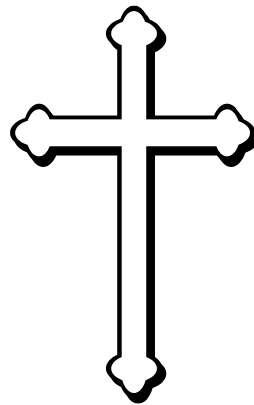




**St Stephen with St John  
Westminster**  
[www.sswsj.org](http://www.sswsj.org)

Meeting of Parishioners  
and  
Annual Parochial Church Meeting



Sunday, 12<sup>th</sup> May 2024

**AGENDA**

**Sunday, 12<sup>th</sup> May 2024 at 11.00am at  
St. Stephen's, Rochester Row**

**MEETING OF PARISHIONERS  
*followed by* THE ANNUAL PAROCHIAL CHURCH MEETING**

**MEETING OF PARISHIONERS**

1. Notice convening the meeting
2. Minutes of last year's meeting held on Sunday, 14<sup>th</sup> May 2023
3. Matters arising from last year's meeting
4. Election of Churchwardens and Deputy Churchwarden (including resolution regarding extension for Diana's term of service to the PCC for an additional 2 years)
5. Date of next meeting

**ANNUAL PAROCHIAL CHURCH MEETING**

1. Notice convening the meeting
2. Apologies
3. Minutes of last year's meeting held on Sunday, 14<sup>th</sup> May 2023
4. Matters arising from last year's meeting
5. Status of Accounts to the year ending 31<sup>st</sup> December 2023
6. Vicar's Report (Delivered during sermon)
7. Annual Report (including Fabric Report and Treasurer's Report)
8. Churchwardens' remarks
9. Deanery Synod Report
10. Director of Music's Report
11. Safeguarding Officer's Report
12. Election to the PCC
13. Appointment of Independent Examiner
14. Any Other Business:  
Parishioners are welcome in this item to raise any questions about the life of the parish
15. Date of next meeting

**The Vicar's Report during the Service on Sunday, 14<sup>th</sup> May 2023 at 11am at  
St Stephen's Church, Rochester Row, London SW1P 1LE**

*"If you love me, you will keep my commandments." (John 14:15)*

### **Illustration**

Most of us have seen the type of picture which can be looked at in two ways. One famous example is of the profile of a old woman, with a large nose and lots of wrinkles. Unless you know that there's another way of viewing this picture, all you will see is the old woman. Even when someone tells you that it is possible to see something completely different - a younger woman - it's not always easy to make it out. However, once you see it, once it falls into place, it's hard to imagine how you could ever have missed it. Indeed, often it can be difficult to make out the original picture of the old woman.

### **Gospel Teaching**

I feel this is what faces (excuse the pun) Christians of today, one that's in today's Gospel: Everyone knew that Jesus had been crucified and had died. But the first Christians insisted that this was not the full story - there was much more to it. Though the world could not see Jesus, his followers believed that he was with them still - because, as he had promised, the Spirit was sent to help, to guide, to console, and to remind them of his teachings. The Holy Spirit was simply present with them, helping them to believe, and to work out their belief through their love for others.

We can imagine their sense of frustration that the world around them did not see the same picture - share their experience. They saw same picture but interpreted it very differently.

We live in a world that is either hostile or simply indifferent to the Gospel message. Many people, those of goodwill, fail to see the importance of Christ for humanity, and are ready to dismiss as thinking any claims of having a spiritual life or a wishful experience of God.

But it can be the same for our own church too...we turn up on a Sunday - not knowing all the preparation and all the things going on in the week.

### **Past Year**

I said in our Annual Report that 2022 was a significant one - one of Challenge and loss but also one of great achievement, one that not everyone saw.

So much of the year is summed up in our excellent annual report. The retuning from and living with Covid for the Church and us at St Stephen's has had those same challenges. I would like to share with you some pictures from the year. (*Graham showed some significant pictures in the life of our Church and community.*)

### **Church**

In regards to the building itself - some of the things that and what we hope to happen will be shown during the formal/business part of APCM. Worship continues to be central to all we do and are as a church. Grateful to our bell ringers, particularly to Stephanie who call us to worship.

We are delighted Matthew Blaiden, our Organ Scholar Jason, are with us, and we extend our thanks to them and our wonderful choir for all you do to enhance and lead our worship.

Alongside, that we have had to strive to make it a safe environment to meet, worship and 'be': GDPR, safeguarding and Covid were paramount. Our thanks to Jen for all her work as a safeguarding officer, this important task of the church has been passed onto Jason.

Our links with the wider church continue with Myanmar and I have been in conversation with our friends via email and zoom, and whose plight is awful. We are grateful for all that Joanna did in this area and we mourn her loss. It was also wonderful to have John and Erwin from CHT NYC over during Lent. Our Lenten booklet was another success, and I enjoyed looking after the church in July NYC whilst John was on sabbatical - leaving you in Helena's very capable hands.

We are so grateful to our friend Marc Woodhead, who has led us in several joint transatlantic Slow Art sessions.

I am encouraged that we continue to use our home (church) for the care of the wider community. For example, Evergreen (formally 2nd Half Clubs on Mondays), Tamil group (Thank you to Sue Wates and her role), etc. Our School, community links with all sorts of organisations and groups both outside and inside the church are paramount.

## **Staff**

Staff and people – We are lucky to have a strong staff team and people, supported by our two curates, Helena and Jeremy. The loss of Tony has deeply affected us and our community. We are thankful too to Eddie for stepping into the breach and helping us on Sundays. Governance is important for the running order of the church and our thanks go to the PCC, and in particular Edward and Suzanne, our wonderful churchwardens, for all their hard work through this difficult time, as well as Matthew Morony, our new Treasurer, whom you will meet later.

Thanks also was given to Tamara, David, and Lindsay for preaching and being part of our extended team; to Ann Mills-Duggan for keeping us up-to-date with our SM, and to Nadine for all her hard and dedicated work.

But here are two people I would particularly like to thank: Our administrator Jessie. What can I say but behind the scene Jessie is a vital and most valued member of the team, whom we thank for all her dedicated and hard work for our community. Our bursar Alison, who has now retired, with a special farewell to her on last Sunday of June. But thank you Alison and a special welcome to Julie, our new bursar.

## **Vision**

The church needs to ensure that we, and the community, see the same picture. We need to continue to ask ourselves those important questions: Do we need a large building and the maintenance required if we continue to have such small congregations? Could we utilise our space more creatively? What do people see the church as? What does the church look like to them? How can we encourage other to come to church and indeed come back? These are the questions the PCC might have to grapple with during this coming of the year.

## **Application**

I suppose ultimately, Jesus' answer to his disciples is still the answer today: "If you love me, you will keep my commandments." He summed up all the commandments by saying that the most important thing is to love God with our whole hearts and to love our neighbours as ourselves. If we want to know how to live as a Christian well, we need to concentrate our thoughts on those two central commandments.

Because following Christ is not about being very religious - anyone can be religious but we are commanded, to love - I suppose one cannot love what we don't know. We need to get to know God, and to love God with all our hearts.

Loving as Jesus loved means working to build up the community, building up our church and leading a life of loving service. When we live as Christ commanded, we offer the world an alternative and more enduring vision of what life can be for those who are willing to accept the Spirit of truth and to allow him into their hearts.

We cannot make /force people see this. But if we love in the way Jesus commands, then we demonstrate the reality of the Christ we believe in, and our world will be continually confronted by Christ and his Gospel, and will be able to look again and to decide. Then some will see a different picture of Jesus - a living relationship of love.

**Minutes of the Meeting of Parishioners  
followed by the Annual Parochial Church Meeting held on Sunday, 14<sup>th</sup> May 2023 at 11am at St  
Stephen's Church, Rochester Row, London SW1P 1LE.**

**MINUTES OF THE MEETING OF PARISHIONERS**

Minutes of both the Meeting Parishioners followed by the Annual Parochial Church Meeting held on Sunday 14<sup>nd</sup> May 2023 at 11am at St Stephen's Church, Rochester Row, London SW1.

Chairperson of both meetings: Edward Barker, Churchwarden.

**MINUTES OF THE MEETING OF PARISHIONERS**

**1. Notice convening the meeting**

The meeting opened at 11:24 am, the Vicar welcomed the attendees and explained that all members of the Parish were welcome to attend and vote at the Meeting of Parishioners. A record of those attending was made.

**2. Minutes of last year's meeting held on Sunday 23<sup>rd</sup> May 2022**

The minutes were agreed to be correct. Nicholas Davies proposed, seconded by Tamara Katzenbach, to be approved and signed by the Vicar. The motion was passed.

**3. Matters arising from last year's meeting**

There were no matters arising from the minutes.

**4. Election of Churchwardens**

The Churchwardens, Edward Barker and Suzanne Standring, have been nominated to continue their roles and were duly appointed. Matthew Morony proposed, Pam Ashley seconded Edward Barker; and Matthew Morony proposed, and Pam Ashley seconded Suzanne Standring. The motion was passed with no objections.

Graham stated for the record his personal appreciation and that of the Parish for all the hard work that Suzanne has done for the Church in the past year. Graham presented Suzanne a token of appreciation in the form of a bottle of wine.

