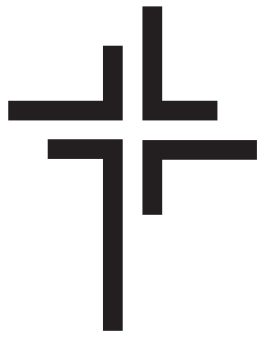


DIOCESE OF CHELMSFORD



**ST. LUKE'S
CHURCH**

LOVE • GROW • SERVE

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

**SUNDAY 28th April 2024
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 28th April 2024
FOLLOWING THE 10.00 A.M. MORNING SERVICE**

Kathryn Griffiths – PCC Secretary

AGENDA

Opening prayer by the Chairperson, followed by apologies for absences

ANNUAL VESTRY MEETING

1. Minutes of the Annual Vestry Meeting held on 23rd April 2023
2. Election of Churchwardens

ANNUAL CHURCH MEETING

1. Minutes of the Annual Church Meeting held on 23rd April 2023
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 23rd April 2023 AT 11.41 AM

Chair: Revd Stephanie Gillingham

21 people were present.

Revd Stephanie Gillingham – Chair
Suzanne McAllister – Associate Priest
Kevin Willis – PCC Treasurer
Brenda Hudson – PCC Member

Kathryn Griffiths – PCC Secretary
Lucy Bubb – Churchwarden
David Millward – Deanery Synod Rep
Pat Bruguier – PCC Member

Anna Wood
Helen Field
Larry Walters
Sally Harris

Dave Chambers
Chris Fawcett
Hilary Few

Sue Davies
Brian Roscoe
Jane Chambers

Richard Field
Rita Roscoe
Maxine Buck

Apologies were received from: **Mary Hoare, Mike Tadman, Janette Tadman and Kirsty Davies**

(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.

ANNUAL VESTRY MEETING

1. Minutes of the Annual Vestry Meeting for 2022

The Minutes of the Annual Vestry Meeting held on 1st May 2022 was signed by Revd Stephanie Gillingham as a correct record.

2. Election of Churchwardens

The following nomination has been received:

Lucy Bubb

Proposed by Hilary Few
Seconded by Chris Fawcett

All present were in favour of the above nomination; Lucy was therefore elected as Churchwarden.

The meeting closed at 11.44am.

ANNUAL CHURCH MEETING

1. Minutes of the Annual Parochial Church Meeting for 2022

The Minutes of the Annual Parochial Church Meeting held on 1st May 2022 were signed by Revd Stephanie Gillingham as a correct record.

2. Matters Arising from the Minutes

At last year's APCM it was noted that the congregation weren't kept in the loop enough, feedback was asked whether this had improved with the PCC key messages in the newsletter after each meeting and Connect used for updates.

The feedback was that the information given was much better and it was also very useful. The newsletter has a wide distribution, and is very valuable outside of the Church.

3. Annual Report of the Parochial Church Council

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

4. Finance and Independently Examined PCC Accounts

See Finance report and coloured sheets in APCM booklet.

Hilary Few gave her report: 2022 was yet another financially challenging year. Our parish share from the Diocese was £39,442 but in order to end the year with a General Fund balance equal to one month's expenditure we could not pay this in full. The budget was as frugal as it could be and we were still looking at a deficit budget. The only option was to reduce our Parish share payment for 2022 to £30,847.

Covid restrictions had lifted and our hirers were able to return, giving us a much healthier income from lettings.

Much of the expenditure was as predicted however we did splash out on a new piano, increasing the worship budget by £300 more than 2021. Clergy office expenses were lower than 2021 as Revd Gemma Fraser left us in April and much of Clergy office covered her subscriptions to various software programmes, printing and phone costs. Our cleaning expenditure increased as we said goodbye to Jeanette in October who was our cleaner for many years and welcomed Rachel into the role. Rachel works slightly longer hours per week and in October there was a 10% increase in the Real Living Wage, which is the rate at which we pay our staff, leading to the additional expenditure. Admin support costs have been higher than in 2021 again due to the increase in Real Living Wage and the many extra hours Kathryn has worked for us in her admin role, particularly after Gemma left, and as our PCC secretary. Thanks were given to Kathryn.

Unfortunately, heating and lighting costs increased, we purchase our energy through Parish Buying and our fixed price contract ended at the end of September 2022. Our accounts only include increased prices for the last quarter of the year. Looking ahead, when we received our new contract for 22/23 the gas price had increased by 320% and the electricity by 110%. Even though this was a massive increase Parish Buying prices were below the price threshold for the Government Energy Relief scheme and we were unable to benefit from it. The Church of England gave £580k to Chelmsford Diocese to help parishes with the cost of heat and light but at year end we had not been advised if any help would be given to us (we have since received £760) realising the very serious effect this would have on our budget the PCC implemented an Energy Management Plan to aim to reduce energy usage by all users of the Church and halls. It was also agreed that lettings fees would be increased by 10% for 2023. Plans were also put in place to review our lettings and advertise any free slots available. Going forwards, the government have

stopped capping the energy prices, so if prices rise again, we could be eligible to receive more financial assistance. Hopefully, going into summer, the prices should level out.

Our fabric fund expenditure was £5,700 more than in 2021. We had roofing repair completed at the beginning of the year following the gales, and steps in the car park area had to be rebuilt. There were two large bills for pruning and cutting down trees and bushes of over £2,300. Two light fittings were replaced in the hall and we had a hob and new worktops fitted in the kitchen. All of this was on top of the gardening, window cleaning, safety and security tests we normally budget for.

Looking ahead there is still much essential work to do to maintain and improve the buildings and grounds and this will cause great concern for 2023 and beyond. St Luke's congregation continue to regularly support local, national and international charities and during 2022 we supported The Children's Society, the Disasters Emergency Committee Ukraine Appeal, Chelmsford Food Bank and Crisis.

Hilary Few has now come to the end of her time as Treasurer and Kevin Willis has stepped up to take on this role, he was wished all the best. Hilary also thanked Richard Field, Lucy Bubb and Dave Chambers for all of their patience, help and assistance during her time as Treasurer.

5. Worship Report

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

6. Churchwarden Fabric Report

See report in APCM booklet.

It was good to reflect on the last year, especially in regards to work that has been undertaken. The Ramp and Car Park Wall is due to be completed this summer, huge thanks to Richard Field for applying for grants. We have received £1,500 from one grant, and we have another 3 in the process.

7. Church Electoral Roll Report

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

8. Deanery Synod Report

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

9. Lynchpins Worship Report

See report in APCM booklet.

Lynchpin representatives are needed, and they do not need to be someone on the PCC. The meetings take place every other month and there are representatives from all of the South West Chelmsford Churches. The meetings involve discussing how we can all carry on working together and ideas for upcoming events. If anyone would like to take on this role, please speak with Lucy Bubb.

10. Safeguarding Report

See report in APCM booklet.

Sue Davies advised that this will be her last year as Safeguarding Officer as she will stand down at the next APCM. Anyone who is interested in taking on this important role, please speak with Sue.

11. Reports on Activities / Organisations

See reports in APCM booklet.

