

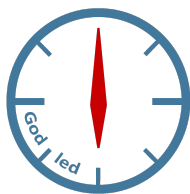


holy apostles

To know Jesus and to  
make Jesus known

## Holy Apostles PCC

# Annual Report and Financial Statements Year ending 31 December 2023



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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 2023, 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.

PCC members who have served from May 2023 until the date this report was approved are:

Ex-officio	Revd Ashley CollishawVicar		
	Revd Rachel Beere		Curate
	Neil Foulger		Churchwarden 2020
	Martin Hall		Churchwarden 2022
Co-opted	Fiona Foulger		Treasurer
	Megan Day		PCC Secretary
	David Horton		Finance
Elected	Annabelle Taylor	(CV)	2022-2024
	Oriel Wilson	(CV)	2022-2024
	Emily Burns-Preston		2023-2025 (casual vacancy)
	William Cumming-Bruce		2022-2025 - Deanery Synod
	Howard Naylor		2022-2025
	Simon Dye		2023-2026
	David Short		2023-2026
	Mike Stott		2023-2026
	Katherine Yiend		2023-2026 - Deanery Synod

## Staff Team

Our staff team consists of Megan Day - Church Administrator; Penny Metcalfe – Children's, Family and Youth Lead; Nathan Sinclair and Zach Collishaw - Vergers. During the year we appointed Sharlene Davidson-Lamb as the church and hall cleaner. We have said farewell to Felicity Dye and Ben Collishaw who have both gone to University.

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' *Statement of Recommended Practice* (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 today  
(because, unless God builds the house the labourers work in vain. Psalm 127.1)*

**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. Romans 8.11, and Ephesians 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 2023

### PCC ANNUAL REPORT 2023

#### 1. Finance Report and Budget

Fiona reported back throughout the year on the financial aspect of church life. This included transitioning our giving mechanism to the Parish Giving Scheme. This is an ongoing process.

#### 2. Strategic Intentions

The PCC reviewed the Strategic intentions of the church.

#### 3. Reviewed Service Times

The PCC reviewed the service times of 9 am and 10.30 am.



#### 4. Other

- Reviewed Safeguarding each meeting.
- Discussed Living in Love and Faith, and Prayers of Love and Faith (ongoing)
- Nominated Fiona Horton and Lucy Helmsley as Foundation Governors for Holy Apostles School.
- Reviewed the Summer Fun Event 2023 and approved the event for 2024
- Approved a new noticeboard
- Looked at Christmas plans 2023
- Recommended Kathryn Warner as a Trustee for Mary Joan Hawley Charity (Hawley Mews)
- Appointed Mike Stott as the PCC member responsible for the memorial garden

Megan Day (PCC Secretary)

## SAFEGUARDING STATEMENT

Annual Report for Holy Apostles – Year Ending 31 December 2023 Safeguarding Update

***Speak out on behalf of the voiceless, and for the rights of all who are vulnerable.***

Proverbs 31:8 (Common English Bible version)



As I reiterate every year, it is everyone's responsibility and Christian duty to make our church a safe, healthy, and nurturing place for all. Our vision is to have a "safeguarding mindset" and with that strong safeguarding practice integrated in all that what we do. This annual report summarises what we have focussed on to make that vision a reality, and a reminder of what we still need to do.

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.

This past year we have completed the successful implementation of the national change from a 5-year DBS renewal cycle to 3 yearly cycle of checks. Our compliance rates for checks is 98%. A big "Thank You" to Megan Day and Penny Metcalfe, who do the DBS administration and for all the volunteers who respond to these requests in a timely way.

Along with responding to safeguarding concerns or queries raised, 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 are reviewed in detail bimonthly to monitor how we are doing against national Safeguarding requirements and best practice. We are currently reaching a 70% rating at Level 2 of 3, with work continuing on this.

Regular touchpoints with Diocesan Safeguarding advisors to ensure we keep abreast of and respond to any national and /or local safeguarding guidance Identifying the groups at HA who are supporting adults who are vulnerable, and how to embed positive safeguarding practice in these

Proposal for the creation of a Volunteer transport scheme, to ensure we are compliant with safeguarding requirements when we formally arrange and transport children, young people and vulnerable adults to authorised church activities Continued promotion of safeguarding training, to ensure all our staff and volunteers have the appropriate training for their roles. This needs to be our key action for 2024.

#### **Safeguarding Focus for 2024:**

Continued focus on our safer recruitment approach, particularly for volunteers. Draft guidance for all who recruit will be considered by the PCC this year.

Increasing the safeguarding training compliance for those who volunteer in groups that support our children, young people and vulnerable adults, equipping them to recognise and manage any safeguarding concerns that arise. Continue to promote a safeguarding culture at Holy Apostles.

As part of our plans for 2024, I would encourage anyone who would like to increase their knowledge of safeguarding to visit <https://safeguardingtraining.cofeportal.org>, the Church of England safeguarding training portal.

