

**Parish of West Cheltenham
Parochial Church Council**

Annual Report and Unaudited Financial Statements

for the year ended 31 December 2023

Registered Charity Number: 1133887

Parish of West Cheltenham Parochial Church Council
Annual Report For the year ended 31 December 2023

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Parish of West Cheltenham Parochial Church Council
Annual Report For the year ended 31 December 2023 (continued)

Legal and administrative information

Rector and PCC Chairman	Rev'd Rod Paterson
Clergy Team	Rev'd Sharon Walker (to December 2023) Rev'd Janice Hamilton
Parish Wardens	Pauline Carter Philip Southam (Lay vice chair)
Deanery Synod	Wendy Binks Patricia Bowen Josh Denley (PCC Secretary) Alan Ewins (to May 2023) Tom Wynn (from May 2023)
Treasurer	Mike Horne
PCC Members	Lloyd Kilford Paul Ewins (from May 2023) Anne Foster (from May 2023) Sue Denley Mike Horne Liz Joyce Alan Ewins (from May 2023) Kathryn Martin (to May 2023) Suzie Pinless (to May 2023) Mick Potter Rhys Topping Tom Wynn (to May 2023)

Parish of West Cheltenham Parochial Church Council

Annual Report For the year ended 31 December 2023 (continued)

Administrative office	Parish Office The Oasis Centre Cassin Drive Cheltenham GL51 7SY
Independent Examiners	Randall & Payne LLP Chartered Accountants Chargrove House Shurdington Cheltenham GL51 4GA
Bankers	Lloyds Bank plc Lloyds Business Banking PO Box 1000 BX1 1LT CCLA Investment Management Ltd The CBF Church of England Funds 80 Cheapside London EC2V 6DZ
Solicitors	Veale Wasbrough Vizards Narrow Quay House Narrow Quay Bristol BS1 4QA

Statement of Council members responsibilities

Structure, Governance, and Management

The method of appointment of Parochial Church Council ('PCC') members is set out in the Church Representation Rules. All Church attendees are encouraged to register on the Electoral Roll and stand for election to the PCC.

Vision and Priorities

West Cheltenham PCC have the responsibility of co-operating with the incumbent, the Revd Rod Paterson, in promoting in the ecclesiastical parish the whole mission of the Church, pastoral, evangelistic, social and ecumenical. It also has maintenance responsibilities for the St Barnabas and St Mark's church buildings and associated property.

The parish vision statement is '*Communities and places buzzing with the extraordinary presence of Jesus*'. As we work towards this vision, in addition to the regular pattern of worship and ministry, our four strategic priorities for the coming 12 months have been identified as:

1. **Prayer:** to normalise prayer in all that we do, so it is part of our character and what we are known for.
2. **Mission and Outreach:** a) to encourage every member of our congregations to intentionally see themselves as a witness to the Good News of Jesus wherever they go. b) as a church to intentionally connect with the various communities we live and work amongst, and in these communities to engage in 'pioneer ministry'.
3. **Developing St Aidan's church land:** Since the church building was demolished the land on which it stood has been empty and our witness to the community diminished. We are working on plans to develop this space into something beautiful; a garden and worship space in the midst of Hesters Way.
4. **Reordering St Mark's church:** We see St Mark's as a strategic base for our witness to the relatively more affluent southern part of the parish. We have plans to reorder the church building so that our ministry to this community is not hindered by the building, but enabled by it.

Church Attendance

There were 196 parishioners on the Church Electoral Roll at the 2023 APCM. The average weekly attendance at services across the parish, measured in October 2023, was 151 adults and children. There were 203 people at Easter Services (Easter Eve and Easter Day) and 427 at Christmas services (Christmas Eve and Christmas Day).

Review of the Period Since Last Report

2023 was a year with plenty of discernment and discussion for the PCC. Deciding the new Parish Priorities was a major topic, with a half of the years' meetings dedicated to this important topic.

Safeguarding matters are a priority for the PCC, and this year saw the appointment of a new Parish Safeguarding Officer in Liz Ewins, as well as the review and approval of the Safeguarding policy, safer recruitment process streamlining, and online and in-person safeguarding training undertaken by many across the parish.

Overseeing the parish finances is another important responsibility for the PCC, and throughout the year, among other things, approved various gifts to different mission links, individuals and organisations, switched energy suppliers to ensure both cost effective and sustainable supplies to our sites, signed off the annual accounts, authorised the contracting of a fundraiser for St Mark's reordering, signed off on various buildings works across the parish, and agreed a finance operation and audit model.

The start of the year saw an introduction and discussion about our response as a parish to the Church of England *Living in Love and Faith* conversation. The outcome was very clear: that we were of one mind in our desire to fully welcome and fully accept everyone who comes to each of our churches, recognising that each individual is unique and precious in the sight of God.

In March, the PCC discussed the potential recruitment of a new youth worker along with some employee policy changes. This discussion and subsequent recruitment process led to the appointment of Josh Vallance as Parish Youth Worker in August 2023, in partnership with 'The Rock' youth Project. Josh divides his time equally between parish based youth ministry and, for the Rock, working on a project called 'Elevate' assisting young people with the transition between primary and secondary school.

Key links with St Mark's C of E school were maintained, with a number of Foundation Governors recommended for appointment throughout the course of the year.

PCC also worked together to see how we might safely reintroduce the use of the Common Cup during communion.

Following the mid-year APCM, the PCC appointed a lay vice chair, treasurer and secretary for the year ahead, and furthered the conversation on priorities. We also set up a working party to start to explore the future of the St Aidan's site on Coronation Square, and to discern what church in that space might look like into the future – some draft concepts were presented to the parish and reviewed by the PCC in November 2023.

July saw the final discussion and agreement on the parish priorities, and also the approval of the scope of work for St Mark's reordering; enabling more detailed planning with architects to move forwards. The PCC also agreed that Sarah Orwin-Henderson be licenced as Reader to the parish, which happened at Gloucester Cathedral on 30th September.

