

# **The Parochial Church Council**

## **St James the Less Westminster**

### **Annual Report & Financial Statements**

For the year ended 31<sup>st</sup> December 2020

**The Parochial Church Council**  
**St James the Less Westminster**  
**Annual Report for the year ended 31<sup>st</sup> December 2020**

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**Contents**

Annual report	1 - 16
Independent Examiner's report	17
Statement of financial activities	18
Balance sheet	19
Notes to the financial statements	20 – 24

**Charity information****Incumbent**

The Revd. Elisabeth (Lis) Goddard

**Church address**

St. James the Less Westminster  
Thorndike Street  
London  
SW1V 2PS

**Independent examiner**

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

**Bankers**

The Co-operative Bank  
62/64 Southampton Row  
London  
WC1B 4ND

Lloyds TSB  
98 Victoria Street  
London  
SW1E 5JL

CAF (Charities Aid Foundation)  
25 Kings Hill Avenue  
Kings Hill  
West Malling  
Kent ME19 4TA

## **Annual report of the Parochial Church Council For the year ended 31st December 2020**

The Parochial Church Council (PCC) of St James the Less, Westminster, the members of which act as trustees to the charity, presents its report and the financial statements of St James the Less for the year ended 31st December 2020, which have been prepared in accordance with the Church Accounting Regulations 1997 as amended by the Church Accounting Regulations 2006 together with the applicable accounting standards and the Charities SORP 2005.

### **Responsibilities of the PCC**

Charity law requires the PCC to prepare financial statements for each financial year which give a true and fair view of the state of affairs of the charity and of the results for that period. In preparing those financial statements, the PCC is required to:

- Select suitable accounting policies and then apply them consistently;
- Make judgements and estimates that are reasonable and prudent;
- State whether applicable accounting standards and statements of recommended practice have been followed, subject to any material departures disclosed and explained in the financial statements;
- Prepare the financial statements on the going concern basis unless it is inappropriate to presume that the church will continue in operation.

The PCC is responsible for maintaining proper accounting records which disclose with reasonable accuracy at any time the financial position of the charity, and to enable them to ensure that the financial statements comply with the Charities Act 1993. They are also responsible for safeguarding the assets of the charity and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities. In addition, they are responsible for ensuring that the accounts comply with statutory requirements, the requirements of the charity's governing instruments and including any other additional information required by law.

### **PCC Administrative information**

St. James the Less is situated on Vauxhall Bridge Road, Pimlico. It is part of the Diocese of London, Two Cities Area, within the Church of England. The correspondence address is St James the Less Centre, Thorndike Street, Off Moreton Street, London, SW1V 2PS.

**The Parochial Church Council (PCC) is a registered charity (No. 1135075).**

# **The Parochial Church Council St James the Less Church Westminster Annual Report of the Trustees**

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## **PCC Administrative information**

PCC members who have served from 14<sup>th</sup> April 2019 to 11<sup>th</sup> October 2020 (Annual Parochial Church Meeting) are:

<i>Incumbent:</i>	The Revd. Elisabeth Goddard		Chair
<i>Church Wardens:</i>	Dorothea Gopaul	from April 2016	Treasurer
<i>Representatives on the Deanery Synod:</i>	Veronica Garbutt	from October 2020	
<i>Elected members:</i>	Anthony Metcalfe-Gibson	from April 2019	Lay Chair
	Paul Hamley	from April 2018	
	Amabel Ealovega	from April 2018	
	Heather Broberg	from April 2018 - January 2021	Secretary
	Margaret Jellis	from October 2020	Secretary from Jan 2021
	Estelle King	from October 2020	
	Helen Mealins	from October 2020	Treasurer
<i>Curate, Ex-Officio:</i>	The Revd. Andrew Goddard	from September 2013	
<i>Curate, SSM:</i>	The Revd. Fung Lau	from July 2016	
<i>In Attendance:</i>	Heather Cheesman	from July 2016	Independent Examiner
<i>Sidesman:</i>	Jeremy Pinkney		
<i>Staff of St James the Less, employed by the PCC:</i>	Florentina Augusto	from August 2018	Administrator/Centre Manager
	Jeremy Pinkney		Verger
<i>Self-employed workers at St James the Less</i>	Alice Chan	from January 2019	Book Keeper

## **Structure, governance and management of the PCC**

The method of appointing PCC members is set out in the Church Representation Rules. All baptised Church attendees are encouraged to register on the Electoral Roll and are eligible to stand for election to the PCC within certain restrictions laid down by the Charity Commissioners.

## **Committees**

The PCC operates through the following committees, which meet from time to time between full meetings of the PCC.

2020 has seen a disruption of the normal operation of the sub-committees due to the COVID-19 lockdown and subsequent restrictions in place from mid-March. Therefore, although these sub-committees operated as usual for the beginning of the year new, temporary structures were necessary to manage during the pandemic.

Under normal circumstances the following committees are in place:

### *Standing Committee*

This committee is required by law, and has the power to transact business of the PCC between its meetings, subject

# **The Parochial Church Council St James the Less Church Westminster Annual Report of the Trustees**

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to any directions given by the PCC. It meets six times a year. It consists of:

- The Vicar
- The Wardens
- The Treasurer
- The PCC Secretary
- Another member of the PCC

With the lack of a regular PCC Treasurer (prior to the October APCM) it was agreed that the Church Warden (Dorothea Gopaul) would act as Treasurer and to keep another member of the PCC as a standing member of the Standing Committee. The Lay Chair has taken on this responsibility. The Standing Committee continued to meet throughout the Pandemic.

## *Ministry Leadership Team*

This committee was set up by the PCC to have oversight of all things relating to Pastoral Care, Ministry and Mission within the church. The membership consists of:

- The Revd. Lis Goddard (Chair)
- The Revd. Fung Lau
- Sr Theresa Pountney
- The Revd. Andrew Goddard

Ben and Amabel Ealovega join the MLT occasionally in their capacity as co-ordinators of all our Prayer Ministry, to enable strategic work in this area to progress. The MLT has rarely met during the Coronavirus Pandemic and its work in relation to pastoral oversight has been picked up by the creation of the Pastoral Team. The work in relation to Ministry and Leadership has been picked up by a combination of the Leadership Team, the IT team and the PCC.

## *Partners in Mission*

This committee has delegated authority on behalf of the PCC to apportion our 10% tithe among the mission partners we support and other mission activities which fulfil published criteria. However, the committee has not met during 2020, and needs to be reconstituted.

