

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

**Registered Charity number 1151418**

**ANNUAL REPORT and FINANCIAL STATEMENTS  
FOR THE YEAR ENDED 31 DECEMBER 2016**

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*31 January 2017*

**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 2016**

**A. INDEPENDENT EXAMINER'S REPORT**

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

I report on the accounts of the PCC for the year ended 31 December 2016, which are set out on pages 3 to 11.

**Respective responsibilities of the PCC and the Independent Examiner**

The members of the PCC, as trustees of the charity, are responsible for the preparation of the accounts and 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 Examiners Statement**

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 the PCC concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in a full audit, and consequently, I do not express an audit 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; and
  - to prepare accounts which accord with those accounting records and comply with the requirements of the 2011 Act have 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.



Roy Stanson FCMA retired

Dated 15<sup>th</sup> FEBRUARY 2017

Treasurer of St Peter's Church, Grange Park  
101 The Chine  
Grange Park, London  
N21 2EG

**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 2016**

**B. STATEMENT OF FINANCIAL ACTIVITIES**

|  | Not<br>e | Unrestricted Funds  |                  | Restricted<br>Funds | Total<br>2016       | Total<br>2015 |
|--|----------|---------------------|------------------|---------------------|---------------------|---------------|
|  |          | General<br>Funds    | Designated Funds |                     |                     |               |
|  |          | £                   | £                | £                   | £                   | £             |
| <b>Income from:</b>  |          |                     |                  |                     |                     |               |
| Planned Voluntary Giving   | 2a       | 36,328.75           |                  |                     | <b>36,328.75</b>    | 37,760.97     |
| Other Voluntary Income   | 2b       | 12,694.21           | 23,174.64        | 11,276.32           | <b>47,145.17</b>    | 83,665.48     |
| Activities for Generating Funds  | 2c       | 7,004.01            | 100.00           |                     | <b>7,104.01</b>     | 7,818.94      |
| Income from Investments  | 2d       | 345.33              |                  |                     | <b>345.33</b>       | 324.69        |
| Church Activities  | 2e       | 54,779.46           |                  |                     | <b>54,779.46</b>    | 46,115.96     |
| Other Incoming Resources   | 2f       | 1,034.40            | 3,630.45         |                     | <b>4,664.85</b>     | 1,892.00      |
| <b>TOTAL INCOME:</b>   |          | 112,186.16          | 26,905.09        | 11,276.32           | <b>150,367.57</b>   | 177,578.04    |
| <b>Expenditure on:</b>   |          |                     |                  |                     |                     |               |
| Church Activities  | 3a       | 57,273.98           | 3,667.45         | 4,746.75            | <b>65,688.18</b>    | 62,248.01     |
| Upkeep and Repair of Buildings   | 3b       | 33,349.87           | 7,529.19         | 8,615.75            | <b>49,494.81</b>    | 111,835.13    |
| Cost of Generating Funds   | 3c       | 1,577.93            |                  |                     | <b>1,577.93</b>     | 1,504.52      |
| Governance Costs   | 3d       |                     |                  |                     |                     |               |
| Other Resources Expended   | 3e       | -14,640.63          | 16,000.00        |                     | <b>1,359.37</b>     | 1,367.28      |
| <b>TOTAL EXPENDITURE:</b>  |          | 77,561.15           | 27,196.64        | 13,362.50           | <b>118,120.29</b>   | 176,954.94    |
| <b>NET INCOME/EXPENDITURE<br/>RESOURCES BEFORE TRANSFERS</b>                   |          | 34,625.01           | -291.55          | -2,086.18           | <b>32,247.28</b>    | 623.10        |
| <b>NET INCOMING RESOURCES<br/>BEFORE OTHER RECOGNISED<br/>GAINS AND LOSSES</b> |          | 34,625.01           | -291.55          | -2,086.18           | <b>32,247.28</b>    | 623.10        |
| Property Revaluation   |          | 20,864.00           |                  |                     | <b>20,864.00</b>    | 25,329.00     |
| <b>NET MOVEMENT IN FUNDS:</b>  |          | 55,489.01           | -291.55          | -2,086.18           | 53,111.28           | 25,952.10     |
| <b>Total funds brought forward at<br/>1 January 2016</b>                       |          | 1,417,197.32        | 65,696.06        | 5,715.48            | <b>1,488,608.86</b> | 1,462,656.76  |
| <b>TOTAL FUNDS CARRIED FORWARD<br/>AT 31 DECEMBER 2016:</b>                    |          | <b>1,472,686.33</b> | <b>65,404.51</b> | <b>3,629.30</b>     | <b>1,541,720.14</b> | 1,488,608.86  |

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 2016

**C. STATEMENT OF ASSETS AND LIABILITIES**

|   | Note | Total<br>2016<br>£  | Total<br>2015<br>£ |
|---|------|---------------------|--------------------|
| <b>FIXED ASSETS</b>                       |      |                     |                    |
| Tangible Assets Freehold Land & Buildings | 5    | <b>1,412,503.00</b> | 1,391,639.00       |
| Tangible Assets Freehold Church Equipment | 5    | <b>18,524.91</b>    | 1,145.37           |
| <b>CURRENT ASSETS</b>                     |      |                     |                    |
| PCC Current Account                       | 6    | <b>25,859.32</b>    | 31,457.96          |
| COIF Deposit Account                      | 6    | <b>84,710.63</b>    | 64,366.53          |
| Petty Cash                                | 6    | <b>0.00</b>         | 0.00               |
| Debtors                                   | 7    | <b>0.00</b>         | 0.00               |
| <b>LIABILITIES (SEQUESTRATION)</b>        |      |                     |                    |
| Creditors: Agency Money due to LDF        | 8    | <b>-1,018.00</b>    | 0.00               |
| Creditors: Sequestration expenses         | 8    | <b>1,140.28</b>     | 0.00               |
| <b>TOTAL NET ASSETS:</b>                  |      | <b>1,541,720.14</b> | 1,488,608.86       |
| <b>PARISH FUNDS</b>                       |      |                     |                    |
| Unrestricted (General Fund)               |      | <b>41,658.42</b>    | 24,412.95          |
| Unrestricted (Property & Equipment)       |      | <b>1,431,027.91</b> | 1,392,784.37       |
| Designated                                | 10   | <b>65,404.51</b>    | 65,696.06          |
| Restricted                                | 9    | <b>3,629.30</b>     | 5,715.48           |
| <b>TOTAL FUNDS:</b>                       |      | <b>1,541,720.14</b> | 1,488,608.86       |

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

  
 Mr Ian Buswell  
 (Church Warden St Luke's)

  
 Mrs Maureen Shapland  
 (Church Warden St John's)

Dated: 7 February 2017

The notes on the following pages form part of these accounts

## D. NOTES ON FINANCIAL STATEMENTS

### 1 ACCOUNTING POLICIES

#### 1.1 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.

#### 1.2 Fund Accounting

*Restricted Funds* comprise revenue donations or grants for a specific PCC activity intended by the donor. Details of these funds held are provided in note 9.

*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. Details of Designated Funds held are provided in note 10.