Towards the end of the year, the PCC signed off on various changes in the use of our buildings, including a more formal Licence to Occupy at St Barnabas for the Family Space playgroup, and a usage agreement with YMCA Cheltenham for the Parish use of the Oasis Centre. We also formally adopted the new 'Parish Prayer'.

Pioneer Ministry

Over the past 12 months our Community Pioneer Minister, Revd Janice Hamilton, has continued to connect with local groups and organisations. She has been part of the strategic review for the West Cheltenham Partnership in her role as Director/Trustee, as they seek to serve West Cheltenham to become a 'flourishing community with opportunities for all'. She has built on her relationship with Springbank Primary and All Saints Academies, leading assemblies and RE lessons, helping with a Youth Alpha course, establishing a parent prayer group and involving pupils with the Community Passion Play. Once again, she supported the Community Activities Team with the 'Christmas on the Square' event and led the Community Carols with Springbank Community Group.

The development and landscaping of the St Aidan's site to express church in a new and relevant way has progressed. A PCC working party held a community consultation to gather comments and suggestions on use of the land. Gloucestershire University third year Landscape Architecture students were invited to use this project as a case study. Student groups produced three designs based on the client brief and presented them to the community for further comment.

There have been a couple of community workdays to clear the site of litter and undergrowth and then to help build the vegetable beds for Cheltenham Is Growing. Their first growing season has been completed and produce provided to the homeless shelter. Plans for developing this planting area to incorporate a community veg patch have begun.

The Community Passion Play has been a major piece of work and has gathered momentum over the year. Door to door publicity heralded auditions in October at which the first twenty cast members were recruited, drawing people from seven different churches and the wider community. Rehearsals started in November. Much background work has been done applying for grants and all the necessary permissions from the Borough Council and Highways.

With the Passion Play ending up on St Aidan's site, there is a sense of resurrection hope, that both these projects will serve as a catalyst for future faith exploration and draw people into worshipping communities.

Youth Work

This year has seen some significant changes in youth work across the parish with the appointment of Josh Vallance. He has been particularly involved in schools work, including building relationships with All Saints Academy as well as a number of primary schools. Josh started running a new after-school youth group at All Saints which regularly sees around 20 young people attend and has helped build strong relationships with the both the student body and staff.

Such is the growing relationship with the school that Josh and Janice were invited to attend retreat days for the new Year 7 intake in September, and Josh was then invited by the chaplain team to spend every Thursday in school to further develop those relationships with staff and students.

Beyond schools work, Josh has also been working with a number of other parishes across the Deanery as a key member of the steering committee for Fabric Youth Worship Nights - a new project with Trinity Cheltenham and other local churches and youth groups. These events give young people to chance to come together, have fun and worship Jesus. They happen every few months and see 80+ young people attend.

Within West Cheltenham, 2023 also saw the creation of a dedicated youth space on the St Marks site for new, regular and engaging youth work. 'Grid', our Sunday evening youth provision, has been re-started this academic year and is growing. There are future plans to develop youth work in the parish, including the creation of a parish youth vision statement as we head into 2024.

Deanery Synod Report

Three meetings took place during 2023. (March, July and November)

There have been two main areas of discussion throughout the year; *Deanery Planning* (which is continuously ongoing), and *Living in Love and Faith*.

Deanery Planning looks at Strategic Priorities to enable our churches to flourish.

Priorities included:

- Appointing a Youth Connector - Andy McCauley is now in post (based at The Rock) . The role of the Youth Connector is not to do the work but to find out what is happening among the 10–25-year-olds and to facilitate connections
- Engaging with children, young people and families
- Each Church setting and regularly reviewing their own mission priorities
- Practising collaborative ministry with some churches or leaders supporting other churches where there is a particular need e.g. during an interregnum
- Despite the big mission challenge, we are trying to work together for the best use of what is available and with a sense of our strengths rather than scarcity as our starting point
- Support for partnerships, including All Saints Academy, The Rock, Anna Chaplaincy

- Explore Training for our Laity both within the deanery and as supported by the Diocese
- Having a mixed ecology model for pioneer and established churches (and encouraging new and courageous ways of worship)
- Starting to think about how we can 'work' with Sportily in our Communities.
- Responding to new housing developments AND considering the implications of the Cyber Park
- Reviewing church buildings, if fit for purpose and/or a financial burden for some churches
- Reducing administration burdens where possible
- Having a fair/sustainable finance model. The Diocese relies on the Parish Share which at present covers only 80% of ministry costs. In 2025 there is to be a new Parish Share scheme which will better link ministry costs to Parish Share requests. Smaller churches will be asked for a percentage of these costs whilst some of the larger churches may be asked for a contribution of more than 100% of their costs. The Parish share had been frozen because of Covid.

Living in Love and Faith discussions are still ongoing on what is/has been a painful and divisive topic for many Christians/churches. All PCCs were asked to discuss their individual and corporate thoughts on the way forward for their church regarding the General Synod's proposed prayers for same-sex couples. Whilst the focus is still on faithful monogamous lifelong relationships the Bishop of London at the General Synod said it is not about winning or losing, but seeking to find a space where we can continue to walk together.

Bishop Rachel has spoken about how she hoped local worshipping communities and local leaders with different theological convictions might support one another in how they respond to enquiries from couples.

St Mark's Fabric Report

The year has seen another uplift in the use of our buildings as we hosted community groups, church groups, concerts, presentations and more! This increased use brings with it opportunities and invitations to the multitude of seasonal events and gatherings throughout the year, and building deeper relationships with many members of our local community.

As a result of the increased use, it has been paramount to improve the safety and security of the site, so we have undertaken the replacement of entrance doors, fire exits and made a start on the upgrading of internal doors to fire doors, where needed. For the safeguarding of users, a secure entry system has been added to the hall doors, ensuring there are no unwanted visitors to sessions running in the building, whilst at the same time ensuring safe passage out in the event of a fire.

