



## ANNUAL REPORT OF THE PAROCHIAL CHURCH COUNCIL OF ST LUKE WITH ST BARTHOLOMEW FOR THE YEAR ENDED APRIL 2021

*Please note that this report contains two kinds of reports. Some with information that pertain to the full calendar year running [April 2020] to [April 2021]; others only with updates since our last APCM in October 2020, delayed due to the COVID pandemic.*

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#### ***Administrative information***

St Luke's and St Bartholomew's are two churches joined into one parish, situated in Reading, Berkshire. They are part of the Diocese of Oxford within the Church of England. The correspondence address is ***The Parish Office, St Luke's Church, Erleigh Road, Reading, RG1 5LH.***

The Parochial Church Council (PCC) is a charity which is registered with the Charity Commission.

Members of the PCC from the last APCM (18<sup>th</sup> October 2020) until the date this report was approved are:

The Rev'd Ross Meikle, Vicar, Chair (since 1<sup>st</sup> February 2021)

The Rev'd Christine Blackman, Associate Priest

Kirsten Bayes, Church Warden, St Luke's (Chair of PCC until 31<sup>st</sup> January 2021)

Jane Kenyon, Church Warden, St Bartholomew's

Dr Steve Allen, Deputy Warden, St Luke's

#### ***Deanery Synod representatives*** (until 31<sup>st</sup> May 2023)

Leslie Green                      Hilary Jakeman

Sally-Ann McDowell, Treasurer

Marion Pitman, Deputy Warden, St Bart's

#### ***Other elected members:***

Paul Carnell                      Roger Cox

Mary Evans                      Nicola Taylor

Officers who resigned during this current year:

Nicola Taylor

### ***Structure, governance and management***

The method of appointment of 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 on the PCC. Changes to the structure of the PCC were approved ahead of the last APCM and have been implemented this year. More details may be found in the review of the year, below.

### ***Objectives and activities***

St Luke with St Bartholomew's PCC has the responsibility of co-operating with the Vicar in promoting in the ecclesiastical parish the whole mission of the Church, pastoral, evangelistic, social and ecumenical. It also has the maintenance responsibilities for the Churches of St Luke's, Erleigh Road, Reading; St Bartholomew's, London Road, Reading; and the Parish Hall, Erleigh Road, Reading.

### ***Church attendance***

The number on the Electoral Roll at May 2021 is 79. Due to Covid restrictions services were a mixture of restricted number in person attendance and attendance via zoom. The average weekly in attendance in October was **51** (of which **1** was under the age of 16) at St Luke's and **0** at St Bart's. A limited number in person family service was held at St Bartholomew's just before Christmas. This was attended by **15** Adults and **9** Children. On Christmas Eve there were no in person services, a zoom streamed blessing of the crib was held with **27** attendees. On Christmas Day a limited number in person service was held with **30** attendees.

### ***Review of the year***

The PCC has met on 5 occasions since the last APCM.

## **Chair to PCC**

*This report covers the period from the last APCM in October to mid January when Ross took over as PCC Chair.*

The PCC took several big decisions in this comparatively short period.

It decided that the roof at St Bart's should be repaired, with the funds coming from an endowment (the process for releasing these funds is ongoing). This in the context of ongoing discussions with Read College.

It also decided that the parking spaces outside the Parish Hall should be protected for the users of the Hall and Church, and authorised the installation of barriers.

However, the biggest decisions concerned operating the Parish safely.

Gillian Lyne was appointed to the role as Parish Safeguarding Officer, to continue the work of making sure children and vulnerable adults are protected by the Parish. Thanks go to Nicola and Ant, the outgoing team, for all their work.

The PCC also agreed how we would run services safely in the church buildings in the run up to Advent then through into the Christmas period; it also took the difficult decision that services should once again move to online only, due to the Covid situation.

And finally it decided to lend a part of the Parish's furniture to the NHS to help speed the set up of a local vaccination centre. This to be a good neighbour to those in our community, and to help the NHS protect as many lives as possible.

My thanks to everyone on the PCC for their kindness while I was PCC Chair, to Allison our minutes secretary, and to our group/committee leaders and volunteers for their work. I am very grateful to everyone who gives so much time and love to the work of the Parish.

Kirsten Bayes

Since taking over as Chair of the PCC following my licensing at the start of February, we have held three PCCs and an extraordinary PCC meeting pertaining to the release of funds to replace the roof of St Bartholomew's. Thanks especially go to Sally-Ann and Leslie for coordinating this.

One of the early pieces of work that has begun has been to tackle the church's communications systems, to simplify and to streamline our email services. As a part of this, we have a contract with an IT Consultant to aid us in getting started in a professional transformation of the ways in which we communicate as a church.

We have also begun to ask questions about the use of the space and furniture at St Luke's Church. A decision was made to remove the blue fabric kneelers from the church, and we have discussed how we might make different parts of the church building such as the children's corner and materials for children's ministry and worship. Thank you to Christine for leading us on this.

Likewise, with St Luke's hall we have reviewed our Terms and Conditions for those who hire it, ready for when we are able to let it out again. I give thanks to Sarah who has worked on this document a lot.

We have approved our Safeguarding Policy for another year, and I'd like to thank Gillian for her commitment to her new role as Safeguarding Officer.

Ross

## **Churchwardens' Reports**

### **St Lukes's Church**

Serving as a Churchwarden during a period of interregnum is always a challenge. As well as the regular part of the job, the administration that the incumbent usually carries out lands on the Wardens desks. There is also the small matter of finding a new Vicar.

During a pandemic, these all became more difficult. Nevertheless, with the help and patience of Sarah and Christine especially, and with the support of the PCC and Archdeacon, we were able to ensure the Parish operated safely and legally, and carry out a proper recruitment process.

After a deep and reflective process, which involved many people in the Parish, it was wonderful to be able to meet and then appoint Ross as our new Vicar. There was then the work of making sure his arrival went as smoothly as possible, and to help bring in the next phase of the life of our Parish.

Again huge thanks go to my colleague Jane; to Sarah and Christine; to the PCC; and to Ross himself. Together, the team has made this process actually rather wonderful.

Kirsten Bayes, Churchwarden

### **St Bartholomew's Church**

St Bart's was host to a family Christmas celebration this year, with the retelling of the birth of Jesus through the eyes of a donkey. The donkey who carried Mary to Bethlehem, who loved Joseph and ....who loved carrots!! Delilah, fashioned from a fluffy dressing gown and turned into a puppet, retold her story with the help of some carefully placed props, music, mime and lots of carrots !

Jane Kenyon, Churchwarden

## **Annual report from PCC Buildings Committee March 2020**

Due to the Covid 19 pandemic, use of our three buildings has been severely restricted. Where necessary social distancing rules have been applied and rigorous cleaning protocols adopted. The hall kitchen has undergone a deep clean.

As reported last year, we are in discussions with Read College to agree a long term licence. These negotiations are well advanced and it is hoped very shortly to submit the final licence for Faculty approval. Approval to reroof and replace the guttering at St Bartholomew's has been granted and the Architect has instructed the contractor to commence preparations to purchase the materials. Funding for the project has been obtained from the D A Lawrence Trust and work is expected to be completed later this summer.

All issues identified in the 2019 Quinquennial Inspections have either been completed or are in progress. Earlier this year the pointing at St Luke's was completed and a fire rated curtain and panelling between the choir vestry and chancel installed. Fire exit signage has also been improved.

A repair to St Luke's bell rope required the erection of scaffolding to the bell tower and this has enabled a proper inspection of the brick and stonework to be carried out. No immediate repairs were identified.

All of the statutory inspections and annual maintenance contracts on our three properties are up to date. Routine repairs, maintenance and replacements of expired equipment have been carried out as the need required.

Work to replace the garage/shed in the hall garden with an accessible greenhouse and to improve the disabled access to the Turner room were completed in Quarter 1 of 2020. New locks to the garden gate have also been fitted to improve security and egress in the event of an emergency.

