



The Church of England in Highwoods  
Two Churches. One Family.

St Luke's Church  
Highwoods



ST MARK'S  
COLCHESTER

# **Annual Report and Financial Statements of the Parochial Church Council for the year ended 31 December 2023**

**Incumbent:**

Revd Hannah Cooper

**Bank:**

CAF Bank Ltd  
25 Kings Hill Avenue  
Kings Hill West Malling Kent ME19 4JQ

**Registered Charity no:**

1159205

**Independent Examiner:**

Simone Hilliard

Auditor and Accountant Simone Hilliard FCCA 17 Totham Hill Green Great Totham Maldon CM9 8DX

## Welcome to our 2023 Annual Report

Dear Church Member

I really enjoy the process of creating the yearly annual report (despite being an admin task!) It is a great opportunity to look backwards and review what happened in the previous year, although it is a little strange to be thinking about 2023 in the middle of 2024. Please note that the reports only refer to what happened during 2023 and not what has happened in the first part of 2024. It's a little bit like Skiing, when you get to the bottom of a mountain, it's great to look back up and see how far you have come. This is our third time of creating an APCM which gives an overview of two churches located in the one parish of Highwoods.

Last year I shared this bible verse at our APCM

*Isaiah 41.10*

*'So do not fear, for I am with you, do not be dismayed, for I am your God. I will strengthen you and help you: I will uphold you with my righteous hand.'*

The truth of this bible verse has held us well. I feel like both St. Luke's and St. Mark's have been upheld and strengthened by God, and that many of our individual members have grown in strength and ability.

Last year at our APCM we also said goodbye to the Smith family, this has been a huge change for St. Mark's and the second half of 2023 has been challenging. Wrestling with the question of leadership, of vision and our building venue. I'm pleased to say that it feels like St. Mark's is moving out of this more challenging time into a new season. An exciting season where God is on the move.

I think we have grown stronger as one parish, the pain of separation and feeling of separateness I hope has reduced and we are working well together as two churches, one parish.

Thank you to each and every member that has journeyed and worked to create two healthy churches and one parish.

Please do keep reading this report.

*Hannah*

## Parish Report

### Parish Weekend Away

In 2023, we moved our parish weekend away to a new venue, that is able to cater for a larger group of people. Birch Hall Adventure Centre was a great success, we were blessed to be led by Mones and Sally, who brought brilliant teaching, and hands on holy spirit experience. I'm really grateful for the opportunity for both churches to come together and do something different. Spending time together and building relationships is a key part of seeing our parish grow together and flourish.

### Food bank

In October 2022 we opened the Highwoods satellite Food bank. This is a parish opportunity and it has been great to have volunteers from both St. Luke's and St. Mark's. The food bank runs every Monday in the blue bell centre community room, it is fully supported by the Main foodbank located at Tollgate, Stanway. During 2023 we opened every Monday from 9-11am. We are still hoping to eventually expand into opening twice a week, but that will be funding and volunteer dependant. It has been a great privilege to continue working with those in great need within Highwoods. In Jan 2024 we moved sites to the Ark Methodist Church, to allow for a larger storage area and more flexibility in timing and dates, we now run 9.30 -11.30 every Monday.

### **Children's and Families work**

Karen, our Children's and families worker has continued to grow the ministry and make further connections with the community. In February this year, Brinkley Grove Primary School opened its doors for a Chaplain and a Chaplaincy Team to support the school. Every Tuesday (with members from St Marks) we visit the school to offer pastoral support, playground pastoring and Spiritual development. The school have been extremely welcoming and we hope to be running our first faith-based lunch club very soon! Our lunch time club at Highwoods is still ongoing and both schools are very open to RE workshops, BOUNCE (CYO Yr 6 transition course) and a Prayer Space in each!! Our weekly toddler group is thriving and has been a real blessing to those that attend. Our toddler group chaplains are really valued and its great being such a visual presence in the community supporting families when they really need it. Our monthly Family Service has gone outdoors as we now meet in the local country park. With a qualified forest schools leader, we are able to make fires and utilise resources we may not necessarily have. We've a nice mix of church to community families attending this monthly.

### **Mission and Mercy 2023**

Our Parish PCC and Finance Team oversee our finances. As a parish we give away 10% of everything that is given to the parish. There is a subcommittee commissioned by the PCC to choose who and how we give our money away. They bring their recommendations to the PCC, and the PCC gives authorisation for the money to spent. I am really grateful to the giving group for faithfully meeting, praying and deciding how to give away our money.

### **United Church**

The Hayward family moved to Colchester in 2019 in order to plant a brand new church on Kingswood Heath estate (next to the football stadium), and launched United church online and in their home in 2020. In 2022, they came under the umbrella of St Luke's church, and continued meeting in their home and in Colchester Sports park where they host Messy church, and in 2024, United church began regular meetings in Colchester Sports park fortnightly on Sunday afternoons. United church benefits from the oversight and accountability offered by St Luke's PCC, especially where finances, risk assessments and safeguarding are concerned, but would also like to say how important it has been to be welcomed, valued and recognised by the whole of St Lukes and St Mark's churches. It is really important to Sarah, Tim and their three children, to have a place where they can share ministry stories and celebrate what God is doing with other Christians through testimony, fellowship and prayer. This support is absolutely invaluable to pioneer ministers, so please do keep chatting with them and giving them space to share whenever you see them in St Lukes (and when they aren't here, they are not abandoning us, but busy working in their own pioneering context).

# St Luke's Church

## Highwoods



As is usual for St. Luke's Jan 2023 began with a significant preaching sermon series. In 2022 it was Nehemiah was the bible story and the theme was rebuilding the walls. In 2023 we focused at Isaiah 61 and we asked these questions: Who is He? Who are we? What is our story? And what is next?

We continued to wrestle with these questions throughout 2023. The theme of being connected to our community shone through and has moved into 2024 too. We also noticed that all the pain of we saw outside that church, was also present inside the church and a more intentional support has been ploughed back into our pastoral care team. I am really grateful to Alan and Jenny Wright for stepping up to lead and co-ordinate our pastoral care team.

At the end of Jan 2023 we said a sad farewell to Revd. Lisselle as she moved on to explore living in Christian community in the South of the UK.

During 2023 we welcomed Sammy, our youth worker back from maternity leave but unfortunately Sammy was soon signed off sick, which eventually led to Sammy resigning in Feb 2024. In the interim, Janine Wilde wonderfully held our youth until we said goodbye to the Wilde Family in the summer of 2023. Since then a really good volunteer team have held our youth beautifully. I have loved the re-introduction of youth ministry Sundays.

