



# **St Thomas with St Stephen**

**Parochial Church Council of  
ST THOMAS WITH ST STEPHEN  
TELFORD PARK**

**Annual Report of 2020 for the 2021 APCM**



## Church Membership

There are now 143 members on the Electoral Roll.

The average Sunday attendance in 2020 is too hard to calculate due to the amount of time spent in lockdown with online worship and then restricted numbers permitted in the building.

## PCC Membership

Members of the PCC are either ex-officio or elected by the APCM in accordance with the Church Representation Rules. During the year the following served as members of the PCC

<b>Clergy</b>	Revd. Martin Gordon until 1 <sup>st</sup> March 2020
<b>Churchwardens</b>	Glenn Bee Jenny Cairns
<b>Readers</b>	Helen White
<b>Deanery Synod Reps (2017)</b>	Fiona Carnegie Simon Hemsley Caroline Knox
<b>Elected Members</b>	<b>2017</b> Oliver Huggins (Treasurer) Justine Nsobani Peter Watts Ben Walker Chido Haasanen  <b>2018</b> Lizzie Lancaster  <b>2019</b> Sue Winter Kim Carter (resigned October 2020) Robert Musgrave Kadia Ly  Kate Morrison (Co-opted November 2020)

## Clergy, Readers and Staff

<b>Vicar</b>	Revd Martin Gordon until 1/3/20 and then In Vacancy.
<b>Youth Minister</b>	Sam Baker
<b>Children &amp; Families Minister</b>	Sue Musgrave
<b>Caretaker</b>	Shaun Knox
<b>Parish Administrators</b>	Sarah Bee and Rebecca Midwinter

**Interns**  
**Safeguarding Officer**  
**Bookings Coordinator**  
**Readers**

Sam Ewins and Josh Prendergast  
Sarah Bee  
Rebecca Midwinter  
Glenn Bee, Mike Hayes, Helen White, David Woods,

## **Vicar's Report**

*Sue Cooke*

STwSS spent the majority of 2020 in interregnum after the Vicar Martin Gordon left on March 1<sup>st</sup> and they had already begun the year with their Associate Minister and Children's Minister having just left. So, by the start of March 2020 they had experienced the loss of three significant members of staff within three months. This would have been a considerable challenge for any church. However, shortly after Martin's final Sunday Covid-19 became more widespread and within weeks the country was in lockdown and the church buildings had to close.

I was appointed as the new Vicar in August 2020 but was not to join the parish until January 2021.

Therefore, in this report I simply want to highlight the incredible job the church family did holding together and working together to navigate their way through an interregnum and a global pandemic.

It was a team effort; the staff team were flexible and went above and beyond with their time and adaptability, the PCC were on a steep learning curve and the Readers, Pastoral Team, Home Group Leaders the Tech team and many others all stepped up and did an incredible job.

The biggest thanks has to go to the churchwardens Glenn Bee and Jenny Cairns who found themselves leading the church through uncharted territories with ever changing advice and circumnavigating their way through the views and sometimes conflicting opinions of many of those around them. They worked extremely hard throughout the entire year, with at least daily phone calls, lots of meetings and diligent reading of documents. They had to take many difficult decisions and experienced an interregnum like no other. I don't believe the church could have been in better or safer hands through this period and we all owe them a huge debt of gratitude.

## **PCC report**

The PCC met seven times during the year with the main focuses being:

- Planning services and the technology needed during the Coronavirus pandemic and the lockdown restrictions.
- Impact on groups during the two Lockdowns including agreement of the Cafe closure.
- Oversight of the various ministries within the church with reports from the following: Youth Ministry, Children and Families Work, Wednesday Club, and World Church Group.
- Black Lives matter: Discussion on impact on the church.

- Finance – agreeing the Parish Support Fund pledge, reviewing the 2020 budget, monitoring café income and expenditure. When restrictions were introduced to combat the Coronavirus pandemic, income from church hall rentals dropped significantly and reviews were immediately carried out on staffing and eligibility for Government assistance, cleaning and utilities and negotiations with the Archdeacon over the Parish Support Fund payments.
- Buildings – receiving and discussing regular warden's updates.
- Recruitment planning for the new vicar including assistance from the Area Dean, Jonathon Croucher, who attended the June PCC meeting.

## **Youth Ministry**

*Sam Baker*

### **Youth Nights (Mondays, 7–9pm, 13–18s | Thursdays, 7–8.30pm, 10–13s)**

When we are not on lockdown, our two mid-week Youth Nights continue to be a place where young people from many different backgrounds enjoy a whole host of activities. There is a huge range in relation to where people are on their journey of faith and this is a beautiful challenge. During lockdown we have increased our content on the @stwssyouth Instagram with mini-videos, fun polls, music and photos. We also keep in touch through regular texts and phone calls.

### **Young Leaders (Aged 14+)**

One of the biggest highlights of the Youth Ministry is developing our Young Leaders. We now have ten Young Leaders (aged 14–17) serving at the Younger Youth Night on Thursdays. They bring so much energy, enthusiasm, willingness and have shown they are teachable. We love them!

### **Mid-week Youth Connect Groups & Youth Church (Sundays)**

In October 2020 we set up three mid-week Youth Connect groups to specifically enable more space in the programme for young people to go deeper in their faith in Jesus. One group is for 10–13s, one for 13–18s and one for the youth from the community. On Sunday mornings we continue to run Youth Church (on Zoom, when not in-person), running a series on Prayer and Christian Character.

### **Community Wide Youth Initiatives**

We would normally run the Ignite worship community-wide events three times a year (one event per school term) and invite other local youth groups – these events were unable to run in 2020. However, in 2020 we started a new network for Christian Youth Ministries in and around Clapham Park/Balham. We have teamed up with Knights Youth Centre, Ascension Balham, New Park Road Baptist Church, 60/40 project & CEFI – currently meeting weekly on Zoom to discuss issues and pray. There is a lot of potential for collaboration once we are allowed out to play again!

## **Haslemere Ventures Holidays**

During 2019 we had taken 34 young people to a Haslemere Ventures youth holiday. Sadly, during 2020 all three of the Haslemere holidays that we take young people on needed to be cancelled. However, we did run several online youth events.

## **Youth Summer Fun Day Outreach**

Usually we would run a Youth Summer Fun Day at St Stephen's in July with around 60 young people attending. It's a great witness to the community having our BBQ being held outside the front of the church and community members speak warmly about it as they passed by. Again, during 2020 this event was cancelled. We have however run a couple of outreach initiatives using a gazebo outside the front of St Stephen's and handing out goodies.

## **Internships**

Having not managed to recruit any Youth Interns for 2019/20, we are currently being hugely blessed by two Interns, Sam Ewins & Josh Prendergast, for 2020/21.

## **Volunteers**

A massive THANK YOU goes to all the volunteers who make this ministry possible. Without them, it wouldn't happen! Please pray God's blessing over this amazing team.

## **Children and Families' Ministry**

*Sue Musgrave*

I took over the post on 16 March, a week before churches closed, and the country went into the long lockdown, emerging in July.

### **Children**

From our first zoom service in March a Children's slot was incorporated, with a children's song. This developed over the months, and proved a good way of keeping the children in the service, enabling them to feel part of it, if only at the start. It also resulted in members of the church becoming more familiar with the children, as during that long period families sent in short videos which were included in the slot, which generally related to the theme of the service. Each family also received a weekly resource pack online, with activities to select for children from Nursery up to Year 6, for parents and children to do together. This was a good way of keeping in touch with the children, albeit indirectly. It was only from October to the beginning of December that we were able to work directly with children in the church, which was a great joy, although several families felt it was not yet the right time for them to join in. There were All-Age services in April, June, October and December, when a large number of children, and others from the church, took part mainly through pre-recorded items.

### **Families**

The most effective way of keeping in touch with families has been through our WhatsApp group, set up just as lockdown started. I have put an audio thought for the day on it daily (weekdays from September) with an accompanying song, in order to help us see our way through this time with hope and God's help. We have all shared our ups and downs. I have also written a weekly letter to families, along with the Sunday Resource pack.

Once we could meet outside from early July, we had several picnics on the Common where other church members joined too.

### **Little Bears**

Little Bears did not stop meeting from March through to December. From March to July we met on zoom, realizing how it is almost impossible to engage toddlers, and numbers dwindled right down. From early July we started Little Bears on the Common, and this soon became a great place to meet families with very young children. We sang, did treasure hunts, always had a bible story. We met new mums and widened the boundaries of the church by being outside. We kept this going right through to the end of October, when we were finally allowed back in church, with restrictions on numbers and activities. The bond, which began on the Common, developed into a strong sense of belonging for this very self-supportive group, despite social distancing. We continued meeting during the November – December Tiers, being a much-needed support group, for both children and parents.

### **Parents and Babies**

The well-publicised feelings of isolation and mental health issues experienced by parents of babies born during lockdown led us to start a parent and baby group at the beginning of November. Many said what a lifeline it was, and really valued the provision.

### **Worship**

*Eunice Brushfield-Hodges*

It says an enormous amount about our church leadership that there was only one Sunday in the initial stages of these lockdowns that we did not produce something online for our congregation!

