

St John's & St Luke's Together:
Making Disciples who make Jesus known

ANNUAL REPORT 2023



**Parish of St John and St Luke
Bilton**



Report for the year 2022

Annual Parochial Church Meeting – 21st May 2023

The joint parish of St John and St Luke Bilton is part of the Diocese of Leeds within the Church of England. The correspondence address is: The Parish Office, St John's Church, Bilton Lane, Harrogate, HG1 3DT.

The membership of the Parochial Church Council for the period May 2022 - May 2023 was as follows:

Ex Officio Members

Clergy:	Simon Dowson (Team Rector - <i>PCC Chair</i>) Laura Martin (Curate)
Deanery Synod Reps: (2020-2023)	Jane Reichert Caroline Wise Pat Fenton Liz Meade
Churchwardens:	Alethea Fry (St Luke's – 1 st elected May 2022) Jane Reichert (St John's – 1 st elected April 2018) Nigel Thompson (St John's – 1 st elected April 2008)

Elected Members

	Rob Bath David Brown (<i>PCC Treasurer</i>) Michael Crone Noel Duke Claire Golightly Michael Guy Tracey Iles Jan Johnson Andrew McHutchon Daffyd Pritchard
Co-opted members:	Emma James (<i>until March 2023</i>) Gill Clarke (<i>from March 2023</i>) Joe Martin
In attendance:	Helen Mayers (<i>PCC Secretary</i>)
Its bankers are:	The Co-operative Bank plc - P.O. Box 101, 1 Balloon Street, Manchester, M60 4EP
Independent Examiner:	Miss Victoria Iley ACA CTA - c/o The Parish Office, St John's Church, Bilton
Solicitors:	The Diocesan Registrar

THE PAROCHIAL CHURCH COUNCIL

The aim of the Parochial Church Council (PCC) is to co-operate with the incumbent in promoting in the parish 'the whole mission of the church, pastoral, evangelistic, social and ecumenical'. This includes oversight of the church finances and maintenance of our church buildings, grounds and other properties. Membership of the PCC consists of clergy, churchwardens, deanery synod representatives and up to 10 lay members, elected for three-year terms at the APCM. To ensure smooth functioning of the committee, lay members' terms of office start and finish in different years, so that we have a mixture of new and experienced lay representatives.

During the course of 2022 the PCC met on a total of 7 occasions. Some business arising between meetings was conducted via email (as allowed for in the Church Representation Rules). Topics for discussion/approval and actions taken included:

- A re-evaluation of the vacant Team Vicar role and initiation of a recruitment process
- The appointment of governors at Richard Taylor School and of a director at Yorkshire Causeway Academy Trust (St Aidan's)
- A re-imagining of how we deliver pastoral care in our churches
- Youthwork initiatives, spearheaded by our young people's worker, Emma James
- The development of lay ministry in the context of a general move away from stipendiary clergy
- Approvals for routine maintenance tasks at both churches
- Approval of the church accounts and discussion of the continuing financial challenges faced by our churches.

The PCC discharges its duties with the help of committees which report back to the full PCC, with minutes of their decisions discussed further as necessary. Those committees are the Finance & Buildings Committee, Green Team and Social Committee. A Standing Committee no longer reports to PCC as it has proved more expedient for any matters that would normally come before the committee to be dealt with in informal discussions between the clergy and wardens. With the appetite for social events still dented by post-pandemic concerns, the Social Committee did not convene until late in the year, when plans were made for a children's event and a ceilidh early in 2023. It is hoped the committee will have plenty to report next year. Reports from the Finance & Buildings Committee and Green Team appear below. The Pastoral Care Team also, of course, report back regularly to PCC and details of developments there can be found in Laura's Curate's Report below.

Helen Mayers – PCC Secretary

FINANCE AND BUILDINGS COMMITTEE

The Finance and Buildings Committee has ten members and met on eight occasions in 2022. The issues we have dealt with included the following:

- Budgets are set for the forthcoming financial year taking account of current commitments, maintenance needs, and the mission priorities of the church.
- Income and expenditure are monitored against the budget. Our parish share payments to the diocese have been kept under review, and it has again been necessary to cap our payments to avoid undue strain on our finances.
- Finances and funding for the Young People's Worker are kept under review and we receive progress reports from the group set up in Autumn 2022 to explore future funding.
- Communications with our donors and congregations on our financial position have again been discussed, and the positive response to the Church on Display event in February 2022 was considered. The Parish Giving Scheme has been monitored following its introduction, and we have seen a significant take-up of the scheme during the year.
- An annual review of rents and hire charges for our rooms and properties is carried out by the committee.
- An annual review of employees' wages and salaries is carried out.
- The buildings and their maintenance are regularly discussed, with the wardens reporting back to the committee. Quinquennial inspection reports for St Luke's and St John's buildings have been received and appropriate action taken.
- The committee also considers new and one-off items of expenditure. This year we have given much thought to a replacement video system for St John's, examining the requirements and estimates of costs in the light of our financial position. Proposals for driveway lighting have also been considered to avail ourselves of Local Authority 'commuted sums' grants. The installation of LED lighting in St John's Hall also came up in committee.
- A review of our Mission Giving (Extra Parochial Giving) is carried out to ensure we meet our annual target as set out in the PCC policy on the Payment of Grants and Donations to Charities. This year, thanks to our increased income, we have been able to commit a greater sum to charitable causes.

