

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

Registered Charity number 1151418

**ANNUAL REPORT and FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 DECEMBER 2017**

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1 February 2018

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

ANNUAL REPORT AND FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 DECEMBER 2017

A. INDEPENDENT EXAMINER'S REPORT

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

I report on the accounts of the PCC for the year ended 31 December 2017, which are set out on pages 3 to 11.

Respective responsibilities of the PCC and the Independent Examiner

The members of the PCC, as trustees of the charity, are responsible for the preparation of the accounts and 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 Examiners Statement

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 the PCC concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in a full audit, and consequently, I do not express an audit 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; and
 - to prepare accounts which accord with those accounting records and comply with the requirements of the 2011 Act have not been met; or
- 2) to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.



Roy Stanson FCMA retired

Dated 12 February 2018.

Treasurer of St Peter's Church, Grange Park
101 The Chine
Grange Park, London
N21 2EG

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

ANNUAL REPORT AND FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 DECEMBER 2017

B. STATEMENT OF FINANCIAL ACTIVITIES

	Note	Unrestricted Funds		Restricted Funds	Total 2017	Total 2016
		General Funds	Designated Funds			
		£	£	£	£	£
Income from:						
Planned Voluntary Giving	2a	36,868			36,868	36,329
Other Voluntary Income	2b	11,453	7,124	17,008	35,584	47,145
Activities for Generating Funds	2c	6,326			6,326	7,104
Income from Investments	2d	239			239	345
Church Activities	2e	56,349			56,349	54,779
Other Incoming Resources	2f	172			172	4,665
Total Income:		111,407	7,124	17,008	135,539	150,368
Expenditure on:						
Church Activities	3a	63,957		3,037	66,994	65,688
Upkeep and Repair of Buildings	3b	38,730	26,564	9,300	74,594	49,495
Cost of Generating Funds	3c	1,330	52		1,382	1,578
Governance Costs	3d					
Other Resources Expended	3e	2,449			2,449	1,359
Total Expenditure:		106,466	26,616	12,336	145,418	118,120
Net Income / Expenditure Resources before transfers		4,941	-19,492	4,672	-9,880	32,247
Property Revaluation		66,355			66,355	20,864
Net movement in funds:		71,296	-19,492	4,672	56,475	53,111
Total funds brought forward at 1 January 2017		1,472,686	65,405	3,629	1,541,720	1,488,609
TOTAL FUNDS CARRIED FORWARD AT 31 DECEMBER 2017:		1,543,982	45,912	8,301	1,598,196	1,541,720

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	Total 2017 £	Total 2016 £
FIXED ASSETS - TANGIBLE ASSETS			
Tangible Assets Freehold Land & Buildings	5	1,478,858	1,412,503
Tangible Assets Freehold Church Equipment	5	13,616	18,525
Totals		1,492,474	1,431,028
CURRENT ASSETS			
PCC Current Account	6	17,090	25,859
COIF Deposit Account	6	84,949	84,711
Petty Cash	6	0	0
Debtors (VAT recovery from LPW scheme)	7	4,401	0
Totals		106,440	110,570
LIABILITIES - CREDITORS			
Creditors: (full payment for wedding on 8 April 2018)	8	-719	0
Creditors: Agency Money due to LDF	8	0	-1,018
Creditors: Sequestration expenses	8	0	1,140
Totals		-719	122
TOTAL NET ASSETS:		1,598,196	1,541,720
PARISH FUNDS			
Unrestricted (General Fund)		51,508	41,658
Unrestricted (Property & Equipment)		1,492,474	1,431,028
Designated	10	45,912	65,405
Restricted	9	8,301	3,629
TOTAL FUNDS:		1,598,196	1,541,720

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

Rev. Peter Godden
(Vicar)

Marion Berry
(Lay member of the PCC)

Dated: 1 February 2018

The notes on the following pages form part of these accounts

D. NOTES ON FINANCIAL STATEMENTS

1 ACCOUNTING POLICIES

1.1 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.

1.2 Fund Accounting

Restricted Funds comprise revenue donations or grants for a specific PCC activity intended by the donor. Details of these funds held are provided in note 9.

Designated Funds are general funds set aside by the PCC for use in the future. Project Funds are designated for particular projects for administration purposes only. Designated Funds remain unrestricted and the PCC will move any surplus to other general funds. Details of Designated Funds held are provided in note 10.

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

1.3 Incoming Resources

Planned or Stewardship giving, collections and similar donations are recognised when received. Income Tax refunds receivable under Gift Aid are recognised only when received. Grants and legacies to the PCC are accounted for when the PCC is legally entitled to the use of the resources. All other income is recognised when it is receivable. VAT reclaimed under the Listed Places of Worship Scheme is offset against the corresponding expenditure. All other incoming resources are accounted for gross. Assigned fees received for the Diocese and fees received for and then paid to Organists, Choristers and Vergers for attendance at Weddings and Funerals are accounted as an Agency.

1.4 Expenditure

Donations are accounted for when paid over. The Diocesan Common Fund is accounted for when paid. Any Common Fund unpaid at 31 December is provided for in these accounts as an operational (though not a legal) liability and is shown as a creditor in the balance sheet. All other expenditure is generally recognised when it is incurred and is accounted for gross.

1.5 Fixed Assets

Consecrated and beneficed property is not included in the accounts in accordance with sections 10(2)(a) and (c) of the Charities Act 2011. Movable church furnishings held by the Vicar and Churchwardens on special trust for the PCC and which require a faculty for disposal are inalienable property, listed in the church's inventory, which can be inspected (at any reasonable time). For anything acquired prior to 2000 there is insufficient cost information available and therefore such assets are not valued in the financial statements. Equipment acquired since 1 January 2000 with a purchase price of more than £500 and used within the church premises is capitalised and depreciated on a straight-line basis over four years. This currently includes the Hymnal System (purchased in 2013), the Treasurer's laptop (2014), six sets of tables with four chairs, a coffee machine and a Bechstein Grand Piano all purchased for St Luke's in 2016. Individual items with a purchase price of £500 or less are written off when the asset is acquired.

1.6 Current Assets

Amounts owing to the PCC at 31 December in respect of fees or other income are shown as Debtors less provision for amounts that may prove un-collectable. Short-term deposits include cash held on deposit with the CBF Church of England Funds.

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

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1.7 Sequestration Accounting

The Interregnum in the parish commenced on 18 September 2016 when the former vicar, Rev Edward Dowler, was collated as Archdeacon of Hastings. The Diocese was advised that all fees from 18 September 2016 would be taken into the Sequestration account and that the parish would not submit any further quarterly Assigned Fees forms until the Interregnum has ended.

