

# Annual Report 2021

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May 2022

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St. Luke's Church, Ramsgate



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# 1 Introduction

2021 has been a year of enormous change for St. Luke's. Whereas, in 2020 much of church life was stopped by the pandemic, 2021 was the year when many things began as we emerged from the collective trauma.

At a recent PCC, we reflected on where we were at after two years of Covid. There were of course sadnesses. In particular, we missed people! We missed those who were now too ill to join us and those who have not felt able to return. We are sad that a lot less children and young people now attend.

Yet, as we reflected we saw that perhaps before the Pandemic we were in some ways stagnating as a church: just doing the same old activities, some of which were becoming worn and tired. Now, however, God has brought about a remarkable number of changes, both new activities and new dimensions to our life:

- We now have a regular online presence with our Sunday services livestreamed, nearly 170 subscribers to our YouTube channel, over 100 videoed sermons available online and over 120 people on our weekly email list.
- Our church service times changed, so that I could also take on and lead and preach at St. George's church in the centre of Ramsgate. We've also begun to explore how our churches can work together in partnership for mission to the town.
- Our music group has been transformed and is going from strength to strength.
- We were joined in July, by Claire Coleman, a training curate, who is already preaching and teaching regularly and encouraging many people in their discipleship. She is a wonderful addition to our staff.
- In July we started regular daily prayer meetings. On Mondays and Thursdays at St. Luke's and Tuesdays and Saturdays at St. George's. These have been well attended, rarely having less than 4 people and sometimes as many as 15!
- Cafe4All started in August 2021 and regularly has around 25-30 people attending the coffee morning in church. This has proved a great way to build up stronger relationships with new people and has really helped people to connect and reconnect with the church community.
- In the autumn our Sunday Club, Pathfinders and Sparklers restarted with some new leaders and new ways of working. Also at this time Play and Praise, our parent and toddler group restarted. These were all after an eighteen month break. Later in the autumn, Claire began gathering together some of our young people who put on their first youth led service in Advent.
- God has blessed us with a good number of new members, who are already proving to be a great encouragement.

Yes, the last couple of years have been difficult and traumatic, but we have much to be thankful about. Perhaps what we have rediscovered most, after being forced to isolate from one another, is the importance of strong Christian community and the power of God to bring about positive change when we pray.

*"Let us consider how we may spur one another on towards love and good deeds."*  
(Hebrews 10:24)

Paul Worledge, Vicar

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## 2 Aims and Purposes

St Luke's Church PCC has the responsibility of co-operating with the incumbent, the Revd. Paul Worledge, in promoting in the ecclesiastical parish the whole mission of the Church, pastoral, evangelistic, social and ecumenical. It also has responsibilities for the maintenance of the St. Luke's church building and church hall. The hall is situated next to the church building in St. Luke's Avenue, Ramsgate.

## 3 Objectives and Activities

2021 was very much a year of new birth for St. Luke's as we continued to work through the implications of the Pandemic. Some of our activities that had been running before the Pandemic: the Fusion youth group, the Tuesday Friendship Club, Men's Film 'n' Chippy and evening service were not able to return.

Others returned slowly, stage by stage through the year as restrictions and availability of volunteers allowed. This included in particular the children and youth work during our Sunday services and Play and Praise our parent and toddler group on Friday mornings.

However, new things were started as well. These arose out of the setting up of three "Reimagine and Reignite teams." The most notable new features in the church were the emergence of a renewed music group to lead the music in our services, the launch of the very successful Cafe4All, drop in on a Thursday morning in church and the beginnings of a new style of youth provision led by the new curate, Claire.

Alongside this, the vicar of St. Luke's, Paul Worledge, was also appointed as Priest in Charge of the neighbouring parish St. George's, Ramsgate at the end of April and the vicar of Christ Church retired in Easter. So, work has begun to see how the three churches can work together and support each other.

Please read on to find out more about some of these wonderful activities.

### 3.1 Creative Group Report 2021

#### **What happened...**

As I write it is a year since our first service, not actually in St. Luke's but at St Georges when Paul became Priest in charge. We made our debut at St. Luke's in June and have gradually increased our confidence and developed new music as well as bringing our own style to well-known songs. We have increased instrumental contributions which helped to make the Christmas music, in particular, more interesting.

Team:	
Singers	Instrumentalists
Lauren Emptage	Fiona Worledge -Piano & violin
Pauline Emptage	Anna Worledge- Violin
Beth Patterson	James Patterson- Guitar
James Patterson	Ewan Patterson – Percussion (assisted by Claudia, Pauline and Beth)
Rachel Patterson	Beth Patterson – Horn and cornett
Claudia Le Baigue	Victoria Waldie – flute
Ced Hann	Alison Hawthorn- piano, flute
Samantha Worledge	
Alison Hawthorn	

### How we have grown...

As a group we began by considering what worship is and our role in leading it. Our aim is to put God at the centre of all that we do and we are a praying group who seeks His guidance in order to give Him glory and honour. We all contribute to finding songs, although I tend to do this generally on train journeys, and we all contribute suggestions and ideas. Music arrangement is shared by myself and Fiona, whilst Anna creates beautiful parts for the violin. I was certainly stretched at Christmas with arranging music for such a variety of instruments! During the year we have grown closer to God and each other and the group is a source of spiritual support as well as musicians.

### Moving forward...

Whilst we have quite a few people involved we are hoping that the group will expand and we would welcome anyone who feels they could contribute – particularly if you play piano or guitar. This would enable group members to be absent on a Sunday and still have a strong lead for worship. We have already started to consider key services for the Autumn and Christmas. We would like to run a special evening – Our favourite songs – where we select 10 of your favourite songs and individuals introduce the song. This is in the planning stage and we haven't taken the idea beyond the group, so watch this space!

Alison Hawthorn

## 3.2 Youth provision

Pathfinders on a Sunday morning for 11-14 year olds restarted in September with our curate Claire overseeing the leadership team. Tonya and Charlie have taken on the planning and leading of Pathfinders with the occasional support of a number of other adults from the congregation. There are about five teenagers that have attended Pathfinders with an average of 2-3 most weeks.

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During the summer, as restrictions were lessening, Paul and Fiona hosted a BBQ for the youth. There were about 11 young people that attended. We discussed possible ways of reintroducing youth activities with one possible suggestion of involving the young people in youth led services.

During October Claire held a vision casting evening when youth, their families and other members of our congregation looked at the biblical example of Timothy and had opportunities to brainstorm and pray about the future of our youth activities. There was a strong consensus that any future work would give opportunities for small group bible studies, and fun games, alongside planning for occasional youth led services. It was agreed we would begin by meeting to plan an Advent service.

In November a small number of 11-17 year olds met weekly at the curate's house to do just that. The service was well supported by around 20 people aged between 3 and 80. We made plans in the New Year to review the service and make further plans for how our future youth work would be structured in 2022.

Claire Coleman

### 3.3 Café 4 All

Café 4 All started in August 2021 and takes place each Thursday between 10-11.30am at St Luke's Church Building. It was the first initiative of the St Luke's Compassion Re-imagine and Re-ignite Team, at a time when we were anticipating coming out of 'Lockdown' from the Covid 19 Pandemic. Prior to the start of Café 4 All there is a prayer meeting between 9.30-10am.

The team is led by Andrew McMillan and the members include Charlie, Claudia, Leslie, Mike, Peter & Rosa. Not everyone is involved directly with running Café 4 All, however we all support each other through caring, sharing and prayer. We took time at the outset to get to know each other including our experience, skills and diversity. At the end of 2021 we held a social event which gave a chance to thank team members and give time for celebration and reflection.

We have team meetings as necessary where we work to plan ahead. We always start our meeting with a Bible focus including:

Mark 12:31 Love your neighbour

Genesis 49: 22 "Joseph is a fruitful vine, a fruitful vine near a spring, whose branches climb over a wall....

Galatians 6.10 So then as we have opportunity, let us do good to everyone.....

From the start we wanted to create a welcoming and safe space, recognising that everyone has been through so much. We wanted to start small and take time to let the project evolve through the inclusion of all involved. The start up and running costs for Café 4 All have been funded by donations for which we thank God. A key feature is: what is provided to people using Café 4 All is provided free of charge. We have however received donations which are used to replenish supplies with any surplus paid into church funds.

We don't currently include any specific christian message or activity as part of Café 4 All, however we are in the church building where information on other groups and church activities are available. We hope that people attending will

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feel special and see something of 'God's Love' through the offer of free coffee, tea, cakes etc. and also enjoy the welcome interactions and opportunity for a relaxing chat. We trust in God and are thankful for those encouraged to want to explore further.

We usually have more than 20 people each week, a diverse range of different ages and generations including those from our existing congregation, local neighbours, residents, visitors etc. For some people it has been a 'stepping stone' to returning to 'in person' church. People come when they want and stay for as long as they wish. The Café 4 All team have been very good at ensuring visitors feel welcome and included. Occasionally we have been able to visit people with a cake where they haven't been able to attend Café 4 All in person.

