



holy apostles

and to

To know Jesus  
make Jesus known

# Holy Apostles PCC

## Annual Report and Financial Statements Year ending 31 December 2022



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# ANNUAL REPORT OF THE PAROCHIAL CHURCH COUNCIL

**The Parochial Church Council (PCC) presents its annual report for the year ended 31 December 2022, together with the accounts for the year.**

## REFERENCE AND ADMINISTRATIVE INFORMATION

Holy Apostles is situated in Charlton Kings, Cheltenham. It is part of the Diocese of Gloucester, within the Church of England. Registered Charity number 1133865. Our correspondence address is: Church of the Holy Apostle, London Road, Charlton Kings, CHELTENHAM, Gloucestershire, GL52 6HW.

## STRUCTURE, GOVERNANCE AND MANAGEMENT

The structure, governance and management of Holy Apostles are determined by the rules of the Church of England, in particular the Church Representation Rules 2020. Governance is provided by the Vicar, Curate, Church Wardens, and Treasurer (the Senior Leadership Team), along with the rest of the PCC. Day to day management is the responsibility of the Senior Leadership Team (SLT), and the day to day operations are the responsibility of the SLT along with the paid Staff Team.

## Membership of the PCC

Members of the PCC are elected by the Annual Parochial Church Meeting in accordance with the Church Representation Rules 2020 or are ex-officio. The membership of the PCC consists of the Incumbent, Churchwardens, and members elected by those members of the congregation who are on the electoral roll of the church. The full PCC was scheduled to meet six times during the year and also held additional meetings. Due to the unprecedented events of the pandemic, the 2021 Annual Meeting agreed to permit any elected PCC members due to step down that year to extend their terms of office through to the 2022 APCM.

PCC members who have served from 9th May 2022 until the date this report was approved are:

Ex-officio	Revd Ashley Collishaw Revd Rachel Beere Revd James White Jo Palmer	Vicar Curate Pioneer Minister Churchwarden from 18 May 2020 - 31
August 2022	Neil Foulger Martin Hall	Churchwarden from 15 October 2020 Churchwarden from 25th September
2022		
Co-opted	Fiona Foulger Megan Day	Treasurer PCC Secretary
Elected	Richard Simpson	Deanery Synod, 15 October 2020 -
23		
	Simon Preston	Deanery Synod, 15 October 2020 -
23		
	Kath Warner Marianne Kelly Ben Collishaw	15 October 2020 - 23 15 October 2020 - 23 (casual vacancy) 9 May 21 -23

Ruth Bull	9 May 2021 - October 22
Charlotte Rawlings	15 May 2022-2023
Annabelle Taylor (CV)	15 May 2022-2024
Oriel Wilson (CV)	15 May 2022-2024
William Cummings-Bruce	15 May 2022-2025
Howard Naylor	15 May 2022-2025

## Staff Team

During the year we appointed Penny Metcalfe, as Children, Family, and Youth Ministry Lead; Nathan Sinclair and Zach Collishaw, 2 new vergers. We said Goodbye to Ed Foulger who was our Head Verger, and Dom Hamilton our Director of Music, and we wish them well in their future endeavours.

Alongside our employed staff team the maintenance and development of our buildings and grounds has been contracted out to Rob Gill and his company, acting as a Facilities Manager under instruction from the SLT (see Church Fabric Report below).

## STATEMENT OF TRUSTEES RESPONSIBILITIES

The trustees (Members of the PCC) are responsible for preparing the Annual Report and the financial statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

The law applicable to charities in England & Wales requires the trustees to prepare financial statements for each financial year which give a true and fair view of the state of affairs of the charity and of the incoming resources and application of resources of the charity for that period. In preparing these financial statements, the trustees are required to:

- select suitable accounting policies and then apply them consistently;
- observe the methods and principles in the Charities SORP;
- make judgements and estimates that are reasonable and prudent;
- state whether applicable accounting standards have been followed, subject to any material departures disclosed and explained in the financial statements;
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charity will continue in operation.

The trustees are responsible for keeping proper accounting records that disclose with reasonable accuracy at any time the financial position of the charity and enable them to ensure that the financial statements comply with the Charities Act 2011, the Charity (Accounts and Reports) Regulations 2008 and the provisions of Church Accounting Regulations 2006. They are also responsible for safeguarding the assets of the charity and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

## AIMS AND PURPOSES

The primary objective of the PCC is to promote the gospel of our Lord Jesus Christ according to the doctrine and practice of the Church of England. Under the Parochial Church Councils (Powers) Measures 1956, Holy Apostles PCC 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. It also has maintenance responsibilities for Holy Apostles Church building and associated property. There has been no change in the primary objective of the PCC during the year.

The parish of Holy Apostles has also adopted the following local purpose and vision statements:

**Our Purpose:** *To know Jesus and to make Jesus known*

**Our Vision:** *Our communities transformed by the love of Jesus*

## VALUES

### **God led:**

*actively seeking to know and follow what God is doing*

*(because, unless God builds the house the labourers work vain. Ps 127.1)*



*today  
in*

### **Spirit empowered:**

*Expecting and making space to encounter God's presence in everything we do*

*(because: the same power that raised Christ from the dead is living in us. Rom 8.11, and Eph. 1. 17-21)*



### **Open and inclusive:**

*Offering a generous, grace-filled welcome, that values difference, encourages questioning, and enables honesty, integrity and transparency.*

*(Just as a body, though one, has many parts, but all its many parts form one body, so it is with Christ. For we were all baptised by one Spirit so as to form one body – whether Jews or Gentiles, slave or free – and we were all given the one Spirit to drink. And so the body is not made up of one part but of many. Now if the foot should say, 'Because I am not a hand, I do not belong to the body,' it would not for that reason stop being part of the body. And if the ear should say, 'Because I am not an eye, I do not belong to the body,' it would not for that reason stop being part of the body. If the whole body were an eye, where would the sense of hearing be? If the whole body were an ear, where would the sense of smell be? But in fact God has placed the parts in the body, every one of them, just as he wanted them to be. If they were all one part, where would the body be? As it is, there are many parts, but one body... 1 Corinthians 12.12-27)*



### **Fully engaged:**

*offering everyone opportunities for contributing as well as receiving:*

*seeking after God's kingdom not our own comfort, and intentionally engaging in: Evangelism; Social Action; and Campaigning for Change*

*(Each of you should use whatever gift you have received to serve others, as faithful stewards of God's grace in its various forms. 1 Peter 4.10)*



### **Always growing:**

*Getting wider, deeper and closer together: by developing robust, personal faith at all ages, supporting families of all kinds in the struggles and joys of life, and working to connect with each other in genuine, diverse, caring relationship.*

*(...speaking the truth in love, we will grow to become in every respect the mature body of him who is the head, that is, Christ. From him the whole body, joined and held together by every supporting ligament, grows and builds itself up in love, as each part does its work. Ephesians 4: 15-16)*



## **OBJECTIVES & ACTIVITIES**

### **PUBLIC BENEFIT**

Holy Apostles main purpose is 'to know Jesus and make Jesus known' and we do this in a number of ways

- Providing services of worship every Sunday which vary in style.
- Providing occasional offices (baptisms, marriages and funerals) as and when required.
- Holy Apostles also provides a number of additional groups and activities based on the needs of the different communities within our church and surrounding parish.

We seek to enable ordinary people to live out their faith within the different communities that they are a part of. We do this through

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

To facilitate this work it is important that we maintain the fabric of the Church and the Church Hall, together with the Church grounds.

