

THE PAROCHIAL CHURCH COUNCIL OF THE ECCLESIASTICAL PARISH OF LEEDS CITY

England & Wales · Charity number 1135593

Details

Other names Leeds Minster, THE PARISH OF LEEDS CITY PCC

Status Registered

Legal form Previously excepted

Registered 2010-04-19

Register [View on the Charity Commission register](#)

Contact

Address Leeds Minster
Kirkgate
Leeds
LS2 7DJ

Phone 01132452036

Email contact@leedsminster.org

Website www.leedsminster.org

Activities

Objects: Promoting in the ecclesiastical parish the whole mission of the Church.

Activities: Responsibility of co-operating with the Rector of Leeds and the stipendiary ministerial staff in promoting in the ecclesiastical parish the whole mission of the Church, pastoral, evangelistic, social and ecumenical. It also has maintenance responsibilities for the Church of St.Peter at Leeds and the St.Peter's precinct buildings.

Classification

- **How:** Makes Grants To Organisations, Provides Buildings/facilities/open Space, Provides Services, Other Charitable Activities
- **What:** Religious Activities
- **Who:** The General Public/mankind

Geography

- **Area of benefit:** UNDEFINED. IN PRACTICE, LOCAL.
- Leeds City

Finances

Period end	Income	Expenditure	Assets	Employees
2025-12-31	£457,724	£432,632	-	-
2024-12-31	£350,032	£365,210	-	-
2023-12-31	£290,867	£307,372	-	-
2022-12-31	£241,233	£253,577	-	-
2021-12-31	£822,782	£934,920	£986,048	4
2020-12-31	£740,501	£1,074,019	£1,090,662	5

Trustees

Name	Role	Appointed
Alison Elgie-Heaton		2024-04-21
David Yardley Dredge		2018-04-29
IAN CHRISTOPHER WEBSTER		2018-04-29
Iain Howell		2026-05-10
Jurgens Nel Smuts		2026-05-10
KAY ELIZABETH BROWN		
Kin Pong So		2024-04-21
Patricia Lesley Enoch		2023-05-14
Pauline Lancaster		2026-05-10
Quentin Patrick Vincent Brown		2018-04-29
Rev Andrew Earwaker		2023-07-01
Rev Jo-Anne Jones		2023-07-01
Rev Paul Maybury		2022-12-04
Sarah Margaret Maybury		2024-09-19
Simon Flowers		2026-05-10
TREVOR PARKER		2025-05-11

THE PAROCHIAL CHURCH COUNCIL OF THE ECCLESIASTICAL PARISH OF LEEDS CITY

England & Wales - Charity number 1135593

Accounts

Charity number: 1135593

**The Parish of Leeds City PCC
Trustees' Report and Financial Statements
For the year ended 31 December 2025**



The Parish of Leeds City PCC

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Parish of Leeds City PCC

Trustees' Report for the year ended 31st December 2025

The Trustees present their annual report and financial statements for the year to 31 December 2025

These financial statements have been prepared in accordance with Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their financial statements in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective 1st January 2019) as detailed in the accounting policies.

Reference and Administrative Details

The Parish of Leeds City comprises the parish church of St Peter-at-Leeds (Leeds Minster). The redundant church of St John the Evangelist, New Briggate is located in the parish and is in the care of the Churches Conservation Trust. Parish of Leeds City is in the Archdeaconry of Leeds, which itself is co-terminus with the Leeds Episcopal Area, part of the Diocese of Leeds in the Province of York within the Church of England.

The correspondence address is Kirkgate, Leeds, LS2 7DJ.

The charity registration number is 1135593.

PCC members who served from January 2025 until the date of this report was approved are:

Rector:	Rev'd Canon Paul Maybury	(PCC Chair)
Lecturer:	Rev'd Prof Jane de Gay	(Resigned 31 st May 2025)
Assistant Curates:	Rev'd Andrew Earwaker	
	Rev'd Jo Jones	
Licensed Lay Ministers:	Kay Brown	(Vice-Chair of PCC)
	Sarah Maybury	
	Nathan Booker	
Church wardens:	Philip Lancaster	(Elected 11 th May 2025)
	Chikwado Nnorom	(Approved by PCC 13 th May 2025)
Deanery Synod Representatives:	Kay Brown	(Elected 14 th May 2023 for 3 years)
	Nathan Booker	(Elected 19 th September 2023 for 3 years)
	Sarah Maybury	(Elected 19 th September 2023 for 3 years)
Elected members:	Lesley Allsopp	(Elected 14 th May 2023 for 3 years)
	Suzanne Barraclough	
	Victoria Booker	(Co-opted 13 th May 2025)
	Arthur Boreham	(Resigned 13 th May 2025)
	Quentin Brown	(Elected 21 st April 2024 for 2 years)
	David Dredge	(Elected 21 st April 2024 for 4 years)
	Alison Elgie-Heaton	(Elected 21 st April 2024 for 4 years)
	Lesley Enoch	(Elected 14 th May 2023 for 3 years)
	Beryl Lee	(Resigned 13 th May 2025)
	Diane Maloney	(Elected 14 th May 2023 for 3 years)
	Trevor Parker	(Elected 11 th May 2025 for 2 years)
	Michael Pawson	(Elected 14 th May 2023 for 3 years)
	Linda Sato	(Elected 14 th May 2023 for 3 years)
	Daniel So	(Elected 21 st April 2024 for 4 years)
	Christopher Webster	(Elected 11 th May 2025 for 3 years)

On 31st December 2025 there were no vacancies on the PCC

PCC Secretary:	Will Lewis	(appointed 16 th September 2024)
PCC Treasurer:	David Dredge	(appointed 30 th April 2024)

Principal Bankers:	CAF Bank Ltd, 25 Kings Hill Ave, Kings Hill, West Malling Kent, ME19 4JQ
Independent Examiner:	Jessica Lawrence FCA, CTA, Azets Audit Services Ltd, 12 King St, Leeds, LS1 2HL

The Parish of Leeds City PCC

Trustees' Report for the year ended 31 December 2025

Structure, Governance and Management

The Parochial Church Council ('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 (Registration Number: 1135593). The method of appointment of PCC members is set out in the Church Representation Rules. All Church attendees are encouraged to register on the Electoral Roll and stand for election to the PCC.

Statement of PCC members' responsibilities in respect of the Financial Statements

The PCC members are responsible for preparing the Annual Report and the financial statements in accordance with applicable law and regulations. The financial statements are required by law to give a true and fair view of the state of affairs of the Church and of the income and expenditure for that period.

In preparing these financial statements, the Trustees are required to:

- select suitable accounting policies and then apply them consistently;
- observe the methods and principles in the applicable Charities SORP;
- make judgements and estimates that are reasonable and prudent;
- state whether applicable UK Accounting Standards have been followed, subject to any material departures disclosed and explained in the financial statements; and
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charity will continue in its activities.

The PCC members are responsible for keeping proper accounting records which disclose with reasonable accuracy at any time the financial position of the Church and enable them to ensure that the financial statements comply with the Charities Act 2011 and the Church Accounting Regulations 2006. They have general responsibility for taking such steps as are reasonably open to them to safeguard the assets of the Church and to prevent and detect fraud and other irregularities.

Objectives and Activities

Leeds City PCC has the responsibility of co-operating with the Rector of Leeds in promoting in the ecclesiastical parish the whole mission of the Church, pastoral, evangelistic, social and ecumenical. It also has maintenance responsibilities for the Church of St. Peter at Leeds; the St. Peter's precinct buildings comprising St. Peter's House, St Peter's Hall (both of which are leased), and the Caretaker's flat. When reviewing the aims and objectives of the charity, and in planning future activities, the Trustees have complied with the duty in section 17 of the Charities Act 2011 to have due regard to public benefit guidance published by the Commission.

Fundraising

We strive to achieve the highest fundraising standards and we value our supportive funders. We stay up to date with developments in charity regulation, data protection and the Fundraising Preference Service (FPS) to make sure we are legally compliant and adhering to all guidelines. We follow the Institute of Fundraising's Code of Practice. No complaints regarding our fundraising activities have been received in the year. During the year, we engaged the services of The Good Fundraising Company Ltd in order to develop a Fundraising review and Strategy proposals from January 2025.

Achievements and Performance

Key events in the past 12 months:

2025 has been another year of growth in most areas bringing financial and organisational consolidation and development.

Our pattern of regular services increased to six from five during the year as we added a Tuesday Midday Eucharist. Thus more people are attending worship at the Minster than previously. As usual we hosted many special services, sometimes in collaboration with external organisations and we were pleased to welcome Bishop Nick, prior to his retirement, and Bishop Arun at Easter and Christmas. We were grateful to other visiting clergy who preached and helped lead services.

The PCC confirmed its commitment to work with its six Ministry Teams overseeing Worship & Music, Pastoral & Discipleship, Families & Children, Buildings & Grounds, Finance and Communication respectively.

The Parish of Leeds City PCC

Trustees' Report for the year ended 31 December 2025

Achievements and Performance (continued)

The number of events hosted in the building has increased again this year and we are extremely grateful to Wendy Bloom who was our volunteer Bookings Administrator until she had to finish during the year. Ian Jones took over towards the end of the year. This has become an important income stream for the PCC. Our partnership working with Lighthouse has consolidated during the year and we are pleased to host their weekly 'Minster Mondays' along with other groups that we host weekly including the Monday night therapeutic group, the Sunday afternoon Ukrainian and Honk Kong Groups. The building is now in use, on average, over 75 hours a week and open to the public 18 hours a week. We would like to be open to the public for longer hours and will be seeking to build the team of volunteers to enable this to happen. We are indebted to those who volunteer regularly and occasionally, including retired clergy acting as Chaplains and leading Middy prayer.

We are pleased to occasionally offer clergy support to other parishes on Sundays and during the week when requested and offer a Saturday morning monthly meditation which is accessed by an average of 18 people, often from other churches.

The Minster continues to play an important representational and civic role in the city and we are part of multiple networks within both the charity sector and the faith sector in particular.

As part of the Major Churches Network we attended their biannual conference in the North-East during the year and continue to host the Northern Regional meetings.

The year ended with some wonderful music from the choir; wonderful ringing of the bells and saw a growth in attendance at all our Christmas Services.

Finance:

The established finance routines have continued throughout 2025 maintaining the stability achieved over previous years. *Sustainability* was the watchword for 2025 and it became clear that the current method of working would not be adequate to achieve this objective. The role of Treasurer has grown beyond what can be reasonably expected of a volunteer, encompassing book-keeping and wider administrative roles in addition to its core responsibilities of leading financial oversight, reporting and strategic policy functions. It has also remained too dependent upon individuals. The budget for 2026 includes an allowance for the employment of both an Operations Manger and a Book-keeper. The PCC Finance Ministry Team has made tentative steps to define its role but has as yet had little chance to widen the "ownership" of financial management within the PCC.

Broadly speaking, overall income is below the prior year, but as in previous years, Planned Giving remains static and thus reduced in terms of spending power when inflation corrected. A legacy in the sum of £30,000 received during the year artificially distorts the income figure. The PCC designates legacy income so as to provide matched funding for externally assisted capital projects rather than relying upon it as regular income. A £20,000 donation in 2025 restricted to the establishment of a Children's Choir (representing two years' funding) mirrors two large unrestricted donations received in 2024. When these exceptional items are taken into account, an underlying downward trend in Donations is still evident.

Income from Venue hire has increased significantly by over £40,000 but this is offset by the associated costs of £27,589. This income stream has reached what can be described as saturation point from the point of view of organisational/staffing capacity and avoidance of compromising the primary purpose of the building.

Legal and Professional costs have risen exceptionally because of fees incurred with the marketing of our long vacant office suite in St Peters Hall. A ten year lease was negotiated but will not deliver income until April 2026. The cost of the Fundraising Strategy consultation was the other reason for this exceptional increase.

Work was begun during the year to simplify the historic agglomeration of semi-dormant funds generating minimal income and merely sitting on the accounts. The Charities Act 2022 (which came into force in March 2024) enable us to use small Endowment Funds to fund the purposes which their governing restrictions impose rather than being permanent investments. We will also be seeking to free up the St Mary Repair

The Parish of Leeds City PCC

Trustees' Report for the year ended 31 December 2025

Finance (continued)

Fund, releasing £37,376. There is also no reason to retain multiple deposit accounts for different Funds: the accounting software does that for us. In conclusion, the church continues to pay its way and is addressing historic maintenance arrears. While this is good news, there is an inherent danger of taking for granted that we are now secure and that things will continue as they are. Like relationships, churches either move forwards or backwards, they cannot stand still. There are many challenges ahead and while grants are available towards specific objectives, significant specialist input is required to obtain them. The Listed Places of Worship Grant Scheme which enabled us to claim the cost of VAT on repairs and renewals has ceased and the replacement scheme offers only £93M over three years. We have no state subsidies or external income as of right.

Staffing

In terms of clergy we said goodbye to our Lecturer, Jane deGay, who moved to a new, full-time priestly role in the Church of Wales. We are very grateful to Jane for all that she brought as a self-supporting Minister. Our Curate Jo, also self-supporting, reduced her working hours at the hospital and began to volunteer weekly, as a Chaplain, on a Wednesday as well as offering more Sundays.

We continue to be blessed by the Ministry of our Licensed Lay Ministers and continue to support Catherine Warr, now in her second year of training. The team of Licensed Ministers, Lay and Ordained, meet regularly and continue to oversee the monthly under 40's group and the monthly prayer meeting as well as supporting monthly Pride church, hosted at the Minster. Three times a year we facilitate a series of Sunday discipleship groups and this has proved to be a sustainable way of offering opportunities for learning and discussion.

The PCC created a new role for an Assistant Caretaker and employed Ben Schrodell during the year which supports the increased levels of activity in the building and particularly strengthens our support over the weekend.

Leeds Minster

Routine maintenance has been undertaken as an established routine while the Security and Access systems have been enhanced to reflect need and technological advances. A serious leak in the heating system in the Lady Chapel which became apparent in March was ultimately settled by the Insurance Company. This also included the cost of consequential damage to the organ as a result of our being without heat for five months. The costs of repair were borne initially by Leeds Minster. Three other claims were made, two of which related to the rental properties. The condition of the (four) boilers continues to be a concern with one having failed and another likely to do so in the medium term. Work is under way to address a long-term solution.

The role of the Rector of Leeds

The Rector continued to play a role in the various charities and trusts of which he was an ex-officio member by virtue of his office, including The Market Place, the Harrison's Charity, the Friends of the Music of Leeds Minster, the Incorporated Leeds Church Extension Society, The Market Place and the Leeds Church Institute, along with involvement with the governing body of St Peter's primary school and a leading role in the Episcopal area. He has been chaplain to the Lord Mayor since May.

Safeguarding and Health & Safety

The PCC met regularly and agreed a 'Values and Vision' statement and adopted a 'Code of safer working' which will be rolled out to all volunteers in 2026. The PCC continues to review its Safeguarding policy and procedures and at almost every meeting has engaged in some collective training and reflection.

New PCC members are required to complete self-declaration forms and to undertake basic (online Diocesan) Safeguarding training. Under the guidance and supervision of our Safeguarding Officer, Kay Brown, sound procedures are in place and vigilance at all levels is maintained. The Rector chairs the Buildings and Grounds Ministry Team which reviews all H&S Policy documents ensuring that the PCC is fulfilling its obligations in this area. We aspire to a zero-accident culture.

The Parish of Leeds City PCC

Trustees' Report for the year ended 31 December 2025

Financial Review:

Total receipts on unrestricted funds were £365,714 (2024: £350,032) and are detailed in the financial statements. The largest element is donations and legacies at £128,996 (2024: £169,439). Charitable activities raised total funds of £115,765 (2024: £73,961) and other trading activities raised £40,055 (2024: £35,556). Total expenditure from the unrestricted funds was £346,119 (2024: £283,263) again detailed in the financial statements, to give a net result for the year on unrestricted funds of a surplus in the sum of £19,595 (2024: £7,946 surplus) before taking into account losses on investment revaluations of £14,863 (2024: £88,171 surplus). Our 2025 Parish Share was paid in full as has been the case from 2019.

Total funds at 31 December 2025 were £1,121,753 (2024: £1,111,523) of which £990,633 (2024: £984,379) were unrestricted. The restricted funds at 31 December 2025 were £123,754 (2024: £119,538) and Endowment Funds amounted to £7,366 (2024: £7,606).

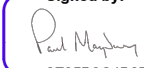
Going Concern:

The trustees have prepared financial projections, taking into consideration the current economic climate and its potential impact on the sources of income and planned expenditure. They have a reasonable expectation that adequate financial resources are available to enable the charity to continue in operational existence for the foreseeable future and have adequate contingency plans in the event that income streams are reduced. The charity still has reserves sufficient to meet its immediate requirements. Consequently, the financial statements have been prepared on the basis that the charity is a going concern.

Reserves Policy:

It is PCC policy to maintain, if possible, free reserves which equate to approximately three months' budgeted unrestricted payments (to include paying the Diocesan Parish Share in full) and to cover emergency situations that may arise from time to time. At 31 December 2025 this requirement was approximately £87,007. The balance of £110,841 (2024: £103,555) on Unrestricted and Designated funds held in net current assets at the year-end is above this target. It should be noted however that of this balance, £71,813 has been designated by the PCC to provide matched funding for projects to be undertaken during the coming five years and beyond. The available Unrestricted Free Reserves are therefore technically £38,133 (2024 £23,179) which without drawing down Designated Funds is below the policy requirement without compromising the designation. Free Reserves remain a recognised concern, but plans are in place to address the problem. Promotion of a giving culture is a key feature of this strategy. The PCC has approved a deficit budget for 2026 which includes both development of existing income streams and the implementation of a fundraising strategy developed by our external consultant out of a consultation process undertaken in between January and June 2025. The PCC recognises the need to look for return on equity and is confident that these measures are adequate to mitigate unforeseen events.

Approved by the PCC and signed on its behalf by:

Signed by:

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03 June 2026

Rev'd Canon Paul Maybury
Rector and PCC Chair

Date

The Parish of Leeds City PCC

Independent Examiner's Report to the Members of the Parish of Leeds City PCC

I report to the trustees on my examination of the financial statements of the Parish of Leeds City PCC for the year ended 31 December 2025. This report is made solely to the charity's trustees, as a body, in accordance with Section 145 of the Charities Act 2011. My independent examination work has been undertaken so that I might state to the charity's trustees those matters I am required to state to them in an Independent Examiner's Report and for no other purpose. To the fullest extent permitted by law, I do not accept or assume responsibility to anyone other than the Charity and the charity's trustees as a body, for my independent examination work, for this report, or for the opinions I have formed.

Responsibilities and basis of report

As the charity trustees of the PCC 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 Trust'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.

This report, including my statement, has been prepared for and only for the charity's trustees as a body. My work has been undertaken so that I might state to the charity's trustees those matters I am required to state to them in an independent examiner's report and for no other purpose. To the fullest extent permitted by law, I do not accept or assume responsibility to anyone other than the charity and the charity's trustees as a body for my examination work, for this report, or for the statements I have made.

Independent Examiner's Statement

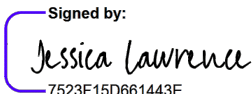
Since the Charity's gross income exceeded £250,000 your examiner must be a member of a body listed in section 145 of the 2011 Act. I confirm that I am qualified to undertake the examination because I am a member of Institute of Chartered Accountants in England and Wales, which is one of the listed bodies.

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 Trust 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 financial statements set out in the Charities (Financial statements and Reports) Regulations 2008 other than any requirement that the financial statements 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 financial statements to be reached.

Signed by:


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03 June 2026

Jessica Lawrence FCA CTA

Azets Audit Services Ltd,
12 King St,
Leeds,
LS1 2HL

Date

The Parish of Leeds City PCC

Statement of Financial Activities

For the year ended 31 December 2025

	Note	Unrestricted Funds	Restricted Funds	Endowment funds	2025 Total Funds	2024 Total Funds
		£	£	£	£	£
Income from:						
Donations & legacies	3	128,996	76,276	-	205,272	169,439
Charitable activities	4	115,765	3,588	-	119,353	73,961
Other trading	5	40,055	1,914	-	41,969	35,556
Investments	6	56,586	3,795	48	60,429	51,643
Other income	7	24,312	6,389	-	30,701	19,433
Total income		365,714	91,962	48	457,724	350,032
Expenditure on:						
Raising funds	8	48,223	5,728	-	53,951	18,765
Charitable activities	9	272,827	64,660	-	337,487	319,919
Other expenditure	10	25,071	16,123	-	41,194	26,526
Total expenditure		346,121	86,511	-	432,632	365,210
Net income / (expenditure) before other recognised gains		19,593	5,451	48	25,092	(15,178)
Gains/(losses) on investments	15,16	(33,022)	(1,553)	(288)	(34,863)	49,201
Transfers between funds	20	(318)	318	-	-	-
Other recognised gains						
Gain on revaluation of fixed assets	14	20,000	-	-	20,000	40,000
Net movement in funds		6,253	4,216	(240)	10,229	74,023
Reconciliation of funds:						
Total funds b/fwd	19,20	984,379	119,538	7,606	1,111,523	1,037,500
Total funds c/fwd	19,20	990,632	123,754	7,366	1,121,752	1,111,523

The notes on pages 12 to 27 form part of these financial statements.

There are no recognised gains and losses other than those in the statement of financial activities.

A fully detailed statement of Financial Activities for the year ended 2024 is shown at Note 22.

All the above amounts relate to continuing activities.

The Parish of Leeds City PCC

Balance Sheet as at 31 December 2025

	Note	2025	2024
			£
Fixed Assets			
Tangible fixed assets	14	247,921	228,131
Investment property	15	610,540	642,674
Investments	16	65,942	68,671
		924,403	939,476
Current Assets			
Debtors	17	58,668	58,271
Bank		164,363	157,747
		223,031	216,018
Creditors: amounts falling due within one year	18	(25,682)	(43,971)
		197,349	172,047
Net Current Assets			
		1,121,752	1,111,523
Funds of the charity:			
Unrestricted funds	19,20	990,635	984,379
Restricted funds	19,20	123,751	119,538
Endowment funds	19,20	7,366	7,606
Total funds		1,121,752	1,111,523

Approved by the Parochial Church Council and signed on its behalf by:

Signed by:

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03 June 2026

Rev'd Canon Paul Maybury
Rector and PCC Chair,

Date

The notes on pages 12 to 27 form part of these financial statements.

The Parish of Leeds City PCC

Statement of Cash Flows for the Year Ended 31 December 2025

	Note	2025 £	2024 £
Cash flows from operating activities:			
Net cash used in/(provided by) operating activities	21	(38,296)	(74,877)
Cash flows from investing activities:			
Proceeds from disposal of investments		-	-
Purchase of fixed assets		(15,517)	(2,256)
Investment income		60,429	51,643
Net cash provided by investing activities		44,912	49,387
Change in cash and cash equivalents		6,616	(25,490)
Cash and cash equivalents at the beginning of the year		157,747	183,237
Cash and cash equivalents at the end of the year		164,363	157,747

The Parish of Leeds City PCC

Notes to the Financial Statements

For the year ended 31 December 2025

1. Accounting policies

The principal accounting policies adopted, judgements and key sources of estimation uncertainty in the preparation of the financial statements are as follows:

Charity Information

The Parish of Leeds City PCC is a charity registered in England and Wales (charity registration number is 1135593). The correspondence address is Leeds Minster, Kirkgate, Leeds LS2 7DJ.

Basis of preparation

The financial statements have been prepared in accordance with Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their financial statements in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective 1 January 2019) – (Charities SORP (FRS 102)), the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102).

The Parish of Leeds City PCC meets the definition of a public benefit entity under FRS 102. Assets and liabilities are initially recognised at cost or transaction value unless otherwise stated in the relevant accounting policy notes.

The financial statements have been prepared under the historical cost convention except for the valuation of investment assets, which are shown at market value. The financial statements include all transactions, assets and liabilities for which the PCC is liable in law. They do not include the financial statements of church groups that owe their affiliation to another body, nor those that are informal gatherings of church members.

The financial statements have been prepared in pound sterling which is the functional currency of the charity. Monetary amounts in these financial statements are rounded to the nearest £1.

Going concern

The Trustees have prepared financial projections, taking into consideration the current economic climate and its potential impact on the sources of income and planned expenditure. The trustees have a reasonable expectation that adequate financial resources are available to enable the charity to continue in operational existence for the foreseeable future, and have adequate contingency plans in the event that income streams are reduced. Consequently the financial statements have therefore been prepared on the basis that the charity is a going concern.

Income

Income represents all resources which become available to the charity but excludes gains on investments. Grants, donations and legacies and associated gift aid are recognised when the charity becomes entitled to receive the funds, when it is probable that the funds will be received and that they can be measured with sufficient reliability. Investment income is recognised on an accruals basis and comprises of dividends declared and interest receivable during the accounting period and rents from investment properties which are included when they are receivable by the charity.

Expenditure

Grants and donations are accounted for when paid over or awarded. The diocesan parish share is accounted for when paid. Amounts received specifically for mission are dealt with as restricted funds. All other expenditure is recognised when incurred and accounted for gross.

Staff Costs

The costs of short term employee benefits are recognised as a liability and an expense where settlement of obligations does not fall within the same period.

Pension Costs The charity has made arrangements for a defined contribution scheme for the members of staff. The assets of the scheme are held separately from those of the charity. Pension costs charged in the Statement of Financial Activities represent contributions payable by the charity in the year.

The Parish of Leeds City PCC

Notes to the Financial Statements For the year ended 31 December 2025

Accounting Policies (Continued)

Operating Leases

Rentals applicable in respect of operating leases where substantially all the benefits and risks of ownership remain with the lessor are charged to the income and expenditure account as incurred.

Funds

Endowment Funds: represent donations, the capital of which must be maintained; only the income arising set upon the purpose for which the endowment was established.

Restricted Funds: represent donations or grants received for a specific object or invited by the PCC for a specific object. The funds may only be expended on the specific object for which they were given. Any balance remaining unspent at the end of each year must be carried forward as a balance on that fund.

Unrestricted funds: represent general funds which can be used for PCC ordinary purposes.

Tangible fixed assets

Consecrated land and buildings and moveable church furnishings

Consecrated and beneficed property is not included in the financial statements in accordance with s.10 (2)(a) and (c) of the Charities Act 2011.

Other land and buildings

The charity owns the flat occupied by the Caretaker, which is included at a valuation arrived at by the PCC. No depreciation is charged against the flat and the carrying value will be reviewed annually.

Other equipment

Equipment used within church premises and offices is depreciated on a straight-line basis over 4 years. Individual items of equipment with a purchase price of £1,500 or less are written off in the period in which the asset is acquired.

Investments

Investment properties are properties held to earn rentals and/or for capital appreciation, are measured using the fair value model and are stated at their fair value which is estimated based on future cash flow expectations and the current market conditions at the reporting date. The surplus or deficit on revaluation is recognised in the SOFA.

Other listed investments are held to generate returns and gains for the charity and accordingly are designated as fair value through profit and loss ("FVTPL"). Under this designation the portfolio is re-valued at each period end to its fair value, as determined by reference to quoted market prices and values determined by independent fund managers, with any gains or losses going through the SOFA.

Financial instruments

The charity has elected to apply the provisions of Section 11 'Basic Financial Instruments' and Section 12 'Other Financial Instruments Issues' of FRS 102 to all of its financial instruments.

Cash at bank and in hand

Cash at investments and cash in hand includes cash and short term highly liquid investments with a short maturity held for working capital. Bank overdrafts are shown within borrowing in current liabilities.

Debtors are recognised at the settlement amount. Prepayments are valued at the amount prepaid.

The Parish of Leeds City PCC

Notes to the Financial Statements For the year ended 31 December 2025

Accounting Policies (Continued)

Creditors, loans and provisions are recognised where the charity has a present obligation resulting from a past event that will probably result in the transfer of funds to a third party and the amount due to settle the obligation can be measured or estimated reliably. Creditors, loans and provisions are normally recognised at their settlement amount after allowing for any trade discounts due.

2. Critical Accounting Estimates and Judgements

In the application of the charity's accounting policies, the Trustees are required to make judgements, estimates and assumptions about the carrying amount of assets and liabilities that are not readily apparent from other sources. The estimates and associated assumptions are based on historical experience and other factors that are considered to be relevant. Actual results may differ from these estimates.

The estimates and underlying assumptions are reviewed on an ongoing basis. Revisions to accounting estimates are recognised in the period in which the estimate is revised, if the revision affects only that period, or in the period of the revision and future periods if the revision affects both current and future periods.

The following estimates and assumptions that have a significant risk of causing a material adjustment to the carrying amount of assets and liabilities:

Investment property valuations: Investment properties are included in the financial statements at fair value. The valuations are Trustees' valuations and are based on current market conditions, prevailing values and expected future cash flows from the properties.

3. Donations and Legacies

Current year	2025 Unrestricted Funds £	2025 Restricted Funds £	2025 Total £
Donations:			
Planned giving	43,145	938	44,083
Tax recoverable	11,700	369	12,069
Offertory Box (Cash donations)	10,482	-	10,482
Legacies	30,000	1,000	31,000
Other donations	9,932	23,752	33,684
Total: Donations	105,259	26,059	131,318
Grants:			
Leeds City Council	18,000	-	18,000
Leeds City Council (MICE Grants)	100	-	100
The Friends of the Music of Leeds Minster	-	21,199	21,199
Piling Trust	-	7,500	7,500
Harrisons Charity	-	8,100	8,100
Liz and Terry Bramall Foundation	-	11,000	11,000
Leeds Church Extension Society	-	-	-
Voluntary Action Leeds (St Lukes Cares)	950	-	950
LPOW Grant Scheme	4,687	2,418	7,105
Total: Grants	23,737	50,217	73,954
Total	128,996	76,276	205,272

The Parish of Leeds City PCC

Notes to the Financial Statements For the year ended 31 December 2024

Donations (Continued)

Prior year	2024 Unrestricted Funds restated £	2024 Restricted Funds £	2024 Total £
Donations:			
Planned giving	43,785	932	44,717
Tax recoverable	12,305	725	13,030
Offertory Box (Cash donations)	9,956	237	10,193
Legacies	10,000	-	10,000
Other donations	21,792	9,698	31,490
Total: Donations	97,838	11,592	109,430
Grants:			
Leeds City Council	18,000	-	18,000
Piling Trust	250	74	324
Harrisons Charity	-	7,500	7,500
Liz and Terry Bramall Foundation	-	11,500	11,500
Wellsprings together	-	5,600	5,600
Leeds Church Extension Society	-	6,000	6,000
Voluntary Action Leeds (St Lukes Cares)	1,900	-	1,900
Friends of the Music of Leeds Minster	-	-	-
LPOW Grant Scheme	8,908	277	9,185
Total: Grants	29,058	30,951	60,009
Total:	126,896	42,543	169,439

The Charity benefits greatly from the involvement and enthusiastic support of a significant number of volunteers, details of which are given in our annual report. In accordance with FRS 102 the economic contribution of volunteers is not recognised in the financial statements.