To control our limited parking outside the hall, retractable posts have been installed.

We again owe a huge thank you to Roger Cox for project managing and, in many cases, undertaking the tasks involved in maintaining and refurbishing our three properties.

The Buildings Committee would also like to thank Sarah for the day to day management of the Hall and the Church. Due to the pandemic, carrying out this responsibility has been made more difficult.

May I conclude this report by thanking all members of the congregation who have assisted the Buildings Committee in maintaining the fabric of our buildings.

**Leslie Green,  
Chair of the Buildings Committee**

March 2021

## **Finance**

### **Treasurer's Report**

#### **Finance**

##### **Treasurer's Report**

This report is based on the accounts produced by the treasurer directly using the accounting software.

At the summary level, in 2020 our income was greater than our expenditure.

#### **INCOME**

Total Income was about £100,000 (compared to £125,000 in 2019).

##### ***Income from donors***

In 2020, this was about £37,500 (compared with £47,000 in 2019).

##### ***Income from buildings rent (hall and churches):***

In 2020, income from building rent was about £34,000 (compared with £50,000 in 2019). The reduction was due to a decrease in hall rent due to the pandemic, though we did get income from the NHS as they used the building for a reasonable amount of the year. However we had reduced income from St Barts as we allowed Read College a 3 month rent holiday as they were unable to use the building from 23 March until September.

##### ***Other income:***

There was about £28,500 in other income during 2020. This included, mainly gift aid from our giving plus dividends. We had minimal income from our usual coffee mornings and no weddings and only minimal income from funerals and no Christmas Fair.

#### **EXPENDITURE**

Total expenditure was about £115,200 (compared to £107,500 in 2019).

##### ***Utilities and insurance (excluding water)***

Insurance in the two churches (and hall) was about £10,800 which is about the same as the previous year.

Electricity in the two churches was about £2,900 which is almost £1,000 lower than the previous year but given we were not in the building for about 7 months is not surprising.

Gas was about the same in the two churches (about £10,700) in 2020 than in 2019, but again as the time not in the churches coincided with warmer months, this is also not surprising.

Hall gas was 50% higher than in 2019, but may have been due to the NHS using the building during the days in March and April but electricity for the hall was slightly lower than in 2019. It is likely less electricity was used by the NHS than might have been for other hall users who rent the building in the evenings and use lights.

### ***Charitable giving:***

As in recent years, we did not give 10% of our planned giving to charities in 2019. Our plan had been to continue to donate to some local charities regularly and then do one off fundraising for others throughout the year. However due to the stopping of coffee mornings from 23 March, we were only able to give about £2,600 to charities which is considerably lower than 2019 (£4,200).

### ***Parish Share:***

Our Parish share reverted back to full rate as Fr Graeme had left us and there is no rebate during an interregnum. Our parish share was £44,800 in 2020.

### ***Parish Administrator:***

Costs for Parish Administrator reduced as there was no need for the additional hours for work for the Area Dean and so this resulted in less tax, national insurance and pension. (Total cost just over £10,100, which includes salary and these additional items).

## **BALANCE OF FUNDS**

Our usable funds have decreased from 2019 where they were £119,000 to around £103,300 as we have spent more than we have received.

We do also have some untouchable funds, which were valued at £378,811 on 31 Dec 2020. These are the Lawrence Bequest, the Curacy fund, the Schoolrooms fund, and the Cockburn Bequest. These reduced in value by almost £16,500 due to the economic situation arising out of the pandemic.

### ***Reserves Policy***

The usable funds that we hold in reserve have been increased due to an increase in rent of buildings. The reserves policy was not discussed in 2020, however our accounts show that we still meet the reserves policy as set in 2011.

The reserves policy is still to maintain reserves of at least £5,000 per building for emergency maintenance to the buildings. The maximum amount to be held in reserves was agreed to be £100,000, although we could potentially hold more if the PCC determined there was a valid reason for doing so.

All reserves are held as funds invested with the Central Board of Finance of the Church of England for the time being.

Sally-Ann McDowell

## Safeguarding

'For I know the plans I have for you, says the Lord. Plans to prosper you and not to harm you' Jeremiah 29:11

Promoting a safer environment and culture within our church, where all will prosper and none will be harmed, continues to be of the utmost importance. Although we have rarely been together in person over the past year, we wish to create an environment which is welcoming, respectful and enables safeguarding concerns to be raised and responded to openly, promptly and consistently.

Since the last APCM Nicola Taylor has given up the position of Parish Safeguarding Officer and has been replaced by myself, Gillian Lyne.

We are very grateful to Nicola for all the hard work she has invested in this role and for continuing to act as a consultant for the next few months until I have completed the Diocesan Safeguarding Leadership training. I would also like to thank Jenny Page who has remained as the DBS verifier.

The safeguarding audit carried out in February 2021 identified key areas such as safer recruitment and training as a priority for us as a church. It is important that we follow the House of Bishops' policies including safer recruitment practice guidance. This means that application forms need to be generated and used in the appropriate circumstances as do generic "activity risk assessments" for activities with children and vulnerable adults. It is worth noting that although we have made progress, there is currently still a lot of work for us to do in this area.

A review of the safeguarding log is in progress to ensure this is up to date with both DBS checks and current safeguarding training. This review has shown that some DBS checks do need redoing after the five year period since they were last done. All PCC members and anyone working with children, young people and vulnerable adults are reminded that they need to be DBS checked. It is also necessary to ensure that all training is up to date as some people don't appear to have done this. We are currently working on a process to remind individuals of these training and DBS check requirements and to ensure that they have been done.

A safeguarding policy for those who hire the Hall has been written.

It is worth noting that despite the challenges of the last year, safeguarding procedures were followed for online Junior Church meetings last year and at the Christmas nativity play at St Barts.

As online services and activities may remain for some time it is necessary to ensure that any such activity is compliant with diocesan safe working practice policies. Work on this will start shortly.

Also identified in the audit was the need to comply with all data protection legislation (GDPR) especially in regard to storing information and safeguarding records. Further work on this is needed, particularly in regard to the disposal of historic data held in St. Luke's.

The PCC is reminded that as the trustee body it has responsibility for the oversight of all safeguarding activity and for creating an environment in the church where all are safe and can flourish.

Gillian Lyne



## **Worship Spaces**

### **Clergy Report - Christine/Ross**

The last APCM was held in October, during a time when it was possible to have worship in Church. We had two services to keep the numbers down and we were able to have communion in person with between 35 and 40 people in Church as well as between 5 and 10 on zoom.

By that point the advertisement for the post of Vicar of our Parish had been published, and although we did not know it, Ross had already discovered it and had started wondering if we were where God wanted him to be.

The advert excited me, and having known the outgoing curate Serena well through mutual curacy training days, I had some insight into the nature of the parish. I was excited by the commitment to Inclusive Church, and also the relationships in the wider community through the Community Garden and READ Performing Arts College.

Meanwhile we were preparing for the interview process, first with a couple of days when the candidates were able to have an informal look round the Church and the Vicarage

Visiting the church for an orientation was a delight. There was a warmth both in the welcome of those I met and in the feel of St Luke's church building. I loved the community garden especially, and looking around the vicarage got me excited about the parties I could throw! It was rather an overwhelming day, but I rather fell in love with the parish. A member of my cell group said that I was talking about Redlands with the same tone that I talk about a new romantic crush!

All the candidates had lots of strengths and even on that day, it was clear that the interviewing panel were going to have a hard job, although in the end I think they felt that making the right choice was easy.

When I was offered the post, it was an immediate yes from me. I was about to host a drinks party on Zoom for my curacy benefice, and to restrain myself from saying anything! It seemed to feel like forever before it could be announced due to the Bishop being on holiday and then the various safeguarding procedures.

Then came the long months while we waited for Ross to join us and he put the finishing touches to his ministry in Witney.

