

ST JOHN & ST LUKE



CLAY HILL

**PAROCHIAL CHURCH COUNCIL OF THE PARISH OF
SAINT JOHN WITH SAINT LUKE, CLAY HILL, ENFIELD**

Registered Charity number 1151418

ANNUAL REPORT and FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 DECEMBER 2019

CONTENTS

| | page |
|--|------|
| A. Independent Examiner's Report | 2 |
| B. Receipts and Payments Accounts | 3 |
| C. Statement of Assets and Liabilities | 4 |
| D. Notes to the Financial Statements | 5 |
| E. PCC Annual Report for 2019 | 9 |

THE PAROCHIAL CHURCH COUNCIL OF THE PARISH OF SAINT JOHN AND SAINT LUKE CLAY HILL
ANNUAL REPORT AND FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 DECEMBER 2019

A. INDEPENDENT EXAMINER'S REPORT

**To the Members of the Parochial Church Council (PCC) of the Parish of St John and St Luke,
Clay Hill, Enfield**

I report to the charity trustees on my examination of the accounts of the charity for the year ended 31 December 2019, which are set out on pages 3 to 8.

Responsibilities of the PCC and the Independent Examiner and basis of the report

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

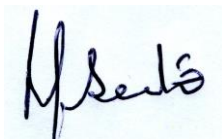
I report in respect of my examination of the charity's accounts carried out under section 145 of the Act and in carrying out my examination I have followed all the applicable Directions given by the Charity Commission under section 145(5)(b) of the Act.

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:

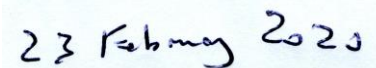
- 1) accounting records were not kept in respect of the charity as required by section 130 of the Act; or
- 2) the accounts do not accord with those records

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.



Roger J Seaton FCA
23 Greenhill Park
Barnet, Herts
EN5 1HQ

Dated



THE PAROCHIAL CHURCH COUNCIL OF THE PARISH OF SAINT JOHN AND SAINT LUKE CLAY HILL

ANNUAL REPORT AND FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 DECEMBER 2019

B. RECEIPTS AND PAYMENTS ACCOUNTS

| | | Unrestricted Funds | | Restricted Funds | Total 2019 | Total 2018 |
|---|------|--------------------|------------------|------------------|----------------|----------------|
| | | General Funds | Designated Funds | | | |
| | Note | £ | £ | £ | £ | £ |
| RECEIPTS | | | | | | |
| Voluntary receipts: | | | | | | |
| Planned giving | a | 30,237 | | | 30,237 | 31,699 |
| Collections at services | b | 9,813 | | | 9,813 | 9,822 |
| All other giving/voluntary | c | 3,215 | 3,232 | 21,393 | 27,839 | 42,181 |
| Gift Aid recovered | d | 7,238 | 55 | 656 | 7,949 | 13,608 |
| Activities for generating funds | e | 10,635 | | | 10,635 | 6,402 |
| Investment income | f | 3,842 | | | 3,842 | 9,793 |
| Church activities | g | 48,681 | | | 48,681 | 48,960 |
| Other incoming resources | h | 448 | | | 448 | 863 |
| Total Receipts: | | 114,110 | 3,287 | 22,049 | 139,445 | 163,328 |
| PAYMENTS | | | | | | |
| Church Activities: | | | | | | |
| Common Fund | a | 54,400 | | | 54,400 | 53,200 |
| Clergy and staffing costs | b | 3,017 | | | 3,017 | 4,503 |
| Church running expenses | c | 29,300 | | | 29,300 | 32,123 |
| Hall running costs | d | 23,188 | | | 23,188 | 16,855 |
| Church major repairs & improvements | e | | 1,121 | 39,649 | 40,769 | 1,736 |
| Hall major repairs & improvements | f | | 3,972 | | 3,972 | 1,452 |
| Mission giving and donations | g | 20 | | 4,873 | 4,893 | 4,414 |
| Cost of generating funds | h | 2,161 | 6 | 343 | 2,510 | 2,213 |
| Other resources expended | i | 578 | | | 578 | 968 |
| Total Payments: | | 112,663 | 5,099 | 44,864 | 162,626 | 117,464 |
| Excess of receipts over payments | | 1,447 | -1,812 | -22,815 | -23,181 | 45,864 |
| Cash funds at 1 January: | | 62,846 | 59,375 | 25,312 | 147,533 | 101,668 |
| CASH FUNDS AT 31 DECEMBER: | | 64,292 | 57,562 | 2,497 | 124,352 | 147,533 |

The notes in the table refer to the detailed analyses of both receipts and payments which are contained on pages 7 and 8 of these accounts.

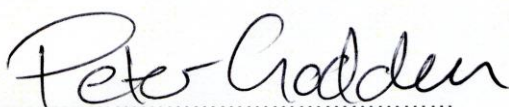
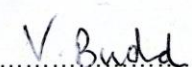
THE PAROCHIAL CHURCH COUNCIL OF THE PARISH OF SAINT JOHN AND SAINT LUKE CLAY HILL

ANNUAL REPORT AND FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 DECEMBER 2019

C. STATEMENT OF ASSETS AND LIABILITIES

| | | Unrestricted Funds | | Restricted Funds | Total 2019 | Total 2018 |
|---|------|--------------------|------------------|------------------|----------------|----------------|
| | | General Funds | Designated Funds | | | |
| | Note | £ | £ | £ | £ | £ |
| Cash funds: | | | | | | |
| PCC Barclays current account (closed) | | -4,830 | 783 | 4,048 | 0 | 67,161 |
| PCC Metro Bank current account | | 44,546 | -2,721 | -3,486 | 38,339 | 0 |
| Petty cash | | 11,968 | -13,904 | 1,935 | 0 | 0 |
| COIF deposit account | | 12,608 | 73,405 | 0 | 86,013 | 85,371 |
| Totals: | | 64,292 | 57,562 | 2,497 | 124,352 | 152,533 |
| Liabilities | | | | | | |
| Creditor (St John's Lych Gate Diocese Loan) | | 0 | 0 | 0 | 0 | -5,000 |
| Grand Totals: | | 64,292 | 57,562 | 2,497 | 124,352 | 147,533 |

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

Rev. Peter Godden
 (Vicar)

(Lay member of the PCC)

Dated: 13th February 2020

The notes on the following pages form part of these accounts

D. NOTES TO THE FINANCIAL STATEMENTS

1. Basis of Financial Statements

The financial statements have been prepared on a receipts and payments basis under with the Church Accounting Regulations 2006 in accordance with applicable accounting standards and the current Statement of Recommended Practice Accounting and Reporting by Charities (SORP 2005). The financial statements have been prepared under the historical cost convention. The financial statements include all transactions, assets and liabilities for which the PCC is responsible in law. They do not include the accounts of church groups that owe their main affiliation to another body or those that are informal gatherings of church members.

2. Funds

Restricted Funds comprise revenue donations or grants for a specific PCC activity intended by the donor.

Designated Funds are general funds set aside by the PCC for use in the future. Project Funds are designated for particular projects for administration purposes only. Designated Funds remain unrestricted and the PCC will move any surplus to other general funds.

Unrestricted or General Funds are funds to be spent on the PCC's general purposes.

During 2019, three Designated Funds were operated - for Improvements to St Luke's Church and Hall, for Improvements to St John's Church and Hall and for Legacies.