Graham suggested a deputy Church warden is appointed. Anne Mills-Duggan was proposed by Pam Ashley and seconded by Liz Szewczyk. The motion was approved with no objections.

**5. Date of next meeting**

The Chairman proposed that the date of the next meeting of Parishioners should be Sunday 12<sup>th</sup> May 2024.

## MINUTES OF THE ANNUAL PAROCHIAL CHURCH MEETING

Chairperson: Edward Barker

### 1. Notice convening the meeting

The Chairperson convened the meeting. He welcomed all the attendees and explained that although all are welcome to the meeting, only parishioners on the Church's electoral role are entitled to vote.

### 2. Apologies

Apologies were received from Christina Barker, Caroline Ryder, Michael Duggan, Nadine de Keyser, Catherine Hannah Szewczyk, Eleanor Szewczyk.

### 3. Minutes of last year's meeting held on Sunday 23rd May 2022

The minutes were tabled for adoption, proposed by Andrew Campbell, seconded by Liz Szewczyk, and approved unanimously that they be signed as a true record of proceedings.

### 4. Matters arising from last year's meeting

No matters arising.

### 5. Accounts to the year ending 31<sup>st</sup> December 2022

Matthew Morony presented the annual accounts for the year ended 31<sup>st</sup> December 2022. He highlighted it has been a busy year. Alison retired, we had two bursars Shailesh and Julie. Julie works for the diocese and is only part time. It has been quite challenging therefore to get them finalised. PCC has reviewed and provided comments. One last step to complete is amend with the comments of the PCC and send them to the independent examiner. The PCC at the meeting on 11 April approved them subject to finalisation and independent examiner review.

Edward Barker summarised the accounts. Income for 2022 is a little increased because of a grant from the places of worship scheme. Expenditure has increased because of spire repairs. Net expenditure of over 100k compared to last year's surplus. Our investment assets have reduced in value -144k, a 12% fall. The Church invests in a range of things, including property and stock, through a series of funds that we have selected as ethical and providing a good return. This range has not performed. UK FTSE went up by 1%. However, world stock market fell by 20% and property fell by 13%. The 12% decrease therefore reflect market conditions. The overall net movement is a fall of 250k. We have quite healthy reserves that we have been able to access to balance our budget.

Graham thanked the Church wardens and Matthew Morony as the Treasurer. Matthew Morony proposed, Michael Glidden seconded.

[The formal adoption of the Accounts was agreed with the Annual Report see item 8 below.]

### 6. Vicar's Report

See separate Report and annexed presentation. Graham appreciated the congregation.

### Annual Report (including Fabric Report and Treasurer's Report)

Suzanne provided an overview of the work on the spire as part of the Fabric Report. Suzanne showed pictures taken during the inspection of the tower, including the beautiful carvings and how they have been affected by the elements over the years. The congregation agreed that the detail was beautiful.

The Stonemasons have identified a quarry in Northumberland as the source of the stone, and have used stone from there for repairs. Videos also showed how zinc was used instead of iron for the crumps, a cutting edge technology at the time, demonstrating how nothing but the best material and techniques were used. This underscores our role as the care-takers of the building. Grouting has been improved and will hopefully hold fast for a few decades. The pinnacles were very loose and posed a significant risk. These have been repaired with synthec anchoring which will secure them.

Some of the reliefs will have to be taken down and saved in the crib as there is not enough money to restore the tower, but only to make it safe. The repairs made in the 1980 have caused some damage and were poor quality in places.

Michael Glidden asked if we had learned anything from other churches. Suzanne mentioned how the stonemason and the architects were very experienced.

Graham thanked Suzanne for her huge dedication. The congregation agreed.

Tamara Katzenbach asked if the photos of the carvings can be shared in the church. Graham said we shall think about a way for sharing more widely. There will be a project for the school to start with.

The Annual Report that had been adopted by the PCC was presented to the meeting.

The Annual Report and Accounts were proposed by Andrew Brown, seconded by Nicholas Davies, and agreed with no dissenting votes that they be put into the record for 2022 and filed accordingly.

## **7. Churchwardens' remarks**

Edward thanked Graham, Suzanne and Jessie as our administrator and provided a token of appreciation in the form of a bottle of wine.

## **8. Deanery Synod report**

Andrew Campbell proposed it, Suzanne Standring seconded it and it was approved unanimously. Graham thanked Andrew, Michael and Steve for their support to the deanery synod.

## **9. Director of Music report**

Matthew noted that the Choir numbers are dwindling. Part of the work in the next few months is to regenerate the call for Sunday morning Choir. He asked parishioners to spread the word. Liz recorded the congregation's appreciation to Matthew for keeping the choir and also continuing to innovate the musical programme.

## **10. Safeguarding Officer's Report**

Jason Richards is the Church's Safeguarding Officer. He thanked the congregation for the opportunity to fulfil this role. He presented achievements include getting the online dashboard set up, and ensured most of the dashboard now is green. This allows us to adapt quickly to developments and ensure the Church is a safe environment. There are useful training resources, and open to everyone. The basic safeguarding course is really good and accessible and Jason recommended it to Parishioners.

There is a new framework for recruitment. When we have new roles, we can roll this out very efficiently. This will ensure we are going beyond compliance, so the community can put full trust in our staff. For next year, we will continue to progress with the dashboard, implement new guidance.

Jason reiterated he is the first port of call if there are any concerns. His role is to speak confidentially to the experts and provide advice. Information is provided on a need to know basis. This is all about a safer culture in our community. The Chairperson thanked Jason for the presentation at the PCC away day and Graham thanked Jason for all his hard work, acknowledging he had volunteered after last year's AGM.

## **11. Deanery Synod**

Dr Anne Barker proposed and Liz Szewczyk seconded Stephen Waldren's nomination.

Suzanne Standring proposed and Peter Collett seconded Michael Duggan's nomination.

Anne Mills-Duggan proposed and Suzanne Standring seconded Andrew Campbell's nomination.

These were approved without objection.



**12. Appointment of Sidesmen**

Liz Szewczyk proposed and Suzanne Standing seconded the following sidesmen and women: Tony Omeh and Pam Ashley, Tamara Kazenback and Phillip Roger Alan Perkin. These were approved without objections. Graham expressed his thanks and invited others to volunteer.

**13. Appointment of Stewardship Secretary**

Steve Waldron will continue in his role as Stewardship Secretary. Diana Copper proposed, Philip seconded. The motion was approved without objections.

**14. Appointment of Independent Examiner**

The Bursar has asked the decision to appoint the 2024 examiner is delegated to the PCC so it can be thoroughly discussed. Matthew Morony proposed, Andrew Campbell seconded the motion. This was approved without objections.

**15. Election to Parochial Church Council**

Ann Mills-Duggan suggested that there should be a new role on the PCC to look at the social media activities, someone with communication expertise, maybe we could advertise that we are looking someone to help plan the Coms as a PCC member. Next year a few people are coming off the PCC, Graham flagged this so volunteers could come forward by the next AGM.

**16. Any Other Business**

Phillip Roger Allan asked about Junior Church. Graham explained that because of COVID, attendance has taken a bit of a hit in terms of numbers, but now children are coming back. Alison and others have offered to help, but would be good to get support in line with safeguarding policy. Kim was brilliant and we have to go back to people volunteering but we need to make sure we are DBS checked. This is high on our agenda.

**17. Date of next meeting.**

**12<sup>th</sup> May 2024**

Signed.....

(Chairperson)

Date .....

# ANNUAL REPORT OF THE PAROCHIAL CHURCH COUNCIL FOR THE YEAR ENDED 31ST DECEMBER 2023

## Aims and Purposes

St. Stephen's PCC has the responsibility of co-operating with the Incumbent, the Revd. Graham Buckle, in promoting in the ecclesiastical parish the whole mission of the Church, pastoral, evangelical, social, and ecumenical. It has also maintenance responsibility for St Stephen's House at Hide Place, London SW1P 4NJ.

## Objectives and Activities

Our aim as a church is to be a welcoming community that celebrates the joy and the challenge of the Christian faith; and to be a place to which we come to worship God, in order to go out and live more faithfully in the wider world.

*"The parish church that is genuinely open to God's mission and accessible to its community, and where people with unlike life stories can encounter one another as friends in our highly compartmentalised society, is an ancient idea that is always fresh."* - Richard Chartres, former Bishop of London

We believe that our mission is substantially expressed through faithfully sustaining the life of an Anglican parish church in the centre of London, rooted in worship and in the local community.

In particular:

- building up the church community on the foundation of the existing diverse congregation,
- building on our work with young people to rejuvenate the congregation,
- to engage with local issues of poverty, homelessness, and isolation.
- becoming more outward looking to reach out and communicate better with local people and other churches and faith groups.

When planning the activities for the year, the Vicar and the PCC have considered the Charity Commission's guidance on public benefit and the specific guidance on charities for the advancement of religion.

