

# ST JOHN & ST LUKE

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## CLAY HILL

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

**Registered Charity number 1151418**

### **ANNUAL REPORT and FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 DECEMBER 2020**

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**THE PAROCHIAL CHURCH COUNCIL OF THE PARISH OF SAINT JOHN AND SAINT LUKE CLAY HILL**  
**ANNUAL REPORT AND FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 DECEMBER 2020**

**A. INDEPENDENT EXAMINER'S REPORT**

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

I report to the charity trustees on my examination of the accounts of the charity for the year ended 31 December 2020, which are set out on pages 3 to 8.

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

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

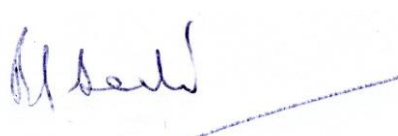
I report in respect of my examination of the charity's accounts carried out under section 145 of the Act and in carrying out my examination I have followed all the applicable Directions given by the Charity Commission under section 145(5)(b) of the Act.

**Independent examiner's Statement**

I have completed my examination. I confirm that no material matters have come to my attention in connection with the examination giving me cause to believe that in any material respect:

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

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in this report in order to enable a proper understanding of the accounts to be reached.

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

11 February 2021 Dated



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

**ANNUAL REPORT AND FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 DECEMBER 2020**

**B. RECEIPTS AND PAYMENTS ACCOUNTS**

		<b>Unrestricted Funds</b>		<b>Restricted Funds</b>	<b>Total 2020</b>	<b>Total 2019</b>
		<b>General Funds</b>	<b>Designated Funds</b>			
	<b>Note</b>	<b>£</b>	<b>£</b>	<b>£</b>	<b>£</b>	<b>£</b>
<b>RECEIPTS</b>						
Voluntary receipts:						
Planned giving	a	31,633			31,633	30,237
Collections at services	b	2,781			2,781	9,813
All other giving/voluntary	c	38,333	1,535	13,500	53,368	27,839
Gift Aid recovered	d	11,765	227	1,657	13,649	7,949
Activities for generating funds	e	3,823			3,823	10,635
Investment income	f	365			365	3,842
Church activities	g	28,440			28,440	48,681
Other incoming resources	h	2,079			2,079	448
<b>Total Receipts:</b>		119,218	1,762	15,157	136,138	139,445
<b>PAYMENTS</b>						
Church Activities:						
Common Fund	a	55,980			55,980	54,400
Clergy and staffing costs	b	3,591			3,591	3,017
Church running expenses	c	41,261	100		41,361	29,300
Hall running costs	d	10,372			10,372	23,188
Church major repairs & improvements	e			28,280	28,280	40,769
Hall major repairs & improvements	f	816			816	3,972
Mission giving and donations	g			3,126	3,126	4,893
Cost of generating funds	h	1,239		20	1,260	2,510
Other resources expended	i	252			252	578
<b>Total Payments:</b>		113,512	100	31,426	145,038	162,626
<b>Excess of receipts over payments</b>		5,707	1,662	-16,269	-8,900	-23,181
Cash funds at 1 January:		64,292	57,562	2,497	124,352	147,533
<b>CASH FUNDS AT 31 DECEMBER:</b>		69,999	59,225	-13,772	115,452	124,352

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



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

ANNUAL REPORT AND FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 DECEMBER 2020

**C. STATEMENT OF ASSETS AND LIABILITIES**

		Unrestricted Funds		Restricted Funds	Total 2020	Total 2019
		General Funds	Designated Funds			
	Note	£	£	£	£	£
<b>Cash funds:</b>						
PCC Metro Bank current account		34,291	8,555	-13,772	29,074	38,339
COIF deposit account		35,708	50,670	0	86,378	86,013
<b>Grand Totals:</b>		<b>69,999</b>	<b>59,225</b>	<b>-13,772</b>	<b>115,452</b>	<b>124,352</b>

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



Rev. Peter Godden  
(Vicar)

Dated: 9/2/2021



(Lay member of the PCC)

9/2/21

**The notes on the following pages form part of these accounts**



## D. NOTES TO THE FINANCIAL STATEMENTS

### 1. Basis of Financial Statements

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

### 2. Funds

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

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

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

During 2020, three Designated Funds were operated - for Improvements to St Luke's Church and Hall, for Improvements to St John's Church and Hall and for Legacies.

During 2020, three Restricted Funds were operated – for St John's Church Renovations for repairs to St John's chancel ceiling; for Collections and Gifts with Restricted Purposes and for St Luke's Night Shelter. In addition, assigned fees for the Diocese and all fees received from third parties for, and then paid to, organists, choristers, vergers and diggers for attendance at weddings, funerals and interments of ashes were accounted as Agency.

	Balance at 1 Jan 2020	Receipts	Payments	Balance at 31 Dec 2020
	£	£	£	£
<b>GENERAL FUND</b>	64,292	119,219	-113,512	69,999
<b>DESIGNATED FUNDS</b>				
St Luke's Church & Hall Building Improvement Fund	50,190	480	0	50,670
St John's Church & Hall Building Improvement Fund	55	283	-100	238
Legacies Fund	7,318	1,000	0	8,318
<b>TOTAL DESIGNATED FUNDS:</b>	<b>57,562</b>	<b>1,762</b>	<b>-100</b>	<b>59,225</b>
<b>RESTRICTED FUNDS</b>				
St John's Church Project Fund	859	13,127	-28,300	-14,314
Collections and Gifts with Restricted Purpose	163	577	-600	139
Night Shelter	1,475	1,454	-2,526	403
<b>TOTAL RESTRICTED FUNDS:</b>	<b>2,497</b>	<b>15,157</b>	<b>-31,426</b>	<b>-13,772</b>
<b>TOTAL OF FUNDS:</b>	<b>124,352</b>	<b>136,138</b>	<b>-145,038</b>	<b>115,452</b>

The deficit on the St John's Project Fund will be cleared in early 2021 by a grant of £10,000 to be received in January, transfer of the balance from St John's Church & Hall Building Improvement Fund and transfer of the remainder from the Legacies Fund.



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

## ANNUAL REPORT AND FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 DECEMBER 2020

### 3. Staff Costs and Payments to PCC members

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

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

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

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

Income from donations includes £17,036 received from PCC members.

### 4. Receipts

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

### 5. Parish Halls

The parish operates two halls - St Luke's Hall, located in Morley Hill, Enfield, Middlesex, EN2 0BL and St John's Jean Price Hall, in Strayfield Road, Enfield, Middlesex, EN2 9JF. Both buildings are held by the London Diocesan Fund as Diocesan Authority (formerly known as Custodian Trustee) with the PCC having the role of Managing Trustee, taking day to day responsibility for the properties. The sums insured for these buildings for buildings and contents by the Ecclesiastical Insurance Office (EIO in the respective insurance policy schedules dated 25 December 2020 are shown in the following table:

St Luke's Church	£14,490,000
St Luke's Parish Hall	£3,783,750
St John's Church	£5,800,000
St John's (Jean Price) Hall	£2,900,000

### 6. Rounding

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

### 7. Covid-19 Pandemic

For a considerable part of 2020 both churches have been closed or offering limited access. As a result expenditure and receipts have varied from what would normally be expected. It is not possible to reliably estimate the duration and consequences of the pandemic, as well as their impact, on the financial position and results for future years.



