

# **Trustees Annual Report 2017 for St Luke's Parochial Church Council**

## **Aim and purposes**

St. Luke's Parochial Church Council (PCC) is responsible for working in cooperation with the incumbent, to promote in the parish the mission of the Church - pastoral, evangelistic, social and ecumenical. Our incumbent (Rev Jon Barrett) moved to a new post on 1<sup>st</sup> October 2017 and we were 'inter regnum' until 1<sup>st</sup> August 2018 when our new incumbent (Rev Rob Miles) was appointed.

The PCC is also responsible for the maintenance of St Luke's Church, Main Street, Thurnby.

## **Objectives and Activities**

The PCC is committed to enabling as many people as possible to worship at our church and to become part of our parish community in Thurnby. The PCC maintains an overview of worship and pastoral activities throughout the parish in order to include as many people as possible both within our church family and the wider village community.

Our services seek to be inclusive to all and are constructed in a variety of styles, all with the common goals of learning from the Bible, expressing our worship and praising God.

The planning of activities for the year is considered in line with the Commission's guidance on public benefit, specifically in respect of the advancement of religion.

We strive to provide a framework, which allows people to enact their Christian faith in:-

- Learning and developing knowledge of the Bible
- Developing knowledge and trust in Jesus.
- Worship, praise and prayer.
- Pastoral care and support.
- Outreach and mission work

The maintenance and development of our Church building is crucial in the continuation of our work.

## **Achievements and Performance**

### ***Worship and Prayer***

Our varied styled services provide alternative ways of enjoying and accessing corporate worship. Acknowledging and affirming a range of worship styles, while remaining loyal to the same Gospel message.

In addition to our regular services (3 services on Sunday and 1 on Wednesday) we also run specific services around key church calendar events (such as Lent, Easter, Advent, Christmas). In the autumn we launched a monthly service of Prayer and Praise open to everyone and this has become a regular service throughout the year.

Our strong relationship with the local primary schools continue as we regularly lead assemblies in the Church of England School and once a month host the assembly in our church building.

All of our services include prayers and a trained Prayer Ministry team is available for people wishing to pray at the end of our main services.

Our weekly prayer meetings every Saturday morning from 9 – 9.30 and every Monday morning from 9.10 – 9.30 are open to everyone, providing a vital underpinning of the work at St Luke's.

Our confidential prayer chain continues to receive hundreds of prayer requests and many testimonies to prayers being answered.

### ***Mission and Evangelism***

The Cornerstone team of churches (St Luke's, St Catharine's and St Mary & All Saints) continues to develop together, reaching out to the local communities with a number of initiatives.

During the autumn we were designated as a Resourcing Church (an initiative funded by the National Church of England and led by the bishop of our diocese) the aim of resourcing churches is to grow in numbers and faith going out from our base to reach out and serve the communities around us.

Our major project within Resourcing Church is 'The Hub' which is now underway with the aim of building a Community Centre and Café where people can meet together and through us partnering with a number of organisations to provide a range of services. We are looking to raise the £1million required and to open the building in late 2019.

We have links with six organisations that we support with prayer and finance including a local organisation caring for the homeless and several organisations overseas.

Other events during the year have been arranged to act as both social and outreach in strengthening links with our local community.

### ***Pastoral Care***

A number of groups are based around activities that people feel comfortable, with examples being the monthly Knitting Group and Parish Teas and 'coffee and chat' at which many church members volunteer their time.

Our 'Love in Action' pastoral initiative to provide support to those in our community who need help continues to expand. This team of volunteers (now over 75 in number) provide help with meals, transport and practical issues as well as visiting those who may be housebound and need someone to talk to.

Our Home Groups meet weekly to share fellowship around studying the Bible. These groups also provide strong pastoral support. Home Groups form a key part of church life for members at St Luke's to come together, study the bible and support each other. A new Wednesday morning group with the potential for child care for babies and toddlers started in Sept 2017 and has rapidly grown; this brings the number of our home groups to thirteen.

A dedicated team lead a weekly service for people at a residential home in the parish.