## 2023 – Building Up

### Achievements and Performance

Despite the global challenges of conflict and climate change, as the world moves away from the immediate crisis of COVID, this past year has been one in which we have been able to stop, look around, and discover where we are in the wake of the pandemic, and where we wish to grow next. This has involved some difficult conversations around the numbers attending on Sunday, but has also revealed a tremendous appetite to continue the core work of the church: being the gathered people of God in this specific place, whilst reaching out to support some of the most vulnerable in our society and internationally.

### Liturgy and Worship

As the gathered people of God, our church life continues to revolve around our liturgy and worship. Over the course of the year, the numbers watching online have reduced (although we continue to live-stream our services), but that has been matched with a growth in the numbers attending – particularly at Christmas and Easter.

The daily life of the church is bounded by prayer, with morning and evening prayer taking place every weekday in church and on Zoom, which continues to be well-attended with some new faces joining. Our eucharistic services during the week (17:30 on Monday and 12:30 on Wednesday) have similarly had some new worshippers joining us, and the three services on Sunday have broadly maintained their numbers with notably some new families joining. We are pleased to see that our numbers have risen slowly to be almost on par with pre pandemic levels.



St Stephen's has consistently been a place for the formation and teaching of clergy, and this year has been no exception. The PCC agreed that Helena Bickley-Percival could continue her formation with St Stephen's for up to an extra year, and Jeremy has continued to split his training between St Stephen's and St Saviour's churches. Deacon Lee Barford has received his PTO (Permission to Officiate) from the Diocese, and has been a significant asset to the clergy team and the life of the church in his role as a deacon. Clergy formation has extended beyond just our clergy team this year, with a Curate training session taking place at the church for Two Cities and Stepney curates,

and Helena helping to plan the Two Cities Clergy Residential which took place in July. We were also delighted to be present for Jen Adam and Katy Hirst's ordinations to the priesthood at Petertide. We have joined in many special services with our neighbours and friends, especially with St Matthew's on Palm Sunday and for our respective Patronal Festivals.

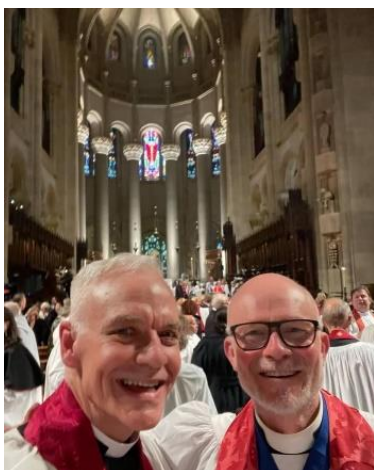
Special activities this past year have included:

- Throughout the year, the clergy have participated in worship for the wider community and church. This has included preaching at other churches (among them St Paul's Cathedral), as well as events such as the World Day of Prayer. In addition to this we have also invited clergy and guests to preach at St Stephen's, and we welcomed back Revd Mark Siddall and his family in the autumn:



- We have been delighted to celebrate with members of our community this year. We welcomed Georgina, Albert, Benjamin, Arthur, and Olivia for their baptisms, and Hayley and Cian for their wedding after Easter.

- During Lent, together with our friends from The Church of Holy Trinity NYC, we discussed a different picture each week chosen by Marc Woodhead from the National Gallery. We have utilized both an online and a physical message board in church to inspire discussion and observation, This culminated in a 'Slow Art' session, led by Marc, during Eastertide.



- A screening of the Coronation, attended by members of the community of all ages, and with some enthusiastic singing and refreshments.

- A visit by John Beddingfield and Erwin de Leon from our link Parish of Holy Trinity, Upper East Side in New York. John and Erwin celebrated and blessed their 25th wedding anniversary whilst they were with us.

- A new tradition of a Michaelmas BBQ, spearheaded by Nadine, together with a tombola, craft tables and stalls which served to raise funds to support further community events. This event was extremely well attended and brought together the congregation from across all our services together with the community some of whom were coming to our church for the very first time.



- The Animal blessing service, which continues to draw people from all across the Parish, including some for whom this was the first time attending church since the pandemic.

- Throughout Advent, St Stephen's hosted a wonderful selection of artwork by the artist Anne Grebby. We are grateful to Anne for both allowing us to host her paintings, and for the time she gave us in coming to preach and, she also led school groups through her artwork from both Burdett Coutts School and Westminster Under School.



## Teaching

As we gather to learn more about God, our ministry of teaching continues. This year we have been especially blessed with a series of panel discussions about faith and AI between New York, London and Silicon Valley. Spearheaded by Deacon Lee, and held virtually on 24 November and 8 December 2023, we sponsored "God and the Machine", panel discussions with AI experts, theologians, and thinkers to discuss how artificial intelligence may impinge on ways we relate to God and one another—and how we can respond. The events were co-sponsored by our twinned parish, Holy Trinity New York, the Episcopal Diocese of El Camino Real, and the Society of Ordained Scientists. These co-sponsors provided some of the speakers and publicized the events in their regions or to their membership. About three dozen people from all over the world attended each of the two evenings via Zoom. Attendees reported that the discussions were interesting, informative, and provoked their thinking about dealing with AI. A video of the discussions can be found on our YouTube channel. We are planning a follow-on event for 2024.

During Lent, after a series of discussions on a selection of pictures, we hosted a Community Art Study led by Marc Woodhead that also took place online and in partnership with our link parish in New York. We also held a series of interviews with members of the congregation at Sunday services in Lent to help us learn more about one another.

In October we held an Apostle's Curry in memory of Tony Sewell.



A new book group has also begun, led by members of the congregation on a Sunday.

Graham was also asked to lead the ordination retreat for Priests and Deacons in the Diocese of Canterbury. He preached at the ordination service at Canterbury Cathedral in front of the Archbishop. All the clergy of the Diocese went to Lancaster University for a special clergy conference in the autumn.

We continue to give thanks to Laurence Bourton (Ringing Master) and Stephanie Pattenden (Steeplekeeper) and all the bell ringers for their contributions to our Parish Life. Stephanie has continued to be a huge support both in our dealings with the Telecoms company who house equipment in the spire, and in liaising with the builders during the spire renovation work.

## Community Outreach

St Stephen's continually seeks to be a place where all are welcome, and the care of the vulnerable and deprived lies at the heart of our community. As the Parish Church, we also seek to reach out beyond our walls to engage the local community, and have enjoyed new opportunities to do so with the lifting of the restrictions of past years. The PCC are continually exploring ways in which to expand this ministry and outreach, particularly at the annual away-day which this year took place at Westminster Abbey and focussed on Safeguarding.

The church remains an important venue for several groups, and this year has hosted choirs, orchestras, dance groups, the Arts Society and Kingsway College. We welcomed back Kingsway College for their Graduation ceremony, as well as other significant community events such as a Department for Transport public consultation.



Our St Stephen's Weeks this year also highlighted both the worshipping and community life of the church. It included a Civil Service Choir Open rehearsal, the ever-popular Zumbathon, a lecture series on our founder, Baroness Burdett-Coutts delivered by Christina Barker, a Choral Eucharist for the Feast of St Alban and a special joint concert by



Westminster Under School and Burdett-Coutts School. We also participated in this year's SouthWest Fest as part of their Art Trail, where we exhibited art made by our crafting group and one of our support groups.



One of the highlights of the past year has been the coronation of King Charles. We opened our doors for people who wished to watch it with the community in church, and a large number from all ages joined us to cheer, sing along, and consume coronation-themed refreshments. Of course there were some marvellous street parties all over the parish.

Our links with the Queen Mary hostel, Garside House, and Dean Abbots House continue to enrich the life of our parish. Clergy continue to take services at each place, as well as visit for pastoral care.

The numbers of children and young people at our services over the past year has remained consistent, as has our Junior Church provision with the help of the clergy and some dedicated volunteers. Lead by Alex, the numbers at our Wednesday Toddler group have continued to grow, and has been particularly important during school holidays. Graham has also hosted a local childminding group, welcoming toddlers into the church.



Our involvement in local schools has continued to be a very important part of our ministry. Both Burdett-Coutts and Westminster Under schools come to church weekly for Collective Worship, and Helena and Graham are active presences in both schools. Helena runs Christian Club at Burdett-Coutts, and the children have thoroughly enjoyed getting to know the church better. St Stephen's has played a part in bringing schools together in planning and hosting a joint concert for Burdett-Coutts and Westminster Under Schools. Also, there was a marvellous

concert at the Barbican Centre in March with our school joining Westminster School in a schools' concert. We hope to host more such events in the future. The clergy have also been invited to preach at several local primary and secondary schools, and Graham has led special events for local children. At the beginning of September, we saw the opening of Vincent Square Sports ground and pavilion - after over a year of no sports or activities whilst the new lawn and drainage system was laid.



As restrictions have been lifted, the church has once again become an important venue for people to socialise. Tea@3 has continued to grow, and attracts a very diverse selection of people for hot drinks, cake, and even soup in the winter. It became a designated “warm space” in the winter months, and many thanks go to Nadine and Alex for both providing a welcoming atmosphere, and searching out supporters in local businesses for food donations. We once again hosted a very popular Pancake Party for Shrove Tuesday, including pancake races down the aisles by both children and adults.

