

## PARISH OF ST JOHN AND ST LUKE, CLAY HILL

### COMMENTARY ON THE ACCOUNTS FOR THE YEAR ENDED 31 DECEMBER 2015

#### SUMMARY

In 2015 the parish achieved a surplus in general operating income and expenditure of £9,794 compared to £9,322 in 2014. Almost all of this surplus was added to the General Fund which, at the end of 2015, contained £24,413, compared to £13,219 in 2014. Both general operating income (-2.9%) and expenditure (-3.5%) were slightly lower than in 2014. As both general operating income and expenditure were comparable to 2014, there are no significant changes to report, leaving just the usual ups and downs that occur from one year to the next and which are detailed in the following paragraphs.

The main project to renovate St Luke's pipe organ was completed in July 2015. The project was fully funded by grants and fund raising without the need to draw on parish funds. Indeed a surplus of £3,107 will go towards installation of a renovated organ blower in January 2016.

#### OVERALL POSITION

Total income in 2015 (excluding property revaluations) was £177,578 and expenditure £176,955, with a small surplus of £623. Unrestricted general operating income and expenditure (ie excluding special fund raising for renovations and repairs to churches and halls) were respectively £103,581 (2.9% less than in 2014) and £93,787 (3.5% less than in 2014) with a surplus of £9,794 compared to £9,322 in 2014.

At the end of 2015, PCC bank accounts held £95,824 up from £93,025 at the start of the year and includes £64,367 invested in the CCLA CBF Church of England Deposit Fund. This were distributed across St Luke's Church and Hall Improvements Fund (designated) £65,659, St Luke's Organ Fund (restricted) £3,017, Night Shelter Fund (restricted) £2,437, Special Collections Fund (for Compassion) (restricted) £262, Fees for organists, choir, memorial gardens and book (designated) £37 and the General Fund £24,413.

#### REFURBISHMENT AND RENOVATION PROJECTS

The main project to renovate St Luke's pipe organ was completed in July 2015. £65,893 was raised during the year, comprising £47,774 grant from the Heritage Lottery Fund, £4,250 other grants and £13,869 from fund raising activities, donations and recovered income tax. Project expenditure totalled £71,821 comprising £64,445 for the organ renovation (net of VAT recovered from the Listed Places of Worship Scheme (LPW)), £1,012 for the organ scholarship, £4,182 for WOOFYT, exhibition and publicity costs and £2,182 fund raising costs. The end of year surplus of £3,017 will go towards installation of a renovated organ blower in January 2016.

Other renovation and improvements work at St Luke's church included new lighting in the refectory and choir vestry for £1,350 and new grills on Lady Chapel and Refectory stained glass windows for £1,875, net of VAT recovered from LPW, mandated by our insurance policy. Improvement works at St John's church included a new shed (£871) and an induction loop system (£920). Improvement work at St Luke's Hall involved separating electrical circuits used by StepStones Nursery from the remainder of the hall to facilitate more accurate division of costs for £1,300.

#### MISSION SUPPORT

£3,008, including recovered income tax (0.4% down on 2104), was raised from special collections and Hunger Lunches to support mission activities. £3,268 was disbursed to Compassion (£634), Bridge of Hope Children's Ministry (£510), Christian Aid (£166), MOAS (£746), Church Urban Fund (£227), Childrens Society (£615) and the Mothers Union (£115). £4,046 including recovered income tax was raised from donations, grants and special collections for the North Enfield Night Shelter. Shelter costs totalled £1,763, mainly for 2014/5 winter.

#### OPERATING INCOME – COMMENTS AND VARIATIONS FROM 2014

Stewardship Scheme contributions and Income Tax refunds totalled £37,761, 36% of unrestricted general operating income. This was 1.4% up on 2014 and despite the 2014 sum including tax recovered for six quarters when the change to quarterly claims was made. Collections including yellow Gift Aid envelopes and income tax refunds totalled £8,987 (6.4% down on 2014). However the 2014 figures had been inflated by including six quarterly tax claims. A further 42% of general income came from Church and Church Hall lettings and Flat Rent which totalled £43,862 (6% down on 2014) due to decreased hall and church lettings.

## **PARISH OF ST JOHN AND ST LUKE, CLAY HILL**

### **COMMENTARY ON THE ACCOUNTS FOR THE YEAR ENDED 31 DECEMBER 2015**

Parish fees and donations and collections from baptisms, weddings and funerals totalled £3,837 (5.7% down on 2014), mainly due to fewer donations from funerals and weddings. This excludes all fees received for and then paid to the Diocese, organists, choir, vergers, clerks, diggers and for memorials and entries in the Book of Remembrance.

