

THE PAROCHIAL CHURCH COUNCIL OF THE ECCLESIASTICAL PARISH OF MANSTON, LEEDS

England & Wales · Charity number 1131048

Details

Other names	ST JAMES THE GREAT, MANSTON PCC
Status	Registered
Legal form	Previously excepted
Registered	2009-08-10
Register	View on the Charity Commission register

Contact

Address	35 Manston Drive Leeds LS15 8BL
Phone	047777645283
Website	www.stjamesmanston.church

Activities

Objects: Promoting in the ecclesiastical parish the whole mission of the Church.

Activities: Regular public worship open to all. The provision of sacred space for personal prayer and contemplation. Pastoral work, including visiting the sick and the bereaved. Teaching of Christianity through sermons, courses and small groups. Promoting the whole mission of the church by activities for senior citizens, young people groups, parents and toddlers. Supporting other charities in UK and overseas.

Classification

- **How:** Makes Grants To Organisations, Provides Buildings/facilities/open Space, Provides Services
- **What:** Religious Activities
- **Who:** The General Public/mankind

Geography

- **Area of benefit:** UNDEFINED. IN PRACTICE, LOCAL.
- Leeds City

Finances

Period end	Income	Expenditure	Assets	Employees
2025-12-31	£90,535	£91,921	-	-
2024-12-31	£77,192	£74,683	-	-
2023-12-31	£76,056	£74,351	-	-
2022-12-31	£60,821	£75,277	-	-
2021-12-31	£51,891	£63,704	-	-

Trustees

Name	Role	Appointed
Barbara Dunkley		2021-06-01
Canon Elizabeth Ann Hemsworth		2020-03-18
Caroline Wainwright		2024-04-21
Edward Booth		2026-04-26
HELEN ELIZABETH WRIGHT		2016-03-15
Iain Packman		2022-06-01
Irene Parker		2026-04-26
Julie Best		2024-04-21
Leanne Owen		2024-04-21
Leanne Packman		2023-04-23
Lindsey Elizabeth Sharp		2023-04-23
Lisa Mahoney		2020-03-18
Neil Smith		2026-04-26
Rev Daniel Miles		2022-09-22
Steve Robinson		2025-04-06
Susie Hill		2025-04-06
Tracy Lenihan		2026-04-26

Accounts

APCM Reports for St James the Great Manston of the year 2025

Date of the meeting: Sunday 26th April 2026 at 9.45am

Enclosed in this pack are:

Reports for year 2025 - pages 2-7

Minutes from 2024 meeting – pages 8-10

Vicars report for 2025 – Pages 11-12

Additional papers – Statement of finances

ANNUAL REPORT AND FINANCIAL STATEMENTS OF THE PAROCHIAL CHURCH COUNCIL

For the year ended 31 December 2025

INCUMBENT: The Revd. Daniel Miles

Bank: Yorkshire Bank

Examiner: Examined by Mrs Angela Dodds

BACKGROUND:

St. James Church Manston has the responsibility of co-operating with the Incumbent, in promoting in the Ecclesiastical parish, the whole mission of the church, pastoral, evangelistic social and ecumenical.

MEMBERSHIP:

Membership of the PCC are either ex officio or elected by the annual parochial church meeting in accordance with the Church Representation Rule.

During the year, the following served as members of the PCC.

The Incumbent:	The Revd. Daniel Miles
Clergy:	The Revd. Diane Lofthouse
Licensed Lay Ministers	Mrs Lisa Mahoney & Canon Ann Hemsworth PTO
Church Warden	Mrs Leanne Packman
The representative on the Deanery Synod (ex officio to the PCC)	Mrs. Lisa Mahoney, Miss Lindsey Sharp and Canon Ann Hemsworth

The elected members were:

Julie Best, Barbara Dunkley, Joyce Sellers (co-opted), Leanne Owen, Iain Packman, Caroline Wainwright, Helen Wright, Steve Robinson, Sarah Goodall (resigned January 2026), Susie Hill

STANDING COMMITTEE AND COMMITTEE STRUCTURE:

The Standing Committee is the only committee required by law. It has power to transact the business of the PCC between its meetings subject to any directions given by the Council. In addition to the business of the Standing Committee, work between PCCs has also been undertaken by sub committees/working groups, again under the direction of the Council.

CHURCH ATTENDANCE for Worship as reported for the 2025 National Statistics for Mission was: -

CHURCH MEMBERSHIP/ATTENDANCE: numbers on the Electoral Roll at the end of 2025 was 98. As of 11 April 2026, there have been some additions, and the total now sits at 106.

During the period Jan-Dec 2025 we had 13 baptisms 10 infant baptisms and 3 adults. There were 3 persons confirmed (1 adult and 2 children).

Other OCCASIONAL OFFICES / PASTORAL SERVICES 7 weddings and 15 funerals were conducted.

CHURCH ATTENDANCE for Worship.

This is a figure annually reported via the 'National Statistics for Mission' systems.

The figures we were able to submit from Manston showed that in the "October Count" over the month we saw an attendance of 261 individuals. The usual Sunday attendance average is 63 people (adults and children), average weekly attendance 71.

The worshipping community total is 188 people is made up of 21 children (0-17) and 167 adults.

Easter attenders 91 and Christmas attenders 380 this does not include attenders at the two crib services as they are non eucharistic.

REVIEW OF THE YEAR:

There have been regular meetings since the last report. All meetings opening with prayer and the meeting agenda must include finance and safeguarding.

The first meeting following the APCM is to appoint officers, Vice Chair, Secretary, Treasurer, Electoral Roll Officer and Safeguarding Officer. Groups and their leaders are established. Daniel continues to be chair with Leanne Packman Vice Chair, Ann Hemsworth Secretary, Iain Packman Treasurer and Electoral Roll Officer, Barbara Dunkley Safeguarding Officer, and Leanne Packman THE single Warden. This first meeting also adopted the Safeguarding policy setting out dates when training can take place, and it was agreed that the PCC meeting would meet in the first week of the month usually on a Wednesday. In addition, the name of the appointed accounts examiner is always agreed.

Bimonthly meetings have taken place, with an occasional extra one fitted in, if needed. Finance is always on the agenda and during the period covered it has been necessary to make decisions concerning application for a grant for warm spaces, and a booklet of the parochial finances. There has been a slight increase in our income, but as always, our expenditure often exceeds our income even though the Treasurer is always very careful to avoid any inappropriate payments. We were able to pay 81% of our share which was a 1% increase on the previous year.

We again held Lent lunches, partly to promote the season of Lent but also to raise some funds for a chosen charity and the church. Any food donations received were sent to the food bank at St Richards church.

Barbara Dunkley our Safeguarding Officer always ensures that any doing pastoral visits observe the proper procedure for safeguarding, especially if they are involved in any one-to-one visit. It is advised that, if possible, people ring in advance of a home visit, wear a name badge and if possible, visit in twos. If possible, a note should be left so that relatives of the visited person are aware of who has been and what has been said. In addition, Barbara ensures that DBS checks are in place where needed.

Essential repairs have been done in the hall and church, and the lighted memorial walkway is much appreciated.

As always, the PCC is grateful to everyone who ensures the safety of all using the church, church hall and other areas around the church. It is appreciated that many jobs are done unseen and unknown, St James is fortunate to have so many talented people who are willing, ready and able to use their talents.

ANN HEMSWORTH

THE TREASURERS REPORT

Accounts are attached for 2025 which again has been a challenging year balancing expenditure with our income. Our income exceeds our expenditure for the year, our energy contracts which have been renewed at a higher price than we have enjoyed over the past three years have increased as we expected.

We have again increased our Parish share payment to achieve 82% of the request but still have a long way to go to pay the full amount requested by the Diocese. It is important we try to achieve payment in full as we receive more out than we put in

We start 2026 with a positive bank balance which is thanks to all those who give to the running of our church. We continue to pray that our income will meet our expenditure over the forthcoming year.

Reserves policy Unrestricted funds

It is the PCC policy to hold in reserves the equivalent of three months unrestricted running costs of £3,428 excluding Parish Share. This is to cover any unexpected reduction in income or emergency situations that may arise.

IAIN PACKMAN

OTHER LEGAL REQUIRED REPORTS FOR THE AGM

FROM THE CHURCH WARDENS:

At the APCM in April 2025 Irene Parker stood down as churchwarden, following several years' consecutive service, a post she held during the Covid pandemic and a vacancy. I have been very grateful for the support she has given me personally during the 2 years we have worked together as Churchwardens, and for her continued help.

Hence this report has been written as sole Churchwarden. It was, however, identified following the APCM that amongst those serving the church, the roles of the second warden are being continued to be supported until another churchwarden is appointed.

In January the main boiler water pump failed, causing the loss of heating in church and hall and a small leak of water in the boiler room. This was identified quickly as the cause of the heating failure and Spencer's heating engineers attended promptly, replacing the pump as it could not be repaired, despite effort to do so, within 3 days. This was an unplanned expense at the start of the year. The boiler service took place in March.

The blue carpet on the upper area at the Lady Chapel Altar was identified to have a patch of mould that was a concern and was lifted to reduce the mould exposure to clergy. The floor was cleaned and nails removed. For the present the carpet will not be replaced.

In February the new chairs were purchased to allow more flexible use of the church and ensure seating was safe. They were delivered in March. The old wooden chairs were sold, and this was put towards the purchase of the new ones along with money raised by the congregation. A quantity of 100 were purchased with 10% of the chairs having arms, which several of the congregation have found helpful. The chairs are now easier to move, due to their lighter weight and stack ability, such as when school are in for worship and can be rearranged for social and community events. During the summer at a large wedding and during the Christmas crib services, it was identified that more chairs are needed and this will be an aim for 2026.

In March there was some work on the paving along the path towards school, though gardening team during weed clearing later in the summer identified further weak spots and these will require attention.

In April, Hydrofire attended to the service of the extinguishers and fire blankets in Church, Parish Hall and Office. Replacements were made as necessary.

With the change of chairs, the kneelers now need a new location. An audit was done of the kneelers using the existing log. The list is now in electronic format and with some more work will give a complete record.

The lightning conductor was inspected and passed. Requirements from Ecclesiastical Insurance are that it is inspected at least once every 4 years and the Archdeacon's advice is for inspection mid-Quinquennial so this will now be adopted following recent inspection every year.

The boiler at the kitchen end of Church was serviced. The batteries for the thermostat in the lobby were changed, as it had stopped working, but is now showing an error code that has been difficult to rectify and has to be manually overridden.

The bi-annual service of the organ and humidifier was undertaken in July by Watson and Watkins. It was identified that the humidifier was no longer working. Replacement had previously been suggested but the expense was hard to justify given the frequency the organ is played and the question being raised whether it was needed. The water was turned off by the engineer and was disinfected and greased. The plan would be to monitor and check humidity levels. The organ was also tuned by J M Spink in July and the humidifier discussed. They provided a hygrometer to monitor humidity levels as a drop to 40% humidity may affect the organ. The humidity has been steady and in range so far. Spink's will in future also service the blower. This supports a local company and reduces the service visits needed. The organ continues to be played once a month and at Easter and Christmas, and occasionally at funerals and weddings.

The gardening team continued with meeting on Tuesday evenings, weather permitting, to work on the churchyard and the mowers and strimmers were serviced at the start of the season. Community payback also came for a few sessions, but not with the same regularity as in the past. They have kept up to the hedge trimming.

PAT testing was undertaken of the items identified for retest.

In July, Tom Crooks attended to undertake the Quinquennial Inspection. The report for this is expected in the New Year. As there had also been another incident of water leaking in from the roof area of the Baptistry, he also attended with Martin Brooks Roofing to inspect the affected area. A slipped slate was identified and put back into place. No further issues of water leaks have been noted since.

I am supported in my role by an exceptional team of people who can fill the jobs I cannot do and have felt supported during a personally difficult year, which has shown what an excellent pastoral team this parish has.

LEANNE PACKMAN

EAST LEEDS DEANERY SYNOD

The representatives from the parish on the Synod are, The Revd Daniel, Ann Hemsworth, Lisa Mahoney and Lindsey Sharpe. Regular meetings take place when business is discussed and each parish shares with the meeting the highlights of their parish. Appropriate details and circumstances are reported back to the PCC.

ANN HEMSWORTH

CHURCHES TOGETHER IN EAST LEEDS:

Three meetings a year take place, when each Church from East Leeds is represented. Churches share with the meeting specific events and circumstances of their parish, and each parish is encouraged to join with other churches from East Leeds for specific events, Advent Sunday, Good Friday and Pentecost. It is important that the Christians in East Leeds are seen to be working together to ensure every effort is made to highlight the Christian Church and the work it does.

ANN HEMSWORTH

SAFEGUARDING:

The Parish Safeguarding Officer primarily has the role of safeguarding the people of the Parish with particular focus on vulnerable adults, children, and young people and is a link between the parish and the diocese. To do this the PCC looks to follow the five standards of the National Safeguarding Standards: Our Parish.

Part of the role is to check those with a position of responsibility within the church. This has been completed for those on the PCC and with leading roles within the church. This is important for the safeguarding of those they serve and is an ongoing process. Further to this safeguarding training has continued throughout the year covering the leadership pathway, safer recruitment and people management pathway, basic awareness, foundation and awareness of domestic abuse. We have welcomed the Reverend Diane to our church and as she gets to know us is spreading her pastoral ministry amongst us, which we give thanks to the Lord for.

Any new member to the PCC or leading roll within the church will need to be DBS checked and complete appropriate safeguarding training. The training can be undertaken as a group and having found this worked well the offer is there in the year ahead for those who wish to undertake their training in this way.

Permission from the PCC for more non-church activities has been given to the Redeemer Church and Guides. All the non-church groups have received their hall agreement and safeguarding addendum. The PCC has also given permission for a church activity, the dementia hub. At present the junior choir is not currently active. Generations now includes Generations Sunday, (the second Sunday service in the month at 9.45am), Generations Teddy Praise, (formerly Teddy Praise) and Generations Brick Church, (formerly the Family Service).

A review of various policies has taken place, including appropriate boundaries, known offenders, ex-offenders, data protection and retention and compliance with GDPR. Review of the church fire risk assessment was completed and a new risk assessment created for full immersion baptism. The code of safer working practice and the five standards of safeguarding are displayed in church and the parish hall along with who to contact if there is a safeguarding matter and these contact details are also in the What's On communication. Names of groups to contact can be found in the black file at the back of church and the back of toilet doors.

Do stop and talk with me as the more I get to know the congregation, old and new, the more I can be aware of people's needs, and it is just great to stop and chat. Safeguarding is everyone's business and I thank all those who actively take part in safeguarding, helping us to have a community where safety, dignity, and care for all remains central to our church. I want to thank Caroline and the Reverend Daniel particularly for their continued support throughout the year.

Barbara Dunkley, Parish Safeguarding Officer.

APENDIX I - Copy of the Minutes from the 2025 APCM

THE ANNUAL GENERAL MEETING OF THE PAROCHIAL CHURCH COUNCIL OF ST. JAMES THE GREAT MANSTON HELD ON SUNDAY 6 April 2025 9.45am in the church, during the Eucharistic Service in place of the sermon.

PRESENT: The Revd Daniel Miles, in the Chair and 53 members of the community/congregation were present:

APOLOGIES: were received from Martin Sharp, Carol Sharp, Sarah Goodall Alaine Anderson one under 18

The congregation were reminded that the APCM should be an act of worship.

ANNUAL VESTRY MEETING:

For those on the Electoral Roll, or who are residents in the Parish.

MINUTES OF THE LAST MEETING having been circulated were taken as read and agreed as a correct record. It was proposed by Julie Best, seconded by Irene Parker with one against agreed by all they be adopted and signed as a correct record.

MATTERS ARISING: There were no matters arising

ELECTION OF CHURCH WARDENS:

Two Church Wardens are required to be nominated and elected at this meeting. Only one nomination has been received that of Leanne Packmanm, it was proposed by Lisa Mahoney seconded by Susie Hill and agreed by all that as there were no other nominations Leanne be appointed Church Warden

Close of the Vestry meeting.

ANNUAL PAROCHIAL CHURCH MEETING:

For those on the Electoral Roll.

APOLOGIES: as above

MINUTES OF THE 2024 AGM having been circulated were taken as read. There being no observations, corrections, or additions it was proposed by Marie Pearson seconded by Lindsey Sharp and agreed by all they be signed as a correct record.

NOTICE OF ANY OTHER BUSINESS: None

MATTERS ARISING: None were raised on the minutes and reports circulated.

PARISH ANNUAL REPORT: copies of all reports have been circulated and are attached to these minutes.

Annual Financial Report. The accounts having been circulated were taken as read. It was reported that due to a family bereavement it had not been possible for Mrs Susan Butcher to examine the accounts, an alternative examiner Mrs Angel Dodd had been identified approached and agreed to do the 2024 examination of accounts. The examined accounts will be submitted to an extraordinary meeting for their approval and adoption along with appointment of an examiner for the 2025 accounts.

Report of the PCC already circulated attached to these minutes and taken as read

Report from Deanery Synod already circulated attached to these minutes and taken as read

Report from Churches Together already circulated, attached to these minutes and taken as read

Fabric Report already circulated, attached to these minutes and taken as read.

Report from Safeguarding already circulated, attached to these minutes and taken as read.

QUESTIONS RAISED RELATING TO REPORTS PRIOR TO THE MEETING:
None

It was proposed by Heather Ryder, seconded by Jackie McDonald and agreed by all that the church accepts the reports as read (apart from the finance report)

Electoral Roll report: 98 names have been recorded, and it is anticipated that there are a few outstanding forms. This should bring the number to over 100 which will affect the number of places available for election to the PCC at next year's meeting

APPOINTMENT TO PCC:

Based on an electoral roll of 98 three people to be elected to the PCC. Four nominations were received. It was proposed that due to the electoral roll increasing after the close of the meeting we elect 3 people for a three-year term and co-opt the fourth for one year. It was proposed by Leanne Packman seconded by Helen Wright and agreed by all that Susie Hill, Julie Best, Steve Robinson be elected for three years and Joyce Sellars be co-opted for one year.

CONCLUDING REMARKS BY THE PRIEST IN CHARGE.

It is good to report that our Church Vision is beginning to be successful. We can see an increase in numbers, not necessarily at the 9.45 service but on other occasions both spiritual and secular. We are certainly reversing the decline and beginning to pay our way more successfully. We are still short of paying our full share, but we have increased our monthly contribution and when possible, we also send a contribution towards our deficit. We are moving towards being a church that can support other churches.

Reference was made to the distinct differences between a Priest in Charge and a Vicar. It should in no way be seen as a punishment to have an Interim Priest in Charge, it is a way to benefit the church in moving forward. As it stands in 2025 Daniel will be relicensed for a further three years. New targets will be discerned. Daniel with permission from the PCC and +Arun will take four weeks study leave at the end of August/start of September to pray, plan and write the next vision statement which will carry us through the next three-year period.

Thanks are extended to all who in any way contribute to our success special thanks was given to Irene Parker who has been church warden for the past five years.

The meeting closed with the intercession for the Eucharistic Service which continued

The proposed next APCM will be held on Sunday 26 April 2026

Extraordinary APCM held on the 11th May.

As a result of the examined accounts not being ready in time for the Annual Parochial General meeting, they were not available to be approved and accepted during the APCM.

During the 9.45 Eucharistic Service on Sunday 11 May 2025, they were presented and it was proposed by Julie Best seconded by Irene Parker and agreed by 64 Members of the congregation they be approved and accepted.

It was further proposed by Lisa Mahoney, seconded by Jackie McDermid and agreed by all that Mrs. Angela Dodd be appointed examiner for the 2025 accounts.

A Year of Loss and Blessing

The past year has brought both profound sadness and genuine blessings to our church community.

Remembering Those We Have Lost

We begin by remembering the members of our congregation who passed away this year. Losing friends and loved ones is always difficult, but when a community experiences multiple losses, the weight of grief can feel particularly heavy. These individuals had been part of our church family for many years, and many of you shared deep friendships with them, offering one another tremendous pastoral support.

On a personal note, this season has been a significant learning experience for me. I have had to navigate supporting others through their grief whilst processing my own. Standing before you to share sad news, honouring our departed friends at their funerals, and finding quiet moments to say my own goodbyes has been both challenging and deeply meaningful.

A Growing Community

On a more encouraging note, our church community has grown remarkably—we now number 188 people. This is truly wonderful! God is blessing us with individuals at every stage of their journey with Jesus, people who are eager to serve and to learn.

Of course, we don't see all 188 people gathered together on a Sunday morning for worship—though I pray that day will come! We have developed numerous ministries that allow us to worship together and meet people wherever they are in their lives. As a church, we are learning to shift our thinking: worship is not limited to Sunday attendance, but happens whenever we gather, and every person is a valued member of this community. One particularly joyful addition to our worshipping community has been the arrival of Reverend Diane Lofthouse, who has begun her ministry here. Diane brings a great deal to offer our community, and I look forward to continuing to work alongside her in the year ahead. Thank you, Diane, for answering God's call and joining our ministry team.

