

# Annual Report 2023

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May 2024

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St. Luke's Church, Ramsgate



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# 1 Introduction – Vicar's Report

An annual report is potentially a very dry document. It is a legal requirement, with a focus on reporting church finances and administration. Yet, it is also a celebration of the ongoing life of the church, a community of people reconciled to God, through Jesus's death and resurrection and empowered to live transformed lives by the Holy Spirit. It may be a dry document, but it reflects something of the excitement of being part of such a community.

Much has happened in 2023. This document briefly summarizes St. Luke's activities and performance, but I hope that as you read through you might glimpse beyond the summary to the reality of what has happened. People meeting Sunday by Sunday to rejoice in the God who made and saved us, studying and praying together in small groups, offering support, care and a listening ear at events like Cafe4All, Play and Praise or Gather and all the one-to-one reactions that happen within the community beyond our normal meetings. God is at work through his people, and this should be celebrated.

Not that it is always easy being part of a church. 2023 has seen its challenges. Staffing was rarely at full capacity through the year! For the first four months we were without a gardener or maintenance worker after the unexpected death of Chris Tull at the end of 2022. However, we were pleased to appoint Becky Wing as a new bookings manager and gardener and Shaun Hibbert as the new maintenance worker. These are now working across both St. Luke's and St. George's and have been a great help in helping us manage the estate. June, July and August saw me away from ministry on a Sabbatical, where I was able to rest and recuperate and make a good start on a book I am hoping to write. Claire, our curate, did a great job stepping up to cover much of my role and with the able support of the team of wardens and others, the church ran well during that time. Unfortunately, though, soon after I returned from my Sabbatical, Claire was off for a couple of months with ill health, so we were also short staffed for most of October and November! However, she recovered well and was able to play her full part in all the Christmas services and events.

Another big challenge in 2023 was to do with the buildings of St. Luke's. At the start of the year, we had to arrange for the repair to the East wall above the chancel, along with the North roof of the chancel after a large amount of stone cladding came away in a storm at the end of 2022. Fortunately, the cost of the repairs was covered by our insurance. In the autumn, we struggled to sort out the heating in the hall after one of the two remaining gas heaters was condemned. Thankfully by the end of the year, we were able to install some new efficient electric heaters in both the main hall and the Perry Room.

The greatest sadness of the year was the death of Nathan Court, a 14-year old member of our congregation who finally succumbed to cancer after battling it for most of his life. Although, this was a tragedy, the funeral in St. Luke's, which was packed, was a great celebration both of his life, his joy and faith, but also the true hope we have in the resurrection of Christ.

The last few years have focused on rebuilding since Covid, but as we came to the end of 2023, it felt that it was time to take stock and review where God might be calling us in the coming years. So, now we are in 2024, which we are calling a year of discernment. Let's pray that God will call us to greater and better things.

Paul Worledge

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## 2 Parochial Church Council Report

### 2.1 Aims and Purposes

St Luke's Church PCC has the responsibility of co-operating with the incumbent, the Revd. Paul Worledge, in promoting in the ecclesiastical parish the whole mission of the Church, pastoral, evangelistic, social and ecumenical. It also has responsibilities for the maintenance and management of the St. Luke's church building and church hall. The hall is situated next to the church building on St. Luke's Avenue, Ramsgate.

### 2.2 Objectives and Activities

The PCC through its various activities, seeks to demonstrate God's love to our local community, provide opportunities for people to explore the Christian faith and encourage those who are Christians to grow in discipleship. These aims are brought about through a culture that seeks to:

- Prayer to God as the source of our strength to live and grow in faith.
- Care for each other within our community and for those in the wider community.
- Share the word of God with one another and the wider world.

This all happens through our main Sunday Services, smaller gatherings and specific projects aimed at supporting different groups in the wider community. We maintain our main church building and halls, to provide safe and welcoming spaces both for our own activities, but also for other community groups or members who wish to hire them.

### 2.3 Achievements and Performance

#### 2.3.1 Overview of Regular Activities

These were the regular weekly activities running during 2023

Sunday	11:00-12:00 Sunday Service, including groups for ages 0-14. With Livestream. 17:00-19:30 Youth Initiative (closed in July 2023)
Monday	09:30-10:00 Daily Prayer (St. Luke's) Study Group in evening
Tuesday	09:30-10:00 Daily Prayer (St. George's) 09:30-11:30 Christ Church Toddlers in St. Luke's Hall Study Group in afternoon
Wednesday	Study group in the morning and Study group in the evening Depression and Anxiety Self-Help Group (started Sep. 2023)
Thursday	09:30-10:00 Daily Prayer (St. Luke's) 10:00-11:30 Café4All 11:30-15:00 Time4All

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Friday      10:00-11:30 Play and Praise (Parent and Toddler Group)  
 12:30-14:30 Gather Women's Drop In (Run by Youth With  
 a Mission at St. Luke's)  
 16:30-16:00 Creative Team music practice

Saturday    09:30-10:00 Daily Prayer (St. George's)

There were also an occasional MOPP meeting. MOPP stood for: Meal, Options, Prayer and Praise. The options were to lay out what the small groups were doing. There was also an occasional 'pop-up' small group, including one in May, which trained people to lead small group Bible Study.

Alongside this the social events group, which is for both St. Luke's and St. George's ran a number of events through the year, including: Burns Night (January), Quiz Evening and Beetle Drive (March), a live screening of the coronation in St. Luke's (May), family film night (July), Light Party (October), Christmas Fair (December).

The hall was regularly rented to slimming groups on a Tuesday and Thursday evenings and the Church to the Thanet Light Orchestra on Thursday evenings. It was also rented by various groups through the year, mainly for children's parties.

Andrew McMillan

### 2.3.2 Sunday Services: In-Person and Online

We continue to livestream our main 11am services and post the sermons as a separate video on our YouTube channel which reached 200 subscribers by the end of 2023. These and other activities are advertised by a weekly email, which is sent out to 174 people each week. It is estimated that our worshipping community is 162 people (that is people who attend at least once a month or who are housebound and still in contact with the church). Our actual attendance and online attendance is shown in the table below:

The usual in-person attendance on a normal Sunday was 73 adults and 15 children. The figure for adults is in line with the number of adults attending in the years before Covid, but the number of children is about 50% of the number attending before Covid. It is also estimated that on average an additional 13 watch online each week, which would put the total number of adults attending, as higher than any year before Covid. It also needs to be noted that we now have a number of people attending who used to attend local churches which are now closed, suggesting overall decline in the local area.

