

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

### Annual Report by the Trustees for 2024

#### Legal and Administrative Information

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

**Name of Charity:** The St Luke & St John Ecclesiastical Charity  
**Registered No:** 1078441  
**Registration Date:** 2 December 1999  
**Governing Document:** Charity Commission Scheme CD(T1)101,673 sealed 29 March 1994 – as amended on 10 Dec 2021 as amended on 1 Dec 2023.  
**HMRC ref (Gift Aid):** ZD10194 charitable company  
**HMRC ref (UTR):** 88777 27575

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

**Charitable Objects:** The Managing Trustees shall apply the income of the Charity to further the religious and other charitable work of the Church of England in the Ecclesiastical Parish, including the provision and maintenance of a Parish Hall.

#### Classification of Charity on the Register of Charities:

Topic (What does your charity set out to do?)  
 General Charitable Purposes  
 Religious Activities  
 Beneficiaries (Who does your charity help?)  
 Children/Young people  
 Elderly/Old people  
 Other charities/voluntary bodies  
 Method of operation (How does your charity operate?)  
 Makes grants to organisations (schools, charities, etc)  
 Provides buildings/facilities/open space

**Property:** The property of the Charity is vested in the Gloucester Diocesan Trust Ltd, being the Custodian Trustee of the Charity.

**Managing Trustees:**

Ex-officio	The Revd Patrick Wheaton
Ex-officio	Ben Harris, Robert Bolton (until May 2024) and Linda Pitchford (from May 2024) Churchwardens
Nominated	Simon Barton (2021), Lisa Campbell (2022) and Robert Bolton (2024) - appointed by the St Luke & St John Parochial Church Council (PCC) for a 4 year term.

**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. Linda Pitchford became an ex-officio trustee in May, replacing Robert Bolton, who was appointed by the PCC as a nominated trustee.

Margaret Bristol was thanked for her 20 years service as trustee and chairman of the charity.

Grants of £4,500 were made to the Ministry Assistant at St Luke's to allow her to continue her theology studies which mean she is only available to work part time,

Grants of £4,500 were made to Saint John's School to fund their use of The Rock facility, to make improvements to the staff room and to support music in the school in various ways.

Charges for the hire of hall were increased by about 6 per cent from September to take account of recent inflation.

New Gopak tables were purchased for use by hirers. The audio system in the main hall was upgraded to use higher quality microphones.

The trustees agreed to seek quotations to replace the curtain dividing the small hall with a new and more manageable soundproof partition.

The trustees continued to explore options for reducing the carbon footprint of the hall building. Thanks to a significant donation from Margaret Bristol in 2023, 10 kWh batteries and a new inverter were installed in January to complement the solar panels. Some problems with the inverter settings were experienced and the expected reduction in electricity consumption was not achieved in this year. Margaret Bristol proposed that trustees should investigate the use of air to air heat pumps in place of gas central heating.

The FireTruck Espresso which had operated as a Charitable Trading Subsidiary until September 2023, remained in suspension throughout the year. Following the resignation of a director in March 2024, Revd Patrick Wheaton remained as sole director and pursued various options for the disposal of its assets which he hopes to achieve in 2025.

### **Financial Report and Notes to the Accounts**

A formal statement of accounts prepared by Mr James Harper FCA of Harper Sheldon Limited is attached.

Income from lettings includes: Morea Performing Arts: £25,769; AA Groups: £3,282; Royal Scottish Country Dance Society: £2,362; Oficina da Capoeira, England: £1,744; Get Together, £1,706; Parkinson's Table Tennis: £1,594; Cheltenham Senior Citizens Welfare Committee: £1,442; Performance Workshop: £1,352; Busy Bees, £1,354; AT Soccer camps: £1,315; Trish Tenn Fitness: £1,224.

**Reserves Policy:** Unrestricted reserves at end 2024 were **£56,701**. The level of reserves is monitored and reviewed by the trustees annually in line with the guidance issued by the Charity Commission. The Trustees have reviewed the charity's needs for reserves and consider that they are needed:

1. to provide funds which can be designated to specific projects to enable them to be undertaken at short notice;
2. to cover 6 months maintenance and running costs and administration and support costs without which the charity could not function – approximately **£19,000**;
3. in respect of certain administration and support functions which are currently performed by volunteers, to allow these to be transferred to paid staff or contractors – approximately **£16,000**;
4. to build funds to allow the replacement of the gas fired central heating system that has been in operation for nearly 30 years with a sustainable alternative - approximately **£15,000**.

