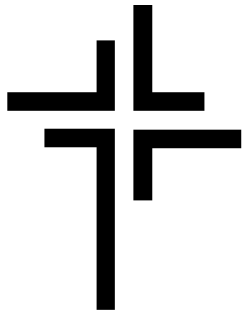


DIOCESE OF CHELMSFORD



**ST. LUKE'S
CHURCH**

LOVE • GROW • SERVE

**ANNUAL PAROCHIAL CHURCH MEETING
PARISH OF ST. LUKE
MOULSHAM LODGE & TILE KILN**

**SUNDAY 1st May 2022
Following the 10.00 a.m. Service**

AGENDA, MINUTES AND REPORTS

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**ST LUKE'S ANNUAL PAROCHIAL CHURCH MEETING
WILL BE HELD AT
ST. LUKE'S CHURCH, MOULSHAM LODGE,
ON SUNDAY 1st MAY 2022
FOLLOWING THE 10.00 A.M. MORNING SERVICE**

Kathryn Griffiths – PCC Secretary

Any Other Business must be notified to the PCC Secretary
at least three days prior to the meeting.

AGENDA

Opening prayer by the Chairman, followed by apologies for absence.

ANNUAL VESTRY MEETING

1. Minutes of the Annual Vestry Meeting held on 18th April 2021
2. Election of Churchwardens

ANNUAL CHURCH MEETING

1. Minutes of the Annual Church Meeting held on 18th April 2021
2. Matters arising from the Minutes
3. Priest in Charge report
4. Churchwarden Fabric report
5. Electoral Roll report
6. Annual report of the PCC
7. Finance report
8. Independently examined PCC Accounts
9. Deanery Synod report
10. Worship report
11. Elections and Appointments
 - Election of Representatives to Deanery Synod
 - Election of Representatives to the PCC
 - Appointment of Independent Examiner
12. Reports on Church Activities/Organisations
13. Any Other Business
14. Chair's statement to the Parish
15. Prayer and close

FOR CONSIDERATION AND APPROVAL AT THE
ANNUAL PAROCHIAL CHURCH MEETING

MINUTES OF THE ANNUAL PAROCHIAL CHURCH MEETING

HELD FOR ST. LUKE'S CHURCH ONLINE VIA ZOOM ON

SUNDAY 18th April 2021 AT 2PM

Chair: Revd Gemma Fraser

16 Parishioners were present.

Kathryn Griffiths, Administrative Assistant to Revd Gemma Fraser, attended as an interested party; she was ineligible to vote as she is not on the Electoral Roll

Apologies were received from: Peter Harris, Sally Harris, Val Bliss,
Mike Tadman, Janette Tadman

(Notice of this meeting was displayed from 2nd April 2021)

Revd Gemma Fraser opened the meetings with prayer. She welcomed and thanked people for attending the meeting online. She apologised for not being able to hold the meeting in-person, explaining Church of England guidance was published late last week.

ANNUAL VESTRY MEETING

Revd Gemma Fraser explained the Annual Vestry Meeting is for the purpose of electing our Churchwardens.

1. Minutes of the Annual Vestry Meeting for 2021

The Minutes of the Annual Vestry Meeting held on 18th April 2021 were signed by Revd Gemma Fraser as a correct record.

2. Election of Churchwardens

The following nomination was received:

David Millward

Proposed by Helen Field
Seconded by Hilary Few

All present entitled to vote were in favour of the above nomination; David Millward was therefore elected as Churchwarden.

Gemma expressed her gratitude and thanks to David for stepping up to be our Churchwarden, stating that he has done a good job as a Deputy Churchwarden over the past year. The PCC will continue to support him; Gemma stressed he will not be expected to do everything.

The meeting closed at 2.08 p.m.

ANNUAL CHURCH MEETING

1. Minutes of the Annual Parochial Church Meeting for 2021

The Minutes of the Annual Parochial Church Meeting held on 18th April 2021 were signed by Revd Gemma Fraser as a correct record.

2. Matters Arising from the Minutes

There were no matters arising from the Minutes.

3. Vicar's Report

See report in APCM booklet. There were no further comments or questions.

4. Churchwardens' Report - Fabric

See report in APCM booklet. There were no further comments or questions.

5. Report on Church Electoral Roll

See report in APCM booklet.

Revd Gemma thanked Mike for his work as Electoral Roll Officer.

6. Annual Report of the Parochial Church Council

See report in APCM booklet.

Thanks, from Gemma

- Gemma offered her grateful thanks to the leadership team and the PCC who, she stated, have been wonderful in extremely challenging circumstances. They have been supportive of each other and her and have seen potential in the midst of difficulty.
- Gemma thanked Hilary Few, PCC Treasurer, and the Finance Committee for their work over the past year.
- Gemma thanked Sue Davies for all her work as Deputy Churchwarden alongside David Millward. She has acted as Churchwarden in all but name and has been “phenomenal”.
- Gemma thanked Helen Field for her work as PCC Secretary for many years, ensuring the meetings ran smoothly and were correctly recorded. She also thanked her for preparing the booklet for the APCM.
- Gemma expressed her thanks to the pastoral care team. This role has been hugely important while we have been unable to meet in person, ensuring all church members have been kept informed and up to date.
- Gemma expressed her grateful thanks to the ministry team who have stepped up during lockdown to offer online worship and to learn how to use new technology; most of the time it was worked very well.
- Gemma concluded by thanking everyone for all they have done that has helped St. Luke's in any way.

7. Independently Examined PCC Accounts

See coloured sheets in APCM booklet.

Hilary Few stated 2020 was difficult financially. A deficit budget had been set and then the Covid pandemic occurred causing the church to close and hall lettings to drop dramatically. We therefore requested a reduction in our Parish Share payment. Additional expenditure was also incurred to enable us to stream services online, including having broadband installed. When we were able to re-open, we purchased chair covers, etc. to comply with Covid guidelines. PCC also agreed to continue to pay the cleaner throughout the year.

By the end of the year, we were able to repay our Parish Share shortfall from our reserves and therefore paid it in full. Giving went up and energy costs and building maintenance costs were less than budgeted. We ended the year with a deficit close to the budgeted figure.

Looking ahead to 2021, at the recommendation of the Finance Committee, a £7573 deficit budget was set. Looking further ahead it was clear we would continue to need to set deficit budgets. To ease the current financial situation, PCC agreed to transfer £10000 in January 2021 and £5000 in January 2022 from the Legacy Fund into the General Fund. Other costs were also reduced where possible, including the budget for organists. We have not needed them for the periods we have been closed and Nick Pratt has very kindly offered to play for us free of charge when he is available. Also, not all of our previous organists are willing or able to return in the near future. On the basis of these decisions, the 2021 budget was revised as a surplus of £5557.

Since 2020, we have replaced the lobby doors at a cost of £5375 and transferred £10000 to the General Fund, leaving a balance of £52261 in the Legacy Fund. The cost of the car park wall repair and access ramp to the main church entrance will need to come from the Legacy Fund. Richard Field is trying to obtain grants to help with these projects.

Hilary stated St. Luke's financial situation is very serious and the PCC will continue to monitor the situation.

The Parish Giving Scheme will be introduced very soon. This scheme will collect Gift Aid on our behalf and pay it regularly into our bank account. It also notifies participants of the annual cost of inflation and offers the opportunity to increase giving by this amount or to decline. By givers using this scheme, Dave Chambers, our Giving Officer, will be able to retire from this role. He has done a wonderful job.

Hilary offered her thanks to Richard Field, Lucy Bubb and Dave Chambers for their support and help with the finances.

Questions

- Maurice van Mellaerts asked what would happen when we no longer have any Legacy Funds. See Gemma's response in her Chair's Statement later in the meeting.
- Nick Pratt asked whether we would do some events for outreach and fundraising. Gemma stated this would be possible if we have the capacity and sufficient volunteers and helpers. We are looking at grants to improve the building but we need to address the long-term financial situation.

8. Report on the Proceedings of Deanery Synod

See report in APCM booklet.