As regards our sung Worship, we realised we needed to invest in a streaming Licence to put music online, and did begin by using YouTube clips, subsequently realising this was not totally the correct thing to do. Immediately our Band members began to use their initiative and started to record songs we could use, and it is to the Cairns family, Lizzie, Immy, Ingrid, Nic, Chido, Anya and the Choir – not forgetting Sue Musgrave with her Children's Songs – that my grateful and heartfelt thanks go, for furnishing our Songbank over the year, and is now nearing 100 video recordings for the 44 Zoom services that were produced!

In April we held our first evening service online, followed by four in the month of May and one in June. In October we were able to livestream our monthly evening worship from St Stephen's which was a real blessing. For Christmas we held two live Carol Services which were streamed on YouTube. Huge thanks are due to Carl and Ingrid for stepping in and taking over the organisation of the Band and Choir for these events, and also to the Tech Team for enabling all this to happen.

While worshipping on Zoom is not to everyone's taste, it is our prayer that over the year, we have been able to bring blessing to our congregation at home each time we use our gifts in this ministry.

## **Clapham Park Hope Ministry**

*Sam Baker | [claphamparkhope.org](http://claphamparkhope.org)*

Clapham Park Hope is an informal partnership of churches pooling resources to make a positive difference across Clapham Park. The core churches that are currently actively involved are; All Saints, St James, New Park Road Baptist and STwSS.

In 2020 we put in an immense amount of effort and work towards a week of mission, Hope 2020. Unfortunately, we had to cancel due to Covid-19. However, the spirit of unity between the churches involved is stronger than ever. The core team are continuing to meet regularly, currently fortnightly on Zoom, to share, dream dreams, plan events and be encouraged by each other.

Another legacy of Hope 2020 was the relationships that were strengthened within the local community. We are in regular communication with the local police, schools and other organisations about developing Youth initiatives within the Clapham Park area.

Another Good News story that came out of Hope 2020 was being able to connect someone with a Vicar from within the Clapham Park Hope network who blessed her husband's ashes at short notice, at a crematorium. This meant a lot to her.

## **Faithful Bean**

*Rebecca Midwinter*

The Faithful Bean Café remained popular with the local community in January 2020, although it was clear that the recent opening (Nov 2019) of another local café was having a negative effect on sales. The Café Management Committee was formed in Jan 2020, comprising the Café Manager, Bookings Coordinator, former Bookings Coordinator/current café volunteer, Café Bookkeeper/current café volunteer and the Vicar, reporting to the PCC. The Committee considered ways to increase local awareness of the Faithful Bean (e.g. targeted local flyers and social media posts); diversify the offering (e.g. weekly special hot meals) and introducing bookable café events (e.g. afternoon teas, catering for meetings in church spaces); and opening the café on Saturday mornings. The café was temporarily closed at the beginning of the pandemic in March 2020 and the PCC took the decision to permanently close the Faithful Bean Café in its current format in July 2020 to avoid further financial losses. In August 2020, church staff and volunteers opened the café for a 'pop-up' week as an opportunity to sell some remaining stock and to engage with the local community once more. The Wednesday Club and the new Mothers and Babies group were able to use the café each week until November 2020.

## Community Garden

*STwSS team: Jenny Cairns, Carl Cairns, Richard Lea, Lizzy Lea, Fiona Carnegie, Penny Church and Judy Stephenson*

We started a community garden at the St Thomas site in 2017, as part of the mission outreach of the church, engaging the wider community, providing a place of tranquillity and social contact. In the first COVID 19 lockdown activities were very restricted. However, as an outdoor activity, very beneficial to mental and physical health, it is possible to be in the garden and be social distanced. After a zoom session with other local community gardens, we decided to follow the advice of Lambeth regarding allotments. That is: that public access is to be restricted and sharing of garden tools avoided but gardening can continue. We set up a WhatsApp group and coordinated our visits to the garden so that we could keep track of who was there and what they were doing. We were able to grow lots of vegetables, including carrots, potatoes, chard, spinach and broccoli, and also fruit such as strawberries, raspberries and apples. We planted two Rowan trees in the paddock area as part of the Queen's Commonwealth Canopy project and started work on a bee and butterfly border.

We hope to engage more with the local community in the future, through family events and find out how the garden can fit into the STwSS Eco church goals.

To find out more please see our video:

[https://www.youtube.com/watch?v=z\\_8ZVHh6wQA&t=17s](https://www.youtube.com/watch?v=z_8ZVHh6wQA&t=17s)

## Home Groups

*Fiona Carnegie*

Home groups play a central part in growing discipleship and providing pastoral care.

There are eight groups – seven meeting on Wednesday evening, mostly fortnightly: and one on Friday afternoon. Some groups share a meal; but for all each meeting will include worship, Bible study and prayer. Around 80 church members were involved at the start of 2020.

In 2020 we explored Philippians in January and February and in Lent, before lockdown on March 17<sup>th</sup>, began to think about 'Caring for God's Creation' and Eco Church.

Lockdown meant finding different ways of supporting one another. From April, most groups were able to meet on Zoom and we reflected on sermons from Ephesians. Jane Andrews prepared study material based on passages from Luke's gospel for use in the Autumn.

During the pandemic, some groups have flourished; but those where members were working from home and/or home schooling sometimes struggled to meet in yet another virtual event; however, in every circumstance, groups have been a significant source of support and prayer for each other.

Fiona Carnegie co-ordinates the groups and, at the request of the churchwardens, Mike Hayes facilitated two meetings of home group leaders to share experience and to pray.



## **Young Adults**

*Lizzie Lancaster and Chido Haasanen*

Our homegroup went through a number of transitions in 2020. We started as two separate groups where Ben and Naomi led one group and Simo and Chido led the other. In March the groups met as one, led by Ben and Naomi, as Simo and Chido were unavailable. This was supposed to be a temporary situation, however, this is also when we transitioned to meeting online only due to the first lockdown. We continued to meet weekly as one group until our summer break when Ben and Naomi moved to Cambridge. After the summer holidays, Simo and Chido continued to lead the group, however, attendance numbers dwindled for various reasons, but one major reason was Zoom fatigue. We made a decision to move the meetings to once a fortnight to give members a break from Zoom. Another idea we came up with was to meet in each other's homes for a meal, following the rule of 6, then Zooming into homegroup as a group of 6 instead of being alone in your own home. That had to end by October as we entered another lockdown.

The restrictions have meant that we could not organise any social activities and these are how some of the Young Adults engaged with us. Whilst we still have 35 people in our Young Adults WhatsApp group, quite a few of them are no longer in London due to moving home or going to uni. In the past, the uni students would have returned to STWSS groups during their holidays, however, meetings being online has meant that they could all still attend their uni groups. This meant we haven't really engaged with the uni students we have on file.

Looking ahead to 2021, our regular members voted to return to meeting weekly, though still online as they really value the weekly interaction we all have together. We have also been discussing changing our homegroup name as none of the regulars are in the young adults age bracket. A name that doesn't point to an age-group perhaps?

Our Young Adults monthly gatherings could not go ahead for all of 2020. These meetings were organised by Lizzie Lancaster and Nic Long. At the end of December 2020 we said farewell to Nicolas Long and we are so thankful to him for his commitment to the Young Adults ministry over many years, including being one of the founding members and the first homegroup leader. As we begin to move services back into our buildings, we are discerning what is next for this gathering.

## **Prayer**

*Helen White and Linda Long*

The Covid-19 crisis highlighted our collective and individual need to support one another in prayer. Through the wonders of technology, we were able to continue the Tuesday morning prayer group when a small number (8 or 9) meet to pray for the pastoral and ministry needs of the church. During the Covid outbreak we continued to provide prayer ministry in a "breakout room" during the virtual church coffee mornings after our weekly on-line services.

Morning Prayer, using the CoE's Daily Prayer app was offered from Monday – Friday via the Zoom link with a short break in the summer when lock-down restrictions were lifted. Friday's

focus was for personal prayer while prayer during the rest of the week was mainly intercessory for the day and its tasks, the world and its needs and the Church and her life. While the number of attendees was small (usually 2 – 4) it felt important to be faithful in prayer on behalf of the whole church.

A [prayer@stwss.org.uk](mailto:prayer@stwss.org.uk) email was set up and received approximately 6 requests over the year. This was shared, in confidence, with another member of the prayer team and responded to with encouragement from Scripture.

## **Pastoral Support Group**

*Richard Lea*

During 2020 Pastoral Support Group members have continued to be Richard Lea (Chair), Fiona Carnegie (Secretary), Penny Church, Winston Baird and Martin Gordon (until 1 March 2020). The Group meets every two months, with a prayer meeting at Merle Davies's home in the intervening month.

The Group coordinates pastoral visits, prayer and practical support by members of the church to people in need of support for a range of reasons. Those supported need not be regular church attendees. Triggers for offering support can come from home groups, the Wednesday Club or through any other route including telephone calls to the church office. The Group also monitors requests for home communion, liaising with clergy and lay readers.

Each person supported has a "named lead person" from the Group who liaises with others from the church community who may be providing support to the individual.

By December 2020 there were eight people being regularly supported. Also a number of other people were prayed for and sometimes offered pastoral support on a more short term basis. The Pastoral Support Group as a model is encouraged by the Diocese. It has continued to support Fiona Carnegie in her role as Southwark Pastoral Auxiliary.