Strengthening Connections

Schools Partnership

Our links with local schools are growing stronger. After three years of reaching out, I was finally able to visit John Smeaton Academy to speak with Year 11 students. They also visited our church to meet with Lisa and Diane—a wonderful step forward.

Community Outreach

Our connections with the wider community continue to deepen. The Community Fridge and Open Church have become established outreach activities. Our Christmas meal was a testament to this growth, with 50 people attending—an equal mix of regular worshippers and Community Fridge visitors. The sense of togetherness was truly special.

A New Vision for Our Church

I am grateful to the Parochial Church Council (PCC) and the wider church community for allowing me time away from regular parish duties to pray, reflect, analyse, and develop a new vision plan for our church. This process took longer than expected—and in truth, it is a document that will never be truly finished, as God is always moving and we are part of that ongoing story.

We are already making progress towards this vision. The Vision Sunday launch, held the week before my licensing as Vicar, was a memorable occasion. That evening also brought the additional blessing of Bob Bailey being appointed Area Dean, with myself serving as Assistant Area Dean. While the service marked my formal appointment as Vicar, it was equally a celebration of how far we have come as a church community over the past three years. We have much to celebrate and to be proud of.

Financial Update

Church finances are never straightforward to manage. However, thanks to your generosity and God's provision, we ended the financial year with a modest surplus. Even so, we were not able to meet our full Parish Share contribution—we achieved 82%, which represents an increase from the previous year and a 10% improvement since my arrival in 2022. The decision was made to put the surplus funds directly towards the first Parish Share payment of 2026.

A sincere thank you to Iain Packman for managing our finances, and to Gillian Harrison, Sue Wanty, Iain, and Leanne Packman for counting and banking our offerings.

Safeguarding

Safeguarding within the Church of England has remained prominent in public discussion over the past eighteen months. At St James the Great, we take this responsibility seriously, and I am pleased to report that we manage safeguarding well. My thanks go to Barbara Dunkley for her ongoing dedication as Parish Safeguarding Officer. Credit is also due to everyone in our community who takes the time to complete training updates and remains vigilant in looking out for one another.

Buildings Update

Our church buildings received their five-yearly inspection from the architect in July. The verbal report was positive, with only a few minor items of work required over the coming years.

The church hall remains a concern. The winter of 2025/26 was particularly harsh, and the hall has suffered from various leaks due to heavy rainfall. The hall is a valuable asset, and we will continue to monitor its condition and make decisions about how best to maintain it so that we can continue serving the community.

With Gratitude

Finally, I am deeply grateful to everyone in this church who plays their part, whether in ways large or small. Each person following the call of Jesus helps our whole church to run smoothly.

In addition to those already mentioned, I would like to offer particular thanks to:

- **Ann Hemsworth** – Your wisdom, guidance, prayer, and administrative support for the PCC are always appreciated.
- **The Pastoral Care Team** – You do an outstanding job of looking out for and visiting members of our community.
- **Leanne Packman** – As Church Warden, you are both efficient and caring. You keep me on track with church life and ensure that I am looked after.

PARISH CHURCH OF SAINT JAMES THE GREAT MANSTON
(Charity no. 1131048)
STATEMENT OF ASSETS & LIABILITIES YEAR ENDED 31 DECEMBER 2025

	General Funds £	Restricted Funds	£ Endowment Funds	Total 2025 £	Total 2024 £
CASH FUNDS					
Cash	-				-
Bank Current Account	13,109			13,109	11,795
Appeal Bank Account	-	2,192		2,192	4,920
CBF Deposits	16,623		2,598	19,221	19,221
	<u>29,732</u>	<u>2,192</u>	<u>2,598</u>	<u>34,522</u>	<u>35,936</u>
INVESTMENT FUNDS					
227 shares in the CBF					
C of E Fixed Income Securities Fund			347	347	338
LIABILITIES					
Accruals	-				
	<u>29,732</u>	<u>2,192</u>	<u>2,945</u>	<u>34,869</u>	<u>36,274</u>
PARISH FUNDS					
Brought forward	28,418	4,920	2,936	36,274	33,903
Movement during the year	1,314 -	2,728	9 -	1,405	2,371
	<u>29,732</u>	<u>2,192</u>	<u>2,945</u>	<u>34,869</u>	<u>36,274</u>

Funds held at -

		Opening	Closing	Balance
Current account Virgin Money	05-00-50	11,795.17	13,109.38	1,314.21
Current account Virgin Money (used as the appeal account)	05-00-50	4,919.81	2,192.21	- 2,727.60
CBF Church of England Deposit fund Manston House fund	Client no. 630091	16,622.96	16,622.96	-
CBF Church of England Deposit fund	Account no 130001382D Manston CH R	2,597.67	2,597.67	-
CBF Church of England Fixed Interest Securities Fund - Incor	Account no. 130001010F - Manston Altar flowers	338.00	346.79	8.79
		<u>36,273.61</u>	<u>34,869.01</u>	- 1,404.60

Receipts and Payments Year ended 31 DECEMBER 2025

Receipts

	CODE	2025	2024
COLLECTIONS			
Tax Efficient Planned Giving	101	28,059.00	28,559.50
Other Planned Giving	102	5,527.54	2,666.00
Tax recovered	103	8,451.73	7,941.18
Collections at all Services	104	5,671.74	4,755.34
FUND RAISING			
Christmas cards	203	270.00	130.00
Open Church	204	1,544.07	1,256.99
Vegetable sales	205		4.21
Sponsored Events	207	354.80	1,185.00
Coffee Morning / Afternoon tea	208	66.00	35.00
Lisa's Afternoon Tea	209	225.11	181.37
Knitting	211	114.00	228.60
Autumn Fair	212	940.26	1,112.49
Harvest Supper	214		128.89
Social evening / Quiz night	218	265.13	539.46
Easter raffle	222	294.38	92.92
Lent lunches	223	325.71	
Music festival	224		212.94
Movie night	225	86.12	317.82
Concerts held in Church	229	323.09	1,007.09
Staycation weekend	230		49.15
Family meal	231		239.93
Bar sales	234	-	
Christmas meal	235	292.46	

PARISH HALL		2025	2024
Parties	301	1,870.00	1,905.00
Rainbows / Brownies	307	1,172.00	848.00
Yoga	309	3,074.00	3,205.00
Guides	311		
Scouting	313	1,500.00	1,500.00
Playgroup	316	1,600.00	1,560.00
Leeds Christian conn xgates	317	1,110.00	1,390.00
Hall hire	318	8,920.61	4,607.50
AA	321	660.00	660.00
MAGAZINE & BOOKSTALL			
Book Stall Profit	403	100.00	100.00
DONATIONS			
Donations	501	2,103.45	4,851.22
Box in Church Wall	503		
OTHER INCOME			
Wayleave	604	4.60	4.60
School Field Rent	605	250.00	250.00
Weddings	607	3,995.00	2,223.80
Investments	701	968.09	1,184.41
DBF Fees	841	3,830.80	2,258.79
Total Income		83,884.55	77,192.20

Expenditure

	CODE		2025		2024
PARISH HALL EXPENSES					
Repairs and Maintenance	702	-	593.72	-	3,206.96
Telephone / Internet	703	-	628.92	-	603.00
Lighting & Power	706			-	1,580.00
Fire Extinguishers Service	708	-	255.68	-	610.10
Hygiene Equipment	710	-	389.87	-	250.80
Roof Repairs Parish hall	712				
Cleaning	713	-	4,734.64	-	2,709.39
Church Utilities					
Heating	801	-	6,706.49	-	5,559.99
Lighting & Power	802	-	5,189.99	-	3,987.71
Water	803	-	920.13	-	1,020.32
Insurance	804	-	5,760.38	-	5,560.03
Church Maintenance					
Boiler Repairs & Servicing	810	-	1,867.60	-	995.10
Electrical Repairs	811			-	100.00
Lightning Conductor	813	-	176.40	-	816.78
Fire Extinguishers Service	814	-	457.93		
Roofing	815				
Sundry Repairs	818			-	32.79
PAT Testing	820	-	124.00	-	131.00
New seating	821	-	1,770.40		2,039.60
Repairs to Church path	822			-	484.36

Services expenses	CODE		2025		2024
Bread & Wine	830	-	140.27	-	280.13
Candles	831		158.33		81.59
Licences	832	-	943.67	-	723.36
Organ Repairs & Servicing	834	-	606.00	-	786.00
RSCM Sub	838			-	133.00
Churchsuite	839	-	726.00	-	546.00
Baptism and Confirmation Expenses	840	-	43.75	-	440.43
Other Fees	842	-	1,742.40	-	1,091.76
First aid course	844	-	540.00		
Sundries / Flowers	845	-	724.76	-	231.60
Bible course books	846	-	18.94		
Churchyard Expenses					
Tree and Hedge Maintenance	850			-	650.00
Machinery Repairs	851	-	347.12		
Petrol	852	-	36.76	-	33.57
Skip Hire	853				
Church & Services Summary					
Church Running	860	-	216.64		
Church Maintenance	861	-	260.71		
Services Expenses	862	-	380.00	-	228.61
Churchyard Expenses	863			-	70.00
Parish share	864	-	44,054.00	-	41,670.00
Historic parish share	865				

OFFICE EXPENSES	CODE				2024
Stationery	901	-	351.16	-	344.47
Photocopier Copies	902	-	957.89	-	926.95
Photocopier Lease	903				
Telephone	904	-	555.38	-	480.30
Gas removal	907				
Website Rental	909	-	129.50		
St James Mews	910	-	349.92	-	349.92
Servicing and Repairs	911			-	220.00
Churches Together	914				50.00
Total Payments		-	82,542.69	-	74,683.24

CHARITY APPEALS

Collected for Charity	1001		1,781.39		507.76
Paid Over for Charity	1002	-	1,809.06	-	646.12
Movement in the Year			1,314.19		2,370.60

Appeal account is now shown separately as it is restricted funds

PARISH CHURCH OF SAINT JAMES THE GREAT MANSTON
(Charity no. 1131048)

Appeal account

Opening balance 1 January 2025	4919.81
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Income

Chair appeal donations	1,130.00
Sale of old wooden chairs	3,750.00
Receipt from general funds	1,770.40
	<u>6,650.40</u>

Expenditure

Purchase of new chairs	8,190.00
Northern Powergrid	1,188.00
	<u>9,378.00</u>

Movement in the year	- 2,727.60
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Closing balance 31 December 2025	<u>2,192.21</u>
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Reserved funds for	
Heating	1,692.21
Chairs	500.00
	<u>2,192.21</u>
Total	<u>2,192.21</u>

**Independent Examiner's report to the trustees of The Parochial
Church Council of the Ecclesiastical Parish of Manston, Leeds
(St. James the Great, Manston PCC)
Registered Charity Number: 1131048**

Responsibilities and basis of report

As the charity's trustees you are responsible for the preparation of the accounts in accordance with the requirements of the Charities Act 2011 ('the Act'). I report to you in respect of my examination of the accounts for the year ended 31st December 2025 carried out under section 145 of the 2011 Act and in carrying out my examination I have followed all the applicable Directions given by the Charity Commission under section 145(5)(b) of the Act.

An examination includes a review of the accounting records kept by the charity and a comparison of the accounts presented with these records. It also includes consideration of 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 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

I have completed my examination of the accounts for the year ended 31st December 2025. I confirm that no material matters have come to my attention in connection with the examination giving me cause to believe that in any material respect:

1. accounting records were not kept in respect of the Charity as required by section 130 of the Act; or
2. the accounts do not accord with those records.

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

Signed:



Name: Angela J. Dodd

Address: 43 Manston Grove, Crossgates, Leeds, LS15 8BW

Date: 27th April 2026

Accounts

ANNUAL REPORT AND FINANCIAL STATEMENTS OF THE PAROCHIAL CHURCH COUNCIL

For the year ended 31 December 2024

CUMBENT: The Revd. Daniel Miles

Bank: Yorkshire Bank

Examiner: Examined by Mrs Angela Dodds

BACKGROUND:

St. James Church Manston has the responsibility of co-operating with the Incumbent, in promoting in the Ecclesiastical parish, the whole mission of the church, pastoral, evangelistic social and ecumenical.

MEMBERSHIP:

Membership of the PCC are either ex officio or elected by the annual parochial church meeting in accordance with the Church Representation Rule.

During the year, the following served as members of the PCC.

The Incumbent:	The Revd. Daniel Miles
Licensed Lay Ministers	Mrs Lisa Mahoney & Canon Ann Hemsworth PTO
Church Wardens:	Mrs Irene Parker, Mrs Leanne Packman
The representative on the Deanery Synod,	Mrs. Lisa Mahoney, Miss Lindsey Sharp and Canon Ann Hemsworth

The elected members were:

Julie Best, Barbara Dunkley, Jill Cossins, Sarah Goodall, Ann Hemsworth, Irene Hutchinson, Lisa Mahoney, Leanne Owen, Iain Packman, Leanne Packman, Irene Parker, Lindsey Sharp, Caroline Wainwright and Helen Wright.

STANDING COMMITTEE AND COMMITTEE STRUCTURE:

The Standing Committee is the only committee required by law. It has power to transact the business of the PCC between its meetings subject to any directions given by the Council. In addition to the business of the Standing Committee, work between PCCs has also been undertaken by sub committees/working groups, again under the direction of the Council.

CHURCH ATTENDANCE for Worship

The following data was submitted for the 2024 National Statistics for Mission: -

CHURCH MEMBERSHIP/ATTENDANCE: numbers on the Electoral Roll will be announced at the meeting.

During the period Jan-Dec 2024 we had 9 infant baptisms and 1 adult. There were no confirmations, but three young people were admitted to communion.

Other OCCASIONAL OFFICES / PASTORAL SERVICES 5 Weddings and 7 Funerals were conducted and 5 interment of ashes

CHURCH ATTENDANCE for Worship:

The figures we were able to submit from Manston showed that in the “October Count” over the month we saw an attendance of 261 individuals. The usual Sunday attendance average is 60 adults and 6 children. This does not include midweek.

The worshipping community is made up of (111 adults and 21 children)

Easter attenders 94 and Christmas attenders 59, this does not include attenders at the two crib services as they are none eucharistic.

PCC REVIEW OF THE YEAR:

There have been six meetings since the last report. All meetings opening with prayer and the meeting agenda must include finance and safeguarding.

The first meeting following the APCM is to appoint officers, Vice Chair, Secretary, Treasurer, Electoral Roll Officer and Safeguarding Officer. Groups and their leaders are established. Daniel continues to be chair with Irene Parker Vice Chair, Ann Hemsworth Secretary, Iain Packman Treasurer and Electoral Roll Officer, Barbara Dunkley Safeguarding Officer, and Leanne Packman and Irene Parker Church Wardens. Irene will complete her term in 2025, and a replacement will be elected and appointed. This first meeting also adopted the Safeguarding policy setting out dates when training can take place, and it was agreed that the PCC meeting would meet in the first week of the month usually on a Wednesday.

Very soon new Architects were appointed Tom Crooks who will have responsibility for quinquennial requirements and Keith Andrews from Leeds Beckett University who together with students will deal with other needs which arise. The PCC having agreed this the Diocese was informed.

An opportunity arose for us to acquire 46 chairs at a very reasonable price, so some of the old wooden ones were sold and the chairs purchased for use in the Lady Chapel. Other chairs to be replaced later in the year. A Start Course was organised with plans for a Moving On Course to follow. PCC members were informed that 2025 would be a full review of the Electoral Roll. That is that everyone would need to apply again to be on the roll. Early in the year a Leading Your Church into Growth day course was organised which the PCC members attended and at different times four people from the Parish have attended a full LYCIG course. A wellsprings Together Parish Community Audit was conducted.

It is a fact that almost all the time our essential expenditure exceeds our income, around this time the reason identified was less funerals and less hall bookings. Thankfully circumstances have changed and with gift aid being claimed we are managing, people paying directly into the bank is very helpful for budgeting, but our Treasurer is always pleased to receive donations. During 2024 there was no Confirmation but three people from church were admitted to Communion and three who regularly attend school services were also admitted. The food pantry have increased their donation towards the electricity used by the fridges and all hall users received a letter indicating an increase in hiring fee. The increase has not resulted in less bookings.

Around this time work was done on the slabs to the lytch gate and at the same time the step was removed making access into the church yard easier for the disabled and the funeral directors. Susan Wanty resigned as organist and appreciation was expressed to her. In the meantime, David Burton continues to play on the first Sunday of the month and Helen Wright on the second. CDs or Ising are used for the third and fourth Sundays.

At almost every meeting Barbara shares with us essential safeguarding updating and encourages and ensures that all, PCC members or otherwise are up to date with training. Risk assessments for all, including hall users are always monitored. Questions had been asked about where confidential papers were stored and assurance was given that all confidential matters are locked away in the locked room in the parish office, the key being held by Daniel, Barbara and Ann.

Attention was drawn to the PCC that on the days the food pantry is open there is sometimes a problem with parking, it was agreed that the School would be approached and the leader of the food pantry. Suggestions were made and space has been made available at the vicarage for up to seven cars to be parked there on a Thursday and Friday, this will free up some spaces in the car park. The pantry users being asked to be considerate.

Some work was needed to the hall lighting and this was attended to. On the third Saturday of each month a social event is organised. All these events are free, and a donation requested on the night. It is good to report that this has not affected finance previously collected, and there is a slight increase in numbers attending.

To encourage attendance both at religious and secular events a "What's on" leaflet was prepared over 2000 copies printed and distributed. A decision was made to establish a "Warm Welcome space on a Thursday afternoon, this enables those coming to use the Food Pantry to have somewhere inside to wait, and church members to share some hospitality and light refreshments. This is much appreciated, and donations are received, and we have been pleased on a couple of times to welcome new worshippers. Lent lunches are to move to Thursday to save the church being heated on different days.

Three members of the congregation were registered on a Lay Worship Leader course, and we look forward to receiving their ministry at the appropriate time.

Emphasis is always on Church Growth, ways of establishing this are warm welcomes, efficient service and always as much information as possible to enable people to get to know us better. To this end, leaflets have been produced, aprons and T shirts purchased, many posters produced with useful information on, a stand for information leaflets, a box for prayers to be put in and always bright and welcoming displays. The cost of some items purchased has been met by donations.

Notices have been displayed in the church yard to remind people that it is illegal to place sentimental objects on graves and reminding those passing through to clean up after their dog.

So many of the successes and developments are due to many, many voluntary hours given by many people, and much work done is not known about nor who does it. Thank you to all who give of their time and talent, especially Lisa, Leanne and Iain. As previously mentioned, Irene Parker will be standing down as Church Warden and we must say a very big **THANK YOU** to Irene, no one has any idea of the hours she puts into being Church Warden, the

hours she spends on the pastoral care of the parishioners and the time she spends taking bookings for the hall, opening and closing ensuring essential equipment is always available. Please get in touch with Leanne if you feel you could offer any help with the hall. In the meantime, we thank God that we are blest with a beautiful church building which we can enjoy both spiritually and socially.

ANN HEMSWORTH

THE TREASURERS REPORT

Accounts are attached for 2024 (see appendix) which again has been a challenging year balancing expenditure with our income. Our income exceeds our expenditure for the year however we had a large cleaning bill outstanding in December 2024 which left us with a small surplus. Our energy contracts which have been in place for the past three years end in the autumn of 2025 when we expect to be hit with large increases.

We have again increased our Parish share payment to achieve 81% of the request but still have a long way to go to pay the full amount requested by the Diocese.

We start 2025 with a positive bank balance and thank everyone who contributes to the running our Church. We continue to pray that our income will meet our expenditure over the forthcoming year.