At times, individuals using Café 4 All have volunteered to make / provide cakes, others have helped to make any new visitors feel welcome. At times we have had impromptu board games, craft activities and a quiz between the children and adults.

As we look ahead to 2022, we give thanks and praise to God for all that has been achieved and we ask for His blessing and help that we can continue in our current format. We are working to develop a new poster advertising Café 4 All, which can be used as a sign outside when we are open and also used on social media and with other existing church activity groups.

Andrew McMillan

## 3.4 Children and Youth Work on Sundays 2021

With the country in lockdown at the start of 2021, the children and youth work at St Luke's was unable to meet in person but continued to be part of weekly online services with children's songs, a talk and downloadable activity sheets.

In April the first Children and Youth – Reimagine and Reignite team meeting took place with a view to relaunching Sunday Club and preparing families and children for a return to church. It was decided to send out letters and questionnaires to families and children in preparation for a restart.

Sunday Club was finally able to start up again in September and began with a four-week tour of the church year: Advent, Christmas, Easter and Pentecost – to make up for lost time! It was fun and easy for the children to feel part of. Most were familiar with the relevant bible stories and decorating Christmas biscuits and winning mini chocolate eggs was a hit in September!

After this four week start, the programme continued using Mustard Seed material. Genesis 1 – 12 for five sessions and Luke's First Christmas for the final three sessions of 2021.

A practical change with the relaunch was to try out Scrambler and Climber groups in the hall together, rather than meeting in separate smaller rooms. Two leaders headed up each session, taking turns to lead from front before splitting into a younger and an older group for the craft activity. Each week a helper was part of the team and one or two

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parents also helped with the craft activity. This approach has worked well. Material covered has been accessible for the wider range of ages and the hall is well suited to smaller groups having their own space.

As Sunday Club supports our Compassion sponsored child, John, in the Philippines it would be good to reach out to him more in 2022, perhaps with a short letter and drawings from Sunday Club a few times a year, so that he gets to know us more too.

There are currently two teams of leaders who have a term on and a term off. Finding helpers has been difficult as, for different reasons, it has been hard for some to commit. In terms of attendance, 26 different registered children attended at least once. This is lower than pre-covid times when 20 – 40 under 16s attended a normal service. But it has been a positive start with children generally behaving well, listening and engaging well with leaders, helpers and each other.

Willow Whybrow

### 3.5 Play and Praise

Play and Praise was closed for around 18 months because of covid, but reopened its' doors in September 2022. Fiona has been leading the group with a very valuable team comprised of Caroline, Charlie, Tonya and Grace who is not a church member. Vicky has temporarily joined the team.

Numbers picked up slowly and it was interesting to see that the children who hadn't been to groups for a long time were quite reticent to join in with songs and actions or do any craft. Since the October half-term though, things improved and now they are joining in with everything enthusiastically.

Every Friday we have lots of toys out to play with freely. There is a craft which will be linked to basic Godly truths such as "God made me" we have a nursery rhyme song time and a prayer and then have snacks. Families pay £2 to cover costs of materials and food. At Christmas we gave all the children a nativity story book. At Advent, they were given advent calendars that have part of the Christmas story behind each door. Also we acted out our own nativity with lots of songs with the children dressed up in church. They were visited by Father Christmas. At Easter they all received a "Real" Easter egg which also comes with a little booklet of the Easter story.

Fiona has recently started a Return to Practice course for nursing, so will not be able to run Play and Praise from September. The rest of the team are happy to continue and it is our prayer that the group will continue to run as it is valuable outreach group sharing God's love with young families. More helpers would make it more possible to continue.

Fiona Worledge

### 3.6 Partnership with St. George's and Christ Church

In October 2021, members of St. Luke's, St. George's and Christ Church gathered at a series of meetings called, *More than Sunday*. At the meetings we wanted to think about our church life apart from buildings, clergy and Sunday services. People were given the option of attending on a Monday evening or Tuesday morning.

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We started by being honest about the challenges and difficulties we have faced as churches in recent years. Then we reflected on Jesus's mission statement in Matthew 28:18-20 and the description of the first church in Acts 2:42-47, seeking to discern Jesus's vision and values for the church.

Looking forward we considered a plan to create structures that enabled these values. They are called, *Growth Communities*. Each will have a leadership team appointed to encourage stronger community and develop growing discipleship. Together the teams can support and learn from each other across the churches.

In November, we followed this up with a joint prayer meeting, again on a Monday evening and Tuesday morning. Finally, we also had a Joint Service on Advent Sunday, which had good attendance from all three churches.

Paul Worledge

## 4 Achievements and Performance

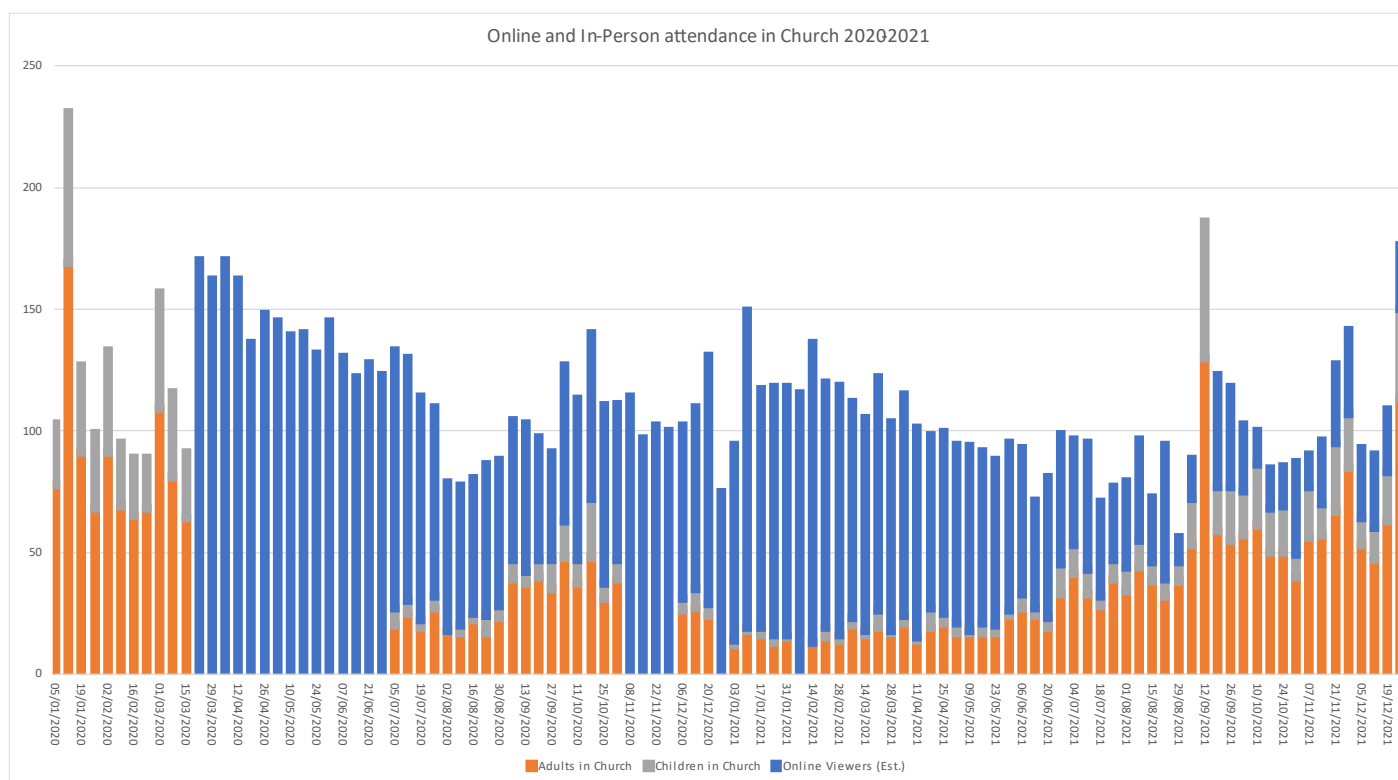
### 4.1 Sunday Services: In-Person and Online

Much of 2021 was impacted to some extent by the ongoing pandemic. At the start of the year we were in perhaps one of the worst waves of the Pandemic. There was a lockdown, but churches were allowed to open, although most chose not to. We did open our doors even during this period at St. Luke's, especially so those who had little access to online services or were struggling with isolation could come and see the service, albeit socially distanced and wearing masks.

The focus of our provision during the first half of the year, however, was to provide a pre-recorded YouTube service. This involved people submitting elements in the week before and the administrator and vicar editing them together into one YouTube video which was uploaded ready for each Sunday morning. Those who attended church in person, then watched some of this on the big screen and had some elements such as the sermon delivered live.

Congregational singing was not allowed in church until the end of June 2021. We decided that at this point we would transition from pre-recorded videos to livestreaming. Andrew McMillan, Christopher Waldie and Chris Tull worked hard to connect the church to the hall internet and change the position of the sound desk in order to allow us to livestream the services. Some new teams of people were then trained up to run the livestreaming each week and after a few trial runs we made the switch to have livestreamed rather than pre-recorded videos.