The breakdown of the worshipping community by age is given in the table below:

Children (Age 0-10)	21 (13%)
Young People (Age 11-17)	15 (9%)
Adults (Age 18-69)	89 (55%) – This is skewed to the older end of the age range.
Adults (Age 70+)	37 (23%)

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### 2.3.3 Pastoral Offices

In 2023, we had 7 baptisms, 4 marriages and 14 funerals linked with St. Luke's. The number of funerals was the highest for 10 years. These included three regular members of our church Bob Knight (aged 83), Nathan Court (aged 14) and Flo Baldock (aged 88). Also, Chris Tull (aged 70), who was our gardener and maintenance worker for several years until his death at the end of 2022.

### 2.3.4 PCC Secretary Report

During 2023 the Parochial Church Committee (PCC) met 7 times including the Annual Parochial Church Meeting (APCM). The Standing Committee also met prior to each meeting to discuss pressing issues and to draft the agenda the following PCC meeting. All meetings were quorate with an average attendance of 10 which represents approximately 62% of members. 4 members of the PCC didn't attend any PCC meetings during 2023. Attendance levels were the same as 2022, however increased by 2 compared to 2021. Attendance figures for the APCM are included within the minutes for that meeting.

During 2023 there were 16 PCC members (data from Trello): Paul Worledge (Chair), Claire Coleman (curate), Andrew McMillan (Church Warden), Brenda Walters-Erlam (Church Warden), Mike Turner (Deanery Synod Rep.), Alison Hawthorn (Deanery Synod Rep), Simon Williams (until May 2023), James Patterson, Willow Whybrow, John Neden (until May 2023), Pauline Emptage, Audrey Tucker, Lekan Asa-Afariogun, David Perkins, Claudia LeBaigue (until May 2023) and Nicky Galer (co-opted, Treasurer), Pamela Elmes (from May 2023). Julie Leonard kindly offered to join us at meetings to take minutes in the absence of PCC secretary.

Listed below are some of the items discussed and or approved by the PCC during 2023:

- Completion of works to repair storm damage for last year
- Planning and organisation for the Vicar's sabbatical (June to September), allowing rest, reflection and re-focus
- Policy reviews for Financial Risk Assessment, Safeguarding and Safer Recruitment, Hall Hire, Real Living Wage for Staff, Dogs in church and Fire Risk Assessment
- Health & Safety – There were 4 non serious incidents in 2023 and recognition that H&S is an area where we are under resourced in both expertise and leadership.
- The Electoral roll revision showed an increase to 100 persons
- Volunteer recruitment day held, filling gaps, supporting volunteers and growing leadership
- Evangelism subgroup with co-opted members working to improve support for children and young families.
- Promotion of Safeguard training for all PCC members and other roles as appropriate
- Youth initiative and Youth Event
- Removal of 1 gas heater and installation of electric heaters and gas water boiler in the church hall
- Fire Safety Audit resulting in a level 2 assessment and requiring planning for adherence to action plan with required works in order to comply.
- Plans for a joint PCC Away Day focussing on 2024 as a year of discernment
- Appointment of new Independent Examiner for church accounts

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- Church of England - Living in Love and Faith – video, discussion and letter to Bishop
  - 2023 was challenging with higher than usual levels of illness including members of the leadership at St Luke's.

PCC meetings follow a format which encourages a focus on God's Word, listening to each other and reflection. Thanks be to God for the prevailing culture of praying, caring and sharing.

Andrew McMillan

### 2.3.5 Church Fabric Report

In mid-November 2022 because of heavy wind and rain the roof wall of the church, at the St Lukes Avenue end was extensively damaged. Members of the Standing Committee led by our Vicar Paul Worledge liaised with the insurer and contractor to ensure that the repairs were done speedily. We must extend our thanks to Chris Tull for his contribution in helping to assess the content of the quote for the work. This was one of Chris's last actions for St Luke's before his sudden passing.

#### 2023

The work to the roof was completed in January. The building was made watertight and secured. The carpet in the area was cleaned and all traces of water damage were eradicated. This work was arranged for and paid directly by the insurers. We only had to pay £1,000 excess.

#### March

Following the withdrawal of rubbish collection by Thanet District Council a new general and recycle waste supplier was sourced to carry out fortnightly waste collections.

#### April

At the end of April Greenheat UK Ltd carried out Gas Safety checks and servicing of the church's boilers and radiators.

A problematic leak in the single toilet at the entrance of the church hall had been flooding the toilet for a while. This had meant that the toilet had to be closed for some time. Plumber Andy Rolf investigated and found the source of the leak to be coming from the sink taps. The taps were replaced, and the toilet was reopened for use.

There was also a leak in the Vestry, caused by the gully in the north side being blocked. Chris Bisset did a super job in going up the ladder (Brenda assisting at the bottom of the ladder) and clearing away the rubble that was blocking the gully.

Becky Wing and Shaun Hibbert were recruited as Hall bookings & Gardening and Maintenance workers to fill the gap left by Chris Tull. The team roles cover both St Luke's and St Georges churches.



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## May

At the beginning of May, the church's gutters were cleaned by GutterPRO East Kent. Angus King and his team did a superb job in cleaning the gutters and providing us with before and after photos to show the impact of the work done.

## August

On August 29th we had a fire audit. Both Churchwardens and Claire Coleman were present for the audit. The fire officer reiterated that the 2 important factors were fire detection and building safety. The importance of weekly fire alarm checks by a competent person was reinforced by the visiting Fire Officer.

St Luke's was awarded a level 2. This was the most common level awarded to churches. The officer did not find any serious issues. However, there are actions that need to be taken on board and implemented. For example, to replace the fire extinguisher and ensure that they are checked monthly by a competent person, and the need for emergency lighting to be used at some events.