We continue to host events for Over-50s on Mondays (Evergreen Club), in partnership with OpenAge. Our gardening group has worked hard to maintain the grounds outside of the church, and our crafting groups continue to thrive. We are grateful to Sally, who leads our ever-popular Creative Clay sessions and Nadine, who leads Stitchers in various creative endeavours, including turning our Christmas tree into tree ornaments to be sold to raise money for the church. We value our partnership with Emmaus, who provide food and support on a Friday evening. Emmaus had a hiatus in providing the service at the end of the year, and many thanks to Nadine who sought support from local businesses so that we could keep offering the service through the winter months.



## International Links

Our relationship with the Church of the Holy Trinity, Upper East Side in New York continues to go from strength to strength. We continue to welcome friends from New York virtually at Evening Prayer, and we have joined together for times of prayer and of learning. We also welcomed John and Erwin for a visit to London in November, where John preached and they celebrated a significant anniversary with us. Graham visited New York in May to attend the consecration of Matthew Head, as the new Bishop Coadjutor of New York, and presented the Bishop of London's letter of congratulations to him. Bishop Matthew used to be a member of the congregation at the Church of the Holy Trinity. We continue to support one another's ministries, including this year by donating to fund one of Holy Trinity's Community Meals.

We continue to keep in contact as much as possible with our friends in the Church of the Province of Myanmar. The situation in Myanmar continues to be very desperate, so they are continually in our prayers, and we seek to support them as much as we can.



## Personnel

These activities would not be possible without the dedication, generosity, and faithfulness of both the staff and the congregation. There are many people whose quiet hard work behind the scenes remains indispensable to the life of the church and its work in the wider community. We give thanks for readers, sidespeople, intercessors, choir members, Junior Church leaders, flower arrangers, gardeners, hospitality volunteers, crafting group leaders, servers, PCC members, and all those others without whose support and commitment allow the church to flourish.

We give thanks for the leadership and support of our clergy; Graham Buckle, Helena Bickley-Percival, Jeremy Cavanagh and Lee Barford. We also give thanks for the Revd Lindsay Meader for her support, to Revd David Hobden and all the other clergy who have preached or otherwise supported St Stephen's throughout the year. But we must give thanks for our community and all who worship and play a part of our Christian Community. We celebrated with one of our longest members of our congregation, Liz Witts on her 90th birthday:



*Jeremy reflects: During 2023 my split curacy continued to alternate between St Stephen's and St Saviour's, Pimlico. I was St Saviour's across Lent and Easter 2023 as well as Christmas while back home in St Stephen's in the times in between and reversed for 2024. Both are very different churches demonstrating the diversity of the small geographical area we live in. It is a wider way for me of seeing God in our lives and enhancing my formation as a curate.*

*Being a self-supporting minister, during 2023 I started back, part-time in the workforce, a situation that is rapidly changing the shape of the Church of England. While at St Stephen's I have been undertaking a project from Graham of visiting the businesses in the parish and introducing St Stephen's and building a small spreadsheet of who the businesses are and their contacts. People still have their spiritual needs while at work and local businesses form part of the community's glue. We can use this as part of St Stephen's missional outlook and to discern what Christ's presence can look like across the parish.*

Jason Richards continues to be our Safeguarding Officer, with Helena acting as Children's Champion and Sue Wates as our Seniors' Champion. We are deeply grateful to our Churchwardens Edward Barker and Suzanne Standing, as well as the whole PCC for all their hard work – with a particular thanks to Suzanne with regards to the spire project.

Our Staff Team also work extremely hard to support the life and ministry of the church. We cannot appreciate enough the work of Jessie and Julie, whose dedicated, efficient, and effective work enables so much of what we do, both at church and Napier Hall. The PCC are continuing to work to fill some of the gaps left by the departure of Alison, and we are especially grateful to Matthew Moroney for his work as Treasurer. We also give thanks for the work of our vergers – Alex and William – who provide a warm welcome to those entering the church, but also work hard behind the scenes to support the clergy through services. We are also grateful to Matthew Blaiden for his work providing music for our services.

Although this year has been one of much joy and many celebrations, we have also had our losses. We bade our final farewell to Tony Sewell in January. And amongst others, we mourned the deaths of Paul Fenell, Gay Widmer and Susan Alexander, all of whom were connected to St Stephen's. May they rest in peace, and rise in Glory.

## Report from Director of Music

### **Choral music**

While we have continued to receive support from a wide pool of occasional singers particularly for major services such as choral evensongs and the Carol Service, a few of our team of core singers have had to withdraw from regular singing. This has meant there has ended up being a reduction in the collective of regular core singers for the backbone of our choral music-making, Sunday morning services.

In the face of these changes in circumstances, I am immensely grateful to the members of our Choir who have been able to continue to come and sing on most Sunday mornings. Despite this, our Choir sang choral evensong, marking Candlemas at the end of January; and at the end of our St Stephen's Week. We have also continued to sing choral Compline in association with St Barnabas, Pimlico. We instituted singing Compline every 2 weeks during Lent, which seemed to be well-received. We enjoyed another joint Palm Sunday service with St Matthew's, this year singing for most of the service at St Stephen's once the procession had arrived. We also enjoyed hosting the Area-wide Ascension Day Eucharist, in which a larger choir of occasional singers sang. And as always, the choral year culminated with our service of Lessons and Carols in the lead-up to Christmas.



We have continued to enjoy welcoming visiting choirs to sing Thursday choral evensongs and our Associate Musicians have continued to enrich the church's musical culture, in the liturgy and beyond. Floreat have continued to sing wonderful choral Eucharistic/Mass settings and motets, and in our termly BCP Choral Eucharists. Floreat also gave an excellent concert in May; and the Civil Service Choir sang for our evening service on Ash Wednesday, Dvorak's *Mass in D* for a Choral Eucharist for the Feast of St Alban during St Stephen's Week, and for our annual All Souls service singing Fauré's *Requiem*.

### **Concerts and recitals**

Other Associate Musicians and visiting musicians have supported our recital series with brilliant and imaginative concerts. In March, Cecily Beer played a superb harp recital, and The Tufton Ensemble were joined by Shafali Jalota and Dena to perform Pergolesi's iconic *Stabat mater*. At the end of June, we welcomed our good friend Annabel Gordon from New York to play, and in July Hugh Benson and Oliver Bowes sang a joint song recital. In the autumn, Shafali Jalota collaborated with pianist Jack Redman in a programme of "Hidden Gems" of the song repertoire ahead of their appearance at an international song competition in Paris.

Alongside these recitals, we have had some seasonal and occasional organ recitals. We continued the Advent & Epiphany series begun at the end of 2023 with short organ recitals for the season by Luke Mitchell (The Queen's College, Oxford) and our own Director of Music. Matthew also played other organ recitals: one in April, marking our founding patron Angela Burdett-Coutts' birthday, and another on the eve of Remembrance Day.

### **Organists**

In addition to Matthew Blaiden continuing as Director of Music and undertaking the majority of organ playing, Rosemary Field continues to be our highly valued Organist Emeritus, and we are very pleased that Jason Richards - our excellent Organ Scholar in 2021-22 - has been willing to continue in the occasional role of Associate Organist.



The Director of Music and the entire church community are very grateful for all those - musicians, clergy, congregations, and audiences - who contribute to, value, and support the wonderful music that takes place at St Stephen's.

*Matthew Blaiden*  
*Director of Music*

### **Report from Safeguarding**

It has been the best part of 2 years since I started as Safeguarding Officer for St. Stephen's. We are fortunate not to have had to grapple with major issues, though of course safeguarding is an area of our culture that can be strengthened and reinforced all the time. I have had several good conversations since I joined with members of the PCC and the wider community about the Church of England's safeguarding materials and their underlying objectives.

One of the focuses of discussion has been on the various training resources available. Whilst these are an important part of the onboarding process for Church offices/roles, they are in principle available to anyone who is interested in the Church's thinking in this area. If you would like to explore any of these resources, which in my view are considered and accessible, then please feel free to get in touch and I can point you in the right direction.

Though I have been away from Church in the U.S.A for some months, I am always happy to discuss anything that relates to safeguarding at St. Stephen's which you feel you would like to raise. Equally, and as always, any concerns you have can always be raised directly with me at [safeguarding@sswsj.org](mailto:safeguarding@sswsj.org) and will be dealt with the maximum care and discretion possible. I look forward to seeing more of you all in the coming months now I am back.

*Jason Richards*  
*Safeguarding Officer*

### **Report from Charitable Giving**

St Stephen's is committed to donate 5% of its annual budget to charitable causes. The charitable giving subcommittee met to discuss disbursements for the 2023 financial year. These included disbursements to Christian causes, local charities and a small percentage of international charities and emergency situations.

The PCC approved the proposals for 2022 in November 2022 and the disbursements were made to the following charities in March 2023:

- Cardinal Hume Centre
- St Vincent Family Centre
- Open Age
- Pimlico Toy Library
- Unfold (Formerly known as Westminster Befriend a Family)
- The Passage
- South Westminster Legal Advice Centre
- Embrace the Middle East
- The Church Urban Fund
- Livability
- USPG
- Rainforest Trust



In addition, we provided funding for two meals (fish and chips) at the Trinity Church New York Community meal and provided support for the Diocese in Burma.