4. Charitable Activities Current year	2025 Unrestricted £	2025 Restricted £	2025 Total £
Venue hire/premises lettings	102,864	-	102,864
Fees	12,901	-	12,901
Organ Recital income	-	3,588	3,588
	115,765	3,588	119,353
Charitable Activities Prior year	2024 Unrestricted £	2024 Restricted £	2024 Total £
Venue hire/premises lettings	60,802	-	60,802
Fees	7,070	2,607	9,677
Organ Recital income	-	3,482	3,482
	67,872	6,089	73,961

The Parish of Leeds City PCC

Notes to the Financial Statements For the year ended 31 December 2024

5. Other Trading activities	2025	2025	2025 Total
Current year	Unrestricted	Restricted	
	£	£	£
Car parking	24,201	-	24,201
Fundraising	-	-	-
Hospitality	5,697	886	6,583
Event Hospitality	9,235	-	9,235
Shop sales	922	1,028	1,950
Royalties	-	-	-
	40,055	1,914	41,969

Prior year	2024	2024	2024 Total
	Unrestricted	Restricted	
	£	£	£
Car parking	24,330	-	24,330
Fundraising	402	-	402
Hospitality	8,570	512	9,082
Shop sales	1,680	-	1,680
Royalties	62	-	62
	35,044	512	35,556

6. Investment income	2025	2025	2025	2025
Current year	Unrestricted	Restricted	Endowment	Total
	£	£	£	£
Dividends	4,013	2,248	48	6,309
Interest	1,037	1,547	-	2,584
Investment property income	51,536	-	-	51,536
	56,586	3,795	48	60,429

Prior year	2024	2024	2024	2024
	Unrestricted	Restricted	Endowment	Total
	£	£	£	£
Dividends	3,548	3,739	-	7,287
Interest	1,324	740	-	2,064
Investment property income	42,292	-	-	42,292
	47,164	4,479	-	51,643

The Parish of Leeds City PCC

Notes to the Financial Statements For the year ended 31 December 2025

7. Other income	2025	2025	2025
Current year	Unrestricted	Restricted	Total
	£	£	£
Other Income	651	5,835	6,486
Insurance claims	7,921	554	8,475
Rent Deposit	5,650	-	5,650
Rental property insurance recovered	10,090	-	10,090
	24,312	6,389	30,701

Prior year	2024	2024	2024
	Unrestricted	Restricted	Total
	£	£	£
Other Income	2,285	5,200	7,485
Insurance claims	3,491	-	3,491
Rental property insurance recovered	8,457	-	8,457
	14,233	5,200	19,433

8. Expenditure on raising funds	2025	2025	2025
Current year	Unrestricted	Restricted	Total
	funds	funds	funds
	£	£	£
Hospitality costs	4,948	404	5,352
Shop costs	531	3,900	4,431
Event costs	27,589	1,424	29,013
Car Park costs	4,147	-	4,147
Rental Property Service charge	7,833	-	7,833
Rental property repairs	3,175	-	3,175
	48,223	5,728	53,951

Prior year	2024	2024	2024
	Unrestricted	Restricted	Total
	funds	funds	funds
	£	£	£
Hospitality costs	2,291	12	2,303
Shop costs	1,053	-	1,053
Event costs	7,097	1,094	8,191
Rental Property Service charge	4,388	-	4,388
Rental property repairs	2,830	-	2,830
	17,659	1,106	18,765

The Parish of Leeds City PCC

Notes to the Financial Statements For the year ended 31 December 2025

9. Expenditure Current year	2025 Unrestricted funds	2025 Restricted funds	2025 Total funds
	£	£	£
Direct charitable expenditure:			
Clergy expenses	762	3,042	3,804
Parish Share	55,452	-	55,452
Service costs	2,805	4,047	6,852
Missional giving	7,303	-	7,303
Staff costs	73,485	7,019	80,504
Insurance	25,529	-	25,529
Gas	19,163	-	19,163
Electricity	11,380	-	11,380
Water	1,920	-	1,920
Telephone and internet	1,993	648	2,641
Repairs and maintenance	10,583	6,010	16,593
Choir and music costs	2,067	42,092	44,159
Structural repairs	8,914	-	8,914
Legal and Professional	27,849	-	27,849
Independent examination	3,900	-	3,900
Prior year IE under accrual	600	-	600
Administration	12,830	607	13,437
Refuse and hygiene	2,068	180	2,248
Health & Safety	472	1,015	1,487
Photocopying	3,752	-	3,752
Total charitable expenditure	272,827	64,660	337,487

The Parish of Leeds City PCC

Notes to the Financial Statements For the year ended 31 December 2025

9. Expenditure (continued) Prior year	2024 Unrestricted funds	2024 Restricted funds	2024 Total funds
	£	£	£
Direct charitable expenditure:			
Clergy expenses	503	2,007	2,510
Parish Share	64,862	-	64,862
Service costs	3,060	1,963	5,023
Missional giving	-	-	-
Staff costs	30,956	22,345	53,301
Insurance	23,231	-	23,231
Gas	27,115	-	27,115
Electricity	10,542	-	10,542
Water	755	-	755
Telephone and internet	1,569	-	1,569
Repairs and maintenance	26,844	3,186	30,030
Choir and music costs	1,547	33,821	35,369
Structural repairs	27,917	6,300	34,217
Legal and Professional	9,422	2,000	11,422
Independent examination	3,600	-	3,600
Administration	8,629	826	9,455
Refuse and hygiene	2,109	-	2,109
Health & Safety	95	75	170
Photocopying	4,640	-	4,640
Total charitable expenditure	247,396	72,523	319,919

10. Other expenditure Current year	2025 Unrestricted funds	2025 Restricted funds	2025 Total funds
Depreciation	5,727	10,000	15,727
Rental property: Insurance	10,090	-	10,090
Fees paid over	7,105	65	7,170
Other expenditure	2,149	6,058	8,207
	25,071	16,123	41,194

Prior year	2024 Unrestricted funds	2024 Restricted funds	2024 Total funds
Depreciation	3,783	-	3,783
Rental property: Insurance	8,457	-	8,457
Fees paid over	1,385	4,081	5,466
Other expenditure	4,583	4,237	8,820
	18,208	8,318	26,526

The Parish of Leeds City PCC

Notes to the Financial Statements For the year ended 31 December 2025

11. Employee Information

Staff costs in the year amounted to:	2025	2024
	£	£
Wages and salaries	78,145	57,337
Social security costs	1,922	150
Pension costs	437	160
Total	80,504	57,647

The average number of employees during the year analysed by function was as follows:

	2025	2024
Ministry	2	2
Administration	3	1
Total	5	3

No employee earned £60,000 per annum or more during the year (2024: none).

The charity considers its key management personnel to be the Rector (Rev Canon Paul Maybury, licensed 5th September 2022). Canon Paul received no remuneration from the charity but was paid by the Leeds Diocesan Board of Finance.

The charity makes arrangements for a defined contribution pension for its employees. The cost of the pension scheme to the charity for the year ended 31 December 2025 was £437 (2024: £160). There was £161 outstanding at the year-end (2024: £nil).

12. Transactions with PCC Members and Connected Persons

Reimbursements of expenses of £951 (2024: £3,289) were paid to 6 members of the PCC (2024: 3 members).

13. Net Expenditure for the Year

This is stated after charging:

	2025	2024
Depreciation	15,727	3,783
Fees paid to the independent examiner	3,250	3,000

The Parish of Leeds City PCC

Notes to the Financial Statements For the year ended 31 December 2025

14. Tangible Fixed Assets

	Land and buildings £	Equipment £	Total £
Cost or valuation:			
At 1 January 2025	220,000	65,412	285,412
Additions	-	15,517	15,517
Revaluation	20,000	-	20,000
At 31 December 2025	240,000	80,929	320,929
Depreciation:			
At 1 January 2025	-	57,281	57,281
Charge in the year	-	15,727	15,727
At 31 December 2025	-	73,008	73,008
Net Book Values:			
At 31 December 2025	240,000	7,922	247,921
At 31 December 2024	220,000	8,131	228,131

In November 2015 a lease for 150 years was signed between The Leeds Diocesan Board of Finance, The PCC of Leeds City Ministry Team, the Bishop of Leeds and Yelcon Ltd in respect of the land and buildings within the St Peter's precinct. Under the terms of this lease, it was transferred on 30th November 2018 to the Leeds Diocesan Board of Finance acting as Custodian Trustee for the Parochial Church Council of the Ecclesiastical Parish of Leeds City (Leeds Minster).

The land and buildings within the St Peter's precinct, include a flat used by the Caretaker and owned by the charity and has been valued by the Trustees during the year. This valuation has been arrived at by assessing the current market rate for similar properties.

15. Investment property

	Leasehold land and buildings £
Cost or valuation:	
At 1 January 2025	642,674
Revaluation	(32,134)
At 31 December 2025	610,540
Net Book Values:	
At 31 December 2025	610,540
At 31 December 2024	642,674

The land and buildings within the St Peter's precinct includes office space owned by the charity let to commercial tenants and 11 flats which have been granted a lease of 125 years with a ground rent being paid to the charity.

The valuation of the property has been reviewed by the Trustees in the year and revalued based on expected income streams and current prevailing market conditions.

Investment property has a historical cost of £575,000 (2024: £575,000).

The Parish of Leeds City PCC

Notes to the Financial Statements For the year ended 31 December 2025

16. Investments

U = Unrestricted R = Restricted E = Endowment C = DBF as Custodian Trustee M = Held by the Parish of Leeds City		Market Value at 31 Dec 2024	Gains/ (losses) during the year	Acquisiti ons/ Transfers	Disposals	Market value at 31 Dec 2025	Historic Cost
		£	£	£	£	£	£
Church Fund:							
Tenant legacy–	UM	22,220	(888)	-	-	21,333	7,992
CBF I/F 576 units							
Sunday School	RC	4,346	(174)	-	-	4,172	1,805
CBF I/F 188 units							
Poor Children Fund							
3% Birmingham	EC	175	-	-	-	175	240
Corp'n 337.5							
3.5% Hull Corp'n	EC	235	-	-	-	235	313
360.8							
		26,976	(1,062)	-	-	25,915	10,350
St Mary the Virgin							
Maintenance Fund –	RC	30,476	(1,218)	-	-	29,258	1,312
CBF I/F 1318 units							
Choir Fund:							
CBF I/F – 174 Units	RC	4,023	(161)	-	-	3,862	2,355
Edwin Woodhouse							
End.	EC	7,196	(288)	-	-	6,908	1,470
CBF I/F – 120 Units							
		41,695	(1,667)	-	-	40,028	5,137
Total investments							
Unrestricted	U	22,220	(888)	-	-	21,332	7,992
Restricted	R	38,845	(1,553)	-	-	37,292	5,472
Endowment	E	7,606	(288)	-	-	7,318	2,023
Total		68,671	(2,729)	-	-	65,942	15,487

Listed investments have a historical cost of £15,487 (2024: £18,875).

The Parish of Leeds City PCC

Notes to the Financial Statements For the year ended 31 December 2025

17. Debtors

	2025	2024
	£	£
Trade debtors	56,961	57,473
Prepayments	1,707	798
	58,668	58,271

18. Creditors: Amounts Falling Due Within One Year

	2025	2024
	£	£
Trade Creditors	16,331	4,579
Accruals	9,351	9,070
Deferred Income	-	30,322
	25,682	43,971

19. Analysis of Net Assets by Fund

Current year	Unrestricted funds £	Restricted funds £	Endowment funds £	Total funds £
Tangible fixed assets	247,921	-	-	247,921
Investment property	610,540	-	-	610,540
Investments	21,333	37,292	7,318	65,943
Net current assets	110,841	86,459	48	197,348
	990,635	123,751	7,366	1,121,752

Prior year	Unrestricted funds £	Restricted funds £	Endowment funds £	Total Funds £
Tangible fixed assets	228,131	-	-	228,131
Investment Property	642,674	-	-	642,674
Investments	10,019	51,046	7,606	68,671
Net current assets	103,555	68,492	-	172,047
	984,379	119,538	7,606	1,111,523

The Parish of Leeds City PCC

Notes to the Financial Statements For the year ended 31 December 2025

20. Movement in Funds

Current year	Balance 1 January 2025	Income	Expenditure	Net gain/(loss) on investments	Transfers	Balance 31 December 2025
	£	£	£	£	£	£
Unrestricted funds:						
General Church funds	904,003	334,197	(336,038)	(13,022)	(318)	888,822
Designated funds	80,376	31,518	(10,080)	-	-	101,814
Total Unrestricted funds	984,379	365,715	(346,118)	(13,022)	(318)	990,636
Restricted funds:						
Choir & Music	2,123	9,004	(7,774)	(161)	(1,813)	1,379
Children's Choir	-	20,464	(4,154)	-	-	16,310
Choir Tours	-	5,835	(6,036)	-	210	9
Choral Scholarships	45,675	17,032	(23,106)	-	-	39,601
Flower fund	1,086	413	(1,110)	-	240	629
Harrisons Charity	-	12,072	(18,825)	-	11,802	5,049
Sunday School	4,328	121	(436)	(174)	-	3,839
Organ related	14,044	23,176	(21,824)	-	(6,740)	8,656
Organ Scholarships	-	58	(276)	-	8,420	8,202
Restricted projects	14,249	3,225	(2,971)	-	(11,801)	2,702
St Mary repair	38,033	561	-	(1,218)	-	37,376
Total Restricted funds	119,538	91,961	(86,512)	(1,553)	318	123,752
Endowment funds						
Edwin Woodhouse St	7,196	-	-	(288)	-	6,908
Mary Choir	-	-	-	-	-	-
Poor Children fund	410	48	-	-	-	458
Total Endowment funds	7,606	48	-	(288)	-	7,366
Total funds	1,111,523	457,723	(432,630)	(14,863)	-	1,121,753

The Parish of Leeds City PCC

Notes to the Financial Statements For the year ended 31 December 2025

20. Movement in Funds (continued)

Purpose of funds

Restricted Funds:

- **Choir & Music** – funds for the use of the choir.
- **Choral Scholarships** – funds from a legacy received in 2019 given specifically for Choral Scholarships and augmented during the year by Grant funding.
- **Sunday School** – For the work and ministry of the Leeds Parish Church Sunday School now operating under the name of "Family Church".
- **Organ Scholarships** – Funding for Organ Scholarships provided by a grant from the Bramall Trust.
- **Organ related** – For support for the Organ recital series provided by a grant from the Bramall Trust.
- **Flower fund** – For the provision of floral decoration to enhance services of worship and funded by individual restricted donations.
- **Restricted projects** – A fund used to hold donations and grants for specific small to medium repair, renewal and missional projects.
- **St Mary Repair** - Funds held in the CBF Church of England Investment Fund for the maintenance of St Mary's Church together with residual funds restricted to the St Mary Choir.
- **Edwin Woodhouse Endowment** – The residue of a legacy made by Edwin Woodhouse for the support of the choirs of St Mary and St Peter. The income from the investment is directed to the Leeds Minster Choir fund.
- **Poor Children fund** – An endowment fund being the residue of a 19th Century legacy in the name of Miss Walker. No record of this charity has been found and it is assumed to be defunct. In due course, it is proposed that this fund is disbursed to an appropriate charity.

Designated Funds:

- Designated funds are to assist the Minster with matched funding applications.

The Parish of Leeds City PCC

Notes to the Financial Statements

For the year ended 31 December 2025

20. Movement in Funds (Continued)

Prior year	Balance 1 January 2024	Income	Expenditure	Net gain/(loss) on investments	Transfers	Balance 31 December 2024
	£	£	£	£	£	£
Unrestricted funds:						
General Church funds	889,201	290,486	(283,263)	88,171	(80,592)	904,003
Designated funds	-	723	-	-	79,653	80,376
Total Unrestricted funds	889,201	291,209	(283,263)	88,171	(939)	984,379
Restricted funds:						
Choir & Music	22,440	12,378	(33,724)	90	939	2,123
Choral Scholarships	57,544	9,143	(21,012)	-	-	45,675
Sunday School	4,165	259	(193)	97	-	4,328
Organ related	9,055	10,838	(5,849)	-	-	14,044
Flower fund	(71)	2,238	(1,081)	-	-	1,086
Restricted projects	11,051	23,286	(20,088)	-	-	14,249
St Mary repair	36,670	681	-	682	-	38,033
Total Restricted funds	140,854	58,823	(81,947)	869	939	119,538
Endowment funds						
Edwin Woodhouse St Mary Choir	7,035	-	-	161	-	7,196
Poor Children fund	410	-	-	-	-	410
Total Endowment funds	7,445	-	-	161	-	7,606
	1,037,500	350,032	(365,210)	88,171	-	1,111,523

21. Net Cash (used in) /provided by Operating Activities

	2025	2024
	£	£
Net movement in funds	10,230	74,023
(Gains) / Losses on investments	34,863	(49,201)
Revaluation of fixed assets	(20,000)	(40,000)
Depreciation charge	15,727	3,783
Income from investments	(60,429)	(51,643)
(Increase)/Decrease in debtors	(397)	(30,944)
Increase/(Decrease) in creditors	(18,290)	19,106
	(38,296)	(74,877)

The Parish of Leeds City PCC

Notes to the Financial Statements For the year ended 31 December 2025

22. Comparative Statement of Financial Activities for the year ended 31 December 2024

	Unrestricted Funds £	Restricted Funds £	Endowment Funds £	2024 Total Funds £
Income from:				
Donations and legacies	126,896	42,543	-	169,439
Charitable activities	67,872	6,089	-	73,961
Other trading activities	35,044	512	-	35,556
Investment	47,164	4,479	-	51,643
Other income	14,233	5,200	-	19,433
Total income	291,209	58,823	-	350,032
Expenditure on:				
Raising funds	17,659	1,106	-	18,765
Charitable activities	247,396	72,523	-	319,919
Other expenditure	18,208	8,318	-	26,526
Total expenditure	283,263	81,947		365,210
Net income /(expenditure) before other recognised gains	7,946	(23,124)	-	(15,178)
Gains on investments	48,171	869	161	
Transfers between funds:	(939)	939	-	-
Other recognised gains				
Gain on revaluation of fixed assets	40,000	-	-	40,000
Net movement in funds	95,178	(21,316)	161	74,023
Reconciliation of funds:				
Total funds b/fwd	889,201	140,854	7,445	1,037,500
Total funds c/fwd	984,379	119,538	7,606	1,111,523

23. Capital Commitments

There were no capital commitments at the current or previous year end.

24. Commitments under Operating Leases

At 31 December 2025 the PCC had total commitments under non-cancellable operating leases as follows:

	Office Equipment	
	2025 £	2024 £
Expiry date:		
Within one year	1,827	1,827
Between one and five years	-	1,827
	1,827	3,654

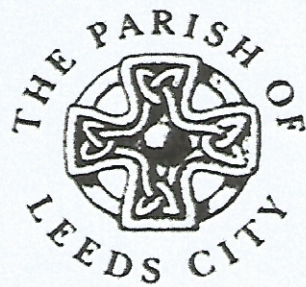
THE PAROCHIAL CHURCH COUNCIL OF THE ECCLESIASTICAL PARISH OF LEEDS CITY

England & Wales - Charity number 1135593

Accounts

Charity number: 1135593

The Parish of Leeds City PCC
Trustees' Report and Financial Statements
For the year ended 31 December 2024



The Parish of Leeds City PCC

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Parish of Leeds City PCC

Trustees' Report for the year ended 31st December 2024

The Trustees present their annual report and financial statements for the year to 31 December 2024

These financial statements have been prepared in accordance with Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their financial statements in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective 1st January 2019) as detailed in the accounting policies.

Reference and Administrative Details

The Parish of Leeds City comprises the parish church of St Peter-at-Leeds (Leeds Minster). The redundant church of St John the Evangelist, New Briggate is located in the parish and is in the care of the Churches Conservation Trust. Parish of Leeds City is in the Archdeaconry of Leeds, which itself is co-terminus with the Leeds Episcopal Area, part of the Diocese of Leeds in the Province of York within the Church of England.

The correspondence address is Kirkgate, Leeds, LS2 7DJ.

The charity registration number is 1135593.

PCC members who served from January 2024 until the date of this report was approved are:

Rector:	Rev'd Canon Paul Maybury	(PCC Chair)
Lecturer:	Rev'd Prof Jane de Gay	
Associate clergy:	Ven Paddy Benson	
Assistant Curates:	Rev'd Andrew Earwaker Rev'd Jo Jones	
Licensed Lay Ministers:	Kay Brown Sarah Maybury Nathan Booker	(Vice-Chair of PCC) (Licensed 22 nd September 2024)
Church wardens:	Philip Lancaster Chikwado Nnorom	(Elected 21 st April 2024) (Elected 21 st April 2024)
Deanery Synod Representatives:	Kay Brown Nathan Booker Sarah Maybury	(Elected 14 th May 2023 for 3 years) (Elected 19 th September 2023 for 3 years) (Elected 19 th September 2023 for 3 years)
Elected members:	Beryl Lee Lesley Allsopp Linda Sato Diane Maloney Michael Pawson Rhoda Wallace Lesley Enoch Victoria Booker Quentin Brown Arthur Boreham David Dredge Alison Elgie-Heaton Daniel So Christopher Webster	(Elected 15 th May 2022 for 3 years) (Elected 14 th May 2023 for 3 years) (Elected 14 th May 2023 for 3 years) (Elected 14 th May 2023 for 3 years) (Elected 14 th May 2023 for 3 years) (Elected 14 th May 2023 for 3 years) (Resigned 21 st April 2024) (Elected 14 th May 2023 for 3 years) (Elected 21 st April 2024 for 1 year) (Elected 21 st April 2024 for 2 years) (Elected 21 st April 2024 for 4 years) (Elected 21 st April 2024 for 4 years) (Elected 21 st April 2024 for 4 years) (Elected 21 st April 2024 for 4 years) (Elected 21 st April 2024 for 4 years) (Co-opted 6 th June 2024)

There are currently no vacancies on the PCC

PCC Secretary:	Will Lewis	(appointed 16 th September 2024)
PCC Treasurer:	David Dredge	(appointed 30 th April 2024)

Principal Bankers:	CAF Bank Ltd, 25 Kings Hill Ave, Kings Hill, West Malling Kent, ME19 4JQ	
Independent Examiner:	Jessica Lawrence FCA, CTA, Azets Audit Services Ltd, 12 King St, Leeds, LS1 2HL	

The Parish of Leeds City PCC

Trustees' Report for the year ended 31 December 2024

Structure, Governance and Management

The Parochial Church Council ('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 (Registration Number: 1135593). The method of appointment of PCC members is set out in the Church Representation Rules. All Church attendees are encouraged to register on the Electoral Roll and stand for election to the PCC.

Statement of PCC members' responsibilities in respect of the Financial Statements

The PCC members are responsible for preparing the Annual Report and the financial statements in accordance with applicable law and regulations. The financial statements are required by law to give a true and fair view of the state of affairs of the Church and of the income and expenditure for that period.

In preparing these financial statements, the Trustees are required to:

- select suitable accounting policies and then apply them consistently;
- observe the methods and principles in the applicable Charities SORP;
- make judgements and estimates that are reasonable and prudent;
- state whether applicable UK Accounting Standards have been followed, subject to any material departures disclosed and explained in the financial statements; and
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charity will continue in its activities.

The PCC members are responsible for keeping proper accounting records which disclose with reasonable accuracy at any time the financial position of the Church and enable them to ensure that the financial statements comply with the Charities Act 2011 and the Church Accounting Regulations 2006. They have general responsibility for taking such steps as are reasonably open to them to safeguard the assets of the Church and to prevent and detect fraud and other irregularities.

Objectives and Activities

Leeds City PCC has the responsibility of co-operating with the Rector of Leeds in promoting in the ecclesiastical parish the whole mission of the Church, pastoral, evangelistic, social and ecumenical. It also has maintenance responsibilities for the Church of St. Peter at Leeds; the St. Peter's precinct buildings comprising St. Peter's House, St Peter's Hall (both of which are leased), and the Caretaker's flat. When reviewing the aims and objectives of the charity, and in planning future activities, the Trustees have complied with the duty in section 17 of the Charities Act 2011 to have due regard to public benefit guidance published by the Commission.

Fundraising

We strive to achieve the highest fundraising standards and we value our supportive funders. We stay up to date with developments in charity regulation, data protection and the Fundraising Preference Service (FPS) to make sure we are legally compliant and adhering to all guidelines. We follow the Institute of Fundraising's Code of Practice. No complaints regarding our fundraising activities have been received in the year. During the year, we engaged the services of The Good Fundraising Company Ltd in order to develop a Fundraising review and Strategy proposals from January 2025.

Achievements and Performance

Key events in the past 12 months:

2024 has again been a significant year of consolidation and growth in many areas. Andrew and Jo, our curates were both priested and fulfil a significant role in leading and preaching. The Revd Jane deGay has led on establishing a pastoral strategy with people being trained and supported in the role of supporting the whole congregation in responding to the needs of those around them at worship. The clergy and Licensed lay Ministers meet regularly to monitor this and other matters.

Nathan Booker transferred his Licensed Lay Minister (LLM) license from the diocese of Leicester to the Minster in the Autumn and Catherine Warr began her LLM training in September for two years. Again we met in groups during Lent, after Easter and in the Autumn, preceded by bring and share lunch. This is now an

The Parish of Leeds City PCC

Trustees' Report for the year ended 31 December 2024

Achievements and Performance (continued)

established norm. The occasional meetings of the Under 40's group became monthly during the year and provide a valuable opportunity for younger members of the congregation to be encouraged and supported. A new monthly prayer meeting on Wednesdays started in the Autumn and now meets regularly led by clergy and lay ministers.

Many special services took place during the year and we were pleased to welcome Bishop Nick and Bishop Arun and Dean Simon from Wakefield Cathedral, and others, as visiting preachers during the year.

During the year the PCC have met regularly including a day away for more extended reflection together and planning. We have set ourselves the task of creating a rolling five-year plan 2025 – 2030 by the middle of 2025. The PCC Ministry Teams have expanded to give momentum to this. Other groups continue to serve the Minster like the weekly Archive Group, the team of school guides and tour guides and the bell-ringers.

In September, we bade farewell to Simon Peatman, who had taken a job opportunity in the Far East. In the role of Churchwarden, particularly during the Vacancy, his quiet, diligent but firm contribution in areas encompassing the Server Team, IT and Communications, Finance and Venue hires, ensured that the church was well placed to at the commencement of a new incumbency. Wendy Bloom, our volunteer part-time bookings co-ordinator has continued to grow a wide range of external bookings which has brought many different people into the building along with some helpful revenue. The weekly Ukrainian weaving group have continued beyond their initial few months and are likely to be with us for as long as there is a need. At the end of the year we began to host activity from Lighthouse and we anticipate this will increase in the New Year. In addition a weekly therapeutic group now meets on a Monday evening in the City of Leeds Room.

Daily Prayer continues in the building and online at 8.30am Tuesday to Friday. Midday prayer became established during the year as a regular feature whenever the building is open. We are very grateful to the increased team of retired clergy with PTO who act as chaplains and who lead midday prayer.

We welcomed the Archdeacon of Leeds to a PCC meeting and explored together ways in which the Minster might further support the Episcopal Area Strategy and some parishes in particular. This remains an ongoing conversation but the PCC are determined to make a significant difference in other churches outside of the Minster.

We have continued to consolidate our partnerships across the city and are grateful to Leeds City Council for increasing their annual grant to us.

We participated fully with the Major Churches Network and look forward to attending their next residential conference in 2025.

The year ended with a successful range of Christmas services and concerts in collaborations with external partners.

Finance:

During 2024, established procedures have continued to operate with routines delivering a regular cycle of book-keeping functions, monthly reports and informing wider decision making. The watchword of late 2024 at Leeds Minster has been "*Sustainability*". The Minster remains a busy place with activities taking place on each day of the week and the doors open to the public between Tuesday and Sunday. This inevitably impacts on the Finance workload as well as making increased demands on infrastructure. Income from Venue hire has more than doubled while with almost all other income streams have increased. Expenditure has risen comparably, however there had been the completion of a long deferred lighting replacement scheme and additional security and access control funded largely from income, as well as routine maintenance work. When it is recognised that Choral Scholarships are partially paid from funds already held for that purpose to be drawn down as required, the £15k negative movement of the Income and Expenditure account is reduced to <£2k once that is taken into account.

With the cessation of the Diocesan Historic Share Write off Scheme in 2021 the PCC resolved to increase its payment of Share above the request for 2024. This amounted to a £10,000 overpayment which was

The Parish of Leeds City PCC

Trustees' Report for the year ended 31 December 2024

Achievements and Performance (continued)

intended to reduce our Historic share debt to £104,519. Correspondence with the Diocese resulted in recognition of our eligibility for a further write off scheme. This resulted in the liquidation of the entire outstanding (moral) liability. This has been a massive encouragement, particularly to long standing members of the congregation. Our cumulative outstanding Parish Share is therefore £nil for the first time in at least 30 years and probably more. The overpaid sum is currently held by the Diocese pending PCC discussion.

The Holy Trinity Fund was closed in 2023, but an investment account remained containing what had been transferred to unrestricted funds as part of the resolution of the Holy Trinity Project deficit. This anomaly was corrected with the transfer of these funds to an existing investment account with the funds recognised within Unrestricted Fixed Assets.

The Leeds Minster Archive Team has accessed records held by West Yorkshire Archive Service to provide information about the Tennant legacy and the St Mary funds held by the Diocese as Custodian Trustee. Once the status of these funds is established, appropriate action will be taken to utilise them to support the ongoing mission and ministry of the church.

Further work on management of the Rental Properties has resulted in the anticipated improvement in credit control. A number of insurance claims have been dealt with during the year and the problems arising from previously unrecognised sub-letting are coming towards resolution. Office 2 now has a settled tenant while we have engaged another Estate Agent to market the long vacant Office 1. If this does not bring us a new tenant by Mid-2025, consideration will be given to alternative uses for the property.

The writing of a Manual to both secure procedures for the future and to facilitate the guidance of personnel yet to be identified to whom book-keeping functions may be devolved, has been thwarted on several occasions by both internal and external demands upon the Treasurer's time. It is anticipated however that the next module will involve the Venue Hire bookings invoicing system which operates on *ChurchSuite* but which does not interface with the Accounting software. The ultimate aim is to decouple Finance functions from any given individual to support the overall Sustainability agenda.

In line with PCC policy, a Finance Ministry Team reporting to Standing Committee has been constituted and individuals appointed to populate it. Its functions will be self-defined and will work initially at least on the formulation and application of Policies and Procedures. The creation of a *Critical Friend* culture will be encouraged, again to broaden the base of understanding and *ownership* in the cause of sustainability.

Staffing:

We were pleased to appoint Shaun Turnbull to a permanent contract. We were also pleased to have Emma Temple work half a day a week for us on digital communications, mainly on Social Media which has helped considerably in enabling people to know what takes place at the Minster. We are also pleased to appoint Will Lewis to the newly created role of part-time Assistant Administrator and PCC Secretary.

Iain Howell has continued to serve the Minster as Caretaker. His commitment and flexibility is invaluable.

St John's Church, New Briggate:

The PCC remains responsible for the Churchyard at St. John's, including obligation to insure, though the care and maintenance of the Churchyard is undertaken by Leeds City Council with the PCC taking an active role in its oversight and care. We work closely with The Churches Conservation Trust and support them in enabling the building to be open to the public as often as is possible.

Leeds Minster:

We've been able to carry out various maintenance this year including the replacement of light fittings in both the nave and sanctuary and the Lady Chapel which is a significant improvement.

We were pleased that, during the summer, we finally resolved the issues with the three year old stainless steel roof over the vestries.

New tarmac along the west end of the building has made the vehicle entrance much safer and attractive. Plans to contract with an external carpark company are in hand which should improve our revenue from the Car Park and alleviate some of the hassle which we have suffered with it

The Parish of Leeds City PCC

Trustees' Report for the year ended 31 December 2024

Music Ministry

A full report on the activities of the music department is detailed elsewhere in the annual report.

The role of the Rector of Leeds

The Rector continued to play a role in the various charities and trusts of which he was an ex-officio member by virtue of his office, including The Market Place, the Harrison's Charity, the Friends of the Music of Leeds Minster, the Incorporated Leeds Church Extension Society, The Market Place and the Leeds Church Institute, along with involvement with the governing body of St Peter's primary school and a leading role in the Episcopal area. He has been chaplain to the Lord Mayor since May.

Safeguarding and Health & Safety

New PCC members are required to complete self-declaration forms and to undertake basic (online Diocesan) Safeguarding training. Under the guidance and supervision of our Safeguarding Officer, Kay Brown, sound procedures are in place and vigilance at all levels is maintained. The Rector chairs the Buildings and Grounds Ministry Team which reviews all H&S Policy documents ensuring that the PCC is fulfilling its obligations in this area. We aspire to a zero-accident culture.

Financial Review:

Total receipts on unrestricted funds were £291,209 (2023: £202,065) and are detailed in the financial statements. The largest element is donations and legacies at £126,896 (2023: £86,219). Charitable activities raised total funds of £67,872 (2023: £38,596), and other trading activities raised £35,044 (2023: £27,579). Total expenditure from the unrestricted funds was £283,263 (2023: £218,766) again detailed in the financial statements, to give a net result for the year on unrestricted funds of a surplus in the sum of £7,946 (2023: £16,701 deficit) before taking into account gains on investment revaluations of £88,171 (2023: £1,813). Our cumulative outstanding Parish Share is £nil (2023, £114,519) as detailed in the Trustees' Report.

