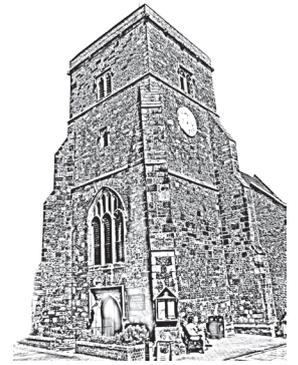
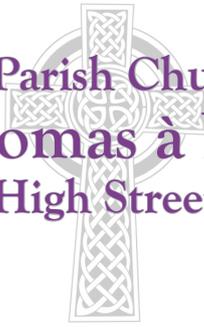


The Parish Church of  
**St Thomas à Becket**  
Cliffe High Street, Lewes



# 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 2020



Cliffe High Street, LEWES BN7 2AH  
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**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 2020**

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**St Thomas à Becket Church, Cliffe High Street, Lewes, East Sussex**  
[www.st-thomas-lewes.org.uk](http://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  
(up to 31 March, currently vacant)

*Associate Vicar (SSM)*

Revd Herbert Bennett  
(from 25 June)

*Priest of St Thomas' (Permission to Officiate):*

Revd George Linnegar

*Independent Examiner:*

Ms Sheila Massey

*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 2020**

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### **Our aims and purposes as a charity**

The PCC has the responsibility of co-operating with the Rector and Associate Vicar 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.

The highlight of the year must surely be the licensing, by Archdeacon Martin, of our new Associate Vicar, Fr Herbert Bennett, who has lived in Lewes for many years. We were delighted to welcome Fr Herbert to lead our Sunday worship, although Covid lockdown meant that only a very small congregation was permitted at his licensing service. Fr Herbert's arrival will help to ensure the future viability of St Thomas' and he has many excellent ideas for increased mission across the parish. Had it not been for Covid many of these would already have been implemented.

With regard to other clergy news, we were very sorry to lose the services of our Rector, as Canon Richard Moatt took retirement at the end of March. However, we are delighted that he has Permission to Officiate status and has been able to lead us on Fr. Herbert's Sundays off. Richard is going to be a very hard person to replace and the recruitment process to find a replacement Rector of the benefice continues, with a re-advertisement of the vacancy in early 2021.

The interregnum and the recruitment process has led to the three churches in the benefice working closer together, including a combined recorded service of Nine Lessons and Carols made available online in Advent.

## **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** (altered or suspended in 2020 on account of the pandemic)

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	7.00am and 10.00 am

On 31 December 2020 there were 44 people on St Thomas' Electoral Roll, comprising 24 parish residents and 20 non-parish residents.

Attendance at Sunday morning service up to lockdown in mid-March averaged 30-35. Thereafter, during the period when the church was open for services (under Covid restrictions), attendance at Sunday morning Parish Communion averaged 20-25.

Attendance at Christmas morning Communion service was 25. This year there was no Crib service or 11.30pm Christmas Eve Communion service on account of the pandemic. Our plans for an Advent Service, led by Sussex Harmony had to be abandoned due to Covid restrictions

It continues to be encouraging to note how effectively our informal rota of organists has operate during these difficult times. Having a group of four 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. Whilst it has not been possible for congregational singing, our organists have played when services have been able to take place.

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**

This has been a year like no other for the PCC, requiring members to adjust, adapt and delay business. Several members are not on-line so it has not been possible to hold meetings by zoom. However, the PCC has been able to meet on two occasions: in September (with an updated agenda postponed from March) and in December, both with a very good level of attendance. The Annual Meetings were held in September (postponed from April).

Each meeting the PCC receives standing reports from the Rector, the Associate Vicar, Churchwarden, Treasurer, Safeguarding Officer, Deanery Synod Representatives, Churches Together in Lewes and in respect of 'Caring and Sharing', a scheme to support *My Father's House* project, Olinda, Brazil, which St Thomas supports.

## **Community, Fellowship and Outreach**

Regrettably, parish social events have had to be cancelled, with the exception of the January coffee morning and our Shrove Tuesday Pancake Party and Beetle Drive. It has not been possible to hold the late-Summer and Christmas Fairs, the Harvest Supper, Carol Singing, Summer Tea Party and later coffee mornings.