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

**ANNUAL REPORT AND FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 DECEMBER 2020**

**FURTHER ANALYSIS OF RECEIPTS**

	Unrestricted Funds		Restricted Funds	TOTAL 2020	TOTAL 2019
	General Funds	Designated Funds			
	£	£	£	£	£
<b>a) Planned Giving:</b>					
Stewardship Scheme	25,084			25,084	30,237
Stewardship Scheme not gift aided	6,549			6,549	
	31,633			31,633	30,237
<b>b) Collections at services:</b>					
Collection Plate Cash	1,251			1,251	5,369
Collection Plate Gift Aid Envelopes	1,142			1,142	3,124
Wedding Collections					103
Funeral Collections	166			166	159
Baptism Collections	223			223	1,058
	2,781			2,781	9,813
<b>c) All other giving/voluntary:</b>					
Donations to General Fund	11,952			11,952	2,059
Donations and Appeals St Johns		135	6,787	6,922	12,386
Donations and Appeals St Lukes		400		400	3,177
Donations & Appeals Night Shelter			1,185	1,185	764
Restricted Purpose Collections and Donations			528	528	2,798
Wedding Donations to PCC	40			40	285
Funeral Donations to PCC	750			750	504
Baptism Donations to PCC					367
Interment of Ashes Donations to PCC	320			320	
Parish Community Groups donations	3,071			3,071	
Legacies		1,000		1,000	
Grants (restricted funds)			5,000	5,000	5,500
Grants	22,200			22,200	
	38,333	1,535	13,500	53,368	27,839
<b>d) Gift Aid recovered:</b>					
Stewardship Scheme Income Tax Refund	7,524			7,524	5,502
Donations to General Fund Tax Refund	2,789			2,789	137
Gift Aid Envelopes Tax Refund	471			471	795
Collection Plate Cash Tax Refund GASDS	980			980	805
Donations and Appeals Tax Refund St Johns		148	1,340	1,488	592
Donations and Appeals Tax Refund St Lukes		80		80	55
Restricted Purpose Collections Tax Refund			49	49	17
Donations & Appeals Tax Refund Night Shelter			269	269	48
	11,765	227	1,657	13,649	7,949
<b>e) Activities for generating funds:</b>					
Fetes Bazaars and other fund raising	3,823			3,823	10,635
<b>f) Investment income:</b>					
Interest received	365			365	642
Church Hall Flat Rent					3,200
	365			365	3,842
<b>g) Church activities:</b>					
Baptisms Fees	79			79	142
Weddings PCC Fees	56			56	346
Funerals PCC Fees	681			681	1,039
Interments of Ashes PCC Fees	968			968	526
Church Hall Lettings	24,849			24,849	41,328
Church Lettings	1,808			1,808	5,300
	28,440			28,440	48,681
<b>h) Other incoming resources:</b>					
Insurance Claims	1,620			1,620	
Miscellaneous Receipts	459			459	448
	2,079			2,079	448
<b>TOTAL RECEIPTS:</b>	<b>119,218</b>	<b>1,762</b>	<b>15,157</b>	<b>136,138</b>	<b>139,445</b>



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

**ANNUAL REPORT AND FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 DECEMBER 2020**

**FURTHER ANALYSIS OF PAYMENTS**

	Unrestricted Funds		Restricted Funds	Total 2020	Total 2019
	General Funds	Designated Funds			
	£	£	£	£	£
<b>a) Common Fund:</b>					
London Diocesan Fund	55,980			55,980	54,400
<b>b) Clergy and staffing costs:</b>					
Organists, Choirmasters, Musical Sunday School	1,345			1,345	1,695
Vicars Expenses	109			109	22
Visiting Clergy Fees and Expenses	102			102	234
Maintenance of Vicarage	972			972	396
Vicarage telephone & parish phone calls	1,063			1,063	670
	3,591			3,591	3,017
<b>c) Church running expenses:</b>					
Parish training and education					
Parish Community Groups expenses	1,840			1,840	
Church Insurances	8,268			8,268	8,739
Organ and Piano Tuning and repairs	350	100		450	930
Church Maintenance & Minor Repairs	11,075			11,075	9,128
Altar and Service Supplies	379			379	701
Childrens Church Activities	11			11	60
Church Equipment and Maintenance	394			394	258
Churchyards and Gardens	2,364			2,364	712
Printing, Postage, Stationery, Books, Software	935			935	1,423
Licences and Service Charges	476			476	963
Memorial Gardens and Book of Remembrance					
Professional fees: legal, architect, surveyors	10,088			10,088	
Church Lighting and Heating	4,527			4,527	5,836
Church Water Rates	555			555	551
	41,261	100		41,361	29,300
<b>d) Hall running costs:</b>					
Church Hall Lighting and Heating	4,117			4,117	4,747
Church Hall Insurance	3,502			3,502	2,283
Church Hall Other Running Costs	1,298			1,298	3,509
Church Hall Repairs and Maintenance	1,455			1,455	12,650
	10,372			10,372	23,188
<b>e) Church major repairs &amp; improvements:</b>					
St John's Church Renovation & Improvements			28,280	28,280	39,649
St Luke's Church Renovation & Improvements					1,121
Church Major Repairs					
			28,280	28,280	40,769
<b>f) Hall major repairs &amp; improvements:</b>					
Church Hall Renovation & Improvements	816			816	3,972
<b>g) Mission giving and donations:</b>					
Donations Made					
Donations made from collections and gifts with restricted purpose			600	600	3,093
Night Shelter			2,526	2,526	1,779
Deanery Synod					20
			3,126	3,126	4,893
<b>h) Cost of generating funds:</b>					
Fundraising Costs including 100 Club Prizes	1,239			1,239	2,161
Fundraising Costs St John's renovations			20	20	343
Fundraising Costs St Luke's renovations					6
	1,239		20	1,260	2,510
<b>i) Other resources expended:</b>					
Miscellaneous Expenditure	252			252	578
<b>TOTAL PAYMENTS:</b>	<b>113,512</b>	<b>100</b>	<b>31,426</b>	<b>145,038</b>	<b>162,626</b>



## E. PCC ANNUAL REPORT FOR 2020

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

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

### 2. OBJECTIVES AND ACTIVITIES

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

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

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

### 3. CORONAVIRUS PANDEMIC

Throughout most of 2020, the pandemic has been detrimental in affecting the life of the parish emotionally, practically and financially with the intermittent closure of the churches for public worship and, from 23 March, parish buildings for social activities and public hire. It has however offered opportunities to develop a wider community through on-line links with participation in virtual services and social activities, and a more thoughtful community in caring for the vulnerable, needy and lonely. We are very grateful to Adam Bacon and Roy Tungatt for their technical support and expertise and to the Vicar and his wife Caroline, and Lay Reader Andrew Reid for enabling the community to grow in faith and continue to be the true Church, following Christ where he calls us.

### 4. ACHIEVEMENTS AND PERFORMANCE

The Vicar has shared worship via the internet, on the parish website, on Facebook Live and Twitter and we thank and congratulate everyone who has been able to embrace new technology, social media and "doing things differently".

