

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

### Annual Report by the Trustees for 2025

#### 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 – as amended on 10 Dec 2021 as amended on 1 Dec 2023.  
**HMRC ref (Gift Aid):** ZD10194 charitable company  
**HMRC ref (UTR):** 88777 27575

**Charitable Trading Subsidiary:** PLC 12897513, registered address: St Luke's Church Hall St. Lukes Place Cheltenham GL53 7HP, was purchased in December 2022. The company was dissolved on 16 December 2025.

**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, being the Custodian Trustee of the Charity.

**Managing Trustees:**

Ex-officio	The Revd Patrick Wheaton
Ex-officio	Linda Pitchford, Churchwarden
Nominated	Lisa Campbell (2022), Robert Bolton (2024) and Simon Barton (2025), - appointed by the St Luke & St John Parochial Church Council (PCC) for a 4 year term.

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

**e-mail:** [info@stlukes-hall.org.uk](mailto:info@stlukes-hall.org.uk)

**Website:** [www.stlukes-hall.org.uk](http://www.stlukes-hall.org.uk)

## **Trustees' Report**

### **The Managing 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

### **Trustee Business:**

The Trustees met four times in the year; Lisa Campbell continued as chairman.

A grant of £2,000 were made to the Ministry Assistant at St Luke's to allow her to complete her theology studies when she was only available to work part time. Another grant was made to the PCC towards her further employment.

A grant of £3,500 was made to the PCC to support Hospitality & Community Engagement at St Luke's to assist with the costs of a facility trading on the church grounds.

Grants totalling £4,100 were made to Saint John's School to fund their use of The Rock facility, to support music in the school in various ways and to allow a whole school visit to the pantomime.

The Trustees extended their insurance to cover Hirer's Liability in the case of casual use of the Hall.

An acoustic movable wall was installed in the small hall to create a soundproof partition. Another contract was let for 2026 to improve the soundproofing of the RSJ above that partition.

Charges for parking at the Hall were increased from September to take account of recent inflation.

The audio system in the main hall was upgraded, to include remote control of the volume via an app and the replacement of the digital piano.

Following the sale of the "Fire Truck", the company which had operated as a Charitable Trading Subsidiary was dissolved in December 2025.

### **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: £28,007; AA Groups: £3,389; Royal Scottish Country Dance Society: £2,664; Oficina da Capoeira, England: £1,750; Performance Workshop: £1,664; Parkinson's Table Tennis: £1,472; AT Soccercamps: £1,330; Trish Tenn Fitness: £1,280; I1Plus Tutor: £1,120; Heath Jackson Clubbercise: £1,085; Busy Bees – Bespoke Tutoring, £1,042.

We were sorry to say goodbye to Cheltenham Senior Citizens Welfare Committee, who had been a major user of the Hall since 1997.

**Reserves Policy:** Unrestricted reserves at end 2024 were **£85,904**. The level of reserves is monitored and reviewed by the trustees annually in line with the guidance issued by the Charity Commission. The Trustees have reviewed the charity's needs for reserves and consider that they are needed:

1. to provide funds which can be designated to specific projects to enable them to be undertaken at short notice;
2. to cover 6 months maintenance and running costs and administration and support costs without which the charity could not function – approximately **£19,000**;
3. in respect of certain administration and support functions which are currently performed by volunteers, to allow these to be transferred to paid staff or contractors – approximately **£16,000**;
4. to build funds to allow the replacement of the gas fired central heating system that has been in operation for nearly 30 years with a sustainable alternative - approximately **£15,000**.