Partners in Mission members when it last met were:

- Jeremy Pinkney
- Angela King
- The Revd. Andrew Goddard (Chair) *from January 2013*

## *ODM Leadership Team*

The Open Door Meal Leadership Team has responsibility for the safe and effective running of the ODM and for ensuring ongoing financial provision. They are also responsible, with the PCC, for developing the PCC's vision for the ODM. There is a need to expand the current team. This year there has been a pressure to manage the ODM under COVID-secure conditions. The current team are:

- The Revd. Andrew Goddard (Chair)
- Jamie Lobban
- The Revd. Fung Lau
- The Revd. Lis Goddard

## *Finance Sub-committee*

The Finance Sub-Committee has met once in 2020, to advise on the formulation of the budget. The following people are part of the committee:

- The Revd. Lis Goddard (Chair)
- Florentina Augusto – Administrator/Centre Manager
- The Revd. Andrew Goddard
- Heather Cheesman – Independent Examiner
- Helen Mealins – Treasurer *from October 2020*
- Alice Chan - Bookkeeper

# **The Parochial Church Council St James the Less Church Westminster Annual Report of the Trustees**

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## *Bookings Review Committee*

This Committee exists to apply our terms and conditions and to help the Centre Manager in making difficult decisions about lettings. It consists of:

The Revd. Lis Goddard (Vicar)  
The Revd. Andrew Goddard  
Dorothea Gopaul (Warden)  
Dr Paul Hamley (Chair of the Buildings Committee)

## *Staffing Committee*

This committee was set up by the PCC to help the Trustees to review staffing, job descriptions and the effective running of the office. The current members of this committee are:

The Revd. Andrew Goddard (Chair)  
Dorothea Gopaul  
Amabel Ealovega  
Margaret Jellis  
The Revd. Lis Goddard

## *Buildings Committee*

The Buildings Committee is responsible for overseeing the maintenance, repairs and any possible building or conservation/restoration work on our significant buildings, always in consultation with the PCC. It consists of:

Dr Paul Hamley (chair)  
The Revd. Lis Goddard  
Dorothea Gopaul  
Florentina Augusto (Administrator/Centre Manager)

## *School Building Committee*

Towards the end of 2018 it became clear that the PCC needed a committee to take forward the work on the vision for the former St James the Less School Building. This committee consisted of:

The Revd. Lis Goddard  
Dr Paul Hamley  
Suna Gurkan  
Anthony Metcalfe-Gibson  
Veronica Garbutt  
Heather Broberg

With the decision of the London Diocesan Board of Schools to reject our offers for the School Building, this committee was wound up at the beginning of 2020.

## *Pastoral Team*

During COVID-19 when pastoral follow up, particularly of those who are isolated and unable to join online church became so important, we established a pastoral team. The Team meets fortnightly for an hour and reviews contacts, pastoral needs and urgent actions. The team consists of:

The Revd Lis Goddard  
The Revd Andrew Goddard  
The Revd Fung Lau  
Ben Ealovega  
Estelle King  
Mary Willard  
Theresa Pountney

## *The IT Committee*

When lockdown started in March 2020 it rapidly became clear that we needed to develop our IT capability if we

# **The Parochial Church Council St James the Less Church Westminster Annual Report of the Trustees**

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were to move online. We therefore established the IT Committee. This consisted of the following people:

The Revd. Lis Goddard  
The Revd. Andrew Goddard  
Jonny Cox  
Chris Took  
Ben Ealovega

## *The Website Committee*

During Lockdown one of the projects that became pressing was the re-design of the website. Jonny Cox committed professional resources towards this and a committee was formed to take it forward:

Jonny Cox  
The Revd. Lis Goddard  
The Revd. Andrew Goddard  
Ben Ealovega  
Amabel Ealovega  
Veronica Garbutt

## *Vision and Mission Statement Sub-committees:*

As a result of the work being done on the website it was agreed vital work needed to be done to review the church's vision and mission statements. An initial consultation was therefore carried out at the APCM in October. The results from that were taken to a PCC away day on Zoom and then 2 working groups set up. One to work on the Vision, Mission Statement and possibly a new Strapline:

The Revd. Lis Goddard  
Helen Mealins  
Estelle King  
Chris Took  
Amabel Ealovega

Because it was agreed to radically shorten the vision and mission statements and to separate out the theological language, a second working group was established to work on this, the 'Who we are and what shapes us/we believe group:

The Revd. Andrew Goddard  
Suna Gurkhan  
Ben Ealovega

## **Objectives and Activities of the PCC**

St James the Less PCC has the responsibility of co-operating with an incumbent in promoting in the ecclesiastical parish the whole mission of the Church, pastoral, evangelistic, social and ecumenical. It also has maintenance responsibilities for the church centre complex of St James the Less, Pimlico.

## **PCC Overview**

### *Church attendance*

There were 64 parishioners on the Church Electoral Roll for 2020. Due to the COVID-19 lockdown, which resulted in closure of the church for services (wholly or partly) over approximately three quarters of the year and with the move to online church services, it is not possible to give an accurate analysis of attendance numbers for the year. It is worth noting here that the church could not open at certain times of the year because of Government requirements. In other words that it was not a voluntary matter that services were not held. At other points the reason for not holding live services was at the discretion of the Vicar and PCC responding to the state of emergency which had been declared by the Mayor of London.

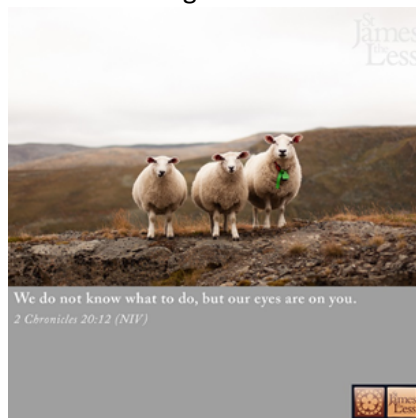


# The Parochial Church Council St James the Less Church Westminster Annual Report of the Trustees

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## PCC Review of the year for 2020

The PCC met eight times during the year with an average attendance of 98%.



## Introduction to the year – overview



2020 has been a year like no other year. Although it started pretty normally with Messy Church, ODM, Pause, Revive, Silver Screen, Alpha and all the other things that make up a normal church round, everything was thrown into disarray by the arrival of Coronavirus and lockdown. It was remarkable how quickly we adapted and how, what could have been a complete disaster became a time of growth in unexpected ways.



We are definitely not the same as we were at the beginning of 2020 but we have definitely learnt so much through this year, about God and about each other.

From the beginning of the pandemic we have had 2 Chronicles 20:12 as our key verse:

“We don’t know what to do, but our eyes are fixed on you”



There is no doubt that this has formed us as we have learnt to keep our eyes on God, to focus on him, knowing that we can trust him, when we genuinely have no idea what tomorrow will bring.

*Lis Goddard*

### 1. The Move Online:

The last service we held at St James the Less before lockdown was the Sunday evening service on 15 March. Lis was self-isolating at the time and was able to join in the service via mobile phone - our first rudimentary experiment with online participation. We didn't know then that online was going to be the only way for us to meet as a church for some considerable time.

# The Parochial Church Council St James the Less Church Westminster Annual Report of the Trustees

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**zoom**  
into CHURCH

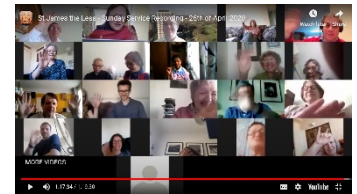


[Click here to join our Service at 10 o'clock on Sunday Mornings](#)

Despite having less than a week to get organised, we held our first, largely successful, Zoom service on Sunday 22 March. And in some ways we haven't looked back since then. We soon settled into a pattern of people participating in live services on Zoom, which were also available via Facebook at the same time and to watch later. Many of us learnt new skills with services such as Zoom, YouTube and Facebook, and how to juggle the use of cameras, microphones, PowerPoint presentations and videos.

Early on David Ewen was able to join us live from his hospital bed during a short stay in St Thomas's, demonstrating how new technology opened up the possibilities for increased access to and participation in our services. [Mention will be made later of another outside broadcast and a visit from a special guest.]

