

The Community of Saint Stephen's Annual Report & Accounts 2021

Saint Stephen's Church
21 St Stephen's Street,
Bristol BS1 1EQ

tel: 0117 922 5267
email: info@saint-stephens.com
www.saint-stephens.com

Registered Charity Number: 1165483

Registered Charity Name: The Parochial Church Council of the Ecclesiastical Parish of St Stephen with St James and St John the Baptist with St Michael and St George

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Annual Report & Accounts 2021

The Parochial Church Council (PCC) present their report for the year ending 31st December 2021.

OBJECTIVES AND ACTIVITIES

Under the PCC (Powers) Measure 1956, the PCC has the responsibility of co-operating with the Priest in Charge, in promoting in the Parish the whole mission of the Church: discipling, pastoral, evangelistic, social and ecumenical. Our vision is "Reconnecting us to God, Connecting others to God".

PUBLIC BENEFIT

The PCC is aware of the Charity Commission's guidance on public benefit in "The Advancement of Religion for the Public Benefit" and have regard to it in their administration of the Parish.

The PCC believes that, by fulfilling its responsibility to work together with the Priest-in-Charge to co-operate in all matters of concern and importance for the promotion of the whole mission of the Church, it provides a benefit to the public by:

- Providing resources and facilities for public worship, pastoral care and spiritual, moral and intellectual development, both for its members and for anyone who wishes to benefit from what the Church offers.
- Promoting Christian values to the benefit of individuals and society as a whole.

REPORTS from various people and departments, showing the life of Saint Stephen's

We hope you enjoy reading these reports. If you want to know more, you could have a chat with the person who wrote the report or ask a question at the Annual Meeting. This section is divided into three parts: Key people and roles in our church; Church events; Organisations and groups that use our building.

1. KEY PEOPLE AND ROLES IN OUR CHURCH

1.1 Priest-in-charge Report

'Trusting the future with God' - Lee Barnes



Lee, Mary, Arianna, Nate and Evie at the leaving service

This Priest-In-Charge Report up to September 2021 (due to the reason at the end of the report) continues in a similar vein to the one written for 2020 because the challenges, opportunities and ever-changing rules and advice around COVID-19 meant our churches were responding to a 'new' normal. The impact of this on the churches and on individual and family lives was significant but, together, as communities there was an incredibly loving and caring response of support - trying to do and be the best we could within the circumstances of life that we were each experiencing and trying to be 'one community from two churches'.

I continue to be incredibly proud of how both Saint Stephen's and Holy Trinity responded to the Coronavirus pandemic during 2021. The community is truly made up of amazing people with an extensive range of gifts and talents and loving hearts and caring minds. I particularly want to thank the Core Team (made up of

representatives from both PCCs) for their incredible work during 2021, meeting weekly for the majority of the year and responding, reviewing and carrying out actions on behalf of the PCCs. There are so many people to thank and not enough room to name them all, but I want to give particular thanks to my Clergy Colleagues, Churchwardens, Ordinands, PCC members and Employees and Ministry Leaders for their hard work, energy and faithful commitment to God and working alongside me during 2021.

It is incredible all that was achieved, and the opportunities created in 2021, in spite of the challenges. Certain groups had to pause (and then start and then pause) or cease meeting, and others had to adapt, like the Lunchtime Live Concerts, Secret Café, Trinity Lunch Club and Resonate. Alongside these, other activities and events continued; daily prayer gatherings, blokes prayer, online mini-communities, Resonate podcasts and zoom gatherings, website enhancement, developing the garden space at Saint Stephen's, continuing our pastoral care network, volunteering for Two's Company (telephone support service), recording videos for our school's assemblies, online Bristol Church Leaders Prayer Gatherings, blogs, creative projects, increasing the content and resources through our Community News and continuing to make available our Hardship and Community Support Funds to help those in financial need. With finances in mind, I am thankful and grateful for the support of the 'Antient Society of St Stephen's Ringers' in assisting the fabric of the church and the financial support of 'St Stephen's Ecclesiastical Charity' towards our mission and ministry. Added to this is the achievement of the churches to begin the formal process with the Diocese towards becoming a single-parish Benefice. Thank you to those who gave input and time to this.

I was privileged to be involved in the final services for St George and St Michael's primary schools (as the new school Willow Park was launched in September 2021) and give thanks for their history and the difference they have made to so many over the years. This was also poignant for me personally as this was around the same time that I announced to the churches that I would be moving on from my role as Priest-in-Charge to take up a position in the Diocese of Gloucester.

Finally, I wanted to thank both church communities for an incredibly special leaving service for me and my family at the beginning of September 2021. I believe we ended our time together as best as we possibly could in the circumstances. It was

very emotional to be saying goodbye and, for me, I was also incredibly grateful for each one of you and all that we had achieved together since 2014. What a journey. What faithfulness from you and from God. I trust and pray that your future will be God-shaped and God-led and that what is to come is even richer and deeper in the things of God than what has gone before!

Thank you for being the good news of Jesus to the community of Holy Trinity and Saint Stephen's and beyond.

1.2 PCC Membership 2021-22

Our Clergy are all ex-officio members of the PCC:

The Revd Lee Barnes – Priest-in-Charge (until Sept 2021)

The Revd Frances Houghton – Associate Minister

The Revd Richard Croft – Associate Minister

Churchwardens are elected for a 1-year term, and are ex-officio members of the PCC:

Dave Mitchell

Jeanette Plumb

We have one elected Deanery Synod Representative, who is an ex-officio member of the PCC. Adrian Howkins was re-elected as Deanery Synod Representative at the APCM on 28 September 2020 for the next three years.

PCC lay members during the year were:

Sue Williams (re-elected at APCM 2021 and will finish at APCM 2022) (*PCC Secretary*)

Catherine Phillips (will resign March 2022)

Robin Williams (will finish at APCM in 2022) (*PCC Treasurer*)

Nick Hall (elected at APCM 2020 and will finish at APCM 2023)

Chris Harrigan (elected at APCM 2021 and will finish at APCM 2024)

In addition, the PCC may co-opt up to 2 members through the year but has not done so this year.