## **ACHIEVEMENT & PERFORMANCE DURING 2022**

### **PCC ANNUAL REPORT 2022**

The PCC met six times during the year, including at an 'away' day to discuss a number of issues from

safeguarding, financial and practical. The following is a summary of the issues discussed.

### **1. Employment review**

Following Beanie Farrimond stepping down, the PCC reviewed the different posts employed in the church. They agreed to employ a Children, Families and Youth Lead for the church and appointed Penny Metcalfe. They also approved the appointment of Rob Gill to oversee the facilities.

### **2. Finance report and Budget**

Fiona reported back throughout the year on the financial aspect of church life. This included:

- The hall - Now back up to pre covid hire rates
- Annual Report & Accounts - Fiona reported to PCC on the Annual accounts.
- 2022 Budget - PCC approved a budget for 2022
- Giving - Fiona reported that planned giving is down due to some people having to reassess their situation during the pandemic, and some people moving on. Although several new people have joined.

Thank you Fiona for her hard work.

### **3. Policy review**

Richard Simpson carried out a policy review of the policies we have in church. This is an ongoing piece of work and each policy regularly requires updating. Thank you Richard for his hard work.

### **4. Pastoral Review**

- The PCC continued to consider the pastoral review, what Pastoral Care should look like in a church, and how we can equip people, especially homegroup leaders. They approved a new pastoral care structure for the church which included the appointment of Louise Hunt as Pastoral Care coordinator.

### **5. OTHER**

- Christmas plans 2022
- Summer Fun Event 2022 approved
- Approved 2 new foundation Governors Jon Moss and Shaun Gluyas
- Agreed new Employment handbook
- Reviewed Safeguarding at every meeting
- Appointed a new quinquennial architect for the church
- Ongoing look at Strategic intentions
- Agreed to become part of the Cheltenham Funeral Project

Megan Day (PCC Secretary)

## **SAFEGUARDING STATEMENT**

### **Annual Report for Holy Apostles - Year Ending 31 December 2022**

#### **Safeguarding Update**

The Church of England's focus over the past few years has been to strengthen and change its approach to safeguarding. To move us all away from the thinking "that it can't possibly be an issue here" but to one where we know it could be. To put in place measures that allow us to prevent risks to our children, young people, and vulnerable adults among us. To recognise when safeguarding concerns arise and act quickly to

address these. To repent when we have failed in our safeguarding duties and to respond compassionately and pastorally to victims and survivors of abuse.

It is everyone's responsibility to make our church a safe, healthy, and nurturing place for all. Our aim should be to have safeguarding integral in what we do, and not seen as an "added" extra. We at Holy Apostles, like the national church, the diocese, and other parishes, have started on the journey to change our mindset and practice in this area. This annual report summarises how far we have travelled and how far we still need to go.

Holy Apostles has adopted the Church of England *Promoting a Safer Church* Safeguarding Policy as well as the Parish Safeguarding Handbook, which details procedures and practices in all aspects of safeguarding. This is reviewed and adopted by the PCC each year. You can find this on our website, and at the back of the church, along with details of what to do should you have a concern about someone's or your own safety.

The past year we saw 2 key changes in roles, with a new Children, Young People and Families lead and most recently the Pastoral care coordinator. Work has begun to ensure both roles are well supported and knowledgeable in safeguarding practice.

Other Key activities undertaken this year include:

- Regular reporting to PCC on all matters related to safeguarding. The Electronic Parish Safeguarding dashboard and action plan is reviewed in detail bimonthly to monitor how we are doing against national Safeguarding requirements and best practice.
- Regular touchpoints with Diocesan Safeguarding advisors are undertaken to ensure we keep abreast of and respond to any national and /or local safeguarding guidance
- Continue to monitor and recruit additional DBS evidence checkers, to ensure we have sufficient capacity to support this activity
- Successful implementation of the national change from a 5-year DBS renewal cycle to 3 yearly cycle of checks. This has meant an increase in DBS refresher checks, along with checks on new volunteers. Thank you for your patience and cooperation in getting these completed in a timely way and to Megan Day for her support with this activity.
- Continue to promote safeguarding training, ensuring all our staff and volunteers have the appropriate training for their roles. Good progress has been made in this area particularly for the PCC members who are required to complete up to foundation level of general safeguarding training as well as the domestic abuse awareness module.

Focus for 2023:

- Detail our safer recruitment approach, particularly for volunteers. This may mean there are additional steps you may need to do when you volunteer but this is a key element in our preventative approach to safeguarding.
- Increasing the safeguarding training compliance for our children, young people volunteers, equipping them to recognise and manage any safeguarding concerns that arise.



- Review when and how we support vulnerable adults and ensure we have included good safeguarding practice in all we do
- Continue to promote a safeguarding culture at Holy Apostles.  
As part of this, I would again encourage anyone who wants to increase their knowledge of safeguarding to visit the Church of England safeguarding training portal at

<https://safeguardingtraining.cofeportal.org>

The Basic awareness training is **for everyone** within Church communities who wants to have a better understanding of safeguarding issues and our Christian response in this important area.

In closing, a reminder that the parish has a dedicated email address for safeguarding issues,

[safeguarding@holypostles.org.uk](mailto:safeguarding@holypostles.org.uk). This email box is monitored by Candace Plouffe, Parish Safeguarding Officer to ensure confidentiality of any queries or issues that arise.

Candace Plouffe  
Parish Safeguarding Officer

## CHURCH FABRIC REPORT

At the start of Summer 2022, I was delighted to be asked if I would support Holy Apostles by taking on the vacant part time role of Facilities Manager, as an independent contractor, having had significant prior knowledge and experience of the buildings and grounds. This role being very much hands on in terms of the maintenance and development work needed. It has also expanded to include responsibility for IT.

Over the last few months, we have primarily been dealing with the fall out of the Covid pandemic, hence operating in a reactive mode to resolve a large number of outstanding issues. However, we have also been able to complete some significant changes. Aside from the usual maintenance activities (trees, gutters, drainage, mini Spring clean etc), I have highlighted below some of the changes that have happened:

- The hall basement has reopened following extensive remedial works to damp-proof the floor and external walls.
- The heating capacity in the hall has proved problematic, especially in view of the fact the Café is a recognised “warm space”. This has now been rectified by the inclusion of additional pump capacity
- The main path lighting has been replaced with heavy duty light bollards, which have proved both resilient and effective.
- The Hall Café has been refurbished to provide increased cooking facilities and storage, to support all our users.

At the time of writing this, we are nervously awaiting the arrival of the Church Architects Quinquennial report – which is the 5 year survey of the Church building. We are aware of a number of issues that have already been identified, and will require remedial work. The Church boiler has also continued to show signs of advancing age, and we are looking at replacement options and costs, as well as how we can keep the existing system running.

To give a flavour of things that are being looked at for the next few months, we are looking at how we use our space, cleaning activities, how we can make our buildings more energy efficient, other renewable options (and grants available), and external works (including the state of the car park, and levelling off some of the rough ground at the front of the church).

Special thanks once again are due to Dean Palmer who has continued to mow the large amount of grass. Also to Carl Palmer, who after several years of support of the various IT systems, has been able to hand over this responsibility.

Thank you to everyone who continues to care for our buildings and grounds in such practical ways.

Rob Gill (Facilities Manager)

## **CHURCHWARDENS REPORT**

As a worshipping community we have enjoyed a regular pattern of services on Sundays, with these generally taking place at 9.00 and 10.30 in the mornings, and at 6.00 in the evening, though recently we have introduced a regular combined service at 10.00 on the first Sunday of the month. We have also had a midweek communion service at 2.00pm on the 2<sup>nd</sup> and 4<sup>th</sup> Wednesdays of the month, and Messy Church on Sunday afternoons once a month.

