

ST JOHN & ST LUKE

CLAY HILL

**PAROCHIAL CHURCH COUNCIL OF THE ECCLESIASTICAL PARISH OF
SAINT JOHN THE BAPTIST AND SAINT LUKE THE EVANGELIST,
CLAY HILL, ENFIELD**

Registered Charity number 1151418

**FINANCIAL STATEMENTS AND ANNUAL REPORT
FOR THE YEAR ENDED 31 DECEMBER 2021**

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**THE PAROCHIAL CHURCH COUNCIL OF THE PARISH OF SAINT JOHN AND SAINT LUKE CLAY HILL
FINANCIAL STATEMENTS AND ANNUAL REPORT FOR THE YEAR ENDED 31 DECEMBER 2021**

A. INDEPENDENT EXAMINER'S REPORT

**To the Members of the Parochial Church Council (PCC) of the Parish of St John and St Luke,
Clay Hill, Enfield**

I report to the charity trustees on my examination of the accounts of the charity for the year ended 31 December 2021, which are set out on pages 3 to 9.

Responsibilities of the PCC and the Independent Examiner and basis of the report

As the charity's trustees you are responsible for the preparation of the accounts in accordance with the requirements of the Charities Act 2011 ('the Act').

I report in respect of my examination of the charity's accounts carried out under section 145 of the Act and in carrying out my examination I have followed all the applicable Directions given by the Charity Commission under section 145(5)(b) of the Act.

Independent examiner's Statement

I have completed my examination. I confirm that no material matters have come to my attention in connection with the examination giving me cause to believe that in any material respect:

- 1) accounting records were not kept in respect of the charity as required by section 130 of the Act; or
- 2) the accounts do not accord with those records

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in this report in order to enable a proper understanding of the accounts to be reached.

Roger J Seaton FCA
23 Greenhill Park
Barnet, Herts
EN5 1HQ

Dated 7 February 2022

THE PAROCHIAL CHURCH COUNCIL OF THE PARISH OF SAINT JOHN AND SAINT LUKE CLAY HILL

FINANCIAL STATEMENTS AND ANNUAL REPORT FOR THE YEAR ENDED 31 DECEMBER 2021

B. RECEIPTS AND PAYMENTS ACCOUNTS

	Note	Unrestricted Funds		Restricted Funds	Total 2021	Total 2020
		General Funds	Designated Funds			
		£	£	£	£	£
RECEIPTS						
Voluntary receipts:						
Planned giving	a	34,678			34,678	31,633
Collections at services	b	3,597			3,597	2,781
All other giving/voluntary	c	6,748	-641	18,085	24,192	53,368
Gift Aid recovered	d	7,733	435	467	8,635	13,649
Activities for generating funds	e	6,150			6,150	3,823
Investment income	f	36			36	365
Church activities	g	34,436			34,436	28,440
Other incoming resources	h	19			19	2,079
Total Receipts:		93,397	-207	18,553	111,743	136,138
PAYMENTS						
Church Activities:						
Common Fund	a	57,000			57,000	55,980
Clergy and staffing costs	b	3,612			3,612	3,591
Church running expenses	c	23,733	4,980		28,713	41,361
Hall running costs	d	-763			-763	10,372
Church major repairs & improvements	e		3,690	823	4,513	28,280
Hall major repairs & improvements	f					816
Mission giving and donations	g	600		2,580	3,180	3,126
Cost of generating funds	h	1,022			1,022	1,260
Other resources expended	i	172			172	252
Total Payments:		85,376	8,670	3,403	97,449	145,038
Excess of receipts over payments		8,021	-8,876	15,150	14,294	-8,899
Cash funds at 1 January:		69,999	59,225	-13,772	115,452	124,352
CASH FUNDS AT 31 DECEMBER:		78,020	50,348	1,378	129,746	115,452

The notes in the table refer to the detailed analyses of both receipts and payments which are contained on pages 8 and 9 of these accounts.

THE PAROCHIAL CHURCH COUNCIL OF THE PARISH OF SAINT JOHN AND SAINT LUKE CLAY HILL
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C. STATEMENT OF ASSETS AND LIABILITIES

	Note	Unrestricted Funds		Restricted Funds	Total 2021	Total 2020
		General Funds	Designated Funds			
		£	£	£	£	£
Cash Funds:						
PCC Metro Bank current account		62,292	2,383	-1,543	63,131	29,074
COIF deposit account		15,729	47,966	2,720	66,414	86,378
Liabilities (Sequestration Agency Account):						
Sequestration Expenses	3			201	201	
Grand Totals:		78,020	50,348	1,378	129,746	115,452

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



Mr. Paul Bates
 (Lay Vice Chairman)



(Lay member of the PCC)

Dated:

The notes on the following pages form part of these accounts

THE PAROCHIAL CHURCH COUNCIL OF THE PARISH OF SAINT JOHN AND SAINT LUKE CLAY HILL

FINANCIAL STATEMENTS AND ANNUAL REPORT FOR THE YEAR ENDED 31 DECEMBER 2021

D. NOTES TO THE FINANCIAL STATEMENTS

1. Basis of Financial Statements

The financial statements have been prepared on a receipts and payments basis under with the Church Accounting Regulations 2006 in accordance with applicable accounting standards and the current Statement of Recommended Practice Accounting and Reporting by Charities (SORP 2005). The financial statements have been prepared under the historical cost convention. The financial statements include all transactions, assets and liabilities for which the PCC is responsible in law. They do not include the accounts of church groups that owe their main affiliation to another body or those that are informal gatherings of church members.

2. Funds

Unrestricted or General Fund are funds available to be spent on the PCC's general purposes.