1.3 Churchwardens' Report - Jeanette Plumb and Dave Mitchell

Saying Goodbye & Stepping Up

The Revd Lee Barnes, our vicar left for a new job in September. Lee had led us in a unique and inspiring way for seven years and his loss was felt deeply. But as wardens we knew that we would have to step up and take more responsibility. We are charged with the honour of looking after the church community while we are without a vicar. This means the building but more importantly the people. Despite the pandemic we were able to participate once again in a successful Open Doors Day, with the normal trips up the tower. And the Annual Ringers' Service went ahead in November, as we celebrated the 400th anniversary of the Antient Society of Saint Stephen's Ringers.



Bristol Open Doors Day at St Stephen's



Ringers' Annual Service at St Stephen's

We oversaw the transition from having only online services to a return to face-to-face services with recordings being available for those not ready to return to the building. We continue to meet alternately at St Stephen's and Holy Trinity Hotwells as we move closer to becoming a single parish benefice.

We have met with Archdeacon Neil Warwick and had joint PCC meetings with him as we explore further how to manage the vacancy and consider the future. We record our thanks to him for guiding our thoughts.

We have met regularly with the core team (from both churches) to continue to manage the life of the community in vacancy. We record thanks to both associate ministers (Frances and Richard), our PTO / Permission to Officiate (Dru), and our Ordinands from Trinity and Sarum colleges. Jeanette oversees two small groups meeting online and in person. Dave oversees the Blokes group who meet for chat, prayer & book discussions.

Dave has been working with Robin (treasurer) and Frances (Associate Minister) on the Quinquennial repairs to the monuments, applying to further charities for funding, and moving ahead with the faculty application. The work began shortly before Christmas.

Dave and Frances have worked closely with the Antient Society of Saint Stephen's Ringers who have agreed to support the redecoration of the church to include updating the heating and lighting, redecoration and window repairs. We are grateful to the Society for this ongoing practical support that enables the building to go on being used well.

Jeanette led a small group from both St Stephen's and Holy Trinity Hotwells for several sessions exploring where we have got to in thinking and acting on inclusion and diversity. We continued the thinking in the Difference course led by Frances and Maria; and we are considering how to roll out the Living in Love and Faith course to our two church communities.

Jeanette attended training on gender identity and a day conference on becoming a mental health friendly church. Jeanette and Jeff and Marc (administrator) attended training on becoming Mental Health First Aiders. We had a stall from a community mental health group in the garden.

Dave and Sarah continued to be involved in Christian Climate Action and keep the church informed on climate emergency issues, in a year which saw both the G7 and COP26 conferences taking place in the UK.

The churchwardens would also like to say a huge thank you to our administrator, Marc van der Griendt, who does a brilliant job in the Saint Stephens office, supporting the day-to-day life of the church in so many ways.



St Stephen's Churchwardens

1.4 PCC Secretary – Sue Williams

There were six PCC meetings and one extraordinary meeting held in 2021 –two of them in person during the relaxation of covid restrictions in the summer and the remaining ones by Zoom. There have also been two joint PCC meetings with our partner church Holy Trinity Hotwells – one in September to bid farewell to Lee Barnes and discuss the single parish benefice; and the other one in December to discuss the vacancy with Archdeacon Neil.

The Core Team, which operated on behalf of Saint Stephen’s and Holy Trinity Hotwells, continued meeting once a week initially and then once every two weeks on Zoom to manage the day-to-day practical issues of both churches. Due to Covid the annual PCC Away Day was not held in 2021.

The PCC meetings focused once again on discussing the plans for joining more closely with Holy Trinity as a single parish benefice and finally agreeing in March to go ahead with the process. There was also discussion on the church building itself and the mission of Saint Stephen’s in the future. Other discussion points included inclusivity & diversity and Saint Stephen’s position regarding climate change.

1.5 PCC Treasurer – Robin Williams

We continue to be blessed by God’s faithful provision in relation to our finances. Financial numbers for the year are reported later in this report but in summary, income was £69,709 (2020 - £96,049). This includes furlough grants of £2,763 (2020 - £7,138). Spend was £73,002 (2020 - £76,464), hence a deficit is reported for 2021 of £3,293 (2020 - surplus £19,585). Almost all the movement from surplus to deficit is a timing difference attributable to a lower income in 2021 from restricted grants. Free reserves increased over the year from £37,689 to £41,324.

We continue to be blessed by both regular donations from members of our community (slightly lower this year) as well as a monthly grant from the St. Stephen Ecclesiastical Charity. Both act as valuable bedrock to the church’s finances for which the PCC is most appreciative.

During prior year and in conjunction with our sister church, Holy Trinity Hotwells, the PCC set up two funds (Hardship Fund and Community Support Fund), as a response to God’s calling to support the needs of within our parishes, specifically those arising from Covid-19. During year 2021, these funded taxi costs of children between home and school, the purchase of kitchen boxes for the St. Mungo’s Project and meal vouchers for a resettled family. At year-end, £4,291 remains as unspent balances on the two funds.

Unrestricted spend during the year (£54,612) was much as prior year (£53,788). Mention has been made by Churchwardens that the Antient Society of Ringers will fund a major redecoration of the church. During the coming year, this is envisaged to be a significant sum, probably over £150,000 plus VAT with the latter funded by the Listed Places of Worship (LPOW) scheme. An initial £4,488 were spent (and funded) during 2021, most of which was electrical works.

