



Christ Church

loving life | loving Luton

Annual Report *for the year ended 31 December 2022*

Registered charity no. 1179859

Christ Church
Luton Road, Chatham, Kent ME4 5BT

The Parochial Church Council of the Ecclesiastical Parish of Christ Church Luton, Chatham

Annual Report January to December 2022

Reference and administrative information

Background

Christ Church Luton Parochial Church Council (PCC) 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 the Church Centre complex of Christ Church, Luton Road, Chatham.

Membership

Members of the PCC are either ex-officio or elected by the Annual Parochial Church Meeting (APCM) in accordance with the Church Representation Rules. During the year, the following people served as members of the PCC:

Ex Officio members:

Priest-in-Charge: The Reverend Andrea Leonard

Church Warden: Mr Trevor Wilson

Assistant Church Warden Joan Coventry

Deanery Synod
representative: Miss Angel O'Nyon

Treasurer Mr Jeff Fray
Secretary Mrs Christine Kennard

Elected members:

Mrs Joan Coventry
Mrs Jackie O'Nyon
Mr Jeff Fray
Mrs Susan Fray
Ms Marian Relf (prev Lamb)

Contact details

Correspondence may be addressed to the PCC Secretary, Christ Church, Luton Road, Chatham, Kent ME4 5BT.

Banks: Lloyds Bank, Blackheath, London BX1 1LT
Santander, 227-229 High Street, Chatham, Kent. ME4 4YJ

Independent
examiner: Mr Rob Trice MAAT, 210 King George Road, Chatham, Kent ME5 0PH

Structure, governance and management

Structure

The PCC is a corporate body established by the Church of England. The PCC operates under the Parochial Church Council Powers Measure. The PCC was registered as a Charity in England with the Charity Commission on 10 September 2018 under registered charity number 1179859. The appointment of PCC members is governed by and set out in the *Church Representation Rules* (2020, London: Church House Publishing).

Committees

The PCC met 9 times in 2022,

No other sub committees or management meetings took place during 2022.

Safeguarding

The PCC has complied with the duty under section 5 of the Safeguarding and Clergy Discipline Measure 2016 (duty to have regard to House of Bishops' guidance on safeguarding children and vulnerable adults). The PCC follows the Diocese of Rochester's safeguarding procedures and policies and has been working to ensure that these are embedded in the life of the church. Angel O'nyon has been the safeguarding officer for a year now. A new safeguarding mobile phone has been set up (07407 226253) also a dedicated email (churchsafe84@gmail.com). There have been no safeguarding issues to report.

Objectives and activities

Aims and objectives

The primary object of the PCC is the promotion of the Gospel of our Lord Jesus Christ according to the doctrines and practices of the Church of England. The PCC is to co-operate with the minister in promoting to the parish the whole mission of the Church, pastoral, evangelistic, social and ecumenical.

Church life

The year of 2022 has been a return to normal after the covid lockdowns, although there are inevitable changes to attendance and participation after the pandemic, which has left people tired and traumatized. The service pattern established last year of the main morning service at 10.00 has been maintained due to popularity and a vote at the APCM after a trial period. Links with Luton Primary school continue to be healthy, and the monthly services of Holy Communion taken in Victory care home have been reestablished. These are very popular, and a large team of volunteers took a carol service in December which was attended by all the residents.

We continue to provide emergency food via a food share table at our weekly café, funded by grants from Medway Council.

The church bell was finally repaired, so we were pleased to be able to join in the national tolling for the Queens funeral in September, when we opened the church for the community to ring the bell and watch the funeral together.

Trevor Wilson our warden has become unwell during the year, and so Joan Coventry has taken over his duties, with support from Marian Relf.

Also in May Mrs Christine Kennard volunteered to be the Church Secretary which was an enormous help, so she was co-opted on to the PCC.

