



## **St Luke's with St Augustine's, New Catton Annual Parochial Church Meeting for 2020**



**Including the Trustees' Report and Financial Statement for 2020  
for the Parochial Church Council of St Luke's with St Augustine's, New Catton.**

**Registered Charity number 1162755**

**The Annual Parochial Church Meeting will be held on  
Monday 10<sup>th</sup> May 2021 at St Luke's Church Centre at 7:30pm.**

If you are on the Electoral Roll please try and come.  
Please take some time to read through this report before the meeting.

### **This report consists of the**

- **Trustees' Report**
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## Trustees' Report for the Year ending 31 December 2020.

The Trustees present their report with the financial statements of the charity for the year ended 31 December 2020.

### I. Reference and Administrative information

#### Church Addresses

St Luke's Church  
61, Aylsham Road  
Norwich  
NR3 2HF

St Augustine's Church Hall  
Gildencroft,  
Norwich  
NR3 1DS

#### Membership of the PCC (April 2019-April 2020)

Name	Church	Role	Term ends at APCM in
Sarah Quantrill	Both	Interim Priest-in-charge (from 12 <sup>th</sup> July 2018)	Left Parish on 15 <sup>th</sup> November 2020
Carrie Sant	St Augustine's	Church warden	2021
		Deanery Synod Rep	2023
Melissa Snell	St Luke's	Church warden	2021
Karen Wimhurst	St Luke's	PCC Secretary	2022
Howard Green	St Augustine's	PCC Treasurer	2023
Nicky Burr	St Luke's	Deanery Synod Rep	2023
VACANCY	St Luke's	Deanery Synod Rep	
Dot Lenton	St Augustine's	Elected Lay Rep	2022
Judy Reynolds	St Augustine's	Elected Lay Rep	2022
Elwira Zwolinska	St Augustine's	Elected Lay Rep	2021
Jean Easton	St Luke's	Elected Lay Rep	2022
Martin Smith	St Luke's	Elected Lay Rep	2022
Simon Snell	St Luke's	Elected Lay Rep	2022
VACANCY	St Luke's	Elected Lay Rep	
Parish wardens		2	
Elected Members		9	
Deanery Synod Reps		2 (+ 1 vacancy)	
Diocesan Synod Rep		0	
Ex Officio		1	
Co-opted		1	
<b>Total possible PCC membership</b>	<b>15</b>	<b>Actual PCC Membership: 11</b>	

### Membership of the District Church Councils

St Augustine's DCC		
Name	Role	Term Ends
Sarah Quantrill	Interim Priest-in-charge	Ex officio (left 15/11/2020)
Carrie Sant	Parish Warden	2021
	Deanery Synod	2023
Howard Green	Elected Lay Rep	2023
	DCC Treasurer	
	PSO Vulnerable Adults	
Phil Kerrison	Elected Lay Rep	2023
Dot Lenton	Elected Lay Rep	2022
	PSO Children & Young People	
Tim Lenton	Elected Lay Rep	2022
Judy Reynolds	Elected Lay Rep	2022
Elwira Zwolinska	Elected Lay Rep	2021
Matthew Williams	Elected Lay Rep	2023
VACANCY		
VACANCY		

St Luke's DCC		
Name	Role	Term Ends
Sarah Quantrill	Interim Priest-in-charge	Ex officio (left 15/11/2020)
Melissa Snell	Parish Warden	2021
Nicky Burr	Deanery Synod Rep	2023
Frances Cooke	Elected Lay Rep	2023
	PSO	
Jean Easton	Elected Lay Rep	2022
Beth Magee	Elected Lay Rep	2023
Sam Pittam-Smith	Elected Lay Rep	2022
Simon Snell	Elected Lay Rep	2022
Martin Smith	Elected Lay Rep	2022
Karen Wimhurst	Elected Lay Rep/DCC Secretary	2022
Martin Wimhurst	Co-opted/DCC Treasurer	2021
VACANCY	Elected Lay Rep	
VACANCY	Elected Lay Rep	

#### Appointed by the PCC

Electoral Roll Officer:	Mark Smith
Safeguarding:	Frances Cooke (St Luke's: Children and Adults at Risk) Howard Green (St Augustine's: Adults at Risk) Dot Lenton (St Augustine's: Children)
Independent Examiner:	Nik Vitkovitch, FloD
Parish Bookkeeper:	Deborah Jennings

### **Our Banks**

Barclays plc (St Luke's current and deposit accounts)

TSB (St Augustine's current account)

CBF Church of England deposit account (CCLA) (St Luke's)

Norwich Credit Union (St Luke's loan guarantee fund).

## **II. Structure, Governance and Management**

### **Structure**

The PCC is a charity registered with the Charity Commission; Registered Charity number 1162755.

It is listed in the Charity Commission Register as the Parochial Church Council of the Ecclesiastical Parish of St Luke's with St Augustine's, New Catton.

The PCC is a corporate body established by the Church of England. It operates under the Parochial Church Council Powers Measure.

The PCC is chaired by the incumbent. It is the decision-making body of the Parish and is accountable to the Diocese.

The PCC is 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. The full PCC met four times during the year.

Each Church has its own DCC, which is responsible and accountable to the PCC for the day-to-day operation of its church. Each DCC is chaired by the incumbent.

We pay a bookkeeper to serve St Augustine's DCC and to prepare the end of year accounts for the PCC, a hall bookings manager for St Augustine's, and cleaners for both churches. These are employed as contractors.

The PCC Quorum is 5 (1/3 of lay representation under current Parish scheme) which includes the incumbent and at least one member of each DCC.

