

# THE PAROCHIAL CHURCH COUNCIL OF THE ECCLESIASTICAL PARISH OF ST LUKE'S WITH ST AUGUSTINE'S, NEW CATTON

England & Wales · Charity number 1162755

## Details

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**Other names** ST LUKE'S WITH ST AUGUSTINE'S, NORWICH

**Status** Registered

**Legal form** Previously excepted

**Registered** 2015-07-21

**Register** [View on the Charity Commission register](#)

## Contact

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**Address** 61 Aylsham Road  
Norwich  
NR3 2HF

**Phone** 01603496067

**Email** [vicar@stlanorwich.org.uk](mailto:vicar@stlanorwich.org.uk)

**Website** <http://stlukes.stlanorwich.org.uk>

## Activities

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**Objects:** PROMOTING IN THE ECCLESIASTICAL PARISH THE WHOLE MISSION OF THE CHURCH.

**Activities:** The PCC's object is the promotion in the ecclesiastical parish the whole mission of the Church, primarily focused on the advancement of religion. This includes provision of regular public worship, free and open to all, teaching and taking assemblies, providing services of care and support to the local community, including elderly, children and other groups facing disadvantage.

## Classification

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

## Geography

- Norfolk

## Finances

Period end	Income	Expenditure	Assets	Employees
2025-12-31	£91,181	£118,399	-	-
2024-12-31	£148,918	£80,570	-	-
2023-12-31	£96,554	£109,065	-	-
2022-12-31	£91,422	£98,410	-	-
2021-12-31	£54,095	£62,590	-	-
2020-12-31	£78,177	£80,095	-	-

## Trustees

Name	Role	Appointed
Andrew Windscheffel		2024-04-22
Deborah Diane House		2024-04-22
HOWARD NIGEL FAUSTIN GREEN JP		2016-04-25
JUDY REYNOLDS		2015-07-21
Karen Wimhurst		2018-04-23
Martin John Wimhurst		2021-05-10
Peter John Nicholas Mr		2025-04-07
Rev Graham Vosey Kirk-Spriggs		2021-09-24

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# Accounts

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## **St Luke's with St Augustine's, New Catton Annual Parochial Church Meeting for 2025**



### **Including the Trustees' Report and Financial Statement for 2025 for the Parochial Church Council of St Luke's with St Augustine's, New Catton.**

**Registered Charity number 1162755**

**The Annual Parochial Church Meeting will be held on  
Monday 16 March 2026 at St Luke's Church Centre at 7:30pm.**

If you are on the Electoral Roll, please try and come.  
Please take some time to read through this report before the meeting.

#### **This report consists of the**

- **Trustees' Report**
  - I.Reference and Administrative Details** page 2
  - II.Structure, Governance and Management** page 4
  - III.Aims and Purposes** page 8
  - IV.Objectives and activities** page 8
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  - VII.St Augustine's Reports** page 11
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- **Financial Statement** page 21
  
- **Agenda for the APCM** page 22
  
- **Minutes of the 2024 APCM** page 23

## Trustees' Report for the Year ending 31 December 2025.

The Trustees present their report with the financial statements of the charity for the year ended 31 December 2025.

### I. Reference and Administrative information

#### Church Addresses

St Luke's Church  
61, Aylsham Road  
Norwich  
NR3 2HF

St Augustine's Church Hall  
Gildencroft,  
Norwich  
NR3 1DS

#### Membership of the PCC (April 2025-April 2026)

Name	Church	Role	Term ends at APCM in
Graham Kirk-Spriggs	Both	Team Vicar	Ex officio
Judy Reynolds	St Augustine's	Parish warden	2026
Andrew Windscheffel	St Luke's	Parish warden	2026
Karen Wimhurst	St Luke's	PCC Secretary	2028
Howard Green	St Augustine's	PCC Treasurer	2026
Nicky Burr	St Luke's	Deanery Synod Rep	2026
Sam Pittam-Smith	St Augustine's	Deanery Synod Rep	2028
Dot Lenton	St Augustine's	Elected Lay Rep	2028
Debbie House	St Augustine's	Elected Lay Rep	2027
VACANCY (1)	St Augustine's	Elected Lay Rep	
Martin Wimhurst	St Luke's	Elected Lay Rep	2028
VACANCY (5)	St Luke's	Elected Lay Rep	
Parish wardens		2	
Elected Members		3 (+6 vacancies)	
PCC Officers		2	
Deanery Synod Reps		2	
Diocesan Synod Rep		0	
Ex Officio		1	
Co-opted		0	
<b>Total possible PCC membership</b>	<b>17</b>	<b>Actual PCC Membership: 10</b>	

## Membership of the District Church Councils

<b>St Augustine's DCC</b>		
<b>Name</b>	<b>Role</b>	<b>Term Ends</b>
Graham Kirk-Spriggs	Team Vicar	Ex officio
Judy Reynolds	Parish Warden	2026
VACANCY	Deanery Synod	
Howard Green	Treasurer Parish Safeguarding Officer	2026
Debbie House	DCC Secretary	2026
Phil Kerrison	Elected Lay Rep	2026
Dot Lenton	PSO Children & Young People	2028
	Elected Lay Rep	
Tim Lenton	Elected Lay Rep	2028
Sharon Bygrave	Elected Lay Rep	2026
VACANCY (3)		

<b>St Luke's DCC</b>		
<b>Name</b>	<b>Role</b>	<b>Term Ends</b>
Graham Kirk-Spriggs	Team Vicar	Ex officio
Andrew Windscheffel	Parish Warden	2026
Karen Wimhurst	DCC Secretary	2028
Martin Wimhurst	Elected Lay Rep	2028
Nicky Burr	Deanery Synod Rep	2026
Sam Pittam-Smith	Deanery Synod Rep	2028
Frances Cooke	Elected Lay Rep	2028
Jill Dyer	Elected Lay Rep	2028
Liz Jones	Elected Lay Rep	2027
Martin Smith	Elected Lay Rep	2028

### Appointed by the PCC

Electoral Roll Officer: Mark Smith

Safeguarding: Phil Gazely (St Luke's: Children and Adults at Risk)  
Howard Green (St Augustine's: Adults at Risk)  
Dot Lenton (St Augustine's: Children)

Independent Examiner: Samantha Hubbard

Parish Bookkeeper: Steven Bacon (St Augustine's)  
John Nicholas (St Luke's)

## **Our Banks**

Barclays plc (St Luke's current and deposit accounts)

TSB (St Augustine's current account)

CBF Church of England deposit account (CCLA) (St Luke's)

Norwich Credit Union (St Luke's loan guarantee fund).

## **II. Structure, Governance and Management**

On 20<sup>th</sup> September 2021, a Pastoral Scheme was made by the Church Commissioners in pursuance of the Mission and Pastoral Measure 2011, the Right Reverend Graham, Bishop of Norwich, having consented thereto.

The benefice of Sprowston with Beeston Saint Andrew, the benefice of Christ Church, New Catton, the benefice of Norwich, Saint Mary Magdalene with Saint James and the benefice of Saint Luke with Saint Augustine, New Catton in the diocese of Norwich shall be united to create a new benefice which shall be named "The Benefice of Sprowston and North Norwich Team Ministry", and the area of the new benefice shall comprise the parish of Sprowston with Beeston Saint Andrew, the parish of Christ Church, New Catton, the parish of Norwich, Saint Mary Magdalene with Saint James and the parish of Saint Luke with Saint Augustine, New Catton, which parishes shall continue distinct.

### **Structure**

The PCC is a charity registered with the Charity Commission; Registered Charity number 1162755.

It is listed in the Charity Commission Register as the Parochial Church Council of the Ecclesiastical Parish of St Luke's with St Augustine's, New Catton.

The PCC is a corporate body established by the Church of England. It operates under the Parochial Church Council Powers Measure.

The PCC is chaired by the team vicar. It is the decision-making body of the Parish and is accountable to the Diocese.

The PCC is responsible for making decisions on all matters of general concern and importance to the parish including deciding on how the funds of the PCC are to be spent. The full PCC met twice times during the year.

Each Church has its own DCC, which is responsible and accountable to the PCC for the day-to-day operation of its church. Each DCC is chaired by the team vicar.

We pay a bookkeeper to serve St Augustine's DCC and to prepare the end of year accounts for the PCC, a hall bookings manager for St Augustine's, and cleaners for both churches. These are employed as contractors.

The PCC Quorum is 5 (1/3 of lay representation under current Parish scheme) which includes the team vicar and at least one member of each DCC.

The Parish Wardens and the team vicar meet each month to plan and review the month ahead.

### **Appointment of PCC/DCC Members**

The method of appointment of PCC members is set out in the Church Representation Rules and governed by a parish scheme which was last revised in 2018 and ratified by Bishop's Council on 23<sup>rd</sup> May 2019.

All those who attend our services / members of the congregation are encouraged to register on the Electoral Roll and are then eligible to stand for election to the PCC after a 6-month period. Vacancies are advertised in each church.

### **Meetings**

The team vicar chairs the PCC and DCCs. In the case of a vacancy, this role is performed by the churchwardens.

The PCC normally meets four times each year.

Each DCC normally meets four times each year.

Additional meetings can be called by the Parish Wardens or the team vicar.

### **Period of Service**

Parish Wardens are elected annually.

All other members are elected for a three-year period.

Members can stand for re-election at the end of their period of service.

PCC Reps are elected annually from their DCC.

### **Payments to PCC Members**

The incumbent receives a stipend from the Church of England and reasonable out of pocket expenses and is ex-officio chair of the PCC and the two DCCs. No other members receive any payments except for reimbursement of out-of-pocket church related expenses.

### **PCC Sub-Committees**

Safeguarding

Standing Committee

In addition, St Luke's DCC also has a Fabric Committee.

## **Public Benefit**

Any member of the public may take part in Church of England activities and services. The PCC also provides, promotes or facilitates services available to groups of people including children and young people, people on low incomes, the elderly, refugees, the homeless, people with mental health issues, ethnic minority groups and others in need or considered vulnerable.

The structure of the Church of England focuses each PCC on a specific geographical area, the ecclesiastical parish. Religious services, which are open to all, take place in the parish churches and buildings, or by agreement in other local facilities.

Within the parish, the church seeks to serve the whole community. However, not all funds will necessarily be spent on projects within the parish, as we seek to support the mission of the whole church, so may, for example, develop links with a community in another area or country. St Augustine's for example supports charity work in Uganda.

St Luke's gives 5% of its annual income to charities.

## **Risk Management**

The Trustees have a duty to identify and review the risks to which the charity is exposed and to ensure appropriate controls are in place to provide reasonable assurance against fraud and error. All Barclays accounts require two signatories for making payments to external accounts by cheque or online.

The major risks to which the PCC is exposed are reviewed regularly. These include:

- Regulatory and legal position
- Financial position
- Health and safety including the buildings and their surroundings
- Risks arising from the activities of each Church, including risks to reputation.

Operational risk management activities such as hazard management and prevention, the protection of children and vulnerable adults, insurance and local risk assessments are delegated to the DCCs. DCCs are charged with having appropriate systems and processes in place, with appropriate review intervals, to manage those risks.

## **Safeguarding**

The following policy was agreed at the District Church Councils (DCC) meetings held at St. Luke's and St Augustine's:

In accordance with the Church of England Safeguarding Policy our two churches are committed to:

- Promoting a safer environment and culture.
- Safely recruiting and supporting all those with any responsibility related to children, young people and vulnerable adults within the church.
- Responding promptly to every safeguarding concern or allegation.
- Caring pastorally for victims/survivors of abuse and other affected persons.
- Caring pastorally for those who are the subject of concerns or allegations of abuse and other affected persons.
- Responding to those that may pose a present risk to others.

The Parish will:

- Create a safe and caring place for all.
- Have a named Parish Safeguarding Officer (PSO) to work with the incumbent and the PCC to implement policy and procedures.
- Safely recruit, train and support all those with any responsibility for children, young people and adults to have the confidence and skills to recognise and respond to abuse.
- Ensure that there is appropriate insurance cover for all activities involving children and adults undertaken in the name of the parish.
- Display in church premises and on the Parish website the details of who to contact if there are safeguarding concerns or support needs.
- Listen to and take seriously all those who disclose abuse.
- Take steps to protect children and adults when a safeguarding concern of any kind arises, following House of Bishops guidance, including notifying the Diocesan Safeguarding Adviser (DSA) and statutory agencies immediately.
- Offer support to victims/survivors of abuse regardless of the type of abuse, when or where it occurred.
- Care for and monitor any member of the church community who may pose a risk to children and adults whilst maintaining appropriate confidentiality and the safety of all parties.
- Ensure that health and safety policy, procedures and risk assessments are in place and that these are reviewed annually.
- Review the implementation of the Safeguarding Policy, Procedures and Practices at least annually.

Each person who works within this church community will agree to abide by and have due regard <sup>1</sup> for this policy and the guidelines established by this church.

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<sup>1</sup> What does ‘due regard’ mean? Where legislation – whether an Act of Parliament or a Church Measure – imposes a duty on a person to “have due regard” to guidance of this sort, the law understands that duty in a particular way. The legal duty to have due regard means that the person to whom the guidance is directed is not free to follow the guidance or not as he or she chooses. As a matter of law, the guidance should be given great weight and must be followed unless there are ‘cogent reasons’ for not doing so (see below). What is meant by ‘cogent reasons’? ‘Cogent reasons’ are reasons that are clear, logical and convincing. It will be very rare indeed for there to be cogent reasons for not following House of Bishops guidance on safeguarding. Cogent reasons are likely to arise only where the guidance does not contemplate a particular, unusual situation arising so that it

The Safeguarding Officers are:

St Luke's: Phil Gazely  
St Augustine's: Howard Green

Health and Safety: Parish Wardens  
Insurance, Alarms and Fire Protection: Treasurer and Parish Wardens.

### **III. Aims and Purposes**

The Parochial Church Council (PCC) of New Catton: St Luke with St Augustine has the responsibility of cooperating with the team vicar in promoting in the ecclesiastical parish, the whole mission of the Church, pastoral, evangelistic, social and ecumenical.

The PCC is also specifically responsible for the maintenance of St Luke's Church Centre, 61 Aylsham Road and St Augustine's Hall, The Gildencroft, Norwich, but delegates this to the respective DCC.

The 2015 Parish statement states that "we are a diverse and inclusive community that values compassion and personal transformation through Jesus Christ."

### **IV. Objectives and Activities**

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

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

- Worship and prayer; learning about the Gospel; and developing their knowledge and trust.

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becomes necessary to take a different approach from that set out in the guidance in order to meet the particular circumstances of the case. When would 'cogent reasons' be applied? A person who is required to have due regard to the guidance should not simply take it on him- or her-self to decide that there are cogent reasons for departing from the guidance. Such a decision should be taken – if at all – only after case-specific advice has been obtained from both the diocesan safeguarding adviser and the diocesan registrar.

- Provision of pastoral care for people living in the parish.
- Mission and outreach work.

To facilitate this work, it is important that we maintain the fabric of the buildings mentioned above.

### **Worship and Prayer**

The PCC is keen to offer a range of services during the week and over the course of the year that our community may find both beneficial and spiritually fulfilling. We offer alternating services of Holy Communion and Morning Worship on a Sunday.

Both congregations worship in their buildings, with St Luke's offering online access to the service using the St Luke's Youtube Channel.

All are welcome to attend our regular services. The average weekly in-person attendance, counted during October was forty five across both churches.

As well as our regular services, we enable our community to celebrate and thank God at the milestones of the journey through life. Through baptism we thank God for the gift of life; in marriage public vows are exchanged with God's blessing; and through funeral services friends and family express their grief and give thanks for the life which is now complete in this world and commend the person into God's keeping. We had one baptism in 2025, three funerals and zero weddings.

### **V. Incumbent's Report**

*O give thanks to the Lord, for he is good,  
for his steadfast love endures for ever.*

<sup>2</sup> *O give thanks to the God of gods,  
for his steadfast love endures for ever.*

<sup>3</sup> *O give thanks to the Lord of lords,  
for his steadfast love endures for ever;" – Psalm 136*

If there's one thing I think the world needs now, more than ever is love and mercy. We've had a year of large scale conflicts on the world stage, and for many it seems like we're living through a time of great insecurity.

But even in those times, there are opportunities. There is need and people to reach out to, and our job as a church is to be hands of mercy and God's goodness in the world.

We've done that this year through small but meaningful acts. Through our lunch club at St Augustine's, to collecting Christmas Presents for children in care. From Carols at the Pub, to our coat collection with Norwich Rotary, all of it has contributed.

There is a lot to be thankful for, and things have changed this year. We said farewell to a few people, to Nicky Burr as she was accepted for training as a Priest in the Church of England. My personal thanks go to her, and for all that she has and continues to contribute to our church.

We also said farewell to our ex-Church Warden Fran who moved on to pastures new in Essex. Thank you too Fran for all that you've contributed to our shared life. There are so many people to thank for all their tireless efforts, particularly Andrew and Judy our fantastic wardens and all the DCC and PCC members who give so much time and effort to what we do.

As we go into 2026, I hope that we can have even more fun, work together and be those hands of mercy and love in our community.

*The Rev'd Graham Kirk Spriggs, Team Vicar*

## **VI. Parish Activities**

### **a) Electoral Roll Report**

This year's Electoral Roll has just been an update, following a complete revision last year.

There have been two names removed from the Roll for St Augustine's with 24 now on the roll.

There have been 5 names removed from the roll for St Lukes, and I'm pleased to report that the Roll for St Lukes has increased, with the addition of 10 new people. This brings the number to 43.

This now gives a total of 67 across both our parishes for the 2026 Electoral Roll.

*Mark Smith Electoral Roll Officer*

### **b) Deanery Synod**

The Deanery Synod is part of the way the Church of England gives people at different levels a chance to discuss key issues and organise the church's ministry and mission. It sits between the parishes with their Parochial Church Councils (PCCs) and the full diocese, with its Diocesan Synod. It is convened by an Area or Rural Dean and Lay Chair and consists of all the licensed clergy in the Deanery and lay people elected by the parishes at their Annual Parish Church Meeting. Lay members serve for three years.

The parish of St Luke's with St Augustine's is part of the Norwich North Deanery, which comprises the benefices of Drayton; Hellesdon; Horsford, Felthorpe and Hovingham; Horsham, Spixworth and Crostwick; Mile Cross; Old Catton; Sprowston & North Norwich Team Ministry (of which St. Luke's with St Augustine's is a part) and Taverham with Ringland. The Norwich North Deanery Synod meets three times a year and its business is organised by a small Standing and Pastoral Committee which has both clergy and lay members. It also organises an annual Ascension Day service which this year was hosted by St Mary and St Margaret's in Sprowston, and we were delighted to welcome friends from Sprowston Methodist Church and Gage Road Chapel.

Meetings this year have included a presentation about fundraising and how to run a Pastoral Principles or Living in Love and Faith Course.

As a member of Deanery clergy, the Rev'd Graham Kirk-Spriggs is a member of the Deanery Synod. Nicky Burr who previously represented the parish has stood down due to training for Ministry, and we thank her for her service, Sam Pittam-Smith is still serving her term after being elected at the APCM last year, so one place is still vacant.

*The Revd Graham Kirk-Spriggs*

### **c) Summary of our Finance Report**

See the St. Augustine's report (VII c) and St Luke's report (VIII c) below and the Financial Statement (attached).

## **VII. St Augustine's Reports**

### **a) St Augustine's Warden's Report**

St Augustine's has had a good year with services well attended and with occasional new faces. We continue to enjoy Graham's ministry and also that of Liz Cannon, Eleanor Langan and various lay ministries and AWAs.

### Monday 'Open House'

Our Monday 'Open House' from 10.30 to 2.00 continues with Debbie and Graham cooking delicious meals for our regulars. This continues to be funded by on-the-day donations which have covered both the cost of food this year, and a donation of approximately £400 towards Hall expenses and enabled us to employ a refugee for two hours each week to help with washing up. This frees us to spend time with our guests. We have about 14-18 people, not members of our Sunday congregation, who come most weeks and with whom we have built good relationships. We quite often have others who drop in occasionally or as one-off visitors. Several regulars have also attended the karaoke nights and now our film night also.

### Garden Makeover

In the summer a local charity, RippleActs carried out a makeover of the garden. Despite the drought we hope some of the plants will have survived – time will tell! We were very grateful for their efforts and donated to their funds. Work has been done on the large sycamore to make it safe and less encroaching.

### Benefice Praise and Picnic

In August we had an across the Benefice Praise and Picnic in the Old Church which was enjoyed by all who attended. It was good to use the grounds for the picnic as well. Definitely one to be repeated.

The Wednesday Taize group continued led by Debbie attended by 8-10 people. A welcome oasis of calm in the week.

### Christmas

Christmas was good with Carols and Cocoa in the Old Church after late-night opening in St Augustine's Street and Midnight Communion, both well attended. These services raised £130.90 for the Churches Conservation Trust.

We hosted a Christmas Day lunch for 30+ people, thanks to various donations of food and money. A good time was had by all. Huge thanks to Carrie and her team of volunteers.

Occasional karaoke nights were held this year organised by Sharon and Debbie. 'Bohemian Rhapsody' was a game-changer. Anyway we enjoyed doing it! We have also just started a monthly Film Night and discussion run by a member of the congregation who is a film/media student. The first one was most enjoyable with a good community feeling to the evening as were the karaoke nights.

### Thanks

As always, massive thanks go to Robert for his continuing help and generosity and to Matt and Howard for their endless work regarding the maintenance of the building. And thank you Matt for organising solar panels to be installed.

Anglia Square continues to pose challenges to us as it is demolished and redeveloped. We look forward to the construction of Angel Yard which will bring new people into our area of ministry and probably at least one new family to join our congregation.

*Judy Reynolds*

#### **b) District Church Council (DCC)**

Our DCC met every 2-3 months over the year, with meetings well attended by those in post. We were very sad that Dot and Tim Lenton stepped down. New members are needed as the DCC now numbers just six.

In recent months to Feb 2026 we decided to close our Wednesday Bible Study, Silent Prayer and Taizé groups, which had met continuously from July/Aug 2022, a necessary decision re upcoming time constraints. Our attendees will be pleased to come to the monthly sessions with Norwich Taizé Group at St Luke's. With these closures the DCC realised we need to suspend Norwich Christian Meditation Centre for now to await renewed interest and new impetus.

*Debbie House*

#### **c) Finance**

Arrangements regarding our bookkeeping have been working well again this year. We are extremely grateful for the joint working of all those involved in doing and in supporting. Thank you Steve and Debbie.

Our finances are not on a year by year sustainable footing. The hire of our hall is either a congregational expense or it's a source of income depending on which definitions and calculations are used. However, the DCC are clear that part of our congregation's ministry and giving to the community is to carry out the kind of activities that we do in it.

However, our overall cash position at the moment is very buoyant. We are very pleased to be able to pay all of our Parish Share and to be on top of our Tithing of income to three charities. We have also been able to pay for solar panels on the hall roof which now bring in some income which we are allocating against our gas and electricity costs.

We have been blessed again with a government grant facilitated by Norwich City Council for minor capital works on the fabric of the hall. This has really helped us stay on top of our maintenance, (see Fabric Report).

*Howard Green*

#### **d) Fabric Report**

St Augustine's Hall dates from 1915 and was subject to a major rebuild in 1994-95. It is cleaned weekly but is subject to an ongoing degree of considerable wear and tear

both from church use and hall hirers. The yard on the north side of the building is the responsibility of the DCC but is normally accessible to the public.

#### Routine work

Intermittent attention was given to internal issues such as replacing batteries and bulbs, mending toilet seats, tightening hinges/handles/chair joints, reseating door seals, door closer adjustment and carpet cleaning. Externally there was repositioning of displaced roof tiles, re-seating external paving slabs and regular emptying of gutters.

#### Damp reduction

Further grant money received via the city council (under the UKSPF scheme) allowed completion of the external repointing project started during 2024, together with internal replastering at the west end. This work was completed in the spring and summer, and the rot-affected west window was also extensively restored. During the lowering of the external soil level at the west end in March, the underground water main was inadvertently damaged: the leak was subsequently identified and rectified within 48 hours.

#### Lighting

During July, the 12 obsolete fluorescent lights in the hall and downstairs storeroom were replaced with modern LED strips as a DIY exercise – this much improved the lighting at lower running costs. The remaining four light fittings in the occasionally-used upstairs room will be replaced in due course once they become completely unserviceable. At the same time, obscuration bars were added to the kitchen windows to replace the old net curtains at the suggestion of the city council's environmental health officer.

#### Garden

The grounds around the hall benefitted from a generous project by RippleActs in August to replace rough grass areas with planted beds. We fitted an external tap to allow summer watering of plants, and two Sunday afternoons of community gardening were subsequently arranged in the autumn to help control weed growth. In July, a large fall of branches from the sycamore tree in the yard are led to temporary closure of the through route. The debris was cleared promptly and the area taped off pending inspection by a tree surgeon and appropriate trimming work planned for early 2026.

#### Photovoltaic panels

A DCC decision was made in the autumn to go ahead with investing some of Phyllis Seaman's legacy money to install 24 solar panels on two-thirds of the south-facing roof (the grid connection was unable to support the originally intended 36 panels). The intention is to generate both electricity for the hall itself and future additional income by exporting the summer surplus to the grid. The installation of panels and battery system was successfully completed in early November and this has so far been providing impressive amount of power even during the winter months.

However, the need to switch provider and delays in getting the necessary smart meter installation has meant the export facility will not be fully up and running until spring 2026

*Matthew Williams*

### **e) Worship on a Sunday**

There were usually two Holy Communions and two Morning Worships each month during 2025 with a welcome variety of liturgies chosen by the day's leader. Within the liturgical framework we have continued to prioritize silence, chanting, and opportunities for *ad hoc* participation from anyone and everyone, especially after the sermon.

Numbers as always have varied from week to week, but with no significant drops or increases. Often what may look scanty at the beginning of a service was fleshed out over the first half an hour of the service. We tended to average around 16 participants each week.

We have continued to appreciate Graham Kirk-Spriggs' heartfelt, honest, funny, expressive, informative leadership and sermons. We have been grateful for retired clergy, Liz Cannon's and Eleanor Langan's ability to lead, preach, and take communion. Since Tim Lenton stepped back in the Autumn Anna Green has taken on the rota. There has been a nice expansion in numbers of those willing to take on leadership, preaching, prayers and reading, from both within and outside the regular congregation. Lay leaders of the service were Howard Green, Phil Kerrison, Carrie Sant, Debbie House, and Tim. Lay preachers were Howard, Carrie, Tim, and Anna (Lectio).

Since the Autumn the music 'group' has in the main become a duo of Matt Williams (piano) and Anna (violin), though occasionally with participation from Phil and Steve Fiske on guitars and Martin Wyatt on piano or violin. After Tim and Dot stepped back, Anna mostly chose the music from *Mission Praise*, though occasionally from other sources, and has become the leader. Occasionally Carrie or Phil have chosen the music when she was away. Matt continued to enliven our outros with funky rewrites of traditional hymns.

We have mightily appreciated our churchwarden, Judy Reynolds' unfailing, cheerful, efficient preparation of the Hall for worship each week, aided by Robert Spooner. We have relished Robert's generous refreshments after each service, and a monthly birthday cake provided by a few cooks.

*Anna Green*

## **VIII. St Luke's Reports**

### **a) St Luke's Warden's Report**

Now in my second year serving as Churchwarden, I continue to value the experience and understanding gained through this role. The support provided by you and members of the DCC/PCC has been greatly appreciated and has been extremely valuable whenever I've needed assistance.

#### Church Family

Our church membership has continued to grow steadily, despite some long-standing members moving away or being called to their next stage of service. We have been truly blessed by the arrival of several new and very talented members who have joined our church family, with most now actively contributing to various roles within our services.

#### Church Building

The church building continues to be used for worship, parish activities, office space and community events. Room hire rates were reviewed during the year and it was agreed that they would remain at their current level.

We organised three working parties in April, June and September to help with keeping the grounds tidy, making the grounds welcome for all. A huge thank you from me for all the help we received and the volunteers from our wonderful congregation.

We are also currently exploring the feasibility of engaging a maintenance person to clear the area at the back of the church and to support its ongoing upkeep. This would not only significantly improve the appearance of the grounds but would also enable the window cleaner to gain safe and unobstructed access to all windows.

The parish is currently still very patiently awaiting the formal report and recommendations arising from the Quinquennial Inspection carried out by the appointed architect one year ago. Notwithstanding this, several issues have recently been identified that require our attention. These will be our priorities for 2026 and include the following:

- External redecoration of certain window frames and the cross on the front window, where the stained finish is failing. This work is necessary to protect the timber and prevent further deterioration.
- Clearing of gutters and downpipes, as significant moss growth on the roof is washing down into the guttering.
- Repair of broken and loose paving slabs between the road and the church, which currently present a trip hazard, which may likely cause harm.

- We are grateful for the continued support of volunteers who assist with maintenance, cleaning, and improvement works. Plans are in place to organise more working parties during the spring and summer months to support ongoing maintenance and minor improvement projects.
- Full electrical and lighting conductor testing has been identified as a priority and is scheduled to be completed during the coming year.
- Investigation and repair of the lower ground floor urinal cistern, which is continuously filling.

All these items will need to be addressed in due course, subject to the receipt of the Quinquennial Inspection report and the prioritisation of works by the DCC. For these to happen, we will really do need your help and support with gifting and fundraising this year to complete these repairs. Your thoughts, support, and ideas on how we can achieve this would be gratefully received and appreciated by the DCC.

### Parish Event

In September, we held a very successful car boot sale, attracting visitors from far and wide. Attendees were also treated to an excellent bacon and sausage bap, deliciously prepared by our Vicar, Graham, and Caren. A big thank you also goes to everyone who helped on the day. Many people asked when the next one would be, so we are pleased to say that another car boot sale is being planned for this spring.

### Christmas

We also enjoyed a very busy and successful Christmas period. We truly pushed the boat out, with the PCC organising no fewer than 14 events across St Luke's, St Augustine's, and several external venues. All these events proved to be productive, and once again our sincere thanks go to everyone who volunteered their time and support.

As always, our Christmas Carol Service was extremely well attended. We were especially blessed to have seven musicians and two choirs this year, whose talents created a memorable and uplifting atmosphere. In my view, it was the best Carol Service I have witnessed at St Luke's.

### Thanks

I would like to sincerely thank all our Church members for your continued support, both to me personally and to our Church as a whole. Your commitment and faithfulness are deeply appreciated. As we look ahead to what promises to be a challenging year, with many important works to be completed, I am grateful for your ongoing support and dedication. Together, I feel confident we can meet these challenges and continue to strengthen our Church.

I truly believe that when people pray, blessings occur and what may seem like coincidences often unfold. This has happened many times at St Luke's. Please keep praying everyone. It is uplifting for the PCC/DCC to know that we are being held in prayer.

Heavenly Father,

As we meet this evening, we ask that you guide our discussions by your Holy Spirit. May we be blessed with more members willing to serve as part of our DCC. May all that we do be for the building of your Church and for the glory of your holy name; through Jesus Christ our Lord.

Amen.

*Andrew Windscheffel*

### **b) District Church Council (DCC)**

The DCC is the decision-making body of St. Luke's and as such meets regularly to discuss mainly the business side of church life. The DCC has delegated some decisions to a dedicated sub-committee, the Fabric Committee, which reports and advises on the maintenance and improvements required for our building; the most expensive requirements must be approved at DCC meetings.

We are grateful for Martin for keeping us up-to-date on the finances. Phil has joined us at some meetings or when unable to attend has sent a report on Safeguarding, informing us of any issues (thankfully none this year), changes in procedure and making sure we are all trained and understand what to do if we are ever concerned. Safeguarding is always the first item on every agenda.

We have enjoyed our meetings this year, discussing church events, mission ideas, and synods. Hopefully we are supporting both Graham and the congregation in the work we have done. We certainly appreciate Graham serving drinks, cakes or cheese when we meet.

Thanks to all PCC/DCC members for their love and care for St Luke's: the building itself as well as the community, both those worshipping and all those in the parish.

*Karen Wimhurst*

### **c) St Luke's Finance Report**

I am pleased to report that our planned giving increased slightly by £680 from that received in 2024 and we ended 2025 with a total of £29,229. Gift Aid Reclaim for funds received during 2025 ended at £3,994 which was received from HMRC thanks to the sterling efforts of Simon Snell. Revenue from Hall Hire was up £1,129 on that from 2024 and ended the year at £20,475 – many organisations have stated how lovely it is to use our building and of course we rent out Rooms 1, 2 & 3 all year

around to YMCA and Hope-In-Action. Many thanks to those two organisations for hiring our building.

St Luke's portion of the Parish Share had increased to an all-time high of £37280 and thanks to all St Lukes members we managed to settle 10/12ths of this – ie £31067. Running costs (gas and electricity) were £10,077 which is a significant increase of £2,109 compared to 2024. With more and more hirers wanting to use our building, these costs will probably increase again in 2026.

As is the norm, most of our reserves are held with Barclays Bank and the closing balance at year end in our Community Account (general fund usage) was £17,565. This included amounts of £3,650 for Community Events & £8,006 for the Fabric. We also hold an amount of £2,822 in the Business Premium Account with regards to the interest being earned on the Miss Pratt shares. These shares are held in the Church of England Investment Fund.

*John Nicholas*

#### **d) The Fabric Committee**

The St Luke's Quinquennial Inspection was carried out in April 2025. While the formal report from the inspecting architect is still awaited, several initial recommendations have been identified which will need to be addressed during the coming year. In parallel, work is required to begin developing detailed plans to improve the accessibility of St Luke's Church Centre. Achieving significant improvements in accessibility will require significant building works, and as such this will be a major project requiring substantial external funding. It is anticipated that the planning, fundraising, and delivery for this work will extend over several years.

Martin continues to work closely with contractors to ensure that our Church building is properly maintained and remains safe for all to use.

#### Work Undertaken in 2025

- Completion of electrical works to Rooms 1, 2, and 3 (ground floor) to increase the number of available electrical sockets.
- The heaters in Rooms 1 and 3 were swapped with two heaters from the function room, and several additional wall sockets were installed in Rooms 1, 2, and 3 to enable YMCA and Hope in Action to work safely and comfortably with all the required equipment. The DCC would like to record its sincere thanks to Martin Wimhurst for organising the electrician and ensuring that these electrical works were carried out
- Organisation of three working parties to tidy and improve the external areas of our church.
- Agreement to increase the ambient building temperature during the winter months to 17°C. This decision was taken to enable the rooms to quickly warm-up to 21°C when rooms are hired out.

- The Fire Safety Procedure was updated and now includes all rooms located on the ground floor.
- Room hire rates were reviewed and it was agreed that they will remain at their current level.

#### Current Plans for 2026 and Beyond

- Completion of full electrical and lighting conductor testing within the current year.
- We have now received our Options Appraisal from Spire Property Consulting for proposals to improve accessibility throughout the building, with particular emphasis on:
  - Converting existing toilet facilities into self-contained, gender-neutral cubicles.
  - Providing a minimum of two fully accessible toilet facilities.
- Exploration of the feasibility of installing a wheelchair access lift within the main stairwell, noting that this would require remodelling of the stairwell entrance and exit doors.
- Review of options to remodel the fire escape route from the downstairs function room, as the current configuration does not adequately support the evacuation of wheelchair users.
- Organisation of volunteer working parties during the spring and summer months to support ongoing maintenance and improvement works.
- Ongoing reviews are taken of our room hire rates, to be in line with any future energy price increases.
- Continued monitoring and review of church heating usage to ensure energy efficiency and avoid any unnecessary energy waste.

*Andrew Windscheffel*

## **Financial Statement for 2025**

- A verbal report will be given at the meeting of the overview. Examined accounts will be presented at a later date.

# Agenda for the Annual Parochial Church Meeting for 2025

## Meeting to be held on 16 March 2026 at 7.30pm St Luke's Church Centre

*Only those on the new church Electoral Roll are allowed to comment or vote.*

1. Apologies for Absence
2. Minutes of last year's APCM
3. Questions arising from Formal Reports
  - a. Trustees Report.
    - i. Parish Activities
    - ii. St Luke's Activities
    - iii. St Augustine's Activities
  - b. Financial report:
    - Verbal Report on Accounts
    - Motion to delegate final accounts scrutiny to PCC and separate congregational meetings if requested.
4. Elections and Appointments
  - a. Elect Members for the PCC and DCCs  
(Nomination Forms are available in both churches)
  - b. Appoint an independent Auditor/Examiner
5. Setting the Date for next year's APCM
6. Any other Business – to be notified to Graham Kirk-Spriggs before the start of the meeting (graham.kirk-spriggs@outlook.com)

## PARISH OF ST LUKE'S WITH ST AUGUSTINE'S NEW CATTON

### ANNUAL PAROCHIAL CHURCH MEETING 5 April 2025

The Annual Church Meeting was held at St Luke's Church on Monday 5 April 2025. Rev Graham Kirk-Spriggs presided. There were 29 attendees.

#### 1. Apologies

Apologies were received from Debbie House, Carrie Sant and Tim Lenton.

#### 2. Acceptance of Minutes of 2024 Annual Meeting

Accepted and approved unanimously.

#### 3. Questions arising from Formal Reports

##### a. Trustees report

No questions raised.

##### b. Financial Statement

Note of thanks given to Howard Green, Steve Bacon, Debbie House and Martin Wimhurst.

#### 4. Elections and Appointments

At the **Annual Meeting of the Parishioners** on 5 April 2025, Judy Reynolds and Andrew Windscheffel were elected as the church wardens for the Parish.

Nicky Burr was re-elected as Deanery Synod Representative. She explained the work of the Deanery Synod as she would be standing down during the year and we would need a replacement. Sam Pittam-Smith was duly elected to stand for the Parish this year as well.

##### **Election of the DCCs**

The lay members of the two DCC's in addition to the church wardens and Deanery Synod reps will be:

##### **St Augustine's**

Sharon Bygrave  
Howard Green  
Debbie House  
Phil Kerrison  
Dot Lenton  
Tim Lenton

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

Frances Cooke  
Jill Dyer  
Liz Jones  
Sam Pittam-Smith (Deanery Synod Rep)  
Martin Smith  
Karen Wimhurst  
Martin Wimhurst

Graham spoke about the sad loss of Andrew Partridge, especially his contribution to the DCC this last year. We will miss him, his laughter and his sense of fun.

#### **Appointment of Independent Examiner of Accounts**

Samantha Hubbard will stand as our independent examiner. All agreed.

**5. Date for the APCM 2025**

The meeting for next year will be 16 March 2026 at 7:30pm.

**6. All other business**

Graham explained that Martin Wimhurst was stepping down as bookkeeper for St Luke's, a role he had held for the last six years. Graham himself has appreciated his help and support for the last three and a half years, noting that Martin never expects any thanks: a gift was given.

John Nicholas has been on the PCC and DCC, supporting with his pastoral heart and as a quiet encourager. He is now taking on the role of bookkeeper.

Graham added his 'Vicar's Points'

He thanked everyone for all they give and all they contribute to the life of the church, noting the church is not a building. He is blessed to work alongside such deeply committed people; magnificent and wonderfully beloved by God.

Graham closed the meeting with prayer.