There were no further questions or comments.

9. Elections

Gemma thanked everyone who has served on the PCC over the last year. The meeting was informed new members are elected for a term of three years.

i) Election of Representatives to Deanery Synod

The following nomination has been received:

| Nominee | Proposed by | Seconded by |
|----------------|--------------------|--------------------|
| David Millward | Helen Field | Sue Davies |

All present entitled to vote were in favour of the above nomination; David Millward was therefore elected as Deanery Synod Representative for St. Luke's.

ii) Election of Representatives to the PCC

The following nominations have been received:

| Nominee | Proposed by | Seconded by |
|-----------------------|--------------------|--------------------|
| Maurice van Mellaerts | Lucy Bubb | David Millward |
| Elena Pratt | Hilary Few | Helen Field |
| Nicholas Pratt | Hilary Few | Helen Field |

All present entitled to vote were in favour of the above nominations; they are therefore all duly elected to serve as members of the PCC.

iii) Appointment of Deputy Churchwardens

These appointments are made by the PCC; they will therefore be appointed at the next PCC meeting

iv) Appointment of Lynchpins

Appointment deferred to the next PCC meeting.

v) **Appointment of Sidespersons**

See report in the APCM booklet for the current list of sidespersons. If anyone else would like to take on this role please contact Gemma.

vi) **Appointment of Independent Examiner**

Hilary Few reported Tony Weatherley has agreed to continue to undertake this role for the next year.

10. Reports on Church Activities/Organisations

See reports in APCM booklet.

There were no questions on the reports in the booklet.

11. Any Other Business

Questions/Queries raised by two Parishioners:

- ***“The form of Sunday services: Holy Communion at 9 and the ‘Word’ at 10. In my youth in Sussex, we were told you had to have the Word before communion.
Too many of the congregation are too old to be able/mobile to make 9 or even 10 with or without support of carers”.***
- ***“After all the restrictions imposed during lockdown, it was an absolute joy to return for the Easter services. For me it was particularly good to see so many of our senior members, who have felt especially isolated and marginalised over this period due to the absence of IT and technology. I am only too aware that we have become too Zoom orientated and I think this has impacted on our elderly members, the very people who have tirelessly built-up prayer and healing ministries within our walls over the decades, and now need some TLC.***

We have all missed human contact and St Lukes has always been blessed to celebrate and enjoy a solid family fellowship of worship, support and pastoral care through changing circumstances and differing ministry styles. And we're still hanging on in there, albeit older!

So, I was rather concerned to learn on Easter Sunday of the intention to pilot a communion service at 9.00 a.m., followed by a 10.00 a.m. family service. I am mystified by this, as there's such a dearth of able volunteers and it seems somewhat contradictory to replace one service with two, necessitating more helpers. My initial reaction was that this would fragment our congregation, rather than nurture it, especially as most prefer a communion service. There's a significant number of past and present Church Wardens, PCC Secretaries and 'doers' who are extra-parochial and the earlier service could prove difficult and deter attendance, thereby causing slippage, and I think the pilot threatens to be divisive and damaging. This would ultimately impact on the financial situation too, which would add to the dilemma.

After Covid lockdown I believe that six months of splintering into two services could well lead to the demise of our treasured spiritual home and that would be devastating.”

Gemma responded to these comments, saying that prior to the pandemic, what we were doing was not working for us. We are not a large church and cannot behave as one. Before Covid, numbers had been declining, particularly for the lay-led services despite a strong and committed leadership team. The situation had become critical with people being unhappy about the lack of communion every week or going elsewhere. Some people do not favour interactive services or the presence of children in church. We are now in a transient period where we cannot sing, receive communion in the usual way or offer refreshments.

PCC took this opportunity to change things. Knowing how important it is for many, Holy Communion has been re-instated every week despite this increasing the workload for clergy. Gemma stressed this is a complete Church of England service which includes the Liturgy of the Word before the Liturgy of the Sacrament. She understands the time may be too early for some but said it is the only way it can be staffed each week to avoid clashes with clergy commitments elsewhere. It also enables two services to be held at both St. Luke's and St. John's. Gemma stated members of the clergy are happy to offer home communion to those who would like it or who cannot get to the 9 a.m. communion service.

A parishioner commented this offer of home communion has not been communicated to people. Gemma will send this information out via Connect.

The 10 a.m. service is more interactive which some people love and others are more uncomfortable with. This service allows the opportunity for deeper Bible study, prayer, talking to each other, and Gemma feels it is a good service to invite new people to and for children to come into church and feel welcome. She stressed it is not an all-age service but is informal and welcoming to all.

Regarding the query on splitting the congregation, Gemma explained this is why coffee time has been put in between the services enabling people to attend either or both services but meet up with everyone over refreshments. There is a different sermon or reflection at each service and the services are reviewed each week by service leaders.

At a suggestion from a parishioner about changing the times to 9.30 and 10.30 a.m., Gemma said PCC would give this consideration. It was pointed out that when singing is allowed again, the second service will last longer so this needs to be kept in mind.

Another parishioner commented that prior to lockdown he had only attended communion services but over the last two weeks had attended the 10 a.m. services and really enjoyed them.

Thanks to Clergy

Richard Field expressed gratitude and thanks to Revd Gemma Fraser and Revd Suzanne McAllister for their extremely hard work during the Covid crisis. He said the whole church needs to be grateful for how they have kept everything going and ensured support for everyone. He said everyone has been affected by the pandemic in many ways, work, family life, school, etc. and we need to praise God for being with us through it all.

12. Chair's Statement to the Parish

Please refer to the attached document 'St. Luke's: Where do we go from here?' which details this statement made by Revd Gemma Fraser. It will be circulated to all church members over the next few days, along with a covering letter of explanation.

Gemma concluded by saying the PCC were excited about the potential this offers us. It gives us control rather than things just slipping away from us. It can be a positive experience but she acknowledges it will not be without pain. She would have preferred to deliver this statement in person rather than online but as some people were getting worried about our future, she made the decision to talk about it today. St. John's congregation will also be informed following this meeting and it will be presented at their APCM next Sunday.

The Meeting closed with prayer at 3.30pm

ST. LUKE'S CHURCH, MOULSHAM

ANNUAL REPORT OF THE PAROCHIAL CHURCH COUNCIL FOR THE YEAR ENDING 31ST MARCH 2022

Address: Gloucester Avenue
Chelmsford
Essex
CM2 9DT

Correspondence address: As above
Email: moulshamchurches@gmail.com

Diocese: Chelmsford

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 exempted by order from registering with the Charity Commission.

The appointment of PCC members is governed and set out in the Church Representation Rules and all church attendees are encouraged to register on the Electoral Roll and to stand for election to the PCC.

PCC members who have served from April 2021 until the date of this report are:

| | | |
|--------------------------------------|--------------------------------------------------------------------|-------------------------------------------|
| Incumbent: | Revd Gemma Fraser | Chair |
| Curate: | Revd Suzanne McAllister | |
| Representatives on Deanery Synod: | David Millward | Churchwarden |
| Lay Representatives | Jane Chambers Nick Pratt Maurice Van Mellaerts Hilary Few | Brenda Hudson Elena Pratt Treasurer |
| PCC Secretary: | Kathryn Griffiths | |

ANNUAL REPORT OF THE PCC

Since the APCM in April 2020 the PCC has met formally on 12 occasions. Two of these times have taken place online via Zoom due to people being in isolation. All other occasions, the PCC has met in Church.

The Finance Committee met regularly throughout the year, reporting back to the PCC for discussion and approval if necessary. Our Deanery Synod and Lynchpins representatives also reported back to the PCC.

Standing Committee met prior to each PCC meeting to agree the draft minutes and agenda and to discuss matters and make decisions prior to full PCC approval. Ten Standing Committee meetings have been held since the April 2020 APCM, 3 of these have taken place online via Zoom, all other occasions have been in Church.

