

PARISH CHURCH OF ST. JOHN THE BAPTIST, ADEL, LEEDS

ANNUAL REPORT OF THE PAROCHIAL CHURCH COUNCIL, 2021

AIM AND PURPOSES

The Parochial Church Council (PCC) of the Parish Church of St John the Baptist, Adel cooperates with the Rector of the Parish and its elected Churchwardens in promoting, in the ecclesiastical Parish, the whole mission of the Church – pastoral, evangelistic, social and ecumenical. To do this, it aims to make the most appropriate use of the resources available to it: a beautiful 12th Century Parish Church; The Old Stables (used as a meeting place for activities in the Parish); the funds donated to the Church by regular giving, legacies and bequests; and, most importantly, the lay members of our Church, both those who wish to be formally identified by inclusion on our Electoral Roll - 209 at the end of 2021 - and those who, though not formal members, regard our Church as their spiritual home.

OBJECTIVES AND ACTIVITIES

The mission of the Parish Church of St John the Baptist, Adel is:

Through Christian worship, word and action, to celebrate and share the love of God with our neighbours.

Our Vision Statement:

We offer a warm and sincere welcome to everyone, old friends and new.

We share the love of God with our Church community and neighbours near and far.

We provide care and compassion by loving service for those in need.

We respect and nurture God's environment.

The PCC carries forward its mission and seeks to achieve its vision by maintaining oversight of our regular worship to ensure that it meets the spiritual needs of as many of our parishioners as possible; by making specific provision for young people to grow up in our Christian family; by encouraging and enabling all parishioners to take advantage of the occasional offices (baptism, marriage, funerals) and welcoming as many as possible to festival and special Services; by facilitating, promoting and organising social events open to all; by making The Old Stables available for the use of groups which benefit the community; and by providing spiritual and practical support for Adel St. John the Baptist Church of England Primary School. To achieve all this, we make prudent use of the financial resources available to us to maintain and enhance our beautiful church, The Old Stables (both Listed Buildings) and the churchyard.

ACHIEVEMENTS

Our Church

We began 2022 once again in the grip of COVID-19, although by this time we were more prepared to deal with it. Our main services continue to be live-streamed each week and this has made a massive difference not just in our response to COVID-19, but for those unable to get to church. We are grateful to our rota of technicians who make our church much more inclusive.

We continue to work hard to provide worship opportunities for as many people as possible. Over the year our main Sunday service built in numbers, and it has been wonderful to feel we can worship once more as a whole church family. Total numbers are not quite back to pre-pandemic levels but are gradually increasing. It was good to

end the need for booking for Junior church, and numbers of children attending has grown to near 2019 levels. It is good to see our young people growing in faith and confidence, in large part due to our dedicated Junior church team. We welcomed a new leader in 2022, but the team are always looking for extra support. For our youngest members we also have JJs; their leaders report:

Our monthly toddler group JJs continues to thrive, meeting for 10 Friday afternoons last year in the Stables. Our aim is to provide a welcoming, relaxed space for young children and their parents to enjoy being together in a Christian environment. Taking over use of our own cupboard along with Junior Church has meant we can offer a wider range of toys and activities.

In 2022 we regularly had about 10 families attending, having welcomed 3 new families coming along for the first time. Last summer we said goodbye to 3 children moving on to primary school. We have also welcomed a new leader to join our team.

Our smaller services, the fortnightly Evensong and the midweek Eucharist have both grown in numbers, providing a quiet chance for worship and a supportive community. In 2022 we asked our occasional choir to provide music at Evensong once a month, after which we share light refreshments. This has proved successful and popular.

For those who struggle to get into our church building we continued the monthly Stables Eucharist which is followed by a drink and chance to chat. This is small in numbers, but much loved by those who attend. 2022 also saw the introduction at last of our Home Communion team. These volunteers take communion out to people who would otherwise not be able to share in this vital aspect of our shared faith. It is much valued both by those who are visited, and the team, giving chance for a chat and maintaining links with the church. The Rector also takes a monthly communion service in the new care home Adel Manor.

