

# THE PAROCHIAL CHURCH COUNCIL OF THE ECCLESIASTICAL PARISH OF ST EDMUND, ROUNDHAY

England & Wales · Charity number 1131904

## Details

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**Other names** ST EDMUND'S PCC ROUNDHAY

**Status** Registered

**Legal form** Previously excepted

**Registered** 2009-09-29

**Register** [View on the Charity Commission register](#)

## Contact

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Leeds  
LS8 1JN

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**Website** [www.stedmundsroundhay.org.uk](http://www.stedmundsroundhay.org.uk)

## Activities

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

**Activities:** Parish church within the Church of England providing services and ministry to the residents of Roundhay, Leeds.

## Classification

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- **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 | £253,685 | £235,232    | -      | -         |
| 2024-12-31 | £207,748 | £265,752    | -      | -         |
| 2023-12-31 | £236,666 | £217,835    | -      | -         |
| 2022-12-31 | £228,566 | £237,638    | -      | -         |
| 2021-12-31 | £279,132 | £235,250    | -      | -         |
| 2020-12-31 | £272,469 | £303,375    | -      | -         |

## Trustees

| Name                        | Role | Appointed  |
|-----------------------------|------|------------|
| Amanda Richardson           |      | 2024-05-12 |
| Anne Seller                 |      | 2021-05-23 |
| EDWARD FAIRFAX              |      | 2021-01-18 |
| ELIZABETH ANNE MARSON SMITH |      |            |
| Jean Margaret Livesey       |      | 2021-05-23 |
| Mark Alexander Simpson      |      | 2025-05-18 |
| Norman Barber               |      | 2026-05-17 |
| RACHEL WELLS                |      | 2018-04-22 |
| Rev Michelle Yvonne Lepine  |      | 2024-11-18 |
| Sarah Louise Brown          |      | 2021-05-23 |
| Stephanie Jane Bigglestone  |      | 2025-05-18 |
| Stephen McCreath            |      | 2026-05-17 |
| Susan Lesley George         |      | 2026-06-15 |

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# Accounts

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The Parochial Church Council of the Ecclesiastical  
Parish of St Edmund, Roundhay

Charity number 1131904

Annual Report and Financial Statements

for the year ended 31 December 2025

## **Annual Report and Financial Statements**

### **for the year ended 31 December 2025**

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# The Parochial Church Council of the Ecclesiastical Parish of St Edmund, Roundhay

## Trustees' report for the year ended 31 December 2025

### 1. Statutory Data

Reference and administrative details of the charity, its trustees and advisors St Edmund's Church is the parish church for Roundhay, situated in Lidgett Park Road. It is part of the Diocese of Leeds within the Church of England. The correspondence address is St Edmunds, Lidgett Park Rd, Leeds, LS8 1JN. The website is [www.stedmundsroundhay.org.uk](http://www.stedmundsroundhay.org.uk). The registered charity number is 1131904. Trustees who have served at any time from 1st January 2025 until the date this report was approved are:

| <u>Name</u>           | <u>Position</u>       | <u>Dates</u>     |
|-----------------------|-----------------------|------------------|
| Stephanie Bigglestone | PCC Member            | Elected May 2025 |
| Sarah Brown           | PCC Member            |                  |
| Ted Fairfax           | PCC Member            |                  |
| Douglas Kipling       | Church Warden         | Retired May 2025 |
| Rev Michelle Lepine   | Chair of PCC/Vicar    |                  |
| Paula Liverseidge     | PCC Member            | Elected May 2025 |
| Jean Livesey          | PCC Member/Secretary  |                  |
| Judith Marles         | PCC Member            | Retired May 2025 |
| Peter Marles          | PCC Member/Reader     |                  |
| Amanda Richardson     | PCC Member            |                  |
| Terence Robson        | PCC Member/Reader Rep |                  |
| Anne Seller           | Church Warden         |                  |
| Mark Simpson          | PCC Member            | Elected May 2025 |
| Anne Smith            | PCC Member/Vice Chair |                  |
| Amanda Storer         | PCC Member            |                  |
| Rachel Wells          | Deanery Synod Rep     |                  |

**Charity number** 131904  
Registered in England and Wales

**Registered and principal address:**  
St Edmunds's Church, Lidgett Park Road, Leeds. LS8 1JN

#### Bankers

|                                                                |                                                                                            |                                                  |
|----------------------------------------------------------------|--------------------------------------------------------------------------------------------|--------------------------------------------------|
| Yorkshire Bank plc<br>370 Harrogate Rd<br>Leeds<br>LS17 6QA    | CCLA Investment Management Ltd<br>Senator House<br>85 Queen Victoria St<br>London EC4V 4ET | HSBC Bank plc<br>33 Park Row<br>Leeds<br>LS1 1LD |
| Bank of Scotland plc<br>300 Lawnmarket<br>Edinburgh<br>EH1 2PH | Lloyds Bank plc<br>Vicar Lane<br>Leeds<br>LS1 6PN                                          |                                                  |

**Independent examiner:** Data Developments

## **2. Structure, Governance and Management**

St Edmund's Parochial Church Council (PCC) has the responsibility of cooperating with the incumbent, the Reverend Michelle Lepine, in promoting in the ecclesiastical parish the whole mission of the Church, pastoral, evangelistic, social, and ecumenical.

The PCC is also responsible for:

- ensuring legal compliance with charity law and ecclesiastical law, in particular in the areas of safeguarding, finance, HR and data protection; and
- care for the church building and church hall so that they are best suited to the church's ministry and mission, including its meeting spaces and its use for the benefit of the community.

### **Objectives and Activities**

The PCC is committed to enabling as many people as possible to worship at our church and to become part of our parish community at St Edmund's. The incumbent together with a small leadership team takes the responsibility of maintaining an overview of worship throughout the parish and plans our services to involve the many groups that live within our parish. Our services and worship put faith into practice through prayer and scripture, music, and sacrament.

The PCC adopted the following vision statement in 2016:

"God is calling us to become a Church that is growing because we are:

- rooted and grounded in prayer, the bible and worship (guiding and empowering)
- enabling people to belong and grow in faith (welcoming, nurturing, and caring)
- reaching out into our community (serving and witnessing)."

The overarching church focus is "Sharing God's generous love".

### **Public Benefit Statement**

When planning our activities for the year, we have considered the Charity Commission's guidance on public benefit and the supplementary guidance on charities for the advancement of religion. We try to enable ordinary people to live out their faith as part of our parish community through:

- Worship and prayer; learning about the Gospel; and developing their knowledge and trust in Jesus.
- Provision of pastoral care for people living in the parish and the wider community in partnership with our neighbouring parishes.
- Missionary and outreach work.

### **3. Deanery Synod**

Meetings, both online and in person at various locations in the deanery, were held throughout the year and attended, where possible, by the Deanery Synod representative or the vicar.

Matters relating to diocesan and parish finances, grants for fabric issues and particularly net zero projects, the Vacancy in See process following the retirement of Bishop Nick Baines and an Ecumenical Accompaniment Programme in Palestine and Israel were among the topics presented and discussed. The meetings included sharing of ideas and parish challenges, deanery synod elections and visits from deanery and diocesan speakers, including Janet Edmond, Diocesan Stewardship Officer, and Revd Canon Kathryn Fitzimons.

**Rachel Wells (Deanery Synod Representative)**

**Michelle Lepine (Vicar)**

## **4. Vicar's Report**

The mission of God narrated throughout the Bible calls us to be brave in our service and commitment to God and in the shared mission and ministry to which he calls us. In Joshua 1.9 the Lord says to Joshua, "Have I not commanded you? Be strong and courageous. Do not be afraid; do not be discouraged, for the Lord your God will be with you wherever you go." Indeed, the actions and interactions of Jesus throughout his earthly life were radical and new for their time but necessary for the growth and flourishing of God's Church and people.

2025 has been a year of making important decisions, having courage to try new things, and making changes at St Ed's, alongside strengthening, and consolidating the many good existing practices and activities. These have been necessary to continue to ensure good governance, safeguarding and administration, develop robust financial processes and fulfil our aims and objectives for worship, outreach and discipleship across all ages and areas of church life and the wider community.

In July our Director of Music, Robert Marles, made the decision to leave to spend more time with his family and we continue to send him our prayers and best wishes for the future. His departure after many years of participation and leadership with St Edmund's choir was a loss. Nevertheless, this gave us the opportunity and impetus to consider what future worship patterns at St Ed's would look like, building on existing strengths but also looking for different opportunities to develop intergenerational worship and different worship styles that would help us go deeper with God, encourage new worshippers, and facilitate wider, more collaborative worship leadership. The new First Sunday All Together worship service, streamlined evening Taizé and Holden services and other expressions of worship, such as Café Church, Worship Wild and PRAY4 are already beginning to see our church family grow deeper, younger, more diverse, and more confident in faith. Furthermore, our weekly attendance across these services has shown growth in numbers, including some record numbers at some of our Christmas services. Change can be uncomfortable, but I have been so encouraged to see so many more people involved in confidently leading and serving across the church and I thank each member of our church family for being brave enough to embrace necessary change, take risks and try new things. Although our initial attempts have been unsuccessful in finding a new person to lead our choir, with the expert guidance of our dedicated organist, Mike Rodgers, existing and new choir members have stepped up to lead and offer their talents. We are blessed by so much musical talent in our church family. I am very grateful to Mike and all the St Ed's choir and musicians for the new talents, continued dedication, and exciting repertoire they are bringing. We look forward to 2026 and further development of music and worship.

Other priorities this year have been to develop children's and youth work, deepen our discipleship and strengthen our administrative processes as well as our financial management and processing. We are building platforms for the future and have seen huge

## **The Parochial Church Council of the Ecclesiastical Parish of St Edmund, Roundhay**

### **Trustees' report (continued) for the year ended 31 December 2025**

progress in all these areas, the details of which can be found in the individual sections of this report.

Many people volunteer across a range of areas of church life at St Ed's. There are too many people to name individually, but please know that I notice all that you do, and I am very grateful for you. A huge thanks, however, must go to Ted Fairfax for his knowledge and dedication to maintaining the fabric of our amazing church and hall buildings, to Jean Livesey for guiding on all areas of PCC and governance, and this year especially to Carol Milburn, Parish Safeguarding Officer whose incredible work in developing our use of the safeguarding dashboard and hub to ensure a church-wide commitment to the safety and wellbeing of each one of us received high praise at our Archdeacon's Visitation in September this year. Our treasurer, Guy Millichamp, bookkeeper, Jill Millichamp, and all members of the newly established Finance & Stewardship team have worked patiently and tirelessly in bringing us to a robust, stable, and solid financial position in terms of financial management, processing, and budgeting. The group also steered us through a successful stewardship campaign, paying our Parish Share in full, and enabling some new and exciting projects to be possible in the new year. The generosity of the whole church family, giving both time and money, is a blessing to us.

Finally, my thanks also go to the retired priests, Martin Tanner and Paul Tudge, lay readers, Terry Robson and Peter Marles, all the wardens and especially, Churchwarden Anne Seller, for supporting and encouraging me in my first full year as Vicar at St Ed's, and enriching my own spiritual life this past year with their own faith, wisdom, generosity and grace.

I am so looking forward to continuing to love and serve God, the wider community and one another again in 2026.

**Revd Michelle Lepine (Vicar)**

## **5. Churchwarden Report**

At last year's APCM we welcomed Richard Storer as a new Assistant Warden. This enlarged the team to myself, Ted Fairfax, Judith Marles, Anne Smith and Richard. We meet every couple of months to look at general church issues and set a Wardens' Rota for attending services. Often, jobs that are laid down to the Churchwarden are shared at this meeting. All the Assistant Wardens are involved in lots of areas of church life and this helps to relieve the pressure on me as single warden. I would like to express my thanks to Ted, Judith, Anne and Richard for all they have done during 2025 and hopefully will continue to do in 2026.

Also, my thanks go to Doug Kipling for his service. He stood down at the last APCM after serving for 7 years. His commitment and diligence to the fabric of both our church and church hall will be greatly missed. His 'parting shot' to me was a safety audit on the church building alerting me to the future implementation of Martyn's Law. This covers the emergency and evacuation procedures for buildings over a certain capacity and in the event of a terrorist emergency. Following recommendations in his report, emergency lighting over the Fire Exit signs is now in place and we have improved the illumination over the Health and Safety board. All fire extinguishers have been serviced and some moved to more prominent places. We also updated our Fire Evacuation Plan and had practice drills vacating the building during our different church services. Buddies are now in place to assist the less able-bodied individuals to evacuate the building, and there are marshals to cover each of the exits. Further actions relating to Martyn's Law are outlined in the Fabric report.

Throughout 2025 we started to make efficiency savings around utilities by surrendering the landline and going to a broadband only package. The line was not needed, and the number not publicised. This saved us over £50 a month. We also changed electricity supplier. Our new contractor has installed smart meters for more accurate billing and that, combined with power generated from the solar panels has brought our electricity bills down by a considerable amount (approx 2/3rds). We have also seen the renewal of the Net Zero Carbon Project. After a false start in 2024, St Eds had a new audit in September 2025. A small team reviewed the report and are looking to launch various initiatives in 2026 to greatly reduce our carbon footprint.

Fundraising continued apace, with our regular events such as the Curry and Quiz Night, and Summer and Christmas Fayres. The Watercolour Group mounted an exhibition in late 2024 which was a great success, so this was repeated in 2025 and looks set to be an annual event. Sales of their beautiful Christmas and Easter cards have also now become a regular source of income. "One off's" – like the paint pot to take donations for the hall decoration fund were also successful, and I would like to thank Jill Millichamp and Paul Ellis for keeping us straight with claiming Gift Aid on any donations that we could. Thanks also to Julie Meakin for claiming back the VAT on eligible expenditure under the Listed Places of Worship scheme. Sadly, this scheme has now closed so our bills will be a little higher in 2026. The hire of the church building is a further income stream. We host several classical concerts throughout

## **The Parochial Church Council of the Ecclesiastical Parish of St Edmund, Roundhay**

### **Trustees' report (continued) for the year ended 31 December 2025**

the year, our two regular performers are Leeds Festival Chorus and Leeds Sinfonia, both of whom hold 4 concerts a year.

It's not always about raising funds. A major community event for us was the hosting of the Ubuntu Children's Choir from Uganda and Kenya. We were contacted by the UK Tour organisers when one venue let them down. We were delighted to host a wonderful bunch of young people for 2 nights and enjoyed a fantastic concert and fellowship with them. All our hosts are up for a return visit!

Churches regularly receive visits from the Archdeacon to ensure that we are keeping up with our responsibilities to both the diocese and the national church. This 'Visitation' looks at our finances, our overall compliance with church requirements such as safeguarding, as well as our maintenance registers and other key documents. We are delighted to report that the Archdeacon was very impressed in what we have been able to maintain since his last visit, despite our issues with absence and vacancy.

Looking back, we can see that 2025 was a year of new beginnings. From new service patterns to refurbishing parts of our church hall; from new fellowship groups to Little Sparks. It's been an exciting year, with lots of things to take forward into 2026 and beyond.

**Anne Seller (Churchwarden)**

## **6. Treasurer's Report**

### **Financial Review**

The net income for the year was £18k, which is a big change from the deficit of £58k in 2024. This year we have seen restricted funds rise by £10k which is largely due to donations for the installation of a battery to supplement the solar panels previously installed in 2024. Our planned giving and tax recovery has risen in response to a stewardship campaign during the year, and we have also benefitted from several large one-off gifts. This has meant that we have been able to cover the Diocesan share in full, plus an additional contribution towards an underpayment from 2023.

The Hall continues to present a financial challenge, and some further investment work on the hall area has led to a deficit of £10k for the year (2024: £17k deficit).

The funds balance carried forward represents a healthy £54k unrestricted and £28k restricted.

### **Post Balance Sheet events**

The core congregation has continued to support the church with standing orders representing approximately 90% of the church's normal unrestricted donations. We have also seen an increase in giving by electronic giving. The church paid 12 parish shares in 2025 plus a back share. The PCC have considered future cash flow forecasts and believe that the accounts should be prepared on a going concern basis, and liabilities will continue to be met. The PCC are actively looking at ways of generating additional income.

### **Reserves and investments policy**

We aim to hold the equivalent of approximately 3 months unrestricted payments in reserves to smooth out fluctuations and meet emergencies. We are currently at less than 2 months, and so will continue to try to run at a surplus each year.

It is our policy to invest the short-term investment fund balances (both restricted and unrestricted) with the CCLA Church of England Deposit Funds.

**Guy Millichamp (Treasurer)**

## **7. PCC Secretary's Report**

Churchwardens, PCC Members and Deanery Synod Members are elected at the APCM which in 2025 was held on Sunday 18<sup>th</sup> May. PCC members are trustees of St Edmund's Church.

PCC members during 2025 were:-

Stephanie Bigglestone (from May 2025), Sarah Brown, Ted Fairfax, Douglas Kipling (Churchwarden until June 2025), Rev Michelle Lepine (Vicar), Paula Liverseidge (from May 2025), Jean Livesey (PCC Secretary), Judith Marles (until May 2025), Peter Marles, Amanda Richardson, Terry Robson (Licensed Lay Minister rep), Anne Seller (Churchwarden), Mark Simpson (from May 2025), Anne Smith (Vice Chair), Amanda Storer, Rachel Wells (PCC Member until May 2025; Deanery Rep from May 2025)

Photos are on the Church noticeboard adjacent to the North Porch.

The PCC met 10 times in 2025.

Michelle also organised an Away Day on Saturday October 4<sup>th</sup> at Holy Trinity Ripon, which ten members of the PCC attended, to discuss St Edmund's Mission priorities and begin to formulate a Mission Action plan. We assessed our current position for adults and children, noting areas we already do well and areas where we could do more.

Every PCC meeting always begins and ends with worship.

Throughout the year PCC has received monthly reports from the Vicar and Churchwardens, the Safeguarding Officer, Carol Milburn, and a financial report from the Finance and Stewardship Team. We also received regular reports from the Fabric and Hall Committees.

Michelle and our Safeguarding Officer meet regularly, and Carol attended our Away Day and the September PCC meeting.

During the year PCC have deliberated a wide range of issues and concerns, including church services, finances, church grounds, risk assessments, mission opportunities, external and internal noticeboards and solar panels battery package.

In February we were delighted to hear that a new Finance and Stewardship Committee had been formed. Guy and Jill Millichamp had volunteered to prepare the accounts for 2024 with ongoing help from David Mitchell. Jill agreed to act as bookkeeper for 2025 and Guy took on the role of treasurer as a temporary measure.

Throughout the year the PCC reviewed amended and approved a raft of policies including Safeguarding, Data privacy, Domestic Abuse, Complaints and Environment.

PCC voted to renew Sarah Small's contract as Hall Lettings Co-ordinator.

In March the PCC were saddened to learn that Rob Marles had resigned from the post of Director of Music. A Music and Worship Focus group was set up to look at our services and music requirements.

## **The Parochial Church Council of the Ecclesiastical Parish of St Edmund, Roundhay**

### **Trustees' report (continued) for the year ended 31 December 2025**

The PCC endorsed a new pattern of services which was implemented in September 2025 which included a Non-Eucharistic Service at 10am on the First Sunday of the month and Café style worship with breakfast on the fifth Sunday of the month.

A job description for a part time Music Director was approved in July and the post was advertised. Unfortunately, no applications were received. After seeking professional advice, it was agreed to advertise for two part time posts – Choir Leader and Worship Group Leader.

Approval for the purchase of Churchsuite, a church management system, to streamline and centralise our church administration was given by PCC.

The Archdeacon's Visitation took place on September 22<sup>nd</sup>. Michelle reported that the Archdeacon had been very positive and the meeting had been very productive. Findings were shared with the congregation.

Guy Millichamp produced a budget for 2026 and reported that the Stewardship Campaign had been successful. Money had been allocated in the budget for a part time administrator for next year.

A Reverse Advent Calendar designed by Paula Liverseidge to raise funds for our Mission Partners' prison work in Brazil was approved and launched at the end of November.

The PCC were encouraged to hear about new groups being set up for our children and young people. Little Sparks, our new Toddler Group was re-launched at the end of January. A Youth Bible Study Group had its first meeting in November and plans are being made for a group for school years 7-10.

Douglas Kipling resigned as Churchwarden in June this year. We owe him a huge debt for his sterling work over so many years. Judith Marles' term of office as a PCC member also ended in May. We give thanks for Judith's continued ministry at St Edmund's.

PCC members bring various gifts, skills and life experiences to PCC meetings and are involved in a wide variety of church activities. 2025 has been an exciting and challenging year for St Edmund's and we look forward to next year with confidence.

So many people contribute to the life of St Edmund's including our retired clergy and Licensed Lay Readers – but on behalf of the PCC I would like to offer heartfelt thanks to our Vicar, Michelle and Warden, Anne Seller. We have been greatly blessed by their ministry this year.

**Jean Livesey (PCC Secretary)**

## 8. Fabric, Goods & Ornaments Report

2025 was a busy year for the Fabric Committee with 6 meetings on routine upkeep of the buildings and installations for both the Church and Church Hall.

In June 2025 we additionally met with Tom Crooks, our Inspecting Architect, to review our continuing response to the content and implications of condition reports for each building, including the Quinquennial Inspection of the church presented in 2023.

By then we had also identified that the solar panels installed in 2024 would provide greater benefit with the installation of storage batteries.

At the same time, further to concerns raised by Douglas Kipling in June, we considered with Tom how we should plan to process any relevant effects of \*Martyn's Law upon our emergency evacuation measures. \*Terrorism (Protection of Premises) Act 2025 (In force earliest May 2027)

As a result, we have the following Fee Proposals from Tom:

1. High-level QI Repairs to the Church & Church Hall – 7<sup>th</sup> July 2025 - £5,300 + VAT – pending stages 1+2 appointment £2,450 + VAT for schedule of works and tendering in 2026.
2. Proposed New Battery Installation – 7<sup>th</sup> July 2025 - £2,275 + VAT – accepted.
3. Proposed 'Warmer Welcome' Project Church Hall – 17<sup>th</sup> July 2025 – T&Cs only pending development of scope and budget.
4. Proposed New Access Ramp to the North Transept – 7<sup>th</sup> July 2025 – Quoted but awaiting review of Home Office Policy Paper Overarching Factsheet update April 2025.

The most recent information (April 2026) regarding capital works costs for each of the above elements:

1. Dependent on schedule of works and tenders but the order of £50k is to be expected.
2. Based on elements quoted or estimated, including Fees, the budget costs are £12,725 excluding VAT and funding is in place at £12,500. Whilst VAT is no longer recoverable through LPoW (Listed Places of Worship scheme), it is likely that low rate or zero VAT is chargeable under Energy-saving materials and heating equipment (VAT Notice 708/6)
3. With the establishment of the Emmaus Room in December 2025, ideas for the development of the Warmer Welcome Project can begin to form during 2026. Although some decoration and soft furnishing improvements have been started there is much to be done on the structure, not forgetting surface water drainage improvements.
4. It must be determined if a new access ramp is necessary. In the meantime, an EVAC chair has been purchased and is to be located at the North Transept door.

Any major work undertaken requires us to seek permission from the Diocese through a Faculty. Other minor works can come under List A or List B applications, where lesser or even no permissions are required.

## **The Parochial Church Council of the Ecclesiastical Parish of St Edmund, Roundhay**

### **Trustees' report (continued) for the year ended 31 December 2025**

At the end of 2025, carried forward from 2024, we have two Faculties on our Active Cases file.

One being in relation to the felling of five leylandii and consequential works carried out in 2022, the outstanding matter being the recording of the planting of 15 replacement trees (3 for each one felled). This action has been completed with 3 new trees in the grounds, and sponsorship of 12 trees planted elsewhere locally in 2025 by arrangements with REAP (certificate awaited).

The other is a three-part Faculty, completion date previously extended to January 2025, which can now be closed, the coverage and status of this being:

- Solar panels – completed. Now followed by Battery Installation.
- Installation of air source heat pump system for the side chapel. Superseded by Nett Zero Carbon projects.
- Alterations to the school room in the Church Hall. Superseded by Warmer Welcome Project.

Other List A or B projects undertaken during 2025 include:

- Changes to broadband in the Church Hall to provide for guest or hirer access.
- Decorating of lobby, corridors, staircase and landings in the Church Hall.
- Removal of damp damaged plaster and replastering to areas of wall in classroom J4 (now the Emmaus Room) and redecorating. Also, replacement of rainwater downpipe to eliminate soaking of masonry.
- Installation of illuminated emergency exit signs internally at all four entrance/exits to/from the nave.

The next Quinquennial Inspection on the Church is due in 2028, and significant work needs to be done before the next report.

All routine inspections and testing have been carried out within the timescales required by our insurers. Thanks go to Anne Seller who makes sure that these happen.

The inventory remains up to date and complete. Thanks go to Judith Marles who again took on this task.

I would like to extend grateful thanks to members of the Fabric Committee and PCC for their support, time and energy given to the administrative and practical tasks which make St Edmund's Church and Church Hall such welcoming spaces, for our congregations and the wider community.

**Ted Fairfax (Fabric Committee Chair)**

## **9. Parish Safeguarding Report**

Ensuring we meet our statutory safeguarding requirements our vicar Michelle, the PCC and I strive to make St Edmunds a safe place and environment for all people to work and worship in. We believe that we have an environment where safeguarding has become a natural part of our thinking, planning and working.

To make sure that we are keeping everything up to date we use the Parish Dashboard. This is an online recording system for safeguarding policies, statutory requirements, training, record keeping and more besides. This enables all our documents to be kept in one place and when updated regularly it makes sure that we are in the best position that we can be with compliance. When used with the Safeguarding Hub we ensure that all people who need any training modules are up to date and reminded in a timely manner when these need renewing. A priority in 2025 has been to populate the Safeguarding Dashboard and Hub and embed it into church life as an ongoing working tool. At our recent Archdeacon's Visitation, we received a very positive response, and Archdeacon Paul was impressed with how far we had come with our use of the dashboard, and he even found some things that we are doing that he had not seen before.

Michelle and I meet regularly to update our records, using the Dashboard, ensuring that we are doing all we can to keep our activities and community supported and safe. We are grateful to Bethan McCreath, who has come on board this year to support our safer recruitment processes and continue to give thanks for Amanda Storer who oversees our DBS checks. Safeguarding is a regular item on monthly PCC meeting agendas and written reports are regularly given to the PCC. In accordance with good practice, I have committed to attend two PCC meetings in person each year. A few safeguarding issues have arisen during the year for which I have always had good advice and help from the Diocese Safeguarding Team. We store any necessary paper records in a locked cabinet in the Church Office. I attended the PCC Away Day in October where we worked through some exercises about promoting a healthy and safe culture to ensure that we are connected and working together.

Thank you to all those in our church community who take on roles enabling all our Church Activities to take place and to every member who sees safeguarding as everyone's responsibility. Thank you for all the training that you do to make sure they are run safely.

**Carol Milburn (Parish Safeguarding Officer)**

## **10. Church Hall Report**

The past twelve months have been a steady and positive year for St Edmund's Church Hall. We have continued to build on the strong foundation of regular hirers, maintaining excellent relationships and consistent bookings across the week.

Our regular user groups remain committed and reliable, and we are pleased to report that many of our ad hoc hirers have returned for repeat bookings. This reflects the positive experience people have when using the hall and the reputation we continue to develop within the wider community.

During 2025 we successfully implemented a second consecutive annual rate increase. This decision was made in response to rising operational and maintenance costs. I am pleased to report that the increases were introduced without major issues, and we experienced no significant loss of regular hirers as a result. This demonstrates both the value of the facility and the strength of our ongoing relationships.

Alongside this, we have continued to strengthen our administrative systems and day-to-day operational processes. Improvements to booking processes, policy improvements, invoicing and general coordination have helped ensure greater clarity, consistency and efficiency in the running of the hall. These changes support both our hirers and the wider church by helping the hall operate in a more streamlined and sustainable way.

There has been one significant change this year. After more than eight years of dedicated service, we said a sad goodbye to William, our long-standing cleaner. We are extremely grateful for his commitment and contribution to the smooth running of the hall over many years. A new cleaning supplier has now been appointed and, while any transition takes time, the new arrangement appears to be bedding in well.

Overall, the hall remains a well-used and valued community space. Priorities moving into 2026 include continuing to strengthen relationships with existing hirers, encouraging repeat ad hoc bookings, and ensuring that income keeps pace with rising costs so that the hall remains financially sustainable.

**Sarah Small (Hall Lettings Co-ordinator)**

## **11. Mission and Ministry Report**

### **Worship and Teaching**

For the most part of 2025, worship at St Edmund's, on Sunday mornings, centred round a 10am Sunday Holy Communion service which was adapted in the month for baptisms, ad-hoc all-age and parade services, and other specific occasions such as Mothering Sunday, Harvest and Remembrance Sunday. Following the departure of the Director of Music in July, a small focus group, comprising the organist, some members of the choir and PCC, and the vicar, met to explore new worship patterns, taking into account the diversity of the existing worshipping community at St Ed's, diocesan objectives to encourage younger families and children, and a desire to welcome new people of all ages into the church family. From September, a once-monthly non-Eucharistic service for all ages was introduced on the First Sunday of the month, and a Family Communion service on the third Sunday of the month which is adaptable and accessible to younger members and baptism families as needed. There is also an 8am said Holy Communion service each Sunday which continues unchanged and provides a quiet and reflective worship space. The Sunday evening services were streamlined, removing those services with dwindling attendance. We now hold twice monthly lay-led evening services of Taizé and Holden Evening prayer which are well attended and reflect the enjoyment at St Ed's of contemplative worship. These changes meant we had space in our liturgical calendar, and according to available resources, to introduce new and fresh expressions of worship as we seek to strengthen God's Church in Roundhay. In 2025 we introduced a quarterly 10am Café Church service whenever there is a fifth Sunday in the month, a quarterly whole Church evening prayer service, also on the fifth Sunday of the month, called Pray4, and an outdoor service three times a year at 4pm called Worship Wild, which focuses on our care for creation and environmental action. The worshipping environment in church continues to be enhanced by our audio-visual and sound equipment and improved lighting. We are grateful also to everyone who volunteers to welcome, serve refreshments and assist in a multitude of other ways at these services.

Teaching mostly follows the Church of England's liturgical calendar and readings, with occasional targeted sermon series and teaching as required. In February we followed a 4-week teaching on discipleship and in September focused on a 3-week stewardship teaching series about serving God with our time, talents, and treasure.

We are beginning to see growth across our services, both in number, diversity, and depth of discipleship. Not all of these are easy to measure, however, average attendance at some of our services can be an indication:

## The Parochial Church Council of the Ecclesiastical Parish of St Edmund, Roundhay

### Trustees' report (continued) for the year ended 31 December 2025

| Service Type                         | Average October attendance |
|--------------------------------------|----------------------------|
| 8am Holy Communion                   | 19                         |
| 10am First Sunday Altogether Worship | 115                        |
| 10am Holy Communion                  | 86                         |
| 11am Midweek Holy Communion          | 14                         |
| 6.30pm Taizé                         | 21                         |
| 6.30pm Holden                        | 16                         |

St Edmund's has a popular choir, and despite the departure of the Director of Music, the choir continues to lead us in our musical worship most Sundays. Inevitably, some of our choir members have taken the opportunity to step down after many years of service, but we continue to be blessed by many existing and some new choir members. Sadly, at the beginning of 2025, the number of children in the choir was already small and has disappeared altogether in 2025. We hope that a new Choir Leader will inject fresh energy into this area. The choir has a varied repertoire and engages increasingly in contemporary as well as traditional choral music with choir members involved in helping to choose the music for our services. Our Christmas festival services were directed by Graham Pawley and included additional members from our church and elsewhere joining in. Attendance at many of our Christmas services, including Music for Advent and Carols by Candlelight, saw largely increased numbers of people attending than in some previous years. We are very grateful to Graham for overseeing the music in these services for us.

| SERVICE               | 2025 Attendance |
|-----------------------|-----------------|
| Music for Advent      | 100             |
| Carols by Candlelight | 315             |
| Crib 1                | 367             |
| Crib 2                | 224             |
| Midnight              | 111             |
| Christmas Day 8am     | 15              |
| Christmas Day 10am    | 152             |

Extra musicians take part in our Taizé and Holden services and we are indebted to our Organist/Pianist, Mike, other musicians, and the choir for their dedication. These evening services are lay led and my thanks go to our two licensed lay readers for overseeing these. The new worship patterns recognise the need for choir members and the Choir Leader to enjoy regular rest and time to worship themselves and we hope this will be appealing as we look to find a new Choir Leader in 2026.

There is a weekly midweek Holy Communion service and a dedicated team which prays in church on Thursday mornings each week, as well as a monthly Julian Prayer meeting.

## **The Parochial Church Council of the Ecclesiastical Parish of St Edmund, Roundhay**

### **Trustees' report (continued) for the year ended 31 December 2025**

The aesthetics of the church building and the liturgical decorations and flowers are a significant and beautiful aid to worship and prayer for all who experience the building for whatever reason.

#### **Children, Youth & Families**

Reinstating children's' and youth work has been a focus for 2025. All ministry for children, youth and families is currently undertaken by an amazing team of gifted and committed volunteers with input from the vicar when required. There continues to be a dedicated Junior Church team, which meets at least twice monthly during term-time, and which follows similar themes to the main congregation. It has been a joy to see the young people and their leaders more included and involved in weekly services through setting the scene, sharing their learning with the congregation at the end of the services, and involvement in leading other parts of some of the different services, such as readings, games, and prayers. We never cease to be amazed at the spiritual and theological insights that our younger church family give us.

A big achievement in 2025 is the new Little Sparks @St Ed's Toddler Group. This began small in January 2025 and after much prayer and discussion from a dedicated team, Little Sparks approaches its first birthday with a growing core gathering of over 20 adults and over 30 toddlers each week. Its aim is for friendship, support and community and we have seen wonderful relationships developing. A particular joy is seeing some of our toddler families coming along to other children's and community events throughout the year, including Christmas services, and occasionally our Sunday services. We say a little prayer together at the end and the enthusiastic 'AMEN' said by the toddlers and their grown-ups brings a smile to our faces.

Alongside this, we continue to hold our ever-popular Light Stop Party which in 2025 attracted a total of 410 people as part of a Hallowe'en trail across Roundhay. During the Easter holidays we offered an Easter Funzone session in our Church Hall, providing games, Easter crafts, toddler toys and refreshments free of charge to families in the school holidays. In 2025 around seventy-five people came along to the event.

In early Autumn, two new groups were established to encourage fellowship and discipleship among young adults and teenagers:

Rocking St Ed's Young Adults Group is a group for over 18's which meets weekly in the Hesco Lounge, or elsewhere. Other young adult and youth groups are just beginning as the year ends, including a Bible Study Group for teenagers in school years 11-13.

We are a sponsoring church for Guiding and Scout Association uniformed organisations and have a purpose-built Guide and Scout headquarters on site. Throughout 2025 we continued to extend a welcome to uniformed groups and their families across our range

## **The Parochial Church Council of the Ecclesiastical Parish of St Edmund, Roundhay**

### **Trustees' report (continued) for the year ended 31 December 2025**

of services, including some of the newly established services, and welcome them into the church building for their gatherings and activities. In recent years we have seen greater cultural and faith diversity among the young people and leaders within our uniformed groups which we welcome and celebrate. However, this has meant declining attendance at traditional parade services. Consequently, we have worked hard in 2025 to develop a different, more inclusive pattern of worship to which they are invited. Following a meeting with some of the leaders we created a termly newsletter so that all the groups are informed of services and activities of interest. We hope to see more of our uniformed groups and their leaders enjoying our services and further development of these relationships in 2026.

It is always a privilege to work with the schools in our parish or nearby community and we welcomed Christmas performances from Gledhow Primary School, Moor Allerton Hall Primary School and John Jamieson School. Additionally, several classes from Moor Allerton Hall Primary School visited the church in 2025 to learn all about St Edmund, and sacred texts, including an ancient family Bible belonging to our vicar, Michelle. It was a joy to visit Gledhow Primary School to share the Easter story with their Reception classes in March 2025 and a further delight when the Year 10/11 GCSE classes from Allerton Grange School came to hear all about Christian Sacraments and to ask our vicar all about Christian ethics and her own faith journey in November 2025.

#### **Discipleship, community, and outreach**

We continue to work in close partnership with churches of other denominations in our local area and with the other churches, St Andrew's Roundhay United Reformed Church and Lidgett Park Methodist Church, with whom we have a Covenant agreement. We revised our joint worship programme in 2025 to include some intentional discipleship opportunities and, as well as the annual shared Lent course, we led a Hope Explored discipleship course during September. Forty-five people across the churches attended the Lent course in February and twenty-nine came along to Hope Explored in September.

St Ed's also ran confirmation courses for both adults and young people during March and April and, in May, confirmed or welcomed into the Anglican communion 5 adults and 5 young people in a joyful service at which Bishop Arun, Bishop of Kirkstall led and presided. This wonderful service was preceded just 2 weeks earlier by a full immersion baptism on Easter Day – the first full immersion baptism at St Edmund's Church for many years.

Among the many ways that members of our congregations share God's love in the community is through responding to the needs of others and social action. We are particularly thankful to be able to support individuals in the older sector of our

## **The Parochial Church Council of the Ecclesiastical Parish of St Edmund, Roundhay**

### **Trustees' report (continued) for the year ended 31 December 2025**

congregation and community by continuing to hold weekly lunches and activities in church on Tuesdays in partnership with RVS, as well as monthly TeaCosy+ gatherings in Brackenwood Community Centre to support those with dementia and their carers. Both are always well attended. We remain a dementia friendly church. Three times a week, our Church Hall is open to the public to come along and receive a bag of food collected the previous evening from local retailers. This is an effort to provide food resources for the community and reduce food waste. Additionally, we hold other events which enable relationships to be developed between church and the wider local community, including Open Art Studios and Heritage Open Day. An additional and exciting opportunity presented itself to us in June 2025 when Ironman came to Leeds. St Edmund's Church was chosen to host an Iron Prayer event in partnership with the Ironman UK chaplaincy team and we welcomed some fifty athletes and spectators to a wonderful prayer service on the evening prior to the event. On the day of Ironman itself we opened our church and grounds to provide respite and refreshments to many of the volunteers and spectators. As always, so much work happens from lots of volunteers to make all this possible and it is greatly appreciated.

As 2025 ended, we were excited to open our newly named Emmaus Room in the Church Hall with a coffee, cake and carols morning. We are keen to expand our provision and presence in our well-used Church Hall, and set about, in August, to clear out and begin to renovate the old schoolroom (J4), previously used for storage. A team of twenty-five people participated in 'Skip Sunday' to clear out the room. This same team stood together and prayed about how it may be used in the future. Thanks to everyone who cleared, swept, stripped and painted walls, but a special mention must go to Steve Seller who gave a lot of time and skill to some of the heavy work. We look forward with expectation to see how use of this room will evolve to serve the community.

### **Administration and Governance**

The PCC agreed in 2025 to implement new infrastructure for organising and managing information and documents essential for church life. Following research and consultation it was decided that we would invest in SharePoint for secure sharing and storage of documentation and ChurchSuite for more effectively managing church information and ensuring compliance with GDPR. Work has started to implement these systems and will continue into 2026.

