



The Church of England in Highwoods
Two Churches. One Family.

St Luke's Church
Highwoods 



Annual Report and Financial Statements of the Parochial Church Council for the year ended 31 December 2022

Incumbent:

Revd Hannah Cooper

Bank:

CAF Bank Ltd
25 Kings Hill Avenue
Kings Hill West Malling Kent ME19 4JQ

Registered Charity no:

1159205

Independent Examiner:

Simone Hilliard

Auditor and Accountant Simone Hilliard FCCA 17 Totham Hill Green Great Totham Maldon CM9 8DX

Welcome to our 2022 Annual Report

Dear Church Member

I really enjoy the process of creating the yearly annual report (despite being an admin task!) It is a great opportunity to look backwards and review what happened in the previous year. It's a little bit like Skiing, when you get to the bottom of a mountain, it's great to look back up and see how far you have come. This is our second time of creating an APCM which gives an overview of two churches located in the one parish of Highwoods.

My welcome and review for the last couple of APCM reports have expressed the difficulties and tiredness of journeying through a global pandemic. This bible verse was used in both 2020 and 2021 annual review was

2 Corinthians 4:8-10

'We are hard pressed on every side, but not crushed; perplexed, but not in despair; persecuted, but not abandoned; struck down, but not destroyed. We always carry around in our body the death of Jesus, so that the life of Jesus may also be revealed in our body.'

I'm pleased that, looking back on 2022, that bible verse doesn't feel it fits anymore. While 2022 still wasn't easy, it began to feel like an opportunity to begin to spread our wings and begin to flourish.

I googled the most shared and bookmarked bible verse for 2022 and it was this:

Isaiah 41.10

'So do not fear, for I am with you, do not be dismayed, for I am your God. I will strengthen you and help you: I will uphold you with my righteous hand.'

I think over the course of 2022 we have seen the truth of this bible passage played out over our parish. We have no need to fear, we do not need to be dismayed for he is God and he has strengthened and helped us, he has upheld us with his righteous hand.

St Mark's grew from being a very fragile new start, to developing their identity and vision. New members who were not part of the original group from St. Luke's have joined St. Mark's. St Luke's acknowledged the pain of planting, and within that began to sense the moving of the spirit and a deepening of relationship and during 2022 St. Luke's began to grow again. As a parish we have become stronger at working together and demonstrating more of a family outlook, recognising points and seasons in the year where we can join together. St. Mark's inviting St. Luke's to worship with them on the first Sunday in January was an amazing way to kick off 2022. There is still work to be done and ways in which we can continue to develop together further, but I am incredibly proud of how each church has grown during 2022. Thank you to each and every member that has journeyed and worked to create two healthy churches and one parish.

Please do keep reading this report.

Hannah

Parish Report

Assington Weekend Away

During 2022 we were able to have our first parish weekend away at Assington, it was great to be do this again having paused for Covid. The opportunity to come together and worship as a parish in the beautiful setting of Assington was exactly what we needed. The weather was again kind to us and the Holy Spirit was on was the move. We focused on Creation Care, one of our parish areas of focus.

Food bank

In October 2022 I am really excited we finally opened the Highwoods satellite Food bank. This is a project that has been bubbly along for over 2 years and finally we got it started. A huge thank you to the community centre, and our local councillors who have helped to fund this great addition to the parish. This is a parish opportunity and it has been great to have volunteers from both St. Luke's and St. Mark's. The food bank runs every Monday in the blue bell centre community room, it is fully supported by the Main foodbank located at Tollgate, Stanway. Currently we open every Monday from 9-11am, we are hoping to eventually expand into opening twice a week, but that will be funding and volunteer dependant. It has been a great privilege to continue working with those in great need within Highwoods.

Mission and Mercy 2022

Our Parish PCC and Finance Team oversee our finances. As a parish we give away 10% of everything that is given to the parish. There is a subcommittee commissioned by the PCC to choose who and how we give our money away. They bring their recommendations to the PCC, and the PCC gives authorisation for the money to spent. I am really grateful to the giving group for faithfully meeting, praying and deciding how to give away our money. This is a list of all the charities we supported in 2022

St Luke's Mission & Mercy giving 2022

International

Ukraine	£929.96
Unicef	£400.00
Vision for China	£400.00
Tear Fund (General)	£400.00
Open Doors	£400.00
Friends International	£400.00

Local/Colchester

A ROCHA	£185.00
Good News for Everyone (Gilberd/Trinity Bibles)	£400.00
CAP Colchester	£560.04
Beacon House	£1,040.04
CYO	£2,080.08
Korban Project (Formerly Colchester Nightstop)	£470.00
Colchester Engagement (Night Shelter)	£300.00
Highwoods Foodbank	£230.00

TOTAL	<hr/> <hr/> £8,195.12
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St Luke's Church

Highwoods



Jan 2022 began at St. Luke's began with an important preaching sermon series, Nehemiah was the bible story and the theme was rebuilding the walls. We honestly looked at how we were feeling emerging out of the pandemic. Although we had planted St. Mark's over a year ago, the full enormity and grief wasn't really felt and acknowledged until this point. We began pressing in to what God wanted to say, and in expressing openly and honestly the sense of loss and grief, it really helped us to process and begin to heal.

In the summer it was time to say goodbye to our live streamed services, and focus on being together in person. Huge thanks to our tech team who took on the significant additional role during the pandemic.

In Oct 2022 St. Luke's celebrated our 30th Birthday in style, what a milestone in the life of church plant. It was great to worship together and be challenged afresh with a brilliant preach from Revd. Peter Cook, St. Luke's first vicar. It was really helpful to give a focus and question of what's next? Where is there fruit? And an encouragement to pray.

During 2022 we welcomed Sammy back from maternity leave, and said a huge thank you to Lisselle for holding a lot of the weight during her maternity leave. We also said goodbye again as Sammy started a second maternity leave in September. Janine Wilde has been overseeing our youth since November.

Karen our Children's and families worker has continued to grow the ministry and make connections with the community. Our Toddler group that meets Wednesday, welcomed chaplains into each session and I've been excited to see our church membership grow from the mums attending on a Wednesday. Karen is also working in both schools, providing assemblies and RE workshops. It was great to have the prayer space running again in Highwoods over the summer. Karen is beginning to work out how to hold the role of parish children's and families worker.

