

St Luke & St John Ecclesiastical Charity
(St Luke's Church Hall)

Annual Report by the Trustees for 2020

Legal and Administrative Information

This report is produced in accordance with the Charity Commission guidelines on the Charities Act 2011.

Name of Charity: The St Luke & St John Ecclesiastical Charity

Registered No: 1078441

Registration Date: 2 December 1999

Governing Document: Charity Commission Scheme CD(TI)101,673 sealed 29 March 1994

Charitable Objects: The Managing Trustees shall apply the income of the Charity to further the religious and other charitable work of the Church of England in the Ecclesiastical Parish, including the provision and maintenance of a Parish Hall.

Classification of Charity on the Register of Charities:

Topic (What does your charity set out to do?)

General Charitable Purposes

Religious Activities

Beneficiaries (Who does your charity help?)

Children/Young people

Elderly/Old people

Other charities/voluntary bodies

Method of operation (How does your charity operate?)

Makes grants to organisations (schools, charities, etc)

Provides buildings/facilities/open space

Property: The property of the Charity is vested in the Gloucester Diocesan Trust Ltd

Managing Trustees: Ex-officio The Revd Patrick Wheaton
 Ex-officio Victoria Beevers and Terry Howard Churchwardens
 Nominated Margaret Bristol (2019) (Chair) and Simon Barton (2016) - appointed by the St Luke & St John Parochial Church Council (PCC) for a 4 year term.

Secretary: Mary Chatterley

Hall Coordinators: Sylvia Lauder, Bookings Manager, 07792 567189
 Lesley Thomas, Facilities Manager, 07942 965981

e-mail: info@stlukes-hall.org.uk

Website: www.stlukes-hall.org.uk

St Luke & St John Ecclesiastical Charity

Trustees' Report

The Trustees main policies to achieve the charity's aims are:

- To maintain St Luke's Church Hall and take action to improve its facilities
- To make the Hall available for the purpose of furthering the religious and charitable work of the Church of England in the Parish
- To apply a proportion of the income towards the religious and charitable work of the Church of England in the Parish
- To let the Hall for other secular and social purposes
- To let parking spaces in the car park during the working day to produce additional income

The year started with a good level of bookings, in line with recent years for the first three months.

In the face of the growing Coronavirus threat, the Senior Citizens Welfare Committee (SCWC), a major user, decided to cancel their luncheon club bookings from 6th March. By Sunday 22nd March all other bookings had been cancelled. This total lockdown was to last until July.

The Trustees offered the Hall and its facilities towards "Helping Our NHS" but they were not needed. Nevertheless, the Hall was used on occasions by the Department of Critical Care at Gloucester Royal Hospital in the summer and by a local GP surgery in the autumn to allow socially distanced flu vaccines.

The Trustees decided to retain their part-time Bookings and Facilities Managers on full pay, regarding their hours as annualised. There was much to be done: keeping in touch with customers; issuing cancellations and refunds; keeping up with government regulations with a view to reopening; carrying out risk assessments; purchase of special equipment and supplies for COVID-19 security; deep cleaning the Hall including all the chairs; employment of a new cleaner and carrying out interim cleaning when no cleaner was available; and developing special terms and conditions for users to ensure their COVID-secure use of the Hall.

There were no positive cases of COVID-19 reported so the Hall never had to close because of that regulation.

Most people holding permits to park at the Hall continued to pay rent, even though many were working from home. This provided valuable income. Occasional rent for "casual parking" was received from local residents who needed parking for contractors working at their properties.

We took the opportunity to carry out work at the Hall, for example completing the conversion to LED lighting, general redecoration, and a full refurbishment of the main hall floor.

The facilities on offer at the Hall were restricted to assist the enforcement of COVID security: the main kitchen was locked and the toilets were restricted to single users, the small Committee Room was used as a store room for superfluous furniture and was closed for most purposes; some bookings were moved from the small hall to the main hall to allow for social distancing.

Limited use, with suitable provision for social distancing, began again in July, for example St Luke's Church used the Hall for family worship on Sunday afternoons. Also ballroom dancing tuition for couples in the same "bubble".

