

APCM 2024

# St Luke's Church

## Annual Parochial Church Meeting 2024

### April 2024

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# Annual Meetings

## **Minutes of the Meeting of Parishioners**

### **Held at St. Luke's Church on Sunday 30th April 2023 at 11.40am**

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

#### **Apologies for absence**

Hazel B, Robert B, Mary C, Jonathan C, Brian F, Pauline F, Andrew H, Catherine M, Linda R, Peter R, Chris S and Kathleen Y.

#### **Approval of the Minutes of the meeting held on 8th May 2022**

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

#### **Matters arising**

None

#### **Election of Officers**

Terry H had come to the end of his 3-year term as churchwarden, plus an additional year to aid with continuity and his tenure had included a year as sole warden and had covered a period when Covid-19 restrictions had been in force. He had therefore decided to stand down and was warmly thanked for his faithful and diligent service. Ben H was prepared to continue and was nominated to do so (by Giles W, seconded by Marion B). Robert B was also nominated (by Terry H, seconded by Ben H) but had indicated his intention to serve for just one year in this capacity. There being no other nominations and no objections, Ben and Robert 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 23/04/23 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 Howard M (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 30th April 2023 following the Meeting of Parishioners

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

#### Apologies for absence

Hazel B, Robert B, Mary C, Jonathan C, Brian F, Pauline F, Andrew H, Catherine M, Linda R, Peter R, Chris Sand Kathleen Y.

#### Approval of the Minutes of the meeting held on 8th May 2022

Upon a proposal by Terry H (seconded by Sarah W), 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. This is the year in which they need to be elected. There were 3 lay vacancies. There were 3 nominations, being Peter B (nominated by Ben H, seconded by Mary C), Carla T (nominated by Jenny S, seconded by Sarah W) and Rod W-C (nominated by Ben H, seconded by Kit S). There being no other nominations, they were elected.

##### PCC

The 3-year terms of Emma P-W and Kit S had come to an end, although by local convention Emma could stand again this year. Peter R had been co-opted for a year and Felicity C had moved away during the year and resigned. There was one unfilled vacancy from last year making 5 in all.

There were 5 nominations, namely Richard F-J (proposed by Ben H, seconded by Giles W), Emma P-W (proposed by Ruth H, seconded by Guy W), Peter R (proposed by Peter B, seconded by Rachel W), Rachel Smith (proposed by Anthony W, seconded by Sarah H) and Sarah W (proposed by Guy W, seconded by Robert B). With no other nominations, all were elected unanimously.

##### Independent Examiner

Upon a proposal from the chair, Sally Colbourne is to continue as the independent examiner, to the unanimous approval of the meeting. (The secretary to the meeting explained the historical reason – namely a previous potential conflict of interest – why this was to be done, even though it was not a legal requirement for this meeting.)

## Reports

Giles W (treasurer) then presented the church accounts and spoke about the church finances. He again thanked Jonathan, his predecessor for all his help and support over the year. He was also grateful to Mary C and Linda R for their help. In simple terms our regular income was around £100K pa of which 97% came from regular giving and the rest from parking, rents and interest from small investments. 90% of income qualifies for gift aid.

In his slide presentation giving had increased in 2021 but levelled off last year. On the expenditure side, our Parish Share had doubled since 2019. Expense on Utilities had also greatly increased – gas heating is expensive. Tribute was paid to Peter R who had managed a remarkably small share of our budget (4%) on maintaining the fabric of the building. In summary, there had been a small but unexpected surplus last year due in part to a legacy.

For 2023 we had budgeted for an £11K deficit. We did have some reserves and great efforts were being made to cut costs. Giles was reluctant to dip into reserves and imaginative solutions were needed along with prayer to manage finances over the long term.

(Ed NB the minutes for last year had noted that last year's surplus was a bit misleading and would affect this year's figures.)

PW thanked Giles for his hard work on the finances along with Peter R and his team in relation to looking after the building.

The reports, including that on finance, were unanimously approved on bloc upon a proposal by Emma P-W, seconded by Richard F-J.

In his wider report (full text reproduced for service on 07/05/23), PW looked at an incident in the life of the early church described in Acts Ch6. It was growing rapidly but a problem had arisen over the distribution of resources, which gave rise to grumbling.

Over the past seven years, St. Luke's had seen numerical growth. PW gave examples comparing 2016 to the present:

- |                       |                     |
|-----------------------|---------------------|
| • Electoral Roll      | Now 119, was 90     |
| • Regular Worshippers | Now c.115, was c.65 |
| • Contacts list       | Now 177, was 83     |
| • Giving – received   | Now £82K, was £52K  |
| • Parish Share        | Now £72K. was £35K  |

Other growth had taken place which cannot be easily recorded statistically. There are various signs of flourishing.

Yet, like the church in Acts, some grumbling had arisen. Like in Acts, where the complaint was neither malicious nor unjustified, it caused concern to the leadership, as resources became stretched. PW gave examples of some of the “niggles” that have been voiced. In some senses, these niggles are a side effect of numerical growth and are by no means to be dismissed. For instance communication is important and difficult to get right as is a sense of “belonging” for all. The real danger is that they could start to impede the overriding ministry of the church. Standing still is not an option and we still wish to grow. As we do so, expectations rise. In a small church (up to 40), niggles can be dealt with relationally – as everyone knows each other. As we become more like medium sized church (150–250), this is no longer possible.

(At this point, PW acknowledged the huge amount of work that Terry had done within the church during his time here. He has led children's groups, read at the school (St. Johns), served on PCC, been churchwarden, organised and run the Connect prayer meeting, organised the rotas and led a Home group and short courses. A vote of thanks to him was expressed and a gift was presented to Terry and Sarah.)