### **Mission Partnerships**

St. Edmund's Church continues to support one overseas mission partner, Andy and Kati Walsh from CMS, through financial support and prayer. We receive regular updates on their work in Brazil and participated in an additional fundraising activity for their work in December 2025. Thanks to the creative talents of one of our PCC members, Paula

## **The Parochial Church Council of the Ecclesiastical Parish of St Edmund, Roundhay**

### **Trustees' report (continued) for the year ended 31 December 2025**

Liverseidge, a large proportion of our church family took part in an Advent Challenge to pray for the work of Andy and Kati, send them Christmas messages and prayers, and raise additional money for them.

As well as supporting the work of CMS, we collected bedding and pyjamas for a local bed poverty charity, Zarach, as part of our December Gift Service, and toys for Leeds Children's Charity at Lineham Farm. Additionally, we collected and donated non-perishable foods and toiletries to PAFRAS, a charity working with refugee families and asylum seekers in Leeds, and Leeds N&W Foodbank as part of our Harvest Festival. We were delighted to welcome representatives of both these charities to our services and hear first-hand about their work. Furthermore, through our annual Christingle service in January, we were able to financially support The Children's Society.

The collections for some of our Christmas Services were in aid of Water Aid.

A focus for 2026 will be to form a new Mission Partnerships Group and expand our involvement with local, national, and global mission partners.

#### **Pastoral and Bereavement Care**

Pastoral care in the parish is built on deep and long-term relationships both within the church congregation and the parish. St Edmund's is an important part of community life and is a focus for baptisms, weddings, and funerals.

Pastoral care is prominent in all three settings. Preparation for baptisms is overseen by a baptism co-ordinator, Gill Malpas, and the vicar, to ensure all preparing for this significant and joyful life event are well prepared and cared for. Wedding preparation in 2025 was overseen by the vicar. There is a bereavement team which cares for all those who seek help in grief. Team members offer post funeral visits if needed and send cards to families on the first anniversary of their bereavement. They organise a well-attended annual memorial service that is much appreciated by many in the wider community. The bereavement team have met several times with the vicar this year to discuss additional pastoral and bereavement care needs in church and the wider community. In March, the team held an open church coffee morning called Mum's the Word to come alongside anyone for whom Mothering Sunday is a difficult time. In October, several team members attended end of life care training at St Gemma's Hospice to expand their own knowledge and experience.

| <b>Occasional Office</b> | <b>Number in 2025</b> |
|--------------------------|-----------------------|
| Baptisms                 | 10                    |
| Weddings                 | 4                     |
| Funerals                 | 6                     |

Congregation members participate in a wide range of local activities outside of the parish church and much pastoral care and attention is undertaken quite naturally and genuinely. The same is true of Bible Study groups and House groups, of which St Ed's has three, and whereby members of the groups support one another prayerfully,

**The Parochial Church Council of the Ecclesiastical Parish of St Edmund, Roundhay**

**Trustees' report (continued) for the year ended 31 December 2025**

spiritually, and pastorally. Congregation members are prominent in ensuring those who would not otherwise be able to attend worship are provided with lifts, or a firm hand to hold! Home communion distribution is a prominent feature in the parish to cater for the needs of those who are in nursing homes, ill or housebound and there is a strong team of Lay Eucharistic Ministers.

Pastoral care assistants are embedded in the life of the church and in the care of congregation members and with input from clergy.

**Michelle Lepine (Vicar)**

Approved by the board of trustees on 20 April 2026

Signed ..... *A. Selce* .....

## **The Parochial Church Council of the Ecclesiastical Parish of St Edmund, Roundhay**

### **Independent examiner's report to the trustees of The Parochial Church Council of the Ecclesiastical Parish of St Edmund, Roundhay**

Registered charity number: 1131904

I report on the accounts for the year ended 31st December 2025 which are set out on the following pages.

#### **Respective responsibilities of the Trustees and Independent Examiner**

The charity's trustees are responsible for the preparation of the accounts. The charity's trustees consider that an audit is not required for this year under Section 144 of the Charities Act 2011 (the Charities Act) and that an independent examination is needed.

It is my responsibility

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

#### **Basis of Independent Examiner's Statement**

My examination was carried out in accordance with 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 the trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit, and consequently no opinion is given as to whether the accounts present a "true and fair" view and the report is limited to those matters set out in the statement below.

#### **Independent Examiner's Statement**

In connection with my examination, no material matters have come to my attention which gives me cause to believe that in any material respect:

- accounting records were not kept in accordance with section 130 of the Charities Act or
- the accounts do not accord with the accounting records
- the accounts do not comply with the applicable requirements concerning the form and content of accounts set out in the Charities (Accounts and Reports) Regulations 2008 other than any requirement that the accounts give a true and fair view which is not a matter considered as part of an independent examination.

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

Signed: 

Date: 21st May 2026

Mrs Sue Schulz

Data Developments (UK) Ltd

First Floor, The Chubb Building, Fryer Street, Wolverhampton WV1 1HT

The Parochial Church Council of the Ecclesiastical Parish of St Edmund, Roundhay

STATEMENT OF FINANCIAL ACTIVITIES

For year ending 31 December 2025

|                                    |           | Unrestricted<br>Funds | Restricted<br>Funds | Endowmt<br>Funds | Total Funds    |                 |
|------------------------------------|-----------|-----------------------|---------------------|------------------|----------------|-----------------|
|                                    |           |                       |                     |                  | 2025           | 2024            |
|                                    | Note      | £                     | £                   | £                | £              | £               |
| <b>INCOME AND ENDOWMENTS</b>       |           |                       |                     |                  |                |                 |
| Voluntary income                   | 2         | 139,382               | 16,872              | 0                | 156,254        | 135,734         |
| Activities for generating funds    | 2         | 72,414                | 0                   | 0                | 72,414         | 16,039          |
| Income from church activities      | 2         | 20,224                | 0                   | 0                | 20,224         | 54,674          |
| Investment income                  | 2         | 1,016                 | 147                 | 0                | 1,163          | 1,301           |
| Other incoming resources           |           | 3,630                 | 0                   | 0                | 3,630          | 5,084           |
| <b>TOTAL INCOME</b>                |           | <b>236,666</b>        | <b>17,019</b>       | <b>0</b>         | <b>253,685</b> | <b>207,748</b>  |
|                                    |           |                       |                     |                  |                |                 |
| Charitable activities              | 3         | 223,946               | 6,606               | 0                | 230,552        | 261,128         |
| Raising Funds                      | 3         | 4,680                 | 0                   | 0                | 4,680          | 4,623           |
| <b>TOTAL EXPENDITURE</b>           |           | <b>228,626</b>        | <b>6,606</b>        | <b>0</b>         | <b>235,232</b> | <b>265,751</b>  |
|                                    |           |                       |                     |                  |                |                 |
| <b>NET INCOME / (EXPENDITURE)</b>  |           | <b>8,040</b>          | <b>10,413</b>       | <b>0</b>         | <b>18,453</b>  | <b>(58,003)</b> |
|                                    |           |                       |                     |                  |                |                 |
| Transfer between funds             | 9         | 2,310                 | (2,310)             | 0                | 0              | 0               |
| <b>NET MOVEMENT IN FUNDS</b>       |           | <b>10,350</b>         | <b>8,103</b>        | <b>0</b>         | <b>18,453</b>  | <b>(58,003)</b> |
|                                    |           |                       |                     |                  |                |                 |
| Total funds brought forward        | 9         | 44,326                | 19,626              | 7,702            | 71,654         | 129,657         |
| <b>Total funds carried forward</b> | <b>10</b> | <b>54,676</b>         | <b>27,729</b>       | <b>7,702</b>     | <b>90,107</b>  | <b>71,654</b>   |

All incoming resources and resources expended derive from continuing activities.

The Parochial Church Council of the Ecclesiastical Parish of St Edmund, Roundhay

Notes to the accounts for the year ended 31 December 2025

**BALANCE SHEET AT 31ST DECEMBER 2025**

|                                            | Note | 2025<br>Unrestricted<br>£ | 2025<br>Restricted<br>£ | 2025<br>Endowment<br>£ | 2025<br>Total<br>£ | 2024<br>Total<br>£ |
|--------------------------------------------|------|---------------------------|-------------------------|------------------------|--------------------|--------------------|
| <b>CURRENT ASSETS</b>                      |      |                           |                         |                        |                    |                    |
| Debtors and prepayments                    | 5    | 6,935                     |                         |                        | 6,935              | 5,583              |
| Short term deposits                        | 6    | 15,855                    | 3,420                   | 7,702                  | 26,977             | 25,815             |
| Cash at bank and in hand                   | 7    | 39,368                    | 24,309                  |                        | 63,677             | 49,748             |
|                                            |      | 62,158                    | 27,729                  | 7,702                  | 97,589             | 81,146             |
| <b>CURRENT LIABILITIES:</b>                |      |                           |                         |                        |                    |                    |
| <b>amounts falling due within one year</b> |      |                           |                         |                        |                    |                    |
| Creditors and accruals                     | 8    | 7,482                     |                         |                        | 7,482              | 9,493              |
| <b>NET CURRENT ASSETS</b>                  |      | 54,676                    | 27,729                  | 7,702                  | 90,107             | 71,654             |
| <b>TOTAL NET ASSETS</b>                    |      | <b>54,676</b>             | <b>27,729</b>           | <b>7,702</b>           | <b>90,107</b>      | <b>71,654</b>      |
| <b>PARISH FUNDS</b>                        |      |                           |                         |                        |                    |                    |
| General unrestricted funds                 |      | 39,912                    |                         |                        | 39,912             | 20,081             |
| Designated funds                           | 9    | 14,764                    |                         |                        | 14,764             | 24,245             |
| Total Unrestricted funds                   |      | 54,676                    |                         |                        | 54,676             | 44,326             |
| Restricted funds                           | 10   |                           | 27,729                  |                        | 27,729             | 19,626             |
| Endowment fund                             |      |                           |                         | 7,702                  | 7,702              | 7,702              |
| <b>TOTAL FUNDS</b>                         |      | <b>54,676</b>             | <b>27,729</b>           | <b>7,702</b>           | <b>90,107</b>      | <b>71,654</b>      |

The financial statements were approved by the board of trustees on 20 April 2026



Anne Seller (Trustee)

## **1 Accounting policies**

### **Basis of accounting**

These accounts have been prepared under the historical cost convention with items recognised at cost or transaction value unless otherwise stated in the relevant note(s) to these accounts. The financial statements have been prepared in accordance with the Statement of Recommended Practice: Accounting and Reporting by Charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective 1 January 2019) and with the Charities Act 2011.

The charity constitutes a public benefit entity as defined by FRS 102.

There has been no change to the accounting policies since last year. No changes have been made to the accounts for previous years.

### **Going concern**

The trustees are satisfied that there are no material uncertainties about the charity's ability to continue.

### **Incoming resources**

All incoming resources are included in the Statement of Financial Activities (SOFA) when the charity becomes entitled to the resources, it is more likely than not that the trustees will receive the resources and the monetary value can be measured with sufficient reliability.

### **Grants and donations**

Grants and donations are only included in the SOFA when the charity has unconditional entitlement to the resources.

Where grants are related to performance and specific deliverables, they are accounted for as the charity earns the right to consideration by its performance.

### **Expenditure and liabilities**

Expenditure is recognised on an accrual basis as a liability is incurred. Liabilities are recognised where it is more likely than not that there is a legal or constructive obligation committing the charity to pay out the resources and the amount of the obligation can be measured with reasonable certainty.

### **Taxation**

As a charity the organisation benefits from rates relief and is generally exempt from income tax and capital gains tax but not from VAT. Irrecoverable VAT is included in the cost of those items to which it relates.

## **1 Accounting policies continued**

### **Tangible fixed assets - Consecrated and benefice property**

In so far as consecrated and benefice property of any kind is excluded from the statutory definition of 'charity' by Section 10(2)(a) and (c) of the Charities Act 2011 such assets are not capitalised in the financial statements.

Tangible fixed assets costing more than £5,000 are capitalised and included at cost including any incidental expenses of acquisition. Gifted assets are shown at the value to the charity on receipt.

### **Pensions**

The charity operates a defined contribution scheme for the benefit of its employees. The costs of contributions are recognised in the year they are payable.

### **Fund accounting**

Unrestricted funds are available for use at the discretion of the trustees in furtherance of the general objectives of the charity.

Designated funds are unrestricted funds earmarked by the trustees for particular purposes.

Restricted funds are subjected to restrictions on their expenditure imposed by the donor or through the terms of an appeal.

Endowment funds represent those assets which must be held permanently by the charity, principally investments. Income arising on the endowment funds can be used in accordance with the objects of the charity and is included as unrestricted income unless restrictions have been imposed by the donor. Any capital gains or losses arising on the investments form part of the fund. Investment management charges and legal advice relating to the fund are charged against the fund.

Further explanation of the nature and purpose of each fund is included in the notes to the accounts.

### **Leases**

Rents under operating leases are charged on a straight line basis over the lease term or to an earlier date if the lease can be determined without financial penalty.

The Parochial Church Council of the Ecclesiastical Parish of St Edmund, Roundhay

Notes to the accounts for the year ended 31 December 2025

**2 INCOME AND ENDOWMENTS**

|                                        | 2025<br>Unrestricted<br>Funds<br>£ | 2025<br>Restricted<br>Funds<br>£ | 2025<br>Endowmt<br>Funds<br>£ | 2025<br>Total<br>Funds<br>£ | 2024<br>Total<br>Funds<br>£ |
|----------------------------------------|------------------------------------|----------------------------------|-------------------------------|-----------------------------|-----------------------------|
| <b>Voluntary income</b>                |                                    |                                  |                               |                             |                             |
| Planned giving donations               | 92,214                             | 1,700                            | -                             | 93,914                      | 86,369                      |
| Tax recoverable                        | 23,656                             | 2,500                            | -                             | 26,156                      | 19,833                      |
| Collections and other giving           | 11,232                             | 2,717                            | -                             | 13,949                      | 5,125                       |
| Donations and appeals                  | 12,280                             | 9,955                            | -                             | 22,235                      | 19,324                      |
| Legacies                               | -                                  | -                                | -                             | -                           | -                           |
|                                        | <u>139,382</u>                     | <u>16,872</u>                    | <u>0</u>                      | <u>156,254</u>              | <u>135,734</u>              |
| <b>Income from church activities</b>   |                                    |                                  |                               |                             |                             |
| Fees for weddings and funerals         | 6,268                              | -                                | -                             | 6,268                       | 3,997                       |
| Church hall lettings - community use   | 53,544                             | -                                | -                             | 53,544                      | 44,402                      |
| Church building lettings - concerts    | 12,602                             | -                                | -                             | 12,602                      | 6,275                       |
| Sundry income                          | -                                  | -                                | -                             | -                           | -                           |
|                                        | <u>72,414</u>                      | <u>-</u>                         | <u>-</u>                      | <u>72,414</u>               | <u>54,674</u>               |
| <b>Activities for generating funds</b> |                                    |                                  |                               |                             |                             |
| Fund Raising                           | 17,489                             | -                                | -                             | 17,489                      | 13,404                      |
| Solar Panels                           | 2,735                              | -                                | -                             | 2,735                       | 2,635                       |
|                                        | <u>20,224</u>                      | <u>3,124</u>                     | <u>-</u>                      | <u>20,224</u>               | <u>16,039</u>               |
| <b>Investment income</b>               |                                    |                                  |                               |                             |                             |
| Interest received                      | 1,016                              | 147                              | -                             | 1,163                       | 1,301                       |
|                                        | <u>1,014</u>                       | <u>147</u>                       | <u>-</u>                      | <u>1,163</u>                | <u>1,301</u>                |
| <b>Other incoming resources</b>        |                                    |                                  |                               |                             |                             |
| Grants                                 | 3,630                              | -                                | -                             | 3,630                       | 5,084                       |
|                                        | <u>3,630</u>                       | <u>-</u>                         | <u>-</u>                      | <u>3,630</u>                | <u>5,084</u>                |
| <b>TOTAL INCOMING RESOURCES</b>        | <u>236,666</u>                     | <u>17,019</u>                    | <u>-</u>                      | <u>253,685</u>              | <u>207,748</u>              |

The Parochial Church Council of the Ecclesiastical Parish of St Edmund, Roundhay

Notes to the accounts for the year ended 31 December 2025

### 3 EXPENDITURE

|                                           | 2025<br>Unrestricted<br>Funds<br>£ | 2025<br>Restricted<br>Funds<br>£ | 2025<br>Endowmt<br>Funds<br>£ | 2025<br>Total<br>Funds<br>£ | 2024<br>Total<br>Funds<br>£ |
|-------------------------------------------|------------------------------------|----------------------------------|-------------------------------|-----------------------------|-----------------------------|
| <b>Missionary &amp; charitable giving</b> | 4,028                              | 2,389                            | -                             | 6,417                       | 2,537                       |
| <b>Church activities</b>                  |                                    |                                  |                               |                             |                             |
| Ministry: diocesan parish share           | 94,168                             | -                                | -                             | 94,168                      | 85,573                      |
| Other ministry costs                      | 14,246                             | 265                              | -                             | 14,511                      | 26,010                      |
| Church insurance                          | 8,567                              | -                                | -                             | 8,567                       | 8,107                       |
| Heating, lighting and cleaning            | 23,046                             | -                                | -                             | 23,046                      | 27,266                      |
| Church maintenance                        | 10,939                             | 3,952                            | -                             | 14,891                      | 18,233                      |
| Hall running costs                        | 58,728                             | -                                | -                             | 58,728                      | 45,827                      |
| Printing, stationery and postage          | 1,518                              | -                                | -                             | 1,518                       | 963                         |
| Office and admin costs                    | 1,447                              | -                                | -                             | 1,447                       | 7,262                       |
| Other costs                               | -                                  | -                                | -                             | -                           | -                           |
|                                           | 212,658                            | 4,217                            | -                             | 216,875                     | 237,613                     |
| <b>Investment in the church building</b>  |                                    |                                  |                               |                             |                             |
| Solar panels                              | -                                  | -                                | -                             | -                           | 20,979                      |
| Hall investment                           | 7,260                              | -                                | -                             | 7,260                       | 18,372                      |
|                                           | 7,260                              | -                                | -                             | 7,260                       | 20,979                      |
| <b>TOTAL CHARITABLE ACTIVITIES</b>        | <b>223,946</b>                     | <b>6,606</b>                     | <b>-</b>                      | <b>230,552</b>              | <b>261,128</b>              |
| <b>Raising Funds</b>                      |                                    |                                  |                               |                             |                             |
| Fundraising costs                         | 4,680                              | -                                | -                             | 4,680                       | 4,623                       |
|                                           | 4,680                              | -                                | -                             | 4,680                       | 4,623                       |
| <b>TOTAL RESOURCES USED</b>               | <b>228,626</b>                     | <b>6,606</b>                     | <b>-</b>                      | <b>235,232</b>              | <b>265,752</b>              |

### 4 STAFF COSTS AND NUMBERS

|                | Hall running<br>£ | Other<br>ministry<br>£ | Music<br>£ | 2025<br>Total<br>£ | 2024<br>Total<br>£ |
|----------------|-------------------|------------------------|------------|--------------------|--------------------|
| Gross salaries | 11,248            | -                      | 7,512      | 18,760             | 27,353             |
| Pensions       | 250               | -                      | -          | 250                | 699                |
|                | 11,498            | -                      | 7,512      | 19,010             | 28,052             |
| 2024           | 7,937             | 11,103                 | 9,012      | 28,052             |                    |

# The Parochial Church Council of the Ecclesiastical Parish of St Edmund, Roundhay

## Notes to the accounts for the year ended 31 December 2025

| <b>Defined contribution pension scheme</b>                      | <b>2025</b> | <b>2024</b> |
|-----------------------------------------------------------------|-------------|-------------|
|                                                                 | £           | £           |
| Costs of the scheme to the charity for the year                 | 250         | 699         |
| Amount of any contributions outstanding at the year end         | -           | -           |
| Amount of any contributions prepaid or overpaid at the year end | -           | -           |

The average number of employees during the year was 1 (2024: 3), being an average of 0.5 FTE (2024: 1.5). There were no employees with emoluments above £60,000.

| <b>5 Debtors and prepayments</b> | <b>2025</b>  | <b>2024</b>  |
|----------------------------------|--------------|--------------|
|                                  | £            | £            |
| Debtors                          | -            | -            |
| Accrued income                   | 6,934        | 5,583        |
| Other debtors                    | -            | -            |
|                                  | <u>6,934</u> | <u>5,583</u> |

| <b>6 Current asset investments</b> | <b>2025</b>   | <b>2024</b>   |
|------------------------------------|---------------|---------------|
|                                    | £             | £             |
| Cash equivalents on deposit        | 26,976        | 25,815        |
|                                    | <u>26,976</u> | <u>25,815</u> |

| <b>7 Cash at bank and in hand</b> | <b>2025</b>   | <b>2024</b>   |
|-----------------------------------|---------------|---------------|
|                                   | £             | £             |
| Cash at bank                      | 63,478        | 49,548        |
| Cash in hand                      | 200           | 200           |
|                                   | <u>63,678</u> | <u>49,748</u> |

| <b>8 Creditors and accruals</b> | <b>2025</b>  | <b>2024</b>  |
|---------------------------------|--------------|--------------|
|                                 | £            | £            |
| Creditors                       | 7,482        | 9,491        |
| Accruals                        | -            | -            |
| Deferred income                 | -            | -            |
|                                 | <u>7,482</u> | <u>9,491</u> |

| <b>9 Designated funds</b> | Balance b/f   | Incoming      | Outgoing        | Transfers | Balance c/f   |
|---------------------------|---------------|---------------|-----------------|-----------|---------------|
|                           | £             | £             | £               | £         | £             |
| Hall funds                | 24,245        | 56,507        | - 65,988        | -         | 14,761        |
|                           | <u>24,245</u> | <u>56,507</u> | <u>- 65,988</u> | <u>-</u>  | <u>14,761</u> |

# The Parochial Church Council of the Ecclesiastical Parish of St Edmund, Roundhay

## Notes to the accounts for the year ended 31 December 2025

| <b>10 Restricted funds</b>  | Balance b/f   | Incoming      | Outgoing     | Transfers     | Balance c/f   |
|-----------------------------|---------------|---------------|--------------|---------------|---------------|
|                             | £             | £             | £            | £             | £             |
| Art Group                   | 410           | -             | -            | -410          | -             |
| Bibles                      | 145           | -             | -            | -             | 145           |
| Chapel Donation for heating | 702           | -             | -            | -             | 702           |
| Collections for forwarding  | -             | 2,407         | 2,389        | -18           | -             |
| Flower Fund                 | -             | 265           | 265          | -             | -             |
| Holiday Fund                | 1,350         | -             | -            | -             | 1,350         |
| Hub                         | 1,882         | -             | -            | -1,882        | -             |
| J4 Refurbishment            | -             | 1,700         | 1,700        | -             | -             |
| Joyce Sundram Legacy        | 2,000         | -             | -            | -             | 2,000         |
| Music                       | 7,700         | 60            | -            | -             | 7,760         |
| One City One World          | 148           | -             | -            | -             | 148           |
| Organ                       | 846           | 87            | -            | -             | 933           |
| Painting                    | 2,252         | -             | 2,252        | -             | -             |
| Redman Legacy               | 814           | -             | -            | -             | 814           |
| Solar Panels                | 669           | 12,500        | -            | -             | 13,169        |
| Tamas memorial fund         | 608           | -             | -            | -             | 608           |
| War Memorial                | 100           | -             | -            | -             | 100           |
|                             | <b>19,626</b> | <b>17,019</b> | <b>6,606</b> | <b>-2,310</b> | <b>27,729</b> |

| <b>Fund Name</b>           | <b>Purpose of restriction</b>                                                                                 |
|----------------------------|---------------------------------------------------------------------------------------------------------------|
| Art Group                  | A group set up during Covid to support art based activities                                                   |
| Bibles                     | For purchase of bibles                                                                                        |
| Chapel Heating             | For improvements to the heating of the chapel                                                                 |
| Collections for Forwarding | Donations received in church for specific purposes                                                            |
| Holiday Fund               | To subsidise holidays for those in greatest need                                                              |
| Hub                        | Council Funding to run a Voluntary Action Leeds (VAL) Hub in the Roundhay ward to alleviate pandemic hardship |
| J4 refurbishment           | A room in the Hall brought back into use for church purposes                                                  |
| Joyce Sundram Legacy       | For an interfaith welcome project                                                                             |
| Music                      | For the work of the church choir                                                                              |
| One City One World         | For raising awareness of social justice issues                                                                |
| Organ                      | For organ repairs                                                                                             |
| Painting                   | Donation towards costs of painting                                                                            |
| Redman Legacy              | J Redman legacy donation towards grounds costs.                                                               |
| Solar Panels               | Donation towards solar panel installation                                                                     |
| Tamas memorial fund        | A fund to remember a former parishioner                                                                       |
| War Memorial               | To maintain the war memorial                                                                                  |

## **11 RELATED PARTIES**

As the parish Director of Music, Robert Marles was paid £2,100 (2024: £3,600) during the year. Robert's parents, Judith and Peter Marles were both members of the PCC during the year.

Expenses totalling £645 (2024: £nil) were paid to the incumbent during the year.

Some reimbursement of expenses was paid to the PCC Secretary and the Churchwarden in relation to small sums for church expenditure. No other payments or expenses were paid to any other PCC member, persons closely connected to them or related parties.



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# Accounts

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The Parochial Church Council of the Ecclesiastical Parish  
of St Edmund, Roundhay

Charity number 1131904

Annual Report and Financial Statements

for the year ended 31 December 2024

Annual Report and Financial Statements  
for the year ended 31 December 2024

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**The Parochial Church Council of the Ecclesiastical Parish of St Edmund, Roundhay**  
**Trustees' report for the year ended 31 December 2024**

**Reference and administrative details of the charity, its trustees and advisors**

Trustees who have served at any time from 1st January 2024 until the date this report was approved are:

| <u>Name</u>           | <u>Position</u>       | <u>Dates</u>                              |
|-----------------------|-----------------------|-------------------------------------------|
| Stephanie Bigglestone | PCC Member            | Elected May 2025                          |
| Sarah Brown           | PCC Member            |                                           |
| Ted Fairfax           | PCC Member            |                                           |
| Douglas Kipling       | Church Warden         | Retired May 2025                          |
| Rev Michelle Lepine   | Chair of PCC/Vicar    | From November 2024                        |
| Paula Liverseidge     | PCC Member            | Elected May 2025                          |
| Jean Livesey          | PCC Member/Secretary  |                                           |
| Judith Marles         | PCC Member            | Retired May 2025                          |
| Peter Marles          | PCC Member/Reader     | From May 2024                             |
| Amanda Richardson     | PCC Member            | Co-opted January 2024<br>Elected May 2024 |
| Terence Robson        | PCC Member/Reader Rep | Re-appointed June 2024                    |
| David Rule            | PCC Member            | Co-opted Jan to May 2024                  |
| Anne Seller           | Church Warden         |                                           |
| Mark Simpson          | PCC Member            | Elected May 2025                          |
| Anne Smith            | PCC Member/Vice Chair |                                           |
| Amanda Storer         | PCC Member            | Elected May 2024                          |
| Rachel Wells          | Deanery Synod Rep     | Elected May 2024                          |
| Jenny Whiteing        | PCC Member            | Term ended May 2024                       |

**Charity number** 131904  
Registered in England and Wales

**Registered and principal address:**

St Edmunds's Church, Lidgett Park Road, Leeds. LS8 1JN

**Bankers**

|                    |                                |               |
|--------------------|--------------------------------|---------------|
| Yorkshire Bank plc | CCLA Investment Management Ltd | HSBC Bank plc |
| 370 Harrogate Rd   | Senator House                  | 33 Park Row   |
| Leeds              | 85 Queen Victoria St           | Leeds         |
| LS17 6QA           | London EC4V 4ET                | LS1 1LD       |

|                      |                 |
|----------------------|-----------------|
| Bank of Scotland plc | Lloyds Bank plc |
| 300 Lawnmarket       | Vicar Lane      |
| Edinburgh            | Leeds           |
| EH1 2PH              | LS1 6PN         |

**Independent examiner:** Julie Akkermans – Simply Sums Ltd

**Trustees' report (continued) for the year ended 31 December 2024**

**Aim and purposes**

St Edmund's Parochial Church Council (PCC) has the responsibility of cooperating with the incumbent, the Reverend Michelle Lepine, in promoting in the ecclesiastical parish the whole mission of the Church, pastoral, evangelistic, social, and ecumenical. The PCC is also specifically responsible for the maintenance of the church hall adjacent to the church building.

**Objectives and Activities**

The PCC is committed to enabling as many people as possible to worship at our church and to become part of our parish community at St Edmund's. A small leadership team takes the responsibility of maintaining an overview of worship throughout the parish and plans our services to involve the many groups that live within our parish. Our services and worship put faith into practice through prayer and scripture, music, and sacrament.

The PCC adopted the following vision statement in 2016:

"God is calling us to become a Church that is growing because we are:

- rooted and grounded in prayer, the bible and worship (guiding and empowering)
- enabling people to belong and grow in faith (welcoming, nurturing, and caring)
- reaching out into our community (serving and witnessing)."

The overarching church focus is "Sharing God's generous love".

**Public Benefit Statement**

When planning our activities for the year, we have considered the Charity Commission's guidance on public benefit and the supplementary guidance on charities for the advancement of religion. We try to enable ordinary people to live out their faith as part of our parish community through:

- Worship and prayer; learning about the Gospel; and developing their knowledge and trust in Jesus.
- Provision of pastoral care for people living in the parish and the wider community in partnership with our neighbouring parishes.
- Missionary and outreach work.

To facilitate this work, it is important that we maintain the fabric of the church of St Edmund's, the church hall, and the grounds.

## **Achievements and performance**

### **Church - worship and prayer**

Following the resignation of Rev Nigel Wright on 31/12/23, St Edmund's spent 10 months of 2024 in vacancy. A small but dedicated team led services with assistance from the wardens, ensuring that we offered the full range of services across the liturgical seasons. Our congregations engaged in worship and prayer enjoying a full range of service styles.

In early February we held a Prayer Breakfast in place of our usual 10am service. It was extremely well attended and after breaking bread together, we explained the vacancy process, discussed where we felt we were going as a church and what we would like to see in a new vicar. The responses from this were collated and formed the basis of our Parish Profile and Brochure used in the vacancy process.

Worship on Sunday mornings, is centred round the 10am Sunday Holy Communion service. This service is adapted in the month for baptisms, certain non-Eucharist services, and other specific occasions such as Mothering Sunday, Harvest and Remembrance Sunday. It incorporates a broad range of liturgical and musical styles to reflect a diverse worshipping community, together with a multimedia approach to service input and output. There is also an 8am said Holy Communion service each Sunday which provides a quiet and reflective worship space. Sunday evening services reflect the diversity of the community with a variety of different service styles, including Choral Evensong, Taizé, Iona, Evening Prayer and Compline.

St Edmund's Toddlers, a group for parents/carers and pre-schoolers ran until April '24 when the contract for our Children's Youth and Families worker expired. The attendance could at times be as many as 70 and we have had enquiries about baptism emanating from this ministry. The PCC pledged to offer a scaled down version of Toddlers (run by volunteers) once a new incumbent was in place.

St Edmund's has a popular choir, including a children's section. The choir has a varied repertoire and engages in contemporary as well as traditional choral music. Extra musicians take part in our Taizé services. We are indebted to our Director of Music and Organist/Pianist for their dedication.

Considerable thought, planning and input continues to be given to meeting the needs of children in worship and prayer. There is provision during the 10am service for ages 3 and up to meet in individual age groups for bespoke teaching and worship through a dedicated team of 7 volunteers. Activities are provided at the back of church for those times when Junior Church does not meet and for those too young to attend.

There is a weekly midweek Holy Communion service plus Morning Prayer on one morning each week, providing a deeply reverent and historically important form of worship for the community. The aesthetics of the church building and the liturgical decorations and flowers are a significant and beautiful aid to worship and prayer.

Three study groups meet at different times throughout the week, providing a variety of fellowship and study options.

### **Church Facilities - community engagement, enrichment, and the environment**

We aim to make our church available for a broad range of arts-based activities, including orchestras, musical ensembles, and choirs with a particular focus on increasing the number of organisations

**The Parochial Church Council of the Ecclesiastical Parish of St Edmund, Roundhay**  
**Trustees' report (continued) for the year ended 31 December 2024**

using the church building for such events. During 2024 we hosted 14 orchestras/choirs and opened the church for the annual Roundhay Open Studios event and Roundhay Open Gardens.

We take seriously our responsibility to our environment and creation in all aspects of our church and community life and hold a Bronze Eco Church award (A Rocha). Our Parish Environment Officer keeps us informed of Diocesan and other initiatives. A challenging project to install solar panelling on the church buildings is now largely complete. We are still waiting for confirmation on siting the storage batteries for the panels and hope to complete this in 2025. We continue to address our carbon footprint and the challenge of being carbon neutral in due course. Our Church architect, Tom Crooks is a Conservation Architect.

Our church attracts many people for seasonal events (Easter/Harvest/Christmas) and despite being in vacancy our attendance figures were broadly the same as in 2023.

Engaging with local schools is a priority. We have had school visits from 2 local primary schools and hosted the Christmas productions for them. Parents and staff attended and the church was packed. We also provide space for a nearby special school (outside the parish) to bring their pupils for a Christmas sensory experience. More school dates are in the diary and invitations have been extended to other local primary schools.

Our church hall building comprises a variety of halls, rooms, offices, and a dance studio which are all let out for a varied range of activities and community uses. The engagement with community activities over the course of the year for regular and party/event hire results in many hundreds of adults and children using the facilities each week. Following the departure of the Church Administrator in 2023, the hall proposed to use some of its income to employ a Hall Bookings Secretary. This has proved to be a huge benefit to the hall and the new employee has considerably increased both regular and ad hoc hires throughout 2024.

We are a sponsoring church for Guiding and Scout Association uniformed organisations and have a purpose-built Guide and Scout headquarters on site. Some 280 children are engaged with these uniformed organisations, with some of the leaders and children also being part of regular church life and/or attending church parade services.

St Edmund's is a Dementia Friendly church and runs "The Tea Cosy Café+" in the Highwood Building of the Brackenwood Community Association which reaches out to those living with dementia and their carers. The weekly Tuesday drop in space for older people run by St Edmund's in conjunction with the RVS attracts on average 20 visitors a week. The Wednesday Holy Communion is followed by Coffee and Cake and is enjoyed by a number of those attending the service.

Since late 2023, the foodshare has been fully run by volunteers and we have been able to maintain our service three mornings a week. A dedicated team of 15 people collect food from local shops and distribute the food 3 mornings a week. We also have 3 people who are able to provide standby cover for collection or distribution. The food is all at or close to sell by date and is collected from 3 local supermarkets. Photos of the food collected are posted on St Edmunds Community Hub Facebook page. 12-15 people visit the foodshare each time often sharing what they collect with their family and friends and so reaching many more individuals. What is available varies and is dependent on what the shops don't sell so anyone in need of more regular and balanced meals are referred on to local food banks for support and help. Any excess food left after a session is donated forward so it is not wasted. The foodshare is a valuable resource for people and helps to stop an enormous amount of food from local shops being wasted.

## **The Parochial Church Council of the Ecclesiastical Parish Of St Edmund, Roundhay**

### **Trustees' report (continued) for the year ended 31 December 2024**

#### **Pastoral Care**

Pastoral care in the parish is built on deep and long-term relationships both within the church congregation and the parish. St Edmund's is an important part of community life and is a focus for baptisms, weddings and funerals. Pastoral care is prominent in all three settings. Preparation for baptisms and weddings is provided to ensure those involved in these significant life events are well prepared and cared for. There is a bereavement team which cares for all those who seek help in grief and an annual memorial service that is much appreciated by many in the wider community.

Home communion distribution is a prominent feature in the parish, catering for the needs of those who are in nursing homes, ill or housebound. There is a small, dedicated team of Lay Eucharistic Ministers.

#### **Mission and Evangelism**

Monitoring and evaluating mission and outreach is normally undertaken by recording and providing various prescribed statistics for mission to the Church Commissioners centred on attendance figures, electoral roll numbers and a variety of other categories.

At present there are 158 (2023: 155) members on the electoral roll. The regular worshipping community (attending a service at least once a month) at the end of 2024 was 109 adults and 10 children (2023: 101 adults and 13 children), a net increase of 8 adults and a decrease of 3 children.

During 2024 we have had 15 adults join us and 12 depart. We know we have a significant number who attend church related activities such as Toddlers and Tea Cosy Café+ who consider St Edmund's to be 'their' church. We would estimate this number as 50+.

In October 2024, 495 people attended our Sunday services (in person or online) services. The average number for 1 week was 132. It is noticeable that numbers fluctuate depending on the type of service. There has been a decrease in people attending online (average 5) but we are continuing to offer this service as a significant number of views are often recorded later in the week. We are encouraged by the growing number of people returning to worship.

Through our Children's Youth and Families Lead we continued to engage with large numbers of families and children through our regular School Holiday Drop Ins and Festival Events such as Light Stop and the Pancake Party. Holiday drop in days during every school holiday continued until the end of April (end of CYFW contract). On average these would attract 100-120 people per day in the main holidays and 60-80 in the half term. The Pancake Party attracted over 100 and over 320 people attended Halloween Light Stop. These events have helped in reintroducing families to church activities and church worship.

We had one wedding in 2024 and held 16 funerals and 5 baptisms. Major festivals are a significant source of community outreach at St Edmund's. 171 people attended our Easter services, and a total of 772 people attended worship on Christmas Eve or Christmas Day.

We work hard to communicate effectively with the church and wider community through social media mainly through Facebook and our website. We ceased production of our monthly magazine in 2023, replacing it with a weekly email (via MailChimp) and a bi-monthly newsletter (produced in-house). The email has a reflection from one of the service leaders, followed by social updates and the weekly 'pew sheet' with service details and readings. The bi-monthly newsletter was distributed on the same basis as the old monthly one.

## **The Parochial Church Council of the Ecclesiastical Parish of St Edmund, Roundhay**

### **Trustees' report (continued) for the year ended 31 December 2024**

St Edmund's has had a long association with St Aidan's Foodbank, PAFRAS (supporting destitute asylum seekers in Leeds) and a local Franciscan men's shelter (although this did close in mid-2024). Throughout the year our congregation donates food and toiletries to these charities.

We also engage in mission and outreach on a national and global level. For many years St Edmund's has given a portion of our income to other charitable causes. In 2024 we donated money to the Church Mission Society and we enjoyed a visit from our mission partners Andy and Kati Walsh who minister out in Brazil. We support Christian Aid and The Children's Society on an annual basis. Our Gift Service donations of toys were taken to the Leeds Children's Charity and bedding was taken to Zarach (ending bed poverty in Leeds). The Christmas Eve collection was shared with Water Aid.

Significant numbers of our congregation members support a wide variety of charitable and community-based activities across a broad spectrum of faith-based and non-faith-based projects. As a church and as individuals interfaith projects are embraced.

#### **Mission and outreach – development and enrichment**

The focus on numbers and statistics in annual reports is paramount, however, what is not necessarily measurable by these figures is how the individual lives of those worshipping members of the church, and those engaging with the church, are being developed and enriched (or not as may be the case). This needs a continual focus from the PCC, incumbent and licensed ministers combined.