Our discipleship groups have played a large role in 2022. I have loved hearing how so many people have spoken so highly of their discipleship groups, and the support that has been given through this groups, finding new and innovative ways to stay connected, pray for each other and grow in faith. If you haven't yet found a home in a discipleship group yet, then please do get in contact with me (Hannah).

For many years we have supported the work of Nsambya School, Orphanage and Clinic in Kampala. There are many in the congregation who sponsor individual children and more recently, following our visit in 2019, we have developed additional Hardship Funding which provides general support to any child within the school and a Teacher Fund, providing training and resources for the staff. Uganda hasn't been a project we have been able to develop during 2022, partly because a visit hasn't been possible, and partly because we are very aware that finances have been incredibly tight for many. We would love to provide additional support, and will be looking to share more about the project during 2023. Please speak to Hannah, Jennifer Greenley, Jo Russell or Stef Jones if you would like more information.

We at St. Luke's are really pleased to be the umbrella organisation for the Deaf Church that meets monthly in the Oak Tree Coffee House. During 2022 we were able to meet with other deaf Christians from across the diocese, in April at a retreat day at Pleshey and in October for a residential weekend at Belsey Bridge. Diana has been able to join a monthly deaf club which is a great opportunity to support those beyond the church and invite them to worship with us, as in September when we remembered the late Queen. Our churchwarden David Spayne is a member of Diocesan and Deanery Synod, which means more people are aware of us and some of the communication needs.



St Mark's began 2022 with a freshly discerned vision based upon Acts 2:46-47 to be 'not just for Sundays' and for 'Every member to be a shining light in mission, fuelled by ministry and discipleship.' Fantastic, biblical words. But anyone can write a good strapline, so we needed to turn them into action.

We started BIG BREAKFAST, meeting monthly at the Premier Inn. As we don't have a building to gather in, it gives us additional space beyond Sunday morning to spend time together as church family and has been a great place of conversation and fun. And just as importantly, it also offers a friendly non-threatening space where we can invite friends, family, colleagues and neighbours to come and spend time with the church. The aim is that while many people might not say yes to an invitation to come to 'church', lots of people are happy to enjoy a good breakfast *with* the church, and in June, 11 of the 26 people at Big Breakfast were guests who are not yet part of the church family.

We started DEEPER, meeting fortnightly in the Oak Tree Coffee House. Sunday mornings are great, but there is only so much you can cover, so we wanted a space for the church family to go deeper in prayer, the Spirit and Scripture. Unlike a discipleship group, Deeper is more of a drop-in, so different people have been part of each gathering. These evenings have so far included things like practising using our Spiritual Gifts, discussing end times and considering the importance of 'meaning' in what we do with our time and lives.

As well as these regular gatherings, St Mark's also began a few annual traditions. We marked GOOD FRIDAY with a time of reflection and prayer in Pencil Park (next to Rawlings Crescent). The aim was to be out in the community, sharing food and witnessing, so when a group of youth in the park showed interest in what was going on, we were really pleased that they chose to join us as we prayed to mark Jesus' death at 3pm.

Another new (but hopefully annual!) tradition was our first CHRISTMAS MEAL together. The Premier Inn put aside a large dining room and 30 of us enjoyed lunch and a prolonged time to chat together and enjoy the lead-up to Christmas.

With all these new things happening, and concentrating on 'not just for Sundays', we didn't forget our Sundays and existing gatherings. We continued to invest in St Mark's children's group, youth group and adult discipleship groups so that small group time is as engaging as possible and draws as many people as possible. We also continued to encourage every member ministry, with an extended teaching series reminding us that the Christian life is for everyONE, everyDAY, everyWHERE. It's a huge goal, and by aiming for it we are seeing more and more members involved in church and community life.

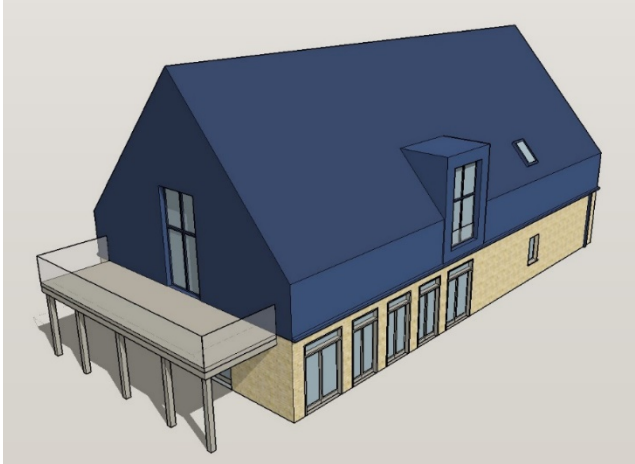
To check our progress, and to ensure we keep moving forward with the vision, St Mark's Ministry Leadership Team prepared a church-wide survey and took the results on an away day to listen to what God and church members were saying about St Mark's. This gave us a chance to review the vision, tweaking it slightly (see below), and it also gave us direction as we worked together to prepare for Chris and Emma moving on next year.

**We are a joyful and friendly church where everybody is welcome 'just as you are'
to be part of the St Mark's family; a family where everybody is valued.
We aim to love without judgment, to serve without status,
and to see everyone transformed by God's love and truth.**

Finally, at our 2nd Birthday Celebration – known lovingly as CAKE SUNDAY – we received some wonderful gifts. A St Mark's member handmade a tabletop cross, and our friends from Shrub End Parish presented us with beautiful communion cups.

St Mark's

Community Centre



Last year, we finally saw signs of movement in the long-held hope of a new community centre at the old rugby club site on Mill Road. And that hope continued into 2022.

We had established a Charitable Incorporated Organisation (CIO) to operate the centre, the trustees and councillors had agreed on a design, there was a publicly confirmed £1.8m capital budget, the public consultations had gone well and then the project stumbled.

There was a delay in getting the project out to tender. Meanwhile, construction costs skyrocketed. And to

make the perfect storm, there was a political issue with the new community centre at Stanway.

The trustees met each challenge as well as we could, and when asked to present our business case and plans to Colchester Borough Council's community team for scrutiny, we received positive feedback and assurance that the St Mark's CIO trustees were seen as a competent body. One hurdle overcome.

