



St

Lukes

Rooted and Flourishing

St Luke's Church

Annual Parochial Church Meeting 2022

May 2022

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GENERAL INFORMATION

ANNUAL MEETINGS

Minutes of the MEETING OF THE PARISHIONERS **held at St. Luke's Church on Sunday 18th April 2021 at 11am**

Chaired by Revd Patrick Wheaton (PW)

PW opened the meeting in prayer after reading a short section from 1 Peter.

Apologies for Absence received:

Brian F, Vaughan K, Sheila L, Peter and Linda R, Meg R, Stephen and Rachel S.

Approval of minutes of meeting held on 18th October 2020:

Approval of the minutes was proposed by Robert B, seconded by Kit S, and accepted by all via a show of hands as a true record.

Matters Arising:

None

Election of Officers:

PW expressed huge thanks for the support of both Terry and Victoria as churchwardens over the past year. They have both helped and guided him enormously.

Terry is happy to continue in his role for another year. Victoria, however, has very understandably decided to step down as she begins her new position as head teacher at Saint John's School. PW thanked Victoria for her wonderful service to all of us at St. Luke's during her time as warden, as well as for her support of him personally as our minister. Some tokens of our appreciation were given both to Victoria and her family and to Terry.

Victoria said how much she had enjoyed the opportunity of getting to know the church family better as warden, as well as enjoying her weekly meetings with Patrick and Terry. (She also wished to note her apology to Simon Barton for the error regarding the church hall report in the APCM booklet.)

PW explained that St. Luke's would run with a single churchwarden for a one-year period until our 2022 APCM and that we would plan to appoint two churchwardens again at that point.

There was therefore one written nomination for churchwarden to serve St Luke's in the year ahead.

Terry H, being proposed by Jenny Sykes and seconded by Linda P, was duly and unanimously elected as churchwarden.

Report of Trustees – St Luke and St John Ecclesiastical Charity (St Luke's Church Hall)

Simon B, on behalf of the Hall Trustees (namely PW, the churchwardens, Margaret B, and Simon himself) had prepared a written report, which was accepted by the meeting – proposed by Jonathan Chestney, seconded by Chris S.

PW thanked Simon B (Treasurer) and Margaret B (Chairman) for their continued efforts in managing the Church Hall as a charity. Sylvia L (Bookings Manager) and Lesley T (Facilities Manager) were also thanked for their work in bringing business back in again following recent lockdowns.

Any Other Business

Terry thanked PW for his leadership and creativity in navigating St. Luke's through changing Covid regulations, new services, and online and technological challenges, whilst juggling all the demands of family life. Terry also thanked Louise (with some flowers) for the important part she has played in the life of St. Luke's by supporting PW in his role.

ANNUAL MEETINGS

Minutes of the ANNUAL PAROCHIAL CHURCH MEETING held at St. Luke's Church on Sunday 18th April 2021 (following the Meeting of the Parishioners)

Chaired by Revd Patrick Wheaton (PW).

1. Apologies for absence received:

Brian F, Vaughan K, Sheila L, Peter and Linda R, Meg R, Stephen and Rachel S.

2. Approval of minutes of meeting held on Sunday 18th October 2020:

Upon proposal by Peter B, seconded by Simon B, the minutes were accepted by all as a true record.

3. Matters arising:

None

4. Elections:

- **PCC:** Hazel B and Linda P stood down after their second terms (total of 6 years' service) and PW thanked them for their contribution to PCC over all these years. Both are already involved in other areas of church life and will continue to serve St. Luke's in different ways in the year ahead.
- Two written nominations were received for new PCC members to replace Hazel and Linda. **Christine L** was proposed by Sarah H and seconded by Robert B for 3 years (first term). **Victoria B** was proposed by Jenny S and seconded by Linda P for 3 years (first term). *Victoria was elected as a new PCC member despite having served on PCC over the past two years as churchwarden because wardens join PCC as ex-officio members so are not elected as PCC members in the usual way. Victoria therefore now begins her first three years as a PCC member.*
- In addition, one written nomination was received for an existing PCC member to serve a second term of office. **Jenny S** was proposed by Terry H and seconded by Catherine M for 3 years (second term).

Christine, Victoria, and Jenny were all duly approved and elected.

- **Deanery Synod:** Following their election last year, Peter B and Juliette M will continue their three-year terms as our Deanery Synod representatives. Subject to PCC approval, we also intend to co-opt Carla T as our third Deanery Synod representative (for the remaining two years) at our next PCC meeting. This appointment will also make Carla a PCC member.
- **Independent Examiner:** Sally C was unanimously appointed and confirmed as Independent Examiner for another year upon proposal by Peter B, seconded by Robert B.

5. Reports:

These were proposed en bloc by Kit S, seconded by Carla T, and were approved by all.

Financial statements of the PCC, including adoption of accounts

See the written report, which contains all details of our income and expenditure. Victoria B proposed, and Jonathan C seconded, the adoption of this year's accounts. All were in favour.

Jonathan summarised our financial position as follows:

Regular giving has increased significantly, which is great news. This also leads to increased gift aid. Loose collection giving has decreased because of the pandemic. However, our running costs have decreased for the same reason. The majority of our expenditure has been for the South Gallery work.

Thanks to Robert B, who has done a fantastic job in managing paid car parking – bringing financial benefit to the church as well as providing a benefit to those in the community.

Linda R continues to support Jonathan in making gift aid claims, and Peter R helps to keep the resources finances running smoothly. Simon N has over many years done the banking of our funds. Jonathan expressed his thanks to all three.

Thanks were also given to Simon and Heather B for their work in supporting Traidcraft over many years. Our separate Traidcraft account has now been closed, but St. Luke's will continue to source fairly traded supplies.

After a difficult year, Jonathan gave thanks for the financial gifts of all the church family. Our generous contributions will be used for God's work in the parish as well as being shared across the world via our mission giving.

PW thanked Jonathan for being a wonderful servant of our church community due to 1) his financial acumen – keeping on top of our finances and explaining them clearly both to PCC and, on occasion, to the whole church, and 2) his consistent focus on Christ-centred stewardship – always keeping good stewardship of our resources at the forefront of decisions.

Minister's report

PW described the change from where we were when launching our Foundations appeal in 2019 (lots of activity happening, and excitement about our future with a full-time minister) to everything stopping early in 2020. However, despite the enforced ending of many of our weekly activities, our foundations in Christ have remained. Our roots have been immovable and, from those, our church life has continued, and new things have emerged.

We have prioritised in-person worship and introduced a permanent midweek communion service, as well as a service for families in the church hall. Worship under Covid restrictions has been a combination of delight and duty.

Many are engaging with our Daily Bible Reading on YouTube, with around 40-45 individual accounts regularly viewing these videos. They have been shared locally and even internationally, and different church members have participated in making them. This is certainly a positive initiative which has emerged from the pandemic.

Our phone tree system has led to deeper connections being made amongst church members, and our Wednesday communion service has been a beautiful and powerful example of Christian commitment from some of the oldest in our church family.

Allan and Carla have been a great blessing to us as ministry trainees, and the Footsteps initiative has brought an engagement with local people within our parish which we would never have planned back in 2019.

Very few churches would have launched a giving campaign in the midst of a pandemic and received a positive response, but St. Luke's members responded with huge generosity.

PW has been our minister for five years now and looks ahead to the next five years with excitement. He issued an open invitation to all to consider and feed back to him what we think God's priorities are for us in the coming years.

PW suggested five priorities for the year ahead:

- 1) Continuing that which is already well rooted – our inclusivity, commitment to Bible teaching, and our local vision.
- 2) Reconnecting our church family within the context of government guidelines after this long period of restrictions to our in-person fellowship.
- 3) Focusing on the younger generation, who have particularly suffered the effects of lockdowns, and working particularly to inspire growth and life in faith amongst our younger church members. PW suggested a possible younger person's advocate for PCC. He also gave thanks that young people's groups were now allowed to resume, and that Allan and Jo B would be leading these until the summer. Our next short course will focus on growing the faith of younger people. We also want to retain our strong involvement with children at Saint John's School.
- 4) Being local in mission, both through invitations to the local community to our services and events, and through collaboration/partnership with the community. PW explained two such possible partnerships, one concerning children with special needs, the other involving a coffee van business. We also want to continue our commitment to social action through the YMCA, and to environmental action through the eco church initiative.
- 5) Completing our St. John's chapel building work so that these rooms can be used both by the church family and by other community groups.