In 2024, 15 new people joined St Edmund's and the feedback received was that this was in the main due to an open, friendly, warm, and welcoming environment that allows people to engage and worship safely and explore life at St Edmund's. It is a mixture of those new to the Christian faith and those moving from other areas and as such there is an increased need for teaching, mentoring and spiritual care.

Due to the vacancy, no Alpha courses were run in 2024 but we look forward to the new incumbent sharing new mission and outreach ideas.

#### **Mission and outreach – training and resourcing**

Many of our members engage in ministry and outreach on a Diocesan-wide basis in a number of different ways, including chaplaincy services to Ripon Cathedral, serving with the Diocesan Advisory Committee, hospital Chaplaincy services, and assisting neighbouring churches with a variety of projects.

#### **Ecumenical Relationships**

We continue to meet with four other local churches as 'Churches Together in Roundhay'. Along with our Covenanting Partners we continued to offer monthly ecumenical services, combined Easter witness and the Lent study course.

#### **The Church – buildings, maintenance & management**

The PCC recognises that to facilitate the work detailed above, it is important that the fabric of the church and the church hall facilities are continually maintained and improved. There is a schedule of regular servicing and maintenance for all plant and equipment.

## **The Parochial Church Council of the Ecclesiastical Parish Of St Edmund, Roundhay**

### **Trustees' report (continued) for the year ended 31 December 2024**

Quinquennial inspections for our church and church hall were conducted during 2023 and the PCC met with the church architect at 2 special meetings in early 2024 to discuss the content of each report. There were no significant immediate matters to address, but a schedule of works has begun following those meetings.

St Edmund's has an "invisible army" of volunteers and helpers that continue to look after the day-to-day care and maintenance of the church and grounds throughout the year and as such the church and grounds are maintained to a high standard for all to enjoy.

#### **Risk Management & Safeguarding**

The PCC is committed to maintaining health and safety and risk management policies, in line with both legal requirements and best practice. All policies and procedures were reviewed and renewed where necessary. Written risk assessments for activities and the premises are undertaken, maintained and updated each year or event. As a responsible employer, the PCC abides by HR legislation and ensures all necessary policies and documentation are in place. The management of volunteers is an essential part of delivering the aims and objectives of the charity and guidance issued by the national and diocesan church advisors is used to attain to best practise in volunteer management.

The PCC continue to adhere to and improve systems in relation to the General Data Protection Regulation requirements.

The PCC takes very seriously its responsibility for all safeguarding issues and ensuring both legal requirement and best practice are adhered to. All parishes are required to have agreed a formal statement of adoption of the House of Bishops 'Promoting a Safer Church; safeguarding policy statement,' and of the Church of England safeguarding policy and guidance, including a Parish Safeguarding Policy (provided by the House of Bishops, from the Parish Safeguarding handbook, Promoting a safer church). This statement of adoption and the Parish Safeguarding policy are signed on behalf of the PCC and displayed in our church and church hall, having been updated to the latest versions, reviewed, and approved by the PCC.

The PCC has also been implemented the "National Church watch guidance" on Counter Terrorism Advice of churches.

#### **Financial Review**

The net expenditure (deficit) for the year was £58k. Nearly half of this sum related to restricted funds, where specific funds received in earlier years have been spent in 2024. Unrestricted funds show a deficit of £31k, which includes the impact of a one-off £18k spent on repairing the church hall building.

The Diocesan share has been paid in full.

The funds balance carried forward a healthy £44k unrestricted and £20k restricted.

#### **Post Balance Sheet events**

The core congregation has continued to support the church with standing orders representing approximately 90% of the church's normal unrestricted donations. We have also seen an increase in giving by electronic giving. The church paid 12 parish shares in 2024. The PCC have considered

## **The Parochial Church Council of the Ecclesiastical Parish of St Edmund, Roundhay**

### **Trustees' report (continued) for the year ended 31 December 2024**

future cash flow forecasts and believe that the accounts should be prepared on a going concern basis, and liabilities will continue to be met. The PCC are actively looking at ways of generating additional income.

#### **Reserves and investments policy**

We aim to hold the equivalent of approximately 3 months unrestricted payments in reserves to smooth out fluctuations and meet emergencies.

It is our policy to invest the short-term investment fund balances (both restricted and unrestricted) with the CCLA Church of England Deposit Funds.

#### **A personal message from our Churchwardens**

Due to the vacancy, the Wardens remained indebted to a dedicated core of retired clergy with Permission to Officiate, our Licenced Lay Ministers and occasional visiting clergy who ensured that we did not have to cancel any of our advertised services throughout the whole of 2024. This meant that when the new incumbent arrived in early November, there was a framework of services to help her settle into the pattern of worship. We are taking this opportunity to thank them as well as **ALL** the church volunteers in whatever capacity they serve St Edmund's. It would be wrong to single out any one individual as we have many volunteers as well as the trustees.

*Now you are the body of Christ, and each one of you is a part of it. (1Corinthians 12 v27)*

#### **Personal note from the Incumbent, Reverend Michelle Lepine (licensed in post since November 2024)**

My contribution to the life and worship of St Edmund's Church in 2024 is limited since I was only in post for the last 2 months of this financial reporting year. I would, therefore, like to express my thanks to the Churchwardens, Anne Seller and Douglas Kipling, for taking on the majority of the preparation of this report.

I express my sincere gratitude to them both, also to the PCC and to the whole church family, for the warm welcome extended to myself and my family as we embark on a new adventure in Roundhay and within the St Ed's faith community and wider community. Moving house and location and beginning new ministerial roles can be unsettling and challenging, but the warmth, kindness and generosity extended to us has eased the process for all of us.

The months of November and December were full. I was straight into Remembrance, Advent, and Christmas services, school visits, parade services and visits to uniformed groups as well as a number of occasional offices, all of which meant I had to hit the ground running! It certainly gave me a taste of the vibrant and diverse ministry in place within the life of the church. I look forward to future opportunities to love and serve God and one another and to grow and develop as disciples of Jesus in the future as we seek to prayerfully and practically make his kingdom come in Roundhay.

#### **Structure, governance, and management**

The Parochial Church Council is a corporate body established by the Church of England. The PCC operates under the Parochial Church Council Powers Measure. The PCC is a Registered Charity.

## **The Parochial Church Council of the Ecclesiastical Parish Of St Edmund, Roundhay**

### **Trustees' report (continued) for the year ended 31 December 2024**

The method of appointment of PCC members is set out in the Church Representation Rules. At St Edmund's the membership of the PCC consists of the incumbent, 2 churchwardens, a reader representative, deanery synod representatives and members elected by those members of the congregation who are on the electoral roll of the church. All those who attend our services are encouraged to register on the Electoral Roll and stand for election to the PCC.

The PCC members are responsible for making decisions on all matters of general concern and importance to the parish including deciding on how the funds of the PCC are to be spent. New members receive initial training into the workings of the PCC and their responsibilities as trustees.

As well as regular meetings (11), the full PCC met for QI reviews in April and May, and also the Section 11 and 12 meetings during the vacancy process. All meetings were attended by at least 80% of the elected membership. Many PCC members are also members of other sub-committees such as Fabric or the Hall Management Committee. These groups report back to the full PCC and any appropriate action is agreed and taken.

### **Deanery Synod**

We had one appointment to Deanery Synod.

### **Administrative information**

St Edmund's Church is the parish church for Roundhay, situated in Lidgett Park Road. It is part of the Diocese of Leeds within the Church of England. The correspondence address is St Edmunds, Lidgett Park Rd, Leeds, LS8 1JN. The website is [www.stedmundsroundhay.org.uk](http://www.stedmundsroundhay.org.uk). The registered charity number is 1131904.

Approved by the board of trustees on 26 November 2025

Signed Anne Sefton

**Trustees' report (continued) for the year ended 31 December 2024**

**Independent examiner's report to the trustees of The Parochial Church Council of the Ecclesiastical Parish of St Edmund, Roundhay**

Charity number 1131904

I report to the charity trustees on my examination of the accounts of the charitable company for the year ended 31<sup>st</sup> December 2024, which are set out on pages 13 to 22.

**Responsibilities and basis of report**

As the charity's trustees of the charitable company (and also its directors for the purposes of company law) you are responsible for the preparation of the accounts in accordance with the requirements of the Companies Act 2006 ('the 2006 Act').

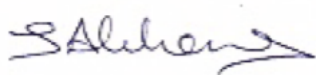
Having satisfied myself that the accounts of the charitable company are not required to be audited under Part 16 of the 2006 Act and are eligible for independent examination, I report in respect of my examination of your charity's accounts as carried out under section 145 of the Charities Act ('the 2011 Act'). In carrying out my examination I have followed the Directions given by the Charity Commission under section 145(5)(b) of the 2011 Act.

**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 company as required by section 386 of the 2006 Act; or
- 2 the accounts do not accord with those records; or
- 3 the accounts do not comply with the accounting requirements of section 396 of the 2006 Act other than any requirement that the accounts give a 'true and fair view' which is not a matter considered as part of an independent examination; or
- 4 the accounts have not been prepared in accordance with the methods and principles of the Statement of Recommended Practice for accounting and reporting by charities [applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102)].

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.



Julie Akkermans FCCA

Simply Sums Ltd Accountants, 26 Moorhead Terrace, Shipley, BD18 4LB  
25<sup>th</sup> November 2025

## STATEMENT OF FINANCIAL ACTIVITIES

For year ending 31 December 2024

|                                    |           | Unrestricted<br>Funds | Restricted<br>Funds | Endwmt<br>Funds | Total Funds     |                |
|------------------------------------|-----------|-----------------------|---------------------|-----------------|-----------------|----------------|
|                                    |           |                       |                     |                 | 2024            | 2023           |
|                                    | Note      | £                     | £                   | £               | £               | £              |
| <b>INCOME AND ENDOWMENTS</b>       |           |                       |                     |                 |                 |                |
| Voluntary income                   | 2         | 131,795               | 3,939               |                 | 135,734         | 179,846        |
| Activities for generating funds    | 2         | 12,915                | 3,124               |                 | 16,039          | 14,150         |
| Income from church activities      | 2         | 54,674                | 0                   |                 | 54,674          | 41,909         |
| Investment income                  | 2         | 714                   | 165                 | 422             | 1,301           | 761            |
| <b>TOTAL INCOME</b>                |           | <b>200,098</b>        | <b>7,228</b>        | <b>422</b>      | <b>207,748</b>  | <b>236,666</b> |
|                                    |           |                       |                     |                 |                 |                |
| Charitable activities              | 3         | 230,361               | 30,098              | 669             | 217,835         | 230,361        |
| Raising Funds                      | 3         | 802                   | 3,821               |                 | 0               | 802            |
| <b>TOTAL EXPENDITURE</b>           |           | <b>231,164</b>        | <b>33,919</b>       | <b>669</b>      | <b>265,752</b>  | <b>217,835</b> |
|                                    |           |                       |                     |                 |                 |                |
| <b>NET INCOME / (EXPENDITURE)</b>  |           | <b>(31,065)</b>       | <b>(26,691)</b>     | <b>(247)</b>    | <b>(58,004)</b> | <b>18,831</b>  |
|                                    |           |                       |                     |                 |                 |                |
| Transfer between funds             | 5         | (1,833)               | 1,833               | -               | -               | -              |
| <b>NET MOVEMENT IN FUNDS</b>       |           | <b>(32,898)</b>       | <b>(24,858)</b>     | <b>(247)</b>    | <b>(58,004)</b> | <b>18,831</b>  |
|                                    |           |                       |                     |                 |                 |                |
| Total funds brought forward        | 9         | 77,224                | 44,484              | 7,949           | 129,657         | 110,826        |
| <b>Total funds carried forward</b> | <b>10</b> | <b>44,326</b>         | <b>19,626</b>       | <b>7,702</b>    | <b>71,653</b>   | <b>129,657</b> |

All incoming resources and resources expended derive from continuing activities.

# **BALANCE SHEET AT 31ST DECEMBER 2024**

|                                            | Note | 2024<br>Unrestricted<br>£ | 2024<br>Restricted<br>£ | 2024<br>Endowment<br>£ | 2024<br>Total<br>£ | 2023<br>Total<br>£ |
|--------------------------------------------|------|---------------------------|-------------------------|------------------------|--------------------|--------------------|
| <b>CURRENT ASSETS</b>                      |      |                           |                         |                        |                    |                    |
| Debtors and prepayments                    | 4    | 5,583                     |                         |                        | 5,583              | 14,872             |
| Short term deposits                        | 5    | 14,840                    | 3,273                   | 7,702                  | 25,815             | 24,514             |
| Cash at bank and in hand                   | 6    | 33,395                    | 16,353                  |                        | 49,748             | 104,195            |
|                                            |      | 53,818                    | 19,626                  | 7,702                  | 81,146             | 143,581            |
| <b>CURRENT LIABILITIES:</b>                |      |                           |                         |                        |                    |                    |
| <b>amounts falling due within one year</b> |      |                           |                         |                        |                    |                    |
| Creditors and accruals                     | 7    | 9,493                     |                         |                        | 9,493              | 13,924             |
| <b>NET CURRENT ASSETS</b>                  |      | 44,326                    | 19,626                  | 7,702                  | 71,654             | 129,657            |
| <b>TOTAL NET ASSETS</b>                    |      | <b>44,326</b>             | <b>19,626</b>           | <b>7,702</b>           | <b>71,654</b>      | <b>129,657</b>     |
| <b>PARISH FUNDS</b>                        |      |                           |                         |                        |                    |                    |
| General unrestricted funds                 |      | 20,081                    |                         |                        | 20,081             | 20,344             |
| Designated funds                           | 8    | 24,245                    |                         |                        | 24,245             | 41,151             |
| Total Unrestricted funds                   |      | 44,326                    | 0                       | 0                      | 44,326             | 61,495             |
| Restricted funds                           | 9    |                           | 19,626                  |                        | 19,626             | 60,213             |
| Endowment fund                             |      |                           |                         | 7,702                  | 7,702              | 7,949              |
| <b>TOTAL FUNDS</b>                         |      | <b>44,326</b>             | <b>19,626</b>           | <b>7,702</b>           | <b>71,654</b>      | <b>129,657</b>     |

The financial statements were approved by the board of trustees on 26 November 2025



Anne Seller (Trustee)

**Trustees' report (continued) for the year ended 31 December 2024**

**1 Accounting policies**

**Basis of accounting**

These accounts have been prepared under the historical cost convention with items recognised at cost or transaction value unless otherwise stated in the relevant note(s) to these accounts. The financial statements have been prepared in accordance with the Statement of Recommended Practice: Accounting and Reporting by Charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective 1 January 2019) and with the Charities Act 2011.

The charity constitutes a public benefit entity as defined by FRS 102.

There has been no change to the accounting policies since last year.

No changes have been made to the accounts for previous years.

**Going concern**

The trustees are satisfied that there are no material uncertainties about the charity's ability to continue.

**Incoming resources**

All incoming resources are included in the Statement of Financial Activities (SOFA) when the charity becomes entitled to the resources, it is more likely than not that the trustees will receive the resources and the monetary value can be measured with sufficient reliability.

**Grants and donations**

Grants and donations are only included in the SOFA when the charity has unconditional entitlement to the resources.

Where grants are related to performance and specific deliverables, they are accounted for as the charity earns the right to consideration by its performance.

**Expenditure and liabilities**

Expenditure is recognised on an accrual basis as a liability is incurred. Liabilities are recognised where it is more likely than not that there is a legal or constructive obligation committing the charity to pay out the resources and the amount of the obligation can be measured with reasonable certainty.

**Taxation**

As a charity the organisation benefits from rates relief and is generally exempt from income tax and capital gains tax but not from VAT. Irrecoverable VAT is included in the cost of those items to which it relates.

**Tangible fixed assets**

**Consecrated and benefice property**

In so far as consecrated and benefice property of any kind is excluded from the statutory definition of 'charity' by Section 10(2)(a) and (c) of the Charities Act 2011 such assets are not capitalised in the financial statements.

Tangible fixed assets costing more than £5,000 are capitalised and included at cost including any incidental expenses of acquisition. Gifted assets are shown at the value to the charity on receipt.

## **1 Accounting policies continued**

### **Pensions**

The charity operates a defined contribution scheme for the benefit of its employees. The costs of contributions are recognised in the year they are payable.

### **Fund accounting**

Unrestricted funds are available for use at the discretion of the trustees in furtherance of the general objectives of the charity.

Designated funds are unrestricted funds earmarked by the trustees for particular purposes.

Restricted funds are subjected to restrictions on their expenditure imposed by the donor or through the terms of an appeal.

Endowment funds represent those assets which must be held permanently by the charity, principally investments. Income arising on the endowment funds can be used in accordance with the objects of the charity and is included as unrestricted income unless restrictions have been imposed by the donor. Any capital gains or losses arising on the investments form part of the fund. Investment management charges and legal advice relating to the fund are charged against the fund.

Further explanation of the nature and purpose of each fund is included in the notes to the accounts.

### **Leases**

Rents under operating leases are charged on a straight line basis over the lease term or to an earlier date if the lease can be determined without financial penalty.

## 2 INCOME AND ENDOWMENTS

|                                        | 2024<br>Unrestricted<br>Funds<br>£ | 2024<br>Restricted<br>Funds<br>£ | 2024<br>Endowmt<br>Funds<br>£ | 2024<br>Total<br>Funds<br>£ | 2023<br>Total<br>Funds<br>£ |
|----------------------------------------|------------------------------------|----------------------------------|-------------------------------|-----------------------------|-----------------------------|
| <b>Voluntary income</b>                |                                    |                                  |                               |                             |                             |
| Planned giving donations               | 86,369                             | -                                | -                             | 86,369                      | 88,021                      |
| Tax recoverable                        | 19,833                             | -                                | -                             | 19,833                      | 19,712                      |
| Collections and other giving           | 5,125                              | -                                | -                             | 5,125                       | 4,300                       |
| Grants                                 | 5,084                              | -                                | -                             | 5,084                       | 35,400                      |
| Donations and appeals                  | 15,385                             | 3,939                            | -                             | 19,324                      | 32,413                      |
| Legacies                               | -                                  | -                                | -                             | -                           | -                           |
|                                        | 131,795                            | 3,939                            | -                             | 135,734                     | 179,846                     |
| <b>Activities for generating funds</b> |                                    |                                  |                               |                             |                             |
| Fund Raising                           | 10,280                             | 3,124                            | -                             | 13,404                      | 11,333                      |
| Parish magazine advertising            | -                                  | -                                | -                             | -                           | 181                         |
| Solar Panels                           | 2,635                              | -                                | -                             | 2,635                       | 2,636                       |
|                                        | 12,915                             | 3,124                            | -                             | 16,039                      | 14,150                      |
| <b>Income from church activities</b>   |                                    |                                  |                               |                             |                             |
| Parish magazine sales                  | -                                  | -                                | -                             | -                           | 3,179                       |
| Fees for weddings and funerals         | 3,997                              | -                                | -                             | 3,997                       | 841                         |
| Church hall lettings - community use   | 44,402                             | -                                | -                             | 44,402                      | 34,760                      |
| Church building lettings – concerts    | 6,275                              | -                                | -                             | 6,275                       | 2,683                       |
| Sundry income                          | -                                  | -                                | -                             | -                           | 446                         |
|                                        | 54,674                             | -                                | -                             | 54,674                      | 41,909                      |
| <b>Investment income</b>               |                                    |                                  |                               |                             |                             |
| Interest received                      | 714                                | 165                              | 422                           | 1,301                       | 761                         |
|                                        | 714                                | 165                              | 422                           | 1,301                       | 761                         |
| <b>TOTAL INCOMING RESOURCES</b>        | 200,098                            | 7,228                            | 422                           | 207,748                     | 236,666                     |

### 3 EXPENDITURE

|                                           | 2024<br>Unrestricted<br>Funds<br>£ | 2024<br>Restricted<br>Funds<br>£ | 2024<br>Endowmt<br>Funds<br>£ | 2024<br>Total<br>Funds<br>£ | 2023<br>Total<br>Funds<br>£ |
|-------------------------------------------|------------------------------------|----------------------------------|-------------------------------|-----------------------------|-----------------------------|
| <b>Missionary &amp; charitable giving</b> | 2,537                              | -                                |                               | 2,537                       | 16,700                      |
| <b>Church activities</b>                  |                                    |                                  |                               |                             |                             |
| Ministry: diocesan parish share           | 85,573                             | -                                | -                             | 85,573                      | 55,261                      |
| Other ministry costs                      | 20,973                             | 5,037                            | -                             | 26,010                      | 61,131                      |
| Church insurance                          | 8,107                              | -                                | -                             | 8,107                       | 8,366                       |
| Heating, lighting and cleaning            | 27,266                             | -                                | -                             | 27,266                      | 29,020                      |
| Church maintenance                        | 13,482                             | 4,082                            | 669                           | 18,233                      | 19,220                      |
| Hall running costs                        | 45,827                             | -                                | -                             | 45,827                      | 15,782                      |
| Hall investment                           | 18,372                             | -                                | -                             | 18,372                      | -                           |
| Parish magazine costs                     | -                                  | -                                | -                             | -                           | 3,540                       |
| Printing, stationery and postage          | 963                                | -                                | -                             | 963                         | 941                         |
| Office and admin costs                    | 7,262                              | -                                | -                             | 7,262                       | 7,874                       |
| Other costs                               | -                                  | -                                | -                             | -                           | -                           |
|                                           | 227,825                            | 9,119                            | 669                           | 237,613                     | 201,135                     |
| <b>Investment in the church building</b>  |                                    |                                  |                               |                             |                             |
| Solar panels                              | -                                  | 20,979                           | -                             | 20,979                      | 0                           |
|                                           | -                                  | 20,979                           | -                             | 20,979                      | 0                           |
| <b>TOTAL CHARITABLE ACTIVITIES</b>        | <b>230,361</b>                     | <b>30,098</b>                    | <b>669</b>                    | <b>261,128</b>              | <b>217,835</b>              |
| <b>Raising Funds</b>                      |                                    |                                  |                               |                             |                             |
| Fundraising costs                         | 802                                | 3,821                            | -                             | 4,623                       | 0                           |
|                                           | 802                                | 3,821                            | -                             | 4,623                       | 0                           |
| <b>TOTAL RESOURCES USED</b>               | <b>231,164</b>                     | <b>33,919</b>                    | <b>669</b>                    | <b>265,752</b>              | <b>217,835</b>              |
| <b>Staff costs and numbers</b>            | Office &<br>admin<br>£             | Hall<br>running<br>£             | Other<br>ministry<br>£        | Music<br>£                  | 2024<br>Total<br>£          |
| Gross salaries                            | -                                  | 7,825                            | 10,516                        | 9,012                       | 27,353                      |
| Pensions                                  | -                                  | 112                              | 587                           | -                           | 699                         |
|                                           |                                    | 7,937                            | 11,103                        | 9,012                       | 28,052                      |
| 2023                                      | 664                                | 2,521                            | 42,851                        | 8,268                       | 51,119                      |

| <b>Defined contribution pension scheme</b>                      | <b>2024</b> | <b>2023</b> |
|-----------------------------------------------------------------|-------------|-------------|
|                                                                 | £           | £           |
| Costs of the scheme to the charity for the year                 | 699         | 2,754       |
| Amount of any contributions outstanding at the year end         | -           | -           |
| Amount of any contributions prepaid or overpaid at the year end | -           | 2,033       |

The average number of employees during the year was 3 (2023: 5), being an average of 1.5 FTE (2023: 2.3). There were no employees with emoluments above £60,000.

| <b>4 Debtors and prepayments</b> | <b>2024</b>  | <b>2023</b>   |
|----------------------------------|--------------|---------------|
|                                  | £            | £             |
| Debtors                          | -            | 870           |
| Accrued income                   | 5,583        | 11,682        |
| Other debtors                    | -            | 2,320         |
|                                  | <u>5,583</u> | <u>14,872</u> |

| <b>5 Current asset investments</b> | <b>2024</b>   | <b>2023</b>   |
|------------------------------------|---------------|---------------|
|                                    | £             | £             |
| Cash equivalents on deposit        | 25,815        | 24,514        |
|                                    | <u>25,815</u> | <u>24,514</u> |

| <b>6 Cash at bank and in hand</b> | <b>2024</b>   | <b>2023</b>    |
|-----------------------------------|---------------|----------------|
|                                   | £             | £              |
| Cash at bank                      | 49,548        | 103,965        |
| Cash in hand                      | 200           | 230            |
|                                   | <u>49,748</u> | <u>104,195</u> |

| <b>7 Creditors and accruals</b> | <b>2024</b>  | <b>2023</b>   |
|---------------------------------|--------------|---------------|
|                                 | £            | £             |
| Creditors                       | 9,491        | 6,413         |
| Accruals                        | -            | 7,511         |
| Deferred income                 | -            | -             |
|                                 | <u>9,491</u> | <u>13,924</u> |

| <b>8 Designated funds</b> | <b>Balance b/f</b> | <b>Incoming</b> | <b>Outgoing</b> | <b>Transfers</b> | <b>Balance c/f</b> |
|---------------------------|--------------------|-----------------|-----------------|------------------|--------------------|
|                           | £                  | £               | £               | £                | £                  |
| Hall funds                | 41,151             | 47,292          | - 64,199        | -                | 24,245             |
|                           | <u>41,151</u>      | <u>47,292</u>   | <u>- 64,199</u> | <u>-</u>         | <u>24,245</u>      |

The Parochial Church Council of the Ecclesiastical Parish of St Edmund, Roundhay

Notes to the accounts for the year ended 31 December 2024

| <b>9 Restricted funds</b>        | Balance b/f | Incoming | Outgoing | Transfers | Balance c/f |
|----------------------------------|-------------|----------|----------|-----------|-------------|
|                                  | £           | £        | £        | £         | £           |
| St Eds Covid appeal              | 2,601       | -        | -        | (2,601)   | -           |
| LCC VAL Hub                      | 2,647       | 20       | 629      | (156)     | 1,882       |
| Redman Legacy                    | 1,000       |          | 186      |           | 814         |
| Donation for side chapel heating | 1,030       | -        | -        | (328)     | 702         |
| Solar Panels                     | 18,436      | 2,750    | 20,979   | 462       | 669         |
| Painting                         | 4,979       | 1,169    | 3896     |           | 2,252       |
| Art Class                        | -           | 3124     | 3821     | 1107      | 410         |
| Tamas memorial fund              | -           | -        | 405      | 1,013     | 608         |
| Youth Worker                     | -           | -        | 4003     | 4003      | -           |
| Collections to be paid over      | 1,617       | -        | -        | (1,617)   | -           |
| Little Explorers                 | 50          | -        | -        | (50)      | -           |
| Holiday Fund                     | 1,350       | -        | -        | -         | 1,350       |
| Joyce Sundram Legacy             | 2,000       | -        | -        | -         | 2,000       |
| Music                            | 7,632       | 68       | -        | -         | 7,700       |
| One City One World               | 148         | -        | -        | -         | 148         |
| Organ                            | 749         | 97       | -        | -         | 846         |
| War Memorial                     | 100         | -        | -        | -         | 100         |
| Bibles                           | 145         | -        | -        | -         | 145         |
|                                  | 44,484      | 7,228    | 33,919   | 1,883     | 19,626      |

| <b>Fund Name</b>     | <b>Purpose of restriction</b>                                                                                                                 |
|----------------------|-----------------------------------------------------------------------------------------------------------------------------------------------|
| St Eds Covid appeal  | Towards the costs of alleviating hardship caused by the pandemic in the parish and wider community                                            |
| LCC VAL Hub          | Funding from Leeds County Council to run a Voluntary Action Leeds (VAL) Hub in the Roundhay ward to alleviate hardship caused by the pandemic |
| Redman Legacy        | J Redman legacy donation towards costs related to the grounds.                                                                                |
| Treasury costs       | Donation towards costs of the treasury and finance function                                                                                   |
| Side chapel          | Donation towards heating costs for the side chapel                                                                                            |
| Solar Panels         | Donation towards solar panel installation                                                                                                     |
| Painting             | Donation towards costs of painting                                                                                                            |
| Art Group            | A group set up during Covid to support art based activities                                                                                   |
| Tamas memorial fund  | A fund to remember a former parishioner                                                                                                       |
| Youth Worker         | Donation to support youth work in the parish                                                                                                  |
| Collections          | Donations received in church for specific purposes not yet paid over to those charities                                                       |
| Little Explorers     | For Little Explorers activities To maintain the war memorial                                                                                  |
| Holiday Fund         | To subsidise holidays for those in greatest need                                                                                              |
| Joyce Sundram Legacy | For an interfaith welcome project                                                                                                             |
| Music                | For the work of the church choir                                                                                                              |
| One City One World   | For raising awareness of social justice issues                                                                                                |
| Organ                | For organ repairs                                                                                                                             |
| War Memorial         | To maintain the war memorial                                                                                                                  |
| Bibles               | For purchase of bibles                                                                                                                        |

## **10 RELATED PARTIES**

As the parish Director of Music, Robert Marles was paid £3,600 (2023: £3,300) during the year. Robert's parents, Judith and Peter Marles were both members of the PCC during the year.

No expenses were paid to the incumbent during the year.

Some reimbursement of expenses was paid to the PCC Secretary and the Churchwardens in relation to small sums for church expenditure. No other payments or expenses were paid to any other PCC member, persons closely connected to them or related parties.

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# Accounts

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**The Parochial Church Council of the Ecclesiastical Parish of  
St Edmund, Roundhay**  
Charity number 1131904

**Annual Report and Financial Statements  
for the year ended 31 December 2023**

**The Parochial Church Council of the Ecclesiastical Parish of  
St Edmund, Roundhay**

**Annual Report and Financial Statements  
for the year ended 31 December 2023**

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| Statement of financial activities | 13          |
| Balance sheet                     | 14          |
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**Prepared by Stead Robinson Accountants**

# The Parochial Church Council of the Ecclesiastical Parish of St Edmund, Roundhay

## Trustees' report for the year ended 31 December 2023

Reference and administrative details of the charity, its trustees and advisors

St Edmund's Church is the parish church for Roundhay, situated in Lidgett Park Road. It is part of the Diocese of Leeds within the Church of England. The correspondence address is St Edmunds, Lidgett Park Rd, Leeds, LS8 1JN. The website is [www.stedmundsroundhay.org.uk](http://www.stedmundsroundhay.org.uk). The registered charity number is 1131904.

PCC members who have served at any time from 1st January 2023 until the date this report was approved are:

| Name              | Position                           | Dates                     |
|-------------------|------------------------------------|---------------------------|
| Rev Nigel Wright  | Vicar, Chair of PCC                | Resigned 31 December 2023 |
| James Biswell     | Deanery Synod Rep                  | Resigned May 2023         |
| Sarah Brown       | PCC Member                         | Re-appointed May 2024     |
| Ted Fairfax       | PCC member                         | Re-appointed May 2024     |
| Anne Jones        | Deanery Synod Rep                  | Resigned May 2023         |
| Doug Kipling      | Church Warden                      | Re-appointed May 2024     |
| Isabel Laverly    | PCC Member                         | Resigned April 2023       |
| Jean Livesey      | PCC Member/Secretary               | Re-appointed May 2024     |
| Judith Marles     | PCC Member                         |                           |
| Anne Seller       | Church Warden                      | Re-appointed May 2024     |
| Anne Smith        | Deanery Synod Rep/Vice Chair       | Resigned May 2023         |
| Anne Smith        | PCC Member/Vice Chair              | Appointed May 2023        |
| Terence Robson    | PCC Member, Reader Rep (1 Year)    | Appointed March 2023      |
| Rachel Wells      | PCC member                         | Resigned May 2024         |
| Rachel Wells      | Deanery Synod Rep                  | Appointed May 2024        |
| Jenny Whiteing    | PCC Member                         | Resigned May 2024         |
| Amanda Richardson | Co-opted PCC Member until May 2024 | Co-opted January 2024     |
| David Rule        | Co-opted PCC Member until May 2024 | Co-opted January 2024     |
| Peter Marles      | PCC Member                         | Appointed May 2024        |
| Amanda Richardson | PCC member                         | Appointed May 2024        |
| Terence Robson    | PCC Member, Reader Rep (1 year)    | Re-appointed June 2024    |
| Amanda Storer     | PCC Member                         | Appointed May 2024        |

**Charity number** 1131904  
Registered in England and Wales

### Registered and principal address

St Edmund's Church  
Lidgett Park Road  
Leeds  
LS8 1JN

### Bankers

|                                                                |                                                                                            |                                                  |
|----------------------------------------------------------------|--------------------------------------------------------------------------------------------|--------------------------------------------------|
| Yorkshire Bank plc<br>370 Harrogate Rd<br>Leeds<br>LS17 6QA    | CCLA Investment Management Ltd<br>Senator House<br>85 Queen Victoria St<br>London EC4V 4ET | HSBC Bank plc<br>33 Park Row<br>Leeds<br>LS1 1LD |
| Bank of Scotland plc<br>300 Lawnmarket<br>Edinburgh<br>EH1 2PH | Lloyds Bank plc<br>Vicar Lane<br>Leeds<br>LS1 6PN                                          |                                                  |

### Independent examiner - Philip Lofthouse FCA

#### Stead Robinson Accountants

Dipford House  
Queens  
Square  
Honley  
HD9 6QZ

# **The Parochial Church Council of the Ecclesiastical Parish of St Edmund, Roundhay**

## **Trustees' report (continued) for the year ended 31 December 2023**

### **Aim and purposes**

St Edmund's Parochial Church Council (PCC) has the responsibility of cooperating with the incumbent, the Reverend Nigel Wright, in promoting in the ecclesiastical parish the whole mission of the Church, pastoral, evangelistic, social, and ecumenical. The PCC is also specifically responsible for the maintenance of the church hall adjacent to the church building.

### **Objectives and Activities**

The PCC is committed to enabling as many people as possible to worship at our church and to become part of our parish community at St Edmund's. A small leadership team takes the responsibility of maintaining an overview of worship throughout the parish and plans our services to involve the many groups that live within our parish. Our services and worship put faith into practice through prayer and scripture, music, and sacrament.

The PCC adopted the following vision statement in 2016:

"God is calling us to become a Church that is growing because we are:

- rooted and grounded in prayer, the bible and worship (guiding and empowering)
- enabling people to belong and grow in faith (welcoming, nurturing, and caring)
- reaching out into our community (serving and witnessing)."

The overarching church focus is "Sharing God's generous love."

### **Public Benefit Statement**

When planning our activities for the year, we have considered the Charity Commission's guidance on public benefit and the supplementary guidance on charities for the advancement of religion. We try to enable ordinary people to live out their faith as part of our parish community through:

- Worship and prayer; learning about the Gospel; and developing their knowledge and trust in Jesus.
- Provision of pastoral care for people living in the parish and the wider community in partnership with our neighbouring parishes.
- Missionary and outreach work.

To facilitate this work, it is important that we maintain the fabric of the church of St Edmund's, the church hall, and the grounds.

### **Achievements and performance**

#### **Church - worship and prayer**

The PCC is keen to offer a range of services over the course of the liturgical seasons and the annual calendar that our community find both beneficial and helpful in enabling them to engage in worship and prayer and to enable a deepening of their spiritual lives.

## **The Parochial Church Council of the Ecclesiastical Parish of St Edmund, Roundhay Trustees' report (continued) for the year ended 31 December 2023**

### **Achievements and performance continued**

Worship at St Edmund's, on Sunday mornings, is centered round the 10am Sunday Holy Communion service. This service is adapted in the month for baptisms, all-age and parade services, and other specific occasions such as Mothering Sunday, Harvest and Remembrance Sunday. It incorporates a broad range of liturgical and musical styles to reflect a diverse worshipping community, together with a multimedia approach to service input and output. There is also an 8am said Holy Communion service each Sunday which provides a quiet and reflective worship space. Sunday evening services reflect the diversity of the community with a variety of different service styles, including Choral Evensong, Taizé, Iona, Evening Prayer and Compline.

St Edmund's Toddlers is for parents/carers and pre-schoolers and provides play and fellowship over lunch. Average attendance is 70 to 80 people and numbers grew steadily throughout the year. Several parents attending Toddlers have made enquiries about Holy Baptism.

St Edmund's has a popular choir, including a children's section. The choir has a varied repertoire and engages in contemporary as well as traditional choral music. Extra musicians take part in our Taizé services. We are indebted to our Director of Music and Organist/Pianist for their dedication.

Considerable thought, planning and input continues to be given to meeting the needs of children in worship and prayer. There is provision during the 10am service for all ages to meet in individual age groups for bespoke teaching and worship through a dedicated team of 7 children's workers.

There is a weekly midweek Holy Communion service and a dedicated team which prays in church 2 mornings each week providing a deeply reverent and historically important form of worship for the community. The aesthetics of the church building and the liturgical decorations and flowers are a significant and beautiful aid to worship and prayer.

The PCC remain ever mindful of changes in the parish community and society at large when considering worship and prayer provision and its duty under canon law to make provision for minority groups. Restructured baptism services have been well received by families, newcomers, and worshippers from visiting churches. The worshipping environment continues to be enhanced by our audio-visual and sound equipment and improved lighting.

### **Church Facilities - community engagement, enrichment, and the environment**

We aim to make our church available for a broad range of arts-based activities, including orchestras, musical ensembles, and choirs with a particular focus on increasing the number of organisations using the church building for such events. During 2023 we hosted 13 orchestras/choirs and opened the church for the annual Roundhay Open Studios event and Roundhay Open Gardens.

## **The Parochial Church Council of the Ecclesiastical Parish of St Edmund, Roundhay**

### **Trustees' report (continued) for the year ended 31 December 2023**

#### **Achievements and performance continued**

We take seriously our responsibility to our environment and creation in all aspects of our church and community life and hold a Bronze Eco Church award (A Rocha). Our Parish Environment Officer keeps us informed of Diocesan and other initiatives. Having overcome delays in local government planning a significant project for additional solar panelling on the church buildings has now been completed. We continue to address our carbon footprint and the challenge of being carbon neutral in due course. Our Church architect, Tom Crooks is a Conservation Architect. Our church attracts many people for seasonal events and we saw an increase in numbers in 2023.

Engaging with local schools is a priority. We have had school visits from 2 local primary schools and hosted the Christmas Nativity play for one of them. Parents and staff attended and the church was packed. We also provide space for a nearby special school (outside the parish) to bring their pupils for a Christmas sensory experience. More school dates are in the diary and invitations have been extended to other local primary schools.

Our church hall building comprises a variety of halls, rooms, offices, and a dance studio which are all let out for a varied range of activities and community uses. The engagement with community activities over the course of the year for regular and party/event hire results in at least one thousand adults and children each week using the facilities.

We are a sponsoring church for Guiding and Scout Association uniformed organisations and have a purpose-built Guide and Scout headquarters on site. Some 280 children are engaged with these uniformed organisations, with some of the leaders and children also being part of regular church life and/or attending church parade services.

St Edmund's is a Dementia Friendly church and runs "The Tea Cosy Café" in the Highwood Building of the Brackenwood Community Association which reaches out to those living with dementia and their carers. The weekly Tuesday drop in space for older people run by St Edmund's in conjunction with the RVS attracted more members in 2023. A weekly midweek soup lunch club and knit and natter session follows the Wednesday Holy Communion service.