During 2019, three Restricted Funds were operated – for St John's Church Renovations for repairs to St John's lych gate; for Collections and Gifts with Restricted Purposes and for St Luke's Night Shelter. In addition, assigned fees for the Diocese and all fees received from third parties for, and then paid to, organists, choristers, vergers and diggers for attendance at weddings, funerals and interments of ashes were accounted as Agency.

| | Balance at 1 Jan 2019 | Receipts | Payments | Balance at 31 Dec 2019 |
|---|--------------------------|----------------|-----------------|---------------------------|
| | £ | £ | £ | £ |
| GENERAL FUND | 62,846 | 114,110 | -112,663 | 64,292 |
| DESIGNATED FUNDS | | | | |
| St Luke's Church & Hall Building Improvement Fund | 52,057 | 3,232 | -5,099 | 50,190 |
| St John's Church & Hall Building Improvement Fund (new) | 0 | 55 | 0 | 55 |
| Legacies Fund | 7,318 | 0 | 0 | 7,318 |
| TOTAL DESIGNATED FUNDS: | 59,375 | 3,287 | -5,099 | 57,562 |
| RESTRICTED FUNDS | | | | |
| St John's Church Renovations Fund | 22,428 | 18,423 | -39,992 | 859 |
| Collections and Gifts with Restricted Purpose | 441 | 2,815 | -3,093 | 163 |
| Night Shelter | 2,443 | 812 | -1,779 | 1,475 |
| TOTAL RESTRICTED FUNDS: | 25,312 | 22,049 | -44,864 | 2,497 |
| TOTAL OF FUNDS: | 147,533 | 139,445 | -162,626 | 124,352 |

THE PAROCHIAL CHURCH COUNCIL OF THE PARISH OF SAINT JOHN AND SAINT LUKE CLAY HILL

ANNUAL REPORT AND FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 DECEMBER 2019

3. Staff Costs and Payments to PCC members

PCC members are considered the key management personnel of the church. Some members of the choir and one of the organists were also members of the PCC. They withdrew from all discussions by the PCC about the services they provided and did not participate in any vote by the PCC related to those matters.

No remuneration was paid directly to key management personnel other than detailed below, although the church contributes to the diocesan fund and the Vicar, who has overall responsibility for promoting the whole mission of the church, is remunerated directly by the Diocese.

The financial interests of the Vicar and other PCC members were limited to reimbursement for minor operational expenditure including materials for minor repairs or improvements, postage, stationery, communion wine and candles. Reimbursements were made after receipt of signed claim forms detailing the expenses with original receipts. All identifiable expenditure including stationery, postage and phone calls were coded to the appropriate heading, The Vicars Expenses of Office category was only used for travel, motor car expenses and small discretionary items that did not fall under any other heading.

All fees received from third parties for and then paid to organists, choristers, vergers and diggers for attendance at weddings, funerals and interments of ashes have been accounted as Agency and therefore are not included in the parish accounts as the PCC merely acts as a conduit of the fees. None of these people received £5,000 per annum or more. The organists at St Luke's church and St John's church and the cleaner at St Luke's Hall provided services to the PCC as self-employed contractors and invoiced the PCC monthly in arrears for the services provided.

Income from donations includes £22,610 received from PCC members.

4. Receipts

All receipts are recognised when they are received. VAT reclaimed under the Listed Places of Worship Scheme is offset against the corresponding payment. All other receipts are accounted for gross. Assigned fees received for the Diocese and fees received for and then paid to organists, choristers, vergers and diggers for attendance at weddings, funerals and interments of ashes are accounted as Agency.

5. Parish Halls

The parish operates two halls - St Luke's Hall, located in Morley Hill, Enfield, Middlesex, EN2 0BL and St John's Jean Price Hall, in Strayfield Road, Enfield, Middlesex, EN2 9JF. Both buildings are held by the London Diocesan Fund as Diocesan Authority (formerly known as Custodian Trustee) with the PCC having the role of Managing Trustee, taking day to day responsibility for the properties.

The sums insured for these buildings for buildings and contents by the Ecclesiastical Insurance Office (EIO) in the respective insurance policy schedules dated 25 December 2019 are shown in the following table:

| | |
|-----------------------------|-------------|
| St Luke's Church | £14,040,000 |
| St Luke's Parish Hall | £2,800,000 |
| St John's Church | £5,600,000 |
| St John's (Jean Price) Hall | £2,800,000 |

6. Rounding

Any minor summation errors in the tables in this report are due to all numbers having been rounded to the nearest pound with zero decimal places.

THE PAROCHIAL CHURCH COUNCIL OF THE PARISH OF SAINT JOHN AND SAINT LUKE CLAY HILL

ANNUAL REPORT AND FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 DECEMBER 2019

FURTHER ANALYSIS OF RECEIPTS

| | Unrestricted Funds | | Restricted Funds | TOTAL 2019 | TOTAL 2018 |
|--|--------------------|------------------|------------------|----------------|----------------|
| | General Funds | Designated Funds | | | |
| | £ | £ | £ | £ | £ |
| a) Planned Giving: | | | | | |
| Stewardship Scheme | 30,237 | | | 30,237 | 31,699 |
| b) Collections at services: | | | | | |
| Collection Plate Cash | 5,369 | | | 5,369 | 5,393 |
| Collection Plate Gift Aid Envelopes | 3,124 | | | 3,124 | 3,502 |
| Wedding Collections | 103 | | | 103 | 316 |
| Funeral Collections | 159 | | | 159 | 119 |
| Baptism Collections | 1,058 | | | 1,058 | 493 |
| | 9,813 | | | 9,813 | 9,822 |
| c) All other giving/voluntary: | | | | | |
| Donations to General Fund | 2,059 | | | 2,059 | 962 |
| Donations and Appeals St Johns | | 55 | 12,331 | 12,386 | 14,884 |
| Donations and Appeals St Lukes | | 3,177 | | 3,177 | 8,717 |
| Donations & Appeals Night Shelter | | | 764 | 764 | 1,954 |
| Restricted Purpose Collections and Donations | | | 2,798 | 2,798 | 1,835 |
| Wedding Donations to PCC | 285 | | | 285 | 430 |
| Funeral Donations to PCC | 504 | | | 504 | 245 |
| Baptism Donations to PCC | 367 | | | 367 | 615 |
| Interment of Ashes Donations to PCC | | | | | 37 |
| Legacies | | | | | |
| Grants | | | 5,500 | 5,500 | 12,500 |
| | 3,215 | 3,232 | 21,393 | 27,839 | 42,181 |
| d) Gift Aid recovered: | | | | | |
| Stewardship Scheme Income Tax Refund | 5,502 | | | 5,502 | 6,360 |
| Donations to General Fund Tax Refund | 137 | | | 137 | 26 |
| Gift Aid Envelopes Tax Refund | 795 | | | 795 | 907 |
| Collection Plate Cash Tax Refund GASDS | 805 | | | 805 | 1,699 |
| Donations and Appeals Tax Refund St Johns | | | 592 | 592 | 2,654 |
| Donations and Appeals Tax Refund St Lukes | | 55 | | 55 | 1,878 |
| Restricted Purpose Collections Tax Refund | | | 17 | 17 | 45 |
| Donations & Appeals Tax Refund Night Shelter | | | 48 | 48 | 38 |
| | 7,238 | 55 | 656 | 7,949 | 13,608 |
| e) Activities for generating funds: | | | | | |
| Fetes Bazaars and other fund raising | 10,635 | | | 10,635 | 6,402 |
| f) Investment income: | | | | | |
| Interest received | 642 | | | 642 | 433 |
| Church Hall Flat Rent | 3,200 | | | 3,200 | 9,360 |
| | 3,842 | | | 3,842 | 9,793 |
| g) Church activities: | | | | | |
| Baptisms Fees | 142 | | | 142 | 43 |
| Weddings PCC Fees | 346 | | | 346 | 1,911 |
| Funerals PCC Fees | 1,039 | | | 1,039 | 782 |
| Interments of Ashes PCC Fees | 526 | | | 526 | 869 |
| Church Hall Lettings | 41,328 | | | 41,328 | 39,794 |
| Church Lettings | 5,300 | | | 5,300 | 5,561 |
| | 48,681 | | | 48,681 | 48,960 |
| h) Other incoming resources: | | | | | |
| Insurance Claims | | | | | 344 |
| Miscellaneous Receipts | 448 | | | 448 | 519 |
| | 448 | | | 448 | 863 |
| TOTAL RECEIPTS: | 114,110 | 3,287 | 22,049 | 139,445 | 163,328 |