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

#### 1.3 Incoming Resources

Planned or Stewardship giving, collections and similar donations are recognised when received. Income Tax refunds receivable under Gift Aid are recognised only when received. Grants and legacies to the PCC are accounted for when the PCC is legally entitled to the use of the resources. All other income is recognised when it is receivable. VAT reclaimed under the Listed Places of Worship Scheme is offset against the corresponding expenditure. All other incoming resources are accounted for gross. Assigned Fees received for the Diocese are accounted as an Agency.

#### 1.4 Expenditure

Donations are accounted for when paid over. The Diocesan Common Fund is accounted for when paid. Any Common Fund unpaid at 31 December is provided for in these accounts as an operational (though not a legal) liability and is shown as a creditor in the balance sheet. All other expenditure is generally recognised when it is incurred and is accounted for gross.

#### 1.5 Fixed Assets

Consecrated and beneficed property is not included in the accounts in accordance with sections 10(2)(a) and (c) of the Charities Act 2011. Movable church furnishings held by the Vicar and Churchwardens on special trust for the PCC and which require a faculty for disposal are inalienable property, listed in the church's inventory, which can be inspected (at any reasonable time). For anything acquired prior to 2000 there is insufficient cost information available and therefore such assets are not valued in the financial statements. Equipment acquired since 1 January 2000 with a purchase price of more than £500 and used within the church premises is capitalised and depreciated on a straight-line basis over four years. This currently includes ten large tables for St Luke's purchased in 2012, the Hymnal System (2013), the Treasurer's laptop (2014), six sets of tables with four chairs, a coffee machine and a Bechstein Grand Piano all purchased for St Luke's in 2016. Individual items with a purchase price of £500 or less are written off when the asset is acquired.

#### 1.6 Current Assets

Amounts owing to the PCC at 31 December in respect of fees or other income are shown as Debtors less provision for amounts that may prove un-collectable. Short-term deposits include cash held on deposit with the CBF Church of England Funds.

# 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 2016

### 1.7 Sequestration Accounting

The Interregnum in the parish commenced on 18 September 2016 when the former vicar, Rev Edward Dowler, was collated as Archdeacon of Hastings. All Assigned Fees to 17 September 2016 have been paid to the Diocese. The Diocese has been advised that all fees from 18 September 2016 will be taken into the Sequestration account and that the parish will not submit any further quarterly Assigned Fees forms until the Interregnum has ended.

The accounting policy adopted for Sequestration accounting is based on the advice received from Theresa Moses, Diocesan Financial Advisor, set out in an e-mail dated 13 September 2016.

*Diocesan Fees for occasional services (Weddings and Funerals)* continue to be collected through the Agency facility as for during an incumbency.

*Interregnum Expenses:* Two new expenditure accounts were created operating as part of the General Fund:

- *Clergy Fees and Expenses for Interregnum:* For all fees paid to retired clergy for occasional, Sunday and weekday services and all expenses claimed by any visiting clergy;
- *Vicarage Expenses for Interregnum:* For costs incurred in maintaining the vacant vicarage including gas, electricity, telephone and minor repairs.

The end of year balance of the Agency Account is shown as a liability in the detailed Balance Sheet (ie payable to the Diocese). At 31 December 2016, the balances of the two new expenditure accounts were transferred to Creditors and the total is shown as a negative liability in the detailed Balance Sheet (ie payable by the Diocese to the parish). At 31 December 2016, the net amount of these two items was £122.28 due to the parish.

At the end of the interregnum, a claim will be prepared and submitted to the Diocese for the whole of the interregnum period. The final settlement will be used to clear the balances on both the Agency Account and Creditors.

**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 2016**

**2 INCOMING RESOURCES**

|  | <b>Unrestricted Funds</b> |                         | <b>Restricted Funds</b> | <b>Total 2016</b> | <b>Total 2015</b> |
|--|---------------------------|-------------------------|-------------------------|-------------------|-------------------|
|  | <b>General Funds</b>      | <b>Designated Funds</b> |                         |                   |                   |
|  | <b>£</b>                  | <b>£</b>                | <b>£</b>                | <b>£</b>          | <b>£</b>          |
| <b>a) Planned Voluntary Giving</b>           |                           |                         |                         |                   |                   |
| Stewardship Scheme                           | 30,538.00                 |                         |                         | <b>30,538.00</b>  | 31,712.50         |
| Stewardship Scheme Income Tax Refund         | 5,790.75                  |                         |                         | <b>5,790.75</b>   | 6,048.47          |
|  | <b>36,328.75</b>          |                         |                         | <b>36,328.75</b>  | 37,760.97         |
| <b>b) Other Voluntary Income</b>             |                           |                         |                         |                   |                   |
| Collection Plate Cash                        | 3,677.47                  |                         |                         | <b>3,677.47</b>   | 3,652.30          |
| Collection Plate Cash Tax Refund GASDS       | 716.64                    |                         |                         | <b>716.64</b>     | 1,014.85          |
| Collection Plate Gift Aid "Yellow" Envelopes | 2,804.60                  |                         |                         | <b>2,804.60</b>   | 3,547.85          |
| Gift Aid "Yellow" Envelopes Tax Refund       | 730.73                    |                         |                         | <b>730.73</b>     | 763.46            |
| Wedding Collections                          | 462.58                    |                         |                         | <b>462.58</b>     | 354.97            |
| Funeral Collections                          | 50.00                     |                         |                         | <b>50.00</b>      | 20.30             |
| Baptism Collections                          | 301.35                    |                         |                         | <b>301.35</b>     | 144.37            |
| Restricted Purpose Collections and Donations |                           |                         | 2,890.45                | <b>2,890.45</b>   | 2,986.72          |
| Restricted Purpose Collections Tax Refund    |                           |                         | 99.73                   | <b>99.73</b>      | 21.50             |
| Donations to General Fund                    | 662.05                    |                         |                         | <b>662.05</b>     | 148.00            |
| Donations to General Fund Tax Refund         | 210.79                    |                         |                         | <b>210.79</b>     | 10.00             |
| Wedding Donations to PCC                     | 890.00                    |                         |                         | <b>890.00</b>     | 152.00            |
| Funeral Donations to PCC                     | 1,156.00                  |                         |                         | <b>1,156.00</b>   | 620.00            |
| Baptism Donations to PCC                     | 530.00                    |                         |                         | <b>530.00</b>     | 100.00            |
| Interment of Ashes Donations to PCC          | 502.00                    |                         |                         | <b>502.00</b>     | 191.00            |
| Grants                                       |                           |                         |                         |                   |                   |
| Legacies                                     |                           | 24,487.55               |                         | <b>24,487.55</b>  |                   |
| Donations and Appeals St Johns               |                           |                         | 200.00                  | <b>200.00</b>     |                   |
| Donations and Appeals Tax Refund St Johns    |                           |                         |                         |                   |                   |
| Donations and Appeals St Luke's              |                           | -1,362.91               | 4,935.91                | <b>3,573.00</b>   | 64,698.43         |
| Donations and Appeals Tax Refund St Luke's   |                           | 50.00                   | 63.09                   | <b>113.09</b>     | 1,194.10          |
| Donations & Appeals Night Shelter            |                           |                         | 2,842.00                | <b>2,842.00</b>   | 3,999.38          |
| Donations & Appeals Tax Refund Night Shelter |                           |                         | 245.14                  | <b>245.14</b>     | 46.25             |
|  | 12,694.21                 | 23,174.64               | 11,276.32               | <b>47,145.17</b>  | 83,665.48         |
| <b>c) Activities for Generating Funds</b>    |                           |                         |                         |                   |                   |
| Fetes, bazaars and other fund raising        | 7,004.01                  | 100.00                  |                         | <b>7,104.01</b>   | 7,818.94          |
|  | 7,004.01                  | 100.00                  |                         | <b>7,104.01</b>   | 7,818.94          |
| <b>d) Income from Investments</b>            |                           |                         |                         |                   |                   |
| Interest received                            | 345.33                    |                         |                         | <b>345.33</b>     | 324.69            |
|  | 345.33                    |                         |                         | <b>345.33</b>     | 324.69            |
| <b>e) Church Activities</b>                  |                           |                         |                         |                   |                   |
| Weddings PCC Fees                            | 2,867.00                  |                         |                         | <b>2,867.00</b>   | 1,101.00          |
| Funerals PCC Fees                            | 873.00                    |                         |                         | <b>873.00</b>     | 863.00            |
| Baptism Fees                                 |                           |                         |                         |                   | 41.00             |
| Interments of Ashes PCC Fees                 | 1,007.00                  |                         |                         | <b>1,007.00</b>   | 249.00            |
| Church Lettings                              | 1,555.00                  |                         |                         | <b>1,555.00</b>   | 2,461.00          |
| Church Hall Lettings                         | 39,477.46                 |                         |                         | <b>39,477.46</b>  | 32,700.96         |
| Church Hall Flat Rent                        | 9,000.00                  |                         |                         | <b>9,000.00</b>   | 8,700.00          |
|  | 54,779.46                 |                         |                         | <b>54,779.46</b>  | 46,115.96         |
| <b>f) Other Incoming Resources</b>           |                           |                         |                         |                   |                   |
| Miscellaneous                                | 1,034.40                  |                         |                         | <b>1,034.40</b>   | 841.00            |
| Fess for Organist, Choir, Vergers etc        |                           | 3,630.45                |                         | <b>3,630.45</b>   | 1,051.00          |
|  | 1,034.40                  | 3,630.45                |                         | <b>4,664.85</b>   | 1,892.00          |
| <b>TOTAL INCOMING RESOURCES:</b>             | <b>112,186.16</b>         | <b>26,905.09</b>        | <b>11,276.32</b>        | <b>150,367.57</b> | 177,578.04        |