## September & October

The priority was to replace the broken gas heaters in the hall before the winter truly set in. The PCC took the decision to replace the gas heaters with electric ones. The Vicar, Churchwardens and Treasurer all played their part in making the heaters replacement happen. This included the upgrade of the voltages and channels of the hall's electric meter by UK Power Network prior to installation of the electric heaters.

## November

Greenheat UK Ltd connected Smart Thermostat controls onto the church boilers. The system uses Drayton Wiser Programmable wireless thermostat to control the heating remotely. This means that coming into the church to adjust the heating control has become a thing of the past.

## The Building Team Going forward.

There was no meeting of the building team during 2023 as 3 members of the team had left with only 2 remaining.

There were many issues of greater priority to be addressed, with the Vicar being on Sabbatical, illness of 1 of the Church Wardens and the bedding in of the new 2-person team for Hall Booking & Gardening and Maintenance.

Finally, the Vicar and Church wardens have faced and dealt with many fabric issues during the year. The need to prioritise and to do the most essential tasks was paramount in ensuring that the buildings were operational and made comfortable for all who use them.

Brenda Walters-Erlam



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### 2.3.7 Specific reports from different ministries

#### Cafe4All

As with other church activities, we thank God, that the core team were able to keep the Café 4 All ministry running throughout 2023. Especially facing the challenge of illness and other family commitments during the year and increased time out supporting other areas of church activity. Over the year, the team have served thousands of hot drinks, pastries, cakes etc. to our visitors. We have seen and heard from visitors how much being able to come along, chat and relax has been really uplifting for many. Some visitors are from our congregation, others from the local community. We were happy to continue to host the group of local councillors and the team noticed that this has been a great way to have people come into the church building. Some people would come and join us for a hot drink and snack after visiting their Councillor. As always, we don't make any charge for what is provided, however people have been generous and donations are paid into church funds.

Unfortunately, this year the core team were unable to hold their usual social gatherings due to illness. Communication by use of the Café 4 All - WhatsApp group chat has been invaluable, enabling people to ask for extra support when necessary. The Lord provides! and we are thankful for every time someone has offered to step in to help out. Even when not able to attend, we were always grateful to receive homemade bread amongst other items brought in to share out.

We were able to respond to suggestions from the Evangelism and Discipleship group which encouraged us to focus on listening to our visitors and during school holidays to ensure we offer suitable activities for any children attending.

Although as during the previous year in 2023 we continued to keep the church building open after Café 4 All into what became known as Time 4 All. Time 4 All has not had many visitors and it has proved difficult to maintain the necessary minimum of 2 members of that core team needed as required by H&S. At times it has had to close earlier and as we moved towards 2024 it became more obvious that we will have to review if we are able to continue with Time 4 All.

On occasions we have had other church activities such as Carols with Cake thanks to additional support being offered. Another consideration moving forward is to have occasional church services following on from after Café 4 All.

1 Peter 4:9 says 'Do not neglect to show hospitality to strangers for thereby some have entertained angels unaware'.

#### Play and Praise

We welcome mums, dads and child minders every Friday in term time and provide a safe place for the children to play with a variety of toys and activities for newborn babies up to 4-year-olds. There is a craft table that is set around a bible passage each week which gives us the opportunity to tell how amazing our God is. The session ends with a bible story about their craft, lots of singing and interaction with nursery rhymes then snack time with a choice of fruits and healthy treats.

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There is joy in every session watching the child grow and making friendships with the volunteers, they love the Christmas session interacting with the Christmas story meeting Santa and the party after.

We have a great team of volunteers Charlie, Tom, Claire, Jean and Grace who give up time to make every session special. I can't thank them enough for everything they do.

Tonya Curry

### Sunday Club

Sunday Club continues to meet in the hall as a big group for children up to age 11. Each session is led from the front using Mustard Seed material and the children are always engaged with learning about the bible through pictures, videos or playmobile characters. They also enjoy sitting at tables for the craft activity and having time to talk and sometimes pray about any needs that come up in conversation.

We continue to support John, who we sponsor through Compassion. We often pray for him and have sent bundles of cards and pictures during the year – so he is getting to know who we are more as a group.

It has been great to have two teams to lead, alternating with a rota of term on term off. Thanks to Terry, June, Titi & James for leading as well as our regular helper, Tina. Thanks also to Claire, Zoe, Abi and other parents, who have helped the sessions run smoothly & creatively.

Willow Whybrow

### Pathfinders

We help the kids to dig deeper into passages, they really get excited when we are able to create a craft around their learning. They have decorated the Perry Room in the Hall with their crafts and prayers.

Myself, Charlie and Peter have worked with the kids for quite a while now and each bring something different to the teachings.

Tonya Curry

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## 2.5 Financial Review

### 2.5.1 Finance Review of 2023

Total income for the year of £111,404 was £7,048 more than last year (2022: £104,356), see Note 2. This was mainly due to a new long-term rental of a room in the hall and an increase in planned giving.

Total expenditure of £99,701 was £14,071 more than last year (2022: £85,630) see Note 3. This was mainly due to the increase in Parish Share.

The full financial statements accompany this report.

During 2023 an overhaul of the different funds was carried out, resulting in a quite a number being closed down, as they were deemed unnecessary and holding too many funds is not deemed to be good practice.

Our designated funds are:

Church Building, Hall and Social. The Hall fund is where all income and expenditure, purely relating to the Hall, are kept. The Social Fund, where monies collected at social events is held, will be used to help fund future events. If required, the three designated funds could be utilised if the general fund required it and two of them, do indeed, form part of our reserve policy.

We hold a number of restricted Mission funds; this is where donations are collected for different Missions throughout the year. The money in these funds as at the end of December are forwarded to the relevant missions each year.

The Café 4 All Fund is for the outreach coffee morning we hold each Thursday. Any donations received towards the refreshments is held in the Café 4 All Fund and will be used, where necessary, for posters, replacing coffee machines etc.

Capital Fund – monies held in this fund can only be spent on capital works or projects and not on ongoing costs. E.g. It could be used to replace the heating system, but not used for maintenance work or gas bills! The Play & Praise group is held on a Friday morning and is a self-sufficient pre-school group. Any monies collected can be used to purchase items that are beneficial to the group, such as Advent calendars and easter eggs.

