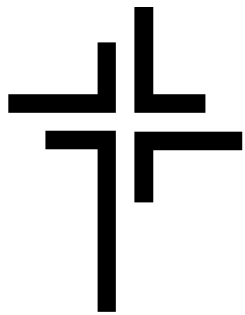


**DIOCESE OF CHELMSFORD**



# **ST LUKE'S CHURCH**

**LOVE • GROW • SERVE**

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**ANNUAL PAROCHIAL CHURCH MEETING  
PARISH OF ST. LUKE  
MOULSHAM LODGE & TILE KILN**

**SUNDAY 23<sup>rd</sup> April 2023  
Following the 10.00 a.m. Service**

***AGENDA, MINUTES AND REPORTS***

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**ST LUKE'S ANNUAL PAROCHIAL CHURCH MEETING  
WILL BE HELD AT  
ST. LUKE'S CHURCH, MOULSHAM LODGE,  
ON SUNDAY 23<sup>rd</sup> April 2023  
FOLLOWING THE 10.00 A.M. MORNING SERVICE**

**Kathryn Griffiths – PCC Secretary**

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**AGENDA**

**Opening prayer by the Chairperson, followed by apologies for absences**

**ANNUAL VESTRY MEETING**

1. Minutes of the Annual Vestry Meeting held on 1<sup>st</sup> May 2022
2. Election of Churchwardens

**ANNUAL CHURCH MEETING**

1. Minutes of the Annual Church Meeting held on 1<sup>st</sup> May 2022
2. Matters arising from the Minutes
3. Annual report of the PCC
4. Finance report to include Independently examined PCC Accounts
5. Worship report
6. Churchwarden Fabric report
7. Electoral Roll report
8. Deanery Synod report
9. Lynchpins report
10. Safeguarding report
11. Reports on Church Activities/Organisations
12. Elections and Appointments
  - i. Election of Representatives to Deanery Synod
  - ii. Election of Representatives to the PCC
  - iii. Appointment of Independent Examiner
13. Any Other Business
14. Chair's statement to the Parish
15. Prayer and close

FOR CONSIDERATION AND APPROVAL AT THE  
ANNUAL PAROCHIAL CHURCH MEETING

**MINUTES OF THE ANNUAL PAROCHIAL CHURCH MEETING**

**HELD AT ST LUKE'S CHURCH, MOULSHAM LODGE ON**

**SUNDAY 1<sup>ST</sup> MAY 2022 AT 11.30AM**

**Chair: Revd Suzanne McAllister**

21 people were present.

**Suzanne McAllister** – Chair  
**Kathryn Griffiths** – PCC Secretary  
**Elena Pratt** – PCC Member  
**Jane Chambers** – PCC Member  
**Maurice Van Mellaerts** – PCC Member

**David Millward** – Churchwarden  
**Hilary Few** – PCC Treasurer  
**Brenda Hudson** – PCC Member  
**Nick Pratt** – PCC Member

**Anna Wood**  
**Richard Field**  
**Chris Fawcett**

**Dave Chambers**  
**Helen Field**  
**Brian Roscoe**

**Sue Davies**  
**Pat Bruguier**  
**Rita Roscoe**

**Mike Tadman**  
**Lucy Bubb**  
**Larry Walters**

Apologies were received from: Sue Hoare

(Notice of this meeting was displayed at least 2 weeks previous)

David Millward proposed and seconded that Revd Suzanne McAllister was able to chair both the AVM and the ACM.

Revd Suzanne McAllister opened the meetings with prayer.  
She welcomed and thanked people for attending.

The Booklet and Accounts are available on St. Luke's website.

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**ANNUAL VESTRY MEETING**

Revd Suzanne McAllister explained the Annual Vestry Meeting is for the purpose of electing our Churchwardens.

**1. Minutes of the Annual Vestry Meeting for 2021**

The Minutes of the Annual Vestry Meeting held on 18<sup>th</sup> April 2021 were signed by Revd Suzanne McAllister as a correct record.

**2. Election of Churchwardens**

There was no new Churchwardens elected.  
David Millward is in his role of Churchwarden until 2024.

The meeting closed at 11.35am.

## **ANNUAL CHURCH MEETING**

### **1. Minutes of the Annual Parochial Church Meeting for 2021**

The Minutes of the Annual Parochial Church Meeting held on 18<sup>th</sup> April 2021 were signed by Suzanne McAllister as a correct record.

### **2. Matters Arising from the Minutes**

There were no matters arising from the Minutes.

### **3. Priest in Charge Report**

See report in APCM booklet. There were no further comments or questions.

### **4. Churchwarden Fabric Report**

See report in APCM booklet. There were no further comments or questions.

### **5. Church Electoral Roll Report**

See report in APCM booklet. There were no further comments or questions.

### **6. Annual Report of the Parochial Church Council**

See report in APCM booklet. There were no further comments or questions.

### **7. Finance and Independently Examined PCC Accounts**

See Finance report and coloured sheets in APCM booklet.

Hilary pointed out that there was a mistake in the 3<sup>rd</sup> paragraph in the Finance Report, it referred to us paying a shortfall of £4,317 on the share payments for 2022, but that should read 2021.

Hilary explained that 2021 was another tricky year for us financially, a deficit budget of £7,573 was originally agreed via the PCC, but this was revised. The PCC decided to transfer £15,000 from the Legacy Fund to support the general fund over 3 years from 2020 to 2022. £10,000 was transferred in 2021 to cover the first two years and a further £5,000 will be transferred in 2022.

It was also decided to charge all repairs and maintenance to the Fabric fund, rather than the general fund. 5% of Lettings income is already transferred to the Fabric fund each year.

The final change was to remove the budget for organist fees, all of our music is provided free of charge for which we are grateful.

The above changes led to a revised surplus budget of £5,557.

Lettings income was reduced in 2021 due to further lockdown. Only Little Acorns (the Pre School) were able to return in the new year. Trudi Osborne's classes did not start back until after the Easter break. Uniformed groups and Camera Club didn't return until September, or later. The Community Choir, one of our regular hirers, found alternative premises for their rehearsals and decided not to return. This led to a loss on income of around £7,500.

In Autumn the PCC decided to reduce our outgoings further and we advised the Diocese that we couldn't pay £4,317 of our Parish share and our payments were reduced accordingly.

We ended the year with a surplus of £8,517. This gave the general fund a balance of £3,411 and as this is in line with our reserves policy to keep the balance equal to one month's share payment, it was decided not to make any further payments towards the shortfall on our 2021 share.

The 3 Legacy funds were merged in 2021 for ease of reporting. The only major expenditure in the year was £5,375 for the new lobby doors and £28 interest was received. There was a balance of £52,289 in the Legacy fund at the end of the year.

We are still looking into the two other aspects of Project 2020 which is the repair to the car wall and the installation of the ramp, which would need to be paid from the Legacy fund.

Also, the final £5,000 is to be transferred from the Legacy fund to the general fund in 2022.

