



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**
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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		
Total possible PCC membership	17	Actual PCC Membership:	10	

Membership of the District Church Councils

St Augustine's DCC		
Name	Role	Term Ends
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

St Luke's DCC		
Name	Role	Term Ends
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 20th 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 23rd 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 ¹ 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.

¹ 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 graft 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 Wimbhurst

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)
 - 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 £
Receipts							
Voluntary receipts:							
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	-
		53,979.10	625.00	15,800.00	-	70,404.10	45,030.82
Activities for generating funds	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
Total receipts		74,765.05	625.00	16,032.32	-	91,422.37	54,095.26
Payments							
Church activities:							
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
		94,292.67	2,559.54	1,500.00	-	98,352.21	44,373.38
Cost of generating funds	5	58.04	-	-	-	58.04	55.00
Total Payments		94,350.71	2,559.54	1,500.00	-	98,410.25	44,428.38
Excess of payments over receipts	-	19,585.66	-	1,934.54	14,532.32	-	9,666.88
Transfers between funds	-	4,591.79	4,591.79	-	-	-	-
	-	24,177.45	2,657.25	14,532.32	-	6,987.88	9,666.88
Cash at bank and in hand at 1 Jan		21,129.31	20,698.87	2,990.75	-	44,818.93	35,152.05
Cash at bank and in hand at 31 Dec	-	3,048.14	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 £
Cash Funds							
Bank Current Account	6 -	3,048.14	23,356.12	15,500.00	-	35,807.98	43,028.18
Petty Cash		-	-	-	-	-	-
Bank Savings Account	7	-	-	2,023.07	-	2,023.07	1,790.75
Deposit Fund		-	-	-	-	-	-
		- 3,048.14	23,356.12	17,523.07	-	37,831.05	44,818.93
							Total
	Note	Unrestricted Fund £	Designated Fund £	Restricted Fund £	Endowment Fund £	Total 2022 £	Total 2020 £
Investment Assets at market value							
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		-	-	8,747.03	-	8,747.03	9,780.79

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	-	-	-	-
	6,986.21	16,032.32	1,500.00	-	17,523.07
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
	20,698.87	625.00	2,559.54	4,591.79	23,356.12
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) -					
St Luke's Kitchen Refurb -					
3. Receipts					
Sunday collection (non GA)					

[illegible]

5. Payments

		Unrestricted Fund	Designated Fund	Restricted Fund	Endowment Fund	Total 2022	
		£	£	£	£	£	1120.91
<u>CLERGY AND STAFFING COSTS</u>							
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	-	-	-	-	-	-
Clergy travel		-	-	-	-	-	-
Clergy entertaining		-	-	-	-	-	-
Clergy education		150.00	-	-	-	150.00	-
	0	-	-	-	-	-	-
	0	-	-	-	-	-	-
	0	-	-	-	-	-	-
		6,339.30	-	-	-	6,339.30	5,218.76
<u>CHURCH RUNNING EXPENSES</u>							
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
		13,057.41	234.00	-	-	13,291.41	10,178.25
<u>MISSION GIVING AND DONATIONS</u>							
Charities - Home (UK)		134.50	881.56	-	-	1,016.06	1,174.78
Charities - Overseas		-	880.00	-	-	880.00	2,174.77
Stands Group		-	-	-	-	-	-
		134.50	1,761.56	-	-	1,896.06	3,349.55
<u>BUILDING WORK AND REPAIRS</u>							
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
		2,644.64	-	-	-	2,644.64	1,774.56
<u>COSTS OF GENERATING FUNDS</u>							
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		-	-	-	-	-	-
		472.73	-	-	-	472.73	115.00
<u>ADMINISTRATION COSTS</u>							
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
		2,540.93	-	-	-	2,540.93	2,090.39

<u>OTHER EXPENDITURE</u>						
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	-	-	-	-	-	-
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0	-	-	-	-	-	-
0	-	-	-	-	-	-
0	-	-	-	-	-	-
	348.20	-	-	-	348.20	95.87

6. Bank Current Account	Unrestricted Fund £	Designated Fund £	Restricted Fund £	Endowment Fund £	Total 2022 £	Total 2021 £
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	-
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	-
	-	3,048.14	23,356.12	15,500.00	35,807.98	43,028.18

7. Bank Savings Account	Unrestricted Fund	Designated Fund	Restricted Fund	Endowment Fund	Total 2022	Total 2021
	£	£	£	£	£	£
Miss Pratt income-parishioners in need) (was TSB now Barclays Deposit)	-	-	2,023.07	-	2,023.07	1,790.75
	-	-	2,023.07	-	2,023.07	1,790.75

Further Details

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

**On accounts for the year
ended**

31 December 2022

**Charity no
(if any)**

249318

Set out on pages

As detailed in the financial statements for 31st December 2022 marked for the Independent Examiner's use only and modified on the 28 June 2023 together with supporting documents.

(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 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.*

Signed:

Date:

1 July 2023

Name:

John Michael Brydon

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

ACiB; DCL

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