Throughout the year the PCC has discussed and dealt with the many matters concerning the day to day running of St. Luke's and future plans. Main decisions and key messages are displayed in the Newsletter following the PCC meeting. The Minutes of each meeting are displayed on the noticeboard next to the organ, once they have been approved and signed at the subsequent meeting. Generally, this holds the last 4 months' worth, along with the Standing Committee notes, Vicars and Finance reports.

Lynchpins

David Millward and Elena Pratt, as representatives for St. Luke's at Lynchpins meetings, have reported back to the PCC throughout the year. The Minutes of their meetings have been circulated to PCC members and are available upon request to the PCC Secretary.

Safeguarding

Sue Davies and Helen Field are Safeguarding Officers for St. Luke's. A report is requested for Safeguarding for every PCC meeting, and this is a standing item on every PCC Agenda under reports. This is to ensure that any issues can be raised and discussed as a matter of urgency. The St. Luke's Safeguarding Policy is reviewed annually.

Data Protection (GDPR)

The General Data Protection Regulation (GDPR) came into effect in May 2018, replacing the Data Protection Act 1998. The St. Luke's Data Privacy Notice is reviewed annually.

Proposals and Decisions Agreed at PCC Meetings since the April 2020 APCM:

May 2021

- The following appointments were agreed:
Vice-Chair of PCC – David Millward
PCC Secretary – Kathryn Griffiths
PCC Treasurer – Hilary Few
Assistant Churchwarden – Nick Pratt
Lynchpins – David Millward and Elena Pratt
Standing Committee Member – Maurice Van Mellaerts
Safeguarding Officers – Sue Davies and Helen Field
Health and Safety Office – Sue Davies and Helen Field
- Agreed that David Millward and Kathryn Griffiths will be added as the extra signatories on Barclays

- Agreed that Jeanette, the cleaner, to be placed on PAYE and her wages will be increased to the national living wage

June 2021

- A joint PCC meeting between St Luke's and St John's was arranged for August to discuss the possible merger
- Planning from September through to December was discussed, with a range of UP (Loving God), IN (Loving each other) and OUT (Loving our community/world) events organised

July 2021

- Agreed that the 10am services would be moved to 10.15am due to more time needed from the 9am service
- Refreshments on Sunday and Saturday Coffee is to start back from August
- Agreed to support The Farming Community Network for our Harvest giving
- The Equal Opportunities Policy was reviewed, this is reviewed annually
- Reported that the electoral roll number had gone from 51 to 49 people
- The PCC voted for the current ALP's (Authorised Local Preachers) to stay on if they so wished
- In September the Finance Committee will commit one Sunday to the importance of giving from the Congregation

September 2021

- Brainstormed some fundraising ideas. A Quiz Night and the Christmas Tree Festival was organised off of the back of this
- Kathryn Griffiths, Revd Gemma's Admin Assistant, was granted 2 more hours per week due to taking on the PCC Secretary's role
- Stephanie Gillingham attended the PCC meeting as a guest to give information in regards to how two Churches under one Parish would work
- Richard Field attended the PCC Meeting as a guest to discuss the Finance ToR (Terms of Reference), Accounting notes and the possibility of hiring a Caretaker
- The GDPR Policy was reviewed, this is reviewed annually
- Reported that the electoral roll number had gone from 49 to 48 people
- The PCC looked at improving the sound system

October 2021

- Revd Gemma Fraser advised the PCC that she had a meeting with the Archdeacon and had put forward the merger ideas
- The two Finance Committee's from St Luke's and St John's had met and this was reported to be a successful meeting
- It was reported that the Church's giving's had increased
- The Finance team have made arrangements to make less payments to the Parish Share over the next few months
- Agreed to support Hand in Hand Charity for our Christmas giving
- The Christmas Tree Festival arrangements were starting to be discussed, Lucy Bubb lead this
- Halloween event was discussed and arranged
- Approved The ToR, from the previous PCC Meeting

November 2021

- Meeting was held via Zoom
- Advent Course was advertised
- Organ service was arranged
- Agreed that no rota was needed for the readers at each service
- Received updated risk assessments from the Safeguarding Officers
- Twelve people had signed up through giving's
- Decided that it is a personal choice if people would like to wear their masks inside Church

December 2021

- Meeting was held via Zoom
- Reported that there would be a projected surplus of £6,552 at year end
- Discussions were being had in regards to over paying/under paying the Parish share
- Approved next year's budget
- Agreed to defer the decision about paying extra to the parish share to Standing Committee

January 2022

- Revd Gemma Fraser informed the PCC that she would be leaving at Easter
- A working party was arranged for February
- The work on the ramp and car park was looked at, it was agreed to get a separate quote for these and to try and get the work done this summer
- Approved the Caretaker's documents
- Approved that the general fund balance should be maintained at the equivalent of one month's total general fund expenditure, through information from the Finance Committee
- Final figure for 2021 was a surplus of £8,517
- Standing Committee had an extraordinary meeting at the end of December 2021 via Zoom to discuss paying extra to the parish share. It was decided to not pay any extra in line with the current reserves policy
- Hilary Few informed the PCC that she will be stepping down as Treasurer at the end of 2022
- Planning from January through to April was discussed, with dawn services, a Pancake Party and a Quiz Night, amongst others, being organised
- The APCM meeting date was confirmed

February 2022

- Reported to the PCC that the service leaders had agreed to go back to one service per Sunday, starting from 10th April
- Monday morning online worship will be finishing from Easter
- Agreed to support Hand in Community Hidden Harm Awareness Team (CHHAT) Charity for our Lent giving (This was later changed to DEC – Disasters Emergency Committee – in light of what is happening in Ukraine)
- Approved paying the reduced share of £30,847.00 for parish share
- Planning from May through to September was discussed, with the Queens Jubilee/60th Anniversary/Pentecost weekend being the main event
- Reported that the Electoral Roll number has reduced from 48 to 47 people

- Requested views from the congregation on what time the one Sunday service should be, and if refreshments should be before or after

March 2022

- The PCC have a meeting with the Archdeacon and Area dean in April
- Reported that the changes to the budget had been made
- The Data Privacy Notice was reviewed, this is reviewed annually
- A document in regards to planning for the vacancy was circulated, Gemma ran through what she had in place already, and what would be put in place once she has left
- Agreed that hall lettings could take place at the same time as Saturday Coffee again
- Agreed that the Sunday morning service would go back to being at 10am, with refreshments being served afterwards

**Kathryn Griffiths
PCC Secretary**

FINANCE REPORT

During 2021, General Fund receipts totalled £60,402 and General Fund payments totalled £51,885, giving a net surplus of £8,517 for the year compared to a £7,749 deficit in 2020. The receipts include a transfer from the Legacy Fund of £10,000 to support the General Fund. £5,000 of this related to the 2020 budget. The payments include a transfer of £2,475 to the Fabric fund, which is approximately 5% of Lettings income, plus a new, regular annual transfer from General Fund to Fabric Fund of £1,500 to cover routine expenses incurred in the maintenance of the Church and halls.

Congregational giving, including Gift Aid, totalled £25,177 against a figure of £28,868 in 2020. Planned giving was £1,836 lower than in the previous year due to the sad loss of members of our congregation. Therefore, the income tax recovered was also lower than in 2020. There were no weekly envelope donations in 2021 reflecting the change to regular direct debit payments through the Parish Giving service. Plate giving was £635 higher than in 2020 as we were able to meet for worship more regularly. General donations decreased by £920 on the previous year due to the 2020 figure including the generous response to Rev. Gemma's appeal at the beginning of the pandemic. Edward Bear giving was in line with 2020 figure.

Lettings are our other main source of income and in 2021 we received £19,563, an increase of £2896 on the 2020 figure. Again in 2021 this was lower than the budgeted figure as hirers were unable to return in the Spring term due to Covid restrictions. Thankfully, the restrictions did not apply to Little Acorns and they were able to meet throughout the year. Trudi Osborne was absent for the whole of the Spring term and the uniformed groups and Camera Club did not return until the Autumn term. We also lost the Choir as a regular hirer. This resulted in a loss of expected lettings income of nearly £7,500. After much discussion it was decided by the PCC that we should notify the Diocese we would be unable to pay our full Parish share for 2022 by £4,317 and our payments were reduced between October and December to reflect this.

