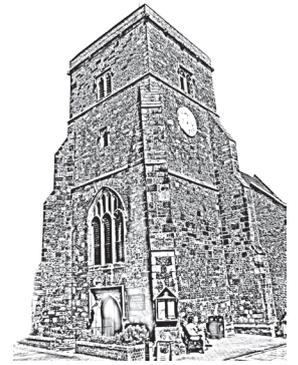
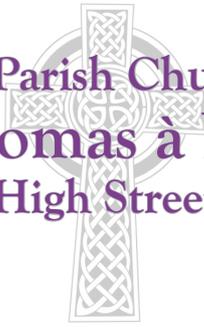


The Parish Church of
St Thomas à Becket
Cliffe High Street, Lewes



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 2019



Cliffe High Street, LEWES BN7 2AH
Email: warden@st-thomas-lewes.org.uk

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www.st-thomas-lewes.org.uk



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 2019

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REPORT of the INDEPENDENT EXAMINER

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 2019

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	BCP Sung Eucharist	9.45 am
	BCP Evening Prayer	6.00 pm
Weekdays and Saturdays	BCP Eucharist	7.00 am
	BCP Evening Prayer	6.00 pm
Thursdays	BCP Eucharist	7 am and 10.00 am

On 31 December 2019 there were 44 people on St Thomas' Electoral Roll, comprising 27 parish residents and 17 non-parish residents.

Attendance at Sunday morning service during 2019 has been on average 30 people. Each week a total of 5-10 people attended the weekday services.

At this year's Crib service on Christmas Eve, 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 132 people). 44 people attended on Easter morning, with 150 attending Harveys' Harvest service.

It is also encouraging to note how effectively our informal rota of organists continues to operate. 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.

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 Harveys 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. We are also pleased to hold and receive, from various local organisations, their colours which have been laid up in the church.

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 are often commented upon by those visiting 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 over-riding comments refer to the peaceful and prayerful atmosphere.

What a worthwhile visit: the church so well maintained; the atmosphere peaceful and conducive to prayer and meditation;

May the whole world be as peaceful as this place – Muslim girl who found peace here;

A very special moment passed alone here;

I'm so glad your beautiful church is open at all hours. I came this morning, early, on my way to work to say a prayer;

Beautiful – I always come to pray here;

Thank you for your beautiful church which has been a great comfort to us during difficult times;

This church makes me feel good.

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 it is not unusual to face expensive maintenance bills and, as we continue to address items raised by our architect in the latest Quinquennial Review, over the last year we have spent over £40,000 on essential major repairs; notably to the tower roof and some internal re-decoration to areas previously water damaged. With the scaffolding up, it afforded greater access and our architect identified additional areas of concern. These will need to be addressed in better weather and once we have raised the necessary funds. Shortly after completion of the works, we experienced one of the wettest spells on record and we suffered some further water ingress which has left some staining on internal walls.

A major achievement was the magnificent renovation of our historic weather vane which now looks as good as new after careful restoration and re-gilding.

Annual maintenance included organ tuning and servicing of essentials such as the boiler and fire-fighting equipment. A risk assessment identified several areas of attention and minor works were carried out to reduce or alleviate risks where possible. One highlight was the chancel steps and we are investigating the installation of handrails to aid access to the communion rail during Eucharist.

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; for example, we recently lost a small crucifix from the sanctuary which was found outside, smashed to pieces. A suitable alternative was procured from a local antiques centre.

It is heartening to read appreciative comments in the visitors' book and this acknowledges, in part at least, the tremendous effort of our (self-employed) caretaker and the volunteer cleaning team – without whom it would be difficult to keep the church in such good order. We are, as ever, indebted to the Cliffe Feoffees without whom we could not maintain the church fabric. With a dwindling congregation contributing to the upkeep, we must look at ways to increase donations from visitors who are clearly enamoured by what they find. Aside from our small range of souvenirs, fundraising will become ever more important if we are to remain viable.

Report from the Parish Safeguarding Officer

As required by the diocese, the PCC has complied with Section 5 of the Safeguarding and Clergy Discipline Measure 2016 (duty to have due regard to the House of Bishops' guidance on safeguarding children and vulnerable adults).

As a parish, we have completed the SQP project, which shows that we are already complying with Section 5 above, having passed the SQP Assessment by the diocese in November 2019; in particular, the relatively recent new requirement to have safeguarding arrangements on the front page of our parish website.

The Parish Safeguarding Officer (PSO) reminds us all that the reporting of general concerns of child abuse can be made to the PSO or to the Diocesan Safeguarding Adviser, Colin Perkins, at Church House. For an imminent risk, the police should be contacted or the NSPCC (help line 0808 8005000).

Financial Review

We finished 2019 with Total Payments (£77,311) exceeding Total Receipts (£74,193) by £3,118 detailed in the General (Unrestricted) Fund Receipts and Payments account. During the year we transferred £20,000 from our CBF Church of England investments and over £16,000 was received from the Cliffe Feoffees. We continue to rely on dividends from our CBF investments, without which we would not be able to survive.

As detailed in the previous section of the report, this has been a very busy year for building works. 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 2019 we were able to recover the sum of £4,760 on reclaimed income tax. However, we note that our Planned Giving Gift Aid receipts were down on previous years, which is consistent with the decline in the Electoral Roll.

Aside from the building works, the largest expenditure of the PCC was the sum of £20,640 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.

The Charitable Giving account with Barclays was closed in March. Instead, there were specific collections at church events and one-off donations were given to the Children's Society, Churches Together Homelink, the Lewes Night Shelter, Family Support Work and Sussex Historic Churches Trust. In addition, a contribution was made towards St Annes' roof appeal.

