

# **The Parish of St Luke's Church, Newton Poppleford**



## **Annual Report and Financial Statements of the Parochial Church Council for the year ended 31<sup>st</sup> December 2024**

**(To be presented at the Annual Parochial Church Meeting  
on Monday 7<sup>th</sup> April 2025 at 7.30pm in the church)**

**St Luke's is a Church of England Parish  
within the Otter Vale Mission Community  
in the Diocese of Exeter**

**web:** [ottervalechurches.org](http://ottervalechurches.org)

**Team Rector:**

The Reverend Lydia Cook  
The Parish Office, Ottery St Mary  
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**Team Vicar:**

The Reverend Mark Ward  
The Vicarage, West Hill  
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**Bankers:**

**Santander,**  
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**Independent Examiner**

Mr David Zirker  
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**St Luke's Church  
High Street  
Newton Poppleford  
Sidmouth, Devon  
EX10 0EG**

# Team Rector's Report



## Pray

Across the Mission Community (OVMC) we offer a wide range of services with new expressions of church starting in 2024 with Praying the News, and Simply Worship. Our ministry team remains small, but we celebrate Barbara Hemsley starting training as an Licensed Lay Minister.

We still rely on our committed and generous Permission to Officiate (PtO) clergy to cover the monthly rota. We continue to offer prayers for our creation as way of honouring the fifth mark of mission, both in person and on-line. We gathered in person for a service of Holy Communion on Pentecost Sunday in which our OVMC young people participated. The weather was once again kind for our picnic afterwards. Our Advent Carol service was supported by choir members from across the OVMC. We held various Lent courses including one in Ottery on Prayer.

## Grow

I am always encouraged by the many new initiatives that spring up across the OVMC and the way in which we faithfully keep the voice of Jesus heard in our communities. Some churches are growing numerically – Wiggaton in particular is experiencing a revival which is super encouraging.

Venn Ottery is once again hosting services and Ottery is also a growing church especially in terms of diversity. Some churches are more fragile but in every community our members are growing deeper in faith thanks to house groups and courses (both for internal members and also outreach).

People are beginning to really value the online sermons and Thought for the Week on the website.

## Serve with joy

Our churches are places of meeting, friendship and fun – thank you to all those who serve their community with such generosity and love. Our eco group continues its work of raising awareness of environmental issues and seeing how we as churches can make a difference. We grew sunflowers in most of our church “gardens” over the summer and there have been some wonderful stories of engagement (and challenge) for our eco work. Our wardens and parish treasurers meet regularly, and I am hugely grateful for their commitment to the churches they serve.

Our parish safeguarding reps also meet regularly, and **we are in urgent need** of more people to take up this role. Safeguarding is a way in which we show how we care for each other – it is not a tick box exercise or something “out there”: it is relevant and important for every church community.

Please consider if you could take on the role of PSR – support and training is offered.

We rejoice in the appointment of Bishop Mike as Bishop of Exeter and give thanks for the ministry of Bishop Jackie as our local Bishop as she now enjoys retirement.

As always, we reflect on a year past with thanksgiving in our hearts for all the good gifts and blessings God has bestowed on us. We know the challenges are real, but equally *“I know the plans I have for you,” declares the Lord, “plans to prosper you and not to harm you, plans to give you hope and a future.” Jer 29:11*

With thanks to all for our shared ministry in the Otter Vale Mission Community.

Lydia

# **The Parochial Church Council of St Luke's Church Newton Poppleford Annual Report for the year ended 31<sup>st</sup> December 2024**

## **Aim and purpose**

St Luke's Parochial Church Council (PCC) is responsible, together with the vicar, for promoting in the parish the whole mission of the Church, pastoral, evangelistic, social and ecumenical.

The PCC is also responsible for maintaining the Church, which is a Grade II\* Listed Building, and the adjacent Meeting Place

## **Objectives and Activities**

The PCC is committed to enabling as many people as possible to worship in our church and become part of our parish community. We plan our activities based on the Mission Action Plan (*below*) and with awareness of the charitable guidelines for the public benefit.

