



## **Ossett & Gawthorpe PCC**

### **Annual Report**

Prepared under the Charities Act 1993 (as amended)

**To be presented at  
The Annual Parochial Church Meeting  
Sunday, 19th May 2024**

***Trinity*Church**  
in the Parish of Ossett & Gawthorpe

#### **Address for all correspondence**

The Secretary  
Ossett & Gawthorpe PCC  
Trinity Church  
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West Yorkshire  
WF5 9DW

#### **Bankers**

Yorkshire Bank PLC  
46 Market Place  
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#### **Independent Examiner**

**B M Howarth Ltd**  
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Metic House Wakefield  
West Yorkshire  
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**Sunday 19<sup>th</sup> May 2024**

**This meeting will take place in Trinity Church at 11.30am**

**Agenda**

**Annual Meeting of the Parishioners**

*Anyone may attend. Anyone living in the Parish on the local authority Electoral Register may also vote.*

- 1 Apologies for Absence
- 2 Minutes of the 2023 Meeting - page 3
- 3 PCC Chair thanks to the Churchwardens and those representatives leaving the PCC
- 4 Appointment of 2 x Churchwardens for 2024/2025

**Annual Parochial Church Meeting (APCM)**

*Anyone on the Church Electoral Roll may attend and vote.*

- 1 Apologies for Absence
- 2 Minutes of the 2023 Annual Parochial Church Meeting - page 4
- 3 Report on the proceedings of the PCC -Trustees Annual Report: **Separate Document**
- 4 Report on the 2023 Annual Accounts - **Duncan Smith, Treasurer & Vice Chair**
- 5 Appointment of an Auditor for the 2024 Annual accounts
- 6 Report on the Electoral Roll – **Mark Sayle**
- 7 Election of: -  
PCC members (4 places available for 3 years)
- 8 Safeguarding Report - page 7
- 9 Building and Grounds Enabling Group - page 8
- 10 Report on Health and Safety – page 9
- 11 Report on the Fabric, Goods & Ornaments of the Church – page 9
- 12 Report for Sunday Club – page 9
- 13 Report from Wider Church Enabling Group – page 10
- 14 Report on the Worship Enabling Team – Page 11
- 15 Report of the Wakefield Deanery Synod Representatives – page 11
- 16 Belfry Report - **no report**
- 17 Trinity Childcare Report – page 12
- 18 General Data Protection Regulations (GDPR) – page 14
- 19 Churchwardens Report – Page 14
- 20 PCC Chair (Resident Minister) reflections on 2023 – page 15



## ACPM Meeting

**Date: Sunday 21<sup>st</sup> May 2023 - Church**

**Attendees:** Andrew Griffin (Chair), Duncan Smith, Aldene Smith, June Milburn, Ann MacNaughton, Don MacNaughton, Seth Royston Long, Denise Clapham, Rhoda Lowe, Sandra Bligh, Mari Smith, Marian Holden, Peter Holden, Julie Thompson, Kelly Lockwood, Tyler Lockwood, Lee Lockwood, Patricia Howard, Sally Griffin, Leanne Walters, Linda Musgreave, Marion Gaskell, Mark Sayle, Julia Oldroyd, Nicky Fleming, Jean Haigh, Daniel Beaumont, Molly Beaumont.

**Minute Secretary      Victoria Hunter**

<b>Agenda Item</b>	<b>Issues discussed</b>
<b>Opening Prayer</b>	Andrew started the meeting with a prayer and reflection and welcomed everybody to the meeting.
<b>1 – Apologies for absence</b>	Steven Harvey, Joan Russell-Hogley, Tony Richardson, Tony & Anthea Shackleton, Ken Gaskell, Drew Cameron, Anne Rigg, Doreen Hughes, Andrew Hirst, Harry Wakefield, Pam Young, Mark Walters.
<b>2 – Minutes of the 2022 meeting</b>	The minutes were agreed as a true record. Proposer – Mark Sayle Seconder – Marion Gaskell
<b>3 – PCC Lay Chairs thanks to the Churchwardens and those representatives leaving the PCC</b>	Andrew thanked Aldene Smith and June Milburn for their work throughout the year. Mark Sayle is stepping back from the PCC and GDPR but will be continuing with his work on the electoral work. Andrew thanked Mark for his contributions.
<b>4 – Appointment of 2 x Churchwardens for 2023 / 2024</b>	Aldene Smith – Proposed by June Milburn Seconded by Nicky Fleming  June Milburn – Proposed by Duncan Smith Seconded by Mari Smith  Aldene and June were both thanked for continuing in their role.

<b>Annual Parochial Church Meeting</b>	
<b>1 - Apologies for Absence</b>	Steven Harvey, Joan Russell-Hogley, Tony Richardson, Tony & Anthea Shackleton, Ken Gaskell, Drew Cameron, Anne Rigg, Doreen Hughes, Andrew Hirst, Harry Wakefield, Pam Young, Mark Walters.
<b>2 – Minutes of the 2022 Annual Parochial Church meeting</b>	The minutes were agreed as a true record. Proposer – Mark Sayle Secunder – Marian Gaskell
<b>3 – Report on the proceedings of the PCC – Trustees Annual Report</b>	The minutes were agreed as a true record. Proposer – Linda Musgreave Secunder – Sandra Bligh.
<b>4 – Report on the Electoral roll</b>	This was done verbally by Mark Sayle. The new revised total is 92. 68 of these reside in the Parish. 24 are outside of the Parish. Andrew thanked Mark for all of his hard work in this area.
<b>5 – Election of PCC members</b>	Ken Gaskell has been elected for another three years. Linda Musgreave remains as Ex Officio on the PCC. There are two places currently available.  The Deanery Synod representatives include Nicky Fleming, Julia Oldroyd, Aldene Smith and Duncan Smith.
<b>6 – Safeguarding Report</b>	Alison Carson had submitted a comprehensive safeguarding report. Alison has decided to step down from the safeguarding role, but Leanne Walters has kindly agreed to take on the role. Andrew explained that there is a traffic light system to follow which helps to identify gaps. Andrew explained that safeguarding is everyone's responsibility, and everyone needs to look out for each other. Andrew thanked Alison for all her hard work in this area.
<b>7 – Administration &amp; Communication Enabling Group</b>	No report was submitted. The monthly newsletter, noticeboard and a Church Near You helps to keep everyone up to date with what is going on.
<b>8 – Buildings &amp; Grounds Enabling Group</b>	A coordinator is still needed to plan the diary for when things need doing around church and the centre. If anyone is interested in the role then please see Duncan, Andrew, or Victoria.
<b>9 – Health &amp; Safety</b>	Peter Holden submitted a report on Health & safety issues. Any issues raised throughout the year were resolved.
<b>10 – Report on the fabric, Goods &amp;</b>	No changes since 2015

<b>Ornaments of the Church</b>	
<b>11 – Report for the Sunday Club</b>	Ken Gaskell acknowledged that there is a whole team of people who help with the children's work.
<b>12 – Report from the Wider church Enabling group.</b>	Sandra Bligh submitted a detailed report about the work that has gone on over the past year. More members would be welcomed to help with the coffee mornings, shoe box appeal and counting money. There has been some great work done with donations that have been received for Christian Aid.
<b>13 – Report of the Wakefield Deanery Synod Representatives.</b>	Duncan Smith had submitted a report on behalf of the representatives. Andrew thanked everyone who was involved.
<b>14 – Belfry Report</b>	No report available.
<b>15 – Trinity Childcare Report</b>	Nicky Fleming had submitted a report detailing work that has gone on over the past year. Nicky explained that everyone works hard, and they are an amazing team of people. Staff have worked in some stressful/challenging times, but they all work well together. Sophie Lewis has taken on the manager role, and she is learning as she goes along. The committee members were thanked for their work and Andrew explained how childcare helps to keep the church functioning. Everyone needs to keep them in their prayers and the work that they do needs to be celebrated. A huge thanks was given to Nicky and Victoria.
<b>16 – General Data Protection Regulations (GDPR)</b>	Mark Sayle had submitted a report detailing our responsibilities with links to various websites that can provide more information.
<b>17 – Report on the 2022 Annual Accounts</b>	Duncan Smith gave detailed information regarding the 2022 accounts.  2022 has still seen us be affected by the COVID pandemic but we are slowly emerging to see our usual patterns. There has been an increase to most financial channels including planned giving, fees and charges and the childcare business. Duncan explained that childcare and hire of the centre remain an important factor for church.  £55,000.00 was request by the Diocese for our Parish Share. We paid and committed to £36,000.00. We can aspire to meet the full request of £55,000.00 but this year we are on track to meet £40,000.00. An increase of £4,000.00. Parish Share contributions help to sustain a full-time priest and the mission of our church.  The current reserves policy is three to six months, and this helps in building maintenance and ongoing work to the centre. The Quinquennial report identified issues that heeded to be addressed. All emergency repairs were addressed but there are other ongoing issues that will need

	<p>to be sorted.</p> <p>The church development fund in the restricted fund account helps to meet some of the maintenance costs.</p> <p>Other funds that are restricted include a legacy, a COVID sustainability grant that is strategically used and the HAF programme which supports our holiday club in offering provision to children who are entitled to free school meals.</p> <p>Approved – Peter Holden Seconded – Sandra Bligh</p> <p>The accounts will be uploaded onto the Charity Commission Website and the Diocese.</p> <p>Thanks were given to Duncan and Victoria.</p>
<b>18 – Appointment of an Auditor for the 2023 annual accounts</b>	<p>Duncan explained that John Hardy, our accountant of many years is retiring at the end of July so a company will need to be appointed that can do charity accounts. John Hardy suggested giving the new firm a chance who are based in Normanton.</p> <p>Proposed – Duncan Smith Seconded – June Milburn</p> <p>Andrew thanked Duncan for all his work and support.</p>
<b>19 – PCC Chair (Vicars) reflections in 2022</b>	<p>Andrew explained that eighteen months ago he seemed to be faced with an incredible challenge, but he has seen the church continue to strengthen and there has been such great commitment from lots of people in lots of different ways.</p> <p>In order to keep moving forwards, church finances need to strengthen in order to keep growing. 2022 has seen the new noticeboard and the peregrine box being installed.</p> <p>This year Andrew would like to concentrate on a new welcome desk and audio/visual sound system for church. One major issue is the office that Victoria works in and money needs investing in replacing the existing portacabin. Peter Holden is currently working on this.</p> <p>Andrew explained that there is so many people to thank for their work and the biggest thank you goes to the congregation for their love and their shared love of God. Please keep shouting out and giving feedback as this really helps.</p> <p>Aldene thank Andrew for all of his hard work and for him being himself. Linda and Andrew continue to go into Holy Trinity School and there are lots of new doors opening, including church growth. The work at Gawthorpe School is not as easy.</p> <p>Andrew closed his reflections by thanking God.</p>
<b>20 – Any other comments</b>	N/A
	<p>Meeting concluded at 12.30pm</p> <p>Andrew closed the meeting with a prayer.</p>

## **SAFEGUARDING REPORT FOR APCM**

Sunday, 19th May 2024

Safeguarding is everyone's business, and it should remain vital that it is everyone's collective responsibility at Trinity Church.

**Safer Recruitment** - We continue to carry out the required safeguarding checks on everyone who leads or helps with activities for children and young people, and also on all PCC members. Victoria has taken on the role to manage the DBS checks needed, and manage the schedule for any coming up for renewal as Church of England guidance is now that DBS checks are renewed every three years, instead of every five.

**Policies** – Our Safer Church & Safeguarding Policy was reviewed and approved by the PCC in July 2023. Safeguarding signposting information is readily available so that anyone can find out how to raise a concern or make a disclosure if the need arises. This includes the siting of safeguarding information noticeboards inside the main church building, the church centre and in the bell tower. These details are routinely checked and any appropriate updates to policies and procedures incorporated. A safeguarding notice is sited in the Trinity Church News bulletin and there is a safeguarding section included on the National Church website 'A Church near You' Trinity web page. Additionally, an electronic copy of our Parish Safeguarding Policy (adopted by the PCC) can also be found there.