The Parish Giving Scheme launch has been extremely successful, most of our regular donors are now signed up to the scheme. This enables us to plan more easily as we know how much we will be receiving each month and the gift aid is also added monthly. In light of this, Dave Chambers has decided to step down from the Giving Officer role. Hilary has also decided to step down from the Treasurer position in December 2022.

This means that there is a need for a Giving Officer, and a Treasurer. There will be a job description for both roles, and training will also be given. The person/s will have the help and support from both the Finance Committee and the PCC. The new Treasurer doesn't have to be someone that goes to Church, it can be a friend or family member. There is also a need for extra people on the Finance Committee.

Hilary stated that we really do need people to volunteer for these roles, they are so vital to keep St Luke's running as efficiently as possible.

Hilary thanked the Finance Committee which consists of Richard Field, Lucy Bubb and Dave Chambers for all of their help and support.

## **8. Deanery Synod Report**

See report in APCM booklet. There were no further comments or questions.

## **9. Worship Report**

See report in APCM booklet. There were no further comments or questions.

## **10. Elections**

Suzanne thanked everyone who has served on the PCC over the last year.

Jane Chambers is stepping down from the PCC after finishing her 3 years term.

### **i) Election of Representatives to Deanery Synod**

The following nomination has been received:

<b>Nominee</b>	<b>Proposed by</b>	<b>Seconded by</b>
David Millward	Hilary Few	Suzanne McAllister
Suzanne McAllister	David Millward	Nick Pratt

All present entitled to vote were in favour of the above nominations; David Millward and Suzanne McAllister was therefore elected as Deanery Synod Representative for St. Luke's.

**ii) Election of Representatives to the PCC**

The following nominations have been received:

<b>Nominee</b>	<b>Proposed by</b>	<b>Seconded by</b>
Pat Bruguier	Lucy Bubb	Sue Davies

All present entitled to vote were in favour of the above nominations; Pat is therefore duly elected to serve as a member of the PCC.

**iii) Appointment of Independent Examiner**

Hilary Few reported Tony Weatherley has agreed to continue to undertake this role for the next year.

**11. Reports on Church Activities/Organisations**

See reports in APCM booklet.

Suzanne was asked to run through the Toddler Group, Edward Bear, that St Luke's hold on a Wednesday. Suzanne stated that this runs term time only and starts at 1.15pm. There are a few different families that attend, normally it's the same 5-7 families that come and other families pop in and out. We have 10 families on the books. Sometimes the sessions are themed, there is free play, snacks and a drink, story time (which is a mixture of Bible stories and other stories) then more play until home time. Edward Bear is advertised via Facebook, and word of mouth. Suzanne said that it is only run by a small team at the moment, so any extra volunteers are always gratefully received!

**12. Any Other Business**

Lucy Bubb asked if it was helpful for the key messages to be put in the newsletter after each PCC meeting. It was agreed that it was. Lucy also asked that if anyone has any thoughts on what should go in the newsletter, or what shouldn't be in it, to get in touch with her or Janette Tadman. It was suggested that a copy of the newsletter is sent out via St Luke's Church Connect Email address so that people who don't access Facebook ect can also see a copy weekly. Lucy said this is certainly possible if people would like. Suzanne thanked both Lucy and Janette for all of their help with the Newsletter.

The current Vacancy and the recent meeting with the Archdeacon were discussed. There is a lot of uncertainty about St Luke's future. Within the 5 churches in our MMU, it was always the plan to go from 3 stipend to 2, it's just happened earlier than planned and no one is sure what this means for St Luke's, or St John's.

Suzanne assured the congregation that she is here for them, to listen and work through where possible. She went over her work hours, and explained that she has decided to spend more time at St Luke's, as we need her more right now. St John's also have Revd Jean.

The PCC are working together with Archdeacon Elizabeth to see how to work forward. Archdeacon Elizabeth has asked for 2 representatives, plus the Churchwarden, to work with her. This means that at least the PCC will have an input to the outcome of this. A timeline was asked, unfortunately there is no answer for this.

Whilst the PCC may not be able to divulge every discussion and decision along this journey, it was agreed that the Church Family would be kept in the loop as much as

possible in regards to the proceedings. The PCC is also not aware of everything that is happening at the Diocese.

Suzanne is going to email out a statement via St Luke's Church Connect once she is back from Holiday in regards to the meeting that the PCC had with Archdeacon Elizabeth.

In the meantime, we will keep on working as we are, and help and support ourselves and each other through this.

Brenda Hudson stated that she will be standing down from Hall Lettings Officer at the next APCM. She started in the role in 2009 and said she would do 5 years, 13 years later she is still doing it! This is an essential part of our Church, and it's imperative that someone takes over this role. Brenda will do a handover and is also happy to hand over earlier than the next APCM if someone else would like to takeover before.

The Flowers and Music add so much to St Luke's Worship services, the Easter flowers were amazing. Mary Hoare would like for someone to take over the arrangements of the flowers, but no one else feels that they will do as good a job. Jane Chambers is happy to keep on helping, but she doesn't feel that she can take it over full time.

Revd Suzanne McAllister was thanked for her support and for her words at the meeting today.

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The Meeting closed with prayer at 12.18 pm.

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**Minutes of the Extraordinary Vestry Meeting held  
on 14<sup>th</sup> August 2022 at 11 A.M.**



Minutes taken by: Hilary Few

Lucy Bubb was therefore elected as Churchwarden.

**Meeting concluded at 11.15am**

## ST. LUKE'S CHURCH, MOULSHAM

### ANNUAL REPORT OF THE PAROCHIAL CHURCH COUNCIL FOR THE YEAR ENDING 31<sup>ST</sup> MARCH 2023

**Address:** Gloucester Avenue  
Chelmsford  
Essex  
CM2 9DT

**Email address:** moulshamchurches@gmail.com

**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 excepted 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 May 2022 until the date of this report are:

Incumbent: Vacant

Chair: Revd Stephanie Gillingham – September 22 – present

Curate: Revd Suzanne McAllister

Churchwarden: David Millward – May 22 – August 22  
Lucy Bubb – August 22 – present

Treasurer: Hilary Few – May 22 – December 22  
Kevin Willis – January 23 – present

PCC Secretary: Kathryn Griffiths

Deanery Synod Rep: David Millward

Lay Representatives: Brenda Hudson                      Nick Pratt  
Maurice Van Mellaerts                  Elena Pratt  
Pat Bruguier

## **ANNUAL REPORT OF THE PCC**

Since the APCM in May 2022 the PCC has met formally on 10 occasions. One of those took place online via Zoom, all other occasions were in Church.

There were two away afternoons held for the PCC during the earlier part of 2023, these were informal sessions.

The Finance Committee met throughout the year, reporting back to the PCC for discussion and approval if necessary.

From January 2023 the Finance Committee ceased due to a lack of members, so all decisions were since made through Standing Committee and brought to PCC.

Our Deanery Synod and Lynchpins representatives also report back to the PCC.

Standing Committee met prior to each PCC meeting to agree the draft minutes, draft agenda and discuss matters and make decisions prior to full PCC approval.

Eight Standing Committee meetings have been held since the May 2022 APCM, 1 of these took place online via Zoom, all other occasions were in Church.

Throughout the year the PCC discuss and deal with 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.

