage with local issues of poverty, homelessness, and isolation.
- becoming more outward looking to reach out and communicate better with local people and other churches and faith groups.

When planning the activities for the year, the Vicar and the PCC have considered the Charity Commission's guidance on public benefit and the specific guidance on charities for the advancement of religion.

## 2023 – Building Up

### Achievements and Performance

Despite the global challenges of conflict and climate change, as the world moves away from the immediate crisis of COVID, this past year has been one in which we have been able to stop, look around, and discover where we are in the wake of the pandemic, and where we wish to grow next. This has involved some difficult conversations around the numbers attending on Sunday, but has also revealed a tremendous appetite to continue the core work of the church: being the gathered people of God in this specific place, whilst reaching out to support some of the most vulnerable in our society and internationally.

### Liturgy and Worship

As the gathered people of God, our church life continues to revolve around our liturgy and worship. Over the course of the year, the numbers watching online have reduced (although we continue to live-stream our services), but that has been matched with a growth in the numbers attending – particularly at Christmas and Easter.

The daily life of the church is bounded by prayer, with morning and evening prayer taking place every weekday in church and on Zoom, which continues to be well-attended with some new faces joining. Our eucharistic services during the week (17:30 on Monday and 12:30 on Wednesday) have similarly had some new worshippers joining us, and the three services on Sunday have broadly maintained their numbers with notably some new families joining. We are pleased to see that our numbers have risen slowly to be almost on par with pre pandemic levels.



St Stephen's has consistently been a place for the formation and teaching of clergy, and this year has been no exception. The PCC agreed that Helena Bickley-Percival could continue her formation with St Stephen's for up to an extra year, and Jeremy has continued to split his training between St Stephen's and St Saviour's churches. Deacon Lee Barford has received his PTO (Permission to Officiate) from the Diocese, and has been a significant asset to the clergy team and the life of the church in his role as a deacon. Clergy formation has extended beyond just our clergy team this year, with a Curate training session taking place at the church for Two Cities and Stepney curates,

and Helena helping to plan the Two Cities Clergy Residential which took place in July. We were also delighted to be present for Jen Adam and Katy Hirst's ordinations to the priesthood at Petertide. We have joined in many special services with our neighbours and friends, especially with St Matthew's on Palm Sunday and for our respective Patronal Festivals.

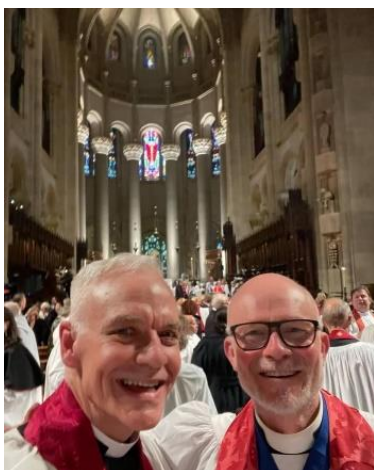
Special activities this past year have included:

- Throughout the year, the clergy have participated in worship for the wider community and church. This has included preaching at other churches (among them St Paul's Cathedral), as well as events such as the World Day of Prayer. In addition to this we have also invited clergy and guests to preach at St Stephen's, and we welcomed back Revd Mark Siddall and his family in the autumn:



- We have been delighted to celebrate with members of our community this year. We welcomed Georgina, Albert, Benjamin, Arthur, and Olivia for their baptisms, and Hayley and Cian for their wedding after Easter.

- During Lent, together with our friends from The Church of Holy Trinity NYC, we discussed a different picture each week chosen by Marc Woodhead from the National Gallery. We have utilized both an online and a physical message board in church to inspire discussion and observation, This culminated in a 'Slow Art' session, led by Marc, during Eastertide.



- A screening of the Coronation, attended by members of the community of all ages, and with some enthusiastic singing and refreshments.

- A visit by John Beddingfield and Erwin de Leon from our link Parish of Holy Trinity, Upper East Side in New York. John and Erwin celebrated and blessed their 25th wedding anniversary whilst they were with us.

- A new tradition of a Michaelmas BBQ, spearheaded by Nadine, together with a tombola, craft tables and stalls which served to raise funds to support further community events. This event was extremely well attended and brought together the congregation from across all our services together with the community some of whom were coming to our church for the very first time.



- The Animal blessing service, which continues to draw people from all across the Parish, including some for whom this was the first time attending church since the pandemic.

- Throughout Advent, St Stephen's hosted a wonderful selection of artwork by the artist Anne Grebby. We are grateful to Anne for both allowing us to host her paintings, and for the time she gave us in coming to preach and, she also led school groups through her artwork from both Burdett Coutts School and Westminster Under School.



## Teaching

As we gather to learn more about God, our ministry of teaching continues. This year we have been especially blessed with a series of panel discussions about faith and AI between New York, London and Silicon Valley. Spearheaded by Deacon Lee, and held virtually on 24 November and 8 December 2023, we sponsored "God and the Machine", panel discussions with AI experts, theologians, and thinkers to discuss how artificial intelligence may impinge on ways we relate to God and one another—and how we can respond. The events were co-sponsored by our twinned parish, Holy Trinity New York, the Episcopal Diocese of El Camino Real, and the Society of Ordained Scientists. These co-sponsors provided some of the speakers and publicized the events in their regions or to their membership. About three dozen people from all over the world attended each of the two evenings via Zoom. Attendees reported that the discussions were interesting, informative, and provoked their thinking about dealing with AI. A video of the discussions can be found on our YouTube channel. We are planning a follow-on event for 2024.

During Lent, after a series of discussions on a selection of pictures, we hosted a Community Art Study led by Marc Woodhead that also took place online and in partnership with our link parish in New York. We also held a series of interviews with members of the congregation at Sunday services in Lent to help us learn more about one another.

In October we held an Apostle's Curry in memory of Tony Sewell.



A new book group has also begun, led by members of the congregation on a Sunday.

Graham was also asked to lead the ordination retreat for Priests and Deacons in the Diocese of Canterbury. He preached at the ordination service at Canterbury Cathedral in front of the Archbishop. All the clergy of the Diocese went to Lancaster University for a special clergy conference in the autumn.

We continue to give thanks to Laurence Bourton (Ringing Master) and Stephanie Pattenden (Steeplekeeper) and all the bell ringers for their contributions to our Parish Life. Stephanie has continued to be a huge support both in our dealings with the Telecoms company who house equipment in the spire, and in liaising with the builders during the spire renovation work.

## Community Outreach

St Stephen's continually seeks to be a place where all are welcome, and the care of the vulnerable and deprived lies at the heart of our community. As the Parish Church, we also seek to reach out beyond our walls to engage the local community, and have enjoyed new opportunities to do so with the lifting of the restrictions of past years. The PCC are continually exploring ways in which to expand this ministry and outreach, particularly at the annual away-day which this year took place at Westminster Abbey and focussed on Safeguarding.

The church remains an important venue for several groups, and this year has hosted choirs, orchestras, dance groups, the Arts Society and Kingsway College. We welcomed back Kingsway College for their Graduation ceremony, as well as other significant community events such as a Department for Transport public consultation.



Our St Stephen's Weeks this year also highlighted both the worshipping and community life of the church. It included a Civil Service Choir Open rehearsal, the ever-popular Zumbathon, a lecture series on our founder, Baroness Burdett-Coutts delivered by Christina Barker, a Choral Eucharist for the Feast of St Alban and a special joint concert by



Westminster Under School and Burdett-Coutts School. We also participated in this year's SouthWest Fest as part of their Art Trail, where we exhibited art made by our crafting group and one of our support groups.



One of the highlights of the past year has been the coronation of King Charles. We opened our doors for people who wished to watch it with the community in church, and a large number from all ages joined us to cheer, sing along, and consume coronation-themed refreshments. Of course there were some marvellous street parties all over the parish.

Our links with the Queen Mary hostel, Garside House, and Dean Abbots House continue to enrich the life of our parish. Clergy continue to take services at each place, as well as visit for pastoral care.

The numbers of children and young people at our services over the past year has remained consistent, as has our Junior Church provision with the help of the clergy and some dedicated volunteers. Lead by Alex, the numbers at our Wednesday Toddler group have continued to grow, and has been particularly important during school holidays. Graham has also hosted a local childminding group, welcoming toddlers into the church.



Our involvement in local schools has continued to be a very important part of our ministry. Both Burdett-Coutts and Westminster Under schools come to church weekly for Collective Worship, and Helena and Graham are active presences in both schools. Helena runs Christian Club at Burdett-Coutts, and the children have thoroughly enjoyed getting to know the church better. St Stephen's has played a part in bringing schools together in planning and hosting a joint concert for Burdett-Coutts and Westminster Under Schools. Also, there was a marvellous

concert at the Barbican Centre in March with our school joining Westminster School in a schools' concert. We hope to host more such events in the future. The clergy have also been invited to preach at several local primary and secondary schools, and Graham has led special events for local children. At the beginning of September, we saw the opening of Vincent Square Sports ground and pavilion - after over a year of no sports or activities whilst the new lawn and drainage system was laid.



As restrictions have been lifted, the church has once again become an important venue for people to socialise. Tea@3 has continued to grow, and attracts a very diverse selection of people for hot drinks, cake, and even soup in the winter. It became a designated “warm space” in the winter months, and many thanks go to Nadine and Alex for both providing a welcoming atmosphere, and searching out supporters in local businesses for food donations. We once again hosted a very popular Pancake Party for Shrove Tuesday, including pancake races down the aisles by both children and adults.

We continue to host events for Over-50s on Mondays (Evergreen Club), in partnership with OpenAge. Our gardening group has worked hard to maintain the grounds outside of the church, and our crafting groups continue to thrive. We are grateful to Sally, who leads our ever-popular Creative Clay sessions and Nadine, who leads Stitchers in various creative endeavours, including turning our Christmas tree into tree ornaments to be sold to raise money for the church. We value our partnership with Emmaus, who provide food and support on a Friday evening. Emmaus had a hiatus in providing the service at the end of the year, and many thanks to Nadine who sought support from local businesses so that we could keep offering the service through the winter months.



## International Links

Our relationship with the Church of the Holy Trinity, Upper East Side in New York continues to go from strength to strength. We continue to welcome friends from New York virtually at Evening Prayer, and we have joined together for times of prayer and of learning. We also welcomed John and Erwin for a visit to London in November, where John preached and they celebrated a significant anniversary with us. Graham visited New York in May to attend the consecration of Matthew Head, as the new Bishop Coadjutor of New York, and presented the Bishop of London's letter of congratulations to him. Bishop Matthew used to be a member of the congregation at the Church of the Holy Trinity. We continue to support one another's ministries, including this year by donating to fund one of Holy Trinity's Community Meals.

We continue to keep in contact as much as possible with our friends in the Church of the Province of Myanmar. The situation in Myanmar continues to be very desperate, so they are continually in our prayers, and we seek to support them as much as we can.



## Personnel

These activities would not be possible without the dedication, generosity, and faithfulness of both the staff and the congregation. There are many people whose quiet hard work behind the scenes remains indispensable to the life of the church and its work in the wider community. We give thanks for readers, sidespeople, intercessors, choir members, Junior Church leaders, flower arrangers, gardeners, hospitality volunteers, crafting group leaders, servers, PCC members, and all those others without whose support and commitment allow the church to flourish.

We give thanks for the leadership and support of our clergy; Graham Buckle, Helena Bickley-Percival, Jeremy Cavanagh and Lee Barford. We also give thanks for the Revd Lindsay Meader for her support, to Revd David Hobden and all the other clergy who have preached or otherwise supported St Stephen's throughout the year. But we must give thanks for our community and all who worship and play a part of our Christian Community. We celebrated with one of our longest members of our congregation, Liz Witts on her 90th birthday:



*Jeremy reflects: During 2023 my split curacy continued to alternate between St Stephen's and St Saviour's, Pimlico. I was St Saviour's across Lent and Easter 2023 as well as Christmas while back home in St Stephen's in the times in between and reversed for 2024. Both are very different churches demonstrating the diversity of the small geographical area we live in. It is a wider way for me of seeing God in our lives and enhancing my formation as a curate.*

*Being a self-supporting minister, during 2023 I started back, part-time in the workforce, a situation that is rapidly changing the shape of the Church of England. While at St Stephen's I have been undertaking a project from Graham of visiting the businesses in the parish and introducing St Stephen's and building a small spreadsheet of who the businesses are and their contacts. People still have their spiritual needs while at work and local businesses form part of the community's glue. We can use this as part of St Stephen's missional outlook and to discern what Christ's presence can look like across the parish.*

Jason Richards continues to be our Safeguarding Officer, with Helena acting as Children's Champion and Sue Wates as our Seniors' Champion. We are deeply grateful to our Churchwardens Edward Barker and Suzanne Standing, as well as the whole PCC for all their hard work – with a particular thanks to Suzanne with regards to the spire project.

Our Staff Team also work extremely hard to support the life and ministry of the church. We cannot appreciate enough the work of Jessie and Julie, whose dedicated, efficient, and effective work enables so much of what we do, both at church and Napier Hall. The PCC are continuing to work to fill some of the gaps left by the departure of Alison, and we are especially grateful to Matthew Moroney for his work as Treasurer. We also give thanks for the work of our vergers – Alex and William – who provide a warm welcome to those entering the church, but also work hard behind the scenes to support the clergy through services. We are also grateful to Matthew Blaiden for his work providing music for our services.

Although this year has been one of much joy and many celebrations, we have also had our losses. We bade our final farewell to Tony Sewell in January. And amongst others, we mourned the deaths of Paul Fenell, Gay Widmer and Susan Alexander, all of whom were connected to St Stephen's. May they rest in peace, and rise in Glory.

## Report from Director of Music

### **Choral music**

While we have continued to receive support from a wide pool of occasional singers particularly for major services such as choral evensongs and the Carol Service, a few of our team of core singers have had to withdraw from regular singing. This has meant there has ended up being a reduction in the collective of regular core singers for the backbone of our choral music-making, Sunday morning services.

In the face of these changes in circumstances, I am immensely grateful to the members of our Choir who have been able to continue to come and sing on most Sunday mornings. Despite this, our Choir sang choral evensong, marking Candlemas at the end of January; and at the end of our St Stephen's Week. We have also continued to sing choral Compline in association with St Barnabas, Pimlico. We instituted singing Compline every 2 weeks during Lent, which seemed to be well-received. We enjoyed another joint Palm Sunday service with St Matthew's, this year singing for most of the service at St Stephen's once the procession had arrived. We also enjoyed hosting the Area-wide Ascension Day Eucharist, in which a larger choir of occasional singers sang. And as always, the choral year culminated with our service of Lessons and Carols in the lead-up to Christmas.



We have continued to enjoy welcoming visiting choirs to sing Thursday choral evensongs and our Associate Musicians have continued to enrich the church's musical culture, in the liturgy and beyond. Floreat have continued to sing wonderful choral Eucharistic/Mass settings and motets, and in our termly BCP Choral Eucharists. Floreat also gave an excellent concert in May; and the Civil Service Choir sang for our evening service on Ash Wednesday, Dvorak's *Mass in D* for a Choral Eucharist for the Feast of St Alban during St Stephen's Week, and for our annual All Souls service singing Fauré's *Requiem*.

### **Concerts and recitals**

Other Associate Musicians and visiting musicians have supported our recital series with brilliant and imaginative concerts. In March, Cecily Beer played a superb harp recital, and The Tufton Ensemble were joined by Shafali Jalota and Dena to perform Pergolesi's iconic *Stabat mater*. At the end of June, we welcomed our good friend Annabel Gordon from New York to play, and in July Hugh Benson and Oliver Bowes sang a joint song recital. In the autumn, Shafali Jalota collaborated with pianist Jack Redman in a programme of "Hidden Gems" of the song repertoire ahead of their appearance at an international song competition in Paris.

Alongside these recitals, we have had some seasonal and occasional organ recitals. We continued the Advent & Epiphany series begun at the end of 2023 with short organ recitals for the season by Luke Mitchell (The Queen's College, Oxford) and our own Director of Music. Matthew also played other organ recitals: one in April, marking our founding patron Angela Burdett-Coutts' birthday, and another on the eve of Remembrance Day.

### **Organists**

In addition to Matthew Blaiden continuing as Director of Music and undertaking the majority of organ playing, Rosemary Field continues to be our highly valued Organist Emeritus, and we are very pleased that Jason Richards - our excellent Organ Scholar in 2021-22 - has been willing to continue in the occasional role of Associate Organist.

The Director of Music and the entire church community are very grateful for all those - musicians, clergy, congregations, and audiences - who contribute to, value, and support the wonderful music that takes place at St Stephen's.

*Matthew Blaiden*  
*Director of Music*

### **Report from Safeguarding**

It has been the best part of 2 years since I started as Safeguarding Officer for St. Stephen's. We are fortunate not to have had to grapple with major issues, though of course safeguarding is an area of our culture that can be strengthened and reinforced all the time. I have had several good conversations since I joined with members of the PCC and the wider community about the Church of England's safeguarding materials and their underlying objectives.

One of the focuses of discussion has been on the various training resources available. Whilst these are an important part of the onboarding process for Church offices/roles, they are in principle available to anyone who is interested in the Church's thinking in this area. If you would like to explore any of these resources, which in my view are considered and accessible, then please feel free to get in touch and I can point you in the right direction.

Though I have been away from Church in the U.S.A for some months, I am always happy to discuss anything that relates to safeguarding at St. Stephen's which you feel you would like to raise. Equally, and as always, any concerns you have can always be raised directly with me at [safeguarding@sswsj.org](mailto:safeguarding@sswsj.org) and will be dealt with the maximum care and discretion possible. I look forward to seeing more of you all in the coming months now I am back.

*Jason Richards*  
*Safeguarding Officer*

### **Report from Charitable Giving**

St Stephen's is committed to donate 5% of its annual budget to charitable causes. The charitable giving subcommittee met to discuss disbursements for the 2023 financial year. These included disbursements to Christian causes, local charities and a small percentage of international charities and emergency situations.

The PCC approved the proposals for 2022 in November 2022 and the disbursements were made to the following charities in March 2023:

- Cardinal Hume Centre
- St Vincent Family Centre
- Open Age
- Pimlico Toy Library
- Unfold (Formerly known as Westminster Befriend a Family)
- The Passage
- South Westminster Legal Advice Centre
- Embrace the Middle East
- The Church Urban Fund
- Livability
- USPG
- Rainforest Trust



In addition, we provided funding for two meals (fish and chips) at the Trinity Church New York Community meal and provided support for the Diocese in Burma.

To foster a closer relationship between the congregation and the charities we support we arranged for charities we support to speak to the congregation and throughout 2023 welcomed them to our services. The congregation heard from Open Age, the Rainforest Alliance and the St Vincent's Family Centre. More speakers are planning to visit St Stephen's in 2024.

For more information contact Diana Copper [dianacopper@hotmail.com](mailto:dianacopper@hotmail.com)

### **Stewardship and Giving**

After a period where we regularly had declining membership of the BACS scheme this year has proved more stable, starting with 29 members with three leavers and two joining during the year. We are grateful for three members who increased their giving through the scheme with only one reducing their contributions through a change in circumstances.

The CAF donate online scheme continues to be a valuable new source of funds both for regular Stewardship givers alongside one off donations. There are now 7 regular givers through this channel an increase of one.

Regular giving through the Gift Aid envelopes continued, albeit at the reduced levels since the pandemic, with 9 maintaining contributions during the year. We still recover significant sums in Gift Aid from the one off envelope donations from visitors, particularly at concerts and funerals as well as from the online card machine from which we cannot claim it.

We continued to receive two significant annual donations through the Charities Aid Foundation scheme.

Total receipts from Stewardship and Gift Aid receipts have again held up reasonably well given the challenges in recent years and the loss of some stalwart donors. My sincere thanks go to Julie our new bursar who has managed to keep all this running and recorded during a very challenging period. We should all re-examine our commitment on a regular basis but the continued lack of a formal Stewardship campaign is becoming a concern, with the ongoing costs and necessary repairs impacted by current inflation challenging the future finances of our Church. Please contact me if you wish to join the BACS scheme or have any other queries in respect of regular giving to St Stephens. Bequests remain a valuable, if unpredictable, source of funds so please ensure you remember us in any will you might draw up in the near future.

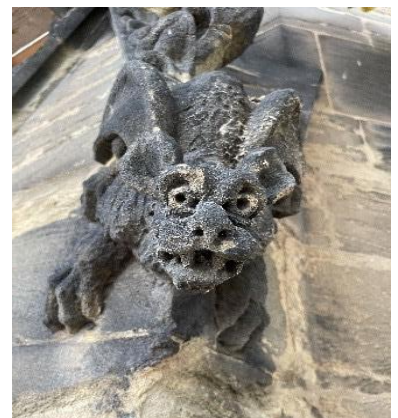
*Steve Waldron  
Stewardship Officer*

### **Fabric Report**

#### **Our Spire works project**

Since the Summer of 2022 our spire has been shrouded with scaffolding as our project to repair the crumbling stonework progressed. With just a few days to spare before Christmas, the scaffolding was dismantled to reveal the completed works.

We are most grateful to our stonemasons, Traditional Stone, who have done a fantastic job and delivered the stone works with care and within their budget and our wonderful architect, Barbara Singer from Thomas Ford who kept the project running smoothly. It was only the additional



replacement of the rotten wooden louvres in our bell tower and similarly weathered oak door in our roof that took the overall cost slightly over the planned budget. A remarkable achievement on a project of this scale.



Several of our clergy, PCC and volunteers were able to inspect the work up close. We will also be receiving some amazing 3D computer files of the statues and grotesques, which will provide a valuable lasting record and allow everyone else to inspect these beautiful features more closely. We are currently working out how best to make these files available more widely.

Much fun was also had by pupils of Westminster Under School and our Burdett Coutts School who attended a workshop about the stonework and were able to try their hand at chiseling some stone!

## **Structure, Governance and Management**

The Parochial Church Council is a corporate body established by the Church of England. The PCC operates under the Parochial Church Council Powers Measure. The PCC is a charity which is registered with the Charity Commission under registration number 1132179. The method of appointment of PCC members is set out in the Church Representation Rules. All church attendees are encouraged to register on the Electoral Roll and stand for election to the PCC.

## **Social Media**

This year we have continued to grow our social media presence and engagement with Facebook, YouTube and Instagram being the main platforms used. Recent examples of posts include Graham's explorations with Anne Grebby of her artworks being displayed in the church ([https://www.youtube.com/watch?v=S\\_\\_PvQj9agI](https://www.youtube.com/watch?v=S__PvQj9agI)) and a visit to the St Stephen's Stitches group (<https://www.instagram.com/p/C4-k4C6o8tr/?igsh=MTVuNGZoM3A4cndvMg==>) Additionally, special events and concerts are also posted on the NextDoor website (<https://nextdoor.co.uk/>) which is a neighbourhood hub and so reaches an audience beyond those who follow us on social media directly.

## **Electoral Roll and Church Attendance**

The electoral roll was 158 at 31<sup>st</sup> December 2023. Attendance at church and on Zoom on a usual Sunday is about 64 adults and 5 children under 16. There have been 5 baptisms, 1 wedding and 7 funerals in church during 2023. The clergy also officiated at 10 funerals held at the crematoria.

## **PCC Meetings**

The full PCC met 6 times during the year. Finance, Communications, Charitable Giving and Standing Committees met between meetings and their deliberations were discussed and received by the full PCC.

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

## **Trusts Connected with the Parish**

The Napier Hall Trust: It is responsible for the maintenance, upkeep, and management of the Napier Hall.

Pepys Twining Trust: The income arising may be used to maintain the Napier Hall or any other church hall in the parish.

The trustees of these two charities are the Vicar and churchwardens.

St. Andrew's Church Hall Trust: the net income is divided equally between St Peter's Eaton Square and St Stephen's Rochester Row. The trustees elected by the PCC are the Vicar, Ms Janet Davey, Mr Edward Barker and Mrs Elizabeth Szewczyk. Mr James Gourlay represents St Peter's Eaton Square as trustee.

Rebecca Aldridge Charity: This fund is available for pastoral purposes at the sole discretion of the Vicar, the sole trustee.

Bessborough Gardens Trust: The Managing Trustee is the PCC and its investments have been included in the attached PCC accounts. The income arising may be used for the purpose of furthering the religious and other charitable work of the Church of England in the parish of St Stephen with St John, Westminster.

The St Stephen's Westminster Bells Fund: The charity was established to provide funding to rehang the bells of St Stephen's Church and to carry out all necessary ancillary work to make this possible. Two of the six trustees are also members of the PCC.

### **Administrative Information**

St. Stephen's church is located at Rochester Row, London SW1P 1LE. It is part of the Diocese of London, within the Church of England. The correspondence address is The Parish Office, St Stephen's House, Hide Place, London, SW1P 4NJ.

## The PCC of St Stephen with St John, Westminster

PCC members who have served during the period from 1<sup>st</sup> January 2023 (unless otherwise noted) until the date of this report are as follows:

### Ex Officio Members:

**Incumbent:** The Rev'd Graham Buckle (Chairman)

**Curates:** The Rev'd Helena Bickley-Percival  
The Rev'd Jeremy Cavanagh

**Wardens:** Mr Edward Barker  
Mrs Suzanne Standing

### Elected Members:

Ms Pamela Ashley  
Mr Michael Bolton  
Mr Andrew Campbell (representative on Deanery Synod)  
Mrs Diana Copper  
Dr Nicholas Davies  
Ms Nadine de Keyser  
Dr Michael Duggan (representative on Deanery & Diocesan Synod)  
Mrs Tamara Katzenbach  
Ms Ann Mills-Duggan (  
Mr Matthew Morony (treasurer)  
Mr Anthony Omeh  
Mrs Carolyn Ryder  
Mrs Elizabeth Szewczyk  
Mr Stephen Waldron (representative on Deanery Synod)

The Parish Administrator is the PCC secretary. Diana Copper is the minutes secretary of the PCC.

Approved by the Parochial Church Council on 30<sup>th</sup> April 2024 and signed on its behalf by:



The Revd Graham Buckle, Vicar and Chair of the PCC



## **Westminster (St Margaret) Deanery Synod Triennium 2023-2026**

### **A report on proceedings for the 2023 Annual Parochial Church Meeting of St Stephen with St John, Westminster**

2023 saw the end of the triennium for the deanery, and thus was a year of change. Parishes elected new members to the synod, and new officers elected.

In June at the start of the new triennium Bishop Sarah visited the deanery, commencing with school worship at St Peter's, Eaton Square, followed by a clergy Chapter meeting at St Michael's, Chester Square. During lunch at the Grey Coat Hospital, the Bishop engaged with staff and students, who led a discussion on school life and posed insightful questions. Continuing to St Stephen's, Rochester Row, Bishop Sarah interacted with members of the Tamil community before concluding the day at St Anne's Soho with a deanery Eucharist. The day concluded with the annual Deanery Garden Party, held at the delightful garden of St Paul's Covent Garden.