## **Safeguarding**

*Sarah Bee and Sam Baker*

We are working on renewing DBS for those volunteers that have needed one. We are streamlining our recruitment policy for volunteers in all areas, creating a more standardised process for people to join our teams as safely as possible across the whole church. During this year our two interns have completed C1 Training online with Southwark Diocese and we will be asking all our volunteers to do this during the year.

Safeguarding is vital for the protection of all vulnerable people who attend our church groups as these procedures enable us to protect and keep safe those in our care. Thank you to all our volunteers for their hard work and dedication.

## **Deanery Synod**

*Fiona Carnegie*

St Thomas with St Stephen is part of the Lambeth South Deanery. Deanery synods, receive information from, and pass information to, the Diocesan Synod (of which Margaret Headley is a member) and thence up to the General Synod. It consists of 14 Anglican parishes seeking to encourage, support and work together in mission and service. STwSS is represented in the 'House of Laity' (ex-officio members of the PCC) by Caroline Knox, Fiona Carnegie and Simon Hemsley, and the 'House of Clergy' by Martin Gordon until March 2020. In Feb at All Saints Lyham Road the theme of the Synod was Social Action; Jon Mann (Children's Society) and Elizabeth Maytom (Norwood and Brixton Foodbank), spoke about their work and synod experiences were shared. In June the Deanery, along with other churches in Lambeth, held an act of witness, prayer and reflection in Brockwell Park following the death of George Floyd. We collaborated with other local churches in the Robes Project's different style night shelter providing food. There was a Deanery meeting on zoom in October where attendees shared their experiences of ministry in Covid times. The Deanery looks forward to working together post Covid.

## **Social Action/Blessing**

*Penny Church*

### **Fairtrade**

Sales of fairly traded food and gifts at monthly stalls after the Sunday services had to cease in March 2020 due to the pandemic. They have continued since through congregation members ordering through Penny Church, who can either place orders online or draw from stock kept at home. Penny and team are open to suggestions going forward as to how to maintain Traidcraft's ethical message amongst the church community.

### **Foodbank**

Clapham Park Foodbank opened to Foodbank users twice weekly at All Nations Baptist Church, Poynders Road prior to 'lockdown 1' after which we moved to a delivery service. We continued operating there until the church started its long-planned redevelopment. We recruited an Administrator (Rita Sankoh) to cope with the increased workload, whose help and support has been invaluable. In August, we joined the other Lambeth Foodbanks to operate out of our South London Warehouse in Streatham Hill. Together we deliver to places as distant as Waterloo and Thornton Heath. As well as help with food and toiletries, foodbank users are offered signposting help to other services, access to grants and help filling in benefits claims.

The Lambeth Foodbanks provide parcels to around 2400 people per month of which a third are children or young people. We distribute around 28,000 kg of stock each month and rely on a network of churches, supermarket shoppers, schools, community groups and individuals to donate the food needed to fulfil this demand. In December, we sent out over 1000 Christmas food hampers to those the most needy households as identified by our partner agencies. They contained toys and games for families and toiletry gifts for adults.

Volunteers from the local community and local churches including several from STwSS help with the foodbank; tasks include packing parcels, calling recipients or delivering food. Do contact Penny Church if you would like to offer a few hours a week. The Foodbank thanks STwSS for its support, prayer and giving.

## **Wednesday Club**

*By Helen White*

The pandemic hit this group very hard as most of them were in the vulnerable category through age or underlying health conditions, as well as many living alone. We divided the group between us to ensure every member was telephoned or visited every fortnight at least, making sure they had access to food deliveries, etc.

One member, Sylvia, lost her son on Mothering Sunday following a long-term illness. Sylvia invited Fiona to attend the funeral with her, when it was eventually permitted, and she has continued to offer pastoral support.

As the café remained closed, we continued with fortnightly afternoon teas and Fiona hosted informal bring-your-own picnic lunch on alternate weeks. In September, this transferred to weekly soup, bread and cake lunches back in the café, observing relevant C-19 safety protocols, cooked by the team. Vic Barker, a local and past member of STwSS, joined the team for a while supplying some excellent cakes!

The team has continued to maintain contact with all the group through Lockdowns 2 & 3. Some come along to sit in the sunshine outside St Thomas' at what they call "Codgers' Corner" happy to just watch the world go by and occasionally bump into a friend. All have taken up the offer of vaccination and are looking forward to being able to meet together again soon.

## **World Church Group**

*Linda Lineham*

*Members: Linda Linehan, Sue Musgrave, Justine Nsobani, Camilla Simpson, David Woods, Demelza Baker, Rachel Stokes*

Linda took on the role of Chair of the group in February 2020, when Sue Musgrave stepped down as Chair (continuing as a member), with Camilla acting as Secretary. Demelza moved with her family to Wales in December 2020 and David stepped down in March 2021, after many years on the group. We would like to express our huge thanks to both Demelza and David for their wonderful contributions to the group and to mission in general.

**We are actively seeking new members** – including those who have mission partners they are connected to already. We welcome anyone interested in the work of the world church and in our Mission Partners to talk to us about joining the World Church Group. We meet together roughly 4 times each year, with work on specific issues continuing between meetings.

## **Our role:**

We seek to grow the missional heart of the church by enabling it to benefit from and share in the ministry of Mission Partners and the wider church. We also want to encourage individuals and groups in their own journey of responding to God's call to be part of this work, in both short term and longer term mission – both locally and, in particular, in other parts of the world. We spend a significant part of each meeting in prayer for each of our mission partners.

We consider applications for support from the STwSS Short Term Mission Fund, from individuals and groups planning mission trips. The World Church Group also recommends mission partners, and provides the formal communication channel for information about partners and their projects. Once every 3 years the group reviews the continuation of partners, making recommendations against agreed criteria. To support this, we have developed a number of frameworks and guidance documents e.g. to support those planning short-term teams or to aid our consideration of existing and new mission partners.

## **Covid 19**

Generally we would expect each year or every 2 years to have a "mission fair" where we invite people to learn more about our mission partners and where possible meet representatives of the different organisations that we partner with. We would also expect to have at least one team of folk from STwSS visit and engage personally in the work of our partners. Covid 19 has meant that we have not been able to go ahead with short-term team visits; and as we have not been meeting in church for most of the past year, we postpone plans for another mission fair. However, this has not reduced the contact we have with our partners, nor disrupted the regular updates, prayer and encouragement that we see from their work! And short-term team visits remain as prospects, once we can travel safely.

## **Our Mission Partners**

**Latin Link** – *Sue Musgrave is the STwSS link*

**Paul and Ruth Turner**, based in Lima, Peru, work with Latin Link; Paul as International Team Leader, and Ruth as Member Care for Latin Link's long term mission workers. Through Latin Link, five short term teams from STwSS visited **Juan Carlos and Kelly Lopez** based in La Florida, south of Lima, between 2008 to 2017.

**Providence House** – *David Woods is the STwSS link*

A Christian-based youth and community centre in Battersea, working with young people and families for over 50 years, with a partner Farm on Dartmoor. Sue and Robert Musgrave have led/been closely involved in the work of Providence House for the past 40 years and several members of STwSS have been connected as trustees or volunteers.

**First Response Radio** – *Camilla Simpson is the STwSS link*

**Mike and Brigit Adams** (under Far East Broadcasting Company (FEBC))

FRR is a network of radio broadcasters, NGOs and Government partners, and delivers critical information via radio, as aid to affected communities in the immediate aftermath of disasters. Mike the International Co-ordinator with his wife Bridget is now back in the UK, after many years in the far East.

## **International China Concern (ICC)** – *Linda Long is STwSS link*

ICC is a Christian development charity (one of a handful in China), partnering since 1993 with the Chinese government to develop social welfare, vocational and family services for China's most vulnerable children (mainly abandoned, disabled children) and families. Long term volunteer specialists (physios, speech and language, mobility) empower and train Chinese nationals as part of seeing communities transformed as attitudes to disability change. The Family Partners Programme enables families to keep their disabled children at home. Coronavirus saw ICC projects in complete lockdown for much of 2020, with 80 local care-givers and 3 foreign long term volunteers living 24/7 with those in ICC's care and unable to go their own homes for 3 months.

## **ADSMKE** – *Demelza Baker is the STwSS link*

**Anglican Development Services of Mount Kenya East.** Their goal is to mobilise the Church in Kenya to bring hope, transformation and empowerment to some of the poorest communities on earth. Bible studies are used to enable local churches to set up community development projects.

## **Eco Church**

*By Kate Morrison*

Eco Church last met in February 2020 where we discussed the results of a cross church survey carried out at the start of the year and made tentative plans about how to implement some actions over 2020.

The survey was carried out to discover how the congregation felt about areas of eco engagement ranging from:

- making our buildings and ministries more environmentally friendly;
- encouraging people to live more gently on God's earth;
- political engagement in climate change
- eco-community events and connecting faith and worship more fully with God's creation.
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The feedback was generally positive in all areas. Thanks to Rachel Stokes for her hard work pulling all the responses together.

It was our intention to organise events and activities based on our findings. Due to the pandemic we have yet to put a plan into action.

However, thanks must go to Isabel White for talking to Sam about our eco-church in the summer as well as to Penny Church for kickstarting the eco-tip of the week in the newsletter in August 2020.

