

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

Annual Report by the Trustees for 2021

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(T1)101,673 sealed 29 March 1994 – Amended on 10 Dec 2021
HMRC ref (Gift Aid): ZD10194 charitable company
HMRC ref (UTR): 88777 27575

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 – Priest in Charge
Ex-officio	Victoria Beevers (until April 2021) and Terry Howard Churchwardens
Nominated	Margaret Bristol (2019) (Chair) and Simon Barton (2021) - appointed by the St Luke & St John Parochial Church Council (PCC) for a 4 year term. 3 rd nominated trustee (governing document amended 10 Dec 2021) vacant

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 in the midst of a severe "Tier 4" Coronavirus lockdown, with one of our support groups being the only user for the first two months. In March we moved to "Step 1" when Morea Performing Arts, as an educational activity, was able to restart. Groups that were able to operate within strict social distancing rules followed in April. Further relaxation of the regulations ("Step 3") followed in May until they were lifted in July. The kitchen was brought back into use. Bookings began to return to normal in September, with the Senior Citizens Welfare Committee (SCWC) lunch clubs restarting, albeit in a smaller way than before. This situation continued until it was interrupted by the Omicron precautions in December.

The Bookings Manager kept users informed of the changing regulations and modified arrangements to make maximum use of the space available. The Facilities Manager ensured that the Hall was kept clean and safe and complied with COVID-19 security regulations.

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

Cheltenham Open Door moved to new premises, bringing an end to their use of the Hall for their Christmas refuge after over 20 years.

Most people holding permits to park at the rear of the Hall continued to pay rent, even though they may have been 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.

Trustee Business: Victoria Beevers resigned as churchwarden at the Meeting of Parishioners on 18th April and was not replaced. Her post as ex-officio trustee therefore fell vacant. Robert Bolton, a former trustee, was invited to attend and advise at meetings. As a separate issue, the trustees applied to the Charity Commission to amend the governing document to increase the number of nominated trustees to three. The amendment was ratified on 10 December. Lisa Campbell was invited to attend meetings as an observer.

Mrs Margaret Bristol continued as Chairman. The Trustees met in June, September and November.

The trustees were delighted to receive a gift of £8,000 from Margaret and the late John Bristol towards the provision of solar panels. A 9.99kW system was installed in February which is expected to generate 8,681kWh annually. The trustees continued to explore options for insulating the hall building and other means of reducing its carbon footprint.

Grants were made to support ministers in training in the parish. A small grant was made for pastoral support to staff at Saint John's School. The trustees made arrangements with Saint John's School that grants made to the School in 2020 before the pandemic could be carried forward.

The Audio Visual system in the main hall was thoroughly upgraded to improve the installation and its user interface. A new AV system was installed in the small hall based on a 75" UHD smart TV.

A new "Mesh" WiFi system was installed. The internet connection was moved to fibre, which offers a minimum of 32Mb.

A new booking system was introduced in the autumn. Conversion to this system was managed successfully but required considerable additional effort from the Bookings Manager.

St Luke & St John Ecclesiastical Charity

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: £17,184; Momentum Pole and Aerial: £3,422; AA Groups: £2,326; Performance Workshop: £1,783; Everyman Theatre: £1,571; Oficina da Capoeira, England: £870; SCWC: £792; AT Socccercamps: £835; Royal Scottish Country Dance Society: £803.

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 have reviewed the charity's needs for reserves in line with the guidance issued by the Charity Commission and consider it prudent that unrestricted reserves should be sufficient to cover 6 months maintenance and running costs and administration and support costs. Unrestricted reserves at end 2021 were **£33,702**. This approximates to **15** months running costs. 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 2021

Registered Charity Number 1078441

St Luke & St John Ecclesiastical Charity

Statement of Financial Activities

For the Year Ended 31st December 2021

	General Fund	Property Fund	Endowment Fund	Total 2021	Total 2020
	£	£	£	£	£
Income and Expenditure					
Incoming Resources					
Regular Lettings	37,627	0	0	37,627	23,458
Casual Lettings	0	0	0	0	0
Parking Rents	11,674	0	0	11,674	13,478
Garage rents	0	0	0	0	0
CBF Interest & Dividend	422	0	0	422	484
Miscellaneous	0	0	0	0	0
Donations	8,120	0	0	8,120	1257
Total Incoming Resources	57,843	0	0	57,843	38,677
Resources Expended					
Charitable grants	7,000	0	0	7,000	16,867
Water, Heating & Lighting	2,850	0	0	2,850	2,653
Telephone & Internet	407	0	0	407	382
Insurance	1,478	0	0	1,478	1,329
Cleaner	5,767	0	0	5,767	3,377
Projects & Improvements	11,652	0	0	11,652	3,522
Furniture & Equipment	934	0	0	934	363
Maintenance	2,741	0	0	2,741	4,968
Coordinator Pay	11,686			11,686	11,368
Administration	1,550	0	0	1,550	898
Provision for Doubtful Debt	40	0	0	40	0
Total Resources Expended	46,105	0	0	46,105	45,727
Net Incoming Resources	11,738	0	0	11,738	(7,050)
<i>Gains on Investment Assets</i>					
Realised	0	0	0	0	0
Unrealised	0	0	2,032	2,032	914
Net Movement in Funds	11,738	0	2,032	13,770	(6,136)
Fund Balances Brought Forward at the Start of the Year	76,914	155,050	14,200	246,164	252,300
Fund Balances Carried Forward at the End of the Year	88,652	155,050	16,232	259,934	246,164

The notes on page 3 form part of these accounts.

St Luke & St John Ecclesiastical Charity

Balance Sheet as at 31st December 2021

	General Fund £	Property Fund £	Endowment Fund £	Total 2021 £	Total 2020 £
Fixed Assets					
Freehold Property (note 2)	54,950	155,050	0	210,000	210,000
Current Assets					
CBF Deposit Fund	29,003	0	0	29,003	17,581
CBF Investment Fund		0	16,232	16,232	14,200
Cash at Bank	5,697	0	0	5,697	5,085
Cash & Stamps in Hand	93	0	0	93	95
Debtors and Prepayments	198	0	0	198	-694
	34,991	0	16,232	51,223	36,267
Liabilities Due Within One Year					
Creditors & Accruals	1,139	0	0	1,139	103
Security Deposits	150			150	
	1,289	0	0	1,289	103
Net Current Assets	33,702	0	16,232	49,934	36,164
Total Assets Less Current Liabilities	88,652	155,050	16,232	259,934	246,164
Net Assets	88,652	155,050	16,232	259,934	246,164
Funds					
General Fund	88,652			88,652	76,914
Property Fund (note 2)		155,050		155,050	155,050
Endowment Fund			16,232	16,232	14,200
	88,652	155,050	16,232	259,934	246,164

The notes on page 3 form part of these accounts.

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

Trustee: *Margaret Bish*
Date: *20th March 2022*

Trustee: *[Signature]*
Date: *20th March 2022*

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 2021, 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
Director of Harper Sheldon Limited
Chartered Accountants
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Cheltenham
GL50 1UA

Date: 24th March 2022