



# **Annual Parish Meeting to elect Churchwardens and Annual Parochial Church Meeting**

**Sunday 19 May 2024  
11.30am following the 10am service**

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# **Annual Parish Meeting to elect Churchwardens**

Sunday 19 May 2024  
11.30am following the 10am service

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## **Agenda**

### *Opening prayers*

1. Apologies for absence
2. Minutes of the Annual Parish Meeting held on Sunday 21 May 2023
3. Matters arising
4. Election of Churchwardens
5. Any other business



## Minutes of the Annual Parish Meeting to elect Churchwardens Sunday 21 May 2023

**Present:** Rev'd James Shakespeare (Chair)  
Janet Tankard (PCC Secretary)  
Joseph Philip (Churchwarden)  
21 Parishioners

The meeting began at 11.45am with prayers from James.

1. **Apologies:** Ruth Rule, Tricia James, Julia Margretts, Katie Knapton, Sue and Trevor Mawby, Catriona Ball, Pamela Abbott, Susan Philip, Richard Eccles, Martin Dove, Denise Wilkinson, Elizabeth Trenchard, Roger Lilley, Sarah Talmage
2. **Minutes of the meeting held on Sunday 22 May 2022:** The minutes were approved by those present and signed by James.
3. **Matters arising:** none

### 4. Election of Churchwardens

James expressed his thanks to Julia and Joseph for all their work as churchwardens and for agreeing to stand for election again.

Two churchwarden nominees were proposed:

Nomination	Proposer	Seconder
Joseph Philip	Sian Binley	Peter Tavner
Julia Margretts	Nell Whiscombe	Liz Radice

The voting was unanimous in favour, and both Joseph Philip and Julia Margretts were duly re-elected to the posts of Churchwardens. James congratulated Joseph and Julia on their appointments and thanked them on behalf of St John's.

5. **Any other business:** none.

The meeting closed with prayers at 11.50 am.



# Annual Parochial Church Meeting

Sunday 19 May 2024

11.30am following the 10am service

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## Agenda

### *Opening prayers*

1. Apologies for absence
2. Minutes of the Annual Parochial Church meeting held on Sunday 21 May 2023
3. Matters arising
4. Vicar's Report
5. Presentation of all other reports
  - a. Electoral Roll Report
  - b. PCC Secretary's Report of PCC Meetings
  - c. Safeguarding Report
  - d. Finance Report St John the Evangelist Cambridge 2023
  - e. Churchwardens' Report
  - f. Cambridge South Deanery Synod Report
  - g. Annual Activity Reports of the Parish
6. Elections
  - a. Election of lay representatives to Deanery Synod
  - b. Election of lay members of the Parochial Church Council
  - c. Sidespeople – for appointment by the PCC
  - d. Independent Examiner
7. Any other business

### *Closing Prayers*



## Minutes of the Annual Parochial Church Meeting Sunday 21 May 2023

**Present:** Rev'd James Shakespeare (Chair)  
Janet Tankard (PCC Secretary)  
Joseph Philip (Churchwarden)  
21 Parishioners

The APCM began at 11.50am directly following the Annual Parish Meeting to elect churchwardens

The meeting began with prayers from James.

1. **Apologies:** Ruth Rule, Tricia James, Julia Margretts, Katie Knapton, Sue and Trevor Mawby, Catriona Ball, Pamela Abbott, Susan Philip, Richard Eccles, Martin Dove, Denise Wilkinson, Elizabeth Trenchard, Roger Lilley, Sarah Talmage
2. **Minutes of the meeting held on Sunday 22 May 2022:** The minutes were approved by those present and signed by James.
3. **Matters arising:** none
4. **Vicar's Report**

James welcomed all those who were in attendance, and remembered those unable to attend and hoped all had been able to read the Vicar's report, curates, church officers and volunteers' reports.

James began by referring to our new banner on Hills Road produced in partnership with the Cambridge School of Visual and Performing Arts, with the message "A transforming Christian presence, a place for everyone" and felt it was a welcoming message of nurture for all who come through our doors.

James wanted to express his thanks and thanksgiving to God for all the church volunteers and all that God is doing here. He mentioned the wonderful concerts alongside our worship, witness and groups as well as our amazing congregation and families. Thanks were given to our ministry team and clergy who unexpectedly had to fill in while James was temporary Archdeacon and said he could not have done this without the help from all individuals including Ceri, Nell and the wider ministry team. Considerable thanks also go to Julia and Joseph, Churchwardens, with Julia also voluntarily manning the Parish office. James expressed his gratitude to Michael as our caretaker as well as his volunteer roles helping with the livestream, interacting with all user groups, introducing new groups and booking administration. James expressed thanks to Elizabeth and the choristers and for the training of young people with Voice for Life. Thanks were also given to all who served on the PCC and Deanery Synod over the last year, to Nell for her youth work, those who work in pastoral care, the home groups, all other groups and the gardeners, the sidespeople, sacristans, coffee rota and Friendship Café.

James said although he has been distracted by his other responsibilities in our diocese at present he is hopeful this will reflect on St John's. He will be back to full time ministry in July.

James said it was important to pay tribute to wonderful past members of our church. Peter West who did so much over so many years, Angus Murdoch, Millie Barraclough, Janet Stein and Marie Burrows. We pray and give thanks for them and all past members of our Parish.

## 5. Presentation of Reports

- a. **Electoral Roll Report:** Cherry announced that 3 more people have joined the roll since the report was published. We now have 206 members. James thanked Cherry for her report and work as our Electoral Roll Officer.
- b. **Report of PCC Meetings:** Janet thanked those who had contributed to the annual report enabling us to see all that goes on at St John's; the reports are much appreciated. James thanked Janet for her work as PCC secretary and she has agreed to continue for a further year in this role.
- c. **Safeguarding Report:** In Sarah's absence Ceri gave a brief report. In consultation with the diocese Sarah will work out how we make sure our Safeguarding policy is workable with those working with the vulnerable (highest level) and occasional helpers such as a parent on a youth group outing. Sarah is pleased that all those needing training are keeping up to date, thank you very much.
- d. **Treasurer's Report:** In Roger's absence James reported that financially things were looking much healthier due to the generosity of the church, use of the Parish Giving Scheme, Michael's work in attracting new user groups and good management of budget. Thanks were given to Joseph as Gift Aid Secretary, and to Julia and Michael for their increasing oversight of invoices, bookings and management of cash.

It was queried why covid seemed to have had only slight effect on our income, and whether there might be any insight into that. James responded that St John's has a tradition for stewardship and whilst we shut down physically, we still had members giving by direct debit, PGS and electronically which enabled stability. James thanked all for their generosity, and said we must continue in our stewardship and giving. Contactless giving has had a significant effect on our income, cash much less so.

- e. **Churchwardens' Report:** Julia was not present and Joseph asked if there were any further questions regarding the churchwarden report and no further comments were given. Joseph reported that we have our quinquennial inspection coming up in June.

Following on from the churchwarden report James wanted to pay particular tribute to Ron Huntsman and his many years of care given to the sound system he developed. We are now building on his work with our new updated audio-visual system with thanks to legacies from Michael Johnson, Lois Strangeways and Janet Stein. Keystone Sound was found to be the best contractor for us and thanks were given to the PCC, Ceri and others who worked with Simon on this project, and all those past and present who have contributed to this.

- f. **South Cambridge Deanery Synod Report** Richard had sent apologies and there were no further comments on the deanery synod report.

James reported that it had been a sad time for clergy in Cambridgeshire and beyond, and paid tribute to Anna Matthews who had recently died. It was a time to be mindful of the vulnerability of both clergy and us all. James is currently involved in the appointment of a new Vicar of St Bene't's in his role as Interim Archdeacon.

We should rejoice in the diversity of churches in the deanery. The future planning group has one priority, serving new areas of population with an increase of approx. 30% over the next

10 years, how we work in partnership together with others such as St James and St Andrews, how we support each other spiritually and help other churches with less resources. Finally what do we discern in respect of our wider community, ie homelessness. Deanery Synod is important with regard to planning in the wider area.

- g. Annual Activity Reports** James said the annual reports give us a flavour of the enormous range of activities going on. James asked if there were any comments.

Ceri commented that having expressed thanks for the volunteers of the Friendship Café, there is a need for those to be welcomed on a Sunday morning and we hope to re-deploy the café volunteers as welcomers. She was impressed with how well the volunteers had engaged with our visitors and we would like to build this into Sunday morning coffee. Thanks were given to the sidespersons for their welcome - coffee makers and more welcomers were needed as new families need to feel welcomed. The Friendship Café was significant in that we were there for the community. Please pray that we can restart next winter; a commitment of about six months.

Ceri also reported that a new website is needed to make it more welcoming and easier for those familiar with St John's and we hope to make progress in the next couple of months. Regarding the website, Nell wanted to say a big thank you to Kate Aylmer for her work so far.

Nell gave her thanks for a great first year and she had found St John's very welcoming. Nell also reported that children's church is growing and so we are thinking of splitting early years and older children into smaller groups as in the past, and we have older children coming back to help. James said that all churches have struggled to build back after covid, but we are rebuilding, thanks to Nell and also toddle along. Thank you to all.

Joseph Saunders reported that he was sorry there was no sacristans report this year and announced he was stepping down from the sacristan rota having done it for 12 years, leading that group of very dedicated providers. It is a regular commitment each month and they provide a service for all of us. Joseph wanted to thank them all for the work they have done and said the members have changed over the years but it is a job that puts one into the high mind when you come to a eucharist service. We now need more sacristans and Joseph would like to encourage others to come forward. He thanked those who have supported them over the years.

In response James thanked Joseph for all his dedicated work as a sacristan over the last 12 years for which we are very grateful.

June wanted to pay tribute to Suzanne for Prayer 48, and said that it was a marvellous weekend and a great joy with deep spiritual thinking. James added his thanks to Suzanne, as well as Jane Gardiner.

Further thanks were also given to the community lunches which were pronounced phenomenal and a great success - thank you Anne.

## **6. Elections**

- a. 2023 Election of Deanery Synod Representatives:** Richard Eccles has completed his term as Deanery Synod Representative, for which thanks were given. Nominees were invited for the 2023 Election of Deanery Synod Representatives but no new nominees came forward. James reminded the congregation of the role of deanery synod representatives and that there were only 3 or 4 meetings a year. It was noted that it would be possible to be co-opted on at a later date.
- b. PCC Members:** James thanked the PCC for the last year. Outgoing members were thanked: Richard Eccles, Liz Radice and Sian Binley. New membership elections took place.

Seven nominations were received in advance of the meeting:

<b>Nomination</b>	<b>Proposer</b>	<b>Seconder</b>
Brian Heap	June Huntsman	Peter Heslam
Jacqueline Watkins	Sheena Almquist	Alison Baillie
Alastair Wilkinson	Michael Fincham	Joseph Philip
Ruth Rule	Catriona Ball	Pamela Abbott
Hilary Pennington	Joseph Philip	Richard Lyon
Don Simpson	Hilary Pennington	Janet Tankard
Joseph Saunders	Elizabeth Trenchard	Suzanne Barton

James asked for votes in favour of the nominees to be elected – there was a unanimous vote in favour of each nominee and all were duly elected. Thanks were given to the new PCC members for standing for election. There were no further nominees.

- c. **Sidespersons:** James thanked all those who currently serve as duty wardens and sidespersons:

**Duty wardens:** Cherry Hopkins, David Waterhouse, Denise Wilkinson, Joseph Philip, Julia Margretts, Peter Tavner

**Sidespersons:** Cherry Hopkins, Don Simpson, Janet Tankard, Kate Dove, Liz Tavner, Michael Fincham, Olive Langley, Pat Chapman, Sarah Seed, Susan Philip, and Hilary Pennington was thanked for agreeing to be a cover duty warden if needed.

No new people came forward to join the sidespersons rota at this meeting.