# Norwich New Catton St Luke PCC

## Financial Statement for the Year Ended 31 December 2025 Receipts and Payments Accounts

	Note	Unrestricted Fund £	Designated Fund £	Restricted Fund £	Endowment Fund £	Total 2025 £	Total 2024 £
<b>Receipts</b>							
<b>Voluntary receipts:</b>							
Collections at Services	3	966.74	-	-	-	966.74	1,157.89
Planned giving	3	37,362.90	-	-	-	37,362.90	31,335.00
All other giving/voluntary receipts	3	8,549.66	-	-	-	8,549.66	12,401.44
Grant Income	3	-	-	-	-	-	2,923.31
Legacies Received (Capital Value)		12,432.38	-	-	-	12,432.38	-
Gift Aid recovered		3,993.73	-	-	-	3,993.73	12,062.95
		<b>63,305.41</b>	-	-	-	<b>63,305.41</b>	<b>59,880.59</b>
<b>Activities for generating funds</b>	3	959.25	-	-	-	959.25	894.39
Investment income		-	-	275.60	-	275.60	270.91
Church activities	3	26,641.29	-	-	-	26,641.29	25,651.88
Other income	3	-	-	-	-	-	62,220.77
<b>Total receipts</b>		<b>90,905.95</b>	-	<b>275.60</b>	-	<b>91,181.55</b>	<b>148,918.54</b>
<b>Payments</b>							
<b>Church activities:</b>							
Parish share		52,052.94	-	-	-	52,052.94	44,344.60
Clergy and Staffing costs	4	6,790.85	-	-	-	6,790.85	7,198.40
Church running expenses	4	20,743.26	978.63	579.00	-	22,300.89	22,176.24
Mission giving and donations	4	2,650.00	5,100.90	-	-	7,750.90	250.00
Building work and repairs	4	16,506.11	1,015.20	687.58	-	18,208.89	2,447.32
Administration Costs	4	6,409.69	-	-	-	6,409.69	1,670.72
Other expenditure	4	171.29	-	-	-	171.29	564.94
		<b>105,324.14</b>	<b>7,094.73</b>	<b>1,266.58</b>	-	<b>113,685.45</b>	<b>78,652.22</b>
<b>Cost of generating funds</b>	4	4,714.05	-	-	-	4,714.05	1,918.69
<b>Total Payments</b>		<b>110,038.19</b>	<b>7,094.73</b>	<b>1,266.58</b>	-	<b>118,399.50</b>	<b>80,570.91</b>
<b>Excess of payments over receipts</b>		<b>- 19,132.24</b>	<b>- 7,094.73</b>	<b>- 990.98</b>	-	<b>- 27,217.95</b>	<b>68,347.63</b>
<b>Transfers between funds</b>		<b>- 4,069.18</b>	4,069.18	-	-	-	-
		<b>- 23,201.42</b>	<b>- 3,025.55</b>	<b>- 990.98</b>	-	<b>- 27,217.95</b>	<b>68,347.63</b>
<b>Cash at bank and in hand at 1 Jan</b>		<b>72,641.48</b>	<b>14,906.83</b>	<b>6,119.85</b>	-	<b>93,668.16</b>	<b>25,320.53</b>
<b>Cash at bank and in hand at 31 Dec</b>		<b>49,440.06</b>	<b>11,881.28</b>	<b>5,128.87</b>	-	<b>66,450.21</b>	<b>93,668.16</b>

## Statement of Assets and Liabilities

Note	Unrestricted Fund £	Designated Fund £	Restricted Fund £	Endowment Fund £	Total 2025 £	Total 2024 £
<b>Cash Funds</b>						
Bank Current Account	49,440.06	11,881.28	5,128.87	-	66,450.21	93,668.16
Bank Savings Account	-	-	-	-	-	-
Deposit Account	-	-	-	-	-	-
	<b>49,440.06</b>	<b>11,881.28</b>	<b>5,128.87</b>	<b>-</b>	<b>66,450.21</b>	<b>93,668.16</b>

Note	Unrestricted Fund £	Designated Fund £	Restricted Fund £	Endowment Fund £	Total 2025 £	Total 2024 £
<b>Investment Assets at market value</b>						
CCLA Miss Pratt	-	-	8,671.01	-	8,671.01	8,671.01
Norwich Credit Union (loan guarantee for pari)	-	-	999.00	-	999.00	999.00
Total Investments	-	-	<b>9,670.01</b>	<b>-</b>	<b>9,670.01</b>	<b>9,670.01</b>

### Notes

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

2. The movement in designated and restricted funds during the year were:

Restricted	Bal b/fwd	Receipts	Payments	Transfers	Bal c/fwd
Surviving Winter NCF 2024-25	753.05	-	579.00	-	174.05
Community Building Improvement NCC 2024-25	1,830.00	-	687.58	-	1,142.42
Restricted (St Luke's) gifts and collections	990.77	-	-	-	990.77
Miss Pratt income-parishioners in need) (was TSB now Barclays Deposit)	2,546.03	275.60	-	-	2,821.63
The Greening Fund	0.00	-	-	-	0.00
CCLA Miss Pratt	8,671.01	-	-	-	8,671.01
Norwich Credit Union (loan guarantee for parishioners in need)	999.00	-	-	-	999.00
	<b>15,789.86</b>	<b>275.60</b>	<b>1,266.58</b>	<b>-</b>	<b>14,798.88</b>

Designated	Bal b/fwd	Receipts	Payments	Transfers	Bal c/fwd
Fabric fund	8,738.68	-	1,993.83	1,261.32	8,006.17
Youth and Children's Work Fund	225.00	-	-	-	225.00
Mission Giving	2,293.04	-	5,100.90	2,807.86	-
Community Events Fund	3,650.11	-	-	-	3,650.11
	<b>14,906.83</b>	<b>-</b>	<b>7,094.73</b>	<b>4,069.18</b>	<b>11,881.28</b>

Surviving Winter NCF 2024-25 - Funds for repairs and maintenance of church building  
Community Building Improvement NCC 2024-25 - Funds for the maintenance of the church bell  
Fabric fund - For building repair. For provision of water/WC (at least £5000). Includes Organ repair  
Youth and Children's Work Fund -  
Mission Giving - Oneoff grant to enable a child to attend Guide Camp  
Community Events Fund - 0  
Restricted (St Luke's) gifts and collections - 0  
Miss Pratt income-parishioners in need) (was TSB now Barclays Deposit) - 0  
The Greening Fund - 0

### 3. Receipts

	Unrestricted Fund £	Designated Fund £	Restricted Fund £	Endowment Fund £	Total 2025 £	Total 2024 £
<b>COLLECTIONS AT SERVICES</b>						
End of service collection	177.41	-	-	-	177.41	608.07
Sunday collection (non GA)	789.33	-	-	-	789.33	549.82
	<b>966.74</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>966.74</b>	<b>1,157.89</b>

#### PLANNED GIVING

Parish Giving Scheme Income	4,393.04	-	-	-	4,393.04	-
Regular Giving (Gift Aid)	22,571.11	-	-	-	22,571.11	28,185.00
Regular Giving (Non Gift Aid)	10,398.75	-	-	-	10,398.75	3,150.00
	<b>37,362.90</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>37,362.90</b>	<b>31,335.00</b>

#### GIFT AID RECOVERED

Gift Aid Reclaim	3,993.73	-	-	-	3,993.73	12,062.95
	<b>3,993.73</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>3,993.73</b>	<b>12,062.95</b>

#### ALL OTHER GIVING/VOLUNTARY RECEIPTS

CAF & GAYE giving	5,889.44	-	-	-	5,889.44	4,286.62
Sunday Collection (Non Gift Aid)	478.50	-	-	-	478.50	-
One Off Donation (Gift Aid)	-	-	-	-	-	160.00
One Off Donation (Non Gift Aid)	641.50	-	-	-	641.50	6,462.35

St Luke's one off donations (non GA)	-	-	-	-	-	185.00
Small donations (GASDS)	1,540.22	-	-	-	1,540.22	1,307.47
	<b>8,549.66</b>	-	-	-	<b>8,549.66</b>	<b>12,401.44</b>
<b>ACTIVITIES FOR GENERATING FUNDS</b>						
Other Fundraising	-	-	-	-	-	164.00
Social activities and events income	419.25	-	-	-	419.25	235.39
Carpark donations (non GA)	540.00	-	-	-	540.00	495.00
	<b>959.25</b>	-	-	-	<b>959.25</b>	<b>894.39</b>
<b>CHURCH ACTIVITIES</b>						
Fees - Statutory	227.00	-	-	-	227.00	826.00
Fees - Additional	783.25	-	-	-	783.25	699.00
Hall Hire	25,631.04	-	-	-	25,631.04	25,778.88
	<b>26,641.29</b>	-	-	-	<b>26,641.29</b>	<b>25,651.88</b>
<b>INVESTMENT INCOME</b>						
Dividends and Interest	-	-	275.60	-	275.60	270.91
	-	-	<b>275.60</b>	-	<b>275.60</b>	<b>270.91</b>
<b>GRANT INCOME</b>						
Non-Recurring Grants	-	-	-	-	-	2,923.31
	-	-	-	-	-	<b>2,923.31</b>
<b>OTHER INCOME</b>						
Bank Compensation	-	-	-	-	-	100.00
Other income, gifts, etc	-	-	-	-	-	62,120.77
	-	-	-	-	-	<b>62,220.77</b>
<b>4. Payments</b>						
	<b>Unrestricted</b>	<b>Designated</b>	<b>Restricted Fund</b>	<b>Endowment</b>	<b>Total</b>	<b>Total</b>
	<b>Fund</b>	<b>Fund</b>		<b>Fund</b>	<b>2025</b>	<b>2024</b>
	<b>£</b>	<b>£</b>	<b>£</b>	<b>£</b>	<b>£</b>	<b>£</b>
<b>CLERGY AND STAFFING COSTS</b>						
Clergy Expenses	1,651.68	-	-	-	1,651.68	1,679.42
Cleaner (wages)	5,139.17	-	-	-	5,139.17	4,372.98
	-	-	-	-	-	1,146.00
	<b>6,790.85</b>	-	-	-	<b>6,790.85</b>	<b>7,198.40</b>
<b>CHURCH RUNNING EXPENSES</b>						
Gas and Electricity Bill	12,005.63	-	-	-	12,005.63	9,134.50
Insurance	2,370.16	-	-	-	2,370.16	2,259.54
Service Costs	461.00	-	-	-	461.00	6,256.00
Maintenance	1,322.86	978.63	-	-	2,301.49	1,062.97
Water Bill	1,516.20	-	-	-	1,516.20	971.34
Small equipment purchases	537.25	-	-	-	537.25	1,298.36
Cleaning Materials	561.35	-	-	-	561.35	596.63
Refreshments	463.49	-	-	-	463.49	242.69
Church Broadband	381.89	-	-	-	381.89	-
Licences and Subscriptions	1,123.43	-	-	-	1,123.43	354.21
	<b>20,743.26</b>	<b>978.63</b>	-	-	<b>21,721.89</b>	<b>22,176.24</b>
<b>MISSION GIVING AND DONATIONS</b>						
Charities - Home (UK)	2,650.00	-	-	-	2,650.00	-
Charities - Overseas	-	5,100.90	-	-	5,100.90	-
Support to parishioners	-	-	-	-	-	250.00
	<b>2,650.00</b>	<b>5,100.90</b>	-	-	<b>7,750.90</b>	<b>250.00</b>
<b>BUILDING WORK AND REPAIRS</b>						
Church - Major repairs and Redecorations	-	-	-	-	-	2,261.32
Hall/Other Buildings - Major Repairs and Redecorations	16,506.11	1,015.20	687.58	-	18,208.89	186.00
	<b>16,506.11</b>	<b>1,015.20</b>	<b>687.58</b>	-	<b>18,208.89</b>	<b>2,447.32</b>
<b>COSTS OF GENERATING FUNDS</b>						
Hall Running Costs	4,479.90	-	-	-	4,479.90	1,353.32
Social activities and events costs	234.15	-	-	-	234.15	498.48
Norwich Christian Meditation Centre	-	-	-	-	-	66.89
	<b>4,714.05</b>	-	-	-	<b>4,714.05</b>	<b>1,918.69</b>
<b>ADMINISTRATION COSTS</b>						
Printing	163.69	-	-	-	163.69	124.62
Stationery	-	-	-	-	-	36.00
Bookkeeping	1,048.00	-	-	-	1,048.00	-
Hall booking manager	693.40	-	-	-	693.40	-
PGS adjustments	3,937.50	-	-	-	3,937.50	-
Hall Bookings manager	-	-	-	-	-	983.90
Church broadband and telephone	567.10	-	-	-	567.10	526.20
	<b>6,409.69</b>	-	-	-	<b>6,409.69</b>	<b>1,670.72</b>

**OTHER EXPENDITURE**

Mission and Evangelism Costs	49.29	-	-	-	49.29	364.94
Publicity and promotion	22.00	-	-	-	22.00	-
Leaving Gifts, etc	100.00	-	-	-	100.00	200.00
	<b>171.29</b>	-	-	-	<b>171.29</b>	<b>564.94</b>

**5. Bank Current Account**

	<b>Unrestricted Fund £</b>	<b>Designated Fund £</b>	<b>Restricted Fund £</b>	<b>Endowment Fund £</b>	<b>Total 2025 £</b>	<b>Total 2024 £</b>
<b>St Augustines DCC</b>	44,756.55	-	1,316.47	-	46,073.02	67,936.02
<b>St Lukes</b>	4,683.51	11,881.28	3,812.40	-	20,377.19	25,732.14
	<b>49,440.06</b>	<b>11,881.28</b>	<b>5,128.87</b>	-	<b>66,450.21</b>	<b>93,668.16</b>

**6. Investments****Further Details**

CCLA Miss Pratt (This is an Endowment - Capital. Unchanged in 2020. 375 shares held throughout the year, although their market value fluctuates  
Norwich Credit Union (loan guarantee for parishiners in need) (No activity in 2020) - No activity in 2020



Section A Independent Examiner's Report

Report to the trustees

Parish of New Catton St. Luke with St. Augustine

On accounts for the year ended

31/12/2025

Charity no  
(if any)

1162755

Responsibilities and  
basis of report

I report to the trustees on my examination of the accounts of the above charity ("the Trust") for the year ended 31/12/2025.

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

I report in respect of my examination of the Trust's accounts carried out under section 145 of the 2011 Act and in carrying out my examination, I have followed all the applicable Directions given by the Charity Commission under section 145(5)(b) of the Act.

Independent  
examiner's statement

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

- the accounting records were not kept in accordance with section 130 of the Charities Act; or
- the accounts did not accord with the accounting records; or
- the accounts did not comply with the applicable requirements concerning the form and content of accounts set out in the Charities (Accounts and Reports) Regulations 2008 other than any requirement that the accounts give a 'true and fair' view which is not a matter considered as part of an independent examination.

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

Signed: Jane E Cole

Date: 10/04/2026

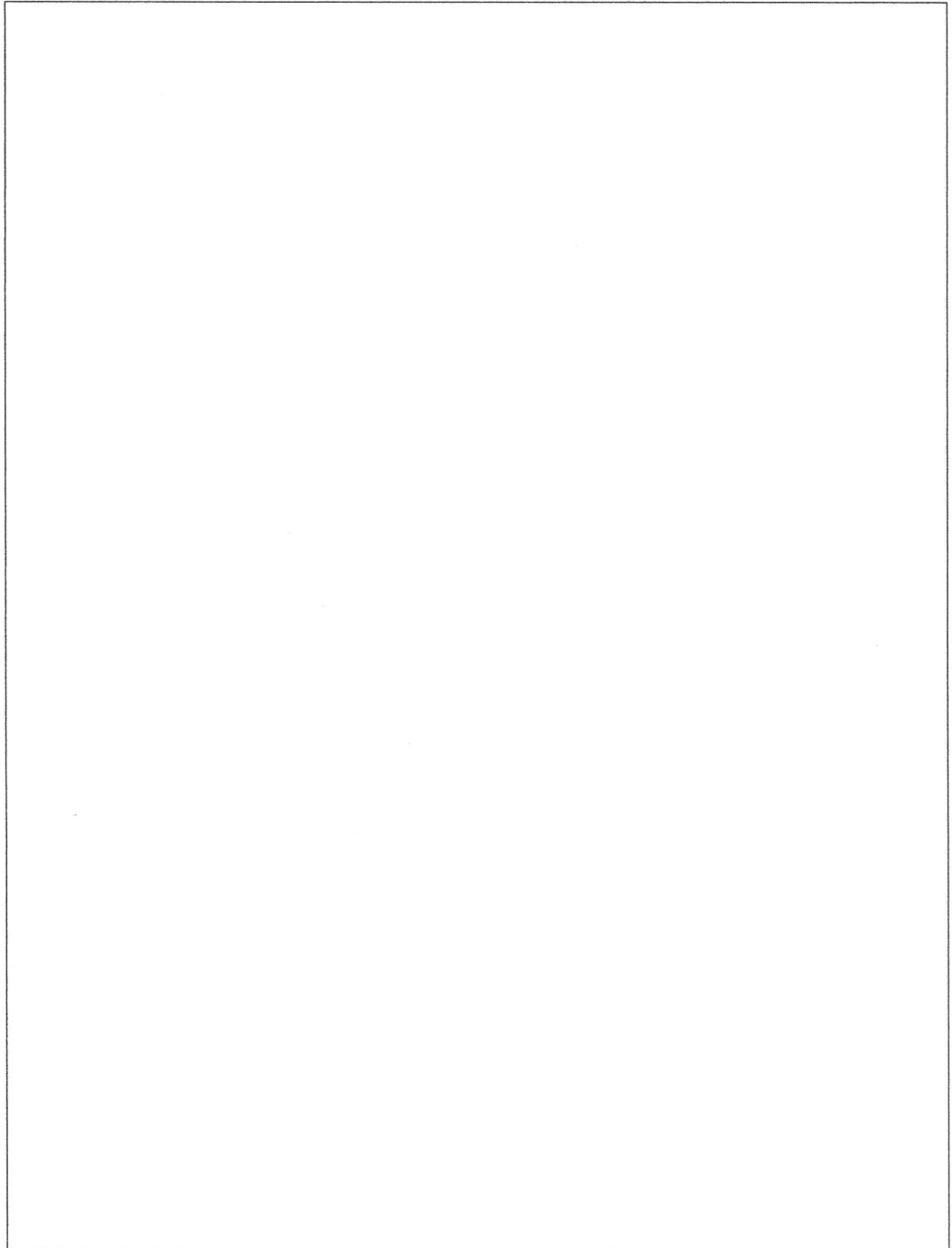
Name: Jane Elizabeth Cole

Relevant professional  
qualification(s) or body  
(if any):

Address: 2 Hempsted Mews, Bowthorpe, Norwich, NR5 9NL

Only complete if the examiner needs to highlight material matters of concern (see CC32, Independent examination of charity accounts: directions and guidance for examiners).

**Give here brief details of any items that the examiner wishes to disclose.**



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# Accounts

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## **St Luke's with St Augustine's, New Catton Annual Parochial Church Meeting for 2024**



### **Including the Trustees' Report and Financial Statement for 2024 for the Parochial Church Council of St Luke's with St Augustine's, New Catton.**

**Registered Charity number 1162755**

**The Annual Parochial Church Meeting will be held on  
Monday 7 April 2025 at St Luke's Church Centre at 7:30pm.**

If you are on the Electoral Roll, please try and come.  
Please take some time to read through this report before the meeting.

#### **This report consists of the**

- **Trustees' Report**
  - I.Reference and Administrative Details** page 2
  - II.Structure, Governance and Management** page 4
  - III.Aims and Purposes** page 8
  - IV.Objectives and activities** page 8
  - V.Incumbent's Report** page 9
  - VI.Parish Activities** page 10
  - VII.St Augustine's Activities** page 12
  - VIII.St Luke's Activities** page 16
  
- **Financial Statement** page 20
  
- **Agenda for the APCM** page 21
  
- **Minutes of the 2023 APCM** page 22

## Trustees' Report for the Year ending 31 December 2024.

The Trustees present their report with the financial statements of the charity for the year ended 31 December 2024.

### I. Reference and Administrative information

#### Church Addresses

St Luke's Church  
61, Aylsham Road  
Norwich  
NR3 2HF

St Augustine's Church Hall  
Gildencroft,  
Norwich  
NR3 1DS

#### Membership of the PCC (April 2024-April 2025)

Name	Church	Role	Term ends at APCM in
Graham Kirk-Spriggs	Both	Team Vicar	Ex officio
Judy Reynolds	St Augustine's	Parish warden	2025
Andrew Windscheffel	St Luke's	Parish warden	2025
Karen Wimhurst	St Luke's	PCC Secretary	2025
Howard Green	St Augustine's	PCC Treasurer	2026
Nicky Burr	St Luke's	Deanery Synod Rep	2026
VACANCY	St Augustine's	Deanery Synod Rep	
Dot Lenton	St Augustine's	Elected Lay Rep	2025
Debbie House	St Augustine's	Elected Lay Rep	2027
VACANCY (1)	St Augustine's	Elected Lay Rep	
Martin Wimhurst	St Luke's	Elected Lay Rep	2025
VACANCY (5)	St Luke's	Elected Lay Rep	
Parish wardens		2	
Elected Members		3 (+6 vacancies)	
PCC Officers		2	
Deanery Synod Reps		1	
Diocesan Synod Rep		0	
Ex Officio		1	
Co-opted		0	
<b>Total possible PCC membership</b>	<b>17</b>	<b>Actual PCC Membership: 9</b>	

## Membership of the District Church Councils

<b>St Augustine's DCC</b>		
<b>Name</b>	<b>Role</b>	<b>Term Ends</b>
Graham Kirk-Spriggs	Team Vicar	Ex officio
Judy Reynolds	Parish Warden	2025
VACANCY	Deanery Synod	
Howard Green	Treasurer PSO Vulnerable Adults	2026
Debbie House	DCC Secretary	2026
Phil Kerrison	Elected Lay Rep	2026
Dot Lenton	PSO Children & Young People	2025
	Elected Lay Rep	
Tim Lenton	Elected Lay Rep	2025
Sharon Bygrave	Elected Lay Rep	2026
VACANCY (3)		

<b>St Luke's DCC</b>		
<b>Name</b>	<b>Role</b>	<b>Term Ends</b>
Graham Kirk-Spriggs	Team Vicar	Ex officio
Andrew Windscheffel	Parish Warden	2025
Karen Wimhurst	DCC Secretary	2025
Martin Wimhurst	DCC Treasurer	2025
Nicky Burr	Deanery Synod Rep	2026
Frances Cooke	Elected Lay Rep	
Jill Dyer	Elected Lay Rep	2025
Liz Jones	Elected Lay Rep	2027
John Nicholas	Elected Lay Rep	2025
Andrew Partridge	Elected Lay Rep	2027
Sam Pittam-Smith	Elected Lay Rep	2025
Martin Smith	Elected Lay Rep	2025
Anne Swift	Elected Lay Rep	2026

### Appointed by the PCC

Electoral Roll Officer:	Mark Smith
Safeguarding:	Phil Gazely (St Luke's: Children and Adults at Risk) Howard Green (St Augustine's: Adults at Risk) Dot Lenton (St Augustine's: Children)
Independent Examiner:	Samantha Hubbard
Parish Bookkeeper:	Steven Bacon

## **Our Banks**

Barclays plc (St Luke's current and deposit accounts)

TSB (St Augustine's current account)

CBF Church of England deposit account (CCLA) (St Luke's)

Norwich Credit Union (St Luke's loan guarantee fund).

## **II. Structure, Governance and Management**

On 20<sup>th</sup> September 2021, a Pastoral Scheme was made by the Church Commissioners in pursuance of the Mission and Pastoral Measure 2011, the Right Reverend Graham, Bishop of Norwich, having consented thereto.

The benefice of Sprowston with Beeston Saint Andrew, the benefice of Christ Church, New Catton, the benefice of Norwich, Saint Mary Magdalene with Saint James and the benefice of Saint Luke with Saint Augustine, New Catton in the diocese of Norwich shall be united to create a new benefice which shall be named "The Benefice of Sprowston and North Norwich Team Ministry", and the area of the new benefice shall comprise the parish of Sprowston with Beeston Saint Andrew, the parish of Christ Church, New Catton, the parish of Norwich, Saint Mary Magdalene with Saint James and the parish of Saint Luke with Saint Augustine, New Catton, which parishes shall continue distinct.

### **Structure**

The PCC is a charity registered with the Charity Commission; Registered Charity number 1162755.

It is listed in the Charity Commission Register as the Parochial Church Council of the Ecclesiastical Parish of St Luke's with St Augustine's, New Catton.

The PCC is a corporate body established by the Church of England. It operates under the Parochial Church Council Powers Measure.

The PCC is chaired by the team vicar. It is the decision-making body of the Parish and is accountable to the Diocese.

The PCC is responsible for making decisions on all matters of general concern and importance to the parish including deciding on how the funds of the PCC are to be spent. The full PCC met twice times during the year.

Each Church has its own DCC, which is responsible and accountable to the PCC for the day-to-day operation of its church. Each DCC is chaired by the team vicar.

We pay a bookkeeper to serve St Augustine's DCC and to prepare the end of year accounts for the PCC, a hall bookings manager for St Augustine's, and cleaners for both churches. These are employed as contractors.

The PCC Quorum is 5 (1/3 of lay representation under current Parish scheme) which includes the team vicar and at least one member of each DCC.

The Parish Wardens and the team vicar meet each month to plan and review the month ahead.

### **Appointment of PCC/DCC Members**

The method of appointment of PCC members is set out in the Church Representation Rules and governed by a parish scheme which was last revised in 2018 and ratified by Bishop's Council on 23<sup>rd</sup> May 2019.

All those who attend our services / members of the congregation are encouraged to register on the Electoral Roll and are then eligible to stand for election to the PCC after a 6-month period. Vacancies are advertised in each church.

### **Meetings**

The team vicar chairs the PCC and DCCs. In the case of a vacancy, this role is performed by the churchwardens.

The PCC normally meets four times each year.

Each DCC normally meets four times each year.

Additional meetings can be called by the Parish Wardens or the team vicar.

### **Period of Service**

Parish Wardens are elected annually.

All other members are elected for a three-year period.

Members can stand for re-election at the end of their period of service.

PCC Reps are elected annually from their DCC.

### **Payments to PCC Members**

The incumbent receives a stipend from the Church of England and reasonable out of pocket expenses and is ex-officio chair of the PCC and the two DCCs. No other members receive any payments except for reimbursement of out-of-pocket church related expenses.

### **PCC Sub-Committees**

Safeguarding

Standing Committee

In addition, St Luke's DCC also has a Fabric Committee.

## **Public Benefit**

Any member of the public may take part in Church of England activities and services. The PCC also provides, promotes or facilitates services available to groups of people including children and young people, people on low incomes, the elderly, refugees, the homeless, people with mental health issues, ethnic minority groups and others in need or considered vulnerable.

The structure of the Church of England focuses each PCC on a specific geographical area, the ecclesiastical parish. Religious services, which are open to all, take place in the parish churches and buildings, or by agreement in other local facilities.

Within the parish, the church seeks to serve the whole community. However, not all funds will necessarily be spent on projects within the parish, as we seek to support the mission of the whole church, so may, for example, develop links with a community in another area or country. St Augustine's for example supports charity work in Uganda.

St Luke's gives 5% of its annual income to charities.

## **Risk Management**

The Trustees have a duty to identify and review the risks to which the charity is exposed and to ensure appropriate controls are in place to provide reasonable assurance against fraud and error. All Barclays accounts require two signatories for making payments to external accounts by cheque or online.

The major risks to which the PCC is exposed are reviewed regularly. These include:

- Regulatory and legal position
- Financial position
- Health and safety including the buildings and their surroundings
- Risks arising from the activities of each Church, including risks to reputation.

Operational risk management activities such as hazard management and prevention, the protection of children and vulnerable adults, insurance and local risk assessments are delegated to the DCCs. DCCs are charged with having appropriate systems and processes in place, with appropriate review intervals, to manage those risks.

## **Safeguarding**

The following policy was agreed at the District Church Councils (DCC) meetings held at St. Luke's and St Augustine's:

In accordance with the Church of England Safeguarding Policy our two churches are committed to:

- Promoting a safer environment and culture.
- Safely recruiting and supporting all those with any responsibility related to children, young people and vulnerable adults within the church.
- Responding promptly to every safeguarding concern or allegation.
- Caring pastorally for victims/survivors of abuse and other affected persons.
- Caring pastorally for those who are the subject of concerns or allegations of abuse and other affected persons.
- Responding to those that may pose a present risk to others.

The Parish will:

- Create a safe and caring place for all.
- Have a named Parish Safeguarding Officer (PSO) to work with the incumbent and the PCC to implement policy and procedures.
- Safely recruit, train and support all those with any responsibility for children, young people and adults to have the confidence and skills to recognise and respond to abuse.
- Ensure that there is appropriate insurance cover for all activities involving children and adults undertaken in the name of the parish.
- Display in church premises and on the Parish website the details of who to contact if there are safeguarding concerns or support needs.
- Listen to and take seriously all those who disclose abuse.
- Take steps to protect children and adults when a safeguarding concern of any kind arises, following House of Bishops guidance, including notifying the Diocesan Safeguarding Adviser (DSA) and statutory agencies immediately.
- Offer support to victims/survivors of abuse regardless of the type of abuse, when or where it occurred.
- Care for and monitor any member of the church community who may pose a risk to children and adults whilst maintaining appropriate confidentiality and the safety of all parties.
- Ensure that health and safety policy, procedures and risk assessments are in place and that these are reviewed annually.
- Review the implementation of the Safeguarding Policy, Procedures and Practices at least annually.

Each person who works within this church community will agree to abide by and have due regard <sup>1</sup> for this policy and the guidelines established by this church.

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<sup>1</sup> What does 'due regard' mean? Where legislation – whether an Act of Parliament or a Church Measure – imposes a duty on a person to “have due regard” to guidance of this sort, the law understands that duty in a particular way. The legal duty to have due regard means that the person to whom the guidance is directed is not free to follow the guidance or not as he or she chooses. As a matter of law, the guidance should be given great weight and must be followed unless there are ‘cogent reasons’ for not doing so (see below). What is meant by ‘cogent reasons’? ‘Cogent reasons’ are reasons that are clear, logical and convincing. It will be very rare indeed

The Safeguarding Officers are:

St Luke's: Phil Gazely

St Augustine's: Dot Lenton (Children)  
Howard Green (Vulnerable Adults)

Health and Safety: Parish Wardens

Insurance, Alarms and Fire Protection:  
Treasurer and Parish Wardens.

### **III. Aims and Purposes**

The Parochial Church Council (PCC) of New Catton: St Luke with St Augustine has the responsibility of cooperating with the team vicar in promoting in the ecclesiastical parish, the whole mission of the Church, pastoral, evangelistic, social and ecumenical.

The PCC is also specifically responsible for the maintenance of St Luke's Church Centre, 61 Aylsham Road and St Augustine's Hall, The Gildencroft, Norwich, but delegates this to the respective DCC.

The 2015 Parish statement states that "we are a diverse and inclusive community that values compassion and personal transformation through Jesus Christ."

### **IV. Objectives and Activities**

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

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

- Worship and prayer; learning about the Gospel; and developing their knowledge and trust.

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for there to be cogent reasons for not following House of Bishops guidance on safeguarding. Cogent reasons are likely to arise only where the guidance does not contemplate a particular, unusual situation arising so that it becomes necessary to take a different approach from that set out in the guidance in order to meet the particular circumstances of the case. When would 'cogent reasons' be applied? A person who is required to have due regard to the guidance should not simply take it on him- or her-self to decide that there are cogent reasons for departing from the guidance. Such a decision should be taken – if at all – only after case-specific advice has been obtained from both the diocesan safeguarding adviser and the diocesan registrar.

- Provision of pastoral care for people living in the parish.
- Mission and outreach work.

To facilitate this work, it is important that we maintain the fabric of the buildings mentioned above.

### **Worship and Prayer**

The PCC is keen to offer a range of services during the week and over the course of the year that our community may find both beneficial and spiritually fulfilling. We offer alternating services of Holy Communion and Morning Worship on a Sunday.

Both congregations worship in their buildings, with St Luke's offering online access to the service using the St Luke's Facebook page.

All are welcome to attend our regular services. The average weekly in-person attendance, counted during October, *to be advised*.

As well as our regular services, we enable our community to celebrate and thank God at the milestones of the journey through life. Through baptism we thank God for the gift of life; in marriage public vows are exchanged with God's blessing; and through funeral services friends and family express their grief and give thanks for the life which is now complete in this world and commend the person into God's keeping.

## **V. Incumbent's Report**

*"And what does the Lord require of you?*

*To act justly and to love mercy*

*and to walk humbly[a] with your God."* – Micah 6.8

I'd like to start this year's humble missive from me with a note of thanks. Firstly to Martin Wimhurst who is stepping down as St Luke's bookkeeper. His heroic efforts (on many things) during the past three and a half years have been so immeasurably helpful, and we all owe him a huge debt of thanks.

I'd like to thank Karen Wimhurst for her excellent PCC Secretary work along with Debbie House who has been doing a wonderful job as St A's DCC secretary. Andrew Windscheffel and Judy Reynolds our marvellous Churchwardens, for their stalwart support and encouragement. Carrie Sant who stepped down as Lay Parish Worker, but still continues to be very active. And to all DCC and PCC members, this church could not exist without you. To Howard Green who's perseverance and good humour

has meant that we have FINALLY managed to change the signatories on St A's Church Bank Account, after going round in circles with our bank, and of course Steve for his bookkeeping.

There are far too many more to thank, who have had their backs to the plough in what has been a challenging year not just politically but financially and personnel wise too.

Mary Hansell at St L's moved to pastures new, and we fondly said goodbye and thank her for all she's done over many, many faithful years. Tony Barton moved on after many years at St Luke's to Ipswich, and we were pleased to have a farewell lunch with him. We also said a final goodbye to the now Rev'd Melissa Snell, and many of us were overjoyed to attend her ordination this year. We also noted with deep sadness the passing of Andrew Partridge, an enthusiastic and faithful member of St L's, who died very suddenly and who we all miss very much.

The Church isn't a building, it's the people. In 2025 looking at the world we live in, I expect the Biblical verse above will become more and more important. We are a community that should be seeking justice in all we do, to walk with mercy this little patch of Norwich, and I thank God for each and every one of you. Be bold, be strong for the Lord your God is with you.

*The Rev'd Graham Kirk Spriggs  
Team Vicar*

## **VI. Parish Activities**

### **a) Electoral Roll Report**

This year has seen a complete revision and sadly numbers on the electoral rolls for both Churches have again fallen, by a combined total of 12, with a total of 64 names on the new combined rolls. This is a yearly reduction in names and having been the electoral roll officer for some 8 years now I do feel concerned, as there were 79 names across both parishes when I took on the position.

St Lukes now has 38 on the roll, compared to 45 last year, and several members of our congregation have either moved away, passed away or are no longer able to attend due to health reasons. We send our love and thoughts to them all and miss them.

St Augustine's church now has 26 on the roll compared to 31 last year. 6 names have been removed with a new person being added. My thanks to Judy for her help with gathering these forms together.

My thanks to those members in our congregation who have also been able to complete their forms electronically, reducing the amount of paper required. All the paper and electronic forms are locked away and electronic records and forms saved to a secure password protected USB memory stick, kept locked away in the vestry.

*Mark Smith Electoral Roll Officer*

### **b) Deanery Synod**

The Deanery Synod is part of the way the Church of England gives people at different levels a chance to discuss key issues and organise the church's ministry and mission. It sits between the parishes with their Parochial Church Councils (PCCs) and the full diocese, with its Diocesan Synod. It is convened by an Area or Rural Dean and Lay Chair and consists of all the licensed clergy in the Deanery and lay people elected by the parishes at their Annual Parish Church Meeting. Lay members serve for three years.

The parish of St Luke's with St Augustine's is part of the Norwich North Deanery, which comprises the benefices of Drayton; Hellesdon; Horsford, Felthorpe and Hovingham; Horsham, Spixworth and Crostwick; Mile Cross; Old Catton; Sprowston & North Norwich Team Ministry (of which St. Luke's with St Augustine's is a part) and Taverham with Ringland. The Norwich North Deanery Synod meets three times a year and its business is organised by a small Standing and Pastoral Committee which has both clergy and lay members. It also organises an annual Ascension Day service which this year was hosted by St. Luke's.

Meetings this year have included a presentation about Children, Young People and Families work given by Jonathan Richardson, Children, Youth and Families Development Officer, a tour of the Cathedral given by the Dean and presentations by Deanery parishes about how they are working out the Diocesan vision of being Prayerful, Pastoral and Prophetic. The Deanery also hosted a pilgrimage by Bishop Graham, dodging the rain to visit Mile Cross, Sprowston, Spixworth and ending up at Horsham St Faith.

As a member of Deanery clergy, the Rev'd Graham Kirk-Spriggs is a member of the Deanery Synod. This year, Nicky Burr was re-elected as one of two lay representatives that St Luke's with St Augustine's is allocated. The other post is vacant. Nicky also serves as Deanery Lay Chair.

*Nicky Burr*

### **c) Summary of our Finance Report**

See the St. Augustine's report (VII c) and St Luke's report (VIII e) below and the Finance report.

## **VII. St Augustine's Reports**

### **a) St Augustine's Warden's Report**

It has been a good year for St Augustine's with services that have once again been well attended with several new faces. We continue to enjoy Graham's ministry and also that of Liz Cannon and various lay ministries and AWAs.

Our Monday 'Open House' from 10.30 to 2.00 continues in spite of Carrie retiring in May thanks to the culinary skills of Debbie and Graham. This continues to be funded by on-the-day donations which have covered both the cost of food and paid help of 1 1/2 hours in the kitchen by a refugee.

During the summer Andre's Hair Salon celebrated 90 years of trading in St Augustines Street and we joined with others in that celebration by providing refreshments and activities in the Hall.

#### Christmas

Christmas was an exciting time with Carols and Cocoa in the Old Church after late-night opening, seeing over 80 local people and a Midnight Communion Service, also well attended. Between the two events we raised £235.60 for the Churches Conservation Trust.

We hosted lunch for 34 on Christmas Day thanks to donations from the local community and we were especially grateful for gourmet black Norfolk turkey supplied by Beales.

#### Karaoke

A new social event was introduced this year by Debbie and Sharon with occasional fun-filled karaoke nights where anything goes!

#### Friday group

Carrie has introduced a fun, food and friendship social event on Friday evenings where some of the younger people in the church have chosen to meet to explore different crafts and have a jacket potato meal together. This has involved pottery, junk journaling, making stars for Christmas out of old sheets of music and toilet rolls and meeting up to see the Bob Dylan film 'A Complete Unknown'.

Grateful thanks go to Robert for his help and generosity and to Matt and Howard for their work regarding the maintenance of the building.

We are facing uncertain times as Anglia Square closes, is demolished and redevelopment commences.

We are delighted that Graham has moved close by recently and we hope he will be very happy in his new vicarage.

*Judy Reynolds*

#### **b) District Church Council (DCC)**

The DCC has continued to meet mostly every two months. We missed Howard while he was away helping his daughter and son-in-law, occasionally needing to reschedule due to quoracy issues.

Members have been patient with Debbie's learning curve as Secretary. Sharon has been an invaluable new member. With varied opinions and approaches, the DCC nonetheless interacts cooperatively with each other, hopefully on behalf of the wider congregation and for the good of the church.

*Debbie House*

#### **c) Finance**

Arrangements regarding our bookkeeping have been working well this year. We are extremely grateful for the joint working of all those involved in doing and supporting.

Our finances are not on a conventionally sustainable footing. The hire of our hall is either a congregational expense or it's a source of income depending on which definitions and calculations are used. However, the DCC are clear that part of our congregation's ministry to the community is to carry out the kind of activities that we do.

We have been blessed with a number of substantial grants to help us along for a couple of years now: for winter fuel subsidy and for repairs, decorations, and minor capital works on the fabric of the hall. These really have helped us.

The overall financial position of the congregation has been totally transformed in 2024 by a generous bequest from one of the members of the congregation, Phyllis Seaman. This has meant that, after a couple of years of not paying our Parish Share responsibilities in full, we have been able to pay all of our share for 2025 at the beginning of the year. Our use of this bequest continues to be the subject of review and discussion.

*Howard Green*

#### **d) Fabric Report**

The hall dates from 1915, and was subject to a major rebuild in 1994-95. It is cleaned weekly but is subject to a significant degree of wear and tear from use by the church community and a variety of hirers. For a building of this age, it is appropriate to budget for continuing investment in both updating and major repair works.

### Routine work

The normal repairs and renewals from time to time included replacing light bulbs and alarm batteries, mending toilet seats, tightening door handles, repositioning displaced roof tiles and re setting external paving slabs. Because of overhanging trees, both the north and south gutters have to be cleared of debris and drain runs occasionally rodded to avoid blockage. The carpet is showing its age, but received its annual clean during the year and this seems to have significantly improved the appearance this time. During two community clearance days in April and May 2024, the jammed cupboard doors in the upper room were attended to – these had become nipped by movement of the roof purlins: simple latches were fitted to allow the cupboards to continue to be accessed. Approximately 12 chairs were repaired by gluing and screw-fixing, and a shelving rack and coat hooks were put up near to the serving hatch in the kitchen.

### Stormwater pipe blockage

A problem of a regularly overflowing downpipe outside the main door was finally rectified in late May 2024 by an external contractor, after a number of previous failed attempts to clear a blockage of the underground pipe to which it is connected. High-pressure jetting was used to clear a pipe obstruction under the paved area about 4m out from the building. It is now apparent that the two rainwater downpipes on the north side of the hall (and probably also the two on the south side) run to soakaways and not (as originally thought) to the combined sewer. An attempt was made to claim a rebate on sewer charges paid in recent years to Anglia Water, but this was unsuccessful.

### Internal damp issues

A major funded project to help reduce the seasonal damp problem affecting the east end of the hall was carried out in the first two weeks of April 2024. This involved repointing (in lime mortar) of parts of the east wall, brickwork repairs at the south-east corner where a route for water ingress had been identified (accessible only from the neighbouring property), the removal of vinyl paint from the interior face of the east wall, localised plaster repairs and redecoration in limewash. Small ventilation holes were drilled through the trap-door near the apex of the ceiling to encourage air exchange and reduce mould growth on the inner roof lining. At the same time, surplus mortar and filler was used to correct some serious pointing defects on other walls and to improve the water tightness of the capping to the flint wall at the east end. During the following two months approximately five further coats of limewash were added internally to the east wall and the finish, although visually patchy, has been generally well-received by hall users. Subjective impressions suggest an improvement in the internal damp issues and less of a musty smell. Further work of a similar nature is planned for Spring 2025 concentrating on the west end of the building.

## Heating & lighting

The fixed thermostat on the wall at the east end of the building controlling the main gas boiler was replaced with a wireless portable thermostat in July 2024. A lockable box was subsequently fitted to contain the thermostat at the same position. All light bulbs are of energy-saving type, but attention is again drawn to the old-fashioned fluorescent strip-lighting fittings which have reached the end of their serviceable life and will soon need replacement with LED strips. Solar power generation is being investigated, and a formal expression of interest has been submitted the local BID's Norwich Solar System. This could allow us to profitably sell excess photoelectricity generated from the hall's 100 m<sup>2</sup> of south-facing roof slope to a local network, subject to our commitment to invest in the necessary hardware.

*Matthew Williams*

### **e) Worship on a Sunday**

Sunday worship continued in its customary form during 2024. Generally speaking the hall was warm enough, though anomalies persisted for no obvious reason. The number of participants in the services (usually two Holy Communions and two Morning Worships a month) did not often fall and would occasionally reach the mid-20s or even 30. The average age *did* fall, with a welcome increase in younger worshippers.

The music group continued the fairly regular pattern of hymn-choosing, with more traditional hymns, largely from *Mission Praise*, balanced by rather more vigorous modern worship songs, usually from *Worship Today*, though some additional and even more exciting ones were occasionally included.

The music group still consisted of Dot Lenton, worship leader, violin and vocals; Tim Lenton, guitar and vocals; Phil Kerrison, guitar; Anna Green, violin and vocals; Matt Williams, piano and vocals. Steve Fiske (guitar) supplemented this line-up on alternative Sundays, with Martin Wyatt occasional substituting for Matt on piano.

The Rev Graham Kirk-Spriggs continued to be an inspiring worship leader, and the feeling of trust and love in the congregation persisted. Our leadership and preaching team continued as before, with the Rev Liz Cannon's willingness to preside at Communion in the absence of the vicar still much appreciated – sadly the Rev Heather Cracknell was restricted by illness to very occasional appearances.

Lay leaders of the service were Howard Green, Phil Kerrison, Carrie Sant and Tim Lenton; lay preachers were Howard, Anna Green (lectio), Carrie and Tim, plus occasionally Liz Day.