Mary Hoare is stepping down from arranging the flowers, Brenda Hudson took a card and gifts round as a thank you. Lucy Bubb received a message –

'Hi Lucy, mum has asked me to pass on a huge thank you to you & everyone at St Luke's for the beautiful flowers, chocolates & all the kind words on her card which Brenda delivered this afternoon. She has always enjoyed 'doing' the flowers. She will do a proper Thank You card but asks if you could pass on her initial thanks to everyone at the APCM. She hopes that in the not too distant future she will be able to return to church. Many thanks again, Sue'

Lucy announced that she has secured the voluntary services of Esther, who is trained in floristry at Writtle College and at ACL. She has agreed to create flower arrangements for us on a monthly basis, starting on the Coronation weekend in May.

Brenda Hudson is stepping down as Hall Lettings Officer, she has been in this position since 2008 so a massive 14 years! Brenda was presented with Flowers and a card of thanks and was hugely thanked by those at the APCM. Big thanks to Pat Bruguier who will be our new Hall Lettings Officer from 1st May.

12. Elections and Appointments

Revd Stephanie Gillingham thanked everyone who has served on the PCC over the last year. Brenda Hudson is stepping down from the PCC after finishing a 3-year term. Nick Pratt has also stepped down from the PCC due to personal circumstances.

i. Election of Representatives to Deanery Synod

The following nomination has been received:

Nominee	Proposed by	Seconded by
David Millward	Helen Field	Maxine Buck

All present entitled to vote were in favour of the above nominations; David Millward was therefore elected as Deanery Synod Representative for St. Luke's. As Associate Priest, Revd Suzanne will also be attending Deanery Synod.

ii. Election of Representatives to the PCC

The following nominations have been received:

Nominee	Proposed by	Seconded by
Anna Wood	Hilary Few	Richard Field
Sue Davies	Lucy Bubb	Hilary Few

All present entitled to vote were in favour of the above nominations; Sue and Anna are therefore duly elected to serve as members 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.

13. Any Other Business

Revd Canon Roger Matthews' final report had been circulated. It was noted that it was going to be important to consider the demographics of the parish, particularly given that approximately 50% of the electoral roll are from outside the parish. It will be important for

those who do live in the parish to share their thoughts and experiences as we think about engaging with our community. The report will be reviewed and considered over the next year or so by the PCC and service leaders and the congregation will be updated every step along the way.

Morning Prayer on a Wednesday is poorly attended, Revd Suzanne asked if more members would attend if the Prayer session was to be held in the afternoon instead. Members agreed that they would be more likely to attend if it was to be held in the afternoon. Therefore, it was decided to change Morning Prayer to Afternoon Prayer! This cannot take place on a Wednesday afternoon, as Edward Bear Baby and Toddler Group is in session.

Revd Suzanne also asked who was interested in taking part in her Bible Study group, and again, would the afternoon be better. Lots of members showed interest, and this again was decided to be held in the afternoons.

The notes from last Sunday's service, where we thought about our welcoming and what we do well (WWW), and even better if (EBI), will be kept pinned up for a few more weeks with everyone encouraged to continue adding their comments. There is one for week days, one for Sundays and one for Saturdays. We will take these notes forward over the coming weeks and months at the PCC.

This least year has been difficult, especially with no priest in charge. Revd Stephanie Gillingham, Revd Suzanne McAllister, Lucy Bubb and Richard Field were all thanked for their hard work. More positivity and energy are felt within St Luke's Church, compared to last year. Jane Chambers and Larry Walters were also thanked for looking after the church gardens, it is imperative that we remember how important the garden is to the look of the Church. St Luke's was thanked as a whole for carrying parishioners through times of need, and thanks were given for lifts!

Volunteers are needed for Saturday Coffee, there are now only four volunteers – please speak to Brenda. Plenty of help is always needed on a Saturday and Sunday Morning, whether you would like to be a part of the rota or not.

14. Chair's statement to the Parish

Revd Stephanie Gillingham thanked all of St Luke's for their hard work, generosity of spirit, love and care for one another over this last year. This past year has not been easy, but we thank God for a hardworking and committed PCC and for the joy of having Suzanne licensed as Priest to this parish. We are grateful for her service here and at St John's as a curate and look forward to all that ministry in this place will enable and flourish.

The retiring members of the PCC were also thanked. We are very grateful for their years of service and to those who have stepped up to fill vital roles. Lucy Bubb was also thanked as a hardworking and fun leader in this parish.

Stephanie left us with a verse from Psalm 127:

'Unless the Lord builds a house, its builders labour in vain. Unless the Lord watches over the city, the watchmen stand guard in vain.'

This verse is to remind us that nothing in this place is possible without the involvement and centredness of the Lord our God. We are to thank God for all the work that has been carried out by Revd Canon Roger Matthews and ourselves. Now we are to pray, look at the suggestions, pray and pray some more. We will speak with God and listen very carefully to his replies. And slowly, together we will re build this house. Amen.

The Meeting closed with prayer at 12.22 pm.

ST. LUKE'S CHURCH, MOULSHAM

ANNUAL REPORT OF THE PAROCHIAL CHURCH COUNCIL FOR THE YEAR ENDING 31ST MARCH 2024

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 exempted by order from registering with the Charity Commission.

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

PCC members who have served from May 2023 until the date of this report are:

Incumbent and Chair: Revd Stephanie Gillingham – September 22 – present

Curate: Revd Suzanne McAllister

Churchwarden: Lucy Bubb – August 22 – present

Treasurer: Kevin Willis – January 23 – present

PCC Secretary: Kathryn Griffiths

Deanery Synod Rep: David Millward

Lay Representatives: Maurice Van Mellaerts Elena Pratt Sue Davies
Anna Wood Pat Bruguier

ANNUAL REPORT OF THE PCC

Since the APCM in April 2023 the PCC has met on 11 occasions. One of these meetings took place online via Zoom, all other occasions were in Church.

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.

Nine Standing Committee meeting have been held since the 2023 APCM, 2 of these took place online via Zoom, all other occasions were in Church.

The Deanery Synod and Lynchpins representatives report back to the PCC and 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 Minutes of each PCC 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.

Main decisions and key messages are displayed in the Newsletter following each PCC meeting.

Lynchpins

David Millward is St. Luke's representatives for Lynchpins and he reports to the PCC throughout the year.

The Minutes of the meetings are 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 3rd PCC meeting, and Safeguarding is a standing item on every PCC Agenda, this is so that any issues can be raised and discussed as a matter of urgency if needed.