We also ensure the annual accounts are produced and examined externally.

David Brown – PCC Treasurer

GREEN TEAM

The Green team continued to meet around every 6 to 8 weeks in prayer and action to support and encourage sustainable living and caring for God's creation.

In August we took part in the library community day with a woollen doll-making activity and selling sustainable items and holding 'carbon conversations'. This was followed by a display on sustainable living for Libraries Week in October.

For Creation Sunday we encouraged a 'Walk to Church' Sunday with a children's talk and sermon on sustainable living. A 'green' library has also been set up at the back of church where books can be borrowed to share ideas on sustainable living.

As part of Big Green Week in September we held a talk entitled 'my journey living without plastic' which generated lots of ideas and enthusiastic conversation.

We attended the online Parish Environmental meeting in September and an in-person one hosted by St Mark's in March where we shared our work and gleaned ideas from two parishes who had taken that step further to the Gold Award.

At a coffee morning held in March 2023 we hosted a seed swap stall and gave away donated pots and planters.

We work closely with Rob and Nigel on the gardening team, who have worked tirelessly to maintain the grounds for the enjoyment of all, including the birds and the bees, with areas left unmown for encouragement of native wildlife. A team have visited regularly to identify many species and document them on the plan originally penned by Terry Wagner, now in digital format on display in both churches.

Claire Golightly – Environmental Officer

ATTENDANCE

The number of people on the Electoral Roll for St John's Church on 31st December 2022 was 206. At St Luke's the number on the Roll was 56.

Jean Burton (St John's) and Sarah Shepherd (St Luke's) – Electoral Roll Officers

DEANERY SYNOD

Harrogate Deanery is one of six Deaneries in the Ripon Episcopal area of the Anglican Diocese of Leeds. Its role is to serve the work of Church of England parishes (one of which is our parish - St John's and St Luke's) and Chaplaincies in Harrogate, Knaresborough, Starbeck and Wetherby and surrounding villages. Synod met three times in 2022: 15th February at Holy Trinity Church Hall, Knaresborough; 16th May at All Saints Church Kirkby Overblow and 18th October at St Wilfred's Church, Harrogate. At each meeting speakers are welcomed to share and discuss information from the Diocese. Topics explored included the following:

- **Saving Carbon: Six Steps to Carbon Net Zero, How To start Your Church's journey** – Jemima Parker, Environment Officer, reminded us that General Synod has asked Churches to become Net Zero Carbon by 2030. The presentation explored what is meant by net zero emissions and shared the Church tool kit that contains several practical solutions and strategies to assist churches in achieving the 2030 net zero target. Further information can be found via this link: <https://www.leeds.anglican.org/environment/saving-creation>
- **Diocesan Lay training** - The Revd Canon Dr Hayley Mathews, Director of Lay Training, shared information on the current offer of blended face to face and online learning opportunities. More information on Lay Training Courses can be found via this link <https://learning.leeds.anglican.org/courses/?term=4>
- **Barnabas – Encouraging Confidence** – Dr Ben Walker, Strategic Programme Manager for the Diocese of Leeds, shared information on the Barnabas project. *Barnabas: Encouraging Confidence* is the way in which the Diocese of Leeds wants to support churches to move forward in mission, ministry and sustainability, in a way that is prayerful, intentional and, within the grace of God, possible. Further information on the Barnabas Project can be found via this link <https://www.leeds.anglican.org/how-we-can-help/barnabas-encouraging-confidence/>

Liz Meade, Caroline Wise, Jane Reichert and Pat Fenton – Deanery Synod reps

YOUTHWORK REPORT

"I love this group; I love everyone in it.... they're just like my family and even though I don't see them anywhere else or at school, I know they're always here."

This phrase was spoken by one of our young people at 4twelve a few weeks ago and I wanted to start this report off by quoting it because I think it encapsulates everything we've been working to achieve in the last three years since this church has employed a youth worker: to build relationships with the young people and to create a sense of belonging and a sense of community between them. In other words to help them feel that they are part of a family. Because I really believe that when young people feel safe and accepted, they can be themselves and from there they can see who they are in God and then the real discipleship can begin!

Here are a few selected ways we have continued to build these relationships with the young people within our own church and through joining with other churches within Harrogate:

- A residential week to Satellites summer camp last year, which explored the theme of us all orbiting around God.
- A new monthly Harrogate-wide Youth Worship Evening which has grown from 10 to 35 in 4 months and now involves young people from 7 different churches.
- Youth Alpha ran in Autumn 2022, which saw 4 people confirmed.
- 4twelve has grown to a regular attendance of 10 which has doubled in size from 2021 when it began.

And here are ways that we are connecting with young people who are not already part of a church:

- Weekly lunchtime club in St Aidan's school which sees about 25 year 7s come who may otherwise find lunchtimes difficult.
- Coaching vulnerable young people in Harrogate High school and New Park Primary school in partnership with the charity TLG.
- Monthly collective worship and morning prayers in 4 schools: Richard Taylor, Bilton Grange, Coppice Valley and St Aidan's.

I am so grateful that St John's and St Luke's have made the decision to keep funding the role of a youth worker, and especially thankful for the team who have produced the Impact Statement and that are applying for grants, as well as both congregations who are giving so generously. But I'm not just grateful for myself and for the fact that my job is continuing, but also on behalf of all the young people. Because it means that everything we are doing to pass on the gospel to the next generation can continue: all those meetings, those 1:1 chats, the discussions, the games, the walks, the coaching, the hot chocolates, the sleepless nights at camps and the mountains of donuts and pizzas. Because I can't really conceive of anything more important or necessary than telling them God's story and showing them God's love so that they can know it for themselves.

