

**ST THOMAS NORWICH**  
**ANNUAL REPORT AND UNAUDITED FINANCIAL STATEMENTS**  
**FOR THE YEAR ENDED 31 DECEMBER 2020**

# ST THOMAS NORWICH

## LEGAL AND ADMINISTRATIVE INFORMATION

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### Trustees

Revd D Z Lloyd	
Prof. J Glauert	
Revd T J Watts	
Mrs C Johnson	
Mr T Huggins	
Revd P J Brombley	
Revd A Woodman	
Revd M Hutton	
Revd J Payne	
Revd D Rowlandson	
Revd E Land	
Revd D Henda	(Appointed 25 October 2020)
Mr T Sweeting	(Appointed 25 October 2020)
Mr M St John	(Appointed 25 October 2020)
Mrs J Jones	(Appointed 25 October 2020)
Mrs S Watts	(Appointed 25 October 2020)
Ms K Mills	(Appointed 25 October 2020)
Mr P Parker	(Appointed 25 October 2020)
Dr H Kinsey	(Appointed 25 October 2020)
Mr D MacInnes	(Appointed 25 October 2020)
Dr S Knapp	(Appointed 25 October 2020)
Miss L Jackson	(Appointed 25 October 2020)

### Charity number

1161746

### Independent examiner

Argents Accountants Limited  
15 Palace Street  
NORWICH  
Norfolk  
United Kingdom  
NR3 1RT

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# ST THOMAS NORWICH

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# ST THOMAS NORWICH

## TRUSTEES' REPORT

### FOR THE YEAR ENDED 31 DECEMBER 2020

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The trustees present their report and financial statements for the year ended 31 December 2020.

The financial statements have been prepared in accordance with the accounting policies set out in note 1 to the financial statements and comply with the charity's governing document, the Charities Act 2011 and "Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective 1 January 2019)".

#### Objectives and activities

The Mitre Benefice was created in November 2017, bringing together three Churches: St Thomas Heigham (STN Earham Road), St Barnabas Heigham (STN Russell Street), and St Alban Lakenham (STN Grove Walk).

Although each Church was still required to have its own PCC and prepare its own accounts during the report year, an effective joint PCC was established to have oversight of, and accountability for, the organizations of the combined Benefice. Its aim and purpose is "Go and make disciples of all nations" Matthew 28:19.

It co-operates with the incumbent (currently, the interim priest-in-charge) in promoting, in the ecclesiastical parish, the whole mission of the Church, pastoral, evangelistic, social and ecumenical.

The acronym STN has been adopted as a common tag for all the activities; it is interchangeable with "The Mitre Benefice". The terms are used across the Benefice to proclaim clearly that each and every person of whatever background coming in to contact with any of the three Churches for any reason will experience:

- A warm welcome;
- Christ-centred worship;
- Faithful and challenging Bible preaching and teaching; and
- People of all ages, encouraging each other to a life of Christian discipleship.

The PCC is committed to making the Christian faith accessible to as many people as possible by ensuring a variety of events, activities and worship services.

The PCC ensures that the Church fosters the prayer life of the community, teaches the Gospel and provides pastoral care to the community and to church members both within and outside the parish.

There has been no change in these during the year.

The trustees have paid due regard to guidance issued by the Charity Commission in deciding what activities the charity should undertake.

# ST THOMAS NORWICH

## TRUSTEES' REPORT (CONTINUED)

### FOR THE YEAR ENDED 31 DECEMBER 2020

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#### ACTIVITIES AND MINISTRY

##### Significant activities

The Covid-19 Public Health Emergency prevented the APCM happening as usual in April 2020 and therefore an update on 2020 activities between 1 January 2020 and the APCM, held in October 2020, was provided in the 2020 Trustees' Report. However, for completeness, this report includes a full review of 2020 activities.

Rev Ian Dyble was signed off work with exhaustion just before Christmas 2019, and this absence continued until 1 July 2020. At this point Ian returned to part-time ministry, but left STN in October 2020, having secured a new position, leading the Weybourne Group of churches. Due to Ian's absence:

- The Diocese kindly continued the Benefice Share reduction throughout 2020;
- The Diocesan Centre for Church Planting and Revitalisation Programme was relocated from St Barnabas to the Diocesan offices in Easton; and
- The Bishop of Norwich, Graham Usher, appointing Rev David Lloyd as acting Priest in Charge from 8 March until 30 June 2020. David was appointed interim Priest in Charge, effective 1 July 2020 a role that continued after Ian's departure.

Revd Dave Hendra was licenced on 11 June 2020 as Associate Priest, Mitre Benefice. Dave's role includes being site and service pastor at St Alban's Church, Grove Walk (Sanctuary) and City College Chaplain.

We are pleased to announce the Revd Tom Eagles has been appointed as Ian's successor and will be licenced as Priest in Charge of the Mitre Benefice on 31 July 2021.

##### Public benefit

The Trustees have complied with their duty to have due regard to the Charity Commission's public benefit guidance when exercising any powers or duties to which the guidance is relevant. The ways in which we have worked for the public benefit are described in our Report.

# ST THOMAS NORWICH

## TRUSTEES' REPORT (CONTINUED) FOR THE YEAR ENDED 31 DECEMBER 2020

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### Achievements and performance

This section highlights some of the 2020 events, activities and worship services. None of these would be possible without the dedicated and continuing service of a wide range of volunteers, and the PCC thanks everyone across the Benefice who contributed in any way.

STN's staff team of clergy, employees and interns has been full of energy, commitment and innovation throughout the year, which has been made all the more difficult due to Covid-19 restrictions being in-place. The PCC thanks each member of the staff team for their hard work.

### Worship Services

Prior to the Covid-19 Public Health Emergency, the services on a typical Sunday were a:

- Common Worship communion service with traditional music and organ or orchestra at 9:00 am - St Thomas, Earham Road;
- Less formal communion service, including activities and teaching for children at 10:30 - St Barnabas, Russell Street;
- Contemporary service at 11am aimed at families, including activities and teaching for children and youth - St Thomas, Earham Road;
- Contemporary service at 4pm aimed at families, with activities for children and youth - St Alban, Grove Walk; and
- Relaxed contemporary service with teaching at 7pm - St Thomas, Earham Road.

