

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 2018

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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 2018

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 2018, 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').

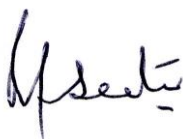
I report in respect of my examination of the charity's accounts carried out under section 145 of the Act and in carrying out my examination I have followed all the applicable Directions given by the Charity Commission under section 145(5)(b) of the Act.

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 22 February 2019

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 2018

B. RECEIPTS AND PAYMENTS ACCOUNTS

Changes to the form of these accounts

This year we have moved to producing Receipts and Payments accounts (R&P) rather than the format that combined elements of both Accruals and R&P used in previous years. The figures for 2017 have been restated to provide comparative figures for the 2018 accounts.

The main changes are:

- Exclusion of the value of the two parish halls from the assets as well as all details of annual revaluations.
- Exclusion of the value of Capital Equipment from the assets as well as all related depreciations.
- Adjustments for all Debtor and Creditor items over the 2016/7 and 2017/8 year-ends so that the corresponding income and expenditure items are all accounted in the year in which each payment or receipt occurred. These included:
 - £4,401 refunded VAT from the Listed Places of Worship received in 2018 for repairs undertaken in 2017.
 - £719 Fees for a wedding in April 2018 received in 2017 including £201 fee for Diocese and £170 fees for organist and verger shown as creditors at 1 January 2018.

		Unrestricted Funds		Restricted Funds	Total 2018	Total 2017
		General Funds	Designated Funds			
	Note	£	£	£	£	£
RECEIPTS						
Voluntary receipts:						
Planned giving	a	31,699			31,699	31,218
Collections at services	b	9,822			9,822	8,085
All other giving/voluntary	c	2,289	14,717	25,174	42,181	24,569
Gift Aid recovered	d	8,993	1,878	2,736	13,608	8,656
Activities for generating funds	e	6,402			6,402	6,326
Investment income	f	9,793			9,793	9,349
Church activities	g	48,960			48,960	47,512
Other incoming resources	h	863			863	172
Total Receipts:		118,822	16,595	27,911	163,328	135,887
PAYMENTS						
Church Activities:						
Common Fund	a	53,200			53,200	52,000
Clergy and staffing costs	b	4,503			4,503	4,894
Church running expenses	c	30,953	1,170		32,123	27,537
Hall running costs	d	16,855			16,855	13,423
Church major repairs & improvements	e		-4,305	6,041	1,736	36,543
Hall major repairs & improvements	f		1,452		1,452	3,626
Mission giving and donations	g	20		4,394	4,414	3,057
Cost of generating funds	h	1,237	511	465	2,213	1,382
Other resources expended	i	968			968	2,449
Total Payments:		107,736	-1,172	10,899	117,464	144,910
Excess of receipts over payments		11,086	17,767	17,011	45,864	-9,024
Cash funds at 1 January:		51,760	41,607	8,301	101,668	110,692
CASH FUNDS AT 31 DECEMBER:		62,846	59,375	25,312	147,533	101,668

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 2018

C. STATEMENT OF ASSETS AND LIABILITIES

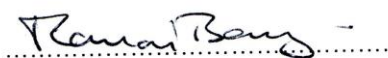
		Unrestricted Funds		Restricted Funds	Total 2018	Total 2017
		General Funds	Designated Funds			
	Note	£	£	£	£	£
Cash funds:						
PCC Barclays current account		40,318	1,324	25,520	67,161	17,090
Petty cash		10,562	-15,354	4,792	0	0
COIF deposit account		11,966	73,405		85,371	84,949
Totals:		62,846	59,375	30,312	152,533	102,039
Liabilities						
Creditors: (Fees due to verger & organist for wedding on 8 April 2018)						-170
Creditor: (Fee due to LDF for wedding on 8 April 2018)						-201
Creditor (St John's Lych Gate Diocese Loan)		0	0	-5,000	-5,000	0
Grand Totals:		62,846	59,375	25,312	147,533	101,668

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



Rev. Peter Godden
(Vicar)

Dated: 22 FEBRUARY 2019.



(Lay member of the PCC)

MARION BERRY CHURCHWARDEN

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 2018, two Designated Funds were operated - for Improvements to St Luke's Church and Hall and for Legacies.