Designated Funds are general funds set aside by the PCC for particular use in the future for administrative purposes only. However, they remain unrestricted and the PCC may re-designate part of all of these funds for other purposes. During 2021, three Designated Funds were operated - for Improvements to St Luke's Church, for Improvements to St John's Church and Hall and for Legacies.

Restricted Funds comprise revenue, donations or grants for a specific PCC activity intended by the donor. During 2021, three Restricted Funds were operated – for St John's Church Projects for repairs to St John's chancel ceiling, for Collections and Gifts with Restricted Purposes and for St Luke's Night Shelter. St John's Church Projects Fund was closed in 2021.

	Balance at 1 Jan 2021	Receipts	Payments	Balance at 31 Dec 2021
	£	£	£	£
GENERAL FUND	69,999	93,397	85,376	78,020
DESIGNATED FUNDS				
St Luke's Church Building Improvement Fund	50,670	150	4,980	45,840
St John's Church & Hall Building Improvement Fund	238	-192	0	45
Legacies Fund	8,318	-164	3,690	4,463
TOTAL DESIGNATED FUNDS:	59,225	-207	8,670	50,348
RESTRICTED FUNDS				
St John's Church Projects Fund (CLOSED)	-14,314	15,137	823	0
Collections and Gifts with Restricted Purpose	139	3,415	2,580	975
Night Shelter	403	0	0	403
TOTAL RESTRICTED FUNDS:	-13,772	18,553	3,403	1,378
TOTAL OF FUNDS:	115,452	111,743	97,449	129,746

In addition, assigned fees for the Diocese to 12th July 2021 (see section 3 below) and all fees received from third parties for, and then paid to, organists and choristers for attendance at weddings, funerals and interments of ashes and for scripting entries in St Luke's Book of Remembrance were accounted as Agency. These transactions were not included in the parish accounts as the PCC merely acted as a conduit of the fees. These Agency accounts had zero balances at the end of 2021.

THE PAROCHIAL CHURCH COUNCIL OF THE PARISH OF SAINT JOHN AND SAINT LUKE CLAY HILL

FINANCIAL STATEMENTS AND ANNUAL REPORT FOR THE YEAR ENDED 31 DECEMBER 2021

3. Sequestration Agency Account

The vacancy in the parish commenced on 12th July 2021 when the former vicar, Rev Peter Godden, was instituted to a new living. The accounting policy adopted for Sequestration accounting is based on the advice received from Theresa Moses, Diocesan Financial Advisor.

During the vacancy, the following financial transactions are collected in a Sequestration Agency Account:

- Diocesan Fees received for occasional services (Weddings, Funerals and Interments of Ashes)
- Fees paid to retired clergy for Sunday, weekday and occasional services and all expenses claimed by any visiting clergy
- Vicarage Expenses - costs incurred in maintaining the vacant vicarage including gas, electricity, telephone and minor repairs, excepting during any period when the vicarage is occupied by a tenant installed by the Diocese on a short-term tenancy when all costs apart from the telephone line will be paid by the Diocese.

The Sequestration Agency Account has a non-zero balance at the end of 2021. At the end of the vacancy, a claim will be prepared and submitted to the Diocese for the whole of the vacancy period and the settlement will be used to clear the balance of the Sequestration Agency Account.

4. Staff Costs and Payments to PCC Members

PCC members are considered the key management personnel of the church. Some members of the choir and one organist were also members of the PCC. They withdrew from all discussions by the PCC about the services they provided and did not participate in any vote by the PCC related to those matters.

No remuneration was paid directly to key management personnel other than detailed below, although the church contributes to the Diocesan Common Fund. The Vicar, who has overall responsibility for promoting the whole mission of the church, is remunerated directly by the Diocese.

The financial interests of the Vicar and other PCC members were limited to reimbursement for minor operational expenditure including materials for minor repairs or improvements, postage, stationery, communion wine and candles. Reimbursements were made after receipt of signed claim forms detailing the expenses with original receipts. All identifiable expenditure including stationery, postage and phone calls were coded to the appropriate heading, The Vicars Expenses of Office category was only used for travel expenses and small discretionary items that did not fall under any other heading.

All fees received from third parties for and then paid to organists and choristers for attendance at weddings, funerals and interments of ashes and for scripting entries in St Luke's Book of Remembrance have been accounted as Agency. None of these people received £5,000 per annum or more. The organists at St Luke's church and St John's church provided services to the PCC as self-employed contractors and invoiced the PCC monthly in arrears for the services provided.

Income from donations includes £15,668 received from PCC members.

5. Receipts

All receipts are recognised when they are received. VAT reclaimed under the Listed Places of Worship Scheme and refunds are offset against corresponding payments. All other receipts are accounted for gross.

6. Parish Halls

The parish operates two halls - St Luke's Hall, located in Morley Hill, Enfield, Middlesex, EN2 0BL and St John's (Jean Price Memorial) Hall, in Strayfield Road, Enfield, Middlesex, EN2 9JF. Both buildings are held by the London Diocesan Fund as Diocesan Authority (formerly known as Custodian Trustee) with the PCC having the role of Managing Trustee, with day to day responsibility for the properties.

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The sums insured for these buildings for buildings and contents by the Ecclesiastical Insurance Office in insurance policy schedules dated 25 December 2021 are shown in the following table:

St Luke's Church	£13,600,000
St Luke's Parish Hall	£4,084,993
St John's Church	£5,910,000
St John's (Jean Price Memorial) Hall	£2,960,000

7. Covid-19 Pandemic and Vacancy

Forecasting for 2021 was always going to be difficult due to uncertainties about the pandemic. It was further complicated by the resignation of Father Peter Godden which resulted in unplanned variations to Ministry-related costs and establishment of the sequestration account for the second half of the year. Ongoing uncertainties about the duration and consequences of pandemic, the Patties Skeates bequest and the length of the vacancy will continue to make forecasting challenging at the least for 2022.