Covid-19 meant that the pattern of services changed from the end of March 2020, and the Benefice responded with a variety of web-based offerings. Individual church members formed groups using WhatsApp and other social media; Connect groups moved to Zoom and Google Meet.

The easing of restrictions during October, November and at Christmas meant that we were able to hold 'inperson' services, with social distancing being carefully observed.

### Lifelong learning

Many of our normal activities turned to on-line solutions. Alpha courses ran several times during the year via Zoom and Google meet and Connect Groups continued on a termly basis, with over 350 people participating in these groups

### Next generation

The PCC supported a variety of regular events to welcome children, working with their parents to see the next generation love God and enjoy church.

The provision of Children's work continued during the year, with a weekly on-line Sunday morning session.

Groups for 11 - 18-year-olds met on Sundays, and during the week across the Benefice. The groups met face to face before lock-down and on-line during lock-down. These include Friday Night Youth, which provides a place for young people to have fun and explore the Christian faith, and is connected with St Alban, Grove Walk. This connection continued during lock-down, with small on-line groups meeting during the week and a larger on-line group meeting on a Friday night. During the summer months, the group gathered in small groups in parks and outdoor spaces.

# ST THOMAS NORWICH

## TRUSTEES' REPORT (CONTINUED)

### FOR THE YEAR ENDED 31 DECEMBER 2020

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#### Students

STN aims to support students in Norwich and before lockdown we ran regular student lunches and student nights. We enjoyed worship, teaching, ministry, food and fun socials, led by and for students from both Universities. The Sunday 7 service was also geared towards students. During lock-down we centred on 1-on-1 discipleship, taking the opportunity to meet up where possible, facilitating small group Bible studies and supporting our student community during the periods of lockdowns and on-line learning.

Students from both Universities contributed significantly to the life and worship of the Benefice. The PCC records its grateful thanks.

#### Sports Ministry

The Sports Factory engaged with schools across the benefice, but at a lower rate than in previous years due to pandemic. To connect with young people, a YouTube channel was created, including content covering physical activity, family fun and a Gospel message (an on-line Easter Holiday Club was also run). Pilates and a newly created Stretch and Pray session were also taken on-line and a "Game On" podcast created, which encompassed interviews with leaders and pioneers in Sport Ministries.

#### Hospitality

While the Church aims to be welcoming to all, unfortunately much of our hospitality activity was necessarily put on hold during the year.

#### Love Your Neighbour (LYN)

The Love Your Neighbour campaign was a national response to the Covid-19 pandemic and locally involved large projects such as: Love Christmas; Love Sunday; and Love Easter, where parcels were delivered to key community groups such as staff in care Homes or teachers; and working with community partners such as Food to Go! There were regular projects such as daily prescription deliveries and more general assistance provided through activities such as collecting shopping, dog walking and gardening. Volunteers were at the heart of the campaign with 60 involved in the projects since March 2020.

#### Communications

STN aimed to communicate with the church members and the wider community using as many different media as possible.

Our web site continued to spearhead communication to a wider audience. The weekly news video was posted to allow those not attending Church to see what is happening at STN. Audio recordings of the talks were also published as podcasts and used by around 18 listeners every month in Norfolk and beyond. Weekly YouTube videos were published and premiered at set times to promote online gatherings and weekly commitment to community. The weekly films followed a pattern of 1. A Contemplative Service for STN and the Mission Partnership Churches 2. A Contemporary 10am Service 3. A live streamed 4pm family service 4. A 9am "Kids Church". In addition to this Zoom was used for occasional prayer gatherings, community quizzes and for the numerous House Groups and Garden Groups to stay connected through lockdown. The Youth continued to meet on a Friday night on Zoom.

The Church increased its use of Facebook and Instagram as a way of promoting events and subscribers to all channels increased.

#### Our buildings

Quinquennial inspections (the Church of England's five-yearly property inspection) took place at all three church buildings in 2018. Due to Covid-19 no work was undertaken in 2020 towards addressing any of the issues raised in the inspection report

# ST THOMAS NORWICH

## TRUSTEES' REPORT (CONTINUED) FOR THE YEAR ENDED 31 DECEMBER 2020

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### Local reports

#### St Barnabas

"In the Light of Christ, we Care and Share" was lived out through the year.

Prior to COVID-19 we continued to run many of the successful community events, including Fun Days, Noah's Boat and Bouncy Castle Events. During COVID these all had to stop, but we worked with LYN to deliver food parcels, and with the Kids team to give out activity packs. Worship services were every Sunday and Thursday when we were able to meet.

No major work was carried out on the buildings during the year and the PCC are working with the Diocesan Finance team in finding funding for much-needed roof work on both the Hall and Church buildings.

#### STN Grove Walk (in the St Alban building)

The Sanctuary coffee stop attracted many into the church building for their first time and between the lockdowns 1 & 2 it operated outside, providing "Alfresco" hospitality for the community. When coffee has been permitted inside, the Sanctuary coffee stop has been used for many informal church meetings. We have opened the Sanctuary for private prayer on specified days and a number of our STN Connect groups were able to meet at the Sanctuary when rules allowed.

Our online Sunday services have been experimental, initially using staged YouTube "Shows" from the vicarage, with the congregation joining in via the comments section. We then switched to Zoom meetings, with breakout rooms enabling community catch-up and prayer.

We have been a base for Friday Night Youth and St Alban's office has been temporarily turned into a basic music studio using existing equipment, becoming a base for the young people to start producing their own songs. The Sanctuary has also become a base for song writing for kid's groups.

#### STN Earlham Road (in the St Thomas Building)

The largest of our buildings continued to host three services on a Sunday, prior to lockdown and a limited number of services when restrictions were eased.