- d. **Independent Examiner:** Thanks were given to Professor Martin Dove for taking on the role of Independent Examiner. Approval was expressed by those present for Martin to continue in this role next year if he was happy to do so.

## 7. Any Other Business

Hilary asked if the intercessors could be given a note to pray for those in our congregation who are sick. As we no longer have a service sheet the congregation do not know who is in need of prayers. James asked if Nell and Ceri could look into this.

Joseph Philip thanked Joseph Saunders for his years of service as a sacristan. The congregation were informed that the sacristans were now down to three people and new volunteers were needed.

Rosemary wanted to thank all those who worked behind the scenes unnoticed and who take part in this act of faith, family and friendship - we do not see all that goes on in the background.

It was asked if the sound system was now on the insurance policy. Joseph Philip said he was currently in conversation with the insurers and they are due to visit soon for their 5 year inspection. June added that we have had thefts in the past and we need to be mindful of security. Joseph was thanked by James for all his work as our parish Health and Safety Officer.

**James closed the meeting with prayers and grace at 12.45 pm**





# **Annual Parochial Church Meeting**

Sunday 19 May 2024

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Annual Report 2023-24

The Parochial Church Council of the Ecclesiastical Parish of  
St John the Evangelist, Cambridge

St John the Evangelist Church  
Hills Road  
Cambridge, CB2 8RN

# St John the Evangelist Vicar's Report, 2023-2024

St John the Evangelist seeks to be a 'transforming Christian presence' in South Cambridge, sharing the Gospel of Jesus Christ, offering life-giving worship, pastoral care, hospitality through our St John's Centre, and wide-ranging partnership with the local community, in all its diversity. By the grace of God, it has been a further year of growth and consolidation, at various levels, not least with a number of new families joining our congregation, embedding several significant developments in our resourcing, and continuing to offer activities for all ages.

Interestingly, at the start of this year (April 2023), James Shakespeare was appointed interim archdeacon of Cambridge, to cover Ven. Alex Hughes' sabbatical. This was only possible due to an existing strong curate, officer & warden team, able to manage our local church ministry in James' absence. James had an enriching three months on the Bishop's Staff team, assisting with personnel, parochial appointments, support to parishes, and Diocesan strategy. One positive spin-off, since his return, has been an enhanced awareness of tried & tested tools to support local church growth, and wider church resources to help enable this.

In terms of our clergy and ministry team at St John's, September saw the departure of our self-supporting curate, the Rev Ceri Payne, to join the team at Great St Mary's, the University Church, supporting their newly appointed vicar, the Rev Jutta Brueck. Ceri had given a great deal at St John's, adding hugely to our common life, and she is greatly missed. One of Ceri's legacies, before her move, was leading – with Canon Kate Aylmer and the Rev Nell Whiscombe – on the development of a new parish website. Following PCC approval, this was launched, successfully, in early autumn 2023; and is already bearing much fruit.

In July 2023 Nell was ordained priest, and celebrated the eucharist for the first time, with guest preacher, the Rev Canon Rob Mackley. Nell continues to enrich St John's in many and various ways, not least in heading up our children, youth and families' ministry, which has involved – among other things – regularising our weekly Children's Church, facilitating seasonal Messy Church events, convening our Youth Group, and working with local schools. In addition, at the start of 2024, Nell succeeded Roger Lilley – who has done fine work – in chairing our St John's eco-church committee, with various associated initiatives ongoing.

In January 2024 our other self-supporting, part-time, curate, the Rev Dr Muthuraj Swamy, was signed-off as curate, at the end of his 3+ years in this training role at St John's. We are grateful for the richness of perspective, from the Church of South India and world Christianity, that Muthuraj has brought to St John's, not least as our congregation becomes more diverse, and continues to welcome health workers – at Addenbrooke's – from all over the world. Muthuraj will remain at St John's, in an associate role, whilst he majors on his roles as Director of the Cambridge Centre for Christianity Worldwide, and with the Anglican Communion.

Otherwise we were glad to mark the completion of Jane Gardiner's training, as a Licensed Lay Minister, and she was licensed and commissioned by Bishop Dagmar Winter, at a special service in St John's, during Advent 2023. Jane is involved in ministry with our Home Groups, in regular preaching and worship leadership, and in pastoral care. Alongside Jane's development, we were delighted to mark Sian Binley's recommendation for Ordination training, in summer 2023. Sian began her part-time training with the Eastern Regional Ministry Course, and continues to minister at St John's, her now placement parish, as part of our team.

Also ministry team wise, Canon Kate Aylmer continued to contribute much, as did Anne Rigby, not least in terms of leading Toddle Along, and our monthly Community Lunches, so much enjoyed by increasing numbers of local residents. The Rev John Hillier returned to more active priestly and pastoral ministry, following the sad passing of his wife, Audrey Hillier, who is much missed by us all. Suzanne Barton contributes widely, not just in terms of St John's Choir and supporting the Trebles in particular, but also in terms of All Age ministry. And we continued to receive ordinands, this year Ben Sheridan and Daniel Krawczyk, from Westcott House.

In terms of other exciting developments in our parish resourcing this year, in addition to our reinvigorated website, we were pleased to install a new audio-visual system, thanks to some generous legacies, in memory of former members of St John's (Lois Strangeways, Michael Johnson and Janet Stein, in particular), not least transforming our capacity to offer regular weekly live-streamed worship. Furthermore, on the back of our enhanced online presence, St John's PCC decided to hire a part-time Parish Communications Officer, and we were delighted to appoint Liz Hurst to this role. Liz has wide experience in Church communications, began in post in December, and is already making a significant impact, in terms of publicity & drawing people in. We are most grateful for Liz's expertise.

St John's continued to offer life-giving worship, ably supported by St John's Choir, as well as musical input by Ali Baillie. We remain so grateful to our Musical Director Elizabeth Trenchard, and her team, and it's been wonderful to see a number of new Trebles welcomed into our Choir. Alongside regular Sunday sermons, our Home Groups continue to be a source of nurture and Christian fellowship for many (there are currently three regular home groups: Tuesday mornings, Monday alternate evenings, and Wednesday alternate evenings online), and our ordinand Ben Sheridan also led (in early 2024) a 'Being with' course, from St Martin-in-the-Fields, his sending parish in London Diocese.

In the past year we had our share of baptisms, weddings and funerals, and were very sad to lose three much loved members of our congregation, Audrey Hillier, Tricia James, and Janet Slade. All are much missed, and our condolences go to their families.

During February-March 2024, the St John's Friendship Café reconvened, offering hospitality and welcome to members of our congregation and local community, in the late winter period. Our events team also continued to offer a brilliant calendar of concerts in Church, throughout the year; this was supplemented by our established termly set of lunchtime community concerts by the Perse School. Finally, St John's continued to enjoy partnership with Homerton College, including weekly Choral Evensong, sung by its dynamic Charter Choir, during term-time.

Finally, having assisted in the archdeacon role, in September 2023 James was appointed Rural Dean of South Cambridge, and it's exciting to be supporting and partnering with other local parishes in our city deanery, alongside our existing links with St James' Wulfstan Way and St Andrew's Cherry Hinton. In addition, James is acting as an external training incumbent and supervisor for the Rev Bethan Rodden, curate of Newnham & Grantchester, during its vacancy.

I would like to give thanks, to our Churchwardens, Julia Margretts and Joseph Philip, as well as Julia specifically for her Office admin role; our facilities manager, Michael Fincham; our Parish Treasurer, Roger Lilley; our Director of Music, Elizabeth Trenchard; to our curates, Nell Whiscombe, Ceri Payne (former) & Muthuraj; to Jacqui Watkins, new Parish Safeguarding Officer; to Janet Tankard, our PCC Secretary; to our wider St John's Ministry Team; our dedicated volunteers, indeed all who constitute the Body of Christ in St John's Hills Road.

***The Revd James Shakespeare, Vicar***



# Statutory Reports

**2023–2024**

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1. Electoral Roll Report
2. PCC Secretary's Report of PCC Meetings
3. Safeguarding Report
4. Finance Report St John the Evangelist Cambridge 2023
5. Churchwardens' Report
6. Cambridge South Deanery Synod Report

## Electoral Roll Report 2023-24

There are currently 201 members listed on the Electoral Roll. Of these, approximately 62% are resident within the parish.

Over the previous twelve months, no new members have been added and five have been removed. Two people have moved away and three members have died (Audrey Hillier, Tricia James and Janet Slade).

*Cherry Hopkins,  
Electoral Roll Officer,  
27 April 2024*

## PCC Secretary's Report of PCC meetings 2023-24

PCC's members are clergy, churchwardens and others elected by the Annual Parochial Church Meeting (APCM) of the parish. The principal function of the PCC is "promoting in the parish the whole mission of the Church, pastoral, evangelistic, social and ecumenical." St John's PCC is a charity registered with the Charity Commission, its members being trustees.

St John's annual report contains a review of the year in the vicar's report, statutory reports and accounts and individual reports on the activities of the parish generally. Thanks are given to all those who have contributed to this year's annual report.

### St John's PCC membership 21 May 2023 – 19 May 2024

Rev'd James Shakespeare	Vicar and Chair
Rev'd Nell Whiscombe	Assistant Curate (from July 2022)
Rev'd Ceri Payne	Assistant Curate (from July 2021-September 2023)
Julia Margretts	Churchwarden (ex-officio)
Joseph Philip	Churchwarden (ex-officio)
Roger Lilley	Treasurer (co-opted)
Elizabeth Trenchard	Organist and Director of Music (co-opted)
Janet Tankard	PCC Secretary (co-opted)
Cherry Hopkins	Elected 2021, stand down 2024
David Waterhouse	Elected 2021, stand down 2024
Alison Baillie	Elected 2022, stand down 2025
Ruth Rule	Elected 2023, standing down 2024 APCM
Alastair Wilkinson	Elected 2023, stand down 2026 (co-opted 2022-23)
Hilary Pennington	Elected 2023, stand down 2026
Jaqueline Watkins	Elected 2023, stand down 2026
Don Simpson	Elected 2023, stand down 2026
Joseph Saunders	Elected 2023, stand down 2026
Brian Heap	Elected 2023, stand down 2026

Seven new members were elected at the 2023 APCM; Ruth Rule, Alastair Wilkinson, Hilary Pennington, Jacqueline Watkins, Don Simpson, Joseph Saunders and Brian Heap.

Outgoing members this year are Cherry Hopkins and David Waterhouse who have completed their three years of service as PCC members, and Ruth Rule who will be stepping down at this year's APCM due to leaving the parish. St John's is extremely grateful to those serving on the PCC and our thanks go to all members who have generously given their time to attend our meetings and contribute to our church life in this way.

Six meetings were held in person at St John's over the year. After a prayer and bible reading, meetings include regular standing items; churchwarden and treasurer reports, safeguarding, health & safety

and deanery & diocesan reports. Other updates are also given on ministry team, music and worship, children and families, youth and schools, eco church and mission committee. Particular areas of interest are also discussed on a one off basis under Special Items on the agenda.

Please find below a brief overview of some items discussed over the last year:

- Following PCC approval earlier in the year the new audio/visual system, generously funded by legacies, was installed by Keystone Sound in May 2023. This has greatly enhanced our capabilities for both church and community use as well as updating our online presence.
- A new 65" TV screen was installed the Wilkinson Room and has been well used by both church and community groups using the Wilkinson Room. Our most grateful thanks are given to those who generously donated towards its funding.
- The Quinquennial inspection took place on 18 July which went well generally, and plans to implement the work needed is now in process. The PCC is also considering a proposal for a long term estate conservation management strategy to manage the building in the long term. The churchwarden's report will have full detail of the church works and maintenance carried out this year.
- The PCC agreed to the revival of the Friendship Café during the months of February and March to be run independently by the church. This proved to be a successful project and was enjoyed by those using it.
- At our meeting in June Ceri gave an initial presentation of the new proposed website/app/church management system. This system was finally approved to go ahead in September and went live in the same month. The PCC is grateful to Ceri and all those involved in setting up the system. An overview of this process is kindly provided by Kate Aylmer.
- At our meeting in September a new part-time Communications Officer post was proposed to assist with the increasing need for good internal and external communications. We are pleased to report Liz Hurst was appointed as our new part-time Communications Officer and began in post in December.
- The annual Parochial church fees and Music Director Fees were reviewed and approved.
- Sarah Talmage stepped down as our Parish Safeguarding Officer after 5 years of service and we thank her for all the work she has done on safeguarding at St John's during that time. The PCC are happy to report that in January Jacqui Watkins was appointed as our new Parish Safeguarding Officer and we are very grateful to Jacqui for agreeing to take on this role. Jacqui has written this year's Safeguarding Report for the APCM.
- We have had a very positive report from our Treasurer regarding our financial position of which further details can be found in our Treasurer's report and accompanying accounts.