**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 2016**

**3 EXPENDITURE**

|   | <b>Unrestricted Funds</b> |                         | <b>Restricted Funds</b> | <b>Total 2016</b> | <b>Total 2015</b> |
|---|---------------------------|-------------------------|-------------------------|-------------------|-------------------|
|   | <b>General Funds</b>      | <b>Designated Funds</b> |                         |                   |                   |
|   | <b>£</b>                  | <b>£</b>                | <b>£</b>                | <b>£</b>          | <b>£</b>          |
| <b>a) Church Activities</b>                                       |                           |                         |                         |                   |                   |
| London Diocesan Fund  | 49,000.00                 |                         |                         | <b>49,000.00</b>  | 46,000.00         |
| Deanery Schools & Synod   | 20.00                     |                         |                         | <b>20.00</b>      | 1,220.00          |
| Vicar's Expenses  | 80.00                     |                         |                         | <b>80.00</b>      | 130.00            |
| Visiting Clergy Fees and Expenses                                 | 73.05                     |                         |                         | <b>73.05</b>      | 222.95            |
| Clergy Fees and Expenses for Interregnum                          |                           |                         |                         |                   |                   |
| Vicarage Telephone, Parish Phone Calls                            | 435.98                    |                         |                         | <b>435.98</b>     | 742.28            |
| Donations Made  | 32.96                     |                         |                         | <b>32.96</b>      | 200.00            |
| Donations made from collections and gifts with restricted purpose |                           |                         | 2,725.00                | <b>2,725.00</b>   | 3,268.47          |
| Night Shelter   |                           |                         | 2,021.75                | <b>2,021.75</b>   | 1,763.26          |
| Clerk and Vergers   |                           | 375.00                  |                         | <b>375.00</b>     | 104.00            |
| Organists, Choirmasters, Musical Sunday School                    | 3,950.00                  | 1,650.00                |                         | <b>5,600.00</b>   | 4,431.00          |
| Choir   |                           | 312.00                  |                         | <b>312.00</b>     | 143.00            |
| Organ and Piano Tuning  | 864.00                    |                         |                         | <b>864.00</b>     | 1,217.40          |
| Licences and Service Charges                                      | 438.91                    |                         |                         | <b>438.91</b>     | 316.60            |
| Altar and Service Supplies  | 1,033.30                  |                         |                         | <b>1,033.30</b>   | 1,062.61          |
| Printing, Postage, Stationery, Books, Software                    | 1,345.78                  |                         |                         | <b>1,345.78</b>   | 1,399.44          |
| Gardens and Book of Remembrance                                   |                           | 1,330.45                |                         | <b>1,330.45</b>   | 27.00             |
|   | <b>57,273.98</b>          | <b>3,667.45</b>         | <b>4,746.75</b>         | <b>65,688.18</b>  | <b>62,248.01</b>  |
| <b>b) Upkeep and Repair of Buildings</b>                          |                           |                         |                         |                   |                   |
| Maintenance of Vicarage   | 244.10                    |                         |                         | <b>244.10</b>     | 236.81            |
| Vicarage Expenses for Interregnum                                 |                           |                         |                         |                   |                   |
| Church Repairs and Maintenance                                    | 6,203.44                  |                         |                         | <b>6,203.44</b>   | 4,502.46          |
| Church Lighting and Heating                                       | 4,745.26                  |                         |                         | <b>4,745.26</b>   | 4,819.24          |
| Church Water Rates  | 460.73                    |                         |                         | <b>460.73</b>     | 371.32            |
| Church Insurances   | 8,459.49                  |                         |                         | <b>8,459.49</b>   | 8,358.01          |
| Churchyards and Gardens   | 37.38                     |                         |                         | <b>37.38</b>      | 288.00            |
| Depreciation  | 947.90                    |                         |                         | <b>947.90</b>     | 2,176.22          |
| Church Equipment and Maintenance                                  | 646.72                    |                         |                         | <b>646.72</b>     | 357.98            |
| St John's Church Renovation & Improvements                        |                           |                         | 600.00                  | <b>600.00</b>     | 1,790.87          |
| St Luke's Church Renovation & Improvements                        |                           | 7,529.19                | 8,015.75                | <b>15,544.94</b>  | 75,045.65         |
| Church Hall Lighting and Heating                                  | 3,443.49                  |                         |                         | <b>3,443.49</b>   | 4,116.92          |
| Church Hall Insurance   | 2,089.21                  |                         |                         | <b>2,089.21</b>   | 2,035.29          |
| Church Hall Other Running Costs                                   | 4,029.65                  |                         |                         | <b>4,029.65</b>   | 4,414.68          |
| Church Hall Repairs and Maintenance                               | 2,042.50                  |                         |                         | <b>2,042.50</b>   | 2,021.68          |
| Church Hall Refurbishment   |                           |                         |                         |                   | 1,300.00          |
|   | <b>33,349.87</b>          | <b>7,529.19</b>         | <b>8,615.75</b>         | <b>49,494.81</b>  | <b>111,835.13</b> |
| <b>c) Cost of Generating Funds</b>                                |                           |                         |                         |                   |                   |
| Fundraising Costs including 100 Club Prizes                       | 1,577.93                  |                         |                         | <b>1,577.93</b>   | 1,504.52          |
|   | <b>1,577.93</b>           |                         |                         | <b>1,577.93</b>   | 1,504.52          |
| <b>d) Governance Costs</b>  |                           |                         |                         |                   |                   |
| Audit and Inspection Fees   |                           |                         |                         |                   |                   |
|   |                           |                         |                         |                   |                   |
| <b>e) Other Resources Expended</b>                                |                           |                         |                         |                   |                   |
| Miscellaneous Expenditure   | -14,640.63                | 16,000.00               |                         | <b>1,359.37</b>   | 1,367.28          |
|   | <b>-14,640.63</b>         | <b>16,000.00</b>        |                         | <b>1,359.37</b>   | 1,367.28          |
| <b>TOTAL RESOURCES EXPENDED:</b>                                  | <b>77,561.15</b>          | <b>27,196.64</b>        | <b>13,362.50</b>        | <b>118,120.29</b> | <b>176,954.94</b> |