A highlight of the Christmas period, however, was the recital of Christmas Music given by eleven members of the Lewes Singers, under the direction of Nicholas Houghton. We were very pleased to be able to host this event (attended by a social-distanced audience of about fifty) and to hear how good the church acoustic was. We were also pleased for the church to be used in the Autumn as a rehearsal venue for the East Sussex Community Choir.

St Thomas' is very much part of the Cliffe community and these events are important to us in maintaining these close links. Excepting the period when churches had to close their doors on account of the pandemic, St Thomas has remained open from dawn to dusk each day. We have received many appreciative comments from people (both local residents and visitors) who have come in for times of quietness and prayer - particularly valued during these difficult months.

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 (when this can be held again). We are also pleased to receive, from various local organisations, their colours which have been laid up in the church.

We value our close links with and support of, the Cliffe Feoffees, a local 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.

For the first quarter of the year St Thomas' *Parish News* was distributed free each month with details of services, events, dates and news. This was also sent further afield to those who have moved away and want to keep in touch. We thank Joanna Hill for her editorial role.

Since March, our Churchwarden, Trevor Butler, has produced a weekly Pew Sheet, distributed to the congregation and parishioners, which includes the Sunday service sermon, prayer requests and items of news. This has proved to be an excellent way of keeping in touch during these months with those otherwise isolated from the church community. We thank Trevor for producing the Pew Sheet each week; also for maintaining our excellent web-site in a timely manner.

Special thanks are due to the flower team for the displays, when possible and, particularly, for the beautiful decoration of the church at Christmas. We are grateful to all those who have kept the inside of the building and the brass so clean, well-cared-for and welcoming.

In particular, we acknowledge the work of the team of voluntary cleaners who have been sanitizing the church each day so that visitors can enter and enjoy a Covid-safe environment. These are tasks 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 over-riding comments refer to the peaceful and prayerful atmosphere.

*A joy to visit; thank you for always being open; God's eyes and ears are always open – so are you. It makes everything feel more normal during these difficult times;*

*It was good to be able to sit here today; thank you for being open, no matter what; it is lovely in here;*

*A beautiful place of solace in my trouble; thank you for your beautiful church which gave such comfort to us;*

*I live alone and I need to get out of the house, so I come into the church for some peace and solace;*

*Thank you for these moments of peace, welcome and quiet reflection.  
A beautifully decorated, well cared-for church. The polished brass is the best we have ever seen;*

*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. We look forward to when they can start again.

### **Provision of the church building for people to enjoy**

Our ancient and historic church building is a constant source of maintenance issues. Although we saw the completion of major restoration of the plaster and some sealing of the Tower last year, that work revealed further issues to be addressed. These were delayed by Covid but work is now scheduled for spring 2021 to deal with the south aisle gully leaks and associated internal re-decoration. This would not be possible without the munificent support of so many, not least the Cliffe Feoffees who are funding the bulk of the project. We are also indebted to the expertise of our church architect, Andrew Goodwin who guides us through all this.

Also proposed before Covid was the installation of handrails at the chancel steps to aid those who find difficulty in accessing the Communion rail during services. There is also cause for concern over the safety of the tower steps which are ascended daily to wind the clock. This will be investigated by our architect in the new year once the lockdown has been lifted.

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 has left us at times prone to low-level vandalism and anti-social behavior. Thankfully, with the installation of automatic lighting and the CCTV system we have not suffered bouts of this during the past year.

We are about to coat our internal precious metals with a DNA spray which makes them readily identifiable, in the hope of deterring theft – again, something delayed by the three Covid lockdowns. Despite the chaos caused by the pandemic we were able to redecorate the main (west) entrance. This gives an improved welcome to the church, as does the tremendous work by Ruth Crossley on a makeover of the flower beds either side of the entrance, using a generous legacy from Mrs Lois McBean.

## **Report from the Parish Safeguarding Officer**

The Parish Child Protection Policy Statement was adopted by the PCC at the December meeting and signed by Fr Herbert and Sue Hammond, PCC Secretary. A copy has been sent to the Bishop's Advisor for Safeguarding and a copy displayed inside the church.

Joanna Hill, Parish Safeguarding Officer, reminds everyone that the reporting of general concerns of child abuse can be made to her or to the Diocesan Safeguarding Advisor at Church House. For an imminent risk, the police should be contacted or the NSPCC (help line 0808 8005000).

