

# THE PAROCHIAL CHURCH COUNCIL OF THE ECCLESIASTICAL PARISH OF ST. CLEMENT'S, OXFORD

England & Wales - Charity number 1132918

## Details

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**Other names** ST. CLEMENT'S PCC, OXFORD

**Status** Registered

**Legal form** Previously excepted

**Registered** 2009-11-23

**Register** [View on the Charity Commission register](#)

## Contact

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**Address** St Clements Church  
St. Clement's Centre  
Cross Street  
Oxford  
OX4 1DA

**Phone** 01865246674

**Email** [parish.office@stclements.org.uk](mailto:parish.office@stclements.org.uk)

**Website** [www.stclements.org.uk](http://www.stclements.org.uk)

## Activities

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

**Activities:** The PCC has responsibility, with the Rector, to promote the whole mission of the Church, pastoral, evangelistic, social and ecumenical as well as maintaining the building. The PCC is committed to enabling as many people as possible to worship at our church and to become part of our parish community at St Clement's, through Sunday services and mid-week activities.

## Classification

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- **How:** Makes Grants To Individuals, Makes Grants To Organisations, Provides Human Resources, Provides Buildings/facilities/open Space, Provides Services, Provides Advocacy/advice/information
- **What:** Religious Activities
- **Who:** Children/young People, Elderly/old People, People With Disabilities, The General Public/mankind

## Geography

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- **Area of benefit:** UNDEFINED. IN PRACTICE, LOCAL.
- Oxfordshire

## Finances

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Period end	Income	Expenditure	Assets	Employees
2024-12-31	£345,886	£197,744	-	-
2023-12-31	£274,613	£413,247	-	-
2022-12-31	£250,799	£413,247	-	-
2021-12-31	£228,896	£238,739	-	-
2020-12-31	£179,333	£228,131	-	-

## Trustees

Name	Role	Appointed
<b>Rev Mark Alastair Hay</b>	Chair	2024-04-09
Benjamin Torrance		2025-04-13
Fiona Juliet Livingstone		2011-04-05
Hannah Fox		2026-04-26
JEZ SPEARMAN		2013-05-14
JOHN ROBERT DEANS		2013-05-23
James Alexander Heatley		2026-04-26
John Livingstone		2023-04-23
Matthew Key		2025-04-13
Philip Nigel Gordon		2023-04-23
Rev Joanna Catherine Tarassenko		2021-07-06
SUE CLEAVE		2005-11-09

**THE PAROCHIAL CHURCH COUNCIL OF THE ECCLESIASTICAL PARISH OF ST. CLEMENT'S, OXFORD**

England & Wales - Charity number 1132918

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# Accounts

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**The Parochial Church Council of the Ecclesiastical Parish  
of St Clement's, Oxford**

**Registered Charity Number: 1132918**

**Annual Report and Financial Statements**

**for the year ended**

**31st December 2024**

**Wenn Townsend**

**Chartered Accountants**

**Oxford**



## Objectives and activities (continued)

Our church building is set back off the Marston Road. It was completed in 1828 in a 'Norman revival' style, replacing an earlier building in a different part of the parish. Our nearest postcode is OX4 1FN.



Our overarching objective is that all who want to do so may come to know the love of God and experience the richness of His goodness towards us in every aspect of our lives. This is what motivates all our more specific objectives and activities described below. Our activities provide public benefit to the parish and the wider community, in line with guidance issued by the Charity Commission.

We describe our achievements and performance for each of these activities in more detail in the next section

Objectives	Activities
<p><b>1. Worship</b> – to give all our parishioners, as well as church members from outside the parish, the opportunity to participate in Christian worship. We want to experience God and the joy that comes from knowing Him.</p>	<p>We provide two services each Sunday – a lively morning service and a smaller, more contemplative evening service. Our styles of worship, supported by our <b>music group</b>, are varied. Refreshments are served after our morning service and provide an opportunity for us to welcome newcomers and to get to know each other better.</p>
<p><b>2. Prayer and Bible study</b> – to deepen our knowledge of God and to follow Him more closely, both collectively and individually.</p>	<p>We aim to understand God's general purposes through Bible study and to discover what he wants for us individually through prayer. Many of us meet in <b>Home Groups</b> to explore our walk with God in more depth. We encourage all our church members to pray and study the Bible regularly as part of their personal devotions, and to pray together through weekly and monthly <b>prayer gatherings</b>.</p>

## Objectives and activities (continued)

Objectives	Activities
<b>3. Pastoral care</b> – to support each other in the routine pressures of daily living and through times of crisis.	Individual friendships, including through our <b>Home Groups</b> , form the focus of our care for each other. More <b>structured pastoral care</b> supports those in specific need. We have a fund to help church members facing short-term financial emergencies. We hold a <b>memorial service</b> every year open to all, but particularly to people who have lost a relative or close friend in recent years.
<b>4. Young people and children</b> – to give our younger members the opportunity to explore the Christian faith in ways they find meaningful.	Our <b>youth work</b> provides a wide range of activities for those of secondary school age. These include meetings on Tuesday evenings and on Sunday mornings. Our <b>children's work</b> , for those of primary school age and younger, is focused on Sunday mornings. On the first Sunday of each month, our young people and children join our main morning service.
<b>5. Community and social concern</b> – to express the love of God in practical ways to the local community of our parish.	Our work in the community covers the young, the old and those in financial need.  We run a <b>babies and toddlers group</b> for children of pre-school age, along with their carers, on Thursday mornings.  Our <b>Cafe Club</b> provides social activities and refreshments once a month for older members of the Church family and local community. We are core participants in the <b>Oxford Churches Debt Centre</b> , set up in partnership with the national organisation Christians Against Poverty (CAP) UK, to help anyone with problem debt. <b>CAP money management courses</b> help people learn to budget and manage their money better. Our related charity the St. Clement's Community Property Trust provides space for a wide range of <b>community activities</b> .
<b>6. Outreach</b> – to present the gospel to those around us in our parish, our deanery and the wider world, fulfilling our evangelistic and ecumenical objectives.	Many beyond our regular members attend our services at <b>major Christian festivals</b> and use our services for <b>baptisms, weddings and funerals</b> . We run occasional <b>enquirers' courses</b> for those wanting to explore the Christian faith. We join with all the Church of England churches in <b>Cowley Deanery</b> in pooling most of our congregational giving; this helps those parishes in the Deanery in most need. We look <b>beyond Oxford</b> through our annual Mission Gift Fund which provides support to other organisations in the UK and abroad with which we have links.
<b>7. Future generations</b> – to preserve and enhance for future generations the built and natural heritage of which we are the current guardians.	We want our church to be a continuing centre of Christian worship for generations to come, as it has been for the last two centuries. We have continued to restore the church fabric and <b>improve our beautiful churchyard</b> so that it is a pleasure for visitors and a good home for a range of plant, bird and animal species.

## Achievements and performance

The objectives and activities in this section follow the same sequence as the table in the previous section. What we offer is available to all, mostly without charge. Where we charge fees or seek donations, it is only to help defray costs.

The Revd. Mark Hay and his wife Kate joined us on 9 April 2024 after a year of vacancy. We are most grateful for the help and support provided by the Diocese and local clergy during the vacancy and for the support of our Patron's representative, Helen Lamb and Bishop Steven, during the selection process.

The St Clement's PCC is immensely grateful to the many willing volunteers who have enabled so much to continue during the period of vacancy and since Mark's appointment. We also could not have done all we have without our dedicated staff to whom we also express our deep thanks.

There were 100 on the Electoral Roll at the date of the Annual Parochial Church Meeting on 21 April 2024. Average Sunday attendances in October 2024 comprised 94 adults and 28 children under 16.

**The Parochial Church Council of the Ecclesiastical Parish of St Clement's, Oxford**  
**Annual Report for the year ending 31st December 2024 (continued)**

## **1. Worship**

**Worship Group:** The group contributed to the musical part of our worship at all morning and some special services across the course of the year.

**Hospitality Group:** Teams of church members offered refreshments after morning services and at special church events as part of our continual building of a welcoming church.

**Flower arranging group:** The group arranged flowers for our services, as part of our valuing of God's creation and our welcome and worship of God.

## **2. Prayer and Bible study**

**Home groups:** We have seven Home Groups, each with its own distinctive style, involving c. 60 church members who meet weekly or fortnightly on a variety of week-day evenings. The purpose of these groups is to provide a small group context where members can explore and grow in faith, deepen friendships, and support each other in all aspects of our lives. Home Group leaders meet approximately once a term for mutual support, equipping and encouragement.

## **3. Pastoral care**

**Structured pastoral care:** the Clergy team, supported by a small number of volunteers, offered pastoral care for those facing particular challenges and difficulties, especially those with long term health conditions. This included the regular provision of home communions where appropriate. The Clergy team and licensed minister take communion each month to Abbeyfield, a residential home in the parish

**Hardship Fund:** There is a small Rector's Discretionary Fund available to give, with the Wardens' agreement, modest donations to people facing immediate financial hardship. This Fund was not used during 2024.

**Memorial service:** Our memorial service takes place every Autumn and provides a quiet space for those who want to remember loved ones who have passed away. The names of those who are mourned are read out as part of this service. We invite all who have attended a funeral or burial in the past two years, but the service is open to all and is advertised locally. In 2024, 24 people attended.

**A Blue Christmas:** This year, as part of our Christmas program, we held a special service for those who find the festive season difficult for whatever reason. We plan to run this again in future years.

## **4. Young people and children**

**Youth work:** We have continued to run a Sunday youth group, increasing this from twice a month to every Sunday except for all-age Sundays, getting around 4-8 attending each week, wrestling with big life questions in relation to the Bible and faith.

We have continued Overflow Youth on Tuesday nights for young people, getting around 8-12 attendees each week. The group is a mix of young people from families connected with St Clement's and young people with no connection to church beyond this group and has a mixture of social activities and Christian input.

We have previously used resources like Youth Alpha and Stir to introduce faith discussions with this group, and have since been centring discussion around 'big questions' submitted by the young people at the 2024 residential.

**Children's work:** Our Kingdom Kids group (for children 5-11 years old) enables children to worship, pray, learn and have fun in a welcoming mixed-age group, taking place 3 Sundays out of 4 in term-time. During 2024 the average attendance at Kingdom Kids has been around 15 children. Kingdom Tots is for the active under-5's, with worship, crafts, stories and play to explore faith with an average of 10-15 children attending. Our children's work is flourishing.

We have also started a 'Young Leaders' programme which currently has 1-2 members of our youth taking part in being regular leaders in our children's groups.

**Social Events:** We have continued to host socials for our children and young people, with a kids trip going to play bowling and older kids and youth trampolining at Jump Inc. We have been getting an average of 12 (aged between 7-15 years old) attending.

## Achievements and performance (continued)

Three of our young people also attended NightLife at St Aldates (a termly youth event) in the autumn term and we are expecting to take them (and a few more) back again in future terms.

We ran our own weekend away again this year at, Rock UK's Frontier Centre, a Christian activity site, with 13 children and young people attending aged 8-14 years old

### 5. Community and social concern

**Toddler group:** Our Baby and Toddler Group serves the local community during school term-time. Volunteers provide activities for a two-hour drop-in session once a week, including light refreshments. Since September 2022 our numbers have consistently been around 45-65 parents/carers and toddlers each week.

**Local Schools:** In July 2024 we had a local secondary school, Cheney School, bring their year 7 students to the church on a school trip to explore the church and learn more about Christianity. This was the second time they came to do this visit with the year 7s, following a successful visit in 2023. They have already booked in for the year 7 classes to come again in 2025.

We now regularly go into St Michael's CE Primary School in Marston to run 'J10' after-school club. We have around 15 children attending that group weekly, aged between 7-11 years old. We have now gone into the school and run assemblies. We have also helped to run a Prayer Space with BeSpace in the school that lasts a week and the whole school attends. We are being allowed to advertise our church events there and are going to have the school come into St Clement's Church for a visit in 2025.

**Café Club:** Our Café Club provides refreshments, social engagement, talks and other activities for members of the Church family and local community who are around during the day. It now meets on the third Wednesday of every month. Church members are encouraged to invite their friends and neighbours. We have seen a number of new friends joining us over the last year.

**Oxford Churches Debt Centre and CAP Money Management Courses:** The Oxford Churches Debt Centre is a charitable incorporated organisation registered with the Charity Commission (number 1155834) and run in partnership with Christians Against Poverty (CAP) UK. St Clement's is one of four full partner churches. A number of our church family are involved in different ways, such as being a Trustee and being a Befriender. St Clement's is committed both to pray for and to give financially to the work of the Centre. Our Trustee in 2024 was Claire Bishop.

**Community activities:** St Clement's church family members are involved in a number of activities led by others in our local community. These include the Oxford Winter Night Shelter, an initiative of Oxford churches to provide shelter for the homeless in the winter month; Street Pastors: supporting a local food bank through weekly and Harvest Service food donations and in most years OxClean, which is an annual event to tidy up our local area.

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### 6. Outreach

**Major Christian festivals:** Easter and Christmas are the festivals when most occasional visitors come. These services were well attended, especially our Carol Service, Christingle and Christmas Day and Easter Services. We also much enjoyed welcoming our local community to join us for our early December Light in the Darkness event, including carol singing, refreshments and activities such as wreath making, a prayer station, biscuit decorating and more. We made this into a whole weekend event, inviting those who attended the Light in the Darkness Saturday event to Christingle the next day in church and then the Crib service on Christmas Eve.

## Achievements and performance (continued)

**Baptisms, weddings and funerals:** As a parish church, we offer the 'occasional offices' of baptisms, weddings and funerals to residents of the parish. We also offer this ministry to those living beyond the parish who worship with us or have a strong connection with us. In 2024, we conducted 6 baptisms, 1 wedding, 3 funerals and 4 interments of ashes in the churchyard.

**Fabric:** 2024 saw the arrival of our new Rector so no new work on the building was undertaken. The stonemasons returned to complete the final small items of repairs on the first phase of the stonework upgrade. The second phase will be carried out in the future when volunteer capacity is increased and we have enlisted the help of a new architect. We did upgrade the sound system to include new in ear monitors which will help with the reverberation issues. We have also updated the keyboard and drum kit.

We have continued to improve our churchyard. Trees and shrubs have been regularly cut back to improve welcome, visibility and safety. A number of working parties further helped to beautify the area. The churchyard is managed by a small number of keen volunteers who are always looking to grow their number.

**Cowley Deanery:** We are part of the Cowley Deanery, which brings together the thirteen parishes in the eastern half of Oxford. The Rector, Curate and three church members are members of the Cowley Deanery Synod.

**Across the denominations:** We continue to maintain our links with other local churches.

**Mission beyond Oxford:** We continue to support and pray for several Mission Partners with links to our church, as well as 7 Mission Agencies. Church members raised a total of £5,805 (plus Gift Aid) for our annual Mission Gift Fund, which we distributed between our Mission Partners and Agencies.

**Future generations:** We want our church to be a continuing centre of Christian worship for generations to come. Our aim is to make the church as welcoming and useable for worship and hospitality as possible, while respecting and valuing its historic features. The ongoing improvements to our fabric seek to strike this balance.

The same considerations apply to further work planned in our churchyard. We want to keep it well maintained, so visitors can easily find and see the graves of their loved ones and the church can be as visible as possible to those interested in a historic place of Christian worship. It is a peaceful green space on the edge of our parish. We aim to draw locals in by making the churchyard as welcoming as possible with a balance of planted and naturally occurring flowers as well as managed mown and unmown areas to encourage wildlife and diversity of plants. Our mature trees are regularly surveyed to aid with the overall management of the churchyard.

## Financial review

### Principal funding sources

Giving from the congregation is a vital income source. Overall giving was higher than in 2023, reflecting the generosity of the church family.

An annual grant from the Charity of Thomas Dawson is our main external funding source. The generosity of Thomas Dawson, who set up his charity in 1521, enables us to operate on a scale that would otherwise be impossible. The grant of £125,000 for 2024 was a major contribution to the Church's finances, for which we are hugely appreciative.

### Principal risks and uncertainties

**Volunteer shortages and fatigue** remain our greatest risk. Although members of the Church family give generously of their time, the church has a largely working age congregation with work and family responsibilities.

Our main financial risk is the need for any future works to **repair our church fabric**.

Our reliance on just a **few main funding sources** clearly presents risks. However, our reserves remain strong thanks to careful financial management.

## Financial review (continued)

Like all small organisations run by volunteers, we face the general risk of **getting things wrong**. Our principal risks in this respect lie in the areas of finance, data protection, safeguarding, health and safety and employment practice. Wenn Townsend Chartered Accountants support us in financial matters and we receive help from experienced volunteers and advisers in health and safety and employment matters. The Diocese also provides help in a number of areas.

We welcome **children and vulnerable adults** and our designated Parish Safeguarding Officer oversees all work with them. She was formerly our Children's Worker and ensures that all those who work with children and young people or vulnerable adults are safely recruited, including being appropriately DBS checked, as well as subsequently trained. As required by the Church of England, we continue to comply with our duty under section 5 of the Safeguarding and Clergy Discipline Measure 2016 to have regard to the House of Bishops' guidance on the safeguarding of children and vulnerable adults.

Finally, there is the risk that the PCC cannot deal adequately with all the growing requirements of Government legislation and guidance from the Church of England. We undertake risk assessments, make other regular checks and organise training for staff and volunteers to try to ensure compliance. Most of our staff and activities are based in the St Clements Centre which, together with 'The Mish', belong to St Clement's Community Property Trust, so the Church works closely with that charity's General Manager and Trustees.

## Investment policy

We do not have funds to invest over the medium-term or long-term. Our general unrestricted reserves are a support for our normal annual expenditure. Our designated and restricted funds are for work that we hope to complete over the next 1-3 years. The need to invest over the short-term arises when there is a delay between receiving funds and being able to use them. This happens mainly when the Charity of Thomas Dawson makes large grants. In such circumstances we can find ourselves with funds to invest for more than 12 months. Our policy for short-term investment is to balance security, liquidity and return, while striving to invest ethically. Overall, this means using a combination of interest-paying bank accounts.

## Reserves

Our reserves policy is to achieve a position on our general fund where we hold an amount to match our annual reliance on the Dawson grant, which is never guaranteed, and to provide an additional amount equal to 3 months' normal expenditure paid out of the general fund and Charity of Thomas Dawson grant. We held £211,554 (2023: £226,366) in the general fund at the end of 2024, so we achieved our policy intention. We assign £50,000 to the Dawson cashflow fund to ensure we start the year with enough cash to last us until the Dawson grant arrives in late summer. The Dawson Trust Fund is effectively our fabric fund.

We have various restricted funds, details of which are laid out in note 8 to the accounts.

The **Dawson Trust** fund is by far our largest. It holds amounts received from the Charity of Thomas Dawson as a 'contribution towards the upkeep and repair of the fabric of the Parish Church of St Clement's, and the maintenance of the services and furniture therein and subject thereto in furtherance of the religious and other charitable work of the Church of England, in the said ecclesiastical parish as the Parochial Church Council think fit'. Our policy is to spend it in line with these conditions as quickly as is consistent with good financial management. The grant was not fully expended in the year.

All our other restricted funds hold **gifts and donations** for specific purposes. The Mission Gift Fund, the Oxford Churches Debt Centre Fund and our various special collections in church are for missional giving. Our policy is to donate them within the year, or as soon as possible afterwards in the case of collections around Christmas.

Other funds, such as the Welcome Fund, the Children's Fund and the Youth Worker Fund have been donated for specific uses within St Clement's Church. We aim to spend them in line with the conditions attached as quickly as is consistent with good financial management.

**The Parochial Church Council of the Ecclesiastical Parish of St Clement's, Oxford  
Annual Report for the year ending 31st December 2024 (continued)**

## **Plans for the future**

### Priorities for 2025

- Run a Lent Course exploring issues in sexuality and marriage
- Continue to explore ways of increasing connections with our local community, raising our visibility
- Increase our engagement with students, especially from Brookes U.
- Continue to champion and grow our children's and youth ministries, including All Age worship
- Increase opportunities to pray in varied and creative ways
- Strengthen our AV & musical worship provision with equipment, volunteers, training and development
- Grow the number of church members in Home Groups, adding new groups, and growing and developing new and existing leaders
- Begin to work on a new vision plan for St Clement's.

## **Structure governance and management**

The **PCC** is a corporate body established by the Church of England. Our objectives derive from the Parochial Church Councils (Powers) Measure 1956. It is elected by church members recorded on the Electoral Roll, in accordance with the Church Representation Rules 2011. It is charged with consulting together on matters of general concern and importance to the parish, including co-operating with the incumbent in promoting in the parish the whole mission of the church, pastoral, evangelistic, social and ecumenical. It met 7 times in 2024.

The PCC has created a structure of Ministry Teams to help it take a strategic view of church policy and expenditure, whilst also ensuring that its responsibilities receive the detailed attention they need. All report to the PCC with recommendations, action plans and, where relevant, budgets and then assist with implementing decisions made. In addition, certain volunteers and staff members have delegated spending authority up to defined limits, but must report their spending to the PCC through the Treasurer.

The **Standing Committee** deals with issues between PCC meetings. It helps to set the agenda for PCC meetings and retains responsibility for confidential matters relating to staff, such as salaries. It also receives reports on risk management from the Risk Management Coordinator. It may act on its own initiative, but must report to the next PCC. Some of the work it usually undertakes was taken on by the Leadership Team appointed to oversee the Ministry Teams. It therefore only needed to meet three times in 2024.

### **PCC Ministry Teams**

**The Fabric and Churchyard Team** is responsible for assessing the need for repair, maintenance and improvement of the fabric of St Clement's Church, including having regard to the Architect's Quinquennial Report. It also takes a lead on matters relating to the use and care of the churchyard.

**The Operations & Finance Team** is responsible for overseeing arrangements for staff and volunteers including recruitment, administration, data protection, risk management and finance. Its remit includes internal and external communications, the development of the church website and the provision of IT support. It also oversees financial strategy and the church's approach to the stewardship of money.

**The Congregational Care & Mission Team** is responsible for pastoral care, safeguarding, the running of Home Groups and social activities, welcome, hospitality and Mission within the parish and beyond. Mission includes reviewing the partners and agencies supported by our Mission Gift Fund and proposing the amount of support to be allocated to each.

**The Worship & Services Team** is responsible for helping grow the church family in faith, discipleship and worship. During the vacancy, it took on the role of planning services and providing leaders for them, including visiting clergy in particular for services of Holy Communion.

**The Parochial Church Council of the Ecclesiastical Parish of St Clement's, Oxford  
Annual Report for the year ending 31st December 2024 (continued)**

## **Other Groups**

**The Staff Team** comprising the Parish Administration Manager, the Children & Families Worker, the Youth Worker and the Church Cleaner as well as the Curate and Rector.

**The Leadership Team** comprising those with oversight for the Ministry Teams.

**Home Group Leaders** comprising those with oversight of Home Groups.

**Audio Visual and Sound Desk Teams** who provide sound control and audio visual support for services.

## **Regulatory matters**

The PCC Secretary, Risk Management Co-ordinator, Parish Safeguarding Officer and Treasurer, assisted by our professional advisers, arrange for regulatory changes, Diocesan guidelines and other advice in areas such as health and safety to be brought to the PCC's attention as appropriate and for regulatory checks and required training to be undertaken as and when required.

## **Related Charities**

The Rector is a trustee of the following charities, in addition to the PCC, as a consequence of being the Rector:

- St Clement's Parochial Charities (Registered Charity 201989)
- St Clement's Community Property (Registered Charity 1200229)
- The Charity of Thomas Dawson (Registered Charity 203258)

## **Reference and administrative details**

The full name of the PCC is 'The Parochial Church Council of the Ecclesiastical Parish of St Clement's, Oxford'. It is also variously known as 'St Clement's Parochial Church Council', 'St Clement's PCC' and 'St Clement's Church'. The Diocese of Oxford uses 'St Clement Oxford'. Our Charity Commission registration number is 1132918.

### **Correspondence address**

St Clement's Parish Office, St Clement's Centre, Cross Street, Oxford OX4 1DA

T: 01865 246674

E: [parish.office@stclements.org.uk](mailto:parish.office@stclements.org.uk)

W: [www.stclements.org.uk](http://www.stclements.org.uk)

### **PCC members (trustees) during the year**

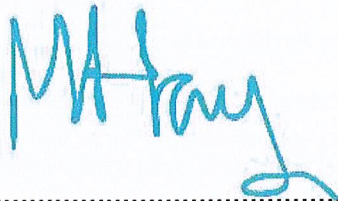
Incumbent (Rector)	Revd Mark Hay (from 9 April 2024)
Assistant Curate	The Rev Joanna Catherine Tarassenko (from 6th July 2021)
Churchwarden	Mr Steve Rumford (from 21/04/2023 to the APCM in 2025)
Deanery Synod Reps	Mr Colin Price (from 23/04/2023 to the APCM in 2026) Mr John Livingstone (from 23/04/2023 to the APCM in 2026) Ms. Maikki Aakko (from 23/10/2023 to the APCM in 2025)
Elected Members	Miss Sue Cleave (Hon Secretary) (from 30/04/2018 to the APCM in 2025) Mr John Deans (from 24/04/2016 to the APCM in 2025) Dr Claire Gilroy (from 30/04/2017 to the APCM in 2027) Mr Phil Gordon (from 21/04/2024 to the APCM in 2025) Mr Peter Heim (from 23/04/2023 to the APCM in 2026) Mrs Fiona Livingstone (from 22/04/2018 to the APCM in 2027) Mr Ali Smith (from 23/04/2023 until the APCM in 2026) Dr Jeremy Spearman (from 22/04/2018 to the APCM in 2026) Mrs Kathryn Ungerer (from 21/04/2024 to the APCM in 2027)
Co-opted Member	Mrs Bethan Willis (from 21/04/2024 to the APCM in 2025)

**The Parochial Church Council of the Ecclesiastical Parish of St Clement's, Oxford  
Annual Report for the year ending 31st December 2024 (continued)**

**Advisors and bankers to the PCC**

Accountants	Wenn Townsend, 30 St. Giles, Oxford, OX1 3LE
Architect	Mr John Radice, Old Post Office, Berrick Salome, Wallingford, Oxon, OX10 6JN
Bankers	Barclays Bank, Leicester, LE87 2BB National Westminster Bank, 43 Cornmarket Street, Oxford, OX1 3HA
Employment Law Adviser	Miss Pippa Greenslade, contact through St Clement's Parish Office (details above)
Health and Safety Adviser	Mr Geoffrey Roberts, contact through St Clement's Parish Office (details above)
Independent Examiner	Andrew Rodzynski FCA, Wenn Townsend, 30 St. Giles, Oxford, OX1 3LE

**Signed on behalf of the PCC**



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**Revd. Mark Hay (Chair)**

**2nd April 2025**

**Independent Examiner's Report to the  
Trustees of The Parochial Church Council of the Ecclesiastical Parish of St Clement's, Oxford**

I report to the charity trustees on my examination of the accounts of the charity for the year ended 31st December 2024 which are set out on pages 12 to 25.

**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 charity's accounts carried out under section 145 of the 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**

Since the charity's gross income exceeded £250,000 your examiner must be a member of a body listed in section 145 of the Act. I confirm that I am qualified to undertake the examination because I am a member of The Institute of Chartered Accountants in England and Wales which is one of the listed bodies.

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

1. accounting records were not kept in respect of the charity as required by section 130 of the Act; or
2. the accounts do not accord with those records; or
3. the accounts do 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.



**Andrew Rodzynski FCA**  
Wenn Townsend Chartered Accountants  
30 St Giles'  
Oxford  
OX1 3LE

**2nd April 2025**

The Parochial Church Council of the Ecclesiastical Parish of St Clement's, Oxford

Statement of Financial Activities  
for the year ended 31st December 2024

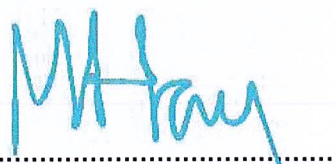
	Note	Unrestricted Funds			Totals 2024 £	Unrestricted Funds			Totals 2023 £
		General £	Designated £	Restricted funds £		General £	Designated £	Restricted funds £	
<b>Income</b>									
Donations and legacies	3a	150,235	-	190,402	340,637	132,311	-	139,833	272,144
Income from church activities	3b	483	-	-	483	2,469	-	-	2,469
Income from investments	3c	4,766	-	-	4,766	-	-	-	-
<b>Total income and endowments</b>		<b>155,484</b>	<b>-</b>	<b>190,402</b>	<b>345,886</b>	<b>134,780</b>	<b>-</b>	<b>139,833</b>	<b>274,613</b>
<b>Expenditure</b>									
Expenditure on church activities	4a/b	170,247	-	27,497	197,744	127,625	-	16,393	144,018
<b>Total expenditure</b>		<b>170,247</b>	<b>-</b>	<b>27,497</b>	<b>197,744</b>	<b>127,625</b>	<b>-</b>	<b>16,393</b>	<b>144,018</b>
<b>Net income/(expenditure)</b>		<b>(14,763)</b>	<b>-</b>	<b>162,905</b>	<b>148,142</b>	<b>7,155</b>	<b>-</b>	<b>123,440</b>	<b>130,595</b>
<b>Transfers between funds</b>	8	(49)	-	49	-	(440)	-	440	-
<b>Net movement in funds</b>		<b>(14,812)</b>	<b>-</b>	<b>164,954</b>	<b>148,142</b>	<b>6,715</b>	<b>-</b>	<b>123,880</b>	<b>130,595</b>
<b>Reconciliation of funds</b>									
Balance brought forward at 1st January 2024		176,366	50,000	135,191	361,557	169,651	50,000	11,311	230,962
<b>Balance carried forward at 31st December 2024</b>		<b>161,554</b>	<b>50,000</b>	<b>298,145</b>	<b>509,699</b>	<b>176,366</b>	<b>50,000</b>	<b>135,191</b>	<b>361,557</b>

The Parochial Church Council of the Ecclesiastical Parish of St Clement's, Oxford

Balance Sheet  
at 31st December 2024

	Note	2024		2023	
		£	£	£	£
<b>Fixed assets</b>					
Tangible fixed assets	5		9,631		10,175
<b>Current assets</b>					
Debtors	6	7,969		7,048	
Cash at bank and in hand		493,707		354,054	
		<u>501,676</u>		<u>361,102</u>	
<b>Liabilities: amounts falling due within one year</b>	7	<u>(1,608)</u>		<u>(9,720)</u>	
<b>Net current assets</b>			<u>500,068</u>		<u>351,382</u>
<b>Net assets</b>			<u>509,699</u>		<u>361,557</u>
<b>Funds</b>					
Unrestricted - general	8		161,554		176,366
Unrestricted - designated	8		50,000		50,000
Restricted	8		298,145		135,191
			<u>509,699</u>		<u>361,557</u>

Approved by the Parochial Church Council on 2nd April 2025 and signed on its behalf by:

  
.....  
Revd. Mark Hay (Chair)

The Parochial Church Council of the Ecclesiastical Parish of St Clement's, Oxford

Statement of Cash Flows  
for the year ended 31st December 2024

Reconciliation of increase in funds to net cash flow from operating activities

	Note	2024 £	2023 £
(Deficit)/surplus for the year		148,142	130,595
Depreciation		3,044	2,544
(Increase)/decrease in debtors		(921)	(1,348)
(Decrease)/increase in creditors		(8,112)	5,644
Interest received		(4,767)	-
Fixed asset purchase		(2,500)	(12,719)
Net cash flow from operating activities		<u>134,886</u>	<u>124,716</u>

Cash flow statement

	2024 £	2023 £
Net cash flow from operating activities	134,886	124,716
<b>Returns on investments and servicing finance</b>		
Interest received	4,767	-
Net cash flow before management of liquid resources and financing	<u>139,653</u>	<u>124,716</u>
<b>(Decrease)/increase in cash</b>	<u>139,653</u>	<u>124,716</u>
Movement in cash	139,653	124,716
Net cash at 1st January 2024	354,054	229,338
Net cash at 31st December 2024	<u>493,707</u>	<u>354,054</u>

## The Parochial Church Council of the Ecclesiastical Parish of St Clement's, Oxford

### Notes to the Financial Statements for the year ended 31st December 2024

#### 1. Explanatory notes on the Financial Statements:

The accounts for 2024 are presented in a format compatible with the Church Accounting Regulations 2006 and the Charities Act 2011.

The Statement of Financial Activities (SOFA) gives an overall summary of the church finances for the year and the movement on the reserves, which are divided for reporting purposes between Unrestricted and Restricted Funds.

The aim of the SOFA is to summarise the church income and expenditure according to activity. The notes to the accounts divide the summarised figures in a variety of ways, which provide additional breakdown of the income and expenditure.

The balance sheet represents the assets and liabilities of the PCC at the end of December 2024. However, it does not include the church itself or the rectory, as well as some other church assets purchased in past years.

- The general fund comprises the regular income and the regular and predictable expenditure relating to core church activities.
- Designated funds comprise unrestricted funds that have been set aside by the trustees for particular purposes.
- Restricted funds are detailed in note 8 to the accounts and have been received for specific purposes.

The charity constitutes a public benefit entity as defined in FRS 102.

#### 2. Accounting policies

##### 2a Basis of accounting

The financial statements have been prepared under the historical cost convention and in accordance with Church Accounting Regulations 2006 together with applicable accounting standards. The financial statements have been prepared in accordance with Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102 1A) (effective 1 October 2019).