# 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 2016

### 4 STAFF COSTS AND PAYMENTS TO PCC MEMBERS

During the year clerks, vergers and choirs received fees for their attendance at certain services. These fees were recorded through the church books and are therefore recorded in the financial statements and shown above. They are net payments from the PCC funds, the PCC merely acting as a conduit of the fee. (For further information, see note 10). None of them 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 provide services to the PCC as self employed contractors and invoice the PCC monthly in arrears for the services provided.

Some members of the choir and the interim organist at St Luke's church are also members of the PCC. They withdraw from all discussions by the PCC about the services they provide and do not participate in any vote by the PCC related to those matters.

The financial interests of the Vicar and other PCC members in transactions 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.

### 5 TANGIBLE FIXED ASSETS

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. The Vicar is the Managing Trustee and the London Diocese Fund Custodian Trustee of both buildings. In accordance with the PCC's policy of revaluing both properties annually to the sums insured by the Ecclesiastical Insurance Office (EIO), both St Luke's Hall and St John's Jean Price Hall buildings were revalued to the sums insured by the EIO in the respective Insurance Policy Schedules dated 25 December 2016.

|                            | <b>Buildings</b>    | <b>Church Equipment</b> | <b>Total</b>        |
|----------------------------|---------------------|-------------------------|---------------------|
|                            | <b>£</b>            | <b>£</b>                | <b>£</b>            |
| <b>Actual/Deemed Cost</b>  |                     |                         |                     |
| As at 1 January 2016       | 1,391,639.00        | 23,884.70               | 1,415,523.70        |
| Revaluation                | 20,864.00           |                         | 20,864.00           |
| Additions at cost          |                     | 18,327.44               | 18,327.44           |
| Disposals                  |                     |                         | 0.00                |
| <b>At 31 December 2016</b> | <b>1,412,503.00</b> | <b>42,212.14</b>        | <b>1,454,715.14</b> |
| <b>Depreciation</b>        |                     |                         |                     |
| As at 1 January 2016       | 0.00                | 22,739.33               | 22,739.33           |
| Charges for the year       | 0.00                | 947.90                  | 947.90              |
| Elimination on Disposal    |                     |                         | 0.00                |
| <b>At 31 December 2016</b> | <b>0.00</b>         | <b>23,687.23</b>        | <b>23,687.23</b>    |
| <b>Net Book Amount</b>     |                     |                         |                     |
| At 31 December 2015        | 1,391,639.00        | 1,145.37                | 1,392,784.37        |
| <b>At 31 December 2016</b> | <b>1,412,503.00</b> | <b>18,524.91</b>        | <b>1,431,027.91</b> |

The following table shows the value of insurance cover for the parish buildings as at 31 December 2016:

|                             | <b>Buildings</b> | <b>Contents</b> |
|-----------------------------|------------------|-----------------|
| St Luke's Church            | £10,034,023      | £263,000        |
| St John's Church            | £2,879,978       | £102,000        |
| St Luke's Hall              | £1,270,404       |                 |
| St John's (Jean Price) Hall | £142,099         | £5,075          |

# 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 2016

### 6 CASH ASSETS

The cash assets, as at 31 December 2016, are represented by:

|                              | 2016<br>£         | Movement<br>£    | 2015<br>£        |
|------------------------------|-------------------|------------------|------------------|
| Barclays PCC Current Account | 25,859.32         | -5,598.64        | 31,457.96        |
| COIF Savings Account         | 84,710.63         | 20,344.10        | 64,366.53        |
| Petty Cash                   | 0.00              | 0.00             | 0.00             |
| <b>TOTALS:</b>               | <b>110,569.95</b> | <b>14,745.46</b> | <b>95,824.49</b> |

### 7 DEBTORS

No Debtors were brought forward from the end of 2015 or carried forward at the end of 2016.

### 8 CREDITORS

No Creditors were brought forward from the end of 2015. The following creditors were carried forward at the end of 2016:

- *London Diocesan Fund Agency Account* being occasional fees collected between 18 September 2016 and 31 December 2016 totalling £1,018.00 due to the Diocese
- *Fees and expenses paid to clergy and expenses incurred in maintaining the vacant vicarage* between 18 September 2016 and 31 December 2016 totalling -£1,140.28, receivable from the Diocese.

### 9 RESTRICTED FUNDS

During 2016, four Restricted Funds were operated – for St Luke's Organ, which was cleared and closed on 30 June 2016; for St John's Church Renovations (formerly roof) which was reopened for repairs to St John's lych gate; for Collections and Gifts with Restricted Purposes which was cleared at the end of 2016 and for St Luke's Night Shelter. In addition, Assigned Fees for the Diocese were accounted as an Agency using a separate fund.

|  | 2016<br>£      | Movement<br>£    | 2015<br>£       |
|--|----------------|------------------|-----------------|
| <b>St John's Church Renovations Fund</b>             |                |                  |                 |
| Balance at 1 January                                 | 0.00           | 0.00             | 0.00            |
| Receipts   | 200.00         | 200.00           | 0.00            |
| Payments   | -600.00        | -600.00          | 0.00            |
| <b>Balance at 31 December:</b>                       | <b>-400.00</b> | <b>-400.00</b>   | <b>0.00</b>     |
| <b>St Luke's Organ Fund (Closed 30 June)</b>         |                |                  |                 |
| Balance at 1 January                                 | 3,016.75       | -5,927.97        | 8,944.72        |
| Receipts   | 4,999.00       | -60,893.53       | 65,892.53       |
| Payments   | -8,015.75      | 63,804.75        | -71,820.50      |
| <b>Balance at 31 December:</b>                       | <b>0.00</b>    | <b>-3,016.75</b> | <b>3,016.75</b> |
| <b>Collections and Gifts with Restricted Purpose</b> |                |                  |                 |
| Balance at 1 January                                 | 262.00         | -260.25          | 522.25          |
| Receipts   | 2,990.18       | -18.04           | 3,008.22        |
| Payments   | -2,725.00      | 543.47           | -3,268.47       |
| <b>Balance at 31 December:</b>                       | <b>527.18</b>  | <b>265.18</b>    | <b>262.00</b>   |

