

St Luke's Church

Annual Parochial Church Meeting 2023

April 2023

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GENERAL INFORMATION

ANNUAL MEETINGS

Minutes of the MEETING OF THE PARISHIONERS **held at St. Luke's Church on Sunday 8th May 2022 at 11am**

Chaired by Revd. Patrick Wheaton (PW) who opened the meeting in prayer.

Apologies for absence

Sheila L, Simon B, Heather B, Christine L, Chris K, Sue B, Giles W, Meg R and Vibeke N.

Approval of the Minutes of the meeting held on 18th April 202

Upon a proposal by Robert B (seconded by Catherin M), the minutes were approved on a show of hands without opposition.

Matters arising

None

Election of Officers

Terry H had served last year as sole warden – an onerous duty, which he had discharged faithfully. He had agreed to continue for another year. In addition to his nomination (proposed by Peter B and seconded by Carla T) Ben H was also nominated (by Terry H, seconded by Robert B). There being no other nominations and no objections, Terry and Ben were unanimously and enthusiastically elected as churchwardens upon a show of hands.

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

A written report dated 20/03/22 had been submitted by Simon B on behalf of the Trustees with its customary care and thoroughness upon which PW invited questions. There being none, the report was approved without objection upon a proposal by Brian F (seconded by Guy W) by a show of hands. Simon was thanked in his absence by PW.

Any Other Business

None

ANNUAL MEETINGS

Minutes of the ANNUAL PAROCHIAL CHURCH MEETING held at St. Luke's Church on Sunday 8th May 2022 (following the Meeting of the Parishioners)

Chaired by Revd. Patrick Wheaton (PW) who opened the meeting in prayer.

Apologies for absence

Sheila L, Simon B, Heather B, Christine L, Chris K, Sue B, Giles W, Meg R and Vibeke N.

Approval of the Minutes of the meeting held on 18th April 2021

Upon a proposal by Victoria B (seconded by Hazel B), the minutes were approved on a show of hands without opposition.

Matters arising

None

Elections

Deanery Synod

These representatives are elected for a 3 year term. Juliette M and Peter B were elected in 2020 and had one more year to serve. Juliette wished to stand down and therefore there was a vacancy for the remainder of the term (1 year). Upon a proposal by Howard M (seconded by Sarah H), Robert B was elected as replacement for Juliette for the remainder of the term.

PCC

Stephen S was stepping down from PCC and was thanked by PW for his faithful and thoughtful service, as was Jenny S (who was not present at meeting). Jenny was also PCC secretary. The meeting happily thanked her for all her work. Peter R's 3 year term had now ended.

There were 3 vacancies and 2 nominations, namely Felicity C (proposed by Sarah H, seconded by Guy W) and Giles W (proposed by Peter B, seconded by Simon B). With no other nominations, both were elected unanimously.

Stewards and Children's workers

List to be approved after post Covid update has been completed (see **Young People** below).

Independent Examiner

Sally Colbourne is to continue as the independent examiner, to the approval of the meeting.

Reports

The printed reports were approved on bloc upon a proposal by Peter R (seconded by Victoria B) by a show of hands.

Jonathan C then presented the church accounts and spoke about the church finances. He referred to a song (All our Hope on God is founded) and Psalm 52 from the earlier service to make the point that sound finances and pride are not the source of hope. Conversely, he thought that God's power at work might sometimes be seen for instance in patterns of giving. Regular giving had increased and for which there was real gratitude because it enabled further work to be done.

He illustrated the accounts by use of some simple slides to show our financial state and show a bigger picture. Expenditure had also increased, especially our contribution to the parish share for the benefice. This had grown significantly over recent years (now £65,000). Mission giving was shown at £0 and, in response to a question about this, Jonathan said that 2021's mission giving had actually been paid in 2022 (so next year's figures would also be distorted somewhat - ed). This was around £12,000 and the delay was in part due to giving having been higher than expected, necessitating an adjustment to giving over the budgeted figure. So, a "surplus" this year of £27,000 was a bit misleading.

Restricted funds are for specific projects. The balance sheet is much unchanged. In effect, we are "holding our own" and Jonathan explained where the assets were distributed in the accounts.

Financial assets should serve as nutrients to any sense of "flourishing" within the church, working as a sign of God's greatest gift – His Son, Jesus – for who we give God praise. They should work to help fulfil our mission in practical ways.

Upon a proposal by Jonathan C (and seconded by Guy W), the finances were approved by the meeting on a show of hands without objection.

PW thanked Jonathan (who had continued as Treasurer long after he had hope to hand over this responsibility) and spoke for the whole church in expressing our thanks for his work. Jonathan responded by thanking those who had supported him, especially Linda R and Jenny S and added that he had been humbled by our giving.

PW then thanked Terry H (and Sarah, of course) for his work as Churchwarden and particularly for his lead to show hospitality and welcome to newcomers and visitors.

PW thanked Peter and Linda R especially for Peter's practical service and expertise in helping to look after the building.

Thanks were also given to Howard M as sacristan and all that was comprised as part of this and Ernie H for his wisdom and support in leading services (especially the 8am service) and in serving those in care homes.

Marion B was thanked for her role as Pastoral Coordinator and Peter B in his role as Reader.

In his wider report, PW explained the thinking behind the new logo as a framework to understand the next stage in our mission. Looking back, he had previously referred to being rooted and built up in Christ (Col 2 vv6-7) in previous reports.

In 2020, the theme of "Hope" after lockdown had emerged as public worship continued, whenever possible. There was reason for hope as some had wished to explore the Christian Faith – some for the first time. We tried to try to engage with our community, to worship outdoors on occasion and visit our neighbours as part of the Footsteps initiative – the latter for the first time in recent memory. Although we had some anxiety, these had been a source of hope, such that c160 had been at the outdoor easter service that year. We had been clear about what we were doing and why. Others have been happy to join in and this too is a source of hope.

In 2021, the theme of "Love" emerged as we tried to rebuild relationships – internally and with the community. We have shared our stories and prayed together in short courses. This had been powerful and encouraging. We give and receive love and as a practical example, PW looked forward to Marion B's work as Pastoral Coordinator.

Now, looking forward to “flourishing” (per Psalm 52 v8, from today’s reading), the words “trust” and “faith” stand out, in response to God’s love. As we emerge from a national emergency, we praise God for how He has led us but what now? As we continue to build disciples and to grow the Kingdom, we should avoid the temptation to look backwards. Our values are unchanged but we hope to see St. Luke’s as a place where there is “flourishing” in mission and community engagement – a theme picked up pictorially in the new logo (PW explained various elements in it such as a flourishing tree/plant, a (blue) door open ajar and the flourishing extending outside). The hope is that when people come into contact with God at St. Luke’s through its members, they will experience flourishing and a growth of the gift of Faith.

At the PCC day in February, three themes came to the fore:

- **Community** Events and interactions (services and around coffee van). This was exciting and, whereas in the past, our building was seen as a bit of a liability, it was now seen more as an opportunity and so the desire to develop it further made more sense (it helps us engage). St John’s School is also using it more and it can serve school too. Choirs also use it to practice in and some have come to services afterwards.
- **Fellowship** Midweek chances for this, including women’s bible meeting on Fridays. Some of those who have joined within the last 2 years have appreciated this and there is a chance to grow as disciples. From September, 2 or 3 groups will meet here fortnightly in term time (for 1 year) to aim to build relationships and encourage each other. Depending on the level of enthusiasm for this, we need to find or develop leaders for these. These may differ from former home groups and be aimed at growth.
- **Young people** Nationally, the epidemic has had a decimating effect upon the young with fewer chances for children to meet – 2 years inactivity is a long time for a child! Some have lost the habit of meeting up. A recent Holy Week presentation in school had demonstrated that many children had little idea of the events surrounding this week and now even residual or cultural Christianity was all but gone. We will need leaders for this work (and lists updated) and creative ideas. Possibly a re launch of Toddlers and Midweek groups? Rebuilding lost relationships for children is a challenge.

We will need faith to develop these areas. Small groups and prayer will, as ever, be key.

Terry H then reflected on the last year and, speaking for the whole church, thanked PW for his leadership in a time of great change. The central identity remained unchanged but new expressions of it were apparent. Faithfulness and proclamation will be important as will PW’s leadership with the support of his family, for which the church remained grateful.

Any Other Business

None.

The meeting closed at 12.15pm.

st luke&st johnparishcheltenham

Parochial Church Council Annual Report 2023

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)
Mr. Ben H	(Churchwarden, ex officio)
Mrs. Victoria B	(elected, April 2021 for 3 years)
Mr. Peter B	(Reader and Deanery Synod rep, ex officio)
Mr. Robert B	(Deanery Synod rep, ex officio, from November 2021)
Mr. Jonathan C	(co-opted in 2021)
Mrs. Felicity C	(elected, April 2022 for 3 years)
Ms. Christine L	(elected, April 2021 for 3 years)
Mrs. Emma PW	(elected, April 2020 for 3 years)
Mr. Peter R	(co-opted in 2022)
Mr. Kit S	(elected, April, 2020 for 3 years, 2 nd term)
Ms. Carla T	(Deanery Synod rep co-opted 2021, ex officio)
Mr. Giles W	(elected, April 2022 for 3 years – elected Treasurer)

Secretary: Mr. Peter B

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

For and on behalf of PCC Secretary (April 2023)

VICAR'S REPORT

PATRICK WHEATON

'rooted and built up in him (Jesus), strengthened in the faith as you were taught, and overflowing with thankfulness.'
'Devote yourselves to prayer, being watchful and thankful.'
(Colossians 2.7 & 4.2)

Looking back should always contain thanksgiving. First, thankfulness to God for all that he has been doing amongst his people at St Luke's. Second, thanking all those who serve God by serving our vision and one another at St Luke's. Let me use the priorities set by the PCC in February 2022 as a framework for looking back with thanksgiving. As outlined in the summary of last year's meeting, the PCC sought to prioritise community, fellowship and young people in 2022. I believe God has enabled notable strides forward in each of these areas.