The remaining hurdle is cost, and we ended 2022 with a large financial gap between the £1.8m capital budget and the design seen above for a two-story, low-environmental impact building with plenty of hireable space and a community café.

We invite you to pray and to take every possible opportunity to encourage our elected representatives to go ahead and build this necessary community facility.

Note: St Mark's Community Centre Charitable Incorporated Organisation was formed in 2020 with 4 trustees representing the Parish of St Luke's, 2 trustees representing Highwoods Ward Council and 1 trustee representing Myland Community Council.



2022 has still not been an easy or normal trading year, at the beginning of the year our pre covid trade was still not back to usual. The cost of living crisis has hit the Oak Tree with noticeable effect, customers have chosen to come less often, to spend less and often to share meals. We like many other businesses have been hit with rapidly increasing stock prices, and hiked utility bills have been noticed.

Our annual figures for 2022 are not going to look good, and we are incredibly thankful to St. Luke's PCC for the additional injection of cash that was given at the end of 2022. This begins to paint a difficult financial picture, but all is not lost although this is a review of 2022, I can tell you that 2023 has started really well, and with the hard work of both the directors and the manager we are hoping to see a much better year for 2023.

In September we said a sad goodbye to our Susie as Oak Tree Manager as she ventured into a new career. The great news is that we appointed Karen Ward, our deputy manager as our new Manager. This has been a very good appointment, and at the very end of 2022 we appointed Sita Murugiah as our assistant manager, again this has been a very good appointment. The team have settled really well under the new management.

2022 has been another year of increasing the number of products made onsite, now the majority of our tray bakes and our big cakes are made on site. This has been great to see the team expanding their ability and skills.

The Oak Tree Chaplains have returned to the Oak Tree on a Wednesday morning to sit and chat with our customers and team.

During 2022 we bought some extra tables to bring us back up to pre covid capacity and some new very comfortable arm chairs, at the end of 2022 we also had a refresh of the paint.

For more information you would be welcome to join the Oak Tree Coffee House's AGM taking place on Thursday 15th June at 7.30pm.

Please can I invite you to continue praying for our wonderful Oak Tree, God has blessed us with this asset and we continue to want to use it to bring his glory. As Susie reminded us last year in her report. God was and always is good, He is our stronghold and it is for Him that The Oak Tree Coffee House exists.

Hannah
Chair of Oak Tree Coffee House

Parish of St. Luke's Highwoods

ANNUAL PAROCHIAL CHURCH MEETING 2022

Dear Church member,

We give a very warm invitation to share in our APCM and look forward to seeing you.

AGENDA

Opening prayer & Worship

MEETING OF PARISHIONERS

- 1. Welcome**
- 2. Choosing of Churchwardens (2 for 1 year)**

ANNUAL PAROCHIAL CHURCH MEETING

1. Elections

Elections for Parochial Church Council

Elections for Deanery Synod reps

Reports

- 2. Apologies for absence**
- 3. Approval of minutes of 2022 APCM**
- 4. Matters arising**
- 5. Administrative Reports**

- a. Presentation of Electoral Roll**
- b. Financial Report**
- c. Church Property Report**
- d. Safeguarding Report**
- e. PCC report**
- f. Deanery Synod Report**

- 6. St Luke's report**
- 7. St Mark's Report**
- 8. Appointment**

- a. Independent Examiner for 2023**

- 9. Vision: Revd. Hannah Cooper**
- 10. Any other business – please email 24 hours in advance**

Blessing and Prayer

Minutes of APCM 2022

Opening Prayer & Worship

Welcome & prayer by Rev Chris Smith. Invitation to an extended time of praise.

MEETING OF PARISHIONERS

1. Welcome by Rev Hannah Cooper. Psalm 127 v 1.

2. Choosing of Churchwardens (2 for 1 year)

Appointed:

Adrian Jones – proposed Gavin Duthie, seconded John Groslin
Lynne Gettings - proposed Adrian Jones, seconded Mark Russell

ANNUAL PAROCHIAL CHURCH MEETING Elections for Parochial Church Council

1. Elections for PCC

Thanks to Mark Visagie (6 years), Stuart Angier (3 years), Nyene Motsi (3 years) for their service on PCC.

Nominations:

Anne Mayne - proposed Joanne Russell seconded Kim Osborne
Stuart Angier - proposed Hugh Thomas seconded Adrian Jones
Ryan Huttley - proposed Karen Cakebread seconded Lesley West
Ordelia Sansford - proposed Adrian Jones seconded Emma Smith

Following the meeting, a decision will be made as to who will serve for 1 year from the 4 appointees; the other 3 will serve for 3 years.

Diana Abbott was proposed to serve on PCC as the LLM position - proposed: Hugh Thomas, seconded: Susie Shepherd

2. Approval of PCC expansion. 1 additional place for 2023

Proposed - Fiona Malby
Seconded - Mark Harris

Unanimous

Reports

3. Apologies for absence

Anne Mason
Dee & Howard Gardner
Cathy & John Groslin

4. Approval of minutes of 2021 APCM

Formally approved.

5. Matters arising

N/A

6. Administrative Reports

a. Presentation of Electoral Roll - 137

b. Financial Report

Question: Men Behaving Boldly - why is there an outstanding figure against it? Hannah Cooper to get back to Michael Allen about this figure.

c. PCC Report

Question: Are we looking to re-instate Assistant Church Wardens.

Response: this is an ongoing piece of work.

d. Church Property Report

No questions

e. Deanery Synod Report

No questions

7. St Luke's report

Question about the attendance figure of 35 in October. Is that accurate?

Hannah Cooper to check the accuracy of that figure.

8. St Mark's Report

No questions

9. Appointment

a. Independent Examiner for 2022

Proposal Sarah Large

Unanimous.

10. Vision: Revd. Hannah Cooper & Rev Chris Smith

October 2016 - Hannah Cooper appointed as Priest in Charge of the Parish. Chris was later appointed as Church Planting Curate. Chris has fulfilled his brief in that he has facilitated the planting of St Mark's. Chris has now just one 1 year left in his role. This year is about working out how we will continue to be one parish, 2 churches with Hannah as Priest in Charge of the Parish.