Royal Harbour Outreach was set up to start a new initiative at the harbour. Unfortunately, the pioneer of the initiative passed away before the project could take off. Talks are ongoing as to what will happen to this fund in the future.

#### General Fund

This fund includes all transactions concerned with the day to day running of the church, church building, the cost of running services, outreach and both adult and child training. The largest commitment is the Parish

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Share, paid to Canterbury Diocese to cover the cost of our vicar and the cost of training curates across the Diocese, along with various other Diocesan expenses and initiatives.

The Parochial Church Council (PCC) were expecting 2023 would be a challenging financial year with a predicted budget shortfall of £13,619. This was the amount needed from extra donations to make ends meet and ensure we could pay our Parish Share (£56,538). However, for the second time in a number of years, there was money left over after paying the Parish Share. This was partly down to the fact the gas and electric was not charged for correctly and there is an ongoing complaint regarding this, which has been escalated to the Ombudsman, as well as a large anonymous donation.

We are encouraged and grateful to God that in the midst of another difficult year, still facing a cost-of-living crisis, so many people have continued to be so generous and been able to continue to support the church through faithful regular giving and generous one-off donations. Without these, we would not have been able to break even.

To increase giving to St Luke's a commitment Sunday is held annually towards the end of the year. This is an opportunity for people to consider their support to the church in the coming year, both in action and financially. The response allows for an accurate budget to be prepared for the following year and is crucial for informing decisions made by the PCC.

#### Hall Fund

The Battle Room in the hall is now being used on a long term rental basis, this is the main reason the Hall Fund is so much better this year than last.

#### Donations

A number of one-off donations were made by some individuals towards the general running of the church in 2023, including a large one-off donation of £5,000, one of £600 and one of £580, as well as a number of over £100. The Independent Examiner kindly donated his gift (£100) to his chosen charity, MSF. A donation was received to the new Capital Fund of £5,000, this was a legacy payment from the estate of Pam Jean Simmons. This restricted Capital Fund is only to be used for capital works or projects and not on ongoing costs. E.g., it could be used to replace the heating system, but not used for maintenance works or gas bills. It had also been agreed to have a policy where any legacies received, where no specific designation is given as to how it will be spent, will be added to this new Capital Fund.

### 2.5.2 Finance Projections for 2024

Having seen a good response to help with the financial needs from 2023 the PCC now look to the expected financial position for 2024. After preparation of a budget, it is anticipated that we are facing a deficit of £17,952 in the general fund for 2024. The Parish Share has increased slightly to £59,098. Any deficit will need to be covered through extra donations or increased regular giving. To reduce the deficit the PCC will continue to consider cost-saving strategies and keep finances on the agenda at all PCC meetings.

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Whilst the PCC is keen to pay the Parish Share in full each year, it acknowledges that it would not be good stewardship of money to deplete all funds which may be needed to keep the church building working, safe and in good repair. For this reason, the PCC resolved in Feb 2020 to hold back the following reserves, even if it means not paying the Parish Share; £5,000 in the Hall Fund and £5,000 in the General Fund. Additionally, if the sum of the balance in the General Fund and the Hall fund would fall below £5,000 on payment of the Parish Share, then payment of the Parish Share should be suspended, the Diocese informed and the PCC to monitor future payments.

Please continue to pray about the financial needs of St Luke's and our individual response to this need. If you are a tax payer, please remember to sign a Gift Aid Declaration and ensure that any gifts you make are identifiable by putting your name on the slip available with giving envelopes. Tax reclaims increase giving without further cost to donors. Donations can be made via BACS, but please do advise the treasurer if the gift is for any other purpose than the General Fund. Donations can also be made via the Parish Giving Scheme, as long as the donation is towards the General Fund. Please also remember to look at Give as you Live. This is a scheme where the church receives a donation when you make online purchases. Please look at their website or app and consider using this scheme when making purchases.

If you have any questions about church finance, please do not hesitate to ask.

## 2.6 Reserves Policy

It is considered good practice to hold around three months of general expenses as a reserve fund. Based on 2023 expenditure this would amount to around £20,500. The year-end actual balance was £16,558 and the PCC will be looking to increase funding to fill the gap. The PCC endeavours to keep £5,000 in the hall fund to cover ongoing maintenance and agreed that £5,000 should be held in a Church Building Fund for one off essential repairs to the church building. At the end of 2023 the Hall Fund stood at £1,258. The Church Building Fund stood at £5,000. It should be noted that with the Capital Fund holding £25,705, there is less danger of cash flow problems.

The Trustees have assessed whether the use of the going concern basis is appropriate and have considered possible events or conditions that might cast significant doubt on the ability of the charity to continue as a going concern. The Trustees have made assessment for a period of at least one year from the date of approval of the financial statements. The Trustees have concluded that, together with the reserves established to help in such circumstances, there is a reasonable expectation that the charity has adequate resources to continue in operational existence for the foreseeable future. The charity, therefore, continues to adopt the going concern basis in preparing its financial statements.

Nicky Galer  
(Treasurer to the PCC)

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## 2.7 Structure, governance and management

### 2.7.1 The Role and Work of the PCC

The PCC is the Parochial Church Council of St. Luke's church. Members include the vicar and those elected at the Annual Parochial Church Meeting by those who are on the church electoral roll. It has responsibility to oversee the running of church life and the churches mission in collaboration with the vicar and has a legal responsibility to oversee the upkeep of the church buildings and the running of the church finances.

Clergy licensed to the parish are automatically on the PCC. Church Wardens are elected annually and automatically become members of the PCC. Deanery Synod representatives are elected to Deanery Synod every three years (the next Deanery Synod election is in 2025), unless there is a vacancy, in which case they are elected until the next Deanery Synod election. They are also automatically part of the PCC. At least 1/3 of members elected to the PCC must be elected at the APCM each year and anyone who has not been elected at the last two APCMs needs to be re-elected to continue on the PCC.

The PCC has a standing committee consisting of the Incumbent, Secretary, Treasurer and Wardens. This group can meet to make decisions on behalf of the PCC when decisions need to be made quickly.