Regular prayer leaders and readers continued to be invaluable, as were Robert's refreshments afterwards. Our churchwarden, Judy Reynolds, prepared the hall for worship with her customary enthusiasm and efficiency.

*Tim Lenton*

#### **f) Norwich Christian Meditation Centre**

Encouraged by Howard, in 2024 a group from the St Augustine's congregation formed to reenliven Norwich Christian Meditation Centre.

A first task was to (re)create a website to clarify what we currently offer – thank you Mike for redoing [norwichmeditation.co.uk](http://norwichmeditation.co.uk)! With the aim of facilitating 'Contemplative practice for healing and wholeness in community', our Wednesday groups include Silent prayer, meditative singing (Taizé), lively discourse in Bible Study, and convivial socialising in the Cactus café afterwards. Especial thanks to Norwich Taizé in the form of Steve and Jane who support us, and the people who join us from outside our parish!

Over 3 months June led two Saturday groups, one based on the Centre for Action and Contemplation podcast series 'Learning How to See' and then, with Phil Gazley, an Introduction to Peace Catalyst International. Both were well attended, Peace Catalyst also by people from outside the parish.

As we consolidate after a very busy year, our next task will be to publicise NCMC more widely so that others can hear of these opportunities to engage with some valuable contemporary practices of our tradition.

*Debbie House*

### **VIII. St Luke's Reports**

#### **a) St Luke's Warden's Report**

Well as I conclude my first year as Churchwarden, I am enjoying the challenge and experience in the role. Although I am still learning.

Our Quinquennial Inspection (5 years) will be carried out by our new architect that has been approved by the Diocese of Norwich on 4 April 2025. We patiently await the outcome on what works, repairs and recommendations we need to action on. We have added more electric sockets in rooms one, two and three downstairs. This now avoids the overuse of extension leads which has now stopped these rooms being a fire hazard. It has also made our regular hirers feel much safer. A big thank you goes out to Martin Wimhurst who organised an electrician to carry out these works.

Priorities for 2025 will be to make St Lukes more accessible for all. We have started a feasibility study to make our toilets self-contained gender-neutral cubicles, with at least 2 toilets being fully accessible.

On top of this we are exploring the feasibility of installing a wheelchair access lift inside the main stairwell. This will require some remodelling of the exit and entrance doors to the stairs.

We also want to remodel the fire escape route for the function room downstairs as it is currently unsuitable for evacuation of wheelchair users. Nicky Burr has been instrumental in making this a possibility by submitting an Accessibility Option Appraisal, that details the scope of work involved. So again, we thank you very much Nicky for your efforts, which hopefully will lead to enable our Church being more accessible to all.

For these to happen, we will really need your help and support with fundraising this year to complete these renovations. Your thoughts, support, and ideas on how we can achieve this would be gratefully received and appreciated by the DCC.

We have arranged a date for a work party which is on 26 April 2025. Once again, we would appreciate volunteers to help with the grounds in making it tidy, organised and welcoming for all. Please approach either committee members or myself to ask for more information.

Our Congregational members have remained roughly the same, although some of our long attending members have moved house. However, we have been encouraged by some new church members joining our family community in the last year. Our Easter and Christmas services particularly were very well attended as usual.

I want to thank all our Church members for all the support you have given me and to the Church in my first year. I look forward to your continued support in the coming challenging year.

Finally, it has been a great privilege to work with such devoted and committed people, to have such willing and gifted volunteers for all our roles within Church, for our services, and you, our congregation. We are so blessed and we thank you so much for guiding us, supporting us, and praying for us, for giving us your trust, love and support.

I believe "When people pray, blessings and coincidences do and have happened". Keep praying everyone. It is hugely moving for the PCC and our team to know we are being prayed for during what are extremely difficult and worrying times for everyone.

*Andrew Windscheffel*

## **b) District Church Council**

The DCC is the decision-making body of St. Luke's and as such meets regularly to discuss mainly the business side of church life. The DCC has delegated some decisions to a dedicated sub-committee, the Fabric Committee, which reports and advises on the maintenance and improvements required for our building; the most expensive requirements must be approved at DCC meetings.

At every meeting we are grateful for Martin for keeping us up-to-date on the finances at every meeting. Phil has joined us at some meetings or sent a report on Safeguarding, informing us of any issues (thankfully none this year), changes in procedure and making sure we are all trained and understand what to do if we are ever concerned.

We have enjoyed our meetings this year, discussing church events, mission ideas, synods and generally hoping we are supporting both Graham and the congregation in the work we have done.

Thanks to all PCC/DCC members for their love and care for St Luke's: the building itself as well as the community, both those worshipping and all those in the parish.

*Karen Wimhurst*

## **c) The Fabric Committee**

St Luke's Quinquennial Inspection was due in 2024 but unfortunately due to lack of availability of architects this has been deferred until 2025.

We have started to develop plans for improving accessibility of St Luke's Church Centre. In order to improve accessibility of the building some significant works will be needed and so the project will require major funding and is likely to take a number of years to complete.

We have replaced the laptop used for the regular church services as the old one was starting to cause challenges during use. The Wi-Fi in the downstairs rooms of the building was very poor so this has been upgraded and is now much improved. This has been greatly appreciated by our hirers – especially the YMCA who have taken out long-term hire of some of the space downstairs. Martin, as always, has continued to work with contractors to ensure that the building is taken care of and safe to use.

### Work undertaken in 2024

- Upgraded the Wi-Fi downstairs
- Replacement of church laptop
- Appointment of new Parish Architect
- Commencement of church accessibility study

### Current plans for 2025

- Continue to develop plans to improve accessibility to our building with particular focus on our washroom facilities
- Completion of electrical works to Rooms 1, 2 & 3 downstairs to increase the number of electrical sockets
- Spring working party to tidy up external areas of the church
- Review of room hire rates following continued energy price increases
- Continue to monitor & review church heating to ensure we are not wasting energy

*Martin Wimhurst, Andrew Windscheffel, Nicky Burr & John Nicholas  
Fabric Committee*

### **d) St Luke's Finance Report**

I am pleased to report that, despite the loss of some from our congregation, our planned giving only dropped by £1,260 from that received in 2023 and we ended 2024 with a total of £28,549.

Gift Aid Reclaim for funds received during 2024 ended at £4,815 which was received from HMRC thanks to the sterling efforts of Simon Snell.

Revenue from Hall Hire was up £2,024 on that from 2023 and ended the year at £19,345 – many organisations have stated how lovely it is to use our building and of course we rent out Rooms 1, 2 & 3 all year around to YMCA and Hope-In-Action. Many thanks to those two organisations for hiring our building.

St Luke's portion of the Parish Share had increased to an all-time high of £36,132 and thanks to all St Lukes members we managed to settle 11/12ths of this – ie £33,121.

Running costs (gas and electricity) were down slightly however with more and more hirers wanting to use our building these costs will probably increase in 2025.

As we know we have had some residue left over – approx. £3,574 – since St Luke's Luncheon Club folded and it was decided that this would be re-designated to the Community Events Fund.

As is the norm, most of our reserves are held with Barclays Bank and the closing balance at year end in our Community Account (general fund usage) was £23,196 - this included amounts of £2,293 for Mission Giving / £3,650 for Community Events / £8,738 for the Fabric.

We also hold an amount of £2,546 in the Business Premium Account with regards to the interest being earned on the Miss Pratt shares. These shares are held in the Church of England Investment Fund, and at year end were valued at £8,671.

*Martin Wimhurst*

### **e) St Luke's Worship Report**

This year we have been sad to lose Simon as he has left St Luke's with Melissa as she started her curacy at 'The Georges' and St Giles. He leaves a huge gap, not just in leading but also supporting the team technically. Of course, we wish them both well and look forward to the occasions when Simon is able to visit.

We are particularly grateful to Steve as he has taken on a greater share of leading, especially while Phil was back in the US for a number of weeks and then I was on placement as part of my discernment process towards ordained ministry.

It has been a blessing to have Blessing and her family join us during the year, and she has become a regular fixture singing.

We are thankful for Andrew and Liz who operate the projector, with a helping hand from Karen too. We are also thankful for the generosity of the congregation in giving towards a new laptop which we hope will make their job a little easier! Finally we hugely appreciate Martin and Steve who so faithfully serve us on the sound desk as well as setting up and clearing away equipment each Sunday.

*Nicky Burr*

### **Financial Statement for 2024**

- as attached



# Agenda for the Annual Parochial Church Meeting for 2024

## Meeting to be held on 7 April 2025 at 7.30pm St Luke's Church Centre

*Only those on the new church Electoral Roll are allowed to comment or vote.*

1. Apologies for Absence
2. Minutes of last year's APCM
3. Questions arising from Formal Reports
  - a. Trustees Report.
    - i. Parish Activities
    - ii. St Luke's Activities
    - iii. St Augustine's Activities
  - b. Financial report:  
*If you have any questions on the enclosed accounts, which have been Independently Examined and accepted by the PCC, that you would like our Treasurer to answer then, where possible, please submit the question to the Treasurer 72 hours before the meeting so as he can give an informed reply to you at the meeting.*
4. Elections and Appointments
  - a. Elect Members for the PCC and DCCs  
(Nomination Forms are available in both churches)
  - b. Appoint an independent Auditor/Examiner
5. Setting the Date for next year's APCM
6. Any other Business – to be notified to Karen Wimhurst, the PCC Secretary before the start of the meeting (*k.wimhurst@gmail.com*)

# PARISH OF ST LUKE'S WITH ST AUGUSTINE'S NEW CATTON

## ANNUAL PAROCHIAL CHURCH MEETING

22 April 2024

The Annual Church Meeting was held at St Luke's Church on Monday 22 April 2024.

Rev Graham Kirk-Spriggs presided.

### 1. Apologies

Apologies were received from Marlene and Trevor Windscheffel.

### 2. Acceptance of Minutes of 2023 Annual Meeting

Accepted and approved unanimously.

### 3. Questions arising from Formal Reports

#### a. Trustees report

No questions raised.

#### b. Financial Statement

Thankful that this year the reports were completed for the meeting.

As regards the Parish Share, St Augustine's had not managed to pay more than half of their share but with a generous legacy expected, they hoped to pay an additional amount in the coming year. St Luke's paid their share by 31<sup>st</sup> January. This is not reflected in the reports as two months were paid after the reports were completed.

Many thanks were given for all the hard work of Howard, Steve, Debbie and Martin.

### 4. Elections and Appointments

At the **Annual Meeting of the Parishioners** on 22 April 2024, Judy Reynolds and Andrew Windscheffel were elected as the church wardens for the Parish.

Frances Cooke was thanked by Graham Kirk-Spriggs on behalf of the Parish and himself, for all the work and support she has done and given whilst being his first church warden from when he joined St Luke's.

Nicky Burr was re-elected as Deanery Synod Representative, continuing for another year.

Carrie Sant is standing down this year and St Augustine's has not yet elected a replacement. All attendees agreed that St Augustine's could vote themselves a new representative at their next PCC. Carrie was thanked for all her work over the years.

#### Election of the DCCs

The lay members of the two DCC's in addition to the church wardens and Deanery Synod reps will be:

#### **St Augustine's**

Howard Green

Debbie House

Phil Kerrison

Dot Lenton

Tim Lenton

New member elected:

Sharon Bygrave

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

Jill Dyer

John Nicholas

Sam Pittam-Smith  
Martin Smith  
Anne Swift  
Karen Wimhurst  
Martin Wimhurst

New members elected:

Fran Cooke

Liz Jones

Andrew Partridge

### **Appointment of Independent Examiner of Accounts**

John Brydon completed our reports for the last time this year. He was thanked for his diligence. He kindly recommended Samantha Hubbard to stand as our independent examiner. Howard confirmed this would be on the same basis as previously. All agreed.

### **5. Date for the APCM 2024**

The meeting for next year will be 7 April 2025 at 7:30pm.

### **6. All other business**

Nicky Burr had asked that all consider the question: How can we serve our church?

Everyone who serves in some way in our two churches was thanked. This is an opportunity to pause, asking what God is asking us to do: some are standing, some are taking off with different things, some are being prompted by God. It is a new administrative year – who is God tapping on their shoulder?

Graham talked about it being an interesting year with many comings and goings. Firstly he thanked all of the people present stating the church is not the building but the people who make up two open-hearted, diverse communities.

He wanted to thank some individuals: Fran for all her hard work and dedication at St Luke's, especially with the rota and the renovation of the kitchen, and is pleased that she will be staying as part of the DCC and Carrie as so many things would not have happened without her, particularly the Medieval Fayre, weekly lunches amongst so many other things. She will be taking her ministry into pastures new and Graham has been so pleased to work alongside her.

Graham closed the meeting with prayer.

# Norwich New Catton St Luke PCC

Financial Statement for the Year Ended 31 December 2024

Receipts and Payments Accounts

	Note	Unrestricted Fund £	Designated Fund £	Restricted Fund £	Endowment Fund £	Total 2024 £	Total 2023 £
<b>Receipts</b>							
<b>Voluntary receipts:</b>							
Collections at Services	3	1,157.89	-	-	-	1,157.89	2,085.34
Planned giving	3	31,335.00	-	-	-	31,335.00	31,936.73
All other giving/voluntary receipts	3	12,101.44	-	300.00	-	12,401.44	9,728.13
Grant Income	3	2,923.31	-	-	-	2,923.31	17,669.00
Legacies Received (Capital Value)		-	-	-	-	-	3,607.40
Gift Aid recovered		12,062.95	-	-	-	12,062.95	2,100.21
		59,580.59	-	300.00	-	59,880.59	67,126.81
<b>Activities for generating funds</b>	3	26,437.88	-	-	-	26,437.88	21,674.07
Investment income		-	-	270.91	-	270.91	252.05
Church activities	3	108.39	-	-	-	108.39	1,964.00
Other income	3	61,766.00	-	454.77	-	62,220.77	5,537.56
<b>Total receipts</b>		<b>147,892.86</b>	<b>-</b>	<b>1,025.68</b>	<b>-</b>	<b>148,918.54</b>	<b>96,554.49</b>
<b>Payments</b>							
<b>Church activities:</b>							
Parish share		44,344.60	-	-	-	44,344.60	36,171.00
Clergy and Staffing costs	4	7,198.40	-	-	-	7,198.40	7,199.97
Church running expenses	4	21,058.03	-	764.00	-	21,822.03	23,760.15
Mission giving and donations	4	250.00	-	-	-	250.00	2,877.23
Building work and repairs	4	1,186.00	1,261.32	-	-	2,447.32	35,885.90
Administration Costs	4	2,024.93	-	-	-	2,024.93	2,535.60
Other expenditure	4	1,918.26	-	-	-	1,918.26	134.17
		77,980.22	1,261.32	764.00	-	80,005.54	108,564.02
<b>Cost of generating funds</b>	4	565.37	-	-	-	565.37	500.99
<b>Total Payments</b>		<b>78,545.59</b>	<b>1,261.32</b>	<b>764.00</b>	<b>-</b>	<b>80,570.91</b>	<b>109,065.01</b>
<b>Excess of receipts over payments</b>		<b>69,347.27</b>	<b>- 1,261.32</b>	<b>261.68</b>	<b>-</b>	<b>68,347.63</b>	<b>- 12,510.52</b>
<b>Transfers between funds</b>		<b>- 5,587.54</b>	<b>5,587.54</b>	<b>-</b>	<b>-</b>	<b>0.00</b>	<b>-</b>
		63,759.73	4,326.22	261.68	-	68,347.63	- 12,510.52
<b>Cash at bank and in hand at 1 Jan</b>		<b>5,446.58</b>	<b>10,580.61</b>	<b>9,293.34</b>	<b>-</b>	<b>25,320.53</b>	<b>37,831.05</b>
<b>Cash at bank and in hand at 31 Dec</b>		<b>69,206.31</b>	<b>14,906.83</b>	<b>9,555.02</b>	<b>-</b>	<b>93,668.16</b>	<b>25,320.53</b>

## Statement of Assets and Liabilities

Note	Unrestricted Fund £	Designated Fund £	Restricted Fund £	Endowment Fund £	Total 2024 £	Total 2023 £	
<b>Cash Funds</b>							
Bank Current Account	5	69,206.31	14,906.83	7,008.99	-	91,122.13	23,045.41
Bank Savings Account	6	-	-	2,546.03	-	2,546.03	2,275.12
Deposit Fund		-	-	-	-	-	-
		<b>69,206.31</b>	<b>14,906.83</b>	<b>9,555.02</b>	<b>-</b>	<b>93,668.16</b>	<b>25,320.53</b>

Note	Unrestricted Fund £	Designated Fund £	Restricted Fund £	Endowment Fund £	Total 2024 £	Total 2023 £	
<b>Investment Assets at market value</b>							
CCLA Miss Pratt	7	-	-	8,671.01	-	8,671.01	8,476.99
Norwich Credit Union (loan guarantee for parishiners)	7	-	-	999.00	-	999.00	999.00
Total Investments		-	-	<b>9,670.01</b>	<b>-</b>	<b>9,670.01</b>	<b>9,475.99</b>

### Notes

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

2. The movement in designated and restricted funds during the year were:

Restricted	Bal b/fwd	Receipts	Payments	Transfers	Bal c/fwd
Restricted (St Luke's) gifts and collections	1,000.00	754.77	764.00	-	990.77
Miss Pratt income-parishioners in need) (was TSB now Barclays Deposit)	2,275.12	270.91	-	-	2,546.03
Hot Hub	3,499.01	-	-	-	3,499.01
The Greening Fund	2,519.21	-	-	-	2,519.21
	<b>9,293.34</b>	<b>1,025.68</b>	<b>764.00</b>	<b>-</b>	<b>9,555.02</b>

Designated	Bal b/fwd	Receipts	Payments	Transfers	Bal c/fwd
Fabric fund	6,705.50	-	1,261.32	3,294.50	8,738.68
Youth and Children's Work Fund	225.00	-	-	-	225.00
Mission Giving	-	-	-	2,293.04	2,293.04
Community Events Fund	75.52	-	-	3,574.59	3,650.11
	<b>10,580.61</b>	<b>-</b>	<b>1,261.32</b>	<b>5,587.54</b>	<b>14,906.83</b>

Fabric fund - For building repair. For provision of water/WC (at least £5000). Includes Organ repair

Youth and Children's Work Fund -

Mission Giving - Oneoff grant to enable a child to attend Guide Camp

Community Events Fund -

Restricted (St Luke's) gifts and collections -

Miss Pratt income-parishioners in need) (was TSB now Barclays Deposit) -

Hot Hub -

The Greening Fund -

### 3. Receipts

	Unrestricted Fund £	Designated Fund £	Restricted Fund £	Endowment Fund £	Total 2024 £	Total 2023 £
<b><u>COLLECTIONS AT SERVICES</u></b>						
End of service collection	608.07	-	-	-	608.07	1,128.27
Sunday collection (non GA)	549.82	-	-	-	549.82	957.07
	<b>1,157.89</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>1,157.89</b>	<b>2,085.34</b>

### **PLANNED GIVING**

Regular envelopes (GA)	-	-	-	-	-	40.00
Regular giving (GA)	28,185.00	-	-	-	28,185.00	28,756.73
Regular giving (non GA)	3,150.00	-	-	-	3,150.00	3,140.00
	<b>31,335.00</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>31,335.00</b>	<b>31,936.73</b>

### **GIFT AID RECOVERED**

Gift Aid Reclaim	12,062.95	-	-	-	12,062.95	2,100.21
	<b>12,062.95</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>12,062.95</b>	<b>2,100.21</b>

### **ALL OTHER GIVING/VOLUNTARY RECEIPTS**

Appeals	-	-	-	-	-	54.00
CAF & GAYE giving	4,286.62	-	-	-	4,286.62	4,077.88
St Luke's one off donations (non GA)	185.00	-	-	-	185.00	1,980.34
One off donations (GA)	160.00	-	-	-	160.00	-
One off donations (non GA)	6,162.35	-	300.00	-	6,462.35	3,169.91
Small donations (GASDS)	1,307.47	-	-	-	1,307.47	-
Charities - overseas (designated)	-	-	-	-	-	54.00
Charities - home UK (designated)	-	-	-	-	-	500.00

	<b>12,101.44</b>	-	<b>300.00</b>	-	<b>12,401.44</b>	<b>9,728.13</b>
<b>ACTIVITIES FOR GENERATING FUNDS</b>						
Other Fundraising	164.00	-	-	-	164.00	-
Hall Hire	25,778.88	-	-	-	25,778.88	21,134.07
Carpark donations (non GA)	495.00	-	-	-	495.00	540.00
	<b>26,437.88</b>	-	-	-	<b>26,437.88</b>	<b>21,674.07</b>
<b>CHURCH ACTIVITIES</b>						
Fees - Statutory	-	<b>826.00</b>	-	-	-	826.00
Fees - Additional	699.00	-	-	-	699.00	1,138.00
Social activities and events income	235.39	-	-	-	235.39	-
	<b>108.39</b>	-	-	-	<b>108.39</b>	<b>1,964.00</b>
<b>INVESTMENT INCOME</b>						
Dividends and Interest	-	-	270.91	-	270.91	252.05
	-	-	<b>270.91</b>	-	<b>270.91</b>	<b>252.05</b>
<b>GRANT INCOME</b>						
Non-Recurring Grants	2,923.31	-	-	-	2,923.31	17,669.00
	<b>2,923.31</b>	-	-	-	<b>2,923.31</b>	<b>17,669.00</b>
<b>OTHER INCOME</b>						
Bank Compensation	100.00	-	-	-	100.00	155.00
Other income, gifts, etc	61,666.00	-	454.77	-	62,120.77	5,382.56
	<b>61,766.00</b>	-	<b>454.77</b>	-	<b>62,220.77</b>	<b>5,537.56</b>
<b>4. Payments</b>						
	<b>Unrestricted Fund</b>	<b>Designated Fund</b>	<b>Restricted Fund</b>	<b>Endowment Fund</b>	<b>Total 2024</b>	<b>Total 2023</b>
	<b>£</b>	<b>£</b>	<b>£</b>	<b>£</b>	<b>£</b>	<b>£</b>
<b>CLERGY AND STAFFING COSTS</b>						
Clergy Expenses	1,679.42	-	-	-	1,679.42	1,675.79
Cleaner (wages)	4,372.98	-	-	-	4,372.98	4,425.18
Book keeping	1,146.00	-	-	-	1,146.00	1,099.00
	<b>7,198.40</b>	-	-	-	<b>7,198.40</b>	<b>7,199.97</b>
<b>CHURCH RUNNING EXPENSES</b>						
Gas and Electricity Bill	9,134.50	-	-	-	9,134.50	12,275.17
Insurance	2,259.54	-	-	-	2,259.54	2,202.76
Service Costs	6,256.00	-	-	-	6,256.00	5,302.00
Maintenance	1,062.97	-	-	-	1,062.97	2,248.54
Water Bill	971.34	-	-	-	971.34	636.41
Small equipment purchases	534.36	-	764.00	-	1,298.36	345.32
Cleaning materials	596.63	-	-	-	596.63	491.57
Refreshments	242.69	-	-	-	242.69	258.38
	<b>21,058.03</b>	-	<b>764.00</b>	-	<b>21,822.03</b>	<b>23,760.15</b>
<b>MISSION GIVING AND DONATIONS</b>						
Charities - Home (UK)	-	-	-	-	-	1,438.62
Charities - Overseas	-	-	-	-	-	1,438.61
Support to parishioners	250.00	-	-	-	250.00	-
	<b>250.00</b>	-	-	-	<b>250.00</b>	<b>2,877.23</b>
<b>BUILDING WORK AND REPAIRS</b>						
Church - Major repairs and Redecorations	1,000.00	1,261.32	-	-	2,261.32	580.00
Hall/Other Buildings - Major Repairs and Redecorations	186.00	-	-	-	186.00	35,305.90
	<b>1,186.00</b>	<b>1,261.32</b>	-	-	<b>2,447.32</b>	<b>35,885.90</b>
<b>COSTS OF GENERATING FUNDS</b>						
Hall Running Costs	1,353.32	-	-	-	1,353.32	34.17
Social activities and events costs	498.48	-	-	-	498.48	500.99
Norwich Christian Meditation Centre	66.89	-	-	-	66.89	-
	<b>1,918.69</b>	-	-	-	<b>1,918.69</b>	<b>535.16</b>
<b>ADMINISTRATION COSTS</b>						
Printing	124.62	-	-	-	124.62	72.00
Stationery	36.00	-	-	-	36.00	-
Hall Bookings manager	983.90	-	-	-	983.90	1,058.10
Church broadband and telephone	526.20	-	-	-	526.20	499.20
Licences and subscriptions	354.21	-	-	-	354.21	906.30
	<b>2,024.93</b>	-	-	-	<b>2,024.93</b>	<b>2,535.60</b>
<b>OTHER EXPENDITURE</b>						
Mission and Evangelism Costs	364.94	-	-	-	364.94	-
Leaving Gifts, etc	200.00	-	-	-	200.00	100.00

	564.94	-	-	-	564.94	100.00
<b>5. Bank Current Account</b>	<b>Unrestricted Fund</b>	<b>Designated Fund</b>	<b>Restricted Fund</b>	<b>Endowment Fund</b>	<b>Total 2024</b>	<b>Total 2023</b>
	£	£	£	£	£	£
General Account	7,288.51	-	-	-	7,288.51	7,066.72
Lunch club fund	-	-	-	-	-	3,574.59
Fabric fund	-	8,738.68	-	-	8,738.68	6,705.50
Youth and Children's Work Fund	-	225.00	-	-	225.00	225.00
Mission Giving	-	2,293.04	-	-	2,293.04	-
Community Events Fund	-	3,650.11	-	-	3,650.11	75.52
Restricted (St Luke's) gifts and collections	-	-	990.77	-	990.77	1,000.00
General (St Augustine's TSB)	61,917.80	-	-	-	61,917.80	1,620.14
Hot Hub	-	-	3,499.01	-	3,499.01	3,499.01
The Greening Fund	-	-	2,519.21	-	2,519.21	2,519.21
	<b>69,206.31</b>	<b>14,906.83</b>	<b>7,008.99</b>	<b>-</b>	<b>91,122.13</b>	<b>23,045.41</b>
<b>6. Bank Savings Account</b>	<b>Unrestricted Fund</b>	<b>Designated Fund</b>	<b>Restricted Fund</b>	<b>Endowment Fund</b>	<b>Total 2024</b>	<b>Total 2023</b>
	£	£	£	£	£	£
Miss Pratt income-parishioners in need) (was TSB now Barclays Deposit)	-	-	2,546.03	-	2,546.03	2,275.12
	-	-	<b>2,546.03</b>	-	<b>2,546.03</b>	<b>2,275.12</b>

### 7. Investments

#### Further Details

CCLA Miss Pratt - This is an Endowment - Capital. Unchanged in 2020. 375 shares held throughout the year, although their market value fluctuates. Income to the Barclays Premium account.  
Norwich Credit Union (loan guarantee for parishiners in need) - No activity in 2020



**Independent examiner's report on the  
accounts**

**Report to the trustees**

Charity Name  
**THE PAROCHIAL CHURCH COUNCIL OF THE ECCLESIASTICAL  
PARISH OF ST LUKE'S WITH ST AUGUSTINE'S, NEW CATTON**

**On accounts for the year  
ended**

31st December 2024

**Charity no  
(if any)**

**1162755**

**Set out on pages**

(remember to include the page numbers of additional sheets)

I report to the trustees on my examination of the accounts of the above charity ("the Trust") for the year ended **31/12/2024**.

**Responsibilities and basis  
of report**

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

I report in respect of my examination of the Trust's accounts carried out under section 145 of the 2011 Act and in carrying out my examination, I have followed all the applicable Directions given by the Charity Commission under section 145(5)(b) of the Act.

**Independent examiner's  
statement**

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

- the accounting records were not kept in accordance with section 130 of the Charities Act; or
- the accounts did not accord with the accounting records; or
- the accounts did not comply with the applicable requirements concerning the form and content of accounts set out in the Charities (Accounts and Reports) Regulations 2008 other than any requirement that the accounts give a 'true and fair' view which is not a matter considered as part of an independent examination.

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

**Signed:**

**Date:**

28/02/25

**Name:**

Samantha Hubbard

**Relevant professional qualification(s) or body (if any):**

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**Address:**

25 Dolphin Road

Norwich

NR5 0UR

Only complete if the examiner needs to highlight material matters of concern (see CC32, Independent examination of charity accounts: directions and guidance for examiners).

**Give here brief details of any items that the examiner wishes to disclose.**

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# Accounts

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## **St Luke's with St Augustine's, New Catton Annual Parochial Church Meeting for 2023**



### **Including the Trustees' Report and Financial Statement for 2023 for the Parochial Church Council of St Luke's with St Augustine's, New Catton.**

**Registered Charity number 1162755**

**The Annual Parochial Church Meeting will be held on  
Monday 22 April 2024 at St Luke's Church Centre at 7:30pm.**

If you are on the Electoral Roll, please try and come.  
Please take some time to read through this report before the meeting.

#### **This report consists of the**

- **Trustees' Report**
  - I.Reference and Administrative Details** page 2
  - II.Structure, Governance and Management** page 4
  - III.Aims and Purposes** page 8
  - IV.Objectives and activities** page 8
  - V.Incumbent's Report** page 9
  - VI.Parish Activities** page 11
  - VII.St Augustine's Activities** page 12
  - VIII.St Luke's Activities** page 16
  
- **Financial Statement** page 20
  
- **Agenda for the APCM** page 21
  
- **Minutes of the 2022 APCM** page 22

## Trustees' Report for the Year ending 31 December 2023.

The Trustees present their report with the financial statements of the charity for the year ended 31 December 2023.

### I. Reference and Administrative information

#### Church Addresses

St Luke's Church  
61, Aylsham Road  
Norwich  
NR3 2HF

St Augustine's Church Hall  
Gildencroft,  
Norwich  
NR3 1DS

#### Membership of the PCC (April 2023-April 2024)

Name	Church	Role	Term ends at APCM in
Graham Kirk-Spriggs	Both	Team Vicar	Ex officio
Judy Reynolds	St Augustine's	Parish warden	2024
Frances Cooke	St Luke's	Parish warden	2024
Karen Wimhurst	St Luke's	PCC Secretary	2025
Howard Green	St Augustine's	PCC Treasurer	2026
Nicky Burr	St Luke's	Deanery & Diocesan Synod Rep	2026
Carrie Sant	St Augustine's	Deanery Synod Rep	2026
Dot Lenton	St Augustine's	Elected Lay Rep	2025
VACANCY (2)	St Augustine's	Elected Lay Rep	
John Nicholas	St Luke's	Elected Lay Rep	2025
Martin Wimhurst	St Luke's	Elected Lay Rep	2025
VACANCY (4)	St Luke's	Elected Lay Rep	
Parish wardens		2	
Elected Members		3 (+6 vacancies)	
PCC Officers		2	
Deanery Synod Reps		2	
Diocesan Synod Rep		1	
Ex Officio		1	
Co-opted		0	
<b>Total possible PCC membership</b>	<b>17</b>	<b>Actual PCC Membership:</b>	<b>11</b>

## Membership of the District Church Councils

<b>St Augustine's DCC</b>		
<b>Name</b>	<b>Role</b>	<b>Term Ends</b>
Graham Kirk-Spriggs	Team Vicar	Ex officio
Judy Reynolds	Parish Warden	2024
Carrie Sant	Deanery Synod	2026
Howard Green	DCC Secretary/Treasurer PSO Vulnerable Adults	2026
Debbie House	Elected Lay Rep	2026
Phil Kerrison	Elected Lay Rep	2026
Dot Lenton	PSO Children & Young People	2025
	Elected Lay Rep	
Tim Lenton	Elected Lay Rep	2025
VACANCY (4)	Elected Lay Rep	

<b>St Luke's DCC</b>		
<b>Name</b>	<b>Role</b>	<b>Term Ends</b>
Graham Kirk-Spriggs	Team Vicar	Ex officio
Frances Cooke	Parish Warden	2024
	PSO	2024
Karen Wimhurst	DCC Secretary	2025
Martin Wimhurst	DCC Treasurer	2025
Nicky Burr	Deanery Synod Rep	2026
Jill Dyer	Elected Lay Rep	2025
John Nicholas	Elected Lay Rep	2025
Sam Pittam-Smith	Elected Lay Rep	2025
Martin Smith	Elected Lay Rep	2025
Anne Swift	Elected Lay Rep	2026
VACANCY (2)	Elected Lay Rep	

### Appointed by the PCC

Electoral Roll Officer:	Mark Smith
Safeguarding:	Frances Cooke (St Luke's: Children and Adults at Risk) Howard Green (St Augustine's: Adults at Risk) Dot Lenton (St Augustine's: Children)
Independent Examiner:	John Brydon
Parish Bookkeeper:	Steven Bacon

### **Our Banks**

Barclays plc (St Luke's current and deposit accounts)

TSB (St Augustine's current account)

CBF Church of England deposit account (CCLA) (St Luke's)

Norwich Credit Union (St Luke's loan guarantee fund).

## **II. Structure, Governance and Management**

On 20<sup>th</sup> September 2021, a Pastoral Scheme was made by the Church Commissioners in pursuance of the Mission and Pastoral Measure 2011, the Right Reverend Graham, Bishop of Norwich, having consented thereto.

The benefice of Sprowston with Beeston Saint Andrew, the benefice of Christ Church, New Catton, the benefice of Norwich, Saint Mary Magdalene with Saint James and the benefice of Saint Luke with Saint Augustine, New Catton in the diocese of Norwich shall be united to create a new benefice which shall be named "The Benefice of Sprowston and North Norwich Team Ministry", and the area of the new benefice shall comprise the parish of Sprowston with Beeston Saint Andrew, the parish of Christ Church, New Catton, the parish of Norwich, Saint Mary Magdalene with Saint James and the parish of Saint Luke with Saint Augustine, New Catton, which parishes shall continue distinct.

### **Structure**

The PCC is a charity registered with the Charity Commission; Registered Charity number 1162755.

It is listed in the Charity Commission Register as the Parochial Church Council of the Ecclesiastical Parish of St Luke's with St Augustine's, New Catton.

The PCC is a corporate body established by the Church of England. It operates under the Parochial Church Council Powers Measure.

The PCC is chaired by the team vicar. It is the decision-making body of the Parish and is accountable to the Diocese.

The PCC is responsible for making decisions on all matters of general concern and importance to the parish including deciding on how the funds of the PCC are to be spent. The full PCC met twice times during the year.

Each Church has its own DCC, which is responsible and accountable to the PCC for the day-to-day operation of its church. Each DCC is chaired by the team vicar.

We pay a bookkeeper to serve St Augustine's DCC and to prepare the end of year accounts for the PCC, a hall bookings manager for St Augustine's, and cleaners for both churches. These are employed as contractors.

The PCC Quorum is 5 (1/3 of lay representation under current Parish scheme) which includes the team vicar and at least one member of each DCC.

The Parish Wardens and the team vicar meet each month to plan and review the month ahead.

### **Appointment of PCC/DCC Members**

The method of appointment of PCC members is set out in the Church Representation Rules and governed by a parish scheme which was last revised in 2018 and ratified by Bishop's Council on 23<sup>rd</sup> May 2019.

All those who attend our services / members of the congregation are encouraged to register on the Electoral Roll and are then eligible to stand for election to the PCC after a 6-month period. Vacancies are advertised in each church.

### **Meetings**

The team vicar chairs the PCC and DCCs. In the case of a vacancy, this role is performed by the churchwardens.

The PCC normally meets four times each year.

Each DCC normally meets four times each year.

Additional meetings can be called by the Parish Wardens or the team vicar.

### **Period of Service**

Parish Wardens are elected annually.

All other members are elected for a three-year period.

Members can stand for re-election at the end of their period of service.

PCC Reps are elected annually from their DCC.

### **Payments to PCC Members**

The incumbent receives a stipend from the Church of England and reasonable out of pocket expenses and is ex-officio chair of the PCC and the two DCCs. No other members receive any payments except for reimbursement of out-of-pocket church related expenses.

### **PCC Sub-Committees**

Safeguarding

Standing Committee

In addition, St Luke's DCC also has a Fabric Committee.

## **Public Benefit**

Any member of the public may take part in Church of England activities and services. The PCC also provides, promotes or facilitates services available to groups of people including children and young people, people on low incomes, the elderly, refugees, the homeless, people with mental health issues, ethnic minority groups and others in need or considered vulnerable.

The structure of the Church of England focuses each PCC on a specific geographical area, the ecclesiastical parish. Religious services, which are open to all, take place in the parish churches and buildings, or by agreement in other local facilities.

Within the parish, the church seeks to serve the whole community. However, not all funds will necessarily be spent on projects within the parish, as we seek to support the mission of the whole church, so may, for example, develop links with a community in another area or country. St Augustine's for example supports charity work in Uganda.

St Luke's gives 5% of its annual income to charities.

## **Risk Management**

The Trustees have a duty to identify and review the risks to which the charity is exposed and to ensure appropriate controls are in place to provide reasonable assurance against fraud and error. All Barclays accounts require two signatories for making payments to external accounts by cheque or online.

The major risks to which the PCC is exposed are reviewed regularly. These include:

- Regulatory and legal position
- Financial position
- Health and safety including the buildings and their surroundings
- Risks arising from the activities of each Church, including risks to reputation.

Operational risk management activities such as hazard management and prevention, the protection of children and vulnerable adults, insurance and local risk assessments are delegated to the DCCs. DCCs are charged with having appropriate systems and processes in place, with appropriate review intervals, to manage those risks.

## **Safeguarding**

The following policy was agreed at the Parochial Church Council (PCC) meeting held on 6 September 2023.

In accordance with the Church of England Safeguarding Policy our two churches are committed to:

- Promoting a safer environment and culture.
- Safely recruiting and supporting all those with any responsibility related to children, young people and vulnerable adults within the church.
- Responding promptly to every safeguarding concern or allegation.
- Caring pastorally for victims/survivors of abuse and other affected persons.
- Caring pastorally for those who are the subject of concerns or allegations of abuse and other affected persons.
- Responding to those that may pose a present risk to others.

The Parish will:

- Create a safe and caring place for all.
- Have a named Parish Safeguarding Officer (PSO) to work with the incumbent and the PCC to implement policy and procedures.
- Safely recruit, train and support all those with any responsibility for children, young people and adults to have the confidence and skills to recognise and respond to abuse.
- Ensure that there is appropriate insurance cover for all activities involving children and adults undertaken in the name of the parish.
- Display in church premises and on the Parish website the details of who to contact if there are safeguarding concerns or support needs.
- Listen to and take seriously all those who disclose abuse.
- Take steps to protect children and adults when a safeguarding concern of any kind arises, following House of Bishops guidance, including notifying the Diocesan Safeguarding Adviser (DSA) and statutory agencies immediately.
- Offer support to victims/survivors of abuse regardless of the type of abuse, when or where it occurred.
- Care for and monitor any member of the church community who may pose a risk to children and adults whilst maintaining appropriate confidentiality and the safety of all parties.
- Ensure that health and safety policy, procedures and risk assessments are in place and that these are reviewed annually.
- Review the implementation of the Safeguarding Policy, Procedures and Practices at least annually.

Each person who works within this church community will agree to abide by and have due regard <sup>1</sup> for this policy and the guidelines established by this church.

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<sup>1</sup> What does 'due regard' mean? Where legislation – whether an Act of Parliament or a Church Measure – imposes a duty on a person to “have due regard” to guidance of this sort, the law understands that duty in a particular way. The legal duty to have due regard means that the person to whom the guidance is directed is not free to follow the guidance or not as he or she chooses. As a matter of law, the guidance should be given great weight and must be followed unless there are ‘cogent reasons’ for not doing so (see below). What is meant by ‘cogent reasons’? ‘Cogent reasons’ are reasons that are clear, logical and convincing. It will be very rare indeed

The Safeguarding Officers are:

St Luke's: Frances Cooke

St Augustine's: Dot Lenton (Children)  
Howard Green (Vulnerable Adults)

Health and Safety: Parish Wardens

Insurance, Alarms and Fire Protection:  
Treasurer and Parish Wardens.

### **III. Aims and Purposes**

The Parochial Church Council (PCC) of New Catton: St Luke with St Augustine has the responsibility of cooperating with the team vicar in promoting in the ecclesiastical parish, the whole mission of the Church, pastoral, evangelistic, social and ecumenical.

The PCC is also specifically responsible for the maintenance of St Luke's Church Centre, 61 Aylsham Road and St Augustine's Hall, The Gildencroft, Norwich, but delegates this to the respective DCC.

The 2015 Parish statement states that "we are a diverse and inclusive community that values compassion and personal transformation through Jesus Christ."

### **IV. Objectives and Activities**

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

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

- Worship and prayer; learning about the Gospel; and developing their knowledge and trust.

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for there to be cogent reasons for not following House of Bishops guidance on safeguarding. Cogent reasons are likely to arise only where the guidance does not contemplate a particular, unusual situation arising so that it becomes necessary to take a different approach from that set out in the guidance in order to meet the particular circumstances of the case. When would 'cogent reasons' be applied? A person who is required to have due regard to the guidance should not simply take it on him- or her-self to decide that there are cogent reasons for departing from the guidance. Such a decision should be taken – if at all – only after case-specific advice has been obtained from both the diocesan safeguarding adviser and the diocesan registrar.

- Provision of pastoral care for people living in the parish.
- Mission and outreach work.

To facilitate this work, it is important that we maintain the fabric of the buildings mentioned above.

### **Worship and Prayer**

The PCC is keen to offer a range of services during the week and over the course of the year that our community may find both beneficial and spiritually fulfilling. We offer alternating services of Holy Communion and Morning Worship on a Sunday.

Both congregations worship in their buildings, with St Luke's offering online access to the service using the St Luke's Facebook page.

All are welcome to attend our regular services. The average weekly in-person attendance, counted during October, *to be advised*.

As well as our regular services, we enable our community to celebrate and thank God at the milestones of the journey through life. Through baptism we thank God for the gift of life; in marriage public vows are exchanged with God's blessing; and through funeral services friends and family express their grief and give thanks for the life which is now complete in this world and commend the person into God's keeping.

