

THE PAROCHIAL CHURCH COUNCIL OF THE ECCLESIASTICAL PARISH OF ST FRANCIS LUTON

England & Wales · Charity number 1136430

Details

Other names	ST FRANCIS PCC LUTON
Status	Registered
Legal form	Previously excepted
Registered	2010-06-17
Register	View on the Charity Commission register

Contact

Address	Carteret Road Luton LU2 9JZ
Phone	01582 451132
Email	office@stfrancisluton.org.uk
Website	stfrancisluton.org.uk

Activities

Objects: Promoting in the ecclesiastical parish the whole mission of the Church.

Activities: To enable as many people as possible to worship at our church and to become part of our parish community.

Classification

- **How:** Makes Grants To Organisations, Provides Buildings/facilities/open Space
- **What:** Religious Activities
- **Who:** The General Public/mankind

Geography

- **Area of benefit:** UNDEFINED. IN PRACTICE, LOCAL.
- Luton

Finances

Period end	Income	Expenditure	Assets	Employees
2025-12-31	£143,969	£134,341	-	-
2024-12-31	£102,441	£120,367	-	-
2023-12-31	£100,915	£97,680	-	-
2022-12-31	£86,044	£100,672	-	-
2021-12-31	£80,206	£98,087	-	-
2020-12-31	£94,978	£91,482	-	-

Trustees

Name	Role	Appointed
Rev Josias de Souza	Chair	2021-11-02
Aman Rajiv Devdas		2025-05-18
Denise Archer		2020-10-18
Elaine Ann Cleaver		2015-04-28
Gabrielle Minakshi Singh		2025-05-18
Graham Clifford Hosker		2016-05-15
MRS JACKY WILSON		2012-05-21
PHILIP DAVID HEATHCOTE		
PHILIP RICHARD LINE		2018-04-29
Raymond John Cooper		2016-04-24
Rev David Holland		2024-04-21
Sarah Maxine Samuel		2025-05-18
WINIFRED JOAN KINNINMONTH		2012-05-14

Accounts



Annual Report for 2025

1. Introduction: Our Mission and Purpose

The year 2025 has been a year of continued growth and service for St Francis Church in Luton and Cockernhoe. Under the leadership of the PCC, we have continued to seek to live out the mission of the Church through worship, discipleship, and service to our community. We are called not merely to maintain buildings, but to cooperate in the "whole mission of the Church"—pastoral, evangelistic and social. Whether at the Church Complex on Carteret Road, our outreach in Cockernhoe, or through our stewardship of 15 Lancing Road, our work is a direct response to the Great Commission and the Great Commandment.

Our Vision

We are committed to fostering a parish community where everyone is enabled to worship and find a true sense of belonging. Our life together is guided by five core values:

- **Worship:** Encountering God through prayer, scripture, music, and sacrament.
- **Outreach:** Sharing the Gospel and serving those in need.
- **Fellowship:** Building a supportive and inclusive church family.
- **Community:** Engaging with our neighbours in Luton and Cockernhoe.
- **Discipleship:** Growing in our knowledge and trust of Jesus Christ.

As we reflect on the past year, we see how these spiritual foundations have been translated into the daily life and gathered worship of our congregation.

2. Worship and Spiritual Growth

Worship remains central to our life together, providing a regular rhythm where we encounter God and grow in faith. While we value our traditional services, we remain keen to offer diverse opportunities for people at all stages of their journey to engage with worship. Our ministry continues to evolve to meet the needs of the next generation. During the 2024/25 academic year, the **Alban Way** programme at Cockernhoe School supported the spiritual development of Year 5 and 6 pupils and strengthened our links with the school. Looking forward, we spent much of late 2025 preparing for the January 2026 launch of **Connect@5**. This informal evening service represents a significant "new pathway" for faith, specifically designed to reach young people, young adults, and those exploring the Christian faith.

We continue to hold the community of Cockernhoe in our prayers. While St Hugh's Church remains closed for services and is currently deemed unsafe due to electrical issues, we remain committed to its care and its place within our parish identity.

Church Life by the Numbers (2025)

Category	Statistic
Electoral Roll	84
Average Sunday Attendance	91
Midweek Eucharist (Wednesday)	8
Baptisms	3
Confirmations	9
Funerals	5
Weddings	0

3. Our Church Centre and Community Life

The Church Centre continues to be an important space for community life and outreach. By opening our doors throughout the week, we provide a space where the values of the Gospel are lived out through practical support and community building.

The hall serves a wide range of people, categorised by our primary areas of impact:

- **Youth & Education:** We host the Next Generation Youth Theatre, the Kumon educational tutoring programme, and the Brownies, who meet weekly, supporting local children and young people.
- **Health & Community:** From the physical activity of Taekwondo and Line Dancing to the crucial support for new mothers and babies via "Flying Start," the hall is a place of wellness.
- **Support & Hospitality:** The "Warm Space" (Conversation Club) has become a vital lifeline, offering warmth and friendship to those who might otherwise be isolated. On Saturdays, we are further enriched by the Community Café and the African Apostolic Church.

Beyond the hall, our pastoral care remains a priority. Clergy and church family members regularly visit those who are unwell or housebound, ensuring that even those unable to attend services remain a vital part of our fellowship.

4. Outreach and Mission Partners

At St Francis, we believe the Gospel calls us to look "outward," offering practical support to those in need both locally and globally. Our mission work is the an expression of our faith in action, built on partnerships that extend our reach far beyond the parish boundaries.

Mission and Community Engagement

Our commitment to mission is delivered through dedicated partnerships and local events:

- **Mission Partners:** We provide ongoing prayerful and financial support to Wycliffe Bible Translators (Sarah Casson), Hands of Mercy, Youthscape, and YWAM (Harpenden).
- **Community Highlights:** Local outreach included the Maundy Thursday supper, the Christmas Market, a vibrant Summer Club for children, and various craft and jumble sales.

Ecumenical Relationships

We value our place within the wider body of Christ, maintaining strong links with the Luton Town Centre Chaplaincy and participating in the "Churches Together in Luton" initiatives, including the annual Good Friday Walk of Witness.

This outward-looking mission is made possible through the profound generosity and stewardship of our congregation.

5. Financial Review: Stewardship and Resources

Financial transparency is an important part of our governance, and we are grateful for the generosity of our congregation, whose giving enables the ministry and mission of the church to continue.

2025 Financial Summary

- **Total Funds:** Increased to **£87,012** (from £74,105 in 2024).
- **Planned Giving:** **£36,485** was received through the Parish Giving Scheme and regular methods.
- **Loose Collections:** **£12,452** was donated through the plate and contactless payments.
- **Gift Aid Claimed:** **£10,515** was successfully recovered from HMRC.
- **15 Lancing Road:** This property, used by our Curate, generated a significant **net surplus of £9,863** after costs, which helped boost our Fabric and St Hugh's funds.
- **Parish Share:** Our original request of £57,739 was reduced to **£39,739** because our Curate occupies 15 Lancing Road. We were able to pay **80% of this reduced figure**, acknowledging a 20% shortfall we hope to address as our stewardship grows.
- **Hall Surplus:** The Church Centre generated a surplus of **£3,642**, supporting our wider ministry.
- **St Hugh's Maintenance:** The church incurred a deficit of **£573** due to safety equipment and utility costs, which was covered by a transfer from the Staff Housing Account.

We also express our thanks to our Independent Examiner, **Andrew Rodell**, who received a £200 gift in recognition of his professional oversight of our accounts.

2026 Outlook

For 2026, our Parish Share request has been reduced to **£55,974**. In keeping with our commitment to generosity, the PCC proposes to donate 5% of our stewardship income to charitable causes, ensuring that our outward giving remains a priority. This healthy financial position is underpinned by the dedicated individuals who manage our governance and safety.

6. Governance and Safeguarding

Good governance and safeguarding are an essential part of our life as a church, helping to ensure that St Francis is a safe and well-run community for all.

The PCC met six times during 2025, with additional work carried out by sub-committees including Finance, Mission, Buildings, and the Maintenance Action Committee, all reporting back to the full Council.

The PCC has complied with its duties under the Safeguarding and Clergy Discipline Measure 2016. Safeguarding remains a priority, and we are grateful to Mrs Sarah Savill and the Safeguarding Team for their ongoing work in maintaining processes and ensuring training remains up to date.

Following the vacancy of the Parish Administrator role, responsibilities have been shared among clergy and volunteers to ensure the continued running of key areas of church life. While this has allowed the work to continue, it has also placed additional pressure on those involved, and the need for dedicated administrative support remains important.

The PCC membership for 2025–2026 is listed below.

Category	Member Name	Specific Role / Responsibility
Ex Officio	Revd Josias De Souza	Incumbent (Chairman)
Ex Officio	Revd David Holland	Curate
Ex Officio	Mr Alan Kinninmonth	Reader
Ex Officio	Mrs Jacky Wilson	Churchwarden / Deanery Synod Rep
Ex Officio	Mr Aman Devdas	Churchwarden (Elected May 2025 APCM)
Ex Officio	Mrs Winnie Kinninmonth	Deanery Synod Rep
Co-opted	Mr Philip Heathcote	Treasurer (Co-opted May 2025)
Co-opted	Mrs Gabrielle Singh	Secretary (Co-opted June 2025)
Elected	Mrs Denise Archer	Member (Elected April 2024 APCM)
Elected	Mrs Elaine Cleaver	Member (Elected April 2023 APCM)
Elected	Mr Ray Cooper	Member (Elected May 2025 APCM)
Elected	Mr Graham Hosker	Member (Elected April 2024 APCM)
Elected	Mr Phil Line	Member (Elected April 2024 APCM)
Elected	Mr Jamie Brown	Member (Elected April 2023 APCM)
Elected	Ms Maxine Samuel	Member (Elected May 2025 APCM)
Elected	Mr Paulo Caralho	Member (Elected May 2025 APCM)
Outgoing	Mrs Joanne Beaumont	Member (Served until May 2025 APCM)
Outgoing	Mr Daniel Sudeep	Member (Served until November 2025)

7. Conclusion and Thanks

As we look back on 2025, we are reminded that the church is not a building, but a people. We wish to express our heartfelt thanks to our Churchwardens, **Jacky Wilson** and **Aman Devdas**, and our Treasurer, **Philip Heathcote**. We are also deeply grateful for the ministry of our Curate, **Revd David Holland**, our PTO Joy Daniel and our Reader, **Alan Kinninmonth**.

We acknowledge our Assistant Churchwardens (Graham Hosker, Blyth Latimer, Paula Cardy, Mark Deacon, and Julian Franklin), the Maintenance Action Committee, the Social Committee, the Mission Team, and every volunteer who has cut the hedge, served coffee, or led a home group.

Revd Josias De Souza concludes:

" We look forward to the coming year with hope, continuing to grow as disciples and to share the love of Christ in our community."

Report approved by the PCC and signed on their behalf by Revd Josias De Souza (PCC Chairman).



Financial Statements for the year ended 31st December 2025

General, Unrestricted, Fund Receipts and Payments Account

<u>Receipts</u>	<u>2025</u>		<u>Payments</u>	<u>2025</u>	
	<u>Budget</u>	<u>Actual</u>		<u>Budget</u>	<u>Actual</u>
	£	£		£	£
Planned giving	37,400	36,485	Parish Share	57,739	43,000
Tax refunds	10,600	10,515	Staff expenses	2,250	1,964
Loose collections	9,000	12,452	Church expenses	4,950	5,627
Fees	1,000	899	Utilities	5,600	4,815
Donations	0	45	Donations	50	1,890
Refreshments	500	563	Education	400	47
Church Fees	-	1,056	Photocopying and Stationery	960	809
Youth Work	-	12,218	Payroll Fee	500	500
Holiday Club	-	956	Church Fees	-	1,310
Crisis Fund	-	0	Social Events	300	1,103
Social Events	2,500	1,180	Youth Work	-	13,375
Ministry/Outreach	-	319	Ministry/Outreach	175	183
Stay and Play	-	107	Holiday Club	600	579
			Transfer To Fabric Fund		1,593
	61,000	76,795		73,524	76,795
Surplus for the year		0	Deficit for the year	-12,524	

Hall Receipts and Payments Account – Designated Fund

<u>Receipts</u>	£	<u>Payments</u>	£
African Apostolic Church	1,776	Boiler Repair/Replace/Service	4,963
Brownies	341	Deep Cleaning	300
Casual	1,101	Cleaner	3,605
Community Cafe	72	Cleaning supplies	603
Flying Start	1,958	Gas	3,317
Kitchen Supplies	21	Hall Hire Refund	270
Kumon	2,386	Keys	0
Line Dancing	1,472	Kitchen Supplies	520
Luton Town Taekwondo	1,664	Repairs	2,044
New Boiler	5,785	Sundries	66
Next Generation Youth Theatre	1,844	Tuesday Conversation Club	233
Tuesday Conversation Club	207	Water	1,665
UK ITF Taekwondo	1,026	Window Cleaning	94
UPMASS	702		
Water refund	967	Surplus for the year	3,642
	21,322		21,322



Financial Statements for the year ended 31st December 2025

Fabric Fund Receipts and Payments Account Designated Fund

<u>Receipts</u>	£	<u>Payments</u>	£
Transfer from General Fund	1,593	Church maintenance & repairs	10,884
Transfer from Staff Housing Fund	9,291		
	10,884		10,884
Surplus for the year	0		

Capital Fund Receipts and Payments Account – Designated Fund

<u>Receipts</u>	£	<u>Payments</u>	£
Interest	1,916	Revaluation of shares	2,166
	1,916		2,166
		Deficit for the year	-250

Staff Housing Fund Receipts and Payments Account – Designated Fund

<u>Receipts</u>	£	<u>Payments</u>	£
Rental Income less mgmt fees/repairs	5,496	House Insurance	175
SADBF - Housing Allowance	18,000	Repairs	2,317
		Water	603
		White Goods	674
		Transfer To St. Hugh's Church and Churchyard Fund	573
		Transfer To Fabric Fund	9,291
	23,496		13,633
Surplus for year	9,863		

St. Hugh's Church and Churchyard Fund Receipts and Payments Account – Restricted Fund

<u>Receipts</u>	£	<u>Payments</u>	£
Offley Gatty Fund Interest	242	Electricity	625
Transfer from Staff Housing Fund	573	Insurance	190
	815		815
Surplus for the year	0		

Offley Gatty Bequest – Endowment Fund

	2024	2025	
<u>Receipts</u>	£	£	£
Revaluation of shares	8,694	8,347	Value of Fund Reduced by
			-347



Financial Statements for the year ended 31st December 2025

Funds and Current Assets

	2024	2025		2024	2025
<u>Funds</u>	£	£	<u>Current Assets</u>	£	£
Hall – Designated Fund	12778	16420	Cash	0	0
Fabric – Designated Fund	0	0	Bank	8280	25560
Capital – Designated Fund	31206	30956	CBF Deposit Fund	2946	1087
Staff Housing – Designated Fund	21427	31289	CBF Investment Fund	54185	52018
St. Hugh's Church and Churchyard – Re:	0	0	Offley Gatty Fund	8694	8347
Offley Gatty Bequest – Endowment Fun	8694	8347			
	74105	87012		74105	87012
			plus DEBTORS	0	0
			less CREDITORS	0	0
				74105	87012

Flower Fund – Restricted Fund

<u>Receipts</u>	£	<u>Payments</u>	£
Balance B/F	55	Flowers	391
Donations	415	Balance C/F	79
	470		470

Hope Group – Restricted Fund

<u>Receipts</u>	£	<u>Payments</u>	£
Balance B/F	128	Refreshments	103
Refreshment donations	255	Get Well Cards and Flowers	24
		Books, Craft and stationery	76
		Equipment	33
		Easter Eggs	4
		Christmas Cards and Bookmarks	60
		Balance C/F	83
	383		383

Donations

	£
Hands of Mercy	600
Wycliffe Bible Translators	600
YWAM	600
Nansambo School	50
Churches together in Luton	40
	1,890

Parish Share 2025

	2025	2026
	£	£
Stipend contribution	38,208	37,420
Ministry support contribution	19,531	18,554
less: Curate Housing contribution	-18,000	0
	39,739	55,974

Actual Parish Share paid for 2025 (in 2025) was £25,000 due to unexpected payments for actual and anticipated repairs. In January 2026 an additional payment of £6,791 was made to bring up the payment to £31,791, which is 80% of the total expected.



Financial Statements for the year ended 31st December 2025

Notes:

1. The financial statements of the PCC have been prepared in accordance with the Church Accounting Regulations 2006 using the Receipts and Payments basis.
2. Unrestricted funds may be used by the PCC for any of its ordinary purposes. Designated funds are funds set aside for specific purposes, which can be transferred to another fund at any time. Restricted funds can only be spent on the specific purpose for which they were given.
3. Fixed assets retained for Church use is the freehold house at 15 Lancing Road, which is lived in by our curate when one is in post and rented privately when not. Assets recognised but not valued in the Statement of Assets and Liabilities include moveable church furnishings held by the Churchwardens on special trust for the PCC and which require a faculty for disposal.
4. No payments were paid to PCC members.
5. Investment shares on 31st December 2025 total 2343.35
6. Endowment shares on 31st December 2025 total 376

Approved by the PCC of St. Francis' Church on 24th March 2026 and signed on their behalf by:



Revd. Josias de Souza – Vicar



St Francis Church
Financial Statements for the year ended 31st December 2025

Page 5 of 5

**Independent Examiner's Report to the
Parochial Church Council of St. Francis' Luton**

This report on the accounts of the PCC for the year ended 31st December 2025, which are set out on pages 1-4 is in respect of an examination carried out in accordance with the Church Accounting Regulations 2006 ("the Regulations") and s.145 of the Charities Act 2011 ("the Act").

Respective responsibilities of the PCC and the examiner

As members of the PCC you are responsible for the preparation of the accounts; you consider that the audit requirement of the Regulations and s.144(2) of the Act does not apply. It is my responsibility to issue this report on those accounts in accordance with the terms of the Regulations.

Basis of this report

My examination was carried out in accordance with the General Directions given by the Charity Commission under s.145(5)(b) of the Act and to be found in the Church Guidance, 2006 edition. That examination includes a review of the accounting records kept by the PCC and a comparison of the accounts with those records. It also includes considering any unusual items or disclosures in the accounts and seeking explanations from you as trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit, and consequently I do not express an audit opinion on the view given by 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 the accounting records and comply with the requirements of the 2011 Act and the Regulations have not been met; or to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.
2. to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.

Mr Andrew Rodell

Independent Examiner

7 Copthorne, Luton, Beds LU2 9RL



Financial Statements for the year ended 31st December 2025

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	<u>Budget</u>	<u>Actual</u>		<u>Budget</u>	<u>Actual</u>
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Planned giving	37,400	36,485	Parish Share	57,739	43,000
Tax refunds	10,600	10,515	Staff expenses	2,250	1,964
Loose collections	9,000	12,452	Church expenses	4,950	5,627
Fees	1,000	899	Utilities	5,600	4,815
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Refreshments	500	563	Education	400	47
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	61,000	76,795		73,524	76,795
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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 the accounting records and comply with the requirements of the 2011 Act and the Regulations have not been met; or to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.
2. to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.

Mr Andrew Rodell

Independent Examiner

7 Copthorne, Luton, Beds LU2 9RL

Accounts



Luton St Francis' Parish - Annual Report for 2024

Aim and Purposes

The St. Francis Parochial Church Council (PCC) has the responsibility of co-operating with the incumbent, Revd Josias De Souza, in promoting in the ecclesiastical parish, the whole mission of the Church, pastoral, evangelistic, social and ecumenical. The PCC is also specifically responsible for the maintenance of the Church Complex of St Francis, Carteret Road, Luton, the Church of St Hugh's, Cockernhoe and 15 Lancing Road, Luton, Beds and to work in partnership with the incumbent to agree on how PCC money is spent, the form of Sunday worship and the priest's vesture in use in the Church.

Objectives and Activities

The PCC is committed to enabling as many people as possible to worship at our church and to become part of our parish community at St. Francis. The PCC maintains an overview of worship throughout the parish and makes suggestions on how our services can involve the many groups that live within our parish. Our Services and worship put faith into practice through prayer and scripture, music and sacrament.

The purpose of St Francis church states "The Lord Jesus left us with a great commandment and a great commission and on this we base our purposes" To this end we have identified five values, which we define under the headings of Worship, Outreach, Fellowship, Community and Discipleship.

When planning our activities for the year, we have considered the Charity Commission's guidance on public benefit and particularly the supplementary guidance on charities for the advancement of religion. Specifically, we try to enable ordinary people to live out their faith in Jesus Christ as part of our parish community through:

- Worship and prayer; learning about the Gospel; and developing their knowledge and trust in Jesus.
- Provision of pastoral care for people living in the parish.
- Missionary and outreach work.

In support of our ministry, it is important that we strive to maintain the fabric of the Churches of St. Francis Luton and St. Hugh's at Cockernhoe, the Church Centre Complex and 15 Lancing Road, Luton, Beds

Achievements and Performance

Worship and Prayer

Our regular Church services, whom all are welcome to attend, are held at 9:15 am (Parish Communion) and 11am (Morning Worship). At present, there are 86 parishioners on the Electoral Roll, a decrease of 6 from the previous year and of that number 20 are not resident within the Parish. The average weekly attendances over the two services on a Sunday was 90. Prayer Ministry is held after both services and on a Wednesday morning from 10:30am which is a time for Private Prayer, after which there is a Said Eucharist. Regular prayer meetings are also held on a Wednesday at 7:30am and 6:00pm.

The church additionally held services on Ash Wednesday, Maundy Thursday and Mothering Sunday with services on Good Friday and Easter Sunday and for Ascension Day. Harvest Festival, Remembrance Sunday, the Memorial Service for Funeral Contacts, Toy Service, Christingle Service, Midnight Holy Communion and the Christmas Day Services.

The PCC are keen for our church to offer an appropriate range of opportunities whereby people can engage with The Lord and grow as disciples of Jesus. At the 11.00am Sunday services there are groups most weeks for young people and one week a month is given over to an all-age service. We welcome new individuals and families to the distinctive styles of Worship our Church offers, including All-Age Services. During midweek there are activities such as Wednesday Morning Prayer, home-groups, and HOPE group and from November 2024 to March 2025, the Warm Space, also known as The Conversation Club.

St. Hugh's Church in Cockernhoe is currently deemed unsafe due to electrical issues.



Luton St Francis' Parish - Annual Report for 2024

As well as regular and special services, the community is enabled to celebrate and thank God at the milestones of the journey through life. Through Baptisms and Thanksgivings, God is thanked for the gift of life. In marriage, public vows are exchanged with God's blessing, and through funeral services, friends and families express their grief and give thanks for the life which is now complete in this world and commend the person into God's keeping. In 2024, there were no church weddings, no confirmation service, one burial of ashes at Cockernhoe cemetery, 4 funerals at the Vale, and 7 baptisms.

Deanery Synod

Along with staff members, two lay members of our PCC sit on the Deanery Synod. This provides the PCC with an important link between the parish and the wider structures of church.

The Church Centre Complex

During the week, the hall and adjacent rooms were used by the Ladies Club, the HOPE Group and in addition to these, - a Line Dancing group and Flying Start for new mothers and babies. The Warm Spaces Initiative originally instigated by Luton Council and also referred to as The Conversation Club, was held on a Tuesday through to March 2024 and then from November 2024 to March 2025.

Several other groups use our facilities during the evening and at the weekend. These include Brownies, Kumon an educational tutoring program, two Taekwondo Clubs, a Vauxhall Pensioners Group, The Next Generation Youth Theatre Group who meet twice a week, an African Apostolic Church and the Community Café, who both meet on a Saturday. The hall and adjacent rooms are also hired when required for elections and on a casual basis for church members for events such as birthday parties.

Pastoral Care

When members of our parish are unable to attend church due to sickness or age they are visited by the vicar and other members of the church family, to keep them in touch with Church life. Others are visited where need arises to give spiritual, moral and practical support. We now also offer Prayer Ministry at church on most Sundays and on a Wednesday morning from 10:30 -11:30.

Mission and Evangelism

Helping those in need is a demonstration of our partnership in the Gospel. We have made donations to our four Mission Partners, namely Wycliffe Bible Translators (Sarah Casson), Hands of Mercy, Youthscape and YWAM (Harpenden). Additionally, we made one-off donations to The British Legion and Nansambo School. We also support Azalea, a local charity with donations of food and toiletries.

We seek to organise activities that engage with people at various stages in a journey of faith. Some will be purely social to establish contact and confidence; some will introduce testimony and questions and some [e.g. Alpha Course] will invite people to look more deeply and decide to follow Jesus.

Social events that were held over the year were, Maundy Thursday supper, May Day craft and games day, Jumble and Craft sale, jacket potato lunch, Bonfire night, Christmas Crafts Market, Christmas lunch and Carol Service refreshments.

A Summer Club for children of up to 11 years of age was held for one week in the school summer holidays and also a Christmas party as a follow-up.



Luton St Francis' Parish - Annual Report for 2024

Ecumenical Relationships

Throughout the year, St. Francis Church has continued to be involved with the work of Luton Town Centre Chaplaincy with one member of the congregation working as a chaplain at the court, and one as a chaplain at Asda. In addition, we collaborate with other local churches most obviously in the Good Friday Walk of Witness which took place this year.

Financial Review

The Charity Commission has set the threshold for preparing accrual accounts at £250,000 so we can continue to do simple receipts and payments accounts instead.

Many of our members give very generously to support the work of the Church. Some are less able to contribute in this way, but we recognise that financial giving is not a measure of a person's commitment to the church. Only four people know how much money each person gives: God; the person themselves; the independent examiner (he does not know anyone, so they are just names to him) and the treasurer.