**St Luke & St John Ecclesiastical Charity**

**Accounts for the Year Ended 31<sup>st</sup> December 2025**

**Registered Charity Number 1078441**



# St Luke & St John Ecclesiastical Charity

## Statement of Financial Activities

For the Year Ended 31<sup>st</sup> December 2025

	General Fund	Property Fund	Endowment Fund	Total 2024	Total 2024
	£	£	£	£	£
<b>Income and Expenditure</b>					
<b>Incoming Resources</b>					
Regular Lettings	61,089	0	0	61,089	59,581
Parking Rents	15,114	0	0	15,114	15,353
CBF Interest & Dividend	3,079	0	0	3,079	2,198
Miscellaneous	0	0	0	0	0
Solar Export	516	0	0	516	69
Donations	28	0	0	28	100
<b>Total Incoming Resources</b>	<u>79,826</u>	<u>0</u>	<u>0</u>	<u>79,826</u>	<u>77,301</u>
<b>Resources Expended</b>					
Charitable grants	13,600	0	0	13,600	9,514
Water, Heating & Lighting	4,150	0	0	4,150	3,473
Telephone & Internet	514	0	0	514	473
Insurance	2,172	0	0	2,172	1,770
Cleaner	8,544	0	0	8,544	8,166
Projects & Improvements	13,348	0	0	13,348	6,336
Furniture & Equipment	1,183	0	0	1,183	2,472
Maintenance	5,582	0	0	5,582	5,794
Coordinator Pay	15,565	0	0	15,565	14,755
Administration	2,508	0	0	2,508	1,801
Provision for Doubtful Debt	15,000	0	0	15,000	0
<b>Total Resources Expended</b>	<u>82,166</u>	<u>0</u>	<u>0</u>	<u>82,166</u>	<u>54,554</u>
<b>Net Incoming Resources</b>	(2,340)	0	0	(2,340)	22,747
<i>Gains on Investment Assets</i>					
Realised	0	0	0	0	0
Unrealised	0	0	(641)	(641)	359
<b>Net Movement in Funds</b>	<u>(2,340)</u>	<u>0</u>	<u>(641)</u>	<u>(2,980)</u>	<u>23,106</u>
<b>Fund Balances Brought Forward at the Start of the Year</b>	143,283	155,050	16,027	314,360	291,254
<b>Fund Balances Carried Forward at the End of the Year</b>	<u>140,943</u>	<u>155,050</u>	<u>15,386</u>	<u>311,380</u>	<u>314,360</u>

The notes on page 3 form part of these accounts.

# St Luke & St John Ecclesiastical Charity

## Balance Sheet as at 31<sup>st</sup> December 2025

	General Fund £	Property Fund £	Endowment Fund £	Total 2024 £	Total 2024 £
<b>Fixed Assets</b>					
Freehold Property (note 2)	54,950	155,050	0	210,000	210,000
<b>Current Assets</b>					
CBF Deposit Fund	81,809	0	0	81,809	53,730
CBF Investment Fund		0	15,386	15,386	16,027
Cash at Bank	4,354	0	0	4,354	3,104
Cash & Stamps in Hand	59	0	0	59	91
Debtors and Prepayments	160	0	0	160	1,632
Investment in Trading Subsidiary	0			0	30,000
	86,382	0	15,386	101,768	104,584
<b>Liabilities Due Within One Year</b>					
Creditors & Accruals	388	0	0	388	224
Security Deposits	0	0		0	0
Promissory Note re Trading Subsidiary	0	0		0	0
	0	0		0	0
	388	0	0	388	224
<b>Net Current Assets</b>	85,994	0	15,386	101,380	104,360
<b>Total Assets Less Current Liabilities</b>	140,944	155,050	15,386	311,380	314,360
<b>Net Assets</b>	140,944	155,050	15,386	311,380	314,360
<b>Funds</b>					
General Fund	140,944			140,944	143,283
Property Fund (note 2)		155,050		155,050	155,050
Endowment Fund			15,386	15,386	16,027
	140,944	155,050	15,386	311,380	314,360

The notes on page 3 form part of these accounts.

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

Trustee:



Trustee:



Date:

22<sup>nd</sup> April 2026

Date:

22<sup>nd</sup> April 2026

## **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 11<sup>th</sup> 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 31<sup>st</sup> December 2025, which comprise the Statement of Financial Activities, the Balance Sheet, and the related notes as set out on pages 1 to 4, 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.

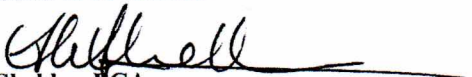
### **Independent Examiner's Statement**

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  
Midway House  
Staverton Technology Park  
Herrick Way  
Cheltenham  
GL50 1UA

Date: 27/4/2026.