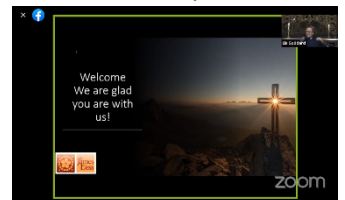
Jonny Cox provided invaluable help with the technical aspects of online broadcasting and with setting up the church for when we were able to use the building again. Lis was quick to research and sign us up for the extra licences that were needed to use music online, and to access pre-recorded hymns and songs.



Our thanks to Amabel and Ben Ealovega for a creative approach to holding our monthly Revive prayer meetings on Zoom, and for enabling us to have live music at both Revive and our Sunday services. Revive is perhaps the best example of how we've been able to adopt and adapt this new technology in imaginative and creative ways to enhance our corporate worship. As well as replicating gatherings we had held in the church building, we also introduced new meetings to help people cope with lockdown and the pandemic. This included late evening Compline, daytime Coffee and Prayer times once or twice a week and

occasional Zoom fun evenings.

Being online has suited some people more than others, and it seems likely we will continue with the hybrid services we introduced when restrictions were eased. Again we managed a (mainly!) smooth transition to having some of the congregation in church and others projected onto a screen. Andrew Goddard has done a great job of combining the physical and online aspects of services from his control desk at the back of church. We have put a lot of effort into providing wifi hubs and tablets to those who didn't have easy access to data connections or lacked suitable hardware. The main downside to our online lockdown response has been those who have been unable to join us despite everyone's best efforts. Having said that, we've been joined by people from all over London and beyond, including Italy and India!



*Chris Took*

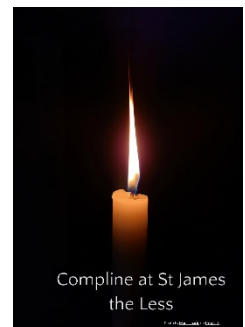
## 2. Services:

This has been a year like no other – it was impossible to keep a register of services from mid-March when the churches were closed and everything had to go online, as described by Chris (above). There were some real highlights this year as we developed a new way of being.

Easter was especially significant as we worshipped together in a new way. We journeyed together through Holy Week marking each day with a reflection on the journey to the Cross with Peter Walker's "In the Holy Land". In Holy Week we also



discovered the joy of Compline – Night Prayer together on Zoom or Facebook Live. We shared this together every night through Holy Week and found it gave us structure as we journeyed through the rest of the lockdown. In subsequent lockdowns we held it 3 times a week as an anchor. On Easter Sunday we still managed the Dawn Service with a fire being lit in the Vicarage garden, filmed and broadcast on Zoom. We then had a 10am Easter Celebration with Ben leading the sung worship – and though separated we were still able to celebrate with real joy. Our



# The Parochial Church Council St James the Less Church Westminster Annual Report of the Trustees

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Easter Morning service was particularly special as we were joined, via Zoom, by Bishop Sarah, who visited us, along with other churches, to pray for us and to wish us a happy Easter.

We were able to open up again for hybrid services through the summer – juggling people in church, on Zoom and on Facebook live, and developed a pattern of having the church open for private prayer on a Tuesday punctuated with a said service of Holy Communion at 1pm. Sadly it didn't last and we found ourselves facing ever tighter restrictions as we headed towards Christmas. This meant that we had to be really creative about how we celebrated Christmas. We recorded our first online Carol Service, which Jonny Cox edited for us – it was great to have a real variety of people involved both from the church and community, including

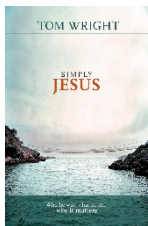


Elijah Augusto, David Ewen, Darlene Torey from LALGRA, Nickie Aiken MP, Councillor Jim Spencer and Suna Gurkan. Fung Lau led the prayers and the South Westminster Community Choir recorded 2 carols for us. It was great to have something to share, especially as the Carols on the Move which we had planned to take around the parish and which everyone was looking forward to had to be cancelled. Fortunately we did manage a Messy Christmas and a COVID secure Trail, but the Midnight and Christmas Morning services were our last before we needed to close again as London was put into a state of high alert.



*Lis Goddard*

## 3 Study Groups through Covid:



Having had our usual home groups on different days in early 2020, we moved in lockdown to having a single group meeting held on Wednesdays at 7.30pm via Zoom mainly led by Lis or Andrew and usually with 12-15 people attending including some who have not been part of home groups. This begins with about an hour of study and after completing our studies on 1 Corinthians we used the "Simply Jesus" course from Tom Wright and then the "Talking Jesus" course encouraging us to have confidence in sharing our

TALKING  
JESUS

faith. Both of these involved video input leading into group discussion. This was followed by Bible studies on different passages relating to Faith in the Pandemic. All these studies have concentrated on deepening our brothers' and sisters' faith during the Pandemic. We usually pray for each other following the studies in smaller groups in Breakout Rooms. During Holy Week many people also joined a daily study developed by Peter Walker with audio recordings reflecting on the last week of Jesus' life which we then discussed.

*Fung Lau and Andrew Goddard*

## 4. Prayer:

Throughout this year the church has found new ways to come together and pray for each other, our community and the wider world. Of key importance in the prayer life of the church this year have been meetings that started



in lockdown and which we were able to do using Zoom. Coffee & Prayer happened usually twice a week and gave people a chance to catch up informally and then pray together.

Compline (which happened six times a week at the height of the first lockdown) not only took place on Zoom but was also streamed on Facebook so that more people could join.

Compline has been a time of real blessing and indeed the Aaronic blessing has become foundational to that meeting as people have blessed each other and the wider community at every meeting. The church has rediscovered the power and significance of has continued to be

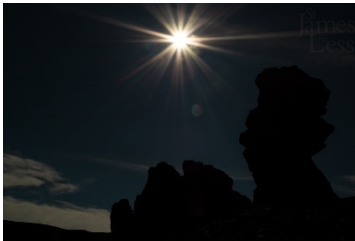
used on a regular basis throughout the year and Zoom Leadership Prayers has taken place every Sunday evening in place of the time that would be spent after the evening service praying for the events of the day, specific people and each other - always ending this time with the Aaronic blessing.



# The Parochial Church Council St James the Less Church Westminster Annual Report of the Trustees

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Men's Prayers, Women's Prayers and Revive moved from being in-person meetings at the beginning of the year to happening on Zoom from the end of March. While it took some adjusting it has been very encouraging to have



The Lord said to Moses, "Tell Aaron and his sons, 'This is how you are to bless the Israelites. Say to them: "The Lord bless you and keep you; the Lord make his face shine on you and be gracious to you; the Lord turn his face toward you and give you peace."'"

Numbers 6:22-26 (NIV)

people join us who couldn't make the in-person meetings previously.

While we were not able to have our usual in-person Day of Prayer as part of Thy Kingdom Come we had an encouraging afternoon on 31st May where, from home, members of the congregation took time slots and prayed for the church, the community, their 'pray for five friends' and spent time listening.

The PrayerChain has continued to be used on a regular basis throughout the year and Zoom Leadership Prayers has taken place every Sunday evening in place of the time that would be spent after the evening service praying for the events of the day, specific people and each other - always ending this time with the Aaronic blessing.

*Ben and Amabel Ealovega*

## 5. Pastoral Care and Service:

### Pastoral Care Team – and others

When lockdown began, we realised that we needed to provide additional ways of providing pastoral support particularly for those unable to make it to church (when open). During this time, we have kept in touch by regular phone calls, pastoral walks, giving prayer booklets as well as links to internet resources. The Pastoral Care Team was formed and has met fortnightly to review needs and to pray.