Raising our profile in the **community**, and developing relationships is a core aspect of offering a flourishing vision of the Christian life. It is also an outworking of our value to be local in mission. Unknown in February 2022 was that by December, St Luke's would indirectly operate the FireTruck coffee van on the church site. Purchase of the business by the Church Hall charity gives us a wonderful opportunity to draw more people into contact with our church site, and to create opportunities for engagement and mission. It is very early days, but there are shoots of this beginning to emerge. Angele's hard work, sunny disposition and excellent food are a beautiful asset. We are bold to also pray that God would show us his generosity that the business will provide profit to be passed back into the Hall funds. All in all, this is an exciting venture where we pray God shows us how to use it well.

Building developments and improvements to our physical site are also about sending a positive and welcoming message to our community. Thanks must be heaped upon Peter Ralphs and his team of assistants in this regard. Notable visible developments have been the painting of external doors and revamped noticeboards. The hours of graft and love that have gone in to these projects should not be underestimated. Such things communicate that St Luke's is a place of life and welcome. They are just one aspect of the work that Peter has overseen this year. The building of St Luke's would probably be in the hands of English Heritage were it not for his time and effort. That might be a slight exaggeration, however the point should be clear. With the work of Hazel, and others who help to oversee the grounds and mow the lawns, St Luke's is an increasingly vibrant and positive feeling location. Therefore, when Sarah Howard and the Footsteps team speak to locals with an invitation to services and events or to deliver a Welcome Box to new residents, it is returned with appreciation and recognition.

The above are just 2 ways that make it increasingly possible for us to develop links with our local community. There are ongoing plans, projects and possibilities in respect of gaining a positive foundation to make Jesus known to the local area. For now, let us look back and give thanks for what has been done in 2022.

Central to the priority of developing **fellowship** amongst our church community were midweek discipleship groups. Growth Groups were launched in September 2022. This is a development that really supports our desire to be rooted as disciples of Jesus. Growth Groups were an addition to the recently re-established Women's Bible Study and long-standing Thursday Group Bible study. There are now multiple opportunities for people to gather informally, read and examine the Bible together, deepen relationships and pray for one another. Thank you to Terry and Sarah Howard, Louise Wheaton and Ernie Hall for the work put in to organising and preparing studies for these groups. Fellowship is not limited to Bible study, it is also about sharing life together. I love hearing stories of members of St Luke's enjoying meals together, attending football matches, or events at one of the festivals. Sometimes a little bit more organisation is needed – groups such as the Pilgrims walking group and Craft & Natter achieve this. Our Church Quiz in November was another great example of all ages enjoying one another's company. Christian fellowship is rooted in God giving us one another as brothers and sister. Church is a ready-made family where we can love and be loved, laugh, cry and live. Here I must offer notable thanks, praise and appreciation to Marion Burke. It is impossible to formalise pastoral care. It must be lived out. Yet Marion has brought a beautiful level of coordination, surpassed only by sacrificial giving of time and energy to her role as Pastoral Assistant. Her importance to ongoing relationships across our fellowship should not be underestimated.

The third priority of **young people** can also be seen to have been developing. The PCC engaged in a partnership with YFC Gloucestershire to provide St Luke's with a youth worker to lead in various areas of work with children, young people and schools. This was a change to where we have previously sought to support young people's work through volunteers and Ministry Trainees or interns. There is a solid core of teenagers who attend St Luke's regularly on a Sunday morning. That is something many churches long to see. There are also a few pre-schoolers who connect with us Sunday by Sunday. Outside of Sunday worship, and although straying into 2023, have also now seen the lunchtime club at Saint John's restart, as well as Toddlers. Engaging younger generations, and we extend that understanding to almost the whole under 30s generation, is more akin to mission work. Both parents as well as their children are likely to have grown out with a Christian frame of reference. So, it will take a number of years to build and grow this area of St Luke's. It is a delight to see some embers begin to flame after covid put a halt to so many things.

I am always so encouraged to look back and see how God has been at work at St Luke's. Roots are set and there seems to be ready ground around us for building up from foundations centred on the cornerstone of Jesus Christ. Moving from roots and foundations to building up and flourishing is a spiritual exercise. It will come only by God's plan and God's power. So, let us pray that he will continue to both provide and also to bless.

ST LUKE'S CHURCHWARDENS' REPORT

**TERRY H & BEN H
CHURCHWARDENS**

We wrote last year that in 2021/2 we had much to be grateful for at St Luke's and it is wonderful to report that we have continued to see God's mercy and grace given to us, in abundance, this past year.

Regular attendance at all 3 weekly services remains strong and once again it has been so encouraging to see many new people making St Luke's their home.

The outdoor services are evolving – We held a community event for the late Queen's Platinum Jubilee - and our Christmas Carol Service was very well attended, despite the cold weather.

We also had a Bucks Fizz celebration following the Easter Sunday outdoor community service. Almost 170 attended – including many visitors – it is great to be able to witness publicly, in this way. Thanks to the Footsteps team and all those who delivered invitations around the parish.

It has been most encouraging to see the return of the Coffee Truck, now managed by Angele. Please do pray for this venture in the year ahead, that it would be a blessing to our neighbours and its customers and that it would provide an opportunity to engage more deeply with those around us.

The newly decorated doors and notice boards look terrific – thanks to Peter R and the team for the work done here.

It's been so nice to see new faces at Prayer Connect - we have continued to offer a range of breakfast, brunch, morning and evening events, so that everybody can make at least some of the meetings.

The Growth Groups – established in September now have around 30 members – this in addition to those who attend Ladies Bible Focus and the Midweek Group. We intend to start a third Growth Group this year, to provide the opportunity for more people to join.

Please continue to pray for Patrick and his family, as they support Patrick in sharing the Good News of Jesus Christ with those around us, in the year ahead. Please also pray that we would continue to grow in fellowship and outreach over the year ahead.

PASTORAL CARE

MARION B.
PASTORAL CARE COORDINATOR

I have continued to coordinate various aspects of pastoral care during this last year, with some developing in line with changing pastoral needs.

Activities have included:

- Serving refreshments after the midweek service on the first Wednesday of the month
- Holding a Christmas coffee morning which was a lovely relaxed time of fellowship with delicious traybakes from Angele
- Keeping in touch with those who are no longer able to worship regularly with us, either through ill health or because they have moved away. At Christmas and Easter we sent cards and delivered bags with seasonal gifts to let them know they are still part of our fellowship
- Linked in with Gill Ford, the local Anna Chaplaincy Co-ordinator, to support their projects to deliver small gifts to all those in the care homes in Cheltenham and Bishops Cleeve. The Craft and Natter group and other church members knitted or crocheted little angels and Easter baskets which Gill then delivered.
- Coordinating visitors for those in hospital
- We have also taken communion into our local care homes – Thirlestaine Park and Oakhaven – on a monthly basis whenever possible. Groups of about 8 to 12 usually attend.
- Sending out of the weekly prayer request emails by Sarah H. Between us and others we try to maintain contact with those concerned and provide updates on progress for thanks and praise. We have seen an encouraging growth in the number of prayer requests coming in, which can be viewed as a sign of deepening fellowship and our care for one another, family and friends. This prayer support is much appreciated by those being prayed for.

My particular thanks to those who pray, maintain contact and visit regularly and those who support myself and others in pastoral care. My hope is that everyone who comes to St Luke's finds it to be a place of warm welcome, generous hospitality, and deep care, where people are listened to and drawn in by the love of Jesus expressed throughout all our fellowship.

"Dear friends, since God so loved us, we also ought to love one another. No-one has ever seen God; but if we love one another, God lives in us and his love is made complete in us." 1 John 4 v 11-12

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. A total of 9 names were removed for reasons of death or notice of leaving St Luke's, but applications for membership have been received from an additional 14 regular attenders, so there is a net increase of 5 on the roll. The number on the roll is therefore now 119 compared with 114 in 2022.

SAFEGUARDING

**CATHERINE M
PARISH SAFEGUARDING OFFICER**

In response to the Independent Inquiry into Child Sexual Abuse report which was published in October 2022 and sadly cited the Church of England as one of the institutions which have failed children, Justin Welby, the Archbishop of Canterbury has emphasized that Safeguarding has to be one of the Church of England's highest priorities. While the emphasis of the report was on the safeguarding of children, we have an equal duty to safeguard vulnerable adults in our community too.

At St Luke's we use the Church of England's Safeguarding Handbook to underpin our Safeguarding Policy, which the PCC approves annually. It 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.

In putting this policy into action, 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 can be done online. There have been several renewals and new DBS certificates, and Safeguarding training has been undertaken by a number of those who are required to do this, although some remain outstanding.

In the course of the year we have adopted a Parish Safeguarding Dashboard for St Luke's, as proposed by the Diocese Safeguarding team. This is an online system that shows where we are complying with statutory requirements and Church of England policies, and what actions we may still need to take. It generates an action plan for PCC to approve at each meeting.