Our Parish has again successfully participated in the Haringey and Enfield Churches Winter Night Shelter Project under the umbrella of the organisation "All People All Places". This is a church-based 'rolling shelter' run by volunteers, providing food and shelter overnight during the winter months. Each night of the week up to 20 guests were hosted by a different church and St Luke's Church hosted the shelter on Friday nights, starting on 3 January 2020 and intending to continue for 13 weeks. Following the Government's declaration of a national emergency on 23 March, the Shelter was closed after 12 weeks and our guests were provided with local authority funded hotel accommodation.



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

### ANNUAL REPORT AND FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 DECEMBER 2020

We continued to develop and expand our services and events for young people, including our All-Age service, Children's Service and Junior Church which are particularly enjoyable for young families. When not able to be in a church building, a Children's Service was generally available on-line weekly, aimed towards children up to the age of 11, with songs, a bible story, interactive talk, prayer and fun.

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

#### 4.1 Worship and Prayer

The monthly schedule of services outlined below was generally followed up until the closure of buildings in mid-March. Thereafter service times varied somewhat; most online services were shared live on Facebook at 9am, whilst from July to December, services attended by the public tended to be held at 9am and 10.30am only – with the 9am sometimes being a children's service.

##### St. John's Church:

Sunday (except 1 <sup>st</sup> and 3 <sup>rd</sup> Sunday):	9am	Sung Eucharist
Sunday (except 3 <sup>rd</sup> Sunday):	6pm	Evening Service
Second Sunday:	9am	Junior Church
Third Sunday:	8am	Said Eucharist
Third Sunday:	9.30am	Children's Service

##### St. Luke's Church:

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

##### Joint Service at United Reformed Church:

Third Sunday	6.30pm
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##### Services for young people:

- The All-Age Service is normally on the first Sunday of the month. Everyone gathers in the morning for one service, at 10.30am, along with members from our Scouts, Cubs and Beavers. It is very similar to our usual parish Eucharist and still includes Holy Communion, but the service is slightly shorter, and includes a fun, interactive talk, aimed at engaging everyone, aged 5 to 95.
- The Children's Service is aimed at children up to the age of about 11 years. During periods of the churches being open, this is held on the third Sunday of the month in St John's Church. It lasts for about half an hour, and includes lots of noise, singing, and fun as the children learn more about Jesus.
- The Junior Church (Sunday School) normally meets on the second Sunday of each month during the morning services at 9am at St John's and 10.30am at St Luke's and also on the fourth Sunday of each month at 10.30am at St Luke's for special teaching and activities for children up to the age of 12. The young people start the service with everyone else in the main body of the church, and then depart for their activities about ten minutes into the worship, returning again during Communion for the rest of the service.

During periods when the churches were closed, the monthly schedule of services outlined below was generally followed and available on Facebook Live with links to these available on Twitter and the parish website. The schedule was published on the Parish website and videos of sermons, gospel readings and intercessions were made available.



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

### ANNUAL REPORT AND FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 DECEMBER 2020

Children's Service	from 8.30am	Sunday
Holy Communion	from 9am	Sunday
Evening Prayer	from 3pm	Sunday
	from 5.30pm	Tuesday to Saturday
Compline (Night Prayer)	from 9pm	Occasionally

From 30 June, both churches were open for Private Prayer on one day each week whenever possible.

#### **In summary, during 2020:**

1 January to 17 March	Church buildings open for public services
18 March to 29 June	Church buildings closed in lockdown
30 June to 25 July	Church buildings open for private prayer only
26 July to 5 November	Church buildings open for public services
5 November to 2 December	Church buildings closed in lockdown
2 December to 20 December	Church buildings open for public services
22 December to 31 December	Church buildings open for private prayer only

Between Lockdowns, when churches have been open, they have been restricted in the number of attendees that can be accommodated safely: A maximum of 11 households at St John's and 32 at St Luke's.

Pre-pandemic – up to 18 March: The average weekly attendance for in-church services at St. John's was 16 adults and 13 children for Sunday mornings and 6 for evenings, and 18 adults and 12 children for the Children's services; at St. Luke's it was 45 adults and 11 children for Sunday mornings.

Pandemic restrictions – from 19 March: The average weekly attendance for in-church services at St. John's was 16 adults and 10 children for Sunday mornings and 6 for evenings, and 20 adults and 14 children for the Children's services; at St. Luke's it was 30 adults and 4 children for Sunday mornings (this encompasses the period when St John's was closed).

Numbers for people accessing the services online is available but only shows how many times the video was accessed, and does not provide an accurate indication of the number of people watching (eg, how many are watching one screen, whether it is watched when switched on, if one person is dipping in and out of the service.)

When public services were permitted from the summer onwards, congregational singing was not permitted. However, regulations did subsequently permit singing by a small choir, which was introduced at some services. Throughout the period back in our church buildings we have been blessed by the wonderful organ playing of Nathan Hulse, who has now agreed to take on the role of organist permanently.

Services conducted during the year included the Baptism of 3 children, 6 Funerals, and 6 Interments of Ashes. From mid-March, Government restrictions either disallowed weddings in churches or restricted the number of guests allowed to attend. No weddings were held in our churches during 2020.

Special services included Epiphany, Ash Wednesday Sung Eucharist and Imposition of Ashes, Mothering Sunday, Stations of the Cross, Palm Sunday, Maundy Thursday Eucharist, Good Friday Passion and Tenebrae services, Easter Vigil and Eucharist services, Easter Day, Ascension Day, Pentecost, Birth of St John the Baptist, Trinity Sunday, Harvest Festival, St Luke the Evangelist's Patronal Festival, All Souls Eucharist, All Saints, Remembrance Sunday, Advent, Nine Lessons and Carols, "Blue Christmas", Christingle, Midnight Mass and Christmas Day services.

Normally, St. John's Church of England Primary School holds services in St. John's Church to mark important occasions in the church and school year. This year only the Ash Wednesday service was able to be held in the church. The Vicar joined with the end of year on-line service and Leavers' celebration with a talk and blessing, and shared a Remembrance video with the School in November.



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

## ANNUAL REPORT AND FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 DECEMBER 2020

### 4.2 Mission, Worship and Social Activities

#### January

- Epiphany Service
- Winter Night Shelter Friday/Saturday throughout January
- Renewal of the Church 100 Club membership (50% of funds were for the General Fund)
- Mothers' Union Annual Lunch. (The rest of the programme was cancelled, including the AGM).
- The Clay Hill Singers met weekly.
- Commencement of annual Stewardship review
- Invitation to "Churches Together" service at Christ Church, Chase Side

#### February

*From mid-February, parishes throughout London were advised to take the following precautions: Those administering Communion would use hand sanitizer prior to carrying out their duties and intinction (dipping a wafer into the chalice) was prohibited, and that some may wish to avoid shaking hands during the peace. Assurance was given that receiving the bread only does constitute making a full communion.*