The Minutes of each meeting are displayed on the noticeboard next to the organ, once they have been approved and signed at the subsequent meeting. Generally, this holds the last 4 months' worth, along with any other reports and documents submitted to the PCC.

### **Lynchpins**

David Millward and Elena Pratt are St. Luke's representatives at Lynchpins meetings.

They both report to the PCC throughout the year.

The Minutes of their meetings are always circulated to PCC members and are available upon request to the PCC Secretary.

### **Safeguarding**

Sue Davies is St Luke's Safeguarding Officer.

A report is requested for every PCC meeting, and this is a standing item on every PCC Agenda under reports. This is so that any issues can be raised and discussed as a matter of urgency.

The St. Luke's Safeguarding Policy is reviewed annually.

### **Proposals and Decisions agreed at PCC Meetings since the May 2022 APCM:**

#### **May 2022**

- The following appointments were agreed:  
Chair of the PCC – Revd Suzanne McAllister  
Vice-Chair of PCC – David Millward  
PCC Secretary – Kathryn Griffiths  
PCC Treasurer – Hilary Few (until December 2022)  
Assistant Churchwarden – Nick Pratt  
Lynchpins – David Millward and Elena Pratt  
Standing Committee Member – Maurice Van Mellaerts  
Safeguarding Officers – Sue Davies and Helen Field

Health and Safety Office – Sue Davies and Helen Field  
Reps for Archdeacon Elizabeth – David Millward and Nick Pratt

- It was reported that the Electoral Roll number decreased from 47 to 46 names
- Reps were agreed upon to work with Archdeacon Elizabeth in light of St Luke's going into Vacancy
- A rota was discussed in regards to readers
- The Quinquennial report from April was discussed and broken down into priorities

#### **June 2022**

- A new Treasurer was sought
- It was agreed for Richard Field to project manage upcoming work
- The PCC were in agreement of the new pastoral list
- A PCC whatsapp group was formed

#### **July 2022**

- It was reported that for the period January – June 2022 there was a £9,185 surplus against a budgeted £6,121 surplus, the main reason for this is because a Caretaker had not yet been hired
- It was decided to advertise the Treasurer's post through Chelmsford CVS (a voluntary website)
- Archdeacon Elizabeth attended the PCC meeting to give training, she also advised that Rev Stephanie Gillingham would be chairing PCC meetings from September
- It was agreed that St Luke's need to partake in Energy Management, due to the rise of costs
- Hall letting fees for 2023 were looked at, discussed, and agreed
- It was agreed to support Chelmsford Foodbank for our Harvest giving
- St Luke's were made aware that their Churchwarden needed to be re-elected due to this not being done after the earlier APCM
- A Quiz night was planned for October
- St Luke's and St John's Archdeacon's reps had a joint meeting

#### **September 2022**

- Lucy Bubb was welcomed as Churchwarden, and David Millward Assistant Churchwarden
- Revd Stephanie Gillingham starting chairing the PCC meetings
- A new Piano for church was purchased
- An action log was created to help keep PCC members on top of their action points
- Revd Suzanne confirmed that at the end of her Curacy she will be appointed as Associate Priest within the MMU, with a special focus on St Luke's
- A new Cleaner was appointed
- We were advised of our increase in Gas and Electric
- The working party date was arranged
- The 2023 Parish Share allocation had been circulated
- Planning was undertaken for Oct-Jan

#### **October 2022**

- Roof repairs work was discussed
- Our Food Hygiene Inspection took place, and we were informed that our Kitchen work surfaces need to be replaced
- Solicitors were looked into in regards to the upcoming Scout Hut lease

- St Luke's first Energy Management report was circulated
- Our ADVENTure event was planned for December
- St Luke's were informed that the joint 5<sup>th</sup> Sunday services would be ceasing from October, it was put to the congregation where to go with this

### **November 2022**

- Revd Canon Tim Ball, Area Dean and The Ven Mike Power, Archdeacon of Southend attended the meeting, they offered an apology for the way St Luke's have been treated
- Archdeacon Mike informed the PCC that he is holding a meeting in November with the clergy of our MMU and Great Baddow to discuss how priestly oversight can be provided for St Luke's
- The Kitchen worktops quote was accepted
- Tree Surgery work was completed
- It was decided to support Crisis for our Advent giving
- PCC away afternoons were discussed
- Helen Field stepped down as Parish Safeguarding Officer

### **December 2022**

- The Meeting was held via Zoom
- The PCC agreed for the wall works to be completed in Summer of 2023
- The new Treasurer, Kevin Willis, took over from Hilary Few
- Pat Bruguier joined the Standing Committee
- The date for the APCM was moved due to it clashing with the King's Coronation weekend
- Archdeacon Mike Powers informed the PCC that an Interim Minister will be working with St Luke's after Christmas
- Reflections on our Advent event and reflections were discussed

### **January 2023**

- It was arranged for the Church doors to be serviced
- Two members of the PCC decided to step down, one at this year's APCM and the other from effective immediate, which also included stepping down from assistant churchwarden
- Approval for new Eucharistic Assistants were sought
- The PCC away afternoon dates were confirmed
- The year-end draft position was a reported surplus of £989
- It was confirmed that we are not able to pay our Parish Surplus in full for 2023, the Diocese had been made aware of this
- The Reserves Policy was agreed for another year
- The Pancake Party for next month was discussed
- A quote for the Scout Hut Lease from the Diocesan Solicitors was received and approved by the PCC

### **February 2023**

- The Eucharistic Assistants were approved
- A plea was sought to the congregation in regards to someone running a new payroll system
- Work on the Roof was completed
- The Electoral Roll provisions for the APCM were made aware to the PCC

- One member of the PCC who had decided to leave prior, decided to stay on the PCC
- It was agreed to support Tearfund for our Lent giving, this was in light of the Earthquake in Turkey and Syria
- It was announced that Pat Bruguier will take over from Brenda Hudson as Lettings Officer from mid-May

**Kathryn Griffiths, PCC Secretary**

## **FINANCE REPORT**

During 2022 General Fund receipts totalled £59,497 and General Fund payments totalled £58,508, giving a net surplus of £989 for the year compared to an £8,517 surplus for 2021. The receipts include the final £5,000 transfer from the Legacy Fund, agreed by PCC in December 2020. The payments include a transfer of £8,518 to Fabric Fund.

Congregational giving, including Gift Aid, was £23,851 which is slightly down on the 2021 figure of £25,177. Lettings for 2022 were £25,176, much higher than the 2021 figure of £19,563, due to the return of hirers following the lifting of all Covid restrictions. We lost our weekly term time hall letting to Rainbows from the beginning of the autumn term, a monetary loss of just under £80 for the term. Guides did not return for the autumn term but will be resuming their weekly meetings in February 2023.

Our Parish share request from the Diocese for 2022 was £39,443 but after careful consideration by the Finance Committee and PCC we offered and paid an amount of £30,847. This amount was agreed in order to achieve a 2022 General Fund year-end balance in line with our updated reserves policy. (See below)

The General Fund balance at the start of the year was £3,411. Our surplus for the year was £989 giving a balance of £4,400 at 31<sup>st</sup> December 2022.