In the coming year, Catherine M will take on the role of parish safeguarding officer and Marion B will take on oversight of our pastoral care, undertaking training with the Diocese and building on our phone tree connections in person. Catherine takes over her role from Sarah H and Valerie N. PW thanked Sarah for her service as children's safeguarding officer over the past couple of years, then gave a particular vote of thanks to Valerie (a gift was to be delivered to her after the meeting) for her very many years of Christian love, care, support, and nurture of our church family members – as well as for her excellent grasp of relevant guidelines.

PW invited questions. Catherine M requested a vote of thanks to Stephen L and the rest of the 'tech team' for their dedication and commitment in filming and live streaming services over the past year.

Kathleen Y asked about when 'Toddlers' might be able to restart and stressed the need for this service from parents of young children within the local community. Howard M suggested a celebration of 21 years of our toddler group when the group restarts. PW responded that there was certainly enthusiasm for restarting this activity but that it would need to be done differently under our continued Covid restrictions and would take careful planning.

6. Any other business

None.

7. Closing prayer

PW ended the meeting in prayer, reminding us that our faith rests in our new birth through Christ.

Parochial Church Council Annual Report 2021

Legal and Administrative Information

Name: Parochial Church Council of St. Luke and St. John, Cheltenham

Location: St. Luke's Road, Cheltenham
(Address for correspondence)
St. Luke's Church, St. Luke's Road, Cheltenham, GL53 7HX

Members: Members who served during the year were as follows:

Revd. Patrick Wheaton	(ex officio)
Mr. Terry H	(Churchwarden, ex officio)
Mrs. Victoria B	(elected, April 2021 for 3 years)
Mr. Peter B	(Reader and Deanery Synod rep, ex officio)
Mr. Jonathan C	(co opted in 2021) (Treasurer)
Mrs. Juliette M	(Deanery Synod rep, ex officio, until November 2021)
Ms. Christine L	(elected, April 2021 for 3 years)
Ms. Emma PW	(elected, April 2020 for 3 years)
Mr. Peter R	(elected, April 2019 for 3 years)
Mr. Stephen S	(elected, April, 2020 for 3 years, 2 nd term)
Mr. Kit S	(elected, April, 2020 for 3 years, 2 nd term)
Mrs. Jenny S	(elected, April 2021 for 3 years, 2 nd term)
Ms. Carla T	(Deanery Synod rep co-opted 2021, ex officio)

Secretary: Mrs. Jenny S

Related Charity:

St. Luke and St. John Ecclesiastical Charity (St. Luke's Church Hall)
The trustees are made up from the Chair of the PCC (clergy), Churchwardens and two representatives elected by the PCC.

Independent examiner:

Sally Colbourne
Chartered Accountant
125, Meadow Road
Malvern

Bankers: National Westminster Bank plc, 31, Promenade, Cheltenham, GL50 1LH

Peter Burke
Interim PCC Secretary (April 2022)

VICAR'S REPORT

PATRICK WHEATON

'Remain in me and I will remain in you. No branch can bear fruit by itself; it must remain in the vine. Neither can you bear fruit unless you remain in me.... As the Father has loved me, so have I loved you. Now remain in my love. If you obey my commands, you will remain in my love. If you obey my commands, you will remain in my love, just as I have obeyed my Father's commands and remain in his love. I have told you this so that my joy may be in you and that your joy may be complete. My command is this: love each other as I have loved you.'

(John 15 verses 4 & 9-12)

It was the theme of hope which ran through my words last year. For this year, it is love. As Jesus outlined to his disciples amidst his last evening with them, love is a characteristic of the fruitful Christian life. Receiving the love of Jesus is the essence of being alive in him. From this, flows loving one another. I'd like to mark out 5 ways I have seen love as a cornerstone of our church community over the last year.

Love of worship. Meeting together to worship has been a marker of our life together throughout the pandemic, and this has continued over the last year. There has been a willingness to adapt to new service times. It has been a delight to see the positive reception of our new midweek Communion service. The 8am continues to draw a committed congregation. Our 10am service has seen new leaders and an exciting breadth of musical participants. All through this is, I believe, the valuing of integrity of heart over perfection of delivery.

Love of relationships. As above, meeting together is highly valued at St Luke's. Coming out of restricted gatherings has made this more obvious. Getting to know each other again, and perhaps for the first time in some instances, has been important. Fellowship after services has been obvious, but also through attendance at Connect and then markedly so at our recent Lent course. Furthermore, whilst it might lack a little certainty of direction for the future, Thursday Community Coffee has been another place where we can meet with each other and the community.

Love for each other. This might sound similar to relationships, however, what I refer to here is the manner in which people at St Luke's seek to look after one another. Marion Burke's new role as our Pastoral assistant has been vital in this over the last 9 months. She has brought wonderful coordination and deep care to how we look after each other. I know people are hugely appreciative and touched by the efforts she goes to. Whilst Marion has a team of helpers, there is beyond this the general level of day-to-day support for those who are 'in need' that runs throughout St Luke's.

Love for the Bible. Through our teaching at services, midweek daily Bible readings, and also expressed at the Lent Course and Women's Bible Focus, there is a desire to know more of the Bible, and a willingness to sit under the authority of God's word. Obedience, love, and remaining in Jesus are intertwined throughout our reading above. Whether we have been Christians for decades, steeped in Bible teaching, recently feeling our hearts awakened, or exploring for the first time, eagerness for knowing the Bible is a great sign of spiritual health.

Love for Jesus Christ. The right place to both start, and finish, I believe. Christian communities are often passionate about the Bible, worship, relationships and care. Sometimes these things can even become a distraction from Jesus. I rejoice because when I look at St Luke's I believe I see a love for Jesus as the focal point from which other attributes flow. So, rooted in the love of Jesus Christ, we are built up in him together as that love flows over, swirling around our church and into the community. Looking ahead, I pray we see both church and community flourish under the love of our Father in heaven.

This report endeavours simply to give a snapshot of life at St Luke's. Please do not read it as exhaustive. Rather, I believe it grants an overview of how God has loved and watched over us. Keeping us healthily embedded within Jesus Christ, and setting foundations for where He will bring growth.

ST LUKE'S CHURCHWARDENS' REPORT

TERRY H

The past year has seen many reasons for us to be thankful to the Lord for His kindness. We have managed to come through the restrictions to worship imposed as a result of covid, with increased numbers at all three of our services, a growing outreach to our community, a sound financial position and further progress with our buildings programme.

We now regularly see around 120 people attending St Luke's services every week. Numbers at the 10.00am service exceed 100 on occasion and it is so encouraging to see many new faces and so many people putting themselves forward in willingness to serve.

The outdoor services continue to be a valuable opportunity for public worship, witness and proclamation of the gospel. Increasing numbers from the local area are joining these. The Christmas Carol Service was attended by 200 people – over double the number of the previous year. We also saw 160 attend our Easter Sunday service – an increase over 2021.

It has been wonderful to see community engagement grow further over the past year. Great, also to see the Footsteps team growing in number – offering friendship and personal invitations to church service and events. Likewise, the introduction of community coffee - every Thursday – has supported our Outreach.

Please continue to pray for Patrick and his family, in their ministry at St Luke's, that Patrick will continue to proclaim the gospel faithfully and to lead us in serving God, each other and those around us.

We have much to be grateful for at St Luke's – let us approach the next year in that spirit of gratitude to God, for His mercy and generosity to us.

DISCIPLES OF JESUS

SUNDAY & MIDWEEK SERVICES

PATRICK WHEATON

The commitment to meeting together in worship is one of the hallmarks of St Luke's. We now have established pattern of 3 services each week. These are 8am and 10am Sunday then 11am on Wednesday. It seems that each now has its own congregation, with only minor overlap. The same teaching is followed across the services, and there is a sense of genuine fellowship amongst each congregation. Usual attendance is 12-15 at 8am, 60-70 adults and 10 children at 10am and 15-20 at the 11am. So, our broad weekly attendance is 100 adults and 10 children. On the one hand this is generally where we were before the pandemic. On the other, we have a much wider fringe of less regular worshippers, so our overall church community is larger. Each of our services provide an atmosphere where regulars worship, but also the visitor can engage, explore and find welcome. We are grateful to all those who ensure our weekly pattern of worship runs smoothly; stewards and coffee servers; musicians, readers & prayers; children's volunteers; sacristan & AV team; as well as preachers and leaders.