##### 2b Funds

General funds represent the funds of the PCC that are not subject to any restrictions regarding their use and are available for application to the general purposes of the PCC. Funds designated for a particular purpose by the PCC are also unrestricted.

Restricted funds are to be used for specific purposes as specified by the donor.

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 or those that are informal gatherings of church members.

The Parochial Church Council of the Ecclesiastical Parish of St Clement's, Oxford

Notes to the Financial Statements  
for the year ended 31st December 2024

**2. Accounting policies (continued)**

**2c Incoming resources**

**Voluntary income and capital sources**

Collections are recognised when received by or on behalf of the PCC, as is planned giving.

Income tax recoverable on Gift Aid donations is recognised in the year the donation 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.

**2d Resources used**

**i) Grants**

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

**ii) Activities directly relating to the work of the Church**

The diocesan quota is accounted for when payable on an accruals basis.

**iii) Governance costs**

These include those costs associated with meeting the constitutional and statutory requirements of the charity and include the independent examination fees and costs linked to the strategic management of the charity.

**2e Fixed assets**

**Office equipment**

Office equipment with an initial cost exceeding £1,000 is capitalised and included within fixed assets. Items below this de minimis threshold are written off as expenditure in the SOFA. Depreciation is provided on office equipment so as to write off the cost or valuation, less any estimated residual value, over the expected useful economic life on a straight line basis at 25% a year.

**Consecrated property and movable church furnishings**

Consecrated and beneficed property of any kind is excluded from the accounts by section 10(2) of the Charities Act 2011. The value of such fixed assets is not included in the balance sheet. All expenditure incurred in the year on consecrated or beneficed buildings and moveable church furnishings, whether maintenance or improvement, is written off as expenditure in the SOFA and separately disclosed.

**2f Current assets and liabilities**

Amounts owing to the PCC at 31st December 2024 in respect of fees, rents or other income are shown as debtors less provision for amounts that may prove uncollectable. Liabilities are recognised as resources expended as soon as there is a legal or constructive obligation committing the charity to expenditure; it is probable that a settlement will be required and the amount of the obligation can be measured reliably.

The Parochial Church Council of the Ecclesiastical Parish of St Clement's, Oxford

Notes to the Financial Statements  
for the year ended 31st December 2024

3. Income

3a Voluntary income - 2024

	Unrestricted funds			Total funds £
	General £	Designated £	Restricted funds £	
General giving:				
Regular	121,427	-	44,777	166,204
Church services	4,775	-	-	4,775
Mission Gift Fund	-	-	4,644	4,644
Special collections	-	-	-	-
Other donations - PCC	5,781	-	12,600	18,381
Flourishing Life	-	-	-	-
Grants	-	-	-	-
Gift Aid recoverable	20,472	-	1,161	21,633
Dawson Trust - PCC	-	-	125,000	125,000
	<hr/> 152,455	-	188,182	340,637 <hr/>

Voluntary income - 2023

	Unrestricted funds			Total funds £
	General £	Designated £	Restricted funds £	
General giving:				
Regular	114,813	-	1,265	116,078
Church services	1,768	-	-	1,768
Mission Gift Fund	-	-	7,197	7,197
Special collections	789	-	-	789
Other donations - PCC	182	-	3,450	3,632
Flourishing Life	1,570	-	-	1,570
Grants	-	-	-	-
Gift Aid recoverable	13,189	-	2,921	16,110
Dawson Trust - PCC	-	-	125,000	125,000
	<hr/> 132,311	-	139,833	272,144 <hr/>

The Parochial Church Council of the Ecclesiastical Parish of St Clement's, Oxford

Notes to the Financial Statements  
for the year ended 31st December 2024

3b Income from church activities – 2024

	Unrestricted funds			Total funds £
	General £	Designated £	Restricted funds £	
Fees – PCC	483	-	-	483
Fees- Toddler Group	-	-	-	-
	<u>483</u>	<u>-</u>	<u>-</u>	<u>483</u>

Income from church activities – 2023

	Unrestricted funds			Total funds £
	General £	Designated £	Restricted funds £	
Fees – PCC	2,219	-	-	2,219
Fees- Toddler Group	250	-	-	250
	<u>2,469</u>	<u>-</u>	<u>-</u>	<u>2,469</u>

3c Income from investments - 2024

Interest received	<u>4,766</u>	<u>-</u>	<u>-</u>	<u>4,766</u>
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Income from investments - 2023

Interest received	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
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The Parochial Church Council of the Ecclesiastical Parish of St Clement's, Oxford

Notes to the Financial Statements  
for the year ended 31st December 2024

4. Expenditure

4a Missionary and charitable giving - 2024

	Unrestricted funds			Total funds 2024 £
	General £	Designated £	Restricted funds £	
Asylum Welcome	-	-	850	850
Payments of MFG	-	-	5,854	5,854
<b>Total Missionary and charitable giving</b>	-	-	6,704	6,704

Missionary and charitable giving - 2023

	Unrestricted funds			Total funds 2023 £
	General £	Designated £	Restricted funds £	
Oxford Winter Night Shelter	-	-	222	222
The Church of England – Christmas donations	67	-	-	67
The Porch Steppin' Stone Centre	-	-	222	222
Payments of MFG – to pay out to various charities	-	-	8,996	8,996
<b>Total Missionary and charitable giving</b>	67	-	9,440	9,507

The Parochial Church Council of the Ecclesiastical Parish of St Clement's, Oxford

Notes to the Financial Statements  
for the year ended 31st December 2024

4b Activities directly relating to the work of the church – 2024	Unrestricted funds			Total funds £
	General	Designated	Restricted funds	
	£	£	£	
Wages and salaries - other	53,232	-	1,330	54,562
Parish share of diocesan quota	56,935	-	-	56,935
St Clement's Centre - Toddlers	-	-	-	-
- other	-	-	-	-
Gas, electricity and water	7,283	-	7,459	14,742
Church and churchyard maintenance	3,826	-	5,579	9,405
Equipment for church office	-	-	-	-
Insurance and security - other	5,808	-	1,234	7,042
Church activities	30,843	-	4,929	35,772
Toddler Group - other costs	-	-	262	262
Flourishing Life	-	-	-	-
Rector expenses	-	-	-	-
Sundry expenses	-	-	-	-
Diocesan fees	-	-	-	-
Allocated from support costs (see note 4d) - other	12,320	-	-	12,320
	<hr/>			
Grants paid (see note 4a)	170,247	-	20,793	191,040
	-	-	6,704	6,704
<b>Church activities</b>	<hr/>			
	170,247	-	27,497	197,744

Activities directly relating to the work of the church – 2023	Unrestricted funds			Total funds £
	General	Designated	Restricted funds	
	£	£	£	
Wages and salaries - other	39,373	-	-	39,373
Parish share of diocesan quota	45,453	-	-	45,453
St Clement's Centre - Toddlers	452	-	-	452
- other	5,228	-	-	5,228
Gas, electricity and water	347	-	9,811	10,158
Church and churchyard maintenance	6,649	-	(7,085)	(436)
Equipment for church office	-	-	-	-
Insurance and security - other	6,202	-	1,151	7,353
Church activities	7,958	-	2,984	10,942
Toddler Group - other costs	-	-	-	-
Flourishing Life	1,570	-	-	1,570
Rector expenses	2,206	-	-	2,206
Sundry expenses	766	-	-	766
Diocesan fees	-	-	-	-
Allocated from support costs (see note 4d) - other	11,354	-	92	11,446
	<hr/>			
Grants paid (see note 4a)	127,558	-	6,953	134,511
	67	-	9,440	9,507
<b>Church activities</b>	<hr/>			
	127,625	-	16,393	144,018

The Parochial Church Council of the Ecclesiastical Parish of St Clement's, Oxford

Notes to the Financial Statements  
for the year ended 31st December 2024

4c Staff

	2024 £	2023 £
Salaries	53,251	38,430
Pension costs	1,311	943
	<u>54,562</u>	<u>39,373</u>

No trustees were employed during the year (2023: nil). No remuneration was paid to trustees during the year (2023: £nil). No expenses were reimbursed to trustees during the year (2023: £nil).

Payments to related parties of the Trustees are outlined in note 10.

No employee received £60,000 or more during the current or preceding year.

The Rector is not included in the total for salaries. This is because the Rector's stipend is met under Church of England arrangements and not by the PCC.

The average number of staff employed during the year was:

	2024	2023
Administration	1	1
Youth work	1	-
Children's work	1	2
Cleaning	1	1
	<u>4</u>	<u>4</u>

4d Analysis of support costs - 2024

	Unrestricted Funds		Restricted £	Total Funds £
	General £	Designated £		
General administration	3,276	-	-	3,276
Support on H&S	-	-	-	-
Accountancy fees	6,000	-	-	6,000
Interest	-	-	-	-
Depreciation	3,044	-	-	3,044
	<u>12,320</u>	<u>-</u>	<u>-</u>	<u>12,320</u>

Analysis of support costs - 2023

	Unrestricted Funds		Restricted £	Total Funds £
	General £	Designated £		
General administration	2,765	-	92	2,857
Support on H&S	43	-	-	43
Accountancy fees	6,000	-	-	6,000
Interest	2	-	-	2
Depreciation	2,544	-	-	2,544
	<u>11,354</u>	<u>-</u>	<u>92</u>	<u>11,446</u>

The Parochial Church Council of the Ecclesiastical Parish of St Clement's, Oxford

Notes to the Financial Statements  
for the year ended 31st December 2024

<b>5. Tangible fixed assets</b>		
	<b>Office equipment £</b>	<b>Total £</b>
<b>Cost</b>		
As at 1st January 2024	12,719	12,719
Additions	2,500	2,500
	<hr/>	<hr/>
As at 31st December 2024	15,219	15,219
	<hr/>	<hr/>
<b>Depreciation</b>		
As at 1st January 2024	2,544	2,544
Charged in the year	3,044	3,044
	<hr/>	<hr/>
As at 31st December 2024	5,588	5,588
	<hr/>	<hr/>
<b>Net book value</b>		
As at 31st December 2024	9,631	9,631
	<hr/> <hr/>	<hr/> <hr/>
As at 31st December 2023	10,175	10,175
	<hr/> <hr/>	<hr/> <hr/>
<b>6. Debtors</b>		
	<b>2024 £</b>	<b>2023 £</b>
Gift Aid recoverable	7,919	6,998
Other debtors	50	50
	<hr/>	<hr/>
	7,969	7,048
	<hr/> <hr/>	<hr/> <hr/>
<b>7. Liabilities: amounts falling due within one year</b>		
	<b>2024 £</b>	<b>2023 £</b>
Trade creditors	229	229
Accruals and deferred income	-	9,136
Taxation and social security	867	171
Other creditors	512	185
	<hr/>	<hr/>
	1,608	9,721
	<hr/> <hr/>	<hr/> <hr/>

The Parochial Church Council of the Ecclesiastical Parish of St Clement's, Oxford

Notes to the Financial Statements  
for the year ended 31st December 2024

8. Fund details - 2024

	Balance at 1st January 2024 £	Income £	Expenditure £	Transfers £	Balance at 31st December 2024 £
<b>Unrestricted</b>					
General	176,366	155,484	(170,247)	(49)	161,554
Designated: Dawson cashflow	50,000	-	-	-	50,000
<b>Restricted</b>					
Asylum Welcome	-	-	(850)	-	(850)
The Children's Fund	3,847	2,240	(1,330)	-	4,757
The Children's Society	19	-	-	-	19
Crèche Room	180	-	-	-	180
Dawson Trust	120,488	125,000	(14,747)	-	230,741
Homeless Fund	100	-	-	-	100
Mission Gift Fund	-	5,805	(5,854)	49	-
Rector's Discretionary Fund	94	-	-	-	94
Shared Space	214	-	-	-	214
Sound	2,500	-	-	-	2,500
Student Fund	352	-	-	-	352
Toddler Group	468	-	(262)	-	206
Welcome/Light	5,480	-	-	-	5,480
Youth Work	1,449	57,357	(4,454)	-	54,352
	361,557	345,886	(197,744)	-	509,699

Fund details - 2023

	Balance at 1st January 2023 £	Income £	Expenditure £	Transfers £	Balance at 31st December 2023 £
<b>Unrestricted</b>					
General	169,651	134,780	(127,625)	(440)	176,366
Designated: Dawson cashflow	50,000	-	-	-	50,000
<b>Restricted</b>					
The Children's Fund	2,000	1,847	-	-	3,847
The Children's Society	19	-	-	-	19
Crèche Room	180	-	-	-	180
Dawson Trust	-	125,000	(4,512)	-	120,488
Fireworks Collection	-	-	-	-	-
Homeless Fund	-	100	-	-	100
Mission Gift Fund	-	8,996	(8,996)	-	-
Oxford Winter Night Shelter	-	-	(222)	222	-
Porch Steppin' Stone Centre	4	-	(222)	218	-
Rector's Discretionary Fund	94	-	-	-	94
Roof Grant	-	-	-	-	-
Shared Space	214	-	-	-	214
Sound	2,500	-	-	-	2,500
Student Fund	352	-	-	-	352
Toddler Group	468	-	-	-	468
Welcome/Light	5,480	-	-	-	5,480
Youth Work	-	3,890	(2,441)	-	1,449
	230,962	274,613	(144,018)	-	361,557

## The Parochial Church Council of the Ecclesiastical Parish of St Clement's, Oxford

### Notes to the Financial Statements for the year ended 31st December 2024

#### 8. Fund details – (continued)

The designated fund: Dawson cashflow comprises funds set aside at the start of each year to ensure there is enough cash to last until the Dawson Trust grant arrives in late summer. The £50,000 assigned to the fund was determined on the basis of past experience.

The restricted fund: Dawson Trust represents amounts received from the Charity of Thomas Dawson as a 'contribution towards the upkeep and repair of the fabric of the Parish Church of St Clement's, and the maintenance of the services and furniture therein and subject thereto in furtherance of the religious and other charitable work of the Church of England, in the said ecclesiastical parish as the Parochial Church Council think fit'.

The restricted fund: Mission Gift Fund comprised gifts received to help support the mission partners of St Clement's (OM couple and Oxford Churches Debt Centre) and mission agencies (Open Doors UK, A Rocha UK, Prison Fellowship, , Centre for Muslim Christian Studies, Viva Doorsteps and the Oxford Pastorate)

The restricted funds: The Children's Society represents special collections at Christmas for this purpose.

The restricted fund: Porch Steppin' Stone Centre represents special collections at Christmas for this purpose.

The restricted fund: Church Welcome/Light comprises donations and regular giving specifically towards providing a more hospitable welcome to visitors to St Clement's Church.

The restricted fund: Crèche Room comprises a special donation received in 2015 specifically for furniture to make the refurbished Crèche Room a more friendly and useful place for young children. Amounts unspent by the end of 2024 will be used for similar purposes as needs arise.

The restricted fund: Toddler Group comprises surpluses built up over past years from Toddler Group activities and subsidies from the PCC. It is held to ensure the continued viability of the Toddler Group through peaks and troughs of income. It is to be used solely for Toddler Group purposes unless the PCC decides to close the Toddler Group, in which case any remaining money would revert to the general unrestricted fund.

The restricted fund: Rectors' Discretionary Fund exists to enable the Rector to respond in a loving and appropriate way to cases of urgent and extreme hardship where a short term small financial provision will make a significant difference to the well-being of the church member, or someone in our wider community.

The restricted fund: Children's Fund comprises donations to enable the church to employ a Children's worker.

The restricted fund: Youth Work Fund comprises donations to enable the church to employ a Youth Worker.

The restricted fund: Shared Space is a grant received from the Diocese of Oxford to enable this mission-based activity to take place.

The restricted fund: Student Fund is a grant received from the Diocese of Oxford to enable mission inspired work with students by St Clements.

The restricted fund: Sound consists of donations for the for the improvement of the acoustics and sound equipment in the church.

The restricted fund: Asylum Welcome comprises donations received to give to the charity Asylum Welcome which helps refugees to the United Kingdom.

The Parochial Church Council of the Ecclesiastical Parish of St Clement's, Oxford

Notes to the Financial Statements  
for the year ended 31st December 2024

9. Analysis of net assets by fund

2024	General unrestricted funds £	Designated unrestricted funds £	Restricted funds £	Total funds 2024 £
Fixed assets	9,631	-	-	9,631
Current assets	153,117	50,000	298,559	501,676
Current liabilities	(1,194)	-	(414)	(1,608)
	<u>161,554</u>	<u>50,000</u>	<u>298,145</u>	<u>509,699</u>
2023	General unrestricted funds £	Designated unrestricted funds £	Restricted funds £	Total funds 2023 £
Fixed assets	10,175	-	-	10,175
Current assets	166,191	50,000	144,912	361,103
Current liabilities	-	-	(9,721)	(9,721)
	<u>176,366</u>	<u>50,000</u>	<u>135,191</u>	<u>361,557</u>

10. Related party transactions

The Charity of Thomas Dawson (registered charity 203258), The Parochial Charities of St Clement, Oxford (registered charity 202089) and St Clement's Community Property Trust (registered charity 1200229) are deemed related parties of the PCC as they are chaired by the PCC's Rector.

During the year the PCC received a donation of £125,000 (2023: £125,000) from the Charity of Thomas Dawson as a 'contribution towards the upkeep and repair of the fabric of the Parish Church of St Clement's, and the maintenance of the services and furniture therein and subject thereto in furtherance of the religious and other charitable work of the Church of England, in the said ecclesiastical parish as the Parochial Church Council think fit'.

During the year the PCC paid £7,284 (2023: £6,900) to St Clement's Community Property Trust (CPT) in rent for two offices and regular and occasional use of other meeting rooms.

During the year, the CPT contributed £7,009 (2023: £7,009) to the PCC towards the salary of the Children and Families Worker. In addition, the CPT provided rent-free accommodation for the St Clement's curate, the value of which is not accounted for but is considered to be in the region of £21,780 per annum

During the year, gifts of £Nil for the Flourishing Life project and £850 from the Mission Gift Fund for general work (2023: £1,570 for the Flourishing Life project and £Ni for general work) were paid to The Oxford Pastorate. Dr Bethan Willis was an employee of the Pastorate and also a member of PCC.

**THE PAROCHIAL CHURCH COUNCIL OF THE ECCLESIASTICAL PARISH OF ST. CLEMENT'S, OXFORD**

England & Wales - Charity number 1132918

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# Accounts

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**The Parochial Church Council of the Ecclesiastical Parish  
of St Clement's, Oxford**

**Registered Charity Number: 1132918**

**Annual Report and Financial Statements**

**for the year ended**

**31st December 2023**

**Wenn Townsend  
Chartered Accountants  
Oxford**

**The Parochial Church Council of the Ecclesiastical Parish of St Clement's, Oxford**  
**Annual Report for the year ending 31st December 2023**

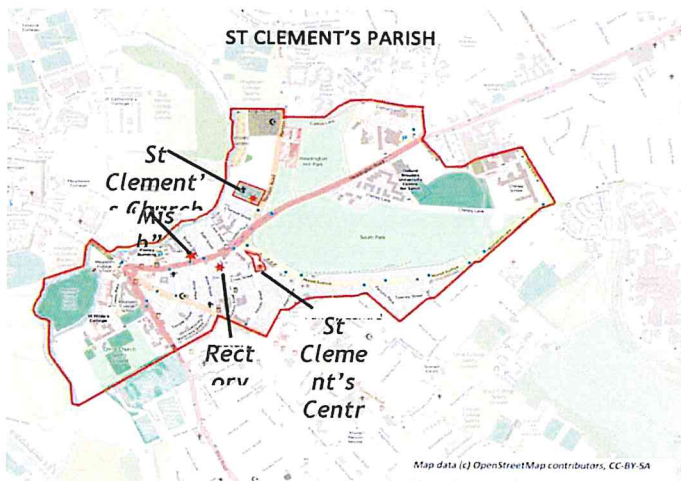
## Objectives and activities

The Parochial Church Council (PCC) is the group of people who, with the Rector, run St Clement's Church. We describe who we are, how we are elected and how we organise ourselves in this report. Our objectives derive from the Parochial Church Councils (Powers) Measure 1956. We are 'to cooperate with the minister [Rector] in promoting in the parish the whole mission of the Church, pastoral, evangelistic, social and ecumenical'. We have the 'power jointly with the minister to determine the objects to which all moneys to be given or collected in church shall be allocated'. With the churchwardens, all members of the PCC are responsible for the maintenance of the church building.

The 2004 report 'Mission-shaped church' sets out the meaning of the 'whole mission of the church' as currently interpreted by the Church of England. Worship lies at its centre. It aims to transform people through faith in Jesus Christ and the power of the Holy Spirit; is welcoming; relates to local culture and is open to change when new members join.

St Clement's is an Anglican church serving a parish that is part of the Cowley Deanery within the Diocese of Oxford. Cowley Deanery covers the eastern half of the City of Oxford.

Our parish (shown below with the four buildings from which we operate) is itself varied and interesting. Much of it is green space, including South Park, but there are also two busy retail thoroughfares: St Clement's Street, where the Old Mission Hall ('Mish') sits, and the western end of the Cowley Road. Cheney School (a state secondary school) and part of Oxford Brookes University lie at the eastern end of the parish. Magdalen College School (a private school) and St Hilda's College (part of the University of Oxford) are at its western end. A major new Islamic Centre is at the north, while the Bangladeshi Community Centre and Mosque sit towards the south. The Cowley Road Methodist Church is near the western end. The homes of our parishioners form much of the rest of our parish.



## Objectives and activities (continued)

Our church building is set back off the Marston Road. It was completed in 1828 in a 'Norman revival' style, replacing an earlier building in a different part of the parish. Our nearest postcode is OX4 1FN.



Our overarching objective is that all who want to do so may come to know the love of God and experience the richness of His goodness towards us in every aspect of our lives. This is what motivates all our more specific objectives and activities described below. Our activities provide public benefit to the parish and the wider community, in line with guidance issued by the Charity Commission.

We describe our achievements and performance for each of these activities in more detail in the next section.

Objectives	Activities
<p><b>1. Worship</b> – to give all our parishioners, as well as church members from outside the parish, the opportunity to participate in Christian worship. We want to experience God and the joy that comes from knowing Him.</p>	<p>We provide two services each Sunday. Our styles, supported by our <b>music group</b>, are wide-ranging, to suit members of all ages. Our <b>hospitality group</b> provides welcoming refreshments after our main morning service. Our <b>flower arranging group</b> makes the interior of the church more beautiful.</p>
<p><b>2. Prayer and Bible study</b> – to deepen our knowledge of God and to follow Him more closely, both collectively and individually.</p>	<p>We aim to understand God's general purposes through Bible study and to discover what he wants for us individually through prayer. Many of us meet in <b>small groups</b> in members' homes to explore our walk with God in depth. We encourage all our church members to pray and study the Bible regularly as part of their personal devotions, and to pray together through weekly and monthly <b>prayer gatherings</b>.</p>

## Objectives and activities (continued)

<p><b>3. Pastoral care</b> – to support each other in the routine pressures of daily living and through times of crisis.</p>	<p>Individual friendships, including in our small groups, form the focus of our care for each other. More <b>structured pastoral care</b> supports those in specific need. <b>Volunteer drivers</b> enable less mobile members to stay connected to church activities. We have a fund to help church members facing short-term financial emergencies. We hold a <b>memorial service</b> every year open to all but particularly to people who have lost a relative or close friend in recent years.</p>
<p><b>4. Young people and children</b> – to give our younger members the opportunity to explore the Christian faith in ways they find meaningful.</p>	<p>Our <b>youth work</b> provides a wide range of activities for those of secondary school age. These include meetings on Saturday evenings and on Sunday mornings. Our <b>children's work</b>, for those of primary school age and younger, is focused on Sunday mornings. On the first Sunday of each month, our young people and children join our main church service.</p>
<p><b>5. Community and social concern</b> – to express the love of God in practical ways to the local community of our parish.</p>	<p>Our work in the community covers the young, the old and those in financial need.</p> <p>We run a <b>babies and toddlers group</b> for children of pre-school age, along with their carers, on Thursdays. In 2022 we ran an <b>after school club</b> on Wednesdays, working in partnership with the Parish Property Trust, East Oxford Primary School and a local charity, Doorsteps. This provided a simple meal, activities and community for parents and children.</p> <p>Our <b>Cafe Club</b> provides social activities and refreshments once a month for older members of the Church family and local community. We are core participants in the <b>Oxford Churches Debt Centre</b>, set up in partnership with the national organisation Christians Against Poverty (CAP) UK to help anyone with problem debt. We run <b>CAP money management courses</b> to help people learn to budget and manage their money better. We also participate in a range of <b>community activities</b>.</p>
<p><b>6. Outreach</b> – to present the gospel to those around us in our parish, our deanery and the wider world, fulfilling our evangelistic and ecumenical objectives.</p>	<p>Many beyond our regular members attend our services at <b>major Christian festivals</b> and use our services for <b>baptisms, weddings and funerals</b>. We run regular <b>enquirers' courses</b> for those wanting to explore the Christian faith. We join with all the Church of England churches in <b>Cowley Deanery</b> in pooling most of our congregational giving; this helps those parishes in the Deanery in most need. We participate with other churches <b>across the denominations</b> in activities like the Good Friday walk along the Cowley Road. We look <b>beyond Oxford</b> in our annual Mission Gift Fund to support other organisations in the UK and abroad with which we have links.</p>
<p><b>7. Future generations</b> – to preserve and enhance for future generations the built and natural heritage of which we are the current guardians.</p>	<p>We want our church to be a continuing centre of Christian worship for generations to come, as it has been for the last two centuries. We have continued to restore the church fabric and <b>improve our beautiful churchyard</b> so that it is a pleasure for visitors and a good home for a range of plant and animal species.</p>

## **Achievements and performance**

The objectives and activities in this section follow the same sequence as the table in the previous section. What we offer is available to all, mostly without charge. Where we charge fees or seek donations, it is only to help defray costs.

Rev Rachel Gibson retired as Rector at the end of April 2023, with her last service being Easter Day, 9 April 2023. The Diocese issued the Vacancy notice on 2 May and the PCC held the required Section 11 meeting on 13 May. We are grateful to Merry Patel and Richard McCallum who acted as our Parish Reps.

With the support of our Patron's representative, Helen Lamb and Bishop Steven, the interviews were held on 9 November. Rev Mark Hay was selected as the new Rector for St Clement's Church and will be installed on 9 April 2024.

The St Clement's PCC is immensely grateful to the many willing volunteers who have enabled so much throughout 2023, particularly given the period of vacancy. In particular, our thanks go to the Leadership Team, to those involved in producing the Parish Profile and managing the vacancy process, to those who have presided at Communion, taken services, undertaken home visits and much more. We also could not have done all we have without our dedicated staff to whom we also express our deep thanks.

There were 97 on the Electoral Roll at the date of the Annual Parochial Church Meeting on 23 April 2023. Average Sunday attendances in October 2023 comprised 64 adults and 19 children under 16.

### **1. Worship**

**Worship Group:** The group contributed to the musical part of our worship at all morning and some special services across the course of the year.

**Hospitality Group:** Teams of church members offered refreshments after morning services and at special church events as part of our continual building of a welcoming church.

**Flower arranging group:** The group arranged flowers for our services, as part of our valuing of God's creation and our welcome and worship of God.

### **2. Prayer and Bible study**

**Home groups:** We have seven Home Groups, each with its own distinctive style, involving roughly 60 church members who meet weekly or fortnightly on a variety of week-day evenings. The purpose of these groups is to provide a small group context where members can explore and grow in faith, deepen friendships, and support each other in all aspects of our lives. We hope to start a new home group over the coming months as current groups are at capacity and more people want to join. Home Group leaders meet approximately once a term for mutual support and encouragement.

### **3. Pastoral care**

**Structured pastoral care:** During the vacancy a Minister with Permission to Officiate and a small number of volunteers, offer pastoral care for those facing particular challenges and difficulties, as well as provision of home communions.

**Volunteer drivers:** Volunteers from the church provide lifts to services for the frailer members of our congregation as needed.

**Hardship Fund:** There is a small Rector's Discretionary Fund available to give, with the Wardens' agreement, modest donations to people facing immediate financial hardship. This Fund was not used during 2023.

**Memorial service:** Our memorial service happens every Autumn. We invite all who have used our funeral, cremation or burial services in the past two years, but the service is open to all and is advertised locally. In 2023, 19 people attended.

## Achievements and performance (continued)

### 4. Young people and children

**Youth work:** We have continued to run a Sunday youth group, getting around 2-5 attending each week, wrestling with big life questions in relation to the Bible and faith.

We have also now restarted Overflow Youth on Tuesday nights for young people, getting around 10-15 attendees each week. The group is an outreach group, (with most of the young people not connected to church before this group), that is a mixture of social activities and Christian input. We have done the Youth Alpha course with this group and are now doing a series recommended to us called 'Stir', which is aimed at pre-teens to explore what faith looks like in the 21<sup>st</sup> century.

**Children's work:** Our Kingdom Kids (for children 5-11 years old) enables children to worship, pray, learn and have fun in a welcoming mixed-age group, taking place 3 Sundays out of 4 in term-time. During 2023 the average attendance at Kingdom Kids has been around 10-15 children. Kingdom Tots is for the active under-5's, with worship, crafts, stories and play to explore faith with an average of 15-20 children attending. Our children's work is flourishing.

We have also started a 'Young Leaders' programme which currently has 3 members of our older youth taking part in being regular leaders in our children's groups.

**Social Events:** We started doing Socials in 2022, going to play bowling, having movie nights and going to play laser tag. We have been getting an average of 15 (aged between 7-15 years old) attending.

We ran our own weekend away this year at Carroty Wood, Rock UK, a Christian activity site, with 12 children and young people attending aged 7-14 years old.

### 5. Community and social concern

**Toddler group:** Our Baby and Toddler Group serves the local community during school term-time. Volunteers provide activities for a two-hour drop-in session once a week, including light refreshments. Since September 2022 our numbers have consistently been around 45-65 parents/carers and toddlers each week.

**Local Schools:** In 2023 we had a local secondary school, Cheney School, bring their year 7 children to the church on a school trip to explore the church and learn more about Christianity. They enjoyed the trip so much that they have asked to come back in 2024.

We now regularly go into St Michael's CE Primary School in Marston to run 'J10' after-school club. We have around 15 children attending that group weekly, aged between 7-11 years old. There is an opportunity to start going to assemblies at this school in 2024 as well, which is being discussed.

**Café Club:** Our Café Club provides refreshments, social engagement, talks and other activities for members of the Church family and local community who are around during the day. It meets on the first Wednesday of every month. Church members are encouraged to invite their friends and neighbours and we have seen some new friends joining us over the last year.

**Flourishing Life:** Until February 2023 the church continued to receive a Diocesan Mission Development Fund grant to enable the parish, in collaboration with the Oxford Pastorate, to run a programme of activities reaching out to youth and young adults in our local community. The aim was to encourage them to reflect on what it means to live a good life.

**Oxford Churches Debt Centre and CAP Money Management Courses:** The Oxford Churches Debt Centre is a charitable incorporated organisation registered with the Charity Commission (number 1155834) and run in partnership with Christians Against Poverty (CAP) UK. St Clement's is one of four full partner churches. A number of our church family are involved in different ways, and St Clement's is committed both to pray and to give financially for the work of the Centre. This includes assisting in provision of CAP Money Coaching Courses.

**Community activities:** St Clement's church family members are involved in a number of activities led by others in our local community. These include the Oxford Winter Night Shelter, an initiative of Oxford churches to provide shelter for the homeless in the winter month; a local food bank supported through weekly and Harvest Service food donations; and in most years OXCLEAN, which is an annual event to tidy up our local area.

## Achievements and performance (continued)

### 6. Outreach

**Major Christian festivals:** Easter and Christmas are the festivals when most visitors attend our services. These services were well attended, especially our Carol Service, Christingle and Christmas Day and Easter Services. We much enjoyed welcoming our local community to join us for our early December Christmas Tree Festival community event including carol singing, refreshments, and activities for children, for which a number of charities using the St. Clement's Centre decorated trees and provided a brief description of their activities.

**Baptisms, weddings and funerals:** As a parish church, we offer the 'occasional offices' of baptisms, weddings and funerals to residents of the parish. We also offer this ministry to those living beyond the parish who worship with us or have a strong connection with us. In 2023, we conducted 4 baptisms, 2 weddings and 1 funeral and 2 internments of ashes in the churchyard.

**Fabric:** 2023 saw continuing internal re-ordering intended to improve our welcome. Major repairs to crumbling and leaking masonry at roof level continued through 2023 and work on our modernised kitchen was completed. During 2024 we hope to be able to make further progress on improving our sound system and reducing reverberation.

We have continued to improve our churchyard. Trees and shrubs have been regularly cut back to improve welcome, visibility and safety. A number of working parties further helped to beautify the area.

**Cowley Deanery:** We are part of the Cowley Deanery, which brings together the thirteen parishes in the eastern half of Oxford. The Rector, Curate and three church members are members of the Cowley Deanery Synod.

**Across the denominations:** We continued to maintain our links with other local churches.

**Beyond Oxford:** We continue to support and pray for several mission partners with links to our church as well as 7 other Mission Agencies. Church members raised a total of £7,667.52 (including Gift Aid) for our Lent Mission Gift Fund, which we distributed to our mission partners and other mission agencies.