This year we have celebrated 0 Baptisms, 0 Wedding and 3 Funerals.

### **V. Incumbent's Report**

*And what does the LORD require of you? To act justly and to love mercy and to walk humbly with your God. (Micah 6:8)*

2023 was a year of great successes and a few sadnesses.

Sadly we lost Brenda Chapman who will be hugely missed by the congregation of St Luke's and held Christine Fiske's funeral at St Augustine's. Both loyal and important people in the story of our church.

It was also a year of new beginnings too. We had the successful refurbishment of the kitchen at St Luke's to which we owe a debt of gratitude to our warden Fran Cooke, and all those on the Fabric Committee. We were fortunate to have the Dean of Norwich Cathedral and the Sheriff of Norwich to come and open it for us. The refurbishment was made possible by several local charities and a generous bequest of the late Sheila Hodds.

The Lunch Club at St Augustine's continues to flourish, and we have also built links with the 'Friends of Wensum Park.' St Luke's had a public free BBQ in the spring outside the front of the building. This was enjoyed and well attended by congregation members and the public alike. Two homeless women came and said 'I was feeling hungry, and now I'm going away full, and that's a nice feeling.' If that's the only thing we achieved then we are doing what God requires of us. Acting with justice and mercy.

Our Easter and Christmas services were very vibrant this year, with over one hundred people attending the Carol Service at St Luke's! We were in the unusual and wonderful position of running out of chairs. Over fifty attended Midnight Mass at St Augustine's, which again was up from last year.

Furthering our work about inclusivity at St Luke's, we also became a host of the LGBTQIA+ Roving Eucharist which happens monthly in various churches around the city.

Finally I would like to give a massive thank you to all who have supported the Mission and Ministry of this church this year. For those who have supported me personally. A HUGE thank you to Fran Cooke our Churchwarden at St Luke's who is stepping down this year. She has been instrumental in making my first years here positive.

I would also like to give a huge THANK YOU to Carrie Sant for all that she continues to do at St Augustine's. Carrie will be stepping back from a few things in leadership and church life this year and we are so thankful for all that she has done for us.

2024 will not be without its challenges, but I am confident that if we continue to walk humbly and gently together we can and will succeed in the mission of God for this place.

*The Rev'd Graham Kirk Spriggs  
Team Vicar*

## **VI. Parish Activities**

### **a) Electoral Roll Report**

This year has seen another annual updating of the roll, with just a further year left before a complete revision is required.

St Luke's

Numbers on the electoral roll have increased by 2 for St Lukes and are now at 45, and there has been a change of address for 2 people.

St Augustine's

There have been 3 people's names removed from the electoral roll and 3 joined and this leaves the same total of 31 as last year.

There is now a total of 76 on the 2 electoral rolls across our churches.

*Mark Smith Electoral Roll Officer*

### **b) Deanery Synod**

The parish of St Luke's with St Augustine's is part of the Norwich North deanery. Deanery synod lay representatives, elected to serve on behalf of the parish are currently Nicky Burr, who is also deanery Lay-Chair, and Carrie Sant. The Rev. Graham Kirk-Spriggs is also a representative as a member of deanery clergy.

Deanery synod met three times this year, in addition to an Ascension Day service held at St. Catherine's Mile Cross.

The February meeting included a presentation by Robert Culyer and Colin Tomlin, diocesan Generous Giving advisors. They presented about the Parish Giving Scheme and a contactless donation unit pilot; both of which have been taken up by St Luke's.

The June meeting provided an opportunity to take a fresh look at the role of the synod, with a lively group discussion.

The Right Rev'd Dr Jane Steen, Bishop of Lynn visited the September meeting to share about the diocesan Mission Strategy.

*Nicky Burr*

### **c) Summary of our Finance Report**

See the St. Augustine's report (VII c) and St Luke's report (VIII e) below and the Finance report.

## **VII. St Augustine's Reports**

It has been a good year at St Augustine's. Services have been well attended with gradually increasing average numbers and several new faces. It was sad to see Jim and Sue Green move to Halesworth but we were delighted to welcome June and Mike Webb both of whom have been involved in lay ministry. We have continued to enjoy Graham's ministry on mostly a fortnightly basis and have been very blessed by the ministry of Liz Cannon and Heather Cracknell and our team of AWAs.

The Wednesday lunchtime Taize group led by Debbie House which was started last year has expanded to include Bible study led by Tim Lenton and a time of silent prayer. Numbers of between 6 – 10 people attending.

Our practice of Open House on a Monday from 10-2 has continued with up to 24 regular attendees socialising, finding support and advice whilst enjoying coffee and a community lunch. This has been funded by on-the-day donations which have consistently both covered the cost of the food and the paying of a local mum for 1 ½ hours help in the kitchen.

At Christmas, our engagement with the local community in St Augustine's Street was once again enhanced by hosting Carols and Cocoa after their Christmas late night shopping and Open Studios. Last year about 25 people came and this year about 50 and our Midnight Communion service was attended by about 60 people.

We hosted a lunch for 28 on Christmas Day and Carrie delivered 5 meals to people in the community as well. A great joint community effort.

We organised our Angels Everywhere Exhibition in the Old Church and we were given a real Christmas tree from the St Peter Mancroft exhibition on which people could hang decorations with the kinds of 'everyday angels' we have around us – medics of all kinds, and the emergency services, social workers, youth workers, teachers etc. Angel wings were made by school children and there were large black boards at the back of the church with ceramic angels and lights depicting 'a multitude of the Heavenly Host'. The Matthew Project, not wanting to do anything 'twee', had made a very thought-provoking installation of a bombed city, drawing our thoughts and attention to those who live in grief and fear wherever they might be. A very challenging and effective exhibit.

There was also a pop-up shop in The Stage community space on St Augustines Street leading up to Christmas, selling angels made by people in the community.

Between the three events we raised about £380 for the Churches Conservation Trust.

Following concerns about anti-social behaviour in the vicinity of St Augustine's Church and St Augustine's Hall, we have been working with the local community, the police, and Broadland Housing Association to find ways to improve the situation. Asserting our right of way over BHA property was an issue as they placed a lock on the gate blocking our right of way through the Lathes development. This situation has now been resolved and measures put in place which we hope will work to everyone's advantage.

Carrie has again been a wonderful support to me and I will miss her when she steps back from a leadership role to pursue her vision of using pottery and ceramics as ways to facilitate community engagement.

Grateful thanks go to Robert for his continual help and generosity in so many ways and Matt Williams for his endless patience mending and repairing our old Hall building.

*Judy Reynolds*

#### **a) District Church Council (DCC)**

Our District Church Council meetings have always been well-attended. This year, they've got easier all round for some reason. We've been meeting more frequently and we've been having occasional subgroups to crunch out some of the detail. There have been no major issues in the year that deserve mention in this report.

We always enjoy good hospitality wherever we meet (thank you everyone!), and Graham always keeps a strict eye on the clock to ensure that the meeting stays short and sweet. Thank you for that, Graham!

We do thank everyone who has prepared the agendas and papers and has attended and contributed so conscientiously and professionally.

*Howard Green*

#### **b) Finance**

First, huge thanks are due to Martin Wimhurst (St. Luke's bookkeeper), and Steve Bacon (St. Augustine's bookkeeper), and Debbie House (St. Augustine's bookkeeping support), and Simon Snell ('resident expert' on the bookkeeping software and Gift Aid who has always sorted us out when we run into difficulties. In order to widen the organisational memory and increase our skills, Simon has been giving the rest of us Master Classes in various things, and we're all more able and confident as a result. The documentation of our processes is also strong and up to date.

A lot of hours of sacrificial work goes into maintaining an accurate financial picture to the standards required by the PCC and the Charity Commission. Closely supporting these have been Stuart McLaren and Tony Barton who have administered the hire of each of the congregations' premises; their hard graft on our behalf should not go unrecorded or unnoticed. THANK YOU, EVERYONE!

Our underlying financial position has deteriorated in the financial year 1.1.23 to 31.12.23. I am sorry to report that St. Augustine's did not manage to pay its parish share. The components of the 'cost of living crisis' coming after the pandemic lockdowns continue to linger in our balances and I, for one, am worried about this. We have been very successful in getting grants for work done in St. Augustine's in order

to continue being of service to the local community. We have had notice of a very generous bequest from a member of the congregation, which has not yet arrived, but which promises to enable us to be in a much better financial position shortly. We must thank all of those who commit their hearts, time, and personal resources to loving the Churches' neighbours as Jesus exhorted us.

*Howard Green*

### **c) Fabric Report**

The hall dates from 1915 and was subject to a major refurbishment in 1994-95. It is cleaned weekly and intermittently redecorated but is subject to a significant degree of wear and tear from use by the church community and a variety of hirers. For a building of this age, it is appropriate to budget for investment in both updating and major repair works.

#### Routine work

The normal repairs and renewals from time to time included replacing light bulbs and alarm batteries, mending toilet seats, tightening door handles, repositioning displaced roof tiles and re setting external paving slabs. The carpet received another deep clean during the year – it is stained and worn in places but continues to be serviceable. Because of overhanging trees, the north and south gutters have to be cleared of debris and drain runs occasionally rodded to avoid blockage.

#### Insulation project

The grant-funded project reported in last year's fabric report was substantially advanced by the replacement of the main double doors with uPVC units in March 2023. This has made a considerable difference, not only in terms of heat saving but also giving a more welcoming look to the building (with the opportunity to incorporate small door windows) and in amenity of access. Because of heavy day-to-day use, it was no surprise that it was necessary to do some remedial work to secure seals and to replace the door stays and their fixings into the very soft brickwork. Other heat-saving measures to complete the project were the installation of a thermal roller blind behind the serving hatch, improvements to the window curtaining and the fitting of a door-closer to the door to the WC lobby. A previous DIY plan to install ceiling insulation was put on hold because of the complexity and cost of carrying this out in accordance with building regulations.

#### Damp problems

The building is affected by a serious winter damp problem at the east end, caused by a longstanding combination of condensation and water penetration into the porous brick wall which was built directly against an ancient boundary wall. This dampness results in a noticeably musty smell in the hall at times and is adversely affecting the wall-hanging. It is planned to carry out targeted repointing and redecorating work during 2024 to partially mitigate this problem, but a complete cure would require a

more structural approach probably involving removal of external rendering and comprehensive replastering of at least the east wall. Damp also affecting the relatively unheated storage areas at the west end of the building is less severe, but attempts have been made to control this by regularly removing external vegetation and ensuring the soil level is kept below floor level. Elsewhere, there is an increasingly urgent need for repointing of parts of the south-facing wall, where the original lime mortar has been seriously eroded, but there is less of a damp problem probably because of the orientation of this wall.

#### Heating & lighting

The building currently has two gas boilers, and while the one in the WC lobby only provides hot water for the nearby basins, it has been decided to keep this second one going for the time being to avoid the capital cost of an alternative system. All light bulbs are now of energy-saving type, but it should be noted the old-fashioned fluorescent strip-lighting fittings have reached the end of their serviceable life (owing to plastic deterioration) and will soon need replacement with LED strips.

*Matthew Williams*

#### **d) Worship on a Sunday**

Happily, the dampening effects of Covid on worship disappeared in 2023, though the difficulty of keeping warm in winter persisted, despite excellent work, principally by Matt, on insulation. New doors work well and look smart. The configuration of the church for worship returned to normal, with a circle of chairs supplemented by shorter rows at the rear to accommodate a gradually growing number of participants. It is now very unusual to get fewer than 20 on a Sunday morning.

The music group settled down to a fairly regular pattern of hymn-choosing, with more traditional hymns, largely from *Mission Praise*, balanced by rather more modern worship songs, usually from *Worship Today*, though some additional and exciting ones were occasionally included.

The music group consisted of Dot Lenton, worship leader, violin and vocals; Tim Lenton, guitar and vocals; Phil Kerrison, guitar; Anna Green, violin and vocals; Matt Williams, piano and vocals. Steve Fiske (guitar) supplements this line-up on alternative Sundays, and Martin Wyatt occasional sits in for Matt on piano.

As in 2022, the Rev Graham Kirk-Spriggs continued to be an inspiring worship leader, and the feeling of trust and love in the congregation persisted. Our leadership and preaching team continued as before, with the Rev Liz Cannon's willingness to preside at Communion in the absence of the vicar still much appreciated – as was a similar contribution by the Rev Heather Cracknell. Lay leaders of the service were Howard Green, Phil Kerrison, Carrie Sant and Tim Lenton; lay preachers were Howard, Anna Green (lectio), Carrie Sant and Tim. Regular prayer leaders and readers continued to

be invaluable, as were Robert's refreshments afterwards. Our churchwarden, Judy Reynolds, prepared the hall for worship with enthusiasm and efficiency.

*Tim Lenton*

## **VIII. St Luke's Reports**

### **a) St Luke's Warden's Report**

So as I edge nearer to handing over the reigns of churchwarden (and the beloved rota!) to someone else, I am probably viewing the last year through a 'refurbishment style lens,' because most of my focus was on upgrading our much-loved out-of-date kitchen.

I was fully supported by the fabulous Fabric Committee and particular thanks to the ever patient Martin Wimhurst who was my go-to for most things. We had 'le grand ouvrage' of the kitchen, or as our vicar termed it 'Le grand kitchen openage', in November with the Sheriff of Norwich cutting the ribbon.

We had invited many people from the local community and had a delicious afternoon tea prepared by people in the church. We followed up the opening with an invitation to the congregation to gift money towards purchasing some of the items needed for a fully functioning kitchen and we had an amazing response. Our clear out of the old kitchen made for some interesting finds! We hope and pray that the kitchen will be fully put to use as our ideas for mission grows and hirers want to use our premises more!

We had a hive of Christmas activities over the Christmas period of 2023. We had been exceptionally organised with a Christmas planning meeting in September! The whole church helped to get in the Christmas spirit by decorating the church in record time again and also taking the decorations down again! As well as the usual services, we had a Christingle in Waterloo Park Café, Carols in the Artichoke Pub and a Carol Service with Invidia voices – all really well attended.

Safeguarding continues to be of prime importance; at each DCC and PCC meeting we discuss Safeguarding as a priority agenda item. I am, however, passing this role onto someone else too.

Thank you to all the church for your kind words of support throughout my time as churchwarden – you have all been very gracious.

*Frances Cooke*

### **b) District Church Council**

The DCC is the decision-making body of St. Luke's and as such meets regularly to discuss mainly the business side of church life. The DCC has delegated some decisions to a dedicated sub-committee, the Fabric Committee, which reports and advises on the maintenance and improvements required for our building; the most expensive requirements must be approved at DCC meetings.

At every meeting finance and safeguarding are included on the agenda and we are grateful for both Fran and Martin for keeping us up-to-date every meeting. Other items covered have included:

- The continuing discussion of the Luncheon Club and sadly towards the end of the year the need for the club and its replacement to finish.
- The managing of events and celebrations throughout the year, especially Christmas.
- Ways of making St Luke's building more noticeable as a church to those in the parish, driving or walking past.
- The exciting kitchen project, its subsequent completion and the way forward, encouraging its use, both by the congregation and the community outside our doors. We would welcome ideas from anyone to extend its usefulness.
- Always considering ways of meeting the rising costs of our lovely building.

We have enjoyed our meetings this year with Graham always providing and serving the cuppas, cakes and sometimes cheese!!

Thanks to all PCC/DCC members for their love and care for St Luke's: the building itself as well as the community, both those worshipping and all those in the parish.

*Karen Wimhurst*

### **c) Church Hire**

It's been quite a good year, although we lost £1,250 from the revival of the TLC Thursday lunch club. They obtained funding for 34 sessions starting in October but by the end of December the club had to finish. They paid us £1,700 upfront and we had to refund £1,250. However, very recently we have reached an agreement with the YMCA to use Rooms 1 and 3 on a weekly basis, which will provide some compensating income.

Our regular hirers have continued to be loyal - Bernie's yoga, Invidia choir, Sound Bath, ME Support, the Matthew Project, Mothers Union, Enneagram and the church is used by the Council in May for the local elections.

We have hosted some parties this year: February saw our usual quiz, a ceilidh in July, a returning group who celebrating USA Thanksgiving Day, a celebration of a Diamond Wedding anniversary in September as well as a child's confirmation party later in the year.

From the enquiries I receive it seems we have established ourselves locally as a good hiring venue. People come and they like our facilities, especially our new kitchen, and they are passing on the message by word of mouth. There have been several one-off bookings this year.

My thanks again go to Barry South for his caretaking help, also to our church volunteers – Graham, Fran, Simon and the two Martins, Smith and Wimhurst.

*Tony Barton, Bookings Coordinator*

#### **d) The Fabric Committee**

The main focus for the Fabric Committee this year has been the refurbishment of the upstairs kitchen.

We were blessed to receive a significant grant from Norwich Freeman's Society which when added to the Sheila Hodds Legacy and other donations received covered the costs of the refurbishment.

Our builder Pete and his team completed the works during the Summer with the 'official' opening taking place in November 2023.

We hope you all agree that the new kitchen is a fantastic facility that the church should be proud of and the local community will be able to make use of.

Martin as always continues to work with contractors to ensure that the building is taken care of and safe to use.

#### **Work undertaken in 2023**

- Kitchen refurbishment project has been completed
- Review of hire rates of the church facilities
- Ongoing monitoring of church heating to ensure that we are not wasting energy
- Updating of various lights around the building

#### **Current plans for 2024**

- Working with the YMCA to provide some office facilities for them in the downstairs area
- Summer working party to tidy up external areas of the church
- Develop plans to improve accessibility to our building with particular focus on our washroom facilities

*Martin Wimhurst, Simon Snell, Fran Cooke & John Nicholas – The Fabric Committee*

### **e) St Luke's Finance Report**

During 2023, planned giving increased and ended the year at £29,809.

Due to some end-of-year difficulties the Gift Aid claim from HMRC was not processed however this has since been actioned and will be reflected in the 2024 accounts.

Hall Hire increased for a second year since COVID and hire income ended the year at £17,321 – higher than it was in 2019 prior to the COVID closures – this is positive news.

Parish Share for 2023 was £34,405 – some £956 higher than for 2022 and, although we only managed to settle 10 months portion to the Diocese by year end, we were able to pay the remaining 2 months by 31 January 2024 which the Diocese has back dated to 2023 – to all intents and purposes this means that our Parish Share was Paid in Full.

Utility costs continued their upward trend and ended the year at £9,706 – some £2,680 higher than 2022 – this increase was partly due to higher utility charges but also partly due to outstanding balances being owed to our provider. Most of our reserves are held with Barclays Bank, the closing balance at year end in our Community Account (general fund usage) was £18,647 – this includes £3,574 for Luncheon Club / £1,000 for Accessibility usage and £6,705 for Fabric Fund.

We also hold an amount of £2,275 in the Business Premium Account with regards to the interest being earned on the Miss Pratt shares. These shares are held in the Church of England Investment Fund, and at year end were valued at £8,477 (up by £729 on the value 12 months earlier)

Finally, again I would like to thank everyone for all the financial support you have given to St Luke's during 2023.

*Martin Wimhurst*

### **f) St Luke's Worship Report**

St Luke's has been fortunate to have a growing team of musicians and singers leading our music on Sunday mornings.

We use a variety of traditional and contemporary songs and hymns, usually chosen by Simon, Phil and Nicky who share the leadership role.

This year, it has been great to welcome Jane Hattrick to the team, and also to welcome back Steve Fiske, both of whom add a splash of colour along with their musical talent.

During the year we have continued to enjoy collaborating with the musicians and singers from St Augustine's, and also supporting the Norwich LGBTQI+ Communion Service when hosted at St Luke's.

With busy diaries, we have managed just a few occasions to gather on Sunday afternoons and share new songs together but look forward to more in the coming year.

Finally, we are indebted to Andrew and Liz, who so faithfully serve on the projector, and to Martin and Steve who ensure that we can be heard and keep our equipment in good health.

*Nicky Burr*

### **Financial Statement for 2023**

- as attached

# Agenda for the Annual Parochial Church Meeting for 2023

## Meeting to be held on 22 April 2024 at 7.30pm St Luke's Church Centre

*Only those on the new church Electoral Roll are allowed to comment or vote.*

1. Apologies for Absence
2. Minutes of last year's APCM
3. Questions arising from Formal Reports
  - a. Trustees Report.
    - i. Parish Activities
    - ii. St Luke's Activities
    - iii. St Augustine's Activities
  - b. Financial report:  
*If you have any questions on the enclosed accounts, which have been Independently Examined and accepted by the PCC, that you would like our Treasurer to answer then, where possible, please submit the question to the Treasurer 72 hours before the meeting so as he can give an informed reply to you at the meeting.*
4. Elections and Appointments as below
  - a. Elect Members for the PCC and DCCs  
(Nomination Forms are available in both churches)
  - b. Appoint an independent Auditor/Examiner
5. Setting the Date for next year's APCM
6. Any other Business – to be notified to Karen Wimhurst, the PCC Secretary before the start of the meeting (*k.wimhurst@gmail.com*)
  - a. How can we serve our church? *Nicky Burr*

## PARISH OF ST LUKE'S WITH ST AUGUSTINE'S NEW CATTON

### ANNUAL PAROCHIAL CHURCH MEETING 20 March 2023

The Annual Church Meeting was held at St Luke's Church on Monday 20 March 2023. Rev Graham Kirk-Spriggs presided.

#### 1. Apologies

Apologies were received from Julie and Steve Chilvers, Jill Dyer, Debbie House, Phil Kerrison, Sam Pittam-Smith, Mark Smith, Melissa Snell, Matthew Snell and Marlene Windscheffel.

#### 2. Acceptance of Minutes of 2022 Annual Meeting

Accepted and approved unanimously.

#### 3. Questions arising from Formal Reports

##### b. Trustees report

No questions raised.

##### c. Financial Statement

Howard explained the impact of Covid and with the increased cost of living had contributed to the decline in giving in St Augustine's. St Luke's however had seen an increase in collections and with the hiring of the church back to pre-Covid times, the hire income had doubled since last year. St Augustine's hire is not back to where it was but the income had been boosted by external grants.

Howard shared the good news that for the first time for many years, we had paid our Parish Share. The gift aid has come through for St Luke's but not St Augustine's.

Howard explained the reports handed out were not the examined reports as both he and John, the independent examiner, had been away. However as a team, all were happy with the results and have no expectations of any differences to the reports distributed.

Tony asked if, as St Luke's are focused on the kitchen refurbishment, whether we would reinstate a Gift Day at St Luke's. Graham responded with an explanation of the review of giving currently being undertaken: considering the parish giving scheme, card reader from the Diocese, continuing to think about ways to encourage giving – give what you can but not so you struggle.

If you need to ask any questions, please do either before or after the reports have been approved.

The meeting applauded the Finance Team, thanking them for all their hard work.

#### **4. Elections and Appointments**

At the **Annual Meeting of the Parishioners** on 20 March 2023, Judy Reynolds and Frances Cooke were elected as the church wardens for the Parish. Nicky Burr and Carrie Sant were elected as Deanery Synod Representatives.

##### **Election of the DCCs**

The lay members of the two DCC's in addition to the church wardens and Deanery Synod reps will be:

##### ***St Augustine's***

Howard Green  
Debbie House  
Phil Kerrison  
Dot Lenton  
Tim Lenton

Matthew Williams is standing down this year. He was thanked for all he does and thankfully will continue to support the church.

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

Jill Dyer  
John Nicholas  
Sam Pittam-Smith  
Martin Smith  
Anne Swift  
Karen Wimhurst  
Martin Wimhurst

##### **Appointment of Independent Examiner of Accounts**

John Brydon kindly agreed to continue as our independent examiner for which we were extremely grateful. He was recommended by Howard and seconded by Carrie. All agreed. He was paid £200 for his work.

#### **5. Date for the APCM 2023**

The meeting for next year will be 22 April 2024.

Graham closed the meeting with prayer.

# Norwich New Catton St Luke PCC

## Financial Statement for the Year Ended 31 December 2023 Receipts and Payments Accounts

	Note	Unrestricted Fund £	Designated Fund £	Restricted Fund £	Endowment Fund £	Total 2023 £	Total 2022 £
<b>Receipts</b>							
<b>Voluntary receipts:</b>							
Collections at Services	3	2,085.34	-	-	-	2,085.34	995.53
Planned giving	3	31,936.73	-	-	-	31,936.73	33,446.83
All other giving/voluntary receipts	3	9,884.37	1,943.97	-	-	11,828.34	6,954.27
Grant Income	3	4,710.00	10,959.00	2,000.00	-	17,669.00	7,000.00
Legacies Received (Capital Value)		-	3,607.40	-	-	3,607.40	7,500.00
Gift Aid recovered		-	-	-	-	-	14,507.47
		48,616.44	16,510.37	2,000.00	-	67,126.81	70,404.10
<b>Activities for generating funds</b>	3	21,674.07	-	-	-	21,674.07	19,878.05
Investment income		-	-	252.05	-	252.05	232.32
Church activities	3	1,964.00	-	-	-	1,964.00	780.00
Other income	3	5,537.56	-	-	-	5,537.56	127.90
<b>Total receipts</b>		<b>77,792.07</b>	<b>16,510.37</b>	<b>2,252.05</b>	<b>-</b>	<b>96,554.49</b>	<b>91,422.37</b>
<b>Payments</b>							
<b>Church activities:</b>							
Parish share		36,171.00	-	-	-	36,171.00	68,813.00
Clergy and Staffing costs	4	7,199.97	-	-	-	7,199.97	6,339.30
Church running expenses	4	22,747.82	1,012.33	-	-	23,760.15	15,355.39
Mission giving and donations	4	-	2,877.23	-	-	2,877.23	1,896.06
Building work and repairs	4	32.56	33,372.55	2,480.79	-	35,885.90	2,644.64
Administration Costs	4	2,535.60	-	-	-	2,535.60	2,540.93
Other expenditure	4	134.17	-	-	-	134.17	762.89
		68,821.12	37,262.11	2,480.79	-	108,564.02	98,352.21
<b>Cost of generating funds</b>	4	-	-	500.99	-	500.99	58.04
<b>Total Payments</b>		<b>68,821.12</b>	<b>37,262.11</b>	<b>2,981.78</b>	<b>-</b>	<b>109,065.01</b>	<b>98,410.85</b>
<b>Excess of payments over receipts</b>		<b>8,970.95</b>	<b>- 20,751.74</b>	<b>- 729.73</b>	<b>- -</b>	<b>12,510.52</b>	<b>- 6,987.88</b>
<b>Transfers between funds</b>		<b>- 476.23</b>	<b>7,976.23</b>	<b>- 7,500.00</b>	<b>- -</b>	<b>0.00</b>	<b>-</b>
		8,494.72	- 12,775.51	- 8,229.73	- -	12,510.52	- 6,987.88
<b>Cash at bank and in hand at 1 Jan</b>		<b>- 3,048.14</b>	<b>23,356.12</b>	<b>17,523.07</b>	<b>-</b>	<b>37,831.05</b>	<b>44,818.93</b>
<b>Cash at bank and in hand at 31 Dec</b>		<b>5,446.58</b>	<b>10,580.61</b>	<b>9,293.34</b>	<b>-</b>	<b>25,320.53</b>	<b>37,831.05</b>



**ALL OTHER GIVING/VOLUNTARY RECEIPTS**

Appeals	-	54.00	-	-	54.00	-
CAF & GAYE giving	4,827.88	500.00	-	-	5,327.88	5,389.44
St Luke's one off donations (non GA)	536.37	1,443.97	-	-	1,980.34	1,000.00
One off donations (GA)	850.21	-	-	-	850.21	25.66
One off donations (non GA)	3,169.91	-	-	-	3,169.91	455.40
Small donations (GASDS)	-	-	-	-	-	83.77
Charities - overseas (designated)	-	54.00	-	-	54.00	-
Charities - home UK (designated)	500.00	-	-	-	500.00	-
	<b>9,884.37</b>	<b>1,943.97</b>	-	-	<b>11,828.34</b>	<b>6,954.27</b>

**ACTIVITIES FOR GENERATING FUNDS**

Hall Hire	21,134.07	-	-	-	21,134.07	19,338.05
Carpark donations (non GA)	540.00	-	-	-	540.00	540.00
	<b>21,674.07</b>	-	-	-	<b>21,674.07</b>	<b>19,878.05</b>

**CHURCH ACTIVITIES**

Fees - Statutory	826.00	-	-	-	826.00	360.00
Fees - Additional	1,138.00	-	-	-	1,138.00	420.00
	<b>1,964.00</b>	-	-	-	<b>1,964.00</b>	<b>780.00</b>

**INVESTMENT INCOME**

Dividends and Interest	-	-	252.05	-	252.05	232.32
	-	-	<b>252.05</b>	-	<b>252.05</b>	<b>232.32</b>

**GRANT INCOME**

Non-Recurring Grants	4,710.00	10,959.00	2,000.00	-	17,669.00	7,000.00
	<b>4,710.00</b>	<b>10,959.00</b>	<b>2,000.00</b>	-	<b>17,669.00</b>	<b>7,000.00</b>

**OTHER INCOME**

Bank Compensation	155.00	-	-	-	155.00	-
Other income, gifts, etc	5,382.56	-	-	-	5,382.56	127.90
	<b>5,537.56</b>	-	-	-	<b>5,537.56</b>	<b>127.90</b>

**4. Payments**

	Unrestricted Fund £	Designated Fund £	Restricted Fund £	Endowment Fund £	Total 2023 £	Total 2022 £
<b><u>CLERGY AND STAFFING COSTS</u></b>						
Clergy Expenses	1,675.79	-	-	-	1,675.79	1,255.89
Cleaner (wages)	4,425.18	-	-	-	4,425.18	4,573.41
Clerk fees	-	-	-	-	-	200.00
Book keeping	1,099.00	-	-	-	1,099.00	160.00
Clergy education	-	-	-	-	-	150.00
	<b>7,199.97</b>	-	-	-	<b>7,199.97</b>	<b>6,339.30</b>

**CHURCH RUNNING EXPENSES**

Gas and Electricity Bill	12,275.17	-	-	-	12,275.17	9,276.29
Insurance	2,202.76	-	-	-	2,202.76	2,215.99
Service Costs	5,302.00	-	-	-	5,302.00	17.16
Maintenance	1,236.21	1,012.33	-	-	2,248.54	976.21
Water Bill	636.41	-	-	-	636.41	-
Small equipment purchases	345.32	-	-	-	345.32	35.64
Cleaning materials	491.57	-	-	-	491.57	288.67
Refreshments	258.38	-	-	-	258.38	164.65
Resources, education and training for parishioners	-	-	-	-	-	316.80
	<b>22,747.82</b>	<b>1,012.33</b>	-	-	<b>23,760.15</b>	<b>13,291.41</b>

**MISSION GIVING AND DONATIONS**

Charities - Home (UK)	-	1,438.62	-	-	1,438.62	1,016.06
Charities - Overseas	-	1,438.61	-	-	1,438.61	880.00
	-	<b>2,877.23</b>	-	-	<b>2,877.23</b>	<b>1,896.06</b>

**BUILDING WORK AND REPAIRS**

Church - Major repairs and Redecorations	-	-	580.00	-	580.00	119.25
Hall/Other Buildings - Major Repairs and Redecorations	32.56	33,372.55	1,900.79	-	35,305.90	2,525.39
	<b>32.56</b>	<b>33,372.55</b>	<b>2,480.79</b>	-	<b>35,885.90</b>	<b>2,644.64</b>

**COSTS OF GENERATING FUNDS**

Hall Running Costs	34.17	-	-	-	34.17	414.69
Social activities and events costs	-	-	500.99	-	500.99	58.04
	<b>34.17</b>	-	<b>500.99</b>	-	<b>535.16</b>	<b>472.73</b>

**ADMINISTRATION COSTS**

Printing	72.00	-	-	-	72.00	181.80
Stationery	-	-	-	-	-	12.99
Hall Bookings manager	1,058.10	-	-	-	1,058.10	604.57
Church broadband and telephone	499.20	-	-	-	499.20	499.33
Licences and subscriptions	906.30	-	-	-	906.30	1,242.24
	<b>2,535.60</b>	-	-	-	<b>2,535.60</b>	<b>2,540.93</b>

**OTHER EXPENDITURE**

Mission and Evangelism Costs	-	-	-	-	-	203.00
Publicity and promotion	-	-	-	-	-	22.00
Leaving Gifts, etc	100.00	-	-	-	100.00	123.20
	<b>100.00</b>	-	-	-	<b>100.00</b>	<b>348.20</b>

	Unrestricted Fund	Designated Fund	Restricted Fund	Endowment Fund	Total 2023	Total 2022
	£	£	£	£	£	£
<b>5. Bank Current Account</b>						
General Account	7,066.72	-	-	-	7,066.72	1,111.21
Lunch club fund	-	3,574.59	-	-	3,574.59	3,896.34
Fabric fund	-	6,705.50	-	-	6,705.50	9,202.02
Youth and Children's Work Fund	-	225.00	-	-	225.00	225.00
Mission Giving	-	0.00	-	-	0.00	2,877.23
Community Events Fund	-	75.52	-	-	75.52	75.52
Restricted (St Luke's) gifts and collections	-	-	1,000.00	-	1,000.00	8,500.00
General (St Augustine's TSB)	- 1,620.14	-	-	-	1,620.14	4,159.35
St Luke's Kitchen Refurb	-	-	-	-	-	7,080.01
Hot Hub	-	-	3,499.01	-	3,499.01	2,000.00
The Greening Fund	-	-	2,519.21	-	2,519.21	5,000.00
	<b>5,446.58</b>	<b>10,580.61</b>	<b>7,018.22</b>	-	<b>23,045.41</b>	<b>35,807.98</b>

	Unrestricted Fund	Designated Fund	Restricted Fund	Endowment Fund	Total 2023	Total 2022
	£	£	£	£	£	£
<b>6. Bank Savings Account</b>						
Miss Pratt income-parishioners in need) (was TSB now Barclays Deposit)	-	-	2,275.12	-	2,275.12	2,023.07
	-	-	<b>2,275.12</b>	-	<b>2,275.12</b>	<b>2,023.07</b>

**7. Investments****Further Details**

CCLA Miss Pratt - This is an Endowment - Capital. Unchanged in 2020. 375 shares held throughout the year, although their market value fluctuates. Income to the Barclays Premium account.  
Norwich Credit Union (loan guarantee for parishioners in need) - No activity in 2020

## Independent Examiners Certificate

Report to the trustees/ members of: Norwich New Cotton St Luke PCC  
On accounts for the year ended: 31 December 2023.  
Charity no (if any): 249 318

I report to the trustees on my examination of the accounts of the above charity ("the Trust") for the year ended 31/12/2023

### Responsibilities and basis of report

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

I report in respect of my examination of the Trust's accounts carried out under section 145 of the 2011 Act and in carrying out my examination, I have followed all the applicable Directions given by the Charity Commission under section 145(5)(b) of the Act.

### Independent examiner's statement

[The charity's gross income exceeded £250,000 and I am qualified to undertake the examination by being a qualified member of [  ~~]]. Delete [ ] if not applicable.~~

I have completed my examination. I confirm that no material matters have come to my attention in connection with the examination (other than that disclosed below \*) which gives me cause to believe that in, any material respect:

- the accounting records were not kept in accordance with section 130 of the Charities Act; or
- the accounts did not accord with the accounting records; or
- the accounts did not comply with the applicable requirements concerning the form and content of accounts set out in the Charities (Accounts and Reports) Regulations 2008 other than any requirement that the accounts give a "true and fair" view which is not a matter considered as part of an independent examination.

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

\* Please delete the words in the brackets if they do not apply.

Signed:  Date: 20 March 2024  
Name: JOHN BRYDON.

Relevant professional qualification(s) or body (if any)

ACIB, DCL.

Address:

8 Daniels Road

Norwich NR4 6PZ

**Section B**

**Disclosure**

Only complete if the examiner needs to highlight material matters of concern (see CC32, Independent examination of charity accounts: directions and guidance for examiners).

Give here brief details of any items that the examiner wishes to disclose

The Relevant Financial Statement I have worked on is entitled St Lukes & St Augustines 2023 Workbooks for the Independent Examiners use Version 2.

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# Accounts

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## **St Luke's with St Augustine's, New Catton Annual Parochial Church Meeting for 2022**



### **Including the Trustees' Report and Financial Statement for 2022 for the Parochial Church Council of St Luke's with St Augustine's, New Catton.**

**Registered Charity number 1162755**

**The Annual Parochial Church Meeting will be held on  
Monday 20 March 2023 at St Luke's Church Centre at 7:30pm.**

If you are on the Electoral Roll please try and come.  
Please take some time to read through this report before the meeting.

#### **This report consists of the**

- **Trustees' Report**
  - I.Reference and Administrative Details** page 2
  - II.Structure, Governance and Management** page 4
  - III.Aims and Purposes** page 8
  - IV.Objectives and activities** page 8
  - V.Incumbent's Report** page 10
  - VI.Parish Activities** page 10
  - VII.St Augustine's Activities** page 12
  - VIII.St Luke's Activities** page 16
  
- **Financial Statement** page 20
  
- **Agenda for the APCM** page 21
  
- **Minutes of the 2021 APCM** page 22

## Trustees' Report for the Year ending 31 December 2022.

The Trustees present their report with the financial statements of the charity for the year ended 31 December 2022.

### I. Reference and Administrative information

#### Church Addresses

St Luke's Church  
61, Aylsham Road  
Norwich  
NR3 2HF

St Augustine's Church Hall  
Gildencroft,  
Norwich  
NR3 1DS

#### Membership of the PCC (April 2022-April 2023)

Name	Church	Role	Term ends at APCM in
Simon Stokes	Both	Team Rector	Left Parish January 2023
Graham Kirk-Spriggs	Both	Team Vicar	Ex officio
Judy Reynolds	St Augustine's	Parish warden	2023
Frances Cooke	St Luke's	Parish warden	2023
Karen Wimhurst	St Luke's	PCC Secretary	2025
Howard Green	St Augustine's	PCC Treasurer	2023
Nicky Burr	St Luke's	Deanery & Diocesan Synod Rep	2023
Carrie Sant	St Augustine's	Deanery Synod Rep	2023
Dot Lenton	St Augustine's	Elected Lay Rep	2025
John Nicholas	St Luke's	Elected Lay Rep	2025
Martin Wimhurst	St Luke's	Elected Lay Rep	2025
Parish wardens		2	
Elected Members		5	
Deanery Synod Reps		2	
Diocesan Synod Rep		1	
Ex Officio		2	
Co-opted		0	
<b>Total possible PCC membership</b>	<b>17</b>	<b>Actual PCC Membership:</b>	
		<b>10</b>	

## Membership of the District Church Councils

<b>St Augustine's DCC</b>		
<b>Name</b>	<b>Role</b>	<b>Term Ends</b>
Simon Stokes	Team Rector	Left Parish January 2023
Graham Kirk-Spriggs	Team Vicar	Ex officio
Judy Reynolds	Parish Warden	2023
Carrie Sant	Deanery Synod	2023
Howard Green	Elected Lay Rep	2023
	DCC Treasurer	
	PSO Vulnerable Adults	
Phil Kerrison	Elected Lay Rep	2023
Dot Lenton	Elected Lay Rep	2025
	PSO Children & Young People	
Tim Lenton	Elected Lay Rep	2025
Matthew Williams	Elected Lay Rep	2023

<b>St Luke's DCC</b>		
<b>Name</b>	<b>Role</b>	<b>Term Ends</b>
Simon Stokes	Team Rector	Left Parish January 2023
Graham Kirk-Spriggs	Team Vicar	Ex officio
Frances Cooke	Parish Warden	2023
	PSO	2023
Karen Wimhurst	Elected Lay Rep	2025
	DCC Secretary	
Martin Wimhurst	Elected Lay Rep	2025
	DCC Treasurer	
Nicky Burr	Deanery Synod Rep	2023
Jill Dyer	Elected Lay Rep	2025
John Nicholas	Elected Lay Rep	2025
Sam Pittam-Smith	Elected Lay Rep	2025
Martin Smith	Elected Lay Rep	2025
Anne Swift	Co-opted Lay Rep	

### Appointed by the PCC

Electoral Roll Officer: Mark Smith

Safeguarding: Frances Cooke (St Luke's: Children and Adults at Risk)  
Howard Green (St Augustine's: Adults at Risk)  
Dot Lenton (St Augustine's: Children)

Independent Examiner: John Brydon  
Parish Bookkeeper: Shani Fernando/Steven Bacon

### **Our Banks**

Barclays plc (St Luke's current and deposit accounts)  
TSB (St Augustine's current account)  
CBF Church of England deposit account (CCLA) (St Luke's)  
Norwich Credit Union (St Luke's loan guarantee fund).

## **II. Structure, Governance and Management**

On 20<sup>th</sup> September 2021, a Pastoral Scheme was made by the Church Commissioners in pursuance of the Mission and Pastoral Measure 2011, the Right Reverend Graham, Bishop of Norwich, having consented thereto.

The benefice of Sprowston with Beeston Saint Andrew, the benefice of Christ Church, New Catton, the benefice of Norwich, Saint Mary Magdalene with Saint James and the benefice of Saint Luke with Saint Augustine, New Catton in the diocese of Norwich shall be united to create a new benefice which shall be named "The Benefice of Sprowston and North Norwich Team Ministry", and the area of the new benefice shall comprise the parish of Sprowston with Beeston Saint Andrew, the parish of Christ Church, New Catton, the parish of Norwich, Saint Mary Magdalene with Saint James and the parish of Saint Luke with Saint Augustine, New Catton, which parishes shall continue distinct.

### **Structure**

The PCC is a charity registered with the Charity Commission; Registered Charity number 1162755.

It is listed in the Charity Commission Register as the Parochial Church Council of the Ecclesiastical Parish of St Luke's with St Augustine's, New Catton.

The PCC is a corporate body established by the Church of England. It operates under the Parochial Church Council Powers Measure.

The PCC is chaired by the team vicar. It is the decision-making body of the Parish and is accountable to the Diocese.

The PCC is responsible for making decisions on all matters of general concern and importance to the parish including deciding on how the funds of the PCC are to be spent. The full PCC met four times during the year.

