

**ST LUKE'S ANNUAL PAROCHIAL CHURCH MEETING
WILL BE HELD AT
ST. LUKE'S CHURCH, MOULSHAM LODGE,
ON SUNDAY 18TH APRIL 2021
FOLLOWING THE 10.00 A.M. MORNING SERVICE**

Helen Field – PCC Secretary

Any Other Business must be notified to the PCC Secretary
at least three days prior to the meeting.

AGENDA

Opening prayer by the Chairman, followed by apologies for absence.

ANNUAL VESTRY MEETING

1. Minutes of the Annual Vestry Meeting held on 20th September 2020.
2. Election of Churchwardens

ANNUAL CHURCH MEETING

1. Minutes of the Annual Church Meeting held on 20th September 2020
2. Matters arising from the Minutes
3. Vicar's Report
4. Report on Church Fabric
5. Report on the Church Electoral Roll
6. Annual Report of the Parochial Church Council
7. Independently examined PCC Accounts
8. Report on the proceedings of Deanery Synod
9. Membership of the PCC including process of election
10. Elections and Appointments:
 - Election of Representatives to Deanery Synod
 - Election of Representatives to the PCC
 - Appointment of Deputy Churchwardens (can be deferred to PCC)
 - Appointment of Lynchpins (can be deferred to PCC)
 - Appointment of Sidesmen (can be deferred to PCC)
 - Appointment of Independent Examiner

11. Reports on Church Activities/Organisations
12. Any Other Business
13. Chairman's closing remarks
14. Prayer and close

FOR CONSIDERATION AND APPROVAL AT THE
ANNUAL PAROCHIAL CHURCH MEETING

MINUTES OF THE ANNUAL PAROCHIAL CHURCH MEETING

HELD IN ST. LUKE'S CHURCH ON

SUNDAY 20TH SEPTEMBER 2020 AT 11.00 AM

(DEFERRED FROM 19TH APRIL 2020 DUE TO COVID-19)

(The Meeting was preceded by the 10.00 a.m. Service of Holy Communion)

Chair: Revd Gemma Fraser

14 Parishioners were present.
2 Parishioners participated online via Zoom

Revd Gemma Fraser welcomed everyone and opened the meeting with prayer.

Apologies were received from: Mary Hoare, Peter Harris, Sally Harris,
Dawn Thomas, Louise Whitehead

(Notice of this meeting was displayed from 2nd August 2020)

ANNUAL VESTRY MEETING

Revd Gemma Fraser explained the Annual Vestry Meeting is for the purpose of electing our Churchwardens.

1. Minutes of the Annual Vestry Meeting for 2019

The Minutes of the Annual Vestry Meeting held on 28th April 2019 were signed by Revd Gemma Fraser as a correct record.

2. Election of Churchwardens

Gemma expressed huge thanks to Lucy Bubb and Richard Field for their work and commitment as churchwardens over the past three and a half years. They are now stepping down.

There have been no nominations for these roles; therefore, we will go forward with no churchwardens. Gemma read out a section from the General Synod Legal Advisory Commission relating to this situation:

*"PARISHES WITH NO CHURCHWARDENS
OR PAROCHIAL CHURCH COUNCILS*

12. Since the PCC and its officers have the general responsibilities for the management, financing and operation of the church in pursuance of its mission, it may be thought that in the absence of any holders of the post it is part of the role of

the Incumbent and PCC to make working arrangements. The incumbent, having the cure of souls for the parish, should be able to rely on the support of the PCC in this. Those arrangements will mean (a) trying to find persons willing to take the practical burdens of the role until it proves possible to elect a churchwarden (either at the next annual meeting or at special meeting called for the purpose; casual vacancy caused by the death or resignation of a churchwarden appointed by the minister may be filled by the minister (Churchwardens Measure 2001, s.4(8))), and (b) ensuring that the essential practical tasks of the churchwardens are carried out by someone until at least one of the posts can be filled.”

Gemma said the leadership team and the PCC will fulfil the essential tasks as much as we can. Sue Davies and David Millward have agreed to be Deputy Churchwardens. It is important to be clear they are not Churchwardens and to protect them from being overburdened. Gemma read out another quote from the General Synod Legal Advisory Commission regarding this:

Section 12 also states: “In some parishes deputy or assistant churchwardens are elected or appointed informally to assist the churchwardens in particular ways. The absence of churchwardens does not require any of these deputy churchwardens to take on the legal duties of churchwarden nor does it enlarge the powers and duties of those deputies holding office under a scheme.”

This will impact on church life so Gemma asked us to be patient and to continue to pray that God will provide and lead us forward.

ANNUAL CHURCH MEETING

1. Minutes of the Annual Parochial Church Meeting for 2019

The Minutes of the Annual Parochial Church Meeting held on 28th April 2019 were signed by Revd Gemma Fraser as a correct record.

2. Matters Arising from the Minutes

There were no matters arising from the Minutes.

3. Vicar’s Report

See report on p.19 of APCM booklet which reflects on 2019 and was updated to include events over the last few months.

4. Churchwardens’ Report

See report on p.23/24 of APCM booklet.

Fabric

Richard Field outlined the highlights of the last 18 months:

- Approval of Faculty 1 giving us permission to proceed with repair of car park wall, installation of ramp at main entrance, replacement of lobby doors, new lettering on outside of church, new noticeboard.
- Creation of the church garden
- New Sanctuary carpet
- Installation of broadband
- Installation of new noticeboard

Due to the lockdown, there has been a delay in receiving quotes for the wall and ramp but the third one has now been received and our architect is evaluating this – it will then go to the Project Planning Group for consideration. We will need to do some fundraising and there will be practical issues to sort out prior to the work being undertaken, therefore it will probably be next year before it can be done.

Faculty 2 (improvements to the interior of the church) has been delayed until Faculty 1 is well under way and will need to be reviewed following the lockdown and restrictions.

Looking back over the three and a half years he has been Churchwarden, Richard feels St. Luke's is a safer place with a new fire alarm system, repaired gas pipe, electrical rewiring and emergency lighting. There have been a few amusing incidents to deal with as well such as a 'dangerous' spider seen in our noticeboard (it was never found), a mouse eating our chocolate biscuits in the cupboard, the door on the new fridge falling off and the crib being condemned as unsafe just a couple of days before Christmas Eve – it is now battery powered and safe.

