

## ANNUAL TRUSTEES REPORT

The Annual Report and Accounts of the Parochial Church Council of  
St. Peter's Church Addingham for the year ending 31st December  
2020

Registered charity number: 1134446



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## **Rectors Address**

I have never done an Annual Report when a church has been closed down for most of the year. I was licensed on November 5th and we locked down the day after (coincidence? I don't think so). Since then, we have had a limited church calendar, the public ministry of our church has been curtailed, and the restrictions have robbed the church services of fellowship and intimacy.

However, the life of the church has continued and has placed extra burdens on our volunteers as they seek to organise worship, meetings, new ventures, pastoral care, and to continue to care for, and to improve, our church and hall. It is my privilege to work with these volunteers, and to see how much they do. It takes a surprising number of people to get a church service up and running, even more to get it online and on the end of a phone line. So I want to thank all those, and there are too many to mention, who for a love of God, a sense of service, and a care for their neighbour have continued to give time and energy to keep us going. It is very much appreciated by me, and by the diocese.

I would also like to thank those who took on the extra burdens of an interregnum. My first interview for the job was on the first day of the first lockdown, and we used the novel and exciting "Zoom" for the first time. Already, the Wardens and other volunteers had kept the life of the church together since Jill's departure, and now they would have nearly nine months more of work in very challenging conditions. Again, thank you for all you have done.

Finally, what of the future? I have really missed singing, and apart from warbling along to Greatest Hits FM in the car, I haven't been able to give full voice where I really want to sing. That is, in church. Let's hope that normal services will be resumed very soon.

However, the church was declining before Covid, and we may not return to pre-Covid numbers anyway. The PCC asked for a priest who could respect the old traditions, and to innovate as well; for someone who could look after the existing flock and encourage new (especially families) sheep to join us. Oh well, no pressure there, then. This year, having listened and talked, I will lay out my ideas and suggestions. The dynamic of our faith is about change; we are Christians who follow Christ on a Way that is often uncomfortable, and not always where we would choose to go. It is as true for churches as for us as individuals. I want to listen to existing members, and those who are outside the church, and, where I can, to those who have left us. Any changes will come after we have listened and tried to understand. "Do not be afraid", said Jesus, knowing that we all find change difficult and the unknown terrifying. Do not be afraid, I will be with you.

## **Introduction**

It has been a very long and often difficult year for St Peter's (and the world alike), during which we have been planning for and appointing our new Rector, managing the implications of the pandemic, fulfilling the everyday requirements of running a church and attempting to provide the congregation with as much physical, social and spiritual support as possible. If we'd known how long it was all going to take, we'd have headed for the hills!!

We'd like to thank all those who stepped into the breach and led church services, so a big thank you to Mike Edson, Jenny Smith, Andrew Howorth, Andrew Tawn, Barbara Clarke, Lynne Connolly and John Peet. Once the pandemic hit and the first lockdown in March, we swiftly realised the vital need to take the church out into the community, extend our pastoral support and provide a wide range of on-line services and dial-in services (the latter thanks to the very hard work of Lucy Comerford). Thank you to the pastoral team led by Tricia Bainbridge for the amazing support and friendship they have given to so many people, particularly those living on their own.

A big thank you also to all those who stepped up to contribute to the creation of services, who extended their technical skills to produce recordings, to those who provided music, to those who put the whole services together and those who helped to disseminate them. A special thank you to Roger Staniland for his impressive videography skills in producing over 40 services. The several outdoor services proved very popular, and it was a joy to welcome people from the other churches and the wider village. We had a short window of socially distanced and singing-free services from August to Christmas and thank you to all those who trusted our safety measures to attend and to those who contributed by leading services, singing in quartets, playing the organ, reading and sharing prayers. Christmas came and we had an outdoor carol service and not just one but two outdoor nativities where over 200 attended including 2 baby Jesus, donkeys, alpacas and sheep. It was bitterly cold but dry and a great success apart from there was 'no room at the inn or the Rectory'. The diocese clearly did not read the script! However a year of phenomenal achievements that have been very well received and have helped to keep St Peter's family together through some very tough isolating times.

The smooth (mostly) every-day running of the church could not have happened without many people: Jill Cooke who has been very generous with her time, showed some tremendous organisational skills and kept us all in touch with her weekly e-news for adults and families; Andrew Robinson who has kept the website running and regularly updated at a vital time and even initiated the redesign of it; Gordon Atkinson who has kept the church fabric in immaculate order and continued with the proposed hall extension work. To the other members of the Standing Committee (Ian Hepworth and Jacqui Hand) and to the PCC, we thank you for your unwavering support.

The Parish Profile was written by the PCC, the Post of Rector advertised and the first interviews of 3 candidates took place via zoom in March. Two candidates went forward but as a meeting with Bishop Nick could not take place due to the lockdown, everything was put on hold until a second interview could take place face-to-face. Ultimately the final interviews took place on 13 July and we were delighted to appoint Rev Mark Cannon to become our new Rector. Many thanks to Ian Hepworth, John Thompson-Ashby, Bishop Toby and Archdeacon Andy Jolley for their work and courage in finding the best Rector for St. Peter's. Mark's Service for his Institution and Induction took place on 4 November, just a day before the second lockdown. Significant delays to the work on the Rectory combined with a catalogue of errors, poor workmanship and mismanagement, meant Mark and Heidi were still not in the village as we ended a very difficult 2020.

Despite our best efforts, so many things were lost in 2020: church services, FOSPA teas, the fete (although the virtual on-line fete proved popular and gave us some great memories) but also very sadly we had to say a final goodbye to Glenys Wilson, who had been a member of St Peter's for very many years and to Rev Paul Summers. Paul had been part of our church family at St Peter's for almost 15 years and was a much loved and respected friend as well as priest, with a huge empathy with people and a wonderful (if sometimes naughty) sense of humour. We still miss him, his wisdom and compassion.

As we close 2020, once again we have stopped church services to ensure the safety of all as we enter our third lockdown and we return to on-line services but now with Mark at the helm. Looking ahead to 2021, the church family, the village and even the world will surely start to get back to something like normality where we can be back in church together (and singing), where all have been vaccinated, where we no longer have to keep our distance and can stop to talk to each other, give each other a hug and spend time together. However we have learnt some great lessons about taking the church out into the community, about the incredible skills people have to offer, the importance of friends and family, the health of our environment and our own strength and resilience. We are happy to leave 2020 behind, to welcome Mark and a much better 2021.

