

TRUSTEES' ANNUAL REPORT AND FINANCIAL REPORT
of the Parochial Church Council of the Ecclesiastical Parish of
ST THOMAS at CLIFFE with ALL SAINTS, LEWES
for the year ended 31 December 2018

	pages
CONTENTS	
TRUSTEES' ANNUAL REPORT	1 - 7
ANNUAL FINANCIAL REPORT	
Statement of Assets	8
Receipts and Payments	9 - 10
Statements for other accounts	11 - 12
Notes to the accounts	13
REPORT of the INDEPENDENT EXAMINER	14

St Thomas à Becket Church, Cliffe High Street, Lewes, East Sussex

www.st-thomas-lewes.org.uk

Rector of the Benefice of Lewes Saint Anne and Saint Michael and Saint Thomas at Cliffe with All Saints:

Canon Richard Moatt
The Rectory, 57 St Anne's Crescent, Lewes,
East Sussex, BN7 1SD

Priest of St Thomas:

The Revd George Linnegar, 20 Morris Road,
Lewes, East Sussex, BN7 2AT

Independent Examiner:

Ms Sheila Massey, 6 Hayward Road, Lewes,
East Sussex, BN7 2TW

Bankers:

Barclays Bank, The Old Bank, High Street,
Lewes, BN7 2JP

The boundaries of the parish encompass the former parish of All Saints in Lewes and extend from: Cuilfail and the Cliffe Industrial Estate in the east, to Station and Market Streets in the west; and from Davey's Lane in the north, to Court Road and the railway station in the south. In 2010 we became part of a new single benefice with St Anne and St Michael in Lewes.

St Thomas à Becket at Cliffe with All Saints

Trustees' Annual Report for 2018

Our aims and purposes as a charity

The PCC has the responsibility of co-operating with the Rector, Canon Richard Moatt and the Priest of St Thomas, the Revd George Linnegar, in:

promoting the gospel of the Lord Jesus Christ, according to the doctrines and practices of the Church of England;

promoting in the parish the whole mission of the church, pastoral, social, evangelistic, and ecumenical:

knowing Jesus better and making Him better known;

practical support and care for people in the parish, from the youngest to the eldest.

St Thomas' is committed to ordering its worship in accordance with the Book of Common Prayer and is a Corporate Member of the Prayer Book Society.

Our charitable objectives

The PCC's objectives and activities recognise the Charity Commission's guidance on public benefit and cover the following areas:

Attending to God - worship and spirituality; giving and stewardship

Building a Christian community – outreach and mission

Commending God's love – pastoral visits, prayer in the community,

which form the basis of our Mission Action Plan.

The PCC has complied with the duty under section 5 of the Safeguarding and Clergy Discipline Measure 2016, fully recognizing its duty to have due regard to the House of Bishops' guidance on safeguarding children and vulnerable adults.

What we achieved and how we affected beneficiaries' lives

The church family welcomes visitors from within as well as outside the parish boundary. Visitors attend by personal choice and it is our great pleasure to welcome anyone from all walks of life to take part in the life of the church.

Our services

Sunday	Sung Eucharist	9.45 am
	Evening Prayer	6.00 pm
Weekdays and Saturdays	Eucharist	7.00 am
	Evening Prayer	6.00 pm
Thursdays	Eucharist	10.00 am

On 31 December 2017 there were 50 people on St Thomas' Electoral Roll. During 2018 sadly two people died, three people are now resident in care homes and unable to attend church and one person has not attended church for over six months. Therefore, on 31 December 2018 the Electoral Roll numbered 44, comprising 27 parish residents and 17 non-parish residents.

Attendance at Sunday morning service during 2017 has been on average 30 to 35 people.

Of particular note was this year's Crib service on Christmas Eve, where the children sang carols and took turns to come forward to place the figures and animals in the crib – a special and happy occasion heralding the start of Christmas. We were very encouraged by the numbers attending both this and the Christmas Eve and Christmas morning communion services (a total of over 140 people, over 80 communicants).

It is also encouraging to note how effectively our informal rota of organists has worked. Having a group of 4 players gives flexibility and cover if anyone is absent; but also, our organists offer different skills and interests which enrich our services and - judging by comments received – are appreciated by visitors and parishioners alike.

We have continued with the Bible Reading Fellowship notes and several members of the congregation follow the daily readings.

