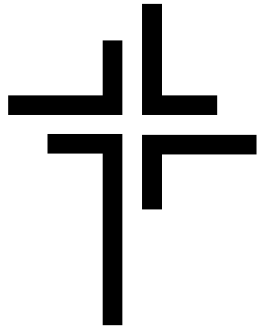


**DIOCESE OF CHELMSFORD**



**ST. LUKE'S  
CHURCH**  
LOVE • GROW • SERVE

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

**SUNDAY 26<sup>TH</sup> APRIL 2026**

**Following the 10.00 a.m. Morning 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 26<sup>TH</sup> APRIL 2026  
FOLLOWING THE 10.00 A.M. MORNING SERVICE**

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**AGENDA**

**Opening prayer by the Chairperson followed by  
apologies for absence**

**ANNUAL VESTRY MEETING**

1. Minutes of the Annual Vestry Meeting held on 27th April 2025
2. Election of Churchwardens.

**ANNUAL CHURCH MEETING**

1. Minutes of the Annual Church Meeting held on 27th April 2025
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

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 27<sup>th</sup> April 2025 AT 11.20 AM**

**Chair: Revd Stephanie Gillingham**

12 people were present:

**Revd Stephanie Gillingham** – Chair

**Kevin Willis** – PCC Treasurer

**Lucy Bubb** – Churchwarden

**Anna Wood** – PCC Member

**David Millward** – Deanery Synod Rep

Jane Chambers, Chris Fawcett, Hilary Few, Helen Field, Richard Field,  
Brenda Hudson, Mike Tadman

Apologies for absence were received from:

Kirstie Davies, Sue Davies, Maurice van Mellaerts, Sandy van Mellaerts,  
Elena Pratt, Brian Roscoe, Rita Roscoe, Dave Thomas, Sharon Thomas

(Notice of this meeting was displayed 2 weeks previous)

Revd Stephanie Gillingham opened the meetings with prayer.  
She welcomed and thanked people for attending.

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

[St Luke's Church – Love • Grow • Serve](#)

**ANNUAL VESTRY MEETING**

**1 Minutes of the Annual Vestry Meeting for 2024**

The Minutes of the Annual Vestry Meeting held on 28th April 2024 were approved by all present as a correct record.

**2 Election of Churchwardens**

The following nomination has been received:

**Lucy Bubb**

Proposed by David Millward

Seconded by Richard Field

All present were in favour of the above nomination; Lucy was therefore elected as Churchwarden. Revd Stephanie expressed our thanks to Lucy for all her hard work over the last year and for being willing to stand again as Churchwarden for another year.

The meeting closed at 11.30 am.

## **ANNUAL CHURCH MEETING**

### **1 Minutes of the Annual Parochial Church Meeting held on 28<sup>th</sup> April 2024**

The Minutes were approved by all present as a correct record.

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

There were no matters arising from the Minutes.

### **3 Annual Report of the PCC**

See report in APCM booklet.

Revd Stephanie commented there was a lot going on in the last year and the report was interesting to read. Key messages from each PCC meeting go into the weekly newsletter for 2 weeks and the Minutes are displayed on the noticeboard in church near the organ. Lucy Bubb asked if this was sufficient to inform the congregation of PCC discussions and decisions. Richard Field said sending this information out via e-Connect could reach more people.

### **4 Finance Report (including independently examined PCC Accounts)**

See report and accounts in APCM booklet – Accounts on coloured paper.

Kevin Willis outlined some key points:

- Our parish share was lower which helped our financial position;
- Our energy bills were lower than expected;
- Legal fees for the Scout Hut leasing agreement have all been paid;
- Cash flow can be difficult to manage; ideally the current account is kept at a minimum level to cover regular expenses with the rest of money going into the deposit account to earn interest. Timing can sometimes be an issue when needing to transfer money from the deposit account to the current account.

Revd Stephanie thanked Kevin for his report and for his work as PCC Treasurer, it is much appreciated. She also expressed thanks to Mr Anthony Weatherley for his role as Independent Examiner.

### **5 Worship Report**

See report in APCM booklet.

Lucy Bubb said it is important to reflect on what we have been doing over the last year and thanked Revd Stephanie for her support with coordinating worship leaders while Revd Suzanne has been unwell. Going forward, we will still need some cover but Suzanne is hoping to be back soon. A lot of work is done in the background to provide this cover.

Helen Field commented she has enjoyed the joint services with the local Methodist church (the next one is on 15<sup>th</sup> June which is Music Sunday). Kevin Willis said he had enjoyed the puppet at the Christingle service. The joint afternoon services with SWCC will continue.

## **6 Churchwarden's Fabric Report**

See report in APCM booklet.

Lucy Bubb stated we have been focussing on raising money for the roof over the last year but have continued to maintain the church buildings and she thanked everyone who has helped with this. She also thanked the Community Pay Back team and GoodGym for their help during the year.

Lucy confirmed we have raised enough funds for the Large Hall roof and is particularly grateful for grant funding support which includes £20,000 from the National Lottery Community Fund. It is planned that work will start in September; the Large Hall will be closed for a period of up to 12 weeks. Lucy and Richard Field are meeting with the builders and surveyors next month to plan this. Hall hirers have not been informed yet; they will be following this meeting. It is hoped all work will be completed before Christmas.

## **7 Electoral Roll Report**

See report in APCM booklet.

David Millward thanked Mike Tadman for all his work as Electoral Roll Officer over many years. Mike said he is grateful to Kirsty Davies for taking this role on.

## **8 Deanery Synod Report**

See report in APCM booklet.

David Millward informed us the Bishop of Chelmsford will be the guest speaker at the next meeting of Deanery Synod; she will be speaking on lay-led communion services, which he feels could be interesting.

Revd Stephanie informed us the new Area Dean is Revd Simon Pearce from St Andrew's, Melbourne. She thanked David for being our representative on Deanery Synod.

## **9 Lynchpins Report**

See report in APCM booklet.

David Millward said meetings have been a bit erratic, particularly since St John's Moulsham have withdrawn from the group. There are a number of events coming up:

- Next afternoon service is at the end of May at St. Mary's Widford.
- On 31<sup>st</sup> August there will be a picnic lunch followed by an outside service, weather permitting, at St. Michael's Galleywood.
- Bradwell Pilgrimage – all South West Chelmsford Churches agreed to encourage people to attend this event. Lifts can be arranged and there is a minibus available if people are unable to manage the walk itself. Anna Wood said it is worth going just to see the chapel of St Peter-on-the-Wall.

Revd Stephanie thanked David for his attendance at these meetings and for reporting back to the PCC.

### **10 Safeguarding Report**

See report in APCM booklet.

Kevin Willis asked about the possibility of installing a handrail in the Sanctuary to assist people who have difficulty with steps. Revd Stephanie said this is under discussion to find the right one. Until this is done, Suzanne will stay on the floor instead of the Sanctuary. Helen Field commented this is an outstanding item in the Risk Assessments.

### **11 Reports on Church Activities**

See reports in APCM booklet.

**Pastoral Care Report** - Jane Chambers was thanked for her report.

**Health and Safety Report** - Helen Field stressed that it is the responsibility of everyone to ensure they have read the Risk Assessments and that they comply with them.

**Hall Lettings Report** - Pat Bruguier was thanked for her work. Lucy Bubb informed the meeting that Pat has been our lettings officer for two years and will be stepping down in a year's time. PCC will be discussing how to manage this.

**Eco-Church Report** - Sue Davies said we are making good progress. Lucy Bubb reported that the grass around the church is going to be cut this week. At their last meeting, PCC decided not to support 'no mow May' this year. They want to be more purposeful; this year an area on Lewis Drive will be developed into a wild area which will include sowing wild flower seeds to encourage nature. This will continue throughout the year. Revd Stephanie added that there are things we can do at home as well so it becomes part of our lifestyle.