To foster a closer relationship between the congregation and the charities we support we arranged for charities we support to speak to the congregation and throughout 2023 welcomed them to our services. The congregation heard from Open Age, the Rainforest Alliance and the St Vincent's Family Centre. More speakers are planning to visit St Stephen's in 2024.

For more information contact Diana Copper [dianacopper@hotmail.com](mailto:dianacopper@hotmail.com)

### **Stewardship and Giving**

After a period where we regularly had declining membership of the BACS scheme this year has proved more stable, starting with 29 members with three leavers and two joining during the year. We are grateful for three members who increased their giving through the scheme with only one reducing their contributions through a change in circumstances.

The CAF donate online scheme continues to be a valuable new source of funds both for regular Stewardship givers alongside one off donations. There are now 7 regular givers through this channel an increase of one.

Regular giving through the Gift Aid envelopes continued, albeit at the reduced levels since the pandemic, with 9 maintaining contributions during the year. We still recover significant sums in Gift Aid from the one off envelope donations from visitors, particularly at concerts and funerals as well as from the online card machine from which we cannot claim it.

We continued to receive two significant annual donations through the Charities Aid Foundation scheme.

Total receipts from Stewardship and Gift Aid receipts have again held up reasonably well given the challenges in recent years and the loss of some stalwart donors. My sincere thanks go to Julie our new bursar who has managed to keep all this running and recorded during a very challenging period. We should all re-examine our commitment on a regular basis but the continued lack of a formal Stewardship campaign is becoming a concern, with the ongoing costs and necessary repairs impacted by current inflation challenging the future finances of our Church. Please contact me if you wish to join the BACS scheme or have any other queries in respect of regular giving to St Stephens. Bequests remain a valuable, if unpredictable, source of funds so please ensure you remember us in any will you might draw up in the near future.

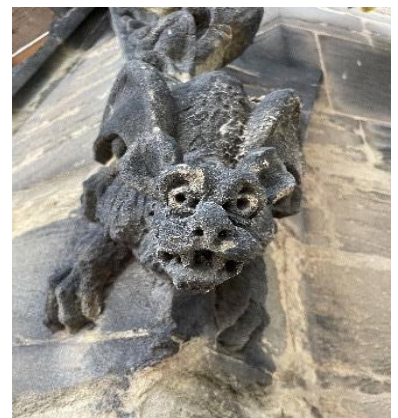
*Steve Waldron  
Stewardship Officer*

### **Fabric Report**

#### **Our Spire works project**

Since the Summer of 2022 our spire has been shrouded with scaffolding as our project to repair the crumbling stonework progressed. With just a few days to spare before Christmas, the scaffolding was dismantled to reveal the completed works.

We are most grateful to our stonemasons, Traditional Stone, who have done a fantastic job and delivered the stone works with care and within their budget and our wonderful architect, Barbara Singer from Thomas Ford who kept the project running smoothly. It was only the additional



replacement of the rotten wooden louvres in our bell tower and similarly weathered oak door in our roof that took the overall cost slightly over the planned budget. A remarkable achievement on a project of this scale.



Several of our clergy, PCC and volunteers were able to inspect the work up close. We will also be receiving some amazing 3D computer files of the statues and grotesques, which will provide a valuable lasting record and allow everyone else to inspect these beautiful features more closely. We are currently working out how best to make these files available more widely.

Much fun was also had by pupils of Westminster Under School and our Burdett Coutts School who attended a workshop about the stonework and were able to try their hand at chiseling some stone!

## **Structure, Governance and Management**

The Parochial Church Council is a corporate body established by the Church of England. The PCC operates under the Parochial Church Council Powers Measure. The PCC is a charity which is registered with the Charity Commission under registration number 1132179. The method of appointment of PCC members is set out in the Church Representation Rules. All church attendees are encouraged to register on the Electoral Roll and stand for election to the PCC.

## **Social Media**

This year we have continued to grow our social media presence and engagement with Facebook, YouTube and Instagram being the main platforms used. Recent examples of posts include Graham's explorations with Anne Grebby of her artworks being displayed in the church ([https://www.youtube.com/watch?v=S\\_\\_PvQj9agI](https://www.youtube.com/watch?v=S__PvQj9agI)) and a visit to the St Stephen's Stitches group (<https://www.instagram.com/p/C4-k4C6o8tr/?igsh=MTVuNGZoM3A4cndvMg==>) Additionally, special events and concerts are also posted on the NextDoor website (<https://nextdoor.co.uk/>) which is a neighbourhood hub and so reaches an audience beyond those who follow us on social media directly.

## **Electoral Roll and Church Attendance**

The electoral roll was 158 at 31<sup>st</sup> December 2023. Attendance at church and on Zoom on a usual Sunday is about 64 adults and 5 children under 16. There have been 5 baptisms, 1 wedding and 7 funerals in church during 2023. The clergy also officiated at 10 funerals held at the crematoria.

## **PCC Meetings**

The full PCC met 6 times during the year. Finance, Communications, Charitable Giving and Standing Committees met between meetings and their deliberations were discussed and received by the full PCC.

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

## **Trusts Connected with the Parish**

The Napier Hall Trust: It is responsible for the maintenance, upkeep, and management of the Napier Hall.

Pepys Twining Trust: The income arising may be used to maintain the Napier Hall or any other church hall in the parish.

The trustees of these two charities are the Vicar and churchwardens.

St. Andrew's Church Hall Trust: the net income is divided equally between St Peter's Eaton Square and St Stephen's Rochester Row. The trustees elected by the PCC are the Vicar, Ms Janet Davey, Mr Edward Barker and Mrs Elizabeth Szewczyk. Mr James Gourlay represents St Peter's Eaton Square as trustee.

Rebecca Aldridge Charity: This fund is available for pastoral purposes at the sole discretion of the Vicar, the sole trustee.

Bessborough Gardens Trust: The Managing Trustee is the PCC and its investments have been included in the attached PCC accounts. The income arising may be used for the purpose of furthering the religious and other charitable work of the Church of England in the parish of St Stephen with St John, Westminster.

The St Stephen's Westminster Bells Fund: The charity was established to provide funding to rehang the bells of St Stephen's Church and to carry out all necessary ancillary work to make this possible. Two of the six trustees are also members of the PCC.

### **Administrative Information**

St. Stephen's church is located at Rochester Row, London SW1P 1LE. It is part of the Diocese of London, within the Church of England. The correspondence address is The Parish Office, St Stephen's House, Hide Place, London, SW1P 4NJ.

## The PCC of St Stephen with St John, Westminster

PCC members who have served during the period from 1<sup>st</sup> January 2023 (unless otherwise noted) until the date of this report are as follows:

### Ex Officio Members:

**Incumbent:** The Rev'd Graham Buckle (Chairman)

**Curates:** The Rev'd Helena Bickley-Percival  
The Rev'd Jeremy Cavanagh

**Wardens:** Mr Edward Barker  
Mrs Suzanne Standing

### Elected Members:

Ms Pamela Ashley  
Mr Michael Bolton  
Mr Andrew Campbell (representative on Deanery Synod)  
Mrs Diana Copper  
Dr Nicholas Davies  
Ms Nadine de Keyser  
Dr Michael Duggan (representative on Deanery & Diocesan Synod)  
Mrs Tamara Katzenbach  
Ms Ann Mills-Duggan (  
Mr Matthew Morony (treasurer)  
Mr Anthony Omeh  
Mrs Carolyn Ryder  
Mrs Elizabeth Szewczyk  
Mr Stephen Waldron (representative on Deanery Synod)

The Parish Administrator is the PCC secretary. Diana Copper is the minutes secretary of the PCC.

Approved by the Parochial Church Council on 30<sup>th</sup> April 2024 and signed on its behalf by:



The Revd Graham Buckle, Vicar and Chair of the PCC



## **Westminster (St Margaret) Deanery Synod Triennium 2023-2026**

### **A report on proceedings for the 2023 Annual Parochial Church Meeting of St Stephen with St John, Westminster**

2023 saw the end of the triennium for the deanery, and thus was a year of change. Parishes elected new members to the synod, and new officers elected.

In June at the start of the new triennium Bishop Sarah visited the deanery, commencing with school worship at St Peter's, Eaton Square, followed by a clergy Chapter meeting at St Michael's, Chester Square. During lunch at the Grey Coat Hospital, the Bishop engaged with staff and students, who led a discussion on school life and posed insightful questions. Continuing to St Stephen's, Rochester Row, Bishop Sarah interacted with members of the Tamil community before concluding the day at St Anne's Soho with a deanery Eucharist. The day concluded with the annual Deanery Garden Party, held at the delightful garden of St Paul's Covent Garden.

The Deanery Synod convened at St Peter's, Eaton Square on November 27, 2023, during which David Richards delivered a valedictory address after many years of service as Deanery Lay Chair. Discussions centred on the current status of our deanery schools, which are grappling with significant demographic changes and declining rolls. An election was held for Deanery Synod Officers, resulting in the appointment of Richard Carter (St Peter, Eaton Square) as Lay Chair, Linda Ulrich (St Barnabas, Pimlico) as Secretary, and Fr John Pearson-Hicks (St Barnabas, Pimlico) as Chair of the Education Committee.