## **Churchwardens' Report**

*Glenn Bee and Jenny Cairns*

The role of the CW includes the oversight of both building, grounds, fabric and contents as well as support for the clergy.

Regular work includes authorising, overseeing and liaising with companies to provide a range of services to maintain the utilities and the fabric of the buildings and routine submissions to the diocese and Charities Commission.

The interregnum and Covid 19 had a significant effect on the work and the role. We worked closely with the Readers, Youth and Families ministers, the 'Tech Team' and visiting Clergy in order to maintain and broadcast Sunday services, re-evaluating what could be achieved within the restrictions imposed by Covid 19 measures, on a continuous basis. Governance of the church finances initially presented some challenges as regular bookings of our buildings ceased. Sadly, it became clear after several meetings and discussions, that the café was not sustainable. We sought advice and guidance from Southwark HR when closing the café with resultant staff redundancies and staff placed on furlough. With assistance and guidance from our Archdeacon and patrons we oversaw the putting together of the Parish Profile and selection of the new incumbent.

Due to limited use of the buildings only a small amount of routine and necessary maintenance was required. The 5 yearly electrical inspections were untaken and the yearly servicing of the heating systems. Following the theft of lead at St Thomas's, we secured repair and costs from our insurers.

## **Use of St Thomas' and St Stephen's**

*By Rebecca Midwinter*

The main worship space at St Thomas' remains popular for children's birthday parties and is usually booked for at least 1 or 2 of these every weekend. It is also a popular venue for evening parties such as charity and school fundraisers, concerts and larger funeral wakes. The café space has become increasingly popular for children's parties, especially smaller gatherings for younger children, sometimes combined with the Upper Hall. Customers continue to enjoy use of the café kitchen for both small and large events and feedback on the facilities is very positive.

Our regular users at St Thomas' remain Kumon Tuition, London Dance Academy, Pilatespluswellness, Aquarius Drama, Perform, Baby Sing & Sign, Bach to Baby, Stephanie Parker Dance, Baby Hive and SLOW. Fiddle Paradiddle have moved back to the Bedford but still hold a handful of ceilidhs at St Thomas' close to Christmas, New Year's Eve and Burn's Night. There is a new addition of Carl Jackson Martial Arts, providing both adult and children's classes. The London Dance Academy has added an adult class and is hoping to add another children's class. While some other venues remained closed from March 2020 onwards, St Thomas' and St Stephen's re-opened for several months and was able to provide spaces for additional pilates classes and two new users, one of whom would like to remain at St Thomas in preference to returning to their usual venue. Feedback regarding the upkeep and maintenance of the building remains extremely positive from regular users, although improvements to equipment storage facilities could be made.

There is little change at St Stephen's and it remains busy with Montessori and Little Learners nurseries Monday to Friday, regular weekly playgroups in the Worship Space, Guides and

Scouts in the Rear Hall and a weekly group counselling session for mothers with post-natal depression in the Lounge with a concurrent creche in the Side Hall. St Stephen's also continues to be hired on a regular basis by Power of the Living Word, 7th Day Adventists and the Christian Community of London.

## **The Weir Link**

*By Mike Hayes*

The Weir Link is a charity inspired and realised by church members and residents over a decade ago to bring about change, create opportunities for people to grow and create a community where everyone is valued and encouraged and where diversity is cherished and enjoyed.

Our base is a purpose designed building on Weir Road that is home to a nursery and a range of community activities.

After several difficult years, during 2020

- carried out improvements to the building;
- put financial management systems in place;
- worked with our key partners – The London Early Years Foundation and The Michael Tippet College – to cope with the pandemic;
- appointed Lizzie Taczalski as Business Development and Marketing Manager to work alongside Community Centre Manager Andrea Dennis;
- set up a new website;
- undertook an audit to re-assess our strengths and weakness and gather information on the community of Thornton Ward;
- asked local people what they wanted to do; and
- made plans for new activities and services after lockdown.

We are looking for new trustees and volunteers, so let us know if you are interested.

To find out more go to: <https://www.theweirlink.org.uk/>



# Reserves Policy

*By Oliver Huggins*

**Adopted by STWSS PCC on 1 April 2019**

## 1. Background

The Charities Act 2011 requires that the PCC sets its Reserves Policy, and that this is disclosed as part of the Annual Report.

## 2. Principles

The PCC should only keep money in reserve for specific reasons. While the Bible clearly indicates that we should not hoard, it is also important that we make sensible provision for known future events, and take responsibility for our commitment to others, including our employees.

The PCC is transparent and accountable to its stakeholders, including the congregation, the diocese, and the community we live in. The PCC must demonstrate that it is achieving its charitable objects.

The PCC must plan its work in advance, and set an expenses budget, and then ensure that its income is sufficient to deliver this work. It is important that reserves are available to cover unexpected variations in its income and expenses.

## 3. Policy statement

STWSS will hold unrestricted cash sufficient to cover the following:

### Building Fund

At a minimum, the Fund must hold sufficient funds to cover a material unexpected building cost. This is estimated to be **£20,000**. In addition, the PCC may decide to accrue within the Fund in order to prepare for known or likely large building costs over a number of years (for example, re-roofing a building or a quinquennial review).

### General Fund

This is 'run off' amount. At a minimum the GF should have two months' general running costs not including the Diocesan Quota nor the Mission Transfer. As of YE2018 this is estimated to be **£30,000**.

### Mission Fund

The purpose of the Mission Fund is to hold **funds for specific missional purposes**. For example, this includes the WCG distributions and also donations that are for planned Missions (eg: China Trips).

The broader Mission of the Church is underpinned by the General Fund (above), as can be seen by our tabulation of the accounts which shows Mission & Giving and Buildings & Admin separately.

10% of regular giving is apportioned into the Mission Fund each month from the General Fund such that in addition to funds for planned missions, the Fund should normally hold a buffer £10,000 for unforeseen or ad-hoc Mission costs. This can be disbursed under the authority of the Standing Committee. When the £10,000 buffer is achieved the 10% apportionment stops.

**In summary therefore, the Church is required to carry minimum unrestricted reserves of £60,000 in these three Funds. If the reserves fall below this level then rebuilding them will be the highest priority of the PCC.**



**Parochial Church Council of  
ST THOMAS WITH ST STEPHEN  
TELFORD PARK**

**Financial Statements  
For the year ended 31 December 2020**



**Parochial Church Council of St Thomas with St Stephen, Telford Park**  
**Financial Report for the year ended 31 December 2020**

**General Fund cumulative surplus is £16,766** The St Thomas with St Stephen (STwSS) General Fund generated a deficit of -£1,086 in 2020 (2019: surplus £2,801). The General Fund surplus carried forward at 31 December 2020 is £16,766 (2019 surplus: £17,853).

The current year deficit of -£1,086 is made up of a surplus of £13,698 on income and expenditure, plus a net transfer of £14,784 to other funds.

<b>Total giving has reduced and the congregation gave generously and prayerfully on Gift Day</b>	<b>Giving income</b>	<b>2020</b>	<b>2019</b>	<b>Change</b>
	General giving	189,219	208,842	(9)%
	Earmarked & mission giving	50	17,096	(100)%
	Total	189,269	225,938	(16)%

General giving decreased by £19,623 compared to last year. Regular monthly giving was at a comparable level to the prior year. Earmarked & mission giving was reduced as no mission trips were organised.

The congregation responded prayerfully and generously to the Gift Day, making one-off donations including Gift Aid of £46,000.

<b>Other Trading income decreased by £34,303</b>	<b>Trading income</b>	<b>2020</b>	<b>2019</b>	<b>Change</b>
	Buildings income	80,017	120,865	(34)%
	Other trading income	8,928	43,231	(79)%
	Total	88,944	164,096	(46)%

Buildings income & other trading income were reduced as the government's response to COVID-19 meant the churches were closed for much of the year. The PCC took the difficult decision to close the cafe permanently in 2020, and would like to thank the cafe staff, our volunteers, and the cafe's customers.

<b>Parish Support Fund payment increased by £3,000</b>	<b>General Fund expenditure</b>	<b>2020</b>	<b>2019</b>	<b>Change</b>
	Diocesan Parish Support Fund	100,000	97,000	3%
	Buildings	61,082	100,753	(39)%
	Salaries	99,712	123,371	(19)%
	Other General Fund expenses	23,568	36,216	(35)%
	Total	284,362	357,340	(20)%

The parish's contribution to the Diocesan Parish Support Fund, which funds clergy in this & other parishes, increased to £100,000.

The PCC spent £61,082 (2019: £100,753) on the church buildings, a decline of 39% due to the closure of the churches for much of the year, and cost-cutting, where possible, by the PCC.

Salary costs are lower because the closure of the cafe meant the loss of 2 members of staff - the PCC thanks them for their hard work and dedication. The parish had 5 staff members at year end.

Other General Fund expenses decreased by £12,648 compared to the prior year, as services moved online, and other savings were made by the PCC.

**The PCC has budgeted for a General Fund deficit of £45,000 in 2021** The PCC's draft faith budget forecasts a structural deficit of £45,000 in 2021, before any additional giving through a Stewardship campaign, consistent with prior year budgets.

**The PCC took action to mitigate the financial impact of the government's response to COVID-19, where possible** The PCC took action in 2020 to manage the financial implications of the COVID-19 pandemic, particularly on cashflow and financial stability, including cutting costs and furloughing staff where possible. The PCC will continue to closely monitor income and costs through 2021.