Donations and associated income tax refunds to the General Fund totalled just £158, (£1,727 in 2014). General fund raising activities (net of fundraising costs) raised £6,314 (13.7% up on 2014) and included the Quiz night, Bingo night, Concert in St John's, summer and Christmas Fairs and the Hundred Club (£1,060). Miscellaneous Income was £841 being mainly fares for the trip to Norwich. Deposit Interest was £325

#### **OPERATING EXPENDITURE – COMMENTS AND VARIATIONS FROM 2014**

The £46,000 Common Fund for 2015 was paid to the Diocese and £1,200 was given as a grant to St John's School in lieu of the charge levied by Enfield Deanery Synod in previous years.

The Vicars expenses and vicarage costs totalled £1,332 (3.9% down on 2014) and included the vicarage telephone and broadband, Vicar's expenses, other than those coded directly to appropriate headings, expenses, fees for visited clergy and vicarage water rates. A donation of £200 was made to the Bishop of Edmonton's Retirement Tribute.

Organists, Choirmasters, Choir and Clerks fees totalled £4,678 (7.6% down on 2014) and included the Sunday School Choir Leader (£400), extended choir leader (£660) and organists for weddings and funerals paid from service fees (£740). Organ and piano tuning cost £1,217, nearly double that in 2014.

Altar Expenses totalled £1,063 (8.8% up on 2014) and included weekly service sheets, candles and candle oil, wafers, altar wine and palm crosses. Printing and postage costs were £1,399 (43% up on 2014) and included per-copy costs of the photocopier and paper used (£349), Christmas Services postcards (£252) and upgrade and one year support for the Finance Coordinator accounting software plus one year licence for MacAfee anti-virus software for the Treasurer's laptop. (£190).

Expenditure on equipment was £368 (£2,067 in 2014) and included a projector, binding machine and new fire extinguishers. Depreciation was £2,176 (60% down on 2014 as several items had completed in 2014) and relates to all Tangible Assets (Church Equipment) which are capital items costing over £500 and depreciated over four years. Assets depreciated were the folding chairs, Lady Chapel chairs and large tables in St Luke's and the new hymn books, Hymnal System, powered speakers and the Treasurer's laptop.

Lighting, heating and water for both churches and St John's Hall totalled £5,191 (4.5% down on 2014). Competitive fixed price contracts for the supply of gas and electricity are in place through the CofE national purchasing basket. Annual Insurance for the churches totalled £8,358 (11.8% up on 2014). The main contributor was a 15% increase in St Luke's church insurance after a review by the Insurers in early 2014 which increased cover from £6.8m to £10m. A similar review was undertaken at St John's church and hall in late 2015 and will result in bigger than normal increases in premiums in 2017.

General repairs and maintenance of both churches totalled £4,502 (43% up on 2014) and, other than annual testing and heater maintenance included St Luke's: removal of asbestos from old blower housing (£582) and repairs to roof (£798), and St John's: repairs to lights (£505) and repairs to arch (£330). Expenditure on churchyards was £288 (£5,668 in 2014) for felling a yew tree at St John's.

Licences and Service Charges £317 (1.7% up on 2014) were for annual copyright licence fees. Miscellaneous expenditure of £1,367 (£713 in 2014) included solicitors fees relating to Andy Reader (£366) and the coach for the parish trip to Norwich (£722), most of which was funded by tickets.

Repairs and maintenance of church halls totalled £2,022 (£1,514 in 2014) and, other than annual testing, included repairs to a guttering (£408) and clearing drains (£461) at St Luke's hall. Heating, insurance, cleaning and water rates totalled £10,567 (15.7% up on 2014). The main element of the increase was a Surveyors valuation report to assess the market rent that StepStones should be charged for the additional rooms in St Luke's hall (£900). These costs exclude the cost of electricity for St John's Hall which is included in that for St John's church as the two buildings have a single meter.