**Training** - We have made some progress with safeguarding training this year, though we still have some way to go to meet the national guidance. All those who lead or help with activities for children and all PCC members need to complete online training in Basic Awareness and Foundations of Safeguarding and in The Nature of Domestic Abuse. As Parish safeguarding officer, I still have training to attend however, as yet the dates that have come up have not allowed for myself to attend, so this will be priority for coming term.

**The Safeguarding Dashboard** -The Church of England has an online tool, which helps parishes to keep track of safeguarding by listing everything that we should be doing and how often we should be doing it, with links to more detailed explanations and guidance. The Dashboard also generates a PCC Safeguarding Action Plan which highlights what our next steps are as a parish to improve our safeguarding practice. Our latest Safeguarding Action Plan was shared and approved by the PCC in April'24, currently we are at level 2 with 68% progress made, working towards level 3.

Finally.... I am very grateful for all the support and co-operation received with safeguarding. I am willing to continue as Parish Safeguarding Representative for another year if that is the wish of the PCC.

Leanne Walters,

Parish Safeguarding Officer

Trinity Church - Ossett & Gawthorpe

[safeguardofficetrinitychurch@gmail.com](mailto:safeguardofficetrinitychurch@gmail.com)

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## **Building and Grounds Enabling Group – APCM Report for 2023**

Tony Richardson kindly took on the role of Buildings and Grounds in September and the following work has been completed throughout the year.

### **CENTRE and OFFICE:**

Relocation of the church office - discussions have started on relocating the Church office into the Centre. It is hoped that this can be completed throughout 2024 with a coordinator to oversee the work.

General cleaning and maintenance - Wakefield Council are responsible for carrying out the grass-cutting, weed-killing and the trimming of trees as necessary. They also monitor the stability of the gravestones carrying out repairs as necessary.

Volunteers from Church have helped to clean the drains; sweep up the Centre car park; cut down hedges, cleaned the Centre gutters and planted flowers at the side of the office. A special mention needs to be noted for Mark Sayle.

General Servicing – The boiler, fire extinguishers and fire alarm have all been serviced. The fire alarm service did show that the battery in the fire alarm needs to be replaced as well as all of the smoke detectors.

### **CHURCH:**

Heating: The system had its yearly service in July and is working satisfactorily, it is set for services and events during the winter months by the Churchwarden and Treasurer.

General servicing: The organ, clock and fire extinguishers have all been serviced.

Church clock - The Church clock will need to be repaired after it was discovered that work is needed to the dials.

Cleaning rota: A new cleaning rota has ensured that the church is cleaned on a regular basis.

VAT reclaim – Victoria Hunter processed the VAT reclaim in November and this is completed yearly,

**T. Richardson & V. Hunter**

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## **HEALTH AND SAFETY REPORT**

Although there were a small number of minor incidents, all of which were dealt with, there were no major incidents or reportable accidents. Hydro fire recommended the renewal of the smoke alarms and fire alarm batteries due to age in the centre. These were checked and found to be in working order. It has now been scheduled for the work to be carried out in 2024. It was agreed that a risk assessment for legionnaires disease should be carried out, Chris Wright was asked to provide a quote, with the intention for this to be completed in 2024.

Peter Holden



Health and Safety Officer  
Trinity Church, Ossett and Gawthorpe

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### **Report on the Fabric, Goods & Ornaments of the Church**

Inventory from 2015 in safe has not changed, all ornaments and fixtures still remain and are in good condition. This year we intent to fully update the inventory with up-to-date photographs

Rev. A Griffin

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### **Sunday Club report for the APCM.**

The current team members are Ken Gaskell, Nick and Colette Hammill and Ruth and Drew Cameron. Any combination of the team can lead the work when other team members are away or in the service in church.

We don't meet on the first Sunday in the month.

The aim of the Sunday Club is to make provision for the families who attend church on Sunday. Therefore, the attendance depends entirely on which families attend the morning service. The typical age group is between babies and 6 years of age, but we are also joined by older children from time to time. When Elsie and Billy Walters are with us, both of whom are in the senior school age group, they make a valuable contribution to the work.

We have a minimum of two team members present at Sunday Club, then we are also joined by parents, which is helpful with this young age group.

The group uses songs, stories, quizzes, games, craft, stories and videos. Songs and presentations are presented by using a projector and screen when required. The style is fun, informal, interactive and family friendly.

Sometimes, if we are short of team members, the Sunday Club members may meet at the children's table at the back of church.

**Ken Gaskell – Sunday Club Team Leader**

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### **REPORT FROM WIDER CHURCH E-GROUP 2023**

Sadly one of our long standing members Marian Holden died at the end of the year. She had been a very enthusiastic and efficient member. During the summer we welcomed June Milburn to join us. Our first event was the fairtrade coffee morning held on Saturday February 18th. This was held in the church and was well supported, It was the last time that Colin and Sandra Ride would be able to bring a stall of fairly traded goods. Their supplier Traidcraft have ceased trading. £143.95 was raised from the stall and £126.60 from refreshments. This money was sent to Transforming Trade which was originally part of Traidcraft but now an independent organization whose mission is to transform trade so that all may benefit. Note that fairtrade fortnight has been moved to the autumn, our coffee morning will be on October 1st. 2024. On February 20th we welcomed Azaria Spencer to

Ossett to tell us about the work she does in Guatemala working for the Church Mission Society and the church supports her. We had previously met her by zoom. Her role was changing and she is partly working with professionals who are mentoring children in need. It was a very enjoyable evening. She had recently become engaged and in November she and David were married in Guatemala and will work together. People have donated generously to our Christian Aid emergency church fund, showing that a small amount each week can soon add up. This year we donated £150 to the East Africa hunger appeal, £247 to Syria/Turkey earthquake appeal and in the autumn £400 to the Middle East Crisis. On July 1st we held our annual Children's Society coffee morning where holders of collecting boxes can return them, The coffee morning raised £149.57 and the boxes raised £445.35 for the work of the charity. We decided to work again with Teams4u for our shoeboxes and set up collecting sessions in late October which were better supported than last year. The church had 44 boxes to collect but there were also a number completed on line. We once again had a Cards for the Congregation board in church and £100 was sent to the charity Shelter to help families in poor housing. If anyone would like to join us then please have a word.

**Sandra Bligh,**  
**Wider Church Enabling Group Co-ordinator**

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### **Worship Enabling Group**

'Enabling a deeper relationship with God through varied opportunities of transformational worship'

The purpose of the Worship Enabling Group is to seek to improve our worship by enhancing our worship space and exploring diverse ways in which our worship of God can be enriched and experienced. The role of the Group is to enable others to develop their individual gifts and ministries through worship and for our worship to be inclusive to all.

We want to give massive thank you to Revd. Andrew Griffin, Revd. Marion Gaskill, Ken Gaskill and our Readers Duncan Smith & Linda Musgreave. For all their hard work and support during this last year.

Worship has continued to grow over the last year. Spaces have been allowed to be taken where God has come and bless us all richly.

We thank Daniel Beaumont who continues to work hard with the music at Trinity. The Worship Leadership team (myself, Daniel & Julia Oldroyd) continue to choose music for most Sunday Morning Services.

A wide range of services have happened this year. Our traditional May Queens service where the new May Queen & retiring May Queen only with their Maids of Honour come and celebrate the tradition of the Maypole. Palm Sunday, Holy Week & Easter Sunday was a wonderful time sharing together the journey. We re introduced a Service of Healing and Wholeness which was a blessing for so many.

Christmas was a wonderful time the Memorial Carol Service, our own Carol Service based on the 9 Lessons & Carols, Christingle was a massive success when the church was packed with all ages wanting to come and celebrate the birth of our Lord Jesus Christ & following on from that Midnight Service.

**Nicky Fleming**  
**Worship Enabling Group Coordinator**

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### **Report of the Wakefield Deanery Synod Representatives**

#### **21st February 2023 at Wakefield Cathedral**

Rev. Jude Smith shared about the Barnabas Project - Jude read from Acts 11 and spoke about the example of Barnabas coming alongside churches and leaders in support. She then outlined the Barnabas Project:

Followed by Q&A time

#### **Tuesday 27th June 2023 at Wakefield Cathedral**

Elections were held regarding representation of the Deanery Synod

Election of Lay Chair - David Greenwood-Haigh chaired this part of the meeting. John Hanson stood for this role unopposed and was duly elected. David Greenwood-Haigh thanked John for his service to synod in the past and his willingness to continue in the role. John Hanson then took over the chair.

Election of Deanery synod Standing Committee – John explained that this committee met twice a year and asked for nominations from the house of laity. David Greenwood – Haigh and Margaret Taylor were elected leaving 2 vacant positions – any further nominations will be accepted after the meeting or at subsequent meetings.

Rev David Gerrard chaired the elections of clergy to the standing committee – Rev. Hannah Hobday had expressed her willingness to stand and was duly elected in her absence – leaving 3 vacancies. any further nominations will be accepted after the meeting or at subsequent meetings.

#### **Wednesday November 8<sup>th</sup> at St Helen's Church Sandal**

Rev David Gerrard welcomed everyone to the meeting especially our speakers Nick and Vivien Drayton from Christians Against Poverty (CAP) – and thanked the people of St Helen's for their warm welcome and refreshments.

Nick and Vivien Drayton from Christians Against Poverty (CAP)

St Helen's runs a CAP debt centre.

CAP is a charity supported by churches who understands that poverty is a serious issue – and aims to relieve people from across the UK from poverty.

**Duncan Smith, Nicky Fleming, Aldene Smith**  
**Deanery Synod Representatives**

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#### **Belfry Report**

No report

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## **Trinity Childcare Report**

Trinity Childcare (Alpha & Omega) is our before and after school provision servicing Holy Trinity School & Holiday Club providing a fun & safe place for Junior & Infant school children to attend during the school holidays. We have children attend from all over the area as they come to make new friend and catch up with current ones. We have been running these services to help working families. Over the last couple of years, we have also received funding from HAF (Happy Health Holidays) a DfE grant funding through Wakefield Council, to also provide a free enriching space for activities and healthy food, for children who receive the benefit of free school meals.

Our service continues grow and we have a healthy number of children attending each session and our small team of staff are working hard to provide a safe place for them to play, do crafts and spend time with friends before and after school. We provide breakfast in the morning and a snack in the afternoon.

We have introduced “Theme Nights” usually choosing a different country exploring & tasting the different foods that are traditional. They have craft activities and games helping them understand the place where they are exploring.

Our Holiday Club offers a wide range of actives that the children can engage with. One of the big favourites for example is building things out of large cardboard boxes and we offer themed days such as a “Science Day” , Baking & they also experienced a “petting zoo” that brought in different animals so children look at, touch or even hold!. A trip day is something the Children enjoy, going on a bus to a variety of different place could be the cinema or Thornes Park.

**Nicky Fleming - Chair of Trinity Childcare Management Group**

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## **APCM 2023 – General Data Protection Regulations (GDPR)**

### **General Data Protection Regulations (GDPR)**

Clergy and PCCs need to comply with the General Data Protection Regulation (GDPR) which came into force on May 25th 2018.

We have adopted systems recommended by the Diocese these being fine-tuned to meet our specific working practices. The systems have proved to be fit for purpose and continue to be monitored. Human error is likely to be the cause of any breach, or reason for complaint. To lessen the chance of this happening those who handle data, or are in management positions, receive local briefing notes, plus Diocesan on-line training is available at: [www.parishresources.org.uk](http://www.parishresources.org.uk)

### **GDPR Summary**

PCCs need to note the eight key rights of data subjects.  
(Data subject is the individual whose personal data is held).

1. The right to be informed
2. The right of access
3. The right to rectification
4. The right to erasure
5. The right to restrict processing
6. The right to data portability
7. The right to object
8. Rights in relation to automated decision making and profiling

GDPR requirements that personal data must be

1. Be processed lawfully, fairly and in a transparent manner.
2. Collected for specific, explicit and legitimate purposes.
3. Adequate, relevant and limited to what is necessary.
4. Accurate, up to date. Inaccurate data being erased without delay.
5. Kept in a form which permits the identification of an individual for no longer than is necessary.
6. Processed in a manner that ensures appropriate security.