**Future generations:** We want our church to be a continuing centre of Christian worship for generations to come. Our aim is to make the church as welcoming and useable for worship and hospitality as possible, while respecting and valuing its historic features. The improvements to our fabric in 2023 and beyond seek to strike this balance.

The same considerations apply to further work planned in our churchyard. We want to keep it well maintained, so visitors can easily find and see the graves of their loved ones and the church can be as visible as possible to those interested in a historic place of Christian worship. At the same time, we value the many trees and plants which are good for the environment and wildlife.

## **Financial review**

### **Principal funding sources**

Giving from the congregation is a vital income source. In 2023 regular giving was stable, while giving from collections at services increased compared to 2022. Overall giving was higher than in 2022, reflecting the generosity of the church family in difficult times.

An annual grant from the Charity of Thomas Dawson is our main external funding source. The generosity of Thomas Dawson, who set up his charity in 1521, enables us to operate on a scale that would otherwise be impossible. The grant of £125,000 for 2023 was a major contribution to the Church's finances, for which we are hugely appreciative. Without such a generous grant, we would not have been able to proceed with our repairs to the masonry and roof.

### **Principal risks and uncertainties**

**Volunteer shortages and fatigue** remain our greatest risk. Although members of the Church family give generously of their time, the church has a largely working age congregation with work and family responsibilities. Many members of the congregation have increased the contribution of their time during the vacancy, including

Judith Gretton-Dann and Liz Boughton presiding at Communion, Theresa Gray coming out of Licensed Lay Minister retirement, the Leadership Team including (at different times) Bethan Willis, Matt Gretton-Dann, Jez Spearman, Nicole Stephens, Claire Gilroy and Heather McCallum, and our Churchwarden, Steve Rumford. Our Curate, Joanna Tarassenko, has been on maternity/sick leave during this period. Many are feeling the demands of the last year.

Our main financial risk is any future works to **repair our church** fabric and the proposed employment of a new Youth Worker. However, we have adequate commitments from congregation members and reserves to fund both the employment and any work planned.

Our reliance on just **a few main funding sources** clearly presents risks. However, our reserves remain strong thanks to careful financial management.

Like all small organisations run by volunteers, we face the general risk of **getting things wrong**. Our principal risks in this respect lie in the areas of finance, data protection, safeguarding, health and safety and employment practice. Wenn Townsend Chartered Accountants support us in financial matters and we receive help from experienced volunteers and advisers in health and safety and employment matters. The Diocese also provides help in a number of areas.

We welcome **children and vulnerable adults** and our designated Parish Safeguarding Officer oversees all work with them. She was formerly our Children's Worker and ensures that all those who work with children and young people or vulnerable adults are safely recruited, including being appropriately DBS checked, as well as subsequently trained. As required by the Church of England, we continue to comply with our duty under section 5 of the Safeguarding and Clergy Discipline Measure 2016 to have regard to the House of Bishops' guidance on the safeguarding of children and vulnerable adults.

Finally, there is the risk that the PCC cannot deal adequately with all the growing requirements of Government legislation and guidance from the Church of England. We undertake risk assessments, make other regular checks and organise training for staff and volunteers to try to ensure compliance. Most of our staff and activities are based in the St Clements Centre which, together with 'The Mish', belong to St Clement's Community Property Trust, so the Church works closely with that charity's General Manager and Trustees.

**The Parochial Church Council of the Ecclesiastical Parish of St Clement's, Oxford  
Annual Report for the year ending 31st December 2023 (continued)**

## **Investment policy**

We do not have funds to invest over the medium-term or long-term. Our general unrestricted reserves are a support for our normal annual expenditure. Our designated and restricted funds are for work that we hope to complete over the next 1-3 years. The need to invest over the short-term arises when there is a delay between receiving funds and being able to use them. This happens mainly when the Charity of Thomas Dawson makes large grants. In such circumstances we can find ourselves with funds to invest for more than 12 months. Our policy for short-term investment is to balance security, liquidity and return, while striving to invest ethically. Overall, this means using a combination of interest-paying bank accounts.

## **Reserves**

Our reserves policy is to achieve a position on our general fund where we hold an amount to match our annual reliance on the Dawson grant, which is never guaranteed, and to provide an additional amount equal to 3 months' normal expenditure paid out of the general fund and Charity of Thomas Dawson grant. We held £226,366 in the general fund at the end of 2023, so we achieved our policy intention. We assign £50,000 to the Dawson cashflow fund to ensure we start the year with enough cash to last us until the Dawson grant arrives in late summer. The Dawson Trust Fund is effectively our fabric fund.

We have three types of restricted funds.

The **Dawson Trust** fund is by far our largest. It holds amounts received from the Charity of Thomas Dawson as a 'contribution towards the upkeep and repair of the fabric of the Parish Church of St Clement's, and the maintenance of the services and furniture therein and subject thereto in furtherance of the religious and other charitable work of the Church of England, in the said ecclesiastical parish as the Parochial Church Council think fit'. Our policy is to spend it in line with these conditions as quickly as is consistent with good financial management. The grant was not fully expended in the year.

Our Toddlers Group held a reserve of £468 at the end of 2023 which is adequate to cope with any unusual expenditure.

All our other restricted funds hold **gifts and donations** for specific purposes. The Mission Gift Fund, the Oxford Churches Debt Centre Fund and our various special collections in church are for missional giving. Our policy is to donate them within the year, or as soon as possible afterwards in the case of collections around Christmas.

Other funds, such as the Welcome Fund and the Children's Fund, have been donated for specific uses within St Clement's Church. We aim to spend them in line with the conditions attached as quickly as is consistent with good financial management.

## **Plans for the future**

The Revd Rachel Gibson retired as Rector of St Clement's in April 2023. The Revd. Mark Hay has been appointed to succeed her wef 9 April 2024.

Priorities for 2024 include employment of a Youth Worker and phased return of missional activities in our local community. We expect to benefit from the increased flexibility of the church's internal space, following internal re-ordering.

With the arrival of our new Rector, Mark Hay, we expect that our priorities will develop as he leads us.

## **Structure governance and management**

The **PCC** is a corporate body established by the Church of England. Our objectives derive from the Parochial Church Councils (Powers) Measure 1956. It is elected by church members recorded on the Electoral Roll, in accordance with the Church Representation Rules 2011. It is charged with consulting together on matters of general concern and importance to the parish, including co-operating with the incumbent in promoting in the parish the whole mission of the church, pastoral, evangelistic, social and ecumenical. It met 10 times in 2023 including special meetings relating to the vacancy and appointment of the new Rector.

## **The Parochial Church Council of the Ecclesiastical Parish of St Clement's, Oxford**

### **Annual Report for the year ending 31st December 2023 (continued)**

The PCC has created a structure of Ministry Teams to help it take a strategic view of church policy and expenditure, whilst also ensuring that its responsibilities receive the detailed attention they need. All report to the PCC with recommendations, action plans and, where relevant, budgets and then assist with implementing decisions made. In addition, certain volunteers and staff members have delegated spending authority up to defined limits, but must report their spending to the PCC through the Treasurer.

The **Standing Committee** deals with issues between PCC meetings. It helps to set the agenda for PCC meetings and retains responsibility for confidential matters relating to staff such as salaries. It also receives reports on risk management from the Risk Management Coordinator. It may act on its own initiative, but must report to the next PCC. Some of the work it usually undertakes was taken on by the Leadership Team appointed to oversee the Ministry Teams and guide the church through the vacancy. It therefore only needed to meet once in 2023.

### **PCC Ministry Teams**

**The Fabric and Churchyard Team** is responsible for assessing the need for repair, maintenance and improvement of the fabric of St Clement's Church, including having regard to the Architect's Quinquennial Report. It also takes a lead on matters relating to the use and care of the churchyard.

**The Operations & Finance Team** is responsible for overseeing arrangements for staff and volunteers including recruitment, administration, data protection, risk management and finance. Its remit includes internal and external communications, the development of the church website and the provision of IT support. It also oversees financial strategy and the church's approach to the stewardship of money.

**The Congregational Care & Mission Team** is responsible for pastoral care, safeguarding, the running of Home Groups and social activities, welcome, hospitality and Mission within the parish and beyond. Mission includes reviewing the partners and organisations supported by our Mission Gift Fund and proposing the amount of support to be allocated to each.

**The Worship & Services Team** is responsible for helping grow the church family in faith, discipleship and worship. During the vacancy, it has taken on the role of planning services and providing leaders for them, including visiting clergy in particular for services of Holy Communion.

### **Other Groups**

In addition, there are:

**The Staff Team** comprising the paid staff, Curate and Rector; and

**The Home Group Leaders** comprising those with oversight of Home Groups.

### **Training**

The PCC Secretary, Risk Management Co-ordinator, Parish Safeguarding Officer and Treasurer, assisted by our professional advisers, arrange for regulatory changes, Diocesan guidelines and other advice in areas such as health and safety to be brought to the PCC's attention as appropriate.

### **Other charities chaired by the Rector**

The Rector chairs the following three charities, in addition to the PCC, as a consequence of being the Rector:

- St Clement's Parochial Charities (Registered Charity 201989)
- St Clement's Community Property Trust (Registered Charity 1200229)
- The Charity of Thomas Dawson (Registered Charity 203258)

**The Parochial Church Council of the Ecclesiastical Parish of St Clement's, Oxford  
Annual Report for the year ending 31st December 2023 (continued)**

## Reference and administrative details

The full name of the PCC is 'The Parochial Church Council of the Ecclesiastical Parish of St Clement's, Oxford'. We are also known as 'St Clement's Parochial Church Council', 'St Clement's PCC' and 'St Clement's Church'. The Diocese of Oxford calls us 'St Clement Oxford'. Our Charity Commission registration number is 1132918.

### Correspondence address

St Clement's Parish Office, St Clement's Centre  
Cross Street, Oxford OX4 1DA  
T: 01865 246674  
E: [parish.office@stclements.org.uk](mailto:parish.office@stclements.org.uk)  
W: [www.stclements.org.uk](http://www.stclements.org.uk)

### PCC members (trustees) during the year

Incumbent (Rector)	Vacant
Assistant Curate	The Rev Joanna Catherine Tarassenko (from 6th July 2021) on maternity leave during 2023.
Churchwarden	Mr Steve Rumford (from 23/04/2023 to the APCM in 2024)
Deanery Synod Reps	Mrs Bethan Willis (from 23/04/2023 to 23/10/2023) Mr Colin Price (from 23/04/2023 to the APCM in 2026) Mr John Livingstone (from 23/04/2023 to the APCM in 2026) Maikki Aakko (from 23/10/2023 to the APCM in 2024)
Elected Members	Miss Sue Cleave (Hon Secretary) (from 30/04/2018 to the APCM in 2025) Mr John Deans (from 24/04/2016 to the APCM in 2025)  Dr Claire Gilroy (from 30/04/2017 to the APCM in 2024) Mr Phil Gordon (from to the APCM in 2024) Matthew Gretton-Dann (from 26/04/2022 to the APCM in 2025) Mr Peter Heim (from 23/04/2023 to the APCM in 2026) Mrs Fiona Livingstone (from 22/04/2018 to the APCM in 2024) Mr Ali Smith (from 23/04/2023 until the APCM in 2026) Dr Jeremy Spearman (from 22/04/2018 to the APCM in 2026) Ms Nicole Stephens (from 29/04/2021 to the APCM in 2024)

### Advisors and bankers to the PCC

Accountants	Wenn Townsend, 30 St. Giles, Oxford, OX1 3LE
Architect	Mr John Radice, Old Post Office, Berrick Salome, Wallingford, Oxon, OX10 6JN
Bankers	Barclays Bank, Leicester, LE87 2BB Cambridge and Counties Bank, 42 Castle Street, Cambridge, CB3 0AJ Julian Hodge Bank Limited, 29 Windsor Place, Cardiff, CF10 3BZ Market Harborough Building Society, Welland House, Leicestershire, LE16 7PD Shawbrook Bank, The Drive, Brentwood, CM13 3BE United Trust Bank, 80 Haymarket, London, SW1Y 4TE Virgin Money, 129 High Street, Oxford, OX1 4DF
Employment Law Adviser	Miss Pippa Greenslade, contact through St Clement's Parish Office (details above)
Health and Safety Adviser	Mr Geoffrey Roberts, contact through St Clement's Parish Office (details above)
Independent Examiner	Andrew Rodzynski FCA, Wenn Townsend, 30 St. Giles, Oxford, OX1 3LE

### Signed on behalf of the PCC

 ..... Churchwarden  
..... **Revd. Mark Hay (Chair)** ..... 7 April ..... 2024

**Independent Examiner's Report to the  
Trustees of The Parochial Church Council of the Ecclesiastical Parish of St Clement's, Oxford**

I report to the charity trustees on my examination of the accounts of the charity for the year ended 31st December 2023 which are set out on pages 12 to 25.

**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 charity's accounts carried out under section 145 of the 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**

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

1. accounting records were not kept in respect of the charity as required by section 130 of the Act; or
2. the accounts do not accord with those records; or
3. the accounts do 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.



**Andrew Rodzynski FCA  
Wenn Townsend Chartered Accountants  
30 St Giles'  
Oxford  
OX1 3LE**

.....07/04/2024

The Parochial Church Council of the Ecclesiastical Parish of St Clement's, Oxford

Statement of Financial Activities  
for the year ended 31st December 2023

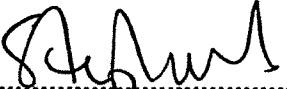
	Note	Unrestricted Funds		Restricted funds £	Totals 2023 £	Unrestricted Funds		Restricted funds £	Totals 2022 £
		General	Designated			General	Designated		
<b>Income</b>		£	£			£	£		
Donations and legacies	3a	132,311	-	139,833	272,144	110,094	-	138,807	248,901
Income from church activities	3b	2,469	-	-	2,469	1,664	-	-	1,664
Income from investments	3c	-	-	-	-	234	-	-	234
<b>Total income and endowments</b>		<b>134,780</b>	<b>-</b>	<b>139,833</b>	<b>274,613</b>	<b>111,992</b>	<b>-</b>	<b>138,807</b>	<b>250,799</b>
<b>Expenditure</b>									
Expenditure on church activities	4a/b	127,625	-	16,393	144,018	103,914	-	309,333	413,247
<b>Total expenditure</b>		<b>127,625</b>	<b>-</b>	<b>16,393</b>	<b>144,018</b>	<b>103,914</b>	<b>-</b>	<b>309,333</b>	<b>413,247</b>
<b>Net income/(expenditure)</b>		<b>7,155</b>	<b>-</b>	<b>123,440</b>	<b>130,595</b>	<b>8,078</b>	<b>-</b>	<b>(170,526)</b>	<b>(162,448)</b>
<b>Transfers between funds</b>	8	<b>(440)</b>	<b>-</b>	<b>440</b>	<b>-</b>	<b>(124,119)</b>	<b>-</b>	<b>124,119</b>	<b>-</b>
<b>Net movement in funds</b>		<b>6,715</b>	<b>-</b>	<b>123,880</b>	<b>130,595</b>	<b>(116,041)</b>	<b>-</b>	<b>(46,407)</b>	<b>(162,448)</b>
<b>Reconciliation of funds</b>									
Balance brought forward at 1st January 2023		169,651	50,000	11,311	230,962	285,692	50,000	57,718	393,410
<b>Balance carried forward at 31st December 2023</b>		<b>176,366</b>	<b>50,000</b>	<b>135,191</b>	<b>361,557</b>	<b>169,651</b>	<b>50,000</b>	<b>11,311</b>	<b>230,962</b>

**The Parochial Church Council of the Ecclesiastical Parish of St Clement's, Oxford**

**Balance Sheet  
at 31st December 2023**

	Note	£	2023	£	£	2022	£
<b>Fixed assets</b>							
Tangible fixed assets	5			10,175			-
<b>Current assets</b>							
Debtors	6	7,048			5,700		
Cash at bank and in hand		354,054			229,338		
			<u>361,102</u>			<u>235,038</u>	
<b>Liabilities: amounts falling due within one year</b>							
	7	(9,720)			(4,076)		
<b>Net current assets</b>				<u>351,382</u>			<u>230,962</u>
<b>Net assets</b>				<u><u>361,557</u></u>			<u><u>230,962</u></u>
<b>Funds</b>							
Unrestricted - general	8			176,366			169,651
Unrestricted - designated	8			50,000			50,000
Restricted	8			135,191			11,311
				<u>361,557</u>			<u>230,962</u>

Approved by the Parochial Church Council on 7 April 2024 and signed on its behalf by:

  
.....  
**Steve Rumford - Chairperson**

The Parochial Church Council of the Ecclesiastical Parish of St Clement's, Oxford

Statement of Cash Flows  
for the year ended 31st December 2023

Reconciliation of increase in funds to net cash flow from operating activities

	Note	2023 £	2022 £
(Deficit)/surplus for the year		130,595	(162,448)
Depreciation		2,544	-
(Increase)/decrease in debtors		(1,348)	880
(Decrease)/increase in creditors		5,644	1,212
Interest received		-	(234)
Fixed asset purchase		(12,719)	
Net cash flow from operating activities		<u>124,716</u>	<u>(160,590)</u>

Cash flow statement

	2023 £	2022 £
Net cash flow from operating activities	124,716	(160,590)

Returns on investments and servicing finance

Interest received	-	234
Net cash flow before management of liquid resources and financing	-	(160,356)
<b>(Decrease)/increase in cash</b>	<u>-</u>	<u>(160,356)</u>

Movement in cash	124,716	(160,356)
Net cash at 1st January 2023	229,338	389,694
Net cash at 31st December 2023	<u>354,054</u>	<u>229,338</u>

## The Parochial Church Council of the Ecclesiastical Parish of St Clement's, Oxford

### Notes to the Financial Statements for the year ended 31st December 2023

#### 1. Explanatory notes on the Financial Statements:

The accounts for 2023 are presented in a format compatible with the Church Accounting Regulations 2006 and the Charities Act 2011.

The Statement of Financial Activities (SOFA) gives an overall summary of the church finances for the year and the movement on the reserves, which are divided for reporting purposes between Unrestricted and Restricted Funds.

The aim of the SOFA is to summarise the church income and expenditure according to activity. The notes to the accounts divide the summarised figures in a variety of ways, which provide additional breakdown of the income and expenditure.

The balance sheet represents the assets and liabilities of the PCC at the end of December 2023. However, it does not include the church itself or the rectory, as well as some other church assets purchased in past years.

- The general fund comprises the regular income and the regular and predictable expenditure relating to core church activities.
- Designated funds comprise unrestricted funds that have been set aside by the trustees for particular purposes.
- Restricted funds are detailed in note 8 to the accounts and have been received for specific purposes.

The charity constitutes a public benefit entity as defined in FRS 102.

#### 2. Accounting policies

##### 2a Basis of accounting

The financial statements have been prepared under the historical cost convention and in accordance with Church Accounting Regulations 2006 together with applicable accounting standards. The financial statements have been prepared in accordance with Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102 1A) (effective 1 October 2019).

##### 2b Funds

General funds represent the funds of the PCC that are not subject to any restrictions regarding their use and are available for application to the general purposes of the PCC. Funds designated for a particular purpose by the PCC are also unrestricted.

Restricted funds are to be used for specific purposes as specified by the donor.

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 or those that are informal gatherings of church members.

**The Parochial Church Council of the Ecclesiastical Parish of St Clement's, Oxford**

**Notes to the Financial Statements  
for the year ended 31st December 2023**

**2. Accounting policies (continued)**

**2c Incoming resources**

**Voluntary income and capital sources**

Collections are recognised when received by or on behalf of the PCC, as is planned giving.

Income tax recoverable on Gift Aid donations is recognised in the year the donation 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.

**2d Resources used**

**i) Grants**

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

**ii) Activities directly relating to the work of the Church**

The diocesan quota is accounted for when payable on an accruals basis.

**iii) Governance costs**

These include those costs associated with meeting the constitutional and statutory requirements of the charity and include the independent examination fees and costs linked to the strategic management of the charity.

**2e Fixed assets**

**Office equipment**

Office equipment with an initial cost exceeding £1,000 is capitalised and included within fixed assets. Items below this de minimis threshold are written off as expenditure in the SOFA. Depreciation is provided on office equipment so as to write off the cost or valuation, less any estimated residual value, over the expected useful economic life on a straight line basis at 25% a year.

**Consecrated property and movable church furnishings**

Consecrated and beneficed property of any kind is excluded from the accounts by section 10(2) of the Charities Act 2011. The value of such fixed assets is not included in the balance sheet. All expenditure incurred in the year on consecrated or beneficed buildings and moveable church furnishings, whether maintenance or improvement, is written off as expenditure in the SOFA and separately disclosed.

**2f Current assets and liabilities**

Amounts owing to the PCC at 31st December 2023 in respect of fees, rents or other income are shown as debtors less provision for amounts that may prove uncollectable. Liabilities are recognised as resources expended as soon as there is a legal or constructive obligation committing the charity to expenditure; it is probable that a settlement will be required and the amount of the obligation can be measured reliably.

The Parochial Church Council of the Ecclesiastical Parish of St Clement's, Oxford

Notes to the Financial Statements  
for the year ended 31st December 2023

3. Income

3a Voluntary income - 2023

	Unrestricted funds			Total funds £
	General	Designated	Restricted funds	
	£	£	£	
General giving:				
Regular	114,813	-	1,265	116,078
Church services	1,768	-	-	1,768
Mission Gift Fund	-	-	7,197	7,197
Special collections	789	-	-	789
Other donations - PCC	182	-	3,450	3,632
Flourishing Life	1,570	-	-	1,570
Grants	-	-	-	-
Gift Aid recoverable	13,189	-	2,921	16,110
Dawson Trust - PCC	-	-	125,000	125,000
	<hr/>	<hr/>	<hr/>	<hr/>
	132,311	-	139,833	272,144
	<hr/>	<hr/>	<hr/>	<hr/>

Voluntary income - 2022

	Unrestricted funds			Total funds £
	General	Designated	Restricted funds	
	£	£	£	
General giving:				
Regular	78,627	-	540	79,167
Church services	3,642	-	-	3,642
Mission Gift Fund	-	-	5,633	5,633
Other donations - PCC	1,657	-	9,777	11,434
Flourishing Life	9,420	-	-	9,420
Grants	734	-	4,000	4,734
Gift Aid recoverable	16,014	-	3,857	19,871
Dawson Trust - PCC	-	-	115,000	115,000
	<hr/>	<hr/>	<hr/>	<hr/>
	110,094	-	138,807	248,901
	<hr/>	<hr/>	<hr/>	<hr/>

The Parochial Church Council of the Ecclesiastical Parish of St Clement's, Oxford

Notes to the Financial Statements  
for the year ended 31st December 2023

**3b Income from church activities – 2023**

	Unrestricted funds			Total funds £
	General £	Designated £	Restricted funds £	
Fees – PCC	2,219	-	-	2,219
Fees- Toddler Group	250	-	-	250
	<u>2,469</u>	<u>-</u>	<u>-</u>	<u>2,469</u>

**Income from church activities – 2022**

	Unrestricted funds			Total funds £
	General £	Designated £	Restricted funds £	
Fees – PCC	1,664	-	-	1,664
	<u>1,664</u>	<u>-</u>	<u>-</u>	<u>1,664</u>

**3c Income from investments - 2023**

Interest received	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
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**Income from investments - 2022**

Interest received	<u>234</u>	<u>-</u>	<u>-</u>	<u>234</u>
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The Parochial Church Council of the Ecclesiastical Parish of St Clement's, Oxford

Notes to the Financial Statements  
for the year ended 31st December 2023

4. Expenditure

4a Missionary and charitable giving - 2023

	Unrestricted funds			Total funds 2023 £
	General £	Designated £	Restricted funds £	
A Rocha UK	-	-	-	-
Centre for Muslim Christian Studies	-	-	-	-
Church Mission Society (N & C Drayson)	-	-	-	-
Mahabba	-	-	-	-
Open Doors UK	-	-	-	-
Operation Mobilisation (S & S Davies)	-	-	-	-
Oxford Churches Debt Centre	-	-	-	-
Oxford Pastorate	-	-	-	-
Oxford Winter Night Shelter	-	-	222	222
Round Table	-	-	-	-
Prison Fellowship	-	-	-	-
The Church of England – Christmas donations	67	-	-	67
The Porch Steppin' Stone Centre	-	-	222	222
Viva Doorsteps	-	-	-	-
Wycliffe Bible Translators (J & F Livingstone)	-	-	-	-
Payments of MFG – to pay out to various charities	-	-	8,996	8,996
<b>Total Missionary and charitable giving</b>	<b>67</b>	<b>-</b>	<b>9,440</b>	<b>9,507</b>

Missionary and charitable giving - 2022

	Unrestricted funds			Total funds 2022 £
	General £	Designated £	Restricted funds £	
A Rocha UK	-	-	300	300
Centre for Muslim Christian Studies	-	-	150	150
Church Mission Society (N & C Drayson)	-	-	1,000	1,000
Mahabba	-	-	150	150
Open Doors UK	-	-	300	300
Operation Mobilisation (S & S Davies)	-	-	1,000	1,000
Oxford Churches Debt Centre	-	-	2,000	2,000
Oxford Pastorate	-	-	300	300
Oxford Winter Night Shelter	-	-	176	176
Round Table	-	-	49	49
Prison Fellowship	-	-	300	300
The Porch Steppin' Stone Centre	-	-	176	176
Viva Doorsteps	-	-	300	300
Wycliffe Bible Translators (J & F Livingstone)	-	-	1,000	1,000
<b>Total Missionary and charitable giving</b>	<b>-</b>	<b>-</b>	<b>7,201</b>	<b>7,201</b>

The Parochial Church Council of the Ecclesiastical Parish of St Clement's, Oxford

Notes to the Financial Statements  
for the year ended 31st December 2023

4b Activities directly relating to the work of the church – 2023

	Unrestricted funds			Total funds £
	General	Designated	Restricted funds	
	£	£	£	
Wages and salaries - other	39,373	-	-	39,373
Parish share of diocesan quota	45,453	-	-	45,453
St Clement's Centre - Toddlers	452	-	-	452
- other	5,228	-	-	5,228
Gas, electricity and water	347	-	9,811	10,158
Church and churchyard maintenance	6,649	-	(7,085)	(436)
Equipment for church office	-	-	-	-
Insurance and security - other	6,202	-	1,151	7,353
Church activities	7,958	-	2,984	10,942
Toddler Group - other costs	-	-	-	-
Flourishing Life	1,570	-	-	1,570
Rector expenses	2,206	-	-	2,206
Sundry expenses	766	-	-	766
Diocesan fees	-	-	-	-
Allocated from support costs (see note 4d)				
- other	11,354	-	92	11,446
	127,558	-	6,953	134,511
Grants paid (see note 4a)	67	-	9,440	9,507
<b>Church activities</b>	<b>127,625</b>	<b>-</b>	<b>16,393</b>	<b>144,018</b>

Church and Churchyard maintenance is negative due to VAT refunds for Fabric property costs.

Activities directly relating to the work of the church – 2022

	Unrestricted funds			Total funds £
	General	Designated	Restricted funds	
	£	£	£	
Wages and salaries - other	32,875	-	-	32,875
Parish share of diocesan quota	46,414	-	-	46,414
St Clement's Centre - Toddlers	250	-	-	250
- other	-	-	5,500	5,500
Gas, electricity and water	-	-	3,591	3,591
Church and churchyard maintenance	2,942	-	278,097	281,039
Insurance and security - other	-	-	4,879	4,879
Church activities	10,724	-	398	11,122
Toddler Group - other costs	-	-	247	247
Flourishing Life	-	-	9,420	9,420
Rector expenses	524	-	-	524
Diocesan fees	194	-	-	194
Allocated from support costs (see note 4d)				
- other	9,991	-	-	9,991
	103,914	-	302,132	406,046
Grants paid (see note 4a)	-	-	7,201	7,201
<b>Church activities</b>	<b>103,914</b>	<b>-</b>	<b>309,333</b>	<b>413,247</b>

The Parochial Church Council of the Ecclesiastical Parish of St Clement's, Oxford

Notes to the Financial Statements  
for the year ended 31st December 2023

4c Staff

	2023 £	2022 £
Salaries	38,430	32,043
Pension costs	943	832
	<u>39,373</u>	<u>32,875</u>

No trustees were employed during the year (2022: nil). No remuneration was paid to trustees during the year (2022: £nil). No expenses were reimbursed to trustees during the year (2022: £nil).

Payments to related parties of the Trustees are outlined in note 10.

No employee received £60,000 or more during the current or preceding year.

The Rector is not included in the total for salaries. This is because the Rector's stipend is met under Church of England arrangements and not by the PCC.

The average number of staff employed during the year was:

	2023	2022
Administration	1	1
Youth work	-	-
Children's work	2	1
Cleaning	1	-
	<u>4</u>	<u>2</u>

4d Analysis of support costs - 2023

	Unrestricted Funds		Restricted	Total
	General	Designated	£	Funds
	£	£	£	£
General administration	2,765	-	92	2,857
Support on H&S	43	-	-	43
Accountancy fees	6,000	-	-	6,000
Interest	2	-	-	2
Depreciation	2,544	-	-	2,544
	<u>11,354</u>	<u>-</u>	<u>92</u>	<u>11,446</u>

Analysis of support costs - 2022

	Unrestricted Funds		Restricted	Total
	General	Designated	£	Funds
	£	£	£	£
General administration	3,991	-	-	3,991
Accountancy fees	6,000	-	-	6,000
	<u>9,991</u>	<u>-</u>	<u>-</u>	<u>9,991</u>

The Parochial Church Council of the Ecclesiastical Parish of St Clement's, Oxford

Notes to the Financial Statements  
for the year ended 31st December 2023

5. Tangible fixed assets

	Office equipment £	Total £
<b>Cost</b>		
As at 1st January 2023	2,942	2,942
Additions	12,719	12,719
As at 31st December 2023	<u>15,661</u>	<u>15,661</u>
<b>Depreciation</b>		
As at 1st January 2023	2,942	2,942
Charged in the year	2,544	2,544
As at 31st December 2023	<u>5,486</u>	<u>5,486</u>
<b>Net book value</b>		
As at 31st December 2023	<u>10,175</u>	<u>10,175</u>
As at 31st December 2022	<u>-</u>	<u>-</u>

6. Debtors

	2023 £	2022 £
Gift Aid recoverable	6,998	5,465
Other debtors	50	235
	<u>7,048</u>	<u>5,700</u>

7. Liabilities: amounts falling due within one year

	2023 £	2022 £
Trade creditors	229	1,299
Accruals and deferred income	9,136	1,640
Taxation and social security	171	336
Other creditors	185	801
	<u>9,721</u>	<u>4,076</u>

The Parochial Church Council of the Ecclesiastical Parish of St Clement's, Oxford

Notes to the Financial Statements  
for the year ended 31st December 2023

8. Fund details - 2023

	Balance at 1st January 2023 £	Income £	Expenditure £	Transfers £	Balance at 31st December 2023 £
<b>Unrestricted</b>					
General	169,651	134,780	(127,625)	(440)	176,366
Designated: Dawson cashflow	50,000	-	-	-	50,000
<b>Restricted</b>					
The Children's Fund	2,000	1,847	-	-	3,847
The Children's Society	19	-	-	-	19
Crèche Room	180	-	-	-	180
Dawson Trust	-	125,000	(4,512)	-	120,488
Fireworks Collection	-	-	-	-	-
Homeless Fund	-	100	-	-	100
Mission Gift Fund	-	8,996	(8,996)	-	-
Oxford Winter Night Shelter	-	-	(222)	222	-
Porch Steppin' Stone Centre	4	-	(222)	218	-
Rector's Discretionary Fund	94	-	-	-	94
Roof Grant	-	-	-	-	-
Shared Space	214	-	-	-	214
Sound	2,500	-	-	-	2,500
Student Fund	352	-	-	-	352
Toddler Group	468	-	-	-	468
Welcome/Light	5,480	-	-	-	5,480
Youth Work	-	3,890	(2,441)	-	1,449
	230,962	274,613	(144,018)	-	361,557

Fund details - 2022

	Balance at 1st January 2022 £	Income £	Expenditure £	Transfers £	Balance at 31st December 2022 £
<b>Unrestricted</b>					
General	285,692	111,992	(103,914)	(124,119)	169,651
Designated: Dawson cashflow	50,000	-	-	-	50,000
<b>Restricted</b>					
The Children's Fund	-	2,000	-	-	2,000
The Children's Society	19	-	-	-	19
Crèche Room	180	-	-	-	180
Dawson Trust	48,992	115,000	(279,026)	115,034	-
Fireworks Collection	10	20	(49)	19	-
Mission Gift Fund	148	7,041	(16,220)	9,031	-
Oxford Winter Night Shelter	141	-	(176)	35	-
Porch Steppin' Stone Centre	180	-	(176)	-	4
Rector's Discretionary Fund	94	-	-	-	94
Roof Grant	-	4,000	(4,000)	-	-
Shared Space	214	-	-	-	214
Sound	2,500	-	-	-	2,500
Student Fund	352	-	-	-	352
Toddler Group	715	-	(247)	-	468
Welcome/Light	4,173	10,746	(9,439)	-	5,480
	393,410	250,799	(413,247)	-	230,962

## The Parochial Church Council of the Ecclesiastical Parish of St Clement's, Oxford

### Notes to the Financial Statements for the year ended 31st December 2023

#### 8. Fund details – (continued)

The designated fund: Dawson cashflow comprises funds set aside at the start of each year to ensure there is enough cash to last until the Dawson Trust grant arrives in late summer. The £50,000 assigned to the fund was determined on the basis of past experience.

