



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 2024

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

stlukescolchester.org.uk

stmarkscolchester.org.uk

Welcome to our 2024 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 2024 in the middle of 2025. Please note that the reports only refer to what happened during 2024 and not what has happened in the first part of 2025. This is our fourth time of creating an APCM which gives an overview of two churches located in the one parish of Highwoods.

In 2024 our PCC went away on an away day, funded by the Deanery MOF grant. This away day was really helpful, in that it focused our attention on what we do, and how well we do it. We looked at our 2022 vision, which looked similar to the grid below, but we have adapted the right hand side a little. Moving on from Creation Car and Youth, as very specific areas of work to broadening out our goals to be Equipping Our People and Engaging with Mission. I shared the below grid with the Parish at the last years APCM, I still think this is relevant today, and helpful to show what we are looking to do as a parish.



Please do keep reading this report.

Hannah

Parish Report

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 morning, it is fully supported by the Main food bank located at Tollgate, Stanway. In January 2024, we moved sites to the Ark Methodist Church, to allow for a larger storage area and more flexibility in timing, we now run 9.30 -11.30 every Monday. Throughout 2024 our satellite food bank has increased in the number of people using it. We are grateful for the support that has been offered by both St. Luke's and St. Mark's in terms of volunteers and donations. During our harvest months, we received many donations from both churches, several schools and a nursery too. Please continue to pray for our team and for those in need who live within Highwoods.

Children's and Families work – Karen Cakebread

2024 was extremely exciting to see God at work!! There was a definite shift in my role as at least 90% is now focusing 'outward' and ministering to the needs of our community and more specifically, our local schools. We started a Chaplaincy Team and offer Playground Pastoring once a week at Brinkley Primary with members from St Mark's Church. This has enabled us to run a faith-based lunch club, mentor several children, invite families to Forest Church, and be a weekly 'presence' in the school. We continue to run a weekly lunch club at Highwoods Primary and are heavily involved in supporting their RE curriculum. It will be exciting and a real joy to see what God has in store over the coming years if this is just the beginning of something new!!

My role extended to cover both churches during 2024. It's been an adjustment but also a joy getting to know the children at St Marks and their own personal links into Brinkley Primary. Working out how to hold the children's work in both churches well and support the amazing existing teams is something that is becoming clearer over time.

Prayer Points:-

- 1) For a continued and deepening relationship with Brinkley Primary through this chaplaincy role and that Highwoods would one day have their own!!
- 2) For wisdom in supporting 2 churches and vision to see where God is heading
- 3) A prayer of thanks to you (the church) for recognising the importance of this role and the amazing opportunities it brings with regards to outreach and loving our local community

Youth Across the Parish

This has been a busy but productive year for the youth of the parish.

The young people of St Luke's continued to meet on Sunday mornings in the Oak Tree coffee house. Susie Sanderson has continued to lead the activities during the absence and subsequent resignation of Sammy, the parish youth worker. She has been supported in this endeavour by Lesley West, Stuart Angier, Kim Osborne, Guy Giraudeau, and latterly by Steve Cowell. During the year, the group looked at several challenging topics, utilising resources such as 'theGRID'.

On Thursday evenings (bi-weekly) United took place at the Highwoods Youth centre or, weather permitting, at the Highwoods Country Park during the youth centre refurbishment. This social event was open to all young people from both St Luke's and St Mark's, with a number from each church attending.

On the alternative Thursday evenings, the young people from St Mark's met at the Oak Tree coffee house for a fun and Bible focused hour. Unfortunately, a combination of people relocating outside of the area and an increase in external commitments resulted in attendance dwindling. Therefore, in September, the decision

was made to open this event to the young people from St Luke's in years 9 and above, as this reflected the existing St Mark's Age group. The Top Marks activity was run by Janet Jones, Carl Badger and Mike Fisher.

There were a limited number of opportunities for the combined group to meet before the end of the calendar year, but there are plans to continue this next year. During the year, we held social events at Easter, in the summer, and at Christmas, which were well attended. Thanks to Revd. Charley for supporting these activities and also the use of her home as a venue. Youngsters from both churches were invited to all of these events.

Several of the young people from both church communities attended the 'Parish Weekend Away' at Birch Hall adventures. We were blessed by having Joe Robbins (youth worker at Plume Avenue URC) with us. The young people enjoyed a combination of both Bible based and outdoor activities such as archery, wall climbing and canoeing.

September saw the youth heading up to Horstead for an away weekend. There were around 16 in attendance, ranging in age between 11 – 17. They had the opportunity to participate in various activities, including paddle boarding and raft making. The weather was kind (given the time of year), and although some got very wet in the water, it was fun and provided the opportunity for the young people to get to know each other and grow closer as a group. We were very blessed by Janine Wilde, who assisted the team by providing a number of 'God spots'. This gave the young people an opportunity to dig deeper into their faith and grow closer to their loving Heavenly Father.