Total funds at 31 December 2024 were £1,111,523 (2023: £1,037,500) of which £984,379 (2023: £889,201) were unrestricted. The restricted funds at 31 December 2024 were £119,538 (2023: £140,854) and Endowment Funds amounted to £7,606 (2023: £7,445).

Going Concern:

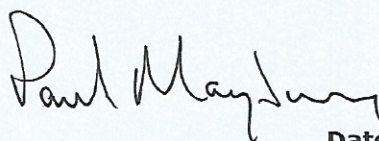
The trustees have prepared financial projections, taking into consideration the current economic climate and its potential impact on the sources of income and planned expenditure. They have a reasonable expectation that adequate financial resources are available to enable the charity to continue in operational existence for the foreseeable future and have adequate contingency plans in the event that income streams are reduced. The charity still has reserves sufficient to meet its immediate requirements. Consequently, the financial statements have been prepared on the basis that the charity is a going concern.

Reserves Policy:

It is PCC policy to maintain, if possible, free reserves which equate to approximately three months' budgeted unrestricted payments (to include paying the Diocesan Parish Share in full) and to cover emergency situations that may arise from time to time. At 31 December 2024 this requirement was approximately £70,816. The balance of £103,555 (2023: £88,708) on unrestricted and designated funds held in net current assets at the year-end is above this target. It should be noted however that of this balance, £80,376 has been designated by the PCC to provide matched funding for projects to be undertaken during the coming five years and beyond. The available unrestricted free reserves are therefore effectively £23,179 which without drawing down Designated Funds is below the policy requirement without compromising the designation. The PCC has approved a balanced budget for 2025 which includes both development of existing income streams and maximising our fundraising potential with the assistance of an external consultant. It is confident that these measures are adequate to mitigate unforeseen events.

Approved by the PCC and signed on its behalf by:

Rev'd Canon Paul Maybury
Rector and PCC Chair



Date 13th May 2025

The Parish of Leeds City PCC

Independent Examiner's Report to the Members of the Parish of Leeds City PCC

I report to the trustees on my examination of the financial statements of the Parish of Leeds City PCC for the year ended 31 December 2024. This report is made solely to the charity's trustees, as a body, in accordance with Section 145 of the Charities Act 2011. My independent examination work has been undertaken so that I might state to the charity's trustees those matters I am required to state to them in an Independent Examiner's Report and for no other purpose. To the fullest extent permitted by law, I do not accept or assume responsibility to anyone other than the Charity and the charity's trustees as a body, for my independent examination work, for this report, or for the opinions I have formed.

Responsibilities and basis of report

As the charity trustees of the PCC 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 Trust'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.

This report, including my statement, has been prepared for and only for the charity's trustees as a body. My work has been undertaken so that I might state to the charity's trustees those matters I am required to state to them in an independent examiner's report and for no other purpose. To the fullest extent permitted by law, I do not accept or assume responsibility to anyone other than the charity and the charity's trustees as a body for my examination work, for this report, or for the statements I have made.

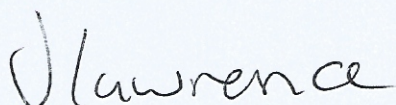
Independent Examiner's Statement

Since the Charity's gross income exceeded £250,000 your examiner must be a member of a body listed in section 145 of the 2011 Act. I confirm that I am qualified to undertake the examination because I am a member of Institute of Chartered Accountants in England and Wales, which is one of the listed bodies.

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 Trust 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 financial statements set out in the Charities (Financial statements and Reports) Regulations 2008 other than any requirement that the financial statements 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 financial statements to be reached.



Jessica Lawrence FCA CTA
Azets Audit Services Ltd,
12 King St,
Leeds,
LS1 2HL

Date

21/5/25

The Parish of Leeds City PCC
Statement of Financial Activities
For the year ended 31 December 2024

	Note	Un- restricted Funds	Restricted Funds	Endowment funds	2024 Total Funds	2023 Total Funds
		£	£	£	£	£
Income from:						
Donations & legacies	3	126,896	42,543	-	169,439	160,212
Charitable activities	4	67,872	6,089	-	73,961	46,916
Other trading	5	35,044	512	-	35,556	27,579
Investments	6	47,164	4,479	-	51,643	34,289
Other income	7	14,233	5,200	-	19,433	21,871
Total income		291,209	58,823	-	350,032	290,867
Expenditure on:						
Raising funds	8	17,659	1,106	-	18,765	32,324
Charitable activities	9	247,396	72,523	-	319,919	239,307
Other expenditure	10	18,208	8,318	-	26,526	35,741
Total expenditure		283,263	81,947	-	365,210	307,372
Net income / (expenditure) before other recognised gains	13	7,946	(23,124)	-	(15,178)	(16,505)
Gains on investments		48,171	869	161	49,201	-
Transfers between funds		(939)	939	-	-	-
Other recognised gains						
Gain on revaluation of fixed assets	14	40,000	-	-	40,000	5,737
Net movement in funds		95,178	(21,316)	161	74,023	(10,768)
Reconciliation of funds:						
Total funds b/fwd	19,20	889,201	140,854	7,445	1,037,500	1,048,268
Total funds c/fwd	19,20	984,379	119,538	7,606	1,111,523	1,037,500

The notes on pages 12 to 26 form part of these financial statements.

There are no recognised gains and losses other than those in the statement of financial activities.

A fully detailed statement of Financial Activities for the year ended 2023 is shown at note 22.

All the above amounts relate to continuing activities.

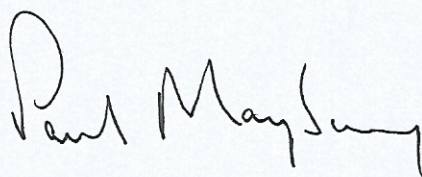
The Parish of Leeds City PCC

Balance Sheet as at 31 December 2024

	Note	2024	2023
			£
Fixed Assets			
Tangible fixed assets	14	228,131	189,657
Investment property	15	642,674	595,000
Investments	16	68,671	67,144
		939,476	851,801
Current Assets			
Debtors	17	58,271	27,327
Bank		157,747	183,237
		216,018	210,564
Creditors: amounts falling due within one year	18	(43,971)	(24,865)
		172,047	185,699
Net Current Assets			
		1,111,523	1,037,500
Funds of the charity:			
Unrestricted funds	19,20	984,379	889,201
Restricted funds	19,20	119,538	140,854
Endowment funds	19,20	7,606	7,445
Total funds		1,111,523	1,037,500

Approved by the Parochial Church Council and signed on its behalf by:

Rev'd Canon Paul Maybury
Rector and PCC Chair,



Date 13th May 2025

The notes on pages 12 to 27 form part of these financial statements.

The Parish of Leeds City PCC

Statement of Cash Flows for the Year Ended 31 December 2024

	Note	2024 £	2023 £
Cash flows from operating activities:			
Net cash used in/(provided by) operating activities	21	(74,877)	33,761
Cash flows from investing activities:			
Proceeds from disposal of investments		-	7,246
Purchase of fixed assets		(2,256)	(17,563)
Purchase of investments		-	-
Investment income		51,643	34,289
Net cash provided by investing activities		49,387	24,152
Change in cash and cash equivalents		(25,490)	57,913
Cash and cash equivalents at the beginning of the year		183,237	125,234
Cash and cash equivalents at the end of the year		157,747	183,147

The Parish of Leeds City PCC

Notes to the Financial Statements

For the year ended 31 December 2024

1. Accounting policies

The principal accounting policies adopted, judgements and key sources of estimation uncertainty in the preparation of the financial statements are as follows:

Charity Information

The Parish of Leeds City PCC is a charity registered in England and Wales (charity registration number is 1135593). The correspondence address is Leeds Minster, Kirkgate, Leeds LS2 7DJ.

Basis of preparation

The financial statements have been prepared in accordance with Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their financial statements in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective 1 January 2019) – (Charities SORP (FRS 102)), the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102).

The Parish of Leeds City PCC meets the definition of a public benefit entity under FRS 102. Assets and liabilities are initially recognised at cost or transaction value unless otherwise stated in the relevant accounting policy notes.

The financial statements have been prepared under the historical cost convention except for the valuation of investment assets, which are shown at market value. The financial statements include all transactions, assets and liabilities for which the PCC is liable in law. They do not include the financial statements of church groups that owe their affiliation to another body, nor those that are informal gatherings of church members.

The financial statements have been prepared in pound sterling which is the functional currency of the charity. Monetary amounts in these financial statements are rounded to the nearest £1.

Going concern

The Trustees have prepared financial projections, taking into consideration the current economic climate and its potential impact on the sources of income and planned expenditure. The trustees have a reasonable expectation that adequate financial resources are available to enable the charity to continue in operational existence for the foreseeable future, and have adequate contingency plans in the event that income streams are reduced. Consequently the financial statements have therefore been prepared on the basis that the charity is a going concern.

Income

Income represents all resources which become available to the charity but excludes gains on investments. Grants, donations and legacies and associated gift aid are recognised when the charity becomes entitled to receive the funds, when it is probable that the funds will be received and that they can be measured with sufficient reliability. Investment income is recognised on an accruals basis and comprises of dividends declared and interest receivable during the accounting period and rents from investment properties which are included when they are receivable by the charity.

Expenditure

Grants and donations are accounted for when paid over or awarded. The diocesan parish share is accounted for when paid. Amounts received specifically for mission are dealt with as restricted funds. All other expenditure is recognised when incurred and accounted for gross.

Staff Costs

The costs of short term employee benefits are recognised as a liability and an expense where settlement of obligations does not fall within the same period.

Pension Costs The charity has made arrangements for a defined contribution scheme for the members of staff. The assets of the scheme are held separately from those of the charity. Pension costs charged in the Statement of Financial Activities represent contributions payable by the charity in the year.

The Parish of Leeds City PCC

Notes to the Financial Statements For the year ended 31 December 2024

Accounting Policies (Continued)

Operating Leases

Rentals applicable in respect of operating leases where substantially all the benefits and risks of ownership remain with the lessor are charged to the income and expenditure account as incurred.

Funds

Endowment Funds: represent donations, the capital of which must be maintained; only the income arising set upon the purpose for which the endowment was established.

Restricted Funds: represent donations or grants received for a specific object or invited by the PCC for a specific object. The funds may only be expended on the specific object for which they were given. Any balance remaining unspent at the end of each year must be carried forward as a balance on that fund.

Unrestricted funds: represent general funds which can be used for PCC ordinary purposes.

Tangible fixed assets

Consecrated land and buildings and moveable church furnishings

Consecrated and beneficed property is not included in the financial statements in accordance with s.10 (2)(a) and (c) of the Charities Act 2011.

Other land and buildings

The charity owns the flat occupied by the Caretaker, which is included at a valuation arrived at by the PCC. No depreciation is charged against the flat and the carrying value will be reviewed annually.

Other equipment

Equipment used within church premises and offices is depreciated on a straight-line basis over 4 years. Individual items of equipment with a purchase price of £1,500 or less are written off in the period in which the asset is acquired.

Investments

Investment properties are properties held to earn rentals and/or for capital appreciation, are measured using the fair value model and are stated at their fair value which is estimated based on future cash flow expectations and the current market conditions at the reporting date. The surplus or deficit on revaluation is recognised in the SOFA.

Other listed investments are held to generate returns and gains for the charity and accordingly are designated as fair value through profit and loss ("FVTPL"). Under this designation the portfolio is re-valued at each period end to its fair value, as determined by reference to quoted market prices and values determined by independent fund managers, with any gains or losses going through the SOFA.

Financial instruments

The charity has elected to apply the provisions of Section 11 'Basic Financial Instruments' and Section 12 'Other Financial Instruments Issues' of FRS 102 to all of its financial instruments.

Cash at bank and in hand

Cash at investments and cash in hand includes cash and short term highly liquid investments with a short maturity held for working capital. Bank overdrafts are shown within borrowing in current liabilities.

Debtors are recognised at the settlement amount. Prepayments are valued at the amount prepaid.

Creditors, loans and provisions are recognised where the charity has a present obligation resulting from a past event that will probably result in the transfer of funds to a third party and the amount due to settle the obligation can be measured or estimated reliably. Creditors, loans and provisions are normally recognised at their settlement amount after allowing for any trade discounts due.

The Parish of Leeds City PCC

Notes to the Financial Statements For the year ended 31 December 2024

Accounting Policies (Continued)

2. Critical Accounting Estimates and Judgements

In the application of the charity's accounting policies, the Trustees are required to make judgements, estimates and assumptions about the carrying amount of assets and liabilities that are not readily apparent from other sources. The estimates and associated assumptions are based on historical experience and other factors that are considered to be relevant. Actual results may differ from these estimates.

The estimates and underlying assumptions are reviewed on an ongoing basis. Revisions to accounting estimates are recognised in the period in which the estimate is revised, if the revision affects only that period, or in the period of the revision and future periods if the revision affects both current and future periods.

The following estimates and assumptions that have a significant risk of causing a material adjustment to the carrying amount of assets and liabilities:

Investment property valuations: Investment properties are included in the financial statements at fair value. The valuations are Trustees valuations and are based on current market conditions and prevailing values and expected future cash flows from the properties.

3. Donations and Legacies

Current year	2024 Unrestricted Funds £	2024 Restricted Funds £	2024 Total £
Donations:			
Planned giving	43,785	932	44,717
Tax recoverable	12,305	725	13,030
Offertory Box (Cash donations)	9,956	237	10,193
Legacies	10,000	-	10,000
Other donations	21,792	9,698	31,490
Total: Donations	97,838	11,592	109,430
Grants:			
Leeds City Council	18,000	-	18,000
Leeds City Council (MICE Grants)	250	74	324
Piling Trust	-	7,500	7,500
Harrisons Charity	-	11,500	11,500
Liz and Terry Bramall Foundation	-	5,600	5,600
Leeds Church Extension Society	-	6,000	6,000
Voluntary Action Leeds (St Lukes Cares)	1,900	-	1,900
Friends of the Music of Leeds Minster	-	-	-
LPOW Grant Scheme	8,908	277	9,185
Total: Grants	29,058	30,951	60,009
Total	126,896	42,543	169,439

The Parish of Leeds City PCC

Notes to the Financial Statements For the year ended 31 December 2024

Donations (Continued)

Prior year	2023 Unrestricted Funds £	2023 Restricted Funds £	2023 Total £
Donations:			
Planned giving	40,295	821	41,116
Tax recoverable	10,295	2,100	12,395
Offertory Box (Cash donations)	6,934	-	6,934
Legacies	2,353	-	2,353
Other donations	13,605	6,450	20,055
Total: Donations	97,838	11,592	82,853
Grants:			
Leeds City Council	10,000	-	10,000
Piling Trust	-	7,500	7,500
Harrisons Charity	-	12,000	12,000
Liz and Terry Bramall Foundation	-	5,600	5,600
Wellsprings together	-	-	-
Leeds Church Extension Society	300	-	300
Voluntary Action Leeds (St Lukes Cares)	1,500	-	1,500
Friends of the Music of Leeds Minster	-	38,000	38,000
LPOW Grant Scheme	937	1,522	2,459
Total: Grants	12,737	64,622	77,359
Total:	86,219	73,993	160,212

The Charity benefits greatly from the involvement and enthusiastic support of a significant number of volunteers, details of which are given in our annual report. In accordance with FRS 102 the economic contribution of volunteers is not recognised in the financial statements.

4. Charitable Activities

	2024 Unrestrict ed £	2024 Restricted £	2024 Total £
Venue hire/premises lettings	60,802	-	60,802
Fees	7,070	2,607	9,677
Organ Recital income	-	3,482	3,482
	67,872	6,089	73,961

Charitable Activities- 2023	2023 Unrestrict ed £	2023 Restricted £	2023 Total £
Venue hire/premises lettings	28,939	-	28,939
Fees	9,657	5,050	14,707
Organ Recital income	-	3,270	3,270
	38,596	8,320	46,916

The Parish of Leeds City PCC

Notes to the Financial Statements For the year ended 31 December 2024

5. Other Trading activities	2024	2024	2024
Current year	Unrestricted	Restricted	Total
	£	£	£
Car parking	24,330	-	24,330
Fundraising	402	-	402
Hospitality	8,570	512	9,082
Shop sales	1,680	-	1,680
Royalties	62	-	62
	35,044	512	35,556

Prior year	2023	2023	2023
	Unrestricted	Restricted	Total
	£	£	£
Car parking	19,475	-	19,475
Fundraising	405	-	405
Hospitality	6,142	-	6,142
Shop sales	1,475	-	1,475
Royalties	82	-	82
	27,579	-	27,579

6. Investment income	2024	2024	2024
Current year	Unrestricted	Restricted	Total
	£	£	£
Dividends	3,548	3,739	7,287
Interest	1,324	740	2,064
Investment property income	42,292	-	42,292
	47,164	4,479	52,183

Prior year	2023	2023	2023
	Unrestricted	Restricted	Total
	£	£	£
Dividends	1,347	2,784	4,131
Interest	678	201	879
Investment property income	29,279	-	29,279
	31,304	2,985	34,289

The Parish of Leeds City PCC

Notes to the Financial Statements For the year ended 31 December 2024

7. Other income	2024	2024	2024
Current year	Unrestricted	Restricted	Total
	£	£	£
Other Income	2,285	5,200	7,485
Insurance claims	3,491	-	3,491
Rental property insurance recovered	8,457	-	8,457
	14,233	5,200	19,433
Prior year	2023	2023	2023
	Unrestricted	Restricted	Total
	£	£	£
Other Income	4,683	3,504	8,187
Insurance claims	345	-	345
Investment property dilapidations	4,750	-	4,750
Rental property insurance recovered	8,589	-	8,589
	18,367	3,504	21,871
8. Expenditure on raising funds	2024	2024	2024
Current year	Unrestricted funds	Restricted funds	Total funds
	£	£	£
Hospitality costs	2,291	12	2,303
Shop costs	1,053	-	1,053
Event costs	7,097	1,094	8,191
Rental Property Service charge	4,388	-	4,388
Rental property repairs	2,830	-	2,830
	17,659	1,106	18,765
Prior year	2023	2023	2023 Total
	Unrestricted funds	Restricted funds	funds
	£	£	£
Hospitality costs	2,449	-	2,449
Shop costs	1,999	-	1,999
Event costs	4,532	1,100	5,632
Rental Property Service charge	9,564	-	9,564
Rental property repairs	12,680	-	12,680
	31,224	1,100	32,324

The Parish of Leeds City PCC

Notes to the Financial Statements For the year ended 31 December 2024

9. Expenditure Current year	2024 Unrestricted funds	2024 Restricted funds	2024 Total funds
	£	£	£
Direct charitable expenditure:			
Clergy expenses	503	2,007	2,510
Parish Share	64,862	-	64,862
Service costs	3,060	1,963	5,023
Staff costs	35,302	22,345	57,647
Insurance	23,231	-	23,231
Gas	27,115	-	27,115
Electricity	10,542	-	10,542
Water	755	-	755
Telephone and internet	1,569	-	1,569
Repairs and maintenance	26,844	3,186	30,030
Choir and music costs	1,547	31,321	32,868
Structural repairs	27,917	6,300	34,217
Legal and Professional	9,422	2,000	11,422
Independent examination	3,600	-	3,600
Administration	8,629	826	9,455
Refuse and hygiene	2,109	-	2,109
Health & Safety	95	75	170
Photocopying	4,640	-	4,640
Total charitable expenditure	251,742	70,023	321,765

The Parish of Leeds City PCC

Notes to the Financial Statements For the year ended 31 December 2024

9. Expenditure (continued) Prior year	2023 Unrestricted funds	2023 Restricted funds	2023 Total funds
	£	£	£
Direct charitable expenditure:			
Clergy expenses	1,772	-	1,772
Parish Share	54,557	-	54,557
Service costs	3,060	1,963	5,023
Staff costs	16,783	28,003	44,789
Insurance	21,601	-	21,601
Gas	17,981	-	17,981
Electricity	9,293	-	9,293
Water	1,624	-	1,624
Telephone and internet	2,147	-	2,147
Repairs and maintenance	6,636	7,800	14,436
Choir and music costs	-	27,459	27,459
Legal and Professional	20,131	24	20,155
Independent examination	2,160	-	2,160
Administration	937	10,238	11,175
Refuse and hygiene	2,378	-	2,378
Health & Safety	422	-	422
Photocopying	2,255	-	2,255
Total charitable expenditure	163,737	75,487	239,224

10. Other expenditure Current year	2024 Unrestricted funds	2024 Restricted funds	2024 Total funds
Depreciation	3,783	-	3,783
Rental property: Insurance	8,457	-	8,457
Fees paid over	1,385	4,081	5,466
Other expenditure	4,583	4,237	8,820
	18,208	8,318	26,526
Prior year	2023 Unrestricted funds	2023 Restricted funds	2023 Total funds
Depreciation	6,485	2,114	8,599
Rental property: Insurance	13,625	-	13,625
Fees paid over	1,413	6,255	7,668
Other expenditure	1,979	3,570	5,549
	23,502	11,939	35,741

The Parish of Leeds City PCC

Notes to the Financial Statements For the year ended 31 December 2024

11. Employee Information

Staff costs in the year amounted to:	2024 £	2023 £
Wages and salaries	57,337	43,599
Social security costs	150	1,090
Pension costs	160	100
Total	57,647	44,789

The average number of employees during the year analysed by function was as follows:

	2024	2023
Ministry	2	2
Administration	1	1
Total	3	3

No employee earned £60,000 per annum or more during the year (2023: none).

The charity considers its key management personnel to be the Rector (Rev Canon Paul Maybury, licensed 5th September 2022). Canon Paul received no remuneration from the charity but was paid by the Leeds Diocesan Board of Finance.

The charity makes arrangements for a defined contribution pension for its employees. The cost of the pension scheme to the charity for the year ended 31 December 2024 was £160 (2023: £100). There were no amounts outstanding at the year-end (2023: £nil).

12. Transactions with PCC Members and Connected Persons

Reimbursements of expenses of £3,289 (2023: £5,258) were paid to 3 members of the PCC (2023: 5 members). A loan of £10,000 was received from one member of the PCC in December 2024 and subsequently repaid to them in the same month.

13. Net Expenditure for the Year

This is stated after charging:

	2024	2023
Depreciation	3,783	8,599
Fees paid to the independent examiner	3,000	2,800

The Parish of Leeds City PCC

Notes to the Financial Statements For the year ended 31 December 2024

14. Tangible Fixed Assets

	Land and buildings £	Equipment £	Total £
Cost or valuation:			
At 1 January 2024	180,000	63,156	243,156
Additions	-	2,256	2,256
Revaluation	40,000	-	40,000
At 31 December 2024	220,000	65,412	285,412
Depreciation:			
At 1 January 2024	-	53,498	53,498
Charge in the year	-	3,783	3,783
At 31 December 2024	-	57,281	57,281
Net Book Values:			
At 31 December 2024	220,000	8,131	228,131
At 31 December 2023	180,000	9,657	189,657

In November 2015 a lease for 150 years was signed between The Leeds Diocesan Board of Finance, The PCC of Leeds City Ministry Team, the Bishop of Leeds and Yelcon Ltd in respect of the land and buildings within the St Peter's precinct. Under the terms of this lease, it was transferred on 30th November 2018 to the Leeds Diocesan Board of Finance acting as Custodian Trustee for the Parochial Church Council of the Parish of Leeds City (Leeds Minster)

The land and buildings within the St Peter's precinct, include a flat used by the Caretaker and owned by the charity and has been valued by the Trustees during the year. This valuation has been arrived at by assessing the current market rate for similar properties.

15. Investment property

	Leasehold land and buildings £
Cost or valuation:	
At 1 January 2024	595,000
Revaluation	47,674
At 31 December 2024	642,674
Net Book Values:	
At 31 December 2024	642,674
At 31 December 2023	595,000

The land and buildings within the St Peter's precinct includes office space owned by the charity let to commercial tenants and 11 flats which have been granted a lease of 125 years with a ground rent being paid to the charity.

The valuation of the property has been reviewed by the Trustees in the year and revalued based on expected income streams and current prevailing market conditions.

Investment property has a historical cost of £575,000 (2023: £575,000).

The Parish of Leeds City PCC

Notes to the Financial Statements For the year ended 31 December 2024

16. Investments

U = Unrestricted R = Restricted E = Endowment C = DBF as Custodian Trustee M = Held by the Parish of Leeds City		Market Value at 31 Dec 2023	Gains/ (losses) during the year	Acquisiti ons/ Transfers	Disposals	Market value at 31 Dec 2024	Histori c Cost
		£	£	£	£	£	£
Church Fund:							
Tenant legacy– CBF I/F 576 units	UM	13,020	497	8,703	-	22,220	7,992
Sunday School CBF I/F 188 units	RC	4,249	97	-	-	4,346	1,805
Poor Children Fund							
3% Birmingham Corp'n 337.5	EC	175	-	-	-	175	240
3.5% Hull Corp'n 360.8	EC	235	-	-	-	235	313
		17,679	594	8,703	-	26,976	10,350
St Mary the Virgin							
Maintenance Fund – CBF I/F 1318 units	RC	29,794	682	-	-	30,476	1,312
Choir Fund:							
CBF I/F – 174 Units	RC	3,933	90	-	-	4,023	2,355
Edwin Woodhouse End.	EC	7,035	161	-	-	7,196	1,470
CBF I/F – 120 Units		40,762	933	-	-	41,695	5,137
Holy Trinity:							
C of L PCC – CBF I/F 385 units	RM	8,703	-	-	(8,703)	-	2,160
		8,703	-	-	(8,703)	-	2,160
Total investments							
Unrestricted	U	13,020	497	8,703	-	22,220	5,832
Restricted	R	46,679	869	-	(8,703)	38,845	7,632
Endowment	E	7,445	161	-	-	7,606	2,023
Total		67,144	1,527	8,703	(8,703)	68,671	15,487

Listed investments have a historical cost of £18,875 (2023: £18,875).

The Parish of Leeds City PCC

Notes to the Financial Statements For the year ended 31 December 2024

17. Debtors

	2024	2023
	£	£
Trade debtors	57,473	26,979
Prepayments	798	348
	58,271	27,327

18. Creditors: Amounts Falling Due Within One Year

	2024	2023
	£	£
Trade Creditors	4,579	12,105
Accruals	9,070	12,760
Deferred Income	30,322	-
	43,971	16,291

19. Analysis of Net Assets by Fund

Current year	Unrestricted funds	Restricted funds	Endowment funds	Total funds
	£	£	£	£
Tangible fixed assets	228,131	-	-	228,131
Investment property	642,674	-	-	642,674
Investments	10,019	51,046	7,606	68,671
Net current assets	103,555	68,492	-	172,047
	984,379	119,538	7,606	1,111,523

Prior year	Unrestricted funds	Restricted funds	Endowment funds	Total funds
	£	£	£	£
Tangible fixed assets	183,771	5,886	-	189,657
Investment Property	595,000	-	-	595,000
Investments	21,722	37,977	7,445	67,144
Net current assets	88,708	96,991	-	185,699
	889,201	140,854	7,445	1,037,500

The Parish of Leeds City PCC

Notes to the Financial Statements For the year ended 31 December 2024

20. Movement in Funds

Current year	Balance 1 January 2024	Income	Expenditure	Net gain/(loss) on investments	Transfers	Balance 31 December 2024
	£	£	£	£	£	£
Unrestricted funds:						
General Church funds	889,201	290,486	(283,263)	88,171	(80,592)	904,003
Designated funds	-	723	-	-	79,653	80,376
Total Unrestricted funds	889,201	291,209	(283,263)	88,171	(939)	984,379
Restricted funds:						
Choir & Music	22,440	12,378	(33,724)	90	939	2,123
Choral Scholarships	57,544	9,143	(21,012)	-	-	45,675
Sunday School	4,165	259	(193)	97	-	4,328
Organ related	9,055	10,838	(5,849)	-	-	14,044
Flower fund	(71)	2,238	(1,081)	-	-	1,086
Restricted projects	11,051	23,286	(20,088)	-	-	14,249
St Mary repair	36,670	681	-	682	-	38,033
Total Restricted funds	140,854	58,823	(81,947)	869	939	119,538
Endowment funds						
Edwin Woodhouse St	7,035	-	-	161	-	7,196
Mary Choir						
Poor Children fund	410	-	-	-	-	410
Total Endowment funds	7,445	-	-	161	-	7,606
Total funds	1,037,500	350,032	(365,210)	88,171	-	1,111,523

The Parish of Leeds City PCC

Notes to the Financial Statements For the year ended 31 December 2024

20. Movement in Funds (continued)

Purpose of funds

Restricted Funds:

- **Choir & Music** – funds for the use of the choir.
- **Choral Scholarships** – funds from a legacy received in 2019 given specifically for Choral Scholarships and augmented during the year by Grant funding.
- **Sunday School** – For the work and ministry of the Leeds Parish Church Sunday School now operating under the name of "Family Church".
- **Organ related** – Organ Scholarships and support for the Organ recital series provided by a grant from the Bramall Trust.
- **Flower fund** – For the provision of floral decoration to enhance services of worship and funded by individual restricted donations.
- **Restricted projects** – A fund used to hold donations and grants for specific small to medium repair, renewal and missional projects.
- **St Mary Repair** - funds held in the CBF Church of England Investment Fund for the maintenance of St Mary's Church together with residual funds restricted to the St Mary Choir.
- **Edwin Woodhouse Endowment** – The residue of a legacy made by Edwin Woodhouse for the support of the choirs of St Mary and St Peter. The income from the investment is directed to the Leeds Minster Choir fund.
- **Poor Children fund** – An endowment fund being the residue of a 19th Century legacy in the name of Miss Walker. No record of this charity has been found and it is assumed to be dormant. In due course, it is proposed that a scheme be presented to the Charity Commission in order to disburse this fund to an appropriate charity.

Designated Funds:

- Designated funds are to assist the Minster with matched funding applications.

The Parish of Leeds City PCC

Notes to the Financial Statements

For the year ended 31 December 2024

20. Movement in Funds (Continued)

Prior year	Balance 1 January 2023	Income	Expend- iture	Net gain/(loss) on investments	Transfers	Balance 31 December 2023
	£	£	£	£	£	£
Unrestricted funds:						
Church funds	902,678	202,065	(218,766)	1,813	1,410	889,201
Total Unrestricted funds	902,678	202,065	(218,766)	1,813	1,410	889,201
Restricted funds:						
Choir & Music	16,736	47,837	(47,382)	338	4,911	22,440
Choral Scholarships	65,254	7,500	(15,279)	-	70	57,545
Sunday School	3,885	119	(204)	365	-	4,165
Organ related	8,051	10,350	(9,346)	-	-	9,055
Flower fund	255	957	(1,283)	-	-	(71)
Restricted projects	5,500	20,638	(15,088)	-	-	11,050
Holy Trinity project	2,385	381	(24)	54	(2,796)	-
St Mary repair	36,683	1,020	-	2,562	(3,595)	36,670
Total Restricted funds	138,749	88,802	(88,606)	3,319	(1,410)	140,854
Endowment funds						
Edwin Woodhouse St						
Mary Choir	6,430	-	-	605	-	7,035
Poor Children fund	410	-	-	-	-	410
Total Endowment funds	6,840	-	-	605	-	7,445
Total funds	1,048,268	290,867	(307,372)	5,737	-	1,037,500

21. Net Cash provided by / (used in) Operating Activities

	2024	2023
	£	£
Net movement in funds	74,023	10,768
(Gains) on investments	(49,201)	(5,737)
Revaluation of fixed assets	(40,000)	-
Depreciation charge	3,783	8,599
Income from investments	(51,643)	(34,289)
(Increase)/Decrease in debtors	(30,944)	67,382
Increase/(Decrease) in creditors	19,106	8,574
	(74,877)	33,761

The Parish of Leeds City PCC

Notes to the Financial Statements For the year ended 31 December 2024

22. Comparative Statement of Financial Activities for the year ended 31 December 2023

	Unrestricted Funds £	Restricted Funds £	Endowment Funds £	2024 Total Funds £
Income from:				
Donations and legacies	86,219	73,993	-	160,212
Charitable activities	38,596	8,320	-	46,916
Other trading activities	27,579	-	-	27,579
Investment	31,304	2,985	-	34,289
Other income	18,367	3,504	-	21,871
Total income	202,065	88,802	-	290,867
Expenditure on:				
Raising funds	31,224	1,100	-	32,324
Charitable activities	163,740	75,567	-	239,307
Other expenditure	23,802	11,939	-	35,741
Total expenditure	218,766	88,606	-	307,372
Net income / (expenditure) before other recognised gains	(16,701)	196	-	(16,505)
Transfers between funds:	1,410	(1,410)	-	-
Other recognised gains				
Realised and unrealised gains on investments	1,813	3,319	605	5,737
Net movement in funds	(13,478)	2,105	605	(10,768)
Reconciliation of funds:				
Total funds b/fwd	902,679	138,749	6,840	1,048,268
Total funds c/fwd	889,201	140,854	7,445	1,037,500

23. Capital Commitments

There were no capital commitments at the current or preceding year end.