The Warden Team of Ian Batty, Judith Idle and Penny Crisfield

### **Aims and purposes**

St Peter's Parochial Church Council (PCC) has the responsibility of co-operating with the Incumbent, the Reverend Mark Cannon in promoting in the ecclesiastical parish, the whole mission of the Church, pastoral, evangelical, social and ecumenical. The PCC is also specifically responsible for the maintenance of the Church and Church Hall at Church Street, Addingham.

### **Objectives and activities**

The PCC is committed to enabling as many people as possible to worship at the church and to become part of the parish community at St Peter's. The PCC maintains an overview of worship throughout the parish and makes suggestions on how services can involve the many groups that live within the parish. Our services and worship put faith into practice through prayer and scripture, music and sacrament.

When planning activities for the year, the Charity Commission's guidance on public benefit has been considered, in particular, the supplementary guidance on charities and the advancement of religion. In particular, the PCC tries to enable ordinary people to live out their faith as part of the parish community through :

- Worship and prayer;
- Learning about the gospel; and developing their knowledge and trust in Jesus
- Provision of pastoral care for people living in the parish Missionary and outreach

To facilitate this work, it is important that we maintain the fabric of the Church of St Peter and the Church Hall.

## Achievements and Performance - Worship and Prayer

plays	loads	finish es	name	Face book Reach
104	337	48	St Peters Fete 2020	
98	243	39	Remembrance Sunday 08-11-2020	
85	212	33	The Induction 04-11-2020	
79	185	34	Parish Communion 15th November 2020	
68	160	35	Parish Communion 22-11-2020	
65	433	20	Easter Songs of Praise 2020	
55	222	22	Service in the Field July 2020	
53	128	24	Parish Communion 29-11-2020	
53	537	19	Tenebrae Service St Peters Addingham	
51	397	21	Pet Service 2020	
49	310	19	Evensong June 2020	
47	494	1	St Peters Evensong 05-04-2020	
45	303	20	Music Sunday 2020	
42	380	15	Ascension Day Service 2020	
39	437	17	April Meditation Service 2020	
38	195	9	Songs of Praise 25-10-2020	
38	270	14	Healing Service 21-06-2020	
37	176	14	Evensong 04-10-2020	
37	463	10	Easter Service of Light	
37	160	17	Family Outdoor Service 30-08-2020	
35	179	14	A Service for All Souls 01-11-2020	
35	361	14	Pentecost Service 2020	
34	237	18	Family Service July 2020	
32	166	18	Harvest Festival 2020	
32	428	11	St Peters Healing Service April 2020	
31	151	14	Morning Service 11-10-2020	
31	379	14	Reflections on Evensong	
31	252	17	St Peters Day Service	
30	509	6	Stations of the Cross	
30	188	13	Morning Prayer 02-08-2020	
29	76	12	Evensong 6th December 2020	
28	163	9	Morning Service 23-08-2020	
26	146	7	Morning Service 20-09-2020	
26	170	8	Evensong 09-08-2020	
25	132	13	Holy Communion 13-09-2020	
25	234	10	Evensong Service 05-Jul-2020	
24	207	16	Morning Service 19-07-2020	
24	152	6	Holy Communion 16th August 2020	
22	381	11	The Healing Service May 2020	
20	166	7	Holy Communion 18-10-2020	
18	27	4	St Peter's Church Addingham Christmas Day Service 2020	35
16	57	5	Parish Communion 13-12-2020	49
15	115	4	Evening Service 06-09-2020	64
4	112	1	Addingham Remembrance Sunday Virtual Service Video (2020)	
			<b>LIVE ONLY</b>	
			Roving Nativity	93
			Carol Service	43

### Services in 2020

Our services in 2020 were seriously disrupted by firstly the interregnum and then the pandemic. Services were held in church until towards the end of March with the first lockdown, started again on 26 July with an outdoor service, stopped after Mark's induction service in early November, resumed just before Christmas and then stopped after Christmas day! Fortunately we were able to supplement provision by providing almost 50 on-line services and towards the end of the year, we managed to start live-streaming these through Facebook. The adjacent table shows the numbers for these on-line services. Pictorially the chart below gives you a visual image of the popularity of services with the whole bar showing the range, with the mean number at the junction between the two coloured columns.

On the following page the following key identifies types of service:

**HC** Holy Communion

**ES** Evensong

**MP** morning prayer

**SOP** Song of Praise

**M/HS** Meditation and Healing Services

**EAST** Easter services

**OUT** outside services

**SPEC** special services which include Remembrance, All Souls etc

Where we were able to hold services in church (between 1 January and 23 March, 26 July and 4 November, from 6 – 25 December), we also offered on-line services (and some live streaming towards the end of the year) for those unable to come to church. The average figures for the different service types (and the range in brackets) is shown below:

**8am HC = 10 (8-13)**

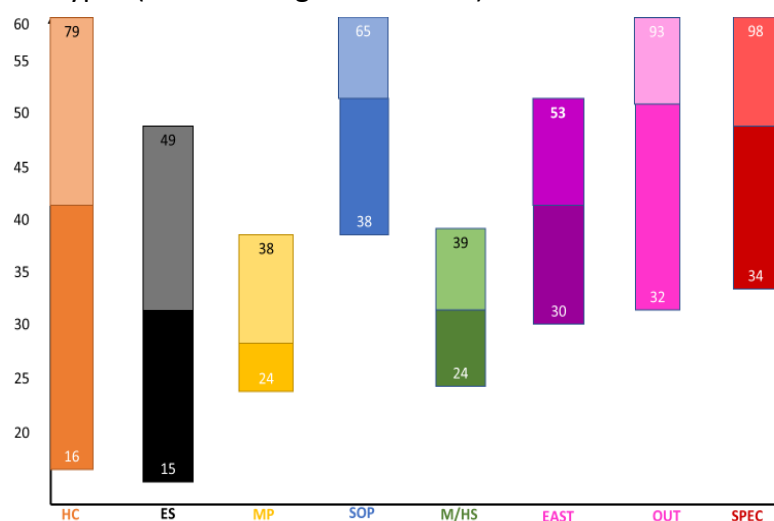
**10am HC = 58 (38-88);**  
post restrictions = 29  
(18-36)

**Evensong = 33 (30-38)**

**Songs of praise = 32**

**Ash Wednesday = 27**

**Induction service = 48**



### Ecumenical Relationships

The year of the pandemic has resulted in limitations for our Addingham Churches Together ("ACT").