We are hugely grateful to all those who have led services and shared God's word through the ministry of preaching, to all who have provided music and songs for our worship, who have read from the bible and led us in prayers, and for those who have been on welcome teams, sound desk and refreshment rotas, also to the vergers who prepare the church and clear up afterwards - all of whom have contributed so richly to the gathered times of our church community.

We do, however, wish to make special mention of Rev. Tim Watson, who has been a faithful servant to Holy Apostles in so many areas of ministry, but who decided this year to step down from regularly leading the 9 O'clock service. A big thank you to Tim for all he has offered and continues to offer to our community.

We also wish to say a massive thank you to those who have led small groups through the year, those involved in leading and facilitating men's and women's ministries, and to the team involved in providing ministry to children, families and young people. We have been thrilled to welcome Penny Metcalfe as Children, Youth and Families Lead, and we wish her well as she and her team grow these important areas of ministry.

There is so much going on amongst our fellowship beyond Sunday services and regular group meetings. This year we have welcomed a large Ukrainian community into our midst, and have been greatly blessed by them. Thank you to those who are committed to providing ongoing welcome and nurture to these folk.

There have been Alpha courses, Care for the Family courses, regular Kaleidoscope friendship meetings, and "Sunflowers" sessions for preschoolers and their families and carers. In the summer we had a great Summer Fun event outside, while over the winter we have been providing a regular "warm space" on Tuesdays where people have been able to gather to keep warm in a relaxed and friendly environment.

Behind the scenes, we are very grateful to those involved in safeguarding - Candace is so thorough and dependable in this area - and in pastoral care. We have been delighted and excited to have Louise Hunt appointed to the post of Pastoral Care

Coordinator, which we are sure will help to set and maintain ever higher standards of pastoral care for our church fellowship.

We continue to appreciate all that Megan Day brings to the role of Parish Administrator, not to mention her involvement in many areas of children's work, and a big thank you to Dean Palmer who religiously keeps the lawns and environs of the church looking smart.

Thank you to all who serve on the Parochial Church Council, giving generously of their time and gifts. We might single out in particular our treasurer Fiona Foulger, who works tirelessly to ensure that our church finances remain on an even keel – no mean feat! In addition, we are personally and hugely thankful to the work which Rob Gill does in maintaining the fabric of our church building and the church hall, having been appointed this year as Facilities Manager.

There have, of course, been some goodbyes this year, and amongst those we should mention are Dom Hamilton, who having served Holy Apostles as Musical Director for an incredible 21 years, stepped down in December. We have been greatly blessed by his musical talent and commitment over the years and wish him well in this next season.

Following his marriage last year, Edward Foulger stepped down as vergers, but later in the year we welcomed Zachary Collishaw and Nathan Sinclair as newly appointed assistant vergers to work alongside Fliss Dye and Ben Collishaw.

Jo Palmer had announced her intention to resign as Warden as soon as a new Warden could be appointed. Having done a fantastic job helping to navigate the church through challenging times of restrictions and change, she finally stepped down at the end of last year when Martin Hall was appointed, and commissioned by Ash on 25<sup>th</sup> September.

We really are so grateful to everyone who has contributed to the diverse aspects of life at Holy Apostles over the last year, and apologise if we have forgotten to mention anyone or their ministry specifically, but thank you very much indeed, and bless you all.

Neil Foulger and Martin Hall, Churchwardens

## WORSHIP

Our worship life saw some big changes in 2022. We completed our first full year of two morning services, with the 9am shaped and firmly established by Tim Watson. After twelve months of leading, preaching, and pastoring the new 9am congregation Tim decided it was time to step back a bit and enjoy a little more time with his family. He



continues to step up as needed and we are hugely grateful for all he has done and continues to do.

The biggest change in our worship was Dom's decision, after two decades leading the music at HA, to step down at the end of the year. During his time the church has grown from under 60 to around 200. We were very sad to see him go and continue to celebrate his enormous contribution to the worshipping life of Holy Apostles.

Since the start of the year we have seen a growing group of singers and musicians pick up Dom's legacy with the platform often full to bursting. We are immensely grateful for all who have answered the call and we would like to keep the door wide open to as many members of the church as possible to minister in this area. It has been a joy to watch a true ensemble come together. We are still working on resourcing the 9am service for music, including regular organ accompaniment, and are determined not to lose this aspect of HA worship.

Revd Ashley Collishaw

## **Alpha**

The Alpha course began on Wednesday 5th October - Wednesday 7th December. Seventeen people signed up for Alpha. We had three small groups. Of the seventeen sign-ups, six dropped out, two for health reasons, and the others due to changes in circumstances; this is quite normal for an Alpha Course. We used the Alpha Film Series for the talks, which is high quality and accessible to all, and the guests appreciated it. We had six Ukrainian guests and provided the Alpha film in Ukrainian. The Alpha Team was made up of fourteen members of Holy Apostles. We had a fantastic catering team, and the group leaders and worship leaders were excellent.

The Alpha Away Day took place at Harnhill on Saturday, 12th November. The location and facilities were of high quality, and I recommend using them again. Another Alpha Course began on Wednesday, 1st March 2023.

Revd Rachel Beere

## **Summer Fun Event**

Last Summer we hosted a very successful Summer Fun Event. This event drew lots of people from the local community and was an opportunity for us to build awareness of all that we offer. As part of this we took the opportunity to raise money for Ukraine.

We hosted around 450 people, with a free hog-roast, coffee, craft activities, bouncy castle, and lots of fun for all the family. As part of the event we were able to run a simple survey to help assess the future development of our hall and cafe. We also had a very successful plant stall for which a huge thank you goes out to Sheila Robinson, Candace Plouffe and Jo Young. A huge thank you to Jem Maynard Watts for entertaining everyone.

## **Kaleidoscope**

Since our last APCM Report, which announced the return of Kaleidoscope after the pandemic, we are pleased to report that the friendship group has gone from strength to strength over the past 12 months and now regularly has over 30 attendees. Kaleidoscope continues to take place twice a month, meeting on the first and third Wednesdays of each month in the church hall. We have been delighted to welcome not only members of Holy Apostles, but also increasing numbers from the wider community. It continues to be led by Vic Thomas, assisted by Gill Ford and a very supportive team of helpers (Chris Coxhead, Natalia Daliska, Sarah Johnson, Sarah Naylor, Mary Leonard, Sue Watson and Andrea Thomas).

The meetings begin with some form of entertainment and are followed by tea and cake. Sessions over the past 12 months have included the group sharing on topics such as 'My Favourite Book' and 'A Favourite Keepsake'; quizzes, (including 'Who wants to be a Millionaire?' and 'Four in a Row'); talks from Vic on 'Everyday Chemicals' and 'Quips and Quotes'; films including 'A Cruise to the Scottish Isles', 'Music, Song and Dance from Around the World' and 'Miniature Railways'; and two afternoons of song led by guest Howard Naylor. On the occasion of the late Queen's jubilee, we met outdoors on the church lawn with tea, a special jubilee quiz and jubilee-themed cakes. We celebrated Christmas with 'Experience Christmas', an afternoon of craft activities

making crib figures and reflecting on the Christmas story, as well as having, just before Christmas, a celebratory Christmas tea and film entitled 'Christmas in the Cotswolds'.

