

**ST LUKE'S PARISH CHURCH
SHEPHERD'S BUSH
London W12**

Registered Charity 1193722

**Annual Report
and
Financial Statements
of the Trustees**

**for the Year Ended
31st December 2021**



**The Parochial Church Council of
St Luke's Parish Church, Shepherd's Bush**

**ANNUAL REPORT
FOR THE YEAR ENDED 31st DECEMBER 2021**

REFERENCE AND ADMINISTRATIVE INFORMATION

St Luke's Parish Church is located on Uxbridge Road in Shepherd's Bush, in the London Borough of Hammersmith & Fulham. It is part of the Kensington Episcopal Area in the Church of England Diocese of London. The address of the church is: St Luke's Vicarage, 450 Uxbridge Road, Shepherd's Bush, London W12 0NS.

Governance and Management - Parochial Church Council (PCC)

The Parochial Church Council is a corporate body established by the Church of England under the PCC (Powers) Measure, 1956. This measure, together with the Church Representation Rules of the Church of England (2020 edition), define the constitution of the PCC. The PCC is registered with the Charity Commission for England and Wales with Charity Number 1193722.

Members of the PCC are either ex officio, or elected by the Annual Parochial Church Meeting (APCM) in accordance with the Church Representation Rules. The PCC members who have served from the 1st January 2021 until the date of approval of this report were:

Ex-Officio Members:

Incumbent:	Revd Richard Bastable
Assistant Curate:	Revd William Hamilton-Box
Churchwardens:	Dr Sonia Dore ¹ ; Jane Peters ² ; Joyce Wade
Deanery Synod:	Cynthia Harewood; Roy Swaby ¹

Elected Members:

Louise Alexis-Barrett
Dr Sonia Dore (Lay Vice-chair) ²
Jodie Dore (Electoral Roll Officer)
Linda Moll (PCC Secretary) ³
Jane Peters ¹
Dylan Redding (Treasurer) ²

Co-opted Member:

Dylan Redding (Treasurer) ¹

¹ Until 2021 APCM on 30/05/21

² From 2020 APCM on 30/05/21

³ Resigned February 2021

The method of appointment of PCC members is set out in the Church Representation Rules. All Church attendees are encouraged to register on the Electoral Roll and stand for election to the PCC, normally on an annual basis.

The PCC is responsible for formulating, approving, and implementing policies and strategies that meet the organisational objectives, and accord with the aims and purposes of the charity, as set out in this document. The PCC met six times during the year to receive financial and operational reports, and to transact business.

The PCC has a Standing Committee which meets as required, in the intervals between PCC meetings, with the power to transact PCC business in the interim. The standing committee is composed of the Vicar, Treasurer, PCC Secretary and the Churchwardens. There was one meeting of the PCC Standing Committee in the relevant period: a planning meeting for some parish events.

Bankers

Lloyds Bank plc
Chiswick Branch
308-312 Chiswick High Road
London W4 1NS

Independent Examiner

Stephen Purcell
78 Grove Avenue
Hanwell
London W7 3ES

Aims and purposes

St Luke's is part of the Diocese of London within the Church of England. It maintains a traditional Anglo-Catholic ethos and the PCC has chosen to opt for the pastoral and sacramental oversight of the Bishop of Fulham, as allowed in the Diocese of London. St Luke's is committed to enabling as many people as possible to worship at our church and become part of the parish community. It has a diverse, vibrant and growing congregation, and this is reflected in the many activities undertaken within the parish and the surrounding area. The parish population is estimated at 12,637 (10,338 previously, the increase being due to an extension of the parish boundary to the north in the relevant period).

For the period that this report covers, there were 76 parishioners on the church electoral roll.

The PCC of St Luke's has the responsibility of assisting the Vicar, and also has the task of carrying out a mixture of spiritual, legal, financial, pastoral, and missionary functions. These may include making decisions with the Vicar, and co-operating with the priest in the whole mission of the church and assisting the churchwardens in the decision-making processes, especially in the absence of an incumbent. When planning our activities for the year, we have considered the Charity Commission's guidance on public benefit and, in particular, the supplementary guidance relating to charities for the advancement of religion.