1.6 Deanery Synod Representative – Adrian Howkins

Saint Stephen's is part of Bristol City Deanery, which is made up of the Church of England Churches from the centre and the east of the city. Under the joint leadership of Lizzie Kesteven and David Stephenson, the Deanery has continued to adopt a more participatory approach to its meetings, with much of the time being dedicated to thematic discussions. While meetings have mostly continued to be on zoom, we have had a couple of opportunities to meet in person, including a visit to the Hazelnut Community site in Horfield. Over the past year, topics we have discussed have included the Church's response to the environmental crisis, the living in love and faith programme, community organising, and the preliminary results of the Diocese's 'Transforming Church. Together' process. As well as addressing important themes in the contemporary life of the Church of England, the Deanery Synod meetings provide an opportunity to get to know members of other Churches in Bristol and to learn more about other parts of the city.

I will be stepping down from the role of Deanery Synod representative for St Stephen's Church at the upcoming Annual Meeting. It is an interesting and rewarding role, and a great way to learn more about the wider Church in the city of Bristol. I would be very happy to chat to anyone interested in serving as our next Deanery Synod Representative – please just speak to me in Church or get in touch through the Church Office (info@saint-stephens.com).

1.7 Climate and Ecological Crisis – Adrian Howkins, Marc van de Griendt, Dave Mitchell

Since the last report Saint Stephen's has started its journey to being a more environmentally engaged church.

One avenue for this growth has been the A Rocha Eco-Church scheme which provides a framework for assessing our current strengths and identifying areas for improvement. We were awarded their bronze award in March 2021, acknowledging first steps taken and those areas where we were already strong. It identifies some next steps (including introducing a formal policy that requires consideration of the

environmental impact of any decisions made) as well as identifying areas of opportunity to engage with organisations, schools.

The team currently involved is small and as such progress slow. Marc van de Griendt and Dave Mitchell between them share the role of Eco Champion for our church. This role was created as a link between the Diocese and the parish, so that information and encouragement can be shared both ways. Marc and Dave receive regular bulletins from Clare Fussell (Diocesan Environmental Adviser) and communicate this to the PCC and church family as appropriate.

Several members of our community have continued their involvement in Christian Climate Action, attending protests in Bristol, Cornwall and Glasgow and returning to tell us about their experiences.



1.8 Garden Project – Frances Houghton

Following the PCC agreement in November 2020 to proceed with a project to improve Saint Stephen's churchyard garden by creating an inviting and more accessible green space in line with Bristol City Council's plans to regenerate the Old City, the past year has certainly had its ups and downs. For instance, Heritage grant funding was applied for but, unfortunately, we were unsuccessful in our bid, as were hundreds of other churches seeking similar funding.

On the plus side, the Saint Stephen's Garden Team, made up of volunteers and supported by two members of the Ringers, have done some amazing work in the church garden this past year through weeding, digging, planting and general maintenance to provide an attractive green space for people to enjoy in the heart of a busy city environment.

In addition, a generous donation has allowed us to purchase new outdoor tables and chairs which provide more seating and visual presence for our successful Spanish style Secret Café.

Although the team continues to maintain the garden, we have not neglected our plans to upgrade and improve the area and are actively applying for more funds in order that we can incorporate attractive landscaping, outside lighting and a café terrace.



1.9 Safeguarding Report – Catherine Phillips

As the pandemic progressed and we were able to get back into the church building, safeguarding continued to change along with the times. While most of the DBS and training remained online, with the move back into St. Stephen's we needed to continue to check and update policy and remain visible for the congregation and any visitors. Jeanette Plumb kindly organised Safeguarding Sunday back in October, which was a great opportunity to reiterate the fundamentals and to once again actually be able to show my face as Safeguarding Officer so that people know who to talk to should they have any questions or concerns.

The Parish Dashboard system continues to be a really useful tool for checking what aspects of our safeguarding strategy and responsibilities need reviewing and updating and can digitally produce our audits in a simple and straightforward fashion for the PCC to consider.

I moved house at the end of November 2021, and as such have handed safeguarding responsibilities to Jeanette for the time being until someone can be found to take on the role more permanently. It's so important to have someone visible in the

community being the point of contact, and I'm so grateful to her for stepping into the breach, especially considering all the work she juggles with Dave Mitchell as Churchwarden.

Thank you all so much for being so supportive while I was Safeguarding Officer. It was a lot to learn, and I really appreciate it. All the very best.

1.10 Prayer, Discipleship, and Pastoral Care -Jeanette Plumb and Dave Mitchell

These three areas are all organised on a joint basis with our partner church Holy Trinity Hotwells.



Prayer is the lifeblood of any church community. The setting up of the morning prayer session on Zoom during the pandemic has been very important and continues to be a hugely beneficial time; not just for those who attend but for all who we pray for.

We have an active WhatsApp prayer group that several people have joined to share requests for community members and wider contacts. We have seen many answers to prayer recorded.

Marc, our administrator, opens the church while he is in the office, allowing anyone to enter for prayer. We have a prayer tree where requests are left and a 'pray for the world' board.

Discipleship is encouraged by our many contributors to the 'sermon slot' at services and by the opportunities we create for discussion within services as appropriate. Our small groups are the main way that people connect to share their faith journey and learning and encourage each other in following Jesus. These meet online and are now beginning face to face sessions again. They include Bible study, discussion, prayer and general sharing of life together. This year has seen the beginning of a third small group.

Pastoral Care happens in two ways. One is through the natural friendships that develop among community members which allows them to show care for each other's needs.

The second way is through the small group of authorised church pastoral carers who receive training and DBS checks in order to be authorised. Training ceased during the pandemic but will resume during 2022. These people can be directed by our Associate Ministers and church wardens to make links with those who would benefit from short term support and guidance.

2. CHURCH EVENTS

2.1 Resonate – Laura Shaw

This year Resonate has continued to explore topics that have an important place in our faith-life. As we navigate COVID, we've continued with a format that combines one online monthly meeting with a podcast. We were delighted to be able to host one outdoor session and a couple of in-person meetings towards the end of 2021. Our early meetings focused on the theme of 'education.' During our discussions we were joined by Becky James from St Mary Redcliffe Church and youth worker Matthew Brinicombe. We were also able to listen to different perspectives via our podcast, as our guests shared memories and present-day experiences of Church of England schooling. All our podcasts can be found and downloaded from the Resonate Podcast page: <https://resonatebristol.podbean.com/>.