IAIN PACKMAN

OTHER LEGAL REQUIRED REPORTS FOR THE AGM

FROM THE CHURCH WARDENS:

Following the APCM in 2024 the Churchwardens Irene Parker and Leanne Packman were appointed to serve. Both support Reverend Daniel in his mission in the Parish and his continued dedication to encourage spiritual growth amongst the congregation and in the wider community. Members of the Pastoral team, led by Irene, meet every 2 months. There are 11 church members who receive communion at home with Reverend Daniel taking communion on alternate months. Visits also take place to those in care homes. The hospital chaplaincy team is asked to visit those in hospital. At the meetings there are updates on any concerns and on those in the congregation who haven't been seen for a while. All discussions that take place are confidential. Much of the pastoral care is undertaken in the Church, by those who visit and support friends. Safeguarding and risk assessments have been discussed at length and changes are in place following these discussions. All visits will be recorded on Church suite parish records for security and record keeping. Repairs to the lightning conductor were done in Jan 2024, the costs being covered by a grant from the Diocese, and a pass certificate issued. The vestry toilet fan was replaced after it was highlighted in the electrical report in September 2023 that it was not working. In February 2024 new chairs were purchased to be used in the Lady Chapel, and these were partly funded by sale of 100 of the old chairs. The boiler in the west end of Church which supplies the kitchen and toilets was serviced and a small gas leak under the sink was repaired. The main boiler and fans were also serviced with no issues reported. The parish qualified for an energy audit as part of the Church of England Net Zero 2030 target and the report was received in November. PAT

testing highlighted no issues, and the fire extinguishers were serviced with replacements done as needed. The organ service again highlighted the need to replace the humidifier at some point. Grants have been searched for, but the organ is only in use once a month for services and occasional events and there is no regular choir, which restricts applications for funding. The footpath from the Lychgate was lifted and re-laid using the existing flags and permission was granted on a List B Faculty to remove the step during these works so that the path from the public highway provided level access to church along the main path. This has been received well by those who found difficulty with the step and provides safer access for funeral directors. The churchyard has been maintained by volunteers to whom we are indebted as they give up their time to do this whatever the weather. The community payback team have not been attending this year. Permission was granted to remove the cherry tree on the northern border that had been highlighted in the tree survey and has been replaced with a new cherry tree with support from the family of a parishioner. A new architect has been appointed. Mr Tom Crooks will undertake the next Quinquennial report in spring 2025. The Church and hall have also been used as project work for Leeds Beckett University students through the Wellsprings Project for the East Leeds Revival Project along with St Agnes, Harehills and St Richard's at Seacroft and their work will be exhibited at some point in 2025. Church was used for the Music festival in July and Leeds Male Voice choir held a concert in September and the Garforth Choirs in December, raising funds for Macmillan cancer charity. The Christmas Fayre was also held in Church this year to allow use of the hall for other bookings and to combine it with the tree festival. Irene and Leanne wish to thank all those who contribute to the running of Church and the jobs they undertake often without others being aware the jobs have been done. For all those who also support the mission of the Church and pastoral care of our community we are also grateful.

IRENE PARKER AND LEANNE PACKMAN

EAST LEEDS DEANERY SYNOD

All meetings are chaired by the Area Dean, during the past year the Revd. Bob Bailey has been appointed Assistant Area Dean and the opening worship at most meetings is led by Bob who with his guitar enables a good sing to be had. Generally, there is an outside speaker, and these have included Bishop Arun, Canon Paul Maybury, The Revd. Jude Smith and the Diocesan Stewardship Adviser. A new constitution has been instigated and most churches in the Deanery are represented. It is a good opportunity to meet with representatives from other churches in the Area and St James is well represented by Daniel, Lisa, Lindsey and Ann.

ANN HEMSWORTH

CHURCHES TOGETHER IN EAST LEEDS:

I continue to be Chair of the Churches Together in East Leeds but will be retiring at the 2025 Annual Meeting.

Meetings have continued to take place several times during the year, at each of these meeting's attention is drawn to upcoming special events, both religious and secular and all are asked to share the details with members of their congregation and encourage people to attend. During the year ecumenical events included a Songs of Praise on Advent Sunday in St. James, we also

had a quiet day/retreat when the speaker shared with those present a book by Margaret Silf “All at Sea with God” and we joined together for the Ecumenical walk of witness on Good Friday. It is good for all Christians in East Leeds to come together.

It has been good during the year to welcome several new Priests and Ministers to the area and to congratulate Father Pat from St. Theresas on becoming a Canon. It was also good to welcome Jack Carter to the area. Jack has experience in planting churches and feels that God is calling him to plant a church somewhere in East Leeds. We hold him in prayer as he considers this work.

Ann Hemsworth

SAFEGUARDING:

The role of the Parish Safeguarding Officer is primarily the safeguarding of the people of the parish, particularly children, young people and vulnerable adults and to be a link between the parish and the diocese. To do this the PCC continues to adopt, display and gradually implement The House of Bishops’ Safeguarding Policy, Promoting a Safer Church.

One aspect of this is the checking of those with a position of responsibility within church which is important for the safeguarding of those they serve. This continued this year and both those on the PCC and in leading roles within church have been checked. Safeguarding training has continued over the year, including those of the basic awareness, foundation, awareness of domestic abuse, safer recruitment and people management pathway and leadership pathway. All is completed, however, any new member to the PCC or roll will need to be DBS checked and undertake the appropriate safeguarding training. The training can be undertaken as a group and having found that this worked well the offer is there for people to undertake their training in the year ahead in this way.

The PCC has given permission for more non-church activities including Bethesda Apostolic Church, Japanese drumming and yoga. All the non-church groups have received the safeguarding addendum alongside their hire agreement. For church activities Family worship has been added. This takes place on the first Wednesday of the month in the afternoon. At present the Drop in café is not currently active.

A review of various policies, including the code of safer working practice and the five standards of safeguarding for our parish has taken place and points from these will be further looked at in the year ahead. These two policies are displayed in church and the parish hall for you to see. There are notes of who to contact if there is a safeguarding matter, again in church and the parish hall and in the newsletter. Also notes of groups to contact can be found around including the toilets.

Safeguarding is everyone’s business, and I thank all those who actively take part in safeguarding, including The Revd. Daniel. With thanks

BARBARA DUNKLEY

APENDIX Copy of the Minutes from the 2024 APCM

THE ANNUAL GENERAL MEETING OF THE PAROCHIAL CHURCH COUNCIL OF ST. JAMES THE GREAT MANSTON HELD ON SUNDAY 21 April 2024 9.45am in the church, during the Eucharistic Service in place of the sermon.

PRESENT:

The Revd Daniel Miles, (Interim Priest in Charge) in the Chair and 51 members of the community/congregation were present:

APOLOGIES: were received from Martin Sharp, Angela Rhodes, Helen Wright and two under the age of 18.

The congregation were reminded that the APCM should be an act of worship.

ANNUAL VESTRY MEETING:

for those on the Electoral Roll, or who are Residents in the Parish:

MINUTES OF THE LAST MEETING having been circulated were taken as read and agreed as a correct record. It was proposed by Carol Sharp, seconded by Lindsey Sharp with four abstentions it was agreed by all they be adopted and signed.

MATTERS ARISING: There were no matters arising.

ELECTION OF CHURCH WARDENS:

Two Church Wardens are required to be nominated and elected at this meeting. Two nominations were received before the meeting and none at the meeting. It was proposed by Carol Sharp, seconded by Marie Pearson, and agreed by all that, Leanne Packman, be elected. It was further proposed by Julie Best, seconded by Lisa Mahoney, and agreed by all that Irene Parker be elected. These ladies were unanimously elected. Thanks were expressed to both ladies for their willingness to stand, and for the work they have done during the previous year. Members were encouraged to regularly remember the ladies in prayer.

Close of the Vestry Meeting.

ANNUAL PAROCHIAL CHURCH MEETING:

for those on the Electoral Roll.

APOLOGIES: As above

MINUTES OF THE 2022 AGM having been circulated were taken as read. There being no observations, corrections, or additions it was proposed by Marie Pearson seconded by Barbara Dunkley and agreed by all they be signed as a correct record.

NOTICE OF ANY OTHER BUSINESS: None

MATTERS ARISING: None were raised on the minutes and reports circulated.

PARISH ANNUAL REPORT: Copies of all reports have been circulated and are attached to these minutes.

ANNUAL FABRIC REPORT included in the report circulated it was taken as read and accepted.

Annual Financial Report Before the meeting two questions were received from Janet Richardson

- a) Teddy Praise electronically transferred money to church, reference is made to the Hall, when the group meet in Church. The Treasurer reported to the meeting that £52.84 was received from Teddy Praise in December 2023, and the amount is included in the Collection at Services Code I04.
- b) A congregation member Veronica did some knitting at Christmas and this item does not appear in the accounts. The Treasurer reported that £50.00 was raised and this sum is included in the sum raised at the Autumn Fayre. Others named in the accounts are a follow on from drafts received by Mr. Packman when he became Treasurer.

In 2023 the PCC of St James the Great Manston, elected to subject the financial statements to independent examination and, therefore, having made appropriate enquiries, proposed Mrs Sue Butcher as independent examiner until the next APCM. This was agreed, but due to family circumstances Mrs Butcher was unable to undertake the examination. The Standing Committee met and agreed that for one year Mrs Margaret Tetley be appointed. Mrs. Tetley agreed to examine the accounts. Mrs Butcher is willing to examine the 2024 accounts and it was proposed by Barbara Dunkley, seconded by Elizabeth Loveday, and agreed by all that Susan Butcher be appointed.

Electoral Roll: At the closure of the roll-on Sunday 7 April, it was recorded that the roll stood at 94, 66 residents and 28 none residents. The Roll is now open for additions. Thanks are expressed to Graham Taylor who has undertaken the work of Electoral Roll Officer.

Deanery Synod. At the 2023 meeting, Ann Hemsworth, Lisa Mahoney, and Lindsey Sharp were elected to the Synod for three years, they can remain as Synod Representatives for the next two years.

Appointment of Sides Persons: Whilst this item appears on the agenda it is no longer necessary to appoint Sides Persons. Those who have volunteered are thanked for their service.

ELECTIONS:

PCC: The number on the Electoral Roll allows for 8 elected PCC members. After appropriate nomination, seconding and agreement by the respective people. Julie Best, Leanne Owen and Jill Cussons were appointed for one year. Sarah Goodall, and Caroline

Wainwright for two years, and Iain Packman, Helen Wright, and Barbara Dunkley for three years. These appointments were unanimously approved.

CONCLUDING REPORT:

The Chairman reported that this year's report would be shorter than previously and would include a video from + Nick setting out an explanation and circumstances concerning the share.

Following is the report given by Daniel Miles the Priest in Charge.

- I. To be a parish that knows its identity and commits to the leading and direction of God.

Last January we set our vision for the church. Serving our community in love, Jesus at the centre, Travelling on a journey of faith, Gifts nurtured and used, Making everyone welcome. From this and the job description for me developing action plan – of which point one is develop a vision!

This plan is ambitious but working together we are progressing well. We will continue to do so over the next 18 months. Will we achieve all the targets by the end of September 2025 – probably not but we will be near enough there.

If my licence gets extended, we will take time to review and evaluate the targets and vision to discern if we continue as we are or set a new vision.

2. To be ambitious and plan for growth:
 - a. Spiritually – becoming committed disciples of Jesus

Change to the service types over a month to allow worship in different ways for a wider range of people to encounter Jesus.

Prayer Days – offering opportunities for us to gather as a community to bring before God the things that are happening and going to happen.

Prayer cards for different seasons after sermon series on prayer.

Daily Bible readings on the bookmarks and people are following this.

5 confirmation candidates and 3 first communion admissions

Nehemiah sermon series which related the aspects of Nehemiah's life and cycle to our own church situation.

Dangerous Worship sermon series – helping us to think about the reason why we gather to worship.

- b. Numerically – to see the kingdom of God and the church grow with people. Last year we had 21 baptisms – many families we continue to have worshipping with us at least once a month.

We have a worshipping community of 120 people which is growth of 40 people. This does not mean we see these people every week but over the course of a month we will see them. Not all of them attend on a Sunday – we have people who worship with us at mid-

week communion and teddy praise. We are slowly seeing numbers increase on a Sunday too due to the different service types which are hopefully catering for as many people as possible.

3. To be wise stewards of all resources

a. People resources

This is my point of saying thank you to everyone who helps this church community in acts of ministry. Whether that be physically helping in the kitchen, cleaning, office, welcoming, serving on a Sunday or Wednesday, PCC, fabric etc etc. If I have not mentioned your area, it is not because I haven't wanted to it is that we do so much that we would be here all day listing it all and probably still forget someone or something.

We are very blessed in that we have volunteers a plenty – if we have wanted to do something we have always had people willing to step up. We all have our key administrative roles (PCC secretary, treasurer, safeguarding officer, church wardens) full.

Where possible we offer support and training for people and if we can't offer it in house – we do point people to the diocese.

b. Buildings as a resources

Our buildings were very well used in 2023. Church was used for worship, school, and concerts. The hall last year made a financial profit of around £3000 thanks to the hires. We put the price up in January last year and there was a worry that we would stop people from hiring but we did not see any difference.

There was basic maintenance completed on both buildings over the year. Special thanks to Leanne for sorting out all the electrical surveys over this past year and generally making sure we are legally compliant in everything. This is no small job!

c. Financial resources

I am not going to labour the financial situation. We are doing ok and managing to pay our way with various things. You have seen the financial figures for the year in our report. Finances are never an overnight fix but like turning a container ship – one degree at a time, over a long period of time.

As always, our biggest expense is the parish share. Last year we managed to pay 80% of the share.

The question I get asked all the time is: why do we pay the share what actual benefit do we get from it? I guess the first thing I can answer about that is – you are looking at it! The reality is if the parish share does not get paid there is no money to pay the parish priests. There are various posters and leaflets explaining the share, which you received in February. But to illustrate it further here is a 3-minute video from Bishop Nick to explain.

4. To work with our brothers and sisters in all denominations

Our work with Churches Together in East Leeds continues to grow. Along with Prayer for East Leeds group. We do need to continue to strengthen these links with other churches in our area – not just ecumenically but within the diocese.

We are part of the East Leeds Revival plan within the diocese. I can't say much more about that as there is still work going on and in the discussion point. As and when I have more information to share about it I will.

Which leads on to...

5. To prepare the church to give away our resources to see the kingdom of God grow in other areas of the Diocese of Leeds
 - a. Identify people with a calling to go and plant or revitalise other communities (churches and location)
 - b. Help fellow communities by giving away our best.

Now we are not at a point of being able to send anyone from our worshipping community to go and plant churches elsewhere. But we can be praying for and supporting those who are going to be planting churches.

In the next 18 months we will be looking a bit more at church planting and grafting. This will start initially within the PCC, but we will also be thinking about it as a church.

This report concluded the Annual Parochial Church Meeting, and the Eucharistic Service continued.

PARISH CHURCH OF SAINT JAMES THE GREAT MANSTON
STATEMENT OF ASSETS & LIABILITIES YEAR ENDED 31 DECEMBER 2024

	General Funds	Restricted Funds	Endowment Funds	Total 2024	Total 2023
CASH FUNDS					
Cash	-				-
Bank Current Account	11,795			11,795	9,859
Appeal Bank Account	-	4,920		4,920	4,460
CBF Deposits	16,623		2,598	19,221	19,221
	<u>28,418</u>	<u>4,920</u>	<u>2,598</u>	<u>35,936</u>	<u>33,540</u>
INVESTMENT FUNDS					
227 shares in the CBF					
C of E Fixed Income Securities Fund			338	338	363
LIABILITIES				-	
Accruals	-				
	<u>28,418</u>	<u>4,920</u>	<u>2,936</u>	<u>36,274</u>	<u>33,903</u>
PARISH FUNDS					
Brought forward	26,482	4,460	2,961	33,903	32,456
Movement during the year	1,936	460 -	25	2,371	1,447
	<u>28,418</u>	<u>4,920</u>	<u>2,936</u>	<u>36,274</u>	<u>33,903</u>

Funds held at -

		Opening	Closing	Balance
Current account Virgin Money	05-00-50	9,859.67	11,795.17	1,935.50
Current account Virgin Money (used as the appeal account)	05-00-50	4,460.21	4,919.81	459.60
CBF Church of England Deposit fund Manston House fund	Client no. 630091	16,622.96	16,622.96	-
CBF Church of England Deposit fund	Account no 130001382D Manston CH R	2,597.67	2,597.67	-
CBF Church of England Fixed Interest Securities Fund - Incor	Account no. 130001010F - Manston Altar flowers	363.00	338.00	- 25.00
		<u>33,903.51</u>	<u>36,273.61</u>	2,370.10

Receipts and Payments Year ended 31 DECEMBER 2024

Receipts

	CODE	2024	2023
COLLECTIONS			
Tax Efficient Planned Giving	101	28,559.50	26,705.00
Other Planned Giving	102	2,666.00	3,465.76
Tax recovered	103	7,941.18	7,328.36
Collections at all Services	104	4,755.34	5,193.10
FUND RAISING			
Christmas cards	203	130.00	270.00
Open Church	204	1,256.99	960.37
Vegetable sales	205	4.21	94.92
Sponsored Events	207	1,185.00	1,544.61
Coffee Morning / Afternoon tea	208	35.00	50.00
Lisa's Afternoon Tea	209	181.37	158.94
Knitting	211	228.60	107.00
Autumn Fair	212	1,112.49	1,099.46
Harvest Supper	214	128.89	160.00
Pancake Party	216		40.00
Sundries	217		20.00
Social evening / Quiz night	218	539.46	615.10
Robin's talk Phillipines	219		180.00
Easter raffle	222	92.92	88.20
Lent lunches	223		313.28
Music festival	224	212.94	374.61
Movie night	225	317.82	
Concerts held in Church	229	1,007.09	265.52
Staycation weekend	230	49.15	
Family meal	231	239.93	

PARISH HALL		2024	2023
Parties	301	1,905.00	3,185.00
Crafty Duo	304		300.00
Rainbows / Brownies	307	848.00	545.00
Yoga	309	3,205.00	2,433.50
Guides	311		75.00
Scouting	313	1,500.00	3,352.50
Playgroup	316	1,560.00	2,280.00
Leeds Christian conn xgates	317	1,390.00	965.00
Hall hire	318	4,607.50	2,500.00
Table tennis	320		270.00
AA	321	660.00	400.00
MAGAZINE & BOOKSTALL			
Book Stall Profit	403	100.00	40.00
DONATIONS			
Donations	501	4,851.22	4,651.38
Box in Church Wall	503		
OTHER INCOME			
Wayleave	604	4.60	4.60
School Field Rent	605	250.00	500.00
Weddings	607	2,223.80	1,111.00
Investments	701	1,184.41	1,142.87
DBF Fees	841	2,258.79	3,266.54
Total Income		77,192.20	76,056.62

Expenditure

	CODE		2024		2023
PARISH HALL EXPENSES					
Repairs and Maintenance	702	-	3,206.96	-	993.46
Telephone / Internet	703	-	603.00	-	515.12
Lighting & Power	706	-	1,580.00		
Kitchen Gas	707			-	200.00
Fire Extinguishers Service	708	-	610.10	-	450.38
Hygiene Equipment	710	-	250.80	-	817.28
Roof Repairs Parish hall	712			-	390.00
Cleaning	713	-	2,709.39	-	2,025.37
Church Utilities					
Heating	801	-	5,559.99	-	5,628.40
Lighting & Power	802	-	3,987.71	-	3,478.85
Water	803	-	1,020.32	-	855.18
Insurance	804	-	5,560.03	-	5,257.46
Church Maintenance					
Boiler Repairs & Servicing	810	-	995.10	-	857.63
Electrical Repairs	811	-	100.00	-	581.69
Purchase of two televisions	812			-	930.92
Lightning Conductor	813	-	816.78	-	176.40
Roofing	815			-	670.00
Sundry Repairs	818	-	32.79		
PAT Testing	820	-	131.00	-	151.50
New seating	821		2,039.60		
Repairs to Church path	822	-	484.36		

Services expenses	CODE		2024		2023
Bread & Wine	830	-	280.13	-	164.33
Candles	831		81.59	-	28.86
Licences	832	-	723.36	-	417.28
Organ Repairs & Servicing	834	-	786.00	-	743.40
RSCM Sub	838	-	133.00	-	127.00
Churchsuite	839	-	546.00	-	555.00
Baptism and Confirmation Expenses	840	-	440.43	-	222.18
Other Fees	842	-	1,091.76	-	337.33
First aid course	844			-	200.00
Sundries / Flowers	845	-	231.60	-	945.14
Churchyard Expenses					
Tree and Hedge Maintenance	850	-	650.00	-	625.00
Machinery Repairs	851			-	35.95
Petrol	852	-	33.57	-	15.06
Skip Hire	853			-	240.00
Church & Services Summary					
Church Running	860			-	124.99
Church Maintenance	861			-	383.76
Services Expenses	862	-	228.61	-	587.44
Churchyard Expenses	863	-	70.00		
Parish share	864	-	41,670.00	-	42,110.00
Historic parish share	865				

9 OFFICE EXPENSES	CODE		2024		2023
Stationery	901	-	344.47	-	587.63
Photocopier Copies	902	-	926.95	-	494.76
Photocopier Lease	903			-	215.44
Telephone	904	-	480.30	-	560.19
Gas removal	907			-	40.00
Website Rental	909			-	30.77
St James Mews	910	-	349.92	-	349.92
Servicing and Repairs	911	-	220.00	-	199.98
Churches Together	914		50.00	-	30.00
Total Payments		-	74,683.24	-	74,351.05

10 CHARITY APPEALS

Collected for Charity	1001		507.76		2,768.90
Paid Over for Charity	1002	-	646.12	-	3,026.91
Movement in the Year			2,370.60		1,447.56

**Independent Examiner's report to the trustees of The Parochial
Church Council of the Ecclesiastical Parish of Manston, Leeds
(St. James the Great, Manston PCC)
Registered Charity Number: 1131048**

Responsibilities and basis of report

As the charity's trustees you are responsible for the preparation of the accounts in accordance with the requirements of the Charities Act 2011 ('the Act'). I report in respect of my examination of the accounts carried out under section 145 of the 2011 Act and in carrying out my examination I have followed all the applicable Directions given by the Charity Commission under section 145(5)(b) of the Act.