During 2018, 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 2018	Receipts	Payments	Balance at 31 Dec 2018
	£	£	£	£
GENERAL FUND	51,760	118,822	-107,736	62,846
DESIGNATED FUNDS				
St Luke's Church & Hall Building Improvement Fund	33,120	16,595	2,342	52,057
Legacies Fund	8,488	0	-1,170	7,318
TOTAL DESIGNATED FUNDS:	41,607	16,595	1,172	59,375
RESTRICTED FUNDS				
St John's Church Renovations Fund	4,895	24,038	-6,505	22,428
Collections and Gifts with Restricted Purpose	596	1,880	-2,035	441
Night Shelter	2,810	1,992	-2,359	2,443
TOTAL RESTRICTED FUNDS:	8,301	27,911	-10,899	25,312
TOTAL OF FUNDS:	101,668	163,328	-117,464	147,533

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 2018

3. Staff Costs and Payments to PCC members

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.

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.

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.

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. The Vicar is the Managing Trustee and the London Diocese Fund Custodian Trustee of both buildings.

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 2018 are shown in the following table:

St Luke's Church	£14,040,000
St Luke's Parish Hall	£2,704,000
St John's Church	£5,408,000
St John's (Jean Price) Hall	£2,704,000

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 2018

FURTHER ANALYSIS OF RECEIPTS

	Unrestricted Funds		Restricted Funds	TOTAL 2018	TOTAL 2017
	General Funds	Designated Funds			
	£	£	£	£	£
a) Planned Giving:					
Stewardship Scheme	31,699			31,699	31,218
b) Collections at services:					
Collection Plate Cash	5,393			5,393	4,001
Collection Plate Gift Aid Envelopes	3,502			3,502	3,448
Wedding Collections	316			316	36
Funeral Collections	119			119	79
Baptism Collections	493			493	520
	9,822			9,822	8,085
c) All other giving/voluntary:					
Donations to General Fund	962			962	136
Donations and Appeals St Johns			14,884	14,884	13,993
Donations and Appeals St Lukes		8,717		8,717	7,124
Donations & Appeals Night Shelter			1,954	1,954	274
Restricted Purpose Collections and Donations			1,835	1,835	2,008
Wedding Donations to PCC	430			430	204
Funeral Donations to PCC	245			245	410
Baptism Donations to PCC	615			615	300
Interment of Ashes Donations to PCC	37			37	120
Legacies					
Grants		6,000	6,500	12,500	
	2,289	14,717	25,174	42,181	24,569
d) Gift Aid recovered:					
Stewardship Scheme Income Tax Refund	6,360			6,360	5,650
Donations to General Fund Tax Refund	26			26	241
Gift Aid Envelopes Tax Refund	907			907	785
Collection Plate Cash Tax Refund GASDS	1,699			1,699	1,247
Donations and Appeals Tax Refund St Johns			2,654	2,654	602
Donations and Appeals Tax Refund St Lukes		1,878		1,878	
Restricted Purpose Collections Tax Refund			45	45	21
Donations & Appeals Tax Refund Night Shelter			38	38	110
	8,993	1,878	2,736	13,608	8,656
e) Activities for generating funds:					
Fetes Bazaars and other fund raising	6,402			6,402	6,326
f) Investment income:					
Interest received	433			433	239
Church Hall Flat Rent	9,360			9,360	9,110
	9,793			9,793	9,349
g) Church activities:					
Baptisms Fees	43			43	19
Weddings PCC Fees	1,911			1,911	891
Funerals PCC Fees	782			782	448
Interments of Ashes PCC Fees	869			869	142
Church Hall Lettings	39,794			39,794	40,143
Church Lettings	5,561			5,561	5,869
	48,960			48,960	47,512
h) Other incoming resources:					
Insurance Claims	344			344	
Miscellaneous Receipts	519			519	172
	863			863	172
TOTAL RECEIPTS:	118,822	16,595	27,911	163,328	135,887