Work on Universal Access was substantially completed, allowing no-step access to the main entrances of both the church and the hall, and a safer fire escape through the south-east porch. The works have now been completed for disabled access and together with volunteer gardening and planting the outdoor area has been greatly improved.

#### Garden Church

In 2019/20 STN developed an organic network of missional communities in partnership with the Diocesan Church Planting and Revitalisation Programme in order to see renewal through a mixed ecology of mission and church expression. The Garden has planted churches in Sprowston and The Upper Nar Villages and operates in 10 other locations across The Diocese including West Earlham mission partnership. It has encouraged a renewed sense of purpose and intention in local mission and has been an expression of 'scattered' church today.

#### Russell Street Community Centre

This community asset was less well used during the year, with fewer commercial hirers and church-led activities. The lease was surrendered at the end of 2020 and ENYP are lined up to take on the lease and we hope to work closely with them going forwards.

# ST THOMAS NORWICH

## TRUSTEES' REPORT (CONTINUED)

### FOR THE YEAR ENDED 31 DECEMBER 2020

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#### **The Mitre**

Opened on August 14th 2017, The Mitre on Earlham Road in Norwich developed its own personality as a safe and attractive place for the community to meet, with a regular clientele and numerous occasional visitors. There were successful evening events, involving people from inside and outside the church community. The Mitre seeks to be a public home, not a public house.

The Mitre has since grown a strong client base within the City and is a popular venue amongst all ages. As a relatively new business it has struggled to turn a profit but the Directors together with the PCC and Clergy are in the process of reviewing the missional focus and the context for its success. Covid-19 presented significant challenges and the Mitre has been shut for much of this year and staff furloughed. As we write, the Mitre is gradually reopening with a simple menu and the initial response from the community is good. We hope in 2021 to see the vision of the Mitre renewed and woven into the core vision of the STN Church. The Mitre seeks to become a simple self-sustaining and effective discipleship vehicle for the Church.

#### **The Sanctuary**

Prior to lockdown, The Sanctuary Coffee Stop operated five days a week in the St Albans building on Grove Walk, with a substantial regular client base. Responsibility for running the Sanctuary passed to St Albans from STN Trading Ltd in Q4 2020.

Volunteers were essential to our operations. Thank you to each of them.

#### **The Halls (ER, GW and RS)**

These were let to organisations including Guides, Brownies, Princes' Trust and Alcoholics Anonymous. Commercial hirers provided dance (Greek, Tango, International and more), ballet, Pilates, yoga, and parent support, although usage was restricted due to Covid-19.

Each of the Halls is used for church children's work on Sundays.

No major work was done on any of the Halls.

#### **STN Trust**

The Trust strengthened its identity and support within the Benefice and beyond. The Trust publishes its own annual report.

#### **Partner Organizations**

##### **IJM & India**

The PCC supported the International Justice Mission in its work to prevent trafficking, particularly in India.

##### **Street Child**

Street Child is a UK charity that provides educational opportunities for some of the world's most vulnerable children. Members of the church raised funds for the charity and STN has contributed funds to build at least three schools.

#### **Partnering with Hope into Action & Community Chaplaincy Norwich**

Whilst it has not been possible to go into HMP Norwich during any period since the first lockdown, with Hope into Action, we have continued to support the residents of two houses in Norwich, one for a family of those seeking asylum, and one mainly for homeless ex-offenders. We have also worked with Community Chaplaincy Norwich providing mentors for 8 ex-offenders.

# ST THOMAS NORWICH

## TRUSTEES' REPORT (CONTINUED)

FOR THE YEAR ENDED 31 DECEMBER 2020

### Financial review

#### Financial position

Work on Universal Access at St Thomas Church was substantially completed during the year, funded from a restricted fund and the work has been completed in the first quarter of 2021.

Church membership, and the overall level of giving, did not change substantially during the year.

It is the policy of the charity that unrestricted funds which have not been designated for a specific use should be maintained at a level equivalent to at least two month's expenditure. The trustees considers that reserves at this level will ensure that, in the event of a significant drop in funding, they will be able to continue the charity's current activities while consideration is given to ways in which additional funds may be raised. This level of reserves has been maintained throughout the year.

The trustees has assessed the major risks to which the charity is exposed, and are satisfied that systems are in place to mitigate exposure to the major risks.

#### Structure, governance and management

The charity is controlled by its governing document, a deed of trust and constitutes an unincorporated charity.

# ST THOMAS NORWICH

## TRUSTEES' REPORT (CONTINUED)

### FOR THE YEAR ENDED 31 DECEMBER 2020

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#### Organisational structure

STN is the overall St Thomas Church. This is registered charity 1161746.

Although a joint PCC began operating across the benefice in 2017, only the PCC members elected by the St Thomas Parish, the incumbents and the St Thomas wardens are the Trustees of this charity.

St Barnabas' PCC focused on the issues facing that church, whilst also being part of the STN PCC. St Barnabas's PCC publishes its own report.

There continued to be no electoral roll or PCC for St Albans, with the STN wardens, vicars and STN PCC Secretary acting as a governance body for St Albans.

Prior to the October 2020 APCM, STN was overseen on a day-to-day basis by the Executive Committee, the standing committee of the PCC, but a substantial change to the personnel of the PCC and Executive Committee occurred at that APCM and in light of that the Executive Committee was disbanded with oversight of activities being facilitated by a new Standing Committee and PCC.

At the 2020 APCM, the Church Wardens stepped down, some PCC members resigned whilst others did not seek re-election. At the same time, we welcomed newly elected wardens, and a new PCC. An interim Treasurer was appointed at the November PCC meeting. We are grateful for the commitment of these volunteers past and present in this challenging time of transition for the Church. The Church in this period also began to think of itself more as a network of churches or a 'family' of churches that is diverse and unified, gathered and scattered.

STN Church is the body that delivers all worship, evangelism and mission work.