Emma James – Youth Worker

SAFEGUARDING REPORT

Note: The PCC has complied with the duty under section 5 of the Safeguarding and Clergy Discipline Measure 2016 (duty to have due regard to House of Bishops' guidance on safeguarding children and vulnerable adults).

St John's and St Luke's has adopted the national policy document "Promoting a Safer Church", which ensures the safeguarding of children, young people and adults. Copies of this policy document are available at both churches. A Parish Safeguarding Handbook was produced during 2018 which provides advice and information to strengthen the day to day working of parishes with regard to safeguarding. Copies of the handbook are again available in both churches. As a church St John's and St Luke's formally adopt the House of Bishops' "Promoting a Safer Church: Safeguarding Policy Statement" which is annually agreed with the PCC and signed. Copies of this statement are displayed at both churches. 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 we inform people when a renewal is due. Annually we obtain a signed confidential declaration form from all current workers in specified roles. New confidential declaration forms were released by the C of E this year, which has allowed a larger number of people to complete them online, but with a large number still completing on paper, allowing greater flexibility.

There was a policy update towards the end of 2021 that all DBS checks will now only be valid for 3 years instead of 5. This is to be implemented by 2025, so I am now completing all due in 2024. Any DBS checks completed within the last 2 years have had their end dates changed on my system to ensure we are ahead of the game. Recruitment to help in groups is ongoing and safer recruitment procedures are being followed. Helen Tennison has decided to step away from being a second person able to check DBS ID paperwork but has not been active in the role since COVID so I don't believe a replacement is needed at this time.

The parish dashboard has been in full use this year and has had a major realignment to new Church of England guidelines. All PCC members are now expected to complete Domestic Abuse training through the diocesan online learning portal as well as basic and foundation level. There is a new Safeguarding hub which is the next phase of the dashboard and I will be working on setting this up and implementing action plans from it in 2023.

I have completed my safer recruitment and people management training this year.

We have had no serious incidents reported within the parish since the last APCM although we have taken advice on a number of issues through the diocesan safeguarding advisors, all of which have now been resolved requiring no further action.

Gill Clarke - Parish Safeguarding Officer

TEAM RECTOR'S REPORT

The great thing about churches is that they are all wonderfully different, and we should expect nothing less, because they are made up of all sorts of different people and worship an endlessly creative God who isn't confined to particular styles or preferences when it comes to worship, community, service, and so on.

Thus I want to begin my report this year by celebrating who we, the worshipping communities that make up St John's and St Luke's, are. We are very much local churches, rooted in the communities we are called to serve, and we are places where young and old alike find a welcome and a home. Hence, for example in 2022 we saw our youth work go from strength to strength as Emma, our young people's worker, was able to break her ministry out from the shackles that Covid had placed upon it. But, just as importantly, the same happened with our Well Being Café, serving those we might generously say are of riper years.

And what I am wanting to say through this is that 2022 showed us that, as well as being welcoming churches, serving our community in all sorts of ways, we are also resilient churches who during 2022 worked hard and well at adjusting back to normality, or at least the different normality that we now find ourselves in. And one way this resilience showed itself was the way that, despite the financial pressures that we are facing as a country and as individuals, our giving went up significantly, meaning we could pay our way, thanks be to God.

And this resilience was shown in other ways as well, for example in more people joining our small groups and in people finding the energy to join in with new activities such as the Comfort Café (our new monthly gathering for those going through bereavement) – and I do want to say thank you to Laura, our curate, at this point for the way she found the resilience and energy to, among other things, lead the church while I was on Sabbatical – she was (and is!!) a star. Thanks must also go to our wardens in this respect – Pat and Alethea at St Luke's and Nigel and Jane at St John's. perhaps particular mention should be made of Pat at this point, for her faithful service as warden and to wish her a peaceful 'retirement'!

This need for resilience and energy was amplified by our inability to recruit a new team vicar to replace Andy Patrick. I have to say I was surprised at this, because we thought the church-planting role, linked with the oversight of St Luke's, would be an attractive post. The failure to recruit did lead to a bit of a rethink, so we hope that 2023 will see an appointment as we shift the focus of the role, in the first instance, to discipleship and lay training. I want to say that personally not having a team vicar, along with leading the church out of Covid restrictions and my being on sabbatical for 3 months (and some personal mental health issues), meant that 2022 was more a year of consolidation than any great new initiatives, but I think that such fallow times are vital, as we cannot live in a state of permanent growth – it isn't natural or healthy. That said, watch this space for a new strategy for helping us move forward together in our journey of faith and service of our community.

One other thing I want to mention is to say how pleased I was with how we as a church engaged with the 'Living in Love and Faith' process – the shared conversations that took place in churches up and down the land about how we might better understand the complex issues of identity, sexuality, relationships and marriage. Admittedly we were a fairly small group that explored these things together, but we fed our thoughts back to the diocese and hence contributed to the vital wider conversation that took place – and it was on the basis of this that General Synod (the Church of England's governing body) voted to work towards the introduction of same sex blessings in churches, dependent on local decisions. Our PCC are discussing how we engage with this possibility, so please pray for us as we do so because it is an area of strongly and deeply held views.