24. Commitments under Operating Leases

At 31 December 2024 the PCC had total commitments under non-cancellable operating leases as follows:

	Office Equipment	
	2024 £	2023 £
Expiry date:		
Within one year	1,827	1,827
Between one and five years	1,827	3,654
	3,654	5,481

THE PAROCHIAL CHURCH COUNCIL OF THE ECCLESIASTICAL PARISH OF LEEDS CITY

England & Wales - Charity number 1135593

Accounts

Charity number: 1135593

**The Parish of Leeds City PCC
Trustees' Report and Financial Statements
For the year ended 31 December 2023**



The Parish of Leeds City PCC

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Parish of Leeds City PCC

Trustees' Report for the year ended 31st December 2023

The Trustees present their annual report and financial statements for the year to 31 December 2023.

These financial statements have been prepared in accordance with Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their financial statements in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective 1st January 2019) as detailed in the accounting policies.

Reference and Administrative Details

The Parish of Leeds City comprises the parish church of St Peter-at-Leeds (Leeds Minster). The redundant church of St John the Evangelist, New Briggate is located in the parish and is in the care of the Churches Conservation Trust. Parish of Leeds City is in the Archdeaconry of Leeds, which itself is co-terminus with the Leeds Episcopal Area, part of the Diocese of Leeds in the Province of York within the Church of England.

The correspondence address is Kirkgate, Leeds, LS2 7DJ.

The charity registration number is 1135593.

PCC members who served from January 2023 until the date of this report was approved are:

Rector:	Rev'd Canon Paul Maybury	
Lecturer:	Rev'd Prof Simon Robinson	(to 24 th September 2023)
	Rev'd Prof Jane deGay	(Licensed 19 th January 2023)
Associate clergy:	Rev'd Mary Bradley	(to 30 th March 2023)
	Ven Paddy Benson	
Licensed Lay Ministers:	Kay Brown	(Vice-Chair of PCC)
	Sarah Maybury	(Licensed 5 th November 2023)
Assistant Curates:	Rev'd Dr Judith Clark	(to 30 th June 2023)
	Rev'd Andrew Earwaker	(Licensed 1 st July 2023)
	Rev'd Jo Jones	(Licensed 1 st July 2023)
Church wardens:	Simon Peatman	(Elected 14 th May 2023)
	Philip Lancaster	(Elected 14 th May 2023)
Representatives on the Deanery Synod:	Ann Clark	(resigned 14 th May 2023)
	Kay Brown	(Elected 14 th May 2023 for 3 years)
	Simon Peatman	(Elected 14 th May 2023 for 3 years)
	David Dredge	(Elected 25 th April 2021 for 3 years)
	Nathan Booker	(Elected 19 th September 2023)
	Sarah Maybury	(Elected 19 th September 2023)
Elected members:	Lesley Allsopp	(Elected 14 th May 2023 for 3 years)
	Noreen Connor	(Elected 15 th May 2022 for 3 years)
	Linda Sato	(Elected 14 th May 2023 for 3 years)
	Peter Edson	(resigned 14 th May 2023)
	Diane Maloney	(Elected 14 th May 2023 for 3 years)
	Quentin Brown	(Elected 25 th April 2021 for 3 years)
	Christopher Webster	(Elected 25 th April 2021 for 3 years)
	Beryl Lee	(Elected 15 th May 2022 for 3 years)
	Victoria Booker	(Elected 15 th May 2022 for 3 years)
	Trevor Parker	(Elected 25 th April 2021 for 3 years)
	Michael Pawson	(Elected 14 th May 2023 for 3 years)
	Lesley Enoch	(Elected 14 th May 2023 for 3 years)
	Rhoda Wallace	(Elected 14 th May 2023 for 3 years)

There are currently no vacancies on the PCC

PCC Secretary:	Vacant	
PCC Treasurer:	David Dredge	(appointed 16 th May 2023)

Principal Bankers:	CAF Bank Ltd, 25 Kings Hill Ave, Kings Hill, West Malling Kent, ME19 4JQ
Independent Examiner:	Jessica Lawrence FCA, CTA, Azets Audit Services Ltd, 12 King St, Leeds, LS1 2HL

The Parish of Leeds City PCC

Trustees' Report for the year ended 31 December 2023

Structure, Governance and Management

The Parochial Church Council ('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 (Registration Number: 1135593). The method of appointment of PCC members is set out in the Church Representation Rules. All Church attendees are encouraged to register on the Electoral Roll and stand for election to the PCC.

Statement of PCC members' responsibilities in respect of the Financial Statements

The PCC members are responsible for preparing the Annual Report and the financial statements in accordance with applicable law and regulations. The financial statements are required by law to give a true and fair view of the state of affairs of the Church and of the income and expenditure for that period.

In preparing these financial statements, the Trustees are required to:

- select suitable accounting policies and then apply them consistently;
- observe the methods and principles in the applicable Charities SORP;
- make judgements and estimates that are reasonable and prudent;
- state whether applicable UK Accounting Standards have been followed, subject to any material departures disclosed and explained in the financial statements; and
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charity will continue in its activities.

The PCC members are responsible for keeping proper accounting records which disclose with reasonable accuracy at any time the financial position of the Church and enable them to ensure that the financial statements comply with the Charities Act 2011 and the Church Accounting Regulations 2006. They have general responsibility for taking such steps as are reasonably open to them to safeguard the assets of the Church and to prevent and detect fraud and other irregularities.

Objectives and Activities

Leeds City PCC has the responsibility of co-operating with the Rector of Leeds in promoting in the ecclesiastical parish the whole mission of the Church, pastoral, evangelistic, social and ecumenical. It also has maintenance responsibilities for the Church of St. Peter at Leeds; the St. Peter's precinct buildings comprising St. Peter's House, St Peter's Hall (both of which are leased), and the Caretaker's flat. When reviewing the aims and objectives of the charity, and in planning future activities, the Trustees have complied with the duty in section 17 of the Charities Act 2011 to have due regard to public benefit guidance published by the Commission.

Fundraising

We strive to achieve the highest fundraising standards and we value our supportive funders. We stay up to date with developments in charity regulation, data protection and the Fundraising Preference Service (FPS) to make sure we are legally compliant and adhering to all guidelines. We follow the Institute of Fundraising's Code of Practice. No complaints regarding our fundraising activities have been received in the year.

Achievements and Performance

Key events in the past 12 months:

2023 has been a busy year of consolidation and development as we've seen the clergy team grow firstly with the Rev'd Professor Jane deGay licensed in January whilst also saying thank you and goodbye to the Rev'd Mary Bradley who had served voluntarily for a year. We also said thank you and goodbye to the Rev'd Professor Simon Robinson who had served the Minster for 20 years as Lecturer, the role now handed to Jane. Canon Paul was installed as Canon in Ripon Cathedral; Rev'd Andrew Earwaker and Rev'd Jo Jones were welcomed as newly ordained Deacons to serve their curacies at the Minster and we welcomed Sarah Maybury as a Licensed Lay Minister when Bishop Nick visited us on All Saints day.

The Parish of Leeds City PCC

Trustees' Report for the year ended 31 December 2023

Achievements and Performance (continued)

We enjoyed three times during the year when many met, after the 10.30am service, for a shared lunch and then for participation in study groups – during Lent, during Easter and Pentecost and during Advent. Special services were held throughout the year at appropriate times and attracted numbers much more in keeping with pre-covid times. We were pleased to welcome a number of visiting preachers including Dean John from Ripon Cathedral for our Patronal Festival and Bishop Arun on Easter Day including baptism and confirmation.

During the year the PCC have met regularly including a day away for more extended reflection together and planning. This has begun to lead to the establishment of a number of working groups of the PCC engaging in specific areas of oversight. Other groups continue to serve the Minster like the weekly Archive Group, the team of tour guides and the bell-ringers who also arranged tours of the tower.

External bookings for concerts and conferences grew during the year and we're very grateful to Wendy Bloom in her role as volunteer bookings manager which has enabled this. Other regular activity, aside from the welcome extended to visitors by the faithful team of midweek welcomers has been the weekly Hong Kong Group which is now an established part of our regular activity.

From September we began offering Morning Prayer in the Lady Chapel from 8.30am Tuesday to Friday and available online. In addition we began a Monthly Meditation at the Minster, called 'Still' for two hours on Saturday attracting people from across the city.

The Archdeacon of Leeds carried out his occasional official 'visitation' which resulted in a report which he wrote for the PCC which indicated that we are moving in a very positive direction.

As events in the building have increased so have our partnerships across the city including with Leeds Conservatoire and Leeds Light Night which saw over two thousand people through the building on two nights.

We participated fully with the Major Churches Network and attended their residential conference.

The year ended with a successful range of Christmas services and concerts in collaborations with external partners.

Finance:

The expectation of last year's report was that 2023 would be a continuation, consolidation and refining of what had been achieved in 2022 has been fulfilled. The aim to achieve sustainability leading to development and growth from mid-2024, remains in the context of supporting an overall Strategic Plan to be developed by PCC.

Migrating from *Quickbooks* to *MyFundAccounting* has enhanced recording, reporting and control with proper Purchase and Sales Ledger functions now in place. Monthly reporting to PCC and Standing Committee is well on the way to being achieved, being given a Budget –v- Actuals column from January 2024. Purchase Order control needs to be developed and the processing of Sales Invoices directly to the system at the booking stage will shortly be implemented. This will involve one of the first steps in building a Finance Team. Authorisation of bank transactions has been given an additional verification stage with a system-based output detailing payments set up at the bank. Confirmation of payee details has also been tightened up by the bank with automatic confirmation that payee data match.

At the year end, errors were found which showed a discrepancy between Sales and General ledgers. These were traced to the data migration process but did not satisfy materiality criteria. With last year's restatements, the accounts now have a sound historic basis from which to continue forward.

The Parish of Leeds City PCC

Trustees' Report for the year ended 31 December 2023

Achievements and Performance (continued)

Cash handling has been formalised and counting automated with detailed data saved to *Sharepoint* for input to the accounts system. Checks are independently undertaken to confirm that the amounts banked match those recorded. Invoices are also retained digitally referenced back to the system by audit number.

Management of income from the Rental Property development has long been a *cause-célèbre* so the decision was made to bring the collection of Rent, Ground Rent and Insurance premiums in-house to be operated *via* Sales Ledger. This has involved a departure from the way that this income stream was recorded historically (inadvertently and indirectly causing of part of the SL/GL discrepancy referred to above) and the capacity to identify payment/non-payment at an individual tenant level has been established. Office 2 was vacated in February and lay vacant until mid-July. Rectification of dilapidations was independently assessed, and we were given to understand that the expenditure involved would be recoverable from the previous tenant. This was not to be the case however and only 37% of the > £12k expenditure was recovered. This under-recovery forms the largest part of the deficit recorded for the year. Office 1 remains vacant. Increased energy costs have been a concern through the colder months with costs having doubled over previous years.

The Holy Trinity Fund was finally closed, and the remaining balance recovered to General funds. Work has started to rationalise funds pertaining to St Mary Quarry Hill which have remained dormant for many years. Records held by West Yorkshire Archive Service will need to be accessed to provide the necessary evidence to release these funds one way or another.

Although a Finance Committee remains to be constituted, its mandate, remit and functions will need to be defined to optimise its effectiveness. In the meantime, the Treasurer reports directly to and enjoys the support of, the PCC Standing Committee. A Finance Team which overlaps with the committee is an aspiration coming into fruition. Analysis of the Treasurer's role by function has been undertaken and during 2024 these will be devolved as personnel willing to undertake finance related work are identified and/or come forward. Work associated with this report and roles going forward are already being devolved to members of this embryonic team. This will ensure that no one person is the repository of all things finance to the exclusion of anyone else and that what has been and is being put in place will be sustainable for the long term.

Staffing:

David Houlder, Assistant Organist, retired in February and we appointed Will Campbell, our then Organ Scholar, on a temporary contract until July. From September, Shaun Turnbull was appointed to a temporary and revised part-time post to support the music-making at the Minster. We were able to increase slightly the hours that Alex Woodrow works as Director of Music which better represents the hours required in the role.

Iain Howell has continued to serve the Minster as Caretaker with great dedication and diligence. So much of the development during the year would not have been possible without his pro-active, enabling support.

St John's Church, New Briggate:

The PCC remains responsible for the Churchyard at St. John's, including obligation to insure, though the care and maintenance of the Churchyard is undertaken by Leeds City Council with the PCC taking an active role in its oversight and care. The Churches Conservation Trust no longer use the building as their Regional Headquarters but we remain in active conversations with them as we all seek to open the church for occasional events more frequently. We enjoyed a good Carol Service there and plan more activities for 2024.

The Parish of Leeds City PCC

Trustees' Report for the year ended 31 December 2023

Leeds Minster:

We were very grateful for the anonymous donation which enabled us to repair the tower clock. It is a pleasure to see it working once again. Improvements were made to the WiFi infrastructure throughout the building.

We finally received the Quinquennial Survey during the year and have undertaken a full survey of the glass throughout the building. Early in 2024 we will obtain a full electrical survey. All of these reports will continue to provide a framework for programmes of maintenance and development in the building. Unfortunately there are still issues with the "new" flat roof over the vestries which will be resolved early in 2024. Plans are in hand for necessary work in the car park and the replacement of failed light fittings in the Lady Chapel, Chancel and Sanctuary.

Accessing funds to complete the reroofing of the City of Leeds Room and the Tower remain the necessary priority.

Music Ministry:

A full report on the activities of the music department is detailed elsewhere in the annual report.

The role of the Rector of Leeds:

The Rector continued to play a role in the various charities and trusts of which he was an ex-officio member by virtue of his office, including The Market Place, the Harrison's Charity, the Friends of the Music of Leeds Minster, the Incorporated Leeds Church Extension Society and the Leeds Church Institute, along with involvement with the governing body of St Peter's primary school and a leading role in the Diocese and Episcopal area.

Safeguarding and Health & Safety:

New PCC members are required to complete self-declaration forms and to undertake basic (online Diocesan) Safeguarding training. Under the guidance and supervision of our Safeguarding Officer, Kay Brown, sound procedures are in place and vigilance at all levels is maintained. The Rector chairs the Health & Safety Committee. Regular review and updating of the H&S Policy document ensures that the PCC is fulfilling its obligations in this area. We aspire to a zero-accident culture.

Financial Review:

Total receipts on unrestricted general funds were £202,065 (2022: £245,071) and are detailed in the financial statements. The largest element is donations and legacies at £86,219 (2022: £158,204). Charitable activities raised total funds of £38,596 (2022: £26,032), and other trading activities raised £27,579 (2022: £19,047). Total expenditure from the unrestricted funds was £218,766 (2022: £170,364) again detailed in the financial statements, to give a net result for the year on unrestricted funds of a deficit in the sum of £16,701 (2022: £74,707 surplus) before taking into account gains on investment revaluations of £1,813 (2022: £1,588). Our cumulative outstanding Parish Share remains at £260,952. With the cessation of the Diocesan Historic Share Write off Scheme, the PCC has resolved to increase its payment of Share above the request for 2024. Total funds at 31 December 2023 were £1,037,500 (2022: £1,048,268) of which £889,201 (2022: £902,679) were unrestricted. The restricted funds at 31 December 2023 were £140,854 (2022: £138,749) and Endowment Funds amounted to £7,445 (2022: £6,840).

Going Concern:

The trustees have prepared financial projections, taking into consideration the current economic climate and its potential impact on the sources of income and planned expenditure. They have a reasonable expectation that adequate financial resources are available to enable the charity to continue in operational existence for the foreseeable future and have adequate contingency plans in the event that income streams are reduced. Whilst the global economy has been significantly impacted by the COVID-19 virus, the ongoing war in Ukraine and the cost of living crisis, the charity still has reserves sufficient to meet its immediate requirements. Consequently, the financial statements have been prepared on the basis that the charity is a going concern.

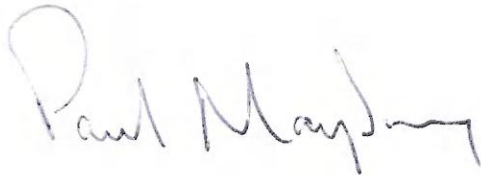
The Parish of Leeds City PCC

Trustees' Report for the year ended 31 December 2023

Reserves Policy:

It is PCC policy to maintain, if possible, free reserves which equates to approximately three months budgeted unrestricted payments (to include paying the Diocesan Parish Share in full) to cover emergency situations that may arise from time to time. At 31 December 2023 this requirement was approximately £56,233. The balance of £88,708 (2022: £50,392) on unrestricted funds held in net current assets at the year-end is above this target. The PCC has approved a balanced budget for 2024 which includes both developments of existing income streams and some new innovations. It is confident that these measures are adequate to mitigate unforeseen events.

Approved by the PCC and signed on its behalf by:

A handwritten signature in black ink that reads "Paul Maybury". The signature is written in a cursive style with a long, sweeping tail on the final letter.

**Rev'd Canon Paul Maybury
Rector and PCC Chair**

Date 5th May 2024

The Parish of Leeds City PCC

Independent Examiner's Report to the Members of the Parish of Leeds City PCC

I report to the trustees on my examination of the financial statements of the Parish of Leeds City PCC for the year ended 31 December 2023. This report is made solely to the charity's trustees, as a body, in accordance with Section 145 of the Charities Act 2011. My independent examination work has been undertaken so that I might state to the charity's trustees those matters I am required to state to them in an Independent Examiner's Report and for no other purpose. To the fullest extent permitted by law, I do not accept or assume responsibility to anyone other than the Charity and the charity's trustees as a body, for my independent examination work, for this report, or for the opinions I have formed.

Responsibilities and basis of report

As the charity trustees of the PCC 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 Trust'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.

This report, including my statement, has been prepared for and only for the charity's trustees as a body. My work has been undertaken so that I might state to the charity's trustees those matters I am required to state to them in an independent examiner's report and for no other purpose. To the fullest extent permitted by law, I do not accept or assume responsibility to anyone other than the charity and the charity's trustees as a body for my examination work, for this report, or for the statements I have made.

Independent Examiner's Statement

Since the Charity's gross income exceeded £250,000 your examiner must be a member of a body listed in section 145 of the 2011 Act. I confirm that I am qualified to undertake the examination because I am a member of Institute of Chartered Accountants in England and Wales, which is one of the listed bodies.

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 Trust 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 financial statements set out in the Charities (Financial statements and Reports) Regulations 2008 other than any requirement that the financial statements 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 financial statements to be reached.

Jessica Lawrence

13/05/2024

Jessica Lawrence FCA CTA
Azets Audit Services Ltd,
12 King St,
Leeds,
LS1 2HL

Date

The Parish of Leeds City PCC

Statement of Financial Activities For the year ended 31 December 2023

	Note	Un- restricted Funds	Restricted Funds	Endowment funds	2023 Total Funds	(As re- stated) 2022 Total Funds
		£	£	£	£	£
Income from:						
Donations & legacies	3	86,219	73,993	-	160,212	208,109
Charitable activities	4	38,596	8,320	-	46,916	26,032
Other trading	5	27,579	-	-	27,579	19,047
Investments	6	31,304	2,985	-	34,289	37,910
Other income	7	18,367	3,504	-	21,871	14,135
Total income		202,065	88,802	-	290,867	305,233
Expenditure on:						
Raising funds	8	31,224	1,100	-	32,324	13,388
Charitable activities	9	163,740	75,567	-	239,307	214,005
Other expenditure	10	23,802	11,939	-	35,741	26,184
Total expenditure		218,766	88,606	-	307,372	253,577
Net income / (expenditure) before other recognised gains		(16,701)	196	-	(16,505)	51,656
Transfers between funds		1,410	(1,410)	-	-	-
Other recognised gains						
Realised and unrealised gains on investments	14	1,813	3,319	605	5,737	(6,770)
Net movement in funds		(13,478)	2,105	605	(10,768)	44,886
Reconciliation of funds:						
Total funds b/fwd	17,18	902,679	138,749	6,840	1,048,268	1,003,382
Total funds c/fwd	17,18	889,201	140,854	7,445	1,037,500	1,048,268

The notes on pages 12 to 26 form part of these financial statements.

There are no recognised gains and losses other than those in the statement of financial activities.

A fully detailed statement of Financial Activities for the year ended 2022 is shown at note 22.

All the above amounts relate to continuing activities.

The Parish of Leeds City PCC

Balance Sheet as at 31 December 2023

	Note	2023	(As re-stated) 2022
		£	£
Fixed Assets			
Tangible fixed assets	12	189,657	180,693
Investment property	13	595,000	595,000
Investments	14	67,144	68,833
		<hr/>	<hr/>
		851,801	844,526
Current Assets			
Debtors	15	27,327	94,709
Bank		183,237	125,324
		<hr/>	<hr/>
		210,564	220,033
Creditors: amounts falling due within one year	16	(24,865)	(16,291)
		<hr/>	<hr/>
Net Current Assets		185,699	203,742
		<hr/>	<hr/>
Net Assets		1,037,500	1,048,268
Funds of the charity:			
Unrestricted funds	17,18	889,201	902,679
Restricted funds	17,18	140,854	138,749
Endowment funds	17,18	7,445	6,840
Total funds		<hr/>	<hr/>
		1,037,500	1,048,268

Approved by the Parochial Church Council and signed on its behalf by:



Rev'd Canon Paul Maybury
Chair of PCC,

Date 5th May 2024

The notes on pages 12 to 25 form part of these financial statements.

The Parish of Leeds City PCC

Statement of Cash Flows for the Year Ended 31 December 2023

	Note	2023 £	(As re- stated) 2022 £
Cash flows from operating activities:			
Net cash used in / (provided by) operating activities	20	33,761	(86,554)
Cash flows from investing activities:			
Proceeds from disposal of investments		7,426	12,333
Purchase of fixed assets		(17,563)	-
Purchase of investments		-	(219)
Investment income	6	34,289	37,910
Net cash provided by investing activities		24,152	50,024
Change in cash and cash equivalents		57,913	(36,530)
Cash and cash equivalents at the beginning of the year		125,324	161,854
Cash and cash equivalents at the end of the year		183,237	125,324

The Parish of Leeds City PCC

Notes to the Financial Statements For the year ended 31 December 2023

1. Accounting policies

The principal accounting policies adopted, judgements and key sources of estimation uncertainty in the preparation of the financial statements are as follows:

Charity Information

The Parish of Leeds City PCC is a charity registered in England and Wales (charity registration number is 1135593). The correspondence address is Leeds Minster, Kirkgate, Leeds LS2 7DJ.

Basis of preparation

The financial statements have been prepared in accordance with Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their financial statements in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective 1 January 2019) – (Charities SORP (FRS 102)), the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102).

The Parish of Leeds City PCC meets the definition of a public benefit entity under FRS 102. Assets and liabilities are initially recognised at cost or transaction value unless otherwise stated in the relevant accounting policy notes.

The financial statements have been prepared under the historical cost convention except for the valuation of investment assets, which are shown at market value. The financial statements include all transactions, assets and liabilities for which the PCC is liable in law. They do not include the financial statements of church groups that owe their affiliation to another body, nor those that are informal gatherings of church members.

The financial statements have been prepared in pound sterling which is the functional currency of the charity. Monetary amounts in these financial statements are rounded to the nearest £1.

Going concern

The Trustees have prepared financial projections, taking into consideration the current economic climate and its potential impact on the sources of income and planned expenditure. The trustees have a reasonable expectation that adequate financial resources are available to enable the charity to continue in operational existence for the foreseeable future, and have adequate contingency plans in the event that income streams are reduced. Consequently the financial statements have therefore been prepared on the basis that the charity is a going concern.

Income

Income represents all resources which become available to the charity but excludes gains on investments. Grants, donations and legacies and associated gift aid are recognised when the charity becomes entitled to receive the funds, when it is probable that the funds will be received and that they can be measured with sufficient reliability. Investment income is recognised on an accruals basis and comprises of dividends declared and interest receivable during the accounting period and rents from investment properties which are included when they are receivable by the charity.

Expenditure

Grants and donations are accounted for when paid over or awarded. The diocesan parish share is accounted for when paid. Amounts received specifically for mission are dealt with as restricted funds. All other expenditure is recognised when incurred and accounted for gross.

Staff Costs

The costs of short term employee benefits are recognised as a liability and an expense where settlement of obligations does not fall within the same period.

Pension Costs The charity has made arrangements for a defined contribution scheme for the members of staff. The assets of the scheme are held separately from those of the charity. Pension costs charged in the Statement of Financial Activities represent contributions payable by the charity in the year.

The Parish of Leeds City PCC

Notes to the Financial Statements For the year ended 31 December 2023

Accounting Policies (Continued)

Operating Leases

Rentals applicable in respect of operating leases where substantially all the benefits and risks of ownership remain with the lessor are charged to the income and expenditure account as incurred.

Funds

Endowment Funds: represent donations, the capital of which must be maintained; only the income arising set upon the purpose for which the endowment was established.

Restricted Funds: represent donations or grants received for a specific object or invited by the PCC for a specific object. The funds may only be expended on the specific object for which they were given. Any balance remaining unspent at the end of each year must be carried forward as a balance on that fund.

Unrestricted funds: represent general funds which can be used for PCC ordinary purposes.

Tangible fixed assets

Consecrated land and buildings and moveable church furnishings

Consecrated and beneficed property is not included in the financial statements in accordance with s.10 (2)(a) and (c) of the Charities Act 2011.

Other land and buildings

The charity owns the flat occupied by the Caretaker, which is included at a valuation arrived at by the PCC. No depreciation is charged against the flat and the carrying value will be reviewed annually.

Other equipment

Equipment used within church premises and offices is depreciated on a straight line basis over 4 years. Individual items of equipment with a purchase price of £1,500 or less are written off in the period in which the asset is acquired.

Investments

Investment properties are properties held to earn rentals and/or for capital appreciation, are measured using the fair value model and are stated at their fair value which is estimated based on future cash flow expectations and the current market conditions at the reporting date. The surplus or deficit on revaluation is recognised in the SOFA.

Other listed investments are held to generate returns and gains for the charity and accordingly are designated as fair value through profit and loss ("FVTPL"). Under this designation the portfolio is re-valued at each period end to its fair value, as determined by reference to quoted market prices and values determined by independent fund managers, with any gains or losses going through the SOFA.

Financial instruments

The charity has elected to apply the provisions of Section 11 'Basic Financial Instruments' and Section 12 'Other Financial Instruments Issues' of FRS 102 to all of its financial instruments.

Cash at bank and in hand

Cash at bank and cash in hand includes cash and short term highly liquid investments with a short maturity held for working capital. Bank overdrafts are shown within borrowing in current liabilities.

The Parish of Leeds City PCC

Notes to the Financial Statements For the year ended 31 December 2023

Accounting Policies (Continued)

Debtors

Debtors are recognised at the settlement amount. Prepayments are valued at the amount prepaid.

Creditors

Creditors, loans and provisions are recognised where the charity has a present obligation resulting from a past event that will probably result in the transfer of funds to a third party and the amount due to settle the obligation can be measured or estimated reliably. Creditors, loans and provisions are normally recognised at their settlement amount after allowing for any trade discounts due.

2. Critical Accounting Estimates and Judgements

In the application of the charity's accounting policies, the Trustees are required to make judgements, estimates and assumptions about the carrying amount of assets and liabilities that are not readily apparent from other sources. The estimates and associated assumptions are based on historical experience and other factors that are considered to be relevant. Actual results may differ from these estimates.

The estimates and underlying assumptions are reviewed on an ongoing basis. Revisions to accounting estimates are recognised in the period in which the estimate is revised, if the revision affects only that period, or in the period of the revision and future periods if the revision affects both current and future periods.

The following estimates and assumptions that have a significant risk of causing a material adjustment to the carrying amount of assets and liabilities:

Investment property valuations: Investment properties are included in the financial statements at fair value. The valuations are Trustees valuations and are based on current market conditions and prevailing values and expected future cash flows from the properties.

3. Donations and Legacies

	2023 Unrestricted Funds £	2023 Restricted Funds £	2023 Total £	(as-re- stated) 2022 Total £
Donations:				
Planned giving	40,295	821	41,116	40,445
Tax recoverable	10,295	2,100	12,395	11,313
Open plate collections/Cash	6,934	-	6,934	3,738
Legacies	2,353	-	2,353	67,000
Other donations	13,605	6,450	20,055	13,332
Total: Donations	73,482	9,371	82,853	135,828
Grants:				
Leeds City Council	10,000	-	10,000	10,000
Piling Trust	-	7,500	7,500	7,500
Harrisons Charity	-	12,000	12,000	12,000
Liz and Terry Bramall Foundation	-	5,600	5,600	8,100
Diocese of Leeds	-	-	-	5,719
Wellsprings Together	300	-	300	-
Voluntary Action Leeds	1,500	-	1,500	-
Friends of the Music of Leeds Minster	-	38,000	38,000	24,000
LPOW Grant Scheme	937	1,522	2,459	4,962
Total: Grants	12,737	64,622	77,359	72,281
Total:	86,219	73,993	160,212	208,109

The Parish of Leeds City PCC

Notes to the Financial Statements For the year ended 31 December 2023

Donations (Continued)

The Charity benefits greatly from the involvement and enthusiastic support of a number of volunteers, details of which are given in our annual report. In accordance with FRS 102 the economic contribution of volunteers is not recognised in the financial statements.

4. Charitable Activities	2023 Un-restricted £	2023 Restricted £	2023 Total £	2022 £
Facility fees – premises lettings	28,939	-	28,939	16,306
Fees	9,657	5,050	14,707	5,990
Organ Recital income	-	3,270	3,270	3,736
	38,596	8,320	46,916	26,032

5. Other Trading activities	2023 Un-restricted £	2023 Restricted £	2023 Total £	2022 £
Car parking	19,475	-	19,475	16,816
Fundraising	405	-	405	-
Hospitality	6,142	-	6,142	1,414
Shop sales	1,475	-	1,475	744
Royalties	82	-	82	73
Holy Trinity Mast	-	-	-	-
	27,579	-	27,579	19,047

6. Investment income	2023 Un-restricted £	2023 Restricted £	2023 Total £	2022 £
Dividends	1,347	2,784	4,131	1,893
Interest	678	201	879	167
Investment property income	29,279	-	29,279	35,850
	31,304	2,985	34,289	37,910

7. Other income	2023 Un-restricted £	2023 Restricted £	2023 Total £	2022 £
Other income	4,683	3,504	8,187	1,135
Insurance claims	345	-	345	3,200
Investment property dilapidations	4,750	-	4,750	-
Rental property Insurance recovered	8,589	-	8,589	9,800
	18,367	3,504	21,871	14,135

The Parish of Leeds City PCC

Notes to the Financial Statements For the year ended 31 December 2023

8. Expenditure on raising funds	2023	2023	2023	2022
	Unrestricted funds	Restricted funds	Total funds	
	£	£	£	£
Hospitality costs	2,449	-	2,449	1,704
Shop costs	1,999	-	1,999	349
Displays, Exhibitions & Events	4,532	1,100	5,632	56
Rental Property Rates	-	-	-	-
Rental Property Service charge	9,564	-	9,564	1,228
Rental property repairs	12,680	-	12,680	10,051
	31,224	1,100	32,324	13,388

9. Expenditure	2023	2023	2023	2022
	Unrestricted funds	Restricted funds	Total funds	
	£	£	£	£
Direct charitable expenditure:				
Clergy expenses	1,772	-	1,772	865
Parish Share	54,557	-	54,557	57,428
Altar requisites, vestments and service costs	3,060	1,963	5,023	1,840
Staff costs	16,786	28,003	44,789	56,834
Insurance	21,601	-	21,601	19,614
Gas	17,981	-	17,981	12,394
Electricity	9,293	-	9,293	6,680
Water rates	1,624	-	1,624	863
Telephone and internet	2,147	-	2,147	1,287
Repairs and maintenance	6,636	7,880	14,516	6,243
Choir and music costs	-	27,459	27,459	31,553
Structural repairs	-	-	-	192
Legal and Professional	20,131	24	20,155	2,891
Independent examination	2,160	-	2,160	1,800
Administration	937	10,238	11,175	9,650
Refuse and hygiene	2,378	-	2,378	1,016
Health & Safety	422	-	422	416
Photocopying	2,255	-	2,255	2,439
Total charitable expenditure	163,740	75,567	239,307	214,005

The Parish of Leeds City PCC

Notes to the Financial Statements For the year ended 31 December 2023

10. Other expenditure	2023 Unrestricted funds	2023 Restricted funds	2023 Total funds	2022
				£
Depreciation	6,485	2,114	8,599	693
Rental property: Insurance (recoverable)	13,925	-	13,925	7,445
Fees paid over	1,413	6,255	7,668	5,530
Other expenditure	1,979	3,570	5,549	12,516
	23,802	11,939	35,741	26,184

11. Transactions with PCC Members and Connected Persons

Apart from the clergy expenses (referred to in Note 9) 5 members (2022: 6 members) of the PCC received reimbursements of expenses totalling the sum of £5,258 (2022: £597) but none were otherwise remunerated.