Catherine M, as Parish Safeguarding Officer (PSO) for St Luke's, also undertook the PSO Induction course which the Diocese Safeguarding team have introduced this year.

ST LUKE'S CHURCH HALL

**SIMON B
HALL TREASURER**

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, Terry H and Ben H and nominees of the PCC: Margaret B (Chairman) and Simon B (Treasurer) and Lisa C, who succeeded Margaret B as Chairman following the May meeting.
- 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 dedicated part-time staff, Sylvia L the Bookings Manager and Lesley T the Facilities Manager.

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Income was £71,409 - up from £57,843 in 2021. This was mainly from room lettings (£55K) and parking charges (£14K). Other income came from the export of electricity from our solar panels and from a grant towards insulation of the loft.

Total expenditure was £58,172 - up from £46,105 in 2021.

- Grants: £3.2K support for ministers in training; £4.2K for a Youth Worker and £4K to Saint John's School to fund a new library and to support music in the school.
- £10K was spent on LED lighting, loft insulation and drain problems.

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.

The trustees invested £30K of the charity's assets in the FireTruck Espresso company to be run as a Trading Subsidiary. £10K of this is held as a liability for FY 2023.

REVIEW OF FINANCIAL ACTIVITIES & AFFAIRS

**GILES W
TREASURER**

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 2022, noting any significant items and trends.

Income

- Regular Giving & Donations: For the first time, our giving by the congregation (including reclaimed tax) topped £100K in 2022. Congregational giving (excluding appeals) increased by 1.6% over 2021.
- Tax reclaimed under Gift Aid: 90% of our giving is now tax-efficient, leading to a tax reclaim of £18,600 through the year. This is an excellent achievement.
- Income from assets: We make a small amount of income each year from use of our premises including: parking, room / building hire and occasional services. This decreased by 18% to £5300 in 2022.
- Legacies: These have been very important for our income in the past and we received legacies totalling £5000 in 2022. This unexpected (and un-budgeted) income meant that we avoided our budget deficit and made a small operating budget surplus for the year.
- Appeals: Our Ukraine appeal raised £4300 which we passed on to various organisations helping refugees. We supplemented this with the £3900 committed from the surplus in 2021. Our 'Energy Support' appeal had raised £5400 by the end of 2022 and has been given to 'Feed Cheltenham' in 2023 once all donations had been received. We raised £7000 in total.

Expenditure

- Parish Share: the PCC paid a Parish Share to the Diocese of £69,600 in 2022, an increase of 7% on 2021. In 2023 this will rise to £72,000 (exactly double our contribution in 2019). This is by far our largest expense.
- Running Costs: General running costs increased by 30% to £18,500 (largely due to increased utility costs) and major repairs / redecoration increased to £4,500. Other increases across the board meant that our total running costs (including parish share) increased by 14% on 2021.
- Mission Giving and Charitable Contributions: £9,500 was allocated for our mission partners from 2022 funds in line with the budget. This is currently held in a restricted fund awaiting allocation.

Summary

In the budget for 2022 we anticipated a deficit of -£7000 for the year. In the end, largely due to an unexpected legacy and some sundry donations, we made a small operating surplus of £2700. We very much recognise God's gracious provision to us in helping us to balance the books this year given all the pressures that are being faced by

the congregation and by the cost of living crisis. Praise God! After paying our extra commitment to the Ukraine appeal, our total funds held in the Church accounts decreased by £1200. We still have a healthy reserve in hand.

We are now contributing a full and fair amount to the diocese for the costs associated with a full-time minister and we can be absolutely confident that we are paying our way. Few other churches in the diocese will have increased their % contributions in the way that we have over the last few years. We have committed to an increase of 3.5% in 2023.

Next year looks challenging once again and we are budgeting a slightly higher deficit of -£11,000. However, given our experience this year, I am confident that God will provide for us as we seek to serve Him faithfully. We will need to steward our resources carefully and wrap up warm (!)

In my first year in the role of a treasurer, I can safely say that I would have been completely overwhelmed had it not been for the patient support and teaching I received from Jonathan. Together with administration support from Linda and Mary, moral support from Peter, the Wardens and Patrick, I formally offer them all my profound thanks!

DEANERY SYNOD

PETER B

There were 3 meetings of the deanery Synod in 2023. The last of the 3 meetings took place in our Parish (13/10/22) In addition to regular updates from Diocesan (and General) Synod and continuing discussions about Parish Share (the Deanery is expected to pay over £1.42 million each year), there were presentations about a number of different subjects. These included items from:

- Janice Hamilton and James White about pioneer ministry in the Deanery at Cheltenham West/Wymans Brook and Whaddon/Lynworth, respectively.
- The Working group about the Deanery Strategic Plan and the need for strategic planning given forthcoming economic and housing developments within Cheltenham, coupled with the need to lose one full time clergy stipend (currently 19.5). An action plan has been developed and is under review. This will continue to be a live issue in 2023.
- Feed Cheltenham about warm spaces and the food pantry.

Parochial Church Council

Annual Report 2022

Legal and Administrative

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 five times during the year, plus a strategy/planning morning in February, 2022. 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

In this year, PCC business was affected by the restrictions imposed by HM Government upon meetings in person, due to the Covid 19 pandemic but these were considerably eased since last year.

The business of the PCC and relevant significant decisions are regularly communicated in writing to church members on the weekly news bulletin.

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):

- ✚ Rachel W was approved a new Foundation Governor of St. John's School.
- ✚ There was debate as to how to sensitively handle issues arising from the Living in Love and Faith initiative from the Church of England.
- ✚ What should be our response the potential refugee crisis arising from the war in Ukraine and support for the Worldshare partner in Moldova.
- ✚ The collaboration with YFC concerning the funding of Hannah's work with young people, funded in partnership with the Hall charity.
- ✚ The church logo was revised (to that now showing above)
- ✚ Home groups to be re-established.
- ✚ Development of "in parish" Ministry training opportunities were discussed and several possibilities were considered.
- ✚ Mission giving/Mission partners were discussed and updated.
- ✚ Development of the role of the "Fire Truck" coffee business once Richard had decided to cease trading and return to flying.
- ✚ Approval of role of Pastoral Coordinator.

Other topics for discussion are covered in more detail in other reports.

In closing, I am grateful to my predecessor, Jenny S, especially with filing the necessary Charity Commissioners' documentation and to Emma P-W who stood in for me for the September meeting.

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

Peter Burke

For and on behalf of the PCC Secretary (March 2023)

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

Registered Charity Number: 1184357

STATEMENT OF FINANCIAL ACTIVITIES

For the year ended 31 December 2022

	Note	Un- Restricted Funds £	Restricted Funds £	Total Funds 2022 £	Total Funds 2021 £
INCOMING RESOURCES					
Donations and other similar incoming resources	2a, 2b	116,325	4,160	120,485	120,927
Incoming resources from operating activities					
Income from events and activities	2c	1,975	-	1,975	2,835
Investment income	2d	3,939	-	3,939	4,111
Transfer from General to Restricted Fund				-	-
TOTAL INCOMING RESOURCES		122,239	4,160	126,399	127,873
RESOURCES EXPENDED					
Charitable expenditure					
Church activities	3a, 3b	87,478	3,049	90,527	66,742
Church expenses	3c	24,608	-	24,608	18,943
Major capital expenditure		4,549	240	4,789	42,157
TOTAL RESOURCES EXPENDED		116,635	3,289	119,925	127,842
NET INCOMING/OUTGOING RESOURCES		5,604	871	6,474	31
Total funds brought forward		100,846	27,791	128,637	128,606
Total funds carried forward		106,450	28,662	135,112	128,637

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

Registered Charity Number: 1184357

BALANCE SHEET AT 31 DECEMBER 2022

	Note	£	2022 £	2021 £
Current Assets				
Debtors	4	800		1,414
Cash in hand and at NatWest Bank		85,202		78,067
Short-term deposits (Central Board of Finance)		49,508		49,508
		<u>135,510</u>		<u>128,988</u>
Creditors	5			
<i>Amounts falling due within one year</i>		398		351
Net Current Assets			<u>135,112</u>	<u>128,637</u>
Total assets less current liabilities			<u><u>135,112</u></u>	<u><u>128,637</u></u>

FUNDS

Unrestricted (General Fund)	6	106,450	100,846
Restricted Funds	7	28,662	27,791
		<u><u>135,112</u></u>	<u><u>128,637</u></u>

Approved by the PCC at its meeting on

and signed on its behalf by

Rev'd Patrick Wheaton (Chairman)

Mr Giles Wadsworth (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 2022

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.