*Estelle King and Fung Lau*



### A year of Risk Assessments

Inevitably when we have been able to be open during COVID-19 we have had to be on top of Risk Assessments. 2020 was the year of Risk Assessments, ever changing, constantly evolving as the advice developed and the situation shifted. We had RAs for the church, the Centre and for every activity we undertook therein, each with its own particular quirk, but all based around social distancing, hand washing/sanitising, constant anti-viral cleaning, face masks and good

ventilation. The more we learned the better we got at it.



*Lis Goddard*

**The Open Door Meal** was one of the earliest casualties of lockdown. After starting well in January and February, we had to cancel the meal on Friday 13th March as Lis was unwell and had to self-isolate. Our original hope to provide a takeaway proved to be impossible with lockdown and so the meal had to close. Over the summer we developed a Covid-Secure means of providing a sit-down meal, socially distanced, across 3 rooms, with 2 sittings. This ran from October up to the Christmas Meal (over 3 sittings) and was greatly appreciated by the guests but then had to close again due to lockdown. It has relied on a committed team of volunteers adapting to a different pattern of meal and we are really grateful to them all. We were also able to raise significant funds for the meal from the sale of designer clothes received following the death of Pure, one of our regular volunteers. These funds will specifically go towards a Community Outreach Worker who will work with the ODM. We are grateful to her family for the gift of these and the help of Heather Broberg and people at St Michael's, Chester Square who organised and hosted a sale in March.



*Andrew Goddard*

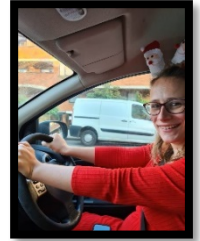


# The Parochial Church Council St James the Less Church Westminster Annual Report of the Trustees

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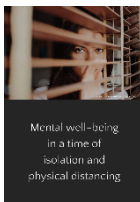
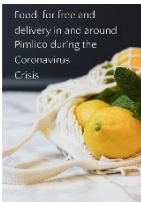


This year we couldn't share **Christmas lunch** together in the Centre as we usually would do, so after our Christmas service (which was the last live service until Easter), full Christmas lunches, with all the trimmings, were packed up and delivered, by foot or by car, to people who would otherwise have been alone. We are nothing if not resourceful!

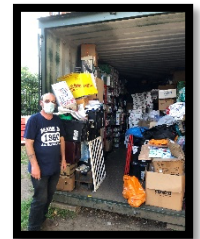


## Engaging with the Community

As part of our support for our wider community during COVID-19 as well as the ongoing pastoral care, we also supported the setting up of a the Community Food Bank at Ebury Food Surplus. This became,



and continues to be, a key life-line for many local people providing both perishables and non-perishables without imposing a limit. We also used our website to disseminate information on where food was available – through food banks, where residents could access food deliveries, and which local shops and restaurants were open and when. We also posted information about Mental well-being during



isolation and in the Pandemic.

*Lis Goddard*

## 6. Work with Children and Families and schools:

### Outbreak during 2020:

In 2020 the whole world ground to a standstill in the month of March. Outbreak had to think about what they could do to still connect with their community. One of the big issues was, we had employed a new employee to replace Ian Mullens. Even though the new employee had accepted the job, she had not yet started. But in April Sarah Agnew had finally turned up exactly this time last year on the 23<sup>rd</sup> April 2020.

Since Sarah turned up this is what we achieved through lockdown:

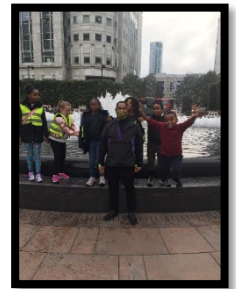
#### - **Re:Source:**

We went straight into a training course on planting a new ministry, which would be a resource for the local churches to help them be more effective in their evangelism and youth work. We hoped that at the end of the course, we would do a presentation that could have given us a grant that could help us start a new arm of the Pimlico Foundation. The reason for having a new arm to The Pimlico Foundation additional to Outbreak was, this would help us to be more overtly Christian in what we do towards our community. What we intended to do was evangelism in schools, community, starting a Christian Union, providing training for churches on evangelism, youth work and youth discipleship etc. We did not get the grant, but we made a big impact, the vision is still alive and waiting on funding.

#### - **Zoom:**

We started to get used to the new video service named Zoom. We had never heard of this, but we started to use it to have our meetings and to reach out to our young people who we had relationships with. We carried out Zoom sessions trying to find out how the community was doing, and we played games online with them, we also did cooking online. We had a good time.

#### - **Church United:**



# The Parochial Church Council St James the Less Church Westminster Annual Report of the Trustees

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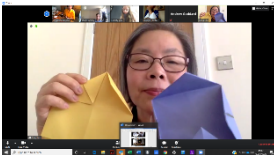


Outbreak joined up with other churches to provide a food programme to the community, as we knew that there will be families that would not be eating much through the pandemic due to their financial situations. So, Outbreak orchestrated the food programme with St James the Less, St Michael's, St Stephen's, Emmanuel Church, Holy Apostles and St Gabriel's, to provide hot food every weekday for 4 weeks. Outbreak also provided a holiday club for half of a day, five days a week for 3 weeks, to help parents get their children out of their houses. At the end of the 4-week food programme we had fed 700 meals to the community and we had great testimonies from families that were struggling.

## - Messy Church Online:

We were able to do an online Messy Church for families at home, where families did crafts and activities. We also had them zooming around their front rooms with the lovely kids' song "Zoom Zoom Zoom around the Room Room Room", very apt for the technology we had to use to reach the families. We had lots of fun and Lis was able to share the gospel with them online.

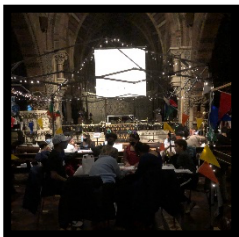
*(Mark Liburd and Sarah Agnew)*



## And at St James the Less....

It was great to be able to partner with Outbreak on so much of what they were doing in 2020 and several other things:

### - COVID Messy Church



As well as Messy Church online towards the end of the year, when worship was once again allowed we managed to hold two Messy Churches, one was a Light Party and the second was for Christmas. Both had several 'sittings', one for Special Messy Church on a separate day and then on the single day 2 sittings to allow us to be COVID secure, with each family unit seated at a separate table. Everyone who came booked in via ChurchSuite which made it very easy to



manage.

### - Pause

Pause was going really well when we had to stop for lockdown. A real community had developed. We were able to re-start it briefly in towards the end of the year for just 15 children, but it was then re-closed as the lockdown was revived at Christmas.

### - Junior Church

Whilst Junior Church had found a rhythm pre-lockdown, it was still small, but we had a small group of helpers who prepared input for the children who came each week. Sadly going online just didn't suit our families and children at all and they were real casualties of the transition. Lis developed a system of sending out an email with resources out to families each Sunday for them to engage with if they want to.

### - Trail

It was sad not to be able to welcome the schools in for the Easter Trail in 2020 and, initially, it looked as if it would be the same for the Christmas Trail. However we were able to work out a way to do it in a COVID-secure way which meant that we were able welcome c. 100 children through.