**The Sports Factory** is an operation of STN with a sporting focus. It is a cost centre within STN, and it is a responsibility of the Sports Factory team to seek their funding through grant aid and by selling services to schools. The activities are led by Tim Henery.

**STN Trading Ltd (STNT)** is a registered company, number 09928322, with STN being the sole shareholder. STNT exists to develop Christian community through hospitality and owns and operates The Mitre and had landlord responsibilities for the Russell Street Community Centre until end Dec 2020 when the lease was relinquished and ran the Sanctuary Coffee Shop until Q4 2020 when responsibility was handed back to St Albans. A new manager of the Mitre was appointed in 2019 with a view to providing a strong and stable financial base from which the Mitre could begin to develop missional initiatives. Covid 19 obviously disrupted this development but the business is reopening and so the mission of STN through the Mitre is being refreshed and renewed for post-Covid Norwich.

**STN Trust.** This charity, (registered charity 1100236) is focused on community and social action. It has its own Trustees, which include Rev David Lloyd, and four other members of STN Church. In light of a change of CEO in 2019 STN undertook a review of its mission and focus. The emerging Covid crisis in 2020 saw STN Trust focus its resources on supporting a broader range of community action by seed funding outward looking missional initiatives within STN. This includes the support of the Missional Community House in West Earlham (and associated Food Distribution and Community Care), the appointment of a Sports Factory worker and a part-time LYN Mission Co-ordinator.

# ST THOMAS NORWICH

## TRUSTEES' REPORT (CONTINUED)

### FOR THE YEAR ENDED 31 DECEMBER 2020

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#### **PCC Membership**

Members of the PCC are either ex-officio or elected at the Annual Parochial Church Meeting in accordance with the Church Representation Rules.

The PCC met in person once and via Zoom twice during the year with an average attendance of 22 persons. The Executive Committee of the outgoing PCC met bi-weekly, face to face or via Zoom until October when a new Standing Committee was elected. The Executive Committee consisted of Revs. Ian Dyble, Dave Lloyd and Andy Woodman, Tim Horspole and Nik Vitkovitch (Wardens), John Glauert (Treasurer), Terry Huggins, Terry Burkhill.

The Standing Committee (effective October 2020) is made up of Revs. Dave Lloyd and Dave Hendra, Julia Jones and David Wormald (Wardens), Tim Sweeting (Vice Chair), Caroline Johnson (Secretary), Mark Jones (Treasurer - interim)

During the year the following served as members of the PCC

#### **Ex Officio Members**

The Revd Ian Dyble, Vicar (Chairman) – resigned October 2020.

The Revd Dave Lloyd, Interim Priest in charge

The Revd Joanna Payne, Associate Priest

The Revd Andrew Woodman, Curate

The Revd Matthew Hutton, Associate Priest

The Revd Dave Hendra, Associate Priest (St Albans)

The Revd PJ Brombley, Curate

The Revd Tim Watts, Curate

The Revd Di Rowlandson, Associate Priest

The Revd Ed Land, Associate Priest

Diana Timms, Reader

Mark Jones (Treasurer - interim) – appointed November 2020

#### **Church Wardens**

Tim Horspole (Deputy Lay Chair), Nik Vitkovitch, both of whom stepped down at APCM on 25 October 2020.

Julia Jones and Carlos Reynells were appointed Church Wardens at same meeting, however Carlos stepped down before the end of 2020.

#### **Elected Members**

Elected – 2020 APCM

Terry Huggins (re-elected)

Caroline Johnson (re-elected)

Selina Watts

Kim Mills

Phil Parker

Hannah Kinsey

Louise Jackson

Duncan MacInnes

Tim Sweeting (Vice Chair)

Tom Dannatt – did not seek re-election at 2020 APCM

Co-opted

Louise Holliday – co-option ended 2020 APCM

# ST THOMAS NORWICH

## TRUSTEES' REPORT (CONTINUED)

FOR THE YEAR ENDED 31 DECEMBER 2020

### Deanery Synod Representatives

John Glauert (STN Treasurer. Resigned Treasureship 2020 APCM)

Sarah Knapp – Elected 2020

Matti St John – Elected 2020

Roger Timms – Resigned 2020

### Members from St Alban's

Churchwarden: David Wormald – appointed 2020

Elected members: Bonnie Wilson, Adrian Munn

### Members from St Barnabas

Churchwarden: Terry Burkill

Elected members: Paul Elsey; Norma Broadest; Carol Marshall-Nichols

Becky Anderson and Alex Sellers – resigned in 2020

### Clergy changes

Ian Dyble left in Q4 2020.

Dave Hendra joined Q2 2020

### Electoral Roll

Only those listed on the electoral roll may vote in the elections to the PCC.

Under the Church Representation Rules, a new Electoral Roll has to be completed every 6 years and 2019 was one of these years. At St Barnabas, Russell Street, the roll comprises a total of 28 members, 12 of whom are resident in the parish. At St Thomas, Earham Road, the roll comprises a total of 200 members. There is no electoral roll at St Alban, Grove Walk; people are part of the Earham Road roll.

### Standing Committee

Revs Lloyd, Hendra

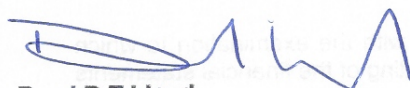
Julia Jones, David Wormald (Church Wardens)

Tim Sweeting (Vice Chair)

Caroline Johnson (PCC Secretary) Mark

Jones (Treasurer - interim)

The trustees' report was approved by the Board of Trustees.



Revd D Z Lloyd

Trustee

Dated: 10 May 2021

# ST THOMAS NORWICH

## INDEPENDENT EXAMINER'S REPORT TO THE TRUSTEES OF ST THOMAS NORWICH

I report to the trustees on my examination of the financial statements of St Thomas Norwich (the charity) for the year ended 31 December 2020.

### Responsibilities and basis of report

As the trustees of the charity you are responsible for the preparation of the financial statements in accordance with the requirements of the Charities Act 2011 (the 2011 Act).