THE PAROCHIAL CHURCH COUNCIL OF THE PARISH OF SAINT JOHN AND SAINT LUKE CLAY HILL

ANNUAL REPORT AND FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 DECEMBER 2019

FURTHER ANALYSIS OF PAYMENTS

| | Unrestricted Funds | | Restricted Funds | Total 2019 | Total 2018 |
|---|--------------------|------------------|------------------|----------------|----------------|
| | General Funds | Designated Funds | | | |
| | £ | £ | £ | £ | £ |
| a) Common Fund: | | | | | |
| London Diocesan Fund | 54,400 | | | 54,400 | 53,200 |
| b) Clergy and staffing costs: | | | | | |
| Organists, Choirmasters, Musical Sunday School | 1,695 | | | 1,695 | 2,985 |
| Choir | | | | | |
| Clerk, Vergers and Diggers | | | | | |
| Vicars Expenses | 22 | | | 22 | 315 |
| Visiting Clergy Fees and Expenses | 234 | | | 234 | 175 |
| Maintenance of Vicarage | 396 | | | 396 | 396 |
| Vicarage telephone & parish phone calls | 670 | | | 670 | 632 |
| | 3,017 | | | 3,017 | 4,503 |
| c) Church running expenses: | | | | | |
| Parish training and education | | | | | 166 |
| Church Insurances | 8,739 | | | 8,739 | 8,557 |
| Organ and Piano Tuning and repairs | 930 | | | 930 | 732 |
| Church Maintenance & Minor Repairs | 9,128 | | | 9,128 | 6,997 |
| Altar and Service Supplies | 701 | | | 701 | 567 |
| Childrens Church Activities | 60 | | | 60 | |
| Church Equipment and Maintenance | 258 | | | 258 | 1,627 |
| Churchyards and Gardens | 712 | | | 712 | 4,425 |
| Printing, Postage, Stationery, Books, Software | 1,423 | | | 1,423 | 1,942 |
| Licences and Service Charges | 963 | | | 963 | 1,046 |
| Memorial Gardens and Book of Remembrance | | | | | |
| Church Lighting and Heating | 5,836 | | | 5,836 | 5,507 |
| Church Water Rates | 551 | | | 551 | 557 |
| | 29,300 | | | 29,300 | 32,123 |
| d) Hall running costs: | | | | | |
| Church Hall Lighting and Heating | 4,747 | | | 4,747 | 4,206 |
| Church Hall Insurance | 2,283 | | | 2,283 | 2,235 |
| Church Hall Other Running Costs | 3,509 | | | 3,509 | 4,503 |
| Church Hall Repairs and Maintenance | 12,650 | | | 12,650 | 5,911 |
| | 23,188 | | | 23,188 | 16,855 |
| e) Church major repairs & improvements: | | | | | |
| St John's Church Renovation & Improvements | | | 39,649 | 39,649 | 6,041 |
| St Luke's Church Renovation & Improvements | | 1,121 | | 1,121 | |
| Church Major Repairs | | | | | -4,305 |
| | | 1,121 | 39,649 | 40,769 | 1,736 |
| f) Hall major repairs & improvements: | | | | | |
| Church Hall Renovation & Improvements | | 3,972 | | 3,972 | 1,452 |
| g) Mission giving and donations: | | | | | |
| Donations Made | | | | | |
| Donations made from collections and gifts with restricted purpose | | | 3,093 | 3,093 | 2,035 |
| Night Shelter | | | 1,779 | 1,779 | 2,359 |
| Deanery Synod | 20 | | | 20 | 20 |
| | 20 | | 4,873 | 4,893 | 4,414 |
| h) Cost of generating funds: | | | | | |
| Fundraising Costs including 100 Club Prizes | 2,161 | | | 2,161 | 1,237 |
| Fundraising Costs St John's renovations | | | 343 | 343 | 465 |
| Fundraising Costs St Luke's renovations | | 6 | | 6 | 511 |
| | 2,161 | 6 | 343 | 2,510 | 2,213 |
| i) Other resources expended: | | | | | |
| Miscellaneous Expenditure | 578 | | | 578 | 968 |
| TOTAL PAYMENTS: | 112,663 | 5,099 | 44,864 | 162,626 | 117,464 |

E. PCC ANNUAL REPORT FOR 2019

1. AIMS AND PURPOSES OF THE PAROCHIAL CHURCH COUNCIL (PCC)

The primary object of the PCC is the promotion of the Gospel of our Lord Jesus Christ according to the doctrines and practices of the Church of England. The PCC has the responsibility of co-operating with the minister in promoting in the Parish the whole mission of the Church, pastoral, evangelistic, social and ecumenical (PCC Powers Measure 1956). The PCC is also responsible for the maintenance of its two churches, St. John's and St. Luke's, and two halls.

2. OBJECTIVES AND ACTIVITIES

The PCC is committed to enabling as many people as possible to worship in our churches and to become part of our Parish community at Clay Hill.

The Parish has developed a Mission Action Plan which provides a framework for current and planned activities to achieve this objective, which focuses on Worship and Prayer, Teaching and Nurture, Care and Service and Mission and Outreach:

- In **Worship and Prayer**, we aim that those who come to the Eucharist in one of our churches will feel that they have been drawn into closer contact with God, that their spiritual journey has been accompanied by a supportive church community, and that they have been equipped for the week ahead.
- In **Teaching and Nurture**, we aim to provide members of our congregations and of the wider parish with opportunities to grow in their ability to understand, reflect on and articulate the Christian faith through the provision of teaching at a level that is appropriate.
- In **Care and Service**, we aim to offer pastoral care in particular to people living within the Parish, to enter into creative partnerships with the community and other groups, and to encourage and support individual members of the congregation in the roles of active service that they undertake.
- In **Mission and Outreach**, we aim to find creative ways to bring the gospel of Jesus Christ to our Parish and to invite people into the life of the Church.

3. ACHIEVEMENTS AND PERFORMANCE

Our Parish has again successfully participated in the Haringey and Enfield Churches Winter Night Shelter Project under the umbrella of the organisation "All People All Places". This is a church-based 'rolling shelter' run by volunteers, providing food and shelter overnight during the winter months. Each night of the week up to 12 guests are hosted by a different church and St Luke's Church hosted the shelter on Friday nights, extending the period this year to fourteen weeks from the 4th January until 5th April. During 2019, the Parish's participation was reviewed, funds raised and training provided for involvement in 2020 (to start 3rd January 2020).

The Children's Service continues to develop and expand. Held on the third Sunday of the month at St John's Church, this is a fun, contemporary service aimed towards children up to the age of 11, with songs, a bible story, interactive talk, and prayer.

The Junior Church (Sunday School) meets on the second Sunday of each month during the morning services at 9am at St John's and 10.30am at St Luke's and also on the fourth Sunday of each month at 10.30am at St Luke's for special teaching and activities for children up to the age of 12.

The Parish is very proud of St John's Church of England Primary School whose aim is to provide an academically stimulating and caring environment where the needs and aspirations of each child are at the heart of everything they do. The values of the School are to develop confidence and respect, show determination, create friendship, and share in celebration. The School's vision is that "with God's help we will find our gifts, develop our strengths and share them with others".