Achievements and performance

It is a relief not to have to wear masks for any of the services now, although many of us have contracted covid during 2022. We maintain a regular core of committed members, and have a very slight growth curve, although church attending habits have changed post pandemic. We continue to struggle financially, being in an area of the top 4% of deprivation in the country. Cash offerings at services are often empty. Nevertheless that is not reflected in the sense of community and belonging the people feel, from both church attendance and belonging to the community café, which continues to do well.

We continue to rely on recorded music for the services.

We also started in 2022 to raise funds to have solar panels fitted to the church roof, which will take a considerable amount of time to achieve.

Church Attendance

There are currently 29 people on the electoral roll. The average attendance in October was 48 including children. (25 in 2021)

Occasional offices

In 2022, Christ Church conducted 12 (5) baptisms, all infants. During the course of the year, we took 8 (5) funerals in the church building. Andrea conducted 12 (14) funerals in total for people in the parish.

Café Plus.

Started in May 2021 when restrictions allowed, the café has gone from strength to strength. There are a committed core team of church members who run the café, catering and befriending and encouraging activities. There are many people for whom the café is a lifeline, coming from the non-church community, finding it a welcoming place to belong and a place of friendship. There are often significant conversations and questions asked about the Christian faith. We continue to offer refreshments with a donation only to include all, crochet, craft and knitting table, hand massage, various games, and a food share table for those who need emergency food supplies.

Toytime

On the 7th of March 2022 we started a parent/carer and preschool group on a Monday morning from 10.00 – 11.30. This soon took off and has become a good point of meeting for mostly mothers with small children and babies, and a place for children to play safely in a large space. The meeting is on a donations only basis to pay for tea and coffee. Currently there are about 10 parents/carers who attend regularly. It does not meet during the holidays so that school age children do not attend.

Fabric, equipment, ministry and other expenditure related issues

These will be found in the Financial Report, to follow.

Public Benefit

In this report, the PCC has profiled aspects of church life that would normally take place, meetings and services of wider public benefit, and occasional offices. In so doing the PCC sees itself as meeting the criteria of “Public Benefit” for registered charities through the activities listed.

Financial Review

Diocesan Parish Share increased to £16,304 plus £2,080 diocese share of fees, (2021: £11,594 plus £1,816 diocese share of fees)

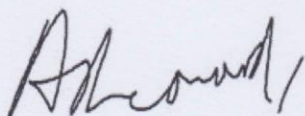
Reserves Policy

The PCC continued its policy whereby the unrestricted funds not committed or invested in tangible fixed assets ("the free reserves") held by them aims to be between one and two months of the resources expended. This equates to approximately to £3,950 to £7,900.

The reserves are regularly reviewed by the treasurer and discussed at the PCC from time to time. In the event of a significant drop in funding, the PCC would consider how the funding can be replaced or activities changed and may arrange for an appeal to be made to the congregation. At the end of December 2022, the unrestricted free reserves amounted to £12,303 (2021: £12,131).

The PCC recognises that the current level of reserves represents about 3 months resources expended.

Approved by the PCC on 17th April 2023 and signed on their behalf by

A handwritten signature in black ink, appearing to read 'Andrea Leonard', written in a cursive style.

Reverend Andrea Leonard, Priest In Charge.