**Edward Bear Baby and Toddler Group Report** - Brenda was thanked for her report. She stated it is lovely to have Suzanne back but more helpers are needed particularly with setting up and clearing away and also refreshments. Revd Stephanie said Edward Bear is really important in the life of our church and encouraged us to consider if we could help and to let Brenda know.

**Sidespeople and Duty Wardens Report** - There was nothing further to add to this report.

**Social Media and Communications Report** - Anna Wood thanked Lucy and Revd Stephanie for writing and submitting information on St. Luke's events and services to the Moulsham Times. We now have a regular slot in this publication and can include photos.

**Music Group Report** - Richard Field said the Music Group is always on the lookout for new members and are particularly looking for a new guitarist as Mike Tadman is moving away. Richard said they do not have to be that good, they enjoy "making a joyful noise to the Lord"! Revd Stephanie thanked all members of the Music Group and Mike Tadman was thanked for all he has done over the years.

**Saturday/Sunday Coffee Report** - Brenda Hudson stated how much the group of regulars at Saturday Coffee enjoy meeting up.

**Saturday Book Club Report** - Helen Field said there is space for new members. Lucy Bubb suggested putting information in the newsletter as well as writing book reviews.

**11<sup>th</sup> Chelmsford Scout Group Report** - See information in report.

## **12 Elections and Appointments**

**i. Election of Representatives to Deanery Synod**

There were no elections to Deanery Synod.

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

There were no new nominations for PCC.

Revd Stephanie asked everyone to consider joining the PCC. She said it is an interesting group who work hard and invited people to attend a meeting to see if it is for them. She would be delighted to have a couple of new members.

**iii. Appointment of Independent Examiner**

Kevin Willis stated Anthony Weatherley, our current Independent Examiner, has done this for many years and we are very grateful to him. Kevin will ask him if he is willing to continue and will report back to PCC. The appointment is therefore deferred to the PCC.

## **13 Any Other Business**

- Jane Chambers reported that the hedgehog house which had been donated to our garden by the Brownies, is in need of some repairs. Lucy has spoken to the Brownies who are keen to continue working with us on eco projects including recycling; the Girl Guides Association has created an eco badge for their members to work towards.
- Lucy Bubb thanked Helen Field for obtaining the reports and producing the APCM booklet, and also for taking the Minutes of this meeting.
- Richard Field thanked Revd Stephanie and Lucy Bubb for their hard work over the last year.

## **14 Chair's Statement to the Parish**

Revd Stephanie Gillingham stated: "Unless the Lord builds the house .....those who build it labour in vain" has been a good theme this year. We are thankful to God that we have been able to raise funds for the roof. She offered thanks to Lucy, Richard, the PCC and to everyone for their work and support.

Stephanie offered thanks to God for sending Suzanne back to us and we are very grateful for the support of Sandy Southee and Andrew Merchant over the last year. Thank you cards for them were circulated for everyone to sign.

Earlier this year the PCC enjoyed a special away day. We had a meal together with Widford followed by a Bible study and shared Holy Communion to finish. PCC would like to do this again with all the congregation which is planned for Saturday 7<sup>th</sup> June. There will be a shared lunch, a time of Bible study and chat and will finish with Holy Communion.

Revd Stephanie commended the Bradwell Pilgrimage to everyone. This will take place on 5<sup>th</sup> July and lifts can be arranged. There is a minibus at Bradwell for those unable to manage the walk. The plan is to meet up with friends from other churches and enjoy a picnic.

This year Revd Stephanie has taken her lead from the Diocesan 'Travelling Well Together' document. One of the values is being generously collaborative. The more we work well together and in our relationships with others, we are strengthened and grow; together we learn to make up the body of Christ.

The meeting closed with prayer at 12.15 pm

## ANNUAL REPORT OF THE PCC FOR THE PERIOD ENDING MARCH 2026

Since the APCM in April 2025 the PCC has met formally on nine occasions. As the role of PCC Secretary is vacant, PCC members have taken in turns to take the minutes of the meetings. Standing Committee meet prior to each PCC meeting to agree the draft minutes, agenda and discuss matters and make decisions before gaining full PCC approval. Eight Standing Committee meetings have been held since the 2025 APCM.

Throughout the year the PCC discuss and deal with many matters concerning the day to day running of St. Luke's and future plans. The PCC minutes are displayed on the noticeboard next to the organ, once they have been approved and signed at the subsequent meeting. Key messages from each meeting are displayed in the weekly newsletter.

**Lynchpins** David Millward is St. Luke's representative for Lynchpins (the group of representatives from the churches within South West Chelmsford Churches – St Luke's, St Mary's, St Michael's and Church of the Holy Spirit) and he reports to the PCC throughout the year. The Minutes of the meetings are circulated to PCC members and are available upon request.

**Safeguarding** Sue Davies is St Luke's Safeguarding Officer. A report is requested for every other PCC meeting. The 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.

**The following section of the report provides a summary of key matters from each PCC meeting:**

### May 2025

- The following appointments were made:  
Chair of PCC - Revd Stephanie Gillingham  
Vice Chair of PCC - Lucy Bubb  
PCC Secretary - vacant  
PCC Treasurer – Kevin Willis  
Assistant Churchwarden – David Millward  
Lynchpins - David Millward  
Standing Committee – Revd Stephanie, Lucy Bubb, Maurice Van Mellaerts  
Health and Safety Officer – Helen Field  
Parish Safeguarding Officer – Sue Davies  
Sidespeople – Sue Davies, Helen Field, Louise Whitehead, Hilary Few, Maxine Buck and Dawn Thomas
- As part of our mission focus, the PCC committed again to buying small bible-based story books for each child leaving Little Acorns Pre-School and Edward Bear Baby and Toddler Group and going to school.
- There was a presentation regarding telecoms proposals

### June 2025

- Reflected on the enjoyable fellowship and thought-provoking bible study for the whole congregation on 7th June
- Discussed the arrangements for the large hall roof work and moving hall hirers
- Received positive feedback from the Early Years team, who had visited Edward Bear Baby and Toddler Group as part of the National Month of Prayer for Toddler Groups
- Discussed the new arrangements for recycling and waste management, as well as a move to larger, eco-friendly cleaning materials.

### July 2025

- Received an update on plans for the large hall roof work, due to start in September
- Agreed to fund the ECO badges for 1<sup>st</sup> and 2<sup>nd</sup> Moulsham Brownies following their hard work
- Received excellent feedback on the impact of the 'We Believe' sermon series
- Agreed to increase our letting rates in line with inflation with effect from January 2026.
- Agreed to support Fairtrade for Harvest giving this year, linking with their Brew It Fair campaign, with tea bags being collected and shared between CHESS and Chelmsford Foodbank

### September 2025

- Agreed new security arrangements for Edward Bear Baby and Toddler Group
- Approved the updated Safeguarding Statement
- Discussed plans for Advent and Christmas services
- Discussed the role of Treasurer and splitting the role into three. Kevin confirmed that he would take on the role of book-keeper January 2026 rather than being Treasurer
- Agreed to move energy suppliers to Octopus Energy as soon as possible

### October 2025

- Agreed regular sessions for hall hire , which will be part of the booking system.
- Discussed plans for Advent and Christmas services, including Cakes and Carols.
- Discussed the results of the St Luke's lifestyle survey as part of our Eco Church journey
- Discussed and agreed what was required to use the Diocesan safeguarding dashboard
- Agreed to move away from Barclays Bank on the grounds of its poor performance against Eco Church standards, and to move our current account to The Co-operative Bank

### November 2025

- Gratefully confirmed that the work to the large hall had been completed
- Considered a quote for a handrail for the steps into the sanctuary
- Continued discussions about options for covering the other Treasurer roles
- Agreed to adopt the Real Living Wage and increase the Cleaner's salary to be in line from 1 January 2026.