As a parish we are:

2 distinct churches - each with their own vision. St Luke's purpose is to be rooted in the Father's love; grow in the power of the Spirit and reach out with the love of Jesus. St Luke's is looking to extend its community links. St Mark's was planted without a set vision on purpose - enabling those involved in the church plant to discern the vision. After a year, St Mark's spent time together as a church and time during a day away discerning vision. St Marks vision comes from Acts 2:46-47 for

St Mark's Church to be 'not just for Sundays' and for 'Every member to be a shining light in mission, fuelled by ministry and discipleship'.

Our parish vision priorities for 2022 as 2 churches, one family; transformed by the Holy Spirit are:

Generous in all we do

Youth focused

Loving our community

Caring for creation

There was a discussion in small groups about what stands out from those priorities. The following thoughts were shared:

Affirmation about the importance of young people

Generosity - the importance of giving of finance and time; bring everything you can; be generous in all you do; generosity can be apply it to the other quadrants

The importance of loving our community - particularly through the Oak Tree Coffee House.

Street Pastors - loving the wider community of Colchester

The challenge of what it really means to care for God's creation.

Generosity in all things - with thanks for generosity via social media & Zoom

Group chat. Which of the vision priorities do you feel called to?

Chris shared the importance of us all embracing the 4 quadrants

AOB - Church Wardens thanked volunteers, our staff team (Karen, Sammy & Deb) and our clergy team (Hannah, Chris, Paul & Lisselle). Prayers for our church.

11. Any other business – please email 24 hours in advance

Church Wardens thanked volunteers, our staff team (Karen, Sammy & Deb) & our clergy team (Hannah, Chris, Paul & Lisselle). This was followed by a time of prayer for leaders and our 2 churches.

12. Blessing & Prayer

	Unrestricted Funds	Designated Funds	Restricted Funds	YTD TOTAL 2022	TOTAL 2021
RECEIPTS					
Voluntary Receipts:					
Planned giving	£88,922.22			£88,922.22	£77,315.38
Stewardship	£600.00			£600.00	£1,200.00
Collections and other giving	£220.00			£220.00	£0.00
One off Gift	£1,899.99			£1,899.99	£1,643.62
GiftAid Income Tax recovered	£19,805.04			£19,805.04	£18,827.37
Sub Total	£111,447.25	£0.00	£0.00	£111,447.25	£98,986.37
Other voluntary receipts					
Special collections			£7,561.60	£7,561.60	£12,410.01
Donations & Grants (Restricted)			£22,728.00	£22,728.00	£34,592.74
Receipts from activities for generating funds					
Fund raising events	£2,229.73		£0.00	£2,229.73	£0.00
First Steps			£0.00	£0.00	£0.00
Receipts from Church activities					
Wedding fees	£96.00			£96.00	£0.00
Funeral fees	£460.00			£460.00	£1,630.00
Other Fees/income	£675.25	£0.00	£0.00	£675.25	£161.57
Receipts from investments					
Bank and deposit interest	£255.55			£255.55	£5.01
TOTAL RECEIPTS	£115,163.78	£0.00	£30,289.60	£145,453.38	£147,785.70
PAYMENTS					
Church activities inside the parish					
The Ministry	£2,707.13			£2,707.13	£1,605.74
Insurance	£574.08			£574.08	£540.40
Church Services inc licence	£1,621.41			£1,621.41	£1,069.78
Donations and Grants			£27,870.21	£27,870.21	£24,218.99
Hire of Buildings - Community Centre	£4,200.50			£4,200.50	£4,547.39
Hire of Buildings - Oak Tree	£713.29			£713.29	
HCIC Donations	£2,500.00			£2,500.00	
Training - Ministry & General	£0.00			£0.00	£0.00
Training - C & F	£0.00			£0.00	£60.00
Training - Admin	£0.00			£0.00	£0.00
Training - Youthworker	£0.00			£0.00	£0.00
Office costs inc. Bank Charges	£1,440.92			£1,440.92	£1,721.00
Software - Churchsuite	£546.00			£546.00	
Staff & Pension	£26,608.92			£26,608.92	£21,646.36
Staff Adjustment (SMP offset error)	£0.00			£0.00	£3,965.12
Expenses - C & F	£254.71			£254.71	£328.38
Expenses - Admin	£325.00			£325.00	£275.00
Expenses - Youthworker	£190.26			£190.26	£50.00
Break Out/Youthwork Expenses	£178.51			£178.51	£216.58
Miscellaneous	£21.00			£21.00	£4.97
PA	£117.16			£117.16	£450.18
Equipment	£38.98			£38.98	£400.00
People in Need	£267.60			£267.60	£320.83
Funeral Fees	£238.00			£238.00	£1,432.50
Wedding Fees	£48.00			£48.00	£0.00
Parish Mission	£1,020.44			£1,020.44	£438.69
C&F Ministry Midweek	£34.58			£34.58	£87.29
C&F Gforce+	£37.16			£37.16	£8.99
C&F First Roots	£23.54			£23.54	£9.34
C&F GForce	£129.54			£129.54	£178.99
C&F GForce takeaway	£0.00			£0.00	£0.00
C&F Schools	£81.39			£81.39	£33.74
Gilberd Chaplaincy	£0.00			£0.00	£0.00
Church activities outside the parish					
Diocesan Parish Share	£49,324.80			£49,324.80	£50,600.44
Mission & Mercy	£8,195.12			£8,195.12	£8,655.16
Special collections			£10,740.18	£10,740.18	£11,015.57
Members' Mission	£0.00			£0.00	£0.00
Church Weekend - Birch Hall	£200.00			£200.00	
Cost of Generating Funds	£2,229.73			£2,229.73	£0.00
TOTAL PAYMENTS	£103,867.77	£0.00	£38,610.39	£142,478.16	£133,881.43
Revenue Surplus/(Deficit) for the period	£11,296.01	£0.00	-£8,320.79	£2,975.22	£13,904.27
Transfer between funds	-£8,847.41	£8,847.41	£0.00	£0.00	£0.00
Members Mission			£0.00		
Mission & Mercy			£0.00		
Adjusted Surplus/(Deficit) for the period	£2,448.60	£8,847.41	-£8,320.79	£2,975.22	£13,904.27
	Unrestricted	Designated	Restricted	TOTAL	