**St Luke & St John Ecclesiastical Charity**  
**Accounts for the Year Ended 31<sup>st</sup> December 2024**  
**Registered Charity Number 1078441**



# St Luke & St John Ecclesiastical Charity

## Statement of Financial Activities

For the Year Ended 31<sup>st</sup> December 2024

	General Fund	Property Fund	Endowment Fund	Total 2024	Total 2023
	£	£	£	£	£
<b>Income and Expenditure</b>					
<b>Incoming Resources</b>					
Regular Lettings	59,581	0	0	59,581	55,248
Parking Rents	15,353	0	0	15,353	14,525
CBF Interest & Dividend	2,198	0	0	2,198	1,135
Miscellaneous	0	0	0	0	10
Solar Export	69	0	0	69	1,007
Donations	100	0	0	100	16,603
<b>Total Incoming Resources</b>	<b>77,301</b>	<b>0</b>	<b>0</b>	<b>77,301</b>	<b>88,528</b>
<b>Resources Expended</b>					
Charitable grants	9,514	0	0	9,514	17,644
Water, Heating & Lighting	3,473	0	0	3,473	11,310
Telephone & Internet	473	0	0	473	446
Insurance	1,770	0	0	1,770	1,715
Cleaner	8,166	0	0	8,166	7,606
Projects & Improvements	6,336	0	0	6,336	10,058
Furniture & Equipment	2,472	0	0	2,472	0
Maintenance	5,794	0	0	5,794	5,278
Coordinator Pay	14,755	0	0	14,755	13,498
Administration	1,801	0	0	1,801	2,326
Provision for Doubtful Debt	0	0	0	0	0
<b>Total Resources Expended</b>	<b>54,554</b>	<b>0</b>	<b>0</b>	<b>54,554</b>	<b>69,881</b>
<b>Net Incoming Resources</b>	<b>22,747</b>	<b>0</b>	<b>0</b>	<b>22,747</b>	<b>18,647</b>
<i>Gains on Investment Assets</i>					
Realised	0	0	0	0	0
Unrealised	0	0	359	359	1,347
<b>Net Movement in Funds</b>	<b>22,747</b>	<b>0</b>	<b>359</b>	<b>23,106</b>	<b>19,994</b>
 Fund Balances Brought Forward at the Start of the Year	 120,536	 155,050	 15,668	 291,254	 271,260
<b>Fund Balances Carried Forward at the End of the Year</b>	<b>143,283</b>	<b>155,050</b>	<b>16,027</b>	<b>314,360</b>	<b>291,254</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 2024

	General Fund £	Property Fund £	Endowment Fund £	Total 2024 £	Total 2023 £
<b>Fixed Assets</b>					
Freehold Property (note 2)	54,950	155,050	0	210,000	210,000
<b>Current Assets</b>					
CBF Deposit Fund	53,730	0	0	53,730	27,532
CBF Investment Fund		0	16,027	16,027	15,668
Cash at Bank	3,104	0	0	3,104	8,072
Cash & Stamps in Hand	91	0	0	91	91
Debtors and Prepayments	1,632	0	0	1,632	1
Investment in Trading Subsidiary	30,000			30,000	30,000
	88,557	0	16,027	104,584	81,364
<b>Liabilities Due Within One Year</b>					
Creditors & Accruals	224	0	0	224	110
Security Deposits	0	0		0	0
Promissory Note re Trading Subsidiary	0	0		0	0
	224	0	0	224	110
<b>Net Current Assets</b>	88,333	0	16,027	104,360	81,254
<b>Total Assets Less Current Liabilities</b>	143,283	155,050	16,027	314,360	291,254
<b>Net Assets</b>	143,283	155,050	16,027	314,360	291,254
<b>Funds</b>					
General Fund	143,283			143,283	120,536
Property Fund (note 2)		155,050		155,050	155,050
Endowment Fund			16,027	16,027	15,668
	143,283	155,050	16,027	314,360	291,254

The notes on page 3 form part of these accounts.

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

Trustee:   
Date: 28/03/2025

Trustee:   
28/3/2025

## **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 2024, 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.



**James Harper FCA**  
**Director of Harper Sheldon Limited**  
**Chartered Accountants**  
**Midway House**  
**Staverton Technology Park**  
**Herrick Way**  
**Cheltenham**  
**GL50 1UA**

**Date: 28 March 2025**