Public Benefit

The Parish Church of St Luke's benefits the public by way of regular worship that is open to all; the provision of the sacred space for personal prayer and contemplation. We provide a range of pastoral work (including the visiting of the sick and the bereaved, many of whom are not church members); teaching Christianity through sermons, courses, and small groups; taking school assemblies; promoting the whole mission of the church through its assistance to older people, parents and children.

THE ACHIEVEMENTS AND PERFORMANCE FOR 2021

Worship and Services

The year 2021 saw a shift towards more normal church life resuming after the major disruptions of 2020 that affected our community, our nation and the world. However, there were still some restrictions in place at various times which impacted our parish.

The **life of our parish** was sustained as far as possible throughout 2021 and we aimed to do as much as possible as normally as possible within the legal restrictions and guidance whilst always having a care for those who are vulnerable and seeking never to jeopardise the physical, mental and spiritual health of anyone.

In a period when many in our community struggled to learn to live with the continued pandemic, the parish continued to **support local agencies of relief**, particularly the foodbank and Shepherds Bush Families' Project. The foodbank was our Lent project with a theme to our

donations in each week of Lent. We also supported “Beyond the Bow”, a local charity that provides Christmas presents to underprivileged children by wrapping presents for them and undertaking deliveries.

The parish was fortunate to receive **external funding from charities and grant-making bodies** in 2021. This has enabled us to create a new role of Children’s Worker and we were pleased to appoint Sally Newman to the post in September 2021.

The **APCM** was held in May. Joyce Wade and Jane Peters were re-elected as Churchwardens. Dr Sonia Dore was elected to PCC and took on the mantle of Deputy Churchwarden. Dylan Redding continued as Treasurer, but now as an elected PCC member. The parish benefits from their dedication in these roles. We also congratulate Dr Sonia Dore on her election as a Guardian of the Shrine of Our Lady of Walsingham.

The parish’s relationship with the parish of **St Matthew’s, Sinclair Road** continued to develop throughout 2021, including the Licensing as Priest-in-Charge by the Bishop of Fulham of our own Vicar, Fr Richard Bastable on 2 October 2021. Fr Richard is now incumbent of both parishes. Fr William continued to live in St Matthew’s Vicarage throughout 2021.

A major project to repurpose the **Parish Room and Sacristy** was undertaken during 2021. The former Sacristy was too small for our needs; the space used as the Parish Office was, in fact, a room of the Vicarage; the spacious Parish Room went unused for most of the week. The Sacristy has been moved into the Parish Room which now serves several purposes adequately; the former Sacristy has become a Parish Office; and the room previously used as the Parish Office as reverted to the Vicar’s Study for his personal use.

Other **highlights of the year** included the online Lent course organised by Fr William which brought in remote speakers: Fr Philip Corbett (All Saints, Notting Hill), Fr Josh Delia (St John the Divine, West Worthing), Dom Cuthbert Brogan (Abbot, Farnborough Abbey), and Peter Stevens (Assistant Director of Music, Westminster Cathedral). An online series of catechesis also took place in Lent, culminating with the Bishop of Fulham confirming seven candidates at the Parish Mass on Easter Day. Fr Philip Barnes (St Stephen’s Gloucester Road) gave an online talk in April on the Shrine of Our Lady of Walsingham. Brother Michael Jacob SSF, a longstanding friend of the parish, preached at the Solemn Mass for the Solemnity of the Assumption which was followed by the customary garden party. The Bishop of Lewes, Will Hazelwood, celebrated and preached for St Luke’s Day in October with the usual fantastic buffet supper to follow. The Archdeacon of Middlesex, Richard Frank, made his first visit to the parish when he preached at the Parish Mass for Christ the King. We continued to see our ecumenical friends in Brieselang via Zoom throughout the year.