### ***Children and Families Ministry***

2017 was a strong year as the Children and Families Worker put a number of new initiatives into practice.

Assemblies at both primary schools in the parish continue and further activities in the week strengthen the partnerships with both schools. 2017 also saw a joint event with pupils joining with other schools on a prayer day at Launde Abbey.

The Parent and Toddlers group 'Raindrops' continues to provide a caring and welcoming place each week.

Our annual events during the year included a Holiday Club at Easter, a Light Party in early November, and in December a brilliant Nativity Service was followed by a full church at our Christingle service on Christmas Eve. We also held a Christingle service during December for children from a special school and this is already booked for 2018.

### ***Youth Ministry***

This last year has been an encouraging, exciting and challenging time with the youth work at St Luke's. During the year our Youth Worker left to train for ordination, and we have been stretched. But we had a great platform with our youth teams, helped by appointing an intern for the year which has enabled us to continue this ministry whilst looking for a new Youth Worker in 2018.

During the year our young people were involved in a number of events including a weekend away in the spring, Hungarton camps in the summer.

Our two youth bands continue to provide worship to our congregations with several new young people joining through the year.

Our youth group 'Connect' has grown rapidly with over 40 young people on our list, many of whom are not 'churched'.

Leadership of Christian Unions at two secondary schools continues to provide a great place to meet with Christians and non-Christians some of whom have joined our youth work.

### ***St Luke's Church Building***

During the year we engaged an architect and specialist building contractor to undertake repairs identified in the independent Quinquennial report. In addition to these repairs we addressed a long term problem with

water ingress in the extension to the church which proved to be a major issue leading to significant costs of over £25,000. A number of grants have been secured with the balance being taken from our reserves.

Our rolling maintenance plan and future projects continue to keep improving the building as funds allow.

### **Financial Review**

2017 shows a deficit of £636 compared to the budgeted deficit of £17,396.

The main variances from the base budget are highlighted below.

#### **Favourable**

1. Increased Giving including Gift Aid and One-off Gifts	£18,100
2. Legacies received	£6,800
3. Staff Costs reduction (including youth worker vacancy)	£2,700
4. Reduced net cost of Church Weekend away	£1,000
5. Many expenses were lower than budgeted for	£5,760
	<hr/> £34,360

#### **Adverse**

6. Major Repairs and associated architects fees	£17,600
-------------------------------------------------	---------

#### **TOTAL**

---

**£16,760**

During the year the Base Budget remains unchanged but a 'Target' budget - which at 1<sup>st</sup> January will be the same as the Base Budget – is maintained to monitor variations as circumstances change during the year.

The Contribution for 2017 to the diocese of £70,291 was paid in full during the year. The 2018 Contribution is set at £72,048 an increase of 2.5% over 2017.

The Charity Commission requires us to demonstrate that we are good stewards of our resources and that we do not hold on to an inappropriate level of reserves, indicating that working reserves should be around 3 months of the level of expenditure.

The expectation is that where we have reserves we indicate what they will be spent on in line with the objectives for which we as a charity exist. Some of the reserves are held for rewiring the church building at the appropriate time; initial conversations have started to plan this process. In addition the desire to provide a Community Centre and Café is moving forward and the funding of this whilst being separated from the general funds will see some impact on the reserves.

Reserves at 31st December 2017 were £291,572 comprising £89,597 of liquid assets and £201,975 fixed assets.

Fixed assets include £195,000 being the market value for the property on Sturrock Close owned by the PCC and currently rented to tenants on a six month rolling short term lease.

Our major project 'Building for Mission, Community Centre and Café' will be part funded by the sale or mortgaging of this property.

St.Luke's continues to act as treasurer for the currently dormant Gartree Mission Partnership. This involves receiving income and making payments on behalf of this organisation through the St Luke's general account. All transactions relating to this are excluded from the accounts reported here.