In November we went back into lockdown for a while but we were allowed a few weeks of in person worship over Christmas before returning to lockdown in January.

On February 1<sup>st</sup> we had to welcome Ross over zoom and it felt like the culmination of a very long process. Graeme had left in August 2019 and the process of finding his successor was put back by Covid restrictions on several occasions. However, although it seemed long overdue, we were delighted to join him over zoom for his first Eucharist at Candelmas.

Bishop Olivia spoke at my licensing about our shared call to be candle-bearers to the world, and for us, to Redlands. She also reminded us that I am a work-in-progress, and it

has been good to remember that as I come to terms with being a vicar - and especially in such a trying time as during the COVID-19 pandemic.

We celebrated the start of Lent online with a Pancake Party and a Eucharist for Ash Wednesday, with a video encouraging us to 'bury the Alleluia'.

It was important for me that during Lent, the focus was on me getting to know you and you getting to know me. As such, I told my Beatitude Fairy Tales twice weekly to adults and to children and into Holy Week so that you could understand the creativity that I bring with me. The conversations and discussions we had afterwards were fruitful and helpful for me in getting to know where you are. We also had a Desert Island Discs evening, where I told my life story and played music important to me.

At the Annunciation, we launched a long-term mission project: a Nativity Festival, encouraging parishioners and local community groups to contribute and maybe even craft a Nativity scene to adorn the windowsills at St Luke's during Advent and Christmas 2021 (COVID permitting).

Our Holy Week and Easter Day were celebrated online too, with daily services, stories, or viewing parties. We watched Riding Lights' 'Breaking Day' during the Hours on Good Friday and the 2015 concert version of 'Jesus Christ Superstar' in the evening. As restrictions began to ease, the choir gathered in the Community Garden to record some music for our Easter Day worship.

Eastertide was a season of celebration of the Resurrection, and also preparation for returning to worship and events in our church buildings. This began in Easter Week with two weekday masses: on a Tuesday, and on a Thursday. Eastertide will end with my having my first Sunday services with a congregation in the building and also online. St Luke's Church has also been used as a polling station for local elections, and we offered the opportunity for people to light a candle by moving the pricket stand. We remain, however, to be a community who gather together online and our Social Quiz for Christian Aid Week was held on Zoom.

It has been quite the extraordinary start to my new ministry among you, and I'm excited by how much we have accomplished together thus far as we seek to worship God and serve all God's children.

**Christine/Ross**

## **Music Director's report 2020/21**

It has obviously been a very different year for the choir and all involved in making music at church. As we all got to used to the technology and what we could do; we gradually began to meet for online choir practices. I want to thank the choir for being so patient as I worked out how best to present materials and exactly which buttons to press. We now meet every 2/3 weeks on a Friday evening, juniors 7-8pm and adults 7.30-8.30pm as a good opportunity to talk and share music, singing along on mute. It is fantastic that several past members have been able to join us from afar.

As we grew in confidence, it was great to be able to contribute to Diocesan services and our own zoom services. It has been lovely to hear and see different singers as best we can online. Even though it was only for a few months in was good to be able to bring a smaller, distanced version of the choir back into church in the winter last year and especially to be able to have a carol service for which we rehearsed entirely on zoom. Although the difficulty of this is that the congregation cannot join in with the singing and we obviously miss all singing together.

Looking forward, we hope to gradually return to singing safely together and I am looking forward to awarding 'voice for life' medals to several members. We are excited to be broadening our repertoire with new ideas from Ross and are happy to receive music suggestions if there is something we haven't sung for a while you would like to hear. We also hope to be able to share music with everyone in other ways online.

I would like to thank all the choir for their commitment despite us not being able to meet in person. I would like to thank Christine and Ross who have encouraged us all and made musical suggestions and then had the very challenging job of organising the technology. Thanks also to Gordon for recording backing tracks and to both Gordon and Timothy for accompanying us in church and playing when there was no choir. Thank you to Steve and Sally-Ann for technical support and everyone for your lovely encouraging comments.

Gemma Mason

## **Social Spaces**

### **Pastoral Care Team Report**

March 2020- March 2021

The Pastoral Care Team, alongside other committed parishioners, has tried to maintain support, to others, during this Covid Year. Penny Starr, John Davis and Jenny Weller have died during this year and many of us watched the live streaming of their funerals. We have remembered Janet Davis, John Starr and Jenny Weller's family in their great loss.

Telephone contact has been the main source of communication and chats on doorsteps to many parishioners. Shopping has been delivered when needed and also support with technology to enable church members to join in Zoom Services and Meetings. Weekly Sheets have been delivered and as the Senior's Teas could not go ahead this year the Pastoral Care Team have delivered cakes to parish members at special times of the year: Christmas, Mothering Sunday and Easter. The team consists of Christine Blackman, Mary Evans, Everette Marshall and myself, Sheila Cox. Ross Meikle will also attend the Pastoral Care Team Meetings whenever possible.

I'd like to thank all of the team for their support and visits during this very unusual year. We look forward to visiting people in their homes in the near future and offering lifts to people wanting to come back to church services.

Sheila tries to keep the prayer list up to date of those members who need praying for. Please contact her or Sarah if names need adding or taking away from the weekly sheet.

Thanks must also go to members of the church who give support without necessarily any recognition, in particular Steve and Sylvia, Shelagh and Alan and Jane, amongst others, providing on-going support to individuals in the Parish.

Sheila Cox - Pastoral Care Leader

### **Parish Toddler Group**

St. Luke's Toddler Group has not met since March last year, sadly. We look forward to when we can reopen! It is rare for me or Francis to go out without meeting someone we know from Toddler Group, but many of the children are now old enough not to need the Group! However, we did recently see 2 grandparents who used to attend every week with their little grandson, now at school, and they said they have 3 new grandchildren. So we know we have one family at least, looking forward to joining us!

Hilary Jakeman

### **Monthly Coffee Morning**

Saturday coffee mornings will restart in the hall, as soon as it is safe to do so.

Hilary Jakeman

## **Traidcraft**

Traidcraft sales have been good, though, predictably, not as good as before the lockdowns, because of not having stalls at the coffee morning nor in St. Luke's church on the 2nd. Sunday each month. There was that brief window last year when I could have a "stall" in the back of our car, in St. Luke's carpark, so people were able to see & buy some Christmas stock. Regular customers have of course been happy to order as usual, & they either collect from me or I deliver or post to them.

There was a wonderful surge which started in Fair Trade Fortnight this year, when one member of the congregation had the brilliant idea of giving me the money to take a box of Traidcraft groceries to the Food Bank. I had been wondering about how to give to the Food Bank, who found that demand had rocketed during the lockdowns. Other people followed this idea & I was able to take over £150 - worth of groceries, & a few treats, to the FB. This is a completely win-win situation, as the FB gets goods to give to people who are struggling, & Traidcraft is able to buy more from the producers, who also struggle with unfair trade practices.

Traidcraft puts its profits into its development charity, Traidcraft Exchange. I have yet to work out what I should send, for the last financial year, from my small profit & your generous donations, but if I send it before 7 June it will be matched £ for £ by the UK government. As an example of what can be done, £50 will pay for an acre of land in Tanzania to be planted with fruit trees.

Hilary Jakeman

## **Thinking Spaces**

### **House Group/ Evening Lent Group**

The Group had 10 regular members until Lent 2021, when our numbers increased to 12. Because of pandemic-related restrictions, we completed our 2020 Lent course ('Five ways of receiving Christ') using Zoom, and continued to meet in this way until the end of Lent this year. Though we would have preferred to meet face-to-face, the Zoom meetings worked fairly well, especially when 'breakout rooms' allowing small sub-group discussions were introduced alongside our whole-group interactions.