In 2021 there were six sets of banns of marriage read in church; eight baptisms were held in church; eight people were Confirmed at St Luke’s (seven on Easter Day and one on a further midweek occasion); no marriages were conducted in church; three funerals were held in church (Fr Richard and Fr William officiated at numerous other funerals at Crematoria, etc).

Tenants

Newpark Nursery continues to rent the Church Hall. The Church is on occasion used for music rehearsals and concerts. Micheal Haran continued as a tenant in the Church Hall Flat. The Parish Room is no longer rented out.

Community projects and partnerships

We maintained our links with West London Citizens, the Upper Room, the local Foodbank and Shepherds Bush Families Project. We supported Beyond the Bow, Crisis and Shelter in Advent and Christmas.

Finances

The Gift Aid Scheme continues to benefit the parish. Gift Aid claims for 2018 and 2019 were received in 2021; the Gift Aid claim for 2020 has been submitted but not received at the time of writing; the Gift Aid claim for 2021 is currently being calculated.

The stipend and training-related costs of the Assistant Curate are met by the Diocese of London and Fr William is housed in St Matthew's Vicarage. The Parish receives a grant from the Additional Curates Society to support the cost of his working expenses.

The Parish received several grants for the Children's Worker project which enabled us to appoint Sally Newman to the role in September 2021.

The PCC is grateful to Dylan Redding as PCC Treasurer. The Parish Administrator, Silvia Diaz-Freedman undertakes much of finance recording as part of her duties – many thanks to her. Silvia has been very well supported by Sheila Burt who has donated many hours of assistance to the parish for which we are grateful. We also sincerely thank Steve Purcell for continuing to be our independent examiner and for his support in preparing these accounts.

Reserves Policy

It is current PCC policy to maintain a balance on unrestricted funds (if possible), which equates to approximately three months unrestricted payments, to cover fluctuations in cashflow and emergency situations that may arise from time to time. Unrestricted cash reserves at 31/12/21 were £5,785 compared with about £25,856 three-monthly unrestricted spend. The PCC recognises that the situation will require very careful monitoring to ensure that there is adequate cashflow to resource normal parish expenditure.

It should be noted that the employment costs of the part-time Children's Worker are fully supported by external grant funding; there is therefore no effect on the level of unrestricted reserves.

It is current PCC policy to invest restricted money destined to be ultimately spent on the Church fabric and contents, but not immediately required, within cash deposit and low-risk stock-market-based products provided by the Church of England Board of Finance (CBF).

Approved by the Parochial Church Council and signed on its behalf by:

Signed:

A handwritten signature in black ink, appearing to be 'R. Bastable', followed by a period.

Dated:

18 May 2022

The Revd Richard Bastable, Chairman

**INDEPENDENT EXAMINER'S REPORT TO THE TRUSTEES OF
ST LUKE'S PARISH CHURCH, SHEPHERD'S BUSH
Year ended 31st December 2021**

I report to the charity trustees on my examination of the accounts of the Parish of St Luke, Shepherd's Bush, for the year ended 31st December 2021.

Responsibilities and basis of report

As the trustees of the charity 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 your charity's accounts as carried out under section 145 of the Act. In carrying out my examination I have followed the Directions given by the Charity Commission under section 145(5)(b) of the Act.

Independent examiner's statement

I have completed my examination. I confirm that no material matters have come to my attention in connection with the examination which gives me cause to believe that in, any material respect:

- accounting records were not kept in accordance with section 130 of the Act; or
- the accounts do not accord with the accounting records.