The predicted amount of Planned Giving for 2024 was £37,400 and £38,279 was given. Loose Collections were £9,921, compared to £8,368 in 2023. From donations made through planned giving, i.e. the Parish Giving Scheme, standing order or envelopes, and from loose collections, we were able to claim a total of £11,019 in gift aid from HMRC for members of the congregation who are taxpayers and had authorised us to claim this.

We were asked to pay £57,651 for the Parish Share, which was reduced to £43,251 on account of our Curate occupying 15 Lancing Rd. We were able to pay our Parish Share in full last year.

Church expenses exceeded the budget.

We made donations totalling £1,850.

We had predicted a heavy deficit for the general fund, but because of more than anticipated receipts and less than anticipated payments this resulted in a smaller overall deficit.

The hall income for 2024 totalled £16,440 and payments of £11,613 resulted in a surplus of £4,827.

15 Lancing Road was used exclusively by our Curate, David Holland and his wife during 2024. After paying for insurance, water and repairs it resulted in a surplus of £11,439.

There were no payments made from the capital account during 2024

The income for St. Hugh's Cockernhoe in 2024 totalled £236 which was the interest from the Offley Gatty Fund. The PCC is responsible for the upkeep and maintenance of St. Hugh's hence the cost of servicing fire related equipment in addition to regular payments for electricity and insurance meant a deficit for the year of £805 which was covered by a transfer from the Staff Housing Account.

The Social Committee receipts and payments are recorded in the General Fund.

The Flower Fund, Hope and Ladies Club accounts are recorded separately by other members of the Church and were checked by the treasurer.

Andrew Rodell examined the PCC accounts and although he does not charge for his services, we gave him a gift of £200 to compensate him for his efforts.

In 2024 our total income was £102,441.

Our total funds decreased by £1,447 from £75,552 in 2023 to £74,105 in 2024.



Luton St Francis' Parish - Annual Report for 2024

The Endowment fund for Offley Gatty Bequest, increased in value by £195 from £8,499 in 2023 to £8,694 in 2024 but has specific instructions how the money can be spent and cannot be used for general purposes. We didn't sell any shares from the funds we invest with the Central Board of Finance, however the market share value increased over the year by £1,212 and together with interest payments of £1,471 to the Deposit Account (which together with the Investment Account comprise our Capital Fund) the total Capital fund grew by £2,683.

HM Revenue and Customs still did not wish to conduct an audit of our financial records which we must keep for seven years.

We have been asked to pay £57,739, reduced to £43,339 as a result of the housing allowance for 15 Lancing Rd, as the Parish Share for 2025.

Many years ago, the PCC decided to donate to charities 10% of our income from stewardship, tax refunds and loose collections. If possible, we propose to donate 10% of this income again this year.

St. Francis' PCC is a registered charity number 1136430, and the PCC are the trustees.

Reserves Policy

It is PCC policy to try to maintain a balance of £50K on unrestricted funds, which equates to approximately three months unrestricted payments and fund any emergency situations which may arise from time to time. The balance satisfies this policy. It is also PCC policy to invest our funds with the Church of England Central Board of Finance Deposit Fund and Investment Fund.

Volunteers

We would like to thank all the volunteers who work so hard to make our church the lively and vibrant Community it is. Specifically, we want to mention our Churchwarden Mrs Jacky Wilson and our Assistant Churchwardens Mr Graham Hosker, Mr Blyth Latimer, Ms Paula Cardy, Mr Mark Deacon and Mr Julian Franklin who work so tirelessly on our behalf, our Treasurer Mr Philip Heathcote who helps us all to understand the church's accounts and its finances, the Maintenance Action Committee who oversee the maintenance of the Church buildings, the Projects Management Team who oversee major project work, the Social Committee who play a vital role in outreach to the community, the Mission Team who seek to energise the outreach of the church and all the other members of the PCC for their valuable contribution to our ministry and for keeping the church running.

Safeguarding

Mrs Sarah Savill, Parish Safeguarding Office and the Safeguarding Team meet regularly and produce and submit a written report twice a year to the PCC and the PCC has complied with the duty under section 5 of the Safeguarding and Clergy Discipline Measure 2016.

Structure, governance and management

The method of appointment of PCC members is set out in the Church Representation Rules. At St. Francis' the membership of the PCC consists of the incumbent, other members of staff; churchwardens, readers, members of our congregation, who are members of the deanery synod and members elected by those members of the congregation who are on the electoral roll of the church. 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.



Luton St Francis' Parish - Annual Report for 2024

The 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.

The full PCC met five times during the year. The Finance, Mission, Buildings Working Group and Maintenance Action Committees are responsible to the PCC, and they continued to meet regularly. All Committees reported back to the full PCC and matters arising were discussed as necessary.

Administrative Information

St. Francis Church is situated in Carteret Rd. Luton. It is part of the Diocese of St. Albans within the Church of England. The correspondence address is St Francis' Church, Carteret Road, Luton, LU2 9JZ

The PCC is a body corporate (PCC Powers Measure 1956, Church Representation Rules 2006) and a registered charity, number 1136430. The PCC are the Trustees.

Parish Administrator

Following the resignation of Rebecca Potter in October 2023 we have run without a Parish Administrator. The responsibilities of the Parish Administrator include but are not restricted to the following, have been shared amongst the staff members:-

- The co-ordination of all parish communications
- Being the first point of contact for all enquiries related to St. Francis Church
- Responding to all telephone calls and emails to the Church and management of Church voicemail
- General office administration including filing, photocopying and uploading
- Co-ordinating the teams of volunteers, ensuring rotas are completed and distributed as appropriate
- The administration pertaining to all baptisms, weddings and banns, funerals and hall bookings
- Management of the Electoral Roll
- Parish Hall administrator, managing all hall hires and producing invoices for the regular hires.
- Updating the Google Calendar with any bookings
- Organise cleaning and any cover if the regular cleaner is away
- Developing and maintaining any computerised records
- Producing weekly email newsletters and weekly notice sheets
- Producing flyers, posters and invitations when and where necessary
- Ordering all stationery and church supplies, e.g. communion wafers, candles, coffee, palm crosses etc. and any cleaning supplies needed by the cleaner.
- Completing alongside a churchwarden the annual statistics for mission from the diocese.
- Admin support for any Sunday Club activities as well as ordering any stationery
- Collect, collate and circulate the APCM report annually prior to the meeting in line with church regulations
- Maintaining first aid kits regularly
- Management of Parish records
- Acting as Data Lead for GDPR
- Ensuring the Church website and social media is maintained and up to date
- Liaise with Deanery and Diocesan officers where appropriate
- To be part of the Safeguarding team as Lead Recruiter:
 - Ensure accurate and detailed DBS application & Safeguarding Training records are kept
 - Take, produce & circulate minutes from safeguarding meetings & follow up actions (meeting is usually out of business hours – time to be reclaimed)



Luton St Francis' Parish - Annual Report for 2024

- Manage, produce and circulate letters for volunteers regarding safeguarding training and keep records up to date of all relevant training requirements
- Produce and manage regulated activity role descriptions and contracts in line with the changes from the Diocese
- Manage DBS checks
- Ensure Safeguarding Dashboard is kept up to date
- Regularly submit Safeguarding Action Plan to PCC

PCC Decision Making

Over the course of the year, the PCC take decisions on a variety of matters, many of which involve spending money. Below is a list showing just some, but by no means all, of those items:

- Continued to review and update our Mission Action Plan [MAP]
- Agreed a 2025 budget
- Updated and approved the Safeguarding, Social Committee, MAC and Financial Policies Terms of Reference
- St. Francis' Church hedge was trimmed and the grass cut regularly by church volunteers.
- St Hugh's churchyard was tidied monthly during the growing season.
- Agreed to purchase a new lawnmower in preparation for the start of the gardening season in 2025

What this list doesn't show is the enormous amount of work undertaken by the Church Officers and staff, the various sub-committees (Finance, Maintenance, Projects, Safeguarding, etc.) and various individuals throughout the year, to keep the Church estate in a fit state to allow our congregation to worship God and for us to offer our buildings to the community to allow them to pursue their many and varied activities.

PCC Membership

PCC members who have served from 1st January 2024 until the date this report was approved are:

Ex Officio members:

- Incumbent: The Revd Josias De Souza
- Curate: Revd David Holland
- Reader: Mr Alan Kinninmonth
- Churchwarden: Mr Graham Hosker Vice-Chairman until APCM 21st April 2024
- Churchwarden Mrs Jacky Wilson
- Deanery Synod Rep: Mrs Winnie Kinninmonth
- Deanery Synod Rep: Mrs Jacky Wilson

Elected Members:

- Mrs Denise Archer from APCM 21st April 2024
- Mrs Joanne Beaumont
- Mrs Elaine Cleaver
- Mr Ray Cooper
- Mr Philip Heathcote Treasurer
- Mr Graham Hosker from APCM 21st April 2024
- Mr Phil Line from APCM 21st April 2024
- Mrs Anna Spencer until APCM 21st April 2024
- Mr Jamie Brown
- Mr Daniel Sudeep



Luton St Francis' Parish - Annual Report for 2024

2024 Report approved by the PCC on **31st March 2024** and signed on their behalf by Revd Josias De Souza (PCC Chairman)



Financial Statements for the year ended 31st December 2024

General, Unrestricted, Fund Receipts and Payments Account

	<u>Actual</u>	<u>Budget</u>	<u>Actual</u>
<u>Receipts</u>	<u>2023</u>	<u>2024</u>	<u>2024</u>
	£	£	£
Planned giving	35309	37400	38279
Tax refunds	10005	12000	11019
Loose collections	8368	9000	9921
Fees	816	1000	626
Offley Gatty Fund	232	230	-
Donations	1030	0	37
Refreshments	443	450	531
Church Fees	2045	-	1307
Youth Work	-	-	745
Holiday Club	1603	-	966
Crisis Fund	-	-	48
Miscellaneous sundries	-	-	53
Social/Miscellaneous	7035	3000	575
Ministry/Outreach	3280	-	2866
From Capital Fund	-	-	3240
From Hall Fund	-	-	3298
From Staff Housing Fund	-	-	6953
	<u>70166</u>	<u>63080</u>	<u>80464</u>
Surplus for the year			
<u>Payments</u>			
Parish Share	34301	57651	57651
Staff expenses	2745	3000	2364
Church expenses	5771	4904	4982
Utilities	7427	5550	5788
Donations	1550	50	1850
Education	606	600	25
Photocopying and Stationery	1081	1060	977
Payroll Fee	7217	8050	489
Church Fees	2485	-	1190
Social/Miscellaneous	2586	-	314
Youth Work	-	-	1716
Ministry/Outreach	2624	875	2416
- Holiday Club	1563	-	702
- Crisis Fund	101	-	0
To Fabric Fund	<u>109</u>		
	<u>70166</u>	<u>81740</u>	<u>80464</u>
Deficit for the year		-18660	



Financial Statements for the year ended 31st December 2024

Hall Receipts and Payments Account – Designated Fund

<u>Receipts</u>	£	<u>Payments</u>	£
Casual	1956	Cleaner	3424
Next Generation Youth Theatre	1936	Cleaning supplies	809
African Apostolic Church	1917	Keys	0
Luton Town Taekwondo	1668	Kitchen Supplies	317
Kumon	2512	Repairs etc.	282
Brownies	351	Water	1382
Line Dancing	1408	Gas	4711
Tuesday Conversation Club	477	Window Cleaning	88
UK ITF Taekwondo	864	Tuesday Conversation Club	228
Herts Community BGC	238	Boiler Service	0
UPMASS	220	Hall Hire Refund	372
Water refund	649	To Fabric Fund	1270
Community Cafe	84	To General Fund	3298
Flying Start	2160		
		Surplus for the year	<u>259</u>
	<u>16440</u>		<u>16440</u>

Fabric Fund Receipts and Payments Account – Designated Fund

<u>Receipts</u>	£	<u>Payments</u>	£
From Staff Housing Fund	3681	Church maintenance & repairs	6851
From Hall Fund	1270	Major Work to Fabric of Church	0
Deficit for the year	<u>1900</u>		
	<u>6851</u>		<u>6851</u>

Capital Fund Receipts and Payments Account – Designated Fund

<u>Receipts</u>	£	<u>Payments</u>	£
Interest	2028		
Revaluation of shares	1212	To General Fund	3240
		Surplus for the year	
	<u>3240</u>		<u>3240</u>

Staff Housing Fund Receipts and Payments Account – Designated Fund

<u>Receipts</u>	£	<u>Payments</u>	£
Rental Income less mgmt fees/repairs	0	House Insurance	170
SADBF -housing allowance	14400	Repairs	2328
		Water	463
		To Fabric Fund	3681
		To St Hughs Church & Churchyard	805
		To General Fund	6953
Deficit for the year		Surplus for the year	
	<u>14400</u>		<u>14400</u>



Financial Statements for the year ended 31st December 2024

St. Hugh's Church and Churchyard Fund Receipts and Payments Account – Restricted Fund

<u>Receipts</u>	<u>£</u>	<u>Payments</u>	<u>£</u>
Offley Gatty Fund Interest	236	Electricity	635
		Insurance	184
From Staff Housing Account	<u>805</u>	Fire Servicing	<u>222</u>
	<u>1041</u>		<u>1041</u>

Offley Gatty Bequest – Endowment Fund

<u>Receipts</u>	<u>£</u>	<u>Payments</u>	<u>£</u>
Revaluation of shares	<u>195</u>	Surplus for the year	<u>195</u>
	<u>195</u>		<u>195</u>

FUNDS AND CURRENT ASSETS AS AT 31st DECEMBER 2024

<u>FUNDS</u>	<u>2022</u>	<u>2023</u>	<u>2024</u>
	£	£	£
Hall – Designated Fund	10305	12519	12778
Fabric – Designated Fund	15000	1900	0
Capital – Designated Fund	25924	31206	31206
Staff Housing – Designated Fund	9843	21427	21427
St. Hugh's Church and Churchyard – Restricted Fund	0	0	0
Offley Gatty Bequest – Endowment Fund	<u>7763</u>	<u>8500</u>	<u>8694</u>
	<u>68835</u>	<u>75552</u>	<u>74105</u>
 <u>CURRENT ASSETS</u>			
Cash	-	-	-
Bank	1884	12605	8280
CBF Deposit Fund	952	1475	2946
CBF Investment Fund	58236	52972	54185
Offley Gatty Fund	<u>7763</u>	<u>8500</u>	<u>8694</u>
	<u>68835</u>	<u>75552</u>	<u>74105</u>
 plus DEBTORS	-	-	-
 less CREDITORS	-	-	-
	<u>68835</u>	<u>75552</u>	<u>74105</u>



Financial Statements for the year ended 31st December 2024

Financial Statements for the year ended 31st December 2023. Receipts and Payments Accounts

Flower Fund – Restricted Fund

<u>Receipts</u>	£	<u>Payments</u>	£
Balance B/F	12	Flowers	187
Donations	<u>230</u>	Balance C/F	<u>55</u>
	<u>242</u>		<u>242</u>

Hope Group – Restricted Fund

<u>Receipts</u>	£	<u>Payments</u>	£
Balance B/F	121	Refreshments	21
Refreshment donations	217	DVD (The Shack)	4
		Windchimes	27
		Get Well Cards and Flowers	14
		Vases and Flowers	27
		Books, Craft and stationery	41
		Party food and equipment	50
		Easter Eggs	8
		Christmas Cards and Bookmarks	18
	<u>338</u>	Balance C/F	<u>128</u>
			<u>338</u>

Ladies Club – Restricted Fund

<u>Receipts</u>	£	<u>Payments</u>	£
Balance B/F	1461	Speakers	170
Outings & meals	117	Outings & meals	1455
Flower fund	0	Flowers	28
Raffle fund	235	Gifts & Cards	0
Donations	0	Donations	50
Bring and Buy	156	Payments to Member	460
Charity collections	47	Bank Charges	66
Subscriptions	<u>386</u>	Balance C/F	<u>173</u>
	<u>2402</u>		<u>2402</u>

Donations

	£
Hands of Mercy	600
Wycliffe Bible Translators	600
YWAM	600
Nansambo School	<u>50</u>
	<u>1850</u>

Parish Share

	<u>2023</u>	<u>2024</u>	<u>2025</u>
	£	£	£
Stipend contribution	36111	37092	38208
Ministry support contribution	<u>20369</u>	<u>20559</u>	<u>19531</u>
	<u>*56480</u>	<u>**57651</u>	<u>***57739</u>

*** Actual Parish Share for 2025 is reduced to £43,339 on account of £14,400 reimbursement for Curate Housing

** Actual Parish Share for 2024 is reduced to £43,251 on account of £14,400 reimbursement for Curate Housing

* Actual Parish Share paid for 2023 was only £34301 less £7259 reimbursement for Curate Housing



Financial Statements for the year ended 31st December 2024

Notes:

1. The financial statements of the PCC have been prepared in accordance with the Church Accounting Regulations 2006 using the Receipts and Payments basis.
2. Unrestricted funds may be used by the PCC for any of its ordinary purposes. Designated funds are funds set aside for specific purposes, which can be transferred to another fund at any time. Restricted funds can only be spent on the specific purpose for which they were given.
3. Fixed assets retained for Church use is the freehold house at 15 Lancing Road, which is lived in by our curate when one is in post and rented privately when not. Assets recognised but not valued in the Statement of Assets and Liabilities include moveable church furnishings held by the Churchwardens on special trust for the PCC and which require a faculty for disposal.
4. No payments were paid to PCC members.
5. Investment shares on 31st December 2024 total 2343.35
6. Endowment shares on 31st December 2024 total 376

Approved by the PCC of St. Francis' Church on 25th March 2024 and signed on their behalf by:

Revd. Josias de Souza – Vicar

Independent Examiner's report to the Parochial Church Council of St. Francis' Luton

This report on the accounts of the PCC for the year ended 31st December 2024, which are set out on pages 1-4 is in respect of an examination carried out in accordance with the Church Accounting Regulations 2006 ("the Regulations") and s.145 of the Charities Act 2011 ("the Act").

Respective responsibilities of the PCC and the examiner

As members of the PCC you are responsible for the preparation of the accounts; you consider that the audit requirement of the Regulations and s.144(2) of the Act does not apply. It is my responsibility to issue this report on those accounts in accordance with the terms of the Regulations.

Basis of this report

My examination was carried out in accordance with the General Directions given by the Charity Commission under s.145(5) (b) of the Act and to be found in the Church Guidance, 2006 edition. That examination includes a review of the accounting records kept by the PCC and a comparison of the accounts with those records. It also includes considering any unusual items or disclosures in the accounts and seeking explanations from you as trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit, and consequently I do not express an audit opinion on the view given by 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 the accounting records and comply with the requirements of the 2011 Act and the Regulations have not been met; or to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.

Mr Andrew Rodell

Independent Examiner – 7 Copthorne, Luton, Beds LU2 9RL



Financial Statements for the year ended 31st December 2024

General, Unrestricted, Fund Receipts and Payments Account

	<u>Actual</u>	<u>Budget</u>	<u>Actual</u>
<u>Receipts</u>	<u>2023</u>	<u>2024</u>	<u>2024</u>
	£	£	£
Planned giving	35309	37400	38279
Tax refunds	10005	12000	11019
Loose collections	8368	9000	9921
Fees	816	1000	626
Offley Gatty Fund	232	230	-
Donations	1030	0	37
Refreshments	443	450	531
Church Fees	2045	-	1307
Youth Work	-	-	745
Holiday Club	1603	-	966
Crisis Fund	-	-	48
Miscellaneous sundries	-	-	53
Social/Miscellaneous	7035	3000	575
Ministry/Outreach	3280	-	2866
From Capital Fund	-	-	3240
From Hall Fund	-	-	3298
From Staff Housing Fund	-	-	6953
	<u>70166</u>	<u>63080</u>	<u>80464</u>
Surplus for the year			
<u>Payments</u>			
Parish Share	34301	57651	57651
Staff expenses	2745	3000	2364
Church expenses	5771	4904	4982
Utilities	7427	5550	5788
Donations	1550	50	1850
Education	606	600	25
Photocopying and Stationery	1081	1060	977
Payroll Fee	7217	8050	489
Church Fees	2485	-	1190
Social/Miscellaneous	2586	-	314
Youth Work	-	-	1716
Ministry/Outreach	2624	875	2416
- Holiday Club	1563	-	702
- Crisis Fund	101	-	0
To Fabric Fund	<u>109</u>		
	<u>70166</u>	<u>81740</u>	<u>80464</u>
Deficit for the year		-18660	



Financial Statements for the year ended 31st December 2024

Hall Receipts and Payments Account – Designated Fund

<u>Receipts</u>	£	<u>Payments</u>	£
Casual	1956	Cleaner	3424
Next Generation Youth Theatre	1936	Cleaning supplies	809
African Apostolic Church	1917	Keys	0
Luton Town Taekwondo	1668	Kitchen Supplies	317
Kumon	2512	Repairs etc.	282
Brownies	351	Water	1382
Line Dancing	1408	Gas	4711
Tuesday Conversation Club	477	Window Cleaning	88
UK ITF Taekwondo	864	Tuesday Conversation Club	228
Herts Community BGC	238	Boiler Service	0
UPMASS	220	Hall Hire Refund	372
Water refund	649	To Fabric Fund	1270
Community Cafe	84	To General Fund	3298
Flying Start	2160		
		Surplus for the year	<u>259</u>
	<u>16440</u>		<u>16440</u>

Fabric Fund Receipts and Payments Account – Designated Fund

<u>Receipts</u>	£	<u>Payments</u>	£
From Staff Housing Fund	3681	Church maintenance & repairs	6851
From Hall Fund	1270	Major Work to Fabric of Church	0
Deficit for the year	<u>1900</u>		
	<u>6851</u>		<u>6851</u>

Capital Fund Receipts and Payments Account – Designated Fund

<u>Receipts</u>	£	<u>Payments</u>	£
Interest	2028		
Revaluation of shares	1212	To General Fund	3240
		Surplus for the year	
	<u>3240</u>		<u>3240</u>

Staff Housing Fund Receipts and Payments Account – Designated Fund

<u>Receipts</u>	£	<u>Payments</u>	£
Rental Income less mgmt fees/repairs	0	House Insurance	170
SADBF -housing allowance	14400	Repairs	2328
		Water	463
		To Fabric Fund	3681
		To St Hughs Church & Churchyard	805
		To General Fund	6953
Deficit for the year		Surplus for the year	
	<u>14400</u>		<u>14400</u>



Financial Statements for the year ended 31st December 2024

St. Hugh's Church and Churchyard Fund Receipts and Payments Account – Restricted Fund

<u>Receipts</u>	<u>£</u>	<u>Payments</u>	<u>£</u>
Offley Gatty Fund Interest	236	Electricity	635
		Insurance	184
From Staff Housing Account	<u>805</u>	Fire Servicing	<u>222</u>
	<u>1041</u>		<u>1041</u>

Offley Gatty Bequest – Endowment Fund

<u>Receipts</u>	<u>£</u>	<u>Payments</u>	<u>£</u>
Revaluation of shares	<u>195</u>	Surplus for the year	<u>195</u>
	<u>195</u>		<u>195</u>

FUNDS AND CURRENT ASSETS AS AT 31st DECEMBER 2024

<u>FUNDS</u>	<u>2022</u>	<u>2023</u>	<u>2024</u>
	£	£	£
Hall – Designated Fund	10305	12519	12778
Fabric – Designated Fund	15000	1900	0
Capital – Designated Fund	25924	31206	31206
Staff Housing – Designated Fund	9843	21427	21427
St. Hugh's Church and Churchyard – Restricted Fund	0	0	0
Offley Gatty Bequest – Endowment Fund	<u>7763</u>	<u>8500</u>	<u>8694</u>
	<u>68835</u>	<u>75552</u>	<u>74105</u>
 <u>CURRENT ASSETS</u>			
Cash	-	-	-
Bank	1884	12605	8280
CBF Deposit Fund	952	1475	2946
CBF Investment Fund	58236	52972	54185
Offley Gatty Fund	<u>7763</u>	<u>8500</u>	<u>8694</u>
	<u>68835</u>	<u>75552</u>	<u>74105</u>
 plus DEBTORS	-	-	-
 less CREDITORS	-	-	-
	<u>68835</u>	<u>75552</u>	<u>74105</u>



Financial Statements for the year ended 31st December 2024

Financial Statements for the year ended 31st December 2023. Receipts and Payments Accounts

Flower Fund – Restricted Fund

<u>Receipts</u>	£	<u>Payments</u>	£
Balance B/F	12	Flowers	187
Donations	<u>230</u>	Balance C/F	<u>55</u>
	<u>242</u>		<u>242</u>

Hope Group – Restricted Fund

<u>Receipts</u>	£	<u>Payments</u>	£
Balance B/F	121	Refreshments	21
Refreshment donations	217	DVD (The Shack)	4
		Windchimes	27
		Get Well Cards and Flowers	14
		Vases and Flowers	27
		Books, Craft and stationery	41
		Party food and equipment	50
		Easter Eggs	8
		Christmas Cards and Bookmarks	18
	<u>338</u>	Balance C/F	<u>128</u>
			<u>338</u>

Ladies Club – Restricted Fund

<u>Receipts</u>	£	<u>Payments</u>	£
Balance B/F	1461	Speakers	170
Outings & meals	117	Outings & meals	1455
Flower fund	0	Flowers	28
Raffle fund	235	Gifts & Cards	0
Donations	0	Donations	50
Bring and Buy	156	Payments to Member	460
Charity collections	47	Bank Charges	66
Subscriptions	<u>386</u>	Balance C/F	<u>173</u>
	<u>2402</u>		<u>2402</u>

Donations

	£
Hands of Mercy	600
Wycliffe Bible Translators	600
YWAM	600
Nansambo School	<u>50</u>
	<u>1850</u>

Parish Share

	<u>2023</u>	<u>2024</u>	<u>2025</u>
	£	£	£
Stipend contribution	36111	37092	38208
Ministry support contribution	<u>20369</u>	<u>20559</u>	<u>19531</u>
	<u>*56480</u>	<u>**57651</u>	<u>***57739</u>

*** Actual Parish Share for 2025 is reduced to £43,339 on account of £14,400 reimbursement for Curate Housing

** Actual Parish Share for 2024 is reduced to £43,251 on account of £14,400 reimbursement for Curate Housing

* Actual Parish Share paid for 2023 was only £34301 less £7259 reimbursement for Curate Housing



Financial Statements for the year ended 31st December 2024

Notes:

1. The financial statements of the PCC have been prepared in accordance with the Church Accounting Regulations 2006 using the Receipts and Payments basis.
2. Unrestricted funds may be used by the PCC for any of its ordinary purposes. Designated funds are funds set aside for specific purposes, which can be transferred to another fund at any time. Restricted funds can only be spent on the specific purpose for which they were given.
3. Fixed assets retained for Church use is the freehold house at 15 Lancing Road, which is lived in by our curate when one is in post and rented privately when not. Assets recognised but not valued in the Statement of Assets and Liabilities include moveable church furnishings held by the Churchwardens on special trust for the PCC and which require a faculty for disposal.
4. No payments were paid to PCC members.
5. Investment shares on 31st December 2024 total 2343.35
6. Endowment shares on 31st December 2024 total 376

Approved by the PCC of St. Francis' Church on 25th March 2024 and signed on their behalf by:

Revd. Josias de Souza – Vicar

Independent Examiner's report to the Parochial Church Council of St. Francis' Luton

This report on the accounts of the PCC for the year ended 31st December 2024, which are set out on pages 1-4 is in respect of an examination carried out in accordance with the Church Accounting Regulations 2006 ("the Regulations") and s.145 of the Charities Act 2011 ("the Act").