Attendees are invited to support various charitable causes throughout the year, in addition to offering donations to Anna Chaplaincy (a charity which supports elderly people). This year activities have included filling shoeboxes for a Christmas Shoebox Appeal destined for a number of countries in Eastern Europe, and donating dry food items to FOOD.GIVES, an initiative of Barnabas Aid.

Kaleidoscope continues to be complemented, on alternate weeks, by a Communion Service led by Ashley on the second and fourth Wednesdays of each month.

Gill Ford & Vic Thomas

## ANNUAL CHILDREN AND FAMILIES REPORT

Over the last year our children, families and youth work has been gradually settling following the disruption of the Pandemic. After Beanie Farrimond, our previous Children and Families worker, stepped down in December 2021 there was a vacancy until Penny Metcalfe started in September 2022. In the interim, Megan Day did an amazing job coordinating volunteers to keep the children's work going, not just the Sunday morning clubs but also Open the Book and Messy church. Many thanks Megan! Penny has a part time role of 25 hours a week and currently oversees Children, Families and Youth.

### Sunflowers

After a 9 month gap, Sunflowers Praise and Play restarted in September 2022, welcoming back some familiar faces and many new ones. We hold one session a week and usually have between 20 and 30 babies and toddlers, mainly with their mums or grannies but with the occasional dad/grandpa/carer.

Last term we used the theme "This is me!" to look at the way our bodies have been wonderfully made by God, and this term we have been looking at his amazing Creation. Two of the children from Sunflowers have been baptised recently which has been very joyful. We are grateful for our volunteers Marinel Short and Nicola Moore, with occasional help from Anna Swan. We are hoping to recruit a further volunteer.



### Sunday mornings

Since September we have been able to offer a Mini Club session of a story/activity/craft for 3-4 year olds in addition to Creche for 0-2 year olds. School age children up to school year 5 are still together in Sunday Club in the hall but having 3 leaders each week has meant that some activities can be differentiated during the session.



Last term all these groups looked at the miracles of Jesus and this term we are exploring the same themes as the adults, taken from the Sermon on the Mount. Generally there are between 5 and 10 children in Creche/Mini club with around 10 to 15 in Sunday Club. Many of the children vary from week to week.

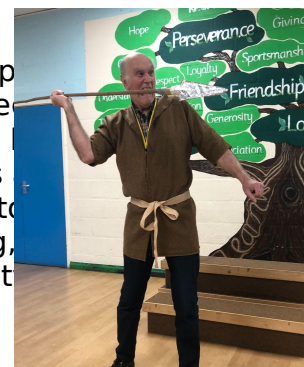
We are very grateful for our team of wonderful volunteers who are currently: Creche: Ali Howes, Chloe Scargill, Anna



Sharp, Alison Ellis, Aline Keir, Paul Maltas. Mini Club : Ali Hedley, Sarah Hart, Charlotte Cumming-Bruce. Sunday Club : Oriel Wilson, Yaz Alfarez, Tara Willard, Fiona Horton, Katherine Yiend, Jane Maltas, William Cumming-Bruce, Lisa Jinks, Emily Wright.

## Open the Book

Our team dramatise a Bible Story each Friday morning at Holy Apostles as part of their collective worship. The way the stories are ordered gives an overview of God's involvement and rescue of his people through the Old Testament. The children are very much on board with the stories and enjoy participating both individually and collectively. Thank you to our volunteer actors/ directors/ prop makers namely Roger Cumming, Megan Day, Caroline Martin, John Sheppard (Cambray), Dave Hatfield.



## Links with Holy Apostles School

In addition to Open the Book visits, we welcomed the children and their families into the church for Harvest Festival and their Carol Service. We will also be hosting an Experience Easter pilgrimage in the church for each class over 2 days at the end of March. Penny enjoyed spending time with the younger children in school last November when they spent an RE curriculum day looking at Prayer. Ash regularly leads Collective Worship at the school which is well received.



## Messy Church

This takes place once a month at 4pm on Sunday and recently we have been welcoming between 20 to 30 children and their families. Each session includes worship, a story/talk and prayer as well as a number of crafts and activities. Due to the lessening of Covid restrictions we have been able to move to a more open plan approach to these so children can spend time on the areas they are most attracted to and it allows more relationship building between families. We have been particularly happy to see a number of new families enjoying Messy Church including some from Sunflowers. We may look at incorporating a snack/tea time depending on volunteer capacity.



In late October we held a Light party which was well attended. This was similar to the Messy Church format but had the added bonus of a series of games run by the FROG young people and leaders.

Many thanks to everyone involved in these sessions particularly our great volunteers Megan Day, Helen Faulks, Steve Burdett, Fiona and David Horton, Katherine Yiend.

## Care for the Family Courses

Volunteer Veronika Needs ran a number of these much appreciated parenting courses both in person before lockdown and then via Zoom when this was no longer possible. In October 2022 she led a 4 week in-person course on Handling Anger in the Family, assisted by Penny who has since qualified as a Care for the Family course facilitator. This year we have run 2 stand-alone courses (Left to their own devices and A mind of their own) when parents met together in our café with the content mainly delivered by

video. These courses had around 10 attendees each time. Future courses are under review as Veronika has now stepped down. Thank you so much Veronika for the way you have blessed many families in this way!

## **FROG**

Our "Fully Reliant on God" group involves children from school years 6-8 (10-13 years). We meet on Sunday mornings during the 10.30 service except when there is an All Age service and we average 6 - 8 young people. Volunteer Margaret Clifford continues to coordinate this work (Thank you Margaret!), along with her great team, comprised of: Chris Coxhead, Stephen Appleton, Alex Collishaw, Nikki Seville and Annabelle Taylor.



FROG members helped by running games at both Summer Fun and our Light Party in October and they also enjoyed their own social outing to Crazy Golf in December. Heavy snow during our walk home meant that snowball fights around the church then took priority over preparing Christingle bags but it was a happy time to spend together. They also helped deliver our Christmas invitations to local households.

8 of our FROG members went with Penny on the Youth For Christ weekend at the end of February. The theme for the talks, worship and discussion sessions was "Anchored to the Rock" and it was an important time for exploring Faith and for the young people to have a huge amount of fun together during activities like laser tag, clay modelling and sumo wrestling!

## **HAY**

Holy Apostles Youth (HAY) aims to provide for our young people aged 13-18. During and following the Pandemic a number of different approaches were tried to attract and retain consistent attendance but this has been a struggle. Once numbers dip below a certain point the young people can be concerned about attending without their friends. From October just one of the group's original young people continued to attend organised sessions. He was joined by 3 new members for twice monthly food/fun/faith sessions organised by Penny and supported brilliantly by Simon Preston, Anna Swan and Sue Nelson. The young people enjoyed the Crazy Golf social in December and 3 tried the Youth For Christ weekend but the very low numbers for the other sessions meant that we decided not to run Youth Alpha which had been our original plan. 2 of the young people are now regularly involved in other church activities and Ash will soon be offering 6 sessions for those wanting to explore faith questions/confirmation so we have put the other sessions on hold for now. Penny is exploring the possibility of linking with other churches for regular youth sessions and also investigating taking our 11-18 year olds to a Christian event/camp in the summer.

Penny Metcalfe

## **HALL & COMMUNITY CAFE**

In 2022 the hall and café were finally fully open after the pandemic and we have seen, thanks to Megan's tireless work, most of our hirers return with hall income back at around pre-lockdown levels. Once again the stretch tent canopy extended the café into the grounds of the church during the summer months and through to October.

On Tuesdays we have continued to offer coffee, tea and cake for free to enable church members and the local community (as well as some hall user groups) to gather and catch up. Throughout the winter we extended these Tuesdays as part of the Warm-Space initiative.