The PCC is very grateful to everyone who contributed their money, time, and prayer to support the parish in 2020, and pray for your continued support in 2021.

**Report of the Independent Examiner****To the Trustees of the Parochial Church Council of St Thomas with St Stephen, Telford Park****On the Financial Statements for the year ended 31 December 2020**

I report on the accounts of the PCC for the year ended 31 December 2020, which are set out on pages 3 to 9.

**Respective responsibilities of trustees and examiner**

The charity's trustees are responsible for the preparation of the accounts. The charity's trustees consider that an audit is not required for this year under section 144(2) of the Charities Act 2011 (the 2011 Act) and that an independent examination is needed. The church's gross income exceeded £250,000 and I am qualified to undertake the examination by being a qualified member of Association of Chartered Certified Accountants (ACCA).

It is my responsibility to:

- examine the accounts under section 145 of the 2011 Act;
- follow the procedures laid down in the General Directions given by the Charity Commission under section 145(5)(b) of the 2011 Act; and
- state whether particular matters have come to my attention.

**Basis of independent examiner's report**

My examination was carried out in accordance with the general Directions given by the Charity Commission. An examination includes a review of the accounting records kept by the charity and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts, and seeking explanations from you as trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit and consequently no opinion is given as to whether the accounts present a 'true and fair view' and the report is limited to those matters set out in the statement below.

**Independent examiner's statement**

In connection with my examination, no matter has come to my attention:

(1) which gives me reasonable cause to believe that in any material respect the requirements:

to keep accounting records in accordance with section 130 of the 2011 Act; and

to prepare accounts which accord with the accounting records and comply with the accounting requirements of the 2011 Act have not been met; or

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



S.A. Lewcock FCCA  
Windsor Lodge  
Millfield Road  
Hounslow  
Middlesex TW4 5PN  
12 April 2021

**Balance Sheet**  
**at 31 December 2020**

	Note	2020 £	2019 £
<b>Fixed Assets</b>	2		
Tangible fixed assets	1(f,g)	-	-
<b>Current Assets</b>	1(e)		
Cash at bank and in hand		69,396	57,434
Short term deposits		-	-
Marketable securities		288	382
Debtors	3	<u>16,581</u>	<u>23,956</u>
		86,265	81,772
<b>Liabilities: amounts falling due within one year</b>	4	<u>(14,007)</u>	<u>(8,923)</u>
<b>Net Current Assets / (Liabilities)</b>		<u>72,258</u>	<u>72,849</u>
<b>Liabilities: amounts falling due after one year</b>		<u>-</u>	<u>-</u>
<b>Total Net Assets</b>		<u>72,258</u>	<u>72,849</u>
<b>Parish Funds</b>	5 & 8		
Unrestricted		59,443	59,066
Restricted		12,815	13,784
Endowment		<u>-</u>	<u>-</u>
<b>Total Parish Funds</b>		<u>72,258</u>	<u>72,850</u>

Approved by the Parochial Church Council on 12 April 2021  
and signed on its behalf on 12 April 2021 by:



Oliver Huggins, Treasurer

Notes 1–10 attached form part of these accounts

**Statement of Financial Activities  
for the Year Ended 31 December 2020**

	Note	Unrestricted Funds £	Restricted Funds £	TOTAL FUNDS	
				2020 £	2019 £
<b>Income and endowments</b>					
Income and endowments from donors	6(a)	189,219	50	189,269	225,938
Other voluntary Income and endowments	6(b)	1,000	-	1,000	-
Income from charitable and ancillary trading	6(c)	88,944	1,530	90,474	164,096
Other ordinary income and endowments	6(d)	18,990	-	18,990	-
Income from investments	6(e)	<u>1</u>	<u>-</u>	<u>1</u>	<u>19</u>
<b>Total Income and endowments</b>		298,154	1,580	299,734	390,053
<b>Expenditure</b>					
Grants	7(a)	11,250	2,304	13,554	25,798
Activities directly related to the work of the church	7(b)	176,530	243	176,774	224,384
Church management and administration	7(c)	<u>109,902</u>	<u>-</u>	<u>109,902</u>	<u>135,579</u>
<b>Total Expenditure</b>		297,683	2,548	300,230	385,762
		<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
<b>Net Income/(Expenditure)</b>		472	(968)	(496)	4,291
<b>Gains/(Losses) on Investments</b>					
Realised		-	-	-	-
Unrealised		(94)	-	(94)	(46)
<b>Net Transfers Between Funds</b>		<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
<b>Surplus/(Deficit) for Year</b>		377	(968)	(591)	4,245
<b>Balances Brought Forward at 1 January 2020</b>		<u>59,066</u>	<u>13,784</u>	<u>72,850</u>	<u>68,604</u>
<b>Balances Carried Forward at 31 December 2020</b>	5	<u>59,443</u>	<u>12,815</u>	<u>72,259</u>	<u>72,850</u>

Notes 1–10 attached form part of these accounts

## 1 Accounting Policies

### a General

The financial statements have been prepared in accordance with the Church Accounting Regulations 2006 and the Statement of Recommended Practice on Accounting and Reporting by Charities (FRS 102), and applicable accounting standards. The financial statements have been prepared under the historical cost convention except for the valuation of investment assets, which are shown at market value.

### b Funds

General funds represent the funds of the PCC that are not subject to any restrictions regarding their use and are available for application on the general purposes of the PCC. Funds designated for a particular purpose by the PCC are also unrestricted. The accounts include all transactions, assets and liabilities for which the PCC is responsible in law. They do not include the accounts of church groups that owe their main affiliation to another body nor those that are informal gatherings of Church members.

### c Income and endowments

#### Income and endowments from donors, Other voluntary Income and endowments, and Income from charitable and ancillary trading

Collections are recognised when received by or on behalf of the PCC. Planned giving receivable under Gift Aid is recognised only when received. Income tax recoverable on Gift Aid donations is recognised when the income is recognised. Grants and legacies to the PCC are accounted for as soon as the PCC is notified of its legal entitlement, the amount due is quantifiable and its ultimate receipt by the PCC is reasonably certain. Funds raised by events and from the sale of books and magazines are accounted for gross. Rental income from the letting of church premises is recognised when the rental is due.

#### Income from investments

Dividends and interest are accounted for when received.

#### Gains and losses on Investments

Realised gains or losses are recognised when investments are sold. Unrealised gains or losses are accounted for on revaluation of investments at 31 December. Investments are valued at market value at 31 December.

### d Expenditure

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

The diocesan quota is accounted for when payable. Any quota unpaid at 31 December is provided for in these accounts as an operational (though not a legal) liability and is shown as a creditor in the Balance Sheet.

### e Current assets

Amounts owing to the PCC at 31 December in respect of fees, rents or other income are shown as debtors less provision for amounts that may prove uncollectable. Short-term deposits include cash held on deposit either with the Central Board of Finance of the Church of England or at the bank.

### f Fixed assets

Consecrated land and buildings and moveable church furnishings: Consecrated and beneficed property is excluded from the accounts by section 10 of the Charities Act 2011. No value is placed on moveable church furnishings held by the churchwardens on special trust for the PCC and which require a faculty for disposal since the PCC considers this to be inalienable property. All expenditure incurred during the year on consecrated or benefice buildings and moveable church furnishings, whether maintenance or improvements, is written off in the Statement of Financial Activities and separately disclosed.

### g Furniture & equipment

Purchases of fixtures, fittings, furniture and office equipment are written off when the asset is acquired.

### h Donated goods, facilities and services, including volunteers

Donated professional services, goods, and facilities are recognised as income when the charity has control over the item, any conditions associated with the donated item have been met, the receipt of economic benefit from the use by the charity of the item is probable and that economic benefit can be measured reliably. In accordance with the Charities SORP (FRS 102), time spent by volunteers is not recognised in the financial statements, and the annual report contains more information about their contribution.

On receipt, donated professional services and donated facilities are recognised on the basis of the value of the gift to the charity which is the amount the charity would have been willing to pay to obtain services or facilities of equivalent economic benefit on the open market; a corresponding amount is then recognised in expenditure in the period of receipt.



Parochial Church Council of St Thomas with St Stephen, Telford Park  
Notes to the Financial Statements for the Year Ended 31 December 2020

2 **Fixed Assets**

The PCC does not have any fixed assets.