Following the disruption of the pandemic, we felt it would be poignant to explore the theme of 'Communities' during our Autumn/Winter term. We began our journey by hearing from individuals living or working within prison. We were thrilled to be joined by speakers from the HM Prison Ashfield chaplaincy team and Tim Snowdon and Lindsay Jarman from Bristol-based charity Sixty One, <https://www.sixty-one.org/>

Alongside our discussions, we continued to think through the challenges and joys of doing life together in our podcasts. These featured Fran Key, sharing the transformative power of music for those within the prison system and Jill Rowe: Ethos and Formation Director of Oasis UK considering how healthy communities can be built and sustained.



This term we're hoping to continue our 'Communities' theme by exploring the complexities and tensions experienced by asylum seekers and refugees in the UK. If you have any insights or experience you wish to share, please do get in touch. Or if you have a theme or idea that resonates with your faith and that you are keen to explore, let us know!

Whether our sessions are online or in-person, we invite you to 'come into this space and stay a while.' Resonate seeks to be an open, creative and thoughtful community – do encourage friends to tune in or come along!

2.2 The Forum – Phil Manning

In September 2021 we restarted The Forum for the first time since the Covid lockdowns. We meet once a month, on the first Sunday, in the evening at the Rose of Denmark – a pub in Hotwells just a few minutes' walk from Holy Trinity Hotwells. We have had 5 meetings covering topics including, the problem of pain, refugees and asylum seekers and consumerism at Christmas. The events, although small in numbers, have generally been a success with a broad variety of people attending, including some who do not attend church normally. I have found that it is a great opportunity to discuss our faith and understanding of the Bible and God in a relaxed, informal way. People do not always see eye to eye but are respectful in their conversation creating a good atmosphere for debate without causing offence. I would like to thank The Rose of Denmark pub for allowing us to use a downstairs function room, free of charge. As these events continue, I hope that attendance will increase as people become more comfortable going out and about and think this space could help those who are struggling to adjust to how our lives have changed in the last two years. The average attendance so far has been 8, which is actually a nice size for discussion but there is comfortably room for twice that number, in which case we could easily split into smaller groups to chat.

2.3 Two's Company – Liz Leaman



Twos Company is part of a National Christian charity Linking Lives. The coordinator (Liz Leaman) organises training for volunteers and takes referrals from such as social prescribers and city council workers. Volunteers are matched with those referred and a weekly call is organised. This has been running since summer 2020 and is a free service, run by volunteers. The only running costs are a small amount for the dedicated phone line and postage. We also include the

clients in the monthly goody bag offering and they are delighted to be able to meet their 'friends' when delivering the goodies. A monthly activity sheet is also sent out. Meet up visits are planned once COVID restrictions are relaxed and when both members and befrienders are happy to meet. We are hugely thankful to our faithful volunteers.

2.4 Women Only – Catherine Phillips and Emily Gould

The activities of Women's Only have still been curtailed by the ongoing pandemic. We met for a social occasion (kindly hosted by Brenda) at the end of October coinciding with Sarah and Chris Parkman's visit to the UK. We are hopeful we might have the opportunity for more gatherings in the year ahead.

2.5 Men's Gatherings – Dave Mitchell and Lee Stephenson

Throughout 2021 the weekly Blokes Prayer, at 7.30 on Wednesday mornings, continued in one form or another. We started with zoom meetings at the start of the year, gradually moving to in-person meetings outside the Society Café on the Harbourside, braving the early morning chill as winter approached. These gatherings have been particularly helpful and enjoyable, as we have shared together on all kinds of topics, both on a personal level, as well as the frequent "putting the world to rights" which I would say the group is now pretty good at! There is always an atmosphere of prayer, whether or not we actually end up with spoken prayers or not, and for those of us who attend, it continues to be very much a support lifeline in the midst of the chaos of life. All blokes of any age are extremely welcome to come along – please speak to Dave Mitchell for more information.



2.6 Concerts in Saint Stephen's – Sarah Mitchell, David Mowat and Marc van de Griendt

David Mowat organises the Monday lunchtime concerts at Saint Stephen's, and some of our evening concerts. Other concerts are booked by the musicians directly. Of course, as with everything else, our concert programme continued to be severely disrupted during 2021. At the beginning of the year, David Mowat was still trying to record and live-stream concerts for online broadcast, but this proved too difficult. We were all so glad when, after careful risk assessment and preparation, concerts resumed for real audiences in July. This year, with support and encouragement from the PCC, David managed to book more black musicians, partially in response to Black Lives Matter. He also made the decision to pay musicians to perform (rather than just covering expenses). We have had good sized audiences for several concerts, and it is wonderful that people who would not wish to attend a church service can still enjoy and feel connected to this beautiful building. Sarah Mitchell finished as concert volunteer at the end of the year. David was particularly grateful to her for all her help. John Price, Dave Williams and Shirley Hughes continue as regular volunteers, and it's great that some new volunteers have stepped up in 2022.

This year, organist and composer Huw Morgan started Mainly Slow Organ Music, a series of monthly organ recitals at Saint Stephen's, focusing on music for the organ composed by living composers. While our redecoration programme is taking place the organ cannot be used, and Huw has moved to other locations, but he hopes to come back to Saint Stephen's when this is possible.



Saint Stephen's hosted one concert for the Bristol Music Trust, a relocated concert for Bristol Beacon, and have further bookings lined up for 2022. We hosted several recordings in the space where people have sought it out for its sound quality. We've also had events raising funds for local charities. Jimmy Galvin brought a sold-out

fundraiser for the Bristol Drugs Project, and the Wandering Cinema showed “The Muppet Christmas Carol” with profits going to Caring in Bristol.

Events remain an important source for funding to keep Saint Stephen’s open to the public during the week. We still rely on a very small group of volunteers for concerts, with several concerts being looked after by our church administrator to ensure that this revenue stream can be kept. Additional volunteers would be exceedingly welcome!