Two big pieces of work have been damp-proofing and re-setting the basement youth room, and remodelling the kitchen area for safety and usability. Both are now fully up and running, and whilst the basement required specialist contractors and considerable cost, the tireless and creative work of Rob Gill has enabled us to bring the work in within budget and to a very high standard.

We have continued to consider with the Fresh Hope charity, who set up the school house cafe at St Paul's, whether there was a possibility of developing a partnership around our community cafe. We have also considered possible ways of developing the roof space in the hall as well as making our use greener by the addition of solar panels, rainwater gathering, and air-source heating. These deliberations are ongoing.  
Ashley Collishaw

## MISSION SUPPORT

Over the course of the year, since the last APCM, Holy Apostles church has been able to make gifts to a number of charities and recipients on behalf of the church family tithe giving. Cheltenham Youth for Christ, Barnabas Fund and Bishop Mathayo received larger amounts.

We were also able to give to Nathan towards his international Scout Jamboree money raising, as well as the DEC for Ukraine and our own Ukrainian Group and their Sleeping Bag Appeal. In addition we gave to Bible Society, Compassion UK, Care for the Family, Open Door, Sue Ryder, Tear Fund.

Marianne Kelly and Oriel Wilson



The **Diocese of Lake Rukwa**, Tanzania, until this year was led by Bishop Mathayo, is twice the size of Wales. Here is a message from Bishop Mathayo:  
*"Today is my last day to visit parishes as the Diocesan Bishop. On March 26 will be my last service in the Cathedral. It will be a service of saying bye to the Lake Rukwa diocese. So please join me in humble pray so that God will help me to start new life as a retired bishop. Second pray that God will raise a person who will stand firm to proclaim the true gospel. Third that God will enable people in Lake Rukwa to accept this changes. I wish that the relationship between Holy Apostles and Lake Rukwa will stand firm and also it is my prayer that you Holy Apostles will not forget me as your close friend. We need to encourage each other for the benefits of our spiritual journey. God bless you all Mathayo."*



**Youth for Christ** Youth for Christ is about seeing young people's lives changed by Jesus. Working with young people across the county in schools, community groups and churches through the provision of clubs, mentoring, leadership training, church support and evangelism training.

<http://yfcgloucestershire.co.uk/>

**Barnabas Fund** is a Christian charity that aims to support Christian communities and churches around the world that face persecution and discrimination because of their faith. They aim to provide material and spiritual assistance to strengthen Christians in need, and also seek to encourage prayer and raise awareness about the plight of the persecuted Church. <https://www.barnabasaid.org/gb/>

Bible Society - <https://www.biblesociety.org.uk/>

Care for the Family - <https://www.careforthefamily.org.uk/>



Tearfund - <https://www.tearfund.org/>

Sue Ryder - <https://www.sueryder.org/>

Open door - <https://cheltenhamopendoor.org.uk/>

## **DEANERY SYNOD REPORT**

Report on the work of the Cheltenham Deanery Synod 2022-2023

The Deanery Synod met 3 times during the past year, led by Revd Dean Gary Grady:

- 27 June, St Marys
- 13 October, St Lukes
- 29 March, St Nicholas

Continuing on from last year, the most significant agenda item was Deanery Strategic Planning. This has been a gradual and iterative process of consultation and refinement with churches in the Deanery - to a point where a high-level plan is now in place. The plan reflects the diverse nature of the churches in the Deanery and has a particular emphasis on how as churches we can work together and better engage with the communities we serve. The plan is based on the 5 values:

- Prioritising the lost and the least;
- Ecumenical working;
- Support for all churches in health and flourishing;
- Subsidiarity - lowest and local;
- Holding all things in prayer.

There are a set of 'Strategic Priorities', based on enabling our churches to flourish and innovate, with a strong focus on partnerships. A number of key enablers for this include a review of all licensed posts against the plan, as well as the Deanery leadership structure, the establishment of a Deanery Mission Fund. The next step is to create the actual action plan, identifying what resources will be needed and concrete deliverables

A driver for all of this is the challenging financial outlook faced by the Diocese (£700k this year) which will necessitate a small reduction in stipendiary ministry posts (1 post per Deanery). The way that Parish Share is calculated and allocated is also being reexamined for 2024.

Deanery Synod has also noted developments within the Church of England on 'Living in Love and Faith', noting that this is early on in what will surely be a lengthy process, and one that is bound to generate a range of reactions. The leadership of the Church, including Bishop Rachel have emphasised the need to respect that diversity, as we work through the difficult discussions ahead in search of unity (which as Gary Grady rightly notes is not the same as uniformity).

Beyond that Deanery Synod has looked over the course of the year at how the Warm Spaces and Feed Cheltenham can have had an impact on those most in need around us; discussed the impact on church finances of the withdrawal (by General Synod) of

certain funeral fees; and have seen the impact of Pioneer Ministry in our communities (particularly in Whaddon and West Cheltenham).

Richard Simpson & Simon Preston, Deanery Synod Representatives for Holy Apostles



holy apostles

and to

To know Jesus  
make Jesus known

## Holy Apostles PCC

# Annual Report and Financial Statements Year ending 31 December 2022



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# FINANCIAL REVIEW 2022

## Receipts

Unrestricted income from Donations and Legacies (SOFA p19 & Note 2, p23) totalled **£144,074 in 2022**, down from £153,692 in 2021, (*£172,645 in 2020*) of which **£134,265** was from Unrestricted Planned Giving, including Gift Aid. (*£146,397 in 2021, £153,524 in 2020*). Ad hoc, general donations of **£6,993** were received, (*£4,731 in 2021, both including applicable Gift Aid.*) We did have a further **£3,854** in restricted donations, including sizeable donations for Ukraine and the Sleeping bag appeal. In addition, **£1,413** was gathered from Loose Plate collections (*£1,344 in 2021*).

A huge thank you to all our financial givers. You are so appreciated, and so vital for the ministry of Holy Apostles.

In 2021, £30,870 was received as a one-off, non-recurring grant from the Heritage Lottery Fund to aid Cultural recovery after Covid. Following an audit by the HLF we were permitted to keep the money we hadn't spent in 2021, and this is seen as a transfer from HLF Grant to the General fund in Table 13.

Our income from Charitable Activities (Note 3) included **£41,739** income from Hall and Church hire. (*£23,664 in 2021*). This increase is due to good management of the Hall and Church by Megan Day, the general opening - up of life post covid, but also significant fees from a GP led covid testing station in the carpark, which is unlikely to be repeated.

In summary, (SOFA p19) **our total unrestricted receipts for 2022 were £187,116**, (*£190,369 in 2021, including £13,077 designated income, £214K. in 2020*)

## Expenditure

**£210,051** was spent from Unrestricted funds to provide the Christian ministry of Holy Apostles Church. (*£186,021 in 2021*). This increase is due mainly to the cost of repairs to the Hall Basement and an increase in Parish Share. (See Note 5). Staff Costs this year were less, due to a gap between leavers and joiners. Repairs and Maintenance and Hall running costs rose as Facilities Management is contracted out to Rob Gill, meaning his charge appears where hours are spent, rather than in staff costs as when we employed Jon Bull.

At the end of 2022, **General Reserves stood at £21,268** (SOFA p19) (*£31,506 in 2021, including designated reserves*)

**Restricted Reserves stand at £34,629**, down from *£47,169 in 2021*.

## Reserves policy

It has always been PCC policy to try to maintain a balance on free reserves (net current assets) which equates to at least three months unrestricted payments. It is traditionally held to smooth out fluctuations in the cash flow, to meet emergencies and to ensure we can meet our obligations to our paid employees.