St Luke's has continued to support other charities and organisations throughout the year. The charities we supported were; Little Edi, Farming Community Network and Christian

Aid. The amount raised and sent to these charities was £297. The figure is lower than in previous years, partly due to individual donations being made online directly to the charities. It is not always possible for these organisations to identify receipts from our congregation. However we give our gifts our still essential for the work of these charities and greatly appreciated by them. We supported Hand in Hand for our 2021 Christmas giving, this will appear in our 2022 figures as the collections and payments were recorded after the end of December.

For 2021 we report a surplus of £8,517 and the General Fund balance has increased from an overdrawn figure of £5,106 at the beginning of the year to £3,411 at 31st December 2021. The Fabric Fund balance at year end is £4,048, this includes a transfer of 5% of hall lettings income and a £1,500 annual transfer from the General Fund to allow for maintenance expenses without impacting the General Fund, as mentioned earlier. The PCC has again set a deficit budget for 2022 of £3,991. This budget does include the final £5,000 transfer from the Legacy agreed by the PCC in December 2020. The Legacy Funds are designated not restricted funds which allow the PCC to use them at their discretion. The finances will be monitored closely throughout 2022 as the PCC are very aware of the serious financial situation we continue to face.

In 2021 it was decided that the three Legacy funds be merged into one fund for ease of reporting. This is possible as none of the funds are restricted. Interest received on the Church of England Deposit Fund during 2021 amounted to £28 and was added to the Legacy Fund. At 31st December 2021 the Legacy fund balance was £52,289 after the transfer to the General fund of £10,000 and payment of £5,375 for the new lobby doors. The PCC has continued to be supported by the Finance Committee consisting of Richard Field, Lucy Bubb, Dave Chambers and myself. The Finance Committee meet regularly throughout the year to discuss and monitor the financial situation at St Luke's.

Reserve's Policy -

It is the current PCC Policy to maintain a balance in the General Fund equal to one month's parish share payment. To enable us to achieve this at year end it was necessary to reduce our Parish share payment in 2021 and is therefore not a true reflection of our financial position.

I would like to take this opportunity to thank the Finance Committee and Revd Gemma Fraser for their continued help and support throughout this year.

**Hilary Few
Treasurer**

PRIEST IN CHARGE REPORT

It feels a little strange writing this knowing that I won't be with you at this year's annual meetings but of course this report covers January to December 2021 and we walked the whole of that year together. It was a year dominated by Covid; lockdown, the gradual easing of restrictions, return to the church building and some semblance of normality, whilst also recognising that things wouldn't be the same as before. There has been sadness but also things to celebrate, it's been tough but we responded to the crisis and got through things together.

We entered into the third lockdown on the 6th January 2021, having had to cancel all of our Christmas plans last minute and move back online. The Pastoral Care Group ramped up to ensure that we supported the church family and we returned to online services and meetings. We distributed worship at home materials, Lent activity bags and ran Lent/Easter prayer stations in the garden/front of church using paintings by Sr Mary Stephen CRSS.

We returned to in person worship for Easter, still broadcasting online for those who couldn't or preferred not to return to the church building. On the 11th April we started a new service plan after consulting with the church family. We moved to two services on a Sunday morning, 9am spoken Holy Communion and 10.00 am (soon moved to 10.15am as timing was too tight). The aim was to have a quiet, traditional service for those who were most comfortable in that environment and a more innovative service where we could explore prayer, Bible study, discussion and more contemporary worship. Both services were designed to work well with lower numbers, however numbers did well at both services. People engaged well with both styles of worship and we saw a number of new people through the doors at both.

On the subject of church attendance our numbers remained relatively stable in 2021. We had several members not return to church, move away or sadly die but were also joined by several new people who are now committed members of the church family.

In July the law for registering marriages changed and we moved to the new system. We closed our marriage registers and returned one of each to the Registry Office. From July all marriages are registered centrally by the GRO after the completion of a marriage document by clergy at the wedding. We still have one copy of each register as an archive.

In the autumn term we were able to relaunch Edward Bear after 18 months closed. We had great numbers from the beginning (with the occasional slow session of course) and it was a real privilege to be able to support families and meet little ones who had known no one else but their parents because of lockdown. This is a vital ministry; maternal mental health has been negatively impacted by the pandemic.

Halloween worked really well; we gave away activity bags to lots of families. They were much appreciated and allowed us to share the message of God's light in darkness.

Christmas was a real highlight, especially after the difficulties we faced in 2020. The Christmas Tree Festival was a wonderful occasion with a real community feel. We were also able to raise a bit of money!

Finances continued to prove challenging and for the first time we were unable to meet our full parish share payment. Thank you to those who have given generously and sacrificially. We continued to reassess our spending and make some cuts.

The PCC, knowing the challenges that we were facing with finances and volunteers, continued to pray and discern where God was leading. There was much discussion about a possible merger with St John's, initially approved by the Senior Team but they then felt it wasn't the best option and we were asked to consider others. I announced my decision to leave St Luke's early January 2022 (forgive me for jumping into 2022 by a few days but it completes the narrative), which I pray creates some space for some free thinking and potentially for different solutions to be found.

By the time I leave I will have been working with you for 5 years. It has been a real privilege to journey with you. Life at St Luke's is challenging at times (as it is in thousands of churches across the country, we aren't alone) but it is also full of joy, service, faithfulness and friendship and that is worth holding on to.

I want to finish by thanking the leadership team; Suzanne, David, Hilary and the PCC, all of these people have carried a particularly heavy load in 2021. I want to thank the Ministry team who threw themselves into hybrid worship and new patterns, the finance team who guide us so carefully through the challenges. Thank you to everyone who continue to work so hard for St Luke's, up front and behind the scenes.

As I move on to pastures new, I am praying that you will know God's blessing upon you as you continue to be a blessing to the community you serve.

**Revd Gemma Fraser
Vicar**

DEANERY SYNOD REPORT

I attended my first Deanery Synod in September at St Luke's. There was a presentation by Revd Carolyn Tibbott about vocations. In summary, if each church member finds the right role, then the church will benefit.

Having been missed off the mailing list, I have not attended any more meetings. However, I have copies of the minutes. I express my thanks to Anne Ireland and Jacky Langley of St John's for providing them.

The meeting in December was held at Meadgate Church. Ian Forster of Nightstop UK explained his organisation, which seeks to prevent homelessness for young people between sixteen and twenty-five years old.

The meeting in February was held at St Andrew's Church, Melbourne Avenue. The main item was a talk by Patrick Regan, the CEO of Kintsugi Hope. This is a UK charity striving to make a difference to people's wellbeing. The name comes from the Japanese technique for repairing pottery. Later Gemma, as a member of the Deanery Pastoral and Standing Committee, talked about the Deanery Plan. The plan is being put aside as it is currently unworkable. The hope is that Bishop Guli will bring new ideas for the way ahead.

The next meeting is scheduled for Wednesday 4th May 2022 at St Andrew's Church Sandon.

**David Millward
Churchwarden**

ELECTORAL ROLL REPORT

The Electoral Roll is a list of those who are entitled to attend the Annual Parochial Church Meeting and take part in its proceedings. This includes voting in elections for Parochial Church Council, Churchwarden and Deanery Synod members and eligibility to be elected to these roles.

The Roll is completely renewed every six years, (which last occurred in 2019), and is revised each year before the APCM to make sure that it remains accurate. For 2022, the revision period was between 3rd and 9th April. Following the revision, no names can be added to the Roll until after the APCM.

Details of the Roll following the revision are as follows:

2021 Electoral Roll

On 18th April 2021, (the date of the last APCM), there were 51 names on the Roll.

Names added to Roll

1 name has been added to the Roll between 18th April 2021 and 9th April 2022.