WEEKLY BIBLE READINGS

PATRICK WHEATON

For much of the year we continued with our daily Bible readings, video recorded and uploaded to YouTube. In regard to content these principally covered Exodus and John's gospel. As John came to a conclusion, we were led into Advent and looked at the book of Ruth together in the daily reading booklet 'Finding hope under Bethlehem skies.' It was always encouraging to know that people engaged regularly with the daily reading videos. They were an excellent method to encourage Bible reading, and keep us connected during periods of lockdown and isolation. The decision was made at Christmas 2021 to end the daily videos. In truth, there is only a certain amount of time in a week, and as society has reopened, furthering the return of other demands, these have had to be prioritised. That said, it is important to hold the lessons of our daily Bible readings. These are; the general importance of regular Bible reading; the encouragement of engaging together with the same Bible passages; and the need for support and structure to attain this. Together, these lessons need to be implemented in the life of St Luke's elsewhere.

SHORT COURSES

PATRICK WHEATON

We have run a variety of Short Courses during the year. These have been, Christianity Explored, Galatians, The Marriage Preparation Course and our Lent Course. These have varied in size, from just two couples for Marriage Preparation to some 25 who have attended the Lent Course. Formats have ranged across formal Bible study, video resources and personal testimony. Together, these courses have shown a number of things. First, the power of the Bible to inform, guide and transform personal discipleship whatever stage of faith we are at. Second, the importance of meeting together in a less structured setting than worship services. Third, the impact of sharing personal stories and testimony of the ups and downs of faith. Together, the PCC, Vicar and warden are discerning the right means to see these important elements flourish in the future at St Luke's.

CHILDREN & YOUNG PEOPLE GROUPS

PATRICK WHEATON

Together Allan and Jo provided great continuity and foundation stones to growth in respect of children and youth ministry during 2021. The youth service in July 2021 was a notable highlight where our young people took a lead in planning and delivering the Sunday 10am service. Both older and younger groups have covered the same material as the adults. There are good relationships amongst the older children, and growing continuity of attendance with the younger ones. Up until Christmas 2021 there was an established core to our ministry that laid some wonderful gospel seeds for the future. With a mixture of delight and sadness the new year saw both the Baird and Griffiths families move on from St Luke's. Since then, it has been harder to develop that critical core from which to develop ministry to our younger disciples. Separately, but connected, it has been great to have Collective Worship restarted and in-person at Saint John's. We also see and larger number of children of creche age with us on Sunday mornings. At our PCC day in February 2022, it was acknowledged that ministry to children must be a focus for St Luke's in the coming months and years. I ask you to pray for young people and their families as they continue to adapt to life after lockdowns. Also, please pray for us as a church to discern how we can appropriately resource and encourage discipleship and evangelism to children and young people in the parish.

MINISTERS IN TRAINING

PATRICK WHEATON

Allan & Carla have been a wonderful gift to St Luke's over the last year.

Allan was with us until December 2021, at which point the whole family moved to Western Australia here Allan has begun his ordained ministry. Earlier, he, along with his wife Jo, made the kind offer of overseeing our children and youth work when such groups were able to restart in summer term 2021. Furthermore, Allan contributed in both leading and preaching at the midweek 11am service. It was so exciting to see Allan ordained in autumn 2021 and then head off to Australia for his first post and an encouraging testimony to how God has used the trainee scheme here at St Luke's to prepare individuals for the next stage of ministry.

Cara has continued to explore various ministry opportunities beyond St Luke's over the last year. Principally, she is now approaching the final stages of the selection process for pioneer ministry in the Church of England. Pioneer ministers and ordained posts, but with a focus on bringing the gospel of Jesus to those outside of established patterns of church. I'm sure we can all agree this would suit Carla's instincts and giftings very well. In the meantime, she has continued to grow and contribute to St Luke's through both leading and preaching at Sunday services, and supporting the work of Community Coffee and Footsteps.

CARE HOME MINISTRY

ERNIE H.

Because of Covid it's been another year of stop start regards taking communions to both Oakhaven and Thirlestaine Park care homes; And as I write both are still in lockdown with only essential visitors allowed.

However, we keep in regular contact and continue to pray for the time when we can once again take communion to residents of both homes once a month.

LOVING ONE ANOTHER

FLOWER BUNCH

CATHERINE B.

We have 10 members in our team who work hard throughout the year (except during Lent) to make beautiful flower arrangements in teams of 2. For Harvest, Christmas and Easter flower arrangements, we meet in a group of 5 – 6. We are very fortunate to have Sylvia L. who joins us for these 3 festivals to help with extra arrangements, especially creating the lovely window sill arrangements.

CHURCH GROUNDS

HAZEL B.

The church grounds continue to be well used and appreciated as well as providing diverse habitats and landscapes. Our pattern of leaving some areas of lawn unmown in the summer has once again enabled a variety of wild flowers to emerge, including the pyramidal orchids, and the spring bulbs provided delightful early colour. In June we held a wildlife spotting event for the congregation which gave an insight into how many different species can be found in this relatively small area. A new venture this winter was to install 7 nesting boxes in the trees around the church (many thanks to those who made and donated them), and we hope these will have been put to good use. In addition, a rowan tree in commemoration of The Queen's platinum jubilee has been planted. I would like to thank all those who have been part of the mowing rota this year and others who have helped with raking leaves and general maintenance. All these efforts are much appreciated.

PASTORAL CARE

MARION B.

I was commissioned as Pastoral Care Co-ordinator for St Luke's last November after taking a training course run by the Diocese of Gloucester earlier in the year.

I'm very grateful for all the support I have had in taking on this role and for all the love and care shown to others in and beyond our church family as we all seek to "Love one another" as part of our Vision and Values at St Luke's.

Here's a few examples of what has been happening this year:

- Started having coffee and a time of fellowship after the Midweek communion service once a month (first Wednesday of the month).
- Delivered Christmas gift bags to those who have been physically unable to return to church. We also took plants and cards to some who have had a particularly difficult year.
- Visiting and keeping in touch with the housebound and those who are ill, in hospital or awaiting treatment and keeping the prayer requests up to date with varied content.
- Gave a handmade Advent Calendar for the Anna Chaplaincy coordinator to give to Oakhaven Care Home, filled with ideas for different activities and Christmas readings, poems and carols, which they loved. ([Anna Chaplaincy](#) is an organisation which encourages spiritual care for older people which has a local branch which we are linked in with).

LOCAL IN MISSION

FOOTSTEPS

CARLA T.

I am delighted that Footsteps has become a firmly established part of St Luke's outreach. I'm very grateful to Sarah H for driving the initiative forward in the Autumn and the Christmas season when I was limited with my health. An already growing team continued building connections with people we had met before, and also introducing themselves to new faces. More recently, we have been out armed with invitations to Easter Services and 'Save the Date' flyers (great conversation starters) ahead of Platinum Jubilee celebrations on 5th June. We continue to largely receive a friendly welcome on the doorstep, but trust that whatever our reception, every encounter is breathed on by the Holy Spirit. It has been encouraging to see some of the local community attending services and Easter was no different, as the evident momentum builds.

It is also very appreciated that incrementally more of our St Luke's family have been willing to step out of their comfort zones to join us on the streets. This is not only beneficial for growing in one's own personal discipleship / evangelism, but enables our team to cover more ground. If anybody would like to join us, please talk to Sarah or myself!

SAINT JOHN'S SCHOOL

VICTORIA B

Saint John's saw the arrival of a new Headteacher in April 2021 and, with schools opening up after another lockdown from January to March that year, it was both an exciting and challenging Summer Term. In those last twelve months, staff and pupils at the school have adapted to the changes as well as welcoming new initiatives as the school has responded to life after/with the pandemic. Victoria has loved getting to know the children, staff, parents and governors and has begun to build on the strong foundations in place already. Maintaining the desire to be a school "where we all flourish" has been fundamental and the family atmosphere has continued, alongside a drive to move things forward after the demands of the pandemic.