THE PAROCHIAL CHURCH COUNCIL OF THE PARISH OF SAINT JOHN AND SAINT LUKE CLAY HILL

ANNUAL REPORT AND FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 DECEMBER 2019

The Parish successfully completed the Lych Gate restoration project, costing £56,000, raising money or sourcing grants to cover all costs, concluding with a Rededication Service with invited guests, appropriately on Remembrance Sunday, conducted by the Rt. Rev. Rob Wickham, Bishop of Edmonton. The Lych Gate was originally installed in 1930 in memory of members of the parish who served their country during the First World War.

3.1 Worship and Prayer

The monthly schedule of services outlined below was generally followed. Exceptions were published on the Newssheet in advance and on the Parish website.

St. John's Church:

| | | |
|---|--------|-----------------------------------|
| Sunday (except 1 st and 3 rd Sunday): | 9am | Sung Eucharist |
| Sunday (except 3 rd Sunday): | 6pm | Evening Service (Jean Price Hall) |
| Third Sunday: | 8am | Said Eucharist |
| Third Sunday: | 9.30am | Children's Service |

St. Luke's Church:

| | | |
|----------------------|---------|-------------------------------------|
| First Sunday: | 10.30am | All Age Eucharist and Church Parade |
| All other Sundays: | 10.30am | Parish Eucharist |
| Tuesdays to Fridays: | 8am | Morning Prayer |
| | 5.30pm | Evening Prayer |
| Wednesdays: | 9.15am | Said Eucharist |
| Thursdays | 6pm | Meditation |

Joint Service at United Reformed Church

| | |
|--------------|--------|
| Third Sunday | 6.30pm |
|--------------|--------|

The average weekly attendance for services at St. John's was 18 adults and 6 children for Sunday mornings and 7 for evenings and 27 adults and 12 children for the Children's services; at St. Luke's it was 50 adults and 8 children for Sunday mornings, 10 adults for Wednesday Eucharist, and 65 adults and 25 children for the All-Age Eucharist and Church Parade.

89 adults and 25 children under the age of 16 attended the Mothering Sunday Service at St Luke's; 104 adults and 25 children attended the Easter Service at St Luke's; 143 attended the Rededication of the Lych Gate Remembrance Service at St John's; 445 attended the Christingle service on Christmas Eve at St Luke's; 120 attended Midnight Mass at St Luke's, including 102 Communicants; and 70 adults and 16 children attended the Christmas Day Celebration at St John's.

Evening Prayer is held on Sundays in the Jean Price Hall at St John's. The service concludes with a short sermon which leads to a shared period of discussion and reflection. Meditation sessions are held in accordance with the World Community for Christian Meditation on each Thursday evening in the Lady Chapel of St. Luke's Church. Joint evening services are held on the third Sunday of each month at Lancaster Road United Reformed Church.

Services conducted during the year included the Baptism of eight children, one Wedding and two Wedding Blessing/Dedication services, eight Funerals combining church services before cremation, six Funeral services at the Crematorium attended by the Vicar, one Memorial Service, and four Interments of Ashes.

Special services included Epiphany, Ash Wednesday Sung Eucharist and Imposition of Ashes, Mothering Sunday, Stations of the Cross, Palm Sunday Blessing of Palms and procession between the two churches, Maundy Thursday Eucharist, Good Friday Passion and Tenebrae services, Easter Vigil and Eucharist services, Easter Day, Ascension Day, Pentecost, Birth of St John the Baptist, Trinity Sunday, Harvest Festival, St Luke the Evangelist's Patronal Festival, All Souls Eucharist, All Saints, Remembrance Sunday, Service to rededicate St John's Lych Gate, Advent Lights, Looking towards Christmas, Nine Lessons and Carols, "Blue Christmas", Christingle, Midnight Mass and Christmas Day celebration. The Extended Choir, with members of The Clay Hill Singers, sing at some special services.

THE PAROCHIAL CHURCH COUNCIL OF THE PARISH OF SAINT JOHN AND SAINT LUKE CLAY HILL

ANNUAL REPORT AND FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 DECEMBER 2019

St. John's Church of England Primary School held services in St. John's Church to mark important occasions in the church and school year. Lavender School and Bright Horizons Nursery held Christmas celebrations in St. Luke's and Headstart Nursery at St John's. The Mothers' Union held a service as part of the International Wave of Prayer.

The weekly Parish service and newsheet records the Fellowship of Concern, noting parishioners or their friends/relatives for whom the congregation may pray and support.

The Parish has a sponsorship agreement with the 12th Enfield St John's and St Luke's Scouts, Cubs and Beavers who meet in the Parish and parade and participate at St Luke's Church at the All-Age Eucharist service.

3.2 Mission, Worship and Social Activities

A number of mission, worship and social events were held during the year, including:

January

- Epiphany Service
- Town Churches service at Trinity Church, at the start of the Week of Prayer for Christian Unity
- Winter Night Shelter Friday/Saturday throughout January
- Renewal of the Church 100 Club membership (50% of funds are for the General Fund)
- Mothers' Union Annual Lunch
- Commencement of annual Stewardship review

February

- Soup Lunch with proceeds to the Winter Night Shelter
- Roast Lunch and Good Companionship at the Plough public house
- Winter Night Shelter Friday/Saturday throughout February
- Ash Wednesday Communion services with Imposition of Ashes at St John's and St Luke's
- The Mothers' Union hosts a presentation by Marilyn and Michael Janes on their visit to the Holy Land
- Joint evening service at Lancaster Road United Reformed Church
- Disabled Access Day at St Paul's Cathedral
- Mothers' Union Annual General Meeting
- New registration for the Electoral Roll and consent for Data Protection compliance

March

- Winter Night Shelter Friday/Saturday throughout March
- On Ash Wednesday the Vicar offered "ashing" to commuters outside Gordon Hill station
- Soup Lunch on Wednesdays throughout Lent with proceeds to Bridge of Hope
- Parish Quiz Night at St Luke's Church
- World Day of Prayer at Enfield's Parish Church
- New registration for the Electoral Roll and consent for Data Protection compliance
- Mothers' Union Lady Day Service
- Mothers' Union encourages and promotes ethical gifts for Mothering Sunday
- Mothering Sunday Family Eucharist and Parade with daffodil posies for mothers
- Roast Lunch and Good Companionship at The Plough public house
- Joint evening service at Lancaster Road United Reformed Church
- Eucharist for Prayer and Unity

April

- Winter Night Shelter – final night 5th/6th April
- Soup Lunch on Wednesdays throughout Lent with proceeds to Bridge of Hope
- Easter lilies in memory of family members and friends
- Palm Sunday Blessing of Palms and procession with a pony, from St John's, through Hilly Fields Park, to St Luke's for Sung Eucharist
- Stations of the Cross evening service at St Luke's
- Maundy Thursday Eucharist of the Lord's Supper and Watch

THE PAROCHIAL CHURCH COUNCIL OF THE PARISH OF SAINT JOHN AND SAINT LUKE CLAY HILL

ANNUAL REPORT AND FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 DECEMBER 2019

- Good Friday Commemoration of the Lord's Passion
- Good Friday Tenebrae service of music and readings
- Holy Saturday Easter Vigil
- Easter Sunday All-Age Celebration
- Coffee Morning at 42 Clay Hill in aid of the Lych Gate fund and Noah's Ark Children's Hospice
- Roast Lunch and Good Companionship at The Plough public house
- Joint evening service at Lancaster Road United Reformed Church
- Annual Parochial Church Meeting

May

- Summer Party (Fair) raising £1958
- Roast Lunch and Good Companionship at The Plough public house
- Christian Aid Week raising £1495.50
- The Mothers' Union hosts a talk by the Rev'd David Nash on "Psalms into Hymns, and the beginning of the Golden Age of Hymn Writing"
- Soup Lunch with proceeds to Christian Aid
- St John's School Ascension Day service
- Joint evening service at Lancaster Road United Reformed Church
- Ascension Day service at St Peter's Church, Grange Park
- Work begins on the foundations and rebuilding of the Lych Gate