**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 2016**

|                                | 2016<br>£       | Movement<br>£    | 2015<br>£       |
|--------------------------------|-----------------|------------------|-----------------|
| <b>Night Shelter</b>           |                 |                  |                 |
| Balance at 1 January           | 2,436.73        | 2,282.37         | 154.36          |
| Receipts                       | 3,087.14        | -958.49          | 4,045.63        |
| Payments                       | -2,021.75       | -258.49          | -1,763.26       |
| <b>Balance at 31 December:</b> | <b>3,502.12</b> | <b>1,065.39</b>  | <b>2,436.73</b> |
| <b>TOTAL RESTRICTED FUNDS</b>  |                 |                  |                 |
| Balance at 1 January           | 5,715.48        | -3,905.85        | 9,621.33        |
| Receipts                       | 11,276.32       | -61,670.06       | 72,946.38       |
| Payments                       | -13,362.50      | 63,489.73        | -76,852.23      |
| <b>Balance at 31 December:</b> | <b>3,629.30</b> | <b>-2,086.18</b> | <b>5,715.48</b> |

**10 DESIGNATED FUNDS**

During 2016, three Designated Funds were operated - for Improvements to St Luke's Church and Hall; for Fees received for the Organist, Choir, Verger and Gardens of Remembrance held from the time of receipt until payment to the relevant parties and a new fund for Legacies received in 2016 was opened.

|  | 2016<br>£        | Movement<br>£    | 2015<br>£        |
|--|------------------|------------------|------------------|
| <b>St Luke's Church &amp; Hall Building Improvement Fund</b>       |                  |                  |                  |
| Balance at 1 January   | 65,659.06        | -4,525.15        | 70,184.21        |
| Receipts   | -1,212.91        | -1,212.91        | 0.00             |
| Payments   | -7,529.19        | -3,004.04        | -4,525.15        |
| <b>Balance at 31 December:</b>                                     | <b>56,916.96</b> | <b>-8,742.10</b> | <b>65,659.06</b> |
| <b>Legacies Fund (New)</b>   |                  |                  |                  |
| Balance at 1 January   | 0.00             | 0.00             | 0.00             |
| Receipts   | 24,487.55        | 24,487.55        | 0.00             |
| Payments   | -16,000.00       | -16,000.00       | 0.00             |
| <b>Balance at 31 December:</b>                                     | <b>8,487.55</b>  | <b>8,487.55</b>  | <b>0.00</b>      |
| <b>Fees for Organist, Choir, Verger and Gardens of Remembrance</b> |                  |                  |                  |
| Balance at 1 January   | 37.00            | 37.00            | 0.00             |
| Receipts   | 3,630.45         | 2,579.45         | 1,051.00         |
| Payments   | -3,667.45        | -2,653.45        | -1,014.00        |
| <b>Balance at 31 December:</b>                                     | <b>0.00</b>      | <b>-37.00</b>    | <b>37.00</b>     |
| <b>TOTAL DESIGNATED FUNDS</b>                                      |                  |                  |                  |
| Balance at 1 January   | 65,696.06        | -4,488.15        | 70,184.21        |
| Receipts   | 26,905.09        | 25,854.09        | 1,051.00         |
| Payments   | -27,196.64       | -21,657.49       | -5,539.15        |
| <b>Balance at 31 December:</b>                                     | <b>65,404.51</b> | <b>-291.55</b>   | <b>65,696.06</b> |

# 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 2016

### E. PCC ANNUAL REPORT FOR 2016

#### 1. AIMS AND PURPOSES

The Parochial Church Council (PCC) has the responsibility of co-operating with the incumbent in “promoting in the ecclesiastical 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 & Prayer, Teaching & Nurture, Care & Service, Mission and Outreach.

In worship and prayer, we aim that those who come to the Sunday 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 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

The 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 from 6th January until 11 March 2016. During 2016, the parish’s participation was reviewed, funds raised and training provided for involvement in 2017 (to start 4 January 2017 for 12 weeks).

A House Group was formed in May, meeting monthly for Christian discussion and socializing. The group has discussed themes such as What the Bible says about Money, and the Work of the Holy Spirit in Our Lives.

A monthly half hour Children’s Service has been introduced at St John’s Church on the third Sunday of the month, with songs, a short bible reading, interactive talk, and prayer.

A Parish Profile, available within both churches and at [http://www.clayhillparish.org.uk/parish\\_profile.pdf](http://www.clayhillparish.org.uk/parish_profile.pdf), has been developed on the advice of the Diocesan Bishop of Edmonton, which describes the conditions, needs and traditions of the Parish, enabling applicants for the vacancy of incumbent to make informed decisions.

##### 3.1 Worship and Prayer

The monthly schedule of services outlined below was followed. During the Interregnum, the times of the weekday services at St Luke’s were occasionally altered.

## 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 2016

#### St. John's Church:

|                                  |        |                                       |
|----------------------------------|--------|---------------------------------------|
| First Sunday:                    | 6pm    | Evening Prayer in the Jean Price Hall |
| Third Sunday during School Term: | 9.30am | Children's Service                    |
| All other Sundays:               | 9am    | Sung Eucharist                        |
|                                  | 6pm    | Evening Prayer in the Jean Price Hall |

#### St. Luke's Church:

|                    |         |                                    |
|--------------------|---------|------------------------------------|
| First Sunday:      | 10.30am | Family Eucharist and Church Parade |
| All other Sundays: | 10.30am | Sung Eucharist                     |
| Tuesdays:          | 8am     | Morning Prayer                     |
|                    | 5pm     | Evening Prayer                     |
| Wednesdays:        | 9am     | Morning Prayer                     |
|                    | 9.15am  | Said Eucharist                     |
|                    | 5pm     | Evening Prayer                     |
| Thursdays:         | 8am     | Morning Prayer                     |
|                    | 6.45pm  | Evening Prayer                     |
|                    | 7pm     | Meditation                         |
| Fridays:           | 8am     | Morning Prayer                     |
|                    | 5pm     | Evening Prayer                     |

The average weekly attendance for services at St. John's was 40 for Sunday mornings and 5 for evenings; at St. Luke's it was 45 for Sunday mornings and 12 for weekdays.

During the year, 9 Baptisms, 0 Confirmations, 10 Weddings, 9 Funerals, 5 Crematorium or Cemetery Funerals, and 7 Interment of Ashes were conducted.

Special services included Epiphany, Ash Wednesday Sung Eucharist and Imposition of Ashes, Stations of the Cross, Candlemas, Palm Sunday Blessing of Palms and procession between the two churches, Maundy Thursday Eucharist, Good Friday Solemn Liturgy service, Easter Eucharist, Mothering Sunday, Birth of St John the Baptist, Pentecost, Trinity Sunday, Harvest Festival, St Luke the Evangelist's Day Sung Eucharist, All Saints, All Souls, Remembrance Day, Advent Lights, Nine Lessons and Carols, Christingle, Christmas Eve Midnight Mass and Christmas Day Family Eucharist.

St. John's School held services in St. John's to mark important occasions in the church and school year. Lavender School and Barley Barn Nursery held Christmas celebrations in St. Luke's. Harrison's Funeral Home organised a Christmas memorial service in St. Luke's.

Sunday School is held in both churches during all Sunday morning services except on the first Sunday of each month, when the Family Service is held and the third Sunday of each month when the Children's Service is held at St John's.