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 2018

FURTHER ANALYSIS OF PAYMENTS

	Unrestricted Funds		Restricted Funds	Total 2018	Total 2017
	General Funds	Designated Funds			
	£	£	£	£	£
a) Common Fund:					
London Diocesan Fund	53,200			53,200	52,000
b) Clergy and staffing costs:					
Organists, Choirmasters, Musical Sunday School	2,985			2,985	3,900
Choir					
Clerk, Vergers and Diggers					
Vicars Expenses	315			315	123
Visiting Clergy Fees and Expenses	175			175	130
Maintenance of Vicarage	396			396	237
Vicarage telephone & parish phone calls	632			632	503
	4,503			4,503	4,894
c) Church running expenses:					
Parish training and education	166			166	
Church Insurances	8,557			8,557	8,332
Organ and Piano Tuning and repairs	732			732	3,840
Church Maintenance & Minor Repairs	6,997			6,997	5,617
Altar and Service Supplies	567			567	613
Church Equipment and Maintenance	457	1,170		1,627	586
Churchyards and Gardens	4,425			4,425	866
Printing, Postage, Stationery, Books, Software	1,942			1,942	1,960
Licences and Service Charges	1,046			1,046	867
Memorial Gardens and Book of Remembrance					
Church Lighting and Heating	5,507			5,507	4,387
Church Water Rates	557			557	468
	30,953	1,170		32,123	27,537
d) Hall running costs:					
Church Hall Lighting and Heating	4,206			4,206	3,885
Church Hall Insurance	2,235			2,235	2,193
Church Hall Other Running Costs	4,503			4,503	4,118
Church Hall Repairs and Maintenance	5,911			5,911	3,227
	16,855			16,855	13,423
e) Church major repairs & improvements:					
St John's Church Renovation & Improvements			6,041	6,041	9,300
St Luke's Church Renovation & Improvements					
Church Major Repairs		-4,305		-4,305	27,243
		-4,305	6,041	1,736	36,543
f) Hall major repairs & improvements:					
Church Hall Renovation & Improvements		1,452		1,452	3,626
g) Mission giving and donations:					
Donations Made					
Donations made from collections and gifts with restricted purpose			2,035	2,035	1,960
Night Shelter			2,359	2,359	1,077
Deanery Synod	20			20	20
	20		4,394	4,414	3,057
h) Cost of generating funds:					
Fundraising Costs including 100 Club Prizes	1,237			1,237	1,382
Fundraising Costs St John's renovations			465	465	
Fundraising Costs St Luke's renovations		511		511	
	1,237	511	465	2,213	1,382
i) Other resources expended:					
Miscellaneous Expenditure	968			968	2,449
TOTAL PAYMENTS:	107,736	-1,172	10,899	117,464	144,910

E. PCC ANNUAL REPORT FOR 2018

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 for eleven weeks from early January until Palm Sunday 2018. During 2018, the Parish's participation was reviewed, funds raised and training provided for involvement in 2019 (to start 4th January 2019).

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

The Junior Church (Sunday School) now 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.

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.

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 2018

St. John's Church:

Sunday (except 3 rd Sunday):	9am	Parish Eucharist
Sunday (except 3 rd Sunday):	6pm	Evening Service
Third Sunday during School Term:	8am	Said Eucharist
Third Sunday during School Term:	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
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The average weekly attendance for services at St. John's was 21 for Sunday mornings and six for evenings, and 24 adults and 18 children for the Children's services; at St. Luke's it was 40 adults and eight children for Sunday mornings, 10 adults for weekdays, and 53 adults and 40 children for the All-Age Eucharist and Church Parade.

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 13 children and one adult, eight Weddings, a 10th Anniversary Thanksgiving Service and a Dedication of Marriage Service, seven Funerals and one Memorial Service, two Crematorium or Cemetery Funerals, and eight Interment of Ashes (including one double for a married couple).

A Confirmation service in November for four adults was presided over by the Bishop of Edmonton.

Other special services included Ash Wednesday Sung Eucharist and Imposition of Ashes, 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, Mothering Sunday, Ascension Day, Birth of St John the Baptist, Pentecost Children and All-Age Service, Trinity Sunday, Harvest Festival, St Luke the Evangelist's Patronal Festival, All Saints, All Souls Eucharist, Remembrance Day, Advent Lights, Nine Lessons and Carols, "Blue Christmas", Christingle, Christmas Eve Midnight Mass and Christmas Day Family Eucharist.

The Extended Choir, with members of The Clay Hill Singers, sings at special services.

St. John's School held services in St. John's Church to mark important occasions in the church and school year. Lavender School and Barley Barn Nursery held Christmas celebrations in St. Luke's and Headstart Nursery at St John's. The Mothers' Union hosted three special services: Looking towards Easter, part of the Wave of Prayer and Looking towards Christmas.

The weekly Parish service and newssheet 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.