June

- Police Community Support Officers Drop-In sessions at St Luke's twice per month
- Parish Quiz Night
- Pentecost Pledges of Blessing, committing to something each person aims to do to allow God to bless them more, and something they will do to bless the community
- Pentecost retiring collection to help rebuild churches, church schools and vicarages in Mozambique following devastation by cyclones, raising £199
- Mothers' Union Annual Festival Service at St Paul's Cathedral
- The St John's Churchwarden speaks to Crews Hill Residents' Association AGM concerning the church, its activities and the lych gate restoration appeal
- Roast Lunch and Good Companionship at The Plough public house
- St John's Flower Show weekend, sponsored by Atkinson's Residential, raising £1547.45 by selling plants, refreshments and programmes together with the sale boards and a raffle. Santander Bank match funded £1500
- St John's Patronal Festival Evensong, with extended choir, with guest speaker Rev'd Jack Noble, Assistant Priest at St Marylebone Parish Church
- Soup Lunch with proceeds to Bridge of Hope
- Joint evening service at Lancaster Road United Reformed Church

July

- Soup Lunch with proceeds to the Church Urban Fund
- Roast Lunch and Good Companionship at The Plough public house
- Summer Concert by the North London Singers at Enfield Baptist Church in aid of Shelter and the Bridge of Hope Children's Ministry
- Mothers' Union Wave of Prayer service
- Joint evening service at Lancaster Road United Reformed Church
- St John's School Summer Concert
- St John's School's "Mad Hatter" party
- St John's School end of year service and Leavers' celebration

August

- Summer Buffet at 42 Clay Hill raising £450 in aid of the Lych gate fund
- "Left Overs" lunch
- A talk by the Rev'd Peter Godden on "The Beatles – 10 tracks that changed music"
- Joint evening service at Lancaster Road United Reformed Church
- Parish Summer Garden Party hosted by the Rev'd Peter and Caroline Godden in the Vicarage garden

THE PAROCHIAL CHURCH COUNCIL OF THE PARISH OF SAINT JOHN AND SAINT LUKE CLAY HILL

ANNUAL REPORT AND FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 DECEMBER 2019

September

- Wedding Dress Exhibition in St Luke's Church
- House Group meetings
- Soup Lunch with proceeds to Bridge of Hope
- Roast Lunch and Good Companionship at The Plough public house
- Joint evening service at Lancaster Road United Reformed Church
- Jazz, Blues and Pop concert at St John's by Tim Boniface and Peter Godden raising £982
- Meditation with Birgit Duncan, North East London co-ordinator for The World Community of Christian Meditation

October

- Parish Quiz Night
- St Luke's Patronal Festival Service giving thanks for the witness of St Luke and for our community at Clay Hill
- St Luke's Patronal Festival Evensong with guest preacher the Rev'd Reid Humble, Priest-in-Charge of Holy Trinity Southchurch in Southend
- St Luke's Feast Day Said Eucharist
- Three Valleys Choir concert in St Luke's raising £246
- House Group meetings
- The Mothers' Union sponsors a talk by Frank Bayford on "Bulls Cross and Forty Hill – Then and Now"
- A talk by Bryan Hewitt, Senior Gardener at Myddelton House on "The Life and Work of Edward Bowles"
- Soup Lunch with proceeds to the Church Urban Fund
- St John's School Harvest Festival
- Harvest Festival with donations to the Enfield Food Bank
- Joint evening service at Lancaster Road United Reformed Church

November

- All Souls Eucharist service at St John's to remember those whom we love but see no longer
- All Saints Day Eucharist at St Luke's
- Roast Lunch and Good Companionship at the Plough public house
- St John's School Remembrance Service
- Remembrance Sunday services: All-Age Eucharist at St Luke's with parade and afternoon Service of Thanksgiving for and Rededication of the restored Lych Gate at St John's, conducted by the Rt. Rev. Rob Wickham, Bishop of Edmonton, with invited parish guests, with Last Post, Two Minutes Silence and Reveille, attended by 130 people
- House Group meetings
- "Samaritan's Purse" Christmas Shoe Box Appeal making it possible to share gifts, joy and God's love to children who have so little throughout the world
- Soup Lunch with proceeds to Bridge of Hope
- Joint evening service at Lancaster Road United Reformed Church

December

- Parish Christmas postcard, designed by a pupil of St John's Primary School, delivered to all homes in the parish with a message and service times
- Christmas Cracker Party at St Luke's Church to mark the start of Advent, raising just over £1000
- Advent Lights carol service at St John's Church
- Parish Christmas Card: As an alternative to giving individual cards, parishioners sign the card and donate towards the Church Urban Fund
- "Looking Towards Christmas" service
- St John's School Carol service
- St John's School donation to St John's Ceiling Fund
- Nine Lessons and Carols service at St John's Church
- Soup Lunch with proceeds supporting the work of the Mothers' Union
- Lavender School's Christmas Service
- Headstart Nursery Christmas service
- Bright Horizons Nursery Christmas celebration

THE PAROCHIAL CHURCH COUNCIL OF THE PARISH OF SAINT JOHN AND SAINT LUKE CLAY HILL

ANNUAL REPORT AND FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 DECEMBER 2019

- “Blue Christmas” service at St John’s - a reflective service for those who find Christmas difficult
- Christingle service at St Luke’s Church, with 445 children and adults
- Midnight Mass at St Luke’s Church
- Christmas Day Celebration and Family Eucharist at St John’s Church
- Joint evening service at Lancaster Road United Reformed Church

3.3 Deanery Synod

Members of the PCC, Mary Englefield and Andrew Reid, serve on the Enfield Deanery Synod which meets three times each year at different Churches in the Deanery. This provides the PCC with an important link between the Parish and the wider structures of the church. The Diocese of London is divided into Episcopal Areas which are subdivided into Deaneries. The Parish is in the Enfield Deanery within the Episcopal Area of Edmonton. The principles of the Deanery Synod are the same as the General Synod, having the full Synod, The House of Clergy and the House of Laity. The Area Dean is Chair of the Deanery Synod and there is also a representative on the Diocesan Synod. Enfield is also fortunate in having representatives on the General Synod. Deanery Synod members are elected every three years, the current term is 2017 - 2020.

The meetings include talks, followed by discussion and are usually open meetings to which parishioners are welcome to attend. In February 2019 the meeting was held at St John’s Church, Palmers Green on the topic of pastoral care in the Deanery with examples from the parishes of St Aldhelms, St Peter and Paul, St Andrew’s Southgate and All Saints Edmonton. A summer get-together was held at All Saints, Edmonton in July and a talk by Dr Paula Gooder, Canon Chancellor at St Paul’s Cathedral was given in October at St Andrew’s Southgate.

3.4 Pastoral Care

The Parish sponsors the 12th Scout Group of Beavers, Cubs and Scouts who meet in St. Luke’s Hall and Stratton Avenue Scout Hut and participate in parade services. The Group willingly volunteer for tasks including church gardening, preparing beds for the Winter Night Shelter, and running the barbecue at Parish fairs. They also play a major contribution to the Remembrance Day service.

The Community Café, Fields Coffee Shop, at St. Luke’s Church is open from Monday to Friday.

Members of the Parish participated in and supported the All People All Places Winter Night Shelter during January, February, March and the first week of April 2019 and have prepared for the 3rd January 2020 start.

The Parish has a thriving (mixed gender) Mothers’ Union, based primarily at St Luke’s, providing fellowship for its members, organising events and also working to support the mission of the Mothers’ Union around the world.