The Deanery Synod convened at St Peter's, Eaton Square on November 27, 2023, during which David Richards delivered a valedictory address after many years of service as Deanery Lay Chair. Discussions centred on the current status of our deanery schools, which are grappling with significant demographic changes and declining rolls. An election was held for Deanery Synod Officers, resulting in the appointment of Richard Carter (St Peter, Eaton Square) as Lay Chair, Linda Ulrich (St Barnabas, Pimlico) as Secretary, and Fr John Pearson-Hicks (St Barnabas, Pimlico) as Chair of the Education Committee.

The strength of our deanery life is evident in the deepening friendships and shared sense of mission cultivated over the years. The Deanery Synod serves as a valuable platform for strengthening our partnership in the gospel.

All meetings were well attended by St Stephen's representatives and Clergy.

#### **Members of the Deanery Synod from our parish:**

Mr Stephen Waldron  
Mr Michael Duggan  
Mr Andrew Campbell

**THE PCC OF ST STEPHEN WITH ST JOHN, WESTMINSTER**  
**INDEPENDENT EXAMINERS REPORT TO THE TRUSTEES OF**  
**THE PCC OF ST STEPHEN WITH STJOHN, WESTMINSTER**

I report to the trustees on my examination on the accounts of the above charity ("the Trust") for the year ended 31st December 2023, which are set out on pages 23 to 34.

**Responsibilities and basis of report**

As the charity's trustees, you are responsible for the preparation of the accounts in accordance with the requirements of the Charities Act 2011 ("the Act").

I report in respect of my examination of the Trust's accounts carried out under section 145 of the 2011 Act and in carrying out my examination, I have followed all the applicable directions given by the Charity Commission under section 145(5)(b) of the Act.

**Independent examiner's statement**

The charity's gross income exceeded £250,000 and I am qualified to undertake the examination by being a qualified member of the Institute of Chartered Accountants in England and Wales.

I have completed my examination. I confirm that no material matters have come to my attention in connection with the examination which gives me cause to believe that in, any material respect:

- the accounting records were not kept in accordance with section 130 of the Charities Act; or
- the accounts did not accord with the accounting records; or
- the accounts did not comply with the applicable requirements concerning the form and content of accounts set out in the Charities (Accounts and Reports) Regulations 2008 other than any requirement that the accounts give a 'true and fair' view which is not a matter considered as part of an independent examination.

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in this report in order to enable a proper understanding of the accounts to be reached.



Heather Cheesman FCA  
Chichester Accounting  
104 Stockbridge Road  
Chichester  
West Sussex  
PO19 8QP

10 May 2024

THE PCC OF ST STEPHEN WITH ST JOHN WESTMINSTER

STATEMENT OF FINANCIAL ACTIVITIES  
FOR THE YEAR ENDED 31 DECEMBER 2023

	Note	Unrestricted Funds £	Restricted Funds £	Endowment Funds £	TOTAL 2023 £	FUNDS 2022 £
<b>INCOME AND ENDOWMENTS</b>						
Voluntary income	2a	142,866	186	-	143,052	133,307
Activities for generating funds	2b	89,609	-	-	89,609	84,298
Income from investments	2c	36,791	836	-	37,627	36,753
Income from church activities	2d	2,476	-	-	2,476	1,731
Other income	2e	96,511	-	-	96,511	77,354
<b>TOTAL INCOME</b>		<b>368,253</b>	<b>1,022</b>	<b>-</b>	<b>369,275</b>	<b>333,443</b>
<b>EXPENDITURE</b>						
Church activities	3a	372,232	186	-	372,418	375,916
Cost of raising funds	3b	41,325	-	-	41,325	38,508
Other expenses	3c	29,077	-	-	29,077	25,765
<b>TOTAL EXPENDITURE</b>		<b>442,634</b>	<b>186</b>	<b>-</b>	<b>442,820</b>	<b>440,189</b>
<b>NET INCOME/EXPENDITURE BEFORE OTHER RECOGNISED GAINS AND LOSSES</b>		<b>-74,381</b>	<b>836</b>	<b>-</b>	<b>-73,545</b>	<b>-106,746</b>
Gains/losses on investment assets						
Unrealised	4b	33,985	-	55,896	89,881	-144,095
Realised						
<b>NET MOVEMENT IN FUNDS</b>		<b>-40,396</b>	<b>836</b>	<b>55,896</b>	<b>16,336</b>	<b>-250,841</b>
Transfer between funds	5	732	-732	-	-	-
<b>NET MOVEMENT IN FUNDS AFTER TRANSFERS</b>		<b>-39,664</b>	<b>104</b>	<b>55,896</b>	<b>16,336</b>	<b>-250,841</b>
<b>BALANCES BROUGHT FORWARD AT 1 JANUARY 2023 (2022)</b>		<b>1,147,102</b>	<b>16,437</b>	<b>762,170</b>	<b>1,925,709</b>	<b>2,176,550</b>
<b>BALANCES CARRIED FORWARD AT 31 DECEMBER 2023 (2022)</b>		<b>1,107,438</b>	<b>16,541</b>	<b>818,066</b>	<b>1,942,045</b>	<b>1,925,709</b>

The notes on pages 25 to 34 form part of these accounts

**THE PCC OF ST STEPHEN WITH ST JOHN WESTMINSTER**  
**BALANCE SHEET AT 31 DECEMBER 2023**

	Note	2023 £	2022 £
<b>FIXED ASSETS</b>			
Tangible Fixed Assets	4a	504,764	510,730
Investment assets	4b	1,154,984	1,065,103
		<b>1,659,748</b>	<b>1,575,833</b>
<b>CURRENT ASSETS</b>			
Debtors	7	202,370	54,320
Short term deposits		87,054	291,453
Cash at bank and in hand		38,570	86,143
		<b>327,994</b>	<b>431,916</b>
<b>LIABILITIES: FALLING DUE WITHIN ONE YEAR</b>			
	8	45,697	82,040
<b>NET CURRENT ASSETS</b>		<b>282,297</b>	<b>349,876</b>
<b>NET ASSETS</b>		<b>1,942,045</b>	<b>1,925,709</b>
<b>FUNDS</b>			
Unrestricted	6	1,107,438	1,147,102
Restricted	6	16,541	16,437
Endowment	6	818,066	762,170
		<b>1,942,045</b>	<b>1,925,709</b>

The notes on pages 15 to 23 form part of these accounts

Approved by the Parochial Church Council on 30 April 2023 and signed on its behalf by:

Rev Graham Buckle, Vicar and Chairman of PCC

Mr Edward Barker, Churchwarden

NOTES TO THE ACCOUNTS  
FOR THE YEAR ENDED 31 DECEMBER 2023

**1. ACCOUNTING POLICIES**

The PCC is a public benefit entity within the meaning of FRS 102. The financial statements have been prepared under the Charities Act 2011 and in accordance with the Church Accounting Regulations 2006 governing the individual accounts of PCC's together with FRS 102 (2016) as the applicable accounting standards and the 2016 version of the Statement of Recommended Practice, Accounting and Reporting by Charities (SORP(FRS 102)).

The financial statements have been prepared under the historical cost convention except for the valuation of investment assets, which are shown at market value.

**Funds**

*Endowment funds* are restricted funds that must be retained as trust capital either permanently or subject to a discretionary power to spend capital as income, and where the use of any income or benefit derived from the capital may be restricted or unrestricted. Full details of their restrictions are shown in the notes to the accounts.

*Restricted funds* are income funds that must be spent on restricted purposes and details of the funds held and the restrictions provided are shown in the notes to the accounts.

*Unrestricted funds* represent the remaining income funds of the PCC that are available for spending on the general purposes of the PCC, including amounts designated by the PCC for fixed assets for its own use and for spending on a future project and which are therefore not included in its "free reserves" as disclosed in the trustees' annual report.

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.

**Income**

*Voluntary income and capital sources*

Collections are recognised when received by or on behalf of the PCC.

Planned giving receivable under gift aid is recognised when received.

Tax refunds are recognised when the income to which they relate is received.

Grants and legacies to the PCC are accounted for as soon as the PCC is notified of its legal entitlement, the amount due is quantifiable, and its ultimate receipt by the PCC is reasonably certain.

Funds raised by the fetes, garden party and similar events are accounted for gross.

*Other ordinary income*

Rental income from the letting of church premises is recognised when the rental is due.

*Income from investments*

Dividends and interest are accounted for when receivable.

*Gains and losses on investments*

Realised gains or losses are recognised when investments are sold. Unrealised gains or losses are recognised on revaluation of investments at the end of each accounting year.

THE PCC OF ST STEPHEN WITH ST JOHN WESTMINSTER

NOTES TO THE ACCOUNTS  
FOR THE YEAR ENDED 31 DECEMBER 2023

*(Continued)*

**Expenditure**

*Grants*

Grants and donations are accounted for when paid over, or when awarded, if that award creates a binding obligation on the PCC.

*Activities directly relating to the work of the Church*

The diocesan common fund is accounted for when payable.

Liabilities are recognised as soon as there is a legal or constructive obligation and settlement is probable and quantifiable.

**Fixed assets**

*Consecrated land and buildings and movable church furnishings*

Consecrated and beneficed property is excluded from the accounts by s10(2) (a) and (c) of the Charities Act 2011.

No value is placed on movable church furnishings held by the vicar and churchwardens on special trust for the PCC and which require a faculty for disposal since the PCC considers this to be inalienable property.

All expenditure incurred during the year on consecrated or beneficed buildings and movable church furnishings, whether maintenance or improvement, is written off as expenditure in the SOFA and separately disclosed.

No cost information is available for St Stephen's House so it is included at a deemed cost being its valuation in the year 2000. As the current value reflects previous valuations (see note 5) the PCC is permitted to retain the book amounts subject to an impairment review where there is an indication that impairment may have occurred. As the useful economic life is considered to be at least 200 years, with depreciation provided at 0.5% on a straight line basis, an annual impairment review will be retained in any case.

*Other fixtures, fittings and office equipment*

Equipment used within the church premises is depreciated on a straight line basis over 4 years.

With effect from 1 January 2012, individual items of equipment with a purchase price of £1,000 or less are written off when the asset is acquired. Prior to 2012, items of equipment with a purchase price of £250 or less were written off when the asset was acquired.

*Investments*

Investments are valued at their market value at 31 December.

*Current Assets*

Amounts owing to the PCC at 31 December in respect of fees, rents, or other income are shown as debtors less provision for amounts that may prove uncollectable.

Short-term deposits include cash held on deposit either with the CBF Church of England Funds or at the bank.

THE PCC OF ST STEPHEN WITH ST JOHN WESTMINSTER

NOTES TO THE ACCOUNTS  
FOR THE YEAR ENDED 31 DECEMBER 2023

(Continued)

2. INCOME

	Unrestricted Funds £	Restricted Funds £	Endowment Funds £	TOTAL FUNDS	
				2023 £	2022 £
<b>a) Voluntary income</b>					
Planned giving					
Stewardship	22,890	-	-	22,890	24,843
Income tax recoverable	8,423	-	-	8,423	8,119
Open plate collections at services	10,306	156	-	10,462	7,036
Sundry donations	8,180	30	-	8,210	7,040
Donations for use of the church	23,067	-	-	23,067	15,659
Donation from Napier Hall Trust	70,000	-	-	70,000	70,000
Legacies	-	-	-	-	-
	<b>142,866</b>	<b>186</b>	<b>-</b>	<b>143,052</b>	<b>132,697</b>
<b>b) Activities for generating funds</b>					
St Stephen's House lettings (note 9)	66,264	-	-	66,264	60,953
Mobile phone rental income	23,345	-	-	23,345	23,345
	<b>89,609</b>	<b>-</b>	<b>-</b>	<b>89,609</b>	<b>84,298</b>
<b>c) Income from investments</b>					
Interest receivable	5,237	104	-	5,341	4,592
Dividends receivable	31,554	732	-	32,286	32,161
	<b>36,791</b>	<b>836</b>	<b>-</b>	<b>37,627</b>	<b>36,753</b>
<b>d) Income from church activities</b>					
Fees	1,041	-	-	1,041	1,224
Fundraising activities	1,111	-	-	1,111	-
Income from concerts	324	-	-	324	507
	<b>2,476</b>	<b>-</b>	<b>-</b>	<b>2,476</b>	<b>1,731</b>
<b>e) Other income</b>					
St Andrews Church Hall Trust	26,567	-	-	26,567	26,003
Other income (note 10)	40,867	-	-	40,867	25,586
Charges to Napier Hall Trust (note 12)	29,077	-	-	29,077	25,765
	<b>96,511</b>	<b>-</b>	<b>-</b>	<b>96,511</b>	<b>77,354</b>
<b>TOTAL INCOME</b>	<b>368,253</b>	<b>1,022</b>	<b>-</b>	<b>369,275</b>	<b>332,833</b>

THE PCC OF ST STEPHEN WITH ST JOHN WESTMINSTER

NOTES TO THE ACCOUNTS  
FOR THE YEAR ENDED 31 DECEMBER 2023

(Continued)

3. EXPENDITURE

	Unrestricted	Restricted	Endowment	TOTAL FUNDS	
	Funds	Funds	Funds	2023	2022
	£	£	£	£	£
<b>a) Church activities</b>					
Charitable giving (see page 24)	15,476	186	-	15,662	18,266
Diocesan Common Fund	41,250	-	-	41,250	77,000
Curate/Assistant Priest	20,075	-	-	20,075	20,112
Salaries allocated to church activities (note 11)	15,928	-	-	15,928	17,603
Clergy and staff expenses (note 11)	4,172	-	-	4,172	5,118
Children and youth work	60	-	-	60	4,102
Travel expenses	15	-	-	15	-
Church running expenses	23,581	-	-	23,581	21,106
Support costs for running expenses (note 12)	16,670	-	-	16,670	17,816
Church maintenance	9,033	-	-	9,033	6,903
Support costs for church maintenance (note 12)	5,294	-	-	5,294	5,676
Upkeep of services	2,235	-	-	2,235	2,087
Director of Music and organists	10,608	-	-	10,608	10,923
Sundry expenses	908	-	-	908	2,003
Hospitality expenses	1,572	-	-	1,572	1,401
Concert expenses	625	-	-	625	295
Major repairs (note 13)	204,730	-	-	204,730	165,505
	<b>372,232</b>	<b>186</b>	<b>-</b>	<b>372,418</b>	<b>375,916</b>
<b>b) Cost of raising funds</b>					
Voluntary income (note 12)	2,430	-	-	2,430	2,885
Lettings (note 12)	37,938	-	-	37,938	34,356
Investments (note 12)	957	-	-	957	1,267
	<b>41,325</b>	<b>-</b>	<b>-</b>	<b>41,325</b>	<b>38,508</b>
<b>c) Other expenses</b>					
Costs allocated to Napier Hall Trust (note 12)	29,077	-	-	29,077	25,765
	<b>29,077</b>	<b>-</b>	<b>-</b>	<b>29,077</b>	<b>25,765</b>
<b>TOTAL RESOURCES EXPENDED</b>	<b>442,634</b>	<b>186</b>	<b>-</b>	<b>442,820</b>	<b>440,189</b>

THE PCC OF ST STEPHEN WITH ST JOHN WESTMINSTER

NOTES TO THE ACCOUNTS  
FOR THE YEAR ENDED 31 DECEMBER 2023

(Continued)

4. FIXED ASSETS FOR USE BY THE PCC

a) Tangible fixed assets	Freehold Land	Equipment	Total
	and Buildings		
	£	£	£
COST/VALUATION			
At 1 January 2023	573,596	36,303	609,899
Additions	-	-	-
At 31 December 2023	<b>573,596</b>	<b>36,303</b>	<b>609,899</b>
DEPRECIATION			
At 1 January 2023	65,964	33,205	99,169
Charge for the year	2,868	3,098	5,966
At 31 December 2023	<b>68,832</b>	<b>36,303</b>	<b>105,135</b>
NET BOOK VALUE			
At 31 December 2023	<b>504,764</b>	-	<b>504,764</b>
At 31 December 2022	<b>507,632</b>	<b>3,098</b>	<b>510,730</b>

The freehold land and buildings comprise the Parish Office and St Stephen's House. The gross book value is based on the value estimated by the PCC as at November 1997 for insurance purposes and is considered to be a fair estimate of the current value in use of the property.

Consecrated and beneficed property of any kind is excluded from the accounts by s.10(2)(a) and (c) of the Charities Act 2011. The church building is insured for £26,600,000 and St Stephen's House for £2,247,865.

The cost of the equipment comprises:	Computer equipment	539
	Sound system	6,500
	Household equipment	859
	Fire detection system	4,108
	Electric keyboard	469
	Heating improvements	2,547
	Display panels	1,427
	Kitchen improvements	17,376
	Emergency lighting	2,478
		<b>36,303</b>

4b) Investments	Endowment	Unrestricted	Total
	Funds	Funds	
Market value at 1 January 2023	703,886	361,217	1,065,103
Revaluation gain / (loss)	55,896	33,985	89,881
Market value at 31 December 2023	<b>759,782</b>	<b>395,202</b>	<b>1,154,984</b>

Investment holdings at 31 December 2023

Endowment: St Johns Trust - 5,616 shares in the CBF Church of England Investment Fund.

Bessborough Gardens Trust - 1,184 shares in the CBF Church of England Investment Fund.

St John's Gardens - 18,393.32 shares of CBF Church of England Investment Fund.

- 63,451.777 shares of Charifaith Common Investment Fund.

- 50,383.39 units of Epworth UK Equity Fund for Charities. \*

- 7,088.29 units of Epworth Global Equity Fund for Charities. \*

\* Previously 53,765.29 units of Epworth Affirmative Equity Fund.

Unrestricted: 17,482.70 shares of the CBF Church of England Investment Fund.

THE PCC OF ST STEPHEN WITH ST JOHN WESTMINSTER

NOTES TO THE ACCOUNTS  
FOR THE YEAR ENDED 31 DECEMBER 2023

(Continued)

5. FUNDS

The movements on the designated and restricted funds during the year were:

	Balances brought forward	Incoming Resources	Outgoing Resources	Transfers/ Revaluation	Balances carried forward
<b>Designated:</b>					
Vicarage redecoration	9,000	-	-	1,000	10,000
Major repairs to the church	20,186	-	20,186	-	-
Music	38	838	309	-	567
	<b>29,224</b>	<b>838</b>	<b>20,495</b>	<b>1,000</b>	<b>10,567</b>

The designated funds form part of the unrestricted funds and have been set aside by the PCC for the purposes described.

**Restricted:**

Barcapel Foundation	2,000	-	-	-	2,000
Bells	6,440	-	-	-	6,440
Burma Travel Exchange Fund	1,775	104	-	-	1,879
Bessborough Gardens Income	-	732	-	-732	-
Charities Fund	5	-	-	-	5
Chasuble	1,875	-	-	-	1,875
Children's Worker	88	-	-	-	88
Display panels	178	-	-	-	178
Flag pole	51	-	-	-	51
Floor and Heating	-	-	-	-	-
Music	976	-	-	-	976
Night Shelter	1,128	-	-	-	1,128
Toddler Group	1,921	-	-	-	1,921
	<b>16,437</b>	<b>836</b>	-	<b>-732</b>	<b>16,541</b>

**The Barcapel Foundation Fund** is for work with people with dementia.

**The Bells Fund** is for the rehanging of the bells of the church and to carry out all the necessary work to make this possible. A separate charity, St Stephen's Westminster Bells Fund (Registration Number 1152274) has raised funds for this work and donations have been received from it to fund the cost of the work.

**The Burma Travel Exchange Fund** is available to support the cost of travel to maintain links between the Anglican Church in Burma and the congregation of the church.

**Bessborough Gardens Trust Accumulated Income Fund** is available to further the religious and other charitable work of the church in the parish.

**The Charities Fund** is used for monies given specifically for other charities.

**The Chasuble Fund** has been given in memory of Elizabeth Brazier for the purchase of a blue chasuble.

**The Children's Worker Fund** is be used to fund work with children.

**The Display Panels Fund** represents monies donated for the purchase of display panels for use in the church. The cost has been capitalised and added to fixed assets.

**The Flag Pole Fund** represents monies donated to restore the flag pole outside the church.

**The Floor and Heating Fund** is to raise money for the proposed replacement of the church floor and heating system.

**The Music Fund** is to be used for the development of music at St Stephens.

**The Night Shelter Fund** is for money donated to support the Night Shelter in Napier Hall.

**The Toddler Group Fund** is for money received from participants at the Toddler group and is used to fund expenditure of and equipment for the group.

THE PCC OF ST STEPHEN WITH ST JOHN WESTMINSTER

NOTES TO THE ACCOUNTS  
FOR THE YEAR ENDED 31 DECEMBER 2023

(Continued)

The Endowment Fund comprises:	2023	2022
Permanent Endowment	153,717	140,498
Expendable Endowment	664,348	621,671
	<b>818,065</b>	<b>762,169</b>

The endowment fund comprises:

**Permanent Endowment**

St John Trust: The capital is a permanent endowment, which was originally provided for the erection of a church hall in Monck Street, London SW1. The remainder of the capital cannot be spent for any other purpose without the consent of the Charity Commissioners. The income arising from this investment may be used for the charitable purposes of the PCC.

Bessborough Gardens Trust: The capital is a permanent endowment, originally comprising land and buildings in Bessborough Gardens, London SW1. The income arising may be used for the purpose of furthering the religious and other charitable work of the Church of England in the parish of St Stephen with St John, Westminster.

**Expendable Endowment**

St John's Gardens Fund: This investment was received from the Trustee of the St John's Gardens Fund and has been designated as Expendable Endowment. The donor expects the capital to be kept as a reserve to provide income which may be used as the PCC sees fit. The PCC could, in the future, and after careful consideration, use the capital for some other special purpose.

**6. ANALYSIS OF NET ASSETS BY FUND**

	Unrestricted Funds	Restricted Funds	Endowment Fund	TOTAL 2023
Tangible fixed assets	504,764	-	-	504,764
Investment fixed assets	395,202	-	759,782	1,154,984
Current assets	244,720	24,990	58,284	327,994
Current liabilities	-37,248	-8,449	-	-45,697
	<b>1,107,438</b>	<b>16,541</b>	<b>818,066</b>	<b>1,942,045</b>

**7. DEBTORS**

	2023	2022
Prepayments and accrued income	35,376	22,356
Tax recoverable	16,387	7,964
Napier Hall Trust	123,690	24,000
St Andrew's Church Hall Trust	26,917	-
	<b>202,370</b>	<b>54,320</b>

**8. LIABILITIES: AMOUNTS FALLING DUE WITHIN ONE YEAR**

	2023	2022
Accruals and deferred income	42,937	77,188
Tax and national insurance	-	2,092
Other creditors	2,760	2,760
	<b>45,697</b>	<b>82,040</b>

**9. ST STEPHEN'S HOUSE LETTINGS**

INCOME	2023	2022
Rents: Flat A	34,650	32,750
Flat B	22,880	22,616
Flat C (curate's accommodation)	-	-
Offices	4,968	4,945
Parish Sitting Room	3,080	610
Gas, electricity and water costs reimbursed	686	642
	<b>66,264</b>	<b>61,563</b>

THE PCC OF ST STEPHEN WITH ST JOHN WESTMINSTER

NOTES TO THE ACCOUNTS  
FOR THE YEAR ENDED 31 DECEMBER 2023

(Continued)

<b>10. OTHER INCOME</b>	2023	2022
	£	£
Other income comprises the following:		
Administrative charge to St Andrews Church Hall Trust	350	350
Grant under Listed Places of Worship scheme	40,517	22,595
Grant from national church towards increased energy costs	-	2,641
	<b>40,867</b>	<b>25,586</b>

<b>11. STAFF COSTS</b>	2023	2022
	£	£
Wages and salaries	58,878	64,203
Social security costs	-	-
Pension costs	1,031	957
Total gross cost	<b>59,909</b>	<b>65,160</b>
Allocated:		
Church activities (Unrestricted Fund)	15,928	16,695
Church activities (Restricted Funds)	-	908
Organist's fees	9,848	9,096
St Stephen's House, Napier Hall and Support - see note 12	34,133	38,461

During the year the PCC employed on a part time basis two vergers, a cleaner, a director of music, a parish administrator and a bursar.

The PCC enrolled with National Employment Savings Trust (NEST) on 1 June 2012 to provide an opportunity for employees to participate in a pension scheme as required by the Pensions Act 2008.

The salaries allocated to restricted funds in 2022 are those of the children's worker charged to the Children's Worker Fund.

<b>12. ST STEPHEN'S HOUSE, NAPIER HALL AND SUPPORT EXPENSES</b>	2023	2022
Light, heat, water and council tax	20,141	20,662
Cleaning, repairs and maintenance	17,609	6,371
Insurance	4,423	4,137
Letting agents fees	4,965	4,717
Printing, postage and stationery	295	595
Hire of photocopier - see note 14	1,278	1,419
Telephone, fax and internet	1,414	1,398
Other office expenses	38	159
Depreciation of fixtures and fittings	3,098	4,964
Depreciation of freehold building	2,868	2,868
Salaries attributed to parish office, property and support	34,133	38,461
Independent examiner	1,400	1,480
Fund raising costs - Digital giving charges and Gift Aid envelopes	444	249
Bank charges	260	285
	<b>92,366</b>	<b>87,765</b>

THE PCC OF ST STEPHEN WITH ST JOHN WESTMINSTER

NOTES TO THE ACCOUNTS  
FOR THE YEAR ENDED 31 DECEMBER 2023

(Continued)

	2023	2022
Allocated:		
Church running expenses	16,670	17,816
Church maintenance	5,294	5,676
St Stephen's House lettings	37,938	34,356
Cost of raising voluntary income	2,430	2,885
Cost of managing investments	957	1,267
Charge to Napier Hall Trust	29,077	25,765

The costs of running the parish office, St Stephen's House, and Napier Hall, and the accounting and governance costs shown above have been apportioned to the activities to which they relate. Where appropriate, expenditure is allocated to the relevant activity. Items of expenditure which contribute directly to more than one activity have been apportioned to the relevant activities. Staff costs are allocated in accordance with the time spent on each activity. Utilities and other services are apportioned on the basis of usage. Property and insurance costs have been apportioned according to the relevant floor area.

**13. MAJOR REPAIRS - CHURCH PROPERTIES**

	2023			2022
	Unrestricted	Restricted	Total	Total
EXPENSES				
Proposed heating and floor renewal - professional fees	-	-	-	-
Work arising from Quinquennial survey	204,730	-	204,730	160,255
	<b>204,730</b>	-	<b>204,730</b>	<b>160,255</b>

Following the Quinquennial survey our architects drew up plans to repair the stonework on the tower. Work began in the summer of 2022 and was complete at the end of 2023.

Work on the longstanding plans to renew the heating system along with broader plans to include restoration and refurbishment of the floor and undercroft is on hold. These plans also include proposals to improve the toilet and kitchen facilities at the church.

**14. OTHER COMMITMENTS**

The PCC entered in a new contract for the hire of the photocopier for 2 years from 1 April 2021 at a cost of £1,440 per annum. The contract also includes service and maintenance charged on the basis of usage of the machine. Having allowed this to continue to run for a further year it is expected that a new contract will be required during 2024.

**15. RELATED PARTY TRANSACTIONS**

The PCC has entered into no material transactions, contracts or other arrangements (including grants) with any related party apart from the following:

The combined buildings of St Stephen's House and Napier Hall are managed by the PCC and an appropriate part of the costs charged to the Napier Hall Trust as explained in Note 12 above. The trustees of Napier Hall Trust are the vicar and churchwardens for the PCC and they determine the amount of the donation (if any) to be paid by the Napier Hall Trust to the PCC each year.