JOINT CHURCH COUNCIL OF CHRIST CHURCH, LUTON

RECEIPTS & PAYMENTS ACCOUNT
FOR THE YEAR ENDED 31 DECEMBER 2022

	Notes	Unrestricted Funds £	Designated Funds £	Restricted Funds £	TOTAL FUNDS 2022 £	Unrestricted Funds £	Designated Funds £	Restricted Funds £	TOTAL FUNDS 2021 £
Receipts									
<i>Voluntary income</i>	2a	22,532	-	-	22,532	15,926	-	-	15,926
<i>Activities for generating funds</i>	2b	602	-	-	602	345	-	-	345
<i>Investment income</i>	2c	20	28	-	48	19	9	-	28
<i>Church activities</i>	2d	24,500	-	-	24,500	15,840	-	-	15,840
<i>Other incoming resources</i>	2e	-	-	-	-	-	-	-	-
		47,654	28	-	47,682	32,130	9	-	32,139
Payments									
<i>Costs of generating voluntary income</i>	3a								
<i>Fund-raising trading costs</i>	3b	674	-	-	674	137	-	-	137
<i>Investment management costs</i>									
<i>Church activities</i>	3c	46,608	-	303	46,911	33,033	1,150	826	35,009
<i>Other expenditure</i>	3d	-	-	-	-	-	-	-	-
Total resources expended		47,282	-	303	47,585	33,170	1,150	826	35,146
Excess of Receipts over Payments		372	28	(303)	97	(1,040)	(1,141)	(826)	(3,007)
Transfers between funds - transfers in/(out)		(200)	200		-	(2,109)	2,000	109	-
		172	228	303	97	(3,149)	859	(717)	(3,007)
Bank current and deposits accounts 1 January		12,131	5,484	2,739	20,354	15,280	4,625	3,456	23,361
Bank current and deposit accounts at 31 December		12,303	5,712	2,436	20,451	12,131	5,484	2,739	20,354

JOINT CHURCH COUNCIL OF CHRIST CHURCH, LUTON

STATEMENT OF ASSETS AND LIABILITIES

Notes	General Fund £	Designated Fund £	Restricted Funds £	2022 Total £	General Fund £	Designated Fund £	Restricted Funds £	2021 Total £
<u>Cash and bank deposits</u>								
Cash and Current account	12,303	-	2,436	14,739	12,131	-	2,739	14,870
Church repair fund	-	5,712	-	5,712	-	5,484	-	5,484
	12,303	5,712	2,436	20,451	12,131	5,484	2,739	20,354
				-				
<u>Other monetary assets</u>								
Tax claim	-	-	-	-	-	-	-	-
	-	-	-	-	-	-	-	-
<u>Investment assets</u>								
CBF Income Shares	-	-	661	661	-	-	753	753
32 Income Fund units	-	-	661	661	-	-	753	753

The JCC has interest in a piece of land: the Graveyard at Luton, which is vested in the Diocesan Board of Finance and therefore has no value to the JCC.

Approved by the Joint Church Council on

and signed on its behalf

Name of chairman
Chairman

The accompanying notes form a part of these financial statements.

JOINT CHURCH COUNCIL OF CHRIST CHURCH, LUTON

NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 DECEMBER 2022

1 Accounting Policies

The financial statements have been prepared in accordance with the Church Accounting Regulations 2006 using the Receipts & Payments basis. Receipts and payments include income as received and expenditure when irrevocably paid.

The accounts include monetary transactions, assets and liabilities for which the PCC is responsible in law. They do not include the accounts of church groups which owe their main affiliation to another body, nor those that are informal gatherings of church members.

Funds

Unrestricted funds are general funds which can be used for PCC ordinary purposes. These include designated funds which can be redesignated.

Restricted funds represent (a) donations or grants received for a specific object or invited by the PCC for a specific object, and (b) income from trusts and endowments which may be expended only on those restricted objects provided in the terms of the trust of bequest. The funds may only be expended on the specific object for which they were given. Any balance remaining unspent at the end of the year must be carried forward as a balance on that fund.

Endowment funds are funds, the capital of which must be maintained; only income arising from investment of the endowment may be used either as restricted or unrestricted funds depending upon the purpose for which the endowment was established.

The following assets are recognised but not necessarily valued in the Statement of Assets and Liabilities: Movable church furnishings held by the Churchwardens on special trust for the PCC and which require a faculty for disposal; Land and buildings held on behalf of the PCC.

The following assets are recognised and a monetary value given as part of the description in the Statement of Assets and Liabilities: Bank and deposit accounts; Amounts owing from HMRC where a formal claim has been made; Investment assets.