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 2018

3.2 Mission, Worship and Social Activities

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

January

- Epiphany Service
- North West Group of Churches Service at the Salvation Army Hall, Churchbury Lane, marking the start of the Week of Prayer for Christian Unity
- Soup Hunger Lunch with proceeds to the Winter Night Shelter
- 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

February

- Enfield Deanery Evensong at All Saints Edmonton
- Jeremy Sampson returned to hold two popular organ workshop sessions - WOOFYT: Wooden One-Octave Organ for Young Technologists.
- Roast Lunch and Good Companionship at the Plough public house
- Winter Night Shelter Friday/Saturday throughout February
- Ash Wednesday Communion with Imposition of Ashes
- On Ash Wednesday the Vicar, the vicar of St Michael's Gordon Hill and the Bishop of Edmonton offered the imposition of ashes to commuters outside Gordon Hill station
- Soup Hunger Lunch throughout Lent with proceeds to Bridge of Hope
- Joint evening service at Lancaster Road United Reformed Church
- Cooks' Night Off - dining at 42 Clay Hill in aid of the Lych Gate Restoration Fund
- Science and Religion Study Day at St Mary Magdalene Church Hall, exploring how science and religion relate to each other.
- Mothers' Union Annual General Meeting.
- Coffee Morning every Monday in St Luke's Church to enjoy friendly company.

March

- Winter Night Shelter Friday/Saturday until Palm Sunday
- Annual Parochial Church Meeting
- Mothering Sunday Family Eucharist and Parade with daffodil posies for mothers
- Soup Hunger Lunch 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
- Maundy Thursday Eucharist of the Lord's Supper
- Good Friday Children's Service and preparation of the Easter Garden
- Good Friday Commemoration of the Lord's Passion
- Good Friday Tenebrae service of music and readings
- Holy Saturday Easter Vigil
- Roast Lunch and Good Companionship at The Plough public house
- "A nostalgic look at Seaside Holidays": A presentation sponsored by the Mothers' Union by Roger Elkin in St Luke's Church
- The Clay Hill Singers held a raffle in aid of ceiling repair funds
- Joint evening service at Lancaster Road United Reformed Church
- Coffee Morning every Monday in St Luke's Church to enjoy friendly company

April

- Easter Sunday All-Age Celebration
- Easter Egg raffle in aid of the Lych Gate Restoration Fund
- Mother Union Raffle for the Lych Gate fund
- Coffee Morning at 42 Clay Hill in aid of Noah's Ark Children's Hospice
- Roast Lunch and Good Companionship at The Plough public house
- "Songs on a Sunday" concert by members of the Choir in aid of the Lych Gate Restoration Fund and Ceiling Repair Fund

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 2018

- A talk by Mary Englefield, sponsored by the Mothers' Union, on her work as Volunteer in the Schools and Families Department of St Paul's Cathedral.
- Joint evening service at Lancaster Road United Reformed Church
- Coffee Morning every Monday in St Luke's Church to enjoy friendly company
- Soup Hunger Lunch in aid of Noah's Ark Children's Hospice
- Quiz Night in aid of St Luke's ceiling repair fund

May

- Roast Lunch and Good Companionship at The Plough public house
- Christian Aid Week
- Barn Dance in aid of the Lych Gate Renovation Fund
- Parish Summer Fayre
- Pilgrims raising awareness of the plight of refugees by walking from Cockfosters to Enfield Lock are welcomed on their journey at St John's
- Talk by David Nash, sponsored by the Mothers' Union, on hymns written in difficult times
- Soup Hunger Lunch with proceeds to Christian Aid
- St John's School Ascension Day service
- Joint evening service at Lancaster Road United Reformed Church
- Coffee Morning every Monday in St Luke's Church to enjoy friendly company
- Fire Evacuation drill at All-Age Eucharist and Church Parade at St Luke's Church

June

- David Nash celebrates his Golden Anniversary as a Priest with Sung Eucharist service
- Concert by the English Jazz Orchestra led by Martin Stogden for the ceiling repair fund
- Service of Blessing of the new school building presided by the Bishop
- Flower Show Week at St John's Church and Hall, including visit from the Mayor of Enfield, raising £2,851 for the Lych Gate fund
- Mothers' Union Annual Festival Service at St Paul's Cathedral
- Rev'd Peter Godden speaks at Crews Hill Residents' Association AGM concerning the church, and the lych gate restoration appeal
- Roast Lunch and Good Companionship at The Plough public house
- St John's Patronal Festival Evensong, with extended choir, with guest speaker Rev'd Nevsky Everett, Chaplain of Keble College, Oxford
- Soup Hunger Lunch with proceeds to Bridge of Hope
- Joint evening service at Lancaster Road United Reformed Church

