

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



**Annual Report
and
Financial Statements
of the Parochial Church Council
for the year ended 31st December 2023**

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

web: ottervalechurches.org

Team Rector:

The Reverend Lydia Cook
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email: churchoffice@otterystmary.org.uk

Team Vicar:

The Reverend Mark Ward
The Vicarage, West Hill
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Independent Examiner

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

Team Rector's Report

Pray

We continue to pray together as a Mission Community.

Across the MC we offer a wide range of services with new expressions of church starting in 2023 with café church and Inspire. Our rota remains fragile as John White retired and Mac Dick has been on long-term sick leave. We still rely on our faithful and generous PtO clergy to cover the monthly rota.

Each week a faithful band from across the OVMC gather on Zoom to pray intentionally for our creation as way of honouring the fifth mark of mission.

We gathered in person for a service of Holy Communion on Trinity Sunday which was well supported and the weather was very kind for our picnic afterwards and again for our Advent Carol service. Numbers at both services were up on last year.

We offered an open invitation in December to gather to “come and pray” and learn more about prayer out of which has grown our Lent Course for 2024.

The new website also gives a platform for prayer across our mission community as each month we pray for one of our worshipping communities, a particular prayer focus, and are inspired by those prayers that are special and meaningful to individuals.

Grow

We held an OVMC vision day in June which was well supported and very encouraging. While we have strengths as a MC there is still work to be done to work out what can be best achieved at a MC level and what works best at parish level. The need for the website was underlined.

The new MC website went live over the summer and has been a great place for our churches to advertise and engage with our communities. The site is a “one-stop shop” for all the services, activities and events across the MC with both an inward focus for those already attending church, and an outwards missional focus for those trying to find out more about faith or a new church. There is fresh material every week with thought for the week and recorded sermons.

Various policies now sit at an OVMC level and can be found on the website.

I offered an online evening in Advent on the frescoes of the Scrovegni Chapel: a chance to reflect on the life of the Holy Family before Christmas.

Serve with joy

Our eco group continues its work of raising awareness of environmental issues and seeing how we as churches can make a difference. We held a Care for Creation course in conjunction with MMUK and held a service of dedication and commitment from which has come various pledges the group are now working to implement. Churches are busy working towards either bronze or silver eco church awards.

Our wardens meet regularly, and I am hugely grateful for their commitment to the churches they serve. We agreed that our fund for schools’ work could be used for small grants toward outreach with children and young people.

Our safeguarders also meet regularly, ensuring that our churches are the safest places they can be and we agreed a series of “listening” pledges that are now displayed in church porches. Parishes are gradually getting to grips with the safeguarding dashboard.

Treasurers also meet regularly and thanks to Mike Gunn for becoming our OVMC treasurer after Judy’s retirement.

With thanks to all for our shared ministry in this beautiful part of East Devon

Lydia

The Parochial Church Council of St Luke's Church Newton Poppleford Annual Report for the year ended 31st December 2023

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 in church nearly every Sunday morning. Additional services have been held for festivals and special occasions. An on-line Sunday morning service was continued every fortnight within the Mission Community. 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. However, special services have been well attended: 160 came to Carols with the Salvation Army Band and there were 90 people in church over Christmas Eve and Christmas Day. Participants - a measure of those who consider this to be their church - numbered 37 regular attenders, with 6 more unable to attend due to illness. (at the end of 2023)

Discipleship and Training

Chill Out, a Christian youth group, continued to meet once a month (except August), usually on the 2nd Sunday evening, welcoming young people in Year 6 and above. The sessions provided fun, games, practical activities, outings and Christian teaching. We ended most evenings by sharing food together. The numbers attending were very erratic this year, but we finished the year with a core group of 6 young people regularly attending.

Messy Church is a special session for young families (no unattended children) on the last Monday of the month after school. The number attending varied but averaged 20 children and adults. There is always a Bible theme and the sessions included craft and practical activities, a celebration including a talk and singing and finishing off with a shared meal together.

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.

The OPEN the BOOK team has continued to tell and act out Bible stories every fortnight at Newton Popleford School. In May we also commenced contributing to the assembly at Tipton St John Church for the local school. We are also pleased that some class visits have been made to the church.

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 requiring attention in the coming year or two. Urgent matters have mostly been completed, but investigations are continuing for the north side rainwater drainage, for which a faculty may be needed.