However, we were able to mark Remembrance, The Harvest, family services and nativity were held on the church field enabling us to worship together. We also managed to distribute the ACT Christmas cards as usual. ACT also had two collections for the Food bank

Our thanks to the extra volunteers who made this happen.

### Social Activities

The social activities at St. Peter's were not possible during the 2020 Pandemic, we do however look forward to the time when we can get together again.

### Pastoral Care

During pandemic of 2020 the Pastoral group were unable to visit people in their homes or hospital, however the group endeavoured to keep in touch with as many people as possible through regular phone calls, chats on the doorstep and conversations whilst out walking. At the outset, the group concentrated mainly on those known already known who live alone, this soon evolved to include couples. Everyone tried hard to support neighbours whether they are part of St Peters congregation or not. Cards continued to be sent to people who were ill or bereaved and names added to the prayer list as the year progressed.

Members of the group continued to deliver a monthly (virtual) Open the Book assembly to Addingham Primary School and ensured that What's the Story (for Christmas and Easter) had been made available via Wet Transfer from Otley Christian Resources Hub. Group members made up and delivered story chains and other resources to school.

In 2020 Mothering Sunday plants were delivered to as many women as possible as we were just going into lockdown.

The delivery in 2021 has been more organised and we have delivered almost 100 plants personally to all women on the electoral roll (and some who attend church but are not on the roll); also, to some who are known to us in person who we felt would be cheered by a personal delivery.

The Pastoral Team wish to thank all those who have continued to keep the pastoral team informed about how people are.

### **Fabric , Ornamentation and Goods of St. Peter's 2020**

During September 2020 a quinquennial report was submitted by Barker and Jordan. The summary noted the building to be generally in good condition and well cared for. The full report can be viewed in the church register. The number of items requiring attention are included in the 2021 programme of works.

Servicing has been carried out on the following:- Heating system in church and hall - twice yearly; church clock, Fire extinguishers, smoke alarms - twice yearly, organ tuning - twice yearly, door security locks twice yearly. Gutter cleaning yearly. The next tree inspection will be in 2021 and the lightening conductor in 2022.

Work on the church hall south window was completed in 2020.

We are looking to install a WiFi system in church in 2021.

The Graveyard and church grounds have been maintained by contractors David Breare, Richard Mulligan and Warwick Beecroft.

Special thanks are due to Derek Law in maintaining the stream banks, bottom field and pathways. And providing a beautiful church orchard with produce for all to share.

The church hall extension has been redesigned following rejection by planning officers of the early plans. The new plans are being prepared for subsequent submission for planning consent.

The PCC wishes to give special thanks to Gordon Atkinson for his tireless hard work in leading on the Fabric of St. Peter's.

### **Proceedings of the PCC and activities of the parish generally**

It has been an extraordinary year for St.Peter's not only in working hard to hold things together during the interregnum then simultaneously coping with the Covid-19 pandemic lockdowns as St.Peter's adapted to a new 'norm'. The full PCC met five times during the year and the average attendance was high, three face to face meetings in church, and two via Zoom. The APCM had to be cancelled in April though the Annual Trustee Report and



accounts 2019 were approved via email by 31st of March ensuring PCC was ready when the APCM finally met in November via Zoom. The Standing Committee also met via Zoom when important decisions needed to be taken on behalf of PCC. The Rector was appointed in July and installed in November. There have been many challenges for the PCC in 2020 ensuring PCC records, decisions and voting were properly recorded for the future.

Lucy Comerford was elected to PCC the November APCM whilst Karen Greenwood resigned in April. The PCC wishes to thank Karen for all her work, and offer a warm welcome to Lucy.

The PCC wishes to thank everyone involved in keeping St. Peter's alive during the unprecedented challenges faced in 2020 and for all the additional 'jobs' undertaken by so many volunteers. St. Peter's is so much richer as so many people have learned much more about how the wheels of church actually turn.

### **Safeguarding**

The PCC has continued to work hard to ensure compliance with the House of Bishop's guidance on safeguarding children and vulnerable adults.

The Diocesan safeguarding administration was restructured in 2020 with the creation of a rotational team approach to support parishes. The new arrangements for monitoring safeguarding issues have been recently been put in place. The PCC would like to take this opportunity in expressing its gratitude to all the work and help given by Jenny Price who retired as Diocesan adviser and trainer in Safeguarding.

All volunteers in parish work are required to complete a confidential declaration form every year and obtain a Disclosure and Barring Certificate every five years.

All PCC members and leaders of church activities are required to complete two online training courses C0 and C1 and where relevant at the advanced Leadership Training Day C2. The Training Day will be made available online to those who had already booked a place prior to Covid lockdown.

The PCC wish to thank Margaret Widdowson and Ian Hepworth for their work.

### **Deanery Synod**

Three members of the PCC represent St Peter's at the Deanery Synod. This provides the PCC with an important link between the parish and the wider structures of the church. The formal meetings were suspended in 2020 and informal meetings were held via zoom enabling synod to stay connected and share challenges as well as successes during the pandemic lockdown(s). Synod held three such meetings. The Bishop set out four questions for Synod and Parishes to consider post Pandemic :

- (a) What have I /we lost in the last few months that must remain lost?
- (b) What has been lost in the last few months that we must regain in the weeks and months ahead?
- (c) What has been gained in the last few months that must now be retained or developed?
- (d) What has been gained that was fine for the season but can now be lost?

The Deanery Synod bade farewell in December to Rural Dean Ft. Philip Gray as he left to start his new ministry.