Our discipleship groups have continued to play a large role in 2023. I have loved hearing how so many people have spoken so highly of their discipleship groups, and the support that has been given through this groups, finding new and innovative ways to stay connected, pray for each other and grow in faith. If you haven't yet found a home in a discipleship group yet, then please do get in contact with me (Hannah).

For many years we have supported the work of Nsambya School, Orphanage and Clinic in Kampala. There are many in the congregation who sponsor individual children and more recently, following our visit in 2019, we have developed additional Hardship Funding which provides general support to any child within the school and a Teacher Fund, providing training and resources for the staff. Uganda hasn't been a project we have been able to develop, but following Stef and Jennifer's visit in 2023 we are hoping to develop it further in 2024. We would love to provide additional support to the school. Please speak to Hannah, Jennifer Greenley, Jo Russell or Stef Jones if you would like more information.

Colchester Deaf Church continues to meet monthly at the Oak Tree Coffee House. The members love being able to worship God in sign language and to learn from the Bible of God's love for them. During 2023, we were able to join with other Deaf Christians across the diocese for a retreat day in Lent at Pleshey and to celebrate Christmas at our annual service when Deaf children from across Essex take part in the service in the cathedral. Diana continues to go to the Deaf lunch club to build relationships. Please pray for her as she continues with language study to be able to best communicate with the Deaf people she meets.

Our vision at St. Luke's is summarised by the phrase:

**Rooted in the Father's love**

**Growing in the power of the Spirit**

**Reaching out with the love of Jesus**

I am looking forward to seeing how this continues to play out within 2024 and beyond.





St. Mark's continued into 2023 following our vision from 2022 of 'not just for Sundays' and for 'Every member to be a shining light in mission, fuelled by ministry and discipleship.' Many of the things that started in 2022 continued into 2023, which for a young and fragile church plant is really great news.

The BIG BREAKFAST which started in 2022 has continued to be a valued gathering every month. A great place to be church family together and invite those outside of the church to attend.

Again we marked Good Friday with a time of reflection and prayer in Pencil Park (next to Rawlings Crescent). It was a lovely occasion to meet and really good to be a presence out in our community.

In May we had a very sad moment when we said Goodbye to the Smith family as they moved on to Chris' new appointment at Christ Church and St. Botolph's. When Chris and I began to plan the planting of St. Mark's many years ago, we knew at some point that he would eventually have to move on. Initially he was appointed as curate for 3 years – we managed to hold on to him for longer than usual, but at just shy of 5 years we had to say goodbye. Saying goodbye is never easy but it's particularly different when our church plant was so young and fragile.

As Chris moved on, I (Hannah) took leadership of St. Mark's alongside the brilliant MLT of St Mark's, this wasn't an easy season, as leadership changed in ways we hadn't been able to plan for this was difficult. No one particularly likes change and we were also mourning the loss of Chris, Emma and their children. It was really helpful to expand the MLT and include Stef Jones and Colin Smith. There was a continued question over our building. When we first planted into Brinkley, this was a temporary move while we waited for the St. Mark's community building to be built. Unfortunately, this new community building has been significantly delayed, which caused more uncertainty. We also said goodbye to a few significant members of St. Mark's. While this season was hard and difficult, there were many highs as well.

It was great to welcome Revd. Charley Day as curate to both St. Luke's and St. Mark's in July. In November we celebrated St. Mark's 3<sup>rd</sup> birthday with Cake Sunday and a St. Mark's lunch at the Oak Tree. We relooked at our vision and what are the best things we love about St. Mark's.

Christmas, was a great success for St. Mark's the relationship with Brinkley grove primary school has really increased and developed, which meant we were able to give out an invitation to church for every child combined with a candy cane, and we were also able to give away St. Mark's wooden angels to all the members of staff. We were also able to give away 10 blessing boxes to families that were struggling at Brinkley Grove Primary School.

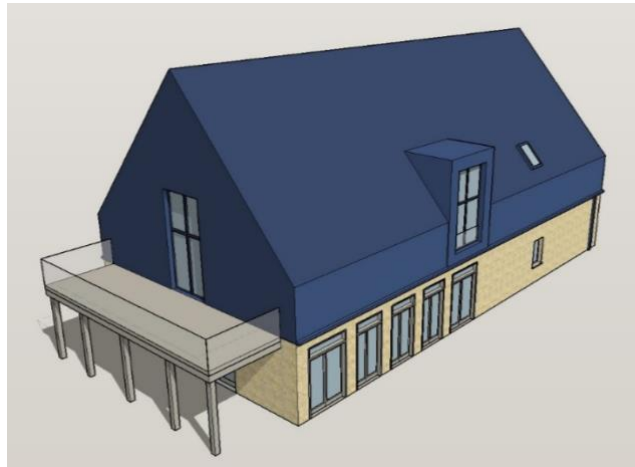
St. Mark's Christmas meal was again a great success and really lovely to meet in the Rover's Tye and leave them a gift of a St. Mark's wooden angel. We again witnessed to our local community with carol singing, mince pies and mulled wine on Pencil Park.

I am encouraged that through out 2023 many different people choose to step out of their comfort zones and try something different, from preaching, to leading the service, or prayers. St. mark's is a place where members are regularly looking to step out in faith and try something new.

**We are a joyful and friendly church where everybody is welcome 'just as you are'  
to be part of the St Mark's family; a family where everybody is valued.  
We aim to love without judgment, to serve without status,  
and to see everyone transformed by God's love and truth.**

# St Mark's

## Community Centre



You will probably already know previously a small group of us have worked hard to help progress the St. Mark's community centre. We still have a CIO (Charitable Incorporated Organisation), and a two of these trustees met a number of times with staff from the council concerning how the centre was to progress. 2023 was a year of highs and lows, at certain points it looked like the community centre would come back on track... Unfortunately, despite these few meetings no movement forwards has occurred and at the end of the 2023 the council announced it would not be able to finance this community centre venture.

It may seem that this is totally dead in the water, however we are looking to see if there might be another opportunity, in using the land, and funding the building with charitable funds instead of the council funds might be possible.

There is no guarantee this will be possible, but I do know if this is something that God wants to happen, with prayer, petition and perseverance it can be achieved. It is a shame it has not come about in the way in which we were hoping.

Note: St Mark's Community Centre Charitable Incorporated Organisation was formed in 2020 with 4 trustees representing the Parish of St Luke's, 2 trustees representing Highwoods Ward Council and 1 trustee representing Myland Community Council.