Fabric Fund balance at the beginning of the year was £4,048. A sum of £8,518 was transferred to the Fabric Fund from the General Fund during 2022. This comprised of the regular £1,500 transfer in January, 5% of the letting's income and an additional payment of £5,760. It was agreed by the PCC that any General Fund surplus above the Reserves Policy amount at year end should be transferred to the Fabric Fund. During 2022 there was a significant increase in expenditure, from £1,615 in 2021 to £7,353 for this year. This was due to essential repairs and maintenance being carried out in addition to the routine servicing costs. The balance of Fabric Fund at year end was £5,213.

The Legacy Fund balance at the beginning of the year was £52,289. Expenditure during the year totalled £7,246 this consisted of the final £5,000 transfer to support the General Fund and the settlement of our architect's fees for his work to tender stage on the ramp and wall project. Interest on our deposit account with CCLA of £676 was added to the Legacy Fund giving a year-end balance of £45,719.

During 2022 St Luke's congregation supported many charities; The Children's Society for Christingle, the Disasters Emergency Committee Ukraine Appeal for Lent, Chelmsford Food Bank for Harvest and Crisis during Advent and Christmas. The figures in the accounts are not a true reflection of the donations made as most giving is now paid directly to the charities. However we give, these gifts are all gratefully received by the charities

who need them to carry out their vital work supporting those in need at home and around the world.

**Reserve's policy-**

In January the PCC accepted the Finance Committee's recommendation to amend the reserves policy in line with the guidance from the Archbishops Council 2016 (A Simple Guide to Parish Reserves Policies). The Reserves Policy now states that the General Fund balance should be maintained at the equivalent of one month's total General Fund expenditure and that this should be reviewed annually at the January PCC meeting, or earlier if required.

This is my final year as Treasurer and I would like to thank Lucy, Richard and Dave Chambers who have given me a great deal of support and help during my time in post. I am very pleased that Kevin Willis has stepped up to take the baton from me and I wish him all the best for his time in office.

**Hilary Few, Treasurer**

## **ASSOCIATE PRIEST REPORT**

Well, it has been quite the year for St. Luke's!

With Gemma leaving, we have had a time of great uncertainty and I know that a lot of you were upset by this. It was a difficult time, the communication between the Diocese and us was confusing, and at times, nonexistent. I know there was a lot of anxiety as to what the future was for our church.

Now you all know that I am licensed to St. Luke's, I am all yours!

I am not Gemma, we work in slightly different ways, and yet my hope is that I can serve you in a way that will meet the needs of our community as well as I can.

As ever I am so grateful for those people who do things in church. Our Church Warden Lucy has been amazing, doing so much that we don't see, as well as putting together the Newsletter each week and managing the input to our social media.

Our music group practices and provides music regularly, I admire and envy their skills, the service they give adds a great dimension to our worship. We also acknowledge our organ players, Nick, David and Rita.

Thank you to all the people who make tea/coffee, wash up and help with Saturday coffee, that is a ministry in itself.

Our Halloween outreach was great, we ran out of bags really quickly, perhaps we should do more next year!

We are happy to host the light up a life service at Christmas, and they are grateful for the use of church for it.

Christmas was great with our afternoon of crafts and singing, those attending really enjoyed it.

Finances are always challenging, we are trying to apply for grants to help us and we are exploring all opportunities that we can, the PCC are busy trying to ensure we move forward with projects in a way that is faithful to what God calls us to do, and to exhibit good stewardship of the resources and money we have.

We are among quite a few churches to be in challenging times, many have uncertain futures and are looking for the best way forward. We have been very fortunate to have Revd Roger Matthews alongside us, to help look to the future and what we could do. His report we be insightful and helpful.

We are now at a place where I believe we can look to the future, I am grateful to all those who serve at St. Luke's in any capacity, I am grateful for your trust in me and your prayers. I know that it has been a challenging time, now we need to stand tall, face into the future and perceive what God's calling is for us in this community.

Stand with me and we continue to be God's light in this parish.  
Every blessing.

**Revd Suzanne McAllister, Associate Priest**



## WORSHIP REPORT

We are very fortunate to have a strong ministry team here at St Luke's. We started 2022 with Revd Gemma Fraser, Revd Suzanne McAllister, Lucy Bubb (Authorised Local Preacher) and Richard Field (Authorised Local Preacher). Since Revd Gemma left in April 2022, the remaining team have coped well, albeit supplemented by occasional visiting preachers.

The service pattern with which we started 2022, (9.00am Service of Holy Communion followed by 10.15am Morning Worship), was replaced in April 2022 by a service pattern of 10.00am Holy Communion on the 2<sup>nd</sup> and 4<sup>th</sup> Sundays of each month with Morning Worship on the 1<sup>st</sup> and 3<sup>rd</sup> Sundays. We have continued to live stream the Holy Communion services, and try to ensure that our online congregation feel as welcome as those in church. All of our services have been enhanced by having members of the congregation reading from the Bible and we hope to expand this to leading our prayers. Where a month featured a 5<sup>th</sup> Sunday we participated in joint South West Chelmsford Churches (SWCC) services, which rotated around the churches. St Luke's hosted the joint service in January 2022. The joint 5<sup>th</sup> Sunday services ceased in October 2022. The joint SWCC 2<sup>nd</sup> Sunday afternoon services re-started and continue, rotating around the churches, with a different style and format each month, and a time beforehand for fellowship over refreshments.

We have continued to have Morning Prayer in church on Wednesdays at 9.15am, which is supported by a small group of 2-3 people. During our time together we read and discuss a bible passage, and pray over the prayer requests left on the prayer board by those who come into church during the week. We would love more people to join us for prayers; prayer is very necessary at all times, and especially at the moment.

Once Revd Gemma left in April 2022, we reduced live-streamed Morning Prayer from three days to two days per week, and in September 2022 this ceased completely. Our thanks to the joint St John's and St Luke's team who provided these services from the beginning of the pandemic.

Special Services in 2022 included Pentecost, Harvest, All Souls, Remembrance, and Christmas services including the ADVENTure Community Carol Service and Christmas Day. In August 2022 we hosted a joint service with Moulsham Lodge Methodist Church, which proved a great success and was repeated early in 2023.

We are still committed to sharing the light and love of God in our community, however challenging this can be. The people of St. Luke's have a huge heart and welcome all those who come through our doors. As part of our outreach, we ran the Pancake Party on Shrove Tuesday, giving out Lent activity bags to those that came, and offered hot chocolate and treat bags on All Hallows' Eve (the treat bags also included puzzle sheets, an explanation of what Halloween actually is, and invites to our services). We also invited our community to prepare for Christmas with craft activities for young and old (ADVENTure). All of these events were very well received and supported by many who had never come inside St Luke's. We will continue to find ways that we can reach out to our local community and share the love of God with them.

We have been very fortunate with regard to music, with Nick, David and Rita ensuring we always have an organist/pianist every week. Music on the first Sunday of each month and for most special services, is provided by the Music Group.