We were allowed to keep the whole HLF Grant in order to increase our General Reserves to 8 weeks trading. Our income has fallen again this year, and we are really low on General Funds. This needs to be addressed in order to continue our present

model of ministry. We invite all members of the Church to give this prayerful consideration.

Fiona Foulger (Honorary Treasurer)

## **INDEPENDENT EXAMINER'S REPORT TO THE TRUSTEES OF HOLY APOSTLES CHURCH, CHELTENHAM YEAR ENDED 31 DECEMBER 2022**

I report on the accounts of the charity for the year ended 31 December 2022 which are set out on pages 20-30.

### **RESPECTIVE RESPONSIBILITIES OF TRUSTEES AND 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(2) of the Charities Act 2011 (the 2011 Act) and that an independent examination is needed.

It is my responsibility to:

- examine the accounts under section 145 of the 2011 Act,
- to follow the procedures laid down in the general Directions given by the Charity Commission under section 145(5)(b) of the 2011 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 the general Directions given by the Charity Commission. An examination includes a review of the accounting records kept by the charity and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts and seeking explanations from you as 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 next statement.

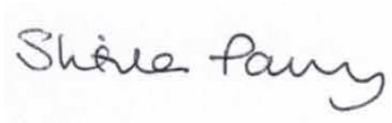
### **INDEPENDENT EXAMINER'S STATEMENT**

In connection with my examination, no matter has come to my attention:

1. which gives me reasonable cause to believe that in any material respect the requirements:
  - to keep accounting records in accordance with section 130 of the 2011 Act; and
  - to prepare accounts which accord with the accounting records and comply with the accounting requirements of the 2011 Act

have not been met; or

2. to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.

A handwritten signature in black ink that reads "Sheila Parry". The script is cursive and fluid, with the first name "Sheila" and the last name "Parry" clearly distinguishable.

Sheila Parry FCCA

Sheila Parry FCCA  
SPX Oxford Ltd  
Peace House  
Oxford OX1  
1LD

## STATEMENT OF FINANCIAL ACTIVITIES (SOFA)

		Unrestrict ed Funds £	Restrict ed Funds £	Total Funds 2022 £	Unrestrict ed Funds £	Restrict ed Funds £	Total Funds 2021 £
	Note						
<b>Income and endowments from:</b>							
Donations and legacies	2	144,074	5,547	149,621	153,672	46,596	200,268
Charitable activities	3	42,925	-	42,925	36,680	-	36,680
Investment income		117	-	117	17	-	17
<b>Total income</b>		<b>187,116</b>	<b>5,547</b>	<b>192,663</b>	<b>190,369</b>	<b>46,596</b>	<b>236,965</b>
<b>Expenditure on:</b>							
Fundraising costs	4	55	-	55	800	-	800
Charitable activities	5	210,051	5,336	215,387	189,545	23,033	212,578
<b>Total expenditure</b>		<b>210,106</b>	<b>5,336</b>	<b>215,442</b>	<b>190,345</b>	<b>23,033</b>	<b>213,378</b>
<b>Net income / (expenditure)</b>		<b>- 22,990</b>	<b>211</b>	<b>22,779</b>	<b>24</b>	<b>23,563</b>	<b>23,587</b>
<b>Transfers between funds</b>		12,752	- 12,752	-	250	- 250	-
<b>Net movement in funds</b>		<b>- 10,238</b>	<b>12,541</b>	<b>22,779</b>	<b>274</b>	<b>23,313</b>	<b>23,587</b>
<b>Reconciliation of Funds</b>							
Total funds brought forward		31,506	47,170	78,676	31,232	23,857	55,089
<b>Total funds carried forward</b>	<b>13</b>	<b>21,268</b>	<b>34,629</b>	<b>55,897</b>	<b>31,506</b>	<b>47,170</b>	<b>78,676</b>



## BALANCE SHEET

		2022		2021	
	Note	£	£	£	£
<b>Current assets</b>					
Debtors	11	6,805		7,697	
Cash at bank and in hand		<u>60,922</u>		<u>74,362</u>	
		67,727		82,059	
<b>Creditors: Amounts falling due within one year</b>	12	<u>- 11,830</u>		<u>- 3,383</u>	
<b>Net current assets</b>			<u>55,897</u>		<u>78,676</u>
<b>Net assets</b>			<u>55,897</u>		<u>78,676</u>
<b>The funds of the charity</b>	●				
<b>Restricted funds</b>	13		34,629		47,169
<b>Unrestricted funds</b>	13		21,268		31,507
<b>Total Charity Funds</b>			<u>55,897</u>		<u>78,676</u>

Seen by the PCC on 24th April 2023 and signed on its behalf by



Revd Ashley Collishaw

## Notes to the Accounts for the year ended 31 December 2022

### 1. ACCOUNTING POLICIES

#### Basis of preparation of financial statements

The basis of preparation of these accounts is in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective 1 January 2015), and in accordance with SORP. They have been prepared in accordance with applicable charity law in the jurisdiction of registration. The primary objective of the charity is to promote the gospel of our Lord Jesus Christ according to the doctrine and practice of the Church of England. The charity meets the definition of a public benefit entity under FRS 102. Assets and liabilities are initially recognised at historical

cost or transaction value unless otherwise stated in the relevant accounting policy note(s). Coronavirus Job Retention Scheme Grants have been added as Income to comply with FRS 102.

It is considered that there are no material uncertainties which might cast significant doubt on our ability to continue as a going concern.

The Church is a registered charity in England and Wales. The Trustees are the members of the PCC named on pages 1 and 2.

## **Fund Accounting**

PCC funds are required to be analysed under specific headings, as follows:

**Unrestricted funds** represent the 'free' funds of the PCC that are not subject to any restriction regarding their use and are available for application for the general purposes of the PCC.

**Designated funds** are earmarked by the PCC for particular purposes but are nevertheless still unrestricted as the PCC can re-designate the funds if it wishes.

**Restricted funds** are funds collected or donated for a particular purpose and cannot be used by the PCC for any other purpose except by agreement with the donor.

The funds of the PCC have been appropriately analysed and the statement of financial activities has been prepared in accordance with this analysis.

## **Income**

All income is included in the statement of financial activities when the charity is legally entitled to the income and the amount can be quantified with reasonable accuracy.

Income received by way of grants, donations and gifts and is included in full in the Statement of Financial Activities when receivable. Grants, where entitlement is not conditional on the delivery of a specific performance by the charity, are recognised when the charity becomes unconditionally entitled to the grant.

## **Notes to the Accounts for the year ended 31 December 2022 (continued)**

### **Expenditure**

Expenditure is accounted for on an accruals basis and has been classified under headings that aggregate all costs related to the category. Expenditure represents amounts invoiced, including value added tax which cannot be recovered.

### **Fixed Assets**

#### **Consecrated land and buildings and moveable church furnishings**

Consecrated property, including Holy Apostles Church hall, is excluded from the accounts by S10(2) (a & c) of the Charities Act 2011. No value is attributed to moveable church furnishings held by the Churchwardens on special trust for the PCC and which require a faculty for disposal since the PCC considers this to be inalienable property. All expenditure incurred during the year on buildings and moveable church furnishings, whether for maintenance or improvement, is written off as expenditure in the SOFA and separately disclosed.

#### **Other fixtures, fittings and office furniture**

Routine replacements and renewals to the projection, computer and sound equipment systems are written off as expenditure in the SOFA. Other equipment purchases of under £1,000 are also written off as expenditure in the SOFA.