Our monthly meetings in May, June and July 2020 were all based on single Bible studies: 1 John, the book of Jonah and the Epistle of James. From August to December we focused on a Bible Society course entitled 'Jesus the Jew', examining Jesus's teachings in the context of his Jewish background and circumstances. Amongst other things, this course introduced us to the different Jewish groups - Pharisees, Sadducees and Herodians - who played an important part in Jesus's life and teaching. We also examined aspects of the Jewish Law dealing with wealth and divorce, which were important to Jesus. We looked at the ways in which Jesus's Jewish audience would have tried to understand who Jesus was: radical John the Baptist-type preacher, prophet, miracle-worker or rabbi? Finally, we discussed how the Lord's Prayer would have related to Jewish prayer rituals of Jesus's day.

After a single study in January from the 'Words of Life' series entitled 'What to do when trouble comes', examining different ways in which the Christian can view life's troubles, the Group embarked on weekly meetings as a Lent Group, as is our usual practice. For our Lent deliberations, we chose a York course entitled 'Superstar', which used the lyrics from five songs from the musical 'Jesus Christ Superstar' as starting-points for five rather disparate sessions. These dealt respectively with 'Who is Jesus?', 'Miracles', 'The Psalms', 'The Church' and 'Cross Purposes' (i.e. the purpose behind Jesus's suffering and death). Our discussion questions were linked to the recorded views of an ecumenical panel of prominent Christians. These discussion points tackled a wide variety of challenging topics, such as whether Jesus was an early feminist, why God seems selective in His approach to miraculous interventions, whether some of Christ's teaching is 'unpalatable' today, and whether we need more, or less, 'hellfire and damnation' preaching from the Church nowadays.

Alan Tonkyn  
14/04/21

### **Beatitude Fairy Tales**

During Lent, it was good to offer two concurrent sessions during which I would tell the Beatitude Fairy Tales to an adult audience during the week, and also to children on a Sunday evening. It was encouraging to have regular attendance, and to have conversations and discussions about the stories and the insights we each found in them afterwards. The feedback and conversations have also helped me as the writer to reflect, edit, and improve them.

Ross

## **Creative Spaces**

### **Erleigh Road Community Garden**

The garden has reopened in time for spring 2021 with a number of sessions each week. There is a Monday after school club from 3.30-4.15pm, Thursday morning gardening from 10-11.30am and Saturday afternoons 3-4.30pm. Starting on Thursday 10<sup>th</sup> May we will also be running an 8 week course called Growing Conversations which is for people looking to improve their English and learn about gardening at the same time. In April and May we will be running four sessions for Under 5's in partnership with East Reading Children's Centre with a range of activities for little ones including sowing sunflower seeds, nature art and bug hunts.

The garden is bursting into life at the moment and we've had blossom on the damson tree and the apple and pear trees are just starting to blossom now. We have started sowing lots of seeds in the greenhouse and outside in the garden broad beans, chard, spinach, leeks, onions, garlic, cavolo nero and rocket have been growing over the winter. We hope to create a flower border this year as were donated lots of lovely flower seeds so have started those off in the greenhouse too.

In other news we have been working on another community project in the area to green up Redlands Primary School for the benefit of the children's (& staff!) health and wellbeing, as well as encouraging greater biodiversity and assisting with water saving and urban cooling. For more info please take a look at <https://uk.gofundme.com/f/Redlands>

Sessions numbers are restricted at the moment to ensure we can social distance properly so if you would like to book a place please email [garden@redlandsparish.org.uk](mailto:garden@redlandsparish.org.uk)

Naomi German

### **Deanery Synod**

The Deanery Synod has met over Zoom, which is remarkably successful. The last meeting, in March this year, was the annual general meeting, at which officers were elected. There is still no secretary, unfortunately, but excellent people were elected as the other officers, to keep the show on the road, the main benefit, as I see it, being to give church members the opportunity to get to know members from other churches, & think about the impact of the church in the local area. The object of the November meeting was to agree the parish share, & it was agreed without the usual discussions (?arguments!). Redlands parish share remains unchanged from last year.

Hilary Jakeman

**St Luke with St Bartholomew, Reading**

**End of Year Financial Statements**

**Year ending 31 Dec 2020**



- **Introduction**

As per last year, the accounts have been produced directly from the accounting system (Finance Co-ordinator offline version 1). Note, at the request of the independent inspector, this year's accounts round up rather than showing only the pound. Some of the reports also have a slightly different layout due to the accounting system change from offline to online.

## Statement of Financial Activities

	Unrestricted	Restricted	Endowment	Total	Prior Year
	funds	funds	funds	funds	total funds
<b>Income and endowments from:</b>					
Donations and legacies	51,682	—	—	51,682	56,524
Income from charitable activities	11,767	—	—	11,767	14,840
Other trading activities	—	—	—	—	2,146
Investments	24,267	—	12,105	36,372	51,329
<b>Total income</b>	<b>87,716</b>	<b>—</b>	<b>12,105</b>	<b>99,821</b>	<b>124,840</b>
<b>Expenditure on:</b>					
Expenditure on charitable activities	103,802	(815)	12,105	115,092	107,417
Other expenditure	100	—	—	100	100
<b>Total expenditure</b>	<b>103,902</b>	<b>(815)</b>	<b>12,105</b>	<b>115,192</b>	<b>107,517</b>
<b>Net income / (expenditure) resources before transfer</b>	<b>(16,186)</b>	<b>815</b>	<b>—</b>	<b>(15,371)</b>	<b>17,322</b>
<b>Transfers</b>					
Gross transfers between funds - in	—	1	25,110	25,111	—
Gross transfers between funds - out	(25,111)	—	—	(25,111)	—
<b>Other recognised gains / losses</b>					
Gains / losses on investment assets	—	—	—	—	59,593
Gains on revaluation, fixed assets, charity's own use	25,377	—	(41,492)	(16,116)	—
<b>Net movement in funds</b>	<b>(15,920)</b>	<b>816</b>	<b>(16,382)</b>	<b>(31,487)</b>	<b>76,915</b>
<b>Total funds brought forward</b>	<b>111,644</b>	<b>403</b>	<b>395,208</b>	<b>507,255</b>	<b>430,340</b>
<b>Total funds carried forward</b>	<b>95,724</b>	<b>1,218</b>	<b>378,826</b>	<b>475,768</b>	<b>507,255</b>
<b>Represented by</b>					
<b>Unrestricted</b>					
General fund	95,724	—	—	95,724	111,644
<b>Restricted</b>					
Administrator	—	—	—	—	(1)
Parish Weekend	—	1,218	—	1,218	403
<b>Endowment</b>					
Cockburn Bequest	—	—	137,320	137,320	132,483
Curacy Fund	—	—	7,683	7,683	6,854
Lawrence Bequest	—	—	147,057	147,057	172,161
Schoolrooms Fund	—	—	86,766	86,766	83,710

## Balance sheet

Class and code	Description	This year	Last year
<b>Fixed assets</b>			
	Schoolrooms Fund	86,766	81,345
	Cockburn Bequest	137,593	128,740
	Lawrence Bequest	147,057	177,926
	Nuttall Bequest	—	—
	Curacy Fund	7,668	7,188
	<b>Total Fixed assets</b>	<b>379,084</b>	<b>395,199</b>
<b>Current assets</b>			
	NatWest St Lukes	1,666	19,402
	NatWest Hall	2,418	3,392
	Lloyds St Barts	41,282	46,359
	Santander St Lukes	1,430	1,920
	CCLA (CBF) St Lukes deposit account	44,608	38,147
	CCLA (CBF) St Barts deosit account	1,962	1,954
	CCLA (CBF) Hall deposit account	2,198	2,189
	Cash in hand	—	—
	Accounts Receivable	7,749	5,917
	<b>Total Current assets</b>	<b>103,313</b>	<b>119,280</b>
<b>Liabilities</b>			
	Agency collections	—	—
	Accounts Payable	6,629	7,224
	<b>Total Liabilities</b>	<b>6,629</b>	<b>7,224</b>
	<b>Net Asset surplus(deficit)</b>	<b>475,768</b>	<b>507,255</b>
<b>Reserves</b>			
	Excess / (deficit) to date	(15,371)	17,322
	Starting balances	533,468	430,340
	Gains/(losses) on investment assets	(26,213)	59,593
	Gains/(losses) on investment assets	(16,116)	—
	<b>Total Reserves</b>	<b>475,768</b>	<b>507,255</b>
	<b>Represented by funds</b>		
	Unrestricted	95,739	111,644
	Designated	—	—
	Restricted	1,218	403
	Endowment	378,811	395,208
	<b>Total</b>	<b>475,768</b>	<b>507,255</b>