**PARISH OF ST JOHN AND ST LUKE, CLAY HILL**  
**COMMENTARY ON THE ACCOUNTS FOR THE YEAR ENDED 31 DECEMBER 2015**

PARISH OF ST JOHN & ST LUKE, INCOME & EXPENDITURE SUMMARY AS AT 31 DECEMBER 2015					
INCOME TYPES	Unrestricted Funds			2015	2014
	General Funds	Designated Funds	Restricted Funds		
Stewardship Scheme	31,712.50			31,712.50	29,201.50
Collection Plate Cash	3,652.30			3,652.30	3,233.66
Collection Plate Gift Aid Envelopes	3,547.85			3,547.85	3,667.70
Wedding Collections	354.97			354.97	134.82
Funeral Collections	20.30			20.30	16.00
Baptism Collections	144.37			144.37	316.33
Donations to General Fund	148.00			148.00	950.00
Donations & Appeals St Johns					2,653.15
Donations & Appeals St Lukes			64,698.43	64,698.43	8,179.02
Donations & Appeals Night Shelter			3,999.38	3,999.38	
Restricted Purpose Collections and Donations			2,986.72	2,986.72	2,973.43
Wedding Donations to PCC	152.00			152.00	312.50
Funeral Donations to PCC	620.00			620.00	814.00
Baptisms Donations to PCC	100.00			100.00	350.00
Interment of Ashes Donations to PCC	191.00			191.00	
Stewardship Scheme Income Tax Refund	6,048.47			6,048.47	8,053.39
Donations to General Fund Tax Refund	10.00			10.00	777.44
Gift Aid Envelopes Tax Refund	763.46			763.46	1,316.45
Collection Plate Cash Tax Refund GASDS	1,014.85			1,014.85	1,387.20
Donations and Appeals - Tax Refund St Johns					682.86
Donations and Appeals - Tax Refund St Lukes			1,194.10	1,194.10	637.70
Restricted Purpose Collections Tax Refund			21.50	21.50	47.75
Donations and Appeals - Tax Refund Night Shelter			46.25	46.25	
Fetes, bazaars and other fund raising	7,818.94			7,818.94	6,621.96
Interest Received	324.69			324.69	322.54
Baptism PCC Fees	41.00			41.00	12.00
Wedding PCC Fees	1,101.00			1,101.00	1,214.00
Funeral PCC Fees	863.00			863.00	898.00
Interment of Ashes PCC Fees	249.00			249.00	
Church Hall Lettings	32,700.96			32,700.96	34,011.46
Church Lettings	2,461.00			2,461.00	4,166.00
Church Hall Flat Rent	8,700.00			8,700.00	8,400.00
Fees for Organist, Choir, Verger etc		1,051.00		1,051.00	1,178.50
Miscellaneous Receipts	841.00			841.00	490.00
<b>TOTAL INCOME excl Agency Receipts &amp; Revaluations:</b>	<b>103,580.66</b>	<b>1,051.00</b>	<b>72,946.38</b>	<b>177,578.04</b>	<b>123,019.36</b>
<b>TOTAL OPERATING INCOME:</b>	<b>103,580.66</b>		<b>0.00</b>	<b>103,580.66</b>	<b>106,666.95</b>
EXPENDITURE TYPES	Unrestricted Funds			2015	2014
	General Funds	Designated Funds	Restricted Funds		
Fundraising costs including Hundred Club Prizes	1,504.52			1,504.52	1,069.65
Donations Made	200.00			200.00	
Donations from collections & donations with restricted purpose			3,268.47	3,268.47	1,842.21
Night Shelter			1,763.26	1,763.26	1,012.86
London Diocesan Fund	46,000.00			46,000.00	44,500.00
Organists, Chormasters, Musical Sunday School	3,691.00	740.00		4,431.00	4,790.00
Choir		143.00		143.00	149.50
Clerk and Vergers		104.00		104.00	122.00
Vicar's Expenses	130.00			130.00	170.00
Visiting Clergy Fees and Expenses	222.95			222.95	176.00
Maintenance of Vicarage	236.81			236.81	232.03
Vicarage Telephone & Parish Phone Calls	742.28			742.28	808.20
Church Insurances	8,358.01			8,358.01	7,478.06
Organ and Piano Tuning	1,217.40			1,217.40	689.21
Church Repairs and Maintenance	4,502.46			4,502.46	3,157.99
Altar and Service Supplies	1,062.61			1,062.61	975.07
Church Equipment and Maintenance	357.98			357.98	2,067.32
Churchyards and Gardens	288.00			288.00	5,668.00
Printing, Postage, Stationery, Books & Software	1,399.44			1,399.44	976.64
Licenses & Service Charges	316.60			316.60	311.36
Depreciation	2,176.22			2,176.22	5,470.74
Gardens and Book of Remembrance		27.00		27.00	27.00
Deanery Schools & Synod	1,220.00			1,220.00	1,686.00
Miscellaneous Expenditure	1,367.28			1,367.28	713.47
Church Lighting and Heating	4,819.24			4,819.24	4,944.87
Church Water Rates	371.32			371.32	513.00
Church Hall Lighting and Heating	4,116.92			4,116.92	4,319.17
Church Hall Insurance	2,035.29			2,035.29	1,956.46
Church Hall Other Running Costs	4,414.68			4,414.68	2,860.92
Church Hall Repairs and Maintenance	2,021.68			2,021.68	1,513.50
St John's Church Renovation & Improvements	1,790.87			1,790.87	4,422.14
St Luke's Church Renovation & Improvement		3,225.15	71,820.50	75,045.65	132.00
Church Hall Refurbishment		1,300.00		1,300.00	799.99
<b>TOTAL EXPENDITURE excl Agency Payments:</b>	<b>94,563.56</b>	<b>5,539.15</b>	<b>76,852.23</b>	<b>176,954.94</b>	<b>105,554.35</b>
<b>SURPLUS/DEFICIT:</b>	<b>9,017.10</b>	<b>-4,488.15</b>	<b>-3,905.85</b>	<b>623.10</b>	<b>17,465.01</b>
<b>TOTAL OPERATING EXPENDITURE:</b>	<b>92,772.69</b>	<b>1,014.00</b>		<b>93,786.69</b>	<b>97,345.15</b>
<b>OPERATING SURPLUS/DEFICIT:</b>	<b>10,807.97</b>	<b>-1,014.00</b>		<b>9,793.97</b>	<b>9,321.80</b>
ASSETS	At 1 Jan 15	Income	Expenditure	2015	2014
PCC Current Account	28,981.80	207,988.82	-205,512.66	31,457.96	28,981.80
Petty Cash		2,576.00	-2,576.00		
COIF Deposit Account	64,043.37			64,366.53	64,043.37
<b>TOTAL CURRENT ASSETS &amp; LIABILITIES:</b>	<b>93,025.17</b>	<b>208,161.98</b>	<b>-205,362.66</b>	<b>95,824.49</b>	<b>91,335.17</b>
FUNDS	At 1 Jan 15	Income	Expenditure	2015	2014
General Fund	13,219.63	103,580.66	-92,387.34	24,412.95	13,219.63
Restricted Special Collections	522.25	3,008.22	-3,268.47	262.00	522.25
Restricted Night Shelter	154.36	4,046.63	-1,763.26	2,436.73	154.36
Restricted St Lukes Organ	8,944.72	65,892.53	-71,820.50	3,016.75	8,944.72
Designated St Lukes Church and Hall	70,184.21		-4,525.15	65,659.06	70,184.21
Designated Fees for Organist, Choir, Verger, Clerk, etc		1,051.00	-1,014.00	37.00	
<b>TOTAL FUNDS (Excluding Assets &amp; Agency):</b>	<b>93,025.17</b>	<b>177,578.04</b>	<b>-174,778.72</b>	<b>95,824.49</b>	<b>93,025.17</b>