- Candlemas
- "New Daylight" daily bible reading notes from Valerie Budd
- The Clay Hill Singers met twice.
- Quiz Night
- Soup Lunch with proceeds to the Bridge of Hope Children's Ministry
- Winter Night Shelter Friday/Saturday throughout February
- Invitation to "Messy Cathedral" at St Paul's Cathedral
- Ash Wednesday Communion services with Imposition of Ashes at St John's and St Luke's
- On Ash Wednesday the Vicar offered "ashing" to commuters outside Gordon Hill station
- Ash Wednesday school service
- Funeral of Margaret McLachlan
- Joint evening service at Lancaster Road United Reformed Church
- Stewardship Sundays considered how we used our gifts and financial resources to support one another
- Revision of the Electoral Roll and consent for Data Protection compliance

#### March

*Advice was received from the Diocese of London, formulated in partnership with Public Health England and other bodies, concerning coronavirus. The Archbishops of Canterbury and York wrote to all churches asking that we only receive communion in one kind (bread/wafer), that we do not shake hands during the peace.*

- Annual Meeting of Parishioners to appoint churchwardens
  - Annual Parochial Church Meeting and publication of revised Electoral Roll
  - Lent campaign: "Live Lent: Care for God's Creation"
  - Lent groups on Tuesday afternoons at St John's and evenings at St Luke's, discussed "Saying Yes to Life" by Ruth Valerio
  - Winter Night Shelter Friday/Saturday until 20 March
  - The Clay Hill Singers met twice
  - Soup Lunch on Wednesdays throughout Lent until 18 March with proceeds to Bridge of Hope Children's Ministry
  - Mothering Sunday Family Eucharist was held on-line
  - Invitation to the World Day of Prayer, praying with Zimbabwe, from the Baptist Church, Cecil Road
- 18 March: The government directed the imminent closure of church buildings for public worship. Weddings and Funerals with a maximum of 5 persons could be held.*
- The Vicar and PCC resolved that thereafter:*
- *The Eucharist would be broadcast live from the Vicarage using Facebook and published on Twitter and the parish website*
  - *Evening Prayer would be a live broadcast on Facebook Live*
  - *Churches would be open for private prayer one day each week*
  - *An on-line newsletter service was set up through Mail Chimp, with recipients made up from the consent log of those who had given permission to be contacted by email*



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- "Worship at Home" orders of service were published and available from outside the Vicarage and on the internet

*23 March: The Prime Minister declared a National Emergency and the UK was under a partial lockdown from 26 March, including the closure of schools. The elderly needed to isolate themselves for 12 weeks (to mid-June). No weddings were allowed in churches.*

*24 March: The Church of England closed all church buildings*

#### April

- "Ask the Vicar" podcast
- Palm Sunday Eucharist (on-line)
- Maundy Thursday service (on-line)
- Stations of the Cross service (on-line)
- Good Friday service, especially for children; liturgy and Tenebrae (all on-line)
- Holy Saturday Easter Vigil (on-line)
- Easter Sunday Children's Service and All-Age Celebration (on-line)

#### May

*12 May: Bishops of the Church of England agreed that clergy would be able to return to offering worship in private in the church buildings in which they minister. The consensus of the PCC was that the most important factor in our worship was that it be streamed live whenever possible; this required a Wi-Fi connection (which the vicarage had, but which our church buildings did not have at that time). Consideration was given to installing internet in the church buildings, but again the consensus was that people were happy with worship being streamed from the vicarage for the time being. These considerations included the dynamic of a service conducted in an empty church, which for some may have looked rather lonely or staged, and the way in which having services conducted in a home brought a sense of complementarity and solidarity, given that others had to watch the services from their own homes themselves. Services would continue to be streamed from the vicarage for the time-being, but with constant review.*

- "Ask the Vicar" podcast
- Launch of Freephone service by Archbishop of Canterbury to join in worship 24/7 "Daily Hope" - hymns, reflections, prayers
- Ascension Day service (streamed on-line)
- Invitation to Christians throughout the world to pray for more people to come to the love of Christ, as part of the global movement "Thy Kingdom Come"
- Food collection and delivery to North Enfield Food Bank
- Zoom socials on Wednesday afternoons and evenings
- Plants for sale in aid of the churches.

#### June

- Trinity Sunday, celebrated our belief in one God who is three persons, with guest speaker, the Rev'd Dr Simon Cuff (on-line)
- Prayer Vigil to remember George Floyd, and all who were touched by discrimination (on-line)
- Feast of Corpus Christi (on-line)
- Wednesday Zoom socials

*15 June: Churches may reopen for private prayer if the community was willing to do so and able to fulfil hygiene and safety requirements*

*Lone people were able to form a support bubble with one other household*

*Some secondary schools would reopen*

*17 June: Families were able to visit some care homes*

*23 June: Social distancing rules applied*

- Patronal Eucharist celebrated the birth of John the Baptist, and gave thanks for our life as a congregation, with guest preacher, the Rt Rev'd Rob Wickham, Bishop of Edmonton (on-line)
- Zoom coffee morning
- Zoom Quiz Night
- St Luke's church opened for private prayer on Wednesdays and Saturdays from 30 June from 10am-12noon



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

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#### July

- St John's church opened for private prayer on Wednesdays from 1 July from 10am-12noon
- 4 July: Lockdown eased, two households may meet indoors or outdoors and churches may reopen for public worship within guidelines.*
- A router was obtained and the Vicar broadcast services live from church over Facebook
- St John's School end of year service and Leavers' celebration conducted on-line with the Vicar participating by giving a talk and blessing.
- 26 July: Public services resumed in church buildings

#### August

*Government make the wearing of face masks mandatory in places of worship*

- Zoom Quiz

#### September

*2 September: Schools reopened*

*9 September: Government ruling that people must not meet socially in groups larger than 6.*

*Exceptions included churches, schools and workplace*

- Zoom Quiz
- 19 September: Morning Prayer resumed from St Luke's, 8am Tuesday to Friday in the chancel, attendees having a designated seat and book
- Evening Prayer led by Andrew or Peter on-line, and by Peter in St Luke's chancel on Fridays.
- From 27 September, Sunday Evening service at 5.30pm from St Luke's
- St John's church closed from 28 September for chancel ceiling repairs for approximately 6 weeks. All services held from St Luke's

#### October

*17 October: Government announced that London is within Tier 2 restrictions: No household may mix and the Rule of 6 applies for outside*

- Harvest festival held on 4 October with offerings for the Enfield Food Bank
- Launch of Save the Ceiling campaign for St John's, the project costing around £30,000
- St Luke's Patronal Festival, gave thanks for our life as a community and prayed for our parish
- Parish Quiz Night

#### November

- All Saints Day Morning Service and Eucharist in St Luke's
- All Souls service of commemoration for all those whom we love who had died, 5.30pm St Luke's
- 2 November: Ceiling works completed at St John's church and church able to reopen

*5 November: Second lockdown until 2 December*

- The Vicar broadcast live services from the Lady Chapel in St Luke's
- St John's and St Luke's parish was registered with easyfundraising for free donations when online shopping
- On-line Remembrance Day Eucharist at 9am and Act of Remembrance at 10.50am during which names of those from the parish who gave their lives in two world wars were read and a two-minute silence observed
- Invitation to the virtual launch of Enfield Debt Centre (Christians Against Poverty), to help people out of the cycle of financial difficulties
- Participation in Operation Christmas Child (shoebox presents for children in need across the world) through Samaritan's Purse
- Zoom Quiz
- St John's School Remembrance Service: The Vicar shared a Remembrance video
- 24 November: Government announced plans for Christmas: Between 23-27 December, three households may meet in private homes; churches may open but not other public indoor spaces*
- Members of the Christmas Enabling Team meet to formulate plans for celebrating Christmas on the assumption that services would be able to take place, with restrictions, reduced capacity, hygiene precautions:
  - Moving Nine Lessons and Carols from St John's to St Luke's
  - Holding a second Christingle service
  - Moving Midnight Mass earlier
  - Adding an extra Christmas morning service