The Basic awareness training is for everyone within Church communities who want 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 ([safeguarding@holypostles.org.uk](mailto:safeguarding@holypostles.org.uk)) for safeguarding issues. 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**



The twelve months since I last wrote a fabric report, have flown past, with a mixture of problems requiring immediate attention, but also



some opportunities to ensure that the buildings are well placed to support the Church and Hall users as we move forward.

The biggest challenge has been keeping the church boilers, which are of advancing age, running. At one point in early December, both boilers decided to fail at the same time, so we were looking at a very cold church just as the annual round of Christmas services and concerts were about to start. At this point, the problems appeared to be terminal. We were very lucky to be able to find another boiler that we could strip for parts and managed to get both working again. However, we are living on borrowed time with the heating infrastructure we have, due to its age and the availability of spares. Therefore, as part of central CofE initiatives to move to eco-heating sources, we need to move away from gas and look at air-source heat pumps, together with other things such as solar panels and storage batteries. The huge increase in gas and electricity prices we experienced at the end of 2023, means we need to do everything we can to reduce our usage of both fuels. So, insulating where we can to avoid heat loss, is also high on our agenda.

The Audio-Visual system (as mentioned by Ash previously) is reaching the end of its useful working life. Indeed, one of the projectors failed, and, due to the cost of replacement, we have introduced new screens as a less costly, but hopefully effective and maintenance-free, replacement. These are currently on temporary plinths, to give sufficient height to the monitors. However, we are planning to pull together a faculty which will include several items where we must get permission from the Diocese to make alterations to the building. This will include fixing the screens to the walls in a less obtrusive manner.

We have received the Church Architect's Quinquennial report – which is the 5-year survey of the Church building and this contains several issues that have been identified as requiring remedial work. We have provided approximate costings for some of these key items and are now looking at sources for funding for the larger pieces of work. We also passed our 5-year electrical inspection, which should have been done in 2019, which was a big relief due to the amount of old-style electrical cable still in use on the site and the potential cost to replace it.

The number of outstanding issues from previous years has reduced significantly. However, we face ongoing, and in some cases almost daily, issues with the plumbing and drainage, chiefly due to the age of things. But we are now able to deal with most issues internally which has saved significant incurred costs.

We also continue to deal with the usual maintenance activities (trees, gutters, drainage, keeping the IT running, etc), and are grateful to our neighbours, W S Trenhaile, who are maintaining the memorial garden and regularly mowing the Cirencester Road side path, which is already showing a good improvement. To give a flavour of things that are being looked at for the next few months, we are continuing to look at how we use our space, and cleaning activities (and are delighted that Sharlene Davidson-Lamb has joined the staff team as our church and hall cleaner), 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, possible EV charging facilities, and improvements to the memorial garden).

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, though over the summer holiday period, we had just a single service, aiming to consolidate resources while attempting to meet the needs of both congregations. At other important times too, we have sought to bring both congregations together, such as for our Remembrance service in November. We have continued to host a midweek communion service at 2.00 pm on the 2nd and 4th 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, and to all who have read from the bible and led us in prayers. Following the retirement last year of our former Musical Director, Dom Hamilton, we are particularly grateful to all who have stepped up to provide music and songs for our worship, in particular to Steve Burdett who has adopted a key co-ordinating role in this respect. We are also excited to have acquired the services of not one, but three competent organists who will be leading worship at 9 o'clock services going forward: we welcome John Wright, Simon Williams and Matthew Howell.

Another key area of our Sunday times together is our provision of children's groups. Penny Metcalfe, as Children, Youth and Families Lead, organises a small but dedicated group of volunteers to help provide group times for children from very early years to age sixteen. These groups meet every Sunday in term time, and on second Sundays the older children are encouraged to play a role in the main service, reading from the bible, leading prayers and helping in other capacities. It is so good to see our young people growing in their confidence and desire to serve the whole church in these ways. Penny and an amazing team are also responsible for hosting the ever-popular Messy Church gatherings. Well done Penny and team, and thank you so much.

We are grateful too, to those who have been on welcome teams, sound desk and refreshment rotas, and also to the vergers who prepare the church and clear up afterwards. There really are so many who serve and contribute so richly to the gathered times of our church community, and we value every contribution.

We also wish to say a massive thank you to those who have led small groups throughout the year, and those involved in leading and facilitating men's and women's ministries. These mid-week and occasional Saturday gatherings form part of the beating heart of the life of Holy Apostles, and all who participate in them will testify to the tremendous fellowship, support and nurturing they provide.

There is so much going on within our fellowship beyond Sunday services and regular group meetings. There have been Alpha courses, Care for the Family courses, regular Kaleidoscope friendship meetings, and "Sunflowers" sessions for pre-schoolers and their families and carers. In the summer we had a great Summer Fun event outside, while throughout the year, we have been providing opportunities to meet in the café on Tuesdays for coffee, cake and quiet fellowship.

Behind the scenes, we continue to be very grateful to those involved in safeguarding – Candace is so thorough and dependable in this area – and in pastoral care. Following the appointment of Louise Hunt to the role of Pastoral Care Coordinator, aided by a small team of dedicated pastoral support workers, we have been able to reach out to those in particular need within and beyond our church fellowship, more promptly, more efficiently and more compassionately.