In the church building, the electric earthing has been updated, and heating system inspected (and declared safe!) following a report of a smell of gas. The organ has been serviced, tuned and maintenance work completed as necessary.

In the hall, we have been fortunate to be the recipients of a defibrillator, donated by the Public Hearts defibrillator campaign, which was installed in October 2023 and is available to all 24 hours a day, 7 days a week. At the same time, the electric MCB/RCD cabinet was replaced for new and electrical safety test completed. We also saw the roll out of the first phase of LED lighting upgrades across the site (the main body of the church to be done as part of the reordering project).

With regards to the reordering project, significant progress has been made, and the plans are viewable to all in church. It is anticipated we will be in a position to apply for the relevant planning and faculty approvals in mid-2024.

St Barnabas Fabric Report

The church and halls are used more now than ever with lots of church and community groups using the buildings. In fact, Saturday is the only day the church building is not used on a weekly basis.

The halls continue to be used by Family Space for the Playgroup during the day, with Brownies, Girl Guides and Rainbows, and Cheltenham Silver Band in the evenings. Our rental of the halls for private parties continues. We continue to upgrade the buildings to cope with the increased demand. External doors and fire doors have been replaced giving a much more secure environment for all users.

The Servery and toilets in the church have been a positive addition in 2021 but it did make the rest of the decoration in the church look a bit drab. Therefore, new lighting and internal redecoration have taken place this year, including the plastering of the front wall, and repainting throughout, which have improved the space immeasurably. The high-level window blinds have also been replaced. We have plans to update toilet facilities in the halls in 2024.

Groups now using the church building include The People's Community Choir, Stay and Play, Cheltenham Welcomes Refugees, as well as Leadership/PCC meetings, Bible Study and Prayer groups. The Winter Warmer, Drop Off and Drop In and the Passion Play Rehearsals.

Externally we have undergone the usual grounds maintenance, and replaced the old, tired Notice Board with new one.

Financial Review 2023

2023 saw a significant increase in both income and expenditure. A large legacy combined with greater income from grants and parish assets more than covered a slight decrease in regular giving. The increased income enabled a greater investment in outreach and ministry, with record numbers reached through activities such as the Christmas Services, Light Party, Wednesday service celebration lunches, pop-up pantry, Winter Warmer and Drop Off & Drop In. Major investment was also made in both the St Marks and St Barnabas buildings along with further developments of the concepts for the development of the St Aidan's site. Both the on-going giving and existing funds designated or restricted for a particular purpose were used.

A review of utility and other running costs reaped significant savings in Church running expenses, and whilst a more accurate allocation of expenses shows a new Costs of Trading category, the overall cost of Church running expenses remained level.

There was a £46,303 surplus for the year, compared to a deficit of £116,124 in 2022.

Restricted funds were in surplus at £43,607 meaning there was a 'working' surplus of £2,696.

Total income in 2023 was £531,431, compared to £324,026 in 2022. The 2023 income was made up of £233,320 unrestricted and £298,111 restricted. The major sources of 2023 income were:

- Legacies - £175,151 (2022: £11,514)
- Regular giving and collections - £143,248 (2022: £171,766)
- Grants - £72,121 (2022: £24,161)
- Church Hall Lettings - £20,695 (2022: 15,068)

In 2023, costs totalled £485,128 (2022: £440,150). Major contributors to costs were Parish share £167,680 (2022: 167,726), church maintenance £102,765 (2022: £28,469), and office administration £54,320 (2022: £41,561).

Parish of West Cheltenham Parochial Church Council

Annual Report For the year ended 31 December 2023 (continued)

Reserves at the end of the period were:

- Unrestricted
 - o General £4,472 (2022 – £2,178)
 - o Designated £262,712 (2022: £260,016). £262,712 relates to the fixed assets of church buildings and investment property, so net designated funds are £0.
- Restricted £507,115 (2022: £463,508)

Reserves and Policy: It is not the intention of the PCC to build up large reserves in the General Fund but rather to use donated monies to meet the mission of our church. Legacies will be used in line with wishes expressed in the Will, or for the furtherance of the mission of the church. It is our intention to celebrate and name the activities facilitated by legacies.

Legal and administrative information: Legal and administrative information is set out on Pages 1-2

Statement of Council Members Responsibilities: Charity law requires the Council members to prepare financial statements for each financial year which give a true and fair view of the state of affairs of the Parochial Church Council at the year end and of its incoming resources and resources expended during that year. In preparing those financial statements, the Council members are required to:

- select suitable accounting policies and then apply them consistently;
- make judgements and estimates that are reasonable and prudent;
- state whether applicable accounting standards and statements of recommended practice have been followed subject to any departures disclosed and explained in the financial statements;
- and prepare the financial statements on the going concern basis unless it is inappropriate to presume that the Parochial Church Council will continue to function.

The Council members are responsible for keeping proper accounting records which disclose with reasonable accuracy at any time the financial position of the Parochial Church Council and enable them to ensure that the financial statements comply with the Charities Act 2011. They are also responsible for safeguarding the assets of the Parochial Church Council and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

18/03/2024

This report was approved by the Council members on and signed on their behalf by



.....
Rev Rod Paterson

PARISH OF WEST CHELTENHAM PCC
INDEPENDENT EXAMINER'S REPORT
FOR THE YEAR ENDED 31 DECEMBER 2023

I report to the charity Trustees, and council members, on my examination of the financial statements of the Parish of West Cheltenham Parochial Church Council ("the charity") for the year ended 31 December 2023.

Responsibilities and Basis of Report

As the Trustees of the charity you are responsible for the preparation of the accounts in accordance with the requirements of the Charities Act 2011 ('the 2011 Act').

I report in respect of my examination of the charity's accounts carried out under section 145 of the 2011 Act and in carrying out my examination I have followed all the applicable Directions given by the Charity Commission under section 145(5)(b) of the 2011 Act.