### **Mission Action Plan**

- Prayer-to ensure all we do is rooted in a discipline of prayer
- Worship-to ensure we provide a range of different forms of worship
- Discipleship-to enable Christians to grow at every stage of life/faith
- Training-to develop a framework of training and involvement for lay people
- Community -to respond to the needs in our local communities
- Mission-to develop ways of sharing our faith and sparking vision

## **Achievements and performance**

### **Worship and Prayer**

There has been a public worship service on Sunday mornings, except the 3<sup>rd</sup> Sunday in the month, when there is an on-line service and a service in another church in the Mission Community. Additional services have been held for festivals and special occasions. The Prayer Team has maintained prayer for those who have requested it and produced a weekly prayer diary circulated to those who have requested it, either by email or printed.

The average number at a usual Sunday service (not festivals etc.) 25 adults and 1 child, the same as last year. However, special services have been well attended: over 120 came to Carols with the Salvation Army Band and there were 110 people in church over Christmas Eve and Christmas Day. Participants - a measure of those who consider this to be their church - numbered 35 regular attenders, with 5 more unable to attend due to infirmity. (at the end of 2024)

### **Discipleship and Training**

Chill Out, a Christian youth group, met monthly in the Spring and Summer Terms averaging 6 young people in Year 6 and above. The sessions provided fun, games, practical activities, outings and Christian teaching. We ended most evenings by sharing chips and salad together. The numbers attending were very erratic this year, but averaged 6 in these two terms. However, the sessions were not held in the Autumn term due to lack of numbers. Graham is in the process of meeting with the young people to decide if the group is viable with a lack of regular attendance. Rosemary has also stepped down as co-leader because of increasing family commitments and Graham would need another leader as well to make the group viable. It was wonderful that in June, 6 of our Chill Outers joined young people from the URC church in Ottery to attend SPREE, a packed youth weekend at Westpoint in Exeter. This offered wonderful interactive teaching, worship with live bands and amazing leisure activities. Graham organised both groups and he is also hoping for a good response in 2025.

Messy Church is a special session for young families (no unattended children) and was held monthly in the Church and Meeting Place after school. The numbers who attended varied considerably last year, having to cancel a couple of sessions due to lack of registrations and then having 18 children at the Christmas one. There is always a Bible theme and the sessions included craft and practical activities, a celebration including a talk, singing and finishing off with a shared meal together. Graham hosted these sessions, Rosemary (Pavitt) prepared the crafts, Jackie Thornton led the singing and Rosemary (Zirker) always provided a wonderful meal for all to share. Marion Kenworthy and Sue McDonald have also been wonderful helpers. Sadly (for us) Rosemary Zirker has now stepped down to prepare for her moving house.

Graham Harry continued to be employed by the charity The06 as a Youth Pastor serving young people in the local area around Ottery St Mary working in schools, churches and the community. He regularly led Messy Church and Chill Out at Newton Poppleford. He and Mark Ward also facilitated a Christingle Service in the Church for the whole school. Although Graham is not directly funded by St Luke's, the PCC decided to spend part of their annual tithe to charities by giving a generous donation to The06, which is totally dependent on donations from individuals and organisations.

### **Community and Mission**

Tea & Toast - a drop-in on Monday mornings during term-time for young parents and toddlers, who have just delivered offspring to the nearby primary school, offers refreshments and an opportunity to get together. There are about a dozen enthusiastic regulars, plus some children.

Care for a Cuppa, a drop-in for tea and chat, plus homemade cakes and a variety of games/books, mainly for the more senior members of the local community, has continued twice-monthly on Monday afternoons. We continue to check on each other's well-being and needs with either a friendly phone call, a doorstep chat or a pop in for a cuppa. We also lead occasional meetings at the local Care Home

The OPEN the BOOK team comprised 7 people from St Luke's and 2 people from Tipton have recently joined. Jaclynn Baker provided an invaluable service by organising the props and costumes. The team have continued to tell, and act out, Bible stories every fortnight with Newton Poppleford and Tipton St John Schools (in Tipton they contribute to the assembly led by Mark Ward). Both schools continued to be very welcoming and the children enjoyed participating.