As a result of the growth grumbles, changes are needed for the coming year. These are to:

1. Clarify roles
2. Develop 'deliberate' fellowship
3. Increase giving

Our structures are to be ordered to encourage growth. In a smaller community, everyone knows everything and tasks are picked up informally. This is no longer possible and we need to define roles and responsibilities, just as the church in Acts 6 had to do when Stephen became deacon.

Secondly, we need to make time to spend together in fellowship and friendship. PW gave examples of where this was already happening and could be developed. When we give time to this, the quality of relationships can deepen and develop.

The pressure on finance is inevitable and PW will be exploring bible teaching on and talking about giving in the coming weeks.

There will also be the chance to participate in the Thy Kingdom Come 24 hour prayer initiative.

PW invited questions. A practical question about flaky paint on the radiators went to the issue of creating a good first impression as people arrived at church. There was some discussion about wider issues facing the Church of England and the autonomy of local parishes. A question about operation of the Fire Truck coffee bar was raised and PW confirmed that it was run as a separate business and did not pose a financial burden upon the church. We must support Angele and make use of opportunities it provokes to engage with our local communities.

There was a short question about gardening duties.

Ben H took the opportunity at conclusion to thank Patrick and Louise for their leadership, work and devotion over the previous year.

### **Any Other Business**

None.

The meeting closed at 12.35pm.

## 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. Robert Bolton	(Churchwarden, ex officio)
Mr. Ben Harris	(Churchwarden, ex officio)
Ms. Victoria Beevers	(elected, April 2021 for 3 years)
Mr. Peter Burke	(Reader and Deanery Synod rep, ex officio)
Mr. Rod Woodward-Court	(Deanery Synod rep, ex officio)
Mrs. Rachel Smith	(elected, April 2023 for 3 years)
Ms. Christine Lodge	(elected, April 2021 for 3 years)
Ms. Emma Perona-Wright	(elected, April 2023 for 3 years – resigned mid term)
Mr. Peter Ralphs	(elected, April 2023 for 3 years)
Mrs. Sarah Wingfield	(elected, April, 2023 for 3 years)
Ms. Carla Thraves	(Deanery Synod rep, ex officio)
Mr. Giles Wadsworth	(elected, April 2022 for 3 years – elected Treasurer)

**Secretary:** Mr. Peter Burke

#### 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 2024)

## VICAR'S REPORT

I begin by reminding us of our vision and values at St Luke's. Our vision is to be 'rooted and flourishing' – rooted in Jesus Christ and flourishing under God's love. Our values are; growing and making disciples of Jesus; loving one another; local in mission; structured to grow.

To be 'rooted in Jesus Christ' means our worship and life together seeks to give glory to God through His Son Jesus Christ, whilst also building us up as followers of Jesus, to equip us to live for Him in the contexts we are placed day by day and week by week. Also, knowing the wonderful treasure that we have in Jesus, will stir in us a desire to see others come to know Jesus, and we want to take advantage of every opportunity our parish affords in this. Here our value to 'grow and make disciples of Jesus' is reflected. Living as disciples of Jesus means a deep commitment to our church community. This is part of 'loving one another' and means being present at church services and other gatherings, plus giving our time, gifts and money.

'Flourishing under God's love' reflects the desire for all those who come into contact with St Luke's – the people, building and site – will feel some sense of the love of God. To this end, we seek to draw people to us that they might experience flourishing, and prayerfully from this seek to issue an invitation to discover Jesus. This has been referenced as making St Luke's a 'hub' for our community, and displays one element of being 'local in mission.' In this, there is a particular desire for drawing those who are lonely, sick, anxious or in need. After all, St Luke was the evangelist and physician, and our church is located opposite the hospital. It might be said we want St Luke's to be a 'haven' for those who need healing.

The final value of 'structured to grow' reflects the intention to organise and plan to facilitate growth. Structures must only ever serve and support what we see God doing and believe He is calling us to.

One significant outworking of our vision over the last year has been the FireTruck Project on the church site. It was something I was passionate about for raising income to support ministry across the parish, and also be an actual outworking of bringing flourishing to our church site. The obvious reality is that it did not achieve the first element, and so had to be paused. The Hall Trustees, as owners of the business, have made the decision to sell the assets and wind the business down. I believe this is absolutely the right decision, especially given the duties and scope of the Hall Charity. At the same time, I also want to hold out a reminder of how the FireTruck itself did actively support our vision, in a way that was new and bold, beyond other things we do as a church. It brought people onto the site, it opened up conversations with the community, it drew people into the building to pray and also to attend services, it raised our profile across the parish. My personal hope is that whilst acknowledging how one aspect did not succeed, we do not fail to see God's grace at work, and remain encouraged and confident to pursue adventurous projects in the future.

One element of God's grace over the last year has been the emergence of 2<sup>nd</sup> Saturday. Each month our teenagers have met for fellowship, teaching and worship. Stephen Skett and Kyle Hobbs have wonderfully supported me in this, and we have seen up to 12 come along. The core are our regular church teenagers, but we have also seen others begin to attend. Many appreciated the ministry of our teenagers at the Maundy Thursday service.

God's grace can be seen too in Alice Pinney's arrival as our Ministry Assistant. In the space of a couple of weeks, I personally went from fretting over the future of support for our ongoing ministry, particular to younger ages, to rejoicing over the appointment of someone with gifts and experience beyond those I thought the post would attract. It is really exciting to have Alice joining us here at St Luke's.

God's grace is evident in the development of our Growth Groups. 3 meet fortnightly, in addition to the weekly term time Women's Bible Study. I estimate we have around 50 people now choosing to meet midweek to study the Bible and pray for each other – to actively seek to grow as disciples.

God's grace is apparent in financial provision. Giles' Treasurer's report gives more detail here, however, the turnaround over the year is remarkable. Within this is the grace of external financial support from grant funding. At the time of writing, I'm not yet able to see how God will graciously use the appearance of dry rot and obstacles to the development of the dais – but I am sure He will.