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 everyone who keeps the grounds looking smart, particularly to Mike Stott who has taken on responsibility for the Garden of Remembrance.

Thank you to all who serve on the Parochial Church Council, giving generously of their time and gifts. We might single out again our faithful 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, our Facilities Manager, does in maintaining the fabric of our church building and the church hall. How that man has kept our ageing boiler ticking along over the winter is nothing short of miraculous!

And finally, we cannot compile a list of thank-yous without including our vicar, Ash and curate, Rachel who give so much of themselves, and across such diverse areas of church life, to keep Holy Apostles thriving. Thank you so much – we are truly blessed by your leadership and service.

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**

Absolutely central to our mission and corporate life is worship, in musical settings and services, prayer and preaching, during seasons of fasting penitence and feasting celebrations. There have been so many highlights in the past year, including gatherings shared with our friends at St Michael's Whaddon, Easter and Christmas services, and visits from Holy Apostles Primary School. We have seen a growing group of preachers speaking with increasing confidence in our Sunday services. It has been a joy to have a breadth and diversity of voices opening God's Word for us. Musically our singers and musicians go from strength to strength. Special thanks must go to Steve Burdett for his gentle oversight of the group and for his regular contribution playing the organ at both services. We look forward to drawing new people into our worship team, and continuing to meet with God together as his church in spirit and truth.

Ashley Collishaw

### **Alpha**

Alpha has continued to be a key part of our mission at Holy Apostles. Over the last year, we have offered two Alpha courses: The first started in March 2023 and ran for six weeks, and the second began in January 2024 for six weeks. We have been able to engage with those who have no faith but are willing to explore and those who would like to rediscover and revisit faith. It has been a joy to walk alongside people as they have done this.



We used the Alpha Film Series for the talks, which is high-quality and accessible. We provided the Alpha film in Ukrainian for the course in March.

The Alpha Team comprised of members of Holy Apostles, including a catering team, group leaders, and worship leaders - all excellent.

The Alpha Holy Spirit Day continues to be a day where people are able to spend time hearing about and experiencing the Holy Spirit. This took place at Harnhill for the Alpha Course in March, and the location and facilities were of high quality. I recommend using them again. The Holy Spirit Day in February 2024 took place in the back room of the Hall at HA and worked well for the size of the group.

Rev'd Rachel Beere

### Bereavement Course

The Bereavement Journey is intended to help those bereaved, whether recently or for many years. The course provides space and support to explore grief in a safe and supportive environment. We began the course in April 2023. There were 9 participants and 4 team members. The topics included: Attachment, separation and loss; The impact and pain of bereavement; Adjusting to change; Anger and guilt; Coping with others' reactions; Moving on healthily; and an optional 6th session on Faith questions. We hope to put on another course in the summer term of 2024.

Rachel Beere

### Summer Fun Event

We again 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.

We hosted around 500 people, with a free hog roast, coffee, craft activities, a 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.



Megan Day

### Kaleidoscope

KALEIDOSCOPE is a bi-monthly social meeting which reaches out to the wider community. Although attended mainly by those over 50, there is no age discrimination! Meetings are held on the first and third Wednesday afternoons of every month, in the Holy Apostles Community Hall.



As the meetings are very informal, there are ample opportunities for deepening friendships, making new friends and sharing family news (including church events). Around half of the attendees are church members, with the remainder coming from the neighbourhood. Meetings normally end with tea, coffee, and cake in the hall café area.

The name 'Kaleidoscope' conjures up the notion of variety. Meetings are designed to be varied and interesting to both men and women. The programme includes films, musical items, quizzes and speakers. At every meeting, we also have 'Wise Sayings from around the World', a 'Nature Spotlight' and an opportunity to share one another's news.

Of the many highlights of the past year, we should mention at least five: 'Desert Island Discs' with guest speaker Rob Gwynne; Various quizzes, such as 'Who am I?', 'Four in a Row', and 'Who wants to be a Millionaire?'; 'Wildlife of the Falkland Islands and South Georgia' – an original Antarctica Expedition film; 'Climate Change and Cheltenham' with speaker Raechel Kelly from 'Planet Cheltenham Sustainability Project'; and Christmas Buffet Celebration meal with carol singing led by Howard Naylor.

The Kaleidoscope team is led by Gillian Ford and Vic Thomas, whilst the catering and pastoral skills of Christine Coxhead, Nataliia Dalska, Sarah Johnson, Mary Leonard, Sarah Naylor, and Andrea Thomas are very much appreciated!

Gill Ford & Vic Thomas

## ANNUAL CHILDREN AND FAMILIES REPORT

### Sunday Morning Children's Clubs

We now offer Children's clubs at the 10.30 service every Sunday in term time as we no longer have a monthly All Age service. The consistency of this has been helpful. The children leave the church following a lively first song with actions and a short introductory session with the service leader. In the school holidays, the children stay in church with those who brought them.