## Electoral Roll

### ELECTORAL ROLL FOR ST. PETER'S CHURCH ADDINGHAM 2021

Mr M I Aldred	Mrs L Evans	Dr J Keeble	Mr H Scott	Miss K Wood
Mr K T Appleyard	Mrs B Falkingham	Dr R Keeble	Mrs H Scott	Mrs M D Wood
Mr G Atkinson	Mr R Falkingham	Mr C Kilner	Mr P Settle	Ms J Worsnop
Mrs S Atkinson	Mr M S Fawcett	Mrs J M King	Mrs S Settle	Mrs C Young
Mrs P Bainbridge	Mr D Feather	Mr D Law	Mrs S Simmons	Mr R Young
Mr R Bainbridge	Mrs E Fielding	Mrs P Laycock	Mrs M Spencer	
Mrs P Barr	Mr C Fletcher	Mr R Leleux	Mr A Smith	
Mrs S Bateson	Mrs C Fletcher	Mrs R Leleux	Mrs C Smith	
Mr I Batty	Canon Prof. A Francis	Mrs A L Lilly	Mrs C Smith	
Mrs N Bayntun	Mrs M P Gill	Mrs K Lister	Mr D Smith	
Mr S Bayntun	Mrs K Greenwood	Mr C Marriott	Mrs J Smith	
Mrs C Bean	Mr M Greenwood	Mrs L Marriott	Mrs P Smith	
Mr GA Bennett	Miss P Hall	Mr I McCormack	Prof. R A Smith	
Mrs C Benstead	Ms J Hand	Miss C Miles	Mrs G Stitt	
Mr H Beresford	Mrs J Harper	Mrs P Mirfin	Mr R Thackrah	
Mrs H Beresford	Mrs M Harding	Mr P Mirfin	Mr H Turner	
Miss H Birdwood	Prof. A Harrison-Moore	Ms C Munro	Mrs I Turner	
Mr K Boothroyd	Mrs S Hatfield	Mrs P Nayler	Mrs H Tysoe	
Mr A Brightman	Miss J Hawkes	Miss B Newall	Mrs R Udale	
Mrs H Brooks	Mr I Hepworth	Mrs J Norley	Mrs J Varley	
Mr T Brooks	Miss O Hirst	Mrs M Osler	Mrs D Vorster	
Mrs M Carr	Mrs A Hodgson	Mrs M Parminter	Mrs I Vorster	
Mrs B Colley	Mr J Holdsworth	Mrs P Parrington	Mr M Waddilove-Carr	
Dr L Comerford	Mrs B Holdsworth	Mrs E Powell	Mrs T Waddilove-Carr	
Mrs J Cooke	Mr D Holroyd	Miss A Preston	Mrs J Wade	
Mr P Cooke	Mrs S Holroyd	Mrs J Preston	Mrs J F Walker	
Mrs P Crisfield	Mrs E Houston	Ms J Rawnsley	Mrs P Walker	
Mrs W Croft	Miss J Houston	Dr HE Roberts	Mrs HG Walsh	
Mrs P Crossley-Smith	Mrs J Hutton	Mrs BE Roberts	Mr D Westcott	
Mr S Crossley-Smith	Mrs J Idle	Mr A Robinson	Mrs S Westcott	
Mr A Davenport	Mr C Jackson	Mrs L Robinson	Mrs M Widdowson	
Mr M Denby	Mrs J Jackson	Mrs P Robinson	Mrs J Wilkinson	
Mrs D Dixon	Mrs C Johnson	Mrs B J Rogers	Mrs O Wilmot	
Mr A Driver	Ms P Jones	Mrs A Scargill	Miss K Wood	

Number on roll (2020)	Removed	Added	Number on roll
141	1	0	140 as at 1st May 2021

## Financial Review

In the year to 31 December 2020, the net income of the year can be summarised as follows :

Legacies receivable from the estate of Dorothy Lund	£ 109,000
Deficit on sales and revaluation of the parish investments	£ (33,731)
Deficit in the day to day running of the parish	£ (62,915)
 Total	 £ 12,354

The Parish has been very fortunate that Mrs Dorothy Lund kindly left a legacy estimated at £109,000 to the Parish. The PCC is very grateful for this legacy, particularly as her connection to the Parish is not known. The estimated amount has been included in the accounts as a debtor. This is in addition to the receipt of moneys from the estates of Ken and Sallie Powell in 2018, and also the legacies provided by Phyllis and Hilda Holmes many years ago. Without these funds, the Parish would need to make considerably greater efforts to raise funds or to cut expenses. The PCC is investigating whether it is possible to use some of these legacies to finance a further extension of the Church Hall. It is believed that, following discussions with the Bradford Council Planning Department and Historic England, that planning permission would be granted for the desired extension. However, before committing to what would be very large expenditure, it has been decided to progress only after a survey of Parish residents has been made to ensure that the proposed extension does meet the needs of the Parish. Costs of the work on submitting the planning application amounting to £8,993 have been incurred and a provision against these costs has been included in the accounts.

The year has, of course, been dominated by the COVID-19 pandemic with the Church closed or used only with limited numbers and hence comparisons with the financial results of previous years are far less helpful than one would normally expect.

Giving from parishioners has held up and in fact probably increased, probably, as cash collections are anonymous and in normal times, the Parish may well receive significant cash from visitors, particularly at weddings and funerals where the collection is given to the Parish. The rules on Gift Aid allow claims of up to £2,000 to be made for cash collections but as these cash collections were limited during the year, this part of our claim is reduced.

Other income has declined significantly, as might be expected :

- Companies have cut their dividends to preserve cash as business has slowed and hence the Parish investment income has declined.
- The Annual Fete was cancelled.
- The Hall was closed in March and hence no hire charges were received subsequently
- Sales of *Source* and advertising were greatly reduced though the magazine was printed every month.
- Just two weddings took place, so the usual fees were lost.

Last year a surplus on the revaluation of the parish investments of £67,899 was reported. This year there was a deficit on the revaluation of £29,990 which, of course, can be blamed on the pandemic, though it is hoped that as the vaccination programme continues, the markets will recover. However, as noted last year, the PCC can and does take a sanguine view of this volatility on the financial markets as investment is made for the long term and in the long term, market valuations do tend to rise. These investments do also provide a useful income to supplement other sources of funding. The Investment Committee of the PCC is currently aiming to receive income of about 3.5% on these investments and at the year end the yield on the portfolio was 2.8%, again reflecting the cuts in dividends sustained on many investments.