The support of Patrick Wheaton each week in collective worship and in regular meetings as a foundation governor has ensured that the Christian ethos has been at the forefront of any strategic thinking. Please do pray for the children who are coping amazingly well considering how disrupted their school experience has been, for parents who are still responding to the impact of Covid, for governors and leaders as they make decisions and for the teachers who have worked tirelessly to provide a wonderful school experience for each of our precious pupils at Saint John's. We want to continue to work alongside St Luke's to provide an education that not just focuses on the academic and personal but also on the moral and spiritual development of each of the school community.

STRUCTURED TO GROW

DEANERY SYNOD

PETER B

The Deanery Synod met 3 times in 2021, twice on zoom and once in person.

The strategic reshaping of the deanery and distribution of clergy and other resources are in issue so as to reflect the changing population distributions in the town. The process is continuing after the return of the mapping questionnaires and a strategic planning group is now leading this process, which had been interrupted by Covid 19. In addition, there were presentations on the role of Foundation Fellows of the University of Gloucestershire and upon the 'Living in Love and Faith' course.

ELECTORAL ROLL

**CATHERINE M
ELECTORAL ROLL OFFICER**

The annual review of the Electoral Roll has been conducted and the current roll, which has been approved by the PCC, reflects the church membership as closely as possible. The revised list is on display in the church. Two names required to be removed, but applications for membership have been received from an additional 14 regular attenders, so there is a net increase of 10 on the roll. The number on the roll is therefore now 114 compared with 102 in 2021.

SAFEGUARDING

CATHERINE M

The Gloucester Diocese has been emphasizing the Church of England's ambition to make a paradigm shift in its relationship with safeguarding, in the shadow of a number of difficult and tragic cases in recent history. Their statement declares that this requires recognition that safeguarding needs to move away from something that is in some respects external / imposed upon the Church, to something that flows from within the soul of the Church. Safeguarding is at the centre of our faith, in our practice, in our worship, in our praying, and in our believing.

To make this a reality, all those who are in roles with a responsibility for children and vulnerable adults require a DBS (Disclosure and Barring Service) certificate, and to undertake CoFE Safeguarding training, most of which is done online. For St Luke's, a number of new DBS certificates were required in the past year for PCC members, those leading the children's and young people's groups, and for those in pastoral roles.

Some others have recently had DBS certificates renewed, and the requirement for renewal has recently been reduced from 5 years to 3, meaning that there are more now requiring renewal imminently.

Those required to do two and in some cases three modules of Safeguarding training have begun to complete these, and a record of these is kept by the Parish Safeguarding Officer, as required by the Diocese Safeguarding team.

On taking up the role of Parish Safeguarding Officer this year, Catherine M has also undertaken the Leadership Safeguarding course.

The church's Safeguarding Policy was reviewed by the PCC as is required annually, and is accessible on the noticeboard at the back of church and via a link on the home page of St Luke's website. A list of names and contact details of those to contact in case of any concerns over safeguarding in the church is also posted on the noticeboard at the back of the church.

ST LUKE'S CHURCH HALL

SIMON B

The Church Hall is managed separately from the church (as the St Luke & St John Ecclesiastical Charity, registered charity no. 1078441) and its report and accounts are formally presented to the Meeting of Parishioners that is held before the APCM. Please refer to these for more detail.

The trustees were:

the Vicar and Wardens ex-officio; Revd Patrick W and Terry H (Victoria B stood down as warden at the last annual meeting) and

nominees of the PCC: Margaret B (Chairman) and Simon B (Treasurer). In December 2021 the Charity Commission approved an application by the trustees to add a third nominated trustee. Lisa C attended meetings as observer and was formally nominated by the PCC in January 2022.

Robert B, a former warden and trustee, was invited to attend meetings as advisor.

Mary C provides secretarial support to the trustees.

The trustees are very grateful to our excellent part-time staff, Sylvia L the Bookings Manager and Lesley T the Facilities Manager, particularly for their efforts to keep the Hall functioning as far as possible throughout the pandemic.

Income was **£57,843** up from **£38,677** in 2020. This income includes an £8,000 donation from Margaret and the late John B towards the provision of solar panels.

Total expenditure was **£46,105** up from **£45,727** in 2020. This includes the installation of the solar panels (£10.2K), improvements by Jonathan C to AV and IT facilities at the Hall (£1.4K) and grants to Ministers in Training (£6.8K). Saint John's School held

The Church Hall is well maintained and is a major asset to the community and to furthering the work of the church in the parish.

BUILDING & RESOURCES

PETER R

2021 was a busy year for the Resources committee with great assistance being provided by Hazel B, Chris K, Gary C & Terry H, Neil H - a huge thanks goes to them all for their support through the year.

In July a working party painted the St John's Chapel, a new carpet was fitted in September to make a very cosy creche for Sunday mornings. Thanks also to Jonathan C for installation of the speaker so that parents looking after little ones in the creche can hear the service. This room is now the warmest room in the church was used over the winter also as a meeting room and to hold short courses.

A new dishwasher was installed in the kitchen area greatly assisting with clearing up after coffee following the 10.00am service on a Sunday morning. An external socket was installed for the Fire Truck to save trailing leads being run from the porch. As part of an application to become an Eco church 6 nesting boxes supplied by Chris & Howard M have been installed in the trees in the grounds.

Plans for 2022 include improving the porch area to facilitate use by Fire Truck customers in inclement weather. Repairs to the windows in the South & East galleries. Repainting of external doors and refurbishment of notice boards.

REVIEW OF FINANCIAL ACTIVITIES & AFFAIRS

JONATHAN C

The PCC Treasurer is responsible for the management and reporting of PCC finances through the year, drafting the year-end accounts, and arranging for their independent examination. This review summarises the income and expenditure during 2021, noting any significant items and trends.

Income

- Regular Giving: The Parish Giving Scheme now represents over 70% of income from giving, and is the easiest way to support the church. Regular giving increased nearly 15% over 2020.
- Legacies: two legacies were received in 2021, totalling £4,000. June contributed so much to the life of Saint Luke's and it is a privilege to have been recognised in this way; our thoughts and prayers remain with Geoffrey and the family. Sylvia might be less well-known to today's congregation but was a committed member of our congregation in prior years.
- 'Let Us' campaign: we received nearly £5,000 in additional contributions to our 2020 appeal.
- Donations: the church continues to receive generous gifts from members of the church family either instead of, or in addition to, regular giving.
- Grants: the PCC received a grant from Historic England for work to the vestry roof, and also recovered VAT for some of the south gallery work and the vestry roof repairs from the Listed Places of Worship scheme.
- Tax reclaimed under Gift Aid: much of our giving was tax-efficient, leading to a tax reclaim of £14,700 through the year. In addition, the church was able to claim back VAT on the gallery work of over £8,800 under the Listed Places of Worship scheme.
- Other: we continue to receive regular income from parking in the churchyard, and from use of the church building. We also have seen an increase in occasional services as lockdown restrictions ease.

Expenditure

- Running Costs: general costs increased by nearly 50% compared to 2020, this representing a return to near-normal activity, along with increases in utility costs.
- Parish Share: the PCC paid a Parish Share to the Diocese of £65,000 in 2020, an increase of 18% on 2019. This increase brings us close to paying the full cost allocation for a self-sufficient church of our size with a full-time minister.
- Mission Giving and Charitable Contributions: £8,100 was allocated for our mission partners from 2021 funds in line with the budget.

Summary

2021 was a relatively quiet year in financial terms. Income has continued to increase and this positions us well for commitment to full Parish Share. However, we recognise that this is thanks to God's provision and our trust remains in Him. Our worshipping life has recovered to pre-COVID levels, both in terms of regular worship and occasional services such as weddings and funerals.

Major maintenance activity in the year has been limited to roof repairs to the vestry, with other maintenance costs mainly supporting the opening of the south gallery. It is wonderful to have met our Parish Share, supporting our fellow parishes in the diocese; this continued commitment represents nearly 70% of our total costs.

We achieved a surplus of £18,500 in the year for which we thank God. The PCC has committed £3,900 of this as additional mission giving to support refugees of the Ukraine crisis, and is finalising allocation of the remainder of the mission reserve. The remaining surplus will in part be used to address a budgeted deficit for 2022.