Approved minutes from PCC meetings are available for parishioners to read, copies of which are placed on the St John's noticeboard, on file for reference in the Parish Office and with the PCC Secretary. Meeting dates are displayed on the Parish noticeboard, the church website calendar and PCC minutes.

We are currently entitled to 12 elected members on the PCC and will have 5 vacancies at the APCM. In addition we have 3 vacancies for deanery synod representatives. Please consider whether you would like to represent St John's either as a PCC member or Deanery Synod Representative as the PCC would welcome new members. Nomination forms can be found at the back of church, online from parish resources <https://parishresources.org.uk/pccs/apcms/> or from the PCC Secretary.

*Janet Tankard,  
PCC Secretary,  
March 2024*

# Safeguarding Report

The PCC has complied with the duty under section 5 of the Safeguarding and Clergy Discipline Measure 2016 (duty to have regard to House of Bishops' guidance on safeguarding children and vulnerable adults).

*Church Representation Rules: Part 9, Section A, APCM, M5(3) Business; reports etc,*

## Importance of Safeguarding

Safeguarding is the action that is taken to promote the welfare of children and vulnerable adults, protecting them from abuse or maltreatment and preventing harm to their health or development.

Proverbs 31v 8 says '*Speak up for those who cannot speak for themselves, for the rights of all who are destitute.*'

As a church we want to ensure that the children and vulnerable adults in our community are protected and recognise our calling and duty to love and care for the vulnerable and marginalised, protecting all from abuse.

## Parish Safeguarding Officer

Thanks are due to Sarah Talmage, who has been the parish safeguarding officer for St John the Evangelist Church over the past few years. Sarah has done much to put St John's on the right path to compliance with the Church of England guidance on safeguarding outlined in *Promoting a Safer Church* and *Code of Safer Working Practices*; amongst other things, she initiated the parish safeguarding dashboard, ensured safeguarding posters were displayed and collated information on safeguarding training.

Jacqui Watkins was appointed in January 2024. Since then, she has completed all the required training for Parish Safeguarding Officers, including Leadership training.

In addition to this, she has:

- audited safeguarding records, identifying gaps in training
- met with Nell Whiscombe to find out about safeguarding in Children's Church
- communicated with Elizabeth Trenchard to find out about safeguarding in the choir
- updated the safeguarding dashboard
- updated, with the help of Liz, and displayed safeguarding posters
- reported to the PCC on safeguarding
- organised the safeguarding records so that they are easier to access and update
- begun to draft an action plan to build on the work undertaken by Sarah Talmage

Having identified historic and more recent gaps in Safeguarding paperwork, Jacqui is now focused on ensuring that our paperwork reflects a serious commitment to ensuring that our church is a safe, loving place in which all can flourish and the vulnerable are protected.

## Safer Recruitment - DBS Checks

Thanks are due to Michael Fincham who is responsible for carrying out DBS checks in line with the Church of England's *Safer Recruitment and People Management Guidance*. The Church of England now requires DBS checks to be carried out every 3 years (instead of every 5 years). Michael has good records of all the checks he has carried out and is beginning to process 'refresher' checks for those still undertaking work with young people or vulnerable adults whose DBS certificates are more than 5 years old.

## Safeguarding Policies

We continue to have Safeguarding as a standing agenda item for all PCC meetings.

The PCC approved a procedure for Responding Promptly to Safeguarding Concerns or Allegations at the PCC meeting on 5th March.

### **Safeguarding Training**

Basic safeguarding training is ongoing; The Diocese of Ely has an online learning platform which means that basic courses can be completed electronically. All those who have joined the PCC since 2021 have completed the 'core pathway' training required of PCC members - Basic, Foundation and Domestic Abuse modules. Some longer standing members of the PCC have completed refresher training, since Church of England guidance states that this should be undertaken at 3 yearly intervals.

Jacqui will be encouraging those who work with children to update their safeguarding training where necessary, so as to sustain a protective culture at St John's and ensure that everyone is mindful of the importance of safe behaviours and systems.

### **A Safe and Protective Environment**

Safeguarding is everyone's responsibility, not because 'we have to', but because we care.

Mark 12:30-31 says: *"And you shall love the Lord your God with all your heart and with all your soul and with all your mind and with all your strength." The second is this: 'You shall love your neighbour as yourself.' There is no other commandment greater than these."*

Acting on concerns or seeking advice is rarely a bad idea. People often question 'What if I'm wrong?' but we have to also ask ourselves 'what if I'm right?'. We can't assume that someone else has seen what we may have seen or will pass on concerns. Jacqui is available if anyone has safeguarding concerns they want to share or discuss.

*Jacqui Watkins,  
April 2024*

## **Finance Report St John the Evangelist Cambridge 2023**

The financial position of St John's is stronger than it has been for well over a decade. There has been a significant recovery in income from outside groups using both the St John's Centre and the Church. This has been encouraged by a very active fundraising group whose overall achievement is not immediately obvious in this report as the income is split between letting income, charitable and events income. But the most important area of financial strength is the steady growth of income through the Parish Giving Scheme. As in past years, I urge everyone who has not yet joined the Parish Giving Scheme to do so. If you need more convincing, please speak to me.

Our major expense in 2023 has been on our new audio-visual system, close to £40k. We are very grateful for the legacies and gifts which have covered the lion's share of this cost, although the actual payment of the balance has been deferred into 2024 and 2025. Our Parish Share continues to increase as it reflects the need to increase clergy salaries in line with inflation. We have been very successful in controlling and reducing our overall church general expenses. However we do need to plan for long term investment in maintaining the quality of church infrastructure as well as strategic development.

Our charitable giving, both regular and occasional, in 2023 reached around £10k. The regular donations managed by the Mission Committee have reached over £4k, which is around the 5% of regular donations authorised by the PCC several years ago.

Our participation in the Cambridge South Synod should also be noted; its funds, derived from successful payment to the diocese of the ministry costs of member parishes, have built up over the past few years such that it is now able to make a significant contribution towards the running costs of the Cambridge Churches Homeless Project.

I thank you as a congregation for your support, both in your regular giving, your support for our occasional appeals and for our events. I thank also all those who are involved in the efficient handling and oversight of our finances. Joseph, for continuing to be our Gift Aid officer, although many of you could do him a great favour by switching to the Parish Giving Scheme. To our church wardens for sharing the responsibility of processing on-line payments which has saved us significant sums in



banks fees by avoiding the issuing of cheques. To our duty wardens and clergy for being so meticulous in accounting for our collections at services etc even though their handwriting leaves a little to be desired at times.

Finally, if you would like to talk to me about how your money is spent both by St John's and the Church of England, or how a major gift or legacy could be used, I would be very happy to find the time.

*Roger Lilley, April 2024*

## Churchwardens' Report

2023-2024 has been another busy year at St John's in terms of rising attendance at services, an expanding choir, an increasing number of bookings for rooms in the St John's Centre and the church itself and some significant improvements to our facilities.

### 1. Installation of the new Sound System by Keystone Sound Systems

Funded by a number of generous legacies and donations, a new audiovisual system was installed in the church, by Keystone Sound Systems, between 9 and 16 May 2023. On 6 May, prior to the commencement of the work, Norman Hall, (the organ tuners) 'wrapped' the organ to protect it from dust.

The work included:

- installation of a drop down screen, mounted behind the chancel arch
- installation of a control desk, which controls the sound and visual projection, including live streaming
- replacement of all the speakers
- installation of a TV screen to the left of the West Door, so that those taking services can see what is showing on the screen
- provision of new microphones
- all necessary rewiring required, including linking the system to the internet

While the work was being done services were relocated to the Wilkinson Room when required, but the disruption was less than anticipated. Some Homerton services were also moved to other venues. The work was done very efficiently and effectively, by an excellent team of skilled engineers and the new system is working well. Keystone have been helpful in the resolution of a number of 'snagging issues', particularly in relation to provision for those using hearing aids. A well planned payment system is enabling us to spread the £40,000 cost of the installation over a number of months.

Michael Fincham has taken the lead in terms of liaison with Keystone regarding technical issues and the churchwardens wish to record their particular thanks to him for his initiative and commitment in learning how the system works, teaching and supporting others and providing technical backup, particularly in relation to the monitoring and storage of live streams. Grateful thanks are also extended to Oscar Hart, who mans the Control Desk during Sunday services and some special events.

### 2. Installation of a TV in the Wilkinson Room

On 11 May 2023 Keystone also installed a 65" TV in the Wilkinson Room, following a suggestion by Denise Schoenberg, who regularly runs art classes in the room. She offered to contribute to the cost and further generous donations were made by Michael Fincham and Joseph Philip.

The installation has been a great success and has already been well used for the Art Courses, visiting speakers, Toddle Along and other groups using the Wilkinson Room.

### 3. Wave Utilities

On 15 May 2023, Sue Mawby, a former Treasurer of St John's, (who retired from this position in 1997), received a County Court Claim for the sum of £7,720.23 from Wave Utilities, in respect of

‘sewerage and or drainage services’ at St John’s. Trevor and Sue Mawby immediately sent a defence report to the County Court. It appears that when Anglian Water split off the supply of sewerage and drainage services to Wave Utilities on 1 April 2017 it incorrectly transferred the address on the account as Sue’s old address in Luard Road, which she left in 2003. Wave Utilities claim that invoices for their services have been sent to that address, but we have no evidence that this ever actually happened. No contact with the church was made between April 2017 and the issuing of the County Court Claim in May 2023.

Roger Lilley, the current Treasurer, contacted Wave Utilities, in June 2023 and was assured that the account would be ‘sorted out’ and they would be in touch. However, we heard nothing from them until July 2023, when a second County Court Claim was issued to Sue Mawby. Wave Utilities were immediately contacted by Julia Margretts, Churchwarden, and they eventually agreed to withdraw the County Court Claim, which has now been officially withdrawn by the Court.

The formal complaint procedure to Wave Utilities was launched in August 2023 and negotiations about the actual sum owed have continued since then. Whilst we have received useful general information about changes in the Water industry we have not received copies of any documentary evidence specific to the St John’s account, (formerly with Cambridge Water), regarding:

- the migration of the provision of sewerage services to Wave Utilities in April 2017
- the specific charges levied to the account for each year since that migration, together with a clear explanation regarding their calculation

We are asking for recognition to be made, in the calculation of the charges being levied, of the complete failure of Wave Utilities to contact St John’s Church from the date of migration on 1 April 2017 to May 2023. We are also requesting an official apology to Sue Mawby, for the distress caused by the issue of two County Court Claims, particularly as they were made without any prior contact or warning.

Having received no satisfactory response to any of these requests, the complaint has now been escalated to the Consumer Council for Water. If this fails the complaint will be escalated to OFWAT, the regulator for the water industry.

#### **4. Quinquennial Inspection, on behalf of the Diocese of Ely**

The Quinquennial inspection was carried out by Karen Limb, of Cowper Griffith, on 18 July 2023. Overall the premises are in good repair, including the main roof areas. However urgent repairs were needed on roof of the church porch. These were done by Lander & Linsey on 12 December 2023. Other areas requiring investigation include a possible area of water ingress on the parapet wall to the Nave (above the chancel arch), the below ground drainage associated with the north aisle and the north aisle buttress and water damage to brick work on the South-Western Buttress of the church.