Names removed from Roll

Following the sad deaths of Mary Marshall, Carmen De Silva, Doug Garrod and Bob Wood, and one former member of the congregation moving to a different church, 5 names were removed from the Roll.

Changes to Parish residency status

There have been no reported changes in Parish residency status during the period.

2022 Electoral Roll

Following the revision, on 9th April 2022 there are 47 names on the Roll, 25 residents in the Parish and 22 non-residents. The names of people on the revised Roll, (but not addresses or other personal details), have been displayed in church as required by the Church Representation Rules.

**Mike Tadman
Electoral Roll Officer**

CHURCHWARDENS FABRIC REPORT

The remaining parts of Project 2020 (Faculty One) are on hold. These are –

- Works to make safe a leaning wall and minor improvements to our car park.
- A ramp to the Church entrance.
- Replacement of existing lettering to the front of the church.

The steps from the patio outside the kitchen to the side gate, and the steps from the gate up to the car park have been repaired.

I have continued to monitor the lean of the car park wall, and there has been little change.

The annual maintenance of the organ took place in December, while the gas heaters were serviced in January.

Three of the emergency lights failed a test. A combination of factors, including the difficulty of finding replacement batteries for obsolete lights, has led to a delay in remedying this, but I hope to arrange this soon.

The strong winds in February dislodged a ridge tile above the Small Hall. The damage was repaired a few days later.

Minor repairs have been carried out by church members.

The cherry tree in Little Acorns Garden will be trimmed during the Easter School Holiday.

The church's quinquennial inspection will also take place in early April.

On behalf of the PCC, I thank Richard for his continuing work on Faculties and I also thank the church members that help to maintain the building and garden.

**David Millward
Churchwarden**

WORSHIP REPORT

We are very fortunate to have a strong ministry team here at St Luke's. In 2021 this team consisted of Revd Gemma Fraser, Revd Suzanne McAllister, Revd Jo Jones, Richard Field (Authorised Local Preacher) and Lucy Bubb (Authorised Local Preacher).

In this period we gave thanks for the ministry of Dave Thomas (Service Leader) and Mike Tadman (Authorised Local Preacher) as they stepped down from their positions. We are also grateful to the clergy from Chelmsford Cathedral who provided holiday cover.

At the beginning of 2021 all worship continued online only as we were in lockdown. This was a joint enterprise with the ministry team at St John's. This included a Sunday service and regular Morning Prayer online. We distributed Worship at Home material and Lent and Pentecost bags containing worship material and items to aid reflection.

When we returned to the building in May we were still restricted by social distancing, mask wearing and a ban on singing, but I'm really proud of how well the team and church family adapted. We came back with a new service pattern with a 9am spoken Holy Communion service, initially using Common Worship Order Two but then later on with an option of Common Worship Order One, both in contemporary language, and then an informal Morning Worship service at 10am (soon moved to 10.15am) with refreshments and social time in between.

The Morning Worship service had a set liturgy using Service of the Word but had plenty of opportunity for creativity. This service had prayer activities, normal sermons, prayer stations, Bible study and discussion, meditations and much more.

We were very fortunate to have Nick and the music group to give us music if not singing and then, when the restriction on singing was lifted in July, we all celebrated!

We have continued to live stream at least one service on a Sunday and offer online Morning Prayer three days a week.

Special Services in 2021 included Pentecost, Harvest, All Souls, Remembrance, and a joyful return to Christmas services including the Community Carol Service and Christmas Day.

**Revd Gemma Fraser
Vicar**

EDWARD BEAR

We were really happy to re-open Edward bear last September. This is a group for mums, dads, carers, grandparents, babies, toddlers, and pre-school children to come and have some playtime, during school term time.

It has been great to see families being able to meet together again, to see the children having fun, and the grown-ups can chat and enjoy watching the children play.

There has been so much lost during the pandemic in regard to the little ones, they haven't met a lot of people or children of the same age as them. They were a little tentative at first, but soon they were running around and making lots of noise!

The structure we have is fairly relaxed, with a time of free play, with a craft available, some snacks and drinks for both children and adults, a story time and then some songs.

It was hard for us leaders to remember the words to the songs it had been so long! The children helped us with this, and they are always happy to suggest their favourites.

Attendance has varied a little, we usually have about five families, it can be down to three or up to seven. Those that have come have said that they enjoy the atmosphere at Edward bear. We ask for a donation of £1.50, it is not compulsory but most do contribute, this helps us to fund snacks and craft supplies.

We look forward to welcoming all those who come along. We gave out a small story book at Christmas and will give out some easter treats too. At the end of our summer term, we will have a teddy bears picnic outside, weather permitting, and plan to use our little garden at the back of church as much as we can.

We try to plan craft activities with a theme, we made some pictures with leaves in autumn and made wreaths with leaves on, we made Christmas decorations, and for Easter we have some crafts involving decorating pictures of eggs and chicks.

Hopefully, that has given you a flavour of what we do, if you want to know anything else, just ask.

**Revd Suzanne McAllister
Curate**

Edward Bear is a frontline ministry to children and their families in Moulsham Lodge, sadly we had to shut the group in March 2020 but were finally able to reopen in September 2021.

Suzanne has been leading the group after initial input from Gemma. The group has been popular with between 3 and 10 families attending on a regular basis, word is gradually spreading.

We are very grateful to Ann, Pat, Brenda, David and the team for their time and dedication.

**Revd Gemma Fraser
Vicar**

FLOWERS AT ST. LUKE'S

With help from Jane Chambers flowers have continued to be displayed in St Luke's for major Festivals such as the Patronal Festival, Remembrance Sunday and Christmas as well as on request in memory of a loved one. During the summer months & at non-Festival times artificial flowers have been used in order to keep costs down.

As usual the Christmas Tree was put up at the beginning of Advent for the Light Up a Life Service and was kept through to Candlemass.

My thanks to Sue D for her sterling work watering the Christmas tree throughout this period and to any others who helped out. Also, to Jane & Louise for providing greenery on several occasions.

Mary Hoare

HALL BOOKINGS

St Luke's Halls had a difficult start to 2021 due to continuing Coronavirus but slowly as the year progressed things improved, with a few blips.

Little Acorn's Pre School has continued to operate with lots of added safeguards and cleaning, a challenging year for them.

Trudi School of Dance was finally able to partially return in April, with under 18's and over 18's back in May. Trudi has also had to cope with added safeguards and cleaning, an equally challenging time for her.

Most of our remaining regular hirers had returned by November.

We opened for single hires in August, first, a 90th Birthday Party, a Baptism and just a few Children's parties. 2022 has so far been very quiet with just 4 hires booked.

Our Regular Hirers: -

| | |
|-------------------------------|--------------------------------------------------------------------------|
| Little Acorns Pre School | Monday to Friday mornings and Monday and Friday afternoons in Term Time. |
| Edward Bear Club | Wednesday afternoons in Term Time. |
| Trudi Osborne School of Dance | Various times Mondays to Thursdays in Term Time. |
| Moulsham Lodge Camera Club | Monday evenings. Breaks during Summer Months. |
| Rainbows | Monday evenings in Term Time. |
| Brownies | Tuesday and Thursday evenings in Term Time. |
| Guides | Thursday evenings in Term Time. |

It was great to see St Luke's Book club and Saturday Coffee return to our halls.

For hall bookings or for further details please contact Brenda on 01245 251589.

**Brenda Hudson
Booking Officer**

LAY MINISTRY

We have two Authorised Local Preachers who regularly lead Morning Worship, and as members of the joint on-line team across St Luke's and St John's, also lead Morning Prayer.

Many other people contribute to services by reading, praying and offering other contributions.

Richard Field

Dave and Mike stepped down as service leaders in 2021, we are really grateful for their ministry, so many people have been blessed by them. We are very fortunate to still have a strong lay ministry team with Richard Field and Lucy Bubb licenced as Authorised Local Preachers.

We moved to a new pattern of worship in the spring of 2021 with two services on a Sunday. The 9am was a traditional, spoken Holy Communion service providing for members of the church family who valued tradition and a peaceful service. At 10am we offered Morning Worship which was led either by the clergy or one of our lay leaders. This was a more informal service with the opportunity to explore different ways of praying, Bible study, discussion and more.