Respective responsibilities of the PCC and the examiner

As members of the PCC you are responsible for the preparation of the accounts; you consider that the audit requirement of the Regulations and s.144(2) of the Act does not apply. It is my responsibility to issue this report on those accounts in accordance with the terms of the Regulations.

Basis of this report

My examination was carried out in accordance with the General Directions given by the Charity Commission under s.145(5) (b) of the Act and to be found in the Church Guidance, 2006 edition. That examination includes a review of the accounting records kept by the PCC and a comparison of the accounts with those records. It also includes considering any unusual items or disclosures in the accounts and seeking explanations from you as trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit, and consequently I do not express an audit opinion on the view given by 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 the accounting records and comply with the requirements of the 2011 Act and the Regulations have not been met; or to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.

Mr Andrew Rodell

Independent Examiner – 7 Copthorne, Luton, Beds LU2 9RL

Accounts



Luton St Francis' Parish - Annual Report for 2023

Aim and Purposes

The St. Francis Parochial Church Council (PCC) has the responsibility of co-operating with the incumbent, Revd Josias De Souza, in promoting in the ecclesiastical parish, the whole mission of the Church, pastoral, evangelistic, social and ecumenical. The PCC is also specifically responsible for the maintenance of the Church Complex of St Francis, Carteret Road, Luton, the Church of St Hugh's, Cockernhoe and 15 Lancing Road, Luton, Beds and to work in partnership with the incumbent to agree on how PCC money is spent, the form of Sunday worship and the priest's vesture in use in the Church.

Objectives and Activities

The PCC is committed to enabling as many people as possible to worship at our church and to become part of our parish community at St. Francis. The PCC maintains an overview of worship throughout the parish and makes suggestions on how our services can involve the many groups that live within our parish. Our Services and worship put faith into practice through prayer and scripture, music and sacrament.

The purpose of St Francis church states "The Lord Jesus left us with a great commandment and a great commission and on this we base our purposes" To this end we have identified five values, which we define under the headings of Worship, Outreach, Fellowship, Community and Discipleship.

When planning our activities for the year, we have considered the Charity Commission's guidance on public benefit and particularly the supplementary guidance on charities for the advancement of religion. Specifically, we try to enable ordinary people to live out their faith in Jesus Christ as part of our parish community through:

- Worship and prayer; learning about the Gospel; and developing their knowledge and trust in Jesus.
- Provision of pastoral care for people living in the parish.
- Missionary and outreach work.

In support of our ministry, it is important that we strive to maintain the fabric of the Churches of St. Francis Luton and St. Hugh's at Cockernhoe, the Church Centre Complex and 15 Lancing Road, Luton, Beds

Achievements and Performance

Worship and Prayer

Our regular Church services, whom all are welcome to attend, are held at 9:15 am (Parish Communion) and 11am (Morning Worship). At present, there are 92 parishioners on the Electoral Roll, an increase of 3 from the previous year and from that number 23 are not resident within the Parish. The average weekly attendances over the two services on a Sunday was 88. Prayer Ministry is held after both services and on a Wednesday morning from 10:30am which is a time for Private Prayer, after which there is a Said Eucharist. Regular prayer meetings are also held on a Wednesday at 7:30am and 6:00pm.

The church additionally held services on Ash Wednesday, Maundy Thursday and Mothering Sunday with services on Good Friday and Easter Sunday and for Ascension Day. Harvest Festival, Remembrance Sunday, the Memorial Service for Funeral Contacts, Toy Service, Christingle/Crib Service, Midnight Holy Communion and the Christmas Day Services. Cockernhoe School also held two end of term services at the church.

The PCC are keen for our church to offer an appropriate range of opportunities whereby people can engage with The Lord and grow as disciples of Jesus. At the 11.00am Sunday services there are groups most weeks for young people and one week a month is given over to an all-age service. We welcome new individuals and families to the distinctive styles of Worship our Church offers, including All-Age Services. During midweek there are activities such as Wednesday Morning Prayer, home-groups, and HOPE group and from October 2022 to April 2023 the Warm Space.



Luton St Francis' Parish - Annual Report for 2023

St. Hugh's Church in Cockernhoe held three monthly services between January and June until the building was deemed unsafe due to electrical issues.

As well as our regular and special services, we enable our community to celebrate and thank God at the milestones of the journey through life. Through Baptisms and Thanksgivings, we thank God for the gift of life, in marriage public vows are exchanged with God's blessing and through funeral services friends and families express their grief and give thanks for the life which is now complete in this world and commend the person into God's keeping. This year there have been no church weddings, no church funerals and one baptism. There was one confirmation service. Eight funerals were officiated by Staff members at Luton Crematorium.

Deanery Synod

Along with staff members, two lay members of our PCC sit on the Deanery Synod. This provides the PCC with an important link between the parish and the wider structures of church.

The Church Centre Complex

During the week, the hall and adjacent rooms were used by the Ladies Club, the HOPE Group and In addition to these, - Jolly Beans, a singing group for preschool children and their carers, a Line Dancing group, a Self-weigh Baby Clinic and Early Start for new mothers and babies, both run by Flying Start. The Warm Spaces Initiative instigated by Luton Council was held on a Tuesday from November 2022 and continued until April 2023, for which the church received a grant and then ran as the Conversation Club from November 2023.

Several other groups use our facilities during the evening and at the weekend. These include Brownies, Kumon an educational tutoring program, two Taekwondo Clubs, a Vauxhall Pensioners Group, The Next Generation Theatre Group who meet twice a week and an African Apostolic Church and the Community Café, who both meet on a Saturday. The hall and adjacent rooms are also hired when required for elections and on a casual basis for church members, for events such as birthday parties.

Pastoral Care

When members of our parish are unable to attend church due to sickness or age they are visited by the vicar and other members of the church family, to keep them in touch with Church life. Others are visited where need arises to give spiritual, moral and practical support. We now also offer Prayer Ministry at church on most Sundays and on a Wednesday morning from 10:30 -11:30.

Mission and Evangelism

Helping those in need is a demonstration of our partnership in the Gospel. We have made regular donations to our four Mission Partners, namely Wycliffe Bible Translators (Sarah Casson), Hands of Mercy, Youthscape and CPAS and also included a new mission partner, YWAM (Harpenden). Additionally, we made one-off donations to The British Legion and Nansambo School. We also support Azalea, a local charity with donations of food and toiletries.

We seek to organise activities that engage with people at various stages in a journey of faith. Some will be purely social to establish contact and confidence; some will introduce testimony and questions and some [e.g. Alpha Course] will invite people to look more deeply and decide to follow Jesus.

Social events that were held over the year were, Maundy Thursday supper, May Day craft and games day, Jumble and Craft sale, jacket potato lunch, Bonfire night, Christmas Crafts Market, Christmas lunch and Carol Service refreshments.



Luton St Francis' Parish - Annual Report for 2023

A Summer Club for children of up to 11 years of age was held for one week in the school summer holidays and also a Christmas party as a follow-up.

Ecumenical Relationships

Throughout the year, St. Francis Church has continued to be involved with the work of Luton Town Centre Chaplaincy with one member of the congregation working as a chaplain at the court, and one as a chaplain at Asda. In addition, we collaborate with other local churches most obviously in the Good Friday Walk of Witness which took place this year.

Financial Review

The Charity Commission has set the threshold for preparing accrual accounts at £250,000 so we can continue to do simple receipts and payments accounts instead.

Many of our members give very generously to support the work of the Church. Some are less able to contribute in this way, but we recognize that financial giving is not a measure of a person's commitment to the church. Only four people know how much money each person gives: God; the person themselves; the independent examiner (he does not know anyone, so they are just names to him) and the treasurer.

The Giving Review in 2022 resulted in a total pledge for 2023 of £42,000 and £35,309 was given. Loose collections were £8,368, compared to £5,241 in 2022. This was substantially higher than last year due in part to the purchase of a contactless device which generated additional income. From donations made through planned giving, i.e. the Parish Giving Scheme, standing order or envelopes, and from loose collections, we were able to claim a total of £10,005 in gift aid from HMRC for members of the congregation who are taxpayers and had authorised us to claim this.

We were asked to pay £56,480 for the Parish Share, which was reduced to £49,221 on account of our Curate occupying 15 Lancing Rd mid-year. Due to large unforeseen expenses we were unable to pay the Parish Share in full although we did pay around 50% for which the diocese thanked us.

By agreeing with the Diocese to only pay 50% of our Parish Share for 2023 and not having the expense of a Parish Administrator for the last two months of the year, we ended up with a small surplus that was transferred to the Fabric Fund.

We made donations totalling £1,550.

We had predicted a deficit for the general fund, but because we reduced our Parish Share contribution and also were without a Parish Administrator for the latter part of the year, and hence had a reduced wage bill, this resulted in a small overall surplus.

The hall income for 2023 totalled £14,587 and payments of £12,373 resulted in a surplus of £2,214. Although we lost one of our previous regular hirers we were able to welcome two new ones.

15 Lancing Road was rented out privately through Penrose Estate Agents until the end of June 2023 at which point our new Curate, David Holland and his wife took up residence. After paying for repairs and management fees, resulted in a surplus of £11,584.

There were no payments made from the capital account during 2023 other than a transfer of funds to the St. Hughs account.

There was no income from St. Hugh's Cockernhoe in 2023. The PCC is responsible for the upkeep and maintenance of St. Hugh's hence the cost of a fire risk assessment, a 5 year electrical test and some minor repairs that were



Luton St Francis' Parish - Annual Report for 2023

carried out in addition to regular payments for electricity and insurance meant a deficit for the year of £1,014 which was covered by a transfer from the Capital Account.

The Social Committee receipts and payments are recorded in the General Fund.

The Flower Fund, Hope and Ladies Club accounts are recorded separately by other members of the Church and were checked by the treasurer.

Andrew Rodell examined the PCC accounts and although he does not charge for his services, we gave him a gift of £200 to compensate him for his efforts.

In 2023 our total income was £111,042. This does not include the Endowment fund for Offley Gatty Bequest which has a value of £8,499 but has specific instructions how the money can be spent and cannot be used for general purposes.

Our total funds increased by £6,716 from £68,835 in 2022 to £75,551 in 2023, however if the Offley Gatty Bequest is not included they increased by £5,980 from £61,072 in 2022 to £67,052 in 2023. We sold £10,000 in shares from the funds we invested with the Central Board of Finance, however the market share value increased over the year by £4,736 giving an overall decrease in fund value of £5,264. The sale of shares was to cover repairs and maintenance of the buildings.

HM Revenue and Customs still did not wish to conduct an audit of our financial records which we must keep for seven years.

We have been asked to pay £57,651, reduced to £43,251 as a result of the housing allowance for 15 Lancing Rd, as the Parish Share for 2024.

Many years ago, the PCC decided to donate to charities 10% of our income from stewardship, tax refunds and loose collections. Our intention in 2024 is to try to abide by that decision, however financial constraints may dictate that a smaller amount will be ultimately donated.

St. Francis' PCC is a registered charity number 1136430, and the PCC are the trustees.

Reserves Policy

It is PCC policy to try to maintain a balance of £50K on unrestricted funds, which equates to approximately three months unrestricted payments and fund any emergency situations which may arise from time to time. The balance satisfies this policy. It is also PCC policy to invest our funds with the Church of England Central Board of Finance Deposit Fund and Investment Fund.

Volunteers

We would like to thank all the volunteers who work so hard to make our church the lively and vibrant Community it is. Specifically, we want to mention our churchwardens Mrs Jacky Wilson and Mr Graham Hosker who work so tirelessly on our behalf, our Treasurer Mr Philip Heathcote who helps us all to understand the church's accounts and its finances, the Maintenance Action Committee who oversee the maintenance of the Church buildings, the Projects Management Team who oversee major project work, the Social Committee who play a vital role in outreach to the community, the Mission Team who seek to energise the outreach of the church and all the other members of the PCC for their valuable contribution to our ministry and for keeping the church running.



Luton St Francis' Parish - Annual Report for 2023

Safeguarding

Mrs Sarah Savill, Parish Safeguarding Office and the Safeguarding Team meet regularly and produce and submit a written report twice a year to the PCC and the PCC has complied with the duty under section 5 of the Safeguarding and Clergy Discipline Measure 2016.

Structure, governance and management

The method of appointment of PCC members is set out in the Church Representation Rules. At St. Francis' the membership of the PCC consists of the incumbent, other members of staff; churchwardens, readers, members of our congregation, who are members of the deanery synod and members elected by those members of the congregation who are on the electoral roll of the church. 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 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.

The full PCC met seven times during the year with an average level of attendance of 86%. The Finance, Mission, Buildings Working Group and Maintenance Action Committees are responsible to the PCC, and they continued to meet regularly. All Committees reported back to the full PCC and matters arising were discussed as necessary.

Administrative Information

St. Francis Church is situated in Carteret Rd. Luton. It is part of the Diocese of St. Albans within the Church of England. The correspondence address is St Francis' Church, Carteret Road, Luton, LU2 9JZ

The PCC is a body corporate (PCC Powers Measure 1956, Church Representation Rules 2006) and a registered charity, number 1136430. The PCC are the Trustees.

Parish Administrator

Our Parish Administrator Rebecca Potter continued to perform a sterling job running the office and dealing with day to day and parish enquiries until her resignation in October 2023. The main responsibilities of the Parish Administrator include but are not restricted to:-

- The co-ordination of all parish communications
- Being the first point of contact for all enquiries related to St. Francis Church
- Responding to all telephone calls and emails to the Church and management of Church voicemail
- General office administration including filing, photocopying and uploading
- Co-ordinating the teams of volunteers, ensuring rotas are completed and distributed as appropriate
- The administration pertaining to all baptisms, weddings and banns, funerals and hall bookings
- Management of the Electoral Roll
- Parish Hall administrator, managing all hall hires and producing invoices for the regular hires.
- Updating the Google Calendar with any bookings
- Organise cleaning and any cover if the regular cleaner is away
- Developing and maintaining any computerised records
- Producing weekly email newsletters and weekly notice sheets
- Producing flyers, posters and invitations when and where necessary



Luton St Francis' Parish - Annual Report for 2023

- Ordering all stationery and church supplies, e.g. communion wafers, candles, coffee, palm crosses etc. and any cleaning supplies needed by the cleaner.
- Completing alongside a churchwarden the annual statistics for mission from the diocese.
- Admin support for any Sunday Club activities as well as ordering any stationery
- Collect, collate and circulate the APCM report annually prior to the meeting in line with church regulations
- Maintaining first aid kits regularly
- Management of Parish records
- Acting as Data Lead for GDPR
- Ensuring the Church website and social media is maintained and up to date
- Liaise with Deanery and Diocesan officers where appropriate
- To be part of the Safeguarding team as Lead Recruiter:
 - Ensure accurate and detailed DBS application & Safeguarding Training records are kept
 - Take, produce & circulate minutes from safeguarding meetings & follow up actions (meeting is usually out of business hours – time to be reclaimed)
 - Manage, produce and circulate letters for volunteers regarding safeguarding training and keep records up to date of all relevant training requirements
 - Produce and manage regulated activity role descriptions and contracts in line with the changes from the Diocese
 - Manage DBS checks
 - Ensure Safeguarding Dashboard is kept up to date
 - Regularly submit Safeguarding Action Plan to PCC

The church currently has a vacancy for an Administrator, as this post became vacant in October 2023. **This position is not being readvertised due to lack of finances.**

PCC Decision Making

Over the course of the year, the PCC take decisions on a variety of matters, many of which involve spending money. Below is a list showing just some, but by no means all, of those items:

- Continued to review and update our Mission Action Plan [MAP]
- Agreed a 2024 budget
- Updated and approved the Safeguarding, Social Committee, MAC and Financial Policies Terms of Reference
- Agreed decorating and repairs in the church, Vicarage and Lancing Road
- Agreed to purchase sanitising products for the church to help to keep it Covid secure
- Approved the purchase of a new CCLI – copyright music and video licence renewal
- St. Francis' Church hedge was trimmed and the grass cut regularly by outside contractors.
- St Hugh's churchyard was tidied monthly during the growing season.

What this list doesn't show is the enormous amount of work undertaken by the Church Officers and staff, the various sub-committees (Finance, Maintenance, Projects, Safeguarding, etc.) and various individuals throughout the year, to keep the Church estate in a fit state to allow our congregation to worship God and for us to offer our buildings to the community to allow them to pursue their many and varied activities.



Luton St Francis' Parish - Annual Report for 2023

PCC Membership

PCC members who have served from 1st January 2023 until the date this report was approved are:

Ex Officio members:

- Incumbent: The Revd Josias De Souza
- Curate: Revd David Holland from July 2023
- Reader: Mr Alan Kinninmonth
- Churchwarden: Mr Graham Hosker Vice-Chairman
- Churchwarden Mrs Jacky Wilson
- Deanery Synod Rep: Mrs Winnie Kinninmonth
- Deanery Synod Rep: Mrs Jacky Wilson

Elected Members:

- Mrs Denise Archer PCC Secretary elected
APCM 23.4.23
- Mrs Joanne Beaumont
- Mrs Elaine Cleaver elected APCM 23.4.2023
- Mr Ray Cooper
- Mr Philip Heathcote Treasurer
- Mr Phil Line
- Mrs Anna Spencer
- Mr Jamie Brown elected APCM 23.4.2023
- Mr Daniel Sudeep elected APCM 23.4.2023

Mrs Hilary Deacon was not re-elected APCM 2023

Mrs Jane Borritt resigned shortly after the APCM.

2023 Report approved by the PCC on 31st March 2024 and signed on their behalf by Revd Josias De Souza (PCC Chairman)



Financial Statements for the year ended 31st December 2023

General, Unrestricted, Fund Receipts and Payments Account

	<u>Actual</u>	<u>Budget</u>	<u>Actual</u>
	<u>2022</u>	<u>2023</u>	<u>2023</u>
	£	£	£
<u>Receipts</u>			
Planned giving	39808	42000	35309
Tax refunds	10038	10074	10005
Loose collections	5241	4000	8368
Fees	1312	1200	816
Offley Gatty Fund	231	230	232
Donations	1737	1250	1030
Refreshments	347	350	443
Church Fees	2281	-	2045
Miscellaneous	1119	-	-
Youth Drop-in	250	-	-
Holiday Club	689	-	1603
Stay and Play	146	-	-
Crisis Fund	197	-	-
Miscellaneous sundries	24	-	-
Social/Miscellaneous	1648	1500	7035
Ministry/Outreach	1648	1500	3280
From Capital Fund	<u>20233</u>	<u>-</u>	<u>-</u>
	<u>85301</u>	<u>60604</u>	<u>70166</u>
Surplus for the year			
<u>Payments</u>			
Parish Share	54734	56476	34301
Staff expenses	1258	2500	2745
Church expenses	6327	6194	5771
Utilities	3201	3125	7427
Donations	3062	3520	1550
Education	1271	750	606
Photocopying and Stationery	1189	1080	1081
Administrator	8219	10940	7217
Church Fees	1716		2485
Social/Miscellaneous	554		2586
Ministry/Outreach	3770	1330	2624
- Holiday Club	-	-	1563
- Crisis Fund	-	-	101
To Fabric Fund	<u>-</u>	<u>-</u>	<u>109</u>
	<u>85301</u>	<u>85915</u>	<u>70166</u>
Deficit for the year		-25311	



Financial Statements for the year ended 31st December 2023

Hall Receipts and Payments Account – Designated Fund

<u>Receipts</u>	£	<u>Payments</u>	£
Casual	2632	Administrator	1663
Next Generation Youth Theatre	1216	Cleaner	3121
African Apostolic Church	1970	Cleaning supplies	712
Luton Town Taekwondo	1440	Keys	6
Kumon	1848	Kitchen Supplies	302
Brownies	292	Repairs etc.	396
Line Dancing	1408	Water	1496
Tuesday Conversation Club	278	Gas	2904
UK ITF Taekwondo	768	Window Cleaning	108
Jolly Beans	250	Sundries	621
Vauxhall Pensioners	280	Tuesday Conversation Club	288
Water refund	714	Boiler Service	706
Community Cafe	99	Hall Hire Refund	50
Flying Start	<u>1392</u>		
		Surplus for the year	<u>2214</u>
	<u>14587</u>		<u>14587</u>

Fabric Fund Receipts and Payments Account – Designated Fund

<u>Receipts</u>	£	<u>Payments</u>	£
From Staff Housing Fund		Church maintenance & repairs	12223
From General Fund	109	Major Work to Fabric of Church	986
Deficit for the year	<u>13100</u>		
	<u>13209</u>		<u>13209</u>

Capital Fund Receipts and Payments Account – Designated Fund

<u>Receipts</u>	£	<u>Payments</u>	£
Interest	1560	To General Fund	
Revaluation of shares	4736	To Fabric Fund	
		To St. Hugh's Account	1014
		Surplus for the year	<u>5282</u>
	<u>6296</u>		<u>6296</u>

Staff Housing Fund Receipts and Payments Account – Designated Fund

<u>Receipts</u>	£	<u>Payments</u>	£
Rental Income less mgmt fees/repairs	5352	House Insurance	150
SADBF -housing allowance	7259	Repairs	580
		Miscellaneous	297
Deficit for the year		Surplus for the year	<u>11584</u>
	<u>12611</u>		<u>12611</u>



Financial Statements for the year ended 31st December 2023

St. Hugh's Church and Churchyard Fund Receipts and Payments Account – Restricted Fund

<u>Receipts</u>	<u>£</u>	<u>Payments</u>	<u>£</u>
From Capital Account	1014	Electricity	467
		Insurance	163
		Fire Servicing	36
		5yr Electrical Test	325
		Repairs	<u>23</u>
	<u>1014</u>		<u>1014</u>

Offley Gatty Bequest – Endowment Fund

<u>Receipts</u>	<u>£</u>	<u>Payments</u>	<u>£</u>
Revaluation of shares	<u>737</u>	Surplus for the year	<u>737</u>
	<u>737</u>		<u>737</u>

FUNDS AND CURRENT ASSETS AS AT 31st DECEMBER 2023

<u>FUNDS</u>	<u>2021</u>	<u>2022</u>	<u>2023</u>
	£	£	£
Hall – Designated Fund	28504	10305	12519
Fabric – Designated Fund	21826	15000	1900
Capital – Designated Fund	65626	25924	31206
Staff Housing – Designated Fund	13302	9843	21427
St. Hugh's Church and Churchyard – Restricted Fund	585	0	0
Offley Gatty Bequest – Endowment Fund	<u>8793</u>	<u>7763</u>	<u>8500</u>
	<u>138636</u>	<u>68835</u>	<u>75552</u>
 <u>CURRENT ASSETS</u>			
Cash	-	-	-
Bank	6999	1884	12605
CBF Deposit Fund	6088	952	1475
CBF Investment Fund	117434	58236	52972
Offley Gatty Fund	<u>8793</u>	<u>7763</u>	<u>8500</u>
	<u>139314</u>	<u>68835</u>	<u>75552</u>
 plus DEBTORS	-	-	-
 less CREDITORS	<u>3380</u>	-	-
	<u>138636</u>	<u>68835</u>	<u>75552</u>



Financial Statements for the year ended 31st December 2023

Financial Statements for the year ended 31st December 2023. Receipts and Payments Accounts

Flower Fund – Restricted Fund

<u>Receipts</u>	£	<u>Payments</u>	£
Balance B/F	2	Flowers	200
Donations	<u>210</u>	Balance C/F	<u>12</u>
	<u>212</u>		<u>212</u>

Hope Group – Restricted Fund

<u>Receipts</u>	£	<u>Payments</u>	£
Balance B/F	100	Refreshments	19
Refreshment donations	154	Cash Box	13
Easter Refreshments	38	Saints Alive Course Materials	10
		Easter refreshments	10
		Party Food etc.	76
		Books and stationery	44
	<u>—</u>	Balance C/F	<u>120</u>
	<u>292</u>		<u>292</u>

Ladies Club – Restricted Fund

<u>Receipts</u>	£	<u>Payments</u>	£
Balance B/F	1146	Speakers	80
Outings & meals	1398	Outings & meals	2015
Flower fund	3	Flowers	-
Raffle fund	251	Gifts & Cards	60
Donations	197	Donations	25
Bring and Buy	151	Stationery	17
Charity collections	9	Coach Fares Refund	5
		Bank Charges	68
Subscriptions	<u>576</u>	Balance C/F	<u>1461</u>
	<u>3731</u>		<u>3731</u>

Donations

	£
CPAS	300
Hands of Mercy	300
Wycliffe Bible Translators	300
YWAM	300
Youthscape	300
Nansambo School	<u>50</u>
	<u>1550</u>

Parish Share

	<u>2022</u>	<u>2023</u>	<u>2024</u>
	£	£	£
Stipend contribution	35054	36111	37092
Ministry support contribution	<u>19680</u>	<u>20369</u>	<u>20559</u>
	<u>54734</u>	<u>**56480</u>	<u>*57651</u>

* Actual Parish Share for 2024 is reduced to £43,251 on account of £14,400 reimbursement for Curate Housing

** Actual Parish Share paid for 2023 was only £34301 less £7259 reimbursement for Curate Housing

Notes:

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



Financial Statements for the year ended 31st December 2023

2. Unrestricted funds may be used by the PCC for any of its ordinary purposes. Designated funds are funds set aside for specific purposes, which can be transferred to another fund at any time. Restricted funds can only be spent on the specific purpose for which they were given.
3. Fixed assets retained for Church use is the freehold house at 15 Lancing Road, which is lived in by our curate when one is in post and rented privately when not. Assets recognised but not valued in the Statement of Assets and Liabilities include moveable church furnishings held by the Churchwardens on special trust for the PCC and which require a faculty for disposal.
4. No payments were paid to PCC members.
5. Investment shares on 31st December 2023 total 2343.35
6. Endowment shares on 31st December 2023 total 376

Approved by the PCC of St. Francis' Church on 26th March 2024 and signed on their behalf by:

Revd. Josias de Souza – Vicar

Independent Examiner's report to the Parochial Church Council of St. Francis' Luton

This report on the accounts of the PCC for the year ended 31st December 2022, which are set out on pages 1-4 is in respect of an examination carried out in accordance with the Church Accounting Regulations 2006 ("the Regulations") and s.145 of the Charities Act 2011 ("the Act").