The Parish Wardens and the incumbent meet each month to plan and review the month ahead.

### **Appointment of PCC/DCC Members**

The method of appointment of PCC members is set out in the Church Representation Rules and governed by a parish scheme which was last revised in 2018 and ratified by Bishop's Council on 23<sup>rd</sup> May 2019.

All those who attend our services / members of the congregation are encouraged to register on the Electoral Roll and are then eligible to stand for election to the PCC after a 6-month period. Vacancies are advertised in each church.

## **Meetings**

The incumbent chairs the PCC and DCCs. In the case of a vacancy, this role is performed by the churchwardens.

The PCC normally meets four times each year.

Each DCC normally meets four times each year.

Additional meetings can be called by the Parish Wardens or the Incumbent.

## **Period of Service**

Parish Wardens are elected annually.

All other members are elected for a three-year period.

Members can stand for re-election at the end of their period of service.

PCC Reps are elected annually from their DCC.

## **Payments to PCC Members**

The incumbent receives a stipend from the Church of England and reasonable out of pocket expenses and is ex-officio chair of the PCC and the two DCCs. No other members receive any payments except for reimbursement of out of pocket church related expenses.

## **PCC Sub-Committees**

Events Committee

Safeguarding

Standing Committee

In addition, St Luke's DCC also has a Fabric Committee.

## **Public Benefit**

Any member of the public may take part in Church of England activities and services. The PCC also provides, promotes or facilitates services available to groups of people including children and young people, people on low incomes, the elderly, refugees, the homeless, people with mental health issues, ethnic minority groups and others in need or considered vulnerable.

The churches also support the following community activities in a variety of ways, including the use of our buildings: Lunch Club, Thursday Club, Strands and English+.

The churches have a good relationship with the local infant and junior schools, with the incumbent listening to children from the infant school read every week, and with monthly assemblies in both schools- at least until the pandemic arrived.

The structure of the Church of England focusses each PCC on a specific geographical area, the ecclesiastical parish. Religious services, which are open to all, take place in the parish churches and buildings, or by agreement in other local facilities.

Within the parish, the church seeks to serve the whole community. However, not all funds will necessarily be spent on projects within the parish, as we seek to support the mission of

the whole church, so may, for example, develop links with a community in another area or country. St Augustine's for example supports charity work in Uganda.

St Luke's gives 5% of its annual income to charities.

### **Risk Management**

The Trustees have a duty to identify and review the risks to which the charity is exposed and to ensure appropriate controls are in place to provide reasonable assurance against fraud and error. All Barclays accounts require two signatories for making payments to external accounts by cheque or online.

The major risks to which the PCC is exposed are reviewed regularly. These include:

- Regulatory and legal position
- Financial position
- Health and safety including the buildings and their surroundings
- Risks arising from the activities of each Church, including risks to reputation.

Operational risk management activities such as hazard management and prevention, the protection of children and vulnerable adults, insurance and local risk assessments are delegated to the DCCs. DCCs are charged with having appropriate systems and processes in place, with appropriate review intervals, to manage those risks.

### **Safeguarding**

The following policy was agreed at the Parochial Church Council (PCC) meeting held on **2<sup>nd</sup> November 2020**.

In accordance with the Church of England Safeguarding Policy our two churches are committed to:

- Promoting a safer environment and culture.
- Safely recruiting and supporting all those with any responsibility related to children, young people and vulnerable adults within the church.
- Responding promptly to every safeguarding concern or allegation.
- Caring pastorally for victims/survivors of abuse and other affected persons.
- Caring pastorally for those who are the subject of concerns or allegations of abuse and other affected persons.
- Responding to those that may pose a present risk to others.

The Parish will:

- Create a safe and caring place for all.
- Have a named Parish Safeguarding Officer (PSO) to work with the incumbent and the PCC to implement policy and procedures.
- Safely recruit, train and support all those with any responsibility for children, young people and adults to have the confidence and skills to recognise and respond to abuse.

- Ensure that there is appropriate insurance cover for all activities involving children and adults undertaken in the name of the parish.
- Display in church premises and on the Parish website the details of who to contact if there are safeguarding concerns or support needs.
- Listen to and take seriously all those who disclose abuse.
- Take steps to protect children and adults when a safeguarding concern of any kind arises, following House of Bishops guidance, including notifying the Diocesan Safeguarding Adviser (DSA) and statutory agencies immediately.
- Offer support to victims/survivors of abuse regardless of the type of abuse, when or where it occurred.
- Care for and monitor any member of the church community who may pose a risk to children and adults whilst maintaining appropriate confidentiality and the safety of all parties.
- Ensure that health and safety policy, procedures and risk assessments are in place and that these are reviewed annually.
- Review the implementation of the Safeguarding Policy, Procedures and Practices at least annually.

Each person who works within this church community will agree to abide by and have due regard <sup>1</sup> for this policy and the guidelines established by this church.

The Safeguarding Officers are:

St Luke's:	Frances Cooke
St Augustine's:	Dot Lenton (Children) Howard Green (Vulnerable Adults)

Health and Safety:	Parish Wardens
Insurance, alarms and Fire Protection:	Treasurer and Parish Wardens.