### December 2025

- Agreed to submit a faculty for the handrail for the steps into the sanctuary
- Discussed the concerns raised about the slipperiness of the large hall floor
- Approved the draft budget for 2026
- Approved the annual update of the suite of risk assessments, and the urgent actions to be taken

### January 2026

- Approved the Reserves Policy
- Agreed the draft 2025 accounts, subject to some transfers to the Roof Fund, prior to being sent to the independent examiner
- Agreed to pay back early the loan to Widford parish once bank current accounts had been switched
- Discussed the full breakdown of the costs of the large hall roof work
- Approved the appointment of our Eucharist Assistants for a 3-year period
- Discussed the Safeguarding Action plan
- Discussed plans for the Letting Officer role, once Pat steps down at the forthcoming APCM
- Agreed the content of the Parish Information of Missional Oversight that had been requested by the Area Dean and the Archdeacon
- Agree to hold a family-focused event at Easter, similar to the Christmas event held

### February 2026

- Archdeacon Jonathan attended the first half of the meeting and we had some interesting discussions
- Approved a 3-year Charity Giving policy. The congregation will be involved in deciding two of the three charities to be supported during the next three years
- Discussed progress on our Eco Church journey to silver, and agreed some actions including Dawn to undertake carbon literacy training

During March, the PCC approved the 2025 final accounts for inclusion in the annual report by email.

**Lucy Bubb - Churchwarden**

## FINANCE REPORT – YEAR ENDING 2025

End of year report 2025 It has finally happened - the large Hall has its new under-roof installed, thus returning it to operational use! This has been a long, exhausting and somewhat worrying journey. With most of the wonderful funding-raising activities having taken place in 2024, the residual balance in 2025 was made up with grants and bursaries from external organisations. It has also been a test of faith, however God is good and He has provided sufficient funds what we needed. Once again, a huge thank you goes to Richard Field and Lucy Bubb who have spear-headed the project and to everyone involved in getting this far. May the building be a real blessing to St. Luke's as it provides outreach to the local community.

The 3 main accounts which fund expenditure are:

- The General Account - for day-to-day items
- The Fabric Fund - for maintenance and servicing of the church and halls
- The Legacy Fund - normally for major building projects.

Account	End 2024 (£)	End 2025 (£)	Difference
General	3,890.14	11,604.74	7,714.60
Fabric	1,206.74	13,030.20	11,823.46
Legacy	28,326.60	20,297.12	(8,029.48)
Roof Fund	37,825.34	4,169.67	(33,655.67)

Since the Roof Fund included external grants, it is interesting to look at all of the fundraising activities which took place to supplement the fundraising total. These are classified as 'Restricted Funds' since their purpose was specifically for the funding of the Roof project.

Activity	Balance from 2024	Income 2025	Gift Aid	Total
Donations	15138.51	1634.51	2287.50	19060.52
Winter Fuel Allowance	3550.00	0.00	887.50	4437.50
Smartie Challenge	390.76	10.80	94.71	496.27
Variety Concerts	664.68	0.00	166.27	830.95
Cream Tea	595.76	0.00	12.50	608.26

Tabletop Sale	637.17	268.36	62.78	968.31
On the Green Concert	523.23	0.00	10.60	542.83
Sponsor a plank	2460.00	0.00	615	3075
Book Stall	46.01	0.00	4.38	50.39
Quiz	511.00	0.00	5.00	516.00
ADVENTure	94.30	0.00	8.08	102.38
Line Dancing	0.00	373.97	5.50	379.47
Pudding Evening	0.00	313.70	9.93	323.63
Easy Fundraising	0.00	52.31	0.00	52.31
Noticeboard	0.00	160.00	0.00	160.00
<b>TOTAL</b>	<b>24,620.42</b>	<b>2,813.65</b>	<b>4,169.75</b>	<b>31,603.82</b>

**Gift aid is only allowed to be claimed on donations which excludes any commercial activities. This means that any events which sells tickets, or raffles are outside of the gift aid scheme. Donations over £30.00 also need to have gift aid forms completed, signed and dated to make them eligible for reclaiming tax and donors need to paying income tax in the first place for it to be recouped. With the rounding off on 25% of eligible donations over the 2 year-period on numerous claims, there is an accounting difference of 11p.**

Amongst all of the facts and figures, it must be remembered how generous Widford Parish Church has been to donate £5000 to the Roof Appeal plus raise a loan of £5000, of which they paid off £1625! The remaining £3375 is to paid off within 3 years interest-free. The first instalment was made last October with humble gratitude to our fellow Christian brothers and sisters.

<b>Activity</b>	<b>Balance from 2024</b>	<b>Repayment in 2025</b>	<b>Gift Aid</b>	<b>Total</b>
Widford Parish Loan	3375.00	-1125.00	0.00	2250.00

Restricted funding from external agencies for the Roof have been:

- **The Benefact Trust - 6,100 (received last year)**
- **The National Lottery - 20,000**
- **The Beatrice Laing Trust - 2,000**
- **The Bernard Sunley Foundation - 5,000**
- **Chelmsford City Council - 10,000**

The Roof Fund has been fully costed and adjustments have been made to include expenses previously paid from other Funds in 2023 and 2024, as well as setting aside sufficient to cover any other remaining expenses for the project.

### **The Fabric Fund**

Other than the usual fees connected with the maintenance of the fire alarm system, fire extinguishers, PAT of electrical appliances and lighting, the emergency lighting system needed replacing (£955.76). The main other item of expenditure was finding and repairing the gas leak and making good the floor which needed to be pulled up for access to the pipes (£955.20). Obviously, safety was the main priority and cannot be compromised, however, this was an unexpected and unwelcomed extra bill! In 2024. Both Kevin and David had previously done a fantastic job pruning, lopping and tidying the trees in the church grounds. Last year though, the trees at the back also needed pruning to the cost of £360. The main source of receipts for the Fabric Fund came from 35% of Hall lettings. As previously mentioned, the initial fees, surveys and reports for the Roof project which had come out of the Fabric Fund in 2023, now have been reimbursed.

### **The Legacy Fund**

In 2024, contractors' bills which had been taken out of the Legacy Fund were reimbursed to the Roof Fund (£4745) and conversely, £15,216 had been transferred from the Legacy Fund to fund the shortfall in the Roof Fund. Interest from the CCLA Deposit account was very good this year reflecting the large balance held with favourable interest rates. In total, we received £3030 in interest!

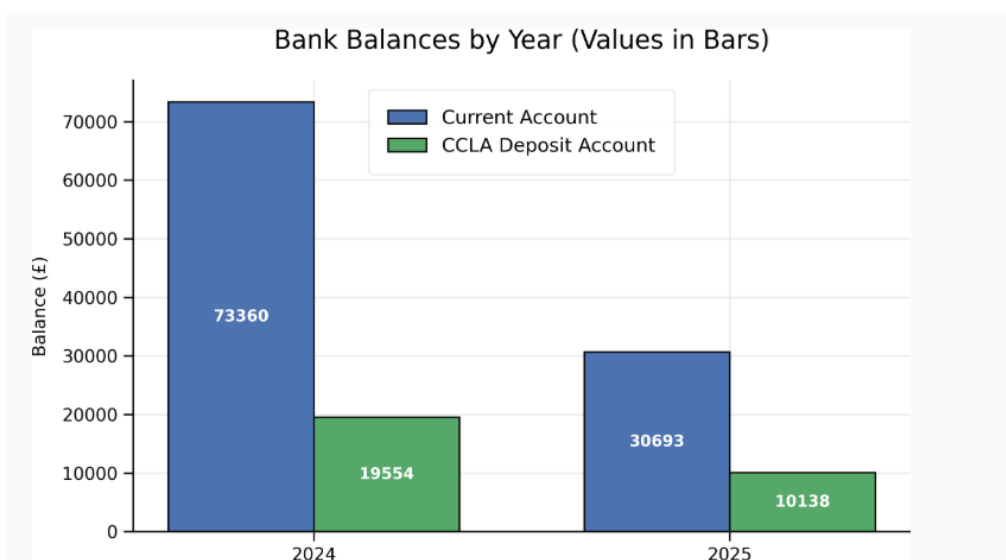
### **Items of note for income and expenditure on the General Fund**

By looking at each category in a little more detail, it is possible to see any trends which can help make the 2026 budget more realistic.