The chart on the next page shows the 'attendance' and estimated online viewers through 2020 to 2021. You can see when the church was forced to be closed in 2020, by the Sundays where there are no orange and grey bars. Then in 2021 you can see the gradual transition from most people watching online in the first part of the year, to most people attending in person by the autumn.



## 4.2 Pastoral Offices

In 2021, we had 3 baptisms, 2 marriages and 10 funerals linked with St. Luke's.

## 4.3 Introduction of iKnow

In July 2021, we moved over our database to use the iKnow online system. As a result, people can now access and control the data we hold for them, we can organize church rotas more effectively and share data with those (and only those who need to access it). People can also register themselves and their children using an online registration form. Sunday services are also planned using this system, which enables multiple people to share in the planning of an event or service.

# 5 Moving Forward

As we move into 2022, with the effects of Covid on our lives much less severe, but with the trauma of the Pandemic still felt in a number of different ways by people and communities like St. Luke's we continue to look to rebuild. There are three key areas, that we will need to address over the coming few years.

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## 5.1 Growing Disciples. Building Community.

Jesus said, “Go and make disciples of all nations...” (Matthew 28:19). He also envisaged his followers to be like one big family (Mark 3:34-35 and 10:29-31). Indeed, it is as part of Christ’s community, the church, that we grow to maturity as Christians (Ephesians 4:15-16).

Our aim then is to set up five different *Growth Communities* across the three churches of St. Luke’s, St. George’s and Christ Church. The Growth Communities will be based around a shared interest, i.e. those who are members of Christ Church or St. George’s, or those involved helping out with Children and Youth ministry, those helping with the music or those helping with Cafe4All. Everyone who attends regularly will be assigned to a *Growth Community*, but people will be free to change the *Growth Community* they are a member of and engage. It will also be up to them how much they choose to engage with the *Growth Community*. The hope is that everyone will feel that they belong to a smaller unit within the wider churches.

There will be leadership teams set up for each *Growth Community*, that will help to encourage getting to know each other better, ensuring effective prayer support and pastoral care for everyone as appropriate and offer regular courses or study groups for the members to be helped to grow in their discipleship.

The hope is that these will be fully running and in place by September 2022, but aspects of this idea have already begun. In particular, we ran five Christianity Explored groups across the three churches.

## 5.2 Developing our Children and Youth Work

One of St. Luke’s strengths over many years has been its work with children and young people. However, like many churches the Pandemic has had a particularly negative impact on children and young people’s engagement with church. At St. Luke’s, I estimate that we are only engaging about half the number of children and youth on a Sunday as we were before the Pandemic, whilst the number of adults attending in person is nearly back to pre-pandemic levels.

That does not mean we go back to doing things in the same way as before. Our Sunday Club has changed the way they run their meetings slightly and we are completely reimagining the way we do our youth work to be more focused on building up the faith of those who attend and equipping them to lead, rather than trying to have contact with as many young people as possible.

Another area we need to explore is the present thrust in the Church of England called, *Growing Faith*, which emphasizes that children’s faith grows most effectively when there is a partnership between church, family and school. Perhaps we need to do more to equip parents to nurture the faith of their children if we are going to be better at seeing our young people grow up to be mature disciples of Christ.

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## 5.3 Parish Organisation

Sadly, the PCC of Christ Church have made the difficult decision to accept that they can no longer sustain their own services and maintain their building. However, they are still part of the wider community of disciples in Ramsgate and we want to support and help them remain a part of that as much as possible.

This decision also has wider implications. Choices need to be made as to who takes on responsibility for the geographical parish of Christ Church. This also raises a wider question: should the parishes of St. Luke's and St. George's become one parish with Christ Church? Or should there be two separate parishes? We will need to explore the implications of these choices in the coming years as we come to make this important decision. Our prayer is that whatever legal structure results will help us to be a sustainable and flourishing community of disciples.

# 6 Structure, governance and management

## 6.1 Electoral Roll Report

This year we removed 10 names from the electoral roll (people who had moved away or changed churches) and added 15 new names of those who had applied to join the electoral roll this year. The new roll has thus increased from 94 to 99. Of the 99 on the 2022 electoral roll 36 live in the parish, up from 33 last year.

James Patterson – Electoral Roll Officer

## 6.2 PCC Membership

The PCC is the Parochial Church Council of St. Luke's church. Members include the vicar and those elected at the Annual Parochial Church Meeting by those who are on the church electoral roll. It has responsibility to oversee the running of church life and the churches mission in collaboration with the vicar and has a legal responsibility to oversee the upkeep of the church buildings and the running of the church finances. Here is the membership:

*Licensed Clergy:*            Rev. Paul Worledge            (Chair)  
                                      Rev. Claire Coleman (From July 2021)

*Wardens*                      Mr. Christopher Waldie  
                                      *Vacancy not filled*

*Representatives on the Deanery Synod:*  
                                      Mr. Peter Shakeshaft (Re-elected on 1<sup>st</sup> October 2020)  
                                      Mr. Andrew McMillan (Elected 1<sup>st</sup> October 2020)

*Elected members:*  
                                      Mrs Pauline Emptage (Elected 2021)  
                                      Mrs Audrey Tucker (Elected 2021)  
                                      *Vacancy not filled*

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Mr. David Perkins (Elected 2020)  
Dr. John Neden (Elected 2020)  
Mr. James Patterson (Elected 2020)

Mrs. Willow Whybrow (Elected 2020)  
Mr. Simon Williams (Elected 2020)  
Mr. Olamilekan Asa-Afariogun (Elected 2020)

#### *Co-Opted Members*

Mrs. Nicky Galer (Treasurer)  
Mrs. Brenda Walters-Erlam (Secretary)

The PCC has a standing committee consisting of the Incumbent, Secretary, Treasurer and Wardens. This group can meet to make decisions on behalf of the PCC when decisions need to be made quickly.

In addition, The PCC also appointed the following officers:

Parish Safeguarding Coordinator: Pauline Emptage

Electoral Roll Officer: James Patterson

Parish Disclosure Officer: James Patterson

Health and Safety Officers: David Perkins and Christopher Waldie

Cheque Signatories: Nicky Galer, Peter Shakeshaft, Paul Worledge, Andrew McMillan, Pauline Mackinney

Online authorization of payments: Nicky Galer and Peter Shakeshaft

Hall Bookings Manager (Regular bookings): Pauline Emptage

## 6.3 PCC Policies

As well as setting a budget each year, the PCC annually reviews a number of policies to ensure that we are meeting our legal responsibilities to care for the people who we work with. These include:

- Parish Safeguarding Policy
- Health and Safety Policy
- Data Protection Policy
- Financial Risk Assessment Policy
- Volunteer Recruitment Policy
- Recruitment of Ex-Offenders

These can be accessed online at: <http://www.stlukesramsgate.org/policies.html>

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## 6.4 PCC Report

During 2021, 8 PCC meetings including the APCM took place. The Standing Committee also met prior to each meeting to discuss pressing issues and to draft the agenda. All meetings were quorate with the average number of members attending each PCC meeting during the year being 8 members. A similar average as in the previous year.

In 2021 there were a total of 14 PCC members. A survey of PCC members took place during the year with a view to improve attendance at meetings and involvement in the work of the church.

In 2021 the Pandemic also had a significant impact on the church's activities but with God's help we managed to continue to operate as best we could. These are some of the things that was discussed and approved by the PCC in 2021:

- In February 2021, the new St Luke's Logo was launched with new motives and colours.
- In April 2021 Paul Worledge became Priest in Charge at St George's the Martyr. This meant that Paul had an increased workload with 2 sets of PCC to Chair, 2 sets of services on a Sunday among other duties
- We moved from pre-recorded services on YouTube to in-person Services and livestreaming in June 2021. The Sound desk was moved to a more central position and additional equipment were purchased to facilitate Livestreaming.
- In July we welcomed the new Curate, Claire Coleman to work with Paul Worledge in both churches. iknow was also approved and launched to assist with the administrative work of the church.
- At the end of 2020, St Luke's finances were in deficit with an amount of £10,000 outstanding to the Diocese. A grant/supplement of approximately £10,000 was received from the Diocese to cover the deficit. This help was welcomed by the PCC as this meant that we could start a fresh financially in 2022.
- In August 2021 Café4All was launch by the Re-ignite team. This has been a success with regular attendance averaging twenty plus people per week.
- Reinforcing the importance of prayers to the congregation, in September we moved to having 2 prayer meetings per week at both St Luke's and St Georges. This had happened because of having the assistance of Claire in our church family.

Overall, the PCC and many in our church family have worked extremely hard during the year to bring God's words to the congregation. We have been blessed in many ways and many miracles are happening within our church family. We give God thanks and ask for his continued guidance for all our plans. May our plans align with what he requires of us.

God's blessings be with us all.