The gutters and rainwater pipes are cast iron and now in need of redecoration and refurbishment over the next five years.

On the recommendation of Karen Limb, two contractors were contacted and invited to quote for the work that needs to be done over the next five years. Both have been to look at what needs to be done but, so far, only one has quoted. A third contractor has been contacted but has not yet been to visit.

It is hoped that the anticipated expenditure of around £50,000 could be spread over several years. Around half of this sum is the cost of the necessary scaffolding.

#### **5. Maintenance and repairs**

- **Organ**

As in previous years, the organ has been tuned by Norman Hall & Sons three times this year, in September and December 2023, and March 2024.

- **Boilers**  
A K Marshall serviced the gas boiler for the central heating in the church in November 2023 and the boilers in the kitchen, Wilkinson Room and Vestry in January 2024.
- **Plumbing**  
In November 2023 R A Downes replaced the expansion chamber in the upstairs kitchen, which had started to leak and repaired a leaking toilet in the St John's Centre. The toilet needed further attention in March 2024 but is now fixed.
- **Dishwasher**  
Proton serviced the dishwasher in the kitchen in February 2024.
- **Care of the gardens and grounds around the church**  
A team of volunteers continue to maintain the gardens and grounds around the church very effectively. In addition to Michael Fincham and his team of grass cutters, particular thanks go to Clare Donovan, Erica Lowry, Katie Knapton, Angela Fincham, Matthew Wolff and a lovely group of volunteers from the local community. The grounds are much admired by visitors, particularly the garden in the courtyard.
- **Caretaking and cleaning**  
Assisted by a small team of volunteers, the Caretaker, Michael Fincham, continues to ensure the church and St John's Centre are maintained to a very high standard. In a voluntary capacity, he also continues to look after all the bookings, which make a huge contribution to the much improved financial status of St John's. His excellent work and continuing commitment are much valued and appreciated. Many thanks are also due to Joseph Philip, Cherry Hopkins, Jane Blackmore and Liz Tavner, who assist him in the church.

## 6. Insurance

A representative of Ecclesiastical Insurance visited St John's in July 2023, to conduct a 5-yearly review of the insurance cover. All is in order but there were some advisory recommendations regarding the updating of some of the paperwork e.g. the Fire Risk Assessment. The policy was renewed in February 2024.

## 7. Outstanding issues to be attended to in 2024/2025

In addition to the follow up to the Quinquennial Inspection, some loose paving slabs in the car park need attention. We will also be reviewing the provision of notice boards, as we have been given an additional one and others need repair. The Fire Risk Assessment needs to be updated and a Fire Drill undertaken during a Sunday morning service.

*Julia Margretts , Joseph Philip  
Churchwardens  
9 April 2024*

# Cambridge South Deanery Synod Report

On 18th September 2023, following the appointment of the Rev Rachel Rosborough (formerly Rural Dean) as Vice Principal of Westcott House, James was licensed as the new Rural Dean, by Alex Hughes, the Archdeacon of Cambridge.

Over the past year, before & after James became Rural Dean, the Deanery Synod has met every three months, the Deanery Chapter has met more regularly, and the Deanery Officers have sought to support the smooth running of the Deanery – not least in terms of payment of Parish Share – to develop our Deanery Development Plan, and to initiate particular projects, where relevant, as well as supporting Parishes in vacancy, and the appointment of new incumbents.

Following the publication of our draft Deanery Development Plan, feedback from the Acting Bishop, the Rt Revd Dagmar Winter, and the Archdeacon, was really positive. They were keen to affirm our desire to strengthen Deanery and Parish engagement with children, young people and schools; they affirmed our desire to engage with significant new housing estate developments; as well as our desire to continue to reach out to the marginalised, including the homeless. In addition, Parishes variously engaged with the ecological agenda, as well as care homes, students and other groups.

Recently, following good news of a significant left-over accrued sum in our Deanery pot, due to Parish Share rebates for full payment of our Share – managed by our Deanery Treasurer – the Deanery Synod voted to make a one-off payment to support the appointment of a new full-time Bishop's Homelessness Officer for Cambridge. James was on the panel, and an excellent appointment has been made, in partnership with the Cambridge Churches Homelessness Project. The new appointee will start, full-time, in September 2024.

Lay members were elected to Synod, and James has been engaged, at various levels, supporting local Parishes and clergy, and assisting with new appointments, imminently, at St Bene't's (following the tragic death of Canon Anna Matthews, in March 2023), and Newnham & Grantchester. Finally, Cambridge South Deanery is now working more closely with Cambridge North, in order to facilitate some joint training events, for clergy, and to work together on the wider agenda of mission to new housing areas, which are a key challenge for the whole of greater Cambridge and Ely Diocese. It is good to be enacting a more co-ordinated city-wide approach to this key local challenge of mission.

*Rev James Shakespeare,  
Rural Dean  
April 2024*



# Annual Activity Reports

2023–2024

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1. Children, Youth and Families at St John's
2. Community Lunches
3. Eco Church
4. Facilities
5. Fundraising and Events
6. Gardens at St John's
7. Group Activities
8. Health and Safety
9. Home Groups
10. Lobby Displays at St John's
11. Ministry Team and Ordinands
12. Mission Committee
13. Parish Communications
14. St John's Church Choir
15. The Charter Choir of Homerton College
16. Traidcraft

## Children, Youth and Families at St John's

### Toddle Along

I am really pleased to report that the group continues to grow and thrive. We have a regular attendance of 15 to 20 children accompanied by mums, dads and grandparents.

In the Summer term of 2023 we had a seven week theme about God's Great Creation, followed by four weeks of Old Testament heroes. In Autumn 2023 we concentrated on skills and connecting them to Bible stories, eg. learning to share - Feeding the Five Thousand. We continued up to Advent with the stories Jesus told eg. The Lost Sheep. In the Spring term of 2024 we had a series of stories that helped the children to say Thank you and Please and about Taking Turns and Excuse Me. In our service time we sing Hello, naming every child present and we continue with a worship action song. The addition of the TV screen in the Community Room has been really appreciated for this activity and the children have learnt a new song each term.

We were very sad when our lovely helper, Tricia, passed away in October 2023 and we held our own little service with prayers and thanks for all that Tricia meant for us.

The group could not function without the invaluable help from our volunteers and so I extend my thanks to Monica, James, Nell, Marian, Janet, Katie and Liz for their help in this important ministry.

Finally we continue to support Mary's Meals charity with the donations we receive from the group.

*Anne Rigby,  
ALM Pastoral Care*

### Children, Youth and Families

The children's church has continued to grow this year, with several new families joining us as well as new volunteers. The children have particularly enjoyed incorporating music into their sessions, learning a song for our Christmas Day all age service. We have also been able to buy some outdoor equipment, thanks to a grant from the Church Schools of Cambridge Trust, and have enjoyed outdoor games when the weather permits. Messy church also continues, with a successful Christmas event and our next one planned at Pentecost as part of a prayer day.

The youth group has also been very active, with lots of lively discussion and activities/games. Some highlights include our nature photography challenge in the University Botanic Garden last summer, and a bowling trip in July, which we are repeating this weekend to celebrate the start of the new term. Two members of youth group have left this year, and two new members have joined us. We have recently changed our age range from 11-18 to 10-14, to allow some of our younger members of the congregation to take part, and are hoping to create a new group for our older young people as time goes on.

We have a small but very dedicated team running the children's activities at the moment, ably supported by our ordinands. Many thanks indeed to everyone who has volunteered or helped out in any way with children's and youth activities this year, including Ali Baillie, Suzanne Barton, Sian Binley, Mel Boyle, Beth Christie, Kate Dove, Jane Gardiner, Dan Krawczyk, Ben Sheridan and Philip Wood. More volunteers are always welcome – please do get in touch if you would like to help out or learn more.

*Rev Nell Whiscombe*

## Community Lunches - Friendship and Food

The monthly lunches are becoming more popular and we are now serving upwards of 55 meals each time. It is a team effort and I have a great support team to whom I extend my sincere thanks: Janet, Jane, Joseph, Don, Hilary, Marian, Monica, Mary Ellen, John, James, Nell and Michael.

We express our sadness at the loss of Tricia last October, she was with us from the beginning of the project and is very much missed. It was Tricia who came up with the name Friendship and Food and when I observe all the participants deep in conversation as they eat, I know it is a very fitting title.

I try to source ingredients that are Fair-trade, British, local and in season, in keeping with the eco ethos of the Church. Even the vegetable peelings are taken by Jane to feed her chickens, so we have minimal waste.

I am grateful for all the support we have from the church and look forward to another successful year.

*Anne Rigby,  
ALM in Pastoral Care*

## Eco church

The eco-church team has met twice since January, to revise our answers to the A Rocha questionnaire and look at ways in which we can improve our engagement with the lifestyle and community aspects of their suggested plan. In early April 2024, we hosted a screening of the locally created film *Pure Clean Water* and a panel discussion, which was a great success, and are planning to host similar events in future. We are currently planning a summer family litter-pick, as well as this autumn's eco-festival at St John's, so watch this space!

Many thanks indeed to everyone on the eco-church committee: Lyn Guy, Brian Heap, John Hillier, Katie Knapton, Roger Lilley, Erica Lowry, Joseph Philip, James Sims-Williams and Matthew Wolff. If anyone would like to join the committee, please contact Nell.

Rev Nell Whiscombe

## Facilities

We continued throughout 2023 to enjoy the support of our regular hirers who make up the bulk of the use of our Centre. Some of these are weekly, such as the Brownies and Guides, Collegium Laureatum Choir and the Mawson Road Community Orchestra, and others only come two or three times a year, but which all add up to a varied use of our facilities bringing us a welcome income and ensuring that St John's has a presence in our local community. This is most apparent when it comes to elections when we have a regular Hustings evening where all the candidates have the chance to put forward their manifestos and answer questions, and the elections themselves when the Wilkinson Room becomes a Polling Station for the Queen Edith's Ward. In addition there is an increasing number of birthday and anniversary parties held in the Wilkinson Room, mostly for young children. Some parents have started booking for the following year! We get very positive feedback from our hirers regarding the facilities, the ambience and, especially during the summer, the courtyard and front garden. It all adds up to a really attractive space for all sorts of activities. The availability of parking is a bonus too.

In 2023 there were many concerts held in the Church and we have regular bands, orchestras and choirs who return to use the Church for rehearsals and concerts. They all agree that St John's has an excellent acoustic – not too dry and not too reverberant. I would encourage you to come to one of these concerts if you haven't had the chance yet. We also host Lunchtime Concerts given by pupils from The Perse, four or five times a term. These are held on Tuesdays or Wednesdays at 1.15pm and last a little over half an hour, as the time is restricted by the Perse school day. These concerts are free with a retiring collection and all are agreed that the standard of music playing from the Perse pupils is astonishing. Some pupils go on to play in the National Youth Orchestra of Great Britain, who perform annually at the BBC Proms in the Royal Albert Hall. There is a wide variety of music played at St John's from the formal classical to lighter jazz and contemporary music.

Of course, the Church is principally there for worship and the Centre for the use of the Parish. Other activities, whether they raise money for us or not, are secondary to the main purpose of a Parish

Church. But any activity that brings local people, and others from further afield, into the Church or the Centre contributes to the success of St John's.

*Michael Fincham*  
*Deputy Churchwarden*

## **Fundraising and Events**

The year 1 April 2023 to 30 March 2024 was another busy year for the Fundraising Group. A variety of events were held, which were again as much about developing links with the local community around St John's as raising money.

A total of £7,266 was generated through fundraising events and the letting of the church for concerts. A further £1,484 was raised for other charities, including The Pakistan Floods Appeal, UNICEF Children in Ukraine Appeal and WWF.