An independent examination does not involve gathering all the evidence that would be required in an audit and consequently does not cover all the matters that an auditor considers in giving their opinion on the financial statements. The planning and conduct of an audit goes beyond the limited assurance that an independent examination can provide. Consequently, I express no opinion as to whether the financial statements present a 'true and fair view' and my report is limited to those specific matters set out in the independent examiner's statement.

Independent Examiner's Statement

Since the charity's gross income exceeded £250,000 your examiner must be a member of a body listed in section 145 of the 2011 Act. I confirm that I am qualified to undertake the examination because I am a member of the Institute of Chartered Accounts of Scotland, which is one of the listed bodies.

I have completed my examination. I can confirm that no matters have come to my attention in connection with the examination giving me cause to believe that in any material respect:

1. accounting records were not kept in respect of the charity as required by section 130 of the 2011 Act; or
2. the accounts do not accord with those records; or
3. the accounts do not comply with the applicable requirements concerning the form and content of accounts set out in the Charities (Accounts and Reports) Regulations 2008 other than any requirement that the accounts give a 'true and fair' view which is not a matter considered as part of an independent examination.

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in this report in order to enable a proper understanding of the accounts to be reached.



Ryan Moore CA

Randall & Payne LLP
Chartered Accountants & Independent Examiners
Chargrove House
Shurdington Road
Cheltenham
Gloucestershire
GL51 4GA

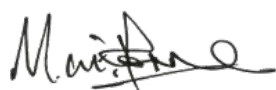
Parish of West Cheltenham Parochial Church Council
Statement of financial activities
For the year ended 31 December 2023

		Unrestricted funds	Restricted funds	2023 Total	2022 Total
	Note	£	£	£	£
Income from:					
Voluntary income	2	136,475	254,045	390,520	207,440
Church activities	3	9,290	44,000	53,290	47,341
Other trading activities	4	20,898	66	20,964	15,394
Investments	5	65,664	-	65,664	52,124
Other Income		993		993	1,727
		_____	_____	_____	_____
Total		233,320	298,111	531,431	324,026
		_____	_____	_____	_____
Expenditure on:					
Raising funds		-	-	-	
Church activities	6	230,624	254,504	485,128	440,150
		_____	_____	_____	_____
Total		230,624	254,504	485,128	440,150
		_____	_____	_____	_____
Net income/(expenditure)		2,696	43,607	46,303	(116,124)
Transfers between funds		-	-	-	-
		_____	_____	_____	_____
Net movement in funds		2,696	43,607	46,303	(116,124)
Total funds brought forward		260,016	463,508	723,524	839,648
		_____	_____	_____	_____
Total funds carried forward	13,14	262,712	507,115	769,827	723,524
		=====	=====	=====	=====

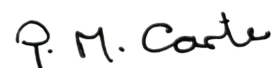
Parish of West Cheltenham Parochial Church Council
Balance sheet at 31 December 2023

			2023	2022
	Note	£	£	£
Fixed assets				
Tangible assets	9		258,240	262,194
Current assets				
Debtors	10	290,566		278,516
Cash at bank and in hand		226,931		185,464
		517,497		463,980
Creditors: amounts falling due within one year	11	(5,910)		(2,650)
Net current assets			511,587	461,330
Total assets less current liabilities	12		769,827	723,524
Funds				
Unrestricted funds	13	262,712		260,016
Restricted funds	14	507,115		463,508
			769,827	723,524

The financial statements were approved by the Parochial Church Council of the Parish of West Cheltenham
on 18/03/2024 and signed on its behalf by



MIKE HORNE
Treasurer



PAULINE CARTER
Churchwarden

Parish of West Cheltenham Parochial Church Council
Notes to the financial statements
for the year ended 31 December 2023

1. Accounting policies

1.1. Accounting convention

The PCC is a public benefit entity within the meaning of FRS102. The financial statements have been prepared under the Charities Act 2011 and in accordance with the Church Accounting Regulations 2006 governing the individual accounts of PCCs and with the Regulations “true and fair” provisions. They have been prepared under FRS102 (2016) as the applicable accounting standards and the 2016 version of the Statement of Recommended Practice, Accounting and Reporting by Charities (SORP(FRS102)).

The financial statements have been prepared under the Charities Act 2011 and in accordance with the Church Accounting Regulations 2006 governing the individual accounts of PCCs and with the Regulations “true and fair” provisions. The financial statements have been prepared to give a “true and fair” view and have departed from the Charities (Accounts and Reports) Regulations 2008 only to the extent required to provide a “true and fair” view. This departure has involved following the Charities SORP (FRS 102) published on 16 July 2014 rather than the Accounting and Reporting by Charities: Statement of Recommended Practice effective from 1 April 2005 which has now been withdrawn.

The financial statements have been prepared under the historical cost convention with items recognised at cost or transaction value unless otherwise stated within the relevant notes to these accounts. The financial statements have been prepared in accordance with the Statement of Recommended Practice: Accounting and Reporting by Charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) issued on 16 July 2014 and Financial Reporting Standard applicable in the United Kingdom (FRS 102) and Charities Act 2011. The Parish of West Cheltenham PCC meets the definition of a Public Benefit entity under FRS102.

The principal accounting policies adopted in the preparation of the financial statements are as follows:

1.2. Funds

Unrestricted funds represent the funds of the PCC that are not subject to any restrictions regarding their use and are available for application on the general purposes of the PCC. Funds designated for a particular purpose by the PCC are also unrestricted.

Restricted funds are funds which are to be used in accordance with specific restrictions imposed by donors or which have been raised by the church for particular purposes. The cost of raising and administering such funds are charged against the specific fund.

The financial statements include all transactions, assets and liabilities for which the PCC is responsible in law. They do not include the financial statements of church groups that owe their main affiliation to another body nor those that are informal gatherings of church members.