The restricted fund: Dawson Trust represents amounts received from the Charity of Thomas Dawson as a 'contribution towards the upkeep and repair of the fabric of the Parish Church of St Clement's, and the maintenance of the services and furniture therein and subject thereto in furtherance of the religious and other charitable work of the Church of England, in the said ecclesiastical parish as the Parochial Church Council think fit'.

The restricted fund: Mission Gift Fund comprised gifts received during the 2023 Lent appeal to help support the mission partners of St Clement's and mission agencies (Open Doors UK, A Rocha UK, Prison Fellowship, Mahabba, Centre for Muslim Christian Studies, Viva Doorsteps and the Oxford Pastorate)

The restricted funds: The Children's Society represents special collections at Christmas for this purpose.

The restricted fund: Porch Steppin' Stone Centre represents special collections at Christmas for this purpose.

The restricted fund: Church Welcome/Light comprises donations and regular giving specifically towards providing a more hospitable welcome to visitors to St Clement's Church.

The restricted fund: Crèche Room comprises a special donation received in 2015 specifically for furniture to make the refurbished Crèche Room a more friendly and useful place for young children. Amounts unspent by the end of 2023 will be used for similar purposes as needs arise.

The restricted fund: Toddler Group comprises surpluses built up over past years from Toddler Group activities and subsidies from the PCC. It is held to ensure the continued viability of the Toddler Group through peaks and troughs of income. It is to be used solely for Toddler Group purposes unless the PCC decides to close the Toddler Group, in which case any remaining money would revert to the general unrestricted fund.

The restricted fund: Rectors' Discretionary Fund exists to enable the Rector to respond in a loving and appropriate way to cases of urgent and extreme hardship where a short term small financial provision will make a significant difference to the well-being of the church member, or someone in our wider community.

The restricted fund: Children's Fund comprises donations to enable the church to employ a Children's worker.

The restricted fund: Shared Spare is a grant received from the Diocese of Oxford to enable this mission-based activity to take place.

The restricted fund: Student Fund is a grant received from the Diocese of Oxford to enable mission inspired work with students by St Clements.

The restricted fund: Sound consists of donations for the for the improvement of the acoustics and sound equipment in the church.

The restricted fund: Roof Alarm comprises donations received to fund a roof alarm for St Clement's church.

The restricted fund: Asylum Welcome comprises donations received to give to the charity Asylum Welcome which helps refugees to the United Kingdom.

The restricted fund: the Oxford Winter Night Shelter represents special collections at Christmas for helping the homeless in Oxford.

The Parochial Church Council of the Ecclesiastical Parish of St Clement's, Oxford

Notes to the Financial Statements  
for the year ended 31st December 2023

9. Analysis of net assets by fund

2023	General unrestricted funds £	Designated unrestricted funds £	Restricted funds £	Total funds 2023 £
Fixed assets	10,175	-	-	10,175
Current assets	176,367	50,000	125,471	351,838
Current liabilities	-	-	(9,720)	(9,720)
	<u>186,542</u>	<u>50,000</u>	<u>135,191</u>	<u>371,733</u>
2022	General unrestricted funds £	Designated unrestricted funds £	Restricted funds £	Total funds 2022 £
Current assets	175,181	50,000	9,857	235,038
Current liabilities	(4,076)	-	-	(4,076)
	<u>171,105</u>	<u>50,000</u>	<u>9,857</u>	<u>230,962</u>

10. Related party transactions

The Charity of Thomas Dawson (registered charity 203258), The Parochial Charities of St Clement, Oxford (registered charity 202089) and St Clement's Parish Property (registered charity 220051) are deemed related parties of the PCC as they are chaired by the PCC's Rector.

During the year the PCC received a donation of £125,000 (2022: £115,000) from the Charity of Thomas Dawson as a 'contribution towards the upkeep and repair of the fabric of the Parish Church of St Clement's, and the maintenance of the services and furniture therein and subject thereto in furtherance of the religious and other charitable work of the Church of England, in the said ecclesiastical parish as the Parochial Church Council think fit'.

During the year the PCC paid £6,900 (2022: £4,500) to St Clement's Community Property Trust in rent for the charity's office and the use of rooms for various activities

During the year, the Parish Property contributed £7,009 (2022: £7,821) to the PCC towards the salary of the Youth Worker. In addition, the Parish Property provided accommodation for the St Clement's curate, the value of which is not accounted for but is considered to be in the region of £21,000 per annum

During the year, gifts of £Nil (2022: £1,000) were paid to John Livingstone, the spouse of a Trustee as a full mission partner. The same amount was paid to the other mission partners of PCC.

During the year, gifts of £1,570 for the Flourishing Life project and £Nil for general work (2022: £9,420 for the Flourishing Life project and £300 for general work) were paid to The Oxford Pastorate. Dr Bethan Willis is an employee of the Pastorate and also a member of PCC.

**THE PAROCHIAL CHURCH COUNCIL OF THE ECCLESIASTICAL PARISH OF ST. CLEMENT'S, OXFORD**

England & Wales - Charity number 1132918

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# Accounts

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**The Parochial Church Council of the Ecclesiastical Parish  
of St Clement's, Oxford**

**Registered Charity Number: 1132918**

**Annual Report and Financial Statements**

**for the year ended**

**31st December 2022**

**Wenn Townsend**

**Chartered Accountants**

**Oxford**

**The Parochial Church Council of the Ecclesiastical Parish of St Clement's, Oxford**  
**Annual Report for the year ending 31st December 2022**

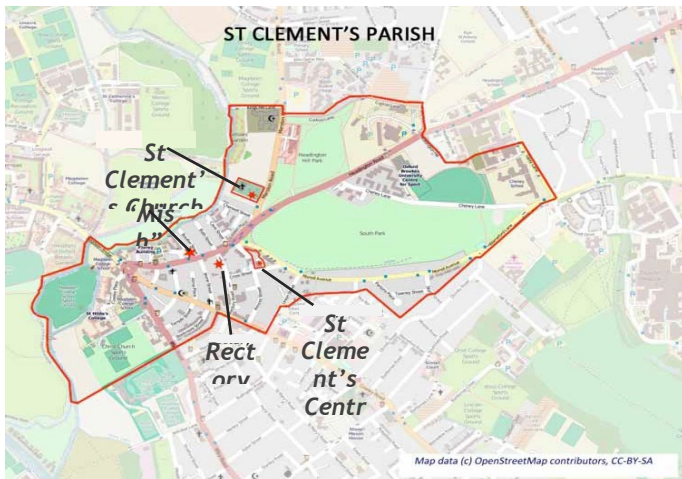
## **Objectives and activities**

The Parochial Church Council (PCC) is the group of people who, with the Rector, run St Clement's Church. We describe who we are, how we are elected and how we organise ourselves in this report. Our objectives derive from the Parochial Church Councils (Powers) Measure 1956. We are 'to cooperate with the minister [Rector] in promoting in the parish the whole mission of the Church, pastoral, evangelistic, social and ecumenical'. We have the 'power jointly with the minister to determine the objects to which all moneys to be given or collected in church shall be allocated'. With the churchwardens, all members of the PCC are responsible for the maintenance of the church building.

The 2004 report 'Mission-shaped church' sets out the meaning of the 'whole mission of the church' as currently interpreted by the Church of England. Worship lies at its centre. It aims to transform people through faith in Jesus Christ and the power of the Holy Spirit; is welcoming; relates to local culture and is open to change when new members join.

St Clement's is an Anglican church serving a parish that is part of the Cowley Deanery within the Diocese of Oxford. Cowley Deanery covers the eastern half of the City of Oxford.

Our parish (shown below with the four buildings from which we operate) is itself varied and interesting. Much of it is green space, including South Park, but there are also two busy retail thoroughfares: St Clement's Street, where the Old Mission Hall ('Mish') sits, and the western end of the Cowley Road. Cheney School (a state secondary school) and part of Oxford Brookes University lie at the eastern end of the parish. Magdalen College School (a private school) and St Hilda's College (part of the University of Oxford) are at its western end. A major new Islamic Centre is at the north, while the Bangladeshi Community Centre and Mosque sit towards the south. The Cowley Road Methodist Church is near the western end. The homes of our parishioners form much of the rest of our parish.



## Objectives and activities (continued)

Our church building is set back off the Marston Road. It was completed in 1828 in a 'Norman revival' style, replacing an earlier building in a different part of the parish. Our nearest postcode is OX4 1FN.



Our overarching objective is that all who want to do so may come to know the love of God and experience the richness of His goodness towards us in every aspect of our lives. This is what motivates all our more specific objectives and activities described below. Our activities provide public benefit to the parish and the wider community, in line with guidance issued by the Charity Commission.

We describe our achievements and performance for each of these activities both pre and post Covid in more detail in the next section. Clearly many of the activities described below could not take place after the outbreak of Covid in early 2020.

Objectives	Activities
<p><b>1. Worship</b> – to give all our parishioners, as well as church members from outside the parish, the opportunity to participate in Christian worship. We want to experience God and the joy that comes from knowing Him.</p>	<p>We provide two services each Sunday. Our styles, supported by our <b>music group</b>, are wide-ranging, to suit members of all ages. Our <b>hospitality group</b> provides welcoming refreshments after our main morning service. Our <b>flower arranging group</b> makes the interior of the church more beautiful.</p>
<p><b>2. Prayer and Bible study</b> – to deepen our knowledge of God and to follow Him more closely, both collectively and individually.</p>	<p>We aim to understand God's general purposes through Bible study and to discover what he wants for us individually through prayer. Many of us meet in <b>small groups</b> in members' homes to explore our walk with God in depth. We encourage all our church members to pray and study the Bible regularly as part of their personal devotions, and to pray together through weekly and monthly <b>prayer gatherings</b>.</p>

## Objectives and activities (continued)

<p><b>3. Pastoral care</b> – to support each other in the routine pressures of daily living and through times of crisis.</p>	<p>Individual friendships, including in our small groups, form the focus of our care for each other. More <b>structured pastoral care</b> supports those in specific need. <b>Volunteer drivers</b> enable less mobile members to stay connected to church activities. We have a fund to help church members facing short-term financial emergencies. We hold a <b>memorial service</b> every year open to all but particularly to people who have lost a relative or close friend in recent years.</p>
<p><b>4. Young people and children</b> – to give our younger members the opportunity to explore the Christian faith in ways they find meaningful.</p>	<p>Our <b>youth work</b> provides a wide range of activities for those of secondary school age. These include meetings on Saturday evenings and on Sunday mornings. Our <b>children's work</b>, for those of primary school age and younger, is focused on Sunday mornings. On the first Sunday of each month, our young people and children join our main church service.</p>
<p><b>5. Community and social concern</b> – to express the love of God in practical ways to the local community of our parish.</p>	<p>Our work in the community covers the young, the old and those in financial need.</p> <p>We run a <b>babies and toddlers group</b> for children of pre-school age, along with their carers, on Thursdays. In 2022 we ran an <b>after school club</b> on Wednesdays, working in partnership with the Parish Property Trust, East Oxford Primary School and a local charity, Doorsteps. This provided a simple meal, activities and community for parents and children.</p> <p>Our <b>Cafe Club</b> provides social activities and refreshments once a month for older members of the Church family and local community. We are core participants in the <b>Oxford Churches Debt Centre</b>, set up in partnership with the national organisation Christians Against Poverty (CAP) UK to help anyone with problem debt. We run CAP <b>money management courses</b> to help people learn to budget and manage their money better. We also participate in a range of <b>community activities</b>.</p>
<p><b>6. Outreach</b> – to present the gospel to those around us in our parish, our deanery and the wider world, fulfilling our evangelistic and ecumenical objectives.</p>	<p>Many beyond our regular members attend our services at <b>major Christian festivals</b> and use our services for <b>baptisms, weddings and funerals</b>. We run regular <b>enquirers' courses</b> for those wanting to explore the Christian faith. We join with all the Church of England churches in <b>Cowley Deanery</b> in pooling most of our congregational giving; this helps those parishes in the Deanery in most need. We participate with other churches <b>across the denominations</b> in activities like the Good Friday walk along the Cowley Road. We look <b>beyond Oxford</b> in our annual Mission Gift Fund to support other organisations in the UK and abroad with which we have links.</p>
<p><b>7. Future generations</b> – to preserve and enhance for future generations the built and natural heritage of which we are the current guardians.</p>	<p>We want our church to be a continuing centre of Christian worship for generations to come, as it has been for the last two centuries. We have continued to restore the church fabric and <b>improve our beautiful churchyard</b> so that it is a pleasure for visitors and a good home for a range of plant and animal species.</p>

## Achievements and performance

The objectives and activities in this section follow the same sequence as the table in the previous section. What we offer is available to all, mostly without charge. Where we charge fees or seek donations, it is only to help defray costs.

The Rector and St Clement's PCC are immensely grateful to the many willing volunteers who have enabled so much throughout 2022, particularly given the difficulties presented by Covid. We could not have done all we have without our dedicated staff to whom we also express our deep thanks.

There were 91 on the Electoral Roll at the date of the Annual Parochial Church Meeting on 26 April 2022. Average Sunday attendances in October 2022 comprised 75 adults and 15 children under 16.

### 1. Worship

**Music group:** The group, including adults and young people, contributed to the musical part of our worship at about 70 services across the course of the year. These included both services in church and online.

**Hospitality group:** Teams of church members offered refreshments after morning services and at special church events as part of our continual building of a welcoming church.

**Flower arranging group:** The group arranged flowers for our services, as part of our valuing of God's creation and our welcome and worship of God.

### 2. Prayer and Bible study

**Home groups:** 7 Home groups, each with its own distinctive style, involving roughly 65 church members meet during the week to grow together in friendship and support, in knowledge and understanding of Scripture and in service to the community, especially the vulnerable. During Lent 2022 the Home Groups as well as others from within and beyond our church family came together for a well-attended Lent course.

### 3. Pastoral care

**Structured pastoral care:** The Rector, with Curate, Minister with Permission to Officiate and a small number of volunteers, offer pastoral care for those facing particular challenges and difficulties, as well as provision of home communions. This pastoral care was particularly necessary during Covid with a greater emphasis continuing through 2022 on keeping in touch pastorally with church family members by telephone or other virtual means.

**Volunteer drivers:** Volunteers from the church provide lifts to services for the frailer members of our congregation as needed.

**Hardship Fund:** The Rector has a small discretionary fund to give, with the Wardens' agreement, modest donations to people facing immediate financial hardship. This Fund was not used during 2022.

**Memorial service:** Our memorial service happens every Autumn. We invite all who have used our funeral, cremation or burial services in the past two years, but the service is open to all and is advertised locally. In 2021, 18 people attended.

## Achievements and performance (continued)

### 4. Young people and children

**Youth work:** We had to stop Overflow Youth and Space in the vacancy period between youth workers. We have continued with a Sunday youth group, getting around 2-5 attending each week, wrestling with big life questions in relation to the Bible and faith.

**Children's work:** Our Kingdom Kids (for children 5-11 years old) enables children to worship, pray, learn and have fun in a welcoming mixed-age group, taking place 3 Sundays out of 4 in term-time. During 2022 the average attendance at Kingdom Kids has been around 8-12 children. Kingdom Tots is for the active under-5's, with worship, crafts, stories and play to explore faith with an average of 15-20 children attending. Post Covid in 2022 our children's work has flourished.

**Social Events:** We started doing Socials in 2022, going to play bowling, having movie nights and going to play laser tag. We have been getting an average of 8-15 (aged between 7-13 years old) attending. We also attended Spree Weekend Away (run by Urban Saints) in July with a small group of 3 children and young people attending.

### 5. Community and social concern

**Toddler group:** Our Baby and Toddler Group serves the local community during school term-time. Volunteers provide activities for a 2 hour drop-in session once a week, including light refreshments. Toddlers had to be cancelled once Covid struck, but thankfully resumed in 2021 once Covid restrictions allowed. Numbers were lower than pre Covid, but still at an encouraging level (about 15 toddlers with their carers). In September 2022 our numbers jumped to 45-65 parents/carers and toddlers each week.

**Café Club:** Our Café Club provides refreshments, social engagement and activities for members of the Church family and local community who are around during the day. Cafe Club was able to resume meeting in person in the Autumn 2021, albeit less frequently than before. Frequency and numbers attending picked up during 2022.

**Flourishing Life:** during 2022, the church continued to receive a Diocesan Mission Development Fund grant to enable the parish, in collaboration with the Oxford Pastorate, to run a programme of activities reaching out to youth and young adults in our local community. The aim is to encourage them to reflect on what it means to live a good life.

**Oxford Churches Debt Centre and CAP Money Management Courses:** The Oxford Churches Debt Centre is a charitable incorporated organisation registered with the Charity Commission (number 1155834) and run in partnership with Christians Against Poverty (CAP) UK. St Clement's is one of four full partner churches. A number of our church family are involved in different ways, and St Clement's is committed both to pray and to give financially for the work of the Centre. This includes assisting in provision of CAP Money Management Courses.

**Community activities:** St Clement's church family members are involved in a number of activities led by others in our local community. These include the Oxford Winter Night Shelter, an initiative of Oxford churches to provide shelter for the homeless in the winter month; a local food bank supported through weekly and Harvest Service food donations; and OXCLEAN, which is an annual event to tidy up our local area.

## Achievements and performance (continued)

### 6. Outreach

**Major Christian festivals:** Easter and Christmas are the festivals when most visitors attend our services. These services were well attended, especially our Carol Service, Christingle and Christmas Day Services. Easter services were a mixture of online and in church, with Easter Day being well attended in church. Sadly, the Good Friday Walk of Witness with other local churches was cancelled again. We much enjoyed welcoming our local community to join us for our early December Christmas Tree Festival community event including carol singing, refreshments, an Easter video and activities for children, for which a number of charities using the St. Clement's Centre decorated trees and provided a brief description of their activities.

**Baptisms, weddings and funerals:** As a parish church, we offer the 'occasional offices' of baptisms, weddings and funerals to residents of the parish. We also offer this ministry to those living beyond the parish who worship with us or have a strong connection with us. In 2022, we conducted 2 baptisms, 1 wedding and 3 funerals and ashes internments in the churchyard.

**Fabric:** 2022 saw continuing internal re-ordering intended to improve our welcome as well as restore the organ space, the organ itself having been removed in 2020. Major repairs to crumbling and leaking masonry continued through 2022. During 2023 we intend to make further progress on modernising our kitchen and bringing up to date our 25 year old sound system, with the intention of improving our scope for hospitality and worship respectively.

We have continued to improve our churchyard. Trees and shrubs have been regularly cut back to improve welcome, visibility and safety. A number of working parties further helped to beautify the area.

**Cowley Deanery:** We are part of the Cowley Deanery, which brings together the thirteen parishes in the eastern half of Oxford. The Rector, Curate and two church members are members of the Cowley Deanery Synod.

**Across the denominations:** We continued to maintain our links with other local churches

**Beyond Oxford:** We continue to support and pray for several mission partners with links to our church. Church members raised a total of £6,800 (including Gift Aid) for our Lent Mission Gift Fund, which we distributed to our mission partners and other mission agencies.

**Future generations:** We want our church to be a continuing centre of Christian worship for generations to come. Our aim is to make the church as welcoming and useable for worship and hospitality as possible, while respecting and valuing its historic features. The improvements to our fabric in 2022 and beyond seek to strike this balance.

The same considerations apply to further work planned in our churchyard. We want to keep it well maintained, so visitors can easily find and see the graves of their loved ones and the church can be as visible as possible to those interested in a historic place of Christian worship. At the same time, we value the many trees and plants which are good for the environment and wildlife.

## Financial review

### Principal funding sources

Giving from the congregation is a vital income source. In 2022 regular giving was stable, while giving from collections at services increased compared to 2021, as services in church resumed. Overall giving was slightly higher than in 2021, reflecting the generosity of the church family in difficult times.

An annual grant from the Charity of Thomas Dawson is our main external funding source. The generosity of Thomas Dawson, who set up his charity in 1521, enables us to operate on a scale that would otherwise be impossible. The grant of £115,000 for 2022 was a major contribution to the Church's finances, for which we are hugely appreciative. Without such a generous grant, we would not have been able to proceed with our repairs to the masonry and roof.

### Principal risks and uncertainties

**Volunteer shortages and fatigue** remain our greatest risk. Although members of the Church family give generously of their time, the church has a largely working age congregation with work and family responsibilities. The much needed fabric repair and improvements that we have undertaken has been very demanding of volunteer time, energy and capacity. The clergy team are hugely appreciative of those who do volunteer so generously.

Our main financial risk is the need to continue works to **repair our church** fabric. However, we have adequate reserves to fund the next phase of work planned and the repairs so far undertaken have been achieved within budget.

Our reliance on just **a few main funding sources** clearly presents risks. Both the Dawson Trust and the Parish Property Trust, (which supports our Youth work), continue to be affected by the aftermath of Covid and the difficult economic climate generally. However, our reserves remain strong thanks to careful financial management.

Like all small organisations run by volunteers, we face the general risk of **getting things wrong**. Our principal risks in this respect lie in the areas of finance, data protection, safeguarding, health and safety and employment practice. Wenn Townsend Chartered Accountants support us in financial matters and we receive help from experienced volunteers and advisers in health and safety and employment matters. The Diocese also provides help in a number of areas.

We welcome **children and vulnerable adults** and our designated Parish Safeguarding Officer oversees all work with them. She was formerly our Children's Worker and ensures that all those who work with children and young people or vulnerable adults are safely recruited, including being appropriately DBS checked, as well as subsequently trained. As required by the Church of England, we continue to comply with our duty to have regard to the House of Bishops' guidance on the safeguarding of children and vulnerable adults.

Finally, there is the risk that the PCC cannot deal adequately with all the growing requirements of Government legislation and guidance from the Church of England. We undertake risk assessments, make other regular checks and organise training for staff and volunteers to try to ensure compliance. Most of our staff and activities are based in the St Clements Centre and 'The Mish', belonging to St Clement's Parish Property Trust, so the Church works closely with that charity's General Manager and Trustees.

### Investment policy

We do not have funds to invest over the medium-term or long-term. Our general unrestricted reserves are a support for our normal annual expenditure. Our designated and restricted funds are for work that we hope to complete over the next 1-3 years. The need to invest over the short-term arises when there is a delay between receiving funds and being able to use them. This happens mainly when the Charity of Thomas Dawson makes large grants. In such circumstances we can find ourselves with funds to invest for more than 12 months. Our policy for short-term investment is to balance security, liquidity and return, while striving to invest ethically. Overall, this means using a combination of interest-paying bank accounts.

## Financial review (continued)

### Reserves

Our reserves policy is to achieve a position on our general fund where we hold an amount to match our annual reliance on the Dawson grant, which is never guaranteed, and to provide an additional amount equal to 3 months' normal expenditure paid out of the general fund and Charity of Thomas Dawson grant. We held £169,651 in the general fund at the end of 2022, so we achieved our policy intention. We assign £50,000 to the Dawson cashflow fund to ensure we start the year with enough cash to last us until the Dawson grant arrives in late summer. The Dawson Trust Fund is effectively our fabric fund.

We have three types of restricted funds.

The **Dawson Trust** fund is by far our largest. It holds amounts received from the Charity of Thomas Dawson as a 'contribution towards the upkeep and repair of the fabric of the Parish Church of St Clement's, and the maintenance of the services and furniture therein and subject thereto in furtherance of the religious and other charitable work of the Church of England, in the said ecclesiastical parish as the Parochial Church Council think fit'. Our policy is to spend it in line with these conditions as quickly as is consistent with good financial management. The grant was fully expended in the year.

Our Toddlers Group held a reserve of £468 at the end of 2022 which is adequate to cope with any unusual expenditure.

All our other restricted funds hold **gifts and donations** for specific purposes. The Mission Gift Fund, the Oxford Churches Debt Centre Fund and our various special collections in church are for missional giving. Our policy is to donate them within the year, or as soon as possible afterwards in the case of collections around Christmas.

Other funds, such as the Welcome Fund and the Children's Fund, have been donated for specific uses within St Clement's Church. We aim to spend them in line with the conditions attached as quickly as is consistent with good financial management.

### Plans for the future

The Revd Rachel Gibson took up post as Rector of St Clement's in July 2015 and has been grateful to all at St Clement's who have helped her to sustain and grow the life of the church as explained in the report above. Priorities for 2022 included continued development of the church's worship and phased return of missional activities in our local community. We expect to benefit from the increased flexibility of the church's internal space, following internal re-ordering. Now that the refurbishment of our kitchen and our stonework repairs on the Marston Road side are completed, we hope that the church can be used more during the week by community and faith groups. The Revd Rachel Gibson has announced that she plans to retire wef Easter 2023.

### Structure governance and management

The **PCC** is a corporate body established by the Church of England. Our objectives derive from the Parochial Church Councils (Powers) Measure 1956. It is elected by church members recorded on the Electoral Roll, in accordance with the Church Representation Rules 2011. It is charged with consulting together on matters of general concern and importance to the parish, including co-operating with the incumbent in promoting in the parish the whole mission of the church, pastoral, evangelistic, social and ecumenical. It met 7 times in 2022.

The PCC has created a structure of Sub Groups to help it take a strategic view of church policy and expenditure, whilst also ensuring that its responsibilities receive the detailed attention they need. All report to the PCC with recommendations, action plans and, where relevant, budgets and then assist with implementing decisions made. In addition, certain volunteers and staff members have delegated spending authority up to defined limits, but must report their spending to the PCC through the Treasurer.

**The Parochial Church Council of the Ecclesiastical Parish of St Clement's, Oxford**  
**Annual Report for the year ending 31st December 2022 (continued)**

The **Standing Committee** deals with issues between PCC meetings. It helps to set the agenda for PCC meetings and retains responsibility for confidential matters relating to staff such as salaries. It also receives reports on risk management from the Risk Management Coordinator. It may act on its own initiative, but must report to the next PCC. It met 3 times in 2022.

### **PCC Sub- Groups**

**The Fabric and Churchyard Group** is responsible for assessing the need for repair, maintenance and improvement of the fabric of St Clement's Church, including having regard to the Architect's Quinquennial Report. It also takes a lead on matters relating to the use and care of the churchyard.

**The Finance and Stewardship Group** is responsible for encouraging generosity and using financial resources well. It oversees financial strategy and the church's approach to the stewardship of money.

**The Mission Group** is responsible for determining and overseeing the balance of mission within the parish and beyond and for developing teaching and activities to support mission. This includes reviewing the partners and organisations supported by our Mission Gift Fund and proposes the amount of support to be allocated to each.

**The Faith and Worship Group** is responsible for helping grow the church family in faith, through welcome, discipleship, worship, pastoral care and social activities. It works closely with the Rector in doing this.

**The Staff and Volunteer Support Group** is responsible for overseeing arrangements for staff and volunteers and for matching people's gifts to areas of ministry and service. All aspects of Human Resources, including recruitment, training, safeguarding and data protection form part of this Group's remit.

**The Communications Group** is responsible for internal and external communications, including the strategy guiding the church's communications and the implementation of the practical means to achieve these. Specifically, it oversees development of the church website and the provision of IT support.

### **Other Groups**

In addition, a number of other groups come together, namely:

**The Staff Team** comprising the paid staff and the Rector;

**The Worship Team** comprising service leaders, musicians and preachers;

**The Ministry Team** comprising those most concerned with pastoral care;

**The Home Group Leaders** comprising those with oversight of Home Groups.

### **Training**

The PCC Secretary, Risk Management Co-ordinator, Parish Safeguarding Officer and Treasurer, assisted by our professional advisers, arrange for regulatory changes, Diocesan guidelines and other advice in areas such as health and safety to be brought to the PCC's attention as appropriate.

### **Other charities chaired by the Rector**

The Rector chairs the following three charities, in addition to the PCC, as a consequence of being the Rector:

- St Clement's Parochial Charities *(Registered Charity 201989)*
- St Clement's Parish Property *(Registered Charity 220051)*
- The Charity of Thomas Dawson *(Registered Charity 203258)*

**The Parochial Church Council of the Ecclesiastical Parish of St Clement's, Oxford  
Annual Report for the year ending 31st December 2022 (continued)**

## Reference and administrative details

Our full name is 'The Parochial Church Council of the Ecclesiastical Parish of St Clement's, Oxford'. We are also known as 'St Clement's Parochial Church Council', 'St Clement's PCC' and 'St Clement's Church'. The Diocese of Oxford calls us 'St Clement Oxford'. Our Charity Commission registration number is 1132918.

### Correspondence address

St Clement's Parish Office, St Clement's Centre  
Cross Street, Oxford OX4 1DA  
T: 01865 246674  
E: [parish.office@stclements.org.uk](mailto:parish.office@stclements.org.uk)  
W: [www.stclements.org.uk](http://www.stclements.org.uk)

### PCC members (trustees) during the year

Incumbent (Rector)	The Rev Rachel Gibson (from 09/07/2015) (Chair)
Assistant Curate	The Rev Joanna Catherine Tarassenko (from 6th July 2021)
Churchwardens	Mrs Merry Patel (from 30/04/18 to the APCM in 2022) (Vice Chair) Mr Peter Heim (from 22/10/2020 to the APCM in 2022)
Deanery Synod Reps	Mrs Bethan Willis (from 30/04/2017 until the APCM in 2023) Ms Mirjam Schilling (from 14/04/2019 to 04/07/2022) Mr Colin Price (from 22/10/2020 to the APCM in 2023)
Elected Members	Miss Sue Cleave (Hon Secretary) (from 30/04/2018 to the APCM in 2025) Mr John Deans (from 24/04/2016 to the APCM in 2025) Dr Claire Gilroy (from 30/04/2017 to the APCM in 2023) Matthew Gretton-Dann (from 26/04/2022 to the APCM in 2025) Mrs Fiona Livingstone (from 22/04/2018 to the APCM in 2024) Mr Steve Rumford (from 22/11/2017 until the APCM in 2023) Dr Jeremy Spearman (from 22/04/2018 to the APCM in 2023) Ms Nicole Stephens (from 29/04/2021 to the APCM in 2024) 1 vacancy was carried forward until the APCM in 2022

### Advisors and bankers to the PCC

Accountants	Wenn Townsend, 30 St. Giles, Oxford, OX1 3LE
Architect	Mr John Radice, Old Post Office, Berrick Salome, Wallingford, Oxon, OX10 6JN
Bankers	Barclays Bank, 4 Pound Way, Cowley, OX4 3XT Cambridge and Counties Bank, 42 Castle Street, Cambridge, CB3 0AJ Julian Hodge Bank Limited, 29 Windsor Place, Cardiff, CF10 3BZ Market Harborough Building Society, Welland House, Leicestershire, LE16 7PD Shawbrook Bank, The Drive, Brentwood, CM13 3BE United Trust Bank, 80 Haymarket, London, SW1Y 4TE Virgin Money, 129 High Street, Oxford, OX1 4DF
Employment Law Adviser	Miss Pippa Greenslade, contact through St Clement's Parish Office (details above)
Health and Safety Adviser	Mr Geoffrey Roberts, contact through St Clement's Parish Office (details above)
Independent Examiner	Andrew Rodzynski FCA, Wenn Townsend, 30 St. Giles, Oxford, OX1 3LE

### Signed on behalf of the PCC

..... **Steve Rumford, Chair**

.....**2023**

**Independent Examiner's Report to the  
Trustees of The Parochial Church Council of the Ecclesiastical Parish of St Clement's, Oxford**

I report to the charity trustees on my examination of the accounts of the charity for the year ended 31st December 2022 which are set out on pages 12 to 25.

**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 charity's accounts carried out under section 145 of the 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**

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

1. accounting records were not kept in respect of the charity as required by section 130 of the Act; or
2. the accounts do not accord with those records; or
3. the accounts do 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.

