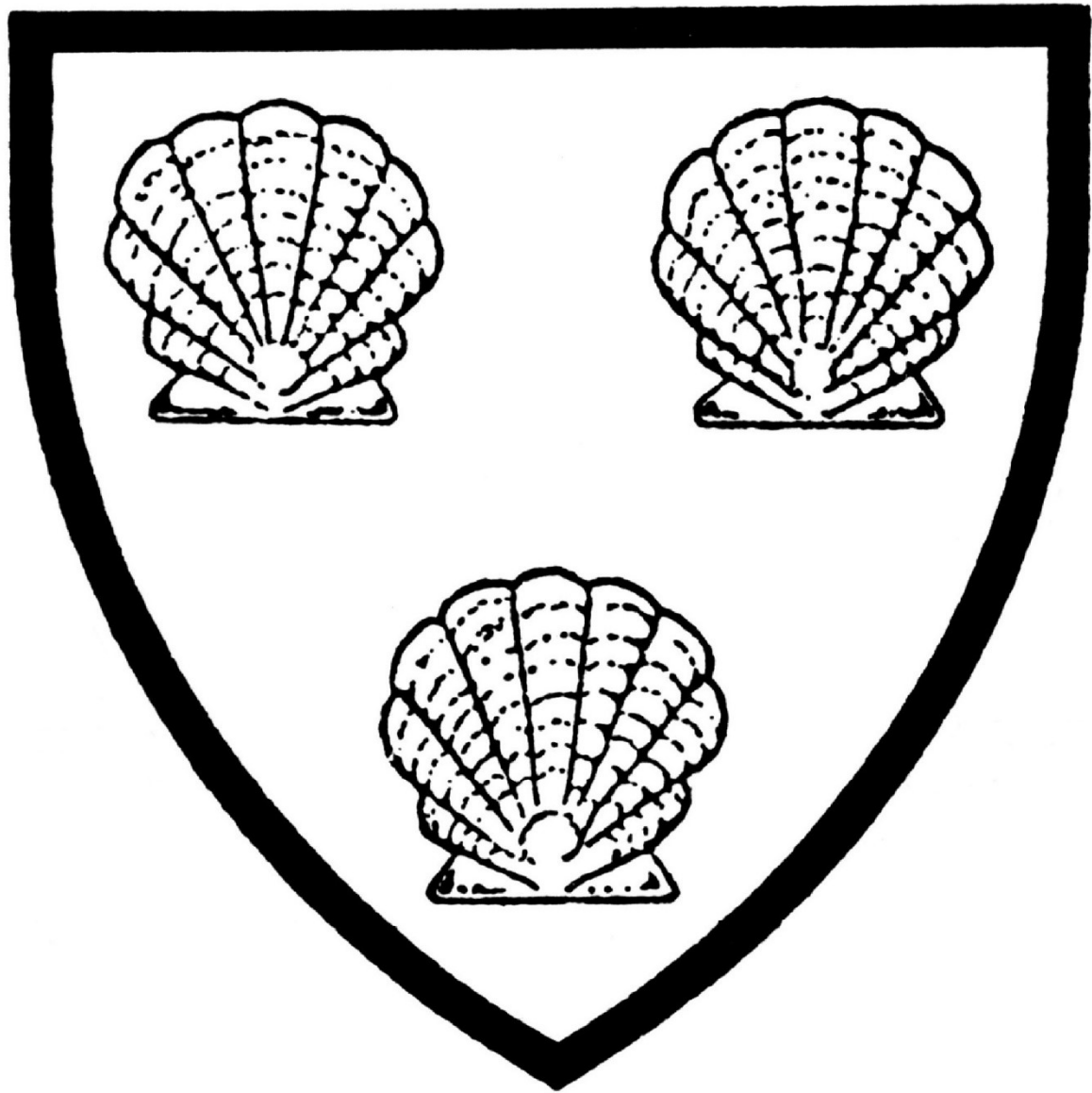


# St James the Great



## 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 23<sup>rd</sup> 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](mailto:annahemsworth02@gmail.com) or 0113 2937494

[Daniel.miles@leeds.anglican.org](mailto: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.

<b>The Incumbent:</b>	from 22 September 2022 The Revd. Daniel Miles
<b>Licensed Lay Ministers</b>	Canon Ann Hemsworth, and Mrs Lisa Mahoney
<b>Church Wardens:</b>	Mrs Irene Parker
<b>The representative on the Deanery Synod,</b>	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
<b>CASH FUNDS</b>					
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>
<b>INVESTMENT FUNDS</b>					
227 shares in the CBF					
C of E Fixed Income Securities Fund			363	363	363
<b>LIABILITIES</b>					
Accruals	-			-	550
	<u>24,513</u>	<u>4,982</u>	<u>2,961</u>	<u>32,456</u>	<u>46,667</u>
<b>PARISH FUNDS</b>					
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	- <b>14,211.65</b>

Brought forward from last year £550 accruals

## Receipts and Payments Year ended 31 DECEMBER 2022

### Receipts

	CODE	2022	2021
<b>COLLECTIONS</b>			
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	
<b>FUND RAISING</b>			
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
<b>PARISH HALL</b>			
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**

-	<b>75,277.31</b>	-	<b>58,015.16</b>
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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		-	<b>14,211.65</b>	-	<b>10,065.29</b>

**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.