The strength of our deanery life is evident in the deepening friendships and shared sense of mission cultivated over the years. The Deanery Synod serves as a valuable platform for strengthening our partnership in the gospel.

All meetings were well attended by St Stephen's representatives and Clergy.

#### **Members of the Deanery Synod from our parish:**

Mr Stephen Waldron  
Mr Michael Duggan  
Mr Andrew Campbell

# Independent Examiners Report

(to be included upon receipt)

THE PCC OF ST STEPHEN WITH ST JOHN WESTMINSTER

STATEMENT OF FINANCIAL ACTIVITIES  
FOR THE YEAR ENDED 31 DECEMBER 2023

	Note	Unrestricted Funds £	Restricted Funds £	Endowment Funds £	TOTAL 2023 £	FUNDS 2022 £
<b>INCOME AND ENDOWMENTS</b>						
Voluntary income	2a	142,866	186	-	143,052	133,307
Activities for generating funds	2b	89,609	-	-	89,609	84,298
Income from investments	2c	36,791	836	-	37,627	36,753
Income from church activities	2d	2,476	-	-	2,476	1,731
Other income	2e	96,511	-	-	96,511	77,354
<b>TOTAL INCOME</b>		<b>368,253</b>	<b>1,022</b>	<b>-</b>	<b>369,275</b>	<b>333,443</b>
<b>EXPENDITURE</b>						
Church activities	3a	372,232	186	-	372,418	375,916
Cost of raising funds	3b	41,325	-	-	41,325	38,508
Other expenses	3c	29,077	-	-	29,077	25,765
<b>TOTAL EXPENDITURE</b>		<b>442,634</b>	<b>186</b>	<b>-</b>	<b>442,820</b>	<b>440,189</b>
<b>NET INCOME/EXPENDITURE BEFORE OTHER RECOGNISED GAINS AND LOSSES</b>		<b>-74,381</b>	<b>836</b>	<b>-</b>	<b>-73,545</b>	<b>-106,746</b>
Gains/losses on investment assets						
Unrealised	4b	33,985	-	55,896	89,881	-144,095
Realised						
<b>NET MOVEMENT IN FUNDS</b>		<b>-40,396</b>	<b>836</b>	<b>55,896</b>	<b>16,336</b>	<b>-250,841</b>
Transfer between funds	5	732	-732	-	-	-
<b>NET MOVEMENT IN FUNDS AFTER TRANSFERS</b>		<b>-39,664</b>	<b>104</b>	<b>55,896</b>	<b>16,336</b>	<b>-250,841</b>
<b>BALANCES BROUGHT FORWARD AT 1 JANUARY 2023 (2022)</b>		<b>1,147,102</b>	<b>16,437</b>	<b>762,170</b>	<b>1,925,709</b>	<b>2,176,550</b>
<b>BALANCES CARRIED FORWARD AT 31 DECEMBER 2023 (2022)</b>		<b>1,107,438</b>	<b>16,541</b>	<b>818,066</b>	<b>1,942,045</b>	<b>1,925,709</b>

The notes on pages 25 to 34 form part of these accounts



**THE PCC OF ST STEPHEN WITH ST JOHN WESTMINSTER**  
**BALANCE SHEET AT 31 DECEMBER 2023**

	Note	2023 £	2022 £
<b>FIXED ASSETS</b>			
Tangible Fixed Assets	4a	504,764	510,730
Investment assets	4b	1,154,984	1,065,103
		<b>1,659,748</b>	<b>1,575,833</b>
<b>CURRENT ASSETS</b>			
Debtors	7	202,370	54,320
Short term deposits		87,054	291,453
Cash at bank and in hand		38,570	86,143
		<b>327,994</b>	<b>431,916</b>
<b>LIABILITIES: FALLING DUE WITHIN ONE YEAR</b>			
	8	45,697	82,040
<b>NET CURRENT ASSETS</b>		<b>282,297</b>	<b>349,876</b>
<b>NET ASSETS</b>		<b>1,942,045</b>	<b>1,925,709</b>
<b>FUNDS</b>			
Unrestricted	6	1,107,438	1,147,102
Restricted	6	16,541	16,437
Endowment	6	818,066	762,170
		<b>1,942,045</b>	<b>1,925,709</b>

The notes on pages 15 to 23 form part of these accounts

Approved by the Parochial Church Council on 30 April 2023 and signed on its behalf by:

Rev Graham Buckle, Vicar and Chairman of PCC

Mr Edward Barker, Churchwarden

NOTES TO THE ACCOUNTS  
FOR THE YEAR ENDED 31 DECEMBER 2023

**1. ACCOUNTING POLICIES**

The PCC is a public benefit entity within the meaning of FRS 102. The financial statements have been prepared under the Charities Act 2011 and in accordance with the Church Accounting Regulations 2006 governing the individual accounts of PCC's together with FRS 102 (2016) as the applicable accounting standards and the 2016 version of the Statement of Recommended Practice, Accounting and Reporting by Charities (SORP(FRS 102)).

The financial statements have been prepared under the historical cost convention except for the valuation of investment assets, which are shown at market value.

**Funds**

*Endowment funds* are restricted funds that must be retained as trust capital either permanently or subject to a discretionary power to spend capital as income, and where the use of any income or benefit derived from the capital may be restricted or unrestricted. Full details of their restrictions are shown in the notes to the accounts.

*Restricted funds* are income funds that must be spent on restricted purposes and details of the funds held and the restrictions provided are shown in the notes to the accounts.

*Unrestricted funds* represent the remaining income funds of the PCC that are available for spending on the general purposes of the PCC, including amounts designated by the PCC for fixed assets for its own use and for spending on a future project and which are therefore not included in its "free reserves" as disclosed in the trustees' annual report.

The accounts include all transactions, assets and liabilities for which the PCC is responsible in law. They do not include the accounts of church groups that owe their main affiliation to another body nor those that are informal gatherings of Church members.

**Income**

*Voluntary income and capital sources*

Collections are recognised when received by or on behalf of the PCC.

Planned giving receivable under gift aid is recognised when received.

Tax refunds are recognised when the income to which they relate is received.

Grants and legacies to the PCC are accounted for as soon as the PCC is notified of its legal entitlement, the amount due is quantifiable, and its ultimate receipt by the PCC is reasonably certain.

Funds raised by the fetes, garden party and similar events are accounted for gross.

*Other ordinary income*

Rental income from the letting of church premises is recognised when the rental is due.

*Income from investments*

Dividends and interest are accounted for when receivable.

*Gains and losses on investments*

Realised gains or losses are recognised when investments are sold. Unrealised gains or losses are recognised on revaluation of investments at the end of each accounting year.

THE PCC OF ST STEPHEN WITH ST JOHN WESTMINSTER

NOTES TO THE ACCOUNTS  
FOR THE YEAR ENDED 31 DECEMBER 2023

*(Continued)*

**Expenditure**

*Grants*

Grants and donations are accounted for when paid over, or when awarded, if that award creates a binding obligation on the PCC.

*Activities directly relating to the work of the Church*

The diocesan common fund is accounted for when payable.

Liabilities are recognised as soon as there is a legal or constructive obligation and settlement is probable and quantifiable.

**Fixed assets**

*Consecrated land and buildings and movable church furnishings*

Consecrated and beneficed property is excluded from the accounts by s10(2) (a) and (c) of the Charities Act 2011.

No value is placed on movable church furnishings held by the vicar and churchwardens on special trust for the PCC and which require a faculty for disposal since the PCC considers this to be inalienable property.

All expenditure incurred during the year on consecrated or beneficed buildings and movable church furnishings, whether maintenance or improvement, is written off as expenditure in the SOFA and separately disclosed.

No cost information is available for St Stephen's House so it is included at a deemed cost being its valuation in the year 2000. As the current value reflects previous valuations (see note 5) the PCC is permitted to retain the book amounts subject to an impairment review where there is an indication that impairment may have occurred. As the useful economic life is considered to be at least 200 years, with depreciation provided at 0.5% on a straight line basis, an annual impairment review will be retained in any case.

*Other fixtures, fittings and office equipment*

Equipment used within the church premises is depreciated on a straight line basis over 4 years.

With effect from 1 January 2012, individual items of equipment with a purchase price of £1,000 or less are written off when the asset is acquired. Prior to 2012, items of equipment with a purchase price of £250 or less were written off when the asset was acquired.

*Investments*

Investments are valued at their market value at 31 December.

*Current Assets*

Amounts owing to the PCC at 31 December in respect of fees, rents, or other income are shown as debtors less provision for amounts that may prove uncollectable.

Short-term deposits include cash held on deposit either with the CBF Church of England Funds or at the bank.