		Funds	Funds	Funds	
Cash at bank and in hand at	31-Dec-21	£21,866.29	£9,914.63	£33,093.40	£64,874.32
Adjusted Surplus/(Deficit) for the period		£2,448.60	£8,847.41	£8,320.79	£2,975.22
Cash at bank and in hand at	31-Dec-22	£24,314.89	£18,762.04	£24,772.61	£67,849.54

Statement of Assets and Liabilities as at 31 December 2022

	Unrestricted Funds	Designated Funds	Restricted Funds	TOTAL
Assets				
Cash Funds-collection	£0.00		£0.00	£0.00
Cash Funds (First Steps)	£0.00		£316.94	£316.94
Cash Funds (St Mark's Family Breakfasts)	£0.00		£39.00	£39.00
SMP to be reclaimed from HMRC	£0.00		£2,924.02	£2,924.02
Bank Current Account	£4,785.81			£4,785.81
Bank Giving Account	£7,968.66			£7,968.66
Bank Reserve Account	£13,523.79	£18,762.04	£21,492.65	£53,778.48
Other monetary assets	£0.00	£0.00	£0.00	£0.00
Total Assets	£26,278.26	£18,762.04	£24,772.61	£69,812.91
Liabilities				
PAYE/NI	£749.57			£749.57
Employee NI	£329.20			£329.20
Employer NI	£884.60			£884.60
Unpaid Cheques	£0.00			£0.00
Total Liabilities	£1,963.37	£0.00	£0.00	£1,963.37
Net Total Assets	£24,314.89	£18,762.04	£24,772.61	£67,849.54

Notes

- The financial statements of the PCC have been prepared in accordance with the Church Accounting Regulations 2006 using the Receipts and Payments basis overall. As an exception, the costs for PAYE, Employee NI, Employer NI and NEST Pension payments are accounted for on an accrued basis, in order to account for these liabilities in the period incurred (and to reconcile with our SAGE Payroll and SAGE accounting records). Similarly Statutory Maternity Pay to be reclaimed from HMRC is also accounted for on an accrued basis, in order to ensure the overall Parish financial reserves are not materially mis-represented.
- The following assets are recognised but not necessarily included in the Statement of Assets and Liabilities: moveable church furnishings held by the churchwardens on trust for the PCC which would require a faculty for disposal.
- The expenses paid to clergy may include a small immaterial proportion which relates to their function as PCC members. No other payments were made to PCC members.
- St Lukes PCC is the majority shareholder in Highwoods Community Interest Company, holding 90.8% of the share capital as at 31 December 2022. It is considered that there is no current market value for the shares.

5 Activities to generate funds

	Receipts	Payments	Profit/Loss
Church Weekend (Ticket Sales)	£2,229.73	£2,229.73	£0.00
Total	£2,229.73	£2,229.73	£0.00

6 SUMMARY OF FUNDS HELD

	B/Fwd Jan 22	Receipts	Payments	Transfers	C/Fwd December 22
Unrestricted Funds					
General Fund	£21,866.29	£115,163.78	£103,867.77		
General Fund to PIN				£962.15	
General Fund to Equipment				£202.42	
General Fund to PA				£482.84	
General Fund To Parish Share Fund				£6,000.00	
General Fund to Oak Tree				£1,200.00	
Total Unrestricted Funds	£21,866.29	£115,163.78	£103,867.77	£8,847.41	£24,314.89
Designated Funds					
People in Need	£3,476.17			£962.15	£4,438.32
Equipment - Balance Capped at £750 in 2022	£547.58			£202.42	£750.00
PA - Balance Capped at £2000 in 2022	£1,472.88			£482.84	£1,955.72
Parish Share	£4,418.00			£6,000.00	£10,418.00
Oak Tree	£0.00			£1,200.00	£1,200.00
Total Designated Funds	£9,914.63	£0.00	£0.00	£8,847.41	£18,762.04

7.1 Restricted Funds - Special Collections

Uganda Fund	£3,351.21	£6,616.00	£7,155.00		£2,812.21
Community Coffee House	£11,808.08	£0.00	£2,500.00		£9,308.08
Munch Fund	£2,289.48	£61.57	£416.10		£1,934.95
Church Weekend Donations	£0.00	£884.03	£669.08		£214.95
Total Special Collections	£17,448.77	£7,561.60	£10,740.18	£0.00	£14,270.19

7.2 Restricted Funds - Donations and Grants

GForce Club Night	£148.64	£0.00	£0.00		£148.64
Breakout	£0.00	£23.40	£0.00		£23.40
Lockdown Support Fund	£30.08	£0.00	£0.00		£30.08

Helping Hands Fund	£500.00	£0.00	£0.00	-£500.00	£0.00
Highwoods Foodbank	£322.12	£1,285.30	£1,165.64	£500.00	£941.78
Easter Egg Hunt	£0.00	£123.65	£120.00		£3.65
Church Birthday	£0.00	£305.52	£270.18		£35.34
Families, Faith & Fun	£77.04	£331.74	£313.48		£95.30
St Mark's Church Planting Fund	£7,321.98	£98.69	£0.00		£7,420.67
Diocese Church Plant Expenses	-£213.27	£2,917.51	£2,704.24		£0.00
Diocese Plant Development Costs	£540.00	£3,960.00	£4,500.00		£0.00
St Mark's Church Family Breakfasts	£0.00	£1,468.70	£1,429.70		£39.00
Men Behaving Boldly	£1,324.15	£430.44	£446.50		£1,308.09
People in Need	£0.00	£1,651.33	£1,651.33		£0.00
Solid Fund	£0.00	£873.39	£873.39		£0.00
Youth Recovery Fund	£0.00	£120.50	£20.65		£99.85
Youthworker Fund SMP due	£6,462.54	£3,083.42	£0.00	-£9,545.96	£0.00
Youthworker Fund	-£1,368.39	£4,560.00	£12,737.57	£9,545.96	£0.00
Sub Total-Donations and Grants	£15,144.89	£21,233.59	£26,232.68	£0.00	£10,145.80
First Steps	£499.74	£1,494.41	£1,637.53		£356.62
Total Donations and Grants	£15,644.63	£22,728.00	£27,870.21	£0.00	£10,502.42