Richard thanked everyone who has helped maintain and improve the fabric including members of the Project Planning Group, Dave Facer particularly for his help with water hygiene, Larry Walters, Brenda Hudson for looking after the hall bookings, those who lock and unlock the church and everyone who generally looks out for the building.

Worship

Lucy Bubb said it had been good to look back over the last 18 months and see we have had some fantastic opportunities for worship as St. Luke's, jointly with St. John's and with the MMU. During the Covid lockdown there has been more opportunity to try different things particularly with online worship and Lucy thanked everyone who has been involved, both up front and in the background, to keep this going. She offered a huge thank you to everyone who has ensured we can worship together both physically and remotely.

5. Report on Church Electoral Roll

See report on loose sheet in APCM booklet.

Mike Tadman, reporting online via Zoom, said that sadly we have lost 4 people from the Electoral Roll since April 2019 but 5 have come on so the total number has risen to 52. Revd Gemma thanked Mike for his work as Electoral Roll Officer.

6. Annual Report of the Parochial Church Council

See report on p.11 of APCM booklet.

Gemma thanked Mike Thomas and Hilary Few for their work as Treasurers and in preparing the end of year (2019) accounts. She also thanked the Finance Committee for their support. She thanked Helen Field for her work as PCC Secretary and for preparing the booklet for this meeting. She thanked Dave Chambers for all he has done as Giving Officer.

She thanked everyone who has taken on leadership roles and was particularly grateful to Richard Field and Lucy Bubb for their work as Churchwardens and for continuing in this role for an extended period due to Covid 19. They have now stepped down as Churchwardens. Gemma gave each of them a small gift of appreciation.

Gemma thanked everyone who has served on the PCC and thanked Elaine Law and Dawn Thomas for serving as our Deanery Synod representatives.

Gemma offered thanks to the ministry team – to those who preach, serve, act as sidespersons and all those who have helped with our online ministry. She also thanked all the musicians for sharing their gifts with us and thanked Nick Pratt who has recently joined this ministry.

She thanked everyone who has offered pastoral care, particularly those who have been pastoral contacts during the lockdown.

Gemma thanked Revd Suzanne McAllister for her work with the Moulsham Support Service and thanked everyone for looking out for each other over the last difficult months. She also thanked our cleaner, Jeanette, who is now working in church most days.

Gemma stated it is important to recognise and thank everyone who has contributed in any way and apologised to anyone not thanked by name.

7. Independently Examined PCC Accounts

See coloured sheets in APCM booklet.

Hilary Few, Treasurer, explained St. Luke's has three main funds:

- General Fund - for lettings and giving income. Parish share paid from this account.
- Fabric Fund – for non-routine maintenance of the church and halls. 5% of lettings income is transferred from General Fund to Fabric Fund as agreed by PCC.
- Legacy Fund – for legacies and gifts to St. Luke's. Used for larger projects.

2019 ended in deficit but in a slightly better position than in 2018. Giving and lettings income increased and we were able to pay our full parish share.

A deficit budget has been set for 2020. The lockdown has reduced our lettings income and our parish share has been reduced by this amount. However, we will review this and will pay as much as we can at the end of the year. We incurred extra expenditure due to Covid 19 such as hand driers installed prior to lockdown, broad band and a camera to enable live-streaming. We will be getting a new photocopier/printer shortly.

Hilary thanked the members of the Finance Committee for their wonderful support since she became Treasurer in January 2020 and thanked Mike Thomas, previous Treasurer, for his patience and help with all her queries.

8. Report on the Proceedings of Deanery Synod

See report on p.22 of APCM booklet.

There were no further questions or comments. Elaine Law and Dawn Thomas were thanked for being Deanery Synod representatives.

9. Elections

Gemma thanked everyone who has served on the PCC in any capacity in the last year.

i) Election of Representatives to Deanery Synod

There were no nominations. Nominations can be accepted after the APCM; Gemma urged us to give this consideration.

ii) Election of Representatives to the PCC

The following nominations have been received:

Nominee	Proposed by	Seconded by
Brenda Hudson	David Millward	Helen Field
Susan Davies	David Thomas	Helen Field
Helen Field	David Thomas	Susan Davies

All present were in favour of the above nominations; they are therefore all duly elected to serve as members of the PCC. Gemma stated there are still vacancies on the PCC.

iii) Appointment of Deputy Churchwardens

These appointments are made by the PCC; they will therefore be appointed at the next PCC meeting

iv) Appointment of Lynchpins

Gemma explained Lynchpins are St. Luke's representatives for the MMU and are appointed rather than elected. She said they look at joint issues relating to all the churches in the MMU including joint services and best practice. Sue Davies and David Millward have been our Lynchpins for the past 18 months. This will be on the Agenda for the next PCC meeting.

10. Appointment of Sidespersons

See report on p.34 of APCM booklet for the current list of sidespersons. If anyone else would like to take on this role they were asked to contact Gemma.

11. Appointment of Independent Examiner

Hilary Few reported it is hoped Tony Weatherley will continue to undertake this role. She will contact him to confirm.

12. Reports on Church Activities/Organisations

See reports on p.28-35 in APCM booklet.

There were no questions on the reports in the booklet.

13. Any Other Business

Question Raised by Parishioner:

'If possible, can the retiring churchwardens say if the MMU has been an asset to St. Luke's in their term of office'

Richard Field said the MMU had been helpful in the early years, in particular the Finance Advisory Group (FAG) which was set up to share good practice, advice and help recommend parish shares. Richard has appreciated sharing music and musicians across the churches. However, during lockdown he feels we have worked really well with St. John's but not the other churches and each parish has become more individual again.

Gemma explained the MMU is primarily a network of five parishes and the ministers meet regularly to share experiences, good practice and to support each other. She said sometimes it works really well and sometimes it is more of a challenge. She said it is still a work in progress. Galleywood was in vacancy for a while which caused some issues. Gemma explained that Revd Stephanie Gillingham supports pastoral care across the MMU.