Each Church has its own DCC, which is responsible and accountable to the PCC for the day-to-day operation of its church. Each DCC is chaired by the team vicar.

We pay a bookkeeper to serve St Augustine's DCC and to prepare the end of year accounts for the PCC, a hall bookings manager for St Augustine's, and cleaners for both churches. These are employed as contractors.

The PCC Quorum is 5 (1/3 of lay representation under current Parish scheme) which includes the team vicar and at least one member of each DCC.

The Parish Wardens and the team vicar meet each month to plan and review the month ahead.

### **Appointment of PCC/DCC Members**

The method of appointment of PCC members is set out in the Church Representation Rules and governed by a parish scheme which was last revised in 2018 and ratified by Bishop's Council on 23<sup>rd</sup> May 2019.

All those who attend our services / members of the congregation are encouraged to register on the Electoral Roll and are then eligible to stand for election to the PCC after a 6-month period. Vacancies are advertised in each church.

### **Meetings**

The team vicar chairs the PCC and DCCs. In the case of a vacancy, this role is performed by the churchwardens.

The PCC normally meets four times each year.

Each DCC normally meets four times each year.

Additional meetings can be called by the Parish Wardens or the team vicar.

### **Period of Service**

Parish Wardens are elected annually.

All other members are elected for a three-year period.

Members can stand for re-election at the end of their period of service.

PCC Reps are elected annually from their DCC.

### **Payments to PCC Members**

The incumbent receives a stipend from the Church of England and reasonable out of pocket expenses and is ex-officio chair of the PCC and the two DCCs. No other members receive any payments except for reimbursement of out-of-pocket church related expenses.

## **PCC Sub-Committees**

Safeguarding  
Standing Committee

In addition, St Luke's DCC also has a Fabric Committee.

## **Public Benefit**

Any member of the public may take part in Church of England activities and services. The PCC also provides, promotes or facilitates services available to groups of people including children and young people, people on low incomes, the elderly, refugees, the homeless, people with mental health issues, ethnic minority groups and others in need or considered vulnerable.

The structure of the Church of England focuses each PCC on a specific geographical area, the ecclesiastical parish. Religious services, which are open to all, take place in the parish churches and buildings, or by agreement in other local facilities.

Within the parish, the church seeks to serve the whole community. However, not all funds will necessarily be spent on projects within the parish, as we seek to support the mission of the whole church, so may, for example, develop links with a community in another area or country. St Augustine's for example supports charity work in Uganda.

St Luke's gives 5% of its annual income to charities.

## **Risk Management**

The Trustees have a duty to identify and review the risks to which the charity is exposed and to ensure appropriate controls are in place to provide reasonable assurance against fraud and error. All Barclays accounts require two signatories for making payments to external accounts by cheque or online.

The major risks to which the PCC is exposed are reviewed regularly. These include:

- Regulatory and legal position
- Financial position
- Health and safety including the buildings and their surroundings
- Risks arising from the activities of each Church, including risks to reputation.

Operational risk management activities such as hazard management and prevention, the protection of children and vulnerable adults, insurance and local risk assessments are delegated to the DCCs. DCCs are charged with having appropriate systems and processes in place, with appropriate review intervals, to manage those risks.

## **Safeguarding**

The following policy was agreed at the Parochial Church Council (PCC) meeting held on 21 September 2021.

In accordance with the Church of England Safeguarding Policy our two churches are committed to:

- Promoting a safer environment and culture.
- Safely recruiting and supporting all those with any responsibility related to children, young people and vulnerable adults within the church.
- Responding promptly to every safeguarding concern or allegation.
- Caring pastorally for victims/survivors of abuse and other affected persons.
- Caring pastorally for those who are the subject of concerns or allegations of abuse and other affected persons.
- Responding to those that may pose a present risk to others.

The Parish will:

- Create a safe and caring place for all.
- Have a named Parish Safeguarding Officer (PSO) to work with the incumbent and the PCC to implement policy and procedures.
- Safely recruit, train and support all those with any responsibility for children, young people and adults to have the confidence and skills to recognise and respond to abuse.
- Ensure that there is appropriate insurance cover for all activities involving children and adults undertaken in the name of the parish.
- Display in church premises and on the Parish website the details of who to contact if there are safeguarding concerns or support needs.
- Listen to and take seriously all those who disclose abuse.
- Take steps to protect children and adults when a safeguarding concern of any kind arises, following House of Bishops guidance, including notifying the Diocesan Safeguarding Adviser (DSA) and statutory agencies immediately.
- Offer support to victims/survivors of abuse regardless of the type of abuse, when or where it occurred.
- Care for and monitor any member of the church community who may pose a risk to children and adults whilst maintaining appropriate confidentiality and the safety of all parties.
- Ensure that health and safety policy, procedures and risk assessments are in place and that these are reviewed annually.
- Review the implementation of the Safeguarding Policy, Procedures and Practices at least annually.

Each person who works within this church community will agree to abide by and have due regard <sup>1</sup> for this policy and the guidelines established by this church.

The Safeguarding Officers are:

St Luke's: Frances Cooke

St Augustine's: Dot Lenton (Children)  
Howard Green (Vulnerable Adults)

Health and Safety: Parish Wardens

Insurance, Alarms and Fire Protection:  
Treasurer and Parish Wardens.

### **III. Aims and Purposes**

The Parochial Church Council (PCC) of New Catton: St Luke with St Augustine has the responsibility of cooperating with the team vicar in promoting in the ecclesiastical parish, the whole mission of the Church, pastoral, evangelistic, social and ecumenical.

The PCC is also specifically responsible for the maintenance of St Luke's Church Centre, 61 Aylsham Road and St Augustine's Hall, The Gildencroft, Norwich, but delegates this to the respective DCC.

The 2015 Parish statement states that "we are a diverse and inclusive community that values compassion and personal transformation through Jesus Christ."

### **IV. Objectives and Activities**

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

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<sup>1</sup> What does 'due regard' mean? Where legislation – whether an Act of Parliament or a Church Measure – imposes a duty on a person to "have due regard" to guidance of this sort, the law understands that duty in a particular way. The legal duty to have due regard means that the person to whom the guidance is directed is not free to follow the guidance or not as he or she chooses. As a matter of law, the guidance should be given great weight and must be followed unless there are 'cogent reasons' for not doing so (see below). What is meant by 'cogent reasons'? 'Cogent reasons' are reasons that are clear, logical and convincing. It will be very rare indeed for there to be cogent reasons for not following House of Bishops guidance on safeguarding. Cogent reasons are likely to arise only where the guidance does not contemplate a particular, unusual situation arising so that it becomes necessary to take a different approach from that set out in the guidance in order to meet the particular circumstances of the case. When would 'cogent reasons' be applied? A person who is required to have due regard to the guidance should not simply take it on him- or her-self to decide that there are cogent reasons for departing from the guidance. Such a decision should be taken – if at all – only after case-specific advice has been obtained from both the diocesan safeguarding adviser and the diocesan registrar.

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

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

To facilitate this work, it is important that we maintain the fabric of the buildings mentioned above.

### **Worship and Prayer**

The PCC is keen to offer a range of services during the week and over the course of the year that our community may find both beneficial and spiritually fulfilling. We offer alternating services of Holy Communion and Morning Worship on a Sunday.

Both congregations worship in their buildings, with St Luke's offering online access to the service using the St Luke's Facebook page.

All are welcome to attend our regular services. The average weekly in-person attendance, counted during October, was 42 (19 at St Augustine's and 23 at St Luke's), although we did have additional people joining the service at St Luke's via Facebook. Christmas attendance was higher than last year: both at Midnight Mass at St Augustine's and Christmas Day at St Luke's, thankfully after the Covid times. Carol Service at St Luke's, Christingle in the Café in Waterloo Park and Carols at the Artichoke Pub were again well-attended.

As well as our regular services, we enable our community to celebrate and thank God at the milestones of the journey through life. Through baptism we thank God for the gift of life; in marriage public vows are exchanged with God's blessing; and through funeral services friends and family express their grief and give thanks for the life which is now complete in this world and commend the person into God's keeping.

This year we have celebrated 0 Baptisms, 1 Wedding and 2 Funerals.

## **V. Incumbent's Report**

*"I came that they may have life, and have it abundantly"* (John 10.10)

I'm of course not talking about myself in the quote above, but that's what Jesus says to each of us!

2022 was a year of tumultuous developments both on the continent and in the political and social life of our country. The sad death of HM The Queen, the resignation of two Prime Ministers and the war in Ukraine has perhaps left their toll on all of us. Added to this the cost of living crisis which has greatly impacted our homes, families, and our church finances too.

It was also announced that Simon Stokes our Team Rector would be moving on to Lowestoft in February, and I personally would like to thank Simon and Christine for all their help and encouragement over my time here.

However, what Christ calls us to is abundant life, and many wonderful and abundant things went on in 2022. St Luke's made the momentous decision to join Inclusive Church after a well-run, and stimulating Inclusivity Day. We began opening St Augustine's on Monday, which since the New Year has flourished into a lunch club.

We spent Easter Day in church and were able to celebrate fully unlike in previous years. We also had wonderful and well attended Christmas Services this year, the Carol Service with Invidia Voices and our first joint Alternative Carol Service were particular highlights. It's been a joy to watch our communities come together more, in joint services and fellowship.

The coming year will not be without its challenges both missional, financial and social, and my question to all of us is what can we give? So that others might know the full and abundant life that our faith in Jesus gives us. My deep thanks go out to all of you who have supported the life of these churches over the past twelve months. My prayer is that 2023 can be a year where we can work together more, and grow our churches in love, service, fellowship and numbers.

*Rev. Graham Kirk-Spriggs*

## **VI. Parish Activities**

### **a) Electoral Roll Report**

This year has seen another annual updating of the roll, with a further two years left before a complete revision is required. Numbers on the roll remained the same for St. Luke's at 43 with an addition and very sadly the loss of our dear friend Roy Hansell in early March 2023. Roy had been a lifelong attendee of St. Luke's Church, both as a child and in his younger days going back to the 1940's. Our prayers and thoughts go

to his wife Mary and two sons for their loss. We give thanks for all Roy had given to us here at St Church and for his friendship and worship amongst us. We will miss you Roy.

St. Augustine's has very sadly lost three people over the last year in their congregation, with the passing of Christine Fiske, Eileen Rea and Phyllis Seaman. Our prayers and thoughts go out to their families and close friends, and we especially think of Christine with her on-going health difficulties and the struggle this must have been for her.

There has been a number of new people in the St Augustine congregation joining worship and in turn deciding to have their names on the roll. There are now 31 on the roll compared to 20 this time last year.

There is now a total of 74 on the two rolls across our churches.

*Mark Smith Electoral Roll Officer*

### **b) Deanery Synod**

Deanery Synod representatives are responsible for electing representatives both for the General Synod and for their respective Diocesan Synod. This means that they have a huge influence on who gets a vote on setting church policy at a national level, and how it is implemented in the diocese.

The parish of St Lukes with St Augustines is in the Norwich North deanery. Deanery Synod lay representatives, elected to serve on behalf of the parish are currently Nicky Burr and Carrie Sant. The Rev. Graham Kirk-Spriggs is also a representative as a member of deanery clergy.

The Deanery Synod usually has formal meetings twice a year in February and November, with a deanery Ascension Day communion service and a summer social. This year the February meeting unfortunately had to be cancelled due to low attendance. However, in November the Synod was pleased to welcome the Bishop of Norwich, who spoke about the diocesan vision of being a prayerful, pastoral and prophetic people in addition to answering questions from the group.

Nicky has now joined the standing committee, working with the rural dean, lay chair and deanery secretary to plan the agenda for meetings in the coming year.

*Nicky Burr*

### **c) Summary of our Finance Report**

See the St. Augustine's report (VII c) and St Luke's report (VIII e) below and the Finance report.

## **VII. St Augustine's Reports**

### **a) St Augustine Warden's report**

It has been an exciting year at St Augustine's! This has become evident as we have worked on the Electoral Roll and realise we have 17 new people to add to the Roll, the majority of whom have joined us for the first time over the past 15 months. Sadly we have lost two of our longest standing members, Phyllis Seaman in November and Christine Fiske in January. Both were at the heart of our community and will be very sadly missed. Both had requested funerals in the Old Church. These were wonderfully attended and very special occasions. Graham has been a real blessing to us throughout the year and we have enjoyed both his ministry and his willingness to be very much hands on with us in our outreach to the community.

#### *Community Outreach*

This has continued to flourish with regular Open House sessions on a Monday morning which include a Bible discussion/study for those interested, led by Tim Lenton.

We had a well-attended open air celebration for the Queen's Platinum Jubilee, and a fun event for Halloween.

At Christmas we had the joy of joining with the newly developing artisan community of St Augustine's Street in their late-night opening of shops and studios followed by Carols and Cocoa in the Old Church and hope this will become part of a local tradition. We had a Carols Cafe during the week before Christmas and then had 22 people join us for lunch on Christmas Day.

In December we obtained funding for 2 warm spaces, the first being an extension of Open House to include a Lunch Club and after-lunch speaker and the second being a Drop-In and soup lunch on Fridays. The meals and soup have been provided by TLC Kitchens. The Lunch Club has grown steadily each week with a great variety of interesting speakers. It is hoped that with just a little funding we may be able to continue this on a permanent basis.

A Taize group has also been started on Wednesdays led by Debbie House and there is now an established group of regulars. On the third Wednesday of the month Debbie has experimented with the introduction of a 'Groove' expressive dance session but this has been less well-attended so far.

Our rotas have been wonderfully managed by Tim and we have enjoyed the addition of ministry from Heather Cracknell who has rejoined us while fulfilling her new role heading 'Heart Edge' (an international ecumenical resource helping churches to be both at the heart of their communities whilst also being with those on the edges.

Thanks to everyone who has helped me this year, particularly Carrie who has been my back-stop, Robert for his stalwart help at the Hall and Matt for doing continuous repairs when needed. All in all, a joint effort by the whole church community.

*Judy Reynolds*

### **b) District Church Council (DCC)**

Our District Church Council meetings have always been well-attended. We have faced difficult issues around buildings and worship in music and money - about which we haven't always been of one mind, and we have been grateful for Graham's generous hospitality which always accompanies what we've all strived to achieve: meetings that are short and sweet and productive. We've tried to come at issues in different ways to make our decision-making processes more fluent, including meeting more frequently and having occasional subgroups to crunch out some of the detail. We thank God that we're all totally committed to 'making every effort to keep the unity of the Spirit in the bond of peace'.

We do thank everyone who has prepared the agendas and papers, and has attended and contributed so conscientiously and professionally.

*Howard Green*

### **c) Finance**

First, huge thanks are due to Martin Wimhurst (St. Luke's bookkeeper) and Shani Fernando (St. Augustine's bookkeeper for the first part of the year) and Steve Bacon (St. Augustine's bookkeeper for the second part of the year), and Simon Snell ('resident expert' on the bookkeeping software who always sorts us out when we can do no more than scratch our heads trying to get the figures to come right). Be in no doubt, a lot of hours of sacrificial work goes into maintaining an accurate financial picture to the standards required by the PCC and the Charity Commission. Closely supporting these have been Stuart McLaren and Tony Barton who have administered the hire of each of the congregations' premises; they, too, sit down do often unnoticed hard grant on all of our, and our local communities' behalf. THANK YOU EVERYONE!

Our underlying financial position has deteriorated in the financial year 1.1.22 to 31.12.22. The components of the 'cost of living crisis' coming after the pandemic lockdowns have been seen in our balances and I, for one, have worried about this. It has made us have to think more urgently about other sources of income and our underlying record in being of service to the local community, and sometimes the more vulnerable in our local community, have enabled both congregations to be awarded significant grants at the end of the financial period. (These will be appear in next year's figures, but much of the bidding work was done in 2022.) Again, we must thank all of those who commit their hearts, actions, and time to loving the Churches' neighbours as Jesus exhorted us; it's this selfless commitment that has stood us in such good stead to mitigate our financial pressures at this time. THANK YOU TO ALL OF YOU, too!

Jesus kept the best wine till last. I'm thrilled to be able to finish this report by saying that both congregations paid all of their parish share in 2022 for the first time in... 'many a year'!

*Howard Green*

#### **d) Fabric Report**

The hall was originally built in 1915 and subject to a major refurbishment in 1994-95. Since that time it has been kept decorated and cleaned, but is in fairly intensive use by a variety of weekly hirers and others, leading to a considerable degree of ongoing wear and tear.

##### *Routine work*

The carpet was professionally cleaned during the year in June. Overhanging trees mean the front and rear gutters have to be cleared once or twice a year to avoid overflowing (this necessitates access to private property abutting the south side of the hall). Other repairs/renewals include replacement of slipped roof tiles, re-setting of paving slabs, replacing light bulbs and regular mending of toilet seats.

##### *One-off jobs*

The semi-circular west and east windows are original to the building - they are timber with leaded lights and retrofitted external stone guards and would be very costly to replace. The west-facing window has been of concern for some time owing to its high exposure and endemic wet rot, needing intermittent cutting-out and filling to maintain reasonable integrity: this was done again over two days in March 2022. Later in the year, the east window (which remains largely sound) was given a fairly comprehensive external repaint in August.

In May, the joints of one of the main doors came loose through heavy use, and a tieback hook became detached: these were both repaired.

The hall's internal lighting is provided by wall lights, spotlights and fluorescent strip lights. The fittings for the latter date from the 1990s and are now in a poor condition owing to deterioration of the plastic, with a risk of the diffusers falling: temporary repairs were carried out in May, but further attention or replacement will be needed soon.

In October, it was discovered that the main water supply pipe into the kitchen was leaking. Luckily this was able to be rectified at short notice without resort to a plumber.  
Insulation project

From October onwards, work was carried out as part of a grant-funded project to include comprehensive draught-proofing of the main hall, addition/adjustment to curtains, addition of signs and attachment of insulating film to the east window. In December, bespoke secondary glazing was fitted to all of the main hall's remaining

windows by our in-house team, and this has proved effective in improving comfort and saving energy (the windows are still able to be opened as necessary in summer). It is planned to complete the present phase of the insulation project by replacing the main double doors with uPVC units in 2023.

There remains scope for significant further investment in energy saving/producing measures in the future, and the long-term damp problem affecting the east wall has yet to be tackled.

*Matthew Williams*

### **e) Worship on a Sunday**

The year 2022 began with worship still disrupted by Covid in different ways and continued with the added problem of difficulty in keeping warm because of the cost of energy. As a result, several services took place in the cold and occasionally still in masks: the cold has now been mostly sorted out through sterling work by Matt in the area of insulation, and even the most enthusiastic mask-wearers have now given them up. We have settled on a consistent good configuration of chairs and Communion table, but Holy Communion itself remains in dipping mode: this has come to seem almost normal.

Changes have occurred in the music, with some agitation from certain members of the congregation, probably as a result of the Covid-driven switch to more traditional music, still favoured by some of the music group. There was a move to introduce a different method of allocating hymns, but this has thankfully stalled, and the music now is very similar to what it was three or four years ago, with a few newer songs introduced.

The music group at the end of the year consisted of Dot Lenton, worship leader, violin and vocals; Tim Lenton, guitar and vocals; Phil Kerrison, guitar; Anna Green, violin and vocals; Matt Williams, piano and vocals; Additional contributions came from Howard Green and Carrie Sant.

The Rev Graham Kirk-Spriggs continues to be an inspiring worship leader, and there is a feeling of trust and love in the congregation generally. Our leadership and preaching team continues as before, with the Rev Heather Cracknell taking a larger part in the rota. The Rev Liz Cannon's willingness to lead Communion in the absence of the vicar is much appreciated. Lay leaders of the service are Howard Green, Phil Kerrison, Carrie Sant and Tim Lenton; lay preachers are Howard, Anna Green (lectio), Carrie Sant and Tim.

*Tim Lenton*

## **VIII. St Luke's Reports**

### **a) St Luke's Warden's Report**

Again, by reading last year's churchwarden report, it highlights how as a church we have journeyed so far over the course of a year. It is hard to believe that in May 2022 we were still discussing some Covid restrictions and now in March 2023 we are more or less free to worship without restrictions and back to the refreshed normality of church-life routine and community. However, we continue to adopt some 'online' forms of worship or gathering, for example; we continue to live-stream our services and are holding our current Lent group online called 'Growing Good'. Graham has been great at keeping our online presence up-to-date with Facebook and we are currently looking at how to build on our current website and how to update it.

Graham has made a real effort to rekindle the luncheon club over the past year. After having explored some avenues to get this off the ground, it has resulted in a warm space being offered at St Luke's on a Thursday in partnership with TLC Dinner choices to reach out to the community and offer a much-needed service.

The much-loved out-of-date kitchen is soon to be refurbished. We have done most of the groundwork in 2022 and are awaiting funding in order for work to commence. This will be an excellent facility for the church, the church hirers and the community.

We had a successful Inclusivity Day in November 2022 with the aim of helping people understand what 'Inclusive church' actually meant. There was an anonymous vote at the end, which has now led excitingly to St Luke's being named officially an Inclusive church.

We had a hive of Christmas activities over the Christmas period. We had been exceptionally organised with a Christmas planning meeting in September! The whole church helped to get in the Christmas spirit by decorating the church in record time- this may have had something to do with free mince pies on offer! As well as the usual services, we had a Christingle in Waterloo Park Café, Carols in the Artichoke Pub and a Carol Service with Invidia voices.

In other news - similarly to how friendships are made official only when you become a friend on Facebook – Revd. Graham Kirk Spriggs was officially made our vicar (for the second time) because his name is now on the vicar board. Proud Vicar Moment - there is no escape now Graham : )

Safeguarding continues to be of prime importance with meetings taking place bi-annually between Graham, Howard, Dot and myself. At each DCC and PCC meeting we discuss Safeguarding as a priority agenda item. I completed Parish Safeguarding

Officer training in April 2022 and I keep a file, which records when members of the DCC/PCC are due to retake their training.

I'm looking forward to another year as churchwarden and am grateful to our fabulous vicar and loving church community.

*Frances Cooke*

### **b) District Church Council**

The DCC is the decision-making body of St. Luke's and as such meets regularly to discuss mainly the business side of church life. The DCC has delegated some decisions to a dedicated sub-committee, the Fabric Committee, which reports and advises on the maintenance and improvements required for our building; the most expensive requirements must be approved at DCC meetings.

At every meeting finance and safeguarding are included on the agenda and we are gratefully for both Fran and Martin for keeping us up-to-date every meeting. Other items covered have included:

- The continuing discussion of the Luncheon Club and its path forward.
- New techy equipment ensuring the congregation both in-house and online are received the best 'reception' possible within our budget - so grateful for all the experts we have in our midst.
- The managing of events and celebrations throughout the year, especially Christmas.
- Ways of making St Luke's building more noticeable as a church to those in the parish, driving or walking past.
- The exciting kitchen project, looking over the plans and costs provided by Fran and her team.
- Always considering ways of meeting the rising costs of our lovely building.

We have enjoyed our meetings this year with Graham always providing and serving the cuppas and cakes!

Thanks to all PCC/DCC members for their love and care for St Luke's: the building itself as well as the community, both those worshipping and all those in the parish.

*Karen Wilmhurst*

### **c) Church Hire**

2022 was a year of consolidation for us as we returned to something like the normality we had before Covid.

The hall is used a lot mid-week by our regular hirers – Bernie's yoga, the ME Support group, the Invidia choir, Sound Bath. The Diocese continue to come for their clergy training sessions. The Matthew Project have occasional hire for meetings and they

rented some of our car park spaces for a few months before the arrangement came to an end in December. In May, Norwich City Council used our building as a polling station as they do every year. Martin Smith uses the hall for his monthly Enneagram.

Despite the rising energy costs, the DCC has not, for the moment, decided to increase hiring fees but we have to be very conscious of the cost of putting on our heating, weighed against how much comes in from the hirer.

My thanks are due as ever to our tireless caretaker, Barry, who looks after most of the Monday to Thursday hire and to everyone else who helps out, especially Rex at weekends.

*Tony Barton, Bookings Coordinator*

#### **d) The Fabric Committee**

This year the plans for the refurbishment of the upstairs kitchen have progressed markedly. Fran Cooke has made significant progress with this project and we have agreed plans and a supplier. We are now in the process of agreeing who will install our kitchen. The task of raising enough funds for these works continues. We have been blessed with a sizeable legacy from Sheila Hodds which will go a long way towards the costs. During the summer we had a working party to tidy up the outside areas at both the front and back of the church. We have replaced the projector and screen in the worship area which has been a huge improvement. We have managed energy costs as far as possible to control costs with the large increases in energy prices as well as trying to limit our impact on the environment. Martin as ever has continued to work behind the scenes with contractors to ensure that the building is taken care of and safe to use. And thanks again to Robert Haslam for caring for the front garden.

#### **Work undertaken in 2022**

- Kitchen refurbishment project has been progressed. Supplier and design agreed.
- Projector and screen replaced in the worship area
- Downstairs areas of the church tidied up
- Window cleaner contractor has been sourced and windows are now cleaned on an ongoing basis
- Working party tidied up the external areas of the church

## **Plans for 2023**

- To raise the remainder of the funds required for the kitchen refurbishment
- Continue to monitor & review church heating to ensure we are not wasting energy
- Summer working party to tidy up external areas of the church

*Martin Wimhurst, Simon Snell, Fran Cooke & John Nicholas  
The Fabric Committee*

### **e) St Luke's Finance Report**

During 2022, planned giving increased from 2021 and ended the year at £28,780. A claim for £4,979 was made Nov 2022 to HMRC for the Gift Aid Reclaim, and payment was received before Christmas. Hall Hire doubled again and hire income ended the year at £15,519 – this is very encouraging as it means that all Hirers are coming back to us, with the exception still of English+ who have decided it is still not safe enough to hold their sessions in Church so they are now operating on-line.

Parish Share for 2022 was £33,449 and for the first time in many a year we managed to settle this in full in the same year of account – many thanks to all for this. Utility costs continued their upward trend and ended the year at £7,026.

Most of our reserves are held with Barclays Bank, the closing balance at year end in our Community Account (general fund usage) was £32,967 which includes £2,877 for Mission Giving / £3,896 for Luncheon Club / £7,080 for Kitchen Refurbishment / £1,000 for Accessibility usage and £9,202 for Fabric Fund. We also received a legacy from the Late Sheila Hodds to the tune of £7,500 and the DCC has agreed that this is to go to the Kitchen Refurbishment Fund.

We also hold an amount of £2,023 in the Business Premium Account with regards to the interest being earned on the Miss Pratt shares. These shares are held in the Church of England Investment Fund, and at year end were valued at £7,748 (down by £1,034 on the value 12 months earlier)

Finally, I wish to say a big thank you for all the financial support you have given to St Luke's over the past year.

*Martin Wimhurst*

### **Future Developments**

- Continued development of online and in church worship
- Refurbishment of the kitchen at St Luke's
- Further development of St Augustine's Way

## **Financial Statement for 2022**

- as attached

# Agenda for the Annual Parochial Church Meeting for 2022

## Meeting to be held on 20 March 2023 at 7.30pm St Luke's Church Centre

*Only those on the new church Electoral Roll are allowed to comment or vote.*

1. Apologies for Absence
2. Minutes of last year's APCM
3. Questions arising from Formal Reports
  - a. Trustees Report.
    - i. Parish Activities
    - ii. St Luke's Activities
    - iii. St Augustine's Activities
  - b. Financial report:  
*If you have any questions on the enclosed accounts, which have been Independently Examined and accepted by the PCC, that you would like our Treasurer to answer then, where possible, please submit the question to the Treasurer 72 hours before the meeting so as he can give an informed reply to you at the meeting.*
4. Elections and Appointments as below
  - a. Elect Members for the PCC and DCCs  
(Nomination Forms are available in both churches)
  - a
  - b. Appoint an independent Auditor/Examiner
5. Setting the Date for next year's APCM
6. Any other Business – to be notified to Karen Wimhurst, the PCC Secretary before the start of the meeting (*k.wimhurst@gmail.com*)

## PARISH OF ST LUKE'S WITH ST AUGUSTINE'S NEW CATTON

### ANNUAL PAROCHIAL CHURCH MEETING

The Annual Church Meeting was held at St Luke's Church on Monday 28 March 2022. Rev Graham Kirk-Spriggs presided. 33 people were present.

#### 1. Apologies

Apologies were received from 3 people: Nicky Burr, Anna Green and Andrew Windscheffel.

#### 2. Acceptance of: Minutes of 2021 Annual Meeting

Proposed by Carrie Sant, seconded by Tony Barton. Accepted and approved unanimously.

#### 3. Questions arising from Formal Reports

##### a. Trustees report

*Question re: Team Ministry Pioneer Minister*

Answered by Rev Canon Simon Stokes, Team Rector.

Second advertisement is in place with the interviews scheduled for 19 May. Now the post is more Team Vicar than totally a pioneer role. With heavy workload across the team and with the move of Rev Andy Bunter and retirement of Rev Melanie, the role based at St Luke's vicarage will be supporting Simon and leading the pioneering here and in the White House Farm area.

##### b. Financial Statement

Howard Green, as PCC treasurer, explained the report at the back of the booklet has been sent to the examiner but has not yet been finalised. He explained some of the problems which had been covered in the reports. Howard, Martin Wimhurst and Simon Snell have worked on the accounts this year.

Accounts are steady even through Covid disruptions. Parish Share has been increased by £500 across the Parish – only 1%.

*Question: What can we do to counteract the price rises due to Covid?*

St Augustine's strategy is to manage their own fuel use and heat less. They are considering that it will be a difficult year ahead and will be a challenge.

Simon Stokes spoke about the challenges across the Diocese and how bad the Diocese figures are. A big thank you all for what you have done so far.

*Question: Hall hire is buoyant but will we have to raise our charges?*

St Augustine's have. St Luke's DCC will need to decide, remembering we are very fortunate to be in such a modern church – heating costs reflect this.

*Question: Funds raised for new kitchen – why not yet spent?*

Struggling to get a quote from a kitchen fitter/supplier – all are reluctant to give an exact price with the costs of resources very unstable but we need three exact figure quotes to access grants.

Anyone who can advise/help with contacts/known suppliers, please let the Fabric Committee know.

*Question on Giving: Is there an amount everyone should give?*

Give what you are able that doesn't make you struggle.

*Request: Can the St Luke's Gift day be resurrected?*

Pointed out we will be considering the Parish Giving Scheme this year.

Proposal: ratification of the accounts be delegated to the next PCC – Tony B proposed, Sam P-S seconded, all in favour.

#### **4. Elections and Appointments**

At the **Annual Meeting of the Parishioners** on 20 March 2022, Judy Reynolds and Frances Cooke had been elected as the church wardens for the Parish.

##### **Election of the DCCs**

The lay members of the two DCC's in addition to the church wardens will be:

##### ***St Augustine's***

Carrie Sant  
Howard Green  
Phil Kerrison  
Dot Lenton  
Tim Lenton  
Matt Williams

Elwira is standing down this year. She was thanked for all she has brought to the role.

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

Nicky Burr (Deanery Synod Representative)  
Jill Dyer  
John Nicholas  
Sam Pittam-Smith  
Martin Smith  
Karen Wimhurst  
Martin Wimhurst

Jean and Simon are standing down this year. They were thanked for their dedication to the church.

Simon and Elwira are also standing down from the PCC, along with Martin S.

##### **Appointment of Independent Examiner of Accounts**

John Brydon had kindly agreed for one year to be our independent examiner for which we were extremely grateful.

We have four possible candidates for next year. Appointment as last year to be delegated to the PCC.

#### **5. Date for the APCM 2022**

The meeting for next year will be 20 March 2023.

## **6. Graham spoke on his first year and the way forward**

Thank you very much for your welcome. It's been a roller coaster of fun: a Gospel of Despair sometimes, but also a Gospel of Hope for the future.

These are two incredible churches. Future is always uncertain but we need to focus on people and focus on community.

We need to see Jesus in the people we meet. He hopes we can be the hands of Jesus in the community, in the parish, moving forward together and we can just keep loving each other.

All here are brilliant and wonderful. Graham thanked Carrie for her work as church warden and as she is standing down, he presented her, as well as Jean and Simon, with a bouquet and Easter Egg.

Graham closed the meeting with prayer.

# Norwich New Catton St Luke PCC

Financial Statement for the Year Ended 31 December 2022

## Receipts and Payments Accounts

	Note	Unrestricted Fund £	Designated Fund £	Restricted Fund £	Endowment Fund £	Total 2022 £	Total 2021 £
<b>Receipts</b>							
<b>Voluntary receipts:</b>							
Collections at Services	4	995.53	-	-	-	995.53	212.48
Planned giving	4	33,446.83	-	-	-	33,446.83	34,963.02
All other giving/voluntary receipts	4	5,954.27	-	1,000.00	-	6,954.27	9,249.08
Grant Income	4	-	-	7,000.00	-	7,000.00	606.24
Legacies Received (Capital Value)		-	-	7,500.00	-	7,500.00	-
Gift Aid recovered		13,582.47	625.00	300.00	-	14,507.47	-
		<u>53,979.10</u>	<u>625.00</u>	<u>15,800.00</u>	<u>-</u>	<u>70,404.10</u>	<u>45,030.82</u>
<b>Activities for generating funds</b>	4	19,878.05	-	-	-	19,878.05	8,733.78
Investment income		-	-	232.32	-	232.32	223.02
Church activities	4	780.00	-	-	-	780.00	92.00
Other income	4	127.90	-	-	-	127.90	15.64
<b>Total receipts</b>		<b>74,765.05</b>	<b>625.00</b>	<b>16,032.32</b>	<b>-</b>	<b>91,422.37</b>	<b>54,095.26</b>
<b>Payments</b>							
<b>Church activities:</b>							
Parish share		68,813.00	-	-	-	68,813.00	21,426.00
Clergy and Staffing costs	5	6,339.30	-	-	-	6,339.30	5,218.76
Church running expenses	5	13,057.41	797.98	1,500.00	-	15,355.39	10,178.25
Mission giving and donations	5	134.50	1,761.56	-	-	1,896.06	3,349.55
Building work and repairs	5	2,644.64	-	-	-	2,644.64	1,774.56
Administration Costs	5	2,540.93	-	-	-	2,540.93	2,090.39
Other expenditure	5	762.89	-	-	-	762.89	335.87
		<u>94,292.67</u>	<u>2,559.54</u>	<u>1,500.00</u>	<u>-</u>	<u>98,352.21</u>	<u>44,373.38</u>
<b>Cost of generating funds</b>	5	58.04	-	-	-	58.04	55.00
<b>Total Payments</b>		<b>94,350.71</b>	<b>2,559.54</b>	<b>1,500.00</b>	<b>-</b>	<b>98,410.25</b>	<b>44,428.38</b>
<b>Excess of payments over receipts</b>		<b>- 19,585.66</b>	<b>- 1,934.54</b>	<b>14,532.32</b>	<b>- -</b>	<b>6,987.88</b>	<b>9,666.88</b>
<b>Transfers between funds</b>		<b>- 4,591.79</b>	4,591.79	-	-	-	-
		<b>- 24,177.45</b>	2,657.25	14,532.32	<b>- -</b>	<b>6,987.88</b>	9,666.88
<b>Cash at bank and in hand at 1 Jan</b>		<u>21,129.31</u>	<u>20,698.87</u>	<u>2,990.75</u>	<u>-</u>	<u>44,818.93</u>	<u>35,152.05</u>
<b>Cash at bank and in hand at 31 Dec</b>		<b>- 3,048.14</b>	23,356.12	17,523.07	-	37,831.05	44,818.93

## Statement of Assets and Liabilities

Note	Unrestricted Fund £	Designated Fund £	Restricted Fund £	Endowment Fund £	Total 2022 £	Total 2021 £
<b>Cash Funds</b>						
	Bank Current Account					
6 -	3,048.14	23,356.12	15,500.00	-	35,807.98	43,028.18
	Petty Cash					
	-	-	-	-	-	-
7	-	-	2,023.07	-	2,023.07	1,790.75
	Bank Savings Account					
	-	-	-	-	-	-
	Deposit Fund					
	-	-	-	-	-	-
	<b>3,048.14</b>	<b>23,356.12</b>	<b>17,523.07</b>	<b>-</b>	<b>37,831.05</b>	<b>44,818.93</b>
Total						
Note	Unrestricted Fund £	Designated Fund £	Restricted Fund £	Endowment Fund £	Total 2022 £	Total 2020 £
<b>Investment Assets at market value</b>						
	CCLA Miss Pratt					
8	-	-	7,748.03	-	7,748.03	8,781.79
	Norwich Credit Union (loan guarantee for parishiners)					
8	-	-	999.00	-	999.00	999.00
	Total Investments					
	-	-	<b>8,747.03</b>	<b>-</b>	<b>8,747.03</b>	<b>9,780.79</b>

## Notes

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

2. No

3. The movement in designated and restricted funds during the year were:

Restricted	Bal b/fwd	Receipts	Payments	Transfers	Bal c/fwd	
Lunch club fund	180.00	-	-	-	-	
Fabric fund	1,567.73	-	-	-	-	
Youth and Children's Work Fund	250.00	-	-	-	-	
Restricted (St Luke's) gifts and collections	1,200.00	8,800.00	1,500.00	-	8,500.00	
Miss Pratt income-parishioners in need) (was TSB now Barclays Deposit)	1,790.75	232.32	-	-	2,023.07	
Hot Hub Restricted Fund St. Augustine's	-	2,000.00	-	-	2,000.00	
The Greening Fund Restricted Fund St. Augustine's	-	5,000.00	-	-	5,000.00	
Account O	180.00	-	-	-	-	
Account P	1,567.73	-	-	-	-	
Account Q	250.00	-	-	-	-	
	<b>6,986.21</b>	<b>16,032.32</b>	<b>1,500.00</b>	<b>-</b>	<b>17,523.07</b>	
Designated	Bal b/fwd	Receipts	Payments	Transfers	Bal c/fwd	
Lunch club fund	3,896.34	-	-	-	3,896.34	
Fabric fund	8,285.44	-	797.98	1,714.56	9,202.02	
Youth and Children's Work Fund	225.00	-	-	-	225.00	
Mission Giving	1,761.56	-	1,761.56	2,877.23	2,877.23	
Community Events Fund	75.52	-	-	-	75.52	
St Luke's Kitchen Refurb	6,455.01	625.00	-	-	7,080.01	
	<b>20,698.87</b>	<b>625.00</b>	<b>2,559.54</b>	<b>4,591.79</b>	<b>23,356.12</b>	
Lunch club fund - Specified donation						
Fabric fund - For building repair. For provision of water/WC (at least £5000). Includes Organ repair						
Youth and Children's Work Fund - Mission Giving - Oneoff grant to enable a child to attend Guide Camp						
Community Events Fund - Restricted (St Luke's) gifts and collections - Miss Pratt income-parishioners in need) (was TSB now Barclays Deposit) -						
Restricted (St Augustine's) gifts and collections - for 25 year reunion in 2018						
Miss Pratt income-parishioners in need) (was TSB now Barclays Deposit) - St Luke's Kitchen Refurb -						
St Luke's Kitchen Refurb - 0						
Hot Hub Restricted Fund St. Augustine's - 0						
The Greening Fund Restricted Fund St. Augustine's - 0						
Account O - 0						
Account P - 0						
Account Q - 0						
						Sunday collection (non GA)

Regular giving (non GA)

**4. Receipts**

	Unrestricted Fund £	Designated Fund £	Restricted Fund £	Endowment Fund £	Total 2022 £	Regular giving (non GA) GIFT AID RECOVERED Gift Aid Reclaim
<b><u>COLLECTIONS AT SERVICES</u></b>						
End of service collection	410.47	-	-	-	410.47	Small donations (GASDS) Charities - overseas (designated)
Sunday collection (non GA)	585.06	-	-	-	585.06	
	<b>995.53</b>	-	-	-	<b>995.53</b>	-
<b><u>PLANNED GIVING</u></b>						
Regular giving (GA)	30,096.83	-	-	-	30,096.83	31,211.19
Regular giving (non GA)	3,350.00	-	-	-	3,350.00	3,751.83
	<b>33,446.83</b>	-	-	-	<b>33,446.83</b>	<b>34,963.02</b>
<b><u>GIFT AID RECOVERED</u></b>						
Gift Aid Reclaim	13,582.47	625.00	300.00	-	14,507.47	-
	<b>13,582.47</b>	<b>625.00</b>	<b>300.00</b>	-	<b>14,507.47</b>	-
<b><u>ALL OTHER GIVING/VOLUNTARY RECEIPTS</u></b>						
CAF & GAYE giving	5,389.44	-	-	-	5,389.44	4,461.33
St Luke's one off donations (non GA)	-	-	1,000.00	-	1,000.00	-
Gift Day donations (non GA)	-	-	-	-	-	150.00
One off donations (GA)	25.66	-	-	-	25.66	4,349.00
One off donations (non GA)	455.40	-	-	-	455.40	10.00
Small donations (GASDS)	83.77	-	-	-	83.77	278.75
Charities - overseas (designated)	-	-	-	-	-	-
Charities - home UK (designated)	-	-	-	-	-	-
	<b>5,954.27</b>	-	<b>1,000.00</b>	-	<b>6,954.27</b>	<b>9,249.08</b>
<b><u>ACTIVITIES FOR GENERATING FUNDS</u></b>						
Other Fundraising	-	-	-	-	-	-
Hall Hire	19,338.05	-	-	-	19,338.05	8,333.78
Speaker programme income	-	-	-	-	-	-
Lunch club income	-	-	-	-	-	-
Carpark donations (non GA)	540.00	-	-	-	540.00	400.00
	<b>19,878.05</b>	-	-	-	<b>19,878.05</b>	<b>8,733.78</b>
<b><u>CHURCH ACTIVITIES</u></b>						
Fees - Statutory	360.00	-	-	-	360.00	-
Fees - Additional	420.00	-	-	-	420.00	92.00
Social activities and events income	-	-	-	-	-	-
	<b>780.00</b>	-	-	-	<b>780.00</b>	<b>92.00</b>
<b><u>INVESTMENT INCOME</u></b>						
Dividends and Interest	-	-	232.32	-	232.32	223.02
	-	-	<b>232.32</b>	-	<b>232.32</b>	<b>223.02</b>
<b><u>GRANT INCOME</u></b>						
Non-Recurring Grants	-	-	7,000.00	-	7,000.00	606.24
	-	-	<b>7,000.00</b>	-	<b>7,000.00</b>	<b>606.24</b>
<b><u>OTHER INCOME</u></b>						
Norwich Christian Meditation Centre	-	-	-	-	-	-
Bank Compensation	-	-	-	-	-	-
Other income, gifts, etc	127.90	-	-	-	127.90	15.64
0	-	-	-	-	-	-
0	-	-	-	-	-	-
0	-	-	-	-	-	-
0	-	-	-	-	-	-
0	-	-	-	-	-	-
0	-	-	-	-	-	-
0	-	-	-	-	-	-
0	-	-	-	-	-	-
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0	-	-	-	-	-	-
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0	-	-	-	-	-	-
0	-	-	-	-	-	-
0	-	-	-	-	-	-
0	-	-	-	-	-	-
0	-	-	-	-	-	-
0	-	-	-	-	-	-
0	-	-	-	-	-	-
0	-	-	-	-	-	-
	<b>127.90</b>	-	-	-	<b>127.90</b>	-