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<sup>1</sup> What does 'due regard' mean? Where legislation – whether an Act of Parliament or a Church Measure – imposes a duty on a person to “have due regard” to guidance of this sort, the law understands that duty in a particular way. The legal duty to have due regard means that the person to whom the guidance is directed is not free to follow the guidance or not as he or she chooses. As a matter of law, the guidance should be given great weight and must be followed unless there are ‘cogent reasons’ for not doing so (see below). What is meant by ‘cogent reasons’? ‘Cogent reasons’ are reasons that are clear, logical and convincing. It will be very rare indeed for there to be cogent reasons for not following House of Bishops guidance on safeguarding. Cogent reasons are likely to arise only where the guidance does not contemplate a particular, unusual situation arising so that it becomes necessary to take a different approach from that set out in the guidance in order to meet the particular circumstances of the case. When would ‘cogent reasons’ be applied? A person who is required to have due regard to the guidance should not simply take it on him- or her-self to decide that there are cogent reasons for departing from the guidance. Such a decision should be taken – if at all – only after case-specific advice has been obtained from both the diocesan safeguarding adviser and the diocesan registrar.

### **III. Aims and Purposes**

The Parochial Church Council (PCC) of New Catton: St Luke with St Augustine has the responsibility of cooperating with the incumbent in promoting in the ecclesiastical parish, the whole mission of the Church, pastoral, evangelistic, social and ecumenical.

The PCC is also specifically responsible for the maintenance of St Luke's Church Centre, 61 Aylsham Road and St Augustine's Hall, The Gildencroft, Norwich, but delegates this to the respective DCC.

The 2015 Parish statement states that "we are a diverse and inclusive community that values compassion and personal transformation through Jesus Christ."

### **IV. Objectives and Activities**

The PCC is committed to enabling as many people as possible to worship at our church and to become part of our parish community at both churches. The PCC maintains an overview of worship throughout the parish and makes suggestions on how our services can involve the many groups that live within our parish. Our services and worship put faith into practice through prayer and scripture, music and sacrament.

When planning our activities for the year, we have considered the Commission's guidance on public benefit and the supplementary guidance on charities for the advancement of religion. We try to enable people to live out their faith as part of our parish community through:

- Worship and prayer; learning about the Gospel; and developing their knowledge and trust.
- Provision of pastoral care for people living in the parish.
- Mission and outreach work.

To facilitate this work, it is important that we maintain the fabric of the buildings mentioned above.

#### **Worship and Prayer**

The PCC is keen to offer a range of services during the week and over the course of the year that our community may find both beneficial and spiritually fulfilling. We offer alternating services of Holy Communion and Morning Worship on a Sunday and offered Midweek Communion on a Wednesday until our incumbent left in November 2020.

As a result of the pandemic, a number of different measures were implemented which affected worship. Singing was not permitted in churches and the use of the Common Cup was suspended on 10<sup>th</sup> March, which meant that the congregations could only receive Communion in one kind, with only the priest receiving both bread and wine. We also had to introduce social distancing in church and the wearing of face coverings.



Between March 22<sup>nd</sup> and July 5<sup>th</sup> and then November 8<sup>th</sup> and December 2<sup>nd</sup> 2020, public worship was not permitted in churches due to measures implemented by the UK Government. During this period both St Luke's and St Augustine's offered worship via Zoom. In addition, St Luke's offered a regular Compline Service using the St Luke's Facebook page.

When restrictions were relaxed in July 2020, we began offering public worship once again. During July and August St Augustine's led a Sunday service at St Luke's, whilst St Luke's continued to worship online.

From September, both congregations returned to their buildings, with St Luke's continuing to offer online access to the service using the St Luke's Facebook page. As had been the case before the pandemic, services in both churches alternated between Morning Worship and Holy Communion, led by our Authorised Worship Assistants and by our incumbent, until she left in November 2020, as well as by the Revd Liz Cannon at St Augustine's.

In December 2020, we welcomed Canon Keith James from Norwich Cathedral who led and presided at a Holy Communion Service at St Luke's.

Christmas was very different to previous years. St Augustine's DCC decided that because of the restrictions in place it was better not to offer the traditional midnight Communion service. St Luke's offered a Zoom service on Christmas Day. On 27<sup>th</sup> December our Ordinand Richard Turk, led a joint Zoom service, prior to moving on to complete his training at Horsford.

All are welcome to attend our regular services. The average weekly in-person attendance, counted during October, was 51 (18 at St Augustine's and 33 at St Luke's), although we did have additional people joining the service at St Luke's via Facebook. Although this appears to be a reduction compared to last year, we know that there are several people who would normally attend church who did not feel able to do so - either because of their own health concerns or because of those they look after.

As well as our regular services, we enable our community to celebrate and thank God at the milestones of the journey through life. Through baptism we thank God for the gift of life; in marriage public vows are exchanged with God's blessing; and through funeral services friends and family express their grief and give thanks for the life which is now complete in this world and commend the person into God's keeping.

This year we have celebrated 1 Baptism, 0 Weddings and 1 Burial at the graveside at the Rosary Cemetery. We were also delighted to be able to offer the use of the Church Centre as a venue for the wedding reception for our incumbent's daughter and son-in-law in September, following their ceremony at St Margaret's, Drayton.

## V. Incumbent's Report

### REPORT ON AREAS FOR FUTURE DEVELOPMENT FROM LAST YEAR'S REPORT

- **PCC Away Day in January 2020**

Building on last year's Away Day, the PCC once again met to consider what it meant to be church, and how best to move this on. As a result, St Augustine's DCC decided to do this through the St Augustine's Way. This was developed a number of years ago but had not been actively developed. However, it was felt that with some tweaks, and with quarterly meetings of all those connected to the St Augustine's Way, this would be a means of drawing together the different strands of St Augustine's such as the Sunday congregation and those who have attended events as part of the Speaker Programme.