## **Financial Review**

Payments in 2020 exceeded expenditure by £3,069 but this was covered by reserves. Also, investments increased in value, as detailed in the accounts.

On a month by month basis we rely upon planned and other forms of regular giving and we are grateful to all who contribute regularly in this way. At the beginning of the year ten people gave monthly by Standing Order, mostly with Gift Aid. During the year two more people started Standing Orders. £2,857 was recovered through Gift Aid. We encourage everyone to consider having a regular Standing Order and, if appropriate, to make the contribution Gift Aided so that, at no cost to you, the parish can recover Income Tax at 20% of your contribution.

One-off donations are always very welcome, as was VAT of £7,910 recovered on building works etc.

We are very grateful for the on-going generous support of the Feoffees and for the contribution from the Orthodox Lewes Parish who meet in the church. We continue to rely on dividends from our CBF investments without which we would not be able to survive.

It has been a quieter year with regard to repair and refurbishment to the church building. Nevertheless, maintenance and repairs have been carried out, as detailed earlier in this report. There has also been a significant amount paid out for the purchase of cleaning and sanitizing materials to enable the church to remain open to visitors.

Despite the difficulties of successive Covid restrictions and lockdowns, our income has, with a few exceptions (wall safe, trading activities), been maintained.

The largest expenditure was the sum of £21,264 pa, being St Thomas' share of the benefice payment to the diocese for our contribution to 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. We were pleased to be able to maintain this payment throughout this difficult year.

Contributions for the Olinda Project helping children and teenagers in Brazil (through the Caring and Sharing scheme) continue to be collected, although we have not been able to hold the usual social events which normally generate charitable contributions and donations collected during 2020 will be sent to the charity early in 2021.

Looking ahead – still to uncertain times - we would hope to be able to break-even financially and to maintain our level of parish contribution. We are, in fact, planning some further, essential building repair works to the church, as mentioned earlier in this report. However, our falling Electoral Roll is a matter of concern and we hope that members of the congregation who have been self-isolating /shielding during Covid will all return to regular worship when this becomes possible again.

## **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:

### ***Ex-Officio members***

<i>Rector:</i>	Canon Richard Moat - Chair (until 31 March)
<i>Associate Vicar</i>	Rev Herbert Bennett (from 25 June)
<i>Priest of St Thomas:</i>	Revd George Linnegar
<i>Rural Dean &amp; Assistant Curate of the Benefice</i>	Revd Judith Egar ( for Annual meeting)
<i>Churchwarden:</i>	Trevor Butler
<i>Deanery Synod Representatives</i>	Philomela Parratt (to 4 September) Martha Bush Ruth Crossley (from 4 September)

***Elected Members:***

Kate Kemp	
Sue Hammond	Secretary and Treasurer (includes Planned Giving, from 4 September)
Joanna Hill	Parish Safeguarding Officer
Margaret Honeyman	
Rosemary Muddle	
Imogen Stewart	Assistant Treasurer and Planned Giving (to 4 September)
Hannah Thorne	
Helen Turner	Electoral Roll Officer
Peter Varlow	(from 4 September)
Carole Wright	Minutes Secretary

Membership of the PCC is determined under the Church Representation Rules and consists of certain ex-officio members (the Rector, the Associate Vicar 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**

.....dated.....

**PAROCHIAL CHURCH COUNCIL OF ST THOMAS AT CLIFFE WITH ALL SAINTS, LEWES**  
**ANNUAL FINANCIAL REPORT FOR YEAR ENDED 31 DECEMBER 2020**

**STATEMENT OF ASSETS AT 31 DECEMBER 2020**

	2020	2019
	£	£
<b>Monetary Assets</b>		
Barclays Community account	6,634	6,143
Barclays Business Premium (building) account	23	823
CBF Deposit Fund	859	2,787
Petty cash	76	91
<b>Total</b>	<b>7,592</b>	<b>9,844</b>
<b>Investment Assets</b>		
1,443 CBF Investment Fund (Income) shares		
– held by Diocese as Custodian Trustee	29,563	27,661
16,015 CBF Investment Fund (Income) shares	328,111	306,999
<b>Total</b>	<b>357,674</b>	<b>334,660</b>
<b>Total Assets</b>	<b>365,266</b>	<b>344,504</b>