12. Tangible Fixed Assets

	Land and buildings £	Equipment £	Total £
Cost or valuation:			
At 1 January 2023	180,000	45,592	225,592
Additions	-	17,563	17,563
At 31 December 2023	180,000	63,155	243,155
Depreciation:			
At 1 January 2023	-	44,899	44,899
Charge in the year	-	8,599	8,599
At 31 December 2023	-	53,498	53,498
Net Book Values:			
At 31 December 2023	180,000	9,657	189,657
At 31 December 2022	180,000	693	180,693

In November 2015 a lease for 150 years was signed between The Leeds Diocesan Board of Finance, The PCC of Leeds City Ministry Team, the Bishop of Leeds and Yelcon Ltd in respect of the land and buildings within the St Peter's precinct. The rent payable under the terms of the lease is a peppercorn per year.

The land and buildings within the St Peter's precinct, include a flat used by the Caretaker and owned by the charity and has been valued by the Trustees at £180,000. The Trustees believe that there is no change to this valuation in the year.

The Parish of Leeds City PCC

Notes to the Financial Statements For the year ended 31 December 2023

Tangible Fixed Assets (continued)

13. Investment property

	Leasehold land and buildings £
Cost or valuation:	
At 1 January 2023 and 31 December 2023	595,000
Net Book Values:	
At 31 December 2023	595,000
At 31 December 2022	595,000

The land and buildings within the St Peter's precinct includes office space owned by the charity and let out to commercial tenants and 11 flats which have been granted a lease of 125 years with a ground rent being paid to the charity.

The valuation of the property has been reviewed by the Trustees and revalued based on expected income streams and current prevailing market conditions.

Investment property has a historical cost of £575,000 (2022: £575,000).

The Parish of Leeds City PCC

Notes to the Financial Statements For the year ended 31 December 2023

14. Investments

U = Unrestricted R = Restricted E = Endowment C = DBF as Custodian Trustee M = Held by the Parish of Leeds City		Market Value at 31 Dec 2022	Gains/ (losses) during the year	Disposals	Market value at 31 Dec 2023	Historic Cost
		£	£	£	£	£
Church Fund:						
Tenant legacy- CBF I/F 576 units	UM	11,901	1,119	-	13,020	5,832
Sunday School CBF I/F 188 units	RC	3,884	365	-	4,249	1,805
Poor Children Fund						
3% Birmingham Corp'n 337.5	EC	175	-	-	175	240
3.5% Hull Corp'n 360.8	EC	235	-	-	235	313
		16,195	1,484	-	17,679	8,190
St Mary the Virgin						
Maintenance Fund - CBF I/F 1318 units	RC	27,232	2,562	-	29,794	1,312
Choir Fund:						
CBF I/F - 174 Units	RC	3,595	338	-	3,933	2,355
Edwin Woodhouse End.	EC	6,430	605	-	7,035	1,470
CBF I/F - 120 Units		37,257	3,505	-	40,762	5,137
Holy Trinity:						
Music - CBF I/F 602 units	EC	-	-	-	-	3,388
C of L PCC - CBF I/F 385 units	RM	7,955	748	-	8,703	2,160
Thorp & Nussey-CBF I/F 285 Units	RC	7,426	-	7,426	-	-
		15,381	748	7,426	8,703	5,548
Total investments						
Unrestricted	U	11,901	1,813	-	13,714	5,832
Restricted	R	50,092	3,319	7,426	45,985	7,632
Endowment	E	6,840	605	-	7,445	5,411
Total		68,833	5,737	7,426	67,144	18,875

Listed investments have a historical cost of £18,875 (2022: £20,676).

The Parish of Leeds City PCC

Notes to the Financial Statements For the year ended 31 December 2023

15. Debtors

	2023	As re-stated 2022
	£	£
Trade debtors	26,979	23,272
Accrued income	-	64,000
Prepayments	348	7,437
	27,327	94,709

16. Creditors: Amounts Falling Due Within One Year

	2023	2022
	£	£
Agency collections	-	260
Trade Creditors	12,105	11,562
Accruals	12,760	4,469
	24,865	16,291

17. Analysis of Net Assets by Fund

For the year ended 31 December 2023	Unrestricted funds	Restricted funds	Endowment funds	Total funds
	£	£	£	£
Tangible fixed assets	183,771	5,886	-	189,657
Investment property	595,000	-	-	595,000
Investments	21,722	37,977	7,445	67,144
Net current assets	88,708	96,991	-	185,699
	889,201	140,854	7,445	1,037,500

For the year ended 31 December 2022 (as re- stated)	Unrestricted funds	Restricted funds	Endowment funds	Total funds
	£	£	£	£
Tangible fixed assets	181,386	(693)	-	180,693
Investment Property	595,000	-	-	595,000
Investments	11,901	50,092	6,840	68,833
Net current assets	114,392	89,350	-	203,742
	902,679	138,749	6,840	1,048,268

The Parish of Leeds City PCC

Notes to the Financial Statements For the year ended 31 December 2023

18. Movement in Funds

For the year ended 31 December 2023	Balance 1 January 2023	Income	Expenditure	Net gain/(loss) on investments	Transfers	Balance 31 December 2023
	£	£	£	£	£	£
Unrestricted funds:						
Church funds	902,679	202,065	(218,766)	1,813	1,410	889,201
Total Unrestricted funds	902,679	202,065	(218,766)	1,813	1,410	889,201
Restricted funds:						
Choir & Music	16,736	47,837	(47,382)	338	4,911	22,440
Choral Scholarships	65,254	7,500	(15,279)	-	70	57,545
Sunday School	3,885	119	(204)	365	-	4,165
Organ related	8,051	10,350	(9,346)	-	-	9,055
Flower fund	255	957	(1,283)	-	-	(71)
Restricted projects	5,500	20,638	(15,088)	-	-	11,050
Holy Trinity project	2,385	381	(24)	54	(2,796)	-
St Mary repair	36,683	1,020	-	2,562	(3,595)	36,670
Total Restricted funds	138,749	88,802	(88,606)	3,319	(1,410)	140,854
Endowment funds						
Edwin Woodhouse	6,430	-	-	605	-	7,035
St Mary Choir						
Poor Children fund	410	-	-	-	-	410
Total Endowment funds	6,840	-	-	605	-	7,445
Total funds	1,048,268	290,867	(307,372)	5,737	-	1,037,500

The Parish of Leeds City PCC

Notes to the Financial Statements For the year ended 31 December 2023

18. Movement in Funds (continued)

Purpose of funds

- **Choir & Music** – funds for the use of the choir.
- **Choral Scholarships** – funds from a legacy received in 2019 given specifically for Choral Scholarships and augmented during the year by Grant funding.
- **Sunday School** – For the work and ministry of the (now defunct) Leeds Parish Church Sunday School.
- **Organ related** – Organ Scholarships and support for the Organ recital series provided by a grant from the Bramall Trust.
- **Flower fund** – For the provision of floral decoration to enhance services of worship and funded by individual restricted donations.
- **Restricted projects** – A fund used to hold donations and grants for specific small to medium repair, renewal and missional projects.
- **Holy Trinity Project** – funds specifically given for the current redevelopment project.
- **St Mary Repair** - funds held in the CBF Church of England Investment Fund for the maintenance of St Mary's Church together with residual funds restricted to the St Mary Choir.
- **Edwin Woodhouse Endowment** – The residue of a legacy made by Edwin Woodhouse for the support of the choirs of St Mary and St Peter. The income from the investment is directed to the Leeds Minster Choir fund.
- **Poor Children fund** – An endowment fund being the residue of a 19th Century legacy in the name of Miss Walker. No record of this charity has been found and it is assumed to be dormant.

The Parish of Leeds City PCC

Notes to the Financial Statements

For the year ended 31 December 2023

18. Movement in Funds (Continued)

For the year ended 31 December 2022 (as re-stated)	Balance 1 January 2022	Income	Expend- iture	Net gain/(loss) on investments	Transfers	Balance 31 December 2022
	£	£	£	£	£	£
Unrestricted funds:						
Church funds	844,338	245,071	(170,364)	(1,588)	(14,778)	902,679
Total Unrestricted funds	844,338	245,071	(170,364)	(1,588)	(14,778)	902,679
Restricted funds:						
Choir & Music Choral	32,511	29,305	(45,080)	-	-	16,736
Scholarships	76,350	7,500	(18,596)	-	-	65,254
Sunday School	4,403	-	-	(518)	-	3,885
Organ related	-	12,497	(4,503)	-	57	8,051
Holy Trinity	14,195	177	-	82	(14,454)	-
Flower fund	-	255	-	-	-	255
Restricted projects	-	5,500	-	-	-	5,500
LM Roof project	(9,715)	-	-	-	9,715	-
Holy Trinity project	(18,578)	3,979	(2,700)	225	19,460	2,385
St Mary repair	39,847	949	-	(4,113)	-	36,683
Total Restricted funds	139,013	60,162	(70,879)	(4,324)	14,778	138,749
Endowment funds						
Edwin Woodhouse						
St Mary Choir	7,288	-	-	(858)	-	6,430
HT Choir End'ment	12,333	-	(12,333)	-	-	-
Poor Children fund	410	-	-	-	-	410
Total Endowment funds	20,031	-	(12,333)	(858)	-	6,840
Total funds	1,003,382	305,233	(253,576)	(6,770)	-	1,048,268

19. Employee Information

Staff costs in the year amounted to:	2023 £	2022 £
Wages and salaries	43,599	54,734
Social security costs	1,090	2,085
Pension costs	100	15
Total	44,789	56,834

The average number of employees during the year analysed by function was as follows:

	2023	2022
Ministry	2	2
Administration	1	2
Total	3	4

No employee earned £60,000 per annum or more during the year (2023: none).

The Parish of Leeds City PCC

Notes to the Financial Statements

For the year ended 31 December 2023

19. Employee Information (Continued)

The charity considers its key management personnel to be the Rector (Rev Canon Paul Maybury, licensed 5th September 2022). Canon Paul received no remuneration from the charity but was paid by the Leeds Diocesan Board of Finance.

The charity makes arrangements for a defined contribution pension for its employees. The cost of the pension scheme to the charity for the year ended 31 December 2023 was £100 (2022: £37). There were no amounts outstanding at the year-end (2022: £nil).

20. Net Cash provided by / (used in) Operating Activities

	2023	As re-stated 2022
	£	£
Net movement in funds	(10,768)	44,886
(Gains) on fixed asset investments	(5,737)	6,770
Depreciation charge	8,599	693
Income from investments	(34,289)	(37,910)
(Increase)/Decrease in debtors	67,382	(81,706)
(Decrease)/Increase in creditors	8,574	(19,287)
	33,761	(86,554)

21 Prior year adjustment

A prior year adjustment has been made to recognise a legacy accrual in the prior year which had been incorrectly omitted from prior year results.

This adjustment has had the effect of increasing closing funds and debtors by £64,000 as follows:

	General funds £'000	Restricted and endowment funds £'000	Total £'000
Opening reserves as previously reported	838,679	145,589	984,268
Prior year adjustment:			
Accrued legacy income	64,000	-	64,000
Restated opening reserves	902,679	145,589	1,048,268
Prior year income as previously reported	181,071	60,162	241,233
Prior year adjustment:			
Accrued legacy income	64,000	-	64,000
Restated prior year income	245,071	60,162	305,233
Prior year debtors as previously reported	30,709	-	30,709
Prior year adjustment:			
Accrued legacy income	64,000	-	64,000
Restated prior year debtors	94,709	-	94,709

The Parish of Leeds City PCC

Notes to the Financial Statements For the year ended 31 December 2023

22. Comparative Statement of Financial Activities for the year ended 31 December 2022 (as restated)

	Unrestricted Funds £	Restricted Funds £	Endowment Funds £	2022 Total Funds £
Income from:				
Donations and legacies	158,204	49,905	-	208,109
Charitable activities	17,122	8,910	-	26,032
Other trading activities	19,047	-	-	19,047
Investment	36,563	1,347	-	37,910
Other income	14,135	-	-	14,135
Total income	245,071	60,162	-	305,233
Expenditure on:				
Raising funds	13,388	-	-	13,388
Charitable activities	147,250	66,755	-	214,005
Other expenditure	9,726	4,125	12,333	26,184
Holy Trinity Project	-	-	-	-
Total expenditure	170,364	70,880	12,333	253,577
Net income /(expenditure) before other recognised gains	74,707	(10,718)	(12,333)	51,656
Transfers between funds:	(14,778)	14,778	-	-
Other recognised gains				
Realised and unrealised gains on investments	(1,588)	(4,324)	(858)	(6,770)
Net movement in funds	58,341	(264)	(13,191)	44,886
Reconciliation of funds:				
Total funds b/fwd	844,338	139,013	20,031	1,003,382
Total funds c/fwd	902,679	138,749	6,840	1,048,268

23. Capital Commitments

There were no capital commitments at the current or preceding year end.

24. Related party disclosures

Apart from the expenses referred to in note 11 there are no related party transactions which require disclosure.

The Parish of Leeds City PCC

Notes to the Financial Statements For the year ended 31 December 2023

25. Commitments under Operating Leases

At 31 December 2023 the PCC had total commitments under non-cancellable operating leases as follows:

	Office Equipment	
	2023	2022
	£	£
Expiry date:		
Within one year	1,827	1,648
Between one and five years	3,654	-
	<u>5,481</u>	<u>1,648</u>

THE PAROCHIAL CHURCH COUNCIL OF THE ECCLESIASTICAL PARISH OF LEEDS CITY

England & Wales - Charity number 1135593

Accounts

Charity number: 1135593

**The Parish of Leeds City PCC
Trustees' Report and Financial Statements
For the year ended 31 December 2022**



The Parish of Leeds City PCC

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The Parish of Leeds City PCC

Trustees' Report for the year ended 31st December 2022

The Trustees present their annual report and financial statements for the year to 31 December 2022.

These financial statements have been prepared in accordance with Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their financial statements in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective 1st January 2019) as detailed in the accounting policies.

Reference and Administrative Details

The Parish of Leeds City comprises the parish church of St Peter-at-Leeds (Leeds Minster). The redundant church of St John the Evangelist, New Briggate is located in the parish and is in the care of the Churches Conservation Trust. Parish of Leeds City is in the Archdeaconry of Leeds, which itself is co-terminus with the Leeds Episcopal Area, part of the Diocese of Leeds in the Province of York within the Church of England.

The correspondence address is Kirkgate, Leeds, LS2 7DJ.
The charity registration number is 1135593.

PCC members who served from January 2022 until the date of this report was approved are:

Rector:	Rev'd Canon Paul Maybury	(Licensed 5 th September 2022)
Lecturer:	Rev'd Professor Simon Robinson	
Associate clergy:	Rev'd Mary Bradley	(Licensed 16 th January 2022)
	Ven Paddy Benson	(Licensed 7 th June 2022)
Licensed Lay Minister:	Kay Brown	(Vice-Chair of PCC)
Assistant Curate:	Rev'd Dr Judith Clark	
Church wardens:	Simon Peatman	(Elected 12 th June 2022)
	Rhoda Wallace	(to 15 th May 2022)
	Philip Lancaster	(Elected 15 th May 2022)
Deanery Synod Representatives:	Ann Clark	(Elected 18 th October 2020 for 3 years)
	Kay Brown	(Elected 18 th October 2020 for 3 years)
	Simon Peatman	(Elected 18 th October 2020 for 3 years)
	David Dredge	(Elected 23 rd November 2021 for 2 years)
Elected members:	Lesley Allsopp	(Elected 12 th June 2022 for 3 years)
	Noreen Connor	(Elected 15 th May 2022 for 3 years)
	John Tempest	(resigned 19 th January 2022)
	Peter Edson	(Elected 18 th October 2020 for 3 years)
	Diane Maloney	(Elected 18 th October 2020 for 3 years)
	Quentin Brown	(Elected 25 th April 2021 for 3 years)
	Christopher Webster	(Elected 25 th April 2021 for 3 years)
	Beryl Lee	(Elected 15 th May 2022 for 3 years)
	Victoria Booker	(Elected 15 th May 2022 for 3 years)
	Trevor Parker	(Elected 25 th April 2021 for 3 years)
	Thomas Loughlin	(Elected 15 th May 2022 for 1 year)

There are currently no vacancies on the PCC.

PCC Secretary:	Victoria Booker	(appointed 1 st January 2022)
PCC Treasurer:	David Dredge	(appointed 15 th May 2022)

Principal Bankers:	CAF Bank Ltd, 25 Kings Hill Ave, Kings Hill, West Malling Kent, ME19 4JQ	
Independent Examiner:	Jessica Lawrence FCA CTA, Azets Audit Services Ltd, 33 Park Place, Leeds, LS1 2RY	

The Parish of Leeds City PCC

Trustees' Report for the year ended 31 December 2022

Structure, Governance and Management

The Parochial Church Council ('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 (Registration Number: 1135593). The method of appointment of PCC members is set out in the Church Representation Rules. All Church attendees are encouraged to register on the Electoral Roll and stand for election to the PCC.

Statement of PCC members' responsibilities in respect of the Financial Statements

The PCC members are responsible for preparing the Annual Report and the financial statements in accordance with applicable law and regulations. The financial statements are required by law to give a true and fair view of the state of affairs of the Church and of the income and expenditure for that period.

In preparing these financial statements, the Trustees are required to:

- select suitable accounting policies and then apply them consistently;
- observe the methods and principles in the applicable Charities SORP
- make judgements and estimates that are reasonable and prudent;
- state whether applicable UK Accounting Standards have been followed, subject to any material departures disclosed and explained in the financial statements; and
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charity will continue in its activities.

The PCC members are responsible for keeping proper accounting records which disclose with reasonable accuracy at any time the financial position of the Church and enable them to ensure that the financial statements comply with the Charities Act 2011 and the Church Accounting Regulations 2006. They have general responsibility for taking such steps as are reasonably open to them to safeguard the assets of the Church and to prevent and detect fraud and other irregularities.

Objectives and Activities

Leeds City PCC has the responsibility of co-operating with the Rector of Leeds in promoting in the ecclesiastical parish the whole mission of the Church, pastoral, evangelistic, social and ecumenical. It also has maintenance responsibilities for the Church of St. Peter at Leeds; the St. Peter's precinct buildings comprising St. Peter's House, St Peter's Hall (both of which are leased), and the Caretaker's flat. When reviewing the aims and objectives of the charity, and in planning future activities, the Trustees have complied with the duty in section 17 of the Charities Act 2011 to have due regard to public benefit guidance published by the Commission.

Fundraising

We strive to achieve the highest fundraising standards and we value our supportive funders. We stay up to date with developments in charity regulation, data protection and the Fundraising Preference Service (FPS) to make sure we are legally compliant and adhering to all guidelines. We follow the Institute of Fundraising's Code of Practice. No complaints regarding our fundraising activities have been received in the year.

The Parish of Leeds City PCC

Trustees' Report for the year ended 31 December 2022

Achievements and Performance

Key events in the past 12 months:

The process to appoint a new Rector took up considerable time at the start of the year. Interviews took place in February but we had to wait until the 4th December before Canon Paul Maybury arrived with us. During what was an eighteen month Vacancy the church was encouraged by the then Bishop of Kirkstall who expressed his belief that we were doing, "pretty well". The analogy of the serenely gliding Swan paddling like mad under the water may have been appropriate!

In January, Peter Hart who had faithfully and diligently served the Minster over many years in various roles, particularly as a Churchwarden and during the formative years of the Rental Property development project passed from this life to the next.

In February we welcomed the Rev'd Mary Bradley and in April the Venerable Paddy Benson to provide additional clergy support. Throughout the year our curate, the Rev'd Dr Judith Clark, together with our Licensed Lay Minister, Kay Brown, continued to serve the Minster congregations.

A new website was launched in time for Easter, and we have slowly increased our online engagement.

The Leadership Team, comprising the Clergy, Wardens and Licensed Lay Minister met weekly after the summer and with the support of the PCC made sure that everything continued to function and develop.

In September we commemorated her Late Majesty Queen Elizabeth II's death and hosted the national DAC (Diocesan Advisory Committee for the Care of Churches) Conference. We also began to host regular concerts organised by external organisations and it has been a pleasure to welcome a wide variety of people into the building. Earlier, we welcomed participants in the Cathedrals Cycle Challenge on a stop-off during the Bradford – York leg.

Following the previous two years of unprecedented uncertainty and upheaval 2022 saw the return of much regular activity although the new times of opening, Tuesday to Saturday 11am to 2pm, became the normal and continued throughout the year. Precautionary restrictions imposed to mitigate the effects of the Covid 19 pandemic have been cautiously but progressively relaxed on the basis of increasing congregational confidence as the risk has reduced.

So many have continued to volunteer in a variety of roles to enable the ministry of the Minster to thrive and we are grateful to everyone.

Finance:

2022 has been a year of many changes in the management of Finance at Leeds Minster. The terms *Control* and *Confidence* could be seen to be the objectives to which these changes have been directed. Regular reporting to the Leadership Team and to PCC has been established and a significant amount of work has been progressed on the regularisation of Sales Ledger invoicing. The Accounting software migration from *Quickbooks* to *MyFundAccounting* was achieved, involving a complete re-posting of 2022 data to the end of June, rather than using the *Quickbooks* data to the half year-end as planned. A new Chart of Accounts was prepared which better reflected the location of income and expenditure categories than hitherto and numerous historic errors were corrected. Many of these reflected long-term misunderstandings of Fund Accounting principles. As a result of this, the 2021 year-end figures have required restatement. Work has also been undertaken to establish the purposes and classes of Investment assets. For many years, these have remained dormant within the accounts because no one knew what to do with them. Three of them were readily apparent as Endowments and were re-classified within the 2022 accounts, while others require further work: current information being merely anecdotal. The Holy Trinity assets transferred out of the accounts in 2022 were re-instated as at 1 January 2022 so that the appropriate PCC resolutions could be obtained in order to arrange for them to be transferred against the deficit on the Holy Trinity Project fund. This was noted and explained in the 2021 Annual Report and Accounts. Further complication arose over this issue because most of the

The Parish of Leeds City PCC

Trustees' Report for the year ended 31 December 2022

Achievements and Performance (continued)

funds were found to be held by the Leeds Diocesan Board of Finance as Custodian Trustee. Once these outstanding issues have been resolved, consolidation of these investments by purpose will be undertaken insofar as that is possible.

Incrementally, procedures to increase efficiency and security are being put in place to enhance the degree of control and to avoid the necessity for Crisis Management. It is intended to re-constitute the Finance Committee when the systems in place are robust enough to delegate to those having an appropriate skill set, but not necessarily professional accountancy skills. In the absence of an active Finance Committee, the Treasurer has benefitted from the support of the Wardens, and since his installation, the Rector. It should be noted that our long serving Bookkeeper resigned with effect from 30 June 2022: her role devolving to the Treasurer.

While the year-end results show better than break-even, regular direct giving remains sub-optimal although several relatively large gifts were received from individuals during the course of the year. The Income figures are also skewed as a result of the reinstatement of the Holy Trinity investments, £12k of which could be transferred out to the Parish of St George once the required PCC resolution had been obtained. Costs were incurred in refurbishing Office 1 but in the absence of a Planned Maintenance programme, Building costs were underspent IRO £18k.

If 2022 was a year of change and restructuring growing out of the Financial Sustainability discussion document, 2023 will be a year of continuation, consolidation and refining of that process. Beyond mid-2024, it is hoped that sustainability will lead to development and growth.

The Leeds Church Institute is now well established in Office 3, while the office remaining vacant last year (Office 1) has been refurbished and put on the market. The tenant of Office 2 regrettably gave notice that they wished to exercise their right to the mid-lease break clause with effect from 17 February 2023.

"There remaineth yet much land to be possessed" Joshua ch. 13, v. 1.

Staffing:

We currently employ three people.

Our faithful and long-suffering Caretaker, Iain Howell, has continued to keep the building clean and to facilitate all activities in it. We are very grateful to Iain for his great care and attention of the building and the mission of the Minster.

Our Director of Music, Alex Woodrow, has continued to support a very strong programme of music-making with organ recitals and the voluntary chamber choir consistently singing at services and concerts to a very high standard.

Our Assistant Organist, David Houlder, heading for retirement early in 2023 unfortunately became ill in the week before Christmas. We are pleased that, after a number of weeks, he has recovered well and has now retired.

We also said goodbye to our long serving Bookkeeper, Cath Higgins, whose increased hours with another organisation precluded her continuing with us.

Special Services:

It was a pleasure to welcome the BBC to broadcast live their Easter service, with Bishop Nick.

In June we enjoyed the Queen's Platinum Jubilee Celebration Lunch and special service and, hosted a service for the Ordination of Priests. Further Civic services commemorating the Battle of Bligny Ridge, Remembrance Sunday and the fortieth anniversary of the Falklands war also took place and a book of

The Parish of Leeds City PCC

Trustees' Report for the year ended 31 December 2022

Achievements and Performance (continued)

funds were found to be held by the Leeds Diocesan Board of Finance as Custodian Trustee. Once these outstanding issues have been resolved, consolidation of these investments by purpose will be undertaken insofar as that is possible.

Incrementally, procedures to increase efficiency and security are being put in place to enhance the degree of control and to avoid the necessity for Crisis Management. It is intended to re-constitute the Finance Committee when the systems in place are robust enough to delegate to those having an appropriate skill set, but not necessarily professional accountancy skills. In the absence of an active Finance Committee, the Treasurer has benefitted from the support of the Wardens, and since his installation, the Rector. It should be noted that our long serving Bookkeeper resigned with effect from 30 June 2022: her role devolving to the Treasurer.

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The Parish of Leeds City PCC

Trustees' Report for the year ended 31 December 2022

Achievements and Performance (continued)

condolence was opened for signature upon the death of the late Queen. Her sad demise led to the cancellation of a planned Service of Welcome for the new Bishop of Kirkstall (Bishop Arun Arora).

St John's Church:

The Parish of Leeds City continues to have some responsibilities for the Church of St John the Evangelist, New Briggate, which is the regional headquarters for the Churches Conservation Trust (CCT). St. John's is in the care of the CCT, but the Rector is still technically the incumbent. The PCC is responsible for the Churchyard at St. John's, including insurance obligations, though the care and maintenance of the Churchyard is undertaken by Leeds City Council. In 2019 the PCC discussed proposals for the churchyard and the external area around the church developed by Leeds City Council. These plans remain at the development stage, though significant work to the east of the church is underway to pedestrianise New Briggate, and it is hoped that these works will see the proposals for the churchyard move forwards.

Leeds Minster:

No work of major significance has been undertaken on the church building beyond regular maintenance. A leak in the tower roof was attended to along with repair to slipped lead flashing over the Southwest aisle. The Architect continues to oversee the satisfactory completion of snagging work on the roofing project. Regrettably in October, the wall adjacent to the Blower plant room on the South West corner of the Minster was vandalised by spray painted graffiti. This was removed on the basis of Archdeacon's permission and guidance from the Architect in conjunction with an external contractor with most of the cost being covered by the Insurance Company.

The PCC remains aware that the remaining roof work is a high priority along with work required and (to be) detailed in the (Covid) delayed Quinquennial Inspection report yet to be received.

Our vacant Office suite (Office 1) was refurbished and put on the market to let.

Music Department:

A full report on the activities of the music department is detailed elsewhere in the annual report.

The role of the Rector of Leeds:

The Rector by historical precedent retains a role in the various charities and trusts of which he is an ex-officio member by virtue of his office, including The Market Place, The Harrison's Charity, The Friends of the Music of Leeds Minster, The Leeds Church Extension Society and the Leeds Church Institute. The Rector is also a member of the governing body of St Peter's Primary School and performs a leading role in the Diocese and Episcopal area.

Safeguarding and Health & Safety:

New PCC members will be required to complete self-declaration forms and to undertake basic (online Diocesan) Safeguarding Training. Under the guidance and supervision of our Safeguarding Officer, Kay Brown, sound procedures are in place and vigilance at all levels is maintained. The Rector chairs the Health & Safety Committee. Regular review and updating of the H & S Policy document ensures that the PCC is fulfilling its obligations in this area. We aspire to a zero accident culture.

The Parish of Leeds City PCC

Trustees' Report for the year ended 31 December 2022

Achievements and Performance (continued)

Financial Review

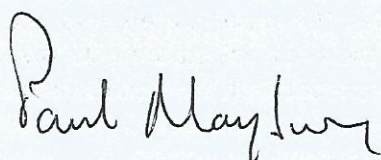
Total receipts on unrestricted general funds were £181,071 (2021: £252,388), and are detailed in the financial statements. The largest element is donations and legacies at £94,204 (2021: £154,320). Charitable activities raised total funds of £26,032 (2021: £9,148), and other trading activities raised £19,047 (2021: £17,470). Total expenditure from the unrestricted funds was £170,364 (2021: £250,623) again detailed in the financial statements, to give a net result for the year on unrestricted funds of a surplus in the sum of £10,707 (2021: (£9,195)) before taking into account losses on investment revaluations of (£1,588) (2021: £1,687) and transfers between funds of £14,778 (2021: 20,839). Our cumulative outstanding Parish Share is £114,520. Total funds at 31 December 2022 were £984,268 (2021: £1,003,382) of which £838,679 (2021: £855,298) were unrestricted. The restricted funds at 31 December 2022 were £138,749 (2021: £140,796) and Endowment Funds amounted to £6,840 (2021 £7,288).

Going Concern The trustees have prepared financial projections, taking into consideration the current economic climate and its potential impact on the sources of income and planned expenditure. They have a reasonable expectation that adequate financial resources are available to enable the charity to continue in operational existence for the foreseeable future and have adequate contingency plans in the event that income streams are reduced. Whilst the global economy has been significantly impacted by the COVID-19 virus, the ongoing war in Ukraine and the cost of living crisis, the charity still has reserves sufficient to meet its immediate requirements. Consequently, the financial statements have been prepared on the basis that the charity is a going concern.

Reserves Policy

It is PCC policy to maintain, if possible, free reserves which equates to approximately three months budgeted unrestricted payments (to include paying the Diocesan Parish Share in full) to cover emergency situations that may arise from time to time. At 31 December 2022 this requirement was approximately £42,591. The balance of £42,238 (2021: £24,357) on unrestricted funds held in net current assets at the year-end is not adequate to meet this target but is not of material concern.