- Planned Giving – Sadly, we lost 3 members of the congregation who either died or moved away; however we gained 2 new contributors to the Parish Giving Scheme. So many people also give their time and talents to the life of St. Luke's which keeps the church functioning. Income tax - This relates to gift aid claimed under the Parish Giving Scheme and on eligible donations over the year. Unfortunately, December's PGS gift aid had not been received into the account but payments were caught up in the following month (not appearing in this report as this was in January 2026). HMRC is very quick and efficient in settling our claims and gift aid was claimed up to the middle of December 25.
- Hall lettings - This provides the main source of income for St. Luke's and because of their importance financially, Little Acorns Nursery and Trudi Osborne Dance School had been accommodated in the church throughout the building work on the Large Hall.
- General donations - These arose from outreach events such as the Pancake Party, Easter breakfast and at Christmas events.
- Saturday and Sunday coffee - Receipts from this have tailed off reflecting the smaller congregation.
- Living Light - 22 donations were received in remembrance of loved ones who have departed and continues to provide a source of comfort to relatives.
- Misc - St. Luke's shared a couple of fantastic fellowship lunches before being led through a bible study by the Rev'd Stephanie. Dinner money had been paid in advance which was better to ascertain numbers.

- Parish Share - All payments were fulfilled representing our 0.1 allocation of having the Rev'd Stephanie as our vicar.
- Worship - Just under half of expenditure consists of purchasing the correct music and copyright licences. This enables musical worship to take place by our small, yet enthusiastic band.
- Managerial & admin - Internet coverage plus the fee going to our payroll provider plus photocopying expenses made up the lion's share of these costs.
- Assigned fees - There were 8 funerals and one joyous wedding which either Rev'd Stephanie or Rev'd Suzanne had conducted. For these events in most cases, any monies received are transferred to the Chelmsford Diocese; unlike fees collected for the reading of banns of marriage which we keep.
- Heating and lighting - As from the 1st October 2025, Octopus Energy became our new energy supplier after the existing contract through the Parish Buying Scheme expired. It is hoped there should be a real financial benefit by moving away from TotalEnergies, but only once the initial down payment has been refunded over 4 equal half-yearly credits on our bill.
- Halls cleaning - In order to live out the values of eco-sustainability, bigger bottles of cleaning materials were bought from which existing bottles can be refilled.
- Halls water - Higher bills are inevitable in line with the industry's need to fix leaks, invest in infrastructure and eradicate pollution.
- Bins - It was very noticeable when the number of additional bins appeared in the summer. This was to promote recycling and ethical living.
- Mission - 'The heart of a vibrant church'. Events have included:- the away day at St. John's, the Pancake Party, the Pudding evening, sponsoring Good Friday Easter mission stalls in Chelmsford High Street, Easter Sunday breakfast, a quiz, the Brownies' Eco badges, having a special church service highlighting Fair Trade and ARocha Eco projects and All Hallow's treats for the community. Most recently, Christingle, Carols and Cake and the Christmas Detective have been enjoyed by the church congregation and outsiders too.
- Flowers - Periodically and on special occasions, our florist has produced some wonderful displays and brightened up the church.
- Repay Widford Loan - This had been originally written into the 2025 budget, however after much discussion and to be consistent with our reporting methods, the payment is an expense relating to the roofing project and therefore does not feature as an expense in the General Account.

**A graph to show average bank balances over 2 years**



The current account is where the Receipts are deposited and from where bills are paid. Although some of the Roof Appeal funds were deposited into the CCLA Deposit Account at a favourable interest rate, it was a stipulation of the grant from one of the donors that the whole balance needed to remain in the current account and was only used for the specific purpose to pay for the work on the Large Hall Roof.

As part of the Reserves' Policy, the aim is to hold a minimum balance equating to an average month's expenditure (£3671 for 2025) in the current account. This ensures we can meet the day-to-day cashflow needs in the account. Last year, that balance

was easily surpassed, which meant that 35% of hall lettings could be transferred into the Fabric Account. Many thanks must be given to Tony Weatherley, our independent accounts' examiner who has given guidance to me when reconciling the end of year accounts. My 3-year term as Treasurer has come to an end and on the whole, I have enjoyed fulfilling this essential role for St. Luke's. There have been so many challenges to keep me on my toes and as the job role has grown beyond my capabilities, Lucy has ensured everything has happened accurately and punctually! Since no successor has been found for the role of Treasurer, I am continuing until the end of 2026 as book-keeper. Automation and the streamlining of processes mean the role has already and will continue to evolve.

**Kevin Willis - PCC Treasurer (Retiring)**

## **PRIEST IN CHARGE REPORT**

The year began with a Wedding, which was joyful and lifted all our spirits.

The PCC decided to hold an Away day, after service on a Sunday, joining for lunch with Widford Parish PCC. We went to Danbury, to the Parish church hall and had our meal cooked for us. After this we broke into two groups for some Bible study. We focussed on Saint Paul and his letter to the Corinthians.

We were still fund raising, line dancing and a pudding evening, and then the break through, the money was raised and the work completed and our hall is back in use. God is good.

Over the year a new Dean was appointed, Simon Pearce, following the retirement of Tim Ball. It is good to have a younger Dean and we look forward to our working together.

Pancake day was a revelation to me. Families and children from the surrounding schools, pouring in to enjoy a pancake with us. It was well organised and a wonderful community event. A few of us met together in Lent to follow a Lent course on 'The Things He Carried,' written by Stephen Cottrell. Several hands from St Lukes went on to mastermind the sunrise service and breakfast on Easter morning, which was enjoyed and appreciated by all who attended.

We re-introduced the Working day, which I thoroughly enjoyed and many of us worked hard. Thank you to those who supported and for the impact that this made.

In June I was invited to visit the 1<sup>st</sup> Moulsham Brownies to look at the work they had done to achieve their Eco-badge. As a church we were pleased to purchase the badges for the girls and hope that they are proud of their contribution.

We had decided to make an effort to attend the Bradwell Pilgrimage in July as one of our Lynchpins objectives. There were members from each of our churches attending, although it proved more difficult to be together than we had anticipated. However, the day was very well organised, the weather was kind and we managed to speak to lots of people and join in the various activities.

This year the PCC decided once again to present a Christian story book to each of the leavers from Little Acorns and from Edward Bear. I was delighted to be invited into Little Acorns to present the books as the children got ready to move onto school. I hope that we are able to continue this gift to the children.

In October we studied the Bible together, after a lovely meal, focussing on 3 women in the Bible. This is a good way to learn and share together.

Over the year we have continued our Bible quilting. We now have achieved 7 blocks. Each block is a stand-alone piece of sewing and so you would be welcome to join us. We also have a time of Bible study about the story the block is representing.

December was full of activity, carol singing in the pub and the Grumpy Owl, to name two highlights for me. Children came to the Grumpy Owl, with their families. They joined in the craft and listened to the stories of Jesus and his birth. It was done in an eco friendly way, and people left with smiling faces. We hope that they were able to share the good news with someone at home.