Our young people's group, Ace, welcomed new members in September and continues to thrive due to the hard work of a small number of committed leaders and young leaders. The young people continue to amaze us with the depth of their theological discussion, and we also enjoyed fire lighting and silly games. In 2022 we introduced a short Eucharist service at the end of our session once a month. This is a very special time where the young people take the lead, and parents often join us.

By Easter 2022 we were finally able to celebrate properly without restrictions. Holy Week was a very special time with a different service each evening: on Monday this was a service based on Stations of the cross prepared and lead by Paul Barker. On Maundy Thursday we were able to include foot washing, stripping of the altar and a watch. On Good Friday morning we introduced a successful family event of activities, worship and refreshments – we hope this will become an annual event. On Easter Sunday we had a very joyful dawn service, and the 10am communion was once again followed by the children's Easter egg hunt.

At Christmas there were no restrictions, although black ice kept a good number from our carol service and reminded us of the importance of the live-stream. For the first time in years, the carol service choir included 4 young trebles, which was a real joy for the rest of the singers. The 3pm crib service was back in church and packed out with small children and their families. Having been forced outside in 2021, we decided the 5pm candle lit carols round the outdoor crib was worth repeating. It was very well attended and provides a community Christmas service for those who have perhaps outgrown our woolly crib. This year the outdoor crib had additional characters and was painted. It came out of COVID, but has become popular fixture in Adel.

This year we put together our Patronal Festival and the Queen's Platinum Jubilee celebrations. We enjoyed another successful fair in the church grounds, a 'Right Royal picnic', filled a time capsule, and held a Songs of Praise service in the sunshine. There was an interesting exhibition of royal memorabilia in church.

Outside of church it has been another difficult year, with the war in Ukraine, the death of our Queen and the rising cost of living. We have tried to be a resource for the community through all of this. We opened the church for prayers at the outbreak of war. After the death of Her Majesty we had a book of condolence available for a week, and held a service in thanks for her life. We continue to support Leeds North and West foodbank.

We continue to enjoy close links with our church school. The Rector or another member of church leads Collective Worship in school weekly. It was a joy to welcome the whole school to church for Easter, the Patronal Festival and Advent. The school choir has been restarted and they joined us for our Harvest Festival service, singing for us during communion and as we left church. We hope this will become a regular event.

Paul Barker has continued his studies on the Licensed Lay Leader course. It has been wonderful to see him grow into the role, leading worship in a variety of settings and preaching. We look forward to his increased role in the parish once the essay writing is over!

During 2022, Karen Bayliss took on the role of coordinating our work with families. Her first event was a Harvest activities morning which saw the Stables packed out with families and children, many of whom we had not seen before. Karen also shared the leading of the school Advent worship in church, and an Advent assembly in Adel Primary school.

Learning about our faith is an important part of church life. Outside of services, there were again opportunities to join a Lent discussion group, this year based on the Archbishop's Lent book, 'Embracing Justice'. Two groups met to share our thoughts, one on 'Zoom' and one in person. In Advent we tried something different with a Quiet Day. Numbers attending were not large - but those who came to all or part of the day found it valuable. This is something we may try again in 2023.

Many events that had been affected by COVID-19 were able to go ahead in 2022 without restrictions. The 'Beating the Bounds' walk was completed and followed by a shared tea in the Old Stables. We had a Harvest Lunch and the popular coffee mornings restarted.

Our Social Committee continue to provide a variety of interesting events to bring us together, including concerts,

2021 saw the return of a very popular event that had been missing from 2020, the Boundary walk. This is a very popular event and was well supported. This is where we meet at the Old Stables and spend the day walking the boundary of the parish, with appropriate refreshment breaks factored in. The walk is open to all and it is taken at a pace that is comfortable for everybody.