Respective responsibilities of the PCC and the examiner

As members of the PCC you are responsible for the preparation of the accounts; you consider that the audit requirement of the Regulations and s.144(2) of the Act does not apply. It is my responsibility to issue this report on those accounts in accordance with the terms of the Regulations.

Basis of this report

My examination was carried out in accordance with the General Directions given by the Charity Commission under s.145(5)(b) of the Act and to be found in the Church Guidance, 2006 edition. That examination includes a review of the accounting records kept by the PCC and a comparison of the accounts with those records. It also includes considering any unusual items or disclosures in the accounts and seeking explanations from you as trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit, and consequently I do not express an audit opinion on the view given by 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 the accounting records and comply with the requirements of the 2011 Act and the Regulations have not been met; or to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.

Mr Andrew Rodell

Independent Examiner – 7 Copthorne, Luton, Beds LU2 9RL



Financial Statements for the year ended 31st December 2023

General, Unrestricted, Fund Receipts and Payments Account

	<u>Actual</u>	<u>Budget</u>	<u>Actual</u>
	<u>2022</u>	<u>2023</u>	<u>2023</u>
	£	£	£
Receipts			
Planned giving	39808	42000	35309
Tax refunds	10038	10074	10005
Loose collections	5241	4000	8368
Fees	1312	1200	816
Offley Gatty Fund	231	230	232
Donations	1737	1250	1030
Refreshments	347	350	443
Church Fees	2281	-	2045
Miscellaneous	1119	-	-
Youth Drop-in	250	-	-
Holiday Club	689	-	1603
Stay and Play	146	-	-
Crisis Fund	197	-	-
Miscellaneous sundries	24	-	-
Social/Miscellaneous	1648	1500	7035
Ministry/Outreach	1648	1500	3280
From Capital Fund	<u>20233</u>	<u>-</u>	<u>-</u>
	<u>85301</u>	<u>60604</u>	<u>70166</u>
Surplus for the year			
Payments			
Parish Share	54734	56476	34301
Staff expenses	1258	2500	2745
Church expenses	6327	6194	5771
Utilities	3201	3125	7427
Donations	3062	3520	1550
Education	1271	750	606
Photocopying and Stationery	1189	1080	1081
Administrator	8219	10940	7217
Church Fees	1716		2485
Social/Miscellaneous	554		2586
Ministry/Outreach	3770	1330	2624
- Holiday Club	-	-	1563
- Crisis Fund	-	-	101
To Fabric Fund	<u>-</u>	<u>-</u>	<u>109</u>
	<u>85301</u>	<u>85915</u>	<u>70166</u>
Deficit for the year		-25311	



Financial Statements for the year ended 31st December 2023

Hall Receipts and Payments Account – Designated Fund

<u>Receipts</u>	£	<u>Payments</u>	£
Casual	2632	Administrator	1663
Next Generation Youth Theatre	1216	Cleaner	3121
African Apostolic Church	1970	Cleaning supplies	712
Luton Town Taekwondo	1440	Keys	6
Kumon	1848	Kitchen Supplies	302
Brownies	292	Repairs etc.	396
Line Dancing	1408	Water	1496
Tuesday Conversation Club	278	Gas	2904
UK ITF Taekwondo	768	Window Cleaning	108
Jolly Beans	250	Sundries	621
Vauxhall Pensioners	280	Tuesday Conversation Club	288
Water refund	714	Boiler Service	706
Community Cafe	99	Hall Hire Refund	50
Flying Start	<u>1392</u>		
		Surplus for the year	<u>2214</u>
	<u>14587</u>		<u>14587</u>

Fabric Fund Receipts and Payments Account – Designated Fund

<u>Receipts</u>	£	<u>Payments</u>	£
From Staff Housing Fund		Church maintenance & repairs	12223
From General Fund	109	Major Work to Fabric of Church	986
Deficit for the year	<u>13100</u>		
	<u>13209</u>		<u>13209</u>

Capital Fund Receipts and Payments Account – Designated Fund

<u>Receipts</u>	£	<u>Payments</u>	£
Interest	1560	To General Fund	
Revaluation of shares	4736	To Fabric Fund	
		To St. Hugh's Account	1014
		Surplus for the year	<u>5282</u>
	<u>6296</u>		<u>6296</u>

Staff Housing Fund Receipts and Payments Account – Designated Fund

<u>Receipts</u>	£	<u>Payments</u>	£
Rental Income less mgmt fees/repairs	5352	House Insurance	150
SADBF -housing allowance	7259	Repairs	580
		Miscellaneous	297
Deficit for the year		Surplus for the year	<u>11584</u>
	<u>12611</u>		<u>12611</u>



Financial Statements for the year ended 31st December 2023

St. Hugh's Church and Churchyard Fund Receipts and Payments Account – Restricted Fund

<u>Receipts</u>	£	<u>Payments</u>	£
From Capital Account	1014	Electricity	467
		Insurance	163
		Fire Servicing	36
		5yr Electrical Test	325
		Repairs	23
	<u>1014</u>		<u>1014</u>

Offley Gatty Bequest – Endowment Fund

<u>Receipts</u>	£	<u>Payments</u>	£
Revaluation of shares	<u>737</u>	Surplus for the year	<u>737</u>
	<u>737</u>		<u>737</u>

FUNDS AND CURRENT ASSETS AS AT 31st DECEMBER 2023

<u>FUNDS</u>	<u>2021</u>	<u>2022</u>	<u>2023</u>
	£	£	£
Hall – Designated Fund	28504	10305	12519
Fabric – Designated Fund	21826	15000	1900
Capital – Designated Fund	65626	25924	31206
Staff Housing – Designated Fund	13302	9843	21427
St. Hugh's Church and Churchyard – Restricted Fund	585	0	0
Offley Gatty Bequest – Endowment Fund	<u>8793</u>	<u>7763</u>	<u>8500</u>
	<u>138636</u>	<u>68835</u>	<u>75552</u>
 <u>CURRENT ASSETS</u>			
Cash	-	-	-
Bank	6999	1884	12605
CBF Deposit Fund	6088	952	1475
CBF Investment Fund	117434	58236	52972
Offley Gatty Fund	<u>8793</u>	<u>7763</u>	<u>8500</u>
	<u>139314</u>	<u>68835</u>	<u>75552</u>
 plus DEBTORS	-	-	-
 less CREDITORS	<u>3380</u>	-	-
	<u>138636</u>	<u>68835</u>	<u>75552</u>



Financial Statements for the year ended 31st December 2023

Financial Statements for the year ended 31st December 2023. Receipts and Payments Accounts

Flower Fund – Restricted Fund

<u>Receipts</u>	£	<u>Payments</u>	£
Balance B/F	2	Flowers	200
Donations	<u>210</u>	Balance C/F	<u>12</u>
	<u>212</u>		<u>212</u>

Hope Group – Restricted Fund

<u>Receipts</u>	£	<u>Payments</u>	£
Balance B/F	100	Refreshments	19
Refreshment donations	154	Cash Box	13
Easter Refreshments	38	Saints Alive Course Materials	10
		Easter refreshments	10
		Party Food etc.	76
		Books and stationery	44
	<u>—</u>	Balance C/F	<u>120</u>
	<u>292</u>		<u>292</u>

Ladies Club – Restricted Fund

<u>Receipts</u>	£	<u>Payments</u>	£
Balance B/F	1146	Speakers	80
Outings & meals	1398	Outings & meals	2015
Flower fund	3	Flowers	-
Raffle fund	251	Gifts & Cards	60
Donations	197	Donations	25
Bring and Buy	151	Stationery	17
Charity collections	9	Coach Fares Refund	5
		Bank Charges	68
Subscriptions	<u>576</u>	Balance C/F	<u>1461</u>
	<u>3731</u>		<u>3731</u>

Donations

	£
CPAS	300
Hands of Mercy	300
Wycliffe Bible Translators	300
YWAM	300
Youthscape	300
Nansambo School	<u>50</u>
	<u>1550</u>

Parish Share

	<u>2022</u>	<u>2023</u>	<u>2024</u>
	£	£	£
Stipend contribution	35054	36111	37092
Ministry support contribution	<u>19680</u>	<u>20369</u>	<u>20559</u>
	<u>54734</u>	<u>**56480</u>	<u>*57651</u>

* Actual Parish Share for 2024 is reduced to £43,251 on account of £14,400 reimbursement for Curate Housing

** Actual Parish Share paid for 2023 was only £34301 less £7259 reimbursement for Curate Housing

Notes:

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Financial Statements for the year ended 31st December 2023

2. Unrestricted funds may be used by the PCC for any of its ordinary purposes. Designated funds are funds set aside for specific purposes, which can be transferred to another fund at any time. Restricted funds can only be spent on the specific purpose for which they were given.
3. Fixed assets retained for Church use is the freehold house at 15 Lancing Road, which is lived in by our curate when one is in post and rented privately when not. Assets recognised but not valued in the Statement of Assets and Liabilities include moveable church furnishings held by the Churchwardens on special trust for the PCC and which require a faculty for disposal.
4. No payments were paid to PCC members.
5. Investment shares on 31st December 2023 total 2343.35
6. Endowment shares on 31st December 2023 total 376

Approved by the PCC of St. Francis' Church on 26th March 2024 and signed on their behalf by:

Revd. Josias de Souza – Vicar

Independent Examiner's report to the Parochial Church Council of St. Francis' Luton

This report on the accounts of the PCC for the year ended 31st December 2022, which are set out on pages 1-4 is in respect of an examination carried out in accordance with the Church Accounting Regulations 2006 ("the Regulations") and s.145 of the Charities Act 2011 ("the Act").

Respective responsibilities of the PCC and the examiner

As members of the PCC you are responsible for the preparation of the accounts; you consider that the audit requirement of the Regulations and s.144(2) of the Act does not apply. It is my responsibility to issue this report on those accounts in accordance with the terms of the Regulations.

Basis of this report

My examination was carried out in accordance with the General Directions given by the Charity Commission under s.145(5)(b) of the Act and to be found in the Church Guidance, 2006 edition. That examination includes a review of the accounting records kept by the PCC and a comparison of the accounts with those records. It also includes considering any unusual items or disclosures in the accounts and seeking explanations from you as trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit, and consequently I do not express an audit opinion on the view given by 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 the accounting records and comply with the requirements of the 2011 Act and the Regulations have not been met; or to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.

Mr Andrew Rodell

Independent Examiner – 7 Copthorne, Luton, Beds LU2 9RL

Accounts



Parish of Luton, St Francis

FORMAL DOCUMENTS FOR 2023

ANNUAL CHURCH MEETINGS

Sunday 23rd April 2023

<u>Contents</u>	<u>Page Number</u>
Introduction – Vicar’s Report.....	1 -2
Agendas for Parishioners’ Meetings and APCM	3
Background Information.....	4-5
Minutes of last years’ meetings.....	6-9
Annual Report and Accounts.....	10-21
Official Reports.....	22-25
General Reports.....	

St Francis, Luton: Vicar’s Report 2023

First things first: ‘Thank you!’

I want to say ‘thank you’ to everyone who has contributed to the life of our church this year. Some of you have official positions; some work quietly behind the scenes. But all of you together make our church the special place it is. Thank you!

I am delighted to be able to report on the activities of St Francis Church over the past year. We Started 2022 involving the whole church in a 40-day prayer campaign, praying for the whole parish, every mission-partner and all the ministerial areas of the church.

As many of you know, last March we celebrated our 62nd anniversary with great joy, with the attendance of former Vicars, Curates and members of the congregation, as well as old and new friends who have become part of this family.

Prior to the Sunday celebrations, we held our first Vision Day, with the participation of most of the leadership of the church, as well as those who are actively involved in the life of St Francis Church. Together, we started building St Francis Mission Action Plan 2022 with 3 priorities: **Pastoral, Children & Youth, and Worship**. We identified that we should follow 5 main purposes: **Worship, Fellowship, Community, Outreach and Discipleship**. The day was a success, and we came out of it with the Mission Statement: *"We are followers of Jesus, worshipping God by building a faithful community and sharing the power of the Holy Spirit. We seek to serve our neighbours with love and justice."*

Over the past year, we have been fulfilling our priorities through a range of activities, including:

Pastoral, Children, Youth, and Worship:

We have been conducting visits to members of the congregation who have been unable to return to church and to some new members who are not very mobile. We also held a breakfast for those involved in the pastoral ministry, including clergy and readers, leaders of House groups, Hope group, Ladies Club, Community Café, Social Committee and Safeguarding Team.

Housegroups are a vital part of life at St Francis, so I'd like to thank Joy Daniels, Sue Heathcote, Liz Cooper, Joan Moore, and Jacky Wilson for leading the groups throughout 2022, as well as Hilary Sellers and Hazel Line during the 40 days of prayer. We have highly dedicated Housegroups that meet every two weeks. We completed 40 days of prayer as a church last year, which was really gratifying and joyful. In the interim, because Covid prohibited groups from meeting in person, most groups met via Zoom until it was safe to meet in each other's homes. While not studying as a group, each Housegroup chooses from the Bible what they wish to go into further, whether in the New



or Old Testament. Housegroups are highly regarded in the Church because they provide a support network for one another in praying through health concerns, trials, and anything else that comes our way at some point. We hope to increase the number of Housegroups in the future.

We have been offering various activities, such as the **Youth Drop-In** in partnership with YWAM Luton Team for secondary school age after school, **Summer Holiday Club** for primary school age under the leadership of Phil and Hazel Line, and a **Starship Discovery Christmas Party** just before Christmas. We have also been running the **Community Café**, which has extended into a **Conversation Club** every Tuesday, serving soup, tea, and coffee, and providing a warm space for people to spend their afternoons. We have also had several special events, such as the **Jubilee Tea Party**, a **breakfast morning** with children and youth volunteers building the vision for this ministry, **Sports Day/BBQ**, and a Jumble and Handmade Sale, Christmas market with Christmas tree competition and carols at the Airport.

A curry evening was held for those in the worship team, including all those on the welcome team, involved in music and audio-visual, the project team, those who read the Bible and lead the intersessions, sidesmen, flowers and cleaning teams. The social committee who will also be organising various events for the church family to enjoy.

Mission Partners: We have increased the numbers of partners, some we support financially and some others in prayers or loose contributions and activities. They are: Nansambo School, Azalea, Youthscape, YWAM, Hands of Mercy, CPAS and Wycliffe Bible translators.

I have spent some time helping Cockernhoe Endowed Primary School with Collective Worship, RE, Services, governance and other dimensions of their life. A number of church members are governors there or volunteers.

Finally, various other things also occur as part of regular church life, such as the gardening at St Hugh's and St Francis.

This is just a flavour of what's been going on – I know I haven't mentioned everything. So please forgive me if I've missed something I shouldn't.

I want to pay tribute to the amazing team we have at St Francis who are weekly giving their best and extra for this church to function – Becca, Jacky, Jo and Graham. You really are the best, and I am so grateful!

Overall, we have had a busy and productive year, and I want to thank everyone who has contributed to the success of our activities. I look forward to continuing to work together to achieve our mission and to serve our community with love and justice.

Yours sincerely,

Josias de Souza

Vicar of St Francis Church



Parish of Luton, St Francis

Agenda for the Parishioners and Annual Parochial Church Meetings on Sunday

23rd April 2023 at 12pm

Meeting of the Parishioners

1. Chairman's Introduction
2. Apologies for Absence
3. Minutes of the Meeting of 24th April 2022
4. Appointment of two scrutineers for vote counting (if required)
5. Election of two Church Wardens
6. Blessing for the new Church Wardens

Annual Parochial Church Meeting

1. Apologies for Absence
2. Minutes of the Meeting of 24th April 2022
3. Matters arising from last year's minutes
4. Appointment of two scrutineers for vote counting (if required)
5. Electoral Roll Report
6. Treasurer's Report for 2022
7. Appointment of an Independent Examiner
8. Churchwarden's Report on Fabric, Goods and Ornaments
9. Report on proceedings of the Deanery Synod
10. Safeguarding Report
11. Election of 5 Church Council Representatives
 - 4 x PCC members for 3 years
 - 2 x Churchwardens for 1 year
12. Election of 2 Deanery Synod Members
13. Q&A on Annual Report 2022
14. Closing report
15. Any other business
16. Closing Prayers

NOTE: The new PCC meets briefly after this meeting on 23rd April 2023 to elect officers and carry out other essential initial tasks.



Background Information for the APCM

Elections will take place for the following posts

- 2 Churchwardens for 1 year
- 4 PCC representatives for 3 years
- 2 Deanery Synod Representatives for 3 years

Candidacy Rules

Candidates for all posts must be

- on the Electoral Roll,
- be actual communicant members of the C of E (or ready and desirous to be confirmed),
- fulfil the various age requirements
- and be nominated and seconded by persons who themselves are on the Electoral Roll.
-

Churchwardens: 21 years or over

PCC: 16 years or over

Luton Deanery Synod: 18 years or over

Voting Rules

Anyone in the Parish is eligible to vote for Churchwardens.

To vote for PCC and Luton Deanery Synod Representatives, the person must be on the Electoral Roll.

Nominations - Should be made on the sheet at the back of Church. Nominations require both a proposer and seconder.

Rights and Responsibilities of the PCC

1. The PCC has the right to be consulted on all matters of importance in the parish, even though the parish priest, the bishop, the Diocesan Pastoral Committee, or the Church Commissioners may make the final decision in certain matters. The PCC has the right to know what is being proposed, and it has the right to express an opinion about it.
2. (**) It is the duty of the PCC to co-operate with the incumbent in promoting in the parish the whole mission of the Church, pastoral, evangelistic, social and ecumenical.
3. The PCC and the priest decide jointly how PCC money is to be used. A dispute is referred to the bishop.
4. It is the responsibility of the PCC to maintain and repair all church buildings, the contents, the churchyard and surrounding walls or hedges. The PCC is responsible for providing adequate insurance cover, particularly for paid and voluntary workers and public liability.
5. The PCC has the right to be consulted about any proposed sale, demolition, or purchase of a parsonage house, or the building of a new one. The Church Commissioners must consider the views or objections of the PCC (made within 21 days) before they make a decision.
6. The PCC has the right to be consulted about the appointment of a new incumbent. The PCC can state what kind of priest they would like to have, in view of the particular needs of the parish. (Remember that priests are human, and that angels and saints are not normally available.)
7. The PCC has the right to receive a copy of the architect's report under the Inspection of Churches Measure (the quinquennial report), which is done every five years. It is the PCC that is responsible for carrying out the recommendations in the report.
8. The agreement of the PCC is required before any change is made in the existing forms of worship in use every Sunday, e.g. the priest cannot change from 1662 to ASB services, nor from Matins to the Eucharist, without the agreement of the PCC.
9. The agreement of the PCC is required before any change is made in the priest's vesture in use in the church, e.g. from surplice and stole to chasuble, or vice versa. Disagreements are referred to the bishop. However, the priest can wear a cope on any suitable occasion without reference to the PCC.
10. The PCC is one of the 'interested parties' and has to be consulted about any pastoral scheme which would affect the parish, e.g. creating a group or team ministry, or altering the boundaries etc. The PCC has the right to meet a representative of the Diocesan Pastoral Committee concerning proposed changes.
11. The PCC can acquire property, but with the permission of the diocese, which acts as Holding Trustees. The PCC can purchase or receive gifts of stocks and shares.



12. The PCC is one of the legal parties in any arrangement for sharing the church with another Christian denomination [the Sharing of Church Buildings Act 1969].

13. The consent of the PCC is required for an incumbent or team vicar to continue in office beyond the retiring age of 70 years.

() To co-operate with the incumbent** The church lawyers did not include this as some kind of joke! Priest and PCC do co-operate and work together happily in many parishes, and this co-operation releases much energy and power for God's work. Other parishes experience difficulties in co-operating, for one reason or another. So what is needed to enable this process of co-operation to take place?

We will assume that the priest has learned, among other things, the necessary skills of a chairman, and that he or she has a certain understanding of human nature and of how people function in a group situation. People often act completely out of character when in a group - but there is always a reason for. We also assume that the priest is willing to allow others to share in God's work.

What, then is required of priest and PCC members to enable this process of co-operation to take place? The answer includes a healthy spiritual life, a sense of humour, a willingness to listen to the point of view of others, a willingness to try to find out what God wants in the parish, imagination, foresight, commitment, humility, courage, a willingness to learn. Alertness to prevent the parochial blinkers obscuring the vision. Add to these an ability to see issues from a spiritual point of view; willingness to join in, to take part, and to be a full member; willingness to take responsibility; love and respect for other people.

It is vital to have a clear understanding of the aims of the PCC, which have been discussed and accepted by the PCC and congregation. The church is clearly God's instrument for bringing about his kingdom in the parish, and the PCC is the nucleus of the task force to help in this work. It is clear from the Old and New Testaments, and from the formulas and documents of the Church, that the Church is a community with a message. Those who allow their names to be put forward for election to the PCC need to be aware of the nature of the work to which they are committing themselves

() Co-operating with the incumbent in promoting in the parish** the whole mission of the Church, pastoral, evangelistic, social and ecumenical. Some PCC members may be worried by this clause, and even wish that it had not been included in the legislation about church councils. Others will be aware of the potential which exists, because two can achieve far more than one on his own. When twelve or twenty or more are involved, then the possibilities are enormous.

Many vicars work on their own without a curate, but they are not alone if there is a good partnership with the PCC. There is a long tradition of putting responsibility on to one person, so that the rest do not have to bother. This happens most frequently at a subconscious level, and it reminds us of the saying, 'It is expedient for you that one man should die for the people'. There are many implications in that saying.

Mission is not an optional extra for those who like that kind of thing. Mission is part and parcel of the work of every PCC, and it is clearly written into the constitution of the PCC. The local church exists to worship God and to continue Christ's mission in the parish.

Each person has his or her own unique contribution to make in the continuous mission of the Church, bringing their strengths, weaknesses, and possibly some hidden talents. Each person has some special skills from God. But there is only one ministry in the parish - the ministry of Christ himself, carried out through PCC members. Apart from Christ, PCC members can do nothing. Serving on the PCC is a call from God not just to co-operate with the priest, but to co-operate with the Lord Jesus Christ himself. There are no short cuts in mission, and it requires permanent commitment both 'in season and out'.



St Francis Church Luton

Minutes of the Parishioners' and Annual Parochial Church Meeting held on Sunday 24th April 2022 at 12pm.

Meeting of the Parishioners

Present: Rev Josias De Souza plus 32 adults and 0 children.

1. **Chairman's Introduction** by Rev De Souza
2. **Apologies for Absence** were received from Mark and Hilary Deacon and Philip Line
3. **Minutes of the Meeting of 25th April 2021**
The minutes were accepted unanimously after being proposed by Rev Josias De Souza and seconded by Denise Archer. They were duly signed as a correct record.
4. **Appointment of two scrutineers for vote counting** was not required.
5. **Election of two Church Wardens** – Rev De Souza thanked Graham Hosker and Blyth Latimer for their devotion and tireless work over the past year.

Graham Hosker was proposed by Joan Moore and seconded by Pat Hutchinson for the post of Church Warden and was elected unanimously by those present at this meeting.