The Clay Hill Singers, sponsored and run by the Mothers’ Union during 2019, meet weekly at St. Luke’s in term time and all are welcome to participate in singing songs together from a variety of different eras. “Knit and Natter”, originally organised by the Mothers’ Union and now an informal visitors’ group, meets fortnightly at Woodbury Manor Residential Home. Chase Stitchers meet on the first Monday of each month in St Luke’s Refectory.

St John’s Church is open to all visitors on Wednesdays (9am - 3.30pm) and Fridays (9.30am – 1.30pm).

There are collections for the Enfield Food Bank in both churches and the Café, and members of the Parish have an involvement with homeless suppers at Lancaster Road United Reformed Church.

3.5 Safeguarding

The PCC has complied with the duty under section 5 of the Safeguarding and Clergy Discipline Measure 2016 in relation to having due regard to the House of Bishops’ guidance on safeguarding children and vulnerable adults. The Parish’s Policy Statement is displayed in both churches and is available from the Safeguarding Officer.

THE PAROCHIAL CHURCH COUNCIL OF THE PARISH OF SAINT JOHN AND SAINT LUKE CLAY HILL

ANNUAL REPORT AND FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 DECEMBER 2019

3.6 Mission and Evangelism

There is a monthly Soup Lunch in the Jean Price Hall at St John's, with donations given to a charity supported by the Parish. This takes place weekly during Lent.

Throughout the year, a number of special collections were made at services which, together with Soup Lunches, enabled the Parish to send donations to missionary activities. These included the Bishop of Edmonton's Discretionary Fund, Bridge of Hope Children's Ministry, The Children's Society, Christian Aid, Church Urban Fund, the Mothers' Union, Mozambique Diocese ALMA, Noah's Ark Children's Hospice, Toilet Twinning (Tear Fund), and the Winter Night Shelter.

The Parish supports the work of Bridge of Hope Children's Ministry, a Christian charity, which supports orphans and abandoned children in Rukungiri, West Uganda. The charity aims to release children from poverty and prevent them having to live on the streets.

Until the end of May, the Parish also supported the work of Compassion UK and sponsored Immaculate, who lives in Uganda, throughout her childhood and college years, with regular contact with her through letters and photographs. Immaculate graduated in early 2019 at which time she left the Compassion Scheme. Accordingly, the Parish decided not to take on another sponsorship with Compassion, but instead to double support for the Bridge of Hope Children's Ministry. A number of individual members of the congregation also support Compassion UK by sponsoring a child.

Money was raised to build toilets in Africa which were twinned with toilets in St John's and St Luke's. The money was raised in February and they were "commissioned" on Mothering Sunday.

3.7 Ecumenical Relationships

On the third Sunday of each month, the congregation unites with the Lancaster Road United Reformed Church for evening service.

4. PRINCIPAL MATTERS CONSIDERED AT PCC MEETINGS DURING 2018

General

- Parish calendar
- Churchwarden's reports on the fabric, goods and ornaments of the churches
- Annual report
- Financial Review and audit of accounts
- Appointment of Independent Examiner of the accounts
- Renewal of Electoral Roll (to be next renewed in 2025)
- Annual Parochial Church Meeting
- Appointment of Churchwardens
- Appointment of Standing Committee
- Appointment of Parish Safeguarding Officer and Children's Champions
- Co-options to the PCC
- Relicensing of Lay Reader
- Appointments of PCC and parish representatives on the Board of St John's School Governors
- Formation of Social Events and Fundraising Committee
- Consideration of recruiting and training "Junior" wardens, treasurer, etc
- Services, including new Liturgy Order of Service booklets for Advent, and Lych Gate rededication service
- Parish finances, including applications for grants and loans towards major projects and repayment of loans
- Charity Commission annual return
- Stewardship pledges and renewals programme
- Consideration of "Parish Giving" as an alternative to stewardship
- Table of fees revision
- Rents and rates review, including rates for the use of church buildings evaluated in accordance with current commercial rates, ie, a Licence Under Faculty and lease drawn up by the Diocese
- Consideration of Common Fund offer to the Diocese

THE PAROCHIAL CHURCH COUNCIL OF THE PARISH OF SAINT JOHN AND SAINT LUKE CLAY HILL

ANNUAL REPORT AND FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 DECEMBER 2019

- Implementation of transfer of bank account and new Signatory rules, following notice from current bank that the parish turnover exceeded eligibility threshold of their community account tariff and would in future incur charges
- Events, fundraising organisation, fund recipients
- Re-adoption of the Children and Vulnerable Adults' Safeguarding Report and policy, self-audit submitted to Diocese, notices displayed and formulation of serious incidents reporting policy
- Review of Risk Management Policy and Procedures to ensure they adequately address risks to the parish arising from its activities and/or where it operates, and Risk Register formulated
- Risk assessments for functions, and monthly check by wardens
- Health and Safety Review by Precision Safety Services, and actions required
- Health and Safety Policy statement reviewed and adopted, and displayed in buildings
- Electrical safety checks and remedial work
- Quinquennial Report renovation and repair actions for both churches and halls, including gutters and roof repairs and improvements to the St Luke's Hall flat.
- Maintenance and use of buildings
- Applications for the hire of buildings
- Funding of Compassion UK sponsorship and Bridge of Hope Children's Ministry
- Winter Night Shelter participation
- Deanery Synod term limits consultation
- The future of the parish, including its use of buildings with regard for its users
- Noticeboards renewal, previously expertly painted by Ian McCoig who died in 2018
- Christmas card design, production and distribution
- Organist and Choir-leader recruitment: Our young organist is now attending University; our interim (since 2011) Choirmaster has retired
- Responsibility for The Clay Hill Singers as a parish project for 2020, taking over from the Mothers' Union, and being responsible for health and safety, risk assessments, safeguarding, revision to finance and consent forms
- Setting up a system to transport senior members of the congregation to and from services and events
- Consideration of the proposal to pay the Local Council garden refuse collection subscription for the Vicarage

St John's Church and Jean Price Hall

- Lych gate refurbishment project: Fundraising and grant applications, engineer's and architect's reports and estimation of costs, tendering processes and approval of specialist contractors, rebuilding, including guttering, wood-staining, paving and drainage
- Drone surveys
- Buildings maintenance and repair, including water leakage in the hall, gas heater replacements
- Minor fall of plaster from chancel ceiling causing temporary closure of that area of the church and repair by specialist contractors (ie, with a special licence to work at the height required)
- Emergency lighting testing
- Hall rental
- Grounds maintenance
- Toilet twinning (Tear Fund)
- Faculty applied for and received for collage created on the 2018 Arts and Crafts Day

St Luke's Church and Hall

- Buildings maintenance and repair in accordance with safety, architect and Diocese reports
- Drone surveys
- Gutter clearance and roof inspection
- Repair to skylights
- Hall rental
- Vestry rental
- Hall gas heaters inspection
- Electronics tested and fire risk assessment
- Emergency lighting testing
- Refuse collections
- Fire retardant curtains for North and Northwest doors

THE PAROCHIAL CHURCH COUNCIL OF THE PARISH OF SAINT JOHN AND SAINT LUKE CLAY HILL

ANNUAL REPORT AND FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 DECEMBER 2019

- Grounds maintenance
- Toilet twinning (Tear Fund)
- Future of the hall with regard to immediate safety and security issues to flat tenants reported by Precision Safety
- Purchase of fire doors and frames for St Luke's flat
- Flat clearance, decommissioning and security, water metering, Council Tax, including garage, basement and garden
- Future of garage adjoining St Luke's hall
- Future management of the hall
- Clearance of church basement

Mission Action Plan and Capital Vision 2020

- Children's Service and Junior Church
- House groups
- Winter Night Shelter, including new showers, acknowledgment of local companies donating food and services, facebook promotion, fundraising, training and participation in the scheme
- Involvement of the parish in supporting the new Enfield centre for Christians Against Poverty (debt service and debt relief) by pledging money towards the costs of running the debt centre
- Increased financial support to Bridge of Hope Children's Ministry following closure of support for sponsored child (through Compassion UK) as she has completed her college education
- Consideration of future links with the new schools on the Chase Farm site
- Primary School set the challenge to design the Parish Christmas Card

5. FINANCIAL REVIEW FOR 2018

Total income in 2019 was £139,445 and expenditure £162,626, with a deficit of £23,181. Unrestricted general operating income and expenditure (ie excluding special fund raising for renovations, improvements and repairs to churches and halls) were respectively £114,110 (4.0% less than in 2018) and £112,663 (7.7% more than in 2018) with a small surplus of £1,447 compared to a surplus of £14,221 in 2018.