## **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 unrestricted payments. This is equivalent to £24,000 and is held to smooth out fluctuations in cash flow and to meet emergencies.

Due to concerns about the parish's reliance on income from lettings of the church halls and hall flat, it is the policy of this parish to try to maintain a balance of unrestricted funds to cover unforeseen emergencies which equates to at least three months of hall income. This is equivalent to £8,000.

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. That fund has to date been used for major improvements to St Luke's church including rewiring and a new heating system.

Both churches have had Quinquennial inspections during 2015, the cost of which is still to be estimated. The required remedial work includes high level repairs to St Luke's church and, in addition, recent storms have damaged the tiling on the side of the spirelet allowing rainwater to enter on a regular basis. Accordingly, it is the policy of this parish to set aside £30,000 for this work, the sum to be reviewed when estimates have been received.

A significant proportion (42%) of parish income comes from lettings of St Luke's Hall and of the hall flat. However the decorative state of the building is in urgent need of attention. In addition the flat urgently requires replacement double glazed windows and door. Accordingly, it is the policy of this parish to set aside £30,000 for this work, the sum to be reviewed when estimates have been received.

It is our policy to invest as much of the parish's funds with the CCLA CBF Church of England Deposit Fund where 68% of total funds were invested at the end of 2015.



**Stewardship Notes Quarter Three  
to 31st December 2015**

Total stewardship contributions received 1st April to 31st December 2015	£ 24,046.00
Gift Aid Received by Stewardship to date	£ 2,741.50
Gift Aid Accrued by Stewardship	£ 1,455.00
	<u>£ 28,242.50</u>
Number (if any) leavers & value of stewardship contributions lost to end December 2015	Nil
Delinquent S/O pledges & value of stewardship contributions lost to end December 2015	Nil
W env pledges & value of stewardship contributions lost to end December 2015.	£ 48.00
Most pay monthly, however this sometimes slides a little for valid reasons.	