3 **Debtors**

	2020 £	2019 £
Income tax recoverable	12,965	14,610
Prepayments & other debtors	3,616	9,346
<b>Balance 31 December</b>	<b>16,581</b>	<b>23,956</b>

4 **Creditors**

	2020 £	2019 £	
<i>Amounts falling due within one year</i>			
Tax & social security	-	-	1,223
Deposits held	1,000	1,000	1,918
Other creditors	13,007	7,923	3,141
<b>Balance 31 December</b>	<b>14,007</b>	<b>8,923</b>	

5 **Movement in Funds**

Unrestricted Funds	General	Building	Mission	TOTAL 2020	TOTAL 2019
	£	£	£	£	£
Balance 31 December 2019	17,853	19,625	21,588	59,066	56,942
Income and endowments (note 6)	298,154	-	-	298,154	372,911
Expenditure (note 7)	(284,362)	-	(13,321)	(297,683)	(370,788)
Transfers between funds (notes 6 & 7)	(14,784)	-	14,784	-	-
Gain/(loss) on investments	(94)	-	-	(94)	-
Surplus/(deficit) for the year	(1,086)	-	1,464	377	-
Balance 31 December 2020	16,766	19,625	23,052	59,443	59,066

Restricted Funds	Legacies & Gifts	Earmarked	Gift Day	TOTAL 2020	TOTAL 2019
	£	£	£	£	£
Balance 31 December 2019	7,380	5,325	1,078	13,784	11,662
Income and endowments (note 6)	-	1,580	-	1,580	17,096
Expenditure (note 7)	-	(2,198)	(350)	(2,548)	(14,973)
Transfers between funds (notes 6 & 7)	-	-	-	-	-
Gain/(loss) on investments	-	-	-	-	-
Surplus/(deficit) for the year	-	(618)	(350)	(968)	2,122
Balance 31 December 2020	7,380	4,707	728	12,816	13,784

6 **Income and endowments**

	<i>Unrestricted Funds</i>			<i>Restricted Funds</i>			TOTAL 2020	TOTAL 2019
	General	Building	Mission	Legacies & Gifts	Earmarked	Gift Day		
	£	£	£	£	£	£	£	£
<b>a Income and endowments from donors</b>								
Planned giving								
Total Giving	120,750	-	-	-	-	-	120,750	134,281
Tax recoverable on Gift Aid	30,188	-	-	-	-	-	30,188	34,220
Other planned giving	38,282	-	-	-	50	-	38,332	56,188
	189,219	-	-	-	50	-	189,269	225,938
<b>b Other voluntary Income and endowments</b>								
Grants	1,000	-	-	-	-	-	1,000	-
<b>c Income from charitable and ancillary trading</b>								
Buildings income	80,017	-	-	-	-	-	80,017	120,865
Events & merchandise	-	-	-	-	1,530	-	1,530	-
Youth work	-	-	-	-	-	-	-	265
Café income	8,213	-	-	-	-	-	8,213	41,058
PCC fees for services	715	-	-	-	-	-	715	1,908
Other trading income	-	-	-	-	-	-	-	-
	88,944	-	-	-	1,530	-	90,474	164,096
<b>d Other ordinary income and endowments</b>								
Insurance claims	18,990	-	-	-	-	-	18,990	-
<b>e Income from investments</b>								
Interest & dividends	1	-	-	-	-	-	1	19
<b>Total Income and endowments</b>	<b>298,154</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>1,580</b>	<b>-</b>	<b>299,734</b>	<b>390,053</b>
<b>Transfers from other funds</b>	<b>-</b>	<b>-</b>	<b>14,784</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>14,784</b>	<b>35,771</b>
<b>Total</b>	<b>298,154</b>	<b>-</b>	<b>14,784</b>	<b>-</b>	<b>1,580</b>	<b>-</b>	<b>314,518</b>	<b>425,824</b>

Parochial Church Council of St Thomas with St Stephen, Telford Park  
Notes to the Financial Statements for the Year Ended 31 December 2020

7 **Expenditure**

	Unrestricted Funds			Restricted Funds			TOTAL	TOTAL
	General	Building	Mission	Legacies & Gifts	Earmarked	Gift Day	2020	2019
	£	£	£	£	£	£	£	£
<b>a Grants</b>								
Missionary societies	-	-	6,750	-	-	-	6,750	6,600
Home missions & Church societies	-	-	4,500	-	1,954	-	6,454	18,998
Parish Sharing Fund	-	-	-	-	-	350	350	200
Secular charities	-	-	-	-	-	-	-	-
	-	-	11,250	-	1,954	350	13,554	25,798
<b>b Activities directly related to the work of the church</b>								
Ministry								
Diocesan quota	100,000	-	-	-	-	-	100,000	97,000
Clergy expenses	105	-	-	-	-	-	105	900
Other ministry expenses	377	-	-	-	-	-	377	579
St Stephen's Church building								
Maintenance (St S)	4,867	-	-	-	-	-	4,867	9,547
Utilities (St S)	2,755	-	-	-	-	-	2,755	6,817
Other running expenses (St S)	15,927	-	-	-	-	-	15,927	23,105
St Thomas' Church building								
Maintenance (St T)	10,389	-	-	-	243	-	10,632	12,173
Utilities (St T)	4,548	-	-	-	-	-	4,548	13,564
Other running expenses (St T)	22,597	-	-	-	-	-	22,597	35,771
Support costs								
Youth work	1,340	-	2,071	-	-	-	3,411	10,066
Training	110	-	-	-	-	-	110	4,400
Worship-related expenses	8,662	-	-	-	-	-	8,662	8,455
Furniture & equipment	2,784	-	-	-	-	-	2,784	2,006
	174,460	-	2,071	-	243	-	176,774	224,384
<b>c Church management and administration</b>								
Expenses	10,190	-	-	-	-	-	10,190	12,207
Salaries	99,712	-	-	-	-	-	99,712	123,371
Salary & administration expenses	109,902	-	-	-	-	-	109,902	135,579
<b>Total Expenditure</b>	<b>284,362</b>	<b>-</b>	<b>13,321</b>	<b>-</b>	<b>2,198</b>	<b>350</b>	<b>300,230</b>	<b>385,762</b>
<b>Transfers to other funds</b>	<b>14,784</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>14,784</b>	<b>35,771</b>
<b>Total</b>	<b>299,147</b>	<b>-</b>	<b>13,321</b>	<b>-</b>	<b>2,198</b>	<b>350</b>	<b>315,015</b>	<b>421,532</b>

## 8 Fund details

### a Unrestricted Funds

General Fund	Used for all general receipts and expenditure.
Building Funds	A reserve for redevelopment at St Thomas's and the future maintenance of both churches. The next St Stephen's quinquennial inspection will take place in 2022 (the previous one was in 2017) & St Thomas's will take place in 2024 (the previous one was in 2019).
Mission Fund	A reserve which holds 10% of the year's incoming and endowments from donors, excluding Gift Day and certain other giving. During the financial year, £13,321 was distributed:
	£
	ADSMKE 2,250
	FEBA 2,250
	International China Concern (ICC) 2,250
	Intern Fund 2,071
	Latin Link 2,250
	Providence House 2,250

### b Restricted Funds

Legacies & Gifts Fund	Used for legacies and substantial gifts. None were received during the year. There was no expenditure during the year.
Earmarked Funds	Used for gifts for purposes earmarked by donors, including gifts toward for mission partners and projects pending distribution. During the financial year, £2,198 was distributed to the following:
	£
	Community Garden 243
	Tear Fund 1,954
Gift Day Fund	Used for the proceeds of Gift Day to be paid to external parties. £350 was paid out of the Parish Sharing Fund during the year.

## 9 Staff Costs

	2020	2019
	£	£
Wages and salaries	89,463	108,894
Employer's national insurance costs	4,720	7,246
Pension costs (defined contribution schemes)	5,529	7,231
<b>Total</b>	<b>99,712</b>	<b>123,371</b>

During the year the PCC employed 7 staff, none of whom earned more than £60,000 pa. The PCC employed 5 staff at year end. Apart from the clergy expenses included in Note 7 above, 3 PCC members were reimbursed expenses totalling £1,964, which were incurred for and on behalf of the PCC. No PCC member received any remuneration for carrying out their role.

## 10 Independent Examiner

The independent examiner was paid £415 during the year for his services in respect of examining the church accounts for the year ended 31 December 2019. The independent examiner will be paid £415 in 2021 for his work examining the church accounts for the year ended 31 December 2020.



**Parochial Church Council of**  
**ST THOMAS WITH ST STEPHEN**  
**TELFORD PARK**

**Financial Statements**  
**For the year ended 31 December 2020**



**Parochial Church Council of St Thomas with St Stephen, Telford Park**  
**Financial Report for the year ended 31 December 2020**

**General Fund cumulative surplus is £16,766** The St Thomas with St Stephen (STwSS) General Fund generated a deficit of -£1,086 in 2020 (2019: surplus £2,801). The General Fund surplus carried forward at 31 December 2020 is £16,766 (2019 surplus: £17,853).

The current year deficit of -£1,086 is made up of a surplus of £13,698 on income and expenditure, plus a net transfer of £14,784 to other funds.

<b>Total giving has reduced and the congregation gave generously and prayerfully on Gift Day</b>	<b>Giving income</b>	<b>2020</b>	<b>2019</b>	<b>Change</b>
	General giving	189,219	208,842	(9)%
	Earmarked & mission giving	50	17,096	(100)%
	<b>Total</b>	<b>189,269</b>	<b>225,938</b>	<b>(16)%</b>

General giving decreased by £19,623 compared to last year. Regular monthly giving was at a comparable level to the prior year. Earmarked & mission giving was reduced as no mission trips were organised.

The congregation responded prayerfully and generously to the Gift Day, making one-off donations including Gift Aid of £46,000.

<b>Other Trading income decreased by £34,303</b>	<b>Trading income</b>	<b>2020</b>	<b>2019</b>	<b>Change</b>
	Buildings income	80,017	120,865	(34)%
	Other trading income	8,928	43,231	(79)%
	<b>Total</b>	<b>88,944</b>	<b>164,096</b>	<b>(46)%</b>

Buildings income & other trading income were reduced as the government's response to COVID-19 meant the churches were closed for much of the year. The PCC took the difficult decision to close the cafe permanently in 2020, and would like to thank the cafe staff, our volunteers, and the cafe's customers.