8. Rounding

Any minor summation errors in the tables in this report are due to all numbers having been rounded to the nearest pound with zero decimal places.

THE PAROCHIAL CHURCH COUNCIL OF THE PARISH OF SAINT JOHN AND SAINT LUKE CLAY HILL

FINANCIAL STATEMENTS AND ANNUAL REPORT FOR THE YEAR ENDED 31 DECEMBER 2021

FURTHER ANALYSIS OF RECEIPTS

	Unrestricted Funds		Restricted Funds	TOTAL 2021	TOTAL 2020
	General Funds	Designated Funds			
	£	£	£	£	£
a) Planned Giving:					
Stewardship Scheme	27,914			27,914	25,084
Stewardship Scheme not gift aided	6,764			6,764	6,549
	34,678			34,678	31,633
b) Collections at services:					
Collection Plate Cash	1,558			1,558	1,251
Collection Plate Gift Aid Envelopes	1,017			1,017	1,142
Wedding Collections	93			93	
Funeral Collections	557			557	166
Baptism Collections	372			372	223
	3,597			3,597	2,781
c) All other giving/voluntary:					
Donations to General Fund	2,008	425		2,433	11,952
Donations and Appeals St Johns		-2,824	5,075	2,250	6,922
Donations and Appeals St Lukes		1,758		1,758	400
Donations & Appeals Night Shelter					1,185
Restricted Purpose Collections and Donations			3,011	3,011	528
Wedding Donations to PCC	254			254	40
Funeral Donations to PCC	1,876			1,876	750
Baptism Donations to PCC					
Interment of Ashes Donations to PCC	350			350	320
Parish Community Groups donations	2,260			2,260	3,071
Legacies					1,000
Grants (restricted funds)			10,000	10,000	5,000
Grants					22,200
	6,748	-641	18,085	24,192	53,368
d) Gift Aid recovered:					
Stewardship Scheme Income Tax Refund	6,829			6,829	7,524
Donations to General Fund Tax Refund	375			375	2,789
Gift Aid Envelopes Tax Refund	214			214	471
Collection Plate Cash Tax Refund GASDS	315			315	980
Donations and Appeals Tax Refund St Johns		33	63	96	1,488
Donations and Appeals Tax Refund St Lukes		402		402	80
Restricted Purpose Collections Tax Refund			404	404	49
Donations & Appeals Tax Refund Night Shelter					269
	7,733	435	467	8,635	13,649
e) Activities for generating funds:					
Fetes Bazaars and other fund raising	6,150			6,150	3,823
f) Investment income:					
Interest received	36			36	365
Church Hall Flat Rent					
	36			36	365
g) Church activities:					
Baptisms Fees	74			74	79
Weddings PCC Fees	763			763	56
Funerals PCC Fees	1,491			1,491	681
Interments of Ashes PCC Fees	1,192			1,192	968
Church Hall Lettings	29,196			29,196	24,849
Church Lettings	1,720			1,720	1,808
	34,436			34,436	28,440
h) Other incoming resources:					
Insurance Claims					1,620
Miscellaneous Receipts	19			19	459
	19			19	2,079
TOTAL RECEIPTS:	93,397	-207	18,553	111,743	136,138

THE PAROCHIAL CHURCH COUNCIL OF THE PARISH OF SAINT JOHN AND SAINT LUKE CLAY HILL

FINANCIAL STATEMENTS AND ANNUAL REPORT FOR THE YEAR ENDED 31 DECEMBER 2021

FURTHER ANALYSIS OF PAYMENTS

	Unrestricted Funds		Restricted Funds	Total 2021	Total 2020
	General Funds	Designated Funds			
	£	£			
a) Common Fund:					
London Diocesan Fund	57,000			57,000	55,980
b) Clergy and staffing costs:					
Organists, Choirmasters, Musical Sunday School Choir	2,910			2,910	1,345
Clerk, Vergers and Diggers					
Vicars Expenses	16			16	109
Visiting Clergy Fees and Expenses	199			199	102
Maintenance of Vicarage	262			262	972
Vicarage telephone & parish phone calls	225			225	1,063
	3,612			3,612	3,591
c) Church running expenses:					
Parish training and education					
Parish Community Groups expenses	1,530			1,530	1,840
Church Insurances	502			502	8,268
Organ and Piano Tuning and repairs	1,469			1,469	450
Church Maintenance & Minor Repairs	5,117	4,980		10,097	11,075
Altar and Service Supplies	270			270	379
Childrens Church Activities					11
Church Equipment and Maintenance	326			326	394
Churchyards and Gardens	1,570			1,570	2,364
Printing, Postage, Stationery, Books, Software	668			668	935
Licences and Service Charges	786			786	476
Professional fees: legal, architect, surveyors	7,961			7,961	10,088
Church Lighting and Heating	3,208			3,208	4,527
Church Water Rates	327			327	555
	23,733	4,980		28,713	41,361
d) Hall running costs:					
Church Hall Lighting and Heating	-357			-357	4,117
Church Hall Insurance	38			38	3,502
Church Hall Other Running Costs	-612			-612	1,298
Church Hall Repairs and Maintenance	168			168	1,455
	-763			-763	10,372
e) Church major repairs & improvements:					
St John's Church Renovation & Improvements		1,675	823	2,498	28,280
St Luke's Church Renovation & Improvements		2,015		2,015	
Church Major Repairs					
		3,690	823	4,513	28,280
f) Hall major repairs & improvements:					
Church Hall Renovation & Improvements					816
g) Mission giving and donations:					
Donations Made	600			600	
Donations made from collections and gifts with restricted purpose			2,580	2,580	600
Night Shelter					2,526
Deanery Synod					
	600		2,580	3,180	3,126
h) Cost of generating funds:					
Fundraising Costs including 100 Club Prizes	1,022			1,022	1,239
Fundraising Costs St John's renovations					20
Fundraising Costs St Luke's renovations					
	1,022			1,022	1,260
i) Other resources expended:					
Miscellaneous Expenditure	172			172	252
TOTAL PAYMENTS:	85,376	8,670	3,403	97,449	145,038