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 2022

2 INCOMING RESOURCES

		2022		2021	
		£	£	£	£
		Unrestricted	Restricted	Unrestricted	Restricted
2a, 2b	Voluntary receipts				
	Planned Giving	68,027		71,181	
	Collections at Services	9,619		3,524	
	Donations	5,222		8,216	2,500
	Special Appeals	9,831		3,830	
	Gift Aid	18,626		16,935	
	Legacies	5,000		4,000	
	Grants		4,160		10,740
	Total voluntary receipts	116,325	4,160	107,687	13,240
2c	Activities for Generating Funds				
	Fundraising				
2d	Investment income				
	Dividends & Interest	495		86	
	Rent from Land & Buildings	3,444		4,026	
	Total investment income	3,939	-	4,111	-
2c	Church Activities				
	Fees retained by PCC	1,431		2,429	
	Trading	544		406	
	Total investment income	1,975	-	2,835	-
	SUB-TOTAL of all receipts above:	122,239	4,160	114,633	13,240
	Other Receipts not already listed	-	-	-	-
	TOTAL INCOMING RESOURCES	122,239	4,160	114,633	13,240

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 2022

3 COSTS IN FURTHERANCE OF CHARITABLE	2022		2021	
	£		£	
	Unrestricted	Restricted	Unrestricted	Restricted
Costs of generating funds				
Costs of fundraising activities	-		-	
Church activities				
Mission giving and donations	17,404		22	
Diocesan parish share contribution	69,600		65,000	
Salaries, wages and honararia	-	3,049	300	
Clergy and staff expenses	474		1,420	
Total church activities	87,478	3,049	66,742	-
Church expenses				
Mission and evangelism costs	715		1,302	
Church running expenses	13,701		7,206	
Church utility bills	9,734		10,436	
Costs of trading	457		-	
Total church expenses	24,608	-	18,943	-
Major capital expenditure				
Major repairs to the church building	4,549	240	2,315	
Major repairs/redecoration (other property)	-		-	
New building work	-	-		39,841
Total church expenses	4,549	240	2,315	39,841
SUB-TOTAL of all expenditure payments item	116,635	3,289	88,001	39,841
Other payments not already listed	-	-	-	-
TOTAL RESOURCES EXPENDED	116,635	3,289	88,001	39,841

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 2022

	2022	2021
	£	£
4 Debtors		
Income tax recoverable	800	1,200
Prepayments and accrued income	-	214
	<u>800</u>	<u>1,414</u>
5 Creditors: Amounts falling due within one year		
Accruals	<u>398</u>	<u>351</u>
6 Unrestricted Funds		
General Fund	48,662	45,924
Designated Funds	57,788	54,922
	<u>106,450</u>	<u>100,846</u>
See analysis for further information about designated funds.		
Thank you	42,922	46,822
Mission giving	14,866	8,100
Balance at 31 December	<u>57,788</u>	<u>54,922</u>
7 Restricted Funds		
Balance at 1 January	27,791	54,393
Incoming	4,160	13,240
Outgoing	- 3,289	- 39,841
Balance at 31 December	<u>28,662</u>	<u>27,791</u>
See analysis for further information about the restricted fund.		
Youth and children's work	1,111	-
Special projects	25,037	25,277
Toddlers	2,514	2,514
	<u>28,662</u>	<u>27,791</u>

8 Thank You Designated Fund

The PCC has approved the incorporation of the Thank You fund into the General Fund in 2023.

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. The PCC has proposed the winding up of the Toddlers fund and its transfer to the Youth and Childrens Work fund, and awaits a response from the Toddlers team.

St Luke & St John Ecclesiastical Charity

(St Luke's Church Hall)

Annual Report by the Trustees for 2022

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(TI)101,673 sealed 29 March 1994 – Amended on 10 Dec 2021
HMRC ref (Gift Aid): ZD10194 charitable company
HMRC ref (UTR): 88777 27575

Charitable Trading Subsidiary: PLC 12897513, registered address: St Luke's Church Hall St. Lukes Place Cheltenham GL53 7HP, was purchased in December 2022

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, being the Custodian Trustee of the Charity.

Managing Trustees:
Ex-officio The Revd Patrick Wheaton
Ex-officio Terry Howard and (from May 2022) Ben Harris Churchwardens
Nominated Margaret Bristol (2019), Simon Barton (2021) and Lisa Campbell (2022) - appointed by the St Luke & St John Parochial Church Council (PCC) for a 4 year term.

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 Managing 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

Trustee Business: The Trustees met four times in the year, with a special meeting in November.

Lisa Campbell was appointed trustee and took over from Margaret Bristol as Chairman following the May meeting. Robert Bolton, a former trustee, was invited to attend and advise at meetings.

Grants were made to support ministers in training in the parish and to St Luke's Church to fund an arrangement with Youth for Christ Gloucestershire for a Youth Worker to develop ministry amongst children, youth and families. Grants were made to Saint John's School to fund a new library and to support music in the school.

The trustees continued to explore options for reducing the carbon footprint of the hall building. A grant was received from Target 2030 towards the cost of insulating the roof above the small hall. In their first year of operation, the solar panels donated by Margaret and the late John Bristol generated over 9,000 kWhs of electricity. Only about a third of this was consumed on site and the trustees are seeking to increase this ratio. To this end an electric heater was installed in the Committee Room,

The trustees decided to purchase, as a "Charitable Trading Subsidiary", the company that had formerly operated the FireTruck Espresso at the church. Reverend Patrick Wheaton, Mr Simon Costa and Mrs Linda Pitchford were appointed directors.

There were extended difficulties with the drains. An initial repair in August proved unsuccessful and the replacement of a stretch of drain was required. This was not completed until 2023.

A revised scheme for hire charges was introduced in September. This reflected 5.3% inflation over the period 2018-2021. Parking charges were held at the old rate.

HMRC requested a Corporation Tax Return for 2021. This was submitted, but no response received.

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: £21,327; Momentum Pole and Aerial: £6,437; AA Groups: £2,909; Royal Scottish Country Dance Society: £1,826; SCWC: £1,720; Oficina da Capoeira, England: £1,575; Performance Workshop: £1,355; AT Soccercamps: £1,336; Parkinson's Table Tennis: £1,272. Momentum acquired their own premises and terminated their letting arrangement at the end of the year. Cheltenham Senior Citizens Welfare Committee reduced their arrangement to one day a week. They also sold their bus which had been parked regularly at the Hall.

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 2022 were **£16,939**. This approximates to 6 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 2022

Registered Charity Number 1078441

St Luke & St John Ecclesiastical Charity

Statement of Financial Activities

For the Year Ended 31st December 2022

	General Fund	Property Fund	Endowment Fund	Total 2022	Total 2021
	£	£	£	£	£
Income and Expenditure					
Incoming Resources					
Regular Lettings	55,380	0	0	55,380	37,627
Casual Lettings	0	0	0	0	0
Parking Rents	14,096	0	0	14,096	11,674
Garage rents	0	0	0	0	0
CBF Interest & Dividend	894	0	0	894	422
Miscellaneous	0	0	0	0	0
Donations	1,039	0	0	1,039	8,120
Total Incoming Resources	71,409	0	0	71,409	57,843
Resources Expended					
Charitable grants	11,360	0	0	11,360	7,000
Water, Heating & Lighting	5,806	0	0	5,806	2,850
Telephone & Internet	447	0	0	447	407
Insurance	1,643	0	0	1,643	1,478
Cleaner	8,429	0	0	8,429	5,767
Projects & Improvements	10,937	0	0	10,937	11,652
Furniture & Equipment	0	0	0	0	934
Maintenance	5,193	0	0	5,193	2,741
Coordinator Pay	12,686			12,686	11,686
Administration	1,671	0	0	1,671	1,550
Provision for Doubtful Debt	0	0	0	0	40
Total Resources Expended	58,172	0	0	58,172	46,105
Net Incoming Resources	13,237	0	0	13,237	11,738
<i>Gains on Investment Assets</i>					
Realised	0	0	0	0	0
Unrealised	0	0	-1,911	-1,911	2,032
Net Movement in Funds	13,237	0	-1,911	11,326	13,770
 Fund Balances Brought Forward at the Start of the Year	 88,652	 155,050	 16,232	 259,934	 246,164
 Fund Balances Carried Forward at the End of the Year	 101,889	 155,050	 14,321	 271,260	 259,934

The notes on page 3 form part of these accounts.

St Luke & St John Ecclesiastical Charity

Balance Sheet as at 31st December 2022

	General Fund £	Property Fund £	Endowment Fund £	Total 2022 £	Total 2021 £
Fixed Assets					
Freehold Property (note 2)	54,950	155,050	0	210,000	210,000
Current Assets					
CBF Deposit Fund	21,397	0	0	21,397	29,003
CBF Investment Fund		0	14,321	14,321	16,232
Cash at Bank	4,363	0	0	4,363	5,697
Cash & Stamps in Hand	94	0	0	94	93
Debtors and Prepayments	1,458	0	0	1,458	198
Investment in Trading Subsidiary	30,000			30,000	0
	57,312	0	14,321	71,633	51,223
Liabilities Due Within One Year					
Creditors & Accruals	373	0	0	373	1,139
Security Deposits	0			0	150
Promissory Note re Trading Subsidiary	10,000			10,000	
	10,373	0	0	10,373	1,289
Net Current Assets	46,939	0	14,321	61,260	49,934
Total Assets Less Current Liabilities	101,889	155,050	14,321	271,260	259,934
Net Assets	101,889	155,050	14,321	271,260	259,934
Funds					
General Fund	101,889			101,889	88,652
Property Fund (note 2)		155,050		155,050	155,050
Endowment Fund			14,321	14,321	16,232
	101,889	155,050	14,321	271,260	259,934

The notes on page 3 form part of these accounts.

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

Trustee: 

Date: 23rd April 2023

Trustee: 

Date: 23 April 2023

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: 24/4/23

St Luke's Church

Annual Parochial Church Meeting 2023

April 2023

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ST LUKE'S CHURCH ACCOUNTS

ST LUKE'S CHURCH HALL ACCOUNTS

PATRICK WHEATON

TERRY H & BEN H

MARION B

CATHERINE M

CATHERINE M

SIMON B

GILES W.