An examination includes a review of the accounting records kept by the charity and a comparison of the accounts presented with these records. It also includes consideration of 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 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

I have completed my examination. I confirm that no material matters have come to my attention in connection with the examination giving me cause to believe that in any material respect:

1. accounting records were not kept in respect of the Charity as required by section 130 of the Act; or
2. the accounts do not accord with those records.

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

Signed:



Name: Angela J. Dodd

Address: 43 Manston Grove, Crossgates, Leeds, LS15 8BW

Date: 24th April 2025

Accounts

ANNUAL REPORT AND FINANCIAL STATEMENTS OF THE PAROCHIAL CHURCH COUNCIL

For the year ended 31 December 2023

INCUMBENT: The Revd. Daniel Miles

Bank: Yorkshire Bank

Examiner: Examined by Margaret Tetty

BACKGROUND:

St. James Church Manston has the responsibility of co-operating with the Incumbent, In promoting, in the Ecclesiastical parish, the whole mission of the Church: pastorally, evangelistically, socially, and ecumenically.

MEMBERSHIP:

Membership of the PCC are either ex officio or elected by the annual parochial church meeting in accordance with the Church Representation Rule.

During the year, the following served as members of the PCC.

The Incumbent:

The Revd. Daniel Miles

Licensed Lay Ministers

Mrs Lisa Mahoney, Canon Ann Hemsworth PTO

Church Wardens:

Mrs Irene Parker, Mrs Leanne Packman

**The representative on the
Deanery Synod,**

Mrs. Lisa Mahoney, Canon Ann Hemsworth, Miss
Lindsey Sharp.

The elected members were:

Barbara Dunkley, Yvonne Galley, Gillian Harrison, Ann Hemsworth, Irene Hutchinson, Elizabeth Loveday, Lisa Mahoney, Iain Packman, Leanne Packman, Irene Parker, Bryan Roberts, Martyn Sharp (resigned), Lindsey Sharp, Graham Taylor, Susan Wanty and Helen Wright.

STANDING COMMITTEE AND COMMITTEE STRUCTURE:

The Standing Committee is the only committee required by law. It has power to transact the business of the PCC between its meetings subject to any directions given by the Council. In addition to the business of the Standing Committee, work between PCCs has also been undertaken by sub committees/working groups, again under the direction of the Council.

CHURCH ATTENDANCE for Worship as reported for the 2023 National Statistics for Mission was: -

CHURCH MEMBERSHIP/ATTENDANCE:

There are 94 parishioners on the Church Electoral Roll, of whom 28 are not resident within the parish.

During the period Jan-Dec 2023 we had seventeen children and three adults baptised. We prepared four Junior and one adult Candidate from our own Parish for Confirmation. Three young people were prepared for and admitted to first communion.

Other OCCASIONAL OFFICES / PASTORAL SERVICES four Weddings and 18 Funerals were conducted.

CHURCH ATTENDANCE for Worship.

This is a figure annually reported via the 'National Statistics for Mission' systems.

The figures we were able to submit from Manston showed that in the "October Count". Over the month we saw an attendance of 1327 individuals. The usual Sunday attendance average is 53 adults and 7 children.

The worshipping community is made up of 120 people (93 adults and 27 children).

Easter attenders 116 and Christmas attenders 647.

REVIEW OF THE YEAR:

PCC SECRETARY

There have been seven PCC meetings since the last report.

All PCC meetings open with prayer, each meeting agenda must include finance and safeguarding. The first meeting following the Annual Parochial Church Meeting (APCM) has a short agenda, usually just to appoint Officers, groups/committees, the leaders, and members. In 2023 Daniel was appointed Chair, Irene Parker Vice Chair, Ann Hemsworth Secretary, Iain Packman Treasurer, Graham Taylor Electoral Roll Officer and Barbara Dunkley Safeguarding Officer, The Church Wardens, Leanne Packman, and Irene Parker are also established in their role. Leanne Owen was co-opted to the PCC so that she could be consulted in her Professional Capacity regarding buildings. In addition, it was also agreed that PCC meetings would transfer from Tuesday to Wednesday, as the Scouts use every room in the hall on a Tuesday. During the year the decision was made for PCC to transfer to the Parish Office. This is a public meeting, and anyone is welcome, even though non-members may be asked to retire if a confidential matter needs to be discussed.

At the second meeting of the year, Barbara was able to explain fully the requirements from the Diocese that each member must fulfil, in addition to clear DBS status, various trainings are required especially basic safeguarding and domestic abuse. The guidelines from the Diocese are constantly changing, and we are grateful to Barbara that she ensures everyone is aware of the needs and ensures that each member fulfils them. As a parish we are over 80% up to date with the requirements. safeguarding is a compulsory requirement for each of us in the congregation and especially for anyone holding any post of responsibility and we are grateful that Barbara's conscientiousness ensures we meet all requirements.

Iain continues to ensure that financial circumstances are always up to date and for each PCC meeting he prepares and circulates a summary of the income and expenditure. Whilst we

are seeing a slight increase in income, it still does not meet the essential expenditure, especially as we have been “encouraged” by the Diocese to increase our share contribution. At the end of 2023 we were able to make up our yearly contribution to 80% and for 2024 we have committed to sending sufficient monies each month to ensure 80% and we hope that we shall be able to add to that sum at the end of the calendar year. The share for 2024 is in excess of £51,000.00.

Early in the ministry of Daniel, he, Lisa Mahoney, and Yvonne Galley attended a Leading Your Church into Growth conference (LYCIG). This is a national conference held several times a year when all delegates hear about different ways of encouraging Church Growth, perhaps changes in services, times of services, additional opportunities for people to learn more about Jesus and other different times when people may come together to meet new people, to experience church services or church meetings and to grow to love Jesus more. We are starting to see these things happen in our church community.

A Start course was available, this has simple content which enables people unused to church, to religion and especially to Jesus to come and “start” on the journey of faith – this was used as preparation for some of the confirmation candidates. It was also decided to open the church on a Wednesday evening, this would be an opportunity for those who are gathering outside the church to come in perhaps share some light refreshment, Daniel would always be present and the young people would get to see us as friends not enemies, in the event not many took up the opportunity but several people just walking through the church yard appreciated the chance to come into church to see the inside, to sit awhile and begin to feel comfortable. At this time mention of a proposed “staycation” was made, an opportunity for a less expensive parish weekend in early 2024. Also, on a regular basis morning and evening prayer cards, together with a bookmark setting out bible readings were distributed. For those who wished there were also booklets of bible readings.

Our church buildings require work throughout the year. It is necessary to have surveys done which result in action plans, estimates for work to be done and sometimes a need to find money for essential work. A couple of examples are the fact that a survey was needed on the trees in the church yard, most of the trees are elderly and it is essential that they are constantly monitored to ensure accidents do not occur. Some work was recommended, especially one cherry tree that was to be felled. We were lucky that the Wray family wished to give a donation for a memorial to Brian who had recently died, and this donation will almost meet the cost of the removal of the existing tree, the planting of a replacement and a plaque to explain the memorial. Essential work was needed to the roof of the hall and an electrical survey needed in the hall. This revealed some work to be done and an estimate has been received. The work is still needed as funds are not yet available. Other work from the quinquennial report required the metal railings to be painted, some pointing to the masonry, also some work to the outside lights.

Regularly risk assessments are written to ensure that we are always acting as safely and appropriately as we can. These have been reviewed and updated. As part of our risk assessments, we now have 6 first aid trained members of the congregation.

At all times we are looking towards becoming carbon free and always adopting a greener attitude.

As spring returned work in the church yard resumed, the work was done partly by the team Lisa leads and the Pay Back Scheme team. We are grateful to all who help in any way especially Lisa's team. The work outside is obvious and always admired and appreciated what is not always obvious is the hundreds of unseen jobs, done by many unseen people and if you are one of them then please be assured you are appreciated, and the PCC is grateful.

Always on the lookout for money saving opportunities the finance team suggested that the gas heaters should be removed from the parish office, this would add to our carbon zero contribution and save some money on the cost of the metre. The work was done, and the fires replaced by infra-red panel heaters. These are electric were not too expensive to purchase and are cheaper to run along with being more eco-friendly.

As with any home there are always jobs to do often with expensive estimates, these include a humidifier for the organ, this is essential work and will cost in the region of £3110.00. Daniel always has his eye on opportunities to request a grant. This is time consuming work and sometimes we are lucky other times not. It would be good if we could find someone to take on this task.

The food pantry continues to be successful, and we still make contributions towards the food bank. The decision was made that harvest gifts should be suitable for passing onto the food bank and our Lenten appeal, both the soup lunches and Wednesday coffee and toast would also be given to the food bank.

The church offered to become a "warm space", this is designated on church open days, Wednesday evenings and when the food pantry is open.

The PCC decided that we should consider changing the chairs in church, the existing ones are very heavy and do not stack old and not comfortable. Samples were obtained and the congregation encouraged to express their thoughts on which was most suitable.

We also considered at the same time was to offer a different time for the said service on a Sunday, it was agreed that from January 2024 to June 2024, we would have the said service at 8.30 on the 1st and 2nd Sunday and 11.30am on the third and fourth. This was to offer a suitable time for any who struggle with early morning. When there is a fifth Sunday there will be one service at 9.45.

For a long time, we have had the same Architect, who is almost ready to retire. It was decided that at the start of 2024 we would tender for a new architect.

Towards the end of the year, Harry Rhodes, the husband of Sylvia who had recently died approached the church to say he would like to arrange for the church path to be lit, lights could be strung along the trees. Before retirement Harry was Manager for Leeds Lights, so could arrange for the installation, the provision of electricity and he would pay all expenses. The work was done in time for Christmas and the colour of the lights can be changed to meet different circumstances. Thanks are expressed to Harry for this special gift as we remember with love Sylvia and all she did for the church.

As the year comes to an end, we must place on record our thanks to all who in any way ensure that the church remains open, is as warm as we can afford, is clean and a welcome is always on the mat. We are particularly grateful to Lisa, the Churchwardens, the Treasurer,

Electoral Roll officer and Safeguarding officer. All constantly busy with so many different aspects of their ministry. It is also recognised that many people are doing many important things, using their skills, their professional experience. It is stressed that we are grateful, and we do hope that we will continue to grow. Growth in numbers means increased income, increased income means the share and bills can be paid, this means a successful church can stay open for many years to come.

Ann Hemsworth

THE TREASURERS REPORT

Accounts are attached for 2023.

Accounts are attached for 2023 which has been a challenging year balancing expenditure with our income. Our income exceeds our expenditure for the year however we have many projects in the planning which we would like to implement once funds become available.

We have increased our Parish share payment once again to achieve 80% of the request but have a long way to go to pay the full amount requested by the Diocese.

We start 2024 with a positive bank balance and thank everyone who contributes to the running our Church. We pray that our income we meet our expenditure over the forthcoming year.

Due to unforeseen circumstance Susan Butcher had to step down from being the independent examiner for the 2023 accounts. The PCC appointed Margaret Tetty, who is a retired bookkeeper and treasurer of St Michael's Mytholmroyd, as the independent examiner on behalf of the church.

Iain Packman

OTHER LEGAL REQUIRED REPORTS FOR THE AGM

FROM THE CHURCH WARDENS:

Following the APCM in April, two Churchwardens were appointed to enable the role to be shared and to support The Revd Daniel in his ministry. As Daniel continues into his second year, it has been encouraging to see growth and development of worship and numbers within the Parish and the local community. We have supported the development of his strategic plan for the Parish and the changes made.

The overdue Quinquennial report received in 2022 continued to be worked through to identify work needed.

Roof repairs to the flat porch roof and gulleys were completed as well as the gutters cleared. The back of the Vestry chimney was resealed. In July there was a substantial ingress of water from the Baptistry roof, following a continued series of smaller, but significant events whenever it rained. On checking the Quinquennial report, this should not have been

happening as it was relatively recently repaired. The original contractors visited in October after being contacted, and after a roof inspection, this has now ceased, without any apparent work being done or advised of. Damage to the internal stonework needs inspection and a claim for repair has been lodged with the insurers. This will require consultation with the architect.

The boilers, heaters and fans were all serviced and required no further work. The fire extinguishers were serviced.

In April 2023, the tree survey identified the need to cut down a cherry tree on the north boundary and a tree against the path to the Vicarage is badly leaning and needs reduction to 3ft. The latter has been done. A list B faculty was obtained for both trees with the requirement to replace the cherry tree. A quote has been accepted to remove the cherry tree and work will commence in early 2024 when the tree is not in leaf.

Payback team continued to attend, though from late spring they were not able to use any electrical equipment due to an incident elsewhere until permission was given again in the Autumn. Following 'No Mow May' and a good growing season, this left an overgrown Churchyard. A team of volunteers met on Tuesday evenings for several weeks, and finally caught up with all the work required. The Churchwardens thank them for their support in doing this. There was also a bulb planting session and the fruits of this will hopefully be seen shortly. Payback were able to help with recoating the railings on the south side boundary wall. This was an item listed on the Quinquennial report.

The cleaning team stepped back after many years of commitment and hard work to keep the Church in good order. Payback were able to support when unable to work in the Churchyard until the end of the year. A long- term strategy will now be needed for the regular cleaning.

The electrical installation report in September was satisfactory. The fan in the vestry toilet needs to be replaced. A list A faculty has been completed and a quote accepted for it to be replaced. All electrical items were PAT tested.

The organ has been serviced every six months and has been tuned. The humidifier needs to be replaced and a list A faculty has been completed. It is not an urgent repair and funds will need to be sourced as the estimate is around £4000.

The lightning conductor inspection failed. A list A faculty was obtained and a grant from the Diocese for the work was received. The repair will be undertaken in Jan 2024.

A Minor Works directive was obtained for the temporary lights on the path from the Lych-gate, in place before Christmas, in memory of a parishioner, and express our gratitude to the family for this generous gift providing light in the darkness.

The suggested electronic version of the Terrier has been downloaded from the Diocese of Leeds website, and the details for the parish have been transferred from the 1994 Terrier booklet which was full and from the spreadsheets done in 2015. There are a few items yet to be traced, namely books there were not looked for in 2015. All other items have been located and logged. Once this is done the Terrier will be available in electronic format, making annual

checks quicker, and a hard copy for archiving will be printed. The electronic version holds much more data about the parish and can then be used as a single point of information.

There are jobs on the previous Quinquennial to be completed. These are now likely to be reviewed with the appointment of a new architect.

Gratitude is expressed to all who undertake the hidden jobs that need doing, without anyone being aware but would be noticed if not done. The Churchwardens are grateful for the support we receive from the congregation.

Pastoral: This is a responsibility shared by all the congregation with enquiring phoning and visiting members of the church who are unwell or have difficulty in attending church.

The Pastoral Team meet to make note of any who haven't been seen for a while to follow up. Home communion is taken to 11 members of the congregation who are no longer able to attend church but are still loved and respected members of our church family. 3 ladies are temporarily in care homes and have been visited.

Every month a simple service with hymns is taken into Willow Bank. This is very much appreciated by the residents and staff. If you are able please come and join us. This visit is made on the last Thursday of the month at 2pm.

Thanks are expressed to all who visit and show concern for others in our congregation.

Leanne Packman, Irene Parker.

EAST LEEDS DEANERY SYNOD

The Church is represented on the Synod by The Revd. Daniel Miles, Lisa Mahoney, Lindsey Sharp and Ann Hemsworth. Synod has met three times since our last APCM. The Chair of the meeting is The Revd. Canon Anne Russell, Vice Chair John Beal, Secretary Ann Nicholl, and Treasurer Christine Brett.

The first meeting had speakers on Poverty in East Leeds, we heard of the inequality and resilience of parishes, the contrast between parishes in the Deanery, unfair distribution of resources, and the question asked what are the churches doing? At the same meeting there was a presentation by Wellsprings, they support social needs. They highlighted challenges being experienced which include cost of living, need for food banks and warm spaces. John Beal explained "Marmot" the work of Professor Michael Marmot, Professor of Public Health, which works on the relationship between poverty and health.

The second meeting highlighted the Celebration of Lay Ministry. The role of the clergy and laity was outlined, expectations for responsibility considered examples of ministry which could be shared between laity and clergy. What could be introduced, what is working and what

not. It was suggested that parishes could make a pilgrimage of other church buildings in the East Leeds area.

The main speaker at the third meeting was The Revd. Jude Smith The Diocesan Director of Church Revitalisation and Diocesan lead for Barnabas. Jude spoke of all encouraging confidence, explaining that Barnabas is an initiative for missional initiatives, buildings, and equipping clergy and laity for leadership. As society changes so it is essential that the church changes too. We are to reflect on what stops that happening and spot what is helpful and do all we can to encourage that and ensure the church is authentic. Prayer is the tool we can all use.

Ann Hemsworth

CHURCHES TOGETHER IN EAST LEEDS:

Since the 2023 APCM there have been three meetings of Churches Together in East Leeds. One at St. Richards Seacroft, one at Manston and one at St. Therasas. At the AGM Ann Hemsworth was appointed Chair, Sue Middleditch from Whitkirk agreed to be minutes secretary and Karen Gray agreed to be Treasurer. Shortly before the meeting it was established that Lloyds Bank was prepared to authorise a charity account without incurring charges. This has been done as an online account and Karen agreed to be Treasurer.

CTG has been well represented at both 2023 and 2024 World Day of Prayer. We also join for the Good Friday walk of witness and the gospel read in the Methodist Chapel. The Advent Sunday Service in 2023 was held at Christchurch Halton and a successful if very cold quiet day was held in January at St. James Manston.

A successful event was held on a warm sunny day on Seacroft Green to celebrate the Coronation and Jesus.

In the meantime, we keep in touch as we pray for each congregation attempting to be good Ambassadors for Jesus wherever they meet.

Ann Hemsworth

SAFEGUARDING:

The role of the Parish Safeguarding Officer is primarily the safeguarding of the people of the parish, particularly children, young people, and vulnerable adults and to be a link between the parish and the diocese.

To do this the PCC continues to adopt, display and gradual implement The House of Bishops' Safeguarding Policy, Promoting a Safer Church.

One aspect of this is the checking of those with a position of responsibility within church which is important for the safeguarding of those they serve. This continued this year and both those on the PCC and in leading roles within church have been checked. Training has continued over the year, including that of the safer recruitment and people management pathway. Most is completed however any new member to the PCC will need to be checked and undertake the safeguarding training. The training can be undertaken as a group and having

found that this worked well the offer is there for people to undertake their training in the year ahead in this way.

The PCC has continued to give permission for church activities to take place and except for two roles and a training everything else has been completed. The PCC has also given permission for non-church activities too. With the new hire agreement there will be a safeguarding addendum to go to the organisations. The review of policies, safeguarding procedures and safeguarding action plan has taken place over the year also.

At the beginning of February, we had Safeguarding Sunday. This gave the chance for the congregation to see who their Parish Safeguarding Officer is and to learn something of the role. There was an explanation that safeguarding is everyone's business and for those who have a DBS check, thirtyoneeight (Proverbs31:8), that it reminds us to speak out on behalf of the voiceless and for the rights of all who are vulnerable.

I thank all of those who are taking an active part in safeguarding, particularly Revd. Daniel.

APENDIX

ANNUAL GENERAL MEETING

SUNDAY 21 April 2024 – in the church

AGENDA

MEETING OF PARISHIONERS:

1. Apologies
2. Minutes of 2023 meeting
3. Matters arising
4. Election to the office of Church Wardens.

ANNUAL PAROCHIAL CHURCH MEETING

FOR Parishioners on Electoral Roll

1. Apologies
2. Minutes of the 2023 APCM
3. Notice of any other business
4. Matters arising
5. PARISH ANNUAL REPORT including:
 - Annual Financial Report (to include appointment of Independent Examiner)*
 - Electoral Roll Report*
 - Report of the PCC*
 - Report from Deanery Synod*
 - Report from Churches Together in East Leeds*
 - Appointment of Sides Persons.*
6. ANNUAL FABRIC REPORT *(to include reference to Inventory and Terrier/Church Property Register)*
7. ELECTIONS: To PCC
8. Parish Report by Rev Daniel Miles, Priest-in-Charge

Copy of the Minutes from the 2023 APCM.

**THE ANNUAL GENERAL MEETING OF THE
PAROCHIAL CHURCH COUNCIL OF
ST. JAMES THE GREAT MANSTON
HELD ON SUNDAY 23 April 2023 9.45am in the church, during the Eucharistic
Service in place of the sermon of the Sermon.**

PRESENT:

The Revd Daniel Miles, (Interim Priest in Charge) in the Chair and 51 members of the community/congregation were present: In addition, two people under the age of 18 were present.

APOLOGIES: were received from Angie Timbers, Peter Loveday, Pat Atkin, and Pat Jones.

The congregation were reminded that the APCM should be an act of worship.