Up until November '23 St Edmund's continued to manage a community Hub for the Roundhay Ward in conjunction with Leeds City Council. It provided meals, shopping, food-parcels, practical support, and an array of services to a potential population base of some 25,000 people. This has been achieved through coordinating and managing more than 40 volunteers from a mix of church and community. It has helped forge numerous relationships with other charities and not for profit organisations serving the wider community.

The end of funding meant we were no longer able to employ a Hub Manager, so in November all council funds and vouchers were transferred to Brackenwood Community Association. We continued to collect on-date food from local supermarkets and offered these at a food share drop-in 4 days a week.

#### **Pastoral Care**

Pastoral care in the parish is built on deep and long-term relationships both within the church congregation and the parish. St Edmund's is an important part of community life and is a focus for baptisms, weddings and funerals.

## **The Parochial Church Council of the Ecclesiastical Parish of St Edmund, Roundhay**

Trustees' report (continued) for the year ended 31 December 2023

### **Achievements and performance continued**

Pastoral care is prominent in all three settings. Preparation for baptisms and weddings is provided by teams to ensure all preparing for these significant life events are well prepared and cared for. There is a bereavement team which cares for all those who seek help in grief and an annual memorial service that is much appreciated by many in the wider community.

Congregation members participate in a wide range of local activities outside of the parish church and much pastoral care and attention is undertaken quite naturally and genuinely. Congregation members are prominent in ensuring those who would not otherwise be able to attend worship are provided with lifts, or a firm hand to hold! Home communion distribution is a prominent feature in the parish to cater for the needs of those who are in nursing homes, ill or housebound and there is a strong team of Lay Eucharistic Ministers.

Pastoral care assistants are embedded in the life of the church and in the care of congregation members. The team is thirteen strong with additional input from clergy.

### **Mission and Evangelism**

Monitoring and evaluating mission and outreach is normally undertaken by recording and providing various prescribed statistics for mission to the Church Commissioners centred on attendance figures, electoral roll numbers and a variety of other categories.

At present there are 155 (2022: 154) members on the electoral roll. The regular worshipping community (attending a service at least once a month) at the end of 2023 was 101 adults and 16 children (2022: 182 adults and 43 children), a net decrease of 81 adults and 27 children.

During 2023 we have had 22 adults join us and 18 depart and 10 children join us and 12 depart.

The numbers remain difficult to assess. We know that there are a significant number of adults and children on the "fringe" of church life (50+) through Toddlers, Tea Cosy Café+ and the Uniformed Organisations.

In October 2023, a total of 514 people attended our Sunday services (in person or online). The average number for one week was 141. It is noticeable that numbers fluctuate depending on the type of service.

There has been a decrease in people attending on-line during the broadcast (average 5), but there are a significant number of views throughout the following week (sometimes over 100). We are continuing to offer this service.

We are encouraged by the growing number of people returning to worship.

Through our Children's Youth and Families Lead, we are engaging with many hundreds of families and children through our regular School Holiday Drop Ins and Festival Events such as Light Stop and the Pancake Party.

# **The Parochial Church Council of the Ecclesiastical Parish of St Edmund, Roundhay**

## **Trustees' report (continued) for the year ended 31 December 2023**

### **Achievements and performance continued**

Holiday drop in days during every school holiday attract on average 100-120 people per day in the main holidays and 60-80 in the half terms.

The Pancake Party attracted over 100 and 400+ people attended Halloween Light Stop. These events have helped in reintroducing families to church activities and church worship.

We had no weddings in 2023 and held 4 funerals. Major festivals are a significant source of community outreach at St Edmund's. 168 people attended our Easter services, and a total of 1096 people attended worship on Christmas Eve or Christmas day in 2023 which is a significant increase on 2022.

We work hard to communicate effectively with the church and wider community through social media including Facebook and Instagram and our website. Our hard copy parish magazine was distributed to people around the parish by both members of the congregation and others until the end of 2023 when publication ceased. A bi-monthly newsletter is being produced in house and distributed to former magazine subscribers.

St Edmund's has had a long association with St Aidan's Foodbank, PAFRAS (supporting destitute asylum seekers in Leeds) and a local Franciscan men's shelter. Throughout the year our congregation donates food and toiletries to these charities as well as through the Hub emergency provision.

We also engage in mission and outreach on a national and global level. For many years St Edmund's has given a portion of our income to other charitable causes. In 2023 we donated money to the Church Mission Society, The Children's Society, Mary's Meals, The Salvation Army, Lighthouse West Yorkshire and Possible. We support Christian Aid and The Children's Society on an annual basis.

We continue to be a Fair Trade Church and hold fair trade stalls at our monthly coffee mornings and once a month after church services.

Significant numbers of our congregation members support a wide variety of charitable and community-based activities across a broad spectrum of faith-based and non-faith-based projects.

As a church and as individuals interfaith projects have been embraced.

### **Mission and outreach - development and enrichment**

The focus on numbers and statistics in annual reports is paramount, however, what is not necessarily measurable by these figures is how the individual lives of those worshipping members of the church, and those engaging with the church, are being developed and enriched (or not as may be the case). This needs a continual focus from the PCC, incumbent and licensed ministers combined.

## **The Parochial Church Council of the Ecclesiastical Parish of St Edmund, Roundhay**

### **Trustees' report (continued) for the year ended 31 December 2023**

#### **Achievements and performance continued**

In 2023, 32 new people (22 adults, 10 children) joined St Edmund's and the feedback received was that this was in the main due to an open, friendly, warm, and welcoming environment that allows people to engage and worship safely and explore life at St Edmund's. It is a mixture of those new to the Christian faith and those moving from other areas and as such there is an increased need for teaching, mentoring and spiritual care.

No Alpha courses were run in 2023 but we hope to address this in the near future.

#### **Mission and outreach - training and resourcing**

Until September 2023 St Edmund's was part of a group of city churches forming a resource church team, funded by the Strategic Development Unit of the National Commissioners.

Many of our members engage in ministry and outreach on a Diocesan-wide basis in a number of different ways, including chaplaincy services to Ripon Cathedral, serving with the Diocesan Advisory Committee, hospital Chaplaincy services, and assisting neighbouring churches with a variety of projects.

#### **Ecumenical Relationships**

We continue to meet with four other local churches as 'Churches Together in Roundhay' to plan and support occasional events including the ecumenical Lent study course.

Combined services take place in each church at intervals throughout the year.

#### **The Church - buildings, maintenance & management**

The PCC recognises that to facilitate the work detailed above, it is important that the fabric of the church and the church hall facilities are continually maintained and improved. There is a schedule of regular servicing and maintenance for all plant and equipment.

Quinquennial inspections for our church and church hall were conducted during 2023. There were no significant immediate matters to address. The PCC will meet with the architect early in 2024 to discuss our architect's recommendations.

St Edmund's has an "invisible army" of volunteers and helpers that continue to look after the day-to-day care and maintenance of the church and grounds throughout the year and as such the church and grounds are maintained to a high standard for all to enjoy.

#### **Risk Management & Safeguarding**

The PCC is committed to maintaining health and safety and risk management policies, in line with both legal requirements and best practice.

# **The Parochial Church Council of the Ecclesiastical Parish of St Edmund, Roundhay**

## **Trustees' report (continued) for the year ended 31 December 2023**

### **Achievements and performance continued**

All policies and procedures were reviewed and renewed where necessary.

Written risk assessments for activities and the premises are undertaken, maintained and updated each year or event.

As a responsible employer, the PCC abides by HR legislation and ensures all necessary policies and documentation are in place. The management of volunteers is an essential part of delivering the aims and objectives of the charity, and guidance issued by the national and diocesan church advisors is used to attain best practices in volunteer management.

The PCC continues to adhere to and improve systems in relation to the General Data Protection Regulation requirements.

The PCC takes very seriously its responsibility for all safeguarding issues and ensuring both legal requirements and best practices are adhered to. All parishes are required to have agreed a formal statement of adoption of the House of Bishops 'Promoting a Safer Church; safeguarding policy statement,' and of the Church of England safeguarding policy and guidance, including a Parish Safeguarding Policy (provided by the House of Bishops, from the Parish Safeguarding handbook, Promoting a safer church). This statement of adoption and the Parish Safeguarding policy are signed on behalf of the PCC and displayed in our church and church hall, having been updated to the latest versions, reviewed, and approved by the PCC.

The PCC has also implemented the "National Church watch guidance" on Counter Terrorism Advice of churches.

### **Financial Review**

The net income on unrestricted funds for the year was £46,018 (2022: £15,022). This is a significant surplus and reflects some larger one-off donations during the year. Income from hall lettings rose again after a drop-off during Covid years, leading to a surplus of £19k (2022: £10k) whilst expenditure fell. The parish share was not paid in full (£21k shortfall), although the PCC remains committed to catching up at some point in the future should funds allow. Previously received restricted funds continue to be spent & restricted fund balances are falling back towards more normal levels.

### **Post Balance Sheet events**

The core congregation has continued to support the church with standing orders representing over 90% of the church's normal unrestricted donations. We have also seen an increase in giving by sum up & by text. The Hall is now fully functioning. Although the PCC didn't pay all 12 parish shares in the year, the PCC intends to try to cover the shortfall for 2023 when future finances allow. There were several large donations after the year end which have allowed future payments to be made promptly. Giving has increased slightly which allows current costs to be met, alongside key fundraising events and this

## **The Parochial Church Council of the Ecclesiastical Parish of St Edmund, Roundhay Trustees' report (continued) for the year ended 31 December 2023**

pattern is likely to continue. The PCC have considered future cash flow forecasts and believe that the accounts should be prepared on a going concern basis, and liabilities will continue to be met. The PCC are actively looking at ways of generating additional income.

### **Reserves and investments policy**

We aim to hold the equivalent of approximately 3 months unrestricted payments in reserves to smooth out fluctuations and meet emergencies.

It is our policy to invest the short-term investment fund balances (both restricted and unrestricted) with the CCLA Church of England Deposit Funds.

### **Volunteers and staff team**

We would like to thank all the volunteers and staff team who work so hard to make our church the lively and vibrant community it is, particularly across such a challenging period. It would be wrong to single out any one individual as we have some 190 volunteers as well as the staff team, churchwardens and trustees.

### **A personal message from our Churchwardens**

Due to the almost complete absence of the incumbent due to ill health, the Wardens remained indebted to a dedicated core of retired clergy with Permission to Officiate, our Licenced Lay Ministers and volunteer visiting clergy who ensured that we did not have to cancel any of our advertised services throughout the whole of 2023.

This was particularly appreciated during the busy periods around Easter and Christmas, as this is often when new or interested people will attend church. We are taking this opportunity to thank them as well as **all** the church volunteers in whatever capacity they serve St Edmund's.

*Now you are the body of Christ, and each one of you is a part of it. (1 Corinthians 12 v27)*

### **Structure, governance, and management**

The Parochial Church Council is a corporate body established by the Church of England. The PCC operates under the Parochial Church Council Powers Measure. The PCC is a Registered Charity.

The method of appointment of PCC members is set out in the Church Representation Rules. At St Edmund's the membership of the PCC consists of the incumbent, 2 churchwardens, a reader representative, deanery synod representatives and members elected by those members of the congregation who are on the electoral roll of the church. All those who attend our services are encouraged to register on the Electoral Roll and stand for election to the PCC.

The PCC members are responsible for making decisions on all matters of general concern and importance to the parish including deciding on how the funds of the PCC are to be spent. New members receive initial training into the workings of the PCC and their responsibilities as trustees.

## **The Parochial Church Council of the Ecclesiastical Parish of St Edmund, Roundhay**

### **Trustees' report (continued) for the year ended 31 December 2023**

The full PCC met eleven times during the year, with an average attendance of 71%.(2022:70%). Given its wide responsibilities the PCC has several committees each dealing with a particular aspect of parish life. These committees which include social justice group, hall management, fabric and grounds are all responsible to the PCC and report back

#### **Achievements and performance continued**

to it regularly with minutes of their decisions being received by the full PCC, discussed, and actioned upon where necessary.

#### **Deanery Synod**

Unfortunately, we were unable to elect any deanery synod representatives at our APCM in May 2023.

Approved by the board of trustees on 28.10.2024

 ..... Anne Seller (Trustee)

# **The Parochial Church Council of the Ecclesiastical Parish of St Edmund, Roundhay**

## **Independent examiner's report to the trustees of The Parochial Church Council of the Ecclesiastical Parish of St Edmund, Roundhay**

I report to the charity trustees on my examination of the accounts of the charity for the year ended 31 December 2023, which are set out on pages 13 to 22.

### **Responsibilities and basis of report**

As the charity 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 charity's accounts as carried out under section 145 of the 2011 Act. 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.

### **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 Charities Act;
- 2 the accounts do not accord with those records; or
- 3 the accounts do not comply with the applicable requirements concerning the form and content of accounts set out in the Charities (Accounts and Reports) Regulations 2008 other than any requirement that the accounts give a 'true and fair view' which is not a matter considered as part of an independent examination.

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.



Philip Lofthouse FCA

28.10.2024

**Stead Robinson Accountants**  
Dipford House  
Queens  
Square  
Honley  
HD9 6QZ

# The Parochial Church Council of the Ecclesiastical Parish of St Edmund, Roundhay

## STATEMENT OF FINANCIAL ACTIVITIES

(including summary income and expenditure account)

for year ending 31 December 2023

|                                      | Notes | 2023<br>Unrestricted<br>funds<br>£ | 2023<br>Restricted<br>funds<br>£ | 2023<br>Endowment<br>funds<br>£ | 2023<br>Total<br>funds<br>£ | 2022<br>Total<br>funds<br>£ |
|--------------------------------------|-------|------------------------------------|----------------------------------|---------------------------------|-----------------------------|-----------------------------|
| <b>Income from:</b>                  |       |                                    |                                  |                                 |                             |                             |
| Grants and donations                 | (2)   | 141,377                            | 38,469                           |                                 | 179,846                     | 168,142                     |
| Charitable activities                | (3)   | 41,909                             | -                                |                                 | 41,909                      | 47,242                      |
| Other trading activities             | (4)   | 14,150                             | -                                |                                 | 14,150                      | 10,459                      |
| Bank interest                        |       | 418                                | 96                               | 247                             | 761                         | 309                         |
| Other income                         | (5)   |                                    | -                                |                                 |                             | 2,414                       |
| <b>Total income</b>                  |       | <b>197,854</b>                     | <b>38,565</b>                    | <b>247</b>                      | <b>236,666</b>              | <b>228,566</b>              |
| <b>Expenditure on:</b>               |       |                                    |                                  |                                 |                             |                             |
| Charitable activities                | (6)   | 151,836                            | 65,999                           |                                 | 217,835                     | 237,638                     |
| <b>Total expenditure</b>             |       | <b>151,836</b>                     | <b>65,999</b>                    |                                 | <b>217,835</b>              | <b>237,638</b>              |
| <b>Net Income/ (expenditure)</b>     |       | <b>46,018</b>                      | <b>(27,434)</b>                  | <b>247</b>                      | <b>18,831</b>               | <b>(9,072)</b>              |
| <b>Transfer between funds</b>        |       |                                    |                                  |                                 |                             |                             |
| <b>Net movement in funds</b>         |       | <b>46,018</b>                      | <b>(27,434)</b>                  | <b>247</b>                      | <b>18,831</b>               | <b>(9,072)</b>              |
| <b>Fund balances brought forward</b> |       | <b>31,206</b>                      | <b>71,918</b>                    | <b>7,702</b>                    | <b>110,826</b>              | <b>119,898</b>              |
| <b>Fund balances carried forward</b> | (7)   | <b>77,224</b>                      | <b>44,484</b>                    | <b>7,949</b>                    | <b>129,657</b>              | <b>110,826</b>              |

All incoming resources and resources expended derive from continuing activities.

# The Parochial Church Council of the Ecclesiastical Parish of St Edmund, Roundhay

## Balance sheet

as at 31 December 2023

|                                            |      | 2023          | 2023          | 2023         | 2023           | 2022           |
|--------------------------------------------|------|---------------|---------------|--------------|----------------|----------------|
|                                            |      | Unrestricted  | Restricted    | Endowment    | Total          | Total          |
|                                            |      | £             | £             | £            | £              | £              |
| <b>Current assets</b>                      |      |               |               |              |                |                |
| Debtors and prepayments                    | (8)  | 14,872        |               |              | 14,872         | 17,129         |
| Current asset investments                  | (9)  | 16,565        |               | 7,949        | 24,514         | 23,752         |
| Cash at bank and in hand                   | (10) | 59,711        | 44,484        |              | 104,195        | 80,363         |
| <b>Total current assets</b>                |      | <b>91,148</b> | <b>44,484</b> | <b>7,949</b> | <b>143,581</b> | <b>121,244</b> |
| <b>Current liabilities:</b>                |      |               |               |              |                |                |
| <b>amounts falling due within one year</b> |      |               |               |              |                |                |
| Creditors and accruals                     | (11) | 13,924        |               |              | 13,924         | 10,418         |
| <b>Total current liabilities</b>           |      | <b>13,924</b> |               |              | <b>13,924</b>  | <b>10,418</b>  |
| <b>Net current assets / (liabilities)</b>  |      | <b>77,224</b> | <b>44,484</b> | <b>7,949</b> | <b>129,657</b> | <b>110,826</b> |
| <b>Net assets</b>                          |      | <b>77,224</b> | <b>44,484</b> | <b>7,949</b> | <b>129,657</b> | <b>110,826</b> |
| <b>Funds</b>                               |      |               |               |              |                |                |
| Unrestricted funds                         |      |               |               |              |                |                |
| General unrestricted funds                 |      | 36,073        |               |              | 36,073         | 8,226          |
| Designated funds                           | (12) | 41,151        |               |              | 41,151         | 22,980         |
| Unrestricted funds                         |      | <b>77,224</b> |               |              | <b>77,224</b>  | <b>31,206</b>  |
| Restricted funds                           |      |               | 44,484        |              | 44,484         | 71,918         |
| Endowment funds                            |      |               |               | 7,949        | 7,949          | 7,702          |
| <b>Total funds</b>                         |      | <b>77,224</b> | <b>44,484</b> | <b>7,949</b> | <b>129,657</b> | <b>110,826</b> |

The financial statements were approved by the board of trustees on 28.10.24

 Anne Seller (Trustee)

# **The Parochial Church Council of the Ecclesiastical Parish Of St Edmund, Roundhay**

## **Notes to the accounts for the year ended 31 December 2023**

### **1 Accounting policies**

#### **Basis of accounting**

These accounts have been prepared under the historical cost convention with items recognised at cost or transaction value unless otherwise stated in the relevant note(s) to these accounts. The financial statements have been prepared in accordance with the Statement of Recommended Practice: Accounting and Reporting by Charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective 1 January 2019) and with the Charities Act 2011.

The charity constitutes a public benefit entity as defined by FRS 102.  
There has been no change to the accounting policies since last year.  
No changes have been made to the accounts for previous years.

#### **Going concern**

The trustees are satisfied that there are no material uncertainties about the charity's ability to continue.

#### **Incoming resources**

All incoming resources are included in the Statement of Financial Activities (SOFA) when the charity becomes entitled to the resources, it is more likely than not that the trustees will receive the resources and the monetary value can be measured with sufficient reliability.

#### **Grants and donations**

Grants and donations are only included in the SOFA when the charity has unconditional entitlement to the resources.

Where grants are related to performance and specific deliverables, they are accounted for as the charity earns the right to consideration by its performance.

#### **Expenditure and liabilities**

Expenditure is recognised on an accrual basis as a liability is incurred. Liabilities are recognised where it is more likely than not that there is a legal or constructive obligation committing the charity to pay out the resources and the amount of the obligation can be measured with reasonable certainty.

#### **Taxation**

As a charity the organisation benefits from rates relief and is generally exempt from income tax and capital gains tax but not from VAT. Irrecoverable VAT is included in the cost of those items to which it relates.

#### **Tangible fixed assets**

##### **Consecrated and benefice property**

In so far as consecrated and benefice property of any kind is excluded from the statutory definition of 'charity' by Section 10(2)(a) and (c) of the Charities Act 2011 such assets are not capitalised in the financial statements.

Tangible fixed assets costing more than £5,000 are capitalised and included at cost including any incidental expenses of acquisition. Gifted assets are shown at the value to the charity on receipt.

#### **Pensions**

The charity operates a defined contribution scheme for the benefit of its employees. The costs of contributions are recognised in the year they are payable.

# **The Parochial Church Council of the Ecclesiastical Parish Of St Edmund, Roundhay**

## **Notes to the accounts - continued for the year ended 31 December 2023**

### **1 Accounting policies continued**

#### **Fund accounting**

Unrestricted funds are available for use at the discretion of the trustees in furtherance of the general objectives of the charity.

Designated funds are unrestricted funds earmarked by the trustees for particular purposes.

Restricted funds are subjected to restrictions on their expenditure imposed by the donor or through the terms of an appeal.

Endowment funds represent those assets which must be held permanently by the charity, principally investments. Income arising on the endowment funds can be used in accordance with the objects of the charity and is included as unrestricted income unless restrictions have been imposed by the donor. Any capital gains or losses arising on the investments form part of the fund. Investment management charges and legal advice relating to the fund are charged against the fund.

Further explanation of the nature and purpose of each fund is included in the notes to the accounts.

#### **Leases**

Rents under operating leases are charged on a straight line basis over the lease term or to an earlier date if the lease can be determined without financial penalty.

# **The Parochial Church Council of the Ecclesiastical Parish of St Edmund, Roundhay**

## **Notes to the accounts continued**

### **for the year ended 31 December 2023**

|                                      | 2023               | 2023             | 2023           | 2022           |
|--------------------------------------|--------------------|------------------|----------------|----------------|
| <b>2 Donations and legacies</b>      |                    |                  |                |                |
|                                      | Unrestricted funds | Restricted funds | Total funds    | Total funds    |
|                                      | £                  | £                | £              | £              |
| Planned giving donations             | 88,021             | -                | 88,021         | 83,806         |
| Tax recoverable                      | 19,712             | -                | 19,712         | 25,004         |
| Collections and other giving         | 4,300              | -                | 4,300          | 2,576          |
| Grants                               | -                  | 35,400           | 35,400         | 37,992         |
| Legacies                             | -                  | -                | 0              | 4,000          |
| Donations and appeals                | 29,344             | 3,069            | 32,413         | 42,016         |
|                                      | <u>141,377</u>     | <u>38,469</u>    | <u>179,846</u> | <u>168,764</u> |
| <b>3 Charitable activities</b>       |                    |                  |                |                |
|                                      | Unrestricted funds | Restricted funds | Total funds    | Total funds    |
|                                      | £                  | £                | £              | £              |
| Parish magazine sales                | 3,179              | -                | 3,179          | 1,282          |
| Fees for weddings and funerals       | 841                | -                | 841            | 2,071          |
| Church hall lettings - community use | 34,760             | -                | 34,760         | 40,351         |
| Church building lettings - concerts  | 2,683              | -                | 2,683          | 2,811          |
| Other activities income              | 446                | -                | 446            | 727            |
|                                      | <u>41,909</u>      | <u>-</u>         | <u>41,909</u>  | <u>47,242</u>  |
| <b>4 Other trading activities</b>    |                    |                  |                |                |
|                                      | Unrestricted funds | Restricted funds | Total funds    | Total funds    |
|                                      | £                  | £                | £              | £              |
| Parish magazine advertising          | 181                | -                | 181            | 1,934          |
| Hall solar panels                    | 2,636              | -                | 2,636          | 2,489          |
| Fundraising sales                    | 11,333             | -                | 11,333         | 3,486          |
| Filming                              | -                  | -                | -              | 2,550          |
|                                      | <u>14,150</u>      | <u>-</u>         | <u>14,150</u>  | <u>10,459</u>  |
| <b>5 Other income</b>                |                    |                  |                |                |
|                                      | Unrestricted funds | Restricted funds | Total funds    | Total funds    |
|                                      | £                  | £                | £              | £              |
| VAT recovered                        | -                  | -                | -              | 2,414          |
|                                      | <u>-</u>           | <u>-</u>         | <u>-</u>       | <u>2,414</u>   |

# The Parochial Church Council of the Ecclesiastical Parish of St Edmund, Roundhay

## Notes to the accounts continued

for the year ended 31 December 2023

| 6 Charitable activities expenditure      | 2023<br>Unrestricted<br>funds<br>£ | 2023<br>Restricted<br>funds<br>£ | 2023<br>Total<br>funds<br>£ | 2022<br>Total<br>funds<br>£ |
|------------------------------------------|------------------------------------|----------------------------------|-----------------------------|-----------------------------|
| <b>Missionary and charitable giving</b>  |                                    |                                  |                             |                             |
| Collections paid over                    | 16,700                             |                                  | 16,700                      | 277                         |
| Overseas                                 | -                                  |                                  | -                           | 1,400                       |
| National                                 |                                    |                                  |                             |                             |
| Local                                    |                                    |                                  |                             |                             |
|                                          | <u>16,700</u>                      | <u>-</u>                         | <u>16,700</u>               | <u>1,677</u>                |
| <b>Church activities</b>                 |                                    |                                  |                             |                             |
| Ministry: diocesan parish share          | 55,261                             |                                  | 55,261                      | 69,982                      |
| Other ministry costs                     | 4,093                              | 57,038                           | 61,131                      | 72,342                      |
| Church insurance                         | 8,366                              | -                                | 8,366                       | 7,791                       |
| Heating, lighting and cleaning           | 25,270                             | 3,750                            | 29,020                      | 15,467                      |
| Church maintenance                       | 16,151                             | 3,069                            | 19,220                      | 17,786                      |
| Hall running costs                       | 15,782                             | -                                | 15,782                      | 34,076                      |
| Parish magazine costs                    | 3,540                              | -                                | 3,540                       | 3,859                       |
| Printing, stationery and postage         | 941                                | -                                | 941                         | 2,995                       |
| Office and admin costs                   | 5,732                              | 2,142                            | 7,874                       | 9,461                       |
|                                          | <u>135,136</u>                     | <u>65,999</u>                    | <u>201,135</u>              | <u>233,759</u>              |
| <b>Investment in the church building</b> |                                    |                                  |                             |                             |
| Roof, lighting and sound improvements    | -                                  | -                                | -                           | 2,202                       |
|                                          | <u>-</u>                           | <u>-</u>                         | <u>-</u>                    | <u>2,202</u>                |
| <b>Total Charitable activities</b>       | <u>151,836</u>                     | <u>65,999</u>                    | <u>217,835</u>              | <u>237,638</u>              |

| Staff costs and numbers | Office and<br>admin | Hall running | Other<br>ministry<br>costs | Music        | Total         |
|-------------------------|---------------------|--------------|----------------------------|--------------|---------------|
|                         | 2023                | 2023         | 2023                       | 2023         | 2023          |
|                         | £                   | £            | £                          | £            | £             |
| Gross salaries          | 664                 | 2,521        | 40,097                     | 8,268        | 48,385        |
| Pensions                | -                   | -            | 2,754                      |              | 2,754         |
|                         | <u>664</u>          | <u>2,521</u> | <u>42,851</u>              | <u>8,268</u> | <u>51,119</u> |

The average number of employees during the year was 5, being an average of 2.3 full time equivalent (2022: 6, 2.6 FTE). There were no employees with emoluments above £60,000.

# The Parochial Church Council of the Ecclesiastical Parish of St Edmund, Roundhay

## Notes to the accounts continued

for the year ended 31 December 2023

### Staff costs and numbers previous year comparatives

|                | Office and<br>admin<br>2022<br>£ | Hall running<br>2022<br>£ | Other<br>ministry<br>costs<br>2022<br>£ | Music<br>2022<br>£ | Total<br>2022<br>£ |
|----------------|----------------------------------|---------------------------|-----------------------------------------|--------------------|--------------------|
| Gross salaries | 4,189                            | 2,967                     | 49,357                                  | 8,268              | 64,782             |
| Pensions       | 238                              | 238                       | 2,948                                   |                    | 3,424              |
|                | <u>4,427</u>                     | <u>3,205</u>              | <u>52,305</u>                           | <u>8,268</u>       | <u>68,206</u>      |

| Defined contribution pension scheme                             | 2023<br>£ | 2022<br>£ |
|-----------------------------------------------------------------|-----------|-----------|
| Costs of the scheme to the charity for the year                 | 2,754     | 3,424     |
| Amount of any contributions outstanding at the year end         | -         | 718       |
| Amount of any contributions prepaid or overpaid at the year end | 2,033     | 344       |

| 7 Restricted funds              | Balance b/f<br>£ | Incoming<br>£ | Outgoing<br>£ | Transfers<br>£ | Balance c/f<br>£ |
|---------------------------------|------------------|---------------|---------------|----------------|------------------|
| Collections fund                | 1,617            |               |               |                | 1,617            |
| Music fund                      | 7,593            | 39            |               |                | 7,632            |
| Organ fund                      | 692              | 57            |               |                | 749              |
| One City One World              | 148              |               |               |                | 148              |
| Holiday legacy                  | 1,350            |               |               |                | 1,350            |
| Strategic Development Fund      |                  | 18,900        | 18,900        |                |                  |
| The Joyce Sundram Legacy        | 2,000            |               |               |                | 2,000            |
| Bibles fund                     | 145              |               |               |                | 145              |
| Little explorers fund           | 50               |               |               |                | 50               |
| War memorial fund               | 100              |               |               |                | 100              |
| Redman Legacy                   | 1,000            |               |               |                | 1,000            |
| St Edmunds Covid 19 appeal      | 2,601            |               |               |                | 2,601            |
| LCC VAL Hub Covid 19            | 23,896           | 16,500        | 37,749        |                | 2,647            |
| Donation for treasury costs     | 2,142            |               | 2,142         |                |                  |
| Donation for side chapel        | 1,030            |               |               |                | 1,030            |
| Donation for solar panels       | 18,580           |               | 144           |                | 18,436           |
| Donation for painting           | 4,979            |               |               |                | 4,979            |
| LDBF Energy grant               | 1,250            |               | 1,250         |                |                  |
| Donation towards chapel heating | 2,500            |               | 2,500         |                |                  |
| Ukraine appeal                  | 245              |               | 245           |                |                  |
| Donation for heating            |                  | 3,069         | 3,069         |                |                  |
|                                 | <u>71,918</u>    | <u>38,565</u> | <u>65,999</u> |                | <u>44,484</u>    |

# **The Parochial Church Council of the Ecclesiastical Parish of St Edmund, Roundhay**

## **Notes to the accounts continued**

### **for the year ended 31 December 2023**

#### **7 Restricted funds continued**

| <b>Fund name</b>                | <b>Purpose of restriction</b>                                                                                                                                                                                                                  |
|---------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Collections fund                | Donations received in church for specific purposes not yet paid over to those charities                                                                                                                                                        |
| Music fund                      | For the work of the church choir                                                                                                                                                                                                               |
| Organ fund                      | For organ repairs                                                                                                                                                                                                                              |
| One City One World              | For raising awareness of social justice issues                                                                                                                                                                                                 |
| Holiday legacy                  | To subsidise holidays for those in greatest need                                                                                                                                                                                               |
| Strategic Development Fund      | Funds from Leeds Diocesan Board of Finance towards strategic development                                                                                                                                                                       |
| The Joyce Sundram Legacy        | For an interfaith welcome project                                                                                                                                                                                                              |
| Bibles fund                     | For purchase of bibles                                                                                                                                                                                                                         |
| Little explorers fund           | For Little Explorers activities                                                                                                                                                                                                                |
| War memorial fund               | To maintain the war memorial                                                                                                                                                                                                                   |
| Redman Legacy                   | J Redman legacy donation towards costs related to the grounds.                                                                                                                                                                                 |
| St Edmunds Covid 19 appeal      | Towards the costs of alleviating hardship caused by the pandemic in the parish and wider community                                                                                                                                             |
| LCC VAL Hub Covid 19            | St Edmund's with funding from Leeds County Council is running a Voluntary Action Leeds (VAL) Hub in the Roundhay ward to alleviate hardship caused by the pandemic.                                                                            |
| Donation for treasury costs     | Donation towards costs of the treasury and finance function                                                                                                                                                                                    |
| Donation for side chapel        | Donation towards heating costs for the side chapel                                                                                                                                                                                             |
| Donation for solar panels       | Donation towards solar panel installation                                                                                                                                                                                                      |
| Donation for painting           | Donation towards costs of painting                                                                                                                                                                                                             |
| Church grounds restricted fund  | Towards church grounds costs. The transfer is from the endowment fund being interest earned on investments.                                                                                                                                    |
| LDBF Energy grant               | The Leeds Diocesan Board of Finance provided all churches with a £1250 grant towards increased light and heat costs. As St Edmund's is on fixed contracts in the year under review this grant has been held until such time as costs increase. |
| Donation towards chapel heating | The chapel heating system is to be replaced in 2023 and donations towards the cost have been accumulated through an appeal.                                                                                                                    |
| Ukraine appeal                  | Collections for charities supporting families in the Ukraine to be distributed in 2023.                                                                                                                                                        |

| <b>Endowment Funds</b> | <b>Balance b/f</b> | <b>Incoming</b> | <b>Outgoing</b> | <b>Transfers</b> | <b>Balance c/f</b> |
|------------------------|--------------------|-----------------|-----------------|------------------|--------------------|
|                        | <b>£</b>           | <b>£</b>        | <b>£</b>        | <b>£</b>         | <b>£</b>           |
| Church grounds         | 7,702              | 247             | -               | -                | 7,949              |
|                        | 7,702              | 247             | -               | -                | 7,949              |

| <b>Fund name</b> | <b>Additional information</b>                                             |
|------------------|---------------------------------------------------------------------------|
| Church grounds   | Any income on the endowment can be used to cover church grounds expenses. |

**The Parochial Church Council of the Ecclesiastical Parish of  
St Edmund, Roundhay  
Notes to the accounts continued  
for the year ended 31 December 2023**

|                                  |               |               |
|----------------------------------|---------------|---------------|
| <b>8 Debtors and prepayments</b> | 2023          | 2022          |
|                                  | £             | £             |
| Debtors                          | 870           | 5,819         |
| Accrued income                   | 11,682        | 10,577        |
| Other debtors                    | 2,320         | 733           |
|                                  | <u>14,872</u> | <u>17,129</u> |

|                                    |               |               |
|------------------------------------|---------------|---------------|
| <b>9 Current asset investments</b> | 2023          | 2022          |
|                                    | £             | £             |
| Cash equivalents on deposit        | 25,514        | 23,752        |
|                                    | <u>25,514</u> | <u>23,752</u> |

|                                    |                |               |
|------------------------------------|----------------|---------------|
| <b>10 Cash at bank and in hand</b> | 2023           | 2022          |
|                                    | £              | £             |
| Cash at bank                       | 103,965        | 80,084        |
| Cash in hand                       | 230            | 279           |
|                                    | <u>104,195</u> | <u>80,363</u> |

|                                  |               |               |
|----------------------------------|---------------|---------------|
| <b>11 Creditors and accruals</b> | 2023          | 2022          |
|                                  | £             | £             |
| Creditors                        | 6,413         | 3,011         |
| Accruals                         | 7,511         | 7,407         |
| Deferred income                  | <u>13,924</u> | <u>10,418</u> |

|                            |               |               |               |                |               |
|----------------------------|---------------|---------------|---------------|----------------|---------------|
| <b>12 Designated funds</b> | Balance b/f   | Incoming      | Outgoing      | Transfers      | Balance c/f   |
|                            | £             | £             | £             | £              | £             |
| Hall funds                 | 22,980        | 46,869        | 23,698        | (5,000)        | 41,151        |
|                            | <u>22,980</u> | <u>46,869</u> | <u>23,698</u> | <u>(5,000)</u> | <u>41,151</u> |

|                  |                                                         |
|------------------|---------------------------------------------------------|
| <b>Fund name</b> | <b>Reason for designation</b>                           |
| Hall funds       | Funds designated towards the running costs of the hall. |

**13 Related party transactions**

**Trustee expenses**

No trustee received any expenses during this year or the previous year.

**Trustee remuneration and benefits**

No trustee received any remuneration or benefit during this or the previous year.

**Other related party transactions**

The Parish Director of Music, Robert Marles was paid £3,300 during the year (2022: £3,300).  
Robert's mother, Judith Marles was a member of the PCC during the year his father Peter Marles was appointed in May 2024.