We continue to offer a Mini Club session of a story/craft for 3-4-year-olds in addition to Creche for 0-2-year-olds. School-age children up to school year 5 (4-9 year olds) are together in the Sunday Club with games, activities and crafts in the hall with some activities being differentiated during the session according to age.

Our syllabus outline comes from an Urban Saints resource which covers key figures from the Old Testament, the Life of Jesus and the Early Church, as well as themes such as the names of Jesus, over 2 years. We also include special sessions around events in the church calendar such as Remembrance Day and Lent when they arise. Generally, there are between 2 and 6 children in the Creche/Mini Club with around 10 to 16 in the Sunday Club. Many of the children vary from week to week.

We are very grateful for our wonderful team of volunteers who are currently: Creche and Mini Club: Marianne Kelly, Emily Wright, Chloe Scargill, Ali Howes, Aline Keir, Charlotte Cumming-Bruce.

Sunday Club: Oriel Wilson, Yaz Alfarez, Tara Willard, Fiona Horton, Katherine Yiend, Jane Maltas, William Cumming-Bruce and Lisa Jinks.



### Open the Book

Our team dramatise a Bible Story each Friday morning at Holy Apostles Primary School as part of their collective worship. The way the stories are ordered leads to an overview of God's involvement and rescue of his people through both the Old and New Testaments. The sessions include reflection and prayer. The children are very much on board with the stories and seem to really enjoy participating both individually and collectively. Thank you to our great team of volunteer actors/ directors: Richard Simpson, Megan Day, Raffaella Goodman, Rob Gill, John Sheppard (Cambray) and Dave Hatten (St Michaels).

### 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, their Carol Service and the recent Easter Experience event over 3 days. Penny enjoyed spending time with the younger children in school last term on their RE curriculum day and also for a Godly Play afternoon looking at Creation. Ashley regularly leads Collective Worship at the school which is well received. In July the school will enjoy a Christian theatre production called 'The Parable Keeper' which will be partly funded by the church.



### Care for the Family Courses

Following the two stand-alone courses we put on at the beginning of last year we offered a more general course for Primary parents this January but we did not have sufficient response to run it. We are looking again at which courses will best meet the needs of local parents and when and how these can be delivered.





### Messy Church

We very much enjoy welcoming families monthly to a relaxed afternoon session of crafts, games, songs, Bible focus and prayer around a central theme. Over the last year, these have included the Coronation; Loving God, our neighbour and our world; Lent and "Mothers and Others." Numbers have been encouraging, particularly for our Advent and Light Party sessions (60 children). A buffet tea is now on offer afterwards which is helping families get to know each other and the fantastic team who facilitate all of this. Many thanks to all who contribute, especially Megan Day, Fiona and David Horton, Katherine Yiend, Susie Bennetts, and to Steve Burdett and John Robinson for their musical talents.

### X:alt

A new Saturday event called X:alt has been written, developed, and established since September. It is a two-hour, magazine format, exploration of a key Christian teaching. It includes themed craft activities, games, music, teaching, and gunge. It is for the age range 7 to 11 which we have found is a foundational time for faith growth. We have done three in the current year and now plan to increase to four in 2024-25. It has been great to see an enthusiastic and gifted team come together with Penny to deliver this initiative and we now have twenty children on our books for it who are a mix of church and non-church families. Many thanks to the team: Ash & Alex Collishaw, Katherine Yiend, Anna Swan, Oriel Wilson, David & Fiona Horton



### Sunflowers

Our Sunflowers Praise and Play toddler sessions are now well established in the community on a Monday morning. We regularly welcome around 30 children and have recently been using a waiting list. Parents, carers and children are deepening relationships with each other and with our team and we enjoy our time together very much. Some of these families also attended Christmas services and have brought older siblings to Messy Church and Xalt. Occasional bible stories, prayers and Christian songs are woven into our termly themes, as appropriate, and we have enjoyed remembering occasions such as Shrove Tuesday and Mothering Sunday as well as Christmas and Easter. We are grateful for our volunteers Marinel Short, Nicola Moore, Anna Swan and Barbara Knight. Paul Knight's help with setting up and putting equipment away is also very much appreciated.

### FROG

Our "Fully Reliant on God" group currently involves children from school years 6-9 (10-14 years). We meet on Sunday mornings during the 10.30 service except on a second Sunday in the month when the young people join us in church for the Holy Communion Service. We are delighted that they have participated in roles such as leading prayers and helping at the sound desk and the kitchen. On average about 6 young people attend the FROG sessions but this can vary hugely. In addition to Sunday mornings, we have held a number of FROG social evenings with games and snacks based in the hall which have had a wider attendance. FROG members helped by running games at both Summer Fun and our Light Party



last year and they also enjoyed their own social outing to Crazy Golf in December. Since September some of our young people have been to see the production of Esther at the theatre, attended the recent Youth For Christ Breakaway weekend and also a Worship Night at Trinity Church where they met with many other young people from local youth groups. An invitation has been extended to join other Cheltenham church youth groups for a Christian youth festival called Satellites in August.