We are grateful to those who support our worship in the background – to Sue for cleaning the brass, to Janette for ordering all the supplies, and to David for looking after all the candles and linen. We have continued the practice of the presiding minister setting the altar for Holy Communion services.

**Revd Suzanne McAllister – Associate Priest, Lucy Bubb – Authorised Lay Preacher  
and Richard Field – Authorised Lay Preacher**

## **OCCASIONAL OFFICES REPORT**

These are services that we provide outside of the normal Sunday services.

There were no weddings for this year, although we read some banns of marriage for people within our parish who are getting married elsewhere.

We had four baptisms, one adult and three children.

There were fifteen funerals, nine taken by myself, six taken by Revd Gemma Fraser.

Two of these Funerals took place inside St Luke's Church, one in St Michael's Church in Galleywood and twelve at Chelmsford Crematorium.

**Revd Suzanne McAllister, Associate Priest**

## **CHURCHWARDENS FABRIC REPORT**

In April 2022, we had our Quinquennial Inspection. The aim of this inspection is to assist the PCC in the care and repair of the church building, for which it is legally responsible. The report gives an overview of the repairs needed, and lists the repairs by priority order. The PCC has considered the list of repairs and has focused on those under Priority A (12 months). In addition, the PCC has also focused on those items identified through our risk assessments.

The following work has been undertaken:

- Water-filled barriers currently being used in the car park continue to be topped up and were sealed in August.
- The lean of the car park wall continues to be monitored and reported to PCC every three months. The lean of the rear wall separating the kitchen patio and the garden is also monitored once a year. There has been minor change in both walls although it is not easy to measure.
- All portable equipment has been PAT tested.
- The kitchen worktops and the gas hob were replaced.
- The gas copper pipe in the small hall was protected from damage.
- In the autumn, some overdue tree work was undertaken. Furthermore, the Diocesan Property team reduced some of the trees and bushes in St Luke's Garden which were hanging over the fence and the sacristy.
  - Reduction and reshape sweet chestnut near Scout Hut
  - Lifted sugar maple over road (Gloucester Avenue - danger to buses and lorries) and eliminate branches from cables
  - Removed bay laurel near preschool area (Very close to toilet block and rubbing against fascia, which will cause problems
  - Reduction and reshape large flowering cherry overhanging roadside (Lewis Drive)

- Reduction and reshape two large conifers (Back of side garden in Lewis Drive)
- Minor repairs have been carried out by church members.

In October, our new Cleaner started; she works everyday Sun-Thurs during term-time and is responsible for cleaning the small and large halls, kitchen, lobby and toilets.

### **Scout Hut**

The Scout Hut lease runs out in August 2023 and so the PCC has started the process for the new lease. The Scouting Group have informed us that over the period of the current lease some significant work has been undertaken:

- 2018 Windows and Doors to front of Hut replaced with UPVC
- 2018 Replacement of roof covering
- 2019 Strip out old kitchen units and replace adding a hot water heating under the sink, fitting of new flooring
- 2020 Repairs to cisterns in toilets
- 2020 Replacement of light fittings in main Hall with LED fittings
- 2020 Painting of all areas of interior of Scout Hut
- 2020 Painting of exterior surfaces of Scout Hut with wood preserver
- 2021 Inspection of all areas of Hut for Asbestos
- 2022 Replacement of light fittings in all other areas of Scout Hut - kitchen, toilets, stores and lobby with LED fittings

### **Looking forward to 2023 ...**

In January 2023, the PCC decided to move ahead with two of the remaining three parts of Project 2020 (Faculty One). There are plans for this work to be undertaken during the school summer holidays and we are grateful to Richard Field for his work on supportive grant applications;

- 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 (remains on hold).

There are plans to service the gas heaters (January 2023), replace the felt roof of the kitchen, lobby, and toilets, and the fascias in the same area together with the sacristy (February 2023), and also to service and repair the main church doors.

Our five-yearly fire safety inspection is due before May 2023 and is planned to be undertaken during the Easter school holidays.

On behalf of the PCC, I would like to thank everyone who has helped to maintain the building and garden.

**Lucy Bubb, Churchwarden**

## **ELECTORAL ROLL REPORT**

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.

The Roll is completely renewed every six years, (last occurred in 2019), and is revised each year before the APCM to make sure that it remains accurate. For 2023, the revision

period was between 26th March and 1st April. Following the revision, no names can be added to the Roll until after the APCM.

Details of the Roll following the revision are as follows:

#### Electoral Roll

On 1st May 2022, (the date of the last APCM), there were 47 names on the Roll.

#### Names added to Roll

2 names have been added to the Roll between 1st May 2022 and 1st April 2023.

#### Names removed from Roll

Following the sad death of Peter Harris, and Revd. Gemma's family moving from the area, 4 names were removed from the Roll.

#### Changes to Parish residency status

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

#### Electoral Roll

Following the revision, on 1st April 2023 there are 45 names on the Roll, 24 residents in the Parish and 21 non-residents. 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**

## **PASTORAL CARE REPORT**

Three years ago, at the beginning of the pandemic, a pastoral contact system was instigated to keep in contact with every member of the Electoral Roll. This has continued but in June 2022 the PCC decided to re-set the system with a re-established pastoral contact team to consist of no more than 7 people. The team currently includes: David Millward, Brenda Hudson, Jane Chambers, Helen Field, Richard Field, Maxine Buck and Sue Davies, and is overseen by Revd Suzanne and Lucy Bubb, who regularly check-in with each team member.

The purpose of the system is to:

- Keep in regular, gentle contact with all of their allocated individuals.
- Quickly pass on urgent information.
- Provide printed information for those who do not have access to emails/newsletters.
- Share prayer requests.

Any pastoral concerns are escalated directly to Revd Suzanne for discussion and to agree any actions required.

Home Communion continues to be offered by Revd Suzanne to anyone who is housebound and unable to come to services. In addition, Maxine and Lucy are now also able to offer home communion.

Revd Suzanne keeps in touch with funeral families after the service has taken place, primarily on the telephone but occasionally with visiting and if appropriate refers into other avenues of support.

**Lucy Bubb, Churchwarden and Revd Suzanne McAllister, Associate Priest**

## **SAFEGUARDING REPORT**

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

Monthly reports are sent to PCC confirming the current position of compliance of all relevant people holding a valid DBS and of completing the relevant safeguarding training. At the time of writing this report we are:

- 99% compliant for DBS checks.
- 99% compliant on Safeguarding Training
- 100% compliant on the Advanced Safeguarding Training for Leaders and Safeguarding Officers

We now give key messages and information on Safeguarding principles on the safeguarding report to ensure that this important aspect is kept at the fore front of all.

The PCC has adopted the policy and best practices of the Church of England as guided by The Diocese of Chelmsford. We continue to display details of our Safeguarding policy in Church, and all Church users are given links to all policies. Contact details can be found on the St Luke's website.

**Sue Davies, Safeguarding Officer**

## **DEANERY SYNOD REPORT**

The Chelmsford Deanery holds four Deanery Synod meetings each year. There will be a presentation or two during a meeting. Each meeting starts with routine business and ends with prayer for the Deanery Churches.