I am truly grateful to our PCC, for Lucy, our warden, and our treasurer Kevin. Thanks to Richard for his tenacity in fund raising.

I know that many of you also do much to support our ministry and work, and I am grateful to so many hands and hearts, thank you.

We will continue to remember people who have been members for many years and who have sadly decided it is time to move nearer to family, and for loved ones who have died. May they rest in peace and rise in glory.

We finished the year with a visit from Bishop Adam, which proved to be a wonderful service as we blessed the completed hall, our neighbours, friends and all those who use our premises.

I look forward to what God is doing in our Parish in 2026 – and remain grateful for his love and care to each of us in 2025.

**Rev. Stephanie Gillingham – Priest in Charge**

## WORSHIP REPORT

Our Sunday service pattern has continued with 10.00am Holy Communion on the 2<sup>nd</sup> and 4<sup>th</sup> Sundays of each month and Morning Worship on the 1<sup>st</sup> and 3<sup>rd</sup> Sundays. We are grateful for the support from clergy and lay leaders across Chelmsford who covered services when Revd Suzanne was unwell, as well as Revd Stephanie, Lucy and Richard. Each month, noted in our newsletter, we pray for a group of roads within the parish so that we pray for every road across the year as part of our commitment to love our community.

Prayer Time on Tuesdays at 2pm is a wonderful opportunity to 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.

During the year we had two sermon series during our Sunday services. The first was called 'We Believe' and was based on the Nicene Creed in celebration of its 1700<sup>th</sup> anniversary. The second was for the Season of Creation. It was good to hear feedback on both series, and we would be happy to look at other topics that you would find helpful.

It was wonderful to continue to worship together 3-4 times with Moulsham Lodge Methodist Church, including two outdoor services (one at each church). We also worshipped together with sisters and brothers in South West Chelmsford Churches (SWCC) at various times throughout the year.

In July 2025, Maxine Paul, Chelmsford Mothers' Union Diocesan President joined us to present us with our Silver MU RISE UP award. This was in recognition of the work that we have done to raise awareness of domestic abuse. RISE UP stands for Respond, Inform, Support, Empower, Unite and Pray. She also admitted Revd Sephanie and Lucy as Mothers' Union members.

From September – November 2025, while the work was undertaken in the large hall and our regular hall hirers moved into the church building, our Sunday services were held in the small hall. This helped us to worship in a more intimate setting and we are grateful that everyone embraced this change. We are so fortunate to have flexibility in our buildings.

During 2025 we continued to reach out to our community in many ways, including the Pancake Party on Shrove Tuesday, offering hot chocolate and treat boxes on All Hallows' Eve (the treat boxes also included puzzle sheets, an explanation of what Halloween actually is), hosting the Farleigh Hospice Light Up a Life service, and for the first time a Cakes and Carols event as well as Come and Be a Christmas Detective in the last week before Christmas. We will continue to find ways that we can reach out to our local community and share the love of Jesus with them.

We are grateful to David and to our Music Group for supporting and enhancing our weekly services. Hymns tend to be chosen by the service leaders and/or David so if there are any that you could like to be included, please speak to David.

We have been fortunate that Esther Clarke has continued to create beautiful flower arrangements in church throughout the year. If you would like to sponsor a flower arrangement for a special occasion, please speak to Lucy.

We are grateful to those who support our worship in the background – to Sue for cleaning the brass, to Brenda for cleaning the linen, and to David for ordering the supplies and looking after all the candles.

**Lucy Bubb – Churchwarden**

## **OCCASIONAL OFFICES**

A small group continues to meet for Prayers on a Tuesday afternoon at St Lukes.

Suzanne and I took Home Communion out to anyone who was unable to get to church including Mary, Brian and Sandy.

At St Lukes there was:

1 Baptism

1 Wedding

3 funerals

At Chelmsford crematorium we arranged 6 funerals.

**Rev. Stephanie Gillingham**

## **CHURCHWARDEN – FABRIC REPORT**

It was a huge relief and thanks to God to finally complete the under-roof solution to the large hall roof at the end of 2025, following the discovery of Reinforced Autoclaved Aerated Concrete (RAAC) in September 2023. We are grateful for the professional work of Bakers of Danbury and their sub-contractors to complete the work within budget and within agreed timescales. The final cost, including relacquering the floor, cleaning and repairing the curtains, and replacing two noticeboards, was £92,170. This was funded by £43,100 of grants, £31,603 of fundraising, £17,467 from St Luke's. I would like to record my thanks to Richard Field for his help in managing the project and submitting all the grant applications.

The following work has also been undertaken during the year:

- Weeding of the church paths by GoodGym Chelmsford for the second year running.
- Repair to the accessible toilet.
- Pruning of the trees in the back garden. This was completed by the company who also trimmed all the trees at St Luke's House.
- Repair to one of the gas heaters, which involved taking up some of the floor in church.

- Regular servicing of the fire alarm system, the fire extinguishers, the emergency lighting system and the gas heaters.
- Regular PAT testing was completed.
- The lean of the rear wall separating the kitchen patio and the garden is monitored once a year, although it is not easy to measure.
- Minor repairs have been carried out by church members.
- 

In addition, the water pipes from the water meter on St Luke's House drive to the church were replaced at no cost to St Luke's in May 2025.

Our cleaner continues to work every evening Sun-Thurs during term-time and is responsible for cleaning the small and large halls, kitchen, lobby, and toilets. During 2025 we have started to move away from individual plastic bottles of cleaning fluids and now purchase large eco-friendly containers of washing up liquid, floor cleaner, toilet cleaner, and hand liquid soap from the Refill Town near the bus station.

### **Looking forward to 2026 ...**

We have been able to find someone to undertake some minor repairs such as sticking doors, changing locking mechanisms and other small but necessary work. Hopefully this will be completed by the end of April 2026.

We still have two parts of Project 2020 (Faculty One) that are outstanding. These are a ramp to the main church entrance and replacing the existing lettering to the front of church. We have extended this faculty several times now. The PCC will need to decide how these might progress, as well as completing outstanding work such as redecorating or replacing the gutters, soffits and fascias of the church, ahead of the next Quinquennial Inspection that is due in 2027.

On behalf of the PCC, I would like to thank everyone who has helped to maintain the building, unlock/lock the building to enable anyone from our community to spend time in peace and quiet, and ensure the gardens look beautiful.

**Lucy Bubb – Churchwarden**

## **ELECTORAL ROLL REPORT**

During the last year we have had 5 members removed from the roll.  
 3 have moved out of the area,  
 2 have died.

We have had no new members request to be added to the roll during the period of review, from 15<sup>th</sup> to 30<sup>th</sup> March. This means that we now have a total of 31 on the roll.

15 residents of the parish

16 nonresidents of the parish.

The names of the people on the roll have been displayed in the Church for 14 days in accordance with the Church Representation Rules.

**Kirsty Davies – Electoral Roll Officer**

## **PASTORAL CARE REPORT**

At present the Pastoral Care Team are Sue Davies, Richard Field, Helen Field, Brenda Hudson, David Millward, Lucy Bubb, Maxine Buck, Revd Stephanie and Revd Suzanne. Jane Chambers is no longer on Pastoral Care Team as she has now moved to Norfolk.

The roles of the Pastoral Care Team are:-

- To share prayer requests
- To ensure that those who do not have access to email receive a copy of any newsletter/printed information
- To keep regular contact with their allocated individuals but not to overwhelm them. This includes all members of the congregation
- To provide updates on the Pastoral Care Whatsapp group, ensuring that all confidential matters are kept confidential
- When/if information is of an urgent nature to contact Revd Stephanie and Revd Suzanne so that a plan is put in place if necessary.

Holy Communion is to be offered to those members of the congregation who require this. Revd Stephanie, Revd Suzanne, Lucy and Maxine can provide this.