**THE PAROCHIAL CHURCH COUNCIL OF THE PARISH OF SAINT JOHN AND SAINT LUKE CLAY HILL
FINANCIAL STATEMENTS AND ANNUAL REPORT FOR THE YEAR ENDED 31 DECEMBER 2021**

**E. PCC ANNUAL REPORT
FOR THE YEAR ENDED 31 DECEMBER 2021**

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THE PAROCHIAL CHURCH COUNCIL OF THE PARISH OF SAINT JOHN AND SAINT LUKE CLAY HILL

FINANCIAL STATEMENTS AND ANNUAL REPORT FOR THE YEAR ENDED 31 DECEMBER 2021

1. Aim and Purposes

The Parochial Church Council (PCC) of the Parish of Clay Hill has the responsibility of cooperating with the incumbent in promoting the whole mission of the church, pastoral, evangelistic, social and ecumenical within the ecclesiastical parish. The PCC is also responsible for the maintenance of St. John's church, St. Luke's church and St John's Hall.

2. Clergy Changes

Father Peter Godden's last service as vicar of the Parish of Clay Hill was on Trinity Sunday 30th May, although the vacancy did not formally commence until 12th July when Father Peter started his new appointment at Monks Risborough, Buckinghamshire. The Bishop of London, who is one of the two patrons of the parish, stipulated that the start date for the process of filling the vacancy would be 12th October 2021. The PCC submitted its completed Form 34 to the patrons on 21st October, followed on 14th November by the statement prepared and approved by the PCC describing the conditions, needs and traditions of the parish (Parish Profile).

Father Jeremy Foot, a non-stipendiary minister, was licenced to the parish as Curate on 7th November by the Rt Revd Rob Wickham, Bishop of Edmonton, during a service in St Luke's church and will provide stability for the parish until a new vicar is appointed.

The Bishop of Edmonton has indicated that he sees great value in parishes cooperating and sharing skills more closely, albeit not in formal team ministries. Accordingly, in the future, St John's and St Luke's may be grouped with the parishes of Jesus Church, St Michael and St Mary Magdalene.

3. Objectives and Activities

The PCC is committed to enabling as many people as possible to worship in our churches and to become part of our parish community at Clay Hill. The parish's Mission Action Plan provides the following framework for current and planned activities to achieve this objective:

- In **Worship and Prayer**, we aim that all who participate in the Eucharist will feel that they have been drawn into closer contact with God and that their spiritual journey has been accompanied by a supportive church community.
- In **Teaching and Nurture**, we endeavour to provide members of our congregations and of the wider parish with opportunities to grow in their ability to understand, reflect on and articulate the Christian faith through the provision of teaching at a level that is appropriate.
- In **Care and Service**, we endeavour to offer pastoral care in particular to people living in the parish, enter into creative partnerships with the community and other groups and encourage and support individual members of the congregation in the roles of active service that they undertake.
- In **Mission and Outreach**, we endeavour to find creative ways to bring the gospel of Jesus Christ to our parish and to invite people into the life of the Church.

When planning activities, the PCC has considered the Charity Commission's guidance on public benefit and the supplementary guidance on charities for the advancement of religion. To facilitate this work, it is also important that we maintain the fabric of all our parish buildings.

Safeguarding

The PCC has complied with the duty under section 5 of the Safeguarding and Clergy Discipline Measure 2016 in relation to having due regard to the House of Bishops' guidance on safeguarding children and vulnerable adults. The updated Parish Policy Statement was approved by the PCC and is displayed in both churches and available from the Safeguarding Officer and on our website. The Safeguarding Self Audit and Safeguarding Action Plan were also approved by the PCC. No Safeguarding Issues were raised in 2021 that required reporting to the Charity Commission. The PCC agreed that all members of the PCC should complete the online Basic Awareness Safeguarding Training course and most members have completed one or two levels of the course. The PCC has submitted to the Diocesan Safeguarding Team its response for the Past Cases Review 2 into known historic cases of abuse involving clergy or lay church officers as requested by the Bishop of London.

THE PAROCHIAL CHURCH COUNCIL OF THE PARISH OF SAINT JOHN AND SAINT LUKE CLAY HILL
FINANCIAL STATEMENTS AND ANNUAL REPORT FOR THE YEAR ENDED 31 DECEMBER 2021

4. Achievements and Performance

4.1. Impact of the Covid-19 Pandemic

Public worship in both churches was suspended on 3rd January and services were offered by online live broadcast using Facebook. It was wonderful to re-start attended services inside both churches on Palm Sunday, albeit with carefully distanced seating and hymns sung by a soloist. The congregation remained in their places whilst the minister distributed the host. Live streaming of the services was also continued until Father Peter left. On 5th September, seating in both churches was restored to pre-pandemic arrangements and service booklets, hymns books and weekly reading sheets were brought back into use, allowing the congregation to sing the hymns and sacred music.

One constructive outcome of the lockdown phase of the pandemic was to accelerate development and expansion of the use of Facebook and Twitter for cost-effectively and proactively sharing information with parishioners as well to reach new people within our local community. A weekly electronic newsletter was also developed and continues to be issued to all people on the parish contact list with details of services and forthcoming activities. All live streamed services and electronic newsletters can be accessed through the parish's well-established website that also contains a wealth of information about parish activities. Use of social media as well as live streaming of services with more suitable equipment will be reviewed after a new vicar has been appointed.