Approved by the PCC and signed on its behalf by:



Rev'd Canon Paul Maybury
Chair of the PCC

14 May 2023

The Parish of Leeds City PCC

Statement of Financial Activities For the year ended 31 December 2022

	Note	Un- restricted Funds	Restricted Funds	Endow- ment Funds	2022 Total Funds	2021 Total Funds restated
		£	£		£	£
Income from:						
Donations & legacies	3	94,204	49,905	-	144,109	695,160
Charitable activities	4	17,122	8,910	-	26,032	9,148
Other trading	5	19,047	-	-	19,047	17,470
Investments	6	36,563	1,347	-	37,910	44,164
Other income	7	14,135	-	-	14,135	46,577
Total income		181,071	60,162	-	241,233	812,519
Expenditure on:						
Raising funds	8	13,388	-	-	13,388	19,455
Charitable activities	9	147,250	66,755	-	214,005	782,047
Holy Trinity Project	9	-	-	-	-	93,303
Other expenditure	10	9,726	4,125	12,333	26,184	12,518
Total expenditure		170,364	70,880	12,333	253,577	907,323
Net income / (expenditure) before other recognised gains		10,707	(10,718)	(12,333)	(12,344)	(94,804)
Transfers between funds:		(14,778)	14,778	-	-	-
Other recognised gains						
Realised and unrealised gains on investments	14	(1,588)	(4,324)	(858)	(6,770)	7,524
Net movement in funds		(5,659)	(264)	(13,191)	(19,114)	(87,280)
Reconciliation of funds:						
Total funds b/fwd restated	17,18	844,338	139,013	20,031	1,003,382	1,090,662
Total funds c/fwd	17,18	838,679	138,749	6,840	984,268	1,003,382

A fully detailed Statement of Financial Activities for the year ended 31 December 2021 is shown at note 24.

The notes on pages 12 to 26 form part of these financial statements.

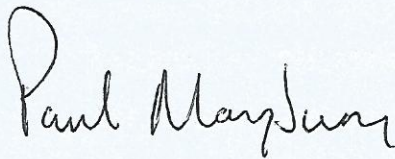
There are no recognised gains and losses other than those in the statement of financial activities. All the above amounts relate to continuing activities.

The Parish of Leeds City PCC

Balance Sheet as at 31 December 2022

	Note	2022		2021 restated	
		£	£	£	£
Fixed Assets					
Tangible fixed assets	12	180,693		181,386	
Investment property	13	595,000		595,000	
Investments	14	68,833		87,717	
			844,526		864,103
Current Assets					
Debtors	15	30,709		13,003	
Bank		125,324		161,854	
			156,033		174,857
Creditors: amounts falling due within one year	16	(16,291)		(35,578)	
Net Current Assets			139,742		139,279
Net Assets			984,268		1,003,382
Funds of the charity:					
Unrestricted funds	17,18	838,679		844,338	
Restricted funds	17,18	138,749		139,013	
Endowment funds	17,18	6,840		20,031	
Total funds		984,268		1,003,382	

Approved by the Parochial Church Council and signed on its behalf by:



Rev'd Canon Paul Maybury
Chair of PCC,

14 May 2023

The notes on pages 12 to 26 form part of these financial statements.

The Parish of Leeds City PCC

Statement of Cash Flows for the Year Ended 31 December 2022

	Note	2022 £	2021 £ restated
Cash flows from operating activities:			
Net cash used in / provided by operating activities	21	(86,554)	(156,845)
Cash flows from investing activities:			
Proceeds from disposal of investments		12,333	27,596
Purchase of investments		(219)	-
Investment income	6	37,910	44,164
Net cash provided by investing activities		50,024	44,164
Change in cash and cash equivalents		(36,530)	(112,681)
Cash and cash equivalents at the beginning of the year		161,854	274,535
Cash and cash equivalents at the end of the year		125,324	161,854

The Parish of Leeds City PCC

Notes to the Financial Statements For the year ended 31 December 2022

1. Accounting policies

The principal accounting policies adopted, judgements and key sources of estimation uncertainty in the preparation of the financial statements are as follows:

Charity Information

The Parish of Leeds City PCC is a charity registered in England and Wales (charity registration number is 1135593). The correspondence address is Leeds Minster, Kirkgate, Leeds LS2 7DJ.

Basis of preparation

The financial statements have been prepared in accordance with Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their financial statements in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective 1 January 2019) – (Charities SORP (FRS 102)), the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102).

The Parish of Leeds City PCC meets the definition of a public benefit entity under FRS 102. Assets and liabilities are initially recognised at cost or transaction value unless otherwise stated in the relevant accounting policy notes.

The financial statements have been prepared under the historical cost convention except for the valuation of investment assets, which are shown at market value. The financial statements include all transactions, assets and liabilities for which the PCC is liable in law. They do not include the financial statements of church groups that owe their affiliation to another body, nor those that are informal gatherings of church members.

The financial statements have been prepared in pound sterling which is the functional currency of the charity. Monetary amounts in these financial statements are rounded to the nearest £1.

Going concern

The Trustees have prepared financial projections, taking into consideration the current economic climate and its potential impact on the sources of income and planned expenditure. The trustees have a reasonable expectation that adequate financial resources are available to enable the charity to continue in operational existence for the foreseeable future, and have adequate contingency plans in the event that income streams are reduced. Consequently the financial statements have therefore been prepared on the basis that the charity is a going concern.

Income

Income represents all resources which become available to the charity but excludes gains on investments. Grants, donations and legacies and associated gift aid are recognised when the charity becomes entitled to receive the funds, when it is probable that the funds will be received and that they can be measured with sufficient reliability. Investment income is recognised on an accruals basis and comprises of dividends declared and interest receivable during the accounting period and rents from investment properties which are included when they are receivable by the charity.

Expenditure

Grants and donations are accounted for when paid over or awarded. The diocesan parish share is accounted for when paid. Amounts received specifically for mission are dealt with as restricted funds. All other expenditure is recognised when incurred and accounted for gross.

Staff Costs

The costs of short term employee benefits are recognised as a liability and an expense where settlement of obligations does not fall within the same period.

Pension Costs The charity has made arrangements for a defined contribution scheme for the members of staff. The assets of the scheme are held separately from those of the charity. Pension costs charged in the Statement of Financial Activities represent contributions payable by the charity in the year.

The Parish of Leeds City PCC

Notes to the Financial Statements For the year ended 31 December 2022

Accounting Policies (Continued)

Operating Leases

Rentals applicable in respect of operating leases where substantially all the benefits and risks of ownership remain with the lessor are charged to the income and expenditure account as incurred.

Funds

Endowment Funds: represent donations, the capital of which must be maintained; only the income arising from the investment of the endowment may be used either as restricted or unrestricted funds depending upon the purpose for which the endowment was established.

Restricted Funds: represent donations or grants received for a specific object or invited by the PCC for a specific object. The funds may only be expended on the specific object for which they were given. Any balance remaining unspent at the end of each year must be carried forward as a balance on that fund.

Unrestricted funds: represent general funds which can be used for PCC ordinary purposes.

Tangible fixed assets

Consecrated land and buildings and moveable church furnishings

Consecrated and beneficed property is not included in the financial statements in accordance with s.10 (2)(a) and (c) of the Charities Act 2011.

Other land and buildings

The charity owns the flat occupied by the Caretaker, which is included at a valuation arrived at by the PCC. No depreciation is charged against the flat and the carrying value will be reviewed annually.

Other equipment

Equipment used within church premises and offices is depreciated on a straight line basis over 4 years. Individual items of equipment with a purchase price of £1,500 or less are written off in the period in which the asset is acquired.

Investments

Investment properties are properties held to earn rentals and/or for capital appreciation, are measured using the fair value model and are stated at their fair value which is estimated based on future cash flow expectations and the current market conditions at the reporting date. The surplus or deficit on revaluation is recognised in the SOFA.

Other listed investments are held to generate returns and gains for the charity and accordingly are designated as fair value through profit and loss ("FVTPL"). Under this designation the portfolio is re-valued at each period end to its fair value, as determined by reference to quoted market prices and values determined by independent fund managers, with any gains or losses going through the SOFA.

Financial instruments

The charity has elected to apply the provisions of Section 11 'Basic Financial Instruments' and Section 12 'Other Financial Instruments Issues' of FRS 102 to all of its financial instruments.

Cash at bank and in hand

Cash at bank and cash in hand includes cash and short term highly liquid investments with a short maturity held for working capital. Bank overdrafts are shown within borrowing in current liabilities.

Debtors

Debtors are recognised at the settlement amount. Prepayments are valued at the amount prepaid.

The Parish of Leeds City PCC

Notes to the Financial Statements For the year ended 31 December 2022

Accounting Policies (Continued)

Creditors

Creditors, loans and provisions are recognised where the charity has a present obligation resulting from a past event that will probably result in the transfer of funds to a third party and the amount due to settle the obligation can be measured or estimated reliably. Creditors, loans and provisions are normally recognised at their settlement amount after allowing for any trade discounts due.

2. Critical Accounting Estimates and Judgements

In the application of the charity's accounting policies, the Trustees are required to make judgements, estimates and assumptions about the carrying amount of assets and liabilities that are not readily apparent from other sources. The estimates and associated assumptions are based on historical experience and other factors that are considered to be relevant. Actual results may differ from these estimates.

The estimates and underlying assumptions are reviewed on an ongoing basis. Revisions to accounting estimates are recognised in the period in which the estimate is revised, if the revision affects only that period, or in the period of the revision and future periods if the revision affects both current and future periods.

The following estimates and assumptions that have a significant risk of causing a material adjustment to the carrying amount of assets and liabilities:

Investment property valuations: Investment properties are included in the financial statements at fair value. The valuations are Trustees valuations and are based on current market conditions and prevailing values and expected future cash flows from the properties.

3. Donations and Legacies

	2022 Unrestricted Funds £	2022 Restricted Funds £	2022 Total £	2021 Total restated £
Donations:				
Planned giving	40,364	81	40,445	43,756
Tax recoverable	9,652	1,661	11,313	9,301
Open plate collections/Cash	3,738	-	3,738	1,389
Legacies	3,000	-	3,000	20,834
Other donations	8,527	4,805	13,332	6,538
Total: Donations	65,281	6,547	71,828	81,818
Grants:				
Leeds City Council	10,000	-	10,000	10,000
Church Extension Society	-	-	-	6,000
Hargreaves Charity	-	-	-	1,000
Pilling Trust	-	7,500	7,500	7,500
Harrisons Charity	12,000	-	12,000	12,250
Liz and Terry Bramall Foundation	-	8,100	8,100	12,800
Heritage Cultural Recovery Fund	-	-	-	314,177
Cathedral Music Trust	-	-	-	6,000
Garfield Weston	-	-	-	15,000
National Lottery Heritage Fund	-	-	-	46,900
Yorkshire Historical Trust	-	-	-	3,500
Diocese of Leeds	5,719	-	5,719	37,503
Friends of the Music of Leeds Minster	-	24,000	24,000	64,000
LPOW grant scheme	1,204	3,758	4,962	76,713
Total: Grants	28,923	43,358	72,281	613,342
Total: Note 3	94,204	49,905	144,109	695,160

The Parish of Leeds City PCC

Notes to the Financial Statements For the year ended 31 December 2022

The Charity benefits greatly from the involvement and enthusiastic support of a number of volunteers, details of which are given in our annual report. In accordance with FRS 102 the economic contribution of volunteers is not recognised in the financial statements.

4. Charitable Activities	2022 Un-restricted £	2022 Restricted £	2022 Total £	2021 restated £
Facility fees – premises lettings	14,338	1,968	16,306	3,956
Fees	2,784	3,206	5,990	5,192
Organ Recital income	-	3,736	3,736	-
	17,122	8,910	26,032	9,148

5. Other Trading activities	2022 Un-restricted £	2022 Restricted £	2022 Total £	2021 restated £
Car parking	16,816	-	16,816	13,848
Fundraising	-	-	-	177
Hospitality	1,414	-	1,414	190
Shop sales	744	-	744	-
Royalties	73	-	73	105
Holy Trinity Mast	-	-	-	3,150
	19,047	-	19,047	17,470

6. Investment income	2022 Un-restricted £	2022 Restricted £	2022 Total £	2021 restated £
Dividends	548	1,345	1,893	1,492
Interest	165	2	167	584
Investment property income	35,850	-	35,850	42,088
	36,563	1,347	37,910	44,164

7. Other income	2022 Un-restricted £	2022 Restricted £	2022 Total £	2021 restated £
Other income	1,135	-	1,135	(82)
Insurance claims	3,200	-	3,200	28,961
Investment property dilapidations	-	-	-	13,799
Rental property Insurance recovered	9,800	-	9,800	3,899
	14,135	-	14,135	46,577

The Parish of Leeds City PCC

Notes to the Financial Statements For the year ended 31 December 2022

8. Expenditure on raising funds	2022 Unrestriced funds	2022 Restricted funds	2022 Total funds	2021 restated
	£	£	£	£
Hospitality costs	1,704	-	1,704	347
Shop costs	349	-	349	-
Displays, Exhibitions & Events	56	-	56	1,554
Rental Property Rates	-	-	-	961
Rental Property Service charge	1,228	-	1,228	16,593
Rental property repairs	10,051	-	10,051	-
	13,388	-	13,388	19,455

9. Expenditure	2022 Unrestriced funds	2022 Restric ted funds	2022 Total funds	2021 restated
	£	£	£	£
Direct charitable expenditure:				
Clergy expenses	865	-	865	1,836
Parish Share	57,428	-	57,428	90,679
Altar requisites, vestments and service costs	1,710	130	1,840	274
Staff costs	24,497	32,337	56,834	92,198
Insurance	19,614	-	19,614	22,234
Gas	12,394	-	12,394	12,172
Electricity	6,680	-	6,680	(802)
Water rates	863	-	863	1,555
Telephone and internet	1,287	-	1,287	1,478
Repairs and maintenance	6,243	-	6,243	29,769
Choir and music costs	-	31,553	31,553	24,482
Structural repairs	192	-	192	424,142
Legal and Professional	191	2,700	2,891	67,553
Independent examination	1,800	-	1,800	1,200
Administration	9,615	35	9,650	9,002
Refuse and hygiene	1,016	-	1,016	1,809
Health & Safety	416	-	416	-
Photocopying	2,439	-	2,439	2,466
Total charitable expenditure	147,250	66,755	214,005	782,047
Exceptional costs:				
Holy Trinity redevelopment project	-	-	-	93,303
	-	-	-	93,303

The Parish of Leeds City PCC

Notes to the Financial Statements For the year ended 31 December 2022

10. Other expenditure	2022 Unrestriced funds	2022 Restricted funds	2022 Total funds	2021 restated
				£
Depreciation	-	693	693	674
Rental property: Insurance (recoverable)	7,445	-	7,445	6,479
Fees paid over	2,174	3,356	5,530	5,365
Other expenditure	107	12,409	12,516	-
	9,726	16,457	26,184	12,518

11. Transactions with PCC Members and Connected Persons

Apart from the clergy expenses (referred to in Note 9) 6 members of the PCC received reimbursements of expenses totalling the sum of £597 (2021: £nil) but none were otherwise remunerated.

12. Tangible Fixed Assets

	Land and buildings £	Equipment £	Total £
Cost or valuation:			
At 1 January 2022	180,000	45,592	225,592
Additions	-	-	-
At 31 December 2022	180,000	45,592	225,592
Depreciation:			
At 1 January 2022	-	44,206	44,206
Charge in the year	-	693	693
At 31 December 2022	-	44,899	44,899
Net Book Values:			
At 31 December 2022	180,000	693	180,693
At 31 December 2021	180,000	1,386	181,386

In November 2015 a lease for 150 years was signed between The Leeds Diocesan Board of Finance, The PCC of Leeds City Ministry Team, the Bishop of Leeds and Yelcon Ltd in respect of the land and buildings within the St Peter's precinct. The rent payable under the terms of the lease is a peppercorn per year.

The land and buildings within the St Peter's precinct, include a flat used by the Caretaker and owned by the charity and has been valued by the Trustees at £180,000. The Trustees believe that there is no change to this valuation in the year.

The Parish of Leeds City PCC

Notes to the Financial Statements For the year ended 31 December 2022

Tangible Fixed Assets (continued)

13. Investment property

	Leasehold land and buildings £
Cost or valuation:	
At 1 January 2022 and 31 December 2022	595,000
Net Book Values:	
At 31 December 2022	595,000
At 31 December 2021	595,000

The land and buildings within the St Peter's precinct includes office space owned by the charity and let out to commercial tenants and 11 flats which have been granted a lease of 125 years with a ground rent being paid to the charity.

The valuation of the property has been reviewed by the Trustees and revalued based on expected income streams and current prevailing market conditions.

Investment property has a historical cost of £575,000 (2021: £575,000).

The Parish of Leeds City PCC

Notes to the Financial Statements For the year ended 31 December 2022

14. Investments

U = Unrestricted R = Restricted E = Endowment C = DBF as Custodian Trustee M = Held by the Parish of Leeds City		Market Value at 31 Dec 2021 restated	Gains/ (losses) during the year	Acquis- itions	Disposals	Market value at 31 Dec 2022 restated	Historic Cost
		£	£	£	£	£	£
Church Fund:							
Tennant legacy- CBF I/F 576 units	UM	13,489	(1,588)	-	-	11,901	5,832
Sunday School CBF I/F 188 units	RC	4,403	(519)	-	-	3,884	1,805
Poor Children Fund							
3% Birmingham Corp'n 337.5	EC	175	-	-	-	175	240
3.5% Hull Corp'n 360.8	EC	235	-	-	-	235	313
		18,302	(2,107)	-	-	16,195	8,190
St Mary the Virgin							
Maintenance Fund - CBF I/F 1318 units	RC	30,865	(3,633)	-	-	27,232	1,312
Choir Fund:							
CBF I/F - 174 Units Edwin Woodhouse End.	RC	4,075	(480)	-	-	3,595	2,355
CBF I/F - 120 Units	EC	7,288	(858)	-	-	6,430	1,470
		42,228	(4,971)	-	-	37,257	5,137
Holy Trinity:							
Music - CBF I/F 602 units	EC	12,333	-	-	(12,333)	-	3,388
C of L PCC - CBF I/F 385 units	RM	7,888	67	-	-	7,955	2,160
Thorp & Nussey-CBF I/F 285 Units	RC	6,966	241	219	-	7,426	1,801
		27,187	308	219	(12,333)	15,381	7,349
Total investments restated							
Unrestricted	U	13,489	(1,588)	-	-	11,901	5,832
Restricted	R	54,197	(4,324)	219	-	50,092	9,433
Endowment	E	20,031	(858)	-	(12,333)	6,840	5,411
Total		87,717	(6,770)	219	(12,333)	68,833	20,676

Listed investments have a historical cost of £20,676 (2021: £20,676 restated).

The Parish of Leeds City PCC

Notes to the Financial Statements For the year ended 31 December 2022

15. Debtors

	2022	2021 Restated
	£	£
Trade debtors	23,272	7,034
Prepayments	7,437	5,969
	30,709	13,003

16. Creditors: Amounts Falling Due Within One Year

	2022	2021 restated
	£	£
Agency collections	260	-
Trade Creditors	11,562	29,664
Accruals	4,469	5,913
	16,291	35,577

17. Analysis of Net Assets by Fund

For the year ended 31 December 2022	Unrestricted funds	Restricted funds	Endowment funds	Total funds
	£	£	£	£
Tangible fixed assets	181,386	(693)	-	180,693
Investment property	595,000	-	-	595,000
Investments	11,901	50,092	6,840	68,833
Net current assets	50,392	89,350	-	139,742
	838,679	138,749	6,840	984,268

For the year ended 31 December 2021 restated	Unrestricted funds	Restricted funds	Endowment funds	Total funds
	£	£	£	£
Tangible fixed assets	180,000	1,386	-	181,386
Investment Property	595,000	-	-	595,000
Investments	13,489	54,197	20,031	87,717
Net current assets	55,849	83,430	-	139,279
	844,338	139,013	20,031	1,003,382

The Parish of Leeds City PCC

Notes to the Financial Statements For the year ended 31 December 2022

18. Movement in Funds

For the year ended 31 December 2022	Balance 1 January 2022 Restated	Income	Expend- iture	Net gain/(loss) on investments	Transfers	Balance 31 December 2022
	£	£	£	£	£	£
Unrestricted funds:						
Church funds	844,338	181,071	(170,364)	(1,588)	(14,778)	838,679
Total Unrestricted funds	844,338	181,071	(170,364)	(1,588)	(14,778)	838,679
Restricted funds:						
Choir & Music	32,511	29,305	(45,080)	-	-	16,736
Choral						
Scholarships	76,350	7,500	(18,596)	-	-	65,254
Sunday School	4,403	-	-	(518)	-	3,885
Organ related	-	12,497	(4,503)	-	57	8,051
Holy Trinity	14,195	177	-	82	(14,454)	-
Flower fund	-	255	-	-	-	255
Restricted projects	-	5,500	-	-	-	5,500
LM Roof project	(9,715)	-	-	-	9,715	-
Holy Trinity project	(18,578)	3,979	(2,701)	225	19,460	2,385
St Mary repair	39,847	949	-	(4,113)	-	36,683
Total Restricted funds	139,013	60,162	(70,880)	(4,324)	14,778	138,749
Endowment funds						
Edwin Woodhouse						
St Mary Choir	7,288	-	-	(858)	-	6,430
HT Choir End'ment	12,333	-	(12,333)	-	-	-
Poor Children fund	410	-	-	-	-	410
Total Endowment funds	20,031	-	(12,333)	(858)	410	6,840
Total funds	1,003,382	241,233	(253,576)	(6,770)	-	984,268

At the 2021 year end, there was a deficit in the sum of £18,578 on the Holy Trinity Project Fund. It was the intention that this should be liquidated by a transfer from the Holy Trinity Fund. However, the balance remaining on the Holy Trinity Fund was transferred out of the accounts in error so this did not take place. The correction of this error therefore took place subsequent to correction of the prior period in the 2022 accounts when disburseable elements of the Holy Trinity Fund were transferred against the Holy Trinity Project deficit by then recognised in Unrestricted Funds.

The Parish of Leeds City PCC

Notes to the Financial Statements For the year ended 31 December 2022

18. Movement in Funds (continued)

Purpose of restricted funds

- **Choir & Music** – funds for the use of the choir.
- **Choir – Choral Scholarships** – funds from a legacy received in 2019 given specifically for Choral Scholarships and augmented during the year by Grant funding.
- **Organ related** – Organ Scholarships and support for the Organ recital series provided by a grant from the Bramall Trust.
- **Holy Trinity Project** – funds specifically given for the current redevelopment project.
- **St Mary's** – funds held in the CBF Church of England Investment Fund for the maintenance of St Mary's Church together with residual funds restricted to the St Mary Choir.
- **Sunday School** – For the work and ministry of the (now defunct) Leeds Parish Church Sunday School.
- **Flower fund** – For the provision of floral decoration to enhance services of worship and funded by individual restricted donations.
- **Restricted projects** – A fund used to hold donations and grants for specific small to medium repair, renewal and missional projects.
- **LM Roof project** – A fund currently holding the balance of funds restricted to the 2021 roofing renewal project. It is anticipated that it will be used to manage funding yet to be applied for in order to complete the renewal of the life-expired roofing of the Tower and City of Leeds room.
- **Edwin Woodhouse Endowment** – The residue of a legacy made by Edwin Woodhouse for the support of the choirs of St Mary and St Peter. The income from the investment is directed to the Leeds Minster Choir fund.
- **Poor Children fund** – An endowment fund being the residue of a 19th Century legacy in the name of Miss Walker. No record of this charity has been found and it is assumed to be dormant.

The Parish of Leeds City PCC

Notes to the Financial Statements For the year ended 31 December 2022

18. Movement in Funds (continued)

For the year ended 31 December 2021	Balance 1 January 2021 restated	Income	Expend- iture	Net gain/(loss) on investments	Transfers	Balance 31 December 2021 restated
	£	£	£	£	£	£
Unrestricted funds:						
Church funds	798,962	257,096	(227,414)	1,687	14,007	844,338
Total Unrestricted funds	798,962	257,096	(227,414)	1,687	14,007	844,338
Restricted funds:						
St Peters Parish activities	-	37,503	(37,503)	-	-	-
Sunday School	3,852	-	-	552	-	4,404
Property/LM Roof	10,500	451,692	(471,908)	-	-	(9,716)
Choir: general	42,173	55,148	(66,308)	510	988	32,511
Choral Scholarships	78,520	-	(2,170)	-	-	76,350
Holy Trinity	29,885	20,311	(19,842)	-	(16,159)	14,195
Holy Trinity Project	74,725	-	(93,303)	-	-	(18,578)
Tower	2,471	-	(2,471)	-	-	-
Music	24,096	-	(24,096)	-	-	-
Redevelopment	168	-	(168)	-	-	-
St Marys	6,786	1,032	-	-	(7,818)	-
St Mary repair	27,002	-	-	3,863	8,982	39,847
Total Restricted funds	300,178	565,686	(717,769)	4,925	(14,007)	139,013
Endowment funds:						
Choir Endowment	6,376	-	-	912	-	7,288
HT Choir End'ment	12,333	-	-	-	-	12,333
Poor Children Fund	410	-	-	-	-	410
Total Endowment Funds	19,119	-	-	912	-	20,031
Total funds	1,118,259	822,782	(945,183)	7,524	-	1,003,382

19. Employee Information

Staff costs in the year amounted to:	2022 £	2021 £
Wages and salaries	54,734	88,892
Social security costs	2,085	1,632
Pension costs	15	1,674
Total	56,834	92,198

The average number of employees during the year analysed by function was as follows:

	2022	2021
Ministry	1	-
Administration	3	5
Total	4	5

No employee earned £60,000 per annum or more during the year (2021: none).

The Parish of Leeds City PCC

Notes to the Financial Statements For the year ended 31 December 2022

19. Employee Information (continued)

The charity considers its key management personnel to be the Rector (Rev Canon Paul Maybury, licensed 5th September 2022). Canon Paul received no remuneration from the charity but was paid by the Leeds Diocesan Board of Finance.

The charity makes arrangements for a defined contribution pension for its employees. The cost of the pension scheme to the charity for the year ended 31 December 2022 was £37 (2021: £1,674). There were no amounts outstanding at the year-end (2021: £nil).

20. Commitments under Operating Leases

At 31 December 2022 the PCC had total commitments under non-cancellable operating leases as follows:

	Office Equipment	
	2022	2021 restated
	£	£
Expiry date:		
Within one year	1,648	1,648
Between one and five years	-	1,648
	1,648	3,296

21. Net Cash provided (used in) Operating Activities

	2022	2021 restated
	£	£
Net movement in funds	(19,114)	(87,282)
(Gains) on fixed asset investments	6,770	(7,524)
Depreciation charge	693	674
Income from investments	(37,910)	(44,164)
(Increase)/Decrease in debtors	(17,706)	4,446
(Decrease)/Increase in creditors	(19,287)	(22,995)
	(86,554)	(156,845)

22. Capital Commitments

There were no capital commitments at the current or preceding year end

The Parish of Leeds City PCC

Notes to the Financial Statements For the year ended 31 December 2022

23. 2021 Restatements

Adjustments have been made to prior year figures as a result of the introduction of Other Income/Other Expenditure headings. Historic errors involving the classification of funds have also been corrected.

	Unexamined 2021
	£
Closing Balance at 31 December 2021 (as previously stated)	986,048
Prior year adjustment: Reduction of c/fwd Debtor	(10,263)
Reanalysis of expenses	-
Prior year adjustment: Investment transfer reinstated	27,597
Closing Balance at 31 December 2021 (restated)	<u>1,003,382</u>
<hr/>	
Reclassification of funds	
Unrestricted	(11,287)
Restricted	3,999
Endowment	7,288
	<u>-</u>

A) c/fwd Debtor

In the prior year a rent deposit payment was recognised as Rental Property income rather than as settling the outstanding balance in Accounts receivable. A prior year adjustment has been processed to correct this. This adjustment has had the effect of reducing closing unrestricted funds at 31 December 2021 by £10,263.

B) Re-analysis of expenses

The basis upon which certain costs were allocated in the current year has been reviewed. Where the previous year was inconsistent with this new allocation these have been restated. There has been no impact to the result for either year due to this adjustment.

C) Reinstatement of investment transfer

At the end of the prior year, funds pertaining to the Holy Trinity Project were transferred out of the accounts without appropriate PCC authorisation or knowledge that these funds were held by the Leeds Diocesan Board of Finance. They were in fact awaiting authorisation to transfer against the deficit on the Holy Trinity Project. These errors were made on the basis of judgement calls made after the resignation of the Director of Operations, who would otherwise have been consulted and the appointment of the current Treasurer. No physical movement of funds took place, so this restatement merely corrected the anomaly in the accounts.

D) Correction of Fund Classification

It was found that the classification of Funds was historically flawed. Three investments involving two funds were found to be Endowment Funds and other Unrestricted Funds were found to pertain to specific restricted purposes. These adjustments resulted in transfers between Funds which did not affect the overall c/fwd balances.

The Parish of Leeds City PCC

Notes to the Financial Statements For the year ended 31 December 2022

24. Comparative Statement of Financial Activities for the year ended 31 December 2021 restated

	Unrestricted Funds restated £	Restricted Funds restated £	Endowment Funds restated £	2021 Total Funds restated £
Income from:				
Donations and legacies	154,320	540,840	-	695,160
Charitable activities	5,703	3,445	-	9,148
Other trading activities	14,368	3,102	-	17,470
Investment	43,264	900	-	44,164
Other income	34,733	11,844	-	46,577
Total income	252,388	560,131	-	812,519
Expenditure on:				
Raising funds	18,809	646	-	19,455
Charitable activities	224,394	557,653	-	782,047
Other expenditure	7,420	5,098	-	12,518
Holy Trinity Project	-	93,303	-	93,303
Total expenditure	250,623	656,700	-	907,323
Net income / (expenditure) before other recognised gains	1,765	(96,569)	-	(94,804)
Transfers between funds:	20,839	(20,839)	-	-
Other recognised gains				
Realised and unrealised gains on investments	1,687	4,925	912	7,524
Net movement in funds	3,452	(91,644)	912	(87,280)
Reconciliation of funds:				
Total funds b/fwd	831,007	253,279	6,376	1,090,662
Total funds c/fwd	855,298	140,796	7,288	1,003,382

25. Related party disclosures

There are no related party transactions which require disclosure.

The Parish of Leeds City PCC

Independent Examiner's Report to the Members of the Parish of Leeds City PCC

I report to the trustees on my examination of the financial statements of the Parish of Leeds City PCC for the year ended 31 December 2022. This report is made solely to the charity's trustees, as a body, in accordance with Section 145 of the Charities Act 2011. My independent examination work has been undertaken so that I might state to the charity's trustees those matters I am required to state to them in an Independent Examiner's Report and for no other purpose. To the fullest extent permitted by law, I do not accept or assume responsibility to anyone other than the Charity and the charity's trustees as a body, for my independent examination work, for this report, or for the opinions I have formed.

Responsibilities and basis of report

As the charity trustees of the PCC 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 Trust'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.

This report, including my statement, has been prepared for and only for the charity's trustees as a body. My work has been undertaken so that I might state to the charity's trustees those matters I am required to state to them in an independent examiner's report and for no other purpose. To the fullest extent permitted by law, I do not accept or assume responsibility to anyone other than the charity and the charity's trustees as a body for my examination work, for this report, or for the statements I have made.

Independent Examiner's Statement

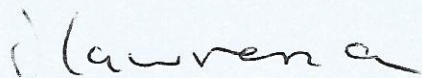
Since the Charity's gross income exceeded £250,000 your examiner must be a member of a body listed in section 145 of the 2011 Act. I confirm that I am qualified to undertake the examination because I am a member of Institute of Chartered Accountants in England and Wales, which is one of the listed bodies.

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 Trust 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 financial statements set out in the Charities (Financial statements and Reports) Regulations 2008 other than any requirement that the financial statements 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 financial statements to be reached.