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

Proposals and Decisions agreed at PCC Meetings since the April 2023 APCM:

May 2023

- The following appointments were agreed:
Chair of the PCC – Revd Stephanie Gillingham
Lay Chair of PCC – Lucy Bubb
PCC Secretary – Kathryn Griffiths
PCC Treasurer – Kevin Willis
Assistant Churchwarden – David Millward
Lynchpins – David Millward
Standing Committee Members – Maurice Van Mellaerts and Pat Bruguier
Safeguarding Officer – Sue Davies
Health and Safety Officer – Helen Field
- The PCC decided to recommit to Fairtrade and seek Fairtrade place of worship status
- It was arranged for painting to be completed during the May half term through the Community Payback Team within areas of the Church, large Hall, Toilets, Kitchen and Lobby

June 2023

- A new Gift Aid Officer was sought
- A social event in August was advertised
- Fundraising ideas were discussed in regards to the repair work that needs completing on the building, and also for the running of the church

- A site planning meeting was arranged for the work on the car park wall

July 2023

- Archdeacon Mike Power and Area Dean Tim Ball joined the PCC to discuss Revd Stephanie Gillingham taking on the role as Priest in Charge at St Luke's
- Helen Field (Health and Safety Officer) and Richard Field (Authorised Local Preacher) also attended the PCC meeting, to be involved in the above discussion
- The PCC increased the hall letting rates by 5% with effect from January 2024. This is based on expected inflation rates, we also looked at different ways to advertise the halls for hire
- St Luke's Energy Footprint in terms of CO2 emissions reduced over the last year
- The PCC agreed to support Chelmsford Foodbank for Harvest giving

September 2023

- Work started on looking into possible RAAC (reinforced autoclaved aerated concrete) in the large hall roof, an asbestos team and structural engineers were instructed to carry out inspections. The large hall was closed to hiring
- Richard Field decided to retire as an Authorised Lay Preacher
- Due to the additional costs being incurred in relation to the large hall, the PCC advised the diocese that they will be unable to make payments towards the 2023 Parish Share from October through to December
- The PCC had been notified of their 2024 Parish Share allocation (£16,197) for 0.1 stipendiary priest
- An Advent community event was discussed to run on Advent Sunday

October 2023

- The report was received from the structural engineers in regards to the large hall ceiling, which was confirmed to be made from RAAC (reinforced autoclaved aerated concrete) discussions were started on the work that was needed in order to re-open the hall. Further work across the whole roof would be required within the next 12 months
- The PCC discussed grants and fundraising for the above works needed
- The PCC started closely monitoring St Luke's financial position, which was impacted by the additional costs to investigate and resolve the immediate RAAC issues and subsequent loss of rental income with the closure of the large hall
- It was decided to remove the car park steps due to them being a hazard and plant a large bush at the bottom as people are now walking over the steepest part of the slope, this will hopefully direct people away from this area

November 2023

- The ADVENTure community event and carol service was discussed and help was sought after
- Volunteers were sought after to help with setting up and resetting the church for services each week whilst the preschool and uniform groups use the church and small hall area as the large hall is closed
- The PCC decided to support two charities this Christmas giving: Friends of the Holy Land (financial donations), and CHESS Homeless (shopping list items). This was in response to the appeal by the Archbishops of Canterbury and Jerusalem to support the work of the Diocese of Jerusalem and the Anglican-run hospital in Gaza, the PCC felt it was important to offer giving as well as our prayers

December 2023

- The PCC considered the work that had been done to date to the large hall ceiling and decided to re-open the large hall in January 2024. The work included propping

one of the ceiling planks and undertaking monthly checks of the rainwater management system using a drone

- A design was commissioned to create an under-roof in the large hall, which is less expensive than having a new roof and will address the remaining RAAC issues. The PCC aims for the under-roof to be in place by September 2024.
- The costs for the new under roof was discussed, and the PCC discussed applying for grant funding
- The PCC decided to develop a fundraising plan and asked the congregation for fundraising ideas
- The PCC decided, due to the costs for the roof, to put the plans on hold for the ramp to the church doors and accessible car parking space
- It was decided to develop a plan of events for the year at the January PCC meeting

January 2024

- The PCC were notified of Revd Suzanne McAllister taken ill over Christmas and remained in hospital awaiting an operation. It was reported that she is cheerful and doing well
- Help was requested from clergy and lay leaders from the deanery to cover Revd Suzanne's duties as the PCC hoped to be able to continue with St Luke's regular worship, this was to include Revd Stephanie leading worship on the 4th Sundays of the month
- Discussions about the large hall roof and the work required was had, it was discussed that we are committed to repairing the roof and it was hoped that the work be completed by September 2024
- It was decided that a fundraising plan would be discussed at February PCC meeting
- The 2023 draft accounts were agreed, which will be circulated to the independent examiner for review, before being finalised ready for the APCM
- The PCC were informed there was an overspend on the General and Fabric Fund
- The 2024 budget was agreed, it was planned to monitor our cash flow carefully
- Kathryn Griffiths, St Luke's Admin Assistant and PCC Secretary tendered her resignation with effect from the beginning of May 2024

February 2023

- It was announced that Pat Bruguier had decided to step down from the PCC with immediate effect due to ill health
- The PCC decided to commit to Eco Church, Sue Davies agreed to lead this
- The large hall roof works were approved by the diocese
- Fundraisers such as Smartie Tubes, Afternoon Cream Tea, Sponsoring a plank, or part of the roof and auction of time and talents to name a few, were discussed and actions put into place
- The congregation were advised on the vacancies that will arise at the APCM in April, they were asked to pray about whether God is calling them to join the PCC

Kathryn Griffiths, PCC Secretary

FINANCE

Wow – what a difficult and challenging year it has been with a lot of unprecedented demands on the St. Luke's coffers! It has been a very sharp learning curve for me as a new Treasurer and thanks goes to Hilary Few and Lucy for guiding me throughout the year. The purpose of this document is to highlight and try to explain some of the differences between 2023 and 2022.

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 – for major building projects

Balances	End 2022	End 2023 £	Difference £
General	4,399	2,838	- 1,561
Fabric	5,213	0	-5,213
Legacy	45,719	23,143	-22,576

Overall, allowing for transfers to the Fabric Fund based on 5% of Hall lettings + £1500, **Payments exceeded Receipts by £1561** on the **General Fund**. This belies the fact of not paying the Parish Share for 3 months. Factor in this additional cost, we **would have a deficit of £9,273**.

The true figure for the **Fabric Fund** is a **deficit of £10,412**, however in line with the guidelines advised by the Accounts' Independent Examiner, each individual account should not be recorded overdrawn and therefore an additional £5199 has been taken from the Legacy balance to compensate. It is the goal to 'reimburse' the Legacy Fund with amounts from the Hall Lettings income, albeit it may take years to achieve. So what has caused us to be in this precarious position?

It could never have been predicted that last year's Hall lettings would have been affected by **RAAC** found in the large Hall's roof. Nobody had heard of Reinforced Autoclaved Aerated Concrete until it hit the national headlines in August after several ceilings had given way in public buildings. This building material has an expected lifespan of 30 years. Bearing in mind the age of the Church, it was decided to wise to have it checked out. September - RAAC found in the large hall's roof.

Asbestos survey **£990**, Structural roof survey **£1680**, Emergency remedial props **£738**, Structural roof solution proposal **£1920**... This is before any building work is done to put in the under-roof solution. Builders with £10 million liability insurance are scarce.

Obviously with the Large Hall out of bounds, groups had to use the available remaining space in the Small Hall and part of the Church. Because of the disruption caused, it was agreed to give a discount to the affected groups. Other groups had to make alternative provision and will not be returning.