**Andrew Rodzynski FCA  
Wenn Townsend Chartered Accountants  
30 St Giles'  
Oxford  
OX1 3LE**

.....2023

The Parochial Church Council of the Ecclesiastical Parish of St Clement's, Oxford

Statement of Financial Activities  
for the year ended 31st December 2022

	Note	Unrestricted Funds			Totals 2022 £	Unrestricted Funds			Totals 2021 £
		General £	Designated £	Restricted funds £		General £	Designated £	Restricted funds £	
<b>Income</b>									
Donations and legacies	3a	110,094	-	138,807	248,901	94,470	-	130,708	225,178
Income from church activities	3b	1,664	-	-	1,664	1,586	-	82	1,668
Income from investments	3c	234	-	-	234	2,050	-	-	2,050
<b>Total income and endowments</b>		<b>111,992</b>	<b>-</b>	<b>138,807</b>	<b>250,799</b>	<b>98,106</b>	<b>-</b>	<b>130,790</b>	<b>228,896</b>
<b>Expenditure</b>									
Expenditure on church activities	4a/b	103,914	-	309,333	413,247	114,108	-	124,631	238,739
<b>Total expenditure</b>		<b>103,914</b>	<b>-</b>	<b>309,333</b>	<b>413,247</b>	<b>114,108</b>	<b>-</b>	<b>124,631</b>	<b>238,739</b>
<b>Net income/(expenditure)</b>		<b>8,078</b>	<b>-</b>	<b>(170,526)</b>	<b>(162,448)</b>	<b>(16,002)</b>	<b>-</b>	<b>6,159</b>	<b>(9,843)</b>
<b>Transfers between funds</b>	8	<b>(124,119)</b>	<b>-</b>	<b>124,119</b>	<b>-</b>	<b>(483)</b>	<b>-</b>	<b>483</b>	<b>-</b>
<b>Net movement in funds</b>		<b>(116,041)</b>	<b>-</b>	<b>(46,407)</b>	<b>(162,448)</b>	<b>(16,485)</b>	<b>-</b>	<b>6,642</b>	<b>(9,843)</b>
<b>Reconciliation of funds</b>									
Balance brought forward at 1st January 2022		285,692	50,000	57,718	393,410	302,177	50,000	51,076	403,253
<b>Balance carried forward at 31st December 2022</b>		<b>169,651</b>	<b>50,000</b>	<b>11,311</b>	<b>230,962</b>	<b>285,692</b>	<b>50,000</b>	<b>57,718</b>	<b>393,410</b>

The Parochial Church Council of the Ecclesiastical Parish of St Clement's, Oxford

Balance Sheet  
at 31st December 2022

	Note	2022		2021	
		£	£	£	£
<b>Fixed assets</b>					
Tangible fixed assets	5		-		-
<b>Current assets</b>					
Debtors	6	5,700		6,580	
Cash at bank and in hand		229,338		389,694	
		<u>235,038</u>		<u>396,274</u>	
<b>Liabilities: amounts falling due within one year</b>					
	7	<u>(4,076)</u>		<u>(2,864)</u>	
<b>Net current assets</b>			230,962		393,410
<b>Net assets</b>			<u>230,962</u>		<u>393,410</u>
<b>Funds</b>					
Unrestricted - general	8		169,651		285,692
Unrestricted - designated	8		50,000		50,000
Restricted	8		11,311		57,718
			<u>230,962</u>		<u>393,410</u>

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

.....

Steve Rumford - Chairperson

The Parochial Church Council of the Ecclesiastical Parish of St Clement's, Oxford

Statement of Cash Flows  
for the year ended 31st December 2022

Reconciliation of increase in funds to net cash flow from operating activities

	Note	2022 £	2021 £
(Deficit)/surplus for the year		(162,448)	(9,843)
(Increase)/decrease in debtors		880	14,575
(Decrease)/increase in creditors		1,212	(13,341)
Interest received		(234)	(2,051)
Net cash flow from operating activities		<u>(160,590)</u>	<u>(10,660)</u>

Cash flow statement

	2022 £	2021 £
Net cash flow from operating activities	(160,590)	(10,660)

Returns on investments and servicing finance

Interest received	234	2,051
Net cash flow before management of liquid resources and financing	<u>(160,356)</u>	<u>(8,609)</u>
<b>(Decrease)/increase in cash</b>	<u>(160,356)</u>	<u>(8,609)</u>

Movement in cash	(160,356)	(8,609)
Net cash at 1st January 2022	389,694	398,303
Net cash at 31st December 2022	<u>229,338</u>	<u>389,694</u>

## The Parochial Church Council of the Ecclesiastical Parish of St Clement's, Oxford

### Notes to the Financial Statements for the year ended 31st December 2022

#### 1. Explanatory notes on the Financial Statements:

The accounts for 2022 are presented in a format compatible with the Church Accounting Regulations 2006 and the Charities Act 2011.

The Statement of Financial Activities (SOFA) gives an overall summary of the church finances for the year and the movement on the reserves, which are divided for reporting purposes between Unrestricted and Restricted Funds.

The aim of the SOFA is to summarise the church income and expenditure according to activity. The notes to the accounts divide the summarised figures in a variety of ways, which provide additional breakdown of the income and expenditure.

The balance sheet represents the assets and liabilities of the PCC at the end of December 2022. However, it does not include the church itself or the rectory, as well as some other church assets purchased in past years.

- The general fund comprises the regular income and the regular and predictable expenditure relating to core church activities.
- Designated funds comprise unrestricted funds that have been set aside by the trustees for particular purposes.
- Restricted funds are detailed in note 8 to the accounts and have been received for specific purposes.

The charity constitutes a public benefit entity as defined in FRS 102.

#### 2. Accounting policies

##### 2a Basis of accounting

The financial statements have been prepared under the historical cost convention and in accordance with Church Accounting Regulations 2006 together with applicable accounting standards. The financial statements have been prepared in accordance with Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102 1A) (effective 1 October 2019).

##### 2b Funds

General funds represent the funds of the PCC that are not subject to any restrictions regarding their use and are available for application to the general purposes of the PCC. Funds designated for a particular purpose by the PCC are also unrestricted.

Restricted funds are to be used for specific purposes as specified by the donor.

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 or those that are informal gatherings of church members.

**The Parochial Church Council of the Ecclesiastical Parish of St Clement's, Oxford**

**Notes to the Financial Statements  
for the year ended 31st December 2022**

..... continued

**2. Accounting policies (continued)**

**2c Incoming resources**

**Voluntary income and capital sources**

Collections are recognised when received by or on behalf of the PCC, as is planned giving.

Income tax recoverable on Gift Aid donations is recognised in the year the donation 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.

**2d Resources used**

**i) Grants**

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

**ii) Activities directly relating to the work of the Church**

The diocesan quota is accounted for when payable on an accruals basis.

**iii) Governance costs**

These include those costs associated with meeting the constitutional and statutory requirements of the charity and include the independent examination fees and costs linked to the strategic management of the charity.

**2e Fixed assets**

**Office equipment**

Office equipment with an initial cost exceeding £1,000 is capitalised and included within fixed assets. Items below this de minimis threshold are written off as expenditure in the SOFA. Depreciation is provided on office equipment so as to write off the cost or valuation, less any estimated residual value, over the expected useful economic life on a straight line basis at 25% a year.

**Consecrated property and movable church furnishings**

Consecrated and beneficed property of any kind is excluded from the accounts by section 10(2) of the Charities Act 2011. The value of such fixed assets is not included in the balance sheet. All expenditure incurred in the year on consecrated or beneficed buildings and moveable church furnishings, whether maintenance or improvement, is written off as expenditure in the SOFA and separately disclosed.

**2f Current assets and liabilities**

Amounts owing to the PCC at 31st December 2022 in respect of fees, rents or other income are shown as debtors less provision for amounts that may prove uncollectable. Liabilities are recognised as resources expended as soon as there is a legal or constructive obligation committing the charity to expenditure; it is probable that a settlement will be required and the amount of the obligation can be measured reliably.

Notes to the Financial Statements  
for the year ended 31st December 2022

..... continued

**3. Income**

**3a Voluntary income - 2022**

	Unrestricted funds			Total funds £
	General £	Designated £	Restricted funds £	
General giving:				
Regular	78,627	-	540	79,167
Church services	3,642	-	-	3,642
Mission Gift Fund	-	-	5,633	5,633
Other donations - PCC	1,657	-	9,777	11,434
Flourishing Life	9,420	-	-	9,420
Grants	734	-	4,000	4,734
Gift Aid recoverable	16,014	-	3,857	19,871
Dawson Trust - PCC	-	-	115,000	115,000
	<hr/>			
	110,094	-	138,807	248,901

**Voluntary income - 2021**

	Unrestricted funds			Total funds £
	General £	Designated £	Restricted funds £	
General giving:				
Regular	73,168	-	1,674	74,842
Church services	2,432	-	-	2,432
Special collections	2,400	-	301	2,701
Mission Gift Fund	-	-	5,931	5,931
Other donations - PCC	2,225	-	11,038	13,263
Flourishing Life	-	-	3,140	3,140
Gift Aid recoverable	14,245	-	4,052	18,297
Dawson Trust - PCC	-	-	104,572	104,572
	<hr/>			
	94,470	-	130,708	225,178

The Parochial Church Council of the Ecclesiastical Parish of St Clement's, Oxford

Notes to the Financial Statements  
for the year ended 31st December 2022

..... continued

**3b Income from church activities – 2022**

	Unrestricted funds			Total funds £
	General £	Designated £	Restricted funds £	
Fees – PCC	1,664	-	-	1,664
	<u>1,664</u>	<u>-</u>	<u>-</u>	<u>1,664</u>

**Income from church activities – 2021**

	Unrestricted funds			Total funds £
	General £	Designated £	Restricted funds £	
Fees – PCC	1,452	-	-	1,452
Fees – Toddler Group	-	-	82	82
Café Club	134	-	-	134
	<u>1,586</u>	<u>-</u>	<u>82</u>	<u>1,668</u>

**3c Income from investments - 2022**

Interest received	<u>234</u>	<u>-</u>	<u>-</u>	<u>234</u>
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**Income from investments – 2021**

Interest received	<u>2,050</u>	<u>-</u>	<u>-</u>	<u>2,050</u>
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The Parochial Church Council of the Ecclesiastical Parish of St Clement's, Oxford

Notes to the Financial Statements  
for the year ended 31st December 2022

..... continued

4. Expenditure

4a Missionary and charitable giving - 2022

	Unrestricted funds			Total funds 2022 £
	General £	Designated £	Restricted funds £	
A Rocha UK	-	-	300	300
Centre for Muslim Christian Studies	-	-	150	150
Church Mission Society (N & C Drayson)	-	-	1,000	1,000
Mahabba	-	-	150	150
Open Doors UK	-	-	300	300
Operation Mobilisation (S & S Davies)	-	-	1,000	1,000
Oxford Churches Debt Centre	-	-	2,000	2,000
Oxford Pastorate	-	-	300	300
Oxford Winter Night Shelter	-	-	176	176
Round Table	-	-	49	49
Prison Fellowship	-	-	300	300
The Porch Steppin' Stone Centre	-	-	176	176
Viva Doorsteps	-	-	300	300
Wycliffe Bible Translators (J & F Livingstone)	-	-	1,000	1,000
<b>Total Missionary and charitable giving</b>	-	-	7,201	7,201

4a Missionary and charitable giving - 2021

	Unrestricted funds			Total funds 2021 £
	General £	Designated £	Restricted funds £	
A Rocha UK	-	-	300	300
Asylum Welcome	-	-	63	63
Church Mission Society (N & C Drayson)	-	-	1,000	1,000
Flourishing Life	-	-	3,140	3,140
Mahabba	-	-	150	150
Open Doors UK	-	-	300	300
Operation Mobilisation (S & S Davies)	-	-	1,000	1,000
Oxford Churches Debt Centre	-	-	2,000	2,000
Oxford Pastorate	-	-	300	300
Prison Fellowship	-	-	300	300
Solomon Academic Trust	-	-	150	150
Viva Doorsteps	-	-	300	300
Wycliffe Bible Translators (J & F Livingstone)	-	-	1,000	1,000
<b>Total Missionary and charitable giving</b>	-	-	10,003	10,003

The Parochial Church Council of the Ecclesiastical Parish of St Clement's, Oxford

Notes to the Financial Statements  
for the year ended 31st December 2022

..... continued

4b Activities directly relating to the work of the church – 2022	Unrestricted funds			Total funds £
	General	Designated	Restricted funds	
	£	£	£	
Wages and salaries - other	32,875	-	-	32,875
Parish share of diocesan quota	46,414	-	-	46,414
Family Centre rent - Toddlers	250	-	-	250
- other	-	-	5,500	5,500
Gas, electricity and water	-	-	3,591	3,591
Church and churchyard maintenance	2,942	-	278,097	281,039
Insurance and security - other	-	-	4,879	4,879
Church activities	10,724	-	398	11,122
Toddler Group - other costs	-	-	247	247
Flourishing Life	-	-	9,420	9,420
Rector expenses	524	-	-	524
Diocesan fees	194	-	-	194
Allocated from support costs (see note 4d)				
- other	9,991	-	-	9,991
	103,914	-	302,132	406,046
Grants paid (see note 4a)	-	-	7,201	7,201
<b>Church activities</b>	<b>103,914</b>	<b>-</b>	<b>309,333</b>	<b>413,247</b>

Activities directly relating to the work of the church – 2021	Unrestricted funds			Total funds £
	General	Designated	Restricted funds	
	£	£	£	
Wages and salaries - other	27,471	-	9,751	37,222
Parish share of diocesan quota	46,414	-	-	46,414
Family Centre rent - Toddlers	-	-	500	500
- other	5,500	-	-	5,500
Gas, electricity and water	2,329	-	-	2,329
Church and churchyard maintenance	6,145	-	104,164	110,309
Insurance and security - other	4,249	-	-	4,249
Church activities	10,046	-	-	10,046
Toddler Group - other costs	-	-	213	213
Café Club - other costs	-	-	-	-
Rector expenses	967	-	-	967
Allocated from support costs (see note 4d)				
- other	10,987	-	-	10,987
	114,108	-	114,628	228,736
Grants paid (see note 4a)	-	-	10,003	10,003
<b>Church activities</b>	<b>114,108</b>	<b>-</b>	<b>124,631</b>	<b>238,739</b>

The Parochial Church Council of the Ecclesiastical Parish of St Clement's, Oxford

Notes to the Financial Statements  
for the year ended 31st December 2022

..... continued

**4c Staff**

	2022 £	2021 £
Salaries	32,043	36,317
Pension costs	832	905
	<u>32,875</u>	<u>37,222</u>

No trustees were employed during the year (2021: £nil). No remuneration was paid to trustees during the year (2021: £nil). No expenses were reimbursed to trustees during the year (2021: £nil).

Payments to related parties of the Trustees are outlined in note 10.

No employee received £60,000 or more during the current or preceding year.

The Rector is not included in the total for salaries. This is because the Rector's stipend is met under Church of England arrangements and not by the PCC.

The average number of staff employed during the year was:	2022	2021
Administration	1	1
Youth work	0	
Children's work	1	1
	<u>2</u>	<u>3</u>

**4d Analysis of support costs - 2022**

	Unrestricted Funds		Restricted	Total Funds
	General £	Designated £	£	£
General administration	3,991	-	-	3,991
Accountancy fees	6,000	-	-	6,000
	<u>9,991</u>	<u>-</u>	<u>-</u>	<u>9,991</u>

**Analysis of support costs - 2021**

	Unrestricted Funds		Restricted	Total Funds
	General £	Designated £	£	£
Support on H&S and employment law	-	-	-	-
Website design costs	553	-	-	553
General administration	4,434	-	-	4,434
Independent examiner's fees	384	-	-	384
Accountancy fees	5,616	-	-	5,616
	<u>10,987</u>	<u>-</u>	<u>-</u>	<u>10,987</u>

The Parochial Church Council of the Ecclesiastical Parish of St Clement's, Oxford

Notes to the Financial Statements  
for the year ended 31st December 2022

..... continued

**5. Tangible fixed assets**

	<b>Office equipment £</b>	<b>Total £</b>
<b>Cost</b>		
As at 1st January 2022	2,942	2,942
As at 31st December 2022	<u>2,942</u>	<u>2,942</u>
<b>Depreciation</b>		
As at 1st January 2022	2,942	2,942
As at 31st December 2022	<u>2,942</u>	<u>2,942</u>
<b>Net book value</b>		
As at 31st December 2022	<u>-</u>	<u>-</u>
As at 31st December 2021	<u>-</u>	<u>-</u>

**6. Debtors**

	<b>2022 £</b>	<b>2021 £</b>
Gift Aid recoverable	5,465	5,468
Other debtors	235	1,112
	<u>5,700</u>	<u>6,580</u>

**7. Liabilities: amounts falling due within one year**

	<b>2022 £</b>	<b>2021 £</b>
Trade creditors	1,299	1,656
Accruals and deferred income	1,640	420
Taxation and social security	336	616
Other creditors	801	172
	<u>4,076</u>	<u>2,864</u>

The Parochial Church Council of the Ecclesiastical Parish of St Clement's, Oxford

Notes to the Financial Statements  
for the year ended 31st December 2022

..... continued

8. Fund details - 2022

	Balance at 1st January 2022 £	Income £	Expenditure £	Transfers £	Balance at 31st December 2022 £
<b>Unrestricted</b>					
General	285,692	111,992	(103,914)	(124,119)	169,651
Designated: Dawson cashflow	50,000	-	-	-	50,000
<b>Restricted</b>					
The Children's Fund	-	2,000	-	-	2,000
The Children's Society	19	-	-	-	19
Crèche Room	180	-	-	-	180
Dawson Trust	48,992	115,000	(279,026)	115,034	-
Fireworks Collection	10	21	(49)	19	-
Mission Gift Fund	148	7,041	(16,220)	9,031	-
Oxford Winter Night Shelter	141	-	(176)	35	-
Porch Steppin' Stone Centre	180	-	(176)	-	4
Rector's Discretionary Fund	94	-	-	-	94
Roof Grant	-	4,000	(4,000)	-	-
Shared Space	214	-	-	-	214
Sound	2,500	-	-	-	2,500
Student Fund	352	-	-	-	352
Toddler Group	715	-	(247)	-	468
Welcome/Light	4,173	10,746	(9,439)	-	5,480
	393,410	250,799	(413,247)	-	230,962

Fund details - 2021

	Balance at 1st January 2021 £	Income £	Expenditure £	Transfers £	Balance at 31st December 2021 £
<b>Unrestricted</b>					
General	302,177	98,106	(114,108)	(483)	285,692
Designated: Dawson cashflow	50,000	-	-	-	50,000
<b>Restricted</b>					
Asylum Welcome	63	-	(63)	-	-
The Children's Fund	99	9,169	(9,751)	483	-
The Children's Society	-	19	-	-	19
Crèche Room	180	-	-	-	180
Dawson Trust	48,220	104,572	(103,800)	-	48,992
Fireworks collection	-	10	-	-	10
Flourishing Life	-	3,140	(3,140)	-	-
Mission Gift Fund	143	6,805	(6,800)	-	148
Oxford Winter Night Shelter	-	141	-	-	141
Porch Steppin' Stone Centre	-	180	-	-	180
Rector's Discretionary Fund	94	-	-	-	94
Roof Alarm	364	-	(364)	-	-
Shared Space	214	-	-	-	214
Sound	-	2,500	-	-	2,500
Student Fund	352	-	-	-	352
Toddler Group	1,346	82	(713)	-	715
Welcome/Light	1	4,172	-	-	4,173
	403,253	228,896	(238,739)	-	393,410

## The Parochial Church Council of the Ecclesiastical Parish of St Clement's, Oxford

### Notes to the Financial Statements for the year ended 31st December 2022

..... continued

#### 8. Fund details – (continued)

The designated fund: Dawson cashflow comprises funds set aside at the start of each year to ensure there is enough cash to last until the Dawson Trust grant arrives in late summer. The £50,000 assigned to the fund was determined on the basis of past experience.

The restricted fund: Dawson Trust represents amounts received from the Charity of Thomas Dawson as a 'contribution towards the upkeep and repair of the fabric of the Parish Church of St Clement's, and the maintenance of the services and furniture therein and subject thereto in furtherance of the religious and other charitable work of the Church of England, in the said ecclesiastical parish as the Parochial Church Council think fit'.

The restricted fund: Mission Gift Fund comprised gifts received during the 2022 Lent appeal to help support the mission partners of St Clement's and mission agencies (Open Doors UK, A Rocha UK, Prison Fellowship, Mahabba, Centre for Muslim Christian Studies, Viva Doorsteps and the Oxford Pastorate)

The restricted funds: The Children's Society represents special collections at Christmas for this purpose.

The restricted fund: Porch Steppin' Stone Centre represents special collections at Christmas for this purpose.

The restricted fund: Church Welcome/Light comprises donations and regular giving specifically towards providing a more hospitable welcome to visitors to St Clement's Church.

The restricted fund: Crèche Room comprises a special donation received in 2015 specifically for furniture to make the refurbished Crèche Room a more friendly and useful place for young children. Amounts unspent by the end of 2022 will be used for similar purposes as needs arise.

The restricted fund: Toddler Group comprises surpluses built up over past years from Toddler Group activities and subsidies from the PCC. It is held to ensure the continued viability of the Toddler Group through peaks and troughs of income. It is to be used solely for Toddler Group purposes unless the PCC decides to close the Toddler Group, in which case any remaining money would revert to the general unrestricted fund.

The restricted fund: Rectors' Discretionary Fund exists to enable the Rector to respond in a loving and appropriate way to cases of urgent and extreme hardship where a short term small financial provision will make a significant difference to the well-being of the church member, or someone in our wider community.

The restricted fund: Children's Fund comprises donations to enable the church to employ a Children's worker.

The restricted fund: Shared Spare is a grant received from the Diocese of Oxford to enable this mission-based activity to take place.

The restricted fund: Student Fund is a grant received from the Diocese of Oxford to enable mission inspired work with students by St Clements.

The restricted fund: Sound consists of donations for the for the improvement of the acoustics and sound equipment in the church.

The restricted fund: Roof Alarm comprises donations received to fund a roof alarm for St Clement's church.

The restricted fund: Asylum Welcome comprises donations received to give to the charity Asylum Welcome which helps refugees to the United Kingdom.

The restricted fund: the Oxford Winter Night Shelter represents special collections at Christmas for helping the homeless in Oxford.

The Parochial Church Council of the Ecclesiastical Parish of St Clement's, Oxford

Notes to the Financial Statements  
for the year ended 31st December 2022

..... continued

9. Analysis of net assets by fund

<b>2022</b>	<b>General unrestricted funds £</b>	<b>Designated unrestricted funds £</b>	<b>Restricted funds £</b>	<b>Total funds 2022 £</b>
Current assets	175,181	50,000	9,857	235,038
Current liabilities	(4,076)	-	-	4,076
	<u>171,105</u>	<u>50,000</u>	<u>9,857</u>	<u>230,963</u>
<b>2021</b>	<b>General unrestricted funds £</b>	<b>Designated unrestricted funds £</b>	<b>Restricted funds £</b>	<b>Total funds 2021 £</b>
Current assets	285,692	50,000	60,582	396,274
Current liabilities	-	-	(2,864)	(2,864)
	<u>285,692</u>	<u>50,000</u>	<u>57,718</u>	<u>393,410</u>

10. Related party transactions

The Charity of Thomas Dawson (registered charity 203258), The Parochial Charities of St Clement, Oxford (registered charity 202089) and St Clement's Parish Property (registered charity 220051) are deemed related parties of the PCC as they are chaired by the PCC's Rector.

During the year the PCC received a donation of £115,000 (2021: £104,572) from the Charity of Thomas Dawson as a 'contribution towards the upkeep and repair of the fabric of the Parish Church of St Clement's, and the maintenance of the services and furniture therein and subject thereto in furtherance of the religious and other charitable work of the Church of England, in the said ecclesiastical parish as the Parochial Church Council think fit'.

During the year the PCC paid £4,500 (2021: £6,000) to St Clement's Parish Property in rent for the charity's office and the use of rooms for various activities

During the year, the Parish Property contributed £7,821 (2021: £15,779) to the PCC towards the salary of the Youth Worker. In addition, the Parish Property provided accommodation for the St Clement's curate, the value of which is not accounted for but is considered to be in the region of £21,000 per annum

During the year, gifts of £1,000 (2021: £1,000) were paid to John Livingstone, the spouse of a Trustee as a full mission partner. The same amount was paid to the other mission partners of PCC.

During the year, gifts of £9,420 for the Flourishing Life project and £300 for general work (2021: £3,140 for the Flourishing Life project and £300 for general work) were paid to The Oxford Pastorate. Dr Bethan Willis is an employee of the Pastorate and also a member of PCC.

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# Accounts

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**The Parochial Church Council of the Ecclesiastical Parish  
of St Clement's, Oxford**

**Registered Charity Number: 1132918**

**Annual Report and Financial Statements**

**for the year ended**

**31st December 2021**

**Wenn Townsend**

**Chartered Accountants**

**Oxford**

**The Parochial Church Council of the Ecclesiastical Parish of St Clement's, Oxford**  
**Annual Report for the year ending 31st December 2021**

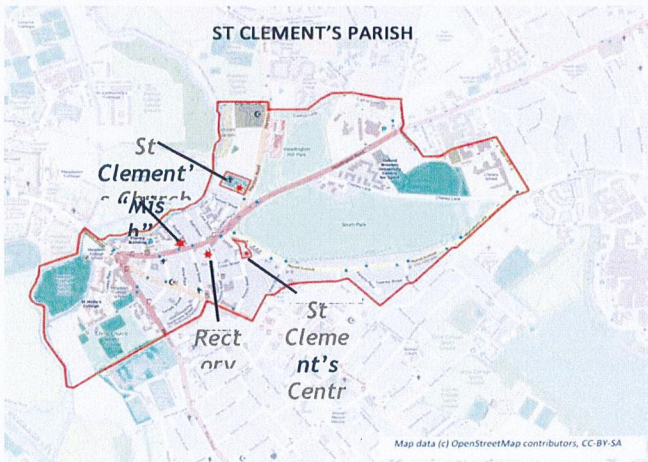
## Objectives and activities

The Parochial Church Council (PCC) is the group of people who, with the Rector, run St Clement's Church. We describe who we are, how we are elected and how we organise ourselves in this report. Our objectives derive from the Parochial Church Councils (Powers) Measure 1956. We are 'to cooperate with the minister [Rector] in promoting in the parish the whole mission of the Church, pastoral, evangelistic, social and ecumenical'. We have the 'power jointly with the minister to determine the objects to which all moneys to be given or collected in church shall be allocated'. With the churchwardens, all members of the PCC are responsible for the maintenance of the church building.

The 2004 report 'Mission-shaped church' sets out the meaning of the 'whole mission of the church' as currently interpreted by the Church of England. Worship lies at its centre. It aims to transform people through faith in Jesus Christ and the power of the Holy Spirit; is welcoming; relates to local culture and is open to change when new members join.

St Clement's is an Anglican church serving a parish that is part of the Cowley Deanery within the Diocese of Oxford. Cowley Deanery covers the eastern half of the City of Oxford.

Our parish (shown below with the four buildings from which we operate) is itself varied and interesting. Much of it is green space, including South Park, but there are also two busy retail thoroughfares: St Clement's Street, where the Old Mission Hall ('Mish') sits, and the western end of the Cowley Road. Cheney School (a state secondary school) and part of Oxford Brookes University lie at the eastern end of the parish. Magdalen College School (a private school) and St Hilda's College (part of the University of Oxford) are at its western end. A major new Islamic Centre is at the north, while the Bangladeshi Community Centre and Mosque sit towards the south. The Cowley Road Methodist Church is near the western end. The homes of our parishioners form much of the rest of our parish.



## Objectives and activities (continued)

Our church building is set back off the Marston Road. It was completed in 1828 in a 'Norman revival' style, replacing an earlier building in a different part of the parish. Our nearest postcode is OX4 1FN.



Our overarching objective is that all who want to do so may come to know the love of God and experience the richness of His goodness towards us in every aspect of our lives. This is what motivates all our more specific objectives and activities described below. Our activities provide public benefit to the parish and the wider community, in line with guidance issued by the Charity Commission.

We describe our achievements and performance for each of these activities both pre and post Covid in more detail in the next section. Clearly many of the activities described below could not take place after the outbreak of Covid in early 2020.

Objectives	Activities
<p><b>1. Worship</b> – to give all our parishioners, as well as church members from outside the parish, the opportunity to participate in Christian worship. We want to experience God and the joy that comes from knowing Him.</p>	<p>We provide two services each Sunday. Our styles, supported by our <b>music group</b>, are wide-ranging, to suit members of all ages. Our <b>hospitality group</b> provides welcoming refreshments after our main morning service. Our <b>flower arranging group</b> makes the interior of the church more beautiful.</p>
<p><b>2. Prayer and Bible study</b> – to deepen our knowledge of God and to follow Him more closely, both collectively and individually.</p>	<p>We aim to understand God's general purposes through Bible study and to discover what he wants for us individually through prayer. Many of us meet in <b>small groups</b> in members' homes to explore our walk with God in depth. We encourage all our church members to pray and study the Bible regularly as part of their personal devotions, and to pray together through weekly and monthly <b>prayer gatherings</b>.</p>

The Parochial Church Council of the Ecclesiastical Parish of St Clement's, Oxford  
Annual Report for the year ending 31st December 2021 (continued)

### Objectives and activities (continued)

<p><b>3. Pastoral care</b> – to support each other in the routine pressures of daily living and through times of crisis.</p>	<p>Individual friendships, including in our small groups, form the focus of our care for each other. More <b>structured pastoral care</b> supports those in specific need. <b>Volunteer drivers</b> enable less mobile members to stay connected to church activities. We have a fund to help church members facing short-term financial emergencies. We hold a <b>memorial service</b> every year open to all but particularly to people who have lost a relative or close friend in recent years.</p>
<p><b>4. Young people and children</b> – to give our younger members the opportunity to explore the Christian faith in ways they find meaningful.</p>	<p>Our <b>youth work</b> provides a wide range of activities for those of secondary school age. These include meetings on Saturday evenings and on Sunday mornings. Our <b>children's work</b>, for those of primary school age and younger, is focused on Sunday mornings. On the first Sunday of each month, our young people and children join our main church service.</p>
<p><b>5. Community and social concern</b> – to express the love of God in practical ways to the local community of our parish.</p>	<p>Our work in the community covers the young, the old and those in financial need.</p> <p>We run a <b>babies and toddlers group</b> for children of pre-school age, along with their carers, on Thursdays. We have begun an <b>after school club</b> on Wednesdays, working in partnership with the Parish Property Trust, East Oxford Primary School and a local charity, Doorsteps. This provides a simple meal, activities and community for parents and children.</p> <p>Our Shared Space (formerly <b>Café Church</b>) provides activities and refreshments for all ages on the first Saturday morning of most months. Our <b>Cafe Club</b> provides social activities and refreshments once a month for older members of the Church family and local community.</p> <p>We are core participants in the <b>Oxford Churches Debt Centre</b>, set up in partnership with the national organisation Christians Against Poverty (CAP) UK to help anyone with problem debt. We run <b>CAP money management courses</b> to help people learn to budget and manage their money better. We also participate in a range of <b>community activities</b>.</p>
<p><b>6. Outreach</b> – to present the gospel to those around us in our parish, our deanery and the wider world, fulfilling our evangelistic and ecumenical objectives.</p>	<p>Many beyond our regular members attend our services at <b>major Christian festivals</b> and use our services for <b>baptisms, weddings and funerals</b>. We run regular <b>enquirers' courses</b> for those wanting to explore the Christian faith. We join with all the Church of England churches in <b>Cowley Deanery</b> in pooling most of our congregational giving; this helps those parishes in the Deanery in most need. We participate with other churches <b>across the denominations</b> in activities like the Good Friday walk along the Cowley Road. We look <b>beyond Oxford</b> in our annual Mission Gift Fund to support other organisations in the UK and abroad with which we have links.</p>
<p><b>7. Future generations</b> – to preserve and enhance for future generations the built and natural heritage of which we are the current guardians.</p>	<p>We want our church to be a continuing centre of Christian worship for generations to come, as it has been for the last two centuries. We have continued to restore the church fabric and <b>improve our beautiful churchyard</b> so that it is a pleasure for visitors and a good home for a range of plant and animal species.</p>

## Achievements and performance

The objectives and activities in this section follow the same sequence as the table in the previous section. What we offer is available to all, mostly without charge. Where we charge fees or seek donations, it is only to help defray costs.

The Rector and St Clement's PCC are immensely grateful to the many willing volunteers who have enabled so much throughout 2021, particularly given the difficulties presented by Covid. We could not have done all we have without our dedicated staff, to whom we also express our deep thanks.

There were 91 on the Electoral Roll at the date of the Annual Parochial Church Meeting on 29 April 2021. Average Sunday attendances in October 2021 comprised 74 adults and 10 children under 16. Additional church family members attended online.

### 1. Worship

**Music group:** The group, including adults and young people, contributed to the musical part of our worship at about 70 services across the course of the year. These included both services in church and online.

**Hospitality group:** Teams of church members offered refreshments after morning services and at special church events as part of our continual building of a welcoming church. This hospitality sadly paused during Covid.

**Flower arranging group:** The group arranged flowers for our services, as part of our valuing of God's creation and our welcome and worship of God.

### 2. Prayer and Bible study

**Home groups:** 7 Home groups, each with its own distinctive style, involving roughly 65 church members meet during the week to grow together in friendship and support, in knowledge and understanding of Scripture and in service to the community, especially the vulnerable. During Lent 2021 the Home Groups as well as others from within and beyond our church family came together for a well-attended Alpha course online.

### 3. Pastoral care

**Structured pastoral care:** The Rector, with Curate, Minister with Permission to Officiate and a small number of volunteers, offer pastoral care for those facing particular challenges and difficulties, as well as provision of home communions. This pastoral care was particularly necessary during Covid with a greater emphasis continuing through 2021 in keeping in touch pastorally with church family members by telephone or other virtual means.

**Volunteer drivers:** Volunteers from the church provide lifts to services for the more frail members of our congregation as needed. Sadly, Covid made this more difficult.

**Hardship Fund:** The Rector has a small discretionary fund to give, with the Wardens' agreement, modest donations to people facing immediate financial hardship. This Fund was not used during 2021.

**Memorial service:** Our memorial service happens every Autumn. We invite all who have used our funeral, cremation or burial services in the past two years, but the service is open to all and is advertised locally. In 2021, 19 people attended.