God's grace sustains the love, support and service across our community. For me, I see this at our midweek Communion service, and knowing the huge work Marion puts in with Pastoral Care, and the network of visiting that takes place. It is also there in the growing relationships at our Toddlers group. This is slowly increasing in number, feels like a real support network, and we have begun to see presence from our Toddlers at services. This grace also underpins the ad hoc prayer networks and practical unseen service. Note should be made of Jonathan Chestney, Peter Ralphs, Stephen End and Howard Marshall in that respect. All regularly to be found beavering away in the church building covering AV and technical support, carpentry or repairs, and preparation for services.

God's irresistible grace also continually calls people to himself, summoning them to hear and receive the good news of Jesus, and worship together in the community of the church. Our culture offers so many enticements and entertainment – it makes it remarkable to think why people would choose to seek out a church event, or commit to one another in the way many do at St Luke's. Louise will testify that sometimes I pose the question whether many people will come to a particular event or service. Yet, as particular highlights over the year, God drew many to our Community Carols, Crib service, Lent Prayers, Holy Week services and Easter Day celebration.

Points over the last year have been hard. Yet God's grace sustains and also gives us hope. When things do not go according to plan, it is our roots in Jesus Christ that draw us back upon the grace of God. These roots also give cause to press on, because we know the grace of God will deliver His plans in the future. We also then see the flourishing God brings, not by human intentions or will, but by His grace.

As at the time of writing we are about to enter a series in Ephesians 6 on the armour of God, let me end with Paul's prayer from earlier in the letter.

*<sup>14</sup> For this reason I kneel before the Father, <sup>15</sup> from whom his whole family in heaven and on earth derives its name. <sup>16</sup> I pray that out of his glorious riches he may strengthen you with power through his Spirit in your inner being, <sup>17</sup> so that Christ may dwell in your hearts through faith. And I pray that you, being rooted and established in love, <sup>18</sup> may have power, together with all the saints, to grasp how wide and long and high and deep is the love of Christ, <sup>19</sup> and to know this love that surpasses knowledge—that you may be filled to the measure of all the fullness of God.*

*<sup>20</sup> Now to him who is able to do immeasurably more than all we ask or imagine, according to his power that is at work within us, <sup>21</sup> to him be glory in the church and in Christ Jesus throughout all generations, for ever and ever! Amen.*

(Ephesians 3.14-21)

God bless,

Patrick



## **ST LUKE'S CHURCHWARDENS' REPORT**

### **BEN H & ROBERT B CHURCHWARDENS**

It is very encouraging that St Luke's Church continues to grow numerically and spiritually as we buck the trend of national decline. We are now by size of weekly attendance in the top 20% of CofE parishes. Our 8am and midweek communion services continue to flourish. The 10am provides for all ages and stages marking the key aspects of the church calendar and national life. We have continued to evolve the outdoor elements of selected services, such as Remembrance Sunday and Easter, as we seek to witness and draw in our local community. We are not complacent but motivated and heartened to continue to spread the good news of the Bible.

We embarked on two firsts over the Christmas build-up. Following Footsteps and local deliveries of invitations there was a most joyous Community Carol service, with a choir from St John's Primary School as the centrepiece. There was a good turnout from the local community and parents, with the opportunity for their children to see the donkey parade down the aisle as well as get a ride outside on the grass. Secondly the crib service on Christmas Eve was reinstated. Under the shadow of a gigantic star, the crib decked with glowing, contemporary lights, this highly participative service, attracted over 40 adults as well as a wide range of children. Thanks to everyone, especially St John's for their participation at this busy period.

Our church building has been ably looked after by Peter R and a series of restorations and improvements undertaken, within the financial constraints. Frustratingly our plan to increase the size of the dais has been hampered by approval issues and most recently the discovery of dry rot by the St John's Chapel. The intention is to start work in the autumn of 2024, to give the music group the performance space they deserve. Our Quinquennial has recently been conducted and is being assessed. Thank you, Peter.

The funeral service of Felicity Rhodes, a long-standing and dear member of our Church, brought together current and former members of the congregation in a most memorable service. The talk referenced key moments where Felicity felt 'the special warmth of the Lord during the St Luke's sermon', which was truly inspirational for us all to hear. She will be greatly missed.

The variety and scale of services and activities that take place in St Luke's is only possible thanks to the enormous generosity of time and commitment by so many of you who volunteer. We want to mention retired clergy, Peter B our licensed Reader, lay preachers (from the congregation), readers and those leading prayers, musicians, AV, coffee rota, clock winders, welcomers, flower bunch, mowers, volunteer cleaners and the PCC. There is a constant requirement for more volunteers! We said farewell and thanks to Hannah from YFC whose focus has been to start Tinies & Toddlers on Tuesday mornings and lead our youth group, as well as St John's lunchtime Christian session for pupils. We have welcomed back Kyle H to the role of coordinating youth.

All of our efforts must be grounded in prayer. Our monthly Connect prayer meeting has continued to grow. Our thanks to Terry & Sarah H, who have now handed over the leadership to John M. We encourage everyone to try to support our prayer life together.

We thank Patrick for all his leadership, hard work and selflessness in serving St Luke's. In addition our special appreciation for everything Louise and Evie, Noah and Lettie do in supporting and helping out. We end the year feeling blessed in so many ways and with a sense of Christian optimism as we strive to discern and do God's will in our parish.

## **PASTORAL CARE**

### **MARION B PASTORAL COORDINATOR**

My role continues to be quite busy, coordinating support for those in particular need and their families, supporting those who visit others, and keeping in touch with those no longer able to worship with us in church.

This year we have started having a Pastoral meeting every couple of months attended by Patrick and the wardens, myself, Ernie Hall and Pete Burke, and more recently Andy Hall, to raise awareness of individual situations, upcoming events and to pray through our contact list.