The accounting policy adopted for Sequestration accounting was based on the advice received from Theresa Moses, Diocesan Financial Advisor, set out in an e-mail dated 13 September 2016.

Diocesan Fees for occasional services (Weddings and Funerals) to continue to be collected through the Agency facility as for during an incumbency.

Interregnum Expenses: Two new expenditure accounts were created operating as part of the General Fund:

- *Clergy Fees and Expenses for Interregnum:* For all fees paid to retired clergy for occasional, Sunday and weekday services and all expenses claimed by any visiting clergy;
- *Vicarage Expenses for Interregnum:* For costs incurred in maintaining the vacant vicarage including gas, electricity, telephone and minor repairs.

The balance of the Diocese Agency Account at 31 December 2016 was carried forward as a Debtor (ie payable to the Diocese) in the Statement of Assets and Liabilities. The balances of the two expenditure accounts were consolidated on 31 December 2016 and carried forward as Creditors (ie payable by the Diocese to the parish) in the Statement of Assets and Liabilities. The net amount of these Debtors and Creditors on 1 January 2017 was £122.28 due to the parish.

The interregnum ended on 26 June 2017 when the Rev Peter Godden was instituted as vicar to the Parish of Clay Hill. A sequestration claim was prepared and submitted to the Diocese for the whole of the interregnum period. The final settlement on 4 August 2017 was used to clear the brought forward balances on the Agency Account and the Creditors accounts as well as on the two expenditure accounts for activity recorded during 2017. The parish recommenced submitting quarterly Assigned Fees forms to the Diocese on 26 June 2017.

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2 INCOMING RESOURCES

	Unrestricted Funds		Restricted Funds £	Total 2017 £	Total 2016 £
	General Funds	Designated Funds			
	£	£			
a) Planned Voluntary Giving					
Stewardship Scheme	31,218			31,218	30,538
Stewardship Scheme Income Tax Refund	5,650			5,650	5,791
	36,868			36,868	36,329
b) Other Voluntary Income					
Collection Plate Cash	4,001			4,001	3,677
Collection Plate Cash Tax Refund GASDS	1,247			1,247	717
Collection Plate Gift Aid "Yellow" Envelopes	3,448			3,448	2,805
Gift Aid "Yellow" Envelopes Tax Refund	785			785	731
Wedding Collections	36			36	463
Funeral Collections	79			79	50
Baptism Collections	520			520	301
Restricted Purpose Collections and Donations			2,008	2,008	2,890
Restricted Purpose Collections Tax Refund			21	21	100
Donations to General Fund	136			136	662
Donations to General Fund Tax Refund	241			241	211
Wedding Donations to PCC	129			129	890
Funeral Donations to PCC	410			410	1,156
Baptism Donations to PCC	300			300	530
Interment of Ashes Donations to PCC	120			120	502
Grants					
Legacies					24,488
Donations and Appeals St Johns			13,993	13,993	200
Donations and Appeals Tax Refund St Johns			602	602	
Donations and Appeals St Lukes		7,124		7,124	3,573
Donations and Appeals Tax Refund St Lukes					113
Donations & Appeals Night Shelter			274	274	2,842
Donations & Appeals Tax Refund Night Shelter			110	110	245
	11,453	7,124	17,008	35,584	47,145
c) Activities for Generating Funds					
Fetes, bazaars and other fund raising	6,326			6,326	7,104
	6,326			6,326	7,104
d) Investment Income					
Interest received	239			239	345
	239			239	345
e) Church Activities					
Weddings PCC Fees	618			618	2,867
Funerals PCC Fees	448			448	873
Baptism Fees	19			19	
Interments of Ashes PCC Fees	142			142	1,007
Church Lettings	5,869			5,869	1,555
Church Hall Lettings	40,143			40,143	39,477
Church Hall Flat Rent	9,110			9,110	9,000
	56,349			56,349	54,779
f) Other Incoming Resources					
Miscellaneous	172			172	1,034
Fees for Organist Choir (agency a/c from 1/1/17)					3,630
	172			172	4,665
TOTAL INCOMING RESOURCES:	111,407	7,124	17,008	135,539	150,368

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ANNUAL REPORT AND FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 DECEMBER 2017

3 EXPENDITURE

	Unrestricted Funds		Restricted Funds	Total 2017	Total 2016
	General Funds	Designated Funds			
	£	£	£	£	£
a) Church Activities					
London Diocesan Fund	52,000			52,000	49,000
Deanery Schools & Synod	20			20	20
Vicar's Expenses	123			123	80
Visiting Clergy Fees and Expenses	130			130	73
Clergy Fees and Expenses for Interregnum					
Vicarage Telephone, Parish Phone Calls	503			503	436
Donations Made					33
Donations made from collections and gifts with restricted purpose			1,960	1,960	2,725
Night Shelter			1,077	1,077	2,022
Clerk and Vergers					375
Organists, Choirmasters, Musical Sunday School	3,900			3,900	5,600
Choir					312
Organ and Piano Tuning	3,840			3,840	864
Licences and Service Charges	867			867	439
Altar and Service Supplies	613			613	1,033
Printing, Postage, Stationery, Books, Software	1,960			1,960	1,346
Gardens and Book of Remembrance					1,330
	63,957		3,037	66,994	65,688
b) Upkeep and Repair of Buildings					
Maintenance of Vicarage	237			237	244
Vicarage Expenses for Interregnum					
Church Maintenance & Minor Repairs	5,521			5,521	6,203
Church Lighting and Heating	4,387			4,387	4,745
Church Water Rates	468			468	461
Church Insurances	8,332			8,332	8,459
Churchyards and Gardens	866			866	37
Depreciation	4,908			4,908	948
Church Equipment and Maintenance	586			586	647
St John's Church Renovation & Improvements			9,300	9,300	600
St Luke's Church Renovation & Improvements					15,545
Church Major Repairs		22,939		22,939	
Church Hall Lighting and Heating	3,885			3,885	3,443
Church Hall Insurance	2,193			2,193	2,089
Church Hall Repairs and Maintenance	3,227			3,227	2,043
Church Hall Other Running Costs	4,118			4,118	4,030
Church Major Repairs					
Church Hall Refurbishment		3,626		3,626	
	38,730	26,564	9,300	74,594	49,495
c) Cost of Generating Funds					
Fundraising Costs including 100 Club Prizes	1,330	52		1,382	1,578
	1,330	52		1,382	1,578
d) Governance Costs					
Audit and Inspection Fees					
e) Other Resources Expended					
Miscellaneous Expenditure	2,449			2,449	1,359
	2,449			2,449	1,359
TOTAL RESOURCES EXPENDED:	106,466	26,616	12,336	145,418	118,120

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

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4 STAFF COSTS AND PAYMENTS TO PCC MEMBERS

Commencing 1 January 2017, all fees received from third parties for and then paid to organists, choristers and vergers for attendance at weddings and funerals have been accounted as Agency and therefore are no longer included in the parish accounts as the PCC merely acts as a conduit of the fee. None of them received £5,000 per annum or more. The organists at St Luke's church and St John's church and the cleaner at St Luke's Hall provided services to the PCC as self-employed contractors and invoiced the PCC monthly in arrears for the services provided.