THE PCC OF ST STEPHEN WITH ST JOHN WESTMINSTER

NOTES TO THE ACCOUNTS  
FOR THE YEAR ENDED 31 DECEMBER 2023

(Continued)

2. INCOME

	Unrestricted Funds £	Restricted Funds £	Endowment Funds £	TOTAL FUNDS	
				2023 £	2022 £
<b>a) Voluntary income</b>					
Planned giving					
Stewardship	22,890	-	-	22,890	24,843
Income tax recoverable	8,423	-	-	8,423	8,119
Open plate collections at services	10,306	156	-	10,462	7,036
Sundry donations	8,180	30	-	8,210	7,040
Donations for use of the church	23,067	-	-	23,067	15,659
Donation from Napier Hall Trust	70,000	-	-	70,000	70,000
Legacies	-	-	-	-	-
	<b>142,866</b>	<b>186</b>	<b>-</b>	<b>143,052</b>	<b>132,697</b>
<b>b) Activities for generating funds</b>					
St Stephen's House lettings (note 9)	66,264	-	-	66,264	60,953
Mobile phone rental income	23,345	-	-	23,345	23,345
	<b>89,609</b>	<b>-</b>	<b>-</b>	<b>89,609</b>	<b>84,298</b>
<b>c) Income from investments</b>					
Interest receivable	5,237	104	-	5,341	4,592
Dividends receivable	31,554	732	-	32,286	32,161
	<b>36,791</b>	<b>836</b>	<b>-</b>	<b>37,627</b>	<b>36,753</b>
<b>d) Income from church activities</b>					
Fees	1,041	-	-	1,041	1,224
Fundraising activities	1,111	-	-	1,111	-
Income from concerts	324	-	-	324	507
	<b>2,476</b>	<b>-</b>	<b>-</b>	<b>2,476</b>	<b>1,731</b>
<b>e) Other income</b>					
St Andrews Church Hall Trust	26,567	-	-	26,567	26,003
Other income (note 10)	40,867	-	-	40,867	25,586
Charges to Napier Hall Trust (note 12)	29,077	-	-	29,077	25,765
	<b>96,511</b>	<b>-</b>	<b>-</b>	<b>96,511</b>	<b>77,354</b>
<b>TOTAL INCOME</b>	<b>368,253</b>	<b>1,022</b>	<b>-</b>	<b>369,275</b>	<b>332,833</b>

THE PCC OF ST STEPHEN WITH ST JOHN WESTMINSTER

NOTES TO THE ACCOUNTS  
FOR THE YEAR ENDED 31 DECEMBER 2023

(Continued)

3. EXPENDITURE

	Unrestricted	Restricted	Endowment	TOTAL FUNDS	
	Funds	Funds	Funds	2023	2022
	£	£	£	£	£
<b>a) Church activities</b>					
Charitable giving (see page 24)	15,476	186	-	15,662	18,266
Diocesan Common Fund	41,250	-	-	41,250	77,000
Curate/Assistant Priest	20,075	-	-	20,075	20,112
Salaries allocated to church activities (note 11)	15,928	-	-	15,928	17,603
Clergy and staff expenses (note 11)	4,172	-	-	4,172	5,118
Children and youth work	60	-	-	60	4,102
Travel expenses	15	-	-	15	-
Church running expenses	23,581	-	-	23,581	21,106
Support costs for running expenses (note 12)	16,670	-	-	16,670	17,816
Church maintenance	9,033	-	-	9,033	6,903
Support costs for church maintenance (note 12)	5,294	-	-	5,294	5,676
Upkeep of services	2,235	-	-	2,235	2,087
Director of Music and organists	10,608	-	-	10,608	10,923
Sundry expenses	908	-	-	908	2,003
Hospitality expenses	1,572	-	-	1,572	1,401
Concert expenses	625	-	-	625	295
Major repairs (note 13)	204,730	-	-	204,730	165,505
	<b>372,232</b>	<b>186</b>	-	<b>372,418</b>	<b>375,916</b>
<b>b) Cost of raising funds</b>					
Voluntary income (note 12)	2,430	-	-	2,430	2,885
Lettings (note 12)	37,938	-	-	37,938	34,356
Investments (note 12)	957	-	-	957	1,267
	<b>41,325</b>	-	-	<b>41,325</b>	<b>38,508</b>
<b>c) Other expenses</b>					
Costs allocated to Napier Hall Trust (note 12)	29,077	-	-	29,077	25,765
	<b>29,077</b>	-	-	<b>29,077</b>	<b>25,765</b>
<b>TOTAL RESOURCES EXPENDED</b>	<b>442,634</b>	<b>186</b>	-	<b>442,820</b>	<b>440,189</b>

THE PCC OF ST STEPHEN WITH ST JOHN WESTMINSTER

NOTES TO THE ACCOUNTS  
FOR THE YEAR ENDED 31 DECEMBER 2023

(Continued)

4. FIXED ASSETS FOR USE BY THE PCC

a) Tangible fixed assets	Freehold Land	Equipment	Total
	and Buildings		
	£	£	£
COST/VALUATION			
At 1 January 2023	573,596	36,303	609,899
Additions	-	-	-
At 31 December 2023	<b>573,596</b>	<b>36,303</b>	<b>609,899</b>
DEPRECIATION			
At 1 January 2023	65,964	33,205	99,169
Charge for the year	2,868	3,098	5,966
At 31 December 2023	<b>68,832</b>	<b>36,303</b>	<b>105,135</b>
NET BOOK VALUE			
At 31 December 2023	<b>504,764</b>	-	<b>504,764</b>
At 31 December 2022	<b>507,632</b>	<b>3,098</b>	<b>510,730</b>

The freehold land and buildings comprise the Parish Office and St Stephen's House. The gross book value is based on the value estimated by the PCC as at November 1997 for insurance purposes and is considered to be a fair estimate of the current value in use of the property.

Consecrated and beneficed property of any kind is excluded from the accounts by s.10(2)(a) and (c) of the Charities Act 2011. The church building is insured for £26,600,000 and St Stephen's House for £2,247,865.

The cost of the equipment comprises:	Computer equipment	539
	Sound system	6,500
	Household equipment	859
	Fire detection system	4,108
	Electric keyboard	469
	Heating improvements	2,547
	Display panels	1,427
	Kitchen improvements	17,376
	Emergency lighting	2,478
	<b>36,303</b>	

4b) Investments	Endowment	Unrestricted	Total
	Funds	Funds	
Market value at 1 January 2023	703,886	361,217	1,065,103
Revaluation gain / (loss)	55,896	33,985	89,881
Market value at 31 December 2023	<b>759,782</b>	<b>395,202</b>	<b>1,154,984</b>

Investment holdings at 31 December 2023

Endowment: St Johns Trust - 5,616 shares in the CBF Church of England Investment Fund.

Bessborough Gardens Trust - 1,184 shares in the CBF Church of England Investment Fund.

St John's Gardens - 18,393.32 shares of CBF Church of England Investment Fund.

- 63,451.777 shares of Charifaith Common Investment Fund.

- 50,383.39 units of Epworth UK Equity Fund for Charities. \*

- 7,088.29 units of Epworth Global Equity Fund for Charities. \*

\* Previously 53,765.29 units of Epworth Affirmative Equity Fund.

Unrestricted: 17,482.70 shares of the CBF Church of England Investment Fund.

THE PCC OF ST STEPHEN WITH ST JOHN WESTMINSTER

NOTES TO THE ACCOUNTS  
FOR THE YEAR ENDED 31 DECEMBER 2023

(Continued)

5. FUNDS

The movements on the designated and restricted funds during the year were:

	Balances brought forward	Incoming Resources	Outgoing Resources	Transfers/ Revaluation	Balances carried forward
<b>Designated:</b>					
Vicarage redecoration	9,000	-	-	1,000	10,000
Major repairs to the church	20,186	-	20,186	-	-
Music	38	838	309	-	567
	<b>29,224</b>	<b>838</b>	<b>20,495</b>	<b>1,000</b>	<b>10,567</b>

The designated funds form part of the unrestricted funds and have been set aside by the PCC for the purposes described.

**Restricted:**

Barcapel Foundation	2,000	-	-	-	2,000
Bells	6,440	-	-	-	6,440
Burma Travel Exchange Fund	1,775	104	-	-	1,879
Bessborough Gardens Income	-	732	-	-732	-
Charities Fund	5	-	-	-	5
Chasuble	1,875	-	-	-	1,875
Children's Worker	88	-	-	-	88
Display panels	178	-	-	-	178
Flag pole	51	-	-	-	51
Floor and Heating	-	-	-	-	-
Music	976	-	-	-	976
Night Shelter	1,128	-	-	-	1,128
Toddler Group	1,921	-	-	-	1,921
	<b>16,437</b>	<b>836</b>	-	<b>-732</b>	<b>16,541</b>

**The Barcapel Foundation Fund** is for work with people with dementia.

**The Bells Fund** is for the rehanging of the bells of the church and to carry out all the necessary work to make this possible. A separate charity, St Stephen's Westminster Bells Fund (Registration Number 1152274) has raised funds for this work and donations have been received from it to fund the cost of the work.

**The Burma Travel Exchange Fund** is available to support the cost of travel to maintain links between the Anglican Church in Burma and the congregation of the church.

**Bessborough Gardens Trust Accumulated Income Fund** is available to further the religious and other charitable work of the church in the parish.

**The Charities Fund** is used for monies given specifically for other charities.

**The Chasuble Fund** has been given in memory of Elizabeth Brazier for the purchase of a blue chasuble.

**The Children's Worker Fund** is be used to fund work with children.

**The Display Panels Fund** represents monies donated for the purchase of display panels for use in the church. The cost has been capitalised and added to fixed assets.