I managed to attend three of the four meetings in the last year.

The first meeting was held in June 2022 at St Margaret's Church, Downham. Linda Percival and Anne Ireland from Moulsham St John gave a presentation about the church's work with Ukrainian refugees. There was also a presentation by Jenny Clayton from the St Vincent de Paul Society, which is a Catholic charity giving help to those in poverty.

The meeting in September 2022 was held at Meadgate Church. A new Deanery Treasurer, Robert Andrews, was appointed. Jill Readings, the Lay Chair of the Deanery, gave a presentation about Parish Share for 2023. This was followed by an address from Bishop Guli, who started with a reflection on her first year in office.

The meeting in December 2022 was at Beaulieu Community Centre, which is the meeting place for the Church of St Francis. The Reverend Dan Pearce gave a presentation about the work of St Francis BMO (Bishops' Mission Orders). The church was established to give

spiritual leadership to the ever-growing Beaulieu Park development. The church does not yet have its own parish; the area currently contains parts of several surrounding parishes.

I was unable to attend the February 2023 meeting at St Mary with St Leonard Church in Broomfield. I have not yet seen the minutes of the meeting, and my usual sources of information also missed the meeting. There was to be a presentation by Evie Ball, Children and Youth Minister at Meadgate Church, about her work with SEND (Special Educational Needs or Disability) Children.

Since lay members of Deanery Synod are appointed for the same three-year period, their periods of office are now ending. I intend to stand for re-election.

The next meeting is scheduled for Tuesday 13 June 2023 at All Saints' Church, Stock.

**David Millward, Deanery Synod Representative**

## **LYNCHPINS REPORT**

Lynchpins is a group of representatives from South West Chelmsford Churches. 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.

There have been four meetings in the last year, including one at St Luke's Church in January. At each meeting will be a chance for each church to pass on news about what has been happening and what is planned.

Until the end of 2022, Lynchpins was responsible for arranging the joint services held on fifth Sundays. Such services were held at CHS in May, St Michael's in July, and St Mary's in October. However, at the October meeting, we learned that the Ministry Leadership Team and PCC at Galleywood had decided to no longer participate. The main reason was that it meant there was no Sunday service at St Michael's unless that happened to be the venue. It was suggested that the other parishes might continue with the services, but there was no service in January and there is no plan for one in April.

The joint second Sunday afternoon services are arranged independently of Lynchpins, but they are discussed. These services resumed in May and have taken place in each subsequent month except August and December. Each church has hosted at least one service. There will not be a service in April since it would fall on Easter Day, but venues have been arranged for May, June, and July. The January service took place on the fifth Sunday, and it has been suggested that this might become the norm. This would mean fewer services. The services are appreciated by those that attend, but they are not well attended.

Although not strictly the concern of Lynchpins, the meetings have resulted in several joint rambles, which have all been circular routes. At the moment, the only planned ramble will be on Saturday 3 June 2023. This will follow the Chelmsford Pilgrimage route from the Retreat House at Pleshey to the Cathedral. Unlike the previous rambles, this will involve arranging for the participants to be taken to the starting point, and result in the meal at the end being replaced by a meal enroute, probably in Broomfield. An even longer walk is planned to celebrate St Michael's sesquicentennial at the end of September. This walk will

“Beat the Bounds”, and is open to members of other churches, but be warned: due to the size of the parish, this is a walk of about fifteen miles!

A group of teenagers from Galleywood will be preparing for Confirmation. It is hoped to hold a Confirmation Service in the afternoon of Sunday 4<sup>th</sup> June. If others are interested, this could be run as a joint course across SWCC.

The next Lynchpins meeting was arranged for Tuesday 25<sup>th</sup> April at St John's but might have a slightly different date or a different venue. The next meeting of the Second Sunday Planning Group will be at CHS on Monday 12<sup>th</sup> June at 10:30.

**David Millward and Elena Pratt, Lynchpins Representatives**

## **HALL LETTINGS REPORT**

This is my last report as Halls Letting Secretary as I am standing down after nearly 14 years.

2022 started very quiet for single hires but improved as the year went on. We had 12 children's parties, 1 Baptism party and a family Christmas celebration. Not yet back to pre-pandemic numbers.

Sadly, Rainbows stopped meeting at St Luke's at the end of July 22 as their leader retired. 4th Moulsham Guides have struggled with numbers and have been suspended for six months. They intend to return in February 2023.

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
1st & 2nd Moulsham Brownies -	Tuesday and Thursday evenings in Term Time
4th Moulsham Guides -	Thursday evenings in Term Time.

Saturday Coffee is in the small hall every Saturday 11am until 12 noon.

St Luke's Book club continue to meet monthly, in church.

For hall bookings or for further details please contact Brenda until the end of April, from 1<sup>st</sup> May please contact Pat Bruguier on 01245 600225.

**Brenda Hudson, Booking Officer**

## **SCHOOLS, YOUTH AND CHILDRENS REPORT**

In our parish we have the following schools, Moulsham Infants and Juniors, Moulsham High School and Mildmay Primary School.

It has been hard to gain access to schools as they are still being cautious about visitors. However, I visited Moulsham Infants on World Religion Day on 13<sup>th</sup> of January. It was

quite a busy day; I saw eleven classes of thirty children. I took in robes, a communion set and talked about the bible and Christian faith. I gave puzzle sheets with facts from the bible. It was a full-on day but well received. They have requested that I visit again later in the year to speak more about the bible – they will be doing a project on holy books of main religions, so that should be interesting.

I am hoping that I can visit more, but this depends on the staff and how they view people of faith visiting. I have tried to make contact with the other schools, but so far, I have not had a response. I know there is a group that work with older children in the high school. We know that children in church only come occasionally, we do try to provide something for them to engage with when they are here.

I have been making progress with relationships with the uniformed groups and hope that maybe in the future they can attend and participate in services.

**Revd Suzanne McAllister, Associate Priest**

## **EDWARD BEAR REPORT**

Our group continues to grow, attendance can be erratic but on average we have between 3-10 families coming. We started with quite a soft approach, as we wanted families to feel comfortable in the building and with us.

We now have a prayer at the end, and have bible story books available for those who want them. We create a book corner that the children can go to and they can be read to by their carer/parent, this has worked really well. We have a time of singing at the end and have also introduced some children's songs with a Christian theme – some mums can remember these from when they went to Sunday school!

Snack time is always popular, and we try to provide a good mixture of snacks, fruit is usually available, with some crisps or biscuits and water and squash. Grown-ups can have tea/coffee, and biscuits if they have been good!

Out of this group, there is potential for two baptisms, and others who are asking questions. The activities the children have enjoyed include colouring, making Mother's Day cards, puzzles, games and lacing cards.

Hopefully, with some better weather, we can use the small open space at the back of church and have some outdoor sessions.

**Revd Suzanne McAllister, Associate Priest**

## **SIDESPEOPLE REPORT**

The role of sidesperson is an important ministry, providing a warm and friendly welcome. We aim to have two sidespeople on duty at each service. Each person receives training as well as group refresher training each year, so if you feel God is calling you to this role, you will be well supported.