<u>Hall lettings</u>	<u>2022 £</u>	<u>2023 £</u>	<u>2023 Budget £</u>
	25,176	23,326	27,500

The price of wholesale **energy prices** is unpredictable. The latest bills show the standing charge for electricity has **jumped 92% in one go!** Although part of the Parish Buying Energy Basket which is to collectively negotiate better deals, this benefit is marginal.

We needed to have 2 gas heaters replaced **£5,771** and the other heaters in the church are showing signs of ageing. Alternative forms of non-carbon heating need huge initial outlays. The figure would have been far worse, however I was able to secure **compensation of £350** for months of receiving no bills, inaccurate bills and then 8 months of electricity bills over a 2-week period.

<u>Church & hall energy</u>	<u>2022 £</u>	<u>2023 £</u>	<u>2023 Budget £</u>
	3,131	7,742	9,180

The Scouts had an agreement to pay a 'peppercorn' rent of £50 per annum on a 3-year rolling basis from way back to lease the hut in the car park; the latest of which expired in August. This had never been revised or looked at in recent years and had been compiled during an era of closer collaboration between St. Luke's and the Scouts.

The Charities Act 2022 has tightened the leasing criteria and it is now **mandatory to gain competent advice from a profession and qualified party**. Based on a surveyor's Rental

Market Valuation Report for similar buildings, the Scouts have now agreed to increasing the charge on an extended 20-year lease; with a rental review every 5 years.

<u>Legal fees</u>	<u>2022 £</u>	<u>2023 £</u>	<u>Budget 2023 £</u>
	0	3,064	500

There was a problem with the **roof** of the Kitchen and Hall Lobby and buckets were strategically placed like chess pieces on a board to catch the drips. In February, the roof, timber and fascia boards were renewed to the tune of **£7000**.

A project which also needed to be done for safety reasons was to secure and pin the **leaning wall** of Moulsham in the car park. Plastic barriers prevented cars from accidentally nudging it, however the angle of lean was gradually increasing over time and the fear would be of serious injury to the public if not addressed. Work was delayed between builder and architects; however, the finish is there to see with a fence protecting the wall + the ramp.

The costs - **£13,254**

With the pending financial pressures, it has been agreed to put on hold the formation disabled car parking space. As a result, all of Richard's hard work in securing **£1500 of funding has had to be returned**.

The **church doors** were serviced **£1,499**, all **fire extinguishers £238**, **alarms £360** and **assessments £1248** are fit for purpose. The **toilets** were expensive to maintain **£470** and we had a new **gas hob** fitted **£174**.

On a positive note, I negotiated a new **broadband contract** with a **saving of £23 per month**, however, that was diluted by having **an increase of £14 per month** from our **new payroll provider** after the Diocese stopped providing this service at the end of March.

<u>Management and Admin</u>	<u>2022 £</u>	<u>2023 £</u>	<u>Budget 2023</u>
	853	1,102	888

The **Parish Giving Scheme** has worked very efficiently with donations and the gift aid on those donations regularly being advised and credited into our account. The drop in this year's figures mirrors losing 3 contributors.

<u>Parish Giving Scheme</u>	<u>2022 £</u>	<u>2023 £</u>	<u>Budget 2023</u>
	16,979	16,494	17,184
<u>Gift Aid</u>	5,242	4,747	4,845

Gift aid claimed on donations outside of the PGS are up to 30/11/23.

Different community events were put on throughout the year including a **pancake party**, **Halloween**, **breakfast at sunrise** on Easter Sunday and the **ADVENTure** carol service. It is difficult to gauge their cost as not all expenses have been submitted, however the benefit to the community is invaluable.

As part of the special collections for charities, people are encouraged to give directly to the cause, either electronically or by the charity's giving envelopes. In which case this does not reflect in the accounts. **£134** was raised for the Chelmsford Food Bank at our Variety Concert, donations of food were collected over Christmas for CHESS, we supported Palestinians and Israelis caught up in the war and a representative from Fairtrade visited us and gave an informative talk on the importance of ethical shopping. As a result, St. Luke's has been accredited with a Fairtrade status.

The phrase that was mentioned in PCC circles we 'the building that keeps on giving'. Let's pray that instead of problems and worries, it gives joy, peace and hope and becomes a centre of the community once again.

Notes to the accounts for 2023

- Quarterly interest £354 on CCLA covering the period Oct – Dec was paid 03/01/24.
- An outstanding debit from Oct from D. Millward for paper towels was paid in Jan 24.
- The refund for the faculty on the ramp / car park space had not been presented.

- The bill for the replacement heater £2896.18 was paid in Jan 24.
- In total, £29,719 was transferred from deposit to current account to help with cash flow.
- The fee for D. Tadman's funeral was paid in January which happened in December.
- The fee for R. Forbes' funeral was paid in December which is happening in January.
- Figures have been rounded off to the nearest whole number.
- Expenses for Revd Suzanne are only claimed up to Aug 23
- The balances on the Gardening, Children's Baptism Bibles and Edward Bear have either been used up or run down in an attempt to simplify the accounts. Income and expenditure are now being recorded in the General Fund Cash Book.

Kevin Willis, Treasurer

PRIEST IN CHARGE

I had been asked by the Archdeacon to support St Lukes by attending the PCC meeting on a regular basis. I joined the PCC and together we met with Revd Canon Roger Matthews, who conducted a 'conversation' with many members of St Lukes, local clergy and Suzanne and myself through January - March.

Roger spent time meeting with the PCC to share his findings and to make recommendations. We have focussed on some of his recommendations and implemented changes.

1. Roger recommended we develop our prayer life – the preaching team worked on a preaching series focussed on prayer, and held a prayer walking Sunday, when a few members went out onto the streets to deliver prayer cards and to pray for the streets.
2. Our written resources, available for the public to pick up and read was up-dated and is available in the church for all.
3. Suzanne offered The Bible Course over a series of weeks on a Tuesday afternoon before prayers. This was attended by a few people, and included helpful discussions and learning.
4. The PCC has considered reviewing our stewardship as a church community, but this has been set aside while we focus on raising money for our hall roof.

There are still many areas that Roger has raised which can be focussed on; and the new PCC will make this a priority.

I was pleased to be licensed as the Priest-in-Charge of St Lukes, by Archdeacon Mike, in November. I celebrated my first service at St Lukes on Christmas morning. Sadly, Suzanne became very unwell at the end of December, and has undergone surgery. She is beginning to make progress, and we look forward to her return home.

As Priest-in Charge, can I offer my grateful thanks to our warden, Lucy, assistant warden, David, duty wardens, Helen, Richard and Sue, and all of the PCC, including Suzanne. 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.

I look forward to what God is doing in our Parish in 2024 – and remain grateful for his love and care to each of us in 2023.

Revd Stephanie Gillingham, Priest in Charge

WORSHIP

Our Sunday service pattern, which started in April 2022, has continued with 10.00am Holy Communion on the 2nd and 4th Sundays of each month and Morning Worship on the 1st and 3rd Sundays. We have tried to continue live streaming the Holy Communion services although we have had some IT issues and currently only have one operator. Our services have been enhanced by having members of the congregation reading from the Bible and sometimes leading our prayers.