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

Signed:  Dated: 23rd May 2022

Stephen Purcell BSc Chartered MCIPD
78 Grove Avenue
Hanwell
London W7 3ES

RECEIPTS AND PAYMENTS ACCOUNT

for the year ended 31st December 2021

	Note	Unrestricted funds £	Designated funds £	Restricted funds £	Endowment funds £	Total 2021 £	Total 2020 £
RECEIPTS							
Donations & Gifts received		19,385	—	—	—	19,385	18,320
Grants received	2(a)	—	—	11,000	—	11,000	30,750
Tax refunds under Gift Aid	2(b)	8,643	—	—	—	8,643	—
Rental income	2(c)	60,638	—	—	—	60,638	52,175
Other church activities		807	—	—	—	807	385
Investments	2(d)	—	—	520	—	520	638
Other receipts	2(e)	5,214	—	—	—	5,214	—
Total receipts		94,686	—	11,520	—	106,206	102,268
PAYMENTS							
Raising funds		505	—	—	—	505	706
Diocesan parish contribution	2(f)	48,124	—	—	—	48,124	48,124
Clergy & Staffing costs	2(g)	12,640	—	1,584	—	14,224	37,687
Cost of services	2(h)	5,009	—	—	—	5,009	2,450
Mission & Outreach	2(i)	1,250	—	—	—	1,250	1,200
Church running costs		4,879	—	—	—	4,879	9,145
Church utility costs		5,126	—	—	—	5,126	4,977
Church Hall running costs		1,549	—	—	—	1,549	1,525
Church Hall utility costs	2(j)	1,916	—	—	—	1,916	2,018
Church Hall Flat costs		934	—	—	—	934	1,348
Office costs		4,060	—	—	—	4,060	1,621
Mission giving & Donations	2(k)	270	—	—	—	270	1,099
Major building works	2(l)	17,163	—	9,768	—	26,932	2,542
Total payments		103,425	—	11,352	—	114,777	114,443
Excess of receipts over payments		(8,739)	—	168	—	(8,571)	(12,175)
TRANSFERS							
Gross tr'fers between funds – in	3(a)	—	—	4,953	—	4,953	2,663
Gross tr'fers between funds – out	3(a)	(4,953)	—	—	—	(4,953)	(2,663)
Net receipts / (payments) before other gains		(13,691)	—	5,121	—	(8,571)	(12,175)
Net movement in funds		(13,691)	—	7,235	—	(6,456)	(11,105)
RECONCILIATION OF FUNDS							
All assets at 1st January		19,476	—	67,858	—	87,334	97,549
All assets at 31st December		5,785	—	75,094	—	80,878	87,334

The notes on pages 10 to 18 form part of these accounts

STATEMENT OF ASSETS AND LIABILITIES
at year ended 31st December 2021

	Note	Unrestricted funds £	Designated funds £	Restricted funds £	Endowment funds £	Total 2021 £	Total 2020 £
Fixed assets – Tangible	1(c)						
Fixed assets – Investments							
CBF Fixed Interest Securities Fund	1(d)	—	—	1,776	—	1,776	1,901
CBF Investment Fund Income Shares	1(d)	—	—	17,821	—	17,821	15,580
		—	—	19,596	—	19,596	17,482
Current assets – Cash at bank							
Church Account		5,886	—	20,652	—	26,538	38,179
Treasurers Account		(101)	—	6,356	—	6,255	3,247
Fabric Account		—	—	25,490	—	25,490	25,476
Church Centre Deposit		—	—	7,225	—	7,225	7,222
		5,785	—	59,723	—	65,508	74,123
Liabilities							
Agency collections	5(a)	—	—	3,393	—	3,393	1,771
Kensington Area Loan	5(b)	—	—	833	—	833	2,500
		—	—	4,226	—	4,226	4,271
Assets retained for church use		5,785	—	75,094	—	80,878	87,334

Approved by the Parochial Church Council and signed on its behalf by:

Signed:  Dated: 18 May 2022

The Revd Richard Bastable, Chairman

The notes on pages 10 to 18 form part of these accounts

The Parochial Church Council of
St Luke's Parish Church, Shepherd's Bush

NOTES TO THE ACCOUNTS
for the year ended 31st December 2021

1 ACCOUNTING POLICIES

1(a) Basis of financial statements

The financial statements have been prepared in accordance with the *Church Accounting Regulations 2006*, and the *Charities Act 2011*. Within the scope of these requirements, the financial statements of the PCC have been prepared using the Receipts and Payments basis.