We have much enjoyed a series of 14 lunchtime concerts by pupils from the Perse School, whose high quality performances have impressed us all. At the end of each concert, those who came to listen to the music expressed their appreciation by donating to a retiring collection in aid of St John's. The total collected over the academic year was £954.

Financially, the three most successful single events were the Annual Plant Sale in May, which raised £1,019; the Eco Festival in September, which raised £926 and the Art Exhibition/Pre-Christmas Fair in November, which raised £613.

Over the year, a series of concerts raised £2,857. In April The Erasmus Chamber Choir presented a programme of music for Lent and the Great Bowden Recital Trust Flute Choir charmed us with a range of classical and popular music specially arranged for flutes. In May, Pavlo Petrychenko, who is a member of the St John's Choir, delighted us with his piano playing, including several of his own compositions in the programme. On a sunny Saturday afternoon in June, while enjoying tea and cake, we relaxed to a programme of popular songs performed in the Courtyard by Roger Lilley and two of his friends. The Erasmus Chamber Choir returned in July and we tapped our feet to folk music played by Thursday's Band and John Meed in September. In October the Take Five Quintet treated us to variety of Jazz pieces, which kept us spellbound for the evening. In February 2024 Ali Baillie and Toby Heath presented an engaging lunch time recital for flute and piano, while in March we tapped our feet again to a great programme of folk music composed and played by The String Section and Kelly & Woolley.

Many thanks are due to all those have helped organise and run events, plus, all who have contributed by attending and spending their money. Special mention must be made of Roger Lilley for his major contributions to the musical events and the Plant Sale. Other valuable contributions have been made by Erica Lowry, without whose organisational skills we could not manage and Richard Eccles who keeps the financial records. These two also spearhead our publicity by distributing posters for all the events, to sites around the local area. John Hillier also deserves our particular thanks as the sale of his beautiful pottery has made a very significant contribution to the success of our fund raising events over the year.

We would welcome new members to the group to help us continue to raise funds to support the running of the church, and other well deserving causes. Another interesting and varied programme is in preparation.

*Julia Margretts*  
*26 April 2024*



## Gardens at St John's

As the Land Team we have continued to make progress and see success with our green spaces and re-wilding areas. We are continuing to work in conjunction with Eco Church and have seen increased wild flower numbers and varieties eg. yellow rattle, cowslips, corncockles and even a rare pyramid orchid.

We had a very successful Plant Sale in May, again raising over £1,000. With Nell's encouragement the Youth Group got stuck in to successfully growing some summer veg - beans, tomatoes, herbs and strawberries. A very efficient watering team kept all the plants alive during the summer. Although there are still no resident swifts in our "5 Star Hotel" swift boxes we remain hopeful for occupancy this summer!

In the autumn, as part of the Eco Church initiative, a mini pond was put in at the side of the Wilkinson Room. In December we had a very productive work day with helpers not only from the church but also from the wider community. We also had a team to move the 'Bug Hotel' to the church from Joy's garden.

A big thank you to all for everyone's efforts and for all the unseen work of committed volunteers. It is certainly very rewarding work!

*Clare Donovan*

## Group Activities

### St John's Book Group

The St John's Book Group continued to thrive in 2023. We meet roughly every other month to discuss a book, and tend to focus on modern fiction, although we also tried some Dickens (*A Tale of Two Cities*), and a memoir (*The Hare with the Amber Eyes*). We finished the year with *Hamnet* (by Maggie O'Farrell).

The Friday evening meetings are very relaxed, and we split into two small groups for discussion so that everyone gets a chance to contribute. It is always fascinating to find out what everyone loved (or hated) about a book, to gain insights from others, and to learn interesting snippets about group members as great writing prompts us to talk about our lives and experiences. It has proved a wonderful way to get to know some members of the church.

We are thankful to the PCC for letting us have use of the Wilkinson Room for our meetings. We continue into 2024 with a mixture of modern novels and non-fiction to get us all reading and thinking!

*Miles Baillie*

### St John's Walking Group

A small but enthusiastic group of walkers meet monthly to walk in the local area. Cathy Davies and David Waterhouse plan the programme. We aim to walk for 4-5 miles either in local villages and countryside, or around Cambridge.

In 2023, we walked from Newnham, Knapwell, Clayhythe and Quy among other places. Until this year, the walking group met on Thursdays but following requests for alternatives, we will be trialling Wednesday and Saturday walks in 2024.

Walking gives us great opportunity to build friendships as well as getting outside and exercising in the fresh air. Please do come and join us! Details of upcoming walks can be found in the weekly email, from Cathy Davies or the church office.

*Cathy Davies*

# Health and Safety

## **April 2023**

Camfire serviced the fire extinguishers.

## **June 2023**

DS Electrical repaired the PIR lights outside the Wilkinson Room and in the car park.

## **July 2023**

Ecclesiastical Survey did a period insurance survey. Specific issues- they were happy for the lightning conductor to be tested every 4 years, unless there are specific issues, or the reading consistently exceed 510 ohms.

## **September 2023**

PAT testing of electrical appliances was done by UK Safety Management

## **November 2023**

Risk Management Regional Manager for Ecclesiastical insurance visited the church to undertake a routine valuation only audit of the church following the visit of colleague in July. This was a routine check to ensure consistently high and accurate valuations.

## **March 2024**

Bacon Lighting and Protection Ltd inspected the lightning conductor. A conditional certificate has been awarded with some advisory provisions. A quote for this work is awaited.

I am grateful to Julia and Michael for all that they have done in organising the work schedule.

*Joseph Philip  
Health and Safety Officer*

# Home Groups

## **Vicarage Home Group**

Following Ceri Payne's move to Great St Mary's, the Home Group that used to meet at the Payne's home moved to St John's Vicarage. The group shifted to meeting in person, Monday evenings, once a fortnight, from September 2023. The good news is that James is enjoying leading this group, with participation - in Bible study facilitation - also, variously, from Rev John Hillier, Miles Baillie and Steven Ridley. In the autumn we looked at Isaiah; in Lent term, Paul's Letter to the Ephesians; and in the summer term, we are anticipating a series on ways of praying, linked to particular Bible texts.

The group is thriving, well attended & any are welcome to join us! Just contact Rev James Shakespeare.

*Rev James Shakespeare*

## **Tuesday morning home group**

The group has a fairly stable membership but we are always delighted to anyone who would like to join us, so do let me know if that appeals to you. We vary between studying specific parts of the bible - we looked at Acts recently, and also looking at themes - the structure of the liturgical year, as well as studying specific types of theology - Lent saw us examining the theology of CS Lewis. It's all very low key and friendly with plenty of discussion of how the bible and our lives are interwoven.

*Jane Gardiner LLM*

## Wednesday evening home group

Our fortnightly Wednesday evening home group has continued to meet on Zoom. One advantage of meeting online has been that Peter and Judith have been able to continue to lead this group, in spite of having had to temporarily move out of the parish during their house renovations.

We started last year with The Bible Course, produced by the Bible Society. We have found the associated book, videos and other study materials to be very high quality – professionally produced and academically rigorous but very accessible. It opened our minds and hearts to the bigger picture of God's salvation story and the role part of the Bible plays in that story.

Against this background, we decided for our next series of homegroup meetings we would focus on The Romans Course, also produced by the Bible Society. Some of the group were able to travel together to London in September for an inspiring and fun introductory day at the London Institute for Contemporary Christianity. Although Romans is a dense and complicated book, we have learned to see it as a journey up a mountain, taking in the beautiful vistas from the summit of Romans 8 and gradually travelling back down again as we learn to apply what we have learned to our own individual and communal contexts.

*Rev Peter Helslam*

## Lobby Displays at St John's

Lobby displays are now into their third year. There has been a delightful mix of the old and the new, and it is always fascinating to observe the different presentation styles embraced by the groups invited.

Church activities have been highlighted. An exposition of Prayer 48 in April 2023 was simple but arresting. Recently Fair Trade Fortnight was marked by the regular Big Brew information, updates on Fair Trade issues and a focus on the seldom considered area of fairly traded gold. Charities supported by St John's – Blue Smile, Friends of Palestine and Christian Aid – have had background information displayed.

Many outside groups who use the St John's Centre have shared their particular passions with us. These have included the Mawson Road Community Orchestra, the Cambridge Local History Society and the local Brownie Group. Back by popular demand, the watercolour art class run by Denise Schoenberg mounted another brilliant exhibition of their compelling work through December and January. Shelly Thake, who heads up Addenbrooke's Charitable Trust Management Team, shared with us the work of the Trust at a time of ever-present financial demands on health care delivery.

As an A Rocha Eco Church working towards a silver award, St John's held its first Eco Festival in September 2023. A display ahead of this focused on the recycling and bicycle repair opportunities available at the event, together with information about local groups and small enterprises working with the environment in mind. Linking well to this theme, Cambridge Past, Present and Future had already promoted their summer Cambridge Nature Festival.

Important also are periods when we focus displays on events in the church calendar and on the seasons of the year. This is achieved by images to catch the eye and foliage of a seasonal nature to enliven the spirit. Clare Donovan is often involved at these times. In conclusion it is interesting that people indicate they miss the vibrancy displays offer when the space is unoccupied.

*Erica Lowry*

# Ministry Team and Ordinands

## Rev Nell Whiscombe

Having been ordained priest last July, an important aspect of my year has been the joy of celebrating the eucharist at St John's on Wednesdays and Sundays. I have particularly enjoyed using the Prayer Book liturgy on a Wednesday morning, and of course continuing to preach. I have also taken a few services at St Mark's, Newnham, during their vacancy, and have had the opportunity to preach at several Cambridge colleges. A highlight was acting as deacon for Bishop Dagmar, when she visited St John's to license Jane Gardiner as LLM. Christmas and Easter services were also highlights of this year, and I particularly enjoyed introducing a Tenebrae service to St John's as part of our Holy Week worship, as well as planning and leading the crib service on Christmas Eve. It has also been good to engage with different styles of contemplative worship in our Sacred Space service once a month, and to continue working with the Honorary Lay Chaplain at Homerton to plan the weekly evensong services.

People are as important as worship in the life of St John's, and I have enjoyed engaging with many different visitors as well as regular members of the congregation, at our winter Friendship Café, Toddle Along and at local meetings held in the church. I have also enjoyed visiting some of our parishioners in a local care home, and at home around the parish. It has been a delight to take part in a home group, as well, and since February this year to join the Being With group on occasion, to explore thoughts and issues around the Christian faith. I have also taken several baptisms and funerals this year, and am preparing a couple for marriage in 2025.

Working with the Rev Ceri Payne, our previous curate, to manage the day-to-day running of the parish during the vicar's secondment was very interesting, and provided a good insight into the range of issues that incumbents deal with. I have also been supervising one of our ordinands on placement from Westcott House this year, to gain some experience of working in a supervisory role. As mentioned in James' report, in January 2024 I became chair of the St John's eco-church committee.

I have continued working with local schools, running sessions at three Reflection Days for different age groups at St Bede's, as well as taking assemblies. We have also had several primary school visits to the church, including the Pelican at Christmas and Morley at Easter. I am a school governor at Cherry Hinton Church of England Primary School, which has also provided me with valuable insights into how churches and schools can work together. Other extra-parish commitments include acting as Day Chaplain at Ely Cathedral once a month, and helping to plan and run a diocesan vocations event for young women, held at Ridley Hall in March.

*Rev Nell Whiscombe, Assistant Curate*

## Rev John Hillier

St. John's Ministry Team comprises our Vicar, curate, and lay and other ordained ministers. We meet regularly to review our individual and corporate ministries. In particular, each liturgical season is planned. Pastoral visits are reviewed and information shared to support both those visited and those visiting.

Reflecting on the changes that have been made to our ministry since the end of the pandemic, we are happy that Zoom meetings are continuing and that they are particularly helping those who are unable to attend church. We are also pleased to hear and learn from feedback on our new livestream installation. The installation was only possible following some generous donations and has received enthusiastic support. We are especially grateful for the time given by our young systems operator, Oscar Hart who has managed most of our Sunday morning transmissions.