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- Christ the King Eucharist, proclaiming Christ's sovereignty over creation, and Stir Up Sunday.
- Invitation to participate in the public consultation "Independent Faith Engagement Review: Call for Evidence", to consider how best the government should engage with faith groups, which could have a huge impact on how faith is treated in the public sphere

#### December

*2 December: Lockdown eased. London is in risk level Tier 2. Public worship permitted in church buildings*

- Plans for Christmas instigated:
  - Blue Christmas, St John's Thursday 17th, 6pm (we would worship in solidarity with all those who find this season difficult or painful)
  - Nine Lessons and Carols, St Luke's, Sunday 20th, 6pm
  - Bring Your Own Christingle Services, St Luke's Thursday 24th, 2.30pm and 4.30pm
  - (Nearly) Midnight-in-Bethlehem Mass, St Luke's, Thursday 24th, 9pm
  - Christmas Morning Eucharist, St John's, Friday 25th, 9am
  - Christmas Morning Celebration Service (non-Eucharistic), St Luke's, Friday 25th, 10.30am
    - Potential to end some services with outdoor singing which could now take place
    - Free tickets to be booked on-line or by phone from 4th December
    - All worship to be shared on-line to join in praise and prayer
  - Holy Communion, St Luke's and on-line, Sunday 27th, 10.30am
- Christmas service ticketing starts
- Christmas Pantry collections of food, Christmas treats and everyday items, from St Luke's porch from 8th - 22nd December. People from the local community who were struggling to make ends meet could come and collect items to help them through this difficult time
- 6th and 13th December, Holy Communion from St John's and online, and St Luke's
- Launch of Christmas Cracker raffle

*16 December: London moved to risk level Tier 3*

- Thursday 17 December, Blue Christmas service held at St John's for all those who found this season difficult or painful
- Thursday 17 December: Services of Christingle, Midnight Mass, and Christmas morning were professionally pre-recorded by Lucy Williams, along with carols sung by the choir.
- Sunday 20 December, Nine Lessons and Carols at St Luke's at 6pm

*20 December: London moved to risk level Tier 4: Cannot meet indoors over Christmas unless part of a support bubble, and with only one other person outdoors*

- 22 December: Decision made by the PCC to cancel in-church services following reflection on Sunday's Carol Service, that the safest way to serve the community would be to suspend public worship over the Christmas period and to move all services online. The Vicar put the following message online:  
*"The PCC has been weighing up the desire to bring comfort and joy to people's hearts, to be a beacon of positive news where it has been in short supply, and to help facilitate fellowship where so many of us are feeling isolated and afraid, alongside our responsibility to our local community. Added to this, I am aware that we have people – many of whom are in vulnerable categories themselves – who had so graciously volunteered to steward, clean, and provide music, and who are now feeling uneasy about continuing with services in church. This is not a time for putting people under more pressure. For my part, I will now be able to spend time that I would have spent preparing for and taking services speaking on the phone to people, particularly the isolated and vulnerable – many of whom were not planning to attend these services at all."*
- All those due to attend Christmas services contacted
- 24 December: Christingle, available to watch from 2.30pm on Facebook
- 24 December: Midnight Mass Eucharist welcoming in the feast of Christmas, available to watch from 9pm on Facebook
- 25 December:
  - Christmas Celebration service without Holy Communion, from 8.30am on Facebook
  - Christmas Day Eucharist welcoming Christmas Day, live at 9am on Facebook
- 27 December: Online worship



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### **ANNUAL REPORT AND FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 DECEMBER 2020**

#### **4.3 Deanery Synod**

Members of the PCC, Mary Englefield, Andrew Reid (to June) and Diana Evans (from June to November), served on the Enfield Deanery Synod which normally meets three times each year at different Churches in the Deanery. This provides the PCC with an important link between the Parish and the wider structures of the church. The Diocese of London is divided into Episcopal Areas which are subdivided into Deaneries. The Parish is in the Enfield Deanery within the Episcopal Area of Edmonton. The principles of the Deanery Synod are the same as the General Synod, having the full Synod, The House of Clergy and the House of Laity. The Area Dean is Chair of the Deanery Synod and there is also a representative on the Diocesan Synod. Enfield is also fortunate in having representatives on the General Synod. Deanery Synod members are elected every three years, the current term is 2020 - 2023.

The meetings include talks, followed by discussion and are usually open meetings to which parishioners are welcome to attend. The only meeting able to be held in 2020 was in February at St James Church Enfield Highway. The Synod was told about the plan for a Megabus to be parked at Bishop Stopford School with equipment for Christians to engage with young people. There were talks by Deanery Lay Leaders about social action they are involved in: Night Shelters (St Andrews Southgate), Mothers Union (Sue Johnson) and the Environmentally Responsible Church (Sandra Anderson). Future meetings are planned via Zoom.

#### **4.4 Pastoral Care**

During periods when people were isolated, the Vicar encouraged us to become a "phone buddy" for some of our more elderly or vulnerable parishioners, to do shopping for those unable to get out, and to make friends with neighbours especially to help any who are self-isolating.

In normal times there are collections for the Enfield Food Bank in both churches and the Café, and members of the Parish have an involvement with homeless suppers at Lancaster Road United Reformed Church. During this year, these donations became even more needed, and have been collected and delivered in accordance with health guidance. The "Christmas Pantry" was launched during December enabling people to deposit food, everyday items and Christmas treats in St Luke's porch for local people in need to collect.

The Parish sponsors the 12th Scout Group of Beavers, Cubs and Scouts who meet at the Stratton Avenue Scout Hut and participate in parade services. The Group volunteers for tasks including church gardening, preparing beds for the Winter Night Shelter, and would run the barbecue at Parish fairs.

The Community Café based in St Luke's, Fields Coffee Shop, was open from Monday to Friday. Developments in the arrangement between the PCC and Fields Café, owing to the PCC's obligations under charity law, meant that the manager was planning to end her tenure in May as she was moving away from the district, however the Café was unable to be open from the end of March following the introduction of lockdown restrictions.

Members of the Parish participated in and supported the All People All Places Winter Night Shelter during January, February and March.

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

Meditation sessions were held in accordance with the World Community for Christian Meditation each Thursday evening in the Lady Chapel of St. Luke's Church until 26 March. Later in the year they were offered via phone-in sessions or on-line via the World Community for Christian Meditation website.

The Clay Hill Singers customarily meet weekly at St. Luke's in term time, and all are welcome to participate in singing songs together from a variety of different eras. This also closed in March to avoid spreading the Covid-19 virus. "Knit and Natter" met fortnightly at Woodbury Manor Residential Home until care homes were closed to visitors in March. Chase Stitchers met on the first Monday of each month in St Luke's Refectory until the church buildings were closed in March.