The joint South West Chelmsford Churches (SWCC) 2nd Sunday afternoon services continued during 2023, rotating around the churches, with a different style and format each month, and a time beforehand for fellowship over refreshments. St Luke's hosted these in February and October 2023, with the latter focusing on healing. Towards the end of 2023, the SWCC PCCs agreed to change the joint services again and to move to a joint afternoon service on the 5th Sundays. As some of these dates fall on significant days e.g.

the 5th Sunday in March 2024 was Easter Day, there will be just two services in 2024. However, there will continue to be joint services on special days such as Maundy Thursday, and Ascension Day.

We have continued to worship together with Moulsham Lodge Methodist Church, alternating between our two churches. These have been joyous occasions and have helped to build our relationships after the pandemic.

Following last year's APCM, we moved our Prayer Time together from Wednesday mornings to Tuesday afternoons at 2pm. This has enabled some more people to join in – there is always room for more! Moving the time has also enabled us to have access to the toilets and the ramp to the hall lobby. 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. In September 2023, Revd Suzanne led The Bible Course, produced by the Bible Society, on Tuesday lunchtimes before our Prayer Time. We would love to know what you thought about the course, and how else we could study the bible together.

In April 2023, we welcomed Gill Parker to speak to us about Fairtrade and subsequently we re-committed to being a Fairtrade Place of Worship. We serve Fairtrade tea, coffee and sugar and are always on the look-out for Fairtrade biscuits although these are hard to find! In July 2023, as part of our commitment to share the light and love of God in our community, we introduced prayer walking to one of our services. It was interesting to walk and pray along some of local roads and to share our observations as part of the service. 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.

During 2023 we held some wonderful services, including the licensing services for both Revd Suzanne as Associate Priest and Revd Stephanie as Priest-in-Charge. We also reached out to our community in many ways, including the Pancake Party on Shrove Tuesday, offering hot chocolate and treat bags on All Hallows' Eve (the treat bags also included puzzle sheets, an explanation of what Halloween actually is) supported by some of 1st Moulsham Brownie leaders, hosting the Farleigh Hospice Light Up a Life service, and preparing for Christmas with craft activities for young and old (ADVENTure) and worshipping together with an informal carol service. We will continue to find ways that we can reach out to our local community and share the love of God with them.

In October 2023 we said a huge thank you to Richard for all the worship he had led over the years as he retired as Authorised Local Preacher. We are grateful that he has offered to continue leading worship at St Luke's on an adhoc basis.

We have been very fortunate regarding music, with David and Rita ensuring we always have an organist every week. Music on the first Sunday of each month and for most special services, is provided by our Music Group, which enhances our worship.

Since May 2023, we have been fortunate to have flower arrangements beautifully created by Esther Clarke. Esther responded to a plea for volunteers, whilst studying floristry at Writtle College. 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 Janette for ordering all the supplies, to Brenda for cleaning the linen, and to David for looking after all the candles.

Lucy Bubb, Churchwarden

OCCASIONAL OFFICES

Baptisms, weddings, and funerals are known as 'occasional offices'.

During the year we baptised five children.

There were no weddings, although we read banns of marriage for one couple who live in our parish and were getting married elsewhere.

There were seven funerals, of which one was held here at St Luke's and the rest were held at Chelmsford Crematorium. There were also two internment of ashes.

Lucy Bubb, Churchwarden

CHURCHWARDEN, FABRIC

We started the year with great plans to complete several works that had been discussed for some time, including a ramp to the main church doors. Unfortunately it has not been possible to complete all the work as, in September 2023, we discovered that the large hall roof was made from Reinforced Autoclaved Aerated Concrete (RAAC) requiring urgent work. The large hall was closed from September – December 2023, and our hall hirers moved into the church and the small hall. The logistics for this were not insignificant and I am grateful for all those that helped to re-set the church every weekend over that period and for our hall hirers working with us to find temporary solutions. In December 2023 we were able to prop one plank that had sheared (there are 56 planks in the roof). In addition, the PCC arranged for monthly monitoring of the rainwater management system by drone to ensure that there are no loads (like rainwater/snow) on the roof. Whilst the large hall was re-opened to our hirers in January 2024, work is still required to provide a permanent under-roof solution.

The following work has been undertaken:

- At long last the work to secure the car park wall was completed. This included adding a green fence to the wall and removing the steps from the front of the car park.
- Replaced the 'Private Car Park' sign.
- Re-felted the kitchen, hall lobby and toilet roof and replaced the fascias.
- 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.
- Replaced two gas heaters in the large and small hall. A third gas heater was replaced in January 2024.
- Replaced the toilet pipe to one of the ladies' toilets.
- Re-hung one of the toilet cubicle doors that fell off.
- Painting of the kitchen, hall lobby, toilets, large hall storeroom, and the sacristy. This was done by the Community Payback team, who also weeded the church paths and pruned the bush in the car park.
- The main church doors were serviced and improvements to safety made.
- Repairs to the external kitchen door.
- 5-year external fire risk assessment completed.
- 5-year electrical inspection completed, this included replacing several lights.
- Treating the large hall windowsill and surrounding wall areas for mould (due to the hall being closed for three months).
- Minor repairs have been carried out by church members.

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. When the large hall was closed, some cleaning in the church was undertaken instead.

Scout Hut

At the last APCM it was reported that the PCC had started the process for the new lease for the Scout Hut; unfortunately the new lease has still not been finalised. The current lease ran out in August 2023. In line with the responsibilities of the PCC as charity trustees, the PCC requested a market rent assessment and, as a result, the rental income specified within the new lease will be increased significantly. Given the escalating legal costs, the PCC has agreed to a 20-year lease with a 5 yearly rent review, rather than continuing with short term leases.

Looking forward to 2024 ...

The focus for 2024 will be on the large hall permanent underroof solution for which we will need to apply for grant funding as well as fundraising ourselves. We have an approved faculty for the work, which lasts for 12 months, and I am grateful to Richard Field for leading the faculty application and the grant funding applications.

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 had to decline two successful grant applications for the ramp work as the large hall roof work has taken priority, so further grant applications and fundraising will be required for these two aspects to progress.

On behalf of the PCC, I would like to thank everyone who has helped to maintain the building and ensure the gardens look beautiful.

Lucy Bubb, Churchwarden

ELECTORAL ROLL

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

The Roll is completely renewed every six years, (which last occurred in 2019), and is revised each year before the APCM to make sure that it remains accurate. For 2024, the revision period was between 31st March and 6th April. Following the revision, no names can be added to the Roll until after the APCM.

Next year the existing Roll will end, and a completely new Roll will be created, which means that anyone who wishes their name to be entered on the new Roll will need to complete a fresh application.

Details of the Roll following the annual revision are as follows:

2023 Electoral Roll

On 23rd April 2023 (the date of the last APCM) there were 45 names on the Roll.