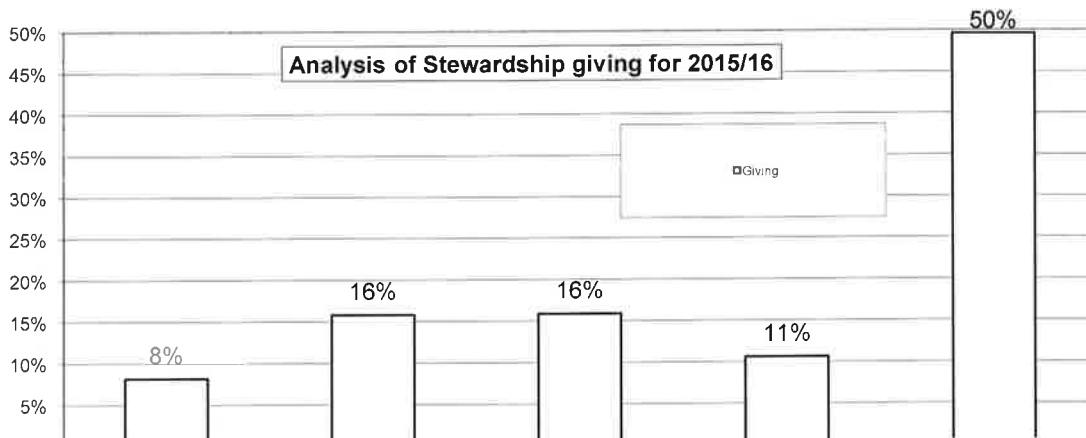


**CLAY HILL STEWARDSHIP SCHEME 2015/16  
SUMMARY**

Month: 10.0

	Members	Annual Pledge	Tax Claimable	Paid to Date	Paid mth to Date %	Paid year to Date %	Refund Claimable	Notes
White Envelopes: Tax Payers	16	4,224.00	1,191.38	3,083.00	88%	73%	770.75	L 27/04 J to 31/12/15
White Envelopes: Non Tax Payers	5	636.00	179.38	497.00	94%	78%	124.25	L 27/04 J to 31/12/15
Standing Orders: Tax Payers	37	17,728.00	5,000.21	12,706.00	86%	72%	3,176.50	to 31/12/15
Standing Orders: Non Tax Payers	2	768.00		360.00	14%	12%		to 31/12/15
Annual Payments	4	3,000.00	846.15	500.00	20%	17%	125.00	L 27/04 J to 31/12/15
Annual Payments by CAF/No Tax	2	6,850.00		6,900.00	30%	101%		L 27/04 J to 31/12/15
<b>SCHEME TOTALS:</b>	<b>66</b>	<b>33,206.00</b>	<b>7,217.12</b>	<b>24,046.00</b>	<b>87%</b>	<b>72%</b>	<b>4,196.50</b>	
Yellow Envelopes	25			3,016.05			754.02	L 27/04 J to 31/12/15
Cash Collections				3,022.85			755.80	L 27/04 J to 31/12/15
Compassion: Yellow Envelopes	4			47.00			11.75	L 27/04 J to 31/12/15
St Luke's Organ Donations	15			2,825.56			706.39	L 27/04 J to 31/12/15
St Luke's Organ Donations				1,016.19			289.01	L 27/04 J to 31/12/15
Night Shelter				605.00			151.25	L 27/04 J to 31/12/15
Night Shelter				205.55			51.39	L 27/04 J to 31/12/15
Donations To General Fund	1			10.00			39.81	L 27/04 J to 31/12/15
Donations To General Fund				119.22			29.81	L 27/04 J to 31/12/15
<b>TOTALS:</b>		<b>33,206.00</b>	<b>7,217.12</b>	<b>34,913.42</b>			<b>6,985.73</b>	

Prior year totals	-29,976.00	- 6,522.72	- 23,415.20
Increase on previous year	3,230.00	694.40	11,498.22
			33%





## **CHURCHWARDENS' REPORTS**

### **St. Luke the Evangelist**

During 2015 we had our Quinquennial inspection which highlighted several works needing attention. Four window guards have been replaced and work will begin soon on the roof, including the guttering.

New lighting has been installed in the Choir Vestry and Refectory ( Karen's Kitchen) which has improved the area for visitors.

Ian continues to keep our large garden neat and attractive, and the hedge is now at a height which is easier to manage.

Our year has been busy celebrating the completion of our organ renovation, thanks to the Heritage Lottery Grant, Garfield Weston and The Leathersellers Company charities.

Various concerts and educational workshops for schools in the area were well attended and enjoyed. We are grateful to John Wright for his time in organising these events and grant applications. Also Roger Elkin who compiled the history of the parish. Thanks also to Mary and Lucy for arranging the school events.

It is now the second year of hosting our homeless guests under the leadership of Peter Livermore and we thank him and all the volunteers in this worthy project. Also thank you to the many people who donated food and funding.

We are grateful to Edward for his leadership and commitment to our Parish. Also to Anna for supporting him in many ways.

We give thanks to our Honorary Priests who assist our services, Lay Readers Andrew and Roy, Pastoral Assistant Michael, organists John and Jakob, PCC members, Choir, Sidepersons, Acolytes, flower arrangers & refreshment teams for their support.

**Ian Buswell**

**Elaine Plumb**

### **St John the Baptist**

Once again the past year has been a year with no major works requiring our attention. Our 5 yearly Quinquennial Inspection was carried out by our Inspecting Architect on the 20<sup>th</sup> July 2015 and some of the issues raised in his Report have already been dealt with. We shall be liaising with the Wardens at St Luke's so as to work in a cost effective way with issues arising from the Quinquennial Reports which apply to both of our Churches.