Certain transactions, including donations of any money or in kind from PCC members or those closely connected to them, are unlikely to influence the separate independent interests of the PCC and therefore need not be disclosed.

THE PCC OF ST STEPHEN WITH ST JOHN WESTMINSTER

CHARITABLE GIVING

FOR THE YEAR ENDED 31 DECEMBER 2023

		Unrestricted Funds £	Restricted Funds £
<b>Allocation of Charitable Giving Budget</b>			
Emergency & International Relief:	Medical Aid for Palestinians	500	
	Rainforest Trust	1,000	
	Jerusalem Cathedral support for Gaza	1,000	
	Other - currently unallocated	526	
Charities benefitting Westminster:	Cardinal Hume Centre	700	
	The Seafarer's Charity	700	
	St Vincent's Family Centre	700	
	Open Age	700	
	Unfold (previously Westminster Befriend a Family)	700	
	Pimlico Toy Library	700	
	The Passage	1,000	
	South Westminster Legal Advice Centre	700	
Christian Causes:	Embrace the Middle East	800	
	Burma Ordinand	1,000	
	The Church Urban Fund	1,000	
	Livability	1,000	
	USPG	1,000	
	St Augustine's College of Theology	1,000	
	The Church of the Holy Trinity (New York) Neighborhood Center	750	
Other Giving:	Support for Church in Burma		186
		<b>15,476</b>	<b>186</b>

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# Accounts

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**THE PAROCHIAL CHURCH COUNCIL OF  
ST STEPHEN with ST JOHN, WESTMINSTER**

Registered Charity Number 1132179

**ANNUAL REPORT AND ACCOUNTS  
FOR THE YEAR ENDED 31ST DECEMBER 2023**

**THE PCC OF ST STEPHEN WITH ST JOHN, WESTMINSTER**

**INFORMATION PAGE**

Correspondence address	St Stephen with St John, Westminster St Stephen's House Hide Place London, SW1P 4NJ
Vicar	Rev Graham Buckle 21 Vincent Square London, SW1P 2NA
Bankers	National Westminster Bank, 169 Victoria Street London, SW1E 5BT  CAF Bank 25 Kings Hill Avenue Kings Hill, West Malling Kent, ME19 4JQ  The CBF Church of England Funds, CCLA, One Angel Lane London, EC4R 3AB
Independent Examiner	Heather Cheesman FCA Chichester Accounting 104 Stockbridge Road Chichester West Sussex PO19 8QP
Solicitors	Winckworth Sherwood, Minerva House 5 Montague Close London, SE1 9BB

# ANNUAL REPORT OF THE PAROCHIAL CHURCH COUNCIL FOR THE YEAR ENDED 31ST DECEMBER 2023

## Aims and Purposes

St. Stephen's PCC has the responsibility of co-operating with the Incumbent, the Revd. Graham Buckle, in promoting in the ecclesiastical parish the whole mission of the Church, pastoral, evangelical, social, and ecumenical. It has also maintenance responsibility for St Stephen's House at Hide Place, London SW1P 4NJ.

## Objectives and Activities

Our aim as a church is to be a welcoming community that celebrates the joy and the challenge of the Christian faith; and to be a place to which we come to worship God, in order to go out and live more faithfully in the wider world.

*"The parish church that is genuinely open to God's mission and accessible to its community, and where people with unlike life stories can encounter one another as friends in our highly compartmentalised society, is an ancient idea that is always fresh."* - Richard Chartres, former Bishop of London

We believe that our mission is substantially expressed through faithfully sustaining the life of an Anglican parish church in the centre of London, rooted in worship and in the local community.

In particular:

- building up the church community on the foundation of the existing diverse congregation,
- building on our work with young people to rejuvenate the congregation,
- to engage with local issues of poverty, homelessness, and isolation.
- becoming more outward looking to reach out and communicate better with local people and other churches and faith groups.

When planning the activities for the year, the Vicar and the PCC have considered the Charity Commission's guidance on public benefit and the specific guidance on charities for the advancement of religion.

## 2023 – Building Up

### Achievements and Performance

Despite the global challenges of conflict and climate change, as the world moves away from the immediate crisis of COVID, this past year has been one in which we have been able to stop, look around, and discover where we are in the wake of the pandemic, and where we wish to grow next. This has involved some difficult conversations around the numbers attending on Sunday, but has also revealed a tremendous appetite to continue the core work of the church: being the gathered people of God in this specific place, whilst reaching out to support some of the most vulnerable in our society and internationally.

### Liturgy and Worship

As the gathered people of God, our church life continues to revolve around our liturgy and worship. Over the course of the year, the numbers watching online have reduced (although we continue to live-stream our services), but that has been matched with a growth in the numbers attending – particularly at Christmas and Easter.

The daily life of the church is bounded by prayer, with morning and evening prayer taking place every weekday in church and on Zoom, which continues to be well-attended with some new faces joining. Our eucharistic services during the week (17:30 on Monday and 12:30 on Wednesday) have similarly had some new worshippers joining us, and the three services on Sunday have broadly maintained their numbers with notably some new families joining. We are pleased to see that our numbers have risen slowly to be almost on par with pre pandemic levels.



St Stephen's has consistently been a place for the formation and teaching of clergy, and this year has been no exception. The PCC agreed that Helena Bickley-Percival could continue her formation with St Stephen's for up to an extra year, and Jeremy has continued to split his training between St Stephen's and St Saviour's churches. Deacon Lee Barford has received his PTO (Permission to Officiate) from the Diocese, and has been a significant asset to the clergy team and the life of the church in his role as a deacon. Clergy formation has extended beyond just our clergy team this year, with a Curate training session taking place at the church for Two Cities and Stepney curates,

and Helena helping to plan the Two Cities Clergy Residential which took place in July. We were also delighted to be present for Jen Adam and Katy Hirst's ordinations to the priesthood at Petertide. We have joined in many special services with our neighbours and friends, especially with St Matthew's on Palm Sunday and for our respective Patronal Festivals.

Special activities this past year have included:

- Throughout the year, the clergy have participated in worship for the wider community and church. This has included preaching at other churches (among them St Paul's Cathedral), as well as events such as the World Day of Prayer. In addition to this we have also invited clergy and guests to preach at St Stephen's, and we welcomed back Revd Mark Siddall and his family in the autumn:



- We have been delighted to celebrate with members of our community this year. We welcomed Georgina, Albert, Benjamin, Arthur, and Olivia for their baptisms, and Hayley and Cian for their wedding after Easter.

- During Lent, together with our friends from The Church of Holy Trinity NYC, we discussed a different picture each week chosen by Marc Woodhead from the National Gallery. We have utilized both an online and a physical message board in church to inspire discussion and observation, This culminated in a 'Slow Art' session, led by Marc, during Eastertide.



- A screening of the Coronation, attended by members of the community of all ages, and with some enthusiastic singing and refreshments.

- A visit by John Beddingfield and Erwin de Leon from our link Parish of Holy Trinity, Upper East Side in New York. John and Erwin celebrated and blessed their 25th wedding anniversary whilst they were with us.

- A new tradition of a Michaelmas BBQ, spearheaded by Nadine, together with a tombola, craft tables and stalls which served to raise funds to support further community events. This event was extremely well attended and brought together the congregation from across all our services together with the community some of whom were coming to our church for the very first time.



- The Animal blessing service, which continues to draw people from all across the Parish, including some for whom this was the first time attending church since the pandemic.

- Throughout Advent, St Stephen's hosted a wonderful selection of artwork by the artist Anne Grebby. We are grateful to Anne for both allowing us to host her paintings, and for the time she gave us in coming to preach and, she also led school groups through her artwork from both Burdett Coutts School and Westminster Under School.



## Teaching

As we gather to learn more about God, our ministry of teaching continues. This year we have been especially blessed with a series of panel discussions about faith and AI between New York, London and Silicon Valley. Spearheaded by Deacon Lee, and held virtually on 24 November and 8 December 2023, we sponsored "God and the Machine", panel discussions with AI experts, theologians, and thinkers to discuss how artificial intelligence may impinge on ways we relate to God and one another—and how we can respond. The events were co-sponsored by our twinned parish, Holy Trinity New York, the Episcopal Diocese of El Camino Real, and the Society of Ordained Scientists. These co-sponsors provided some of the speakers and publicized the events in their regions or to their membership. About three dozen people from all over the world attended each of the two evenings via Zoom. Attendees reported that the discussions were interesting, informative, and provoked their thinking about dealing with AI. A video of the discussions can be found on our YouTube channel. We are planning a follow-on event for 2024.

During Lent, after a series of discussions on a selection of pictures, we hosted a Community Art Study led by Marc Woodhead that also took place online and in partnership with our link parish in New York. We also held a series of interviews with members of the congregation at Sunday services in Lent to help us learn more about one another.

In October we held an Apostle's Curry in memory of Tony Sewell.



A new book group has also begun, led by members of the congregation on a Sunday.

Graham was also asked to lead the ordination retreat for Priests and Deacons in the Diocese of Canterbury. He preached at the ordination service at Canterbury Cathedral in front of the Archbishop. All the clergy of the Diocese went to Lancaster University for a special clergy conference in the autumn.

We continue to give thanks to Laurence Bourton (Ringing Master) and Stephanie Pattenden (Steeplekeeper) and all the bell ringers for their contributions to our Parish Life. Stephanie has continued to be a huge support both in our dealings with the Telecoms company who house equipment in the spire, and in liaising with the builders during the spire renovation work.

## Community Outreach

St Stephen's continually seeks to be a place where all are welcome, and the care of the vulnerable and deprived lies at the heart of our community. As the Parish Church, we also seek to reach out beyond our walls to engage the local community, and have enjoyed new opportunities to do so with the lifting of the restrictions of past years. The PCC are continually exploring ways in which to expand this ministry and outreach, particularly at the annual away-day which this year took place at Westminster Abbey and focussed on Safeguarding.

The church remains an important venue for several groups, and this year has hosted choirs, orchestras, dance groups, the Arts Society and Kingsway College. We welcomed back Kingsway College for their Graduation ceremony, as well as other significant community events such as a Department for Transport public consultation.



Our St Stephen's Weeks this year also highlighted both the worshipping and community life of the church. It included a Civil Service Choir Open rehearsal, the ever-popular Zumbathon, a lecture series on our founder, Baroness Burdett-Coutts delivered by Christina Barker, a Choral Eucharist for the Feast of St Alban and a special joint concert by



Westminster Under School and Burdett-Coutts School. We also participated in this year's SouthWest Fest as part of their Art Trail, where we exhibited art made by our crafting group and one of our support groups.



One of the highlights of the past year has been the coronation of King Charles. We opened our doors for people who wished to watch it with the community in church, and a large number from all ages joined us to cheer, sing along, and consume coronation-themed refreshments. Of course there were some marvellous street parties all over the parish.

Our links with the Queen Mary hostel, Garside House, and Dean Abbots House continue to enrich the life of our parish. Clergy continue to take services at each place, as well as visit for pastoral care.

The numbers of children and young people at our services over the past year has remained consistent, as has our Junior Church provision with the help of the clergy and some dedicated volunteers. Lead by Alex, the numbers at our Wednesday Toddler group have continued to grow, and has been particularly important during school holidays. Graham has also hosted a local childminding group, welcoming toddlers into the church.



Our involvement in local schools has continued to be a very important part of our ministry. Both Burdett-Coutts and Westminster Under schools come to church weekly for Collective Worship, and Helena and Graham are active presences in both schools. Helena runs Christian Club at Burdett-Coutts, and the children have thoroughly enjoyed getting to know the church better. St Stephen's has played a part in bringing schools together in planning and hosting a joint concert for Burdett-Coutts and Westminster Under Schools. Also, there was a marvellous

concert at the Barbican Centre in March with our school joining Westminster School in a schools' concert. We hope to host more such events in the future. The clergy have also been invited to preach at several local primary and secondary schools, and Graham has led special events for local children. At the beginning of September, we saw the opening of Vincent Square Sports ground and pavilion - after over a year of no sports or activities whilst the new lawn and drainage system was laid.



As restrictions have been lifted, the church has once again become an important venue for people to socialise. Tea@3 has continued to grow, and attracts a very diverse selection of people for hot drinks, cake, and even soup in the winter. It became a designated “warm space” in the winter months, and many thanks go to Nadine and Alex for both providing a welcoming atmosphere, and searching out supporters in local businesses for food donations. We once again hosted a very popular Pancake Party for Shrove Tuesday, including pancake races down the aisles by both children and adults.

We continue to host events for Over-50s on Mondays (Evergreen Club), in partnership with OpenAge. Our gardening group has worked hard to maintain the grounds outside of the church, and our crafting groups continue to thrive. We are grateful to Sally, who leads our ever-popular Creative Clay sessions and Nadine, who leads Stitchers in various creative endeavours, including turning our Christmas tree into tree ornaments to be sold to raise money for the church. We value our partnership with Emmaus, who provide food and support on a Friday evening. Emmaus had a hiatus in providing the service at the end of the year, and many thanks to Nadine who sought support from local businesses so that we could keep offering the service through the winter months.



## International Links

Our relationship with the Church of the Holy Trinity, Upper East Side in New York continues to go from strength to strength. We continue to welcome friends from New York virtually at Evening Prayer, and we have joined together for times of prayer and of learning. We also welcomed John and Erwin for a visit to London in November, where John preached and they celebrated a significant anniversary with us. Graham visited New York in May to attend the consecration of Matthew Head, as the new Bishop Coadjutor of New York, and presented the Bishop of London's letter of congratulations to him. Bishop Matthew used to be a member of the congregation at the Church of the Holy Trinity. We continue to support one another's ministries, including this year by donating to fund one of Holy Trinity's Community Meals.

We continue to keep in contact as much as possible with our friends in the Church of the Province of Myanmar. The situation in Myanmar continues to be very desperate, so they are continually in our prayers, and we seek to support them as much as we can.



## Personnel

These activities would not be possible without the dedication, generosity, and faithfulness of both the staff and the congregation. There are many people whose quiet hard work behind the scenes remains indispensable to the life of the church and its work in the wider community. We give thanks for readers, sidespeople, intercessors, choir members, Junior Church leaders, flower arrangers, gardeners, hospitality volunteers, crafting group leaders, servers, PCC members, and all those others without whose support and commitment allow the church to flourish.

We give thanks for the leadership and support of our clergy; Graham Buckle, Helena Bickley-Percival, Jeremy Cavanagh and Lee Barford. We also give thanks for the Revd Lindsay Meader for her support, to Revd David Hobden and all the other clergy who have preached or otherwise supported St Stephen's throughout the year. But we must give thanks for our community and all who worship and play a part of our Christian Community. We celebrated with one of our longest members of our congregation, Liz Witts on her 90th birthday:



*Jeremy reflects: During 2023 my split curacy continued to alternate between St Stephen's and St Saviour's, Pimlico. I was St Saviour's across Lent and Easter 2023 as well as Christmas while back home in St Stephen's in the times in between and reversed for 2024. Both are very different churches demonstrating the diversity of the small geographical area we live in. It is a wider way for me of seeing God in our lives and enhancing my formation as a curate.*

*Being a self-supporting minister, during 2023 I started back, part-time in the workforce, a situation that is rapidly changing the shape of the Church of England. While at St Stephen's I have been undertaking a project from Graham of visiting the businesses in the parish and introducing St Stephen's and building a small spreadsheet of who the businesses are and their contacts. People still have their spiritual needs while at work and local businesses form part of the community's glue. We can use this as part of St Stephen's missional outlook and to discern what Christ's presence can look like across the parish.*

Jason Richards continues to be our Safeguarding Officer, with Helena acting as Children's Champion and Sue Wates as our Seniors' Champion. We are deeply grateful to our Churchwardens Edward Barker and Suzanne Standing, as well as the whole PCC for all their hard work – with a particular thanks to Suzanne with regards to the spire project.

Our Staff Team also work extremely hard to support the life and ministry of the church. We cannot appreciate enough the work of Jessie and Julie, whose dedicated, efficient, and effective work enables so much of what we do, both at church and Napier Hall. The PCC are continuing to work to fill some of the gaps left by the departure of Alison, and we are especially grateful to Matthew Moroney for his work as Treasurer. We also give thanks for the work of our vergers – Alex and William – who provide a warm welcome to those entering the church, but also work hard behind the scenes to support the clergy through services. We are also grateful to Matthew Blaiden for his work providing music for our services.

Although this year has been one of much joy and many celebrations, we have also had our losses. We bade our final farewell to Tony Sewell in January. And amongst others, we mourned the deaths of Paul Fenell, Gay Widmer and Susan Alexander, all of whom were connected to St Stephen's. May they rest in peace, and rise in Glory.

## Report from Director of Music

### **Choral music**

While we have continued to receive support from a wide pool of occasional singers particularly for major services such as choral evensongs and the Carol Service, a few of our team of core singers have had to withdraw from regular singing. This has meant there has ended up being a reduction in the collective of regular core singers for the backbone of our choral music-making, Sunday morning services.

In the face of these changes in circumstances, I am immensely grateful to the members of our Choir who have been able to continue to come and sing on most Sunday mornings. Despite this, our Choir sang choral evensong, marking Candlemas at the end of January; and at the end of our St Stephen's Week. We have also continued to sing choral Compline in association with St Barnabas, Pimlico. We instituted singing Compline every 2 weeks during Lent, which seemed to be well-received. We enjoyed another joint Palm Sunday service with St Matthew's, this year singing for most of the service at St Stephen's once the procession had arrived. We also enjoyed hosting the Area-wide Ascension Day Eucharist, in which a larger choir of occasional singers sang. And as always, the choral year culminated with our service of Lessons and Carols in the lead-up to Christmas.



We have continued to enjoy welcoming visiting choirs to sing Thursday choral evensongs and our Associate Musicians have continued to enrich the church's musical culture, in the liturgy and beyond. Floreat have continued to sing wonderful choral Eucharistic/Mass settings and motets, and in our termly BCP Choral Eucharists. Floreat also gave an excellent concert in May; and the Civil Service Choir sang for our evening service on Ash Wednesday, Dvorak's *Mass in D* for a Choral Eucharist for the Feast of St Alban during St Stephen's Week, and for our annual All Souls service singing Fauré's *Requiem*.

### **Concerts and recitals**

Other Associate Musicians and visiting musicians have supported our recital series with brilliant and imaginative concerts. In March, Cecily Beer played a superb harp recital, and The Tufton Ensemble were joined by Shafali Jalota and Dena to perform Pergolesi's iconic *Stabat mater*. At the end of June, we welcomed our good friend Annabel Gordon from New York to play, and in July Hugh Benson and Oliver Bowes sang a joint song recital. In the autumn, Shafali Jalota collaborated with pianist Jack Redman in a programme of "Hidden Gems" of the song repertoire ahead of their appearance at an international song competition in Paris.

Alongside these recitals, we have had some seasonal and occasional organ recitals. We continued the Advent & Epiphany series begun at the end of 2023 with short organ recitals for the season by Luke Mitchell (The Queen's College, Oxford) and our own Director of Music. Matthew also played other organ recitals: one in April, marking our founding patron Angela Burdett-Coutts' birthday, and another on the eve of Remembrance Day.

### **Organists**

In addition to Matthew Blaiden continuing as Director of Music and undertaking the majority of organ playing, Rosemary Field continues to be our highly valued Organist Emeritus, and we are very pleased that Jason Richards - our excellent Organ Scholar in 2021-22 - has been willing to continue in the occasional role of Associate Organist.

The Director of Music and the entire church community are very grateful for all those - musicians, clergy, congregations, and audiences - who contribute to, value, and support the wonderful music that takes place at St Stephen's.

*Matthew Blaiden*  
*Director of Music*

### **Report from Safeguarding**

It has been the best part of 2 years since I started as Safeguarding Officer for St. Stephen's. We are fortunate not to have had to grapple with major issues, though of course safeguarding is an area of our culture that can be strengthened and reinforced all the time. I have had several good conversations since I joined with members of the PCC and the wider community about the Church of England's safeguarding materials and their underlying objectives.

One of the focuses of discussion has been on the various training resources available. Whilst these are an important part of the onboarding process for Church offices/roles, they are in principle available to anyone who is interested in the Church's thinking in this area. If you would like to explore any of these resources, which in my view are considered and accessible, then please feel free to get in touch and I can point you in the right direction.

Though I have been away from Church in the U.S.A for some months, I am always happy to discuss anything that relates to safeguarding at St. Stephen's which you feel you would like to raise. Equally, and as always, any concerns you have can always be raised directly with me at [safeguarding@sswsj.org](mailto:safeguarding@sswsj.org) and will be dealt with the maximum care and discretion possible. I look forward to seeing more of you all in the coming months now I am back.

*Jason Richards*  
*Safeguarding Officer*

### **Report from Charitable Giving**

St Stephen's is committed to donate 5% of its annual budget to charitable causes. The charitable giving subcommittee met to discuss disbursements for the 2023 financial year. These included disbursements to Christian causes, local charities and a small percentage of international charities and emergency situations.

The PCC approved the proposals for 2022 in November 2022 and the disbursements were made to the following charities in March 2023:

- Cardinal Hume Centre
- St Vincent Family Centre
- Open Age
- Pimlico Toy Library
- Unfold (Formerly known as Westminster Befriend a Family)
- The Passage
- South Westminster Legal Advice Centre
- Embrace the Middle East
- The Church Urban Fund
- Livability
- USPG
- Rainforest Trust



In addition, we provided funding for two meals (fish and chips) at the Trinity Church New York Community meal and provided support for the Diocese in Burma.

To foster a closer relationship between the congregation and the charities we support we arranged for charities we support to speak to the congregation and throughout 2023 welcomed them to our services. The congregation heard from Open Age, the Rainforest Alliance and the St Vincent's Family Centre. More speakers are planning to visit St Stephen's in 2024.

For more information contact Diana Copper [dianacopper@hotmail.com](mailto:dianacopper@hotmail.com)

### **Stewardship and Giving**

After a period where we regularly had declining membership of the BACS scheme this year has proved more stable, starting with 29 members with three leavers and two joining during the year. We are grateful for three members who increased their giving through the scheme with only one reducing their contributions through a change in circumstances.

The CAF donate online scheme continues to be a valuable new source of funds both for regular Stewardship givers alongside one off donations. There are now 7 regular givers through this channel an increase of one.

Regular giving through the Gift Aid envelopes continued, albeit at the reduced levels since the pandemic, with 9 maintaining contributions during the year. We still recover significant sums in Gift Aid from the one off envelope donations from visitors, particularly at concerts and funerals as well as from the online card machine from which we cannot claim it.

We continued to receive two significant annual donations through the Charities Aid Foundation scheme.

Total receipts from Stewardship and Gift Aid receipts have again held up reasonably well given the challenges in recent years and the loss of some stalwart donors. My sincere thanks go to Julie our new bursar who has managed to keep all this running and recorded during a very challenging period. We should all re-examine our commitment on a regular basis but the continued lack of a formal Stewardship campaign is becoming a concern, with the ongoing costs and necessary repairs impacted by current inflation challenging the future finances of our Church. Please contact me if you wish to join the BACS scheme or have any other queries in respect of regular giving to St Stephens. Bequests remain a valuable, if unpredictable, source of funds so please ensure you remember us in any will you might draw up in the near future.

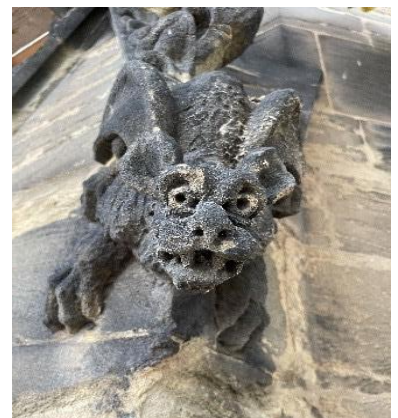
*Steve Waldron  
Stewardship Officer*

### **Fabric Report**

#### **Our Spire works project**

Since the Summer of 2022 our spire has been shrouded with scaffolding as our project to repair the crumbling stonework progressed. With just a few days to spare before Christmas, the scaffolding was dismantled to reveal the completed works.

We are most grateful to our stonemasons, Traditional Stone, who have done a fantastic job and delivered the stone works with care and within their budget and our wonderful architect, Barbara Singer from Thomas Ford who kept the project running smoothly. It was only the additional



replacement of the rotten wooden louvres in our bell tower and similarly weathered oak door in our roof that took the overall cost slightly over the planned budget. A remarkable achievement on a project of this scale.



Several of our clergy, PCC and volunteers were able to inspect the work up close. We will also be receiving some amazing 3D computer files of the statues and grotesques, which will provide a valuable lasting record and allow everyone else to inspect these beautiful features more closely. We are currently working out how best to make these files available more widely.

Much fun was also had by pupils of Westminster Under School and our Burdett Coutts School who attended a workshop about the stonework and were able to try their hand at chiseling some stone!

## **Structure, Governance and Management**

The Parochial Church Council is a corporate body established by the Church of England. The PCC operates under the Parochial Church Council Powers Measure. The PCC is a charity which is registered with the Charity Commission under registration number 1132179. The method of appointment of PCC members is set out in the Church Representation Rules. All church attendees are encouraged to register on the Electoral Roll and stand for election to the PCC.

## **Social Media**

This year we have continued to grow our social media presence and engagement with Facebook, YouTube and Instagram being the main platforms used. Recent examples of posts include Graham's explorations with Anne Grebby of her artworks being displayed in the church ([https://www.youtube.com/watch?v=S\\_\\_PvQj9agI](https://www.youtube.com/watch?v=S__PvQj9agI)) and a visit to the St Stephen's Stitches group (<https://www.instagram.com/p/C4-k4C6o8tr/?igsh=MTVuNGZoM3A4cndvMg==>) Additionally, special events and concerts are also posted on the NextDoor website (<https://nextdoor.co.uk/>) which is a neighbourhood hub and so reaches an audience beyond those who follow us on social media directly.

## **Electoral Roll and Church Attendance**

The electoral roll was 158 at 31<sup>st</sup> December 2023. Attendance at church and on Zoom on a usual Sunday is about 64 adults and 5 children under 16. There have been 5 baptisms, 1 wedding and 7 funerals in church during 2023. The clergy also officiated at 10 funerals held at the crematoria.

## **PCC Meetings**

The full PCC met 6 times during the year. Finance, Communications, Charitable Giving and Standing Committees met between meetings and their deliberations were discussed and received by the full PCC.

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

## **Trusts Connected with the Parish**

The Napier Hall Trust: It is responsible for the maintenance, upkeep, and management of the Napier Hall.

Pepys Twining Trust: The income arising may be used to maintain the Napier Hall or any other church hall in the parish.

The trustees of these two charities are the Vicar and churchwardens.

St. Andrew's Church Hall Trust: the net income is divided equally between St Peter's Eaton Square and St Stephen's Rochester Row. The trustees elected by the PCC are the Vicar, Ms Janet Davey, Mr Edward Barker and Mrs Elizabeth Szewczyk. Mr James Gourlay represents St Peter's Eaton Square as trustee.