Names added to Roll

No names have been added to the Roll between 23rd April 2023 and 6th April 2024.

Names removed from Roll

Following the sad death of Derek Tadman, and two non-parish residents now worshipping elsewhere, 3 names were removed from the Roll.

Changes to Parish residency status

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

2023 Electoral Roll

Following the revision, on 6th April 2024 there are 42 names on the Roll, 24 resident in the Parish and 18 non-resident. The names of people on the revised Roll (but not addresses

or other personal details) have been displayed in church as required by the Church Representation Rules.

Mike Tadman, Electoral Roll Officer

PASTORAL CARE

The team currently includes David Millward, Brenda Hudson, Jane Chambers, Helen Field, Richard Field, Maxine Buck, and Sue Davies, with oversight and support from Revd Stephanie, Revd Suzanne, and Lucy Bubb. The purpose of the system is to:

- Keep in regular, gentle contact with all their allocated individuals, which includes all members of the congregation.
- 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 Stephanie and Revd Suzanne for discussion and to agree any actions required. There are plans to refresh the system and allocation of individuals following a meeting of the team in January 2024.

Home Communion continues to be offered by Revd Stephanie, Revd Suzanne, Maxine, and Lucy to anyone who is housebound and unable to come to services.

Revd Suzanne and Revd Stephanie keep 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

SAFEGUARDING

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. In January 2024 the PCC was informed of the new set of National Safeguarding Standards that the Church of England have published and the possibility of an audit in 2024.

As well as Safeguarding posters giving contact details being displayed in the Church and large hall lobbies a new Safeguarding board has been created in the small hall, showing pictures of the Safeguarding team, the new safeguarding standards,

St Lukes Safeguarding Policy and is regularly updated with any new information.

Reports are regularly 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.
- 100% compliant on Safeguarding Training
- 100% compliant on the Advanced Safeguarding Training for Leaders and Safeguarding Officers

In November 2023 we held our first Safeguarding Service where the focus was around everybody's role in making the Church a safer place and around Proverbs 31:8 "Speak out on behalf of the voiceless, and for the rights of all who are vulnerable."

We continue to give key messages and information on Safeguarding principles on the safeguarding report ensuring that this important aspect is kept at the fore front of all. We continue to give all Church users links to all policies and contact details can be found on the St Luke's website.

Sue Davies, Safeguarding Officer

HEALTH AND SAFETY

As Health and Safety Officer for St. Luke's, my main role is to update the Risk Assessments annually which then go to PCC for formal approval. These cover all areas of church life including the buildings, outside spaces, services and events. It is the responsibility of everyone involved with any activity at St. Luke's to ensure they have read and complied with these documents which are on display on the noticeboards by the organ and in the lobby.

A separate Risk Assessment was approved this year for the Large Hall due to the major problems with the roof. This one will be updated whenever necessary as safety requirements and building decisions are made or amended during the year.

I also report any health and safety issues (which fortunately do not arise very often) to PCC when they occur. Please let me know if you have any concerns you wish to raise or discuss.

Helen Field, Health and Safety Officer

DEANERY SYNOD

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 most recent meeting doubled as a Deanery Day held on a Saturday for which I had a prior commitment.

The first meeting was held in June 2023 at All Saints Church, Stock. Jill Readings, the lay chair, gave a short presentation about the main hierarchy of the Church of England and the purposes of the various committees. She then asked each of us to answer on paper six questions about ourselves and our parishes.

The Deanery Treasurer gave a brief financial report; he mentioned that only twenty of the thirty-three parishes in the Deanery had paid their full Parish Shares, with others having paid as little as 10%.

The meeting in September 2023 was held at Great Waltham Church. In the absence of the Area Dean, the meeting was chaired by Jill Readings. She made the premature announcement that Revd Stephanie Gillingham had been appointed as our Priest-in-Charge; this announcement was supposed to only have been made after the relevant parties had been informed, which happened the next day.

Jill gave a summary of the answers to her questionnaire from the previous meeting. We then broke into small groups; my group discussed the fact that parishes had people with useful skills that could be shared with others. Back as one group, Jill announced that there would be a Deanery Day in February 2024 at which skills and knowledge could be shared. Jill then announced that Linda Percival, from Moulsham St John, had been appointed as the Deanery Environmental Advocate; she was co-opted onto Deanery Synod.

The Treasurer announced that parishes would receive their Parish Shares for 2024 on the 8th of September. Finally, Gill Ball gave a brief report on the recent General Synod.

The meeting in December 2023 was at Meadgate Church. The Area Dean proposed the introduction of Assistant Area Deans, to aid a smooth transition when he retires. The Deanery would be split into three parts, with each one of the Deans responsible for triennial inspections in one part and pastoral care in a different part. The Synod supported the proposal to appoint Rev Carolyn Tibbott of Broomfield and Rev Tony Cant of Writtle as Assistant Area Deans.

Linda Percival gave a presentation about Eco Church. She hopes to see all churches in the Area registered for Eco Church and that she expected all churches to be easily able to achieve Bronze Status. She added that it is important to keep records of steps taken to reach Bronze and Silver Status since they help with the assessment for Gold Status. She is always willing to give advice about the process.

The new Bishop of Bradwell, Adam Atkinson, gave a presentation. He talked about the trauma his wife and he had suffered about twenty-five years ago, when their new-born son was seriously ill. The support that they received from their local church, including praying for them, made him a great believer in the power of prayer. His wife is also a priest, who has been appointed as the vicar for three churches in the Maldon area; they will live at her Vicarage. He offered to pray for anyone requiring it after the meeting.

Jill Readings spoke about the Deanery Day on Saturday 24 February 2024 at Meadgate Church. As well as workshops on topics such as searching for grant money and submitting Faculties, the day would double as the Deanery Synod Quarterly Meeting. Tea and coffee would be available but not lunch.

The Treasurer gave a brief financial report; this included the fact that two parishes had made no Parish Share payment in October. The Parish Share figures for 2024 had been revised.

The General Synod representative, Gill Ball, had submitted a brief report and offered to answer questions; there were none.

As I mention above, I was unable to attend the Deanery Day in February 2024, but several members of the church did.

The next meeting is scheduled for Tuesday 14 May 2024 at St Michael's Galleywood.

David Millward, Deanery Synod Rep

LYNCHPINS

Lynchpins is a group of representatives from SW 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. At each meeting there is a chance for each church to pass on news about what has been happening and what is planned. Meetings took place on the 7th of July and 7th of October in 2023, and the 22nd of January and the 28th of February this year. A meeting had been scheduled for the end of April 2023, but this was cancelled.

Until the end of 2022, Lynchpins were responsible for arranging the joint services held on fifth Sundays. However, after Galleywood withdrew from such services, there have been none since 2022.