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 ongoing and future 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:

<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	

Elected Members:

Kate Kemp	
Ruth Crossley	
Sue Hammond	Treasurer and Secretary
Joanna Hill	Parish Safeguarding Officer
Margaret Honeyman	
Rosemary Muddle	
Imogen Stewart	Assistant Treasurer and Planned Giving
Hannah Thorne	
Helen Turner	Electoral Roll Officer
Carole Wright	

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 PCC Chair.

Signed.....Dated

PAROCHIAL CHURCH COUNCIL OF ST THOMAS AT CLIFFE WITH ALL SAINTS, LEWES
ANNUAL FINANCIAL REPORT FOR YEAR ENDED 31 DECEMBER 2019

STATEMENT OF ASSETS AT 31 DECEMBER 2019

	2019	2018
	£	£
Monetary Assets		
Barclays Community account	6,143	15,261
Barclays Business Premium (building) account	823	26,830
CBF Deposit Fund	2,787	1,966
Charitable Giving account – CLOSED	000	75
Petty cash	91	91
Total	9,844	44,223
Investment Assets		
1,443 CBF Investment Fund (Income) shares		
– held by Diocese as Custodian Trustee	27,661	23,302
13,149 CBF Investment Fund (Income) shares	-	212,342
16,015 CBF Investment Fund (Income) shares	306,999	-
23,720 CBF Fixed Interest Securities Fund		
Income shares - ACCOUNT CLOSED	000	38,012
Total	334,660	273,656
Total Assets	344,504	317,879

GENERAL (UNRESTRICTED) FUND – RECEIPTS AND PAYMENTS ACCOUNT

at 31 DECEMBER 2019

BARCLAYS COMMUNITY ACCOUNT

Receipts	2019	2018
	£	£
Planned Giving Gift Aid	6,333	7,856
Planned Giving non Gift Aid	1,069	1,377
Collections and wall safe	4,159	3,641
Income Tax recovered	4,760	4,530
Contribution from Orthodox Church	2,000	2,000
Donations from Cliffe Feoffees	16,800	1,800
Bank transfers	20,075	-
Charity money passing through account	658	494
Donations towards flowers and coffees	358	357
Sub Total	56,212	22,055
Grants and donations	4,760	1,503
Trading activities	2,575	2,562
Sob Total	7,335	4,065
Dividends from CBF investment funds	9,343	8,712
Sub Total	9,343	8,712
Fees from funerals and weddings	1,303	683
Sub Total	1,303	683
TOTAL RECEIPTS	74,193	35,515

Payments	2019	2018
	£	£
Diocesan Parish Share	20,640	19,992
Insurance	2,456	2,361
Affiliations	108	108
Funeral fees (to GL and DBF)	555	249
Energy costs	2,991	2,385
Charitable gifts	3,335	425
Church maintenance	3,792	3,524
Administration	1,134	712
Music and organ/ists	1,396	1,578
Publicity	169	158
Building repairs	40,335	-
Petty cash	400	450
TOTAL PAYMENTS	77,311	31,942
EXCESS/DEFICIT OF RECEIPTS OVER PAYMENTS	-3,118	3,573

Note: transfer from this account into CBF investments £6,000 on 28.03.19

CBF Church of England Deposit Fund

Statement for year ended 31 December 2019

	2019	2018
Receipts	£	£
Income from Parish Trusts Investments	821	792
Payments	-	-
Excess of receipts over payments	821	792
Deposit fund at 31 December	2,787	1,966

Barclays Business (Church Building) Premium Account

Statement for year ended 31 December 2019

	2019	2018
Receipts	£	£
Interest payments	18	38
Transfer from Barclays Community account	-	20,000
Donations	-	5,500
Total	18	25,538
Payments		
CBF Investments	26,000	-
Sameday Payment fee	25	-
Total	26,025	-
Excess/deficit of receipts over payments	-26,007	25,538
Business Premium account at 31 December	823	26,830

Barclays Charitable Giving Account

Statement for year ended 31 December 2019

	2019	2018
Receipts	-	-
Payments		
Transfer to Community account/acct closed	75	
Charitable Giving account at 31 December	-	75

CBF Church of England Investment Fund – Income Shares

Statement for year ended 31 December 2019

		shareholding	value (£)
1.1.19	brought forward	13,149	212,342
2.4.19	purchased	1,509	26,000
2.4.19	purchased	348	6,000
10.9.19	sold, paid to Community acct	532	10,000
3.12.19	purchased, transferred from Fixed Interest Securities Fund	1,541	29,240
	Total at 31.12.19	16,015	306,999

CBF Church of England Fixed Interest Securities Fund – Income Shares

Statement for year ended 31 December 2019

1.1.19	brought forward	23,720	38,012
19.11.19	sold, paid to Community acct	6,049	10,000
3.12.19	sold, transferred to Investment Fund	17,672	29,240
	ACCOUNT CLOSED*		
	Total at 31.12.19	000	000

*see note (4) on p14

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-imburement of expenses incurred on behalf of the PCC and paid from their own monies: five PCC members received re-imburement for:

postage and stationery; flowers; cleaning and maintenance materials; gifts and sundries; printing materials; paper and printing; website renewal; emergency lighting; posters; smart water application; communion and sanctuary items - amounting to £1,735.51;
 - (b) for assisting with the general maintenance of the church, a relative of a PCC member was paid £130 per month, plus an additional one-off honorarium payment of £100 for additional cleaning following the building works.
- (4) Following notification from the CCLA concerning a forthcoming reduction in the value of distributions from the Fixed Interest Securities Fund.

This Financial Report for the year ended 31 December 2019, including the notes above, was APPROVED by the PAROCHIAL CHURCH COUNCIL and signed on its behalf by the PCC Chair.

Signed.....

Dated.....