Thanks to Gemma

Richard thanked Gemma for her work over the last 18 months and before. He said over the last six months it has been very difficult to work across both churches and "keep the show on the road" and expressed many thanks to Gemma for all she has done and continues to do, particularly in these difficult times.

14. Chair's Closing Remarks

Gemma thanked everyone who has helped in any way to keep St. Luke's going. We are still facing challenging times but we will continue to care and support each other. She asked us to continue to pray for all of us here at St. Luke's and that God will be with us as we go forward into another year of ministry.

The Meeting closed with prayer at 11.45 am

ST. LUKE'S CHURCH, MOULSHAM

ANNUAL REPORT OF THE PAROCHIAL CHURCH COUNCIL FOR THE YEAR ENDING 31ST MARCH 2021

Address: Gloucester Avenue
Chelmsford
Essex
CM2 9DT

Correspondence address: As above
Email: enquiries@stlukemoulsham.co.uk

Diocese: Chelmsford

The Parochial Church Council is a corporate body established by the Church of England. The PCC operates under the Parochial Church Council Powers Measure. The PCC is exempted by order from registering with the Charity Commission.

The appointment of PCC members is governed and set out in the Church Representation Rules and all church attendees are encouraged to register on the Electoral Roll and to stand for election to the PCC.

PCC members who have served from September 2020 until the date of this report are:

Incumbent:	Revd Gemma Fraser	Chair
Curate:	Revd Suzanne McAllister	
Representatives on Deanery Synod:	Sue Davies David Millward	Deputy Churchwarden Deputy Churchwarden/Vice-Chair
Lay Representatives	Jane Chambers Hilary Few Helen Field Brenda Hudson	Treasurer Secretary

PCC REVIEW

Due to the Covid-19 pandemic, the APCM for 2020 was deferred and was held in September 2020. Since then, PCC has met formally on 6 occasions. All meetings have taken place online via Zoom due to Covid restrictions.

The Finance Committee met regularly throughout the year, reporting back to the PCC for discussion and approval if necessary. Our Deanery Synod representatives and Lynchpins also reported back to PCC. Standing Committee met prior to each PCC meeting to agree the draft minutes and agenda and to discuss matters and make decisions prior to full PCC approval. All these meetings have taken place online due to Covid restrictions.

Throughout the year the PCC has discussed and dealt with the many matters concerning the day to day running of St. Luke's and future plans. Main decisions and key messages are displayed in the Newsletter following the PCC meeting. While in lockdown, sight of approved PCC Minutes can be requested from the PCC Secretary. When the church is open, copies of approved Minutes are posted on the noticeboard next to the organ.

Pastoral Care

The pastoral groups set up during the first lockdown last year have continued, with some changes of leadership, and are on-going. Pastoral care is a standing item on every PCC Agenda at present.

Safeguarding

Sue Davies and Helen Field are Safeguarding Officers for St. Luke's. Safeguarding is a standing item on every PCC Agenda to ensure any issues can be raised and discussed as a matter of urgency. St. Luke's Safeguarding Policy is reviewed annually.

Data Protection (GDPR)

The General Data Protection Regulation (GDPR) came into effect in May 2018, replacing the Data Protection Act 1998. St. Luke's Data Privacy Notice is reviewed annually.

Proposals and Decisions Agreed at PCC Meetings:

October 2020

- The following appointments were agreed:
Chair of PCC – Revd Gemma Fraser
Vice-Chair of PCC – David Millward
PCC Treasurer – Hilary Few
PCC Secretary – Helen Field
Deputy Churchwardens – Sue Davies and David Millward
Lynchpins – David Millward
Electoral Roll Officer – Mike Tadman
- The Risk Assessment for Opening the Church Buildings for Worship and Non-supervised Opening was agreed.
- Agreed to support CRISIS for our Christmas giving.

November 2020

- The appointment of Sue Davies and David Millward as Deanery Synod representatives was agreed.
- Replacement lobby doors have been ordered.

December 2020

- Agreed to pay the £10000 shortfall in our Parish Share for 2020.
- Agreed to accept the draft budget for 2021 including full Parish Share payment.
- Agreed to adopt Model 3 from the Budget Modelling options.
- Agreed to accept change to funding for regular church maintenance, ie annual transfer of money from General Fund to Fabric Fund and all maintenance costs charged to this.
- Agreed that some money should be transferred from the Legacy Fund to the General Fund - £10000 in January 2021 and £5000 in January 2022.
- Agreed the Parish Giving Scheme should be launched on 7th February 2021.
- PCC were happy to accept the annual review of the Risk Assessments.

January 2021

- Agreed to support 'The Little Edi Foundation', a local charity, for our Lent giving.
- Agreed all services will continue online until the end of February and then be reviewed.
- The final accounts for 2020 show St. Luke's had a deficit of about £7000. PCC are looking at the best way to move forward.

February 2021

- Agreed to a new plan of services to start after Easter.
- The appointment of Sue Davies and Helen Field as Safeguarding Officers was agreed.
- Agreed to accept St. Luke's Safeguarding Policy - reviewed annually.
- Agreed to accept St. Luke's Data Privacy Notice - reviewed annually.
- Agreed to the proposed action plan for revision of the Electoral Roll.

March 2021

- Agreed and signed off the Annual Accounts for 2020.
- Agreed to merge the three legacy funds into one Legacy Fund.
- Agreed to accept the quote received for boiler repairs.

Helen Field
PCC Secretary

FINANCIAL REVIEW

During 2020, General Fund receipts totalled £50,978 and General Fund payments totalled £58,727, giving a net deficit of £7,749 for 2020 compared to an £882 deficit in 2019. This does include a transfer of £876 to the Fabric fund, which is approximately 5% of Lettings income, towards expenses in the maintenance of the Church and halls.

Congregational giving, including Gift Aid, totalled £28,868 against a figure of £28,344 in 2019. Planned giving, weekly envelopes and plate giving were £1,112 lower than in 2019 but general donations increased by £1,636 in response to Rev. Gemma's appeal. Many members of our congregation changed from envelope giving to standing order which helped to keep income in line with expectations. Edward Bear giving was lower than in 2019 due to church closure.