4.2. Impact of the Vacancy

Normally, a Eucharist service is held each Sunday in St John's church at 9.00am and in St Luke's church at 10.30am excepting on first Sundays when a joint All-Age family and parade service is held in St Luke's church. However, due to an expected shortage of ministers in the Autumn and with the agreement of the Archdeacon and Area Dean, commencing on 1st October a single eucharist service has been held in the parish each Sunday in St Luke's church on the first, third and fifth Sundays and in St John's church on the second and fourth Sundays at the standardised start time of 10.00am. A service of Evening Prayer is presently held on Sunday evenings in St John's church hall and online using Facebook on weekday evenings, which can be accessed through the parish website.

The Diocese has let the vicarage on a short term let of 12 months with a six-month break clause from 26th August. The tenant was vetted by and is managed by Portico, the Diocese agents. The PCC arranged for the vicarage garden to be cut back but paid by the Diocese.

4.3. Deanery Synod Report

The Deanery Synod met three times in 2021, the first on Zoom. Meetings provide a forum for informing members of matters including clergy changes and church schools news. At the first meeting, the Bishop of Edmonton welcomed the new Synod and gave a presentation, followed by discussion, about Diocesan Vision 2030. Other presentations included an update on the London Diocese Board for Schools and how Deanery Synods can act more efficiently. The final meeting was devoted to a discussion about how to make the Enfield Deanery more efficient.

4.4. Worship and Prayer

Festivals: During the second half of the year, we were able to hold attended special services for the Patronal Festivals of St John the Baptist and St Luke the Evangelist as well as for Remembrance Sunday and Harvest Festival, Advent Lights, Nine Lessons and Carols, Christingle and Christmas Midnight services. All Christmas services were advertised by distributing approximately 3,300 Christmas-themed cards to all households in the parish.

Attendance: Since Palm Sunday, average attendance at Sunday services in St John's church has been approximately 19 adults and 3 children and in St Luke's church approximately 35 adults and 7 children. During the year, 2 weddings, 14 funerals, 9 interments of ashes and 10 Baptisms took place in our churches. A further 8 funerals were led by our clergy and staff at cemeteries and crematoria.

THE PAROCHIAL CHURCH COUNCIL OF THE PARISH OF SAINT JOHN AND SAINT LUKE CLAY HILL

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Junior/Childrens' Church: Childrens' Church services aimed at children up to the age of about 11 years were delivered online on Sunday mornings by Father Peter Godden using Facebook until he left the parish in June and proved to be very popular. The services resumed in October on third Sundays in St John's church and have been well attended. It is a lovely half hour service and a way of introducing our young (and not so young) members to the Christian Faith and worship through song, prayer and activities.

12th Enfield Scout Group: After a challenging year, the popular 12th Enfield Scout Group, which is sponsored by the PCC and comprising Beavers, Cubs, Scouts and Explorers, re-started parading at monthly All-Age services in St Luke's church on the first Sunday of the month in October. The services are similar to the usual parish Eucharist and include Holy Communion, but the service is slightly shorter and includes a fun, interactive talk, aimed at engaging everyone of all ages and Group members take an active part in the readings and other activities. There were over 100 Group members and leaders in attendance at the Remembrance Service on 14th November.

Prayer Group: The Prayer Group restarted in October and meets every two to three weeks in St Luke's Lady Chapel with a core of six to seven people. Each meeting starts with a short reflection, followed by a time of prayer with fellowship, coffee and pastries afterwards.

House Groups: House groups are an excellent way to help parishioners grow and deepen their faith. Groups meet in people's houses in a relaxed and friendly atmosphere, giving opportunities to develop friendships, worship with other Christians, learn more about the Bible and strengthen their relationship with God. The Clay Hill House Group started in May 2016, initially with a monthly evening meeting, and developed to both a morning and evening session on a Tuesday each month. After an enforced break, it is intended to restart in 2022, initially in St Luke's Lady Chapel.

Choir: The choir has been able to meet for rehearsals on many occasions throughout the year when not prevented by Covid restrictions. During the year, Ade was welcomed as a new member and she has proved to be an asset to the choir. The choir sang John Rutter's 'The Lord Bless You and Keep You' for Father Peter's last service in St Luke's church. After celebrating Harvest at the beginning of October, fairly regular choir practices were resumed to prepare for Advent and Christmas services. The choir thanks our organist, Nathan Hulse, for leading rehearsals, working choristers hard and helping them enjoy and encourage leading the worship once again in our churches.

4.5. Pastoral Care

St Luke's Mothers' Union: The aim of the Mothers' Union is to demonstrate the Christian faith in action by the transformation of communities worldwide through the nurture of the family in its many forms. Our branch presently has nine members who were only able to meet once during 2021 but it is hoped to resume meetings in the new year.

Night Shelter: All People All Places (APAP) is a Christian charity set up to provide accommodation and support to people facing homelessness in the London Boroughs of Haringey and Enfield. One of the Trustees is a member of our congregation. Between 2015 and 2019, St Luke's was one of several churches in Enfield that provided accommodation for up to 12 homeless people during the first quarter of each year. During lockdown in 2020, APAP rented a 5/6 bedroom house in Edmonton, staffed by volunteers from the participating churches.

Although the PCC agreed in principle to accommodate clients in St Luke's church in the first quarter of 2022, Government guidance has indicated it would not be possible to run church-based shelters. As an alternative, APAP has already been able to book rooms in a hotel in Haringey and is looking to see if a similar approach could be taken in Enfield.