July

- Parish pilgrimage to St Paul's Cathedral for a private tour and Evensong
- Arts and Crafts Day at St John's in aid of the Lych Gate fund
- Bridge of Hope Anniversary Service at Enfield Baptist Church
- A talk by Rev'd Peter Godden, arranged by the Mothers' Union, on why The Beatles are the greatest band of all time
- Soup Hunger Lunch with proceeds to support the work of the Mothers' Union
- Mothers' Union Wave of Prayer service
- Baptisms
- Joint evening service at Lancaster Road United Reformed Church
- St John's School Summer Concert
- St. John's School end of year service
- Summer Buffet at 42 Clay Hill in aid of the Lych gate fund
- The Clay Hill Singers held a raffle in aid of ceiling repair funds

August

- A presentation by Malcom Foster, arranged by the Mothers' Union, on his work in the Antarctic
- Baptisms
- Joint evening service at Lancaster Road United Reformed Church
- Roast Lunch and Good Companionship at The Plough public house

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September

- House Group relaunch
- Soup Hunger Lunch with proceeds to Bridge of Hope
- Roast Lunch and Good Companionship at The Plough public house
- Open meeting in St Luke's Church by Age Concern representatives and our Police Community Officer concerning scams and how to avoid being a victim
- Joint evening service at Lancaster Road United Reformed Church
- Mothers' Union presentation on the work of the Bridge of Hope Children's Ministry

October

- First Junior Church (Sunday School) following reorganisation
- Parish Quiz Night raising £1300
- St Luke's Patronal Festival Service giving thanks for the witness of St Luke and for our community at Clay Hill, followed by a Bring and Share lunch
- St Luke's Patronal Festival Evensong with extended choir and guest speaker Rev'd Atalie Gaines, vicar of King Charles the Martyr, Potters Bar.
- "Two's Company" Folk Concert in St John's Church
- Parishioners' Meeting to elect a new Churchwarden for St John's Church
- Soup Hunger Lunch with proceeds to the Church Urban Fund
- St John's School Harvest Festival
- Mothers' Union discussion "Our Quest for Wisdom" led by Rev'd Maureen Lunn, looking at ancient Christian traditions
- Cub Scouts tidy the Macy Memorial Garden
- Harvest Festival followed by a Bring and Share Lunch, and donations to the Food Bank and Winter Night Shelter
- All Souls Day Requiem Eucharist
- Joint evening service at Lancaster Road United Reformed Church

November

- Confirmation Service with the Bishop of Edmonton, followed by a Bring and Share Buffet
- Roast Lunch and Good Companionship at the Plough public house
- Presentation by Caroline Godden, arranged by the Mothers' Union, on "Tracing Faith in Harry Potter" exploring elements of Christianity in JK Rowling's world-famous books
- St John's School Remembrance Service
- Remembrance Sunday services: All-Age Eucharist at St Luke's with parade, Last Post, Reveille and Two Minutes Silence, and Evensong at St John's
- Andrew Reid relicensed as a Licensed Lay Minister (Reader) in the presence of The Rt Rev'd and Rt Hon Dame Sarah Mullally at St Paul's Cathedral
- "Operation Christmas Child" Shoe Box Appeal
- Race Night in St Luke's Hall
- Fr Gordon Giles, Vicar of St Mary Magdalene Church, presides and preaches at both morning services
- Soup Hunger Lunch with proceeds to Bridge of Hope
- All Saints Day services
- Race Night in aid of the Lych Gate fund
- Bells were rung at both St. John's and St. Luke's at noon on Remembrance Sunday
- Joint evening service at Lancaster Road United Reformed Church

December

- Parish Christmas card delivered to all homes in the parish with a message and service times
- Christmas Cracker Party at St Luke's Church
- 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. Since starting this in 2007, the Parish has raised over £1,100
- Mothers' Union Looking Towards Christmas service
- St John's School Carol service
- Nine Lessons and Carols service at St John's Church

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- Soup Hunger Lunch with proceeds to Noah's Ark Children's Hospice
- Fire evacuation drill at St John's Church
- Lavender School's Christmas Service
- Headstart Nursery Christmas service
- Barley Barn Nursery Christmas celebration
- "Blue Christmas" service - a quiet, reflective service for those who may find Christmas difficult
- Christingle service
- Midnight Mass at St Luke's Church
- Christmas Day Celebration and Family Eucharist at St John's 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.

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 APAP Winter Night Shelter during January, February and March 2018 and have prepared for the 4th January 2019 start.

We have a thriving (mixed gender) Mothers' Union, based primarily at St Luke's, providing fellowship for its members, organising events with most of the activities supporting residents of the Parish and patients in Chase Farm Hospital, but also working to support the mission of the Mothers' Union around the world.