My personal thanks go to Linda who has provided invaluable support to me as she oversees the financial activities and handles all the Gift Aid, to Peter who invariably gets involved in the financial aspects of the resources work, to Terry for approvals, and Patrick for his support and guidance. Thank you also to Sally, our independent examiner, who has confirmed her willingness to continue for another year and of course to you all for your prayerful support.

PCC

PETER B

(Legal and administrative information, including details of the Parochial Church Council (PCC) members who served during the year is shown on a separate page.)

Aims and Organisation

The main purpose of the PCC is defined in the Parochial Church Councils (Powers) Measure 1956 as “to co-operate with the minister in promoting in the parish the whole mission of the Church, pastoral, evangelistic, social and ecumenical”.

The PCC met six times during the year, twice on “Zoom”. There were no extraordinary meetings (EGM). The standing committee met informally and its decisions notified to the full PCC and ratified. The PCC operated as part of the united benefice with St. Mary/The Minster with St. Matthew.

Review of Progress, Decisions and Achievements

For the second year running, PCC business was affected by the restrictions imposed by HM Government upon meetings in person, due to the Covid 19 pandemic.

In addition to the usual financial, ministerial, safeguarding (updates to our policies were agreed as part of our regular attention to this obligation) and development issues, there were a number of major items for discussion which included (in no particular order):

- ✚ Pastoral. Covid 19 has again provided challenges to the administration of PCC functions and the PCC focussed upon resolving the problems, safety issues and setbacks that resulted from it. During the year, it was decided to support and encourage the training of Marion B for the new role of Pastoral Co-ordinator. There were a number of changes to support for young people's work. Allan and Jo's move to Australia presented a challenge as to how this work might continue was considered. The Living in Love and Faith initiative was discussed and how the church might respond.
- ✚ Resources. Work on the development of the South Gallery continued and this room is now usable – details to be found in other APCM reports. The work put in by Peter R was gratefully acknowledged.
- ✚ Finance. The ongoing financial position was monitored and financial support provided to regular Mission Partners plus support for the UCCF Mission at the University of Gloucestershire.
- ✚ Ministry. The PCC discussed an approach from Richard/Red FireTruck Mobile Coffee to be based in the church car park and the PCC appreciated the mission opportunities that such a partnership might provoke.
- ✚ Safeguarding. New guidelines were accepted and this issue remained fundamental to decisions.
- ✚ Miscellaneous. The Traidcraft operation has now been wound up and thanks were given for the diligent work of Simon and Heather B over many years. Annie P. was approved as new Foundation Governor at St. John's School.

Significant PCC decisions were notified to the wider congregation, although communications were affected by the said Covid 19 restrictions.

In closing, I have prepared these notes on behalf of Jenny Sykes who has served faithfully as PCC secretary throughout 2021 but who is unable to prepare this report for the APCM scheduled for May 2022. In doing so, I have relied upon the excellent notes that she had prepared throughout the year.

I have received excellent support from Terry (churchwarden) and Patrick (minister) where my own records and recollections have been inadequate.

Peter Burke Interim PCC Secretary (April 2022)

Parochial Church Council of St. Luke & St. John, Cheltenham

Registered Charity Number: 1184357

STATEMENT OF FINANCIAL ACTIVITIES For the year ended 31 December 2021

	Note	Un- Restricted Funds £	Restricted Funds £	Total Funds 2021 £	Total Funds 2020 £
INCOMING RESOURCES					
Donations and other similar incoming resources	2a, 2b	107,687	13,240	120,927	111,001
Incoming resources from operating activities					
Income from events and activities	2c	3,875		3,875	1,064
Investment income	2d	3,071		3,071	2,849
Transfer from General to Restricted Fund				-	66,650
TOTAL INCOMING RESOURCES		114,633	13,240	127,873	181,564
RESOURCES EXPENDED					
Charitable expenditure					
Costs in furtherance of charitable objects	3a, 3b	84,296	39,841	124,138	155,722
Management and administration	3c	3,704		3,704	2,736
Transfer from General to Restricted Fund				-	66,650
TOTAL RESOURCES EXPENDED		88,001	39,841	127,842	225,108
NET INCOMING/OUTGOING RESOURCES		26,632 -	26,601	31 -	43,544
Total funds brought forward		74,214	54,393	128,606	172,151
Total funds carried forward		100,846	27,791	128,637	128,606

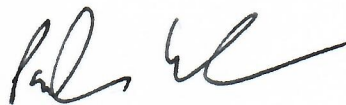
Parochial Church Council of St. Luke & St. John, Cheltenham

Registered Charity Number: 1184357

BALANCE SHEET AT 31 DECEMBER 2021

	Note	£	2021 £	2020 £
Current Assets				
Stock of Traidcraft Goods		-	-	-
Debtors	4	1,414		600
Cash in hand and at NatWest Bank		78,067		79,362
Short-term deposits (Central Board of Finance)		49,508		49,508
		<u>128,988</u>		<u>129,470</u>
Creditors	5			
<i>Amounts falling due within one year</i>		351		863
Net Current Assets			<u>128,637</u>	<u>128,606</u>
Total assets less current liabilities			<u><u>128,637</u></u>	<u><u>128,606</u></u>
FUNDS				
Unrestricted (General Fund)	6		100,846	74,214
Restricted Funds	7		27,791	54,393
			<u>128,637</u>	<u>128,606</u>

Approved by the PCC at a Standing Committee meeting on 14/03/2022 and signed on its behalf by



Revd Patrick Wheaton (Chairman)



Mr Jonathan Chestney (Member)

The notes on pages 3 to 7 form part of these accounts

NOTES TO THE FINANCIAL STATEMENTS (Continued)

For the year ended 31 December 2021

1 ACCOUNTING POLICIES

These financial statements have been prepared under the historical cost convention, as modified by the revaluation on investments and in accordance with applicable accounting standards in the United Kingdom and with the Statement of Recommended Practice (issued October 2000) relating to accounting by charities together with the Charities Act 2011 and the Church Accounting Regulations. A summary of the more important policies, which have been consistently applied is set out below.

Incoming Resources

Collections are recognised when made.

Amounts receivable under covenant are recognised only when honoured by the covenantor. Income tax recoverable on covenanted or gift aid donations is recognised when claimable. Grants and legacies to the PCC are accounted for as soon as the PCC is notified of its entitlement and the likely amount due.

Funds raised by fund raising and other similar events are accounted for gross. Sale of books and magazines from the church bookstall are accounted for gross. Dividends and interest are accounted for when due.

Outgoing resources

Outgoing resources are recognised in the period in which they are incurred. Outgoing resources are allocated to the type of activity to which they relate.

Investments

No investments are held by the PCC as at 31 December.

Fixed Assets

Consecrated and beneficed property is excluded from the accounts on the basis that property is inalienable and historic, and that reliable cost information is not available.

All expenditure incurred during the year on consecrated or beneficed buildings is written off. Equipment used within the church premises has been written off and future acquisitions will be charged against revenue when purchased.

Funds

Unrestricted funds are donations and other incoming resources receivable or generated for the objects of the charity without further specified purpose and are available as general funds.

Designated funds are unrestricted funds earmarked by the church council for particular purposes.

Restricted funds are used for specific purposes as laid down by the donor. Expenditure which meets this criteria is charged to the fund.