St Luke's DCC took a different approach and decided to explore in more depth what being church meant to them - holding a series of meetings to look at prayer, spiritual growth, outward focus, worship, vocation and community. It was intended that this would be "rolled out" to the wider congregation but the restrictions on meeting together have delayed this taking place.

- **Engaging with the Community:**

I started a number of initiatives during 2020 based in the café at Waterloo Park, as a result of the relationship we had developed with Simon and Sammy who were running it and following our very successful Christingle in the Café last Christmas (2019).

a) **Come'n'Craft**

This was a monthly free Saturday morning activity jointly run by myself and Sammy with help from Beth, Karen and Richard T. Although the take up was small, this had potential for growth until the café closed. Because of the space needed and the desire to offer this at a venue other than St Luke's, this activity ended when the café closed. Perhaps in the future it might be revisited- possibly using the YMCA café once it opens.

b) **Soul Food**

This was prompted by a DCC discussion about how to enable non-churchgoers to explore what Christians believe in a non-church setting. Using the Table Talk cards, we met once a month, initially in the café at Waterloo Park but then in the Cactus Café Bar and Lounge, over lunch, and looked at the Environment and the question of suffering. It was well attended by members of the congregation but did not really achieve what it set out to do, in terms of drawing in those who are not yet part of our church family.

This activity was paused when we went into lockdown and had not restarted at the point of writing this report. It might be possible to think about doing this via Zoom in future, although some thought would have to be given as to how this could be advertised beyond the church family.

c) **Hats 4 the Hospital**

This was a fortnightly meeting to knit hats for premature babies in the neonatal unit. A small group of us met firstly in the café at Waterloo Park and then in the Cactus Café Bar

and managed to knit a good number of hats to send off before lockdown came along. We did have a couple of people ask us what we were doing so this might be a good way of getting to know some of those who live in the parish but who aren't yet part of the church family.

## **GENERAL REPORT**

2020 has certainly been a year that none of us will forget in a hurry. We began the year excited about the new initiatives we were beginning, but by March it was clear that life was going to look very different.

The instruction to close our buildings was received with sadness as it was clear that the lockdown would potentially leave some people very isolated. Just before lockdown the parish wardens and I gave everyone a "buddy" to contact weekly, as well as providing practical help if anyone became ill or had to self-isolate. We also provided a booklet to enable people to worship at home, which proved to be very helpful almost immediately.

The first lockdown saw us entering the new world of Zoom – enabling us to join virtually for worship on a Sunday as well as for a virtual coffee morning each Saturday. A huge thank you to Nicky for facilitating this until the rest of us became more au fait with the technology.

Lent and Easter took place largely in lockdown- but we continued with the Lent challenge of thinking about God's creation and how we could be better stewards of our world. Our Ordinand, Richard Turk led this as part of his training and by far the biggest talking point each week was the progress our sunflowers were making. Without doubt, Karen and Martin's grew rapidly, putting most other sunflowers to shame. The Vicarage sunflower had the prize for the slowest growing one although it did eventually reach a respectable height and flower - long after everyone else's had died!

As mentioned above, we were able to gather in person between July and November, when the second lockdown meant that we once again reverted to worshipping online. This meant that we were not able to come together to say farewell to myself and Mike when we left in mid-November for Carlton Colville.

In December we also said farewell to Richard Turk who moved to Horsford to complete his training due to our vacancy, and who will, all being well, be ordained in July going onto to Reepham to serve his curacy.

I would like to once again take this opportunity to thank everyone at St Luke's and St Augustine's for letting Mike and I be part of your church family. We have so enjoyed getting to know everyone and journeying with you for the last two and a half years and pray that it won't be too long before you are out of vacancy.

*Sarah Quantrill*

## **VI. Parish Activities**

### **a) Electoral Roll Report**

This year's roll has just been a revision and there has been a few names removed and a few added. My thanks to Melissa and Carrie for their help with this year's electoral roll and these are the figures I have when the roll closed on Sunday 18th April 2021.

There are currently 41 people on the roll at St Luke's church. This figure compares to 41 in March of 2020. We very sadly lost one member Sheila Hodds in March 2021, and our thoughts and prayers go out to her family and close friends.

St Augustine's Church currently has 19 people on the electoral roll, which is 1 more than in March of 2020.

This gives a total parish figure for both churches for the 2021 electoral roll period of 60 people, compared to 59 in 2020.

I'd like to please mention again that a church in Bristol, and no doubt elsewhere has introduced on-line electoral roll forms, and this may perhaps be something to consider for the future and I wonder if this may be a way of reaching out to people and encouraging more with a link on the parish website.

*Mark Smith Electoral Roll Officer*

### **b) Deanery Synod**

The last 'in person' meeting of the Deanery Synod was held at St Cuthbert's Church, Sprowston in February 2020, at which the Diocesan Parish Fundraising Officers gave a presentation about their work and the support that's available in running stewardship campaigns and applying for grants.

The July meeting, held via Zoom, included a discussion around the impact of Covid 19, in particular, new practices that could or should be retained, and those that had been laid down but should be regained once the pandemic is over.

The November meeting, held via Zoom, included a group discussion around a Diocesan paper that outlines principles for changes to the deployment of stipendiary clergy across the Diocese post-Covid. The paper notes that annual grant the Diocese receives from the Church Commissioners is reducing to £1.3m in 2021 and then to £1.2m in 2024. This compares with £1.5m in 2018. The paper highlights the need to reduce the number of stipendiary (paid) clergy to 90% of current levels, and the prioritisation of financial support to maintain stipendiary clergy in benefices in areas of high deprivation or with high populations. The identifying, developing and resourcing of a broader range of lay ministries, building on the success of the Authorised Worship Assistant (AWA) initiative is also a priority. Further consultation and implementation would be worked out at Deanery and Archdeaconry level.