#### **Training**

In the autumn I completed the Anna Chaplaincy training course with Gill Ford, Anna Chaplaincy Coordinator for Cheltenham and Bishops Cleeve, to learn more about spiritual care for older people. I have also attended a Count Everyone In workshop, which was about promoting inclusion in church life for those with learning disabilities.

#### **Other Activities**

St Luke's again contributed to the Christmas and Easter craft projects for Anna Chaplaincy. We produced Christmas stockings and knitted crosses for delivery to local care homes for both residents and staff. We also delivered some (along with cards and chocolate treats!) to our older members who are no longer able to worship with us.

I also arranged a Christmas social and have continued with the monthly refreshments after the midweek service.

#### **Break**

I will be taking a couple of months' break from my pastoral role in May and June this year. This will be about halfway through my term. My letter of authorisation from the Diocese as a pastoral assistant is valid for five years.

Ernie Hall, Andy Hall and Patrick will be available for any pastoral concerns as usual during that time.

I remain very grateful to those who visit and keep in touch with others, as well as those who support me, especially Sarah Howard for keeping the prayer requests up to date, Patrick for his support and advice, and many others for their prayers and practical help.

## **MISSION PARTNERS**

### **RACHEL S MISSIONS COORDINATOR**

This year we continued to support seven mission partners: A Rocha, WorldShare, Liz Williams at Wycliffe Bible Translators, Mike and Barbara Workman at Operation Mobilisation, Gloucestershire Youth for Christ, Cheltenham YMCA, and The Rock.

We have tried to raise awareness of our mission partners and the work that each of them do locally, nationally and internationally within the church community.

- During summer 2023 we gave two presentations during the 10am service, giving information about each partner.
- Prayers for mission partners are included in the Prayer Newsletter most weeks, focusing on one specific organisation each month. Those leading intercessions in services are encouraged to include these prayers.
- In February 2024 we enjoyed talks at both Sunday services from Andy Macauley at The Rock, Mike and Barbara Workman, and Dave Kinghorn at Cheltenham YMCA.

Thanks to those who support the Parish Giving Scheme our mission partners received an equal share of £9,300 from 2022 giving and £14,000 from 2023.

## **ELECTORAL ROLL**

### **CATHERINE MARTIN 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 five names were removed for reasons of death or notice of leaving St Luke's, but applications for membership have been received from an additional eight regular attenders, so there is a net increase of three on the roll. The number on the roll is therefore now 122 compared with 119 in 2023.

A full review of the Electoral Roll, which is carried out every six years, is due next year, 2025, the last full review having been conducted in 2019.

## **SAFEGUARDING**

### **CATHERINE M PARISH SAFEGUARDING OFFICER**

While the Church of England as a whole remains a focus of scrutiny for its Safeguarding practices, and changes to the way it operates these more independently may be made in future to ensure they are fully effective and appropriate, at St Luke's we continue to follow the Gloucester Diocese guidance in these matters, and have confidence that the measures we have in place protect the children and vulnerable adults of our congregation as best we can.

This means that all those who are in roles with a responsibility for children and vulnerable adults require a DBS (Disclosure and Barring Service) certificate, and undertake CofE Safeguarding training, most of which is done online. As things stand, all in these roles at St Luke's are fully compliant, but there will be more to be done in the coming year, as we appoint new members to the PCC, and with the requirement for renewal of DBS certificates and Safeguarding training every three years, there will be some in existing roles to whom that will apply.

Last year we adopted the Parish Safeguarding Dashboard as recommended by the Diocese Safeguarding team, and by working through the actions we have to record on this, we have moved up to a score of 91% compliance, with only a small number of actions, mostly associated with role descriptions for those involved in children's and young people's groups, still to be completed. The status and outstanding actions are reported to the PCC for each of their meetings. The PCC also conducts an annual review of the church's Safeguarding Policy, which 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 posted on the noticeboard at the back of the church, but the first points of contact in such cases are Revd. Patrick Wheaton, or Catherine Martin as the Parish Safeguarding Officer.

As ever, Safeguarding should and does remain at the centre of our faith, in our practice, in our worship, in our praying, and in our believing.

## **FLOWER BUNCH**

### **CATHERINE B**

We now have twelve members of the Flower Bunch who have worked very hard throughout the last year to make the church look beautiful with flower arrangements. We have just welcomed a new member, Gwynne Tucker-Brown. Sylvia Lauder's help with the major festivals of Easter, Harvest and Christmas is much appreciated. Catherine Martin organizes the dates of donations for flowers in memory of loved ones which makes a very good contribution towards the cost of flowers.

## **REVIEW OF FINANCIAL ACTIVITIES AND AFFAIRS**

### **GILES W PCC 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 2023, noting any significant items and trends.

#### **Income**

- Regular giving and donations: Our upward trend in giving from 2022 continued in 2023 and we ended the year ahead of budget and up by +19% on 2022. This was a huge achievement and we give glory to God.
- Tax reclaimed under Gift Aid: 90% of our giving is now tax-efficient, leading to a tax reclaim of £23,000 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 increased by 111% to £11,300 in 2023. This increase reflects the collection of unpaid parking debt from 2022 and the pitch fee for the coffee van. Given the rise in interest rates, we have also benefited from extra dividend income.
- Legacies: These are unbudgeted but very welcome and we received legacies totalling £1,000 in 2023.
- Appeals: In the past we have made appeals against specific projects or for targeted support (such as Ukraine in 2022). This year we appealed for an increase in regular planned giving by the congregation to meet our budget deficit and the cost of repairing the south window. We also appealed for donations towards the salary for a Ministry Assistant in 2024. Both appeals were supported positively by our congregations.