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St Luke's Church Health and Wellbeing Centre: Whilst drafting the Parish Profile, the PCC identified a need to reach out and develop its mission into the surrounding community. However, it recognised that to do this it would need to work with local groups, in particular the Enfield Health and Wellbeing Centre. St Luke's Church Health and Wellbeing Centre was launched on 8th September with weekly meetings and an exercise class was started later in the month and well as Art and Craft sessions. The aspiration was to expand with a befriending service and a range of activities later both inside and outside the church.

However, as average attendance has been less than ten and St Luke's church is not close to public transport routes, the project was suspended at the end of November when Enfield Health and Wellbeing withdrew from the partnership. It is hoped to review the experience gained and to build on what was achieved during 2021.

Enfield Churches Debt Centre: Enfield Churches Debt Centre (ECDC) was set up at the end of 2020 by an ecumenical group of Enfield churches under the auspices of the Christians Against Poverty charity. The aim is to help people with debt problems in Enfield borough out of the cycle of financial difficulties. Two members of our congregations are ECDC Champions and one is a Trustee. In January, the parish started supporting the Debt Centre with £50 monthly donations towards running costs.

North Enfield Food Bank: Gifts of non-perishable goods presented at the Harvest Festival on 3rd October were given to the North Enfield Food Bank.

The Eco Church: A Rocha UK's award Scheme: All churches of all denominations in England and Wales who want to demonstrate that they care for God's earth by undertaking practical action are eligible to take part in this scheme. The PCC agreed to register with this initiative by completing an online survey about how our churches operate. This will be undertaken by a parish "eco team" including younger members, such as from the Scout Group, which will provide an opportunity for them to be directly involved in the life of our church and help shape the future.

Restorative Chair Yoga Group: The open Restorative Yoga Group was restarted in September in St Luke's church and now has an average attendance of 18 members. The professional coach leads gentle exercises which are beneficial for joint and other physical problems.

Clay Hill Singers: The Singers is a popular open group that comprises nearly 100 mainly retired people who have customarily met weekly in St. Luke's Church in term time led by a professional musician. Originally set up by St Luke's Mothers' Union, it was transferred to the auspices of the PCC in 2020. The Singers closed in March and is presently expected to re-start after Easter 2022.

Social Activities: Social Activities in 2021 were restricted by Covid-19 regulations but we were able to hold a Quiz night by Zoom on 6th February and popular attended Quiz Nights in St Luke's church on 1st May and 6th November. St John's Flower Festival was held "open air" as part of the St John the Baptist Patronal Festival on 26th and 27th June and the Christmas Cracker Fair was held in St Luke's church on 5th December. The PCC very much appreciates the support of several local companies who have provided donations for these events. A list of social events for 2022 is being developed for publication.

4.6. Mission and Evangelism

Soup Lunches: Monthly Soup Lunches were re-started on Wednesdays in St John's Hall in November, the first two beneficiaries of donations being the Mothers' Union (£70) and Noah's Ark Childrens' Hospice in Barnet (£55).

Bridge of Hope Childrens Mission (BOHCM): BOHCM is a Christian charity supporting orphaned and abandoned children in the district of Rukungiri, West Uganda, that was set up by a group that included several members of our congregation. The parish has continued to support BOHCM with £50 monthly donations, funded by contributions from parishioners and retiring collections in August and October. A presentation about BOHCM was given by two Trustees of the charity during the morning service in St John's church on 24th October.

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Children's Society: This year we were able to hold our annual Christingle Service in St Luke's church on Christmas Eve, albeit with attendance capped at 150, at which donations of £269 were collected in aid of the Childrens' Society.

Church Urban Fund: The parish regularly supports the Church Urban Fund with money raised at Soup Lunches as well as donations for a Parish Christmas Card which, this year, raised £62.

4.7. Links with Local Schools

St John's Church of England Primary School: St. John's Primary School is the smallest school in Enfield with 99 pupils from a wide range of socio-economic backgrounds arranged in four vertically grouped classes. During the pandemic, all the staff worked hard to ensure that the children were kept safe and had the best possible learning environment. The after-school clubs have been successful with a very high uptake and the Breakfast Club has been very well attended. In the second half of the year, the school was able to hold Harvest, Remembrance, Carol and End of Term services in St John's church

Falling rolls across Enfield is a real issue for the school coupled with many families relocating as a result of parents working from home so the school continues to explore a variety of different avenues in trying to attract more pupils.

Wren Academy Enfield: The Wren Academy Enfield secondary school opened in 2020 and in 2021 located students in years 7 and 8 in temporary teaching accommodation on the Chase Farm Hospital site which is located within the boundaries of Clay Hill parish. New state of the art school buildings are currently under construction on the site and a new year group will be added each year until full capacity is reached in 2027 with over 1200 students. The school is sponsored by the London Diocesan Board for Schools. The school chaplain is keen to build closer links with local churches and organised three Christmas services for the pupils in St Luke's Church.

4.8. Ecumenical Relationships

We join with the congregation of Lancaster Road URC for services of Evening Prayer, normally on the third Sunday of each month.

4.9. Building Projects

During the year, work continued to ensure that both churches and St John's Hall continued to be maintained in good condition. All gas heaters were serviced and repaired, gutters were cleaned and annual electrical testing including PAT, fire extinguisher testing and Health and Safety inspections undertaken.

St John's Church and Hall

During the year, volunteers carried out several small works including low level moss removal, repairing/rebuilding drain gully walls and repairing/replacing loose floor tiles. The main noticeboard was refurbished in compliance with conservation area regulations.

Several areas noted in the January 2020 Quinquennial report have been regularly monitored, notably the south porch crack - although this has shown less movement than in previous years - and plasterboard in the south west corner which is showing wear and flaking. Work planned for 2022 includes repointing of several areas and structural and drainage surveys as suggested in the Quinquennial report.