Rebecca Aldridge Charity: This fund is available for pastoral purposes at the sole discretion of the Vicar, the sole trustee.

Bessborough Gardens Trust: The Managing Trustee is the PCC and its investments have been included in the attached PCC accounts. The income arising may be used for the purpose of furthering the religious and other charitable work of the Church of England in the parish of St Stephen with St John, Westminster.

The St Stephen's Westminster Bells Fund: The charity was established to provide funding to rehang the bells of St Stephen's Church and to carry out all necessary ancillary work to make this possible. Two of the six trustees are also members of the PCC.

### **Administrative Information**

St. Stephen's church is located at Rochester Row, London SW1P 1LE. It is part of the Diocese of London, within the Church of England. The correspondence address is The Parish Office, St Stephen's House, Hide Place, London, SW1P 4NJ.

## The PCC of St Stephen with St John, Westminster

PCC members who have served during the period from 1<sup>st</sup> January 2023 (unless otherwise noted) until the date of this report are as follows:

### Ex Officio Members:

**Incumbent:** The Rev'd Graham Buckle (Chairman)

**Curates:** The Rev'd Helena Bickley-Percival  
The Rev'd Jeremy Cavanagh

**Wardens:** Mr Edward Barker  
Mrs Suzanne Standing

### Elected Members:

Ms Pamela Ashley  
Mr Michael Bolton  
Mr Andrew Campbell (representative on Deanery Synod)  
Mrs Diana Copper  
Dr Nicholas Davies  
Ms Nadine de Keyser  
Dr Michael Duggan (representative on Deanery & Diocesan Synod)  
Mrs Tamara Katzenbach  
Ms Ann Mills-Duggan (  
Mr Matthew Morony (treasurer)  
Mr Anthony Omeh  
Mrs Carolyn Ryder  
Mrs Elizabeth Szewczyk  
Mr Stephen Waldron (representative on Deanery Synod)

The Parish Administrator is the PCC secretary. Diana Copper is the minutes secretary of the PCC.

Approved by the Parochial Church Council on 30<sup>th</sup> April 2024 and signed on its behalf by:



The Revd Graham Buckle, Vicar and Chair of the PCC



## **Westminster (St Margaret) Deanery Synod Triennium 2023-2026**

### **A report on proceedings for the 2023 Annual Parochial Church Meeting of St Stephen with St John, Westminster**

2023 saw the end of the triennium for the deanery, and thus was a year of change. Parishes elected new members to the synod, and new officers elected.

In June at the start of the new triennium Bishop Sarah visited the deanery, commencing with school worship at St Peter's, Eaton Square, followed by a clergy Chapter meeting at St Michael's, Chester Square. During lunch at the Grey Coat Hospital, the Bishop engaged with staff and students, who led a discussion on school life and posed insightful questions. Continuing to St Stephen's, Rochester Row, Bishop Sarah interacted with members of the Tamil community before concluding the day at St Anne's Soho with a deanery Eucharist. The day concluded with the annual Deanery Garden Party, held at the delightful garden of St Paul's Covent Garden.

The Deanery Synod convened at St Peter's, Eaton Square on November 27, 2023, during which David Richards delivered a valedictory address after many years of service as Deanery Lay Chair. Discussions centred on the current status of our deanery schools, which are grappling with significant demographic changes and declining rolls. An election was held for Deanery Synod Officers, resulting in the appointment of Richard Carter (St Peter, Eaton Square) as Lay Chair, Linda Ulrich (St Barnabas, Pimlico) as Secretary, and Fr John Pearson-Hicks (St Barnabas, Pimlico) as Chair of the Education Committee.

The strength of our deanery life is evident in the deepening friendships and shared sense of mission cultivated over the years. The Deanery Synod serves as a valuable platform for strengthening our partnership in the gospel.

All meetings were well attended by St Stephen's representatives and Clergy.

#### **Members of the Deanery Synod from our parish:**

Mr Stephen Waldron  
Mr Michael Duggan  
Mr Andrew Campbell

**THE PCC OF ST STEPHEN WITH ST JOHN, WESTMINSTER**  
**INDEPENDENT EXAMINERS REPORT TO THE TRUSTEES OF**  
**THE PCC OF ST STEPHEN WITH STJOHN, WESTMINSTER**

I report to the trustees on my examination on the accounts of the above charity ("the Trust") for the year ended 31st December 2023, which are set out on pages 23 to 34.

**Responsibilities and basis of report**

As the charity's trustees, you are responsible for the preparation of the accounts in accordance with the requirements of the Charities Act 2011 ("the Act").

I report in respect of my examination of the Trust's accounts carried out under section 145 of the 2011 Act and in carrying out my examination, I have followed all the applicable directions given by the Charity Commission under section 145(5)(b) of the Act.

**Independent examiner's statement**

The charity's gross income exceeded £250,000 and I am qualified to undertake the examination by being a qualified member of the Institute of Chartered Accountants in England and Wales.

I have completed my examination. I confirm that no material matters have come to my attention in connection with the examination which gives me cause to believe that in, any material respect:

- the accounting records were not kept in accordance with section 130 of the Charities Act; or
- the accounts did not accord with the accounting records; or
- the accounts did not comply with the applicable requirements concerning the form and content of accounts set out in the Charities (Accounts and Reports) Regulations 2008 other than any requirement that the accounts give a 'true and fair' view which is not a matter considered as part of an independent examination.

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in this report in order to enable a proper understanding of the accounts to be reached.



Heather Cheesman FCA  
Chichester Accounting  
104 Stockbridge Road  
Chichester  
West Sussex  
PO19 8QP

10 May 2024

THE PCC OF ST STEPHEN WITH ST JOHN WESTMINSTER

STATEMENT OF FINANCIAL ACTIVITIES  
FOR THE YEAR ENDED 31 DECEMBER 2023

	Note	Unrestricted Funds £	Restricted Funds £	Endowment Funds £	TOTAL 2023 £	FUNDS 2022 £
<b>INCOME AND ENDOWMENTS</b>						
Voluntary income	2a	142,866	186	-	143,052	133,307
Activities for generating funds	2b	89,609	-	-	89,609	84,298
Income from investments	2c	36,791	836	-	37,627	36,753
Income from church activities	2d	2,476	-	-	2,476	1,731
Other income	2e	96,511	-	-	96,511	77,354
<b>TOTAL INCOME</b>		<b>368,253</b>	<b>1,022</b>	<b>-</b>	<b>369,275</b>	<b>333,443</b>
<b>EXPENDITURE</b>						
Church activities	3a	372,232	186	-	372,418	375,916
Cost of raising funds	3b	41,325	-	-	41,325	38,508
Other expenses	3c	29,077	-	-	29,077	25,765
<b>TOTAL EXPENDITURE</b>		<b>442,634</b>	<b>186</b>	<b>-</b>	<b>442,820</b>	<b>440,189</b>
<b>NET INCOME/EXPENDITURE BEFORE OTHER RECOGNISED GAINS AND LOSSES</b>		<b>-74,381</b>	<b>836</b>	<b>-</b>	<b>-73,545</b>	<b>-106,746</b>
Gains/losses on investment assets						
Unrealised	4b	33,985	-	55,896	89,881	-144,095
Realised						
<b>NET MOVEMENT IN FUNDS</b>		<b>-40,396</b>	<b>836</b>	<b>55,896</b>	<b>16,336</b>	<b>-250,841</b>
Transfer between funds	5	732	-732	-	-	-
<b>NET MOVEMENT IN FUNDS AFTER TRANSFERS</b>		<b>-39,664</b>	<b>104</b>	<b>55,896</b>	<b>16,336</b>	<b>-250,841</b>
<b>BALANCES BROUGHT FORWARD AT 1 JANUARY 2023 (2022)</b>		<b>1,147,102</b>	<b>16,437</b>	<b>762,170</b>	<b>1,925,709</b>	<b>2,176,550</b>
<b>BALANCES CARRIED FORWARD AT 31 DECEMBER 2023 (2022)</b>		<b>1,107,438</b>	<b>16,541</b>	<b>818,066</b>	<b>1,942,045</b>	<b>1,925,709</b>

The notes on pages 25 to 34 form part of these accounts

**THE PCC OF ST STEPHEN WITH ST JOHN WESTMINSTER**  
**BALANCE SHEET AT 31 DECEMBER 2023**

	Note	2023 £	2022 £
<b>FIXED ASSETS</b>			
Tangible Fixed Assets	4a	504,764	510,730
Investment assets	4b	1,154,984	1,065,103
		<b>1,659,748</b>	<b>1,575,833</b>
<b>CURRENT ASSETS</b>			
Debtors	7	202,370	54,320
Short term deposits		87,054	291,453
Cash at bank and in hand		38,570	86,143
		<b>327,994</b>	<b>431,916</b>
<b>LIABILITIES: FALLING DUE WITHIN ONE YEAR</b>			
	8	45,697	82,040
<b>NET CURRENT ASSETS</b>		<b>282,297</b>	<b>349,876</b>
<b>NET ASSETS</b>		<b>1,942,045</b>	<b>1,925,709</b>
<b>FUNDS</b>			
Unrestricted	6	1,107,438	1,147,102
Restricted	6	16,541	16,437
Endowment	6	818,066	762,170
		<b>1,942,045</b>	<b>1,925,709</b>

The notes on pages 15 to 23 form part of these accounts

Approved by the Parochial Church Council on 30 April 2023 and signed on its behalf by:

Rev Graham Buckle, Vicar and Chairman of PCC

Mr Edward Barker, Churchwarden

NOTES TO THE ACCOUNTS  
FOR THE YEAR ENDED 31 DECEMBER 2023

**1. ACCOUNTING POLICIES**

The PCC is a public benefit entity within the meaning of FRS 102. The financial statements have been prepared under the Charities Act 2011 and in accordance with the Church Accounting Regulations 2006 governing the individual accounts of PCC's together with FRS 102 (2016) as the applicable accounting standards and the 2016 version of the Statement of Recommended Practice, Accounting and Reporting by Charities (SORP(FRS 102)).

The financial statements have been prepared under the historical cost convention except for the valuation of investment assets, which are shown at market value.

**Funds**

*Endowment funds* are restricted funds that must be retained as trust capital either permanently or subject to a discretionary power to spend capital as income, and where the use of any income or benefit derived from the capital may be restricted or unrestricted. Full details of their restrictions are shown in the notes to the accounts.

*Restricted funds* are income funds that must be spent on restricted purposes and details of the funds held and the restrictions provided are shown in the notes to the accounts.

*Unrestricted funds* represent the remaining income funds of the PCC that are available for spending on the general purposes of the PCC, including amounts designated by the PCC for fixed assets for its own use and for spending on a future project and which are therefore not included in its "free reserves" as disclosed in the trustees' annual report.

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.

**Income**

*Voluntary income and capital sources*

Collections are recognised when received by or on behalf of the PCC.

Planned giving receivable under gift aid is recognised when received.

Tax refunds are recognised when the income to which they relate is received.

Grants and legacies to the PCC are accounted for as soon as the PCC is notified of its legal entitlement, the amount due is quantifiable, and its ultimate receipt by the PCC is reasonably certain.

Funds raised by the fetes, garden party and similar events are accounted for gross.

*Other ordinary income*

Rental income from the letting of church premises is recognised when the rental is due.

*Income from investments*

Dividends and interest are accounted for when receivable.

*Gains and losses on investments*

Realised gains or losses are recognised when investments are sold. Unrealised gains or losses are recognised on revaluation of investments at the end of each accounting year.

THE PCC OF ST STEPHEN WITH ST JOHN WESTMINSTER

NOTES TO THE ACCOUNTS  
FOR THE YEAR ENDED 31 DECEMBER 2023

*(Continued)*

**Expenditure**

*Grants*

Grants and donations are accounted for when paid over, or when awarded, if that award creates a binding obligation on the PCC.

*Activities directly relating to the work of the Church*

The diocesan common fund is accounted for when payable.

Liabilities are recognised as soon as there is a legal or constructive obligation and settlement is probable and quantifiable.

**Fixed assets**

*Consecrated land and buildings and movable church furnishings*

Consecrated and beneficed property is excluded from the accounts by s10(2) (a) and (c) of the Charities Act 2011.

No value is placed on movable church furnishings held by the vicar and churchwardens on special trust for the PCC and which require a faculty for disposal since the PCC considers this to be inalienable property.

All expenditure incurred during the year on consecrated or beneficed buildings and movable church furnishings, whether maintenance or improvement, is written off as expenditure in the SOFA and separately disclosed.

No cost information is available for St Stephen's House so it is included at a deemed cost being its valuation in the year 2000. As the current value reflects previous valuations (see note 5) the PCC is permitted to retain the book amounts subject to an impairment review where there is an indication that impairment may have occurred. As the useful economic life is considered to be at least 200 years, with depreciation provided at 0.5% on a straight line basis, an annual impairment review will be retained in any case.

*Other fixtures, fittings and office equipment*

Equipment used within the church premises is depreciated on a straight line basis over 4 years.

With effect from 1 January 2012, individual items of equipment with a purchase price of £1,000 or less are written off when the asset is acquired. Prior to 2012, items of equipment with a purchase price of £250 or less were written off when the asset was acquired.

*Investments*

Investments are valued at their market value at 31 December.

*Current Assets*

Amounts owing to the PCC at 31 December in respect of fees, rents, or other income are shown as debtors less provision for amounts that may prove uncollectable.

Short-term deposits include cash held on deposit either with the CBF Church of England Funds or at the bank.

THE PCC OF ST STEPHEN WITH ST JOHN WESTMINSTER

NOTES TO THE ACCOUNTS  
FOR THE YEAR ENDED 31 DECEMBER 2023

(Continued)

2. INCOME

	Unrestricted Funds £	Restricted Funds £	Endowment Funds £	TOTAL FUNDS	
				2023 £	2022 £
<b>a) Voluntary income</b>					
Planned giving					
Stewardship	22,890	-	-	22,890	24,843
Income tax recoverable	8,423	-	-	8,423	8,119
Open plate collections at services	10,306	156	-	10,462	7,036
Sundry donations	8,180	30	-	8,210	7,040
Donations for use of the church	23,067	-	-	23,067	15,659
Donation from Napier Hall Trust	70,000	-	-	70,000	70,000
Legacies	-	-	-	-	-
	<b>142,866</b>	<b>186</b>	<b>-</b>	<b>143,052</b>	<b>132,697</b>
<b>b) Activities for generating funds</b>					
St Stephen's House lettings (note 9)	66,264	-	-	66,264	60,953
Mobile phone rental income	23,345	-	-	23,345	23,345
	<b>89,609</b>	<b>-</b>	<b>-</b>	<b>89,609</b>	<b>84,298</b>
<b>c) Income from investments</b>					
Interest receivable	5,237	104	-	5,341	4,592
Dividends receivable	31,554	732	-	32,286	32,161
	<b>36,791</b>	<b>836</b>	<b>-</b>	<b>37,627</b>	<b>36,753</b>
<b>d) Income from church activities</b>					
Fees	1,041	-	-	1,041	1,224
Fundraising activities	1,111	-	-	1,111	-
Income from concerts	324	-	-	324	507
	<b>2,476</b>	<b>-</b>	<b>-</b>	<b>2,476</b>	<b>1,731</b>
<b>e) Other income</b>					
St Andrews Church Hall Trust	26,567	-	-	26,567	26,003
Other income (note 10)	40,867	-	-	40,867	25,586
Charges to Napier Hall Trust (note 12)	29,077	-	-	29,077	25,765
	<b>96,511</b>	<b>-</b>	<b>-</b>	<b>96,511</b>	<b>77,354</b>
<b>TOTAL INCOME</b>	<b>368,253</b>	<b>1,022</b>	<b>-</b>	<b>369,275</b>	<b>332,833</b>

THE PCC OF ST STEPHEN WITH ST JOHN WESTMINSTER

NOTES TO THE ACCOUNTS  
FOR THE YEAR ENDED 31 DECEMBER 2023

(Continued)

3. EXPENDITURE

	Unrestricted Funds £	Restricted Funds £	Endowment Funds £	TOTAL FUNDS	
				2023 £	2022 £
<b>a) Church activities</b>					
Charitable giving (see page 24)	15,476	186	-	15,662	18,266
Diocesan Common Fund	41,250	-	-	41,250	77,000
Curate/Assistant Priest	20,075	-	-	20,075	20,112
Salaries allocated to church activities (note 11)	15,928	-	-	15,928	17,603
Clergy and staff expenses (note 11)	4,172	-	-	4,172	5,118
Children and youth work	60	-	-	60	4,102
Travel expenses	15	-	-	15	-
Church running expenses	23,581	-	-	23,581	21,106
Support costs for running expenses (note 12)	16,670	-	-	16,670	17,816
Church maintenance	9,033	-	-	9,033	6,903
Support costs for church maintenance (note 12)	5,294	-	-	5,294	5,676
Upkeep of services	2,235	-	-	2,235	2,087
Director of Music and organists	10,608	-	-	10,608	10,923
Sundry expenses	908	-	-	908	2,003
Hospitality expenses	1,572	-	-	1,572	1,401
Concert expenses	625	-	-	625	295
Major repairs (note 13)	204,730	-	-	204,730	165,505
	<b>372,232</b>	<b>186</b>	-	<b>372,418</b>	<b>375,916</b>
<b>b) Cost of raising funds</b>					
Voluntary income (note 12)	2,430	-	-	2,430	2,885
Lettings (note 12)	37,938	-	-	37,938	34,356
Investments (note 12)	957	-	-	957	1,267
	<b>41,325</b>	-	-	<b>41,325</b>	<b>38,508</b>
<b>c) Other expenses</b>					
Costs allocated to Napier Hall Trust (note 12)	29,077	-	-	29,077	25,765
	<b>29,077</b>	-	-	<b>29,077</b>	<b>25,765</b>
<b>TOTAL RESOURCES EXPENDED</b>	<b>442,634</b>	<b>186</b>	-	<b>442,820</b>	<b>440,189</b>

THE PCC OF ST STEPHEN WITH ST JOHN WESTMINSTER

NOTES TO THE ACCOUNTS  
FOR THE YEAR ENDED 31 DECEMBER 2023

(Continued)

4. FIXED ASSETS FOR USE BY THE PCC

a) Tangible fixed assets	Freehold Land	Equipment	Total
	and Buildings		
	£	£	£
COST/VALUATION			
At 1 January 2023	573,596	36,303	609,899
Additions	-	-	-
At 31 December 2023	<b>573,596</b>	<b>36,303</b>	<b>609,899</b>
DEPRECIATION			
At 1 January 2023	65,964	33,205	99,169
Charge for the year	2,868	3,098	5,966
At 31 December 2023	<b>68,832</b>	<b>36,303</b>	<b>105,135</b>
NET BOOK VALUE			
At 31 December 2023	<b>504,764</b>	-	<b>504,764</b>
At 31 December 2022	<b>507,632</b>	<b>3,098</b>	<b>510,730</b>

The freehold land and buildings comprise the Parish Office and St Stephen's House. The gross book value is based on the value estimated by the PCC as at November 1997 for insurance purposes and is considered to be a fair estimate of the current value in use of the property.

Consecrated and beneficed property of any kind is excluded from the accounts by s.10(2)(a) and (c) of the Charities Act 2011. The church building is insured for £26,600,000 and St Stephen's House for £2,247,865.

The cost of the equipment comprises:	Computer equipment	539
	Sound system	6,500
	Household equipment	859
	Fire detection system	4,108
	Electric keyboard	469
	Heating improvements	2,547
	Display panels	1,427
	Kitchen improvements	17,376
	Emergency lighting	2,478
		<b>36,303</b>

4b) Investments	Endowment	Unrestricted	Total
	Funds	Funds	
Market value at 1 January 2023	703,886	361,217	1,065,103
Revaluation gain / (loss)	55,896	33,985	89,881
Market value at 31 December 2023	<b>759,782</b>	<b>395,202</b>	<b>1,154,984</b>

Investment holdings at 31 December 2023

Endowment: St Johns Trust - 5,616 shares in the CBF Church of England Investment Fund.

Bessborough Gardens Trust - 1,184 shares in the CBF Church of England Investment Fund.

St John's Gardens - 18,393.32 shares of CBF Church of England Investment Fund.

- 63,451.777 shares of Charifaith Common Investment Fund.

- 50,383.39 units of Epworth UK Equity Fund for Charities. \*

- 7,088.29 units of Epworth Global Equity Fund for Charities. \*

\* Previously 53,765.29 units of Epworth Affirmative Equity Fund.

Unrestricted: 17,482.70 shares of the CBF Church of England Investment Fund.

THE PCC OF ST STEPHEN WITH ST JOHN WESTMINSTER

NOTES TO THE ACCOUNTS  
FOR THE YEAR ENDED 31 DECEMBER 2023

(Continued)

5. FUNDS

The movements on the designated and restricted funds during the year were:

	Balances brought forward	Incoming Resources	Outgoing Resources	Transfers/ Revaluation	Balances carried forward
<b>Designated:</b>					
Vicarage redecoration	9,000	-	-	1,000	10,000
Major repairs to the church	20,186	-	20,186	-	-
Music	38	838	309	-	567
	<b>29,224</b>	<b>838</b>	<b>20,495</b>	<b>1,000</b>	<b>10,567</b>

The designated funds form part of the unrestricted funds and have been set aside by the PCC for the purposes described.

**Restricted:**

Barcapel Foundation	2,000	-	-	-	2,000
Bells	6,440	-	-	-	6,440
Burma Travel Exchange Fund	1,775	104	-	-	1,879
Bessborough Gardens Income	-	732	-	-732	-
Charities Fund	5	-	-	-	5
Chasuble	1,875	-	-	-	1,875
Children's Worker	88	-	-	-	88
Display panels	178	-	-	-	178
Flag pole	51	-	-	-	51
Floor and Heating	-	-	-	-	-
Music	976	-	-	-	976
Night Shelter	1,128	-	-	-	1,128
Toddler Group	1,921	-	-	-	1,921
	<b>16,437</b>	<b>836</b>	-	<b>-732</b>	<b>16,541</b>

**The Barcapel Foundation Fund** is for work with people with dementia.

**The Bells Fund** is for the rehanging of the bells of the church and to carry out all the necessary work to make this possible. A separate charity, St Stephen's Westminster Bells Fund (Registration Number 1152274) has raised funds for this work and donations have been received from it to fund the cost of the work.

**The Burma Travel Exchange Fund** is available to support the cost of travel to maintain links between the Anglican Church in Burma and the congregation of the church.

**Bessborough Gardens Trust Accumulated Income Fund** is available to further the religious and other charitable work of the church in the parish.

**The Charities Fund** is used for monies given specifically for other charities.

**The Chasuble Fund** has been given in memory of Elizabeth Brazier for the purchase of a blue chasuble.

**The Children's Worker Fund** is be used to fund work with children.

**The Display Panels Fund** represents monies donated for the purchase of display panels for use in the church. The cost has been capitalised and added to fixed assets.

**The Flag Pole Fund** represents monies donated to restore the flag pole outside the church.

**The Floor and Heating Fund** is to raise money for the proposed replacement of the church floor and heating system.

**The Music Fund** is to be used for the development of music at St Stephens.

**The Night Shelter Fund** is for money donated to support the Night Shelter in Napier Hall.

**The Toddler Group Fund** is for money received from participants at the Toddler group and is used to fund expenditure of and equipment for the group.

THE PCC OF ST STEPHEN WITH ST JOHN WESTMINSTER

NOTES TO THE ACCOUNTS  
FOR THE YEAR ENDED 31 DECEMBER 2023

(Continued)

The Endowment Fund comprises:	2023	2022
Permanent Endowment	153,717	140,498
Expendable Endowment	664,348	621,671
	<b>818,065</b>	<b>762,169</b>

The endowment fund comprises:

**Permanent Endowment**

St John Trust: The capital is a permanent endowment, which was originally provided for the erection of a church hall in Monck Street, London SW1. The remainder of the capital cannot be spent for any other purpose without the consent of the Charity Commissioners. The income arising from this investment may be used for the charitable purposes of the PCC.

Bessborough Gardens Trust: The capital is a permanent endowment, originally comprising land and buildings in Bessborough Gardens, London SW1. The income arising may be used for the purpose of furthering the religious and other charitable work of the Church of England in the parish of St Stephen with St John, Westminster.

**Expendable Endowment**

St John's Gardens Fund: This investment was received from the Trustee of the St John's Gardens Fund and has been designated as Expendable Endowment. The donor expects the capital to be kept as a reserve to provide income which may be used as the PCC sees fit. The PCC could, in the future, and after careful consideration, use the capital for some other special purpose.

**6. ANALYSIS OF NET ASSETS BY FUND**

	Unrestricted Funds	Restricted Funds	Endowment Fund	TOTAL 2023
Tangible fixed assets	504,764	-	-	504,764
Investment fixed assets	395,202	-	759,782	1,154,984
Current assets	244,720	24,990	58,284	327,994
Current liabilities	-37,248	-8,449	-	-45,697
	<b>1,107,438</b>	<b>16,541</b>	<b>818,066</b>	<b>1,942,045</b>

**7. DEBTORS**

	2023	2022
Prepayments and accrued income	35,376	22,356
Tax recoverable	16,387	7,964
Napier Hall Trust	123,690	24,000
St Andrew's Church Hall Trust	26,917	-
	<b>202,370</b>	<b>54,320</b>

**8. LIABILITIES: AMOUNTS FALLING DUE WITHIN ONE YEAR**

	2023	2022
Accruals and deferred income	42,937	77,188
Tax and national insurance	-	2,092
Other creditors	2,760	2,760
	<b>45,697</b>	<b>82,040</b>

**9. ST STEPHEN'S HOUSE LETTINGS**

	2023	2022
<b>INCOME</b>		
Rents: Flat A	34,650	32,750
Flat B	22,880	22,616
Flat C (curate's accommodation)	-	-
Offices	4,968	4,945
Parish Sitting Room	3,080	610
Gas, electricity and water costs reimbursed	686	642
	<b>66,264</b>	<b>61,563</b>

THE PCC OF ST STEPHEN WITH ST JOHN WESTMINSTER

NOTES TO THE ACCOUNTS  
FOR THE YEAR ENDED 31 DECEMBER 2023

(Continued)

<b>10. OTHER INCOME</b>	2023	2022
	£	£
Other income comprises the following:		
Administrative charge to St Andrews Church Hall Trust	350	350
Grant under Listed Places of Worship scheme	40,517	22,595
Grant from national church towards increased energy costs	-	2,641
	<b>40,867</b>	<b>25,586</b>

<b>11. STAFF COSTS</b>	2023	2022
	£	£
Wages and salaries	58,878	64,203
Social security costs	-	-
Pension costs	1,031	957
Total gross cost	<b>59,909</b>	<b>65,160</b>
Allocated:		
Church activities (Unrestricted Fund)	15,928	16,695
Church activities (Restricted Funds)	-	908
Organist's fees	9,848	9,096
St Stephen's House, Napier Hall and Support - see note 12	34,133	38,461

During the year the PCC employed on a part time basis two vergers, a cleaner, a director of music, a parish administrator and a bursar.

The PCC enrolled with National Employment Savings Trust (NEST) on 1 June 2012 to provide an opportunity for employees to participate in a pension scheme as required by the Pensions Act 2008.