Evening Prayer on Sundays in the Jean Price Hall at St John's is followed by a discussion group. Meditation sessions are held 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.

The Mothers' Union meets monthly for a programme that includes socials, talks and services, with most of the activities supporting residents of the Parish and patients in Chase Farm Hospital. The group organises the local community singing group, The Clay Hill Singers, held at St. Luke's Church on Friday mornings during term time.

The Extended Choir, which includes members of the Clay Hill Singers, contributes to special services.

The weekly parish service and news sheet 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 12<sup>th</sup> 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 Family Eucharist service. The Group willingly volunteer for tasks including church gardening, preparing beds for the Winter Night Shelter, and running the barbeque at Parish fairs.

## **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 2016**

#### **3.2 Mission, Worship and Social Activities**

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

##### **January**

- Epiphany Service
- Winter Night Shelter
- Mothers' Union Annual Lunch for members and friends
- Soup Hunger Lunch with proceeds to the Church Urban Fund
- Renewal of the Church 100 Club membership (50% of funds raised are for the Parish General Fund).
- Week of Prayer for Christian Unity
- Ecumenical service for Christians in Enfield at the Enfield Baptist Church
- Fr Edward preached at St Paul's Cathedral Evensong
- Concert at St Luke's Church to raise funds for the Winter Night Shelter and introducing the work of the Asaph Christian Trust
- Joint evening service at Lancaster Road United Reformed Church

##### **February**

- Ceilidh with the Barney Band
- Mothers' Union Annual General Meeting
- Enfield Choral Society concert at St Luke's Church
- Winter Night Shelter
- Ash Wednesday sung Eucharist with Imposition of Ashes
- Stations of the Cross service
- Sunday evening Lent Course: Prayers for Today's Church
- Weekly Reflections on Lent available on the parish website
- Joint evening service at Lancaster Road United Reformed Church
- Soup Hunger Lunch
- Candlemas service

##### **March**

- Roast Lunch and Good Companionship at the Rose and Crown public house
- Winter Night Shelter
- Sunday evening Lent Course: Prayers for Today's Church
- Looking Towards Easter: Prayers, music, reflection for Holy Week
- First Children's Service, St John's
- St John's School Lent Service
- Stations of the Cross service
- Lent Quiet Morning: Guided reflection for Lent
- Weekly Soup Hunger Lunches during Lent with proceeds to the Bridge of Hope Children's Ministry
- Mothering Sunday service
- Annual Parochial Church Meeting
- Palm Sunday Blessing of Palms and procession from St John's Church, through Hilly Fields Park, to St Luke's Church
- Maundy Thursday sung eucharist of the Lord's Supper, Washing of feet and Watch at the Altar of Repose
- Good Friday Children's Craft Day and Good Friday Service
- Good Friday Liturgy
- Holy Saturday Easter Vigil
- Easter lilies in memory of family members and friends
- Easter Sunday Family Eucharist at St John's with special collection for Compassion UK, raising £269
- Easter Egg Hunt
- "Organ Restoration: The Movie", Director Roy Tungatt, available on the Parish website
- Annual Church cleaning
- Joint evening service at Lancaster Road United Reformed Church

## **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 2016**

#### **April**

- Roast Lunch and Good Companionship at the Rose and Crown public house
- Mothers' Union open meeting themed "A Celebration of Faith", led by Margaret Blazey
- Concert: Music for Harp, Flute and Viola at St John's in aid of The Bridge of Hope Children's Ministry and Epiphany Arts Trust
- Joint evening service at Lancaster Road United Reformed Church
- Soup Hunger Lunch with proceeds to the Mothers' Union

#### **May**

- Roast Lunch and Good Companionship at the Rose and Crown public house
- Parish Fair, raising £3401
- Ascension Sunday service
- Children's Service at St John's
- Pentecost Service
- North West Enfield Group of Churches combined service
- Christian Aid Week. Collections in the Parish raised £1715
- First House Group meeting with theme of "The work of the Holy Spirit in Our Lives"
- Trinity Sunday service
- Soup Hunger Lunch with proceeds to Christian Aid
- Joint evening service at Lancaster Road United Reformed Church
- Mothers' Union open meeting with talk given by Deven Lakhani of Hammonds Opticians

#### **June**

- Roast Lunch and Good Companionship at the Rose and Crown public house
- St John's Patronal Festival service, with Extended Choir, and Parish Lunch
- Soup Hunger Lunch with proceeds to The Mothers' Union
- Churchwardens re-sworn in by the Archdeacon of Hampstead
- Joint evening service at Lancaster Road United Reformed Church
- House Group meeting with theme of "What the Bible says about Money"

#### **July**

- Roast Lunch and Good Companionship at the Rose and Crown public house
- Joint evening service at Lancaster Road United Reformed Church
- Soup Hunger Lunch
- St. John's School end of year service
- PCC Supper
- Farewell Service Fr Edward, Anna, Elena and Gregory, with Bring & Share lunch

#### **August**

- Roast Lunch and Good Companionship at the Rose and Crown public house
- Parish Outing to St Paul's Cathedral
- Strawberry Tea for Breast Cancer Care in St Luke's Church
- Joint evening service at Lancaster Road United Reformed Church

#### **September**

- Roast Lunch and Good Companionship at the Rose and Crown public house
- House Group meeting
- Parish trip for Fr Edward's collation as Archdeacon of Hastings at Evensong, St Mary's, Rye
- Parish trip for Fr Edward's installation as Canon of Chichester Cathedral
- Children's Service at St John's church
- Mothers' Union open meeting with poetry and prayers led by Fr David Nash
- Soup Hunger Lunch in aid of the Bridge of Hope Children's Ministry
- Joint evening service at Lancaster Road United Reformed Church
- St Luke's Café reopens under new management following refurbishment

## **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 2016**

#### **October**

- Roast Lunch and Good Companionship at the Rose and Crown public house
- Harvest Festival, collecting for the Enfield Food Bank and Winter Night Shelter
- Children's Service at St John's church
- House Group meeting
- Patronal Eucharist, and Extended Choir, followed by Bring and Share lunch
- Joint evening service at Lancaster Road United Reformed Church
- North West Enfield Group of Churches combined service
- Bingo evening for the general fund
- All Souls Day Requiem Eucharist, St Luke's Church
- Soup Hunger Lunch
- St. John's School Harvest Festival

#### **November**

- Roast Lunch and Good Companionship at the Rose and Crown public house
- House Group meeting
- Joint evening service at Lancaster Road United Reformed Church
- "Operation Christmas Child" Shoe Box Appeal
- Children's Service at St John's church
- Christ the King Service led by the Archdeacon of Hampstead at St Luke's
- Fundraising sale in aid of Froebel Family Support, St Luke's Church
- Mothers' Union open meeting with talk by Barbara Brown on the British Coast
- All Saints Day services
- Remembrance Sunday Service with Last Post, Reveille and Two Minutes Silence
- Soup Hunger lunch with proceeds to the Mothers' Union
- St John's School Remembrance Service
- Advent Lights service

#### **December**

- Roast Lunch and Good Companionship at the Rose and Crown public house
- Christmas Cracker Fayre
- Children's Christmas Craft day in St Luke's Church
- Parish Christmas card delivered to all homes in the Parish
- Parishioners donate towards the Church Urban Fund in lieu of sending individual Christmas cards
- St. John's School carol service
- Carol Service
- Christingle service
- Midnight Mass at St Luke's Church
- Christmas Day Family Eucharist at St John's Church

### **3.3 Deanery Synod**

Two members of the PCC, Mary Englefield and Cheryl Graham, 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 3 years, the current term is 2014 - 2017.