Brenda Walters-Erlam  
PCC Secretary

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## 6.5 Staffing

The PCC employs 3 part-time staff:

- Cleaner for Hall and Church (11 hours a week, was reduced to 5 hours from 1<sup>st</sup> October 2021): Caroline Perkins
- Administrator (8 hours a week, raised to 9 hours per week from 1<sup>st</sup> September 2021): James Patterson
- Maintenance Worker and Gardener (6 hours a week): Christopher Tull

## 6.6 Church Fabric Report

With the ability to work more easily now that lockdowns have eased, we have managed to progress with a number of outstanding building repairs and additions whilst not having to make many significant repairs as the church buildings have not been utilised as much as pre-pandemic.

Chris, as always has done a sterling job, keeping on top of the maintenance and carrying out a number of odd jobs as well as identifying areas for us to look at. For this, I thank him. We have managed to get a number of jobs completed which ordinarily would have been difficult with him on his own.

After an inspection by an independent fire safety inspector commissioned by St Lawrence College a number of issues were identified. Some such as the way the church doors open or their widths could not be reasonably rectified. The church building is essentially a large open space and this means that things like fire breaks and the fitting of smoke alarms on the roof are also not possible. We were able to address a number of the points raised. We fitted a heat sensing alarm in the crypt next to the boilers. We linked this to an audible alarm in the church itself with a manual alarm which can be activated to alert users to both a fire downstairs and also evacuate the church if required for another reason. We have created a folder to record the regular testing of the system. The anticipated fire evacuation test had to be postponed due to concerns that people might be hesitant to participate due to the ongoing covid situation.

We also are investigating in fitting a smoke alarm in a number of other locations. Chris and I spent a number of days trying to improve the water pressure to the church kitchen. We appear to have improved this and at a minimal cost learning a lot about the system as we went!

The source of a leak that has been tricky to trace was also identified and again proved to be an easy fix. The ingress of water by the font at the rear of the church was identified as being caused by a blocked downpipe Chris has continued to protect some of the exposed brickwork and this appears to have halted the erosion.

One job that would have been carried out in this reporting year was the servicing and repair of the gas boilers however for the servicing to happen the boilers and therefore heating needed to be switched off for an extended period of time. As the service was due in winter this was deemed not ideal so it is being moved to a month when we are less reliant on church heating. (For information it has now been completed and will be in next year's report).

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The sound system, lighting and live-streaming equipment is now in place and is working well. The routing of the wires through the crypt has proved very successful and has meant that we now have one location with dedicated sockets. Many thanks to those who have helped set all of this up and paid for the improvements. I think we can all agree that the live-streaming aspect has been a positive outcome.

St Luke's Ramsgate is now registered as an Eco-Church and we have made a number of small improvements to ensure that we minimise our impact on the Earth's natural resources. We now have dedicated bins for recycling and a number of large items have been taken to the council waste recycling centre.

As always, the lawns were maintained and a number of small jobs were carried out as required. An ongoing task is the inventory. Photographs have been taken of anything of value in the church and a spreadsheet is being created. We are also in the process of security marking the higher value items and we have applied marking paint to our metalwork on the church building as requested by our insurance company.

This unfortunately will be my last report as Church Warden. I have enjoyed working to ensure that the church is safe and to make improvements to the building to modernise it in a way that we can further spread the great message. Thank you to all who have helped me over the years and I wish the new Warden(s) the best of luck.

Christopher Waldie, Church Warden

## 6.7 Thanet Deanery Synod Report

Prior to The first Deanery Synod meeting in 2021, the context was partially set by the circulation of a Thanet Deanery letter and outline plan 'Creating a flourishing and sustainable future for mission and ministry in Thanet'.

It was also stated that The Church of England was in the middle of a period of change, which has been highlighted much more immediately by the impacts of the Covid 19 Pandemic.

PCC's across Thanet were asked to respond to the main issues raised in the 'outline plan':

1. The expected future reduction in stipendiary posts
2. The future vision for the mission of the church in the local community, what it might look like and how it might be achieved?

Bible reference: 2 Corinthians 8:1-15: "And now, brothers and sisters, we want you to know about the grace that God has given the Macedonian churches. In the midst of a very severe trial, their overflowing joy and their extreme poverty welled up in rich generosity....."

Below are brief details of the Thanet Deanery meeting held during 2021.

**16/2/21 - Deanery Synod via Zoom Meeting (Shrove Tuesday) with Archdeacon Jo in attendance:**

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We saw a demonstration of 'using up what we have available' - to make pancakes! This theme seemed to fit in with the presentation of the 'Creating a flourishing and sustainable future for mission and ministry in Thanet' - outline plan. There were reflections on how God is moving at this time and feedback on the plan included some churches expressing feelings of being threatened and some understandably defensive; other churches, some of which had managed without or shared a Vicar and other resources seemed better placed to see how the challenges of reducing income and number of both stipendiary posts and people attending church had and could be met and responded to. Others expressed the need to keep our trust in God who will provide what we need as we move forward during less certain times.

**24/6/21 - Deanery Synod meeting via Zoom** - This meeting was attended by Bishop Rose who took questions on The Thanet Deanery Plan.

**November 21** - The Deanery synod meeting was cancelled and replaced with an invitation to attend an open event on 25/11/21 with Bishop Rose in conversation - as the culmination of her planned day of visits and events in Thanet. This was an interesting evening with some Deanery Reps attending from across Thanet putting questions to Bishop Rose and hearing her words of wisdom. It was a good opportunity to get to know and understand more from Bishop Rose. One thing she said in response to a question about children being the future of our church. She was clear in her response that in fact children are part of our church today and that we need to work to make sure that is a reality.

No doubt with the imposed restrictions from the pandemic there was less opportunities during 2021 for sharing and mixing in person between Deanery synod representatives, although it was also true that we were aware of much opportunity and innovation in how churches were able to reach out during such a difficult year. As ever we thank and praise our God in whom we place our trust.

Andrew McMillan  
Deanery Synod Representative for St Luke's Ramsgate.

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## 6.8 Minutes of Annual Parochial Church Meeting – Thursday 18<sup>th</sup> May 2021

**Minutes of a Meeting of the Annual Parochial Church Meeting held in the Church of St Luke's, Ramsgate on Thursday 18<sup>th</sup> May 2021 at 7.30pm.**

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**Present:** The vicar and 15 others attended. 7 people on Zoom and 10 in church.

### **In-Church**

Audrey Tucker	Ced Hann	Peter Erlam	Brenda Walters-Erlam
Alison Hawthorn	David Perkins	Fiona Worledge	Paul Worledge
Andrew McMillan	Christopher Waldie		

### **On-Zoom**

Farina Hatton	Mike Turner	Mark Ogden	Willow Whybrow
Rosa	James Patterson	Beth Patterson	

- 1. Introduction and Bible Study:** The vicar, Paul Worledge, welcomed everyone to the meeting and thanked them for attending. Attendance were as follows 10 in-church attendees and 7 on Zoom.  
Pause for Prayer and reflection using Psalm 90.

### **2 Preliminary Matters**

- 2.1 Apologies:** Apologies for absence had been received from Nicky Galer and John & Kate Neden.
- 2.2 Minutes of the previous APCM:** These were approved by all members present as a correct record of the meeting.
- 2.3 Matters Arising:** There were none.

### **3. Elections**

#### **3.1 Election of 2 Church Wardens**

Christopher Waldie was re-elected as Church Warden.

Proposed by: Andrew McMillan      Seconded by: Audrey Tucker

There remains a vacancy for the other Church Warden.

#### **3.2 Election of PCC Members (3 vacant positions)**

It was noted that Pauline Mackinney has resigned from the PCC.

Pauline Emptage was re-elected to the PCC for another 3 years.

Proposed by: Christopher Waldie      Seconded: Andrew McMillan

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Audrey Tucker

Proposed by: Andrew McMillan

Seconded: Ced Hann

There remains a vacancy for one post on the PCC.

#### **4. Annual Reports**

##### **4.1 Looking Back Report and Review:**

These reports are all included in the Annual Report and were all taken as read. Paul Worledge thanked the staff and Warden for the work that they do in maintaining the church building and grounds.

##### **4.2 Electoral Roll Report**

At the end of the year there were 94 people on the Electoral Register. At the end of 2019 there were 97 on the register. In 2020 9 people were removed and 6 added. Of the 94 people on the register 33 live in the Parish.

**4.3 PCC Secretary Report:** Report by Brenda Walters-Erlam taken as read.

**4.4 Church Fabric Report:** Report by Christopher Waldie taken as read.

**4.5 Thanet Deanery Synod Report:** Report by Peter Shakeshaft taken as read. Paul Worledge extended his thanks to Andrew McMillan and Peter Shakeshaft for representing St Luke's at the Deanery Synod.

##### **4.6 Financial Review**

At the end of 2020 there were £10,000 outstanding on St Luke's Parish Share contribution to the Diocese. It was advised that talks will take place with St George's to gain some contribution towards the Vicar and Administrator costs, given that the Vicar is also Priest-in-Charge at St George's.