Lettings are our other main source of income and in 2020 they fell dramatically due to the Covid -19 pandemic. We received £16,667 for lettings during 2020 against £27,866 in 2019. The situation was so serious that in March we had to ask the Diocese to reduce our annual Parish Share Contribution by £10,000. By the end of the year, we were able to pay the £10,000 shortfall, thereby paying our Parish share of £38,846 in full.

St Luke's has continued to support other charities and organisations throughout the year. In total we raised £1395 and the charities we supported were; the Children's Society, Baby Basics, Toilet Twinning and Crisis. Some of these donations were made online, directly to the charity, therefore the figures in the Financial Statements for Special Collections are less than the actual amounts donated.

This year we report a deficit of £7,749 and the General Fund balance has reduced from £2,643 in 2019 to an overdrawn figure of £5106 at 31st December 2020. The Fabric Fund balance at year end is £3,188, this includes a transfer of 5% of hall lettings income from the General Fund to allow for maintenance expenses without impacting the General Fund.

The PCC has again set a deficit budget for 2021 of £7,573 and is very aware of the serious financial situation we find ourselves in. After much discussion and consideration at the December meeting, the PCC voted to transfer £10,000 in 2021 and £5,000 in 2022 from the Legacy Funds to support the General Fund. The Legacy Funds are designated, not restricted, funds which allow the PCC to use them at their discretion.

Interest received on the Church of England Deposit Fund during 2020 amounted to £284.59. The balance of the Legacy Funds at 31st December 2020 was £67,636.

The PCC has continued to be supported by the Finance Committee consisting of Richard Field, Lucy Bubb, Dave Chambers, also The Giving Officer, and myself. The Committee meets on a regular basis throughout the year to discuss the financial situation at St. Luke's.

Reserves Policy

It is a PCC policy to maintain a balance in the General Fund equal to one month's parish share payment. This was achieved throughout most of the year however this was due to a reduction in Parish share monthly payments of over £1400 from June to December and not a true reflection of our financial situation.

I would like to take this opportunity to express my thanks to the Finance Committee for all their help and advice throughout this very trying year.

**Hilary Few
PCC Treasurer**

PRIEST IN CHARGE'S REPORT

It feels a little strange writing this report when our last APCM was approximately 6 months ago but here we are. This report covers January to December 2020, in the last report we felt it important to report on some of that period, even though we were reviewing 2019, because it had been such a significant time in the life of the church. you may find some repetition but in these uncertain times it is good to remind ourselves of where we have been and how far we have come, because it's been a tough road but I am so incredibly proud of how everyone responded to the crisis and how we have grown.

The first couple of months were relatively stable; Sunday attendance continued to struggle a little but attendance at midweek Morning Prayer grew, Saturday Coffee was much valued, the Book Group grew, we held a pancake party and served hundreds of pancakes to old and young! The new house group met and it was a time of real encounter with God. On the 23rd March the country went into lockdown, the building was shut, and we had to work out very quickly what it meant to be church in a new and horrible situation.

We started worship services online, including daily prayer Monday to Friday. We created Worship at Home material for those who couldn't access online services. We strengthened our Pastoral Contacts system to ensure that everyone had someone from the church who would stay in touch with them, provide pastoral care and flag up any issues that needed the clergy or other support services to get involved. Home group launched on Zoom and Virtual Coffee after Sunday Services gave some the opportunity to catch up. We also set up the Moulsham Support Project, a partnership with Moulsham Lodge Community Trust, St John's and Tile Kiln Church to provide practical support to those who were shielding. In the early months Suzanne and I took a large number of funerals, much higher than average for that time of year. It was incredibly hard for families who had to mourn loved ones who could have died alone, without being able to gather, with limited numbers at funeral services and Covid precautions in place.

As I said last year; we didn't get it all right, I know that we made mistakes but I am really proud of the church rose to the challenge, supported and cared for each other and reached out to the wider community in their distress. There have also been wonderful moments in a dark time; beautiful conversations during Zoom coffee, people popping into church for private prayer, I've heard of many chance meetings on daily walks and people really pulled together. We turned our faces outwards and built relationships with so many in our community, it's simultaneously joyful and awful.

Finances proved challenging as we lost all rental income and some giving. We held a stewardship campaign and asked the church family to consider their giving and supporting St Luke's as well as opening up the option of online giving for members of the community. Thank you to those who have given generously and sacrificially. We saw an increase in giving which has helped. We had to reassess our spending and make some cuts.

In the summer we started to plan for a gradual reopening of the building for services and hirers. Little Acorns returned and have stayed open since, Trudi's dance school did return but of course had to shut down again when lockdowns 2 and 3 hit. We tried to ensure safety whilst trying not to detract from the worship experience. I know everyone takes different things away from gathering on a Sunday morning and that not being able to sing and chat has been incredibly hard for many but we were able to be together, we were able to worship God (albeit not in the way we would have liked) we were able to learn and grow together and I am grateful for that.

Halloween worked really well; we gave away activity bags to lots of families. They were much appreciated and allowed us to share the message of God's light in darkness. Then there was Christmas.... Oh goodness, what do we say about Christmas? We had such wonderful plans but sadly we entered into another really difficult phase of the pandemic with infection rates soaring locally to over 1000 at one point. We had to close the building again and move back online. Although it was devastating, I am once again so proud of what we pulled out of the bag instead; the phenomenal success of Advent Windows, the joint carol service with many church members participating, an online crib service with lots of our children and families, Midnight Mass and Zoom on Christmas Day. I want to finish by thanking the leadership team; Suzanne, Sue, David and the PCC, all of these people have carried a particularly heavy load in the past months. I want to thank the Ministry team who threw themselves into online worship despite new and challenging technology, thanks to Adrian and Nick who edit our online services and keep our website updated, thank you to Janette for the newsletter which has become a vital source of information for so many of the church family. Thank you to everyone who continues to work so hard for St Luke's behind the scenes.

We aren't out of the storm yet but it does feel that it may be settling and that, with God's grace and guidance, we can begin to plan for what is beyond it.