Easter eggs and Advent calendars were given to all children and young people who had attended Chill Out or Messy Church.

The Parish Magazine, produced and delivered by volunteers to reach well over half of the households with a blend of church and village news and features, continued contact with the community.

A Christmas card was delivered to every home in the village, with invitation to seasonal services.

### **The Wider Church Community**

As part of the Otter Vale Mission Community, the churchwardens meet three times a year with the other wardens and clergy to plan team-wide matters. Clergy expenses and service rotas are coordinated across the Mission Community, with administrative support from the Parish Office at Ottery. The OVMC also coordinated the update and documentation for the Safeguarding process.

We are members of the Ottery Deanery Synod which is intended to act as a means of communication between the parishes of the deanery of views on common problems, to discuss and formulate common policies on these problems, to foster a sense of community and interdependence among us and generally promote in the deanery the whole mission of the Church, pastoral, evangelistic, social and ecumenical. Deanery Synod met three times during the year.

### **Administration and Support**

The Church Building: The Quinquennial Inspection of 11 December 2020 showed that the building is generally in good condition for its age, but there are a few matters which required attention. Urgent matters have mostly been completed, but investigations are continuing for the north side rainwater drainage, for which a faculty may be needed. 2025 is Inspection year, for which a new Architect will be appointed, and we expect some further works may be required to the ageing building.

# Financial review and reserve policy

## Financial Statements Year ended 31<sup>st</sup> December 2024

(Figures in brackets relate to the 2023 year for comparison purposes)

The format of the financial statements was changed last year in accordance with the Diocese of Exeter's instructions, to reflect the requirements of the of the latest accounting guidelines.

This format continues now for the second year.

### General (Unrestricted) Fund

Total receipts for the General Fund amounted to £54,085 (£53,553) of which Personal Giving amounted to £37,164 (£34,644) which included £6,262 (£5,770) Gift Aid. Collections at Church Services has dropped slightly to £2,856 (£3,894), following a full year of limiting third Sunday services at St Luke's.

We continue to be very grateful for the regular givers through standing orders, keeping the amount of giving consistent throughout the year.

The PCC is very pleased to be able to report that we continued to pay the full Common Fund request to the Exeter Diocese, amounting to £29,424 (£32,510) the largest item of expenditure.

Total Payments from the General Fund amounted to £50,918 (£56,617), and income exceeds payments by £3,167 (-£2,764). A great result and improvement in finances, this being the result of an uplift in regular giving, higher interest on deposit account and less spent on church improvements. As a result of the surplus, it has been felt prudent to move a further amount to the designated church repair fund in the amount of £1,950 in addition to our normal £600 making £2,550 in total.

### Church Repairs (Designated) Fund

The PCC uses this fund to set monies aside towards any repairs to the Church building.

The Church Repairs (Designated) Fund balance on 31<sup>st</sup> December 2024 amounted to £3,150 (£600) having been built up this year as discussed earlier, especially with the Quintennial inspection next year, and any possible work required from this inspection.

### Lee Abbey Support fund (Restricted)

The PCC have a sum of money, which is restricted for the purpose of providing support for those members of the congregation who would like to attend a Lee Abbey Team event but would find this difficult because of the cost. We are delighted that this fund has helped this year in achieving its objective and now amounts to £269 (£430), at the end of 2024.

### Church Development Project (Restricted) Fund

The Meeting Place has again been reasonably well used with several Church activities, including the popular coffee after church services, Café church and several children's activities, the established Tea and Toast for parents and carers with or without babies and toddlers, and the well-attended Care for a Cuppa. The Meeting Place has been selected to host the Community Larder which meets every Wednesday.