September saw a relaxation of the restrictions on education and led to the return of Morea Performing Arts, our major user, who in fact increased their use of the Hall. This continued for the rest of the year and produced significant income. A few other groups were able to adapt to comply with social distancing requirements: Momentum Pole & Aerial, Janet Marshall's Performance Workshop, AT Soccer Camps (SupaStrikers - soccer-based activity for children aged 2-4 years), AA Groups, Oficina Da Capoeira England, a Pilates group and a dance group. The new lockdown in November meant that all these were again suspended, leaving only Morea Performing Arts and one of the AA support groups.

Other groups were never able to function after the initial lockdown and Cheltenham Open Door cancelled their Christmas Shelter. There were no parties.

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Trustee Business: Revd Patrick Wheaton acted as Trustee on behalf of the Rector of the Benefice. These arrangements have been agreed with the Charity Commission. Mrs Margaret Bristol continued as Chairman.

The Trustees met in February and once by Zoom in November, but carried on business by email during the year.

The Trustees were able to make grants as detailed below in the notes to the accounts. Most grants made to the school were for projects that were cancelled because of the pandemic. The Trustees agreed that these could be carried forward until after the pandemic.

The Audio Visual system was improved by the addition of a Quad (4 channel) microphone system. An external shed was purchased and constructed outside the kitchen to provide storage of items required by a significant new user.

The Trustees continued to work to improve the energy efficiency of the Hall, for example, by completing the move to LED lighting. They were delighted to receive an offer of a donation towards the provision of solar panels and made plans for this.

Financial Report and Notes to the Accounts

A formal statement of accounts prepared by Mr Simon Sheldon FCA of Harper Sheldon Limited is attached.

Income from lettings includes: Morea Performing Arts: £9,679; Momentum Pole and Aerial: £1,947; Performance Workshop: £1,822; AA Groups: £1,312; Oficina da Capoeira, England: £810; SCWC: £792; AT Soccercamps: £650.

Charitable grants: The Trustees made grants to St Luke's Church (£12,397) and to Saint John's Church of England Primary School (£4,470).

Reserves Policy: Unrestricted funds are needed: (a) to provide funds which can be designated to specific projects to enable these projects to be undertaken at short notice and (b) to cover the maintenance and running costs of the Church Hall, and other administration and support costs without which the charity could not function.

The Trustees reviewed the charity's needs for reserves in line with the guidance issued by the Charity Commission and decided that it might not be possible to protect the reserves during the 2020 pandemic. Nevertheless, unrestricted reserves at end 2020 had only fallen to £21,964 (compared with £29,014 in 2019). This approximates to 10 months running costs (based on the more typical 2019 figures for maintenance and running costs and administration and support costs), which in fact exceeds the normal requirement for 6 months reserves. The level of reserves is monitored and reviewed by the trustees annually.

St Luke & St John Ecclesiastical Charity

Accounts for the Year Ended 31st December 2020

Registered Charity Number 1078441

St Luke & St John Ecclesiastical Charity

Statement of Financial Activities

For the Year Ended 31st December 2020

	General Fund	Property Fund	Endowment Fund	Total 2020	Total 2019
	£	£	£	£	£
Income and Expenditure					
Incoming Resources					
Regular Lettings	23,458	0	0	23,458	40,958
Casual Lettings	0	0	0	0	0
Parking Rents	13,478	0	0	13,478	12,712
Garage rents	0	0	0	0	0
CBF Interest & Dividend	484	0	0	484	542
Miscellaneous	0	0	0	0	0
Donations	1,257	0	0	1,257	72
Total Incoming Resources	38,677	0	0	38,677	54,284
Resources Expended					
Charitable grants	16,867	0	0	16,867	24,123
Water, Heating & Lighting	2,653	0	0	2,653	3,798
Telephone & Internet	382	0	0	382	375
Insurance	1,329	0	0	1,329	1,296
Cleaner	3,377	0	0	3,377	4,951
Projects & Improvements	3,522	0	0	3,522	10,188
Furniture & Equipment	363	0	0	363	573
Maintenance	4,968	0	0	4,968	3,579
Coordinator Pay	11,368			11,368	10,005
Administration	898	0	0	898	1,106
Provision for Doubtful Debt	0	0	0	0	908
Total Resources Expended	45,727	0	0	45,727	60,902
Net Incoming Resources	(7,050)	0	0	(7,050)	(6,618)
<i>Gains on Investment Assets</i>					
Realised	0	0	0	0	0
Unrealised	0	0	914	914	2093
Net Movement in Funds	(7,050)	0	914	(6,136)	(4,525)
Fund Balances Brought Forward at the Start of the Year	83,964	155,050	13,286	252,300	256,825
Fund Balances Carried Forward at the End of the Year	76,914	155,050	14,200	246,164	252,300

The notes on page 3 form part of these accounts.