Looking back over the year, we see that the number of youngsters has increased and we have been able to provide more youngsters with their own copy of the Bible. As the year draws to a close, the team is exploring the opportunities for the year ahead. Plans for a Youth Alpha are underway, to be run on a Thursday evening in the Oak Tree coffee house and open to all the young people in the parish. Plans are also being considered for our Sunday morning activities, and we are looking at what opportunities might exist for the Thursday evening slot once the Youth Alpha course is complete

Youth Mentoring

You may remember many years ago a dream to offer youth mentoring was seeded. A few began and one or two of those first pairings are still going to this day. During 2024, the hope and dream of offering each of our young people within both of our churches the opportunity of an adult Christian mentor has become much more of a reality. Many thanks to Anne Mayne who has taken on the majority of this additional work raising new adult mentors, safely recruiting them, training them and matching them to our young people who have agreed/asked for a mentor. The system isn't perfect, there is still more work to be done, and we are likely to need more adult mentors in the future. But we now have 10 youth matched and meeting regularly with adult youth mentors. Thank you to all those who have been involved in this great work.

Deaf Church Report to PCC about 2024

Colchester Deaf Church continues to meet monthly at the Oak Tree Coffee House on a Sunday afternoon. It is important for people to be able to worship God in sign language. Our topics during 2024 included Moses and God's rescue and provision for the people of Israel. The highlight of the year was a weekend away at the Pleshey retreat house with other Deaf Christians from across the diocese. Among the craft activities, we made two banners to be used in our churches (seen below) one of the Deaf Ministry logo, and one of a tree made with hands reaching out. Several of our members have had stays in hospital during the year, please pray for restored health.

Deaf Church Banners



Mission and Mercy 2024

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.

International

Nsambya School Uganda -Lap Top	£525.00
Vision for China	£400.00
Tear Fund (General)	£400.00
Tear Fund Middle East Appeal	£800.00
The Catherine Bullen Foundation Namibia	£400.00

Local/Colchester

Good News for Everyone (Gilberd/Trinity Bibles)	£300.00
CAP Colchester	£560.04
Beacon House	£1,040.04
CYO	£2,080.08
Tree Tops/ Livability	£300.00
Essex Intergration	£400.00

TOTAL	<u>£7,205.16</u>
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Safeguarding Report

With the publication of the Makin report and the subsequent resignation of the Archbishop of Canterbury in November 2024, safeguarding in the Church of England has (quite rightly) come under intense scrutiny. It remains a key priority.

As I wrote in the parish email sent in November, we all want our churches to be the safest place possible - safeguarding lies at the heart of our faith.

In our parish we are grateful to the safeguarding team in the diocese who provide advice on a range of issues on a regular basis. Whether it is a safeguarding concern, checking out we have everything in place that we should with e.g our parish weekend away or setting up the satellite Foodbank we act on the advice received. Safeguarding is an agenda item at every PCC meeting and there is a safeguarding element to every risk assessment undertaken.

As well as volunteers working with children, young people and vulnerable adults, all our Foodbank volunteers are now safely recruited. The safer recruitment process means volunteers complete an application form and provide 2 referees. Stef, our Administrator, ensures that references are followed up and the necessary DBS checks are in place. We currently have over 40 safely recruited volunteers in our parish.

All our volunteers working with children, young people and vulnerable adults and our Foodbank volunteers need to carry out safeguarding training in line with requirements by the diocese. Whilst there are still some gaps, we have made significant progress this year. **A massive thank you to all our volunteers** for giving of their time whether online or in attending the recent face-to-face training. As well as our Clergy, Karen as Children's and Families worker, our Licensed Lay Ministers, our Authorised Local Preachers and the Parish Safeguarding Officer are required to complete safeguarding leadership training - this is up to date.

Church suite is an invaluable online tool in many different ways. Over the past 12 months we have been using Churchsuite to create consent forms for our youth aligned with model forms on the diocesan safeguarding website. This is to support the youth leaders in their work. Thank you to Mark Russell for all his help with this.

A priority in the coming months will be to implement the Parish Safeguarding Dashboard. Watch this space!

If you have a concern about a child, young person or adult - however small it may seem, please speak to one of our Parish Safeguarding Officers: Janet Jones (St Mark's) or Lynne Gettings (St Luke's) or email: safeguarding@stlukescolchester.org.uk

Lynne Gettings

Parish Safeguarding Officer

St Luke's Church

Highwoods



As is usual for St. Luke's Jan 2024 began with a significant preaching sermon series. In 2022 it was Nehemiah 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? In 2024 we looked at 'Up, In and Out' Asking the question how are we worshipping our God? how are we looking after each other? and how are we looking outwards into our community?

During the summer of 2024 we said a fond farewell to Revd. Anna Davis, our curate, who worked both at St. Luke's and at Shrubend for the last year and a bit of her curacy. Again, St. Luke's has been able to be a gift and a place of healing. I am excited that Anna been appointed as incumbent of St. Stephen's and St. Margaret's in Colchester. I found it helpful to reflect on St. Luke's history, having being named St. Luke's, due to St. Luke's being a doctor, it's great to know that St. Luke's continues to be a place of healing.