Note - Further processing for archive purposes in the public interest, scientific or historical purposes or statistical purposes is permitted.

For further guidance on GDPR please refer to:

<https://www.parishresources.org.uk/wp-content/uploads/GDPR-Privacy-Notice-and-Guidance.pdf>

Rev A Griffin - Data Controller Ossett and Gawthorpe PCC

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### **Churchwarden's Reports**

Over the last twelve months we have seen an increase in the members of our congregation. We hope that they have felt a warm and friendly welcome from the congregation here at Trinity. We like to feel that we are a warm, friendly and diverse church and welcome everyone.

Over the year various events have taken place, Heritage Day which was a great success despite the weather and also the Christmas Tree Festival and the Christingle service which seems to grow each year.

As you are aware one of the clock faces stopped working and was in need of urgent repairs. The repairs have been done ensure that the face is safe and not likely to come crashing down. However, the clock it's self needs work and we are awaiting an estimate which will not be cheap.

Over the next twelve months we do have some issues to address. The cabin at the centre which is the office for the church is very unsightly and throughout this winter and with all the rain that we have had over the last few months there have been issues with rain leaking into the building. The time has now arrived for us to move the office into the centre. Nobody should be expected to work in the conditions that Vic has over these last few months. Also the roof at the centre is desperate for repairs and should be completely renewed.

#### **June Milburn – (Churchwarden)**

Since the last APCM in 2023 the church fabric, goods and ornaments are all still present and correct. I feel at Trinity Church we are an inclusive and welcoming community with opportunities for all members of the congregation to be involved in and do so if they wish. For example, reading lessons, leading intercession prayers, welcoming, serving refreshments, cleaning the church and undertaking sidespersons duties are all opportunities to be involved.

I would like to say a big thank you to Revd. Marion Gaskell for coordinating a rota to cover the above duties. Also to Peter Holden for organising a similar rota for Sidespersons duties. The above tasks are all part of encouraging us as a church family to grow and worship together.

Over the past year we have seen some growth in numbers and it is good to see that 4 people have come forward to be confirmed this year. All our church special services and events have been well attended and we have had positive feedback from those who have visited, which is down to

everyone who has been involved, whether that be in organising and delivering these services and events or attending and supporting them.

We also have a good connection with the wider community with regards to local schools, care homes and the Gawthorpe Maypole Committee for the Coal Carrying Championships and Gawthorpe Maypole Procession with many church members supporting the organising and delivery of these events.

Thank you to Revd. Andrew and his wife Sally who open up St Mary's Room in the Trinity Centre on the first Saturday in the month to provide tea, coffee and cakes along with generous donations of cakes from others and to welcome anyone from the community who would like to come and join us just for a social gathering.

We look forward this year to the installation of a new sound system and overhead projection to help enhance our worship. The church office is in the process of being relocated from the Portacabin, which was always meant to be a temporary measure, into the childcare office in Trinity Centre. The revised arrangements will be a more welcoming sight for visitors and a safer and more appropriate environment for Victoria, our Business and Finance manager to work in. The Portacabin will then be disposed of accordingly.

I have been proud and privileged to support Revd. Andrew in my role as Churchwarden, he is a dedicated priest and a person who is approachable, he is welcoming and a good listener and is someone who will work with you. He is very down to earth and that is why he is loved by so many. Continue as you are Andrew and I expect through God's grace, we will see more growth in the year to come.

**Aldene Smith (Churchwarden)**

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### **Vicar's Reflections 2023**

Dear Brothers and Sisters in Christ

Spring has come around once more, and the life of Trinity Church continues to move forward. I do feel 2023 was a bit of a roller coaster of a year with many ups and downs, positives, and not-so-positives.

Let me start by getting the not-so-positives out of the way:

During 2023 the church and buildings appeared to have been a big focus on the work we do, this of course is always inevitable with an ageing building. For myself as a minister the most important focus is always the pastoral and spiritual welfare of our community as opposed to the fabric of a building. But I do also understand we have an amazing huge church building with a good heritage that will always take time, effort, and finance to maintain, but can at times lead me on a slightly different path away from my ministry of the people. But is still an important factor of our mission.

Some of the major tasks we are working on are:

- Relocation of the church office into the center and removing the shabby blue container, which is way past it's 'fit for purpose'.
- The church center needs re-roofing, we have had quotes for this and are now looking at church grants and funding.

- The Church Clock – North face has deteriorated over the years, even though this has now been made safe, we are looking at restoration, again this is not going to be a cheap exercise or quick fix.
- I am still looking into the Audio and Visual for church and welcome desk at the back, other more important issues from above have distracted me from this, but this is still a priority to enhance worship and other events in church.
- Rhubarb Radio – Seems to have been a never-ending list of emails and correspondence. They are wanting to put an antenna on the church tower, which if this does happen, will bring funds into the church and give free publicity for any events we wish to advertise including childcare. But the details for this keep moving & changing.

These are all points we are currently working through, there are many minor works that will always come up. But can I please ask for your prayers in these areas, in particular for the funding of all projects to help Trinity church get through and fulfil all we must do to protect our amazing church building, so we can tell others about the Glory of our God.

The coming together of the benefice is still up for question. As we continue to work alongside our church family at Christ Church and keep them in our prayers. There is still a big question mark as to how we see this working. There is no hiding the fact, that both churches have a totally different culture to theology and worship. Reverend Steve and myself continue work alongside our PCC's and bishops to identify the shape of the future.

So for the positives:

- The body of the church at Trinity has increased in number. I find this extremely encouraging, it tells me that the Spirit is moving in our community. And even though we are not perfect, we are definitely doing something right.
- We now have a worship leadership team in place, and meet to freely discuss the church mission and vision whilst identifying the core values of Trinity Church. This allows us to, together plan for church seasons any upcoming events (inc. bible study, extra services etc.) and the future.
- Remembrance Sunday 2023 – alongside Ken Gaskell, and other uniform group leaders, we created a different style of Remembrance service in church, which was very well received, despite much opposition to change things. We believe we will allow the service to be accessible for future generations, and we will continue to work together with all youth group organisations in and around Ossett.
- There are a few more families now using church and The Sunday Club, which again is very encouraging.
- We had a very positive Easter & Christmas, in particular the Christmas Tree Festival, Christingle & Easter Day, where numbers have been far higher than the previous few years. Also I received many emails and had conversations from those who really enjoyed what we had to offer, these are a great platform to spread the word and strengthen the body of the church, also engaging with the community in many ways.
- Working alongside Gawthorpe Maypole Committee is always a great way to show our commitment and presence within the community. Working alongside them brings a real joy and sense of unity to the parish.
- Heritage Day – This was the first one I attended, hard work but again showed off our amazing building to many. I am always inspired by those from the church who roll their sleeves up and help with our mission in this area.
- Trinity Childcare – with the cost of living soaring and a few staff issues, they didn't have the easiest of years, but that didn't let it stop them, and came through a difficult time to show their integrity and spirit to work for what is best for the children – I have to thank Nicky & Vic for their hard work and dedication and Duncan for his work and down to earth advice as well as the management team who hold things together.

- A big thanks to Linda Musgreave for continuing to work with myself at Trinity Primary School A few doors have also opened at Gawthorpe Academy. It is a real pleasure to work in the schools, I feel we make a real difference in many ways. And we have had both schools in the church for festivals with a packed church full of energy - God is Good all the Time.
- Friends, I am going to stop there, I realise I could go on to fill a few more pages, but above are the main highlights of positives and achievements, I'm sure you can all think of many more.

I would like to thank each member of the PCC for their continued dedication and hard work, in a year where they have continued to demonstrate their commitment to God and to His church here. I would also like to thank all the smaller groups within the church, with many people making everything happen. I don't want to name anyone in particular, because I am in fear of missing someone out, those who come in and clean and tidy up, the organising and printing of services and music, opening and closing the Centre, being on the church rota on a Sunday, even doing the church rota's, assisting with the churchyard and registers ... I could go on and on. Services and events don't just happen; there is a team who do all these things. Please could I urge you all if you are able to help in any way possible in the Centre or in church, please do come forward and help where you can. Those who do make this all happen, a huge thanks, you are so appreciated in everything you do.

I would like to thank the congregation for all your love, encouragement, kind words, support and constructive feedback. This year I have purposely preached and talked about going out and telling others about the work we do and about our amazing Saviour Jesus Christ. Let us continue to show love and commitment for each other, with the love which Christ himself not only gives us, but tells us to share with everyone. It is the love of Christ that gives strength to everything we do and is shown within the community. I truly do love you all.

I also would like to thank my amazing family for all their support. Sally who keeps my feet firmly on the floor who quite often makes me see sense when things are slightly foggy. For my children Scarlett & Elliott, and my incredible granddaughter Mia-Grace, who is growing up far too fast, thank you for all your love and support of which without all of you my life would be empty, but you all give me the strength to get up and go forward.

Finally, thank you to God. In a year where He has demonstrated that He is faithful. He will never leave us or forsake us.

Whatever the future does bring we can, and will, weather whatever storm comes our way. We may still struggle to know what the future holds, but we can know and trust He who holds the future.

My love, thoughts and prayers are with you all,

God bless,  
Andrew



**The Parochial Church Council of Ossett and Gawthorpe**  
**Unaudited Financial Statements**  
**31 December 2023**

**B M Howarth Ltd**  
Chartered Accountants  
Metic House  
Wakefield  
West Yorkshire  
WF6 1QT

# **The Parochial Church Council of Ossett and Gawthorpe**

## **Financial Statements**

**Year ended 31 December 2023**

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# The Parochial Church Council of Ossett and Gawthorpe

## Trustees' Annual Report

Year ended 31 December 2023

The trustees present their report and the unaudited financial statements of the charity for the year ended 31 December 2023.

### Reference and administrative details

**Registered charity name** The Parochial Church Council of Ossett and Gawthorpe

**Charity registration number** 1134034

**Principal office** Trinity Church  
Church Street  
Ossett  
West Yorkshire  
WF5 9DW

### Ex officio Members:

**Vicar** Priest in Charge – Revd. Steven Harvey  
Associate Priest – Revd. Andrew Griffin (Resident Minister) - CHAIR

**Churchwardens** Aldene Smith  
June Milburn

**Deanery Synod  
Representatives (till 2023)** Aldene Smith (Gift Aid Officer)  
Duncan Smith (Vice Chair)  
Nicky Fleming

**Elected:** Joan Russell-Hogley *till 2025*  
Leanne Walters *till 2025 - (Safeguarding Officer)*  
Andrew Cameron *till 2025 - (Eco champion)*  
Tony Richardson *till 2025 - (Buildings & Grounds)*  
Peter Holden *till 2025 - (Health & Safety)*  
Anne Rigg *till 2024*  
Ken Gaskell *till 2023 - (Children's Work)*  
Linda Musgreave *till 2023 - (LLM – Reader)*

**PCC Secretary** Victoria Hunter

**Treasurer** Duncan Smith

**Independent examiner** Charles R Moorby

B M Howarth Ltd  
Metic House  
Wakefield  
West Yorkshire  
WF6 1QT

# **The Parochial Church Council of Ossett and Gawthorpe**

## **Trustees' Annual Report** *(continued)*

**Year ended 31 December 2023**

### **PCC Statement of purpose:**

Alongside the vicar, the purpose of the PCC is to share in servant leadership as we listen to God and share in his mission at Trinity Church, our local community of Ossett & Gawthorpe and the world. We aim to develop and grow in our love of God, our love of each other and our love and unity with the wider church.

### **Objectives and activities**

Trinity Church is '*a Christian Community living and sharing faith.*'

Trinity Church alongside Christ Church South Ossett is an enabling community of Christian disciples, which engages effectively with other Christians in Ossett and Gawthorpe. We provide a generous welcome, an opportunity to belong to and worship in an environment that is accessible, inclusive, safe and transforming. We serve the people of Ossett and Gawthorpe and share faith through many community services and events.