Revd Stephanie and Revd Suzanne keep in touch with funeral families after the service, primarily by telephone and occasionally with visiting and if appropriate they refer to other avenues of support.

**Maxine Buck**

## **SAFEGUARDING REPORT**

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

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.

Regular 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 compliant on all safeguarding training, including the Advanced Safeguarding training for Leaders and Safeguarding Officers.

This year we were involved in one referral that we had been made aware of by another church and for which we gave support. The diocese safeguarding team have been available to discuss and give guidance on any concerns that we had felt may lead to a reportable occurrence.

St Luke's held a service on Safeguarding Sunday led by Revd Suzanne, and we acknowledged the contribution all church members have in providing a safe and inclusive environment, focusing and congratulating all those that completed safeguarding training. We continue to support Next Chapter and promote their services.

We have moved to using the Parish Safeguarding Dashboard which is a system adopted by the dioceses for parishes to use to record and monitor policies and compliance on Safeguarding matters. It includes the five National Safeguarding Standards. Now that we have reached Level 3 we will be able to use the Safeguarding Hub for recording all training and DBS holders, which will mean everything will be in one place.

No offers of interest had been made during the last year from anybody wishing to take over the role of safeguarding officer or to help in any way, I have continued to undertake the role and will continue to do so whilst I am a member of the PCC.

**Sue Davies – Safeguarding Officer**

## **HEALTH AND SAFETY REPORT**

As Health and Safety Officer for St. Luke's, I annually update the risk assessments which then go to PCC for formal approval. These cover the church buildings, outside spaces, services and hospitality. When approved by PCC, they are displayed on the church noticeboard near the organ and also in the lobby for the attention of all hall users.

It is important to stress that it is the responsibility of everyone involved in any activity at St. Luke's to read and comply with these documents to ensure the safety of everyone who visits our church and surrounding area.

Any health and safety issues recorded in the accident books (located in the Sacristy and in the kitchen) are reported to PCC when they occur. I check the contents of the First Aid boxes regularly to ensure there are sufficient supplies and that items are not out of date.

Please let me know if you have any health and safety concerns you wish to raise or discuss.

**Helen Field – Health and Safety 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 prayers for the Deanery Churches. There is usually a brief report summarising the progress with Parish Share payments, and a brief report about General Synod if it has met.

I managed to attend all three actual meetings in the last year. The first meeting was held in June 2025 at St Mary's Church, Little Baddow. The Bishop of Chelmsford attended the meeting to state the possibility of using reserved sacrament to allow lay people to offer Communion by extension. The Bishop stated that, while reserved sacrament may be used for the sick and the housebound, it cannot be used for regular lay-led Communion services. Reserved sacrament can be used in an emergency, but permission must be obtained from the Area Bishop.

The meeting in October 2025 was held at the Church of Our Saviour, Springfield. Rev Canon Ivor Moody gave a presentation entitled "Holding and Being: Balancing Mental Health and Ministry". Among other things, he stated the importance of church members supporting each other and the clergy.

The December 2025 meeting was held at Holy Trinity Church, Springfield. This meeting had a presentation from Rev Sharon Quilter, who is the Diocesan Racial Justice Officer.

As happened in 2024, the February 2026 meeting was replaced by a Deanery Day, which was again held at Meadgate Church, Great Baddow. I missed this because I attended a presentation at the Cathedral. This was not limited to members Deanery Synod since it was open to all church members. This was an opportunity to exchange experiences on the various aspects of running a church, so that those that had found successful ways to achieve objectives could give advice to others.

The next meeting is scheduled for Tuesday 16 June 2026 at St John's Church, Ford End. Further scheduled meetings are on Wednesday 14 October 2026 at St Andrew's Church, Chelmsford, and Tuesday 1 December 2026 at the Church of the Holy Spirit, Widford. The dates and venues are subject to change.

I am currently at the end of the third year of my second three-year term as Deanery Synod Representative. As I mentioned last year, I think that it is time for someone else to take over the role. However, in the absence of another candidate, I am willing to stand again. If anyone else is interested in standing, please feel free to talk to me about it. The variation in venues results in travel across the Deanery; two of the three meetings in the last year were at churches that I had never visited before. I think that the Area Dean is trying to give each church an opportunity to host a meeting.

**David Millward – Deanery Synod Representative**

## LYNCHPINS REPORT

Lynchpins is a group of representatives from the four South-West Chelmsford Churches in the three parishes of Galleywood, Moulsham St Luke, and Widford.

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 six meetings in the last year. Most meetings start with Holy Communion. Then there is a chance for each church to pass on news about what has been happening or is planned. This is followed by future planning for joint services and other events. Generally, there will be joint services on the fifth Sundays of the year with refreshments at 16:00 and the service at 16:30, but there are variations in the dates and timing.

A Lynchpins meeting was held at St Luke's Church on Wednesday 19 March 2025.

A joint service was held at St Luke's Church on Sunday 23 March 2025.

A Lynchpins meeting was held at St Mary's Church on Wednesday 25 June 2025.

A joint service was held at St Mary's Church on Sunday 29 June 2025.

In lieu of holding a joint event in 2025, the congregations were encouraged to take part in the Bradwell Pilgrimage on Saturday 5 July 2025.

A joint service was held at St Michael's Church on Sunday 31 August 2025 at 13:45; this was preceded by lunch at 13:00.

A Lynchpins meeting was held at Galleywood Vicarage on Monday 8 September 2025.

A joint service was held at the Church of the Holy Spirit on Sunday 23 November 2025.

A Lynchpins meeting was held at the Church of the Holy Spirit on Monday 24 November 2025.

A Lynchpins meeting was held at St Luke's Church on Wednesday 28 January 2026.

Two joint services were held on Ash Wednesday, 18 February 2026: 09:30 at St Luke's Church and 19:30 at St Michael's Church.

A Lynchpins meeting was held at the Church of the Holy Spirit on Wednesday 25 February 2026.

A joint service was held at St Luke's Church on Sunday 22 March 2026.

A joint service was held at 19:30 on Maundy Thursday, 2 April 2026, at St Mary's Church.

The following services have been arranged:

<i>Easter Sunday (5 April)</i>	<i>05:45 Dawn Holy Communion</i>	<i>CHS (followed by breakfast)</i>
<i>Ascension Day (14 May)</i>	<i>19:30 Holy Communion</i>	<i>St Luke's Church</i>
<i>31 May 2026</i>	<i>16:00 for 16:30</i>	<i>St Mary's Church</i>
<i>6 September 2026</i>	<i>Lunchtime</i>	<i>St Michael's (in the Copse)</i>
<i>22 November 2026</i>	<i>16:00 for 16:30</i>	<i>Church of the Holy Spirit</i>

There will be a Chelmsford Deanery wide event sponsored by the Mission Opportunities Fund at St Michael's Church on Friday 8 May 2026, with refreshments at 18:30 for a 19:00 start. This will be a presentation by Rev Dr Mark Hendley entitled "The Land of the Book" with the subtitle "The Impact of Landscape on Biblical Narrative". The aim will be to show the relative locations of places mentioned in the Bible and the challenges of the journeys between them. This event will be free but tickets need to be booked in advance.

**David Millward – Lynchpin**

## HALL LETTINGS REPORT

The large hall roof problem continued to impact the revenue for St. Luke's through reduced lettings from September to November 2025. However, Baker's of Danbury did a very good job and the end result has been very satisfactory. New hirers have been very impressed when viewing the refurbished hall.

Single hires in 2025 were around average since reopening after the Covid shutdown. There were 6 children's parties, 2 adult parties, 1 concert, a number of counselling sessions organised by the charity, Next Chapter, and extra hirings from our regular hirers.