3. ORGANISATIONS AND GROUPS THAT USE OUR BUILDING

3.1 Secret Café at Saint Stephen's - Alicia Hinojosa and Antonio Perez

The pandemic changed things for the café, and we were closed for quite some time when restrictions were imposed. However, when we opened again, we saw a steady flow of people coming back to enjoy our coffee and Spanish food, cooked and baked on the premises. We have a friendly team of people who work really hard in the kitchen and Saturdays have been a good day for us with people visiting from all walks of life.

The café attracts visitors who also enjoy looking round Saint Stephen's medieval parish church with its wonderful ancient monuments and artifacts.



We were joined in 2021 by a small garden team who have maintained the area by digging the borders and adding lot of colourful plants and shrubs. In addition, we now have a café terrace area in the garden with new bistro style tables and chairs, the funds having been donated by a friend of the church.

It's been a delight to see different groups come to the café to enjoy the cuisine and I have been pleased to welcome Spanish groups who like the ambiance and especially the tortilla and Basque cheesecake!



3.2 Bell Ringers – Annabelle Frost

It has been another quiet year for the ringers at St Stephen's, but things are picking up again now and we are excited for 2022.

We had our first masked practice in August, and it felt so good to be back ringing at St Stephen's after over 18 months of the bells being silent. We have since picked up our regular Monday night practices. Attendance has been lower than before the pandemic, but we are hopeful that things will pick up again, especially with some promising learners.

Handbells were rung for the Antient Society's service in November and a full peal was rung for the UBSCR dinner day in January (University of Bristol Society of Change Ringers). We also featured on BBC Points West in November for the COP26 'clang for climate' event.

We have big plans for next year with the eliminators rounds for a national bell ringing competition hopefully being hosted at St Stephen's.



3.4 Artist in Residence Project – Moira Broadway

The Association of Unknown Shores (AUS) is a social practice art project which includes curators, artists, academics, Bristol Museums and Galleries and Saint Stephen's church. It was formed in 2018 and works with the physical and social impacts of the 16th-century Martin Frobisher journeys from Britain to Nunavut. AUS works to create awareness of these links between Bristol and Nunavut. 2021 was less restricted by the Covid pandemic and valuable work has been done to bring together artists and other interested parties to make plans for an exhibition entitled "Regalia" to take place in Saint Stephen's Church during April and May 2022. Arts Council funding has been secured for this. The exhibition will explore symbols of power and will consist of a display of ceremonial objects with opportunity for engagement and participation. After display in Saint Stephen's, the exhibit will move to another exhibition location in Plymouth. Later in the year it is hoped to create a sound installation in the tower, which can remain as a permanent memorial. The funding for this has yet to be secured.

3.5 Afghan Women Art Classes – Mary Tippet

Refugees arriving in our country have been very much in the news in 2021. There has been a desire at Saint Stephen's to help refugees arriving in Bristol. As a church, we have come together with a small Team to welcome a group of women who are meeting in our building.

In September we offered our church spaces to the City Council to help their refugee project. We joined the Welcome Churches Network, which is an online group that signposts newcomers to churches who are ready to welcome them. They also

provide training for church members in giving a good and safe welcome. A number of our church members attended one of these training sessions.

In October we started hosting a therapeutic weekly Art Class for a small group of women newcomers to our City. By way of welcome, we offer a word of greeting, refreshments, and an opportunity to talk. It has been a successful working partnership, together with the City Council and with other voluntary groups. We were encouraged to receive letters of thanks from our partners and Mayor Marvin Rees.

We are thankful to our church Prayer Group for providing continued support for this



important work which has been greatly appreciated and sustaining.

3.6 Other groups which meet in our building

Our Administrator, Marc van de Griendt, is the initial point of contact for any bookings in the church. Email: info@saint-stephens.com

Last year some of the groups that had met pre-Covid were able to come together again, e.g. NA who are now meeting once a week instead of twice. The RnB choir resumed meeting in September on Wednesdays and the AA group are currently in discussions on when to return. As was mentioned in the 2020 Annual Report the Bristol Street Pastors and the Cactus Society have now moved to more convenient premises.

Structure, Governance and Management

The PCC is a body corporate established by the Church of England. The PCC operates under the Parochial Church Council Powers Measure along with relevant sections of the Synodical Government Measure and Charities Acts. All PCC members are trustees of the charity. PCC membership is listed on page 6.

Reference and administrative details

The working name of the charity is Saint Stephen's Church. Its full name, per its registration with the Charity Commissioner, is: The Parochial Church Council of the Ecclesiastical parish of St Stephen w St James & St John the Baptist w St Michael & St. George.

Reserves Policy

It is the policy of the PCC to hold in reserves the equivalent of two months' running costs (based on 2021 spend, approx. £12,000) plus the costs which would arise directly from 'closure' of the PCC (primarily HR related, estimated at £5,000). In addition, they should cover the net costs (i.e. net of external funding) of any ad hoc spend approved by the PCC (at 2021 year-end, nil). The total of approx. £17,000 was covered by the year-end balance on unrestricted reserves of £41,324.

It is assumed that the significant and historic funding provided by two related charities will continue.

Reserves held in excess of the above will be retained to cover any potential deficit in the church's accounts.

If not already funded, ad hoc unbudgeted spend over £1,000 must be approved by the PCC before any commitment is made.

The Treasurer is requested to regularly review 'Reserve levels' as part of his financial reporting responsibilities, in particular to report to the PCC any anticipated significant reduction in the level of reserves.

Going concern

At date of this report, the PCC believes there to be no material uncertainties which might impact on its ability to continue operating during the ensuing twelve months i.e. it operates on a going concern basis. This does assume that the LPOW scheme funds the VAT element of the above redecoration works; as project rather than running costs, we consider this to fall within the funding scope of the scheme but this will only be confirmed with successful applications to the fund.