I report in respect of my examination of the charity's financial statements carried out under section 145 of the 2011 Act. In carrying out my examination I have followed all the applicable Directions given by the Charity Commission under section 145(5)(b) of the 2011 Act.

### Independent examiner's statement

Since the charity's gross income exceeded £250,000 your examiner must be a member of a body listed in section 145 of the 2011 Act. I confirm that I am qualified to undertake the examination because I am a member of ICAEW, which is one of the listed bodies.

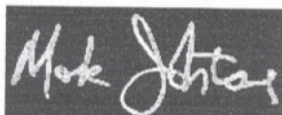
Your attention is drawn to the fact that the charity has prepared financial statements in accordance with Accounting and Reporting by Charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) in preference to the Accounting and Reporting by Charities: Statement of Recommended Practice issued on 1 April 2005 which is referred to in the extant regulations but has now been withdrawn.

I understand that this has been done in order for financial statements to provide a true and fair view in accordance with Generally Accepted Accounting Practice effective for reporting periods beginning on or after 1 January 2015.

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

- 1 accounting records were not kept in respect of the charity as required by section 130 of the 2011 Act; or
- 2 the financial statements do not accord with those records; or
- 3 the financial statements do not comply with the applicable requirements concerning the form and content of accounts set out in the Charities (Accounts and Reports) Regulations 2008 other than any requirement that the accounts give a true and fair view which is not a matter considered as part of an independent examination.

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in this report in order to enable a proper understanding of the financial statements to be reached.



Mark Johnstone FCA  
Argents Accountants Limited  
15 Palace Street  
NORWICH  
Norfolk  
NR3 1RT  
United Kingdom

Dated: 18 May 2021

# ST THOMAS NORWICH

## STATEMENT OF FINANCIAL ACTIVITIES INCLUDING INCOME AND EXPENDITURE ACCOUNT FOR THE YEAR ENDED 31 DECEMBER 2020

		Unrestricted funds 2020 £	Restricted funds 2020 £	Total 2020 £	Unrestricted funds 2019 £	Restricted funds 2019 £	Total 2019 £
	Notes						
<b><u>Income and endowments from:</u></b>							
Donations and legacies	3	352,033	49,666	401,699	404,133	17,790	421,923
Charitable activities	4	3,615	-	3,615	3,827	-	3,827
Other trading activities	5	22,327	-	22,327	47,100	407	47,507
Investments	6	14	-	14	60	-	60
Other income	7	2,491	-	2,491	714	-	714
<b>Total income</b>		<b>380,480</b>	<b>49,666</b>	<b>430,146</b>	<b>455,834</b>	<b>18,197</b>	<b>474,031</b>
<b><u>Expenditure on:</u></b>							
Charitable activities	8	301,234	41,299	342,533	405,605	17,850	423,455
<b>Net incoming resources before transfers</b>		<b>79,246</b>	<b>8,367</b>	<b>87,613</b>	<b>50,229</b>	<b>347</b>	<b>50,576</b>
Gross transfers between funds		10,153	(10,153)	-	10,800	(10,800)	-
<b>Net income/(expenditure) for the year/ Net movement in funds</b>		<b>89,399</b>	<b>(1,786)</b>	<b>87,613</b>	<b>61,029</b>	<b>(10,453)</b>	<b>50,576</b>
Fund balances at 1 January 2020		635,542	15,609	651,151	574,513	26,062	600,575
<b>Fund balances at 31 December 2020</b>		<b>724,941</b>	<b>13,823</b>	<b>738,764</b>	<b>635,542</b>	<b>15,609</b>	<b>651,151</b>

The statement of financial activities includes all gains and losses recognised in the year.

All income and expenditure derive from continuing activities.

# ST THOMAS NORWICH

## BALANCE SHEET

AS AT 31 DECEMBER 2020

	Notes	2020 £	2019 £
<b>Fixed assets</b>			
Tangible assets	14	71,378	69,260
Investments	15	1	1
		<u>71,379</u>	<u>69,261</u>
<b>Current assets</b>			
Debtors falling due after one year	16	611,000	598,000
Debtors falling due within one year	16	15,038	9,576
Cash at bank and in hand		58,873	35,136
		<u>684,911</u>	<u>642,712</u>
<b>Creditors: amounts falling due within one year</b>	18	(17,526)	(60,822)
<b>Net current assets</b>		<u>667,385</u>	<u>581,890</u>
<b>Total assets less current liabilities</b>		<u>738,764</u>	<u>651,151</u>
<b>Income funds</b>			
Restricted funds	19	13,823	15,609
<u>Unrestricted funds</u>			
Designated funds	20	7,874	7,874
General unrestricted funds		<u>717,067</u>	<u>627,668</u>
		<u>724,941</u>	<u>635,542</u>
		<u>738,764</u>	<u>651,151</u>

The financial statements were approved by the Trustees on 10 May 2021



Revd D Z Lloyd  
Trustee

# ST THOMAS NORWICH

## NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 DECEMBER 2020

### 1 Accounting policies

#### 1.1 Accounting convention

The financial statements have been prepared in accordance with the charity's [governing document], the Charities Act 2011 and "Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective 1 January 2019)". The charity is a Public Benefit Entity as defined by FRS 102.

The charity has taken advantage of the provisions in the SORP for charities applying FRS 102 Update Bulletin 1 not to prepare a Statement of Cash Flows.

The financial statements have departed from the Charities (Accounts and Reports) Regulations 2008 only to the extent required to provide a true and fair view. This departure has involved following the Statement of Recommended Practice for charities applying FRS 102 rather than the version of the Statement of Recommended Practice which is referred to in the Regulations but which has since been withdrawn.

The financial statements are prepared in sterling, which is the functional currency of the charity. Monetary amounts in these financial statements are rounded to the nearest £.

The financial statements have been prepared under the historical cost convention, modified to include the revaluation of freehold properties and to include investment properties and certain financial instruments at fair value. The principal accounting policies adopted are set out below.