## Statement of assets and liabilities

	General	Designated	Restricted	Endowment	This year	Last year
<b>Fixed assets - Tangible assets</b>						
Schoolrooms Fund -	—	—	—	86,766	86,766	81,345
Cockburn Bequest -	273	—	—	137,320	137,593	128,740
Lawrence Bequest -	25,104	—	—	121,953	147,057	177,926
Curacy Fund -	—	—	—	7,668	7,668	7,188
<b>Totals</b>	<b>25,377</b>	<b>—</b>	<b>—</b>	<b>353,707</b>	<b>379,084</b>	<b>395,199</b>
<b>Current assets - Cash at bank and in hand</b>						
NatWest St Lukes -	35,995	—	12,689	(47,018)	1,666	19,402
NatWest Hall -	14,538	—	(11,393)	(727)	2,418	3,392
Lloyds St Barts -	17,032	—	270	23,980	41,282	46,359
Santander St Lukes -	4,898	—	—	(3,468)	1,430	1,920
CCLA (CBF) St Lukes deposit account -	17,202	—	—	27,405	44,608	38,147
CCLA (CBF) St Barts deosit account -	1,962	—	—	—	1,962	1,954
CCLA (CBF) Hall deposit account -	2,198	—	—	—	2,198	2,189
<b>Totals</b>	<b>93,826</b>	<b>—</b>	<b>1,567</b>	<b>172</b>	<b>95,564</b>	<b>113,362</b>
<b>Current assets - Debtors</b>						
Accounts Receivable -	7,749	—	—	—	7,749	5,917
<b>Totals</b>	<b>7,749</b>	<b>—</b>	<b>—</b>	<b>—</b>	<b>7,749</b>	<b>5,917</b>
<b>Liabilities - Agency accounts</b>						
Agency collections -	141	—	(141)	—	—	—
<b>Totals</b>	<b>141</b>	<b>—</b>	<b>(141)</b>	<b>—</b>	<b>—</b>	<b>—</b>
<b>Liabilities - Creditors: Amounts falling due in one year</b>						
Accounts Payable -	31,071	—	490	(24,932)	6,629	7,224
<b>Totals</b>	<b>31,071</b>	<b>—</b>	<b>490</b>	<b>(24,932)</b>	<b>6,629</b>	<b>7,224</b>
<b>Grand total</b>	<b>95,739</b>	<b>—</b>	<b>1,218</b>	<b>378,811</b>	<b>475,768</b>	<b>507,255</b>

## Fund movement by type

	Opening	Incoming	Outgoing	Transfers	Gains/losses	Closing
<b>Admin - Administrator</b>						
Restricted	(1)	—	—	1	—	—
<b>Sub-total for Admin</b>	<b>(1)</b>	<b>—</b>	<b>—</b>	<b>1</b>	<b>—</b>	<b>—</b>
<b>Cockburn - Cockburn Bequest</b>						
Endowment	132,483	2,887	2,888	(3,744)	8,580	137,320
<b>Sub-total for Cockburn</b>	<b>132,483</b>	<b>2,887</b>	<b>2,888</b>	<b>(3,744)</b>	<b>8,580</b>	<b>137,320</b>
<b>Curacy - Curacy Fund</b>						
Endowment	6,854	215	215	350	479	7,683
<b>Sub-total for Curacy</b>	<b>6,854</b>	<b>215</b>	<b>215</b>	<b>350</b>	<b>479</b>	<b>7,683</b>
<b>Lawrence - Lawrence Bequest</b>						
Endowment	172,161	7,178	7,178	30,869	(55,973)	147,057
<b>Sub-total for Lawrence</b>	<b>172,161</b>	<b>7,178</b>	<b>7,178</b>	<b>30,869</b>	<b>(55,973)</b>	<b>147,057</b>
<b>Nuttall - Nuttall Bequest</b>						
Endowment	—	—	—	—	—	—
<b>Sub-total for Nuttall</b>	<b>—</b>	<b>—</b>	<b>—</b>	<b>—</b>	<b>—</b>	<b>—</b>
<b>PWE - Parish Weekend</b>						
Restricted	403	—	(815)	—	—	1,218
<b>Sub-total for PWE</b>	<b>403</b>	<b>—</b>	<b>(815)</b>	<b>—</b>	<b>—</b>	<b>1,218</b>
<b>School - Schoolrooms Fund</b>						
Endowment	83,710	1,824	1,824	(2,365)	5,422	86,766
<b>Sub-total for School</b>	<b>83,710</b>	<b>1,824</b>	<b>1,824</b>	<b>(2,365)</b>	<b>5,422</b>	<b>86,766</b>
<b>General - General fund</b>						
Unrestricted	111,644	87,716	103,902	(25,111)	25,377	95,724
<b>Sub-total for General</b>	<b>111,644</b>	<b>87,716</b>	<b>103,902</b>	<b>(25,111)</b>	<b>25,377</b>	<b>95,724</b>
<b>Grand total</b>	<b>507,255</b>	<b>99,821</b>	<b>115,192</b>	<b>—</b>	<b>(16,116)</b>	<b>475,768</b>

## Note regarding fund movement by type:

It was discovered that in the accounts for year ending 31 Dec 2019, a mistake was made in that the incoming and outgoing movements for the following funds did not match to the extent that they should have: Cockburn, Curacy, Lawrence and Schoolrooms. Each year the incoming funds are supposed to be spent on the items as per each bequest. Occasionally there may be more or less spent, and this can carry forward. Although the overall figure for year ending 31 Dec 2019 matched, the individual line items did not. An adjustment was therefore made in this year's accounts and this can be seen by the transfers from the General Fund to each of the individual funds. Some corrections were made to the Lawrence fund and this means that the gains/losses and transfers looks high. However, the closing balance of all funds is now more or less correct, with minor differences to the balance sheet as per the comment above.

# **PARISH OF ST LUKE WITH ST BARTHOLOMEW, READING**

## **NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 DECEMBER 2020**

### **ACCOUNTING POLICIES**

The financial statements have been prepared in accordance with the Church Accounting Regulations 1997 to 2001 together with applicable accounting standards and the Charities SORP (FRS 102).

The financial statements have been prepared under the historical cost convention as modified by the annual revaluation of listed investments to market value.

### **Funds**

General 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.

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

### **Incoming Resources**

Voluntary income and capital sources:

- Collections are recognised when received by or on behalf of the PCC.
- Planned giving receivable under covenant is recognised only when received.
- Income Tax recoverable on covenants or gift aid donations 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 and the amount due.
- Income from fund raising events is accounted for net of incidental expenses.

Other ordinary income:

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

Income from investments:

- Dividends and interest are accounted for when receivable. Tax recoverable on such income is recognised in the same accounting year.

### **Resources used**

Grants:

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

Activities directly relating to the work of the Church:

- The diocesan quota or parish share is accounted for when payable.

## **Fixed assets**

Consecrated land and buildings and movable church furnishings:

- Consecrated and beneficed property is excluded from the accounts by s.10 (2)(b) of the Charities Act 2011.
- No value is placed on movable 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 consecrated or benefice buildings and movable church furnishings, whether maintenance or improvement, is written off as expenditure in the SOFA and separately disclosed.