Jacky Wilson was proposed by Blyth Latimer and seconded by Denise Archer for the post of Church Warden and was elected unanimously by those present at this meeting.

6. Josias blessed both Church Wardens and closed the meeting.

Chairman

Secretary

St Francis Church Luton

Annual Parochial Church Meeting

Present: Rev Josias De Souza plus 32 adults and 0 children.

1. **Apologies for Absence** were received from Mark and Hilary Deacon and Philip Line
2. **Minutes of the Meeting of 25th April 2021.** The minutes were accepted unanimously by those allowed to vote at this meeting, after being proposed by Barbara McIntosh and seconded by Elizabeth Cooper. They were duly signed as a correct record.
3. **Matters arising from last year's minutes** - None
4. **Appointment of two scrutineers for vote counting** was not required.
5. **Electoral Roll Report** – Josias reported that there were 90 people on the Electoral Roll.



6. **Treasurers Report for 2021** – Phil Heathcote gave the following report to supplement the one in the APCM pack. Phil said that if anyone had any questions about the figures to contact him.

Phil said that the figures show the different funds making up the total assets.

The **General Fund** for last year comprised mainly planned giving through the parish scheme, standing order and the envelope scheme. The payments comprise the Parish Share which is 2/3rd of the outgoings and the remaining third is staff costs, church running costs and annual donations to charity. If this was our only fund we would be running at a loss of £18,000 but we do have other funds.

Hall Fund - this shows a deficit of £8,000 because the hall was unable to open for the whole year because of covid restrictions. This fund usually shows a surplus to offset the General Fund.

Fabric Fund which deals with the repairs and maintenance of the buildings showed a deficit of £8,500 for repairs. This included preparatory work for the buttresses and architect fees but the main bulk of funds for this work have been paid early this year (2022).

The Alban Window frame was repaired and other glazing and a safety survey contributed to the deficit.

St Hugh's did not have any income but there were expenses of £385.

Capital Fund is the amount of money held in shares and a deposit account and the revaluation of the shares and interest on these generated a surplus of nearly £20,000.

Lancing Road while we do not have a curate the rent from this property generated a surplus of £8,000.

Offley Gatty Fund shows money in this account and it increased by £1,000 but the bequest imposed restrictions on what it can be used for, eg visiting clergy.

So overall the total funds show there is available £139,000 an increase of £165 over the previous year. We look well off, but certain things need to be taken into consideration.

From this amount £9,000 held on the current account is pending payment of bills and £9000 in the Offley Gatty Fund cannot be used so this has decreased the amount to £122,000. Payment for the buttresses and repairs completed from the Quinquennial Report total £40,000, leaving £82,000.

A reserve of £50,000 is tried to be retained for any emergency that may occur so total assets are £32,000 for new projects and repairs. It is also worth remembering that although there was an increase in the share value last year of £20,000, it is subject to fluctuations so they can go down as well as up.

The staff housing shows a big surplus but so far this year money has been spent on a repair for a gas leak, replacing the cooker, new fencing and shower. Hopefully there will be a surplus at the end of the year.

Phil concluded that there is money available for new projects but we need to be prudent in our spending.

Hazel and Ray congratulated Phil on a job well done explaining the funds available. Ray asked about the Offley Gatty Fund and if it can be amended to provide access to the funds. Phil replied that he is trying to ascertain the whereabouts of the original will to see what the clause states. Jane is going to talk to Reverend Bell, from Offley and Moira asked if the fund was invested and Phil replied that it was just getting interest.



Alan said that some shares were also sold two years ago so the interest being received is reducing and that the pot from which the accruals occur is also reducing and that something to consider is that the congregation should be asked to contribute to any future expenditure, as in the past for the heaters, lighting and new chairs.

7. **Appointment of Independent Examiner** Phil will ask Andrew Rodell if he will continue to act as Independent Examiner for the coming year.
8. **Churchwarden's Report on Fabric, Goods and Ornaments** Graham went through the report and Blyth added that maintenance of the church is based on the Quinquennial Report and that ninety per cent of the work has been completed with the next inspection not due until 2025.

The outstanding items are:-

- Monitoring cracks
- Improve ventilation to the toilets and refurbish
- Window replacements (18)
- Redecorate the hall
- Replace the kitchen boiler with a plumbed in unit

Other items under consideration are:-

- Front door glazing
- Church lighting
- Replace the side door
- Removing the pulpit
- Raising the floor level
- Options for the mural
- Improvements to the church/hall

These jobs would need to be prioritised. Jacky thanked the members of the MAC team and Ray said that we should remember with gratitude that it was Edward Newman who built up the reserve fund to pay for repairs and improvements.

9. **Report on proceedings of the Deanery Synod**

In addition to the written report in the APCM pack, Jacky said that the Deanery Synod has had a difficult time with vacancies and infills as a result of the death of the Deanery Synod Secretary. Winnie added that the financial aspect should be considered with a lot of churches in the Deanery struggling with finances, in contrast to our own experience and that we should encourage people to return to church. The support of the Deanery is available to our church as well as support from other churches and that we should reciprocate and show our support to other churches, that will then encourage the vision in the wider church.

10. **Safeguarding Report**

Sarah was pleased to report that there is now a Safeguarding Team of Sarah, Becca and Phil Line and Jane, both from the PCC, which ensured easier transfer of information.

11. **Election of Church Council Representatives (3 PCC Posts for 3 years)**

Denise said that three people were coming to the end of their terms of office on the PCC, Joanne Beaumont, Philip Heathcote and Raymond Cooper, who have all agreed to stand for re-election.



Candidate

Joanne Beaumont
Philip Heathcote
Raymond Cooper

Proposer

Elaine Cleaver
Susan Heathcote
Elizabeth Cooper

Secunder

Jane Borritt
Denise Archer
Philip Heathcote

All candidates were duly elected unanimously by those present at this meeting to serve for a term of three years.

12. Q&A on Annual Report for 2020

Josias asked if there any questions regarding the Annual Report or any of the other reports. There were none.

13. Closing Report

Josias wanted to encourage people to participate in the work of the church in areas such as the PCC and to not think of being in a team as just meetings and reading documents but to look forward to joining in.

14. Any Other Business – None

15. Closing Prayers Josias said a closing prayer and then closed the meeting.

Chairman

Secretary



Luton St Francis' Parish Church Annual Report 2022

Aim and Purposes

The St. Francis Parochial Church Council (PCC) has the responsibility of co-operating with the incumbent, Revd Josias De Souza, in promoting in the ecclesiastical parish, the whole mission of the Church, pastoral, evangelistic, social and ecumenical. The PCC is also specifically responsible for the maintenance of the Church Complex of St Francis, Carteret Road, Luton, the Church of St Hugh, Cockernhoe and 15 Lancing Road, Luton, Beds and to work in partnership with the incumbent to agree on how PCC money is spent, the form of Sunday worship and the priest's vesture in use in the Church.

Objectives and Activities

The PCC is committed to enabling as many people as possible to worship at our church and to become part of our parish community at St. Francis. The PCC maintains an overview of worship throughout the parish and makes suggestions on how our services can involve the many groups that live within our parish. Our Services and worship put faith into practice through prayer and scripture, music and sacrament.

The purpose of St Francis church states "The Lord Jesus left us with a great commandment and a great commission and on this we base our purposes" To this end we have identified five values, after the Mission Action Day in February 2022, which we define under the headings of Worship, Outreach, Fellowship, Community and Discipleship.

When planning our activities for the year, we have considered the Charity Commission's guidance on public benefit and particularly the supplementary guidance on charities for the advancement of religion. Specifically, we try to enable ordinary people to live out their faith in Jesus Christ as part of our parish community through:

- Worship and prayer; learning about the Gospel; and developing their knowledge and trust in Jesus.
- Provision of pastoral care for people living in the parish.
- Missionary and outreach work.

In support of our ministry, it is important that we maintain the fabric of the Churches of St. Francis Luton and St. Hugh at Cockernhoe, the Church Centre Complex and 15 Lancing Road, Luton, Beds

Achievements and Performance

Worship and Prayer

Church services whom all are welcome to attend our regular services which are held at 9:15 am (Parish Communion) and 11am (Morning Worship). At present, there are 89 parishioners on the Electoral Roll, and from that number 23 are not resident within the Parish. The total number shows a reduction of one on the previous year. The average weekly attendances over the two services on a Sunday was 57.

Prayer Ministry is held after both services and on a Wednesday morning from 10:30am the time for Private Prayer. Regular prayer meetings are also held.

The church additionally held services on Ash Wednesday, Maundy Thursday and Mothering Sunday with services on Good Friday and Easter Sunday and for Ascension Day. Harvest Festival, Remembrance Sunday, the Memorial Service for Funeral Contacts, Toy Service, Christingle, Nativity and Crib services, Midnight Holy Communion and the Christmas Day Services

The PCC are keen for our church to offer an appropriate range of opportunities whereby people can engage with The Lord and grow as disciples of Jesus. At the 11.00am Sunday services there are groups most weeks for young people and one week a month is given over to an all-age service. We welcome new individuals and families to the distinctive styles of Worship our Church offers, including All-Age Services. During midweek there are activities such as Wednesday Morning Prayer, home-groups, and The PCC were also informed of the transfer of Wenlock School from



the Deanery to the St Alban's Diocese Academy Trust which has resulted in a small reduction to our budget as the Deanery no longer ask us to contribute to the school's funding.

HOPE group.

St. Hugh's Church in Cockernhoe held services for Easter Day and Remembrance Day.

As well as our regular and special services, we enable our community to celebrate and thank God at the milestones of the journey through life. Through Baptisms and Thanksgivings, we thank God for the gift of life, in marriage public vows are exchanged with God's blessing and through funeral services friends and families express their grief and give thanks for the life which is now complete in this world and commend the person into God's keeping. This year there have been no church weddings, five church funeral and five baptisms. There were no Confirmations. Four funerals were officiated by Staff members at Luton Crematorium.

Deanery Synod

Along with staff members, two lay members of our PCC sit on the Deanery Synod. This provides the PCC with an important link between the parish and the wider structures of church. Some of the topics discussed and then related back to the PCC this year were, engaging everyone in mission and climate change and how churches could become more energy efficient.

The PCC were also informed of the transfer of Wenlock School from the Deanery to the St Alban's Diocese Academy Trust which has resulted in a small reduction to our budget as the Deanery no longer ask us to contribute to the school's funding.

The Church Centre Complex

During the week, the hall and adjacent rooms were used by the Ladies Club, the HOPE Group and In addition to these, - Jolly Beans, a singing group for preschool children and their carers. A Conversation Club, as part of the Luton Borough Warm Spaces initiative was held on a Tuesday from 15th November and will continue until April 2023, for which the church received a grant.

Several other groups use, or have used, our facilities during the evening and at the weekend. These include Brownies, a line dance group, two Taekwondo Clubs, Vauxhall Pensioners Group and an African Apostolic Church worship group and the Community Café. The hall and adjacent rooms are also hired when required for elections and on a casual basis for church members, for events such as birthday parties.

Pastoral Care

Several members of our parish are unable to attend church due to sickness or age. They were visited by the vicar and other members of the church family, to keep them in touch with Church life. Others are visited where need arises to give spiritual, moral and practical support. We now also offer Prayer Ministry at church on most Sundays and on a Wednesday morning from 10:30 -11:30.

Mission and Evangelism

Helping those in need is a demonstration of our partnership in the Gospel. We have made regular donations to our four Mission Partners, namely Wycliffe Bible Translators (Sarah Casson), Hands of Mercy, Youthscape and CPAS and also included a new mission partner, YWAM (Harpenden). Additionally, we made one-off donations to The British Legion and Nansambo School. We also support Azalea, a local charity with donations of food and toiletries.

We seek to organise activities that engage with people at various stages in a journey of faith. Some will be purely social to establish contact and confidence; some will introduce testimony and questions and some [e.g. Alpha Course] will invite people to look more deeply and decide to follow Jesus.

A Vision Day was held on February 5th to create the Mission Action Plan.

Social events that were held over the year were a Fish and Chip supper/quiz, St Francis Anniversary celebrations, Mothering Sunday refreshments, Maundy Thursday supper, Hot Cross Bun refreshments, Queen's Jubilee



celebrations, Summer Sports/games event, Jumble and craft sale, jacket potato lunch, Bonfire night, Christmas crafts (Christmas Tree Festival), Christmas lunch and Carol Service refreshments.

A Summer Club for children of up to 11 years of age was held for one week in the school summer holidays and also a Christmas party as a follow-up.

Ecumenical Relationships

Throughout the year, St. Francis Church has continued to be involved with the work of Luton Town Centre Chaplaincy with one member of the congregation working as a chaplain at the court, and one as a chaplain at Asda. In addition, we collaborate with other local churches most obviously in the Good Friday Walk of Witness which took place this year.

Financial Review

The Charity Commission has set the threshold for preparing accrual accounts at £250,000 so we can continue to do simple receipts and payments accounts instead.

Many of our members give very generously to support the work of the Church. Some are less able to contribute in this way, but we recognise that financial giving is not a measure of a person's commitment to the church. Only four people know how much money each person gives: God; the person themselves; the independent examiner (he does not know anyone, so they are just names to him) and the treasurer.

The Giving Review in 2021 resulted in a total pledge for 2022 of £41,700 and £39,808 was given. Loose collections were £5,241, compared to £1,618 in 2021. This was substantially higher than in recent years due to the removal of restrictions imposed during the covid-19 pandemic and the return to normal life. From donations made through planned giving, i.e. the Parish Giving Scheme, standing order or envelopes, and from loose collections, we were able to claim a total of £10,038 in gift aid from HMRC for members of the congregation who are taxpayers and had authorised us to claim this.

We were asked to pay £54,734 for the Parish Share and the diocese thanked us for paying that in full.

Church expenses exceeded the budget.

We made donations totalling £3,062.

Our Harvest Offerings raised £37.50, which was given to Nansambo School and our Remembrance Day Offerings of £36 was given to The Royal British Legion.

We had predicted a deficit for the general fund, but this was covered by transfers from the Capital Fund.

The hall income for 2022 totalled £10,486 but payments of £13,686 resulted in a deficit of £3,200. The majority of the deficit was made up of costs involved in replacing the strip lighting with LED units and repairs to the ladies and gents toilets.

15 Lancing Road was rented out privately through Penrose Estate Agents for the whole of 2022 which, after paying for repairs, insurance and management fees, resulted in a surplus of £7,360.

There were no payments made from the capital account during 2022.

There was no income from St. Hugh's Cockernhoe in 2022. The PCC is responsible for the upkeep and maintenance of St. Hugh's hence the cost of a fire risk assessment, some minor repairs that were carried out in addition to regular payments for electricity and insurance meant a deficit for the year of £199 which was covered by a transfer from the Staff Housing Fund.

The Social Committee receipts and payments are recorded in the General Fund.

The Flower Fund, Hope and Ladies Club accounts are recorded separately by other members of the Church and were checked by the treasurer. The Stay and Play account has been absorbed into the main accounts.



Andrew Rodell examined the PCC accounts and although he does not charge for his services, we gave him a gift of £200 to compensate him for his efforts.

In 2022 our total income was £88,953. This does not include the Endowment fund for Offley Gatty Bequest which has a value of £7,763 but has specific instructions how the money can be spent and cannot be used for general purposes.

Our total funds decreased by £69,801 from £138,636 in 2021 to £68,835 in 2022, however if the Offley Gatty Bequest is not included they decreased by £68,771 from £129,843 in 2021 to £61,072 in 2022. We sold £47,500 in shares from the funds we invested with the Central Board of Finance, and the market share value decreased over the year by £11,698 giving an overall decrease in fund value of £59,198. The sale of shares was mainly to cover repairs and maintenance of the buildings.

HM Revenue and Customs still did not wish to conduct an audit of our financial records which we must keep for seven years.

We have been asked to pay £56,480 as the Parish Share for 2023.

Many years ago, the PCC decided to donate to charities 10% of our income from stewardship, tax refunds and loose collections. If possible, we propose to donate 10% of this income again this year.

St. Francis' PCC is a registered charity number 1136430, and the PCC are the trustees.

Reserves Policy

It is PCC policy to try to maintain a balance of £50K on unrestricted funds, which equates to approximately three months unrestricted payments and fund any emergency situations which may arise from time to time. The balance satisfies this policy. It is also PCC policy to invest our funds with the Church of England Central Board of Finance Deposit Fund and Investment Fund.

Volunteers

We would like to thank all the volunteers who work so hard to make our church the lively and vibrant Community it is. Specifically, we want to mention our churchwardens Mrs Jacky Wilson, who succeeded Mr Blyth Latimer after the 2022 APCM, and Mr Graham Hosker who work so tirelessly on our behalf, our Treasurer Mr Philip Heathcote who helps us all to understand the church's accounts and its finances, the Maintenance Action Committee who oversee the maintenance of the Church buildings, the Projects Management Team who oversee major project work, the Social Committee who play a vital role in outreach to the community, the Mission Team who seek to energise the outreach of the church and all the other members of the PCC for their valuable contribution to our ministry and for keeping the church running.

Safeguarding

The Safeguarding Team meet regularly and produce and submit a written report twice a year to the PCC and the PCC has complied with the duty under section 5 of the Safeguarding and Clergy Discipline Measure 2016.



Structure, governance and management

The method of appointment of PCC members is set out in the Church Representation Rules. At St. Francis' the membership of the PCC consists of the incumbent, other members of staff; churchwardens, readers, members of our congregation, who are members of the deanery synod and members elected by those members of the congregation who are on the electoral roll of the church. 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 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.

The full PCC met seven times during the year with an average level of attendance of 70.8%. The Finance, Mission, Buildings Working Group and Maintenance Action Committees are responsible to the PCC, and they continued to meet regularly. All Committees reported back to the full PCC and matters arising were discussed as necessary.

Administrative Information

St. Francis Church is situated in Carteret Rd. Luton. It is part of the Diocese of St. Albans within the Church of England. The correspondence address is St Francis' Church, Carteret Road, Luton, LU2 9JZ

The PCC is a body corporate (PCC Powers Measure 1956, Church Representation Rules 2006) and a registered charity, number 1136430. The PCC are the Trustees.

Parish Administrator

Our Parish Administrator Rebecca Potter has continued to perform a sterling job running the office and dealing with day to day and parish enquiries. The main responsibilities of the Parish Administrator include but are not restricted to:-

- The co-ordination of all parish communications
- Being the first point of contact for all enquiries related to St. Francis Church
- Responding to all telephone calls and emails to the Church and management of Church voicemail
- General office administration including filing, photocopying and uploading
- Co-ordinating the teams of volunteers, ensuring rotas are completed and distributed as appropriate
- The administration pertaining to all baptisms, weddings and banns, funerals and hall bookings
- Management of the Electoral Roll
- Parish Hall administrator, managing all hall hires and producing invoices for the regular hires.
- Updating the Google Calendar with any bookings
- Organise cleaning and any cover if the regular cleaner is away
- Developing and maintaining any computerised records
- Producing weekly email newsletters and weekly notice sheets
- Producing flyers, posters and invitations when and where necessary
- Ordering all stationery and church supplies, e.g communion wafers, candles, coffee, palm crosses etc. and any cleaning supplies needed by the cleaner.
- Completing alongside a churchwarden the annual statistics for mission from the diocese.
- Admin support for any Sunday Club activities as well as ordering any stationery
- Collect, collate and circulate the APCM report annually prior to the meeting in line with church regulations
- Maintaining first aid kits regularly
- Management of Parish records
- Acting as Data Lead for GDPR
- Ensuring the Church website and social media is maintained and up to date
- Liaise with Deanery and Diocesan officers where appropriate
- To be part of the Safeguarding team as Lead Recruiter:
 - Ensure accurate and detailed DBS application & Safeguarding Training records are kept



- Take, produce & circulate minutes from safeguarding meetings & follow up actions (meeting is usually out of business hours – time to be reclaimed)
- Manage, produce and circulate letters for volunteers regarding safeguarding training and keep records up to date of all relevant training requirements
- Produce and manage regulated activity role descriptions and contracts in line with the changes from the Diocese
- Manage DBS checks
- Ensure Safeguarding Dashboard is kept up to date
- Regularly submit Safeguarding Action Plan to PCC
-

PCC Decision Making

Over the course of the year, the PCC take decisions on a variety of matters, many of which involve expending money. Below is a list showing just some, but by no means all, of those items:

- Continued to review and update our Mission Action Plan [MAP]
- Agreed a 2023 budget
- Held an extraordinary meeting to decide whether same sex marriage should be allowed at St Francis
- Agreed that LEAP collate a detailed make up of the parish community to create the Mission Action Plan
- Updated and approved the Safeguarding, Social Committee, MAC and Financial Policies Terms of Reference
- The roof beams repaired and fitted with steel caps
- Agreed the completion of a variety of jobs from the Quinquennial Report
- Replacing cisterns in the ladies' toilets
- Outside lighting to car park and lower steps replaced
- Strip lighting replaced with LEDs
- Church organ repaired and tuned
- Agreed decorating and repairs in the church, Vicarage and Lancing Road
- Agreed to purchase sanitising products for the church to help to keep it Covid secure.
- Approved the purchase of a new CCLI – copyright music and video licence renew
- Mower repairs
- St. Francis' Church hedge was trimmed and the grass cut regularly.
- St Hugh's churchyard was tidied on a monthly basis during the growing season.

What this list doesn't show is the enormous amount of work undertaken by the Church Officers and staff, the various sub-committees (Finance, Maintenance, Buildings Working Group, Mission etc.) and various individuals throughout the year, to keep the Church estate in a fit state to allow our congregation to worship God and for us to offer our buildings to the community to allow them to pursue their many and varied activities.



PCC Membership

PCC members who have served from 1st January 2022 until the date this report was approved are:

Ex Officio members:

- Incumbent: The Revd Josias De Souza
- Reader: Mr Rod Mason
- Reader: Mr Alan Kinninmonth
- Reader: Mrs Barbara McIntosh until APCM 24.04.22
- Churchwarden: Mr Graham Hosker Vice-Chairman
- Churchwarden: Mr Blyth Latimer until APCM 24.04.22 (did not seek re-election)
- Churchwarden Mrs Jacky Wilson elected APCM 24.04.2022
- Deanery Synod Rep: Mrs Winnie Kinninmonth
- Deanery Synod Rep: Mrs Jacky Wilson

Elected Members:

- Mrs Denise Archer Secretary
- Mrs Joanne Beaumont
- Mrs Elaine Cleaver
- Mr Ray Cooper elected APCM 24.04.2022
- Mrs Hilary Deacon
- Mr Philip Heathcote Treasurer elected APCM 24.04.2022
- Mr Phil Line
- Mrs Anna Spencer elected APCM 24.04.2022
- Mrs Jane Borritt (nee-Williams)
- Mrs Jacky Wilson

There was one vacancy on the PCC from the APCM, 24th April 2022.