Our Social committee have been one of our greatest assets during the pandemic and have worked tirelessly to try to raise spirits and keep our community engaged. 2021 allowed for some in-person events, while still using remote, online technology for some events. Many people from the area joined in the fun, and were able to make the most of: Bingo nights, quizzes, coffee mornings (both remote and in-person), a race night, guided painting with our Churchwarden Lucy, the much-missed Harvest Lunch made a return, we enjoyed a concert with Concentio - a national choral Group in October and we were able to re-introduce our Bonfire and fireworks night in November, which, as usual, was a real community affair.

The Old Stables

This listed building provides an excellent resource to support our Church's outreach into the community. In times without social restrictions, the main room is used every Sunday - during the 10am Service for our Junior Church and after it to provide refreshments and the opportunity for fellowship for the whole congregation. And both downstairs rooms are regularly used throughout the week by up to a dozen different community groups, ranging from a parents and toddlers group to activities for older people.

The PCC and some of its committees also meet in The Old Stables. It has a fully equipped kitchen and, in normal times, our Social Committee arranges and runs a series of events throughout the year, some associated with the church's Festivals and others, such as regular coffee mornings on Saturdays, talks, quiz nights etc., which are aimed at - and attract - people from the wider community. These events always include refreshment, which acts as a lubricant both for fellowship and for outreach.

We ensure that hirers of The Old Stables have adequate public liability insurance, so that the PCC would not itself be liable if there were a claim against the church.

2021 was certainly a better year than 2020. For the first four months the Stables was closed but things started to pick up in May. Some classes never came back, but new classes started, so our income slowly built up as the year progressed. Parties helped increase the income, and although we were under Covid restrictions all year, people willingly cooperated.

Safeguarding

Safeguarding is everyone's business. We are all conscious of our responsibility in the safeguarding of children and vulnerable adults. Safeguarding meetings are held biannually with the Rector, the parish Safeguarding Officer and the Child Advocate.

All appropriate DBS checks have been carried out for those involved in the provision of services to young children. In addition, Confidential Declaration Forms are completed annually. All those involved are actively encouraged to undertake Safeguarding training, a process which is ongoing.

The Diocese continue to use the booklet "Promoting a Safer Church" setting out the Safeguarding Policy Statement of the Church of England. This is an abridged version of their more detailed document. This is now displayed next to the Church's Safeguarding policy for all to read.

There have been no Safeguarding incidents to report during the year.

We are conscious of our responsibility in safeguarding children and vulnerable adults, and those involved have attended Diocesan trainings and adhere to our Safeguarding Policy

STRUCTURE, GOVERNANCE AND MANAGEMENT

The Parochial Church Council (PCC) of the ecclesiastical Parish of St. John the Baptist, Adel is a Registered Charity which administers the activities of our Church in the Parish. So its policies and procedures are controlled not only by Church law - in particular the *Church Representation Rules 2011*, the *Churchwarden's Measure 2001*, and the *Parochial Church Council (Powers) Measure 1956 (as amended)* - but also by the criminal and civil law of England and Wales and in particular the *Charities Act 2006*.

The policies and procedures of the PCC are formalised in our Governing Document (last updated in January 2015) which, in accordance with the legislation listed above, defines the mission, structure and organisation of the PCC. It commits the PCC to providing a safe environment for all church members and visitors to our premises by implementing all relevant Health and Safety legislation and by adopting and implementing Diocesan and national Church policies and guidelines for the safeguarding of children and vulnerable adults. The Governing Document includes annexes which lay down the rules for the conduct of the Annual Parochial Church Meeting and PCC meetings and gives details of the purpose and procedures of the permanent committees of the PCC.

The PCC has a Standing Committee and 6 other permanent committees:

- Worship Committee
- Mission and Outreach Committee
- Fabric Committee
- Finance Committee
- Social Committee
- Health and Safety Committee

The Governing Document defines the purpose of all 7 committees, their membership, the minimum number of meetings they should hold and the arrangements for reporting back to the PCC. Most of the committees also have oversight of Teams, under the leadership of a coordinator, to carry out particular functions - e.g. Eucharistic ministers; Junior Church leaders; churchyard conservation.