2023 has been yet another unusual trading year. It began slowly in Jan and trade gradually increased to levels similar to those before covid. Later in the year, Harris and Hole, the coffee shop in Tesco's closed and there was a period of refurbishment from September – November, with Tesco's own café opening in late November. This was an amazing blessing for the Oak Tree, as customer numbers and takings broke all previous records and meant that the Oak Tree has for the first time in a long time made a profit at the end of the year. We are incredibly grateful to our team at the Oak Tree who held the fort beautifully despite many incredibly busy and demanding shifts.

The Oak Tree Chaplains continue to serve the Oak Tree on a Wednesday morning to sit and chat with our customers and team.

An SOS team has been established at the Oak Tree during 2023, this is a Whatsapp group of helpful, and potentially available people who are happy to be on standby if extra help is needed for serving during the day. This can be to help cover absences or to help with a busy period of trade. If anyone would like to join this Whatsapp group please do speak to Lorraine Mann, or Karen our wonderful manger in the Oak Tree. Training is provided.

For more information you would be welcome to join the Oak Tree Coffee House's AGM taking place on Tuesday 11<sup>th</sup> June at 7.30pm.

Please can I invite you to continue praying for our wonderful Oak Tree, God has blessed us with this asset and we continue to want to use it to bring his glory. God was and always is good, He is our stronghold and it is for Him that The Oak Tree Coffee House exists.

Hannah  
Chair of Oak Tree Coffee House

**Parish of St. Luke's Highwoods**

**ANNUAL PAROCHIAL CHURCH MEETING 2023**

*Dear Church member,*

*We give a very warm invitation to share in our APCM and look forward to seeing you.*

**AGENDA**

**Opening prayer & Worship**

**MEETING OF PARISHIONERS**

- 1. Welcome**
- 2. Choosing of Churchwardens (2 for 1 year)**

**ANNUAL PAROCHIAL CHURCH MEETING**

**1. Elections**

**Elections for Parochial Church Council**

**Reports**

- 2. Apologies for absence**
- 3. Approval of minutes of 2022 APCM**
- 4. Matters arising**
- 5. Administrative Reports**

- a. Presentation of Electoral Roll**
- b. Financial Report**
- c. Church Property Report**
- d. Safeguarding Report**
- e. PCC report**
- f. Deanery Synod Report**

- 6. St Luke's report**
- 7. St Mark's Report**
- 8. Appointment**

- a. Independent Examiner for 2024**

- 9. Vision: Revd. Hannah Cooper**
- 10. Any other business – please email 24 hours in advance**

**Blessing and Prayer**

## Parish of St Luke's Colchester – PCC Report for 2023

### Introduction

St Luke's PCC has the responsibility of co-operating with the Incumbent in promoting within the parish, the whole mission of the Church – pastoral, evangelistic, social and ecumenical. It oversees and directs the mission and work of the church of St Luke's, Colchester, meeting at St John's & Highwoods Community Centre on Highwoods and St. Mark's meeting at Brinkley Grove Primary School. The report of the PCC which follows, along with the two church reports, illustrate how the PCC fulfils its obligations to benefit the public ~ mainly to the worshipping congregation and to the local community, but also beyond.

### PCC Membership

Members of the PCC are either ex-officio or elected by the Annual Parochial Church meeting in accordance with the Church Representation Rules.

During the year the following served as members of the PCC:

**Priest in Charge:** The Revd. Hannah Cooper

**Curate:** Revd Chris. Smith (Until June 2023)

**Curate:** Revd Charley Day (From July 2023)

**Curate:** Revd Anna Davis (From May 2023)

**Pioneer Priest :** Revd. Sarah Hayward

**Associate Priest:** Revd. Paul Mann

### *PCC Elected Members*

#### Church Wardens

Adrian Jones

Lynne Gettings

Ian Duthie

Julia Thomas

Stuart Angier

Sarah Adcock

Anne Mayne

Moji Edun

Ryan Huttley

Mark Harris

#### PCC Treasurer

Colin Smith

#### Licensed Lay Ministers

Diana Benge-Abbott

Hugh Thomas

#### Deanery Synod Representatives

Adrian Jones

Hugh Thomas

Lynne Gettings

#### *Standing Committee*

Hannah Cooper

Lynne Gettings

Stuart Angier

Mark Haris

Adrian Jones

Colin Smith

## **PCC Committees**

The PCC operates through a number of groups, which meet between the full meetings of the PCC:

### **Standing Committee**

This is the only committee required by law. It has the power to transact the business of the PCC between its meetings, subject to the directions given by the Council.

### **Finance Group**

The general financial dimension of the work of St Luke's is accomplished by monitoring income and expenditure, setting budgets, maintaining financial controls and co-ordinating the annual accounts. This work is overseen on the PCC's behalf by the Finance Group, led by the PCC Treasurer.

### **Mission and Mercy Giving Away**

The Mission and Mercy budget is apportioned to support mission and charities at home and abroad including regular reviews of the 'agencies' to which St Luke's PCC gives.

### **Ministry Leadership Team's**

Both St. Luke's and St. Mark's have an Ministry Leadership Team, that meet regularly to work out the operational, pastoral and missional objectives of both churches.

### **Church Attendance**

After the annual update of the Electoral Roll in 2023 there were 131 people on the Roll, 64 of these being resident in the parish, 67 being non-resident.

The average weekly attendance for our main morning service, counted during October 2023 for St. Luke's was 82 people and For St Mark's was 25 people. During the whole of 2023 there were 1 Baptisms and no Thanksgivings. There were 3 Funerals.

## **Church Property Report**

No additional items were purchased over the course of 2023

## Safeguarding Report

### **Members of the Safeguarding Team in 2023:**

Rev Hannah Cooper, Rev Chris Smith (until June 2003), Karen Cakebread – Children & Families Worker, Sammy Huttley - Youthworker , Hugh Thomas – Licensed Lay Minister , Stef Jones – Administrator/Lead DBS Recruiter, Lynne Gettings – Parish Safeguarding Officer (PSO), Janet Jones – Assistant PSO (St Mark's)

The Safeguarding Team met twice in 2023.

The main focus of the work during 2023 was to put in place a safer recruitment process for our volunteers that was constant across the parish and we now have a central safer recruitment record.

Our priority for 2024 is ensuring all volunteers completed the necessary safe guarding training.

Over the course of the year the safeguarding team was involved in safeguarding training led by the diocese. Following completion, certificates are shared with the Parish Administrator. The nature of the training has been dependent upon roles in the church. Examples of safeguarding training have included: Safer recruitment, Compressed Leadership, Basic & Foundation safe guarding, Leadership Training & Domestic abuse

Safeguarding is an agenda item at every PCC meeting. The PCC has due regard to guidance issued by the House of Bishops on matters relating to the safeguarding of children and vulnerable adults. The PCC reviewed and adopted the safeguarding policy at their meeting in September. The policy and the annual review follows the guidance from the diocese. A copy of the policy and key contacts is on display in both Churches .