Personally 2024 was a big year for me, I turned 40 in January, and was granted a sabbatical, which happens after every 10 years of ministry. This gave me 3 months to spend my time differently, seeking God's voice, visiting special places, and taking time for my family. I'm really thankful to St. Luke's, allowing me the space to be able to do this. I'm aware this created an additional burden for some covering the load while I was away. I wasn't sure what it would feel like returning back into parish having had 3 months off, but as I returned, it felt like I'd come home, and I realised how much I had missed my church families.

It was a great privilege to be part of the Colchester Priesting service and see our curate Charley Priested in September 2024. This has meant that Charley and I are now able to share in the communion commitments of the parish. It was great to have a St. Luke's band playing at the ordination service.

Looking out into our Community has been a theme, that has resonated throughout 2024 for St. Luke's. I've loved the opportunities we have had to prayer walk in the local area on Sundays. Going out into our community has become a great inter-generational activity.

Our toddler group 'First Steps' continues to meet every Wednesday morning, providing support for both local parents and local childminders. We now have a team of Chaplains who support this event weekly, specifically to engage in conversation and offer prayer if the need arises. This has been a great addition to an already brilliant team.

For Christmas 2024, St. Luke's MLT chose to give away 20 St. Luke's branded Tree decorations to the local businesses around Highwood Square, alongside a card letting them know of our love and prayers. This was something that I know the local businesses really appreciated.

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. 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.

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



St. Mark's continued into 2024 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 2024, 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.

The biggest news during 2024 was the beginning of Chaplaincy that Karen and a team from St. Mark's have started. While I am disappointed that the promised building project has not started. I believe if we had not planted St. Mark's into Brinkley Grove Primary School, our Chaplaincy would never have been possible, so an opportunity was created. Karen writes:

We started a Chaplaincy Team and offer Playground Pastoring once a week at Brinkley Primary with members from St Marks Church. This has enabled us to run a faith based lunch club, mentor several children, invite families to Forest Church and be a weekly 'presence' in the school. It will be exciting and a real joy to see what God has instore over the coming years if this is just the beginning of something new!!

First Mark's, our Children's group have continued to meet during 2024, and we changed our format to allow the children to go out during the service, rather than meeting before the service. For most of the year the children have been doing a "walk through the bible", from Genesis onwards. Then more recently, some of the stories Jesus told. The usual number is 7 children, who all love to take part in the church sung worship, joyfully dancing, drumming and waving streamers. You can read more about Top Mark's (our youth) in the parish youth section.

The season of change that began in 2023 with the Smith family leaving, has settled into 2024, with everyone getting used my taking on a wider leadership role, and participating every other week. My sabbatical time off had an impact at St. Mark's too, leaving the team quite stretched particularly across the summer months, I am very grateful to the St. Mark's MLT who took on the additional work, and kept showing up even when this was tough.

In November, we celebrated St. Mark's 4th birthday with Cake Sunday and a St. Mark's lunch at the Oak Tree. This was a great time of fellowship and celebration.

Christmas, was another great success for St. Mark's the relationship with Brinkley grove primary school has really increased and developed, which meant we were again able give out an invitation to church for every child and member of staff combined with a candy cane. We were also able to give away 20 blessing boxes to families that were struggling at Brinkley Grove Primary School. We were invited to participate in Brinkley Grove's Christmas Fate, providing a free craft, carols and conversations.

St. Mark's Christmas meal was again a great success and really lovely to meet for a shared meal in the Oak Tree Coffee House.

**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.**

At the end of 2023, the council announced it would not be able to finance this community centre venture. We had hoped there may have been a way to relook at this, but a way forwards has not emerged. It was sadly decided in 2025, by the trustees of St. Mark's Community Centre Charitable Incorporated Organisation that we should close this CIO.

United Church – Revd Sarah Hayward

For those Gavin and Stacey fans out there, I begin by asking, "What's occurring?"

In 2019, Tim, Joel, David and Levi and I moved to Colchester so that I could take an SDF funded pioneer ministry role on the Severalls new housing estate, now known as Kingswood Heath. We also consider that Chesterwell new housing estate is part of our mission field, and the new road and school developments do now link the two sites.

We had no gathered community or team, and no building, or meeting places except for our home, and so "United church" began as an umbrella term for everything we were doing in the name of God's kingdom and church. My role as a school governor at Camulos Academy, and the two secondary school chaplaincies with CYO were also an expression of that role.