A retrospective faculty for the interment of ashes in the grounds of St John's church was obtained, although in future, new interments will only be permitted in the flower bed at the west end of the church. Work started on construction of the Kevin Young Memorial Garden in the rear grounds. The flower bed has been marked out and dug and hedging and some perennial plants have been planted although more plants and the wildflower seeds in the grass will not be sown until the spring of 2022.

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St Luke's Church and Hall

Most of the work carried out in St Luke's church related to routine inspections and maintenance. A number of Health and Safety items noted in the annual inspection were rectified. The five yearly electrical inspection was carried out and there were no required improvements. High level repairs to tiles and flashings on the roof identified during the January 2020 Quinquennial inspection were undertaken to prevent rainwater ingress and planning is underway for further repairs in 2022.

Regular maintenance to the grounds included grass cutting and hedge and shrub pruning. The stump of a lime tree was removed and brambles cut back. The signboard and large display board were replaced and the small notice board was refurbished.

The refurbishment of the hall by Nursery on the Hill following their leasing of the building was completed in January and they are now responsible for ongoing maintenance of the premises.

5. Financial Review

5.1. Finance

In 2021, the parish achieved a surplus in general operating income and expenditure of £3,466, compared to the surplus of £6,423 in 2020 and a budgeted deficit of approximately £20,000. In addition, special projects and their restricted funds which were not included in the budget, delivered a surplus of approximately £11,000, principally due to receipt of a £10,000 grant from the Edmonton Area towards the cost of St John's church ceiling repairs

Forecasting for 2021 was always going to be difficult due to uncertainties about the pandemic. It was further complicated by the resignation of Father Peter Godden which resulted in unplanned variations to Ministry-related costs and establishment of the sequestration account for the second half of the year. However, despite forecasting a deficit, the PCC agreed to increase its Common Fund contribution to the Diocese for 2021 by 1.8% to £57,000, equivalent to 102.3 % of the Parish Ministry Cost component of the Parish Standard Cost. The PCC has also agreed to maintain its Common Fund contribution for 2022 at the same level as for 2021.

Operating income was almost £20,000 better than forecast, albeit 21% less than in 2020. The principal areas for larger than expected operating income were Stewardship receipts, donations to the General Fund (mainly for new noticeboards and garden work), special services (mainly due to 21 funerals), Yoga and Wellbeing Community groups and fundraising.

At the same time, operating expenditure was just under £4,000 lower than forecast and also 20% less than in 2020. Apart from lower than expected Ministry-related and church lighting and heating costs, there were two other significant expenditure variations, the first being nearly £7,000 legal fees for the Pattie Skeates bequest. However, it was possible to offset this in the 2021 accounts by making a one-time-only change in payment of building insurance premiums at renewal in December from annual to monthly resulting in a "saving" of approximately £8,000 as 11/12 of the total premiums will now be paid in 2022.

With completion of the projects for creating a 20-year lease for St Luke's Hall for Nursery on the Hill and St John's ceiling repairs, for the first time in nearly ten years, the PCC has no major building-related projects running. However, ongoing uncertainties about the pandemic, the Patties Skeates bequest, the vacancy and the need to address issues identified in the 2020 Quinquennial surveys will continue to make forecasting challenging.

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5.2. St Luke's Hall lease

The project to establish a fully repairing 20-year lease for the whole of St Luke's Hall with Nursery on the Hill (Enfield) Ltd (NOTH), a pre-school nursery, was completed on 1st March with the full approval of the Diocese. The agreed annual rent for the first five years has been discounted by just under 50% to reflect NOTH's significant investment in refurbishing the building. At the end of that period, the rent will be reviewed to the full market value. In the meantime, the lease provides the parish with a dependable long-term regular income without the responsibility for maintaining the building or managing bookings.

5.3. Stewardship

Despite the pandemic, scheme members continued to maintain their support and several changed over to standing orders who had previously used monthly envelopes. Stewardship giving including Gift Aid totalled £41,993, an 11% increase from 2020. During the year, nine members increased their giving and one new member joined, but five were lost from the scheme, so at the end of the year, the scheme had 52 members of whom 46 gift-aided their donations.

Stewardship receipts in 2022 are forecast to show a reduction of nearly £5,000 but it is hoped that the annual scheme review in February could reduce this.

5.4. Pattie Skeates Legacy

In 2019, the parish was advised by a firm of lawyers in South Africa that the late Pattie Skeates, a former member of St John's congregation, had bequeathed to St John's church her estate in South Africa including the proceeds of assets and fixed property after sale. Attempts to progress this by direct communications with various firms in South Africa proved difficult, in part due to a lack of knowledge about South African law. The PCC instructed the firm of Lewis Silkin LLP and through them the firm of Legacy Fiduciary Services and Estate Planners SA (LFSEP) to act as its agents to represent the PCC's interest in South Africa and to authorise them to make enquiries about the estate and administration. With the approval of the PCC, LFSEP has appointed an independent executor to deal with the estate. Although LFSEP believes that there are a number of questions that need to be answered, in their opinion the matter should not be too complicated to resolve and the financial outcome would be worth the fees although settlement of the estate might take a year.

6. Reserves Policy

It is the policy of this parish to try to maintain a balance of unrestricted funds which equates to at least three months of routine unrestricted payments. This is equivalent to approximately £25,000 and is held to smooth out fluctuations in cash flow and to meet emergencies.

Both churches had Quinquennial inspections in January 2020 and after completion of repairs to some of the most urgent items in both churches, a complete schedule of repair work is being updated. The parish has reserved £25,000 for this ongoing work, the sum to be reviewed as more detailed assessments of the areas identified for repair are obtained.

St Luke's church half share of the proceeds of the sale of the Hawthorn Grove Hall in 2008 was set aside in a designated fund for improvements to St Luke's church and Hall, some of which has since been used for refurbishment of St Luke's church refectory and emergency repairs to St Luke's church ceiling.