**Revd Gemma Fraser
Vicar**

LYNCHPINS

Lynchpins is a group of representatives from the parishes within the SW Chelmsford MMU.

Each parish has up to three lay members plus clergy. The group is led for a year at a time by each vicar in turn.

After one final meeting on Zoom in May 2021, the meetings were once again held in one of the churches. Three further meetings were held in September 2021, November 2021, and February 2022.

One purpose of Lynchpins is to arrange joint morning services for months in which there is a fifth Sunday. The first service since lockdown was held outdoors at St John's at the end of August 2021. This was followed by a service at CHS at the end of October 2021. The most recent service was held at St Luke's at the end of January 2022. At the first Lynchpins meeting after each service, there is a revue of the service; in particular, the St Luke's service was deemed successful with all churches well represented. The next service is at CHS at the end of May 2022 to fit in with an art festival at the church that month. The following service is arranged for St Michael's at the end of July 2022, possibly outdoors. The final service this year is scheduled for the end of October at St Mary's. Prior to lockdown, there were joint afternoon/evening services held on the second Sunday of most months. These were arranged independently of Lynchpins, but their resumption was agreed at the most recent meeting. A separate committee will be set up to arrange them. The services will vary in style, such as Taizé, Celtic, Healing, etc. The first service is tentatively arranged for May.

There will be a joint Spirituality Day held on Sunday 10 July 2022 at St Michael's, starting with a bring and share lunch followed by worship outdoors, ideally making use of the common. Canon Imogen Nay has agreed to lead this service, which will focus on God and nature. Imogen is the Canon for Evangelism and Discipleship at Chelmsford Cathedral but is also a keen environmentalist and is very much involved in the Cathedral's Greening the Church initiative.

Two Lynchpins, Jess Wiseman from Widford and Jacky Langley from St John's, started joint rambles last summer and three have been held so far, with a fourth in April 2022. These are circular walks of about four or five miles ending with a meal at a pub. Later in the year it is planned to walk the Chelmsford Pilgrimage route from Pleshey to the Cathedral. This is a much longer walk and will require more planning since transport will be needed to take people to Pleshey.

**David Millward - Churchwarden
and Elena Pratt**

MID-WEEEEK SERVICES

During 2021 we continued the pattern from 2020. We offered Morning Prayer online every weekday during the Jan to March lockdown, led by people from across St Luke's and St John's.

We returned to the building in March on Wednesdays (St Luke's) and Thursdays (St John's) and maintained the online offering on Monday, Tuesday and Friday.

This has settled into our normal pattern. We have regular attendance of approximately 8-12 people live and others that watch it later in the day.

Revd Gemma Fraser
Vicar

MISSION AND EVANGELISM

We continue to be committed sharing the good news of Jesus with those around us in word and action and this has continued throughout the pandemic, albeit in a different way.

Our digital outreach continued to flourish even when we returned to the church building. Engagement with our Facebook page continues to grow and we held regular online services, online study groups, prayer and meditation sessions allowed members of our community (and beyond!) to engage with faith in a new way and in very challenging times.

We gave out Lent activity bags to help people celebrate at home and the Halloween outreach was a great way to engage with our community in a really gentle way. The Christmas Tree Festival was a roaring success with hundreds of people coming through the building over the 3 days.

Our primary evangelistic outreach can be found in the everyday lives of our church family. Projects and events are wonderful but can only do so much, instead we share Jesus with those around us by the way we conduct ourselves, by the way we serve others, by the way we offer to pray with or for people, by the way we relate life to faith.

At St Luke's we are committed to listening to God and continuing to grow in our faith so that we are then equipped to share it with others.

Revd Gemma Fraser
Vicar

MUSIC - GROUP

Our music group continues to support worship on the 1st Sunday of each month and contribute to special services throughout the year.

Richard Field

OCCASIONAL OFFICES

We were able to start offering baptisms again late spring 2021 under step 3 of the government's easing of restrictions plan. We had a few families waiting because of the long period with no services, we are only just starting to catch up and families are having to book approximately 4-6 months ahead.

We didn't have any weddings in 2021.

We continued to take a high number of funeral services, I took 11 services and Suzanne took 3.

**Revd Gemma Fraser
Vicar**

PASTORAL CARE

Pastoral Care continued to be a priority in 2021 (not that it's ever not a priority).

Communication and support were offered by the Pastoral Contacts team. Every person on the electoral roll had their own pastoral contact who stayed in touch with them through phone calls, doorstep visits or emails, depending on what worked best for each person.

Any serious issues were reported to Gemma or Suzanne who would then call or visit.

St Luke's folks continue to be great at supporting and caring for each other, especially in tough times.

Gemma and Suzanne keep in touch with funeral families after the service has taken place, primarily on the telephone but occasionally with visiting and if appropriate refer into other avenues of support.

**Revd Gemma Fraser
Vicar**

SAFEGUARDING

St Luke's is committed to ensuring that children, young people and vulnerable adults are safeguarded.

Safeguarding continues to be on the agenda for every PCC meeting and St Luke's has adopted the safeguarding policy and best practices of the Church of England as guided by The Diocese of Chelmsford. The details of our Safeguarding policy are displayed at Church, and all Church users are given links to all policies and contacts can be found on the St Luke's website.

Regular checks have been made to ensure that as a church we are compliant with the need for all relevant people to hold DBS's and have completed the online safeguarding training which is a requirement of the Diocese.

**Sue Davies & Helen Field
Safeguarding Officers**

SANCTUARY AND SERVERS

Due to Covid restrictions we maintained the practice of the presiding minister setting the altar. We have not had deacons, servers, crucifer or chalice assistants in 2021.

Revd Gemma Fraser - Vicar

SATURDAY BOOK CLUB

Following an 18 month break due to the Covid pandemic, Saturday Coffee Book Club was finally able to meet together again in September 2021. Most members were able to return and it was really great to catch up with everyone and share cake!

We meet during Saturday Coffee every four weeks when we chat about anything and everything, discuss the book we have been reading, and enjoy the refreshments on offer. We have welcomed a couple of new members recently so are probably at our maximum number at present; books are supplied from Essex Libraries and the bigger the group the more difficult it is to get sufficient numbers of the same book.

In December we contributed a book tree for the Christmas Tree Festival and in recent months, members of the Book Group have written book reviews for the newsletter which may give others an idea of what to read next! In February we celebrated our 3rd birthday (with more cake!) and look forward to many more.

Helen Field

SATURDAY COFFEE

After a break for 18 months due to the Covid 19 pandemic, Saturday Coffee made a very welcome return to church life on 7th August 2021. (Sunday refreshments also made a very welcome return on 1st August 2021 too)

With the ongoing Covid 19 pandemic and restrictions, we cautiously returned to coffee in Church with safeguards and precautions in place to ensure safety for everyone. However, with the easing of restrictions generally, we have been able to relax these too, although we are still being careful as always.

Saturday coffee (11am to 12md) has a faithful following and has many regulars who attend each week, as well as some new comers too from the local community who pop in. It is a great time of fellowship, friendship and support, and a great way to engage with the community too.

We also have a new filter coffee machine that Nick purchased in the autumn, that has gone down very well with coffee drinkers in Saturday coffee but is also used for special occasions and special services too.

The Book club also meets every 4 weeks during Saturday coffee and enjoy the refreshments. We also have the music group who meet roughly once a month to practise within Saturday coffee too. Many church members also do church cleaning, gardening, silverware, admin (newsletters), outreach/service prep and flowers to name but a few on a Saturday morning and it is often a hive of activity.

We have also had a young person volunteer to help with coffee as part of her Duke of Edinburgh award over recent months, which has been a great benefit to all. The homemade cakes were very much enjoyed too. Thank you!

We used to have the local Councillors hold a surgery once a month but have not had since the pandemic.