Review of the Year: our PCC

The PCC met five times during the year with a very good level of attendance. Each meeting the PCC receives standing reports from the Rector, the Priest of St Thomas', Treasurer, Churchwarden, Safeguarding Officer, Deanery Synod Representatives, Children's Society, Churches Together in Lewes and in respect of 'Caring and Sharing', a scheme to support *My Father's House* project, Olinda, Brazil.

Community, Fellowship and Outreach

Parish social events have included: the late-Summer and Christmas Fairs; Shrove Tuesday Pancake Party and Beetle Drive; Harvest Supper; carol

singing and social evening; several very successful coffee mornings and enjoyable tea parties – all in Cliffe Hall. The various social events, to which all – parishioners, nearby residents and those beyond the church congregation - are very welcome, are frequently advertised in the local press and details distributed around the town.

This year has seen several special events which have been very-well attended and much enjoyed. These have included: a talk by Dr Graham Mayhew about the men commemorated on the two war memorials in the church; also a most entertaining evening with Miles Jenner celebrating the life of the entertainer Billy Merston.

St Thomas' is very much part of the Cliffe community and these events are important to us in maintaining these close links. The church remains open from dawn to dusk and we receive many appreciative comments from people (both local residents and visitors) who come in for times of quietness and prayer during the day. We are pleased to welcome the Orthodox Parish of the Nativity who hold their services in the church on Sundays and Harvey's Brewery for their lively annual Harvest Thanksgiving service.

We value our close links with, and support of, the Cliffe Feoffees, a charity established by unknown benefactors in 1603 for the maintenance and support of the Parish Church of St Thomas in the Cliffe and the poor of the parish. The churchwarden and PCC secretary are Feoffees' trustees and thereby actively contribute to the benefit of the local community through their involvement in the charity.

St Thomas' *Parish News* is distributed free each month with details of services, events, dates and news. This is also sent further afield to those who have moved away and want to keep in touch. We thank Joanna Hill warmly for her editorial role. We also thank Trevor Butler for our excellent web-site and for overseeing its use and development.

Special thanks are due to the flower team for the displays each week and, particularly, for the beautiful decoration of the church at festivals and feast days. We are grateful to all those who have kept the inside of the church and the brass so clean, well-cared-for and welcoming – and those who tend the garden. These are jobs which are undertaken regularly and faithfully week by week, which are appreciated by us all and by those who visit the church.

Visitors

Looking through the frequent entries in the Visitor Book shows a number of foreign visitors; visitors returning to the church on a regular basis; those with a previous family, marriage or baptismal link and those expressing thanks for our prayers (following individual requests on our Prayer Board). The overriding comments refer to the peaceful and prayerful atmosphere.

Thank you for these moments of peace, welcome and quiet reflection;

A beautifully decorated, well cared-for church. The smell of polish is wonderful:

Thank you for keeping this church open:

So pleased to see a strong Prayer Book Society (PBS) presence and Barnabas magazine:

Thank you for the peace and blessing of meeting a Friend. I always like to visit this lovely church when in Lewes.

We very much appreciate these comments.

Last, but by no means least, are our thanks to those who serve refreshments after services and those who arrange our social and fundraising events which are so appreciated and enjoyed by visitors and parishioners alike.

Provision of the church building for people to enjoy

With a building as old as ours routine maintenance is ongoing and we continue to keep a mindful eye on safety measures, which has allowed the installation of automatic lighting in the Nave during the hours of darkness when the church is open – typically 3pm – 6pm in the darker, winter months.

We continue to address items raised by our architect in the latest Quinquennial Review and have gone out to tender on a number of matters, including internal decoration following water damage, restoration and regilding of the weather vane (which forms part of our lightning conductor) and work to Tower pointing and roof. Electrical PAT testing of our portable appliances is scheduled and we are looking to upgrade our hearing-loop system to comply with the latest Regulations on assistive listening.

Following the flash flood in July 2017, on the advice of the Fire Service we have purchased, for a modest outlay, a quantity of makeshift dams which can be deployed to prevent water ingress, should there be a repeat of the drainage failure in Chapel Hill, South Street and Cliffe High Street.

Messrs Thwaites and Reed of Rottingdean continue to maintain the workings of our ancient turret clock – understood to be the second oldest in the county - and we are grateful to them for their assiduous service and attention to detail.