The balance on the Church Development Project (Restricted) Fund as at 31<sup>st</sup> December 2024 amounted to £16,221 (£15,744) of which £2,056 (£2,056) had been specially donated for the Link (Phase 2) of the project, although the project has been left on indefinite hold. A small amount has been spent on The Meeting Place improvements £182 (£5,387 -sound insulation).

### Reserve Policy

The PCC has resolved to maintain, a balance on our General (unrestricted fund), which equates to at least three months' unrestricted payments, to ensure that we have sufficient funds to meet the Church's financial obligations.

## Safeguarding

In all our activities the PCC has complied with the duty under Section 5 of the Safeguarding and Clergy Disciple Measure 2016 to have due regard for the bishops' guidance on safeguarding children and vulnerable adults. The PCC have adopted the on-line Dashboard checklist system and are currently working to meet all safeguarding requirements as set out in the House of Bishops' Safeguarding Policy and the Diocese of Exeter Guidelines. We have no current safeguarding issues to report.

## Volunteers

The members of the PCC would like to thank all the volunteers who work so tirelessly to make our Church a warm and welcoming place. Our especial thanks go to our Churchwardens, Haylor Lass and Chris Lee, taking over from Jaclynn Baker. We are also delighted to welcome Chris Burhop taking up the vital role of Secretary.

## Structure Governance and Management

The PCC usually has full meetings monthly, with agenda tailored to specific areas of the church activity. Other church members are invited to attend PCC meetings when the agenda has topics to their specific area of interest

### Standing Committee

The Standing Committee tasks are to prepare the Agenda for PCC meetings and to ensure the continuance of the PCC's business between meetings, subject to any guidelines. It consists of the Vicar, Churchwardens, Secretary and Treasurer and the Coordinator responsible for the area of church business listed on the agenda of the forthcoming PCC meeting.

### Co-ordinators

The Co-ordinator's prime areas of activity are Worship, Pastoral, Children & Young People and Finance and Administration. Their purpose is to recommend agenda items to the PCC to co-ordinate day-to-day activities and communicate with each other and the rest of the church.

Some sessions are delegated to sub-groups: current groups cover children's activities, hymn selection, the magazine and the development project

### Administrative information

The Church is situated at High Street, Newton Poppleford, EX10 0EG and is part of Ottery Deanery in the Diocese of Exeter. The correspondence address is St Luke's Church, High Street, Newton Poppleford, EX10 0EG

The PCC is a body corporate (PCC Powers Measure 1956, and the Church Representation Rules 2020) and a Charity excepted from registration with the Charity Commission

PCC members who have served from 1<sup>st</sup> January 2024 until the date this report was approved, were:

<b>Vicar</b>	The Rev'd Mark Ward	(Chair)
<b>Churchwardens</b>	Jaclynn Baker ( <i>until APCM</i> )	Chris Lee
	Haylor Lass	
<b>Deanery Synod Reps</b>	Chris Lee	
	Wendy Lee	
<b>Elected Members</b>	Chris Burhop	(Secretary, <i>from 5<sup>th</sup> February 2024</i> )
	Sandra Duffin	(Electoral Roll Officer)
	Mike Gunn	(Treasurer)
	Ruth Lass	
	Rosemary Pavitt	(Children & Young People)
	Kevin Young	

# Independent Examiner's Report



CHARITY COMMISSION  
FOR ENGLAND AND WALES

Independent examiner's  
report on the accounts

## Independent Examiner's Report

Report to the trustees of	St Luke's Church Parochial Church Council, Newton Poppleford		
On accounts for the year ended	31 <sup>st</sup> December 2024	Charity no (if any)	An Excepted Charity
Set out on pages	9 to 12		

### 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.

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 which gives me cause to believe that in, any material respect:

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

I have come across no other matters in connection with the examination to which attention should be drawn in order to enable a proper understanding of the accounts to be reached.