Statement of Trustees' Responsibilities

The trustees are responsible for preparing the Trustees' Report and the financial statements in accordance with applicable law and United Kingdom Accounting Standards including Financial Reporting Standard 102: The Financial Reporting Standard applicable in the UK and Republic of Ireland (United Kingdom Generally Accepted Accounting Practice).

The law applicable to charities in England & Wales requires the trustees to prepare financial statements for each financial year which give a true and fair view of the state of affairs of the charity and of the income and expenditure of the charity for that period. In preparing these financial statements, the trustees are required to:

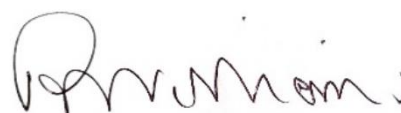
- select suitable accounting policies and then apply them consistently;
- observe the methods and principles in the Charities SORP;
- make judgments and accounting estimates that are reasonable and prudent;
- state whether applicable UK Accounting Standards have been followed, subject to any material departures disclosed and explained in the financial statements; and
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charity will continue in business.

The trustees are responsible for keeping sufficient accounting records that disclose with reasonable accuracy at any time the financial position of the charity and enable them to ensure that the financial statements comply with the Charities Act 2011, the Charity (Accounts and Reports) Regulations 2008 and the provisions of the trust deed/constitution. They are also responsible for safeguarding the assets of the charity and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

Report approved by the Trustees on 29 April 2022 and signed on their behalf by



Revd Frances Houghton (Associate Minister)



Robin Williams (PCC Treasurer)

Independent examiner's report to the trustees of The PCC of St Stephen

I report to the trustees on my examination of the accounts of The PCC of St Stephen (the Charity) for the year ended 31st December 2021.

Responsibilities and basis of report

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

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

Independent examiner's statement

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

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

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

Joshua Kingston, BSc, ACA
Burton Sweet Limited
The Clock Tower
5 Farleigh Court
Old Weston Road
Flax Bourton
Bristol BS48 1UR

ST STEPHEN'S CHURCH, BRISTOL
 STATEMENT OF FINANCIAL ACTIVITIES
 YEAR ENDED 31 DECEMBER 2021

	Note	Unrestricted Funds £	Restricted Funds £	Total Funds 2021 £	Total Funds 2020 £
Income from:					
Donations and legacies	2	51,652	11,462	63,114	85,656
Charitable activities	3	3,832	-	3,832	3,242
CJRS Scheme		2,763	-	2,763	7,138
Investment income		-	-	-	13
Total income		58,247	11,462	69,709	96,049
Expenditure on:					
<i>Charitable activities</i>					
Ministry	4	54,612	18,390	73,002	76,464
Total expenditure		54,612	18,390	73,002	76,464
Net movement in funds	11	3,635	(6,928)	(3,293)	19,585
Total funds at 1 January		37,690	12,520	50,210	30,625
Total funds at 31 December	11	41,325	5,592	46,917	50,210

The Charity has no recognised gains or losses other than the results for the year as set out above.
 All of the activities of the charity are classed as continuing

The notes on pages 29 to 36 form part of these financial statements

Comparative fund movements are shown in note 7

ST STEPHEN'S CHURCH, BRISTOL

BALANCE SHEET

AS AT 31 DECEMBER 2021

	Note	2021 £	2020 £
Fixed assets			
Office equipment	8	1	1
		<u>1</u>	<u>1</u>
Current assets			
Debtors	9	10,496	7,889
Short term deposits		3,086	3,086
Cash at bank and in hand		<u>38,832</u>	<u>45,041</u>
		52,414	56,016
Creditors : Amounts falling due within one year	10	(5,498)	(5,807)
Net Current Assets		<u>46,916</u>	<u>50,209</u>
Net assets		<u>46,917</u>	<u>50,210</u>
Funds	11		
Unrestricted funds		41,325	37,690
Restricted funds		5,592	12,520
		<u>46,917</u>	<u>50,210</u>

These financial statements were approved by the Parochial Church Council on

and are signed on its behalf by:

Revd Frances Houghton, Associate Minister

R Williams, Treasurer

The notes on pages 29 to 36 form part of these financial statements

1 Accounting policies

The accounts (financial statements) have been prepared in accordance with the Statement of Recommended Practice: Accounting and Reporting by Charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) issued in October 2019 and the Financial Reporting Standard applicable in the United Kingdom and Republic of Ireland (FRS 102) and the Charities Act 2011 and UK Generally Accepted Practice as it applies from 1 January 2019.

The trustees consider that there are no material uncertainties about the Church's ability to continue as a going concern.

The PCC constitutes a public benefit entity as defined by FRS102.

Funds

General funds represent the funds of the church that are not subject to any restrictions regarding their use and are available for application on the general purposes of the PCC. These include funds designated for a particular purpose by the PCC.

Restricted funds are those derived from gifts which are restricted to a particular purpose.

The accounts include transactions, assets and liabilities for which the PCC can be held responsible. They do not include the accounts of church groups that owe an affiliation to another body nor those that are informal gatherings of church members.

Income

All income is recognised once the PCC has entitlement to the income, there is sufficient certainty of receipt and it is therefore probable that the income will be received, and the amount of income can be measured reliably.

Income from gifts

Planned giving receivable by standing order is recognised when received. Collections are recognised when received by or on behalf of the PCC. Gift aid is accrued on donations when there is a valid declaration from the donor, and accounted for in the year to which the giving relates. Any Gift Aid amount recovered on a donation is treated as an addition to the same fund as the initial donation unless the donor or terms of the appeal have stated otherwise.

Grants

Grants to the PCC are included in the SoFA when the PCC becomes entitled to the income, it is probable that the income will be received, and the amount can be measured reliably.

Legacy income

Legacy income is recognised when receipt is probable, that is, when there has been grant of probate, the executors have established there are sufficient net assets to pay the legacy, and any conditions attached have been met or are in the control of the church.

Other income

Income to cover the cost of church events is accounted for gross, rather than being netted off against related costs within reported expenditure. Rental income from the letting of the church buildings, dividends and interest are all recognised when receivable.