Some members of the choir and one of the organists 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.

The financial interests of the Vicar and other PCC members in transactions 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, motor car expenses and small discretionary items that did not fall under any other heading.

5 TANGIBLE FIXED ASSETS

The parish operates two halls - St Luke's Hall, located in Morley Hill, Enfield, Middlesex, EN2 0BL and St John's Jean Price Hall, in Strayfield Road, Enfield, Middlesex, EN2 9JF. The Vicar is the Managing Trustee and the London Diocese Fund Custodian Trustee of both buildings. In accordance with the PCC's policy of revaluing both properties annually to the sums insured by the Ecclesiastical Insurance Office (EIO), both St Luke's Hall and St John's Jean Price Hall buildings were revalued to the sums insured by the EIO in the respective Insurance Policy Schedules dated 25 December 2017.

	Buildings	Church Equipment	Total
	£	£	£
Actual/Deemed Cost			
As at 1 January 2017	1,412,503	42,212	1,454,715
Revaluation	66,355	0	66,355
Additions at cost			0
Disposals			0
At 31 December 2017	1,478,858	42,212	1,521,070
Depreciation			
As at 1 January 2017	0	23,687	23,687
Charges for the year	0	4,908	4,908
Elimination on Disposal			0
At 31 December 2017	0	28,596	28,596
Net Book Amount			
At 31 December 2016	1,412,503	18,525	1,431,028
At 31 December 2017	1,478,858	13,616	1,492,474

The following table shows the value of buildings and contents insurance cover for the parish buildings as at 31 December 2017:

St Luke's Church	£14,040,000
St John's Church and St John's (Jean Price) Hall – combined policy	£5,200,000
St Luke's Hall	£1,330,083

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6 CASH ASSETS

The cash assets, as at 31 December 2017 are represented by:

	£	£	£
Barclays PCC Current Account	17,090	-8,769	25,859
COIF Savings Account	84,949	238	84,711
Petty Cash	0	0	0
TOTALS:	102,039	-8,531	110,570

7 DEBTORS

No Debtors were brought forward from the end of 2016. A debt of £4,400.78 from The Listed Places of Worship Scheme was carried forward at the end of 2017 being a claim submitted by the parish on 27 December 2017 for the refund of VAT for repair work in St Luke's church during 2017.

8 CREDITORS

The following creditors were brought forward from the end of 2016:

- *London Diocesan Fund Agency Account* being occasional fees collected between 18 September 2016 and 31 December 2016 totalling £1,018.00 due to the Diocese
- *Fees and expenses paid to clergy and expenses incurred in maintaining the vacant vicarage* between 18 September 2016 and 31 December 2016 totalling -£1,140.28, receivable from the Diocese.

Both creditors were cleared in full during 2017 as part of the settlement with the Diocese of the Sequestration Account.

A credit of £719.00 was carried forward at the end of 2017 being the fee paid in advance in 2017 for the Barber/Bliben wedding on 8 April 2018.

9 RESTRICTED FUNDS

During 2017, three Restricted Funds were operated – for St John's Church Renovations for repairs to St John's lych gate; for Collections and Gifts with Restricted Purposes and for St Luke's Night Shelter. In addition, Assigned fees for the Diocese and all fees received from third parties for, and then paid to, organists, choristers and vergers for attendance at weddings and funerals were accounted as Agencies.

	2,017 £	Movement £	2,016 £
St John's Church Renovations Fund			
Balance at 1 January	-400	-400	0
Receipts	14,595	14,395	200
Payments	-9,300	-8,700	-600
Balance at 31 December:	4,895	5,295	-400
Collections and Gifts with Restricted Purpose			
Balance at 1 January	527	265	262
Receipts	2,029	-961	2,990
Payments	-1,960	765	-2,725
Balance at 31 December:	596	69	527

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	2,017 £	Movement £	2,016 £
Night Shelter			
Balance at 1 January	3,502	1,065	2,437
Receipts	384	-2,703	3,087
Payments	-1,077	945	-2,022
Balance at 31 December:	2,810	-692	3,502

TOTAL RESTRICTED FUNDS

Balance at 1 January	3,629	931	2,699
Receipts	17,008	10,731	6,277
Payments	-12,336	-6,990	-5,347
Balance at 31 December:	8,301	4,672	3,629

10 DESIGNATED FUNDS

During 2017, two Designated Funds were operated - for Improvements to St Luke's Church and Hall and for Legacies. The Designated Fund used in 2016 for fees paid to organists, choristers and vergers for attendance at weddings and funerals is only included to complete figures for 2016.

	2,017 £	Movement £	2,016 £
St Luke's Church & Hall Building Improvement Fund			
Balance at 1 January	56,917	-8,742	65,659
Receipts	7,124	8,336	-1,213
Payments	-26,616	-19,087	-7,529
Balance at 31 December:	37,425	-19,492	56,917

Legacies Fund

Balance at 1 January	8,488	8,488	0
Receipts	0	-24,488	24,488
Payments	0	16,000	-16,000
Balance at 31 December:	8,488	0	8,488

**Fees for Organist, Choir, Verger, Clerk and Gardens of Remembrance
Accounted as Agency from 1 Jan 2017**

	0	-37	37
Receipts	0	-3,630	3,630
Payments	0	3,667	-3,667
Balance at 31 December:	0	0	0

TOTAL DESIGNATED FUNDS

Balance at 1 January	65,405	-292	65,696
Receipts	7,124	-19,782	26,905
Payments	-26,616	581	-27,197
Balance at 31 December:	45,912	-19,492	65,405

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ANNUAL REPORT AND FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 DECEMBER 2017

E. PCC ANNUAL REPORT FOR 2017

The PCC is delighted to have welcomed the Reverend Peter Godden and his wife Caroline to our Parish in June 2017. We already appreciate the enthusiasm and dedication that they have brought to Clay Hill and wish them happiness in their future here with us

1. AIMS AND PURPOSES OF THE PAROCHIAL CHURCH COUNCIL

The primary object of the PCC is the promotion of the Gospel of our Lord Jesus Christ according to the doctrines and practices of the Church of England. The PCC has the responsibility of co-operating with the minister in promoting in the Parish the whole mission of the Church, pastoral, evangelistic, social and ecumenical" (PCC Powers Measure 1956). The PCC is also responsible for the maintenance of its two churches, St. John's and St. Luke's, and two halls.