Volunteer Margaret Clifford continues to be an immense help in coordinating this work (Thank you Margaret!) along with a great team which currently comprises Chris Coxhead, Sue Nelson, Alex Collishaw, Nikki Seville, Annabelle Taylor and Simon Preston.

## **HAY**

Having not had the numbers to run an older group over the past year, we are now keen to restart Holy Apostles Youth as we have a group of young people moving up into that age group. In the short term, we plan to run 2 Sunday morning sessions a month from May 2024. This will mean borrowing some leaders from the FROG team so that they also have 2 sessions a month. We hope to be able to recruit more leaders for September to be able to offer more frequent sessions.

Under 18 Theology Club In the Autumn and Spring, Ashley has offered blocks of Sunday evening sessions where our young people can bring their questions and examine the theology around them in a small group.

## **Balcarras Christian Union**

Since September, Ashley has been helping Abbie, the South Cheltenham Youth Worker, to run lunchtime sessions for students from our local secondary school. This happens most weeks during the term. Thanks to Balcarras for making a space available and supporting this.

Penny Metcalfe

## **HALL & COMMUNITY CAFE**

Thanks to Megan's great work, we have once again got a good range of hirers using the hall and the church which has meant income back at budgeted levels. The stretch tent canopy extended the café into the grounds of the church during the summer months and through to October but the summer weather was less hot than 2022 and so numbers using the area was perhaps a little down.

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, once again, we extended these Tuesdays as part of the Warm-Space initiative.

We have had another year of significant financial outlay to fix a broken water pipe. A series of very high water bills were all that alerted us to the problem but as always the sterling work of Rob Gill has meant we have been able to sort the mystery and stop the losses involved

We continue to consider how we might develop the community use of the café as a vehicle for mission.

Ashley Collishaw

## **MISSION SUPPORT**

During 2023, Holy Apostles Church has continued to distribute gifts via the Mission Fund. As in previous years, we continue to give core gifts to Youth for Christ, Barnabas Aid and The Diocese of Lake Rukwa, Tanzania. In addition to these core gifts, we also agreed, earlier in the year to give £3,000 to the Arundel Trust which gives hardship grants to people locally. The Arundel Trust was set up after a local gentleman called Edward William Arundel left a legacy to the vicar of Holy Apostles in 1922. Ashley, Fiona, Neil and

Martin are all trustees and each year they allocate an amount from the Holy Apostles annual tithe as funding for the charity, thus enabling Holy Apostles to provide small grants to individuals in need.

Further gifts from the Mission Fund have been allocated to a range of Christian organisations and charities working locally, nationally and internationally, namely:

- The Cornerstone Centre [www.cornerstonecentre.org.uk](http://www.cornerstonecentre.org.uk)
- Christian Arts Festival Cheltenham [www.christianartsfestival.org](http://www.christianartsfestival.org)
- The Rock [www.therock.uk.com](http://www.therock.uk.com)
- A local Ukrainian Family
- The Scargill Movement [www.scargillmovement.org](http://www.scargillmovement.org)
- Bible Society [www.biblesociety.org.uk](http://www.biblesociety.org.uk)
- Mission Aviation Fellowship [www.maf-uk.org](http://www.maf-uk.org)
- Esperanza Foster Home (Paraguay) [www.samsireland.com/projects/esperanza](http://www.samsireland.com/projects/esperanza)  
(via South American Mission Society)

The current Mission sub-committee comprises Annabelle Taylor, Oriel Wilson, Paul Knight, Lucille Rogers and Rob Gwynne, who will be meeting periodically throughout the year to prayerfully consider the allocation of gifts. The committee welcomes suggestions from wider members of the congregation for suitable future recipients.

Annabelle Taylor and Oriel Wilson

## DEANERY SYNOD REPORT

In the Church of England areas of parishes are grouped into “deaneries.” The parish of Holy Apostles is within the Cheltenham Deanery. The deanery meets in a synod normally three times a year with clergy and lay members representing each parish. Deaneries have no specific legal status but provide a space to share information, discuss regional and national issues, and seek to find ways of working together where it benefits the parishes involved. Our Deanery Synod reps are currently William Cumming-Bruce and Katherine Yiend. The synod met in March, July and November 2023 and the July meeting marked the start of the current “triennium” or three yearly office. The year included the following:

- Parish share (the amount each parish is invited to contribute to central costs)
- We discussed support for the Christian Arts Festival
- We talked about the Living in Love and Faith, and Prayers of Love and Faith work
- We have worked on a Deanery Strategic Plan
- Andy Macaulay was appointed as the new Deanery Youth Connector and was introduced
- With Revd Gary Grady taking on the role of Rector of the South Cheltenham Team he stepped back from Area Dean, and in November Revd Andrew Blyth (vicar of Trinity) became the new Area Dean. In doing so he has begun to develop a new Deanery leadership structure