## Achievements and performance (continued)

### 4. Young people and children

**Youth work:** Overflow Youth meet regularly to worship, pray, wrestle with real life issues, and spend time in community and fellowship with one another. The group has between 15 and 20 11-17 year olds on its books, with around 5-10 attending regularly. Whether in person or online (as needed, because of Covid guidelines), they have been meeting weekly on Saturday nights for teaching, worship and socialising and some Sunday mornings for time to gather as youth church. Additional activities include Space (a social after school drop-in, attended by around 7-10 young people every week), residential camps, trips to other churches, social and family get-togethers, one-to-one mentoring and community outreach. Clearly many in person activities were curtailed by Covid during 2021, but more were possible than in 2020.

**Children's work:** Our Junior Church (for children 5-11 years old) enables children to worship, pray, learn and have fun in a welcoming mixed-age group, taking place 3 Sundays out of 4 in term-time. During 2021 the average attendance at Junior Church has been around 8-10 children. A separate crèche has catered for the active under-5's with an average of 3-4 children attending. During the worst of Covid in 2021, Junior Church met online most Sundays. Post Covid in 2022 our children's work has flourished.

### 5. Community and social concern

**Toddler group:** Our Baby and Toddler Group serves the local community during school term-time. Volunteers provide activities for a 2 hour drop-in session once a week, including light refreshments. Toddlers had to be cancelled once Covid struck, but thankfully resumed in 2021 once Covid restrictions allowed. Numbers were lower than pre Covid, but still at an encouraging level (about 15 toddlers with their carers).

**Welcome on Wednesdays:** At the end of 2019, we started an after-school club for primary aged children called Welcome on Wednesdays (WOW). It is a collaboration between St Clement's Church, the St Clement's Parish Property Trust, a charity (Doorsteps) and East Oxford Primary School (the nearest to the Parish). Food is donated by the Oxford Foodbank. It is a free afternoon drop-in where children can come with their parents and carers, have a hot meal, play and have fun. Adults can chat, relax and develop friendships. It was a great success, with the number of children attending between 20 and 30 each session. Sadly, WOW had to end once Covid restrictions came into force but planning began in late 2021 with a view to recommencing WOW in early 2022.

**Café Club and Café Yes:** Our Café Club provides refreshments, social engagement and activities for members of the Church family and local community who are around during the day. Towards the end of 2019 church volunteers began Café Yes, a monthly meeting for those from Café Club wanting to share prayer, fellowship, and discussion of faith-related topics. Unfortunately, Covid meant that Café Club and Café Yes could not meet, although Café Club was able to resume in the Autumn 2021, albeit meeting less frequently than before.

**Flourishing Life:** during 2021, the church received new Diocesan Mission Development Fund grant to enable the parish, in collaboration with the Oxford Pastorate, to begin a programme of activities reaching out to youth and young adults in our local community. The aim is to encourage them to reflect on what it means to live a good life.

**Shared Space (formerly Café Church):** pre-covid was held on the first Saturday of most months, providing varied activities and brunch for all ages, both the young and the young at heart. Covid restrictions unfortunately meant that it could not meet in 2021.

**Oxford Churches Debt Centre and CAP Money Management Courses:** The Oxford Churches Debt Centre is a charitable incorporated organisation registered with the Charity Commission (number 1155834) and run in partnership with Christians Against Poverty (CAP) UK. St Clement's is one of six full partner churches. A number of our church family are involved in different ways, and St Clement's is committed both to pray and to give financially for the work of the Centre. This includes assisting in provision of CAP Money Management Courses. Inevitably, CAP's work was hindered by Covid, but continued in 2021 as far as guidance allowed.

**Community activities:** St Clement's church family members are involved in a number of activities led by others in our local community. These include the Oxford Winter Night Shelter, an initiative of Oxford churches to provide shelter for the homeless in the winter month; a local food bank supported through weekly and Harvest Service food donations; and OXCLEAN, which is an annual event to tidy up our local area.

## Achievements and performance (continued)

### 6. Outreach

**Major Christian festivals:** Easter and Christmas are the festivals when most visitors attend our services. Covid restrictions inevitably had an impact on attendance, but all Christmas services were well attended, especially our Carol Service, Christingle and Christmas Day Services. Easter services were a mixture of online and in church, with Easter Day being well attended in church. Sadly, the Good Friday Walk of Witness with other local churches was cancelled again, but we much enjoyed welcoming our local community to join us for our early December 'Light in the Darkness' community event, including carol singing and lighting the Christmas Tree outside the St Clements Centre in Cross Street as in previous years.

Thanks to the dedication of volunteers and investment in cameras, we were also able to introduce livestreaming of our Sunday morning services from Easter 2021 through to Christmas 2021. This made possible worship from home for those unable to get to church because of Covid. Sadly, we are not able to continue this in 2022, because of the volunteer effort involved and the absence of a fibre broadband link to the church (despite huge efforts to secure one). We will continue to livestream occasional services such as wedding and funerals using mobile broadband, as volunteer effort allows.

**Baptisms, weddings and funerals:** As a parish church, we offer the 'occasional offices' of baptisms, weddings and funerals to residents of the parish. We also offer this ministry to those living beyond the parish who worship with us or have a strong connection with us. In 2021, we conducted 2 funerals and ashes interment in the churchyard.

**Fabric:** 2021 saw further improvements in our church and churchyard. All our historic windows have now been replaced, repaired or cleaned, with an additional plain glass window inserted in the previous organ space (in keeping with the original design of the church). 2021 also saw internal re-ordering intended to improve our welcome as well as restore the organ space, the organ itself having been removed in 2020. Major repairs to crumbling and leaking masonry have now begun and will be completed in 2022. During 2022 we also intend to make progress on modernising our kitchen and bringing up to date our 25 year old sound system, with the intention of improving our scope for hospitality and worship respectively.

We have continued to improve our churchyard. Trees and shrubs have been regularly cut back to improve welcome, visibility and safety. Work to improve the safety and appearance of some of the railings in the churchyard was completed in 2021.

**Cowley Deanery:** We are part of the Cowley Deanery, which brings together the thirteen parishes in the eastern half of Oxford. The Rector, Curate and three church members are members of the Cowley Deanery Synod.

**Across the denominations:** We maintained links with other local churches although these were made more difficult by Covid.

**Beyond Oxford:** We continue to support and pray for several mission partners with links to our church. Church members raised a total of £6,800 (including Gift Aid) for our Lent Mission Gift Fund, which we distributed to our mission partners and other mission agencies.

**Future generations:** We want our church to be a continuing centre of Christian worship for generations to come. Our aim is to make the church as welcoming and useable for worship and hospitality as possible, while respecting and valuing its historic features. The planned improvements to our fabric in 2022 seek to strike this balance.

The same considerations apply to further work planned in our churchyard. We want to keep it well maintained, so visitors can easily find and see the graves of their loved ones and the church can be as visible as possible to those interested in a historic place of Christian worship. At the same time, we value the many trees and plants which are good for the environment and wildlife.

## Financial review

### Principal funding sources

Giving from the congregation is a vital income source. In 2021 regular giving was stable, while giving from collections at services increased compared to 2020, as services in church resumed. Overall giving was slightly higher than in 2020, reflecting the generosity of the church family in difficult times.

An annual grant from the Charity of Thomas Dawson is our main external funding source. The generosity of Thomas Dawson, who set up his charity in 1521, enables us to operate on a scale that would otherwise be impossible. The grant of £104,572 for 2021 was a major contribution to the Church's finances, for which we are hugely appreciative. Without such a generous grant, we would not have been able to proceed with our repairs to the masonry and roof.

### Principal risks and uncertainties

**Volunteer shortages and fatigue** remain our greatest risk. Although members of the Church family give generously of their time, the church has a largely working age congregation with work and family responsibilities. The much needed fabric repair and improvements that we have undertaken has been very demanding of volunteer time and the huge additional requirements of Covid have inevitably taken their toll on volunteer energy and capacity. The clergy team are hugely appreciative of those who do volunteer so generously.

Our main financial risk is the need to **repair our church** fabric. However, we have adequate reserves to fund the work planned and the repairs so far undertaken have been achieved within budget.

Our reliance on just a **few main funding sources** clearly presents risks. Both the Dawson Trust and the Parish Property Trust, (which supports our Youth work), have inevitably been affected by Covid. However, our reserves remain strong thanks to careful financial management.

Like all small organisations run by volunteers, we face the general risk of **getting things wrong**. Our principal risks in this respect lie in the areas of finance, data protection, safeguarding, health and safety and employment practice. Wenn Townsend Chartered Accountants support us in financial matters and we receive help from experienced volunteers and advisers in health and safety and employment matters. The Diocese also provides help in a number of areas.

We welcome **children and vulnerable adults** and our designated Parish Safeguarding Officer oversees all work with them. She was formerly our Children's Worker and ensures that all those who work with children and young people or vulnerable adults are safely recruited, including being appropriately DBS checked, as well as subsequently trained. We have due regard to all guidance on safeguarding issued by the House of Bishops.

Finally, there is the risk that the PCC cannot deal adequately with all the growing requirements of Government legislation and guidance from the Church of England. We undertake risk assessments, make other regular checks and organise training for staff and volunteers to try to ensure compliance. Most of our staff and activities are based in the St Clements Centre and 'Mish', belonging to St Clement's Parish Property Trust, so the Church works closely with that charity's General Manager and Trustees.

### Investment policy

We do not have funds to invest over the medium-term or long-term. Our general unrestricted reserves are a support for our normal annual expenditure. Our designated and restricted funds are for work that we hope to complete over the next 1-3 years. The need to invest over the short-term arises when there is a delay between receiving funds and being able to use them. This happens mainly when the Charity of Thomas Dawson makes large grants. In such circumstances we can find ourselves with funds to invest for more than 12 months. Our policy for short-term investment is to balance security, liquidity and return, while striving to invest ethically. Overall, this means using a combination of interest-paying bank accounts.

## Financial review (continued)

### Reserves

Our reserves policy is to achieve a position on our general fund where we hold an amount to match our annual reliance on the Dawson grant, which is never guaranteed, and to provide an additional amount equal to 3 months' normal expenditure paid out of the general fund and Charity of Thomas Dawson grant. We held £ 285,692 in the general fund at the end of 2021, so we achieved our policy intention. We assign £50,000 to the Dawson cashflow fund to ensure we start the year with enough cash to last us until the Dawson grant arrives in late summer. The Dawson Trust Fund is effectively our fabric fund.

We have three types of restricted funds.

The **Dawson Trust** fund is by far our largest. It holds amounts received from the Charity of Thomas Dawson as a 'contribution towards the upkeep and repair of the fabric of the Parish Church of St Clement's, and the maintenance of the services and furniture therein and subject thereto in furtherance of the religious and other charitable work of the Church of England, in the said ecclesiastical parish as the Parochial Church Council think fit'. Our policy is to spend it in line with these conditions as quickly as is consistent with good financial management. It held £48,992 at the end of 2021.

Our Toddlers Group held a reserve of £715 at the end of 2021 which is adequate to cope with any unusual expenditure.

All our other restricted funds hold **gifts and donations** for specific purposes. The Mission Gift Fund, the Oxford Churches Debt Centre Fund and our various special collections in church are for missional giving. Our policy is to donate them within the year, or as soon as possible afterwards in the case of collections around Christmas.

Other funds, such as the Welcome Fund and the Children's Fund, have been donated for specific uses within St Clement's Church. We aim to spend them in line with the conditions attached as quickly as is consistent with good financial management.

### Plans for the future

The Revd Rachel Gibson took up post as Rector of St Clement's in July 2015 and has been grateful to all at St Clement's who have helped her to sustain and grow the life of the church as explained in the report above. Priorities for 2022 include continued development of the church's worship and phased return of missional activities in our local community, as we hope Covid restrictions will gradually ease through the year. We expect to benefit from the increased flexibility of the church's internal space, following internal re-ordering. Once our stonework repairs are completed in the summer of 2022, we hope that the church can be used more during the week by community and faith groups. A key project to help achieve this is the refurbishment of our kitchen which we expect to be achieved in 2022.

### Structure governance and management

The **PCC** is a corporate body established by the Church of England. Our objectives derive from the Parochial Church Councils (Powers) Measure 1956. It is elected by church members recorded on the Electoral Roll, in accordance with the Church Representation Rules 2011. It is charged with consulting together on matters of general concern and importance to the parish, including co-operating with the incumbent in promoting in the parish the whole mission of the church, pastoral, evangelistic, social and ecumenical. It met 7 times in 2021.

The PCC has created a structure of Sub Groups to help it take a strategic view of church policy and expenditure, whilst also ensuring that its responsibilities receive the detailed attention they need. All report to the PCC with recommendations, action plans and, where relevant, budgets and then assist with implementing decisions made. In addition, certain volunteers and staff members have delegated spending authority up to defined limits, but must report their spending to the PCC through the Treasurer.

**The Parochial Church Council of the Ecclesiastical Parish of St Clement's, Oxford  
Annual Report for the year ending 31st December 2021 (continued)**

The **Standing Committee** deals with issues between PCC meetings. It helps to set the agenda for PCC meetings and retains responsibility for confidential matters relating to staff such as salaries. It also receives reports on risk management from the Risk Management Coordinator. It may act on its own initiative, but must report to the next PCC. It met 5 times in 2021.

### **PCC Sub- Groups**

The **Fabric and Churchyard Group** is responsible for assessing the need for repair, maintenance and improvement of the fabric of St Clement's Church, including having regard to the Architect's Quinquennial Report. It also takes a lead on matters relating to the use and care of the churchyard. .

The **Finance and Stewardship Group** is responsible for encouraging generosity and using financial resources well. It oversees financial strategy and the church's approach to the stewardship of money.

The **Mission Group** is responsible for determining and overseeing the balance of mission within the parish and beyond and for developing teaching and activities to support mission. This includes reviewing the partners and organisations supported by our Mission Gift Fund and proposes the amount of support to be allocated to each.

The **Faith and Worship Group** is responsible for helping grow the church family in faith, through welcome, discipleship, worship, pastoral care and social activities. It works closely with the Rector in doing this.

The **Staff and Volunteer Support Group** is responsible for overseeing arrangements for staff and volunteers and for matching people's gifts to areas of ministry and service. All aspects of Human Resources, including recruitment, training, safeguarding and data protection form part of this Group's remit.

The **Communications Group** is responsible for internal and external communications, including the strategy guiding the church's communications and the implementation of the practical means to achieve these. Specifically, it oversees development of the church website and the provision of IT support.

### **Other Groups**

In addition, a number of other groups come together, namely:

**The Staff Team** comprising the paid staff and the Rector;

**The Worship Team** comprising service leaders, musicians and preachers;

**The Ministry Team** comprising those most concerned with pastoral care;

**The Home Group Leaders** comprising those with oversight of Home Groups.

### **Training**

The PCC Secretary, Risk Management Co-ordinator and Treasurer, assisted by our professional advisers, arrange for regulatory changes, Diocesan guidelines and other advice in areas such as health and safety to be brought to the PCC's attention as appropriate.

### **Other charities chaired by the Rector**

The Rector chairs the following three charities, in addition to the PCC, as a consequence of being the Rector:

- St Clement's Parochial Charities (Registered Charity 201989)
- St Clement's Parish Property (Registered Charity 220051)
- The Charity of Thomas Dawson (Registered Charity 203258)

**The Parochial Church Council of the Ecclesiastical Parish of St Clement's, Oxford  
Annual Report for the year ending 31st December 2021 (continued)**

## Reference and administrative details

Our full name is 'The Parochial Church Council of the Ecclesiastical Parish of St Clement's, Oxford'. We are also known as 'St Clement's Parochial Church Council', 'St Clement's PCC' and 'St Clement's Church'. The Diocese of Oxford calls us 'St Clement Oxford'. Our Charity Commission registration number is 1132918.

### Correspondence address

St Clement's Parish Office, St Clement's Centre  
Cross Street, Oxford OX4 1DA  
T: 01865 246674  
E: [parish.office@stclements.org.uk](mailto:parish.office@stclements.org.uk)  
W: [www.stclements.org.uk](http://www.stclements.org.uk)

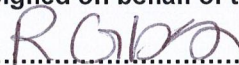
### PCC members (trustees) during the year

Incumbent (Rector)	The Rev Rachel Gibson (from 09/07/2015) (Chair)
Assistant Curate	The Revd Dr Philip Lockley (from 01/07/2017 to 14 February 2021) The Rev Joanna Catherine Tarassenko (from 6 <sup>th</sup> July 2022)
Churchwardens	Mrs Merry Patel (from 30/04/18 to the APCM in 2022) (Vice Chair) Mr Peter Heim (from 22/10/2020 to the APCM in 2022)
Deanery Synod Reps	Mrs Bethan Willis (from 30/04/2017 until the APCM in 2023) Ms Mirjam Schilling (from 14/04/2019 to the APCM in 2023) Mr Colin Price (from 22/10/2020 to the APCM in 2023)
Elected Members	Miss Sue Cleave (Hon Secretary) (from 30/04/2018 to the APCM in 2022) Mr John Deans (from 24/04/2016 to the APCM in 2022) Mr Colin Dobson (from 30/04/2018 to 26/07/2021) Dr Claire Gilroy (from 30/04/2017 to the APCM in 2023) Mrs Fiona Livingstone (from 22/04/2018 to the APCM in 2024) Mr Steve Rumford (from 22/11/2017 until the APCM in 2023) Dr Jeremy Spearman (from 22/04/2018 to the APCM in 2023) Ms Nicole Stephens (from 29/04/2021 to the APCM in 2024) Ms Helen Ward was co-opted to serve until the APCM in 2021 but subsequently resigned on 24/11/2021 1 vacancy was carried forward until the APCM in 2022

### Advisors and bankers to the PCC

Accountants	Wenn Townsend, 30 St. Giles, Oxford, OX1 3LE
Architect	Mr John Radice, Old Post Office, Berrick Salome, Wallingford, Oxon, OX10 6JN
Bankers	Barclays Bank, 4 Pound Way, Cowley, OX4 3XT Cambridge and Counties Bank, 42 Castle Street, Cambridge, CB3 0AJ Julian Hodge Bank Limited, 29 Windsor Place, Cardiff, CF10 3BZ Market Harborough Building Society, Welland House, Leicestershire, LE16 7PD Shawbrook Bank, The Drive, Brentwood, CM13 3BE United Trust Bank, 80 Haymarket, London, SW1Y 4TE Virgin Money, 129 High Street, Oxford, OX1 4DF
Employment Law Adviser	Miss Pippa Greenslade, contact through St Clement's Parish Office (details above)
Health and Safety Adviser	Mr Geoffrey Roberts, contact through St Clement's Parish Office (details above)
Independent Examiner	Graham Cole BA FCA, Wenn Townsend, 30 St. Giles, Oxford, OX1 3LE

### Signed on behalf of the PCC

  
.....  
Rachel Gibson (Chair)  
..... 7 April 2022

**Independent Examiner's Report to the  
Trustees of The Parochial Church Council of the Ecclesiastical Parish of St Clement's, Oxford**

I report to the charity trustees on my examination of the accounts of the charity for the year ended 31st December 2021 which are set out on pages 12 to 26.

**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 charity's accounts carried out under section 145 of the 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**

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

1. accounting records were not kept in respect of the charity as required by section 130 of the Act; or
2. the accounts do not accord with those records; or
3. the accounts do 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.

*G Cole*

**Graham Cole BA FCA  
Wenn Townsend Chartered Accountants  
30 St Giles'  
Oxford  
OX1 3LE**

*7 April* ..... 2022

The Parochial Church Council of the Ecclesiastical Parish of St Clement's, Oxford

Statement of Financial Activities  
for the year ended 31st December 2021

Note	Unrestricted Funds			Restricted Funds			Totals		
	General	Designated	Totals 2021	General	Designated	Totals 2020	General	Designated	Totals 2020
	£	£	£	£	£	£	£	£	£
<b>Income</b>									
Donations and legacies	94,470	-	225,178	130,708	625	175,300	94,240	625	175,300
Income from church activities	1,586	-	1,668	82	-	1,494	1,368	-	1,494
Income from investments	2,050	-	2,050	-	-	2,539	2,539	-	2,539
<b>Total income and endowments</b>	<b>98,106</b>	<b>-</b>	<b>228,896</b>	<b>130,790</b>	<b>625</b>	<b>179,333</b>	<b>98,147</b>	<b>625</b>	<b>179,333</b>
<b>Expenditure</b>									
Expenditure on church activities	114,108	-	238,739	124,631	625	228,131	47,867	625	228,131
<b>Total expenditure</b>	<b>114,108</b>	<b>-</b>	<b>238,739</b>	<b>124,631</b>	<b>625</b>	<b>228,131</b>	<b>47,867</b>	<b>625</b>	<b>228,131</b>
<b>Net income/(expenditure)</b>	<b>(16,002)</b>	<b>-</b>	<b>(9,843)</b>	<b>6,159</b>	<b>-</b>	<b>(48,798)</b>	<b>50,280</b>	<b>-</b>	<b>(48,798)</b>
<b>Transfers between funds</b>	<b>(483)</b>	<b>-</b>	<b>-</b>	<b>483</b>	<b>-</b>	<b>-</b>	<b>(2,472)</b>	<b>-</b>	<b>-</b>
<b>Net movement in funds</b>	<b>(16,485)</b>	<b>-</b>	<b>(9,843)</b>	<b>6,642</b>	<b>-</b>	<b>(48,798)</b>	<b>47,808</b>	<b>-</b>	<b>(48,798)</b>
<b>Reconciliation of funds</b>									
Balance brought forward at 1st January 2021	302,177	50,000	403,253	51,076	50,000	452,051	254,369	50,000	452,051
<b>Balance carried forward at 31st December 2021</b>	<b>285,692</b>	<b>50,000</b>	<b>393,410</b>	<b>57,718</b>	<b>50,000</b>	<b>403,253</b>	<b>302,177</b>	<b>50,000</b>	<b>403,253</b>

The Parochial Church Council of the Ecclesiastical Parish of St Clement's, Oxford

Balance Sheet  
at 31st December 2021

	Note	2021		2020	
		£	£	£	£
<b>Fixed assets</b>					
Tangible fixed assets	5		-		-
<b>Current assets</b>					
Debtors	6	6,580		21,155	
Cash at bank and in hand		389,694		398,303	
		<u>396,274</u>		<u>419,458</u>	
<b>Liabilities: amounts falling due within one year</b>					
	7	<u>(2,864)</u>		<u>(16,205)</u>	
<b>Net current assets</b>			<u>393,410</u>		<u>403,253</u>
<b>Net assets</b>			<u><u>393,410</u></u>		<u><u>403,253</u></u>
<b>Funds</b>					
Unrestricted - general	8		285,692		302,177
Unrestricted - designated	8		50,000		50,000
Restricted	8		57,718		51,076
			<u>393,410</u>		<u>403,253</u>

Approved by the Parochial Church Council on 7 April 2022 and signed on its behalf by:

R Gibson

Rachel Gibson - Chairperson

The Parochial Church Council of the Ecclesiastical Parish of St Clement's, Oxford

Statement of Cash Flows  
for the year ended 31st December 2021

Reconciliation of increase in funds to net cash flow from operating activities

	Note	2021 £	2020 £
(Deficit)/surplus for the year		(9,843)	(48,798)
(Increase)/decrease in debtors		14,575	(14,690)
(Decrease)/increase in creditors		(13,341)	14,430
Interest received		(2,051)	(2,539)
Net cash flow from operating activities		<u>(10,660)</u>	<u>(51,597)</u>

Cash flow statement

	2021 £	2020 £
Net cash flow from operating activities	(10,660)	(51,597)
<b>Returns on investments and servicing finance</b>		
Interest received	2,051	2,539
Net cash flow before management of liquid resources and financing	<u>(8,609)</u>	<u>(49,058)</u>
<b>(Decrease)/increase in cash</b>	<u>(8,609)</u>	<u>(49,058)</u>
Movement in cash	(8,609)	(49,058)
Net cash at 1st January 2021	398,303	447,361
Net cash at 31st December 2021	<u>389,694</u>	<u>398,303</u>

## The Parochial Church Council of the Ecclesiastical Parish of St Clement's, Oxford

### Notes to the Financial Statements for the year ended 31st December 2021

#### 1. Explanatory notes on the Financial Statements:

The accounts for 2021 are presented in a format compatible with the Church Accounting Regulations 2006 and the Charities Act 2011.

The Statement of Financial Activities (SOFA) gives an overall summary of the church finances for the year and the movement on the reserves, which are divided for reporting purposes between Unrestricted and Restricted Funds.

The aim of the SOFA is to summarise the church income and expenditure according to activity. The notes to the accounts divide the summarised figures in a variety of ways, which provide additional breakdown of the income and expenditure.

The balance sheet represents the assets and liabilities of the PCC at the end of December 2021. However, it does not include the church itself or the rectory, as well as some other church assets purchased in past years.

- The general fund comprises the regular income and the regular and predictable expenditure relating to core church activities.
- Designated funds comprise unrestricted funds that have been set aside by the trustees for particular purposes.
- Restricted funds are detailed in note 8 to the accounts and have been received for specific purposes.

The charity constitutes a public benefit entity as defined in FRS 102.

#### 2. Accounting policies

##### 2a Basis of accounting

The financial statements have been prepared under the historical cost convention and in accordance with Church Accounting Regulations 2006 together with applicable accounting standards. The financial statements have been prepared in accordance with Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102 1A) (effective 1 October 2019).

##### 2b Funds

General funds represent the funds of the PCC that are not subject to any restrictions regarding their use and are available for application to the general purposes of the PCC. Funds designated for a particular purpose by the PCC are also unrestricted.

Restricted funds are to be used for specific purposes as specified by the donor.

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 or those that are informal gatherings of church members.

The Parochial Church Council of the Ecclesiastical Parish of St Clement's, Oxford

Notes to the Financial Statements  
for the year ended 31st December 2021

..... continued

**2. Accounting policies (continued)**

**2c Incoming resources**

**Voluntary income and capital sources**

Collections are recognised when received by or on behalf of the PCC, as is planned giving.

Income tax recoverable on Gift Aid donations is recognised in the year the donation 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.

**2d Resources used**

**i) Grants**

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

**ii) Activities directly relating to the work of the Church**

The diocesan quota is accounted for when payable on an accruals basis.

**iii) Governance costs**

These include those costs associated with meeting the constitutional and statutory requirements of the charity and include the independent examination fees and costs linked to the strategic management of the charity.

**2e Fixed assets**

**Office equipment**

Office equipment with an initial cost exceeding £1,000 is capitalised and included within fixed assets. Items below this de minimis threshold are written off as expenditure in the SOFA. Depreciation is provided on office equipment so as to write off the cost or valuation, less any estimated residual value, over the expected useful economic life on a straight line basis at 25% a year.

**Consecrated property and movable church furnishings**

Consecrated and beneficed property of any kind is excluded from the accounts by section 10(2) of the Charities Act 2011. The value of such fixed assets is not included in the balance sheet. All expenditure incurred in the year on consecrated or beneficed buildings and moveable church furnishings, whether maintenance or improvement, is written off as expenditure in the SOFA and separately disclosed.

**2f Current assets and liabilities**

Amounts owing to the PCC at 31st December 2021 in respect of fees, rents or other income are shown as debtors less provision for amounts that may prove uncollectable. Liabilities are recognised as resources expended as soon as there is a legal or constructive obligation committing the charity to expenditure; it is probable that a settlement will be required and the amount of the obligation can be measured reliably.

The Parochial Church Council of the Ecclesiastical Parish of St Clement's, Oxford

Notes to the Financial Statements  
for the year ended 31st December 2021

..... continued

3. Income

3a Voluntary income - 2021

	Unrestricted funds			Total funds £
	General £	Designated £	Restricted funds £	
General giving:				
Regular	73,168	-	1,674	74,842
Church services	2,432	-	-	2,432
Special collections	2,400	-	301	2,701
Mission Gift Fund	-	-	5,931	5,931
Other donations - PCC	2,225	-	11,038	13,263
Flourishing Life	-	-	3,140	3,140
Gift Aid recoverable	14,245	-	4,052	18,297
Dawson Trust - PCC	-	-	104,572	104,572
	<b>94,470</b>	<b>-</b>	<b>130,708</b>	<b>225,178</b>

Voluntary income - 2020

	Unrestricted funds			Total funds £
	General £	Designated £	Restricted funds £	
General giving:				
Regular	71,316	-	1,840	73,156
Church services	1,882	-	-	1,882
Special collections	253	-	239	492
Mission Gift Fund	-	-	6,807	6,807
Other donations - PCC	5,517	500	9,955	15,972
Gift Aid recoverable	15,272	125	3,801	19,198
Dawson Trust - PCC	-	-	57,793	57,793
	<b>94,240</b>	<b>625</b>	<b>80,435</b>	<b>175,300</b>

The Parochial Church Council of the Ecclesiastical Parish of St Clement's, Oxford

Notes to the Financial Statements  
for the year ended 31st December 2021

..... continued

**3b Income from church activities – 2021**

	Unrestricted funds			Total funds £
	General £	Designated £	Restricted funds £	
Fees – PCC	1,452	-	-	1,452
Fees – Toddler Group	-	-	82	82
Café Club	134	-	-	134
	<u>1,586</u>	<u>-</u>	<u>82</u>	<u>1,668</u>

**Income from church activities – 2020**

	Unrestricted funds			Total funds £
	General £	Designated £	Restricted funds £	
Fees – PCC	1,298	-	-	1,298
Fees – Toddler Group	-	-	126	126
Café Club	70	-	-	70
	<u>1,368</u>	<u>-</u>	<u>126</u>	<u>1,494</u>

**3c Income from investments - 2021**

Interest received	<u>2,050</u>	<u>-</u>	<u>-</u>	<u>2,050</u>
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**Income from investments – 2020**

Interest received	<u>2,539</u>	<u>-</u>	<u>-</u>	<u>2,539</u>
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The Parochial Church Council of the Ecclesiastical Parish of St Clement's, Oxford

Notes to the Financial Statements  
for the year ended 31st December 2021

..... continued

4. Expenditure

4a Missionary and charitable giving - 2021

	Unrestricted funds			Total funds 2021 £
	General £	Designated £	Restricted funds £	
A Rocha UK	-	-	300	300
Asylum Welcome	-	-	63	63
Church Mission Society (N & C Drayson)	-	-	1,000	1,000
Flourishing Life	-	-	3,140	3,140
Mahabba	-	-	150	150
Open Doors UK	-	-	300	300
Operation Mobilisation (S & S Davies)	-	-	1,000	1,000
Oxford Churches Debt Centre	-	-	2,000	2,000
Oxford Pastorate	-	-	300	300
Prison Fellowship	-	-	300	300
Solomon Academic Trust	-	-	150	150
Viva Doorsteps	-	-	300	300
Wycliffe Bible Translators (J & F Livingstone)	-	-	1,000	1,000
<b>Total Missionary and charitable giving</b>	-	-	10,003	10,003

Missionary and charitable giving - 2020

	Unrestricted funds			Total funds 2020 £
	General £	Designated £	Restricted funds £	
A Rocha UK	-	-	400	400
Centre for Muslim Christian Studies	-	-	200	200
Children's Society	-	-	155	155
Church Mission Society (N & C Drayson)	-	-	1,025	1,025
Mahabba	-	-	200	200
Open Doors UK	-	-	400	400
Operation Mobilisation (S & S Davies)	-	-	1,025	1,025
Oxford Churches Debt Centre	-	-	2,000	2,000
Oxford Pastorate	-	-	400	400
Prison Fellowship	-	-	400	400
The Gatehouse	-	-	72	72
The Porch Steppin' Stone Centre	-	-	72	72
Transform	-	-	1,025	1,025
Viva Doorsteps	-	-	400	400
Wycliffe Bible Translators (J & F Livingstone)	-	-	1,025	1,025
Recipients of Rector's Fund	-	-	600	600
<b>Total Missionary and charitable giving</b>	-	-	9,399	9,399

The Parochial Church Council of the Ecclesiastical Parish of St Clement's, Oxford

Notes to the Financial Statements  
for the year ended 31st December 2021

..... continued

4b Activities directly relating to the work of the church – 2021

	Unrestricted funds		Restricted funds £	Total funds £
	General £	Designated £		
Wages and salaries - other	27,471	-	9,751	37,222
Parish share of diocesan quota	46,414	-	-	46,414
Family Centre rent - Toddlers	-	-	500	500
- other	5,500	-	-	5,500
Gas, electricity and water	2,329	-	-	2,329
Church and churchyard maintenance	6,145	-	104,164	110,309
Insurance and security - other	4,249	-	-	4,249
Church activities	10,046	-	-	10,046
Toddler Group - other costs	-	-	213	213
Café Club - other costs	-	-	-	-
Rector expenses	967	-	-	967
Allocated from support costs (see note 4d)				
- other	10,987	-	-	10,987
	114,108	-	114,628	228,736
Grants paid (see note 4a)	-	-	10,003	10,003
<b>Church activities</b>	<b>114,108</b>	<b>-</b>	<b>124,631</b>	<b>238,739</b>

Activities directly relating to the work of the church - 2020

	Unrestricted funds		Restricted funds £	Total funds £
	General £	Designated £		
Wages and salaries - other	-	-	35,370	35,370
Parish share of diocesan quota	47,184	-	-	47,184
Family Centre rent - Toddlers	-	-	500	500
- other	-	-	5,500	5,500
Gas, electricity and water	-	-	2,577	2,577
Church and churchyard maintenance	-	625	102,613	103,238
Insurance and security - other	-	-	4,688	4,688
Church activities	422	-	9,801	10,223
Toddler Group - other costs	-	-	40	40
Café Club - other costs	8	-	-	8
Rector expenses	-	-	815	815
Allocated from support costs (see note 4d)				
- other	253	-	8,336	8,589
	47,867	625	170,240	218,732
Grants paid (see note 4a)	-	-	9,399	9,399
<b>Church activities</b>	<b>47,867</b>	<b>625</b>	<b>179,639</b>	<b>228,131</b>

The Parochial Church Council of the Ecclesiastical Parish of St Clement's, Oxford

Notes to the Financial Statements  
for the year ended 31st December 2021

..... continued

4c Staff

	2021 £	2020 £
Salaries	36,317	34,476
Employer's national insurance	-	-
Pension costs	905	894
	<u>37,222</u>	<u>35,370</u>

No trustees were employed during the year (2020: £nil). No remuneration was paid to trustees during the year (2020: £nil). No expenses were reimbursed to trustees during the year (2020: £nil).

