

**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

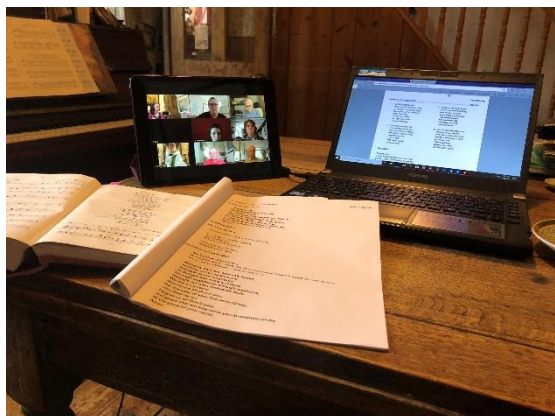
2020 has been dominated by the impact of the Covid 19 pandemic but the Parish has continued to be active. We have adapted in a number of creative ways to the fast pace of changes in guidelines and regulations, and have continued to provide both service and a support to the local community. There has 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 vergers 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.

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**

		Unrestricted Funds £	Restricted Funds £	Endowment Funds £	TOTAL 2020 £	FUNDS 2019 £
	Note					
<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 Funds £	Restricted Funds £	Endowment Funds £	TOTAL 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 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**

INCOME	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>	<b>2020</b>	<b>2019</b>
	<b>£</b>	<b>£</b>
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>	<b>2020</b>	<b>2019</b>
	<b>£</b>	<b>£</b>
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**

	<b>2020</b>	<b>2019</b>
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>	<b>-</b>