ANNUAL VESTRY MEETING:

for those on the Electoral Roll, or who are Residents in the Parish:

MINUTES OF THE LAST MEETING having been circulated were taken as read and agreed as a correct record. It was proposed by Martyn Sharp seconded by Hazel Backhouse and agreed by all they be adopted and signed.

MATTERS ARISING: There were no matters arising.

ELECTION OF CHURCH WARDENS:

Two Church Wardens are required to be nominated and elected at this meeting. Nominations were received. It was proposed by Irene Parker, seconded by Peter Loveday, and agreed by all that, Leanne Packman, be elected. It was further proposed by Sue Wanty, seconded by Julie Best and agreed by all that Irene Parker be elected. These ladies were unanimously elected. Thanks were expressed to both ladies for their willingness to stand and to Irene Parker for the work she has done since the last Annual Parochial Church Meeting, four months of which was during a vacancy.

Close of the Vestry Meeting.

ANNUAL PAROCHIAL CHURCH MEETING:

for those on the Electoral Roll.

APOLOGIES: As above

MINUTES OF THE 2022 AGM having been circulated were taken as read. There being no observations, corrections, or additions it was proposed by Helen Wright seconded by Marie Pearson and agreed by all they be signed as a correct record.

NOTICE OF ANY OTHER BUSINESS: None

MATTERS ARISING: None were raised on the minutes and reports circulated.

PARISH ANNUAL REPORT: Copies of all reports have been circulated and are attached to these minutes.

ANNUAL FABRIC REPORT included in the report circulated it was taken as read and accepted.

Annual Financial Report Before the meeting David Rhodes submitted a series of questions which were, before the meeting, answered by Iain Packman, the Treasurer. The questions and responses are set out below:

- a) I have been looking at the accounts and have a few queries; They do not balance by £1, this presumably due to rounding pounds and pence into round pounds. Insignificant, but it looks careless. **Response:** Next year I will adjust so it agrees.
- b) Looking at the collections comparatives it appears that there were no collections at services in 2022. This seems unlikely. **Response:** There are no collections showing in 2021 as I did not do the breakdown from the cash sheets the collections are in other planned giving.
- c) Teddy Praise collection is in Hall receipts, but as you know they don't use the Hall. I am happy to leave it there because it shows that teddy Praise does contribute. (They were singled out at a PCC meeting before you arrived even though they have always had a money box. **Response:** I did not know where Teddy Praise meet.
- d) Service expenses, sundries at £2750.88 needs, I think, some further explanation. **Response:** This includes the purchase of two lecterns at a cost of £2,112.
- e) The movement in the year £14211.65 agrees with the stated figures of £75277.31+£60821.30+£244.36 (Charity appeals), but the movement in the year shown on the front sheet is £13662. Shouldn't these be the same figure? **Response:** brought forward from last year £550 accruals
- f) Further to the above, the total of the analysed expenditure is in fact £80653.77, not £75277.31 as stated in the accounts. This would make the movement for the year differ from the actual movement on the bank accounts. **Response:** The accounts show expenditure of £75,277 not sure where the £80,653.77 comes from.

The PCC of St James the Great Manston, has elected to subject to the financial statements to independent examination and, therefore, having made appropriate enquiries, propose Mrs Sue Butcher as independent examiner until the next APCM. Mrs Susan Butcher, has indicated her willingness to examine the accounts again and it is proposed Barbara Dunkley, seconded by Elizabeth Loveday, and agreed by all Mrs Butcher be appointed.

Electoral Roll: At the closure of the roll-on Sunday 9 April, it was recorded that the roll stood at 92, 64 residents and 28 none residents. The Roll is now open for additions. Thanks are expressed to Graham Taylor who has undertaken the work of Electoral Roll Officer.

Appointment of Sides Persons: It was unanimously agreed that all existing sides persons be reappointed, and any other volunteers be welcomed onto the team.

ELECTIONS:

PCC: The number on the Electoral Roll allows for 9 elected PCC members, as they are already 11 members on, there will be no election for additional members. In 2024 9 people will be due for re-election, this will enable the numbers to be adjusted.

Deanery Synod: There are three vacancies available, three nominations were received. It was proposed by Irene Parker seconded by David Rhodes that Lisa Mahoney be elected, it was proposed by Peter Loveday, seconded by Sue Wanty that Ann Hemsworth be elected, and it was proposed by Marie Pearson, seconded by Barbara Dunkley that Lindsey Sharp be elected. It was unanimously agreed all three be elected to Deanery Synod for the period 2023/24.

CONCLUDING REPORT:

In 4 days', time it will be a year since my interview with +Nick, AD Paul, Irene Parker, and Lisa. One of the questions I was asked early in the interview was, "Why are you applying for this job?" There were 4 parts to my answer:

1. On a practical level, closer to family and friends geographically.
2. Personal ministry, I didn't feel called to rural or inner-city ministry.
3. My friend and I had been and visited the area and we walked around the parish and prayed, and it just felt that it was right – a Holy Spirit sense of peace.
4. Finally, the one that I think is most relevant to this meeting today was that from what I could see on paper the church was doing some great things and that God appeared to be working and active.

Thankfully, what was in the profile pretty much reflected what I experienced on my arrival. A church that was doing OK. May be a sense of treading water, but that is the nature of interregnums, and a few key people who were clearly beginning to feel the tiredness of 'keeping the show on the road' so to speak. But most importantly a church who were willing to 'give things a go' understood the need to 'change and move forward' yet not throw the baby out with the bath water.

I have looked through my diary at the first month of me being here and talk about being thrown into the deep end!

Three funeral visits,
A couple of interment of ashes,
a meeting with the insurance company,
a PCC meeting – when the church warden and PCC secretary decided it would be a good time to get COVID and be ill!
a school SIAMS inspection,
harvest festival,
safeguarding meetings,
line managing an LLM,
School worship,
Governor's meeting,
Denary synod meeting,
Reception class party,
Pastoral visiting,

And Irene Parker, for some reason, desperately wanting to give me keys for the hall!
Looking over the next couple of months we had:
An architect to hunt down for a quinquennial report,
Remembrance services,
All souls service,
Christmas services to plan and leaflets being given out,
Christmas services then happening,
Various training courses at Church House
Vicar drop-ins at the office,
The need to think about what the future would hold.
Alongside the usual worship services to conduct, names to learn, traditions to understand.
This list is not exhaustive and lots of it as I look down it were about developing team and working together.

Whether I am the kind of person you imagined being the next priest in charge, I'm probably not. Am I making everyone happy, definitely not. Am I learning, yes (I often ask people to explain what 'this thing is' that they are asking me what I want!). Am I me, yes. Do I feel settled that this is the place the God wants me to be, yes. This is the only job I have ever done when each day I am thankful that I get out of bed and can go to work.

But this is not meant to be about me, and the ministry here at St James should never be about the Priest, but about the work of God's people (each one of us) to see God's kingdom manifest here on earth. So here are a few things that we should be celebrating about 2022 as a Church.

I. We are family.

One of the strengths of this church is that there is a great sense of family. There is always someone on hand to turn to. If there is a call for volunteers' people step up – we do not lack in the gift of service and people in this church – what a blessing each person is. As with every family there are people, we get on well with and others quite frankly we 'put up with'. But each person has their part to play and if that isn't known there is the willingness to explore it and see what happens next.

As a family we have learnt over these past few months to laugh and to cry. We have, for the most part, been positive. Even when there has been negativity it is low level. I think that this is down to the fact that I said on week two – if you have a problem don't gossip about it – tell me be honest. We can't do anything about it if you do not open your mouth and tell me. I have to say for the most part people do. And what I have appreciated is this – it has not been a moan or a complaint. It has been an identification of an issue, sometimes I have been able to explain instantly why something is the way it is, other times I haven't and the person who has identified the issue through talking to me has come up with a solution. It's what is commonly known as constructive criticism. Thank you all and please do keep this happening – that is what email, vicar drop in, and my telephone number are there for.

I know that there are times when people have issues and don't tell me or find a roundabout way of telling me (the recent building form being an example) all in all that is not helpful. We must remember that as family we must listen to each other and not make it personal. Some of you will know I can take a lot of flak, it come comes with the collar, but I will not take rudeness toward myself or other people. My reason for identifying this here is to say that if we do not honour one another, remain positive, be critical and questioning, then we end up falling out and fractured family is not what we are about.

We are called to be a body united, and we need to be modelling that inside this church in order for the broken world to understand that the kingdom of God is about welcome, love, trust, and

We are a people of prayer.

In my list of things that happened in my first 3 months of being here I didn't list prayer. However, on a personal level there is a lot of prayer – I never feel I pray enough but to be honest even the brothers at Mirfield will say they don't pray enough!

But one thing I do know is that we here at St James have an army of prayers. They do it quietly, unknown, and will often say to me, "Well all I do is pray". But these prayers are the foundation to which everything is done. So, thank you for praying and please keep on praying for the congregation, the leadership, the parish, our hall. Literally, every area of life is needed to be prayed for – please keep going. Prayer is our weapon that never goes blunt!

2. We are people with outlook.

Irene and Lisa quickly learnt that if I ever start a sentence with "I've been thinking..." it is normally followed by something that is, at times, a bit left field! At other times it is just a different way of thinking about something.

I said that I wouldn't change anything in the first three months. Well, for the most part I didn't. There were some changes. Someone said to me this, "I was worried when there was going to be a new vicar. Someone who was just going to come in and change loads of stuff because they can. But you Daniel have made changes and that has been hard, but they are small steps that have made a difference for the positive. You have done it gently and explained why."

Yes, we did things at Christmas that were slightly different. We did remembrance in a slightly different way. The services didn't look exactly like they had always done. But we could see that there was reason and that in order for us to move forward there needed to be a new perspective on things.

The outlook on our worship, finances, building, outreach, and mission etc. is not one of this is it and its set-in stone. Our outlook is one of let's give this a go and see what may come of it. Our outlook on things is generally quite positive. We need to look at this positive outlook as a blessing and a gift. The more we give thanks for the things we do have, the more we steward well the positive outlook of this church, the more we are seeing God's blessings in all that we do.

Our outlook, thankfully, is not about getting bums on seats. Our outlook is about reaching our community with Jesus. The outworking of which is that we start to see this building full.

The future...

I have been asked by several clergy colleagues, "Is it a help or a hindrance that you have an end date to your licence?" My response is always, "What a blessing it is." The reason being, we all realise that we have a deadline to be moving toward. Which means yes, certain things that had I been on a longer licence I would not touch, we have got to start working on. Where you may have in the past had clergy wait a year or two before really ramping things up – we do not have that luxury. For some of us this will be too much too quickly and all I can say is that I will be as gentle as I possibly can.

What does our next 12 months hold...well we are starting to see it already.

Growing numbers of people coming to call this church their home because of experiencing Jesus.

We are growing in love for one another and our community.

We are growing in spiritual commitment and prayer.

And I hope that we continue to do this and more. Our vision is set, and if you don't know what it is the leaflet is at the back, we know what we are striving to achieve, under the guidance of the Holy Spirit. Let us all work together, with each other but more importantly with God, for it.

This is also my opportunity to say a few words of thanks – there are some specific people and if I miss you off it is not because I am not thankful for you – I truly am. Let me start by saying this...

Thank you to you all for welcoming me, and Brett (the dog), to be with you all. I am thankful daily with how God has blessed me with you people (ask me after for some horror stories from colleagues around the country, you would be shocked!). Thank you for being open to God's call on this church and being open handed with it knowing that what God wants is ultimately what will happen.

Thank you to all those who do so much that often goes unnoticed...

Barbara Dunkley for the work on safeguarding you are an angel.

Iain Packman for keeping our financial records and answering the priest in charges questions. Gillian Harrison and Sue Wanty for counting and paying the money into the bank etc.

Ann Hemsworth for PCC secretary and making sure I am doing what needs to be done.

Lisa Mahoney for being an easy LLM to have work alongside, the way you work with baptism families etc is such a blessing.

Helen Wright, Sue Wanty, David Burton, Isaac Pearson who each week play music or click buttons.

The whole PCC for being supportive of me, the church and serving Jesus in this way.

Angela Rhodes, Veronica Brown, Janet Richardson for all the work you do for Teddy Praise and being our welcomers for baptism services.

Sue and Roland Wanty for all they have done in the office and keeping the notice board and registers up to date.

Martyn Sharpe and Marie Pearson for all they do for the website and social media.

Graham Taylor, Martyn Sharpe, Yvonne Galley, Carol Sharpe, Sue Wanty, Susan Alexander, and Roland Wanty who do various pieces of cleaning and maintenance in church and in the church hall.

All the sides people and those who do refreshments (too many of you to name individually and I'm bound to miss someone out) thank you.

David Palmer, Steve Robinson, Peter Loveday, Hazel Backhouse for being my servers. All the eucharistic ministers, readers, and intercessors thank you – I trust each week that someone is going to stand up and do something and you have never let me down yet.

David Rhodes for all you do for weddings and funeral verger. Gary Mahoney for digging holes in the graveyard for me.

Robin Paterson and Alan Glasby for being there to cover during the interregnum and during my leave and sickness.

Last but no means least Irene Parker – this church would probably have imploded during interregnum if it wasn't for you. My vicarage would certainly not have been ready for me to move into. For your continued prayer and care of me and the church family. Your hospitality and welcome here at church but also your home. Thank you. That doesn't feel like enough. I am so pleased you have agreed to stay on as church warden for another year. I promised you I would find a fellow church warden so hopefully you will find time to put your feet up and catch your breath for a bit.

At the end of the meeting, the Eucharistic service continued

PARISH CHURCH OF SAINT JAMES THE GREAT MANSTON
STATEMENT OF ASSETS & LIABILITIES YEAR ENDED 31 DECEMBER 2023

	General Funds	Restricted Funds	Endowment Funds	Total 2023	Total 2022
CASH FUNDS					
Cash	-				-
Bank Current Account	9,859			9,859	7,890
Lighting Appeal Bank Account	-	4,460		4,460	4,982
CBF Deposits	16,623		2,598	19,221	19,221
	<u>26,482</u>	<u>4,460</u>	<u>2,598</u>	<u>33,540</u>	<u>32,093</u>
INVESTMENT FUNDS					
227 shares in the CBF					
C of E Fixed Income Securities Fund			363	363	363
LIABILITIES					
Accruals	-				
	<u>26,482</u>	<u>4,460</u>	<u>2,961</u>	<u>33,903</u>	<u>32,456</u>
PARISH FUNDS					
Brought forward	24,513	4,982	2,961	32,456	46,117
Movement during the year	1,969 -	522		1,447	- 13,662
	<u>26,482</u>	<u>4,460</u>	<u>2,961</u>	<u>33,903</u>	<u>32,455</u>

Funds held at -

		Opening	Closing	Balance
Current account Virgin Money	05-00-50	7,890.11	9,859.67	1,969.56
Current account Virgin Money (used as the Lighting appeal	05-00-50	4,982.21	4,460.21	- 522.00
CBF Church of England Deposit fund Manston House fund	Client no. 630091	16,622.96	16,622.96	-
CBF Church of England Deposit fund	Account no 130001382D Manston CH R	2,597.67	2,597.67	-
CBF Church of England Fixed Interest Securities Fund - Incor	Account no. 130001010F - Manston Altar flowers	363.00	363.00	-
		32,455.95	33,903.51	1,447.56

Receipts and Payments Year ended 31 DECEMBER 2023

Receipts

	CODE	2023	2022
COLLECTIONS			
Tax Efficient Planned Giving	101	26,705.00	25,304.00
Other Planned Giving	102	3,465.76	5,659.33
Tax recovered	103	7,328.36	5,055.31
Collections at all Services	104	5,193.10	6,125.50
FUND RAISING			
Christmas cards	203	270.00	306.30
Open Church	204	960.37	1,981.23
Vegetable sales	205	94.92	
Family Fun	206		141.06
Sponsored Walk	207	816.00	1,087.00
Coffee Morning / Afternoon tea	208	50.00	10.00
Lisa's Afternoon Tea	209	158.94	
Leanne's Knitting	211	107.00	174.00
Autumn Fair	212	1,099.46	1,173.77
Harvest Supper	214	160.00	-
Pancake Party	216	40.00	-
Sundries	217	20.00	90.27
Social evening / Quiz night	218	615.10	300.00
Robin's talk Phillipines	219	180.00	
Lisa's Triathlon	220	728.61	
Easter raffle	222	88.20	
Lent lunches	223	313.28	
Music festival	224	374.61	
Garforth Brass band and choir	229	265.52	

PARISH HALL		2023	2022
Parties	301	3,185.00	1,500.00
Crafty Duo	304	300.00	500.00
Rainbows / Brownies	307	545.00	60.00
Yoga	309	2,433.50	1,055.00
Guides	311	75.00	471.50
Scouting	313	3,352.50	-
Playgroup	316	2,280.00	1,390.00
Leeds Christian conn xgates	317	965.00	515.00
Hall hire	318	2,500.00	3,016.84
Teddy praise	319		78.08
Table tennis	320	270.00	
AA	321	400.00	
MAGAZINE & BOOKSTALL			
Magazine Receipts	401		45.00
Magazine printing costs	402		45.00
Book Stall Profit	403	40.00	
DONATIONS			
Donations	501	4,651.38	2,305.00
Box in Church Wall	503		55.30
OTHER INCOME			
Wayleave	604	4.60	
School Field Rent	605	500.00	
Weddings	607	1,111.00	2,155.64
Investments	701	1,142.87	221.17
DBF Fees	841	3,266.54	2,688.03
Total Income		76,056.62	63,509.33

Expenditure

	CODE		2023		2022
PARISH HALL EXPENSES					
Repairs and Maintenance	702	-	993.46	-	2,285.32
Telephone / Internet	703	-	515.12		
Kitchen Gas	707	-	200.00		
Fire Extinguishers Service	708	-	450.38		
Hygiene Equipment	710	-	817.28		
Roof Repairs Parish hall	712	-	390.00		
Cleaning	713	-	2,025.37	-	2,018.25
Church Utilities					
Heating	801	-	5,628.40	-	5,404.94
Lighting & Power	802	-	3,478.85	-	1,821.33
Water	803	-	855.18	-	852.72
Insurance	804	-	5,257.46	-	4,941.08
Church Maintenance					
Boiler Repairs & Servicing	810	-	857.63	-	1,142.27
Electrical Repairs	811	-	581.69		
Purchase of two televisions	812	-	930.92		
Lightning Conductor	813	-	176.40	-	168.00
Fire Extinguishers Service	814			-	393.00
Roofing	815	-	670.00	-	390.00
Sundry Repairs	818			-	249.13
Sound systems	819			-	1,759.10
PAT Testing	820	-	151.50	-	97.50

Services expenses	CODE		2023		2022
Bread & Wine	830	-	164.33	-	18.00
Candles	831	-	28.86	-	219.05
Licences	832	-	417.28	-	385.17
Organ Repairs & Servicing	834	-	743.40	-	734.40
RSCM Sub	838	-	127.00	-	110.00
Churchsuite	839	-	555.00	-	93.00
Baptism and Confirmation Expenses	840	-	222.18		
Other Fees	842	-	337.33	-	439.08
First aid course	844	-	200.00		
Sundries / Flowers	845	-	945.14	-	2,750.88
Churchyard Expenses					
Tree and Hedge Maintenance	850	-	625.00		
Machinery Repairs	851	-	35.95	-	330.00
Petrol	852	-	15.06	-	72.94
Skip Hire	853	-	240.00	-	150.00
Church & Services Summary					
Church Running	860	-	124.99		
Church Maintenance	861	-	383.76		
Services Expenses	862	-	587.44		
Parish share	864	-	42,110.00	-	39,300.00
Historic parish share	865			-	10,000.00