Jessica Lawrence FCA CTA
Azets Audit Services Ltd,
33 Park Place,
Leeds,
LS1 2RY



Date 13/06/23

THE PAROCHIAL CHURCH COUNCIL OF THE ECCLESIASTICAL PARISH OF LEEDS CITY

England & Wales - Charity number 1135593

Accounts

Charity number: 1135593

The Parish of Leeds City PCC
Trustees' Report and Financial Statements
For the year ended 31 December 2021



The Parish of Leeds City PCC

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The Parish of Leeds City PCC

Trustees' Report for the year ended 31 December 2021

The Trustees present their annual report and financial statements for the year to 31 December 2021.

These financial statements have been prepared in accordance with Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their financial statements in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective 1 January 2019) as detailed in the accounting policies.

Reference and Administrative Details

The Leeds City Parish comprises the parish churches of St. Peter-at-Leeds (Leeds Minster). The redundant Church of St. John the Evangelist, New Briggate is located within the Parish and is in the care of the Churches Conservation Trust. The Church of Holy Trinity Boar Lane was transferred from the Parish of Leeds City to the Parish of Leeds St. George on 1 May 2021. The Parish of Leeds City is in the Archdeaconry of Leeds, which itself is co-terminus with the Leeds Episcopal Area, part of the Diocese of Leeds in the Province of York within the Church of England. The correspondence address is 2-6 St. Peter's House, Kirkgate, Leeds LS2 7DJ. The charity registration number is 1135593.

PCC members who served from 1st January 2021 until the date this report was approved are:

Rector	The Revd Canon Sam Corley	To 19 th July 2021
Lecturer:	The Revd Professor Simon Robinson	
Licensed Lay Minister:	Kay Brown	Vice-Chair of the PCC
Assistant Curate	The Revd Judith Clark	
Church Wardens:	Trevor Parker Simon Peatmen Rhoda Wallace	To 25 th April 2021 Elected 25 th April 2021 Re-elected 25 th April 2021 for 1 year
Representatives on the Deanery Synod:	Ann Clark Kay Brown Simon Peatman David Dredge	Elected 18 October 2020 for 3 years Elected 18 October 2020 for 3 years Elected 18 October 2020 for 3 years Elected 23 November 2021 for 2 years
Elected Members:	Quentin Brown David Dredge Christopher Webster Lesley Allsopp Noreen Connor John Tempest Peter Edson Diane Maloney Trevor Parker	Elected 25 April 2021 for 3 years Elected 25 April 2021 for 3 years Elected 25 April 2021 for 3 years Elected 28 April 2019 for 3 years Elected 28 April 2019 for 3 years Resigned 19 January 2022 Elected 18 October 2020 for 3 years Elected 18 October 2020 for 3 years Elected 25 April 2021 for 3 years

There are currently five vacancies on the PCC, two vacancies for one year, one vacancy for two years and two vacancies for three years.

PCC Secretary:	Christine Lenton Richard Butterfield	16 September 2021 to 31 December 2021 To 15 September 2021
PCC Treasurer:	Trevor Parker	Re -appointed 25 April 2021
Principal Bankers:	CAF Bank Ltd, 25 Kings Hill Ave, Kings Hill, West Malling, Kent, ME19 4JQ NatWest, PO Box 666, Waterloo Street, Bolton, BL1 8FH CCLA Investment Management Ltd, The CBF Church of England Funds, 80 Cheapside, London, EC2V 6DZ	
Independent Examiner:	Laura Mashedier FCA, DChA, Azets, Triune Court, Monks Cross Drive, York, YO32 9GZ	

The Parish of Leeds City PCC

Trustees' Report for the year ended 31 December 2021

Structure, Governance and Management

The Parochial Church Council ('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 (Registration Number: 1135593). The method of appointment of PCC members is set out in the Church Representation Rules. All Church attendees are encouraged to register on the Electoral Roll and stand for election to the PCC.

Statement of PCC members' responsibilities in respect of the Financial Statements

The PCC members are responsible for preparing the Annual Report and the financial statements in accordance with applicable law and regulations. The financial statements are required by law to give a true and fair view of the state of affairs of the Church and of the income and expenditure for that period.

In preparing these financial statements, the trustees are required to:

- select suitable accounting policies and then apply them consistently;
- observe the methods and principles in the applicable Charities SORP;
- make judgements and estimates that are reasonable and prudent;
- state whether applicable UK Accounting Standards have been followed, subject to any material departures disclosed and explained in the financial statements; and
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charity will continue in its activities.

The PCC members are responsible for keeping proper accounting records which disclose with reasonable accuracy at any time the financial position of the Church and enable them to ensure that the financial statements comply with the Charities Act 2011 and the Church Accounting Regulations 2006. They have general responsibility for taking such steps as are reasonably open to them to safeguard the assets of the Church and to prevent and detect fraud and other irregularities.

Objectives and Activities

Leeds City PCC has the responsibility of co-operating with the Rector of Leeds in promoting in the ecclesiastical parish the whole mission of the Church, pastoral, evangelistic, social and ecumenical. It also has maintenance responsibilities for the Church of St. Peter at Leeds; the St. Peter's precinct buildings comprising St. Peter's House, the Church Hall (both of which are leased), and the caretaker's flat; and Holy Trinity Church. When reviewing the aims and objectives of the charity, and in planning future activities, the trustees have complied with the duty in section 17 of the Charities Act 2011 to have due regard to public benefit guidance published by the Commission.

Fundraising

We strive to achieve the highest fundraising standards and we value our supportive funders. We stay up to date with developments in charity regulation, data protection and the Fundraising Preference Service (FPS) to make sure we are legally compliant and adhering to all guidelines. We follow the Institute of Fundraising's Code of Practice. No complaints regarding our fundraising activities have been received in the year.

Achievements and Performance

Key events in the past 12 months:

Covid-19: 2021 continued to be dominated by the impact of the ongoing pandemic. In common with other places of worship and religious organisations, the Parish of Leeds City has been severely affected by both the uncertainty and restrictions around Covid-19 but we have maintained in-person worship in one form or another throughout the year. This has been supplemented by midweek online services and Lent courses on zoom.

The Parish of Leeds City PCC

Trustees' Report for the year ended 31 December 2021

Achievements and Performance (continued)

Our pattern of worship has been greatly affected by the COVID-19 pandemic, as has access to the building, but as changes became possible to PCC took decisions to open up further. During the Spring we were restricted to a said service with communion in one kind and organ voluntaries as our musical input. This was followed by an online services of the word where the same sermon was given and discussed. Sermons were sent out in the weekly emails, along with service booklets, to allow as many as possible to connect with Sunday worship.

From Palm Sunday 2021 a cantor was permitted to sing to lead aspects of worship and from Easter Day two in person morning services were offered again; a BCP service at 9.15am and a CW services at 10.20am. The online service continued for those not ready for in person worship. From 23 May were delighted to welcome back a socially distance and smaller choir to lead worship on Sundays, including choral Evensong. This continued until the end of the choir to lead worship on Sundays, including Choral Evensong. This continued until the end of the choir year at the end of June and then a cantor again led worship. From July the congregation were allowed to sing (!), albeit behind our masks. And organ recitals happened again on Sunday evenings during August.

In September 2021 services returned to a pre-covid pattern, with a full choir and the resumption of Thursday Evensong, mid-week communion and Friday organ recitals. Social distancing remained in place and masks continued to feature but these moved from requirements to recommendations to discretionary. Also in September we were, at last, able to open the building to visitors on Tuesdays, Thursdays and Fridays.

Throughout this time of disruption, the support, flexibility and dedication of the churchwardens, sidespeople, choir and organists, bell ringers, sacristan and serving team and Minster staff has been tremendous. Likewise, the congregation - those who have been praying with us and for us from home, as well as those who have attended services - have offered support, care and encouragement to the Minister staff, officers and volunteers and to one another. It has been such a time of demand and challenge but we have, by working together, maintained a worshipping presence in this part of the city.

Finance: In spite of the impact of the Covid 19 pandemic and the precautionary suspension of Parish Share payment in July 2020, it was possible to pay the 2020 arrears as well as continuing to pay Parish Share throughout 2021. This was as a result of receiving a legacy in the sum of £20,834 and a NLHF Culture Recovery Grant in the sum of £46,900. The Diocesan Historic Share policy allowed a further write-off of a proportion of our Historic Share deficit, which, provided payment is continued in full should be eliminated by 2024. It should be noted that Grant funding and Legacy income should not be allowed to create a false sense of security. A deficit budget has been set for 2022 on the basis that the remaining (£35k) surplus from 2021 will allow 'breathing space' to move towards Financial Sustainability by 2023/4. To that end a Financial Sustainability discussion paper has been prepared for consideration and development by Finance Committee.

While during the year, the larger of the two vacant office suites has been let, the other was in process of being cleared at the year-end. The circumstances of the termination of the tenancy are involved and the tenant company is insolvent. A significant amount of income has been lost through rent default. The PCC is examining ways of improving the management of our properties going forward. In the meantime, the property needs a significant rectification spend to make it fit to let. This property should be grossing in the region of £14k per annum.

Staffing: The most significant change to staffing was the election of Canon Sam Corley to Bishop of Stockport. His consecration in York on 19th July was attended by a small number of the Minster congregation, with significant covid restrictions still in place, but many more were able to join in the celebrations online. Although a joyous occasion, we were sad to see Canon Sam leave after less than six years with us but will always be grateful for all that Canon Sam's ministry brought to us. His leadership and vision has moved the Parish on significantly and we are much the richer for it.

The Parish of Leeds City PCC

Trustees' Report for the year ended 31 December 2021

As a parish we have benefitted greatly from the ministry of Assistant Curate Revd Judith Clark who, since Canon Sam's departure, has had responsibility for services and has shown great flair and ability in co-ordinating these for us. We are also grateful to Revd Professor Simon Robinson and visiting clergy who have helped us continue our pattern of services over the Autumn months. In November the PCC welcomed the proposal that the Revd Mary Bradley be licensed to serve in the parish to develop pastoral care ministry, to be commissioned in January.

In July the PCC received the resignation of the Director of Operations, Richard Butterfield. Richard moved to a new post with Historic England and left Leeds Minster in September. Again we are grateful for all his work in shaping policies and procedures as well as overseeing the Holy Trinity renovation and day to day running of the Minster. The parish continues to employ a Director of Music and a Sub Organist (both posts supported by a grant from The Friends of the Music of Leeds Minster); a Finance Office (funded by The Harrisons Charity); and a Caretaker (with salary and accommodation provided direct from parish resources). In December an appointment of a part-time admin assistant, to start in January, was made (funded by the Diocese of Leeds).

Special Services: The impact of the Pandemic has greatly reduced any opportunity to host special services but we were able to hold the annual ordination service, with Revd Josh Cockayne licensed as Assistant Curate to be based at Holy Trinity, Boar Lane. We were also able to hold the annual Remembrance service hosting the Royal British Legion and as services returned to normal it was a great achievement that the normal round of Christmas services and Carol Services were able to take place, from the Yorkshire Post to the Lord Mayor's carol service among others.

St John's Church: The Parish of Leeds City continues to have some responsibilities for the Church of St John the Evangelist, New Briggate, which is the regional headquarters for the Churches Conservation Trust (CCT). St. John's is in the care of the CCT, but the Rector is still technically the incumbent. The PCC is responsible for the Churchyard at St. John's, including insurance obligations, though the care and maintenance of the Churchyard is undertaken by Leeds City Council. In 2019 the PCC discussed proposals for the churchyard and the external area around the church developed by Leeds City Council. These plans remain at the development stage, though significant work to the east of the church is underway to pedestrianise New Briggate, and it is hoped that these works will see the proposals for the churchyard move forwards.

Holy Trinity Church, Boar Lane: The refurbishment works were scheduled for completion in January 2021 and although there have been some snagging works since that date the work has been completed and looks very smart. After consultation, the movement of the Parish boundary became official on 01/05/21 and Holy Trinity moved into the Parish of St George's. The move represents a deepening of the partnership between Leeds City Parish and St George's Leeds which was always in view throughout the development of the project at Holy Trinity, and the parish looks forward to contributing to the new ministry there and has maintained links through prayer groups and services.

Leeds Minster:

In September Leeds Minster was once again able to take part in Leeds Heritage Open Days and receive visitors to the church. In November we hosted the annual Hook lecture for Leeds Church Institute. Dr Carmody Grey, from Durham University, posed the question 'Thinking about Faith and Climate, what do we want to sustain?'. This was offered as a podcast as well as in-person and was a well received contribution to the climate debate. In July Catherine Hicks was appointed Parish Environmental Officer and in October we started to hold monthly environmental discussion groups.

In the first months of 2021 the roofing works were undertaken. Due to timing and financial constraints this covered the whole of the various roofs of the east end of the building and the Lady Chapel but not the Tower or the City of Leeds room. Due to problems with the quality of some of the work there were serious overruns and further leaks leading to internal damage. This was covered by insurance but has taken time to complete. The cost of the roof was covered by a large grant from the Culture Recovery Fund (£326,237 or 80%), with the rest being found by Friends of the Music, Historic Churches Yorkshire, Church Extension Society and others. The work finally finished in July. To date there is no plan in place for the roofs still to be replaced as bids for further funding were unsuccessful.

The Parish of Leeds City PCC

Trustees' Report for the year ended 31 December 2021

In addition to the roofing works, asbestos has been removed in the belfry and new sound control has been installed by Taylors of Loughborough.

Music Department: A full report on the activities of the music department is detailed elsewhere in the annual report. Suffice to say that Alex Woodrow, as Director of Music, ably supported by Sub-Organist David Houlder and Organ Scholar William Campbell, worked tirelessly to bring whatever music was permitted to our worship life. From organ voluntaries and virtual recitals to solo Cantors and small ensembles, it was with great joy we were able to return to something like a normal offer of worship in September. We are grateful to them and all the choir members for staying connected through the 'quiet months' and that they have come back in such strong form to lead us in weekly worship. We truly have a choir all of us are blessed to listen to and sing with on a regular basis. We continue to be grateful to the Pilling Trust, the Cathedral Music Trust, the Friends of the Music, the Liz & Terry Bramall Foundation and a generous legacy which has made it possible to sustain our programme of scholars which bring such richness to our existing (wonderful) choir. Our grateful thanks to all involved and especially to Alex for his leadership over this challenging time.

Education: Following the redundancy of our Education Officer in 2020 and with the ongoing challenge of the pandemic, it has not been able to restart our education work. In recent months there has been a renewal of interest from schools and it is hoped that when funds allow, we will be able to start this work again.

The role of the Rector of Leeds: The Rector continued to play a role in the various charities and trusts of which he was an ex-officio member by virtue of his office, including The Market Place, the Harrison's Charity, the Friends of the Music of Leeds Minster, the Leeds Church Extension Society and the Leeds Church Institute, until his departure in July. When the new Rector is in post it is hoped he will be able to take up these posts, along with involvement with the governing body of St Peter's primary school and a leading role in the Diocese and Episcopal area.

Safeguarding and Health & Safety: At a meeting on 30th November 2021, the PCC reviewed and renewed its commitment to the Safeguarding Policy Statement 'Promoting a Safer Church' published by the House of Bishops in 2017. This will continue to be reviewed annually, and the relevant policy and contact information is displayed on notices boards in both churches and is also accessible on the Minster website. At the same meeting in November, the PCC re-appointed Kay Brown as the Parish Safeguarding Officer. Richard Butterfield oversaw health and safety on behalf of the PCC and since his departure, Dr Simon Peatman (Churchwarden) has undertaken this role. We continue to be well supported by Alpha Swanson, our Health and Safety consultants, to ensure that the PCC is fulfilling its obligations in this area, and a health and safety working group met during the year.

Plans for the future In 2020 we stated that this was a year like no other. As has become apparent, this could equally apply to 2021. Following Canon Sam's departure the PCC went through the arduous process of Section 11 and Section 12 to generate the Parish Profile and Parish Brochure and by the end of 2021 this process was complete and an advert for the post of Rector of Leeds was produced. Kay Brown (LLM) and Simon Peatman (Churchwarden) were the elected representatives of the PCC. It was February 2022 before interviews could take and Canon Paul Maybury was appointed but we remain in vacancy for some time yet. The PCC is committed to working as hard as it can, under God, to ensure that the ministry of the parish continues through and beyond this period of considerable uncertainty and challenge but we need the whole parish to pull together to grow our faith, our vision, our congregation and our mission as we seek to live as Christians in this parish. Let us be faithful in prayer to that end.

Financial Review

Total receipts on unrestricted general funds were £278,439 (2020: £161,198), and are detailed in the financial statements. The largest element is donations and legacies at £154,320 (2020: £103,036). Charitable activities raised total funds of £38,109 (2020: £4,236), and other trading activities raised £17,388 (2020: £22,099).

The Parish of Leeds City PCC

Trustees' Report for the year ended 31 December 2021

Financial Review (continued)

Total expenditure from the unrestricted funds was £246,709 (2020: £152,685) again detailed in the financial statements, to give a net result for the year on unrestricted funds of a surplus of £34,881 (2020: surplus £10,029) after taking into account gains on investment revaluations of £3,151 (2020: (£1,516)). The contribution paid to the diocesan parish share was £90,679, our required contribution was £60,451. The difference is the payment of 2020 arrears as previously explained. Our cumulative outstanding parish share is £264,451.

Total funds at 31 December 2021 were £986,048 (2020: £1,090,662) of which £865,888 (2020: £831,007) were unrestricted. The restricted funds at 31 December 2020 were £120,160 (2020: £259,655).

Going Concern

The trustees have prepared financial projections, taking into consideration the current economic climate and its potential impact on the sources of income and planned expenditure. They have a reasonable expectation that adequate financial resources are available to enable the charity to continue in operational existence for the foreseeable future, and have adequate contingency plans in the event that income streams are reduced and the charity has reserves sufficient to meet its immediate requirements. Consequently the financial statements have therefore been prepared on the basis that the charity is a going concern.

Reserves Policy

It is PCC policy to maintain, if possible, free reserves which equates to approximately three months unrestricted payments (to include paying the diocesan share in full) to cover emergency situations that may arise from time to time. At 31 December 2021 this requirement was approximately £62,000. The balance of £71,610 on unrestricted funds held in net current assets at the year-end is adequate to meet this target.

Approved by the PCC and signed on its behalf by:

Kay Brown

Kay Brown
Vice-Chair of the PCC

Date: 08/06/2022

The Parish of Leeds City PCC

Independent Examiner's Report to the Members of the Parish of Leeds City PCC

I report to the trustees on my examination of the financial statements of the Parish of Leeds City PCC for the year ended 31 December 2021.

This report is made solely to the charity's trustees, as a body, in accordance with Section 145 of the Charities Act 2011. My independent examination work has been undertaken so that I might state to the charity's trustees those matters I am required to state to them in an Independent Examiner's Report and for no other purpose. To the fullest extent permitted by law, I do not accept or assume responsibility to anyone other than the Charity and the charity's trustees as a body, for my independent examination work, for this report, or for the opinions I have formed.

Responsibilities and basis of report

As the charity trustees of the PCC 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 Trust'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.

This report, including my statement, has been prepared for and only for the charity's trustees as a body. My work has been undertaken so that I might state to the charity's trustees those matters I am required to state to them in an independent examiner's report and for no other purpose. To the fullest extent permitted by law, I do not accept or assume responsibility to anyone other than the charity and the charity's trustees as a body for my examination work, for this report, or for the statements I have made.

Independent Examiner's Statement

Since the Charity's gross income exceeded £250,000 your examiner must be a member of a body listed in section 145 of the 2011 Act. I confirm that I am qualified to undertake the examination because I am a member of Institute of Chartered Accountants in England and Wales, which is one of the listed bodies.

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 Trust 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 financial statements set out in the Charities (Financial statements and Reports) Regulations 2008 other than any requirement that the financial statements 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 financial statements to be reached.

Laura Masheder

Laura Masheder FCA, DChA
Azets
Triune Court
Monks Cross Drive
York
YO32 9GZ

Date 08/06/2022

The Parish of Leeds City PCC

Statement of Financial Activities For the year ended 31 December 2021

	Note	Unrestricted Funds	Restricted Funds	2021 Total Funds	2020 Total Funds
		£	£	£	£
Income from:					
Donations and legacies	3	154,320	540,840	695,160	681,279
Charitable activities	4	34,606	3,503	38,109	4,236
Other trading activities	5	17,388	-	17,388	22,099
Investments	6	72,125	-	72,125	32,887
Total income		278,439	544,343	822,782	740,501
Expenditure on:					
Raising funds	7	347	-	347	972
Charitable activities	8	246,362	594,908	841,270	265,482
Holy Trinity Project	8	-	93,303	93,303	807,565
Total expenditure		246,709	688,211	934,920	1,074,019
Net income / (expenditure) before other recognised gains		31,730	(143,868)	(112,138)	(333,518)
Other recognised gains					
Realised and unrealised gains on investments	12	3,151	4,373	7,524	5,323
Net movement in funds		34,881	(139,495)	(104,614)	(328,195)
Reconciliation of funds:					
Total funds brought forward	15, 16	831,007	259,655	1,090,662	1,418,857
Total funds carried forward	15, 16	865,888	120,160	986,048	1,090,662

A fully detailed Statement of Financial Activities for the year ended 31 December 2020 is shown at note 21.

The notes on pages 11 to 21 form part of these financial statements.

There are no recognised gains and losses other than those in the statement of financial activities. All the above amounts relate to continuing activities.

The Parish of Leeds City PCC

Balance Sheet as at 31 December 2021

	Note	2021		2020	
		£	£	£	£
Fixed Assets					
Tangible fixed assets	10	181,386		182,060	
Investment property	11	595,000		595,000	
Investments	12	60,120		80,192	
			836,506		857,252
Current Assets					
Debtors	13	23,266		27,712	
Bank		161,854		274,535	
		185,120		302,247	
Creditors: amounts falling due within one year	14	(35,578)		(68,837)	
Net Current Assets			149,542		233,410
Net Assets			986,048		1,090,662
Funds of the charity:					
Unrestricted funds	15,16		865,888		831,007
Restricted funds	15,16		120,160		259,655
Total funds			986,048		1,090,662

Approved by the Parochial Church Council and signed on its behalf by:

Kay Brown

08/06/2022

Kay Brown
Vice-Chair PCC, Licensed Lay Minister

Date

The notes on pages 11 to 21 form part of these financial statements.

The Parish of Leeds City PCC

Statement of Cash Flows for the Year Ended 31 December 2021

	Note	2021 £	2020 £
Cash flows from operating activities:			
Net cash (used in) operating activities	19	(212,402)	(299,193)
Cash flows from investing activities:			
Purchase of tangible fixed assets		-	(2,695)
Proceeds from disposal of investments		27,596	-
Investment income		72,125	32,887
Net cash provided by investing activities		99,721	30,192
Change in cash and cash equivalents		(112,681)	(269,001)
Cash and cash equivalents at the beginning of the year		274,535	543,536
Cash and cash equivalents at the end of the year		161,854	274,535

The charity had no debt during the year.

The Parish of Leeds City PCC

Notes to the Financial Statements For the year ended 31 December 2021

1. Accounting Policies

The principal accounting policies adopted, judgements and key sources of estimation uncertainty in the preparation of the financial statements are as follows:

Charity Information

The Parish of Leeds City PCC is a charity registered in England and Wales (charity registration number is 1135593). The correspondence address is 2-6 St. Peter's House, Kirkgate, Leeds LS2 7DJ.

Basis of preparation

The financial statements have been prepared in accordance with Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their financial statements in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective 1 January 2019) – (Charities SORP (FRS 102)), the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102).

The Parish of Leeds City PCC meets the definition of a public benefit entity under FRS 102. Assets and liabilities are initially recognised at cost or transaction value unless otherwise stated in the relevant accounting policy notes.

The financial statements have been prepared to give a 'true and fair' view and have departed from the Charities (Accounts and Reports) Regulations 2008 only to the extent required to provide a 'true and fair view'. This departure has involved following Charities SORP (FRS 102) rather than Accounting and Reporting by Charities: Statement of Recommended Practice effective from 1 April 2005 which has since been withdrawn.

The financial statements have been prepared under the historical cost convention except for the valuation of investment assets, which are shown at market value. The financial statements include all transactions, assets and liabilities for which the PCC is liable in law. They do not include the financial statements of church groups that owe their affiliation to another body, nor those that are informal gatherings of church members.

The financial statements have been prepared in pound sterling which is the functional currency of the charity. Monetary amounts in these financial statements are rounded to the nearest £1.

Going concern

The Trustees have prepared financial projections, taking into consideration the current economic climate and its potential impact on the sources of income and planned expenditure. The trustees have a reasonable expectation that adequate financial resources are available to enable the charity to continue in operational existence for the foreseeable future, and have adequate contingency plans in the event that income streams are reduced. Consequently the financial statements have therefore been prepared on the basis that the charity is a going concern.

Income

Income represents all resources which become available to the charity but excludes gains on investments. Grants, donations and legacies and associated gift aid are recognised when the charity becomes entitled to receive the funds, when it is probable that the funds will be received and that they can be measured with sufficient reliability. Investment income is recognised on an accruals basis and comprises of dividends declared and interest receivable during the accounting period and rents from investment properties which are included when they are receivable by the charity.

Expenditure

Grants and donations are accounted for when paid over or awarded. The diocesan parish share is accounted for when paid. Amounts received specifically for mission are dealt with as restricted funds. All other expenditure is recognised when incurred and accounted for gross.

Staff Costs

The costs of short term employee benefits are recognised as a liability and an expense where settlement of obligations does not fall within the same period.

The Parish of Leeds City PCC

Notes to the Financial Statements For the year ended 31 December 2021

Accounting Policies (Continued)

Operating Leases

Rentals applicable in respect of operating leases where substantially all the benefits and risks of ownership remain with the lessor are charged to the income and expenditure account as incurred.

Funds

Restricted Funds: represent donations or grants received for a specific object or invited by the PCC for a specific object. The funds may only be expended on the specific object for which they were given. Any balance remaining unspent at the end of each year must be carried forward as a balance on that fund.

Unrestricted fund: represent general funds which can be used for PCC ordinary purposes.

Tangible fixed assets

Consecrated land and buildings and moveable church furnishings

Consecrated and beneficed property is not included in the financial statements in accordance with s.10 (2)(a) and (c) of the Charities Act 2011.

Other land and buildings

The charity owns the flat occupied by the caretaker, which is included at a valuation arrived at by the PCC. No depreciation is charged against the flat and the carrying value will be reviewed annually.

Other equipment

Equipment used within church premises and offices is depreciated on a straight line basis over 4 years. Individual items of equipment with a purchase price of £1,500 or less are written off in the period in which the asset is acquired.

Investments

Investment properties are properties held to earn rentals and/or for capital appreciation, are measured using the fair value model and are stated at their fair value which is estimated based on future cashflow expectations and the current market conditions at the reporting date. The surplus or deficit on revaluation is recognised in the SOFA.

Other listed investments are held to generate returns and gains for the charity and accordingly are designated as fair value through profit and loss ("FVTPL"). Under this designation the portfolio is re-valued at each period end to its fair value, as determined by reference to quoted market prices and values determined by independent fund managers, with any gains or losses going through the SOFA.

Financial instruments

The charity has elected to apply the provisions of Section 11 'Basic Financial Instruments' and Section 12 'Other Financial Instruments Issues' of FRS 102 to all of its financial instruments.

Cash at bank and in hand

Cash at bank and cash in hand includes cash and short term highly liquid investments with a short maturity held for working capital. Bank overdrafts are shown within borrowing in current liabilities.

Debtors

Trade and other debtors are recognised at the settlement amount due after any trade discount offered. Prepayments and accrued income represent time apportioned expenses or income to be recognised in a future accounting period.

Financial assets, other than those held at fair value through profit and loss, are assessed for indicators of impairment at each reporting end date.

Financial assets are impaired where there is objective evidence that, as a result of one or more events that occurred after the initial recognition of the financial asset, the estimated future cash flows have been affected. The impairment loss is recognised in the income and expenditure account.

The Parish of Leeds City PCC

Notes to the Financial Statements For the year ended 31 December 2021

Accounting Policies (Continued)

Pension Costs

The charity has made arrangements for a defined contribution scheme for the members of staff. The assets of the scheme are held separately from those of the charity. Pension costs charged in the Statement of Financial Activities represent contributions payable by the charity in the year.

Creditors, loans and provisions

Creditors, loans and provisions are recognised where the charity has a present obligation resulting from a past event that will probably result in the transfer of funds to a third party and the amount due to settle the obligation can be measured or estimated reliably. Creditors, loans and provisions are normally recognised at their settlement amount after allowing for any trade discounts due.

Financial liabilities are derecognised when, and only when, obligations are discharged, cancelled or they expire.

Amounts recognised as provisions are best estimates of the consideration required to settle the present obligation at the reporting end date, taking into account the risks and uncertainties surrounding the obligation.

2. Critical Accounting Estimates and Judgements

In the application of the charity's accounting policies, the Trustees are required to make judgements, estimates and assumptions about the carrying amount of assets and liabilities that are not readily apparent from other sources. The estimates and associated assumptions are based on historical experience and other factors that are considered to be relevant. Actual results may differ from these estimates.

The estimates and underlying assumptions are reviewed on an ongoing basis. Revisions to accounting estimates are recognised in the period in which the estimate is revised, if the revision affects only that period, or in the period of the revision and future periods if the revision affects both current and future periods.

The following estimates and assumptions that have a significant risk of causing a material adjustment to the carrying amount of assets and liabilities:

Investment property valuations: Investment properties are included in the financial statements at fair value. The valuations are Trustees valuations and are based on current market conditions and prevailing values and expected future cashflows from the properties.

Depreciation

It continues to be the Charity's policy not to provide depreciation on freehold or leasehold property as, in the opinion of the Trustees, its estimated residual value at the end of its economic life is expected to be at least carrying value so that any depreciation charge would be immaterial.

The Parish of Leeds City PCC

Notes to the Financial Statements For the year ended 31 December 2021

3. Donations and Legacies

	Unrestricted Funds	Restricted Funds	2021 Total
2021	£	£	£
Planned giving:			
Regular donations	43,756	-	43,756
Tax recoverable	9,301	-	9,301
Open plate collections	1,389	-	1,389
Collections for special purposes	-	-	-
Legacies	20,834	-	20,834
Other donations	5,193	1,345	6,538
Grants :			
Leeds City Council	10,000	-	10,000
All Churches Trust	-	-	-
Church Extension Society	-	6,000	6,000
Hargreaves Charity	1,000	-	1,000
Pilling Trust	-	7,500	7,500
Harrisons Charity	12,250	-	12,250
Liz and Terry Bramall Foundation	-	12,800	12,800
Heritage Cultural Recovery Fund	-	314,177	314,177
Cathedral Music Trust	-	6,000	6,000
Garfield Weston	-	15,000	15,000
National Lottery Heritage Fund	46,900	-	46,900
Yorkshire Historical Trust	-	3,500	3,500
Diocese of Leeds	-	37,503	37,503
Friends of the Music of Leeds Minster	-	64,000	64,000
Trinity Church Repair Charity	-	-	-
LPOW	3,697	73,015	76,712
	154,320	540,840	695,160

	Unrestricted Funds	Restricted Funds	2020 Total
Prior year	£	£	£
Planned giving:			
Regular donations	44,788	626	45,414
Tax recoverable	11,074	-	11,074
Open plate collections	2,000	-	2,000
Collections for special purposes	324	-	324
Legacies	7,500	-	7,500
Other donations	20,382	-	20,382
Grants :			
Leeds City Council	10,000	-	10,000
All Churches Trust	-	10,500	10,500
Pilling Trust	-	7,500	7,500
Harrisons Charity	7,250	-	7,250
Diocese of Leeds	-	50,004	50,004
Friends of the Music of Leeds Minster	-	32,245	32,245
Trinity Church Repair Charity	-	370,194	370,194
LPOW	(282)	107,174	106,892
	103,036	578,243	681,279

The Charity benefits greatly from the involvement and enthusiastic support of a number of volunteers, details of which are given in our annual report. In accordance with FRS 102 the economic contribution of volunteers is not recognised in the financial statements.