The meetings include talks, followed by discussion and are usually open meetings to which parishioners are welcome to attend. In 2016 the meetings have been:

- February, at St Andrews, Southgate;
- June, at Grace Church, Highlands;
- October, at All Saints Church, Edmonton.



## **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 2016**

#### **3.4 Pastoral Care**

The Parish sponsors the 12<sup>th</sup> 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 Community Café, Fields Coffee Shop, at St. Luke's Church is open between 9am and 4pm from Tuesday to Friday.

Members of the Parish participated in and supported the Clay Hill Winter Night Shelter during January and February 2016 and have prepared for the 6<sup>th</sup> January 2017 start.

The Clay Hill Singers, sponsored and run by the Mothers' Union, meet weekly at St. Luke's in term time and all are welcome to participate.

A knitting group, also organised by the Mother's Union, meets fortnightly at Woodbury Manor Residential Home.

Refreshments are offered to parents and children after school at St. John's on Mondays (2 – 4.50pm), Wednesdays (10.30am - 4.30pm) and Fridays (2 - 4.30pm) during term time.

Cards are sent to children to celebrate their Baptism, and on the first anniversaries of their Baptisms.

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

A Craft Fair is held in St. Luke's church on the second Saturday of every month between noon and 4pm.

#### **3.5 Mission and Evangelism**

There is a monthly soup hunger lunch in one of the churches, 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 Hunger Lunches, enabled the parish to send a total of £2,021 to missionary activities. These included the Bridge of Hope Children's Ministry, The Children's Society, Christian Aid, Church Urban Fund, Compassion, the Diocese Lent Appeal, and the Mothers' Union. £3,087 was raised from a concert, grants and donations for the North Enfield Night Shelter.

The Parish supports the work of Compassion UK by sponsoring Immaculate who lives in Uganda, and has regular contact with her through letters and photographs. In addition, a number of individual members of the congregation also support this charity by sponsoring a child. Compassion's motto is "Christ centred, Child focused, Church based" and each project that is set up meets the following core needs: healthcare, education, vocational training, social and emotional care, and spiritual care in the most appropriate way for the children in that community.

The Parish supports the Bridge of Hope Children's Ministry which has a total of 150 children sponsored in Uganda who live with guardians in the community. The Children's Village now houses 26 children who are supported through 'Give a Child a Home' sponsors. The Nursery/Primary school has about 302 children attending in 7 classes. The last three classrooms were built in 2016 and the school will be full once classes 6 and 7 are in use in two years' time. 30 Protected Springs for clean water, each servicing about 200 people, have now been built and another will be built this spring. The charity also supports very poor families in particular circumstances, perhaps by building a replacement house (wood and mud with tin roof), replacing a roof or digging latrines. Healthcare is also undertaken when necessary. There continue to be new challenges for BOHCM as more need is identified.

#### **3.6 Ecumenical Relationships**

The parish is a member of the North West Enfield Group of Churches. The congregations of the churches meet three times a year for a combined service, rotating around the churches in the group, during the Week of Prayer for Christian Unity, in Pentecost and during One World Week.

# 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 2016

### 4. PRINCIPAL MATTERS CONSIDERED AT PCC MEETINGS

#### General

- Parish calendar
- Services
- Events, fundraising, trips
- Parish finances and Common Fund contribution
- Stewardship scheme and interim renewal campaign
- Incumbent and Interregnum arrangements, Sequestration fund
- Development of Parish Profile
- Policy for memorial inscriptions
- Table of fees revision
- Bequest arrangements and replacement grand piano
- Archive of Parish records of births, marriages, confirmations, funerals for the Metropolitan Archive website (@archive.com).
- Appointment of a Health & Safety Officer, preparation and adoption of a Policy, inspections
- Quinquennial Report actions for both churches and halls
- Electrical inspections of all buildings
- Children and Vulnerable Adults Safeguarding report, audit, review and display of policy statement
- Organist scholarship
- St John's School renovation and expansion of classroom
- St Michael's School admissions policy affecting St John's School entry
- Appointment of inspecting architect
- Parish garden plot proposal

#### St John's Church and Jean Price Hall

- Hall rental and maintenance
- Grounds maintenance
- Lych gate subsidence and underpinning
- Replacement heaters
- Removal of dead trees

#### St Luke's Church and Hall

- Hall rental and maintenance
- The Community Café refurbishment, management and contracts
- Remedial building works
- Replacement heaters
- Replacement electrical circuits
- Gutter clearance and roof inspection
- Renovation and maintenance of gutters, downpipes, roof covering
- Vestry rent
- Organ fund
- Grounds maintenance
- Rehousing of homeless person living in the grounds

#### Mission Action Plan and Capital Vision 2020

- Children's Service
- House groups
- Fundraising, training and participation in the *All People All Places* Winter Night Shelter scheme
- Shower installation for the Night Shelter
- Replacement beds for the Night Shelter
- Regular contributions to the Enfield Food Bank
- Compassion, child sponsorship, Bridge of Hope Children's Ministry
- Working with Lancaster Road URC to provide homeless suppers
- Ongoing arrangements for the extended choir
- Sponsorship of the 12<sup>th</sup> Enfield Scout Group
- Weekly meditation group sessions
- Ongoing development of the Mission Action Plan and publication on the parish website

# 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 2016

### 5. FINANCIAL REVIEW

Total income in 2016 (excluding property revaluations) was £150,368 and expenditure £118,120, with a surplus of £32,247. Unrestricted general operating income and expenditure (ie excluding special fund raising for renovations and repairs to churches and halls) were respectively £112,286 (8.4% more than in 2015) and £97,229 (3.7% more than in 2015) with a surplus of £15,058 compared to £9,794 in 2015. 2016 was the sixth consecutive year in which an increased surplus had been achieved. At the end of 2016, PCC bank accounts held £110,570 up from £95,824 at the start of the year and included £84,711 invested in the CCLA CBF Church of England Deposit Fund. This was distributed across St Luke's Church and Hall Improvements Fund (designated) £56,917, Legacies Fund (designated) £8,488, Night Shelter Fund (restricted) £3,502, Special Collections Fund (for Compassion and Bridge of Hope) (restricted) £527, St John's Renovation Fund (restricted) -£400 and the General Fund £41,658. The Interregnum Sequestration account also had a net balance of £122 due to the parish.

Stewardship Scheme contributions and Income Tax refunds totalled £36,329 and represented 32% of general operating income (3.8% down on 2015). A further 45% of general income came from church and church Hall lettings and flat rent totalled £50,032, (14% up on 2015) due to increased lettings. Collections including Gift Aid envelopes and income tax refunds totalled £7,929 (12% down on 2015). Parish fees and donations and collections from baptisms, weddings and funerals totalled £8,639 (more than double that in 2015). Unrestricted fund raising activities (net of fundraising costs) raised £5,526 (12.5% down on 2015)

The whole of the £49,000 Common Fund for 2016 (6.5% up on 2015) was paid to the Diocese. £42,522 (30% up on 2015) unrestricted funds was spent on maintaining the two churches and providing a Christian ministry for the parish. The principal elements of this increase were the refurbishment of St Luke's Refectory and kitchen for £6,639 and £2,753 to clear the deficit to close the project to refurbish St Luke's pipe organ, both of which were funded from St Luke's designated Renovation Fund. A number of electrical repairs were also undertaken for £1,930 to resolve issues identified during the 5-yearly circuits inspection earlier in 2016.

