

**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.

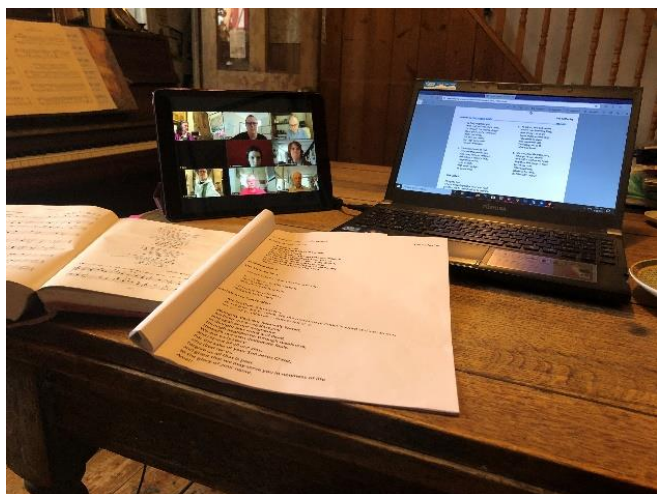
Achievements and performance

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 4th 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 27th July, inviting interested children to the church



St Stephen's Week started on 19th of June 2021 with Helena's Ordination to the Priesthood, followed by her First Eucharist the day after on the 20th 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 4th 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 Standring 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 9th 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 1st 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 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 CO₂, 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 7th 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 31st 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.

PCC members who have served during the period from 1st 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 3rd 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 15th 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 31st 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: 4th May 2022

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

	Note	Unrestricted Funds £	Restricted Funds £	Endowment Funds £	TOTAL 2021 £	FUNDS 2020 £
INCOME AND ENDOWMENTS						
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
TOTAL INCOME		290,299	10,703		301,002	324,637
EXPENDITURE						
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
TOTAL EXPENDITURE		286,880	12,963		299,843	288,621
NET INCOME/EXPENDITURE BEFORE OTHER RECOGNISED GAINS AND LOSSES		3,419	-2,260		1,159	36,016
Gains/losses on investment assets						
Unrealised	4b	51,238		99,066	150,304	53,372
Realised						
NET MOVEMENT IN FUNDS		54,657	-2,260	99,066	151,463	89,388
Transfer between funds	5	704	- 704			
NET MOVEMENT IN FUNDS AFTER TRANSFERS		55,361	-2,964	99,066	151,463	89,388
BALANCES BROUGHT FORWARD AT 1ST JANUARY 2021 (2020)		1,237,335	28,576	759,176	2,025,087	1,935,699
BALANCES CARRIED FORWARD AT 31ST DECEMBER 2021 (2020)		1,292,696	25,612	858,242	2,176,550	2,025,087

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

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 31st December.

Current Assets

Amounts owing to the PCC at 31st 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 £
a) Voluntary income					
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
	126,113	8,594		134,707	132,991
b) Activities for generating funds					
St Stephen's House lettings (note 9)	60,833			60,833	64,921
Mobile phone rental income	23,305			23,305	29,575
	84,138			84,138	94,496
c) Income from investments					
Interest receivable	180	1		181	1,509
Dividends receivable	29,675	704		30,379	28,715
	29,855	705		30,560	30,224
d) Income from church activities					
Fees	1,042			1,042	912
Fundraising activities				-	46
Income from concerts		270		270	371
	1,042	270		1,312	1,329
e) Other income					
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
	49,151	1,134		50,285	65,597
TOTAL INCOME	290,299	10,703		301,002	324,637

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

3. EXPENDITURE

	Unrestricted	Restricted	Endowment	TOTAL FUNDS	
	Funds	Funds	Funds	2021	2020
	£	£	£	£	£
a) Church activities					
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
	221,626	12,963		234,589	216,303
b) Cost of raising funds					
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
	41,761			41,761	44,773
c) Other expenses					
Costs allocated to Napier Hall Trust (note 12)	23,493			23,493	27,545
	23,493			23,493	27,545
TOTAL RESOURCES EXPENDED	286,880	12,963		299,843	288,621

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

4. FIXED ASSETS FOR USE BY THE PCC

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

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
		36,303

4b) Investments	Endowment Funds	Unrestricted Funds	Total
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	799,786	409,412	1,209,198

Investment holdings at 31st 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
Designated:					
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
	134,161		16,557	51,000	168,781

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
	28,576	10,703	12,963	- 704	25,612

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.

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
	858,242	759,176

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
	1,292,696	25,612	858,242	2,176,550

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
	22,011	55,151

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
	17,982	17,792

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
	60,833	64,921

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

10. OTHER INCOME	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
	1,639	12,071

11. STAFF COSTS	2021	2020
	£	£
Wages and salaries	53,289	61,513
Social security costs		207
Pension costs	769	958
Total gross cost	54,058	62,678
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	2021	2020
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
	87,907	94,151

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
EXPENSES				
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
	32,239	8,137	40,376	8,388

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
Allocation of Charitable Giving Budget		£	£
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	
Other Giving	USPG Covid India	200	
	Support for church in Burma		130
Accounting adjustment	Donation to Street Souls not paid in 2020	- 600	
		13,150	130