**The Parochial Church Council of the Ecclesiastical Parish of  
St Edmund, Roundhay**  
**Statement of Financial Activities including comparatives for all funds**  
**(including summary income and expenditure account)**  
**for the year ended 31 December 2023**

|                                      | 2023<br>Unrestricted<br>funds<br>£ | 2022<br>Unrestricted<br>funds<br>£ | 2023<br>Restricted<br>funds<br>£ | 2022<br>Restricted<br>funds<br>£ | 2023<br>Endowment<br>funds<br>£ | 2022<br>Endowment<br>funds<br>£ | 2023<br>Total<br>funds<br>£ | 2022<br>Total<br>funds<br>£ |
|--------------------------------------|------------------------------------|------------------------------------|----------------------------------|----------------------------------|---------------------------------|---------------------------------|-----------------------------|-----------------------------|
| <b>Income</b>                        |                                    |                                    |                                  |                                  |                                 |                                 |                             |                             |
| Grants and donations                 | 141,377                            | 121,347                            | 38,469                           | 46,795                           |                                 |                                 | 179,846                     | 168,142                     |
| Charitable activities                | 41,909                             | 47,242                             |                                  |                                  |                                 |                                 | 41,909                      | 47,242                      |
| Other trading activities             | 14,150                             | 10,459                             |                                  |                                  |                                 |                                 | 14,150                      | 10,459                      |
| Bank interest                        | 418                                | 209                                | 96                               | 100                              | 247                             |                                 | 761                         | 309                         |
| Other income                         |                                    |                                    |                                  | 2,414                            |                                 |                                 | 0                           | 2,414                       |
| <b>Total income</b>                  | <b>197,854</b>                     | <b>179,257</b>                     | <b>38,565</b>                    | <b>49,309</b>                    | <b>247</b>                      |                                 | <b>236,666</b>              | <b>228,566</b>              |
| <b>Expenditure</b>                   |                                    |                                    |                                  |                                  |                                 |                                 |                             |                             |
| Charitable activities                | 151,836                            | 164,235                            | 65,999                           | 73,403                           |                                 |                                 | 217,835                     | 237,638                     |
| <b>Total expenditure</b>             | <b>151,836</b>                     | <b>164,235</b>                     | <b>65,999</b>                    | <b>73,403</b>                    |                                 |                                 | <b>217,835</b>              | <b>237,638</b>              |
| <b>Net income/ (expenditure)</b>     | <b>46,018</b>                      | <b>15,022</b>                      | <b>(27,434)</b>                  | <b>(24,094)</b>                  | <b>247</b>                      |                                 | <b>18,831</b>               | <b>(9,072)</b>              |
| <b>Transfers between funds</b>       |                                    |                                    |                                  | 708                              |                                 | (708)                           |                             |                             |
| <b>Net movement in funds</b>         | <b>46,018</b>                      | <b>15,022</b>                      | <b>(27,434)</b>                  | <b>(23,386)</b>                  | <b>247</b>                      | <b>(708)</b>                    | <b>18,831</b>               | <b>(9,072)</b>              |
| <b>Fund balances brought forward</b> | <b>31,206</b>                      | <b>16,184</b>                      | <b>71,918</b>                    | <b>95,304</b>                    | <b>7,702</b>                    | <b>8,410</b>                    | <b>110,826</b>              | <b>119,898</b>              |
| <b>Fund balances carried forward</b> | <b>77,224</b>                      | <b>31,206</b>                      | <b>44,484</b>                    | <b>71,918</b>                    | <b>7,949</b>                    | <b>7,702</b>                    | <b>129,657</b>              | <b>110,826</b>              |



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# Accounts

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**The Parochial Church Council of the Ecclesiastical Parish of  
St Edmund, Roundhay**

Charity number 1131904

**Annual Report and Financial Statements  
for the year ended 31 December 2022**



West Yorkshire Community Accounting Service

# **The Parochial Church Council of the Ecclesiastical Parish of St Edmund, Roundhay**

## **Annual Report and Financial Statements for the year ended 31 December 2022**

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**Prepared by West Yorkshire Community Accountancy Service CIO**

# **The Parochial Church Council of the Ecclesiastical Parish of St Edmund, Roundhay**

## **Trustees' report for the year ended 31 December 2022**

### **Reference and administrative details of the charity, its trustees and advisors**

The trustees during the financial year and up to and including the date the report was approved were:

| <b>Name</b>       | <b>Position</b>                      | <b>Dates</b>                                             |
|-------------------|--------------------------------------|----------------------------------------------------------|
| Revd Nigel Wright | Chair of PCC, Vicar                  |                                                          |
| Rev Jo Glenwright | PCC Member/curate                    | Resigned July 2022                                       |
| Anne Smith        | Deanery Synod Rep, Vice Chair of PCC | Resigned as Deanery Rep May 23 and elected to PCC May 23 |
| Jean Livesey      | PCC member/secretary                 |                                                          |
| James Biswell     | Deanery Synod Rep                    | Resigned May 2023                                        |
| Sarah Brown       | PCC Member                           |                                                          |
| Ted Fairfax       | PCC Member                           |                                                          |
| Anne Jones        | Deanery Synod Rep                    | Resigned May 2023                                        |
| Douglas Kipling   | Church Warden                        |                                                          |
| Isabel Laverty    | PCC member                           | Resigned April 2023                                      |
| Judith Marles     | PCC Member                           |                                                          |
| David Mitchell    | PCC member                           | Resigned May 2022                                        |
| Jan Pickles       | PCC member                           | Resigned May 2022                                        |
| Anne Seller       | Church Warden                        |                                                          |
| Rachel Wells      | PCC Member                           |                                                          |
| Jenny Whiteing    | PCC Member                           |                                                          |
| Terence Robson    | PCC Member, Reader Rep               | Appointed March 2023                                     |

**Charity number** 1131904  
Registered in England and Wales

### **Registered and principal address**

St Edmund's Church  
Lidgett Park Road  
Leeds  
LS8 1JN

### **Bankers**

|                                                                |                                                                                            |                                                  |
|----------------------------------------------------------------|--------------------------------------------------------------------------------------------|--------------------------------------------------|
| Yorkshire Bank plc<br>370 Harrogate Rd<br>Leeds<br>LS17 6QA    | CCLA Investment Management Ltd<br>Senator House<br>85 Queen Victoria St<br>London EC4V 4ET | HSBC Bank plc<br>33 Park Row<br>Leeds<br>LS1 1LD |
| Bank of Scotland plc<br>300 Lawnmarket<br>Edinburgh<br>EH1 2PH | Lloyds Bank plc<br>Vicar Lane<br>Leeds<br>LS1 6PN                                          |                                                  |

### **Independent examiner**

Simon Bostrom FCIE

### **West Yorkshire Community Accountancy Service CIO**

Stringer House  
34 Lupton Street  
Leeds  
LS10 2QW

# **The Parochial Church Council of the Ecclesiastical Parish of St Edmund, Roundhay**

## **Trustees' report (continued) for the year ended 31 December 2022**

### **Aim and purposes**

St Edmund's Parochial Church Council (PCC) has the responsibility of cooperating with the incumbent, the Reverend Nigel Wright, in promoting in the ecclesiastical parish the whole mission of the Church, pastoral, evangelistic, social, and ecumenical. The PCC is also specifically responsible for the maintenance of the church hall adjacent to the church building.

### **Objectives and Activities**

The PCC is committed to enabling as many people as possible to worship at our church and to become part of our parish community at St Edmund's. Post Covid a small leadership team has taken the responsibility of maintaining an overview of worship throughout the parish. Our services and worship put faith into practice through prayer and scripture, music, and sacrament.

The PCC adopted the following vision statement in 2016:

"God is calling us to become a Church that is growing because we are:

- rooted and grounded in prayer, the bible and worship (guiding and empowering)
- enabling people to belong and grow in faith (welcoming, nurturing, and caring)
- reaching out into our community (serving and witnessing)."

The overarching church focus is "Sharing God's generous love."

On the 1st of June 2021 St Edmund's entered into an agreement with HeartEdge (St Martin-in-the-Fields PCC) to become a HeartEdge partner (hub church).

HeartEdge is an ecumenical partnership bringing people and churches together to share ideas and experience. HeartEdge churches are resourcing churches who aim to develop in four areas:

Commerce – how commercial activity is generating finance and extending mission

Compassion- empowering congregations to address social need

Culture – reimagining the Christian narrative through art, music, and performance

Congregation – renewal through liturgy, worship, and common life

We believe that being part of the HeartEdge movement will help strengthen our focus on our objectives, in particular relating to development, growth, and the public benefit.

### **Public Benefit Statement**

When planning our activities for the year, we have considered the Charity Commission's guidance on public benefit and the supplementary guidance on charities for the advancement of religion. We try to enable ordinary people to live out their faith as part of our parish community through:

- Worship and prayer; learning about the Gospel; and developing their knowledge and trust in Jesus.
- Provision of pastoral care for people living in the parish and the wider community in partnership with our neighbouring parishes.
- Missionary and outreach work.

To facilitate this work, it is important that we maintain the fabric of the church of St Edmund's, the church hall, and the grounds.

# **The Parochial Church Council of the Ecclesiastical Parish of St Edmund, Roundhay**

## **Trustees' report (continued) for the year ended 31 December 2022**

### **Achievements and performance**

#### **Church - worship and prayer**

The PCC is keen to offer a range of services over the course of the liturgical seasons and the annual calendar that our community find both beneficial and helpful in enabling them to engage in worship and prayer and to enable a deepening of their spiritual lives.

Worship at St Edmund's, on Sunday mornings, is centred round the 10am Sunday Holy Communion service. This service is adapted in the month for baptisms, all-age and parade services, and other specific occasions such as Mothering Sunday, Harvest and Remembrance Sunday. It incorporates a broad range of liturgical and musical styles to reflect a diverse worshipping community, together with a multimedia approach to service input and output. There is also an 8am said Holy Communion service each Sunday which provides a quiet and reflective worship space. Sunday evening services reflect the diversity of the community with a variety of different service styles, including Choral Evensong, Taizé, Iona, Evening Prayer and Compline.

St Edmund's Toddlers is for parents/carers and pre-schoolers and provides a Bible Story, play and fellowship over lunch. The provision provides a safe place for introduction to the church building as a worship space and is popular with those who have had, and are seeking to have, their children baptised.

St Edmund's has a popular choir, including a strong children's section. The choir has a varied repertoire and engages in contemporary as well as traditional choral music. We are indebted to our Director of Music and Organist/Pianist for their dedication.

Considerable thought, planning and input continues to be given to meeting the needs of children in worship and prayer. There is provision during the 10am service for all ages to meet in individual age groups for bespoke teaching and worship through a dedicated team of 8 children's workers.

There is a weekly midweek Holy Communion service and a dedicated team which prays in church 3 mornings each week providing a deeply reverent and historically important form of worship for the community. The aesthetics of the church building and the liturgical decorations and flowers are a significant and beautiful aid to worship and prayer.

The PCC remain ever mindful of changes in the parish community and society at large when considering worship and prayer provision and its duty under canon law to make provision for minority groups. Restructured baptism services have been well received by families, newcomers, and worshippers from visiting churches. The worshipping environment continues to be enhanced by our audio-visual and sound equipment and improved lighting.

#### **Church Facilities - community engagement, enrichment, and the environment**

We aim to make our church available for a broad range of arts-based activities, including orchestras, musical ensembles, and choirs with a particular focus on increasing the number of organisations using the church building for such events. During 2022 we approached pre covid levels of enquiries from orchestras and choirs and were able to reintroduce art installations.

We take seriously our responsibility to our environment and creation in all aspects of our church and community life and hold a Bronze Eco Church award (A Rocha). Our Parish Environment Officer keeps us informed of Diocesan and other initiatives. Having overcome delays in local government planning a significant project for additional solar panelling on the church buildings is now re-energised. We continue to address our carbon footprint and the challenge of being carbon neutral in due course.

Our church attracts many people for seasonal events and we were able to host all our events in the church building in 2022 with increasing numbers.

Engaging with local schools is a priority and educational school projects, visits and Christmas concerts were held, with attendance at excellent levels.

# **The Parochial Church Council of the Ecclesiastical Parish of St Edmund, Roundhay**

## **Trustees' report (continued) for the year ended 31 December 2022**

### **Achievements and performance continued**

Our church hall building comprises a variety of halls, rooms, offices, and a dance studio which are all let out for a varied range of activities and community uses. The engagement with community activities over the course of regular and party/event hire results in at least one thousand adults and children each week using the facilities.

We are a sponsoring church for Girlguiding and Scout Association uniformed organisations and have a purpose-built headquarters on site. Some 280 children are engaged with these uniformed organisations, with some of the leaders and children also being part of regular church life and/or attending church parade services.

St Edmund's is a Dementia Friendly church and runs, along with volunteers from other churches, the 'Tea Cosy Cafe+' in the Highwood Building of the Brackenwood Community Association which reaches out to those living with dementia and their carers. There is a weekly Tuesday drop in space for older people managed by the St Edmund's Community Hub (overseen by RVS) which resumed in the church building in 2022 and has proved very popular. A weekly midweek soup lunch and "knit-and-natter" club follows the Wednesday Holy Communion service.

St Edmund's has continued to manage a Community Hub for the Roundhay Ward, with grants received from Leeds City Council. The Hub provides post covid support with meals, shopping, food-parcels (including fare-share), activities and provisions for mental wellbeing support, warm spaces provision, and local warm spaces community coordination, fuel poverty grants and other support services to a potential population base of some 25,000 people. Throughout 2022 we have continued to employ a Hub Manager, through grant provision from Leeds City Council, who manages and coordinates 46 volunteers from a mix of church and wider community, with additional church volunteers for specific events. A new addition to the hub provision in 2022, working in conjunction with the Co-op is a "food share" service, with access for all, which collects and distributes surplus items otherwise destined for landfill.

The Community Hub has helped forge numerous relationships with other charities and not for profit organisations serving the wider community.

### **Pastoral Care**

Pastoral care in the parish is built on deep and long-term relationships both within the church congregation and the parish. St Edmund's is an important part of community life and is a focus for baptisms, weddings and funerals. Pastoral care is prominent in all three settings. Preparation for baptisms and weddings is provided by teams to ensure all preparing for these significant life events are well prepared and cared for. There is a bereavement team which cares for all those who seek help in grief and an annual memorial service that is much appreciated by many in the wider community.

Congregation members participate in a wide range of local activities outside of the parish church and much pastoral care and attention is undertaken quite naturally and genuinely. Congregation members are prominent in ensuring those who would not otherwise be able to attend worship are provided with lifts, or a firm hand to hold! Home communion distribution is a prominent feature in the parish to cater for the needs of those who are in nursing homes, ill or housebound and there is a strong team of Lay Eucharistic Ministers.

Improvements to communication channels that were introduced during Covid have been maintained, including weekly internet mailing to keep everyone as up to date as possible and to continually offer help, support and signposts to help in areas such as housing, debt and mental health. Weekly postal delivery is also provided for all those without internet access.

Pastoral care assistants are embedded in the life of the church and in the care of congregation members. The team is thirteen strong with additional input from clergy.

### **Mission and Evangelism**

Monitoring and evaluating mission and outreach is normally undertaken by recording and providing various prescribed statistics for mission to the Church Commissioners centred on attendance figures, electoral roll numbers and a variety of other categories.

# **The Parochial Church Council of the Ecclesiastical Parish of St Edmund, Roundhay**

## **Trustees' report (continued) for the year ended 31 December 2022**

### **Achievements and performance continued**

At present there are 154 (2021: 168) members on the electoral roll. The regular worshipping community (attending a service at least once a month) at the end of 2022 was 182 adults and 43 children (2021: 214 adults and 64 children), a net decrease of 32 adults and 21 children.

During 2022 we have had 14 adults join us and 55 depart and 11 children join us and 32 depart.

The reasons for the decline remain difficult to assess in certain cases. However, the congregation has a multinational make-up and a significant number returned to other countries post Covid. There were a significant number of deaths and also congregants transferring to care homes. We estimate that there are some 50 adults and children on the "fringe" of worshipping church life.

In addition, through our Children's Youth and Families Lead, we are engaging with 70-80 adults and children per week through St Edmund's Toddlers (See Worship and Prayer Section) and many hundreds of families and children through our regular School Holiday Drop-Ins and Festival Events such as Light Stop and the Pancake Party. These events and projects are forging relations and building trust with those new, or returning to church and based on historical evidence, many will become worshipping members of the church community.

In October 2022 on average 115 (2021:87) people attended our Sunday services in person. Online is estimated at 10 (2021:15). It is noticeable that numbers fluctuate depending on the type of service. There has been a decrease in people attending online but we are continuing to offer this service as it is invaluable to those who are housebound or ill. We are encouraged by the growing number of people returning to worship.

Post Covid, baptisms and funerals are returning to normal levels. Major festivals are a significant source of community outreach at St Edmund's and, as the year progressed, attendance at these services increased and we had a total of 676 (2021:406) people attending worship on Christmas Eve or Christmas day in 2022.

We work hard to communicate effectively with the church and wider community through social media including facebook and instagram and our website. Our hard copy parish magazine is distributed to people around the parish by both members of the congregation and others.

St Edmund's has had a long association with St Aidan's Foodbank, PAFRAS (supporting destitute asylum seekers in Leeds) and a local Franciscans men's shelter. Post Covid we have been able to supply items of food and similar supplies to these and other charities as well as through the hub emergency provision.

We also engage in mission and outreach on a national and global level. For many years St Edmund's has given a portion of our income to other charitable causes. In 2022 we nominated Church Mission Society, The Children's Society, Mary's Meals, The Salvation Army, Lighthouse West Yorkshire and Possible to receive our extra parochial donations. We support Christian Aid and The Children's Society annually.

We have continued to support the work of Traidcraft during 2022.

Significant numbers of our congregation members support a wide variety of charitable and community-based activities across a broad spectrum of faith-based and non-faith-based projects. As a church and as individuals interfaith projects have been embraced.

### **Mission and outreach – development and enrichment**

The focus on numbers and statistics in annual reports is paramount, however, what is not measurable by these figures necessarily is how the individual lives of those worshipping members of the church, and those engaging with the church, are being developed and enriched (or not as maybe the case). This needs a continual focus from the PCC, incumbent and licensed ministers combined.

In 2022, 25 new people joined St Edmund's and the feedback received was that this was in the main due to an open, friendly, warm, and welcoming environment that allows people to engage and worship safely and explore life at St Edmund's. It is a mixture of those new to the Christian faith and those moving from other areas and as such there is an increased need for teaching, mentoring and spiritual care.

# **The Parochial Church Council of the Ecclesiastical Parish of St Edmund, Roundhay**

## **Trustees' report (continued) for the year ended 31 December 2022**

### **Achievements and performance continued**

As the Post Covid recovery continues, and wider community engagement has increased, we will seek to re-engage with in person Alpha courses, the Bible Society course and the new HeartEdge "Being with" course, which has been specifically designed to be run online and in person.

### **Mission and outreach – training and resourcing**

St Edmund's is part of a group of city churches forming a resource church team, funded by the Strategic Development Unit of the National Commissioners. St Edmund's has entered into partnership with HeartEdge, a broad-church project funded by St Martin-in-the-Fields, for mutual support and to encourage other broad churches to consider undertaking Strategic Development funded projects. St Edmund's was delighted to host the HeartEdge national conference in September 2022, to significant acclaim from the staff team from St Martin-in-the-Fields, with a sell out conference.

Many of our members engage in ministry and outreach on a Diocesan-wide basis in a number of different ways, including chaplaincy services to Ripon Cathedral, serving with the Diocesan Advisory Committee, hospital Chaplaincy services, and assisting neighbouring churches with a variety of projects.

### **Ecumenical Relationships**

We continue to meet with four other local churches as 'Churches Together in Roundhay' to plan and support occasional events including the ecumenical Lent study course. Combined services take place in each church at intervals throughout the year.

HeartEdge is an ecumenical project which provides access to national and global ecumenical partners and projects.

### **The Church – buildings, maintenance & management**

The PCC recognises that to facilitate the work detailed above, it is important that the fabric of the church and the church hall facilities are continually maintained and improved. There is a schedule of regular servicing and maintenance for all plant and equipment.

Our church building quinquennial inspection was conducted in November 2017. There were no significant immediate matters to address. The next Quinquennial Inspection has been scheduled for June 2023.

St Edmund's has an "invisible army" of volunteers and helpers which continues to look after the day-to-day care and maintenance of the church and grounds throughout the year and as such the church and grounds are maintained to a high standard for all to enjoy.

### **Risk Management & Safeguarding**

The PCC is committed to maintaining health and safety and risk management policies, in line with both legal requirements and best practice. All policies and procedures were reviewed and renewed where necessary. Written risk assessments for activities and the premises are undertaken, maintained and updated each year or event. As a responsible employer the PCC abides by HR legislation and ensures all necessary policies and documentation are in place. The management of volunteers is an essential part of delivering the aims and objectives of the charity and guidance issued by the national and diocesan church advisors is used to attain best practice in volunteer management.

The PCC continues to adhere to and improve systems in relation to the General Data Protection Regulation requirements.

# **The Parochial Church Council of the Ecclesiastical Parish of St Edmund, Roundhay**

## **Trustees' report (continued) for the year ended 31 December 2022**

### **Risk Management & Safeguarding continued**

The PCC takes very seriously its responsibility for all safeguarding issues and ensuring both legal requirement and best practice are adhered to. All parishes are required to have agreed a formal statement of adoption of the House of Bishops 'Promoting a Safer Church; safeguarding policy statement,' and of the Church of England safeguarding policy and guidance, including a Parish Safeguarding Policy (provided by the House of Bishops, from the Parish Safeguarding handbook, Promoting a safer church). This statement of adoption and the Parish Safeguarding policy are signed on behalf of the PCC and displayed in our church and church hall, having been updated to the latest versions, reviewed, and approved by the PCC.

The PCC has also implemented the "National Church watch guidance" on Counter Terrorism Advice for churches.

### **Financial Review**

The net income (surplus) on unrestricted funds for the year was £15,022 (2021: £(18,016) deficit). This is the first surplus on unrestricted funds since 2019 (pre-covid) and is in line with the predictions in the 2021 Trustees report. Restricted funds were utilised to good effect in completing projects and undertaking new projects, as referred to earlier in this report.

The Diocesan share has been paid in full and the PCC has continued its commitment to missionary and charitable giving. The return to a surplus on unrestricted funds is also a reflection on prudent expenditure management.

The funds balances carried forward are a healthy £31,206 unrestricted and £71,918 restricted.

The PCC is forecasting a continuing net surplus position for 2023, subject to increased fuel costs and the negotiation of a satisfactory fixed rate fuel contract.

### **Reserves and investments policy**

It is PCC policy to try to maintain a balance on free reserves (net current assets) which equates to at least three months unrestricted payments. This is equivalent to £40,000 to £50,000. It is held to smooth out fluctuations in cash flow and to meet emergencies. At the end of 2022, the PCC had rebuilt unrestricted reserves of £31,000 and will continue to attain to three months free reserves.

It is our policy to invest the short-term investment fund balances with the CCLA Church of England Deposit Funds.

# **The Parochial Church Council of the Ecclesiastical Parish of St Edmund, Roundhay**

## **Trustees' report (continued) for the year ended 31 December 2022**

### **Volunteers and staff team**

We would like to thank all the volunteers and staff team who work so hard to make our church the lively and vibrant community it is, particularly across such a challenging period. It would be wrong to single out any one individual as we have some 190 volunteers as well as the staff team, church wardens and trustees.

### **A personal message from our incumbent and PCC chair of trustees:**

"During 2022, due to ongoing health issues, I was only able to minister for six months. While I have been able to undertake certain legal duties and obligations, the majority of my day to day public facing duties, whilst unable to minister, have been undertaken by our retired clergy person with Permission to Officiate (PTO), our two licenced Lay Ministers (also PTO as beyond ministry retirement age), our Church Wardens, together with the Pastoral Care Team and other volunteers.

I am taking this opportunity to thank them all in this public document as a mark of my gratitude and respect for all they have endured and undertaken in such challenging times to ensure our charitable objectives are being achieved. I am also hugely grateful to our Staff Team, PCC members and all our volunteers. Everyone is of equal importance all form part of the body of Christ."

### **Structure, governance, and management**

The Parochial Church Council is a corporate body established by the Church of England. The PCC operates under the Parochial Church Council Powers Measure. The PCC is a Registered Charity.

The method of appointment of PCC members is set out in the Church Representation Rules. At St Edmund's the membership of the PCC consists of the incumbent (our vicar), church wardens, a reader representative, three deanery synod representatives and members elected by those members of the congregation who are on the electoral roll of the church. All those who attend our services are encouraged to register on the Electoral Roll and stand for election to the PCC.

The PCC members are responsible for making decisions on all matters of general concern and importance to the parish including deciding on how the funds of the PCC are to be spent. New members receive initial training into the workings of the PCC and their responsibilities as trustees.

The full PCC met ten times during the year, with an average attendance of 70% (2021:83%). Given its wide responsibilities the PCC has several committees each dealing with a particular aspect of parish life. These committees which include social justice group, hall management, fabric and grounds are all responsible to the PCC and report back to it regularly with minutes of their decisions being received by the full PCC, discussed, and actioned upon where necessary.

### **Deanery Synod**

Up to four members of the PCC sit on the deanery synod, with three places currently taken. This provides the PCC with an important link between the parish and the wider structures of the church.

Approved by the board of trustees on ..... 13/08/2023.....

Douglas Kipling (Trustee)

**The Parochial Church Council of the Ecclesiastical Parish of  
St Edmund, Roundhay**  
**Independent examiner's report to the trustees of The Parochial Church  
Council of the Ecclesiastical Parish of St Edmund, Roundhay**

I report to the charity trustees on my examination of the accounts of the charity for the year ended 31 December 2022, which are set out on pages 11 to 20.

**Responsibilities and basis of report**

As the charity 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 charity's accounts as carried out under section 145 of the 2011 Act. 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.

**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 Charities Act;
- 2 the accounts do not accord with those records; or
- 3 the accounts do not comply with the applicable requirements concerning the form and content of accounts set out in the Charities (Accounts and Reports) Regulations 2008 other than any requirement that the accounts give a 'true and fair view' which is not a matter considered as part of an independent examination.

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.

Simon Bostrom FCIE

16/08/2023

**West Yorkshire Community Accountancy Service CIO**

Stringer House  
34 Lupton Street  
Leeds  
LS10 2QW

**The Parochial Church Council of the Ecclesiastical Parish of St Edmund, Roundhay**  
**Statement of Financial Activities**  
**(including summary income and expenditure account)**  
**for the year ended 31 December 2022**

|                                      | Notes | 2022<br>Unrestricted<br>funds<br>£ | 2022<br>Restricted<br>funds<br>£ | 2022<br>Endowment<br>funds<br>£ | 2022<br>Total<br>funds<br>£ | 2021<br>Total<br>funds<br>£ |
|--------------------------------------|-------|------------------------------------|----------------------------------|---------------------------------|-----------------------------|-----------------------------|
| <b>Income from:</b>                  |       |                                    |                                  |                                 |                             |                             |
| Grants and donations                 | (2)   | 121,347                            | 46,795                           | -                               | 168,142                     | 249,586                     |
| Charitable activities                | (3)   | 47,242                             | -                                | -                               | 47,242                      | 16,979                      |
| Other trading activities             | (4)   | 10,459                             | -                                | -                               | 10,459                      | 5,434                       |
| Bank interest                        |       | 209                                | 100                              | -                               | 309                         | 18                          |
| Other income                         | (5)   | -                                  | 2,414                            | -                               | 2,414                       | 7,115                       |
| <b>Total income</b>                  |       | <b>179,257</b>                     | <b>49,309</b>                    | <b>-</b>                        | <b>228,566</b>              | <b>279,132</b>              |
| <b>Expenditure on:</b>               |       |                                    |                                  |                                 |                             |                             |
| Charitable activities                | (6)   | 164,235                            | 73,403                           | -                               | 237,638                     | 235,250                     |
| <b>Total expenditure</b>             |       | <b>164,235</b>                     | <b>73,403</b>                    | <b>-</b>                        | <b>237,638</b>              | <b>235,250</b>              |
| <b>Net income / (expenditure)</b>    |       | <b>15,022</b>                      | <b>(24,094)</b>                  | <b>-</b>                        | <b>(9,072)</b>              | <b>43,882</b>               |
| <b>Transfers between funds</b>       |       | <b>-</b>                           | <b>708</b>                       | <b>(708)</b>                    | <b>-</b>                    | <b>-</b>                    |
| <b>Net movement in funds</b>         |       | <b>15,022</b>                      | <b>(23,386)</b>                  | <b>(708)</b>                    | <b>(9,072)</b>              | <b>43,882</b>               |
| <b>Fund balances brought forward</b> |       | <b>16,184</b>                      | <b>95,304</b>                    | <b>8,410</b>                    | <b>119,898</b>              | <b>76,016</b>               |
| <b>Fund balances carried forward</b> | (7)   | <b>31,206</b>                      | <b>71,918</b>                    | <b>7,702</b>                    | <b>110,826</b>              | <b>119,898</b>              |

All incoming resources and resources expended derive from continuing activities.

# The Parochial Church Council of the Ecclesiastical Parish of St Edmund, Roundhay

## Balance sheet

as at 31 December 2022

|                                            |      | 2022          | 2022          | 2022         | 2022           | 2021           |
|--------------------------------------------|------|---------------|---------------|--------------|----------------|----------------|
|                                            |      | Unrestricted  | Restricted    | Endowment    | Total          | Total          |
|                                            |      | £             | £             | £            | £              | £              |
| <b>Current assets</b>                      |      |               |               |              |                |                |
| Debtors and prepayments                    | (8)  | 17,129        | -             | -            | 17,129         | 29,297         |
| Current asset investments                  | (9)  | 16,050        | -             | 7,702        | 23,752         | 24,252         |
| Cash at bank and in hand                   | (10) | 8,445         | 71,918        | -            | 80,363         | 79,005         |
| <b>Total current assets</b>                |      | <u>41,624</u> | <u>71,918</u> | <u>7,702</u> | <u>121,244</u> | <u>132,554</u> |
| <b>Current liabilities:</b>                |      |               |               |              |                |                |
| <b>amounts falling due within one year</b> |      |               |               |              |                |                |
| Creditors and accruals                     | (11) | 10,418        | -             | -            | 10,418         | 12,656         |
| <b>Total current liabilities</b>           |      | <u>10,418</u> | <u>-</u>      | <u>-</u>     | <u>10,418</u>  | <u>12,656</u>  |
| <b>Net current assets / (liabilities)</b>  |      | <u>31,206</u> | <u>71,918</u> | <u>7,702</u> | <u>110,826</u> | <u>119,898</u> |
| <b>Net assets</b>                          |      | <u>31,206</u> | <u>71,918</u> | <u>7,702</u> | <u>110,826</u> | <u>119,898</u> |
| <b>Funds</b>                               |      |               |               |              |                |                |
| Unrestricted funds                         |      |               |               |              |                |                |
| General unrestricted funds                 |      | 8,226         | -             | -            | 8,226          | 826            |
| Designated funds                           | (12) | 22,980        | -             | -            | 22,980         | 15,358         |
| Unrestricted funds                         |      | 31,206        | -             | -            | 31,206         | 16,184         |
| Restricted funds                           |      | -             | 71,918        | -            | 71,918         | 95,304         |
| Endowment funds                            |      | -             | -             | 7,702        | 7,702          | 8,410          |
| <b>Total funds</b>                         |      | <u>31,206</u> | <u>71,918</u> | <u>7,702</u> | <u>110,826</u> | <u>119,898</u> |

The financial statements were approved by the board of trustees on .....13/08/2023.....

Douglas Kipling (Trustee)

# **The Parochial Church Council of the Ecclesiastical Parish of St Edmund, Roundhay**

## **Notes to the accounts for the year ended 31 December 2022**

### **1 Accounting policies**

#### **Basis of accounting**

These accounts have been prepared under the historical cost convention with items recognised at cost or transaction value unless otherwise stated in the relevant note(s) to these accounts. The financial statements have been prepared in accordance with the Statement of Recommended Practice:

Accounting and Reporting by Charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective 1 January 2019) and with the Charities Act 2011.

The charity constitutes a public benefit entity as defined by FRS 102.

There has been no change to the accounting policies since last year.

No changes have been made to the accounts for previous years.

#### **Going concern**

The trustees are satisfied that there are no material uncertainties about the charity's ability to continue.

#### **Incoming resources**

All incoming resources are included in the Statement of Financial Activities (SOFA) when the charity becomes entitled to the resources, it is more likely than not that the trustees will receive the resources and the monetary value can be measured with sufficient reliability.

#### **Grants and donations**

Grants and donations are only included in the SOFA when the charity has unconditional entitlement to the resources.

Where grants are related to performance and specific deliverables, they are accounted for as the charity earns the right to consideration by its performance.

#### **Expenditure and liabilities**

Expenditure is recognised on an accrual basis as a liability is incurred. Liabilities are recognised where it is more likely than not that there is a legal or constructive obligation committing the charity to pay out the resources and the amount of the obligation can be measured with reasonable certainty.

#### **Taxation**

As a charity the organisation benefits from rates relief and is generally exempt from income tax and capital gains tax but not from VAT. Irrecoverable VAT is included in the cost of those items to which it relates.

#### **Tangible fixed assets**

##### **Consecrated and benefice property**

In so far as consecrated and benefice property of any kind is excluded from the statutory definition of 'charity' by Section 10(2)(a) and (c) of the Charities Act 2011 such assets are not capitalised in the financial statements.

Tangible fixed assets costing more than £5,000 are capitalised and included at cost including any incidental expenses of acquisition. Gifted assets are shown at the value to the charity on receipt.

#### **Pensions**

The charity operates a defined contribution scheme for the benefit of its employees. The costs of contributions are recognised in the year they are payable.

**The Parochial Church Council of the Ecclesiastical Parish  
of St Edmund, Roundhay  
Notes to the accounts  
for the year ended 31 December 2022**

**1 Accounting policies continued**

**Fund accounting**

Unrestricted funds are available for use at the discretion of the trustees in furtherance of the general objectives of the charity.

Designated funds are unrestricted funds earmarked by the trustees for particular purposes.

Restricted funds are subjected to restrictions on their expenditure imposed by the donor or through the terms of an appeal.

Endowment funds represent those assets which must be held permanently by the charity, principally investments. Income arising on the endowment funds can be used in accordance with the objects of the charity and is included as unrestricted income unless restrictions have been imposed by the donor. Any capital gains or losses arising on the investments form part of the fund. Investment management charges and legal advice relating to the fund are charged against the fund.

Further explanation of the nature and purpose of each fund is included in the notes to the accounts.

**Leases**

Rents under operating leases are charged on a straight line basis over the lease term or to an earlier date if the lease can be determined without financial penalty.

# **The Parochial Church Council of the Ecclesiastical Parish of St Edmund, Roundhay**

## **Notes to the accounts continued**

### **for the year ended 31 December 2022**

#### **2 Donations and legacies**

|                              | 2022           | 2022          | 2022           | 2021           |
|------------------------------|----------------|---------------|----------------|----------------|
|                              | Unrestricted   | Restricted    | Total          | Total          |
|                              | funds          | funds         | funds          | funds          |
|                              | £              | £             | £              | £              |
| Planned giving donations     | 83,743         | 63            | 83,806         | 91,393         |
| Tax recoverable              | 25,004         | -             | 25,004         | 27,183         |
| Collections and other giving | 2,483          | 93            | 2,576          | 1,629          |
| Grants                       | -              | 37,992        | 37,992         | 87,365         |
| Legacies                     | 4,000          | -             | 4,000          | -              |
| Donations and appeals        | 6,117          | 8,647         | 14,764         | 42,016         |
|                              | <u>121,347</u> | <u>46,795</u> | <u>168,142</u> | <u>249,586</u> |

#### **3 Charitable activities**

|                                      | 2022          | 2022       | 2022          | 2021          |
|--------------------------------------|---------------|------------|---------------|---------------|
|                                      | Unrestricted  | Restricted | Total         | Total         |
|                                      | funds         | funds      | funds         | funds         |
|                                      | £             | £          | £             | £             |
| Parish magazine sales                | 1,282         | -          | 1,282         | 2,344         |
| Fees for weddings and funerals       | 2,071         | -          | 2,071         | 1,477         |
| Church hall lettings - community use | 40,351        | -          | 40,351        | 11,983        |
| Church building lettings - concerts  | 2,811         | -          | 2,811         | 1,175         |
| Other activities income              | 727           | -          | 727           | -             |
|                                      | <u>47,242</u> | <u>-</u>   | <u>47,242</u> | <u>16,979</u> |

#### **4 Other trading activities**

|                             | 2022          | 2022       | 2022          | 2021         |
|-----------------------------|---------------|------------|---------------|--------------|
|                             | Unrestricted  | Restricted | Total         | Total        |
|                             | funds         | funds      | funds         | funds        |
|                             | £             | £          | £             | £            |
| Parish magazine advertising | 1,934         | -          | 1,934         | 1,265        |
| Hall solar panels           | 2,489         | -          | 2,489         | 1,598        |
| Fundraising sales           | 3,486         | -          | 3,486         | 2,571        |
| Filming                     | 2,550         | -          | 2,550         | -            |
|                             | <u>10,459</u> | <u>-</u>   | <u>10,459</u> | <u>5,434</u> |

#### **5 Other income**

|               | 2022         | 2022         | 2022         | 2021         |
|---------------|--------------|--------------|--------------|--------------|
|               | Unrestricted | Restricted   | Total        | Total        |
|               | funds        | funds        | funds        | funds        |
|               | £            | £            | £            | £            |
| VAT recovered | -            | 2,414        | 2,414        | 7,115        |
|               | <u>-</u>     | <u>2,414</u> | <u>2,414</u> | <u>7,115</u> |

**The Parochial Church Council of the Ecclesiastical Parish of St Edmund, Roundhay**  
**Notes to the accounts continued**  
**for the year ended 31 December 2022**

| 6 Charitable activities expenditure      |                  | 2022           | 2022                 | 2022           | 2021           |
|------------------------------------------|------------------|----------------|----------------------|----------------|----------------|
|                                          |                  | Unrestricted   | Restricted           | Total          | Total          |
|                                          |                  | funds          | funds                | funds          | funds          |
|                                          |                  | £              | £                    | £              | £              |
| <b>Missionary and charitable giving</b>  |                  |                |                      |                |                |
| Collections paid over                    |                  | 277            | -                    | 277            | 1,754          |
| Overseas                                 |                  | 1,400          | -                    | 1,400          | 4,200          |
| National                                 |                  | -              | -                    | -              | 1,400          |
| Local                                    |                  | -              | -                    | -              | 4,000          |
|                                          |                  | <u>1,677</u>   | <u>-</u>             | <u>1,677</u>   | <u>11,354</u>  |
| <b>Church activities</b>                 |                  |                |                      |                |                |
| Ministry: diocesan parish share          |                  | 69,982         | -                    | 69,982         | 71,713         |
| Other ministry costs                     |                  | 20,000         | 52,342               | 72,342         | 54,771         |
| Church insurance                         |                  | 6,743          | 1,048                | 7,791          | 7,796          |
| Heating, lighting and cleaning           |                  | 13,147         | 2,320                | 15,467         | 15,136         |
| Church maintenance                       |                  | 8,192          | 9,594                | 17,786         | 16,498         |
| Hall running costs                       |                  | 30,834         | 3,242                | 34,076         | 27,463         |
| Parish magazine costs                    |                  | 3,759          | 100                  | 3,859          | 4,080          |
| Printing, stationery and postage         |                  | 2,964          | 31                   | 2,995          | 2,190          |
| Office and admin costs                   |                  | 6,693          | 2,768                | 9,461          | 9,360          |
|                                          |                  | <u>162,314</u> | <u>71,445</u>        | <u>233,759</u> | <u>209,007</u> |
| <b>Investment in the church building</b> |                  |                |                      |                |                |
| Roof, lighting and sound improvements    |                  | <u>244</u>     | <u>1,958</u>         | <u>2,202</u>   | <u>14,889</u>  |
|                                          |                  | <u>244</u>     | <u>1,958</u>         | <u>2,202</u>   | <u>14,889</u>  |
|                                          |                  | <u>164,235</u> | <u>73,403</u>        | <u>237,638</u> | <u>235,250</u> |
| Total Charitable activities              |                  |                |                      |                |                |
| <b>Staff costs and numbers</b>           |                  |                |                      |                |                |
|                                          | Office and admin | Hall running   | Other ministry costs | Music          | Total          |
|                                          | 2022             | 2022           | 2022                 | 2022           | 2022           |
|                                          | £                | £              | £                    | £              | £              |
| Gross salaries                           | 4,189            | 2,967          | 49,357               | 8,268          | 64,782         |
| Pensions                                 | 238              | 238            | 2,948                | -              | 3,424          |
|                                          | <u>4,427</u>     | <u>3,205</u>   | <u>52,305</u>        | <u>8,268</u>   | <u>68,206</u>  |

The average number of employees during the year was 6, being an average of 2.8 full time equivalent (2022: 4.7, 2.2 FTE). There were no employees with emoluments above £60,000.