I close, then, by saying thank you to all of you for playing your part in our wonderfully different and unique parish that is Bilton, and by encouraging us all to keep on supporting one another, praying for one another, and looking for those simple opportunities to love and serve people in the name of Jesus and for the advancing of his kingdom.

Every blessing,
Simon

Simon Dowson – Team Rector

CURATE'S REPORT

Pastoral Care

I am constantly encouraged at St Luke's and St John's by the obvious desire to care for one other. I frequently hear conversations about lunch gatherings, phone calls that have been made, meetings over coffee and home visits. Everyone within our community works so hard to offer friendship and to demonstrate the love of Christ, and it makes such a difference. Our new pastoral care model builds on this by designating one person from each of our many teams and groups to be a 'pastoral leader' who is responsible for the pastoral oversight of that particular group. These designated pastoral leaders are in communication with the central pastoral team and can pass on, with permission, any issues identified as perhaps needing a level of care and support that goes beyond their remit. The central pastoral team, who were commissioned in church early this year, then respond between them to any needs that have been identified. The pastoral team also undertake regular visits to members of the congregation who may be housebound, isolated or living in care homes. Since November 2022 the pastoral team have made over 100 visits between them and three of the team have completed the Diocesan Pastoral Course - thank you for all that you do.

Pastoral care within a church community belongs to everyone, so thank you, not only to the pastoral leaders and the pastoral team, but to all of you for the day to day love, care and companionship that you offer to others. We are fully aware, however, that no pastoral care system is perfect, especially in larger churches and parishes. So if you do feel forgotten or you have a pastoral need that has not been responded to, then please let us know and we will do our best to support you.

Comfort Café

During the peak of Covid, our ability to support those who had been bereaved was more limited than usual. We became aware that many people who had lost loved ones during the pandemic felt particularly isolated. Comfort Café was first set up in December 2021 to respond to this by offering a welcoming, safe space for those who had been bereaved to come along for cake, coffee and conversation. The session is free of charge and we serve 'high tea' with scones, cakes, sandwiches and other treats. Comfort Café welcomes between 16-20 guests each month, and in November we held a service of remembrance and thanksgiving in church after the café which, was well attended. Thank you to the Bereavement Team and the Comfort Cafe Team!

Laura Martin - Curate

FABRIC REPORT

During the months of January 2022 to December 2022 the work highlighted below has taken place in the properties identified. This report is based on the activities of St John's Wardens and other parties in maintaining the fabric and functionality of the following locations belonging to the parish:

- The Church (C)
- The Church Hall/Schoolroom (CH)
- 13 Albany Road (AR)
- 59 Coppice Way (CW)
- Church Grounds (CG)

During these 12 months we have approved the following maintenance work, or been involved in the resolution of issues relating to the locations as identified above:

St John's

- Ongoing light bulb replacement (C/CH)
- Annual planned servicing of fire-fighting equipment (C/CH)
- Gas servicing (C/CH)
- Floor maintenance to hall and church (C/CH)
- Reactive roof repairs (C/CH)
- Planned roof maintenance to the main church roof and tower, including gutter cleaning, fixing loose slates and replacing pigeon spikes to tower (C)
- Planned roof maintenance to flat roof over church office, comprising felting and leadwork (C)
- Central heating servicing/maintenance (C)
- Heating maintenance to Church Hall including heater servicing/improvements (CH)
- Lightning conductor testing (C)
- Maintenance to audio system (C)
- Programmed window cleaning as required (CH)
- Servicing of 2 nr lawnmowers (CG)
- Planned servicing of heating systems (C/CH)
- Annual testing of fall arrest system to church tower roof (C)
- Upkeep of the church grounds including landscaping and arboriculture works (CG)
- Renewal of church and church hall insurances (C/CH)
- Relining of church drive (C/CH)

59 Coppice Way (CW) and 13 Albany Road. (AR)

- Gas inspections and certification (CW/AR)
- Fencing replacement due to wind damage (CW)
- Wall tiling and resealing of bath following leaks (CW)
- Storm guard draft strip and bristle strip to external door to prevent draughts (AR)
- In line with landlord responsibilities, rent review undertaken and implemented (CW/AR)

In addition to the statutory requirements and reactive repairs and maintenance the following planned works have been undertaken, and, where relevant, will continue to be undertaken during 2023:

- Upkeep of the church grounds including landscaping and arboriculture works (CG)
- Programme and undertake annual portable appliance testing to church and church Hall (C/CH)
- Undertake annual servicing of gas services and heating systems (C/CH)
- Draining of central heating radiator/pipework and repairs to leaking radiator valves (C)
- Boiler servicing (C/CH)
- Annual testing of fall arrest system to church tower roof (C)
- Planned maintenance to Church Hall bell tower (CH)
- Landlord inspections and rent reviews of Albany Road and Coppice Way (AR) (CW)

Nigel Thompson and Jane Reichert - Churchwardens (St John's)

St Luke's

- Work was done in September to mend the lock on the garage door to make it more secure.
- Repairs were carried out in October (and again in April 2023) on the faulty water boiler in the kitchen.
- In November there were problems with the unisex toilet constantly filling with water, so a new valve was fitted by the plumber. The gutters were all cleared and a split downpipe on the south side of the building replaced.
- In December Walter Hartley replaced the broken hand dryer in the disabled toilet and gave us a new 9 point light switch in the vestry corridor as the old one had been causing issues.