All members of PCC are now required to have completed the following safeguarding training: Basic & foundation safe Guarding & Domestic abuse.

The Parish Administrator holds a record of PCC safeguarding certificates. The PCC uses the guidance and information in the Church of England Parish Safeguarding Handbook. The Priest in Charge and PSO liaise with the diocesan safeguarding team for advice and where safeguarding concerns have been raised.

Many thanks to the many volunteers across the parish working with children, young people and vulnerable adults who have been involved in the safer recruitment process and safeguarding training. We are grateful for all you do to ensure our churches are a safe place.

## **PCC Review of the Year 2023**

The PCC met 6 times during 2023.

The PCC Finance Group met as necessary and reported back to the PCC, via the Treasurer.

The PCC Standing Committee did not meet formally during 2022, but Standing Committee members made urgent decisions on behalf of the PCC by e- mail on number of occasions.

In 2023, St Luke's PCC sought to advance the Christian faith and benefit the community in the following ways:

- A daily presence in the centre of our community - The Oak Tree Coffee House is renowned for great coffee, local and fairtrade produce and most importantly a safe place for local people to congregate where they know they will always find a friendly face to speak with. (The Oak Tree Coffee House is established under a separate legal entity, Highwoods Community Interest Company, in which St Luke's PCC is the majority shareholder.)
- Weekly Sunday public worship in two locations, including activities for children and young people.
- Weekly/fortnightly midweek groups to connect people in friendship while also giving them the opportunity to grow in faith and support one another.
- Weekly parent and toddler group.
- Monthly 'Families, Faith and Fun' service for families with primary aged children.
- Providing an e-mail-based prayer service for church members and others to share needs and concerns with church members, who then pray for the situations shared.
- Supporting our local schools by offering assemblies, lessons, church visits and financial support.
- Supporting Colchester Foodbank, by starting Highwoods Satellite Foodbank - which provides emergency food parcels to families and individuals in crisis.
- Engaging in wider structures of the church, especially our Deanery and its Synod.
- Giving away 10% of our parish annual income to local, national and international charities and ministries.
- Running a child sponsorship scheme for children attending Nsambya School in Kampala, Uganda.



## **Annual Deanery Synod Report 2023**

Lay representatives plus clergy from all the Anglican churches in the Colchester Deanery meet three times a year, to hear what's going on in the Diocese and nationally, and to discuss and share ideas about how we can work together more effectively across Colchester. Please find below a short report on the Deanery Synod Meetings held during 2023.

### ***15<sup>th</sup> March 2023 – At St. Botolph's Church, St. Botolph's Street, Colchester, CO2***

- Our speaker for this Synod was Karen Loring from Night Stop Essex, a charity run by Korban which aims to prevent homelessness in 16–24-year-old age group. Karen talked about the charity and the work that it does here in Colchester.
- This was also the last Synod meeting of the triennium and the last Synod Meeting that Canon Roger Ennals was to reside as Lay Chair, following his decision to step down after 15 years of service. Revd Erwin Lammens, Area Dean, extended Synod's thanks to Roger for his service, commitment, and friendship to the Deanery.
- A welcome was extended to our new Deanery Treasurer – Adrian Jones, whom Revd Erwin Lammens also thanked for agreeing to take on the role.

### ***5<sup>th</sup> July 2023 – At St. Matthew's Church, Harwich Road Colchester***

- Prior to the main Synod meeting an election for the new Lay Chair took place. A nomination had been received for Lynne Gettings (St. Luke's Church, Highwoods), proposed by Diane Bengé-Abbot (St. Luke's, Highwoods) and seconded by Martin Roscoe (Greenstead with St. Anne). No further nominations were made from the floor on the evening and Lynne Gettings was duly elected as the new Lay Chair for the Deanery of Colchester by a unanimous vote, with no abstentions or objections.
- DSPC members from the Houses of Laity and Clergy were elected by postal vote.
- The main Synod meeting then took place. Our speaker for this Synod was Beccy Hills, Diocesan Parish Giving Advisor for the Diocese of Chelmsford. Beccy spoke about her role and also gave an overview of the Parish Giving Scheme. Beccy also informed Synod that the Chelmsford Diocese are making a £1.25million investment in supporting the rollout and adoption of contactless financial giving by bank card, with the aim of having this in place in 2000 churches by the end of 2024.

### ***12<sup>th</sup> October 2023 – St. Leonards Church, Lexden, Colchester***

- Our speaker for this Synod was Revd Canon Pauline Scott who spoke about the Tendring Border Colchester Garden Community – a major new development which will be constructed in the area to the East of Colchester, between Colchester and Elmstead Market, comprising of between 7,500 and 9,000 homes.
- Following on from Revd Canon Pauline Scott's talk, there was a short introductory talk by Karen Clifton, the newly appointed Environmental Advocate for the Deanery of Colchester.

**Minutes of St Luke's Church**

**ANNUAL PAROCHIAL CHURCH MEETING 2023**

**Sunday 14<sup>th</sup> May 2023 7pm**

**St John's and Highwoods Community Centre**

**Opening Prayer & Worship**

**MEETING OF PARISHIONERS**

**1. Welcome** by Rev Hannah Cooper.

**2. Election of Churchwardens (2 for 1 year)**

Appointed:

Adrian Jones – proposed Mark Visagie, seconded Walter Haag  
Lynne Gettings - proposed Ordella Sansford, seconded John Groslin

**ANNUAL PAROCHIAL CHURCH MEETING Elections for Parochial Church Council**

**1. Elections for PCC and Deanery Synod reps**

Thanks to Ordella Sansford and Jennifer Greenley for their service on PCC.

Nominations for 3 PCC spaces:

Sarah Adcock - proposed Lynne Gettings seconded Karen Cakebread  
Gavin Duthie - proposed Adrian Jones seconded Janet Jones  
Moji Sola Olose - proposed Jennifer Greenley seconded Glenda Shereni

Nominations for 3 Deanery Synod reps:

Hugh Thomas -proposed Adrian Jones seconded Diana Benghe-Abbott  
Lynne Gettings – proposed Karen Cakebread seconded Janine Wilde  
Adrian Jones- proposed Ordella Sansford seconded John Groslin

Diana Benghe -Abbott was proposed to serve on PCC as the LLM position: proposed - Adrian Jones seconded Janine Wilde

Hannah led prayers for the appointees

**Reports**

**2. Apologies for absence**

Hugh and Julia Thomas

Tim Abbott  
Graham Lewis

### **3. Approval of minutes of 2022 APCM**

Formally approved. Proposed by Diana Benge- Abbott seconded by Charlie Day

### **4. Matters arising from last APCM**

Michael Allen asked the question: Men Behaving Boldly - why is there an outstanding figure against it?

