

**PARISH CHURCH OF ST. JOHN THE BAPTIST, ADEL, LEEDS**  
**ANNUAL REPORT OF THE PAROCHIAL CHURCH COUNCIL, 2023**

**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 12<sup>th</sup> 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 2023 - 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:

***Adel Parish Church: part of Christ's family, welcoming everyone, sharing God's love and being a voice of hope.***

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**

Our main services, and some select services such as funerals, continue to be live-streamed each week and this has made a massive difference 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 most of our services built in numbers compared to 2022. It is good to see our young people growing in faith and confidence, in large part due to our dedicated Junior church team. Our Ace group for older children has proved to be very popular and we have a good number of children at each session. Once a month, they are joined by parents for a short Eucharist. For our youngest members we also have JJs; their leaders report: JJs is the monthly group for our very youngest church members and their parent or grandparent. There are five of us who regularly help. We meet in the Stables on Friday afternoons and enjoy rhymes, a story, a prayer, craft and refreshments. We focus on different themes each month, including special times in the church year such as Harvest and Christmas. We like to provide a warm welcoming space to meet together

in a Christian environment. We frequently welcome new families to our group. Families sometimes join us after contacting church for Baptism, and the children later move on when they are four to join school, having made friends already at JJs and Junior Church.

For our younger children, we have our Junior Church section. Their leader's report: We continue to work hard to provide worship opportunities for families and their children. 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 2023 and are always on the lookout for more leaders to join our team of ten. In September 2023, 77 registration forms were handed in and the average attendance was 15 children per Sunday – approximately 7 in each of the two age groups (preschool and Key Stage 1). Junior church runs alongside the 10am service and three leaders are needed per Sunday. Junior Church runs for 3 Sundays in the month in term time with the third Sunday being an All-Age service in church. The children start in church and go out to the Stables Hall during the first hymn. They come back in time for communion after which they present their work to the church. Parents come down to Junior Church with their younger children but older children attend on their own. Sometimes Key Stage 2 children come and help.

Within the last 12 months Karen Baylis, alongside other Junior Church leaders, has also organised family crafts and worship events at Patronal Festival, Harvest and on Good Friday. These have been well received and are open to all children of the parish not just those registered with Junior Church. 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.

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. Our Home Communion team continue to visit members of our parish in the community. 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 or lay minister Paul also takes a monthly communion service in the care home Adel Manor.

Learning about our faith is an important part of church life. Outside of services, there were again opportunities to join a Lent discussion group. In Advent we again held a Quiet Day. Those who came to all or part of the day found it valuable.

Holy Week was a very special time with a different service each evening: Monday eucharist, Tuesday Compline, Wednesday 'Seven Last Words'. On Maundy Thursday the service included foot washing, stripping of the altar and a watch. On Good Friday morning we again had a successful family event of activities, worship and refreshments. 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.

The 2023 Beating the Bounds Walk took place in May, on the Saturday of Rogation weekend. This is a very popular event and was well supported. 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. Then on our return to the Stables we enjoy a wonderful tea provided by members of our church.

At Christmas we enjoyed some very notable services. The 3pm crib service was in church and packed out with small children and their families. We planned to continue our new tradition of holding the 5pm candle lit carols round the outdoor crib, however due to high winds, that service had to be brought inside, but it was very well attended and enjoyed by all. Once again, the nature of that service provides an opportunity for a Christmas service for those who have perhaps outgrown our woolly crib.

Outside of church it has been another difficult year, with the ongoing war in Ukraine, troubles in the middle east and the rising cost of living. We have tried to be a resource for the community through all of this. 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 again joined us for our Harvest Festival service and Mothering Sunday, singing for us during communion and as we left church.

Paul Barker has continued his studies on the Licensed Lay Minister 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 licensing in the later part of 2024.

In February, the PCC joined for an “away day” to discuss our mission and vision and strategies to achieve them. This was an excellent day and a very worthwhile exercise. It was felt that it was very useful to be re-grounded and focussed. The meeting generated a list of activities to undertake, which were banded into three groups; quick wins, Next steps and Important challenges. The PCC continues to work on and develop these activities.

Thanks to our dedicated band of voluntary “church sitters” we were able to open the church for visitors every Monday and Saturday afternoon in 2023.

Our Social committee continued to provide monthly events, apart from in August. 2023 saw a reintroduction of our popular Brunch and we introduced a new idea in the form of a Soup & Sandwich lunch which proved very popular. Other events included coffee mornings, a barbecue for our Patronal Festival, a Quiz Night, a talk on a Saturday afternoon by Joyce Hill which was very well-attended, a ‘Desert Island Discs’ event and our Christmas Coffee Morning with stalls and raffles was a great success. We enjoyed several concerts throughout the year which brought in people from our wider community, culminating in a very successful Christmas Concert by the Leeds Guild of Singers.

Adel Bells is a valuable asset to our community, informing readers of church and community events and helping to spread the message of God’s love for us all. In 2023 we introduced the idea of providing free copies in local establishments where people might congregate: hairdressers, York Gate, the Memorial Hall, allowing us to reach a wider spread of people. We continued to provide an electronic copy on the church website and on Facebook, thus being able to be read by people in different countries.

Leeds hosted the Rob Burrow marathon in May, the route bringing the runners along Church Lane. Due to road closures, and the marathon being such a great community event, we elected to cancel our 10am service, but placed a banner in the churchyard (made by our school holiday club), gathered to cheer runners on their way, opened the Old Stables with drinks and toilets for those watching the marathon. The feedback from the runners and their supporters was so positive about our engagement with the event, that the organisers are planning to site a formal “Cheer Station” outside of the church for the 2024 event.