Our regular hirers are:

- Little Acorns Pre-School – Monday –Friday mornings and Monday and Friday afternoons.
- Trudi Osborne School of Dance – Monday-Wednesday at various times.
- 1<sup>st</sup> Moulsham Lodge Brownie Pack – Tuesday evenings during term time.
- 2<sup>nd</sup> Moulsham Lodge Brownie Pack – Thursday evenings during term time.
- St. Luke's Prayer Group – Tuesday afternoons 2-2.30pm
- Edward Bear Club – Wednesday afternoons during term time
- Saturday Coffee – Saturday mornings 11am-Noon
- St. Luke's Book Club – Meet 1<sup>st</sup> Saturday of the month at 11am

For hall bookings or for further information visit St. Luke's website:

[www.stlukemoulsham.co.uk](http://www.stlukemoulsham.co.uk)

**Pat Bruguier – Retiring Hall Lettings Officer**

## ECO CHURCH REPORT

St Lukes remains committed to the ECO church initiative run by A Rocha UK. A Rocha UK is a member of an international network of Christian organisations operating across six continents. Their mission is to protect and restore the natural world by equipping churches to integrate environmental care into their ministry. The Eco Church framework provides a structured pathway for leadership teams to take practical action through resource toolkits and award surveys.

Following our successful Bronze Award accreditation, A Rocha updated their assessment criteria, and this meant that we had to review all sections to ensure that we continued to meet Bronze criteria. While this has extended our journey toward reaching Silver Award, we are now making good strides and have reached the Silver standard in the categories of **Worship and Teaching** and **Lifestyle**. The PCC made the decision to transition our banking from Barclays to a more ethical provider. The full transfer to The Co-op Bank was completed in February 2026.

The congregation was asked to complete a Personal Lifestyle Survey in September 2025, and the responses and conclusions were reported back to the PCC which our informing our future action plans.

We now have three dedicated noticeboards showing updates on our journey to Silver Award and giving hints and tips on all things Eco. We are currently emphasising on reducing or offsetting carbon footprint, ethical banking and continuing to give hints and tips on reusing, reduce and repairing principles.

Our journey to silver is a regular agenda item at PCC meetings and recently we welcomed Dawn Thomas to the Eco team. She is currently undertaking Carbon Literacy training to enable her to complete the Carbon 360 survey which will provide essential data for improving our energy efficiency.

This is an ongoing and important journey for the church family and if anybody else is interesting in joining the team then please speak to myself or anybody on the PCC.

**Sue Davies**

## **EDWARD BEAR REPORT**

We have around 10 children most weeks. These range from babies through to pre-schoolers. They are accompanied by Mums, Dads, Grandparents and Carers.

We provide a range of toys for all ages. A small slide, ride on and push along toys with a road mat. A cooker with food etc, work bench and tools, dressing up clothes. A dedicated toy tub for tinies. There is also a variety of reading and picture books. We have a puzzle table and two tables for activities, playdough and drawing/craft (especially linked to special events). The children's craft is often displayed on our tree in church or on the board in the small hall.

Snack time continues to be popular, with a variety of snacks including fruit, with water or squash. For adults there is tea/coffee/cold drinks and biscuits.

We end with singing, children's favourites and songs with a Christian theme followed by a prayer and end with the Teddy bear song with actions.

We are all pleased to have Revd Suzanne back at Edward Bear. Our volunteers, Ann and Jo sadly finished in July. Esther joined us in September; she is on a gap year. Pat continues to do refreshments. Our volunteers come on alternate weeks. We are a very small team, just 3 of us every week. If you have time to come and help in any way you would be most welcome.

**Brenda Hudson**

## **SIDESPEOPLE AND DUTY WARDEN REPORT**

The role of sidesperson is an important ministry, providing a warm and friendly welcome to everyone who comes to our services as well as supporting the duty warden. We have one sidesperson 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 during the year:

Maxine Buck	Helen Field
Sue Davies	Dawn Thomas
Hilary Few	Louise Whitehead

We are grateful to Pat Bruguier, who stepped down during 2025.

My huge thanks to all of our sidespersons and our Duty Wardens (Sue Davies, Helen Field, Richard Field and David Millward) for their service to St Luke's.

**Lucy Bubb – Churchwarden**

## **SOCIAL MEDIA AND 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 527 followers – that's an increase of another 10 followers over the last year.

We continue to use social media for publicising our services (both what's planned and what happened in the services) and our events, as well as answering questions for example pointing those looking for toddler groups to our Edward Bear Baby and Toddler Group. We make sure that we post on the local Facebook groups such as Moulsham Lodge Neighbourhood Watch, which spreads news about life at St Luke's widely.

My thanks to Kirsty Davies for helping with live-streaming; we have tried our best to live-stream one Holy Communion service a month, as we know this is valued. If you would like to help out, you just need access to a smart device (phone or tablet) and all training will be given. The live-stream videos remain on Facebook for 30 days.

My thanks also to Revd Stephanie for writing every month for the Moulsham Times, the free magazine delivered to all the houses across Moulsham Lodge and Tile Kiln. This provides another route to share information about what we're doing here at St Luke's.

Our website is kept regularly updated and includes useful information such as our weekly newsletters, 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 continuing to diligently working behind the scenes to keep our website relevant and accessible – we know that our website 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, and it is always available on our website if you're unable to get to church. Thank you to David for organising the printing and the merry band of helpers who diligently fold the newsletters during Saturday Coffee. It would be helpful if one or two people could take on the task of producing the newsletter to enable me to step back.

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 email: [moulshamchurches@gmail.com](mailto:moulshamchurches@gmail.com)

**Lucy Bubb**

## **MUSIC GROUP REPORT**

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

At the start of 2025 we had an organists/pianist, a flautist, two guitarists, a bass player, and a drummer. During 2025, Mike Tadman one of our guitarists moved away which is a great loss after many years of contributing to our worship at St Luke's.

While this is an impressive 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. We are committed to making a 'joyful noise unto the Lord,' and welcome musicians of all abilities. In particular, we are seeking a guitarist and singers.

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

**Richard Field**

## **SATURDAY/SUNDAY COFFEE REPORT**

Saturday Coffee runs every Saturday in the church from 11am until noon. We serve a choice of tea, coffee (decaf in both), filter coffee some weeks and cold drinks are also available. There is always a variety of biscuits to choose from.

We have our regulars who join us most weeks. It's an opportunity to meet up with friends and others, to join in with the conversations or just to listen and enjoy some company. Visitors pop in having seen our board outside on the pathway. Everyone is welcome.

Book Club meets every 4 weeks and partakes of refreshments. Church members engaged in various jobs i.e. gardening, admin and cleaning of silverware and the church also take the opportunity to have a drink and a chat.

We have a very small band of 3 regular volunteers who cover Saturday coffee. It would be great to have at least one more volunteer, which would be just one Saturday a month.

We also have refreshments after our Sunday morning services. An opportunity to enjoy a coffee or tea and a chat before heading home. We are always looking for volunteers to cover coffee on Sunday mornings. Please let me know if you are able to help.

**Brenda Hudson**

## **SATURDAY COFFEE BOOK CLUB REPORT**

Our book club continues to meet on the first Saturday of each month. We meet during Saturday Coffee enabling us to enjoy coffee and biscuits while we chat about anything and everything, and discuss the book we have been reading. Books are supplied from Essex Libraries – we are looked after by my good friend Jane at Chelmsford Library.

We read a mixture of genres over the year which creates a wide range of opinions sometimes! We all particularly enjoy the social aspect of meeting together each month. We would love to welcome some new members, everyone is welcome, so either just come along to a meeting (we meet on the first Saturday of each month) or chat to one of us to find out more.

**Helen Field**

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

Our numbers have changed over the last 12 months with new members and others leaving. We have also noticed an increase in the number of Young People with additional needs, so have relied on additional help from parents.