ADMINISTRATIVE INFORMATION

The Parish Church of St. John the Baptist is situated at the junction of Church Lane and Back Church Lane in Adel, north Leeds. The Parochial Church Council is a Registered Charity no: 1133876; during 2021, its members (i.e., trustees) were:

Rev'd Alison Battye		<i>Chairperson and Rector</i>
Lucy Best-Shaw)	<i>Churchwardens</i>
Alison Howarth)	
Bruce Buchan)	
Mark Seaward)	<i>Deanery Synod Representatives</i>
Lesley Walton		Marjorie Cole
	Allan Dawson	Bob
Holloway	Jenny Jones	
Sarah Johnson		Andy Neal
	Margaret Perkin	Marissa Clayton
	Tina Gledhill	Mary Larner

Susan Smith
Loveday Loveridge

Carole Smithies
Paul Barker

Andy Neal,
PCC Secretary
468 Otley Road, Adel, Leeds, LS16 8AE

Adel PCC Unrestricted Funds, Receipts and Payments. Year ending December 2022

	2022	2021
RECEIPTS		
<i>Regular Giving</i>		
Planned Giving under Gift Aid	50913	56665
Planned Giving not under Gift Aid	3720	3591
Collections (Open Plate) and other giving	10631	9576
Income Tax recovered on Unrestricted Receipts	15979	14626
Total	81243	84458
<i>Other Voluntary Receipts</i>		
Unrestricted Donations	5414	10172
Sundry Receipts	2877	0
Insurance Received	0	0
Total	8291	10172
<i>Receipts from activities for generating funds</i>		
Parish Magazine (Adel Bells) Sales and Adverts	3735	3019
Bookstall	242	312
Fundraising Activities by Social Committee	3119	3905
100 Club Draw	4965	3980
Church Hall (The Old Stables) Lettings	8121	5470
Total	20182	16686
<i>Receipts from Church Activities</i>		
Fees Payable to PCC from weddings and Funerals	10,000	10500
<i>Receipts from Investments</i>		
Interest and Dividends on Unrestricted Funds	567	24
TOTAL UNRESTRICTED RECEIPTS	120283	121840
PAYMENTS		
Diocesan Parish Share	96403	94000
Clergy Expenses	909	882
Missionary and Charitable Giving	3300	2400
Junior Church and Youth Work	350	264
Local Mission and Outreach	1891	1340
Provision of Services	482	339
Provision of Music	3454	2101
Church Running Expenses	4722	1614
Church Minor Maintenance	1019	226
Churchyard Upkeep, including paths and walls	3739	2598
Expenditure on Parish Magazine (Adel Bells)	3952	3690
Expenditure on Bookstall	0	0
Church Hall (The Old Stables) Running Costs (including Insurance)	6543	3937
Church Hall (The Old Stables) routine maintenance	1267	471
Administration	125	239
Fund Raising Expenses	134	14
100 Club Draw Prizes	1489	1663
Church Insurance	2477	2244
Sundry Expenses	216	1887
TOTAL UNRESTRICTED PAYMENTS	132472	120044
Excess of payments over receipts	12189	1796

	2022	2021
RECEIPTS		
Legacies	0	5000
Interest and Dividends on Restricted Funds	377	25
TOTAL RESTRICTED RECEIPTS	377	5025
PAYMENTS		
Beech Tree Survey	690	0
Installation of streaming in church	0	5567
Reboarding garage repairs	3060	0
Investigation and drainage work	0	1140
Rebuilding of wall and balance of Q5 work	13292	10283
TOTAL RESTRICTED PAYMENTS	17042	16990

	2022	2021
CURRENT ASSETS		
Cash in Current and Reserve Accounts at Nat West Bank	12584	18456
Cash with Church Hall (The Old Stables) Manager	0	60
At Central Board of Finance Deposit Account (General)	43292	42730
At Central Board of Finance Deposit Account (Fabric)	8295	13144
At Central Board of Finance Deposit Account (Legacy)	9458	21276
TOTAL CURRENT ASSETS	73629	95666

FIXED ASSETS AND INVESTMENTS		
Church Hall (The Old Stables) -- (See Notes)	120107	120107
Investment Assets -- (See Notes)	141230	155600
TOTAL FIXED ASSETS AND INVESTMENTS	261337	275707

Adel Parochial Church Council.