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 Mothers' Union, meets fortnightly at Woodbury Manor Residential Home.

St John's Church is open to all visitors on Wednesdays (10.30am - 4.30pm) 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.

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3.6 Mission and Evangelism

There is a monthly Soup Hunger 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 Hunger Lunches, enabled the Parish to send donations to missionary activities. These included the Bridge of Hope Children's Ministry, The Children's Society, Christian Aid, Church Urban Fund, Compassion, the Mothers' Union, Noah's Ark Children's Hospice and the Winter Night Shelter.

The Parish supports the work of Bridge of Hope Children's Ministry which has over 150 orphans or abandoned children sponsored in Rukungiri, Uganda who live with guardians in the community. The charity aims to release children from poverty and prevent them having to live on the streets. The Parish also supports the work of Compassion UK and sponsors Immaculate, who lives in Uganda, throughout her childhood and college years, with 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.

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
- Annual revision of Electoral Roll
- Appointment of Churchwardens
- Appointment of Standing Committee
- Appointment of Parish Safeguarding Officer
- Appointment of Disclosure and Barring Service checker
- Relicensing of Lay Readers
- Appointment of PCC representative on the Board of St John's School Governors
- Services, including new Liturgy Order of Service booklets for each church season
- Junior Church/Sunday School and development of the Children's Service
- Parish finances including Common Fund contribution increase, applications for grants and loans towards St John's Church Lych gate restoration project and St Luke's Church ceiling repair fund
- Stewardship scheme
- Table of fees revision
- Rents and rates review
- Appointment of Roger Seaton as Independent Examiner of accounts following the retirement of Roy Stanson
- Accounting policies and procedures document and implementation
- Transfer of bank account, following notice from current bank that the parish turnover exceeds eligibility threshold of their community account tariff and will in future incur charges: Consideration of various bank policies and implementation of transfer, including new Signatory rules
- Legacy policy compilation and approval
- Events, fundraising organisation, fund recipients
- Safeguarding (Child and Adult protection) Audit completion and approval for return to the Diocese
- Re-adoption of the Children and Vulnerable Adults' Safeguarding Report and policy
- Policy on the appointment of ex-offenders
- Compilation of a table of policies, including date of approval and review, storage of hard copies
- Health and Safety review of Policy, inspections, Risk Analysis procedures and formulation of checklists and instructions for users, including risk assessments for all major events, risks review (including knowledge of parishioners with set medical conditions), fire safety checks, fire drills drafted, updating of floor plans with fire exits, fire evacuation drills, Fire Wardens' training and guide, new fire extinguishers

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- Electric safety checks and remedial work
- Quinquennial Report renovation and repairs actions for both churches and halls, including gutter and roof repairs
- Maintenance and use of buildings
- Applications for the hire of buildings
- Winter Night Shelter participation
- Set up of Welcoming Team
- Welcoming leaflets for the new homes within the parish on the Chase Farm hospital site
- Training of Servers, including young people
- Data Protection responsibilities in compliance with laws implemented in May 2018, including trainings, preparation and implementations, completion of the Information Commissioner's Office data audit questionnaire, deep-clean of records and the security of information held
- The future of the parish, including its use of buildings
- Involvement of the parish in supporting the new Enfield centre for Christians Against Poverty (debt service and debt relief)
- Diocese research into the transition period of children between the ages of 9 and 13 and their relationship with the Church
- Christmas cards
- Licences to distribute Holy Communion and DBS requirements
- Roger Elkin's 'Aberrog' train layout - to remain in our community and to be maintained on behalf of the parish
- Organist recruitment: Our young organist is now attending University; our interim (since 2011) organist to retire

St John's Church and Jean Price Hall

- Lych gate subsidence and underpinning project: Application for diocesan faculty, dismantling and storage, planning permission queries, fundraising and grant applications, bore-hole investigations, architect's report and estimation of costs, tendering processes and approval of contractors
- Buildings maintenance and repair, including water leakage in the hall, gas heater replacements
- Hall rental
- Grounds maintenance including preservation of protected trees and animal species, involving local Council permissions, ecology experts and arboriculturalists
- Development of a policy for the interment of ashes in non-consecrated grounds
- Safety glass for internal doors
- Purchase of A-frame, new cover and damp chaser for piano