#### **Expenditure**

- Parish Share: The PCC paid a Parish Share to the Diocese of £72,036 in 2023, an increase of 3.5% on 2022. This now meets the full cost for our one member of staff. This is by far our largest expense.
- Running costs: Cost of services/premises increased by 12% in 2023 to £20,700 and our significant window repair meant that our major repairs bill was £17,882. We are anticipating further major repairs in 2024.
- Mission giving and charitable contributions: £13,800 was set aside for our mission partners from 2023 funds, an increase on budget to reflect our increased giving income. This is currently held in a restricted fund awaiting allocation.

#### **Summary**

In the budget for 2023 we anticipated a deficit of -£24,000 for the year. In the end, largely due to the response of our congregations to the appeal in May, we made an operating surplus of £8,274. We very much recognise God's gracious provision to us in helping us to reverse our deficit this year given all the pressures that are being faced by the congregation and by the increased cost of living. Praise God! Funds are in hand to pay for our Ministry Assistant, who starts in April 2024, and we are still able to maintain a healthy reserve.

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. Next year (2024) we are running a break-even budget but we have recently been made aware of some significant extra repair work that needs urgent attention. We are also hoping to convert the south gallery into an office.

This has been a rollercoaster of a year. We anticipated huge heating bills but we wrapped up warmly and switched provider to the diocese scheme and those bills never materialised. Our congregations responded positively to our appeal and we were able to pay all of our costs with some to spare. We are stepping out in faith to provide for a second member of staff. All this points to God's blessing on the ministry at St Luke's. I am indebted to Linda for helping with Gift Aid, to Robert for managing the parking and to Jonathan for his continued support and guidance.

Giles Wadsworth

PCC Treasurer

## Historical Finance Data for reference

	2019	2020	2021	2022	2023	2024B
Giving Income GA	60578	59200	72556	73371	87576	85500
Tax recovered	15169	11960	16935	18626	23058	20000
Giving Non GA	504	300	650	4275	3830	2600
Sundry gifts	5135	5000	8195	5222	5166	3000
Legacies	10000	0	4000	5000	1000	0
Appeals / Grants	0	0	3830	4365	6003	0
Misc	1366	1250	406	544	0	0
Income from assets	3894	3850	6540	5370	11311	8200
<b>Total Income</b>	<b>96647</b>	<b>90560</b>	<b>114611</b>	<b>116773</b>	<b>137944</b>	<b>119300</b>
Clergy costs	36537	56000	66420	70074	72618	73036
Cost of services / premises	13138	16600	14237	18550	20746	20100
Major repairs & redecoration	2228	3500	2315	4549	17882	9500
Admin	4708	3950	2818	3746	3883	3900
Misc	1216	1400	2182	2311	741	850
Mission giving (or held for)	8650	9050	8100	14804	13800	11900
<b>Total Expenditure</b>	<b>66477</b>	<b>90500</b>	<b>96073</b>	<b>114034</b>	<b>129669</b>	<b>119286</b>
Surplus / deficit	30169	60	18538	2739	8274	14

### Balances held on deposit

<i>Unrestricted funds</i>	<i>92746</i>	<i>91584</i>	<i>99858</i>
Restricted funds	27791	28662	33605
Held for mission giving	8100	14866	14056

<b>Total</b>	<b>128637</b>	<b>135112</b>	<b>147519</b>
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## **DEANERY SYNOD**

**PETER B**

**DEANERY SYNOD REP**

There were three meetings of the Deanery Synod in 2023.

In addition to regular updates from Diocesan Synod and continuing discussions about Parish Share, there were presentations about a number of different subjects. These included items about:

- Living in Love and Faith and the encouragement for parishes to discuss this sensitive topic. Feedback from the General Synod meeting this year on this and other subjects (including Safeguarding) was not uplifting.
- The Deanery Strategic Plan – an ongoing subject developing the work from 2022. It might be fair to say that efforts are being made to develop strategic thinking. The small-group approach avoids some of the more eccentric thinking that is sometimes to be found in Deanery Synod! The 2022 action plan has been developed and fleshed out as anticipated. Andy McCauley is now the Youth Coordinator and adds expertise from across the town and traditions within it. The hope is for churches to flourish and innovate and develop some principles against which future recruitment may be measured.
- Poverty in Cheltenham.
- The new formula for Parish Share is being developed and the Diocese will be seeking an overall increase of 7% for 2024.

The composition and leadership of the synod did change this year after the 3-yearly election of new members. Revd. Gary Grady stood down as Area Dean to be replaced by Revd. Andrew Blyth.

Despite its usual existential ruminations (exactly what is a Deanery for?) the quality of discussion was good and the leadership change bodes well in a disparate Deanery. Across the Deanery, there is now a general acceptance that mission is our priority.

## **Parochial Church Council**



## **Annual Report 2023**

### **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 amended) as "to co-operate with the minister in promoting in the parish the whole mission of the Church, pastoral, evangelistic, social and ecumenical". Inter alia, it is also to consider and discuss matters concerning the Church of England

The PCC met seven times during the year including an extraordinary meeting in June 2023. There were no extraordinary meetings (EGM). The standing committee met informally. 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 and in addition to the usual financial, structural (to the building), ministerial, safeguarding updates and development issues, there were a number of items for discussion including:

- ✚ The Safeguarding dashboard was introduced and updated. Safe recruitment is included in its remit and the action plan it generated was approved.
- ✚ Work to move the war memorial and continue internal development around the front of church and dais was approved. Some of the approved work was thwarted by the DAC. The pulpit cannot be permanently moved.
- ✚ A working document entitled St. Luke's Vision 2023–2025 following the 2022 away day was prepared and regularly updated.
- ✚ Mission giving/Mission partners were discussed and updated despite departure of Felicity C.
- ✚ Hannah's developing role and training. The provision for teaching young people and other matters after expiry of her contract were discussed.
- ✚ Living in Love and Faith – updates on national picture, discussions of issues in church meetings and stance to be taken by minister and PCC.
- ✚ Despite being under the financial control of the Hall Trust, the Fire Truck coffee business was discussed in relation to mission opportunities it provided. Its financial difficulties were considered and various possible operating structures outlined.
- ✚ Report from the Pastoral Coordinator were received.
- ✚ The establishment, function and financing of a Ministry Assistant was discussed. The post was advertised and candidates sought.