Since the start of 2023, the following work has also been carried out:

- All the fire extinguishers were serviced and repaired; the motor changed in a strip light in the youth room; a blocked toilet unblocked by the plumber and all the windows were cleaned inside and out in February.
- An accident at Little Fishes in March caused a tear in the sanctuary curtains which was fixed by cutting a panel out and moving the material along. More work is needed as the header tape is coming away in places.

We recently received the delayed Quinquennial report from March 2022 and will shortly be making a start on its recommendations.

Alethea Fry - Churchwarden (St Luke's)

ADDITIONAL INFORMATION: *Quinquennial Inspections within the Church of England require every church building to be inspected by an architect or chartered building surveyor approved by the Diocesan Advisory Committee (DAC) every five years. This regular system of review is designed to ensure that church buildings are kept in good repair.*

CHARITABLE STATUS

The 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.

FINANCIAL MATTERS

Major cash/non-cash transactions:	None
Substantial voluntary help/free facilities:	Ms Victoria Iley generously gave her 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): £85,328
Subsidiary companies:	None
Changes in accounting procedures:	In line with the Charities Statement of Recommended Practice (SORP), Deposit funds held by CCLA are now declared under Current Assets on the Balance Sheet (previously under Fixed Assets).
Details of donations of £1,000 or more:	<u>Legacies</u> None <u>Other donations</u> Feb. 2022: £1,000 to general funds Apr. 2022: £1,500 to general funds Apr. 2022: £1,000 to general funds Oct. 2022: £1,000 to general funds Oct. 2022: £1,000 to Youth Worker fund

Grants received	Dec. 2022: £1,900 from the Diocese towards energy costs.
Payments to Trustees (PCC members)	Rev Simon Dowson £397 for clergy expenses. Rev Laura Martin £1,019 for clergy expenses. Mrs Emma James £28,445 for Young People's Worker Expenses, Wages and Pension Costs.
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, generated much of the remaining income.

The policy on the payment of grants and donations to charities is detailed below. In 2022 grants and donations to charities (Mission Giving) amounted to £13,367. *In Memoriam* donations came to £2,304.

Total income in 2022 came to £250,954 (2021: £205,765) and benefited from significantly increased regular giving, including donations for both the Young People's Worker (YPW) and for general funds. Income excluding YPW amounted to £248,299 (2021: £192,813). Regular Giving, excluding donations for Mission Giving and YPW, was £153,781 (2021: £123,611).

Total expenditure in 2022 came to £274,497 (2021: £219,179). It was again necessary to cap Parish Share payments to the Diocese, and Share arrears increased to £85,328 at the end of 2022 (2021: £73,701).

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 2022 of £23,543 (2021: deficit £13,415). The accounts excluding matters relating to the Young People's Worker, show a surplus for 2022 of £2,247 (2021: surplus £1,078).

At 31 December 2022 the total of unrestricted Current Assets and Current Liabilities, including Bank and Deposit funds, stood at £61,353. Young People's Worker restricted funds stood at £20,284.

Policy for the payment of grants and donations to other charities (reviewed by the PCC April 2005)

1. **Level and Frequency**
 - (a) **Minimum** of 15% of income minus the Parish Share.
 - (b) To be Included in the quarterly report of the accounts to the PCC will be details of how much has been given to date and recommendations regarding how much and to whom giving should be made during the next quarter.
 - (c) The level of giving is to be reviewed annually.
2. **Exclusions**
Income from Funerals **must not** be included when assessing the level of our Extra Parochial Giving. This is income which goes through the Church accounts but where the charity is **designated** by the deceased's family, and should not be included as our Churches' giving.
3. **Inclusions**
Income from any event organised by or on behalf of the Church to raise money for a specific charity.
4. **Give to:**
International faith based charities International secular charities

National faith based charities

National secular charities

Local faith based charities

Local secular charities

Disaster Appeals - £150 to be sent immediately and reported to the PCC retrospectively.
Amount to be reviewed annually

5. Methods

- (a) All funds raised must be processed through the Church accounts.
- (b) Much should be done through specific fund-raising with encouragement to groups to adopt or sponsor a project.
- (c) Encouragement should be given to groups to take part in a regular programme of coffee mornings/fund raising events to raise money for charities.
- (d) Church members should be encouraged to give through Gift Aid or similar whenever possible.
- (e) The Extra Parochial Giving policy should be widely publicised in order to inform and encourage Church members.
- (f) Cultivate close relationships with the charities the Church raises money for to encourage support and feedback which, in turn, will encourage further fundraising. Any feedback from such charities should be relayed to the congregation.

6. Exceptional Circumstances

In circumstances, when money is given in response to an exceptional appeal, the Churchwardens and Treasurer will determine whether such monies raised should be treated as part of our Extra Parochial Giving.