Our purpose and aims are delivered through our activities within the Enabling Groups:

- Ministry Team, as well as involvement with local schools including Holy Trinity Primary and Gawthorpe Community Academy.
- Trinity Babies and Trinity Tots, the Alpha & Omega Clubs.
- Trinity Sunday Club.

We continue to serve and provide positive support for families and individuals through:

- Baptisms & Thanksgiving
- Weddings
- Funerals plus several funerals outside church at the crematoriums.
- Memorial Service
- Interment of Ashes
- The annual Remembrance Service.
- Service for Gawthorpe May Day festivities.
- Community events such as Christmas Tree Festival, Heritage Day etc.

### **Structure, Governance and Management.**

The Parochial Church Council (PCC) is a charity registered with the Charities Commission. There are six formal meetings of the PCC across the year. Members of the Parochial Church Council are either ex-officio or elected at the Annual Parochial Church Meeting, in accordance with the Church Representation Rules. Decisions are taken by majority vote by members at regular meetings. The Council is served by the Standing and Finance Committee, which has power to transact the business of the Parochial Church Council between its meetings but is primarily used to formulate the agenda for meetings. Four of the Enabling Groups (Buildings & Grounds; Childcare; Children & Youth; Wider Church) enable extensive support and undertaking of a variety of actions and initiatives. These groups have delegated responsibility for which they are accountable to the Parochial Church Council. The PCC continues to develop a robust approach to Safeguarding, Leanne Walters & Revd. Andrew Griffin meet regularly and continue to work on the Traffic Light System, as introduced by Leeds Diocese and The Church of England.

Overall, it feels as though it has been a positive and productive year for Trinity. The coming together as a benefice is in a state of tension, both Trinity & Christ Church South Ossett are two very independent churches with totally different cultures. However, we continue to come together at certain services and community events. Trinity Church has again had growth in numbers and spiritually, which is very positive as we move forward. In 2023 we introduced a Ministry Leaders Team, looking at the worship and spiritual direction of Trinity Church, which has been very fruitful for the ministry and vision for the church. Can I also ask for your continued prayers for Trinity Church, Christ Church South Ossett, the Diocese of Leeds, its Bishops, and the Church of England.

# **The Parochial Church Council of Ossett and Gawthorpe**

## **Trustees' Annual Report** *(continued)*

**Year ended 31 December 2023**

### **Achievements and performance**

Post Covid, including 2023, continued to pose challenges for the wider Church of England. As the year progressed church services and events started to return to normal patterns. Trinity Church has had growth in congregation numbers and finance, which gives a good platform to move forward.

A few of our performance and achievements for 2023:

- Continuation of monthly coffee mornings, which has been very popular with both Trinity and Christ Church, this has been very well attended including people on the fringes of church life.
- Trinity continues to play a part in Gawthorpe Coal Race and the Mayday festivities, enabling the church to be very present in the local community.
- We continue to work to our Mission and Vision plan alongside our sermon series. This year we also looked at adopting Leading Your Church into Growth (LYCIG) starting off looking at our Welcome. We also continue to look at Audio & Visual, which has become more challenging than expected due to funding and time.
- Reverend Andrew & Linda Musgreave continue with a two-year Collective Worship programme at Holy Trinity Primary School and deliver this weekly. We had a very successful Christmas family service in the school, which will continue 4 times per year. School links are very strong and well supported. Reverend Andrew & Nick Hamill are both foundation governors in the school. Reverend Andrew is involved in many other projects in school as well as a Mental Health champion.
- We have seen new faces in our Sunday Club; Tots and Babies are busier than ever thanks to Ken & Marion Gaskell and Karen Pickering and their teams.
- Remembrance Sunday, had a new fresh idea, bringing together all of the uniform groups in our local area, and allowing the service to be youth focused, taking Remembrance to the next generation.
- Childcare & Holiday club is now going strong with many attending from the local community.
- Both Easter & Christmas Services were very well attended.
- 3 Bible study courses for Lent, Summer & Advent, the Christmas study in particular was very well received.
- We held a Christmas Tree Festival over 2 days which was very well attended and much appreciated by the local community. Also, local businesses got on board with the event. A huge thanks to Ken & Marion Gaskell and the Scout groups for all their planning and involvement as well as all the Trinity Members who worked so hard to make it happen.

This is just a selection of achievements and performances, there has been some good progress, and we will continue to build on what we historically had and also what we have gained.

### **Financial review**

The financial picture for 2023 saw an increase in income across most channels through increased activity, including giving and donations, fees and charges, fundraising, centre hire and childcare provision with a corresponding increase in expenditure. Total receipts on unrestricted funds were £180,418 of which £31,035 was unrestricted donations and legacies, including £5,371 from Gift Aid.

Planned Giving and Gift Aid (Note 4) was slightly up in 2023. The mainly downward trend in this area levelled off in 2023, which is encouraging and something to build upon. Our other activities, including Childcare, Church Centre Hire and Fee Income, are collectively very important to boost income, so a combination of income streams continue to be crucial in our efforts to achieve a balanced budget. Expenditure from unrestricted funds amounted to £173,378.

The PCC committed to make a £40,000 contribution towards the circa £56,000 requested to the Common Fund and this level was met, after making a contribution of £36,000 in 2022 against a request of circa £55,000.

The net result for the year was an excess of income over expenditure of £7,040 on unrestricted funds.

### **Reserves Policy**

# **The Parochial Church Council of Ossett and Gawthorpe**

## **Trustees' Annual Report** *(continued)*

### **Year ended 31 December 2023**

Due to continuing liabilities in 2023, the PCC has retained its reserves policy to reflect this position and continues to aim to maintain a balance of unrestricted cash funds of at least £40,000 (£10,000 church; £30,000 Childcare), to enable the church to meet its obligations for at least a three-month period. The unrestricted cash at the bank and in hand of £87,084 as at 31st December 2023 more than covered this. A significant proportion of the balance of £52,726 in the restricted funds (Note 17) represents the balance within the Church Development Fund (£13,206), a legacy for a new Font, if one is needed, or to maintain the heating system (£9,381) and a (£4,834) Covid Sustainability Grant and a HAF Grant (£17,724) from the Local Authority.

#### **Church Staff & Volunteers**

Revd. Steven Harvey is Priest in Charge of Trinity and Christ Church and Resident Minister at Christ Church, South Ossett. Revd. Andrew Griffin is Associate Priest at Trinity Church and Christ Church and Resident Minister of Trinity Church. Revd. Marion Gaskell continues to be an active part of the church leadership team along with her husband Ken Gaskell, a retired Church Army Captain. Ken has led an able team of leaders within the Sunday Club which supports ministry with children and families as part of Sunday Worship. Marion also has permission to officiate, Ken a local scout group leader who brings incredible gifts and skills is also authorised to lead ministry, preach, and teach.

Readers Duncan Smith and Linda Musgreave continue to serve the church in many ways, which we are most grateful for. Aldene Smith and June Milburn were again elected as Churchwardens at the 2023 APCM and have served the church faithfully as churchwardens and are supported by a very dedicated team of sides-persons - Julia Oldroyd, June Milburn, Peter Holden, Mari Smith, Pam Young, Leanne Walters & Mark Walters during 2023. Victoria Hunter, our Business and Finance Manager has taken on the voluntary role of PCC Secretary for which we are all very grateful. The PCC Standing Committee included Revd. Andrew Griffin, the churchwardens Aldene Smith and June Milburn, Victoria Hunter, PCC Secretary and PCC vice-chair and Treasurer, Duncan Smith.

Leanne Walters has taken on the role of Safeguarding Officer. Aldene Smith collates our work on Gift Aid across the church, while Victoria Hunter deals with VAT reclaims resulting from building works; Tony has now also taken a more consultative role in this respect. We are grateful to Tony Richardson as he gets to grips in overseeing the Buildings and Grounds. We are grateful to Mark Sayle for his work on the Electoral Roll for 2023 and his continued help with Buildings and Grounds. Revd. Andrew Griffin and Nick Hammill have served as Foundation Governors at Holy Trinity School - this requires integrity and skills in governance, and their contributions are recognisable and much appreciated by the Governing Body.

Victoria Hunter supports administrative work alongside some very committed Church volunteers, Victoria quite often goes up and above her remit, and her skills, work and knowledge of Trinity are most appreciated in liaising with the clergy. Victoria Hunter also supports our childcare team and also provides support as Business & Finance Manager with payroll, financial management and control for the church as a whole. We have a team of motivated childcare staff, working with our Alpha & Omega and Holiday Clubs; as they have supported Holy Trinity School across most of the year.

Anne Rigg provides invaluable support with the churchyard, voluntarily, as well as with supporting Rev Andrew with the role of verger, flowers, and changes of altar frontals in church. Karen Pickering and a team of faithful volunteers support Trinity Tots and Babies, with many volunteers. Trinity Tots and Babies continue to thrive in supporting parents with child play opportunities and is flourishing. Nicky Fleming along with Julia Oldroyd ably co-ordinates our worship team, with Daniel Beaumont, our gifted organist, continuing to provide much joy to members of the church and wider community. Other church members, led by Sandra Bligh, have promoted charities including Team4U, Christian Aid, the Leprosy Mission and held a very successful coffee morning for Fair Trade through fundraising and raising funds for many charities and organisations and serve quietly in all sorts of ways within the wider church and the communities where they live and work.

Revd. Andrew Griffin

PCC - Chair of Ossett & Gawthorpe

The trustees' annual report was approved on 19 May 2024 and signed on behalf of the board of trustees by:

# **The Parochial Church Council of Ossett and Gawthorpe**

## **Trustees' Annual Report** *(continued)*

**Year ended 31 December 2023**



**Mr. D. Smith**  
**Trustee**

**The Parochial Church Council of Ossett and Gawthorpe**  
**Independent Examiner's Report to the Trustees of The Parochial Church**  
**Council of Ossett and Gawthorpe**  
**Year ended 31 December 2023**

I report to the trustees on my examination of the financial statements of The Parochial Church Council of Ossett and Gawthorpe ('the charity') for the year ended 31 December 2023.

**Responsibilities and basis of report**

As the trustees of the charity you are responsible for the preparation of the financial statements in accordance with the requirements of the Charities Act 2011 ('the Act').

I report in respect of my examination of the charity's financial statements carried out under section 145 of the 2011 Act and in carrying out my examination I have followed all the applicable Directions given by the Charity Commission under section 145(5)(b) of the Act.

**Independent examiner's statement**

I have completed my examination. I confirm that no material matters have come to my attention in connection with the examination giving me cause to believe that in any material respect:

1. accounting records were not kept in respect of the charity as required by section 130 of the Act; or
2. the financial statements do not accord with those records; or
3. the financial statements do not comply with the applicable requirements concerning the form and content of accounts set out in the Charities (Accounts and Reports) Regulations 2008 other than any requirement that the accounts give a 'true and fair' view which is not a matter considered as part of an independent examination.

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in this report in order to enable a proper understanding of the accounts to be reached.

**Charles R Moorby**  
**Independent Examiner**

**B M Howarth Ltd**  
**Metic House**  
**Wakefield**  
**West Yorkshire**  
**WF6 1QT**



# The Parochial Church Council of Ossett and Gawthorpe

## Statement of Financial Activities

Year ended 31 December 2023

				2023	2022
	Note	Unrestricted funds £	Restricted funds £	Total funds £	Total funds £
<b>Income and endowments</b>					
Donations and legacies	4	31,035	11,170	42,205	44,029
Other trading activities	5	149,383	–	149,383	132,246
Investment income	6	–	–	–	–
<b>Total income</b>		<u>180,418</u>	<u>11,170</u>	<u>191,588</u>	<u>176,275</u>
<b>Expenditure</b>					
Expenditure on raising funds:					
Costs of other trading activities		111,268	7,328	118,596	95,632
Expenditure on charitable activities	7	62,110	2,320	64,430	73,786
<b>Total expenditure</b>		<u>173,378</u>	<u>9,648</u>	<u>183,026</u>	<u>169,418</u>
<b>Net income and net movement in funds</b>		<u>7,040</u>	<u>1,522</u>	<u>8,562</u>	<u>6,857</u>
<b>Reconciliation of funds</b>					
Total funds brought forward		169,038	51,204	220,242	213,385
<b>Total funds carried forward</b>		<u>176,078</u>	<u>52,726</u>	<u>228,804</u>	<u>220,242</u>

The statement of financial activities includes all gains and losses recognised in the year.  
All income and expenditure derive from continuing activities.