### **The Old Stables**

This listed building provides an excellent resource to support our Church’s outreach into the community. 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.

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.

### **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 4 other permanent committees:

- Fabric Committee
- Finance Committee
- Social Committee
- Health and Safety Committee

The Governing Document defines the purpose of all 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 2023, its members (i.e., trustees) were:

Rev'd Alison Battye

*Chairperson and Rector*

Anne Andrews

)

*Churchwardens*

Alison Howarth

)

Bruce Buchan

)

Mark Seaward

)

*Deanery Synod Representatives*

Leanne Whinfield

)

Marjorie Cole

Bob Holloway

Jenny Jones

Sarah Johnson

Andy Neal

Marisa Clayton

Tina Gledhill

Mary Lerner

Susan Smith

Carole Smithies

Loveday Loveridge

Paul Barker

Ruth Hutton-Searle

Thang Tang

Andy Neal,

PCC Secretary

468 Otley Road, Adel, Leeds, LS16 8AE

Adel PCC Unrestricted Funds, Receipts and Payments. Year Ending 31st December 2023

	2023	2022
<b>RECEIPTS</b>		
<i><b>Regular Giving</b></i>		
Planned Giving under Gift Aid	47569	50913
Planned Giving not under Gift Aid	7744	3720
Collections (Open Plate) and other giving	10711	10631
Income Tax recovered on Unrestricted Receipts	15275	15979
<b>Total</b>	<b>81299</b>	<b>81243</b>
<i><b>Other Voluntary Receipts</b></i>		
Unrestricted Donations	9461	5414
Sundry Receipts		2877
Insurance Received	0	0
<b>Total</b>	<b>9461</b>	<b>8291</b>
<i><b>Receipts from activities for generating funds</b></i>		
Parish Magazine (Adel Bells) Sales and Adverts	3363	3735
Bookstall	254	242
Fundraising Activities by Social Committee	3756	3119
100 Club Draw	4275	4965
Church Hall (The Old Stables) Lettings	9203	8121
<b>Total</b>	<b>20851</b>	<b>20182</b>
<i><b>Receipts from Church Activities</b></i>		
Fees Payable to PCC from weddings and Funerals	14,000	10000
<i><b>Receipts from Investments</b></i>		
Interest and Dividends on Unrestricted Funds	1981	567
<b>TOTAL UNRESTRICTED RECEIPTS</b>	<b>127592</b>	<b>120283</b>
<b>PAYMENTS</b>		
Diocesan Parish Share	96403	96403
Clergy Expenses	543	909
Missionary and Charitable Giving	3550	3300
Junior Church and Youth Work	81	350
Local Mission and Outreach	1916	1891
Provision of Services	701	482
Provision of Music	3003	3454
Church Running Expenses	6610	4722
Church Minor Maintenance	2444	1019
Churchyard Upkeep, including paths and walls	4250	3739
Expenditure on Parish Magazine (Adel Bells)	2872	3952
Expenditure on Bookstall	0	0
Church Hall (The Old Stables) Running Costs (including Insurance)	7916	6543
Church Hall (The Old Stables) routine maintenance	1665	1267
Administration	387	125
Fund Raising Expenses	31	134
100 Club Draw Prizes	1945	1489
Church Insurance	2296	2477
Sundry Expenses	2034	216
<b>TOTAL UNRESTRICTED PAYMENTS</b>	<b>139647</b>	<b>132472</b>
<b>Excess of payments over receipts</b>	<b>12055</b>	<b>12189</b>



	2023	2022
<b>RECEIPTS</b>		
Legacies	10000	0
Interest and Dividends on Restricted Funds	760	377
<b>TOTAL RESTRICTED RECEIPTS</b>	<b>10760</b>	<b>377</b>
<b>PAYMENTS</b>		
Beech Tree Survey	822	690
Installation of streaming in church	0	0
Reboarding garage repairs	0	3036
Investigation and drainage work	0	0
Rebuilding of wall and balance of Q5 work	0	13292
<b>TOTAL RESTRICTED PAYMENTS</b>	<b>822</b>	<b>17018</b>

	2023	2022
<b>CURRENT ASSETS</b>		
Cash in Current and Reserve Accounts at Nat West Bank	13374	12584
Cash with Church Hall (The Old Stables) Manager	0	0
At Central Board of Finance Deposit Account (General)	44679	43292
At Central Board of Finance Deposit Account (Fabric)	8561	8259
At Central Board of Finance Deposit Account (Legacy)	8915	9458
<b>TOTAL CURRENT ASSETS</b>	<b>75529</b>	<b>73593</b>

<b>FIXED ASSETS AND INVESTMENTS</b>		
Church Hall (The Old Stables) -- (See Notes)	<b>120107</b>	<b>120107</b>
Investment Assets -- (See Notes)	<b>159096</b>	<b>141230</b>
<b>TOTAL FIXED ASSETS AND INVESTMENTS</b>	<b>279203</b>	<b>261337</b>



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Cash with Church Hall (The Old Stables) Manager	0	0
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At Central Board of Finance Deposit Account (Fabric)	8561	8259
At Central Board of Finance Deposit Account (Legacy)	8915	9458
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<b>FIXED ASSETS AND INVESTMENTS</b>		
Church Hall (The Old Stables) -- (See Notes)	120107	120107
Investment Assets -- (See Notes)	159096	141230
<b>TOTAL FIXED ASSETS AND INVESTMENTS</b>	<b>279203</b>	<b>261337</b>

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

I report on the accounts for the year ending 31<sup>st</sup> December 2023 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 2024