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

I have received excellent support from Robert and Ben (churchwardens) and Patrick (minister) where my own records and recollections have been inadequate. With thanks too for all those who have provided reports and information.

Peter Burke  
PCC Secretary (March 2024)



## **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, Ben H and Robert B (who succeeded Terry H in May) and nominees of the PCC: Lisa C (Chair) and Simon B (Treasurer) and Margaret B.
- Mary C provided secretarial support to the trustees until the September meeting.

The trustees are very grateful to our dedicated part-time staff, Sylvia L the Bookings Manager and Lesley T the Facilities Manager.

Income was £88,258 – up from £71,409 in 2022. Income from room lettings (£55K) and parking charges (£14K) was similar to 2022. Exceptional income was (a) a grant of £10K from the Gloucester Diocese LIFE Development Fund to complete the purchase of the Fire Truck Espresso company, and (b) a generous donation of £6.6K from Margaret B to fund the installation of batteries to complement the solar panels which were installed in 2021.

Total expenditure was £69,881 – up from £58,172 in 2022.

- The trustees made grants totalling £17.6K. These included £12K to the PCC to fund an arrangement with Youth for Christ Gloucestershire for a youth worker and £4.7K to Saint John's Primary School to fund developmental projects, including support for music in the school.
- The Hall's energy cost £9.1K – up from £5.1K in 2022 but a reduction is expected in 2024. An exceptional outlay in 2023 was £7k for work on the drains that had been a problem for several months in 2022.

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 Hall website has a page (<http://www.stlukes-hall.org.uk/hall-users/>) that lists the many activities that go on there.

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

Registered Charity Number: 1184357

**STATEMENT OF FINANCIAL ACTIVITIES**  
**For the year ended 31 December 2023**

	Note	Un- Restricted Funds £	Restricted Funds £	Total Funds 2023 £	Total Funds 2022 £
<b>INCOMING RESOURCES</b>					
Donations and other similar incoming resources	2a, 2b	128,623	20,552	149,175	120,927
<b>Incoming resources from operating activities</b>					
Income from events and activities	2c	1,112	-	1,112	2,835
Investment income	2d	10,199	-	10,199	4,111
Transfer between Unrestricted and Restricted Funds				-	-
<b>TOTAL INCOMING RESOURCES</b>		<b>139,934</b>	<b>20,552</b>	<b>160,486</b>	<b>127,873</b>
<b>RESOURCES EXPENDED</b>					
<b>Charitable expenditure</b>					
Costs in furtherance of charitable objects	3a, 3b	132,469	15,609	148,078	127,842
Management and administration	3c	-	-	-	-
Transfer between Unrestricted and Restricted Funds				-	-
<b>TOTAL RESOURCES EXPENDED</b>		<b>132,469</b>	<b>15,609</b>	<b>148,078</b>	<b>127,842</b>
<b>NET INCOMING/OUTGOING RESOURCES</b>		<b>7,464</b>	<b>4,943</b>	<b>12,408</b>	<b>31</b>
Total funds brought forward		106,450	28,662	135,112	135,081
Total funds carried forward		<b>113,914</b>	<b>33,605</b>	<b>147,519</b>	<b>135,112</b>

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

Registered Charity Number: 1184357

**BALANCE SHEET AT 31 DECEMBER 2023**

	Note	£	2023 £	2022 £
<b>Current Assets</b>				
Stock of Traidcraft Goods		-	-	-
Debtors	4	-	-	800
Cash in hand and at NatWest Bank		58,312		85,202
Short-term deposits (Central Board of Finance)		89,508		49,508
		<u>147,819</u>		<u>135,510</u>
<b>Creditors</b>				
	5			
<i>Amounts falling due within one year</i>		300		398
<b>Net Current Assets</b>			<b>147,519</b>	<b>135,112</b>
<b>Total assets less current liabilities</b>			<b><u>147,519</u></b>	<b><u>135,112</u></b>

**FUNDS**

Unrestricted (General Fund)	6	113,914	106,450
Restricted Funds	7	33,605	28,662
		<u>147,519</u>	<u>135,112</u>

Approved by the PCC at its meeting on **18<sup>th</sup> March 2024** and signed on its behalf by

Revd Patrick Wheaton (Chairman)



Mr Giles Wadsworth (Member)

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

## **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 2023**

#### **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 2023

### **2 INCOMING RESOURCES**

		2023		2022	
		£	£	£	£
		Unrestricted	Restricted	Unrestricted	Restricted
<b>2a, 2b</b>	<b>Voluntary receipts</b>				
	Planned Giving	79,571	-	71,181	
	Collections at Services	11,835	-	3,524	
	Donations	5,166	8,600	8,216	2,500
	Special Appeals	1,990	-	3,830	
	Gift Aid	23,058	-	16,935	
	Legacies	1,000	-	4,000	
	Grants	6,003	11,952		10,740
<b>2c</b>	<b>Activities for Generating Funds</b>				
	Fundraising	-	-		
<b>2d</b>	<b>Investment income</b>				
	Dividends & Interest	3,322	-	86	
	Rent from Land & Buildings	6,877	-	4,026	
<b>2e</b>	<b>Church Activities</b>				
	Fees retained by PCC	1,112	-	2,429	
	Trading	-	-	406	
	<b>SUB-TOTAL of all receipts above:</b>	<b>139,934</b>	<b>20,552</b>	<b>114,633</b>	<b>13,240</b>
	Other Receipts not already listed	-	-	-	-
	<b>TOTAL INCOMING RESOURCES</b>	<b>139,934</b>	<b>20,552</b>	<b>114,633</b>	<b>13,240</b>