The notes on pages 9 to 16 form part of these financial statements.

# The Parochial Church Council of Ossett and Gawthorpe

## Statement of Financial Position

31 December 2023

	Note	2023 £	£	2022 £
<b>Fixed assets</b>				
Tangible fixed assets	13		81,250	84,500
<b>Current assets</b>				
Debtors	14	10,593		14,413
Cash at bank and in hand		139,810		122,649
		<u>150,403</u>		<u>137,062</u>
<b>Creditors: amounts falling due within one year</b>	15	<u>2,849</u>		<u>1,320</u>
<b>Net current assets</b>			<u>147,554</u>	<u>135,742</u>
<b>Total assets less current liabilities</b>			<u>228,804</u>	<u>220,242</u>
<b>Net assets</b>			<u><u>228,804</u></u>	<u><u>220,242</u></u>
<b>Funds of the charity</b>				
Restricted funds			52,726	51,204
Unrestricted funds			176,078	169,038
<b>Total charity funds</b>	18		<u><u>228,804</u></u>	<u><u>220,242</u></u>

These financial statements were approved by the board of trustees and authorised for issue on 19 May 2024, and are signed on behalf of the board by:

**Mr. D. Smith**  
Trustee

The notes on pages 9 to 16 form part of these financial statements.

# **The Parochial Church Council of Ossett and Gawthorpe**

## **Notes to the Financial Statements**

**Year ended 31 December 2023**

**1. General information**

The charity is a public benefit entity and a registered charity in England and Wales and is unincorporated. The address of the principal office is Trinity Church, Church Street, Ossett, West Yorkshire, WF5 9DW.

**2. Statement of compliance**

These financial statements have been prepared in compliance with FRS 102, 'The Financial Reporting Standard applicable in the UK and the Republic of Ireland', the Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (Charities SORP (FRS 102)) and the Charities Act 2011.

**3. Accounting policies**

**Basis of preparation**

The financial statements have been prepared on the historical cost basis, as modified by the revaluation of certain financial assets and liabilities and investment properties measured at fair value through income or expenditure.

The financial statements are prepared in sterling, which is the functional currency of the entity.

**Going concern**

There are no material uncertainties about the charity's ability to continue.

**Judgements and key sources of estimation uncertainty**

The preparation of the financial statements requires management to make judgements, estimates and assumptions that affect the amounts reported. These estimates and judgements are continually reviewed and are based on experience and other factors, including expectations of future events that are believed to be reasonable under the circumstances.

**Fund accounting**

Unrestricted funds are available for use at the discretion of the trustees to further any of the charity's purposes.

Designated funds are unrestricted funds earmarked by the trustees for particular future project or commitment.

Restricted funds are subjected to restrictions on their expenditure declared by the donor or through the terms of an appeal, and fall into one of two sub-classes: restricted income funds or endowment funds.

# The Parochial Church Council of Ossett and Gawthorpe

## Notes to the Financial Statements *(continued)*

Year ended 31 December 2023

### 3. Accounting policies *(continued)*

#### Incoming resources

All incoming resources are included in the statement of financial activities when entitlement has passed to the charity; it is probable that the economic benefits associated with the transaction will flow to the charity and the amount can be reliably measured. The following specific policies are applied to particular categories of income:

- income from donations or grants is recognised when there is evidence of entitlement to the gift, receipt is probable and its amount can be measured reliably.
- legacy income is recognised when receipt is probable and entitlement is established.
- income from donated goods is measured at the fair value of the goods unless this is impractical to measure reliably, in which case the value is derived from the cost to the donor or the estimated resale value. Donated facilities and services are recognised in the accounts when received if the value can be reliably measured. No amounts are included for the contribution of general volunteers.
- income from contracts for the supply of services is recognised with the delivery of the contracted service. This is classified as unrestricted funds unless there is a contractual requirement for it to be spent on a particular purpose and returned if unspent, in which case it may be regarded as restricted.

#### Resources expended

Expenditure is recognised on an accruals basis as a liability is incurred. Expenditure includes any VAT which cannot be fully recovered, and is classified under headings of the statement of financial activities to which it relates:

- expenditure on raising funds includes the costs of all fundraising activities, events, non-charitable trading activities, and the sale of donated goods.
- expenditure on charitable activities includes all costs incurred by a charity in undertaking activities that further its charitable aims for the benefit of its beneficiaries, including those support costs and costs relating to the governance of the charity apportioned to charitable activities.
- other expenditure includes all expenditure that is neither related to raising funds for the charity nor part of its expenditure on charitable activities.

All costs are allocated to expenditure categories reflecting the use of the resource. Direct costs attributable to a single activity are allocated directly to that activity. Shared costs are apportioned between the activities they contribute to on a reasonable, justifiable and consistent basis.

#### Tangible assets

Tangible assets are initially recorded at cost, and subsequently stated at cost less any accumulated depreciation and impairment losses. Any tangible assets carried at revalued amounts are recorded at the fair value at the date of revaluation less any subsequent accumulated depreciation and subsequent accumulated impairment losses.

#### Depreciation

Depreciation is calculated so as to write off the cost or valuation of an asset, less its residual value, over the useful economic life of that asset as follows:

Land and buildings	-	Over the estimated 40 year remaining useful life of the property
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# The Parochial Church Council of Ossett and Gawthorpe

## Notes to the Financial Statements *(continued)*

### Year ended 31 December 2023

#### 3. Accounting policies *(continued)*

##### Impairment of fixed assets

A review for indicators of impairment is carried out at each reporting date, with the recoverable amount being estimated where such indicators exist. Where the carrying value exceeds the recoverable amount, the asset is impaired accordingly. Prior impairments are also reviewed for possible reversal at each reporting date.

##### Financial instruments

A financial asset or a financial liability is recognised only when the entity becomes a party to the contractual provisions of the instrument.

Basic financial instruments are initially recognised at the amount receivable or payable including any related transaction costs, unless the arrangement constitutes a financing transaction, where it is recognised at the present value of the future payments discounted at a market rate of interest for a similar debt instrument.

Current assets and current liabilities are subsequently measured at the cash or other consideration expected to be paid or received and not discounted.

##### Defined contribution plans

Contributions to defined contribution plans are recognised as an expense in the period in which the related service is provided. Prepaid contributions are recognised as an asset to the extent that the prepayment will lead to a reduction in future payments or a cash refund.

#### 4. Donations and legacies

	Unrestricted Funds £	Restricted Funds £	Total Funds 2023 £
<b>Donations</b>			
Gifts, Donations and Legacies	3,194	2,263	<b>5,457</b>
Collections	2,852	—	<b>2,852</b>
<b>Gifts</b>			
Gift Aid and Planned Giving	19,618	—	<b>19,618</b>
Income Tax Recovered	5,371	—	<b>5,371</b>
<b>Grants</b>			
HAF Funding Grant	—	8,907	<b>8,907</b>
	<u>31,035</u>	<u>11,170</u>	<u><b>42,205</b></u>
	Unrestricted Funds £	Restricted Funds £	Total Funds 2022 £
<b>Donations</b>			
Gifts, Donations and Legacies	2,291	2,971	5,262
Collections	1,523	—	1,523
<b>Gifts</b>			
Gift Aid and Planned Giving	19,591	—	19,591
Income Tax Recovered	4,255	—	4,255
<b>Grants</b>			
HAF Funding Grant	—	13,398	13,398
	<u>27,660</u>	<u>16,369</u>	<u>44,029</u>

# The Parochial Church Council of Ossett and Gawthorpe

## Notes to the Financial Statements *(continued)*

Year ended 31 December 2023

### 5. Other trading activities

	Unrestricted Funds £	Restricted Funds £	Total Funds 2023 £
Fundraising Events	2,700	—	2,700
Church Centre Hire	10,862	—	10,862
Childcare	122,728	—	122,728
Fee Income	9,909	—	9,909
Other Charges	3,184	—	3,184
Trinity Families	—	—	—
	<u>149,383</u>	<u>—</u>	<u>149,383</u>

	Unrestricted Funds £	Restricted Funds £	Total Funds 2022 £
Church Hire	128	—	128
Fundraising Events	1,715	—	1,715
Church Centre Hire	14,970	—	14,970
Childcare	107,084	—	107,084
Fee Income	7,984	—	7,984
Other Charges	198	—	198
Trinity Families	—	167	167
	<u>132,079</u>	<u>167</u>	<u>132,246</u>

### 6. Investment income

	Unrestricted Funds £	Total Funds 2023 £	Unrestricted Funds £	Total Funds 2022 £
Bank interest receivable	<u>—</u>	<u>—</u>	<u>—</u>	<u>—</u>

# The Parochial Church Council of Ossett and Gawthorpe

## Notes to the Financial Statements *(continued)*

Year ended 31 December 2023

### 7. Expenditure on charitable activities by fund type

	Unrestricted Funds £	Restricted Funds £	Total Funds 2023 £
Upkeep of Services	428	-	428
Church Running Expenses	4,225	-	4,225
Church Maintenance	775	1,303	2,078
Charities and Charitable Projects	307	1,017	1,324
Common Fund	40,000	-	40,000
Church Centre Expenses	5,874	-	5,874
Ministry: Clergy costs	797	-	797
Administrator and admin expenses	4,204	-	4,204
Governance costs	5,500	-	5,500
	<u>62,110</u>	<u>2,320</u>	<u>64,430</u>

  

	Unrestricted Funds £	Restricted Funds £	Total Funds 2022 £
Upkeep of Services	360	-	360
Church Running Expenses	8,697	-	8,697
Church Maintenance	273	6,431	6,704
Nurture and Ministry expenses	109	-	109
Charities and Charitable Projects	83	3,030	3,113
Common Fund	36,000	-	36,000
Church Centre Expenses	8,225	1,502	9,727
Ministry: Clergy costs	478	-	478
Administrator and admin expenses	4,408	37	4,445
Governance costs	4,153	-	4,153
	<u>62,786</u>	<u>11,000</u>	<u>73,786</u>

### 8. Net income

Net income is stated after charging/(crediting):

	2023 £	2022 £
Depreciation of tangible fixed assets	<u>3,250</u>	<u>3,250</u>

### 9. Independent examination fees

	2023 £	2022 £
Fees payable to the independent examiner for:		
Independent examination of the financial statements	660	600
Other financial services	840	840
	<u>1,500</u>	<u>1,440</u>

# The Parochial Church Council of Ossett and Gawthorpe

## Notes to the Financial Statements *(continued)*

### Year ended 31 December 2023

#### 10. Staff costs

The total staff costs and employee benefits for the reporting period are analysed as follows:

	2023	2022
	£	£
Wages and salaries	83,015	71,675
Employer contributions to pension plans	988	689
	<u>84,003</u>	<u>72,364</u>

The average head count of employees during the year was 8 (2022: 8). The average number of full-time equivalent employees during the year is analysed as follows:

	2023	2022
	No.	No.
Full-time equivalents	<u>6</u>	<u>6</u>

No employee received employee benefits of more than £60,000 during the year (2022: Nil).

#### 11. Trustee remuneration and expenses

No Trustees received remuneration from the Charity during the year.

#### 12. Transfers between funds

Details of transfers between unrestricted funds and restricted funds are given at note 17 to the accounts.

#### 13. Tangible fixed assets

	Land and buildings £
<b>Cost</b>	
At 1 January 2023 and 31 December 2023	<u>130,000</u>
<b>Depreciation</b>	
At 1 January 2023	45,500
Charge for the year	3,250
<b>At 31 December 2023</b>	<u>48,750</u>
<b>Carrying amount</b>	
At 31 December 2023	<u>81,250</u>
At 31 December 2022	<u>84,500</u>

#### 14. Debtors

	2023	2022
	£	£
Other debtors	<u>10,593</u>	<u>14,413</u>

#### 15. Creditors: amounts falling due within one year

	2023	2022
	£	£
Trade creditors and accruals	<u>2,849</u>	<u>1,320</u>

#### 16. Pensions and other post retirement benefits Defined contribution plans

The amount recognised in income or expenditure as an expense in relation to defined contribution plans was £988 (2022: £689).