Our long term vision is to be significantly involved in the building of a new community centre that will serve our estate, and serve as a resource from which United church can serve, and gather for worship, and as such Tim has taken jobs in the local community, and developed significant relationships with the local councillors. Our initial aim was to build as many relationships as possible, and serve the estate with missional outreach activities (Cakes in the park being the notable regular feeding of the 5000 – not literally!), taking evangelism and discipleship opportunities on a one by one basis, and encouraging new converts to identify and look for creative ways to serve their own mission field. In reality this has taken the form of many 1:1 meetings, children's play groups, mums' meetings, Alpha courses, and messy churches. Over time, United church has also some expression of regular, gathered community – currently, an adult group that meets in our home on Wednesdays, an adult group that meets in another's home on Friday evenings, and a monthly all-age worship gathering on Sundays in our home. We also co-lead Kaleidoscope SEND church monthly, with St John's. Our SDF funding ran out in September 2024, and an independent review was authorised by Bishop Roger and carried out by Brendan Research in November 2024, to see if what we had built could indeed be called a church, and could warrant further support. The confidential report proved that our church is well respected by a large number of people in the community, with 200 participating in the review. It also met the criteria of "church" according to a number of different theories that it was measured against. Unfortunately however, there was still no further funding available for the church, or indeed for Sarah as a stipendiary minister living in a vicarage.

As such, I have now taken a full-time position as an NHS Trust chaplain so that I am paid by the NHS, but we continue to live in a church house, on a House for Duty agreement, in order to continue pioneering. This means I get to do the job of my dreams, and the foundations for United church can be built upon.

A pause for prayer:-

- to say thank you to God for having a vision and working it all out in the best possible way for everyone concerned, but especially for our three children in three different schools to feel secure and stay where they are.
- If you have done the Maths, this now means that I have two full time jobs in my name, and you may know I have been suffering with Long Covid; it took me about three years to recover, and recovery is not yet complete. I could only take the role on the evidence that I am getting better, and on the words I heard God say ahead of interview: "not by might, nor by power, but by my Spirit", says the Lord."

And as Gavin and Stacey's Nessa would say, "where to now are we going?!"

We have lived with the possibility of needing to evacuate the church house without a role, job, income or home to go to, which has caused more than a few "OH's"; "I'm not gonna lie" (more Nessa quotes for those of you who don't know – "I KNOW"!)

As we were approaching the new year, with three of us and a dog all enduring another round of COVID in December 2024, God gave us a clear vision from the book of Zechariah in which Zechariah has a vision regarding the re-building of the Temple – not by might, nor by power, but by His Spirit. There are two key characters involved in the re-building; Zerubbabel who is in charge of governance and Joshua the High Priest. In Zechariah's vision they are both equally responsible and important in this re-building.

Tim Hayward, now cast in the role of Zerubbabel is stepping up to take a greater lead in the governance of our project, and reducing his hours elsewhere. This means that legally, I am still the named minister responsible, but I am delegating tasks around finance, admin and safeguarding to him.

We are lessening activities that require greater funding, such as the hire of premises for messy church, or "Around the Table" that met at Colchester Sports park, but continuing to find cost-effective ways of working with the community on our estate, until such time as the community centre is built. There is not room to explain how incredible it is that the community centre is actually going to be built this year, but suffice to say that it is answered prayer, and very much a calling upon Tim. I stepped down from my school chaplaincy roles, but have so far, managed to keep on with my school governor role, which is key to effective relationships between school, church and the community centre which will be built right outside.

Please pray for our family, and our estate and our church as we adapt to these changes, and for any and every obstacle to be removed so that this community centre can be built and a loving resource for the community can be established.

Please pray for the opportunities that multi-vocational ministry can bring. Lord God, may there be joined up thinking, and vision for hospital chaplaincy, community and community centre building, church building and estate ministry to enhance greater opportunities for your kingdom. Amen



2024 has been a more consistent trading year, with no Covid restrictions or changes to the Tesco café.

We are often reminded how much our customers love the personal connection offered at the Oak Tree, and there is often a comment about the positive atmosphere. This is a credit to our amazing team, who work tirelessly to maintain this atmosphere of welcome.

I am very grateful for our manger Karen, and assistant manager Sita, who continue to manage the Coffee House beautifully. Our other members of staff are so valuable, and our brilliant volunteers numbers have grown over 2024.

My fellow directors held the fort very well during my sabbatical from July – Oct, and Lorraine Mann agreed to make the move permanently to become the chair of the Oak Tree Coffee House, having held the role while I was off. I am really grateful to Lorraine for this, I will continue to be a director, but no longer hold as much responsibility.

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

For more information you would be welcome to join the Oak Tree Coffee House's AGM taking place on Tuesday 17th 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 (Until Oct 2024)

Parish of St Luke's Colchester – PCC Report for 2024

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 Charley Day

Curate: Revd Anna Davis (Until August 2024)

Pioneer Priest : Revd. Sarah Hayward

Associate Priest: Revd. Paul Mann

Church Wardens

Adrian Jones

Lynne Gettings

PCC Treasurer

Colin Smith

Licensed Lay Ministers

Diana Bengel-Abbott

Hugh Thomas (PTO)

Diocesan Synod Representatives

Julia Thomas

Deanery Synod Representatives

Adrian Jones

Hugh Thomas

Lynne Gettings

PCC Elected Members

Ian Duthie

Stuart Angier

Sarah Adcock

Anne Mayne

Moji Edun

Mark Harris

Gavin Duthie

Ordalia Sansford

Tracey Cowell

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 2024 there were 135 people on the Roll.

