

**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 2024**



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

**ANNUAL REPORT
FOR THE YEAR ENDED 31st DECEMBER 2024**

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 (2023 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 2024 until the date of approval of this report were:

Ex-Officio Members:

Incumbent:	Revd Richard Bastable
Assistant Curates:	Revd Stephen Miller; Revd Joseph Barnes (from 01/05/25)
Churchwardens:	Jane Peters; Philip Morgan ^{#2} ; Joyce Wade ^{#1}
Deanery Synod:	Jodie Dore ^{#2} (Electoral Roll Officer); Cynthia Harewood ^{#1}

Elected Members:

Louise Alexis-Barrett
Jodie Dore^{#1} (Electoral Roll Officer;)
Dr Sonia Dore (Lay Vice-chair; Treasurer^{#2})
Grace Ismael
Cynthia Harewood^{#2} ^{#3}
Anthony Konadu-Boateng^{#2}
Philip Morgan^{#1} (PCC Secretary^{#1})
William Peters
Phillippa Rose^{#2}
Hugo Williams^{#2} (PCC Secretary^{#2})

^{#1} Until 2024 APCM on 26/05/24

^{#2} From 2024 APCM on 26/05/24

^{#3} Until 2025 APCM on 20/05/25

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.

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 13,023.

Following a full revision in 2025, there were 66 parishioners on the church electoral roll; previous to the revision there were 85 parishioners.

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 2024

In 2024 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 152nd anniversary of the Dedication of the Church on 21 January and we welcomed Fr Graeme Rowlands as our preacher.

Building on the success of 2023, over the weekend of 9-11 February we made a weekend parish pilgrimage to the Shrine of Our Lady of Walsingham. The parish also led a group to Walsingham for the National Pilgrimage on 27 May when we shared a coach with All Saints Margaret Street as before.

Lent, Holy Week and Easter were kept in full. We joined friends from other Fulham parishes at St Stephen's Gloucester Road for the Easter Vigil with the Bishop of Fulham.

On Sunday 12 May we were joined by the Bishop of Fulham who conferred the Sacrament of Confirmation on two candidates from the parish.

On Sunday 18 August we celebrated the Assumption of Our Lady. Fr Tim Pike CMP was the preacher; Chris Hamilton directed the music. After Mass a celebratory barbecue was held in the west garden.

On Sunday 20 October we celebrated the feast of our patron, St Luke. We welcomed the Revd Canon Dr Jamie Hawkey (Westminster Abbey) as our preacher.

The parish carol service was held on Sunday 22 December. Christmas services and celebrations were kept in full.

Toddler Group on Friday mornings continues to flourish. Several baptisms and other missional links with the church have developed from this. Silvia Diaz-Freedman works on a sessional basis to supervise and be responsible for Toddler Group.

Hugo Williams continues as our Director of Music. The parish has four choral scholars who sing for services on three Sundays per month. There is also a small team of parish singers who lead the responsorial psalm on the remaining Sundays and bolster the congregational singing.

Gift Aid claim payments for 2021 and 2023 were received in 2024. The Gift Aid claim for 2022 needs further work. 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. LBHF also use the church building twice a month for local councilor surgery sessions. The PCC was very grateful to receive a generous legacy from the estate of a former parishioner, Mr Charles Drakes RIP.

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 2024 there were 5 baptisms held at St Luke's; 3 funerals were conducted in church (Fr Richard and Fr Stephen also conducted numerous funerals at various crematoria and cemeteries); 7 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 31/12/24 were £30,993 compared with an average £22,983 three-monthly unrestricted spend. The PCC therefore regards the situation as 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: 3. 7. 2025

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 2024**

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 2024.

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: 21/07/2025

Stephen Purcell
78 Grove Avenue
Hanwell
London W7 3ES

RECEIPTS AND PAYMENTS ACCOUNT

for the year ended 31st December 2024

	Note	Unrestricted funds £	Designated funds £	Restricted funds £	Endowment funds £	Total 2024 £	Total 2023 £
RECEIPTS							
Donations & Gifts received		18,032	—	1,000	—	19,032	18,264
Grants received	2(a)	—	—	2,000	—	2,000	437
Tax refunds under Gift Aid	2(b)	7,675	—	—	—	7,675	—
Legacies	2(c)	500	—	—	—	500	18,465
Rental income	2(d)	63,259	—	—	—	63,259	63,795
Other church activities		3,086	—	—	—	3,086	2,040
Investments	2(e)	—	—	1,916	—	1,916	1,988
Other receipts		100	—	—	—	100	1,513
Total receipts		92,652	—	4,916	—	97,568	106,501
PAYMENTS							
Raising funds		1,423	—	—	—	1,423	1,734
Diocesan parish contribution	2(f)	47,000	—	—	—	47,000	44,000
Clergy & Staffing costs	2(g)	17,882	—	2,174	—	20,056	22,564
Cost of services		3,839	—	—	—	3,839	2,907
Mission & Outreach	2(h)	2,788	—	—	—	2,788	5,255
Church running costs		5,814	—	—	—	5,814	5,449
Church utility costs		3,491	—	—	—	3,491	3,070
Church Hall running costs		1,633	—	—	—	1,633	1,740
Church Hall utility costs	2(i)	1,730	—	—	—	1,730	2,301
Hall Flat costs		1,395	—	—	—	1,395	6,784
Office costs		4,745	—	—	—	4,745	240
Mission giving & Donations		190	—	1,000	—	1,190	—
Total payments		91,931	—	3,174	—	95,105	96,043
Excess of receipts over payments		722	—	1,742	—	2,465	10,459
TRANSFERS							
Gross tr'fers between funds – in	3(a)	—	—	194	—	194	207
Gross tr'fers between funds – out	3(a)	(194)	—	—	—	(194)	(207)
Net receipts / (payments) before other gains		528	—	1,936	—	2,465	10,459
Net movement in funds		528	—	2,379	—	2,908	12,043
RECONCILIATION OF FUNDS							
All assets at 1st January		30,466	—	70,123	—	100,589	88,545
All assets at 31st December		30,993	—	72,503	—	103,495	100,589