2. 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 has developed a Mission Action Plan which provides a framework for current and planned activities to achieve this objective, which focuses on Worship & Prayer, Teaching & Nurture, Care & Service, Mission & Outreach:

- In **worship and prayer**, we aim that those who come to the Sunday Eucharist in one of our churches will feel that they have been drawn into closer contact with God, that their spiritual journey has been accompanied by a supportive church community, and that they have been equipped for the week ahead.
- In **teaching and nurture**, we aim 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 aim to offer pastoral care in particular to people living within the Parish, to enter into creative partnerships with the community and other groups, and to encourage and support individual members of the congregation in the roles of active service that they undertake.
- In **mission and outreach**, we aim to find creative ways to bring the gospel of Jesus Christ to our Parish and to invite people into the life of the Church.

3. ACHIEVEMENTS AND PERFORMANCE

Our Parish has again successfully participated in the Haringey and Enfield Churches Winter Night Shelter Project under the umbrella of the organisation "All People All Places". This is a church-based 'rolling shelter' run by volunteers, providing food and shelter overnight during the winter months. Each night of the week up to 12 guests are hosted by a different church and St Luke's Church hosted the shelter on Friday nights for eleven weeks from early January until Palm Sunday 2017. During 2017, the Parish's participation was reviewed, funds raised and training provided for involvement in 2018 (to start 5 January 2018).

A House Group, formed in May 2016, meets for Christian discussion and socializing.

The Children's Service at St John's Church continues to develop and expand. Held on the third Sunday of the month, this is a fun, contemporary service aimed at parents and children up to the age of 11, with songs accompanied by all the children playing instruments, a bible story, interactive talk, and prayer.

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

ANNUAL REPORT AND FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 DECEMBER 2017

3.1 Worship and Prayer

The monthly schedule of services outlined below was generally followed. Exceptions were published on the Newsheet in advance and on the Parish website.

St. John's Church:

Sunday (except 3rd Sunday):	9am	Holy Communion
Sunday (except 3rd Sunday):	6pm	Evening Prayer in the Jean Price Hall
Third Sunday during School Term:	9.30am	Children's Service
Third Sunday	6pm	Joint service at United Reformed Church

St. Luke's Church:

First Sunday:	10.30am	All-Age Eucharist and Church Parade
All other Sundays:	10.30am	Holy Communion
Tuesdays to Fridays:	8.30am	Morning Prayer
	5.30pm	Evening Prayer
Wednesdays:	9.15am	Holy Communion
Thursdays	6pm	Meditation Service

The average weekly attendance for services at St. John's was 28 for Sunday mornings and 6 for evenings, and 22 adults and 15 children for the Children's services; at St. Luke's it was 50 for Sunday mornings and 15 for weekdays. During the period that St Luke's was temporarily closed, daytime services were held at St John's. The average weekday attendance during that period was 5 for Morning Prayer and 10 for Communion. Communion continued to be held at St Luke's on Wednesday evenings with an average of 41.

Evening Prayer, held on Sundays in the Jean Price Hall at St John's, is followed by a discussion group.

Meditation sessions are held in accordance with the World Community for Christian Meditation on each Thursday evening in the Lady Chapel of St. Luke's Church.

Joint evening services are held on the third Sunday of each month at either Lancaster Road United Reformed Church or with the North West Enfield Group of Churches.

During the year, 11 Baptisms, 2 Weddings, 4 Funerals, 4 Crematorium or Cemetery Funerals, and 1 Interment of Ashes were conducted.

A special service was held on 26 June for the Induction, Institution and Licensing of Peter Godden as Vicar of the Parish.

Other special services included Candlemas, Ash Wednesday Sung Eucharist and Imposition of Ashes, Stations of the Cross, Palm Sunday Blessing of Palms and procession between the two churches, Maundy Thursday Eucharist, Good Friday Tenebrae service, Easter Eucharist, Mothering Sunday, Birth of St John the Baptist, Pentecost, Trinity Sunday, Harvest Festival, St Luke the Evangelist's Patronal Festival, All Saints, All Souls, Remembrance Day, Advent Lights, Nine Lessons and Carols, Christingle, Christmas Eve Midnight Mass and Christmas Day Family Eucharist.

The Extended Choir, which includes members of The Clay Hill Singers, contributes to special services.

St. John's School held services in St. John's to mark important occasions in the church and school year. Lavender School held Christmas celebrations in St. Luke's and Headstart Nursery at St John's. The Mothers' Union hosted two special services, the Wave of Prayer and Looking towards Christmas.

The weekly Parish service & newsheet records the Fellowship of Concern, noting parishioners or their friends/relatives for whom the congregation may pray and support.

The Parish has a sponsorship agreement with the 12th Enfield St John's and St Luke's Scouts, Cubs and Beavers who meet in the Parish and parade and participate at St Luke's Church at the All-Age Eucharist service.

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3.2 Mission, Worship and Social Activities

A number of mission, worship and social events were held or attended during the year, including:

January

- Epiphany Service
- House Group: Prayer Course - Petitions to God
- North West Group of Churches Service at Jesus Church
- Soup Hunger Lunch with proceeds to Compassion
- Candlemas Service
- Winter Night Shelter Friday/Saturday throughout January
- Bishop Robert leads services at both churches
- Renewal of the Church 100 Club membership (50% of funds raised are for the Parish General Fund).
- Joint evening service at Lancaster Road United Reformed Church

February

- Richard, Bishop of London's farewell service, St Paul's Cathedral
- Roast Lunch and Good Companionship at the Rose and Crown public house
- Winter Night Shelter Friday/Saturday throughout February
- Ash Wednesday Sung Eucharist with Imposition of Ashes
- Soup Hunger Lunch with proceeds to Compassion
- Joint evening service at Lancaster Road United Reformed Church
- Candlemas service