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#### **4.5 Safeguarding**

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

The PCC complied with the Bishop of London's request to participate in the Past Cases Review 2, as part of which all parishes were instructed to disclose any known historic cases of abuse involving clergy or lay church officers to the Diocesan Safeguarding Team.

#### **4.6 Mission and Evangelism**

There was a monthly Soup Lunch in the Jean Price Hall at St John's, with donations given to a charity supported by the Parish. This took place weekly during Lent, however was discontinued on 23 March.

Throughout the year, a number of special collections were made, which, together with Soup Lunches, enabled the parish to send donations to the Bridge of Hope Children's Ministry and The Winter Night Shelter.

The Parish supports the work of Bridge of Hope Children's Ministry, a Christian charity, which supports orphans and abandoned children in Rukungiri, West Uganda. The charity aims to release children from poverty and prevent them having to live on the streets. A number of special collections were made during the year enabling the Parish to send donations.

The parish has pledged £50 per month to support Enfield Churches Debt Centre with the charity Christians Against Poverty from 1<sup>st</sup> January 2021.

St John's Church was open to all visitors on Wednesdays (9am - 3.30pm) and Fridays (9.30am – 1.30pm) until the end of March.

#### **4.7 Ecumenical Relationships**

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

### **5. PRINCIPAL MATTERS CONSIDERED AT PCC MEETINGS DURING 2020**

#### **General**

- Parish calendar
- Churchwarden's reports on the fabric, goods and ornaments of the churches
- Annual report
- Financial Review and audit of accounts
- Revision of Electoral Roll (to be next renewed in 2025)
- Annual Parochial Church Meeting
- Appointments of:
  - Churchwardens
  - Treasurer
  - Stewardship Recorder
  - Financial Officer (contracts and bills)
  - Independent Examiner of the accounts
  - Secretary
  - Deanery Synod representatives
  - Standing Committee
  - Buildings Team sub-committee
  - Parish Safeguarding Officer and Children's Champions
  - Health and Safety Officer
  - Sidespersons/Welcomers



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

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- Ongoing application of Coronavirus guidance from Diocese and Government (short-term plans in a fast changing situation):
  - Pastoral care in keeping in touch with parishioners
  - PCC and other meetings to be held by Zoom webinar
  - Lockdown, Tier Four and church buildings closures:
    - Alternatives to public worship in churches
    - Nomination of people allowed to enter church buildings (ie, one person: Vicar and member of his household allowed for streaming a service or private prayer, but agreed it would be appropriate that one churchwarden per church for maintenance and security)
    - Securing buildings (heating, water, stores, documents)
    - Whether to use Wi-Fi in the church to provide a live or recorded service from an otherwise empty church or from the Vicarage (decision that all worshipping together with a live service from the Vicarage was more significant than the place of broadcast)
    - Facebook Live
    - Website - continuous update
    - Financial losses and budget forecasting
    - Fundraising
    - Electronic donation facility
    - Foodbank
    - Maintenance of buildings and repairs
    - Financial concessions for buildings' users/deferral of payments during lockdowns
    - Applications to Heritage Emergency Fund
  - Post lockdown phasing back use of churches, eg for limited services such as funerals and weddings and private prayer, and reopening of churches for public worship:
    - Risk Assessments; Implementation of Protocols for Public Worship documents and plans published and implemented
    - 72 hours minimum between church entries
    - Stewarding, cleaning of churches and toilet facilities, provision of hand gel, notices and instructions, orders of service
    - Accommodating social distancing rulings and consequent limited numbers
    - Private prayer
    - Services without singing
  - Christmas services (Nine Lessons and Carols, Christingle, Midnight Mass, Christmas Morning) - planning under Tier 3 restrictions (ie, ticketing, cleaning, stewarding, logistics); cancelling under Tier 4 rules
    - Many of congregation and volunteers within vulnerable categories
- Parish finances, including applications for grants and loans towards major projects, and repayment of loan
- Charity Commission annual return
- Stewardship pledges and renewals programme
- Table of fees revision
- Consideration of Common Fund offer to the Diocese
- Insurance cover for parish buildings
- Formalising financial arrangements for Organist
- Gift Aid clarification
- Parish buildings hire agreement and documents
- Policy renewal chart, policy updates and document library, renewal of forms
- Re-adoption of the Children and Vulnerable Adults' Safeguarding Report and Policy, self-audit submitted to Diocese, notices displayed
- Past Cases Reviews on Safeguarding
- Archdeacon's (virtual) Visitation
- Events, fundraising organisation, fund recipients
- Noticeboards renewal: Application to Chancellor and in accordance with London Borough of Enfield's Conservation Area policy
- Application of Revised Church Representation Rules
- Quinquennial Report renovation and repair actions for both churches and halls, including gutters and roof repairs and improvements to the St Luke's Hall flat
- Risk assessments for functions, and monthly check by wardens



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

### **ANNUAL REPORT AND FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 DECEMBER 2020**

- Health and Safety Policy statement reviewed and adopted, and displayed in buildings
- Electrical safety checks and remedial work
- The future of the parish, including its use of buildings with regard for its users
- Amazon Smile and Easy Fund Raising programme participation

#### **St John's Church, Jean Price Hall and grounds**

- Chancel ceiling renovations and temporary closure: Fundraising and grant applications, engineer's and architect's reports and estimation of costs, tendering processes and approval of specialist contractors
- Front porch crack in wall and floor
- Replacement heaters
- Drone surveys
- Hall rental
- Condensation in Hall
- General maintenance and repair of buildings
- Grounds maintenance
- Kevin Young Memorial Garden proposal and faculty application
- Maintenance of vegetable plots and sale of produce
- Interment of ashes policy
- Protected oak tree: survey, application for reduction, works

#### **St Luke's Church and grounds**

- Buildings maintenance and repair
- Drone surveys
- Gutter clearance and roof inspection
- Leaking roof and gutters repairs requiring scaffolding
- Lime tree pollarding
- Clearance of church basement
- Use of church for filming by BBC Studios
- Vestry rental
- Grounds maintenance
- Renovation of area where car had intruded into grounds

#### **St Luke's Hall**

- Negotiating a contract with Nursery on the Hill with regard to a proposal for a 25-year lease.
- Property valuations
- Consideration of lease inside or outside The Landlord and Tenants Act 1954
- Terms of Engagement
- Insurance
- Energy Performance Certifications
- Works required
- Rental agreement for garage
- Flat usage
- Formal notification to hall users regarding use of hall during pandemic and longer-term notification of proposed lease of the whole building
- Formal notification to past hall users of cancellation of reinstating hiring agreements and requirement to remove all equipment and return keys
- Removal of Hall from LBE Halls for Hire listing and parish website
- Storage for Four Hills Music company's equipment

#### **Mission Action Plan and Capital Vision 2020**

- Children's Service and Junior Church
- Winter Night Shelter participation
- Donation of part of Winter Night Shelter funds to All People All Places project
- Involvement of the parish in supporting the new Enfield centre for Christians Against Poverty (debt service and debt relief) by pledging money towards the costs of running the debt centre
- Extension of current licence for Fields Cafe
- House groups



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

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### 6. FINANCIAL REVIEW FOR 2020

Total income in 2020 was £136,138 and expenditure £145,038, with a deficit of £8,900. Unrestricted general operating income and expenditure (ie excluding special fund raising for renovations, improvements and repairs to churches and halls) were respectively £119,218 (4.5% more than in 2019) and £113,512 (almost the same as in 2019) with surplus of £5,707 compared to a surplus of £1,447 in 2019. Despite the pandemic, this was made possible by a £22,200 grant from the National Lottery Heritage Emergency Fund to offset lost income in August to November.