Donated goods, facilities and services

Donated goods, facilities and services are recognised as income with an equivalent amount recognised as an expense, except for the contribution of volunteers which it is considered impractical to reliably measure for accounting purposes. The donated goods, facilities and services are recognised on the basis of the value of the gift to the PCC which is the amount that the PCC would have been willing to pay to obtain such services or facilities of equivalent economic benefit on the open market.

1 Accounting policies (continued)

Interest receivable

This is included in the accounts upon notification of the interest by the Bank.

Expenditure

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

Diocesan parish share

The Diocesan parish share is accounted for in accordance with the agreed intention of the PCC.

Governance

Governance costs represent the expenditure related to statutory requirements such as audit or independent examination and legal advice. They have been included within support costs relating to charitable activities.

Fixed Assets

Consecrated land and buildings and moveable church furnishings

The PCC does not own and hold the church and vicarage. Legal custodianship of the church and vicarage lies with the diocesan authorities and the incumbent. Day to day custodianship is controlled by the incumbent and churchwardens. The churchwardens also have custodianship of the moveable items within the church on behalf of the people of the parish. The PCC supports the incumbent in the day to day care of the people of the parish. Expenditure incurred during the year on consecrated or beneficed buildings and moveable church fittings, whether maintenance or an improvement is normally written off as expenditure in the SOFA and is separately disclosed. Major new capital items are capitalised and depreciated over the greater of their estimated useful working lives.

Other fixtures, fittings and office equipment

Fixtures, fittings and equipment including IT costing over £1,000 are valued at cost, and are depreciated on a straight line basis over the minimum expectation of useful life of the asset at the following rates;

Fixtures and fittings	-	over 5 years
Computers and other IT equipment	-	over 3 years

Current assets

Amounts owing to the PCC at 31 December in respect of fees, rents or other income are measured on initial recognition at settlement amount after any trade discounts or amount advanced by the PCC. Subsequently, they are measured at the level of cash or other consideration expected to be received.

Cash at bank and in hand

Cash at bank and cash in hand includes cash and short term highly liquid investments with a short maturity of three months or less from the date of acquisition or opening of the deposit or similar account.

Creditors and provisions

Creditors and provisions are recognised when the PCC has a present obligation arising from a past event that will probably result in the transfer of funds to a third party and the amount due to settle the obligation can be measured or estimated reliably.

ST STEPHEN'S CHURCH, BRISTOL

NOTES TO THE FINANCIAL STATEMENTS

YEAR ENDED 31 DECEMBER 2021

1 Accounting policies (continued)

Liabilities are measured on recognition at their historical cost and then subsequently at the best estimate of the amount required to settle the obligation at the reporting date.

Pension scheme

The church operates a defined contribution scheme for the benefit of its employees. Contributions payable are charged to the statement of financial activities in the year they are payable.

2 Donations and legacies

	Unrestricted Funds £	Restricted Funds £	Total Funds 2021 £	Total Funds 2020 £
<i>Planned Giving:</i>				
Gift Aided donations	19,007	-	19,007	20,312
Income tax recovered (gift aid)	4,837	-	4,837	5,630
Collections (open plate) at all services	69	-	69	252
Special collections	2,293	-	2,293	2,200
Other donations	1,446	-	1,446	599
<i>Grants:</i>				
St Stephen Ecclesiastical Charity	24,000	-	24,000	24,000
St Stephen Ecclesiastical Charity *	-	-	-	4,000
St James Parish Hall	-	-	-	10,400
Bristol Archdeaconry Charity	-	5,000	5,000	5,000
The Antient Society of Ringers	-	4,488	4,488	8,110
National Churches Trust	-	-	-	1,503
Hardship Fund	-	200	200	2,612
Garden Fund	-	1,650	1,650	-
Other	-	124	124	1,038
	51,652	11,462	63,114	85,656

** Community Support Fund*

All donations and legacies for Planned Giving were unrestricted funds totaling £27,652 (2020: £28,993)

All Grants are Restricted Funds, with the exception of St Stephen Ecclesiastical Charity which comprises of £24,000 in unrestricted Funds in 2021.

3 Charitable activities: Income

	Unrestricted Funds £	Restricted Funds £	Total Funds 2021 £	Total Funds 2020 £
Contributions for use of the Church	2,230	-	2,230	1,270
Common Room Lettings	692	-	692	460
Wedding Services	859	-	859	577
Rental from Aslan Books Bookshop	-	-	-	442
Miscellaneous income	51	-	51	493
	3,832	-	3,832	3,242

All Charitable Activities Income in 2021 were unrestricted funds totaling £3,832 (2020: £3,242)

4 Charitable activities: Expenditure

	Unrestricted Funds £	Restricted Funds £	Total Funds 2021 £	Total Funds 2020 £
Ministry:				
Diocesan Parish Share	23,250	-	23,250	22,750
Salaries	4,675	9,891	14,566	19,368
Clergy expenses & staff costs	205	-	205	342
Wedding and funeral expenses	635	-	635	211
Mission	1,986	-	1,986	1,650
Garden	1,006	1,650	2,656	86
Ministry costs	-	-	-	535
Music	1,380	-	1,380	201
Events	-	-	-	90
Building maintenance	2,377	4,488	6,865	12,035
Heat, light & water	4,458	-	4,458	3,290
Cleaning	739	-	739	1,220
Security costs	1,045	-	1,045	1,027
Insurance	5,941	-	5,941	6,525
Professional fees - operations	503	-	503	262
Telephone, printing, stationery,	1,639	-	1,639	1,055
Governance - accountancy & independent examination	1,853	-	1,853	1,774
Equipment and maintenance	118	-	118	414
Garden Project/Reordering	1,829	-	1,829	1,503
Hardship/Community Funds	-	2,361	2,361	-
Refreshments	23	-	23	16
Sundry	950	-	950	2,110
	54,612	18,390	73,002	76,464

All charitable activities relating to expenditure in 2020 were unrestricted funds, with the exception of salaries of £11,865, building maintenance of £8,110, reordering costs of £1,503 and sundry of £1,198.