It was also noted that there was a significant reduction in income from the hall. Costs also were reduced but not at the same level. The outcome is that there is a deficit in the hall finance.

It was proposed and unanimously agreed that the accounts be adopted as a correct record of the church's finances.

**Proposed by:** David Perkins

**Seconded by:** Fay Hatton

##### **4.7 Independent Examiner Report**

The Independent Examiner confirmed that there was no matter that has come to his attention that there were any reasons not to rely on the accounts and financial statements and their compliance with the requirement of the Charity Act 2011.

Peter Cottington was nominated as Independent Examiner by a majority at the meeting. This to be confirmed once his acceptance has been received.

#### **5. 2020 Challenges, Changes and Creativity**

**Objectives and Activities:**

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### **Old**

Pray and praise.

Fusion

Men's Film and Chip

Tuesday's Friendship club

### **New**

Pre-recorded Service on YouTube

During the Pandemic it was brought home to us the fact that the church is not just the building. On this occasion the church was brought to us from our homes. This time the church went out of the building into the community. Church goers and non-churchgoers watched the services from their homes, People were watching St Luke's services from all over the world. We heard of people watching the service from hospital beds.

## **6. 2021 Team Building for the future**

In 2021 we are looking forward to the future and to building the community. The plans are as follows:

### **6.1. Reimagine and Reignite: Compassion – Andrew McMillan reported**

"Recognising suffering of others and take action to help". Matthew 22 verses 29-40. The Compassion group has been established and consists of 7 people. Co-ordinated by Andrew McMillan. The aim is to work with other organisation to provide services that will help those in the community that needs help. The plan is to start by having a regular Coffee Morning on Thursday's. Volunteers are needed to help with the coffee morning. It is planned to start the Coffee Morning once the 21 June lifting of restrictions is announced.

### **6.2 Reimagine and Reignite: Creativity – Alison Hawthorn reported**

The Creativity Group also consist of 7 members. These are Pauline & Lauren Emptage, Beth & James Patterson, Fiona & Anna Worledge and Alison Hawthorn.

Alison informed the meeting that members is completing the Dwell Richly Course on-line. The course focusses on what is important in providing music at church. Development of the group and developing the music.

She also pointed out that the group is open to anyone wishing to join.

### **6.3 Reimagine and Reignite Children and Youth – Paul Worledge reported**

This group has 5 members and is focusing on restarting the Sunday Club. They will be working together and sometimes in small groups. Letters will be sent out following the 21 June announcement to inform families with children that the Club will be re-opening. The aim is to get Children and Leaders back into the swing of things as soon as possible after the announcement.

**Pray: that the right people are found to lead the groups.**

### **6.4 Roadmap moving forward**

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Paul laid out the plans for the coming months given the proposed government roadmap easing of restrictions due to lockdown.

**May-June: Laying the foundation**

- Trialling Live-streaming Services
- Explore joint office at St George's Hall
- Recruit for Host Team
- Recruit for Sunday Club leaders

**July: Try out**

- Return to in-person Services (in-church)
- Only live-streaming on-line.
- Claire Coleman starts as Curate.
- Vicarage BBQ's
- Summer School – Exploring Growth Communities

**September: Back to Church**

- Big encouragement to gather.
- Establish Growth Community
- Restart Activities – where easy to do so.
- Rethink activities that are harder to start

**Prayer for future the plans (Alison Hawthorn)**

6 **Any other business** – There were none.

Hymn sang on video by the virtual choir – Oh for a Thousand Tongues.

Closing prayer – Paul Worledge

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## 7 Administrative Information

St Luke's Church is situated on the corner of Hollicondane Road and St Luke's Avenue, Ramsgate. It is part of the Deanery of Thanet, in the Diocese of Canterbury, within the Church of England.

The Parochial Church Council was registered with the Charity Commission on 25th October, 2010. Registration No: 1138535.

**Church Office:** (10am-2pm, Tuesdays and Thursdays).

St Luke's Church Hall, St Luke's Avenue, Ramsgate, CT11 7JX

### **Bankers:**

**CAF Bank Ltd.** 25 Kings Hill Avenue, Kings Hill, West Malling, Kent, ME19 4JQ

**CCLA Investment Management Ltd.**, The CBF Church of England Funds, 80 Cheapside, LONDON, EC2V 6DZ

**Independent Examiner:** Mr. Peter Cottington, 81 Dane Crescent, Ramsgate CT11 7JS

## 8 Financial Review

### 8.1 Financial Review 2021

#### **General Fund**

This fund includes all transactions concerned with the day to day running of the church, church building, the cost of running services, outreach and both adult and child training. The largest commitment is the Parish Share, paid to Canterbury Diocese to cover the cost of our vicar and various other Diocesan expenses and initiatives.

The Parochial Church Council (PCC) always knew that 2021 would be a challenging financial year with a predicted budget shortfall of £24,714. This was the amount needed from extra donations to make ends meet and ensure we could pay our Parish Share (£61,869). As at 31 December 2021, there was £10,312 outstanding for the parish share, but once the year end accounts were put together it was found that the remaining Parish Share could be paid. St George's Church had also paid £4,870 directly to Canterbury Diocesan Board of Finance, towards the Parish Share due to sharing our Vicar.

We are encouraged and grateful to God that in the midst of such a difficult year so many people have continued to be so generous and been able to continue to support the church through faithful regular giving and generous one-off donations. Without these, we would not have been able to break even.

To increase giving to St Luke's a commitment Sunday is held annually towards the end of the year. This is an opportunity for people to consider their support to the church in the coming year, both in action and financially. The response allows for an accurate budget to be prepared for the following year and is crucial for informing decisions made by the PCC.

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## **Hall Fund**

Due to the coronavirus restrictions the hall could not be used for a lot of the year, although it was still used by church groups and the wider community when permitted. Total income from rentals amounted to £6,521 which was a lot less than 2019 and less than 2020. This was due to the restrictions and also the Social Services group had ended their contract in 2020 and no groups had come forward to take over. This year the Thanet Winter Shelter was again unable to use the hall (previously the hall was being used once a week over the winter period – it was provided free of charge to support the local multi church homeless project).

We were however able to make a number of savings to mitigate the lost income on the hall fund, including furloughing our cleaner and suspending the refuse collection for the hall for much of the year. The energy use of the hall was also much decreased.

## **Donations**

As detailed on the page 'Notes to Accounts 2021', a number of one-off donations were made by some individuals towards the general running of the church in 2021, including two of £1,000 and one of £2,000. There was also a one-off donation of £500 paid towards the Sponsor a Child (Compassion) Mission, this was due to a deficit being run up as many Sunday School sessions could not take place due to the coronavirus restrictions and this is where collections are made for this mission. There was also a £500 donation towards the servicing of the Church boilers. The Independent Examiner kindly donated his gift (£60) for this year to maintenance at St Luke's instead of a chosen external charity. Donations were received to the new Capital Fund of £17,380 including Gift Aid. It had been agreed by the PCC to create a restricted Capital Fund that is only to be used for capital works or projects and not on ongoing costs. E.g., it could be used to replace the heating system, but not used for maintenance works or gas bills. It had also been agreed to have a policy where any legacies received, where no specific designation is given as to how it will be spent, will be added to this new Capital Fund.

## **Reserves Policy**

It is considered good practice to hold three months of general expenses as a reserve fund. Based on 2021 expenditure this would amount to around £20,000 to £25,000. The PCC endeavours to keep £5,000 in the hall fund to cover ongoing maintenance and agreed that £5,000 should be held in a Church Building Fund for one off essential repairs to the church building. At the end of 2021 the Hall Fund stood at a deficit of £5,010, however it should be noted that this was severely impacted by the coronavirus restrictions, although some money was saved by the reduced costs (heating, lighting, waste collections etc). The Church Building Fund stood at £5,000. It should be noted that with the new Capital Fund holding £17,000, there is less danger of cash flow problems.

## **Charity Commission**

The Parochial Church Council (PCC) of St Luke's Ramsgate is a registered charity with the Charity Commission. There is a requirement to upload financial information with the Annual Report to the Charity Commission website each year. Our charity number is 1138535.

## **Finance Personnel**

The PCC appoints its Treasurer at the first meeting after the Annual Church Parochial Meeting (APCM). The PCC Treasurer is Mrs Nicky Galer. The PCC has a Bank Mandate which confirms the signatories to the accounts and this stipulates that two signatures are required at all times. In addition, other personnel have been appointed to assist

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the smooth running of the finances. These include a Hall Manager; responsible for bookings and collection of rents for the church hall. A Utilities Manager; who oversees the utility bills. A Banker; who collects all money and pays it to the bank. A Second Authoriser; chosen from the PCC to check and confirm all electronic payments. Additionally, nominated people have been chosen to maintain the petty cash accounts that are held within the various church groups.

### **Financial Risk Assessment Policy**

This policy was updated in 2019 and accepted by the PCC. It was reviewed in 2021 and agreed to remain the same, albeit with some name changes.