*Nicky Burr*

### **c) Summary of our Finance Report**

See the St. Augustine's report (VII c) and St Luke's report (VIII e) below and the Finance report on page 22.

## **VII. St Augustine's Reports**

### **a) St Augustine Warden's report**

In the early months of 2020 much appreciated volunteers especially Matthew, Howard and Phil worked on various bits of maintenance to the hall including a quite major repair to the roof, felting and ceiling at the west end of the hall. This task was finished off when lock down eased in the summer months. Our thanks also to Robert who has taken good care of the hall and grounds throughout.

We were grateful for the use of St Luke's when lockdown eased initially eventually moving back to our hall. We have several members who do not use the internet.

The reintroduction of restrictions sadly affected plans for saying final goodbyes to Sarah Quantrill whose ministry we have very much appreciated. Mel and I are also very grateful for all that she did to guide us and make everything as easy for us as possible during the time of interregnum.

During the Summer we have been developing the music group and under the guidance of Martin Wyatt have enjoyed developing a four part harmony singing group.

In December restricted once more, we decided to use our hall windows to try to minister to local residents and worked together to fill them with illuminated angels and nativity scenes. Local people have expressed this sign of cheer and life in an otherwise shut down dormant building.

We have endeavoured to keep good contact with all members of the congregation through a buddying scheme and in the main this has worked well. One of our joys has been to visit Thomas Tawell house (where Phyllis Seaman is staying) with music for the jubilee celebrations and at various other times including a group Carol singing outside their dining room during Christmas week. We also met for our usual alternative Carol service at the hall and personally invited local people to join us from their doorsteps for outdoor carols. We also took gifts to children living in the Lathes. A small gathering on Christmas day provided for people who might otherwise have been alone and isolated.

*Carrie Sant*

### **b) District Church Council (DCC)**

Our DCC meetings have been characterised by good humour, crisp chairing, and an ability to get business done because of the large proportion of congregation in the meeting. Thanks are due to everyone for their time and deliberations and especially Sarah Quantrill for her leadership for most the year and to Carrie for her close support as Warden.

In 2020 we met in January, February, August, and October.

We have maintained disciplined coverage our key governance areas by maintaining standing items for every agenda: Finance, Safeguarding and the Church Hall Fabric. The main purpose of our meetings, however, are to enrich our spiritual and communal life, and during the year we addressed how to:

- be of special support to people during the pandemic isolation.
- develop a buoyant and meaningful regular time together on Zoom.
- support people's spiritual growth through *St. Augustine's Way* in our changed circumstances.

*Howard Green*

**c) Finance**

We have received the support of our bookkeeper, Deborah Jennings, who has mastered our ways and the quirks of the two sets of separable accounts in the one workbook which aggregates the PCC's accounts as a whole in a format acceptable to the Charity Commission. It has been particularly beneficial to have been able to use the new electronic banking facilities when visits to banks were becoming very restrictive.

We were particularly grateful to Simon Snell for his work in keeping our Gift Aid payments administered in an up to date manner.

Despite our substantial loss of hall hire income, we were very pleased to be able to get to the end of the financial year pretty much breaking even over the year as well as having paid our parish share in full. This is something that we regard as a very high priority.

*Howard Green*

**d) St Augustine's Hall Booking Manager's Report**

Before the Hall was locked down in mid-March due to Covid-19 regulations, there were 51 hires by 8 hirers: Anglia Square A Love Story choir (9), The Martin's Singers choir (10), Extend seniors' exercise class (9), Thursday Club seniors' social group (10), Bernie's Yoga class (9), Creative Arts East (2), Norwich Cycling Campaign group (1), private hire (1).

It was noticed on 12 January 2020 that part of the ceiling in the upper room had collapsed, possibly due to rain water ingress. The boilers were serviced on 21 February 2020. The piano was tuned on 3 March 2020.

*Stuart Maclaren*

**e) Worship on a Sunday**

The year 2020 has of course been drastically affected by Covid as far as worship on Sundays is concerned. The average size of the congregation started at around 20, and this proved providential, as under Covid restrictions we could not have accommodated more in the church hall. We did spend a few weeks meeting at St Luke's, with its greater space, but this lasted only while the St Luke's congregation was not meeting on a Sunday.

At St Augustine's we were able to accommodate a music group, which has paradoxically been expanded, with Anna Green and Martin Wyatt taking a more prominent role. This has given us at times a more choir-like feel, with a capella singing in parts. The worship group now consists of Dot Lenton (violin and vocals), Anna Green (violin and vocals), Martin Wyatt (violin and vocals), Tim Lenton (guitar and vocals), Phil Kerrison (guitar) and Matt Williams (piano and vocals). Carrie Sant (guitar and vocals) and Howard Green (piano and vocals) sometimes step in.

Thanks to churchwarden Carrie, we adhered to Covid regulations in the hall, with careful distancing, no singing by the congregation, and people wearing masks. When we were not able to meet at the hall, we resorted to online meetings hosted by Howard Green using Zoom. These were successful, although a few people sadly could not access them.