Sunday refreshments was reintroduced within the new service pattern, with coffee being served in between the two services. However, the refreshments will return as before to after the 10am service, with the new service pattern starting in May of one service each week.

On the return of refreshments in church, Brenda handed over the rota to Nick and I which we now organise (alongside David who does the rest of the Church rotas). We have a small but dedicated team on the rota across both Saturday and Sunday who keep it going.

A very big thank you to all the team who support and serve with Saturday coffee and Sunday.

However, there is always room for more people on the rota.

Thank you to everyone for supporting us as we have found our feet in this ministry.

Nick and Elena Pratt

SCHOOLS, YOUTH AND CHILDREN

We have 8 schools in the 2 parishes of St Luke's and St John's; Moulsham Infants, Moulsham Juniors, Moulsham High, St Anne's Preparatory School, St Cedds, Mildmay Infants, Mildmay Juniors and Oaklands Infants. Engagement was seriously limited due to the pandemic but we have been involved with Oaklands and Moulsham Infants.

I stepped down from my role as Governor at Moulsham Infants at the end of the year, though I remain a trustee.

We were able to offer the Halloween outreach again engaging with hundreds of families out enjoying the community spirit.

Revd Gemma Fraser - Vicar

Over recent months we have had a regular young family with children attending the second service (Morning Worship) most weeks. This is very refreshing and reassuring and we hope will encourage more children and young families to come along.

It is early days and so far, we have just grabbed crafts and activities from the cupboard to do each week, including candle carving, making coaster mosaics and colouring. We have also used resources provided by the service leaders and have linked in specifically to the service - thank you!

However, we are aware that so far activities have been rather ad hoc which is not good long term and we are looking into specific resources (plenty free on the internet) and creating a plan for each week based upon and linked in specifically to the service and bible passages. We hope to develop this over the coming months, if anyone would be interested in helping or supporting, anyone would be most welcome.

Elena Pratt

SIDESPEOPLE

The role of sidesperson is an important ministry, providing a warm and friendly welcome.

With two services on most Sundays, it has not always been possible to have two sidespersons for each service. Some of the volunteers have limited availability and I avoid using the same people week after week. Ten people have fulfilled this role:

| | |
|---------------|------------------|
| Lucy Bubb | Chris Fawcett |
| Maxine Buck | Hilary Few |
| Pat Bruguier | Helen Field |
| Jane Chambers | Elena Pratt |
| Sue Davies | Louise Whitehead |

I thank all our sidepersons for their service to St Luke's.

**David Millward
Churchwarden**

SOCIAL MEDIA

Our Facebook page (@stlukesmoulshamlodge) and our website (www.stlukemoulsham.co.uk) are real assets to keep us connected to each other and with our local community, as well as enabling us to engage with those further afield.

Our Facebook community has continued to grow and, at the time of writing, we now have 354 followers, who can engage with our live Morning Prayer services three times a week, the live streaming of our weekly Holy Communion services and a variety of posts and stories during the week about life at St Luke's.

We use social media to publicise our services (both what's planned and what happened in the services) and our events such as the Christmas Tree Festival 2021, which is a great way to reach more people as there are several local community pages that we share information on – as well, of course, as members of the congregation sharing our posts, which all helps to spread the word!

Our website is kept regularly updated and includes useful information such as our weekly newsletters, orders of service and links to streamed services, our APCM reports, our legacy policy, and details about hiring our buildings. We also have an 'our history' section, of which much of the content was provided by Bob Wood.

A huge thank you to Adrian Baker for diligently working behind the scenes to keep our website relevant and accessible – it is often the first port of call for many visitors to see what's happening at St Luke's.

We are always keen to receive feedback on both the website and our Facebook page.

Lucy Bubb

11th CHELMSFORD (ST LUKE'S) SCOUT GROUP

With the relaxation of COVID restrictions Scouting has more or less returned to normal.

We now have 20 Beavers, 12 Cubs in each Pack and 12 Scouts and thanks to the Leaders for their support have gradually been growing our numbers and progressing the young people through the sections.

As we had not been able to hold section camps or sleepovers until the summer, we held a camp/sleepover with all sections and 48 people attended including some parents who provided much needed support. For some of our young people this was the first time they had stayed overnight away from home.

This summer we have booked a sleepover for the Beavers and camps for the Cubs and Scouts.

We have continued to make improvements to the Hut with replacement lights in the kitchen, lobby and stores as well as installing outdoor lights to comply with Fire Regulations.

We have ordered new Fire Doors for the front, back and side of the building and hoping to get these installed in the next month or so.

We were very sad to hear that Gemma would be leaving St Luke's at Easter and would like to thank her for her support to the Group and please pass our best wishes to her and her family in her new placement.

We look forward to welcoming her successor.

**Sherry Wright
Group Scout Leader**

General Fund (Unrestricted) Fund Incoming Resources and Resources Used

2021 2020

Receipts

| | £ | |
|------------------------------------------------------------|---------------------|---------------------|
| Incoming resources from generated funds | | |
| <i>Voluntary Income</i> | | |
| Planned giving (direct debit) | 17957 | 19793 |
| General collections (plate) | 855 | 220 |
| Weekly giving | 0 | 789 |
| Edward bear | 106 | 98 |
| Income tax recovered | 4836 | 5625 |
| Archdeacons Contribution (Legal Fees) | 0 | 0 |
| General donations | 1423 | 2343 |
| <i>Total Voluntary Income</i> | <u>25177</u> | <u>28868</u> |
| <i>Activities for generating funds</i> | | |
| Hall lettings | 19563 | 16667 |
| Cooperative card | 23 | 30 |
| <i>Total Activities for generating funds</i> | <u>19586</u> | <u>16697</u> |
| <i>Investment Income</i> | | |
| Interest on investments | 0 | 0 |
| <i>Total Investment income</i> | <u>0</u> | <u>0</u> |
| Incoming resources from charitable activities | | |
| Coffee - Saturday | 104 | 55 |
| Coffee - Sunday | 89 | 38 |
| Magazines and bible reading notes | 0 | 15 |
| Assigned fees | 4147 | 4236 |
| Living light | 0 | 10 |
| Miscellaneous | 16 | 48 |
| Flowers | 0 | 25 |
| Admin Recharge | 1283 | 986 |
| <i>Total incoming resources from charitable activities</i> | <u>5639</u> | <u>5413</u> |
| Transfer from Legacy Fund | 10000 | |
| Total Receipts | <u>60402</u> | <u>50978</u> |

Payments

| | | |
|-------------------------------------------|---------------------|----------------------|
| Cost of generating funds | | |
| Charitable activities | | |
| Parish share | 33050 | 38846 |
| Church insurance | 603 | 591 |
| Church heat and light | 467 | 451 |
| Church maintenance | 0 | 280 |
| Worship | 1045 | 1357 |
| Organist fees | 0 | 430 |
| Clergy expenses | 79 | 134 |
| Clergy office | 527 | 308 |
| Mission | 128 | 80 |
| Children's work | 13 | 6 |
| Church management and administration | 749 | 2329 |
| Communications (website) | 184 | 121 |
| Gifts | 29 | 0 |
| Coffee | 0 | 17 |
| Assigned fees | 3848 | 3478 |
| Subscriptions | 0 | 0 |
| Flowers | 8 | 71 |
| Bible reading fellowship notes | 0 | 60 |
| Halls insurance | 402 | 394 |
| Halls water | 359 | 760 |
| Halls heat and light | 1867 | 1802 |
| Halls maintenance | 0 | 951 |
| Halls cleaning | 1965 | 2029 |
| Halls - commercial bins | 820 | 807 |
| Legal Fees | 0 | 292 |
| Bank Charges | 155 | 272 |
| Miscellaneous | 14 | 13 |
| Admin Support | 3098 | 1972 |
| <i>Total Charitable activities</i> | <u>49410</u> | <u>57,851</u> |
| Tfr to Fabric Fund | 2475 | 876 |
| Total payments | <u>51885</u> | <u>58,727</u> |
| Final Surplus/Deficit for the Year | <u>8517</u> | <u>-7,749</u> |