### - Family deliveries of Advent candles

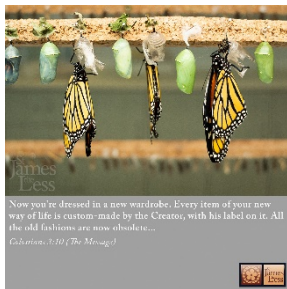
We were aware that we would be able to do very little 'in-person' for our families through Advent and Christmas, so we delivered Advent Candles with the names of Jesus on them to our families to help them celebrate the run-up to Christmas through Advent. The candles were accompanied with a sheet printed with a Bible verse to look up for each name on the candle.



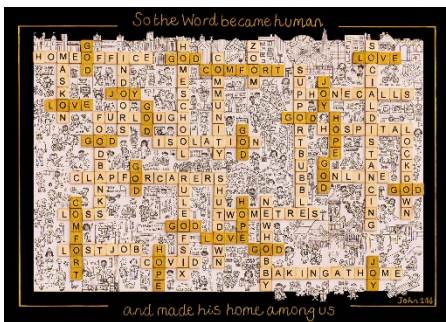
# The Parochial Church Council St James the Less Church Westminster Annual Report of the Trustees

Lis Goddard

## 7. Creative church:



At the start of the lockdown in March it was decided that as a church we should be trying to reach out to those in our church, community and beyond and look to bring encouragement, hope and comfort in this potentially very difficult period. Every day from 30th March, for 100 days, a photo was carefully matched with an appropriate Bible verse and posted with a short comment or reflection on social media and our website. These photos were chosen prayerfully and prophetically from Ben's archive.



With this increased significance of our online presence a website design group was convened in June to work on the church website redesign, as well as general branding. A massive thank you must go to Jonny Cox and the team from his company for all the time, resources and excellent work. In preparation for Christmas Amabel designed and created a Christmas card focusing on the verse John 1:14. The purpose was to reflect on and remind us of God's loving presence amongst us throughout this challenging year. Once printed (with details of our Christmas events) the final cards were signed by Lis and distributed around the parish by hand as usual.

*Ben and Amabel Ealovega*

## 8. Staff:

This year has not been an easy one for Jeremy Pinkney and Flo Augusto with no pastoral assistant, the closure of the Centre during lockdown, and the personal impact of Covid. The government's scheme enabled us to furlough Jeremy during the first lockdown but Flo continued to be employed full-time. Alice Chan has continued as our Book-keeper enabling us to manage our finances well. The Staffing Committee has worked particularly hard in overseeing all this and in revising our Staff Handbook which involved an enormous amount of work by Margaret Jellis. We were also able to have an HR audit from the diocese which has been helpful. Plans continue to employ a Community Worker but have been put on hold as a result of Covid, although applications have been made and a grant received from the Edward Harvist Trust.

*Andrew Goddard (Chair of Staffing Committee)*

## 9. Structures and financial review:

### - ChurchSuite

At the end of August 2020 we took out a subscription to ChurchSuite (a software programme designed to support the efficient management and administration of churches). We have already seen the benefits of this in ensuring our compliance to General Data Protection Regulation (GDPR) and have used it to manage online and mobile bookings for church events, including COVID-Messy Church and the Christmas ODM.



We have plans in the coming year to extend its use to support our Home Groups, manage volunteer rotas, develop our booking system for church events and the hire of the Centre, and receive online donations.

### - ExpensePlus



After its introduction and a lot of hard work in 2019, the Finance Team (comprising our administrator, bookkeeper, current and ex-Treasurers with support from our Vicar and Independent Examiner) set about mastering the use of ExpensePlus - the Fund Accounting software designed for churches and charities. With remote access and co-ordinated effort (with the team all working in separate locations and on different time



# **The Parochial Church Council St James the Less Church Westminster Annual Report of the Trustees**

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zones) we managed our income and expenditure throughout the year in a timely way, and in spite of COVID-19 disruptions to back-office operations and Centre and Church life, achieved the fastest year-end closure of the accounts that our Independent Examiner could remember.

The system has proved invaluable throughout the year in helping the PCC to track its financial performance against the budget, and to manage its cash position and funds in the face of great financial uncertainty resulting from the forced closure of the Centre and Church due to COVID-19 pandemic restrictions.

With the dedicated and much appreciated support of our regular givers, and tight oversight of our outgoings, we ended the year with a net income deficit on the General Fund of £18,041 (before transfers) despite a 40% drop in our income against budget (in large part due to a drop in income from the hire of the Centre).

## **- Bank Accounts**

In November 2020 we closed one of our Co-op bank accounts and transferred the balance of the historic VDF restricted funds to our CAF Gold VDF account. This is mainly (though not entirely) made up of designated monies. There is a policy of using the restricted VDF money first for flexibility.

At the end of 2020 the church held five bank accounts, including the one remaining Co-op account that is barely used. However, because some parishioners are still giving regularly into this account, we have decided to continue to keep it open. We are able to manage transactions and receive statements for our three CAF bank accounts online and aim in 2021 to put similar arrangements in place for our Lloyds Bank account that holds Renewal Fund monies.

## **- Reserves and decisions made**

Despite our changed financial circumstances in 2020, we continued to honour our commitment to the Diocesan Common Fund and during the year contributed £42,500 towards the costs of the church's mission and ministry across the Diocese of London and the placement of a vicar in nearly every Parish, including our own.



Towards the end of the year (in November 2020), aware of the ongoing restrictions limiting our ability to raise income from the hire of the Centre, the PCC took the difficult decision to reduce our offer to the Common Fund for 2021 to £30,000. The Diocese appreciated the PCC's willingness to use reserves to sustain Common Fund giving in 2020 and into 2021. The Diocese acknowledged our challenging financial situation and noted that should our offer prove to be unsustainable during 2021, they remain open to "having further conversations as the year progresses".

In December 2020, anticipating the net income deficit and continued closure of the Centre the PCC took the decision by email to transfer designated monies from the Monk Fund (£15,049 Mobile Mast income) and VDF designated fund (£3,000, which was part of the amount transferred into the VDF from the General Fund in 2019) to the Unrestricted General Fund. These were exceptional decisions taken to ensure our liquidity while we waited for outstanding Gift Aid claims from 2017 to 2019 to be submitted and paid to us.

We continue to owe £300,000 to the Ministry Housing Fund that we borrowed in 2014 in order to complete works on refurbishment of the Centre. This will be repaid as funds allow and will be used to purchase a property for a minister.

*Helen Mealins (Treasurer)*

## **10. An ongoing Saga – The Playground**

It was noted in the 2019 Annual Report at section 24 that the London Diocesan Board of Schools had successfully applied to the Land Registry to register itself as the holder of the legal title to the playground situated within the curtilage of the Church building and abutting the School Building. During 2020 the Incumbent and Dr Paul Hamley (Chair of the SJTL Buildings Committee) met (via an online meeting) with representatives of the Diocese of London and other parties to discuss STJL's claim to be recognised as having legal title to the playground. Investigations regarding the title and ownership of the playground (including to rectify title) are ongoing.