We have several people who have fulfilled this role:

Pat Bruguier

Hilary Few



Maxine Buck  
Sue Davies  
Louise Whitehead

Helen Field  
Chris Fawcett

In addition, Jane Chambers and Elena Pratt, who stepped down during the year.

I thank all of our sidespersons for their service to St Luke's.

**Lucy Bubb, Churchwarden**

## **SOCIAL MEDIA/COMMUNICATIONS REPORT**

Our Facebook page (@stlukesmoulshamlodge) and our website ([www.stlukemoulsham.co.uk](http://www.stlukemoulsham.co.uk)) continue to be real 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 continued to grow, and, at the time of writing, we now have 435 followers – that's an increase of 81 followers (23%) over the last year!

We live stream our Holy Communion services and our followers engage with a variety of posts and stories during the week about life at St Luke's. We know that live-streaming our services is valued both by congregation members who are unable to attend and many of our followers, with up to 50 views each week, albeit they don't all join live at the time of the service.

At the beginning of September 2022, we stopped live-streaming Morning Prayer, which was mainly due to capacity within the team – a huge thanks to those from St Luke's and St John's who helped with this since March 2020.

We use social media to publicise our services (both what's planned and what happened in the services) and our events. It was great to hear from many who came to our ADVENTure event at the beginning of December 2022 that they found out about it from our Facebook posts, shared to several local community pages.

During the year we have also provided articles to the Moulsham Times, the free magazine delivered to all the houses across Moulsham Lodge and Tile Kiln. This is another opportunity to spread the word about what we're doing here at St Luke's as well as our external and internal noticeboards, which are filled with posters and information.

Our website is kept regularly updated and includes useful information such as our weekly newsletters, orders of service and links to streamed services, our APCM reports, our legacy policy, and details about hiring our buildings. We also have a site on the Church of England's 'A Church Near You' website with key service information and contact details. A huge thank you to Adrian Baker for diligently working behind the scenes to keep our website relevant and accessible – it is often the first port of call for many visitors to see what's happening at St Luke's.

Each week our newsletter is produced, containing the readings and prayers for Sunday, together with useful information about what's going on or coming up in the near future. Hard copies are always available in church on Sunday mornings and during the week for those popping in when the church is open. A huge thank you to Janette Tadman for

supporting me to pull this together and for the merry band of helpers who fold the newsletters during Saturday Coffee!

We also have the St Luke's Connect email distribution for sharing key information – if you would like to be added to this distribution list, please contact Kathryn on [moulshamchurches@gmail.com](mailto:moulshamchurches@gmail.com)

We are always keen to receive feedback on all our communications methods – do you want more, less, different, just let us know!

**Lucy Bubb, Churchwarden**

## **MUSIC GROUP REPORT**

Our music group continues to support worship on the 1<sup>st</sup> Sunday of each month and contribute to special services throughout the year.

Currently we have two organists/pianists, a flautist, two guitarists and a bass player. While this is a good number of musicians for a Church of our size, we would welcome new recruits as this would enable us to play more frequently and spread the load during Christmas and Easter periods.

In particular it would be great if we could find a drummer and one or more singers.

Of particular note this year was a joint service with the Methodist church which featured a combined music group that included an accordion player.

Please pray for the continued development of the music group and the role it plays in our worship.

**Richard Field**

## **SATURDAY COFFEE REPORT**

Saturday coffee (11am to 12md) has a faithful following and many regulars who attend each week, as well as some new comers too from the local community who pop in. It is a great time of fellowship, friendship, support and a great way to engage with the community also.

The filter coffee machine that was purchased 18 months ago is still going strong and proves to be very popular with coffee drinkers on Saturday coffee but is also used for special occasions and special services too.

The Book club meet every 4 weeks during Saturday coffee and enjoy the refreshments. We also have the music group who meet roughly once a month to practise within Saturday coffee too. Many church members also do church cleaning, gardening, silverware, admin (newsletters), outreach / service prep and flowers to name but a few on a Saturday morning and it is often a hive of activity.

Sunday refreshments were reintroduced to being after the 10am service (as before), when the service pattern changed last year back to just having the 10am service again, rather than the two services we had been having with refreshments in-between previously.

During the course of the Autumn/Winter we have also moved coffee after the Sunday service to the back of Church rather than in the small hall, this seems to be working well

and was introduced as a way of energy saving within the Church, as part of the PCC looking at our energy cost and ways to be more energy efficient (thus using the heat within Church and not having to put small hall heater on, on a Sunday) However refreshments are still in the small hall on a Saturday.

We have a small but dedicated team on the rota across both Saturday and Sunday who keep it going. A very big thank you to all the team who support and serve with Saturday and Sunday coffee.

However, there is always room for more people on the rota! We used to have two people on the rota each week but now tend to only have one, to avoid the same people having to do it too often.

Nick and I have had to take a step back on what we are doing and have been doing since the Autumn as we prepare for baby very soon, and have come off the rota and are handing over the coffee rota from May 2023 to David and Brenda. Thank you so much!

Thank you to everyone for supporting us in this ministry, but also to everyone who has stepped up as we have had to take quite a sudden step back over recent months.

**Elena Pratt**

## **SATURDAY BOOK CLUB REPORT**

Over the past year the book club has continued to meet regularly every four weeks when we enthusiastically chat about anything and everything, discuss the book we have been reading, and enjoy the refreshments on offer. We read a wide range of genres which results in a diverse range of opinions when we get together!

Books are supplied free from Essex Libraries who support many book groups across the county. We do need to limit the number of members of our group due to obtaining enough copies of the book each month but if anyone is interested in joining, please let me know.

**Helen Field**

## **FLOWERS REPORT**

Over the past year fresh flowers have been on display for the major Festivals including Harvest Festival, the Patronal Festival, Remembrance Sunday and Christmas. Artificial flower displays were used at other times such as during the summer months to keep costs down.

As ever the Christmas Tree (donated by myself) was installed for the beginning of Advent in preparation for the annual Light up a Life Service and was kept through to Candlemass. Likewise, the Advent ring.

My thanks to Sue Davies (and anyone else who may have helped) for sterling efforts once again keeping them both in such good condition over this long period by regular watering. Also, to Jane & Louise who provided much needed greenery on various occasions.

I have enjoyed many years of flower arranging at St Luke's, especially with Margaret Judd & Mary Marshall, but this will be my last report as time and illness have finally caught up

with me! I'd like to thank all those of the congregation who have donated money towards the flower arrangements over these years in memory of a loved one. It has been a pleasure to do this for them.

**Mary Hoare**

## **11<sup>th</sup> CHELMSFORD SCOUT GROUP REPORT**

Our numbers have improved over the last 12 months -  
Beavers – staying at 20, but with lots of enquiries for a place  
Swazi Cubs – 14 members  
Zulu cubs – 18 members  
Scouts – 12 members

Two of the older Scouts have now moved onto the next section – Explorer Scouts – this is a District Led section. Explorer Scouts are invited to return to their Group to help as Young Leaders (YIs) – this helps them achieve the 'Volunteering Section' of their Duke of Edinburgh Award and we now have YIs in Beavers and both Cub Packs.