St Luke's constitutes a public benefit entity within the meaning of the Charities Act 2011. The financial statements include all transactions, assets and liabilities for which the PCC is responsible in law. They do not include the accounts of church groups that owe their main affiliation to another body, nor to those that are informal gatherings of church members.

1(b) Fund Accounting

Unrestricted Funds are funds that are available to be spent on the PCC's general purposes in furtherance of the objectives of the charity.

Designated Funds are general funds set aside by the trustees for use in the future. Designated funds remain unrestricted, and the trustees may move any surplus to other unrestricted funds.

Restricted Funds comprise revenue donations or grants for a specific activity intended by the donor. Any balance within a restricted fund remaining at year-end is carried forward within that fund. The aim and use of each individually material restricted fund is set out in Section 3(b) of these notes.

1(c) Tangible Fixed Assets

For accounts prepared on the 'receipts and payments' basis, no valuations are required for any non-monetary assets. All major fixed assets used by the Church are listed in Section 4 of the Notes.

Within the published accounts for 2020, asset valuations for the Church Hall building, and Hall & Flat Contents were included in the financial tables. The prior year figures for 2020,

as shown in these accounts, have therefore been adjusted to show the effect of the removal of numerical valuations for these assets.

1(d) Investments

Investments comprise 1124 CBF Church of England Fixed Interest Securities Fund, Income Shares, and 762 CBF Church of England Investment Fund Income Shares. Both shareholdings and the dividend payments received from these, belong to the Development Fund.

1(e) Current Assets

Short term deposits

Funds that can be made available for immediate use are held in the PCC's two current accounts at Lloyds Bank plc. Two no-notice Deposit Accounts provided by CCLA charity fund managers, are used for restricted monies that are unlikely to be required for immediate use.

1(f) Liabilities

Monies collected on behalf of other organisations, and placed into the PCC's bank account pending disbursement are shown in the Statement of Assets and Liabilities as 'Agency collections'. Any other debts owed by the church or amounts that the church is committed to paying at some time after the end of the 2021 financial year are listed in Section 5 of these notes.

2 FURTHER DETAILS OF RECEIPTS AND PAYMENTS ITEMS

2(a) Grants received

During 2021 we were again delighted and grateful to receive grants in support of parish ministry and mission from several funding agencies, as follows:

Grantor	Purpose	2021 £	2020 £
Additional Curates Society	Curate's housing	1,000	2,000
Allchurches Trust	Bell repairs	—	2,250
	Curate's housing	—	5,500
Ascot Priory	Bell repairs	—	2,500
	Path maintenance	—	2,500
	Children's Worker	4,000	—
Charlotte Antonia Sullivan Charity	Children's Worker	—	2,000
Incorporated Trustees of the Number One Trust Fund	Curate's housing	—	10,000
	Children's Worker	2,500	—
	Curate's housing	—	2,000
John Booth Charitable Foundation	Bell repairs	—	500
	Path maintenance	—	500
	Children's Worker	1,000	—
Lady Elizabeth Hatton Charity	Curate's housing	—	—
London Diocese, Kensington Area	Path maintenance	2,500	—
Sabina Sutherland Trust	Children's Worker	—	1,000
Totals		11,000	£30,750

2(b) Tax refunds under Gift Aid

During 2021, separate amounts of £4,705.82 and £3,937.49 were received. These payments related to Gift Aid and GASDS on congregational giving and gifts received during 2018 and 2019 respectively.

As at 31/12/21, there were outstanding claims for Gift Aid and GASDS for congregational giving and gifts as follows: £3,700 for 2020; an estimated £4,000 for 2021.

2(c) Rental income

Rental income included £42,000 from the use of the Church Hall by Newpark Nursery. £16,200 was received from letting of the Hall Flat, which was fully tenanted throughout the year.

2(d) Investments

Investment receipts comprised £502.88 in dividend payments from the invested capital of CCLA CBF equities-based funds; this income belongs to the Development Fund. A total of £17.03 CCLA deposit account interest was received, of which £13.27 belongs to the Development Fund and the remaining £3.76 to the Church Centre Fund. For further details refer to Notes 1(d) and 3(b).