Liabilities are recognised and a monetary value given in the Statement of Assets and Liabilities where the supply had been received by 31 December.

JOINT CHURCH COUNCIL OF CHRIST CHURCH, LUTON

NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 DECEMBER 2022

2 Receipts

	Unrestricted Funds £	Designated Funds £	Restricted Funds £	TOTAL FUNDS 2022 £	Unrestricted Funds £	Designated Funds £	Restricted Funds £	TOTAL FUNDS 2021 £
a Voluntary income								
Planned giving - standing orders	13,074	-	-	13,074	14,250	-	-	14,250
Planned giving - GA envelopes	-	-	-	-	-	-	-	-
Income tax recoverable on planned giving	-	-	-	-	-	-	-	-
Other planned giving	-	-	-	-	-	-	-	-
Plate collections	1,975	-	-	1,975	1,176	-	-	1,176
Gift days	-	-	-	-	-	-	-	-
Donations and appeals	3,120	-	-	3,120	500	-	-	500
Grants	4,363	-	-	4,363	-	-	-	-
Legacy	-	-	-	-	-	-	-	-
	22,532	-	-	22,532	15,926	-	-	15,926
b Activities for generating funds								
General fundraising	-	-	-	-	-	-	-	-
Social Event Income	602	-	-	602	345	-	-	345
	602	-	-	602	345	-	-	345
c Investment income								
Dividends and interest	20	28	-	48	19	9	-	28
	20	28	-	48	19	9	-	28
d Income from Church Activities								
Hall lettings	20,043	-	-	20,043	6,970	-	-	6,970
Fees from weddings, funerals, etc.	3,873	-	-	3,873	1,385	-	-	1,385
Holiday Club	-	-	-	-	-	-	-	-
Coffee mornings	578	-	-	578	242	-	-	242
Afternoon club	-	-	-	-	-	-	-	-
DHS Health General	-	-	-	-	6,783	-	-	6,783
Unaccounted for cash	-	-	-	-	-	-	-	-
Other	6	-	-	6	460	-	-	460
	24,500	-	-	24,500	15,840	-	-	15,840
e Other incoming resources								
Insurance claims	-	-	-	-	-	-	-	-
	-	-	-	-	-	-	-	-
	-	-	-	-	-	-	-	-
Total receipts	47,654	28	-	47,682	32,130	9	-	32,139

JOINT CHURCH COUNCIL OF CHRIST CHURCH, LUTON

NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 DECEMBER 2022

3 Payments

	Unrestricted Funds £	Designated Funds £	Restricted Funds £	TOTAL FUNDS 2022 £	Unrestricted Funds £	Designated Funds £	Restricted Funds £	TOTAL FUNDS 2021 £
a <i>Costs of generating voluntary income</i>								
Stewardship costs	-	-	-	-	-	-	-	-
b <i>Fund-raising costs</i>								
Social event costs	9	-	-	9	-	-	-	-
	665	-	-	665	137	-	-	137
	674	-	-	674	137	-	-	137
c <i>Church Activities</i>								
Missionary and charitable giving (Hardship)	30	-	-	30	130	-	-	130
Ministry Costs								
Diocesan parish contribution	16,304	-	-	16,304	11,594	-	-	11,594
Expenses	433	-	-	433	365	-	-	365
Rectory costs	1,611	-	-	1,611	1,236	-	-	1,236
Church running expenses								
Water	875	-	-	875	666	-	-	666
Electric	3,868	-	-	3,868	3,973	-	-	3,973
Gas	4,309	-	-	4,309	3,563	-	-	3,563
Insurance	1,734	-	-	1,734	1,621	-	-	1,621
Cleaning	209	-	-	209	24	-	-	24
General	240	-	-	240	139	-	-	139
Church maintenance	6,694	-	-	6,694	3,115	1,150	-	4,265
Upkeep of services & Organist	585	-	-	585	563	-	-	563
Training/Mission	-	-	-	-	70	-	408	478
Church Hall running costs	650	-	-	650	-	-	-	-
Church Hall maintenance	-	-	-	-	-	-	-	-
Pre-School running costs	-	-	-	-	-	-	418	418
Children & Youth ministry	55	-	-	55	-	-	-	-
Make Lunch	-	303	-	303	-	-	-	-
Administration	480	-	-	480	247	-	-	247
Telephone/Broadband/Website	4,174	-	-	4,174	1,476	-	-	1,476
Printing	3,505	-	-	3,505	3,167	-	-	3,167
Stationary	-	-	-	-	9	-	-	9
Other expenses	577	-	-	577	800	-	-	800
Independent examiner	275	-	-	275	275	-	-	275
	46,608	303	-	46,911	33,033	1,150	826	35,009
d <i>Other expenditure</i>								
Grant refunded	-	-	-	-	-	-	-	-
Total payments	47,282	303	-	47,585	33,170	1,150	826	35,146