Parochial Church Council of St. Luke & St. John, Cheltenham

Registered Charity Number: 1184357

NOTES TO THE FINANCIAL STATEMENTS

For the year ended 31 December 2021

2 INCOMING RESOURCES

		2021		2020	
		£	£	£	£
		Unrestricted	Restricted	Unrestricted	Restricted
2a, 2b	Voluntary receipts				
	Planned Giving	71,181		61,978	
	Collections at Services	3,524		2,121	
	Donations	8,216	2,500	15,691	3,402
	Special Appeals	3,830		3,770	
	Gift Aid	16,935		14,686	
	Legacies	4,000		-	
	Grants		10,740		9,353
2c	Activities for Generating Funds				
	Fundraising				
2d	Investment income				
	Dividends & Interest	86		692	
	Rent from Land & Buildings	4,026		2,157	
2c	Church Activities				
	Fees retained by PCC	2,429		428	
	Trading	406		636	
	SUB-TOTAL of all receipts above:	114,633	13,240	102,158	12,755
	Other Receipts not already listed	-	-	-	-
	TOTAL INCOMING RESOURCES	114,633	13,240	102,158	12,755

Parochial Church Council of St. Luke & St. John, Cheltenham

Registered Charity Number: 1184357

NOTES TO THE FINANCIAL STATEMENTS (Continued)
For the year ended 31 December 2021

3 COSTS IN FURTHERANCE OF CHARITABLE	2021		2020	
	£		£	
	Unrestricted	Restricted	Unrestricted	Restricted
Costs of generating funds				
Costs of fundraising activities	-		-	
Church Activities				
Mission giving and donations	22		22,724	
Diocesan parish share contribution	65,000		55,000	
Salaries, wages and honararia	300		300	1,860
Clergy and staff expenses	1,420		731	
Church expenses				
Mission and evangelism costs	1,302		40	13
Church running expenses	7,206		6,728	
Church utility bills	10,436		7,991	
Costs of trading	-		429	
Major capital expenditure				
Major repairs to the church building	2,315		-	
Major repairs/redecoration (other property)	-		-	
New building work		39,841		62,641
SUB-TOTAL of all expenditure payments item	88,001	39,841	93,944	64,514
Other payments not already listed	-	-	-	-
TOTAL RESOURCES EXPENDED	88,001	39,841	93,944	64,514

Parochial Church Council of St. Luke & St. John, Cheltenham

Registered Charity Number: 1184357

NOTES TO THE FINANCIAL STATEMENTS (Continued)**For the year ended 31 December 2021**

	2021 £	2020 £
4 Debtors		
Income tax recoverable	1,200	600
Prepayments and accrued income	214	-
	<u>1,414</u>	<u>600</u>
5 Creditors: Amounts falling due within one year		
Accruals	<u>351</u>	<u>863</u>
6 Unrestricted Funds		
General Fund	45,924	45,891
Designated Funds	<u>54,922</u>	<u>28,322</u>
	<u>100,846</u>	<u>74,214</u>
See analysis for further information about designated funds.		
Thank you	46,822	28,322
Mission giving	<u>8,100</u>	<u>-</u>
Balance at 31 December 2020	<u>54,922</u>	<u>28,322</u>
7 Restricted Funds		
Balance at 1 January 2020	54,393	39,501
Incoming	13,240	79,405
Outgoing	<u>- 39,841</u>	<u>- 64,514</u>
Balance at 31 December 2020	<u>27,791</u>	<u>54,393</u>
See analysis for further information about the restricted fund.		
Special projects	25,277	51,878
Toddlers	<u>2,514</u>	<u>2,514</u>
	<u>27,791</u>	<u>54,393</u>

8 Traidcraft

The PCC agreed to wind up the Traidcraft activity at the end of 2020.

9 Toddlers

St Luke's Toddlers funds have been included in the church accounts since 2018. The Toddlers fund is restricted, its use being limited to childrens work, or other purposes with the approval of the Toddlers team. Toddlers was suspended throughout 2021 due to COVID.

Independent Examiner's Report on the Accounts

Report to the trustees/ members of Parochial Church Council of Saint Luke and Saint John Cheltenham

On accounts for the year ended 31/12/2021 **Charity no (if any)** 1184357

Set out on pages 1 to 7

I report to the trustees on my examination of the accounts of the above charity ("the Trust") for the year ended 31/12/2021.

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;

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

Signed: 

Date: 11/03/2022

Name: SE Colbourne

Address: 125 Meadow Road
Malvern
Worcs
WR14 2SA

St Luke & St John Ecclesiastical Charity
(St Luke's Church Hall)

Annual Report by the Trustees for 2021

Legal and Administrative Information

This report is produced in accordance with the Charity Commission guidelines on the Charities Act 2011.

Name of Charity: The St Luke & St John Ecclesiastical Charity
Registered No: 1078441
Registration Date: 2 December 1999
Governing Document: Charity Commission Scheme CD(T1)101,673 sealed 29 March 1994 – Amended on 10 Dec 2021
HMRC ref (Gift Aid): ZD10194 charitable company
HMRC ref (UTR): 88777 27575

Charitable Objects: The Managing Trustees shall apply the income of the Charity to further the religious and other charitable work of the Church of England in the Ecclesiastical Parish, including the provision and maintenance of a Parish Hall.

Classification of Charity on the Register of Charities:

Topic (What does your charity set out to do?)
 General Charitable Purposes
 Religious Activities
 Beneficiaries (Who does your charity help?)
 Children/Young people
 Elderly/Old people
 Other charities/voluntary bodies
 Method of operation (How does your charity operate?)
 Makes grants to organisations (schools, charities, etc)
 Provides buildings/facilities/open space

Property: The property of the Charity is vested in the Gloucester Diocesan Trust Ltd

Managing Trustees:

Ex-officio	The Revd Patrick Wheaton – Priest in Charge
Ex-officio	Victoria Beevers (until April 2021) and Terry Howard Churchwardens
Nominated	Margaret Bristol (2019) (Chair) and Simon Barton (2021) - appointed by the St Luke & St John Parochial Church Council (PCC) for a 4 year term. 3 rd nominated trustee (governing document amended 10 Dec 2021) vacant

Secretary: Mary Chatterley

Hall Coordinators: Sylvia Lauder, Bookings Manager, 07792 567189
 Lesley Thomas, Facilities Manager, 07942 965981

e-mail: info@stlukes-hall.org.uk

Website: www.stlukes-hall.org.uk

St Luke & St John Ecclesiastical Charity

Trustees' Report

The Trustees main policies to achieve the charity's aims are:

- To maintain St Luke's Church Hall and take action to improve its facilities
- To make the Hall available for the purpose of furthering the religious and charitable work of the Church of England in the Parish
- To apply a proportion of the income towards the religious and charitable work of the Church of England in the Parish
- To let the Hall for other secular and social purposes
- To let parking spaces in the car park during the working day to produce additional income

The year started in the midst of a severe "Tier 4" Coronavirus lockdown, with one of our support groups being the only user for the first two months. In March we moved to "Step 1" when Morea Performing Arts, as an educational activity, was able to restart. Groups that were able to operate within strict social distancing rules followed in April. Further relaxation of the regulations ("Step 3") followed in May until they were lifted in July. The kitchen was brought back into use. Bookings began to return to normal in September, with the Senior Citizens Welfare Committee (SCWC) lunch clubs restarting, albeit in a smaller way than before. This situation continued until it was interrupted by the Omicron precautions in December.

The Bookings Manager kept users informed of the changing regulations and modified arrangements to make maximum use of the space available. The Facilities Manager ensured that the Hall was kept clean and safe and complied with COVID-19 security regulations.

There were no positive cases of COVID-19 reported so the Hall never had to close because of that regulation.

Cheltenham Open Door moved to new premises, bringing an end to their use of the Hall for their Christmas refuge after over 20 years.

Most people holding permits to park at the rear of the Hall continued to pay rent, even though they may have been working from home. This provided valuable income. Occasional rent for "casual parking" was received from local residents who needed parking for contractors working at their properties.

Trustee Business: Victoria Beevers resigned as churchwarden at the Meeting of Parishioners on 18th April and was not replaced. Her post as ex-officio trustee therefore fell vacant. Robert Bolton, a former trustee, was invited to attend and advise at meetings. As a separate issue, the trustees applied to the Charity Commission to amend the governing document to increase the number of nominated trustees to three. The amendment was ratified on 10 December. Lisa Campbell was invited to attend meetings as an observer.

Mrs Margaret Bristol continued as Chairman. The Trustees met in June, September and November.

The trustees were delighted to receive a gift of £8,000 from Margaret and the late John Bristol towards the provision of solar panels. A 9.99kW system was installed in February which is expected to generate 8,681kWh annually. The trustees continued to explore options for insulating the hall building and other means of reducing its carbon footprint.

Grants were made to support ministers in training in the parish. A small grant was made for pastoral support to staff at Saint John's School. The trustees made arrangements with Saint John's School that grants made to the School in 2020 before the pandemic could be carried forward.