#### **Buildings and Grounds**

During 2015 various minor building works were carried out in accordance with matters outstanding from the previous (2010) Quinquennial Report and we thank Dave Young and Paul Wallace for the considerable time they spend maintaining our buildings and on the upkeep of the grounds. Monthly building checks are carried out and any issues arising are dealt with immediately. Permission was obtained from the local authority to remove the Yew tree from outside the front porch as the Structural Engineer thought that this would be a sensible precaution to take in view of previous root activity which affected the foundations of the building. An Induction Loop System has been fitted in the Church to meet the legal requirements of the Disablement Discrimination Act. A new shed was bought and erected in the grounds as there was a need for additional storage space. The Church continues to be open Wednesdays 10.30 – 4.30pm and Fridays 2 pm – 4.30pm and tea/coffee/drinks are available to all visitors. We continue to make use of our Church/Hall for elections, birthday parties, and local community and charitable functions.

**Inventory**

Restoration of the Memorial in memory of John Scott has been carried out, otherwise the Inventory remains the same as last year.

**Services**

Special services - Easter Day, Patronal Service and Christmas services were all well attended and numbers attending normal Sunday services averaged out about the same as last year. A children's service is to be introduced in 2016 on the third Sunday of each month.

We give thanks for a happy and successful year, for Fr. Edward's leadership, together with the support of Anna, Andrew and Roy and for all who have contributed to the worship and social activities of our Parish over the past year.

**Joan Young****Maureen Shapland**

**PARISH OF ST. JOHN AND ST. LUKE, CLAY HILL**  
**Report to the Parish Church Council – 2 February 2016**  
**ST LUKE'S WINTER NIGHT SHELTER**

This report provides an update on the Night Shelter that is being hosted at St Luke's church. It is part of the Enfield Churches Winter Night Shelter Project under the umbrella of All People All Places (APAP), and we started on 8 January and will finish on 11 March (10 weeks). So far we have had 11 guests (10 men, 1 woman).

The seven churches on the Enfield circuit are:

- St John, Palmers Green – Monday
- Lancaster Road URC – Tuesday
- St Andrew, Southgate – Wednesday
- Enfield Baptist – Thursday
- St Luke – Friday
- St Alphege, Edmonton – Saturday
- All Saints, Edmonton – Sunday

### **Volunteers and donations**

There has been an excellent response for both volunteers and donations. We have 80 volunteers including people from the congregations of St Luke and St John, from other local churches, particularly the catholic churches of Our Lady of Mount Carmel and St George (Enfield Town) and Our Lady of Walsingham and the English Martyrs (Holtwhites Hill), and many local residents. Under the supervision of Paul Bates, we also have about half a dozen scouts come to the shelter each week to help set up, particularly the beds. Without volunteers it would be impossible to run the shelter, so a big thank you to all volunteers for making it work and for creating such a warm and hospitable environment for guests, who are very appreciative.

There have been a number of cash donations, including a couple of generous donations, enabling us to buy new airbeds. Money was also raised at last Sunday's concert. The total amount of funds and expenditure of the shelter will be included in a report after the shelter has finished, but we are on track to cover all the costs.

Last year APAP were able to provide churches with mattresses and bedding. This year they have less resource and doubled the size of the scheme from a joint Haringey and Enfield project to separate schemes in each borough. They therefore asked churches to get beds and bedding where possible. We were able to purchase 12 airbeds which we share with Lancaster Road URC. We were able to get duvets, pillows, duvet covers, and pillow cases both from donations and from APAP. Some fitted sheets were donated, the rest were purchased, and other things such as towels and hot water bottles have been donated.

The airbeds are good quality and very comfortable, however we have had an issue of beds deflating during the night because of punctures. The beds are easily repaired and steps have been taken to reduce the risk of punctures by sweeping and cleaning the floors. We have borrowed half a dozen camp beds from St Alphege, so we now have a combination of airbeds and camp beds.

Other donations include a range of clothing and feet warmers. Underwear and socks have been particularly useful for the guests. Mothers Union has again usefully provided toiletries for the guests.

### ***Food donations***

We provide guests and volunteers with a three course evening meal and cooked breakfast, as well as a packed lunch for guests to take away. The food has been fantastic, so a big thank you to the volunteers who do the cooking.

We have been fortunate to receive a number of food donations this year. Holtwhites Bakery has again been generous and provided us with plenty of bread that is left over at the end of the day, including cakes and sandwiches which guests have been able to take away.

Anna Erikson has persuaded SJ Smith Butchers in Baker Street to provide a very large pack of bacon each week, which we share with the URC. She has also got Forty Hall Farm to provide plenty of frozen organic meat including lamb mince, stewing steak, shoulder of lamb and gammon joints.

The manager of the Co-operative store (Hollybush branch) has provided £20 worth of goods. A volunteer who works at Westmill Foods (providers of specialist Asian food products) has also made a generous food donation.

We have also signed up to a scheme that Morrisons has just started which enables local community organisations to collect food that would previously have been wasted, and includes fresh fruit and vegetables and tins and packets. Starting this week, we will be collecting food from the Enfield store on Wednesday evenings. Because the scheme is new, we don't know yet quite what we'll get or how much. If we are unable to use all the food straight away, it may be possible to make meals (for example, soup) and freeze them for later use.