1.3. Incoming resources

All income is recognised once the charity has entitlement to that income, there is sufficient certainty of receipt and so it is probable that the income will be received, and the amount can be measured reliably.

Voluntary income is recognised by way of donations and gifts and is included in full in the Statement of Financial Activities when receivable. Gifts donated for resale are included as income when they are sold. Donated assets are included at the value to the PCC where this can be quantified and a third party is bearing the cost. The value of services provided by volunteers has not been included.

Collections are recognised when received by or on behalf of the PCC.

Planned giving receivable under Gift Aid is recognised only when received.

Parish of West Cheltenham Parochial Church Council
Notes to the financial statements (continued)
for the year ended 31 December 2023

Income Tax recoverable on Gift Aid conditions is recognised when the income is recognised.
Grants and legacies to the PCC are accounted for as soon as the PCC is notified of its legal entitlement, the amount due is quantifiable and its ultimate receipt by the PCC is reasonably certain.
Interest is accounted for when receivable. Any tax recoverable on such income is recognised in the same accounting year.

The PCC is not registered for VAT.

Rental income from the letting of church premises is recognised when the rental is due.

1.4. Resources expended

All expenditure is included on an accruals basis and is recognised when there is a legal or constructive obligation to pay for expenditure. All costs have been directly attributed to one of the financial categories of resources used in the statement of financial activities with the exception of governance costs which have been split with 20% attributable to fund raising activities and 80% to church activities.

Fundraising costs are those incurred in seeking voluntary contributions and do not include the costs of disseminating information in support of the charitable activities.

Grants and donations, including the diocesan parish share, are accounted for when paid over, or when awarded, if that award creates a binding obligation on the PCC.

1.5. Fixed assets

Consecrated and beneficed property of any kind is excluded from the financial statements by s10(2) of the Charities Act 2011.

Moveable church furnishings held by the Vicar and Churchwardens on special trust for the PCC, and which require a faculty for disposal, are accounted as inalienable property unless consecrated. They are listed in the church's inventory which can be inspected at any reasonable time. For inalienable property acquired prior to 1999 there is insufficient cost information available and therefore such assets are not included in the financial statements. There were no acquisitions of inalienable property in this financial year.

Depreciation is provided using the straight-line basis using the following rates:

Fixtures, fittings and equipment	- 4 years
Freehold property	- 50 years

All assets costing more than £2,000 are capitalised.

Property held for the purpose of social housing

The Trustees reviewed the criteria for Investment Property in light of the amendments to FRS 102 from the 2019 Triennial Review. Having re-reviewed the criteria and confirmed the underlying use of the properties in question, the Trustees have reclassified the investment property to Property, Plant and Equipment. This has been performed on the basis that the Dulverton property is considered to be operated for the sole purpose of social housing. Under FRS 102, where the property meets this criteria, it should be classified as Property Plant and Equipment and is stated at cost less accumulated depreciation.

Parish of West Cheltenham Parochial Church Council
Notes to the financial statements (continued)
for the year ended 31 December 2023

1.6 Leasing

Rentals payable under operating leases are charged against income on a straight-line basis over the lease term. The title of the lease remains with the lessor and the equipment is replaced every 3 years whilst the economic life of such equipment is normally 10 years.

1.7 Financial instruments

The PCC only has financial assets and financial liabilities of a kind that qualify as basic financial instruments. Basic financial instruments are initially recognized at transaction value and subsequently measured at their settlement value.

1.8 Going concern

The council members have reviewed the ongoing future of the PCC and consider that there are plans in place to continue the PCC's operation. There are no material uncertainties that may cast significant doubt on the PCC's ability to continue as a going concern.

1.9 Pensions

The PCC made contributions for the benefit of employees to the auto-enrolment pension scheme.

1.10 Liabilities and provisions

Liabilities are recognised when there is an obligation at the Balance Sheet date as a result of a past event, it is probable that a transfer of economic benefit will be required in settlement, and the amount of settlement can be estimated reliably. Liabilities are recognised at the amount the Charity anticipates it will pay to settle the debt or the amount it has received as advanced payments for goods and services it must provide.

Provisions are set up only where it is probable that a present obligation exists as a result of an event prior to the balance sheet date and that a payment will be required in settlement that can be estimated reliably. Where material, provisions are calculated on a discounted basis.

1.11 Debtors

Debtors are recognised at the settlement amount after any discount offered.

1.12 Cash at bank and in hand

Cash at bank and in hand includes cash and short term highly liquid investments with a short maturity of three months or less from the date of acquisition or opening of the deposit or similar account.

Parish of West Cheltenham Parochial Church Council
Notes to the financial statements (continued)
for the year ended 31 December 2023

2. Voluntary income

	Unrestricted funds	Restricted funds	2023 Total	2022 Total
	£	£	£	£
Planned income				
Gift Aid donations	90,087	-	90,087	91,874
Other	4,640	864	5,504	5,782
Tax recoverable	21,560	1,273	22,833	22,231
Collections and other giving	9,407	7,502	16,909	46,359
Gift Days and appeals	-	7,915	7,915	5,520
Legacies	-	175,151	175,151	11,513
Grants receivable – Note 7	10,781	61,340	72,121	24,161
	<u>136,475</u>	<u>254,045</u>	<u>390,520</u>	<u>207,440</u>

In 2023, of the voluntary income, £136,475 (2022: £103,602) was in relation to unrestricted funds and £254,055 (2022: £103,838) to restricted funds.

