

**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 2023**



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

**ANNUAL REPORT
FOR THE YEAR ENDED 31st DECEMBER 2023**

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 (2022 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 2023 until the date of approval of this report were:

Ex-Officio Members:

Incumbent:	Revd Richard Bastable
Assistant Curate:	Revd Stephen Miller
Churchwardens:	Jane Peters; Joyce Wade
Deanery Synod:	Cynthia Harewood

Elected Members:

Louise Alexis-Barrett
Jodie Dore (Electoral Roll Officer)
Dr Sonia Dore (Lay Vice-chair)
Grace Ismael²
Philip Morgan (PCC Secretary)
William Peters

¹ Until 2023 APCM on 30/07/23

² From 2023 APCM on 30/07/23

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 three 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.

For the period that this report covers, there were 85 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 2023

The year 2023 was a year of consolidating our ongoing recovery from the post-pandemic situation. Both Sunday attendance and our financial situation continued to show growth and improvement. We are grateful for this progress and are working hard to ensure its continuance.

We celebrated the 151st anniversary of the Dedication of the Church on 22 January and we welcomed Fr Joe Moore (a former placement student) as our preacher.

Over the weekend of 10-12 February we made a weekend parish pilgrimage to the Shrine of Our Lady of Walsingham – this is the first for several years, though there have been many day pilgrimages. This was a great success and deeply valued by all participants. The parish also led groups to Walsingham for the National Pilgrimage in May and the Pilgrimage for Healing and Renewal in August.

Lent, Holy Week and Easter were kept in full. We welcomed friends from St Matthew's, including members of their Scholar Cantorum, to celebrate the Easter Vigil here with us.

On the feast of Pentecost (28 May) we were joined by the Bishop of Fulham as Fr Richard celebrated ten years as Vicar of the parish.

Unfortunately on 19 June we suffered a minor break-in and theft from the glazed south corridor. Fortunately all internal doors were locked so the thieves could not enter the church and commit any further damage or thefts. Two bicycles that were parked in the corridor were stolen. The insurance policy covered the repair to the glass and the door.

On Sunday 2 July the Bishop of Fulham ordained Stephen Miller to the priesthood at St Andrew Holborn. Fr Stephen celebrated the weekday Masses at St Luke's that week, then a Solemn Mass of Thanksgiving at St Matthew's W14 on the Friday evening, and celebrated his first Sunday Mass at St Luke's on 9 July.

On Sunday 12 August we celebrated the Assumption of Our Lady. The Bishop of Fulham was celebrant and preacher; Chris Hamilton directed the music. After Mass a celebratory barbecue was held in the west garden.

On Sunday 15 October we celebrated the feast of our patron, St Luke. We welcomed the Lord Bishop of St Edmundsbury and Ipswich (The Rt Revd Martin Seeley) as our preacher.

The parish carol service was held on Sunday 17 December and was well-attended. Christmas services and celebrations were kept in full

We said farewell to Sally Newman as our Children's in January 2023. Toddler Group on Friday mornings continues to flourish. Several baptisms and other missional links with the church have developed from this. The parish now pays Silvia Diaz-Freedman on a sessional basis to supervise and be responsible for Toddler Group.

A new large sign was erected on the external south wall of church facing Uxbridge Road. We are grateful to Jane Peters for overseeing this project. Our tenants in the church hall, Newpark Nursery, kindly made arrangements for substantial improvements to the bins area which has reduced dumping of waste, hygiene and vermin issues. The PCC continues to be aware of the need to improve arrangements for the rental of parking spaces and hopes to address this as a priority in the near future.

Gift Aid claims for 2021 and 2022 have been submitted, but were not received within 2023 (the 2021 claim has subsequently been received). Newpark Nursery continued as tenants of the Church Hall. The Church Hall Flat is tenanted by Hugo Williams, our Director of Music, which he occupies with his flatmate Lucy Roberts who is also the alto choral scholar. The church continued to be hired by the London Borough of Hammersmith and Fulham for use as a polling station (though no elections were held in 2023). LBHF also use the church building twice a month for local councilor surgery sessions. The PCC was very grateful to receive a generous legacy (£38,400) from the estate of a former parish priest, Fr Malcolm McDonald.

The PCC is grateful to Silvia Diaz-Freedman, parish administrator and book-keeper, for her work to prepare these accounts, also to Shelia Burt for her generous assistance, and to Steve Purcell for his examination and support.

During 2023 there were 6 baptisms held at St Luke's; 4 funerals were conducted in church (Fr Richard and Fr Stephen also conducted numerous funerals at various crematoria and cemeteries); 10 sets of banns of marriage were read; there were no marriages conducted in church in the relevant period.