We try to be continually alert to the parish's needs and welcome questions from parishioners and congregation to enable and promote the Gospel message.

*Rev John Hillier*

## **Jane Gardiner**

I was licensed when Acting Bishop Dagmar visited St John's in November rather than in Ely as planned because I had Covid at the critical moment. I've continued to help lead the Tuesday morning group since then as well as preaching, acting as deacon and leading some services. Most of my work is behind the scenes – I've been delighted to join the Sacristan team and to spend time with individuals as and when needed. I'm still finding my way as an LLM and I'm sure that more things will come along in God's time.

*Jane Gardiner LLM*

## **Sian Binley**

Unfortunately, I haven't been able to attend any Ministry Team meetings due to work commitments; however, due to my Ordination training my ministry roles have increased.

I am about to start the last term of my first year's training as an Ordinand. It has been going well, if at times very difficult to juggle working and studying. My roles in Sunday worship services have increased with me learning how to Deacon and preach at Holy Communion services leading and preaching at Evensong and I continue to have led and given the talk at All Age Services. I am still involved in Children's Church and Youth Group and with Nell to run Messy Church.

As my training continues, I look forward to learning about and being involved in more aspects of Ministry at St John's.

I thank everyone for their support and encouragement during my training.

*Sian Binley ALM*

## **Daniel Krawczyk**

I loved every minute of my placement at St John's Hills Road and very quickly managed to feel part of this great community/congregation. I learn a lot from the whole of the ministry team and members of St John's in many various ways, all things helpful for my own spiritual growth and future ministry.

As an ordinand at St John's Hills Road I took part in the variety of activities:

- Preaching at the main Sunday service as well as Evensong
- Deaconing for the Eucharist, leading Evensong
- Leading Intercessions and reading lessons
- Helping at the services during the Holy Week and the Triduum
- Leading and helping with Children's Church and Youth Group
- Helping with the Community Lunch
- Regular supervision with Rev'd Nell Whiscombe
- Pastoral conversations with members of the congregation

*Daniel Krawczyk*

## **Mission Committee**

Our committee meets three or four times a year. Members are James Shakespeare (Chair), Roger Lilley (Treasurer), Katie Knapp (Secretary), Dominic Barton, Anne Jarvis and Matthew Wolff. We are occasionally joined by another member of the clergy or an ordinand. Meetings are conducted over Zoom which we continue to find convenient.

At our first meeting in 2023 one of our Agenda items was to decide, on behalf of St John's, which charities would be the recipients of our Lenten giving for those in the congregation who wished to make personal donations. After discussion, the Besom in Cambridge, part of the Besom network, and

the UNICEF Horn of Africa Appeal were the chosen charities. Publicity material was obtained from both and at the beginning of Lent a display was exhibited in the lobby. In addition, Felix Hearn, the Coordinator of the Besom, joined us with colleagues in worship at St John's and told us about the valuable work the charity does in providing a bridge between those who want to give time, money, skills or things, to those in need.

The opportunity arose during the year to add another charity as a Mission Partner and since the Eco Church Group had asked us to 'review and recommend to the PCC ongoing financial support for a charity doing environmental work', several options were considered. A feeling was expressed that we could combine our efforts with those of the Eco Church Group by choosing an eco-charity and one with a broad appeal to all ages in the congregation. Support for the WFF was agreed for a fixed term of one year and Children's Church and the Youth Group were invited to choose which species to support.

Our other Mission Partners continue to be The Bethesda Project in Burundi, our CMS mission partner, Ultan McCabe, working for Middle East Concern to support persecuted Christians in the Middle East and North Africa, and Great Lakes Outreach, Burundi. Support for Mary's Meals continues, backed by Toddle Along.

*Katie Knapton*

## Parish Communications

### Communications Officer

The 8 hour per week Communications Officer started at the beginning of December 2023, working from the Church Office on Tuesday and Thursday mornings, and sometimes from home. The focus has been on keeping the Hubb website up to date, publishing the weekly E-news, designing posters for church festivals and activities, and promoting these via the church's social media as well as via the local media, where possible. A new A5 Sunday pew sheet was introduced in February 2024, with information about the day's services, selected notices and church contact details.

There are some figures below to benchmark our current position.

#### Website - [www.stjohntheevangelistcambridge.org](http://www.stjohntheevangelistcambridge.org)

Hubb metrics count simple 'page requests' only. Google Analytics can be set up to provide more detail in future. The website was established on Hubb in June 2023 and the monthly figures began to stabilise from October onwards.

1 October 2023 – 31 March 2024	
Average monthly page requests	16,998

#### E-news

Recipients as at 31 March 2024	145
Average 'read rate':	108 (74.48%)

#### Facebook - [www.facebook.com/stjohnhillsroad](http://www.facebook.com/stjohnhillsroad)

1 April 2023 to 31 March 2024, showing % increase on same period 2022-2023

Reach	Content interactions	Link clicks	Followers
4,300 (+238%)	446 (+265.6%)	40 (+207.7)	147

#### X (formerly Twitter) - <https://twitter.com/stjohnhillsroad>

1 April 2023 to 31 March 2024. Note that the account was unused from January to November 2023.

Impressions	Engagement rate	Link clicks	Followers (at 31 March 2024)
1395	3.9%	5	139

#### YouTube - [www.youtube.com/@StJohntheEvangelistHillsRoadCa/](http://www.youtube.com/@StJohntheEvangelistHillsRoadCa/)

YouTube is in use for live stream services.

Subscribers (April 2024):	62
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Note: An unused Instagram account exists for the church and it is hoped to activate this in a considered way before the end of 2024.

I'd like to thank everyone for the warm welcome I have received at St John's. It is a pleasure to be part of such a lively and effective team.

*Liz Hurst*  
*Communications Officer*

## **St John's Website Development**

### **Reasons for development**

With natural geographical movement of members of congregation, we found ourselves with insufficient people with the necessary digital skills and availability to maintain our website as a 'living', up-to-date method of communication with our congregation and community. We started considering creating a Communications Officer post.

Along the way, (Dec 2022) some Homerton College students offered their IT skills to update the current site. In preparation, some of the Ministry team had drafted a plan for the information we would need on the site: marking up areas to be retained and refreshed; those to be archived; and creating new areas. The Homerton students found that the website was not very adaptable and would require more time than they had available to work on it. They suggested a newer style product would be easier for the church to maintain. However, they helped us think about the end user experience and suggested how to prioritise aspects of our plan on what was most important, what needed to be easily accessible and how quickly information could be found.

### **Four main areas of work**

#### **1. Research:** possible suitable web sites specifically for churches.

The first one gave many facilities for administration data, probably more complex than we needed and with no website included. We did a trial period, but in the meantime found a different one which included web hosting with a basic structure provided. We sought advice from another local church using the software. They had found it to be manageable by someone with good basic IT literacy. Good support had also been experienced from the provider.

Therefore, we ended the first trial and went with the second - **Hubb.Church** – a local website design company. Our assistant curate, Ceri Payne, became the main link for the development.

We opted for a set of basic functionalities – the ability to widen the scope later if required – and decided not to use Financial or Calendar for room bookings to begin with, as we are confident in these areas at present.

#### **2. Working towards Parish directory transferred to On-line facility:**

- Needed categorizing - as costings based on size of active congregation:
  - Active congregation
  - Those who have moved away but like to be kept in touch
  - Wider contacts we have as a church e.g. Queen Edith Community Forum / Schools.
- Security of personal data
  - Complete review of consents on using / storing personal data - checking that they comply with the rules under the General Data Protection Regulation (GDPR)
  - Updating 'Use and storage of personal data' policy and writing an explanatory sheet and FAQs for congregation
  - Obtaining consent to storage and use of personal information and to how information is communicated.

### 3. Populating New Website:

- Gradually transferring / adding content to new website.

### 4. Registration of Congregation to website:

- 1 to 1 support from Ministry Team – Sunday after service – Wednesday morning after communion.
- Explaining procedure and creating personal access to website if desired
- Checking extent of use of their personal data

Personnel involved:

- Executive group
- Ministry team
- PCC
- Group assessing the content of the website
- Task groups: Mon, Tues & Thurs Home groups as trial data testing facilities  
eg Rotas: Readers and Intercessions, Sidespersons, Tea & coffee hosts.

### What we have now...

#### Administration

- Distribution of rotas with automatic reminders
- Weekly e-news globally sent
- Management of Electoral Roll
- Internal use of on-line email for contact with teams
- External – invitations to 'happenings' – e.g. opening of St John's Centre

**Website**      [www.stjohntheevangelistcambridge.org](http://www.stjohntheevangelistcambridge.org)

About us - Areas of church life

What's going on at St John's

Advertisements, Invitations: concerts, films, discussion forums

Archived sermons

Latest news eg choir expeditions

Room booking information

Church Calendar

Links to Social Media

#### Communication Officer Appointed

In December, Liz Hurst was appointed as our part-time Communications Officer. We are delighted to see her work in updating and developing the website, managing the website admin system, and updating our social media accounts. Since then, our social media presence has increased dramatically, we are welcoming newcomers to the congregation, and seeing growth in room bookings and attendance at events.

*Canon Kate Aylmer,  
Licensed Lay Minister*

## St John's Church Choir

The year 2023 was a great year for St John's church choir as we hosted several events and recruited more choristers!

#### Membership

Following a successful recruitment campaign we are delighted to have five new probationers in the choir. We have visited the local Brownie unit and managed to advertise the choir to parents at Morley Memorial School. Having the new children in the choir has boosted our energy and enthusiasm levels. Throughout the year the trebles have continued to follow the RSCM Voice for Life training scheme.



We currently have twelve children (under the age of 18) in the choir. We were pleased to welcome two new sopranos (Suzanne and Mel), an alto (Elizabeth), and two basses (Pavlo and Chris) to the choir family. As we welcomed new members we also celebrated some long service achievements. Pamela celebrated 30 years of service to St John's Choir, and was awarded with the Archbishop's Certificate for Music in King's College Chapel. Theo sadly left us as he moved to Bristol University to read Music. Many former choristers maintain a strong link with St John's and we are always delighted to welcome them back especially for the Christmas services.

The choir have continued to lead the music at all the main services. We stretched our repertoire this year by learning Byrd's four part mass which we sang to commemorate 400 years since he died.

We shared a variety of social activities this year including a choir family trip to Chippenham Fen National Nature Reserve to feed the water buffalo. We celebrated Jacqui and Brian's 40th wedding anniversary, Peter's 60<sup>th</sup> birthday, and Joseph's 80th birthday. We held impromptu gatherings in the church grounds during the summer months and had a summer party in the vicarage garden.

Our main sources of income this year have come from wedding fees, cake sales and a choir concert. Our main expenditure was attending the Diocesan choir festival.

### **Outreach**

We were delighted to host our partnership church choirs from St Andrew's and St James for Ascension Day this year. We sang evensong with the choir from St Mary's church Bury St Edmunds, and we visited St Mary's church in Ashwell to sing evensong with our former curate Revd. Chris Campbell. We participated in the Diocesan Choir Festival in King's College Chapel and hosted the preliminary rehearsals at St John's.

We hosted a young voices event in partnership with the RSCM. This was aimed at singers under the age of 16 who enjoyed coming together from across the Diocese to sing with children of the same age. We also organised a young voices event in partnership with Little St Mary's aimed at recruiting new choristers in Cambridge.

We enjoyed singing Christmas carols on the punts in association with "Let's go punting" and raised a total of £1400! We donated £1250 (via the punting company) to Tom's Trust (supporting children with brain tumours) and £150 to Wintercomfort. Our photograph appeared in local media and even in The Guardian this year. We ended our year with a lovely evening of carol singing around the parish when we brought Christmas cheer to members of the congregation who enjoyed carols sung on their doorstep.