David Brown – PCC Treasurer

PAROCHIAL CHURCH COUNCIL OF ST JOHN AND ST LUKE, BILTON

ACCOUNTS

FOR THE YEAR ENDED 31st DECEMBER 2022

Treasurer
David Brown

External Examiner
Victoria Iley

PAROCHIAL CHURCH COUNCIL OF ST JOHN AND ST LUKE, BILTON

STATEMENT OF FINANCIAL ACTIVITIES
For the year ended 31 December 2022

	Note	Unrestricted Funds £	Restricted Funds £	Endowment Funds £	Total Funds 2022 £	2021 £
INCOMING RESOURCES						
Incoming resources from donors	2(a)	162,100	2,060	0	164,160	132,080
Other voluntary incoming resources	2(b)	21,134	0	0	21,134	21,160
Income from charitable and ancillary trading	2(c)	63,562	0	0	63,562	50,660
Other ordinary incoming resources	2(d)	1,084	0	0	1,084	1,820
Income from investments	2(e)	419	595	0	1,014	45
Profit on sale of fixed assets	2(f)	0	0	0	0	0
TOTAL INCOMING RESOURCES		248,299	2,655	0	250,954	205,765
RESOURCES USED						
Grants	3(a)	15,671	0	0	15,671	9,804
Activities directly relating to the work of the Church	3(b)	209,978	2,365	0	212,343	164,740
Fund-raising and publicity	3(c)	2,820	0	0	2,820	3,550
Church management and administration	3(d)	17,583	26,080	0	43,664	41,085
TOTAL RESOURCES USED		246,052	28,445	0	274,497	219,179
NET INCOMING/(OUTGOING) RESOURCES		2,247	(25,790)	0	(23,543)	(13,415)
GAINS AND LOSSES ON INVESTMENTS	8					
Realised		0	0	0	0	0
Unrealised		0	0	0	0	0
NET MOVEMENT IN FUNDS		2,247	(25,790)	0	(23,543)	(13,415)
BALANCES BROUGHT FORWARD AT 1 JANUARY		154,106	46,760	0	200,866	212,887
TRANSFERRED BETWEEN FUNDS		0	0	0	0	0
PRIOR YEAR ADJUSTMENTS		2,000	450	0	2,450	1,394
BALANCES CARRIED FORWARD AT 31 DECEMBER		158,353	21,420	0	179,773	200,866

PAROCHIAL CHURCH COUNCIL OF ST JOHN AND ST LUKE, BILTON

BALANCE SHEET AT 31 DECEMBER 2022

	Note	2022 £	2021 £
FIXED ASSETS			
Investment Properties	5(a)	97,000	97,000
CURRENT ASSETS			
Debtors	6(a)	8,935	10,736
General Reserve, Other Deposits and Cash at bank and in hand	6(b)	87,018	102,171
		95,953	112,907
LIABILITIES: AMOUNTS FALLING DUE WITHIN ONE YEAR	7	(13,179)	(9,042)
CONTINGENT LIABILITIES: PARISH SHARE	7(a)	(85,328)	(73,701)
NET CURRENT ASSETS		82,774	103,865
NET ASSETS		179,774	200,865
FUNDS			
Unrestricted		158,353	154,106
Restricted		21,420	46,760
		179,774	200,866

PAROCHIAL CHURCH COUNCIL OF ST JOHN AND ST LUKE, BILTON

NOTES TO THE FINANCIAL STATEMENTS
For the year ended 31 December 2022

2 INCOMING RESOURCES

	Unrestricted Funds £	Restricted Funds £	Endowment Funds £	Total Funds 2022 £	2021 £
2(a) <i>Incoming resources from donors</i>					
<i>Planned giving:</i>					
Regular Giving under Gift Aid	63,322			63,322	77,144
Regular Giving under Parish Giving Scheme (PGS)	33,556			33,556	1,930
Small Donations under Gift Aid	5,164			5,164	1,564
Collections (open plate) under Gift Aid	3,849			3,849	1,808
Income tax recovered on Gift Aid	19,189			19,189	20,492
Income Tax Recovered - PGS	8,101			8,101	463
Non tax recoverable regular giving	13,019			13,019	13,834
Donations for Young People's Worker (YPW)		1,886		1,886	2,454
Income tax recovered on YPW		175		175	469
Gift days	0			0	0
Sundry donations	7,088			7,088	5,447
Donations for Building Improvements	493			493	930
Mission Giving (EPG) Donations	8,320			8,320	5,547
Donations- Lay Ministry	0			0	0
	162,100	2,060	0	164,160	132,080
2(b) <i>Other voluntary incoming resources</i>					
Grants for Building Improvements	0			0	0
Grants Received for YPW		0		0	10,000
Other Grants	500			500	3,700
Donations, appeals, etc.	8,638			8,638	4,164
Legacies (In memoriam)	1,317			1,317	422
Legacies (for PCC)	0			0	1,500
Fetes, bazaars, Easyfundraising, and other	10,679			10,679	1,374
	21,134	0	0	21,134	21,160
2(c) <i>Income from charitable and ancillary trading</i>					
Magazines	1,822			1,822	744
Bookstall	489			489	199
Church buildings lettings etc.	49,636			49,636	40,001
Traidcraft Sales	1,571			1,571	1,258
Fees (include choir, weddings & funerals)	10,045			10,045	8,458
	63,562	0	0	63,562	50,660
2(d) <i>Other ordinary incoming resources</i>					
Insurance claims	0			0	0
Refunds and Loans	70			70	215
VAT Refunds	0			0	0
Miscellaneous Income	1,014	0		1,014	1,605
	1,084	0	0	1,084	1,820
2(e) <i>Income from Investments</i>					
Dividends and interest including any reclaimed tax	419	595		1,014	45
	419	595	0	1,014	45
2(f) <i>Profit on sale of fixed assets</i>					
	0			0	0
	0	0	0	0	0
TOTAL INCOMING RESOURCES	248,299	2,655	0	250,954	205,765