Revd Gemma Fraser

REPORT ON DEANERY SYNOD

At our PCC meeting in November 2020, Sue Davies and David Millward were elected as Deanery Synod Representatives and Gemma also attends. The Chelmsford South Deanery met in February, then on Zoom later in the year when the main discussion was about churches in the pandemic and discussing the formation of the new Deanery (this is an ongoing discussion from last year, Revd Tim Ball is Area Dean of both Chelmsford North and South and there have been plans to merge the two, the legal instrument enacting this has just been passed. There has been one meeting of the newly formed Deanery of Chelmsford, where the main topic was how to become an Eco Deanery and sharing good practice.

Revd Gemma Fraser

REPORT ON THE CHURCH ELECTORAL ROLL

The Electoral Roll is a list of those who are entitled to attend the Annual Parochial Church Meeting and take part in its proceedings. This includes voting in elections for Parochial Church Council, Churchwarden and Deanery Synod members and eligibility to be elected to these roles.

In 2019 a completely new Roll was produced as that year fell into the six year pattern of requiring churches to remove their Roll and to produce a new Roll. The new Roll came into effect on 10th April 2019.

The timing of the annual revision of the Roll depends on the scheduled date of the Annual Parochial Church Meeting. For 2020, the Roll was revised in August/September. This was later than would normally be the case due to the delayed APCM. For 2021, the revision to the Roll was carried out between 21st and 27th March, i.e. only six months following the last review. Following the revision, details of the Roll for 2021 are as follows:

2020 Electoral Roll

On 5th September 2020 there were 52 names on the Roll.

Names added to Roll

No names have been added to the Roll in the period to 27th March 2021

Names removed from Roll

One name has been removed from the Roll in the period to 27th March 2021.

Changes to residency status

There have been no reported changes in residency status during the period.

2021 Electoral Roll

Following the revision, on 27th March 2021 there are 51 names on the Roll, 27 resident in the parish and 24 non-resident. The names of people on the revised Roll, (but not addresses or other personal details), have been displayed in church as required by the Church Representation Rules.

Mike Tadman
Electoral Roll Officer

CHURCHWARDENS' REPORT

REPORT ON THE CHURCH FABRIC

In last year's report, Richard Field mentioned Project 2020 (Faculty One). This consists of five projects:

- The replacement of two existing noticeboards with a large single one.
- The installation of external doors to the hall lobby in response to a report from an Independent Fire Consultant.
- Works to make safe a leaning wall and minor improvements to our car park.
- A ramp to the Church entrance.
- Replacement of existing lettering to the front of the church.

The new noticeboard was installed a few weeks before last year's delayed APCM.

After much delay, Helen Field obtained an acceptable quote for new doors. The installation of the doors was further delayed during lockdown restrictions until it seemed that the installation might be delayed until the school Easter Holiday. The Little Acorns Preschool is the only external hirer that has continued to use the church halls and it was essential that the work took place during a school holiday or at the weekend. Fortunately, the installation was possible on the Friday of the February half-term holiday. The new doors meet the fire regulations since they open outwards.

Richard has continued to work on the third and fourth projects. He has continued to see if any grant money is available. Furthermore, due to the delays, the faculty has exceeded its time limit, so an extension will be required. We are not yet ready to proceed with these projects.

The replacement of lettering is still unactioned.

No action has been taken in regard of Project 2020 (Faculty Two) that would cover internal projects.

On behalf of the PCC, I thank Richard and Helen for their work.

David Millward
Deputy Churchwarden

REPORTS ON CHURCH ACTIVITIES/ORGANISATIONS

EDWARD BEAR CLUB

Edward Bear is a frontline ministry to children and their families in Moulsham Lodge, sadly we had to shut the group in March and it still isn't reopened. We have stayed in touch with our families, offering support where needed.

We are hoping that we can start again but we are not sure on the time scale yet; this will depend on how confident parents would feel about that and what restrictions would be in place in the future.

**Revd Gemma Fraser
Revd Suzanne McAllister**

FLOWERS AT ST. LUKE'S

Flowers in church were not possible for the vast majority of last year due to the Covid pandemic necessitating the closure of church for long periods of time. However, there was a brief window when we were able to return in late summer / autumn & during this time Jane Chambers kindly agreed to help with the flower arrangements. A special effort was made for the Water Aid Project in October involving a 'mock' loo seat & a set of water taps incorporated into an arrangement in the porch in the hope that it would be seen by the public & encourage them to donate to this worthy cause.

The Christmas tree was set up at the beginning of Advent for the Hospice Light Up a Life service & a rota established to keep it well watered but unfortunately another lockdown meant it was left in isolation until it was removed after Candlemass.

Thankfully the easing of restrictions allowed us to put flowers in church in time for our Easter Celebrations.

Mary Hoare.

HALL BOOKINGS

Sadly, due to the continuing Coronavirus pandemic St Luke's Halls have had limited use over the last year. Little Acorn's Pre School have continued to operate since September 2020.

Trudi's School of Dance was able to return in September but had to close for November lockdown, returned briefly only to close again during December due to increasing virus numbers and then another lockdown. Trudi is hoping to return in April.

All our remaining regular hirers have not returned since March 2020 lockdown. We are hoping that they can all return, along with children's birthday parties, fundraisers, baptism and confirmation parties, as restrictions are eased and then lifted.

Our Regular Hirers: -

Little Acorns Pre School	Monday to Friday mornings and Monday and Friday afternoons in term time.
Edward Bear Club	Wednesday afternoons in term time.
Trudi Osborne School of Dance	Various times Mondays to Thursdays in term time.
Moulsham Lodge Camera Club	Monday evenings. Breaks during summer months.
Rainbows	Monday evenings in term time.
Brownies	Tuesday and Thursday evenings in term time.
Guides	Thursday evenings in term time.
MLCT – New City Voices	Thursday evenings in the Church.

It will be great to see St Luke's Book Club and Saturday Coffee return to our halls. When we can sit together for coffee and a chat with no social distancing!

For hall bookings or for further details please contact Brenda on 01245 251589.

Brenda Hudson

LAY MINISTRY

We are very fortunate to have such a strong lay ministry team here at St Luke's with Richard, Mike and Lucy licenced as Authorised Local Preachers and Dave acting as Service Leader. When the pandemic hit we were very quickly able to develop a team, from across both churches, to offer online prayer during the week but also to lead and contribute to Sunday services so that we continued to offer a mixture of clergy led and lay led. Many people were able to take part by reading, praying and offering other contributions, thank you!