*Anthony Metcalfe-Gibson (Lay Chair of PCC)*

## **11. Deanery Synod Report**



## **The Parochial Church Council St James the Less Church Westminster Annual Report of the Trustees**

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The first meeting of the triennium of Westminster (St Margaret) Deanery Synod was held on Monday 22nd February 2021 on Zoom. It was somewhat disorganised - probably too many people for this medium - and new representatives were not introduced. I was disappointed by this. First up was the Election of Officers and Members of the Deanery Standing Committee. The Education Report disclosed plans to work more closely with local schools. The Revd. John Pearson-Hicks asked if any of the new DS representatives would like to join the Deanery Education Committee. I volunteered. The Finance Report revealed that the Deanery Bank Account with Nationwide has to close as the type of account is no longer supported by the bank. It was proposed to transfer funds to a new account to be held at NatWest. Then The Venerable Adam Atkinson, Archdeacon of Charing Cross, reported on the Area Plan and ambitions for parishes to work in greater partnership within the Deanery.

*Veronica Garbutt (Deanery Synod Rep)*

### **12. The Wider Church - work done by Clergy in the diocese and wider church:**

**Lis** – it is expected that clergy will be available to use their skills beyond their parish. Some do this more than others. Lis is variously involved within the local Community, the Deanery, the Diocese and the Wider Church. Locally she is a member of 2 local Residents Associations, including being on the Committee of LALGRA (Lillington and Longmore Resident's Association). She also chairs the Steering Group of Outbreak and line manages Mark Liburd, the Senior Youth Worker; she is an Ex Officio member of The Pimlico Foundation Trustee Board. She is currently the Convenor of Westminster Prayer Network – a group for local evangelical Clergy.

Within the Deanery she was asked to take on responsibility for Funeral Planning during the first Lockdown; this was expanded to include all of the Two Cities Episcopal Area. Since 2018 she has been chairing a group working on a Deanery Strategic Plan. This has evolved over the past year in response to an initiative from Bishop Sarah. Something around this will come from the Deanery to the PCC and wider church over the coming year. Off the back of this Lis was recently elected to join the Deanery Standing Committee.

On a diocesan level Lis serves as a Ministerial Reviewer for clergy within the diocese and as a Bishop's Assessor for those exploring ordination. She is also currently on the Diocesan MDR Review Committee which is looking at how the MDRs (Ministerial Development Review) can best be re-structured and developed. She is also on Diocesan Synod.

Within the wider Church Lis Chairs The Junia Network (formerly called AWESOME), which is a group for evangelical ordained women within the Church of England. As part of her work with TJN she is a member of the Archbishop's Transformations Steering Group and TRIG (the Transformations Research and Implementation Group); both these groups work for the development of women's ministry within the wider Church. Lis was elected to the General Synod of the Church of England in November 2020. General Synod is the governing body of the Church of England. In March 2021 she was elected as Co-Chair of CEEC (Church of England Evangelical Council). She will therefore be stepping down as Chair of the Junia Network and consequent involvements in October 2021.

**Andrew's** non-stipendiary role as Assistant Minister is part of a portfolio of different roles he has in academia and the wider church. In 2020 a lot of his time was spent as a member of the Co-Ordinating Group of the Church of England's Living in Love and Faith (LLF) project relating to Christian teaching and learning about identity, sexuality, relationships and marriage. Working with a team of academics and bishops on this since 2017, he was closely involved in the production of various materials (particularly the 468 page book and 5 session course) which were launched in October. He also continued teaching Christian Ethics for Ridley Hall and the wider Cambridge Theological Federation and for Westminster Theological Centre and teaching on areas of Christianity and Politics for the CARE Graduate Programme. He is a member of the Working Group of the Church of England Evangelical Council (CEEC), a small team which meets regularly to oversee CEEC's work between the annual Council meetings. In addition, he has continued to research and write on various theological and church matters.

**Fung** – is a Self-supporting minister at St James the Less. As well as being Assistant Minister at SJTL, she is on the full time staff of a Community Centre, a member of the Chinese clergy group in the Church of England in order to support each other, and supports her husband's ministry in the Chinese community in Kent.

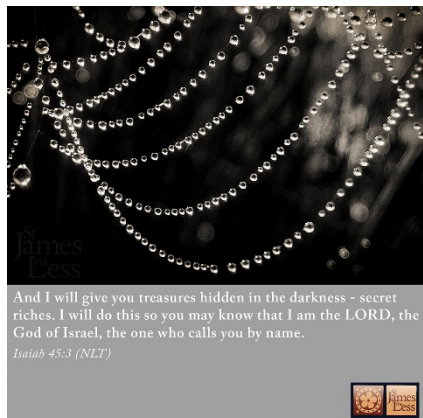
# The Parochial Church Council St James the Less Church Westminster Annual Report of the Trustees

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*Fung, Andrew and Lis*

## 13. Looking Forward

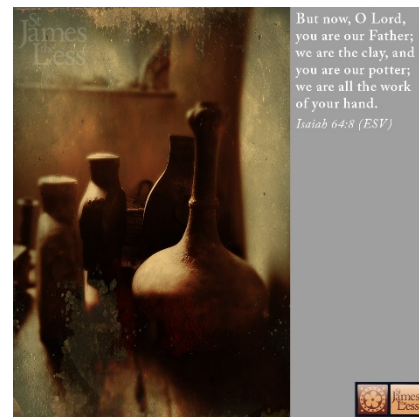
### 3. Looking Forward



2020 has been a year when we have learnt that we can do much more than we thought we could, that God is faithful and that he can do much more than we expected, even in a pandemic. It was a year when we were surprised, a year when we learnt to pray, when we learnt the power of blessing and the vital importance of lament. It was also the year when we re-learnt what an important message we have to share.

Looking forward we hope and pray that what we have learnt will shape us, whatever the future holds and that we will allow God to continue to shape and transform us into

people who follow him, wherever he leads us.



### 2020 Financial Review

The budget for 2020 was determined by the PCC in November 2019. The PCC carried out regular scrutiny of costs presented through a Treasurer's report at each meeting during the period. The Statement of Financial Activities shows the income and expenditure for the period, with further detail given in the notes to the financial statements.

### Risk Assessment

The PCC, through the staff, continues to give consideration to the major risks that the church is exposed to, to assess the likelihood of the risks occurring and the likely level of impact the risks pose, in conjunction with new diocesan guidelines. They have also considered the controls that are in place for these risks and have identified any necessary areas for action. This is an ongoing process that the PCC undertakes to ensure that the operations of the church are adequately protected against the risks it faces in achieving its strategic objectives. This year the church has organised a new Risk Assessment with regard to the St James the Less Centre. The PCC has a current Safeguarding Policy in place and requires all bookers of the Centre and Church to agree to it.

### Reserves Policy

It is the policy of the Council (agreed with church members at the APCM) to maintain unrestricted funds, which are the free reserves of the Church, at a level which will provide sufficient funds to cover the normal ministry, management and administration costs of the Church for a minimum of one month (but, ideally three months) and any emergency expenditure as it should arise. Additional reserves are set aside where, in the view of the Council, it is prudent to allow for future expenditure plans. The level of free reserves at 31 December 2020 stood at £112,733 (2019: £122,578)

Approved by the PCC on 25<sup>th</sup> April 2021

And signed on its behalf by

Elisabeth Goddard  
Vicar

## INDEPENDENT EXAMINER'S REPORT TO THE TRUSTEES

### ON THE UNAUDITED ACCOUNTS OF

### PCC OF SAINT JAMES THE LESS

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For the purposes of those charity funds on pages 17 to 23 for the year ended 31 December 2020 which require an independent examiner's report, we confirm the following:-

#### **Respective Responsibilities of Trustees and Examiner**

The charity's trustees are responsible for the preparation of the financial statements. 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.