# The Parochial Church Council of Ossett and Gawthorpe

## Notes to the Financial Statements *(continued)*

### Year ended 31 December 2023

#### 17. Analysis of charitable funds

##### Unrestricted funds

	At 1 January 2023 £	Income £	Expenditure £	Transfers £	At 31 December 2023 £
General funds	169,038	180,418	(173,378)	—	176,078
	At 1 January 2022 £	Income £	Expenditure £	Transfers £	At 31 December 2022 £
General funds	161,628	159,739	(152,329)	—	169,038

##### Restricted funds

	At 1 January 2023 £	Income £	Expenditure £	Transfers £	At 31 December 2023 £
Organ	(550)	530	(180)	126	(74)
Curate	597	—	—	—	597
Church Building Development	14,207	—	(875)	(126)	13,206
Trinity Events	149	—	—	—	149
Bells	110	—	—	—	110
Church Centre Development	—	100	—	—	100
Bishop's Development Fund Grant	2,651	—	—	—	2,651
Other Charities	2,641	1,633	(1,016)	—	3,258
Lamposts (Young People)	955	—	(165)	—	790
Font/Heating Maintenance	9,629	—	(248)	—	9,381
HAF Funding	12,829	8,907	(4,012)	—	17,724
LA Covid Grant	7,986	—	(3,152)	—	4,834
	51,204	11,170	(9,648)	—	52,726
	At 1 January 2022 £	Income £	Expenditure £	Transfers £	At 31 December 2022 £
Organ	1,670	846	(3,066)	—	(550)
Curate	597	—	—	—	597
Church Building Development	15,737	—	(1,530)	—	14,207
Trinity Events	149	—	—	—	149
Bells	1,274	300	(1,464)	—	110
Church Centre Development	—	—	—	—	—
Bishop's Development Fund Grant	2,651	—	—	—	2,651
Other Charities	3,870	1,826	(3,055)	—	2,641
Lamposts (Young People)	788	167	—	—	955
Font/Heating Maintenance	10,000	—	(371)	—	9,629
HAF Funding	5,021	13,397	(5,589)	—	12,829
LA Covid Grant	10,000	—	(2,014)	—	7,986
	51,757	16,536	(17,089)	—	51,204

# The Parochial Church Council of Ossett and Gawthorpe

## Notes to the Financial Statements *(continued)*

Year ended 31 December 2023

### Restrictions Imposed and Purposes of Restricted Funds

Organ	- Upkeep of the organ
Curate	- Expenses relating to the ministry of the Curate
Church Building Development	- Major works on church building
Trinity Events	- Funds for special events and celebrations
Bells	- Maintenance of the bells
Residual unallocated funds raised for restoration project	- Restoration / Improvement of Church
Bishop's Development Fund Grant	- Transitions project for work with 8-12 year olds
Other Charities	- Donations to Charities
Lamposts (Young People)	- Groups working with young people
Co-op Local Fund	- Church heating project
Font/Heating maintenance	- New font / Heating maintenance
HAF Funding	- Grant funding for school holiday activities for children in receipt of free school meals
LA Covid Grant	- Local Authority Discretionary Grant for childcare business sustainability

### 18. Analysis of net assets between funds

	Unrestricted Funds £	Restricted Funds £	Total Funds 2023 £
Tangible fixed assets	81,250	—	81,250
Current assets	97,677	52,726	150,403
Creditors less than 1 year	(2,849)	—	(2,849)
<b>Net assets</b>	<u>176,078</u>	<u>52,726</u>	<u>228,804</u>

  

	Unrestricted Funds £	Restricted Funds £	Total Funds 2022 £
Tangible fixed assets	84,500	—	84,500
Current assets	85,858	51,204	137,062
Creditors less than 1 year	(1,320)	—	(1,320)
<b>Net assets</b>	<u>169,038</u>	<u>51,204</u>	<u>220,242</u>

### 19. Assets held in trust

The following assets are held in Trust by the Wakefield Diocesan Church Organisation Society on behalf of Ossett & Gawthorpe PCC:-

Trust No.	Asset details	Value (£)
1628	Trinity Centre Building	250,000

**The Parochial Church Council of Ossett and Gawthorpe**  
**Unaudited Financial Statements**  
**31 December 2023**

**B M Howarth Ltd**  
Chartered Accountants  
Metic House  
Wakefield  
West Yorkshire  
WF6 1QT

# **The Parochial Church Council of Ossett and Gawthorpe**

## **Financial Statements**

**Year ended 31 December 2023**

	<b>Pages</b>
Trustees' annual report	<b>1 to 5</b>
Independent examiner's report to the trustees	<b>6</b>
Statement of financial activities	<b>7</b>
Statement of financial position	<b>8</b>
Notes to the financial statements	<b>9 to 16</b>

# The Parochial Church Council of Ossett and Gawthorpe

## Trustees' Annual Report

Year ended 31 December 2023

The trustees present their report and the unaudited financial statements of the charity for the year ended 31 December 2023.

### Reference and administrative details

**Registered charity name** The Parochial Church Council of Ossett and Gawthorpe

**Charity registration number** 1134034

**Principal office** Trinity Church  
Church Street  
Ossett  
West Yorkshire  
WF5 9DW

### Ex officio Members:

**Vicar** Priest in Charge – Revd. Steven Harvey  
Associate Priest – Revd. Andrew Griffin (Resident Minister) - CHAIR

**Churchwardens** Aldene Smith  
June Milburn

**Deanery Synod  
Representatives (till 2023)** Aldene Smith (Gift Aid Officer)  
Duncan Smith (Vice Chair)  
Nicky Fleming

**Elected:** Joan Russell-Hogley *till 2025*  
Leanne Walters *till 2025 - (Safeguarding Officer)*  
Andrew Cameron *till 2025 - (Eco champion)*  
Tony Richardson *till 2025 - (Buildings & Grounds)*  
Peter Holden *till 2025 - (Health & Safety)*  
Anne Rigg *till 2024*  
Ken Gaskell *till 2023 - (Children's Work)*  
Linda Musgreave *till 2023 - (LLM – Reader)*

**PCC Secretary** Victoria Hunter

**Treasurer** Duncan Smith

**Independent examiner** Charles R Moorby

B M Howarth Ltd  
Metic House  
Wakefield  
West Yorkshire  
WF6 1QT

# **The Parochial Church Council of Ossett and Gawthorpe**

## **Trustees' Annual Report** *(continued)*

**Year ended 31 December 2023**

### **PCC Statement of purpose:**

Alongside the vicar, the purpose of the PCC is to share in servant leadership as we listen to God and share in his mission at Trinity Church, our local community of Ossett & Gawthorpe and the world. We aim to develop and grow in our love of God, our love of each other and our love and unity with the wider church.

### **Objectives and activities**

Trinity Church is '*a Christian Community living and sharing faith.*'

Trinity Church alongside Christ Church South Ossett is an enabling community of Christian disciples, which engages effectively with other Christians in Ossett and Gawthorpe. We provide a generous welcome, an opportunity to belong to and worship in an environment that is accessible, inclusive, safe and transforming. We serve the people of Ossett and Gawthorpe and share faith through many community services and events.

Our purpose and aims are delivered through our activities within the Enabling Groups:

- Ministry Team, as well as involvement with local schools including Holy Trinity Primary and Gawthorpe Community Academy.
- Trinity Babies and Trinity Tots, the Alpha & Omega Clubs.
- Trinity Sunday Club.

We continue to serve and provide positive support for families and individuals through:

- Baptisms & Thanksgiving
- Weddings
- Funerals plus several funerals outside church at the crematoriums.
- Memorial Service
- Interment of Ashes
- The annual Remembrance Service.
- Service for Gawthorpe May Day festivities.
- Community events such as Christmas Tree Festival, Heritage Day etc.

### **Structure, Governance and Management.**

The Parochial Church Council (PCC) is a charity registered with the Charities Commission. There are six formal meetings of the PCC across the year. Members of the Parochial Church Council are either ex-officio or elected at the Annual Parochial Church Meeting, in accordance with the Church Representation Rules. Decisions are taken by majority vote by members at regular meetings. The Council is served by the Standing and Finance Committee, which has power to transact the business of the Parochial Church Council between its meetings but is primarily used to formulate the agenda for meetings. Four of the Enabling Groups (Buildings & Grounds; Childcare; Children & Youth; Wider Church) enable extensive support and undertaking of a variety of actions and initiatives. These groups have delegated responsibility for which they are accountable to the Parochial Church Council. The PCC continues to develop a robust approach to Safeguarding, Leanne Walters & Revd. Andrew Griffin meet regularly and continue to work on the Traffic Light System, as introduced by Leeds Diocese and The Church of England.

Overall, it feels as though it has been a positive and productive year for Trinity. The coming together as a benefice is in a state of tension, both Trinity & Christ Church South Ossett are two very independent churches with totally different cultures. However, we continue to come together at certain services and community events. Trinity Church has again had growth in numbers and spiritually, which is very positive as we move forward. In 2023 we introduced a Ministry Leaders Team, looking at the worship and spiritual direction of Trinity Church, which has been very fruitful for the ministry and vision for the church. Can I also ask for your continued prayers for Trinity Church, Christ Church South Ossett, the Diocese of Leeds, its Bishops, and the Church of England.

# **The Parochial Church Council of Ossett and Gawthorpe**

## **Trustees' Annual Report** *(continued)*

**Year ended 31 December 2023**

### **Achievements and performance**

Post Covid, including 2023, continued to pose challenges for the wider Church of England. As the year progressed church services and events started to return to normal patterns. Trinity Church has had growth in congregation numbers and finance, which gives a good platform to move forward.

A few of our performance and achievements for 2023:

- Continuation of monthly coffee mornings, which has been very popular with both Trinity and Christ Church, this has been very well attended including people on the fringes of church life.
- Trinity continues to play a part in Gawthorpe Coal Race and the Mayday festivities, enabling the church to be very present in the local community.
- We continue to work to our Mission and Vision plan alongside our sermon series. This year we also looked at adopting Leading Your Church into Growth (LYCIG) starting off looking at our Welcome. We also continue to look at Audio & Visual, which has become more challenging than expected due to funding and time.
- Reverend Andrew & Linda Musgreave continue with a two-year Collective Worship programme at Holy Trinity Primary School and deliver this weekly. We had a very successful Christmas family service in the school, which will continue 4 times per year. School links are very strong and well supported. Reverend Andrew & Nick Hamill are both foundation governors in the school. Reverend Andrew is involved in many other projects in school as well as a Mental Health champion.
- We have seen new faces in our Sunday Club; Tots and Babies are busier than ever thanks to Ken & Marion Gaskell and Karen Pickering and their teams.
- Remembrance Sunday, had a new fresh idea, bringing together all of the uniform groups in our local area, and allowing the service to be youth focused, taking Remembrance to the next generation.
- Childcare & Holiday club is now going strong with many attending from the local community.
- Both Easter & Christmas Services were very well attended.
- 3 Bible study courses for Lent, Summer & Advent, the Christmas study in particular was very well received.
- We held a Christmas Tree Festival over 2 days which was very well attended and much appreciated by the local community. Also, local businesses got on board with the event. A huge thanks to Ken & Marion Gaskell and the Scout groups for all their planning and involvement as well as all the Trinity Members who worked so hard to make it happen.

This is just a selection of achievements and performances, there has been some good progress, and we will continue to build on what we historically had and also what we have gained.

### **Financial review**

The financial picture for 2023 saw an increase in income across most channels through increased activity, including giving and donations, fees and charges, fundraising, centre hire and childcare provision with a corresponding increase in expenditure. Total receipts on unrestricted funds were £180,418 of which £31,035 was unrestricted donations and legacies, including £5,371 from Gift Aid.