Few expenses were reduced because of the pandemic, though the heating bills were reduced as the church and hall were not used very often, though it is necessary to maintain a reasonable temperature to protect the properties. Not serving wine at communion saved money.

The Diocesan request for the Parish contribution to their costs, known as Share, was reduced, mainly due to the decision of the Diocese to appoint a part-time Rector working half the week rather than 60% of the week, as the previous incumbent was contracted to do. It is helpful that, going forward, the Share for 2021 has been frozen for all parishes and remains as that of 2020, namely £77,357. The final payment, amounting to about 35.6% of the total, had not been made at the year end, due to the difficulties faced ensuring the Rectory was habitable. The PCC was of the view that it would be wrong to send money to the Diocese when they were failing to provide accommodation for our Rector. The amount owing on the 2020 Share has been included in creditors in these accounts and the full amount of the cost included in the expenses. It should be noted that the Diocese does not reduce the Share for parishes without an incumbent, despite the savings made by the Diocese in not having to pay an incumbent's salary.

Every five years, a report on the fabric of all churches is made to their Diocese to enable the state of repair to be monitored by the property arm of the Diocese. This can be a cause of great concern to many parishes who fear that the report may identify that great expenditure would be required. However, it can be reported that our architect found little cause for concern when he had issued his quinquennial report, that is his five-year report, and the annual repair and maintenance expenses remained in line with previous years.

### **Reserves Policy**

It is the policy of the PCC to maintain sufficient reserves invested so that investment income supplements the other income of the parish. It is the long term aim of the PCC to generate sufficient funds to pay the Church's payments to the Diocese and every other day by day expenses without utilising this income which can then be used for other projects.

## **Volunteers**

The PCC would like to thank all the volunteers who helped the Parish through this miserable year. Particular mention should be made of the wardens, Ian Batty and Penny Crisfield and all of those who contributed to a new norm, that of worshipping online. They have worked so tirelessly on behalf of the Parish.

## **Structure, governance and management**

The PCC is a corporate body established by the Church of England. The PCC operates under the Parochial Church Council Powers Measure. The PCC is a registered charity.

The method of appointment of the PCC is set out in the Church Representation Rules. At St Peter's, the membership of the PCC consists of the Incumbent (our Rector), church wardens, the reader, synod representatives and members who are elected by those members of the Church who are on the electoral roll. All members of the congregation who attend our services are encouraged to register on the Electoral Roll and stand for election to the PCC. PCC Members are elected for three years at the Annual Parochial Church Meeting.

The PCC members are responsible for making decisions on all matters of general concern and importance to the parish including deciding on how the funds of the PCC are to be spent. A report on the work of the PCC is attached and this includes details of the number of meetings and the attendance.

Given its wide responsibilities, the PCC has three sub-committees, each dealing with a particular aspect of parish life. These committees are the Standing Committee, the Investment Committee and the Fabric Committee. They report back to the PCC regularly with minutes of their decisions being received by the full PCC and discussed as necessary. The Standing Committee monitors day by day matters and is made up of the Incumbent, Wardens, Deputy Warden, Secretary and Treasurer.

## **Administrative Information**

St Peter's is situated in Church Street, Addingham. It is part of the Diocese of Leeds, within the Province of York and within the Church of England. The Church Council is registered with the Charity Commissioners under the name "The Parochial Church Council of the Ecclesiastical Parish of St Peter's Addingham" and has the registered charity number of 1134446.

The PCC's bankers are Natwest Bank and its investments are invested by Brewin Dolphin, stockbrokers.

Being a charity, the members of the PCC are also the trustees of the church.

PCC members/trustees who have served at any time from 1<sup>st</sup> January 2020 until the date of this report was approved are :

*Ex officio*

*Incumbent :* The Reverend Mark Cannon (inducted 4 November 2020)  
*Lay Reader :* Mrs Anne Hodgson  
*Wardens :* Mr Ian Batty  
 Ms Penny Crisfield

*Representatives on the Deanery Synod :*

Professor Arthur Francis (also Diocesan Synod member)  
 Ms Jacqui Hand (also PCC Secretary)  
 Mr Roger Bainbridge

*Elected members :*

	Retirement Year
Mrs Judith Idle (Deputy Warden)	2022
Mrs Margaret Widdowson	2022
Mr Gordon Atkinson	2023
Mrs Christine Bean	2023
Mrs Joy Harper	2023
Mr Matt Waddilove-Carr	2023
Mrs Karen Greenwood (retired 30 April 2020)	
Mr Ian Hepworth (Treasurer)	2024
Mr Keith Boothroyd	2025
Mr John Holdsworth	2025
Mrs Sue Settle	2025
Mrs Lucy Comerford (elected 26 November 2020)	2026

**Future Plans**

It is the intention to ask the residents of Addingham by way of a Parish Survey where they wish St Peter's to use its resources in the future. The Survey will be sent out and the results collated during the summer and autumn.

Future plans for St. Peter's will be decided upon taking into account the results of this Survey In addition. It is the intention to employ a family / youth worker in due course as noted in the Rector's address.

**ST PETER'S PAROCHIAL CHURCH COUNCIL OF ADDINGHAM**  
**STATEMENT OF FINANCIAL ACTIVITIES**  
**FOR THE YEAR ENDED 31ST DECEMBER 2020**