### 2.7.2 PCC Policies

As well as setting a budget each year, the PCC annually reviews a number of policies to ensure that we are meeting our legal responsibilities to care for the people who we work with. These include:

- Parish Safeguarding Policy
- Health and Safety Policy
- Data Protection Policy
- Financial Risk Assessment Policy
- Volunteer Recruitment Policy
- Recruitment of Ex-Offenders

These can be accessed online at: <http://www.stlukesramsgate.org/policies.html>

### 2.7.3 Finance Personnel

The PCC appoints its Treasurer at the first meeting after the Annual Church Parochial Meeting (APCM). The PCC Treasurer is Mrs Nicky Galer. The PCC has a Bank Mandate which confirms the signatories to the accounts and this stipulates that two signatures are required at all times. In addition, other personnel have been appointed to assist the smooth running of the finances. These include a Hall Manager; responsible for bookings and collection of rents for the church hall. A Utilities Manager; who oversees the utility bills. A Banker; who collects all money and pays it to the bank. A Second Authoriser; chosen from the PCC to check and confirm all electronic payments. Additionally, nominated people have been chosen to maintain the petty cash accounts that are held within the various church groups.

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## 2.8 Administrative Information

### 2.8.1 Basic Information

St Luke's Church is situated on the corner of Hollicondane Road and St Luke's Avenue, Ramsgate. It is part of the Deanery of Thanet, in the Diocese of Canterbury, within the Church of England.

The Parochial Church Council was registered with the Charity Commission on 25th October, 2010. Registration No: 1138535. There is a requirement to upload financial information with the Annual Report to the Charity Commission website each year.

Church Office: (10am-2pm, Tuesdays, Thursdays and Fridays).

#### Bankers:

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

CCLA Investment Management Ltd., The CBF Church of England Funds, 80 Cheapside, LONDON, EC2V 6DZ

Independent Examiner: Alex Finlow FCA 5 Wear Bay Road, Folkestone, Kent, CT19 6AT

### 2.8.2 PCC Membership

Here is the membership:

*Licensed Clergy:* Rev. Paul Worledge (Chair, Incumbent)  
Rev. Claire Coleman

*Wardens* Mr. Andrew McMillan (Elected May 2023)  
Mrs. Brenda Walters-Erlam (Elected May 2023)

#### *Representatives on the Deanery Synod:*

Mr. Mike Turner (Elected May 2022)  
Mrs. Alison Hawthorn (Elected May 2022)

#### *Elected members:*

Mr. James Patterson (Elected May 2023)  
Mrs. Willow Whybrow (Elected May 2023)  
Mrs. Pamela Elmes (Elected May 2023)

Mr. David Perkins (Elected 2022)  
Mr. Olamilekan Asa-Afariogun (Elected 2022)  
Mrs. Claudia LeBaigue (Elected 2022, Resigned May 2023)

Mrs Pauline Emptage (Elected 2021)  
Mrs Audrey Tucker (Elected 2021)  
*Vacant*



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Dr. John Neden (Elected 2020, term ended May 2023)  
Mr. Simon Williams (Elected 2020, resigned 2023)

#### *Co-Opted Members*

Mrs. Nicky Galer (Treasurer)  
*Vacant* (Secretary)

In addition, The PCC also appointed the following officers:

Parish Safeguarding Coordinator: Pauline Emptage

Electoral Roll Officer: James Patterson

Parish Disclosure Officer: James Patterson

Health and Safety Officers: David Perkins and *vacant*

Cheque Signatories: Nicky Galer, Paul Worledge, Andrew McMillan, Brenda Walter-Erlams

Online authorization of payments: Nicky Galer and Peter Shakeshaft (to June 2023) MikeTurner (from June 2023)

Hall Bookings Manager – this is now part of a paid role.

#### 2.8.3 Electoral Roll Report (2023)

In 2023 we removed 14 names from the electoral roll (people who had moved away or changed churches) and added 15 new names of those who had applied to join the electoral roll this year. The new roll has thus increased from 99 to 100. Of the 100 on the 2023 electoral roll 33 live in the parish, down from 36 last year.

James Patterson (Electoral Roll Officer).

#### 2.8.4 Staffing

The PCC employs 4 part-time staff:

- Cleaner for Hall and Church (5 hours per week): Caroline Perkins
- Administrator (9 hours per week): James Patterson
- Bookings Manager and Gardener (8 hours a week): Becky Wing (from 1<sup>st</sup> May 2023, shared with St. George's)
- Maintenance Worker (4 hours a week): Shaun Hibbert (from 1<sup>st</sup> May 2023, shared with St. George's)

The 2023 set of reports and accounts were approved at a special PCC meeting on Sunday 21<sup>st</sup> April.



Rev. Paul Worledge  
(Vicar, St. Luke's and Chair of St. Luke's PCC)

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## 3 Independent Examiner's Report

### To the Parochial Church Council for the year ended 31 December 2023

This report on the financial statements of the PCC for the year ended 31 December 2023, which are set out on pages 18 to 24, is in respect of an examination carried out in accordance with the Church Accounting Regulations 2006 ('the Regulations') and Charities Act 2011 ('the 2011 Act').

#### Respective Responsibilities of Trustees & Examiner

As members of the PCC you are responsible for the preparation of the financial statements. You consider that the audit requirement of the Regulations and section 144(2) of the 2011 Act does not apply and that an independent examination is needed. It is my responsibility to:

- examine the accounts under section 145 of the 2011 Act;
- to follow the procedures laid down in the General Directions given by the Charity Commission (under section 145 (5) (b) of the 2011 Act); and
- to state whether particular matters have come to my attention.

My work has been undertaken so that I might state to the Trustees those matters I am required to state to them in an independent examiner's report and for no other purpose. To the fullest extent permitted by law, I do not accept or assume responsibility to anyone other than the PCC, and the PCC Trustees, as a body, for my work, for this report or for the opinions I have formed.

#### Basis of Independent Examiner's Report

My examination was carried out in accordance with the General Directions given by the Charity Commission under section s.145(5)(b) of the 2011 Act and to be found in the Church Guidance, 2006 edition, issued by the Finance Division of the Archbishop's Council. That examination includes a review of the accounting records kept by the PCC and a comparison of the accounts with those records. It also includes considering any unusual items or disclosures in the accounts and seeking explanations from you as Trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit, and consequently I do not express an audit opinion on the view given by the accounts 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 records in accordance with section 130 of the 2011 Act, and
  - to prepare accounts, which accord with the accounting records and comply with the requirements of the 2011 Act and the Regulations 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.