Operating income fell by approximately £5,000 mainly due to closure of St Luke's Hall flat which resulted in £6,000 less rent. Stewardship income also fell by about £2,000, collections by about £1,500 and receipts from occasional services by about £1,500, although this was partially offset by a £3,000 net increase in fundraising. At the same time, operating expenditure increased by approximately £8,000, mainly due an increase of about £6,500 for repairs at St Luke's Hall and flat. Church maintenance costs also increased by about £2,000 for gas heater replacement and repairs at St John's and the Common Fund contribution increased by just over £1,000, although there was a reduction in garden costs of around £3,500.

At the end of 2019, PCC bank accounts contained £124,352, down from £147,388 at the start of the year. This included £88,013 invested in the CCLA CBF Church of England Deposit Fund. During 2019, the Barclays Bank current account was closed and replaced by a new current account with Metro Bank. The assets were distributed across St Luke's Church and Hall Improvements Fund (designated) £50,190, St John's Renovation Fund (restricted) £859, a new St John's Church and Hall Improvement Fund (designated) £55, Legacies Fund (designated) £7,318, Night Shelter Fund (restricted) £1,475, Special Collections Fund (restricted - for Bridge of Hope) £163 and the General Fund £64,292, which was 2.3% more than at the end of 2018.

Income from building letting rents remained the largest source of operating income at 44%, 2% less than in 2018 but will further reduce in 2020 with loss of all flat and most church rents. The Stewardship Scheme was the second largest source of income at 31%, slightly less than the 32% in 2018 due to loss of a number of members, although several new members joined the scheme early in the year. Income from occasional services remains unpredictable and now comes mainly from funerals with no weddings booked for 2020.

Ministry costs made up just under half of operating expenditure in 2019, the main item being the £54,400 contributed to the Diocese Common Fund (2.3% up on 2018). In response to a special request by the Archdeacon, the parish has committed to increase its contribution by 2.9% to just under

THE PAROCHIAL CHURCH COUNCIL OF THE PARISH OF SAINT JOHN AND SAINT LUKE CLAY HILL

ANNUAL REPORT AND FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 DECEMBER 2019

£56,000. The long running St John's Lych Gate project has been completed and fully funded. However, forecasting parish finances for 2020 and beyond will remain difficult until the future of St Luke's Hall has been clarified.

Just under a quarter of operating expenditure (£26,154) was needed to maintain both churches and gardens, including £3,509 for hire of a boom for close inspection of St John's chancel ceiling by the architect and his subsequent report. A failed gas heater at St John's was also replaced.

The cost of running the halls (£25,188) was over £6,300 more than in 2018 mainly due to roof repairs at St Luke's Hall (£8,940). A further £3,972 was spent on addressing safety issues in St Luke's Hall Flat including new fire doors - received but not installed - (£2,941) a smoke detector in the cellar (£541) and blockage of access to roof space (£490).

£2,815 (49.7% up on 2018) was raised from special collections and Hunger Lunches to support mission activities. A total of £3,093 (52% up on 2018) was disbursed to the Children's Society (£721), Bridge of Hope Children's Ministry (£525), Compassion (£415), Christian Aid (£384), Toilet Twinning (£357), Mozambique Diocese ALMA (£199), the Church Urban Fund (£133), Noah's Ark Children's Hospice (£80) and the Mothers Union (£40), plus the Bishop of Edmonton's Discretionary Fund (Lych Gate dedication service - £240). After Immaculate graduated, our account with Compassion was closed and all remaining funds donated were sent to Compassion. At the same time, parish monthly donations to Bridge of Hope were doubled to £50. In addition, £563 was raised for the North Enfield Night Shelter from donations, Income Tax refunds and a Hunger Lunch. Shelter operating costs totalled £1,530 including heating and lighting (£896) and laundry and food (£634). In addition, a grant of £249 was received from the Old Enfield Trust to purchase a chest freezer.

5.1 Major Projects and Repairs

St John's Lych Gate Project: £18,079 was raised from donations including Gift Aid recovered (£4,065), fund-raising activities net of expenses (4,959) and the second grant of £5,500 from the Diocese of London. At the end of the project, the outstanding balance of £3,554 was cleared from a further donation of £5,000, whose donor gave permission for the surplus to be transferred to the General Fund for St John's ceiling repairs. Expenditure totalled £39,649 comprising Bakers of Danbury (£33,481) Architects fees (£4,924) and miscellaneous costs paid by the parish (£1,244). The end of year balance of the fund was £859 and will be used to settle the six-month 5% retention account from Bakers of Danbury expected in April 2020. The £5,000 loan received from the Diocese in 2018 and a second £5,500 loan received in 2019 were both fully repaid.

St Luke's Church Curtains: £1,176 was raised from donations for new fireproof curtains for the doors which cost £1,121.

5.2 Reserves Policy

It is the policy of this Parish to try to maintain a balance of unrestricted funds which equates to at least three months of routine unrestricted payments. This is equivalent to £25,000 and is held to smooth out fluctuations in cash flow and to meet emergencies.

Due to concerns about the Parish's reliance on income from lettings of the church halls, it is the policy of this Parish to try to maintain a balance of unrestricted funds to cover unforeseen emergencies which equates to at least three months of hall income. This is equivalent to £10,000.

St Luke's Church half share of the proceeds of the sale of the Hawthorn Grove Hall in 2008 was set aside in a designated fund for improvements to St Luke's Church and Hall. That fund has since been used for improvements and major repairs St Luke's Church and Hall including refurbishment of St Luke's Church refectory, emergency repairs to St Luke's Church ceiling and refurbishment of St Luke's Hall kitchen.

THE PAROCHIAL CHURCH COUNCIL OF THE PARISH OF SAINT JOHN AND SAINT LUKE CLAY HILL

ANNUAL REPORT AND FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 DECEMBER 2019

Both churches had Quinquennial inspections during 2015, the required remedial work for which includes high level repairs to St Luke's church. The next Quinquennial inspections will take place in January 2020. The annual gutter cleaning in 2019 also identified a number of areas for urgent repair on the roof. Although the highest priority items at St Luke's Church have been completed it is the policy of this Parish to set aside £25,000 for this ongoing work, the sum to be reviewed when the 2020 Quinquennial inspection report has been received and estimates for remedial work obtained.

A significant proportion (44%) of Parish income comes from lettings of the halls, most of which come from St Luke's Hall. However, the decorative state of the building is in urgent need of attention and the annual gutter cleaning in 2019 identified a number of areas for urgent repair on the roof, some of which were addressed in 2019. Accordingly, it is the policy of this Parish to set aside £20,000 for this work, the sum to be reviewed when estimates have been received.

It is our policy to invest as much of the Parish's funds with the CCLA CBF Church of England Deposit Fund where 69% of total funds were invested at the end of 2019.

5.3 Stewardship Scheme

This was the Stewardship Scheme's first year on the re-aligned basis of January to December, matching the parish financial year. We were able to report a total income of £38,059, which includes members continuing to pay through CAF and reclaimable tax, being 3.2% up on last year. Although we forecast an encouraging start to the year, sadly we lost a very long-standing member who has left us the legacy of one of his beloved railway stations and associated rolling stock which will be used at parish events to help continue raising funds. We had some further losses through members moving and ill health resulting in a reduced income of £3,914 for the year including tax refunds. Scheme receipts in 2019 are now estimated to be some 13% less than receipts in 2018.