8 Funds Summary	B/Fwd Jan 22	Receipts	Payments	Transfers	C/Fwd Dec 22
Total Special Collections	£17,448.77	£7,561.60	£10,740.18	£0.00	£14,270.19
Total Donations and Grants	£15,644.63	£22,728.00	£27,870.21	£0.00	£10,502.42
SubTotal Restricted Funds	£33,093.40	£30,289.60	£38,610.39	£0.00	£24,772.61
Total Unrestricted Funds	£21,866.29	£115,163.78	£103,867.77	-£8,847.41	£24,314.89
Total Designated Funds	£9,914.63	£0.00	£0.00	£8,847.41	£18,762.04
Total Funds	£64,874.32	£145,453.38	£142,478.16	£0.00	£67,849.54

4th May 2023

Approved by the PCC standing Committee and signed on their behalf by:

H. COOPER Position Rev. Hannah Cooper - Priest in charge

V. GUNNING Position Church Warden

**THE PAROCHIAL CHURCH COUNCIL OF THE ECCLESIASTICAL
PARISH OF ST LUKE, COLCHESTER**

STATEMENT OF PCC RESPONSIBILITIES

The PCC are responsible for preparing the Trustees' Report and the financial statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice)

The law applicable to charities in England & Wales requires the PCC to prepare financial statements for each financial year which give a true and fair view of the state of affairs of the PCC and of the incoming resources and application of resources of the PCC for that period.

In preparing these financial statements, the trustees are required to:

- select suitable accounting policies and then apply them consistently;
- observe the methods and principles in the Charities SORP;
- make judgements and estimates that are reasonable and prudent;
- state whether applicable accounting standards have been followed, subject to any material departures disclosed and explained in the financial statements;
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charity will continue in operation.

The PCC are responsible for keeping accounting records that disclose with reasonable accuracy at any time the financial position of the PCC and enable them to ensure that the financial statements comply with the Charities Act 1993, the Charity (Accounts and Reports) Regulations 2008 and the Church Accounting Regulations 2006. They are also responsible for safeguarding the assets of the PCC and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

**THE PAROCHIAL CHURCH COUNCIL
OF THE ECCLESIASTICAL PARISH OF
ST LUKE, COLCHESTER**

Registered Charity Number 1159205

Additional notes to the Financial Statements for the period ending 31st December 2022

Accounting Policies

As stated, these financial statements have been prepared in accordance with the Church Accounting Regulations 2006, using the Receipts & Payments (i.e. Cash) basis, including any uncleared bank payments made.

These accounts include all transactions, assets and liabilities for which the PCC is responsible in law. They do not include the accounts of any church groups or activities that owe their major affiliation to another body, nor those that are informal gatherings of Church members.

Funds – General & Designated

General Funds represent the funds of the St Luke's PCC that are not subject to any restrictions regarding their use, and are available for application on the general purposes of the PCC. Designated Funds represent the funds that have been designated for a particular purpose by the PCC, but these funds are also unrestricted regards their usage. St Luke's currently operates five designated funds as follows:

People In Need Fund, where the PCC allocated £100 per month from St Luke's general funds to this designated fund to provide a reserve for use by the PCC as and when individual situations of serious personal need arise – due to the current economic conditions the previous cap on the fund of £2000 has temporarily been removed.

PA Fund, where the PCC allocated £50 per month from St Luke's general funds to this designated fund to provide a reserve for use by the PCC to invest in new or replacement PA equipment.

Equipment Fund, where the PCC allocated £50 per month from St Luke's general funds to this designated fund to provide a reserve for use by the PCC to invest in new or replacement general equipment.

Parish Share, where the PCC allocated £500.00 per month from St Luke's general funds to this designated fund to provide a reserve for use by the PCC to support expected future increases in our Parish Share.

Oak Tree, where the PCC allocated £300 per month commencing September 2022 to assist the working capital requirements of The Oak Tree Coffee House where needed.

Funds - Restricted

Restricted funds are those funds that must be spent on restricted purposes. St Luke's PCC currently operates restricted funds as follows:

Uganda Fund - whereby these funds have either been given or otherwise raised specifically for the purpose of supporting the activities of the Nsambya Full Gospel Mission Church and/or Children's School(s) and Orphanage(s) in Kampala, Uganda.

Community Coffee House - whereby these funds have been given or otherwise raised specifically for the purpose of supporting the Oak Tree Community Coffee House.

Munch Fund - whereby these funds have been given or otherwise raised specifically for the purpose of supporting the work of the Munch Initiative.

Church Weekend Donations - whereby these funds have been given or otherwise raised specifically for the purpose of supporting the Parish weekend away.

Gforce Club Night - whereby these funds have been given or otherwise raised specifically for the purpose of supporting the GForce Children's Ministry.

Breakout - whereby these funds have been given or otherwise raised specifically for the purpose of supporting the Breakout Youth Ministry.

Lockdown Support Fund - whereby these grant funds have been received specifically for the purpose of providing food parcels to families in need within our parish.

Helping Hands Fund – whereby these grant funds have been received specifically for the purpose of providing support to those in need within our parish.

Highwoods Foodbank - whereby these funds have been given or otherwise raised specifically for the purpose of establishing and supporting a foodbank on Highwoods.

Easter Egg Hunt - whereby these funds have been given or otherwise raised specifically for the Children's Ministry Easter Egg Hunt.

Church Birthday - whereby these funds have been given or otherwise raised specifically for the St Luke's Church 30th birthday celebration.

Families, Faith and Fun - whereby these funds have been given or otherwise raised specifically for the purpose of supporting the Families, Faith and Fun service.

St Mark's Church Planting Fund - whereby these funds have been given or otherwise raised specifically for the purpose of supporting the new Church Plant – now known as St Mark's.

Diocese Church Plant Expenses - whereby these grant funds have been received specifically for the purpose of supporting the Church Plant Expenses

Diocese Plant Development Costs - whereby these grant funds have been received specifically for the purpose of supporting the Church Plant Development Costs

St Mark's Church Family Breakfasts - whereby these funds have been given or otherwise raised specifically for the purpose of supporting the St Mark's Church Family Breakfasts.

Men Behaving Boldly - where these funds have been given or otherwise raised specifically for the purpose of supporting the Men Behaving Boldly Missional Community.