PETER B

PETER B

GENERAL INFORMATION

ANNUAL MEETINGS

Minutes of the MEETING OF THE PARISHIONERS **held at St. Luke's Church on Sunday 8th May 2022 at 11am**

Chaired by Revd. Patrick Wheaton (PW) who opened the meeting in prayer.

Apologies for absence

Sheila L, Simon B, Heather B, Christine L, Chris K, Sue B, Giles W, Meg R and Vibeke N.

Approval of the Minutes of the meeting held on 18th April 202

Upon a proposal by Robert B (seconded by Catherin M), the minutes were approved on a show of hands without opposition.

Matters arising

None

Election of Officers

Terry H had served last year as sole warden – an onerous duty, which he had discharged faithfully. He had agreed to continue for another year. In addition to his nomination (proposed by Peter B and seconded by Carla T) Ben H was also nominated (by Terry H, seconded by Robert B). There being no other nominations and no objections, Terry and Ben were unanimously and enthusiastically elected as churchwardens upon a show of hands.

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

A written report dated 20/03/22 had been submitted by Simon B on behalf of the Trustees with its customary care and thoroughness upon which PW invited questions. There being none, the report was approved without objection upon a proposal by Brian F (seconded by Guy W) by a show of hands. Simon was thanked in his absence by PW.

Any Other Business

None

ANNUAL MEETINGS

Minutes of the ANNUAL PAROCHIAL CHURCH MEETING held at St. Luke's Church on Sunday 8th May 2022 (following the Meeting of the Parishioners)

Chaired by Revd. Patrick Wheaton (PW) who opened the meeting in prayer.

Apologies for absence

Sheila L, Simon B, Heather B, Christine L, Chris K, Sue B, Giles W, Meg R and Vibeke N.

Approval of the Minutes of the meeting held on 18th April 2021

Upon a proposal by Victoria B (seconded by Hazel B), the minutes were approved on a show of hands without opposition.

Matters arising

None

Elections

Deanery Synod

These representatives are elected for a 3 year term. Juliette M and Peter B were elected in 2020 and had one more year to serve. Juliette wished to stand down and therefore there was a vacancy for the remainder of the term (1 year). Upon a proposal by Howard M (seconded by Sarah H), Robert B was elected as replacement for Juliette for the remainder of the term.

PCC

Stephen S was stepping down from PCC and was thanked by PW for his faithful and thoughtful service, as was Jenny S (who was not present at meeting). Jenny was also PCC secretary. The meeting happily thanked her for all her work. Peter R's 3 year term had now ended.

There were 3 vacancies and 2 nominations, namely Felicity C (proposed by Sarah H, seconded by Guy W) and Giles W (proposed by Peter B, seconded by Simon B). With no other nominations, both were elected unanimously.

Stewards and Children's workers

List to be approved after post Covid update has been completed (see **Young People** below).

Independent Examiner

Sally Colbourne is to continue as the independent examiner, to the approval of the meeting.

Reports

The printed reports were approved on bloc upon a proposal by Peter R (seconded by Victoria B) by a show of hands.

Jonathan C then presented the church accounts and spoke about the church finances. He referred to a song (All our Hope on God is founded) and Psalm 52 from the earlier service to make the point that sound finances and pride are not the source of hope. Conversely, he thought that God's power at work might sometimes be seen for instance in patterns of giving. Regular giving had increased and for which there was real gratitude because it enabled further work to be done.

He illustrated the accounts by use of some simple slides to show our financial state and show a bigger picture. Expenditure had also increased, especially our contribution to the parish share for the benefice. This had grown significantly over recent years (now £65,000). Mission giving was shown at £0 and, in response to a question about this, Jonathan said that 2021's mission giving had actually been paid in 2022 (so next year's figures would also be distorted somewhat - ed). This was around £12,000 and the delay was in part due to giving having been higher than expected, necessitating an adjustment to giving over the budgeted figure. So, a "surplus" this year of £27,000 was a bit misleading.

Restricted funds are for specific projects. The balance sheet is much unchanged. In effect, we are "holding our own" and Jonathan explained where the assets were distributed in the accounts.

Financial assets should serve as nutrients to any sense of "flourishing" within the church, working as a sign of God's greatest gift – His Son, Jesus – for who we give God praise. They should work to help fulfil our mission in practical ways.

Upon a proposal by Jonathan C (and seconded by Guy W), the finances were approved by the meeting on a show of hands without objection.

PW thanked Jonathan (who had continued as Treasurer long after he had hope to hand over this responsibility) and spoke for the whole church in expressing our thanks for his work. Jonathan responded by thanking those who had supported him, especially Linda R and Jenny S and added that he had been humbled by our giving.

PW then thanked Terry H (and Sarah, of course) for his work as Churchwarden and particularly for his lead to show hospitality and welcome to newcomers and visitors.

PW thanked Peter and Linda R especially for Peter's practical service and expertise in helping to look after the building.

Thanks were also given to Howard M as sacristan and all that was comprised as part of this and Ernie H for his wisdom and support in leading services (especially the 8am service) and in serving those in care homes.

Marion B was thanked for her role as Pastoral Coordinator and Peter B in his role as Reader.

In his wider report, PW explained the thinking behind the new logo as a framework to understand the next stage in our mission. Looking back, he had previously referred to being rooted and built up in Christ (Col 2 vv6-7) in previous reports.

In 2020, the theme of "Hope" after lockdown had emerged as public worship continued, whenever possible. There was reason for hope as some had wished to explore the Christian Faith – some for the first time. We tried to try to engage with our community, to worship outdoors on occasion and visit our neighbours as part of the Footsteps initiative – the latter for the first time in recent memory. Although we had some anxiety, these had been a source of hope, such that c160 had been at the outdoor easter service that year. We had been clear about what we were doing and why. Others have been happy to join in and this too is a source of hope.

In 2021, the theme of "Love" emerged as we tried to rebuild relationships – internally and with the community. We have shared our stories and prayed together in short courses. This had been powerful and encouraging. We give and receive love and as a practical example, PW looked forward to Marion B's work as Pastoral Coordinator.

Now, looking forward to “flourishing” (per Psalm 52 v8, from today’s reading), the words “trust” and “faith” stand out, in response to God’s love. As we emerge from a national emergency, we praise God for how He has led us but what now? As we continue to build disciples and to grow the Kingdom, we should avoid the temptation to look backwards. Our values are unchanged but we hope to see St. Luke’s as a place where there is “flourishing” in mission and community engagement – a theme picked up pictorially in the new logo (PW explained various elements in it such as a flourishing tree/plant, a (blue) door open ajar and the flourishing extending outside). The hope is that when people come into contact with God at St. Luke’s through its members, they will experience flourishing and a growth of the gift of Faith.

At the PCC day in February, three themes came to the fore:

- **Community** Events and interactions (services and around coffee van). This was exciting and, whereas in the past, our building was seen as a bit of a liability, it was now seen more as an opportunity and so the desire to develop it further made more sense (it helps us engage). St John’s School is also using it more and it can serve school too. Choirs also use it to practice in and some have come to services afterwards.
- **Fellowship** Midweek chances for this, including women’s bible meeting on Fridays. Some of those who have joined within the last 2 years have appreciated this and there is a chance to grow as disciples. From September, 2 or 3 groups will meet here fortnightly in term time (for 1 year) to aim to build relationships and encourage each other. Depending on the level of enthusiasm for this, we need to find or develop leaders for these. These may differ from former home groups and be aimed at growth.
- **Young people** Nationally, the epidemic has had a decimating effect upon the young with fewer chances for children to meet – 2 years inactivity is a long time for a child! Some have lost the habit of meeting up. A recent Holy Week presentation in school had demonstrated that many children had little idea of the events surrounding this week and now even residual or cultural Christianity was all but gone. We will need leaders for this work (and lists updated) and creative ideas. Possibly a re launch of Toddlers and Midweek groups? Rebuilding lost relationships for children is a challenge.

We will need faith to develop these areas. Small groups and prayer will, as ever, be key.

Terry H then reflected on the last year and, speaking for the whole church, thanked PW for his leadership in a time of great change. The central identity remained unchanged but new expressions of it were apparent. Faithfulness and proclamation will be important as will PW’s leadership with the support of his family, for which the church remained grateful.

Any Other Business

None.

The meeting closed at 12.15pm.

st luke&st johnparishcheltenham

Parochial Church Council Annual Report 2023

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)
Mr. Ben H	(Churchwarden, ex officio)
Mrs. Victoria B	(elected, April 2021 for 3 years)
Mr. Peter B	(Reader and Deanery Synod rep, ex officio)
Mr. Robert B	(Deanery Synod rep, ex officio, from November 2021)
Mr. Jonathan C	(co-opted in 2021)
Mrs. Felicity C	(elected, April 2022 for 3 years)
Ms. Christine L	(elected, April 2021 for 3 years)
Mrs. Emma PW	(elected, April 2020 for 3 years)
Mr. Peter R	(co-opted in 2022)
Mr. Kit S	(elected, April, 2020 for 3 years, 2 nd term)
Ms. Carla T	(Deanery Synod rep co-opted 2021, ex officio)
Mr. Giles W	(elected, April 2022 for 3 years – elected Treasurer)

Secretary: Mr. Peter B

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

For and on behalf of PCC Secretary (April 2023)

VICAR'S REPORT

PATRICK WHEATON

'rooted and built up in him (Jesus), strengthened in the faith as you were taught, and overflowing with thankfulness.'
'Devote yourselves to prayer, being watchful and thankful.'
(Colossians 2.7 & 4.2)

Looking back should always contain thanksgiving. First, thankfulness to God for all that he has been doing amongst his people at St Luke's. Second, thanking all those who serve God by serving our vision and one another at St Luke's. Let me use the priorities set by the PCC in February 2022 as a framework for looking back with thanksgiving. As outlined in the summary of last year's meeting, the PCC sought to prioritise community, fellowship and young people in 2022. I believe God has enabled notable strides forward in each of these areas.