March

- Announcement that Rev Peter Godden appointed as Vicar of the Parish
- Winter Night Shelter Friday/Saturday until Palm Sunday
- Annual Parochial Church Meeting
- Sunday Evening Prayers following the Lent Course "Receiving Christ"
- House Group meeting: Second session of the prayer course.
- Mothers' Union Annual General Meeting
- Mothering Sunday Family Eucharist and Parade with daffodil posies for mothers
- St John's School Ash Wednesday service
- Soup Lunches every Wednesday throughout Lent with proceeds to Compassion and Bridge of Hope
- Bridge of Hope quiz evening at Baptist Church
- Roast Lunch and Good Companionship at the Rose and Crown public house
- Meditation with Fr Graeme Watson, World Community for Christian Meditation North East and East London Convenor
- Joint evening service at Lancaster Road United Reformed Church

April

- Soup Lunches every Wednesday throughout Lent with proceeds to Compassion and Bridge of Hope
- Sunday Evening Prayers following the Lent Course "Receiving Christ"
- Roast Lunch and Good Companionship at the Rose and Crown public house
- Easter lilies in memory of family members and friends
- Palm Sunday Blessing of Palms and procession with a pony from St John's, through Hilly Fields Park, to St Luke's for Sung Eucharist with Passion Reading.
- "Looking Towards Easter": Prayers and reflection for Holy Week
- Maundy Thursday Stations of the Cross service
- Sung Eucharist of the Lord's Supper followed by Watch at the Altar of Repose
- Good Friday preparation of the Easter Garden
- Good Friday Liturgy
- Good Friday Tenebrae service of music and readings
- Holy Saturday Easter Vigil at St Mary Magdalene Church, celebrating the start of Easter with our fellow Christians from neighbouring parishes

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- Easter Sunday Family Eucharist followed by the Children's Easter Egg Hunt and cake stall to support our Compassion sponsored child, Immaculate.
- Baptisms
- Joint evening service at Lancaster Road United Reformed Church

May

- Presentation on "Scenic Switzerland" by Roger Elkin in St Luke's church
- Roast Lunch and Good Companionship at the Rose and Crown public house
- Christian Aid Week, raising £1592.56
- Parish May Fayre
- Soup Hunger Lunch with proceeds to Bridge of Hope
- St John's School Ascension Day service
- 50 mile sponsored bike ride by members of the Parish to raise money towards the St John's Lych Gate appeal
- Joint evening service at Lancaster Road United Reformed Church

June

- Induction, Institution and Licensing of Reverend Peter Godden as Vicar of our Parish, with Extended Choir
- Pentecost "Messy Church" service for all ages at the United Reformed Church
- Mothers' Union Annual Festival Service at St Paul's Cathedral
- Three Valleys Male Voice Choir concert in St Luke's in aid of the Lych Gate appeal
- PCC Secretary speaks at Crews Hill Residents' Association AGM concerning the interregnum and new vicar, and the lych gate appeal.
- Roast Lunch and Good Companionship at the Rose and Crown public house
- St John's Patronal Festival service, with Extended Choir, and Parish Lunch
- Soup Hunger Lunch with proceeds to Bridge of Hope
- Joint evening service at Lancaster Road United Reformed Church

July

- House Group looking at "Perseverance - dealing with disappointments"
- Dinner hosted by Gill Medcalf to raise funds for the Lych Gate Appeal
- Roast Lunch and Good Companionship at the Rose and Crown public house
- Soup Hunger Lunch with proceeds to Bridge of Hope
- Mothers' Union Wave of Prayer service: The Mothers' Union expresses its Christian identity through its life of prayer and worship. It is this spiritual life together which underpins the work with families and communities. Every day a wave of prayer goes around the world as members stop in the middle of the day to pray for the work of the Mothers' Union and international issues.
- Joint evening service at Lancaster Road United Reformed Church
- St. John's School end of year service

August

- Illustrated talk by Roger Elkin on the history of the Clay Hill area from 1850
- Transfiguration Service
- Joint evening service at Lancaster Road United Reformed Church

September

- Temporary closure of St Luke's Church as wooden boards had fallen from the ceiling. Principal services on Sundays and Wednesdays are held in St John's church, with Morning and Evening Prayer gatherings on Tuesday, Thursday and Fridays held in the café at St Luke's. The café continues to be open and the community choir meets at the United Reformed Church
- Community Choir Clay Hill Singers, run by vocal coach Claire Stogden, meeting each Friday at the United Reformed Church while St Luke's is unavailable
- TS Eliot's reimagining of the assassination of Archbishop Thomas Beckett performed in St John's church by St Mary Magdalene Drama Group
- Soup Hunger Lunch with proceeds to Compassion
- Roast Lunch and Good Companionship at the Rose and Crown public house
- Joint evening service at Lancaster Road United Reformed Church

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October

- Parish Quiz Night
- St Luke's Patronal Festival giving thanks for the witness of St Luke and for our community at Clay Hill, with guest preacher Rev'd James Crockford, Assistant Priest of St Mary's, the University Church of Oxford. Followed by wine and nibbles
- Soup Hunger Lunch with proceeds to Bridge of Hope
- St John's School Harvest Festival
- Harvest Festival followed by a Bring and Share Lunch, and donations to the Food Bank and Winter Night Shelter
- North West Group of Churches service at St John's
- All Souls Day Requiem Eucharist
- Roast Lunch and Good Companionship at the Plough public house
- Joint evening service at Lancaster Road United Reformed Church

November

- Roast Lunch and Good Companionship at the Plough public house
- St John's School Remembrance Service
- Remembrance Sunday services: Traditional, followed by All-Age with parade, Last Post, Reveille and Two Minutes Silence
- "Operation Christmas Child" Shoe Box Appeal
- Showing of the Christian drama film "The Shack"
- Soup Hunger Lunch with proceeds to Compassion
- All Saints Day services
- Joint evening service at Lancaster Road United Reformed Church

December

- Parish Christmas card delivered to all homes in the Parish
- Christmas Cracker Fair in aid of the General Fund
- Advent Lights service
- Eucharist Teaching Service
- Parish Christmas Card. As an alternative to giving individual cards, parishioners sign the card and donate towards the Church Urban Fund. Since starting this in 2007, the Parish has raised over £1,100 including £128 in 2016
- Mothers' Union Looking Towards Christmas service
- St John's School Carol service
- Nine Lessons and Carols service with extended Christmas Choir conducted by Claire Stogden
- St Luke's Church deep cleaning following ceiling restoration
- Soup Hunger Lunch with proceeds to Bridge of Hope
- Joint evening service at Lancaster Road United Reformed Church
- Lavender School's Christmas Service
- Headstart Nursery Christmas service
- Christingle service
- Midnight Mass at St Luke's Church
- Christmas Day Family Eucharist at St John's Church

3.3 Deanery Synod

Members of the PCC, Mary Englefield and Cheryl Graham (until June), served on the Enfield Deanery Synod which meets three times each year at different Churches in the Deanery. This provides the PCC with an important link between the Parish and the wider structures of the church: The Diocese of London is divided into Episcopal Areas which are subdivided into Deaneries. The Parish is in the Enfield Deanery within the Episcopal Area of Edmonton. The principles of the Deanery Synod are the same as the General Synod, having the full Synod, The House of Clergy and the House of Laity. The Area Dean is Chair of the Deanery Synod and there is also a representative on the Diocesan Synod. Enfield is also fortunate in having representatives on the General Synod. Deanery Synod members are elected every 3 years, the current term is 2017 - 2020. The meetings include talks, followed by discussion and are usually open meetings to which parishioners are welcome to attend.