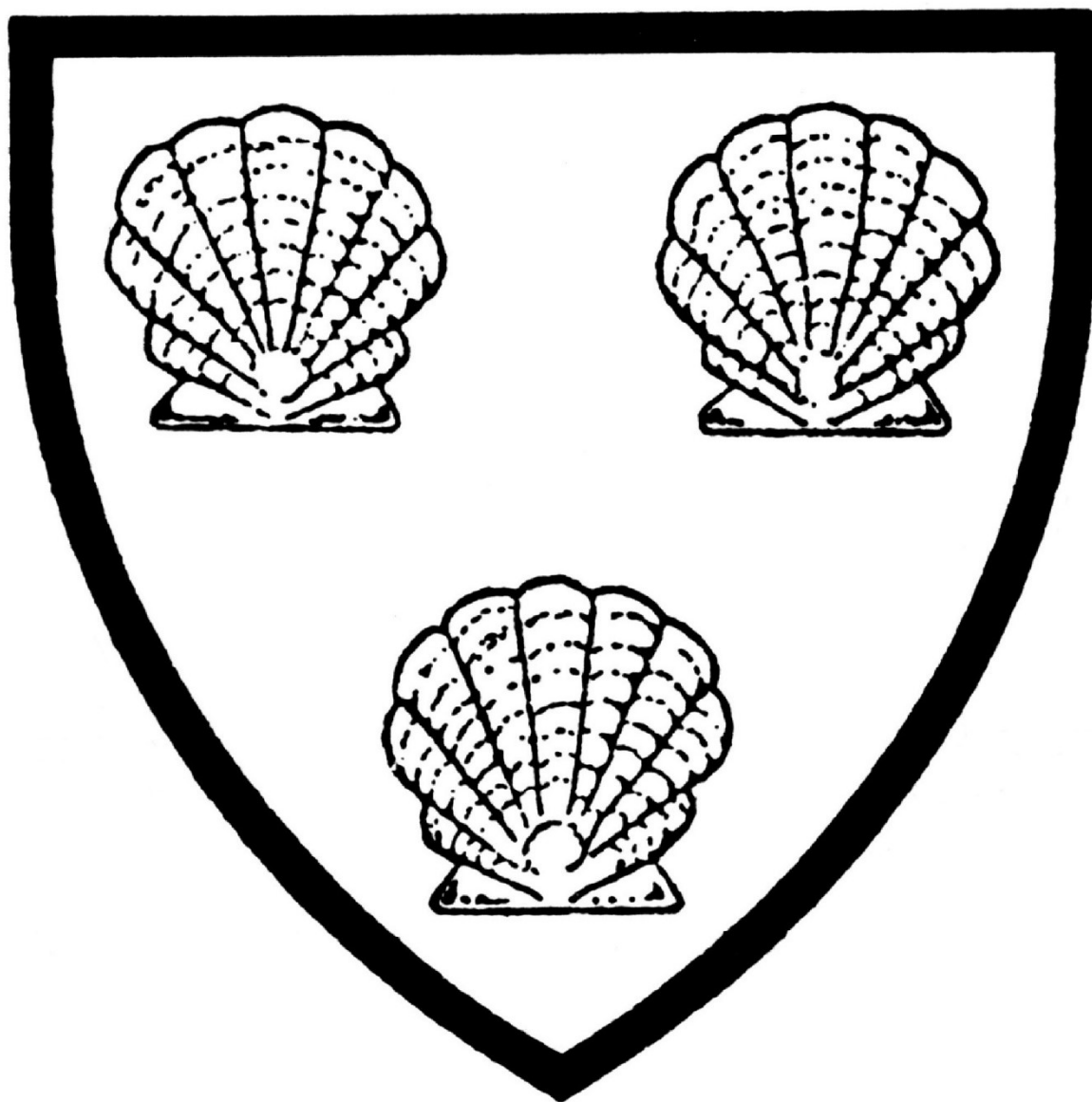
9 OFFICE EXPENSES	CODE		2023		2022
Stationery	901	-	587.63	-	69.39
Photocopier Copies	902	-	494.76	-	199.23
Photocopier Lease	903	-	215.44	-	490.88
Telephone	904	-	560.19	-	478.64
Gas removal	907	-	40.00		
Website Rental	909	-	30.77	-	252.12
St James Mews	910	-	349.92	-	349.92
Servicing and Repairs	911	-	199.98		
Churches Together	914	-	30.00		
Total Payments		-	74,351.05	-	77,965.34

10 CHARITY APPEALS

Collected for Charity	1001		2,768.90		736.71
Paid Over for Charity	1002	-	3,026.91	-	477.35
Un presented cheque from last year			-	-	15.00
Movement in the Year			1,447.56	-	14,211.65

Accounts

St James the Great



Manston

**ANNUAL REPORT AND FINANCIAL STATEMENTS OF
THE PAROCHIAL CHURCH COUNCIL**

For the year ended 31 December 2022

APCM Agenda

Meeting to be held on Sunday 23rd April at 9.45am

Opening Worship

Vestry Meeting

Meeting of Parishioners

1. Apologies
2. Minutes of the 2022 meeting (see appendix 1)
3. Matters Arising from the minutes that are not addressed elsewhere.
4. Election to the office of Church Wardens.

Annual Parochial Church Meeting

1. Apologies
2. Minutes of the 2022 APCM (see appendix 2)
3. Matters Arising from the minutes that are not addressed elsewhere.
4. Questions and Acceptance of the Parish Annual Reports including finance report (see below for reports, see appendix 3 for finance breakdown and independent examiners report)
 - a. Please submit any questions to Canon Ann Hemsworth or Revd Daniel Miles prior to the meeting stating which report your question relates to.
5. Annual fabric report – acceptance of the Inventory, Terrier/Church Property Register)
6. Elections:
 - a. To the PCC – to be confirmed at the close of the electoral roll
 - b. To the Deanery Synod – 3 vacancies for three years
 - c. Appointment of financial examiner for 2023
7. Any other business
 - a. This needs to be notified to Canon Ann Hemsworth or Revd Daniel Miles **prior to the start of the meeting – NO ITEMS WILL BE ACCEPTED DURING THE MEETING**
8. Report from the Priest in Charge

Closing worship – Communion and blessing

Questions or AOB items to Ann or Daniel on the contact details below

annahemsworth02@gmail.com or 0113 2937494

Daniel.miles@leeds.anglican.org or 07538916546

INCUMBENT: Rev'd Daniel J. Miles from September 2022. From January-September 2022 parish was in vacancy.

Bank: Yorkshire Bank

Examiner: Examined by Susan Butcher

BACKGROUND:

St. James Church Manston has the responsibility of co-operating with the Incumbent, (until 22 September 2022 in vacancy). In promoting in the Ecclesiastical parish, the whole mission of the church, pastoral, evangelistic social and ecumenical.

MEMBERSHIP:

Membership of the PCC are either ex officio or elected by the annual parochial church meeting in accordance with the Church Representation Rule.

During the year, the following served as members of the PCC.

The Incumbent:	from 22 September 2022 The Revd. Daniel Miles
Licensed Lay Ministers	Canon Ann Hemsworth, and Mrs Lisa Mahoney
Church Wardens:	Mrs Irene Parker
The representative on the Deanery Synod,	Mrs. Lisa Mahoney,

The elected members were:

Julie Clark, Barbara Dunkley, Yvonne Galley, Gillian Harrison, Ann Hemsworth, Irene Hutchinson, Elizabeth Loveday, Lisa Mahoney, Iain Packman, Irene Parker, Bryan Roberts, Martyn Sharp, Graham Taylor, Susan Wanty and Helen Wright. (due to ill health Julie Clark resigned during the year)

STANDING COMMITTEE AND COMMITTEE STRUCTURE:

The Standing Committee is the only committee required by law. It has power to transact the business of the PCC between its meetings subject to any directions given by the Council. In addition to the business of the Standing Committee, work between PCCs has also been undertaken by sub committees/working groups, again under the direction of the Council.

CHURCH ATTENDANCE for Worship as reported for the 2022 National Statistics for Mission was: -

Average Attendance on a Sunday (across all Services, counting people once only): -
45 Adults and 5 children

<u>Number of Communicants at Easter:</u> –	98
<u>Number of attendees over Christmas:</u> –	462

Our Worshipping Community is made up of: - 73 Adults and 14 Children.

CHURCH MEMBERSHIP/ATTENDANCE: There are 91 parishioners on the Church Electoral Roll, X of whom are not resident within the parish. (Final numbers will be available at the APCM)

Occasional Offices

During the period Jan-Dec 2022 we had ten infant baptisms. We prepared four Junior and one adult Candidate from our own Parish for Confirmation.

There were one wedding and one renewal of vows. 12 funerals were conducted (either in church or at another venue)

CHURCH ATTENDANCE for Worship.

This is a figure annually reported via the 'National Statistics for Mission' systems.

The figures we were able to submit from Manston showed that in comparison with last years 'October count', which recorded an average of 75 attendees over a week during October

However, drawing upon our knowledge of, and contact with, those we continue to draw into worship – counting all expressions of worship offered (in-person, on-line, inside the building/ outside in our churchyard and in our temporary tents, and those geared more specifically to some groups – i.e. our young families / children) we continue to record a total of 66 adults and 9 children who we consider to belong to our worshipping community.

At other times when our church has been open for public worship on a Sunday with the numerous restrictions in place, we have offered two said Eucharists (8.30am and 9.45am) on each Sunday. Our average attendance for school worship is 285 children and 31 adults.

REVIEW OF THE YEAR:

There have been eight PCC meetings since the last report.

All PCC meetings open with prayer, each meeting agenda must include finance and safeguarding. The first meeting following the Annual Parochial Church Meeting (APCM) has a short agenda, usually just to appoint Officers, group/committees the leaders and the members. In 2022, during the vacancy Irene Parker was appointed Chair, Martyn Sharp Vice Chair, Ann Hemsworth Secretary, Iain Packman Treasurer, Graham Taylor Electoral Roll Officer, and Barbara Dunkley Safeguarding Officer.

Barbara has had a busy year as she has been required to implement many requirements of the Safeguarding Board to ensure that all appropriate people have clean and cleared DBS certificates that they have done all required training and familiarised themselves with safeguarding procedures and requirements. This includes PCC members, leaders, and group members where they are in touch with children or vulnerable adults. This is a mammoth task for Barbara which she has carried out diligently and we are grateful. This has enabled the parish to be in a sound position about safeguarding on the required "dashboard" of the Diocese.

For several years, the finances have been dealt with by three different people, one writing cheques, one counting and banking money and the third preparing accounts. At the 2022 APCM Iain Packman an appropriately qualified person was elected to the PCC and appointed Treasurer. We are grateful to Iain for all he does and the fact that he was appointed before Daniel came means that they have been able to work together to set up various systems and

necessities which were not accomplished whilst finance was being shared out; particularly a budget has now been prepared for 2023. Signatures on the bank account were also adjusted as online banking was established.

For a few years now during the summer months under the leadership of Lisa a group of people meet each week to work in the church yard. Some of these people are local community people who have just seen what was happening and volunteered to come and help. Along with the Pay Back Scheme people it is good to see the church yard looking attractive and clear.

We have waited a long time for the quinquennial report to be prepared, the inspection had taken place, but the report was not submitted. This created a bit of a challenge on the finance side as we always had to be aware that an “expensive” recommendation/requirement could be demanded. As reported last year a young man who had attended a children’s party got in touch to say his firm could offer used but good quality furniture. We accepted this offer and Yvonne Galley agreed to be responsible for liaising with the man and co-operating in whatever way was necessary. This encouraged Yvonne to look wider round the hall and this resulted in much minor maintenance work being done, lots of rubbish being disposed of and more appropriate storage space being available for long term outside lets.

Around this time adjustments to the website were also made giving correct up to date information and the best possible news, that of the appointment of The Revd. Daniel Miles and the date of his Licensing 22 September 2022. Of course, we were reminded that Daniel would only be appointed and licensed for three years, his post is that of Interim Priest. Also, application was made for the renewal of all Eucharistic Ministers Licenses and the first appointment to Manston of Julie Best who has transferred from St Richard’s in Seacroft.

We were well established back in church with our slightly different, reduced acts of worship, but we continue to be grateful for the voluntary service given to us by David Burton, Susan Wanty and Helen Wright, these three enable us to have life music and when they are not available then we have learned to appreciate CD’s.

The PCC and appropriate groups continue to care for the parish buildings, Church, Hall, Parish Office. The lightening conductor was examined, all communication and media opportunities were adjusted, and thanks are extended to Martyn Sharp and Marie Pearson for the work they do in achieving this.

Around this time, we were approached by Karen Gray with a view to considering whether a room could be allocated for a Food Pantry, a pantry is where food is provided by supermarkets, people come along, join and for a given amount of money they can choose a given number of items of essential food/household equipment. Discussion took place, there was some reservation, but ultimately approval was given. The Food Pantry is established in the church end room of the hall, it is open a couple of times a week and managed by Andy who is part of Karen’s team. A small donation is given to contribute towards the utility costs of the fridge which is in place. When appropriate consideration will be given to increasing the donation.

Around this time Lisa shared with the PCC the fact that each year at the start of the autumn term a “welcome bag” is given to the parent(s) of each child starting school. Lisa also told

the PCC that someone had approached her to discuss “intincting” of the host into the wine at the Eucharist. It was decided this should be left for Daniel to deal with, as his Licensing was very near.

The Licensing took place and Daniel was able to chair his first meeting of the PCC. This was held in the vicarage when he generously provided a meal for all members. He also, at this meeting, shared his thoughts of the future, setting out The Vision, he had, how he thought this should become reality. A vision statement would be prepared, an away day for PCC and others arranged, to discuss and promote this, and then a “Vision Day” when everything would be explained. This took place with two opportunities for people to attend, hear what was planned, ask questions, and join in prayer for the success. It was good to welcome +Arun when he came to join us and encourage Daniel and the parish to step out in faith. We were all encouraged to read Nehemiah which would be the subject of sermons for a few months, Nehemiah being a source of inspiration and encouragement in the process of growth and development.

Advent and Christmas were also discussed, The Churches Together Advent service would be held at Manston, plans for a bible study in Advent, and how Christmas would be celebrated were discussed and decided. Daniel also shared with the PCC his hope that each class in the school could receive a travelling crib, so that each evening a different child could take the crib home and be reminded about the true meaning of Christmas. Whilst we are behind with our share, we were able to send a little extra towards our deficit.

Eventually the quinquennial report was received, there was to be no charge for this, as we had waited so long, and thankfully no serious expenditure was required to enable the recommendations to be fulfilled. Various new updated policies were prepared as were risk assessments, all legal requirements. In addition, we are constantly being reminded about Safeguarding requirements, and encouraged to look at more appropriate energy both the use of and who should provide this, we were also encouraged to pay as much as we could towards our share deficit.

With the New Year came the plans for the proposed away day, more details of the vision, the commencement of The Start Course, and Daniel sharing with the PCC his thoughts of worship in the future. Wi Fi was installed in the hall, and a lunch prepared for the Teachers who were having a training day. Daniel and the school are developing a good relationship which we hope will continue in the coming months.

With the retirement of Susan Wanty from her work in the parish office, the hours when the office is open have changed, but thanks are expressed to Susan for what she did for 18 years and to others who enable essential work to be done.

Daniel explained that he had consulted all on his mailing list, most had replied and from their replies he is suggesting, that on the first Sunday in the month there will be a celebration of the Eucharist from the High Altar, with Organ Music and sung responses, on the second Sunday there will be “Generation Sunday” A Eucharistic service for everyone, Parade People, All Age, other young and the more mature. There will be different options at the time of the sermon, a sermon can still be heard, activities for children take place, a discussion group, or quiet personal prayer. Everyone may choose what suits them best. Around twenty minutes later people return to their seats and the service continues. This is a less formal

service so that those who are not familiar with Sacramental Worship may feel comfortable. On the third and fourth Sunday's worship is the same, different to the traditional worship of Manston, but more encouraging for many. When there is a fifth Sunday then the emphasis is on prayer for healing. It is non-threatening, none evasive for each of us to think of any healing we may desire and to pray for it. Extemporaneous prayers are spoken out loud by the leader whilst we all think quietly of our own needs.

At the final meeting of the year, Daniel presented a paper setting out future projects, this includes recommendations from the quinquennial. Some are requirements/needs/desires which are easy and not too expensive to achieve, some not so, in addition some things need more urgent attention others can wait for the future when it may be more appropriate financially and otherwise for the work to be done.

On the whole St. James has had a good year, we have much to be grateful for, the support of retired Priest, especially Robin Patterson, who is such a good friend to the parish. The appointment of Daniel, the work of all lay people seen and unseen, group leaders' pastoral visitors, those who week by week quietly but conscientiously do routine unattractive jobs to keep the doors open and an attractive welcome for anyone visiting. Importantly we must give thanks, to God and to Irene Parker for all she has done, does do and will do as Church Warden. Few of us have any real knowledge of the hours of unstinting service Irene gives, never complaining often inconvenienced but always with such care and willingness. **THANK YOU** is inadequate, but it is expressed with sincere love and gratitude.

Ann Hemsworth

THE TREASURERS REPORT

Accounts are attached for 2022 (appendix 3) which has been a challenging year balancing expenditure with our income. Like many households we have seen prices rise for all the services we call upon as well as energy bills. We have increased our Parish share payment but have a long way to go to pay the full amount requested by the Diocese.

We start 2023 with a positive bank balance and thank everyone who contributes to the running of our Church. We pray that our income may meet our expenditure over the forthcoming year.

OTHER LEGAL REQUIRED REPORTS FOR THE APCM

FROM THE CHURCH WARDEN:

In September we were pleased to welcome The Revd. Daniel Miles as Interim Priest in Charge after a year in vacancy. Daniel was warmly welcomed at the Licensing service led by Bishop Arun. It was wonderful to see the church so full of Daniel's friends from his sending church, members of our congregation and visitors from throughout the Diocese.

Appreciation is expressed to all those who enabled the regular worship of the church to continue during the vacancy, we especially thank all the Priests who led us in sacramental worship.

At the recommendation of The Archdeacon the small altar is used for most services except the first Sunday of the month when Daniel presides at the high altar.

After waiting over a year for the quinquennial report it was at last received in October. The report shows that the church building is in very good order. The necessary work required in and around the building will be completed over the next three years. We are awaiting an estimate from the roofer for all the work required on the roof. New tape has been placed on all the steps within the church to make them more visible and safer.

Two slates which were displaced on separate occasions during high winds have been replaced. The boiler has been serviced and is in good working order. All electrical items have been PAT tested. Fire alarms serviced and tested. Cobwebs removed from high areas of the church building. The terrier has been checked as an annual requirement.

The Probation Payback Team have again been very helpful working in the churchyard and doing jobs in the church hall. Thanks, are also expressed to Graham Taylor who so willingly deals with the emptying of the outside bins, weekly. This is often this is a dirty and challenging task. He often responds to requests for minor maintenance and more importantly is willing to attend to let people in and out of the hall when outside bookings are made.

Thanks, are once again expressed to all those who do so many important jobs necessary for the day to day upkeep of the church. Special thanks are expressed to the few people who clean the church each Friday morning. The ladies have now indicated their intention of retiring, so please will you consider carefully, whether you could spare an hour or so each week to help clean the church. This does not have to be a Friday morning but can be any time which suits you.

We are so privileged to have such a beautiful church and it is the responsibility of us all, to ensure that the cleaning and tidiness of the church is maintained.

IRENE PARKER

EAST LEEDS DEANERY SYNOD

Over the past year there has been a transition of Deaneries across Leeds. St James is no longer part of the Whitkirk Deanery, we are now under the umbrella of East Leeds Deanery and The Revd Canon Anne Russell from St Richard's in Seacroft is the Area Dean with Bishop Arun of Kirkstall overseeing all Deaneries in the Leeds Episcopal Area.

The first official Deanery Synod meeting was held at the start of March. We met at St Edmund's in Roundhay where John Beal was elected as our Deanery Synod Lay Chair & Ann Nicholl as the secretary.

I believe this is an exciting new phase for our Deanery; new churches, new Bishop of Kirkstall, new array of synod members for networking and all for the mission and glory of God. I am willing to stand (if elected) as our Deanery Synod rep and there are also 2 additional places. What is the purpose of Deanery Synods: The Deanery Synod **makes decisions at a deanery level**. It acts as an intermediary between the parochial church councils of each parish and the synod of the diocese. Its priorities include Mission Action Planning and the

allocation of the 'share' from the deanery to the parishes. Being a Synod Representative, gives you the opportunity to be a voice for St James the Great and the wider Leeds Episcopal Area. Please pray and consider if you can serve on Synod.

LISA MAHONEY

CHURCHES TOGETHER IN EAST LEEDS:

At the meeting in June 2022, it was necessary to reappoint the officers, Fr. Pat Wall who had been chairman since before covid was due to step down and Yvonne Thornton who had been Secretary and Treasurer for several years wished to resign. Following discussion Ann Hemsworth was nominated and selected as Chairman. Ann agreed she would seek a secretary and for the time being finances would be left as they were. That is that the CTG monies are banked and recorded in the financial statement of Colton Methodist Church. In the event Sue Middleditch from St Mary Whitkirk agreed to do the minutes, for the time being Ann will do the rest of the secretarial work and it has been established that it is possible to open an account at Lloyds Bank with no charges for a charity. Karen Gray has agreed to undertake this and act as Treasurer.

All churches were encouraged to find a full quota of representatives and it was also agreed that the churches in Seacroft be invited to join. This was possible as it is now Churches Together in East Leeds, not in Leeds 15. Representatives now attend from St. Richards and St. James Seacroft. With two exceptions all churches are represented at meetings.

A successful quiet day was held in January, and this has resulted in follow up meetings of people who really enjoyed the day and wished to develop further the suggestions. Plans are now being discussed to celebrate the Coronation. The date suggested is 3 June on Seacroft Green. Planning is in the early stages, but it is hoped at the next meeting to commit to the celebration which is to be entitled "Celebrate the King" i.e., Jesus as well as Charles. It will take the form of a picnic with games and activities to suit all ages.

Ann Hemsworth

SAFEGUARDING:

The role of the Parish Safeguarding Officer is the safeguarding of the people of the parish, in particular the children, young people, and vulnerable adults and to be a link between the parish and the diocese.

To do this the PCC has adopted, displayed, and is gradually implementing The House of Bishops' Safeguarding Policy, Promoting a Safer Church.

