

THE PAROCHIAL CHURCH COUNCIL OF THE ECCLESIASTICAL PARISH
OF SAINT JOHN AND ST LUKE, BILTON, HARROGATE – Reg. No. 1132843

1 The Names of the Charity Trustees (as at 31/12/2020)

ROBERT BATH
DAVID BROWN
MICHAEL CRONE
REV SIMON DOWSON
NOEL DUKE
PETER FENTON
PATRICIA FENTON
TRACY ILES
JEAN JARVIS
JAN JOHNSON
REV LAURA MARTIN
ANDREW MCHUTCHON
REV ANDREW PATRICK
JANE REICHERT
NIGEL THOMPSON
CAROLINE WISE
RUTH YARBOROUGH

2 The Address of the Charity Office.

The Parish Office, St John's Church, Bilton Lane, Harrogate
North Yorkshire, HG1 3DT

3 The Nature of the Governing Document and how it is Constituted.

We are using an approved governing document issued by the Church of England, adopted 02 January 1957. We have not changed the objects clause of the approved governing document, the wording of which is given below.
“Promoting in the ecclesiastical parish the whole mission of the Church”

4 The Methods adopted for the recruitment and appointment of new trustees and the procedures adopted for induction and training.

Trustees are appointed at the Annual General Meeting of the parish. Trustees are provided with information concerning their statutory responsibilities issued by the Charity Commission. Those trustees with specific responsibilities, e.g., Safeguarding and Child Protection, attend appropriate training courses.

5 The Organisational Structure of the Charity and how Decisions are made.

The Parochial Church Council (PCC) is our governing body. It has responsibility for all activities of the charity within the framework of an annual Vision and Objectives statement, and is advised by the following committees and groups: Finance and Buildings, Clergy, St Luke's Forum, Wardens, Children/Youth Work, Environmental Group, Pastoral, World Church, Deanery Synod, Churches Together.

The PCC met on 7 occasions in 2020: -

22nd January, 2nd June, 14th June, 7th July, 11th August, 6th October, 24th November.

Since April 2020 PCC meetings have been conducted remotely via the online Zoom platform.

- 6 A Statement confirming that the major risks to which the charity is exposed have been reviewed and systems have been established to manage those risks.

The major risks to which we are exposed are kept under scrutiny by the network of committees, in particular by the Standing Committee, the Finance and Buildings, and Children/Youth Work committees, reporting to the PCC.

- 7 A Summary of the Objects of the Charity as set out in its Governing Document.
“Promoting in the ecclesiastical parish the whole mission of the Church”

- 8 A Summary of the Main Activities undertaken in relation to those objects.

Providing regular public worship open to all.

Providing sacred space for personal prayer and contemplation.

Pastoral work, including visiting the sick and bereaved.

Teaching of Christianity through sermons, courses and small groups.

Promoting the whole mission of the Church through provision of activities for senior citizens, parents and toddlers and other special needs groups.

Supporting charities in the UK and overseas.

Safeguarding. We have formally adopted the House of Bishops’ ‘Promoting a Safer Church; Safeguarding Policy Statement’ and we use the national ‘Practice Guidance for Safer Recruiting’ in all our recruiting. A record is kept of all workers who require a DBS for their role and they are informed when a renewal is required.

The 2020 Annual Report contains detailed information on the activities undertaken.

- 9 A Summary of the Main Achievements of the Charity during the year.

Maintenance of the fabric and the facilities in our buildings and grounds has continued. The PCC acknowledges that such work is not just about maintaining the fabric of the buildings; the church buildings provide a link with the community and provide a solid foundation for future mission.

We have continued with our children and youth ministry through Sunday groups and youth cells, and through the appointment of a Young People’s Worker in April 2020. We have also supported a baptism information group, a pastoral care team, a bereavement support group, and provided adult and youth confirmation classes. A parish Alpha Course was run during the year.

Due to the circumstances of the pandemic and the restrictions on meetings we have introduced the live-streaming of church services.

We have continued to support charitable work both in the UK and overseas through specific fundraising and grants. We have continued to support our Mission Partners overseas both by financial means and prayer.

Church Membership

The number of people on the Electoral Roll at 31 December 2020 was:

55 at St Luke’s + 198 at St John’s; total = 253 (279 in 2019).

Attendances at services are not included due to the church closures during much of the year.