# **The Parochial Church Council of the Ecclesiastical Parish of St Edmund, Roundhay**

## **Notes to the accounts continued**

### **for the year ended 31 December 2022**

| <b>Staff costs and numbers<br/>previous year comparatives</b> | <b>Office and<br/>admin</b> | <b>Hall running</b> | <b>Other<br/>ministry<br/>costs</b> | <b>Music</b> | <b>Total</b>  |
|---------------------------------------------------------------|-----------------------------|---------------------|-------------------------------------|--------------|---------------|
|                                                               | 2021                        | 2021                | 2021                                | 2021         | 2021          |
|                                                               | £                           | £                   | £                                   | £            | £             |
| Gross salaries                                                | 4,453                       | 2,901               | 37,587                              | 7,380        | 52,321        |
| Pensions                                                      | 232                         | 232                 | 2,879                               | -            | 3,343         |
|                                                               | <u>4,685</u>                | <u>3,133</u>        | <u>40,466</u>                       | <u>7,380</u> | <u>55,664</u> |

| <b>Defined contribution pension scheme</b>                      | 2022  | 2021  |
|-----------------------------------------------------------------|-------|-------|
|                                                                 | £     | £     |
| Costs of the scheme to the charity for the year                 | 3,424 | 3,343 |
| Amount of any contributions outstanding at the year end         | 718   | 701   |
| Amount of any contributions prepaid or overpaid at the year end | 344   | -     |

| <b>7 Restricted funds</b>       | <b>Balance b/f</b> | <b>Incoming</b> | <b>Outgoing</b> | <b>Transfers</b> | <b>Balance c/f</b> |
|---------------------------------|--------------------|-----------------|-----------------|------------------|--------------------|
|                                 | £                  | £               | £               | £                | £                  |
| Collections fund                | 1,279              | 338             | -               | -                | 1,617              |
| Music fund                      | 7,593              | -               | -               | -                | 7,593              |
| Organ fund                      | 692                | -               | -               | -                | 692                |
| One City One World              | 148                | -               | -               | -                | 148                |
| Holiday legacy                  | 1,350              | -               | -               | -                | 1,350              |
| Strategic Development Fund      | -                  | 28,242          | 28,242          | -                | -                  |
| The Joyce Sundram Legacy        | 2,000              | -               | -               | -                | 2,000              |
| Bibles fund                     | 145                | -               | -               | -                | 145                |
| Little explorers fund           | 50                 | -               | -               | -                | 50                 |
| War memorial fund               | 100                | -               | -               | -                | 100                |
| HLF Project                     | 5,872              | 2,414           | 8,286           | -                | -                  |
| Redman Legacy                   | 1,000              | -               | -               | -                | 1,000              |
| St Edmunds Covid 19 appeal      | 2,601              | -               | -               | -                | 2,601              |
| LCC VAL Hub Covid 19            | 43,017             | 11,292          | 30,413          | -                | 23,896             |
| Donation for treasury costs     | 2,910              | 2,000           | 2,768           | -                | 2,142              |
| Flowers fund                    | -                  | 243             | 243             | -                | -                  |
| Collections for leaving gifts   | -                  | 85              | 85              | -                | -                  |
| Donation for side chapel        | 1,030              | -               | -               | -                | 1,030              |
| Donation for solar panels       | 20,538             | -               | 1,958           | -                | 18,580             |
| Donation for painting           | 4,979              | -               | -               | -                | 4,979              |
| Church grounds restricted fund  | -                  | 600             | 1,308           | 708              | -                  |
| LDBF Energy grant               | -                  | 1,250           | -               | -                | 1,250              |
| Donation towards chapel heating | -                  | 2,500           | -               | -                | 2,500              |
| Ukraine appeal                  | -                  | 245             | -               | -                | 245                |
| Donation for magazine costs     | -                  | 100             | 100             | -                | -                  |
|                                 | <u>95,304</u>      | <u>49,309</u>   | <u>73,403</u>   | <u>708</u>       | <u>71,918</u>      |

**The Parochial Church Council of the Ecclesiastical Parish of St Edmund, Roundhay**  
**Notes to the accounts continued**  
**for the year ended 31 December 2022**

**7 Restricted funds continued**

| <b>Fund name</b>                | <b>Purpose of restriction</b>                                                                                                                                                                                                                  |
|---------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Collections fund                | Donations received in church for specific purposes not yet paid over to those charities                                                                                                                                                        |
| Music fund                      | For the work of the church choir                                                                                                                                                                                                               |
| Organ fund                      | For organ repairs                                                                                                                                                                                                                              |
| One City One World              | For raising awareness of social justice issues                                                                                                                                                                                                 |
| Holiday legacy                  | To subsidise holidays for those in greatest need                                                                                                                                                                                               |
| Strategic Development Fund      | Funds from Leeds Diocesan Board of Finance towards strategic development                                                                                                                                                                       |
| The Joyce Sundram Legacy        | For an interfaith welcome project                                                                                                                                                                                                              |
| Bibles fund                     | For purchase of bibles                                                                                                                                                                                                                         |
| Little explorers fund           | For Little Explorers activities                                                                                                                                                                                                                |
| War memorial fund               | To maintain the war memorial                                                                                                                                                                                                                   |
| HLF Project                     | The Heritage Lottery Fund (HLF) project was facilitated with the HLF and a variety of grant providers to repair the church roof isles, stained glass windows and promote the heritage of the church.                                           |
| Redman Legacy                   | J Redman legacy donation towards costs related to the grounds.                                                                                                                                                                                 |
| St Edmunds Covid 19 appeal      | Towards the costs of alleviating hardship caused by the pandemic in the parish and wider community                                                                                                                                             |
| LCC VAL Hub Covid 19            | St Edmund's with funding from Leeds County Council is running a Voluntary Action Leeds (VAL) Hub in the Roundhay ward to alleviate hardship caused by the pandemic.                                                                            |
| Donation for treasury costs     | Donation towards costs of the treasury and finance function                                                                                                                                                                                    |
| Flowers fund                    | Donations towards flowers for the church                                                                                                                                                                                                       |
| Collections for leaving gifts   | Donations towards leaving gifts                                                                                                                                                                                                                |
| Donation for side chapel        | Donation towards heating costs for the side chapel                                                                                                                                                                                             |
| Donation for solar panels       | Donation towards solar panel installation                                                                                                                                                                                                      |
| Donation for painting           | Donation towards costs of painting                                                                                                                                                                                                             |
| Church grounds restricted fund  | Towards church grounds costs. The transfer is from the endowment fund being interest earned on investments.                                                                                                                                    |
| LDBF Energy grant               | The Leeds Diocesan Board of Finance provided all churches with a £1250 grant towards increased light and heat costs. As St Edmund's is on fixed contracts in the year under review this grant has been held until such time as costs increase. |
| Donation towards chapel heating | The chapel heating system is to be replaced in 2023 and donations towards the cost have been accumulated through an appeal.                                                                                                                    |
| Ukraine appeal                  | Collections for charities supporting families in the Ukraine to be distributed in 2023.                                                                                                                                                        |

| <b>Endowment funds</b> | <b>Balance b/f</b> | <b>Incoming</b> | <b>Outgoing</b> | <b>Transfers</b> | <b>Balance c/f</b> |
|------------------------|--------------------|-----------------|-----------------|------------------|--------------------|
|                        | £                  | £               | £               | £                | £                  |
| Church grounds         | 8,410              | -               | -               | (708)            | 7,702              |
|                        | <u>8,410</u>       | <u>-</u>        | <u>-</u>        | <u>(708)</u>     | <u>7,702</u>       |

| <b>Fund name</b> | <b>Additional information</b>                                             |
|------------------|---------------------------------------------------------------------------|
| Church grounds   | Any income on the endowment can be used to cover church grounds expenses. |

**The Parochial Church Council of the Ecclesiastical Parish of  
St Edmund, Roundhay  
Notes to the accounts continued  
for the year ended 31 December 2022**

|                                  |               |               |
|----------------------------------|---------------|---------------|
| <b>8 Debtors and prepayments</b> | 2022          | 2021          |
|                                  | £             | £             |
| Debtors                          | 5,819         | 2,295         |
| Accrued income                   | 10,577        | 27,002        |
| Other debtors                    | 733           | -             |
|                                  | <u>17,129</u> | <u>29,297</u> |

|                                    |               |               |
|------------------------------------|---------------|---------------|
| <b>9 Current asset investments</b> | 2022          | 2021          |
|                                    | £             | £             |
| Cash equivalents on deposit        | 23,752        | 24,252        |
|                                    | <u>23,752</u> | <u>24,252</u> |

|                                    |               |               |
|------------------------------------|---------------|---------------|
| <b>10 Cash at bank and in hand</b> | 2022          | 2021          |
|                                    | £             | £             |
| Cash at bank                       | 80,084        | 78,959        |
| Cash in hand                       | 279           | 46            |
|                                    | <u>80,363</u> | <u>79,005</u> |

|                                  |               |               |
|----------------------------------|---------------|---------------|
| <b>11 Creditors and accruals</b> | 2022          | 2021          |
|                                  | £             | £             |
| Creditors                        | 3,011         | 4,036         |
| Accruals                         | 7,407         | 7,476         |
| Deferred income                  | -             | 1,144         |
|                                  | <u>10,418</u> | <u>12,656</u> |

|                            |               |               |               |                |               |
|----------------------------|---------------|---------------|---------------|----------------|---------------|
| <b>12 Designated funds</b> | Balance b/f   | Incoming      | Outgoing      | Transfers      | Balance c/f   |
|                            | £             | £             | £             | £              | £             |
| Hall funds                 | 15,358        | 43,840        | 34,076        | (2,142)        | 22,980        |
|                            | <u>15,358</u> | <u>43,840</u> | <u>34,076</u> | <u>(2,142)</u> | <u>22,980</u> |

|                  |                                                         |
|------------------|---------------------------------------------------------|
| <b>Fund name</b> | <b>Reason for designation</b>                           |
| Hall funds       | Funds designated towards the running costs of the hall. |

**13 Related party transactions**

**Donations from trustees and related parties**

The total aggregate value of unconditional donations to the charity from the trustees or related parties was £41,749 including gift aid of £8013 (2021: £36,695 including gift aid of £7170). The sums disclosed relate to donations received for the full year even if the trustee was not on the board for the full year.

**Trustee expenses**

No trustee received any expenses during this year or the previous year.

**Trustee remuneration and benefits**

No trustee received any remuneration or benefit during this or the previous year.

**Other related party transactions**

The Parish Director of Music, Robert Marles was paid £3,300 during the year (2022: £2,940). Robert's mother, Judith Marles, was a member of the PCC during the year.

**The Parochial Church Council of the Ecclesiastical Parish of St Edmund,  
Roundhay**

**Statement of Financial Activities including comparatives for all funds**

**(including summary income and expenditure account)**

**for the year ended 31 December 2022**

|                                      | 2022<br>Unrestricted<br>funds<br>£ | 2021<br>Unrestricted<br>funds<br>£ | 2022<br>Restricted<br>funds<br>£ | 2021<br>Restricted<br>funds<br>£ | 2022<br>Endowment<br>funds<br>£ | 2021<br>Endowment<br>funds<br>£ | 2022<br>Total<br>funds<br>£ | 2021<br>Total<br>funds<br>£ |
|--------------------------------------|------------------------------------|------------------------------------|----------------------------------|----------------------------------|---------------------------------|---------------------------------|-----------------------------|-----------------------------|
| <b>Income</b>                        |                                    |                                    |                                  |                                  |                                 |                                 |                             |                             |
| Grants and donations                 | 121,347                            | 119,353                            | 46,795                           | 130,233                          | -                               | -                               | 168,142                     | 249,586                     |
| Charitable activities                | 47,242                             | 16,979                             | -                                | -                                | -                               | -                               | 47,242                      | 16,979                      |
| Other trading activities             | 10,459                             | 5,434                              | -                                | -                                | -                               | -                               | 10,459                      | 5,434                       |
| Bank interest                        | 209                                | 11                                 | 100                              | 2                                | -                               | 5                               | 309                         | 18                          |
| Other income                         | -                                  | 424                                | 2,414                            | 6,691                            | -                               | -                               | 2,414                       | 7,115                       |
| <b>Total income</b>                  | <b>179,257</b>                     | <b>142,201</b>                     | <b>49,309</b>                    | <b>136,926</b>                   | <b>-</b>                        | <b>5</b>                        | <b>228,566</b>              | <b>279,132</b>              |
| <b>Expenditure</b>                   |                                    |                                    |                                  |                                  |                                 |                                 |                             |                             |
| Charitable activities                | 164,235                            | 160,217                            | 73,403                           | 75,033                           | -                               | -                               | 237,638                     | 235,250                     |
| <b>Total expenditure</b>             | <b>164,235</b>                     | <b>160,217</b>                     | <b>73,403</b>                    | <b>75,033</b>                    | <b>-</b>                        | <b>-</b>                        | <b>237,638</b>              | <b>235,250</b>              |
| <b>Net income / (expenditure)</b>    | <b>15,022</b>                      | <b>(18,016)</b>                    | <b>(24,094)</b>                  | <b>61,893</b>                    | <b>-</b>                        | <b>5</b>                        | <b>(9,072)</b>              | <b>43,882</b>               |
| <b>Transfers between funds</b>       | <b>-</b>                           | <b>(70)</b>                        | <b>708</b>                       | <b>70</b>                        | <b>(708)</b>                    | <b>-</b>                        | <b>-</b>                    | <b>-</b>                    |
| <b>Net movement in funds</b>         | <b>15,022</b>                      | <b>(18,086)</b>                    | <b>(23,386)</b>                  | <b>61,963</b>                    | <b>(708)</b>                    | <b>5</b>                        | <b>(9,072)</b>              | <b>43,882</b>               |
| <b>Fund balances brought forward</b> | <b>16,184</b>                      | <b>34,270</b>                      | <b>95,304</b>                    | <b>33,341</b>                    | <b>8,410</b>                    | <b>8,405</b>                    | <b>119,898</b>              | <b>76,016</b>               |
| <b>Fund balances carried forward</b> | <b>31,206</b>                      | <b>16,184</b>                      | <b>71,918</b>                    | <b>95,304</b>                    | <b>7,702</b>                    | <b>8,410</b>                    | <b>110,826</b>              | <b>119,898</b>              |

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# Accounts

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# **The Parochial Church Council of the Ecclesiastical Parish of St Edmund, Roundhay**

Charity number 1131904

## **Annual Report and Financial Statements for the year ended 31 December 2021**



West Yorkshire Community Accounting Service

# **The Parochial Church Council of the Ecclesiastical Parish of St Edmund, Roundhay**

## **Annual Report and Financial Statements for the year ended 31 December 2021**

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**Prepared by West Yorkshire Community Accountancy Service CIO**

# **The Parochial Church Council of the Ecclesiastical Parish of St Edmund, Roundhay**

## **Trustees' report for the year ended 31 December 2021**

### **Reference and administrative details of the charity, its trustees and advisors**

The trustees during the financial year and up to and including the date the report was approved were:

| <b>Name</b>            | <b>Position</b>                                              | <b>Dates</b>                        |
|------------------------|--------------------------------------------------------------|-------------------------------------|
| Revd Nigel Wright      | Chairman                                                     |                                     |
| Anne Smith             | Warden until February 2021, Vice Chair and Deanery Synod rep |                                     |
| Doug Kipling           | Warden                                                       |                                     |
| James Biswell          | Deanery Synod rep                                            |                                     |
| Anne Jones             | Deanery Synod rep                                            |                                     |
| Isabel Laverty         |                                                              |                                     |
| Jean Livesey           | Secretary                                                    | Elected May 2021                    |
| Judith Marles          |                                                              |                                     |
| David Mitchell         | Treasury team                                                |                                     |
| Jan Pickles            |                                                              |                                     |
| Rachel Wells           |                                                              |                                     |
| Jenny Whiteing         |                                                              |                                     |
| Ted Fairfax            |                                                              | Co-opted Jan 2021, Elected May 2021 |
| Sarah Brown            |                                                              | Elected May 2021                    |
| Anne Seller            |                                                              | Elected May 2021                    |
| Revd Joanna Glenwright |                                                              | Appointed July 2021                 |

**Charity number** 1131904 Registered in England and Wales

| <b>Registered and principal address</b> | <b>Bankers</b>       |                                |
|-----------------------------------------|----------------------|--------------------------------|
| St Edmund's Church                      | Yorkshire Bank plc   | Lloyds Bank plc                |
| Lidgett Park Road                       | 370 Harrogate Rd     | Vicar Lane                     |
| Leeds                                   | Leeds                | Leeds                          |
| LS8 1JN                                 | LS17 6QA             | LS1 6PN                        |
| HSBC Bank plc                           | Bank of Scotland plc | CCLA Investment Management Ltd |
| 33 Park Row                             | 300 Lawnmarket       | Senator House                  |
| Leeds                                   | Edinburgh            | 85 Queen Victoria St           |
| LS1 1LD                                 | EH1 2PH              | London EC4V 4ET                |

**Website** [www.stedmundsroundhay.org.uk](http://www.stedmundsroundhay.org.uk)

### **Independent examiner**

Simon Bostrom FCIE

### **West Yorkshire Community Accountancy Service CIO**

Stringer House  
34 Lupton Street  
Leeds  
LS10 2QW

# **The Parochial Church Council of the Ecclesiastical Parish of St Edmund, Roundhay**

## **Trustees' report (continued) for the year ended 31 December 2021**

### **Structure, governance and management**

The Parochial Church Council is a corporate body established by the Church of England. The PCC operates under the Parochial Church Council Powers Measure. The PCC is a Registered Charity.

The method of appointment of PCC members is set out in the Church Representation Rules. At St Edmund's the membership of the PCC consists of the incumbent (our vicar), our self-supporting ministers, churchwardens, a reader representative, 3 deanery synod representatives and members elected by those members of the congregation who are on the electoral roll of the church. All those who attend our services are encouraged to register on the Electoral Roll and stand for election to the PCC.

The PCC members are responsible for making decisions on all matters of general concern and importance to the parish including deciding on how the funds of the PCC are to be spent. New members receive initial training into the workings of the PCC and their responsibilities as trustees.

The full PCC met ten times during the year, with an average attendance of 83%. The PCC adapted to zoom meetings because of the pandemic. Given its wide responsibilities the PCC has several committees each dealing with a particular aspect of parish life. These committees, which include worship and music, green group, social justice group, communications, hall management, grounds, fabric, and finance & stewardship, are all responsible to the PCC and report back to it regularly with minutes of their decisions being received by the full PCC, discussed, and actioned upon where necessary.

### **Deanery Synod**

Up to four members of the PCC sit on the deanery synod, with three places currently taken. This provides the PCC with an important link between the parish and the wider structures of the church. This year the synod has looked at areas of ministry including the environment, safeguarding, and dementia.

### **Diocesan Synod and Diocesan Board**

Our incumbent is an elected member of both the Diocesan Synod and the Diocese of Leeds Board, and related finance and audit committees providing parish level input and experience to assist Diocesan policy and decision making.

### **Aim and purposes**

St Edmund's Parochial Church Council (PCC) has the responsibility of cooperating with the incumbent, the Reverend Nigel Wright, in promoting in the ecclesiastical parish the whole mission of the Church, pastoral, evangelistic, social, and ecumenical. The PCC is also specifically responsible for the maintenance of the church hall adjacent to the church building.

### **Objectives and activities - Main activities**

The PCC is committed to enabling as many people as possible to worship at our church and to become part of our parish community at St Edmund's. The PCC maintains an overview of worship throughout the parish and makes suggestions on how our services can involve the many groups that live within our parish. Our services and worship put faith into practice through prayer and scripture, music, and sacrament.

The PCC adopted the following vision statement in 2016:

"God is calling us to become a Church that is growing because we are:

- rooted and grounded in prayer, the bible and worship (guiding and empowering)
- enabling people to belong and grow in faith (welcoming, nurturing, and caring)
- reaching out into our community (serving and witnessing)."

The overarching church focus is "Sharing God's generous love."

# **The Parochial Church Council of the Ecclesiastical Parish of St Edmund, Roundhay**

## **Trustees' report (continued) for the year ended 31 December 2021**

### **Objectives and activities continued**

On the 1st of June 2021 St Edmund's entered into an agreement with HeartEdge (St Martin-in-the-Fields PCC) to become a HeartEdge partner (hub church).

HeartEdge is an ecumenical partnership bringing people and churches together to share ideas and experience. HeartEdge churches are resourcing churches who aim to develop in four areas:

Commerce – how commercial activity is generating finance and extending mission

Compassion- empowering congregations to address social need

Culture – reimagining the Christian narrative through art, music, and performance

Congregation – renewal through liturgy, worship, and common life

We believe that being part of the HeartEdge movement will help strengthen our focus on our objectives and particularly relating to development, growth, and the public benefit.

### **Public benefit statement**

When planning our activities for the year, we have considered the Commission's guidance on public benefit and the supplementary guidance on charities for the advancement of religion. We try to enable ordinary people to live out their faith as part of our parish community through:

- Worship and prayer; learning about the Gospel; and developing their knowledge and trust in Jesus.
- Provision of pastoral care for people living in the parish and the wider community in partnership with our neighbouring parishes.
- Missionary and outreach work.

To facilitate this work, it is important that we maintain the fabric of the church of St Edmund's, the church hall, and the grounds.

### **Achievements and performance**

#### **Church - worship and prayer**

The PCC is keen to offer a range of services over the course of the liturgical seasons, and the annual calendar, that our community find both beneficial and helpful in enabling them to engage in worship and prayer and to enable a deepening of their spiritual lives.

Worship at St Edmund's, on Sunday mornings, is centred round the 10am Sunday Holy Communion service. This service is adapted in the month for baptisms, all-age and parade services, and other specific occasions such as Mothering Sunday, Harvest and Remembrance Sunday. It incorporates a broad range of liturgical and musical styles to reflect a diverse worshipping community, together with a multimedia approach to service input and output. There is also an 8am said Holy Communion service each Sunday which provides a quiet and reflective worship space. Sunday evening services reflect the diversity of the community with a variety of different service styles, including contemporary praise events, evensong, Taizé, evening prayer and Sanctuary youth services.

"Little Faith Explorers," is for parents/carers and pre-schoolers, to provide a time of worship, play and fellowship over lunch. This provision arose from our engagement and discussion with families preparing to have children baptised.

St Edmund's has a popular choir, including a strong children's section. The choir has a varied repertoire and a willingness to engage in contemporary as well as traditional choral music. We are indebted to our director of music and organist/pianist for their dedication.

Considerable thought, planning and input continues to be given to meeting the needs of children, in worship and prayer, and there is provision during the 10am service for all age groups to meet in individual age groups, for bespoke teaching and worship, through a dedicated team of 12 children's workers.

# **The Parochial Church Council of the Ecclesiastical Parish of St Edmund, Roundhay**

## **Trustees' report (continued) for the year ended 31 December 2021**

There is a weekly midweek Holy Communion service; a Julian prayer and meditation group; a dedicated team which prays in church each morning (weekdays) providing a deeply reverent and historically important form of worship for the community. The aesthetics of the church building and the liturgical decorations and flowers, are a significant and beautiful aid to worship and prayer.

The PCC remain ever mindful of changes in the parish community and society at large when considering worship and prayer provision and its duty under canon law to make provision for minority groups. Restructured baptism services have been well received by families, newcomers, and worshippers from visiting churches. The worshipping environment has been improved throughout 2018 to 2020, with new audio-visual equipment and sound desk together with new lighting and a new welcome area.

### **Worship and prayer in the pandemic (coronavirus)**

Lockdown, the tier system, social distancing, and no singing all had an enormous impact on the way congregations could and could not engage in worship. Worship services were quickly adapted so that services could be livestreamed from leaders' homes and the church building (when allowed) followed by restricted services in church; also live streamed for those unable to attend. A full diet of services, throughout the week continued and many new people were able to access the services through the live streams, including those who have never been able to attend the church building due to disabilities.

Throughout 2021 the primary focus has been on returning to a full complement of in person services, while maintaining an important online presence and doing so within the changing rules and guidelines. The increasing in person attendance (see Mission and evangelism statistics) has grown steadily and reassuringly with a stable online presence. It is hoped the return to a full complement of in person services will be achieved by late 2022.

### **Church Facilities - community engagement, enrichment, and the environment**

We aim to make our church available for a broad range of arts-based activities, including orchestras, musical ensembles, and choirs with a particular focus on increasing the number of organisations using the church building for such events. Sadly, the pandemic meant that almost all such activities were unable to take place in 2020 and in 2021 we have been able to slowly reintroduce the use of the church building for community events, concerts, and fundraising activities.

We take seriously our responsibility to our environment and creation, in all aspects of our church and community life, and hold a Bronze Eco Church award (A Rocha). We are currently working towards the Silver award and a significant project for additional solar panelling on the church building is in progress, as we continue to address our carbon footprint and the challenge of being carbon neutral in due course. In the summer of 2021, the Area Bishop commissioned our first Parish Environment Officer.

Our church attracts many for seasonal events and we were able to host all our events in the church building in 2021 with increasing numbers, as the year progressed, and limitations reduced.

Engaging with local schools is a priority and numerous educational school projects, visits and concerts are held in the church building, for a variety of schools. No in person engagement was possible in 2020 and throughout 2021 steps were taken to re-engage and while schools are still cautious, some church visits and social projects have been undertaken.

Our church hall building comprises a variety of halls, rooms, offices, prayer room and a dance studio, which are all let out for a varied range of activities and community uses. The engagement with community activities over the course of regular and party/event hire results in approximately one thousand adults and children each week using the facilities. Sadly, for the vast majority of 2020 this was not possible but during the later part of 2021 letting and hire activity started to return to pre-pandemic levels.

We are a sponsoring church for Guide and Scout Association uniformed organisations and have a purpose-built Guide and Scout headquarters on site. Some 280 children are engaged with these uniformed organisations, with many of the leaders and children also being part of regular church life and/or attending church parade services.

# **The Parochial Church Council of the Ecclesiastical Parish of St Edmund, Roundhay**

## **Trustees' report (continued) for the year ended 31 December 2021**

St Edmund's is a Dementia Friendly church and runs "The Tea Cosy Cafe" in the Highwood Building of the Brackenwood Community Association, which reaches out to those living with dementia and their carers. In 2019 St Edmund's entered into a partnership with the Royal Volunteer Services to provide a weekly drop in space for older people with a particular focus on loneliness. A fortnightly midweek soup lunch club was also started in 2019 and has proven popular. All these provisions had to cease during the pandemic, but leaders and organisers continued to provide telephone and practical support to members wherever possible. Late in 2021 the Tea Cosy Café was able to resume in person activities as did the soup lunch provision and the Royal Voluntary Services project is set to resume in 2022.

Throughout the Covid pandemic, St Edmund's has managed a community Hub for the Roundhay Ward in conjunction with Leeds City Council, providing meals, shopping, food-parcels, practical support, and an array of services to a potential population base of some 25,000 people. This has been achieved through coordinating and managing over 350 volunteers, from a mix of church and community. It has helped forge numerous relationships with other charities and not for profit organisations serving the wider community. The project has continued to grow, throughout 2021, and we have received sufficient grant funding, from Leeds City Council, to employ a Community Hub manager (50% full time equivalent).

### **Pastoral care**

Pastoral care in the parish is built on deep and long-term relationships both within the church congregation and the parish. St Edmund's is an important part of community life and is a focus for baptisms, wedding, and funerals. Pastoral care is prominent in all three settings. Preparation for baptisms and weddings is provided by teams to ensure all preparing for these significant life events are well prepared and cared for. There is a bereavement team which cares for all those who seek help in grief and an annual memorial service that is much appreciated by many in the wider community.

Congregation members participate in a wide range of local activities outside of the parish church and much pastoral care and attention is undertaken quite naturally and genuinely. Congregation members are prominent in ensuring those who would not otherwise be able to attend worship are provided with lifts, or a firm hand to hold! Home communion distribution is a prominent feature in the parish to cater for the needs of those who are in nursing homes, ill or housebound and there is a strong team of Lay Eucharistic Ministers.

Pastoral care assistants are embedded in the life of the church and in the care of congregation members. The team is fifteen strong with additional input from clergy.

### **Pastoral care in the pandemic**

The systems already in place helped greatly in ensuring all church members were looked after and further volunteers were sought for telephone, shopping, and practical support, where needed. This was also coordinated with the hub support where beneficial. To improve communications channels, weekly internet mailing was introduced to keep everyone as up to date as possible and to continually offer help, support, and signposts to help in areas such as housing, debt, and mental health. Weekly postal delivery was also provided for all those without internet access. Mass distribution of supportive literature in partnership with other care support agencies has been undertaken throughout the pandemic.

As a result of the pandemic, we have introduced additional processes and systems that have widened and improved the pastoral care we offer to church and community throughout 2021.

### **Mission and evangelism during the pandemic**

Monitoring and evaluating mission and outreach is normally undertaken by recording and providing various prescribed statistics for mission to the Church Commissioners centred on attendance figures, electoral roll numbers and a variety of other categories.

# **The Parochial Church Council of the Ecclesiastical Parish of St Edmund, Roundhay**

## **Trustees' report (continued) for the year ended 31 December 2021**

At present there are 153 (2020: 168) members on the electoral roll. The regular worshipping community (attending a service at least once a month at the end of 2021, either online or in person) was 214 adults and 64 children (2020: 232 adults and 77 children), a net decrease of 18 adults and 13 children.

The net reduction (we have had 22 adults join us and 40 depart) is due to a mixture of families having to move out of the area due to the consequences of the pandemic (particularly financial); retirements, university attendance and deaths.

The numbers remain difficult to assess and a conservative approach has been taken. It is estimated that in addition some 50 adults and children are on the "fringe" of church life.

Because of the disruption caused by the COVID-19 pandemic, churches were not asked to report their usual Sunday attendance for 2020 and 2021 in the national statistics for mission. However, from our service registers and online streaming data we estimated that on average, by October 2021, 148 people were engaging with our main Sunday morning services (in person or online). In 2019 (pre-pandemic) 188 people were engaging with Sunday services (noting that the number of Sunday services provided was less in 2021 than 2019). We are encouraged by this trend and the growing number of people returning to worship.

Our Children's Youth and Families worker has been able reintroduce in person and indoor holiday drop-in days for families; Little Faith Explorers (Toddlers) and Junior church. These events have helped in reintroducing families to church activities and church worship.

Weddings and baptisms gradually returned to normal as restrictions reduced and funerals have been conducted as sensitively as possible while working within all pandemic restrictions.

Major festivals are a significant source of community outreach at St Edmund's and, as the year progressed, attendance at these services increased and we had a total of 406 people attending worship on Christmas Eve or Christmas day in 2021. This is still substantially lower than the 1,000 plus we had in attendance before the pandemic. As the pandemic further subsides and public confidence returns we anticipate returning to similar levels. Early indicators in 2022 affirm that anticipation.

Communication has been expanded significantly through digital engagement during the pandemic and new methods of communications are being maintained on an ongoing basis, with both the church community and wider community. For instance, the "following" on our Facebook page has increased from 280 to over 700 as at the end of 2021. Tools such as podcasts have created new opportunities for engagement to a much wider audience.

Our parish magazine is distributed to people around the parish by both members of the congregation and others and with careful risk management this has continued throughout the pandemic.

St Edmund's has had a long association with St Aidan's Foodbank, PAFRAS (an immigration support charity) and a local Franciscans men's shelter. During the pandemic we have been unable to collect the items of food, clothing, and similar supplies we would normally support them with, and so we have been supporting these charities financially thanks to congregation member donations of over £10,000.

We also engage in mission and outreach on a national and global level. Each year we give a portion of our income to other charitable causes, which in 2021 included Open Doors, CMS, Caring for Life, Mind, Simon on the Streets and Water Aid. We are pleased to have been able to honour these commitments throughout the financial challenges arising from the pandemic.

We continue to support the work of Traidcraft and we have been able to return to in person sales as well as distributing goods, in accordance with safe practices, through an ordering system.

Significant numbers of our congregation members support a wide variety of charitable and community-based activities across a broad spectrum of faith-based and non-faith-based projects. As a church and as individuals interfaith projects have been embraced and we engage in initiative-taking interfaith relationships within our community and beyond.

# **The Parochial Church Council of the Ecclesiastical Parish of St Edmund, Roundhay**

## **Trustees' report (continued) for the year ended 31 December 2021**

### **Mission and outreach – development and enrichment**

The focus on numbers and statistics in annual reports is paramount, however, what is not measurable by these figures necessarily is how the individual lives of those worshipping members of the church, and those engaging with the church, are being developed and enriched (or not as maybe the case). This needs a continual focus from the PCC, incumbent and licensed ministers combined.

In 2021, 22 new people joined St Edmund's and the feedback received was that this was in the main due to an open, friendly, warm, and welcoming environment that allows people to engage and worship safely and explore life at St Edmund's. It is a mixture of those new to the Christian faith and those moving from other areas and as such there is an increased need for teaching, mentoring and spiritual care.

St Edmund's is a beacon parish for the Everyday faith project (formerly Setting God's People Free), which seeks to equip all for living out lives of faith Monday to Saturday. Alpha courses continue to be popular providing a means for those new or returning to the Christian faith to explore. When Alpha has been completed The Bible Society Bible course is undertaken. During the pandemic there has been a marked rise in people seeking support from spirituality and faith, and several online groups have been successfully formed, but this has been countered by the inability to provide in person courses. Throughout 2022 and 2023 we will seek to re-engage with in person Alpha courses, Bible course and the new HeartEdge "Being with" course, which has been specifically designed to be run online and in person.

### **Mission and outreach – training and resourcing**

St Edmund's is a training parish and in the summer of 2021 received a new curate in training. One intern completed their time with St Edmund's in the spring of 2021. We will be engaging a HeartEdge Shepherd Scholar in 2022.

St Edmund's is part of a group of city churches forming a resource church team, funded by the Strategic Development Unit of the National Commissioners. St Edmund's will, at the right time, send a curate with a small team to revitalise a neighbouring church that has sought assistance for growth and renewal. As part of the funding package, St Edmund's has completed internal church works relating to audio/visual, lighting, aesthetics, and a new welcome area, as well as appointing an operations manager and a Children's, youth and families worker. Additional support and training are received from the national church and the Diocesan Programme Board. St Edmund's has entered into partnership with HeartEdge, a broad-church project funded by St Martin-in-the-fields, for mutual support and to encourage other broad churches to consider undertaking Strategic Development funded projects.

Many of our members engage in ministry and outreach on a Diocesan-wide basis in numerous different ways, including chaplaincy services to Ripon Cathedral, serving with the Diocesan Advisory Committee, Chaplaincy services, and assisting neighbouring churches with a variety of projects.

### **Ecumenical relationships**

We continue to meet with four other local churches as 'Churches Together in Roundhay' to plan and support occasional events including the ecumenical Lent study course. Combined services take place in each church at intervals throughout the year.

HeartEdge is an ecumenical project which provides access to national and global ecumenical partners and projects.

### **The Church – buildings, maintenance & management**

The PCC recognises that to facilitate the work detailed above, it is important that the fabric of the church and the church hall facilities are continually maintained and improved. There is a schedule of regular servicing and maintenance for all plant and equipment.

Our church building quinquennial inspection was conducted in November 2017. There were no significant immediate matters to address, however, £130,000 of aisle roof repairs were completed in 2020 funded by a £60,000 Heritage Lottery Fund grant with various additional grant providers and input from PCC funds.

# **The Parochial Church Council of the Ecclesiastical Parish of St Edmund, Roundhay**

## **Trustees' report (continued) for the year ended 31 December 2021**

Throughout the pandemic there has been a continual addressing of how the church building functions and the necessary changes and adjustments to equipment implemented to ensure everyone has safe access and use of the building.

St Edmund's has an "invisible army" of volunteers and helpers that continue to look after the day-to-day care and maintenance of the church and grounds throughout the year and as such the church and grounds are maintained to a high standard for all to enjoy. The challenges of the pandemic have meant that ongoing works have had to be very carefully managed in accordance with all the additional requirements arising from the pandemic.

### **Risk management and safeguarding**

The PCC is committed to maintaining health and safety and risk management policies, in line with both legal requirements and best practice. All policies and procedures were reviewed and renewed where necessary. Written risk assessments for activities and the premises are undertaken, maintained and updated each year or event. As a responsible employer the PCC abides by HR legislation and ensures all necessary policies and documentation are in place. The management of volunteers is an essential part of delivering the aims and objectives of the charity and guidance issued by the national and diocesan church advisors is used to attain to best practise in volunteer management.

In addition, during the pandemic all additional risk assessment and compliance matters have been adhered to, both for activities in the church and related buildings and activities in the community.

The PCC continue to adhere to and improve systems in relation to the General Data Protection Regulation requirements.

The PCC takes very seriously its responsibility for all safeguarding issues and ensuring both legal requirement and best practice are adhered to. All parishes are required to have agreed a formal statement of adoption of the House of Bishops 'Promoting a Safer Church; safeguarding policy statement,' and of the Church of England safeguarding policy and guidance, including a Parish Safeguarding Policy (provided by the House of Bishops, from the Parish Safeguarding handbook, Promoting a safer church). This statement of adoption and the Parish Safeguarding policy are signed on behalf of the PCC and displayed in our church and church hall, having been updated to the latest versions, reviewed, and approved by the PCC.

The PCC has also implemented the "National Church watch guidance" on Counter Terrorism Advice of churches.

The Archdeacon's parish visitation was undertaken in 2019 and in summary the Archdeacon commented as follows:

"Unusually, I have no list of requirements or recommendations for action to make on the first three of these (fabric and registers, finance, and safeguarding). These three areas are not ends in themselves but means to an end, which is the fourth area, the spreading of the gospel and the growth of the Church in numbers, in spiritual commitment, and in service. But without excellence in the first three areas, it is difficult for the fourth to flourish... With exemplary systems and management in place the big challenge is to keep pressing on."

### **Financial review**

The net income (surplus) for the year was £43,882, including net expenditure (deficit) of £18,086 on unrestricted funds and net income (surplus) of £61,963 on restricted funds after transfers.

The coronavirus pandemic continued to restrict activities to varying degrees during 2021 but careful financial management; the raising of additional grant income; the return of hire income; committed congregational giving and prudent control of expenditure has ensured positive fund balances on all funds.

The Diocesan share has been paid in full and the PCC has continued its commitment to missionary and charitable giving.

The PCC have forecast a return to a net income position (surplus) for 2022, subject to further coronavirus pandemic restrictions.

# **The Parochial Church Council of the Ecclesiastical Parish of St Edmund, Roundhay**

## **Trustees' report (continued) for the year ended 31 December 2021**

### **Post balance sheet events**

The coronavirus pandemic and related building closures and limited openings has meant that significant portions of income, from cash donations to church and hall hire income, have been reduced and at times reduced to nil. However, the core congregation has continued to support the church with standing orders representing over 70% of the church's normal unrestricted donations; new grant funding has been sourced and the gradual reopening and reintroduction of facilities has seen lost income sources returning. The church has paid the parish share in full in 2021. While it has not been considered appropriate to undertake a stewardship campaign during the ongoing pandemic, due to the worsening economic climate, the finance committee will be looking at ways of generating additional income. Historically, as in person congregation numbers increase, traditional "plate" giving will increase and is already starting to be demonstrated. The PCC have considered future cash flow forecasts and believe that the accounts should be prepared on a going concern basis, and liabilities will continue to be met.

### **Reserves policy**

It is PCC policy to try to maintain a balance on free reserves (general fund net current assets) which equates to at least three months unrestricted payments. These reserves are maintained to ensure sufficient funds in times of financial difficulty. The pandemic has created a time of extreme financial difficulty for most charities. St Edmund's entered the pandemic with strong reserves which have been used in ensuring we have been able to navigate these challenging times.

The charity's free reserves, excluding fixed assets, at the year end were £16,184.

We acknowledge that this is substantially lower than the three months unrestricted payments of £45,000, however, given the careful financial management in place; the return of increasing hire and lettings income; together with additional grant funding secured for 2022 we are confident that over time our free reserves will increase to the three months unrestricted payments level.

It is our policy to invest the short-term investment fund balances (both restricted and unrestricted) with the CCLA Church of England Deposit Funds.

### **Volunteers and staff team**

We would like to thank all the volunteers and staff team who work so hard to make our church the lively and vibrant community it is, particularly across such a challenging period. It would be wrong to single out any one individual as we have some 190 volunteers as well as the staff team, church wardens and trustees.

### **A personal message from our incumbent and PCC chair of trustees:**

"Throughout 2021 I have had to take significant amounts of time out for recuperation, further to an accident in 2020. While I have been able to undertake certain legal duties and obligations, the majority of my day to day public facing duties have been undertaken by our curate in training; retired clergy person with Permission to Officiate (PTO); our two Licensed Lay ministers (also PTO as beyond ministry retirement age) and our church warden, together with the pastoral care team and other volunteers.