The salaries allocated to restricted funds in 2022 are those of the children's worker charged to the Children's Worker Fund.

<b>12. ST STEPHEN'S HOUSE, NAPIER HALL AND SUPPORT EXPENSES</b>	2023	2022
Light, heat, water and council tax	20,141	20,662
Cleaning, repairs and maintenance	17,609	6,371
Insurance	4,423	4,137
Letting agents fees	4,965	4,717
Printing, postage and stationery	295	595
Hire of photocopier - see note 14	1,278	1,419
Telephone, fax and internet	1,414	1,398
Other office expenses	38	159
Depreciation of fixtures and fittings	3,098	4,964
Depreciation of freehold building	2,868	2,868
Salaries attributed to parish office, property and support	34,133	38,461
Independent examiner	1,400	1,480
Fund raising costs - Digital giving charges and Gift Aid envelopes	444	249
Bank charges	260	285
	<b>92,366</b>	<b>87,765</b>

THE PCC OF ST STEPHEN WITH ST JOHN WESTMINSTER

NOTES TO THE ACCOUNTS  
FOR THE YEAR ENDED 31 DECEMBER 2023

(Continued)

	2023	2022
Allocated:		
Church running expenses	16,670	17,816
Church maintenance	5,294	5,676
St Stephen's House lettings	37,938	34,356
Cost of raising voluntary income	2,430	2,885
Cost of managing investments	957	1,267
Charge to Napier Hall Trust	29,077	25,765

The costs of running the parish office, St Stephen's House, and Napier Hall, and the accounting and governance costs shown above have been apportioned to the activities to which they relate. Where appropriate, expenditure is allocated to the relevant activity. Items of expenditure which contribute directly to more than one activity have been apportioned to the relevant activities. Staff costs are allocated in accordance with the time spent on each activity. Utilities and other services are apportioned on the basis of usage. Property and insurance costs have been apportioned according to the relevant floor area.

**13. MAJOR REPAIRS - CHURCH PROPERTIES**

	2023			2022
	Unrestricted	Restricted	Total	Total
EXPENSES				
Proposed heating and floor renewal - professional fees	-	-	-	-
Work arising from Quinquennial survey	204,730	-	204,730	160,255
	<b>204,730</b>	-	<b>204,730</b>	<b>160,255</b>

Following the Quinquennial survey our architects drew up plans to repair the stonework on the tower. Work began in the summer of 2022 and was complete at the end of 2023.

Work on the longstanding plans to renew the heating system along with broader plans to include restoration and refurbishment of the floor and undercroft is on hold. These plans also include proposals to improve the toilet and kitchen facilities at the church.

**14. OTHER COMMITMENTS**

The PCC entered in a new contract for the hire of the photocopier for 2 years from 1 April 2021 at a cost of £1,440 per annum. The contract also includes service and maintenance charged on the basis of usage of the machine. Having allowed this to continue to run for a further year it is expected that a new contract will be required during 2024.

**15. RELATED PARTY TRANSACTIONS**

The PCC has entered into no material transactions, contracts or other arrangements (including grants) with any related party apart from the following:

The combined buildings of St Stephen's House and Napier Hall are managed by the PCC and an appropriate part of the costs charged to the Napier Hall Trust as explained in Note 12 above. The trustees of Napier Hall Trust are the vicar and churchwardens for the PCC and they determine the amount of the donation (if any) to be paid by the Napier Hall Trust to the PCC each year.

Certain transactions, including donations of any money or in kind from PCC members or those closely connected to them, are unlikely to influence the separate independent interests of the PCC and therefore need not be disclosed.

THE PCC OF ST STEPHEN WITH ST JOHN WESTMINSTER

CHARITABLE GIVING

FOR THE YEAR ENDED 31 DECEMBER 2023

		Unrestricted Funds £	Restricted Funds £
<b>Allocation of Charitable Giving Budget</b>			
Emergency & International Relief:	Medical Aid for Palestinians	500	
	Rainforest Trust	1,000	
	Jerusalem Cathedral support for Gaza	1,000	
	Other - currently unallocated	526	
Charities benefitting Westminster:	Cardinal Hume Centre	700	
	The Seafarer's Charity	700	
	St Vincent's Family Centre	700	
	Open Age	700	
	Unfold (previously Westminster Befriend a Family)	700	
	Pimlico Toy Library	700	
	The Passage	1,000	
	South Westminster Legal Advice Centre	700	
Christian Causes:	Embrace the Middle East	800	
	Burma Ordinand	1,000	
	The Church Urban Fund	1,000	
	Livability	1,000	
	USPG	1,000	
	St Augustine's College of Theology	1,000	
	The Church of the Holy Trinity (New York) Neighborhood Center	750	
Other Giving:	Support for Church in Burma		186
		<b>15,476</b>	<b>186</b>

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# Accounts

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**THE PAROCHIAL CHURCH COUNCIL OF  
ST STEPHEN with ST JOHN, WESTMINSTER**

Registered Charity Number 1132179

**ANNUAL REPORT AND ACCOUNTS  
FOR THE YEAR ENDED 31ST DECEMBER 2021**

**THE PCC OF ST STEPHEN WITH ST JOHN, WESTMINSTER**

**INFORMATION PAGE**

Correspondence address	St Stephen with St John, Westminster St Stephen's House Hide Place London, SW1P 4NJ
Vicar	Rev Graham Buckle 21 Vincent Square London SW1P 2NA
Bankers	National Westminster Bank, 169 Victoria Street, London, SW1E 5BT  CAF Bank 25 Kings Hill Avenue Kings Hill, West Malling Kent ME19 4JQ  The CBF Church of England Funds, Senator House, 85 Queen Victoria Street, London, EC4V 4ET
Independent Examiner	Stephen Foster FCA Maurice J Bushell & Co Limited 123 Aldersgate Street London EC1A 4JQ
Solicitors	Winckworth Sherwood, Minerva House 5 Montague Close London, SE1 9BB

## ANNUAL REPORT OF THE PAROCHIAL CHURCH COUNCIL FOR THE YEAR ENDED 31ST DECEMBER 2021

### Aim and purposes

St. Stephen's PCC has the responsibility of co-operating with the Incumbent, the Revd. Graham Buckle, in promoting in the ecclesiastical parish the whole mission of the Church, pastoral, evangelical, social, and ecumenical. It also has maintenance responsibility for St Stephen's House at Hide Place, London SW1P 4NJ.

### Objectives and activities

Our aim as a church is to be a welcoming community that celebrates the joy and the challenge of the Christian faith; and to be a place to which we come to worship God, in order to go out and live more faithfully in the wider world.

*"The parish church that is genuinely open to God's mission and accessible to its community, and where people with unlike life stories can encounter one another as friends in our highly compartmentalised society, is an ancient idea that is always fresh." - Richard Chartres, former Bishop of London*

We believe that our mission is substantially expressed through faithfully sustaining the life of an Anglican parish church in the centre of London, rooted in worship and in the local community.

In particular:

- building up the church community on the foundation of the existing diverse congregation,
- building on our work with young people to rejuvenate the congregation,
- to engage with local issues of poverty, homelessness, and isolation.
- becoming more outward looking to reach out and communicate better with local people and other churches and faith groups.

When planning the activities for the year, the Vicar and the PCC have considered the Charity Commission's guidance on public benefit and the specific guidance on charities for the advancement of religion.

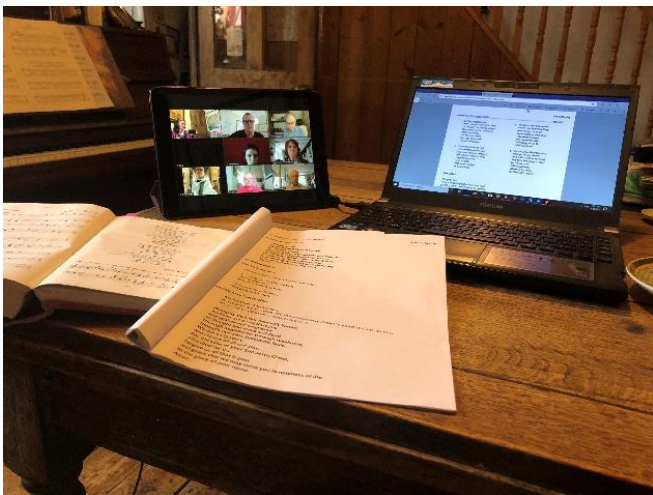
### Achievements and performance

We are extraordinarily proud of the fact that our church remained open throughout the second and subsequent lockdowns, albeit with very stringent Covid rules and regulations and in accordance with government guidelines. We remained a safe haven for those in the community looking to pray and seek peace during such a difficult time and have continued to provide both service and support to the local community. Our dual pronged approach to using both technology and in person services has succeeded in extending our reach and catering to needs of the community. Communications via our website and social media outlets have been boosted by our regular pastoral letters, which include important updates and information.

## Liturgy and Worship

Our pattern of worship has been adapted to accommodate restrictions on gatherings and to reach members of the congregation who have been unable to attend services in person. The main change has been a substantial shift to livestreaming services on various platforms. We have been heartened by the community's response to this change, as well as the opportunities it has offered to further engage with other churches. We remained open for private prayer throughout the second lockdown in accordance with guidelines and we were one of the very few churches who remained open for Sunday services throughout the third lockdown starting in November 2021. We achieved this by maintaining the highest standards in health and safety while ensuring that social distancing guidelines were strictly adhered to and enforced. We are grateful to Tony Sewell, who, as weekend verger, provided invaluable support by setting up the physical markings which assist social distancing and by cleaning during and between services. As our Health and Safety Officer, he also conducted a thorough Risk Assessment which has served as a guide for the church and template for groups using the church premises.

During the past year we have continued to pray morning and evening prayer each weekday, in church as well as on Zoom.



Our Sunday services have continued both in person and livestreamed via Zoom which has allowed people to continue to feel a part of our worship, whether physically present or not. We have also been joined virtually by congregants from local churches, by members of our link parish (the Church of the Holy Trinity in New York) and past congregants including those who have moved away to other parts of the UK and as far away as Japan, India, and South Africa. The numbers present in church have fluctuated according to lockdown restrictions, but those present either in church or online have continued to average around 50 adults and 10 children.

St Stephen's continues to be a place for the formation of ordinands and curates. Jeremy Cavanagh was ordained to the Diaconate on July 4<sup>th</sup> and is currently serving his curacy jointly with St Saviours, splitting his time between the two churches. Helena Bickley-Percival has served as Assistant Curate throughout the year and has been instrumental in welcoming back the charity Open Age who host our newly renamed Evergreen Club, formerly Second Half Club. Jen Midgley Adam has continued her training for the priesthood. In Advent we were delighted to have a group of ordinands from St Augustine's theological college do a placement with us.

Silent Hour on Tuesdays from 5pm-6pm, continued throughout the year in-person and livestreamed on Facebook Live.

We have provided weekly Sermonette videos. These are short sermons on the week's liturgy, which can include a story, some teaching on the Gospel reading, and an activity the Young People can take part in. These are meant for Young People to watch either during the sermon or before/after the service and something that has been created specifically with the Young People in mind. The Sermonettes are often interactive, with some of our Young People participating in the recordings, in compliance with Safeguarding guidelines.



We were delighted to welcome Kim Phillips as our Youth Apprentice Worker in September and immediately restarted our popular Sunday School provision, welcoming in young people to explore the week's theme through song, stories, and activities during the sermon.

Music has continued to be important to our worship and parish life. Our Voluntary Parish Choir, under the direction of Matthew Blaiden, returned to regular, uninterrupted singing in services in 2021, just in time for Holy Week and Easter. The Choir sang their first Choral Compline on Ascension Day, and on the back of this success sang another on Remembrance Day in collaboration with St Barnabas, Pimlico. Our voluntary choir tend to average 8 singers, occasionally rising to 14 with visitors. In late spring and summer 2021 we commenced our Associate Musicians scheme. Our Associate Musicians from 2021 have been: Floreat, a vocal consort directed by Gilly French; the Civil Service Choir, directed by Stephen Hall OBE; Shafali Jalota (soprano); Hugh Benson (tenor); Richard Hammond-Hall (piano); and Cecily Beer (harp). Saturday evening recitals resumed at the end of the year with Hugh and Richard giving a Winter Journey recital, and Matthew Blaiden and Organ Scholar Jason Richards performing a joint organ recital of seasonal Advent music.



Activities of particular mention in addition to the usual celebrations this past year have included:

- Our Lent Booklet. The booklet is produced annually in collaboration with our link parish team at the Church of the Holy Trinity New York and includes reflections from all our congregations and communities for every day in the Lent season. This year we were delighted to be joined by friends from St. Stephen's neighbouring church, St Barnabas, Pimlico.
- Baking through Holy Week. We were grateful to Rachel Summers for allowing us to share a recipe for each day in Holy Week, as a way of marking the time, and practicing mindful reflection. This enabled both children and adults to follow along virtually with their own bakes.
- Helena took part in the presentation of the oils at the Chrism Eucharist with Renewal of Vows and Blessing of Holy Oils at St Paul's Cathedral. This event was restricted in numbers and was live streamed in our church.
- Slow Art evenings for Palm Sunday, St Stephen's Week and Advent Sunday, were led by Marc Woodhead from the National Gallery. We are grateful to Mark for his expertise, friendship, and insights.
- In October, the Animal Blessing Service, complete with Police Horses, continued to draw both old and new faces from throughout the community.
- Tamara Katzenbach led a meditation entitled "Veils of Passiontide" during Lent and led a Sherry and Poetry series after the Eucharist during Advent.
- Our annual carol service. This was held indoors but included a rousing round of singing outdoors (to comply with Covid restrictions). The service was very popular and extremely well received.
- A Blue Christmas service was held to help support those who find Christmas a difficult time of year and we are grateful to



Annabel Gordon, a New York cellist who enhanced our Midnight Mass, Christmas Day, and Patronal Festival services, on the latter we were also joined by St Matthews and St James-the-Less.

Our ministry of teaching continues. During Lent 2021, a virtual Lent Supper Talk and Discussion was held every Wednesday in March, together with our neighbouring parishes of St Barnabas and St Matthew, and on Fridays during Lent, our clergy preached through Stations of the Cross on Facebook Live. Graham and Helena also led special liturgical events at St John's Smith Square during Holy Week. During Lent and Passiontide, Matthew and Helena provided video musical meditations on our YouTube channel, following the success of these during Advent the previous year.

We have continued with our regular devotions, changing from daily to Weekly Devotions on our website. This has been a good way to keep engagement high within the community and the congregation and is used through the provision of a video, a short sermon and/or thought relevant to the day, demonstrating the church's commitment to the community. These have continued on a weekly basis and have served to introduce new staff members and activities to the community and congregation.

Our bells have been rung whenever permitted on Sundays throughout the year and we are thankful to Laurence Bourton, Ringing Master, Stephanie Pattenden, Steeplekeeper and all the ringers. Stephanie has also continued with the care and maintenance of the bells throughout the lockdowns and restrictions.

### Community Outreach

The church is committed to being a place of welcome to all. The PCC wishes that the church be a place for all to praise God and to discover their own worth and dignity. In particular, we recognise the need to reach out to vulnerable adults, the elderly, house bound people and children, and we have sought creative ways to do so under the restrictions of the past year. Such ministry and outreach will continue to be an area of deliberation and assessment for the PCC.

St Stephen's has adapted to maintain strong links with our community groups and congregation. Where possible we have continued our pastoral care of the vulnerable and needy within the Parish and, although fewer activities were able to take place within the church this past year, have worked to create a sense of community through virtual activities and gatherings. That said, we were happy to welcome back our community groups into our church following the easing of restrictions.

Between periods of lockdown, we have had Zumba and Fitsteps classes taking place in the church, along with offering choirs a place to rehearse and livestream, as well as local support groups.



We have continued to actively engage with the needs of the vulnerable in the local area. A small team of volunteers was established to call on and to help with tasks as required by anyone with a need. Volunteers were also on hand to ensure that people who were shielding had regular contact through calls and letters, either pastoral from the church or others. Our Harvest Festival food collection was donated to the Passage.

Our links with the Queen Mary hostel, Garside House, and Dean Abbots House continue to enrich the life of our parish. When restrictions allowed, Communion Services resumed at both Garside House and Dean Abbots.

## THE PCC OF ST STEPHEN WITH ST JOHN, WESTMINSTER

Parishioners have continued to tend our garden in a Covid-safe manner, strengthening ties in the community. The volunteers found such joy in working to improve the garden that a Gardening Club has been established. When guidelines allow, the club comes together on a Monday to work in the garden around St Stephen's.

Young People continue to be an important segment of our congregation. In September 2021 the Toddler and Baby Group and Almost Friday Club (AFC) restarted in the church and a Half Term Pizza Party was held for all the AFC members and friends. Jen and Kim, guided by the AFC members, also organized a yoga session lead by Graham. A special Good Friday service was held for all Young People on YouTube Live and a young people's Come and Sing was hosted by Matthew on 27<sup>th</sup> July, inviting interested children to the church



St Stephen's Week started on 19<sup>th</sup> of June 2021 with Helena's Ordination to the Priesthood, followed by her First Eucharist the day after on the 20<sup>th</sup> of June. A host of events for the congregation and community including: Talk and Discussions on Interfaith Journeys and Pictorial Talks on St Stephen's Church, both hosted digitally; lunchtime recitals with our Associate Musicians, including Floreat, Hugh Benson and Richard Hammond-Hall; productions of Fire from Heaven, for which we were joined by the students from Westminster School; as well as a Golden Anniversary Celebration for long time congregants, Sue and Barry Taylor. The end of St Stephen's Week culminated with Jeremy Cavanagh's Ordination to the Diaconate and a Festive Choral Evensong on 4<sup>th</sup> July.

Opportunities to meet and socialise as a community remain important, and we have had several virtual convivial evenings, including a Virtual Burns Night. We were pleased to be able to launch the Evergreen Club (formerly Second Half Club), together with Open Age, in September providing activities to all over 50s. This is followed by Tea@3, which has allowed the community to come together once again. St Stephen's Stitches, led by our PCC member Nadine, also launched in September, providing space for the community and congregation to come together to work on their own craft project or join in a communal project.



Burdett Coutts and Townshend Foundation Primary School, our church school, continues to share in our worship and to make use of the church for assemblies and for important events throughout the school year when possible. Our vicar, Graham Buckle, is a school governor. Christian Club restarted in September under Kim, our Youth Apprentice Worker. Kim and the clergy have maintained and nurtured links with other local schools, participating in virtual assemblies and in September, welcomed Westminster Under School back in our church.

Our links with St John's Smith Square continue to be enhanced with Graham Buckle celebrating the Eucharist there twice during the year.

## International links



Our link with the Church of the Holy Trinity Church, New York City, and the Rector John Beddingfield has continued and been strengthened by the online links nurtured through the many events, such as talks and discussion groups hosted jointly online and much sharing of celebrations during the year. The parishes continue to collaborate on a booklet of reflections for Lent and contributions from both churches have been shared on our website.

We also have a longstanding link with the Church of the Province of Myanmar (Burma). We fund an ordinand in training at Holy Cross Theological College, Rangoon. Myanmar continues to be in our prayers and Graham remains in email contact with our friends there. Kim has also led the junior church in making cards and letters of support and encouragement to our friends in Burma.



## Personnel

All these activities within the church are successful through the prayerful faithfulness, generosity and enthusiasm of the congregation and our hard-working staff. We have dedicated teams of Junior and Youth Church leaders, Toddler Group leaders, altar servers, sidesmen and women, coffee makers, counters, readers, intercessors, PCC members amongst the many roles necessary to the fulfilment of our task as Christians in this community.

We are very grateful for the leadership and support of our clergy, Graham Buckle and Helena Bickley-Percival and Jeremy Cavanagh; our church wardens, Edward Barker and Liz Szewczyk, for the first part of the year, and Suzanne Standing since the APCM. Jen Midgley Adam is our Safeguarding Officer. Sue Waters is our Senior's Champion. We are very grateful to all these volunteers. Our thanks to Rev'd Lindsay Meader for her support, contribution and continual involvement with the clergy team and congregation at St Stephen's. We are also grateful to Rev'd John Hicks and the community of St Barnabas for their support, both liturgically and socially.

Alison Neilson continues as our Bursar and Jessie Campbell as Parish Administrator, taking on the roles of PCC secretary, GDPR and Electoral Roll Officer as part of her duties. They have continued to work from home when it was not possible to come to the office during the lockdown restrictions. Our work with children during the week is led by Jen Midgley Adam, who runs the Toddler Group and the Almost Friday Club and who remains as our Safeguarding Officer. Jen was furloughed during the times when the groups could not meet. She is now assisted by Kim. We are grateful to Eddie Jenkyns who stepped in two days a week to support our Sunday and mid-week services from May 9<sup>th</sup> through to the end of the year. We are most grateful for all the work he has done to provide a warm welcome at the church and to support the work with the Evergreen Club and other activities in the church. Anthony Sewell is our weekend verger and remains as our Health and Safety Officer.

Matthew Blaiden continues as Director of Music and in November we were delighted to appoint our first in a new line of Organ Scholars, Jason Richards. Jason is a versatile musician who comes to us via Dean Close School, St George's Chapel at Windsor Castle, and Jesus College, Cambridge, and is currently in legal practice training; he will be with us for the rest of the 2021-22 academic year.

Our report has included just some of the exciting and innovating services and things we have engaged in during this past unprecedented year. It shows the real strength and creativity of our Christian community. However, all these events and services have not happened without a dedicated team of people behind the scenes. Our thanks and appreciation must be expressed to both Jessie and Alison; their hard and supportive work has ensured that our church continues to run efficiently and effectively.

## Stewardship and Giving

We are very grateful to those who give to St Stephen's, especially those who give regularly through a stewardship commitment. Stewardship income for the year has increased this year from £23,806 to £24,480. This income is received by standing order, envelopes and by direct debit administered by CAF Donate. It has been possible to recover tax refunds totaling £8,478 from Gift Aided giving and under the Gift Aid Small Donations Scheme.

With the gradual easing of restrictions, and the increase in numbers attending church services in person, cash collections received in the year have increased to £2,475 (2020 £2,117). A contactless payment facility was introduced in July with £837 received before the end of the year. We have claimed 25% of cash collections and contactless giving under the Gift Aid Small Donations Scheme. The online giving continues to provide a useful facility with a total of £11,105 received during the year by way of regular giving and one-off donations. Almost all these donations are gift aided.



## Financial Review

The accounts for the year show a surplus on unrestricted funds of £3,419.

The unrestricted voluntary income has increased slightly to £126,113 (2020 £130,915) with some unexpected generous donations and an increase in the donations for the use of the church with the Covid restrictions being eased and more people wanting to meet in person.

The PCC has continued to earn over one half of its income from property including a donation received from Napier Hall Trust of £70,000. The lettings of St Stephen's House have remained a reliable source of income and made a net contribution of £23,180 (2020 £24,172). The Diocese now covers half of the costs associated with Flat C which is occupied by our curate. Investment income from the PCC's own investments and arising from those held by the St Andrews Church Hall Trust contributes £55,713 (2020 £56,205). This has fallen from last year because of the reduction of interest rates on deposits.

The PCC has incurred unrestricted expenditure of £286,880 (2020 £280,780) in supporting the objectives of the PCC. The contribution of £77,000 to the Diocesan Common Fund, to support the work of mission of the church in the parish and in the Diocese was the most significant part of the expenditure. From 1<sup>st</sup> July 2021, the Diocese are paying for half of the cost of our curate. In general, the expenditure on charitable activities is less because of the restrictions on gatherings during the pandemic. Some staff continued to be furloughed and we received a total of £1,289 (2020 £10,445) from the Job Retention Scheme which has been included in Other Income. The PCC has incurred professional fees in preparation for the repairs to the stonework on the tower of £16,380 and £23,996 for professional work on the proposed heating and floor improvements and for new toilet facilities.

## THE PCC OF ST STEPHEN WITH ST JOHN, WESTMINSTER

The PCC allocates 5% of its total income each year for giving to charity and the allocation of these monies is decided by the PCC on the recommendation of the Charitable Giving Committee. Donations of £1,000 each from the amount allocated to Emergency Relief have been made to FareShare, and the Trussell Trust to support their work with those most in need during the pandemic. A donation of £1,000 has also been made to the Rainforest Trust for their work protecting the rainforest habitat for wildlife in the Democratic Republic of Congo. These dense rainforests also function as carbon sinks and once protected, will safely store over 195 million metric tonnes of CO<sub>2</sub>, helping to mitigate climate change.

The value of the investments held by the PCC has increased during the year by £150,304 overall, in line with market conditions. It is the policy of the PCC to maintain the value of the income arising from the St John's Gardens Fund and other surplus funds without taking too much risk. The PCC has chosen funds managed in accordance with the guidance of the Church of England's Ethical Investment Advisory Group.

The PCC approved the following reserves policy on 7<sup>th</sup> November 2021:

It is the policy of this church to hold in reserve at least 6 months of expenditure (approximately £142,000) to ensure that it can meet its obligations to its staff and other running costs.

It is the policy of the church to retain unlimited unrestricted reserves to use for major repairs and improvements to the church, and to St Stephen's House, to further its mission and to set a balanced budget each year. In arriving at a balanced budget, the amount transferred to the designated fund for major repairs should be increased from £20,000 to £50,000 per annum.

The PCC has free reserves of £609,530 (2020 £576,780) which are held on deposit in the CBF Church of England Deposit Fund and invested in the CBF Church of England Investment Fund. There are also reserves of £168,604 (2020 £134,161) which have been designated for specific purposes – see note 5 of the accounts.

### **Fabric Report**

The last Quinquennial survey carried out in January 2019 by our architect, Clive England, identified a number of areas that need attention, including repairs to some stonework at a high level on the tower. Our architect has prepared a detailed specification for the necessary work and this work was put out to tender. The PCC have accepted a tender by Traditional Stone for the essential work to make the tower safe and to carry out less urgent repairs at a high level to make efficient use of the scaffolding. This will cost about £350,000 including professional fees. Most of the cost will be met from unrestricted reserves, including the designated reserve of £160,566 set aside for major repairs.

Work on the longstanding plans to renew the heating system along with broader plans to include restoration and refurbishment of the floor and undercroft have continued. These plans also include proposals to improve the toilet and kitchen facilities at the church.

### **Structure, Governance and Management**

The Parochial Church Council is a corporate body established by the Church of England. The PCC operates under the Parochial Church Council Powers Measure. The PCC is a charity which is registered with the Charity Commission under registration number 1132179. The method of appointment of PCC members is set out in the Church Representation Rules. All church attendees are encouraged to register on the Electoral Roll and stand for election to the PCC.

**Electoral Roll and Church Attendance** The electoral roll was 161 at 31<sup>st</sup> December 2021. Attendance at church and on Zoom on a usual Sunday is about 50 adults and 10 children under 16. There has been 1 wedding and 5 funerals in church during 2021. The clergy also officiated at 5 funerals held at crematoria.

**PCC Meetings** The full PCC met seven times during the year. Finance and Standing Committees met between meetings and their deliberations were discussed and received by the full PCC.