One aspect of this is the checking of those in a position of responsibility within the church which is important for the safeguarding of those they serve. This is checked annually and was carried out this year with the PCC. Beyond this the PCC have been asked to carry out training regarding safeguarding. The initial training was completed, however more training was required by the diocese, and this will be finished within the next two months. People of the church who lead church activities have also undertaken training which is nearly complete. (I, The Revd. Daniel, and Irene Parker have assisted those who wished help with their training, and we are happy to do this again in the future).

The PCC have given permission for church activities to take place and the activities have insurance cover. Safer recruitment roles, DBS checks, safeguarding training and risk assessments are being undertaken and I look forward to them being completed shortly.

To move further forwards an Action Plan is essential so, with the help of the Diocesan Safeguarding Dashboards, a plan was put into place and actioned. Through the year we have moved through level 2, which is fantastic, and this has recently moved us onto level 3. We look forward to tackling level 3 in the next year.

Moving into the new year, besides training for the new PCC members and others holding positions within the church, in particular the safer recruitment and people management pathway, there will be a review of the safeguarding action plan, policies, safeguarding procedures and non-church activities.

I thank all of those who are taking an active part in safeguarding, particularly The Revd. Daniel and remind everybody that safeguarding is everyone's business.

BARBARA DUNKLEY

APPENDIX I - Minutes from the 2022 VESTRY MEETING

THE ANNUAL GENERAL MEETING OF THE
PAROCHIAL CHURCH COUNCIL OF
ST. JAMES THE GREAT MANSTON
HELD ON SUNDAY 15 May 2022 11.30am in the church.

PRESENT:

Mrs Irene Parker, Church Warden, (the parish is in a vacancy) in the Chair and 33 members of the community/congregation were present:

APOLOGIES: were received from the Area Dean who should have been chairing this meeting but is in Sudan as co-chair of the Sudan Committee.

Apologies were also received from Veronica Brown, Elaine Dinsdale, Phyllis Heighton, Gary Hope, Joyce Sellers, Peter Loveday, Margaret Mitchell, David Palmer, Evelyn Wright.

ANNUAL VESTRY MEETING:

for those on the Electoral Roll, or who are Residents in the Parish:

MINUTES OF THE LAST MEETING having been circulated were taken as read and agreed as a correct report. It was proposed by Irene Hutchinson seconded by Leanne Packman and agreed by all they be signed by the Chairman.

MATTERS ARISING: None

ELECTION OF CHURCH WARDENS:

Irene Parker has been the one church warden for the last twelve months, almost nine months of which the parish has been in vacancy.

As is the case each year, there are vacancies for two Wardens. Only one nomination has been received – that of Irene Parker. The meeting was reminded that it is possible for nominations to be taken from the floor. There being no further nominations from the floor, and it was unanimously agreed that Irene Parker be appointed. This will be Irene's third year as Church Warden.

APPENDIX 2 Minutes from the 2022 APCM
ANNUAL PAROCHIAL CHURCH MEETING:
for those on the Electoral Roll.

APOLOGIES: As above

MINUTES OF THE 2021 AGM having been circulated were taken as read, and it was unanimously agreed they be signed as a correct record.

NOTICE OF ANY OTHER BUSINESS: None

MATTERS ARISING: None

PARISH ANNUAL REPORT: Copies of all reports have been circulated and are attached to these minutes.

Annual Financial Report, David Rhodes raised a query, concerning notes at number 8, this was answered by Iain Packman who has prepared the accounts. Iain indicated that as he has now had the opportunity of experiencing the accounts for one year, his intention is to adjust the layout and explanation notes. Thanks are expressed to Iain for all the work he has done over the past year and to Susan Butcher who examined the accounts. Both Iain and Susan have worked on a voluntary basis. Susan has indicated her willingness to examine the accounts again and it is proposed and agreed that she be invited to do this.

Electoral Roll: 73 resident and 27 none resident is the number recorded on the Electoral Roll. Thanks are expressed to Graham Taylor who has undertaken the work of Electoral Roll Officer.

Report of the PCC was prepared by the Secretary and no questions were raised.

Report from Deanery Synod was prepared by Janice Poole and thanks are expressed to her for the report and her attendance along with Lisa Mahoney at Synod meetings.

Report from Churches Together in East Leeds prepared by Ann Hemsworth. Thanks are expressed to Janice and more recently Ann for being the parish representatives.

Appointment of Sides Persons: It was unanimously agreed that all existing sides persons be reappointed, and any other volunteers be welcomed onto the team.

ANNUAL FABRIC REPORT: It was reported that the Inventory and Terrier are to be checked within the next couple of weeks. The report from Irene has been circulated and attached to these minutes.

Particular attention should be drawn to the work done in the Church Hall. Via the website a message was received from a man who had attended a children's party, he indicated that his firm had good quality used furniture available. Yvonne Galley agreed to liaise with Chris Cowling of Alpeona, the result of which is that the two Sandbed Lane end rooms have been refurbished. They have been decorated and the downstairs room had new curtains. Thanks are extended to Yvonne and to Carol & Martyn Sharp who have assisted with the cleaning and decorating. Much work is also done in the hall by the Payback Team who are with us

each Friday, working in the church yard and the hall. Yvonne is now liaising with Chris with a view to the Church End Room being dealt with. This is a bit more of a challenge as some asbestos has been identified in the floor, so that must be dealt with before anything else can happen. The hall is becoming an attractive place and bookings are beginning to increase.

ELECTIONS:

PCC: There are six vacancies available on the PCC and five nominations received. It was unanimously agreed that Martyn Sharp, Elizabeth Loveday, Iain Packman, Lisa Mahoney, and Irene Hutchinson be appointed to the PCC. The length of appointment will be agreed at the first PCC meeting following the AGM.

Deanery Synod: There are three vacancies available, there were no nominations before or at the meeting, but Lisa Mahoney has indicated her willingness to continue, on the Deanery Synod and decisions will be made at the first PCC meeting.

CONCLUDING REPORT: At this stage the usual report would be given by the Incumbent setting out thoughts and plans for the next twelve months, in the absence of an Incumbent or Area Dean, below is a copy of the report given by Irene.

“Well again I apologise for the absence of the Area Dean, so it has fallen to me to say a few words. The report written by the secretary outlined all the events of the year. First, I wish to try and sort out the confusion over administering the wine. The matter was discussed at PCC and with one abstention it was agreed that wine be reintroduced. Most people wished to receive the wine by intinction. This was not recommended and when the Bishop was with us last week we only received from the cup. I have contacted the Archdeacon for advice and was referred to the new diocesan guidelines which came out on the 3 May. These state that all churches should be offering the Eucharist in both kinds but intinction was not recommended. I hope that helps to make things clearer.

(a comment was raised that if intinction is not allowed then it prevents some from receiving the wine. In addition, people were reminded that if intinction was allowed there was the danger that the wine could become impregnated by gluten, which of course is dangerous for those with allergies)

The time of vacancy puts extra pressure on several people, mostly Ann, Lisa and me and we have tried to work together as a team and keep everything going as best, we can. I would like to thank Ann for all the support she has given to me. For all the work she does so tirelessly in her office. From the secretarial and treasurers work to the monthly rotas and so much more. She has a continual list of jobs which she rarely gets to the end of. We really appreciate all you do Ann, thank you.

Then Lisa who as well as her full-time job finds time to prepare All Age Worship, prepare baptism families and the confirmation candidates. She makes sure that all the young families are kept up to date by sending regular emails and keeping in touch with them. Thank you, Lisa we really appreciate, all you do.

Thanks also to Marie and Martyn who are working to ensure evidence of our Social Media is as good as it can be.

There are so many people who have supported us practically but also most importantly in prayer. A few of us meet regularly on Monday mornings to pray and we have continued the Wednesday morning prayer. Prayer has given us all the strength and support to guide us through the vacancy.

I would like to read you something from the Celtic Daily Prayer which I read last October near to the beginning of the vacancy when the job seemed overwhelming and there was so much to think about. It has given me so much encouragement.

Based on Psalm 119:

Your word is a lamp to my feet, where I am standing now, and the step just before me that I need not hesitate over.

Your word is a light to my path, shining a little way ahead, giving me glimpses of direction to reassure me and give me purpose.

You shine faithfully upon my life, but you cannot and will not take the steps for me – it is I who must walk in your way and become the expression of your will.

O Lord, give me wisdom. I dare not take a step without you.

When I cannot see all the way forward, help me to trust that you will whisper in my heart or in my ear calling me back when I might step to the right or left of what you intend for me.

When there are snares for my feet, help me to find the way through and continue with a rejoicing heart to the end.

Before Irene continued, she too was thanked for all she has done during the vacancy, so many hours are given in service, many of which most of us have no knowledge of. Thank you is inadequate but sincerely expressed.

And now we can look forward to welcoming Daniel as our Parish Priest. Daniel is a prayerful person, and he tells us that everything he does is underpinned with prayer. To fulfil the role expected of him here he will have to make changes, but he will be sensitive to the feelings of our regular congregation. He will need our love and support which I know we will give him. It is an exciting time of new beginnings and I pray that we will all work together to be the community that Daniel would like us to be. Thank you to everyone for everything.

BLESSING: The Revd. Alan Glasby closed the meeting at 12.10pm with the blessing.

PARISH CHURCH OF SAINT JAMES THE GREAT MANSTON
STATEMENT OF ASSETS & LIABILITIES YEAR ENDED 31 DECEMBER 2022

	General Funds	Restricted Funds	Endowment Funds	Total 2022	Total 2021
CASH FUNDS					
Cash	-				-
Bank Current Account	7,890			7,890	8,185
Lighting Appeal Bank Account	-	4,982		4,982	18,898
CBF Deposits	16,623		2,598	19,221	19,771
	<u>24,513</u>	<u>4,982</u>	<u>2,598</u>	<u>32,093</u>	<u>46,854</u>
INVESTMENT FUNDS					
227 shares in the CBF					
C of E Fixed Income Securities Fund			363	363	363
LIABILITIES					
Accruals	-			-	550
	<u>24,513</u>	<u>4,982</u>	<u>2,961</u>	<u>32,456</u>	<u>46,667</u>
PARISH FUNDS					
Brought forward	38,906	4,250	2,961	46,117	55,216
Movement during the year	- 9,746	- 3,916	-	13,662	- 9,099
	<u>29,160</u>	<u>334</u>	<u>2,961</u>	<u>32,455</u>	<u>46,117</u>

Funds held at -

		Opening	Closing	Balance
Current account Virgin Money	05-00-50	8,185.66	7,890.11	- 295.55
Current account Virgin Money (used as the Lighting appeal	05-00-50	18,898.31	4,982.21	- 13,916.10
CBF Church of England Deposit fund Manston House fund	Client no. 630091	16,622.96	16,622.96	-
CBF Church of England Deposit fund	Account no 130001382D Manston CH R	2,597.67	2,597.67	-
CBF Church of England Fixed Interest Securities Fund - Incor	Account no. 130001010F - Manston Altar flowers	363.00	363.00	-
		46,667.60	32,455.95	- 14,211.65

Brought forward from last year £550 accruals

Receipts and Payments Year ended 31 DECEMBER 2022

Receipts

	CODE	2022	2021
COLLECTIONS			
Tax Efficient Planned Giving	101	25,304.00	25,020.00
Other Planned Giving	102	5,659.33	9,670.28
Tax recovered	103	5,055.31	7,073.31
Collections at all Services	104	6,125.50	
FUND RAISING			
Christmas cards	203	306.30	370.00
Open Church	204	1,981.23	391.75
Family Fun	206	141.06	29.70
Sponsored Walk	207	1,087.00	
Coffee Morning / Afternoon tea	208	10.00	
Leanne's Knitting	211	174.00	54.00
Autumn Fair	212	1,173.77	1,018.00
Harvest Supper	214	-	160.00
Advent Appeal	215	-	58.80
Sundries	217	90.27	113.76
Jubilee social evening	218	300.00	180.00
PARISH HALL			
Parties	301	1,500.00	1,060.00
Crafty Duo	304	500.00	150.00
Rainbows	307	60.00	
Yoga	309	1,055.00	652.50
Brownies / Guides	311	471.50	

Parish Hall (Cont)

Scouting	313	-	610.00
Playgroup	316	1,390.00	230.00
Leeds Christian conn xgates	317	515.00	
Hall hire	318	3,016.84	
Teddy praise	319	78.08	

MAGAZINE & BOOKSTALL

Magazine Receipts	401	45.00	28.20
Magazine printing costs	402	45.00	

DONATIONS

Donations	501	2,305.00	
Box in Church Wall	503	55.30	

OTHER INCOME

Weddings	607	2,155.64	839.01
Investments	701	221.17	54.97

Total Income**60,821.30****47,764.28****Expenditure****CODE****PARISH HALL EXPENSES**

Repairs and Maintenance	702	-	2,285.32	-	2,072.32
Insurance	704			-	70.00
Asbestos Monitoring / Removal	711			-	4,833.00
Cleaning	713	-	2,018.25	-	408.00

Church Utilities

Heating	801	-	5,404.94	-	4,800.45
Lighting & Power	802	-	1,821.33	-	1,359.27
Water	803	-	852.72	-	1,242.36
Insurance	804	-	4,941.08	-	4,799.55

Church Maintenance

Boiler Repairs & Servicing	810	-	1,142.27	-	1,425.31
Electrical Repairs	811			-	354.48
Lightning Conductor	813	-	168.00		
Fire Extinguishers Service	814	-	393.00	-	401.40
Roofing	815	-	390.00		
Sundry Repairs	818	-	249.13		
Sound systems	819	-	1,759.10		
PAT Testing	820	-	97.50	-	105.00

Services expenses

Bread & Wine	830	-	18.00		
Candles	831	-	219.05	-	122.32
Licences	832	-	385.17	-	379.52
Organ Repairs & Servicing	834	-	734.40	-	504.00
Junior church	835			-	100.00
Wood for Crib Figures	837			-	43.00
RSCM Sub	838	-	110.00	-	110.00
Churchsuite	839	-	93.00		
DBF Fees	841		2,688.03		3,673.23
Other Fees	842	-	439.08	-	732.53
Stewardship Envelopes	843			-	127.55
Sundries / Flowers	845	-	2,750.88	-	100.00

Churchyard Expenses

Tree and Hedge Maintenance	850				
Machinery Repairs	851	-	330.00		
Petrol	852	-	72.94	-	39.13
Skip Hire	853	-	150.00		
Volunteers' Gratuities	854			-	131.94

Church & Services Summary

Church Running	860			-	669.49
Services Expenses	862			-	1,370.62
Parish share	864	-	39,300.00	-	33,600.00
Historic parish share	865	-	10,000.00		

9 OFFICE EXPENSES

Stationery	901	-	69.39	-	64.56
Photocopier Copies	902	-	199.23	-	304.66
Photocopier Lease	903	-	490.88	-	490.88
Telephone	904	-	478.64	-	523.13
Website Rental	909	-	252.12	-	54.00
St James Mews	910	-	349.92	-	349.92

Total Payments

-	75,277.31	-	58,015.16
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10 CHARITY APPEALS

Collected for Charity	1001		736.71		1,452.59
Paid Over for Charity	1002	-	477.35	-	1,267.00
Un presented cheque from last year		-	15.00		
Movement in the Year		-	14,211.65	-	10,065.29

**INDEPENDENT EXAMINER'S REPORT TO THE CHURCH WARDENS OF PAROCHIAL CHURCH COUNCIL
OF ST. JAMES MANSTON**

I report on the attached accounts for the year ended 31 December 2022.

Respective responsibilities of the Church Wardens and examiner

The Church Wardens are responsible for the preparation of the accounts. The Church Wardens consider that an audit is not required for this year under section 144(2) of the Charities Act 2011 (the 2011 Act) and that an independent examination is needed. Having satisfied myself that the charity is not subject to audit under company law and is eligible for independent examination, 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. Basis of independent examiner's report

My examination was carried out in accordance with the 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 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 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.

- 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, comply with the accounting requirements of the 2011 Act:

have not been met, or

To which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.

Sue Butcher



Dated

30.3.2023.

Accounts

ANNUAL REPORT AND FINANCIAL STATEMENTS OF THE PAROCHIAL CHURCH COUNCIL

For the year ended 31 December 2021

CUMBENT: parish in a vacancy

Bank: Yorkshire Bank

Examiner: Examined by Susan Butcher

BACKGROUND:

St. James Church Manston has the responsibility of co-operating with the Incumbent, (presently in vacancy). In promoting in the Ecclesiastical parish, the whole mission of the church, pastoral, evangelistic social and ecumenical.

MEMBERSHIP:

Membership of the PCC are either ex officio or elected by the annual parochial church meeting in accordance with the Church Representation Rule.

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

The Incumbent: The Revd. Carolyn A. James (from May to September 2021) parish in vacancy to present time.

Readers: Canon Ann Hemsworth, and Mrs Lisa Mahoney

Church Wardens: Mrs Irene Parker

The representatives on the Deanery Synod, Lisa Mahoney, and Janice Poole.

The elected members were:

Julie Clark, Barbara Dunkley, Yvonne Galley, Gillian Harrison, Ann Hemsworth, Elizabeth Loveday, Lisa Mahoney, Irene Parker, Janice Poole, Bryan Roberts, Graham Taylor, Susan Wanty and Helen Wright.

STANDING COMMITTEE AND COMMITTEE STRUCTURE:

The Standing Committee is the only committee required by law. It has power to transact the business of the PCC between its meetings subject to any directions given by the Council. (because of the Pandemic the Committee has only been able to meet virtually when essential decisions were needed). In addition to the business of the Standing Committee, work between PCCs has also been undertaken by sub committees/working groups, again under the direction of the Council

CHURCH ATTENDANCE for Worship as reported for the 2021 National Statistics for Mission was: -

Average Attendance on a Sunday (across all Services, counting people once only): -
125 Adults and 18 children

Number of Communicants at Easter: - 61

Number of Communicants at Christmas: - 40

Our Worshipping Community is made up of: - 122 Adults and 25 Children.

CHURCH MEMBERSHIP/ATTENDANCE: There are 99 parishioners on the Church Electoral Roll, 23 of whom are not resident within the parish.

During the period Jan-Dec 2021 we had four infant baptisms and one child at St James. We prepared four Junior Candidates from our own Parish for Confirmation; the postponed service took place in July 2021.

Other OCCASIONAL OFFICES / PASTORAL SERVICES 2 Weddings and 13 Funerals were conducted.

CHURCH ATTENDANCE for Worship.

This is a figure annually reported via the 'National Statistics for Mission' systems.

The figures we were able to submit from Manston showed that in comparison with last years 'October count', which recorded an average of 52 attendees over a week during October 2020, 2021, count showed 58.

However, drawing upon our knowledge of, and contact with, those we continue to draw into worship – counting all expressions of worship offered (in-person, on-line, inside the building/ outside in our churchyard and in our temporary tents, and those geared more specifically to some groups – i.e. our young families / children) we continue to record a total of 119 adults and 15 children who we consider to belong to our worshipping community.

At other times when our church has been open for public worship on a Sunday with the numerous restrictions in place, we have offered two said Eucharists (8.30am and 9.45am) on each Sunday. These two services have, as required, been shorter and included initially no singing or movement. Individuals have sat socially distanced, remained in their seats, and Communion (in one kind) been administered. More recently hymns have been reintroduced at the second service.

REVIEW OF THE YEAR:

There have been seven PCC meetings since the last report.

The first meeting following the AGM is usually to establish the officers of the PCC together with leaders of various groups and the group members. This meeting, the first, face to face and socially distance took place, Irene Parker was appointed Vice Chair, Ann Hemsworth PCC Secretary and the financial needs shared between various people.

All PCC meetings open with prayer. In addition to the appointment of officers at the first meeting it was reported that a review of the Churches in East Leeds was to take place, this would include Manston and will be chaired by the Archdeacon. So far as the parish is concerned it is important at this time, as we come out of lockdown, for us to consider what we might wish to reinstate and what we consider can be finished with. Very soon we were able to open the church, having made all arrangements for social distancing, sanitising and if people choose the wearing of face mask.

A routine agenda item for each meeting is safeguarding, our safeguarding officer ensures that we are up to date with all requirements, that each of us have a cleared DBS certificate and

that we have undertaken any necessary safeguarding modules. In addition, Barbara ensures that all appropriate notices are in place. A financial review is presented to each meeting to ensure that all PCC members are aware of our finances and the need for us to manage our income and expenditure to the best of our ability.

Once we had been able to worship back in church then a request for music and hymn signing was made. Currently we do not have a director of music, but Susan Wanty and Helen Wright agreed to play the organ once a month, and the other two weeks we would use CDs. Shortly after, David Burton was in touch to say that he was willing to play one week. These three organists are working on a voluntary basis, we are grateful for the fact they enable us to have music. Another challenge for us has been the production of a church magazine, for various reasons this has not been possible, but we do from time to time produce a leaflet setting out important information and encouraging people to join us at church. This is distributed to everyone on our parish list, and we are grateful to those who do the delivering.