I am taking this opportunity to thank them all in this public document as a mark of my gratitude and respect for all they have endured and undertaken in such challenging times. I am also hugely grateful to our staff team, PCC members and all our volunteers. Everyone is of equal importance and all form part of the body of Christ.

May you all know Christ's blessings and thank you. Revd Nigel."

Signed on behalf of the board of trustees on 3 May 2022

Revd Nigel Wright (Trustee)

# **The Parochial Church Council of the Ecclesiastical Parish of St Edmund, Roundhay**

## **Independent examiner's report to the trustees of The Parochial Church Council of the Ecclesiastical Parish of St Edmund, Roundhay**

I report to the charity trustees on my examination of the accounts of the charity for the year ended 31 December 2021, which are set out on pages 12 to 22.

### **Responsibilities and basis of report**

As the charity 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 charity's accounts as carried out under section 145 of the 2011 Act. 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.

### **Independent examiner's statement**

Since the charity's gross income exceeded £250,000 your examiner must be a fellow of a body listed in section 145 of the 2011 Act.

I confirm that I am qualified to undertake the examination because I am a fellow of ACIE which is one of the listed bodies.

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 Charities Act;
- 2 the accounts do not accord with those records; or
- 3 the accounts do not comply with the applicable requirements concerning the form and content of accounts set out in the Charities (Accounts and Reports) Regulations 2008 other than any requirement that the accounts give a 'true and fair view' which is not a matter considered as part of an independent examination.

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.

Simon Bostrom FCIE

4 May 2022

### **West Yorkshire Community Accountancy Service CIO**

Stringer House  
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LS10 2QW

**The Parochial Church Council of the Ecclesiastical Parish of St Edmund, Roundhay**  
**Statement of Financial Activities**  
**(including summary income and expenditure account)**  
**for the year ended 31 December 2021**

|                                      | Notes | 2021<br>Unrestricted<br>funds<br>£ | 2021<br>Restricted<br>funds<br>£ | 2021<br>Endowment<br>funds<br>£ | 2021<br>Total<br>funds<br>£ | 2020<br>Total<br>funds<br>£ |
|--------------------------------------|-------|------------------------------------|----------------------------------|---------------------------------|-----------------------------|-----------------------------|
| <b>Income from:</b>                  |       |                                    |                                  |                                 |                             |                             |
| Grants and donations                 | (2)   | 119,353                            | 130,233                          | -                               | 249,586                     | 245,193                     |
| Charitable activities                | (3)   | 16,979                             | -                                | -                               | 16,979                      | 22,377                      |
| Other trading activities             | (4)   | 5,434                              | -                                | -                               | 5,434                       | 4,754                       |
| Bank interest                        |       | 11                                 | 2                                | 5                               | 18                          | 145                         |
| Other income                         | (5)   | 424                                | 6,691                            | -                               | 7,115                       | -                           |
| <b>Total income</b>                  |       | <b>142,201</b>                     | <b>136,926</b>                   | <b>5</b>                        | <b>279,132</b>              | <b>272,469</b>              |
| <b>Expenditure on:</b>               |       |                                    |                                  |                                 |                             |                             |
| Charitable activities                | (6)   | 160,217                            | 75,033                           | -                               | 235,250                     | 303,375                     |
| <b>Total expenditure</b>             |       | <b>160,217</b>                     | <b>75,033</b>                    | <b>-</b>                        | <b>235,250</b>              | <b>303,375</b>              |
| <b>Net income / (expenditure)</b>    |       | <b>(18,016)</b>                    | <b>61,893</b>                    | <b>5</b>                        | <b>43,882</b>               | <b>(30,906)</b>             |
| <b>Transfers between funds</b>       | (7)   | <b>(70)</b>                        | <b>70</b>                        | <b>-</b>                        | <b>-</b>                    | <b>-</b>                    |
| <b>Net movement in funds</b>         |       | <b>(18,086)</b>                    | <b>61,963</b>                    | <b>5</b>                        | <b>43,882</b>               | <b>(30,906)</b>             |
| <b>Fund balances brought forward</b> |       | <b>34,270</b>                      | <b>33,341</b>                    | <b>8,405</b>                    | <b>76,016</b>               | <b>106,922</b>              |
| <b>Fund balances carried forward</b> | (7)   | <b>16,184</b>                      | <b>95,304</b>                    | <b>8,410</b>                    | <b>119,898</b>              | <b>76,016</b>               |

All incoming resources and resources expended derive from continuing activities.

# The Parochial Church Council of the Ecclesiastical Parish of St Edmund, Roundhay

## Balance sheet

**as at 31 December 2021**

|                                            |      | 2021          | 2021          | 2021         | 2021           | 2020           |
|--------------------------------------------|------|---------------|---------------|--------------|----------------|----------------|
|                                            |      | Unrestricted  | Restricted    | Endowment    | Total          | Total          |
|                                            |      | £             | £             | £            | £              | £              |
| <b>Current assets</b>                      |      |               |               |              |                |                |
| Debtors and prepayments                    | (8)  | 4,297         | 25,000        | -            | 29,297         | 6,179          |
| Current asset investments                  | (9)  | 13,934        | 1,908         | 8,410        | 24,252         | 34,235         |
| Cash at bank and in hand                   | (10) | 10,609        | 68,396        | -            | 79,005         | 59,872         |
| <b>Total current assets</b>                |      | <u>28,840</u> | <u>95,304</u> | <u>8,410</u> | <u>132,554</u> | <u>100,286</u> |
| <b>Current liabilities:</b>                |      |               |               |              |                |                |
| <b>amounts falling due within one year</b> |      |               |               |              |                |                |
| Creditors and accruals                     | (11) | 12,656        | -             | -            | 12,656         | 24,270         |
| <b>Total current liabilities</b>           |      | <u>12,656</u> | <u>-</u>      | <u>-</u>     | <u>12,656</u>  | <u>24,270</u>  |
| <b>Net current assets / (liabilities)</b>  |      | <u>16,184</u> | <u>95,304</u> | <u>8,410</u> | <u>119,898</u> | <u>76,016</u>  |
| <b>Net assets</b>                          |      | <u>16,184</u> | <u>95,304</u> | <u>8,410</u> | <u>119,898</u> | <u>76,016</u>  |
| <b>Funds</b>                               |      |               |               |              |                |                |
| Unrestricted funds                         |      |               |               |              |                |                |
| General unrestricted funds                 |      | 826           | -             | -            | 826            | 6,967          |
| Designated funds                           | (12) | 15,358        | -             | -            | 15,358         | 27,303         |
| Unrestricted funds                         |      | <u>16,184</u> | <u>-</u>      | <u>-</u>     | <u>16,184</u>  | <u>34,270</u>  |
| Restricted funds                           |      | -             | 95,304        | -            | 95,304         | 33,341         |
| Endowment funds                            |      | -             | -             | 8,410        | 8,410          | 8,405          |
| <b>Total funds</b>                         |      | <u>16,184</u> | <u>95,304</u> | <u>8,410</u> | <u>119,898</u> | <u>76,016</u>  |

The financial statements were approved by the board of trustees on 3 May 2022

Revd Nigel Wright (Trustee)

# **The Parochial Church Council of the Ecclesiastical Parish of St Edmund, Roundhay**

## **Notes to the accounts for the year ended 31 December 2021**

### **1 Accounting policies**

#### **Basis of accounting**

These accounts have been prepared under the historical cost convention with items recognised at cost or transaction value unless otherwise stated in the relevant note(s) to these accounts. The financial statements have been prepared in accordance with the Statement of Recommended Practice: Accounting and Reporting by Charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective 1 January 2019) and with the Charities Act 2011.

The charity constitutes a public benefit entity as defined by FRS 102.

There has been no change to the accounting policies since last year.

No changes have been made to the accounts for previous years.

#### **Going concern**

The trustees are satisfied that there are no material uncertainties about the charity's ability to continue.

#### **Incoming resources**

All incoming resources are included in the Statement of Financial Activities (SOFA) when the charity becomes entitled to the resources, it is more likely than not that the trustees will receive the resources and the monetary value can be measured with sufficient reliability.

#### **Grants and donations**

Grants and donations are only included in the SOFA when the charity has unconditional entitlement to the resources.

Where grants are related to performance and specific deliverables, they are accounted for as the charity earns the right to consideration by its performance.

#### **Expenditure and liabilities**

Expenditure is recognised on an accrual basis as a liability is incurred. Liabilities are recognised where it is more likely than not that there is a legal or constructive obligation committing the charity to pay out the resources and the amount of the obligation can be measured with reasonable certainty.

#### **Taxation**

As a charity the organisation benefits from rates relief and is generally exempt from income tax and capital gains tax but not from VAT. Irrecoverable VAT is included in the cost of those items to which it relates.

#### **Tangible fixed assets**

##### **Consecrated and benefice property**

In so far as consecrated and benefice property of any kind is excluded from the statutory definition of 'charity' by Section 10(2)(a) and (c) of the Charities Act 2011 such assets are not capitalised in the financial statements.

Tangible fixed assets costing more than £5,000 are capitalised and included at cost including any incidental expenses of acquisition. Gifted assets are shown at the value to the charity on receipt.

**The Parochial Church Council of the Ecclesiastical Parish  
of St Edmund, Roundhay  
Notes to the accounts  
for the year ended 31 December 2021**

**1 Accounting policies continued**

**Pensions**

The charity operates a defined contribution scheme for the benefit of its employees. The costs of contributions are recognised in the year they are payable.

**Fund accounting**

Unrestricted funds are available for use at the discretion of the trustees in furtherance of the general objectives of the charity.

Designated funds are unrestricted funds earmarked by the trustees for particular purposes.

Restricted funds are subjected to restrictions on their expenditure imposed by the donor or through the terms of an appeal.

Endowment funds represent those assets which must be held permanently by the charity, principally investments. Income arising on the endowment funds can be used in accordance with the objects of the charity and is included as unrestricted income unless restrictions have been imposed by the donor. Any capital gains or losses arising on the investments form part of the fund. Investment management charges and legal advice relating to the fund are charged against the fund.

Further explanation of the nature and purpose of each fund is included in the notes to the accounts.

**The Parochial Church Council of the Ecclesiastical Parish of  
St Edmund, Roundhay  
Notes to the accounts continued  
for the year ended 31 December 2021**

|                                      |                |                |                |                |
|--------------------------------------|----------------|----------------|----------------|----------------|
| <b>2 Donations and legacies</b>      | 2021           | 2021           | 2021           | 2020           |
|                                      | Unrestricted   | Restricted     | Total          | Total          |
|                                      | funds          | funds          | funds          | funds          |
|                                      | £              | £              | £              | £              |
| Planned giving donations             | 91,373         | 20             | 91,393         | 91,020         |
| Tax recoverable                      | 22,583         | 4,600          | 27,183         | 20,706         |
| Collections and other giving         | 1,629          | -              | 1,629          | 2,171          |
| Grants                               | -              | 87,365         | 87,365         | 117,592        |
| Donations and appeals                | 3,768          | 38,248         | 42,016         | 13,704         |
|                                      | <u>119,353</u> | <u>130,233</u> | <u>249,586</u> | <u>245,193</u> |
| <b>3 Charitable activities</b>       | 2021           | 2021           | 2021           | 2020           |
|                                      | Unrestricted   | Restricted     | Total          | Total          |
|                                      | funds          | funds          | funds          | funds          |
|                                      | £              | £              | £              | £              |
| Parish magazine sales                | 2,344          | -              | 2,344          | 1,440          |
| Fees for weddings and funerals       | 1,477          | -              | 1,477          | 1,186          |
| Church hall lettings - community use | 11,983         | -              | 11,983         | 13,640         |
| Church building lettings - concerts  | 1,175          | -              | 1,175          | 1,515          |
| Sundry income                        | -              | -              | -              | 4,596          |
|                                      | <u>16,979</u>  | <u>-</u>       | <u>16,979</u>  | <u>22,377</u>  |
| <b>4 Other trading activities</b>    | 2021           | 2021           | 2021           | 2020           |
|                                      | Unrestricted   | Restricted     | Total          | Total          |
|                                      | funds          | funds          | funds          | funds          |
|                                      | £              | £              | £              | £              |
| Parish magazine advertising          | 1,265          | -              | 1,265          | 1,813          |
| Hall solar panels                    | 1,598          | -              | 1,598          | 2,003          |
| Other fundraising sales              | 2,571          | -              | 2,571          | 938            |
|                                      | <u>5,434</u>   | <u>-</u>       | <u>5,434</u>   | <u>4,754</u>   |
| <b>5 Other income</b>                | 2021           | 2021           | 2021           | 2020           |
|                                      | Unrestricted   | Restricted     | Total          | Total          |
|                                      | funds          | funds          | funds          | funds          |
|                                      | £              | £              | £              | £              |
| VAT recovered                        | 424            | 6,691          | 7,115          | -              |
|                                      | <u>424</u>     | <u>6,691</u>   | <u>7,115</u>   | <u>-</u>       |

**The Parochial Church Council of the Ecclesiastical Parish of  
St Edmund, Roundhay  
Notes to the accounts continued  
for the year ended 31 December 2021**

| <b>6 Charitable activities expenditure</b>   | 2021<br>Unrestricted<br>funds<br>£     | 2021<br>Restricted<br>funds<br>£     | 2021<br>Total<br>funds<br>£     | 2020<br>Total<br>funds<br>£     |
|----------------------------------------------|----------------------------------------|--------------------------------------|---------------------------------|---------------------------------|
| <b>Missionary and charitable giving</b>      |                                        |                                      |                                 |                                 |
| Collections paid over                        | 924                                    | 830                                  | 1,754                           | 1,581                           |
| Overseas                                     | 4,200                                  | -                                    | 4,200                           | 2,800                           |
| National                                     | 1,400                                  | -                                    | 1,400                           | 1,400                           |
| Local                                        | 2,800                                  | 1,200                                | 4,000                           | 3,600                           |
|                                              | <u>9,324</u>                           | <u>2,030</u>                         | <u>11,354</u>                   | <u>9,381</u>                    |
| <br><b>Church activities</b>                 | <br>2021<br>Unrestricted<br>funds<br>£ | <br>2021<br>Restricted<br>funds<br>£ | <br>2021<br>Total<br>funds<br>£ | <br>2020<br>Total<br>funds<br>£ |
| Ministry: diocesan parish share              | 71,713                                 | -                                    | 71,713                          | 71,713                          |
| Other ministry costs                         | 9,777                                  | 44,994                               | 54,771                          | 52,342                          |
| Church insurance                             | 7,426                                  | 370                                  | 7,796                           | 7,278                           |
| Heating, lighting and cleaning               | 12,974                                 | 2,162                                | 15,136                          | 12,436                          |
| Church maintenance                           | 3,580                                  | 12,918                               | 16,498                          | 51,372                          |
| Hall running costs                           | 24,633                                 | 2,830                                | 27,463                          | 24,907                          |
| Parish magazine costs                        | 4,080                                  | -                                    | 4,080                           | 3,760                           |
| Printing, stationery and postage             | 1,963                                  | 227                                  | 2,190                           | 2,627                           |
| Office and admin costs                       | 7,770                                  | 1,590                                | 9,360                           | 15,000                          |
| Furniture and fittings                       | -                                      | -                                    | -                               | 1,052                           |
| Other costs                                  | -                                      | -                                    | -                               | 1,440                           |
|                                              | <u>143,916</u>                         | <u>65,091</u>                        | <u>209,007</u>                  | <u>243,927</u>                  |
| <br><b>Investment in the church building</b> |                                        |                                      |                                 |                                 |
| Roof, lighting and sound improvements        | 6,977                                  | 7,912                                | 14,889                          | 50,067                          |
|                                              | <u>6,977</u>                           | <u>7,912</u>                         | <u>14,889</u>                   | <u>50,067</u>                   |
| <br>Total Charitable activities              | <u>160,217</u>                         | <u>75,033</u>                        | <u>235,250</u>                  | <u>303,375</u>                  |

| <b>6a Staff costs and numbers</b> | Office and<br>admin | Hall running | Other<br>ministry<br>costs | Music        | Total         |
|-----------------------------------|---------------------|--------------|----------------------------|--------------|---------------|
|                                   | £                   | £            | £                          | £            | £             |
| Gross salaries                    | 4,453               | 2,901        | 37,587                     | 7,380        | 52,321        |
| Pensions                          | 232                 | 232          | 2,879                      | -            | 3,343         |
|                                   | <u>4,685</u>        | <u>3,133</u> | <u>40,466</u>              | <u>7,380</u> | <u>55,664</u> |

**The Parochial Church Council of the Ecclesiastical Parish of  
St Edmund, Roundhay  
Notes to the accounts continued  
for the year ended 31 December 2021**

| <b>6a Staff costs and numbers<br/>previous year comparatives</b> | Office and<br>admin | Hall running | Other<br>ministry<br>costs | Music        | Total         |
|------------------------------------------------------------------|---------------------|--------------|----------------------------|--------------|---------------|
|                                                                  | £                   | £            | £                          | £            | £             |
| Gross salaries                                                   | 3,928               | 2,778        | 31,167                     | 7,380        | 45,253        |
| Pensions                                                         | 314                 | 222          | 2,729                      | -            | 3,265         |
|                                                                  | <u>4,242</u>        | <u>3,000</u> | <u>33,896</u>              | <u>7,380</u> | <u>48,518</u> |

The average number employees during the year was 4.7, being an average of 2.2 full time equivalent (2020: 4, 2 FTE). There were no employees with emoluments above £60,000.

| <b>Defined contribution pension scheme</b>              | 2021<br>£ | 2020<br>£ |
|---------------------------------------------------------|-----------|-----------|
| Costs of the scheme to the charity for the year         | 3,343     | 3,265     |
| Amount of any contributions outstanding at the year end | 279       | -         |

| <b>7 Restricted funds</b>     | Balance b/f<br>£ | Incoming<br>£  | Outgoing<br>£ | Transfers<br>£ | Balance c/f<br>£ |
|-------------------------------|------------------|----------------|---------------|----------------|------------------|
| Collections fund              | 1,279            | -              | -             | -              | 1,279            |
| Music fund                    | 7,592            | 1              | -             | -              | 7,593            |
| Organ fund                    | 197              | 495            | -             | -              | 692              |
| One City One World            | 148              | -              | -             | -              | 148              |
| Holiday legacy                | 1,350            | -              | -             | -              | 1,350            |
| Strategic Development Fund    | -                | 36,165         | 36,165        | -              | -                |
| The Joyce Sundram Legacy      | 2,000            | -              | -             | -              | 2,000            |
| Bibles fund                   | 145              | -              | -             | -              | 145              |
| Little explorers fund         | 50               | -              | -             | -              | 50               |
| War memorial fund             | 100              | -              | -             | -              | 100              |
| HLF Project                   | 2,692            | 12,691         | 9,511         | -              | 5,872            |
| Building fund                 | 4,407            | -              | 3,407         | (1,000)        | -                |
| Redman Legacy                 | -                | -              | -             | 1,000          | 1,000            |
| St Edmunds Covid 19 appeal    | 5,058            | 1,135          | 3,592         | -              | 2,601            |
| LCC VAL Hub Covid 19          | 8,323            | 43,850         | 9,156         | -              | 43,017           |
| Laptop donation               | -                | 500            | 500           | -              | -                |
| Donation for treasury costs   | -                | 4,500          | 1,590         | -              | 2,910            |
| Flowers fund                  | -                | 230            | 300           | 70             | -                |
| LCC Baby and Toddler project  | -                | 1,350          | 1,350         | -              | -                |
| Collections for leaving gifts | -                | 830            | 830           | -              | -                |
| Donation for side chapel      | -                | 1,750          | 720           | -              | 1,030            |
| Donation for solar panels     | -                | 23,000         | 2,462         | -              | 20,538           |
| Donation for camera           | -                | 2,700          | 2,700         | -              | -                |
| Donation for sound system     | -                | 2,750          | 2,750         | -              | -                |
| Donation for painting         | -                | 4,979          | -             | -              | 4,979            |
|                               | <u>33,341</u>    | <u>136,926</u> | <u>75,033</u> | <u>70</u>      | <u>95,304</u>    |

**The Parochial Church Council of the Ecclesiastical Parish of  
St Edmund, Roundhay  
Notes to the accounts continued  
for the year ended 31 December 2021**

**7 Restricted funds continued**

| <b>Fund name</b>              | <b>Purpose of restriction</b>                                                                                                                                                                        |
|-------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Collections fund              | Donations received in church for specific purposes not yet paid over to those charities                                                                                                              |
| Music fund                    | For the work of the church choir                                                                                                                                                                     |
| Organ fund                    | For organ repairs                                                                                                                                                                                    |
| One City One World            | For raising awareness of social justice issues                                                                                                                                                       |
| Holiday legacy                | To subsidise holidays for those in greatest need                                                                                                                                                     |
| Strategic Development Fund    | Funds from Leeds Diocesan Board of Finance towards strategic development                                                                                                                             |
| The Joyce Sundram Legacy      | For an interfaith welcome project                                                                                                                                                                    |
| Bibles fund                   | For purchase of bibles                                                                                                                                                                               |
| Little explorers fund         | For Little Explorers activities                                                                                                                                                                      |
| War memorial fund             | To maintain the war memorial                                                                                                                                                                         |
| HLF Project                   | The Heritage Lottery Fund (HLF) project was facilitated with the HLF and a variety of grant providers to repair the church roof isles, stained glass windows and promote the heritage of the church. |
| Building fund                 | For buildings costs. The transfer relates to the separating out of the Readman legacy below.                                                                                                         |
| Redman Legacy                 | J Readman legacy donation towards costs related to the grounds. The transfer relates to the sum being separated out from the building fund opening balance.                                          |
| St Edmunds Covid 19 appeal    | Towards the costs of alleviating hardship caused by the pandemic in the parish and wider community                                                                                                   |
| LCC VAL Hub Covid 19          | St Edmund's with funding from Leeds County Council is running a Voluntary Action Leeds (VAL) Hub in the Roundhay ward to alleviate hardship caused by the pandemic.                                  |
| Laptop donation               | Donation towards laptop purchase                                                                                                                                                                     |
| Donation for treasury costs   | Donation towards costs of the treasury and finance function                                                                                                                                          |
| Flowers fund                  | Donations towards flowers for the church                                                                                                                                                             |
| LCC Baby and Toddler project  | Towards the costs of the Baby and Toddler project                                                                                                                                                    |
| Collections for leaving gifts | Donations towards leaving gifts                                                                                                                                                                      |
| Donation for side chapel      | Donation towards heating costs for the side chapel                                                                                                                                                   |
| Donation for solar panels     | Donation towards solar panel installation                                                                                                                                                            |
| Donation for camera           | Donation towards camera purchase                                                                                                                                                                     |
| Donation for sound system     | Donation towards sound system costs                                                                                                                                                                  |
| Donation for painting         | Donation towards costs of painting                                                                                                                                                                   |

| <b>Endowment funds</b> | <b>Balance b/f</b> | <b>Incoming</b> | <b>Outgoing</b> | <b>Transfers</b> | <b>Balance c/f</b> |
|------------------------|--------------------|-----------------|-----------------|------------------|--------------------|
|                        | £                  | £               | £               | £                | £                  |
| Church grounds         | 8,405              | 5               | -               | -                | 8,410              |
|                        | <u>8,405</u>       | <u>5</u>        | <u>-</u>        | <u>-</u>         | <u>8,410</u>       |

| <b>Fund name</b> | <b>Purpose of restriction</b>                                             |
|------------------|---------------------------------------------------------------------------|
| Church grounds   | Any income on the endowment can be used to cover church grounds expenses. |

**The Parochial Church Council of the Ecclesiastical Parish of  
St Edmund, Roundhay  
Notes to the accounts continued  
for the year ended 31 December 2021**

| 8 Debtors and prepayments | 2021<br>£     | 2020<br>£    |
|---------------------------|---------------|--------------|
| Trade debtors             | 2,295         | -            |
| Prepayments               | -             | 4,101        |
| Accrued income            | 27,002        | 2,078        |
|                           | <u>29,297</u> | <u>6,179</u> |

| 9 Current asset investments | 2021<br>£     | 2020<br>£     |
|-----------------------------|---------------|---------------|
| Cash equivalents on deposit | 24,252        | 34,235        |
|                             | <u>24,252</u> | <u>34,235</u> |

| 10 Cash at bank and in hand | 2021<br>£     | 2020<br>£     |
|-----------------------------|---------------|---------------|
| Cash at bank                | 78,959        | 59,843        |
| Cash in hand                | 46            | 29            |
|                             | <u>79,005</u> | <u>59,872</u> |

| 11 Creditors and accruals                     | 2021<br>£     | 2020<br>£     |
|-----------------------------------------------|---------------|---------------|
| Accruals                                      | 7,476         | 1,500         |
| Deferred income (see note below for analysis) | 1,144         | 1,126         |
| Other creditors                               | 4,036         | 21,644        |
|                                               | <u>12,656</u> | <u>24,270</u> |

| Deferred income         | Released<br>from last<br>year<br>£ | Income<br>received<br>£ | Attributed<br>in year<br>£ | Deferred to<br>next year<br>£ |
|-------------------------|------------------------------------|-------------------------|----------------------------|-------------------------------|
| Magazine advertisements | <u>1,126</u>                       | <u>1,283</u>            | <u>1,265</u>               | <u>1,144</u>                  |
|                         | <u>1,126</u>                       | <u>1,283</u>            | <u>1,265</u>               | <u>1,144</u>                  |

| Item name               | Reason for deferral                                                         |
|-------------------------|-----------------------------------------------------------------------------|
| Magazine advertisements | Income for magazine advertisements received in advance of 2022 publication. |

**The Parochial Church Council of the Ecclesiastical Parish of  
St Edmund, Roundhay  
Notes to the accounts continued  
for the year ended 31 December 2021**

| <b>12 Designated funds</b> | Balance b/f   | Incoming      | Outgoing      | Transfers    | Balance c/f   |
|----------------------------|---------------|---------------|---------------|--------------|---------------|
|                            | £             | £             | £             | £            | £             |
| Hall funds                 | 27,303        | 12,688        | 27,463        | 2,830        | 15,358        |
|                            | <u>27,303</u> | <u>12,688</u> | <u>27,463</u> | <u>2,830</u> | <u>15,358</u> |

The transfer relates to overheads expenditure attributed to the VAL Covid hub restricted fund.

**13 Related party transactions**

**Trustee expenses**

No trustee received any expenses during this year or the previous year.

**Trustee remuneration and benefits**

No trustee received any remuneration or benefit during this or the previous year.

**Other related party transactions**

The Parish Director of Music, Robert Marles was paid £2,940 during the year (2020: £2,940).  
Robert's mother, Judith Marles, was a member of the PCC during the year.

**14 Post balance sheet events - capital commitments**

The trustees of the charity have secured funding of approximately £23,000 which will be used towards fitting solar panels to the charity property. The works are likely to take place in early 2022.

**The Parochial Church Council of the Ecclesiastical Parish of St Edmund,  
Roundhay**  
**Statement of Financial Activities including comparatives for all funds**  
**(including summary income and expenditure account)**  
**for the year ended 31 December 2021**

|                                      | 2021<br>Unrestricted<br>funds<br>£ | 2020<br>Unrestricted<br>funds<br>£ | 2021<br>Restricted<br>funds<br>£ | 2020<br>Restricted<br>funds<br>£ | 2021<br>Endowment<br>funds<br>£ | 2020<br>Endowment<br>funds<br>£ | 2021<br>Total<br>funds<br>£ | 2020<br>Total<br>funds<br>£ |
|--------------------------------------|------------------------------------|------------------------------------|----------------------------------|----------------------------------|---------------------------------|---------------------------------|-----------------------------|-----------------------------|
| <b>Income</b>                        |                                    |                                    |                                  |                                  |                                 |                                 |                             |                             |
| Grants and donations                 | 119,353                            | 122,986                            | 130,233                          | 122,207                          | -                               | -                               | 249,586                     | 245,193                     |
| Charitable activities                | 16,979                             | 22,322                             | -                                | 55                               | -                               | -                               | 16,979                      | 22,377                      |
| Other trading activities             | 5,434                              | 4,414                              | -                                | 340                              | -                               | -                               | 5,434                       | 4,754                       |
| Bank interest                        | 11                                 | 97                                 | 2                                | 12                               | 5                               | 36                              | 18                          | 145                         |
| Other income                         | 424                                | -                                  | 6,691                            | -                                | -                               | -                               | 7,115                       | -                           |
| <b>Total income</b>                  | <b>142,201</b>                     | <b>149,819</b>                     | <b>136,926</b>                   | <b>122,614</b>                   | <b>5</b>                        | <b>36</b>                       | <b>279,132</b>              | <b>272,469</b>              |
| <b>Expenditure</b>                   |                                    |                                    |                                  |                                  |                                 |                                 |                             |                             |
| Charitable activities                | 160,217                            | 198,053                            | 75,033                           | 105,322                          | -                               | -                               | 235,250                     | 303,375                     |
| <b>Total expenditure</b>             | <b>160,217</b>                     | <b>198,053</b>                     | <b>75,033</b>                    | <b>105,322</b>                   | <b>-</b>                        | <b>-</b>                        | <b>235,250</b>              | <b>303,375</b>              |
| <b>Net income / (expenditure)</b>    | <b>(18,016)</b>                    | <b>(48,234)</b>                    | <b>61,893</b>                    | <b>17,292</b>                    | <b>5</b>                        | <b>36</b>                       | <b>43,882</b>               | <b>(30,906)</b>             |
| <b>Transfers between funds</b>       | <b>(70)</b>                        | <b>2,344</b>                       | <b>70</b>                        | <b>(2,384)</b>                   | <b>-</b>                        | <b>40</b>                       | <b>-</b>                    | <b>-</b>                    |
| <b>Net movement in funds</b>         | <b>(18,086)</b>                    | <b>(45,890)</b>                    | <b>61,963</b>                    | <b>14,908</b>                    | <b>5</b>                        | <b>76</b>                       | <b>43,882</b>               | <b>(30,906)</b>             |
| <b>Fund balances brought forward</b> | <b>34,270</b>                      | <b>80,160</b>                      | <b>33,341</b>                    | <b>18,433</b>                    | <b>8,405</b>                    | <b>8,329</b>                    | <b>76,016</b>               | <b>106,922</b>              |
| <b>Fund balances carried forward</b> | <b>16,184</b>                      | <b>34,270</b>                      | <b>95,304</b>                    | <b>33,341</b>                    | <b>8,410</b>                    | <b>8,405</b>                    | <b>119,898</b>              | <b>76,016</b>               |

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# Accounts

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# **The Parochial Church Council of the Ecclesiastical Parish of St Edmund, Roundhay**

Charity number 1131904

## **Annual Report and Financial Statements for the year ended 31 December 2020**



West Yorkshire Community Accounting Service

# **The Parochial Church Council of the Ecclesiastical Parish of St Edmund, Roundhay**

## **Annual Report and Financial Statements for the year ended 31 December 2020**

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**Prepared by West Yorkshire Community Accounting Service**

# **The Parochial Church Council of the Ecclesiastical Parish of St Edmund, Roundhay**

## **Trustees' report for the year ended 31 December 2020**

### **Reference and administrative details of the charity, its trustees and advisors**

The trustees during the financial year and up to and including the date the report was approved were:

| <b>Name</b>        | <b>Position</b>                          | <b>Dates</b>               |
|--------------------|------------------------------------------|----------------------------|
| Revd Nigel Wright  | Chairman                                 |                            |
| Revd Claire Corley | Curate                                   | Ceased July 2020           |
| Revd Chris Balding | Curate                                   | Ceased December 2020       |
| Anne Smith         | Warden, Vice Chair and Deanery Synod rep |                            |
| Doug Kipling       | Warden                                   |                            |
| Terry Robson       | Deanery Synod rep                        | Term finished October 2020 |
| James Biswell      | Deanery Synod rep                        | Elected October 2020       |
| Anne Jones         | Deanery Synod rep                        | Elected October 2020       |
| Peter Marles       | Lay reader rep                           | Term finished October 2020 |
| Enid Egginton      |                                          | Term finished October 2020 |
| Isabel Laverty     |                                          | Elected October 2020       |
| Mary Irving        |                                          | Term finished October 2020 |
| Jean Livesey       |                                          | Term finished October 2020 |
| Judith Marles      |                                          |                            |
| David Mitchell     | Treasury team                            |                            |
| Jan Pickles        |                                          |                            |
| Rachel Wells       |                                          |                            |
| Jenny Whiteing     |                                          |                            |

**Charity number** 1131904 Registered in England and Wales

### **Registered and principal address**

St Edmund's Church  
Lidgett Park Road  
Leeds  
LS8 1JN

### **Bankers**

Yorkshire Bank plc  
Lloyds Bank plc  
HSBC Bank plc  
Bank of Scotland plc  
CCLA Investment Management Ltd

### **Website**

[www.stedmundsroundhay.org.uk](http://www.stedmundsroundhay.org.uk)

### **Independent examiner**

Simon Bostrom FCIE

### **West Yorkshire Community Accounting Service**

Stringer House  
34 Lupton Street  
Leeds  
LS10 2QW

# **The Parochial Church Council of the Ecclesiastical Parish of St Edmund, Roundhay**

## **Trustees' report (continued) for the year ended 31 December 2020**

### **Structure, governance and management**

The Parochial Church Council is a corporate body established by the Church of England. The PCC operates under the Parochial Church Council Powers Measure. The PCC is a Registered Charity.

The method of appointment of PCC members is set out in the Church Representation Rules. At St Edmund's the membership of the PCC consists of the incumbent (our vicar), our self-supporting ministers, churchwardens, a reader representative, 3 deanery synod representatives and members elected by those members of the congregation who are on the electoral roll of the church. All those who attend our services are encouraged to register on the Electoral Roll and stand for election to the PCC.

The PCC members are responsible for making decisions on all matters of general concern and importance to the parish including deciding on how the funds of the PCC are to be spent. New members receive initial training into the workings of the PCC and their responsibilities as trustees.

The full PCC met 8 times during the year, with an average attendance of 77%. The PCC adapted to zoom meetings because of the pandemic. Given its wide responsibilities the PCC has several committees each dealing with a particular aspect of parish life. These committees, which include worship and music, green group, social justice group, communications, hall management, grounds, fabric, and finance & stewardship, are all responsible to the PCC and report back to it regularly with minutes of their decisions being received by the full PCC, discussed, and actioned upon where necessary.

### **Deanery Synod**

Up to four members of the PCC sit on the deanery synod, with three places currently taken. This provides the PCC with an important link between the parish and the wider structures of the church. This year the synod has looked at areas of ministry including the environment, safeguarding, and dementia.

### **Diocesan Synod and Diocesan Board**

Our incumbent is an elected member of both the Diocesan Synod and the Diocese of Leeds Board, and related finance and audit committees providing parish level input and experience to assist Diocesan policy and decision making.

# **The Parochial Church Council of the Ecclesiastical Parish of St Edmund, Roundhay**

## **Trustees' report (continued) for the year ended 31 December 2020**

### **Aim and purposes**

St Edmund's Parochial Church Council (PCC) has the responsibility of cooperating with the incumbent, the Reverend Nigel Wright, in promoting in the ecclesiastical parish the whole mission of the Church, pastoral, evangelistic, social, and ecumenical. The PCC is also specifically responsible for the maintenance of the church hall adjacent to the church building.

### **Objectives and activities**

The PCC is committed to enabling as many people as possible to worship at our church and to become part of our parish community at St Edmund's. The PCC maintains an overview of worship throughout the parish and makes suggestions on how our services can involve the many groups that live within our parish. Our services and worship put faith into practice through prayer and scripture, music, and sacrament.

The PCC adopted the following vision statement in 2016:

- rooted and grounded in prayer, the bible and worship (guiding and empowering)
- enabling people to belong and grow in faith (welcoming, nurturing, and caring)
- reaching out into our community (serving and witnessing)."

The overarching church focus is "Sharing God's generous love".

We try to enable ordinary people to live out their faith as part of our parish community through:

- Worship and prayer; learning about the Gospel; and developing their knowledge and trust in Jesus.
- Provision of pastoral care for people living in the parish and the wider community in partnership with our neighbouring parishes.
- Missionary and outreach work.

To facilitate this work, it is important that we maintain the fabric of the church of St Edmund's, the church hall, and the grounds.

### **Public benefit statement**

When planning our activities for the year, we have considered the Commission's guidance on public benefit and, in particular, the supplementary guidance on charities for the advancement of religion.

### **Achievements and performance**

#### ***Church - worship and prayer***

The PCC is keen to offer a range of services over the course of the liturgical seasons, and the annual calendar, that our community find both beneficial and helpful in enabling them to engage in worship and prayer and to enable a deepening of their spiritual lives.

Worship at St Edmund's, on Sunday mornings, is centred round the 10am Sunday Holy Communion service. This service is adapted in the month for baptisms, all-age and parade services, and other specific occasions such as Mothering Sunday, Harvest and Remembrance Sunday. It incorporates a broad range of liturgical and musical styles to reflect a diverse worshipping community, together with a multimedia approach to service input and output. There is also an 8am said Holy Communion service each Sunday which provides a quiet and reflective worship space. Sunday evening services reflect the diversity of the community with a variety of different service styles, including contemporary praise events, evensong, Taizé, evening prayer and Sanctuary youth services.

"Little Faith Explorers," is for parents/carers and pre-schoolers, to provide a time of worship, play and fellowship over lunch. This provision arose from our engagement and discussion with families preparing to have children baptised.

St Edmund's has a popular choir, including a strong children's section. The choir has a varied repertoire and a willingness to engage in contemporary as well as traditional choral music. We are indebted to our Director of music and organist/pianist for their dedication.

# **The Parochial Church Council of the Ecclesiastical Parish of St Edmund, Roundhay**

## **Trustees' report (continued) for the year ended 31 December 2020**

### ***Church - worship and prayer continued***

Considerable thought, planning and input continues to be given to meeting the needs of children, in worship and prayer, and there is provision during the 10am service for all age groups to meet in individual age groups, for bespoke teaching and worship, through a dedicated team of 15 children's workers.

There is a weekly midweek Holy Communion service; a Julian prayer and meditation group; a dedicated team which prays in church each morning (weekdays) providing a deeply reverent and historically important form of worship for the community. The aesthetics of the church building and the liturgical decorations and flowers, are a significant and beautiful aid to worship and prayer.

The PCC remain ever mindful of changes in the parish community and society at large when considering worship and prayer provision and its duty under canon law to make provision for minority groups. Restructured baptism services have been well received by families, newcomers, and worshippers from visiting churches. The worshipping environment has been improved throughout 2018 to 2020, with new audio-visual equipment and sound desk together with new lighting and a new welcome area.

### ***Worship and prayer in the pandemic (coronavirus)***

Lockdown, the tier system, social distancing, and no singing all had a huge impact on the way congregations could and could not engage in worship. Worship services were quickly adapted so that services could be livestreamed from leaders' homes and the church building (when allowed) followed by restricted services in church; also live streamed for those unable to attend. A full diet of services, throughout the week continued and many new people were able to access the services through the live streams, including many who have never been able to attend the church building due to disabilities.

### ***Church Facilities - community engagement and enrichment in the pandemic***

We aim to make our church available for a broad range of arts-based activities, including orchestras, musical ensembles, and choirs with a particular focus on increasing the number of organisations using the church building for such events. Sadly, the pandemic meant that almost all such activities were unable to take place in 2020.