Payments to related parties of the Trustees are outlined in note 10.

No employee received £60,000 or more during the current or preceding year.

The Rector is not included in the total for salaries. This is because the Rector's stipend is met under Church of England arrangements and not by the PCC.

The average number of staff employed during the year was:

	2021	2020
Administration	1	1
Cleaning	-	1
Youth work	1	1
Children's work	1	1
	<u>3</u>	<u>4</u>

4d Analysis of support costs - 2021

	Unrestricted Funds			Total Funds
	General £	Designated £	Restricted £	£
Support on H&S and employment law	-	-	-	-
Website design costs	553	-	-	553
General administration	4,434	-	-	4,434
Independent examiner's fees	384	-	-	384
Accountancy fees	5,616	-	-	5,616
	<u>10,987</u>	<u>-</u>	<u>-</u>	<u>10,987</u>

Analysis of support costs - 2020

Support on H&S and employment law	-	-	37	37
Website design costs	-	-	446	446
General administration	253	-	1,853	2,106
Independent examiner's fees	-	-	384	384
Accountancy fees	-	-	5,616	5,616
	<u>253</u>	<u>-</u>	<u>8,336</u>	<u>8,589</u>

The Parochial Church Council of the Ecclesiastical Parish of St Clement's, Oxford

Notes to the Financial Statements  
for the year ended 31st December 2021

..... continued

5. Tangible fixed assets

	Office equipment £	Total £
<b>Cost</b>		
As at 1st January 2021	2,942	2,942
As at 31st December 2021	<u>2,942</u>	<u>2,942</u>
<b>Depreciation</b>		
As at 1st January 2021	2,942	2,942
As at 31st December 2021	<u>2,942</u>	<u>2,942</u>
<b>Net book value</b>		
As at 31st December 2021	<u>-</u>	<u>-</u>
As at 31st December 2020	<u>-</u>	<u>-</u>

6. Debtors

	2021 £	2020 £
Gift Aid recoverable	5,468	8,567
VAT recoverable	-	11,990
Other debtors	1,112	598
	<u>6,580</u>	<u>21,155</u>

7. Liabilities: amounts falling due within one year

	2021 £	2020 £
Trade creditors	1,656	14,471
Accruals and deferred income	420	-
Taxation and social security	616	862
Other creditors	172	872
	<u>2,864</u>	<u>16,205</u>

The Parochial Church Council of the Ecclesiastical Parish of St Clement's, Oxford

Notes to the Financial Statements  
for the year ended 31st December 2021

..... continued

8. Fund details - 2021

	Balance at 1st January 2021 £	Income £	Expenditure £	Transfers £	Balance at 31st December 2021 £
<b>Unrestricted</b>					
General	302,177	98,106	(114,108)	(483)	285,692
Designated: Dawson cashflow	50,000	-	-	-	50,000
<b>Restricted</b>					
Asylum Welcome	63	-	(63)	-	-
The Children's Fund	99	9,169	(9,751)	483	-
The Children's Society	-	19	-	-	19
Crèche Room	180	-	-	-	180
Dawson Trust	48,220	104,572	(103,800)	-	48,992
Fireworks collection	-	10	-	-	10
Flourishing Life	-	3,140	(3,140)	-	-
Mission Gift Fund	143	6,805	(6,800)	-	148
Oxford Winter Night Shelter	-	141	-	-	141
Porch Steppin' Stone Centre	-	180	-	-	180
Rector's Discretionary Fund	94	-	-	-	94
Roof Alarm	364	-	(364)	-	-
Shared Space	214	-	-	-	214
Sound	-	2,500	-	-	2,500
Student Fund	352	-	-	-	352
Toddler Group	1,346	82	(713)	-	715
The Gatehouse	-	-	-	-	-
Welcome/Light	1	4,172	-	-	4,173
	403,253	228,896	(238,739)	-	393,410

Fund details - 2020

	Balance at 1st January 2020 £	Income £	Expenditure £	Transfers £	Balance at 31st December 2020 £
<b>Unrestricted</b>					
General	254,369	98,147	(47,867)	(2,472)	302,177
Designated: Dawson cashflow	50,000	-	-	-	50,000
Windows	-	625	(625)	-	-
<b>Restricted</b>					
Asylum Welcome	63	-	-	-	63
The Children's Fund	1,510	8,355	(12,238)	2,472	99
The Children's Society	-	155	(155)	-	-
Crèche Room	180	-	-	-	180
Dawson Trust	127,823	57,793	(137,396)	-	48,220
Mission Gift Fund	272	8,371	(8,500)	-	143
Porch Steppin' Stone Centre	-	72	(72)	-	-
Rector's Discretionary Fund	494	200	(600)	-	94
Roof Alarm	364	-	-	-	364
Shared Space	660	-	(446)	-	214
Student Fund	352	-	-	-	352
Toddler Group	1,460	126	(240)	-	1,346
The Gatehouse	-	72	(72)	-	-
Welcome/Light	14,504	5,417	(19,920)	-	1
	452,051	179,333	(228,131)	-	403,253

The Parochial Church Council of the Ecclesiastical Parish of St Clement's, Oxford

Notes to the Financial Statements  
for the year ended 31st December 2021

..... continued

**8. Fund details – (continued)**

The designated fund: Dawson cashflow comprises funds set aside at the start of each year to ensure there is enough cash to last until the Dawson Trust grant arrives in late summer. The £50,000 assigned to the fund was determined on the basis of past experience.

The restricted fund: Dawson Trust represents amounts received from the Charity of Thomas Dawson as a 'contribution towards the upkeep and repair of the fabric of the Parish Church of St Clement's, and the maintenance of the services and furniture therein and subject thereto in furtherance of the religious and other charitable work of the Church of England, in the said ecclesiastical parish as the Parochial Church Council think fit'.

The restricted fund: Mission Gift Fund comprised gifts received during the 2021 Lent appeal to help support the mission partners of St Clement's and mission agencies (Open Doors UK, A Rocha UK, Prison Fellowship, Mahabba, Centre for Muslim Christian Studies, Viva Doorsteps and the Oxford Pastorate)

The restricted funds: The Children's Society represents special collections at Christmas for this purpose.

The restricted fund: Porch Steppin' Stone Centre represents special collections at Christmas for this purpose.

The restricted funds: The Gatehouse represents special collections at Christmas for this purpose and was fully expended in 2021.

The restricted fund: Church Welcome/Light comprises donations and regular giving specifically towards providing a more hospitable welcome to visitors to St Clement's Church.

The restricted fund: Crèche Room comprises a special donation received in 2015 specifically for furniture to make the refurbished Crèche Room a more friendly and useful place for young children. Amounts unspent by the end of 2021 will be used for similar purposes as needs arise.

The restricted fund: Toddler Group comprises surpluses built up over past years from Toddler Group activities and subsidies from the PCC. It is held to ensure the continued viability of the Toddler Group through peaks and troughs of income. It is to be used solely for Toddler Group purposes unless the PCC decides to close the Toddler Group, in which case any remaining money would revert to the general unrestricted fund.

The restricted fund: Rectors' Discretionary Fund exists to enable the Rector to respond in a loving and appropriate way to cases of urgent and extreme hardship where a short term small financial provision will make a significant difference to the well-being of the church member, or someone in our wider community.

The restricted fund: Children's Fund comprises donations to enable the church to employ a Children's worker.

The restricted fund: Shared Spare is a grant received from the Diocese of Oxford to enable this mission-based activity to take place.

The restricted fund: Student Fund is a grant received from the Diocese of Oxford to enable mission inspired work with students by St Clements.

The restricted fund: Sound consists of donations for the for the improvement of the acoustics and sound equipment in the church.

The restricted fund: Roof Alarm comprises donations received to fund a roof alarm for St Clement's church.

The restricted fund: Asylum Welcome comprises donations received to give to the charity Asylum Welcome which helps refugees to the United Kingdom.

The restricted fund: the Oxford Winter Night Shelter represents special collections at Christmas for helping the homeless in Oxford.

The Parochial Church Council of the Ecclesiastical Parish of St Clement's, Oxford

Notes to the Financial Statements  
for the year ended 31st December 2021

..... continued

9. Analysis of net assets by fund

2021	General unrestricted funds £	Designated unrestricted funds £	Restricted funds £	Total funds 2021 £
Current assets	285,692	50,000	60,582	396,274
Current liabilities	-	-	(2,864)	(2,864)
	<u>285,692</u>	<u>50,000</u>	<u>57,718</u>	<u>393,410</u>
2020	General unrestricted funds £	Designated unrestricted funds £	Restricted funds £	Total funds 2020 £
Current assets	302,177	50,000	67,281	419,458
Current liabilities	-	-	(16,205)	(16,205)
	<u>302,177</u>	<u>50,000</u>	<u>51,076</u>	<u>403,253</u>

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# Accounts

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**The Parochial Church Council of the Ecclesiastical Parish  
of St Clement's, Oxford**

**Registered Charity Number: 1132918**

**Annual Report and Financial Statements**

**for the year ended**

**31st December 2020**

**Wenn Townsend**

**Chartered Accountants**

**Oxford**

**The Parochial Church Council of the Ecclesiastical Parish of St Clement's, Oxford**  
**Annual Report for the year ending 31st December 2020**

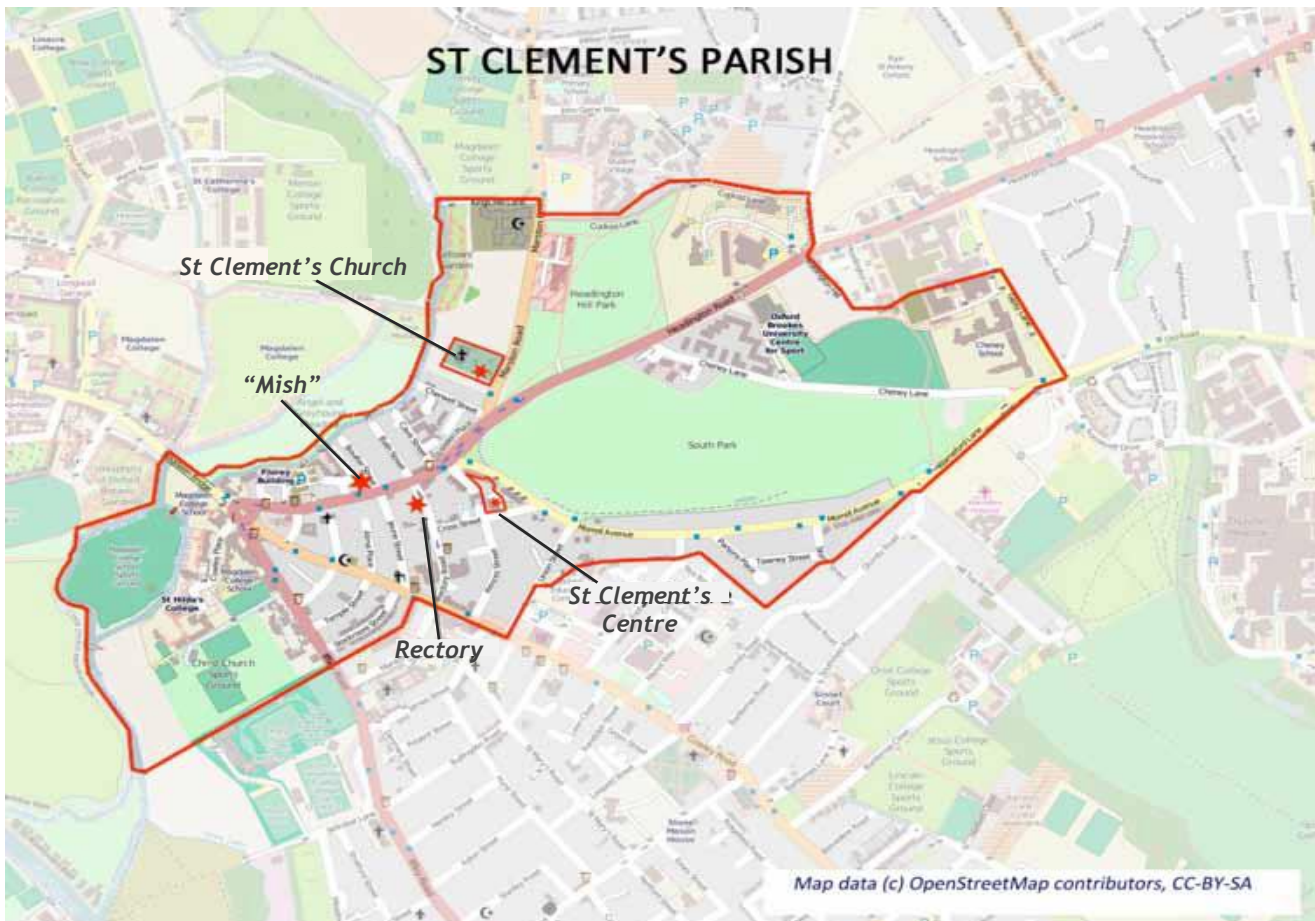
## Objectives and activities

The Parochial Church Council (PCC) is the group of people who, with the Rector, run St Clement's Church. We describe who we are, how we are elected and how we organise ourselves in this report. Our objectives derive from the Parochial Church Councils (Powers) Measure 1956. We are 'to cooperate with the minister [Rector] in promoting in the parish the whole mission of the Church, pastoral, evangelistic, social and ecumenical'. We have the 'power jointly with the minister to determine the objects to which all moneys to be given or collected in church shall be allocated'. With the churchwardens, all members of the PCC are responsible for the maintenance of the church building.

The 2004 report 'Mission-shaped church' sets out the meaning of the 'whole mission of the church' as currently interpreted by the Church of England. Worship lies at its centre. It aims to transform people through faith in Jesus Christ and the power of the Holy Spirit; is welcoming; relates to local culture and is open to change when new members join.

St Clement's is an Anglican church serving a parish that is part of the Cowley Deanery within the Diocese of Oxford. Cowley Deanery covers the eastern half of the City of Oxford.

Our parish (shown below with the four buildings from which we operate) is itself varied and interesting. Much of it is green space, including South Park, but there are also two busy retail thoroughfares: St Clement's Street, where the Old Mission Hall ('Mish') sits, and the western end of the Cowley Road. Cheney School (a state secondary school) and part of Oxford Brookes University lie at the eastern end of the parish. Magdalen College School (a private school) and St Hilda's College (part of the University of Oxford) are at its western end. A major new Islamic Centre is at the north, while the Bangladeshi Community Centre and Mosque sit towards the south. The Cowley Road Methodist Church is near the western end. The homes of our parishioners form much of the rest of our parish.



## Objectives and activities (continued)

Our church building is set back off the Marston Road. It was completed in 1828 in a 'Norman revival' style, replacing an earlier building in a different part of the parish. Our nearest postcode is OX4 1FN.



Our overarching objective is that all who want to do so may come to know the love of God and experience the richness of His goodness towards us in every aspect of our lives. This is what motivates all our more specific objectives and activities described below. Our activities provide public benefit to the parish and the wider community, in line with guidance issued by the Charity Commission.

We describe our achievements and performance for each of these activities both pre and post Covid in more detail in the next section. Clearly many of the activities described below could not take place after the outbreak of Covid in early 2020.

Objectives	Activities
<p><b>1. Worship</b> – to give all our parishioners, as well as church members from outside the parish, the opportunity to participate in Christian worship. We want to experience God and the joy that comes from knowing Him.</p>	<p>We provide two services on most Sundays and an additional Communion Service once a month. Our styles, supported by our <b>music group</b>, are wide-ranging, to suit members of all ages. Our <b>hospitality group</b> provides welcoming tea, coffee and biscuits after our main morning service. Our <b>flower arranging group</b> makes the interior of the church more beautiful.</p>
<p><b>2. Prayer and Bible study</b> – to deepen our knowledge of God and to follow Him more closely, both collectively and individually.</p>	<p>We aim to understand God's general purposes through Bible study and to discover what he wants for us individually through prayer. Many of us meet in <b>small groups</b> in members' homes to explore our walk with God in depth. We encourage all our church members to pray and study the Bible regularly as part of their personal devotions, and to pray together through weekly and monthly <b>prayer gatherings</b>.</p>

**The Parochial Church Council of the Ecclesiastical Parish of St Clement's, Oxford  
Annual Report for the year ending 31st December 2020 (continued)**

## **Objectives and activities (continued)**

<p><b>3. Pastoral care</b> – to support each other in the routine pressures of daily living and through times of crisis.</p>	<p>Individual friendships, including in our small groups, form the focus of our care for each other. More <b>structured pastoral care</b> supports those in specific need. <b>Volunteer drivers</b> enable less mobile members to stay connected to church activities. We have a fund to help church members facing short-term financial emergencies. We hold a <b>memorial service</b> every year open to all but particularly to people who have lost a relative or close friend in recent years.</p>
<p><b>4. Young people and children</b> – to give our younger members the opportunity to explore the Christian faith in ways they find meaningful.</p>	<p>Our <b>youth work</b> provides a wide range of activities for those of secondary school age. These include meetings on Saturday evenings and on Sunday mornings. Our <b>children's work</b>, for those of primary school age, is focused on Sunday mornings. On the first Sunday of each month, our young people and children join our main church service.</p>
<p><b>5. Community and social concern</b> – to express the love of God in practical ways to the local community of our parish.</p>	<p>Our work in the community covers the young, the old and those in financial need.</p> <p>We run a <b>toddler group</b> for children of pre-school age, along with their carers, on Thursdays. We have begun an <b>after school club</b> on Wednesdays, working in partnership with the Parish Property Trust, East Oxford Primary School and a local charity, Doorsteps. This provides a simple meal, activities and community for parents and children.</p> <p>Our Shared Space (formerly <b>Café Church</b>) provides activities and refreshments for all ages on the first Saturday morning of most months. Our <b>Cafe Club</b> provides social activities and refreshments once a month for older members of the Church family and local community.</p> <p>We are core participants in the <b>Oxford Churches Debt Centre</b>, set up in partnership with the national organisation Christians Against Poverty (CAP) UK to help anyone with problem debt. We run CAP <b>money management courses</b> to help people learn to budget and manage their money better. We also participate in a range of <b>community activities</b>.</p>
<p><b>6. Outreach</b> – to present the gospel to those around us in our parish, our deanery and the wider world, fulfilling our evangelistic and ecumenical objectives.</p>	<p>Many beyond our regular members attend our services at <b>major Christian festivals</b> and use our services for <b>baptisms, weddings and funerals</b>. We run regular <b>enquirers' courses</b> for those wanting to explore the Christian faith. We join with all the Church of England churches in <b>Cowley Deanery</b> in pooling most of our congregational giving; this helps those parishes in the Deanery in most need. We participate with other churches <b>across the denominations</b> in activities like the Good Friday walk along the Cowley Road. We look <b>beyond Oxford</b> in our annual Mission Gift Fund to support other organisations in the UK and abroad with which we have links.</p>
<p><b>7. Future generations</b> – to preserve and enhance for future generations the built and natural heritage of which we are the current guardians.</p>	<p>We want our church to be a continuing centre of Christian worship for generations to come, as it has been for the last two centuries. We have continued to restore the church fabric and <b>improve our beautiful churchyard</b> so that it is a pleasure for visitors and a good home for a range of plant and animal species.</p>

## **Achievements and performance**

The objectives and activities in this section follow the same sequence as the table in the previous section. What we offer is available to all, mostly without charge. Where we charge fees or seek donations, it is only to help defray costs.

The Rector and St Clement's PCC are immensely grateful to the many willing volunteers who have enabled so much throughout 2020, particularly given the difficulties presented by Covid. We could not have done all we have without our dedicated staff, to whom we also express our deep thanks.

There were 87 on the Electoral Roll at the date of the Annual Parochial Church Meeting on 22 October 2020. Average Sunday attendances in October 2020 comprised 63 adults and 10 children under 16 (lower than in previous years because of social distancing requirements). Additional church family members attended online.

### **1. Worship**

**Music group:** The group, including adults and young people, contributed to the musical part of our worship at about 70 services across the course of the year. These included both services in church and online.

**Hospitality group:** Teams of church members offered refreshments after morning services and at special church events as part of our continual building of a welcoming church. This hospitality sadly ceased during Covid.

**Flower arranging group:** The group arranged flowers for our services, as part of our valuing of God's creation and our welcome and worship of God.

### **2. Prayer and Bible study**

**Home groups:** 7 Home groups, each with its own distinctive style, involving roughly 65 church members meet during the week to grow together in friendship and support, in knowledge and understanding of Scripture and in service to the community, especially the vulnerable. Unfortunately, Covid prevented the Home Groups coming together for a Lent course as in previous years.

Our monthly Theology Book Club continued to meet in 2020, in person and online, enabling participants to explore and discuss theological subjects in greater depth.

### **3. Pastoral care**

**Structured pastoral care:** The Rector, with Curate, Licensed Lay Minister and a small number of volunteers, offer pastoral care for those facing particular challenges and difficulties, as well as provision of home communions. This pastoral care was particularly necessary during Covid with a substantial effort undertaken to keep in touch with church family members on a regular basis by telephone.

**Volunteer drivers:** Volunteers from the church provide lifts to services for the more frail members of our congregation as needed.

**Hardship Fund:** The Rector has a small discretionary fund to give, with the Wardens' agreement, modest donations to people facing immediate financial hardship. This Fund was used during Covid to give help to those who suffered loss of employment and income.

**Memorial service:** Our memorial service happens every Autumn. We invite all who have used our funeral, cremation or burial services in the past two years, but the service is open to all and is advertised locally. In 2020, 25 people attended.

## Achievements and performance (continued)

### 4. Young people and children

**Youth work:** Overflow Youth meet regularly to worship, pray, wrestle with real life issues, and spend time in community and fellowship with one another. The group has between 15 and 20 11-17 year olds on its books, with around 5-10 attending regularly. They have been meeting weekly on Saturday nights for teaching, worship and socialising and some Sunday mornings for time to gather as youth church. Additional activities include Space (a social after school drop-in, attended by around 7-10 young people every week), residential camps, trips to other churches, social and family get-togethers, one-to-one mentoring and community outreach. Clearly most of this activity was curtailed by Covid but online meetings continued as much as possible.

**Children's work:** Our Junior Church (for children 5-11 years old) enables children to worship, pray, learn and have fun in a welcoming mixed-age group, taking place 3 Sundays out of 4 in term-time. During 2020 the average attendance at Junior Church has been around 8-10 children. A separate crèche has catered for the active under-5's with an average of 3 children attending. During Covid, Junior Church met online most Sundays.

### 5. Community and social concern

**Toddler group:** Our Toddler Group serves the local community during school term-time. Volunteers provide activities for a 2 hour drop-in session once a week, including light refreshments. Around 25 toddlers and 20 carers attend each time. Sadly, Toddlers had to be cancelled once Covid struck.

**Welcome on Wednesdays:** At the end of 2019, we started an after-school club for primary aged children called Welcome on Wednesdays (WOW). It is a collaboration between St Clement's Church, the St Clement's Parish Property Trust, a charity (Doorsteps) and East Oxford Primary School (the nearest to the Parish). Food is donated by the Oxford Foodbank. It is a free afternoon drop-in where children can come with their parents and carers, have a hot meal, play and have fun. Adults can chat, relax and develop friendships. It has been a great success, with the number of children now attending between 20 and 30 each session. Sadly, WOW had to end once Covid restrictions came into force.

**Café Club and Café Yes:** Our Café Club providing refreshments, social engagement and activities for the older members of the Church family and local community once a month has continued to flourish. Those attending Cafe Club have enjoyed the activities and fellowship offered. We are grateful to the volunteers who have helped in the organisation of the Club and to our speakers. Towards the end of 2019 church volunteers began Café Yes, a monthly meeting for the older members of the church family offering prayer and fellowship. Unfortunately, Covid meant that Café Club and Café Yes could not meet.

**Shared Space (formerly Café Church)** is held on the first Saturday of most months, providing varied activities and brunch for all ages, both the young and the young at heart. It is popular and has attracted around 50 people each month. Unlike Café Church, which was held in the afternoon, Shared Space is a brunch time event. It aims to build stronger links with our surrounding community and offer a space for conversation, friendship, games, crafts, gardening and other joyful activities. We are grateful to the enthusiastic volunteers who have contributed to its success. Covid restrictions unfortunately meant that Shared Space could not meet.

**Oxford Churches Debt Centre and CAP Money Management Courses:** The Oxford Churches Debt Centre is a charitable incorporated organisation registered with the Charity Commission (number 1155834) and run in partnership with Christians Against Poverty (CAP) UK. St Clement's is one of six full partner churches. A number of our church family are involved in different ways, and St Clement's is committed both to pray and to give financially for the work of the Centre. This includes assisting in provision of CAP Money Management Courses. Inevitably, CAP's work was hindered by Covid.

**Community activities:** St Clement's church family members are involved in a number of activities led by others in our local community. These include the Oxford Winter Night Shelter, an initiative of Oxford churches to provide shelter for the homeless in the winter month; a local food bank supported through weekly and Harvest Service food donations; and OXCLEAN, which is an annual event to tidy up our local area (which did take place in 2020).

## Achievements and performance (continued)

### 6. Outreach

**Major Christian festivals:** Easter and Christmas are the festivals when most visitors attend our services but Covid meant all Easter services (Maundy Thursday, Good Friday and Easter Sunday) were held online in 2020 and our Christmas Day service in the church attracted lower numbers (50 adults and children) because of social distancing. All online Easter services were well attended and our online Christmas Carol service – Carols by Zoomlight – had large and enthusiastic participation. We were also able to run 2 socially distanced Christingle services in the church with 60 adults and children attending, with more involved online. Sadly, the Good Friday Walk of Witness with other local churches was cancelled but the Christmas Tree outside the St Clements Centre in Cross Street provided light to our local community throughout the Christmas period as in previous years.

**Baptisms, weddings and funerals:** As a parish church, we offer the 'occasional offices' of baptisms, weddings and funerals to residents of the parish. We also offer this ministry to those living beyond the parish who worship with us or have a strong connection with us. In 2020, we conducted 2 weddings, 1 funeral and 1 ashes interment in the churchyard.

**Fabric:** 2020 saw further improvements in our church and churchyard and much preparation for further work in 2021. All our historic windows have now been replaced, repaired or cleaned with the north (liturgical east) window being completely re-leaded and restored before installation in 2020. 2020 also saw the removal of our pipe organ (in poor condition and unused) as well as the start of major internal reordering and improvements intended to improve our welcome as well as restore the organ space. These will be continued in 2021. Major repairs to crumbling masonry on our roof and walls have had to be delayed because of the uncertainty to Parish finances caused by Covid.

We have continued to improve our churchyard. We undertook a tree survey in 2020 which recommended the felling of some unsafe trees which has now taken place after permission was received from the Diocese and local authority. Other trees and shrubs have been regularly pruned to improve welcome, visibility and safety. Work to improve the safety and appearance of some of the railings in the churchyard was begun in 2020 and will continue in 2021.

**Cowley Deanery:** We are part of the Cowley Deanery, which brings together the thirteen parishes in the eastern half of Oxford. The Rector, Curate and three church members are members of the Cowley Deanery Synod.

**Across the denominations:** We maintained links with other local churches although these were made more difficult by Covid.

**Beyond Oxford:** We continue to support and pray for several mission partners with links to our church. Church members raised a total of £8,500 (including Gift Aid) for our Lent Mission Gift Fund, which we distributed to our mission partners and other mission agencies.

**Future generations:** We want our church to be a continuing centre of Christian worship for generations to come. Our aim is to make the church as welcoming and useable for worship and hospitality as possible, while respecting and valuing its historic features. The planned improvements to our fabric in 2021 seek to strike this balance.

The same considerations apply to further work planned in our churchyard. We want to keep it well maintained, so visitors can easily find and see the graves of their loved ones and the church can be as visible as possible to those interested in a historic place of Christian worship. At the same time, we try to value the many trees and plants which are good for the environment and wildlife.

## Financial review

### Principal funding sources

Giving from the congregation is our main income source. In 2020 regular giving increased while giving from collections at services declined because of Covid. Overall giving increased for the fifth consecutive year, which is a remarkable achievement in such a difficult time.

An annual grant from the Charity of Thomas Dawson is our main external funding source. The generosity of Thomas Dawson, who set up his charity in 1521, enables us to operate on a scale that would be otherwise impossible. The grant of £57,793 for 2020 was a major contribution to the Church's finances, for which we are hugely appreciative.

### Principal risks and uncertainties

**Volunteer shortages and fatigue** remain our greatest risk. Although members of the Church family give generously of their time, the church has a largely working age congregation with work and family responsibilities. There is still much needed fabric repair and improvement to undertake and the church is also trying to grow its faith and mission in line with its Mission Action Plan. All this activity has been very demanding of volunteer time and the clergy team are hugely appreciative of those who do volunteer so generously.

Our main financial risk is the need to **repair our church** fabric. However, we have adequate reserves to fund the work planned and the repairs so far undertaken have been achieved within budget.

Our reliance on just **a few main funding sources** clearly presents risks. We anticipate that Covid is likely to adversely affect the cash flow of the Dawson Trust and the donations received by the church will reflect this for a number of years. However, our reserves remain strong thanks to careful financial management.

Like all small organisations run by volunteers, we face the general risk of **getting things wrong**. Our principal risks in this respect lie in the areas of finance, data protection, safeguarding, health and safety and employment practice. Wenn Townsend Chartered Accountants support us in financial matters and we receive help from experienced volunteers and consultants in health and safety and employment matters. The Diocese also provides help in a number of areas.

We welcome **children and vulnerable adult** and our designated Parish Safeguarding Officer oversees all work with them. She was formerly our Children's Worker and ensures that all those who work with children and young people or vulnerable adults are safely recruited, including being appropriately checked, as well as subsequently trained. We have due regard to all guidance on safeguarding issued by the House of Bishops.

Finally, there is the risk that the PCC cannot deal adequately with all the growing requirements of Government legislation and guidance from the Church of England. We undertake risk assessments, make other regular checks and organise training for staff and volunteers to try to ensure compliance. Most of our staff and activities are based in the St Clements Centre and 'Mish', belonging to St Clement's Parish Property Trust, so the Church works closely with that charity's General Manager and Trustees.

### Investment policy

We do not have funds to invest over the medium-term or long-term. Our general unrestricted reserves are a support for our normal annual expenditure. Our designated and restricted funds are for work that we hope to complete over the next 1-3 years. The need to invest over the short-term arises when there is a delay between receiving funds and being able to use them. This happens mainly when the Dawson Trust makes large grants. In such circumstances we can find ourselves with funds to invest for more than 12 months. Our policy for short-term investment is to balance security, liquidity and return, while striving to invest ethically. Overall, this means using a combination of interest-paying bank accounts.

## Financial review (continued)

### Reserves

Our reserves policy is to achieve a position on our general fund where we hold an amount to match our annual reliance on the Dawson grant, which is never guaranteed, and to provide an additional amount equal to 3 months' normal expenditure paid out of the general fund and Dawson Trust grant. We held £ 302,177 in the general fund at the end of 2020, so we achieved our policy intention. We assign £50,000 to the Dawson cashflow fund to ensure we start the year with enough cash to last us until the Dawson Trust grant arrives in late summer. The Dawson Trust Fund is effectively our fabric fund.

We have three types of restricted funds.

The **Dawson Trust** fund is by far our largest. It holds amounts received from the Charity of Thomas Dawson as a 'contribution towards the upkeep and repair of the fabric of the Parish Church of St Clement's, and the maintenance of the services and furniture therein and subject thereto in furtherance of the religious and other charitable work of the Church of England, in the said ecclesiastical parish as the Parochial Church Council think fit'. Our policy is to spend it in line with these conditions as quickly as is consistent with good financial management. It held £48,220 at the end of 2020.

Our Toddlers Group held a reserve of £1,346 at the end of 2020 which is adequate to cope with any unusual expenditure.

All our other restricted funds hold **gifts and donations** for specific purposes. The Mission Gift Fund, the Oxford Churches Debt Centre Fund and our various special collections in church are for missional giving. Our policy is to donate them within the year, or as soon as possible afterwards in the case of collections around Christmas.

Other funds, such as the Welcome Fund and the Children's Fund, have been donated for specific uses within St Clement's Church. We aim to spend them in line with the conditions attached as quickly as is consistent with good financial management.

### Plans for the future

The Revd Rachel Gibson took up post as Rector of St Clement's in July 2015 and has been grateful to all at St Clement's who have helped her to sustain and grow the life of the church as explained in the report above. Priorities for 2021 include continued development of the church's worship and phased return of missional activities in our local community, as we hope Covid restrictions will gradually ease through the year. We expect to benefit from the increased flexibility of the church's internal space, following internal reordering. We will also work on continued embedding of a new structure of Sub Groups of the PCC to enable more delegated decision-making, as well as further use and developments of our new IT system for our staff and volunteers. Finally, we hope to install broadband in our church in 2021.