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

### **Trusts connected with the parish**

The Napier Hall Trust: It is responsible for the maintenance, upkeep, and management of the Napier Hall.

Pepys Twining Trust: The income arising may be used to maintain the Napier Hall or any other church hall in the parish.

The trustees of these two charities are the Vicar and churchwardens.

St. Andrew's Church Hall Trust: the net income is divided equally between St Peter's Eaton Square and St Stephen's Rochester Row. The trustees elected by the PCC are the Vicar, Ms Janet Davey, Mr Edward Barker and Mrs Elizabeth Szewczyk. Mr James Gourlay represents St Peter's Eaton Square as trustee.

Rebecca Aldridge Charity: This fund is available for pastoral purposes at the sole discretion of the Vicar, the sole trustee.

Bessborough Gardens Trust: The Managing Trustee is the PCC and its investments have been included in the attached PCC accounts. The income arising may be used for the purpose of furthering the religious and other charitable work of the Church of England in the parish of St Stephen with St John, Westminster.

The St Stephen's Westminster Bells Fund: The charity was established to provide funding to rehang the bells of St Stephen's Church and to carry out all necessary ancillary work to make this possible. Two of the six trustees are also members of the PCC.

### **Administrative information**

St. Stephen's church is located in Rochester Row, London SW1P 1LE. It is part of the Diocese of London, within the Church of England. The correspondence address is The Parish Office, St Stephen's House, Hide Place, London, SW1P 4NJ.

## THE PCC OF ST STEPHEN WITH ST JOHN, WESTMINSTER

PCC members who have served during the period from 1<sup>st</sup> January 2021 until the date of this report are as follows:

### **Ex Officio Members:**

**Incumbent:** The Rev'd Graham Buckle (Chairman)

**Curates:** The Rev'd Helena Bickley-Percival  
The Rev'd Jeremy Cavanagh from 3<sup>rd</sup> July 2021

**Wardens:** Mr Edward Barker  
Mrs Liz Szewczyk (until 23 May 2021)  
Mrs Suzanne Standring (from 23 May 2021)

### **Elected Members:**

Mrs Pamela Ashley (until 23 May 2021)  
Mrs Barbara Blum  
Mr Andrew Campbell (representative on Deanery Synod)  
Miss Comfort Idowu-Fearon (until 23 May 2021)  
Mrs Diana Copper (from 23 May 2021)  
Dr Nicholas Davies (from 23 May 2021)  
Ms Nadine de Keyser (from 23 May 2021)  
Dr Michael Duggan (representative on Deanery Synod)  
Mrs Tamara Katzenbach (until 23 May 2021)  
Mr Anthony King  
Mr Matthew Morony (from 23 May 2021)  
Miss Anastassia Puttam (until 23 May 2021)  
Mrs Carolyn Ryder (from 23 May 2021)  
Mrs Susan Taylor  
Mr Stephen Waldron (representative on Deanery Synod)  
Mrs Jacqueline Walsh  
Mrs Susan Wates

The Parish Administrator is the PCC secretary. Diana Copper is the minutes secretary of the PCC.

Approved by the Parochial Church Council on 15<sup>th</sup> March 2022 and signed on its behalf by:

The Revd Graham Buckle, Vicar and Chair of the PCC

**INDEPENDENT EXAMINERS REPORT TO THE TRUSTEES OF THE PCC OF ST STEPHEN WITH ST JOHN  
WESTMINSTER**

I report to the trustees on my examination on the accounts of the above charity (“the Trust”) for the year ended 31<sup>st</sup> December 2021, which are set out on pages 13 to 23.

**Responsibilities and basis of report**

As the charity's trustees, you are responsible for the preparation of the accounts in accordance with the requirements of the Charities Act 2011 (“the Act”).

I report in respect of my examination of the Trust’s accounts carried out under section 145 of the 2011 Act and in carrying out my examination, I have followed all the applicable Directions given by the Charity Commission under section 145(5)(b) of the Act.

**Independent examiner’s statement**

The charity’s gross income exceeded £250,000 and I am qualified to undertake the examination by being a qualified member of the ICAEW.

I have completed my examination. I confirm that no material matters have come to my attention in connection with the examination which gives me cause to believe that in, any material respect:

- the accounting records were not kept in accordance with section 130 of the Charities Act; or
- the accounts did not accord with the accounting records; or
- the accounts did not comply with the applicable requirements concerning the form and content of accounts set out in the Charities (Accounts and Reports) Regulations 2008 other than any requirement that the accounts give a ‘true and fair’ view which is not a matter considered as part of an independent examination.

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in this report in order to enable a proper understanding of the accounts to be reached.

Independent Examiner:

Stephen M Foster FCA

Maurice J Bushell & Co Limited (Chartered Accountants)

123 Aldersgate Street

London EC1A 4JQ

Date: 4<sup>th</sup> May 2022

**STATEMENT OF FINANCIAL ACTIVITIES  
FOR THE YEAR ENDED 31ST DECEMBER 2021**

	Note	Unrestricted Funds £	Restricted Funds £	Endowment Funds £	TOTAL 2021 £	FUNDS 2020 £
<b>INCOME AND ENDOWMENTS</b>						
Voluntary income	2a	126,113	8,594		134,707	132,991
Activities for generating funds	2b	84,138			84,138	94,496
Income from investments	2c	29,855	705		30,560	30,224
Income from church activities	2d	1,042	270		1,312	1,329
Other income	2e	49,151	1,134		50,285	65,597
<b>TOTAL INCOME</b>		<b>290,299</b>	<b>10,703</b>		<b>301,002</b>	<b>324,637</b>
<b>EXPENDITURE</b>						
Church activities	3a	221,626	12,963		234,589	216,303
Cost of raising funds	3b	41,761	-		41,761	44,773
Other expenses	3c	23,493			23,493	27,545
<b>TOTAL EXPENDITURE</b>		<b>286,880</b>	<b>12,963</b>		<b>299,843</b>	<b>288,621</b>
<b>NET INCOME/EXPENDITURE BEFORE OTHER RECOGNISED GAINS AND LOSSES</b>		<b>3,419</b>	<b>-2,260</b>		<b>1,159</b>	<b>36,016</b>
Gains/losses on investment assets						
Unrealised	4b	51,238		99,066	150,304	53,372
Realised						
<b>NET MOVEMENT IN FUNDS</b>		<b>54,657</b>	<b>-2,260</b>	<b>99,066</b>	<b>151,463</b>	<b>89,388</b>
Transfer between funds	5	704	- 704			
<b>NET MOVEMENT IN FUNDS AFTER TRANSFERS</b>		<b>55,361</b>	<b>-2,964</b>	<b>99,066</b>	<b>151,463</b>	<b>89,388</b>
<b>BALANCES BROUGHT FORWARD AT 1ST JANUARY 2021 (2020)</b>		<b>1,237,335</b>	<b>28,576</b>	<b>759,176</b>	<b>2,025,087</b>	<b>1,935,699</b>
<b>BALANCES CARRIED FORWARD AT 31ST DECEMBER 2021 (2020)</b>		<b>1,292,696</b>	<b>25,612</b>	<b>858,242</b>	<b>2,176,550</b>	<b>2,025,087</b>

The notes on pages 15 to 23 form part of these accounts

THE PCC OF ST STEPHEN WITH ST JOHN WESTMINSTER

**BALANCE SHEET AT 31ST DECEMBER 2021**

	Note	2021 £	2020 £
<b>FIXED ASSETS</b>			
Tangible Fixed Assets	4a	518,562	526,394
Investment assets	4b	1,209,198	1,058,894
		<b>1,727,760</b>	<b>1,585,288</b>
<b>CURRENT ASSETS</b>			
Debtors	7	22,011	55,151
Short term deposits		361,475	336,637
Cash at bank and in hand		83,286	65,803
		<b>466,772</b>	<b>457,591</b>
<b>LIABILITIES: FALLING DUE WITHIN ONE YEAR</b>			
	8	17,982	17,792
<b>NET CURRENT ASSETS</b>		<b>448,790</b>	<b>439,799</b>
<b>NET ASSETS</b>		<b>2,176,550</b>	<b>2,025,087</b>
<b>FUNDS</b>			
Unrestricted	6	1,292,696	1,237,335
Restricted	6	25,612	28,576
Endowment	6	858,242	759,176
		<b>2,176,550</b>	<b>2,025,087</b>

The notes on pages 15 to 23 form part of these accounts

Approved by the Parochial Church Council on 15th March 2022 and signed on its behalf by:

Rev Graham Buckle, Vicar and Chairman of PCC

Mr Edward Barker, Churchwarden

**NOTES TO THE ACCOUNTS  
FOR THE YEAR ENDED 31ST DECEMBER 2021**

**1. ACCOUNTING POLICIES**

The PCC is a public benefit entity within the meaning of FRS 102. The financial statements have been prepared under the Charities Act 2011 and in accordance with the Church Accounting Regulations 2006 governing the individual accounts of PCC's together with FRS 102 (2016) as the applicable accounting standards and the 2016 version of the Statement of Recommended Practice, Accounting and Reporting by Charities (SORP(FRS 102)).

The financial statements have been prepared under the historical cost convention except for the valuation of investment assets, which are shown at market value.

**Funds**

*Endowment funds* are restricted funds that must be retained as trust capital either permanently or subject to a discretionary power to spend capital as income, and where the use of any income or benefit derived from the capital may be restricted or unrestricted . Full details of their restrictions are shown in the notes to the accounts.

*Restricted funds* are income funds that must be spent on restricted purposes and details of the funds held and the restrictions provided are shown in the notes to the accounts.

*Unrestricted funds* represent the remaining income funds of the PCC that are available for spending on the general purposes of the PCC, including amounts designated by the PCC for fixed assets for its own use and for spending on a future project and which are therefore not included in its "free reserves" as disclosed in the trustees' annual report.

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.

**Income**

*Voluntary income and capital sources*

Collections are recognised when received by or on behalf of the PCC.

Planned giving receivable under gift aid is recognised when received.

Tax refunds are recognised when the income to which they relate is received.

Grants and legacies to the PCC are accounted for as soon as the PCC is notified of its legal entitlement, the amount due is quantifiable, and its ultimate receipt by the PCC is reasonably certain.

Funds raised by the fetes, garden party and similar events are accounted for gross.

*Other ordinary income*

Rental income from the letting of church premises is recognised when the rental is due.

*Income from investments*

Dividends and interest are accounted for when receivable.

*Gains and losses on investments*

Realised gains or losses are recognised when investments are sold. Unrealised gains or losses are recognised on revaluation of investments at the end of each accounting year.

**NOTES TO THE ACCOUNTS**  
**FOR THE YEAR ENDED 31ST DECEMBER 2021**  
*(Continued)*

**Expenditure**

*Grants*

Grants and donations are accounted for when paid over, or when awarded, if that award creates a binding obligation on the PCC.

*Activities directly relating to the work of the Church*

The diocesan common fund or parish share is accounted for when payable. Liabilities are recognised as soon as there is a legal or constructive obligation and settlement is probable and quantifiable.

**Fixed assets**

*Consecrated land and buildings and movable church furnishings*

Consecrated and beneficed property is excluded from the accounts by s10(2) (a) and (c) of the Charities Act 2011.

No value is placed on movable church furnishings held by the vicar and churchwardens on special trust for the PCC and which require a faculty for disposal since the PCC considers this to be inalienable property.

All expenditure incurred during the year on consecrated or beneficed buildings and movable church furnishings, whether maintenance or improvement, is written off as expenditure in the SOFA and separately disclosed.

No cost information is available for St Stephen's House so it is included at a deemed cost being its valuation in the year 2000. As the current value reflects previous valuations (see note 5) the PCC is permitted to retain the book amounts subject to an impairment review where there is an indication that impairment may have occurred. As the useful economic life is considered to be at least 200 years, with depreciation provided at 0.5% on a straight line basis, an annual impairment review will be retained in any case.

*Other fixtures, fittings and office equipment*

Equipment used within the church premises is depreciated on a straight line basis over 4 years.

With effect from 1st January 2012, individual items of equipment with a purchase price of £1,000 or less are written off when the asset is acquired. Prior to 2012, items of equipment with a purchase price of £250 or less were written off when the asset was acquired.

*Investments*

Investments are valued at their market value at 31<sup>st</sup> December.

*Current Assets*

Amounts owing to the PCC at 31<sup>st</sup> December in respect of fees, rents, or other income are shown as debtors less provision for amounts that may prove uncollectable.

Short-term deposits include cash held on deposit either with the CBF Church of England Funds or at the bank.

**NOTES TO THE ACCOUNTS  
FOR THE YEAR ENDED 31ST DECEMBER 2021**

*(Continued)*

**2. INCOME**

	Unrestricted Funds £	Restricted Funds £	Endowment Funds £	TOTAL FUNDS	
				2021 £	2020 £
<b>a) Voluntary income</b>					
Planned giving					
Stewardship	24,480			24,480	23,806
Income tax recoverable	8,478	375		8,853	9,653
Open plate collections at services	3,262	50		3,312	2,142
Sundry donations	8,119	8,169		16,288	9,548
Donations for use of the church	11,774			11,774	4,571
Donation from Napier Hall Trust	70,000			70,000	70,000
Legacies				-	13,271
	<b>126,113</b>	<b>8,594</b>		<b>134,707</b>	<b>132,991</b>
<b>b) Activities for generating funds</b>					
St Stephen's House lettings (note 9)	60,833			60,833	64,921
Mobile phone rental income	23,305			23,305	29,575
	<b>84,138</b>			<b>84,138</b>	<b>94,496</b>
<b>c) Income from investments</b>					
Interest receivable	180	1		181	1,509
Dividends receivable	29,675	704		30,379	28,715
	<b>29,855</b>	<b>705</b>		<b>30,560</b>	<b>30,224</b>
<b>d) Income from church activities</b>					
Fees	1,042			1,042	912
Fundraising activities				-	46
Income from concerts		270		270	371
	<b>1,042</b>	<b>270</b>		<b>1,312</b>	<b>1,329</b>
<b>e) Other income</b>					
St Andrews Church Hall Trust	25,153			25,153	25,981
Other income (note 10)	505	1,134		1,639	12,071
Charges to Napier Hall Trust (note 12)	23,493			23,493	27,545
	<b>49,151</b>	<b>1,134</b>		<b>50,285</b>	<b>65,597</b>
<b>TOTAL INCOME</b>	<b>290,299</b>	<b>10,703</b>		<b>301,002</b>	<b>324,637</b>

**NOTES TO THE ACCOUNTS  
FOR THE YEAR ENDED 31ST DECEMBER 2021**

*(Continued)*

**3. EXPENDITURE**

	Unrestricted	Restricted	Endowment	TOTAL FUNDS	
	Funds	Funds	Funds	2021	2020
	£	£	£	£	£
<b>a) Church activities</b>					
Charitable giving (see page 24)	13,150	130		13,280	14,417
Diocesan Common Fund	77,000			77,000	85,200
Curate/Assistant Priest	29,825			29,825	19,950
Salaries allocated to church activities (note 11)	5,286	2,688		7,974	20,705
Clergy and staff expenses (note 11)	4,012			4,012	8,969
Children and youth work	90	2,008		2,098	129
Church running expenses	20,004			20,004	19,914
Support costs for running expenses (note 12)	17,182			17,182	16,548
Church maintenance	3,709			3,709	7,910
Support costs for church maintenance (note 12)	5,471			5,471	5,285
Upkeep of services	1,609			1,609	1,642
Director of Music and organists	10,584			10,584	6,410
Sundry expenses	890			890	234
Hospitality expenses	575			575	190
Concert expenses				-	412
Depreciation of church equipment					
Major repairs (note 13)	32,239	8,137		40,376	8,388
	<b>221,626</b>	<b>12,963</b>		<b>234,589</b>	<b>216,303</b>
<b>b) Cost of raising funds</b>					
Voluntary income (note 12)	2,865			2,865	2,826
Lettings (note 12)	37,653			37,653	40,749
Investments (note 12)	1,243			1,243	1,198
	<b>41,761</b>			<b>41,761</b>	<b>44,773</b>
<b>c) Other expenses</b>					
Costs allocated to Napier Hall Trust (note 12)	23,493			23,493	27,545
	<b>23,493</b>			<b>23,493</b>	<b>27,545</b>
<b>TOTAL RESOURCES EXPENDED</b>	<b>286,880</b>	<b>12,963</b>		<b>299,843</b>	<b>288,621</b>

**NOTES TO THE ACCOUNTS  
FOR THE YEAR ENDED 31ST DECEMBER 2021**

*(Continued)*

**4. FIXED ASSETS FOR USE BY THE PCC**

<b>a) Tangible fixed assets</b>	Freehold Land and Buildings		Equipment	Total
	£	£		
<b>COST/VALUATION</b>				
At 1st January 2021	573,596	36,303		609,899
Additions				-
At 31st December 2021	<b>573,596</b>	<b>36,303</b>		<b>609,899</b>
<b>DEPRECIATION</b>				
At 1st January 2021	60,228	23,277		83,505
Charge for the year	2,868	4,964		7,832
At 31st December 2021	<b>63,096</b>	<b>28,241</b>		<b>91,337</b>
<b>NET BOOK VALUE</b>				
At 31st December 2021	<b>510,500</b>	<b>8,062</b>		<b>518,562</b>
At 31st December 2020	<b>513,368</b>	<b>13,026</b>		<b>526,394</b>

The freehold land and buildings comprise the Parish Office and St Stephen's House. The gross book value is based on the value estimated by the PCC as at November 1997 for insurance purposes and is considered to be a fair estimate of the current value in use of the property.

Consecrated and beneficed property of any kind is excluded from the accounts by s.10(2)(a) and (c) of the Charities Act 2011. The church building is insured for £20,710,000 and St Stephen's House for £1,871,559.

The cost of the equipment comprises:	Computer equipment	539
	Sound system	6,500
	Household equipment	859
	Fire detection system	4,108
	Electric keyboard	469
	Heating improvements	2,547
	Display panels	1,427
	Kitchen improvements	17,376
	Emergency lighting	2,478
		<b>36,303</b>

<b>4b) Investments</b>	Endowment Unrestricted		Total
	Funds	Funds	
Market value at 1st January 2021	700,720	358,174	1,058,894
Revaluation gain	99,066	51,238	150,304
Market value at 31st December 2021	<b>799,786</b>	<b>409,412</b>	<b>1,209,198</b>

Investment holdings at 31<sup>st</sup> December 2021

Endowment: St Johns Trust - 5,616 shares in the CBF Church of England Investment Fund.

Bessborough Gardens Trust - 1,184 shares in the CBF Church of England Investment Fund.

St John's Gardens - 18,393.32 shares of CBF Church of England Investment Fund.

- 63,451.777 shares of Charifaith Common Investment Fund.

- 50,383.39 units of Epworth UK Equity Fund for Charities. \*

- 7,088.29 units of Epworth Global Equity Fund for Charities. \*

\* Previously 53,765.29 units of Epworth Affirmative Equity Fund.

Unrestricted: 17,482.70 shares of the CBF Church of England Investment Fund.

NOTES TO THE ACCOUNTS  
FOR THE YEAR ENDED 31ST DECEMBER 2021

(Continued)

5. FUNDS

The movements on the designated and restricted funds during the year were:

	Balances brought forward	Incoming Resources	Outgoing Resources	Transfers/ Revaluation	Balances carried forward
<b>Designated:</b>					
Vicarage redecoration	7,000			1,000	8,000
Major repairs to the church	126,946		16,380	50,000	160,566
Music	215		177		215
	<b>134,161</b>		<b>16,557</b>	<b>51,000</b>	<b>168,781</b>

The designated funds form part of the unrestricted funds and have been set aside by the PCC for the purposes described.

**Restricted:**

Barcapel Foundation	2,000				2,000
Bells	11,217				11,217
Burma Travel Exchange Fund	1,733	1			1,734
Bessborough Gardens Income		704		-704	-
Charities Fund		130	130		-
Chasuble		1,875			1,875
Children's Worker	2,887	6,798	4,689		4,996
Display panels	178				178
Flag pole	50				50
Floor and Heating	7,137	1,000	8,137		-
Music	328	191	-		519
Night Shelter	1,127				1,127
Toddler Group	1,919	4	7		1,916
	<b>28,576</b>	<b>10,703</b>	<b>12,963</b>	<b>- 704</b>	<b>25,612</b>

**The Barcapel Foundation Fund** is for work with people with dementia.

**The Bells Fund** is for the rehangng of the bells of the church and to carry out all the necessary work to make this possible. A separate charity, St Stephen's Westminster Bells Fund (Registration Number 1152274) has raised funds for this work and donations have been received from it to fund the cost of the work.

**The Burma Travel Exchange Fund** is available to support the cost of travel to maintain links between the Anglican Church in Burma and the congregation of the church.

**Bessborough Gardens Trust Accumulated Income Fund** is available to further the religious and other charitable work of the church in the parish.

**The Charities Fund** is used for monies given specifically for other charities.

**The Chasuble Fund** has been given in memory of Elizabeth Brazier for the purchase of a blue chasuble.

**The Children's Worker Fund** is be used to fund work with children.

**The Display Panels Fund** represents monies donated for the purchase of display panels for use in the church. The cost has been capitalised and added to fixed assets.

**The Flag Pole Fund** represents monies donated to restore the flag pole outside the church.

**The Floor and Heating Fund** is to raise money for the proposed replacement of the church floor and heating system.

**The Music Fund** is to be used for the development of music at St Stephens.

**The Night Shelter Fund** is for money donated to support the Night Shelter in Napier Hall.

**The Toddler Group Fund** is for money received from participants at the Toddler group and is used to fund expenditure of and equipment for the group.

**NOTES TO THE ACCOUNTS  
FOR THE YEAR ENDED 31ST DECEMBER 2021**

*(Continued)*

The Endowment Fund comprises:	2021	2020
Permanent Endowment	159,243	139,313
Expendable Endowment	698,999	619,863
	<b>858,242</b>	<b>759,176</b>

The endowment fund comprises:

**Permanent Endowment**

St John Trust: The capital is a permanent endowment, which was originally provided for the erection of a church hall in Monck Street, London SW1. The remainder of the capital cannot be spent for any other purpose without the consent of the Charity Commissioners. The income arising from this investment may be used for the charitable purposes of the PCC.

Bessborough Gardens Trust: The capital is a permanent endowment, originally comprising land and buildings in Bessborough Gardens, London SW1. The income arising may be used for the purpose of furthering the religious

**Expendable Endowment**

St John's Gardens Fund: This investment was received from the Trustee of the St John's Gardens Fund and has been designated as Expendable Endowment. The donor expects the capital to be kept as a reserve to provide income which may be used as the PCC sees fit. The PCC could, in the future, and after careful consideration, use the capital for some other special purpose.

**6. ANALYSIS OF NET ASSETS BY FUND**

	Unrestricted Funds	Restricted Funds	Endowment Fund	TOTAL 2021
Tangible fixed assets	518,562			518,562
Investment fixed assets	409,412		799,786	1,209,198
Current assets	382,059	26,257	58,456	466,772
Current liabilities	-17,337	-645		-17,982
	<b>1,292,696</b>	<b>25,612</b>	<b>858,242</b>	<b>2,176,550</b>

**7. DEBTORS**

	2021	2020
Prepayments and accrued income	5,809	15,776
Tax recoverable	4,246	5,082
Napier Hall Trust	11,956	34,293
	<b>22,011</b>	<b>55,151</b>

**8. LIABILITIES: AMOUNTS FALLING DUE WITHIN ONE YEAR**

	2021	2020
Accruals and deferred income	13,514	13,162
Tax and national insurance	1,708	1,870
Other creditors	2,760	2,760
	<b>17,982</b>	<b>17,792</b>

**9. ST STEPHEN'S HOUSE LETTINGS**

INCOME		2021	2020
Rents:	Flat A	31,704	31,564
	Flat B	22,169	21,986
	Flat C		4,536
	Offices	4,780	5,054
Gas, electricity and water costs reimbursed		2,180	1,781
		<b>60,833</b>	<b>64,921</b>

**NOTES TO THE ACCOUNTS  
FOR THE YEAR ENDED 31ST DECEMBER 2021**

*(Continued)*

<b>10. OTHER INCOME</b>	2021	2020
	£	£
Other income comprises the following:		
Administrative charge to St Andrews Church Hall Trust	350	350
Grant under Listed Places of Worship scheme		1,276
Job Retention Scheme receipt (Unrestricted Fund)	155	9,142
Job Retention Scheme receipt (Restricted Fund)	1,134	1,303
	<b>1,639</b>	<b>12,071</b>

<b>11. STAFF COSTS</b>	2021	2020
	£	£
Wages and salaries	53,289	61,513
Social security costs		207
Pension costs	769	958
Total gross cost	<b>54,058</b>	<b>62,678</b>
Allocated:		
Church activities (Unrestricted Fund)	5,286	18,092
Church activities (Restricted Funds)	2,688	2,613
Organist's fees	9,524	6,250
St Stephen's House, Napier Hall and Support - see note 12	36,560	35,723

During the year the PCC employed on a part time basis two vergers, a cleaner, a children's worker, a director of music, a parish administrator and a bursar.

The PCC enrolled with National Employment Savings Trust (NEST) on 1st June 2012 to provide an opportunity for employees to participate in a pension scheme as required by the Pensions Act 2008.

The salaries allocated to restricted funds are those of the children's worker charged to the Children's Worker Fund.

**12. ST STEPHEN'S HOUSE, NAPIER HALL AND SUPPORT EXPENSES**

	<b>2021</b>	<b>2020</b>
Light, heat, water and council tax	14,054	9,605
Cleaning, repairs and maintenance	15,522	27,521
Insurance	3,965	3,946
Letting agents fees	4,591	4,630
Printing, postage and stationery	906	736
Hire of photocopier - see note 14	1,124	1,440
Telephone, fax and internet	1,386	954
Other office expenses		
Depreciation of fixtures and fittings	4,964	4,716
Depreciation of freehold building	2,868	2,868
Salaries attributed to parish office, property and support	36,560	35,723
Independent examiner	1,380	1,380
Fund raising costs - Online giving charges and Gift Aid envelopes	277	320
Bank charges	310	312
	<b>87,907</b>	<b>94,151</b>

**NOTES TO THE ACCOUNTS**  
**FOR THE YEAR ENDED 31ST DECEMBER 2021**  
*(Continued)*

	2021	2020
Allocated:		
Church running expenses	17,182	16,548
Church maintenance	5,471	5,285
St Stephen's House lettings	37,653	40,749
Cost of raising voluntary income	2,865	2,826
Cost of managing investments	1,243	1,198
Charge to Napier Hall Trust	23,493	27,545

The costs of running the parish office, St Stephen's House, and Napier Hall, and the accounting and governance costs shown above have been apportioned to the activities to which they relate. Where appropriate, expenditure is allocated to the relevant activity. Items of expenditure which contribute directly to more than one activity have been apportioned to the relevant activities. Staff costs are allocated in accordance with the time spent on each activity. Utilities and other services are apportioned on the basis of usage. Property and insurance costs have been apportioned according to the relevant floor area.