Revd Gemma Fraser

LYNCHPINS REPORT

Lynchpins is a group of representatives from the parishes within the SW Chelmsford MMU. Each parish has up to three lay members plus clergy. The group is led for a year at a time by each vicar in turn.

Previously, meetings were held on a Monday every two or three months at St John's Church. Each meeting started with Holy Communion and then discussed joint vision, the parishes working together, and whether any funding was available that could benefit the MMU. Lynchpins set the venues for the joint MMU Services held when a month had a fifth Sunday; and held a revue after each such service. Training available for the church family was considered. Information about services for Christmas, Lent, and Easter was shared.

In the last twelve months, the meetings have been held online using Zoom. Each meeting has started with Evening Prayer, and the discussions have changed somewhat. There have been joint services but, in common with most other services, they have been

pre-recorded with contributions from each parish. The online services provided by each parish have been outlined and their comparative merits discussed. There has been mention of available training, but this has been for rare online opportunities with limited numbers.

David Millward

MID-WEEK SERVICES

From January until lockdown on 23rd March we continued the pattern from 2019. We said Morning Prayer from Tuesday to Thursday across the MMU with St Luke's hosting on a Wednesday morning at 9.15am, the leadership of this is shared by a team of people. During this service we pray using either Common Worship Daily Prayer or an alternative liturgy, we read two Bible passages and then spend some time talking about them, we have a time of intercession where we pray for the needs of those close to us, our community, nation and world. Attendance at these sessions continued to grow.

During the first lockdown we offered Morning Prayer online every weekday, at one point we had between 30 and 40 people joining us! This was led by people from across St Luke's and St John's. We returned to the building in the summer on Wednesdays and Thursdays and maintained the online offering on Monday, Tuesday and Friday, when we entered lockdown again we kept to these three days and this has now become our normal pattern and will continue even when we are back in church. We have regular attendance of approximately 10-12 people live and others that watch it later in the day.

Revd Gemma Fraser

MISSION AND EVANGELISM

We continue to be committed sharing the good news of Jesus with those around us in word and action and this has continued throughout the pandemic, albeit in a different way.

Our digital outreach grew in 2020; regular online services, online study groups, prayer and meditation sessions allowed members of our community (and beyond!) to engage with faith in a new way and in very challenging times. The pancake party and Halloween outreach were great ways to engage with our community in a really gentle way. We gave out Lent and Pentecost activity bags to help people celebrate at home.

The Advent Windows were a real highlight, my goodness we had some stunning ones. It brought the community together, brought a little joy and helped people to reflect on the Christmas story.

Our primary evangelistic outreach can be found in the everyday lives of our church family. Projects and events are wonderful but can only do so much, instead we share Jesus with those around us by the way we conduct ourselves, by the way we serve others, by the way we offer to pray with or for people, by the way we relate life to faith. At St Luke's we are committed to listening to God and continuing to grow in our faith so that we are then equipped to share it with others.

Revd Gemma Fraser

OCCASIONAL OFFICES

We have four families who are waiting for baptisms from 2020. This was one of the first things to be restricted and will be one of the last to be eased because of the close contact required and the large number of people generally invited.

I officiated at one wedding in 2020, it should have happened in April but we managed to hold it in September. It was a very simple occasion with just a few family members there but was beautiful, a real joy in the midst of a lot of struggle.

Sadly but not surprisingly, 2020 was a big year for funerals. I took 14 services, Suzanne took 5, Sandy took 1, Andrew Griffiths took 1 and Andy Brown took 1.

Revd Gemma Fraser

PASTORAL CARE

Pastoral Care has become more important than ever during the pandemic. We formed a Pastoral Contacts team for St Luke's. Every person on the electoral roll had their own pastoral contact who stayed in touch with them through phone calls, doorstep visits or emails, depending on what worked best for each person. Any serious issues were reported to Gemma or Suzanne who would then call or visit. We know that the system wasn't perfect at times but we also know how good St Luke's folks are at supporting and caring for each other, especially in tough times.

The Moulsham Support Service was a significant pastoral ministry in 2020, helping those in need with practical tasks and emotional support.

Gemma and Suzanne keep in touch with funeral families after the service has taken place, primarily on the telephone but occasionally with visiting and if appropriate refer into other avenues of support. This was a mammoth task in 2020, with so many funerals and people having to deal with their grief in such tough circumstances.

Revd Gemma Fraser

SAFEGUARDING

St Luke's is committed to ensuring that children, young people and vulnerable adults are safeguarded.

Safeguarding continues to be on the agenda for every PCC meeting and St Luke's has adopted the safeguarding policy and best practices of the Church of England as guided by The Diocese of Chelmsford. The details of our Safeguarding policy is displayed at Church, and all Church users are given links to all policies and contacts can be found on the St Luke's website. Regular checks have been made to ensure that as a church we are compliant with the need for all relevant people to hold DBS's and have completed the online training which is a requirement of the Diocese.

Sue Davies & Helen Field

SCHOOLS, YOUTH AND CHILDREN

We have 8 schools in the 2 parishes of St Luke's and St John's; Moulsham Infants, Moulsham Juniors, Moulsham High, St Anne's Preparatory School, St Cedds, Mildmay Infants, Mildmay Juniors and Oaklands Infants. Engagement was seriously limited due to the pandemic but we have been involved with Oaklands and Moulsham Infants.

I continued to work with Moulsham Infants as a Community Governor, I cannot praise the school highly enough for how they have coped in the most difficult of circumstances.

The Pancake Party, prior to the lockdown was a great success, we gave away hundreds of pancakes to children and young people coming out of our local schools as well as pancake activities for smaller ones inside.

Revd Gemma Fraser

SIDESPERSIONS

This has been a difficult period of time for all sides persons and it was necessary to adapt our procedures during the periods that we could be open to ensure that the premises were Covid safe and all procedures were followed whilst still welcoming all that entered so that they felt safe, whilst enjoying the services.