Operating income including the grant, increased by approximately £5,100 despite falls in hall and church lettings of £23,200 and in collections and special services of £7,500, partially offset by increases in Stewardship income of £3,400 and in net fundraising and donations of £6,600. At the same time, operating expenditure remained almost unchanged compared to 2019, the two most significant changes being £10,000 professional fees - including £8,768 for negotiating and preparing the lease for St Luke's Hall, offset by a £11,200 reduction in hall repairs and maintenance.

Clearly it is difficult to draw any meaningful comparisons with 2019, but if the National Lottery Grant and the £8,768 professional fees for the lease for St Luke's Hall were excluded, there would have been a general operating deficit of £7,725.

At the end of 2020, PCC bank accounts contained £115,452, down from £124,352 at the start of the year. This included £86,378 invested in the CCLA CBF Church of England Deposit Fund. The assets were distributed across St Luke's Church and Hall Improvements Fund (designated) £50,670, St John's Renovation Fund (restricted) minus £14,314, St John's Church and Hall Improvement Fund (designated) £238, Legacies Fund (designated) £8,318, Night Shelter Fund (restricted) £403, Special Collections Fund (restricted for Bridge of Hope) £139 and the General Fund £69,999, which was 8.9% more than at the end of 2019.

With the closure of halls and churches in March, the proportion of income from building letting rents fell to 29% (44% in 2019). Sunday collections also fell to 4% (9% in 2019). However, there were increases in the proportion of income from Stewardship to 42% (31% in 2019) and from donations and fundraising to 20% (12 % in 2019). The proportion of expenditure for Ministry costs increased to 59% (49% in 2019). Whilst church buildings and gardens costs at 26% were similar to those in 2019 (23%), hall buildings costs fell by 10% (21% in 2019). The Parish offer of £55,980 was paid in full to the Diocese Common Fund (2.9% up on 2019). In grateful appreciation of the considerable support given to the parish by the Diocese and the Archdeacon of Hampstead for both St John's Lych Gate and Chancel Ceiling projects, the parish has committed to increase its contribution to the Common Fund for 2021 by 1.8% to £57,000.

The other significant area of expenditure was for maintenance and minor repairs to both churches totalling £11,075 (£9,128 in 2019). This included for both churches: annual electrical testing (£1,433), annual gas heater maintenance (£1,018) and gutter cleaning (£2,113) half of which was for late charges for 2019; for St John's church: replacement of two failed gas heaters net of VAT recovered from Listed Places of Worship Scheme (£3,564), repairs to drains net of VAT recovered (£1,870), a steeplejack to repair spirelet slates £900 and replacement of various lamps (£171).

£577 was raised from soup lunches, donations and income tax recovered by Gift Aid to support mission activities and £600 was disbursed to the Bridge of Hope Children's Ministry. £1,454 was raised for the North Enfield Night Shelter from donations, income tax recovered by Gift Aid and a Soup Lunch. Operating costs for the shelter in the first quarter of 2020 totalled £1,526 including heating and lighting (£768) and laundry and food (£733). As it will not be possible to hold a shelter in St Luke's church in 2021, £1,000 was donated to APAP for alternative shelter arrangements in Enfield.

#### 6.1 Major Projects and Repairs

**St John's Lych Gate Project:** The 5% warranty of £858 was paid to Bakers of Danbury and the Lych Gate Fund closed.

**St John's Chancel Ceiling Project:** Fundraising receipts totalled £13,127 including donations and associated income tax recovered through Gift Aid £7,440, a grant from the National Churches Trust



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

### ANNUAL REPORT AND FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 DECEMBER 2020

Gateway Fund of £5,000, plus the November online quiz £508 and sales of plants, vegetables and jams £159. The Edmonton Area of the Diocese of London has approved an application for a grant of £10,000 plus a loan of £10,000 for the project which is expected to be received in January 2021. Expenditure totalled £32,655 comprising architects' fees £6,192, organ covering and cleaning £520, professional H&S services £338 and the building work £25,605. This was offset by recovery of £5,234 VAT from the Listed Places of Worship Scheme. A 2.5% retention for the building work of £657 will be payable in mid-2021. Allowing for forecast receipts and expenditure in 2021, at the end of 2020, St John's Chancel Ceiling Fund has a shortfall of £4,849.

**St Luke's Hall Nursery Lease Project:** Professional Fees incurred in negotiating and drafting the lease for Nursery on the Hill for the whole of St Luke's Hall totalled £8,768, comprising valuation of the building £1,680, negotiation and technical support and preparation of a reinstatement cost for the building £1,935, negotiation of the lease and preparation of the Charity Act Report £3,953 and legal services £1,200. It is currently expected that the lease will be signed towards the end of January 2021.

#### 6.2 Reserves Policy

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

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

Both churches had Quinquennial inspections in January 2020, the required remedial work for which includes high level repairs to St Luke's church. The annual gutter cleaning in November 2020 also identified a number of areas for urgent repair on the roof. A complete schedule of repair work for both churches is being prepared but in the immediate term, a contractor has been identified to undertake to repair flashings and damaged slates to prevent water entering St Luke's church. Accordingly, this Parish has reserved £25,000 for this ongoing work, the sum to be reviewed as more detailed assessments of the areas identified for repair are obtained.

It is our policy to invest as much of the Parish's funds with the CCLA CBF Church of England Deposit Fund where 69% of total funds were invested at the end of 2020.

#### 6.3 Project to agree a lease for use of St Luke's Hall by Nursery on the Hill

Nursery on the Hill (NOTH) has rented the former "Coffee Bar" of St Luke's Hall for a day nursery since 2006. In October 2019, NOTH presented proposals to expand the nursery by taking on a 25 year lease for the whole building. NOTH would pay for a major refurbishment of the hall including new gas heating, removal of the stage, a suspended ceiling, new windows and creation of a quiet space and a library.

The PCC appointed Ryan Bunce & Co. to negotiate Heads of Terms with NOTH – to be the key points of the proposed lease in non-legal wording - and to prepare a Charity Act Report. Valuations commissioned by both the PCC and NOTH estimated similar rental figures and formed the basis for negotiations about how NOTH's investment in the building might be reflected in some form of rental 'discount'. It was agreed that the rent for the first five years of the lease would at £25,000 pa. 'discounted' from the full valuation rent of £48,500pa. A lease was drafted based on leases previously granted by the London Diocesan Fund. An Agreement for Lease (AFL) was also signed being a contract in which all parties agreed to grant a lease at a subsequent date, subject to certain conditions being satisfied. This facilitated early agreement of a deal so that renovation work could start instead of having to wait until the lease has been agreed by all parties. All former hall users were given notice to remove all equipment by 20<sup>th</sup> September.