It is my responsibility to:

- examine the financial statements (under section 145 of the 2011 Act);
- to follow the procedures laid down in the general Directions given by the Charity Commission (under section 145(5)(b) of the 2011 Act);
- 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 accounting records kept by the charity and a comparison of the financial statements presented with those records. It also includes considerations of any unusual items or disclosures in the financial statements, and the seeking of explanations from you as 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 financial statements present a "true and fair view" and the report is limited to those matters set out in the statements below.

#### **Independent Examiner's Statement**

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

1) which gives me reasonable cause to believe that, in any material respect, the trustees have not met the requirements:

- to keep accounting records in accordance with s130 of the 2011 Act; and
- to prepare financial statements which agree with the accounting records and to comply with the accounting requirements of the 2011 Act; or

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



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

**12th March 2021**

**Statement of Financial Activities**  
**For the year ended 31 December 2020**

**PCC of St James the Less**

	<i>notes</i>	<b>Unrestricted funds</b>	<b>Designated funds</b>	<b>Restricted funds</b>	<b>2020 Total £</b>	<b>2019 Total £</b>
Incoming resources from generated funds		-	-	-	-	-
Voluntary income	<b>9</b>	59,710	-	9,408	<b>69,118</b>	80,019
Activities for generating funds	<b>10</b>	1,223	-	3,803	<b>5,026</b>	2,631
Investment income	<b>11</b>	-	47	5	<b>52</b>	108
Income for charitable activities	<b>12</b>	41,883	15,040	-	<b>56,923</b>	125,543
<b>Total income</b>		<b>102,816</b>	<b>15,087</b>	<b>13,216</b>	<b>131,119</b>	<b>208,301</b>
Costs of generating funds						
Cost of generating voluntary income	<b>13</b>	-	-	46	<b>46</b>	21
Charitable activities	<b>14</b>	120,857	6,152	11,177	<b>138,186</b>	266,732
<b>Total expenditure</b>		<b>120,857</b>	<b>6,152</b>	<b>11,223</b>	<b>138,232</b>	<b>266,753</b>
<b>Income / (expenditure) before transfers</b>		<b>(18,041)</b>	<b>8,935</b>	<b>1,993</b>	<b>(7,113)</b>	<b>(58,452)</b>
Transfers between funds	<b>15</b>	<b>14,700</b>	<b>(15,208)</b>	<b>508</b>	-	-
<b>Net incoming/(outgoing) resources before other gains/(losses)</b>		<b>(3,341)</b>	<b>(6,273)</b>	<b>2,501</b>	<b>(7,113)</b>	<b>(58,452)</b>
Gains / (losses) on investment assets		(131)	-	(3,655)	<b>(3,786)</b>	58,331
<b>TOTAL INCOME / (EXPENDITURE) FOR THE YEAR</b>		<b>(3,472)</b>	<b>(6,273)</b>	<b>(1,154)</b>	<b>(10,899)</b>	<b>(121)</b>
Balances brought forward		64,524	57,954	376,918	<b>499,396</b>	499,517
Balances carried forward		<b>61,052</b>	<b>51,681</b>	<b>375,764</b>	<b>488,497</b>	<b>499,396</b>

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

**PCC of St James the Less**

	<i>notes</i>	<b>Unrestricted £</b>	<b>Designated £</b>	<b>Restricted</b>	<b>2020 Total £</b>	<b>2019 Total £</b>
Fixed Assets	<b>5</b>	-	1,073	-	<b>1,073</b>	4,909
Investments	<b>8</b>		-	289,792	<b>289,792</b>	293,578
		-	1,073	289,792	<b>290,865</b>	298,487
<b>Current Assets</b>						
Debtors	<b>6</b>	37,423	-	-	<b>37,423</b>	40,870
Cash at Bank - Current Account		37,849	65,648	85,972	<b>189,469</b>	185,956
Total current assets		75,272	65,648	85,972	<b>226,892</b>	226,826
<b>Liabilities</b>						
Creditors due within one year	<b>7</b>	(14,220)	(15,040)	-	<b>(29,260)</b>	(25,917)
<b>Net current assets</b>		<b>61,052</b>	<b>50,608</b>	<b>85,972</b>	<b>197,632</b>	<b>200,909</b>
<b>Creditors</b>						
Amounts falling due after more than one year		-	-	-	-	-
<b>Total Net Assets</b>		<b>61,052</b>	<b>51,681</b>	<b>375,764</b>	<b>488,497</b>	<b>499,396</b>
<b>Parish Funds</b>						
Unrestricted	<b>15</b>	61,052	-	-	<b>61,052</b>	64,524
Designated		-	51,681	-	<b>51,681</b>	57,954
Restricted		-	-	375,764	<b>375,764</b>	376,918
		<b>61,052</b>	<b>51,681</b>	<b>375,764</b>	<b>488,497</b>	<b>499,396</b>

Approved by the Parochial Church Council on 22nd March 2021 and signed on its behalf by:



L Goddard

The attached notes (1 - 15) form part of this statement.

## 1 Accounting policies

### *Accounting convention*

The financial statements have been prepared in accordance with the Church Accounting Regulations 2006 together with applicable accounting standards and in accordance with the Charities SORP 2005. The financial statements have been prepared under the historical cost convention, and in accordance with the Financial Reporting Standards for Smaller Entities (effective 2008) and the Charities Act 2011.

### *Incoming resources*

All incoming resources are included on the Statement of Financial Activities when the charity is legally entitled to the income and the amount can be quantified with reasonable accuracy.

### *Resources expended*

Expenditure is accounted for on an accruals basis and has been classified under headings that aggregate all cost related to the category. Where costs cannot be directly attributed to particular headings they have been allocated to activities on a basis consistent with the use of resources.

### *Fixed Assets*

Fixed assets are held at historic cost less depreciation. Included within tangible fixed assets is Leasehold property and no depreciation is charged on the property as it is the trustees' policy to maintain the buildings in a continual state of sound repair so any depreciation would not be material. The Council considers that the lives of these assets are so long and the residual values so high that their depreciation is insignificant. Depreciation is calculated on a straight line basis and written off over the life of the asset according to the class of asset as follows:

Office, centre and church equipment	20% on cost
Leased assets	Over the remaining period of the lease
Leasehold property	1% per annum straight line

### *Taxation*

The charity is exempt from tax on its charitable activities.

### *Investments*

Investments are included at closing mid-market value at the balance sheet date. Any gain or loss on revaluation is taken to the SOFA.

### *Finance leases*

Assets held under finance leases and the related lease obligations are included at the fair value at the inception of the lease. Depreciation on leased assets is calculated to write off this amount on a straight-line over the shorter of the lease term and the useful life of the asset.

## 2 Trustees' expenses and remuneration

There was no trustees' remuneration for the year ended 31st December 2020 nor for the year ended 31st December 2019.

### *Trustees Expenses*

In the year to 31st December 2020, no Trustees were paid for expenses (2019: £nil).

## 3 Related parties

The charity is controlled by the trustees.

**4 Common Fund**

The PCC makes payments to the Common Fund of the London Diocesan Fund to help meet the cost of providing a full time stipendiary priest including their housing and pensions. The agreed Common Fund contribution from Saint James the Less during 2020 was £42,500 (2019: £41,000).