The Development Project (Phase 2) - Preliminary work towards an outline design and costing for a Link building between the church and the Meeting Place was carried out by hmad architects. Interesting possibilities were explored by them, but after they recommended that our preferred solution would be unlikely to achieve heritage approval. the PCC decided to put the project on hold.

Financial review and reserve policy

Financial Statements Year ended 31st December 2023

(Figures in brackets relate to the 2022 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 £53,553 (£56,172) of which Personal Giving amounted to £34,606 (£34,409) which included £5,612 (£5,340) Gift Aid. Collections at Church Services has dropped slightly having made an improvement last year following a gradual return to church by the congregation, the figure this year is £3,894 (£4,631). This can be mainly explained by no service being held on the third Sunday 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 £32,510 (£35,010) the largest item of expenditure. This requested figure will continue to reduce however, reflecting the lower number of participants in our church, and for 2024 is expected to be in the order of £29,424

Total Payments from the General Fund amounted to £56,317 (£66,164), and payments exceed income by £2,764 (£9,992). Although a welcome improvement on last year, as £6,273 was spent in 2022 on church repairs and maintenance and a new boiler. This shortfall has been met by drawing on reserves and, combined with our repairs reserve provision in the amount of £600 has resulted in the General Fund reducing to £51,546 (£54,910).

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 31st December 2023 amounted to £600 (£0) having been fully utilised last year

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 which may be resumed in future years. This fund amounts to £430 (£0), at the end of 2023

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. A decision has been made by the PCC that The Meeting Place will not be used for regular external booking but will be used more in line with exceptional requests, including for church baptisms and funeral wakes, but none have occurred during the year, therefore our income in this regard is £0 (£215)

The balance on the Church Development Project (Restricted) Fund as at 31st December 2023 amounted to £15,745 (£23,788) of which £2,056 (£5,310) had been specially donated for the Link (Phase 2) of the project. Regrettably due to the current economic environment, the PCC felt that further fund raising for the Link would not at present be viable and, therefore that part of the project has been left on indefinite hold. An amount of £5,387 has been spent on sound insulation making a real difference to the reduction of echo noise.

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 Jaclynn Baker

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 1st January 2023 until the date this report was approved, were:

Vicar	The Rev'd Mark Ward	(Chair)
Churchwardens	Jaclynn Baker Haylor Lass	(Safeguarding Rep-deputy)
Deanery Synod Reps	Chris Lee Wendy Lee	
Elected Members	Sandra Duffin Mike Gunn Ruth Lass Rosemary Pavitt Kevin Young	(Electoral Roll Officer) (Treasurer)

Independent Examiner's Report



**CHARITY COMMISSION
FOR ENGLAND AND WALES**

**Independent examiner's
report on the accounts**

Report to the trustees of	St Luke's Church Parochial Church Council, Newton Poppleford		
On accounts for the year ended	31 st December 2023	Charity no (if any)	An Excepted Charity
	Set out on pages 9-12		

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:		Date:	17/03/2024
Name:	Mr Peter Woolway		
Relevant professional qualification(s) or body (if any):			
Address:	3 Down Close, Exmouth Road, Newton Poppleford, EX10 0JD		

St Luke's PCC Newton Poppleford
Financial Statements for year ended 31st December 2023

	Notes	Unrestricted General fund £	Designated Church Repairs £	Restricted Lee Abbey Support fund £	Restricted Church Development £	Total 2023 £	Total 2022 £
Receipts							
Voluntary receipts							
Regular giving	1	34,606	0	0	0	34,606	34,409
other voluntary receipts	2	3,213	0	430	0	3,643	7,746
Activities for generating funds	3	5,710	0	0	0	5,710	5,348
Investment income	4	2,291	0	0	598	2,889	919
Income from church	5	7,598	0	0	0	7,598	8,000
Other receipts	6	134	0	0	0	134	198
Total Receipts		53,553	0	430	598	54,581	56,620
Payments							
Cost of generating funds	7	0	0	0	0	0	0
Church activities	8	54,510	0	0	0	54,510	65,303
Other costs	9	1,807	0	0	8,641	10,448	5,498
Total Payments		56,317	0	0	8,641	64,958	70,801
Excess of receipts over payments		-2,764	0	430	-8,044	-10,378	-14,180
Transfers							
Transfers between funds		-600	600	0		0	0
Excess of receipts over payments (after transfers)							
Net movement in funds		-3,364	600	430	-8,044	-10,378	-14,180
Reconciliation of funds							
Total funds at 1st January 2023		54,910	0	0	23,788	78,698	92,878
Total funds at 31st December 2023		51,546	600	430	15,744	68,320	78,698