Hannah Cooper's reply: The money has not been spent. Mark and Hannah have decided to donate this to CVM and have a men's event with the rest, how much for each has yet to be decided.

On the **St Luke's report** Question about the attendance figure of 35 in October. Is that accurate?

Hannah Cooper's reply: This was incorrect as the figure should have been about 87. This year we will do the 2 churches separately.

### **5. Administrative Reports**

**a. Presentation of Electoral Roll - 141** Hannah thanked those who had signed up

**b. Financial Report** -no questions

**c. Church Property Report** - Hannah drew attention to the gift of a communion set to St Mark's church from All Saints Church Shrub End, for their 2<sup>nd</sup> birthday.

**d. Safeguarding report** – no questions

**e. PCC Report** -no questions

**f. Deanery Synod Report**- No questions

### **6. St Luke's report**

No questions

### **7. St Mark's Report**

Jenny McAlister asked what the funding gap was as it wasn't mentioned in the report – Answer given, about £1 million now.

### **8. Appointment**

#### **a. Independent Examiner for 2023**

Sarah Large was appointed last year but is no longer able to do this, so a new one needs to be appointed. Hannah asked APCM if they gave permission for the PCC to choose a new independent examiner.

Proposed by Alan Wright seconded by Janine Wilde, APCM voted unanimously to give permission.

### **9. Vision: Revd. Hannah Cooper**

Hannah reflected on the previous APCM where we were recovering from the effects of Covid. Then on the way forward for St Mark's Church and the transition on Chris leaving. Looking forward, we have the Parish Weekend away at the end of June -the theme is Being Transformed by the Holy Spirit. The speakers will be Mones and Sally. After the weekend, we will continue the theme as Hannah feels she is being challenged to do so much more with the Holy Spirit.

Hannah spoke about the Foobank. That she is now offering prayers for each client and shared some stories from that. Also prayers at Toddler group, for words and pictures for 5 different people with an amazing response.

Hannah prayed to ask the Holy spirit to encouraged us all to develop our spiritual gifts and to share pictures if we get them. For the Holy Spirit to challenge us to speak to others, to be bold and courageous. To use our spiritual gift.

#### **10. Any other business**

Church Wardens Lynne and Adrian thanked volunteers, our staff team (Karen, Sammy & Stef) & our clergy team (Hannah, Chris and Paul). Thanks to Janine for stepping in during Sammy's maternity leave. For all they do for us.

Lynne spoke about the St Luke's planting and how the prophecy about this has happened. She shared the verse:

2 Corinthians 4:7 "We have this treasure in jars of clay to show that this all-surpassing power is from God and not from us".

Thanks to all those involved in the St Mark's planting.

Lynne led prayers for all of this and allowed for open prayer. The following words were given to members of the congregation:

"St Mark's has been birthed, treasured and kept by God"

" Carry an easy yoke, for it's God's burden not yours. My yoke and burden is easy"

"God is a rich God, his resources is enough"

Lynne prayed committing St Luke's and St Mark's into God's care.

#### **12. Blessing & Prayer** - Hannah prayed and gave a closing Blessing.

Meeting closed at 8.30pm

## Colchester St Luke's PCC

## Statement of Financial Activities for the Year ended 31 Dec 2023

		Unrestricted Funds	Designated Funds	Restricted Funds	YTD TOTAL 2023	TOTAL 2022
<b>RECEIPTS</b>						
<b>Voluntary Receipts:</b>						
Planned giving		£80,143.43			£80,143.43	£88,922.22
Stewardship		£1,115.00			£1,115.00	£600.00
Collections and other giving		£626.07			£626.07	£220.00
One off Gift		£1,250.00			£1,250.00	£1,899.99
Gift Aid Income Tax recovered		£18,091.93			£18,091.93	£19,805.04
<b>Sub Total</b>		<b>£101,226.43</b>	<b>£0.00</b>	<b>£0.00</b>	<b>£101,226.43</b>	<b>£111,447.25</b>
<b>Other voluntary receipts</b>						
Special collections	Note 7.1			£10,316.55	£10,316.55	£7,561.60
Donations & Grants (Restricted)	Note 7.2			£22,214.42	£22,214.42	£22,728.00
<b>Receipts from activities for generating funds</b>						
Fund raising events	Note 5	£2,296.86		£0.00	£2,296.86	£2,229.73
First Steps				£1,197.16	£1,197.16	£0.00
<b>Receipts from Church activities</b>						
Wedding fees		£156.00			£156.00	£96.00
Funeral fees		£1,085.00			£1,085.00	£460.00
Other Fees/Income	Note 5	£791.10	£0.00	£0.00	£791.10	£675.25
<b>Receipts from investments</b>						
Bank and deposit interest		£1,237.91			£1,237.91	£255.55
<b>TOTAL RECEIPTS</b>		<b>£106,793.30</b>	<b>£0.00</b>	<b>£33,728.13</b>	<b>£140,521.43</b>	<b>£145,453.38</b>
<b>PAYMENTS</b>						
<b>Church activities inside the parish</b>						
The Ministry		£2,884.96			£2,884.96	£2,707.13
Insurance	Paid in Oct	£581.44			£581.44	£574.08
Church Services Inc licence		£1,467.58			£1,467.58	£1,621.41
Donations and Grants	Note 7.2			£22,779.19	£22,779.19	£27,870.21
Hire of Buildings - Community Centre		£2,615.00			£2,615.00	£4,200.50
Hire of Buildings - Oak Tree		£434.12			£434.12	£713.29
HCIC Donations		£0.00			£0.00	£2,500.00
Training - Ministry & General		£0.00			£0.00	£0.00
Training - C & F		£40.00			£40.00	£0.00
Training - Admin		£0.00			£0.00	£0.00
Training - Youthworker		£0.00			£0.00	£0.00
Office costs inc. Bank Charges		£1,008.72			£1,008.72	£1,440.92
Uganda Bank charges		£100.00			£100.00	£0.00
Software - Churchsuite		£631.00			£631.00	£546.00
Staff & Pension		£27,849.89		£0.00	£27,849.89	£26,608.92
Staff Adjustment (SMP offset error)		£0.00		£0.00	£0.00	£0.00
Expenses - C & F		£257.24			£257.24	£254.71
Expenses - Admin		£300.00			£300.00	£325.00
Expenses - Youthworker		£61.25			£61.25	£190.26
Break Out/Youthwork Expenses		£438.16			£438.16	£178.51
Miscellaneous		£102.10			£102.10	£21.00
PA	Note 6	£0.00			£0.00	£117.16
Equipment	Note 6	£600.00	£41.78		£641.78	£38.98
People in Need	Note 6	£1,200.00	£676.64		£1,876.64	£267.60
Funeral Fees		£1,025.00			£1,025.00	£238.00
Wedding Fees		£0.00			£0.00	£48.00
Parish Mission		£964.40			£964.40	£1,020.44
C&F Ministry Midweek		£78.94			£78.94	£34.58
C&F Gforce+		£92.46			£92.46	£37.16
C&F First Roots		£81.13			£81.13	£23.54
C&F GForce		£90.67			£90.67	£129.54
C&F GForce takeaway		£0.00			£0.00	£0.00
C&F Schools		£127.72			£127.72	£81.39
Gilberd Chaplaincy		£0.00			£0.00	£0.00
<b>Church activities outside the parish</b>						
Diocesan Parish Share		£54,256.92	£0.00		£54,256.92	£49,324.80
Mission & Mercy		£6,540.16	£0.00		£6,540.16	£8,195.12
Special collections	Note 7.1			£13,273.09	£13,273.09	£10,740.18
Members' Mission		£0.00			£0.00	£0.00
Cost of Generating Funds	Note 5	£2,248.86			£2,248.86	£2,429.73
<b>TOTAL PAYMENTS</b>		<b>£0.00</b>	<b>£106,077.72</b>	<b>£718.42</b>	<b>£36,052.28</b>	<b>£142,848.42</b>
Revenue Surplus/(Deficit) for the period		£715.58	-£718.42	-£2,324.15	-£2,326.99	£2,975.22
Transfer between funds		-£600.00	£600.00	£0.00	£0.00	£0.00
<b>Adjusted Surplus/(Deficit) for the period</b>		<b>£115.58</b>	<b>-£118.42</b>	<b>-£2,324.15</b>	<b>-£2,326.99</b>	<b>£2,975.22</b>
<b>Cash at bank and in hand at 31-Dec-22</b>						
		Unrestricted Funds	Designated Funds	Restricted Funds	TOTAL	
Cash at bank and in hand at	31-Dec-22	£24,314.89	£18,762.04	£24,772.61	£67,849.54	