	Note	Unrestricted Funds £	Restricted Funds £	Endowment Funds £	<b>TOTAL FUNDS</b>	
					2020 £	2019 £
<b>INCOMING RESOURCES</b>						
Voluntary Income	2 (a)	47,513	109,000	-	156,513	178,901
Activities for generating funds	2 (b)	1,544	-	-	1,544	5,846
Income from investments	2 (c)	480	140	16,930	17,550	20,833
Church activities	2 (d)	6,224	-	-	6,224	16,286
Sundry income		-	-	-	-	50
<b>TOTAL INCOMING RESOURCES</b>		<b>55,761</b>	<b>109,140</b>	<b>16,930</b>	<b>181,831</b>	<b>221,916</b>
<b>RESOURCES EXPENDED</b>						
Church Activities	3 (a)	127,009	2,976	-	129,985	131,071
Raising Activities	3 (b)	1,660	-	2,952	4,612	6,663
<b>TOTAL RESOURCES EXPENDED</b>		<b>128,669</b>	<b>2,976</b>	<b>2,952</b>	<b>134,597</b>	<b>137,734</b>
<b>NET OUTGOING RESOURCES BEFORE TRANSFERS</b>	-	<b>72,908</b>	<b>106,164</b>	<b>13,978</b>	<b>47,234</b>	<b>84,182</b>
Transfers between funds	5	40,000		-40,000	-	-
Net in(out)going resources before other recognised gains	-	32,908	106,164	- 26,022	47,234	84,182
Revaluation Profit/(Loss)	7	-	-	-34,880	-34,880	42,527
	-	32,908	106,164	-60,902	12,354	41,655
<b>BALANCES BROUGHT FORWARD AT 1ST JANUARY 2020</b>		<b>43,722</b>	<b>125,657</b>	<b>561,706</b>	<b>731,085</b>	<b>660,973</b>
<b>BALANCES CARRIED FORWARD AT 31ST DECEMBER 2020</b>		<b>10,814</b>	<b>231,821</b>	<b>500,804</b>	<b>743,439</b>	<b>702,628</b>

The attached notes form part of these accounts

**ST PETER'S PAROCHIAL CHURCH COUNCIL OF ADDINGHAM**  
**BALANCE SHEET**  
**AT 31ST DECEMBER 2020**

	Note	2020 £	2019 £
<b>FIXED ASSETS</b>			
Tangible assets	6	138,028	150,308
Investments	7	451,101	548,764
		<u>589,129</u>	<u>699,072</u>
<b>CURRENT ASSETS</b>			
Debtors	8	118,880	11,113
Short term deposits		28,284	11,397
Cash at bank		38,004	12,009
		<u>185,168</u>	<u>34,519</u>
<b>LIABILITIES</b>			
Creditors : Amounts falling due in one year : accruals	9	<u>30,858</u>	<u>2,506</u>
<b>NET CURRENT ASSETS</b>		<u>154,310</u>	<u>32,013</u>
<b>TOTAL NET ASSETS</b>		<u>743,439</u>	<u>731,085</u>
<b>PARISH FUNDS</b>			
Unrestricted	11	10,814	43,722
Restricted	11	231,821	125,657
Endowment Funds	11	500,804	561,706
		<u>743,439</u>	<u>731,085</u>

Approved by the Parochial Church Council on 25th March 2021 and signed on its behalf by :

I R Hepworth  
Treasurer

The attached notes form part of these accounts



**PARISH CHURCH COUNCIL OF ST PETER'S ADDINGHAM**  
**CASHFLOW STATEMENT for the year endd 31st December 2020**

		2020	2019
	£	£	£
<b>Net cash generated in operating activities</b>	- 37,232		- 45,198
<b>Cashflow from investing activities</b>			
Dividends & interest from investments	16,401	21,361	
Interest paid	-	-	
Proceeds from the sale of :			
Tangible fixed assets	-	-	
Tangible fixed investments	175,619	93,477	
Purchase of :			
Tangible fixed asset for the use of the PCC	- 219	- 1,386	
Fixed asset investments	-111,687	- 91,290	
<b>Net cash providedby investing activities</b>	80,114		22,162
<b>Change in cash and cash equivalents in the reporting period</b>	42,882		- 23,036
<b>Cash and cash equivalents at 1st January 2019</b>	23,406		46,442
<b>Cash and cash equivalents at 31st December 2019</b>	66,288		23,406
	-		
<b>Reconciliation of net expenditure before investment gains</b>			
<b>Net expenditure before investments gains</b>	46,086		- 39,442
<b>Adjustments for</b>			
Depreciation	12,498	12,426	
Dividends and interest	- 16,401	- 21,361	
Increase/decrease in debtors	-107,767	3,123	
Decrease/Increase in creditors	28,352	56	
<b>Net cash used in operating activities</b>	- 37,232		- 45,198
<b>Analysis of cash and cash equivalents</b>			
Cash in hand	38,004	12,009	
Notice deposits	28,284	11,397	
	66,288	23,406	

## **St Peters Parochial Church Council**

### **Notes to the Accounts**

**31<sup>st</sup> December 2020**

#### **Note 1 Basis of Preparation**

##### **Basis of Accounting**

The accounts have been prepared under the Charities Act 2011 and in accordance with the Church Accounting Regulations 2006 governing the individual accounts of PCCs together with applicable accounting standards and the 5<sup>th</sup> edition of the publication "PCC Accountability"

##### **Change in basis of accounting**

There has been no change to the accounting policies since the last year end.

##### **Friends of St Peter's Addingham**

The accounts of the Friends of St Peter's Addingham are not included within these accounts as this body is a registered charity not controlled by the PCC Accounts are drawn up separately and returns made to the Charity Commission.

##### **Detailed Accounting Policies**

The financial statements have been prepared under the historical cost convention except for the valuation of investment assets, which are shown at market value.

##### **Incoming resources**

These are included in the Statement of Financial Activities (SOFA) when ;

1. The PCC becomes legally entitled to the benefit of use of the resources;
2. The ultimate receipt is virtually certain; and
3. The monetary value can be measured with sufficient reliability

Funds raised from events and trading operations, such as the Family Fun Fete and the Traidcraft Stall, are reported gross in the SOFA, that is before any related costs have been deducted from the gross proceeds.

Grants and donations are included in the SOFA when any pre-conditions preventing their use by the PCC have been met. For planned giving, and collections this in when the funds are received.

Gift Aid and other tax claims are included in the SOFA in respect of the date in which the donations are received.

The value of volunteer help received is not included in the accounts.

Rental income from the church hall is recognised when receivable.

Investment income is included in the accounts when receivable.

Investment gains and losses includes gains and losses on the sale of investments and any gain or loss resulting from revaluing investments to market value at the end of the year.

### **Resources expended**

Liabilities are recognised as soon as the legal or constructive obligation arises.

Governance costs include the preparation of examination of statutory accounts, the costs of PCC meetings and any cost of legal advice to the PCC on governance or constitutional matters.

Grants and donations are recognised in the accounts when a commitment has been made externally and there are no pre-conditions still to be met for entitlement which remain in the control of the PCC.