Investments:

- Investments are stated at market valuation.

Current assets:

- Short-term deposits include cash held on deposit either with the CBF Church of England Funds or at the bank.

## Analysis of income and expenditure

					Total	
	Unrestricted	Designated	Restricted	Endowment	This year	Last year
<b>INCOME AND ENDOWMENTS</b>						
<b>Donations and legacies</b>						
Giving	39,288	—	—	—	39,288	47,336
Tax recoverable on Gift Aid	9,144	—	—	—	9,144	9,188
Non-recurring one-off grants	3,250	—	—	—	3,250	—
Total	51,682	—	—	—	51,682	56,524
<b>Income from charitable activities</b>						
Fees for weddings and funerals	281	—	—	—	281	1,031
Church hall lettings - objectives	11,486	—	—	—	11,486	13,809
Total	11,767	—	—	—	11,767	14,840
<b>Other trading activities</b>						
Bookstall sales - fund raising	—	—	—	—	—	2,146
Total	—	—	—	—	—	2,146
<b>Investments</b>						
Dividends	1,578	—	—	12,051	13,629	15,208
Bank and building society interest	189	—	—	54	243	291
Rent from lands or buildings	22,500	—	—	—	22,500	35,830
Total	24,267	—	—	12,105	36,372	51,329
<b>INCOME TOTAL</b>	<b>87,716</b>	<b>—</b>	<b>—</b>	<b>12,105</b>	<b>99,821</b>	<b>124,840</b>

## EXPENDITURE

### Expenditure on charitable activities

Charitable Giving	2,640	—	—	—	2,640	4,170
Ministry parish share etc	40,862	—	—	3,937	44,799	21,031
Assistant staff costs	3,122	—	—	—	3,122	4,775
Salary of parish administrator	10,127	—	—	—	10,127	14,119
Working expenses of incumbent	512	—	—	161	673	1,207
Education	124	—	—	—	124	92
Parish training and mission	1,280	—	(815)	—	465	4,454
Church and hall running - insurance	10,755	—	—	—	10,755	10,841
Church office - telephone	263	—	—	—	263	1,301
Organ / piano tuning	510	—	—	—	510	—
Church maintenance	5,896	—	—	—	5,896	9,265
Cleaning	4,511	—	—	—	4,511	4,255
Upkeep of services	311	—	—	4,417	4,729	4,953
Upkeep of churchyard	3,121	—	—	—	3,121	2,776
Administration	1,326	—	—	24	1,350	2,557
Church running - electric	2,883	—	—	20	2,903	3,745
Church running - gas	7,094	—	—	3,546	10,640	10,666
Church running - water	406	—	—	—	406	351
Hall running - electricity	791	—	—	—	791	880
Hall running - gas	3,117	—	—	—	3,117	1,812
Hall running - maintenance	3,477	—	—	—	3,477	3,833
Hall running - water	674	—	—	—	674	336
Total	103,802	—	(815)	12,105	115,092	107,417

**Other expenditure**

Governance costs examination/audit fee	100	—	—	—	100	100
Total	100	—	—	—	100	100
<b>EXPENDITURE TOTAL</b>	103,902	—	(815)	12,105	115,192	107,517
<b>GRAND TOTAL</b>	(16,186)	—	815	—	(15,371)	17,322

**FIXED ASSETS FOR USE BY THE PCC****INVESTMENT ASSETS**

Investments held by the Central Board of Finance – Investment units.

Cost at 31 December 2020 was £64,633 (market value £378,811) and at 31 December 2018 £64,633 (market value £395,199).

**ANALYSIS OF NET ASSETS BY FUND**

	Unrestricted Funds	Restricted Funds	Endowment Funds	Total
Fixed assets and investment	-	-	379,084	379,084
Current assets	103,313	-	-	103,313
Current liabilities	(6,629)	-	-	(6,629)
Fund balance	£96,684	-	£379,084	£475,768

See note below for identification of funds.

**LIABILITIES: AMOUNTS FALLING DUE WITHIN ONE YEAR**

	2020	2019
<b>Accruals and deferred income</b>	<b>£6,629</b>	<b>£7,224</b>
	=====	=====

**FUND DETAILS**

The endowment fund comprises the Church School Rooms Fund, Curacy Fund, Lawrence and Cockburn Bequests.



This report dated 15 Sep 2021:

Approved by the Parochial Church Council on 28 Sep 2021 and signed on its behalf by

*Galina Wall*

*Jane Kemp*

*Kim IS*

*Mick*





Section A

Independent Examiner's Report

Report to the trustees/  
members of

The Parochial Church Council of the Ecclesiastical Parish of St Luke with St Bartholomew

On accounts for the year  
ended

31<sup>st</sup> December 2020

Charity no  
(if any)

1158694

Set out on pages

See accompanying Annual Report and Financial Statements (including SOFA, Balance Sheet & Notes)

I report to the trustees on my examination of the accounts of the above charity ("the Trust") for the year ended **31/12/2020**.

Responsibilities and  
basis of report

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

I report in respect of my examination of the Trust'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 Act.

Independent  
examiner's statement

I have completed my examination. I confirm that no material matters have come to my attention in connection with the examination (other than that disclosed below \*) which gives me cause to believe that in, any material respect:

- the accounting records were not kept in accordance with section 130 of the Charities Act; or
- the accounts did not accord with the accounting records; or
- the accounts did 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.

Signed:

Date:

15/09/2021

Name:

Michael Dix

Relevant professional  
qualification(s) or body  
(if any):

Chartered Member (Institute of Chartered Accountants England & Wales)

Address:

2 Green Lane,

Wokingham
RG41 5FE

**Section B****Disclosure**

Only complete if the examiner needs to highlight material matters of concern (see CC32, Independent examination of charity accounts: directions and guidance for examiners).

**Give here brief details of any items that the examiner wishes to disclose.**

None to report

**St Luke with St Bartholomew, Reading**

**End of Year Financial Statements**

**Year ending 31 Dec 2020**

- **Introduction**

As per last year, the accounts have been produced directly from the accounting system (Finance Co-ordinator offline version 1). Note, at the request of the independent inspector, this year's accounts round up rather than showing only the pound. Some of the reports also have a slightly different layout due to the accounting system change from offline to online.

## Statement of Financial Activities

	Unrestricted	Restricted	Endowment	Total	Prior Year
	funds	funds	funds	funds	total funds
<b>Income and endowments from:</b>					
Donations and legacies	51,682	—	—	51,682	56,524
Income from charitable activities	11,767	—	—	11,767	14,840
Other trading activities	—	—	—	—	2,146
Investments	24,267	—	12,105	36,372	51,329
<b>Total income</b>	<b>87,716</b>	<b>—</b>	<b>12,105</b>	<b>99,821</b>	<b>124,840</b>
<b>Expenditure on:</b>					
Expenditure on charitable activities	103,802	(815)	12,105	115,092	107,417
Other expenditure	100	—	—	100	100
<b>Total expenditure</b>	<b>103,902</b>	<b>(815)</b>	<b>12,105</b>	<b>115,192</b>	<b>107,517</b>
<b>Net income / (expenditure) resources before transfer</b>	<b>(16,186)</b>	<b>815</b>	<b>—</b>	<b>(15,371)</b>	<b>17,322</b>
<b>Transfers</b>					
Gross transfers between funds - in	—	1	25,110	25,111	—
Gross transfers between funds - out	(25,111)	—	—	(25,111)	—
<b>Other recognised gains / losses</b>					
Gains / losses on investment assets	—	—	—	—	59,593
Gains on revaluation, fixed assets, charity's own use	25,377	—	(41,492)	(16,116)	—
<b>Net movement in funds</b>	<b>(15,920)</b>	<b>816</b>	<b>(16,382)</b>	<b>(31,487)</b>	<b>76,915</b>
<b>Total funds brought forward</b>	<b>111,644</b>	<b>403</b>	<b>395,208</b>	<b>507,255</b>	<b>430,340</b>
<b>Total funds carried forward</b>	<b>95,724</b>	<b>1,218</b>	<b>378,826</b>	<b>475,768</b>	<b>507,255</b>
<b>Represented by</b>					
<b>Unrestricted</b>					
General fund	95,724	—	—	95,724	111,644
<b>Restricted</b>					
Administrator	—	—	—	—	(1)
Parish Weekend	—	1,218	—	1,218	403
<b>Endowment</b>					
Cockburn Bequest	—	—	137,320	137,320	132,483
Curacy Fund	—	—	7,683	7,683	6,854
Lawrence Bequest	—	—	147,057	147,057	172,161
Schoolrooms Fund	—	—	86,766	86,766	83,710