Keeping our church open during daylight hours for visitors is central to our existence, although it does leave us prone to low-level vandalism and anti-social behavior; some persons attempted to dismantle part of our brass Communion rail. Despite offering footage to Sussex Police they have been unable to act due to lack of ‘hard evidence’. We suffered the cost of repairs.

We are about to coat our internal precious metals with a DNA spray, which makes them readily identifiable, in the hope of deterring theft.

Financial Review

We finished 2018 with Total Receipts (£35,515) exceeding Total Payments (£31,942) by £3,573, detailed in the General (Unrestricted) Fund Receipts and Payments account. We also transferred £20,000 into the Business (Church Building) premium account, in anticipation of planned future building works.

After recent fundraising for our building works, it has been a quieter year on this front. However, payments have been made for maintenance and minor repairs, as detailed in the above section of this report. We have continued to receive donations and are extremely grateful to all those who have contributed, both from within our congregation and from further afield.

On a month-by-month basis we rely upon planned and other forms of regular giving and are grateful to all who contribute regularly in this way. In 2018 we were able to recover the sum of £3,800 on reclaimed income tax. However, it should be noted that our Planned Giving Gift Aid receipts were down on last year, which is consistent with the decline in the Electoral Roll.

The largest expenditure of the PCC was the sum of £19,992 pa, being St Thomas' share of the Benefice payment to the diocese for our share of all churches' Parish Ministry Costs. This payment covers the housing, stipend and pension costs of the clergy; also a standard sum for diocesan central costs, clergy training and a contribution to national church funds. Currently our three churches are meeting 100% of the costs allocated to the Benefice.

In 2018 the arrangements for paying the church's insurance changed and this is now paid direct to Ecclesiastical and not (as was previously the case) as part of the Parish Share. The change is reflected in the Receipts and Payments account.

There were specific collections towards the Diocesan Harvest Appeal, the Children's Society and Sussex Historic Churches Trust.

Contributions for the Olinda Project helping children and teenagers in Brazil (through the Caring and Sharing scheme), are collected each Sunday.

Reserves Policy

We are very dependent on the regular income from our CBF Church of England investments, without which our monthly income would not match our outgoings and we would be in a serious deficit position at the end of the year. The investments enable the church to carry on.

It is PCC policy to maintain a balance on the general unrestricted fund as contingency against structural work on the building, additional unforeseen situations relating to the fabric and to meet the requirements of the Quinquennial inspection.

Structure, Governance and Management of the Charity

The Parochial Church Council is a charity, but is excepted from registering with the Charity Commission within the meaning of Section 30 of the Charities Act 2011. Its governing document is the Parochial Church Councils (Powers) Measure 1956.

During the year the following served as members of the Parochial Church Council:

Ex-Officio members

<i>Rector:</i>	Canon Richard Moat	Chair
<i>Priest of St Thomas:</i>	The Revd George Linnegar	
<i>Churchwarden:</i>	Trevor Butler	
<i>Deanery Synod Representatives</i>	Philomela Parratt Martha Bush	
<i>Elected Members:</i>	Kate Kemp Ruth Crossley Sue Hammond	Treasurer and Secretary
	Joanna Hill Margaret Honeyman Rosemary Muddle Imogen Stewart	Parish Safeguarding Assistant Treasurer and Planned Giving
	Hannah Thorne	
	Helen Turner Carole Wright	Electoral Roll Officer

Membership of the PCC is determined under the Church Representation Rules and consists of certain ex-officio members (the Rector and the Priest of St Thomas), the churchwarden, members of the Deanery Synod and members of the church who are elected at the Annual Parochial Church Meeting. Members are warmly encouraged to stand for election to the PCC and we try to ensure a balance of skills and experience, wherever possible.