£11,605 (39% less than in 2015) unrestricted funds were spent on maintaining the two church halls. The main reason for decrease was a one-off surveyor's valuation report undertaken in 2015.

£2,021, including recovered income tax (23% down on 2015), was raised from special collections and Hunger Lunches to support mission activities. £1,756 was disbursed to the Children's Society (£545), Compassion (£445), Bridge of Hope Children's Ministry (£375), the Church Urban Fund (£203), the Mothers Union (£85), Christian Aid (£64) and the Diocese Lent Appeal (£40). In addition, £3,087 including recovered income tax was raised from a concert, grants and donations for the North Enfield Night Shelter. Shelter costs totalled £2,022 including £1,281 for the 2015/6 winter and £843 for new folding beds and mattress covers.

#### Refurbishment and Renovation Projects

During 2016, the blower of St Luke's pipe organ was replaced and six general thumb pistons were installed. £2,246 was raised from donations and recovered income tax. Expenditure totalled £8,056, net of VAT recovered from the Listed Places of Worship Scheme. In addition to the renovation of St Luke's refectory, a second hand coffee machine and six sets of tables and chairs were also purchased for £2,327 and capitalised for depreciation over four years.

St John's Renovation fund was reactivated for repairs to the lych gate. £200 was raised from donations and a structural survey cost £600.

#### Legacies

A new designated Legacies Fund was set up for bequests received from the estates of the late Elsie Haslett (£24,388) and Annie Ettridge (£100). As no restrictions had been imposed on the bequests, the PCC agreed that part should be used for a replacement grand piano for St Luke's church as Elsie had been a long standing chorister. A refurbished Bechstein piano was purchased with a cover, A-frame and damp chaser for £16,000 and has been capitalised. The fund balance has been designated for repairs to St John's lych gate.

# **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 2016**

### **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 unrestricted payments. This is equivalent to £24,000 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 and hall flat, 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 £8,000.

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 to date been used for major improvements to St Luke's church including rewiring, a new heating system and refurbishment of the refectory and kitchen.

Both churches have had Quinquennial inspections during 2015, the cost of which is still to be estimated. The required remedial work includes high level repairs to St Luke's church and, in addition, recent storms have damaged the tiling on the side of the spirelet allowing rainwater to enter on a regular basis. Accordingly, it is the policy of this parish to set aside £30,000 for this work, the sum to be reviewed when estimates have been received.

A significant proportion (£45%) of parish income comes from lettings of St Luke's Hall and of the hall flat. However the decorative state of the building is in urgent need of attention. In addition the flat urgently requires replacement double glazed windows and door. Accordingly, it is the policy of this parish to set aside £30,000 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 77% of total funds were invested at the end of 2016.

### **6. INTERREGNUM**

We are proud that our Vicar, Fr Edward Dowler, has been selected as Archdeacon of Hastings and Canon of Chichester Cathedral, and wish him and his family well for their future.

We particularly wish to thank the clergy who have stepped in to lead our services during the interregnum and most especially Fr David Nash.

### **7. 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 – Mrs Elaine Plumb and Mr Ian Buswell at St Luke's, Mrs Joan Young and Mrs Maureen Shapland at St John's, and the Parish Administrator, Mrs Mary Englefield, and also David Young (verger at St John's), Jakob Metson (organist) and John Wright (organist and Treasurer), Marion Berry (Stewardship Recorder), Michael Bird (Health & Safety Officer now retired), David Ryan (Church Safeguarding Officer), Cheryl Graham and Paul Bates (Children's Champions). We also thank our Lay Readers (Andrew Reid and Roy Tungatt) 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.

### **8. PLANS FOR 2017**

- To welcome a new Incumbent to the Parish.
- Recruit a new organist to follow John Wright's retirement.
- To continue to develop the children's service.
- Participation in the Winter Night Shelter scheme with review and planning for 2017/18.
- To further promote membership of the Stewardship Scheme for planned giving.
- To make the sermons available on the website in written form, as well as at present in audio.
- To further develop the House Groups for Christian discussion and socializing.
- To set up a Facebook account.

## **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 2016**

#### **9. 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, two representatives to the Deanery Synod, two Lay readers, 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 parish's current register of electors has a membership of 105 parishioners. Eight persons were elected as members of the PCC at the APCM on 6 March 2016.

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.

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 2016, the PCC met on six occasions with an average attendance of 73%. Members of the PCC also met on 4 further occasions during the Interregnum: Initial consultation of the Churchwardens with the Bishop of Edmonton; to appoint lay members to act as PCC representatives for the selection of a candidate; to develop the Parish Profile; Section 12 meeting with the Bishop of Edmonton and the Archdeacon of Hampstead to approve the Parish Profile, the Bishop's Statement and agree the selection procedure for the new incumbent.

The PCC has one sub-committee responsible for management of the parish buildings, including Health and Safety matters, setting hire charge rates and establishing terms and conditions for hires. There are also less formal groups responsible for the management of the Winter Night Shelter and for St. Luke's Organ Renovation Project.

#### **10. 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 Clay Hill Vicarage, 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.

# 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 2016

The people listed below served on the PCC during 2016.

|                                |  |  |
|--------------------------------|--|--|
| Vicar (Chair):                 | Rev Dr Edward Dowler   | (to 18 September)  |
| Readers:                       | Andrew Reid<br>Roy Tungatt   |  |
| Churchwardens at St. John's:   | Maureen Shapland<br>Joan Young   | (Vice Chair from APCM)   |
| Churchwardens at St. Luke's:   | Ian Buswell<br>Elaine Plumb  | (Vice Chair to APCM)   |
| Deanery Synod:                 | Mary Englefield<br>Cheryl Graham   |  |
| Parish Administrator:          | Mary Englefield  |  |
| Authorised Pastoral Assistant: | Michael Mansfield  |  |
| Elected members:               | Paul Bates<br>Marion Berry<br>Rosemary Dixon<br>Anna Erikson<br>Luke Kirkham<br>Peter Livermore<br>Gillian Medcalf<br>Monica Wood<br>John Wright | (from APCM)<br>(Secretary)<br><br>(to APCM)<br><br><br><br>(Treasurer) |
| Bankers:                       | Barclays Bank plc, 20 The Town, Enfield, Middlesex EN2 6LY   |  |
| Independent Examiner:          | Mr Roy Stanson FCMA  |  |
| Bank account signatories:      | John Wright, Ian Buswell, Mary Englefield.   |  |
| Stewardship Recorder           | Marion Berry   |  |
| Church Safeguarding Officer    | Dave Ryan  |  |
| Children's Champion            | Cheryl Graham<br>Paul Bates  | (St. John's church)<br>(St. Luke's church)                             |

The Parish website is managed by Roy Tungatt. The url is [www.clayhillparish.org.uk](http://www.clayhillparish.org.uk).

**Rosemary Dixon**  
**PCC Secretary**

**John Wright**  
**PCC Treasurer**

**22 January 2017**