**5 Fixed Assets**

	Office fittings and equipment	Centre fittings and equipment	Church fittings and equipment	Total
<b>Cost</b>				
Brought forward	4,458	24,971	28,289	<b>57,718</b>
Additions				-
Carried forward	4,458	24,971	28,289	<b>57,718</b>
<b>Depreciation</b>				
Brought forward	4,458	20,062	28,289	<b>52,809</b>
Charge in the year	-	3,836	-	<b>3,836</b>
Elimination in the year	-	-	-	-
Carried forward	4,458	23,898	28,289	<b>56,645</b>
<b>Net Book Value</b>				
<b>At 31 December 2020</b>	-	<b>1,073</b>	-	<b>1,073</b>
At 31 December 2019	-	4,909	-	4,909
<b>6 Debtors</b>			<b>2020</b>	2019
			£	£
Income tax recoverable			<b>37,423</b>	40,870
<b>Total</b>			<b>37,423</b>	40,870
<b>7 Creditors due within one year</b>			<b>2020</b>	2019
			£	£
Accrual			<b>14,220</b>	10,877
Income in advance			<b>15,040</b>	15,040
<b>Total</b>			<b>29,260</b>	25,917

**8 Investments**

Movements in the year	£
Market value at 1st January 2020	293,578
Additions	-
Disposal	-
Revaluation	(3,786)
Market value at 31 December 2020	<u>289,792</u>

Holdings at 31 December 2020

£95,000 with CCLA split with £80,000 in the Investment Fund and £15,000 in the Property Fund  
£92,260 with M & G Charifund

<b>9 Voluntary Income</b>	<b>Unrestricted</b>	<b>Designated</b>	<b>Restricted</b>	<b>Total 2020 £</b>	<b>Total 2019 £</b>
Gift aid donations	24,905	-	2,252	<b>27,157</b>	32,961
Gift aid recovered	6,904	-	808	<b>7,712</b>	6,700
Other planned giving	16,605	-	1,000	<b>17,605</b>	14,454
Open plate collections	1,348	-	52	<b>1,400</b>	7,185
Sundry donations	1,823	-	1,296	<b>3,119</b>	11,469
Legacies	-	-	-	-	-
Grants received	8,125	-	4,000	<b>12,125</b>	7,250
<b>Total</b>	<b>59,710</b>	<b>-</b>	<b>9,408</b>	<b>69,118</b>	<b>80,019</b>

<b>10 Activities for Generating Funds</b>	<b>Unrestricted</b>	<b>Designated</b>	<b>Restricted</b>	<b>Total 2020 £</b>	<b>Total 2019 £</b>
Sales	1,223	-	3,803	<b>5,026</b>	2,631

<b>11 Investment Income</b>	<b>Unrestricted</b>	<b>Designated</b>	<b>Restricted</b>	<b>Total 2020 £</b>	<b>Total 2019 £</b>
Interest and dividends	-	47	5	<b>52</b>	108
Rent	-	-	-	-	-
<b>Total Grants and Legacies</b>	<b>-</b>	<b>47</b>	<b>5</b>	<b>52</b>	<b>108</b>

<b>12 Income for Charitable Activities</b>	<b>Unrestricted</b>	<b>Designated</b>	<b>Restricted</b>	<b>Total 2020 £</b>	<b>Total 2019 £</b>
Parochial fees	507	-	-	<b>507</b>	919
Hire of Premises	41,376	15,040	-	<b>56,416</b>	124,624
<b>Total</b>	<b>41,883</b>	<b>15,040</b>	<b>-</b>	<b>56,923</b>	<b>125,543</b>



**13 Costs of Generating Voluntary Income**

	Unrestricted	Designated	Restricted	Total 2020 £	Total 2019 £
Building renovations	-	-	-	-	-
Costs of sales		-	46	<b>46</b>	21
<b>Total</b>	<b>-</b>	<b>-</b>	<b>46</b>	<b>46</b>	<b>21</b>

**14 Charitable Activities**

	Unrestricted	Designated	Restricted	Total 2020 £	Total 2019 £
Mission giving	3,323	7,100	-	<b>10,423</b>	6,101
Vicar's discretionary giving	-	-	2,820	<b>2,820</b>	123
Centre costs	920	-	-	<b>920</b>	2,186
Common fund	42,500	-	-	<b>42,500</b>	41,000
Administrative costs	37,872	-	-	<b>37,872</b>	48,080
Activities	1,846	-	-	<b>1,846</b>	3,788
Return of unused grant	-	-	-	-	1,795
Bank charges	65	-	-	<b>65</b>	68
Church/ Centre running costs	24,938	395	-	<b>25,333</b>	36,785
Church maintenance	-	(5,179)	5,610	<b>431</b>	17,299
Open Door Meal	-	-	2,747	<b>2,747</b>	4,977
Service costs	3,052	-	-	<b>3,052</b>	2,915
Schoolroom costs	4,771	-	-	<b>4,771</b>	2,475
Building renovations	-	-	-	-	93,146
Vicarage costs	570	-	-	<b>570</b>	
Depreciation	-	3,836	-	<b>3,836</b>	4,994
Governance costs	1,000	-	-	<b>1,000</b>	1,000
	<b>120,857</b>	<b>6,152</b>	<b>11,177</b>	<b>138,186</b>	<b>266,732</b>

15 Funds	Fund balances brought forward	Incoming resources	Outgoing resources	Net incoming/ outgoing resources	Transfers	Gains and losses	Fund balances carried forward
<b>Unrestricted</b>							
General fund	64,524	102,816	(120,857)	(18,041)	14,700	(131)	61,052
<b>Designated funds</b>							
Monk	25,309	15,086	948	16,034	(15,040)	-	26,303
Partners in Mission	16,145	-	(7,100)	(7,100)	3,340	-	12,385
Tower room	-	-	-	-	-	-	-
Vicar's	16,500	1	-	1	(3,508)	-	12,993
<b>Restricted</b>							
Vicar's	1,686	798	(2,820)	(2,022)	508	-	172
Other	1,320	-	-	-	-	-	1,320
Education	11,170	1,000	-	1,000	-	-	12,170
Renewal	833	1,022	(5,610)	(4,588)	-	-	(3,755)
Ministry housing	328,776	-	-	-	-	(3,655)	325,121
Community worker	26,111	7,803	(46)	7,757	-	-	33,868
Open Door Meal	7,022	2,593	(2,747)	(154)	-	-	6,868
	<b>499,396</b>	<b>131,119</b>	<b>(138,232)</b>	<b>(7,113)</b>	<b>-</b>	<b>(3,786)</b>	<b>488,497</b>

**Unrestricted Funds:**

The Unrestricted Funds are available for use at the discretion of the trustees in furtherance of the general objectives of the charity.

**Designated and Restricted funds**

**These funds are for specific purposes and cannot be used for anything other than their specified purpose.**

The Monk fund is set aside for major repair work to the church building and centre.

The donations fund is 10% of relevant general fund donations received, set aside to be given away for mission work only.

Donations to the Vicar's discretionary fund are given to relieve financial hardship. The designated fund was re-allocated by the PCC and the funds were transferred to the General Fund but will be repaid when funds allow.

Other restricted donations may be for a range of people or causes as specified by the donor.

The renewal fund is for the renewal and restoration of the church premises.

The designated renewal fund has been used for the repair of the Parish Centre.

The Ministry Housing fund is the correct name for the money given to purchase a property for a minister. This has been sold and the funds were lent to the renewal fund and the centre work. There is currently about £300,000 outstanding on this loan which will be repaid when funds allow.