2022 Report approved by the PCC on 28th March 2023 and signed on their behalf by Revd Josias De Souza (PCC Chairman)



Financial Statements for the year ended 31st December 2022

General, Unrestricted, Fund Receipts and Payments Account

	<u>Actual</u>	<u>Budget</u>	<u>Actual</u>
<u>Receipts</u>	<u>2021</u>	<u>2022</u>	<u>2022</u>
	£	£	£
Planned giving	40546	41700	39808
Tax refunds	9968	10518	10038
Loose collections	1618	3500	5241
Fees	1181	750	1312
Offley Gatty Fund	223	200	231
Donations	1622	400	1737
Refreshments	77	450	347
Church Fee Payments			2281
Miscellaneous Payments			1119
Youth Drop-in	-	-	250
Holiday Club	-	-	689
Stay and Play	-	-	146
Crisis Fund	-	-	197
Miscellaneous sundries	-	-	24
Social	690	1000	1648
From Social Committee Fund	-	-	-
From Staff Housing Fund	7740	-	-
From Church of England Newspaper	-	-	-
From Capital Fund	<u>10069</u>	<u>-</u>	<u>20233</u>
	<u>73734</u>	<u>58518</u>	<u>85301</u>
<u>Payments</u>			
Parish Share	48800	54734	54734
Staff expenses	1296	1260	1258
Church expenses	9778	4873	6327
Utilities	-	2300	3201
Donations	5470	4220	3062
Education	178	850	1271
Photocopying and Stationery	836	1298	1189
Administrator	7376	10169	8219
Church Fee Payments			1716
Miscellaneous Payments			554
Ministry/Outreach	-	1295	3770
To Fabric Fund	<u>-</u>	<u>-</u>	<u>-</u>
	<u>73734</u>	<u>80999</u>	<u>85301</u>
Deficit for the year		-22481	



Hall Receipts and Payments Account – Designated Fund

<u>Receipts</u>	£	<u>Payments</u>	£
Casual	1310	Administrator	1919
Next Generation Youth Theatre	1950	Cleaner	3261
African Apostolic Church	1248	Cleaning supplies	304
Luton Town Taekwondo	1612	Keys	12
BOUNCE	425	Kitchen Supplies	284
Brownies	336	Repairs etc.	3599
Line Dancing	1300	Water	1195
Tuesday Conversation Club	32	Gas	3040
UK ITF Taekwondo	804	Window Cleaning	64
Jolly Beans	617	Sundries	8
Vauxhall Pensioners	255		
Water refund	<u>597</u>	To Fabric Fund	15000
Sub-total	10486		
Deficit for the year	<u>18200</u>		
	<u>28686</u>		<u>28686</u>

Fabric Fund Receipts and Payments Account – Designated Fund

<u>Receipts</u>	£	<u>Payments</u>	£
From Staff Housing Fund	10620	Church maintenance & repairs	4280
From Hall Fund	15000	Major Work to Fabric of Church	38167
From Capital Fund	10000		
Deficit for the year	<u>6827</u>		
	<u>42447</u>		<u>42447</u>

Capital Fund Receipts and Payments Account – Designated Fund

<u>Receipts</u>	£	<u>Payments</u>	£
Interest	2229	To General Fund	20233
		To Fabric Fund	10000
Deficit for the year	<u>39702</u>	Revaluation of shares	<u>11698</u>
	<u>41931</u>		<u>41931</u>

Staff Housing Fund Receipts and Payments Account – Designated Fund

<u>Receipts</u>	£	<u>Payments</u>	£
Rental Income less fees and repairs	8261	House Insurance	167
		Repairs	734
		To St Hugh's Church Fund	199
Deficit for the year	<u>3459</u>	To Fabric Fund	<u>10620</u>
	<u>11720</u>		<u>11720</u>



St. Hugh's Church and Churchyard Fund Receipts and Payments Account – Restricted Fund

<u>Receipts</u>	<u>£</u>	<u>Payments</u>	<u>£</u>
Opening Balance	585	Electricity	200
From Staff Housing Fund	199	Insurance	182
		Fire Servicing	376
		Church at 4	-
		Misc.	-
	-----	Repairs	<u>26</u>
	<u>784</u>		<u>784</u>

Offley Gatty Bequest – Endowment Fund

<u>Receipts</u>	<u>£</u>	<u>Payments</u>	<u>£</u>
Revaluation of shares	<u>-1030</u>	Deficit for the year	<u>-1030</u>
	<u>-1030</u>		<u>-1030</u>

FUNDS AND CURRENT ASSETS AS AT 31st DECEMBER 2022

<u>FUNDS</u>	<u>2020</u>	<u>2021</u>	<u>2022</u>
	<u>£</u>	<u>£</u>	<u>£</u>
Hall – Designated Fund	30761	28504	10305
Fabric – Designated Fund	30370	21826	15000
Capital – Designated Fund	55869	65626	25924
Staff Housing – Designated Fund	13302	13302	9843
St. Hugh's Church and Churchyard – Restricted Fund	483	585	0
Offley Gatty Bequest – Endowment Fund	<u>7688</u>	<u>8793</u>	<u>7763</u>
	<u>138473</u>	<u>138636</u>	<u>68835</u>
 CURRENT ASSETS			
Cash	60	-	-
Bank	1261	6999	1884
CBF Deposit Fund	7488	6088	952
CBF Investment Fund	122558	117434	58236
Offley Gatty Fund	<u>7688</u>	<u>8793</u>	<u>7763</u>
	<u>139055</u>	<u>139314</u>	<u>68835</u>
 plus DEBTORS	-	-	-
 less CREDITORS	<u>582</u>	<u>3380</u>	<u>-</u>
	<u>138473</u>	<u>138636</u>	<u>68835</u>



Financial Statements for the year ended 31st December 2022. Receipts and Payments Accounts

Flower Fund – Restricted Fund

<u>Receipts</u>	£	<u>Payments</u>	£
Balance B/F	24	Flowers and oasis	344
Donations	<u>322</u>	Balance C/F	<u>2</u>
	<u>346</u>		<u>346</u>

Hope Group – Restricted Fund

<u>Receipts</u>	£	<u>Payments</u>	£
Balance B/F	29	Refreshments	84
Refreshment donations	160	Prizes	3
Saints Alive Refund	29	Saints Alive Course Materials	29
		Craft Materials	2
	<u>218</u>	Balance C/F	<u>100</u>
			<u>218</u>

Ladies Club – Restricted Fund

<u>Receipts</u>	£	<u>Payments</u>	£
Balance B/F	1273	Speakers	315
Outings & meals	1554	Outings & meals	2221
Flower fund	4	Flowers	4
Raffle fund	231	Gifts	15
Donations	131	Phone	19
Bring and Buy	174	Miscellaneous	111
Charity collections	8	Coach Fares Refund	110
Subscriptions	<u>566</u>	Balance C/F	<u>1146</u>
	<u>3941</u>		<u>3941</u>

Donations

	£
CPAS	400
Hands of Mercy	400
Churches Together in Luton	40
Wycliffe Bible Translators	400
Soul Survivor	122
YWAM	1300
Youthscape	<u>400</u>
	<u>3062</u>

Parish Share

	<u>2021</u>	<u>2022</u>	<u>2023</u>
	£	£	£
Stipend contribution	30057	35054	36111
Ministry support contribution	<u>18743</u>	<u>19680</u>	<u>20369</u>
	<u>*48800</u>	<u>54734</u>	<u>56480</u>

* Parish Share increased from £46855 following the appointment of Revd. Josias de Souza in August 2021

Notes:

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



2. Unrestricted funds may be used by the PCC for any of its ordinary purposes. Designated funds are funds set aside for specific purposes, which can be transferred to another fund at any time. Restricted funds can only be spent on the specific purpose for which they were given.
3. Fixed assets retained for Church use is the freehold house at 15 Lancing Road, which is lived in by our curate when one is in post and rented privately when not. Assets recognised but not valued in the Statement of Assets and Liabilities include moveable church furnishings held by the Churchwardens on special trust for the PCC and which require a faculty for disposal.
4. No payments were paid to PCC members.
5. Investment shares on 31st December 2022 total 2820
6. Endowment shares on 31st December 2022 total 376

Approved by the PCC of St. Francis' Church on 28th March 2023 and signed on their behalf by:

Revd. Josias de Souza - Vicar

Independent Examiner's report to the Parochial Church Council of St. Francis' Luton

This report on the accounts of the PCC for the year ended 31st December 2022, which are set out on pages 1-4 is in respect of an examination carried out in accordance with the Church Accounting Regulations 2006 ("the Regulations") and s.145 of the Charities Act 2011 ("the Act").

Respective responsibilities of the PCC and the examiner

As members of the PCC you are responsible for the preparation of the accounts; you consider that the audit requirement of the Regulations and s.144(2) of the Act does not apply. It is my responsibility to issue this report on those accounts in accordance with the terms of the Regulations.

Basis of this report

My examination was carried out in accordance with the General Directions given by the Charity Commission under s.145(5)(b) of the Act and to be found in the Church Guidance, 2006 edition. That examination includes a review of the accounting records kept by the PCC and a comparison of the accounts with those records. It also includes considering any unusual items or disclosures in the accounts and seeking explanations from you as trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit, and consequently I do not express an audit opinion on the view given by 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 the accounting records and comply with the requirements of the 2011 Act and the Regulations have not been met; or to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.

Mr Andrew Rodell

Independent Examiner – 7 Copthorne, Luton, Beds LU2 8RL



GENERAL REPORTS

A Churchwarden's report is also known as a Fabric Report - an explanation of all repairs and alterations that have been carried out this year, and what changes have been made to the content within the buildings. Well, the important detail to remember here is that, during the Covid Pandemic, our Church building passed its sixtieth year. This could not be celebrated at the time, so there was a delayed celebration - for the 62nd Anniversary on the 19th March, 2022. Why mention this? Well, it is important to understand the age of the building and when it was constructed in order to put the rest of this Report in context. As one ex - Churchwarden explained in the run-up to this Anniversary, the Church was a plant of St. Mary's Parish Church in the town centre, and the building was erected on the edge of Town as a temporary structure, to last 40 years, and then be rebuilt further out in the expected expanded town boundary. As you can see, this did not happen, and after over sixty years, it is to be expected that there will be some "wear and tear".

The start of the year carried on in the same vein as the end of 2021, with the focus of attention being the continued work to replace sections of each of the four wooden roof supports. This major project was not fully completed until March. The cause of the rotting beams was deemed to be due in part to age and also a poor design, which allowed dampness to ingress from above and below.

Through the rest of the year, we have been involved in numerous repairs and standard maintenance work, as well as addressing some of the areas that needed to be improved in order to support the Mission Action Plan of the P.P.C

There is a list of these tasks attached to this Report. As you walk around the Church and Hall, you will see the evidence - the Porch has been stripped of the old Bookshelf and the Noticeboard has been improved, (it will be redecorated in the Spring of 2023), the lighting in the Hall, Stage and Meeting Rooms has been improved, the Lower Corridor, Stairwell and Toilets have had a new coat of paint, as has the Church Balcony. A previous Churchwarden was often complaining at the various meetings that he was forever waiting on Contractors and Repairers to get back in touch with quotes or dates... this is still very true, and we do have several tasks outstanding as a result of these delays.

Much of what we do as Churchwardens is "behind the scenes", hidden away from public view, yet essential for the smooth running and maintenance of the Church. As well as our duties within the Church during services, we often act as Site Agents, mopping up leaks, attending to boiler issues, and the like. This was very much the case over 2022: there were on-going issues in both toilets in the lower corridor, which required a re-plumbing or cistern replacements, and then...

there was the old Boiler Room. This has been a major concern in the Autumn months, and is still also on-going. There is an old, disused boiler room off the lower corridor, where the original oil-fired boilers are the very lowest section of the complex. They have not been used for many years, but cannot be dismantled. From time to time the room will flood, but no-one knew where the water was coming from. Over several years, this has only been a minor issue, and there has been a submersible electric pump which controlled this problem very well, with just one occasion some years back, when the Fire Brigade were called to pump out the water. You will be aware that in these years of climate change, we have been prone to some heavy storms, and on one Sunday in the Autumn we experienced two very heavy storms on the same day. This was the day, when the ingress of water was very clear, and the room seriously flooded. There was a pipe in the wall which water gushed out from. So now we knew how the water was getting in, but still had no idea where the water was coming from, except that it was connected to the heavy rain. For



the remainder of the year, and beyond, it was a matter of spending an hour or two with buckets, taking out the flood water, only for the level to rise again on the next heavy rain. Suffice to say, as this Report was being written in early 2023, the precise reason for the ingress of water has now been identified and will be remedied - but that is for the Churchwardens Report in 2023.

Although not specifically a concern with the fabric of the Church, we would like to just mention the continuing health and safety regime that we are following. Apart from the continuing monitoring and checking that goes on throughout the year on a regular basis, such as the Fire and Safety Risk Assessments, fire-extinguishers checks, alarm checks, along with the P.A.T testing on a regular basis, there are two areas which need particular mention.

Firstly, since the Covid Pandemic, we have continued to have Sanitising Gel available at various points in the Church and Hall, with Gel also being available for those in the Congregation coming forward for Communion, as well as Communion tincture: the current expectation is that this will continue into the next year.

Secondly, P.C.C agreed that we should continue to maintain a signing-in Book for all Visitors entering the Church, with the exception during Services and for Hall-Hirers, who are expected to regulate their own attendance routine. This requirement is a Health and Safety issue, so that, should the worse happen, and there is some sort of incident, we will have information about exactly who is in the building at any given time. This procedure is not being followed by many people currently. Everyone who enters for Meetings, rehearsals, cleaning, or for any other reason, except a service MUST sign in and out. The only exception is when there is a full register taken by those organising the Meeting, for example for a Deanery Synod Meeting.

A new development in 2022 has been the introduction of the Church Assistant Team, who are available to cover our duties during times of absence due to illness or other issues, they help to take some of the burden off of us with meeting Contractors during the week. We both really appreciate this additional support. At the same time, a little “heads up”: under Churchwardens Measurers 2001, a Churchwarden is disqualified from holding the Office after 6 years, and cannot return to these duties for a period of two years. This can be extended by seeking the Bishop’s permission, as this is the case for me (GH): I am now starting my eighth year. For the first four years of being a Churchwarden, I was still in full-time employment, and only retired in the Summer of 2019. I have agreed to extend my tenure as a Churchwarden for one more year, to continue supporting the change over from the Interregnum to Josias’s Instalment, but from hereon, I would like everyone to prayerfully consider if you could be a Churchwarden next year, and I would very much welcome someone to come alongside me and see what is involved. Yes, the Duties have changed, even in the past seven years, and there is now as I mentioned earlier, a good Team of Assistant Churchwardens, and no, you do not need to be very practically-minded (after all - I’m not) – that’s why there’s a MAC Team.

In finishing, in addition to thanking the Team of Church Assistant for being there when we needed a helping hand, we want also to thank everyone who volunteers in both the MAC Team, who continue to give support and advice with the day-to-day repair and maintenance of the Church complex, and to the Cleaning Team who ensure that the Church is always clean and ready for use. Without all that support “behind the scenes” we would find our duties overwhelming at times. THANK YOU

Graham Hosker and Jacky Wilson April 2023



Work Ref	Work/Tasks Completed (since last APCM report)
1	Schedule of work to cover several of the required repairs and maintenance for the last Quinquennial completed (external drains repainted, brickwork pointed, windows in lower corridor, stage room, and stairwell replaced, hall extension and meeting room re-decorated)
2	Lawnmower serviced and repaired
3	Cabling issues with the microphones at the front of church have been rectified by some tidying, redirecting more use of radio mics
4	Fire Alarm in hall and office checked
5	One outside floodlight, eight hall lights, office and creche have been replaced with LED equivalents
6	Emergency light in the hall extension over the connecting door into the porch replaced
7	Purchased tripod stand to place TV in the porch
8	Bookcases and shelves removed from the porch
9	Organ has been tuned and maintained back into working order
10	Light fittings in porch, stage area and stage room have been replaced with LED equivalents
11	Mower repaired for a second time
12	A schedule of garden tidying for St Francis and St Hugh's on an alternate monthly basis was continued from May to October
13	An external fire risk assessment for St Francis and St Hugh's was conducted
14	The panels of the balcony were repainted
15	Fire extinguishers in St Francis and St Hugh's were checked and replaced where necessary
16	Faulty thermostat in Hall Meeting Room replaced
17	A smoke alarm was fitted in the middle room of St Hugh's in the vicinity of the fuse box
18	The external Emergency light over the lower corridor fire door was replaced and re-wired
19	All CCLI licences renewed
20	
21	
22	
23	
24	

Prayer ministry team report for 2022

The Prayer Ministry Team has 5 members. They are available anytime to people who would like prayer for themselves and for others. Throughout the year, the team has been present between the Sunday services and on Wednesday mornings when the church is open for private prayer. We have been privileged to pray with people, in the name of Jesus and in the power of the Holy Spirit, and to see God working in their lives. The Team also meets for prayer on the first Wednesday morning of every month, to pray for the Ministry and for the church.

Jacky Wilson and Hilary Sellers

Ladies club report – Rose Harber & Margaret Pritchard

Sally recently gave up the position of chairperson after many years of faithful service and we will miss her organisational skills. We are also grateful to Blyth who sorts out the finances and setting up the hall for us, and thanks to Graham who sets up if Blyth is unavailable and sorts the video's out when needed.

At the present time we have 24 paid up members with the membership having fallen off since COVID and the fact that the average age of our membership is late 70's with members having mobility problems etc. We try to vary our activities and have speaker, quizzes, special event teas (who really needs an excuse to have cake?!) the occasional DVD showing with an ice cream interval and a regular raffle to supplement the funds raised from subscriptions.



We are currently looking forward to a trip to a garden centre. We used to subsidise more trips to the theatre or the coast in the summer months, but the cost of a coach has risen significantly so this may not happen this year.

Our speakers are varied, ranging from a Lib/Dem Councillor to various charities including Keech and the Willow foundation. Sight concern were very interesting and have subsequently offered assistance to some of our membership. We also have planned a lady to show us how and to encourage us to join her in circle dancing – which is very sedate and civilized (I've tried it) We are hoping to arrange a speaker from RNLI and U3A in the future, and occasionally we have a game's afternoon – snakes and ladders was hilarious.

We always have a cup of tea and biscuit to end our sessions and are grateful to our tea ladies for this. In short we are quite a friendly group who would welcome new members at any time.

Hope Group – Barbara McIntosh

Hope group was able to recommence meetings from late February 2022. We have 20 members who all attend church and contribute to the life of the community. During the year, we did various Bible study courses, including one on 'Heaven', which was very well received. We print the studies for each member which enables us to deliver to two of our older members who can no longer attend regularly although they do join us for special occasions. One such event was a party with guests to celebrate so many members having a 'milestone' birthday last year. Sadly, our craft sessions were curtailed because of social distancing, but we did manage to make some lovely wooden Christmas decorations and join the Ladies Club for tea. We look forward to another year of fellowship together.

All Age, Holiday Club – Phil Line

In August 2022 we ran a holiday club called Starship Discovery. The club was aimed at 5 to 11 year olds from the community. At the end of each session we also provided lunch for the children and their families. As the week went by numbers grew from just over 20 children to just below 40. Sessions included games, craft, challenges, songs and teaching as well as possibly the worst acted drama ever. Feedback was very positive from both children and families. Without the great group of committed volunteers, including our teenage helpers, who quite often ended up covered in gunge, this group would never have been possible, they put so much in. We followed this up with a Christmas party for the group and had about 35 children attended, again a good time was had by all. We are planning on running a similar club again in 2023.

All age services have continued on a monthly basis. The aim of these is to engage all in a service that caters to all.

Accounts

Aim and Purposes

The St. Francis Parochial Church Council (PCC) has the responsibility of co-operating with the incumbent, Revd Josias De Souza, who joined us on 22nd September 2021, in promoting in the ecclesiastical parish, the whole mission of the Church, pastoral, evangelistic, social and ecumenical. The PCC is also specifically responsible for the maintenance of the Church Complex of St Francis, Carteret Road, Luton, the Church of St Hugh, Cockernhoe, and 15 Lancing Road, Luton, Beds and to work in partnership with the incumbent to agree on how PCC money is spent, the form of Sunday worship and the priest's vesture in use in the Church.

Objectives and Activities

The PCC is committed to enabling as many people as possible to worship at our church and to become part of our parish community at St. Francis. The PCC maintains an overview of worship throughout the parish and makes suggestions on how our services can involve the many groups that live within our parish. Our Services and worship put faith into practice through prayer and scripture, music and sacrament.

The purpose of St Francis church states "We exist as an evangelical, all-age community centred upon the life-changing love of Jesus and being salt and light among our neighbours". To this end we have identified 6 values which we define under the headings of Attentive, Authentic, Accountable, Fruitful, Loving and Celebrating.

When planning our activities for the year, we have considered the Charity Commission's guidance on public benefit and particularly the supplementary guidance on charities for the advancement of religion. Specifically, we try to enable ordinary people to live out their faith in Jesus Christ as part of our parish community through:

- Worship and prayer; learning about the Gospel; and developing their knowledge and trust in Jesus.
- Provision of pastoral care for people living in the parish.
- Missionary and outreach work.

In support of our ministry, it is important that we maintain the fabric of the Churches of St. Francis Luton and St. Hugh at Cockernhoe, the Church Centre Complex and 15 Lancing Road, Luton, Beds

Achievements and Performance Worship and Prayer

Church services have again been disrupted because of Covid and lockdown during the first half of the year. As well as physical services in church, when permitted, there has been access to services online through Zoom and Youtube and live-streaming, with paper copies of services distributed to those without internet access. In a normal year, all are welcome to attend our regular services which are held at 9:15 am (Parish Communion) and 11am (Morning Worship). At present, there are 90 parishioners on the Electoral Roll of whom 21 are not resident within the Parish. The total number shows a reduction of one on the previous year. The disruption created by lockdowns and restrictions of numbers when the church was allowed to open, has resulted in the average weekly attendances of 58, based on four weeks in October, over the two services on a Sunday.



Luton St Francis' Parish - Annual Report for 2021

Prayer Ministry is held after both services and on a Wednesday morning from 10:30am during the time for Private Prayer.

The Mothering Sunday was unable to be held because of the Covid restrictions which were in place at that time. The church reopened for services on Maundy Thursday with services on Good Friday and Easter Sunday. Harvest Festival, Memorial Service for Funeral Contacts, Toy Service, Christingle, Nativity and Crib services, Midnight Holy Communion and the Christmas Day Services were also able to take place following Covid secure regulations

The PCC are keen for our church to offer an appropriate range of opportunities whereby people can engage with The Lord and grow as disciples of Jesus. At the 11.00am Sunday services there are groups most weeks for young people and one week a month is given over to an all-age service. We welcome new individuals and families to the distinctive styles of Worship our Church offers, including All-Age Services. During midweek there are activities such as Wednesday Morning Prayer, home-groups, and HOPE group.

St. Hugh's Church in Cockernhoe was again unable to host their usual Services but one school service did take place and Bishop Richard led the Remembrance Day Service.

As well as our regular and special services, we enable our community to celebrate and thank God at the milestones of the journey through life. Through Baptisms and Thanksgivings, we thank God for the gift of life, in marriage public vows are exchanged with God's blessing and through funeral services friends and families express their grief and give thanks for the life which is now complete in this world and to commend the person into God's keeping. This year there have been no church weddings, one church funeral and no baptisms. There were no Confirmations. Five funerals were officiated by Staff members at Luton Crematorium.

Deanery Synod

Along with staff members, two lay members of our PCC sit on the Deanery Synod. This provides the PCC with an important link between the parish and the wider structures of the church.

The Church Centre Complex

During the week, when the pandemic regulations permitted, the hall and adjacent rooms were used by the Ladies Club, the HOPE Group, the British Gymnastics Foundation 'Love to Move' sessions, and In addition to these, - Jolly Beans, a singing group for preschool children and their carers.

Several other groups use, or have used, our facilities during the evening and at the weekend. These include Bounce, an exercise class using mini trampolines, Brownies, Next Generation Youth Theatre, a line dance group, two Taekwondo Clubs, Vauxhall Pensioners Group and an African Apostolic Church worship group. The hall and adjacent rooms are also hired when required for elections and on a casual basis for events such as birthday parties.

Pastoral Care

Several members of our parish are unable to attend church due to sickness or age. They were visited by other members of the church family, not directly by the vicar because of the vacancy and covid, to keep them in touch with Church life. Others are visited where need arises to give spiritual, moral and practical support. We now also offer Prayer Ministry at church on most Sundays.



Luton St Francis' Parish - Annual Report for 2021

Mission and Evangelism

Helping those in need is a demonstration of our partnership in the Gospel. We have made regular donations to our four Mission Partners, namely Wycliffe Bible Translators (Sarah Casson), Hands of Mercy, Youthscape and CPAS. Additionally, we made one-off donations to, YWAM (Harpenden), Children's Society (Christingle), Luton Deanery Synod, and Nansambo School.

We seek to organise activities that engage with people at various stages in a journey of faith. Some will be purely social to establish contact and confidence; some will introduce testimony and questions and some [e.g. Alpha Course] will invite people to look more deeply and decide to follow Jesus. Social events that were held over the year were a Family Funday, Bring and Share Picnic, Barbecue, Bonfire Chilli Night and Christmas Lunch. Zoom quizzes run by church members have taken place periodically throughout the lockdowns.

Ecumenical Relationships

Throughout the year, St. Francis Church has continued to be involved with the work of Luton Town Centre Chaplaincy with one member of the congregation working as a chaplain at the court, and Luton Foodbank. In addition, we collaborate with other local churches most obviously in the Good Friday Walk of Witness, pre Covid restrictions.

Financial Review

The Charity Commission has set the threshold for preparing accrual accounts at £250,000 so we can continue to do simple receipts and payments accounts instead.

Many of our members give very generously to support the work of the Church. Some are less able to contribute in this way, but we recognise that financial giving is not a measure of a person's commitment to the church. Only four people know how much money each person gives: God; the person themselves; the independent examiner (he does not know anyone, so they are just names to him) and the treasurer.

The Giving Review in 2020 resulted in a total pledge for 2021 of £43,582 and £40,546 was given. Loose collections were £1,618, compared to £1,524 in 2020. Again, this was lower than would normally have been expected due to the extraordinary circumstances we found ourselves in with the covid-19. From donations made through planned giving, i.e. the Parish Giving Scheme, standing order or envelopes, and from loose collections, we were able to claim a total of £9,968 in gift aid from HMRC for members of the congregation who are taxpayers and had authorised us to claim this.

We were asked to pay £48,800 for the Parish Share and the diocese thanked us for paying that in full, particularly considering the pandemic.

Church expenses exceeded the budget.

We made donations totalling £5470. The final quarterly donation of £900 to one of our Mission Partners was paid in January 2022.

Our Harvest Offerings raised £274, which was given to Nansambo School and our Christingle Offerings of £22 was given to The Children's Society in January 2022.



Luton St Francis' Parish - Annual Report for 2021

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We had predicted a deficit for the general fund, but this was covered by transfers from the Capital and Staff Housing Funds.

The hall income for 2021 totalled £8,042 but payments of £10,297 resulted in a deficit of £2,255. There was a reduction in income owing to reduced use of the hall towards the beginning of the year due to the pandemic.

15 Lancing Road was rented out privately through Penrose Estate Agents for almost the whole of 2021 which, after paying for repairs, insurance and management fees, resulted in a surplus of £8,227.

There were no payments made from the capital account during 2021.

There was no income from St. Hugh's Cockernhoe in 2021. The PCC is responsible for the upkeep and maintenance of St. Hugh's hence some minor repairs were carried out in addition to regular payments for electricity and insurance.

The Social Committee receipts and payments are recorded in the General Fund.

The Flower Fund, Hope, Ladies Club and Stay and Play accounts are recorded separately by other members of the Church and were checked by the treasurer.

Andrew Rodell examined the PCC accounts and although he does not charge for his services, we gave him a gift of £200 to compensate him for his efforts.

In 2021 our total income was £96,682. This does not include the Endowment fund for Offley Gatty Bequest which has a value of £8,793 but has specific instructions how the money can be spent and cannot be used for general purposes.

Our total funds increased by £165 from £138,473 in 2020 to £138,636 in 2020, however if the Offley Gatty Bequest is not included they decreased by £941 from £130,784 in 2020 to £129,843 in 2021. We sold £21,600 in shares from the funds we invested with the Central Board of Finance, however the market share value increased over the year by £16,476 giving an overall decrease in fund value of £5,124.