***Structure, governance and management***

PCC members are appointed as set out in the Church Representation Rules. St Luke's PCC consists of the vicar, a non-stipendiary minister, church wardens, and elected members. Being designated as a Resourcing church will increase the number of clergy during 2018 and 2019 and will further strengthen working together with the two other churches in the Cornerstone Team.

The PCC is responsible for decisions made in relation to all general matters which includes stewardship of the PCC funds.

The PCC, which met seven times during the year, and its associated committees were all well attended. Minutes and reports were received and approved throughout the year.

Our Safeguarding team continues to attend training and develop not only the safeguarding of youngsters but also vulnerable adults. Revised Policies have been authorised by the PCC for both youngsters and adults in line with the Diocese of Leicester models.

The PCC currently employs six staff, and the implementation and operation of auto enrolment of pensions has been completed with some employees now taking the benefit of workplace pensions.

***Report reviewed and completed by the PCC on 26 October 2018***

# **St. Luke's Church**

## **End of Year Financial Statements**

**Year ending 31 December 2017**

**Approved by the PCC on**

**25<sup>th</sup> January 2018**

## Treasurer's Report For the year ended 31 December 2017

The accounts are presented to the PCC for their approval are prepared in accordance with the requirements of the Charity Commission.

### 1. Parish Contribution

The 2017 Parish Contribution, £70,291 has been paid in full to the diocese.

### 2. Deficit for the year

The accounts show a **deficit** of £636 compared with the base budget **deficit** of £17,396.

The main variances from the base budget are highlighted below.

#### **Favourable**

1. Increased Giving including Gift Aid and One-off Gifts	£18,100
2. Legacies received	£6,800
3. Staff Costs reduction (including youth worker vacancy)	£2,700
4. Reduced net cost of Church Weekend away	£1,000
5. Many expenses were lower than budgeted for	£5,760
	<hr/>
	£34,360

#### **Adverse**

6. Major Repairs and associated architects fees	£17,600
-------------------------------------------------	---------

#### **TOTAL**

---

**£16,760**

Maureen Hinman (Treasurer) and Rob Frearson (Operations Manager)

## Statement of Financial Activities

	Unrestricted funds	Restricted funds	Endowment funds	Total funds	Prior year total funds
<b>Income and endowments from:</b>					
Incoming resources from donors	169,759	—	—	169,759	152,758
Other voluntary incoming resources	30,511	—	—	30,511	19,079
Activities in furtherance of the councils objects	8,137	—	—	8,137	9,258
Other trading activities	27,928	—	—	27,928	14,698
Income from investments	10,462	—	—	10,462	10,638
<b>Total income</b>	<b>246,799</b>	<b>—</b>	<b>—</b>	<b>246,799</b>	<b>206,433</b>
<b>Expenditure on:</b>					
Costs of generating funds	2,834	—	—	2,834	3,936
Grants	8,636	—	—	8,636	8,920
Activities relating to the work of the Church	226,461	—	—	226,461	175,034
Church management and administration	9,503	—	—	9,503	9,218
<b>Total expenditure</b>	<b>247,436</b>	<b>—</b>	<b>—</b>	<b>247,436</b>	<b>197,109</b>
<b>Net income / (expenditure) resources before transfer</b>	<b>(636)</b>	<b>—</b>	<b>—</b>	<b>(636)</b>	<b>9,323</b>
<b>Other recognised gains / losses</b>					
<b>Net movement in funds</b>	<b>(636)</b>	<b>—</b>	<b>—</b>	<b>(636)</b>	<b>9,323</b>
<b>Total funds brought forward</b>	<b>292,209</b>	<b>—</b>	<b>—</b>	<b>292,209</b>	<b>282,885</b>
<b>Total funds carried forward</b>	<b>291,572</b>	<b>—</b>	<b>—</b>	<b>291,572</b>	<b>292,209</b>