Our tradition of flexible Anglican worship remains, with chanting and periods of silence. The departure of the Rev Sarah Quantrill leaves the burden of celebrating Holy Communion (when this is possible) on congregation member the Rev Liz Cannon, to whom we are grateful. The other services are Morning Worship, led by members of the congregation, namely Howard, Phil, Tim, Carrie (all authorised worship assistants) and Liz.

Preaching has been mainly by Howard, Tim, Carrie and Liz, with occasional lectio divina by Anna Green. Most of the above also contribute prayers and readings; the readers also include Ray Fiske, Jenny English, Matt Williams, Martin Wyatt, Jude Reynolds and Dot Lenton.

The loving atmosphere of mutual encouragement remains. We feel that the St Augustine's worship experience continues to be distinctive and quietly exciting.

We continue to use the self-produced forms of liturgy (adapted for Zoom), which are consistently Anglican but have different emphases: thanksgiving, contemplation and the Northumbrian tradition. The Holy Communion liturgy is also customised to a degree.

*Tim Lenton*

**f) Norwich Christian Meditation Centre**

The Norwich Christian Meditation Centre is a brand name that we use to promote our spiritual outreach; outward-facing retreats, talks, courses, and workshops. The people who come to our events tend to be at the fringes of the regularly-worshipping population. Many are 'churched' but have moved away from commitment to a church community and we regard this as key component of our outreach.

Many thanks are due to Martin Smith for his continuing administration of the Peace Meditations at St. Luke's, to Liz for her imaginative workshops just before the first lockdown.

Our main plan for the year was to have an event at St. Luke's in the spring of 2020 led by Ian Adams, Breathe Deep. The publicity was designed and printed and tickets were



selling well (many thanks to Debbie House and Howard Green for their work) before unfortunately the pandemic required us to cancel the event and refund everyone. Our hopes are to revisit this idea again when the conditions allow.

Instead, we partnered with the Friends of Julian of Norwich and others in a three-afternoon retreat in the autumn led by Mirabai Starr drawing on the spiritual insights of Julian, Teresa of Avila and Hildegard of Bingen. These were extremely well-received, and brought in a welcome surplus to assist our financial position. We will definitely need to think of further virtual or blended (part 'present'; part recorded) in the coming year.

The DCC delegates its data controller responsibility to named individuals who are members of the congregation.

*Howard Green*

**g) The Afternoon Club.**

We closed on 12th March 2020 and I have kept in touch with all the members offering help where needed and sending gifts at Christmas and Easter.

I am looking forward to opening The Afternoon Club on Thursday Afternoons again as soon as it is safe and possible to do so. When we open I will be recruiting new members and welcoming existing members with a full and interesting program.

*Shirley Banester*

## **VIII. St Luke's Reports**

**a) St Luke's Warden's Report.**

What a year 2020 has been! When St Luke's and St Augustine's DCCs met together in January to think and pray about the year ahead we didn't even begin to imagine all that would occur. But despite the challenge of a global pandemic and the sad departure of Sarah I look back over the year and see a number of things to be grateful for.

When we shut the church building in March we were quick to adapt to online services and creative in our use of technology. As well as Sunday mornings there was also daily compline and weekly coffee mornings. These coffee mornings provided an opportunity to 'see' others at a time when lockdown was still an alien concept. News was shared, sunflowers compared and support and encouragement offered.

Alongside this was the buddy scheme which hopefully ensured that everyone was connected to someone else in the church and the caring community of St Luke's rose to the challenge of supporting one another in difficult times. A special thanks must go to Sarah who initiated and sustained these initiatives as well as phoning people to ensure that they were not left feeling too isolated. Thanks as well to Karen and Martin Wimhurst who organized several of the famous St Luke's quizzes over the year so that we could continue to have fun together!



Following on from the away day in January, the DCC held a series of workshops to identify key areas for growth and development. The three areas identified were prayer, discipleship and outward focus and whilst we are trying to identify ways to support these areas we ultimately recognise that we need to look for where God is at work and join in with the movement of God's Spirit. Please join us in praying that we will have eyes to see, ears to hear and a spirit that responds to God's call.

Although the building has had to be shut to hirers, we are delighted that in October we welcomed Hope Into Action, a Christian charity working to provide housing and support for those without homes, into our building. They are hiring Room 2 and hopefully once we are able to open the church again we can invite them to a Sunday service to share more about their work.

It is with great sadness that we said goodbye to Sarah and Mike Quantrill in November as Sarah was appointed vicar at Carlton Colville and Mutford. We are grateful to all that they both brought to St Luke's, and to Sarah for the care and leadership that she gave us during her time with us. We were also sad to lose Richard Turk who had been worshipping with us during his ordination training and thank him for getting involved in the life of St Luke's so wholeheartedly.

Finally, I want to thank everyone at St Luke's who has been so supportive and encouraging to me as Churchwarden but especially to the members of the DCC who have worked tirelessly and enthusiastically throughout the year and have ensured that the load never rests on one person alone.

*Melissa Snell*

#### **b) District Church Council**

The DCC is the decision-making body of St. Luke's and as such meets regularly to discuss mainly the business side of church life. The DCC has delegated some decisions to a dedicated sub-committee, the Fabric Committee, which reports and advises on the maintenance and improvements required for our building; the most expensive requirements must be approved at DCC meetings.

In 2020, we met in February with many plans for church life and the building and then with Covid times descending on us, we met irregularly! Only in June, September, October and December this year. Every agenda includes finance, safeguarding and maintenance. However, this year we have been dominated by sadly lack of finance due to lack of hiring, no in-church services and wondering when we can meet together again, safely and singing. Risk assessments and action plans have taken quite a lot of time too. We were so blessed to have Sarah leading us through the minefield of all the extra business required. She thankfully left us with all the documentation we needed to continue without her and Melissa has stepped up as our lead and chair admirably.