<b>Parish Support Fund payment increased by £3,000</b>	<b>General Fund expenditure</b>	<b>2020</b>	<b>2019</b>	<b>Change</b>
	Diocesan Parish Support Fund	100,000	97,000	3%
	Buildings	61,082	100,753	(39)%
	Salaries	99,712	123,371	(19)%
	Other General Fund expenses	23,568	36,216	(35)%
	<b>Total</b>	<b>284,362</b>	<b>357,340</b>	<b>(20)%</b>

The parish's contribution to the Diocesan Parish Support Fund, which funds clergy in this & other parishes, increased to £100,000.

The PCC spent £61,082 (2019: £100,753) on the church buildings, a decline of 39% due to the closure of the churches for much of the year, and cost-cutting, where possible, by the PCC.

Salary costs are lower because the closure of the cafe meant the loss of 2 members of staff - the PCC thanks them for their hard work and dedication. The parish had 5 staff members at year end.

Other General Fund expenses decreased by £12,648 compared to the prior year, as services moved online, and other savings were made by the PCC.

**The PCC has budgeted for a General Fund deficit of £45,000 in 2021** The PCC's draft faith budget forecasts a structural deficit of £45,000 in 2021, before any additional giving through a Stewardship campaign, consistent with prior year budgets.

**The PCC took action to mitigate the financial impact of the government's response to COVID-19, where possible** The PCC took action in 2020 to manage the financial implications of the COVID-19 pandemic, particularly on cashflow and financial stability, including cutting costs and furloughing staff where possible. The PCC will continue to closely monitor income and costs through 2021.

The PCC is very grateful to everyone who contributed their money, time, and prayer to support the parish in 2020, and pray for your continued support in 2021.

**Report of the Independent Examiner****To the Trustees of the Parochial Church Council of St Thomas with St Stephen, Telford Park****On the Financial Statements for the year ended 31 December 2020**

I report on the accounts of the PCC for the year ended 31 December 2020, which are set out on pages 3 to 9.

**Respective responsibilities of trustees and examiner**

The charity's trustees are responsible for the preparation of the accounts. The charity's trustees consider that an audit is not required for this year under section 144(2) of the Charities Act 2011 (the 2011 Act) and that an independent examination is needed. The church's gross income exceeded £250,000 and I am qualified to undertake the examination by being a qualified member of Association of Chartered Certified Accountants (ACCA).

It is my responsibility to:

- examine the accounts under section 145 of the 2011 Act;
- follow the procedures laid down in the General Directions given by the Charity Commission under section 145(5)(b) of the 2011 Act; and
- state whether particular matters have come to my attention.

**Basis of independent examiner's report**

My examination was carried out in accordance with the general Directions given by the Charity Commission. An examination includes a review of the accounting records kept by the charity and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts, and seeking explanations from you as trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit and consequently no opinion is given as to whether the accounts present a 'true and fair view' and the report is limited to those matters set out in the statement below.

**Independent examiner's statement**


In connection with my examination, no matter has come to my attention:

(1) which gives me reasonable cause to believe that in any material respect the requirements:

to keep accounting records in accordance with section 130 of the 2011 Act; and

to prepare accounts which accord with the accounting records and comply with the accounting requirements of the 2011 Act have not been met; or

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



S.A. Lewcock FCCA  
Windsor Lodge  
Millfield Road  
Hounslow  
Middlesex TW4 5PN  
12 April 2021

**Balance Sheet**  
**at 31 December 2020**

	Note	2020 £	2019 £
<b>Fixed Assets</b>	2		
Tangible fixed assets	1(f,g)	-	-
<b>Current Assets</b>	1(e)		
Cash at bank and in hand		69,396	57,434
Short term deposits		-	-
Marketable securities		288	382
Debtors	3	<u>16,581</u>	<u>23,956</u>
		86,265	81,772
<b>Liabilities: amounts falling due within one year</b>	4	<u>(14,007)</u>	<u>(8,923)</u>
<b>Net Current Assets / (Liabilities)</b>		<u>72,258</u>	<u>72,849</u>
<b>Liabilities: amounts falling due after one year</b>		<u>-</u>	<u>-</u>
<b>Total Net Assets</b>		<u>72,258</u>	<u>72,849</u>
<b>Parish Funds</b>	5 & 8		
Unrestricted		59,443	59,066
Restricted		12,815	13,784
Endowment		<u>-</u>	<u>-</u>
<b>Total Parish Funds</b>		<u>72,258</u>	<u>72,850</u>

Approved by the Parochial Church Council on 12 April 2021  
and signed on its behalf on 12 April 2021 by:



Oliver Huggins, Treasurer

Notes 1–10 attached form part of these accounts

**Statement of Financial Activities  
for the Year Ended 31 December 2020**

	Note	Unrestricted Funds £	Restricted Funds £	TOTAL FUNDS	
				2020 £	2019 £
<b>Income and endowments</b>					
Income and endowments from donors	6(a)	189,219	50	189,269	225,938
Other voluntary Income and endowments	6(b)	1,000	-	1,000	-
Income from charitable and ancillary trading	6(c)	88,944	1,530	90,474	164,096
Other ordinary income and endowments	6(d)	18,990	-	18,990	-
Income from investments	6(e)	<u>1</u>	<u>-</u>	<u>1</u>	<u>19</u>
<b>Total Income and endowments</b>		298,154	1,580	299,734	390,053
<b>Expenditure</b>					
Grants	7(a)	11,250	2,304	13,554	25,798
Activities directly related to the work of the church	7(b)	176,530	243	176,774	224,384
Church management and administration	7(c)	<u>109,902</u>	<u>-</u>	<u>109,902</u>	<u>135,579</u>
<b>Total Expenditure</b>		297,683	2,548	300,230	385,762
		<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
<b>Net Income/(Expenditure)</b>		472	(968)	(496)	4,291
<b>Gains/(Losses) on Investments</b>					
Realised		-	-	-	-
Unrealised		(94)	-	(94)	(46)
<b>Net Transfers Between Funds</b>		<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
<b>Surplus/(Deficit) for Year</b>		377	(968)	(591)	4,245
<b>Balances Brought Forward at 1 January 2020</b>		<u>59,066</u>	<u>13,784</u>	<u>72,850</u>	<u>68,604</u>
<b>Balances Carried Forward at 31 December 2020</b>	5	<u>59,443</u>	<u>12,815</u>	<u>72,259</u>	<u>72,850</u>

Notes 1–10 attached form part of these accounts



## 1 Accounting Policies

### a General

The financial statements have been prepared in accordance with the Church Accounting Regulations 2006 and the Statement of Recommended Practice on Accounting and Reporting by Charities (FRS 102), and applicable accounting standards. The financial statements have been prepared under the historical cost convention except for the valuation of investment assets, which are shown at market value.

### b Funds

General funds represent the funds of the PCC that are not subject to any restrictions regarding their use and are available for application on the general purposes of the PCC. Funds designated for a particular purpose by the PCC are also unrestricted. The accounts include all transactions, assets and liabilities for which the PCC is responsible in law. They do not include the accounts of church groups that owe their main affiliation to another body nor those that are informal gatherings of Church members.

### c Income and endowments

#### Income and endowments from donors, Other voluntary Income and endowments, and Income from charitable and ancillary trading

Collections are recognised when received by or on behalf of the PCC. Planned giving receivable under Gift Aid is recognised only when received. Income tax recoverable on Gift Aid donations is recognised when the income is recognised. Grants and legacies to the PCC are accounted for as soon as the PCC is notified of its legal entitlement, the amount due is quantifiable and its ultimate receipt by the PCC is reasonably certain. Funds raised by events and from the sale of books and magazines are accounted for gross. Rental income from the letting of church premises is recognised when the rental is due.

#### Income from investments

Dividends and interest are accounted for when received.

#### Gains and losses on Investments

Realised gains or losses are recognised when investments are sold. Unrealised gains or losses are accounted for on revaluation of investments at 31 December. Investments are valued at market value at 31 December.

### d Expenditure

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

The diocesan quota is accounted for when payable. Any quota unpaid at 31 December is provided for in these accounts as an operational (though not a legal) liability and is shown as a creditor in the Balance Sheet.

### e Current assets

Amounts owing to the PCC at 31 December in respect of fees, rents or other income are shown as debtors less provision for amounts that may prove uncollectable. Short-term deposits include cash held on deposit either with the Central Board of Finance of the Church of England or at the bank.

### f Fixed assets

Consecrated land and buildings and moveable church furnishings: Consecrated and beneficed property is excluded from the accounts by section 10 of the Charities Act 2011. No value is placed on moveable church furnishings held by the churchwardens on special trust for the PCC and which require a faculty for disposal since the PCC considers this to be inalienable property. All expenditure incurred during the year on consecrated or benefice buildings and moveable church furnishings, whether maintenance or improvements, is written off in the Statement of Financial Activities and separately disclosed.

### g Furniture & equipment

Purchases of fixtures, fittings, furniture and office equipment are written off when the asset is acquired.