29 April 2024

Alex Finlow FCA  
5 Wear Bay Road, Folkestone, Kent, CT19 6AT

St. Luke's Church - Ramsgate  
**Statement of Financial Activities**  
**year ended 31 December 2023**

	Note	Unrestricted funds £	Designated funds £	Restricted funds £	2023 Total funds £	Unrestricted funds £	Designated funds £	Restricted funds £	2022 Total funds £
<b>Income from:</b>									
Voluntary income	2a	82,439	164	10,780	93,383	82,540	-	9,577	92,116
Activities for generating funds	2b	320	-	-	320	931	-	495	1,425
Income from investments	2c	630	-	-	630	95	-	-	95
Church activities	2d	2,987	11,490	-	14,477	1,966	7,363	-	9,329
Other incoming resources	2e	1,762	-	832	2,594	675	-	716	1,391
<b>Total Income</b>		<b>88,138</b>	<b>11,654</b>	<b>11,612</b>	<b>111,404</b>	<b>86,206</b>	<b>7,363</b>	<b>10,788</b>	<b>104,356</b>
Less:									
<b>Expenditure on:</b>									
Cost of generating voluntary income	3a	-	-	-	-	-	-	-	-
Fundraising trading costs	3b	-	-	-	-	-	-	-	-
Church activities	3c	81,730	10,209	7,763	99,701	69,860	8,557	7,213	85,630
Governance	3d	-	-	-	-	-	-	-	-
<b>Total Expenditure</b>		<b>81,730</b>	<b>10,209</b>	<b>7,763</b>	<b>99,701</b>	<b>69,860</b>	<b>8,557</b>	<b>7,213</b>	<b>85,630</b>
<b>Net income / (expenditure)</b>		<b>6,408</b>	<b>1,445</b>	<b>3,849</b>	<b>11,702</b>	<b>16,346</b>	<b>( 1,195)</b>	<b>3,575</b>	<b>18,727</b>
<b>Brought forward at 1 January 2023</b>	9	9,573	5,000	148,168	162,741	( 113)	( 10)	144,137	144,015
<b>Transfers</b>		577	-	( 577)	-	( 6,661)	6,205	456	-
<b>Carried forward at 31 December 2023</b>	9	<b>16,558</b>	<b>6,445</b>	<b>151,440</b>	<b>174,444</b>	<b>9,573</b>	<b>5,000</b>	<b>148,168</b>	<b>162,741</b>

**Continuing Operations**

None of the PCC's operations were acquired or discontinued during the above two financial years.

**Total Recognised Gains and Losses**

The PCC has no recognised gains or losses other than the income and expenditure for the above two years.

the notes on pages 20 - 24 form part of these financial statements

St. Luke's Church - Ramsgate  
**Balance Sheet**  
year ended 31 December 2023

	Note	Unrestricted funds £	Designated funds £	Restricted funds £	2023 Total funds £	Unrestricted funds £	Designated funds £	Restricted funds £	2022 Total funds £
Fixed Assets									
<b>Tangible</b>	6	-	-	120,000	120,000	-	-	120,000	120,000
		-	-	120,000	120,000	-	-	120,000	120,000
Current Assets									
<b>Debtors</b>	7	-	-	-	-	-	-	-	-
<b>Cash at bank and in hand</b>		16,558	6,445	31,440	54,444	9,573	5,000	28,437	43,010
		16,558	6,445	31,440	54,444	9,573	5,000	28,437	43,010
Current Liabilities									
<b>Creditors falling due within one year</b>	8	-	-	-	-	-	-	269	269
Net Current Assets									
		16,558	6,445	31,440	54,444	9,573	5,000	28,168	42,741
Total Net Assets									
		16,558	6,445	151,440	174,444	9,573	5,000	148,168	162,741
Represented by Parish Funds									
<b>Free reserves</b>	9	16,558			16,558	9,573			9,573
<b>Designated</b>	9		6,445		6,445		5,000		5,000
<b>Restricted</b>	9			151,440	151,440			148,168	148,168
		16,558	6,445	151,440	174,444	9,573	5,000	148,168	162,741

Approved by the PCC on 21st April 2024

and signed on its behalf by Rev. Paul Worledge



Chairman

the notes on pages 20 - 24 form part of these financial statements

St. Luke's Church - Ramsgate  
Notes to the financial statements  
year ended 31 December 2023

**1 Accounting Policies**

**a) Basis of Accounting**

The financial statements have been prepared in accordance with the Church Accounting Regulations 2006 together with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS102) and Accounting and reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (Charities SORP FRS 102).

St Luke's Church meets the definition of a public benefit entity under FRS 102. The financial statements have been prepared under the historical cost convention except for land and buildings which is carried at deemed cost under the transitional provisions of FRS 102.

**b) Funds**

General Funds represent the funds of the PCC that are not subject to any regulations regarding their use and are available for the application on the general purposes of the PCC. Funds designated for a particular use by the PCC are also unrestricted. The accounts include all transactions, assets and liabilities for which the PCC is responsible in law. They do not include the accounts of church groups that owe their main affiliation to another body nor those that are informal gatherings of Church members.

**c) Incoming Resources**

***Voluntary Income and capital sources***

Collections are recognised when received by or on behalf of the PCC. Planned giving receivable under covenant is recognised only when received. Income tax recoverable on gift aid donations is recognised when the income is recognised. Grants and legacies to the PCC are accounted for as soon as the PCC is notified of its legal entitlement and the amount due. Funds raised by fetes, garden parties and other similar events are accounted for gross.

***Other Ordinary Income***

Rental Income from the letting of church premises is recognised when the rental is due.

***Income from Investments***

Interest is accounted for when receivable.

**d) Resources used**

***Activities directly relating to the work of the Church***

The Diocesan quota or parish share is accounted for when payable. Any quota unpaid at 31 December is provided for in these accounts as an operational (although not legal) liability and is shown as a creditor in the Balance Sheet.