### **2022**

Having seen a good response to help with the financial needs from 2021 the PCC now look to the expected financial position for 2022. After preparation of a budget, it is anticipated that we are facing a deficit of £10,000 for 2022. The Parish Share has decreased, partly due to St George's contribution to £52,007. This deficit needs to be covered through extra donations or increased regular giving. To reduce the deficit the PCC will continue to consider cost saving strategies and keep finances on the agenda at all PCC meetings.

Whilst the PCC is keen to pay the Parish Share in full it acknowledges that it would not be good stewardship of money to deplete all funds which may be needed to keep the church building, working, safe and in good repair. For this reason, the PCC resolved in Feb 2020 to hold back the following reserves, even if it means not paying the Parish Share; £5,000 in the Hall Fund and £5,000 in the General Fund. Additionally, if the sum of the balance in the General Fund and the Hall fund would fall below £5,000 on payment of the Parish Share, then payment of the Parish Share should be suspended, the Diocese informed and the PCC to monitor future payments. However, it was agreed at the first PCC meeting in 2022, to pay the deficit of the Parish Share for 2021, even though this went against the strict interpretation of this policy, as it was agreed that it could be afforded without risk of not being able to pay any urgent bills.

It is hoped due to the refurbishment of one of the church boilers that the replacement of the church heating system can be put off for some time, however at least one of the hall heaters will need to be replaced in the not-too-distant future. Currently the hall is running with the one heater down. Other items possibly required within 2022 are chairs for the hall, possible roof repairs and equipment to ensure effective sound system Livestreaming and in church (may be a consultant will be required to work out what is actually needed).

Please continue to pray about the financial needs of St Luke's and our individual response to this need. If you are a tax payer, please remember to sign a Gift Aid Declaration and ensure that any gifts you make are identifiable by putting your name on the slip available with giving envelopes. Tax reclaims increase giving without further cost to donors. Donations can always be made via BACS, but please do advise the treasurer if the gift is for any other purpose than the General Fund. Please also remember to look at Give as you Live. This is a scheme where the church receives a donation when you make online purchases. Please look at their website or app and consider using this scheme when making purchases. If you have any questions about church finance, please do not hesitate to ask.

Nicky Galer (Treasurer to the PCC, St Luke's Church Ramsgate)

## 8.2 Independent Examiner's Report

### Independent examiner's report to the PCC of St. Luke's Church Ramsgate

This report on the financial statements of the PCC for the year ended 31 December 2021.

### Respective responsibilities of the PCC and the examiner

As members of the PCC you are responsible for the preparation of the financial statements; you consider that the audit requirement under section 144 (2) of the Charities Act 2011 does not apply and that an independent examination is needed. It is my responsibility to:

- Examine the financial statements under section 145 of the 2011 Act
- Follow the procedures laid down in the general directions given by the Charity Commission under section 145(5)(b) of the 2011 Act; and
- State whether particular matters have come to my attention

This report, including my statement, has been prepared for and only for the charity's trustee as a body. My work has been undertaken so that I might state to the charity's trustee those matters I am required to state to them in an independent examiner's report and for no other purpose. To the fullest extent permitted by law, I do not accept or assume responsibility to anyone other than the charity and the charity's trustee as a body for my examination work, for this report, or for the statements I have made.

### Basis of this report

My examination was carried out in accordance with the General Directions given by the Charity Commission. An examination includes a review of the accounting records kept by the PCC and a comparison of the accounts with those records. It also includes considering any unusual items or disclosures in the financial statements and seeking explanations from you as trustee 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 as to whether the financial statements present a 'true and fair view' and the report is limited to those matters set out in the statement below.

### 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 financial statements, which accord with the accounting records and comply with the requirements of the 2011 Act have not been met; or

(2) to which, in my opinion, attention should be drawn in order to enable a proper understanding of the financial statements to be reached.



4th April 2022

P.E. Cottingham  
81, Dane Crescent, Ramsgate, Kent. CT11 7JS

## 8.3 General R and P

St Luke's Church Ramsgate  
Receipts and payments  
Selected period: 01 January 2021 to 31 December 2021

Note	From To	01 January 2021 31 December 2021	01 January 2020 31 December 2020
<b>General - General fund (Unrestricted) Fund</b>			
<b>Receipts</b>			
Planned giving			
	Gift Aid - Planned Giving	32,151.00	30,877.00
	Other planned giving	9,132.00	7,421.00
	<b>Total Planned giving</b>	<b>41,283.00</b>	<b>38,298.00</b>
Collections and other giving			
	Loose plate collections	3,222.60	3,326.48
	One Off Donations	7,518.00	4,873.50
	Contactless one off donations	184.00	—
	One-off Gift Aid gifts	110.13	108.00
	Online Donations	2,427.60	2,449.67
	<b>Total Collections and other giving</b>	<b>13,462.33</b>	<b>10,757.65</b>
Other voluntary receipts			
	Donations	1,341.13	6,430.64
	Donations appeals etc	—	72.00
	Recurring grants	—	77.60
	Amazon Smile Generated donations	10.46	—
	<b>Total Other voluntary receipts</b>	<b>1,351.59</b>	<b>6,580.24</b>
Gift Aid recovered			
	Tax recoverable on Gift Aid	8,891.19	7,504.00
	Tax recoverable from GASDS	592.71	970.35
	Gift Aid from Online Donations	381.81	102.61
	Bank and building society interest	1.55	12.31
	<b>Total Gift Aid recovered</b>	<b>9,867.26</b>	<b>8,589.27</b>
Receipts from church activities			
	Fees for weddings and funerals	475.00	586.00
	<b>Total Receipts from church activities</b>	<b>475.00</b>	<b>586.00</b>
<b>Total receipts</b>		<b>66,439.18</b>	<b>64,811.16</b>
<b>Payments</b>			
Missionary and Charitable Giving			
	Donations to Charity	50.00	80.00
	<b>Total Missionary and Charitable Giving</b>	<b>50.00</b>	<b>80.00</b>
Parish Share			
	Ministry parish share etc	56,999.00	51,050.00
	<b>Total Parish Share</b>	<b>56,999.00</b>	<b>51,050.00</b>
Clergy and Staffing costs			
	Salary of parish administrator	5,111.55	4,975.94
	Working expenses of incumbent	562.04	1,034.62
	Working expenses of Curate	53.82	—
	<b>Total Clergy and Staffing costs</b>	<b>5,727.41</b>	<b>6,010.56</b>
Church Running Expenses			
	Fees paid to fund raisers	51.89	2.09
	Costs of Sum Up card reader use	18.32	71.42
	Parish training and mission	285.30	562.53
	Children's Work on Sundays	97.59	—
	Publicity	104.34	96.00
	Church running - insurance	2,096.95	2,616.45

<i>Note</i>	<i>From To</i>	<b>01 January 2021 31 December 2021</b>	<b>01 January 2020 31 December 2020</b>
	Church office	818.90	691.19
	Church running - general	254.06	169.07
	Organ / piano /sound system / music	100.00	—
	Church maintenance	—	(84.00)
	Equipment - church	37.99	—
	Subscription - Copyright Licence	912.01	901.97
	Subscription - Website	—	134.43
	Bank Charges	96.00	60.00
	Church running - electric	223.03	(2,101.30)
	Church running - gas	498.70	1,687.66
	Church running - water	181.21	174.02
	<i>Total Church Running Expenses</i>	<i>5,776.29</i>	<i>4,981.53</i>
<b>Total payments</b>		<b>68,552.70</b>	<b>62,122.09</b>
	Excess of Receipts over Payments	(2,113.52)	2,689.07
	Transfers to/(from)	(1,013.82)	(150.00)
	Brought forward balance	3,014.34	475.27
<b>Total carried forward balance</b>		<b>(113.00)</b>	<b>3,014.34</b>

## 8.4 Fund Totals

St Luke's Church Ramsgate  
Fund totals - Summary  
Selected period: 01 January 2021 to 31 December 2021

Fund	Opening balance	Closing balance
CAPITAL - Capital Fund	—	17,379.99
HARV2021 - Harvest 21 - Tearfund Recover together	—	1,156.75
ACTS - ACTS	—	537.70
AUDIOVIS - Audio/visual equipment	41.41	—
ChurchBuil - Church Building Fund	5,000.00	5,000.00
CHURHEAT - Church heating	(2.87)	—
CMS - Mission - Church Mission Society/SAMS	—	222.70
CPAS - Mission - Church Pastoral Aid Society	1,421.80	736.89
CORONA - Hardship due to coronavirus	250.00	250.00
General - General fund	3,014.34	(113.00)
HALL - Hall	(1,593.26)	(5,009.76)
HARBOUR - Royal Harbour Outreach	110.80	110.80
MISSIONS - Mission - General	18.00	—
SPONSOR - Mission - Sponsor A Child	(214.45)	(9.04)