JOINT CHURCH COUNCIL OF CHRIST CHURCH, LUTON

NOTES TO THE FINANCIAL STATEMENTS (continued)
FOR THE YEAR ENDED 31 DECEMBER 2022

10 Statement of funds

	At 1 Jan 2022 £	Income £	Expenditure £	Transfers, other gains and losses £	At 31 Dec 2022 £
Unrestricted Funds - undesignated	12,131	47,654	(47,282)	(200)	12,303
Unrestricted Funds - designated					
Church Repair Fund	5,484	28	-	200	5,712
	5,484	28	-	200	5,712
Restricted Funds					
Make Lunch Fund	2,739	-	(303)	-	2,436
	2,739	-	(303)	-	2,436
Total funds	20,354	47,682	(47,585)	-	20,451

	At 1 Jan 2021 £	Income £	Expenditure £	Transfers, other gains and losses £	At 31 Dec 2021 £
Unrestricted Funds - undesignated	15,280	32,130	(33,170)	(2,109)	12,131
Unrestricted Funds - designated					
Church Repair Fund	4,625	9	(1,150)	2,000	5,484
	4,625	9	(1,150)	2,000	5,484
Restricted Funds					
Noah's Ark Fund	167	-	(418)	251	-
Twinning Toilet	142	-	-	(142)	-
Make Lunch Fund	3,147	-	(408)	-	2,739
	3,456	-	(826)	109	2,739
Total funds	23,361	32,139	(35,146)	-	20,354

Independent Examiner's Report to the PCC of Christ Church Luton

This Report on the accounts of the PCC for the year ended 31 December 2022, which are set out in this annual report, is in respect of an examination carried out under Regulation 3(3) of the Church Accounting Regulations 2006 ("the Regulations") and s.145 of the Charities Act 2011 ("the Act").

Respective responsibilities of the PCC and the examiner

As members of the PCC you are responsible for the preparation of the accounts; you consider that the audit requirement of Regulation 3(3) and section 144(2) of the Act do not apply. It is my responsibility to issue this report on those accounts in accordance with the Regulations.

Basis of this report

My examination was carried out in accordance with the General Directions given by the Charity Commission under section 145(5)(b) of the Act and to be found in the Church guidance, 2006 edition, issued by the Finance Division of the Archbishops' Council. That examination includes a review of the accounting record kept by the PCC and a comparison of the accounts with those records. It also includes considering any unusual items or disclosures in the accounts and seeking explanations from you as trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit, and consequently I do not express an audit opinion on the view given by the accounts.

Independent Examiner's statement

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

- (1) which gives me reasonable cause to believe that in any material respect the requirements
 - to keep accounting records in accordance with section 130 of the Act; and
 - to prepare accounts which accord with the accounting records and comply with the requirements of the Act and the Regulations have not been met; or
- (2) to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.

Rob W Trice

19th April 2023

Mr Rob Trice MAAT
210 King George Road
Chatham, Kent,
ME5 0PH