**13. MAJOR REPAIRS - CHURCH PROPERTIES**

	2021			2020
	Unrestricted	Restricted	Total	Total
<b>EXPENSES</b>				
Proposed heating and floor renewal - professional fees	15,859	8,137	23,996	5,100
Professional fees for work arising from Quinquennial survey	16,380		16,380	3,288
	<b>32,239</b>	<b>8,137</b>	<b>40,376</b>	<b>8,388</b>

Following the Quinquennial survey our architects have drawn up plans to repair the stonework on the tower and the required repairs are expected to be done in 2022.

Work on the longstanding plans to renew the heating system along with broader plans to include restoration and refurbishment of the floor and undercroft have continued. These plans also include proposals to improve the toilet and kitchen facilities at the church.

**14. OTHER COMMITMENTS**

The PCC entered in a new contract for the hire of the photocopier for 2 years from 1st April 2021 at a cost of £1,440 per annum. The contract also includes service and maintenance charged on the basis of usage of the machine. This service contract is currently expected to cost less than £1,000 per annum because of reduced usage following the Covid 19 pandemic.

**15. RELATED PARTY TRANSACTIONS**

The PCC has entered into no material transactions, contracts or other arrangements (including grants) with any related party apart from the following:

The combined buildings of St Stephen's House and Napier Hall are managed by the PCC and an appropriate part of the costs charged to the Napier Hall Trust as explained in Note 12 above. The trustees of Napier Hall Trust are the vicar and churchwardens for the PCC and they determine the amount of the donation (if any) to be paid by the Napier Hall Trust to the PCC each year.

Certain transactions, including donations of any money or in kind from PCC members or those closely connected to them, are unlikely to influence the separate independent interests of the PCC and therefore need not be disclosed.

THE PCC OF ST STEPHEN WITH ST JOHN WESTMINSTER

CHARITABLE GIVING  
FOR THE YEAR ENDED 31ST DECEMBER 2021

		Unrestricted Funds	Restricted Funds
		£	£
<b>Allocation of Charitable Giving Budget</b>			
Emergency & International Relief:	FareShare	1,000	
	Trussell Trust	1,000	
	Rainforest Trust	1,000	
Charities benefitting Westminster:	Cardinal Hume Centre	650	
	The Abbey Centre	650	
	St Vincent's Family Centre	650	
	Open Age	650	
	Westminster Befriend a Family	650	
	Pimlico Toy Library	650	
	The Passage	1,000	
	South Westminster Legal Advice Centre	650	
Christian Causes:	Embrace the Middle East	1,000	
	Burma Ordinand	1,000	
	The Church Urban Fund	1,000	
	Livability	1,000	
	USPG	1,000	
<b>Other Giving</b>	USPG Covid India	200	
	Support for church in Burma		130
<b>Accounting adjustment</b>	Donation to Street Souls not paid in 2020	- 600	
		<b>13,150</b>	<b>130</b>

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# Accounts

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**THE PAROCHIAL CHURCH COUNCIL OF  
ST STEPHEN with ST JOHN, WESTMINSTER**

Registered Charity Number 1132179

**ANNUAL REPORT AND ACCOUNTS  
FOR THE YEAR ENDED 31ST DECEMBER 2020**

**THE PCC OF ST STEPHEN WITH ST JOHN, WESTMINSTER**

**INFORMATION PAGE**

Correspondence address	St Stephen with St John, Westminster St Stephen's House Hide Place London, SW1P 4NJ
Vicar	Rev Graham Buckle 21 Vincent Square London SW1P 2NA
Bankers	National Westminster Bank, 169 Victoria Street, London, SW1E 5BT  CAF Bank 25 Kings Hill Avenue Kings Hill, West Malling Kent ME19 4JQ  The CBF Church of England Funds, Senator House, 85 Queen Victoria Street, London, EC4V 4ET
Independent Examiner	Stephen Foster FCA Maurice J Bushell & Co Limited 123 Aldersgate Street London EC1A 4JQ
Solicitors	Winckworth Sherwood, Minerva House 5 Montague Close London, SE1 9BB

## ANNUAL REPORT OF THE PAROCHIAL CHURCH COUNCIL FOR THE YEAR ENDED 31ST DECEMBER 2020

### **Aim and purposes**

St. Stephen's PCC has the responsibility of co-operating with the Incumbent, the Revd. Graham Buckle, in promoting in the ecclesiastical parish the whole mission of the Church, pastoral, evangelical, social and ecumenical. It has also maintenance responsibility for St Stephen's House at Hide Place, London SW1P 4NJ.

### **Objectives and activities**

Our aim as a church is to be a welcoming community that celebrates the joy and the challenge of the Christian faith; and to be a place to which we come to worship God, in order to go out and live more faithfully in the wider world.

*"The parish church that is genuinely open to God's mission and accessible to its community, and where people with unlike life stories can encounter one another as friends in our highly compartmentalised society, is an ancient idea that is always fresh." - Richard Chartres, former Bishop of London*

We believe that our mission is substantially expressed through faithfully sustaining the life of an Anglican parish church in the centre of London, rooted in worship and in the local community.

In particular:

- building up the church community on the foundation of the existing diverse congregation,
- building on our work with young people to rejuvenate the congregation,
- to engage with local issues of poverty, homelessness and isolation.
- becoming more outward looking to reach out and communicate better with local people and other churches and faith groups.

When planning the activities for the year, the Vicar and the PCC have considered the Charity Commission's guidance on public benefit and, in particular, the specific guidance on charities for the advancement of religion.

### **Achievements and performance**

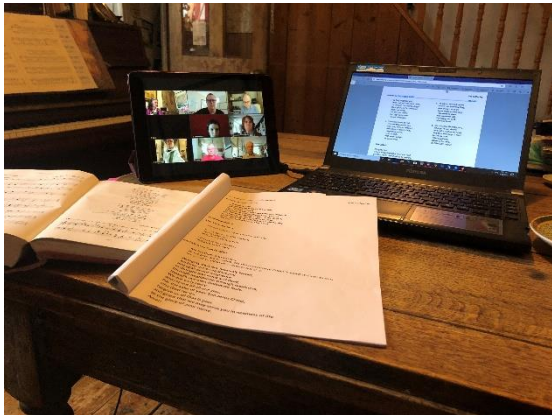
2020 has been dominated by the impact of the Covid 19 pandemic but the Parish has continued to be active. We have adapted in a number of creative ways to the fast pace of changes in guidelines and regulations, and have continued to provide both service and a support to the local community. There has been a steep learning curve, in which we have used technology to boost our reach. Our own YouTube channel was established in order to expand the number of people reached using a familiar platform, and our website has become a key source of information and support for the congregation and community, which, together with the pastoral letters emailed out regularly, has helped keep in touch with the congregation. The following activities warrant particular mention.

### **Liturgy and Worship**

Our pattern of worship has had been adapted to accommodate the restrictions on gatherings and to provide a means to reach the congregation. The main change has been a substantial shift to livestreaming services on various platforms, and we have been heartened by the community's response to this change, as well as the opportunities it has offered to further engage with other churches. We have remained open for private prayer throughout the second lockdown in accordance with guidelines and have been one of the

very few churches who have remained open for Sunday services throughout the third lockdown starting in November 2020 by ensuring that our health and safety has been maintained to the highest standards and hygiene and social distancing guidelines strictly adhered to and enforced. Our gratitude to Tony Sewell, who, as weekend vergger and Health and Safety Officer, has provided both invaluable support during this time both in the physical markings and cleaning during and between services but as well as through his expertise and guidance in producing a thorough Risk Assessment which has served as a guide for the church and template for groups using the church premises.

During the past year we have continued to pray morning and evening prayer each weekday, in church when possible, as well as on Zoom.



Our Sunday services have continued in person and livestreamed via Zoom, and with the church open in a Covid-safe manner when allowed. Our first livestreamed service took place on the 22<sup>nd</sup> March 2020, and highlights of the year's online services have included the Bishop of London joining a virtual Easter Sunday service in 2020. We have a livestreaming system in place which allows those who are at home to participate in the service and be seen and heard by the congregation in church as well as the congregation online. This has allowed people to continue to feel a part of our worship, whether physically present or not. We have also been joined virtually by congregants from local churches, by members of our link

parish, the Church of the Holy Trinity in New York, past congregants as well as those who have moved away, from other parts of the UK and even including past congregants from as far away as Japan, India and South Africa. The numbers present in church have fluctuated according to lockdown restrictions, but we have continued to average around 70 adults and 12 children present if the number in church and the number online are combined.

We were delighted to welcome Helena Bickley-Percival as curate on 5<sup>th</sup> July and to celebrate her ordination as Deacon at St Paul's cathedral in September.

In mid September we resumed Silent Hour on Tuesdays from 5pm-6pm, livestreamed on Facebook Live and in church when possible. This was organised by Jeremy Cavanagh, and has proved a popular time for people to come into church and reflect.



In order to reach our Young People, from November 2020, we have initiated a weekly Sermonette video, which is a short sermon on the week's liturgy, which can include a story, some teaching on the Gospel reading, and an activity the Young People can take part in. These are meant for Young People to watch either during the sermon or before/after the service and something that has been created specifically with the Young People in mind. The Sermonettes are often interactive, with some of our Young People participating in the recordings, in compliance with Safeguarding guidelines. Our Young People have continued to be involved in the Eucharist, with the psalm often being read by one of our young congregants. In September 2020 the Almost Friday Club was restarted with some social distance compliant activities including kits for crafts and ping pong, before being paused as the lockdown was announced in November.

Music has continued to be important to our worship and parish life. At the beginning of lockdown, our organist emeritus Rosemary Field provided accompaniment for services from home as our Director of

Music Matthew Blaiden was on furlough. Matthew resumed playing for the Sunday Eucharist and Evensong in August. Our voluntary choir, under the direction of Matthew Blaiden, has also contributed when restrictions allowed. Our thanks to both Matthew and Rosemary for all their contributions to worship and the life of the church during the year.

We are also grateful for the contributions from the Civil Service Choir, who provided music for worship at All Souls, livestreamed a carol service from the church in Christmas 2020 as well as provided recordings of singing in St Stephen's and elsewhere, throughout Advent.

Special services in addition to the usual celebrations this past year have included:

- In February, John Neilson, the chair of USPG, preached about the work of USPG, an Anglican mission agency that partners churches and communities worldwide in God's mission to enliven faith, strengthen relationships, unlock potential and champion justice which the PCC supports with its charitable giving.
- Lent Course annual study group together with St Matthew's Church
- Lent Series exploring different ways of worship including Signing, Painting, Dancing, Smelling and Singing the Eucharist
- Slow Art evenings of Slow Art for our St Stephen's Week and Advent Sunday, hosted by Marc Woodhead from the National Gallery and we thank him for his expertise and friendship.
- In October, the Animal Blessing Service, complete with Police Horses, continued to draw a diverse number from the community.
- Kingdom Series during Advent in which Graham Buckle interviewed different people who hold varied roles which contribute to the church, including our bursar Alison Neilson, our vergers Andrew Crawford, Rev'd Harry Ching, Chaplain to the Chinese Community, and Rev'd Myles Owen, Chaplain to the Grey Coat Hospital School.
- A popular and fascinating lecture on the Christmas star was given by Dr Kevin Walsh at Epiphany.
- Our annual carol service was held outdoors for the first time ever, which allowed the congregation to also sing, and was very popular and extremely well received.
- A service of nine lessons and carols by the children and staff of Burdett Coutts and Townshend Primary School at St John's Smith Square.
- A joint Blue Christmas service with the Church of the Holy Trinity New York to help support those who find Christmas a difficult time of year.
- A Christmas Service held at the Queen Mary Women's Hostel
- Two reflective Meditations given at Evensong by Tamara Katzenbach in Harvest season and at Passiontide

Our ministry of teaching continues. During Lent 2020, a Lunch Discussion Group took place in St Stephen's House on 1st, 8th and 15th March 2020, with soup and snacks. Annie Power Sayeed organised this and various members of the congregation led discussions on Dali, Epstein and Rembrandt prior to the lockdown. Helena Bickley-Percival offered a series of talks on Pilgrimage during Advent.

At the beginning of lockdown, Jessie Campbell suggested a series of Daily Devotions on our website to offer the community spiritual support and encouragement. Graham Buckle has implemented this in the form of providing a video, a short sermon and/or thought relevant to the day, demonstrating the church's commitment to the community. These have continued on a daily basis throughout the past year, with

contributions from a diverse range of people, and there are further plans to compile these into a book as a record of the past year at St Stephen's.

We are thankful to Stephanie Pattenden for her service as Bell Captain, and our bells have been rung whenever possible on Sundays. Stephanie has continued with the care and maintenance of the bells throughout the lockdowns and restrictions.

St Stephen's continues to be a place for the formation of ordinands and curates. Jeremy Cavanagh has continued with his training and Jen Midgley Adam has begun her training for the priesthood. In Advent we were delighted to have a group of ordinands from St Augustine's theological college do a placement with us. Entitled "Nine Lessons from Lockdown," they produced a video, a booklet, and other resources based around the congregation's experience of life in lockdown, and inspired by the story of Good King Wenscelaus.

### **Community Outreach**

The church is committed to being a place of welcome to all. The PCC wishes that the church continues to be a place for all to praise God and to discover their own worth and dignity. In particular we recognise the need to reach out to vulnerable adults, the elderly, house bound people and children, and we have sought creative ways to do so under the restrictions of the past year. Such ministry and outreach will continue to be an area of deliberation and assessment for the PCC.

St Stephen's has adapted in order to maintain strong links with our community groups and congregation. Where possible we have continued our pastoral care of the vulnerable and needy within the Parish and, although fewer activities were able to take place within the church this past year, have worked to create a sense of community through virtual activities and gatherings. That said, we look forward to welcoming our community groups back when possible!

We have worked to help combat isolation in the past year by facilitating schemes of letter writing to those who are vulnerable or house-bound during the pandemic. Helped by pupils at Westminster School there were two main projects. Letters from local schoolchildren were sent to the elderly, and letters from members of the congregation to the vulnerable. Annie Power also organised the delivery of geranium cuttings to the community. We have also combined with St Barnabas Pimlico to offer Tea@3 on Thursday afternoons, via Zoom.

Between periods of lockdown, we have had Zumba and Fitsteps classes taking place in the church, along with offering choirs a place to rehearse and livestream, as well as a local Morris Dance troupe and local support groups.



We have continued to actively engage with the needs of the vulnerable in the local area. A small team of volunteers was established to call on and to help out with tasks as required by anyone with a need. Volunteers were also on hand to ensure that people who were shielding had regular contact through calls and letters, either pastoral from the church or others. Our Harvest Festival food collection was donated to the Passage, and we coordinated a collection of chocolate boxes during Advent to donate to local food banks. The response to the request for donations from the community was very strong.

## THE PCC OF ST STEPHEN WITH ST JOHN, WESTMINSTER

Our links with the Queen Mary hostel, Garside House, and Dean Abbots House continue to enrich the life of our parish. Helena is working to strengthen ties with the Queen Mary hostel. Parishioners have continued to tend our garden in a Covid-safe manner, strengthening ties in the community. The volunteers found such joy in working to improve the garden that the establishment of a Gardening Club has taken place when guidelines allow, to come together on a Monday to work in the garden around St Stephen's.



St Stephen's Week started on 23<sup>rd</sup> June 2020, and included a joint discussion with St Barnabas Pimlico on "St John the Baptist and Lockdown," a Eucharist on the 28<sup>th</sup> June that celebrated Graham's 30 years in ministry with the Rev'd Catherine Duce preaching, a live debate with the rector of The Church of the Holy Trinity New York, and an Evening of Slow Art with Marc Woodhead. The end of St Stephen's Week culminated with the welcome of our new curate.



Opportunities to meet and socialise as a community remain important, and we have had several virtual convivial evenings. These include a Virtual Burns Night, a Virtual Shrove Tuesday Pancake Party and Quiz, and a Virtual staff Christmas party.

Burdett Coutts and Townshend Foundation Primary School, our church school, continues to share in our worship and to make use of the church for assemblies and for important events throughout the school year when possible. Our vicar, Graham Buckle, is a school governor. The clergy have maintained links with other local schools, participating in virtual assemblies and in collective worship with Westminster Under School.

Our links with St John's Smith Square continue to be enhanced with Graham Buckle celebrating the Eucharist there twice during the year.

### International links

Our link with the Church of the Holy Trinity Church, New York City, and the Rector John Beddingfield has continued and has been strengthened by the online links which established during the year. The parishes continue to collaborate on a booklet of reflections for Lent and contributions from both churches have been shared on our website. The longstanding link with the Church of the Province of Myanmar (Burma) continues. We are continuing to fund an ordinand in training at Holy Cross Theological College, Rangoon. Myanmar continues to be in our prayers and Graham continues to be in email contact with our friends there.

### Personnel

All these activities within the church are successful through the prayerful faithfulness, generosity and enthusiasm of the congregation and our hard-working staff. We have dedicated teams of Junior and Youth Church leaders, Toddler Group leaders, altar servers, sidesmen and women, coffee makers, counters, readers, intercessors, PCC members amongst the many roles necessary to the fulfilment of our task as Christians in this community.

We are very grateful for the leadership and support of our clergy, Graham Buckle and Helena Bickley-Percival, our church wardens, Elizabeth Szewczyk and Edward Barker and from Tamara Katzenbach, our lay team member, and Jeremy Cavanagh, who is training towards the priesthood at St Augustine's Theological College. Jen Midgley Adam is our Safeguarding Officer. Sue Wates is our Senior's Champion. We are very grateful to all these volunteers. Our thanks to Rev'd Lindsay Meader for her support, contribution and

continual involvement with the clergy, team and congregation at St Stephen's. We are also grateful to Rev'd John Hicks and the community of St Barnabas for their support, both liturgically and socially.

Jessie Campbell continues as parish administrator and Alison Neilson as our Bursar. They have continued to work from home when it was not possible to come to the office during the lockdown restrictions. Our work with children during the week is led by Jen Midgley Adam, who runs the Toddler Group and the Almost Friday Club. Jen was furloughed during the times when the groups could not meet. Andrew Crawford as our weekday verger, was also furloughed during the lockdowns and continued to be employed throughout 2020 but left at the end of the year. We are most grateful for all the work he has done to provide a warm welcome at the church and to support the work with the Second Half Club and other activities in the church. Anthony Sewell is our weekend verger and remains as our Health and Safety Officer. He was also furloughed while the church was not able to hold services.

We pray for all members of our community who have died in the last year, remembering especially the faithful service of Linda Brandon, John Laws, Robert Szewczyk and Tammy Waldron. May they rest in peace, and rise in glory.

Our report has included just some of the exciting and innovating services and things we have engaged in during this past unprecedented year. It shows the real strength and creativity of our Christian community. However, all these events and services have not happened without a dedicated team of people behind the scenes. Our thanks and appreciation must be expressed to both Jessie and Alison; their hard and supportive work has ensured that our church continues to run efficiently and effectively.

### **Stewardship**

We are very grateful to those who give to St Stephen's, especially those who give regularly through a stewardship commitment. With the closure of the church for much of the year, our income from Gift Aided envelopes and cash collections has, not surprisingly, been much reduced, in particular through the loss of special services such as funerals, weddings and carol services. To mitigate this, an online giving facility was established with CAF Donate, effective from 1st May 2020. This has allowed regular members of the congregation to give by card often as part of our online Zoom services or direct debit for regular planned giving. The facility has also been a great success via our website and social media in opening up a route for others wishing to make donations to the church. A total of £7,885 was received through CAF Donate during the period from 1st May 2020 to the end of the year. Many of the donations have also been gift aided. Encouraged by this, we plan when the Church is fully re-open to offer a contactless card payment facility in the Church, not only for the convenience of congregants and but also the many visitors we have either casual or at the many other regular activities there.

Stewardship income for the year has decreased this year from £29,865 to £23,806. Several new people have committed to giving regularly or increased their giving but we have also lost a number of regular givers. A total of £2,955 of the stewardship income was received from members using the CAF Donate facility as an alternative to envelopes or ad hoc cheques. It has been possible to recover tax refunds totalling £9,653 from Gift Aided giving and under the Gift Aid Small Donations Scheme for cash collections.

### **Financial Review**

The accounts for the year show a surplus on unrestricted funds of £39,546.

The voluntary income has reduced significantly to £130,915 (2019 £146,910) even though there was an increase in the donation received from the Napier Hall Trust from £60,000 to £70,000. This fall is largely due to the closure of the church and also the reduced numbers attending in person when the church was open again. In particular, cash collections have reduced by over 60%, despite the receipts from online giving, partly through the loss of special services such as funerals, weddings and carol services. Donations

received from outside groups using the church are less than one quarter of those received in 2019 because of the closure of the church and the Covid restrictions. We are also fortunate to have received two new generous legacies from Nora Curtis and Janet Scott.

The PCC has continued to earn over one half of its income from property including a donation received from Napier Hall Trust of £70,000. The income from the mobile phone antenna of £29,575 (2019 £16,500) increased following the finalisation of the rent review backdated to 13<sup>th</sup> June 2016. The annual rent due is now £20,427 per annum and there has been additional one off receipts for the provision of extra facilities to the mobile phone companies. The lettings of St Stephen's House have held up because Flat C was let for 5 months before being occupied by our curate from June. Lettings made a net contribution of £24,172 (2019 £34,623). Investment income from the PCC's own investments and arising from those held by the St Andrews Church Hall Trust contributes £55,512 (2019 £56,592). This has fallen from last year mainly because of the reduction of interest rates on deposits.

The PCC has incurred unrestricted expenditure of £280,780 (2019 £273,572) in supporting the objectives of the PCC. The contribution of £85,200 to the Diocesan Common Fund, to support the work of mission of the church in the parish and in the Diocese was the most significant part of the expenditure. The cost of our curate of £19,950 reflects the appointment of Helena Bickley-Percival from June. In general, the expenditure on charitable activities is reduced because of the closure of the church and the other restrictions on gatherings during the pandemic. Some staff were furloughed as explained above and we received a total of £10,445 from the Job Retention Scheme which has been included in Other Income. The charitable giving of £14,417 is listed on page 22. The management of the finances and, in particular the payments, has been transformed by the new CAF bank account which has enabled payments to be made online with two authorising signatures.

The value of the investments held by the PCC has increased during the year by £53,372 overall, in line with market conditions. It is the policy of the PCC to maintain the value of the income arising from the St John's Gardens Fund and other surplus funds without taking too much risk. The PCC has chosen funds managed in accordance with the guidance of the Church of England's Ethical Investment Advisory Group.

The PCC has free reserves of £576,780 at 31st December 2020 (2019 £525,928) which are held on deposit in the CBF Church of England Deposit Fund, and invested in the CBF Church of England Investment Fund. There are also reserves of £134,161 (2019 £116,449) which have been designated for specific purposes. It is the PCC's policy to maintain reserves so that it is able to meet immediate expenditure and to pay for future major expenditure including that arising from future quinquennial reviews, in order to maintain the church, work on the church bells and improvements to the church's heating system and floor.

The PCC allocates 5% of its total income each year for giving to charity and the allocation of these monies is decided by the PCC on the recommendation of the Charitable Giving Committee. Donations of £1,000 each from the amount allocated to Emergency Relief have been made to FareShare, the Trussell Trust and to the Passage to support their work with those most in need during the pandemic. See page 24 for further details of charitable giving.

### **Fabric Report**

We are very grateful to our parish administrator, Jessie Campbell, who has managed the maintenance of the church, St Stephen's House and Napier Hall during the last year.

The carpet in the Chancel has been replaced following the donation of suitable high quality blue carpet. The gates which allow direct access to the Ark Vestry from the street have been temporarily converted into full height wooden doors for Health and Safety reasons. Extensive work has also been required on the boiler and central heating system for St Stephen's House and Napier Hall. The hot water tank also had to be

replaced. This work has cost £12,295. Improvements have been made to the lighting and electrical wiring in the Parish Sitting Room and kitchen in St Stephen's House.

The last Quinquennial survey was carried out in January 2019 by our architect, Clive England, and was published in March 2019. The report identified a number of areas that need attention but in particular, there is some stonework that is a bit precarious at high level on the tower which has now been inspected by a steeplejack. Our architect is preparing a detailed specification for the necessary work and this work should be done in 2021. Work on the longstanding plans to renew the heating system along with broader plans to include restoration and refurbishment of the floor and undercroft have continued. These plans also include proposals to improve the toilet and kitchen facilities at the church.

### **Structure, Governance and Management**

The Parochial Church Council is a corporate body established by the Church of England. The PCC operates under the Parochial Church Council Powers Measure. The PCC is a charity which is registered with the Charity Commission under registration number 1132179. The method of appointment of PCC members is set out in the Church Representation Rules. All church attendees are encouraged to register on the Electoral Roll and stand for election to the PCC.

**Electoral Roll and Church Attendance** The electoral roll was 159 at 2<sup>nd</sup> October 2020. Attendance at church and on Zoom on a usual Sunday is about 70 adults and 12 children and young people under 16. There has been 2 weddings and 3 funerals in church during 2020. The clergy also officiated at 5 funerals held at crematoria.

**PCC Meetings** The full PCC met six times during the year. Finance and Standing Committees met between meetings and their deliberations were discussed and received by the full PCC.

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

### **Trusts connected with the parish**

The Napier Hall Trust: It is responsible for the maintenance, upkeep and management of the Napier Hall.

Pepys Twining Trust: The income arising may be used to maintain the Napier Hall or any other church hall in the parish.

The trustees of these two charities are the Vicar and churchwardens.

St. Andrew's Church Hall Trust: the net income is divided equally between St Peter's Eaton Square and St Stephen's Rochester Row. The trustees elected by the PCC are the Vicar, Dr Kevin Walsh (until November 2020), Ms Janet Davey and Mr Edward Barker. Mr James Gourlay represents St Peter's Eaton Square as trustee.

Rebecca Aldridge Charity: This fund is available for pastoral purposes at the sole discretion of the Vicar, the sole trustee.

Bessborough Gardens Trust: The Managing Trustee is the PCC and its investments have been included in the attached PCC accounts. The income arising may be used for the purpose of furthering the religious and other charitable work of the Church of England in the parish of St Stephen with St John, Westminster.

The St Stephen's Westminster Bells Fund: The charity was established to provide funding to rehang the bells of St Stephen's Church and to carry out all necessary ancillary work to make this possible. Three of the six trustees are also members of the PCC.

### **Administrative information**

St. Stephen's church is located in Rochester Row, London SW1. It is part of the Diocese of London, within the Church of England. The correspondence address is The Parish Office, St Stephen's House, Hide Place, London, SW1P 4NJ.

PCC members who have served during the period from 1<sup>st</sup> January 2020 until the date of this report are as follows:

#### **Ex Officio Members:**

**Incumbent:** The Rev'd Graham Buckle Chair

**Curate:** The Rev'd Helena Bickley-Percival from 26<sup>th</sup> September 2020

**Wardens:** Mrs Elizabeth Szewczyk  
Mr Edward Barker

#### **Elected Members:**

Mrs Pamela Ashley

Mrs Barbara Blum

Miss Linda Brandon (until 6<sup>th</sup> March 2020)

Mr Andrew Campbell (representative on Deanery Synod)

Mr Jeremy Cavanagh

Ms Nadine de Keyser (from 18<sup>th</sup> November 2020)

Dr Michael Duggan (representative on Deanery Synod)

Miss Comfort Idowu-Fearon

Mrs Tamara Katzenbach

Mr Anthony King

Miss Anastassia Puttam

Mrs Suzanne Standring

Mrs Susan Taylor

Mr Stephen Waldron (representative on Deanery Synod)

Mrs Jacqueline Walsh

Mrs Susan Wates

The Parish Administrator is the PCC secretary. Suzanne Standring is the minutes secretary of the PCC.