2(e) Other receipts

Other receipts included £4,934 received from Newpark Montessori Nursery School, representing an agreed 82% of the cost of Church Hall insurance paid by the Parish for the years 2017 to 2020 inclusive.

2(f) Diocesan parish contribution

The Parish's 2021 "Common Fund" pledge to the Diocese of London was £48,124. This was in full and on time.

2(g) Clergy & Staffing costs

Clergy & Staffing costs included £1,940 for the Assistant Curate's housing costs (Council Tax and housing expenses). The Assistant Curate moved into the Vicarage house at St Matthew, Sinclair Road, W14 at the end of November 2020, from which point the Parish was no longer liable for the cost of rent. During the process of terminating the lease on the previous flat accommodation, inadvertent overpayment of rent amounting to £3,892 was made during 2020, and was included in the 2020 accounts as a payment. This sum was reimbursed to the Parish during 2021, which has effectively reduced Clergy & Staffing costs to that extent during the year.

The Children's Officer was appointed from the beginning of September as an employee of the Parish, with payroll processing being handled by an external agency. During 2021, net salary costs paid by the Parish were £2,496 and payroll processing costs £175.

Both the Music Director and Parish Administrator worked for the Parish on a self-employed basis. The Music Director's fees amounted to £6,325. The Parish Administrator's fees amounted to £5,960, of which £1,824 related to accountancy bookkeeping.

2(h) Cost of Services

Cost of Services included the purchase costs of a new purple vestment (£645), a Jubilee plaque (£149), and new altar frontals (£1,350).

2(i) Mission & Outreach

£1,200 was paid in affiliation contributions to West London Citizens, to support community organising and empowerment initiatives.

2(j) Church Hall utility costs

The agreement with Newpark Montessori Nursery School, that effectively has exclusive use of the Church Hall, is that the Parish reimburses 50% of the costs of water supply. £2,254 was reimbursed during 2021; of this, £1,014 related to 2020 consumption, and the remaining £1,240 related to 2021.

2(k) Mission giving & Donations

Mission giving and Donations included £200 to the Society of St Francis.

2(l) Major building works

The costs of Major Building Works included final payments of £6,244 and £3,524 on completion of the front church path and bell repairs projects, respectively. £10,443 was spent on major refurbishment of the Parish Room and sacristy. £6,600 was spent on Architect's fees.

3 FUNDS

3(a) Fund Movements

The movements in funds during the year were:

	Brought Forward	Receipts	Payments	Transfers	Gains & Losses	Carried Forward
	£	£	£	£	£	£
Unrestricted						
General Fund	19,476	94,686	103,425	(4,953)		5,785
Total Unrestricted Funds	19,476	94,686	103,425	(4,953)	—	5,785
Restricted						
Development Fund	57,139	516	—	—	2,115	59,770
Church Centre Fund	7,246	4	—	—	—	7,250
Charities Fund [Note 5(d)]	248	—	—	—	—	248
Heating Fund	(200)	—	—	200	—	—
Assistant Clergy Fund	(3,800)	1,000	(1,090)	1,710	—	—
Children's Worker Fund	3,000	7,500	2,674	—	—	7,826
Bell Fund	1,726	—	3,524	1,799	—	—
Path Fund	2,500	2,500	6,244	1,244	—	—
Total Restricted Funds	67,858	11,520	11,352	4,953	2,115	75,094
Grand Total	87,334	106,206	114,777	—	2,115	80,878

The **General Fund** represents the funds of the PCC that are not subject to any special restrictions regarding use and are available for application to the general purposes of the PCC. The General Fund excludes funds designated for a particular purpose by the PCC.

3(b) Restricted Fund Details

The ***Development Fund*** is a restricted fund containing money allocated to the future development of the Church property. This fund includes the Fabric Account, as well as shareholdings in the “CBF Fixed Interest Securities Fund” and the “CBF Investment Fund - Income Shares” all of which are held with the CCLA. Small working floats are also kept in the Church Account and Treasurers Account.