Signed:

*[Signature]*

Date:

15/2/2025

Name:

DAVID MICHAEL ZIRKER

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

REGISTERED ACCOUNTANT

Address:

BLACKFIELDS, VENN OTTERAY RD NEWTON POPPLEFORD  
EX10 0BU



**St Luke's PCC Newton Poppleford**  
**Financial Statements for year ended 31<sup>st</sup> December 2024**

	Notes	Unrestricted General fund £	Designated Church Repairs £	Restricted Lee Abbey Support fund £	Restricted Church Development £	<b>Total 2024 £</b>	<b>Total 2023 £</b>
<b>Receipts</b>							
Voluntary receipts							
Regular giving	<b>1</b>	37,165	0	0	0	37,165	34,606
other voluntary receipts	<b>2</b>	1,979	0	0	0	1,979	3,643
Activities for generating funds	<b>3</b>	5,081	0	0	0	5,081	5,710
Investment income	<b>4</b>	2,434	0	15	689	3,138	2,889
Income from church	<b>5</b>	7,249	0	0	0	7,249	7,598
Other receipts	<b>6</b>	177	0	0	0	177	134
<b>Total Receipts</b>		<b>54,085</b>	<b>0</b>	<b>15</b>	<b>689</b>	<b>54,789</b>	<b>54,580</b>
<b>Payments</b>							
Cost of generating funds	<b>7</b>	0	0	0	0	0	0
Church activities	<b>8</b>	48,816	0	176	182	49,174	54,510
Other costs	<b>9</b>	2,102	0	0	0	2,102	10,448
<b>Total Payments</b>		<b>50,918</b>	<b>0</b>	<b>176</b>	<b>182</b>	<b>51,276</b>	<b>64,958</b>
<b>Excess of receipts over payments</b>		<b>3,167</b>	<b>0</b>	<b>-161</b>	<b>507</b>	<b>3,513</b>	<b>-10,379</b>
<b>Transfers</b>							
Transfers between funds		-2,550	2,550	0	0	0	0
<b>Excess of receipts over payments (after transfers)</b>							
<b>Net movement in funds</b>		<b>617</b>	<b>2,550</b>	<b>-161</b>	<b>507</b>	<b>3,513</b>	<b>-10,378</b>
<b>Reconciliation of funds</b>							
<b>Total funds at 1<sup>st</sup> January 2024</b>		<b>51,576</b>	<b>600</b>	<b>430</b>	<b>15,714</b>	<b>68,320</b>	<b>78,698</b>
<b>Total funds at 31<sup>st</sup> December 2024</b>		<b>51,193</b>	<b>3,150</b>	<b>269</b>	<b>16,221</b>	<b>71,833</b>	<b>68,320</b>

**St Luke's PCC Newton Poppleford**  
**Financial Statements for year ended 31<sup>st</sup> December 2024**

<b>Notes</b>	<b>Unrestricted General fund £</b>	<b>Designated Church Repairs £</b>	<b>Designated Mission Legacy £</b>	<b>Restricted Church Development £</b>	<b>Total 2024 £</b>	<b>Total 2023 £</b>
<b>1. Regular giving</b>						
Tax efficient planned giving	21,964				21,964	19,746
Other planned giving	6,082				6,082	5,354
Collection at services	2,856				2,856	3,894
Other recurring donations	0				0	0
Income tax recovered	6,263				6,263	5,612
	<b>37,165</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>37,165</b>	<b>34,606</b>
<b>2. Other voluntary receipts</b>						
Grants	0				0	0
Legacies	0					2,849
Non recurring donations and appeals	1,979	0	0	0	1,979	794
	<b>1,979</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>1,979</b>	<b>3,643</b>
<b>3. Activities for generation funds</b>						
Gross income (fundraising)	0				0	0
Adverts (Parish Magazine)	3,053				3,053	3,752
FIT electricity scheme	2,028				2,028	1,958
	<b>5,081</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>5,081</b>	<b>5,710</b>
<b>4. Income from investments</b>						
Interest received – deposit account	<b>2,434</b>	<b>0</b>	<b>15</b>	<b>689</b>	<b>3,138</b>	<b>2,889</b>
<b>5. Income from church activities</b>						
Statutory fees – wedding, funeral, etc	596				596	857
Gross income Parish Magazine	5,886				5,886	6,097
Gross income Meeting Place letting	0				0	0
Messy Church	0				0	0
Coffee & Tea donation	286				286	187
Outlook4Friday	0				0	0
Tea & Toast	224				224	227
Care 4 a Cuppa	257				257	230
	<b>7,249</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>7,249</b>	<b>7,598</b>
<b>6. Other receipts</b>						
Recharge to other parishes	79				79	60
Cemetery recharge to Parish Council	98				98	74
	<b>177</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>177</b>	<b>134</b>