## Balance sheet

Class and code	Description	This year	Last year
<b>Fixed assets</b>			
4000005	Sturrock Close Property	195,000	195,000
4000009	Keyboard for Band	—	86
4000011	Foldback Speakers for Band	412	583
4000014	Admin assistant laptop	24	124
4000015	Portable mixing desk	269	389
4000016	Church Mixing Desk	2,685	3,145
4000017	Children & Families Laptop	—	—
4000018	Drum Kit	2,285	—
4000019	Church Camcorder	1,298	—
	<b>Total Fixed assets</b>	<b>201,976</b>	<b>199,329</b>
<b>Current assets</b>			
A1501	Bank current account #1 (Lloyds TSB)	2,772	724
A1502	Bank current account #2 (C.A.F)	10,009	10,804
A1505	Bank Wardens deposit account	71	71
A1507	Bank Reserve Account (CAF Gold)	5,106	5,103
A1510	CBF Reserve Account	97,416	97,143
A1550	Cash in hand (Petty Cash)	18	22
A1555	Float for Wedding and Funeral Payments	288	299
A1556	Float for Refreshments	—	—
A1557	Float for Youth Group	32	43
A1560	HMRC - Gift Aid	—	—
Z05	Accounts Receivable	6,463	9,708
	<b>Total Current assets</b>	<b>122,179</b>	<b>123,921</b>
<b>Liabilities</b>			
6699	Agency collections	—	—
Z04	Accounts Payable	22,623	17,280
Z07	Deferred Income	9,958	13,760
	<b>Total Liabilities</b>	<b>32,582</b>	<b>31,041</b>
	<b>Net Asset surplus(deficit)</b>	<b>291,572</b>	<b>292,209</b>
<b>Reserves</b>			
	Excess / (deficit) to date	(636)	—
Z01	Starting balances	292,209	292,209
Z02	Gains/(losses) on investment assets	—	—
	<b>Total Reserves</b>	<b>291,572</b>	<b>292,209</b>

## Analysis of income and expenditure

### Incoming resources from donors

					Total	
	Unrestricted	Designated	Restricted	Endowment	This year	Last year
Gift Aid - Bank	90,364	4,189	—	—	94,553	85,702
Gift Aid - Envelopes	18,022	280	—	—	18,302	20,050
Tax recoverable on Gift Aid	28,612	616	—	—	29,229	27,056
Tax Recoverable - Small Donations Scheme	1,893	—	—	—	1,893	1,524
Other planned giving	10,607	—	—	—	10,607	8,565
Loose plate Collections	7,514	80	—	—	7,594	6,668
One-off Gifts, Gift Aided	2,789	3,533	—	—	6,322	2,257
One-off Gifts, Non Gift Aided	280	976	—	—	1,256	933
Total	160,083	9,675	—	—	169,759	152,758

### Other voluntary incoming resources

					Total	
	Unrestricted	Designated	Restricted	Endowment	This year	Last year
One off Grants	20,041	1,300	—	—	21,341	15,110
Legacies	6,809	—	—	—	6,809	1,000
Donations appeals etc.	834	79	—	—	913	398
Other funds generated	608	—	—	—	608	1,880
Coffee and Tea Receipts	837	—	—	—	837	690
Total	29,131	1,379	—	—	30,511	19,079

### Activities in furtherance of the councils objects

					Total	
	Unrestricted	Designated	Restricted	Endowment	This year	Last year
General Event Income	—	3,567	—	—	3,567	3,317
Children's Events	—	2,253	—	—	2,253	2,639
Youth Events	—	6,883	—	—	6,883	7,186
Parish Weekend	—	13,723	—	—	13,723	—
Evangelism Events	—	1,050	—	—	1,050	—
Church of 3rd Age Income	—	451	—	—	451	1,554
Bible Reading Notes Subscriptions	110	—	—	—	110	163
Fees for Weddings	3,823	—	—	—	3,823	1,302
Fees for Funerals	4,204	—	—	—	4,204	7,792
Total	8,137	27,928	—	—	36,066	23,956

### Income from investments

					Total	
	Unrestricted	Designated	Restricted	Endowment	This year	Last year
Bank & building soc interest	275	—	—	—	275	451
Rental of Sturrocks Close	8,340	—	—	—	8,340	8,340
Rental of Playgroup facilities	1,847	—	—	—	1,847	1,847
Total	10,462	—	—	—	10,462	10,638