### h Donated goods, facilities and services, including volunteers

Donated professional services, goods, and facilities are recognised as income when the charity has control over the item, any conditions associated with the donated item have been met, the receipt of economic benefit from the use by the charity of the item is probable and that economic benefit can be measured reliably. In accordance with the Charities SORP (FRS 102), time spent by volunteers is not recognised in the financial statements, and the annual report contains more information about their contribution.

On receipt, donated professional services and donated facilities are recognised on the basis of the value of the gift to the charity which is the amount the charity would have been willing to pay to obtain services or facilities of equivalent economic benefit on the open market; a corresponding amount is then recognised in expenditure in the period of receipt.

Parochial Church Council of St Thomas with St Stephen, Telford Park  
Notes to the Financial Statements for the Year Ended 31 December 2020

2 **Fixed Assets**

The PCC does not have any fixed assets.

3 **Debtors**

	2020 £	2019 £
Income tax recoverable	12,965	14,610
Prepayments & other debtors	3,616	9,346
<b>Balance 31 December</b>	<b>16,581</b>	<b>23,956</b>

4 **Creditors**

	2020 £	2019 £	
<i>Amounts falling due within one year</i>			
Tax & social security	-	-	1,223
Deposits held	1,000	1,000	1,918
Other creditors	13,007	7,923	3,141
<b>Balance 31 December</b>	<b>14,007</b>	<b>8,923</b>	

5 **Movement in Funds**

Unrestricted Funds	General	Building	Mission	TOTAL 2020	TOTAL 2019
	£	£	£	£	£
Balance 31 December 2019	17,853	19,625	21,588	59,066	56,942
Income and endowments (note 6)	298,154	-	-	298,154	372,911
Expenditure (note 7)	(284,362)	-	(13,321)	(297,683)	(370,788)
Transfers between funds (notes 6 & 7)	(14,784)	-	14,784	-	-
Gain/(loss) on investments	(94)	-	-	(94)	-
Surplus/(deficit) for the year	(1,086)	-	1,464	377	-
Balance 31 December 2020	16,766	19,625	23,052	59,443	59,066

Restricted Funds	Legacies & Gifts	Earmarked	Gift Day	TOTAL 2020	TOTAL 2019
	£	£	£	£	£
Balance 31 December 2019	7,380	5,325	1,078	13,784	11,662
Income and endowments (note 6)	-	1,580	-	1,580	17,096
Expenditure (note 7)	-	(2,198)	(350)	(2,548)	(14,973)
Transfers between funds (notes 6 & 7)	-	-	-	-	-
Gain/(loss) on investments	-	-	-	-	-
Surplus/(deficit) for the year	-	(618)	(350)	(968)	2,122
Balance 31 December 2020	7,380	4,707	728	12,816	13,784

6 **Income and endowments**

	<i>Unrestricted Funds</i>			<i>Restricted Funds</i>			TOTAL 2020	TOTAL 2019
	General	Building	Mission	Legacies & Gifts	Earmarked	Gift Day		
	£	£	£	£	£	£	£	£
<b>a Income and endowments from donors</b>								
Planned giving								
Total Giving	120,750	-	-	-	-	-	120,750	134,281
Tax recoverable on Gift Aid	30,188	-	-	-	-	-	30,188	34,220
Other planned giving	38,282	-	-	-	50	-	38,332	56,188
	189,219	-	-	-	50	-	189,269	225,938
<b>b Other voluntary Income and endowments</b>								
Grants	1,000	-	-	-	-	-	1,000	-
<b>c Income from charitable and ancillary trading</b>								
Buildings income	80,017	-	-	-	-	-	80,017	120,865
Events & merchandise	-	-	-	-	1,530	-	1,530	-
Youth work	-	-	-	-	-	-	-	265
Café income	8,213	-	-	-	-	-	8,213	41,058
PCC fees for services	715	-	-	-	-	-	715	1,908
Other trading income	-	-	-	-	-	-	-	-
	88,944	-	-	-	1,530	-	90,474	164,096
<b>d Other ordinary income and endowments</b>								
Insurance claims	18,990	-	-	-	-	-	18,990	-
<b>e Income from investments</b>								
Interest & dividends	1	-	-	-	-	-	1	19
<b>Total Income and endowments</b>	<b>298,154</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>1,580</b>	<b>-</b>	<b>299,734</b>	<b>390,053</b>
<b>Transfers from other funds</b>	<b>-</b>	<b>-</b>	<b>14,784</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>14,784</b>	<b>35,771</b>
<b>Total</b>	<b>298,154</b>	<b>-</b>	<b>14,784</b>	<b>-</b>	<b>1,580</b>	<b>-</b>	<b>314,518</b>	<b>425,824</b>

Parochial Church Council of St Thomas with St Stephen, Telford Park  
Notes to the Financial Statements for the Year Ended 31 December 2020

7 **Expenditure**

	Unrestricted Funds			Restricted Funds			TOTAL	TOTAL
	General	Building	Mission	Legacies & Gifts	Earmarked	Gift Day	2020	2019
	£	£	£	£	£	£	£	£
<b>a Grants</b>								
Missionary societies	-	-	6,750	-	-	-	6,750	6,600
Home missions & Church societies	-	-	4,500	-	1,954	-	6,454	18,998
Parish Sharing Fund	-	-	-	-	-	350	350	200
Secular charities	-	-	-	-	-	-	-	-
	-	-	11,250	-	1,954	350	13,554	25,798
<b>b Activities directly related to the work of the church</b>								
Ministry								
Diocesan quota	100,000	-	-	-	-	-	100,000	97,000
Clergy expenses	105	-	-	-	-	-	105	900
Other ministry expenses	377	-	-	-	-	-	377	579
St Stephen's Church building								
Maintenance (St S)	4,867	-	-	-	-	-	4,867	9,547
Utilities (St S)	2,755	-	-	-	-	-	2,755	6,817
Other running expenses (St S)	15,927	-	-	-	-	-	15,927	23,105
St Thomas' Church building								
Maintenance (St T)	10,389	-	-	-	243	-	10,632	12,173
Utilities (St T)	4,548	-	-	-	-	-	4,548	13,564
Other running expenses (St T)	22,597	-	-	-	-	-	22,597	35,771
Support costs								
Youth work	1,340	-	2,071	-	-	-	3,411	10,066
Training	110	-	-	-	-	-	110	4,400
Worship-related expenses	8,662	-	-	-	-	-	8,662	8,455
Furniture & equipment	2,784	-	-	-	-	-	2,784	2,006
	174,460	-	2,071	-	243	-	176,774	224,384
<b>c Church management and administration</b>								
Expenses	10,190	-	-	-	-	-	10,190	12,207
Salaries	99,712	-	-	-	-	-	99,712	123,371
Salary & administration expenses	109,902	-	-	-	-	-	109,902	135,579
<b>Total Expenditure</b>	<b>284,362</b>	<b>-</b>	<b>13,321</b>	<b>-</b>	<b>2,198</b>	<b>350</b>	<b>300,230</b>	<b>385,762</b>
<b>Transfers to other funds</b>	<b>14,784</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>14,784</b>	<b>35,771</b>
<b>Total</b>	<b>299,147</b>	<b>-</b>	<b>13,321</b>	<b>-</b>	<b>2,198</b>	<b>350</b>	<b>315,015</b>	<b>421,532</b>

## 8 Fund details

### a Unrestricted Funds

General Fund	Used for all general receipts and expenditure.
Building Funds	A reserve for redevelopment at St Thomas's and the future maintenance of both churches. The next St Stephen's quinquennial inspection will take place in 2022 (the previous one was in 2017) & St Thomas's will take place in 2024 (the previous one was in 2019).
Mission Fund	A reserve which holds 10% of the year's incoming and endowments from donors, excluding Gift Day and certain other giving. During the financial year, £13,321 was distributed:
	£
	ADSMKE 2,250
	FEBA 2,250
	International China Concern (ICC) 2,250
	Intern Fund 2,071
	Latin Link 2,250
	Providence House 2,250

### b Restricted Funds

Legacies & Gifts Fund	Used for legacies and substantial gifts. None were received during the year. There was no expenditure during the year.
Earmarked Funds	Used for gifts for purposes earmarked by donors, including gifts toward for mission partners and projects pending distribution. During the financial year, £2,198 was distributed to the following:
	£
	Community Garden 243
	Tear Fund 1,954
Gift Day Fund	Used for the proceeds of Gift Day to be paid to external parties. £350 was paid out of the Parish Sharing Fund during the year.

## 9 Staff Costs

	2020	2019
	£	£
Wages and salaries	89,463	108,894
Employer's national insurance costs	4,720	7,246
Pension costs (defined contribution schemes)	5,529	7,231
<b>Total</b>	<b>99,712</b>	<b>123,371</b>

During the year the PCC employed 7 staff, none of whom earned more than £60,000 pa. The PCC employed 5 staff at year end. Apart from the clergy expenses included in Note 7 above, 3 PCC members were reimbursed expenses totalling £1,964, which were incurred for and on behalf of the PCC. No PCC member received any remuneration for carrying out their role.

## 10 Independent Examiner

The independent examiner was paid £415 during the year for his services in respect of examining the church accounts for the year ended 31 December 2019. The independent examiner will be paid £415 in 2021 for his work examining the church accounts for the year ended 31 December 2020.