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Mid-September to mid-October 2020 was a period of intense negotiations and discussions with both the Diocese and NOTH as to whether the new lease should be within or outside the Landlord and Tenant Act 1954. NOTH wanted to ensure maximum protection for its approximately £150k investment in the building. It was finally agreed that the new lease should run for 20 years with multiple break points and be outside the Act. It was also agreed that a Schedule of Condition should be prepared after all renovation work had been completed under the AFL that would define the baseline for the minimum standard of the building at the end of the lease.

Refurbishment work began in the main hall, kitchen and committee rooms on 19<sup>th</sup> October 2020. New windows were installed, old electric wiring and gas pipes and the stage were removed, an area at the back of the hall was partitioned, a false ceiling installed and the kitchen and toilets were stripped and refurbished. The work was completed in time for NOTH's reopening on 4<sup>th</sup> January 2021. The 'old' nursery area is being redecorated after which it will be brought back into use. Renovation of the former flat will be completed together with some minor repairs to the hall roof during January and February. NOTH took over responsibility for all gas, electricity and water supplies to the whole building from 1<sup>st</sup> December 2020 and for the cost of building insurance from the policy annual renewal date on 24<sup>th</sup> December 2020. A new condition survey will be undertaken in early February 2021, after which it is expected that the new lease will be signed by all parties ready to come into force on 1<sup>st</sup> March 2021.

#### **7. VOLUNTEERS**

We would like to thank all the volunteers who work so hard to make our Parish the lively community that it is and especially the Stewards and cleaning squad who have kept our churches safe and available for our congregations during this year.

We thank David Nash and his wife Bridget, our Lay Reader Andrew Reid (also Health and Safety Officer and buildings advisor), visiting and/or virtual clergy, Nathan Hulse (organist) and John Wright (organist and Treasurer), and all members of the Choir as well as our Sidespersons and Welcomers.

In particular we thank Caroline Godden for taking on so many roles with the on-line services as well as doing her fulltime job, our churchwardens Marion Berry (also Stewardship Recorder) and her assistant Gillian Medcalf at St John's, Elaine Plumb and Ian Buswell at St Luke's (who also acted as Manager for St Luke's Hall for many years) and the Parish Administrator, Mary Englefield. We also thank Cheryl Graham (Church Safeguarding Officer and Children's Champion) and Paul Bates (Children's Champion), Heather Livermore (Electoral Roll Officer) and John Rhatigan (Parish Contracts manager).

We are particularly grateful to John Wright and Adil Vittachi (our legal advisor) for the huge amount of work they continue to put into the St Luke's Hall negotiations and also the Archdeacon of Hampstead for his support and advice.

We are grateful to all who maintain our church grounds – the churchwardens, Joan and Dave Young (Verger at St John's), Jack Williams, Paul Wallace, Cheryl and Don Graham, Julia Thompson and Michael Mansfield, together with all the other members of the PCC and congregation for their valuable contributions to our ministry and for keeping our churches and halls running.

#### **8. PLANS FOR 2021**

- To continue the life of the parish in the best way possible
- To re-establish, when possible, the community activities and events associated with the parish
- To further develop outreach projects
- To continue to help communities to thrive
- To plan the use and development of our buildings
- To recruit and train a new treasurer
- Participation in the Winter Night Shelter scheme and it or its equivalent possible restart in future
- To train assistants and deputies in various roles within the church organisation
- The review and promotion of planned giving schemes including a legacy policy
- To further develop the House Groups for Christian discussion and socializing
- To further develop the system for transporting senior members of the congregation to services and church events



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#### 9. STRUCTURE, GOVERNANCE AND MANAGEMENT

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

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

The Church Electoral Roll was renewed in February 2020 and has a membership of 113 parishioners. Eleven persons were elected as members of the PCC at the APCM on 1st March 2020.

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

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

During 2020, the PCC met formally on eight occasions with an average attendance of 86%. This included two meetings convened under Special Circumstances, and six via Zoom webinar for which the Church of England gave permission. (Absences were generally accounted for by members being keyworkers or by technical failure). Due to the fast-changing situation regarding Coronavirus, the lease negotiations for St Luke's Hall, and the ceiling repairs for St John's, the Standing Committee of the PCC met on 10 further occasions throughout the year and their decisions were ratified by the PCC at each following meeting.

The PCC has one sub-committee, The Buildings Team, responsible for the management of the Parish buildings, including Health and Safety matters, setting hire charge rates and establishing terms and conditions for hires. There is also a less formal group responsible for the management of the Winter Night Shelter, a Social Events and Fund Raising Committee, and for 2020, a Christmas Service Enabling team.

#### 10. ADMINISTRATIVE INFORMATION

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

The Parish contains two churches, situated on either side of Hilly Fields Park. St. John's Church is located in Strayfield Road, at the junction with Theobald's Park Road, Enfield, Middlesex EN2 9JF. St. Luke's Church is located in Phipps Hatch Lane, at the junction of Browning Road, Enfield, Middlesex EN2 0HL.

The Parish has two halls: The Jean Price Memorial Hall is adjacent to St. John's Church in Strayfield Road, Enfield, Middlesex EN2 9JF. St. Luke's Hall, which is vested in the Trustees of the Bishop of London's Fund, is located at 37 Morley Hill, Enfield, Middlesex EN2 0BL.

St John's Church of England Primary School is linked to the Parish through the London Diocesan Board of Schools and the Enfield Council.



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The people listed below served on the PCC during 2020:

Vicar (Chair):	Rev Peter Godden	
Readers:	Andrew Reid Roy Tungatt	(to February)
Churchwarden at St. John's: Churchwardens at St. Luke's:	Marion Berry Ian Buswell Elaine Plumb	
Deanery Synod:	Mary Englefield Diana Evans Andrew Reid	(from June to November) (to June)
Parish Administrator:	Mary Englefield	
Authorised Pastoral Assistant:	Michael Mansfield	
Elected members:	Paul Bates Valerie Budd Rosemary Dixon Cheryl Graham Peter Livermore Gill Medcalf Stephen Morgan John Rhatigan Jack Williams Monica Wood John Wright Joan Young	(Vice-Chair) (to September) (Secretary)       (from APCM) (to APCM) (Treasurer)
Church Safeguarding Officer	Cheryl Graham	
Children's Champion	Paul Bates	
Disclosure and Barring Service Checker	Heather Livermore	
Electoral Roll Officer	Heather Livermore	
Health and Safety Officer	Andrew Reid	
Organist	Nathan Hulse	
Risk Management Officer	Andrew Reid	
St John's Primary School Governor	Roy Tungatt	
Stewardship Recorder	Marion Berry	
Standing Committee	Peter Godden Marion Berry Ian Buswell Rosemary Dixon Mary Englefield Elaine Plumb Andrew Reid John Wright	(Secretary)
Social and Fundraising Committee	Marion Berry Nicola Bugliani Mary Englefield Malcom Foster Wendy Foster Emily Lawlor Gill Medcalf	
Bankers:	Metro Bank, One Southampton Row, London WC1B 5HA	



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Bank account signatories: Ian Buswell, Mary Englefield, Peter Godden, John Wright  
Independent Examiner: Mr Roger Seaton FCA  
The Parish website is managed by Roy Tungatt. The url is [www.clayhillparish.org.uk](http://www.clayhillparish.org.uk).