**St Luke's PCC Newton Poppleford**  
**Financial Statements for year ended 31<sup>st</sup> December 2024**

<b>Notes</b>	Unrestricted General fund £	Designated Church Repairs £	Designated Mission Legacy £	Restricted Church Development £	<b>Total 2024 £</b>	<b>Total 2023 £</b>
<b>7. Cost of generating funds</b>	<b>0</b>				<b>0</b>	<b>0</b>
<b>8. Church activities</b>						
Mission giving and donations	4,324		176		4,500	4,431
Diocesan Parish Share	29,424				29,424	32,510
Youth worker	0		0		0	1,144
Support costs	656				656	1,100
Upkeep of services	75				75	153
Insurance	1,783				1,783	1,736
Church utility costs	3,720				3,720	5,100
Cost of printing Parish Magazine	7,986				7,986	8,336
Church maintenance	847			182	1,029	0
	<b>48,816</b>	<b>0</b>	<b>176</b>	<b>182</b>	<b>49,174</b>	<b>54,510</b>
<b>9. Other Costs</b>						
Otter Vale Team Fund	896				896	884
Messy Church	205				205	189
Deanery Synod fees	18				18	0
Chill Out	0				0	21
Tea & Toast	120				120	28
Cafe Church	185				185	152
Administration	678				678	455
Other PCC property upkeep	0			0	0	5,387
Church organ maintenance	0				0	77
New building cost	0			0	0	3,254
New building landscaping	0			0	0	0
	<b>2,102</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>2,102</b>	<b>5,498</b>

**St Luke's PCC Newton Poppleford**  
**Statement of Assets and Liabilities at 31<sup>st</sup> December 2024**

	Unrestricted General fund £	Designated Church Repairs £	Designated Mission Legacy £	Restricted Church Development £	<b>Total 2024</b> £	<b>Total 2023</b> £
<b>Assets</b>						
<b>Cash Funds</b>						
Current Account and Petty Cash	7,764	0	0	0	7,764	7,389
CCLA (deposit account)	44,429	3,150	269	16,221	64,069	60,931
	<b>52,193</b>	<b>3,150</b>	<b>269</b>	<b>16,221</b>	<b>71,833</b>	<b>68,320</b>
<b>Assets retained for church use</b>						
The Meeting Place (cost)	183,840	0	0	0	183,840	183,840
<b>Liabilities</b>						
Future commitments	0	0	0	0	0	0

**Further notes**

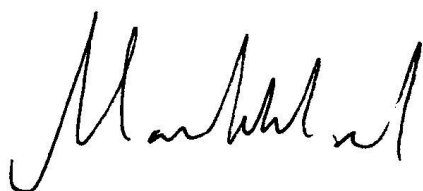
Unrestricted funds-money can be used for normal day-to-day expenditure

Designated Funds -money set aside by the PCC for specific expenditure (eg church repairs)

Restricted Funds-money can only be used for the specific purpose for which it is given  
(eg Church Development project)

The Financial statements have been prepared in accordance with the Church Accounting Regulations 2006 using the Receipts and Payments basis

Approved by the PCC on the 27<sup>th</sup> January 2025 and signed on its behalf by:



Rev'd Mark Ward



Mike Gunn (Treasurer)