The average weekly attendance for our main morning service across the two churches, during October 2024 was 79 adults and 21 children . During the whole of 2024 there were no weddings, 1 Baptism and no Thanksgivings. There were 5 Funerals.

Church Property Report 2024

During 2024 there were two major purchases:

1. A laptop for St. Marks £426.54
2. A new Imac computer for St. Lukes £1849

PCC Review of the Year 2024

The PCC met 6 times during 2024. Alongside an away day in March 2024.

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 2024, but Standing Committee members made urgent decisions on behalf of the PCC by e- mail on number of occasions.

In 2024, 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 'Forest, 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 2024

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 2024.

13th March 2024 – At St. James The Great with St. Paul Church, Colchester

- Our speaker for this Synod was Sam Fowler, Director of Christian Youth Outreach (CYO). Lyne Gettings, Lay Chair, interviewed Sam about the work of CYO. During the interview Sam told us about the vision for CYO and how they want to work with churches in supporting them to carry out work in schools – local churches in local communities. Revd Hanna Copper, Assistant Area Dean, then spoke about a new chaplaincy service being implemented by St. Mark's Church with the help of CYO, at Brinkley Grove School, Colchester.
- This was followed with a Q&A session.

12th June 2024 – At St. Mary's Church, West Bergholt

- Our speaker for this Synod was Revd Canon Ian Hilton who introduced a new course, 'How To Pioneer'. Following the talk Revd Sarah Hayward, Revd Wendy Pagden and Revd Sue Howlett gave testimonies about pioneer ministry in their contexts.
- Synod was then presented with a proposal from the Deanery Standing and Pastoral Committee (DSPC), to develop ministry to children, young people and families and also for a Deanery Day to be held during 2025 to further develop a co-ordinated vision for mission in this area.

16th October 2024 – St. Peter's Church, Colchester

- Synod was joined by the bishop of Colchester, The Right Reverend Roger Morris. The format for this meeting was a Question and Answer Panel with each parish providing feedback on Parish Away Days which had taken place with funding from the Mission Opportunity Fund (MOF) for this year.

Parish of St. Luke's Highwoods
ANNUAL PAROCHIAL CHURCH MEETING 2025

*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 2023 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 2025
9. Vision: Revd. Hannah Cooper
10. Any other business – please email 24 hours in advance

Blessing and Prayer

Minutes of St Luke's Church

ANNUAL PAROCHIAL CHURCH MEETING 2024

Sunday 12th May 2024 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 Ordelia Sansford, seconded Janet Jones

Lynne Gettings – proposed Diana Bengel-Abbott, seconded Walter Haag

ANNUAL PAROCHIAL CHURCH MEETING Elections for Parochial Church Council

1. Elections for PCC

Thanks to Julia Thomas, Mark Harris and Ian Duthie for their service on PCC. Also, thanks to Ryan Huttley who has stepped down during his term.

Nominations for 4 PCC spaces:

Ian Duthie (3 years) - proposed by Adrian Jones seconded by Julia Thomas

Ordelia Sansford (1 year) - proposed by Adrian Jones seconded by Amy Duthie

Tracy Cowell (3 years) - proposed Lynne Gettings seconded by Dawn Lewis

Mark Harris (3 years) -proposed by Lynne Gettings, seconded by Diana Bengel-Abbott

Hannah led prayers for the appointees

Reports

2. Apologies for absence

Apologies received from:

Mark and Liz Harris

Ian Duthie

Dashka Grandtnerova

Tim Abbott

Sammy and Ryan Hutley
Mike and Helen Fisher

3. Approval of minutes of 2023 APCM

Formally approved. Proposed by Alan Wright seconded by Diana Benge- Abbott

4. Matters arising from last APCM

None

5. Administrative Reports

- a. Presentation of Electoral Roll - 131** Hannah thanked those who had signed up
- b. Financial Report** - no questions
- c. Church Property Report** – given verbally nothing added
- d. Safeguarding report** – no questions
- e. PCC Report** -no questions
- f. Deanery Synod Report**- No questions

Hannah wished it to be recorded in the minutes that our thanks are given to Jo Russell for all her work on the financial side. Gifts were given to Mark Russell to pass on to Jo.

6. St Luke's report

No questions

7. St Mark's Report

No questions.

Hannah paused to remember the late Michael Allen at this point for all his careful reading of the APCM documents over the years and his love details. Thanks for his life will be tomorrow 2.30pm, St John's Church.

8. Appointment

a. Independent Examiner for 2024

Simone Hillard was appointed last year by PCC, with permission of the APCM, who we paid, but this year we want to look into an alternative. Hannah asked APCM for permission for the PCC to appoint an Independent Examiner as yet unnamed.

Proposed by Hugh Thomas, Seconded by Adrian Jones

9. Vision: Revd. Hannah Cooper

Hannah shared a slide of the Vision: 2 churches one family Transformed by the Holy spirit. Generous in all we do. This had 4 parts:

Equipping our people
Loving our community
Engaging in Mission

The slide last year had young people and creation care.