**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 2023

3 COSTS IN FURTHERANCE OF CHARITABLE C	2023		2022	
	£		£	
	Unrestricted	Restricted	Unrestricted	Restricted
<b>Costs of generating funds</b>				
Costs of fundraising activities	-	-	-	
<b>Church Activities</b>				
Mission giving and donations	16,600	-	22	
Diocesan parish share contribution	72,036	-	65,000	
Salaries, wages and honararia	-	11,230	300	
Clergy and staff expenses	582	221	1,420	
<b>Church expenses</b>				
Mission and evangelism costs	1,174	236	1,302	
Church running expenses	7,579	34	7,206	
Church utility bills	16,176	-	10,436	
Costs of trading	441	-	-	
<b>Major capital expenditure</b>				
Major repairs to the church building	17,882	-	2,315	
Major repairs/redecoration (other property)	-	-	-	
New building work	-	3,888		39,841
<b>SUB-TOTAL of all expenditure payments items</b>	<b>132,469</b>	<b>15,609</b>	<b>88,001</b>	<b>39,841</b>
Other payments not already listed	-	-	-	-
<b>TOTAL RESOURCES EXPENDED</b>	<b>132,469</b>	<b>15,609</b>	<b>88,001</b>	<b>39,841</b>

**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 2023**

	2023 £	2022 £
<b>4 Debtors</b>		
Income tax recoverable	-	800
Prepayments and accrued income	-	-
	<u>-</u>	<u>800</u>
<b>5 Creditors: Amounts falling due within one year</b>		
Accruals	<u>300</u>	<u>398</u>
<b>6 Unrestricted Funds</b>		
General Fund	99,858	48,662
Designated Funds	<u>14,056</u>	<u>57,788</u>
	<u><b>113,914</b></u>	<u><b>106,450</b></u>
See analysis for further information about designated funds.		
Thank you	-	42,922
Held for Charities		5,466
Mission giving	<u>14,056</u>	<u>9,400</u>
Balance at 31 December	<u><b>14,056</b></u>	<u><b>57,788</b></u>
<b>7 Restricted Funds</b>		
Balance at 1 January	28,662	27,791
Incoming	20,552	4,160
Outgoing	<u>- 15,609</u>	<u>- 3,289</u>
Balance at 31 December	<u><b>33,605</b></u>	<u><b>28,662</b></u>
See analysis for further information about the restricted fund.		
Youth and children's work	1,474	1,111
Special projects	21,149	25,037
Toddlers	<u>2,382</u>	<u>2,514</u>
	<u><b>25,005</b></u>	<u><b>28,662</b></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.

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

**NOTES TO THE FINANCIAL STATEMENTS (Continued)**

**For the year ended 31 December 2023**

**10 Movement in funds**

Net movement in funds are as follows

	Incoming Resources £	Resources expended £	Transfer between funds £	Movement in funds £
<b>Unrestricted funds</b>				
General fund	137944	115869	29122	51196
	137944	115869	29122	51196
<b>Designated funds</b>				
Thank you			-42922	-42922
Held for Charities	1990	7456		-5466
Mission giving		9144	13800	4656
	1990	16600	-29122	-43732
<b>Restricted funds</b>				
Youth and children's work	11952	11589		363
Special projects	8600	3888		4712
Toddlers		132		-132
	20552	15609	0	4943
	<b>160486</b>	<b>148078</b>	<b>0</b>	<b>12408</b>



Independent Examiner's Report on the Accounts

<b>Report to the trustees/ members of</b>	Parochial Church Council of Saint Luke and Saint John Cheltenham	
<b>On accounts for the year ended</b>	31/12/2023	<b>Charity no (if any)</b> 1184357
<b>Set out on pages</b>	1 to 8	
	I report to the trustees on my examination of the accounts of the above charity ("the Trust") for the year ended 31/12/2023.	
<b>Responsibilities and basis of report</b>	<p>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").</p> <p>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.</p>	
<b>Independent examiner's statement</b>	<p>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:</p> <ul style="list-style-type: none"> <li>- the accounting records were not kept in accordance with section 130 of the Charities Act; or</li> <li>- the accounts did not accord with the accounting records; or</li> <li>- 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.</li> </ul> <p>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.</p>	
<b>Signed:</b>	<i>SE Colbourne</i>	
<b>Name:</b>	Sally Colbourne	
	<b>Date:</b>	12/3/2024

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

### Annual Report by the Trustees for 2023

#### Legal and Administrative Information

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

<b>Name of Charity:</b>	The St Luke & St John Ecclesiastical Charity
<b>Registered No:</b>	1078441
<b>Registration Date:</b>	2 December 1999
<b>Governing Document:</b>	Charity Commission Scheme CD(TI)101,673 sealed 29 March 1994 – as amended on 10 Dec 2021 as amended on 1 Dec 2023.
<b>HMRC ref (Gift Aid):</b>	ZD10194 charitable company
<b>HMRC ref (UTR):</b>	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.

<b>Managing Trustees:</b>	Ex-officio	The Revd Patrick Wheaton
	Ex-officio	Ben Harris, Terry Howard (until May 2023) and Robert Bolton (from May 2023) 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 (until September 2023)

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

**e-mail:** [info@stlukes-hall.org.uk](mailto:info@stlukes-hall.org.uk)

**Website:** [www.stlukes-hall.org.uk](http://www.stlukes-hall.org.uk)

## **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; Lisa Campbell continued as chairman. Robert Bolton returned as an ex-officio trustee, replacing Terry Howard.

On 1 December 2023 the Charity Commissioners formalised an amendment to the governing document made in December 2021 to increase the number of nominated trustees to three.

Grants were made to St Luke's PCC to continue 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 their use of The Rock facility, their participation in the Archbishops' Young Leader Award and to support music in the school in various ways.