<b>INCOME TOTAL</b>	207,816	38,983	—	—	246,799	206,433
---------------------	---------	--------	---	---	---------	---------

## Costs of generating funds

					Total	
	Unrestricted	Designated	Restricted	Endowment	This year	Last year
Costs of stewardship campaign	73	—	—	—	73	72
General Events Costs	—	1,594	—	—	1,594	2,671
Bank Charges	166	—	—	—	166	144
Sturrock Close - Management Fee	1,000	—	—	—	1,000	1,048
Total	1,240	1,594	—	—	2,834	3,936

## Grants

					Total	
	Unrestricted	Designated	Restricted	Endowment	This year	Last year
Home mission	4,216	—	—	—	4,216	4,960
Overseas Mission	4,260	—	—	—	4,260	3,960
Secular charities	160	—	—	—	160	—
Total	8,636	—	—	—	8,636	8,920

## Activities relating to the work of the Church

					Total	
	Unrestricted	Designated	Restricted	Endowment	This year	Last year
Parish Contribution	70,291	—	—	—	70,291	68,912
Working expenses of incumbent	153	—	—	—	153	382
Mileage Expenses	1,767	—	—	—	1,767	2,099
Clergy Telephone Costs	989	—	—	—	989	936
Clergy Administration Expenses	92	—	—	—	92	91
Clergy Training and Sabbaticals	75	—	—	—	75	197
Technical Services	62	—	—	—	62	385
Honorarium and service payments	112	11	—	—	123	23
Assistant staff costs	76,278	—	—	—	76,278	62,534
Intern Costs	779	—	—	—	779	—
Professional fees	3,000	2,834	—	—	5,834	4,007
Church running expenses Gas	3,897	—	—	—	3,897	4,400
Church running expenses Electricity	591	—	—	—	591	865
Church running expenses Water	53	—	—	—	53	71
Church running expenses Insurance	4,215	—	—	—	4,215	4,012
Church Cleaner	773	—	—	—	773	831
Church and Kitchen Materials	235	—	—	—	235	186
General Church maintenance	85	—	—	—	85	157
Organ/piano tuning	336	—	—	—	336	168
Clock Maintenance	262	—	—	—	262	249
Fire Extinguisher Maintenance	135	—	—	—	135	50
Lightning Conductor Maintenance	—	—	—	—	—	60
Bell Maintenance	—	—	—	—	—	336
Maintenance of Notice Boards	198	—	—	—	198	—
Upkeep of services	524	—	—	—	524	379
Technology Equipment	1,096	—	—	—	1,096	741
Services Publicity and Sheets	983	30	—	—	1,013	746
Candles	155	—	—	—	155	108
Communion Wine and Wafers	284	—	—	—	284	184
Band Related Expenses	41	—	—	—	41	81
Youth Band Expenses	7	—	—	—	7	5
Annual Copyright Licence	648	—	—	—	648	447
Cost of Refreshments	1,244	24	—	—	1,268	1,164
Equipment for Refreshments	96	—	—	—	96	115
Magazine Printing	1,950	—	—	—	1,950	650
Annual Subscriptions	927	—	—	—	927	892
Homegroup Materials	213	—	—	—	213	260
Bible Reading Notes	96	—	—	—	96	153