3. Church activities

	Unrestricted funds	Restricted funds	2023 Total	2022 Total
	£	£	£	£
Gloucester Diocese Fundings	3,146	44,000	47,146	37,000
Wedding & Funeral Fees	4,315	-	4,315	7,973
Mums and Toddlers	1,829	-	1,829	2,368
	<u>9,290</u>	<u>44,000</u>	<u>53,290</u>	<u>47,341</u>

4. Other trading activities

	Unrestricted funds	Restricted funds	2023 Total	2022 Total
	£	£	£	£
Church hall lettings	20,695	-	20,695	15,068
Other trading activities	203	66	269	326
	<u>20,898</u>	<u>66</u>	<u>20,964</u>	<u>15,394</u>

Parish of West Cheltenham Parochial Church Council
Notes to the financial statements (continued)
for the year ended 31 December 2023

5. Investments

Unrestricted funds	2023 Total £	2022 Total £
Rental income	58,539	49,605
Interest received	7,126	2,519
	<u>65,665</u>	<u>52,124</u>

6. Church activities

	Unrestricted funds £	Restricted funds £	2023 Total £	2022 Total £
Missionary and charitable giving				
Donations to Charities & Missions	12,244	13,151	25,395	29,754
	<u>12,244</u>	<u>13,151</u>	<u>25,395</u>	<u>29,754</u>
Ministry				
Parish share	130,680	37,000	167,680	167,726
Clergy expenses	186	1,701	1,887	2,066
Church running expenses	21,634	6,185	27,819	40,945
Oasis Centre running expenses	-	-	-	1,811
Church maintenance	4,267	98,498	102,765	28,469
Upkeep of services	3,833	19,476	23,309	19,119
Upkeep of churchyard	620	2,700	3,320	15,429
Office administration	41,766	12,554	54,320	41,561
Audio/visual expenses	565	2,435	3,000	3,900
Training, pastoral and outreach	-	12,484	12,484	6,022
Costs of church activities	1,640	1,773	3,413	3,022
Major repairs – structure	-	36,789	36,789	13,365
Contribution to St Mark's Church of England (VA) Junior School	-	1,018	1,018	2,000
Capital Projects	-	1,403	1,403	57,609
Governance costs: Accountancy and Independent Examination	4,427	-	4,427	3,397
Costs of Trading	4,808	7,337	12,145	-
Depreciation	3,954	-	3,954	3,956
	<u>218,380</u>	<u>241,353</u>	<u>459,733</u>	<u>410,396</u>
	<u>230,624</u>	<u>254,504</u>	<u>485,128</u>	<u>440,150</u>

Parish of West Cheltenham Parochial Church Council
Notes to the financial statements (continued)
for the year ended 31 December 2023

The PCC received parochial fees totalling £4,315 (£7,673 – 2022) in the year. Of this, £1,641 (£4,297 – 2022) was made up of statutory fees due to the PCC as prepared by the Archbishops’ Council under the Ecclesiastical Fees Measure 1966. The statutory fees have been passed on in full to the Gloucester Diocesan Board of Finance and do not appear in the above financial statements.

In 2023, of the expenditure on church activities, £230,624 (£185,945 – 2022) was in relation to unrestricted funds and £254,504 (£254,205 – 2022) to restricted funds.

7. Grants receivable

	Unrestricted funds £	Restricted funds £	2023 Total £	2022 Total £
Listed Places of Worship Grant Scheme	10,781	-	10,781	2,031
Benefact Trust	-	-	-	3,000
Skene Trust	-	50,000	50,000	19,130
Sylvanus Lysons	-	7,000	7,000	-
National Grid – Warm Spaces	-	4,340	4,340	-
	<u>10,781</u>	<u>61,340</u>	<u>72,121</u>	<u>24,161</u>

8. Staff costs

Number of employees

The average number of staff, excluding PCC members, in the period was

	2023 Number	2022 Number
Administration	2	2
Maintenance	2	2
	<u>4</u>	<u>4</u>

No employee earned more than £60,000 in the year (2022 – NIL).

	2023 £	2022 £
Employment costs		
Gross wages and salaries	41,649	37,108
Social security costs	-	-
Pension costs	1,759	1,569
	<u>43,408</u>	<u>38,677</u>

Parish of West Cheltenham Parochial Church Council
Notes to the financial statements (continued)
for the year ended 31 December 2023

9. Tangible fixed assets

	Freehold land and property £	Fixtures, fittings and equipment £	Total £
Cost			
At 1 January 2023			
And 31 December 2023	333,381	84,554	417,935
	<hr/>	<hr/>	<hr/>
Depreciation			
At 1 January 2023	71,187	84,554	155,741
Charge for the year	3,954	-	3,954
	<hr/>	<hr/>	<hr/>
At 31 December 2023	75,141	84,554	160,695
	<hr/>	<hr/>	<hr/>
Net book value			
At 31 December 2023	258,240	-	258,240
	<hr/> <hr/>	<hr/> <hr/>	<hr/> <hr/>
At 31 December 2022	262,194	-	262,194
	<hr/> <hr/>	<hr/> <hr/>	<hr/> <hr/>

Included within freehold land and property is land with a cost value of £30,662. This is not depreciated.

10. Debtors

	2023	2022
	£	£
Sale of property proceeds held under a Declaration of Trust	278,516	278,516
Accrued income	12,050	-
	<hr/>	<hr/>
	290,566	278,516
	<hr/> <hr/>	<hr/> <hr/>

Parish of West Cheltenham Parochial Church Council

Notes to the financial statements (continued)

for the year ended 31 December 2023

11. Creditors: amounts falling due within one year

	2023	2022
	£	£
Accruals	4,110	2,650
Trade creditors	1,800	
	<hr/>	<hr/>
	5,910	2,650
	<hr/> <hr/>	<hr/> <hr/>

12. Analysis of net assets between funds
Year ended 31 December 2023

	Unrestricted funds	Restricted funds	Total funds
	£	£	£
Tangible fixed assets	258,240	-	258,240
Current assets	-	507,115	507,115
Current liabilities	4,472	-	4,472
	<hr/>	<hr/>	<hr/>
	262,712	507,115	769,827
	<hr/> <hr/>	<hr/> <hr/>	<hr/> <hr/>

Analysis of net assets between funds
Year ended 31 December 2022

	Unrestricted funds	Restricted funds	Total funds
	£	£	£
Tangible fixed assets	262,194	-	262,194
Current assets	-	463,508	463,508
Current liabilities	(2,178)	-	(2,178)
	<hr/>	<hr/>	<hr/>
	260,016	463,508	723,524
	<hr/> <hr/>	<hr/> <hr/>	<hr/> <hr/>

Parish of West Cheltenham Parochial Church Council
Notes to the financial statements (continued)
for the year ended 31 December 2023

13.	Unrestricted funds Year ended 31 December 2023	01 January 2023 £	Incoming resources £	Resources expended £	Transfers £	31 December 2023 £
	General	(2,178)	233,320	(226,670)	-	4,472
	Designated fixed asset fund	262,194	-	(3,954)	-	258,240
		<u>260,016</u>	<u>232,328</u>	<u>(230,624)</u>	<u>-</u>	<u>262,712</u>

General fund

Balance of funds that is not restricted or designated for any purposes.