The current sides persons on the rota's are

Maxine Buck	Helen Field
Jane Chambers	Janette Tadman
Sue Davies	Dawn Thomas
Chris Fawcett	Louise Whitehead
Hilary Few	

Although not all could join us in the period that the church was open due to the pandemic I would like to express my thanks to all on the rota for their service to St Luke's and the way that everybody embraced all changes that were made at relevant and constant short notice.

Sue Davies

SOCIAL MEDIA

Our Facebook page (@stlukesmoulshamlodge) and our website (www.stlukemoulsham.co.uk) have continued to be assets to keep us connected to each other and with our local community, as well as enabling us to engage with those further afield.

Our Facebook community has grown by more than 50 in the last six months and we now have 301 followers, who can engage with our live Morning Prayer services three times a week, our pre-recorded Sunday services and a variety of posts during the week about life at St Luke's.

During Advent, we used social media to create and host a successful living Advent Calendar 2020. This generated a huge amount of interest locally, with 26 windows decorated and 'opened' each night, from people engaging with our photos online to viewing the windows during daily exercise – we even had a couple who dressed up as Father Christmas and ran the route on Christmas Day taking photos as they went for sharing online!

Our website is kept regularly updated and includes useful information such as our weekly newsletters, orders of service and links to Sunday services, our APCM reports and our legacy policy. A huge thank you to Adrian Baker for diligently working behind the scenes to keep our website relevant and accessible.

We are always keen to receive feedback on both the website and our Facebook page.

Lucy Bubb

11th CHELMSFORD (ST LUKE'S) SCOUT GROUP ANNUAL REPORT TO 31 MARCH 2021

Due to COVID-19 no sections of the Group have met F2F since late March 2020 but have regularly met via ZOOM each week during the school terms thanks to the Leaders of the various sections. We have been fortunate to have our two Explorer Scouts (having both reached 18 years old) become Assistant Scout Leaders.

The uptake for online meetings has been about 50%, but we have had a regular nucleus who have earned many badges and have been very enthusiastic.

During July and August, Josh, our Beaver Leader organised the complete re-decoration of the Scout Hut, inside and outside and we were helped by Sharon Trent and her husband Steve and some of the Leaders from the Guiding sections. Afterwards, the Scout Hut had a thorough clean and it is the smartest it has looked for many years.

We also took the opportunity to make the premises COVID-19 safe with the fitting of hand sanitisers, paper towels and soap dispensers. We are also equipped to deal with any emergency have Face Masks, aprons and plastic gloves.

We are hoping with the relaxation of some restrictions that we will be allowed to meet F2F, initially we suspect this will be for outdoor activities first. Other restrictions have meant that each section has to have their 'play' equipment' which is kept in a locked cupboard in the Hut.

Hopefully, indoor Scouting will then follow after Easter, but due to the restrictions on numbers potentially meeting in the Hut, we are only allowed to have 15 Young People at any indoor section meeting plus up to 5 Leaders and our numbers are as follows –

Beavers –	15 with a waiting list to join
Zulu Cubs –	13
Swazi Cubs –	14
Scouts –	12

Scouts and Leaders will be required to wear face masks for indoor activities until further notice.

Last, but not least, many thanks to Gemma for her giving her time and support to ZOOM meetings during the last 12 months.

Sherry Wright
Group Scout Leader

ST. LUKE'S CHURCH

Moulsham Lodge & Tile Kiln

Gloucester Avenue,
Moulsham Lodge,
Chelmsford,
Essex.

FINANCIAL STATEMENTS
OF THE
PAROCHIAL CHURCH COUNCIL

FOR THE YEAR ENDED 31ST DECEMBER 2020

ST. LUKE'S CHURCH

Moulsham Lodge & Tile Kiln

Financial Statements
of the
Parochial Church Council

For the year ended 31st December 2020

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ST. LUKE'S CHURCH

Moulsham Lodge & Tile Kiln

Financial Statements of the Parochial Church Council

For the year ended 31st December 2020

Vicar

Revd Gemma Fraser
The Vicarage
Vicarage Road
Old Moulsham
Chelmsford
CM2 9PH

Associate Priest (from 4th July 2013)

Revd Stephanie Gillingham
The Rectory
3 Canuden Road
Widford
Chelmsford
CM2 2SU

Churchwarden:

Vacancy

Bank:

Barclays Bank Plc.
2, High Street
Chelmsford

Treasurer:

Hilary Few
30 Longship Way
Maldon
CM9 6UJ

Independent

Examiner:

Tony Weatherley
8 Osprey Way
Chelmsford

ST. LUKE'S CHURCH

Moulsham Lodge & Tile Kiln

Financial Statements of the Parochial Church Council

For the year ended 31st December 2020

Independent Examiner's Report to the PCC of St. Luke's, (Moulsham Lodge & Tile Kiln)

I report on the accounts of the charity for the year ended 31/12/20 which are set out on pages 3 to 6.

Respective responsibilities of the PCC and the examiner

The charity's trustees consider that an audit is not required for this year under section 144(2) of the Charities Act 2011 (the 2011 Act) and that an independent examination is needed

It is my responsibility to:

- examine the accounts under section 145 of the 2011 Act;
- follow the procedures laid down in the general Directions given by the Charity Commissioners under section 145(5)(b) of the 2011 Act; and
- state whether particular matters have come to my attention.

Basis of Independent Examiner's report

My examination was carried out in accordance with the General Directions given by the Charity Commission. An examination includes a review of the accounting records kept by the charity and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts, and seeking explanations from you as the management committee concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in a full audit and I do not express an opinion on 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 2011 Act; or
 - to prepare accounts, which accord with these accounting records have not been met; or
- 2 to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.

Signed 

Dated..... March 9, 2021

Anthony Weatherley
8 Osprey Way, Chelmsford

ST. LUKE'S CHURCH

Moulsham Lodge & Tile Kiln

Notes to the Financial Statements **Year ended 31st December 2020**

1. Accounting Policies

Basis of Preparation of the Financial Statements

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

Funds

General Funds represent the funds of the PCC that are not subject to any special restrictions regarding their use and are available for application to the general purposes of the PCC. These include funds designated for particular purposes by the PCC.