Adjusted Surplus/(Deficit) for the period	£115.58	-£118.42	-£2,324.15	-£2,326.99
Cash at bank and in hand at 31-Dec-23	£24,430.47	£18,643.62	£22,448.46	£65,522.55

**Statement of Assets and Liabilities as at 31 December 2023**

	Unrestricted Funds	Designated Funds	Restricted Funds	TOTAL
<b>Assets</b>				
Cash Funds-collection	£0.00		£0.00	£0.00
Cash Funds (First Steps)	£0.00		£10.00	£10.00
Cash Funds (St Mark's Family Breakfasts)	£0.00		£73.64	£73.64
Bank Current Account	£4,290.36			£4,290.36
Bank Giving Account	£5,169.30			£5,169.30
Bank Reserve Account	£14,980.81	£18,643.62	£23,766.56	£57,353.53
Other monetary assets	£0.00	£0.00	£0.00	£0.00
<b>Total Assets</b>	<b>£24,430.47</b>	<b>£18,643.62</b>	<b>£23,850.20</b>	<b>£66,886.83</b>
<b>Liabilities</b>				
Colchester Deanery	£0.00		£1,364.28	£1,364.28
Payments Issued not yet debited	£0.00			£0.00
<b>Total Liabilities</b>	<b>£0.00</b>	<b>£0.00</b>	<b>£1,364.28</b>	<b>£1,364.28</b>
<b>Net Total Assets</b>	<b>£24,430.47</b>	<b>£18,643.62</b>	<b>£22,485.92</b>	<b>£65,522.55</b>

**Notes**

1 The financial statements of the PCC have been prepared in accordance with the Church Accounting Regulations 2006 using the Receipts and Payments basis overall. As an exception, the costs for PAYE, Employee NI, Employer NI and NEST Pension payments are accounted for on an accrued basis, in order to account for these liabilities in the period incurred (and to reconcile with our SAGE Payroll and SAGE accounting records). Similarly Statutory Maternity Pay to be reclaimed from HMRC is also accounted for on an accrued basis, in order to ensure the overall Parish financial reserves are not materially mis-represented.

2 The following assets are recognised but not necessarily included in the Statement of Assets and Liabilities: moveable church furnishings held by the churchwardens on trust for the PCC which would require a faculty for disposal.

3 The expenses paid to clergy may include a small immaterial proportion which relates to their function as PCC members. No other payments were made to PCC members.

4 St Lukes PCC is the majority shareholder in Highwoods Community Interest Company, holding 91.25% of the share capital as at 31 December 2023. It is considered that there is no current market value for the shares.

5 Activities to generate funds	Receipts	Payments	Profit/Loss
Church Weekend (Ticket Sales)	£2,248.86	£2,248.86	£0.00
Keep Cups	£48.00	£0.00	£48.00
<b>Total</b>	<b>£2,296.86</b>	<b>£2,248.86</b>	<b>£48.00</b>

6 SUMMARY OF FUNDS HELD	B/Fwd Jan 23	Receipts	Payments	Transfers	C/Fwd Dec 23
<b>Unrestricted Funds</b>					
General Fund	£24,314.89	£106,793.30	£106,077.72		
General Fund to YYAM				£0.00	
General Fund to PIN				£0.00	
General Fund to Equipment				£0.00	
General Fund to PA				-£600.00	
General Fund to Members Mission Fund				£0.00	
General Fund to Solid Fund				£0.00	
General Fund To Parish Share Fund				£0.00	
General Fund to Oak Tree				£0.00	
Keep Cup receipts to General				£0.00	
<b>Total Unrestricted Funds</b>	<b>£24,314.89</b>	<b>£106,793.30</b>	<b>£106,077.72</b>	<b>-£600.00</b>	<b>£24,430.47</b>
<b>Designated Funds</b>					
People In Need (capped at £5,000)	£4,438.32		£676.64	£0.00	£3,761.68
Equipment	£750.00		£41.78	£0.00	£708.22
PA	£1,955.72		£0.00	£600.00	£2,555.72
Parish Share	£10,418.00		£0.00	£0.00	£10,418.00
Oak Tree	£1,200.00			£0.00	£1,200.00
<b>Total Designated Funds</b>	<b>£18,762.04</b>	<b>£0.00</b>	<b>£718.42</b>	<b>£600.00</b>	<b>£18,643.62</b>