#### 1.2 Going concern

At the time of approving the financial statements, the trustees have a reasonable expectation that the charity has adequate resources to continue in operational existence for the foreseeable future. Thus the trustees continue to adopt the going concern basis of accounting in preparing the financial statements.

#### 1.3 Charitable funds

Unrestricted funds are available for use at the discretion of the trustees in furtherance of their charitable objectives.

Restricted funds are subject to specific conditions by donors as to how they may be used. The purposes and uses of the restricted funds are set out in the notes to the financial statements.

Endowment funds are subject to specific conditions by donors that the capital must be maintained by the charity.

Explanation of some of the funds are included within the trustees report, some of them do not require further explanation, the details of the others are listed below:

- Organ & classical music fund: St Thomas has a church organ which has been appreciated by many in past decades, who raised funds for its maintenance, repair and performance.
- Choral director/Music scholar fund: During early 2018 a Part Time choral & classical music person was employed. They were funded partly through specific grants which gave rise to this fund.

#### 1.4 Income

Income is recognised when the charity is legally entitled to it after any performance conditions have been met, the amounts can be measured reliably, and it is probable that income will be received.

# ST THOMAS NORWICH

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

### FOR THE YEAR ENDED 31 DECEMBER 2020

#### 1 Accounting policies

(Continued)

Cash donations are recognised on receipt. Other donations are recognised once the charity has been notified of the donation, unless performance conditions require deferral of the amount. Income tax recoverable in relation to donations received under Gift Aid or deeds of covenant is recognised at the time of the donation.

Legacies are recognised on receipt or otherwise if the charity has been notified of an impending distribution, the amount is known, and receipt is expected. If the amount is not known, the legacy is treated as a contingent asset.

#### 1.5 Expenditure

Liabilities are recognised as expenditure as soon as there is a legal or constructive obligation committing the charity to that expenditure, it is probable that a transfer of economic benefits will be required in settlement and the amount of the obligation can be measured reliably. 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.

Grants offered subject to conditions which have not been met at the year end date are noted as a commitment but not accrued as expenditure.

#### 1.6 Tangible fixed assets

Tangible fixed assets are initially measured at cost and subsequently measured at cost or valuation, net of depreciation and any impairment losses.

Depreciation is recognised so as to write off the cost or valuation of assets less their residual values over their useful lives on the following bases:

Plant and equipment	25% on reducing balance
Fixtures and fittings	25% on reducing balance
Computers	33% on cost

The gain or loss arising on the disposal of an asset is determined as the difference between the sale proceeds and the carrying value of the asset, and is recognised in net income/(expenditure) for the year.

#### 1.7 Fixed asset investments

Fixed asset investments are initially measured at transaction price excluding transaction costs, and are subsequently measured at fair value at each reporting date. Changes in fair value are recognised in net income/(expenditure) for the year. Transaction costs are expensed as incurred.

#### 1.8 Impairment of fixed assets

At each reporting end date, the charity reviews the carrying amounts of its tangible assets to determine whether there is any indication that those assets have suffered an impairment loss. If any such indication exists, the recoverable amount of the asset is estimated in order to determine the extent of the impairment loss (if any).

#### 1.9 Cash and cash equivalents

Cash and cash equivalents include cash in hand, deposits held at call with banks, other short-term liquid investments with original maturities of three months or less, and bank overdrafts. Bank overdrafts are shown within borrowings in current liabilities.

# ST THOMAS NORWICH

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) FOR THE YEAR ENDED 31 DECEMBER 2020

### 1 Accounting policies

(Continued)

#### 1.10 Financial instruments

The charity has elected to apply the provisions of Section 11 'Basic Financial Instruments' and Section 12 'Other Financial Instruments Issues' of FRS 102 to all of its financial instruments.

Financial instruments are recognised in the charity's balance sheet when the charity becomes party to the contractual provisions of the instrument.

Financial assets and liabilities are offset, with the net amounts presented in the financial statements, when there is a legally enforceable right to set off the recognised amounts and there is an intention to settle on a net basis or to realise the asset and settle the liability simultaneously.

##### Basic financial assets

Basic financial assets, which include debtors and cash and bank balances, are initially measured at transaction price including transaction costs and are subsequently carried at amortised cost using the effective interest method unless the arrangement constitutes a financing transaction, where the transaction is measured at the present value of the future receipts discounted at a market rate of interest. Financial assets classified as receivable within one year are not amortised.

##### Basic financial liabilities

Basic financial liabilities, including creditors and bank loans are initially recognised at transaction price unless the arrangement constitutes a financing transaction, where the debt instrument is measured at the present value of the future payments discounted at a market rate of interest. Financial liabilities classified as payable within one year are not amortised.

Debt instruments are subsequently carried at amortised cost, using the effective interest rate method.

Trade creditors are obligations to pay for goods or services that have been acquired in the ordinary course of operations from suppliers. Amounts payable are classified as current liabilities if payment is due within one year or less. If not, they are presented as non-current liabilities. Trade creditors are recognised initially at transaction price and subsequently measured at amortised cost using the effective interest method.

##### Derecognition of financial liabilities

Financial liabilities are derecognised when the charity's contractual obligations expire or are discharged or cancelled.

#### 1.11 Employee benefits

The cost of any unused holiday entitlement is recognised in the period in which the employee's services are received.

Termination benefits are recognised immediately as an expense when the charity is demonstrably committed to terminate the employment of an employee or to provide termination benefits.

### 2 Critical accounting estimates and judgements

In the application of the charity's accounting policies, the trustees are required to make judgements, estimates and assumptions about the carrying amount of assets and liabilities that are not readily apparent from other sources. The estimates and associated assumptions are based on historical experience and other factors that are considered to be relevant. Actual results may differ from these estimates.

The estimates and underlying assumptions are reviewed on an ongoing basis. Revisions to accounting estimates are recognised in the period in which the estimate is revised where the revision affects only that period, or in the period of the revision and future periods where the revision affects both current and future periods.