### **Current Assets**

Amounts owing to the PCC at the year-end in respect of tax reclaims and other income are shown as debts less any provision for amounts which may prove to be uncollectable.

### **Pensions Policy**

The Church staging date, from which the PCC had to provide pensions for eligible staff was 1 January 2017. Eligible staff were joined into the Church of England Church Workers pension scheme, and pension contributions for them are included in the Staff costs.

### **Tax Status**

As a charity, the PCC is exempt from paying income and corporation tax but does have to pay value added tax. VAT is reclaimable on eligible church maintenance work from the Listed Places of Worship grant scheme. This is shown in *Non-recurring one-off grants*, in the Unrestricted section. (Note 2, p23)

## Notes to the Accounts for the year ended 31 December 2022 (continued)

### 2. Donations and Legacies

	Unrestricted Funds £	Restricted Funds £	Total Funds 2022 £	Total Funds 2021 £
Planned giving	110,860	275	111,135	121,316
Gift Aid on planned giving	23,404	63	23,467	25,456
Loose plate collections	1,413	-	1,413	1,344
Donations	6,993	3,853	10,846	19,541
Non-recurring one-off grants	1,404	155	1,559	32,090
Men's and Women's Ministry	-	1,201	1,201	520
	<u>144,074</u>	<u>5,547</u>	<u>149,621</u>	<u>200,267</u>

### 3. Income from Charitable activities

	Unrestricted Funds £	Restricted Funds £	Total Funds 2022 £	Total Funds 2021 £
Covid Job Retention Scheme	-	-	-	12,526
Fees for weddings and funerals	1,186	-	1,186	491
Church Hall Café	-	-	-	71
Church Hall lettings	29,329	-	29,329	18,090
Church bookings	12,410	-	12,410	5,502
	<u>42,925</u>	<u>-</u>	<u>42,925</u>	<u>36,680</u>

### 4. Expenditure on raising funds

	Unrestricted Funds £	Restricted Funds £	Total Funds 2022 £	Total Funds 2021 £
Costs of fetes & other events	55	-	55	-
Fees paid to fund raisers	-	-	-	800
	<u>55</u>	<u>-</u>	<u>55</u>	<u>800</u>

# Notes to the Accounts for the year ended 31 December 2022 (continued)

## 5. Expenditure on charitable activities

	Unrestricted Funds £	Restricted Funds £	Total Funds 2022 £	Total Funds 2021 £
<b>Work of the Church</b>				
Parish Share	89,407	-	89,407	84,407
Ministry Expenses	1,913	-	1,913	2,788
Light, Heat and Water	7,055	-	7,055	5,782
Insurance	4,175	-	4,175	4,081
Repairs & maintenance, cleaning & churchyard	17,852	-	17,852	13,487
Upkeep of services	6,618	-	6,618	4,659
Men's & Women's Ministry	-	1,281	1,281	223
Music expenses	4,722	-	4,722	4,397
Audio Visual	18	-	18	2,664
Books and study notes	147	-	147	229
Sunday Club / creche	439	-	439	277
Youth Groups	479	-	479	431
Parish training and mission	872	-	872	2,050
Outreach events / course / Long table	2,750	1,391	4,141	2,527
<b>Church Management</b>				
Staffing costs	22,151	-	22,151	42,438
Church office - administration	2,299	-	2,299	2,949
Governance costs examination / audit fee	924	-	924	540
<b>Grants</b>				
Mission giving (tithe) (Note 6)	14,250	-	14,250	16,340
Relief and Development (Note 6)	336	2,364	2,700	431
<b>Other expenditure</b>				
Hall running costs	19,710	300	20,010	16,570
Repairs to the basement	13,934	-	13,934	-
Hall Café Running Costs	-	-	-	5,308
	<u>210,051</u>	<u>5,336</u>	<u>215,387</u>	<u>212,578</u>

## Notes to the Accounts for the year ended 31 December 2022 (continued)

### 6. Analysis of charitable giving

It is PCC policy to tithe budgeted, unrestricted planned giving to our mission partners. In latter years we have added Ad-hoc donations to the tithe tally. The FROG group support a Compassion child through donations, and this expenditure is included here. (Seen in the Accounts under the heading Relief and Development)

	<b>Total Funds 2022 £</b>	<b>Total Funds 2021 £</b>
<b>Total by PCC to charity from mission tithe</b>		
Bishop Mathayo, Lake Rukwa	3,000	3,740
Cheltenham Youth for Christ	3,000	3,500
Barnabas Fund	3,000	3,000
Compassion	670	-
Bible Society	670	-
Tearfund Afghanistan	620	500
Care for the Family	620	500
Sue Ryder	620	500
Open Door	620	-
Scout Trip	500	-
DEC.Org (Ukraine)	500	-
Ukraine HA Group	405	-
FX payment for Bishop Mathayo	25	40
Bishop Mathayo, from restricted donations	-	1,310
Mercy Ships	-	1,250
Cornerstone	-	500
The Rock	-	500
South American Mission Society (Esperanza)	-	500
The Nelson Trust	-	500
	<b>14,250</b>	<b>16,340</b>
	<b>Total Funds 2022 £</b>	<b>Total Funds 2021 £</b>
<b>Total by PCC to charity from relief and development</b>		
Compassion (FROG)	336	361
Anna Chaplaincy (Kaleidoscope donations)	103	40

International Justice Mission (Men's group)	-	30
Ukraine DEC	1,106	-
Ukraine sleeping bags	1,155	-
	<u>2,700</u>	<u>431</u>

## Notes to the Accounts for the year ended 31 December 2022 (continued)

### 7. Analysis of staff costs

Holy Apostles is not responsible for paying clergy stipends, although we contribute to their pay through Parish Share contributions. None of the employees of Holy Apostles earned £60,000 or more during the periods ended 31 December 2022 or 31 December 2021.

All employees are involved in the provision of the objectives of Holy Apostles PCC. The cost of our Musical Director is charged to **Music Expenses**, see Note 5. His salary and any Employer's NI costs are included in the following breakdown. In 2022, Cleaning services for the Church and Hall have been paid to a contractor, which reduces the staff costs here. We have also contracted out our Facilities work, hence lower staff costs here, but higher figures in Repairs and Maintenance and Hall Running cost. As a "small business" we have benefitted from the Government's Employment allowance which has again taken us out of NI contributions in 2022.

	2022	2021
	£	£
Wages and salaries	24,024	45,018
Employer's National Insurance	-	-
Employer's pension contributions	885	1,596
	<u>24,909</u>	<u>46,614</u>

### 8. Pension Fund - Church Workers Pension Fund (CWPF)

**Holy Apostles** participates in the Pension Builder Scheme section of CWPF for lay staff. CWPF is administered by the Church of England Pensions Board, which holds the CWPF assets separately from those of the Employer and other participating employers.

CWPF has two sections:

1. the Defined Benefits Scheme 5
2. the Pension Builder Scheme, which has two subsections;
  - a. a deferred annuity section known as Pension Builder Classic, and,
  - b. a cash balance section known as Pension Builder 2014.

#### Pension Builder Scheme

Both sections of the Pension Builder Scheme are classed as defined benefit schemes.

**Pension Builder Classic** provides a pension, accumulated from contributions paid and converted into a deferred annuity during employment based on terms set and reviewed by the Church of England Pensions Board from time to time. Discretionary increases may also be added, depending on investment returns and other factors.

**Pension Builder 2014** is a cash balance scheme that provides a lump sum which members use to provide benefits at retirement. Pension contributions are recorded in an account for each member. Discretionary bonuses may be added before retirement, depending on investment returns and other factors. The account, plus any bonuses declared is payable, unreduced, from age 65.