People in Need - whereby these funds have been given or otherwise raised specifically for the purpose of supporting people in need within our parish

Solid Fund - whereby these funds have been given or otherwise raised specifically for the purpose of supporting the Children and Youth Ministry trip to the Solid Event.

Youth Recovery Fund - whereby these grant funds have been received specifically for the purpose of re-establishing the youthwork and supporting our young people after the pandemic.

Youthworker Fund SMP due – whereby the funds due from HMRC are specifically for the claim for the Statutory Maternity pay for the Youthworker.

Youthworker Fund - whereby these funds have been given or otherwise raised specifically for the purpose of supporting the employment of a Youthworker by St Luke's PCC.

First Steps - whereby these funds have been given or otherwise raised specifically for the purpose of supporting the First Steps Group.

Receipts (Incoming Resources)

Planning Giving receipts and Collections & Other Giving receipts are both recognised when received by or on behalf of the PCC. Income tax recovered (under Gift Aid) is also recognised only when received.

Income that is raised by any special events is accounted for gross, with any associated expenses being separately identified and disclosed - these are included under Note 5.

All other Income is also recognised only when received.

Expenditures (Resources Used)

Diocesan Quota - The Diocesan Quota or Parish Share is accounted for only when paid, but with any amounts still unpaid as at the 31st December being provided for an an operational liability, and shown as a Creditor in the Statement of Assets and Liabilities.

There is no outstanding amount payable with relation to the 2022 St Luke's Parish Share as at 31st December 2022.

Employment Costs - Salaries and associated PAYE and National Insurance costs payable to HMRC are accounted for only when paid, but with any amounts still unpaid as at 31st December being provided for as an operational liability, and shown as a Creditor in the Statement of Assets and Liabilities

There are no amounts outstanding as at 31st December 2022.

Grants/Donations - Grants and donations made by the PCC are accounted for when paid over, or when awarded if the award creates a binding obligation on the PCC.

There are no such outstanding binding awards as at 31st December 2022.

Other Expense Items - All other expenditures are accounted for only when paid, unless any particular expense item incurred but not paid represents a material operational liability as at 31st December, and thus shown as a Creditor in the Balance Sheet.

Fixed Assets

Church Furnishings - Moveable Church furnishings held by the Vicar and Churchwardens on special trust for the PCC, and which require a faculty for disposal, are accounted as inalienable property, and are listed in the Church's Inventory.

For inalienable property that was already in existence as at the 1st October 2012, there is insufficient cost information available (such assets having been originally acquired by St John's PCC, Colchester), and thus are not valued in these accounts.

There have been no such items acquired in the period 1 January 2022 – 31st December 2022.

PA Equipment, Office Equipment & other Sundry Assets - Individual items with a purchase price of less than £1,500 are expensed in full at the time of original purchase.

Investments

General Investments – General investments held are valued at Market value as at 31st December 2022

There are no general investments held as at 31st December 2022.

Subsidiary Companies – Investments in Subsidiary Companies are stated at cost less any provision necessary for permanent diminution in value.

St Luke's PCC holds 90.8% of the ordinary share equity of the Highwoods Community Interest Company (HCIC)

The PCC considers that the investment in HCIC has no realisable value at present and thus, whilst noted, is not shown as an asset within the Statement of Assets and Liabilities.

Current Assets

No debtor amounts are shown in respect of any fees or other amounts due at 31st

December, as all income is accounted for only when received and there are no

material amounts outstanding as at 31st December 2022.

End

Independent Examiner's Report to the PCC of St Luke's Church Highwoods (charity number: 1159205)

I report to the trustees on my examination of the accounts of the above charity ("the Trust") for the year ended 31/12/2022.

Responsibilities and basis of report

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").

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.

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:

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

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.

S R Hilliard

Simone Hilliard FCCA
17 Totham Hill Green
Great Totham
Maldon
CM9 8DX

Parish of St Luke's Colchester – PCC Report for 2022

Introduction

St Luke's PCC has the responsibility of co-operating with the Incumbent in promoting within the parish, the whole mission of the Church – pastoral, evangelistic, social and ecumenical. It oversees and directs the mission and work of the church of St Luke's, Colchester, meeting at St John's & Highwoods Community Centre on Highwoods and St. Mark's meeting at Brinkley Grove Primary School. The report of the PCC which follows, along with the two church reports, illustrate how the PCC fulfils its obligations to benefit the public ~ mainly to the worshipping congregation and to the local community, but also beyond.

PCC Membership

Members of the PCC are either ex-officio or elected by the Annual Parochial Church meeting in accordance with the Church Representation Rules.

During the year the following served as members of the PCC:

Priest in Charge: The Revd. Hannah Cooper

Curate: Revd Chris. Smith

Curate: Revd Lisselle Clarke -Moisley

Curate: Revd Anne Mason (Shared with Gt. Horkesley, Boxted & Langham & West Bergholt)

Associate Priest: Revd. Paul Mann

PCC Elected Members

Church Wardens

Adrian Jones

Lynne Gettings

Ian Duthie

Julia Thomas

Stuart Angier

Jennifer Greenley

Anne Mayne

Ordelia Sansford

Ryan Huttley

Mark Harris

PCC Treasurer

Colin Smith

Licensed Lay Ministers

Diana Bengel-Abbott

Hugh Thomas

Deanery Synod Representatives

Adrian Jones

Hugh Thomas

Sarah Adcock

Standing Committee

Hannah Cooper

Lynne Gettings

Stuart Angier

Jennifer Greenley

Adrian Jones

Colin Smith

Chris Smith

PCC Committees

The PCC operates through a number of groups, which meet between the full meetings of the PCC:

Standing Committee

This is the only committee required by law. It has the power to transact the business of the PCC between its meetings, subject to the directions given by the Council.

Finance Group

The general financial dimension of the work of St Luke's is accomplished by monitoring income and expenditure, setting budgets, maintaining financial controls and co-ordinating the annual accounts. This work is overseen on the PCC's behalf by the Finance Group, led by the PCC Treasurer.

Mission and Mercy Giving Away

The Mission and Mercy budget is apportioned to support mission and charities at home and abroad including regular reviews of the 'agencies' to which St Luke's PCC gives.

Ministry Leadership Team's

Both St. Luke's and St. Mark's have an Ministry Leadership Team, that meet regularly to work out the operational, pastoral and missional objectives of both churches.