Ashley Collishaw





## FINANCIAL REVIEW 2023

### Receipts

Unrestricted income from Donations and Legacies (SOFA p20 & Note 2, p24) totalled **£202,878 in 2023**, up from £144,074 in 2022, which has reversed the downward trend of the last few years. **£144,750** was from Unrestricted Planned Giving, including Gift Aid. (*£134,265 in 2022*). Ad hoc, general donations of **£4,002** were received, (*£6,993 in 2022*, both including applicable Gift Aid.) In spectacular addition to these ad hoc donations, we had an incredibly generous donation of £50,000 from a member of the congregation, to be used as needed for the ministry of Holy Apostles. This has made an enormous difference to our financial position, and we are incredibly grateful. We also had a further **£12,843** in restricted donations, (*£3,854 in 2022*) mainly for the replacement of the Audio-Visual system and towards the heating system. Huge thanks to those who have contributed. In addition, **£1,921** was gathered from Loose Plate collections (*£1,413 in 2022*).

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

In April 2023, we received a grant from Sylvanus Lyson of £10,000 towards the salary of our Children, Youth and Families Lead (Penny Metcalfe). This can be seen in Restricted non-recurring one-off grants, (p24, Note 2) although we are hoping they might continue to support this work, and a further application is being made. Huge thanks to Sylvanus Lyson.

Our income from Charitable Activities (Note 3) included **£43,990** income from Hall and Church hire. (*£41,739 in 2022*).

**In summary, (SOFA p20) our total unrestricted receipts for 2023 were £250,514, including the £50,000 donation. (*£187,116 in 2022, £190,369 in 2021, £214K. in 2020*)**

### Expenditure

**£213,296** was spent from Unrestricted funds to provide the Christian ministry of Holy Apostles Church. (*£210,106 in 2022*). Parish Share was kept at the same level as 2022, which was helpful. Rob Gill negotiated a great deal on insurance, saving over £1,000, and Music expenses were lower after Dom left. However, there were higher Repairs and Maintenance costs and Hall maintenance costs reflecting the effect of ageing infrastructure and a water leak in the car park (now fixed).

At the end of 2023, **General Reserves stood at £58,119** (SOFA p20) (*£21,268 in 2022, £31,506 in 2021*, whilst **Restricted Reserves stand at £43,514** (*£34,629 in 2022*))

### 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. If we discount the £50,000 donation which we would like to use for projects rather than keeping the status quo, our General Reserves are critically low, and we still need the congregation to prayerfully consider if they can increase their giving in order that we can continue to increase mission and ministry. Huge thanks to those who do give, you are so appreciated.

Fiona Foulger (Honorary Treasurer)

# INDEPENDENT EXAMINER'S REPORT TO THE TRUSTEES OF HOLY APOSTLES CHURCH, CHELTENHAM YEAR ENDED 31 DECEMBER 2023

I report on the accounts of the charity for the year ended 31 December 2023 which are set out on pages 20-31.

## 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
- 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.

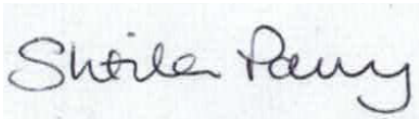
## BASIS OF INDEPENDENT EXAMINER'S REPORT

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 FCCA SPX Oxford Ltd Peace House Oxford OX1 1LD
Date: 10 April 2024	



## STATEMENT OF FINANCIAL ACTIVITIES (SOFA)

2023					2022		
	Note	Unrestricted Funds £	Restricted Funds £	Total Funds £	Unrestricted Funds £	Restricted Funds £	Total Funds £
Income and endowments from:							
Donations and legacies	2	202,878	23,802	226,680	144,074	5,547	149,621
Charitable activities	3	46,701	21	46,722	42,925	-	42,925
Investment income		935	-	935	117	-	117
Total income		250,514	23,823	274,337	187,116	5,547	192,663
Expenditure on:							
Fundraising costs	4	435	1,388	1,823	55	-	55
Charitable activities	5	212,861	13,917	226,778	210,051	5,336	215,387
Total expenditure		213,296	15,305	228,601	210,106	5,336	215,442
Net income / (expenditure)		37,218	8,518	45,736	- 22,990	211	- 22,779
Transfers between funds		- 367	367	-	12,752	- 12,752	-
Net movement in funds		36,851	8,885	45,736	- 10,238	- 12,541	- 22,779

Reconciliation of Funds						
Total funds brought forward				21,268	34,629	55,897
				31,506	47,170	78,676
Total funds carried forward				13	58,119	43,514
					101,633	21,268
					34,629	55,897

**BALANCE SHEET**

		<b>2023</b>		<b>2022</b>	
	Note	£	£	£	£
<b>Current assets</b>					
Debtors	11	3,374		6,805	
Cash at bank and in hand		<u>118,954</u>		<u>60,922</u>	
		122,328		67,727	
 <b>Creditors: Amounts falling due within one year</b>	 12	 <u>- 20,695</u>		 <u>- 11,830</u>	
 <b>Net current assets</b>			 <u>101,633</u>		 <u>55,897</u>
 <b>Net assets</b>			 <u>101,633</u>		 <u>55,897</u>
 <b>The funds of the charity</b>					
<b>Restricted funds</b>	13		43,514		34,629
<b>Unrestricted funds</b>	13		58,119		21,268
 <b>Total Charity Funds</b>			 <u>101,633</u>		 <u>55,897</u>