The accounts include monetary transactions, assets and liabilities for which the PCC can be held responsible. They do not include the accounts of other Church groups that owe an affiliation to another body, nor those that are informal gatherings of Church members.

Subject to the above, receipts and payments include income as received and expenditure when irrecoverably paid.

Statement of Assets and Liabilities

The following assets are recognised but not valued in the Statement of Assets and Liabilities:

- Fixtures, fittings and equipment where the PCC is free to dispose of such assets without faculty and where the original cost exceeded £500.

Closing bank balances as shown in the receipts and payments account.

The following liabilities are recognised in the Statement of Assets and Liabilities:

- Creditors for goods and services where the supply has been received and invoiced by 31st December 2020
- Charitable giving owed as the result of a restricted collection at Church but not paid over at 31st December 2020.
- Charitable giving committed by the PCC but not paid over at 31st December 2020

General Fund (Unrestricted) Fund Incoming Resources and Resources Used
2020 2019
Receipts

	£	£
Incoming resources from generated funds		
<i>Voluntary Income</i>		
Planned giving (direct debit)	19793	17,642
General collections (plate)	220	767
Weekly giving	789	3,268
Edward bear	98	208
Income tax recovered	5625	5,752
Archdeacons Contribution (Legal Fees)	0	0
General donations	2343	707
<i>Total Voluntary Income</i>	28868	28,344
<i>Activities for generating funds</i>		
Hall lettings	16667	27,866
Cooperative card	30	53
<i>Total Activities for generating funds</i>	16697	27,919
<i>Investment Income</i>		
Interest on investments	0	0
<i>Total Investment income</i>	0	0
Incoming resources from charitable activities		
Coffee -Saturday	55	179
Coffee - Sunday	38	211
Magazines and bible reading notes	15	41
Assigned fees	4236	4,311
Living light	10	70
Miscellaneous	48	41
Flowers	25	
Admin Recharge	986	
<i>Total incoming resources from charitable activities</i>	5413	4,853

Total Receipts

50978	61,116
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Payments

Cost of generating funds		
Charitable activities		
Parish share	38846	41,111
Church insurance	591	587
Church heat and light	451	564
Church maintenance	280	1,290
Worship	1357	1,074
Organist fees	430	1,620
Clergy expenses	134	524
Clergy office	308	288
Mission	80	373
Children's work	6	251
Church management and administration	2329	2,165
Communications (website)	121	155
Gifts	0	100
Coffee	17	120
Assigned fees	3478	3,021
Subscriptions	0	158
Flowers	71	82
Bible reading fellowship notes	60	0
Halls insurance	394	392
Halls water	760	762
Halls heat and light	1802	2,256
Halls maintenance	951	307
Halls cleaning	2029	2,089
Halls - commerical bins	807	703
Legal Fees	292	0
Bank Charges	272	422
Miscellaneous	13	192
Admin Support	1972	0
<i>Total Charitable activities</i>	57,851	60,606
Tfr to Fabric Fund	876	1,392
Payments	58,727	61,998
Surplus/Deficit	-7,749	-882
Total Payments	58,727	61,998
Final Surplus/Deficit for the Year	-7,749	-882

	2020	2019
General Fund		
Surplus (Deficit) for the year	-7749	-882
Balance B/F	2643	3,525
Balance C/F	<u>-5106</u>	<u>2,643</u>

	2020	2019
Legacy's (J Church & J Kay) & A Hazelhurst Donation		£
Bank accounts @ 1st January	69623	69,122
Receipts	285	501
Payments	<u>-2272</u>	<u>0</u>
Bank accounts @ 31st December	<u>67636</u>	<u>69,623</u>

	2020	2019
Fabric Fund		£
Bank accounts @ 1st January	3400	7,629
Tfr from General Funds	876	1,392
Receipts	0	1,841
Gift Aid	196	0
Payments	<u>-1284</u>	<u>-7,462</u>
Tfr from J Church Legacy	<u>0</u>	<u>0</u>
Bank accounts @ 31st December	<u>3188</u>	<u>3,400</u>

	2020	2019
Garden Fund		£
Bank accounts @ 1st January	188	0
Receipts	0	188
Gift Aid	0	0
Payments	<u>0</u>	<u>0</u>
Bank accounts @ 31st December	<u>188</u>	<u>188</u>

	2020	2019
Childrens Baptism Bibles		£
Bank accounts @ 1st January	20	0
Receipts	0	50
Gift Aid	0	0
Payments	<u>0</u>	<u>-30</u>
Bank accounts @ 31st December	<u>20</u>	<u>20</u>

	2020	2019
Edward Bear		£
Bank accounts @ 1st January	37	37
Receipts	0	0
Gift Aid	0	0
Payments	<u>0</u>	<u>0</u>
Bank accounts @ 31st December	<u>37</u>	<u>37</u>

	2020	2019
Special Collections (See Note 1)		£
Bank accounts @ 1st January	0	62
Receipts	934	1,055
Gift Aid	45	21
Payments	<u>-979</u>	<u>-1,138</u>
Bank accounts @ 31st December	<u>0</u>	<u>0</u>

Monetary Assets

	General Fund	Fabric Fund	Edward Bear	J Kay Legacy	Garden Fund	Children's Baptism Bibles	A Hazelhurst Donation	Special Collections	J Church Legacy	Total
	£	£	£	£	£	£	£	£	£	£
Bank Current Account	-5,106	3,188	37	0	188	20	0	0	10,229	8,556
C.B.F Deposit Fund	0	0	0	4,000	0	0	5,000	0	48,407	57,407
Total Cash	-5,106	3,188	37	4,000	188	20	5,000	0	58,636	65,963

Liabilities

Refund of lettings due at 31/12/20	£	225
Charitable Giving		0
		<u>225</u>

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

(Chairman)

(Member)

Note 1. Special Collections

	Balance Brought fwd	2020 Receipts Inc Gift Aid	2020 Payment	Balance Carried fwd
	£	£	£	£
Childrens Society	0	246	246	0
Baby Basics	0	175	175	0
Toilet Twinning	0	130	130	0
Suzanne's gift	0	382	382	0
Bishop Stephen	0	46	46	0
	<u>0</u>	<u>979</u>	<u>979</u>	<u>0</u>