Church Attendance

After the annual update of the Electoral Roll in 2022 there were 141 people on the Roll, 64 of these being resident in the parish, 77 being non-resident.

The average weekly attendance for our main morning service, counted during October 2022 for St. Luke's was 82 people and For St Mark's was 25 people. During the whole of 2022 there were 3 Baptisms and no Thanksgivings. There were 3 Funerals.

Church Property Report

The following items of communion ware for St Mark's Church were added to the Church Property Register in 2022:

Chalice and paten in golden brass, hammered 16 cm CL000959 – value £153 (Paid by St Mark's SDF Funds)

Ciborium in brass golden cup and silver base CL000957 – value £162 (Gift from All Saints, Shrub End)

Chalice and paten in brass with golden cup and silver base CL000955 - value £162 (Gift from All Saints, Shrub End)

Safeguarding Report

The Safeguarding Team met twice in 2022. We welcomed Janet Jones to the team in January as the Assistant Parish Safeguarding Officer (St Mark's).

Members of the Safeguarding Team in 2022:

Rev Hannah Cooper, Rev Chris Smith, Rev Lisselle Clarke-Moisley, Karen Cakebread – Children & Families Worker, Sammy Huttley - Youthworker , Hugh Thomas – Licensed Lay Minister , Deb Turner – Administrator/Lead DBS Recruiter, Lynne Gettings – Parish Safeguarding Officer (PSO), Janet Jones – Assistant PSO (St Mark's)

Using the guidance from the diocese, the focus of our meetings was:

- Reviewing the DBS process
- Reviewing church policies - volunteering, recruitment, code of conduct - for PCC approval
- The safer recruitment of volunteers
- Safeguarding Training

Over the course of the year the safeguarding team was involved in safeguarding training led by the diocese. Following completion, certificates are shared with the Parish Administrator. The nature of the training has been dependent upon roles in the church. Examples of safeguarding training have included: Safer recruitment, Compressed Leadership, Basic & Foundation safe guarding, Leadership Training & Domestic abuse

Safeguarding is an agenda item at every PCC meeting. The PCC has due regard to guidance issued by the House of Bishops on matters relating to the safeguarding of children and vulnerable adults.

The PCC reviewed and adopted the safeguarding policy at their meeting in September. The policy and the annual review follows the guidance from the diocese. A copy of the policy and key contacts is on display in both Churches .

All members of PCC are now required to have completed the following safeguarding training: Basic & foundation safe Guarding & Domestic abuse.

The Parish Administrator holds a record of PCC safeguarding certificates. We are well on the way to ensuring all PCC members have completed all the required training.

The PCC uses the guidance and information in the Church of England Parish Safeguarding Handbook.

The Priest in Charge and PSO liaise with the diocesan safeguarding team for advice and where safeguarding concerns have been raised.

Many thanks to the many volunteers across the parish working with children, young people and vulnerable adults who have been involved in the safer recruitment process and safeguarding training. We are grateful for all you do to ensure our churches are a safe place.

PCC Review of the Year 2021

The PCC met 6 times during 2022.

The PCC Finance Group met as necessary and reported back to the PCC, via the Treasurer.

The PCC Standing Committee did not meet formally during 2022, but Standing Committee members made urgent decisions on behalf of the PCC by e- mail on number of occasions.

In 2022, St Luke's PCC sought to advance the Christian faith and benefit the community in the following ways:

- A daily presence in the centre of our community - The Oak Tree Coffee House is renowned for great coffee, local and fairtrade produce and most importantly a safe place for local people to congregate where they know they will always find a friendly face to speak with. (The Oak Tree Coffee House is established under a separate legal entity, Highwoods Community Interest Company, in which St Luke's PCC is the majority shareholder.)
- Weekly Sunday public worship in two locations, including activities for children and young people.
- Weekly/fortnightly midweek groups to connect people in friendship while also giving them the opportunity to grow in faith and support one another.
- Weekly parent and toddler group.
- Monthly 'Families, Faith and Fun' service for families with primary aged children.
- Providing an e-mail-based prayer service for church members and others to share needs and concerns with church members, who then pray for the situations shared.
- Supporting our local schools by offering assemblies, lessons, church visits and financial support.
- Supporting Colchester Foodbank, by starting Highwoods Satellite Foodbank - which provides emergency food parcels to families and individuals in crisis.
- Engaging in wider structures of the church, especially our Deanery and its Synod.
- Giving away 10% of our parish annual income to local, national and international charities and ministries.
- Running a child sponsorship scheme for children attending Nsambya School in Kampala, Uganda.

Annual Deanery Synod Report on 2022

Lay representatives plus clergy from all the Colchester Anglican churches meet three times a year, to hear what's going on in the Diocese and nationally, and to discuss and share ideas about how we can work together more effectively across Colchester.

16th March 2022 –

- There was no Deanery Synod meeting held in March this year as we were observing the lent sabbatical as requested by The Bishop of Chelmsford, Rt. Revd. Dr. Guli Francis-Dehqani.

15th June 2022 – At St. John's Church, St. John's Close, Colchester, CO4 0HP

- Synod was visited by The Bishop of Chelmsford, Rt. Revd. Dr. Guli Francis-Dehqani. She started off by offering thanks to Revd. Canon Paul Norrington for his service as Area Dean for the last 8 years. She also offered thanks to all clergy and lay people who serve in the deanery of Colchester. Bishop Guli then proceeded to tell us about her background and life. The Bishop's talk was followed by a brief Q&A session with questions posed from the floor.

12th October 2022 – At John Owen Barn, Fordham Hall, Church Road, Fordham CO6 3NL

- This Synod started at the slightly earlier time of 7:00pm, in order to facilitate the commissioning of our new Area Dean, Revd Erwin Lammens appointing of Assistant Area Dean, Revd Hannah Cooper, presided by The Venerable Ruth Patten, Archdeacon of Colchester.
- Synod was then addressed by Michaela Southworth, CEO, Diocese of Chelmsford. Her talk was partly about strategy and partly about the new Parish Share scheme. This was followed with a Q&A Session with questions posed from the floor. At the end of the meeting Revd. John Chandler presented the PCC's offers for the 2023 Parish Share, and explained about the next steps.