Fund	Opening balance	Closing balance
TEARFUND - Mission - Tearfund	942.50	1,805.30
VENABLES - Mission - Greg & Sylvia Venables	(110.00)	532.70
MENSWORK - Men's Work	126.87	126.87
PLAYPRAISE - Play & Praise	409.61	409.61
TuesdayFC - Tuesday Friendship Club	226.50	226.50
WOMENSWORK - Women's Work	61.05	61.05
YOUTH - Youth	352.39	352.39
Cash-Flws - Flowers - petty cash	74.54	54.53
Cash-Men - Men's Group - Petty Cash	19.92	19.92
Cash-PP - Play & Praise - petty cash	83.10	98.04
Cash-Tues - Tuesday Friendship Club - petty cash	19.91	19.91
Cash-Yth - Youth - petty cash	44.82	44.82
FIXED - Fixed Assets - Hall	120,000.00	120,000.00
Overall totals	130,296.98	144,014.67

## 8.5 Income and Expense Analysis

### St Luke's Church Ramsgate

#### Analysis of income and expenditure Selected period: 01 January 2021 to 31 December 2021

	Unrestricted	Designated	Restricted	Endowment	Total	
					This year	Last year
<b>Receipts</b>						
<b>Planned giving</b>						
0101 - Gift Aid - Planned Giving	32,151.00	—	1,492.00	—	33,643.00	32,357.00
0201 - Other planned giving	9,132.00	—	—	—	9,132.00	7,696.00
<b>Planned giving Totals</b>	<b>41,283.00</b>	<b>—</b>	<b>1,492.00</b>	<b>—</b>	<b>42,775.00</b>	<b>40,053.00</b>
<b>Collections and other giving</b>						
0301 - Loose plate collections	3,222.60	—	688.38	—	3,910.98	4,316.14
0401 - One Off Donations	7,518.00	—	16,280.20	—	23,798.20	10,727.07
0405 - Contactless one off donations	184.00	—	—	—	184.00	—
0501 - One-off Gift Aid gifts	110.13	—	—	—	110.13	108.00
0515 - Online Donations	2,427.60	—	—	—	2,427.60	4,028.67
<b>Collections and other giving Totals</b>	<b>13,462.33</b>	<b>—</b>	<b>16,968.58</b>	<b>—</b>	<b>30,430.91</b>	<b>19,179.88</b>
<b>Other voluntary receipts</b>						
0420 - Cash in Hand to Bank	—	—	—	—	—	180.00
0505 - Donations	1,341.13	60.00	—	—	1,401.13	7,680.64
0550 - Donations appeals etc	—	—	—	—	—	72.00
0801 - Recurring grants	—	—	—	—	—	77.60
0905 - Amazon Smile Generated donations	10.46	—	—	—	10.46	—
1240 - Church hall lettings - fund raising	—	3,135.00	—	—	3,135.00	826.88
1241 - Social Services - Church hall lettings	—	—	—	—	—	3,990.00
1242 - Weight Watchers - Church hall lettings	—	—	—	—	—	736.00
1243 - Tuesday Slimming World - Church hall let	—	1,699.00	—	—	1,699.00	1,299.00
1244 - Thursday Slimming World - Church hall let	—	1,387.00	—	—	1,387.00	1,133.32
1245 - Rainbows - Church Hall Lettings	—	240.00	—	—	240.00	240.00
<b>Other voluntary receipts Totals</b>	<b>1,351.59</b>	<b>6,521.00</b>	<b>—</b>	<b>—</b>	<b>7,872.59</b>	<b>16,235.44</b>
<b>Gift Aid recovered</b>						
0601 - Tax recoverable on Gift Aid	8,891.19	—	3,191.91	—	12,083.10	8,437.59
0602 - Tax recoverable from GASDS	592.71	—	—	—	592.71	985.35
0603 - Gift Aid from Online Donations	381.81	—	—	—	381.81	293.83
1020 - Bank and building society interest	1.55	—	—	—	1.55	12.31
<b>Gift Aid recovered Totals</b>	<b>9,867.26</b>	<b>—</b>	<b>3,191.91</b>	<b>—</b>	<b>13,059.17</b>	<b>9,729.08</b>
<b>Other receipts</b>						
0803 - HMRC JRS GRANT	—	2,236.01	—	—	2,236.01	2,677.05
1350 - Petty Cash	—	—	186.59	—	186.59	468.79
<b>Other receipts Totals</b>	<b>—</b>	<b>2,236.01</b>	<b>186.59</b>	<b>—</b>	<b>2,422.60</b>	<b>3,145.84</b>

	Unrestricted	Designated	Restricted	Endowment	Total This year	Last year
<b>Receipts from church activities</b>						
1101 - Fees for weddings and funerals	475.00	—	—	—	475.00	588.00
<b>Receipts from church activities Totals</b>	475.00	—	—	—	475.00	588.00
<b>Receipts Grand totals</b>	66,439.18	8,757.01	21,839.08	—	97,035.27	88,929.24
<b>Payments</b>						
<b>Missionary and Charitable Giving</b>						
1801 - Giving to missionary societies	—	—	1,757.80	—	1,757.80	10,940.47
1810 - Donations to Charity	50.00	—	—	—	50.00	330.00
<b>Missionary and Charitable Giving Totals</b>	50.00	—	1,757.80	—	1,807.80	11,270.47
<b>Parish Share</b>						
1910 - Ministry parish share etc	56,999.00	—	—	—	56,999.00	51,050.00
<b>Parish Share Totals</b>	56,999.00	—	—	—	56,999.00	51,050.00
<b>Clergy and Staffing costs</b>						
2050 - Salary of parish administrator	5,111.55	—	—	—	5,111.55	4,975.94
2101 - Working expenses of incumbent	562.04	—	—	—	562.04	1,034.62
2135 - Working expenses of Curate	53.82	—	—	—	53.82	—
<b>Clergy and Staffing costs Totals</b>	5,727.41	—	—	—	5,727.41	6,010.56
<b>Church Running Expenses</b>						
1701 - Fees paid to fund raisers	51.89	22.36	—	—	74.25	2.09
1721 - Costs of Sum Up card reader use	18.32	—	—	—	18.32	72.47
2201 - Parish training and mission	285.30	—	—	—	285.30	769.24
2212 - Children's Work on Sundays	97.59	—	—	—	97.59	—
2220 - Publicity	104.34	—	—	—	104.34	749.75
2230 - Petty Cash Payment	—	—	191.66	—	191.66	603.20
2301 - Church running - insurance	2,096.95	—	—	—	2,096.95	2,616.45
2310 - Church office	818.90	—	—	—	818.90	691.19
2312 - Church running - general	254.06	—	367.92	—	621.98	185.36
2320 - Organ / piano /sound system / music	100.00	—	—	—	100.00	—
2330 - Church maintenance	—	—	—	—	—	5,669.97
2337 - Equipment - church	37.99	—	273.99	—	311.98	1,504.57
2339 - Subscription - Copyright Licence	912.01	—	—	—	912.01	979.97
2341 - Subscription - Website	—	—	—	—	—	134.43
2342 - Bank Charges	96.00	—	—	—	96.00	60.00
2401 - Church running - electric	223.03	—	—	—	223.03	(2,101.30)
2410 - Church running - gas	498.70	—	—	—	498.70	1,687.66
2420 - Church running - water	181.21	—	—	—	181.21	174.02
<b>Church Running Expenses Totals</b>	5,776.29	22.36	833.57	—	6,632.22	13,799.07
<b>Hall Running Costs</b>						
2525 - Hall - Phone and Broadband	—	619.86	—	—	619.86	486.06
2530 - Hall running - electricity	—	486.52	—	—	486.52	337.64
2540 - Hall running - gas	—	1,904.14	—	—	1,904.14	2,201.36
2550 - Hall running - insurance	—	592.05	—	—	592.05	781.54

	Unrestricted	Designated	Restricted	Endowment	Total	
					This year	Last year
2555 - Hall - Running costs	—	144.11	—	—	144.11	837.03
2559 - Hall running - Commercial Waste	—	115.00	—	—	115.00	173.00
2560 - Hall running - maintenance	—	—	—	—	—	620.00
2561 - Hall running - gardening	—	3,839.16	—	—	3,839.16	3,749.46
2562 - Hall Cleaning	—	4,292.32	—	—	4,292.32	5,414.20
2580 - Hall running - water	—	157.99	—	—	157.99	161.98
2590 - Hall running - heating and lighting	—	—	—	—	—	(84.00)
<b>Hall Running Costs Totals</b>	—	12,151.15	—	—	12,151.15	14,678.27
<b>Payments Grand totals</b>	68,552.70	12,173.51	2,591.37	—	83,317.58	96,808.37