On a positive note, we have had time to reflect on the Away Day and the vision of our church. We have met several times on Zoom to discuss the way forward for St Luke's, what is important to the life of the church and have included the congregation in this

by using a survey for all to contribute to the discussions. These are obviously on-going, particularly as we lost the lovely Sarah and all the contribution she made to the vision of the church. So watch this space... through tough times, the DCC keeps working for you all, both practically and spiritually.

*Karen Wimhurst*

**c) Church Hire**

From January until March 18th bookings were functioning much in the same way as 2019 with the addition of one new yoga group. Once we closed for bookings with COVID, the ME support group was allowed to meet as a defined support group in the first lockdown but were then informed by the council that they could no longer do that. All of our regular bookings have said that they wish to return. There has been ongoing goodwill with all of them. Barry was kept informed throughout the year. The year ended with no further booking activity.

*Phil Gazley, Bookings Coordinator*

**d) The Fabric Committee.**

2020 has been a unique year, and we have faced many challenges, particularly because for much of the year the building has had to be closed due to lockdowns.

Sarah and Melissa did a great deal of work in making the building Covid-secure when we were able to be open in the summer. We are very grateful to Beth, who spent a significant time in gathering quotations for the kitchen refurbishment. We hope to make progress on this in 2021, and thank you to everyone who gave so generously to the Kitchen Refurbishment appeal which stands at just under £4,000 so far – we expect to need about £20,000 altogether.

Martin has continued to work tirelessly (as well as being treasurer) behind the scenes to manage contractors and giving up considerable time and energy to ensure that the building is taken care of. And thanks to Robert Haslam for his care of the front garden and allotment, and to Mike for taking care of the grounds.

**Work undertaken in 2020**

- Sorted and removed broken chairs
- Finishing off the heating upgrade - cost approx £17,365
- Lighting – install LED bulbs in quiet room and new Dusk to Dawn sensor – cost approx £200
- Fitting a time switch to control outside floodlights – cost approx £133
- PAT Testing – cost approx £193
- New keys cut / new key safe plus locksmith work – cost approx £325
- Repainting of Room 2 for long term hire by Hope Into Action

**Plans for 2021**

- Acquire additional funding for the kitchen refurbishment and commission the work
- Ensure that the ramp is repaired

- Repaint external doors and fascia boards and start gradual repainting of all external woodwork and railings.
- General re-decoration of various rooms

*Simon Snell*

**e) St Luke's Finance Report for 2020**

I am pleased to report that, despite the hardships people must have faced throughout the Pandemic, our planned giving increased from £22,500 in 2019 to a fantastic amount of £27,180 in 2020. Gift Aid Reclaim was also up from £5,959 in 2019 to £7,024 in 2020. However, due to the Pandemic, income from Hall Hire suffered badly and was down from £16,242 in 2019 to £5,142 in 2020.

St Luke's portion of the Parish Share had increased from £29,750 in 2019 to £34,212 in 2020 but, due to the downturn in Hall Hire Income, we were not able to meet this amount and ended 2020 with only having contributed £23,531 towards our share. Having said this, we have since paid a further amount enabling the Diocese to receive a total of £25,000 for the 2020 year. Gas and Electric costs continued their downward trend and ended the year at £4,919.

Despite not being able to cook / serve meals for the elderly during the majority of 2020, the Luncheon Club has still managed to transfer £1,000 from their fund to the General Fund.

Most of our reserves are held with Barclays Bank the closing balance at year end in our Community Account (general fund usage) was £23,525 - this includes amounts of £2,349 for Mission Giving / £3,896 for Luncheon Club / £3,955 for Kitchen Refurbishment Fund. Due to the installation of the electric heaters at the start of 2020 all monies held in the Fabric Fund had been depleted by year end.

We also hold an amount of £1,567 in the Business Premium Account with regards to the interest being earned on the Miss Pratt shares. These shares are held in the Church of England Investment Fund, and at year end were valued at £7,682.

Finally, thanks to everyone who have helped me during the year with the Church accounts – I will not mention names (just in case I miss someone out) but you know who you are.

*Martin Wimhurst*

**f) Hospitality**

On February 28th, we held our last indoor event and raised money for Macmillan Cancer Support by taking part in the Mammoth Quiz again, with teams from the church and other friends. We all enjoyed being together... how little did we realise how special it was!

Sarah, Elwira and I set up an events committee and we had plans. Sadly, these are all on hold. But we tried to enjoy some time together as much as we could.

Instead of meeting in The Revelation Café, St. Luke's and friends met online every Saturday for a while, for a catch up and a coffee together.

We held two other quizzes online, written and presented by my friend, Alan Barnes and although not the same, we certainly had some 'competitive' fun.

Hopefully we will be able to start getting together in person more and more and next year I will struggle to keep my report to the minimum word count!

*Karen Wimhurst*

#### **g) Worship at St Luke's in 2020**

As with everything in this most unusual and difficult year, the worship services at St Luke's have been affected hugely by the measures to tackle the pandemic.

We are pleased to say that we managed to quickly adopt the new technology, acquiring licences and new equipment which enabled us first to hold services online via Zoom, then to broadcast them on Facebook whilst back in the building during the summer, then back to Zoom again during the lockdown after Christmas. With Sarah's help, we also began daily Compline services which were attended by a faithful number, and because they were recorded and made available Facebook, people have been able to watch and participate at a later time.