### **Tangible Fixed Assets**

Consecrated and benefice property of any kind is excluded from the financial statements in accordance with section 10(2)(a) and (c) of the Charities Act 2011.

Movable church furnishings held by the rector and church wardens on special trust for the PCC and which require a faculty for disposal are inalienable property are capitalised at cost and depreciated over their useful lives. These are listed in the church's inventory, which can be inspected at any reasonable time.

Fixed assets purchased prior to 1<sup>st</sup> January 2001 were not included in the PCC accounts and therefore are not valued in the financial statements.

Assets are deemed to be fixed assets if they can be used for more than a year.

Computers are depreciated in equal annual instalments over three years and furnishings and other equipment over five years. Lighting, heating, solar panels, boilers and fire alarms are depreciated over ten years. Depreciation of completed building work is over 50 years. Work in progress is not depreciated.

### **Investments**

Investments are valued at market value as at the year end.

### **Short-term deposits**

These include cash held on deposit with the CBF Church of England Funds and with the PCC's stockbrokers.

## **Funds**

*Restricted funds* are income funds that must be spent on restricted purposes and details of the funds held and restrictions provided are shown in the notes to the accounts.

*Endowment funds* are funds that must be retained as trust capital either permanently or subject to a discretionary power to spend capital as income and where use of any income or other benefit derived from the capital may be restricted or unrestricted. Full details of all their restrictions are shown in the notes to the accounts.

*Unrestricted funds* represent the remaining income funds of the PCC that are available for spending on the general purposes of the PCC, including amounts designated by the PCC for fixed assets for its use or for spending on a future project.

**ST PETER'S PAROCHIAL CHURCH COUNCIL OF ADDINGHAM**  
**NOTES TO THE FINANCIAL STATEMENTS (continued)**  
**FOR THE YEAR ENDED 31ST DECEMBER 2020**

**2. INCOME AND ENDOWMENTS**

	Unrestricted Funds £	Restricted Funds £	Endowment Funds £	TOTAL FUNDS 2020 £	2019 £
<b>2(a) Voluntary Income</b>					
Planned giving					
Gift aid donations	32,799			32,799	28,941
Tax recoverable	9,418			9,418	7,282
Collections - open plate	3,477			3,477	11,119
Grants : GASDS top up payment	1,139			1,139	2,000
Legacy	-	109,000		109,000	15,134
Sundry donations	680			680	1,465
	<u>47,513</u>	<u>109,000</u>	<u>-</u>	<u>156,513</u>	<u>65,941</u>
<b>2(b) Activities for generating funds</b>					
Sales of and Advertisement in "Source"	1,544	-	-	1,544	1,831
Family Fun Fete	-	-	-	-	3,930
	<u>1,544</u>	<u>-</u>	<u>-</u>	<u>1,544</u>	<u>5,761</u>
<b>2(c) Income from investments</b>					
Dividends and interest	480	140	15,781	16,401	21,361
Profits and Loss on sale of investments	-		1,149	1,149	5,291
	<u>480</u>	<u>140</u>	<u>16,930</u>	<u>17,550</u>	<u>26,652</u>
<b>2(d) Church Activities</b>					
Church hall lettings	2,550	-	-	2,550	7,644
Fees for weddings and funerals	3,674	-	-	3,674	8,997
	<u>6,224</u>	<u>-</u>	<u>-</u>	<u>6,224</u>	<u>16,641</u>

**ST PETER'S PAROCHIAL CHURCH COUNCIL OF ADDINGHAM**  
**NOTES TO THE FINANCIAL STATEMENTS (continued)**  
**FOR THE YEAR ENDED 31ST DECEMBER 2020**

<b>3. EXPENDITURE</b>	Unrestricted Funds £	Restricted Funds £	Endowment Funds £	TOTAL FUNDS 2020 £                      2019 £	
<b>3(a) Church Activities</b>					
Giving to missionary societies	-	-	-	-	-
Giving -relief & development agencies	-	-	-	-	-
Other donations to support charities	1,283	-	-	1,283	1,778
	<u>1,283</u>	<u>-</u>	<u>-</u>	<u>1,283</u>	<u>1,778</u>
Diocesan parish share	77,357	-	-	77,357	83,440
Parish Administrator (note 4)	3,330	-	-	3,330	2,926
Working expenses of Clergy	-	-	-	-	754
Insurance	2,908	-	-	2,908	2,827
Organ service	365	-	-	365	450
Church maintenance	4,672	-	-	4,672	4,335
Cleaning & Gardening	8,825	-	-	8,825	8,111
Service costs	93	-	-	93	411
Bellringers & Bells	-	108	-	108	-
Printing, postage and stationery	2,538	-	-	2,538	2,603
Telephone	1,277	-	-	1,277	1,632
Provision against proposed hall extension costs	2,490	-	-	2,490	6,503
Depreciation of Hall Extension (note 5)	-	2,868	-	2,868	2,868
Depreciation of equipment (note 5)	9,630	-	-	9,630	9,492
Water	257	-	-	257	474
Heat & Light	4,898	-	-	4,898	9,184
Cost of independent examiner	300	-	-	300	300
Interregnum Costs	4,575	-	-	4,575	-
Leaving party for Rector	-	-	-	-	1,842
Other payments	2,211	-	-	2,211	3,285
	<u>127,009</u>	<u>2,976</u>	<u>-</u>	<u>129,985</u>	<u>143,215</u>
<b>3(b) Raising Funds</b>					
Cost of Family Fun Fete	-	-	-	-	1,053
Printing the magazine	1,660	-	-	1,660	2,170
Brokers charges	-	-	2,952	2,952	3,201
	<u>1,660</u>	<u>-</u>	<u>2,952</u>	<u>4,612</u>	<u>6,424</u>
<b>TOTAL RESOURCES EXPENDED</b>	<u>128,669</u>	<u>2,976</u>	<u>2,952</u>	<u>134,597</u>	<u>149,639</u>

**4. REMUNERATION OF EMPLOYEES AND COUNCILLORS**

The only paid employee is the parish administrator. The amount payable related to gross wages.  
No national Insurance or pension fund contributions were made during the year.