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3.4 Pastoral Care

The Parish sponsors the 12th Scout Group of Beavers, Cubs and Scouts who meet in St. Luke's Hall and Stratton Avenue Scout Hut and participate in parade services. The Group willingly volunteer for tasks including church gardening, preparing beds for the Winter Night Shelter, and running the barbeque at Parish fairs.

The Community Café, Fields Coffee Shop, at St. Luke's Church is open between 9.30am and 1pm from Tuesday to Friday.

Members of the Parish participated in and supported the Clay Hill Winter Night Shelter during January and February 2017 and have prepared for the 5th January 2018 start.

We have a thriving (mixed gender) Mothers' Union, based primarily at St Luke's, providing fellowship for its members, organising events with most of the activities supporting residents of the Parish and patients in Chase Farm Hospital, but also working to support the mission of the Mothers' Union around the world.

The Clay Hill Singers, sponsored and run by the Mothers' Union, meet weekly at St. Luke's in term time and all are welcome to participate.

A knitting group, also organised by the Mothers' Union, meets fortnightly at Woodbury Manor Residential Home.

Refreshments are offered to parents and children after school at St. John's on Wednesdays (10.30am - 4.30pm) and Fridays (2 - 4.30pm) during term time.

Cards are sent to children to celebrate their Baptism, and on the first anniversaries of their Baptisms.

There are collections for the Enfield Food Bank in both churches and the Café, and the Parish has an involvement with homeless suppers at Lancaster Road United Reformed Church.

3.5 Mission and Evangelism

There is a monthly Soup Hunger Lunch in one of the churches, with donations given to a charity supported by the Parish. This takes place weekly during Lent.

Throughout the year, a number of special collections were made at services which, together with Soup Hunger Lunches, enabled the Parish to send a total of £2,029 to missionary activities. These included the Bridge of Hope Children's Ministry, The Children's Society, Christian Aid, Church Urban Fund, Compassion, the Mothers' Union's charities and the Winter Night Shelter.

Compassion

The Parish supports the work of Compassion UK by sponsoring Immaculate who lives in Uganda, and has regular contact with her through letters and photographs. In the last year Immaculate has continued her college course in nursing and midwifery and won't leave Compassion support until she has qualified. In addition, a number of individual members of the congregation also support this charity by sponsoring a child. Compassion's motto is "Christ centred, Child focused, Church based" and each project that is set up meets the following core needs: healthcare, education, vocational training, social and emotional care, and spiritual care in the most appropriate way for the children in that community.

Bridge of Hope Children's Ministry

The Parish supports the Bridge of Hope Children's Ministry which has a total of 153 orphans or abandoned children sponsored in Rukungiri, Uganda who live with guardians in the community. The Children's Village now houses 28 children who are supported through 'Give a Child a Home' sponsors.

The Nursery/Primary school has over 300 children attending in 8 classes. The last three classrooms were built in 2016 and the school will be full once class 7 is in use in a year's time. 32 Protected Springs for clean water, each servicing about 200 people, have now been built and more will be built

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this spring. The charity also supports very poor families in particular circumstances, perhaps by building a replacement house (wood and mud with tin roof), replacing a roof or digging latrines. Healthcare is also undertaken when necessary. There continue to be new challenges for BOHCM as more need is identified.

3.6 Ecumenical Relationships

The Parish is a member of the North West Enfield Group of Churches. The congregations of the churches meet three times a year for a combined service, rotating around the churches in the group, during the Week of Prayer for Christian Unity, in Pentecost and during One World Week.

On the third Sunday of each month, the congregation unites with the Lancaster Road United Reformed Church for evening service.

4. PRINCIPAL MATTERS CONSIDERED AT PCC MEETINGS

General

- Parish calendar
- Interregnum arrangements and organisation of Services
- Preparations for new Incumbent
- Parish Visitation by Archdeacon, completion of Questionnaire for Archdeacon's Visitation, discussion of what is going well in the Parish, what changes and developments have occurred since the Visitation of 2012, the current challenges, areas and opportunities for development, how the Mission Action Plan relates to Capital Vision 2020. Feedback for future action
- Services arrangement
- Children's Service, and impact on Sunday Eucharist at St John's
- Annual revision of Electoral Roll
- Appointment of Churchwardens
- Events, fundraising organisation
- Parish finances and Common Fund contribution increase
- Stewardship scheme and interim renewal campaign
- Charity Risk Management and annual submission to the Charity Commission
- Table of fees revision
- Building rents
- Development of the Parish Profile
- New appointment of the Health & Safety Officer, review of Policy, inspections, Risk Analysis procedures and formulation of checklists and instructions for users
- Quinquennial Report renovation and repairs actions for both churches and halls
- Energy efficiency survey
- Electrical inspections of all buildings
- Children and Vulnerable Adults' Safeguarding Report and audit, with review and display of policy statement, and circulation of Child Protection Advice for volunteers
- Winter Night Shelter
- Parish Facebook account

St John's Church and Jean Price Hall

- Lych gate subsidence and underpinning project: Application for diocesan faculty, dismantling and storage, planning permission queries, fundraising and grant applications, bore-hole investigations, architect's report and estimation of cost.
- Buildings maintenance and repair
- Gutter clearance and roof inspection
- Hall rental
- Organ cleaning and pest (ants) management in organ loft
- Electronics tested and fire risk assessment
- Lightning conductor tested
- Grounds maintenance and removal of diseased tree branches containing protected species which overhang private property

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St Luke's Church and Hall

- Buildings maintenance and repair
- Internal refurbishment of flat and hall
- Hall rental
- Vestry rental
- Ceiling repairs: Faculty, architect, builders, cleaning, reorganization of services and bookings
- Remedial building works and refurbishment
- Electronics tested and fire risk assessment
- Gutter clearance and roof inspection
- Grounds maintenance
- Parish garden plot proposal
- Investigation and making safe of five foot deep cavity of unknown origin in grounds