Planned Giving and Gift Aid (Note 4) was slightly up in 2023. The mainly downward trend in this area levelled off in 2023, which is encouraging and something to build upon. Our other activities, including Childcare, Church Centre Hire and Fee Income, are collectively very important to boost income, so a combination of income streams continue to be crucial in our efforts to achieve a balanced budget. Expenditure from unrestricted funds amounted to £173,378.

The PCC committed to make a £40,000 contribution towards the circa £56,000 requested to the Common Fund and this level was met, after making a contribution of £36,000 in 2022 against a request of circa £55,000.

The net result for the year was an excess of income over expenditure of £7,040 on unrestricted funds.

### **Reserves Policy**

# **The Parochial Church Council of Ossett and Gawthorpe**

## **Trustees' Annual Report** *(continued)*

### **Year ended 31 December 2023**

Due to continuing liabilities in 2023, the PCC has retained its reserves policy to reflect this position and continues to aim to maintain a balance of unrestricted cash funds of at least £40,000 (£10,000 church; £30,000 Childcare), to enable the church to meet its obligations for at least a three-month period. The unrestricted cash at the bank and in hand of £87,084 as at 31st December 2023 more than covered this. A significant proportion of the balance of £52,726 in the restricted funds (Note 17) represents the balance within the Church Development Fund (£13,206), a legacy for a new Font, if one is needed, or to maintain the heating system (£9,381) and a (£4,834) Covid Sustainability Grant and a HAF Grant (£17,724) from the Local Authority.

#### **Church Staff & Volunteers**

Revd. Steven Harvey is Priest in Charge of Trinity and Christ Church and Resident Minister at Christ Church, South Ossett. Revd. Andrew Griffin is Associate Priest at Trinity Church and Christ Church and Resident Minister of Trinity Church. Revd. Marion Gaskell continues to be an active part of the church leadership team along with her husband Ken Gaskell, a retired Church Army Captain. Ken has led an able team of leaders within the Sunday Club which supports ministry with children and families as part of Sunday Worship. Marion also has permission to officiate, Ken a local scout group leader who brings incredible gifts and skills is also authorised to lead ministry, preach, and teach.

Readers Duncan Smith and Linda Musgreave continue to serve the church in many ways, which we are most grateful for. Aldene Smith and June Milburn were again elected as Churchwardens at the 2023 APCM and have served the church faithfully as churchwardens and are supported by a very dedicated team of sides-persons - Julia Oldroyd, June Milburn, Peter Holden, Mari Smith, Pam Young, Leanne Walters & Mark Walters during 2023. Victoria Hunter, our Business and Finance Manager has taken on the voluntary role of PCC Secretary for which we are all very grateful. The PCC Standing Committee included Revd. Andrew Griffin, the churchwardens Aldene Smith and June Milburn, Victoria Hunter, PCC Secretary and PCC vice-chair and Treasurer, Duncan Smith.

Leanne Walters has taken on the role of Safeguarding Officer. Aldene Smith collates our work on Gift Aid across the church, while Victoria Hunter deals with VAT reclaims resulting from building works; Tony has now also taken a more consultative role in this respect. We are grateful to Tony Richardson as he gets to grips in overseeing the Buildings and Grounds. We are grateful to Mark Sayle for his work on the Electoral Roll for 2023 and his continued help with Buildings and Grounds. Revd. Andrew Griffin and Nick Hammill have served as Foundation Governors at Holy Trinity School - this requires integrity and skills in governance, and their contributions are recognisable and much appreciated by the Governing Body.

Victoria Hunter supports administrative work alongside some very committed Church volunteers, Victoria quite often goes up and above her remit, and her skills, work and knowledge of Trinity are most appreciated in liaising with the clergy. Victoria Hunter also supports our childcare team and also provides support as Business & Finance Manager with payroll, financial management and control for the church as a whole. We have a team of motivated childcare staff, working with our Alpha & Omega and Holiday Clubs; as they have supported Holy Trinity School across most of the year.

Anne Rigg provides invaluable support with the churchyard, voluntarily, as well as with supporting Rev Andrew with the role of verger, flowers, and changes of altar frontals in church. Karen Pickering and a team of faithful volunteers support Trinity Tots and Babies, with many volunteers. Trinity Tots and Babies continue to thrive in supporting parents with child play opportunities and is flourishing. Nicky Fleming along with Julia Oldroyd ably co-ordinates our worship team, with Daniel Beaumont, our gifted organist, continuing to provide much joy to members of the church and wider community. Other church members, led by Sandra Bligh, have promoted charities including Team4U, Christian Aid, the Leprosy Mission and held a very successful coffee morning for Fair Trade through fundraising and raising funds for many charities and organisations and serve quietly in all sorts of ways within the wider church and the communities where they live and work.

Revd. Andrew Griffin

PCC - Chair of Ossett & Gawthorpe

The trustees' annual report was approved on 19 May 2024 and signed on behalf of the board of trustees by:



# **The Parochial Church Council of Ossett and Gawthorpe**

## **Trustees' Annual Report** *(continued)*

**Year ended 31 December 2023**



**Mr. D. Smith**  
**Trustee**

**The Parochial Church Council of Ossett and Gawthorpe**  
**Independent Examiner's Report to the Trustees of The Parochial Church**  
**Council of Ossett and Gawthorpe**  
**Year ended 31 December 2023**

I report to the trustees on my examination of the financial statements of The Parochial Church Council of Ossett and Gawthorpe ('the charity') for the year ended 31 December 2023.

**Responsibilities and basis of report**

As the trustees of the charity you are responsible for the preparation of the financial statements in accordance with the requirements of the Charities Act 2011 ('the Act').

I report in respect of my examination of the charity's financial statements carried out under section 145 of the 2011 Act and in carrying out my examination I have followed all the applicable Directions given by the Charity Commission under section 145(5)(b) of the Act.

**Independent examiner's statement**

I have completed my examination. I confirm that no material matters have come to my attention in connection with the examination giving me cause to believe that in any material respect:

1. accounting records were not kept in respect of the charity as required by section 130 of the Act; or
2. the financial statements do not accord with those records; or
3. the financial statements do not comply with the applicable requirements concerning the form and content of accounts set out in the Charities (Accounts and Reports) Regulations 2008 other than any requirement that the accounts give a 'true and fair' view which is not a matter considered as part of an independent examination.

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in this report in order to enable a proper understanding of the accounts to be reached.

**Charles R Moorby**  
**Independent Examiner**

**B M Howarth Ltd**  
**Metic House**  
**Wakefield**  
**West Yorkshire**  
**WF6 1QT**

# The Parochial Church Council of Ossett and Gawthorpe

## Statement of Financial Activities

Year ended 31 December 2023

				2023	2022
	Note	Unrestricted funds £	Restricted funds £	Total funds £	Total funds £
<b>Income and endowments</b>					
Donations and legacies	4	31,035	11,170	42,205	44,029
Other trading activities	5	149,383	–	149,383	132,246
Investment income	6	–	–	–	–
<b>Total income</b>		<u>180,418</u>	<u>11,170</u>	<u>191,588</u>	<u>176,275</u>
<b>Expenditure</b>					
Expenditure on raising funds:					
Costs of other trading activities		111,268	7,328	118,596	95,632
Expenditure on charitable activities	7	62,110	2,320	64,430	73,786
<b>Total expenditure</b>		<u>173,378</u>	<u>9,648</u>	<u>183,026</u>	<u>169,418</u>
<b>Net income and net movement in funds</b>		<u>7,040</u>	<u>1,522</u>	<u>8,562</u>	<u>6,857</u>
<b>Reconciliation of funds</b>					
Total funds brought forward		169,038	51,204	220,242	213,385
<b>Total funds carried forward</b>		<u>176,078</u>	<u>52,726</u>	<u>228,804</u>	<u>220,242</u>

The statement of financial activities includes all gains and losses recognised in the year.  
All income and expenditure derive from continuing activities.

The notes on pages 9 to 16 form part of these financial statements.

# The Parochial Church Council of Ossett and Gawthorpe

## Statement of Financial Position

31 December 2023

	Note	2023 £	£	2022 £
<b>Fixed assets</b>				
Tangible fixed assets	13		81,250	84,500
<b>Current assets</b>				
Debtors	14	10,593		14,413
Cash at bank and in hand		139,810		122,649
		<u>150,403</u>		<u>137,062</u>
<b>Creditors: amounts falling due within one year</b>	15	<u>2,849</u>		<u>1,320</u>
<b>Net current assets</b>			<u>147,554</u>	<u>135,742</u>
<b>Total assets less current liabilities</b>			<u>228,804</u>	<u>220,242</u>
<b>Net assets</b>			<u>228,804</u>	<u>220,242</u>
<b>Funds of the charity</b>				
Restricted funds			52,726	51,204
Unrestricted funds			176,078	169,038
<b>Total charity funds</b>	18		<u>228,804</u>	<u>220,242</u>

These financial statements were approved by the board of trustees and authorised for issue on 19 May 2024, and are signed on behalf of the board by:

**Mr. D. Smith**  
Trustee

The notes on pages 9 to 16 form part of these financial statements.

# **The Parochial Church Council of Ossett and Gawthorpe**

## **Notes to the Financial Statements**

**Year ended 31 December 2023**

**1. General information**

The charity is a public benefit entity and a registered charity in England and Wales and is unincorporated. The address of the principal office is Trinity Church, Church Street, Ossett, West Yorkshire, WF5 9DW.

**2. Statement of compliance**

These financial statements have been prepared in compliance with FRS 102, 'The Financial Reporting Standard applicable in the UK and the Republic of Ireland', the Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (Charities SORP (FRS 102)) and the Charities Act 2011.

**3. Accounting policies**

**Basis of preparation**

The financial statements have been prepared on the historical cost basis, as modified by the revaluation of certain financial assets and liabilities and investment properties measured at fair value through income or expenditure.

The financial statements are prepared in sterling, which is the functional currency of the entity.

**Going concern**

There are no material uncertainties about the charity's ability to continue.

**Judgements and key sources of estimation uncertainty**

The preparation of the financial statements requires management to make judgements, estimates and assumptions that affect the amounts reported. These estimates and judgements are continually reviewed and are based on experience and other factors, including expectations of future events that are believed to be reasonable under the circumstances.

**Fund accounting**

Unrestricted funds are available for use at the discretion of the trustees to further any of the charity's purposes.

Designated funds are unrestricted funds earmarked by the trustees for particular future project or commitment.

Restricted funds are subjected to restrictions on their expenditure declared by the donor or through the terms of an appeal, and fall into one of two sub-classes: restricted income funds or endowment funds.

# The Parochial Church Council of Ossett and Gawthorpe

## Notes to the Financial Statements *(continued)*

Year ended 31 December 2023

### 3. Accounting policies *(continued)*

#### Incoming resources

All incoming resources are included in the statement of financial activities when entitlement has passed to the charity; it is probable that the economic benefits associated with the transaction will flow to the charity and the amount can be reliably measured. The following specific policies are applied to particular categories of income:

- income from donations or grants is recognised when there is evidence of entitlement to the gift, receipt is probable and its amount can be measured reliably.
- legacy income is recognised when receipt is probable and entitlement is established.
- income from donated goods is measured at the fair value of the goods unless this is impractical to measure reliably, in which case the value is derived from the cost to the donor or the estimated resale value. Donated facilities and services are recognised in the accounts when received if the value can be reliably measured. No amounts are included for the contribution of general volunteers.
- income from contracts for the supply of services is recognised with the delivery of the contracted service. This is classified as unrestricted funds unless there is a contractual requirement for it to be spent on a particular purpose and returned if unspent, in which case it may be regarded as restricted.

#### Resources expended

Expenditure is recognised on an accruals basis as a liability is incurred. Expenditure includes any VAT which cannot be fully recovered, and is classified under headings of the statement of financial activities to which it relates:

- expenditure on raising funds includes the costs of all fundraising activities, events, non-charitable trading activities, and the sale of donated goods.
- expenditure on charitable activities includes all costs incurred by a charity in undertaking activities that further its charitable aims for the benefit of its beneficiaries, including those support costs and costs relating to the governance of the charity apportioned to charitable activities.
- other expenditure includes all expenditure that is neither related to raising funds for the charity nor part of its expenditure on charitable activities.