Raising our profile in the **community**, and developing relationships is a core aspect of offering a flourishing vision of the Christian life. It is also an outworking of our value to be local in mission. Unknown in February 2022 was that by December, St Luke's would indirectly operate the FireTruck coffee van on the church site. Purchase of the business by the Church Hall charity gives us a wonderful opportunity to draw more people into contact with our church site, and to create opportunities for engagement and mission. It is very early days, but there are shoots of this beginning to emerge. Angele's hard work, sunny disposition and excellent food are a beautiful asset. We are bold to also pray that God would show us his generosity that the business will provide profit to be passed back into the Hall funds. All in all, this is an exciting venture where we pray God shows us how to use it well.

Building developments and improvements to our physical site are also about sending a positive and welcoming message to our community. Thanks must be heaped upon Peter Ralphs and his team of assistants in this regard. Notable visible developments have been the painting of external doors and revamped noticeboards. The hours of graft and love that have gone in to these projects should not be underestimated. Such things communicate that St Luke's is a place of life and welcome. They are just one aspect of the work that Peter has overseen this year. The building of St Luke's would probably be in the hands of English Heritage were it not for his time and effort. That might be a slight exaggeration, however the point should be clear. With the work of Hazel, and others who help to oversee the grounds and mow the lawns, St Luke's is an increasingly vibrant and positive feeling location. Therefore, when Sarah Howard and the Footsteps team speak to locals with an invitation to services and events or to deliver a Welcome Box to new residents, it is returned with appreciation and recognition.

The above are just 2 ways that make it increasingly possible for us to develop links with our local community. There are ongoing plans, projects and possibilities in respect of gaining a positive foundation to make Jesus known to the local area. For now, let us look back and give thanks for what has been done in 2022.

Central to the priority of developing **fellowship** amongst our church community were midweek discipleship groups. Growth Groups were launched in September 2022. This is a development that really supports our desire to be rooted as disciples of Jesus. Growth Groups were an addition to the recently re-established Women's Bible Study and long-standing Thursday Group Bible study. There are now multiple opportunities for people to gather informally, read and examine the Bible together, deepen relationships and pray for one another. Thank you to Terry and Sarah Howard, Louise Wheaton and Ernie Hall for the work put in to organising and preparing studies for these groups. Fellowship is not limited to Bible study, it is also about sharing life together. I love hearing stories of members of St Luke's enjoying meals together, attending football matches, or events at one of the festivals. Sometimes a little bit more organisation is needed – groups such as the Pilgrims walking group and Craft & Natter achieve this. Our Church Quiz in November was another great example of all ages enjoying one another's company. Christian fellowship is rooted in God giving us one another as brothers and sister. Church is a ready-made family where we can love and be loved, laugh, cry and live. Here I must offer notable thanks, praise and appreciation to Marion Burke. It is impossible to formalise pastoral care. It must be lived out. Yet Marion has brought a beautiful level of coordination, surpassed only by sacrificial giving of time and energy to her role as Pastoral Assistant. Her importance to ongoing relationships across our fellowship should not be underestimated.

The third priority of **young people** can also be seen to have been developing. The PCC engaged in a partnership with YFC Gloucestershire to provide St Luke's with a youth worker to lead in various areas of work with children, young people and schools. This was a change to where we have previously sought to support young people's work through volunteers and Ministry Trainees or interns. There is a solid core of teenagers who attend St Luke's regularly on a Sunday morning. That is something many churches long to see. There are also a few pre-schoolers who connect with us Sunday by Sunday. Outside of Sunday worship, and although straying into 2023, have also now seen the lunchtime club at Saint John's restart, as well as Toddlers. Engaging younger generations, and we extend that understanding to almost the whole under 30s generation, is more akin to mission work. Both parents as well as their children are likely to have grown out with a Christian frame of reference. So, it will take a number of years to build and grow this area of St Luke's. It is a delight to see some embers begin to flame after covid put a halt to so many things.

I am always so encouraged to look back and see how God has been at work at St Luke's. Roots are set and there seems to be ready ground around us for building up from foundations centred on the cornerstone of Jesus Christ. Moving from roots and foundations to building up and flourishing is a spiritual exercise. It will come only by God's plan and God's power. So, let us pray that he will continue to both provide and also to bless.

ST LUKE'S CHURCHWARDENS' REPORT

**TERRY H & BEN H
CHURCHWARDENS**

We wrote last year that in 2021/2 we had much to be grateful for at St Luke's and it is wonderful to report that we have continued to see God's mercy and grace given to us, in abundance, this past year.

Regular attendance at all 3 weekly services remains strong and once again it has been so encouraging to see many new people making St Luke's their home.

The outdoor services are evolving – We held a community event for the late Queen's Platinum Jubilee - and our Christmas Carol Service was very well attended, despite the cold weather.

We also had a Bucks Fizz celebration following the Easter Sunday outdoor community service. Almost 170 attended – including many visitors – it is great to be able to witness publicly, in this way. Thanks to the Footsteps team and all those who delivered invitations around the parish.

It has been most encouraging to see the return of the Coffee Truck, now managed by Angele. Please do pray for this venture in the year ahead, that it would be a blessing to our neighbours and its customers and that it would provide an opportunity to engage more deeply with those around us.

The newly decorated doors and notice boards look terrific – thanks to Peter R and the team for the work done here.

It's been so nice to see new faces at Prayer Connect - we have continued to offer a range of breakfast, brunch, morning and evening events, so that everybody can make at least some of the meetings.

The Growth Groups – established in September now have around 30 members – this in addition to those who attend Ladies Bible Focus and the Midweek Group. We intend to start a third Growth Group this year, to provide the opportunity for more people to join.

Please continue to pray for Patrick and his family, as they support Patrick in sharing the Good News of Jesus Christ with those around us, in the year ahead. Please also pray that we would continue to grow in fellowship and outreach over the year ahead.

PASTORAL CARE

MARION B.
PASTORAL CARE COORDINATOR

I have continued to coordinate various aspects of pastoral care during this last year, with some developing in line with changing pastoral needs.

Activities have included:

- Serving refreshments after the midweek service on the first Wednesday of the month
- Holding a Christmas coffee morning which was a lovely relaxed time of fellowship with delicious traybakes from Angele
- Keeping in touch with those who are no longer able to worship regularly with us, either through ill health or because they have moved away. At Christmas and Easter we sent cards and delivered bags with seasonal gifts to let them know they are still part of our fellowship
- Linked in with Gill Ford, the local Anna Chaplaincy Co-ordinator, to support their projects to deliver small gifts to all those in the care homes in Cheltenham and Bishops Cleeve. The Craft and Natter group and other church members knitted or crocheted little angels and Easter baskets which Gill then delivered.
- Coordinating visitors for those in hospital
- We have also taken communion into our local care homes – Thirlestaine Park and Oakhaven – on a monthly basis whenever possible. Groups of about 8 to 12 usually attend.
- Sending out of the weekly prayer request emails by Sarah H. Between us and others we try to maintain contact with those concerned and provide updates on progress for thanks and praise. We have seen an encouraging growth in the number of prayer requests coming in, which can be viewed as a sign of deepening fellowship and our care for one another, family and friends. This prayer support is much appreciated by those being prayed for.

My particular thanks to those who pray, maintain contact and visit regularly and those who support myself and others in pastoral care. My hope is that everyone who comes to St Luke's finds it to be a place of warm welcome, generous hospitality, and deep care, where people are listened to and drawn in by the love of Jesus expressed throughout all our fellowship.

"Dear friends, since God so loved us, we also ought to love one another. No-one has ever seen God; but if we love one another, God lives in us and his love is made complete in us." 1 John 4 v 11-12

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. A total of 9 names were removed for reasons of death or notice of leaving St Luke's, but applications for membership have been received from an additional 14 regular attenders, so there is a net increase of 5 on the roll. The number on the roll is therefore now 119 compared with 114 in 2022.

SAFEGUARDING

**CATHERINE M
PARISH SAFEGUARDING OFFICER**

In response to the Independent Inquiry into Child Sexual Abuse report which was published in October 2022 and sadly cited the Church of England as one of the institutions which have failed children, Justin Welby, the Archbishop of Canterbury has emphasized that Safeguarding has to be one of the Church of England's highest priorities. While the emphasis of the report was on the safeguarding of children, we have an equal duty to safeguard vulnerable adults in our community too.

At St Luke's we use the Church of England's Safeguarding Handbook to underpin our Safeguarding Policy, which the PCC approves annually. It 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.

In putting this policy into action, 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 can be done online. There have been several renewals and new DBS certificates, and Safeguarding training has been undertaken by a number of those who are required to do this, although some remain outstanding.

In the course of the year we have adopted a Parish Safeguarding Dashboard for St Luke's, as proposed by the Diocese Safeguarding team. This is an online system that shows where we are complying with statutory requirements and Church of England policies, and what actions we may still need to take. It generates an action plan for PCC to approve at each meeting.