5 Staff costs

	2021 £	2020 £
Salaries	13,982	18,350
Employer's National Insurance contributions	-	501
Employer's pension contributions	584	517
	14,566	19,368

No employee earned more than £60,000 during the year (2020: none).

During 2021, the average number of staff employed was 1.0 (2020: 2)

The charity considers the key management personnel to be the trustees (as shown on page 6) plus Associate Ministers Rev. Frances Houghton and Rev Richard Croft.

ST STEPHEN'S CHURCH, BRISTOL

NOTES TO THE FINANCIAL STATEMENTS

YEAR ENDED 31 DECEMBER 2021

5 Staff costs (continued)

The total amount of salaries and benefits received by trustees and key management personnel was £205 (2020: £342). The diocese pay some of the above-named clergy.

6 Related party transactions

No remuneration or expenses were paid to the members of the PCC (known as the charity Trustees) or related parties during the year (2020 - £nil), or were any expenses waived by the trustees during these periods.

Donations received by the church from trustees and related parties during the year were £ 6,620 (2020: £9,930).

7 Comparative fund movements

	Unrestricted Funds 2020 £	Restricted Funds 2020 £	Total Funds 2020 £
Income from:			
Donations and legacies	52,993	32,663	85,656
Charitable activities	3,242	-	3,242
CJRS Scheme	7,138	-	7,138
Investment income	13	-	13
Total income	<u>63,386</u>	<u>32,663</u>	<u>96,049</u>
Expenditure			
<i>Charitable activities</i>			
Ministry	53,788	22,676	76,464
Total expenditure	<u>53,788</u>	<u>22,676</u>	<u>76,464</u>
Net movement in funds	9,598	9,987	19,585
Reconciliation of funds:			
Total funds at 1 January	28,092	2,533	30,625
Total funds at 31 December	<u>37,690</u>	<u>12,520</u>	<u>50,210</u>

ST STEPHEN'S CHURCH, BRISTOL

NOTES TO THE FINANCIAL STATEMENTS

YEAR ENDED 31 DECEMBER 2021

8 Tangible fixed assets

	Office equipment £	Total £
Cost		
At 1 January 2021	981	981
At 31 December 2021	<u>981</u>	<u>981</u>
Depreciation		
At 1 January 2021	980	980
Charge	-	-
At 31 December 2021	<u>980</u>	<u>980</u>
Net book value		
At 31 December 2021	<u>1</u>	<u>1</u>
At 31 December 2020	<u>1</u>	<u>1</u>

9 Debtors

	2021 £	2020 £
Trade debtors	5,102	2,166
Other debtors	5,394	5,723
	<u>10,496</u>	<u>7,889</u>

10 Creditors: amounts falling due within one year

	2021 £	2020 £
Trade creditors	4,763	5,072
Other creditors and accruals	735	735
	<u>5,498</u>	<u>5,807</u>

ST STEPHEN'S CHURCH, BRISTOL

NOTES TO THE FINANCIAL STATEMENTS

YEAR ENDED 31 DECEMBER 2021

11 Movement in funds

Current Year	At 1 January 2021 £	Income £	Expenditure £	Transfers £	At 31 December 2021 £
Unrestricted funds	37,690	58,247	(54,612)	-	41,325
Restricted funds					
St Stephen Ecclesiastical Charity *	4,000	-	(2,361)	-	1,639
St James Parish Hall	6,068	-	(4,767)	-	1,301
Bristol Archdeaconry Charity	-	5,000	(5,000)	-	-
The Antient Society of Ringers	-	4,488	(4,488)	-	-
Hardship Fund	2,452	200	-	-	2,652
Garden Fund	-	1,650	(1,650)	-	-
Other	-	124	(124)	-	-
	12,520	11,462	(18,390)	-	5,592
Total funds	50,210	69,709	(73,002)	-	46,917

Previous Year	At 1 January 2020 £	Income £	Expenditure £	Transfers £	At 31 December 2020 £
Unrestricted funds	28,092	63,386	(53,788)	-	37,690
Restricted funds					
St Stephen Ecclesiastical Charity	1,666	4,000	(1,666)	-	4,000
St James Parish Hall	867	10,400	(5,199)	-	6,068
Bristol Archdeaconry Charity	-	5,000	(5,000)	-	-
The Antient Society of Ringers	-	8,110	(8,110)	-	-
National Churches Trust	-	1,503	(1,503)	-	-
Hardship Fund	-	2,612	(160)	-	2,452
Other	-	1,038	(1,038)	-	-
	2,533	32,663	(22,676)	-	12,520
Total funds	30,625	96,049	(76,464)	-	50,210

Restricted Funds

St Stephen Ecclesiastical Charity - Toward the PCC's community support e.g. kitchen boxes.

St James Parish Hall - Toward the salary of our administrator.

Bristol Archdeaconry Charity - Toward the salary of our administrator.

The Antient Society of Ringers - Toward the fabric of the church building.

National Churches Trust - Toward consultancy costs re: Reordering 2019.

Hardship Fund - Toward the PCC's support of individual hardship.

Garden Fund - Toward garden spend e.g. garden benches.

Other - Toward the cost of the sexton.

ST STEPHEN'S CHURCH, BRISTOL

NOTES TO THE FINANCIAL STATEMENTS

YEAR ENDED 31 DECEMBER 2021

12 Analysis of net assets between funds

Current year	Fixed assets £	Other net assets £	Total £
Unrestricted funds	1	41,324	41,325
Restricted funds	-	5,592	5,592
	<u>1</u>	<u>46,916</u>	<u>46,917</u>

Previous year	Fixed assets £	Other net assets £	Total £
Unrestricted funds	1	37,689	37,690
Restricted funds	-	12,520	12,520
	<u>1</u>	<u>50,209</u>	<u>50,210</u>