**e) Fixed Assets**

***Consecrated land and buildings and movable church furnishings***

Consecrated and beneficed property is excluded from the accounts by Section 10 (2) (a) of the Charities Act 2011. No value is placed on movable furnishings held by the churchwardens on special trust for the PCC and which require a faculty for disposal since the PCC considers this to be inalienable property. All expenditure incurred during the year on consecrated or benefice buildings and movable church furnishings, whether maintenance or improvement, is written off as expenditure in the SOFA and separately disclosed. The valuation for the Church Hall is based on a sale value obtained in 2019.

St. Luke's Church - Ramsgate  
Notes to the financial statements (continued)  
year ended 31 December 2023

Note	Unrestricted funds £	Designated funds £	Restricted funds £	<b>2023 Total funds £</b>	Unrestricted funds £	Designated funds £	Restricted funds £	<b>2022 Total funds £</b>
<b>2 Income from:</b>								
<b>2a Voluntary income</b>								
Planned giving:								
Standing orders and envelopes scheme	48,576	-	1,890	50,466	46,579	-	1,730	48,309
Tax recoverable	16,472	-	662	17,134	11,227	-	639	11,866
CAF etc.	-	-	-	-	-	-	-	-
	<u>65,048</u>	<u>-</u>	<u>2,552</u>	<u>67,600</u>	<u>57,806</u>	<u>-</u>	<u>2,369</u>	<u>60,175</u>
Collections	13,441	-	1,854	15,295	20,134	-	6,853	26,987
Other giving	2,950	164	1,374	4,488	2,919	-	355	3,274
Grants	1,000	-	-	1,000	1,681	-	-	1,681
Legacies	-	-	5,000	5,000	-	-	-	-
	<u>82,439</u>	<u>164</u>	<u>10,780</u>	<u>93,383</u>	<u>82,540</u>	<u>-</u>	<u>9,577</u>	<u>92,116</u>
<b>2b Activities for generating funds</b>								
Fundraising and events	320	-	-	320	931	-	495	1,425
	<u>320</u>	<u>-</u>	<u>-</u>	<u>320</u>	<u>931</u>	<u>-</u>	<u>495</u>	<u>1,425</u>
<b>2c Income from investments</b>								
Bank interest	630	-	-	630	95	-	-	95
	<u>630</u>	<u>-</u>	<u>-</u>	<u>630</u>	<u>95</u>	<u>-</u>	<u>-</u>	<u>95</u>
<b>2d Church activities</b>								
Church hall lettings	1,299	11,490	-	12,789	800	7,363	-	8,163
Fees	1,688	-	-	1,688	1,166	-	-	1,166
Coffee	-	-	-	-	-	-	-	-
	<u>2,987</u>	<u>11,490</u>	<u>-</u>	<u>14,477</u>	<u>1,966</u>	<u>7,363</u>	<u>-</u>	<u>9,329</u>
<b>2e Other incoming resources</b>								
Miscellaneous	1,762	-	832	2,594	675	-	716	1,391
	<u>1,762</u>	<u>-</u>	<u>832</u>	<u>2,594</u>	<u>675</u>	<u>-</u>	<u>716</u>	<u>1,391</u>
<b>Total Income</b>	<b><u>88,138</u></b>	<b><u>11,654</u></b>	<b><u>11,612</u></b>	<b><u>111,404</u></b>	<b><u>86,206</u></b>	<b><u>7,363</u></b>	<b><u>10,788</u></b>	<b><u>104,356</u></b>

St. Luke's Church - Ramsgate  
Notes to the financial statements (continued)  
year ended 31 December 2023

Note	Unrestricted funds £	Designated funds £	Restricted funds £	<b>2023 Total funds £</b>	Unrestricted funds £	Designated funds £	Restricted funds £	<b>2022 Total funds £</b>
<b>3 Resources Expended:</b>								
<b>3a Cost of generating voluntary income</b>								
Planned giving stationery	-	-	-	-	-	-	-	-
	-	-	-	-	-	-	-	-
<b>3b Fundraising trading costs</b>								
Fundraising and events	-	-	-	-	-	-	-	-
	-	-	-	-	-	-	-	-
<b>3c Church activities:</b>								
Missionary societies	-	-	5,294	5,294	-	-	5,596	5,596
Charities	820	-	-	820	-	-	110	110
	820	-	5,294	6,114	-	-	5,706	5,706
Ministry:								
Diocesan parish share	56,538	-	-	56,538	42,007	-	-	42,007
Clergy and staff costs	7,641	-	-	7,641	7,391	-	-	7,391
Church maintenance	2,806	-	-	2,806	862	-	-	862
Hall maintenance	-	941	-	941	-	1,000	-	1,000
Hall running costs	-	9,112	1,675	10,787	-	7,202	-	7,202
Church running costs	11,512	107	792	12,411	17,360	321	1,506	19,188
Insurance	2,306	-	-	2,306	2,106	-	-	2,106
Bank charges	106	49	1	157	134	33	1	168
	80,910	10,209	2,468	93,587	69,860	8,557	1,507	79,924
Total	81,730	10,209	7,763	99,701	69,860	8,557	7,213	85,630
<b>3d Governance costs</b>								
Independent Examiner's Fee	-	-	-	-	-	-	-	-
	-	-	-	-	-	-	-	-
<b>Total Resources Expended</b>	<b>81,730</b>	<b>10,209</b>	<b>7,763</b>	<b>99,701</b>	<b>69,860</b>	<b>8,557</b>	<b>7,213</b>	<b>85,630</b>



St. Luke's Church - Ramsgate  
Notes to the financial statements (continued)  
year ended 31 December 2023

Note

**4 Related parties, Trustee expenses and remuneration**

During the year, expenses were reimbursed to no (2022:none) PCC members.