**7.1 Restricted Funds - Special Collections**

Uganda Fund	£2,812.21	£7,675.50	£7,474.00		£3,013.71
Community Coffee House	£9,308.08	£2,452.41	£5,342.80		£6,417.69
Munch Fund	£1,934.95	£0.00	£65.14		£1,869.81
Church Weekend Donations	£214.95	£188.64	£391.15		£12.44
<b>Total Special Collections</b>	<b>£14,270.19</b>	<b>£10,316.55</b>	<b>£13,273.09</b>	<b>£0.00</b>	<b>£11,313.65</b>

**7.2 Restricted Funds - Donations and Grants**

GForce Club Night	£148.64	£0.00	£0.00		£148.64
Breakout	£23.40	£0.00	£0.00		£23.40
Lockdown Support Fund	£30.08	£0.00	£0.00		£30.08
Highwoods Foodbank	£941.78	£222.88	£141.06	£0.00	£1,023.60
Easter Egg Hunt	£3.65	£177.65	£180.00		£1.30
Parish Christingle	£0.00	£24.18	£0.00		£24.18

Christmas Boxes	£0.00	£234.14	£274.40		-£40.26
Church Birthday	£35.34	£0.00	£0.00		£35.34
Families, Faith & Fun	£95.30	£84.40	£110.27		£69.43
St Mark's Church Planting Fund	£7,420.67	£0.00	£0.00		£7,420.67
Diocese Church Plant Expenses	£0.00	£1,811.48	£1,958.60		-£147.11
Diocese Plant Development Costs	£0.00	£4,140.00	£4,590.00		-£450.00
St Mark's Church Family Breakfasts	£39.00	£1,922.70	£1,888.08		£73.64
Men Behaving Boldly	£1,308.09	£0.00	£0.00		£1,308.09
People in Need	£0.00	£1,800.00	£1,800.00		£0.00
Pioneer Ministry Expenses Grant	£0.00	£1,897.21	£1,571.37		£325.84
Solid Fund	£0.00	£1,584.11	£791.52		£792.59
Youth Recovery Fund	£99.85	£0.00	£0.00		£99.85
Youthworker Fund SMP due	£0.00	£3,725.66	£0.00	-£3,725.66	£0.00
Youthworker Fund	£0.00	£4,590.00	£8,042.50	£3,725.66	£273.16
<b>Sub Total-Donations and Grants</b>	<b>£10,145.80</b>	<b>£22,214.42</b>	<b>£21,347.78</b>	<b>£0.00</b>	<b>£11,012.44</b>
First Steps	£356.62	£1,197.16	£1,431.41		£122.37
<b>Total Donations and Grants</b>	<b>£10,502.42</b>	<b>£23,411.58</b>	<b>£22,779.19</b>	<b>£0.00</b>	<b>£11,134.81</b>

<b>8 Funds Summary</b>	<b>B/Fwd Jan 23</b>	<b>Receipts</b>	<b>Payments</b>	<b>Transfers</b>	<b>C/Fwd Dec 23</b>
Total Special Collections	£14,270.19	£10,316.55	£13,273.09	£0.00	£11,313.65
Total Donations and Grants	£10,502.42	£23,411.58	£22,779.19	£0.00	£11,134.81
<b>SubTotal Restricted Funds</b>	<b>£24,772.61</b>	<b>£33,728.13</b>	<b>£36,052.28</b>	<b>£0.00</b>	<b>£22,448.46</b>
Total Unrestricted Funds	£24,314.89	£106,793.30	£106,077.72	-£600.00	£24,430.47
Total Designated Funds	£18,762.04	£0.00	£718.42	£600.00	£18,643.62
<b>Total Funds</b>	<b>£67,849.54</b>	<b>£140,521.43</b>	<b>£142,848.42</b>	<b>£0.00</b>	<b>£65,522.55</b>

Approved by the PCC on 11 MAY 2024 and signed on their behalf by:

Lanning Position Church Warden

H. COOPER Position Priest in Charge

**Independent Examiner's Report to the PCC of St Luke's Church Highwoods (charity number: 1159205)**

I report to the trustees on my examination of the accounts of the above charity ("the Trust") for the year ended 31/12/2023.

**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").

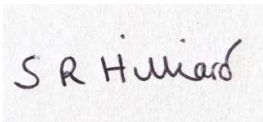
I report in respect of my examination of the Trust's accounts carried out under section 145 of the 2011 Act and in carrying out my examination, I have followed all the applicable Directions given by the Charity Commission under section 145(5)(b) of the Act.

**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 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.

A handwritten signature in dark ink, appearing to read "S R Hilliard", on a light-colored, slightly textured background.

Simone Hilliard FCCA  
17 Totham Hill Green  
Great Totham  
Maldon  
CM9 8DX



**THE PAROCHIAL CHURCH COUNCIL OF THE ECCLESIASTICAL  
PARISH OF ST LUKE, COLCHESTER**

**STATEMENT OF PCC RESPONSIBILITIES**

The PCC are responsible for preparing the Trustees' Report and the financial statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice)

The law applicable to charities in England & Wales requires the PCC to prepare financial statements for each financial year which give a true and fair view of the state of affairs of the PCC and of the incoming resources and application of resources of the PCC for that period.

In preparing these financial statements, the trustees are required to:

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

The PCC are responsible for keeping accounting records that disclose with reasonable accuracy at any time the financial position of the PCC and enable them to ensure that the financial statements comply with the Charities Act 1993, the Charity (Accounts and Reports) Regulations 2008 and the Church Accounting Regulations 2006. They are also responsible for safeguarding the assets of the PCC and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

**THE PAROCHIAL CHURCH COUNCIL  
OF THE ECCLESIASTICAL PARISH OF  
ST LUKE, COLCHESTER**

**Registered Charity Number 1159205**

Additional notes to the Financial Statements for the period ending 31<sup>st</sup> December  
2023

**Accounting Policies**

As stated, these financial statements have been prepared in accordance with the Church Accounting Regulations 2006, using the Receipts & Payments (i.e. Cash) basis, including any uncleared bank payments made.

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

**Funds – General & Designated**

General Funds represent the funds of the St Luke's PCC that are not subject to any restrictions regarding their use, and are available for application on the general purposes of the PCC. Designated Funds represent the funds that have been designated for a particular purpose by the PCC, but these funds are also unrestricted regards their usage. St Luke's currently operates five designated funds as follows:

People In Need Fund, where the PCC allocated £100 per month from St Luke's general funds to this designated fund to provide a reserve for use by the PCC as and when individual situations of serious personal need arise –the fund is currently capped at £5000.

PA Fund, where the PCC allocated £50 per month from St Luke's general funds to this designated fund to provide a reserve for use by the PCC to invest in new or replacement PA equipment.

Equipment Fund, where the PCC allocated £50 per month from St Luke's general funds to this designated fund to provide a reserve for use by the PCC to invest in new or replacement general equipment.