We take seriously our responsibility to our environment and creation, in all aspects of our church and community life, and were awarded a Bronze Eco Church award in 2018 (A Rocha). We are currently working towards the Silver award and a project for additional solar panelling on the church building is in progress.

Our church attracts many for seasonal events and although we were unable to host our normal events in the building, we utilised our West Garden throughout the autumn and winter such that we had over 2,000 people engage with Harvest, All Souls, Remembrance, Advent and Christmas displays and interactive spaces.

Engaging with local schools is a priority and numerous educational school projects, visits and concerts are held in the church building, for a variety of schools. However, throughout 2020 this has not been possible due to the pandemic.

Our church hall building comprises a variety of halls, rooms, offices, prayer room and a dance studio, which are all let out for a varied range of activities and community uses. The engagement with community activities over the course of regular and party/event hire results in approximately one thousand adults and children each week using the facilities. Sadly, for the vast majority of 2020 this has not been possible.

We are a sponsoring church for Guide and Scout Association uniformed organisations and have a purpose-built Guide and Scout headquarters on site. Some 280 children are engaged with these uniformed organisations, with many of the leaders and children also being part of regular church life and/or attending church parade services. Although the pandemic restricted meetings in person the section leaders continued to engage in new and creative ways via internet meetings and outdoor meetings.

# **The Parochial Church Council of the Ecclesiastical Parish of St Edmund, Roundhay**

## **Trustees' report (continued) for the year ended 31 December 2020**

### ***Church Facilities - community engagement and enrichment in the pandemic continued***

St Edmund's is a Dementia Friendly church and runs "The Tea Cosy Cafe" in the Highwood Building of the Brackenwood Community Association, which reaches out to those living with dementia and their carers. In 2019 St Edmund's entered into a partnership with the Royal Volunteer Services to provide a weekly drop in space for older people with a particular focus on loneliness. A fortnightly midweek soup lunch club was also started in 2019 and has proven popular. All these provisions had to cease during the pandemic, but leaders and organisers continued to provide telephone and practical support to members wherever possible.

Throughout the Covid pandemic, St Edmund's has managed a community Hub for the Roundhay Ward in conjunction with Leeds County Council, providing meals, shopping, food-parcels, practical support, and ad hoc services to a potential population base of some 25,000 people. This has been achieved through coordinating and managing over 350 volunteers, from a mix of church and community. It has helped forge numerous relationships with other charities and not for profit organisations serving the wider community.

### ***Pastoral Care***

Pastoral care in the parish is built on deep and long-term relationships both within the church congregation and the parish as a whole. St Edmund's is an important part of community life and is a focus for baptisms, wedding, and funerals. Pastoral care is prominent in all three settings. Preparation for baptisms and weddings is provided by teams to ensure all preparing for these significant life events are well prepared and cared for. There is a bereavement team which cares for all those who seek help in grief and an annual memorial service that is much appreciated by many in the wider community.

Congregation members are involved in a wide range of local activities outside of the parish church and much pastoral care and attention is undertaken quite naturally and genuinely. Congregation members are prominent in ensuring those who would not otherwise be able to attend worship are provided with lifts, or a firm hand to hold! Home communion distribution is a prominent feature in the parish to cater for the needs of those who are in nursing homes, ill or housebound and there is a strong team of Lay Eucharistic Ministers.

Pastoral care assistants are embedded in the life of the church and in the care of congregation members. The team is 16 strong with additional input from clergy.

### ***Pastoral Care in the pandemic***

The systems already in place helped greatly in ensuring all church members were looked after and further volunteers were sought for telephone, shopping, and practical support, where needed. This was also coordinated with the hub support where beneficial. To improve communications channels, weekly internet mailing was introduced to keep everyone as up to date as possible and to continually offer help, support, and signposts to help in areas such as housing, debt, and mental health. Weekly postal delivery was also provided for all those without internet access. Mass distribution of supportive literature in partnership with other care support agencies has been undertaken throughout the pandemic.

As a result of the pandemic, we have introduced additional processes and systems that have widened and improved the pastoral care we offer to church and community.

### ***Mission and Evangelism during the pandemic***

Monitoring and evaluating mission and outreach is normally undertaken by recording and providing various prescribed statistics for mission to the Church Commissioners centred on attendance figures, electoral roll numbers and a variety of other categories.

At present there are 168 (2019: 166) members on the electoral roll. The regular worshipping community (attending a service at least once a month at the end of 2020) was 232 adults and 77 children (2019: 223 adults and 77 children), a net increase of 9 adults and no children. This year the number has been difficult to assess with a mix of limited attendance, closure, and online services. The assessment has been based on the knowledge of those who have moved out of the area or died and those who have moved to church and completed a GDPR form, presuming everyone has continued to engage from 2019.

# **The Parochial Church Council of the Ecclesiastical Parish of St Edmund, Roundhay**

## **Trustees' report (continued) for the year ended 31 December 2020**

### ***Mission and Evangelism during the pandemic continued***

The normal measures relating to service attendance measures are not comparable during the pandemic but online engagement and in person engagement has been approximately the same as the previous year. The average attendance at Sunday services in 2019 (excluding those attending as visitors for special and seasonal occasions) was 137 adults and 25 children. Including guests, average Sunday attendance was 157 adults and 31 children (2018: 150 adults and 29 children).

Weddings and baptisms were in the main either not allowed or allowed under extremely limited circumstances. Funeral have been conducted as sensitively as possible working within all pandemic restrictions.

Major festivals are a significant source of community outreach at St Edmund's, however, during the pandemic we have not been able to undertake our normal activities and services in the same way. New and creative ways were undertaken to engage the community with major festivals as outlined in the community engagement section.

Communication has been expanded significantly through digital engagement during the pandemic and new methods of communications will be maintained on an ongoing basis, with both the church community and wider community. For instance, the "following" on our Facebook page increased from 280 to over 600 across the pandemic and tools such as podcasts have created new opportunities for engagement to a much wider audience.

Our parish magazine is distributed to many people around the parish by both members of the congregation and others and with careful risk management this has continued throughout the pandemic.

St Edmund's has had a long association with St Aidan's Foodbank, PAFRAS (an immigration support charity) and a local Franciscans men's shelter. During the pandemic we have been unable to collect the items of food, clothing, and similar supplies we would normally support them with, and so we have been supporting these charities financially thanks to congregation member donations of nearly £10,000.

We also engage in mission and outreach on a national and global level. Each year we give a portion of our income to other charitable causes, which in 2020 included Child Rescue Nepal, LASSN; Grace Hosting, Martin House Hospice, Shantona Women's and Family Centre, The Woodlands Trust, CMS Missionary and Kids for Kids children's charity and we were able to honour these commitments during the pandemic.

We continue to support the work of Traidcraft and because we could not host a monthly stall goods were distributed, in accordance with safe practices, through an ordering system.

Significant numbers of our congregation members support a wide variety of charitable and community-based activities across a broad spectrum of faith-based and non-faith-based projects. As a church and as individuals interfaith projects have been embraced and we engage in proactive interfaith relationships within our community and beyond.

### ***Mission and outreach – development and enrichment***

The focus on numbers and statistics in annual reports is paramount, however, what is not measurable by these figures necessarily is how the individual lives of those worshipping members of the church, and those engaging with the church, are being developed and enriched (or not as maybe the case). This needs a continual focus from the PCC, incumbent and licensed ministers combined. The growing congregation is a mixture of those new to the Christian faith and those moving from other areas and as such there is an increased need for teaching, mentoring and spiritual care.

What is particularly exciting is the growing desire for more teaching, a natural consequence of development in faith and ministry, and there is currently much consideration being given to new ways of providing teaching to equip all congregation members.

# **The Parochial Church Council of the Ecclesiastical Parish of St Edmund, Roundhay**

## **Trustees' report (continued) for the year ended 31 December 2020**

### ***Mission and outreach – development and enrichment continued***

St Edmund's is a beacon parish for the Everyday faith project (formerly Setting God's People Free), which seeks to equip all for living out lives of faith Monday to Saturday. Alpha courses continue to be popular providing a means for those new or returning to the Christian faith to explore. When Alpha has been completed The Bible Society Bible course is undertaken. In working to increase the number of small groups congregation members can engage with, the following groups have been established: a young adult's group, an after school drop in for high school age children and the midweek soup lunch. During the pandemic there has been a marked rise in people seeking support from spirituality and faith.

### ***Mission and outreach – training and resourcing***

St Edmund's is a training parish and during 2020 had two curates in training. One curate completing their training in the summer of 2020 and one transferred to a new setting in January 2021. A new curate is scheduled to start in July 2021. Two interns completed their time with St Edmund's in the summer of 2020 and one commenced in September 2020.

St Edmund's is part of a group of city churches forming a resource church team, funded by the Strategic Development Unit of the National Commissioners. St Edmund's will in due course send a curate with a small team to revitalise a neighbouring church that has sought assistance for growth and renewal. As part of the funding package, St Edmund's has completed internal church works relating to audio/visual, lighting, aesthetics, and a new welcome area, as well as appointing an operations manager and a children, youth and families worker. Additional support and training are received from the national church and the Diocesan Programme Board. St Edmund's is currently exploring a partnership with HeartEdge, a broad-church project funded by St Martin-in-the-fields, for mutual support and to encourage other broad churches to consider undertaking Strategic Development funded projects.

Many of our members engage in ministry and outreach on a Diocesan-wide basis in many different ways, including chaplaincy services to Ripon Cathedral, serving with the Diocesan Advisory Committee, Chaplaincy services, and assisting neighbouring churches with a variety of projects.

### ***Ecumenical Relationships***

We continue to meet with 4 other local churches as 'Churches Together in Roundhay' to plan and support occasional events including the ecumenical Lent study course. Combined services take place in each church at intervals throughout the year.

### ***The Church – buildings, maintenance & management***

The PCC recognises that to facilitate the work detailed above, it is important that the fabric of the church and the church hall facilities are continually maintained and improved. There is a schedule of regular servicing and maintenance for all plant and equipment.

Our church building quinquennial inspection was carried out in November 2017. There were no significant immediate matters to attend to, however, £120,000 of aisle roof repairs were completed in 2020 funded by a £60,000 Heritage Lottery Fund grant with various additional grant providers and input from PCC funds.

St Edmund's has an "invisible army" of volunteers and helpers that continue to look after the day-to-day care and maintenance of the church and grounds throughout the year and as such the church and grounds are maintained to a high standard for all to enjoy. The challenges of the pandemic have meant that ongoing works have had to be very carefully managed in accordance with all the additional requirements arising from the pandemic.

# **The Parochial Church Council of the Ecclesiastical Parish of St Edmund, Roundhay**

## **Trustees' report (continued) for the year ended 31 December 2020**

### ***Risk Management & Safeguarding***

The PCC is committed to maintaining health and safety and risk management policies, in line with both legal requirements and best practice. All policies and procedures were reviewed and renewed where necessary. Written risk assessments for activities and the premises are undertaken, maintained and updated each year or event.. As a responsible employer the PCC abides by HR legislation and ensures all necessary policies and documentation are in place. The management of volunteers is an essential part of delivering the aims and objectives of the charity and guidance issued by the national and diocesan church advisors is used to attain to best practise in volunteer management.

In addition, during the pandemic all additional risk assessment and compliance matters have been adhered to, both for activities in the church and related buildings and activities in the community.

The PCC continue to adhere to and improve systems in relation to the General Data Protection Regulation requirements.

The PCC takes very seriously its responsibility for all safeguarding issues and ensuring both legal requirement and best practice are adhered to. All parishes are required to have agreed a formal statement of adoption of the House of Bishops 'Promoting a Safer Church; safeguarding policy statement', and of the Church of England safeguarding policy and guidance, including a Parish Safeguarding Policy (provided by the House of Bishops, from the Parish Safeguarding handbook, Promoting a safer church). This statement of adoption and the Parish Safeguarding policy are signed on behalf of the PCC and displayed in our church and church hall, having been updated to the latest versions, reviewed, and approved by the PCC.

The PCC has also been implemented the "National Church watch guidance" on Counter Terrorism Advice of churches.

The Archdeacon's parish visitation was undertaken in 2019 and in summary the Archdeacon commented as follows:

"Unusually, I have no list of requirements or recommendations for action to make on the first three of these (fabric and registers, finance, and safeguarding). These three areas are not ends in themselves but means to an end, which is the fourth area, the spreading of the gospel and the growth of the Church in numbers, in spiritual commitment, and in service. But without excellence in the first three areas it is difficult for the fourth to flourish... With exemplary systems and management in place the big challenge is to keep pressing on."

### **Volunteers**

We would like to thank all the volunteers who work so hard to make our church the lively and vibrant community it is, particularly across such a challenging period. It would be wrong to single out any one individual as we have some 190 volunteers as well as the staff team, church wardens and trustees.

# **The Parochial Church Council of the Ecclesiastical Parish of St Edmund, Roundhay**

## **Trustees' report (continued) for the year ended 31 December 2020**

### **Financial review**

The net expenditure for the year was £30,906, including net expenditure of £45,890 on unrestricted funds, net income of £14,908 on restricted funds and net income of £76 on endowment funds, after transfers.

Given the loss of significant amounts of rental and hire income of over £40,000 (due to the pandemic) and over £100,000 expended on church buildings maintenance and improvements (having been committed before the pandemic) positive fund balances on all funds going forward is a reflection of the good governance and financial management undertaken in such challenging times.

The coronavirus pandemic led to the closure of the Church in March 2020 before a gradual reopening for services began in July 2020. During this period there were no cash donations and reduced giving under the envelope scheme. However, standing orders continued which represents over 70% of the church's normal unrestricted donations. The church has continued to pay its parish share and can rely on previous reserves to cover any shortfall. The PCC have considered future cash flow forecasts and believe that the accounts should be prepared on a going concern basis, and liabilities will continue to be met.

### **Reserves policy**

It is PCC policy to try to maintain a balance on free reserves (net current assets) which equates to at least three months unrestricted payments.

It is our policy to invest the short-term investment fund balances with the CCLA Church of England Deposit Funds.

The charity's free reserves, excluding fixed assets, at the year end were £34,270.

Signed on behalf of the board of trustees on 2 August 2021

Revd Nigel Wright

# **The Parochial Church Council of the Ecclesiastical Parish of St Edmund, Roundhay**

## **Independent examiner's report to the trustees of The Parochial Church Council of the Ecclesiastical Parish of St Edmund, Roundhay**

I report to the charity trustees on my examination of the accounts of the charity for the year ended 31 December 2020, which are set out on pages 12 to 20.

### **Responsibilities and basis of report**

As the charity 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 charity's accounts as carried out under section 145 of the 2011 Act. 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.

### **Independent examiner's statement**

Since the charity's gross income exceeded £250,000 your examiner must be a fellow of a body listed in section 145 of the 2011 Act.

I confirm that I am qualified to undertake the examination because I am a member of ACIE which is one of the listed bodies.

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 Charities Act;
- 2 the accounts do not accord with those records; or
- 3 the accounts do not comply with the applicable requirements concerning the form and content of accounts set out in the Charities (Accounts and Reports) Regulations 2008 other than any requirement that the accounts give a 'true and fair view' which is not a matter considered as part of an independent examination.

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.

Simon Bostrom FCIE

11 August 2021

### **West Yorkshire Community Accounting Service**

Stringer House  
34 Lupton Street  
Leeds  
LS10 2QW

**The Parochial Church Council of the Ecclesiastical Parish of St Edmund, Roundhay**  
**Statement of Financial Activities**  
**(including summary income and expenditure account)**  
**for the year ended 31 December 2020**

|                                      | Notes | 2020<br>Unrestricted<br>funds<br>£ | 2020<br>Restricted<br>funds<br>£ | 2020<br>Endowment<br>funds<br>£ | 2020<br>Total<br>funds<br>£ | 2019<br>Total<br>funds<br>£ |
|--------------------------------------|-------|------------------------------------|----------------------------------|---------------------------------|-----------------------------|-----------------------------|
| <b>Income and endowments from:</b>   |       |                                    |                                  |                                 |                             |                             |
| Donations and legacies               | (2)   | 122,986                            | 122,207                          | -                               | 245,193                     | 331,089                     |
| Charitable activities                | (3)   | 22,322                             | 55                               | -                               | 22,377                      | 45,642                      |
| Other trading activities             | (4)   | 4,414                              | 340                              | -                               | 4,754                       | 13,241                      |
| Investments                          |       | 97                                 | 12                               | 36                              | 145                         | 318                         |
| <b>Total income</b>                  |       | <b>149,819</b>                     | <b>122,614</b>                   | <b>36</b>                       | <b>272,469</b>              | <b>390,290</b>              |
| <b>Expenditure on:</b>               |       |                                    |                                  |                                 |                             |                             |
| Raising funds                        |       | -                                  | -                                | -                               | -                           | 145                         |
| Charitable activities                | (5)   | 198,053                            | 105,322                          | -                               | 303,375                     | 370,927                     |
| <b>Total expenditure</b>             |       | <b>198,053</b>                     | <b>105,322</b>                   | <b>-</b>                        | <b>303,375</b>              | <b>371,072</b>              |
| <b>Net income / (expenditure)</b>    |       | <b>(48,234)</b>                    | <b>17,292</b>                    | <b>36</b>                       | <b>(30,906)</b>             | <b>19,218</b>               |
| <b>Transfers between funds</b>       |       | <b>2,344</b>                       | <b>(2,384)</b>                   | <b>40</b>                       | <b>-</b>                    | <b>-</b>                    |
| <b>Net movement in funds</b>         |       | <b>(45,890)</b>                    | <b>14,908</b>                    | <b>76</b>                       | <b>(30,906)</b>             | <b>19,218</b>               |
| <b>Reconciliation of funds:</b>      |       |                                    |                                  |                                 |                             |                             |
| Fund balances brought forward        |       | 80,160                             | 18,433                           | 8,329                           | 106,922                     | 87,704                      |
| <b>Fund balances carried forward</b> | (7)   | <b>34,270</b>                      | <b>33,341</b>                    | <b>8,405</b>                    | <b>76,016</b>               | <b>106,922</b>              |

All incoming resources and resources expended derive from continuing activities.

# **The Parochial Church Council of the Ecclesiastical Parish of St Edmund, Roundhay**

## **Balance sheet**

**as at 31 December 2020**

|                                            |      | 2020          | 2020          | 2020         | 2020           | 2019           |
|--------------------------------------------|------|---------------|---------------|--------------|----------------|----------------|
|                                            |      | Unrestricted  | Restricted    | Endowment    | Total          | Total          |
|                                            |      | £             | £             | £            | £              | £              |
| <b>Current assets</b>                      |      |               |               |              |                |                |
| Debtors and prepayments                    | (8)  | 6,179         | -             | -            | 6,179          | 27,869         |
| Short term investments                     |      | 24,417        | 1,413         | 8,405        | 34,235         | 34,090         |
| Cash at bank and in hand                   | (9)  | 27,944        | 31,928        | -            | 59,872         | 90,458         |
| <b>Total current assets</b>                |      | <b>58,540</b> | <b>33,341</b> | <b>8,405</b> | <b>100,286</b> | <b>152,417</b> |
| <b>Current liabilities:</b>                |      |               |               |              |                |                |
| <b>amounts falling due within one year</b> |      |               |               |              |                |                |
| Creditors and accruals                     | (10) | 24,270        | -             | -            | 24,270         | 45,495         |
| <b>Total current liabilities</b>           |      | <b>24,270</b> | <b>-</b>      | <b>-</b>     | <b>24,270</b>  | <b>45,495</b>  |
| <b>Net current assets / (liabilities)</b>  |      | <b>34,270</b> | <b>33,341</b> | <b>8,405</b> | <b>76,016</b>  | <b>106,922</b> |
| <b>Net assets</b>                          |      | <b>34,270</b> | <b>33,341</b> | <b>8,405</b> | <b>76,016</b>  | <b>106,922</b> |
| <b>Parish Funds</b>                        |      |               |               |              |                |                |
| Unrestricted funds                         |      | 34,270        | -             | -            | 34,270         | 80,160         |
| Restricted funds                           |      | -             | 33,341        | -            | 33,341         | 18,433         |
| Endowment funds                            |      | -             | -             | 8,405        | 8,405          | 8,329          |
| <b>Total funds</b>                         |      | <b>34,270</b> | <b>33,341</b> | <b>8,405</b> | <b>76,016</b>  | <b>106,922</b> |

# **The Parochial Church Council of the Ecclesiastical Parish of St Edmund, Roundhay**

## **Notes to the accounts for the year ended 31 December 2020**

### **1 Accounting policies**

#### **Basis of accounting**

These accounts have been prepared under the historical cost convention with items recognised at cost or transaction value unless otherwise stated in the relevant note(s) to these accounts. The financial statements have been prepared in accordance with the Statement of Recommended Practice: Accounting and Reporting by Charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective 1 January 2019) and with the Charities Act 2011.

The charity constitutes a public benefit entity as defined by FRS 102.

There has been no change to the accounting policies since last year.

No changes have been made to the accounts for previous years.

#### **Going concern**

The trustees are satisfied that there are no material uncertainties about the charity's ability to continue.

#### **Incoming resources**

All incoming resources are included in the Statement of Financial Activities (SOFA) when the charity becomes entitled to the resources, it is more likely than not that the trustees will receive the resources and the monetary value can be measured with sufficient reliability.

#### **Grants and donations**

Grants and donations are only included in the SOFA when the charity has unconditional entitlement to the resources.

Where grants are related to performance and specific deliverables, they are accounted for as the charity earns the right to consideration by its performance.

#### **Expenditure and liabilities**

Expenditure is recognised on an accrual basis as a liability is incurred. Liabilities are recognised where it is more likely than not that there is a legal or constructive obligation committing the charity to pay out the resources and the amount of the obligation can be measured with reasonable certainty.

#### **Taxation**

As a charity the organisation benefits from rates relief and is generally exempt from income tax and capital gains tax but not from VAT. Irrecoverable VAT is included in the cost of those items to which it relates.

#### **Tangible fixed assets**

##### **Consecrated and benefice property**

In so far as consecrated and benefice property of any kind is excluded from the statutory definition of 'charity' by Section 10(2)(a) and (c) of the Charities Act 2011 such assets are not capitalised in the financial statements.

Tangible fixed assets costing more than £5,000 are capitalised and included at cost including any incidental expenses of acquisition. Gifted assets are shown at the value to the charity on receipt.

# **The Parochial Church Council of the Ecclesiastical Parish of St Edmund, Roundhay**

## **Notes to the accounts for the year ended 31 December 2020**

### **1 Accounting policies continued**

#### **Pensions**

The charity operates a defined contribution scheme for the benefit of its employees. The costs of contributions are recognised in the year they are payable.

#### **Fund accounting**

Unrestricted funds are available for use at the discretion of the trustees in furtherance of the general objectives of the charity.

Designated funds are unrestricted funds earmarked by the trustees for particular purposes.

Restricted funds are subjected to restrictions on their expenditure imposed by the donor or through the terms of an appeal.

Endowment funds represent those assets which must be held permanently by the charity, principally investments. Income arising on the endowment funds can be used in accordance with the objects of the charity and is included as unrestricted income unless restrictions have been imposed by the donor. Any capital gains or losses arising on the investments form part of the fund. Investment management charges and legal advice relating to the fund are charged against the fund.

Further explanation of the nature and purpose of each fund is included in the notes to the accounts.

**The Parochial Church Council of the Ecclesiastical Parish of  
St Edmund, Roundhay**  
**Notes to the accounts continued**  
**for the year ended 31 December 2020**

| <b>2 Donations and legacies</b> | 2020           | 2020           | 2020           | 2019           |
|---------------------------------|----------------|----------------|----------------|----------------|
|                                 | Unrestricted   | Restricted     | Total          | Total          |
|                                 | funds          | funds          | funds          | funds          |
|                                 | £              | £              | £              | £              |
| Planned giving donations        | 91,020         | -              | 91,020         | 98,093         |
| Tax recoverable                 | 20,706         | -              | 20,706         | 24,463         |
| Collections and other giving    | 2,012          | 159            | 2,171          | 7,878          |
| Grants                          | 7,099          | 110,493        | 117,592        | 181,187        |
| Donations and appeals           | 2,149          | 11,555         | 13,704         | 18,468         |
| Legacies                        | -              | -              | -              | 1,000          |
|                                 | <u>122,986</u> | <u>122,207</u> | <u>245,193</u> | <u>331,089</u> |

| <b>3 Charitable activities</b>       | 2020          | 2020       | 2020          | 2019          |
|--------------------------------------|---------------|------------|---------------|---------------|
|                                      | Unrestricted  | Restricted | Total         | Total         |
|                                      | funds         | funds      | funds         | funds         |
|                                      | £             | £          | £             | £             |
| Parish magazine sales                | 1,440         | -          | 1,440         | 1,718         |
| Fees for weddings and funerals       | 1,186         | -          | 1,186         | 2,241         |
| Church hall lettings - community use | 13,640        | -          | 13,640        | 36,243        |
| Church building lettings - concerts  | 1,515         | -          | 1,515         | 4,911         |
| Sundry income                        | 4,541         | 55         | 4,596         | 529           |
|                                      | <u>22,322</u> | <u>55</u>  | <u>22,377</u> | <u>45,642</u> |

| <b>4 Other trading activities</b> | 2020         | 2020       | 2020         | 2019          |
|-----------------------------------|--------------|------------|--------------|---------------|
|                                   | Unrestricted | Restricted | Total        | Total         |
|                                   | funds        | funds      | funds        | funds         |
|                                   | £            | £          | £            | £             |
| Parish magazine advertising       | 1,813        | -          | 1,813        | 1,436         |
| Hall solar panels                 | 2,003        | -          | 2,003        | 1,903         |
| Other fundraising sales           | 598          | 340        | 938          | 9,902         |
|                                   | <u>4,414</u> | <u>340</u> | <u>4,754</u> | <u>13,241</u> |

**The Parochial Church Council of the Ecclesiastical Parish of  
St Edmund, Roundhay**  
**Notes to the accounts continued**  
**for the year ended 31 December 2020**

| <b>5 Charitable activities</b>           | 2020<br>Unrestricted<br>funds<br>£ | 2020<br>Restricted<br>funds<br>£ | 2020<br>Total<br>funds<br>£ | 2019<br>Total<br>funds<br>£ |
|------------------------------------------|------------------------------------|----------------------------------|-----------------------------|-----------------------------|
| <b>Missionary and charitable giving</b>  |                                    |                                  |                             |                             |
| Collections paid over                    | -                                  | 1,581                            | 1,581                       | 2,295                       |
| Overseas                                 | 2,800                              | -                                | 2,800                       | 2,800                       |
| National                                 | 1,400                              | -                                | 1,400                       | -                           |
| Local                                    | 2,800                              | 800                              | 3,600                       | 4,300                       |
|                                          | <u>7,000</u>                       | <u>2,381</u>                     | <u>9,381</u>                | <u>9,395</u>                |
| <b>Church activities</b>                 |                                    |                                  |                             |                             |
| Ministry: diocesan parish share          | 71,713                             | -                                | 71,713                      | 79,460                      |
| Other ministry costs                     | 13,799                             | 38,543                           | 52,342                      | 38,588                      |
| Church insurance                         | 7,278                              | -                                | 7,278                       | 7,048                       |
| Heating, lighting and cleaning           | 12,436                             | -                                | 12,436                      | 14,263                      |
| Church maintenance                       | 18,945                             | 32,427                           | 51,372                      | 8,128                       |
| Hall running costs                       | 24,907                             | -                                | 24,907                      | 31,595                      |
| Parish magazine costs                    | 3,760                              | -                                | 3,760                       | 4,056                       |
| Printing, stationery and postage         | 2,627                              | -                                | 2,627                       | 2,663                       |
| Office and admin costs                   | 10,496                             | 4,504                            | 15,000                      | 20,392                      |
| Furniture and fittings                   | -                                  | 1,052                            | 1,052                       | 534                         |
| Other costs                              | 1,085                              | 355                              | 1,440                       | 2,205                       |
|                                          | <u>167,046</u>                     | <u>76,881</u>                    | <u>243,927</u>              | <u>208,932</u>              |
| <b>Investment in the church building</b> |                                    |                                  |                             |                             |
| Roof, lighting and sound improvements    | 24,007                             | 26,060                           | 50,067                      | 152,600                     |
|                                          | <u>24,007</u>                      | <u>26,060</u>                    | <u>50,067</u>               | <u>152,600</u>              |
| <b>Total Charitable activities</b>       | <u>198,053</u>                     | <u>105,322</u>                   | <u>303,375</u>              | <u>370,927</u>              |

| <b>6 Staff costs and numbers</b> | Office and<br>admin | Hall running | Other<br>ministry<br>costs | Music        | Total         |
|----------------------------------|---------------------|--------------|----------------------------|--------------|---------------|
|                                  | £                   | £            | £                          | £            | £             |
| Gross salaries                   | 3,928               | 2,778        | 34,107                     | 4,440        | 45,253        |
| Pensions                         | 314                 | 222          | 2,729                      | -            | 3,265         |
|                                  | <u>4,242</u>        | <u>3,000</u> | <u>36,836</u>              | <u>4,440</u> | <u>48,518</u> |

The average number employees during the year was 4, being an average of 2 full time equivalent (2019: 4, 2 FTE). There were no employees with emoluments above £60,000.

|                                                         |           |
|---------------------------------------------------------|-----------|
| <b>Defined contribution pension scheme</b>              | 2020<br>£ |
| Costs of the scheme to the charity for the year         | 3,265     |
| Amount of any contributions outstanding at the year end | 1,336     |

# The Parochial Church Council of the Ecclesiastical Parish of St Edmund, Roundhay

## Notes to the accounts continued

**for the year ended 31 December 2020**

| <b>7a Restricted funds</b> | Balance b/f   | Incoming       | Outgoing       | Transfers      | Balance c/f   |
|----------------------------|---------------|----------------|----------------|----------------|---------------|
|                            | £             | £              | £              | £              | £             |
| Collections fund           | 1,373         | 1,487          | 1,581          | -              | 1,279         |
| Music fund                 | 6,747         | 845            | -              | -              | 7,592         |
| Organ fund                 | 190           | 7              | -              | -              | 197           |
| One City One World         | 93            | 55             | -              | -              | 148           |
| Holiday legacy             | 1,350         | -              | -              | -              | 1,350         |
| Strategic Development Fund | -             | 65,229         | 64,327         | (902)          | -             |
| The Joyce Sundram Legacy   | 1,440         | -              | -              | 560            | 2,000         |
| Bibles fund                | 145           | -              | -              | -              | 145           |
| Little explorers fund      | 50            | -              | -              | -              | 50            |
| War memorial fund          | 100           | -              | -              | -              | 100           |
| HLF Project                | 855           | 34,264         | 32,427         | -              | 2,692         |
| Building fund              | 4,407         | -              | -              | -              | 4,407         |
| Sound system               | 1,683         | -              | 1,683          | -              | -             |
| St Edmunds Covid 19 appeal | -             | 9,727          | 4,669          | -              | 5,058         |
| LCC VAL Hub Covid 19       | -             | 11,000         | 635            | (2,042)        | 8,323         |
|                            | <u>18,433</u> | <u>122,614</u> | <u>105,322</u> | <u>(2,384)</u> | <u>33,341</u> |

| <b>Fund name</b>           | <b>Purpose of restriction</b>                                                                                                                                                                                                      |
|----------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Collections fund           | Donations received in church for specific purposes not yet paid over to those charities                                                                                                                                            |
| Music fund                 | For the work of the church choir                                                                                                                                                                                                   |
| Organ fund                 | For organ repairs                                                                                                                                                                                                                  |
| One City One World         | For raising awareness of social justice issues                                                                                                                                                                                     |
| Holiday legacy             | To subsidise holidays for those in greatest need                                                                                                                                                                                   |
| Strategic Development Fund | Funds from Leeds Diocesan Board of Finance towards strategic development                                                                                                                                                           |
| The Joyce Sundram Legacy   | For an interfaith welcome project                                                                                                                                                                                                  |
| Bibles fund                | For purchase of bibles                                                                                                                                                                                                             |
| Little explorers fund      | For Little Explorers activities                                                                                                                                                                                                    |
| War memorial fund          | To maintain the war memorial                                                                                                                                                                                                       |
| HLF Project                | The Heritage Lottery Fund (HLF) project was facilitated with the HLF and a variety of grant providers to repair the church roof isles, stained glass windows and promote the heritage of the church.                               |
| Building fund              | For buildings costs                                                                                                                                                                                                                |
| Sound system               | For sound system costs                                                                                                                                                                                                             |
| St Edmunds Covid 19 appeal | Towards the costs of alleviating hardship caused by the pandemic in the parish and wider community                                                                                                                                 |
| LCC VAL Hub Covid 19       | St Edmund's with funding from Leeds County Council running a Voluntary Action Leeds (VAL) Hub in the Roundhay ward to alleviate hardship caused by the pandemic. The transfer relates to a contribution to the hall running costs. |

**The Parochial Church Council of the Ecclesiastical Parish of  
St Edmund, Roundhay**  
**Notes to the accounts continued**  
**for the year ended 31 December 2020**

| <b>7b Endowment funds</b> | Balance b/f  | Incoming  | Outgoing | Transfers | Balance c/f  |
|---------------------------|--------------|-----------|----------|-----------|--------------|
|                           | £            | £         | £        | £         | £            |
| Church grounds            | 8,329        | 36        | -        | 41        | 8,405        |
|                           | <u>8,329</u> | <u>36</u> | <u>-</u> | <u>41</u> | <u>8,405</u> |

**Fund name**

Church grounds

**Purpose of restriction**

Any income on the endowment can be used to cover church grounds  
A transfer to this fund was made in respect of prior years' interest.

| <b>7c Designated funds</b> | Balance b/f   | Incoming      | Outgoing      | Transfers    | Balance c/f   |
|----------------------------|---------------|---------------|---------------|--------------|---------------|
|                            | £             | £             | £             | £            | £             |
| Building repairs           | 1,759         | -             | 1,759         | -            | -             |
| Hall funds                 | 59,096        | 15,705        | 49,540        | 2,042        | 27,303        |
|                            | <u>60,855</u> | <u>15,705</u> | <u>51,299</u> | <u>2,042</u> | <u>27,303</u> |

**8 Debtors and prepayments**

|                                |              |               |
|--------------------------------|--------------|---------------|
|                                | 2020         | 2019          |
|                                | £            | £             |
| Debtors                        | 2,078        | 23,345        |
| Prepayments and accrued income | 4,101        | 4,524         |
|                                | <u>6,179</u> | <u>27,869</u> |

**9 Cash at bank and in hand**

|              |               |               |
|--------------|---------------|---------------|
|              | 2020          | 2019          |
|              | £             | £             |
| Cash at bank | 59,843        | 90,404        |
| Cash in hand | 29            | 54            |
|              | <u>59,872</u> | <u>90,458</u> |

**10 Creditors and accruals**

|                 |               |               |
|-----------------|---------------|---------------|
|                 | 2020          | 2019          |
|                 | £             | £             |
| Creditors       | 21,644        | 24,525        |
| Accruals        | 1,500         | -             |
| Deferred income | 1,126         | 20,970        |
|                 | <u>24,270</u> | <u>45,495</u> |

**11 Related party transactions**

**Trustee expenses**

No trustee received any expenses during this year or the previous year.

**Trustee remuneration and benefits**

No trustee received any remuneration or benefit during this or the previous year.

**Other related party transactions**

As the parish Director of Music, Robert Marles was paid £2,940 during the year (2019: £2,700). Robert's parents, Judith and Peter Marles were both members of the PCC during the year.

**The Parochial Church Council of the Ecclesiastical Parish  
of St Edmund, Roundhay**  
**Statement of Financial Activities including comparatives for all funds**  
**(including summary income and expenditure account)**  
**for the year ended 31 December 2020**

|                                      | 2020<br>Unrestricted<br>funds<br>£ | 2019<br>Unrestricted<br>funds<br>£ | 2020<br>Restricted<br>funds<br>£ | 2019<br>Restricted<br>funds<br>£ | 2020<br>Endowment<br>funds<br>£ | 2019<br>Endowment<br>funds<br>£ | 2020<br>Total<br>funds<br>£ | 2019<br>Total<br>funds<br>£ |
|--------------------------------------|------------------------------------|------------------------------------|----------------------------------|----------------------------------|---------------------------------|---------------------------------|-----------------------------|-----------------------------|
| <b>Income</b>                        |                                    |                                    |                                  |                                  |                                 |                                 |                             |                             |
| Donations and legacies               | 122,986                            | 241,962                            | 122,207                          | 89,127                           | -                               | -                               | 245,193                     | 331,089                     |
| Charitable activities                | 22,322                             | 45,642                             | 55                               | -                                | -                               | -                               | 22,377                      | 45,642                      |
| Other trading activities             | 4,414                              | 12,475                             | 340                              | 766                              | -                               | -                               | 4,754                       | 13,241                      |
| Investments                          | 97                                 | 169                                | 12                               | 23                               | 36                              | 126                             | 145                         | 318                         |
| <b>Total income</b>                  | <b>149,819</b>                     | <b>300,248</b>                     | <b>122,614</b>                   | <b>89,916</b>                    | <b>36</b>                       | <b>126</b>                      | <b>272,469</b>              | <b>390,290</b>              |
| <b>Expenditure</b>                   |                                    |                                    |                                  |                                  |                                 |                                 |                             |                             |
| Raising funds                        | -                                  | 145                                | -                                | -                                | -                               | -                               | -                           | 145                         |
| Charitable activities                | 198,053                            | 275,946                            | 105,322                          | 94,981                           | -                               | -                               | 303,375                     | 370,927                     |
| <b>Total expenditure</b>             | <b>198,053</b>                     | <b>276,091</b>                     | <b>105,322</b>                   | <b>94,981</b>                    | <b>-</b>                        | <b>-</b>                        | <b>303,375</b>              | <b>371,072</b>              |
| <b>Net income / (expenditure)</b>    | <b>(48,234)</b>                    | <b>24,157</b>                      | <b>17,292</b>                    | <b>(5,065)</b>                   | <b>36</b>                       | <b>126</b>                      | <b>(30,906)</b>             | <b>19,218</b>               |
| <b>Transfers between funds</b>       | <b>2,344</b>                       | <b>1,480</b>                       | <b>(2,384)</b>                   | <b>(1,480)</b>                   | <b>40</b>                       | <b>-</b>                        | <b>-</b>                    | <b>-</b>                    |
| <b>Net movement in funds</b>         | <b>(45,890)</b>                    | <b>25,637</b>                      | <b>14,908</b>                    | <b>(6,545)</b>                   | <b>76</b>                       | <b>126</b>                      | <b>(30,906)</b>             | <b>19,218</b>               |
| <b>Fund balances brought forward</b> | <b>80,160</b>                      | <b>54,523</b>                      | <b>18,433</b>                    | <b>24,978</b>                    | <b>8,329</b>                    | <b>8,203</b>                    | <b>106,922</b>              | <b>87,704</b>               |
| <b>Fund balances carried forward</b> | <b>34,270</b>                      | <b>80,160</b>                      | <b>33,341</b>                    | <b>18,433</b>                    | <b>8,405</b>                    | <b>8,329</b>                    | <b>76,016</b>               | <b>106,922</b>              |