Seen by the PCC on 09/04/2024 and signed on its behalf by Revd Ashley Collishaw



## Notes to the Accounts for the year ended 31 December 2023

### 1. ACCOUNTING POLICIES

#### Basis of preparation of financial statements

The financial statements have been prepared in accordance with Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective 1 September 2022) - (Charities SORP (FRS 102)), the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) and the Companies Act 2006. The financial statements have been prepared on a natural or alternative basis of analysis as per SORP 4.6.

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 2023 (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 un-collectable.

### 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 2023 (continued)

### 2. Donations and Legacies

	2023			2022		
	Unrestricted Funds £	Restricted Funds £	Total Funds £	Unrestricted Funds £	Restricted Funds £	Total Funds £
Planned giving	120,846	-	120,846	110,860	275	111,135
Gift Aid on planned giving	23,904	-	23,904	23,404	63	23,467
Loose plate collections	1,921	-	1,921	1,413	-	1,413
Donations	54,002	12,843	66,845	6,993	3,853	10,846
Non-recurring one-off grants	2,205	10,000	12,205	1,404	155	1,559
Men's and Women's Ministry	-	959	959	-	1,201	1,201
	<b>202,878</b>	<b>23,802</b>	<b>226,680</b>	<b>144,074</b>	<b>5,547</b>	<b>149,621</b>

### 3. Income from Charitable activities

	2023			2022		
	Unrestricted Funds £	Restricted Funds £	Total Funds £	Unrestricted Funds £	Restricted Funds £	Total Funds £
Fees, weddings and funerals	1,611	-	1,611	1,186	-	1,186
Church Hall lettings	33,761	-	33,761	29,329	-	29,329
Church bookings	10,229	-	10,229	12,410	-	12,410
Income from events	1,100	21	1,121	-	-	-
	<b>46,701</b>	<b>21</b>	<b>46,722</b>	<b>42,925</b>	<b>-</b>	<b>42,925</b>

### 4. Expenditure on raising funds

	2023			2022		
	Unrestricted Funds	Restricted Funds	Total Funds	Unrestricted Funds	Restricted Funds	Total Funds
	£	£	£	£	£	£
Costs of fetes & other events	435	1,388	1,823	55	-	55
	435	1,388	1,823	55	-	55

## Notes to the Accounts for the year ended 31 December 2023 (continued)

### 5. Expenditure on charitable activities

	2023			2022		
	Unrestricted funds £	Restricted Funds £	Total Funds £	Unrestricted funds £	Restricted Funds £	Total Funds £
<b>Work of the Church</b>						
Parish Share	89,407	-	89,407	89,407	-	89,407
Ministry Expenses	2,110	-	2,110	1,913	-	1,913
Light, Heat and Water	8,133	-	8,133	7,055	-	7,055
Insurance	2,945	-	2,945	4,175	-	4,175
Repairs & maintenance, cleaning & churchyard	25,088	815	25,903	17,852	-	17,852
Upkeep of services	6,296	-	6,296	6,618	-	6,618
Men's & Women's Ministry	-	783	783	-	1,281	1,281
Music expenses	1,475	-	1,475	4,722	-	4,722
Audio Visual	1,113	3,731	4,844	18	-	18
Books and study notes	40	-	40	147	-	147
Sunday Club / creche	504	-	504	439	-	439
Youth Groups	660	-	660	479	-	479
Parish training and mission	340	50	390	872	-	872
Outreach events / course / Long table	2,630	13	2,643	2,750	1,391	4,141

Sunflowers	976	-	976	-	-	-
<b>Church Management</b>						
Staffing costs	25,003	7,500	32,503	22,151	-	22,151
Church office - administration	2,625	-	2,625	2,299	-	2,299
Governance costs examination / audit fee	1,152	-	1,152	924	-	924
<b>Grants</b>						
Mission giving (tithe) (note 6)	15,000	40	15,040	14,250	-	14,250
Relief and Development (note 6)	443	-	443	336	2,364	2,700
<b>Other expenditure</b>						
Hall running costs	26,525	985	27,510	19,710	300	20,010
Repairs to the basement	396	-	396	13,934	-	13,934
	<b>212,861</b>	<b>13,917</b>	<b>226,778</b>	<b>210,051</b>	<b>5,336</b>	<b>215,387</b>