St Luke's PCC Newton Poppleford
Financial Statements for year ended 31st December 2023

Notes	Unrestricted General fund £	Designated Church Repairs £	Designated Mission Legacy £	Restricted Church Development £	Total 2023 £	Total 2022 £
1. Regular giving						
Tax efficient planned giving	19,746				19,746	18,610
Other planned giving	5,354				5,354	5,828
Collection at services	3,894				3,894	4,631
Other recurring donations	0				0	0
Income tax recovered	5,612				5,612	5,340
	34,606	0	0	0	34,606	34,409
2. Other voluntary receipts						
Grants	0				0	1,840
Legacies	2,849				2,849	5,000
Non recurring donations and appeals	364		430	0	794	906
	3,213	0	430	0	3,643	7,746
3. Activities for generation funds						
Gross income (fundraising)	0				0	0
Adverts (Parish Magazine)	3,752				3,752	3,423
FIT electricity scheme	1,958				1,958	1,925
	5,710	0	00		5,710	5,348
4. Income from investments						
Interest received – deposit account	2,291		0	598	2,889	919
5. Income from church activities						
Statutory fees – wedding, funeral, etc	857				857	1,074
Gross income Parish Magazine	6,097				6,097	6,165
Gross income Meeting Place letting	0				0	215
Messy Church	0				0	0
Coffee & Tea donation	187				187	0
Outlook4Friday	0				0	0
Tea & Toast	227				227	219
Care 4 a Cuppa	230				230	327
	7,598	0	0	0	7,598	8,000
6. Other receipts						
Recharge to other parishes	60				60	60
Cemetery recharge to Parish Council	74				74	138
	134	0	0	0	134	198

St Luke's PCC Newton Poppleford
Financial Statements for year ended 31st December 2023

Notes	Unrestricted General fund £	Designated Church Repairs £	Designated Mission Legacy £	Restricted Church Development £	Total 2023 £	Total 2022 £
7. Cost of generating funds	0				0	0
8. Church activities						
Mission giving and donations	4,431				4,431	4,121
Diocesan Parish Share	32,510				32,510	35,010
Youth worker	1,144				1,144	6,103
Support cots	1,100				1,100	554
Upkeep of services	153				153	628
Insurance	1,736				1,736	1,668
Church utility costs	5,100				5,100	3,775
Cost of printing Parish Magazine	8,336				8,336	7,171
Church maintenance	0				0	6,273
	54,510	0	0	0	54,510	65,303
9. Other Costs						
Otter Vale Team Fund	884				884	1,120
Messy Church	189				189	366
Deanery Synod fees	0				0	24
Chill Out	21				21	103
Tea & Toast	28				28	16
Cafe Church	152				152	63
Administration	456				456	645
Other PCC property upkeep	0			5,387	5,387	2,999
Church organ maintenance	77				77	162
New building cost	0			3,254	3,254	0
New building landscaping	0			0	0	0
	1,807	0	0	8,641	10,448	5,498

St Luke's PCC Newton Poppleford
Statement of Assets and Liabilities at 31st December 2023

	Unrestricted General fund £	Designated Church Repairs £	Designated Mission Legacy £	Restricted Church Development £	Total 2023 £	Total 2022 £
Assets						
Cash Funds						
Current Account and Petty Cash	7,389	0	0	0	7,389	13,656
CCLA (deposit account)	44,156	600	430	15,745	60,931	65,042
	51,546	600	430	15,745	68,320	78,698
Assets retained for church use						
The Meeting Place (cost)	183,840	0	0	0	183,840	183,840
Liabilities						
Future commitments (2022 – cost of a sound insulation)	0	0	0	0	0	5,387

Further notes

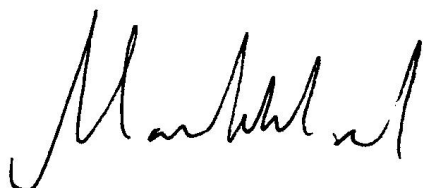
Unrestricted funds-money can be used for normal day-to-day expenditure

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 5th February 2024 and signed on its behalf by:



Rev'd Mark Ward



Mike Gunn (Treasurer)