Catherine M, as Parish Safeguarding Officer (PSO) for St Luke's, also undertook the PSO Induction course which the Diocese Safeguarding team have introduced this year.

ST LUKE'S CHURCH HALL

**SIMON B
HALL TREASURER**

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, Terry H and Ben H and nominees of the PCC: Margaret B (Chairman) and Simon B (Treasurer) and Lisa C, who succeeded Margaret B as Chairman following the May meeting.
- 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 dedicated part-time staff, Sylvia L the Bookings Manager and Lesley T the Facilities Manager.

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Income was £71,409 - up from £57,843 in 2021. This was mainly from room lettings (£55K) and parking charges (£14K). Other income came from the export of electricity from our solar panels and from a grant towards insulation of the loft.

Total expenditure was £58,172 - up from £46,105 in 2021.

- Grants: £3.2K support for ministers in training; £4.2K for a Youth Worker and £4K to Saint John's School to fund a new library and to support music in the school.
- £10K was spent on LED lighting, loft insulation and drain problems.

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.

The trustees invested £30K of the charity's assets in the FireTruck Espresso company to be run as a Trading Subsidiary. £10K of this is held as a liability for FY 2023.

REVIEW OF FINANCIAL ACTIVITIES & AFFAIRS

**GILES W
TREASURER**

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 2022, noting any significant items and trends.

Income

- Regular Giving & Donations: For the first time, our giving by the congregation (including reclaimed tax) topped £100K in 2022. Congregational giving (excluding appeals) increased by 1.6% over 2021.
- Tax reclaimed under Gift Aid: 90% of our giving is now tax-efficient, leading to a tax reclaim of £18,600 through the year. This is an excellent achievement.
- Income from assets: We make a small amount of income each year from use of our premises including: parking, room / building hire and occasional services. This decreased by 18% to £5300 in 2022.
- Legacies: These have been very important for our income in the past and we received legacies totalling £5000 in 2022. This unexpected (and un-budgeted) income meant that we avoided our budget deficit and made a small operating budget surplus for the year.
- Appeals: Our Ukraine appeal raised £4300 which we passed on to various organisations helping refugees. We supplemented this with the £3900 committed from the surplus in 2021. Our 'Energy Support' appeal had raised £5400 by the end of 2022 and has been given to 'Feed Cheltenham' in 2023 once all donations had been received. We raised £7000 in total.

Expenditure

- Parish Share: the PCC paid a Parish Share to the Diocese of £69,600 in 2022, an increase of 7% on 2021. In 2023 this will rise to £72,000 (exactly double our contribution in 2019). This is by far our largest expense.
- Running Costs: General running costs increased by 30% to £18,500 (largely due to increased utility costs) and major repairs / redecoration increased to £4,500. Other increases across the board meant that our total running costs (including parish share) increased by 14% on 2021.
- Mission Giving and Charitable Contributions: £9,500 was allocated for our mission partners from 2022 funds in line with the budget. This is currently held in a restricted fund awaiting allocation.

Summary

In the budget for 2022 we anticipated a deficit of -£7000 for the year. In the end, largely due to an unexpected legacy and some sundry donations, we made a small operating surplus of £2700. We very much recognise God's gracious provision to us in helping us to balance the books this year given all the pressures that are being faced by

the congregation and by the cost of living crisis. Praise God! After paying our extra commitment to the Ukraine appeal, our total funds held in the Church accounts decreased by £1200. We still have a healthy reserve in hand.

We are now contributing a full and fair amount to the diocese for the costs associated with a full-time minister and we can be absolutely confident that we are paying our way. Few other churches in the diocese will have increased their % contributions in the way that we have over the last few years. We have committed to an increase of 3.5% in 2023.

Next year looks challenging once again and we are budgeting a slightly higher deficit of -£11,000. However, given our experience this year, I am confident that God will provide for us as we seek to serve Him faithfully. We will need to steward our resources carefully and wrap up warm (!)

In my first year in the role of a treasurer, I can safely say that I would have been completely overwhelmed had it not been for the patient support and teaching I received from Jonathan. Together with administration support from Linda and Mary, moral support from Peter, the Wardens and Patrick, I formally offer them all my profound thanks!

DEANERY SYNOD

PETER B

There were 3 meetings of the deanery Synod in 2023. The last of the 3 meetings took place in our Parish (13/10/22) In addition to regular updates from Diocesan (and General) Synod and continuing discussions about Parish Share (the Deanery is expected to pay over £1.42 million each year), there were presentations about a number of different subjects. These included items from:

- Janice Hamilton and James White about pioneer ministry in the Deanery at Cheltenham West/Wymans Brook and Whaddon/Lynworth, respectively.
- The Working group about the Deanery Strategic Plan and the need for strategic planning given forthcoming economic and housing developments within Cheltenham, coupled with the need to lose one full time clergy stipend (currently 19.5). An action plan has been developed and is under review. This will continue to be a live issue in 2023.
- Feed Cheltenham about warm spaces and the food pantry.

Parochial Church Council

Annual Report 2022

Legal and Administrative

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 five times during the year, plus a strategy/planning morning in February, 2022. 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

In this year, PCC business was affected by the restrictions imposed by HM Government upon meetings in person, due to the Covid 19 pandemic but these were considerably eased since last year.

The business of the PCC and relevant significant decisions are regularly communicated in writing to church members on the weekly news bulletin.

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):

- ✚ Rachel W was approved a new Foundation Governor of St. John's School.
- ✚ There was debate as to how to sensitively handle issues arising from the Living in Love and Faith initiative from the Church of England.
- ✚ What should be our response the potential refugee crisis arising from the war in Ukraine and support for the Worldshare partner in Moldova.
- ✚ The collaboration with YFC concerning the funding of Hannah's work with young people, funded in partnership with the Hall charity.
- ✚ The church logo was revised (to that now showing above)
- ✚ Home groups to be re-established.
- ✚ Development of "in parish" Ministry training opportunities were discussed and several possibilities were considered.
- ✚ Mission giving/Mission partners were discussed and updated.
- ✚ Development of the role of the "Fire Truck" coffee business once Richard had decided to cease trading and return to flying.
- ✚ Approval of role of Pastoral Coordinator.

Other topics for discussion are covered in more detail in other reports.

In closing, I am grateful to my predecessor, Jenny S, especially with filing the necessary Charity Commissioners' documentation and to Emma P-W who stood in for me for the September meeting.

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

Peter Burke

For and on behalf of the PCC Secretary (March 2023)

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

Registered Charity Number: 1184357

STATEMENT OF FINANCIAL ACTIVITIES

For the year ended 31 December 2022

	Note	Un- Restricted Funds £	Restricted Funds £	Total Funds 2022 £	Total Funds 2021 £
INCOMING RESOURCES					
Donations and other similar incoming resources	2a, 2b	116,325	4,160	120,485	120,927
Incoming resources from operating activities					
Income from events and activities	2c	1,975	-	1,975	2,835
Investment income	2d	3,939	-	3,939	4,111
Transfer from General to Restricted Fund				-	-
TOTAL INCOMING RESOURCES		122,239	4,160	126,399	127,873
RESOURCES EXPENDED					
Charitable expenditure					
Church activities	3a, 3b	87,478	3,049	90,527	66,742
Church expenses	3c	24,608	-	24,608	18,943
Major capital expenditure		4,549	240	4,789	42,157
TOTAL RESOURCES EXPENDED		116,635	3,289	119,925	127,842
NET INCOMING/OUTGOING RESOURCES		5,604	871	6,474	31
Total funds brought forward		100,846	27,791	128,637	128,606
Total funds carried forward		106,450	28,662	135,112	128,637

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

Registered Charity Number: 1184357

BALANCE SHEET AT 31 DECEMBER 2022

	Note	£	2022 £	2021 £
Current Assets				
Debtors	4	800		1,414
Cash in hand and at NatWest Bank		85,202		78,067
Short-term deposits (Central Board of Finance)		49,508		49,508
		<u>135,510</u>		<u>128,988</u>
Creditors	5			
<i>Amounts falling due within one year</i>		398		351
Net Current Assets			135,112	128,637
Total assets less current liabilities			<u>135,112</u>	<u>128,637</u>

FUNDS

Unrestricted (General Fund)	6	106,450	100,846
Restricted Funds	7	28,662	27,791
		<u>135,112</u>	<u>128,637</u>

Approved by the PCC at its meeting on

and signed on its behalf by

Rev'd Patrick Wheaton (Chairman)

Mr Giles Wadsworth (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 2022

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.