After the shelter has finished it is planned to have a get together of all the volunteers to thank them and to get feedback. It will also be an opportunity to invite local businesses who have made contributions to thank them as well.

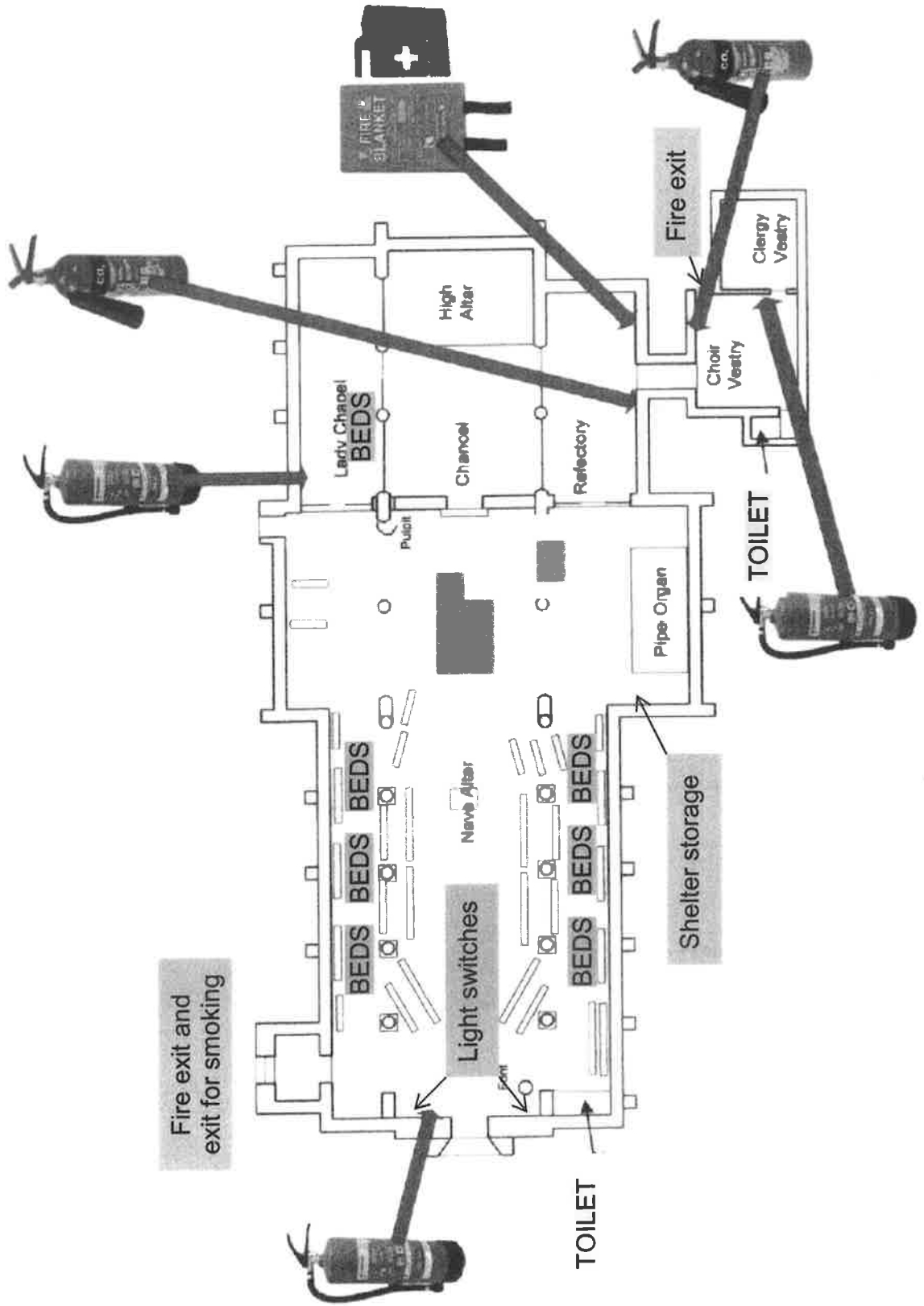
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In the minutes of the PCC Meeting on 21 November 2015, item 8.5 Health and Safety states "there was a need to address Health and Safety issues with specific regard to the Winter Night Shelter".

This relates to issues regarding evacuation in an emergency. A plan of the shelter showing the layout and the fire and safety equipment has been produced and made available to all volunteers – copy attached to this report. Each time we host the shelter there is a list of all the guests and volunteers, which is ticked off as people arrive. When guests arrive the first time, they are shown around the shelter and informed where they need to exit if there is a fire or emergency. Volunteers are also informed of this during a briefing.