**The Flag Pole Fund** represents monies donated to restore the flag pole outside the church.

**The Floor and Heating Fund** is to raise money for the proposed replacement of the church floor and heating system.

**The Music Fund** is to be used for the development of music at St Stephens.

**The Night Shelter Fund** is for money donated to support the Night Shelter in Napier Hall.

**The Toddler Group Fund** is for money received from participants at the Toddler group and is used to fund expenditure of and equipment for the group.

THE PCC OF ST STEPHEN WITH ST JOHN WESTMINSTER

NOTES TO THE ACCOUNTS  
FOR THE YEAR ENDED 31 DECEMBER 2023

(Continued)

The Endowment Fund comprises:	2023	2022
Permanent Endowment	153,717	140,498
Expendable Endowment	664,348	621,671
	<b>818,065</b>	<b>762,169</b>

The endowment fund comprises:

**Permanent Endowment**

St John Trust: The capital is a permanent endowment, which was originally provided for the erection of a church hall in Monck Street, London SW1. The remainder of the capital cannot be spent for any other purpose without the consent of the Charity Commissioners. The income arising from this investment may be used for the charitable purposes of the PCC.

Bessborough Gardens Trust: The capital is a permanent endowment, originally comprising land and buildings in Bessborough Gardens, London SW1. The income arising may be used for the purpose of furthering the religious and other charitable work of the Church of England in the parish of St Stephen with St John, Westminster.

**Expendable Endowment**

St John's Gardens Fund: This investment was received from the Trustee of the St John's Gardens Fund and has been designated as Expendable Endowment. The donor expects the capital to be kept as a reserve to provide income which may be used as the PCC sees fit. The PCC could, in the future, and after careful consideration, use the capital for some other special purpose.

**6. ANALYSIS OF NET ASSETS BY FUND**

	Unrestricted Funds	Restricted Funds	Endowment Fund	TOTAL 2023
Tangible fixed assets	504,764	-	-	504,764
Investment fixed assets	395,202	-	759,782	1,154,984
Current assets	244,720	24,990	58,284	327,994
Current liabilities	-37,248	-8,449	-	-45,697
	<b>1,107,438</b>	<b>16,541</b>	<b>818,066</b>	<b>1,942,045</b>

**7. DEBTORS**

	2023	2022
Prepayments and accrued income	35,376	22,356
Tax recoverable	16,387	7,964
Napier Hall Trust	123,690	24,000
St Andrew's Church Hall Trust	26,917	-
	<b>202,370</b>	<b>54,320</b>

**8. LIABILITIES: AMOUNTS FALLING DUE WITHIN ONE YEAR**

	2023	2022
Accruals and deferred income	42,937	77,188
Tax and national insurance	-	2,092
Other creditors	2,760	2,760
	<b>45,697</b>	<b>82,040</b>

**9. ST STEPHEN'S HOUSE LETTINGS**

INCOME	2023	2022
Rents: Flat A	34,650	32,750
Flat B	22,880	22,616
Flat C (curate's accommodation)	-	-
Offices	4,968	4,945
Parish Sitting Room	3,080	610
Gas, electricity and water costs reimbursed	686	642
	<b>66,264</b>	<b>61,563</b>



THE PCC OF ST STEPHEN WITH ST JOHN WESTMINSTER

NOTES TO THE ACCOUNTS  
FOR THE YEAR ENDED 31 DECEMBER 2023

(Continued)

<b>10. OTHER INCOME</b>	2023	2022
	£	£
Other income comprises the following:		
Administrative charge to St Andrews Church Hall Trust	350	350
Grant under Listed Places of Worship scheme	40,517	22,595
Grant from national church towards increased energy costs	-	2,641
	<b>40,867</b>	<b>25,586</b>

<b>11. STAFF COSTS</b>	2023	2022
	£	£
Wages and salaries	58,878	64,203
Social security costs	-	-
Pension costs	1,031	957
Total gross cost	<b>59,909</b>	<b>65,160</b>
Allocated:		
Church activities (Unrestricted Fund)	15,928	16,695
Church activities (Restricted Funds)	-	908
Organist's fees	9,848	9,096
St Stephen's House, Napier Hall and Support - see note 12	34,133	38,461

During the year the PCC employed on a part time basis two vergers, a cleaner, a director of music, a parish administrator and a bursar.

The PCC enrolled with National Employment Savings Trust (NEST) on 1 June 2012 to provide an opportunity for employees to participate in a pension scheme as required by the Pensions Act 2008.

The salaries allocated to restricted funds in 2022 are those of the children's worker charged to the Children's Worker Fund.

<b>12. ST STEPHEN'S HOUSE, NAPIER HALL AND SUPPORT EXPENSES</b>	2023	2022
Light, heat, water and council tax	20,141	20,662
Cleaning, repairs and maintenance	17,609	6,371
Insurance	4,423	4,137
Letting agents fees	4,965	4,717
Printing, postage and stationery	295	595
Hire of photocopier - see note 14	1,278	1,419
Telephone, fax and internet	1,414	1,398
Other office expenses	38	159
Depreciation of fixtures and fittings	3,098	4,964
Depreciation of freehold building	2,868	2,868
Salaries attributed to parish office, property and support	34,133	38,461
Independent examiner	1,400	1,480
Fund raising costs - Digital giving charges and Gift Aid envelopes	444	249
Bank charges	260	285
	<b>92,366</b>	<b>87,765</b>

THE PCC OF ST STEPHEN WITH ST JOHN WESTMINSTER

NOTES TO THE ACCOUNTS  
FOR THE YEAR ENDED 31 DECEMBER 2023

(Continued)

	2023	2022
Allocated:		
Church running expenses	16,670	17,816
Church maintenance	5,294	5,676
St Stephen's House lettings	37,938	34,356
Cost of raising voluntary income	2,430	2,885
Cost of managing investments	957	1,267
Charge to Napier Hall Trust	29,077	25,765

The costs of running the parish office, St Stephen's House, and Napier Hall, and the accounting and governance costs shown above have been apportioned to the activities to which they relate. Where appropriate, expenditure is allocated to the relevant activity. Items of expenditure which contribute directly to more than one activity have been apportioned to the relevant activities. Staff costs are allocated in accordance with the time spent on each activity. Utilities and other services are apportioned on the basis of usage. Property and insurance costs have been apportioned according to the relevant floor area.

**13. MAJOR REPAIRS - CHURCH PROPERTIES**

	2023			2022
	Unrestricted	Restricted	Total	Total
EXPENSES				
Proposed heating and floor renewal - professional fees	-	-	-	-
Work arising from Quinquennial survey	204,730	-	204,730	160,255
	<b>204,730</b>	-	<b>204,730</b>	<b>160,255</b>

Following the Quinquennial survey our architects drew up plans to repair the stonework on the tower. Work began in the summer of 2022 and was complete at the end of 2023.

Work on the longstanding plans to renew the heating system along with broader plans to include restoration and refurbishment of the floor and undercroft is on hold. These plans also include proposals to improve the toilet and kitchen facilities at the church.

**14. OTHER COMMITMENTS**

The PCC entered in a new contract for the hire of the photocopier for 2 years from 1 April 2021 at a cost of £1,440 per annum. The contract also includes service and maintenance charged on the basis of usage of the machine. Having allowed this to continue to run for a further year it is expected that a new contract will be required during 2024.

**15. RELATED PARTY TRANSACTIONS**

The PCC has entered into no material transactions, contracts or other arrangements (including grants) with any related party apart from the following:

The combined buildings of St Stephen's House and Napier Hall are managed by the PCC and an appropriate part of the costs charged to the Napier Hall Trust as explained in Note 12 above. The trustees of Napier Hall Trust are the vicar and churchwardens for the PCC and they determine the amount of the donation (if any) to be paid by the Napier Hall Trust to the PCC each year.

Certain transactions, including donations of any money or in kind from PCC members or those closely connected to them, are unlikely to influence the separate independent interests of the PCC and therefore need not be disclosed.

THE PCC OF ST STEPHEN WITH ST JOHN WESTMINSTER

CHARITABLE GIVING

FOR THE YEAR ENDED 31 DECEMBER 2023

		Unrestricted Funds £	Restricted Funds £
<b>Allocation of Charitable Giving Budget</b>			
Emergency & International Relief:	Medical Aid for Palestinians	500	
	Rainforest Trust	1,000	
	Jerusalem Cathedral support for Gaza	1,000	
	Other - currently unallocated	526	
Charities benefitting Westminster:	Cardinal Hume Centre	700	
	The Seafarer's Charity	700	
	St Vincent's Family Centre	700	
	Open Age	700	
	Unfold (previously Westminster Befriend a Family)	700	
	Pimlico Toy Library	700	
	The Passage	1,000	
	South Westminster Legal Advice Centre	700	
Christian Causes:	Embrace the Middle East	800	
	Burma Ordinand	1,000	
	The Church Urban Fund	1,000	
	Livability	1,000	
	USPG	1,000	
	St Augustine's College of Theology	1,000	
	The Church of the Holy Trinity (New York) Neighborhood Center	750	
Other Giving:	Support for Church in Burma		186
		<b>15,476</b>	<b>186</b>