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 31/12/23 were £30,466 compared with an average £22,525 three-monthly unrestricted spend. This position represents a most welcome, considerable improvement on the 2022 reserves position, such that the PCC now considers the situation to be satisfactory.

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:

Dated:

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 2023**

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 2023.

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: 18th May 2024

Stephen Purcell
78 Grove Avenue
Hanwell
London W7 3ES

RECEIPTS AND PAYMENTS ACCOUNT

for the year ended 31st December 2023

	Note	Unrestricted funds £	Designated funds £	Restricted funds £	Endowment funds £	Total 2023 £	Total 2022 £
RECEIPTS							
Donations & Gifts received		18,264	—	—	—	18,264	24,753
Grants received	2(a)	—	—	437	—	437	10,549
Tax refunds under Gift Aid	2(b)	—	—	—	—	—	3,697
Legacies	2(c)	18,465	—	—	—	18,465	20,015
Rental income	2(d)	63,795	—	—	—	63,795	61,332
Other church activities		2,040	—	—	—	2,040	1,437
Investments	2(e)	—	—	1,988	—	1,988	943
Other receipts	2(f)	1,513	—	—	—	1,513	504
Total receipts		104,076	—	2,425	—	106,501	123,229
PAYMENTS							
Raising funds		1,734	—	—	—	1,734	2,546
Diocesan parish contribution	2(g)	44,000	—	—	—	44,000	48,724
Clergy & Staffing costs	2(h)	19,262	—	3,302	—	22,564	24,636
Cost of services		2,907	—	—	—	2,907	7,701
Mission & Outreach	2(i)	5,255	—	—	—	5,255	3,752
Church running costs		5,449	—	—	—	5,449	10,689
Church utility costs		429	—	2,641	—	3,070	2,488
Church Hall running costs		1,740	—	—	—	1,740	1,628
Church Hall utility costs	2(j)	2,301	—	—	—	2,301	811
Office costs		6,784	—	—	—	6,784	3,680
Mission giving & Donations		240	—	—	—	240	721
Major building works		—	—	—	—	—	5,859
Total payments		90,100	—	5,943	—	96,043	113,233
Excess of receipts over payments		13,977	—	(3,518)	—	10,459	9,996
TRANSFERS							
Gross tr'fers between funds – in	3(a)	—	—	207	—	207	—
Gross tr'fers between funds – out	3(a)	—	—	(207)	—	(207)	—
Net receipts / (payments) before other gains		13,977	—	(3,518)	—	10,459	9,996
Net movement in funds		13,977	—	(1,933)	—	12,043	7,667
RECONCILIATION OF FUNDS							
All assets at 1st January		16,489	—	72,056	—	88,545	80,878
All assets at 31st December		30,466	—	70,123	—	100,589	88,545

The notes on pages 9 to 14 form part of these accounts

STATEMENT OF ASSETS AND LIABILITIES
at year ended 31st December 2023

	Note	Unrestricted funds £	Designated funds £	Restricted funds £	Endowment funds £	Total 2023 £	Total 2022 £
Fixed assets – Tangible	1(c)	—	—	—	—	—	—
Fixed assets – Investments							
CBF CofE Short Duration Bond Fund Income Shares	1(d)	—	—	1,627	—	1,627	1,536
CBF CofE Investment Fund Income Shares	1(d)	—	—	17,225	—	17,225	15,732
		—	—	18,852	—	18,852	17,268
Current assets – Cash at bank							
Church Account		30,466	—	17,643	—	48,109	36,240
Treasurers Account	1(e)	—	—	—	—	—	6,530
Fabric Account		—	—	26,980	—	26,980	25,825
Church Centre Deposit		—	—	7,648	—	7,648	7,321
		30,466	—	52,271	—	82,737	75,915
Liabilities							
Agency collections	5(a)	—	—	1,000	—	1,000	4,638
		—	—	—	—	—	4,638
Assets retained for church use		30,466	—	70,123	—	100,589	88,545

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

Signed:

Dated:

The Revd Richard Bastable, Chairman

The notes on pages 9 to 14 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 2023

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.

1(d) Investments

Investments comprise 1124 CBF Church of England Short Duration Bond 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 current account at Lloyds Bank plc. A second current account at Lloyds Bank — the 'Treasurers Account' was closed from the beginning of September 2023 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 2023 financial year are listed in Section 5 of these notes.

2 FURTHER DETAILS OF RECEIPTS AND PAYMENTS ITEMS

2(a) Grants received

Payments totalling £437.00 were received from the Department of Work and Pensions under the DWP Access to Work Scheme. These payments were provided as funding for a support worker to work alongside the Children's Worker.