**5 Staff costs**

	2023				2022			
	Unrestricted funds	Designated funds	Restricted funds	Total funds	Unrestricted funds	Designated funds	Restricted funds	Total funds
	£	£	£	£	£	£	£	£
Wages and salaries	9,684	-	5,114	14,798	7,998	-	3,465	11,463
Social security costs	-	-	-	-	-	-	-	-
Pensions	-	-	-	-	-	-	-	-
	<u>9,684</u>	<u>-</u>	<u>5,114</u>	<u>14,798</u>	<u>7,998</u>	<u>-</u>	<u>3,465</u>	<u>11,463</u>

**6 Tangible fixed assets**

		Land & Buildings	2023 Total	
<b>Cost</b>	As at 01.01.23	120,000	120,000	
	Additions	-	-	
	As at 31.12.23	<u>120,000</u>	<u>120,000</u>	Church Hall value based on 2019 sale value.
<b>Depreciation</b>	As at 01.01.23	-	-	
	Charged	-	-	
	As at 31.12.23	<u>-</u>	<u>-</u>	
<b>Net Book Value</b>	As at 31.12.23	120,000	120,000	
	As at 31.12.22	<u>120,000</u>	<u>120,000</u>	
		<u>240,000</u>	<u>240,000</u>	

**7 Debtors**

	Unrestricted funds	Designated funds	Restricted funds	2023 Total funds	Unrestricted funds	Designated funds	Restricted funds	2022 Total funds
	£	£	£	£	£	£	£	£
	-	-	-	-	-	-	-	-
	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>

**8 Creditors**

Accruals	-	-	-	-	-	-	269	269
	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>269</u>	<u>269</u>

St. Luke's Church - Ramsgate  
Notes to the financial statements (continued)  
year ended 31 December 2023

Note	2023					2022						
	Brought forward 01/01/23 £	Income £	Expenditure £	Result £	Transfers £	Carried forward 31/12/23 £	Brought forward 01/01/22 £	Income £	Expenditure £	Result £	Transfers £	Carried forward 31/12/22 £
<b>9 Reserves</b>												
<b>Unrestricted</b>												
General	9,573	88,138	81,730	6,408	577	16,558	(113)	86,206	69,860	16,346	(6,661)	9,573
<b>Designated</b>												
Church Building Fund	5,000	-	-	-	-	5,000	5,000	-	1,000	(1,000)	1,000	5,000
Hall	-	11,490	10,232	1,258	-	1,258	(5,010)	7,363	7,557	(195)	5,205	-
Social	-	164	(23)	187	-	187	-	-	-	-	-	-
	<u>5,000</u>	<u>11,654</u>	<u>10,209</u>	<u>1,445</u>	<u>-</u>	<u>6,445</u>	<u>(10)</u>	<u>7,363</u>	<u>8,557</u>	<u>(1,195)</u>	<u>6,205</u>	<u>5,000</u>
Total unrestricted reserves	<u>14,573</u>	<u>99,792</u>	<u>91,939</u>	<u>7,853</u>	<u>577</u>	<u>23,003</u>	<u>(123)</u>	<u>93,569</u>	<u>78,417</u>	<u>15,152</u>	<u>(456)</u>	<u>14,573</u>
<b>Restricted</b>												
Fixed Assets - Hall	120,000	-	-	-	-	120,000	120,000	-	-	-	-	120,000
Capital Fund	22,380	5,000	1,675	3,325	-	25,705	17,380	5,000	-	5,000	-	22,380
Harvest Appeal	-	881	881	-	-	-	-	-	-	-	-	-
Mission - Church Mission Society/SAMS	288	129	288	(159)	189	317	223	117	223	(106)	171	288
Mission - Church Pastoral Aid Society	527	569	527	42	189	758	737	356	737	(380)	171	527
Mission - Local Mission	-	464	-	464	189	652	-	432	-	432	(432)	-
Mission - Sponsor A Child	-	-	352	(352)	352	-	(9)	1	336	(335)	344	-
Mission - Tearfund	1,264	907	1,266	(358)	189	1,094	1,805	1,094	1,805	(712)	171	1,264
Mission - Greg & Sylvia Venables	490	294	490	(196)	189	482	533	319	533	(213)	171	490
Mission - General	-	943	-	943	(943)	-	-	854	-	854	(854)	-
Play & Praise	592	220	81	139	-	731	410	355	73	283	(100)	592
Play & Praise - petty cash	87	832	711	121	-	208.74	98	716	727	(11)	-	87.29
Cafe 4 All	227	1,154	-	1,154	-	1,380.60	227	-	-	-	-	227
Royal Harbour Outreach	111	-	-	-	-	110.80	111	-	-	-	-	111
Flowers - petty cash	55	-	-	-	(55)	-	55	-	-	-	-	54.53
Men's Work	127	-	-	-	(127)	-	127	-	-	-	-	127
Men's Group - Petty Cash	20	-	-	-	(20)	-	20	-	-	-	-	19.92
Tuesday Friendship Club - petty cash	20	-	-	-	(20)	-	20	-	-	-	-	19.91
Women's Work	61	-	-	-	(61)	-	61	-	-	-	-	61
Youth	352	-	-	-	(352)	-	352	-	-	-	-	352
Youth - petty cash	45	-	-	-	(45)	-	45	-	-	-	-	44.82
Harvest 21 - Tearfund Recover together	-	-	-	-	-	-	1,157	-	1,157	(1,157)	-	-
I AM MARK Performance	-	-	-	-	-	-	-	495	707	(212)	212	-
Ukraine conflict collection	-	-	-	-	-	-	-	378	378	-	-	-
Harvest 22 - Compassion	670	-	670	(670)	-	-	-	670	-	670	-	670
ACTS	603	-	603	(603)	-	-	538	-	538	(538)	603	603
Community Pastors	-	219	219	-	-	-	-	-	-	-	-	-
Hardship due to coronavirus	250	-	-	-	(250)	-	250	-	-	-	-	250
	<u>148,168</u>	<u>11,612</u>	<u>7,763</u>	<u>3,849</u>	<u>(577)</u>	<u>151,440</u>	<u>144,137</u>	<u>10,788</u>	<u>7,213</u>	<u>3,575</u>	<u>456</u>	<u>148,168</u>
<b>Total Reserves</b>	<u>162,741</u>	<u>111,404</u>	<u>99,701</u>	<u>11,702</u>	<u>-</u>	<u>174,444</u>	<u>144,015</u>	<u>104,356</u>	<u>85,630</u>	<u>18,727</u>	<u>-</u>	<u>162,741</u>