## Balance sheet

Class and code	Description	This year	Last year
<b>Fixed assets</b>			
	Schoolrooms Fund	86,766	81,345
	Cockburn Bequest	137,593	128,740
	Lawrence Bequest	147,057	177,926
	Nuttall Bequest	—	—
	Curacy Fund	7,668	7,188
	<b>Total Fixed assets</b>	<b>379,084</b>	<b>395,199</b>
<b>Current assets</b>			
	NatWest St Lukes	1,666	19,402
	NatWest Hall	2,418	3,392
	Lloyds St Barts	41,282	46,359
	Santander St Lukes	1,430	1,920
	CCLA (CBF) St Lukes deposit account	44,608	38,147
	CCLA (CBF) St Barts deosit account	1,962	1,954
	CCLA (CBF) Hall deposit account	2,198	2,189
	Cash in hand	—	—
	Accounts Receivable	7,749	5,917
	<b>Total Current assets</b>	<b>103,313</b>	<b>119,280</b>
<b>Liabilities</b>			
	Agency collections	—	—
	Accounts Payable	6,629	7,224
	<b>Total Liabilities</b>	<b>6,629</b>	<b>7,224</b>
	<b>Net Asset surplus(deficit)</b>	<b>475,768</b>	<b>507,255</b>
<b>Reserves</b>			
	Excess / (deficit) to date	(15,371)	17,322
	Starting balances	533,468	430,340
	Gains/(losses) on investment assets	(26,213)	59,593
	Gains/(losses) on investment assets	(16,116)	—
	<b>Total Reserves</b>	<b>475,768</b>	<b>507,255</b>
	<b>Represented by funds</b>		
	Unrestricted	95,739	111,644
	Designated	—	—
	Restricted	1,218	403
	Endowment	378,811	395,208
	<b>Total</b>	<b>475,768</b>	<b>507,255</b>

## Statement of assets and liabilities

	General	Designated	Restricted	Endowment	This year	Last year
<b>Fixed assets - Tangible assets</b>						
Schoolrooms Fund -	—	—	—	86,766	86,766	81,345
Cockburn Bequest -	273	—	—	137,320	137,593	128,740
Lawrence Bequest -	25,104	—	—	121,953	147,057	177,926
Curacy Fund -	—	—	—	7,668	7,668	7,188
<b>Totals</b>	<b>25,377</b>	<b>—</b>	<b>—</b>	<b>353,707</b>	<b>379,084</b>	<b>395,199</b>
<b>Current assets - Cash at bank and in hand</b>						
NatWest St Lukes -	35,995	—	12,689	(47,018)	1,666	19,402
NatWest Hall -	14,538	—	(11,393)	(727)	2,418	3,392
Lloyds St Barts -	17,032	—	270	23,980	41,282	46,359
Santander St Lukes -	4,898	—	—	(3,468)	1,430	1,920
CCLA (CBF) St Lukes deposit account -	17,202	—	—	27,405	44,608	38,147
CCLA (CBF) St Barts deosit account -	1,962	—	—	—	1,962	1,954
CCLA (CBF) Hall deposit account -	2,198	—	—	—	2,198	2,189
<b>Totals</b>	<b>93,826</b>	<b>—</b>	<b>1,567</b>	<b>172</b>	<b>95,564</b>	<b>113,362</b>
<b>Current assets - Debtors</b>						
Accounts Receivable -	7,749	—	—	—	7,749	5,917
<b>Totals</b>	<b>7,749</b>	<b>—</b>	<b>—</b>	<b>—</b>	<b>7,749</b>	<b>5,917</b>
<b>Liabilities - Agency accounts</b>						
Agency collections -	141	—	(141)	—	—	—
<b>Totals</b>	<b>141</b>	<b>—</b>	<b>(141)</b>	<b>—</b>	<b>—</b>	<b>—</b>
<b>Liabilities - Creditors: Amounts falling due in one year</b>						
Accounts Payable -	31,071	—	490	(24,932)	6,629	7,224
<b>Totals</b>	<b>31,071</b>	<b>—</b>	<b>490</b>	<b>(24,932)</b>	<b>6,629</b>	<b>7,224</b>
<b>Grand total</b>	<b>95,739</b>	<b>—</b>	<b>1,218</b>	<b>378,811</b>	<b>475,768</b>	<b>507,255</b>

## Fund movement by type

	Opening	Incoming	Outgoing	Transfers	Gains/losses	Closing
<b>Admin - Administrator</b>						
Restricted	(1)	—	—	1	—	—
<b>Sub-total for Admin</b>	<b>(1)</b>	<b>—</b>	<b>—</b>	<b>1</b>	<b>—</b>	<b>—</b>
<b>Cockburn - Cockburn Bequest</b>						
Endowment	132,483	2,887	2,888	(3,744)	8,580	137,320
<b>Sub-total for Cockburn</b>	<b>132,483</b>	<b>2,887</b>	<b>2,888</b>	<b>(3,744)</b>	<b>8,580</b>	<b>137,320</b>
<b>Curacy - Curacy Fund</b>						
Endowment	6,854	215	215	350	479	7,683
<b>Sub-total for Curacy</b>	<b>6,854</b>	<b>215</b>	<b>215</b>	<b>350</b>	<b>479</b>	<b>7,683</b>
<b>Lawrence - Lawrence Bequest</b>						
Endowment	172,161	7,178	7,178	30,869	(55,973)	147,057
<b>Sub-total for Lawrence</b>	<b>172,161</b>	<b>7,178</b>	<b>7,178</b>	<b>30,869</b>	<b>(55,973)</b>	<b>147,057</b>
<b>Nuttall - Nuttall Bequest</b>						
Endowment	—	—	—	—	—	—
<b>Sub-total for Nuttall</b>	<b>—</b>	<b>—</b>	<b>—</b>	<b>—</b>	<b>—</b>	<b>—</b>
<b>PWE - Parish Weekend</b>						
Restricted	403	—	(815)	—	—	1,218
<b>Sub-total for PWE</b>	<b>403</b>	<b>—</b>	<b>(815)</b>	<b>—</b>	<b>—</b>	<b>1,218</b>
<b>School - Schoolrooms Fund</b>						
Endowment	83,710	1,824	1,824	(2,365)	5,422	86,766
<b>Sub-total for School</b>	<b>83,710</b>	<b>1,824</b>	<b>1,824</b>	<b>(2,365)</b>	<b>5,422</b>	<b>86,766</b>
<b>General - General fund</b>						
Unrestricted	111,644	87,716	103,902	(25,111)	25,377	95,724
<b>Sub-total for General</b>	<b>111,644</b>	<b>87,716</b>	<b>103,902</b>	<b>(25,111)</b>	<b>25,377</b>	<b>95,724</b>
<b>Grand total</b>	<b>507,255</b>	<b>99,821</b>	<b>115,192</b>	<b>—</b>	<b>(16,116)</b>	<b>475,768</b>

## Note regarding fund movement by type:

It was discovered that in the accounts for year ending 31 Dec 2019, a mistake was made in that the incoming and outgoing movements for the following funds did not match to the extent that they should have: Cockburn, Curacy, Lawrence and Schoolrooms. Each year the incoming funds are supposed to be spent on the items as per each bequest. Occasionally there may be more or less spent, and this can carry forward. Although the overall figure for year ending 31 Dec 2019 matched, the individual line items did not. An adjustment was therefore made in this year's accounts and this can be seen by the transfers from the General Fund to each of the individual funds. Some corrections were made to the Lawrence fund and this means that the gains/losses and transfers looks high. However, the closing balance of all funds is now more or less correct, with minor differences to the balance sheet as per the comment above.