Fees charged for weddings and funerals include payments to verger, sacristan and organist,  
which are not included in the accounts of the PCC.

**5. ANALYSIS OF TRANSFER BETWEEN FUNDS**

	General Unrestricted £	P.Holmes Endowment £	Total £
Current surplus on endowment fund	40,000	-	40,000
	<u>40,000</u>	<u>-</u>	<u>40,000</u>

**ST PETER'S PAROCHIAL CHURCH COUNCIL OF ADDINGHAM**  
**NOTES TO THE FINANCIAL STATEMENTS (continued)**  
**FOR THE YEAR ENDED 31ST DECEMBER 2020**

<b>6. TANGIBLE FIXED ASSETS :</b>	-----	2020	-----	2019
	Hall Extension	Other	Total	
	(Restricted)	Fixed Assets	£	£
		(Unrestricted)		
Cost at 1st January 2020	143,386	116,308	259,694	258,308
Additions at cost	-	219	219	722
Disposals	-	-	-	-
Cost at 31st December 2020	<u>143,386</u>	<u>116,527</u>	<u>259,913</u>	<u>259,030</u>
Depreciation at 1st January 2020	31,447	77,940	109,387	96,960
Charge for the year	2,868	9,630	12,498	12,360
Depreciation at 31st December 2020	<u>34,315</u>	<u>87,570</u>	<u>121,885</u>	<u>109,320</u>
Net book value at 31st December 2020	<u>109,071</u>	<u>28,957</u>	<u>138,028</u>	<u>149,710</u>
Net book value at 31st December 2019	<u>111,939</u>	<u>38,368</u>	<u>150,307</u>	<u>161,348</u>

**7. INTANGIBLE FIXED ASSETS : Investments**

Movement in the year	£
Market Value at 1st January 2020	548,764
Purchases at cost	<u>111,687</u>
	660,451
Less :Disposal proceeds	<u>175,619</u>
	484,832
Net Profits on Disposal	-34,880
Revaluation Surplus	1,149
Market Value at 31st December 2020	<u>451,101</u>

The market value at 31st December 2020 represents investments held in the endowment fund.

**8. DEBTORS**

	2020	2019
	£	£
Income tax recoverable	7,688	8,935
Prepaid Insurance	2,192	2,178
Legacy due	109,000	-
	<u>118,880</u>	<u>11,113</u>

**9. CREDITORS FALLING DUE IN ONE YEAR**

	2020	2019
	£	£
Accruals	3,329	2,506
Amount due to the Diocese known as Share	27,529	-
	<u>30,858</u>	<u>2,506</u>

**ST PETER'S PAROCHIAL CHURCH COUNCIL OF ADDINGHAM**  
**NOTES TO THE FINANCIAL STATEMENTS (continued)**  
**FOR THE YEAR ENDED 31ST DECEMBER 2020**

**10. FUNDS**

All income received is included in the General Fund, except where the income has been given for a particular purpose. The Parish has four funds where the income has been identified for a particular purpose.

The Mary Coates Fabric Fund has been named after a 19th Century benefactor and accumulates gifts made for the fabric of the Church.

The funds in the Hilda Holmes Fund were donated by the late Hilda Holmes and may only be used for the fabric of the church.

The Betty Jackson Fund is to be spent on the choir and the bells.

The funds in the Dorothy Fund were donated by the late Dorothy Lund and may only be used for the fabric of the church.

Endowment funds can be "permanent" or "expendable". The capital of a permanent fund can not be spent by the PCC. However an expendable endowment is a form of endowment capital which the PCC does have discretion over its use. The Phyllis Holmes Endowment Fund is an expendable endowment.

**11. SUMMARY OF FUND MOVEMENTS**

	General Fund Unrestricted	Hilda Holmes Fund Restricted	Mary Coates Fund Restricted	Betty Jackson Fund Restricted	Dorothy Lund Fund Restricted	Phyllis Holmes Fund Endowment	Total
At 1st January 2020	43,722	111,939	10,751	2,967	-	561,706	731,085
Incoming resources	55,761	0	120	20	109,000	16,930	181,831
Resources expended	-128,669	-2,868	-	-108	-	-2,952	-134,597
Investment gains/losses	-	-	-	-	-	-34,880	-34,880
Transfer between funds	40,000	-	-	-	-	-40,000	-
At 31st December 2020	10,814	109,071	10,871	2,879	109,000	500,804	743,439
Made up as :							
Tangible Fixed Assets	28,957	109,071	-	-	-	-	138,028
Investments	-	-	-	-	-	451,101	451,101
Debtors & Prepayments	9,880	-	-	-	109,000	-	118,880
Short term deposits	-	-	10,871	2,879	-	14,534	28,284
Cash at bank	2,835	-	-	-	-	35,169	38,004
Liabilities due within a year	-30,858	-	-	-	-	-	-30,858
	10,814	109,071	10,871	2,879	109,000	500,804	743,439



## **Independent Examiner's Report to the Trustees of St Peter's Church, Addingham, Parochial Church Council**

I report on the accounts for the year ended 31<sup>st</sup> December 2020.

As trustees of the charity, the members of the PCC are responsible for the preparation of the accounts. They consider that an audit is not required for this year under Section 144(2) of the Charities Act 2011 (the 2011 Act) and that an independent examination is needed.

It is my responsibility to:

- Examine the accounts under Section 145 of the 2011 Act
- Follow the procedures laid down in the general directions given by the Charity Commission under Section 145(5)(b) of the 2011 Act, and
- State whether particular matters have come to my attention .

### **Basis of Independent Examiner's Statement**

My examination was carried out in accordance with the general directions given by the Charity Commission.

An examination includes a review of the accounting records kept by the PCC and a comparison of the accounts presented with those records. It includes consideration of any unusual items or disclosures in the accounts and seeking explanations from the trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in a full audit, and consequently I do not express an audit opinion on the accounts.

### **Independent Examiner's Statement**

In connection with my examination, no matter has come to my attention :

(1) which gives me reasonable cause to believe that, in any material respect, the requirements

- to keep accounting records in accordance with section 130 of the 2011 Act; or
- to prepare accounts which accord with the accounting records have not been met; or

(2) to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.

J Bridgford  
Chartered Accountant  
25 March 2021