Hannah explained that PCC felt this new Vision is appropriate for now, following the March PCC away day, with a professional facilitator. The question raised was What is the Parish being called into?

We want a vision for the parish even though each church may also have separate areas of focus.

We want to be more outward looking, To continue to do so.

We need to equip our people. We are all called and be equipped, but how can we encourage each person to step out of their comfort zone. Once equipped, going out and engaging in mission. Even though we are doing this already. To see more fruit, more people coming to follow Jesus.

At present, we have the Wednesday Toddler group, Brinkley Chaplaincy, Foodbank, Sanctuary housing and others -. places of mission. For our community to know we are here and we stand for something important. For people to find a different way in Jesus.

Hannah asked the APCM 2 questions to think about:

1 What do you find the most challenging about these 4 parts of the vision

2 What do you find the most exciting?

APCM broke into small conversations about our vision.

Feedback from congregation:

That ministry might not be what you think you are doing – Friends in Faith as an example

That people not coming forward to help particularly in children's ministry

Hannah Prayed thanks for all that has happened and for God's plan that goes forward well beyond what we can see. Praying revival on Highwoods, Colchester, UK.

Hannah asked if we can encourage 1 person to come to faith this year, how our numbers would increase. For God to give us courage to walk gently and carefully with a person to come to know Him.

10. Any other business

Church Warden Lynne thanked Leaders: Hannah. Paul. Charley, Anna, Sarah. Also our staff team (Karen & Stef) . They were prayed for by congregation for God to equip them.

Hannah Prayed for Julia & Graham Lewis.

Adrian fed back to APCM and gave thanks that St Marks still here still flourishing, thanks to all from St Lukes who have encouraged and supported St Mark's this year.

Blessing & Prayer - Hannah prayed and gave a closing Blessing.

Meeting closed at 8.15pm

Colchester St Luke's PCC

Statement of Financial Activities for the Year ended 31 Dec 2024

	Unrestricted Funds	Designated Funds	Restricted Funds	YTD TOTAL 2024	TOTAL 2023
RECEIPTS					
Voluntary Receipts:					
Planned giving	£70,736.19			£70,736.19	£80,143.43
Stewardship	£990.00			£990.00	£1,115.00
Collections and other giving	£939.82			£939.82	£626.07
One off Gift	£1,600.00			£1,600.00	£1,250.00
Legacy		£10,000.00		£10,000.00	£0.00
GiftAid Income Tax recovered	£16,031.29			£16,031.29	£18,091.93
Sub Total	£90,297.30	£10,000.00	£0.00	£100,297.30	£101,226.43
Other voluntary receipts					
Special collections Note 7.1			£10,759.71	£10,759.71	£10,316.55
Donations & Grants(Restrict Note 7.2)			£37,796.20	£37,796.20	£22,214.42
Receipts from activities for generating funds					
Fund raising events Note 5	£3,350.65		£0.00	£3,350.65	£2,296.86
First Steps			£2,059.77	£2,059.77	£1,197.16
Receipts from Church activities					
Wedding fees	£216.00			£216.00	£156.00
Funeral fees	£1,426.00			£1,426.00	£1,085.00
Other Fees/income Note 5	£439.83	£0.00	£0.00	£439.83	£791.10
Receipts from investments					
Bank and deposit interest	£1,735.38			£1,735.38	£1,237.91
TOTAL RECEIPTS	£97,465.16	£10,000.00	£50,615.68	£158,080.84	£140,521.43
PAYMENTS					
Church activities inside the parish					
The Ministry	£1,985.88			£1,985.88	£2,884.96
Insurance Paid in Oct	£643.79			£643.79	£581.44
Church Services inc licence	£1,927.79			£1,927.79	£1,467.58
Donations and Grants Note 7.2			£36,369.94	£36,369.94	£22,779.19
Hire of Buildings - Community Ctr/Brinkley	£6,207.50			£6,207.50	£2,615.00
Hire of Buildings - Oak Tree	£222.66			£222.66	£434.12
Hire of Buildings-Bluebell/Ot New	£80.00			£80.00	£0.00
Training - Ministry & General	£142.00			£142.00	£0.00
Training - C & F	£95.00			£95.00	£40.00
Training - Admin	£0.00			£0.00	£0.00
Training - Youthworker	£0.00			£0.00	£0.00
Office costs inc. Bank Charges	£1,472.29			£1,472.29	£1,008.72
Uganda Bank charges	£75.00			£75.00	£100.00
Software - Churchsuite	£645.00			£645.00	£631.00
Staff & Pension	£11,999.84			£11,999.84	£27,849.89
Expenses - C & F	£206.50			£206.50	£257.24
Expenses - Admin	£304.99			£304.99	£300.00
Expenses - Youthworker	£0.00			£0.00	£61.25
Break Out/Youthwork Expenses	£0.00			£0.00	£438.16
Miscellaneous	£66.31			£66.31	£102.10
PA Note 6	£600.00	£999.00		£1,599.00	£0.00
Equipment Note 6	£300.00	£126.54		£426.54	£641.78
People in Need Note 6	£933.87			£933.87	£1,876.64
Keep Cups	£152.90			£152.90	£0.00
Funeral Fees	£1,552.00			£1,552.00	£1,025.00
Wedding Fees	£0.00			£0.00	£0.00
Parish Mission	£870.81			£870.81	£964.40
C&F Ministry Midweek	£83.13			£83.13	£78.94
C&F Gforce+	£0.00			£0.00	£92.46
C&F First Roots	£9.23			£9.23	£81.13
C&F GForce	£151.66			£151.66	£90.67
C&F GForce takeaway	£0.00			£0.00	£0.00
C&F Schools	£171.16			£171.16	£127.72
Brinkley Grove Chaplaincy New	£45.08			£45.08	£0.00
Vicarage Office Redecoration	£600.00			£600.00	£0.00
Church activities outside the parish					
Diocesan Parish Share	£55,814.28	£0.00		£55,814.28	£54,256.92
Mission & Mercy	£7,205.16	£0.00		£7,205.16	£6,540.16
Special collections Note 7.1			£10,262.13	£10,262.13	£13,273.09
Members' Mission	£0.00			£0.00	£0.00
Church Weekend - Assington	£0.00			£0.00	£0.00
Church Weekend - Birch Hall Note 5	£2,083.90			£2,083.90	£2,248.86
Youth Events Note 5	£1,266.75			£1,266.75	£0.00
Cost of Generating Funds	£0.00			£0.00	£0.00
TOTAL PAYMENTS	£97,914.48	£1,125.54	£46,632.07	£145,672.09	£142,848.42
Revenue Surplus/(Deficit) for the period	-£449.32	£8,874.46	£3,983.61	£12,408.75	-£2,326.98
Transfer between funds	-£465.86	£1,556.64	-£1,090.78	£0.00	£0.00
Adjusted Surplus/(Deficit) for the period	-£915.18	£10,431.10	£2,892.83	£12,408.75	-£2,326.98
Unrestricted Funds Designated Funds Restricted Funds TOTAL					
Cash at bank and in hand at 31-Dec-23	£24,430.47	£18,643.62	£22,448.46	£65,522.55	
Adjusted Surplus/(Deficit) for the period	-£915.18	£10,431.10	£2,892.83	£12,408.75	
Cash at bank and in hand at 31-Dec-24	£23,515.29	£29,074.72	£25,341.29	£77,931.30	