PAROCHIAL CHURCH COUNCIL OF ST JOHN AND ST LUKE, BILTON

NOTES TO THE FINANCIAL STATEMENTS
For the year ended 31 December 2022

3	RESOURCES USED	Unrestricted Funds £	Restricted Funds £	Endowment Funds £	Total Funds 2022 £	2021 £
3(a)	<i>Grants</i>					
	<i>Missionary and charitable giving:</i>					
	Overseas missionary societies	5,464			5,464	1,707
	Overseas relief and development agencies	2,083			2,083	1,575
	Home missions and other Church Societies	3,788			3,788	3,477
	Other Charities	2,031			2,031	2,579
	Donations In Memoriam	2,304			2,304	467
		15,671	0	0	15,671	9,804
3(b)	<i>Activities directly relating to the work of the Church</i>					
	Ministry: Parish Share	130,635			130,635	114,365
	Ministry: clergy expenses	1,799			1,799	2,537
	Ministry: lay ministry costs	0			0	0
	Ministry: advertising and other costs	1,956			1,956	16
	Ministry: YPW costs		2,365		2,365	2,479
	Church Running Costs (excluding energy)	14,160			14,160	16,652
	Energy Costs: St John's & St Luke's	13,794			13,794	6,876
	Fees Paid (weddings & funerals)	2,906			2,906	2,349
	Education	17,179			17,179	5,102
	Buildings Maintenance - St. John's	11,926			11,926	3,912
	Buildings Maintenance - St. Luke's	839			839	3,231
	Buildings Improvements - St John's	0			0	0
	Buildings Improvements - St Luke's	0			0	0
	Buildings Maintenance - Houses	2,509			2,509	1,414
	Church Hall - Maintenance, Energy costs, etc.	7,041			7,041	3,676
	Buildings Improvements - Church Hall	0			0	0
	Parish magazine	133			133	40
	Bookstall	875			875	420
	Choir and Organist	4,228			4,228	1,669
		209,978	2,365	0	212,343	164,740
3(c)	<i>Fund raising and other costs</i>					
	Costs of fetes, bazaars, other fund-raising events	26			26	19
	Non-recurring costs incl Gifts & Donations	935			935	2,257
	Traidcraft Costs	1,860			1,860	1,274
		2,820	0	0	2,820	3,550
3(d)	<i>Church management and administration</i>					
	Repayment of Lettings Bonds	0			0	0
	Administration - Employment	10,392			10,392	9,714
	Administration - Printer & Stationery	5,780			5,780	5,325
	Administration costs - Training	190			190	690
	YPW Employment costs		26,080		26,080	24,966
	Subscriptions	98			98	390
	Misc. Repayments and Expenses	1,123			1,123	0
	Bank charges, Financial and Legal Costs	0			0	0
	Control, Suspense adjustments	0			0	0
		17,583	26,080	0	43,664	41,085
	TOTAL RESOURCES USED	246,052	28,445	0	274,497	219,179
4	STAFF COSTS				2022	2021
	Wages and salaries - organists				3,417	1,806
	Choir pay				64	0
	Wages and salaries - Parish Administrator				10,260	9,714
	Wages and salaries - Young People's Worker				24,753	23,596
	Pension costs - Parish Administrator				132	0
	Pension costs - Young People's Worker				1,327	1,369
	Wages and salaries - cleaners				1,747	1,486
					41,700	37,971

PAROCHIAL CHURCH COUNCIL OF ST JOHN AND ST LUKE, BILTON

NOTES TO THE FINANCIAL STATEMENTS (continued)
For the year ended 31 December 2022

5 FIXED ASSETS FOR USE BY THE PCC

		Freehold Land and Buildings £
5(a) Investment Properties		
GROSS BOOK VALUE	At 1 January 2022	
Investment Properties:		
Former Curate's House - 13 Albany Road, Harrogate		42,000
Former Curate's House - 59 Coppice Way, Harrogate		55,000
Additions		0
At 31 December 2022		<u>97,000</u>
DEPRECIATION		
At 1 January 2022		0
Charge for the year		0
At 31 December 2022		<u>0</u>
MARKET VALUE	At 31 December 2022	<u>97,000</u>
GROSS BOOK VALUE	At 31 December 2022	<u>97,000</u>

6a DEBTORS

Prepayments and accrued interest	0	0
Other debtors	9,037	10,525
Sundry debtors (Restricted)	<u>R (102)</u>	<u>211</u>
	<u>8,935</u>	<u>10,736</u>

6b Investments and Deposits

	2022 £	2021 £	Gain(Loss) £
(R - Restricted)			
<i>Deposits held by CCLA</i>			
<i>(Churches, Charities and Local Authorities Investment Management Limited)</i>			
Building Improvement & Repair Fund	R 0	0	0
The Legacy Fund	2	2	0
Bilton Community Lunches Fund	R 506	506	(0)
Lettings Bonds Fund	R 630	630	0
The YPW Fund	R 28,194	47,599	(19,405)
	<u>29,333</u>	<u>48,738</u>	<u>(19,404)</u>
<i>Other Deposits</i>			
Deposit Protection Service (tenancies)	R 1,325	875	450

6b BANK & CASH

Investments and Deposits - Unrestricted Total	2	2
Investments and Deposits - Restricted Total	30,656	49,610
General Reserve	48,750	28,331
Current Account Bank Balance	<u>7,611</u>	<u>24,228</u>
	<u>87,018</u>	<u>102,171</u>