A grant was received from the Diocese LIFE Development Fund to complete the purchase of the FireTruck Espresso which was operated as a Charitable Trading Subsidiary until September, when its operations were suspended. The suspension will be reviewed in 2024. Mr Simon Costa resigned as a director in November. The subsidiary reported a loss of £4K on the year.

The persistent problems with the drains that had cost £3,451 in 2022 were eventually put right in January 2023 at a cost of a further £7,010. The contractor gave a discount in respect of the earlier payments.

The trustees continued to explore options for reducing the carbon footprint of the hall building. Thanks to a significant donation from Margaret Bristol, a project was launched for January 2024 to install 10 kWh batteries to complement the solar panels.

In response to a request from the Cheltenham Local History Society, the trustees committed to install a defibrillator accessible to Hall users and the local community. This project was adopted by the Public Hearts Cheltenham Defibrillator Campaign who installed one in November at minimal cost to the trustees.

Parking charges were increased in May. Hire charges were increased from September. The increase reflected to some extent the rise in inflation over the period 2021-2022.

### **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: £24,105; AA Groups: £3,080; Royal Scottish Country Dance Society: £2,286; Oficina da Capoeira, England: £1,749; Parkinson's Table Tennis: £1,492; Diabetic Courses: £1,456; Performance Workshop: £1,361; AT Soccercamps: £1,272; Cheltenham Senior Citizens Welfare Committee: £1,232; Trish Tenn Fitness: £1,146.

**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 2023 were **£35,586**. This approximates to **10** 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 31<sup>st</sup> December 2023**

**Registered Charity Number 1078441**

# St Luke & St John Ecclesiastical Charity

## Statement of Financial Activities

For the Year Ended 31<sup>st</sup> December 2023

	General Fund	Property Fund	Endowment Fund	Total 2023	Total 2022
	£	£	£	£	£
<b>Income and Expenditure</b>					
<b>Incoming Resources</b>					
Regular Lettings	55,248	0	0	55,248	55,380
Parking Rents	14,525	0	0	14,525	14,096
CBF Interest & Dividend	1,135	0	0	1,135	894
Miscellaneous	10		0	10	0
Solar Export	1,007			1,007	0
Donations	16,603	0	0	16,603	1,039
<b>Total Incoming Resources</b>	<b>88,528</b>	<b>0</b>	<b>0</b>	<b>88,528</b>	<b>71,409</b>
<b>Resources Expended</b>					
Charitable grants	17,644	0	0	17,644	11,360
Water, Heating & Lighting	11,310	0	0	11,310	5,806
Telephone & Internet	446	0	0	446	447
Insurance	1,715	0	0	1,715	1,643
Cleaner	7,606	0	0	7,606	8,429
Projects & Improvements	10,058	0	0	10,058	10,937
Furniture & Equipment	0	0	0	0	0
Maintenance	5,278	0	0	5,278	5,193
Coordinator Pay	13,498			13,498	12,686
Administration	2,326	0	0	2,326	1,671
Provision for Doubtful Debt	0	0	0	0	0
<b>Total Resources Expended</b>	<b>69,881</b>	<b>0</b>	<b>0</b>	<b>69,881</b>	<b>58,172</b>
<b>Net Incoming Resources</b>	<b>18,647</b>	<b>0</b>	<b>0</b>	<b>18,647</b>	<b>13,237</b>
<i>Gains on Investment Assets</i>					
Realised	0	0	0	0	0
Unrealised	0	0	1,347	1,347	-1,911
<b>Net Movement in Funds</b>	<b>18,647</b>	<b>0</b>	<b>1,347</b>	<b>19,994</b>	<b>11,326</b>
 Fund Balances Brought Forward at the Start of the Year	 101,889	 155,050	 14,321	 271,260	 259,934
 <b>Fund Balances Carried Forward at the End of the Year</b>	 <b>120,536</b>	 <b>155,050</b>	 <b>15,668</b>	 <b>291,254</b>	 <b>271,260</b>

The notes on page 3 form part of these accounts.


# St Luke & St John Ecclesiastical Charity

## Balance Sheet as at 31<sup>st</sup> December 2023


	General Fund £	Property Fund £	Endowment Fund £	Total 2023 £	Total 2022 £
<b>Fixed Assets</b>					
Freehold Property (note 2)	54,950	155,050	0	210,000	210,000
<b>Current Assets</b>					
CBF Deposit Fund	27,532	0	0	27,532	21,397
CBF Investment Fund		0	15,668	15,668	14,321
Cash at Bank	8,072	0	0	8,072	4,363
Cash & Stamps in Hand	91	0	0	91	94
Debtors and Prepayments	1	0	0	1	1,458
Investment in Trading Subsidiary	30,000			30,000	30,000
	65,696	0	15,668	81,364	71,633
<b>Liabilities Due Within One Year</b>					
Creditors & Accruals	110	0	0	110	373
Security Deposits	0			0	0
Promissory Note re Trading Subsidiary	0			0	10,000
	110	0	0	110	10,373
<b>Net Current Assets</b>	65,586	0	15,668	81,254	61,260
<b>Total Assets Less Current Liabilities</b>	120,536	155,050	15,668	291,254	271,260
<b>Net Assets</b>	120,536	155,050	15,668	291,254	271,260
<b>Funds</b>					
General Fund	120,536			120,536	101,889
Property Fund (note 2)		155,050		155,050	155,050
Endowment Fund			15,668	15,668	14,321
	120,536	155,050	15,668	291,254	271,260

The notes on page 3 form part of these accounts.

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

Trustee: 

Date: 07/04/24.

Trustee:   
Date: 7/4/2024

## **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 11<sup>th</sup> 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 31<sup>st</sup> December 2023, which comprise the Statement of Financial Activities, the Balance Sheet, and the related notes as set out on pages 1 to 4, 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: 9 April 2024