Statement of Assets and Liabilities as at 31 December 2024

	Unrestricted Funds	Designated Funds	Restricted Funds	TOTAL
Assets				
Cash Funds (First Steps)	£0.00		£10.00	£10.00
Cash Funds (St Mark's Family Breakfasts)	£0.00		£68.59	£68.59
Bank Current Account	£5,436.31			£5,436.31
Bank Giving Account	£7,206.94			£7,206.94
Bank Reserve Account	£12,059.95	£29,074.72	£25,262.70	£66,397.37
Other monetary assets	£0.00	£0.00	£0.00	£0.00
Total Assets	£24,703.20	£29,074.72	£25,341.29	£79,119.21
Liabilities				
Colchester Deanery	£1,187.91		£0.00	£1,187.91
Total Liabilities	£1,187.91	£0.00	£0.00	£1,187.91
Net Total Assets	£23,515.29	£29,074.72	£25,341.29	£77,931.30

Notes

- 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.
- 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.
- 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.
- St Lukes PCC is the majority shareholder in Highwoods Community Interest Company, holding 91.3% of the share capital as at 31 December 2024. 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)	£2,083.90	£2,083.90	£0.00
Youth Events	£1,266.75	£1,266.75	£0.00
Total	£3,350.65	£3,350.65	£0.00

6 SUMMARY OF FUNDS HELD	B/Fwd Jan 24	Receipts	Payments	Transfers	C/Fwd Dec 24
Unrestricted Funds					
General Fund	£24,430.47	£107,465.16	£97,914.48	£1,090.78	
General Fund to PIN				£1,238.32	
General Fund to Equipment				£318.32	
Total Unrestricted Funds	£24,430.47	£107,465.16	£97,914.48	£465.86	£33,515.29
Designated Funds					
People in Need (capped at £5,000)	£3,761.68		£0.00	£1,238.32	£5,000.00
Equipment (capped at £900)	£708.22		£126.54	£318.32	£900.00
PA	£2,555.72		£999.00	£0.00	£1,556.72
Parish Share	£10,418.00		£0.00	£0.00	£10,418.00
Oak Tree	£1,200.00			£0.00	£1,200.00
Total Designated Funds	£18,643.62	£0.00	£1,125.54	£1,556.64	£19,074.72

7.1 Restricted Funds - Special Collections

Uganda Fund	£3,013.71	£9,097.50	£9,043.00		£3,068.21
Community Coffee House	£6,417.69	£867.33	£700.00		£6,585.02
Munch Fund / Forest Church	£1,869.81	£0.00	£127.97		£1,741.84
Church Weekend Donations	£12.44	£794.88	£391.16		£416.16
Total Special Collections	£11,313.65	£10,759.71	£10,262.13	£0.00	£11,811.23