HM Revenue and Customs still did not wish to conduct an audit of our financial records which we must keep for seven years.

We have been asked to pay £54,734 as the Parish Share for 2022.

Many years ago, the PCC decided to donate to charities 10% of our income from stewardship, tax refunds and loose collections. We propose to donate 10% of this income again this year.

St. Francis' PCC is a registered charity number 1136430, and the PCC are the trustees.

Reserves Policy

It is PCC policy to try to maintain a balance of £50K on unrestricted funds, which equates to approximately three months unrestricted payments and fund any emergency situations which may arise from time to time. The balance satisfies this policy. It is also PCC policy to invest our funds with the Church of England Central Board of Finance Deposit Fund and Investment Fund.

Volunteers

We would like to thank all the volunteers who work so hard to make our church the lively and vibrant Community it is. Specifically, we want to mention our churchwardens Mr Blyth



Luton St Francis' Parish - Annual Report for 2021

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Latimer and Mr Graham Hosker who work so tirelessly on our behalf, our Treasurer Mr Philip Heathcote who helps us all to understand the church's accounts and its finances, the Maintenance Action Committee who oversee the maintenance of the Church buildings, the Projects Management Team who oversee major project work, the Social Committee who play a vital role in outreach to the community, the Mission Team who seek to energise the outreach of the church and all the other members of the PCC for their valuable contribution to our ministry and for keeping the church running.

Structure, governance and management

The method of appointment of PCC members is set out in the Church Representation Rules. At St. Francis' the membership of the PCC consists of the incumbent, other members of staff; churchwardens, readers, members of our congregation who are members of the deanery synod and members elected by those members of the congregation who are on the electoral roll of the church. 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 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.

The full PCC met nine times during the year with an average level of attendance of 77%. The Finance, Mission, Buildings Working Group and Maintenance Action Committees are responsible to the PCC, and they continued to meet regularly through zoom when unable to physically. All Committees reported back to the full PCC and matters arising were discussed as necessary.

Administrative Information

St. Francis Church is situated in Carteret Rd. Luton. It is part of the Diocese of St. Albans within the Church of England. The correspondence address is St Francis' Church, Carteret Road, Luton, LU2 9JZ

The PCC is a body corporate (PCC Powers Measure 1956, Church Representation Rules 2006) and a registered charity, number 1136430. The PCC are the Trustees.

Parish Administrator

Our Parish Administrator Rebecca Potter has performed a sterling job adapting the services to an online format and creating a booking system for places when the church was allowed to open. The main responsibilities of the Parish Administrator include but are not restricted to:

- The co-ordination of all parish communications
- Being the first point of contact for all enquiries related to St. Francis Church
- Responding to all telephone calls and emails to the Church and management of Church voicemail
- General office administration including filing, photocopying and uploading

- Co-ordinating the teams of volunteers, ensuring rotas are completed and distributed as appropriate
- The administration pertaining to all baptisms, weddings and banns, funerals and hall bookings
- Management of the Electoral Roll
- Parish Hall administrator, managing all hall hires and producing invoices for the regular hires.
- Updating the Google Calendar with any bookings
- Organise cleaning and any cover if the regular cleaner is away
- Developing and maintaining any computerised records
- Producing bi weekly email newsletters and weekly notice sheets
- Producing flyers, posters and invitations when and where necessary
- Ordering all stationery and church supplies, e.g communion wafers, candles, coffee, palm crosses etc. and any cleaning supplies needed by the cleaner.
- Completing alongside a churchwarden the annual statistics for mission from the diocese.
- Admin support for any Sunday Club activities as well as ordering any stationery
- Collect, collate and circulate the APCM report annually prior to the meeting in line with church regulations
- Maintaining first aid kits regularly
- **Management of Parish records**
- Acting as Data Lead for GDPR
- Ensuring the Church website and social media is maintained and up to date
- Liaise with Deanery and Diocesan officers where appropriate
- To be part of the Safeguarding team as Lead Recruiter:
 - Ensure accurate and detailed DBS application & Safeguarding Training records are kept
 - Take, produce & circulate minutes from safeguarding meetings & follow up actions (meeting is usually out of business hours – time to be reclaimed)
 - Manage, produce and circulate letters for volunteers regarding safeguarding training and keep records up to date of all relevant training requirements
 - Produce and manage regulated activity role descriptions and contracts in line with the changes from the Diocese
 - Manage DBS checks
 - Ensure Safeguarding Dashboard is kept up to date
 - Regularly submit Safeguarding Action Plan to PCC

PCC Decision Making



Luton St Francis' Parish - Annual Report for 2021

Over the course of the year, the PCC take decisions on a variety of matters, many of which involve expending money. Below is a list showing just some, but by no means all, of those items:

- Continued to review and update our Mission Action Plan [MAP]
- Agreed a 2022 budget
- Updated and approved the Safeguarding and Financial Policies Terms of Reference
- Approved the replacement of four wooden roof beams.
- Replaced the engraved porch window.
- Agreed the completion of a variety of jobs from the Quinquennial Report
- Agreed decorating and repairs in the church, Vicarage and Lancing Road
- Agreed to purchase sanitising products for the church to help to keep it Covid secure.
- Approved the purchase of a new CCLI – copyright music and video licence renew
- Continued the necessary processes for the appointment of a new incumbent: appointing Parish representatives and Parish Profile Working Group and updating a Parish Profile.
- St. Francis' Church hedge was trimmed and the grass cut regularly.
- St Hugh's churchyard was tidied on a monthly basis during the growing season.

What this list doesn't show is the enormous amount of work undertaken by the Church Officers and staff, the various sub-committees (Finance, Maintenance, Buildings Working Group, Mission etc.) and various individuals throughout the year, to keep the Church estate in a fit state to allow our congregation to worship God and for us to offer our buildings to the community to allow them to pursue their many and varied activities.

PCC Membership

PCC members who have served from 1st January 2021 until the date this report was approved are:

Ex Officio members:

- Incumbent: The Revd Josias De Souza from September 2021
- Reader: Mr Rod Mason
- Reader: Mrs Barbara McIntosh
- Churchwarden: Mr Graham Hosker Chairman and Vice-Chairman from September 2021
- Churchwarden: Mr Blyth Latimer
- Deanery Synod Rep: Mrs Winnie Kinninmonth
- Deanery Synod Rep: Mrs Jacky Wilson

Elected Members:

- Mrs Denise Archer PCC Secretary
- Mrs Joanne Beaumont
- Mrs Elaine Cleaver
- Mr Ray Cooper
- Mrs Hilary Deacon



Luton St Francis' Parish - Annual Report for 2021

- Mr Philip Heathcote Treasurer
- Mr Phil Line from APCM 25.04.2021
- Mrs Anna Spencer from APCM 25.04.2021
- Mrs Jane Borritt (nee-Williams) from APCM 25.04.2021

There were no vacancies on the PCC from the APCM, 24th April 2021.

Approved by the PCC on 29th March 2022 and signed on their behalf by Revd Josias De Souza (PCC Chairman)



Financial Statements for the year ended 31st December 2021

General, Unrestricted, Fund Receipts and Payments Account

	<u>Actual</u> <u>2020</u>	<u>Budget</u> <u>2021</u>	<u>Actual</u> <u>2021</u>
<u>Receipts</u>	£	£	£
Planned giving	45953	43582	40546
Tax refunds	16068	10223	9968
Loose collections	1524	2000	1618
Fees	500	750	1181
Photocopying	2	-	-
Offley Gatty Fund	216	200	223
Donations	364	400	1622
Box	-	-	-
Refreshments	102	450	77
Church hires	-	-	-
Social	334	500	690
From Social Committee Fund	-	-	-
From Staff Housing Fund	10969	-	7740
From Church of England Newspaper	-	-	-
From Capital Fund	-	-	10069
	<u>76032</u>	<u>58105</u>	<u>73734</u>
<u>Payments</u>			
Parish Share	50348	46855	48800
Staff expenses	535	1075	1296
Church expenses	6421	9022	9778
Donations	6820	5785	5470
Education	435	850	178
Photocopying and Stationery	2230	1488	836
Administrator	9063	9212	7376
Social	180	500	-
To Fabric Fund	-	-	-
	<u>76032</u>	<u>74787</u>	<u>73734</u>
Deficit for the year		-16682	



Financial Statements for the year ended 31st December 2021

Hall Receipts and Payments Account - Designated Fund

<u>Receipts</u>	£	<u>Payments</u>	£
Casual	822	Administrator	1844
Next Generation Youth Theatre	1216	Cleaner	3039
African Apostolic Church	528	Cleaning supplies	431
Luton Town Taekwondo	1335	Keys	56
BOUNCE	1193	Love to Move trainer	731
Brownies	162	Repairs & signs	426
Line Dancing	870	Water	359
Love to Move	453	Gas	2818
UK ITF Taekwondo	450	Kitchen Supplies	593
Youth Drop-In	-		
PHAB	-		
Early Years Alliance	225		
Jolly Beans	460		
Vauxhall Pensioners	130		
Gas Refund	18		
Babylosophy	180		
	8042		
Deficit for the year	<u>2255</u>		
	<u>10297</u>		<u>10297</u>

Fabric Fund Receipts and Payments Account - Designated Fund

<u>Receipts</u>	£	<u>Payments</u>	£
Deficit for the year	<u>8544</u>	Church repairs	<u>8544</u>
	<u>8544</u>		<u>8544</u>

Capital Fund Receipts and Payments Account - Designated Fund

<u>Receipts</u>	£	<u>Payments</u>	£
Interest	3350	To General Fund	10069
Revaluation of shares	<u>16476</u>	Surplus for the year	<u>9757</u>
	<u>19826</u>		<u>19826</u>

Staff Housing Fund Receipts and Payments Account - Designated Fund

<u>Receipts</u>	£	<u>Payments</u>	£
Rental Income	11940	House Insurance	140
		Rental Insurance	358
		Repairs	1110
		Management Company Fees	2105
		To St Hugh's Church Fund	487
		To General Fund	<u>7740</u>
	<u>11940</u>		<u>11940</u>



Financial Statements for the year ended 31st December 2021

St. Hugh's Church and Churchyard Fund Receipts and Payments Account - Restricted Fund

<u>Receipts</u>	<u>£</u>	<u>Payments</u>	<u>£</u>
Donation	-	Electricity	138
From Staff Housing Fund	487	Insurance	152
		Donations	-
		Church at 4	-
		Misc.	-
		Repairs	95
		Surplus for year	<u>102</u>
	<u>487</u>		<u>487</u>

Offley Gatty Bequest - Endowment Fund

<u>Receipts</u>	<u>£</u>	<u>Payments</u>	<u>£</u>
Revaluation of shares	<u>1105</u>	Surplus for the year	<u>1105</u>
	<u>1105</u>		<u>1105</u>

FUNDS AND CURRENT ASSETS AS AT 31st DECEMBER 2021

<u>FUNDS</u>	<u>2019</u>	<u>2020</u>	<u>2021</u>
	£	£	£
Hall - Designated Fund	29279	30761	28504
Fabric - Designated Fund	37483	30370	21826
Capital - Designated Fund	44250	55869	65626
Staff Housing - Designated Fund	16202	13302	13302
St. Hugh's Church and Churchyard - Restricted Fund		-	483
Offley Gatty Bequest - Endowment Fund		<u>7191</u>	<u>7688</u>
	<u>134405</u>	<u>138473</u>	<u>138636</u>
CURRENT ASSETS			
Cash	-	60	-
Bank	1158	1261	6999
CBF Deposit Fund	3935	7488	6088
CBF Investment Fund	123418	122558	117434
Offley Gatty Fund		<u>7191</u>	<u>7688</u>
<u>8793</u>	<u>135702</u>	<u>139055</u>	<u>139314</u>
plus DEBTORS	-	-	2702
less CREDITORS		<u>1297</u>	<u>582</u>
	<u>3380</u>		
	<u>134405</u>	<u>138473</u>	<u>138636</u>



Financial Statements for the year ended 31st December 2021

Financial Statements for the year ended 31st December 2021. Receipts and Payments Accounts

Flower Fund - Restricted Fund

<u>Receipts</u>	<u>£</u>	<u>Payments</u>	<u>£</u>
Balance B/F	9	Flowers and oasis	216
Donations	<u>231</u>	Balance C/F	<u>24</u>
	<u>240</u>		<u>240</u>

Hope Group - Restricted Fund

<u>Receipts</u>	<u>£</u>	<u>Payments</u>	<u>£</u>	
Balance B/F	65	Refreshments	39	
Refreshment donations	75	Cards and stamps	11	
Payments for books	6	2		Flowers
		Study books	34	
		Donation to Brian Parsons	23	
		Balance C/F	<u>29</u>	
	<u>142</u>		<u>142</u>	

Ladies Club - Restricted Fund

<u>Receipts</u>	<u>£</u>	<u>Payments</u>	<u>£</u>	
Balance B/F	1717	Speakers	20	
Outings & meals	527	Outings & meals	1001	
Flower fund	3	Donation-HOM/Keech/Sight Concern	30	
Raffle fund	93	Flowers	29	
Charity collections	18	Miscellaneous	5	
Subscriptions	<u>0</u>	Balance C/F	<u>1273</u>	
	<u>2358</u>		<u>2358</u>	

Stay & Play - Restricted Fund

<u>Receipts</u>	<u>£</u>	<u>Payments</u>	<u>£</u>
Balance B/F	253	Refreshments & Food	-
Donations	-	Equipment, Toys & Games	-
		Books, Craft & Stationery	-
		Balance C/F	<u>253</u>
	<u>253</u>		<u>253</u>

Donations

	<u>£</u>
CPAS	1200
Hands of Mercy	1200
Independent Examiner	200
Luton Deanery Synod	470
Wycliffe Bible Translators	1200
Youthscape	<u>1200</u>
	<u>5470</u>

Parish Share

	2020	2021	2022
	<u>£</u>	<u>£</u>	<u>£</u>
Stipend contribution	31605	30057	35054
Ministry support contribution	<u>18743</u>	<u>18743</u>	<u>19680</u>
	<u>50348</u>	<u>*48800</u>	<u>54734</u>

* Parish Share increased from £46855 following the appointment of Revd. Josias de Souza in August 2021

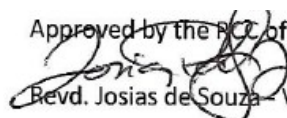


Financial Statements for the year ended 31st December 2021

Notes:

1. The financial statements of the PCC have been prepared in accordance with the Church Accounting Regulations 2006 using the Receipts and Payments basis.
2. Unrestricted funds may be used by the PCC for any of its ordinary purposes. Designated funds are funds set aside for specific purposes, which can be transferred to another fund at any time. Restricted funds can only be spent on the specific purpose for which they were given.
3. Fixed assets retained for Church use is the freehold house at 15 Lancing Road, which is lived in by our curate when one is in post and rented privately when not. Assets recognised but not valued in the Statement of Assets and Liabilities include moveable church furnishings held by the Churchwardens on special trust for the PCC and which require a faculty for disposal.
4. No payments were paid to PCC members.
5. Investment shares on 31st December 2021 total 5021
6. Endowment shares on 31st December 2021 total 376

Approved by the PCC of St. Francis' Church on 29th March 2022 and signed on their behalf by:


Revd. Josias de Souza – Vicar

Independent Examiner's report to the Parochial Church Council of St. Francis' Luton

This report on the accounts of the PCC for the year ended 31st December 2021, which are set out on pages 1-4 is in respect of an examination carried out in accordance with the Church Accounting Regulations 2006 ("the Regulations") and s.145 of the Charities Act 2011 ("the Act").

Respective responsibilities of the PCC and the examiner

As members of the PCC you are responsible for the preparation of the accounts; you consider that the audit requirement of the Regulations and s.144(2) of the Act does not apply. It is my responsibility to issue this report on those accounts in accordance with the terms of the Regulations.

Basis of this report

My examination was carried out in accordance with the General Directions given by the Charity Commission under s.145(5)(b) of the Act and to be found in the Church Guidance, 2006 edition. That examination includes a review of the accounting records kept by the PCC and a comparison of the accounts with those records. It also includes considering any unusual items or disclosures in the accounts and seeking explanations from you as trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit, and consequently I do not express an audit opinion on the view given by 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 the accounting records and comply with the requirements of the 2011 Act and the Regulations have not been met; or to which,



Financial Statements for the year ended 31st December 2021

in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.

A handwritten signature in black ink, appearing to read "Andrew Rodell".

Mr Andrew Rodell

Independent Examiner - 7 Copthorne, Luton, Beds, LU2 9RL



Financial Statements for the year ended 31st December 2021

General, Unrestricted, Fund Receipts and Payments Account

	<u>Actual</u> <u>2020</u>	<u>Budget</u> <u>2021</u>	<u>Actual</u> <u>2021</u>
<u>Receipts</u>	£	£	£
Planned giving	45953	43582	40546
Tax refunds	16068	10223	9968
Loose collections	1524	2000	1618
Fees	500	750	1181
Photocopying	2	-	-
Offley Gatty Fund	216	200	223
Donations	364	400	1622
Box	-	-	-
Refreshments	102	450	77
Church hires	-	-	-
Social	334	500	690
From Social Committee Fund	-	-	-
From Staff Housing Fund	10969	-	7740
From Church of England Newspaper	-	-	-
From Capital Fund	-	-	10069
	<u>76032</u>	<u>58105</u>	<u>73734</u>
<u>Payments</u>			
Parish Share	50348	46855	48800
Staff expenses	535	1075	1296
Church expenses	6421	9022	9778
Donations	6820	5785	5470
Education	435	850	178
Photocopying and Stationery	2230	1488	836
Administrator	9063	9212	7376
Social	180	500	-
To Fabric Fund	-	-	-
	<u>76032</u>	<u>74787</u>	<u>73734</u>
Deficit for the year		-16682	



Financial Statements for the year ended 31st December 2021

Hall Receipts and Payments Account - Designated Fund

<u>Receipts</u>	£	<u>Payments</u>	£
Casual	822	Administrator	1844
Next Generation Youth Theatre	1216	Cleaner	3039
African Apostolic Church	528	Cleaning supplies	431
Luton Town Taekwondo	1335	Keys	56
BOUNCE	1193	Love to Move trainer	731
Brownies	162	Repairs & signs	426
Line Dancing	870	Water	359
Love to Move	453	Gas	2818
UK ITF Taekwondo	450	Kitchen Supplies	593
Youth Drop-In	-		
PHAB	-		
Early Years Alliance	225		
Jolly Beans	460		
Vauxhall Pensioners	130		
Gas Refund	18		
Babylosophy	180		
	8042		
Deficit for the year	<u>2255</u>		
	<u>10297</u>		<u>10297</u>

Fabric Fund Receipts and Payments Account - Designated Fund

<u>Receipts</u>	£	<u>Payments</u>	£
Deficit for the year	<u>8544</u>	Church repairs	<u>8544</u>
	<u>8544</u>		<u>8544</u>

Capital Fund Receipts and Payments Account - Designated Fund

<u>Receipts</u>	£	<u>Payments</u>	£
Interest	3350	To General Fund	10069
Revaluation of shares	<u>16476</u>	Surplus for the year	<u>9757</u>
	<u>19826</u>		<u>19826</u>

Staff Housing Fund Receipts and Payments Account - Designated Fund

<u>Receipts</u>	£	<u>Payments</u>	£
Rental Income	11940	House Insurance	140
		Rental Insurance	358
		Repairs	1110
		Management Company Fees	2105
		To St Hugh's Church Fund	487
		To General Fund	<u>7740</u>
	<u>11940</u>		<u>11940</u>



Financial Statements for the year ended 31st December 2021

St. Hugh's Church and Churchyard Fund Receipts and Payments Account - Restricted Fund

<u>Receipts</u>	<u>£</u>	<u>Payments</u>	<u>£</u>
Donation	-	Electricity	138
From Staff Housing Fund	487	Insurance	152
		Donations	-
		Church at 4	-
		Misc.	-
		Repairs	95
		Surplus for year	<u>102</u>
	<u>487</u>		<u>487</u>

Offley Gatty Bequest - Endowment Fund

<u>Receipts</u>	<u>£</u>	<u>Payments</u>	<u>£</u>
Revaluation of shares	<u>1105</u>	Surplus for the year	<u>1105</u>
	<u>1105</u>		<u>1105</u>

FUNDS AND CURRENT ASSETS AS AT 31st DECEMBER 2021

<u>FUNDS</u>	<u>2019</u>	<u>2020</u>	<u>2021</u>
	£	£	£
Hall - Designated Fund	29279	30761	28504
Fabric - Designated Fund	37483	30370	21826
Capital - Designated Fund	44250	55869	65626
Staff Housing - Designated Fund	16202	13302	13302
St. Hugh's Church and Churchyard - Restricted Fund		-	483
Offley Gatty Bequest - Endowment Fund		<u>7191</u>	<u>7688</u>
	<u>134405</u>	<u>138473</u>	<u>138636</u>
CURRENT ASSETS			
Cash	-	60	-
Bank	1158	1261	6999
CBF Deposit Fund	3935	7488	6088
CBF Investment Fund	123418	122558	117434
Offley Gatty Fund		<u>7191</u>	<u>7688</u>
<u>8793</u>	<u>135702</u>	<u>139055</u>	<u>139314</u>
plus DEBTORS	-	-	2702
less CREDITORS		<u>1297</u>	<u>582</u>
	<u>3380</u>		
	<u>134405</u>	<u>138473</u>	<u>138636</u>



Financial Statements for the year ended 31st December 2021

Financial Statements for the year ended 31st December 2021. Receipts and Payments Accounts

Flower Fund - Restricted Fund

<u>Receipts</u>	<u>£</u>	<u>Payments</u>	<u>£</u>
Balance B/F	9	Flowers and oasis	216
Donations	<u>231</u>	Balance C/F	<u>24</u>
	<u>240</u>		<u>240</u>

Hope Group - Restricted Fund

<u>Receipts</u>	<u>£</u>	<u>Payments</u>	<u>£</u>	
Balance B/F	65	Refreshments	39	
Refreshment donations	75	Cards and stamps	11	
Payments for books	6	2		Flowers
		Study books	34	
		Donation to Brian Parsons	23	
		Balance C/F	<u>29</u>	
	<u>142</u>		<u>142</u>	

Ladies Club - Restricted Fund

<u>Receipts</u>	<u>£</u>	<u>Payments</u>	<u>£</u>	
Balance B/F	1717	Speakers	20	
Outings & meals	527	Outings & meals	1001	
Flower fund	3	Donation-HOM/Keech/Sight Concern	30	
Raffle fund	93	Flowers	29	
Charity collections	18	Miscellaneous	5	
Subscriptions	<u>0</u>	Balance C/F	<u>1273</u>	
	<u>2358</u>		<u>2358</u>	

Stay & Play - Restricted Fund

<u>Receipts</u>	<u>£</u>	<u>Payments</u>	<u>£</u>
Balance B/F	253	Refreshments & Food	-
Donations	-	Equipment, Toys & Games	-
		Books, Craft & Stationery	-
		Balance C/F	<u>253</u>
	<u>253</u>		<u>253</u>

Donations

	<u>£</u>
CPAS	1200
Hands of Mercy	1200
Independent Examiner	200
Luton Deanery Synod	470
Wycliffe Bible Translators	1200
Youthscape	<u>1200</u>
	<u>5470</u>

Parish Share

	<u>2020</u>	<u>2021</u>	<u>2022</u>
	<u>£</u>	<u>£</u>	<u>£</u>
Stipend contribution	31605	30057	35054
Ministry support contribution	<u>18743</u>	<u>18743</u>	<u>19680</u>
	<u>50348</u>	<u>*48800</u>	<u>54734</u>

* Parish Share increased from £46855 following the appointment of Revd. Josias de Souza in August 2021

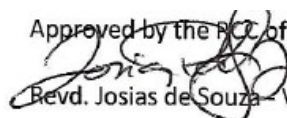


Financial Statements for the year ended 31st December 2021

Notes:

1. The financial statements of the PCC have been prepared in accordance with the Church Accounting Regulations 2006 using the Receipts and Payments basis.
2. Unrestricted funds may be used by the PCC for any of its ordinary purposes. Designated funds are funds set aside for specific purposes, which can be transferred to another fund at any time. Restricted funds can only be spent on the specific purpose for which they were given.
3. Fixed assets retained for Church use is the freehold house at 15 Lancing Road, which is lived in by our curate when one is in post and rented privately when not. Assets recognised but not valued in the Statement of Assets and Liabilities include moveable church furnishings held by the Churchwardens on special trust for the PCC and which require a faculty for disposal.
4. No payments were paid to PCC members.
5. Investment shares on 31st December 2021 total 5021
6. Endowment shares on 31st December 2021 total 376

Approved by the PCC of St. Francis' Church on 29th March 2022 and signed on their behalf by:


Revd. Josias de Souza – Vicar

Independent Examiner's report to the Parochial Church Council of St. Francis' Luton

This report on the accounts of the PCC for the year ended 31st December 2021, which are set out on pages 1-4 is in respect of an examination carried out in accordance with the Church Accounting Regulations 2006 ("the Regulations") and s.145 of the Charities Act 2011 ("the Act").

Respective responsibilities of the PCC and the examiner

As members of the PCC you are responsible for the preparation of the accounts; you consider that the audit requirement of the Regulations and s.144(2) of the Act does not apply. It is my responsibility to issue this report on those accounts in accordance with the terms of the Regulations.

Basis of this report

My examination was carried out in accordance with the General Directions given by the Charity Commission under s.145(5)(b) of the Act and to be found in the Church Guidance, 2006 edition. That examination includes a review of the accounting records kept by the PCC and a comparison of the accounts with those records. It also includes considering any unusual items or disclosures in the accounts and seeking explanations from you as trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit, and consequently I do not express an audit opinion on the view given by 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 the accounting records and comply with the requirements of the 2011 Act and the Regulations have not been met; or to which,



Financial Statements for the year ended 31st December 2021

in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.