St Luke & St John Ecclesiastical Charity

Balance Sheet as at 31st December 2020

	General Fund £	Property Fund £	Endowment Fund £	Total 2020 £	Total 2019 £
Fixed Assets					
Freehold Property (note 2)	54,950	155,050	0	210,000	210,000
Current Assets					
CBF Deposit Fund	17,581	0	0	17,581	25,097
CBF Investment Fund		0	14,200	14,200	13,286
Cash at Bank	5,085	0	0	5,085	2,979
Cash & Stamps in Hand	95	0	0	95	98
Debtors and Prepayments	-694	0	0	-694	1,435
	22,067	0	14,200	36,267	42,895
Liabilities Due Within One Year					
Creditors & Accruals	103	0	0	103	595
	103	0	0	103	595
Net Current Assets	21,964	0	14,200	36,164	42,300
Total Assets Less Current Liabilities	76,914	155,050	14,200	246,164	252,300
Net Assets	76,914	155,050	14,200	246,164	252,300
Funds					
General Fund	76,914			76,914	83,964
Property Fund (note 2)		155,050		155,050	155,050
Endowment Fund			14,200	14,200	13,286
	76,914	155,050	14,200	246,164	252,300

The notes on page 3 form part of these accounts.

Approved by the Board of Trustees and signed on its behalf by: -

Trustee: Margaret Bristow
Date: 04/04/21.

Trustee: [Signature]
Date: 4th April 2021

St Luke & St John Ecclesiastical Charity

Notes to the Accounts.

1. Accounting Policies

These accounts have been prepared under the historical cost convention as modified by the inclusion of the freehold property at valuation and in accordance with applicable accounting standards and the Statement of Recommended Practice on Accounting by Charities.

The Trustees consider all expenses constitute direct charitable expenditure.

2. Freehold Property

The property, St Luke's Church Hall, was substantially refurbished during 2000 at a cost of £54,950. As the property is owned by the charity, the trustees decided to introduce it into the accounts at a valuation to reflect the refurbishment. It has been included in the accounts at a site value of £210,000 as provided by Kirkham Pryer, Chartered Surveyors, Estate Agents & Valuers on 11th January 2001.

The valuation has been used for an impairment review under the transitional provisions of FRS11 "Impairment of Fixed Assets and Goodwill" and a Property Fund established to reflect the difference between the valuation and the refurbishment costs of £155,050.

As the site value is essentially the value of the land no depreciation will be provided.

St Luke & St John Ecclesiastical Charity

Independent Examiner's Report to the Trustees of St Luke & St John Ecclesiastical Charity

I report on the accounts of St Luke & St John Ecclesiastical Charity for the year ended 31st December 2020, which comprise the Statement of Financial Activities, the Balance Sheet, and the related notes as set out on pages 1 to 3, respectively.

Respective Responsibilities of the Trustees and Independent Examiner

The charity's trustees are responsible for the preparation of the accounts. The charity's trustees consider that an audit is not required for this year under section 144 of the Charities Act 2011 (the Charities Act) and that an independent examination is needed.

It is my responsibility to:

- examine the accounts under section 145 of the Charities Act,
- to follow the procedures laid down in the General Directions given by the Charity Commission under Section 145(5)(b) of the Charities Act, and
- to state whether particular matters have come to my attention.

Basis of Independent Examiner's Report

My examination was carried out in accordance with 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 trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit, and consequently no opinion is given as to whether the accounts present a "true and fair view" and the report is limited to those matters set out in the statement below.

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 record in accordance with section 130 of the Charities Act; and
 - to prepare accounts which accord with the accounting records and comply with the accounting requirements of the Charities 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.



Simon Sheldon FCA
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Chartered Accountants
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Date: 06 04 21