Clearly it has been a source of frustration and sadness not being able to meet in person, especially for those who have not been able to join in online. It has also been a time of learning, making mistakes and, we hope, making worship more engaging. We have drawn on many different resources, and now have a sizeable recorded music library which can be used in future services, which is a lot less stressful than trying to do it live.

Worshipping via Zoom has presented challenges (especially when the technology hasn't cooperated) but has also enabled us to participate (and sing) from the comfort of our homes, even though it is mediated through a computer or phone. Having the whole service recorded and then available on Facebook has also meant that church members (and other people) have been able to watch later.

We eagerly look forward to being in church together in person, hopefully with reducing restrictions in line with the Government's plans. In the meantime, please let us know if there is anything the church can do to support you in worship online or in person.

Finally a big thank you to Andrew, Nicky, Richard & Angela, Phil, Steve, Martin and Karen who have all been involved in preparing the music, online prayer and doing the vital sound desk, slides and Zoom hosting.

*Simon Snell*

#### **h) Lunch Club**

In the year we were only able to provide 9 meals ending on March 11th when the corona virus prevented our meetings in the Church for the rest of the year and beyond. We were, however, able to provide in July, September, November and December free afternoon teas and ploughman's lunch delivered by our helpers to the members' homes. Maria was also able to use our stock of food for the homeless.

This year we were able to give £1000 to the Church plus £100 for the homeless and we finished with a ring fenced balance of £3896.34.

During the year we were sorry to hear of the loss of Marion Durrant.

We await the development of the Jubilee Centre and the facilities provided by the Muslim Community to see how the Luncheon Club will be affected.

*Roy Hansell*

#### **Future Developments**

- Continued development of online and in church worship
- Refurbishment of the kitchen at St Luke's
- Further development of St Augustine's Way

**Financial Statement for 2020**  
**Reserves Policy**

# Agenda for the Annual Parochial Church Meeting for 2020

*Only those on the new church Electoral Roll are allowed to comment or vote.*

1. Apologies for Absence
2. Minutes of last year's APCM
3. Questions arising from Formal Reports
  - a. Trustees Report.
    - i) Parish Activities
    - ii) St Luke's Activities
    - iii) St Augustine's Activities
  - b. Financial report:  
*If you have any questions on the enclosed accounts, which have been Independently Examined and accepted by the PCC, that you would like our Treasurer to answer then, where possible, please submit the question to the Treasurer 72 hours before the meeting so as he can give an informed reply to you at the meeting.*
4. Elections and Appointments as below
  - a. Elect Members for the DCCs  
*(Nomination Forms are available in both churches)*
    - b. Assistant Wardens
    - c. Appoint an independent Auditor/Examiner
5. Setting the Date for next year's APCM
6. Any other Business – to be notified to Karen Wimhurst, the PCC Secretary before the start of the meeting

## PARISH OF ST LUKE'S WITH ST AUGUSTINE'S NEW CATTON

### ANNUAL PAROCHIAL CHURCH MEETING 2020

The Annual Church Meeting was held on Zoom on Monday 19 October 2020. The Rev Sarah Quantrill, interim priest-in-charge, presided. 23 people were present. No apologies were received.

Sarah opened the meeting with a prayer and a reading: Colossians 3:12-17.

#### **1. Acceptance of: Minutes of 2019 Annual Meeting**

Accepted unanimously and all attendees emailed their approval to the Secretary at the end of the meeting.

#### **2. Elections and Appointments**

Election of the Churchwardens

Melissa Snell and Carrie Sant were both proposed and nominated for another year of office.

Election of new members of the DCCs: voting not required as places available exceeded nominations received.

St Augustine's

Howard Green, nominated by Carrie Sant and Dot Lenton.

Matthew Williams, nominated by Judy Reynolds and Tim Lenton.

Phil Kerrison, nominated by Carrie Sant and Howard Green.

St Luke's

Frances Cooke, nominated by Melissa Snell and Jean Easton.

Beth Magee, nominated by Melissa Snell and Karen Wimhurst.

Appointment of Independent Examiner of Accounts

Nik Vitkovich was to be thanked for his tremendous job on the accounts this year, helping above and beyond where there had been issues due to the transition from one treasurer to another. Sarah would also see if he was willing to carry on inspecting our accounts.

Election of Deanery Synod Representatives

The parish was entitled to elect 3 representatives: 2 from St Luke's and 1 from St Augustine's to serve for three years. Nicky Burr was re-elected for her final year as St Luke's representative and Carrie Sant for her first year for St Augustine's.



Appointment of treasurers

Howard Green as PCC and St Augustine's treasurer and Martin Wimhurst for St Luke's.

Appointment of Parish Secretary

Karen Wimhurst.

### **3. Questions arising from the Formal Reports**

Tony raised a question about a difference in the energy costs. Martin clarified the issue. Tony also raised a question on the Parish Share as to why we had paid £34,000 when St Luke's share was only £29,750. Martin explained this was because St Augustine's paid St Luke's £4,250 to be passed on to the Diocese rather than paying direct.

### **4. Schedule for the APCM 2021**

The meeting next year will be later than usual as this year's was so late. Sarah shared the schedule with everyone explaining the deadlines and dates, confirming the APCM will be held on 10 May 2021. As the report covers a calendar year, Sarah will write her report for January to 15 November (her leaving date).

### **5. Vote of thanks**

Carrie ended the meeting with a vote of thanks for Sarah and Mike, for all their support and work over the past two years and setting up so much which will be helpful in the future.