St Luke's Church and Hall

- Buildings maintenance and repair in accordance with safety, architect and Diocese reports
- Internal refurbishment of flat and hall, including installation of fire doors, illuminated exit signs, reconnection of cooker
- Setting up of a working party to deep clean the hall following refurbishment and repair
- Hall rental
- Vestry rental
- Remedial building works and refurbishment
- Electronics tested and fire risk assessment
- Gutter clearance and roof inspection
- Grounds maintenance including the leveling of the Macy Memorial Garden path

Mission Action Plan and Capital Vision 2020

- Children's Service and Sunday School
- House groups
- Fundraising, training and participation in the All People All Places Winter Night Shelter scheme
- Regular contributions to the Enfield Food Bank
- Compassion, child sponsorship, Bridge of Hope Children's Ministry
- Ongoing arrangements for the extended choir
- Sponsorship of the 12th Enfield Scout Group
- Weekly meditation group sessions
- Ongoing development of the Mission Action Plan and publication on the Parish website

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5. FINANCIAL REVIEW FOR 2018

The Parish's new Independent Examiner has indicated that the layout used to present parish accounts in recent years does not properly comply with Receipts and Payments (R&P) Accounting rules. Accordingly, the 2017 accounts have been restructured into R&P format to provide comparative figures for the 2018 accounts. In addition, a small number of adjustments have had to be made to the 2018 accounts - removal of the value of parish halls from the assets together with all annual revaluations; removal of the value of capital equipment from the assets with all associated depreciations; adjustments for all debtor and creditor items over the 2017/8 year-end so that the corresponding payments or receipts items are all accounted in the year in which they occurred.

Total income in 2018 was £163,328 and expenditure £117,464, with a surplus of £45,864. Unrestricted general operating income and expenditure (ie excluding special fund raising for renovations and improvements to churches and halls) were respectively £118,822 (6.3% more than in 2017) and £104,602 (18.9% less than in 2017) with a surplus of £14,221 compared to a deficit of £17,194 in 2017. The surplus was generated by an increased income of approximately £7,000 due to increases in Sunday collections (£1,800), Stewardship (£1,400) and occasional services (£2,700), together with a reduction in expenses of approximately £24,000 (principally the ceiling and quinquennial repairs to St Luke's in 2017) but which would have been £4,300 smaller without a R&P adjustment. A reduction in expenses was partially offset by increases in the cost of heating and lighting the buildings, repairs to St Luke's Hall and tree surgery in St John's garden.

At the end of 2018, PCC bank accounts contained £147,533, up from £102,039 at the start of the year. This included £85,371 invested in the CCLA CBF Church of England Deposit Fund and £5,000 loan from the Diocese for St John's Lych Gate project. These were distributed across St Luke's Church and Hall Improvements Fund (designated) £52,057, St John's Renovation Fund (restricted) £22,428, Legacies Fund (designated) £7,318, Night Shelter Fund (restricted) £2,443, Special Collections Fund (restricted - for Compassion and Bridge of Hope) £441 and the General Fund £62,846, which was 21% more than in 2017.

Income from Church and Church Hall lettings and flat rent (£54,715) remains the largest source of operating income at 46% but was marginally less than in 2017. It is, therefore, essential that our dependence on this source of funds must be protected by maintaining and improving the standard of our halls. The Stewardship Scheme was the second largest source of income (£38,059) at 32% with a small increase over 2017. Although there was a significant increase in income from occasional services in 2018, these remain unpredictable and only one wedding has been booked for 2019.

Ministry costs (£54,738) made up just over half of operating expenditure in 2018, the main item being the £53,200 contributed to the Diocese Common Fund (2.3% up on 2017). Just under a quarter (£24,096) was needed to maintain both churches and gardens, with extra expenditure needed for tree surgery in St John's garden, replacement of two failed gas heaters in St John's church and rising gas and electricity costs. The cost of running the halls (£16,855) was approximately £3,500 more than in 2017 mainly because of safety repairs to St Luke's hall flat. In addition, £1,452 was spent on improvements to St Luke's Hall comprising three additional emergency lights (£370), two new kitchen sinks (£732) and an extractor fan for the Hall flat (£350).

£1,880 (7.3% down on 2017) was raised from special collections and Hunger Lunches to support mission activities. A total of £2,035 (4.0% up on 2017) was disbursed to the Children's Society (£676), Compassion (£338), Bridge of Hope Children's Ministry (£300), All People All Places (£264), the Church Urban Fund (£172), Noah's Ark Children's Hospice (£91), the Mothers Union (£46) and Christian Aid (£41) plus the Bishop of Edmonton's Discretionary Fund (£97). In addition, £934 was raised for the North Enfield Night Shelter from donations, Income Tax refunds and a Hunger Lunch. A grant of £1,059 was also received from the Old Enfield Trust and used to fund purchase of new equipment for the Shelter. Shelter operating costs totalled £1,299 including heating and lighting (£770) and laundry and food (£529).