### **Future**

We continue to enjoy leading the worship at St John's. We hope that our trebles will continue to work through the RSCM training scheme and go on to achieve awards from Ely Diocese. We look forward to continuing to host and visit our partnership choirs and choirs from the diocese (who may join our rehearsals for Diocesan events) next year.

We are extremely grateful to Roger Lilley for acting as Assistant Director of Music throughout the year. We are also grateful to our choir chaperones Suzanne and Catriona who enable our work with young children. When Roger is away we are fortunate to have others in the choir to conduct us from time to time – Pamela, Tabitha and Pavlo.

We are truly a choir family and we still have room for new members. If you are aged 7 years or older and enjoy singing please give us a try. We rehearse every Thursday and we have lots of fun as well as leading the worship.

*Elizabeth Trenchard*  
*Organist and Director of Music*

# The Charter Choir of Homerton College

## April 2023 – March 2024

The Charter Choir has enjoyed a full and active year. There are normally six services of Choral Evensong on Tuesdays each term at 6.30 pm in St John's, along with other services both in St John's and further afield.

In the past year these included Choral Evensong in St Paul's Cathedral and at Girton College; in addition, the Choir performed at Homerton's annual Charter Dinner, undertook a commercial recording (settings of the Psalms by composers across the ages, entitled *Psalms, Stars & Light*, to be released on the Convivium label in June 2024), and went on tour to Iceland. Owing to installation works taking place in St John's at the beginning of May, Tuesday Evensong took place for the first time in Homerton's Great Hall, accompanied on the piano. Later in May, on a very temperate Sunday afternoon, were given a warm welcome to Girton College – the first joint service that the Charter Choir had been involved in since before Covid and, as far as we know, it was the first time that choirs from the two furthestmost Colleges have collaborated – a truly historic occasion! This was supplemented by a return visit by Girton to Homerton in January 2024. The Charter Choir also inherited a set of cassocks and surplices, and now wears these on special occasions.

Other services at St John's included Choral Eucharist on Ash Wednesday in March, Sunday Evensong for Christ the King and our annual Advent and Christmas Carol service.

We greatly appreciate our unique partnership with St John's and the support of James, Nell, Cherry, Liz and Michael and all members of the congregation, who participate in the services.

*Trish Maude,  
Hon. Lay Chaplain  
Homerton College*

## Traidcraft at St John's

Early in 2023 we heard the sad news that Traidcraft PLC had entered into administration. From that point we were unable to purchase more goods from them but continued our stalls on an occasional basis to sell our remaining stock.

The annual Big Brew Coffee Morning, raising awareness of Fair Trade and raising funds for Transform Trade (Traidcraft's Charity), was well attended and enjoyed by many from the congregation and the wider community. A stall at the September Ecofestival and another at the Art and Craft Exhibition proved popular, with displays publicising some of Transform Trade's projects and at the latter a selection of Christmas cards and small items for sale.

A number of companies sell Fairtrade and/or Ethically produced items but, to buy at wholesale prices, an account would have to be opened with each of them. This would be unnecessarily complicated so instead, a careful eye is kept on their sales and free postage offers in order to build up small stocks to sell at church events. As we no longer require a large bank balance to pay for regular purchases we have transferred, via the church, a generous sum to Transform Trade to support its various campaigns, for example to ensure that workers producing fast fashion items for the western markets work in safe conditions and are paid a fair wage.

St John's is a Fairtrade Church and we will continue to fly the Fairtrade flag. To date in 2024 we have had another successful Big Brew Coffee Morning with the added interest of a talk by Alice Rochester from the Harriet Kelsall Bespoke Jewellery team who gave us an insight into Fairtrade gold.

*Katie Napton  
March 2024*



# Financial Statement

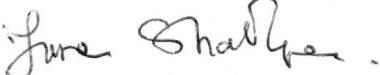
For year ending 31 December 2023

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The Parochial Church Council of the Ecclesiastical Parish of  
St John the Evangelist, Cambridge

St John the Evangelist Church  
Hills Road  
Cambridge, CB2 8RN

Approved by the PCC on 15 April 2024

Signed 

*Rev'd James Shakespeare, Vicar and Chair*

Independent Examiner: *Professor Martin Dove*

Treasurer: *Mr Roger Lilley*

## INDEPENDENT EXAMINER'S REPORT

### To the PCC of St John the Evangelist, Cambridge

This report on the accounts of the PCC for the year ended 31<sup>st</sup> December 2023, which are set out on pages 2 to 11, is in respect of an examination carried out under Regulation 3 (3) of the Church Accounting Regulations 1997 and section 43 of the Charities Act 1993.

#### Respective responsibilities of Trustees and Examiner

As trustees and members of the PCC you are responsible for the preparation of the accounts; you consider that the audit requirement of the regulation 3 (3) of the Church Accounting Regulations 1997 and section 43 (2) of the Charities Act 1992 (the Act) do not apply. It is my responsibility to issue this report on those accounts in accordance with the terms of Regulation 25 of the Church Accounting Regulations 1997 and Regulation 7 of the Charities (Accounts and Reports) Regulations 1995.

#### Basis of Independent Examiner's report

My examination was carried out in accordance with the General Directions given by the Charity Commission under section 43 (7) (b) of the Act and to be found in the guidance from the CBF. That examination includes a review of the accounting records kept by the PCC and a comparison of the accounts with those records. It also includes considering any unusual items or disclosures in the accounts and seeking explanations from you as trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit, and consequently I do not express an audit opinion on the view given by the accounts.

#### Independent Examiner's Statement

In connection with my examination, no matter has come to my attention:

1. Which gives me reasonable cause to believe that in any material respect the requirements
  - to keep accounting records in accordance with section 41 of the Act; and
  - to prepare accounts which accord with the accounting records and to comply with the requirements of the Act, as also contained in the Church Accounting Regulations 1997, have not been met; or

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

Signed and dated

26 March 2024



Martin Dove

St John the Evangelist, Hills Road, Cambridge							
Statement of Financial Activities							
For the year ended 31 <sup>st</sup> December 2023							
	Notes	Unrestrict ed Fund	Restricted Fund	Total 2023	Unrestricted Fund	Restricted Fund	Total 2022
		£	£	£	£	£	£
<b>INCOMING RESOURCES:</b>							
Income from regular donors	(2a)	83,718	0	83,718	83,428	0	83,428
Other donated resources	(2b)	33,082	3,654	36,737	44,510	1,697	46,207
Mission activities	(2c)	140	0	140	361	0	0
St John's Centre	(2d)	27,604	0	27,604	30,507	0	30,507
Other incoming resources	(2e,6a)	19,551	300	19,851	20,314	180	20,495
<b>TOTAL INCOMING RESOURCES:</b>		<b>164,095</b>	<b>3,954</b>	<b>168,049</b>	<b>179,121</b>	<b>1,877</b>	<b>180,998</b>
<b>RESOURCES EXPENDED:</b>							
Ministers' expenses	(3a)	1,942	0	1,942	928	0	928
Church maint., servs.,mission, admin.	(3b)	31,569	273	31,842	33,182	71	33,182
St John's Centre maint & admin	(3b)	11,024	0	11,024	9,747	0	9,747
Payments outside the Parish	(3c)	85,469	3,681	89,150	79,118	1,721	80,840
Major Works	(3d)	0	0	0	0	0	0
Costs of generating Traidcraft funds	(6b)	2,452	0	2,452	4,547	0	4,547
<b>TOTAL RESOURCES EXPENDED:</b>		<b>132,455</b>	<b>3,954</b>	<b>136,409</b>	<b>127,522</b>	<b>1,721</b>	<b>129,244</b>
<b>NET INCOMING/(OUTGOING) RESOURCES</b>		<b>31,640</b>	<b>0</b>	<b>31,640</b>	<b>51,598</b>	<b>156</b>	<b>51,754</b>
<b>BALANCES BROUGHT FORW. AT 1 JAN.</b>		<b>100,997</b>	<b>1,035</b>	<b>102,032</b>	<b>49,399</b>	<b>879</b>	<b>50,278</b>
<b>BALANCES CARRIED FORW. AT 31 DEC.</b>		<b>132,637</b>	<b>1,035</b>	<b>133,672</b>	<b>100,997</b>	<b>1,035</b>	<b>102,032</b>

## Statement of Financial Activities

	Notes	Unrestrict ed Fund	Restricted Fund	Total 2023	Unrestricted Fund	Restricted Fund	Total 2022
		£	£	£	£	£	£
<b>INCOMING RESOURCES:</b>							
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Other donated resources	(2b)	33,082	3,654	36,737	44,510	1,697	46,207
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Payments outside the Parish	(3c)	85,469	3,681	89,150	79,118	1,721	80,840
Major Works	(3d)	0	0	0	0	0	0
Costs of generating Traidcraft funds	(6b)	2,452	0	2,452	4,547	0	4,547
<b>TOTAL RESOURCES EXPENDED:</b>		<b>132,455</b>	<b>3,954</b>	<b>136,409</b>	<b>127,522</b>	<b>1,721</b>	<b>129,244</b>
<b>NET INCOMING/(OUTGOING) RESOURCES</b>		<b>31,640</b>	<b>0</b>	<b>31,640</b>	<b>51,598</b>	<b>156</b>	<b>51,754</b>
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<b>BALANCES CARRIED FORW. AT 31 DEC.</b>		<b>132,637</b>	<b>1,035</b>	<b>133,672</b>	<b>100,997</b>	<b>1,035</b>	<b>102,032</b>

St John the Evangelist, Hills Road, Cambridge									
Balance Sheet at 31 <sup>st</sup> December 2023									
	Notes				2023 Total		2022 Total		
					£		£		
CURRENT ASSETS:									
Barclays Bank PLC Accounts					130,035		95,894		
Church of England CBF Deposit Account					1,201		1,164		
CBS Deposit Account (Traidcraft)					384		775		
Petty Cash (Traidcraft)					27		45		
Stock (Traidcraft)					65		493		
Debtors	7				1,960		4,453		
					133,672		102,824		
LIABILITIES:									
Amounts falling due within one year									
Creditors	8				0		1,827		
					0		1,827		
NET CURRENT ASSETS:					133,672		100,997		
FUNDS:					2023 Total	2023 Total	2022	2022 Total	
					£	£	£	£	
Unrestricted									
General Fund Reserves					53,868		39,987		
Traidcraft					476		1,529		
Restricted (r) & Designated (d)									
Choir Fund (r)				4,328			4,481		
Quinquennial Works Fund (d)				75,000			55,000		
Total Restricted & Designated					79,328		59,481		
TOTAL FUNDS					133,672		100,997		

### Balance Sheet at 31<sup>st</sup> December 2023

	Notes				2023 Total		2022 Total
					£		£
<b>CURRENT ASSETS:</b>							
Barclays Bank PLC Accounts					130,035		95,894
Church of England CBF Deposit Account					1,201		1,164
CBS Deposit Account (Traidcraft)					384		775
Petty Cash (Traidcraft)					27		45
Stock (Traidcraft)					65		493
Debtors	7				1,960		4,453
					<b>133,672</b>		<b>102,824</b>

**LIABILITIES:**

Amounts falling due within one year							
Creditors	8				0		1,827
					<b>0</b>		<b>1,827</b>

**NET CURRENT ASSETS:**

<b>FUNDS:</b>					<b>2023 Total</b>	<b>2023 Total</b>	<b>2022</b>	<b>2022 Total</b>
					<b>£</b>	<b>£</b>	<b>£</b>	<b>£</b>
<b>Unrestricted</b>								
General Fund Reserves						53,868		39,987
Traidcraft						476		1,529
<b>Restricted (r) &amp; Designated (d)</b>								
Choir Fund (r)					4,328		4,481	
Quinquennial Works Fund (d)					75,000		55,000	
<b>Total Restricted &amp; Designated</b>						<b>79,328</b>		<b>59,481</b>
<b>TOTAL FUNDS</b>						<b>133,672</b>		<b>100,997</b>

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[illegible]

## Notes to the Financial Statements

**For the year ended 31st December 2023**

## 1 ACCOUNTING POLICIES

The financial statements have been prepared in accordance with the Church Accounting Regulations 1997 as amended by the Church Accounting (Amendment) Regulations 2001 together with applicable accounting standards and the

The financial statements have been prepared under the historical cost convention.