Mission Action Plan and Capital Vision 2020

- Children's Service
- House groups
- Fundraising, training and participation in the All People All Places Winter Night Shelter scheme
- Regular contributions to the Enfield Food Bank
- Compassion, child sponsorship, Bridge of Hope Children's Ministry
- Ongoing arrangements for the extended choir
- Sponsorship of the 12th Enfield Scout Group
- Weekly meditation group sessions
- Ongoing development of the Mission Action Plan and publication on the Parish website

5. FINANCIAL REVIEW

Total income in 2017 (excluding property revaluations) was £135,538 and expenditure £145,418, with a deficit of £9,880. Unrestricted general operating income and expenditure (i.e. excluding special fund raising for renovations and repairs to churches and halls) were respectively £111,407 (0.8% less than in 2016) and £129,456 (33.1% more than in 2016) with a deficit of £18,049 compared to a surplus of £15,058 in 2016. 2017 was the first time in six years that the Parish had achieved a deficit in general operating income and expenditure.

At the end of 2017, PCC bank accounts and Debtors contained £105,721 down from £110,570 at the start of the year. This included £84,949 invested in the CCLA CBF Church of England Deposit Fund and net Debtors of £3,682, being principally a VAT refund from the Listed Places of Worship Scheme for St Luke's building repairs expected to be received in early 2018. These were distributed across St Luke's Church and Hall Improvements Fund (designated) £37,425, Legacies Fund (designated) £8,488, Night Shelter Fund (restricted) £2,810, Special Collections Fund (for Compassion and Bridge of Hope) (restricted) £596, St John's Renovation Fund (restricted) £4,895 and the General Fund £51,508.

Stewardship Scheme contributions and Income Tax refunds comprised 33% of general operating income and totalled £36,868 (1.5% up on 2016). A further 49% of general income came from church and church Hall lettings and flat rent which totalled £55,122, (10% up on 2016) mainly due to substantially increased lettings in St Luke's church. Collections including Gift Aid envelopes and income tax refunds totalled £9,481 (19% up on 2016). Parish fees, donations and collections from baptisms, weddings, funerals and interments of ashes totalled £2,821 (just 33% of that in 2016), due to a substantially decreased number of all types of services. Unrestricted fund raising activities (net of fundraising costs) raised £4,943 (10.5% down on 2016).

The whole of the £52,000 Common Fund for 2017 (6.1% up on 2016) was paid to the Diocese. Apart from major repairs to St Luke's church, £39,712 (13% up on 2016) was spent on maintaining the two churches and providing a Christian ministry for the Parish. The principal reasons for the increase were £4,000 additional depreciation for the St Luke's grand piano and £3,000 for cleaning St John's organ, offset by a reduction of £2,400 in fees for organists, choristers and vergers for weddings and funerals, which are now accounted as Agency.

£13,423 (16% more than in 2016) unrestricted funds were spent on maintaining the two church halls,

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half of the increase being due to having to change the water supply to provide StepStones Nursery with adequate pressure.

£2,029, (0.4% up on 2016) was raised from special collections and Hunger Lunches to support mission activities. A total of £1,960 was disbursed to the Children's Society (£622), Compassion (£315), Bridge of Hope Children's Ministry (£300), the Church Urban Fund (£70), Christian Aid (£85) and the Mothers Union (£50) plus the Bishop of Edmonton's Discretionary Fund (institution collection £518). In addition, £384 was raised for the North Enfield Night Shelter from donations, Income Tax refunds and a special collection. Shelter costs totalled £1,077 including heating and lighting (£793) and laundry and new equipment (£283).

5.1 Major Projects and Repairs

- St John's Lych Gate: £14,595 was raised from donations (£7,946), Income Tax refunds (£602), fund-raising (£3,047) and grants (£3,000). Expenditure totalled £9,300 including dismantling the lych gate (£2,700), the bore hole survey (£5,693), Consulting Engineer fees (£600).
- St Luke's Church ceiling repairs totalled £17,072 (net of VAT being recovered), including Architects fees (£2,196), building work (£14,378) and covering/uncovering the organ (£450).
- St Luke's Church Quinquennial repairs included repairs to tiles and gutters (£4,500 net of VAT being recovered) and the south transept brickwork (£1,366 of which £228 VAT will be recovered in 2018).
- St Luke's Hall Renovations and Improvements totalled £3,626 and comprised installation of extra smoke and heat detectors in the StepStones nursery area (£1,426) and construction of a retaining wall to separate StepStones nursery play area from the neighbouring garage (£2,200).

5.2 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 £25,000 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 churches, 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 £10,000.

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 since been used for improvements and major repairs St Luke's Church and Hall including refurbishment of St Luke's Church refectory, emergency repairs to St Luke's Church ceiling and is planned to fund refurbishment of St Luke's Hall kitchen.

Both churches had Quinquennial inspections during 2015, the required remedial work for which includes high level repairs to St Luke's church. The annual gutter cleaning in 2017 also identified a number of areas for urgent repair on the roof. Although the highest priority items at St Luke's Church have been completed (repairs to high level window panes, tiles and south transept brickwork) it is the policy of this Parish to set aside £25,000 for this ongoing work, the sum to be reviewed when estimates have been received.

A significant proportion (£44%) 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 and the annual gutter cleaning in 2017 identified a number of areas for urgent repair on the roof. In addition the flat urgently requires replacement double glazed windows and door. Accordingly, it is the policy of this Parish to set aside £25,000 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 77% of total funds were invested at the end of 2017.

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5.3 Stewardship Scheme

The Parish Stewardship Scheme year was re-aligned from April to March to match the Parish financial year of January to December. This year's annual review, encouraged by a good sermon within that period resulted in seven new members making a total of 64 within the scheme; together with increased pledges of an additional 11% being £4,944 including income tax refunds. The scheme continues to receive some of its income through members paying directly through CAF. The stewardship values received within the year are as reported in the Financial Review.

6. TEMPORARY CLOSURE OF SAINT LUKE'S CHURCH DURING THE AUTUMN

On Tuesday 29th August, two approximately 13 inch long boards were found to have fallen from the ceiling above the nave altar at St Luke's Church. The Quinquennial Architect visited the church two days later and because a few other isolated boards had fallen from transept ceilings at different times in previous years, he recommended that the church be closed forthwith.