Repairs and installations	15,581	—	—	—	15,581	—
Curates House expenses	—	—	—	—	—	152
Youth Volunteer training	338	—	—	—	338	—
Youth Event Costs	11	8,776	—	—	8,787	8,583
Children's Events	—	4,039	—	—	4,039	2,992
Ark Materials Kids@	124	213	—	—	337	467
Ark Admin - Kids@	105	42	—	—	148	—
Ark Materials - Youth	344	101	—	—	445	—
Ark Admin - Youth	104	76	—	—	181	—
ARK - Hire of Hall - Kids@	—	665	—	—	665	1,498
ARK Hire of Hall - Youth	—	632	—	—	632	—
Creche - Donation to Playgroup	600	—	—	—	600	600
Hire of Hall - Mothers Union	—	83	—	—	83	108
Church of 3rd Age Costs	—	331	—	—	331	1,635
Prayer Ministry	13	505	—	—	519	158
Pastoral Care Ministry	—	—	—	—	—	15
Evangelism	90	1,168	—	—	1,258	39
Parish Weekend	—	15,011	—	—	15,011	—
Maintenance of Sturrock Close	901	—	—	—	901	955
Depreciation on Keyboard for Band	86	—	—	—	86	259
Depreciation on Foldback Speakers	170	—	—	—	170	170
Depreciation on Admin assistants laptop	99	—	—	—	99	99
Depreciation on Portable Mixing desk	119	—	—	—	119	119
Depreciation on Mixing Desk	460	—	—	—	460	76
Depreciation on Children & Families Lapt	—	—	—	—	—	213
Depreciation on Drum Kit	84	—	—	—	84	—
Depreciation on Church Camera	22	—	—	—	22	—
<b>Total</b>	<b>191,912</b>	<b>34,548</b>	<b>—</b>	<b>—</b>	<b>226,461</b>	<b>175,034</b>

### Church management and administration

					Total	
	Unrestricted	Designated	Restricted	Endowment	This year	Last year
Memorial Plaques	702	—	—	—	702	1,778
Staff Costs at Weddings and Funerals	2,050	—	—	—	2,050	2,003
Diocesan Fees for Funerals & Weddings	2,639	—	—	—	2,639	1,544
Administration	1,962	400	—	—	2,362	1,836
Photocopier Maintenance	310	—	—	—	310	394
Postage and Stationery	246	8	—	—	254	359
Church Broadband	362	—	—	—	362	477
Hire of Storage Facility	821	—	—	—	821	821
<b>Total</b>	<b>9,095</b>	<b>408</b>	<b>—</b>	<b>—</b>	<b>9,503</b>	<b>9,218</b>

<b>EXPENDITURE TOTAL</b>	<b>210,885</b>	<b>36,550</b>	<b>—</b>	<b>—</b>	<b>247,436</b>	<b>197,109</b>
--------------------------	----------------	---------------	----------	----------	----------------	----------------

<b>GRAND TOTAL</b>	<b>(3,068)</b>	<b>2,432</b>	<b>—</b>	<b>—</b>	<b>(636)</b>	<b>9,323</b>
--------------------	----------------	--------------	----------	----------	--------------	--------------

This report dated: 23<sup>rd</sup> January 2018

# Independent examiner's report on the accounts



CHARITY COMMISSION  
FOR ENGLAND AND WALES

Section A

Independent Examiner's Report

Report to the trustees/  
members of

Charity Name: THE PAROCHIAL CHURCH COUNCIL OF THE  
ECCLESIASTICAL PARISH OF ST. LUKE, THURNBY, LEICESTER

On accounts for the year  
ended

31st DECEMBER 2017

Charity no  
(if any)

1133016

Set out on pages

FOUR TO TEN

(remember to include the page numbers of additional sheets)

Respective  
responsibilities of  
trustees and 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. [The charity's gross income exceeded £250,000 and I am qualified to undertake the examination by being a qualified member of [named body]]. Delete [ ] if not applicable.

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 statement

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 material matters have come to my attention (other than that disclosed below \*) 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 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.

\* Please delete the words in the brackets if they do not apply.

Signed:



Date:

19/4/2018

Name:

JAMES RESNALL WILLIAMSON

Relevant professional  
qualification(s) or body  
(if any):

RETIRED SOLICITOR/RETIRED PCC TREASURER

Address:

2 THE POPLARS  
BILLESDON  
LEICS LE7 9AT

**Section B**

**Disclosure**

Only complete if the examiner needs to highlight material matters of concern (see CC32, Independent examination of charity accounts: directions and guidance for examiners).

Give here brief details of  
any items that the  
examiner wishes to  
disclose.

NONE

*Chun*