2(b) Tax refunds under Gift Aid

No claims for Gift Aid and GASDS were submitted to HMRC during 2023.

As at 31/12/23, there were outstanding claims for Gift Aid and GASDS for congregational giving and gifts as follows: £4,574 for 2021, £4,377 for 2022, and an estimated £4,000 for 2023.

2(c) Legacies

£18,464.52 was received from the estate of the late Fr Malcolm MacDonald, a former priest of the Parish.

2(d) Rental income

£2,500 was received for hire of the church for filming, £46,295 from the use of the Church Hall by Newpark Nursery, and £15,000 from letting of the Hall Flat.

2(e) Investments

Investment receipts comprised £505.90 in dividend payments from the invested capital of CCLA CBF equities-based funds; this income belongs to the Development Fund. A total of £1,482.05 CCLA deposit account interest was received, of which £1,154.72 belongs to the Development Fund and £327.33 to the Church Centre Fund. For further details refer to Notes 1(d) and 3(b).

2(f) Other receipts

Other receipts comprised £929.24 for the use of the Parish photocopier, and an insurance claim for £583.99.

2(g) Diocesan parish contribution

The Parish's 2023 "Common Fund" pledge to the Diocese of London was £44,000. This was paid in full and on time.

2(h) Clergy & Staffing costs

Both the Music Director and Parish Administrator worked for the Parish on a self-employed basis. The Music Director's fees amounted to £5,350. The Parish Administrator's fees amounted to £7,891, of which £2,120 related to accountancy bookkeeping, and £1,715 related to supervision of the Toddler Group. Payments totalling £3,640 were made to choral scholars.

2(i) Mission & Outreach

Included in the total, £3,886 was spent on a Parish visit to the Shrine of our Lady of Walsingham.

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. £2,301 was reimbursed during 2023.

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	16,489	104,076	90,100	—	—	30,466
Total Unrestricted Funds	16,489	104,076	90,100	—	—	30,466
				—		
Restricted						
Development Fund	58,289	1,661	—	—	1,585	61,534
Church Centre Fund	7,345	327	—	—	—	7,672
Charities Fund [Note 5(c)]	248	—	—	—	—	248
Energy Fund	2,641	—	2,641	—	—	—
Assistant Clergy Fund	66	—	66	—	—	—
Children's Worker Fund	(21)	—	186	207	—	—
Support Worker Fund	625	437	185	(207)	—	669
Choral Scholarship Fund	2,865	—	2,865	—	—	—
Total Restricted Funds	72,056	2,425	5,943	—	1,585	70,123
Grand Total	88,545	106,501	96,043	—	1,585	100,589

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 CofE Short Duration Bond Fund - Income Shares” and the “CBF CofE Investment Fund - Income Shares” all of which are held with CCLA investment managers. A small working float is also kept in the Church 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 CCLA investment managers.

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

The ***Energy Fund*** is a restricted fund created during 2022 to receive grants awarded by the Diocese of London to alleviate the costs of church energy during winter 2023/23. This Fund was fully expended and closed during 2023.

The ***Assistant Clergy Fund*** is a restricted fund created during 2021 to receive grants and donations intended as contributions towards the Assistant Curate’s housing costs. No further grant funding was received during 2023; the Fund was fully expended and then closed.

The ***Children’s Worker Fund*** is a restricted fund created during 2021 to receive grants and donations intended as contributions towards the costs of a Children’s Worker in the Parish. The Children’s Worker left the Parish during 2023; the Fund was then brought to 0 balance by transfer, and then closed.

The ***Support Worker Fund*** is a restricted fund created during 2022 to receive DWP payments to the Parish under the Government’s Access to Work Scheme. The payments are provided to finance the costs of a support worker to work alongside the Children’s Worker.

The ***Choral Scholarship Fund*** is a restricted fund created during 2022 to receive grants and donations in support of fee payments to young singers (choral scholars) who augment the musical provision at the Parish Mass on Sunday mornings and at other occasional celebrations.

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 include 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.

A total of £4,416 that was owed to London Diocese for funeral fees collected during 2020, 2021, and 2022 was remitted during 2023. Funeral fees due to the Diocese, collected during 2023 amounted to £1,000, and will be remitted during early 2024.

5(b) Diocesan parish contribution

The Parish offered to pay a total of £47,000 to the Diocese of London during 2024, As its "Common Fund" contribution. This payment represents a share of the total cost of clergy stipends, clergy housing, and Diocesan support.

5(c) 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 2024 the Parish had no direct employees. Further details of staff working on a self-employed basis are provided in Note 2(h), along with details of clergy and staffing costs.

7 RELATED PARTIES

Total expenses, necessarily incurred during the performance of clergy duties, of £928.36 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.