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NAME	RESIDENCE	EDUCATION	PROFESSION	DATE	AGE
ALBION K. BROWN	ALBANY	COLLEGE	TEACHER	1875	27
ALFRED C. BROWN	ALBANY	COLLEGE	TEACHER	1875	27
ALFRED C. BROWN	ALBANY	COLLEGE	TEACHER	1875	27
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ALFRED C. BROWN	ALBANY	COLLEGE	TEACHER	1875	27
ALFRED C. BROWN	ALBANY	COLLEGE	TEACHER	1875	27

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# ST THOMAS NORWICH

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) FOR THE YEAR ENDED 31 DECEMBER 2020

### 3 Donations and legacies

	Unrestricted funds general 2020 £	Restricted funds 2020 £	Total 2020 £	Unrestricted funds general 2019 £	Restricted funds 2019 £	Total 2019 £
Donations and gifts	287,569	49,666	337,235	336,624	17,790	354,414
Grants received	5,963	-	5,963	-	-	-
Gift aid claimed	58,501	-	58,501	67,509	-	67,509
	<u>352,033</u>	<u>49,666</u>	<u>401,699</u>	<u>404,133</u>	<u>17,790</u>	<u>421,923</u>

### 4 Charitable activities

	Church activities 2020 £	Church activities 2019 £
Fees and similar income	<u>3,615</u>	<u>3,827</u>

### 5 Other trading activities

	Unrestricted funds general 2020 £	Unrestricted funds general 2019 £	Restricted funds 2019 £	Total 2019 £
Fundraising events	18,079	37,127	407	37,534
Church cafe	137	1,066	-	1,066
Hall income	4,111	8,907	-	8,907
Other trading activities	<u>22,327</u>	<u>47,100</u>	<u>407</u>	<u>47,507</u>

### 6 Investments

	Unrestricted funds general 2020 £	Unrestricted funds general 2019 £
Interest receivable	<u>14</u>	<u>60</u>

# ST THOMAS NORWICH

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) FOR THE YEAR ENDED 31 DECEMBER 2020

### 7 Other income

	Unrestricted funds general 2020 £	Unrestricted funds general 2019 £
Other income	2,491	714

### 8 Charitable activities

	Church activities 2020 £	Church activities 2019 £
Staff costs	156,708	190,739
Parish share	67,442	86,411
Service costs	785	5,658
Fees	380	4,047
Clergy expenses	3,536	4,333
Outreach and projects	34,195	47,858
Promotions	507	1,593
St Albans redevelopment costs	-	7,474
Legal and professional fees	1,255	2,383
Bank charges	514	567
	265,322	351,063
Grant funding of activities (see note 10)	10,976	9,290
Share of support costs (see note 11)	63,281	61,662
Share of governance costs (see note 11)	2,954	1,440
	342,533	423,455
<b>Analysis by fund</b>		
Unrestricted funds - general	301,234	405,605
Restricted funds	41,299	17,850
	342,533	423,455

### 9 Description of charitable activities

Church activities  
Church activities

# ST THOMAS NORWICH

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) FOR THE YEAR ENDED 31 DECEMBER 2020

### 10 Grants payable

	Church activities 2020 £	Church activities 2019 £
Grants to institutions (9 grants):		
Various	10,976	9,290

### 11 Support costs

	Support costs £	Governance costs £	2020 £	Support costs £	Governance costs £	2019 £
Depreciation	23,843	-	23,843	25,039	-	25,039
Rent contribution	10,000	-	10,000	9,999	-	9,999
Rates and water	809	-	809	831	-	831
Insurance	3,853	-	3,853	3,861	-	3,861
Light and heat	7,066	-	7,066	9,029	-	9,029
Church and hall maintenance	7,690	-	7,690	8,222	-	8,222
Telephone	282	-	282	360	-	360
St Albans redevelopment costs	683	-	683	1,297	-	1,297
IT and software	3,132	-	3,132	2,759	-	2,759
IT and audio	5,923	-	5,923	265	-	265
Accountancy	-	2,954	2,954	-	1,440	1,440
	<u>63,281</u>	<u>2,954</u>	<u>66,235</u>	<u>61,662</u>	<u>1,440</u>	<u>63,102</u>
Analysed between Charitable activities	<u>63,281</u>	<u>2,954</u>	<u>66,235</u>	<u>61,662</u>	<u>1,440</u>	<u>63,102</u>

### 12 Trustees

One of the trustees (or any persons connected with them) received remuneration from the charity during the year. As an employee of the charity Revd J Payne (trustee) received remuneration for her role within the church of £12,000 with associated pension contributions of £360.

No further remuneration, other benefits or expenses were paid to trustees (or any persons connected with them) during the year.

# ST THOMAS NORWICH

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) FOR THE YEAR ENDED 31 DECEMBER 2020

### 13 Employees

The average monthly number of employees during the year was:

	2020 Number	2019 Number
Employees	23	30
Employment costs	2020 £	2019 £
Wages and salaries	156,708	190,739

There were no employees whose annual remuneration was £60,000 or more.

### 14 Tangible fixed assets

	Plant and equipment £	Fixtures and fittings £	Computers £	Total £
<b>Cost</b>				
At 1 January 2020	63,191	90,574	2,723	156,488
Additions	5,220	20,281	460	25,961
Disposals	-	-	(2,723)	(2,723)
At 31 December 2020	68,411	110,855	460	179,726
<b>Depreciation and impairment</b>				
At 1 January 2020	29,269	55,236	(2,723)	81,782
Depreciation charged in the year	9,785	13,905	153	23,843
Eliminated in respect of disposals	-	-	2,723	2,723
At 31 December 2020	39,054	69,141	153	108,348
<b>Carrying amount</b>				
At 31 December 2020	29,357	41,714	307	71,378
At 31 December 2019	33,922	35,338	-	69,260

# ST THOMAS NORWICH

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

### FOR THE YEAR ENDED 31 DECEMBER 2020

#### 15 Fixed asset investments

	Other investments £
<b>Cost or valuation</b>	
At 1 January 2020 & 31 December 2020	1
<b>Carrying amount</b>	
At 31 December 2020	1
At 31 December 2019	1