## 5. Payments

	Unrestricted Fund	Designated Fund	Restricted Fund	Endowment Fund	Total 2022	1120.91	0
	£	£	£	£	£		
<b><u>CLERGY AND STAFFING COSTS</u></b>							
Clergy Expenses	1,255.89	-	-	-	1,255.89	278.62	
Salaries	-	-	-	-	-	-	
Cleaner (wages)	4,573.41	-	-	-	4,573.41	3,270.14	
Clerk fees	200.00	-	-	-	200.00	-	
0	-	-	-	-	-	-	
0	-	-	-	-	-	-	
0	-	-	-	-	-	-	
0	-	-	-	-	-	-	
Book keeping	160.00	-	-	-	160.00	1,670.00	
0	-	-	-	-	-	-	
0	-	-	-	-	-	-	
0	-	-	-	-	-	-	
0	-	-	-	-	-	-	
0	-	-	-	-	-	-	
Clergy travel	-	-	-	-	-	-	
Clergy entertaining	-	-	-	-	-	-	
Clergy education	150.00	-	-	-	150.00	-	
0	-	-	-	-	-	-	
0	-	-	-	-	-	-	
0	-	-	-	-	-	-	
	<b>6,339.30</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>6,339.30</b>	<b>5,218.76</b>	
<b><u>CHURCH RUNNING EXPENSES</u></b>							
Gas and Electricity Bill	9,276.29	-	-	-	9,276.29	6,987.40	
Insurance	2,215.99	-	-	-	2,215.99	2,099.69	
Service Costs	17.16	-	-	-	17.16	21.00	
Maintenance	742.21	234.00	-	-	976.21	927.53	
Water Bill	-	-	-	-	-	-	
Small equipment purchases	35.64	-	-	-	35.64	25.66	
Cleaning materials	288.67	-	-	-	288.67	66.97	
Refreshments	164.65	-	-	-	164.65	-	
Resources, education and training for parishioners	316.80	-	-	-	316.80	50.00	
	<b>13,057.41</b>	<b>234.00</b>	<b>-</b>	<b>-</b>	<b>13,291.41</b>	<b>10,178.25</b>	
<b><u>MISSION GIVING AND DONATIONS</u></b>							
Charities - Home (UK)	134.50	881.56	-	-	1,016.06	1,174.78	
Charities - Overseas	-	880.00	-	-	880.00	2,174.77	
Stands Group	-	-	-	-	-	-	
	<b>134.50</b>	<b>1,761.56</b>	<b>-</b>	<b>-</b>	<b>1,896.06</b>	<b>3,349.55</b>	
<b><u>BUILDING WORK AND REPAIRS</u></b>							
Church - Major repairs and Redecorations	119.25	-	-	-	119.25	1,714.56	
Hall/Other Buildings - Major Repairs and Redecorations	2,525.39	-	-	-	2,525.39	60.00	
	<b>2,644.64</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>2,644.64</b>	<b>1,774.56</b>	
<b><u>COSTS OF GENERATING FUNDS</u></b>							
Fund raising	-	-	-	-	-	-	
Hall Running Costs	414.69	-	-	-	414.69	60.00	
Speaker programme costs	-	-	-	-	-	15.00	
Social activities and events costs	58.04	-	-	-	58.04	40.00	
Norwich Christian Meditation Centre	-	-	-	-	-	-	
	<b>472.73</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>472.73</b>	<b>115.00</b>	
<b><u>ADMINISTRATION COSTS</u></b>							
Printing	181.80	-	-	-	181.80	241.00	
Stationery	12.99	-	-	-	12.99	-	
Hall Bookings manager	604.57	-	-	-	604.57	304.00	
Church broadband and telephone	499.33	-	-	-	499.33	499.76	
Licences and subscriptions	1,242.24	-	-	-	1,242.24	1,045.63	
	<b>2,540.93</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>2,540.93</b>	<b>2,090.39</b>	

**OTHER EXPENDITURE**

Mission and Evangelism Costs	203.00	-	-	-	203.00	73.87
Publicity and promotion	22.00	-	-	-	22.00	22.00
Leaving Gifts, etc	123.20	-	-	-	123.20	-
0	-	-	-	-	-	-
0	-	-	-	-	-	-
0	-	-	-	-	-	-
0	-	-	-	-	-	-
0	-	-	-	-	-	-
0	-	-	-	-	-	-
0	-	-	-	-	-	-
0	-	-	-	-	-	-
0	-	-	-	-	-	-
0	-	-	-	-	-	-
0	-	-	-	-	-	-
0	-	-	-	-	-	-
0	-	-	-	-	-	-
	<b>348.20</b>	-	-	-	<b>348.20</b>	<b>95.87</b>

**6. Bank Current Account**

	<b>Unrestricted Fund</b>	<b>Designated Fund</b>	<b>Restricted Fund</b>	<b>Endowment Fund</b>	<b>Total 2022</b>	<b>Total 2021</b>
	<b>£</b>	<b>£</b>	<b>£</b>	<b>£</b>	<b>£</b>	<b>£</b>
General Account	1,111.21	-	-	-	1,111.21	2,646.87
Lunch club fund	-	3,896.34	-	-	3,896.34	3,896.34
Fabric fund	-	9,202.02	-	-	9,202.02	8,285.44
Youth and Children's Work Fund	-	225.00	-	-	225.00	225.00
Mission Giving	-	2,877.23	-	-	2,877.23	1,761.56
Community Events Fund	-	75.52	-	-	75.52	75.52
Restricted (St Luke's) gifts and collections	-	-	8,500.00	-	8,500.00	1,200.00
General (St Augustine's TSB)	- 4,159.35	-	-	-	4,159.35	18,482.44
St Luke's Kitchen Refurb	-	7,080.01	-	-	7,080.01	6,455.01
Hot Hub Restricted Fund St. Augustine's	-	-	2,000.00	-	2,000.00	-
The Greening Fund Restricted Fund St. Augustine's	-	-	5,000.00	-	5,000.00	-
	<b>- 3,048.14</b>	<b>23,356.12</b>	<b>15,500.00</b>	<b>-</b>	<b>35,807.98</b>	<b>43,028.18</b>

**7. Bank Savings Account**

	<b>Unrestricted Fund</b>	<b>Designated Fund</b>	<b>Restricted Fund</b>	<b>Endowment Fund</b>	<b>Total 2022</b>	<b>Total 2021</b>
	<b>£</b>	<b>£</b>	<b>£</b>	<b>£</b>	<b>£</b>	<b>£</b>
Miss Pratt income-parishioners in need) (was TSB now Barclays Deposit)	-	-	2,023.07	-	2,023.07	1,790.75
	-	-	<b>2,023.07</b>	-	<b>2,023.07</b>	<b>1,790.75</b>

**8. Investments****Further Details**

CCLA Miss Pratt (Restricted) - This is an Endowment - Capital. Unchanged in 2020. 375 shares held throughout the year, although their market value fluctuates. Income to the Barclays Premium account.

Norwich Credit Union (loan guarantee for parishiners in need) (Restricted) - No activity in 2020



**Section A**

**Independent Examiner's Report**

**Report to the trustees/  
members of**

Charity Name Norwich New Catton St Luke's PCC (including the accounts for St Augustine's
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**On accounts for the year  
ended**

31 December 2022	<b>Charity no (if any)</b>	249318
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**Set out on pages**

As detailed in the financial statements for 31 <sup>st</sup> December 2022 marked for the Independent Examiner's use only and modified on the 28 June 2023 together with supporting documents. <small>(remember to include the page numbers of additional sheets)</small>
--

I report to the trustees on my examination of the accounts of the above charity ("the Trust") for the year ended **31 December 2022**

**Responsibilities and  
basis of report**

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

I report in respect of my examination of the Trust's accounts carried out under section 145 of the 2011 Act and in carrying out my examination, I have followed the applicable Directions given by the Charity Commission under section 145(5)(b) of the Act.

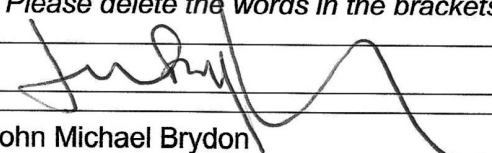
**Independent  
examiner's statement**

I have completed my examination. I confirm that no material matters have come to my attention (other than that disclosed below \*) in connection with the examination which gives me cause to believe that in, any material respect:

- accounting records were not kept in accordance with section 130 of the Act or
- the accounts do not accord with the accounting records

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

*\* Please delete the words in the brackets if they do not apply.*

<b>Signed:</b> 	<b>Date:</b> 1 July 2023
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<b>Name:</b> John Michael Brydon
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**Relevant professional  
qualification(s) or body  
(if any):**

ACiB; DCL
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**Address:**

8 Daniels Road
Norwich NR4 6QZ

Only complete if the examiner needs to highlight matters of concern (see CC32, Independent examination of charity accounts: directions and guidance for examiners).

**Give here brief details of any items that the examiner wishes to disclose.**

In respect of St Augustine's the actual bank statements should be copied onto the system rather than as appears to be the case at present the figures being transferred from the statements onto a worksheet

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# Accounts

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## **St Luke's with St Augustine's, New Catton Annual Parochial Church Meeting for 2021**



**Including the Trustees' Report and Financial Statement for 2021  
for the Parochial Church Council of St Luke's with St Augustine's, New Catton.**

**Registered Charity number 1162755**

**The Annual Parochial Church Meeting will be held on  
Monday 28 March 2022 at St Luke's Church Centre at 7:30pm.**

If you are on the Electoral Roll please try and come.  
Please take some time to read through this report before the meeting.

### **This report consists of the**

- **Trustees' Report**
  - I.Reference and Administrative Details** page 2
  - II.Structure, Governance and Management** page 4
  - III.Aims and Purposes** page 8
  - IV.Objectives and activities** page 8
  - V.Incumbent's Report** page 9
  - VI.Parish Activities** page 10
  - VII.St Augustine's Activities** page 11
  - VIII.St Luke's Activities** page 13
  
- **Financial Statement** page 22
  
- **Agenda for the APCM** page
  
- **Minutes of the 2020 APCM** page

## Trustees' Report for the Year ending 31 December 2021.

The Trustees present their report with the financial statements of the charity for the year ended 31 December 2021.

### I. Reference and Administrative information

#### Church Addresses

St Luke's Church  
61, Aylsham Road  
Norwich  
NR3 2HF

St Augustine's Church Hall  
Gildencroft,  
Norwich  
NR3 1DS

#### Membership of the PCC (April 2021-April 2022)

Name	Church	Role	Term ends at APCM in
Simon Stokes	Both	Team Rector	Ex officio
Graham Kirk-Spriggs	Both	Team Vicar	Ex officio
Carrie Sant	St Augustine's	Parish warden	2022
		Deanery Synod Rep	2023
Frances Cooke	St Luke's	Parish warden	2022
Karen Wimhurst	St Luke's	PCC Secretary	2022
Howard Green	St Augustine's	PCC Treasurer	2023
Nicky Burr	St Luke's	Deanery Synod Rep	2023
VACANCY	St Luke's	Deanery Synod Rep	
Dot Lenton	St Augustine's	Elected Lay Rep	2022
Judy Reynolds	St Augustine's	Elected Lay Rep	2022
Elwira Zwolinska	St Augustine's	Elected Lay Rep	2025
Jean Easton	St Luke's	Elected Lay Rep	2022
John Nicholas	St Luke's	Elected Lay Rep	2025
Martin Smith	St Luke's	Elected Lay Rep	2022
Simon Snell	St Luke's	Elected Lay Rep	2022
Martin Wimhurst	St Luke's	Elected Lay Rep	2025
Parish wardens		2	
Elected Members		10	
Deanery Synod Reps		2 (+ 1 vacancy)	
Diocesan Synod Rep		0	
Ex Officio		2	
Co-opted		0	
<b>Total possible PCC membership</b>	<b>17</b>	<b>Actual PCC Membership: 16</b>	

### Membership of the District Church Councils

St Augustine's DCC		
Name	Role	Term Ends
Simon Stokes	Team Rector	Ex officio
Graham Kirk-Spriggs	Team Vicar	Ex officio
Carrie Sant	Parish Warden	2022
	Deanery Synod	2023
Howard Green	Elected Lay Rep	2023
	DCC Treasurer	
	PSO Vulnerable Adults	
Phil Kerrison	Elected Lay Rep	2023
Dot Lenton	Elected Lay Rep	2022
	PSO Children & Young People	
Tim Lenton	Elected Lay Rep	2022
Judy Reynolds	Elected Lay Rep	2022
Matthew Williams	Elected Lay Rep	2023
Elwira Zwolinska	Elected Lay Rep	2024
VACANCY		
VACANCY		

St Luke's DCC		
Name	Role	Term Ends
Simon Stokes	Team Rector	Ex officio
Graham Kirk-Spriggs	Team Vicar	Ex officio
Frances Cooke	Parish Warden	2022
	PSO	2023
Karen Wimhurst	Elected Lay Rep	2022
	DCC Secretary	
Martin Wimhurst	Elected Lay Rep	2025
	DCC Treasurer	
Nicky Burr	Deanery Synod Rep	2023
Jean Easton	Elected Lay Rep	2022
John Nicholas	Elected Lay Rep	2025
Sam Pittam-Smith	Elected Lay Rep	2022
Simon Snell	Elected Lay Rep	2022
Martin Smith	Elected Lay Rep	2022
VACANCY	Elected Lay Rep	
VACANCY	Elected Lay Rep	

#### Appointed by the PCC

Electoral Roll Officer: Mark Smith

Safeguarding: Frances Cooke (St Luke's: Children and Adults at Risk)  
Howard Green (St Augustine's: Adults at Risk)  
Dot Lenton (St Augustine's: Children)

Independent Examiner: John Brydon

Parish Bookkeeper: Deborah Jennings until August 2021; currently Shani Fernando.

### **Our Banks**

Barclays plc (St Luke's current and deposit accounts)

TSB (St Augustine's current account)

CBF Church of England deposit account (CCLA) (St Luke's)

Norwich Credit Union (St Luke's loan guarantee fund).

## **II. Structure, Governance and Management**

On 20<sup>th</sup> September 2021, a Pastoral Scheme was made by the Church Commissioners in pursuance of the Mission and Pastoral Measure 2011, the Right Reverend Graham, Bishop of Norwich, having consented thereto.

The benefice of Sprowston with Beeston Saint Andrew, the benefice of Christ Church, New Catton, the benefice of Norwich, Saint Mary Magdalene with Saint James and the benefice of Saint Luke with Saint Augustine, New Catton in the diocese of Norwich shall be united to create a new benefice which shall be named "The Benefice of Sprowston and North Norwich Team Ministry", and the area of the new benefice shall comprise the parish of Sprowston with Beeston Saint Andrew, the parish of Christ Church, New Catton, the parish of Norwich, Saint Mary Magdalene with Saint James and the parish of Saint Luke with Saint Augustine, New Catton, which parishes shall continue distinct.

### **Structure**

The PCC is a charity registered with the Charity Commission; Registered Charity number 1162755.

It is listed in the Charity Commission Register as the Parochial Church Council of the Ecclesiastical Parish of St Luke's with St Augustine's, New Catton.

The PCC is a corporate body established by the Church of England. It operates under the Parochial Church Council Powers Measure.

The PCC is chaired by the team vicar. It is the decision-making body of the Parish and is accountable to the Diocese.

The PCC is responsible for making decisions on all matters of general concern and importance to the parish including deciding on how the funds of the PCC are to be spent. The full PCC met three times during the year.

Each Church has its own DCC, which is responsible and accountable to the PCC for the day-to-day operation of its church. Each DCC is chaired by the team vicar.

We pay a bookkeeper to serve St Augustine's DCC and to prepare the end of year accounts for the PCC, a hall bookings manager for St Augustine's, and cleaners for both churches. These are employed as contractors.

The PCC Quorum is 5 (1/3 of lay representation under current Parish scheme) which includes the team vicar and at least one member of each DCC.

The Parish Wardens and the team vicar meet each month to plan and review the month ahead.

### **Appointment of PCC/DCC Members**

The method of appointment of PCC members is set out in the Church Representation Rules and governed by a parish scheme which was last revised in 2018 and ratified by Bishop's Council on 23<sup>rd</sup> May 2019.

All those who attend our services / members of the congregation are encouraged to register on the Electoral Roll and are then eligible to stand for election to the PCC after a 6-month period. Vacancies are advertised in each church.

### **Meetings**

The team vicar chairs the PCC and DCCs. In the case of a vacancy, this role is performed by the churchwardens.

The PCC normally meets four times each year.

Each DCC normally meets four times each year.

Additional meetings can be called by the Parish Wardens or the team vicar.

### **Period of Service**

Parish Wardens are elected annually.

All other members are elected for a three-year period.

Members can stand for re-election at the end of their period of service.

PCC Reps are elected annually from their DCC.

### **Payments to PCC Members**

The incumbent receives a stipend from the Church of England and reasonable out of pocket expenses and is ex-officio chair of the PCC and the two DCCs. No other members receive any payments except for reimbursement of out-of-pocket church related expenses.

### **PCC Sub-Committees**

Safeguarding

Standing Committee

In addition, St Luke's DCC also has a Fabric Committee.

### **Public Benefit**

Any member of the public may take part in Church of England activities and services. The PCC also provides, promotes or facilitates services available to groups of people including children and young people, people on low incomes, the elderly, refugees, the homeless, people with mental health issues, ethnic minority groups and others in need or considered vulnerable.

The pandemic has made engagement with schools difficult. The incumbent has met with Ms Moody the headteacher at Angel Road Infant School and was asked to say a few words at their annual outdoor carol service.

Due to the problems with Angel Road Junior School, both schools have been merged together and assemblies have not been possible.

The structure of the Church of England focuses each PCC on a specific geographical area, the ecclesiastical parish. Religious services, which are open to all, take place in the parish churches and buildings, or by agreement in other local facilities.

Within the parish, the church seeks to serve the whole community. However, not all funds will necessarily be spent on projects within the parish, as we seek to support the mission of the whole church, so may, for example, develop links with a community in another area or country. St Augustine's for example supports charity work in Uganda.

St Luke's gives 5% of its annual income to charities.

### **Risk Management**

The Trustees have a duty to identify and review the risks to which the charity is exposed and to ensure appropriate controls are in place to provide reasonable assurance against fraud and error. All Barclays accounts require two signatories for making payments to external accounts by cheque or online.

The major risks to which the PCC is exposed are reviewed regularly. These include:

- Regulatory and legal position
- Financial position
- Health and safety including the buildings and their surroundings
- Risks arising from the activities of each Church, including risks to reputation.

Operational risk management activities such as hazard management and prevention, the protection of children and vulnerable adults, insurance and local risk assessments are delegated to the DCCs. DCCs are charged with having appropriate systems and processes in place, with appropriate review intervals, to manage those risks.

### **Safeguarding**

The following policy was agreed at the Parochial Church Council (PCC) meeting held on **21 September 2021**.

In accordance with the Church of England Safeguarding Policy our two churches are committed to:

- Promoting a safer environment and culture.
- Safely recruiting and supporting all those with any responsibility related to children, young people and vulnerable adults within the church.
- Responding promptly to every safeguarding concern or allegation.
- Caring pastorally for victims/survivors of abuse and other affected persons.
- Caring pastorally for those who are the subject of concerns or allegations of abuse and other affected persons.
- Responding to those that may pose a present risk to others.

The Parish will:

- Create a safe and caring place for all.
- Have a named Parish Safeguarding Officer (PSO) to work with the incumbent and the PCC to implement policy and procedures.
- Safely recruit, train and support all those with any responsibility for children, young people and adults to have the confidence and skills to recognise and respond to abuse.
- Ensure that there is appropriate insurance cover for all activities involving children and adults undertaken in the name of the parish.
- Display in church premises and on the Parish website the details of who to contact if there are safeguarding concerns or support needs.
- Listen to and take seriously all those who disclose abuse.
- Take steps to protect children and adults when a safeguarding concern of any kind arises, following House of Bishops guidance, including notifying the Diocesan Safeguarding Adviser (DSA) and statutory agencies immediately.
- Offer support to victims/survivors of abuse regardless of the type of abuse, when or where it occurred.
- Care for and monitor any member of the church community who may pose a risk to children and adults whilst maintaining appropriate confidentiality and the safety of all parties.
- Ensure that health and safety policy, procedures and risk assessments are in place and that these are reviewed annually.
- Review the implementation of the Safeguarding Policy, Procedures and Practices at least annually.

Each person who works within this church community will agree to abide by and have due regard <sup>1</sup> for this policy and the guidelines established by this church.

The Safeguarding Officers are:

St Luke's: Frances Cooke  
St Augustine's: Dot Lenton (Children)  
Howard Green (Vulnerable Adults)  
Health and Safety: Parish Wardens  
Insurance, Alarms and Fire Protection:  
Treasurer and Parish Wardens.

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<sup>1</sup> What does 'due regard' mean? Where legislation – whether an Act of Parliament or a Church Measure – imposes a duty on a person to “have due regard” to guidance of this sort, the law understands that duty in a particular way. The legal duty to have due regard means that the person to whom the guidance is directed is not free to follow the guidance or not as he or she chooses. As a matter of law, the guidance should be given great weight and must be followed unless there are ‘cogent reasons’ for not doing so (see below). What is meant by ‘cogent reasons’? ‘Cogent reasons’ are reasons that are clear, logical and convincing. It will be very rare indeed for there to be cogent reasons for not following House of Bishops guidance on safeguarding. Cogent reasons are likely to arise only where the guidance does not contemplate a particular, unusual situation arising so that it becomes necessary to take a different approach from that set out in the guidance in order to meet the particular circumstances of the case. When would ‘cogent reasons’ be applied? A person who is required to have due regard to the guidance should not simply take it on him- or her-self to decide that there are cogent reasons for departing from the guidance. Such a decision should be taken – if at all – only after case-specific advice has been obtained from both the diocesan safeguarding adviser and the diocesan registrar.

### **III. Aims and Purposes**

The Parochial Church Council (PCC) of New Catton: St Luke with St Augustine has the responsibility of cooperating with the team vicar in promoting in the ecclesiastical parish, the whole mission of the Church, pastoral, evangelistic, social and ecumenical.

The PCC is also specifically responsible for the maintenance of St Luke's Church Centre, 61 Aylsham Road and St Augustine's Hall, The Gildencroft, Norwich, but delegates this to the respective DCC.

The 2015 Parish statement states that "we are a diverse and inclusive community that values compassion and personal transformation through Jesus Christ."

### **IV. Objectives and Activities**

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

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

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

To facilitate this work, it is important that we maintain the fabric of the buildings mentioned above.

#### **Worship and Prayer**

The PCC is keen to offer a range of services during the week and over the course of the year that our community may find both beneficial and spiritually fulfilling. We offer alternating services of Holy Communion and Morning Worship on a Sunday.

As a result of the pandemic, a number of different measures were implemented which affected worship. Singing was not permitted in churches and the use of the Common Cup was suspended on 10<sup>th</sup> March 2020, which meant that the congregations could only receive Communion in one kind, with only the priest receiving both bread and wine. We also had to introduce social distancing in church and the wearing of face coverings.

Currently both congregations worship in their buildings, with St Luke's continuing to offer online access to the service using the St Luke's Facebook page.

All are welcome to attend our regular services. The average weekly in-person attendance, counted during October, was 47 (18 at St Augustine's and 29 at St Luke's), although we did have additional people joining the service at St Luke's via Facebook. Again, as last year, we know that there are several people who would normally attend church who did not feel able to do so - either because of their own health concerns or because of those they look after. Christmas attendance was low: both at Midnight Mass at St Augustine's and Christmas Day at St Luke's due to Covid and Omicron spike. However, Carol Service at St Luke's and Beer and Carols at the Artichoke Pub were well-attended.

As well as our regular services, we enable our community to celebrate and thank God at the milestones of the journey through life. Through baptism we thank God for the gift of life; in marriage public vows are exchanged with God's blessing; and through funeral services friends and family express their grief and give thanks for the life which is now complete in this world and commend the person into God's keeping.

This year we have celebrated 0 Baptisms, 1 Wedding and 4 Funerals.

## **V. Incumbent's Report**

*"I thank my God every time I remember you. In all my prayers for all of you, I always pray with joy because of your partnership in the gospel from the first day until now, being confident of this, that he who began a good work in you will carry it on to completion until the day of Christ Jesus."*  
(Philippians 1.3-6)

When chroniclers record 2021, I wonder what they will say? These past two years have been incredibly difficult for all of us. We've been living in a strange time, the likes of which hasn't existed within living memory.

Yet, the passage above describes exactly how I feel. I feel very fortunate to be ministering in two very different, but loving communities. The fact that we have managed to get through this year together, with one another is an achievement. We have been with one another, we have prayed for each other, looked after each other, really that is what church is for.

I was overjoyed when I began this post in June to be serving in such an interesting and dynamic part of Norwich, a City I love. I have found the first few months stressful, but everyone has made me feel very welcome, and I feel very well supported.

My sincere hope is that we build on what happened in 2021 and increase our loving service to our community in 2022. That we would not be afraid to take risks, and that with the hope we have within ourselves, and the help of the Holy Spirit, break ground into the new pastures where God is leading us.

Let's continue to go forward as partners and friends in the Gospel.

*Rev. Graham Kirk-Spriggs*

## **VI. Parish Activities**

### **a) Electoral Roll Report**

This year's roll has been an update and there has been 1 name removed and 4 names added. My thanks to Fran, Carrie and Graham for their help with this year's electoral roll and these are the figures I have when the roll closed on Sunday 14th March 2022.

There are currently 43 people on the roll at St Luke's church. This figure compares to 41 in March of 2020. We very sadly lost one member Mary Fuller during the year, and our thoughts and prayers go out to her family and close friends.

St Augustine's Church currently has 20 people on the electoral roll, which is 1 more than last years roll.

This gives a total parish figure for both churches for this year's electoral roll of 63 people, compared to 60 in 2021.

*Mark Smith Electoral Roll Officer*

### **b) Deanery Synod**

The Deanery Synod met four times in 2021 including the annual Ascension Day communion in May, and an extraordinary meeting in July to elect new representatives to the Diocesan Synod.

In February, the Synod shared ideas and resources for Lent and Easter, including those that could be used digitally. A report of the Diocesan environmental working group was presented, with actions being taken at a Deanery level shared including St Luke's accreditation as a 'bronze' level Eco church.

The November meeting was Revd Canon Simon Stokes last meeting as Rural Dean. He was presented with a card and a cheque as a token of thanks. Revd Margaret McPhee was also announced as his successor. Revd Stokes outlined the structure of the new Sprowston and North Norwich team ministry, and then a presentation was given by Iain Turner of the Norwich Foodbank about the new Pathfinder project they are embarking on with the Trussell Trust. The project aims to develop and implement a new strategic plan to help reduce the need for their services. Churches in the deanery are encouraged to partner with the foodbank on the initiative.

Deanery synod representatives for the parish are currently Nicky Burr and Carrie Sant.

*Nicky Burr*

**c) Summary of our Finance Report**

See the St. Augustine's report (VII c) and St Luke's report (VIII e) below and the Finance report.

**VII. St Augustine's Reports**

**a) St Augustine Warden's report**

This has been a challenging year as church warden, with lots of changes to manage! Moving to a team ministry has been much helped by meeting with church wardens from the other churches on a regular basis and I have really enjoyed doing this.

Trying to steer a median path through ever changing Covid regulations was less pleasurable, but the gift of our new team vicar Graham has been a wonderful encouragement.

We have managed several special events in spite of Covid and have kept a continuity of contact with the local community. Our medieval fair, complete with medieval encampment in the church yard, a medieval service and medieval kitchen, was a lot of fun.

We have enjoyed several other community events. We had a course exploring spirituality lead by Debbie, a Halloween party, a Christmas carols cafe and our midnight service in the old church.

Most recently, we have seen quite a number of new faces and have started opening the hall on a Thursday morning, "St Augustine's Open House" for coffee, crafts, chat, bible study, depending on what people fancy doing. This group has grown to about ten people in just a few weeks.

I have been wonderfully supported in my role by Judy as assistant church warden, by Tim doing rotas, by all those who lead worship, by Matt, Howard and Phil with maintenance matters, by the ever-faithful Robert who looks after us all setting up, clearing up, cutting grass raking leaves disposing of rubbish etc etc. He is amazing: we are so blessed to have him with us.

I step down from this role now and leave the job in the hands of Judy and all those who I know will support her as they have supported me.

*Carrie Sant*

**b) District Church Council (DCC)**

Our DCC meetings have been crisply chaired and always enhanced with generous hospitality from the hosts in the various places we have met. They are characterised by an ability to get business done because of the large proportion of congregation in the meeting. Thanks are due to everyone for their time and deliberations and especially Revd. Graham Kirk-Spriggs for so carefully and skilfully blending leadership with listening as he started his relationship with us this year; and to Carrie for her indefatigable work as Churchwarden, both in the interregnum and supporting Graham in his early months with us.

The truth is our meetings have sometime been uncharacteristically hard on some occasions. The range of perspectives on COVID-19 has proven to be very wide and the views on how best

to respond to it deeply felt. This has been hard for many of us and we are looking forward with hope to these issues looming less large in our meetings.

In 2021 we met in January, March, June, October, and December.

We have maintained disciplined coverage of our key governance areas by maintaining standing items for every agenda: Finance, Safeguarding and the Church Hall Fabric. The main purpose of our meetings, however, is to enrich our spiritual and communal life and to respond to the opportunities that present us to serve those we encounter.

*Howard Green*

### **c) Finance**

The administration of our finances this year have been quite turbulent. After quite a long period during which we were not sure whether our bookkeeper was the right person for us, we finally agreed to part the ways at the end of August 2021. At the time we had high hopes of being able to transfer the bookkeeping to a firm of accountants. Unfortunately, this didn't materialise as planned and Howard Green took over as Acting Bookkeeper for the congregation, 'learned the ropes', and has documented the whole process so that it will be much quicker to manage handovers in future. At the time of writing, Howard is mentoring someone known to the congregation, who came to England as a refugee, and she and we hope that she will be able to take over the role in the coming months. Our finances are sound, and we continue as a congregation to place the highest priority on paying all of our Parish Share.

*Howard Green*

### **d) St Augustine's Hall Booking Manager's Report**

In common with most buildings for hire, St Augustine's Hall had a much-depleted income during lock downs and restrictions during the last year. However, with the careful attention of our bookings manager Stuart and as people gradually regaining the confidence to resume social activities, our bookings are picking up again with both old and new hirers.

*Carrie Sant*

### **e) Worship on a Sunday**

Worship at St Augustine's was disrupted by Covid in various ways. Different configurations of chairs and Communion table were tried; masks were worn on occasion; some social distancing was effected; and open door and windows were tried to increase ventilation. This, together with the inability to take Holy Communion normally, made the congregation unsettled and changed the atmosphere in the church, which had for very many years been relaxed, informal and accepting. It was therefore remarkable that worship continued relatively smoothly and, for most people, satisfyingly.

The music group changed in character during Covid restrictions, as mentioned last time. There was a tendency to opt for more traditional hymns and the use of a capella and other singing for, rather than with, the congregation.

The group now consists of Dot Lenton, worship leader, violin and vocals; Tim Lenton, guitar and vocals; Phil Kerrison, guitar; Anna Green, violin and vocals; Matt Williams, piano and vocals; Martin Wyatt, violin, piano and vocals. Additional help comes from Howard Green and Carrie Sant.

Halfway through the year we welcomed the Rev Graham Kirk-Spriggs as our vicar, and he has been enthusiastic in encouraging us to continue in the form of worship which has been long established.

*Tim Lenton*

#### **f) Norwich Christian Meditation Centre**

Our plans for the International Speaker Programme have been on hold because of the restrictions of the pandemic. We are reaching the time where we need to give consideration to reviving this aspect of our church offering.

*Howard Green*

### **VIII. St Luke's Reports**

#### **a) St Luke's Warden's Report**

Last year Mel started her report with 'What a year 2020 has been!' I think one could say the same for 2021! The global pandemic was still very much around at the beginning of the 2021 and continues to be so well into 2022, influencing many of our decisions around church activities.

One of the highlights of the year amidst the pandemic was welcoming our new vicar the Right Reverend Graham Kirk-Spriggs when he was licensed on June 29th 2021. It has been a real pleasure for us all to get to know him and to support him in his vocation.

As restrictions have been easing, we have been more cautious during Sunday services maintaining social distancing and the use of face masks, recording those who attend church for track and trace, encouraging people to test before services and not serving tea and coffee. This was in the interests of protecting our most vulnerable and hopefully has given a bit of reassurance to those who wished to attend services but may have been apprehensive.

We continue to live-stream our services thanks to our tech-savvy team which has offered the opportunity for those who have been having to isolate to continue to worship.

We had an eased phase of reopening to hirers in terms of the use of kitchen facilities but now hirers have full use of St Luke's and we have noticed an increase of interest in hiring the building, which is promising in terms of the community using St Luke's and being aware of the versatility of the building.

During the pandemic we started a monthly online prayer group to pray for our parish and our church community. This was in response to people's suggestions for more prayer from a church questionnaire in the previous year. This has continued to be online and has had a really positive response.

An online Lent course took place organised and led by Simon Snell and others.

Graham renamed the social committee the Ministry of Fun group with the intention of ensuring the C of E is never boring! We wanted to offer monthly activities for parishioners and the community to have time to socialise, have fun and enjoy fellowship. A few of us got together to organise the events ranging from meals to Ceilidhs. Whilst we may have been slightly over ambitious a new wave of COVID was impeding social gatherings. We hope to roll out the Ministry of Fun events next year but they may be in a slightly less ambitious form!

Safeguarding continues to be a priority in St Luke's and St Augustine's – we ensure it is at the top of the agenda for each DCC and PCC meeting. Graham and myself meet bi-annually with Dot and Howard from St. Augustine's to discuss our Safeguarding agenda and any issues arising.

I'm really looking forward to this year and have a bit of a clearer idea of what to expect as churchwarden! Thank you to all the wonderful members of St Luke's whose love and support for each other is a real testament to God's love for each and every one of us.

*Frances Cooke*

#### **b) District Church Council**

The DCC is the decision-making body of St. Luke's and as such meets regularly to discuss mainly the business side of church life. The DCC has delegated some decisions to a dedicated sub-committee, the Fabric Committee, which reports and advises on the maintenance and improvements required for our building; the most expensive requirements must be approved at DCC meetings. At every meeting finance and safeguarding are included on the agenda.

In February the DCC discussed the improvement to the slope, working with the YMCA, church survey, team ministry, inclusive church, prayer and Easter services.

In March, the slope had been completed, interviews were about to take place and the role of the DCC was discussed. All were pleased that Tony Barton had agreed to be Bookings Manager and that it was decided to open the church to meet in person on Pentecost Sunday. Things Covid were improving!

In June, the licencing service for our new vicar, a sermon series on inclusivity, housegroups, re-establishment of the social committee, opening for hirers were all considered and looked forward to.

July's meeting was all about Covid and regulations. In September all previous items continued to be discussed with additional discussion on the Luncheon Club. Christmas was the additional item in December.

Thanks to all PCC/DCC members for their love and care for St Luke's: the building itself as well as the community, both those worshipping and all those in the parish.

*Karen Wilmhurst*

### **c) Church Hire**

We re- opened to hirers on 1st May 2021, hoping that as many as possible of our regulars would return when they felt comfortable about meeting again face to face. In the event, only English Plus have not come back. The DCC imposed some special conditions of hire during the pandemic but these have been readily accepted by hirers.

The big leap forward we have had since our last report has been the development of an online booking system, which has greatly helped hirers and myself as the bookings co-ordinator. I took on this role in succession to Phil Gazley. People can now visit the website and make a provisional booking and I then check to see if we can accept it. If we have availability and the volunteers to open and close the building, it's generally ok.

As I've grown into the job, we've seen a rise in the number of enquiries with people keen to get back to some normality again.

Simon was responsible for developing the new system and my thanks go to him.

My thanks are also due as ever to our tireless caretaker, Barry, who looks after most of the Monday to Thursday hire. I am also indebted to our small team of people who help Friday to Sunday. The number of enquiries for Saturday hire has recently been growing and, following a recent DCC meeting, a new plan has been agreed to help spread the burden on those opening and closing on that day.

*Tony Barton, Bookings Coordinator*

### **d) The Fabric Committee**

Following on from the challenges of 2020 we began 2021 in a state of lockdown for the first 3 months of the year which has again slowed down progress on building projects. Unfortunately we have been struggling to progress the kitchen refurbishment project with issues finding a suitable contractor. We are now contacting the Diocese for further advice.

Martin successfully worked with Norse in ensuring that the worship area floor was repaired following damage caused whilst the space was being used as a polling station. During the summer we had a working party to tidy up the outside areas and decorate the metal railings to the ramp and function room stairwell. Martin as ever has continued to work behind the scenes with contractors to ensure that the building is taken care of and safe to use. And thanks again to Robert Haslam for caring for the front garden.

#### **Work undertaken in 2021**

- Worship area floor repaired following damage when used for a polling station
- The issues with the surface of the external ramp have finally been resolved
- Working party has tidied up the external areas of the church
- The car park gate has been repaired
- Equipment purchased for broadcasting services on the internet

#### **Plans for 2022**

- Continue to progress kitchen and toilet refurbishment project
- Lightening conductor to be tested
- Replace the projector and screen in the worship area
- Continue redecoration of external woodwork and paintwork
- Source a window cleaning contractor for the church
- Tidy up the downstairs areas of the church

*John Nicholas, Martin Wimhurst and Simon Snell – Fabric Committee*

#### **e) St Luke's Finance Report for 2021**

During 2021 our planned giving broadly kept on track and ended the year at £26,123. A claim for £7,212 was made late in 2021 to HMRC for the Gift Aid Reclaim, however monies were not received until the 1st week of 2022. Hall Hire increased by nearly 50% on the 2020 income and income for hire ended the year at £7,480 – this is encouraging as it means that the vast majority of Hirers were coming back to us. The only exception is that of English+ who decided it was not safe enough to hold their sessions in the Church bearing in mind they have over 100 attendees.

Fortunately our Parish Share stayed the same in 2021 as it was for 2020 – being £34,212. Regretfully as income from Hall Hire was not yet back to pre-Covid levels, we were not able to pay the full amount to the Diocese and ended the year paying £19,957. However we have made a subsequent payment in 2022 bringing the final contributions to the 2021 Share to £25,657.

Gas and Electric costs have unfortunately increased to £5,298 and of course this will rise further during 2022.

Most of our reserves are held with Barclays Bank, the closing balance at year end in our Community Account (general fund usage) was £24,545 - this includes £1,761 for Mission Giving / £3,896 for Luncheon Club / £6,455 for Kitchen Refurbishment / £1,200 for IT Equipment and £8,285 for Fabric Fund.

We also hold an amount of £1,791 in the Business Premium Account with regards to the dividend interest being earned on the Miss Pratt shares. These shares are held in the Church of England Investment Fund, and at year end were valued at £8,782.

Finally I wish to say a big thank you for all the financial support you have given to St Luke's over the past year, despite some testing times for us all.

*Martin Wimhurst*

#### **f) Worship at St Luke's in 2021**

2021 saw another national lock down, with our worship services going back to Zoom again. Happily, we returned to meeting in person on Pentecost Sunday which was a joyful occasion.

We introduced a song at the end of our services sung outside with the warmer weather. As the Covid risk continued to subside, we introduced congregational singing back into the services, although with face coverings to reduce the risk of spreading Covid.

We have continued broadcasting services via Facebook. We also held a successful Lent Course in 2021 which was well attended.

A number of new songs have been introduced brought by Graham and members of the worship team which have helped to broaden our expression of our worship.

Finally, a big thank you once again to those operating the sound desk, Facebook live (via the Mevo) and projector - Andrew, Liz, Martin, Steve, and Karen, and those preparing and leading the sung worship, Phil, Nicky, Clarice, Graham, Martin S and Simon.

*Simon Snell*

### **g) Lunch Club**

St Luke's Luncheon Club has been a huge part of the ministry of St Luke's for a very long time. I would like to thank, on behalf of all of us Mary and Roy Hansell for their years of work and tireless dedication to the Lunch Club, and for those who have down the years volunteered and given their time and effort to it.

Due to the Covid Pandemic the lunch club stopped running as gathering so many vulnerable people together was rightly seen as unsafe. It also coincided with Roy and Mary's decision to take a step back from running the lunch club.

There have also been issues raised over the Health and Safety aspects of holding it in the Function Room as there is only one fire exit. You must climb a flight of stairs in order to leave the building by it. Many of our guests would not be able to do so.

Due to the above, it was decided that we would make enquiries to see if the YMCA would be willing to host the lunch club in their building; they have indicated they would.

There are still issues that need to be ironed out such as 'Safeguarding Responsibilities' and at some point this year we will have an AGM of the Lunch Club to make decisions on what the remaining funds will be used for.