Designated fixed asset fund

Balance comprises Freehold Buildings £227,578 and Freehold Land £30,662 (cost values).

	Unrestricted funds Year ended 31 December 2022	01 January 2022 £	Incoming resources £	Resources expended £	Transfers £	31 December 2022 £
	General	815	178,996	(181,989)		(2,178)
	Designated fixed asset fund	266,150	-	(3,956)	-	262,194
		<u>266,965</u>	<u>178,996</u>	<u>(185,945)</u>	<u>-</u>	<u>260,016</u>

Parish of West Cheltenham Parochial Church Council
Notes to the financial statements (continued)
for the year ended 31 December 2023

14. Restricted funds	01 January	Incoming	Resources		31 December
Year ended 31 December 2023	2023	resources	expended	Transfers	2023
	£	£	£	£	£
Parish					
Friends International	660	-	(660)	-	-
New Life Band	853	4,355	(5,208)	-	-
Parish Outreach	54	50,048	(29,132)	-	20,970
St. Barnabas Care Fund	250	-	-	-	250
St Barnabas Community Outreach	1,305	-	(25)	-	1,280
St Barnabas Gift Day	-	6,625	(6,625)	-	-
St Mark's Counselling fund	2,396	-	(440)	-	1,956
Food Programme	-	-	-	-	-
St Aidan and St Silas Development	11,236	-	(5,476)	-	5,760
St Mark's Reordering	21,400	205	(21,497)	-	108
St Mark's Extension Fund	278,515	-	-	-	278,515
St Mark's Heritage Fund	-	-	-	-	-
St Mark's Care fund	1,948	-	(200)	-	1,748
St Mark's Open the Book Club	205	-	(205)	-	-
Toilet and Served Fund	-	-	-	-	-
Minor restricted Fund	203	38,427	(38,630)	-	-
Parish Youth Worker	-	17,420	(6,177)	-	11,243
Warm Spaces	-	4,340	(4,340)	-	-
Restricted to St Barnabas & designated to the purpose					
St Barnabas Reordering	3,416	-	(1,507)	-	1,909
Legacy received	1,629	-	(1,629)	-	-
Sharon Arbuckle Legacy	-	175,148	(50,151)	-	124,997
Restricted to St Mark's & designated to purpose					
St Mark's Development	59,011	-	(28,645)	-	30,366
St Mark's Reordering	26,820	-	(26,820)	-	-
St Mark's General Reserves	27,003	-	(27,003)	-	-
St Mark's Parents and Toddlers	252	-	(90)	-	162
Legacy received	2,525	-	-	-	2,525
St Mark's Organ	-	1,540	(44)	-	1,496
Restricted to St Aidan & designated to purpose					
Legacy received	23,827	3	-	-	23,830
	<u>463,508</u>	<u>298,111</u>	<u>(254,504)</u>	<u>-</u>	<u>507,115</u>

Parish of West Cheltenham Parochial Church Council
Notes to the financial statements (continued)
for the year ended 31 December 2023

Friends International

Donations for the organisation 'Friends International'.

New Life Band

Donations for the New Life Band Mission to Youth and Children, Tanzania.

Parish Outreach

To encourage evangelism and outreach to those not yet of Christian faith.

St. Barnabas Care Fund

An emergency fund for those in need, spent at the discretion of the vicar, church leadership and/or PCC.

St. Barnabas Community Outreach

For community outreach work to the community in the vicinity of St Barnabas Church.

St. Barnabas Gift Day

Donations for St Barnabas mission partners raised on the annual gift day.

St. Mark's Counselling Fund

To help towards the cost of counselling/therapy, spent at the discretion of the PCC.

R-T - Food Programme

Donations for any church programme distributing food or feeding people in the parish.

St. Aidan and St. Silas Development

For the development of St Aidan & St Silas Church.

St. Mark's Reordering

For the costs incurred in the reordering of St Mark's Church. Reordering defined as the rearrangement and adaption of churches to accommodate changes in religious practice.

St. Mark's Extension Fund (in trust)

Proceeds must be used "in augmentation of the Assistant Curacy Fund of St Mark's Church". However, if there is no Assistant Curacy Fund of St Mark's Church then the sale proceeds must be used "in augmentation of St Mark's Church Extension Fund Cheltenham."

St. Mark's Heritage Fund

Funds to be spent specifically on the named items at St Mark's Church: Drain repairs, Staff costs and access ramps.

St. Mark's Care Fund

An emergency fund for those in need, spent at the discretion of the vicar, church leadership and/or PCC.

St. Mark's Open the Book Club

To be spent on outreach to children.

R-B- Toilet and Served Fund

For St Barnabas Toilet & Served Project.

Minor Restricted Fund

For ad-hoc income and expenditure which is received/spent for a specific purpose. This fund should always balance back to nil.

Parish Youth Worker

For the salary, service delivery and core running costs of parish youth work.

Warm Spaces

To help fund 'warm spaces' across the parish - heating/materials/blankets etc between December 2023 and end March 2024.

St. Barnabas Reordering

For the reordering of St Barnabas Church - Reordering defined as the rearrangement and adaption of churches to accommodate changes in religious practice.