This Trustees' Annual Report was APPROVED by the PCC and signed on their behalf by *The Revd Canon Richard Moatt, PCC Chair*

Richard Moatt

13 March 2019

PAROCHIAL CHURCH COUNCIL OF ST THOMAS AT CLIFFE WITH ALL SAINTS, LEWES
ANNUAL FINANCIAL REPORT FOR YEAR ENDED 31 DECEMBER 2018

STATEMENT OF ASSETS AT 31 DECEMBER 2018

	2018	2017
	£	£
Monetary Assets		
Barclays Community account	15,261	31,686
Barclays Business Premium (building) account	26,830	1,292
CBF Deposit Fund	1,966	1,174
Charitable Giving account	75	75
Petty cash	91	30
Total	44,223	34,257
Investment Assets		
1,443 CBF Investment Fund (Income) shares – held by Diocese as Custodian Trustee	23,302	23,657
13,149 CBF Investment Fund (Income) shares	212,342	215,576
23,720 CBF Fixed Interest Securities Fund - Income shares	38,012	39,807
Total	273,656	279,040
Total Assets	317,879	313,297

GENERAL (UNRESTRICTED) FUND – RECEIPTS & PAYMENTS ACCOUNT**AT 31 DECEMBER 2018****BARCLAYS COMMUNITY ACCOUNT**

Receipts	2018	2017
	£	£
Planned Giving Gift Aid	7,856	9,468
Planned Giving non Gift Aid	1,377	761
Collections & wall safe	3,641	6,141
Income Tax & VAT recovered	4,530	12,383
Contribution from Orthodox Church	2,000	2,000
Donations from Feoffees	1,800	1,800
Charity money passing through account	494	525
Donations towards flowers & coffee	357	337
Sub total	22,055	33,415
Grants & donations	1,503	10,864
Trading activities	2,562	4,337
Sub total	4,065	15,201
Dividends from CBF investment funds	8,712	8,561
Sub total	8,712	8,561
Fees from funerals & weddings	683	898
Sub total	683	898
Total receipts	35,515	58,075

Payments	2018	2017
	£	£
Diocesan parish share	19,992	20,736
Insurance	2,361	
Affiliations	108	98
Funeral Fees (to GL and DBF)	249	
Energy costs	2,385	1,918
To charities	425	625
Church maintenance	3,524	4,024
Administration	712	616
Music & organ	1,578	1,636
Publicity	158	231
Building repairs		9,545
Petty cash	450	400
Total payments	31,942	39,829
Excess of receipts over payments	3,573	18,246

**Transfer from this account into Barclays Business (Church Building) Premium Account:
£20,000**

CBF Church of England Deposit Fund

Statement for year ended 31 December 2018

	2018	2017
	£	£
Receipts		
Income from Parish Trusts Investments	792	770
Payments	-	-
Excess of receipts over payments	792	770
Deposit fund at 31 December	1,966	1,174

Barclays Business (Church Building) Premium Account

Statement for year ended 31 December 2018

Receipts		
Interest payments	38	-
Donation from Alan Evans Memorial Trust		1,000
Transfer from Barclays Community account	20,000	
Donation (SR)	5,000	
Donation (Harvey & Son)	500	
Total	25,538	1,000
Payments	-	-
Excess of receipts over payments	25,538	1,000
Business Premium account at 31 December	26,830	1,292

Barclays Charitable Giving Account

Statement for year ended 31 December 2018

	2018	2017
	£	£
Receipts	-	-
Payments		
Red Cross South Sudan Appeal	-	1,000
Red Cross UK Solidarity Fund	-	500
Excess of receipts over payments	-	-1,500
Charitable Giving account at 31 December	75	75

NOTES TO THE ANNUAL FINANCIAL REPORT

- (1) The financial statements of the PCC have been prepared in accordance with the Charities Act 2011 and the Church Accounting Regulations 2006, using the Receipts and Payments basis.
- (2) The following assets are recognised but not valued in the Statement of Assets: movable church furnishings held by the churchwarden on special trust for the PCC which require a faculty for disposal.
- (3) No payments were made to PCC members or connected persons in the year other than:
 - (a) for re-imbusement of expenses incurred on behalf of the PCC and paid from their own monies: eight PCC members received re-imbusement for:

postage and stationery; flowers; cleaning and maintenance materials; coffee and biscuits; gifts and sundries; printing cartridge, paper and printing; communion and sanctuary items

amounting to £1,131;
 - (b) for assisting with the general maintenance of the church, a relative of a PCC member was paid £130 per month.

This Financial Report for the year ended 31 December 2018, including the notes above, was APPROVED by the PAROCHIAL CHURCH COUNCIL and signed on its behalf by the Revd Canon Richard Moatt, PCC Chair.

Richard Moatt

13 March 2019