Approved by the Parochial Church Council on 5<sup>th</sup> May 2021 and signed on its behalf by:

The Revd Graham Buckle, Vicar and Chair of the PCC

**INDEPENDENT EXAMINERS REPORT TO THE TRUSTEES OF THE PCC OF ST STEPHEN WITH ST JOHN  
WESTMINSTER**

I report to the trustees on my examination on the accounts of the above charity (“the Trust”) for the year ended 31<sup>st</sup> December 2020, which are set out on pages 13 to 23.

**Responsibilities and basis of report**

As the charity's trustees, you are responsible for the preparation of the accounts in accordance with the requirements of the Charities Act 2011 (“the Act”).

I report in respect of my examination of the Trust’s accounts carried out under section 145 of the 2011 Act and in carrying out my examination, I have followed all the applicable Directions given by the Charity Commission under section 145(5)(b) of the Act.

**Independent examiner’s statement**

The charity’s gross income exceeded £250,000 and I am qualified to undertake the examination by being a qualified member of the ICAEW.

I have completed my examination. I confirm that no material matters have come to my attention in connection with the examination which gives me cause to believe that in, any material respect:

- the accounting records were not kept in accordance with section 130 of the Charities Act; or
- the accounts did not accord with the accounting records; or
- the accounts did not comply with the applicable requirements concerning the form and content of accounts set out in the Charities (Accounts and Reports) Regulations 2008 other than any requirement that the accounts give a ‘true and fair’ view which is not a matter considered as part of an independent examination.

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in this report in order to enable a proper understanding of the accounts to be reached.

Independent Examiner:

Stephen M Foster FCA

Maurice J Bushell & Co Limited (Chartered Accountants)

123 Aldersgate Street

London EC1A 4JQ

Date: 18<sup>th</sup> June 2021

**STATEMENT OF FINANCIAL ACTIVITIES  
FOR THE YEAR ENDED 31ST DECEMBER 2020**

	Note	Unrestricted Funds £	Restricted Funds £	Endowment Funds £	TOTAL 2020 £	FUNDS 2019 £
<b>INCOME AND ENDOWMENTS</b>						
Voluntary income	2a	130,915	2,076		132,991	148,431
Activities for generating funds	2b	94,496			94,496	83,491
Income from investments	2c	29,531	693		30,224	31,779
Income from church activities	2d	1,090	239		1,329	3,834
Other income	2e	64,294	1,303		65,597	49,388
<b>TOTAL INCOME</b>		<b>320,326</b>	<b>4,311</b>		<b>324,637</b>	<b>316,923</b>
<b>EXPENDITURE</b>						
Church activities	3a	208,462	7,841		216,303	226,798
Cost of raising funds	3b	44,773	-		44,773	36,040
Other expenses	3c	27,545			27,545	22,830
<b>TOTAL EXPENDITURE</b>		<b>280,780</b>	<b>7,841</b>		<b>288,621</b>	<b>285,668</b>
<b>NET INCOME/EXPENDITURE BEFORE OTHER RECOGNISED GAINS AND LOSSES</b>						
		<b>39,546</b>	<b>-3,530</b>		<b>36,016</b>	<b>31,255</b>
Gains/losses on investment assets						
Unrealised	4b	23,046		30,326	53,372	151,831
Realised						
<b>NET MOVEMENT IN FUNDS</b>		<b>62,592</b>	<b>-3,530</b>	<b>30,326</b>	<b>89,388</b>	<b>183,086</b>
Transfer between funds	5	679	- 679			
<b>NET MOVEMENT IN FUNDS AFTER TRANSFERS</b>		<b>63,271</b>	<b>-4,209</b>	<b>30,326</b>	<b>89,388</b>	<b>183,086</b>
<b>BALANCES BROUGHT FORWARD AT 1ST JANUARY 2020 (2019)</b>		<b>1,174,064</b>	<b>32,785</b>	<b>728,850</b>	<b>1,935,699</b>	<b>1,752,613</b>
<b>BALANCES CARRIED FORWARD AT 31ST DECEMBER 2020 (2019)</b>		<b>1,237,335</b>	<b>28,576</b>	<b>759,176</b>	<b>2,025,087</b>	<b>1,935,699</b>

The notes on pages 15 to 23 form part of these accounts

THE PCC OF ST STEPHEN WITH ST JOHN WESTMINSTER

BALANCE SHEET AT 31ST DECEMBER 2020

	Note	2020 £	2019 £
<b>FIXED ASSETS</b>			
Tangible Fixed Assets	4a	526,394	531,998
Investment assets	4b	1,058,894	1,005,522
		<b>1,585,288</b>	<b>1,537,520</b>
<b>CURRENT ASSETS</b>			
Debtors	7	55,151	32,327
Short term deposits		336,637	377,327
Cash at bank and in hand		65,803	8,537
		<b>457,591</b>	<b>418,191</b>
<b>LIABILITIES: FALLING DUE WITHIN ONE YEAR</b>			
	8	17,792	20,012
<b>NET CURRENT ASSETS</b>		<b>439,799</b>	<b>398,179</b>
<b>NET ASSETS</b>		<b>2,025,087</b>	<b>1,935,699</b>
<b>FUNDS</b>			
Unrestricted	6	1,237,335	1,174,064
Restricted	6	28,576	32,785
Endowment	6	759,176	728,850
		<b>2,025,087</b>	<b>1,935,699</b>

The notes on pages 15 to 23 form part of these accounts

Approved by the Parochial Church Council on 5th May 2021 and signed on its behalf by:

Rev Graham Buckle, Vicar and Chairman of PCC

Mr Edward Barker, Churchwarden

**NOTES TO THE ACCOUNTS  
FOR THE YEAR ENDED 31ST DECEMBER 2020**

**1. ACCOUNTING POLICIES**

The PCC is a public benefit entity within the meaning of FRS 102. The financial statements have been prepared under the Charities Act 2011 and in accordance with the Church Accounting Regulations 2006 governing the individual accounts of PCC's together with FRS 102 (2016) as the applicable accounting standards and the 2016 version of the Statement of Recommended Practice, Accounting and Reporting by Charities (SORP(FRS 102)).

The financial statements have been prepared under the historical cost convention except for the valuation of investment assets, which are shown at market value.

**Funds**

*Endowment funds* are restricted funds that must be retained as trust capital either permanently or subject to a discretionary power to spend capital as income, and where the use of any income or benefit derived from the capital may be restricted or unrestricted . Full details of their restrictions are shown in the notes to the accounts.

*Restricted funds* are income funds that must be spent on restricted purposes and details of the funds held and the restrictions provided are shown in the notes to the accounts.

*Unrestricted funds* represent the remaining income funds of the PCC that are available for spending on the general purposes of the PCC, including amounts designated by the PCC for fixed assets for its own use and for spending on a future project and which are therefore not included in its "free reserves" as disclosed in the trustees' annual report.

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.

**Income**

*Voluntary income and capital sources*

Collections are recognised when received by or on behalf of the PCC.

Planned giving receivable under gift aid is recognised when received.

Tax refunds are recognised when the income to which they relate is received.

Grants and legacies to the PCC are accounted for as soon as the PCC is notified of its legal entitlement, the amount due is quantifiable, and its ultimate receipt by the PCC is reasonably certain.

Funds raised by the fetes, garden party and similar events are accounted for gross.

*Other ordinary income*

Rental income from the letting of church premises is recognised when the rental is due.

*Income from investments*

Dividends and interest are accounted for when receivable.

*Gains and losses on investments*

Realised gains or losses are recognised when investments are sold. Unrealised gains or losses are recognised on revaluation of investments at the end of each accounting year.

**NOTES TO THE ACCOUNTS**  
**FOR THE YEAR ENDED 31ST DECEMBER 2020**  
*(Continued)*

**Expenditure**

*Grants*

Grants and donations are accounted for when paid over, or when awarded, if that award creates a binding obligation on the PCC.

*Activities directly relating to the work of the Church*

The diocesan common fund or parish share is accounted for when payable. Liabilities are recognised as soon as there is a legal or constructive obligation and settlement is probable and quantifiable.

**Fixed assets**

*Consecrated land and buildings and movable church furnishings*

Consecrated and beneficed property is excluded from the accounts by s10(2) (a) and (c) of the Charities Act 2011.

No value is placed on movable church furnishings held by the vicar and churchwardens on special trust for the PCC and which require a faculty for disposal since the PCC considers this to be inalienable property.

All expenditure incurred during the year on consecrated or beneficed buildings and movable church furnishings, whether maintenance or improvement, is written off as expenditure in the SOFA and separately disclosed.

No cost information is available for St Stephen's House so it is included at a deemed cost being its valuation in the year 2000. As the current value reflects previous valuations (see note 5) the PCC is permitted to retain the book amounts subject to an impairment review where there is an indication that impairment may have occurred. As the useful economic life is considered to be at least 200 years, with depreciation provided at 0.5% on a straight line basis, an annual impairment review will be retained in any case.

*Other fixtures, fittings and office equipment*

Equipment used within the church premises is depreciated on a straight line basis over 4 years.

With effect from 1st January 2012, individual items of equipment with a purchase price of £1,000 or less are written off when the asset is acquired. Prior to 2012, items of equipment with a purchase price of £250 or less were written off when the asset was acquired.

*Investments*

Investments are valued at their market value at 31<sup>st</sup> December.

*Current Assets*

Amounts owing to the PCC at 31<sup>st</sup> December in respect of fees, rents, or other income are shown as debtors less provision for amounts that may prove uncollectable.

Short-term deposits include cash held on deposit either with the CBF Church of England Funds or at the bank.

**NOTES TO THE ACCOUNTS  
FOR THE YEAR ENDED 31ST DECEMBER 2020**

*(Continued)*

**2. INCOME**

	Unrestricted	Restricted	Endowment	TOTAL FUNDS	
	Funds	Funds	Funds	2020	2019
	£	£	£	£	£
<b>a) Voluntary income</b>					
Planned giving					
Stewardship	23,806			23,806	29,925
Income tax recoverable	9,653			9,653	10,306
Open plate collections at services	2,117	25		2,142	6,556
Sundry donations	7,497	2,051		9,548	13,155
Donations for use of the church	4,571			4,571	21,076
Donation from Napier Hall Trust	70,000			70,000	60,000
Legacies	13,271			13,271	7,413
	<b>130,915</b>	<b>2,076</b>		<b>132,991</b>	<b>148,431</b>
<b>b) Activities for generating funds</b>					
St Stephen's House lettings (note 9)	64,921			64,921	66,991
Mobile phone rental income	29,575			29,575	16,500
	<b>94,496</b>			<b>94,496</b>	<b>83,491</b>
<b>c) Income from investments</b>					
Interest receivable	1,496	13		1,509	2,568
Dividends receivable	28,035	680		28,715	29,211
	<b>29,531</b>	<b>693</b>		<b>30,224</b>	<b>31,779</b>
<b>d) Income from church activities</b>					
Fees	912			912	2,907
Fundraising activities	46			46	394
Income from concerts	132	239		371	533
	<b>1,090</b>	<b>239</b>		<b>1,329</b>	<b>3,834</b>
<b>e) Other income</b>					
St Andrews Church Hall Trust	25,981			25,981	25,497
Other income (note 10)	10,768	1,303		12,071	1,061
Charges to Napier Hall Trust (note 12)	27,545			27,545	22,830
	<b>64,294</b>	<b>1,303</b>		<b>65,597</b>	<b>49,388</b>
<b>TOTAL INCOME</b>	<b>320,326</b>	<b>4,311</b>		<b>324,637</b>	<b>316,923</b>

**NOTES TO THE ACCOUNTS  
FOR THE YEAR ENDED 31ST DECEMBER 2020**

*(Continued)*

**3. EXPENDITURE**

	Unrestricted	Restricted	Endowment	TOTAL FUNDS	
	Funds	Funds	Funds	2020	2019
	£	£	£	£	£
<b>a) Church activities</b>					
Charitable giving (see page 24)	14,417			14,417	12,580
Diocesan Common Fund	85,200			85,200	77,000
Curate/Assistant Priest	19,950			19,950	29,326
Salaries allocated to church activities (note 11)	18,092	2,613		20,705	22,200
Clergy and staff expenses (note 11)	8,969			8,969	4,297
Children and youth work	75	54		129	627
Church running expenses	19,914			19,914	23,172
Support costs for running expenses (note 12)	16,548			16,548	16,117
Church maintenance	7,910			7,910	12,496
Support costs for church maintenance (note 12)	5,285			5,285	4,995
Upkeep of services	1,642			1,642	1,503
Director of Music and organists	6,410			6,410	10,043
Sundry expenses	234			234	1,072
Hospitality expenses	190			190	2,282
Concert expenses	338	74		412	695
Depreciation of church equipment					1,667
Major repairs (note 13)	3,288	5,100		8,388	6,726
	<b>208,462</b>	<b>7,841</b>		<b>216,303</b>	<b>226,798</b>
<b>b) Cost of raising funds</b>					
Voluntary income (note 12)	2,826			2,826	2,516
Lettings (note 12)	40,749			40,749	32,368
Investments (note 12)	1,198			1,198	1,156
	<b>44,773</b>			<b>44,773</b>	<b>36,040</b>
<b>c) Other expenses</b>					
Costs allocated to Napier Hall Trust (note 12)	27,545			27,545	22,830
	<b>27,545</b>			<b>27,545</b>	<b>22,830</b>
<b>TOTAL RESOURCES EXPENDED</b>	<b>280,780</b>	<b>7,841</b>		<b>288,621</b>	<b>285,668</b>

**NOTES TO THE ACCOUNTS**  
**FOR THE YEAR ENDED 31ST DECEMBER 2020**  
*(Continued)*

**4. FIXED ASSETS FOR USE BY THE PCC**

<b>a) Tangible fixed assets</b>	Freehold Land and Buildings	Equipment	Total
	£	£	£
<b>COST/VALUATION</b>			
At 1st January 2020	573,596	34,323	607,919
Additions		1,980	1,980
At 31st December 2020	<b>573,596</b>	<b>36,303</b>	<b>609,899</b>
<b>DEPRECIATION</b>			
At 1st January 2020	57,360	18,561	75,921
Charge for the year	2,868	4,716	7,584
At 31st December 2020	<b>60,228</b>	<b>23,277</b>	<b>83,505</b>
<b>NET BOOK VALUE</b>			
At 31st December 2020	<b>513,368</b>	<b>13,026</b>	<b>526,394</b>
At 31st December 2019	<b>516,236</b>	<b>15,762</b>	<b>531,998</b>

The freehold land and buildings comprise the Parish Office and St Stephen's House. The gross book value is based on the value estimated by the PCC as at November 1997 for insurance purposes and is considered to be a fair estimate of the current value in use of the property.

Consecrated and beneficed property of any kind is excluded from the accounts by s.10(2)(a) and (c) of the Charities Act 2011. The church building is insured for £20,710,000 and St Stephen's House for £1,836,711.

The cost of the equipment comprises:	Computer equipment	539
	Sound system	6,500
	Household equipment	859
	Fire detection system	4,108
	Electric keyboard	469
	Heating improvements	2,547
	Display panels	1,427
	Kitchen improvements	17,376
	Emergency lighting	2,478
		<b>36,303</b>

<b>4b) Investments</b>	Endowment Funds	Unrestricted Funds	Total
Market value at 1st January 2020	670,394	335,128	1,005,522
Revaluation gain	30,326	23,046	53,372
Market value at 31st December 2020	<b>700,720</b>	<b>358,174</b>	<b>1,058,894</b>

Investment holdings at 31<sup>st</sup> December 2020

Endowment: St Johns Trust - 5,616 shares in the CBF Church of England Investment Fund.

Bessborough Gardens Trust - 1,184 shares in the CBF Church of England Investment Fund.

St John's Gardens - 18,393.32 shares of CBF Church of England Investment Fund.

- 63,451.777 shares of Charifaith Common Investment Fund.

- 50,383.39 units of Epworth UK Equity Fund for Charities. \*

- 7,088.29 units of Epworth Global Equity Fund for Charities. \*

\* Previously 53,765.29 units of Epworth Affirmative Equity Fund.

Unrestricted: 17,482.70 shares of the CBF Church of England Investment Fund.

**NOTES TO THE ACCOUNTS  
FOR THE YEAR ENDED 31ST DECEMBER 2020**

*(Continued)*

**5. FUNDS**

The movements on the designated and restricted funds during the year were:

	Balances brought forward	Incoming Resources	Outgoing Resources	Transfers/ Revaluation	Balances carried forward
<b>Designated:</b>					
Vicarage redecoration	6,000			1,000	7,000
Major repairs to the church	110,234		3,288	20,000	126,946
Music	215				215
	<b>116,449</b>		<b>3,288</b>	<b>21,000</b>	<b>134,161</b>

The designated funds form part of the unrestricted funds and have been set aside by the PCC for the purposes described.

**Restricted:**

Barcapel Foundation		2,000			2,000
Bells	11,217				11,217
Burma Travel Exchange Fund	1,720	13			1,733
Bessborough Gardens Income		679		-679	
Charities Fund					
Children's Worker	4,243	1,303	2,659		2,887
Display panels	178				178
Flag pole	50				50
Floor and Heating	12,237		5,100		7,137
Music	137	265	74		328
Night Shelter	1,127				1,127
Toddler Group	1,876	51	8		1,919
	<b>32,785</b>	<b>4,311</b>	<b>7,841</b>	<b>- 679</b>	<b>28,576</b>

**The Barcapel Foundation Fund** is for work with people with dementia.

**The Bells Fund** is for the rehanging of the bells of the church and to carry out all the necessary work to make this possible. A separate charity, St Stephen's Westminster Bells Fund (Registration Number 1152274) has raised funds for this work and donations have been received from it to fund the cost of the work.

**The Burma Travel Exchange Fund** is available to support the cost of travel to maintain links between the Anglican Church in Burma and the congregation of the church.

**Bessborough Gardens Trust Accumulated Income Fund** is available to further the religious and other charitable work of the church in the parish.

**The Charities Fund** is used for monies given specifically for other charities.

**The Children's Worker Fund** is to be used to fund work with children.

**The Display Panels Fund** represents monies donated for the purchase of display panels for use in the church. The cost has been capitalised and added to fixed assets.

**The Flag Pole Fund** represents monies donated to restore the flag pole outside the church.

**The Floor and Heating Fund** is to raise money for the proposed replacement of the church floor and heating system.

**The Music Fund** is to be used for the development of music at St Stephens.

**The Night Shelter Fund** is for money donated to support the Night Shelter in Napier Hall.

**The Toddler Group Fund** is for money received from participants at the Toddler group and is used to fund expenditure of and equipment for the group.

**NOTES TO THE ACCOUNTS  
FOR THE YEAR ENDED 31ST DECEMBER 2020**

*(Continued)*

The Endowment Fund comprises:	2020	2019
Permanent Endowment	139,313	130,350
Expendable Endowment	619,863	598,500
	<b>759,176</b>	<b>728,850</b>

The endowment fund comprises:

**Permanent Endowment**

St John Trust: The capital is a permanent endowment, which was originally provided for the erection of a church hall in Monck Street, London SW1. The remainder of the capital cannot be spent for any other purpose without the consent of the Charity Commissioners. The income arising from this investment may be used for the charitable purposes of the PCC.

Bessborough Gardens Trust: The capital is a permanent endowment, originally comprising land and buildings in Bessborough Gardens, London SW1. The income arising may be used for the purpose of furthering the religious

**Expendable Endowment**

St John's Gardens Fund: This investment was received from the Trustee of the St John's Gardens Fund and has been designated as Expendable Endowment. The donor expects the capital to be kept as a reserve to provide income which may be used as the PCC sees fit. The PCC could, in the future, and after careful consideration, use the capital for some other special purpose.

**6. ANALYSIS OF NET ASSETS BY FUND**

	Unrestricted Funds	Restricted Funds	Endowment Fund	TOTAL 2020
Tangible fixed assets	526,394			526,394
Investment fixed assets	358,174		700,720	1,058,894
Current assets	370,519	28,616	58,456	457,591
Current liabilities	-17,752	-40		-17,792
	<b>1,237,335</b>	<b>28,576</b>	<b>759,176</b>	<b>2,025,087</b>

**7. DEBTORS**

	2020	2019
Prepayments and accrued income	15,776	4,740
Tax recoverable	5,082	3,324
Napier Hall Trust	34,293	24,263
	<b>55,151</b>	<b>32,327</b>

**8. LIABILITIES: AMOUNTS FALLING DUE WITHIN ONE YEAR**

	2020	2019
Accruals and deferred income	13,162	17,252
Tax and national insurance	1,870	
Other creditors	2,760	2,760
	<b>17,792</b>	<b>20,012</b>

**9. ST STEPHEN'S HOUSE LETTINGS**

<b>INCOME</b>	2020	2019
Rents: Flat A	31,564	31,011
Flat B	21,986	21,729
Flat C	4,536	7,328
Offices	5,054	5,315
Gas, electricity and water costs reimbursed	1,781	1,608
	<b>64,921</b>	<b>66,991</b>

**NOTES TO THE ACCOUNTS  
FOR THE YEAR ENDED 31ST DECEMBER 2020**

*(Continued)*

<b>10. OTHER INCOME</b>	2020	2019
	£	£
Other income comprises the following:		
Administrative charge to St Andrews Church Hall Trust	350	350
Grant under Listed Places of Worship scheme	1,276	711
Job Retention Scheme receipt (Unrestricted Fund)	9,142	
Job Retention Scheme receipt (Restricted Fund)	1,303	
	<b>12,071</b>	<b>1,061</b>

<b>11. STAFF COSTS</b>	2020	2019
	£	£
Wages and salaries	61,513	61,902
Social security costs	207	
Pension costs	958	812
Total gross cost	<b>62,678</b>	<b>62,714</b>
Allocated:		
Church activities (Unrestricted Fund)	18,092	19,990
Church activities (Restricted Funds)	2,613	2,210
Organist's fees	6,250	6,992
St Stephen's House, Napier Hall and Support - see note 12	35,723	33,522

During the year the PCC employed on a part time basis two vergers, a cleaner, a children's worker, a director of music, a parish administrator and a bursar.

The PCC enrolled with National Employment Savings Trust (NEST) on 1st June 2012 to provide an opportunity for employees to participate in a pension scheme as required by the Pensions Act 2008.

The salaries allocated to restricted funds are those of the children's worker charged to the Children's Worker Fund.

**12. ST STEPHEN'S HOUSE, NAPIER HALL AND SUPPORT EXPENSES**

	2020	2019
Light, heat, water and council tax	9,605	8,785
Cleaning, repairs and maintenance	27,521	18,436
Insurance	3,946	3,925
Letting agents fees	4,630	4,562
Printing, postage and stationery	736	1,322
Hire of photocopier - see note 14	1,440	1,440
Telephone, fax and internet	954	971
Other office expenses		174
Depreciation of fixtures and fittings	4,716	2,113
Depreciation of freehold building	2,868	2,868
Salaries attributed to parish office, property and support	35,723	33,522
Independent examiner	1,380	1,380
Fund raising costs - Online giving charges and Gift Aid envelopes	320	85
Bank charges	312	399
	<b>94,151</b>	<b>79,982</b>

**NOTES TO THE ACCOUNTS**  
**FOR THE YEAR ENDED 31ST DECEMBER 2020**  
*(Continued)*

	2020	2019
Allocated:		
Church running expenses	16,548	16,117
Church maintenance	5,285	4,995
St Stephen's House lettings	40,749	32,368
Cost of raising voluntary income	2,826	2,516
Cost of managing investments	1,198	1,156
Charge to Napier Hall Trust	27,545	22,830

The costs of running the parish office, St Stephen's House, and Napier Hall, and the accounting and governance costs shown above have been apportioned to the activities to which they relate. Where appropriate, expenditure is allocated to the relevant activity. Items of expenditure which contribute directly to more than one activity have been apportioned to the relevant activities. Staff costs are allocated in accordance with the time spent on each activity. Utilities and other services are apportioned on the basis of usage. Property and insurance costs have been apportioned according to the relevant floor area.

**13. MAJOR REPAIRS - CHURCH PROPERTIES**

	2020			2019
	Unrestricted	Restricted	Total	Total
<b>EXPENSES</b>				
Proposed heating and floor renewal - professional fees		5,100	5,100	6,114
Re-hanging of bells				276
Work arising from Quinquennial survey	3,288		3,288	336
	<b>3,288</b>	<b>5,100</b>	<b>8,388</b>	<b>6,726</b>

The work following the Quinquennial survey is the cost of the inspection of the higher levels of the tower by a steeplejack to ascertain the extent of the work needed and to remove loose masonry for safety reasons. The required repairs are expected to be done later in 2021.

Work on the longstanding plans to renew the heating system along with broader plans to include restoration and refurbishment of the floor and undercroft have continued. These plans also include proposals to improve the toilet and kitchen facilities at the church.

**14. OTHER COMMITMENTS**

The PCC entered in a contract for the hire of a new photocopier for 5 years from 20th July 2016 at a cost of £1,440 per annum. The contract also includes service and maintenance charged on the basis of usage of the machine. This service contract is currently expected to cost less than £1,000 per annum because of reduced usage during the Covid 19 pandemic.

**15. RELATED PARTY TRANSACTIONS**

The PCC has entered into no material transactions, contracts or other arrangements (including grants) with any related party apart from the following:

The combined buildings of St Stephen's House and Napier Hall are managed by the PCC and an appropriate part of the costs charged to the Napier Hall Trust as explained in Note 12 above. The trustees of Napier Hall Trust are the vicar and churchwardens for the PCC and they determine the amount of the donation (if any) to be paid by the Napier Hall Trust to the PCC each year.

Certain transactions, including donations of any money or in kind from PCC members or those closely connected to them, are unlikely to influence the separate independent interests of the PCC and therefore need not be disclosed.

THE PCC OF ST STEPHEN WITH ST JOHN WESTMINSTER

CHARITABLE GIVING  
FOR THE YEAR ENDED 31ST DECEMBER 2020

	Unrestricted Funds	Restricted Funds
	£	£
<b>Allocation of Charitable Giving Budget</b>		
Emergency & International Relief: FareShare	1,000	
Trussell Trust	1,000	
The Passage	1,000	
Charities benefitting Westminster: Cardinal Hume Centre	600	
The Abbey Centre	600	
St Vincent's Family Centre	800	
Open Age	600	
Westminster Befriend a Family	600	
Pimlico Toy Library	325	
Coombe Trust Fund Street Souls	600	
South Westminster Legal Advice Centre	600	
Christian Causes: Embrace the Middle East	800	
Burma Ordinand	1,000	
The Church Urban Fund	600	
Train a Priest	1,000	
Livability	1,000	
USPG	1,000	
<b>Other Giving</b>		
Deanery Schools - Donations for 2019 and 2020	1,292	
	<b>14,417</b>	-