The notes on pages 8 to 12 form part of these accounts

STATEMENT OF ASSETS AND LIABILITIES

at year ended 31st December 2024

	Note	Unrestricted funds £	Designated funds £	Restricted funds £	Endowment funds £	Total 2024 £	Total 2023 £
Fixed assets – Tangible	1(c)	—	—	—	—	—	—
Fixed assets – Investments							
CBF CofE Short Duration Bond Fund Income Shares	1(d)	—	—	1,676	—	1,676	1,627
CBF CofE Investment Fund Income Shares	1(d)	—	—	17,620	—	17,620	17,225
		—	—	19,296	—	19,296	18,852
Current assets – Cash at bank							
Church Account		30,993	—	18,184	—	49,176	48,109
Fabric Account		—	—	28,067	—	28,067	26,980
Church Centre Deposit		—	—	7,956	—	7,956	7,648
		30,993	—	54,207	—	85,200	82,737
Liabilities							
Agency collections	5(a)	—	—	1,000	—	1,000	1,000
		—	—	—	—	—	—
Assets retained for church use		30,993	—	72,503	—	103,495	100,589

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

Signed:  Dated: 3.7.2025

The Revd Richard Bastable, Chairman

The notes on pages 8 to 12 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 2024

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 2024 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 2024 financial year are listed in Section 5 of these notes.

2 FURTHER DETAILS OF RECEIPTS AND PAYMENTS ITEMS

2(a) Grants received

A grant of £2,000 was received from the Incorporated Trustees of the Number One Trust Fund to support choral work in the church.

2(b) Tax refunds under Gift Aid

Tax refunds for Gift Aid and GASDS relating to 2021 and 2023 congregational giving and gifts were received during 2024. The claim for 2022 is still pending, and will be progressed during 2025 along with the claim for 2024.

2(c) Legacies

£500 was received from the estate of the late Charles Drake, a former worshipper at St Luke's.

2(d) Rental income

£3,764 was received for hire of the church for filming and use as a polling station, £46,295 from the use of the Church Hall by Newpark Nursery, and £13,200 from letting of the Hall Flat.

2(e) Investments

Investment receipts comprised £520.19 in dividend payments from the invested capital of CCLA CBF equities-based funds; this income belongs to the Development Fund. A total of £1368.17 CCLA deposit account interest was received, of which £1066.00 belongs to the Development Fund and £302.17 to the Church Centre Fund. For further details refer to Notes 1(d) and 3(b).

2(f) Diocesan parish contribution

The Parish's 2024 "Common Fund" pledge to the Diocese of London was £47,000. This was paid in full and on time.

2(g) Clergy & Staffing costs

Clergy & Staffing costs included fees paid to the Music Director, and fees and salary to the Parish Administrator who transferred onto a payroll arrangement during the year. Payments were also made to choral scholars. Other costs included reimbursement of clergy expenses, payment of vicarage water rates, and payroll processing charges.

2(h) Mission & Outreach

Included in the total, £1,552 was spent on a Parish visit to the Shrine of our Lady of Walsingham, and £1,200 on training and outreach.

2(i) 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. £1,730 was reimbursed during 2024.

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	30,466	92,652	91,931	(194)	—	30,993
Total Unrestricted Funds	30,466	92,652	91,931	(194)	—	30,993
				—		
Restricted						
Development Fund	61,534	1,608	—	—	443	63,585
Church Centre Fund	7,672	308	—	—	—	7,981
Charities Fund [Note 5(c)]	248	—	—	—	—	248
Carriacou Appeal	—	1,000	1,000	—	—	—
Assistant Clergy Fund	—	—	194	194	—	—
Support Worker Fund	669	—	—	—	—	669
Choral Scholarship Fund	—	2,000	1,980	—	—	20
Total Restricted Funds	70,123	4,916	3,174	194	443	72,503
Grand Total	100,589	97,568	95,105	—	443	103,495

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 ***Carriacou Appeal Fund*** is a restricted fund for monies received during 2024 intended for relief of the hurricane disaster that afflicted the island of Carriacou during the year. All donations that were received during 2024 were fully disbursed.

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 2024; the Fund has been fully expended and was closed at the end of 2024.

The ***Support Worker Fund*** is a restricted fund created during 2023 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 2023 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.

The contents of the church include a large number of movable items. The significant items, which include historic silverware and a collection of vestments, are included on the Church's inventory.

The 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.

Funeral fees owed to the diocese for 2023 services were remitted during 2024. Funeral fees due to the Diocese, collected during 2024 amounted to £1,000, and will be remitted during early 2025.

5(b) Diocesan parish contribution

The Parish has offered to pay a total of £49,375 to the Diocese of London during 2025, 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 Administrator became a direct employee, having transferred from self-employed status. The Parish Administrator is thus the sole direct employee of the PCC. Further details of staff working on a self-employed basis are provided in Note 2(g), along with details of clergy and staffing costs.

7 RELATED PARTIES

Total expenses of £399.54, necessarily incurred during the performance of clergy duties, were paid to clergy members of the PCC. The PCC also paid for Vicarage water supply charges amounting to £431.67. No other payments, expenses, or other benefits were granted to any PCC member, persons closely connected to them, or related parties.