# ST LUKE'S CHURCH WINTER NIGHT SHELTER

## FIRE AND SAFETY EQUIPMENT AND LAYOUT







**PARISH OF ST. JOHN AND ST. LUKE, CLAY HILL**  
**Report to the Parish Church Council – 2 February 2016**  
**PROPOSED HOUSE GROUPS**

At the last PCC meeting, during discussions on the Mission Action Plan, it was agreed that a House Group be set up in the parish, and I said I would develop a proposal.

### **What are 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.

It involves study and discussion of the Bible, worship and prayer. The aim is to inform and encourage one another and share diverse opinions as we discuss what God is saying to us.

### **Format**

The house group will be open to all. Indeed house groups work better with a wide cross-section of people, ranging from those who may be new to the Christian faith to those more established. Ideally it should be up to 10 people, not least so it can fit comfortably in a house, but also to enable greater interaction and involvement of all members of the group. If we find that more people are interested more than one house group could be set up, and they could be at different times to suit people's preferences. Some may prefer evenings whilst for others afternoons may be better.

It is also important for house groups to be flexible to enable membership to evolve and not stay static. It will provide an opportunity for those newly confirmed or new to Clay Hill to have further teaching and to get to know other parishioners in an informal setting.

The frequency of house group meetings will largely depend on what members are able to do, but initially it is proposed to meet on a monthly basis – for example, every third Thursday of the month in the evening – so it is easy to remember dates of meetings even if someone is unable to make a meeting. The meetings should last no more than two hours.

It would be useful for the house group to be hosted in different houses, so it is not too onerous for one person to host the group all the time. The house group is open to everyone however, so there is no obligation for members to host the house group at their house.

There is an extensive range of subjects and issues that members of the house group may want to study and discuss, and the group can agree a programme. It is also an opportunity for anyone to lead a session if they wish.

## **Way forward**

It is proposed to start the house group after Easter. A leaflet will be produced and widely distributed to publicise the house group and establish how much interest there is. It is suggested that the initial meeting is held on a Wednesday or Thursday evening starting at 8pm and can be hosted at Peter and Heather Livermore's house.

*Peter Livermore*

**From:** Sheryl Kent <Sheryl.Kent@london.anglican.org>  
**Subject:** Churchwardens Newsletter  
**Date:** 25 January 2016 12:33:24 GMT

## CHURCH WARDENS SAFEGUARDING NEWSLETTER – ISSUE 1, JANUARY 2016

A belated happy new year to you all, we hope that you all had an enjoyable Christmas season.

The following areas are covered in this first newsletter of 2016:

1. DIOCESAN SAFEGUARDING TEAM MEMBERSHIP UPDATE
2. SAFEGUARDING TRAINING

### **DIOCESAN SAFEGUARDING TEAM MEMBERSHIP UPDATE**

The team will change slightly again at the end of the month with Annette Gordon joining the Diocese as a temporary Diocesan Safeguarding Adviser (DSA).

We also have a new administrator for safeguarding – Gemma Shanahan joined as at the beginning of the month and is available to answer general and administrative queries on 020 7932 1244 or via the email address below.

Contact details for any concerns regarding abuse remain [safeguarding@london.anglican.org](mailto:safeguarding@london.anglican.org) or telephone 020 7932 1224 (safeguarding helpline).

### **SAFEGUARDING TRAINING**

All church wardens and PCC members should take part in safeguarding training. Initially, this would involve completing the e-learning available via [www.london.cofelearning.org](http://www.london.cofelearning.org) to raise your awareness of the issues involved. You will need to be given your four digit parish code in order to register for this.

It is excellent basic training and should also be used for your children, youth and vulnerable adult volunteers / workers and lay ministers.

Training should be ‘refreshed’ every 3 years and you are warmly invited to attend any of our refresher sessions along with the key personnel from your parish – clergy and your church safeguarding officer – as well as lay ministers.

These are full day sessions from 09:30 to 16:30 held here at Diocesan House and you can register via the links below.

17 February: <http://dioceseoflondonsafeguardingrefresh20160217.eventbrite.co.uk>

10 March: <http://dioceseoflondonsafeguardingrefresh20160310.eventbrite.co.uk>

12 April: <http://dioceseoflondonsafeguardingrefresh20160412.eventbrite.co.uk>

18 May: <https://dioceseoflondonsafeguardingrefresh20160518.eventbrite.co.uk>

21 June: <https://dioceseoflondonsafeguardingrefresh20160621.eventbrite.co.uk>

27 July: <https://dioceseoflondonsafeguardingrefresh20160727.eventbrite.co.uk>

14 September: <http://dioceseoflondonsafeguardingrefresh20160913.eventbrite.co.uk>

9 November: <http://dioceseoflondonsafeguardingrefresh20161109.eventbrite.co.uk>

Do let us know if you need any support in any area of safeguarding using the contact details above.

Kind regards

Sheryl Kent

Diocesan Safeguarding Adviser

On behalf of the Diocesan Safeguarding Team