#### 16 Debtors

	2020 £	2019 £
<b>Amounts falling due within one year:</b>		
Trade debtors	3,707	1,610
Other debtors	11,331	7,966
	<u>15,038</u>	<u>9,576</u>

	2020 £	2019 £
<b>Amounts falling due after more than one year:</b>		
STN Trading Ltd	<u>611,000</u>	<u>598,000</u>
<b>Total debtors</b>	<u>626,038</u>	<u>607,576</u>

#### 17 Loans and overdrafts

	2020 £	2019 £
Other loans	-	18,000
Loans from STN Trust	<u>6,807</u>	<u>20,621</u>
	<u>6,807</u>	<u>38,621</u>
Payable within one year	<u>6,807</u>	<u>38,621</u>

# ST THOMAS NORWICH

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) FOR THE YEAR ENDED 31 DECEMBER 2020

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### 18 Creditors: amounts falling due within one year

	2020 £	2019 £
Borrowings	6,807	38,621
Other taxation and social security	6,258	8,341
Trade creditors	1,002	10,511
Other creditors	-	409
Accruals and deferred income	3,459	2,940
	<u>17,526</u>	<u>60,822</u>

# ST THOMAS NORWICH

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

### FOR THE YEAR ENDED 31 DECEMBER 2020

#### 19 Restricted funds

The income funds of the charity include restricted funds comprising the following unexpended balances of donations and grants held on trust for specific purposes:

	Balance at 1 January 2019 £	Movement in funds			Transfers 1 January 2020 £	Balance at 1 January 2020 £	Movement in funds			Transfers £	Balance at 31 December 2020 £
		Incoming resources £	Resources expended £				Incoming resources £	Resources expended £			
Disabled access	17,456	3,497	-		10,800	10,153	-	-		(10,153)	-
Sports ministry	3,000	9,750	(12,750)		-	-	9,000	(9,000)		-	-
St Barnabas	506	4,950	-		-	5,456	1,350	(6,806)		-	-
House deposit	600	-	(600)		-	-	-	-		-	-
Events/worship	4,500	-	(4,500)		-	-	-	-		-	-
Missional community house	-	-	-		-	-	6,000	(3,446)		-	2,554
Children and youth	-	-	-		-	-	15,000	(8,161)		-	6,839
Lyn	-	-	-		-	-	18,316	(13,886)		-	4,430
	<u>26,062</u>	<u>18,197</u>	<u>(17,850)</u>		<u>10,800</u>	<u>15,609</u>	<u>49,666</u>	<u>(41,299)</u>		<u>(10,153)</u>	<u>13,823</u>

# ST THOMAS NORWICH

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) FOR THE YEAR ENDED 31 DECEMBER 2020

### 20 Designated funds

The income funds of the charity include the following designated funds which have been set aside out of unrestricted funds by the trustees for specific purposes:

	Balance at 1 January 2019	Movement in funds Incoming resources	Balance at 1 January 2020	Movement in funds Incoming resources	Balance at 31 December 2020
	£	£	£	£	£
Organ and classical music fund	7,874	-	7,874	-	7,874
	<u>7,874</u>	<u>-</u>	<u>7,874</u>	<u>-</u>	<u>7,874</u>

### 21 Analysis of net assets between funds

	Unrestricted funds 2020 £	Restricted funds 2020 £	Total 2020 £	Unrestricted funds 2019 £	Restricted funds 2019 £	Total 2019 £
Fund balances at 31 December 2020 are represented by:						
Tangible assets	71,378	-	71,378	69,260	-	69,260
Investments	1	-	1	1	-	1
Current assets/ (liabilities)	653,562	13,823	667,385	566,281	15,609	581,890
	<u>724,941</u>	<u>13,823</u>	<u>738,764</u>	<u>635,542</u>	<u>15,609</u>	<u>651,151</u>

# ST THOMAS NORWICH

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) FOR THE YEAR ENDED 31 DECEMBER 2020

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### 22 Related party transactions

#### Transactions with related parties

During the year the charity entered into the following transactions with related parties:  
Trustees donated amounts to the charity in 2020.

St Thomas Norwich Trust Limited, charity 1100236, loaned £50,000 to St Thomas Norwich in 2017. During 2020 repayments continued to be made totalling £13,889 and £75 of interest has been charged leaving a balance of £6,807 owed at year end. The loan is repayable on demand.  
In addition during the year St Thomas Norwich Trust Limited made grants of £21,000. £15,000 of this was to help fund a Children's and Youth worker and £6,000 supported the hosting of interns in Missional Community House, Earlham.

St Thomas Norwich and STN Trust Limited have the following trustees in common: Revd. Lloyd and Revd. Watts.

St Thomas is a church within the Mitre Benefice. The other churches are St Albans and St Barnabas.

The Trustees of St Thomas Norwich are responsible for St Alban, a church planted from St Thomas. Some of the charity's assets are located at St Alban. Giving to both churches comes to St Thomas. The accounts of St Thomas cover many of the costs of St Alban including the salary of a missionary and church cleaning, and the Parish Share for both churches. Separate accounts for St Alban use income from the church hall in Grove Walk to cover utility bills and some service costs.

St Barnabas had loaned St Thomas £18,000 in 2019, as at 31 December 2020 this had been repaid in full. This loan was made interest free and is repayable on demand.

St Thomas Norwich wholly owns a trading subsidiary called STN Trading Ltd company number 09928322. STN Trading Limited operated the Sanctuary café at St Alban in Grove Walk until September 202, when responsibility transferred to St Alban Church. STN Trading Ltd also owns and is responsible for the development of The Mitre. The surplus of STN Trading Ltd is covenanted to STN Trust Limited. STN Trading Ltd owed St Thomas Norwich £611,000 at the year end (2019 - £598,000), there are no repayment terms and no interest is charged, and there is no charge registered against The Mitre.