Notes to the Financial Statements for the Year ending 31st December 2022

Tangible Fixed Assets.

The Adel Parochial Church Council (PCC) has the freehold land and buildings of the former stables, a Grade II listed building, which is used as a Parish Hall, and is known as The Old Stables. The Old Stables were last revalued for accounting purposes in 1992, when the value was then increased, following building work, to £120,107. The Adel PCC does not intend to apply any depreciation or appreciation to the figure this year, so the nominal gross book value of The Old Stables remains at £120,107. However for insurance purposes the Old Stables is insured for a figure of £1,067,509 including buildings, furniture, fittings and lost rent.

Investments

Adel PCC holds 2664.31 shares in the Central Board of Finance of the Church of England Investment Accumulation Fund. Adel PCC receives no income from the fund as all profits are reinvested, and the value of the holding is reflected in the share price. As at 01/01/2022 the Adel PCC holding in the Fund was valued at £155,600 and at 31/12/2022 was valued at £141,230 a decrease of £14,370. The Fund represents the proceeds of the sale of the former Assistant Curate's House, and the Fund's use is Restricted.

Analysis of Assets by Fund.

All current and fixed assets of Adel PCC are held in either Unrestricted, Designated or Restricted Funds. Adel PCC does not administer any Endowment Funds.

Liabilities and Debtors.

Adel PCC does not have any liabilities or debtors.

Staff Costs.

Adel PCC does not have any employees. The Rector and other stipendiary clergy are employees of the Leeds Diocesan Board of Finance. However they are reimbursed their parochial expenses in accordance with Diocesan guidelines. The Organists and Vergers charge fees in accordance with published guidelines, and are treated as self-employed. The Churchwardens, the PCC Secretary, the PCC Treasurer, the Parish Hall (The Old Stables) Manager, and the Parish Magazine (Adel Bells) editors and distributors are reimbursed their routine postage, secretarial and telephone expenses necessarily incurred in the performance of their duties. Apart from the above, no member of the Adel PCC received any reimbursement of expenses or remuneration.

Report of serious financial incidents.

Adel PCC are pleased to report that they not aware of any Serious Incidents affecting the Adel PCC's finances which should have been brought to the attention of the Charity Commission.

Accounts approved by the Adel Parochial Church Council at its meeting on 16th March 2023

and signed on its behalf by:-

Rector.

PCC Treasurer.

Independent Examiner's Report to the Adel Parochial Church Council, Leeds.

I report on the accounts for the year ending 31st December 2022 which are set out in the preceding pages.

Respective responsibilities of the Adel Parochial Church Council and the Independent Examiner.

The Adel Parochial Church Council consider that an audit is not required for this year under section 144(2) of the Charities Act 2011 (the 2011 Act), and that an Independent Examination is needed.

It is my responsibility to:

1. Examine the accounts under section 145 of the 2011 Act;
2. Follow the procedures laid down in the General Directions given by the Charity Commissioners under section 145(5)(b) of the 2011 Act; and
3. 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 these records. It also includes consideration of any unusual items or disclosures in the accounts, and seeking explanations from the Adel Parochial Church Council concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in a full audit, and consequently I do not express an audit opinion on the accounts.

Independent Examiner's Statement.

In connection with my examination, no matters have come to my attention:

1. Which give me reasonable cause to believe that in any material respect the requirements to keep accounting records in accordance with section 130 of the 2011 Act; or to prepare accounts which accord with these accounting records 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.

J.E.Hobson



Hon. Independent Examiner.

March 2023

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Basis of Independent Examiner's Statement.

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March 2023