Our latest intakes have included a number of Young People with additional needs which means that we are not able to offer places to as many as previously. This has a knock-on effect in that it decreases the income we receive for termly fees.

Josh Looney has moved up to become Swazi Cub Leader after several years as Beaver Leader. Debbie Chambers has now taken over as Beaver Leader.

Recently 29 members consisting of Beavers and both Cub Packs attended a Sleepover/Event Day at Skreens Park.

In April 2025 we arranged for an upgrade in the toilets in the Scout Hut. Unfortunately due to unexpected extra work to the cost of £5,000 to reinforce the ceiling over the toilets, this has left the Scout Group funds in a fragile state.

Another large expenditure is that all Groups have to pay an Annual fee to the Scout Association – this is £40.00 per member.

**Sherry Wright – Group Scout Leader**





**St . Luke's Church, Moulsham Lodge &  
Tile Kiln, Gloucester Avenue, Chelmsford,  
Essex CM2 9DT**

## **Financial Statements of the Parochial Church Council for the year ended 31st December 2025**

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# St. Luke's Church

# Officers

## **Priest-in-Charge**

**Rev'd Stephanie Gillingham**

**The Rectory  
3 Canuden Road  
Widford  
Chelmsford  
Essex CM1 2SU**

## **Associate Priests**

**Rev'd Suzanne McAllister    Rev'd David Cattle**

**26 Pyms Road  
Galleywood  
Chelmsford  
Essex CM2 8PY**

**The Vicarage  
Beehive Lane  
Galleywood  
Chelmsford  
Essex CM2 8LX**

## **Church Warden**

**Lucy Bubb**

**4 Magnolia Close  
Chelmsford  
Essex CM2 9HU**

## **Treasurer**

**Kevin Willis**

**15 Foxholes Road  
Great Baddow  
Chelmsford  
Essex CM2 7HP**

## **Bank**

**Barclays Bank**

**40-41 High Street  
Chelmsford  
Essex CM1 1BE**

## **Independent Examiner**

**Tony Weatherley**

**8 Osprey Way  
Chelmsford  
Essex CM2 8AP**

**Financial Statements of the Parochial Church Council for the year ending  
31st December 2025**

I report on the accounts of the charity for the year ended 31/12/25 which are set out on pages 5-7.

**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:

- examined 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(5b) of the 2011 Act, and
- state whether particular matters have come to my attention.

**Basis of the 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 an 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. C.A. Weatherley  
.....

Dated March 6, 2026  
.....

Mr Anthony Weatherley  
8 Osprey Way, Chelmsford

# St Luke's Church - Moulsham Lodge & Tile Kiln

## Notes to the Financial Statements - Year ended 31st December 2025

### 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 and Payments basis.

#### Funds

General Funds represent the funds of the PCC that are not subject to an 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.

Restricted Funds represent the funds of the PCC that are subject to special restrictions regarding their use and can only be used for that specific purpose of 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:

- The balance of a loan provided by Widford Parish Church PCC for the Hall Roof repairs that had not been repaid by 31st December 2025.

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

RECEIPTS	2024 (£)	2025 (£)
Incoming resources from generated funds		
<i>Voluntary income</i>		
Planned Giving	16997	17368
General Collections	92	0
Edward Bear	479	303
Income Tax Recovered	4460	4459
General Donations	440	431
<i>Activities for generating funds</i>		
Hall Lettings	26500	28393
Co-operative Community Card	15	7
Incoming resources from charitable activities		
Coffee - Saturday	361	287
Coffee - Sunday	317	171
Assigned Fees	1383	2547
Living Light	180	220
Miscellaneous	86	154
Flowers	205	70
<b>TOTAL RECEIPTS</b>	<b>51515</b>	<b>54410</b>
<b>PAYMENTS</b>		
Cost of generating funds		
Charitable activities		
Parish Share	16039	15946
Church Insurance	693	731
Church Heat and Light	482	407
Worship	1371	1061
Clergy Expenses	59	0
Clergy Office	44	143
Mission	199	527
Edward Bear	11	43
Church management and administration	1026	1037
Communications (website)	397	534
Gifts	56	74
Coffee	137	72
Assigned fees	922	2351
Flowers	394	352
Halls insurance	462	488
Halls water	689	1044
Halls Heat and Light	4335	3665
Halls cleaning	3709	4575
Halls - commercial bins	857	1144
Legal fees	1140	0
Bank charges	194	152
Other	1496	89
Admin Support	1002	0
Gardening (Grass Cutting)	0	120
 <b>Total Charitable Activities</b>	 <b>35714</b>	 <b>34555</b>
 <b>Transfer to Fabric Fund</b>	 <b>9550</b>	 <b>9890</b>
<b>Transfer to Legacy Fund</b>	<b>5199</b>	<b>0</b>
<b>Transfer to Roof Fund</b>	<b>0</b>	<b>2250</b>
 <b>TOTAL PAYMENTS</b>	 <b>50463</b>	 <b>46695</b>
 <b>FINAL SURPLUS / (DEFICIT) FOR THE YEAR</b>	 <b>1052</b>	 <b>7715</b>

	<u>2024 (£)</u>	<u>2025 (£)</u>
<b>General Fund</b>		
Balance B/F	2838	3890
Surplus / (Deficit) for the year	<u>1052</u>	<u>7715</u>
Balance C/F	<b>3890</b>	<b>11605</b>
<b>Legacies Combined</b>		
Bank accounts @ 1 January	23143	28326
Receipts	6229	3030
Payments	-6245	-588
Transfer from Roof Fund	0	4745
Transfer to Roof Fund	0	-15216
Transfer from General Fund	<u>5199</u>	<u>0</u>
Balance c/f @ 31 December	<b>28326</b>	<b>20297</b>
<b>Fabric Fund</b>		
Bank accounts @ 1 January	0	1207
Receipts	8125	10349
Payments	-8343	-3854
Transfer from Roof Fund	0	5328
Transfer from General Fund	<u>1425</u>	<u>0</u>
Balance c/f @ 31 December	<b>1207</b>	<b>13030</b>
<b>Roof Appeal Fund</b>		
Bank accounts @ 1 January	0	37825
Receipts		
Donations (incl Gift Aid)	22418	2043
Fundraising	5932	1210
Loans	5000	0
Grants	6100	37000
Transfer from Legacy Fund	0	15216
Transfer from General Fund	0	2250
Payments		
Loan Repayment	-1625	-1125
Payments	0	-80177
Transfer to Legacy Fund	0	-4745
Transfer to Fabric Fund	<u>0</u>	<u>-5328</u>
Balance c/f @ 31 December	<b>37825</b>	<b>4169</b>
<b>Edward Bear</b>		
Bank accounts @ 1 January	6	0
Receipts	0	0
Payments	<u>-6</u>	<u>0</u>
Balance c/f @ 31 December	<b>0</b>	<b>0</b>
<b>Special Collections</b>		
Bank accounts @ 1 January	134	0
Receipts	0	200
Payments	<u>-134</u>	<u>-200</u>
Balance c/f @ 31 December	<b>0</b>	<b>0</b>

**Monetary Assets**

	General Fund £	Fabric Fund £	Legacies Combined £	Roof Fund £	Total £
Bank current account	3473				3473
CCLA deposit account	8132	13030	20297	4169	45628
<b>Total</b>	<b>11605</b>	<b>13030</b>	<b>20297</b>	<b>4169</b>	<b>49101</b>

**Liabilities**

Loan from Widford Parish Church					£ 2250
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Approved by the Parochial Church Council on .....

And signed on its behalf by:

(Name) Revd Canon Stephanie  
Gillingham

(Name) Lucy Bobb

(Signature) Stephanie Gillingham  
(Chair)

(Signature) Lucy Bobb  
(Member)