## Funds

General funds represent the funds of the PCC that are not subject to any restrictions regarding their use and are available for application on the general purposes of the PCC.

The accounts include all transactions, assets and liabilities for which the PCC is responsible in law.

## Incoming resources

### Voluntary income and capital sources

Collections are recognised when received by or on behalf of the PCC.

Planned giving receivable under Gift Aid is recognised only when received.

Income tax recoverable on Gift Aid donations is recognised when the income is recognised.

Grants and legacies to the PCC are accounted for as soon as the PCC is notified of its legal entitlement, the amount due is quantifiable and its ultimate receipt is reasonably certain.

## Other income

Rental income from the letting of the church premises is recognised when the rental is due.

## Income from investments

Interest entitlements are accounted for as they accrue.

## Resources used

*Activities directly relating to the work of the Church*

The diocesan parish share is accounted for when paid.

## Fixed assets

### *Consecrated property and movable church furnishings*

[illegible]



**St John the Evangelist, Hills Road, Cambridge**

**Notes to the Financial Statements (continued)**

**For the year ended 31st December 2023**

**2 INCOMING RESOURCES**

	Unrestrict ed Fund	Restricted Fund	2023 Total	Unrestricted Fund	Restricted Fund	2022 Total
	£	£	£	£	£	£

**VOLUNTARY RECEIPTS:**

**2a INCOME FROM REGULAR DONORS**

Parish Giving Scheme	49,166	0	49,166	41,838	0	41,838
Other regular giving	19,705	0	19,705	23,660	0	23,660
Tax recovered and recoverable	14,847	0	14,847	17,929	0	17,929
<b>Total</b>	<b>83,718</b>	<b>0</b>	<b>83,718</b>	<b>83,428</b>	<b>0</b>	<b>83,428</b>

**2b OTHER DONATED RESOURCES**

Service cash collections	5,032	0	5,032	4,611	0	4,611
Gift Day incl. tax recovered and recoverable	1,705	0	1,705	5,650	0	5,650
Legacy and <i>gifts in memoriam</i>	13,000	0	13,000	20,000	0	20,000
Occasional donations incl. Gift Aid/CAF	13,345	0	13,345	14,250	0	14,250
Collections for charity	0	3,654	3,654	0	1,697	1,697
<b>Total</b>	<b>33,082</b>	<b>3,654</b>	<b>36,737</b>	<b>44,510</b>	<b>1,697</b>	<b>46,207</b>

**2c MISSION ACTIVITIES**

Donations	0	0	0	0	0	0
Magazine (subs & adv.)	140	0	140	0	0	0
Other income incl. events	0	0	0	361	0	361
<b>Total</b>	<b>140</b>	<b>0</b>	<b>140</b>	<b>361</b>	<b>0</b>	<b>361</b>

**2d ST JOHN'S CENTRE INCOME**

Letting income (prev. 2e)	25304	0	25304	28,207	0	28,207
Church use of St John's Centre	2300	0	2300	2,300	0	2,300
Other income (prev. 2e)	0	0	0	0	0	0
<b>Total</b>	<b>27604</b>	<b>0</b>	<b>27604</b>	<b>30,507</b>	<b>0</b>	<b>30,507</b>

**2e OTHER CHURCH INCOMING RESOURCES**

PCC fees	1,704	0	1,704	1,184	0	1,184
Service fees	876	0	876	798	0	798
Letting income (church)	8,510	0	8,510	6,350	0	6,350
Interest	39	0	39	2	0	2
Fund raising events	6,093	0	6,093	6,392	0	6,392
Choir Fund	0	300	300	0	180	180
Sundry income	942	0	942	984	0	984
Residentials	0	0	0	125	0	125
Parish Share Rebate	0	0	0	0	0	0
<b>Total</b>	<b>18,165</b>	<b>300</b>	<b>18,465</b>	<b>15,835</b>	<b>180</b>	<b>16,016</b>

**St John the Evangelist, Hills Road, Cambridge**

**Notes to the Financial Statements (continued)**

**For the year ended 31<sup>st</sup> December 2023**

**3 RESOURCES EXPENDED**

	Unrestrict ed Fund	Restricted Fund	2023 Total	Unrestricted Fund	Restricted Fund	2022 Total
	£	£	£	£	£	£

**3a THE MINISTRY:**

Clergy expenses incl. Travel	1,942	0	1,942	928	0	928
<b>Total</b>	<b>1,942</b>	<b>0</b>	<b>1,942</b>	<b>928</b>	<b>0</b>	<b>928</b>

**3b CHURCH BUILDINGS, SERVICES & GENERAL ADMINISTRATION:**

**Property charges (Church)**

Gas (20%)	447	0	447	303	0	303
Electricity (20%)	455	0	455	318	0	318
Water (20%)	16	0	16	15	0	15
Insurance (50%)	2,140	0	2,140	1,956	0	1,956
Repairs & maintenance	4,593	0	4,593	10,260	0	10,260
<b>Total</b>	<b>7,650</b>	<b>0</b>	<b>7,650</b>	<b>12,853</b>	<b>0</b>	<b>12,853</b>

**Property charges (St John's Centre)\***

Gas (80%)	1787	0	1787	1,212	0	1,212
Electricity (80%)	1819	0	1819	1,273	0	1,273
Water (80%)	63	0	63	61	0	61
Insurance (50%)	2140	0	2140	1,956	0	1,956
Repairs and maintenance	1728	0	1728	1,826	0	1,826
<b>Total</b>	<b>7536</b>	<b>0</b>	<b>7536</b>	<b>6,328</b>	<b>0</b>	<b>6,328</b>

**Salaries and fees (Church)**

Salaries	7,452	0	7,452	6,813	0	6,813
Choir	315	0	315	180	0	180
<b>Total</b>	<b>7,767</b>	<b>0</b>	<b>7,767</b>	<b>6,993</b>	<b>0</b>	<b>6,993</b>

**Salaries (St John's Centre)\***

Salaries	3,052	0	3,052	3,070	0	3,070
<b>Total</b>	<b>3,052</b>	<b>0</b>	<b>3,052</b>	<b>3,070</b>	<b>0</b>	<b>3,070</b>

**Service overheads**

Service expenses and books (incl.new altar)	561	0	561	1,860	0	1,860
Youth work incl. Children's Church	0	0	0	0	0	0
Service fees	749	0	749	358	0	358
Organ & piano	764	0	764	375	0	375
Choir Fund	0	273	273	0	0	0
<b>Total</b>	<b>2,073</b>	<b>273</b>	<b>2,347</b>	<b>2,593</b>	<b>0</b>	<b>2,593</b>

**Mission overheads**

Youth work incl. Messy Church	65	0	65	106	0	106
Events	2,174	0	2,174	426	0	426
Other expenses incl. printing	455	0	455	437	0	437
<b>Total</b>	<b>2,694</b>	<b>0</b>	<b>2,694</b>	<b>970</b>	<b>0</b>	<b>970</b>



St John the Evangelist, Hills Road, Cambridge							
Notes to the Financial Statements (continued)							
For the year ended 31 <sup>st</sup> December 2023							
4 MISSIONS AND CHARITIES SPECIFIC COLLECTIONS							
	Unrestrict ed Fund	Restricted Fund	2023 Total	Unrestricted Fund	Restricted Fund	2022 Total	
	£	£	£	£	£	£	
Combat Stress	0	187	187	0	95	95	
Blinds Veterans UK (St Dunstan's)	0	187	187	0	90	90	
Wintercomfort	0	656	656	0	287	287	
The Children's Society	0	701	701	0	860	860	
Durrell Foundation	0	0	0	0	10	10	
Cambridge Reuse	0	0	0		128	128	
DEC Pakistan	0	0	0		250	250	
Trade Transform	750	0	750	0	0	0	
Arthur Rank	0	250	250	0	0	0	
Camsight	20	0	20	0	0	0	
Christian Aid	0	799	799	0	0	0	
Emmaus	0	95	95				
Dementia UK	350	0	350				
UNICEF	1,041	0	1,041				
Addenbrookes	0	300	300				
Alzheimer's	0	506	506				
Breast Cancer	250	0	250				
<b>Total</b>	<b>2,411</b>	<b>3,681</b>	<b>6,092</b>	<b>0</b>	<b>1,721</b>	<b>1,721</b>	
5 OVERSEAS MISSION COMMITTEE							
					2023	2022	
<b>Payments</b>							
5c WWF UK					500	0	
5c Kepplewray Burundi					912	912	
5c CMS: Middle East					1,200	1,200	
5c Marys Meals					600	600	
5c Great Lakes Burundi					1,200	1,200	
<b>Total</b>					<b>4,412</b>	<b>3,912</b>	

## Notes to the Financial Statements (continued)

For the year ended 31<sup>st</sup> December 2023

#### 4 MISSIONS AND CHARITIES SPECIFIC COLLECTIONS

		Unrestricted Fund	Restricted Fund	2023 Total	Unrestricted Fund	Restricted Fund	2022 Total
		£	£	£	£	£	£
Combat Stress		0	187	187	0	95	95
Blinds Veterans UK (St Dunstan's)		0	187	187	0	90	90
Wintercomfort		0	656	656	0	287	287
The Children's Society		0	701	701	0	860	860
Durrell Foundation		0	0	0	0	10	10
Cambridge Reuse		0	0	0		128	128
DEC Pakistan		0	0	0		250	250
Trade Transform		750	0	750	0	0	0
Arthur Rank		0	250	250	0	0	0
Camsight		20	0	20	0	0	0
Christian Aid		0	799	799	0	0	0
Emmaus		0	95	95			
Dementia UK		350	0	350			
UNICEF		1,041	0	1,041			
Addenbrookes		0	300	300			
Alzheimer's		0	506	506			
Breast Cancer		250	0	250			
<b>Total</b>		<b>2,411</b>	<b>3,681</b>	<b>6,092</b>	<b>0</b>	<b>1,721</b>	<b>1,721</b>

## 5 OVERSEAS MISSION COMMITTEE

							2023	2022
<b>Payments</b>								
5c WWF UK							500	0
5c Keppleway Burundi							912	912
5c CMS: Middle East							1,200	1,200
5c Marys Meals							600	600
5c Great Lakes Burundi							1,200	1,200
<b>Total</b>							<b>4,412</b>	<b>3,912</b>

**St John the Evangelist, Hills Road, Cambridge**

**Notes to the Financial Statements (continued)**

**For the year ended 31<sup>st</sup> December 2023**

**6 FairTrade@StJohns (formerly TRADFAIR ST JOHN'S) ACCOUNTS (UNRESTRICTED)**

	2023	2023	2022	2022
	£	£	£	£
<b>6a Income</b>				
Sales		1,386		4,479
<b>6b Cost of sales</b>				
Opening stock at cost	709		493	
Purchases (net of donations)	418		4,473	
Total	1,127		4,966	
Less closing stock at cost	65		709	
		1,062		4,257
<b>Gross Profit</b>		324		222
<b>Donations</b>				
6b Summer & Xmas Fairs	10		40	
6b Gift Day	0		0	
6b Traidcraft projects	0		250	
6b Easter eggs	30			
6b Donations to Traidcraft/Transform	1,350			
		1,390		290
<b>Nett Profit</b>		-1,066		-68
Balance brought forward		1,538		1,313
<b>Balance carried forward</b>		<b>472</b>		<b>1,245</b>
<b>Represented by</b>				
Stock in hand		65		709
CBS account		384		775
Cash in hand		27		45
<b>Total</b>		<b>476</b>		<b>1,529</b>

Donations in kind to St John's of tea, instant coffee and sugar for Sunday mornings and church events & and chocolate eggs for Easter Sunday.

Fairtrade St Johns accounts prepared by Katie Knapton