## GENERAL (UNRESTRICTED) FUND – RECEIPTS AND PAYMENTS ACCOUNT

at 31 DECEMBER 2020

BARCLAYS COMMUNITY ACCOUNT

<b>Receipts</b>	<b>2020</b>	<b>2019</b>
	<b>£</b>	<b>£</b>
Planned Giving Gift Aid	6,936	6,333
Planned Giving non Gift Aid	1,093	1,069
Collections and wall safe	2,384	4,159
Income Tax (via Gift Aid)	2,857	4,760 (Income Tax & VAT)
VAT recovered on building work	7,910	
Contribution from Orthodox Church	2,000	2,000
Donations from Cliffe Feoffees	4,000	16,800
Bank transfers from other parish accts	3,560	20,075
Charity money passing through account	0000	658
Donations towards flowers and coffees	78	358
Fraud re-imbursement	230	0000
<b><u>Sub Total</u></b>	<b>31,048</b>	<b>56,212</b>
Grants and donations		
(includes £633 refund on clergy advert)	1,863	4,760
Trading activities	1,077	2,575
<b><u>Sub Total</u></b>	<b>2,940</b>	<b>7,335</b>
Dividends from CBF investment funds	9,191	9,343
<b><u>Sub Total</u></b>	<b>9,191</b>	<b>9,343</b>
Fees from funerals and weddings		
(of which £413 paid to Diocese)	875	1,303
<b><u>Sub Total</u></b>	<b>875</b>	<b>1,303</b>
<b>TOTAL RECEIPTS</b>	<b>44,054</b>	<b>74,193</b>

<b>Payments</b>	<b>2020</b>	<b>2019</b>
	<b>£</b>	<b>£</b>
Diocesan Parish Share	21,264	20,640
Insurance	2,391	2,456
Affiliations	88	108
Funeral fees (to priest and Diocese)	413	555
Energy costs	2,444	2,991
Charitable gifts		
(Children's Society)	50	3,335
Church maintenance	2,950	3,792
Administration		
(of which £633 refunded for advert)	2,621	1,134
Music and organ/ists	1,890	1,396
Publicity	0000	169
Building repairs	9,122	40,335
Petty cash	100	400
Fraudulent direct debits	230	0000
<b>TOTAL PAYMENTS</b>	<b>43,563</b>	<b>77,311</b>
<b>EXCESS/DEFICIT OF RECEIPTS</b>		
<b>OVER PAYMENTS</b>	<b>491</b>	<b>-3,118</b>

**CBF Church of England Investment Fund – Income Shares (610201001S)**

**Statement for year ended 31 December 2020**

		£	£
	shareholding	value	dividends paid
Brought forward on			
1.1.20	16,015	306,999	
28.2.20			2,221
29.5.20			2,306
28.8.20			2,306
30.11.20			2,357
			<hr/>
31.12.20	16,015	328,111	<u>Total</u> 9,191

**CBF Church of England Deposit Fund (610201002D)**

**Statement for year ended 31 December 2020**

	£
Brought forward on 1.1.20	2,787
11.2.20 transfer to Barclays Community Acct (90261130)	2,760
Income Jan-Dec from Parish Trusts Investments (110001496S)	832
Deposit Fund at 31.12.20	859

**Barclays Business (Church Building) Premium Account (60329495)**

**Statement for year ended 31 December 2020**

	£
Brought forward on 1.1.20	823
13.1.20 transfer to Barclays Community Acct (90261130)	800
Account at 31.12.20	23

**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: three PCC members received re-imbusement for:  
  
postage and stationery; flowers; cleaning and maintenance materials (incl. specific materials for Covid cleaning); step ladder; microphone; locks and keys; gifts and sundries; printing materials; paper and printing; website renewal; communion and sanctuary items;
  - (b) assisting with the general maintenance of the church, a relative of a PCC member was paid a total of £260 for caretaker/cleaning duties.

**This Financial Report for the year ended 31 December 2020, including the notes above, was APPROVED by the PAROCHIAL CHURCH COUNCIL and signed on its behalf by the PCC Chair.**

**Signed.....**

**Dated.....**