### Structure governance and management

The **PCC** is a corporate body established by the Church of England. Our objectives derive from the Parochial Church Councils (Powers) Measure 1956. It is elected by church members recorded on the Electoral Roll, in accordance with the Church Representation Rules 2011. It is charged with consulting together on matters of general concern and importance to the parish, including co-operating with the incumbent in promoting in the parish the whole mission of the church, pastoral, evangelistic, social and ecumenical. It met 6 times in 2020.

The PCC has created a structure of Sub Groups to help it take a strategic view of church policy and expenditure, whilst also ensuring that its responsibilities receive the detailed attention they need. All report to the PCC with recommendations, action plans and, where relevant, budgets and then assist with implementing decisions made. In addition, certain volunteers and staff members have delegated spending authority up to defined limits, but must report their spending to the PCC through the Treasurer.

**The Parochial Church Council of the Ecclesiastical Parish of St Clement's, Oxford**  
**Annual Report for the year ending 31st December 2020 (continued)**

The **Standing Committee** deals with issues between PCC meetings. It helps to set the agenda for PCC meetings and retains responsibility for confidential matters relating to staff such as salaries. It also receives reports on risk management from the Risk Management Coordinator. It may act on its own initiative, but must report to the next PCC. It met 3 times in 2020.

### **PCC Sub- Groups**

**The Fabric and Churchyard Group** is responsible for assessing the need for repair, maintenance and improvement of the fabric of St Clement's Church, including having regard to the Architect's Quinquennial Report. It also takes a lead on matters relating to the use and care of the churchyard. .

**The Finance and Stewardship Group** is responsible for encouraging generosity and using financial resources well. It oversees financial strategy and the church's approach to the stewardship of money.

**The Mission Group** is responsible for determining and overseeing the balance of mission within the parish and beyond and for developing teaching and activities to support mission. This includes reviewing the partners and organisations supported by our Mission Gift Fund and proposes the amount of support to be allocated to each.

**The Faith and Worship Group** is responsible for helping grow the church family in faith, through welcome, discipleship, worship, pastoral care and social activities. It works closely with the Rector in doing this.

**The Staff and Volunteer Support Group** is responsible for overseeing arrangements for staff and volunteers and for matching people's gifts to areas of ministry and service. All aspects of Human Resources, including recruitment, training, safeguarding and data protection form part of this Group's remit.

**The Communications Group** is responsible for internal and external communications, including the strategy guiding the church's communications and the implementation of the practical means to achieve these. Specifically, it oversees development of the church website and the provision of IT support.

### **Other Groups**

In addition, a number of other groups come together, namely:

**The Staff Team** comprising the paid staff, the Rector and the Licensed Lay Minister;

**The Worship Team** comprising service leaders, musicians and preachers;

**The Ministry Team** comprising those most concerned with pastoral care;

**The Home Group Leaders** comprising those with oversight of Home Groups.

### **Training**

The PCC Secretary, Risk Management Co-ordinator and Treasurer, assisted by our professional advisers, arrange for regulatory changes, Diocesan guidelines and other advice in areas such as health and safety to be brought to the PCC's attention as appropriate.

### **Other charities chaired by the Rector**

The Rector chairs the following three charities, in addition to the PCC, as a consequence of being the Rector:

- St Clement's Parochial Charities (*Registered Charity 201989*)
- St Clement's Parish Property (*Registered Charity 220051*)
- The Charity of Thomas Dawson (*Registered Charity 203258*)

**The Parochial Church Council of the Ecclesiastical Parish of St Clement's, Oxford  
Annual Report for the year ending 31st December 2020 (continued)**

## Reference and administrative details

Our full name is 'The Parochial Church Council of the Ecclesiastical Parish of St Clement's, Oxford'. We are also known as 'St Clement's Parochial Church Council', 'St Clement's PCC' and 'St Clement's Church'. The Diocese of Oxford calls us 'St Clement Oxford'. Our Charity Commission registration number is 1132918.

### Correspondence address

St Clement's Parish Office, St Clement's Centre  
Cross Street, Oxford OX4 1DA  
T: 01865 246674  
E: [parish.office@stclements.org.uk](mailto:parish.office@stclements.org.uk)  
W: [www.stclements.org.uk](http://www.stclements.org.uk)

### PCC members (trustees) during the year

Incumbent (Rector)	The Rev Rachel Gibson (from 09/07/2015) (Chair)
Assistant Curate	The Revd Dr Philip Lockley (from 01/07/2017)
Churchwardens	Mr Andrew Munday (from 30/04/2018 to the APCM in October 2020) Mrs Merry Patel (from 30/04/18 to the APCM in 2021) (Vice Chair) Mr Peter Heim (from 22/10/2020 to the APCM in 2021)
Deanery Synod Reps	Mrs Bethan Willis (from 30/04/2017 until the APCM in 2023) Ms Mirjam Schilling (from 14/04/2019 to the APCM in 2023) Mr Colin Price (from 22/10/2020 to the APCM in 2023)
Elected Members	Miss Sue Cleave (Hon Secretary) (from 30/04/2018 to the APCM in 2022) Mr John Deans (from 24/04/2016 to the APCM in 2022) Mr Colin Dobson (from 30/04/2018 to the APCM in 2021) Dr Claire Gilroy (from 30/04/2017 to the APCM in 2023) Mrs Fiona Livingstone (from 22/04/2018 to the APCM in 2021) Mr Steve Rumford (from 22/11/2017 until the APCM in 2023) Dr Jeremy Spearman (from 22/04/2018 to the APCM in 2021) Ms Helen Ward (from 30/04/2017 to the APCM in 2020). Ms Ward was then co-opted to serve until the APCM in 2021 2 vacancies are carried forward, one for the residue of three years and one for the residue of two years from the 2020 APCM

### Advisors and bankers to the PCC

Accountants	Wenn Townsend, 30 St. Giles, Oxford, OX1 3LE
Architect	Mr John Radice, Old Post Office, Berrick Salome, Wallingford, Oxon, OX10 6JN
Bankers	Barclays Bank, 4 Pound Way, Cowley, OX4 3XT Cambridge and Counties Bank, 42 Castle Street, Cambridge, CB3 0AJ Julian Hodge Bank Limited, 29 Windsor Place, Cardiff, CF10 3BZ Market Harborough Building Society, Welland House, Leicestershire, LE16 7PD Shawbrook Bank, The Drive, Brentwood, CM13 3BE United Trust Bank, 80 Haymarket, London, SW1Y 4TE Virgin Money, 129 High Street, Oxford, OX1 4DF
Employment Law Adviser	Miss Pippa Greenslade, contact through St Clement's Parish Office (details above)
Health and Safety Adviser	Mr Geoffrey Roberts, contact through St Clement's Parish Office (details above)
Independent Examiner	Graham Cole BA FCA, Wenn Townsend, 30 St. Giles, Oxford, OX1 3LE

### Signed on behalf of the PCC

.....  
**Rachel Gibson (Chair)**

..... **2021**

**Independent Examiner's Report to the  
Trustees of The Parochial Church Council of the Ecclesiastical Parish of St Clement's, Oxford**

I report to the charity trustees on my examination of the accounts of the charity for the year ended 31st December 2020 which are set out on pages 12 to 26.

**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 charity's accounts carried out under section 145 of the 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**

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

1. accounting records were not kept in respect of the charity as required by section 130 of the Act; or
2. the accounts do not accord with those records; or
3. the accounts do 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.

**Graham Cole BA FCA  
Wenn Townsend Chartered Accountants  
30 St Giles'  
Oxford  
OX1 3LE**

..... 2021

The Parochial Church Council of the Ecclesiastical Parish of St Clement's, Oxford

Statement of Financial Activities  
for the year ended 31st December 2020

	Note	Unrestricted Funds			Totals 2020 £	Unrestricted Funds			Totals 2019 £
		General £	Designated £	Restricted funds £		General £	Designated £	Restricted funds £	
<b>Income</b>									
Donations and legacies	3a	94,240	625	80,435	175,300	86,301	-	110,532	196,833
Income from church activities	3b	1,368	-	126	1,494	2,356	-	568	2,924
Income from investments	3c	2,539	-	-	2,539	4,152	-	-	4,152
<b>Total income and endowments</b>		<b>98,147</b>	<b>625</b>	<b>80,561</b>	<b>179,333</b>	<b>92,809</b>	<b>-</b>	<b>111,100</b>	<b>203,909</b>
<b>Expenditure</b>									
Expenditure on church activities	4a/b	47,867	625	179,639	228,131	44,226	39,322	96,613	180,161
<b>Total expenditure</b>		<b>47,867</b>	<b>625</b>	<b>179,639</b>	<b>228,131</b>	<b>44,226</b>	<b>39,322</b>	<b>96,613</b>	<b>180,161</b>
<b>Net income/(expenditure)</b>		<b>50,280</b>	<b>-</b>	<b>(99,078)</b>	<b>(48,798)</b>	<b>48,583</b>	<b>(39,322)</b>	<b>14,487</b>	<b>23,748</b>
<b>Transfers between funds</b>	8	<b>(2,472)</b>	<b>-</b>	<b>2,472</b>	<b>-</b>	<b>(1,852)</b>	<b>6,095</b>	<b>(4,243)</b>	<b>-</b>
<b>Net movement in funds</b>		<b>47,808</b>	<b>-</b>	<b>(96,606)</b>	<b>(48,798)</b>	<b>46,731</b>	<b>(33,227)</b>	<b>10,244</b>	<b>23,748</b>
<b>Reconciliation of funds</b>									
Balance brought forward at 1st January 2020		254,369	50,000	147,682	452,051	207,638	83,227	137,438	428,303
<b>Balance carried forward at 31st December 2020</b>		<b>302,177</b>	<b>50,000</b>	<b>51,076</b>	<b>403,253</b>	<b>254,369</b>	<b>50,000</b>	<b>147,682</b>	<b>452,051</b>

The notes on pages 15 to 26 form an integral part of these accounts.

The Parochial Church Council of the Ecclesiastical Parish of St Clement's, Oxford

Balance Sheet  
at 31st December 2020

	Note	2020		2019	
		£	£	£	£
<b>Fixed assets</b>					
Tangible fixed assets	5		-		-
<b>Current assets</b>					
Debtors	6	21,155		6,465	
Cash at bank and in hand		398,303		447,361	
		<u>419,458</u>		<u>453,826</u>	
<b>Liabilities: amounts falling due within one year</b>					
	7	<u>(16,205)</u>		<u>(1,775)</u>	
<b>Net current assets</b>			<u>403,253</u>		<u>452,051</u>
<b>Net assets</b>			<u><u>403,253</u></u>		<u><u>452,051</u></u>
<b>Funds</b>					
Unrestricted - general	8		302,177		254,369
Unrestricted - designated	8		50,000		50,000
Restricted	8		51,076		147,682
			<u>403,253</u>		<u>452,051</u>

Approved by the Parochial Church Council on ..... 2021 and signed on its behalf by:

.....

Rachel Gibson - Chairperson

The notes on pages 15 to 26 form an integral part of these accounts.

The Parochial Church Council of the Ecclesiastical Parish of St Clement's, Oxford

Statement of Cash Flows  
for the year ended 31st December 2020

Reconciliation of increase in funds to net cash flow from operating activities

	Note	2020 £	2019 £
(Deficit)/surplus for the year		(48,798)	23,748
(Increase)/decrease in debtors		(14,690)	1,949
(Decrease)/increase in creditors		14,430	(10,093)
Interest received		(2,539)	(4,152)
Net cash flow from operating activities		<u>(51,597)</u>	<u>11,452</u>

Cash flow statement

	2020 £	2019 £
Net cash flow from operating activities	(51,597)	11,452
<b>Returns on investments and servicing finance</b>		
Interest received	2,539	4,152
Net cash flow before management of liquid resources and financing	<u>(49,058)</u>	<u>15,604</u>
<b>(Decrease)/increase in cash</b>	<u>(49,058)</u>	<u>15,604</u>
Movement in cash	(49,058)	15,604
Net cash at 1st January 2020	447,361	431,757
Net cash at 31st December 2020	<u>398,303</u>	<u>447,361</u>

The notes on pages 15 to 26 form an integral part of these accounts.

## The Parochial Church Council of the Ecclesiastical Parish of St Clement's, Oxford

### Notes to the Financial Statements for the year ended 31st December 2020

#### 1. Explanatory notes on the Financial Statements:

The accounts for 2020 are presented in a format compatible with the Church Accounting Regulations 2006 and the Charities Act 2011.

The Statement of Financial Activities (SOFA) gives an overall summary of the church finances for the year and the movement on the reserves, which are divided for reporting purposes between Unrestricted and Restricted Funds.

The aim of the SOFA is to summarise the church income and expenditure according to activity. The notes to the accounts divide the summarised figures in a variety of ways, which provide additional breakdown of the income and expenditure.

The balance sheet represents the assets and liabilities of the PCC at the end of December 2020. However, it does not include the church itself or the rectory, as well as some other church assets purchased in past years.

- The general fund comprises the regular income and the regular and predictable expenditure relating to core church activities.
- Designated funds comprise unrestricted funds that have been set aside by the trustees for particular purposes.
- Restricted funds are detailed in note 8 to the accounts and have been received for specific purposes.

The charity constitutes a public benefit entity as defined in FRS 102.

#### 2. Accounting policies

##### 2a Basis of accounting

The financial statements have been prepared under the historical cost convention and in accordance with Church Accounting Regulations 2006 together with applicable accounting standards. The financial statements have been prepared in accordance with Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102 1A) (effective 1 October 2019).

##### 2b Funds

General funds represent the funds of the PCC that are not subject to any restrictions regarding their use and are available for application to the general purposes of the PCC. Funds designated for a particular purpose by the PCC are also unrestricted.

Restricted funds are to be used for specific purposes as specified by the donor.

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 or those that are informal gatherings of church members.

**The Parochial Church Council of the Ecclesiastical Parish of St Clement's, Oxford**

**Notes to the Financial Statements  
for the year ended 31st December 2020**

..... continued

**2. Accounting policies (continued)**

**2c Incoming resources**

**Voluntary income and capital sources**

Collections are recognised when received by or on behalf of the PCC, as is planned giving.

Income tax recoverable on Gift Aid donations is recognised in the year the donation 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.

**2d Resources used**

**i) Grants**

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

**ii) Activities directly relating to the work of the Church**

The diocesan quota is accounted for when payable on an accruals basis.

**iii) Governance costs**

These include those costs associated with meeting the constitutional and statutory requirements of the charity and include the independent examination fees and costs linked to the strategic management of the charity.

**2e Fixed assets**

**Office equipment**

Office equipment with an initial cost exceeding £1,000 is capitalised and included within fixed assets. Items below this de minimis threshold are written off as expenditure in the SOFA. Depreciation is provided on office equipment so as to write off the cost or valuation, less any estimated residual value, over the expected useful economic life on a straight line basis at 25% a year.

**Consecrated property and movable church furnishings**

Consecrated and beneficed property of any kind is excluded from the accounts by section 10(2) of the Charities Act 2011. The value of such fixed assets is not included in the balance sheet. All expenditure incurred in the year on consecrated or beneficed buildings and moveable church furnishings, whether maintenance or improvement, is written off as expenditure in the SOFA and separately disclosed.

**2f Current assets and liabilities**

Amounts owing to the PCC at 31st December 2020 in respect of fees, rents or other income are shown as debtors less provision for amounts that may prove uncollectable. Liabilities are recognised as resources expended as soon as there is a legal or constructive obligation committing the charity to expenditure; it is probable that a settlement will be required and the amount of the obligation can be measured reliably.

Notes to the Financial Statements  
for the year ended 31st December 2020

..... continued

**3. Income**

**3a Voluntary income - 2020**

	Unrestricted funds			Total funds £
	General £	Designated £	Restricted funds £	
General giving:				
Regular	71,316	-	1,840	73,156
Church services	1,882	-	-	1,882
Special collections	253	-	239	492
Mission Gift Fund	-	-	6,807	6,807
Other donations - PCC	5,517	500	9,955	15,972
Gift Aid recoverable	15,272	125	3,801	19,198
Dawson Trust - PCC	-	-	57,793	57,793
	<hr/>	<hr/>	<hr/>	<hr/>
	94,240	625	80,435	175,300

**Voluntary income - 2019**

	Unrestricted funds			Total funds £
	General £	Designated £	Restricted funds £	
General giving:				
Regular	64,504	-	728	65,232
Church services	5,953	-	2,406	8,359
Special collections	-	-	-	-
Mission Gift Fund	-	-	6,202	6,202
Other donations - PCC	412	-	18,009	18,421
Gift Aid recoverable	15,432	-	1,973	17,405
Dawson Trust - PCC	-	-	81,214	81,214
	<hr/>	<hr/>	<hr/>	<hr/>
	86,301	-	110,532	196,833

The Parochial Church Council of the Ecclesiastical Parish of St Clement's, Oxford

Notes to the Financial Statements  
for the year ended 31st December 2020

..... continued

**3b Income from church activities – 2020**

	Unrestricted funds			Total funds £
	General £	Designated £	Restricted funds £	
Fees – PCC	1,298	-	-	1,298
Fees – Toddler Group	-	-	126	126
Café Club	70	-	-	70
	<u>1,368</u>	<u>-</u>	<u>126</u>	<u>1,494</u>

**Income from church activities – 2019**

	Unrestricted funds			Total funds £
	General £	Designated £	Restricted funds £	
Fees – PCC	2,044	-	-	2,044
Fees – Toddler Group	-	-	568	568
Café Club	312	-	-	312
	<u>2,356</u>	<u>-</u>	<u>568</u>	<u>2,924</u>

**3c Income from investments - 2020**

Interest received	<u>2,539</u>	<u>-</u>	<u>-</u>	<u>2,539</u>
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**Income from investments – 2019**

Interest received	<u>4,152</u>	<u>-</u>	<u>-</u>	<u>4,152</u>
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The Parochial Church Council of the Ecclesiastical Parish of St Clement's, Oxford

Notes to the Financial Statements  
for the year ended 31st December 2020

..... continued

4. Expenditure

4a Missionary and charitable giving - 2020

	Unrestricted funds			Total funds 2020 £
	General	Designated	Restricted funds	
	£	£	£	£
A Rocha UK	-	-	400	400
Centre for Muslim Christian Studies	-	-	200	200
Children's Society	-	-	155	155
Church Mission Society (N & C Drayson)	-	-	1,025	1,025
Mahabba	-	-	200	200
Open Doors UK	-	-	400	400
Operation Mobilisation (S & S Davies)	-	-	1,025	1,025
Oxford Churches Debt Centre	-	-	2,000	2,000
Oxford Pastorate	-	-	400	400
Prison Fellowship	-	-	400	400
The Gatehouse	-	-	72	72
The Porch Steppin' Stone Centre	-	-	72	72
Transform	-	-	1,025	1,025
Viva Doorsteps	-	-	400	400
Wycliffe Bible Translators (J & F Livingstone)	-	-	1,025	1,025
Recipients of Rector's Fund	-	-	600	600
<b>Total Missionary and charitable giving</b>	-	-	9,399	9,399

Missionary and charitable giving - 2019

	Unrestricted funds			Total funds 2019 £
	General	Designated	Restricted funds	
	£	£	£	£
A Rocha UK	-	-	500	500
Bishop's Outreach Fund	-	-	100	100
Centre for Muslim Christian Studies	-	-	300	300
Children's Society	-	-	139	139
Church Mission Society (N & C Drayson)	-	-	1,100	1,100
Mahabba	-	-	300	300
Open Doors UK	-	-	500	500
Operation Mobilisation (S & L Davies)	-	-	1,100	1,100
Oxford Churches Debt Centre	-	-	2,000	2,000
Oxford Pastorate	-	-	500	500
Oxford Winter Night Shelter	-	-	509	509
Prison Fellowship	-	-	500	500
The Porch Steppin' Stone Centre	-	-	264	264
Viva Doorsteps	-	-	500	500
Wycliffe Bible Translators (J Livingstone)	-	-	1,100	1,100
<b>Total Missionary and charitable giving</b>	-	-	9,412	9,412

The Parochial Church Council of the Ecclesiastical Parish of St Clement's, Oxford

Notes to the Financial Statements  
for the year ended 31st December 2020

..... continued

4b Activities directly relating to the work of the church – 2020

	Unrestricted funds		Restricted funds £	Total funds £
	General £	Designated £		
Wages and salaries - other	-	-	35,370	35,370
Parish share of diocesan quota	47,184	-	-	47,184
Family Centre rent - Toddlers	-	-	500	500
- other	-	-	5,500	5,500
Gas, electricity and water	-	-	2,577	2,577
Church and churchyard maintenance	-	625	102,613	103,238
Insurance and security - other	-	-	4,688	4,688
Church activities	422	-	9,801	10,223
Toddler Group - other costs	-	-	40	40
Café Club - other costs	8	-	-	8
Rector expenses	-	-	815	815
Allocated from support costs (see note 4d) - other	253	-	8,336	8,589
	47,867	625	170,240	218,732
Grants paid (see note 4a)	-	-	9,399	9,399
<b>Church activities</b>	<b>47,867</b>	<b>625</b>	<b>179,639</b>	<b>228,131</b>

Activities directly relating to the work of the church - 2019

	Unrestricted funds		Restricted funds £	Total funds £
	General £	Designated £		
Wages and salaries	-	-	37,419	37,419
Parish share of diocesan quota	43,217	-	-	43,217
Family Centre rent - Toddlers	-	-	500	500
- other	-	-	5,500	5,500
Gas, electricity and water	-	-	3,210	3,210
Church and churchyard maintenance	-	39,322	8,024	47,346
Insurance and security	-	-	4,876	4,876
Church activities	784	-	17,650	18,434
Toddler Group - other costs	-	-	628	628
Café Club - other costs	225	-	-	225
Rector expenses	-	-	1,074	1,074
Diocesan fees	-	-	155	155
Allocated from support costs (see note 4d) - other	-	-	8,164	8,164
	44,226	39,322	87,200	170,748
Grants paid (see note 4a)	-	-	9,412	9,412
<b>Church activities</b>	<b>44,226</b>	<b>39,322</b>	<b>96,612</b>	<b>180,161</b>

The Parochial Church Council of the Ecclesiastical Parish of St Clement's, Oxford

Notes to the Financial Statements  
for the year ended 31st December 2020

..... continued

**4c Staff**

	2020 £	2019 £
Salaries	34,476	35,836
Employer's national insurance	-	790
Pension costs	894	793
	<u>35,370</u>	<u>37,419</u>

No trustees were employed during the year (2019: £nil). No remuneration was paid to trustees during the year (2019: £nil). No expenses were reimbursed to trustees during the year (2019: £nil).

Payments to related parties of the Trustees are outlined in note 10.

No employee received £60,000 or more during the current or preceding year.

The Rector is not included in the total for salaries. This is because the Rector's stipend is met under Church of England arrangements and not by the PCC.

The average number of staff employed during the year was:

	2020	2019
Administration	1	1
Cleaning	1	1
Youth work	1	1
Children's work	1	1
	<u>4</u>	<u>4</u>

**4d Analysis of support costs - 2020**

	Unrestricted Funds		Restricted	Total
	General	Designated	£	Funds
	£	£	£	£
Support on H&S and employment law	-	-	37	37
Website design costs	-	-	446	446
General administration	253	-	1,853	2,106
Independent examiner's fees	-	-	384	384
Accountancy fees	-	-	5,616	5,616
	<u>253</u>	<u>-</u>	<u>8,336</u>	<u>8,589</u>

**Analysis of support costs - 2019**

Support on H&S and employment law	-	-	459	459
Website design costs	-	-	96	96
General administration	-	-	1,609	1,609
Independent examiner's fees	-	-	384	384
Accountancy fees	-	-	5,616	5,616
	<u>-</u>	<u>-</u>	<u>8,164</u>	<u>8,164</u>

The Parochial Church Council of the Ecclesiastical Parish of St Clement's, Oxford

Notes to the Financial Statements  
for the year ended 31st December 2020

..... continued

**5. Tangible fixed assets**

	Office equipment £	Total £
<b>Cost</b>		
As at 1st January 2020	2,942	2,942
As at 31st December 2020	2,942	2,942
<b>Depreciation</b>		
As at 1st January 2020	2,942	2,942
As at 31st December 2020	2,942	2,942
<b>Net book value</b>		
As at 31st December 2020	-	-
As at 31st December 2019	-	-

**6. Debtors**

	2020 £	2019 £
Gift Aid recoverable	8,567	4,523
VAT recoverable	11,990	-
Other debtors	598	1,942
	21,155	6,465

**7. Liabilities: amounts falling due within one year**

	2020 £	2019 £
Trade creditors	14,471	-
Accruals and deferred income	-	1,775
Taxation and social security	862	-
Other creditors	872	-
	16,205	1,775

The Parochial Church Council of the Ecclesiastical Parish of St Clement's, Oxford

Notes to the Financial Statements  
for the year ended 31st December 2020

..... continued

8. Fund details - 2020

	Balance at 1st January 2020 £	Income £	Expenditure £	Transfers £	Balance at 31st December 2020 £
<b>Unrestricted</b>					
General	254,369	98,147	(47,867)	(2,472)	302,177
Designated: Dawson cashflow	50,000	-	-	-	50,000
Windows	-	625	(625)	-	-
<b>Restricted</b>					
Asylum Welcome	63	-	-	-	63
The Children's Fund	1,510	8,355	(12,238)	2,472	99
The Children's Society	-	155	(155)	-	-
Crèche Room	180	-	-	-	180
Dawson Trust	127,823	57,793	(137,396)	-	48,220
Mission Gift Fund	272	8,371	(8,500)	-	143
Porch Steppin' Stone Centre	-	72	(72)	-	-
Rector's Discretionary Fund	494	200	(600)	-	94
Roof Alarm	364	-	-	-	364
Shared Space	660	-	(446)	-	214
Student Fund	352	-	-	-	352
Toddler Group	1,460	126	(240)	-	1,346
The Gatehouse	-	72	(72)	-	-
Welcome/Light	14,504	5,417	(19,920)	-	1
	452,051	179,333	(228,131)	-	403,253

Fund details - 2019

	Balance at 1st January 2019 £	Income £	Expenditure £	Transfers £	Balance at 31st December 2019 £
<b>Unrestricted</b>					
General	207,638	92,809	(44,226)	(1,852)	254,369
Designated: Dawson cashflow	50,000	-	-	-	50,000
Windows	33,227	-	(39,322)	6,095	-
<b>Restricted</b>					
Asylum Welcome	63	-	-	-	63
Bishop's Outreach Fund	-	-	(100)	100	-
The Children's Fund	510	5,881	(4,881)	-	1,510
The Children's Society	-	139	(139)	-	-
Church Weekend	-	520	(932)	412	-
Crèche Room	180	-	-	-	180
Dawson Trust	129,914	81,215	(76,800)	(6,506)	127,823
Mission Gift Fund	7	8,665	(8,400)	-	272
Oxford Winter Night Shelter	-	509	(509)	-	-
Porch Steppin' Stone Centre	-	264	(264)	-	-
Rector's Discretionary Fund	508	-	(14)	-	494
Roof Alarm	60	-	304	-	364
Shared Space	-	800	(140)	-	660
Soul Survivor	18	1,497	(3,266)	1,751	-
Student Fund	352	-	-	-	352
Toddler Group	1,720	568	(828)	-	1,460
Welcome/Light	4,106	11,042	(644)	-	14,504
	428,303	203,909	(180,161)	-	452,051

## The Parochial Church Council of the Ecclesiastical Parish of St Clement's, Oxford

### Notes to the Financial Statements for the year ended 31st December 2020

..... continued

#### 8. Fund details – (continued)

The designated fund: Dawson cashflow comprises funds set aside at the start of each year to ensure there is enough cash to last until the Dawson Trust grant arrives in late summer. The £50,000 assigned to the fund was determined on the basis of past experience.

The designated fund: Windows comprises an unrestricted legacy received in 2017 and 2018 and other donations, set aside for substantial repair work to the church windows.

The restricted fund: Dawson Trust represents amounts received from the Charity of Thomas Dawson as a 'contribution towards the upkeep and repair of the fabric of the Parish Church of St Clement's, and the maintenance of the services and furniture therein and subject thereto in furtherance of the religious and other charitable work of the Church of England, in the said ecclesiastical parish as the Parochial Church Council think fit'.

The restricted fund: Mission Gift Fund comprised gifts received during the 2020 Lent appeal to help support the mission partners of St Clement's and mission agencies (Open Doors UK,, A Rocha UK, Prison Fellowship, Mahabba, Centre for Muslim Christian Studies, Viva Doorsteps and the Oxford Pastorate)

The restricted funds: The Children's Society represents special collections at Christmas for this purpose and was fully expended in 2020.

The restricted fund: Porch Steppin' Stone Centre represents special collections at Christmas for this purpose. It was fully expended in 2020.

The restricted funds: The Gatehouse represents special collections at Christmas for this purpose and was fully expended in 2020.

The restricted fund: Church Welcome/Light comprises donations and regular giving specifically towards providing a more hospitable welcome to visitors to St Clement's Church.

The restricted fund: Crèche Room comprises a special donation received in 2015 specifically for furniture to make the refurbished Crèche Room a more friendly and useful place for young children. Amounts unspent by the end of 2020 will be used for similar purposes as needs arise.

The restricted fund: Soul Survivor comprises donations to enable our youth members to participate in the Soul Survivor summer camp in 2019. No camp took place in 2020.

The restricted fund: Toddler Group comprises surpluses built up over past years from Toddler Group activities and subsidies from the PCC. It is held to ensure the continued viability of the Toddler Group through peaks and troughs of income. It is to be used solely for Toddler Group purposes unless the PCC decides to close the Toddler Group, in which case any remaining money would revert to the general unrestricted fund.

The restricted fund: Rectors' Discretionary Fund exists to enable the Rector to respond in a loving and appropriate way to cases of urgent and extreme hardship where a short term small financial provision will make a significant difference to the well-being of the church member, or someone in our wider community.

The restricted fund: Children's Fund comprises donations to enable the church to employ a Children's worker.

The restricted fund: Church Weekend comprises donations received to enable the church to have a weekend of prayer and reflection in 2019.

The restricted fund: Shared Spare is a grant received from the Diocese of Oxford to enable this mission-based activity to take place.

The restricted fund: Student Fund is a grant received from the Diocese of Oxford to enable mission inspired work with students by St Clements.

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Notes to the Financial Statements  
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**8. Fund details (continued)**

The restricted fund: Roof Alarm comprises donations received to fund a roof alarm for St Clement's church.

The restricted fund: Asylum Welcome comprises donations received to give to the charity Asylum Welcome which helps refugees to the United Kingdom.

The restricted fund: Bishops Outreach comprised donations made during a service by the Bishop of Oxford at the St Clements. It was fully expended in 2019.

**9. Analysis of net assets by fund**

<b>2020</b>	<b>General unrestricted funds £</b>	<b>Designated unrestricted funds £</b>	<b>Restricted funds £</b>	<b>Total funds 2020 £</b>
Current assets	302,177	50,000	67,281	419,459
Current liabilities	-	-	(16,205)	(16,205)
	<u>302,177</u>	<u>50,000</u>	<u>51,076</u>	<u>403,181</u>
<b>2019</b>	<b>General unrestricted funds £</b>	<b>Designated unrestricted funds £</b>	<b>Restricted funds £</b>	<b>Total funds 2019 £</b>
Current assets	254,369	50,000	149,457	453,826
Current liabilities	-	-	(1,775)	(1,775)
	<u>254,369</u>	<u>50,000</u>	<u>147,682</u>	<u>452,051</u>

**The Parochial Church Council of the Ecclesiastical Parish of St Clement's, Oxford**

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**10. Related party transactions**

The Charity of Thomas Dawson (registered charity 203258), The Parochial Charities of St Clement, Oxford (registered charity 201989) and St Clement's Parish Property (registered charity 220051) are deemed related parties of the PCC as they are chaired by the PCC's Rector.

During the year the PCC received a donation of £57,793 (2019: £81,214) from the Charity of Thomas Dawson as a 'contribution towards the upkeep and repair of the fabric of the Parish Church of St Clement's, and the maintenance of the services and furniture therein and subject thereto in furtherance of the religious and other charitable work of the Church of England, in the said ecclesiastical parish as the Parochial Church Council think fit'.

During the year the PCC paid £6,000 (2019: £6,000) to St Clement's Parish Property in rent for the charity's office and the use of rooms for various activities

During the year, gifts of £1,025 (2019: £1,100) were paid to John Livingstone, the spouse of a Trustee as a full mission partner. The same amount was paid to the other mission partners of PCC.

During the year, gifts of £1,025 (2019: £nil) were paid to Transform, a UK charity supporting development projects in Uganda. Dr Jeremy Spearman, a Trustee of St Clements, is also a Trustee of Transform.

During the year, gifts of £400 (2019: £500) were paid to The Oxford Pastorate. Mrs Bethan Willis is an employee of the Pastorate and also a member of PCC.

During the year, a donation of £200 (2019: £nil) was paid to Mr C Dobson, a member of PCC, from the Rector's Discretionary Fund. The member played no part in the decision to award the donation.