The Stewardship Review was deferred to January 2019. At its next meeting, the PCC will be asked to consider two items: (1) the Parish Giving Scheme (PGS) run by the Church of England, which provides an efficient method of collecting and paying both the monthly donation amounts and any recoverable tax from HMRC directly into a parish bank account on a timely basis. Although it is perceived it would need to run alongside the current scheme, PGS would also provide some time saving and cash flow benefits. (2) To promote 'Legacy Giving' by displaying a PCC Legacy Policy, together with recommended literature to encourage people to provide for the parish in their will.

6. VOLUNTEERS

We would like to thank all the volunteers who work so hard to make our Parish the lively community that it is. In particular we want to mention our churchwardens and assistant churchwarden – Marion Berry (also Stewardship Recorder) and Gill Medcalf at St John's, Elaine Plumb and Ian Buswell at St Luke's, and the Parish Administrator, Mary Englefield, and also David Young (verger at St John's) and Joan Young, Jakob Metson (organist) and John Wright (organist and Treasurer), Cheryl Graham (Church Safeguarding Officer and Children's Champion) and Paul Bates (Children's Champion). We also thank Caroline Godden for her enthusiasm and support of the Vicar, David Nash and his wife Bridget, our Lay Reader, Andrew Reid, and visiting clergy, together with all the other members of the PCC and congregation for their valuable contributions to our ministry and for keeping our churches and halls running.

7. PLANS FOR 2020

- The use and development of our buildings
- To recruit a new organist and choirmaster
- To recruit and train a new treasurer
- Participation in the Winter Night Shelter scheme with review and planning for the following year
- The review and promotion of planned giving schemes including a legacy policy
- To further develop the House Groups for Christian discussion and socializing
- To take on the responsibility for the Clay Hill Singers
- To further develop the system for transporting senior members of the congregation to services and church events
- To train assistants and deputies in various roles within the church organization

THE PAROCHIAL CHURCH COUNCIL OF THE PARISH OF SAINT JOHN AND SAINT LUKE CLAY HILL

ANNUAL REPORT AND FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 DECEMBER 2019

8. STRUCTURE, GOVERNANCE AND MANAGEMENT

The PCC is a corporate body established by the Church of England. The PCC operates under the Parochial Church Council Measures. The PCC is a registered charity.

The appointment of PCC members is governed by and set out in the Church Representation Rules. The membership of the PCC consists of the Incumbent (our vicar), two churchwardens for each church, up to three representatives to the Deanery Synod, Lay reader/s, and our Authorised Pastoral Assistant, all of whom are automatically *ex officio* members, and up to nine (where the Electoral Roll stands at 100 or less) or 12 (where the Electoral Roll stands at 101 or more) members elected each year at the Annual Parochial Church Meeting (APCM) by the members of the congregation who are on the electoral roll of the Parish. Up to three additional members may be co-opted during the year. All those who attend our services / members of the congregation are encouraged to register on the Electoral Roll and stand for election to the PCC.

The Church Electoral Roll was renewed in April 2019 and has a membership of 107 parishioners. Ten persons were elected as members of the PCC at the APCM on 30th April 2019 and two additional persons were co-opted during the year.

At the Annual Meeting on 6th April 2008, it was agreed that the Churchwardens' Measure that "*a person may not serve longer than six years as a churchwarden*" shall not apply to the Parish, and that the normal term of office of elected members of the PCC shall remain one year. This decision was reviewed in 2017 and retained and will be reviewed again by 2023.

PCC members are responsible for making decisions on all matters of general concern and importance to the Parish including deciding on how the funds of the PCC are to be spent.

During 2019, the PCC met formally on seven occasions with an average attendance of 80%.

The PCC has one sub-committee responsible for the management of the Parish buildings, including Health and Safety matters, setting hire charge rates and establishing terms and conditions for hires. There is also a less formal group responsible for the management of the Winter Night Shelter, and a Social Events and Fund Raising Committee.

9. ADMINISTRATIVE INFORMATION

The Parish of St. John and St. Luke is situated in Clay Hill, Enfield, Middlesex and is part of the Diocese of London within the Church of England. The correspondence address is 92 Browning Road, Enfield, Middlesex EN2 0HG, telephone number 020 8363 6055. The registered charity number of the Parish is 1151418.

The Parish contains two churches, situated on either side of Hilly Fields Park. St. John's Church is located in Strayfield Road, at the junction with Theobald's Park Road, Enfield, Middlesex EN2 9JF. St. Luke's Church is located in Phipps Hatch Lane, at the junction of Browning Road, Enfield, Middlesex EN2 0HL. The Parish has two halls: The Jean Price Memorial Hall is adjacent to St. John's Church in Strayfield Road, Enfield, Middlesex EN2 9JF. St. Luke's Hall, which is vested in the Trustees of the Bishop of London's Fund, is located at 37 Morley Hill, Enfield, Middlesex EN2 0BL.

St John's Church of England Primary School is linked to the Parish through the London Diocesan Board of Schools and the Enfield Council. The PCC has a representative on the Board of Governors.

The people listed below served on the PCC during 2019.

| | | |
|------------------------------|----------------------------|---------------|
| Vicar (Chair): | Rev Peter Godden | |
| Lay Readers: | Andrew Reid Roy Tungatt | (to February) |
| Churchwardens at St. John's: | Marion Berry Joan Young | (to APCM) |

THE PAROCHIAL CHURCH COUNCIL OF THE PARISH OF SAINT JOHN AND SAINT LUKE CLAY HILL

ANNUAL REPORT AND FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 DECEMBER 2019

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| Assistant Churchwarden: | Gillian Medcalf |
| Churchwardens at St. Luke's: | Ian Buswell Elaine Plumb |
| Deanery Synod: | Mary Englefield Andrew Reid |
| Authorised Pastoral Assistant: | Michael Mansfield |
| Elected members: | Paul Bates (Vice-Chair) Valerie Budd (from APCM) Rosemary Dixon (Secretary) Cheryl Graham Peter Livermore Gill Medcalf Roy Tungatt (from APCM) Monica Wood John Wright (Treasurer) Joan Young (from APCM) |
| Co-opted members: | John Rhatigan (from 11 th July) Stephen Morgan (from 19 th September) |
| Church Safeguarding Officer | Cheryl Graham |
| Children's Champion | Paul Bates |
| Disclosure and Barring Service Checker | Heather Livermore |
| Electoral Roll Officer | Heather Livermore |
| Health and Safety Officer | Andrew Reid |
| Parish Administrator: | Mary Englefield |
| Risk Management Officer | Andrew Reid |
| St John's Primary School Governor | Roy Tungatt |
| Stewardship Recorder | Marion Berry |
| Standing Committee | Vicar St John's Churchwarden St Luke's Churchwardens Parish Administrator PCC Treasurer Lay Reader |
| Social and Fundraising Committee | Marion Berry Nicola Bugliani Mary Englefield Malcom Foster Wendy Foster Emily Lawlor Gill Medcalf |
| Bankers: | Barclays Bank plc, 20 The Town, Enfield, Middlesex EN2 6LY (closed on 25 November 2019) Metro Bank, One Southampton Row, London WC1B 5HA (opened on 7 January 2019) |
| Bank account signatories: | Ian Buswell, Mary Englefield, Peter Godden, John Wright |
| Independent Examiner: | Mr Roger Seaton FCA |
| The Parish website is managed by Roy Tungatt. The url is www.clayhillparish.org.uk . | |

Rosemary Dixon
PCC Secretary