My proposal is that £1000 goes to the YMCA to buy furniture for the 'Garden Room' where Lunch Club will be held, and the rest to go to the Kitchen fund.

I have been in contact with various volunteers, but we would welcome more help, especially from the congregation to keep that link.

*Rev. Graham Kirk-Spriggs*

### **Future Developments**

- Continued development of online and in church worship
- Refurbishment of the kitchen at St Luke's
- Further development of St Augustine's Way

## Financial Statement for 2021

- as attached

## Independent Examiners Certificate

Report to the trustees/ members of:

Norwich New Catton St Luke

On accounts for the year ended:

31 December 2021.

Charity no (if any):

I report to the trustees on my examination of the accounts of the above charity ("the Trust") for the year ended 31/12/21.

### Responsibilities and basis of report

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

I report in respect of my examination of the Trust's accounts carried out under section 145 of the 2011 Act and in carrying out my examination, I have followed all the applicable Directions given by the Charity Commission under section 145(5)(b) of the Act.

### Independent examiner's statement

~~[The charity's gross income exceeded £250,000 and I am qualified to undertake the examination by being a qualified member of [ ]]. Delete [ ] if not applicable.~~

I have completed my examination. I confirm that no material matters have come to my attention in connection with the examination (other than that disclosed below \*) which gives me cause to believe that in, any material respect:

- the accounting records were not kept in accordance with section 130 of the Charities Act; or
- the accounts did not accord with the accounting records; or
- the accounts did not comply with the applicable requirements concerning the form and content of accounts set out in the Charities (Accounts and Reports) Regulations 2008 other than any requirement that the accounts give a 'true and fair' view which is not a matter considered as part of an independent examination.

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

\* Please delete the words in the brackets if they do not apply.

Signed:



Date:

16 July 2021

Name:

JOHN BAYDON DCL., ACiB.

Relevant professional qualification(s) or body (if any)

See over

Address:

[Redacted address information]

**Section B**

**Disclosure**

Only complete if the examiner needs to highlight material matters of concern (see CC32, Independent examination of charity accounts: directions and guidance for examiners).

Give here brief details of any items that the examiner wishes to disclose

The PCC have chosen to use electronic recording of all their financial records. I of course respect their decision but wish to mention that the drawback for an examiner is the constant need to refer back and forth open electronic pages which I found to be very time consuming.

## Norwich New Catton St Luke PCC

Financial Statement for the Year Ended 31 December 2021

### Receipts and Payments Accounts

	Note	Unrestricted Fund £	Designated Fund £	Restricted Fund £	Endowment Fund £	Total 2021 £	Total 2020 £
<b>Receipts</b>							
<b>Voluntary receipts:</b>							
Collections at Services	4	212.48	-	-	-	212.48	2,823.90
Planned giving	4	34,963.02	-	-	-	34,963.02	33,061.81
All other giving/voluntary receipts	4	5,549.08	2,500.00	1,200.00	-	9,249.08	8,212.83
Grant Income	4	606.24	-	-	-	606.24	846.53
Legacies Received (Capital Value)		-	-	-	-	-	-
Gift Aid recovered		-	-	-	-	-	19,000.27
		<u>41,330.82</u>	<u>2,500.00</u>	<u>1,200.00</u>	<u>-</u>	<u>45,030.82</u>	<u>63,945.34</u>
<b>Activities for generating funds</b>	4	8,733.78	-	-	-	8,733.78	6,700.64
Investment income		-	-	223.02	-	223.02	216.35
Church activities	4	92.00	-	-	-	92.00	91.00
Other income	4	15.64	-	-	-	15.64	7,224.06
<b>Total receipts</b>		<u>50,172.24</u>	<u>2,500.00</u>	<u>1,423.02</u>	<u>-</u>	<u>54,095.26</u>	<u>78,177.39</u>
<b>Payments</b>							
<b>Church activities:</b>							
Parish share		21,426.00	-	-	-	21,426.00	36,281.50
Clergy and Staffing costs	5	5,218.76	-	-	-	5,218.76	4,941.04
Church running expenses	5	10,178.25	-	-	-	10,178.25	11,552.88
Mission giving and donations	5	1,000.00	2,349.55	-	-	3,349.55	1,220.91
Building work and repairs	5	60.00	1,714.56	-	-	1,774.56	17,905.83
Administration Costs	5	2,090.39	-	-	-	2,090.39	1,682.06
Other expenditure	5	155.87	-	180.00	-	335.87	940.80
		<u>40,129.27</u>	<u>4,064.11</u>	<u>180.00</u>	<u>-</u>	<u>44,373.38</u>	<u>74,525.02</u>
<b>Cost of generating funds</b>	5	55.00	-	-	-	55.00	6,130.37
<b>Total Payments</b>		<u>40,184.27</u>	<u>4,064.11</u>	<u>180.00</u>	<u>-</u>	<u>44,428.38</u>	<u>80,655.39</u>
<b>Excess of receipts over payments</b>		<b>9,987.97</b>	<b>- 1,564.11</b>	<b>1,243.02</b>	<b>-</b>	<b>9,666.88</b>	<b>- 2,478.00</b>
<b>Transfers between funds</b>		<b>- 11,511.56</b>	<b>11,761.56</b>	<b>- 250.00</b>	<b>-</b>	<b>0.00</b>	<b>-</b>
		<b>- 1,523.59</b>	<b>10,197.45</b>	<b>993.02</b>	<b>-</b>	<b>9,666.88</b>	<b>- 2,478.00</b>
<b>Cash at bank and in hand at 1 Jan</b>		<u>22,652.90</u>	<u>10,501.42</u>	<u>1,997.73</u>	<u>-</u>	<u>35,152.05</u>	<u>36,904.92</u>
<b>Cash at bank and in hand at 31 Dec</b>		<u>21,129.31</u>	<u>20,698.87</u>	<u>2,990.75</u>	<u>-</u>	<u>44,818.93</u>	<u>34,426.92</u>

## Statement of Assets and Liabilities

	Note	Unrestricted Fund £	Designated Fund £	Restricted Fund £	Endowment Fund £	Total 2021 £	Total 2020 £
<b>Cash Funds</b>							
Bank Current Account	6	21,129.31	20,698.87	1,200.00	-	43,028.18	32,859.19
Bank Savings Account	7	-	-	1,790.75	-	1,790.75	1,567.73
Deposit Fund		-	-	-	-	-	-
		<b>21,129.31</b>	<b>20,698.87</b>	<b>2,990.75</b>	<b>-</b>	<b>44,818.93</b>	<b>34,426.92</b>

	Note	Unrestricted Fund £	Designated Fund £	Restricted Fund £	Endowment Fund £	Total 2021 £	Total 2020 £
<b>Investment Assets at market value</b>							
CCLA Miss Pratt	8	-	-	8,781.79	-	8,781.79	7,188.41
Norwich Credit Union (loan guarantee for parishine:	8	-	-	999.00	-	999.00	999.00
Total Investments		-	-	<b>9,780.79</b>	<b>-</b>	<b>9,780.79</b>	<b>8,187.41</b>

### Notes

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

2. No

3. The movement in designated and restricted funds during the year were:

Restricted	Bal b/fwd	Receipts	Payments	Transfers	Bal c/fwd
Lunch club fund	180.00	-	-	-	-
Fabric fund	1,567.73	-	-	-	-
Youth and Children's Work Fund	250.00	-	-	-	-
Restricted (St Luke's) gifts and collections	180.00	1,200.00	180.00	-	1,200.00
Miss Pratt income-parishioners in need) (was TSB now Barclays Deposit)	1,567.73	223.02	-	-	1,790.75
Restricted (St Augustine's) gifts and collections	250.00	-	-	250.00	-
Account O	180.00	-	-	-	-
Account P	1,567.73	-	-	-	-
Account Q	250.00	-	-	-	-
	<b>5,993.19</b>	<b>1,423.02</b>	<b>180.00</b>	<b>-</b>	<b>2,990.75</b>

Designated	Bal b/fwd	Receipts	Payments	Transfers	Bal c/fwd
Lunch club fund	3,896.34	-	-	-	3,896.34
Fabric fund	-	-	1,714.56	10,000.00	8,285.44
Youth and Children's Work Fund	225.00	-	-	-	225.00
Mission Giving	2,349.55	-	2,349.55	1,761.56	1,761.56
Community Events Fund	75.52	-	-	-	75.52
St Luke's Kitchen Refurb	3,955.01	2,500.00	-	-	6,455.01
	<b>10,501.42</b>	<b>2,500.00</b>	<b>4,064.11</b>	<b>11,761.56</b>	<b>20,698.87</b>

Lunch club fund - 0

Fabric fund - For building repair.

Youth and Children's Work Fund -

Mission Giving - 0

Community Events Fund -

Restricted (St Luke's) gifts and collections -

Miss Pratt income-parishioners in need) (was TSB now Barclays Deposit) -

Restricted (St Augustine's) gifts and collections - 0

St Luke's Kitchen Refurb - 0

Account O - 0

Account P - 0

Account Q - 0

4. Receipts

	Unrestricted Fund £	Designated Fund £	Restricted Fund £	Endowment Fund £	Total 2021 £	Total 2020 £
<b><u>COLLECTIONS AT SERVICES</u></b>						
End of service collection	72.48	-	-	-	72.48	153.25
Sunday collection (non GA)	140.00	-	-	-	140.00	2,670.65
	<b>212.48</b>	-	-	-	<b>212.48</b>	<b>2,823.90</b>
<b><u>PLANNED GIVING</u></b>						
Regular giving (GA)	31,211.19	-	-	-	31,211.19	31,149.81
Regular giving (non GA)	3,751.83	-	-	-	3,751.83	1,912.00
	<b>34,963.02</b>	-	-	-	<b>34,963.02</b>	<b>33,061.81</b>
<b><u>GIFT AID RECOVERED</u></b>						
Gift Aid Reclaim	-	-	-	-	-	19,000.27
	-	-	-	-	-	<b>19,000.27</b>
<b><u>ALL OTHER GIVING/VOLUNTARY RECEIPTS</u></b>						
CAF & GAYE giving	4,461.33	-	-	-	4,461.33	2,160.00
St Luke's one off donations (non GA)	-	-	-	-	-	355.00
St Luke's one off donations (GA)	399.00	2,500.00	1,200.00	-	4,099.00	518.80
Gift Day donations (GA)	-	-	-	-	-	2,980.00
Gift Day donations (non GA)	150.00	-	-	-	150.00	330.00
One off donations (GA)	250.00	-	-	-	250.00	-
One off donations (non GA)	10.00	-	-	-	10.00	1,239.92
Small donations (GASDS)	278.75	-	-	-	278.75	629.11
	<b>5,549.08</b>	<b>2,500.00</b>	<b>1,200.00</b>	-	<b>9,249.08</b>	<b>8,212.83</b>
<b><u>ACTIVITIES FOR GENERATING FUNDS</u></b>						
Hall Hire	8,333.78	-	-	-	8,333.78	6,004.00
Lunch club income	-	-	-	-	-	516.64
Carpark donations (non GA)	400.00	-	-	-	400.00	180.00
	<b>8,733.78</b>	-	-	-	<b>8,733.78</b>	<b>6,700.64</b>
<b><u>CHURCH ACTIVITIES</u></b>						
Fees - Additional	92.00	-	-	-	92.00	91.00
	<b>92.00</b>	-	-	-	<b>92.00</b>	<b>91.00</b>
<b><u>INVESTMENT INCOME</u></b>						
Dividends and Interest	-	-	223.02	-	223.02	216.35
	-	-	<b>223.02</b>	-	<b>223.02</b>	<b>216.35</b>
<b><u>GRANT INCOME</u></b>						
Non-Recurring Grants	606.24	-	-	-	606.24	846.53
	<b>606.24</b>	-	-	-	<b>606.24</b>	<b>846.53</b>
<b><u>OTHER INCOME</u></b>						
Norwich Christian Meditation Centre	-	-	-	-	-	6,225.05
Other income, gifts, etc	15.64	-	-	-	15.64	811.01
Insurance Claims	-	-	-	-	-	188.00
	<b>15.64</b>	-	-	-	<b>15.64</b>	<b>7,224.06</b>

5. Payments

	Unrestricted Fund	Designated Fund	Restricted Fund	Endowment Fund	Total 2021	Total 2020
	£	£	£	£	£	£
<b><u>CLERGY AND STAFFING COSTS</u></b>						
Clergy Expenses	278.62	-	-	-	278.62	448.60
Cleaner (wages)	3,270.14	-	-	-	3,270.14	3,224.94
Book keeping	1,670.00	-	-	-	1,670.00	1,267.50
	<b>5,218.76</b>	-	-	-	<b>5,218.76</b>	<b>4,941.04</b>
<b><u>CHURCH RUNNING EXPENSES</u></b>						
Gas and Electricity Bill	6,987.40	-	-	-	6,987.40	6,105.40
Insurance	2,099.69	-	-	-	2,099.69	2,063.51
Service Costs	21.00	-	-	-	21.00	-
Maintenance	927.53	-	-	-	927.53	2,429.82
Water Bill	-	-	-	-	-	224.00
Small equipment purchases	25.66	-	-	-	25.66	399.99
Cleaning materials	66.97	-	-	-	66.97	280.42
Refreshments	-	-	-	-	-	49.74
Resources, education and training for parishioners	50.00	-	-	-	50.00	-
	<b>10,178.25</b>	-	-	-	<b>10,178.25</b>	<b>11,552.88</b>
<b><u>MISSION GIVING AND DONATIONS</u></b>						
Charities - Home (UK)	-	1,174.78	-	-	1,174.78	1,120.91
Charities - Overseas	1,000.00	1,174.77	-	-	2,174.77	-
Support to parishioners	-	-	-	-	-	100.00
	<b>1,000.00</b>	<b>2,349.55</b>	-	-	<b>3,349.55</b>	<b>1,220.91</b>
<b><u>BUILDING WORK AND REPAIRS</u></b>						
Church - Major repairs and Redecorations	-	1,714.56	-	-	1,714.56	17,905.83
Hall/Other Buildings - Major Repairs and Redecorations	60.00	-	-	-	60.00	-
	<b>60.00</b>	<b>1,714.56</b>	-	-	<b>1,774.56</b>	<b>17,905.83</b>
<b><u>COSTS OF GENERATING FUNDS</u></b>						
Fund raising	-	-	-	-	-	560.00
Hall Running Costs	60.00	-	-	-	60.00	60.00
Speaker programme costs	15.00	-	-	-	15.00	-
Social activities and events costs	40.00	-	-	-	40.00	-
Norwich Christian Meditation Centre	-	-	-	-	-	5,510.37
	<b>115.00</b>	-	-	-	<b>115.00</b>	<b>6,130.37</b>
<b><u>ADMINISTRATION COSTS</u></b>						
Printing	241.00	-	-	-	241.00	388.21
Hall Bookings manager	304.00	-	-	-	304.00	279.00
Church broadband and telephone	499.76	-	-	-	499.76	500.09
Licences and subscriptions	1,045.63	-	-	-	1,045.63	514.76
	<b>2,090.39</b>	-	-	-	<b>2,090.39</b>	<b>1,682.06</b>
<b><u>OTHER EXPENDITURE</u></b>						
Mission and Evangelism Costs	73.87	-	-	-	73.87	200.00
Publicity and promotion	22.00	-	-	-	22.00	320.80
Leaving Gifts, etc	-	-	-	-	-	420.00
	<b>95.87</b>	-	-	-	<b>95.87</b>	<b>940.80</b>

6. Bank Current Account	Unrestricted Fund	Designated Fund	Restricted Fund	Endowment Fund	Total	Total
	£	£	£	£	2021	2020
General Account	2,646.87	-	-	-	2,646.87	12,843.69
Lunch club fund	-	3,896.34	-	-	3,896.34	3,896.34
Fabric fund	-	8,285.44	-	-	8,285.44	-
Youth and Children's Work Fund	-	225.00	-	-	225.00	225.00
Mission Giving	-	1,761.56	-	-	1,761.56	2,349.55
Community Events Fund	-	75.52	-	-	75.52	75.52
Restricted (St Luke's) gifts and collections	-	-	1,200.00	-	1,200.00	180.00
General (St Augustine's TSB)	18,482.44	-	-	-	18,482.44	9,809.21
Restricted (St Augustine's) gifts and collections	-	-	-	-	-	250.00
St Luke's Kitchen Refurb	-	6,455.01	-	-	6,455.01	3,955.01
	<b>21,129.31</b>	<b>20,698.87</b>	<b>1,200.00</b>	<b>-</b>	<b>43,028.18</b>	<b>33,584.32</b>

7. Bank Savings Account	Unrestricted Fund	Designated Fund	Restricted Fund	Endowment Fund	Total	Total
	£	£	£	£	2021	2020
Miss Pratt income-parishioners in need) (was TSB now Barclays Deposit)	-	-	1,790.75	-	1,790.75	1,567.73
	-	-	<b>1,790.75</b>	<b>-</b>	<b>1,790.75</b>	<b>1,567.73</b>

#### 8. Investments

##### Further Details

CCLA Miss Pratt (Restricted) - This is an Endowment - Capital. Unchanged in 2020. 375 shares held throughout the year, although their market value fluctuates. Income to the Barclays Premium account.

Norwich Credit Union (loan guarantee for parishioners in need) (Restricted) - No activity in 2021

# Agenda for the Annual Parochial Church Meeting for 2021

## Meeting to be held on 28 March 2022 at 7.30pm St Luke's Church Centre

*Only those on the new church Electoral Roll are allowed to comment or vote.*

1. Apologies for Absence
2. Minutes of last year's APCM
3. Questions arising from Formal Reports
  - a. Trustees Report.
    - i. Parish Activities
    - ii. St Luke's Activities
    - iii. St Augustine's Activities
  - b. Financial report:  
*If you have any questions on the enclosed accounts, which have been Independently Examined and accepted by the PCC, that you would like our Treasurer to answer then, where possible, please submit the question to the Treasurer 72 hours before the meeting so as he can give an informed reply to you at the meeting.*
4. Elections and Appointments as below
  - a. Elect Members for the PCC and DCCs  
(Nomination Forms are available in both churches)
  - a
  - b. Appoint an independent Auditor/Examiner
5. Setting the Date for next year's APCM
6. Any other Business – to be notified to Karen Wimhurst, the PCC Secretary before the start of the meeting

## PARISH OF ST LUKE'S WITH ST AUGUSTINE'S NEW CATTON

### ANNUAL PAROCHIAL CHURCH MEETING 2021

The Meeting of the Parishioners and the Annual Church Meeting were held at St Luke's Church on Monday 10 May 2021. The Rev Canon Simon Stokes, Rural Dean, presided. 25 people were present.

Carrie Sant opened the meeting with a prayer and a reading Luke 6: 27-38.

#### **Meeting of Parishioners**

Melissa and Carrie were thanked for all the work done over the last year. The Chair noted it is tough call when the parish goes into interregnum and for both, it was the second time. Melissa thanked all for support and encouragement especially during the interregnum.

Carrie Sant was proposed and nominated for another year of office. Frances Cooke was proposed and nominated.

Unanimously approved and agreed.  
Concluded with a prayer of blessing.

#### **Annual Church Meeting**

##### **1. Apologies**

Apologies were received from 6 people: Trevor, Marlene and Andrew Windscheffel, Phil and Caren Gazley and Liz Jones.

##### **2. Acceptance of: Minutes of 2020 Annual Meeting**

Proposed by Tony Barton, seconded by John Nicholas. Accepted and approved unanimously.

##### **3. Questions arising from Formal Reports**

###### **a. Trustees report**

No questions on the Trustees report.

One amendment:

Martin Wimhurst asked for a correction to the St Luke's Finance report under the parish activities section of the Trustee's Report. The following statement: *'We also hold an amount of £1,567 in the Business Premium Account with regards to the interest being earned on the Miss Pratt shares'* should read *'We also hold an amount of £1,567 in the Business Premium Account with regards to the dividend interest being earned on the Miss Pratt shares'*.

###### **b. Financial Statement**

Howard Green as PCC treasurer was sorry to report this report had not been completed in time for this meeting. Howard explained there had been issues with the software, communications, bookkeeper, payments and evidence. He thanked Martin Wimhurst for getting the accounts thus far.

Next year a new bookkeeper would be required. He asked for suggestions and help in finding someone.

The chair advised that this is not the only parish in the deanery with such issues and although frustrating, it can happen from time to time. Howard was thanked for what he had done.

Proposal: approval of the accounts be delegated to the next PCC – Carrie proposed, Melissa seconded, all in favour.

#### **4. Elections and Appointments**

##### **Appointment of Independent Examiner of Accounts**

Nik Vitkovitch had kindly agreed to an extra year as independent examiner for which we were extremely grateful.

Proposal :appointment to be delegated to the PCC – Simon Snell proposed, Howard seconded, all in favour.

##### **Election of new members of the DCCs**

Voting not required as places available exceeded nominations received.

St Augustine's

Elwira Zwolinska, nominated by Carrie Sant and Howard Green.

St Luke's

Martin Wimhurst, nominated by Melissa Snell and Tony Barton.

John Nicholas, nominated by Melissa Snell and Tony Barton.

##### **Election of Deanery Synod Representatives**

Nicky Burr was re-elected as St Luke's representative and Carrie Sant for St Augustine's.

##### **Nominated position of Assistant Wardens: noted not an elected position.**

Simon Snell was nominated for St Luke's and Judy Reynolds for St Augustine's.

##### **Appointment of treasurers**

Howard Green agreed to continue as PCC treasurer and St Augustine's treasurer and Martin Wimhurst for St Luke's.

##### **Appointment of Parish Secretary**

Karen Wimhurst agreed to continue in the role.

#### **5. Date for the APCM 2022**

The meeting for next year will be 28<sup>th</sup> March 2022.

#### **6. Changes in our Parish**

The Chair offered to explain more about the Mission and Pastoral Measure that is in process to form a new Benefice.

Leadership in the Benefice:

Team Vicars will be appointed responsible for ministry in the area, holding incumbent status but not the incumbent.

Simon Stokes will be the Team Rector – to encourage, supervise and cover ministry across the parishes, looking to support existing congregations and growing them as well as the parish.

1 team vicar in Sprowston, 1 at St Mary Magdalene, 1 at St Luke's and St Augustine's with a pioneer team vicar in our vicarage. Christchurch is looking to appoint a non-stipendary minister to work alongside Danny Doran-Smith (curate/pioneer)

The team is emerging and may look different to what we set it out to be. No congregation to feel overlooked but loved and encouraged.

Simon offered a chance to ask questions or be contacted later.

Sam Pittam-Smith:

Support for outreach in the community – would this support come from Graham or the Pioneer?

- Encouraging parishes to work together, seeking to bless each other, helping each other to thrive
- Look across all the congregations in Benefice – a lot of tiredness – younger members in demanding jobs – spare time precious and lacking
- Developing a sustainable ministry – 4 curates and lay ministry and other ministers
- Focus on what we can do – trust God to provide what and who we need
- Graham Kirk-Spriggs role: pastoral care of St Luke's – possible chaplaincy of YMCA – key role with engaging with the High Schools – SDF funding (Sprowston has a sports minister – may also engage a youth minister)
- Really excited – personally convinced it is the right way forward – but terrifying.

Jill Dyer:

Is Pioneer Ministry outreach?

- To reach the unchurched
- Churches can drain the clergy who become administrators instead of pastoral
- Pioneer will help to allow ministers do what they are trained to do
- This team enables us to do that – means two full time people, spreading the responsibilities across the parishes
- Old fashioned approach to reaching the parish

Mark Smith:

Will there be an expectation to pay more because of these changes?

Realise churches are paying as much as they can

- Diocese in better condition than expected due to grants and reduction in costs
- Significant issues with cash flow
- It is not a sneaky way of asking for more money
- But there will be tricky conversations
- PCC will be kept parish based
- Will get a Benefice share and will need to work out how – will work with team first and then work in parishes
- Need to not carry on as we are as we will be run into the ground.

Tony Barton:

Will St Catherine's be working with us?

Decision was made not to be part of the team

Hopeful we will work together in the future.

Howard Green:

What would you like from us to give Simon Stokes buoyancy?

- The terror is that the job is bigger than humanly possible to do
- 6 churches now – need to learn to work differently
- Need prayer, love, sense of grace when it goes wrong as most of the time it is not intentional!
- How can we bless the other parishes?
- What would it look like to have joint administration?
- Still learning
- Once free of Covid, we can come together in PCCs, in prayer, to work together and proclaim the Kingdom of God
- All part of one Body – dependent on each other – learning to agree to disagree.

Steve Burnham:

- Will all building be retained?
- Yes, only a PCC can close a church

Where does Mary Magdalene fit in?

- There will be an associate vicar as it is an interim post
- Current vicar will retire next year
- Team vicar will then be appointed with wider responsibilities
- By the we will know what is missing across the area

Each parish will retain their own autonomy

- Own PCC
- Make its own decisions
- With some sort of joint council to work together

Simon is hoping to work with the parishes, possibly visiting once a month. He is excited about the appointment of Graham, noting the massive step from curate to incumbent will be helped by being part of a team. Graham's licencing will take place on 29<sup>th</sup> June with a service here.

On 27 June, a curate will be joining the team – Blessing Chisanu – very much an appointment of God, will bring energy and diversity to the team.

Tony Barton:

Asked about Deanery Synod

- Has been interesting this year
- Diocesan Synod is changing its governance
- Concerning
- Need people who will challenge and hold all to account

Melissa ended the meeting with a vote of thanks for Simon for chairing the meeting and answering lots of questions. She closed the meeting with prayer.

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# Accounts

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## **St Luke's with St Augustine's, New Catton Annual Parochial Church Meeting for 2020**



**Including the Trustees' Report and Financial Statement for 2020  
for the Parochial Church Council of St Luke's with St Augustine's, New Catton.**

**Registered Charity number 1162755**

**The Annual Parochial Church Meeting will be held on  
Monday 10<sup>th</sup> May 2021 at St Luke's Church Centre at 7:30pm.**

If you are on the Electoral Roll please try and come.  
Please take some time to read through this report before the meeting.

### **This report consists of the**

- **Trustees' Report**
  - I.Reference and Administrative Details** page 2
  - II.Structure, Governance and Management** page 4
  - III.Aims and Purposes** page 8
  - IV.Objectives and activities** page 8
  - V.Incumbent's Report** page 10
  - VI.Parish Activities** page 12
  - VII.St Augustine's Activities** page 13
  - VIII.St Luke's Activities** page 16
  
- **Financial Statement** page 22
  
- **Agenda for the APCM** page
  
- **Minutes of the 2019 APCM** page

## Trustees' Report for the Year ending 31 December 2020.

The Trustees present their report with the financial statements of the charity for the year ended 31 December 2020.

### I. Reference and Administrative information

#### Church Addresses

St Luke's Church  
61, Aylsham Road  
Norwich  
NR3 2HF

St Augustine's Church Hall  
Gildencroft,  
Norwich  
NR3 1DS

#### Membership of the PCC (April 2019-April 2020)

Name	Church	Role	Term ends at APCM in
Sarah Quantrill	Both	Interim Priest-in-charge (from 12 <sup>th</sup> July 2018)	Left Parish on 15 <sup>th</sup> November 2020
Carrie Sant	St Augustine's	Church warden	2021
		Deanery Synod Rep	2023
Melissa Snell	St Luke's	Church warden	2021
Karen Wimhurst	St Luke's	PCC Secretary	2022
Howard Green	St Augustine's	PCC Treasurer	2023
Nicky Burr	St Luke's	Deanery Synod Rep	2023
VACANCY	St Luke's	Deanery Synod Rep	
Dot Lenton	St Augustine's	Elected Lay Rep	2022
Judy Reynolds	St Augustine's	Elected Lay Rep	2022
Elwira Zwolinska	St Augustine's	Elected Lay Rep	2021
Jean Easton	St Luke's	Elected Lay Rep	2022
Martin Smith	St Luke's	Elected Lay Rep	2022
Simon Snell	St Luke's	Elected Lay Rep	2022
VACANCY	St Luke's	Elected Lay Rep	
Parish wardens		2	
Elected Members		9	
Deanery Synod Reps		2 (+ 1 vacancy)	
Diocesan Synod Rep		0	
Ex Officio		1	
Co-opted		1	
<b>Total possible PCC membership</b>	<b>15</b>	<b>Actual PCC Membership: 11</b>	

### Membership of the District Church Councils

St Augustine's DCC		
Name	Role	Term Ends
Sarah Quantrill	Interim Priest-in-charge	Ex officio (left 15/11/2020)
Carrie Sant	Parish Warden	2021
	Deanery Synod	2023
Howard Green	Elected Lay Rep	2023
	DCC Treasurer	
	PSO Vulnerable Adults	
Phil Kerrison	Elected Lay Rep	2023
Dot Lenton	Elected Lay Rep	2022
	PSO Children & Young People	
Tim Lenton	Elected Lay Rep	2022
Judy Reynolds	Elected Lay Rep	2022
Elwira Zwolinska	Elected Lay Rep	2021
Matthew Williams	Elected Lay Rep	2023
VACANCY		
VACANCY		

St Luke's DCC		
Name	Role	Term Ends
Sarah Quantrill	Interim Priest-in-charge	Ex officio (left 15/11/2020)
Melissa Snell	Parish Warden	2021
Nicky Burr	Deanery Synod Rep	2023
Frances Cooke	Elected Lay Rep	2023
	PSO	
Jean Easton	Elected Lay Rep	2022
Beth Magee	Elected Lay Rep	2023
Sam Pittam-Smith	Elected Lay Rep	2022
Simon Snell	Elected Lay Rep	2022
Martin Smith	Elected Lay Rep	2022
Karen Wimhurst	Elected Lay Rep/DCC Secretary	2022
Martin Wimhurst	Co-opted/DCC Treasurer	2021
VACANCY	Elected Lay Rep	
VACANCY	Elected Lay Rep	

#### Appointed by the PCC

Electoral Roll Officer:	Mark Smith
Safeguarding:	Frances Cooke (St Luke's: Children and Adults at Risk) Howard Green (St Augustine's: Adults at Risk) Dot Lenton (St Augustine's: Children)
Independent Examiner:	Nik Vitkovitch, FloD
Parish Bookkeeper:	Deborah Jennings

### **Our Banks**

Barclays plc (St Luke's current and deposit accounts)

TSB (St Augustine's current account)

CBF Church of England deposit account (CCLA) (St Luke's)

Norwich Credit Union (St Luke's loan guarantee fund).

## **II. Structure, Governance and Management**

### **Structure**

The PCC is a charity registered with the Charity Commission; Registered Charity number 1162755.

It is listed in the Charity Commission Register as the Parochial Church Council of the Ecclesiastical Parish of St Luke's with St Augustine's, New Catton.

The PCC is a corporate body established by the Church of England. It operates under the Parochial Church Council Powers Measure.

The PCC is chaired by the incumbent. It is the decision-making body of the Parish and is accountable to the Diocese.

The PCC is responsible for making decisions on all matters of general concern and importance to the parish including deciding on how the funds of the PCC are to be spent. The full PCC met four times during the year.

Each Church has its own DCC, which is responsible and accountable to the PCC for the day-to-day operation of its church. Each DCC is chaired by the incumbent.

We pay a bookkeeper to serve St Augustine's DCC and to prepare the end of year accounts for the PCC, a hall bookings manager for St Augustine's, and cleaners for both churches. These are employed as contractors.

The PCC Quorum is 5 (1/3 of lay representation under current Parish scheme) which includes the incumbent and at least one member of each DCC.

The Parish Wardens and the incumbent meet each month to plan and review the month ahead.

### **Appointment of PCC/DCC Members**

The method of appointment of PCC members is set out in the Church Representation Rules and governed by a parish scheme which was last revised in 2018 and ratified by Bishop's Council on 23<sup>rd</sup> May 2019.

All those who attend our services / members of the congregation are encouraged to register on the Electoral Roll and are then eligible to stand for election to the PCC after a 6-month period. Vacancies are advertised in each church.

## **Meetings**

The incumbent chairs the PCC and DCCs. In the case of a vacancy, this role is performed by the churchwardens.

The PCC normally meets four times each year.

Each DCC normally meets four times each year.

Additional meetings can be called by the Parish Wardens or the Incumbent.

## **Period of Service**

Parish Wardens are elected annually.

All other members are elected for a three-year period.

Members can stand for re-election at the end of their period of service.

PCC Reps are elected annually from their DCC.

## **Payments to PCC Members**

The incumbent receives a stipend from the Church of England and reasonable out of pocket expenses and is ex-officio chair of the PCC and the two DCCs. No other members receive any payments except for reimbursement of out of pocket church related expenses.

## **PCC Sub-Committees**

Events Committee

Safeguarding

Standing Committee

In addition, St Luke's DCC also has a Fabric Committee.

## **Public Benefit**

Any member of the public may take part in Church of England activities and services. The PCC also provides, promotes or facilitates services available to groups of people including children and young people, people on low incomes, the elderly, refugees, the homeless, people with mental health issues, ethnic minority groups and others in need or considered vulnerable.

The churches also support the following community activities in a variety of ways, including the use of our buildings: Lunch Club, Thursday Club, Strands and English+.

The churches have a good relationship with the local infant and junior schools, with the incumbent listening to children from the infant school read every week, and with monthly assemblies in both schools- at least until the pandemic arrived.

The structure of the Church of England focusses each PCC on a specific geographical area, the ecclesiastical parish. Religious services, which are open to all, take place in the parish churches and buildings, or by agreement in other local facilities.

Within the parish, the church seeks to serve the whole community. However, not all funds will necessarily be spent on projects within the parish, as we seek to support the mission of

the whole church, so may, for example, develop links with a community in another area or country. St Augustine's for example supports charity work in Uganda.

St Luke's gives 5% of its annual income to charities.

### **Risk Management**

The Trustees have a duty to identify and review the risks to which the charity is exposed and to ensure appropriate controls are in place to provide reasonable assurance against fraud and error. All Barclays accounts require two signatories for making payments to external accounts by cheque or online.

The major risks to which the PCC is exposed are reviewed regularly. These include:

- Regulatory and legal position
- Financial position
- Health and safety including the buildings and their surroundings
- Risks arising from the activities of each Church, including risks to reputation.

Operational risk management activities such as hazard management and prevention, the protection of children and vulnerable adults, insurance and local risk assessments are delegated to the DCCs. DCCs are charged with having appropriate systems and processes in place, with appropriate review intervals, to manage those risks.

### **Safeguarding**

The following policy was agreed at the Parochial Church Council (PCC) meeting held on **2<sup>nd</sup> November 2020**.

In accordance with the Church of England Safeguarding Policy our two churches are committed to:

- Promoting a safer environment and culture.
- Safely recruiting and supporting all those with any responsibility related to children, young people and vulnerable adults within the church.
- Responding promptly to every safeguarding concern or allegation.
- Caring pastorally for victims/survivors of abuse and other affected persons.
- Caring pastorally for those who are the subject of concerns or allegations of abuse and other affected persons.
- Responding to those that may pose a present risk to others.

The Parish will:

- Create a safe and caring place for all.
- Have a named Parish Safeguarding Officer (PSO) to work with the incumbent and the PCC to implement policy and procedures.
- Safely recruit, train and support all those with any responsibility for children, young people and adults to have the confidence and skills to recognise and respond to abuse.

- Ensure that there is appropriate insurance cover for all activities involving children and adults undertaken in the name of the parish.
- Display in church premises and on the Parish website the details of who to contact if there are safeguarding concerns or support needs.
- Listen to and take seriously all those who disclose abuse.
- Take steps to protect children and adults when a safeguarding concern of any kind arises, following House of Bishops guidance, including notifying the Diocesan Safeguarding Adviser (DSA) and statutory agencies immediately.
- Offer support to victims/survivors of abuse regardless of the type of abuse, when or where it occurred.
- Care for and monitor any member of the church community who may pose a risk to children and adults whilst maintaining appropriate confidentiality and the safety of all parties.
- Ensure that health and safety policy, procedures and risk assessments are in place and that these are reviewed annually.
- Review the implementation of the Safeguarding Policy, Procedures and Practices at least annually.

Each person who works within this church community will agree to abide by and have due regard <sup>1</sup> for this policy and the guidelines established by this church.

The Safeguarding Officers are:

St Luke's:	Frances Cooke
St Augustine's:	Dot Lenton (Children)
	Howard Green (Vulnerable Adults)

Health and Safety:	Parish Wardens
Insurance, alarms and Fire Protection:	Treasurer and Parish Wardens.

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<sup>1</sup> What does 'due regard' mean? Where legislation – whether an Act of Parliament or a Church Measure – imposes a duty on a person to “have due regard” to guidance of this sort, the law understands that duty in a particular way. The legal duty to have due regard means that the person to whom the guidance is directed is not free to follow the guidance or not as he or she chooses. As a matter of law, the guidance should be given great weight and must be followed unless there are ‘cogent reasons’ for not doing so (see below). What is meant by ‘cogent reasons’? ‘Cogent reasons’ are reasons that are clear, logical and convincing. It will be very rare indeed for there to be cogent reasons for not following House of Bishops guidance on safeguarding. Cogent reasons are likely to arise only where the guidance does not contemplate a particular, unusual situation arising so that it becomes necessary to take a different approach from that set out in the guidance in order to meet the particular circumstances of the case. When would ‘cogent reasons’ be applied? A person who is required to have due regard to the guidance should not simply take it on him- or her-self to decide that there are cogent reasons for departing from the guidance. Such a decision should be taken – if at all – only after case-specific advice has been obtained from both the diocesan safeguarding adviser and the diocesan registrar.

### **III. Aims and Purposes**

The Parochial Church Council (PCC) of New Catton: St Luke with St Augustine has the responsibility of cooperating with the incumbent in promoting in the ecclesiastical parish, the whole mission of the Church, pastoral, evangelistic, social and ecumenical.

The PCC is also specifically responsible for the maintenance of St Luke's Church Centre, 61 Aylsham Road and St Augustine's Hall, The Gildencroft, Norwich, but delegates this to the respective DCC.

The 2015 Parish statement states that "we are a diverse and inclusive community that values compassion and personal transformation through Jesus Christ."

### **IV. Objectives and Activities**

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

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

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

To facilitate this work, it is important that we maintain the fabric of the buildings mentioned above.

#### **Worship and Prayer**

The PCC is keen to offer a range of services during the week and over the course of the year that our community may find both beneficial and spiritually fulfilling. We offer alternating services of Holy Communion and Morning Worship on a Sunday and offered Midweek Communion on a Wednesday until our incumbent left in November 2020.

As a result of the pandemic, a number of different measures were implemented which affected worship. Singing was not permitted in churches and the use of the Common Cup was suspended on 10<sup>th</sup> March, which meant that the congregations could only receive Communion in one kind, with only the priest receiving both bread and wine. We also had to introduce social distancing in church and the wearing of face coverings.

Between March 22<sup>nd</sup> and July 5<sup>th</sup> and then November 8<sup>th</sup> and December 2<sup>nd</sup> 2020, public worship was not permitted in churches due to measures implemented by the UK Government. During this period both St Luke's and St Augustine's offered worship via Zoom. In addition, St Luke's offered a regular Compline Service using the St Luke's Facebook page.

When restrictions were relaxed in July 2020, we began offering public worship once again. During July and August St Augustine's led a Sunday service at St Luke's, whilst St Luke's continued to worship online.

From September, both congregations returned to their buildings, with St Luke's continuing to offer online access to the service using the St Luke's Facebook page. As had been the case before the pandemic, services in both churches alternated between Morning Worship and Holy Communion, led by our Authorised Worship Assistants and by our incumbent, until she left in November 2020, as well as by the Revd Liz Cannon at St Augustine's.

In December 2020, we welcomed Canon Keith James from Norwich Cathedral who led and presided at a Holy Communion Service at St Luke's.

Christmas was very different to previous years. St Augustine's DCC decided that because of the restrictions in place it was better not to offer the traditional midnight Communion service. St Luke's offered a Zoom service on Christmas Day. On 27<sup>th</sup> December our Ordinand Richard Turk, led a joint Zoom service, prior to moving on to complete his training at Horsford.

All are welcome to attend our regular services. The average weekly in-person attendance, counted during October, was 51 (18 at St Augustine's and 33 at St Luke's), although we did have additional people joining the service at St Luke's via Facebook. Although this appears to be a reduction compared to last year, we know that there are several people who would normally attend church who did not feel able to do so - either because of their own health concerns or because of those they look after.

As well as our regular services, we enable our community to celebrate and thank God at the milestones of the journey through life. Through baptism we thank God for the gift of life; in marriage public vows are exchanged with God's blessing; and through funeral services friends and family express their grief and give thanks for the life which is now complete in this world and commend the person into God's keeping.

This year we have celebrated 1 Baptism, 0 Weddings and 1 Burial at the graveside at the Rosary Cemetery. We were also delighted to be able to offer the use of the Church Centre as a venue for the wedding reception for our incumbent's daughter and son-in-law in September, following their ceremony at St Margaret's, Drayton.

## V. Incumbent's Report

### REPORT ON AREAS FOR FUTURE DEVELOPMENT FROM LAST YEAR'S REPORT

- **PCC Away Day in January 2020**

Building on last year's Away Day, the PCC once again met to consider what it meant to be church, and how best to move this on. As a result, St Augustine's DCC decided to do this through the St Augustine's Way. This was developed a number of years ago but had not been actively developed. However, it was felt that with some tweaks, and with quarterly meetings of all those connected to the St Augustine's Way, this would be a means of drawing together the different strands of St Augustine's such as the Sunday congregation and those who have attended events as part of the Speaker Programme.

St Luke's DCC took a different approach and decided to explore in more depth what being church meant to them - holding a series of meetings to look at prayer, spiritual growth, outward focus, worship, vocation and community. It was intended that this would be "rolled out" to the wider congregation but the restrictions on meeting together have delayed this taking place.