PAROCHIAL CHURCH COUNCIL OF ST JOHN AND ST LUKE, BILTON

NOTES TO THE FINANCIAL STATEMENTS (continued)
For the year ended 31 December 2022

7 LIABILITIES: AMOUNTS FALLING DUE WITHIN ONE YEAR

	2022 £	2021 £
Accruals and deferred income	0	0
Creditors for goods and services	10,414	7,504
Other creditors	0	0
	<u>10,414</u>	<u>7,504</u>

7A CONTINGENT LIABILITIES: PARISH SHARE

	2022 £	2021 £
Parish Share payable to Leeds Diocesan Board of Finance (Note: a commitment not a legal liability)		
Outstanding Share	(85,328)	(73,701)
	<u>(85,328)</u>	<u>(73,701)</u>

		2022 £	2021 £
		Restricted	Restricted
Restricted liabilities in respect of YPW	R	1,441	213
Other creditors - bonds	R	1,325	1,325
		<u>2,766</u>	<u>1,538</u>
TOTAL		<u>13,179</u>	<u>9,042</u>

8 GAINS AND (LOSSES) ON INVESTMENTS

	Unrestricted Funds	Restricted Funds
	0	0
	<u>0</u>	<u>0</u>

FUND DETAILS

ANALYSIS OF NET ASSETS BY FUND

	Unrestricted Funds £	Restricted Funds £	Total Funds	
			2022 £	2021 £
Fixed Assets	97,000	0	97,000	97,000
Current Assets	71,767	24,186	95,953	112,908
Current Liabilities	(10,414)	(2,766)	(13,179)	(9,042)
Fund balance	<u>158,353</u>	<u>21,420</u>	<u>179,774</u>	<u>200,866</u>

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 2022, 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: 17/09/2023

PAROCHIAL CHURCH COUNCIL OF ST JOHN & ST LUKE BILTON

NOTES TO THE FINANCIAL STATEMENTS For the year ended 31 December 2022

ACCOUNTING POLICIES

Adopted by the Parochial Church Council of Bilton St John & St Luke at a meeting held on 27 October 1998.

Accounting Convention

The financial statements have been prepared in accordance with the Church Accounting Regulations 1997 together with the applicable accounting standards and the Charities Statement of Recommended Practice (SORP).

The financial statements have been prepared on an accruals basis except for investment properties which are valued on an historical cost basis.

Funds

General funds represent the funds of the PCC that are not subject to any restrictions regarding their use and are available for application on the general purposes of the PCC. Funds designated for a particular purpose by the PCC are also unrestricted.

The purpose of any restricted fund is noted in the accounts.

The accounts include all transactions, assets and liabilities for which the PCC is responsible in law. They do not include the accounts of Church groups that owe their main affiliation to another body nor those that are informal gatherings of Church members.

INCOMING RESOURCES

Voluntary income and capital sources

Collections are recognised when received by or on behalf of the PCC.

Planned giving receivable under covenant or gift aid is recognised only when received.

Income tax recoverable on covenants or gift aid donations is recognised when the income is recognised.

Grants and legacies to the PCC are accounted for as soon as the PCC is notified of its legal entitlement and the amount due.

Funds raised by the fete, garden party and similar events are accounted for gross.

Sale of books and magazines from the church bookstall are accounted for gross.

Other ordinary income

Rental income from the letting of Church premises is recognised when the rental is due.

Income from investments

Dividends and interest are accounted for when receivable. Tax recoverable on such income is recognised in the same accounting year.

Gains and losses on investments

Realised gains or losses are recognised when the investments are sold.

Unrealised gains and losses are accounted for on revaluation of investments at 31 December.

RESOURCES USED

Grants

Grants and donations are accounted for when paid over, or when awarded, if that award creates a binding obligation on the PCC.

Activities directly relating to the work of the Church

The diocesan quota or parish share is accounted for when payable. Any quota unpaid at 31 December is provided for in these accounts as an operational (though not legal) liability in the Balance sheet.

FIXED ASSETS

Consecrated land and buildings and movable church furnishings

Consecrated and beneficed property is excluded from the accounts by s.96(2)(a) of the Charities Act 1993.

No value is placed on movable Church fittings held by the churchwardens on special trust for the PCC and which require a faculty for disposal since the PCC considers this to be inalienable property. All expenditure incurred during the year on consecrated or beneficed buildings and movable Church furnishings, whether maintenance or improvement, is written off as expenditure in the SOFA and separately disclosed.

Other land and buildings

Other land and buildings held on behalf of the PCC for its own purposes is valued at market value. Investment properties are included at the trustees' valuation, and the expense of obtaining market valuations is not considered to be of benefit to the charity. No depreciation is charged on investment properties in accordance with the Charity SORP. Expenditure on maintenance or improvement is written off as incurred.

Other fixtures, fittings and office equipment

Equipment used within the Church premises is depreciated on a straight line basis over 4 years. Individual items of equipment with a purchase price of £1,000 or less are written off when the asset is acquired.

Investments

Investments are valued at market value at 31 December.

Current Assets

Amounts owing to the PCC at 31 December in respect of fees, rents or other income are shown as debtors less provision for amounts that may prove uncollectible.

Short term deposits include cash held on deposit either with the CBF Church of England funds or at the bank.