It is our policy to invest as much as possible of the parish's funds with the CCLA CBF Church of England Deposit Fund where 51% of total funds were invested at the end of 2021.

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7. Risk Management

The following is a summary of the risks faced by the parish and the PCC.

- **Vacancy:** There is a risk that we will lose members of the congregation during the vacancy due to the absence of a full-time vicar as well as alternating Sunday services between the churches.
- **Aging Congregation:** There is a risk that congregation numbers will gradually fall as we have an aging congregation and difficulty in engaging with younger people.
- **Difficulty in finding new Officers and Volunteers:** Most parish officers have historically been drawn from a core of committed but aging volunteers. As people have had to retire, it has been difficult to find replacements with suitable skills. There is a risk that a notable shortage of volunteers could restrict the capacity to undertake future fund raising and other activities.
- **No succession Planning:** There is no succession planning with the risk that as officers have to retire, their knowledge and experience will be lost.
- **Finances (Pandemic):** During the pandemic, income from collections and fund raising has fallen, resulting in a deficit. There is a risk that this may restrict the scope of Quinquennial survey or emergency repair work.

8. Thank You!

8.1. Long Service Recognition

Father Peter Godden asked the PCC to confer the title of *Churchwarden Emeritus* on Mary Englefield and Joan Young in recognition of their extraordinary long-term commitment to the role of Churchwarden and the arduous and difficult work they undertook during their service.

8.2. Our Volunteers

We would like to thank all the Parish Officers, PCC members and volunteers who have donated their time, energy and money to make our parish the lively community that it is and who have kept our churches safe and available for our congregations during this year and maintained the surrounding grounds.

9. Structure, Governance and Management

The PCC is a body corporate (PCC Powers Measure 1956, Church Representation Rules 2006) and registered with the Charity Commission as charity number 1151418.

The method of appointment of PCC members is set out in the Church Representation Rules. The membership of the PCC comprises the Incumbent (our vicar), one or two churchwardens for each church, one or two representatives to the Deanery Synod, the Lay Reader and the Authorised Pastoral Assistant, all of whom are automatically *ex officio* members. The parish Electoral Roll was revised in February 2021 and at the end of 2021 had a membership of 112. This membership permits up to 12 members to be elected each year by the members of the congregation who are on the parish Electoral Roll. All those who attend our services or are members of the congregation are encouraged to register on the Electoral Roll and stand for election to the PCC. Up to two members may be co-opted by the PCC during the year to fill vacancies.

At the Annual Meeting on 6th April 2008, it was agreed that the Churchwardens' Measure that "a *person may not serve longer than six years as a churchwarden*" shall not apply to the Parish, and that the normal term of office of elected members of the PCC shall remain one year. This decision was reviewed in 2017 and retained and will be reviewed again by 2023.

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PCC members are responsible for making decisions on all matters of general concern and importance to the Parish including deciding on how the funds of the PCC are to be spent. During 2021, the Annual Meeting (APCM) was held on 2nd May and the full PCC met on eight occasions with an average attendance of 87%. This included two meetings via Zoom webinar with the permission of the Church of England. The Standing Committee of the PCC met on six occasions throughout the year and their decisions were ratified by the PCC at each following meeting. The PCC has one sub-committee responsible for the management of the Parish buildings. There are also less formal groups responsible for the organisation of Social Events and Fund Raising.

10. Administrative Information

The Parish of St John and St Luke is situated in Clay Hill, Enfield, Middlesex and is part of the Diocese of London within the Church of England. The correspondence address is the vicarage at 92 Browning Road, Enfield, Middlesex EN2 0HG, telephone number 020 8363 6055. The registered charity number of the Parish is 1151418. The parish website is www.clayhillparish.org.uk.

The parish has two churches - St John's Church located in Strayfield Road, Enfield, Middlesex EN2 9JF and St Luke's Church located in Phipps Hatch Lane, Enfield, Middlesex EN2 0HL. The parish has two halls: The Jean Price Memorial Hall (St John's Hall) in Strayfield Road, Enfield, Middlesex EN2 9JF and St Luke's Hall at 37 Morley Hill, Enfield, Middlesex EN2 0BL which is vested in the Trustees of the Bishop of London's Fund.

The people listed below served on the PCC during 2021, (S) indicating membership of the Standing Committee. These people are also considered to be the Trustees of the PCC as a charity.

Ex Officio members:

(S) Rev Peter Godden	Vicar and Chairman	to 30 May 2021
(S) Rev Jeremy Foot	Licenced Curate	from 7 November 2021
(S) Andrew Reid	Lay Reader	
Michael Mansfield	Authorised Pastoral Assistant	
(S) Marion Berry	Churchwarden at St. John's	
(S) Ian Buswell	Churchwarden at St. Luke's	
Elaine Plumb	Churchwarden at St. Luke's	to APCM 2021
(S) Doreen Addy	Churchwarden at St. Luke's	from APCM 2021
(S) Mary Englefield	Deanery Synod Representative and Parish Administrator	

Elected Members:

Paul Bates	Lay Vice-Chairman	
Rosemary Dixon	PCC Secretary	to APCM 2021
Cheryl Graham	Church Safeguarding Officer	
Peter Livermore		
Heather Livermore	Electoral Roll Officer	from APCM 2021
Gillian Medcalf		to 31 July 2021
Stephen Morgan		to APCM 2021
Elaine Plumb		from APCM 2021
John Rhatigan		
Sarah Smith		From APCM 2021
Jack Williams		
(S) John Wright	Treasurer, Acting PCC Secretary	
Joan Young		to 5 July 2021

Co-opted Members:

Katherine Gough		from 20 October 2021
Anita Wyatt		from 4 May 2021