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5.1 Major Projects and Repairs

St John's Lych Gate Project: £23,574 was raised from donations (£9,543), Income Tax refunds (£2,654), fund-raising activities net of expenses (£4,877) and grants from Diocese of London (£5,000) and the Enfield Society (£1,500). Expenditure totalled £6,041 comprising Architects Survey fees (£1,228), Architects Project fees (£2,653) and Consulting Engineer fees (£2,160).

St Luke's Ceiling Project: £12,269 was raised for St Luke's Ceiling project from donations (£1,756), Income Tax refunds (£1,778), a grant from the Diocese of London (£6,000) and fund-raising activities net of expenses (£2,736). £3,405 VAT was recovered from Listed Places of Worship Scheme. A loan of £6,000 was also received from the Diocese of London which has been repaid and the project account was cleared and closed. The Church Major Repairs account contains a negative expenditure of £4,305 being the VAT recovered in 2018 for repairs to St Luke's ceiling from the Listed Places of Worship scheme. This was originally provisioned in the 2017 accounts but had to be moved to the 2018 accounts as one of the adjustments needed to transition to the R&P accounting model.

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 churches, 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 £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.

Both churches had Quinquennial inspections during 2015, the required remedial work for which includes high level repairs to St Luke's church. The annual gutter cleaning in 2018 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 (repairs to high level window panes, tiles and south transept brickwork) it is the policy of this Parish to set aside £25,000 for this ongoing work, the sum to be reviewed when estimates have been received.

A significant proportion (£46%) 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 and the annual gutter cleaning in 2018 identified a number of areas for urgent repair on the roof. In addition, the flat urgently requires replacement double glazed windows and door. Accordingly, it is the policy of this Parish to set aside £25,000 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 58% of total funds were invested at the end of 2018.

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.

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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 – Joan Young, Marion Berry (also Stewardship Recorder and Health and Safety Officer) 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), 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 the Rev'd David Nash, 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.

7. PLANS FOR 2019

- The further development of the Children's Service
- The development of the Junior Church
- Participation in the Winter Night Shelter scheme with review and planning for the following year
- The promotion of the Stewardship Scheme for planned giving
- To further develop the House Groups for Christian discussion and socializing
- The use and development of our buildings
- To set up a Fundraising and Social Committee
- To recruit a new organist and choirmaster

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, 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 (March 2018) has a membership of 107 parishioners. The Church Electoral Roll will be renewed in 2019. Seven persons were elected as members of the PCC at the APCM on 4th March 2018.

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.

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 2018, the PCC met formally on six occasions with an average attendance of 84%, together with an informal Autumn Awayday.

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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.

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 2018.

Vicar (Chair):	Rev Peter Godden
Readers:	Andrew Reid Roy Tungatt
Churchwardens at St. John's:	Marion Berry (from 7 th October) Gillian Medcalf (APCM to 7 th October) Maureen Shapland (to APCM) Joan Young
Assistant Churchwarden:	Gillian Medcalf (from 7 th October)
Churchwardens at St. Luke's:	Ian Buswell Elaine Plumb
Deanery Synod:	Mary Englefield Andrew Reid (from 1 st June)
Parish Administrator:	Mary Englefield
Authorised Pastoral Assistant:	Michael Mansfield
Elected members:	Paul Bates (Vice-Chair) Marion Berry (to 7 th October) Rosemary Dixon (Secretary) Cheryl Graham Peter Livermore Monica Wood John Wright (Treasurer)
Bankers:	Barclays Bank plc, 20 The Town Enfield Middlesex EN2 6LY
Independent Examiner:	Mr Roy Stanson FCMA (to APCM) Mr Roger Seaton FCA (from 17 th July)
Bank account signatories:	Ian Buswell, Mary Englefield, Peter Godden, John Wright
Stewardship Recorder	Marion Berry

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Church Safeguarding Officer	Cheryl Graham	
Children's Champion	Cheryl Graham	(St. John's church)
	Paul Bates	(St. Luke's church)
Disclosure and Barring Service checker	Heather Livermore	
St John's Primary School Governor	Roy Tungatt	

The Parish website is managed by Roy Tungatt. The url is www.clayhillparish.org.uk.

Rosemary Dixon
PCC Secretary