Inside out Church, established in 2020 continued during the summer of 2021, following the established practice, of activity for the young in the morning, afternoon tea for the more mature and compline in the evening.

We are still waiting for a quinquennial report, because of the delay it may be necessary for another inspection to be made, and then we shall have to wait to see if any necessary work is needed to the church building. At the same time consideration was given to the change of times of the Sunday services, to 8.30 and 9.45 each week with the addition of 11.30 when appropriate. In addition, there would be a Eucharistic Service on the first Wednesday in the month and a service of the word, lay led for the other weeks. Before lockdown the uniformed organisations indicated their desire for just four parades per year, March, June, November, and December, these still take place on the second Sunday. Around this time Lisa and Ann had their license as Readers renewed. They are now known as Licensed Lay Ministers Llm not Readers!

After Carolyn left Irene became the Chair of the PCC and one of the firsts things to happen was the "Suspension of Presentation" took place. This means that any future Priest would be Priest in Charge not Vicar. Already thoughts of the Christmas celebrations were taking place, and it was agreed, that Posada, Carol Service, Crib Service, would take place in a similar way to previously. In addition, it was agreed that for safety reasons, in future the Christmas Tree would be displayed in the sanctuary, it is safer and easier to decorate, and The Payback Scheme would be asked to lift the Brass Eagle back into its correct place.

An early decision made was to address the proposed memorial to Tom and Vikki Clegg, a request from the family following the generous legacy from the estate of Vikki, following discussion and suggestion it was agreed to purchase a new lectern, Vikki being a regular reader of lessons and intercessor. It was also suggested that a second lectern be purchased as a memorial to Mildred Bateson. The Bateson family being generous benefactors to the parish and it being around 30 years since Mildred died and there was no memorial to her. Appropriate permission was obtained for this, the Lecterns have been blessed we are waiting for the wireless microphones to be available and then the lecterns will be in use.

We were grateful to Iain Packman who has kept our accounts in order, it was necessary to find someone who would be willing to examine the accounts in time for the AGM. Sue Butcher a retired accountant known to some of us agreed to do this. Thanks are expressed to both for doing this work on a voluntary basis. We are now just waiting for final confirmation that a third accountant will do gift aid claims for us.

At this time +Paul indicated his intention, along with Archdeacon Paul and the Area Dean Matthew Peat to attend a PCC meeting. They indicated that we would need two lay representatives from the parish to be part of any future selection process. At a later meeting, Irene Parker and Lisa Mahoney were selected. Perhaps more importantly +Paul indicated that our best hope for the future would be an "Interim Priest" appointed for three years to improve at Manston, the attendance, and payment of Share. If successful, the appointment may be extended another three years. In addition, we were required to submit 90% of our share deficit before the end of the year, this would have been £17,400.00. We did not have that much in our account. £10,000.00 was sent.

It was also suggested to us that it might be important for us to consider using the small altar at the bottom of the chancel steps and moving the chairs round to make a more friendly atmosphere. Also, it was suggested that we seriously considered a card reader. All the suggestions were adopted.

After successful Christmas celebrations the observance of Lent was considered and decided upon especially the Charity we would support. "Love the One", a charity based in India to help the poor be better educated and enjoy a more appropriate lifestyle. Lucy Munton came from the Charity to speak to us on a Sunday morning instead of a sermon.

In connection with the vacancy, it has been necessary to produce a brochure which would be given to any interested applicant. We hope very soon to be able to announce that an Interim Priest has been appointed, then each of us, if we wish the church of St James to remain, must be committed to supporting that person.

As I conclude this report, I thank everyone who has in any way enabled us to maintain our worship, our social life, and our community at St. James. We are grateful to all Priests who have come to ensure our sacramental ministry could continue. The most important **THANK YOU** must go to Irene Parker our one and only Church Warden, for doing the wonderful job she has done which has enabled us to maintain our witness in this area.

Ann Hemsworth

THE TREASURERS REPORT:

There are few changes to the 2020 accounts, because of the circumstances in 2021 our income was reduced but we are grateful to all who have committed to paying their donations through the bank. A major requirement was that we made a substantial payment to reduce our share debt. £10,000.00 was sent from the savings accounts leaving us with a small balance of around £8,000.00

OTHER LEGAL REQUIRED REPORTS FOR THE AGM

From the Church Warden:

The most significant event of the year as far as Church Warden is concerned was last September when The Revd. Carolyn left the parish, and we went into vacancy.

This meant extra responsibilities for myself Ann and Lisa and I am very grateful for all they have done. With the help of very willing retired Priests, we have managed to maintain all the services as usual except for a weekly Wednesday morning Eucharist. This now takes place on the first Wednesday of the month with lay led Morning Prayer on the other weeks.

There are many people who need to be thanked for all they have done. All cannot be named but I would especially like to thank Sue Wanty for all she does in the Parish Office, preparing the weekly notice sheets and ensuring the necessary paperwork for baptisms, weddings, funerals, and interment of ashes are completed. Also, Graham Taylor who has been so reliable and willing in helping in any way he can. Many members of the congregation have been so supportive, and Teddy Praise has continued, usually every two weeks and Open Church every month. Both are well supported with varying numbers each time and members of the community are encouraged to attend. The Social Committee have organised several fund-raising events during the year including a successful Christmas Fair, Movie Night, and Pancake Party. Thanks to Helen for organising these. We are also grateful to Irene Hutchinson for organising coffee mornings and a Sponsored Walk, both of which raised much needed funds for the Church.

Thanks, are also extended to the group of people who regularly come each Friday morning to keep the church clean and to those who deliver food to enable us to support the Food Bank at St. Richards.

The church yard continues to be maintained by the Probation Pay back Scheme who come each Friday and work hard in keeping the grass cut and do additional jobs as required.

The fabric of the church is maintained in good order although we still await a quinquennial report. During the winter storms a large slate was displaced from the south roof. This has been temporarily repaired and on advice from the insurers a full inspection of the roof has taken place and we await an estimate for any further work which may be required, then we can make one claim. Annual PAT testing takes place, and the boiler and heating service are regularly serviced.

As we await the arrival of a new Priest, and a new beginning in our church life. I feel that the church is as well as it can be.

Warden.

Irene Parker Church

WHITKIRK DEANERY SYNOD REPORT 2021

The Deanery Synod representatives during the year were Lisa Mahoney and Janice Poole. Meetings were held both in person and via Zoom.

During the year discussions centred very much on what life was like during and as we emerged from the Covid pandemic. We heard how various congregations were using Live-streaming and zoom to maintain worship and some were using their churchyard and gardens. Methley had linked with the Quiet Garden Movement to provide a quiet and peaceful area for reflection whilst the church was closed. There were also talks from members regarding political engagement and climate change in view of the forthcoming COP26 meeting in Glasgow and we were encouraged to support the political campaign.

In October 2021 the new diocesan secretary Jonathan Wood had the opportunity to introduce himself after having taken up his post at the beginning of lockdown in 2020. He was keen to encourage parishes to look on the diocesan office as a resource and not be shy about asking for information. The October meeting was the last one attended by Bishop Paul before his retirement and his closing prayer was that we would have the resources we need for the mission God has given us.

It had been hoped to hold a forum on 9 March 2022, but this had to be cancelled and members were encouraged instead to take part in a zoom event organised by the Leeds Church Institute and Gather Leeds on 15 February. Speakers from various church and charitable organisations across the city gave a five-minute presentation on their work throughout the pandemic. The emphasis was on relationships, that this was a time for collaboration and partnership and above all, that this was not new to God! God's presence was not locked down – he was everywhere, ready to do big things in developing the church outside the building.

The Whitkirk Deanery Synod also met via Zoom during the year to discuss local issues in more depth, particularly anxieties about money, buildings, lack of people and change. We acknowledged that the Gospel called us to look at the difficult things in a creative manner, considering the bigger and broader picture. The Archdeacon was keen to know where parishes were with mission, where they were heading and what support was needed to move forward. Confidence in leaders was key in a period of change. The next Whitkirk Deanery Synod meeting will be at Manston on 15 June, and everyone is welcome to attend.

The consultation relating to changes to the Leeds Deanery Areas and Ways of Working reported at last year's AGM was concluded during the year and Bishop Nick has authorised the move from four to three deaneries in the Leeds Episcopal Area. This will make the deaneries more balanced in terms of size. The new deaneries will come into operation at the beginning of Advent to consider the need for parishes to know which deanery they are going to be in and allow the appointment of area deans and lay chairs. The precise date has yet to be determined.

CHURCHES TOGETHER:

Since the last report four meetings of Churches Together have taken place two on zoom and two face to face each chaired by Fr Pat Wall the Parish Priest of the Parish of Saint John Henry Newman. It was not appropriate to hold the walk of witness in 2021 but a zoom meeting was arranged when the dramatized reading took place. There were some services

in different churches on Easter Day 2021 and Connecting Cross Gates continued their work of providing food boxes and there was other food related support from various food banks. Over the course of spring and early summer face to face services resumed in the churches. Ft Pat agreed to continue as Chair of the Council until the 2022 AGM. The traditional Advent Service was at St. Mary's Whitkirk and Christmas messages from all churches appeared in the East Leeds Magazine. There is a review of the Anglican Churches in East Leeds taking place. The 2022 walk of witness on Good Friday took place. The AGM meeting for 2022 will take place on the 8 June at Manston, and it will be necessary to appoint a new chair.

Ann Hemsworth

SAFEGUARDING: Parish Safeguarding Officer's Report

The role of the Parish Safeguarding Officer is the safeguarding of the people of the parish, in particular the children, young people, and vulnerable adults and to be a link between the parish and the diocese.

To do this the PCC has adopted, displayed, and is gradually implementing The House of Bishops' Safeguarding Policy, Promoting a Safer Church.

One aspect of this is the checking of those in a position of responsibility within the church which is important for the safeguarding of those they serve. This is checked annually and was carried out this year with the PCC. Beyond this the PCC have been asked to carry out training regarding safeguarding. The initial training was completed, however more training is required by the diocese now so this will be followed up and put on the PCC agenda for the new year. (I have assisted those who wished help with their training and am happy to do this again in the future).

To move further forwards an Action Plan is essential so, with the help of the Diocesan Safeguarding Dashboards, a plan was put into place and actioned. Through the year we have moved from level one to two, which is fantastic.

Moving into the new year, besides further training for the PCC and others holding positions within the church there will be a review of the safeguarding action plan, safeguarding procedures, learning and development and church activities.

I thank all of those who are taking an active part in safeguarding and remind everybody that safeguarding is everyone's business.

BARBARA DUNKLEY

OTHER GENERAL INFORMATION:

There are no separate reports from people using the church hall, but we can report that Uniformed Organisations have now returned to full use of the hall, all sections of both Scouting and Guiding are represented. In addition, we have long term lettings by a Yoga Club and a Tots Group. There are regular short term lets by Craft Clubs and many children's parties.

Over the course of the lockdown and reopening much maintenance work has been done in the hall, including the removal of asbestos from the main hall, with the necessary remedial

work to the appropriate areas. The Payback Scheme who are assisting in the parish have done many smaller maintenance jobs, including painting and more recently we have been the recipients of some good quality used furniture which has enabled the upstairs room to be furnished as a training/craft room and the downstairs Sandbed Lane room to be furnished as a smaller meeting and lounge area. Thanks are extended to Yvonne Galley and Martyn Sharp for the work they have done to enable this to happen and to Chris Cowling of Alpeona who have gifted the furniture. Work continues in the Church End Room which is planned to be an area to store equipment cupboards and cabinets and spare tables and chairs, with a small meeting area available if needed.

PARISH CHURCH OF SAINT JAMES THE GREAT MANSTON
STATEMENT OF ASSETS & LIABILITIES YEAR ENDED 31 DECEMBER 2021

	General Funds	Restricted Funds	Endowment Funds	Total 2021	Total 2020
CASH FUNDS					
Cash	-			-	311
Bank Current Account	8,185			8,185	13,708
Lighting Appeal Bank Account	14,648	4,250		18,898	23,028
CBF Deposits	16,623		2,598	19,221	19,221
	<u>39,456</u>	<u>4,250</u>	<u>2,598</u>	<u>46,304</u>	<u>56,268</u>
INVESTMENT FUNDS					
227 shares in the CBF					
C of E Fixed Income Securities Fund			363	363	363
LIABILITIES					
Accruals	- 550			- 550	- 1,415
	<u>38,906</u>	<u>4,250</u>	<u>2,961</u>	<u>46,117</u>	<u>55,216</u>
PARISH FUNDS					
Brought forward	48,005	4,250	2,961	55,216	25,205
Movement during the year	- 9,099			- 9,099	30,011
	<u>38,906</u>	<u>4,250</u>	<u>2,961</u>	<u>46,117</u>	<u>55,216</u>

PARISH CHURCH OF SAINT JAMES THE GREAT MANSTON
STATEMENT OF FINANCIAL AFFAIRS 2021
EXPENDITURE FOR THE YEAR ENDED DECEMBER 2021

	General Funds	Restricted Funds	Endowment Funds	Total 2021	Total 2020
Cost of Generated Funds					
Hall (7)	12,048			12,048	4,403
Magazine (4)					
Fundraising					
	<u>12,048</u>	<u>0</u>	<u>0</u>	<u>12,048</u>	<u>4,403</u>
Cost of Charitable Activities					
The Ministry				0	668
Church and Services (8)	16,179			16,179	13,018
Charitable Giving				0	450
Office Expenses (9)	1,850			1,850	3,147
	<u>18,029</u>	<u>0</u>	<u>0</u>	<u>18,029</u>	<u>17,283</u>
Cost of Governance					
Parish Share	33,600			33,600	33,600
Independent Examination				0	50
Operating Expenses	<u>33,600</u>	<u>0</u>	<u>0</u>	<u>33,600</u>	<u>33,650</u>
Appeals					
Total Resources Expended	<u>63,677</u>	<u>0</u>	<u>0</u>	<u>63,677</u>	<u>55,336</u>

PARISH CHURCH OF SAINT JAMES THE GREAT MANSTON
STATEMENT OF FINANCIAL ACTIVITIES 2021
INCOME FOR THE YEAR ENDED 31 DECEMBER 2021

	General Funds	Restricted	Endowment	Total	Total 2021
Incoming Resources from Generated Funds					
Fundraising (2)	2,376			2,376	1,089
Hall (3)	3,182			3,182	1,960
Magazine & Bookstall (4)	28			28	640
	<u>5,586</u>	<u>0</u>	<u>0</u>	<u>5,586</u>	<u>3,689</u>
Voluntary Income					
Church Collections (1)	41,764			41,764	42,503
Donations (5)	0			0	289
Appeals				0	396
Other (6)	839			839	446
	<u>42,603</u>	<u>0</u>	<u>0</u>	<u>42,603</u>	<u>43,634</u>
Charitable Activities					
Fees	3,647			3,647	2,943
Legacies				0	33502
Investments	28		27	55	129
	<u>3,675</u>	<u>0</u>	<u>27</u>	<u>3,702</u>	<u>36,574</u>
Total Incoming Resources	51,864	0	27	0 51,891	83,897
Total Resources Expended	<u>-63,677</u>	<u>0</u>	<u>-27</u>	<u>-63,704</u>	<u>-53,886</u>
Net Movement in Funds	<u><u>-11,813</u></u>	<u><u>0</u></u>	<u><u>0</u></u>	<u><u>-11,813</u></u>	<u><u>30,011</u></u>

**PARISH CHURCH OF SAINT JAMES MANSTON
NOTES TO THE ACCOUNTS 2021 - RECEIPTS**

	2021	2020		2021	2020
1 COLLECTIONS			4 MAGAZINE & BOOKSTALL		
Tax Efficient Planned Giving	25,020	22,416	Magazine Receipts	28	570
Other Planned Giving	9,670	7,492	Magazine printing costs	-	-
Tax recovered	7,073	10,082		<u>28</u>	<u>570</u>
Collections at all Services		<u>2,513</u>			
	<u>41,764</u>	<u>42,503</u>	Book Stall Profit		<u>70</u>
				<u>28</u>	<u>640</u>
2 FUND RAISING					
After Church Coffee		165	5 DONATIONS		
Coffee Concerts		242	Donations		215
Christmas cards	370	310	Pricket Stand		39
Open Church	392	21	Box in Church Wall		<u>35</u>
Diaries				<u>-</u>	<u>289</u>
Family Fun	30				
Sponsored Walk			6 OTHER INCOME		
Coffee Morning Bring and Buy		100	Weddings	839	
Lisa's Afternoon Tea			Church Insideout: Grant		
Movie night	180		Expenses		49
Leanne's Knitting	54	197	Sale of pens		30
Autumn Fair	1,018		Wayleave		5
Christmas Tree Festival			School Field Rent		250
Harvest Supper	160		Overprovision for 2019 Ind Ex		<u>112</u>
Advent Appeal	59			<u>839</u>	<u>446</u>
Pancake Party		54			
Sundries	<u>114</u>				
	<u>2,376</u>	<u>1,089</u>			
3 PARISH HALL					
Parties	1,060	682			
Toddler Group	230	195			
Playgroup					
Crafty Duo	150	150			
Church Craft Club		50			
Taekwondo		500			
Rainbows					
School					
Yoga	652	158			
Leeds Christain conn xgates	480				
Brownies					
Blue Yonder		95			
Scouting	610				
XY POP		55			
Covid Clinic		<u>75</u>			
	<u>3,182</u>	<u>1,960</u>			

PARISH CHURCH OF SAINT JAMES MANSTON
NOTES TO THE ACCOUNTS 2021 - PAYMENTS

	2021	2020
7 PARISH HALL EXPENSES		
Cleaning	449	337
Repairs and Maintenance	2,495	
Telephone		
Insurance	1,570	1,400
Heating	300	802
Lighting & Power	2,000	261
Kitchen Gas		141
Fire Extinguishers Service	401	213
Music Licence		70
Hygiene Equipment		609
Asbestos Monitoring	4,833	570
Roof Repairs		
	<u>12,048</u>	<u>4,403</u>

8 CHURCH & SERVICES

Church Running Expenses		
Heating	1,059	3,062
Lighting & Power	2,800	95
Water	1,242	843
Insurance	3,300	3,000
	<u>8,402</u>	<u>7,000</u>

Church Maintenance		
Boiler Repairs & Servicing	1,425	568
Electrical Repairs	354	
Sacristy Lock		
Lightning Conductor		
Fire Extinguishers Service		210
Roofing		
Batteries		
Additional Lighting		1,849
Sundry Repairs		21
Update Church Noticeboard		150
PAT Testing	105	99
	<u>1,885</u>	<u>2,897</u>

Services expenses		
Bread & Wine		27
Candles	122	301
Licences	380	357
Organists		305
Organ Repairs & Servicing	504	504
Junior Choir	100	
Sabbatical Clergy		
Wood for Crib Figures	43	43
RSCM Sub	110	107
Resource Books		104
Baptism and Confirmation		
DBF Fees	26	422
Other Fees	733	420
Stewardship Envelopes	128	135
Coronavirus expenses		146
Sundries	100	
	<u>2,245</u>	<u>2,871</u>

	2021	2020
Churchyard Expenses		
Tree and Hedge Maintenance		
Machinery Repairs		
Petrol	63	
Skip Hire		215
Volunteers' Gratuities	132	35
	<u>195</u>	<u>250</u>

Church & Services Summary

Church Running	669	7000
Church Maintenance		2897
Services Expenses	1,371	2871
Churchyard Expenses		250
	<u>2,040</u>	<u>13018</u>

9 OFFICE EXPENSES

Stationery	65	269
Photocopier Copies	305	368
Photocopier Lease	491	491
Telephone	586	518
Postage		108
Electricity		206
Gas		25
Insurance		348
Website Rental	54	265
St James Mews	350	350
Servicing and Repairs		183
Bank Charges		16
Independent Examination		50
Churches Together		
	<u>1,850</u>	<u>3197</u>

10 CHARITY APPEALS

	Lent	Christingle	Total
Collected			973
Paid Over			-1267
Carried forward in Accruals			0
Net expenditure	<u>0</u>	<u>0</u>	<u>-294.41</u>

**INDEPENDENT EXAMINER'S REPORT TO THE CHURCH WARDENS OF PAROCHIAL CHURCH COUNCIL.
OF ST. JAMES MANSTON**

I report on the attached accounts for the year ended 31 December 2021.

Respective responsibilities of the Church Wardens and examiner

The Church Wardens are responsible for the preparation of the accounts. The Church Wardens consider that an audit is not required for this year under section 144(2) of the Charities Act 2011 (the 2011 Act) and that an independent examination is needed. Having satisfied myself that the charity is not subject to audit under company law and is eligible for independent examination, 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. Basis of independent examiner's report

My examination was carried out in accordance with the 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 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 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.

- 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, comply with the accounting requirements of the 2001 Act:

have not been met, or

To which, in my opinion attention should be drawn in order to enable a proper understanding of the accounts to be reached

Sue Butcher



Dated

14/7/2022