# **PARISH OF ST LUKE WITH ST BARTHOLOMEW, READING**

## **NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 DECEMBER 2020**

### **ACCOUNTING POLICIES**

The financial statements have been prepared in accordance with the Church Accounting Regulations 1997 to 2001 together with applicable accounting standards and the Charities SORP (FRS 102).

The financial statements have been prepared under the historical cost convention as modified by the annual revaluation of listed investments to market value.

### **Funds**

General 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.

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

### **Incoming Resources**

Voluntary income and capital sources:

- Collections are recognised when received by or on behalf of the PCC.
- Planned giving receivable under covenant is recognised only when received.
- Income Tax recoverable on covenants or gift aid donations 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 and the amount due.
- Income from fund raising events is accounted for net of incidental expenses.

Other ordinary income:

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

Income from investments:

- Dividends and interest are accounted for when receivable. Tax recoverable on such income is recognised in the same accounting year.

### **Resources used**

Grants:

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

Activities directly relating to the work of the Church:

- The diocesan quota or parish share is accounted for when payable.

## **Fixed assets**

Consecrated land and buildings and movable church furnishings:

- Consecrated and beneficed property is excluded from the accounts by s.10 (2)(b) of the Charities Act 2011.
- No value is placed on movable 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 consecrated or benefice buildings and movable church furnishings, whether maintenance or improvement, is written off as expenditure in the SOFA and separately disclosed.

Investments:

- Investments are stated at market valuation.

Current assets:

- Short-term deposits include cash held on deposit either with the CBF Church of England Funds or at the bank.

## Analysis of income and expenditure

					Total	
	Unrestricted	Designated	Restricted	Endowment	This year	Last year
<b>INCOME AND ENDOWMENTS</b>						
<b>Donations and legacies</b>						
Giving	39,288	—	—	—	39,288	47,336
Tax recoverable on Gift Aid	9,144	—	—	—	9,144	9,188
Non-recurring one-off grants	3,250	—	—	—	3,250	—
Total	51,682	—	—	—	51,682	56,524
<b>Income from charitable activities</b>						
Fees for weddings and funerals	281	—	—	—	281	1,031
Church hall lettings - objectives	11,486	—	—	—	11,486	13,809
Total	11,767	—	—	—	11,767	14,840
<b>Other trading activities</b>						
Bookstall sales - fund raising	—	—	—	—	—	2,146
Total	—	—	—	—	—	2,146
<b>Investments</b>						
Dividends	1,578	—	—	12,051	13,629	15,208
Bank and building society interest	189	—	—	54	243	291
Rent from lands or buildings	22,500	—	—	—	22,500	35,830
Total	24,267	—	—	12,105	36,372	51,329
<b>INCOME TOTAL</b>	<b>87,716</b>	<b>—</b>	<b>—</b>	<b>12,105</b>	<b>99,821</b>	<b>124,840</b>

## EXPENDITURE

### Expenditure on charitable activities

Charitable Giving	2,640	—	—	—	2,640	4,170
Ministry parish share etc	40,862	—	—	3,937	44,799	21,031
Assistant staff costs	3,122	—	—	—	3,122	4,775
Salary of parish administrator	10,127	—	—	—	10,127	14,119
Working expenses of incumbent	512	—	—	161	673	1,207
Education	124	—	—	—	124	92
Parish training and mission	1,280	—	(815)	—	465	4,454
Church and hall running - insurance	10,755	—	—	—	10,755	10,841
Church office - telephone	263	—	—	—	263	1,301
Organ / piano tuning	510	—	—	—	510	—
Church maintenance	5,896	—	—	—	5,896	9,265
Cleaning	4,511	—	—	—	4,511	4,255
Upkeep of services	311	—	—	4,417	4,729	4,953
Upkeep of churchyard	3,121	—	—	—	3,121	2,776
Administration	1,326	—	—	24	1,350	2,557
Church running - electric	2,883	—	—	20	2,903	3,745
Church running - gas	7,094	—	—	3,546	10,640	10,666
Church running - water	406	—	—	—	406	351
Hall running - electricity	791	—	—	—	791	880
Hall running - gas	3,117	—	—	—	3,117	1,812
Hall running - maintenance	3,477	—	—	—	3,477	3,833
Hall running - water	674	—	—	—	674	336
Total	103,802	—	(815)	12,105	115,092	107,417

**Other expenditure**

Governance costs examination/audit fee	100	—	—	—	100	100
Total	100	—	—	—	100	100
<b>EXPENDITURE TOTAL</b>	<b>103,902</b>	<b>—</b>	<b>(815)</b>	<b>12,105</b>	<b>115,192</b>	<b>107,517</b>
<b>GRAND TOTAL</b>	<b>(16,186)</b>	<b>—</b>	<b>815</b>	<b>—</b>	<b>(15,371)</b>	<b>17,322</b>

**FIXED ASSETS FOR USE BY THE PCC****INVESTMENT ASSETS**

Investments held by the Central Board of Finance – Investment units.

Cost at 31 December 2020 was £64,633 (market value £378,811) and at 31 December 2018 £64,633 (market value £395,199).

**ANALYSIS OF NET ASSETS BY FUND**

	Unrestricted Funds	Restricted Funds	Endowment Funds	Total
Fixed assets and investment	-	-	379,084	379,084
Current assets	103,313	-	-	103,313
Current liabilities	(6,629)	-	-	(6,629)
Fund balance	£96,684	-	£379,084	£475,768

See note below for identification of funds.

**LIABILITIES: AMOUNTS FALLING DUE WITHIN ONE YEAR**

	2020	2019
<b>Accruals and deferred income</b>	<b>£6,629</b>	<b>£7,224</b>
	=====	=====

**FUND DETAILS**

The endowment fund comprises the Church School Rooms Fund, Curacy Fund, Lawrence and Cockburn Bequests.



This report dated 15 Sep 2021:

Approved by the Parochial Church Council on 28 Sep 2021 and signed on its behalf by

*Galina Wall*

*Jane Kemp*

*Kim IS*

*Mike*





Section A

Independent Examiner's Report

Report to the trustees/  
members of

The Parochial Church Council of the Ecclesiastical Parish of St Luke with St Bartholomew

On accounts for the year  
ended

31<sup>st</sup> December 2020

Charity no  
(if any)

1158694

Set out on pages

See accompanying Annual Report and Financial Statements (including SOFA, Balance Sheet & Notes)

I report to the trustees on my examination of the accounts of the above charity ("the Trust") for the year ended **31/12/2020**.

Responsibilities and  
basis of report

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

I report in respect of my examination of the Trust'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 Act.

Independent  
examiner's statement

I have completed my examination. I confirm that no material matters have come to my attention in connection with the examination (other than that disclosed below \*) which gives me cause to believe that in, any material respect:

- the accounting records were not kept in accordance with section 130 of the Charities Act; or
- the accounts did not accord with the accounting records; or
- the accounts did 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.

Signed:

Date:

15/09/2021

Name:

Michael Dix

Relevant professional  
qualification(s) or body  
(if any):

Chartered Member (Institute of Chartered Accountants England & Wales)

Address:

2 Green Lane,

Wokingham
RG41 5FE

**Section B****Disclosure**

Only complete if the examiner needs to highlight material matters of concern (see CC32, Independent examination of charity accounts: directions and guidance for examiners).

**Give here brief details of any items that the examiner wishes to disclose.**

None to report