The joint second Sunday afternoon services were previously arranged independently of Lynchpins, but they were discussed. These services resumed in May 2023 and took place in each subsequent month except August - December until January 2024; the last of these was delayed until the 28th of January. However, since many people do not like going to an afternoon service after one in the morning, they have been discontinued. In their place, and since joint morning services have been discontinued, there will be joint afternoon services on fifth Sundays. Since Easter Sunday fell on the fifth Sunday of March, the first

will be at St Luke's on the 30th of June, followed by St Michael's on Michaelmas, 29th of September. It is hoped that being less frequent will make them more of a special event. Although not strictly the concern of Lynchpins, the meetings have resulted in several joint rambles, which had been circular routes. The only ramble in the past twelve months took place on Saturday 3 June 2023. This followed the Chelmsford Pilgrimage route from the Retreat House at Pleshey to the Cathedral. Since it was not a circular route, the meal at the meeting point after the walk was replaced by a meal half-way. There was also a much longer walk, about fifteen miles, to celebrate St Michael's sesquicentennial at the end of September. This walk "Beat the Bounds" and was open to members of other churches. The next Lynchpins meeting is arranged for Tuesday 22nd of May at St Mary's.

David Millward, Lynchpins Rep

HALL LETTINGS

For my first report as Hall Lettings Secretary I would like to begin by thanking Brenda Hudson, not only for nearly 14 years of service as my predecessor in the role, but especially for all the help and advice she has given me over the last year. Thank you, Brenda, most sincerely, for that support, and all the extra things that you do, mostly unseen, to help keep St. Luke's running smoothly.

When I took over in May 2023 the regular hirers: Little Acorns Pre-School, Trudi Osborne School of Dance, Moulsham Lodge Camera Club and the three Uniformed Groups – 1st Moulsham Lodge Brownies, 2nd Moulsham Lodge Brownies and the 4th Moulsham Lodge Guides were continuing to meet regularly, although the number of single hires were still below pre-Covid levels but expected to match those of 2022. However the devastating effect of finding the large hall roof problem, and the subsequent closure of that hall, had a significant impact on all lettings.

With insufficient space then available at St. Luke's, the Moulsham Lodge Camera Club sought other accommodation and have now permanently relocated elsewhere. Sadly, the Guides have not recommenced their meetings since the summer break in 2023. Most of our other regular hirers had to manage in smaller areas, for which disturbance the hire charges were reduced. We do thank these hirers for their understanding and fortitude in managing to run their meetings throughout the period of closure of the large hall.

Thankfully, the large hall was brought back into commission in January 2024, and hirings generally have been increasing in the first three months of the year.

For hall bookings or further information please contact me on 01245 600225, e-mail: stlukesmoulshamhallhire@gmail.com or visit St. Luke's website.

Pat Bruguier, Hall Lettings Secretary

EDWARD BEAR

We have an average of 10 children most weeks. They range from babies through to 3/4years. They are accompanied by Mums, Grandparents, carers and Dads.

There is a choice of toys for all ages including a small slide, tent, cooker plus food etc, work bench and tools, dressing up, ride on and push along toys and also a dedicated toy tub for babies. There are activity tables with playdough, drawing, puzzles and craft. We have a book corner with a variety of books including bible stories.

Snack time continues to be popular, with a mixture of snacks including fruit with water or squash. Grown-ups can have tea/coffee or a cold drink and biscuits.

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

Edward Bear is led by Revd Suzanne with two volunteer helpers, Ann and Pat and two volunteers on refreshments, David and Brenda. Volunteers are on duty on alternate weeks. Everyone helps set up, put away and are on hand to welcome Mums and children and help them to have an enjoyable afternoon.

While Suzanne has been off ill, all the volunteers have turned up every week. In response to our plea for help, Jane has come in when she can to wash up which is brilliant. Jo has come to help bringing her young daughter and we may have another helper. Thank you to everyone.

Suzanne is greatly missed by everyone, and we look forward to seeing her when she has fully recovered.

Brenda Hudson

SIDESPEOPLE

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 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	Helen Field
Sue Davies	Chris Fawcett	Louise Whitehead	

I thank 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

Our Facebook page (@stlukesmoulshamlodge) and our website (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 483 followers – that's an increase of another 48 followers (11%) over the last year!

We have tried to continue live-streaming our Holy Communion services, as we know this is valued, but we have had some technical issues and there is only one person on the rota (Lucy). If you would like to help out, you just need access to a smart device (phone or tablet) and all training will be given.

We continue to use social media for publicising our services (both what's planned and what happened in the services) and our events. 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. We have also been grateful that Ashley Thompson and Simon Goldman, our local Councillors, have also publicised some of our events and regular services in their articles. 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, 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. 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 email:

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

Our music group continues to support worship on the 1st Sunday of each month and contribute to special services throughout the year. Currently we have an organists/pianist, a flautist, two guitarists and a bass player. In last year's report I said it would be great if we could find a drummer and one or more singers to join us, and in December we had the great news that Nick Smith will join us in 2024, as drummer.

While this is a very 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 one or more singers. Of particular note this year was the Community Concert in October, to which the music group contributed, playing a mix of secular and Christian music.

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

Richard Field

SATURDAY COFFEE

Saturday Coffee runs every Saturday in the church from 11am until 12noon. We serve a choice of tea, instant and filter coffee (decaf is available) plus a variety of biscuits.

It is a place where the local community can come for fellowship, support, making friend and joining in with the conversations or just listening.

We have our regulars who join us most weeks, some are members of our congregation, but a few are not. Visitors pop in having seen our board outside on the pathway.

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

Refreshments are also served on Sundays after the 10am service.

We have a very small band of 3 volunteers who cover Saturday coffee. Sunday refreshments is down to 2 regular servers plus some lovely volunteers who wash-up. It

would be great to have more volunteers who either would join the rotas or be on a list that we could call on when required.

Brenda Hudson

SATURDAY BOOK CLUB

Our book club has continued to meet every four weeks during Saturday Coffee at St. Luke's, enabling us to enjoy refreshments during our meetings. We read a wide variety of genres including historical, crime and modern fiction books which are quite often not what we would choose for ourselves, which results in interesting discussions! We enjoy the meetings as a social get together as well and talk about all sorts of things including what is going on in the world and locally. Books are supplied by Essex libraries so there is no cost involved – apart from donations for coffee and biscuits! Let me know if you would like to join us as we have room for a couple more.

Helen Field

11TH CHELMSFORD SCOUT GROUP

Our numbers have remained static over the last 12 months – this is still considerably lower than pre-COVID and does impact on the termly fees received by the Group

All Groups have to pay an annual fee to the Scout Association – this is £37.50 per young person and will be £2,325.00 due in April.

Beavers – staying at 20

Swazi Cubs – 12 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 have been fortunate to recruit some additional helpers, Debbie Chambers as ACSL and Doug Chambers as Section Assistant for Scouts.

As our Swazi Cub Leader left in July, there is currently no Cub Leader so we are coping with help from myself, a parent and another helper once a month.

Beavers are booked to have an overnight Sleepover at Thriftwood Scout Campsite over the weekend of 11th and 12th of 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 and Scout Troop will be camping over the weekend of 14th and 16th of June at Thriftwood under canvas – again they will have the opportunity to enjoy lots of outdoor activities.

As the Site fees and activity costs at Thriftwood have increased the Group will probably have to make a contribution towards the cost of the Sleepover and Camps.