## 8.6 Statement of Assets and Liabilities

**St Luke's Church Ramsgate**  
**Statement of Assets and Liabilities (by code)**  
**As at: 31 December 2021**

Class and nominal code	General	Designated	Restricted	Endowment	Total	Last year
<b>Fixed assets - Tangible assets</b>						
<u>8000</u> : Church Hall	—	—	120,000.00	—	120,000.00	120,000.00
<b>Total</b>	—	—	120,000.00	—	120,000.00	120,000.00
<b>Current assets - Cash at bank and in hand</b>						
<u>6501</u> : Bank current account <del>CAFcash</del>	10,198.50	(781.78)	11,207.75	—	20,624.49	4,443.58
<u>6505</u> : Bank deposit account CAF GOLD	—	772.00	11,728.84	—	12,500.84	7,654.63
<u>6510</u> : CCLA (CBF) deposit account	—	—	984.62	—	984.62	984.11
<u>6590</u> : Cash in hand	—	—	237.22	—	237.22	242.29
<b>Total</b>	10,198.50	(9.78)	24,158.43	—	34,347.17	13,324.61
<b>Current assets - Debtors</b>						
<u>Z05</u> : Accounts Receivable	—	—	—	—	—	2,073.37
<b>Total</b>	—	—	—	—	—	2,073.37
<b>Liabilities - Agency accounts</b>						
<u>6690</u> : Agency collections	—	—	21.00	—	21.00	(4.00)
<b>Total</b>	—	—	21.00	—	21.00	(4.00)
<b>Liabilities - Creditors: Amounts falling due in one year</b>						
<u>Z04</u> : Accounts Payable	10,311.50	—	—	—	10,311.50	5,105.00
<b>Total</b>	10,311.50	—	—	—	10,311.50	5,105.00
<b>Net total assets</b>	(113.00)	(9.78)	144,137.43	—	144,014.67	130,296.98

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## 8.7 Notes to help explain the 2021 accounts

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.Fixed Asset:

Fixed Asset retained for church use is the Church Hall. Valuation for sale obtained during 2019, £120,000.

3.Type of Funds:

Unrestricted/General Funds: Money given to the PCC with no restriction on its use. Designated Funds: The PCC can 'designate' unrestricted money for a particular purpose. This money can be re-designated as 'unrestricted' by the PCC if needed. Restricted Funds: Money given to the church for a specific purpose. The money and any tax claimed from it can only be used for this purpose.

Endowment Funds: Money given to the church for investment, where only the income derived can be spent.

4. Bank Accounts:

The PCC holds a current and savings account with CAF Bank (Charities Aid Foundation). Since January 2021 an increased monthly account fee of £8 has been charged on the current account.

A savings account is also held with Central Board of Finance (CBF). The PCC allow the treasurer to transfer funds between accounts as needed. The treasurer uses online banking. In accordance with the Bank Mandate, two signatories sign all cheques. Payments are also made electronically by BACS, set up by the Treasurer and authorised by a second signatory.

5. Cash in Hand:

Petty cash accounts are maintained by individuals on behalf of their church group/activity and reported to the church treasurer at the end of the year. These are, Play and Praise, Tuesday Friendship Club, Fusion Youth Group, Flowers, and the Men's Group.

6. Gift Aid:

Tax reclaims are made from HMRC where individuals have signed a gift aid declaration in favour of St Luke's Church. St Luke's is also eligible to claim tax under the Gift Aid Small Donations Scheme (GASDS) on gifts £30 and under.

7. Transfers between funds:

Money is transferred between the various church funds as agreed by the PCC.

In 2021:

£213 was transferred from the General Fund to the Audio-visual Fund.

£300 was transferred from the General Fund to CPAS, as we did not transfer 10% from our Gift Day in 2019, which we should have done.

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£538 was transferred to ACTS from the Local Mission Fund as this was the only local mission supported during 2021.

#### 8. Mission money:

Donations are made throughout the year for the various missions supported by St. Luke's. Where gift aid declarations have been signed, tax is reclaimed. The donations and tax are forwarded to the mission societies once or twice a year. During 2021 the Missions supported were, Greg & Sylvia Venables, Dick & Caroline Seed (via Church Mission Society, CMS 1/3, Seeds 2/3) Church Pastoral Aid Society (CPAS), Local Mission (being ACTS – Active Christianity in Thanet Schools for 2021) and Tearfund. A total of £1,758 was forwarded to mission during 2021, more will be forwarded in early 2022. This includes the children's collections (see below).

#### 9. Mission: Sponsor a Child.

This is the Sunday Club collection to support a child in The Philippines through Compassion UK. It costs £28 per month (increased from £25 in April 2020) and at the end of 2021 the fund had a deficit of £9. The deficit would have been greater, as Sunday club did not run for some of 2021 because of the coronavirus restrictions, however a one off donation of £500 was received

#### 10. Harvest.

Once a year at Harvest a collection is taken for a particular project chosen by the PCC. In 2021 this was the Tearfund Recover together appeal and £1,157 was donated and will be forwarded to Tearfund.

#### 11. Gift Day

The PCC launches a collection once a year towards a specific project. However, due to the coronavirus disruption, it was decided not to hold a Gift Day in 2021.

#### 12. General Fund.

This fund contains all income and expenditure relating to the running of the church services and upkeep of the building. After the year end accounts were finalised, we were able to fulfil the last two parish share payments. (£10,312).

Expenditure – General Fund: Total expenditure for 2021 £68,533.

St. Luke's was unable to meet the full Parish Share to Canterbury Diocesan Board of Finance of £61,256 in 2020. The Parish Share pays for our Vicar and contributes towards various other Diocesan expenses and projects.

Main costs for the year were:

Gas is supplied by SSE (£499). Electricity was supplied by Octopus, but was transferred to SSE Southern Electric during 2021 (£223). Insurance cover is provided by Trinitas Church Insurance, this was changed from Ecclesiastical Insurance during 2021, which saved approximately £600 (£2,097). Another large expense is the cost of employing the Parish Administrator (£5,112). Office expenses of £819 include stationery items and toner cartridges for the printer. Publicity costs (£104) were still much lower than previous years due to the reduction in services taking place. Copyright Licence (£912). We hold six licences. We are legally allowed to project song lyrics, create service sheets, access and use instrumental and vocal arrangements and service recordings. We are permitted to photocopy, scan and file-share music and photocopy from non-music publications. A video licence allows video to be shown within the church and we are permitted to perform music in services and at

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social activities. A licence is also held to enable live streaming to take place. Website subscription was zero as it is payable every other year. Parish Training and Mission (£285) includes outreach events such as Christmas Unwrapped, Easter Cracked, refreshments for functions and Light Party expenses, although many of these events did not take place so the figure was much lower than the previous year. This year another contactless card reader was purchased, as unfortunately the previous one was broken. This enables contactless payments to be made, although each transaction does attract a fee (£18 in total for the year). Church running – maintenance was zero for 2021.

Income – General Fund: Total income for 2021 £66,439.

£41,283 from planned giving. £11,034 from cash collections and donations, including two donations from individuals of £1,000 and one of £2,000. There was

£9,867 tax reclaimed from both Gift Aid and Gift Aid Small Donation Scheme. £475 fees from weddings and funerals. £1,352 from other donations, which included four individual donations of over £100 each. During the year we received £2,428 in online donations.

#### 13. Hall Fund.

This includes all income and expenses related to the running and maintenance of the church hall and grounds. Total income £8,757. This is from hall rental income (£6,521) and the grants from HMRC to cover the furlough payments due to coronavirus (£2,236)

Total Expenditure for the year £11,392.

Main expenditure items are the cost of employing the gardener (£3,839). The gardener maintains both the church and hall grounds. The cleaner (£4,293 – although the cleaner was furloughed for a lot of the year and money was received from HMRC towards this) who cleans both the hall and the church. Annual insurance £592 (which was cheaper than the year before, due to changing insurers). The following items were all less than in 2019, and less than 2020, due to the hall not being used very much in 2020 and 2021. Gas £1,094, running costs £144 (this includes cleaning materials etc) and commercial waste collection (£115). Electricity was less than 2019, but slightly more than 2020 at £487. There was no expenditure on Hall running - heating and lighting or Hall running – maintenance.

#### 14. Audio visual Fund.

Equipment and software had been purchased to enable the services to be recorded/live streamed via the internet, due to the coronavirus restrictions. This fund has now been closed and any future purchases will come from the general church running fund.

#### 15. Church Heating Fund.

One boiler was repaired and flushed in 2019 and funds were raised to cover this, the fund is now showing as zero balance.

#### 16. Coronavirus Hardship Fund.

A one-off donation was received during 2019 to be used if a member of the congregation was suffering financial hardship due to the effects of coronavirus, we are currently unaware of anyone who is in this situation.

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17. Royal Harbour Outreach.

A new initiative to minister to people around Ramsgate Harbour was started in early 2020 by Rev Gordon Warren. Funds for this started during 2018. Unfortunately, due to the death of Gordon, this initiative is not currently taking place.

18. Capital Fund.

This fund was set up with legacies in mind, it was agreed that if large one-off donations/legacies are received and no stipulation as to where the money should go, they should be allocated to this fund. This means they money can be used for capital projects, rather than day to day running/maintenance.

**These church accounts were approved by St. Luke's PCC using email on Thursday 13<sup>th</sup> May 2021.**

A handwritten signature in black ink, appearing to read 'P. Worledge', is written in a cursive style.

**Rev. Paul Worledge, PCC Chair**