There is no sub-division of assets between employers in each section of the Pension Builder Scheme.

## **Notes to the Accounts for the year ended 31 December 2022 (continued)**

The scheme is considered to be a multi-employer scheme as described in Section 28 of FRS 102. This is because it is not possible to attribute the Pension Builder Scheme's assets and liabilities to specific employers and means that contributions are accounted for as if the Scheme were a defined contribution scheme. The pensions costs charged to the SoFA in the year are the contributions payable **(2022: £885, 2021: £1,596)**.

A valuation of the Pension Builder Scheme is carried out once every three years. The most recent valuation was carried out as at 31 December 2019. The next valuation is due as at 31 December 2022.

For the Pension Builder Classic section, the valuation revealed a deficit of £4.8m on the ongoing assumptions used. At the most recent annual review, the Board chose to grant a discretionary bonus of 10.1% following improvements in the funding position over 2022. There is no requirement for deficit payments at the current time.

For the Pension Builder 2014 section, the valuation revealed a surplus of £5.5m on the ongoing assumptions used. There is no requirement for deficit payments at the current time.

The legal structure of the scheme is such that if another employer fails, **Holy Apostles** could become responsible for paying a share of the failed employer's pension liabilities.

## **9. Remuneration**

The PCC delegates the oversight of remuneration of its staff to its Employment Action Team. The team meet annually to decide on salary increases, taking cost of living and affordability into account. Staff were given a 2% pay increase for 2022.

Volunteers - Holy Apostles would not function without its invaluable team of volunteers. These cover all aspects of church life from children and youth work, to general pastoral care, technology support, music, finance and administrative maintenance.

## Notes to the Accounts for the year ended 31 December 2022 (continued)

### 10. Trustee remuneration, key management personnel & related party transactions

No member of the board of trustees received any remuneration from the PCC during the year. Rev. Collishaw is Chair of the Trustees and is paid by the Diocese of Gloucester. No trustee was paid any expenses for carrying out duties associated with being a trustee. No trustee or other person related to the charity had any personal interest in any contract or transaction entered into by the charity during the year.

Donations to the Church from members of the PCC and related parties totalled £31,727 in 2022 (£24,593 in 2021) excluding applicable Gift Aid returned. In addition to their financial generosity, the PCC are to be thanked for their loyalty and dedication to the ministry of Holy Apostles.

### 11. Debtors

	2022	2021
	£	£
Trade debtors	1,090	400
Tax recoverable	5,715	2,653
Other debtors	-	439
	<u>6,805</u>	<u>3,492</u>

### 12. Creditors

	2022	2021
	£	£
Accruals	9,811	6,964
Trade creditors	1,381	144
Other creditors	638	2,684
	<u>11,830</u>	<u>9,792</u>

## Notes to the Accounts for the year ended 31 December 2022 (continued)

### 13. Movement of funds

	At 1st January 2022	Income	Expenditure	Transfer s between funds	At 31st December 2022
	£	£	£	£	£
<b>General Funds</b>					
Undesignated general funds	22,753	187,116	- 196,172	7,571	21,268
Designated basement fund	8,753	-	- 13,934	5,181	-
Unrestricted income funds	31,506	187,116	- 210,106	12,752	21,268
<b>Restricted Funds</b>					
Boiler Replacement	13,500	245	-	-	13,745
CaBic	-	103	- 103	-	-
Spring Harvest Bursary	1,250	-	-	-	1,250
Hall Reordering	-	918	- 300	-	618
Hall Life Tithe	6,577	-	-	-	6,577
HLG Grant	11,352	156	-	- 11,508	-
Grant for Hall Survey	2,779	-	- 1,391	-	1,388
Mens' Ministry	1,120	557	- 479	-	1,198
Repairs and Maintenance	9,315	-	-	-	9,315
Women's Ministry	528	643	- 802	-	369
Youth Minister	750	338	-	- 1,088	-
Ukraine	-	1,106	- 1,106	-	-
Ukraine Group at HA	-	1,324	- 1,155	-	169
Warmspace	-	157	-	- 157	-
<b>Total Restricted Funds</b>	<b>47,170</b>	<b>5,547</b>	<b>- 5,336</b>	<b>- 12,752</b>	<b>34,629</b>

#### Unrestricted Funds:

These are General Donations (planned or ad-hoc) which have been given to Holy Apostles to be used at the discretion of the trustees to further any of the charity's purposes. Designated funds are put aside by the PCC for a specific purpose. In 2021, it became clear that the Hall would need significant remedial work on the basement, and the PCC decided to use funds from hiring out the hall to ensure we had enough money to meet this essential expenditure.

#### Restricted Funds:

These are Donations (planned or ad-hoc) given to be used for a specific purpose.

**Boiler Replacement** – it is likely that the Church boilers will need replacing soon. Some donors have already given money towards their renewal.

**CaBic** – money collected this year by Kaleidoscope to give to Anna Chaplaincy

**Hall Reordering** – money given to scope out the possibility of expanding the hall into the roof space.

**Hall Life Tithe** – money to further outreach into the community, via Hall events

**HLF Grant** – money from the Cultural Recovery Grant to help recovery from the impact of COVID-19

**Grant for Hall Survey** – remainder of the Grant given for community survey, to be used annually to survey the local people, during a Summer Fun event.

**Mens/ Womens ministry** – money collected by each group respectively. Both are self-funding.

## **Notes to the Accounts for the year ended 31 December 2022 (continued)**

**Youth Minister** – money donated specifically for salary of Youth Minister. Now that we have a Children, Families and Youth Lead, the donor has allowed this to be transferred into the General fund, where it will help pay for Penny Metcalfe.

**Ukraine** – money raised at the Ukraine fundraiser and sent to DEC Ukraine.

**Ukraine Group at HA** – money collected for the sleeping bag appeal and some funding for this group who meet regularly at HA.

**Warmspace** – money donated to help put on the Warmspace initiative on Tuesdays in the church hall.

**Transfers:** The transfers of funds in 2022 were for the remainder of the HLF grant, into Unrestricted funds, together with the remainder of the Youth Minister funds (see above) and the Warmspace fund, which has paid for some of our costs associated with making the space available for community use.

Thank you everyone for the part you have played in the ongoing ministry of Holy Apostles.

# **INDEPENDENT EXAMINER'S REPORT TO THE TRUSTEES OF HOLY APOSTLES CHURCH, CHELTENHAM YEAR ENDED 31 DECEMBER 2022**

I report on the accounts of the charity for the year ended 31 December 2022 which are set out on pages 20-30.

## **RESPECTIVE RESPONSIBILITIES OF TRUSTEES AND 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(2) of the Charities Act 2011 (the 2011 Act) and that an independent examination is needed.

It is my responsibility to:

- examine the accounts under section 145 of the 2011 Act,
- to follow the procedures laid down in the general Directions given by the Charity Commission under section 145(5)(b) of the 2011 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 the general Directions given by the Charity Commission. An examination includes a review of the accounting records kept by the charity and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts and seeking explanations from you as 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 next statement.

## **INDEPENDENT EXAMINER'S STATEMENT**

In connection with my examination, no matter has come to my attention:

1. which gives me reasonable cause to believe that in any material respect the requirements:
  - to keep accounting records in accordance with section 130 of the 2011 Act; and
  - to prepare accounts which accord with the accounting records and comply with the accounting requirements of the 2011 Act

have not been met; or

2. to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.

Sheila Parry

Sheila Parry FCCA

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