Legacy Received

For the general use of St Barnabas Church.

Sharon Arbuckle Legacy

For the mission and fabric of St Barnabas Church.

St. Mark's Development

For the development of St Mark's Church.

St. Marks Reordering

For the costs incurred in the reordering of St Mark's Church. Reordering defined as the rearrangement and adaption of churches to accommodate changes in religious practice.

St. Mark's General Reserve

For general spend associated with St Mark's Church.

St. Mark's Parents and Toddlers

For the express use of St Mark's Parents and Toddlers group.

R/D - M Joyce Day Legacy Fund

For the general use of St Mark's Church.

St Mark's Organ

For the repair and restoration of St Mark's Church Organ.

Legacy received

For the general use of St Aidan & St Silas Church.

Parish of West Cheltenham Parochial Church Council

Notes to the financial statements (continued)

for the year ended 31 December 2023

St Mark's Development Fund

St Mark's Development Fund was created from the sale of 21 Brooklyn Road, Cheltenham, a property purchased and held under Declaration of Trust by the Martyrs' Memorial Church of England Trust for the Assistant Curate of St Mark's Parochial Church Council. The terms state that if there is no requirement for the fund, the sales proceeds may be applied to St Mark's Extension Fund. The sale proceeds are immediately available following an assurance to the Trust that the money will be spent in accordance with the covenant. They recommend commendation from an Archdeacon to that effect.

Restricted funds Year ended 31 December 2022	01 January 2022 £	Incoming resources £	Resources expended £	Transfers £	31 December 2022 £
Parish					
Friends International	660	-	-	-	660
New Life Band	-	31,150	(30,297)	-	853
Gloucester Diocese Funding	-	37,000	(37,000)	-	-
Parish Outreach	4,474	-	(4,420)	-	54
St. Barnabas Care Fund	-	250	-	-	250
St Barnabas Community Outreach	1,305	-	-	-	1,305
St Barnabas Gift Day	-	5,520	(5,520)	-	-
St Mark's Counselling fund	2,396	-	-	-	2,396
Food Programme	-	791	(791)	-	-
St Aidan and St Silas Development	14,134	-	(2,898)	-	11,236
St Mark's Reordering	39,318	850	(18,768)	-	21,400
St Mark's Extension Fund	278,515	-	-	-	278,515
St Mark's Heritage Fund	2,304	193	(2,497)	-	-
St Mark's Care fund	1,948	-	-	-	1,948
St Mark's Open the Book Club	820	-	(615)	-	205
Toilet and Served Fund	-	54,516	(54,516)	-	-
Minor restricted funds - District Church Councils	1,176	-	(973)	-	203
Restricted to St Barnabas & designated to the purpose					
St Barnabas Reordering	25,000	-	(21,584)	-	3,416
Legacy received	4,527	1,000	(3,898)	-	1,629
Restricted to St Mark's & designated to purpose					
St Mark's Development	70,136	-	(11,125)	-	59,011
St Mark's Reordering	42,191	-	(15,371)	-	26,820
St Mark's General Reserves	59,700	2,033	(34,731)	-	27,003
St Mark's Parents & Toddlers	252	-	-	-	252
Legacy received	-	11,726	(9,201)	-	2,525
Restricted to St Aidan & designated to purpose					
Legacy received	23,827	-	-	-	23,827
	<u>572,683</u>	<u>106,303</u>	<u>(217,205)</u>	<u>-</u>	<u>463,508</u>

15. Operating leases

The total lease payments recognised within expenses for the year ended 31 December 2023 were £1,092.

At 31 December 2023 the group had annual commitments under non-cancellable operating leases as follows:

Amounts payable	2023	2022
	£	£
Within one year	1,080	1,080
Between 2 and 5 years	1,426	2,506
	<u> </u>	<u> </u>

16. Capital commitments

There were no capital commitments at 31 December 2023 (2022– NIL).

17. Related Party Transactions

Identifiable donations were made by PCC members in the year ended 31 December 2023 of £2,740 (2022 - £18,770). The amount of anonymous donations which would include further amounts have not been assessed for 2023 (nor 2022).

Mike Horne, a PCC member, was reimbursed £523 for various church expenses during the year (2022 - £166). There were no amounts owing to him at the year end.

Pauline Carter, a Parish Warden, was reimbursed £440 for various church expenses during the year (2022 - £1,046). There were no amounts owing to her at the year end.

Suzanna Pinless, a PCC, member, was reimbursed £78 for craft materials during the year (2022 - £32). There were no amount owing to her at the year end.

Rod Paterson, a PCC, member, was reimbursed £1,870 for expenses during the year (2022 - £1,794). There were no amount owing to him at the year end.

Sharon Walker, a PCC, member, was reimbursed £132 for expenses during the year (2022 - £40). There were no amount owing to her at the year end.

Janice Hamilton, a PCC, member, was reimbursed £2,194 for expenses during the year (2022 - £1,312). There were no amount owing to her at the year end.

Josh Denley, a PCC, member, was reimbursed £1,560 for expenses during the year (2022 - £10,306). There were no amount owing to him at the year end.

Phil Southam, a PCC member, was reimbursed £30 for expenses during the year (2022 - Nil). There were no amount owing to him at the year end.

Parish of West Cheltenham Parochial Church Council
Notes to the financial statements (continued)
for the year ended 31 December 2023

Donations were made to Family Space (now owned by Cheltenham YMCA), of which Mike Horne is chair, of £1,650 (2022 - Nil). There were no amount owing to the organisation at the year end.

An amount was received from Cheltenham YMCA, of which Mike Horne is chair, of £58,539 for the use of a property (2022 - Nil). There were no amount owing to the organisation at the year end.

18. Independent Examiner's Remuneration

The Independent Examiner's remuneration amounts to an Independent Examination (including accounts preparation) fee of £2,780 (2022 – £2,650).