| | 2021 | 2020 |
|--------------------------------|-------------|--------------|
| General Fund | | |
| Surplus (Deficit) for the year | 8517 | -7749 |
| Balance B/F | -5106 | 2643 |
| Balance C/F | <u>3411</u> | <u>-5106</u> |

| | 2021 | 2020 |
|--------------------------------------------------------------------|--------------|--------------|
| Legacy's (J Church & J Kay) & A Hazelhurst Donation | | |
| Bank accounts @ 1st January | 67636 | 69623 |
| Receipts | 28 | 285 |
| Payments | -5375 | -2272 |
| Transfer to General Fund | -10000 | 0 |
| Bank accounts @ 31st December | <u>52289</u> | <u>67636</u> |

| | 2021 | 2020 |
|-------------------------------|-------------|-------------|
| Fabric Fund | | |
| Bank accounts @ 1st January | 3188 | 3400 |
| Tfr from General Funds | 2475 | 876 |
| Receipts | 0 | 0 |
| Gift Aid | 0 | 196 |
| Payments | -1615 | -1284 |
| Tfr from J Church Legacy | 0 | 0 |
| Bank accounts @ 31st December | <u>4048</u> | <u>3188</u> |

| | 2021 | 2020 |
|-------------------------------|-------------|-------------|
| Garden Fund | | |
| Bank accounts @ 1st January | 188 | 188 |
| Receipts | 0 | 0 |
| Gift Aid | 0 | 0 |
| Payments | 0 | 0 |
| Bank accounts @ 31st December | <u>188</u> | <u>188</u> |

| | 2021 | 2020 |
|---------------------------------|-------------|-------------|
| Childrens Baptism Bibles | | |
| Bank accounts @ 1st January | 20 | 20 |
| Receipts | 0 | 0 |
| Gift Aid | 0 | 0 |
| Payments | 0 | 0 |
| Bank accounts @ 31st December | <u>20</u> | <u>20</u> |

| | 2021 | 2020 |
|-------------------------------|-------------|-------------|
| Edward Bear | | |
| Bank accounts @ 1st January | 37 | 37 |
| Receipts | 0 | 0 |
| Gift Aid | 0 | 0 |
| Payments | 0 | 0 |
| Bank accounts @ 31st December | <u>37</u> | <u>37</u> |

| | 2021 | 2020 |
|-----------------------------------------|-------------|-------------|
| Special Collections (See Note 1) | | |
| Bank accounts @ 1st January | 0 | 0 |
| Receipts | 280 | 934 |
| Gift Aid | 17 | 45 |
| Payments | -297 | -979 |
| Bank accounts @ 31st December | <u>0</u> | <u>0</u> |

Monetary Assets

| | General Fund | Fabric Fund | Edward Bear | Legacy combined | Garden Fund | Baptism Bibles | Special Collections | Total |
|----------------------|--------------|--------------|-------------|--------------------|-------------|-------------------|------------------------|---------------|
| | £ | £ | £ | £ | £ | £ | £ | £ |
| Bank Current Account | 3,411 | 4,048 | 37 | 855 | 188 | 20 | 0 | 8,559 |
| C.B.F Deposit Fund | 0 | 0 | 0 | 51,434 | 0 | 0 | 0 | 51,434 |
| Total Cash | <u>3,411</u> | <u>4,048</u> | <u>37</u> | <u>52,289</u> | <u>188</u> | <u>20</u> | <u>0</u> | <u>59,993</u> |

Liabilities

| | | |
|--------------------------|---|------------|
| Lettings income for 2022 | £ | 198 |
| Charitable Giving | | <u>0</u> |
| | | <u>198</u> |

Approved by the Parochial Church Council on

and signed on its behalf by:

(Chairman)

(Member)

Note 1. Special Collections

| | Balance Brought fwd | 2021 Receipts Inc Gift Aid | 2021 Payment | Balance Carried fwd |
|----------------|------------------------|----------------------------------|-----------------|------------------------|
| | £ | £ | £ | £ |
| Christian Aid | 0 | 55 | 55 | 0 |
| FCN | 0 | 193 | 193 | 0 |
| Little Edi | 0 | 3 | 3 | 0 |
| Bishop Stephen | 0 | 46 | 46 | 0 |
| | <u>0</u> | <u>297</u> | <u>297</u> | <u>0</u> |

ST. LUKE'S CHURCH

Moulsham Lodge & Tile Kiln

Gloucester Avenue,
Moulsham Lodge,
Chelmsford,
Essex.

FINANCIAL STATEMENTS
OF THE
PAROCHIAL CHURCH COUNCIL

FOR THE YEAR ENDED 31st DECEMBER 2021

ST. LUKE'S CHURCH

Moulsham Lodge & Tile Kiln

Financial Statements
of the
Parochial Church Council

For the year ended 31st December 2021

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ST. LUKE'S CHURCH

Moulsham Lodge & Tile Kiln

Financial Statements
of the
Parochial Church Council

For the year ended 31st December 2021

Vicar

Revd Gemma Fraser
The Vicarage
Vicarage Road
Old Moulsham
Chelmsford
CM2 9PH

Associate Priest (from 4th July 2013)

Revd Stephanie Gillingham
The Rectory
3 Canuden Road
Widford
Chelmsford
CM2 2SU

Churchwarden:

David Millward

Bank:

Barclays Bank Plc.
2, High Street
Chelmsford

Treasurer:

Hilary Few
30 Longship Way
Maldon
CM9 6UJ

Independent

Examiner:

Tony Weatherley
8 Osprey Way
Chelmsford

ST. LUKE'S CHURCH

Moulsham Lodge & Tile Kiln

Financial Statements of the Parochial Church Council

For the year ended 31st December 2021

Independent Examiner's Report to the PCC of St. Luke's, (Moulsham Lodge & Tile Kiln)

I report on the accounts of the charity for the year ended 31/12/21 which are set out on pages 3 to 6.

Respective responsibilities of the PCC and the examiner

The charity's trustees consider that an audit is not required for this year under section 144(2) of the Charities Act 2011 (the 2011 Act) and that an independent examination is needed

It is my responsibility to:

- examine the accounts under section 145 of the 2011 Act;
- follow the procedures laid down in the general Directions given by the Charity Commissioners under section 145(5)(b) of the 2011 Act; and
- state whether particular matters have come to my attention.

Basis of Independent Examiner's report

My examination was carried out in accordance with the General Directions given by the Charity Commission. An examination includes a review of the accounting records kept by the charity and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts, and seeking explanations from you as the management committee concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in a full audit and I do not express an opinion on the accounts.

Independent examiner's statement

In connection with my examination, no matter has come to my attention:

- 1 which gives me reasonable cause to believe that, in any material respect, the requirements:
 - to keep accounting records in accordance with section 130 of the 2011 Act; or
 - to prepare accounts, which accord with these accounting recordshave not been met; or
- 2 to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.

Signed



Dated.....

26/03/2022

Anthony Weatherley
8 Osprey Way, Chelmsford

ST. LUKE'S CHURCH

Moulsham Lodge & Tile Kiln

Notes to the Financial Statements **Year ended 31st December 2021**

1. Accounting Policies

Basis of Preparation of the Financial Statements

The financial statements of the PCC have been prepared in accordance with the Church Accounting Regulations 2006 using the Receipts & Payments basis.

Funds

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

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

Subject to the above, receipts and payments include income as received and expenditure when irrecoverably paid.

Statement of Assets and Liabilities

The following assets are recognised but not valued in the Statement of Assets and Liabilities:

- Fixtures, fittings and equipment where the PCC is free to dispose of such assets without faculty and where the original cost exceeded £500.

Closing bank balances as shown in the receipts and payments account.

The following liabilities are recognised in the Statement of Assets and Liabilities:

- Creditors for goods and services where the supply has been received and invoiced by 31st December 2021
- Charitable giving owed as the result of a restricted collection at Church but not paid over at 31st December 2021.
- Charitable giving committed by the PCC but not paid over at 31st December 2021