## Notes to the Accounts for the year ended 31 December 2023 (continued)

### 6. Analysis of charitable giving

	Total Funds 2023 £	Total Funds 2022 £
<b>Total by PCC to charity from mission tithe</b>		
Lake Rukwa Diocese, Tanzania	3,000	3,000
Cheltenham Youth for Christ	3,000	3,000
Barnabas Fund	3,000	3,000
Arundel	3,000	
Cornerstone	500	-
South American Mission Society	500	-
Scargill movement	500	
Christian Arts festival	500	
MAF	500	-
Bible Society	425	670
The Rock	50	-
FX payment for Lake Rukwa	25	25
Compassion (FROG)	-	670
Tearfund Afghanistan	-	620
Care for the Family	-	620
Sue Ryder	-	620
Open Door	-	620
Scout Trip	-	500
DEC.Org	-	500
Ukraine HA Group	-	405
	<hr/> 15,000 <hr/>	<hr/> 14,250 <hr/>
	<b>Total Funds 2023 £</b>	<b>Total Funds 2022 £</b>
<b>Total by PCC to charity from relief and development</b>		
Compassion (FROG)	443	336
Anna Chaplaincy	-	103
Ukraine DEC	-	1,106
Ukraine sleeping bags	-	1,155
	<hr/> 443 <hr/>	<hr/> 2,700 <hr/>

#### Other donations, passed on to mission partners directly

Each year, our Adult Friendship Group donate to the Anna Chaplaincy (CaBic) which ministers to the Elderly in Cheltenham and Bishops Cleeve. This year and going forward, the money raised will be treated as Agency funds (where we don't count the money as our income first, due to it being passed on to another organisation). In 2023, the Kaleidoscope group raised £384 for CaBic.

At Christmas, we have a tradition of giving away the donations raised at our main services. In 2023 we gave £307 to the Red Cross, for humanitarian relief in both Israel and Gaza, and £307 to our local Arundel Charity, for the relief of local hardship.

## Notes to the Accounts for the year ended 31 December 2023 (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 2023 or 31 December 2022.

All employees are involved in the provision of the objectives of Holy Apostles PCC. In 2022, Cleaning services for the Church and Hall were paid to a contractor, which reduced the staff costs for 2022. In 2023 we employed Sharlene as our cleaner, increasing the staff costs again. We also had a full year of Children, Youth and Families Lead costs. As a “small business” we have benefitted from the Government’s Employment allowance which has again taken us out of NI contributions in 2023.

	2023	2022
	£	£
Wages and salaries	39,196	24,024
Employer's National Insurance	-	-
Employer's pension contributions	1,228	885
	<u>40,424</u>	<u>24,909</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.

## Notes to the Accounts for the year ended 31 December 2023 (continued)

### 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.

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 (**2023: £1,228, 2022: £885**).

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 2022.

For the Pension Builder 2014 section, the valuation revealed a surplus of £2m 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.



## Notes to the Accounts for the year ended 31 December 2023 (continued)

### 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 5% pay increase for 2023.

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.

### 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 £44,015 in 2023 (£31,727 in 2022) excluding applicable Gift Aid returned. This includes specific donations made towards the Boilers, and the Audio Visual funds. 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

	2023	2022
	£	£
Trade debtors	1,136	1,090
Tax recoverable	2,238	5,715
	<u>3,374</u>	<u>6,805</u>

### 12. Creditors

	2023	2022
	£	£
Accruals	11,314	9,811
Trade creditors	8,751	1,381
Tax and social security	309	-
Other creditors	321	638
	<u>20,695</u>	<u>11,830</u>

## Notes to the Accounts for the year ended 31 December 2023 (continued)

### 13.Movement of funds

	At 1st January 2023 £	Income £	Expenditure £	Transfers between funds £	At 31st December 2023 £
<b>General Funds</b>					
Undesignated general funds	21,268	250,514	- 213,296	- 367	58,119
Unrestricted income funds	21,268	250,514	- 213,296	- 367	58,119
<b>Restricted Funds</b>					
Audio Visual	-	9,125	- 3,731	-	5,394
Boiler Replacement	13,745	2,500	-	-	16,245
Community Garden	-	507	-	-	507
CYF Lead	-	10,000	- 7,500	-	2,500
Spring Harvest Bursary	1,250	-	- 50	-	1,200
Hall Reordering	618	-	- 985	367	-
Hall Life Tithe	6,577	-	- 815	-	5,762
Grant for Hall Survey	1,388	-	- 1,388	-	-
Men's Ministry	1,198	355	- 345	-	1,208
Repairs and Maintenance	9,315	500	-	-	9,815
Women's Ministry	369	604	- 438	-	535
Ukraine Group at HA	169	8	- 40	-	137
Warmspace	-	224	- 13	-	211
Total Restricted Funds	34,629	23,823	- 15,305	367	43,514

**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.

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

**Audio Visual** - the whole sound and visuals system is nearing end of life. The men's group have already donated towards a replacement system, and fundraising will continue.

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

**Community Garden** - this was raised at the Summer Fun event for improvements to the churchyard

**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

**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.

**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.

**Notes to the Accounts for the year ended 31 December 2023 (continued)**

**Transfers:** The transfer of funds in 2023 was to balance the small overspend on the Hall Reordering fund, which is now fully spent.

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

Fiona Foulger (Honorary Treasurer)