The ***Church Centre Fund*** is a restricted fund containing money allocated for major gifts for the Church by the consent of the congregation. This money is mainly held in the Church Centre Deposit Account with the CCLA.

The ***Charities Fund*** is a restricted fund for monies received by the Church as donations for specified charities.

The ***Heating Fund*** is a restricted fund created during 2018 to receive grants and donations intended as a contribution towards the cost of renewal of the church heating system.

The ***Assistant Clergy Fund*** is a restricted fund created during 2020 to receive grants and donations intended as contributions towards the Assistant Curate’s housing costs.

The ***Children’s Worker Fund*** is a restricted fund created during 2020 to receive grants and donations intended as contributions towards the costs of a Children’s Worker in the Parish.

The ***Bell Fund*** is a restricted fund created during 2020 to receive grants and donations towards the cost of repairing and maintaining the Parish’s electrically-operated church bell. The project having been successfully completed, this fund was closed with zero balance after 31/12/21.

The ***Path Fund*** is a restricted fund created during 2020 to receive grants and donations towards the cost of relaying and enhancing pathways within the churchyard, including the pathway leading to the main entrance of the church. The project having been successfully completed, this fund was closed with zero balance after 31/12/21.

4 FIXED ASSETS USED BY THE CHURCH

The main fixed assets used by the Church are as follows:

The main church building at St Luke's (450 Uxbridge Road, Shepherd's Bush, W12 0NS) was erected in 1976-8. It comprises a large worship area with a contiguous sacristy/meeting room (with some basic kitchen facilities), lavatory, parish office, and vicarage. The vicarage has four bedrooms and is also provided with adjoining Vicar's study. The vicarage and study are classified as benefice property for which the expenses of upkeep are the responsibility of the Diocese.

Within the church grounds there is a separate Church Hall. Built into the shell of the Church Hall, there is a Church Hall Flat. This has two bedrooms, and is physically positioned over the entrance front of the building.

There is a significant amount of office equipment including computing equipment and office furnishings.

Contents of the church, the significant movable items being included on the Church's inventory, which include historic silverware and a collection of vestments.

Contents and furnishing of the Church Hall Flat including electrical "white goods".

5 LIABILITIES

5(a) Agency payments

Agency payments are monies held within Parish bank accounts that have been collected or aggregated on behalf of other organisations pending remittance. Such monies, which typically include charitable collections and fees payable to the Diocese, are not part of Church funds.

As at 31/12/21 funeral fees collected on behalf of the Diocese pending submission amounted to £1,549.00 relating to 2020 activities and a further £1,622.00 for 2021. Also awaiting disbursement at 31/12/21 was £75.40 collected for a Leprosy charity during 2019 and a residual balance of £146.27 collected for Christian Aid during 2020.

5(b) Kensington Area Loan

The Kensington Area of the London Diocese agreed to make an interest-free loan of £2,500 to the Parish, repayable over a 3-year period in annual instalments, to support renewal of the church heating plant. The loan was drawn down from the Diocese on 13/12/19. The first annual repayment of £833.33 due to be made in December 2020 was paid during February 2021; the second instalment of £833.33 was paid during December 2021. The remaining balance of £833.34 is due to be repaid during December 2022.

5(c) Diocesan parish contribution

The Parish offered to pay a total of £48,724 to the Diocese of London during 2022, As its “Common Fund” contribution. This payment represents a share of the total cost of clergy stipends, clergy housing, and Diocesan support.

5(d) Charities Fund

The year-end balance in the Charities Fund of £247.57 includes a residual amount of £226.42 raised for “Crisis” at Christmas 2019.

6 STAFF COSTS AND EMPLOYEE BENEFITS

During 2021 the Parish had one direct employee: a Children’s Officer. Further details are provided in Note 2(g), along with details of clergy and staffing costs.

7 RELATED PARTIES

Total expenses, necessarily incurred during the performance of clergy duties, of £1,086.43 were paid to clergy members of the PCC. No other payments, expenses, or other benefits were granted to any PCC member, persons closely connected to them, or related parties.