We are still short of Leaders – but this term we have had the help of Andrew and Eddi to help manage the Scout Troop. Unfortunately, this will stop at the end of July when their university studies take priority.

Beavers are booked to have an overnight Sleepover at Thriftwood Scout Campsite over the weekend of 13/14 May – this offers them the opportunity to experience not only sleeping away from home, but to enjoy some of the activities at Thriftwood.

Both Cub packs will be camping over the weekend of 23/25 June at Thriftwood under canvas – again they will have the opportunity to enjoy such activities as Archery, Assault Course and some other surprises.

Scouts will be camping the same weekend as Cubs at Thriftwood again enjoying climbing, archery, rifle shooting and cooking their own meals and washing up.

Some of our Scouts will be taking part in a 2-Day Hike and Camping experience where they have to follow a route, carry all their own kit, which includes cooking utensils and cook for themselves. This 2 Day Expeditions goes towards their Chief Scout Gold Award. Our new Fire Doors have now been fitted and we have had to replace the Fire Alarm sensors throughout the Hut.

Lastly, we have agreed to fund an improvement to the Car Park by removing the odd shaped triangle of concrete – this should give an additional parking space and a bit more space between vehicles.

Thank you to Lucy for organising the pruning of the tree close to the Hut. Going forward, some thought needs to be given by the Church to keeping the weeds down at the back of the Scout Hut – this year I cleared them as they were over 4 ft high and I was concerned that they were a fire hazard considering the hot weather experienced during the summer.

**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 31<sup>st</sup> DECEMBER 2022**

# **ST. LUKE'S CHURCH**

**Moulsham Lodge & Tile Kiln**

Financial Statements  
of the  
Parochial Church Council

For the year ended 31st December 2022

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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 2022

**Vicar**

Vacancy

**Associate Priests**

Revd David Cattle  
The Vicarage,  
Beehive Lane,  
Galleywood,  
Chelmsford,  
CM2 8RN

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

Revd Suzanne McAllister  
26 Pyms Road  
Galleywood  
Chelmsford  
CM2 8PY

**Churchwarden:**

Lucy Bubb

**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 2022**

### **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 31/12/22 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 recordshave 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 Calu

Dated MARCH 12 2023

Anthony Weatherley  
8 Osprey Way, Chelmsford



# **ST. LUKE'S CHURCH**

## **Moulsham Lodge & Tile Kiln**

### **Notes to the Financial Statements** **Year ended 31st December 2022**

#### **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 31<sup>st</sup> December 2022
- Charitable giving owed as the result of a restricted collection at Church but not paid over at 31st December 2022.
- Charitable giving committed by the PCC but not paid over at 31st December 2022

## General Fund (Unrestricted) Fund Incoming Resources and Resources Used

2022 2021

## Receipts

## Incoming resources from generated funds

## Voluntary Income

Planned giving (direct debit)	16979	17957
General collections (plate)	438	855
Weekly giving	0	0
Edward bear	281	106
Income tax recovered	5242	4836
General donations	911	1423
<i>Total Voluntary Income</i>	<u>23851</u>	<u>25177</u>

## Activities for generating funds

Hall lettings	25176	19563
Cooperative card	22	23
<i>Total Activities for generating funds</i>	<u>25198</u>	<u>19586</u>

## Incoming resources from charitable activities

Coffee -Saturday	273	104
Coffee - Sunday	334	89
Assigned fees	3023	4147
Living light	200	0
Miscellaneous	182	16
Flowers	10	0
Admin Recharge	1426	1283
<i>Total incoming resources from charitable activities</i>	<u>5448</u>	<u>5639</u>

## Transfer from Legacy Fund

5000 10000

## Total Receipts

59497 60402

## Payments

## Cost of generating funds

Charitable activities		
Parish share	30847	33050
Church insurance	625	603
Church heat and light	626	467
Caretaker	0	0
Worship	1306	1045
Organist fees	0	0
Clergy expenses	115	79
Clergy office	171	527
Mission	143	128
Children's work	16	13
Church management and administration	853	749
Communications (website)	160	184
Gifts	52	29
Coffee	93	0
Assigned fees	2556	3848
Flowers	9	8
Halls insurance	416	402
Halls water	604	359
Halls heat and light	2505	1867
Halls cleaning	3386	1965
Halls - commercial bins	762	820
Legal Fees	0	0
Bank Charges	181	155
Miscellaneous	227	14
Admin Support	4337	3098
<i>Total Charitable activities</i>	<u>49990</u>	<u>49410</u>

## Tfr to Fabric Fund

8518 2475

## Total payments

58508 51885

## Final Surplus/Deficit for the Year

989 8517

	2022	2021
<b>General Fund</b>		
Surplus (Deficit) for the year	989	8517
Balance B/F	3411	-5106
Balance C/F	4400	3411

	2022	2021
<b>Legacies Combined</b>		
Bank accounts @ 1st January	52289	67636
Receipts	676	28
Payments	-2246	-5375
Transfer to General Fund	-5000	-10000
Bank accounts @ 31st December	45719	52289

	2022	2021
<b>Fabric Fund</b>		
Bank accounts @ 1st January	4048	3188
Tfr from General Funds	8518	2475
Receipts	0	0
Gift Aid	0	0
Payments	-7353	-1615
Bank accounts @ 31st December	5213	4048

	2022	2021
<b>Garden Fund</b>		
Bank accounts @ 1st January	188	188
Receipts	0	0
Gift Aid	0	0
Payments	0	0
Bank accounts @ 31st December	188	188

	2022	2021
<b>Childrens Baptism Bibles</b>		
Bank accounts @ 1st January	20	20
Receipts	0	0
Gift Aid	0	0
Payments	0	0
Bank accounts @ 31st December	20	20

	2022	2021
<b>Edward Bear</b>		
Bank accounts @ 1st January	37	37
Receipts	0	0
Gift Aid	0	0
Payments	0	0
Bank accounts @ 31st December	37	37

	2022	2021
<b>Special Collections (See Note 1)</b>		
Bank accounts @ 1st January	0	0
Receipts	321	280
Gift Aid	0	17
Payments	-231	-297
Bank accounts @ 31st December	90	0

# Monetary Assets

	General Fund	Fabric Fund	Edward Bear	Legacy combined	Garden Fund	Baptism Bibles	Special Collections	Total
	£	£	£	£	£	£	£	£
Bank Current Account	3,557	0	0	0	0	0	0	3,557
C.B.F Deposit Fund	843	5,213	37	45,719	188	20	90	52,110
Total Cash	4,400	5,213	37	45,719	188	20	90	55,667

# Liabilities

Lettings income for 2023  
Charitable Giving

£	51
	90
	<u>141</u>

Approved by the Parochial Church Council on

and signed on its behalf by:

(Chairman)

(Member)

# Note 1. Special Collections

	Balance Brought fwd	2022 Receipts	2022 Payment	Balance Carried fwd
	£	£	£	£
Children's Society	0	136	136	0
Hand in Hand	0	95	95	0
Crisis	0	90	0	90
	0	321	231	90