- **Engaging with the Community:**

I started a number of initiatives during 2020 based in the café at Waterloo Park, as a result of the relationship we had developed with Simon and Sammy who were running it and following our very successful Christingle in the Café last Christmas (2019).

a) **Come'n'Craft**

This was a monthly free Saturday morning activity jointly run by myself and Sammy with help from Beth, Karen and Richard T. Although the take up was small, this had potential for growth until the café closed. Because of the space needed and the desire to offer this at a venue other than St Luke's, this activity ended when the café closed. Perhaps in the future it might be revisited- possibly using the YMCA café once it opens.

b) **Soul Food**

This was prompted by a DCC discussion about how to enable non-churchgoers to explore what Christians believe in a non-church setting. Using the Table Talk cards, we met once a month, initially in the café at Waterloo Park but then in the Cactus Café Bar and Lounge, over lunch, and looked at the Environment and the question of suffering. It was well attended by members of the congregation but did not really achieve what it set out to do, in terms of drawing in those who are not yet part of our church family.

This activity was paused when we went into lockdown and had not restarted at the point of writing this report. It might be possible to think about doing this via Zoom in future, although some thought would have to be given as to how this could be advertised beyond the church family.

c) **Hats 4 the Hospital**

This was a fortnightly meeting to knit hats for premature babies in the neonatal unit. A small group of us met firstly in the café at Waterloo Park and then in the Cactus Café Bar

and managed to knit a good number of hats to send off before lockdown came along. We did have a couple of people ask us what we were doing so this might be a good way of getting to know some of those who live in the parish but who aren't yet part of the church family.

## **GENERAL REPORT**

2020 has certainly been a year that none of us will forget in a hurry. We began the year excited about the new initiatives we were beginning, but by March it was clear that life was going to look very different.

The instruction to close our buildings was received with sadness as it was clear that the lockdown would potentially leave some people very isolated. Just before lockdown the parish wardens and I gave everyone a "buddy" to contact weekly, as well as providing practical help if anyone became ill or had to self-isolate. We also provided a booklet to enable people to worship at home, which proved to be very helpful almost immediately.

The first lockdown saw us entering the new world of Zoom – enabling us to join virtually for worship on a Sunday as well as for a virtual coffee morning each Saturday. A huge thank you to Nicky for facilitating this until the rest of us became more au fait with the technology.

Lent and Easter took place largely in lockdown- but we continued with the Lent challenge of thinking about God's creation and how we could be better stewards of our world. Our Ordinand, Richard Turk led this as part of his training and by far the biggest talking point each week was the progress our sunflowers were making. Without doubt, Karen and Martin's grew rapidly, putting most other sunflowers to shame. The Vicarage sunflower had the prize for the slowest growing one although it did eventually reach a respectable height and flower - long after everyone else's had died!

As mentioned above, we were able to gather in person between July and November, when the second lockdown meant that we once again reverted to worshipping online. This meant that we were not able to come together to say farewell to myself and Mike when we left in mid-November for Carlton Colville.

In December we also said farewell to Richard Turk who moved to Horsford to complete his training due to our vacancy, and who will, all being well, be ordained in July going onto to Reepham to serve his curacy.

I would like to once again take this opportunity to thank everyone at St Luke's and St Augustine's for letting Mike and I be part of your church family. We have so enjoyed getting to know everyone and journeying with you for the last two and a half years and pray that it won't be too long before you are out of vacancy.

*Sarah Quantrill*

## **VI. Parish Activities**

### **a) Electoral Roll Report**

This year's roll has just been a revision and there has been a few names removed and a few added. My thanks to Melissa and Carrie for their help with this year's electoral roll and these are the figures I have when the roll closed on Sunday 18th April 2021.

There are currently 41 people on the roll at St Luke's church. This figure compares to 41 in March of 2020. We very sadly lost one member Sheila Hodds in March 2021, and our thoughts and prayers go out to her family and close friends.

St Augustine's Church currently has 19 people on the electoral roll, which is 1 more than in March of 2020.

This gives a total parish figure for both churches for the 2021 electoral roll period of 60 people, compared to 59 in 2020.

I'd like to please mention again that a church in Bristol, and no doubt elsewhere has introduced on-line electoral roll forms, and this may perhaps be something to consider for the future and I wonder if this may be a way of reaching out to people and encouraging more with a link on the parish website.

*Mark Smith Electoral Roll Officer*

### **b) Deanery Synod**

The last 'in person' meeting of the Deanery Synod was held at St Cuthbert's Church, Sprowston in February 2020, at which the Diocesan Parish Fundraising Officers gave a presentation about their work and the support that's available in running stewardship campaigns and applying for grants.

The July meeting, held via Zoom, included a discussion around the impact of Covid 19, in particular, new practices that could or should be retained, and those that had been laid down but should be regained once the pandemic is over.

The November meeting, held via Zoom, included a group discussion around a Diocesan paper that outlines principles for changes to the deployment of stipendiary clergy across the Diocese post-Covid. The paper notes that annual grant the Diocese receives from the Church Commissioners is reducing to £1.3m in 2021 and then to £1.2m in 2024. This compares with £1.5m in 2018. The paper highlights the need to reduce the number of stipendiary (paid) clergy to 90% of current levels, and the prioritisation of financial support to maintain stipendiary clergy in benefices in areas of high deprivation or with high populations. The identifying, developing and resourcing of a broader range of lay ministries, building on the success of the Authorised Worship Assistant (AWA) initiative is also a priority. Further consultation and implementation would be worked out at Deanery and Archdeaconry level.

*Nicky Burr*

### **c) Summary of our Finance Report**

See the St. Augustine's report (VII c) and St Luke's report (VIII e) below and the Finance report on page 22.

## **VII. St Augustine's Reports**

### **a) St Augustine Warden's report**

In the early months of 2020 much appreciated volunteers especially Matthew, Howard and Phil worked on various bits of maintenance to the hall including a quite major repair to the roof, felting and ceiling at the west end of the hall. This task was finished off when lock down eased in the summer months. Our thanks also to Robert who has taken good care of the hall and grounds throughout.

We were grateful for the use of St Luke's when lockdown eased initially eventually moving back to our hall. We have several members who do not use the internet.

The reintroduction of restrictions sadly affected plans for saying final goodbyes to Sarah Quantrill whose ministry we have very much appreciated. Mel and I are also very grateful for all that she did to guide us and make everything as easy for us as possible during the time of interregnum.

During the Summer we have been developing the music group and under the guidance of Martin Wyatt have enjoyed developing a four part harmony singing group.

In December restricted once more, we decided to use our hall windows to try to minister to local residents and worked together to fill them with illuminated angels and nativity scenes. Local people have expressed this sign of cheer and life in an otherwise shut down dormant building.

We have endeavoured to keep good contact with all members of the congregation through a buddying scheme and in the main this has worked well. One of our joys has been to visit Thomas Tawell house (where Phyllis Seaman is staying) with music for the jubilee celebrations and at various other times including a group Carol singing outside their dining room during Christmas week. We also met for our usual alternative Carol service at the hall and personally invited local people to join us from their doorsteps for outdoor carols. We also took gifts to children living in the Lathes. A small gathering on Christmas day provided for people who might otherwise have been alone and isolated.

*Carrie Sant*

### **b) District Church Council (DCC)**

Our DCC meetings have been characterised by good humour, crisp chairing, and an ability to get business done because of the large proportion of congregation in the meeting. Thanks are due to everyone for their time and deliberations and especially Sarah Quantrill for her leadership for most the year and to Carrie for her close support as Warden.

In 2020 we met in January, February, August, and October.

We have maintained disciplined coverage our key governance areas by maintaining standing items for every agenda: Finance, Safeguarding and the Church Hall Fabric. The main purpose of our meetings, however, are to enrich our spiritual and communal life, and during the year we addressed how to:

- be of special support to people during the pandemic isolation.
- develop a buoyant and meaningful regular time together on Zoom.
- support people's spiritual growth through *St. Augustine's Way* in our changed circumstances.

*Howard Green*

**c) Finance**

We have received the support of our bookkeeper, Deborah Jennings, who has mastered our ways and the quirks of the two sets of separable accounts in the one workbook which aggregates the PCC's accounts as a whole in a format acceptable to the Charity Commission. It has been particularly beneficial to have been able to use the new electronic banking facilities when visits to banks were becoming very restrictive.

We were particularly grateful to Simon Snell for his work in keeping our Gift Aid payments administered in an up to date manner.

Despite our substantial loss of hall hire income, we were very pleased to be able to get to the end of the financial year pretty much breaking even over the year as well as having paid our parish share in full. This is something that we regard as a very high priority.

*Howard Green*

**d) St Augustine's Hall Booking Manager's Report**

Before the Hall was locked down in mid-March due to Covid-19 regulations, there were 51 hires by 8 hirers: Anglia Square A Love Story choir (9), The Martin's Singers choir (10), Extend seniors' exercise class (9), Thursday Club seniors' social group (10), Bernie's Yoga class (9), Creative Arts East (2), Norwich Cycling Campaign group (1), private hire (1).

It was noticed on 12 January 2020 that part of the ceiling in the upper room had collapsed, possibly due to rain water ingress. The boilers were serviced on 21 February 2020. The piano was tuned on 3 March 2020.

*Stuart Maclaren*

**e) Worship on a Sunday**

The year 2020 has of course been drastically affected by Covid as far as worship on Sundays is concerned. The average size of the congregation started at around 20, and this proved providential, as under Covid restrictions we could not have accommodated more in the church hall. We did spend a few weeks meeting at St Luke's, with its greater space, but this lasted only while the St Luke's congregation was not meeting on a Sunday.

At St Augustine's we were able to accommodate a music group, which has paradoxically been expanded, with Anna Green and Martin Wyatt taking a more prominent role. This has given us at times a more choir-like feel, with a capella singing in parts. The worship group now consists of Dot Lenton (violin and vocals), Anna Green (violin and vocals), Martin Wyatt (violin and vocals), Tim Lenton (guitar and vocals), Phil Kerrison (guitar) and Matt Williams (piano and vocals). Carrie Sant (guitar and vocals) and Howard Green (piano and vocals) sometimes step in.

Thanks to churchwarden Carrie, we adhered to Covid regulations in the hall, with careful distancing, no singing by the congregation, and people wearing masks. When we were not able to meet at the hall, we resorted to online meetings hosted by Howard Green using Zoom. These were successful, although a few people sadly could not access them.

Our tradition of flexible Anglican worship remains, with chanting and periods of silence. The departure of the Rev Sarah Quantrill leaves the burden of celebrating Holy Communion (when this is possible) on congregation member the Rev Liz Cannon, to whom we are grateful. The other services are Morning Worship, led by members of the congregation, namely Howard, Phil, Tim, Carrie (all authorised worship assistants) and Liz.

Preaching has been mainly by Howard, Tim, Carrie and Liz, with occasional lectio divina by Anna Green. Most of the above also contribute prayers and readings; the readers also include Ray Fiske, Jenny English, Matt Williams, Martin Wyatt, Jude Reynolds and Dot Lenton.

The loving atmosphere of mutual encouragement remains. We feel that the St Augustine's worship experience continues to be distinctive and quietly exciting. We continue to use the self-produced forms of liturgy (adapted for Zoom), which are consistently Anglican but have different emphases: thanksgiving, contemplation and the Northumbrian tradition. The Holy Communion liturgy is also customised to a degree.

*Tim Lenton*

**f) Norwich Christian Meditation Centre**

The Norwich Christian Meditation Centre is a brand name that we use to promote our spiritual outreach; outward-facing retreats, talks, courses, and workshops. The people who come to our events tend to be at the fringes of the regularly-worshipping population. Many are 'churched' but have moved away from commitment to a church community and we regard this as key component of our outreach.

Many thanks are due to Martin Smith for his continuing administration of the Peace Meditations at St. Luke's, to Liz for her imaginative workshops just before the first lockdown.

Our main plan for the year was to have an event at St. Luke's in the spring of 2020 led by Ian Adams, Breathe Deep. The publicity was designed and printed and tickets were

selling well (many thanks to Debbie House and Howard Green for their work) before unfortunately the pandemic required us to cancel the event and refund everyone. Our hopes are to revisit this idea again when the conditions allow.

Instead, we partnered with the Friends of Julian of Norwich and others in a three-afternoon retreat in the autumn led by Mirabai Starr drawing on the spiritual insights of Julian, Teresa of Avila and Hildegard of Bingen. These were extremely well-received, and brought in a welcome surplus to assist our financial position. We will definitely need to think of further virtual or blended (part 'present'; part recorded) in the coming year.

The DCC delegates its data controller responsibility to named individuals who are members of the congregation.

*Howard Green*

**g) The Afternoon Club.**

We closed on 12th March 2020 and I have kept in touch with all the members offering help where needed and sending gifts at Christmas and Easter.

I am looking forward to opening The Afternoon Club on Thursday Afternoons again as soon as it is safe and possible to do so. When we open I will be recruiting new members and welcoming existing members with a full and interesting program.

*Shirley Banester*

## **VIII. St Luke's Reports**

**a) St Luke's Warden's Report.**

What a year 2020 has been! When St Luke's and St Augustine's DCCs met together in January to think and pray about the year ahead we didn't even begin to imagine all that would occur. But despite the challenge of a global pandemic and the sad departure of Sarah I look back over the year and see a number of things to be grateful for.

When we shut the church building in March we were quick to adapt to online services and creative in our use of technology. As well as Sunday mornings there was also daily compline and weekly coffee mornings. These coffee mornings provided an opportunity to 'see' others at a time when lockdown was still an alien concept. News was shared, sunflowers compared and support and encouragement offered.

Alongside this was the buddy scheme which hopefully ensured that everyone was connected to someone else in the church and the caring community of St Luke's rose to the challenge of supporting one another in difficult times. A special thanks must go to Sarah who initiated and sustained these initiatives as well as phoning people to ensure that they were not left feeling too isolated. Thanks as well to Karen and Martin Wimhurst who organized several of the famous St Luke's quizzes over the year so that we could continue to have fun together!

Following on from the away day in January, the DCC held a series of workshops to identify key areas for growth and development. The three areas identified were prayer, discipleship and outward focus and whilst we are trying to identify ways to support these areas we ultimately recognise that we need to look for where God is at work and join in with the movement of God's Spirit. Please join us in praying that we will have eyes to see, ears to hear and a spirit that responds to God's call.

Although the building has had to be shut to hirers, we are delighted that in October we welcomed Hope Into Action, a Christian charity working to provide housing and support for those without homes, into our building. They are hiring Room 2 and hopefully once we are able to open the church again we can invite them to a Sunday service to share more about their work.

It is with great sadness that we said goodbye to Sarah and Mike Quantrill in November as Sarah was appointed vicar at Carlton Colville and Mutford. We are grateful to all that they both brought to St Luke's, and to Sarah for the care and leadership that she gave us during her time with us. We were also sad to lose Richard Turk who had been worshipping with us during his ordination training and thank him for getting involved in the life of St Luke's so wholeheartedly.

Finally, I want to thank everyone at St Luke's who has been so supportive and encouraging to me as Churchwarden but especially to the members of the DCC who have worked tirelessly and enthusiastically throughout the year and have ensured that the load never rests on one person alone.

*Melissa Snell*

**b) District Church Council**

The DCC is the decision-making body of St. Luke's and as such meets regularly to discuss mainly the business side of church life. The DCC has delegated some decisions to a dedicated sub-committee, the Fabric Committee, which reports and advises on the maintenance and improvements required for our building; the most expensive requirements must be approved at DCC meetings.

In 2020, we met in February with many plans for church life and the building and then with Covid times descending on us, we met irregularly! Only in June, September, October and December this year. Every agenda includes finance, safeguarding and maintenance. However, this year we have been dominated by sadly lack of finance due to lack of hiring, no in-church services and wondering when we can meet together again, safely and singing. Risk assessments and action plans have taken quite a lot of time too. We were so blessed to have Sarah leading us through the minefield of all the extra business required. She thankfully left us with all the documentation we needed to continue without her and Melissa has stepped up as our lead and chair admirably.

On a positive note, we have had time to reflect on the Away Day and the vision of our church. We have met several times on Zoom to discuss the way forward for St Luke's, what is important to the life of the church and have included the congregation in this

by using a survey for all to contribute to the discussions. These are obviously on-going, particularly as we lost the lovely Sarah and all the contribution she made to the vision of the church. So watch this space... through tough times, the DCC keeps working for you all, both practically and spiritually.

*Karen Wimhurst*

**c) Church Hire**

From January until March 18th bookings were functioning much in the same way as 2019 with the addition of one new yoga group. Once we closed for bookings with COVID, the ME support group was allowed to meet as a defined support group in the first lockdown but were then informed by the council that they could no longer do that. All of our regular bookings have said that they wish to return. There has been ongoing goodwill with all of them. Barry was kept informed throughout the year. The year ended with no further booking activity.

*Phil Gazley, Bookings Coordinator*

**d) The Fabric Committee.**

2020 has been a unique year, and we have faced many challenges, particularly because for much of the year the building has had to be closed due to lockdowns.

Sarah and Melissa did a great deal of work in making the building Covid-secure when we were able to be open in the summer. We are very grateful to Beth, who spent a significant time in gathering quotations for the kitchen refurbishment. We hope to make progress on this in 2021, and thank you to everyone who gave so generously to the Kitchen Refurbishment appeal which stands at just under £4,000 so far – we expect to need about £20,000 altogether.

Martin has continued to work tirelessly (as well as being treasurer) behind the scenes to manage contractors and giving up considerable time and energy to ensure that the building is taken care of. And thanks to Robert Haslam for his care of the front garden and allotment, and to Mike for taking care of the grounds.

**Work undertaken in 2020**

- Sorted and removed broken chairs
- Finishing off the heating upgrade - cost approx £17,365
- Lighting – install LED bulbs in quiet room and new Dusk to Dawn sensor – cost approx £200
- Fitting a time switch to control outside floodlights – cost approx £133
- PAT Testing – cost approx £193
- New keys cut / new key safe plus locksmith work – cost approx £325
- Repainting of Room 2 for long term hire by Hope Into Action

**Plans for 2021**

- Acquire additional funding for the kitchen refurbishment and commission the work
- Ensure that the ramp is repaired

- Repaint external doors and fascia boards and start gradual repainting of all external woodwork and railings.
- General re-decoration of various rooms

*Simon Snell*

**e) St Luke's Finance Report for 2020**

I am pleased to report that, despite the hardships people must have faced throughout the Pandemic, our planned giving increased from £22,500 in 2019 to a fantastic amount of £27,180 in 2020. Gift Aid Reclaim was also up from £5,959 in 2019 to £7,024 in 2020. However, due to the Pandemic, income from Hall Hire suffered badly and was down from £16,242 in 2019 to £5,142 in 2020.

St Luke's portion of the Parish Share had increased from £29,750 in 2019 to £34,212 in 2020 but, due to the downturn in Hall Hire Income, we were not able to meet this amount and ended 2020 with only having contributed £23,531 towards our share. Having said this, we have since paid a further amount enabling the Diocese to receive a total of £25,000 for the 2020 year. Gas and Electric costs continued their downward trend and ended the year at £4,919.

Despite not being able to cook / serve meals for the elderly during the majority of 2020, the Luncheon Club has still managed to transfer £1,000 from their fund to the General Fund.

Most of our reserves are held with Barclays Bank the closing balance at year end in our Community Account (general fund usage) was £23,525 - this includes amounts of £2,349 for Mission Giving / £3,896 for Luncheon Club / £3,955 for Kitchen Refurbishment Fund. Due to the installation of the electric heaters at the start of 2020 all monies held in the Fabric Fund had been depleted by year end.

We also hold an amount of £1,567 in the Business Premium Account with regards to the interest being earned on the Miss Pratt shares. These shares are held in the Church of England Investment Fund, and at year end were valued at £7,682.

Finally, thanks to everyone who have helped me during the year with the Church accounts – I will not mention names (just in case I miss someone out) but you know who you are.

*Martin Wimhurst*

**f) Hospitality**

On February 28th, we held our last indoor event and raised money for Macmillan Cancer Support by taking part in the Mammoth Quiz again, with teams from the church and other friends. We all enjoyed being together... how little did we realise how special it was!

Sarah, Elwira and I set up an events committee and we had plans. Sadly, these are all on hold. But we tried to enjoy some time together as much as we could.

Instead of meeting in The Revelation Café, St. Luke's and friends met online every Saturday for a while, for a catch up and a coffee together.

We held two other quizzes online, written and presented by my friend, Alan Barnes and although not the same, we certainly had some 'competitive' fun.

Hopefully we will be able to start getting together in person more and more and next year I will struggle to keep my report to the minimum word count!

*Karen Wimhurst*

**g) Worship at St Luke's in 2020**

As with everything in this most unusual and difficult year, the worship services at St Luke's have been affected hugely by the measures to tackle the pandemic.

We are pleased to say that we managed to quickly adopt the new technology, acquiring licences and new equipment which enabled us first to hold services online via Zoom, then to broadcast them on Facebook whilst back in the building during the summer, then back to Zoom again during the lockdown after Christmas. With Sarah's help, we also began daily Compline services which were attended by a faithful number, and because they were recorded and made available Facebook, people have been able to watch and participate at a later time.

Clearly it has been a source of frustration and sadness not being able to meet in person, especially for those who have not been able to join in online. It has also been a time of learning, making mistakes and, we hope, making worship more engaging. We have drawn on many different resources, and now have a sizeable recorded music library which can be used in future services, which is a lot less stressful than trying to do it live.

Worshipping via Zoom has presented challenges (especially when the technology hasn't cooperated) but has also enabled us to participate (and sing) from the comfort of our homes, even though it is mediated through a computer or phone. Having the whole service recorded and then available on Facebook has also meant that church members (and other people) have been able to watch later.

We eagerly look forward to being in church together in person, hopefully with reducing restrictions in line with the Government's plans. In the meantime, please let us know if there is anything the church can do to support you in worship online or in person.

Finally a big thank you to Andrew, Nicky, Richard & Angela, Phil, Steve, Martin and Karen who have all been involved in preparing the music, online prayer and doing the vital sound desk, slides and Zoom hosting.

*Simon Snell*

#### **h) Lunch Club**

In the year we were only able to provide 9 meals ending on March 11th when the corona virus prevented our meetings in the Church for the rest of the year and beyond. We were, however, able to provide in July, September, November and December free afternoon teas and ploughman's lunch delivered by our helpers to the members' homes. Maria was also able to use our stock of food for the homeless.

This year we were able to give £1000 to the Church plus £100 for the homeless and we finished with a ring fenced balance of £3896.34.

During the year we were sorry to hear of the loss of Marion Durrant.

We await the development of the Jubilee Centre and the facilities provided by the Muslim Community to see how the Luncheon Club will be affected.

*Roy Hansell*

#### **Future Developments**

- Continued development of online and in church worship
- Refurbishment of the kitchen at St Luke's
- Further development of St Augustine's Way

**Financial Statement for 2020**

**Reserves Policy**

# Agenda for the Annual Parochial Church Meeting for 2020

*Only those on the new church Electoral Roll are allowed to comment or vote.*

1. Apologies for Absence
2. Minutes of last year's APCM
3. Questions arising from Formal Reports
  - a. Trustees Report.
    - i) Parish Activities
    - ii) St Luke's Activities
    - iii) St Augustine's Activities
  - b. Financial report:  
*If you have any questions on the enclosed accounts, which have been Independently Examined and accepted by the PCC, that you would like our Treasurer to answer then, where possible, please submit the question to the Treasurer 72 hours before the meeting so as he can give an informed reply to you at the meeting.*
4. Elections and Appointments as below
  - a. Elect Members for the DCCs  
*(Nomination Forms are available in both churches)*
  - b. Assistant Wardens
  - c. Appoint an independent Auditor/Examiner
5. Setting the Date for next year's APCM
6. Any other Business – to be notified to Karen Wimhurst, the PCC Secretary before the start of the meeting

## PARISH OF ST LUKE'S WITH ST AUGUSTINE'S NEW CATTON

### ANNUAL PAROCHIAL CHURCH MEETING 2020

The Annual Church Meeting was held on Zoom on Monday 19 October 2020. The Rev Sarah Quantrill, interim priest-in-charge, presided. 23 people were present. No apologies were received.

Sarah opened the meeting with a prayer and a reading: Colossians 3:12-17.

#### **1. Acceptance of: Minutes of 2019 Annual Meeting**

Accepted unanimously and all attendees emailed their approval to the Secretary at the end of the meeting.

#### **2. Elections and Appointments**

Election of the Churchwardens

Melissa Snell and Carrie Sant were both proposed and nominated for another year of office.

Election of new members of the DCCs: voting not required as places available exceeded nominations received.

St Augustine's

Howard Green, nominated by Carrie Sant and Dot Lenton.

Matthew Williams, nominated by Judy Reynolds and Tim Lenton.

Phil Kerrison, nominated by Carrie Sant and Howard Green.

St Luke's

Frances Cooke, nominated by Melissa Snell and Jean Easton.

Beth Magee, nominated by Melissa Snell and Karen Wimhurst.

Appointment of Independent Examiner of Accounts

Nik Vitkovich was to be thanked for his tremendous job on the accounts this year, helping above and beyond where there had been issues due to the transition from one treasurer to another. Sarah would also see if he was willing to carry on inspecting our accounts.

Election of Deanery Synod Representatives

The parish was entitled to elect 3 representatives: 2 from St Luke's and 1 from St Augustine's to serve for three years. Nicky Burr was re-elected for her final year as St Luke's representative and Carrie Sant for her first year for St Augustine's.

Appointment of treasurers

Howard Green as PCC and St Augustine's treasurer and Martin Wimhurst for St Luke's.

Appointment of Parish Secretary

Karen Wimhurst.

### **3. Questions arising from the Formal Reports**

Tony raised a question about a difference in the energy costs. Martin clarified the issue. Tony also raised a question on the Parish Share as to why we had paid £34,000 when St Luke's share was only £29,750. Martin explained this was because St Augustine's paid St Luke's £4,250 to be passed on to the Diocese rather than paying direct.

### **4. Schedule for the APCM 2021**

The meeting next year will be later than usual as this year's was so late. Sarah shared the schedule with everyone explaining the deadlines and dates, confirming the APCM will be held on 10 May 2021. As the report covers a calendar year, Sarah will write her report for January to 15 November (her leaving date).

### **5. Vote of thanks**

Carrie ended the meeting with a vote of thanks for Sarah and Mike, for all their support and work over the past two years and setting up so much which will be helpful in the future.

# Norwich New Catton St Luke PCC

## Financial Statement for the Year Ended 31 December 2020 Receipts and Payments Accounts

	Note	Unrestricted Fund £	Designated Fund £	Restricted Fund £	Endowment Fund £	Total 2020 £	Total 2019 £
<b>Receipts</b>							
<b>Voluntary receipts:</b>							
Collections at Services	3	2,823.90	-	-	-	2,823.90	3,470.00
Planned giving	3	33,061.81	-	-	-	33,061.81	31,030.00
All other giving/voluntary receipts	3	4,417.83	3,110.00	685.00	-	8,212.83	7,399.65
Grant Income	3	846.53	-	-	-	846.53	-
Legacies Received (Capital Value)		-	-	-	-	-	-
Gift Aid recovered		18,230.27	745.00	25.00	-	19,000.27	-
		59,380.34	3,855.00	710.00	-	63,945.34	41,899.65
<b>Activities for generating funds</b>	3	6,124.00	516.64	60.00	-	6,700.64	23,671.00
Investment income		-	-	216.35	-	216.35	211.00
Church activities	3	91.00	-	-	-	91.00	1,319.00
Other income	3	6,417.86	500.00	306.20	-	7,224.06	719.00
<b>Total receipts</b>		<b>72,013.20</b>	<b>4,871.64</b>	<b>1,292.55</b>	<b>-</b>	<b>78,177.39</b>	<b>67,819.65</b>
<b>Payments</b>							
<b>Church activities:</b>							
Parish share		36,281.50	-	-	-	36,281.50	46,750.00
Clergy and Staffing costs	4	4,941.04	-	-	-	4,941.04	6,059.00
Church running expenses	4	11,152.89	399.99	-	-	11,552.88	13,437.00
Mission giving and donations	4	-	1,120.91	100.00	-	1,220.91	274.00
Building work and repairs	4	9,330.50	8,575.33	-	-	17,905.83	349.00
Administration Costs	4	1,682.06	-	-	-	1,682.06	3,559.00
Other expenditure	4	464.60	200.00	336.20	-	1,000.80	536.00
		63,852.59	10,296.23	436.20	-	74,585.02	70,964.00
<b>Cost of generating funds</b>	4	5,510.37	-	-	-	5,510.37	3,539.00
<b>Total Payments</b>		<b>69,362.96</b>	<b>10,296.23</b>	<b>436.20</b>	<b>-</b>	<b>80,095.39</b>	<b>74,503.00</b>
<b>Excess of payments over receipts</b>		<b>2,650.24</b>	<b>- 5,424.59</b>	<b>856.35</b>	<b>- -</b>	<b>1,918.00</b>	<b>- 6,683.35</b>
<b>Transfers between funds</b>		<b>- 349.55</b>	349.55	-	-	-	-
		2,300.69	<b>- 5,075.04</b>	856.35	<b>- -</b>	<b>1,918.00</b>	<b>- 6,683.35</b>
<b>Cash at bank and in hand at 1 Jan</b>		19,627.08	15,576.46	1,701.38	-	36,904.92	43,589.17
<b>Cash at bank and in hand at 31 Dec</b>		21,927.77	10,501.42	2,557.73	-	34,986.92	36,904.92

## Statement of Assets and Liabilities

Note	Unrestricted Fund £	Designated Fund £	Restricted Fund £	Endowment Fund £	Total 2020 £	Total 2019 £	
<b>Cash Funds</b>							
Bank Current Account	5	21,927.77	10,501.42	430.00	-	32,859.19	35,453.54
Bank Savings Account	6	-	-	1,567.73	-	1,567.73	1,451.38
Deposit Fund		-	-	-	-	-	-
		<b>21,927.77</b>	<b>10,501.42</b>	<b>1,997.73</b>	<b>-</b>	<b>34,426.92</b>	<b>36,904.92</b>

Note	Unrestricted Fund £	Designated Fund £	Restricted Fund £	Endowment Fund £	Total 2020 £	Total 2019 £	
<b>Investment Assets at market value</b>							
CCLA Miss Pratt	7	-	-	7,188.41	-	7,188.41	7,188.41
Norwich Credit Union (loan guarantee for parishiners)	7	-	-	999.00	-	999.00	999.00
Total Investments		-	-	<b>8,187.41</b>	<b>-</b>	<b>8,187.41</b>	<b>8,187.41</b>

### Notes

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

2. The movement in designated and restricted funds during the year were:

Restricted	Bal b/fwd	Receipts	Payments	Transfers	Bal c/fwd
Restricted (St Luke's) gifts and collections	0.00	516.20	336.20	-	180.00
Miss Pratt income-parishioners in need) (was TSB now Barclays Deposit)	1,451.38	776.35	660.00	-	1,567.73
Restricted (St Augustine's) gifts and collections	250.00	-	-	-	250.00
	<b>1,701.38</b>	<b>1,292.55</b>	<b>996.20</b>	<b>-</b>	<b>1,997.73</b>

Designated	Bal b/fwd	Receipts	Payments	Transfers	Bal c/fwd
Lunch club fund	4,579.70	516.64	200.00	- 1,000.00	3,896.34
Fabric fund	8,575.33	-	8,575.33	-	-
Youth and Children's Work Fund	225.00	-	-	-	225.00
Mission Giving	2,120.91	-	1,120.91	1,349.55	2,349.55
Community Events Fund	75.52	-	-	-	75.52
St Luke's Kitchen Refurb	-	4,355.00	399.99	-	3,955.01
	<b>15,576.46</b>	<b>4,871.64</b>	<b>10,296.23</b>	<b>349.55</b>	<b>10,501.42</b>

Lunch club fund - Specified donation

Fabric fund - For building repair. For provision of water/WC (at least £5000). Includes Organ repair

Youth and Children's Work Fund -

Mission Giving - Oneoff grant to enable a child to attend Guide Camp

Community Events Fund -

Restricted (St Luke's) gifts and collections -

Miss Pratt income-parishioners in need) (was TSB now Barclays Deposit) -

Restricted (St Augustine's) gifts and collections - for 25 year reunion in 2018

St Luke's Kitchen Refurb -

### 3. Receipts

	Unrestricted Fund £	Designated Fund £	Restricted Fund £	Endowment Fund £	Total 2020 £	Total 2019 £
<b><u>COLLECTIONS AT SERVICES</u></b>						
End of service collection	153.25	-	-	-	153.25	500.00
Sunday collection (non GA)	2,670.65	-	-	-	2,670.65	2,970.00
	<b>2,823.90</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>2,823.90</b>	<b>3,470.00</b>
<b><u>PLANNED GIVING</u></b>						
Regular giving (GA)	31,149.81	-	-	-	31,149.81	28,903.00
Regular giving (non GA)	1,912.00	-	-	-	1,912.00	2,127.00
	<b>33,061.81</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>33,061.81</b>	<b>31,030.00</b>
<b><u>GIFT AID RECOVERED</u></b>						
Gift Aid Reclaim	18,230.27	745.00	25.00	-	19,000.27	-
	<b>18,230.27</b>	<b>745.00</b>	<b>25.00</b>	<b>-</b>	<b>19,000.27</b>	<b>-</b>

**ALL OTHER GIVING/VOLUNTARY RECEIPTS**

CAF & GAYE giving	2,160.00	-	-	-	2,160.00	2,430.00
St Luke's one off donations (non GA)	100.00	200.00	55.00	-	355.00	4,250.00
St Luke's one off donations (GA)	288.80	100.00	130.00	-	518.80	-
Gift Day donations (GA)	-	2,480.00	500.00	-	2,980.00	-
Gift Day donations (non GA)	-	330.00	-	-	330.00	30.00
One off donations (non GA)	1,239.92	-	-	-	1,239.92	-
Small donations (GASDS)	629.11	-	-	-	629.11	446.00
Charities - overseas (designated)	-	-	-	-	-	83.45
Charities - home UK (designated)	-	-	-	-	-	160.20
	<b>4,417.83</b>	<b>3,110.00</b>	<b>685.00</b>	<b>-</b>	<b>8,212.83</b>	<b>7,399.65</b>

**ACTIVITIES FOR GENERATING FUNDS**

Other Fundraising	-	-	-	-	-	449.00
Hall Hire	6,004.00	-	-	-	6,004.00	18,624.00
Speaker programme income	-	-	-	-	-	2,245.00
Lunch club income	-	516.64	-	-	516.64	2,148.00
Carpark donations (non GA)	120.00	-	60.00	-	180.00	205.00
	<b>6,124.00</b>	<b>516.64</b>	<b>60.00</b>	<b>-</b>	<b>6,700.64</b>	<b>23,671.00</b>

**CHURCH ACTIVITIES**

Fees - Statutory	-	-	-	-	-	576.00
Fees - Additional	91.00	-	-	-	91.00	210.00
Social activities and events income	-	-	-	-	-	533.00
	<b>91.00</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>91.00</b>	<b>1,319.00</b>

**INVESTMENT INCOME**

Dividends and Interest	-	-	216.35	-	216.35	211.00
	<b>-</b>	<b>-</b>	<b>216.35</b>	<b>-</b>	<b>216.35</b>	<b>211.00</b>

**GRANT INCOME**

Non-Recurring Grants	846.53	-	-	-	846.53	-
	<b>846.53</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>846.53</b>	<b>-</b>

**OTHER INCOME**

Norwich Christian Meditation Centre	6,225.05	-	-	-	6,225.05	569.00
Bank Compensation	-	-	-	-	-	150.00
Other income, gifts, etc	4.81	500.00	306.20	-	811.01	-
Insurance Claims	188.00	-	-	-	188.00	-
	<b>6,417.86</b>	<b>500.00</b>	<b>306.20</b>	<b>-</b>	<b>7,224.06</b>	<b>719.00</b>

**4. Payments**

	Unrestricted Fund £	Designated Fund £	Restricted Fund £	Endowment Fund £	Total 2020 £	Total 2019 £
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**CLERGY AND STAFFING COSTS**

Clergy Expenses	448.60	-	-	-	448.60	928.00
Cleaner (wages)	3,224.94	-	-	-	3,224.94	3,530.00
Clerk fees	-	-	-	-	-	70.00
Book keeping	1,267.50	-	-	-	1,267.50	1,531.00
	<b>4,941.04</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>4,941.04</b>	<b>6,059.00</b>

**CHURCH RUNNING EXPENSES**

Gas and Electricity Bill	6,105.40	-	-	-	6,105.40	7,698.00
Insurance	2,063.51	-	-	-	2,063.51	1,997.00
Service Costs	-	-	-	-	-	60.00
Maintenance	2,429.82	-	-	-	2,429.82	2,259.00
Water Bill	224.00	-	-	-	224.00	416.00
Small equipment purchases	-	-	-	-	-	446.00
Cleaning materials	280.42	-	-	-	280.42	386.00
Refreshments	49.74	-	-	-	49.74	85.00
Resources, education and training for parishioners	-	-	-	-	-	90.00
	<b>11,152.89</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>11,152.89</b>	<b>13,437.00</b>

**MISSION GIVING AND DONATIONS**

Charities - Home (UK)	-	1,120.91	-	-	1,120.91	160.00
Charities - Overseas	-	-	-	-	-	68.00
Stands Group	-	-	-	-	-	46.00
	<b>-</b>	<b>1,120.91</b>	<b>-</b>	<b>-</b>	<b>1,120.91</b>	<b>274.00</b>

**BUILDING WORK AND REPAIRS**

Church - Major repairs and Redecorations	9,330.50	8,575.33	-	-	17,905.83	-
Hall/Other Buildings - Major Repairs and Redecorations	-	-	-	-	-	349.00
	<b>9,330.50</b>	<b>8,575.33</b>	<b>-</b>	<b>-</b>	<b>17,905.83</b>	<b>349.00</b>

**COSTS OF GENERATING FUNDS**

Fund raising	-	-	560.00	-	560.00	360.00
Hall Running Costs	60.00	-	-	-	60.00	-
Speaker programme costs	-	-	-	-	-	1,925.00
Social activities and events costs	-	-	-	-	-	512.00
Norwich Christian Meditation Centre	5,510.37	-	-	-	5,510.37	742.00
	<b>5,570.37</b>	<b>-</b>	<b>560.00</b>	<b>-</b>	<b>6,130.37</b>	<b>3,539.00</b>

**ADMINISTRATION COSTS**

Printing	388.21	-	-	-	388.21	229.00
Hall Bookings manager	279.00	-	-	-	279.00	1,233.00
Church broadband and telephone	500.09	-	-	-	500.09	529.00
Licences and subscriptions	514.76	-	-	-	514.76	1,568.00
	<b>1,682.06</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>1,682.06</b>	<b>3,559.00</b>

**OTHER EXPENDITURE**

Mission and Evangelism Costs	-	200.00	-	-	200.00	97.00
Publicity and promotion	320.80	-	-	-	320.80	439.00
Leaving Gifts, etc	83.80	-	-	-	83.80	-
	<b>404.60</b>	<b>200.00</b>	<b>-</b>	<b>-</b>	<b>604.60</b>	<b>536.00</b>

	Unrestricted Fund	Designated Fund	Restricted Fund	Endowment Fund	Total 2020	Total 2019
	£	£	£	£	£	£
<b>5. Bank Current Account</b>						
General Account	12,843.69	-	-	-	12,843.69	10,324.80
Lunch club fund	-	3,896.34	-	-	3,896.34	4,579.70
Fabric fund	-	-	-	-	-	8,575.33
Youth and Children's Work Fund	-	225.00	-	-	225.00	225.00
Mission Giving	-	2,349.55	-	-	2,349.55	2,120.91
Community Events Fund	-	75.52	-	-	75.52	75.52
Restricted (St Luke's) gifts and collections	-	-	180.00	-	180.00	0.00
General (St Augustine's TSB)	9,084.08	-	-	-	9,084.08	9,302.28
Restricted (St Augustine's) gifts and collections	-	-	250.00	-	250.00	250.00
St Luke's Kitchen Refurb	-	3,955.01	-	-	3,955.01	-
	<b>21,927.77</b>	<b>10,501.42</b>	<b>430.00</b>	<b>-</b>	<b>32,859.19</b>	<b>35,453.54</b>

	Unrestricted Fund	Designated Fund	Restricted Fund	Endowment Fund	Total 2020	Total 2019
	£	£	£	£	£	£
<b>6. Bank Savings Account</b>						
Miss Pratt income-parishioners in need) (was TSB now Barclays Deposit)	-	-	1,567.73	-	1,567.73	1,451.38
	<b>-</b>	<b>-</b>	<b>1,567.73</b>	<b>-</b>	<b>1,567.73</b>	<b>1,451.38</b>

**7. Investments****Further Details**

CCLA Miss Pratt (Restricted) - This is an Endowment - Capital. Unchanged in 2020. 375 shares held throughout the year, although their market value fluctuates. Income to the Barclays Premium account.

Norwich Credit Union (loan guarantee for parishioners in need) (Restricted) - No activity in 2020

## Independent Examiners Certificate

Report to the trustees/ members of:	Norwich New Catton St Luke PCC
On accounts for the year ended:	2020
Charity no (if any):	

I report to the trustees on my examination of the accounts of the above charity ("the Trust") for the year ended 30/12/2020

### Responsibilities and basis of report

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

I report in respect of my examination of the Trust's accounts carried out under section 145 of the 2011 Act and in carrying out my examination, I have followed all the applicable Directions given by the Charity Commission under section 145(5)(b) of the Act.

### Independent examiner's statement

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

- the accounting records were not kept in accordance with section 130 of the Charities Act; or
- the accounts did not accord with the accounting records; or
- the accounts did not comply with the applicable requirements concerning the form and content of accounts set out in the Charities (Accounts and Reports) Regulations 2008 other than any requirement that the accounts give a 'true and fair' view which is not a matter considered as part of an independent examination.

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

Signed:

Date:

Name:

Relevant professional qualification(s) or body (if any)

FloD

Address:

96 Earlham Green Lane

Norwich NR5 8HF

**Section B**

**Disclosure**

Only complete if the examiner needs to highlight material matters of concern (see CC32, Independent examination of charity accounts: directions and guidance for examiners).

**Give here brief details of any items that the examiner wishes to disclose**

n/a