

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 31/12/2021)

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

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. Membership of the PCC consists of clergy, churchwardens, deanery synod representatives and up to 10 lay members, elected for three-year terms at the Annual Meeting. 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: Standing Committee, Finance and Buildings, Clergy, Wardens, Children/Youth Work, Environmental Group, Pastoral, Deanery Synod, the Harrogate Hub; various officers of the Diocese of Leeds.

The PCC met on 9 occasions in 2021 (some of these meetings were online): -

5th January 2021, 19th January 2021, 16th March 2021, 18th April 2021, 25th April 2021, 18th May 2021, 21st July 2021, 21st September 2021, 16th November 2021

CHARITABLE STATUS

The Parochial Church Council (PCC) is registered as a charity with the Charity Commission, in compliance with statutory requirements (Registered No. 1132843). The PCC has no direct links with other trusts or charities, except that the Rector is ex officio chair of the Richard Taylor Educational Foundation.

Topics for discussion/approval by the PCC and actions taken included:

- Whether, and how, to maintain public worship during lockdown
- Setting up a Parish Strategy Review Group and a review of our Mission Action Plan, with an emphasis on strengthening our relationships with local schools, improving discipleship, and concentrating on recovery post-pandemic
- New ventures, such as the establishment of new small house groups and Kintsugi Hope groups (safe and supportive spaces to make a positive difference to mental well-being)
- Youthwork initiatives, spearheaded by our young people's worker, Emma James
- Development of a parish 'dashboard' system to assist effective monitoring of safeguarding issues
- Approvals for routine maintenance tasks at both churches
- After the departure of the Team Vicar, reassessing the future of the role
- Approval of the church accounts and discussion of the continuing financial challenges faced by our churches.

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 2021 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.

The Quinquennial Inspection of St John's was completed in November 2021. The summary of the report states that 'the Church and churchyard are well cared for'. A small number of works have been identified, a majority of which are already programmed to be undertaken within the church's planned preventative maintenance programme throughout 2022, including roof maintenance and lighting conductor testing

We have continued with our children and youth ministry through Sunday groups and youth cells, and other activities organised by our Young People's Worker. 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.

The Environmental Group has continued to meet around every 6 weeks in prayer and action to support and encourage sustainable living and caring for God's creation. Fund-raising coffee mornings have been held in aid of Horticap and the gardening team. We have continued to provide information on recycling and sustainable living. Surveys of the church grounds have been carried out to identify many different species of plants, and document them in digital format.

Due to the circumstances of the pandemic and the restrictions on meetings we have operated 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.

10 Church Membership

The number of people on the Electoral Roll at 31 December 2021 was:
55 at St Luke's and 203 at St John's; total = 258 (2539 in 2020).

11 A Financial Review, highlighting amounts from the SOFA and Balance Sheet

Statement of Financial Activities 2021

	Unrestricted Funds £	Restricted Funds £	Total £
INCOMING RESOURCES			
Incoming resources from donors	129,157	2,923	132,080
Other voluntary incoming resources	11,160	10,000	21,160
Income from charitable and ancillary trading	50,660	0	50,660
Other ordinary incoming resources	1,820	0	1,820
Income from investments	15	29	45
Profit on sale of fixed assets	0	0	0
TOTAL INCOMING RESOURCES	192,813	12,952	205,765
RESOURCES USED			
Grants	9,804	0	9,804
Activities directly related to the work of the Church	162,261	2,479	164,740
Fund-raising and publicity	3,550	0	3,550
Church management and administration	16,119	24,966	41,085
TOTAL RESOURCES USED	191,734	27,445	219,179
NET INCOMING (OUTGOING) RESOURCES	1,078	(14,493)	(13,415)

Balance Sheet 2021

	£
FIXED ASSETS	
Investment Properties	97,000
Investment and Deposit Assets	49,613
CURRENT ASSETS	
Debtors	10,736
General Reserve and Cash at bank and in hand	52,559
	63,295
CURRENT LIABILITIES	(9,042)
CONTINGENT LIABILITIES: PARISH SHARE (payable to Leeds Diocesan Board of Finance)	(73,701)
NET CURRENT ASSETS	54,253
NET ASSETS	200,866

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): £73,701
Subsidiary companies:	None
Changes in accounting procedures:	None
Details of donations of £1,000 or more:	<u>Legacies</u> £1,500 unrestricted <u>Other donations</u> June 2021: £1,000 to general funds Oct. 2021: £1,000 to general funds Dec. 2021: £1,000 to Youth Worker fund
Grants received:	Feb. 2021: £3,700 from the Allchurches Trust for livestreaming equipment Mar. 2021: £5,000 from Harrogate Church House Trust for the Youth Worker fund Dec. 2021: £5,000 from the Liz & Terry Bramall Foundation for the Youth Worker fund Dec. 2021: £1,000 from NYCC for defibrillator
Payments to PCC members:	None
Reserves policy:	To maintain unrestricted funds sufficient to meet 3 months' normal 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. The Parish Giving Scheme (PGS) has now been introduced to facilitate regular giving by direct debit and to streamline the claiming of Gift Aid. Lettings of church properties, fund-raising activities, and fees account for much of the remaining income.

In 2021 grants and donations to charities (Mission Giving) amounted to £9,337. 'In Memoriam' donations came to £467.

Total income in 2021 came to £205,765 (2020: £211,595). For a second year, the Covid-19 restrictions affected income, in particular rental income, free will collections, envelope giving, and fundraising. However, we benefited from bequests, donations, and grants for the Young People's Worker (YPW) and for general funds. Income excluding YPW amounted to £192,813 (2020: £196,883). Regular Giving, excluding Mission Giving and YPW donations, stood at £123,611 (2020: £122,966).

Total expenditure in 2021 came to £219,179 (2020: £208,718). Due to the reduced income, it was again necessary to cap Parish Share payments to the Diocese, and Share arrears increased to £73,701 at the end of 2021 (2020: £49,030).

As previously noted, the Share arrears are a contingent liability, not a legal liability, as Share is deemed to be a voluntary donation.

With provision made for debtors and liabilities, and gains and losses on investments, the accounts as a whole show a deficit for 2021 of £13,415 (2020: surplus £2,877). The accounts, excluding the Young People's Worker, show a surplus for 2021 of £1,078 (2020: surplus £7,865).

As at 31 December 2021, Bank and Unrestricted funds stood at £52,559. Young People's Worker funds stood at £45,562.

- 12 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.
- 13 The Name of the Charity's Auditor
Lithgow Perkins LLP, Crown Chambers, Princes Street, Harrogate, HG1 1NJ
(services only required in 2010 due to legacies)
- 14 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 2021, 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: 30th April 2022