Statement of Financial Activities 2020

	Unrestricted Funds £	Restricted Funds £	Total £
INCOMING RESOURCES			
Incoming resources from donors	128,315	14,456	142,771
Other voluntary incoming resources	18,854	0	18,854
Income from charitable and ancillary trading	46,766	0	46,766
Other ordinary incoming resources	2,821	0	2,821
Income from investments	127	256	383
Profit on sale of fixed assets	0	0	0
TOTAL INCOMING RESOURCES	196,883	14,712	211,595
RESOURCES USED			
Grants	12,887	0	12,887
Activities directly related to the work of the Church	154,330	1,060	155,390
Fund-raising and publicity	4,474	0	4,474
Church management and administration	17,327	18,640	35,967
TOTAL RESOURCES USED	189,018	19,700	208,718
NET INCOMING (OUTGOING) RESOURCES	7,865	(4,988)	2,877

Balance Sheet 2020

	£
FIXED ASSETS	
Investment Properties	97,000
Investment and Deposit Assets	67,383
CURRENT ASSETS	
Debtors	8,361
General Reserve and Cash at bank and in hand	60,424
	<u>68,784</u>
CURRENT LIABILITIES	(20,280)
CONTINGENT LIABILITIES: PARISH SHARE (payable to Leeds Diocesan Board of Finance)	(49,030)
NET CURRENT ASSETS	<u>48,504</u>
NET ASSETS	<u><u>212,887</u></u>

Major cash/non-cash transactions:	None
Substantial voluntary help/free facilities:	Mr Ross Caldwell generously gave his services (independent examination of the accounts) free of charge.
Substantial contingent liabilities:	Parish Share payable to Leeds Diocesan Board of Finance (not a legal liability): £49,030
Subsidiary companies:	None
Changes in accounting procedures:	None
Details of donations of £1,000 or more:	<u>Legacies</u> £11,000 unrestricted plus £11,000 restricted <u>Other donations</u> Mar. 2020: £1,000 to general funds Apr. 2020: £1,000 to general funds July 2020: £2,000 to general funds Dec. 2020: £3,000 to general funds Dec. 2020: £1,100 to Mission Giving
Payments to PCC members	None
Reserves policy:	To maintain unrestricted funds sufficient to meet unexpected running costs (excluding Parish Share).

The PCC has continued to raise money through voluntary donations. People are encouraged to make these where possible on a regular basis using standing orders or dated envelopes, and under Gift Aid. Other monies are raised primarily through lettings of church properties, fund-raising activities, and fees.

Total income in 2020 came to £211,595 (2019: £273,822). There were significant falls in areas affected by the Covid-19 restrictions, i.e. rental income, free will collections, envelope giving, and fundraising. However, we benefited from substantial bequests and donations for the Young People's Worker (YPW) and for general funds. Income excluding YPW amounted to £196,883 (2019: £209,451). Regular Giving, excluding Mission Giving and YPW donations, stood at £122,966 (2019: £130,530).

Total expenditure in 2020 came to £208,718 (2019: £255,749). Due to the drop in income it was again necessary to cap Parish Share payments, and in consequence Share arrears increased to £49,030 at the end of 2020 (2019: £15,994). Grants and donations to charities (Mission Giving) amounted to £12,291. *In Memoriam* donations came to £596 in 2020.

With provision made for debtors and liabilities, and gains and losses on investments, the accounts as a whole show a surplus for 2020 of £2,877 (2019: £18,073). At 31 December 2020 Bank and Unrestricted funds stood at £65,162.

- 11 The Charity's Plans for the Future
Our objectives will continue to be promoting in the ecclesiastical parish the whole mission of the Church, in accordance with our current Vision and Objectives.
- 12 The Name of the Charity's Auditor
Lithgow Perkins LLP, Crown Chambers, Princes Street, Harrogate, HG1 1NJ
(services required only in 2010 due to legacies)
- 13 The name of the charity's External Examiner
Mr R M Caldwell
1, Woodlea Croft, Leeds, LS6 4SF

**Independent Examiner's Report
to the PCC of St John & St Luke Bilton**

This report on the accounts of the PCC for the year ended 31st December 2020, which are set out on the preceding pages, is in respect of an examination carried out in accordance with the Church Accounting Regulations 2006 ('the Regulations') and section 43 of the Charities Act 1993 ('the Act').

Respective responsibilities of trustees and examiner

As the members of the PCC you are responsible for the preparation of the accounts; you consider that the audit requirement of the Regulations and section 43(2) of the Act do not apply. It is my responsibility to issue this report on those accounts in accordance with the terms of the Regulations.

Basis of independent examiner's report

My examination was carried out in accordance with the General Directions given by the Charity Commission under section 43(7)b of the Act and to be found in the Church guidance, 2006 edition. That examination includes a review of the accounting records kept by the PCC and a comparison of the accounts with those records. It also includes considering any unusual items or disclosures in the accounts and seeking explanations from you as trustees concerning such matters. The procedures undertaken do not provide all the evidence that would be required in an audit, and consequently I do not express an audit opinion on the view given by the accounts.

Independent examiner's statement

In connection with my examination, no matter has come to my attention;

1. which gives me reasonable cause to believe that in any material respect the requirements
 - to keep accounting records in accordance with section 41 of the Act; and
 - to prepare accounts which accord with the accounting records and comply with the requirements of the Act and the Regulations have not been met; or
2. to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.

Signed

Date: 16th April 2021