The Audio Visual system in the main hall was thoroughly upgraded to improve the installation and its user interface. A new AV system was installed in the small hall based on a 75" UHD smart TV.

A new "Mesh" WiFi system was installed. The internet connection was moved to fibre, which offers a minimum of 32Mb.

A new booking system was introduced in the autumn. Conversion to this system was managed successfully but required considerable additional effort from the Bookings Manager.

St Luke & St John Ecclesiastical Charity

Financial Report and Notes to the Accounts

A formal statement of accounts prepared by Mr Simon Sheldon FCA of Harper Sheldon Limited is attached.

Income from lettings includes: Morea Performing Arts: £17,184; Momentum Pole and Aerial: £3,422; AA Groups: £2,326; Performance Workshop: £1,783; Everyman Theatre: £1,571; Oficina da Capoeira, England: £870; SCWC: £792; AT Socccercamps: £835; Royal Scottish Country Dance Society: £803.

Reserves Policy: Unrestricted funds are needed: (a) to provide funds which can be designated to specific projects to enable these projects to be undertaken at short notice and (b) to cover the maintenance and running costs of the Church Hall, and other administration and support costs without which the charity could not function.

The Trustees have reviewed the charity's needs for reserves in line with the guidance issued by the Charity Commission and consider it prudent that unrestricted reserves should be sufficient to cover 6 months maintenance and running costs and administration and support costs. Unrestricted reserves at end 2021 were **£33,702**. This approximates to **15** months running costs. The level of reserves is monitored and reviewed by the trustees annually.

St Luke & St John Ecclesiastical Charity

Accounts for the Year Ended 31st December 2021

Registered Charity Number 1078441

St Luke & St John Ecclesiastical Charity

Statement of Financial Activities

For the Year Ended 31st December 2021

	General Fund	Property Fund	Endowment Fund	Total 2021	Total 2020
	£	£	£	£	£
Income and Expenditure					
Incoming Resources					
Regular Lettings	37,627	0	0	37,627	23,458
Casual Lettings	0	0	0	0	0
Parking Rents	11,674	0	0	11,674	13,478
Garage rents	0	0	0	0	0
CBF Interest & Dividend	422	0	0	422	484
Miscellaneous	0	0	0	0	0
Donations	8,120	0	0	8,120	1257
Total Incoming Resources	57,843	0	0	57,843	38,677
Resources Expended					
Charitable grants	7,000	0	0	7,000	16,867
Water, Heating & Lighting	2,850	0	0	2,850	2,653
Telephone & Internet	407	0	0	407	382
Insurance	1,478	0	0	1,478	1,329
Cleaner	5,767	0	0	5,767	3,377
Projects & Improvements	11,652	0	0	11,652	3,522
Furniture & Equipment	934	0	0	934	363
Maintenance	2,741	0	0	2,741	4,968
Coordinator Pay	11,686			11,686	11,368
Administration	1,550	0	0	1,550	898
Provision for Doubtful Debt	40	0	0	40	0
Total Resources Expended	46,105	0	0	46,105	45,727
Net Incoming Resources	11,738	0	0	11,738	(7,050)
<i>Gains on Investment Assets</i>					
Realised	0	0	0	0	0
Unrealised	0	0	2,032	2,032	914
Net Movement in Funds	11,738	0	2,032	13,770	(6,136)
Fund Balances Brought Forward at the Start of the Year	76,914	155,050	14,200	246,164	252,300
Fund Balances Carried Forward at the End of the Year	88,652	155,050	16,232	259,934	246,164

The notes on page 3 form part of these accounts.

St Luke & St John Ecclesiastical Charity

Balance Sheet as at 31st December 2021

	General Fund £	Property Fund £	Endowment Fund £	Total 2021 £	Total 2020 £
Fixed Assets					
Freehold Property (note 2)	54,950	155,050	0	210,000	210,000
Current Assets					
CBF Deposit Fund	29,003	0	0	29,003	17,581
CBF Investment Fund		0	16,232	16,232	14,200
Cash at Bank	5,697	0	0	5,697	5,085
Cash & Stamps in Hand	93	0	0	93	95
Debtors and Prepayments	198	0	0	198	-694
	34,991	0	16,232	51,223	36,267
Liabilities Due Within One Year					
Creditors & Accruals	1,139	0	0	1,139	103
Security Deposits	150			150	
	1,289	0	0	1,289	103
Net Current Assets	33,702	0	16,232	49,934	36,164
Total Assets Less Current Liabilities	88,652	155,050	16,232	259,934	246,164
Net Assets	88,652	155,050	16,232	259,934	246,164
Funds					
General Fund	88,652			88,652	76,914
Property Fund (note 2)		155,050		155,050	155,050
Endowment Fund			16,232	16,232	14,200
	88,652	155,050	16,232	259,934	246,164

The notes on page 3 form part of these accounts.

Approved by the Board of Trustees and signed on its behalf by: -

Trustee:

Margaret Bristle

Date:

20th March 2022

Trustee:



Date:

20th March 2022

St Luke & St John Ecclesiastical Charity

Notes to the Accounts.

1. Accounting Policies

These accounts have been prepared under the historical cost convention as modified by the inclusion of the freehold property at valuation and in accordance with applicable accounting standards and the Statement of Recommended Practice on Accounting by Charities.

The Trustees consider all expenses constitute direct charitable expenditure.

2. Freehold Property

The property, St Luke's Church Hall, was substantially refurbished during 2000 at a cost of £54,950. As the property is owned by the charity, the trustees decided to introduce it into the accounts at a valuation to reflect the refurbishment. It has been included in the accounts at a site value of £210,000 as provided by Kirkham Pryer, Chartered Surveyors, Estate Agents & Valuers on 11th January 2001.

The valuation has been used for an impairment review under the transitional provisions of FRS11 "Impairment of Fixed Assets and Goodwill" and a Property Fund established to reflect the difference between the valuation and the refurbishment costs of £155,050.

As the site value is essentially the value of the land no depreciation will be provided.

St Luke & St John Ecclesiastical Charity

Independent Examiner's Report to the Trustees of St Luke & St John Ecclesiastical Charity

I report on the accounts of St Luke & St John Ecclesiastical Charity for the year ended 31st December 2021, which comprise the Statement of Financial Activities, the Balance Sheet, and the related notes as set out on pages 1 to 3, respectively.

Respective Responsibilities of the Trustees and Independent Examiner

The charity's trustees are responsible for the preparation of the accounts. The charity's trustees consider that an audit is not required for this year under section 144 of the Charities Act 2011 (the Charities Act) and that an independent examination is needed.

It is my responsibility to:

- examine the accounts under section 145 of the Charities Act,
- to follow the procedures laid down in the General Directions given by the Charity Commission under Section 145(5)(b) of the Charities Act, and
- to state whether particular matters have come to my attention.

Basis of Independent Examiner's Report

My examination was carried out in accordance with General Directions given by the Charity Commission. An examination includes a review of the accounting records kept by the charity and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts and seeking explanations from the trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit, and consequently no opinion is given as to whether the accounts present a "true and fair view" and the report is limited to those matters set out in the statement below.

Independent Examiner's Statement

In connection with my examination, no matter has come to my attention:

1. which gives me reasonable cause to believe that in any material respect the requirements:
 - to keep accounting record in accordance with section 130 of the Charities Act; and
 - to prepare accounts which accord with the accounting records and comply with the accounting requirements of the Charities Act.

have not been met; or

2. to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.