After close inspection of ceiling structure in a side aisle, the Architect identified that most ceiling boards were long and fixed above the rafter tops and therefore could not fall. However where a brace or collar met a rafter, short boards were wedged between two adjacent rafters and appear to rely purely on friction and their tongue and groove edges to hold them in place. He recommended that the whole of the ceiling should be inspected at all of the locations where this type of junction occurred and that all of the short, wedged boards be securely fixed with nails to the battens behind them.

The Architect prepared a schedule for the work and approval was given on 13th October by the Archdeacon of Hampstead for work to go ahead. As the work would require a mobile platform to access the 14m high nave ceiling, the opportunity was taken to include repairs to damaged clerestory window panes, removal of dust and cobwebs from windows and beams and pointing the chancel arch in the schedule.

The firm of Bakers of Danbury was selected as the contractor for the work, partly because they indicated that they could complete work in time for Christmas services and partly because they provided the most financially competitive quotation. Before work could start in the south transept, the organ had to be covered. Work commenced on 27th November with the arrival of a tracked mobile platform and was completed to plan and budget on Tuesday 19th December. A large team of parishioners undertook a thorough cleaning of the church on Wednesday 20th so that the church was ready for Lavender Primary School to use it for their Christmas celebrations on Thursday 21st. Sunday services restarted on Christmas Eve.

We thank the architect Daniel Benson and builders Bakers of Danbury who worked quickly to secure the ceiling and for recognizing the importance of enabling the church to reopen in time for the Christmas services. We also thank all the volunteers for cleaning the church in preparation for these services

7. INTERREGNUM

We particularly wish to thank the clergy who have stepped in to lead our services during the interregnum and most especially Fr David Nash.

8. VOLUNTEERS

We would like to thank all the volunteers who work so hard to make our Parish the lively community that it is. In particular we want to mention our churchwardens – Mrs Joan Young and Mrs Maureen Shapland at St John's, Mrs Elaine Plumb and Mr Ian Buswell at St Luke's, and the Parish Administrator, Mrs Mary Englefield, and also David Young (verger at St John's), Jakob Metson (organist) and John Wright (organist and Treasurer), Marion Berry (Stewardship Recorder and Health & Safety Officer), David Ryan (Church Safeguarding Officer), Cheryl Graham and Paul Bates (Children's Champions). We also thank our Lay Readers (Andrew Reid and Roy Tungatt) and visiting clergy, together with all the other members of the PCC and congregation for their valuable contributions to our ministry and for keeping our churches and halls running.

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9. PLANS FOR 2018

Our plans for the Parish in the next year will be considered at our Mission Action Plan meeting in April and will be published in due course. The congregation is invited to put forward ideas, proposals, and any concerns to the PCC. The plans may include:

- The development of the Children's Service
- The reopening of the Sunday Schools
- Participation in the Winter Night Shelter scheme with review and planning for 2018/19
- The promotion of the Stewardship Scheme for planned giving
- To make the sermons available on the website in written form, as well as at present in audio
- To further develop the House Groups for Christian discussion and socializing
- To set up Facebook and Twitter accounts
- The use of our buildings

10. STRUCTURE, GOVERNANCE AND MANAGEMENT

The PCC is a corporate body established by the Church of England. The PCC operates under the Parochial Church Council Measures. The PCC is a registered charity.

The appointment of PCC members is governed by and set out in the Church Representation Rules. The membership of the PCC consists of the Incumbent (our vicar), two churchwardens for each church, up to three representatives to the Deanery Synod, two Lay readers, all of whom are automatically ex officio members, and up to nine (where the Electoral Roll stands at 100 or less) or 12 (where the Electoral Roll stands at 101 or more) members elected each year at the Annual Parochial Church Meeting (APCM) by the members of the congregation who are on the electoral roll of the Parish. Up to three additional members may be co-opted during the year. All those who attend our services / members of the congregation are encouraged to register on the Electoral Roll and stand for election to the PCC.

The Parish's current register of electors (March 2017) has a membership of 104 parishioners. Eight persons were elected as members of the PCC at the APCM on 5 March 2017.

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.

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 2017, the PCC met on six occasions with an average attendance of 82%, and also on 31 July for the Archdeacon's Visitation.

The PCC has one sub-committee responsible for management of the Parish buildings, including Health and Safety matters, setting hire charge rates and establishing terms and conditions for hires. There is also a less formal group responsible for the management of the Winter Night Shelter.

11. 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 92 Browning Road, Enfield, Middlesex EN2 0HG, telephone number 020 8363 6055. The registered charity number of the Parish is 1151418.

The Parish has two churches, situated on either side of Hilly Fields Park. St. John's Church is located in Strayfield Road, at the junction with Theobald's Park Road, Enfield, Middlesex EN2 9JF. St. Luke's Church is located in Phipps Hatch Lane at the junction of Browning Road, Enfield Middlesex EN2 0HL.

The Parish has two halls: The Jean Price Memorial Hall is adjacent to St. John's Church in Strayfield Road, Enfield, Middlesex EN2 9JF. St. Luke's Hall, which is vested in the Trustees of the Bishop of London's Fund, is located at 37 Morley Hill, Enfield, Middlesex EN2 0BL.

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

ANNUAL REPORT AND FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 DECEMBER 2017

The people listed below served on the PCC during 2017.

Vicar (Chair):	Rev Peter Godden	(from 26 June)
Readers:	Andrew Reid Roy Tungatt	
Churchwardens at St. John's:	Maureen Shapland Joan Young	(Vice Chair to APCM)
Churchwardens at St. Luke's:	Ian Buswell Elaine Plumb	
Deanery Synod:	Mary Englefield Cheryl Graham	(to APCM)
Parish Administrator:	Mary Englefield	
Authorised Pastoral Assistant:	Michael Mansfield	
Elected members:	Paul Bates Marion Berry Rosemary Dixon Anna Erikson Cheryl Graham Peter Livermore Gillian Medcalf Monica Wood John Wright	(Vice Chair from APCM) (Health and Safety Officer) (Secretary) (to APCM) (from APCM) (Treasurer)
Bankers:	Barclays Bank plc, 20 The Town, Enfield, Middlesex EN2 6LY	
Independent Examiner:	Mr Roy Stanson FCMA	
Bank account signatories:	John Wright, Ian Buswell, Mary Englefield.	
Stewardship Recorder	Marion Berry	
Church Safeguarding Officer	Dave Ryan	
Children's Champion	Cheryl Graham Paul Bates	(St. John's church) (St. Luke's church)

The Parish website is managed by Roy Tungatt. The url is www.clayhillparish.org.uk.

Rosemary Dixon
PCC Secretary
1 February 2018