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 2022

2 INCOMING RESOURCES

		2022		2021	
		£	£	£	£
		Unrestricted	Restricted	Unrestricted	Restricted
2a, 2b Voluntary receipts					
	Planned Giving	68,027		71,181	
	Collections at Services	9,619		3,524	
	Donations	5,222		8,216	2,500
	Special Appeals	9,831		3,830	
	Gift Aid	18,626		16,935	
	Legacies	5,000		4,000	
	Grants		4,160		10,740
	Total voluntary receipts	116,325	4,160	107,687	13,240
2c Activities for Generating Funds					
	Fundraising				
2d Investment income					
	Dividends & Interest	495		86	
	Rent from Land & Buildings	3,444		4,026	
	Total investment income	3,939	-	4,111	-
2c Church Activities					
	Fees retained by PCC	1,431		2,429	
	Trading	544		406	
	Total investment income	1,975	-	2,835	-
SUB-TOTAL of all receipts above:		122,239	4,160	114,633	13,240
	Other Receipts not already listed	-	-	-	-
TOTAL INCOMING RESOURCES		122,239	4,160	114,633	13,240

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 2022

3 COSTS IN FURTHERANCE OF CHARITABLE	2022		2021	
	£		£	
	Unrestricted	Restricted	Unrestricted	Restricted
Costs of generating funds				
Costs of fundraising activities	-		-	
Church activities				
Mission giving and donations	17,404		22	
Diocesan parish share contribution	69,600		65,000	
Salaries, wages and honararia	-	3,049	300	
Clergy and staff expenses	474		1,420	
Total church activities	87,478	3,049	66,742	-
Church expenses				
Mission and evangelism costs	715		1,302	
Church running expenses	13,701		7,206	
Church utility bills	9,734		10,436	
Costs of trading	457		-	
Total church expenses	24,608	-	18,943	-
Major capital expenditure				
Major repairs to the church building	4,549	240	2,315	
Major repairs/redecoration (other property)	-		-	
New building work	-	-		39,841
Total church expenses	4,549	240	2,315	39,841
SUB-TOTAL of all expenditure payments item	116,635	3,289	88,001	39,841
Other payments not already listed	-	-	-	-
TOTAL RESOURCES EXPENDED	116,635	3,289	88,001	39,841

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 2022

	2022	2021
	£	£
4 Debtors		
Income tax recoverable	800	1,200
Prepayments and accrued income	-	214
	<u>800</u>	<u>1,414</u>

5 Creditors: Amounts falling due within one year

Accruals	<u>398</u>	<u>351</u>
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6 Unrestricted Funds

General Fund	48,662	45,924
Designated Funds	<u>57,788</u>	<u>54,922</u>
	<u>106,450</u>	<u>100,846</u>

See analysis for further information about designated funds.

Thank you	42,922	46,822
Mission giving	<u>14,866</u>	<u>8,100</u>
Balance at 31 December	<u><u>57,788</u></u>	<u><u>54,922</u></u>

7 Restricted Funds

Balance at 1 January	27,791	54,393
Incoming	4,160	13,240
Outgoing	- 3,289	- 39,841
Balance at 31 December	<u><u>28,662</u></u>	<u><u>27,791</u></u>

See analysis for further information about the restricted fund.

Youth and children's work	1,111	-
Special projects	25,037	25,277
Toddlers	<u>2,514</u>	<u>2,514</u>
	<u><u>28,662</u></u>	<u><u>27,791</u></u>

8 Thank You Designated Fund

The PCC has approved the incorporation of the Thank You fund into the General Fund in 2023.

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. The PCC has proposed the winding up of the Toddlers fund and its transfer to the Youth and Childrens Work fund, and awaits a response from the Toddlers team.

St Luke & St John Ecclesiastical Charity

(St Luke's Church Hall)

Annual Report by the Trustees for 2022

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(TI)101,673 sealed 29 March 1994 – Amended on 10 Dec 2021
HMRC ref (Gift Aid): ZD10194 charitable company
HMRC ref (UTR): 88777 27575

Charitable Trading Subsidiary: PLC 12897513, registered address: St Luke's Church Hall St. Lukes Place Cheltenham GL53 7HP, was purchased in December 2022

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, being the Custodian Trustee of the Charity.

Managing Trustees:
Ex-officio The Revd Patrick Wheaton
Ex-officio Terry Howard and (from May 2022) Ben Harris Churchwardens
Nominated Margaret Bristol (2019), Simon Barton (2021) and Lisa Campbell (2022) - appointed by the St Luke & St John Parochial Church Council (PCC) for a 4 year term.

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 Managing 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

Trustee Business: The Trustees met four times in the year, with a special meeting in November.

Lisa Campbell was appointed trustee and took over from Margaret Bristol as Chairman following the May meeting. Robert Bolton, a former trustee, was invited to attend and advise at meetings.

Grants were made to support ministers in training in the parish and to St Luke's Church to fund an arrangement with Youth for Christ Gloucestershire for a Youth Worker to develop ministry amongst children, youth and families. Grants were made to Saint John's School to fund a new library and to support music in the school.

The trustees continued to explore options for reducing the carbon footprint of the hall building. A grant was received from Target 2030 towards the cost of insulating the roof above the small hall. In their first year of operation, the solar panels donated by Margaret and the late John Bristol generated over 9,000 kWhs of electricity. Only about a third of this was consumed on site and the trustees are seeking to increase this ratio. To this end an electric heater was installed in the Committee Room,

The trustees decided to purchase, as a "Charitable Trading Subsidiary", the company that had formerly operated the FireTruck Espresso at the church. Reverend Patrick Wheaton, Mr Simon Costa and Mrs Linda Pitchford were appointed directors.

There were extended difficulties with the drains. An initial repair in August proved unsuccessful and the replacement of a stretch of drain was required. This was not completed until 2023.

A revised scheme for hire charges was introduced in September. This reflected 5.3% inflation over the period 2018-2021. Parking charges were held at the old rate.

HMRC requested a Corporation Tax Return for 2021. This was submitted, but no response received.

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: £21,327; Momentum Pole and Aerial: £6,437; AA Groups: £2,909; Royal Scottish Country Dance Society: £1,826; SCWC: £1,720; Oficina da Capoeira, England: £1,575; Performance Workshop: £1,355; AT Soccercamps: £1,336; Parkinson's Table Tennis: £1,272. Momentum acquired their own premises and terminated their letting arrangement at the end of the year. Cheltenham Senior Citizens Welfare Committee reduced their arrangement to one day a week. They also sold their bus which had been parked regularly at the Hall.

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 2022 were **£16,939**. This approximates to 6 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 2022

Registered Charity Number 1078441

St Luke & St John Ecclesiastical Charity

Statement of Financial Activities

For the Year Ended 31st December 2022

	General Fund	Property Fund	Endowment Fund	Total 2022	Total 2021
	£	£	£	£	£
Income and Expenditure					
Incoming Resources					
Regular Lettings	55,380	0	0	55,380	37,627
Casual Lettings	0	0	0	0	0
Parking Rents	14,096	0	0	14,096	11,674
Garage rents	0	0	0	0	0
CBF Interest & Dividend	894	0	0	894	422
Miscellaneous	0	0	0	0	0
Donations	1,039	0	0	1,039	8,120
Total Incoming Resources	71,409	0	0	71,409	57,843
Resources Expended					
Charitable grants	11,360	0	0	11,360	7,000
Water, Heating & Lighting	5,806	0	0	5,806	2,850
Telephone & Internet	447	0	0	447	407
Insurance	1,643	0	0	1,643	1,478
Cleaner	8,429	0	0	8,429	5,767
Projects & Improvements	10,937	0	0	10,937	11,652
Furniture & Equipment	0	0	0	0	934
Maintenance	5,193	0	0	5,193	2,741
Coordinator Pay	12,686			12,686	11,686
Administration	1,671	0	0	1,671	1,550
Provision for Doubtful Debt	0	0	0	0	40
Total Resources Expended	58,172	0	0	58,172	46,105
Net Incoming Resources	13,237	0	0	13,237	11,738
<i>Gains on Investment Assets</i>					
Realised	0	0	0	0	0
Unrealised	0	0	-1,911	-1,911	2,032
Net Movement in Funds	13,237	0	-1,911	11,326	13,770
 Fund Balances Brought Forward at the Start of the Year	 88,652	 155,050	 16,232	 259,934	 246,164
 Fund Balances Carried Forward at the End of the Year	 101,889	 155,050	 14,321	 271,260	 259,934

The notes on page 3 form part of these accounts.

St Luke & St John Ecclesiastical Charity

Balance Sheet as at 31st December 2022

	General Fund £	Property Fund £	Endowment Fund £	Total 2022 £	Total 2021 £
Fixed Assets					
Freehold Property (note 2)	54,950	155,050	0	210,000	210,000
Current Assets					
CBF Deposit Fund	21,397	0	0	21,397	29,003
CBF Investment Fund		0	14,321	14,321	16,232
Cash at Bank	4,363	0	0	4,363	5,697
Cash & Stamps in Hand	94	0	0	94	93
Debtors and Prepayments	1,458	0	0	1,458	198
Investment in Trading Subsidiary	30,000			30,000	0
	57,312	0	14,321	71,633	51,223
Liabilities Due Within One Year					
Creditors & Accruals	373	0	0	373	1,139
Security Deposits	0			0	150
Promissory Note re Trading Subsidiary	10,000			10,000	
	10,373	0	0	10,373	1,289
Net Current Assets	46,939	0	14,321	61,260	49,934
Total Assets Less Current Liabilities	101,889	155,050	14,321	271,260	259,934
Net Assets	101,889	155,050	14,321	271,260	259,934
Funds					
General Fund	101,889			101,889	88,652
Property Fund (note 2)		155,050		155,050	155,050
Endowment Fund			14,321	14,321	16,232
	101,889	155,050	14,321	271,260	259,934

The notes on page 3 form part of these accounts.

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

Trustee: 

Date: 23rd April 2023

Trustee: 

Date: 23 April 2023

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.

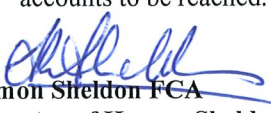
Basis of Independent Examiner's Report

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: 24/4/23

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 31/12/2022 **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 31/12/2022.

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

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

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

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

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

Signed:

SE Colbourne

Date: 13/3/2023

Name:

Sally Colbourne

Address:

125 Meadow Road
Malvern
Worcs
WR14 2SA