Parish Share, where the PCC previously allocated £500.00 per month from St Luke's general funds to this designated fund to provide a reserve for use by the PCC to support expected future increases in our Parish Share.

Oak Tree, where the PCC allocated £300 per month from September 2022 until December 2022 to assist the working capital requirements of The Oak Tree Coffee House if needed.

## **Funds - Restricted**

Restricted funds are those funds that must be spent on restricted purposes. St Luke's PCC currently operates restricted funds as follows:

Uganda Fund - whereby these funds have either been given or otherwise raised specifically for the purpose of supporting the activities of the Nsambya Full Gospel Mission Church and/or Children's School(s) and Orphanage(s) in Kampala, Uganda.

Community Coffee House - whereby these funds have been given or otherwise raised specifically for the purpose of supporting the Oak Tree Community Coffee House.

Munch Fund - whereby these funds have been given or otherwise raised specifically for the purpose of supporting the work of the Munch Initiative.

Church Weekend Donations - whereby these funds have been given or otherwise raised specifically for the purpose of supporting the Parish weekend away.

Gforce Club Night - whereby these funds have been given or otherwise raised specifically for the purpose of supporting the GForce Children's Ministry.

Breakout - whereby these funds have been given or otherwise raised specifically for the purpose of supporting the Breakout Youth Ministry.

Lockdown Support Fund - whereby these grant funds have been received specifically for the purpose of providing food parcels to families in need within our parish.

Highwoods Foodbank - whereby these funds have been given or otherwise raised specifically for the purpose of establishing and supporting a foodbank on Highwoods.

Easter Egg Hunt - whereby these funds have been given or otherwise raised specifically for the Children's Ministry Easter Egg Hunt.

Parish Christingle - whereby these funds have been given or otherwise raised specifically for the Parish Christingle.

Christmas Boxes - whereby these funds have been given or otherwise raised specifically for the Christmas Boxes providing Christmas gifts.

Church Birthday - whereby these funds have been given or otherwise raised specifically for the St Luke's Church 30<sup>th</sup> birthday celebration.

Families, Faith and Fun - whereby these funds have been given or otherwise raised specifically for the purpose of supporting the Families, Faith and Fun service.

St Mark's Church Planting Fund - whereby these funds have been given or otherwise raised specifically for the purpose of supporting the new Church Plant – now known as St Mark's.

Diocese Church Plant Expenses - whereby these grant funds have been received specifically for the purpose of supporting the Church Plant Expenses

Diocese Plant Development Costs - whereby these grant funds have been received specifically for the purpose of supporting the Church Plant Development Costs

St Mark's Church Family Breakfasts - whereby these funds have been given or otherwise raised specifically for the purpose of supporting the St Mark's Church Family Breakfasts.

Men Behaving Boldly - where these funds have been given or otherwise raised specifically for the purpose of supporting the Men Behaving Boldly Missional Community.

People in Need - whereby these funds have been given or otherwise raised specifically for the purpose of supporting people in need within our parish.

Pioneer Ministry Expenses Grant - whereby these grant funds have been received specifically for the purpose of supporting the Pioneer Ministry Expenses.

Solid Fund - whereby these funds have been given or otherwise raised specifically for the purpose of supporting the Children and Youth Ministry trip to the Solid Event.

Youth Recovery Fund - whereby these grant funds have been received specifically for the purpose of re-establishing the youthwork and supporting our young people after the pandemic.

Youthworker Fund SMP due – whereby the funds due from HMRC are specifically for the claim for the Statutory Maternity pay for the Youthworker.

Youthworker Fund - whereby these funds have been given or otherwise raised specifically for the purpose of supporting the employment of a Youthworker by St Luke's PCC.

First Steps - whereby these funds have been given or otherwise raised specifically for the purpose of supporting the First Steps Group.

### **Receipts (Incoming Resources)**

Planning Giving receipts and Collections & Other Giving receipts are both recognised when received by or on behalf of the PCC. Income tax recovered (under Gift Aid) is also recognised only when received.

Income that is raised by any special events is accounted for gross, with any associated expenses being separately identified and disclosed - these are included under Note 5.

All other Income is also recognised only when received.

### **Expenditures (Resources Used)**

**Diocesan Quota** - The Diocesan Quota or Parish Share is accounted for only when paid, but with any amounts still unpaid as at the 31<sup>st</sup> December being provided for as an operational liability, and shown as a Creditor in the Statement of Assets and Liabilities.

There is no outstanding amount payable with relation to the 2023 St Luke's Parish Share as at 31<sup>st</sup> December 2023.

**Employment Costs** - Salaries and associated PAYE and National Insurance costs payable to HMRC are accounted for only when paid, but with any amounts still unpaid as at 31<sup>st</sup> December being provided for as an operational liability, and shown as a Creditor in the Statement of Assets and Liabilities.

There are no amounts outstanding as at 31<sup>st</sup> December 2023.

**Grants/Donations** - Grants and donations made by the PCC are accounted for when paid over, or when awarded if the award creates a binding obligation on the PCC.

There are no such outstanding binding awards as at 31<sup>st</sup> December 2023.

**Other Expense Items** - All other expenditures are accounted for only when paid, unless any particular expense item incurred but not paid represents a material operational liability as at 31<sup>st</sup> December, and thus shown as a Creditor in the Balance Sheet.

## **Fixed Assets**

**Church Furnishings** - 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, and are listed in the Church's Inventory.

For inalienable property that was already in existence as at the 1<sup>st</sup> October 2012, there is insufficient cost information available (such assets having been originally acquired by St John's PCC, Colchester), and thus are not valued in these accounts.

There have been no such items acquired in the period 1 January 2023 – 31<sup>st</sup> December 2023.

**PA Equipment, Office Equipment & other Sundry Assets** - Individual items with a purchase price of less than £1,500 are expensed in full at the time of original purchase.

## **Investments**

**General Investments** – General investments held are valued at Market value as at 31<sup>st</sup> December 2023.

There are no general investments held as at 31<sup>st</sup> December 2023.

**Subsidiary Companies** – Investments in Subsidiary Companies are stated at cost less any provision necessary for permanent diminution in value.

St Luke's PCC holds 91.25% of the ordinary share equity of the Highwoods Community Interest Company (HCIC)

The PCC considers that the investment in HCIC has no realisable value at present and thus, whilst noted, is not shown as an asset within the Statement of Assets and Liabilities.

### **Current Assets**

No debtor amounts are shown in respect of any fees or other amounts due at 31<sup>st</sup> December, as all income is accounted for only when received and there are no material amounts outstanding as at 31<sup>st</sup> December 2023.

End