The improvement to the Car Park by removing the odd shaped triangle of concrete has had to be deferred due to illness in the family of the person undertaking the work, there has been no date fixed so far.

The Group funded the removal of the tall weeds at the back of the Hut in the Autumn.

We are currently still in the process of agreeing the renewal of the Lease between the Group and the Hut and hope that this can be completed in the near future.

Due to the increase in the Ground Rent as a condition of the Lease, the Group will need to increase fees to the parents as from April term.

Thanks to Lucy for the invites to the Christmas Carol and Christingle Services – unfortunately, lots of our parents replied that family activities prevented them from attending.

Sherry Wright, Group Scout Leader

St. Luke's Church

Moulsham Lodge & Tile Kiln

**Gloucester Avenue,
Moulsham Lodge,
Chelmsford,
Essex CM2 9DT**

Financial Statements of the Parochial Church Council for the year ended 31st December 2023

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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 2023

Priest-in-Charge

Rev'd Stephanie Gillingham
The Rectory
3 Canuden Road
Widford
Chelmsford
CM2 2SU

Associate Priests

Revd Suzanne McAllister
26 Pyms Road
Galleywood
Chelmsford
CM2 8PY

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

Church Warden

Lucy Bubb
4 Magnolia Close
Chelmsford
CM2 9HU

Treasurer

Kevin Willis
15 Foxholes Road
Great Baddow
Chelmsford
CM2 7HP

Bank

Barclays Bank
40 – 41 High Street
Chelmsford
CM1 1BE

Independent Examiner

Tony Weatherley
8 Osprey Way
Chelmsford
CM2 8AP

St. Luke's Church

Moulsham Lodge & Tile Kiln

Notes to the Financial Statements - Year Ended 31st December 2023

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 any special restrictions regarding their use and are available for application to the general purposes of the PCC. These include funds designated for particular purposes by the PCC.

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

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

Statement of Assets and Liabilities

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

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

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

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

- Creditors for goods and services where the supply has been received and invoiced by 31st December 2023
- Charitable giving owed as the result of a restricted collection at Church but not paid over by 31st December 2023
- Charitable giving committed by the PCC but not paid over at 31st December 2023

General Fund (Unrestricted) Fund Incoming Resources and Resources Used

	<u>2023</u>	<u>2022</u>
	£	£
RECEIPTS		
Incoming resources from generated funds		
<i>Voluntary income</i>		
Planned Giving	16494	16979
General Collections	15	438
Envelopes (Gift Aid)	264	0
Edward Bear	396	281
Income Tax Recovered	4747	5242
General Donations	950	911
<i>Total Voluntary income</i>	22866	23851
<i>Activities for generating funds</i>		
Hall Lettings	23326	25176
Co-operative Community Card	8	23
<i>Total Activities for generating funds</i>	23334	25198
Incoming resources from charitable activities		
Coffee – Saturday	327	273
Coffee – Sunday	354	334
Assigned Fees	1717	3023
Living Light	150	200
Miscellaneous	776	182
Flowers	95	10
Admin Recharge	543	1426
<i>Total Incoming resources from charitable activities</i>	3962	5448
Transfer from Legacy Fund	0	5000
TOTAL RECEIPTS	50162	59497
PAYMENTS		
Cost of generating funds		
<i>Charitable activities</i>		
Parish Share	23135	30847
Church Insurance	661	625
Church Heat and Light	765	626
Caretaker	0	0
Worship	728	1306
Clergy Expenses	70	115
Clergy Office	32	171
Mission	119	143
Children’s Work	0	16
Church management and administration	1102	853
Communications (website)	255	160
Gifts	52	52
Coffee	77	93
Assigned Fees	1366	2556
Flowers	232	9
Halls Insurance	440	417
Halls Water	636	604
Halls Heat and Light	6977	2505
Halls cleaning	4675	3386
Halls – commercial bins	849	762
Legal fees	3064	0
Bank charges	169	181
Miscellaneous	178	227
Admin support	3590	4337
<i>Total Charitable Activities</i>	49173	49990
Transfer to Fabric Fund	2551	8518
TOTAL PAYMENTS	51724	58508
FINAL SURPLUS / (DEFICIT) FOR THE YEAR	(1562)	989

	<u>2023</u>	<u>2022</u>
General Fund		
Surplus/(Deficit) for the year	(1562)	989
Balance B/F	4400	3411
Balance C/F	2838	4400
Legacies Combined		
Bank accounts @ 1 January	45719	52289
Receipts	2878	676
Payments	-25454	-2246
Transfer to General Fund	0	-5000
Bank accounts @ 31 December	23143	45719
Fabric Fund		
Bank accounts @ 1 January	5213	4048
Transfer from General Fund	2551	8518
Receipts	0	0
Payments	-7764	-7353
Bank accounts @ 31 December	0	5213
Garden Fund		
Bank accounts @ 1 January	188	188
Receipts	0	0
Payments	-188	0
Bank accounts @ 31 December	0	188
Children's Baptism Bibles		
Bank accounts @ 1 January	20	20
Receipts	0	0
Payments	-20	0
Bank accounts @ 31 December	0	20
Edward Bear		
Bank accounts @ 1 January	37	37
Receipts	0	0
Payments	-31	0
Bank accounts @ 31 December	6	37
Special Collections (see Note 1)		
Bank accounts @ 1 January	90	0
Receipts	134	321
Payments	-90	-231
Bank accounts @ 31 December	134	90

NB: - The Edward Bear Fund, Gardening Fund and Children's Baptism Bibles Fund were used to meet initial expenses and any subsequent Receipts or Payments were recorded under the General Fund. Special Collections refers to money collected in 2022 but paid in 2023 and money collected in 2023 and was not paid out until January 2024.

Due to the exceptional level of expenditure required for maintenance in 2023 it had been necessary to use £5.2K of the Legacy Fund to subsidise the Fabric Fund. As & when funds become available, we intend to return that funding to the Legacy Fund.

Monetary Assets

	General Fund	Fabric Fund	Edward Bear	Legacy Combined	Garden Fund	Baptism Bibles	Special Collections	TOTAL
	£	£	£	£	£	£	£	£
Bank Current Account	2352	0	0	0	0	0	0	2352
CCLA Deposit Fund	486	0	6	23143	0	0	134	23769
TOTAL CASH	2838	0	6	23143	0	0	134	26121

Liabilities

Unpresented cheque 201309 £134.47 *(Note 1)*

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

(Chair)

(Member)

NOTE 1: Special Collections

	Balance B/F £	2023 Receipts inc Gift Aid £	2023 Payment £	Balance C/F £
Chelmsford FoodBank	0	134	0	134
Crisis	90	0	90	0
	90	134	90	134

ST. LUKE'S CHURCH

Moulsham Lodge & Tile Kiln

**Financial Statements
of the
Parochial Church Council**

For the year ending 31st December 2023

I report on the accounts of the charity for the year ended 31/12/23 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:

- 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 C.A. Wey

Dated MARCH 20 2024

Mr. Anthony Weatherley
8 Osprey Way, Chelmsford