Simon Sheldon FCA
Director of Harper Sheldon Limited
Chartered Accountants
Midway House
Staverton Technology Park
Herrick Way
Cheltenham
GL50 1UA

Date: 24th March 2022

Parochial Church Council of St. Luke & St. John, Cheltenham

Registered Charity Number: 1184357

STATEMENT OF FINANCIAL ACTIVITIES For the year ended 31 December 2021

	Note	Un- Restricted Funds £	Restricted Funds £	Total Funds 2021 £	Total Funds 2020 £
INCOMING RESOURCES					
Donations and other similar incoming resources	2a, 2b	107,687	13,240	120,927	111,001
Incoming resources from operating activities					
Income from events and activities	2c	3,875		3,875	1,064
Investment income	2d	3,071		3,071	2,849
Transfer from General to Restricted Fund				-	66,650
TOTAL INCOMING RESOURCES		114,633	13,240	127,873	181,564
RESOURCES EXPENDED					
Charitable expenditure					
Costs in furtherance of charitable objects	3a, 3b	84,296	39,841	124,138	155,722
Management and administration	3c	3,704		3,704	2,736
Transfer from General to Restricted Fund				-	66,650
TOTAL RESOURCES EXPENDED		88,001	39,841	127,842	225,108
NET INCOMING/OUTGOING RESOURCES					
		26,632 -	26,601	31 -	43,544
Total funds brought forward		74,214	54,393	128,606	172,151
Total funds carried forward		100,846	27,791	128,637	128,606

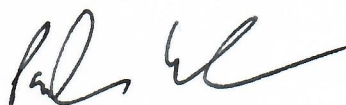
Parochial Church Council of St. Luke & St. John, Cheltenham

Registered Charity Number: 1184357


BALANCE SHEET AT 31 DECEMBER 2021

	Note	£	2021 £	2020 £
Current Assets				
Stock of Traidcraft Goods		-	-	-
Debtors	4	1,414		600
Cash in hand and at NatWest Bank		78,067		79,362
Short-term deposits (Central Board of Finance)		49,508		49,508
		<u>128,988</u>		<u>129,470</u>
Creditors				
	5			
<i>Amounts falling due within one year</i>		351		863
Net Current Assets			<u>128,637</u>	<u>128,606</u>
Total assets less current liabilities				
			<u><u>128,637</u></u>	<u><u>128,606</u></u>
FUNDS				
Unrestricted (General Fund)	6		100,846	74,214
Restricted Funds	7		27,791	54,393
			<u>128,637</u>	<u>128,606</u>

Approved by the PCC at a Standing Committee meeting on 14/03/2022 and signed on its behalf by



Revd Patrick Wheaton (Chairman)



Mr Jonathan Chestney (Member)

The notes on pages 3 to 7 form part of these accounts

NOTES TO THE FINANCIAL STATEMENTS (Continued)

For the year ended 31 December 2021

1 ACCOUNTING POLICIES

These financial statements have been prepared under the historical cost convention, as modified by the revaluation on investments and in accordance with applicable accounting standards in the United Kingdom and with the Statement of Recommended Practice (issued October 2000) relating to accounting by charities together with the Charities Act 2011 and the Church Accounting Regulations. A summary of the more important policies, which have been consistently applied is set out below.

Incoming Resources

Collections are recognised when made.

Amounts receivable under covenant are recognised only when honoured by the covenantor. Income tax recoverable on covenanted or gift aid donations is recognised when claimable. Grants and legacies to the PCC are accounted for as soon as the PCC is notified of its entitlement and the likely amount due.

Funds raised by fund raising and other similar events are accounted for gross. Sale of books and magazines from the church bookstall are accounted for gross. Dividends and interest are accounted for when due.

Outgoing resources

Outgoing resources are recognised in the period in which they are incurred. Outgoing resources are allocated to the type of activity to which they relate.

Investments

No investments are held by the PCC as at 31 December.

Fixed Assets

Consecrated and beneficed property is excluded from the accounts on the basis that property is inalienable and historic, and that reliable cost information is not available.

All expenditure incurred during the year on consecrated or beneficed buildings is written off. Equipment used within the church premises has been written off and future acquisitions will be charged against revenue when purchased.

Funds

Unrestricted funds are donations and other incoming resources receivable or generated for the objects of the charity without further specified purpose and are available as general funds.

Designated funds are unrestricted funds earmarked by the church council for particular purposes.

Restricted funds are used for specific purposes as laid down by the donor. Expenditure which meets this criteria is charged to the fund.

Parochial Church Council of St. Luke & St. John, Cheltenham

Registered Charity Number: 1184357

NOTES TO THE FINANCIAL STATEMENTS

For the year ended 31 December 2021

2 INCOMING RESOURCES

		2021		2020	
		£	£	£	£
		Unrestricted	Restricted	Unrestricted	Restricted
2a, 2b	Voluntary receipts				
	Planned Giving	71,181		61,978	
	Collections at Services	3,524		2,121	
	Donations	8,216	2,500	15,691	3,402
	Special Appeals	3,830		3,770	
	Gift Aid	16,935		14,686	
	Legacies	4,000		-	
	Grants		10,740		9,353
2c	Activities for Generating Funds				
	Fundraising				
2d	Investment income				
	Dividends & Interest	86		692	
	Rent from Land & Buildings	4,026		2,157	
2e	Church Activities				
	Fees retained by PCC	2,429		428	
	Trading	406		636	
	SUB-TOTAL of all receipts above:	114,633	13,240	102,158	12,755
	Other Receipts not already listed	-	-	-	-
	TOTAL INCOMING RESOURCES	114,633	13,240	102,158	12,755

Parochial Church Council of St. Luke & St. John, Cheltenham

Registered Charity Number: 1184357

NOTES TO THE FINANCIAL STATEMENTS (Continued) For the year ended 31 December 2021

3 COSTS IN FURTHERANCE OF CHARITABLE	2021		2020	
	£		£	
	Unrestricted	Restricted	Unrestricted	Restricted
Costs of generating funds				
Costs of fundraising activities	-		-	
Church Activities				
Mission giving and donations	22		22,724	
Diocesan parish share contribution	65,000		55,000	
Salaries, wages and honararia	300		300	1,860
Clergy and staff expenses	1,420		731	
Church expenses				
Mission and evangelism costs	1,302		40	13
Church running expenses	7,206		6,728	
Church utility bills	10,436		7,991	
Costs of trading	-		429	
Major capital expenditure				
Major repairs to the church building	2,315		-	
Major repairs/redecoration (other property)	-		-	
New building work		39,841		62,641
SUB-TOTAL of all expenditure payments item	88,001	39,841	93,944	64,514
Other payments not already listed	-	-	-	-
TOTAL RESOURCES EXPENDED	88,001	39,841	93,944	64,514

Parochial Church Council of St. Luke & St. John, Cheltenham

Registered Charity Number: 1184357

NOTES TO THE FINANCIAL STATEMENTS (Continued)

For the year ended 31 December 2021

	2021 £	2020 £
4 Debtors		
Income tax recoverable	1,200	600
Prepayments and accrued income	214	-
	<u>1,414</u>	<u>600</u>
5 Creditors: Amounts falling due within one year		
Accruals	<u>351</u>	<u>863</u>
6 Unrestricted Funds		
General Fund	45,924	45,891
Designated Funds	<u>54,922</u>	<u>28,322</u>
	<u>100,846</u>	<u>74,214</u>
See analysis for further information about designated funds.		
Thank you	46,822	28,322
Mission giving	<u>8,100</u>	<u>-</u>
Balance at 31 December 2020	<u>54,922</u>	<u>28,322</u>
7 Restricted Funds		
Balance at 1 January 2020	54,393	39,501
Incoming	13,240	79,405
Outgoing	- 39,841	- 64,514
Balance at 31 December 2020	<u>27,791</u>	<u>54,393</u>
See analysis for further information about the restricted fund.		
Special projects	25,277	51,878
Toddlers	<u>2,514</u>	<u>2,514</u>
	<u>27,791</u>	<u>54,393</u>
8 Traidcraft		
The PCC agreed to wind up the Traidcraft activity at the end of 2020.		
9 Toddlers		
St Luke's Toddlers funds have been included in the church accounts since 2018. The Toddlers fund is restricted, its use being limited to childrens work, or other purposes with the approval of the Toddlers team. Toddlers was suspended throughout 2021 due to COVID.		

Parochial Church Council of St. Luke & St. John, Cheltenham

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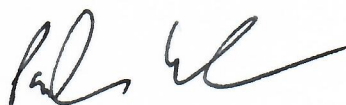
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NOTES TO THE FINANCIAL STATEMENTS (Continued)

For the year ended 31 December 2021

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Parochial Church Council of St. Luke & St. John, Cheltenham

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NOTES TO THE FINANCIAL STATEMENTS

For the year ended 31 December 2021

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Parochial Church Council of St. Luke & St. John, Cheltenham

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NOTES TO THE FINANCIAL STATEMENTS (Continued) For the year ended 31 December 2021

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