7.2 Restricted Funds - Donations and Grants

GForce Club Night/G Force+	£148.64	£0.00	£67.96		£80.68
PCC Away Day	£0.00	£959.58	£959.58		£0.00
Breakout	£23.40	£0.00	£0.00	£23.40	£0.00
Lockdown Support Fund	£30.08	£0.00	£0.00	£30.08	£0.00
Children's & Families SDF	£0.00	£17,650.70	£17,650.70	£0.00	£0.00
Highwoods Foodbank	£1,023.60	£1,938.51	£1,297.94	£0.00	£1,664.17
Easter Egg Hunt	£1.30	£186.74	£185.00		£3.04
Parish Christingle	£24.18	£0.00	£0.00		£24.18
Christmas Boxes	£40.26	£369.89	£383.66		£40.26
Church Birthday	£35.34	£0.00	£0.00		£35.34
Families, Faith & Fun	£69.43	£0.00	£69.43		£0.00
St Mark's Church Planting Fund	£7,420.67	£0.00	£682.14		£6,738.53
Diocese Church Plant Expenses	£147.11	£1,261.43	£1,114.32		£0.00
Diocese Plant Development Costs	£450.00	£3,384.00	£2,934.00		£0.00
St Mark's Church Family Breakfasts	£73.64	£823.00	£828.05		£68.59
PA	£0.00	£250.00	£250.00		£0.00
Men Behaving Boldly	£1,308.09	£0.00	£0.00		£1,308.09
People in Need	£0.00	£1,500.00	£1,530.08	£30.08	£0.00
Pioneer Ministry Expenses Grant	£325.84	£4,964.23	£4,964.23	£325.84	£0.00
Solid/Youth Events Fund	£792.59	£512.71	£297.63		£1,007.67
United Church	£0.00	£265.41	£0.00	£325.84	£591.25
Youthwork Fund	£99.85	£525.00	£0.00	£1,073.40	£1,698.25
Youthworker Fund	£273.16	£3,205.00	£1,337.38	£2,140.78	£0.00
Sub Total Donations and Grants	£11,012.44	£37,796.20	£34,552.10	£1,090.78	£13,165.76
First Steps	£122.37	£2,059.77	£1,817.84		£364.30
Total Donations and Grants	£11,134.81	£39,855.97	£36,369.94	£1,090.78	£13,530.06

8 Funds Summary	B/Fwd Jan 24	Receipts	Payments	Transfers	C/Pwd Dec 24
Total Special Collections	£11,313.65	£10,759.71	£10,262.13	£0.00	£11,811.23
Total Donations and Grants	£11,134.81	£39,855.97	£36,369.94	-£1,090.78	£13,530.06
SubTotal Restricted Funds	£22,448.46	£50,615.68	£46,632.07	-£1,090.78	£25,341.29
Total Unrestricted Funds	£24,430.47	£107,465.16	£97,914.48	-£465.86	£33,515.29
Total Designated Funds	£18,643.62	£0.00	£1,125.54	£1,556.64	£19,074.72
Total Funds	£65,522.55	£158,080.84	£145,672.09	£0.00	£77,931.30

Approved by the PCC on 14/5/2025 and signed on their behalf by:

H. COOPER Position Priest in charge

Laurie Position CHURCH WARDEN



Section A

Independent Examiner's Report

Report to the trustees

The Parochial Church Council of the Ecclesiastical Parish of St Luke,
Colchester

On accounts for the year
ended

31 December 2024

Charity no
(if any)

1159205

Set out on pages

I report to the trustees on my examination of the accounts of the above
charity ("the Trust") for the year ended 31/12/2024.

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.

Signed:

S R Hilliard

Date:

14 May 2025

Name:

Simone Hilliard

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

FCCA

Address:

17 Totham Hill Green

Great Totham, Maldon

CM9 8DX

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

**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 31st December
2024

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 – the fund is currently capped at £900.

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

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.

PCC Away Day - whereby these funds have been given or otherwise raised specifically for the purpose of supporting the PCC Away Day.

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.

Children & Families SDF - whereby these grant funds have been raised specifically for the purpose of supporting the Children & Families Minister.

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 30th 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.

PA - where these funds have been given or otherwise raised specifically for the purpose of supporting the church PA requirements.

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.

Youthwork Fund - whereby these funds have been given or otherwise raised specifically for the purpose of supporting the youthwork within the parish.

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 31st 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 2024 St Luke's Parish Share as at 31st December 2024.

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 31st 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 31st December 2024.

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 31st December 2024.

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 31st 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 1st 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 2024 – 31st December 2024.

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 31st December 2024.

There are no general investments held as at 31st December 2024.

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

St Luke's PCC holds 91.3% 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 31st December, as all income is accounted for only when received and there are no material amounts outstanding as at 31st December 2024.

End