A handwritten signature in black ink, appearing to read "Andrew Rodell".

Mr Andrew Rodell

Independent Examiner - 7 Copthorne, Luton, Beds, LU2 9RL

Accounts

St. Francis' Church, Luton



PCC Annual Report

Aim and Purposes

The St. Francis Parochial Church Council (PCC) has the responsibility of co-operating with the incumbent, Revd Nick Grew, in promoting in the ecclesiastical parish, the whole mission of the Church, pastoral, evangelistic, social and ecumenical. The PCC is also specifically responsible for the maintenance of the Church Complex of St Francis, Carteret Road, Luton, the Church of St Hugh, Cockernhoe, and 15 Lancing Road, Luton, Beds and to work in partnership with the incumbent to agree on how PCC money is spent, the form of Sunday worship and the priest's vesture in use in the Church.

Objectives and Activities

The PCC is committed to enabling as many people as possible to worship at our church and to become part of our parish community at St. Francis. The PCC maintains an overview of worship throughout the parish and makes suggestions on how our services can involve the many groups that live within our parish. Our Services and worship put faith into practice through prayer and scripture, music and sacrament.

The purpose of St Francis church states "We exist as an evangelical, all-age community centred upon the life-changing love of Jesus and being salt and light among our neighbours". To this end we have identified 6 values which we define under the headings of Attentive, Authentic, Accountable, Fruitful, Loving and Celebrating.

When planning our activities for the year, we have considered the Charity Commission's guidance on public benefit and particularly the supplementary guidance on charities for the advancement of religion. Specifically, we try to enable ordinary people to live out their faith in Jesus Christ as part of our parish community through:

- Worship and prayer; learning about the Gospel; and developing their knowledge and trust in Jesus.
- Provision of pastoral care for people living in the parish.
- Missionary and outreach work.

In support of our ministry, it is important that we maintain the fabric of the Churches of St. Francis Luton and St. Hugh at Cockernhoe, the Church Centre Complex and 15 Lancing Road, Luton, Beds

Achievements and Performance Worship and Prayer

This year church services have been greatly disrupted because of Covid and lockdowns throughout the year. As well as physical services in church, when permitted, there has been access to services online through Zoom and YouTube with paper copies of services distributed to those without internet access. In a normal year, all are welcome to attend our regular services which are held at 9:15 am (Parish Communion) and 11am (Morning Worship). At present, there are 93 parishioners on the Electoral Roll of whom 21 are not resident within the Parish. The total number shows a reduction of two on the previous year. The disruption created by lockdowns and restrictions of numbers when the church was allowed to open, has resulted in the average weekly attendances being unable to be calculated.

Special services such as Mothering Sunday, Easter, Harvest Festival, Toy Service, Nativity, Crib and the Christmas Day Service were all unable to be held because of the Covid restrictions which were in place at that time. The Memorial Service for Funeral Contacts, the Christingle service and the Midnight Holy Communion were all able to take place following Covid secure regulations. Although a Toy Service did not take place, a collection of toys was arranged and taken to the Salvation Army. A socially distanced, outdoor Carol Singing took

place in the church grounds and had a smaller than normal attendance but was very much appreciated.

The PCC are keen for our church to offer an appropriate range of opportunities whereby people can engage with The Lord and grow as disciples of Jesus. At the 11.00am Sunday services there are groups most weeks for young people and one week a month is given over to an all-age service. We welcome new individuals and families to the distinctive styles of Worship our Church offers, including All-Age Services. During midweek there are activities such as Saturday morning prayer, home-groups, HOPE group and Youth Group. St. Hugh's Church in Cockernhoe was again unable to host their usual Services at Easter, on Ascension Day, Remembrance Day, at Christmas and regular Collective Worship by Cockernhoe School because of the pandemic. The informal 4pm service in Cockernhoe School particularly aimed at attracting new people and those who have other commitments on a Sunday morning was held only in January and February before Lockdown was implemented.

As well as our regular and special services, we enable our community to celebrate and thank God at the milestones of the journey through life. Through Baptisms and Thanksgivings, we thank God for the gift of life, in marriage public vows are exchanged with God's blessing and through funeral services friends and families express their grief and give thanks for the life which is now complete in this world and to commend the person into God's keeping. This year there have been no church weddings, two church funerals and one baptism. There were no Confirmations. Eight funerals were officiated by Staff members at Luton Crematorium.

Deanery Synod

Along with staff members, two lay members of our PCC sit on the Deanery Synod. This provides the PCC with an important link between the parish and the wider structures of the church.

The Church Centre Complex

During the week, when the pandemic regulations permitted, the hall and adjacent rooms were used by two adult and toddler groups, one called "Stay and Play" which is run by Church members, the other called "Flying Start" which is run on behalf of Luton Borough Council. In addition to these, other groups also use the hall during the day - the Ladies Club, the HOPE Group, an after-school Youth Drop-In, the British Gymnastics Foundation 'Love to Move' sessions, and Health Visitors. Stay and play run by the church will restart once the pandemic eases and restrictions allow such to go ahead. Flying start have vacated the hall completely due to the council reshuffling the children's centers in Luton resulting in them leaving St Francis. Youth drop in again has been suspended due to the pandemic and we have no information when it will restart as it was run by council staff and church members, one of whom was our curate who has since left to run her own parish.

Several other groups use, or have used, our facilities during the evening and at the weekend. These include the Neet Teens Luton PHAB Youth Club, Brownies, a dance and drama group (Next Generation Youth Theatre), a line dance group, two Taekwondo Clubs, a Bridge Club, Bounce, (an exercise class) and an African Apostolic Church worship group. The hall and adjacent rooms are also hired when required for elections and on a casual basis for events such as birthday parties.

Pastoral Care

Several members of our parish are unable to attend church due to sickness or age. The Clergy, Readers and several of our more active members visit these people to keep them in touch with Church life. Others are visited where need arises to give spiritual, moral and practical support. We now also offer Prayer Ministry at church on most Sundays.

Mission and Evangelism

Helping those in need is a demonstration of our partnership in the Gospel. We have made regular donations to our four Mission Partners, namely Wycliffe Bible Translators (Sarah Casson), Hands of Mercy, Youthscape and CPAS. Additionally, we made one-off donations to several charities: NOAH, CRISIS, Luton Food Bank, Age UK, Children's Society (Christingle), Luton Deanery Synod, Nansambo School and the Church Urban Fund.

We seek to organise activities that engage with people at various stages in a journey of faith. Some will be purely social to establish contact and confidence; some will introduce testimony and questions and some [e.g. Alpha Course] will invite people to look more deeply and decide to follow Jesus. Social events that were held over the year was just a Barn Dance with other planned events of Agape, Family Fun day, Bring and Share Picnic, Barbecue and Christmas events all being cancelled because of the pandemic. In normal times we also run a Community Café once a month in the Church where members of the public can drop in and join Church members for light refreshments and conversation, and in parallel with this we carry out litter picking in the local streets. Zoom quizzes run by church members have taken place periodically throughout the lockdowns.

Ecumenical Relationships

Throughout the year, St. Francis Church has continued to be involved with the work of Luton Town Centre Chaplaincy and Luton Foodbank. In addition, we collaborate with other local churches most obviously in the Good Friday Walk of Witness. There were six members of St Francis on the London Luton Airport Chaplaincy Emergency Response Team, for call out in case of major accident, at the beginning of the year and four from June onwards.

Financial

The Charity Commission has set the threshold for preparing accrual accounts at £250,000 so we can continue to do simple receipts and payments accounts instead.

Many of our members give very generously to support the work of the Church. Some are less able to contribute in this way, but we recognise that financial giving is not a measure of a person's commitment to the church. Only four people know how much money each person gives: God; the person themselves; the independent examiner (he does not know anyone, so they are just names to him) and the treasurer.

We held a Giving Review in September 2019; the total pledged for 2020 was £46,367 and £45,953 was given. Loose collections were £1,524, compared to £5,209 in 2019. This was due to the extraordinary circumstances we found ourselves in with the covid-19 pandemic causing the Church to be closed for much of the year. From donations made through planned giving, i.e. the Parish Giving Scheme, standing order or envelopes, and from loose collections, we were able to claim a total of £16,068 in gift aid from HMRC for members of the congregation who are taxpayers and had authorised us to claim this.

We were asked to pay £50,348 for the Parish Share and we received a housing allowance of £9,300 from the diocese for Lancing Road, which left a total of £41,048. The diocese thanked us for paying our quota in full, particularly considering the pandemic.

Church expenses exceeded the budget.

We made donations totalling £6820. The last quarterly donations totalling £1200 were paid in January 2021.

Our Harvest Offerings raised £322, which was given to Nansambo School and our Christingle Offerings of £125 was given to The Children's Society in January 2021.

We had predicted a deficit for the general fund, but this was covered by a transfer from the Staff Housing Fund.

The hall income for 2020 totalled £9,600 and we made a surplus of £1,481. There was a marked reduction in income due to the pandemic, which also resulted in one of major renters, Flying Start, having to close owing to changes in funding from Luton Borough Council. Our curate lived at 15 Lancing Road until the middle of December. There were no payments made from the capital account during 2020. The only income for St. Hugh's Cockernhoe was a grant of £500 from the Diocese for the Church at 4, outreach project. The PCC is responsible for the upkeep and maintenance of St. Hugh's hence some minor repairs were carried out.

The Social Committee receipts and payments are recorded in the General Fund. The Flower Fund, Hope, Ladies Club and Stay and Play accounts are recorded separately by other members of the Church and were checked by the treasurer. Andrew Rodell examined the PCC accounts and although he does not charge for his services, we gave him a gift of £100 to compensate him for his efforts.

In 2020 our total income was £94,978. This does not include the Endowment fund for Offley Gatty Bequest which has a value of £7,688 but has specific instructions how the money can be spent and cannot be used for general purposes. Our total funds increased by £3,570 from £127,214 in 2019 to £130,784 in 2020 (not including the Offley Gatty Bequest). We sold £8,900 in shares from the funds we invested with the Central Board of Finance. The market share value decreased in June by £672 but increased in December by £8,711.

HM Revenue and Customs still did not wish to conduct an audit of our financial records which we must keep for seven years. We have been asked to pay £46,855 as the Parish Share for 2021. As our curate left in December 2020, the house in Lancing Rd. became vacant. It is planned to rent it out beginning in January 2021. Many years ago, the PCC decided to donate to charities 10% of our income from stewardship, tax refunds and loose collections. We propose to donate 10% of this income again this year. St. Francis' PCC is a registered charity number 1136430, and the PCC are the trustees.

Reserves Policy

It is PCC policy to try to maintain a balance of £50K on unrestricted funds, which equates to approximately three months unrestricted payments and fund any emergency situations which may arise from time to time. The balance satisfies this policy. It is also PCC policy to invest our funds with the Church of England Central Board of Finance Deposit Fund and Investment Fund.

Volunteers

We would like to thank all the volunteers who work so hard to make our church the lively and vibrant Community it is. Specifically, we want to mention our churchwardens Mr Martin Ellway, Mr Blyth Latimer who took over when Martin stepped down and Mr Graham Hosker who work so tirelessly on our behalf, our Treasurer Ms Paula Cardy and Mr Philip Heathcote who was appointed after Paula resigned and the Finance Committee, who help us all to understand the church's accounts and its finances, the Maintenance Action Committee who oversee the maintenance of the Church buildings, the Building Works Group who oversee major project work, the Social Committee who play a vital role in outreach to the community, the Mission Team who seek to energise the outreach of the church and all the other members of the PCC for their valuable contribution to our ministry and for keeping the church running.

Structure, governance and management

The method of appointment of PCC members is set out in the Church Representation Rules. At St. Francis' the membership of the PCC consists of the incumbent, other members of staff;

churchwardens, readers, members of our congregation who are members of the deanery synod and members elected by those members of the congregation who are on the electoral roll of the church. 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 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.

The full PCC met ten times during the year with an average level of attendance of 86.5%. The Finance, Mission, Buildings Working Group and Maintenance Action Committees are responsible to the PCC, and they continued to meet regularly through zoom when unable to physically. All Committees reported back to the full PCC and matters arising were discussed as necessary.

Administrative Information

St. Francis Church is situated in Carteret Rd. Luton. It is part of the Diocese of St. Albans within the Church of England. The correspondence address is St Francis' Church, Carteret Road, Luton, LU2 9JZ

The PCC is a body corporate (PCC Powers Measure 1956, Church Representation Rules 2006) and a registered charity, number 1136430. The PCC are the Trustees.

Parish Administrator

Our Parish Administrators, Louise Yusuf and Rebecca Potter who was appointed to this position from March after Louise resigned have performed an excellent job with Becca quickly adapting the services to an online format and creating a booking system for places when the church was allowed to open. The main responsibilities of the Parish Administrator include but are not restricted to:

- The co-ordination of all parish communications
- Being the first point of contact for all enquiries related to St. Francis Church
- Responding to all telephone calls to the Church and management of Church voicemail
- General office administration including filing, photocopying and minute taking
- Co-ordinating the teams of volunteers and the work they do for the Church, ensuring rotas are completed and distributed as appropriate
- The administration pertaining to all baptisms, weddings and banns, funerals and hall bookings
- Management of the Electoral Roll
- Management of Parish records
- Ensuring the Church website is maintained and up to date
- Liaise with Deanery and Diocesan officers where appropriate
- To be part of the Safeguarding team:
 - Ensure accurate and detailed DBS application & Safeguarding Training records are kept
 - Take, produce & circulate minutes from safeguarding meetings & follow up actions
 - Produce & circulate letters for volunteers regarding safeguarding training
 - Manage DBS checks
 - Ensure Safeguarding Dashboard is kept up to date
 - Regularly submit Safeguarding Action Plan to PCC

PCC Decision Making

Over the course of the year, the PCC take decisions on a variety of matters, many of which involve expending money. Below is a list showing just some, but by no means all, of those items:

- Continued to review and update our Mission Action Plan [MAP]
- Agreed a 2021 budget
- Updated and approved the Safeguarding and Financial Policies Terms of Reference
- Agreed servicing and repairs for the boilers in the church, Vicarage and Lancing Road
- Gas and electrical certificates obtained for Lancing Road which was prepared for letting
- Carpets cleaned at Lancing Road
- Agreed to purchase sanitising products for the church to help to keep it Covid secure.
- Agreed a new four year lease for the photocopier
- Approved the purchase of a new CCLI – copyright music and video licence renewal
- Approved a new Holy Communion Assistant
- Started the necessary processes for the appointment of a new incumbent: appointing Parish representatives and Parish Profile Working Group and creating a Parish Profile
- PAT testing was completed
- The Church of England Safeguarding Policy was adopted
- St. Francis' Church hedge was trimmed and the grass cut
- The church spire was repaired
- The gate at St Hugh's was repaired

What this list doesn't show is the enormous amount of work undertaken by the Church Officers and staff, the various sub-committees (Finance, Maintenance, Buildings Working Group, Mission etc.) and various individuals throughout the year, to keep the Church estate in a fit state to allow our congregation to worship God and for us to offer our buildings to the community to allow them to pursue their many and varied activities.

PCC Membership

PCC members who have served from 1st January 2020 until the date this report was approved are:

Ex Officio members:

- Incumbent: The Revd Nick Grew
- Curate: The Revd Sarah Hancock
- Reader: Mr Rod Mason
- Reader: Mrs Barbara McIntosh
- Churchwarden: Mr Martin Ellway Vice-Chairman until APCM 25.10.20
- Churchwarden: Mr Graham Hosker Vice-Chairman
- Churchwarden: Mr Blyth Latimer from APCM 25.10.2020
- Deanery Synod Rep: Mrs Winnie Kinninmonth
- Deanery Synod Rep: Mrs Jacky Wilson

Elected Members:

- Mrs Denise Archer PCC Secretary from APCM 25.10.2020
- Mrs Joanne Beaumont
- Mrs Elaine Cleaver from APCM 25.10.20
- Mr Ray Cooper
- Mrs Hilary Deacon from APCM 25.10.20
- Mr Philip Heathcote PCC Secretary until 25.10.20 and Treasurer from 25.10.20
- Mr Phil Line
- Miss Rachel Munns until APCM 25.10.20
- Mrs Anna Spencer
- Mrs Jane Borritt (nee-Williams)

Co-opted Members:

- Miss Paula Cardy PCC Treasurer until APCM 25.10.10

There were no vacancies on the PCC from the APCM, 25th October 2020.

**Approved by the PCC on and signed on their behalf by Mr Graham Hosker (PCC
Chairman)**

St. Francis' Church, Luton. Financial Statements for the year ended 31st December 2020

General, Unrestricted, Fund Receipts and Payments Account

	<u>Actual</u>	<u>Budget</u>	<u>Actual</u>
<u>Receipts</u>	<u>2019</u>	<u>2020</u>	<u>2020</u>
	£	£	£
Planned giving	49020	46367	45953
Tax refunds	12367	12192	16068
Loose collections	5209	5000	1524
Fees	1235	750	500
Photocopying	20	8	2
Offley Gatty Fund	209	190	216
Donations	563	400	364
Box	0	-	-
Refreshments	470	450	102
Church hires	30	-	-
Social	2093	1900	334
From Social Committee Fund	331	-	-
From Staff Housing Fund	8154	-	10969
From Church of England Newspaper	253	-	-
From Capital Fund	-	-	-
	<u>79954</u>	<u>67257</u>	<u>76032</u>
<u>Payments</u>			
Parish Share	52009	51025	50348
Staff expenses	1332	1200	535
Church expenses	8758	8678	6421
Donations	5355	6555	6820
Education	899	1350	435
Photocopying and Stationery	2227	2355	2230
Administrator	7615	7767	9063
Social	1759	1500	180
To Fabric Fund	-	-	-
	<u>79954</u>	<u>80430</u>	<u>76032</u>
Deficit for the year		-13173	

Hall Receipts and Payments Account – Designated Fund

<u>Receipts</u>	£	<u>Payments</u>	£
Casual	585	Administrator	949
Next Generation Youth Theatre	743	Cleaner	3039
African Apostolic Church	440	Cleaning supplies	382
Luton Town Taekwondo	592	Keys	110
BOUNCE	489	Love to Move trainer	1048
Brownies	108	Repairs & services	107
Line Dancing	630	Water	269
Love to Move	1152		5904
UK ITF Taekwondo	394		
Youth Drop-In	40		
PHAB	48	Surplus for the year	1481
Flying Start	2153		
Gas	<u>11</u>		
	<u>7385</u>		<u>7385</u>

Fabric Fund Receipts and Payments Account – Designated Fund

<u>Receipts</u>	<u>£</u>	<u>Payments</u>	<u>£</u>
Deficit for the year	<u>7113</u>	Church repairs	<u>7113</u>
	<u>7113</u>		<u>7113</u>

Capital Fund Receipts and Payments Account – Designated Fund

<u>Receipts</u>	<u>£</u>	<u>Payments</u>	<u>£</u>
Interest	3579	Architect fees	0
Revaluation of shares	<u>8039</u>	Surplus for the year	<u>11618</u>
	<u>11618</u>		<u>11618</u>

Staff Housing Fund Receipts and Payments Account – Designated Fund

<u>Receipts</u>	<u>£</u>	<u>Payments</u>	<u>£</u>
SADBF –housing allowance	9300	Insurance	146
Deficit for the year	2900	Repairs	86
		Water	265
		To St Hugh's Church Fund	734
		To General fund	<u>10969</u>
	<u>12200</u>		<u>12200</u>

St. Hugh's Church and Churchyard Fund Receipts and Payments Account – Restricted Fund

<u>Receipts</u>	<u>£</u>	<u>Payments</u>	<u>£</u>
Donation	25	Electricity	142
Grant for Church at 4	500	Insurance	297
From Staff Housing Fund	734	Donations	80
		Church at 4	17
		Misc.	28
		Repairs	212
		Grant balance	<u>483</u>
	<u>1259</u>		<u>1259</u>

Offley Gatty Bequest – Endowment Fund

<u>Receipts</u>	<u>£</u>	<u>Payments</u>	<u>£</u>
Revaluation of shares	<u>497</u>	Surplus for the year	<u>497</u>
	<u>497</u>		<u>497</u>

FUNDS AND CURRENT ASSETS AS AT 31st DECEMBER 2020

<u>FUNDS</u>	<u>2018</u>	<u>2019</u>	<u>2020</u>
	<u>£</u>	<u>£</u>	<u>£</u>
Hall – Designated Fund	25075	29279	30761
Fabric – Designated Fund	47916	37483	30370
Capital – Designated Fund	39070	44250	55869
Staff Housing – Designated Fund	21900	16202	13302
St. Hugh's Church and Churchyard – Restricted Fund	-	-	483
Offley Gatty Bequest – Endowment Fund	<u>6057</u>	<u>7191</u>	<u>7688</u>
	<u>140018</u>	<u>134405</u>	<u>138473</u>
CURRENT ASSETS			
Cash	-	-	60
Bank	1455	1158	1261
CBF Deposit Fund	4841	3935	7488
CBF Investment Fund	128058	123418	122558
Offley Gatty Fund	<u>6057</u>	<u>7191</u>	<u>7688</u>
	<u>140411</u>	<u>135702</u>	<u>139055</u>

plus DEBTORS	-	-	-
less CREDITORS	<u>393</u>	<u>1297</u>	<u>582</u>
	<u>140018</u>	<u>134405</u>	<u>138473</u>

Financial Statements for the year ended 31st December 2020. Receipts and Payments Accounts

Flower Fund – Restricted Fund

<u>Receipts</u>	£	<u>Payments</u>	£
Balance B/F	19	Flowers and oasis	140
Donations	<u>130</u>	Balance	<u>9</u>
	<u>149</u>		<u>149</u>

Hope Group – Restricted Fund

<u>Receipts</u>	£	<u>Payments</u>	£
Balance B/F	38	Refreshments	5
Refreshment donations	39	Cards and stamps	22
Payments for books	32	Disinfectant wipes	2
Donations for Love in a Box	20	Flowers	6
Cash donation	6	Craft supplies	9
		Donation to Love in a Box	20
		Reimbursement of cash donation	6
		Balance	<u>65</u>
	<u>135</u>		<u>135</u>

Ladies Club – Restricted Fund

<u>Receipts</u>	£	<u>Payments</u>	£
Balance B/F	1393	Speakers	30
Outings & meals	339	Outings & meals	339
Flower fund	3	Donation–HOM/Keech/Sight Concern	30
Raffle fund	58	Phone	20
Charity collections	43		
Subscriptions	<u>300</u>	Balance	<u>1717</u>
	<u>2136</u>		<u>2136</u>

Stay & Play – Restricted Fund

<u>Receipts</u>	£	<u>Payments</u>	£
Balance B/F	184	Refreshments & Food	2
Donations	117	Equipment, Toys & Games	26
		Books, Craft & Stationery	20
		Balance	<u>253</u>
	<u>301</u>		<u>301</u>

Donations

	£
Age UK	270
CPAS	1300
Church Urban Fund	100
CRISIS	270
Hands of Mercy	1300
Luton Deanery Synod	440
Luton Food Bank	270
Noah	270
Wycliffe Bible Translators	1300
Youthscape	<u>1300</u>
	<u>6820</u>

<u>Parish Share</u>	<u>2019</u>	<u>2020</u>	<u>2021</u>
	£	£	£
Stipend contribution	33787	31605	28112
Ministry support contribution	<u>18222</u>	<u>18743</u>	<u>18743</u>
	<u>52009</u>	<u>50348</u>	<u>46855</u>

Notes:

1. The financial statements of the PCC have been prepared in accordance with the Church Accounting Regulations 2006 using the Receipts and Payments basis.
1. Unrestricted funds may be used by the PCC for any of its ordinary purposes. Designated funds are funds set aside for specific purposes, which can be transferred to another fund at any time. Restricted funds can only be spent on the specific purpose for which they were given.
2. Fixed assets retained for Church use is the freehold house at 15 Lancing Road, which is lived in by our curate. Assets recognised but not valued in the Statement of Assets and Liabilities include moveable church furnishings held by the Churchwardens on special trust for the PCC and which require a faculty for disposal.
3. No payments were paid to PCC members.
4. Investment shares on 31st December 2020 total 5994
5. Endowment shares on 31st December 2020 total 376

Approved by the PCC of St. Francis' Church on 30th March 2021 and signed on their behalf by
Graham Hosker
Churchwarden

Independent Examiner's report to the Parochial Church Council of St. Francis' Luton

This report on the accounts of the PCC for the year ended 31st December 2020, which are set out on pages 1-4 is in respect of an examination carried out in accordance with the Church Accounting Regulations 2006 ("the Regulations") and s.145 of the Charities Act 2011 ("the Act").

Respective responsibilities of the PCC and the examiner

As members of the PCC you are responsible for the preparation of the accounts; you consider that the audit requirement of the Regulations and s.144(2) of the Act does not apply. It is my responsibility to issue this report on those accounts in accordance with the terms of the Regulations.

Basis of this report

My examination was carried out in accordance with the General Directions given by the Charity Commission under s.145(5)(b) of the Act and to be found in the Church Guidance, 2006 edition. That examination includes a review of the accounting records kept by the PCC and a comparison of the accounts with those records. It also includes considering any unusual items or disclosures in the accounts and seeking explanations from you as trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit, and consequently I do not express an audit opinion on the view given by 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 the accounting records and comply with the requirements of the 2011 Act and the Regulations have not been met; or
1. to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.

Mr Andrew Rodell
Independent Examiner - 7 Copthorne, Luton, Beds, LU2 9RL