All costs are allocated to expenditure categories reflecting the use of the resource. Direct costs attributable to a single activity are allocated directly to that activity. Shared costs are apportioned between the activities they contribute to on a reasonable, justifiable and consistent basis.

#### Tangible assets

Tangible assets are initially recorded at cost, and subsequently stated at cost less any accumulated depreciation and impairment losses. Any tangible assets carried at revalued amounts are recorded at the fair value at the date of revaluation less any subsequent accumulated depreciation and subsequent accumulated impairment losses.

#### Depreciation

Depreciation is calculated so as to write off the cost or valuation of an asset, less its residual value, over the useful economic life of that asset as follows:

Land and buildings	-	Over the estimated 40 year remaining useful life of the property
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# The Parochial Church Council of Ossett and Gawthorpe

## Notes to the Financial Statements *(continued)*

### Year ended 31 December 2023

#### 3. Accounting policies *(continued)*

##### Impairment of fixed assets

A review for indicators of impairment is carried out at each reporting date, with the recoverable amount being estimated where such indicators exist. Where the carrying value exceeds the recoverable amount, the asset is impaired accordingly. Prior impairments are also reviewed for possible reversal at each reporting date.

##### Financial instruments

A financial asset or a financial liability is recognised only when the entity becomes a party to the contractual provisions of the instrument.

Basic financial instruments are initially recognised at the amount receivable or payable including any related transaction costs, unless the arrangement constitutes a financing transaction, where it is recognised at the present value of the future payments discounted at a market rate of interest for a similar debt instrument.

Current assets and current liabilities are subsequently measured at the cash or other consideration expected to be paid or received and not discounted.

##### Defined contribution plans

Contributions to defined contribution plans are recognised as an expense in the period in which the related service is provided. Prepaid contributions are recognised as an asset to the extent that the prepayment will lead to a reduction in future payments or a cash refund.

#### 4. Donations and legacies

	Unrestricted Funds £	Restricted Funds £	Total Funds 2023 £
<b>Donations</b>			
Gifts, Donations and Legacies	3,194	2,263	<b>5,457</b>
Collections	2,852	—	<b>2,852</b>
<b>Gifts</b>			
Gift Aid and Planned Giving	19,618	—	<b>19,618</b>
Income Tax Recovered	5,371	—	<b>5,371</b>
<b>Grants</b>			
HAF Funding Grant	—	8,907	<b>8,907</b>
	<u>31,035</u>	<u>11,170</u>	<u><b>42,205</b></u>
	Unrestricted Funds £	Restricted Funds £	Total Funds 2022 £
<b>Donations</b>			
Gifts, Donations and Legacies	2,291	2,971	5,262
Collections	1,523	—	1,523
<b>Gifts</b>			
Gift Aid and Planned Giving	19,591	—	19,591
Income Tax Recovered	4,255	—	4,255
<b>Grants</b>			
HAF Funding Grant	—	13,398	13,398
	<u>27,660</u>	<u>16,369</u>	<u>44,029</u>

# The Parochial Church Council of Ossett and Gawthorpe

## Notes to the Financial Statements *(continued)*

Year ended 31 December 2023

### 5. Other trading activities

	Unrestricted Funds £	Restricted Funds £	Total Funds 2023 £
Fundraising Events	2,700	—	2,700
Church Centre Hire	10,862	—	10,862
Childcare	122,728	—	122,728
Fee Income	9,909	—	9,909
Other Charges	3,184	—	3,184
Trinity Families	—	—	—
	<u>149,383</u>	<u>—</u>	<u>149,383</u>

	Unrestricted Funds £	Restricted Funds £	Total Funds 2022 £
Church Hire	128	—	128
Fundraising Events	1,715	—	1,715
Church Centre Hire	14,970	—	14,970
Childcare	107,084	—	107,084
Fee Income	7,984	—	7,984
Other Charges	198	—	198
Trinity Families	—	167	167
	<u>132,079</u>	<u>167</u>	<u>132,246</u>

### 6. Investment income

	Unrestricted Funds £	Total Funds 2023 £	Unrestricted Funds £	Total Funds 2022 £
Bank interest receivable	<u>—</u>	<u>—</u>	<u>—</u>	<u>—</u>



# The Parochial Church Council of Ossett and Gawthorpe

## Notes to the Financial Statements *(continued)*

Year ended 31 December 2023

### 7. Expenditure on charitable activities by fund type

	Unrestricted Funds £	Restricted Funds £	Total Funds 2023 £
Upkeep of Services	428	-	428
Church Running Expenses	4,225	-	4,225
Church Maintenance	775	1,303	2,078
Charities and Charitable Projects	307	1,017	1,324
Common Fund	40,000	-	40,000
Church Centre Expenses	5,874	-	5,874
Ministry: Clergy costs	797	-	797
Administrator and admin expenses	4,204	-	4,204
Governance costs	5,500	-	5,500
	<u>62,110</u>	<u>2,320</u>	<u>64,430</u>

  

	Unrestricted Funds £	Restricted Funds £	Total Funds 2022 £
Upkeep of Services	360	-	360
Church Running Expenses	8,697	-	8,697
Church Maintenance	273	6,431	6,704
Nurture and Ministry expenses	109	-	109
Charities and Charitable Projects	83	3,030	3,113
Common Fund	36,000	-	36,000
Church Centre Expenses	8,225	1,502	9,727
Ministry: Clergy costs	478	-	478
Administrator and admin expenses	4,408	37	4,445
Governance costs	4,153	-	4,153
	<u>62,786</u>	<u>11,000</u>	<u>73,786</u>

### 8. Net income

Net income is stated after charging/(crediting):

	2023 £	2022 £
Depreciation of tangible fixed assets	<u>3,250</u>	<u>3,250</u>

### 9. Independent examination fees

	2023 £	2022 £
Fees payable to the independent examiner for:		
Independent examination of the financial statements	660	600
Other financial services	840	840
	<u>1,500</u>	<u>1,440</u>

# The Parochial Church Council of Ossett and Gawthorpe

## Notes to the Financial Statements *(continued)*

### Year ended 31 December 2023

#### 10. Staff costs

The total staff costs and employee benefits for the reporting period are analysed as follows:

	2023	2022
	£	£
Wages and salaries	83,015	71,675
Employer contributions to pension plans	988	689
	<u>84,003</u>	<u>72,364</u>

The average head count of employees during the year was 8 (2022: 8). The average number of full-time equivalent employees during the year is analysed as follows:

	2023	2022
	No.	No.
Full-time equivalents	<u>6</u>	<u>6</u>

No employee received employee benefits of more than £60,000 during the year (2022: Nil).

#### 11. Trustee remuneration and expenses

No Trustees received remuneration from the Charity during the year.

#### 12. Transfers between funds

Details of transfers between unrestricted funds and restricted funds are given at note 17 to the accounts.

#### 13. Tangible fixed assets

	Land and buildings £
<b>Cost</b>	
At 1 January 2023 and 31 December 2023	<u>130,000</u>
<b>Depreciation</b>	
At 1 January 2023	45,500
Charge for the year	3,250
<b>At 31 December 2023</b>	<u>48,750</u>
<b>Carrying amount</b>	
At 31 December 2023	<u>81,250</u>
At 31 December 2022	<u>84,500</u>

#### 14. Debtors

	2023	2022
	£	£
Other debtors	<u>10,593</u>	<u>14,413</u>

#### 15. Creditors: amounts falling due within one year

	2023	2022
	£	£
Trade creditors and accruals	<u>2,849</u>	<u>1,320</u>

#### 16. Pensions and other post retirement benefits Defined contribution plans

The amount recognised in income or expenditure as an expense in relation to defined contribution plans was £988 (2022: £689).

# The Parochial Church Council of Ossett and Gawthorpe

## Notes to the Financial Statements *(continued)*

### Year ended 31 December 2023

#### 17. Analysis of charitable funds

##### Unrestricted funds

	At 1 January 2023 £	Income £	Expenditure £	Transfers £	At 31 December 2023 £
General funds	169,038	180,418	(173,378)	—	176,078

  

	At 1 January 2022 £	Income £	Expenditure £	Transfers £	At 31 December 2022 £
General funds	161,628	159,739	(152,329)	—	169,038

##### Restricted funds

	At 1 January 2023 £	Income £	Expenditure £	Transfers £	At 31 December 2023 £
Organ	(550)	530	(180)	126	(74)
Curate	597	—	—	—	597
Church Building Development	14,207	—	(875)	(126)	13,206
Trinity Events	149	—	—	—	149
Bells	110	—	—	—	110
Church Centre Development	—	100	—	—	100
Bishop's Development Fund Grant	2,651	—	—	—	2,651
Other Charities	2,641	1,633	(1,016)	—	3,258
Lamposts (Young People)	955	—	(165)	—	790
Font/Heating Maintenance	9,629	—	(248)	—	9,381
HAF Funding	12,829	8,907	(4,012)	—	17,724
LA Covid Grant	7,986	—	(3,152)	—	4,834
	<u>51,204</u>	<u>11,170</u>	<u>(9,648)</u>	<u>—</u>	<u>52,726</u>

  

	At 1 January 2022 £	Income £	Expenditure £	Transfers £	At 31 December 2022 £
Organ	1,670	846	(3,066)	—	(550)
Curate	597	—	—	—	597
Church Building Development	15,737	—	(1,530)	—	14,207
Trinity Events	149	—	—	—	149
Bells	1,274	300	(1,464)	—	110
Church Centre Development	—	—	—	—	—
Bishop's Development Fund Grant	2,651	—	—	—	2,651
Other Charities	3,870	1,826	(3,055)	—	2,641
Lamposts (Young People)	788	167	—	—	955
Font/Heating Maintenance	10,000	—	(371)	—	9,629
HAF Funding	5,021	13,397	(5,589)	—	12,829
LA Covid Grant	10,000	—	(2,014)	—	7,986
	<u>51,757</u>	<u>16,536</u>	<u>(17,089)</u>	<u>—</u>	<u>51,204</u>

# The Parochial Church Council of Ossett and Gawthorpe

## Notes to the Financial Statements *(continued)*

Year ended 31 December 2023

### Restrictions Imposed and Purposes of Restricted Funds

Organ	- Upkeep of the organ
Curate	- Expenses relating to the ministry of the Curate
Church Building Development	- Major works on church building
Trinity Events	- Funds for special events and celebrations
Bells	- Maintenance of the bells
Residual unallocated funds raised for restoration project	- Restoration / Improvement of Church
Bishop's Development Fund Grant	- Transitions project for work with 8-12 year olds
Other Charities	- Donations to Charities
Lamposts (Young People)	- Groups working with young people
Co-op Local Fund	- Church heating project
Font/Heating maintenance	- New font / Heating maintenance
HAF Funding	- Grant funding for school holiday activities for children in receipt of free school meals
LA Covid Grant	- Local Authority Discretionary Grant for childcare business sustainability

### 18. Analysis of net assets between funds

	Unrestricted Funds £	Restricted Funds £	Total Funds 2023 £
Tangible fixed assets	81,250	—	81,250
Current assets	97,677	52,726	150,403
Creditors less than 1 year	(2,849)	—	(2,849)
<b>Net assets</b>	<b>176,078</b>	<b>52,726</b>	<b>228,804</b>

  

	Unrestricted Funds £	Restricted Funds £	Total Funds 2022 £
Tangible fixed assets	84,500	—	84,500
Current assets	85,858	51,204	137,062
Creditors less than 1 year	(1,320)	—	(1,320)
<b>Net assets</b>	<b>169,038</b>	<b>51,204</b>	<b>220,242</b>

### 19. Assets held in trust

The following assets are held in Trust by the Wakefield Diocesan Church Organisation Society on behalf of Ossett & Gawthorpe PCC:-

Trust No.	Asset details	Value (£)
1628	Trinity Centre Building	250,000