The Parish of Leeds City PCC

Notes to the Financial Statements For the year ended 31 December 2021

4. Charitable Activities

	2021	2020
	£	£
Facility fees – premises lettings	3,956	2,857
Fees for weddings, funerals and memorials	5,192	1,379
Insurance claims	28,961	-
	<u>38,109</u>	<u>4,236</u>

5. Other Trading Activities

	2021	2020
	£	£
Car parking income	13,848	13,775
Fund raising events etc.	390	561
Café, coffee shop and stalls	-	1,463
Income from phone mast	3,150	6,300
	<u>17,388</u>	<u>22,099</u>

6. Investment Income

	2021	2020
	£	£
Dividends	1,492	968
Interest	584	848
Income from investment property	70,049	31,071
	<u>72,125</u>	<u>32,887</u>

7. Expenditure on Raising Funds

	2021	2020
	£	£
Café, coffee shop and stall goods	347	972

The Parish of Leeds City PCC

Notes to the Financial Statements For the year ended 31 December 2021

8. Expenditure

	2021 £	2020 £
Direct charitable expenditure:		
Clergy expenses	1,523	3,328
Parish Share	90,679	30,223
Altar requisites, vestments and service costs	1,052	1,093
Staff costs	82,369	102,675
Insurances	22,234	23,292
Rent	8,190	8,160
Gas and electricity	11,370	21,564
Water rates	1,555	1,603
Telephone and internet	1,478	1,601
Repairs and maintenance	31,020	21,089
Caretaker's accommodation	2,943	3,585
Displays, exhibitions and fees	1,554	407
Choir and music costs	28,971	26,860
Structural repairs	417,325	-
Holy Trinity Investment transfer	27,597	-
Legal and Professional	63,493	-
Service fees	3,195	535
Investment property costs	24,033	2,702
Depreciation	674	635
Independent examination	1,200	1,100
Accountancy	1,750	1,720
Administration	7,793	6,931
Sundry costs	5,000	-
Refuse and hygiene	1,809	3,062
Photocopying	2,463	3,317
Total charitable expenditure	841,270	265,482
Exceptional costs:		
Holy Trinity redevelopment project	93,303	807,565
	93,303	807,565

9. Transactions with PCC Members and Connected Persons

Apart from the clergy expenses (referred to in Note 8) no members of the PCC received any reimbursements of expenses or remuneration (2020: £nil).

10. Tangible Fixed Assets

	Land and buildings £	Equipment £	Total £
Cost or valuation:			
At 1 January 2021 and 31 December 2021	180,000	45,592	225,592
Depreciation:			
At 1 January 2021	-	43,532	45,532
Charge in the year	-	674	674
At 31 December 2021	-	44,206	44,206
Net Book Values:			
At 31 December 2021	180,000	1,386	181,386
At 31 December 2020	180,000	2,060	182,060

The Parish of Leeds City PCC

Notes to the Financial Statements For the year ended 31 December 2021

Tangible Fixed Assets (continued)

In November 2015 a lease for 150 years was signed between The Leeds Diocesan Board of Finance, The PCC of Leeds City Ministry Team, the Bishop of Leeds and Yelcon Ltd in respect of the land and buildings within the St Peter's precinct. The rent payable under the terms of the lease is a peppercorn per year.

The land and buildings within the St Peter's precinct, includes a flat used by the caretaker and owned by the charity and has been valued by the Trustees at £180,000. The trustees believe there is no change to this valuation in the year.

The site of the Holy Trinity church includes a church hall which is an integral part of the building. As no separate value can be attributed to the hall, it is treated as consecrated and beneficed property which is excluded from the financial statements in accordance with the accounting policy.

11. Investment property

	Leasehold land and buildings £
Cost or valuation:	
At 1 January 2021 and 31 December 2021	595,000
Net Book Values:	
At 31 December 2021	595,000
At 31 December 2020	595,000

The land and buildings within the St Peter's precinct includes office space owned by the charity and let out to commercial tenants and 11 flats which have been granted a lease of 125 years with a ground rent being paid to the charity.

The valuation of the property has been reviewed by the Trustees and revalued based on expected income streams and current prevailing market conditions.

Investment property has a historical cost of £575,000 (2020: £575,000).

The Parish of Leeds City PCC

Notes to the Financial Statements For the year ended 31 December 2021

16. Movement in Funds (continued)

Purpose of restricted funds (continued)

Choir – general – funds for the use of the choir.

Choir – Choral Scholarships – funds from a legacy received in 2019 given specifically for Choral Scholarships.

Holy Trinity – Project – funds specifically given for the current redevelopment project. The Holy Trinity Project fund shows a deficit in the sum of £18,578. Funds held by the Diocese in the name of Holy Trinity and identified as Restricted or Unrestricted were intended to be drawn down to clear this deficit. When an attempt to effect this draw down was made, it was found that the records held by the Diocese did not agree with the way that these funds had been historically identified in the accounts of the Parish of Leeds City over many years. A number of Permanent Endowments were identified as well as inconsistencies as to which churches within the Parish they pertained. When Holy Trinity was transferred into the Parish of Leeds St George, assets and liabilities pertaining to it were also transferred. Work will be undertaken during 2022 in order to regularise the correct status and beneficiaries of the various funds and to resolve the end of project deficit issue.

Holy Trinity – Tower, General and Redevelopment - Funds historically set aside for Holy Trinity.

St Mary's – funds held in the CBF Church of England Investment Fund for the maintenance of St Mary's Church.

For the year ended 31 December 2020	Balance 1 January 2020	Income	Expenditure	Net gains on investments	Balance 31 December 2020
	£	£	£	£	£
Unrestricted funds:					
Church funds	787,765	153,370	(139,329)	1,008	802,814
Holy Trinity	21,260	6,619	(13,356)	508	15,031
St Marys	11,953	1,209	-	-	13,162
Total Unrestricted funds	820,978	161,198	(152,685)	1,516	831,007
Restricted funds:					
St Peter's:					
Parish Activities	-	60,504	(50,004)	-	10,500
Choir – general	57,399	41,431	(57,297)	640	42,173
Choir – Choral Scholarships	84,988	-	(6,468)	-	78,520
Other churches:					
Holy Trinity:					
- Project	404,922	477,368	(807,565)	-	74,725
- Tower	2,471	-	-	-	2,471
- General and music	22,666	-	-	1,430	24,096
- Redevelopment	168	-	-	-	168
St Mary's - Repairs	25,265	-	-	1,737	27,002
Total Restricted funds	597,879	579,303	(921,334)	3,807	259,655
Total funds	1,418,857	740,501	(1,074,019)	5,323	1,090,662

The Parish of Leeds City PCC

Notes to the Financial Statements For the year ended 31 December 2021

17. Employee Information

Staff costs in the year amounted to:	2021 £	2020 £
Wages and salaries	77,759	94,755
Social security costs	2,936	3,861
Pension costs	1,674	2,296
Redundancy cost	-	1,763
Total	82,369	102,675

The average number of employees during the year analysed by function was as follows:

	2021	2020
Ministry	-	1
Administration	5	6
Total	5	7

No employee earned £60,000 per annum or more during the year (2020:none).

The charity considers its key management personnel to be the Canon Sam Corley. Canon Sam received no remuneration from the charity but was paid by the Diocese of Leeds as Rector Designate.

The charity makes arrangements for a defined contribution pension for its employees. The cost of the pension scheme to the charity for the year ended 31 December 2021 was £1,674 (2020: £2,296). There were no amounts outstanding at the year end (2020: £nil).

18. Commitments under Operating Leases

At 31 December 2021 the PCC had total commitments under non-cancellable operating leases as follows:

	Office Equipment	
	2021 £	2020 £
Expiry date:		
Within one year	1,648	1,648
Between one and five years	1,648	3,296
	3,296	4,944

19. Net Cash (used in) Operating Activities

	2021 £	2020 £
Net movement in funds	(104,614)	(328,195)
(Gains) on fixed asset investments	(7,524)	(5,323)
Depreciation charge	674	635
Income from investments	(72,125)	(32,887)
Decrease in debtors	4,446	6,638
(Decrease) / Increase in creditors	(33,259)	59,939
	(212,402)	(299,193)

20. Capital Commitments

There were no capital commitments at the year end. At 31 December 2020 the charity had capital commitments authorised and contracted in respect of the development at Holy Trinity of £19,190.

The Parish of Leeds City PCC

Notes to the Financial Statements For the year ended 31 December 2021

21. Comparative Statement of Financial Activities for the year ended 31 December 2020

	Unrestricted Funds £	Restricted Funds £	2020 Total Funds £
Income from:			
Donations and legacies	103,036	578,243	681,279
Charitable activities	3,526	710	4,236
Other trading activities	21,749	350	22,099
Investments	32,887	-	32,887
Total income	161,198	579,303	740,501
Expenditure on:			
Raising funds	972	-	972
Charitable activities	151,713	113,769	265,482
Holy Trinity Project	-	807,565	807,454
Total expenditure	152,685	921,334	1,074,019
Net income / (expenditure) before other recognised gains	8,513	(342,031)	(333,518)
Other recognised gains			
Realised and unrealised gains on investments	1,516	3,807	5,323
Net movement in funds	10,029	(338,224)	(328,195)
Reconciliation of funds:			
Total funds brought forward	820,978	597,879	1,418,857
Total funds carried forward	831,007	259,655	1,090,662

22. Related party disclosures

There are no related party transactions which require disclosure.

THE PAROCHIAL CHURCH COUNCIL OF THE ECCLESIASTICAL PARISH OF LEEDS CITY

England & Wales - Charity number 1135593

Accounts



Annual Report for 2020

AGENDA
ANNUAL VESTRY MEETING
11.45am on Sunday 25th April 2021

1. Appointment of secretary to the meeting
2. Apologies for absence
3. Election of churchwardens
4. Minutes of the 2020 Vestry Meeting held on the 18th October 2020.
5. Any Matters Arising
6. Questions on the churchwardens' report
7. Announcement of appointment of churchwardens (*if an election was required*)

All persons whose names are entered on the electoral roll (prior to the end of the period of the revision: Friday 9th April 2021) and all persons resident in the parish whose names are entered on a register of local government electors by reason of such residence are entitled to attend and vote at the meeting.

AGENDA
ANNUAL PAROCHIAL CHURCH MEETING
Immediately following the Annual Vestry meeting
on Sunday 25th April 2021

1. Appointment of secretary to the meeting
2. Apologies for absence
3. Minutes from the 2020 APCM held on 18th October 2020 for approval and signing
4. Matters Arising from the minutes not raised elsewhere on the agenda
5. Election of up to four members to the Parochial Church Council to serve until the APCM in 2024.
6. Appointment of Garbutt & Elliott as Independent Examiner
7. Report on the Electoral Roll
8. Safeguarding Report
9. The Annual Report and comments on any matters contained within it
10. Financial Report of Year Ending 31st December 2020
For an informed response to questions under items 8 & 9, it is helpful if questions can be put in writing to the Rector at least 48 hours prior to the meeting: sam.corley@leedsminster.org
11. Rector's Remarks & Closing Prayers

Note: All persons whose names are entered on the electoral roll (prior to the end of the period of the revision: Friday 9th April 2021) and such persons only, are entitled to vote at the election of parochial representatives of the laity.

Minutes of the Annual Vestry Meeting for the Parish of Leeds City held at 11.45am at Leeds Minster on Sunday 18th October 2020

Present: The Reverend Canon Sam Corley (Chair) welcomed the 29 parishioners and / or members of the electoral roll present in person and the 6 members of the electoral roll present online.

In attendance: The Reverend Judith Clark, Dr Ben Johnson, Richard Butterfield.

1 Appointment of Secretary to the Meeting: Canon Sam Corley proposed that Richard Butterfield be appointed as secretary. This was agreed unanimously by the meeting.

2 Apologies for absence: received from Lesley Allsopp, Margaret Dawson, Pam Eden, Lesley Enoch, Irenna Howell, Michael & Valerie Pawson and Ann Simpson.

3 Election of Churchwardens. Two candidates were nominated:

Trevor Parker: proposed by Noreen Connor and seconded by Linda Sato.

Rhoda Wallace: proposed by Jean Steer and seconded by Noreen Connor.

There being no other nominations, Canon Sam declared Trevor Parker and Rhoda Wallace duly appointed as Churchwardens until the next AVM in April 2021.

Canon Sam stated that Trevor Parker does not wish to be nominated ahead of the next Annual Vestry Meeting. Dr Simon Peatman has expressed his willingness to stand as a Churchwarden at the next meeting and will shadow Trevor and Rhoda over the coming months.

On behalf of everyone, Canon Sam thanked Trevor and Rhoda for their hard work, dedication and commitment over the past 18 months.

4 Minutes of the 2019 AVM

These were accepted as an accurate record of the meeting.

5 Matters arising: None.

6 Churchwardens' Report

Rhoda expressed thanks to Chris Lenton for her work as PCC secretary and the Churchwardens presented their report which had been circulated ahead of the meeting.

Sir John Betjeman once commented: 'There's the high church and there's low church and there's Leeds Parish Church'. Dr Hook's vision for a new and beautiful church for Leeds began to take shape in 1837; close to the original church; by the river; in the densely populated heart of downtown Leeds. The Established Church was in the minority then and dissenters were appointed as wardens. When completed in 1841, people came in great numbers (Florence Nightingale as well). In fact, in living memory people still queued to attend Sunday Evensong.

The stones and mortar are still the same, but as people say – 'The only constant thing is change'. In 1869 the railway viaduct separated the now Leeds Minster from the commercial heart of Leeds to the point where Sir Nikolaus Pevsner in the late 1950s designated the area around as 'the dead end of Leeds'. Today we are at the edge of a secular city centre. Thousands pass by from all points of the compass: on the flight path; by train over the viaduct; on the city loop road; to and from the bus station and on foot. We even see the building on the local TV.

Many do come in from all parts of the globe: for worship, from curiosity, for the history, pastoral help or peace away from the world outside. We welcome hundreds for Christmas events and annually, worshippers from all over the Diocese and beyond attend special services. Reasons vary

too why we as members of the regular congregation are drawn here. But it is the people that are the Church and not the building. All are welcome and we come with our individual needs. We strive to make the welcome as good as we would give visitors to our homes; there has been much healthy growth.

And of people, our sincere thanks go to Canon Sam for his leadership, pastoral care and commitment to the parish of Leeds City; to The Reverend Judith Clark, our Assistant Curate, also to Kay and Simon for their contributions. We say 'Thank you for the music' to Paul Dewhurst for his three years with us and we welcome Alex Woodrow who has recently joined us. Thank you to Richard our Director of Operations, and parish staff who are ably supported by a dedicated group of sidespeople, welcomers, stewards and other Minster helpers who freely give of their time and energies. As Churchwardens, we are charged with aiming to ensure the smooth running of the parish – the plant, the personnel and the administration; along with encouraging worshippers to develop and grow their individual Christian life and with promoting peace and unity. We are indebted to all who give pastoral help and we remember too those of our community who were called to the Lord during the past year.

We can always learn from children. Do you recall the story? It was Eastertime and the children heard the king was coming. The ideal place to play was a local open space and they decided to prepare. When he came would they know him? They had ideas what he would be like so they got an old chair for a throne; covered it with material; found card and made a crown. People passed, so did time. Then an elderly, weary down-and-out shuffled along, a heavy bag in each hand. He stopped to look in the litter bin. The children decided the real king was not coming today, so invited him to rest on their 'throne'. The sun was setting and like a golden crown it shone on the man's head. For those- children that day the most unlikely 'king' had come. We too may at any time be 'entertaining angels, or even a king unawares'.

This year we are spread to the four winds and Easter will be like no other. We can still though, in our own place, pray and care for each other and celebrate the seasonal liturgies.

I will lift-up my eyes to the hills,
where does my help come from?
My help comes from the Lord,
the Maker of heaven and earth.
He will not let your foot slip
he who watches over you will not slumber;
indeed, he who watches over Israel
will neither slumber not sleep.

Psalm 121.1-4

Keep praying! Keep safe!

The meeting closed at 11.50pm

Minutes of the Annual Parochial Church Meeting for the Parish of Leeds City Held at 11.50am at Leeds Minster on Sunday 18th October 2020

Present: The Reverend Canon Sam Corley (Chair) welcomed the 29 members of the electoral roll present in person and the 6 members of the electoral roll present online.

In attendance: The Reverend Judith Clark, Dr Ben Johnson, Richard Butterfield.

1 Appointment of Secretary to the Meeting: Canon Sam Corley proposed that Richard Butterfield be appointed as secretary. This was agreed unanimously by the meeting.

2 Apologies for absence: received from Lesley Allsopp, Margaret Dawson, Pam Eden, Lesley Enoch, Irenna Howell, Michael & Valerie Pawson and Ann Simpson.

3 Presentation of the Minutes from the 2019 APCM for approval and signing: these were accepted by the meeting as a true and accurate record.

4 Matters Arising from the Minutes not raised elsewhere on the Agenda: None.

5 Election of up to four members to the Parochial Church Council to serve until the APCM in 2023

There being no other nominations, Peter Edson and Diane Maloney were appointed as representatives of the laity to the Parochial Church Council to serve for three years until April 2023. Canon Sam noted that the PCC may co-opt additional members to fill the current vacancies on the PCC (one vacancy for one year, one for two years and two for three years) if needed during the course of the year.

6 Election of up to four members to the synod of Allerton Deanery

There being no other nominations, Kay Brown, Ann Clark and Simon Peatman were appointed as representatives of the parish to the Allerton Deanery Synod.

7 Appointment of Garbutt & Elliott as Independent Examiner.

A proposal to re-appoint Garbutt & Elliott as examiners was proposed by Trevor Parker, seconded by Peter Hart and agreed unanimously by the meeting.

8 Report on the new Electoral Roll: It was noted that since the last APCM John & Sheila Fisher and Sr Karen Elizabeth have moved away from Leeds and that Phil Rone, Tom Samwell and Brian Robinson have died. Following a period of revision, the electoral roll now stands at 98. Canon Sam stated that anyone else who wishes to be included on the roll, and who qualifies, is welcome to apply to join the roll at any time.

9 The Annual Report and comments on any matters contained within it.

Canon Sam thanked all those who had contributed to the Annual Report. That the meeting receives the report was proposed by Dr Christopher Webster, seconded by Dr Sara Caine and agreed unanimously by the meeting.

10 Financial Report of Year Ending 31st December 2019.

Canon Sam spoke to the financial report, a summary of which was contained on pages 21-23 of the Annual Report. He pointed out that the Parish had ended 2019 with a net surplus of £3,990. 2019 had been a significant year in that the parish had paid its parish share in full for the first time in many years. Trevor Parker proposed and Connie Hartley seconded that the meeting receive this report and this was agreed unanimously.

11 Rector's Remarks and Closing Prayers.

Canon Sam stated that the next Annual Vestry Meeting and Annual Parish Church Meeting will be held on Sunday 25th April 2021. He also stated that a change in the Church Representation Rules earlier in 2020 means that the APCM is no longer responsible for appointing sidespeople. This is now a function of the PCC and will be carried out at the first PCC after the APCM (10th November 2020).

Canon Sam provided an update about the works at Holy Trinity, Boar Lane which are continuing apace and are due to be completed in early December. Canon Sam reported that a proposal to transfer a portion of the south-west corner of the Leeds City Parish (including Holy Trinity, Boar Lane) to the parish of St George's had been passed unanimously by the PCCs of both Leeds City and St George's and is due to be sent to Bishop Nick for signing later this month ahead of it being sent to the Church Commissioners.

Canon Sam gave an overview of the return to worship in the building as lockdown restrictions eased and said how good it was to welcome the return of the choir. Sadly, bellringing has been suspended in the light of rising infection levels and advice from the Central Council of Church Bellringers. Sam thanked Ben Johnson and the Leeds Minster Society of Change Ringers for their contribution to our corporate life.

Canon Sam remarked on how good it was that The Reverend Judith Clark had finally been ordained a priest in the church of God after a delay due to Covid-19. Canon Sam also stated that, as a consequence of the same situation, he would be postponing his sabbatical – originally planned for the spring of 2021 – until the first three months of 2022.

Peter Hart asked that the contribution and example of Shirley Parker, Graham Platt, Phil Rone, Tom Samwell and Brian Robinson – who have each died in the last two years – be remembered.

There being no other business, the meeting concluded at 12.16pm with prayers led by Canon Sam Corley.

Reference and Administrative Details

The Leeds City Parish comprises the parish churches of St. Peter-at-Leeds (Leeds Minster) and Holy Trinity, Boar Lane. The redundant Church of St. John the Evangelist, New Briggate is located within the Parish and is in the care of the Churches Conservation Trust.

The Parish of Leeds City is in the Archdeaconry of Leeds, which itself is co-terminus with the Leeds Episcopal Area, part of the Diocese of Leeds, in the Province of York, within the Church of England.

The correspondence address is St. Peter's House, Kirkgate, Leeds LS2 7DJ.

The charity registration number is 1135593.

PCC members who served since the last APCM are:

Rector of Leeds:	The Revd Canon Sam Corley	
Lecturer:	The Revd Prof Simon Robinson	
Lay Reader:	Kay Brown	<i>Vice-Chair of the PCC</i>
Assistant Curate:	The Revd Judith Clark	<i>From 29th June 2019</i>
Church Wardens:	Trevor Parker	<i>Elected 18th October 2020 for 1 yr</i>
	Rhoda Wallace	<i>Elected 18th October 2020 for 1 yr</i>
Representatives on Deanery Synod:	Kay Brown	<i>Elected 18th Oct 2020 for 3 yrs</i>
	Ann Clark	<i>Elected 18th Oct 2020 for 3 yrs</i>
	Simon Peatman	<i>Elected 18th Oct 2020 for 3 yrs</i>
Elected Members:	Quentin Brown	<i>Elected 29th April 2018 for 3 yrs</i>
	David Dredge	<i>Elected 29th April 2018 for 3 yrs</i>
	Christopher Webster	<i>Elected 29th April 2018 for 3 yrs</i>
	Lesley Allsopp	<i>Elected 28th April 2019 for 3 yrs</i>
	Noreen Connor	<i>Elected 28th April 2019 for 3 yrs</i>
	John Tempest	<i>Elected 28th April 2019 for 3 yrs</i>
	Peter Edson	<i>Elected 18th Oct 2020 for 3 yrs</i>
	Diane Maloney	<i>Elected 18th Oct 2020 for 3 yrs</i>

*There are currently four vacancies on the PCC:
one vacancy for one year; one vacancy for two years; two vacancies for three years.*

PCC Secretary	Richard Butterfield	<i>From 18th October 2020</i>
PCC Treasurer	Diane Maloney	<i>Re-appointed 18th October 2020</i>
Principal Bankers:	CAF Bank Ltd, 25 Kings Hill Ave, Kings Hill, West Malling, Kent, ME19 4JQ NatWest, PO Box 666, Waterloo Street, Bolton, BL1 8FH CCLA Investment Management Ltd, The CBF Church of England Funds, 80 Cheapside, London, EC2V 6DZ	
Independent Examiner:	Laura Masheder FCA, DChA Garbutt & Elliott, 33 Park Place, Leeds, LS1 2RY	

Structure, Governance and Management

The Parochial Church Council 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 (Registration Number: 1135593). The method of appointment of PCC members is set out in the Church Representation Rules. All Church attendees are encouraged to register on the Electoral Roll and stand for election to the PCC.

Statement of PCC members' responsibilities in respect of the Annual Report and the Financial Statements

The PCC members are responsible for preparing the annual report and the financial statements in accordance with applicable law and regulations. The financial statements are required by law to give a true and fair view of the state of affairs of the parish and of the excess of expenditure over income for that period.

In preparing these financial statements, the PCC members are required to:

- select suitable accounting policies and then apply them consistently;
- observe the methods and principles in the applicable Charities SORP
- make judgements and estimates that are reasonable and prudent;
- state whether applicable UK Accounting Standards have been followed, subject to any material departures disclosed and explained in the financial statements; and
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charity will continue in its activities.

The PCC members are responsible for keeping proper accounting records which disclose with reasonable accuracy at any time the financial position of the parish and enable them to ensure that the financial statements comply with the Charities Act 2011 and the Church Accounting Regulations 2006. They have general responsibility for taking such steps as are reasonably open to them to safeguard the assets of the parish and to prevent and detect fraud and other irregularities.

Objectives and Activities

Leeds City PCC has the responsibility of co-operating with the Rector of Leeds in promoting in the ecclesiastical parish the whole mission of the Church, pastoral, evangelistic, social and ecumenical. It also has maintenance responsibilities for the Church of St. Peter at Leeds; the St. Peter's precinct buildings comprising St. Peter's House, the Church Hall (both of which are leased), and the caretaker's flat; and Holy Trinity Church. When reviewing the aims and objectives of the charity, and in planning future activities, the trustees have complied with the duty in section 17 of the Charities Act 2011 to have due regard to public benefit guidance published by the Commission.

Achievements and Performance

Key events in the past 12 months:

Covid-19: 2020 will always be remembered as the year when the impact of the Covid-19 pandemic was first experienced. What is not yet clear is for how long that impact will continue to have serious implications on our well-being, not least in terms of our health, social interactions, and economic stability. In common with many other places of worship and religious organisations, the Parish of Leeds City has been severely affected by these implications and by this uncertainty.

The Archbishops of Canterbury and York requested that all services be suspended in Church of England Churches on Tuesday 17th March 2020. This was implemented that same day following the Holy Communion service at 13.05. For the rest of that week the church was open between noon and 2pm. At 2pm on Friday 20th March, the Minster closed for all services and events until further notice. This was followed by the announcement of a national lockdown on Monday 23rd March and all worship in churches remained suspended until 4th July. At that point the PCC made the decision to open for private prayer only between 10am and noon on Sundays and authorised dispensing with the reading of Morning and Evening Prayer as required by Canon B 11, and the celebration of the Holy Communion as required by Canon B 14, on the following four Sundays.

From 2nd August we opened for a simple, said service of Holy Communion and for occasional offices as required. All other services remained suspended and no events were held in the building. From 23rd August our worship was enriched by a cantor singing parts of the service and the full choir began to sing again when all three of our Sunday services resumed from 4th October. No sooner had a healthy rhythm been established than a second lockdown came into force the day after our services for All Saints and All Souls on 1st November. The Minster remained closed for worship until the Second Sunday of Advent, 6th December, when Sunday services resumed. The beginning of third lockdown, announced on Monday 4th January 2021, led to further adjustments, with the Minster remaining closed other than for one simple said Communion service at 10am on Sundays.

Throughout this time, our congregational life has been sustained through emails containing various news and resources, appended to which has been at least one Order of Service and homily for people to pray through and read at home. After Easter a midweek lunchtime service was offered via Zoom and a series of reflections on the Resurrection appearances was recorded and posted on the Minster's Facebook page. This was followed by a series of videos exploring the books of the Bible and then a third series exploring different ways of praying. These videos all remain visible on the Leeds Minister YouTube Channel:

https://www.youtube.com/channel/UCfaYBKgVZH4ZpRYL3Md_IRw.

Throughout this time of disruption, the support, flexibility and dedication of the churchwardens, sidespeople, choir and organists, bell ringers, sacristan and serving team and Minster staff has been tremendous. Likewise, the congregation - those who have been praying with us and for us from home, as well as those who have attended services – have offered support, care and encouragement to the Minister staff, officers and volunteers and to one another. It has felt like a time of growth, despite the significant sense of loss, demand and challenge.

Finance: In the last annual report we celebrated 2019 as the year when, for the first time in many years, we paid our parish share in full. The total amount paid to the Diocese of Leeds was £58,584. We continued to maintain this commitment for the first six months of 2020, but the financial pressures caused by the pandemic became too acute for us to sustain this for the second half of the year. We ended 2020 having paid 50% of our parish share (£30,223 of a request for £60,451).

On 27th January 2020, staff and officers fell victim to an attempted scam. While monies had been transferred electronically, the payment was stopped by the bank before the funds left our account. A review of procedures was undertaken and reported to the PCC. A Serious Incident Report was submitted to the Charity Commission on 4th February 2020

With the building closed for events and services, and two commercial offices vacated in St Peter's House and St Peter's Hall, we lost on average £5000-£6000 a month against expected income from April 2020 through until the end of the year. This is expected to continue into 2021 for as long as the offices remain vacant and the Minster building remains closed due to the Covid-19 pandemic. The decision not to pay parish share, along with one-off donations from members of the congregation in response to a special appeal for additional funds, enabled us to meet all our other financial obligations and to sustain free reserves at a level similar to that achieved in 2019. At the same time, not being able to pay 50% of our parish share contribution in 2020 was a source of real regret and disappointment to the PCC. The decision to suspend parish share payments will be reviewed next at the end of March 2021.

Staffing: Pressure on the parish's finances meant that the post of part-time cleaner at Holy Trinity was made redundant with effect from 31st July 2020. The lack of grant funding and pressure on the parish's finances meant that the post of Education Officer was also made redundant, effective from 31st October 2020.

The parish continues to employ a Director of Operations (funded by a grant from the Diocese of Leeds); a Director of Music and a Sub Organist (both posts supported by a grant from The Friends of the Music of Leeds Minster); a Finance Office (funded by The Harrisons Charity); and a Caretaker (with salary and accommodation provided direct from parish resources).

On 19th October 2020, a member of staff was involved in a ladder fall and remained off work for the rest of the year. The incident was reported to Leeds City Council's Environmental Health Department and our Health & Safety Consultants, Alpha Swanson Limited, undertook a review which was reported to the PCC. Measures have been put in place subsequently to avoid a repetition of the accident.

Special Services: The impact of the pandemic meant that almost all the additional services usually hosted at the Minster over the course of a normal year were cancelled. An exception was the Ordination of Priests from across the Leeds Episcopal Area which, although delayed from Petertide and reduced significantly in scale, took place across two services on Saturday 3rd October. An added delight was that our Assistant Curate, The Reverend Judith Clark, was one of those ordained priest that day.

The loss of services over Holy Week and Easter was grievous, so it was some comfort to be able to hold an Advent Carol Service and a Christmas Carol Service in December though, like the ordinations, these were reduced in scale and scope and were attended by much smaller congregations.

St John's Church: The Parish of Leeds City continues to have some responsibilities for the Church of St John the Evangelist, New Briggate, which is the regional headquarters for the Churches Conservation Trust (CCT). St. John's is in the care of the CCT, but the Rector is still technically the incumbent. The PCC is responsible for the Churchyard at St. John's, including insurance obligations, though the care and maintenance of the Churchyard is undertaken by Leeds City Council. In 2019 the PCC discussed proposals for the churchyard and the external area around the church developed by Leeds City Council. These plans remain at the development stage, though significant work to the east of the church is underway to pedestrianise New Briggate, and it is hoped that these works will see the proposals for the churchyard move forwards.

Holy Trinity Church, Boar Lane: With the last service in Holy Trinity having taken place in September 2019, the church remained closed for services and events throughout 2020. Preparations continued on the redevelopment plans and works began on site from Monday 11th May 2020. The lead contractor, Brookes Contracting Ltd, worked hard to ensure that Covid-19 secure guidance was followed by everyone working on the site and a good relationship with the Trinity Shopping Centre was sustained throughout the works. Covid-19 secure guidance and issues in the supply chain delayed some aspects of the work and lengthened the overall time taken to complete the works beyond the initial projected timescale, but work continued to be undertaken to a high standard and a revised date for practical completion by the end of January 2021 was agreed.

In March 2020, the Parochial Church Councils of Leeds City Parish and of St George's Leeds agreed to the transfer in principle of a part of the Leeds City Parish – which includes Holy Trinity, Boar Lane - to the Parish of St George's Leeds. The rationale behind this proposal was to better enable effective mission and ministry out of the church, and to best secure the long-term sustainability of the project being funded by the Strategic Development Fund of the Church Commissioners and The Diocese of Leeds to establish out of Holy Trinity a mid-week ministry focussed on those who work in the City Centre. These proposals were accepted by the Leeds Episcopal Area Mission and Pastoral Committee in the autumn of 2020 and are now with the Church Commissioners. It is hoped that this transfer will be completed by the end of April 2021 and preparations for an effective handover of the building and linked investments are in hand. The move represents a deepening of the partnership between Leeds City Parish and St George's Leeds which was always in view throughout the development of the project at Holy Trinity, and the parish looks forward to contributing to the new ministry there. The transfer should also free up time and resources to enable the Leeds City Parish to focus on the significant missional, financial and maintenance challenges at Leeds Minister.

Leeds Minster: Before the first lockdown began in March, we were able to host the weekly series of lunchtime lectures throughout February organised by The Leeds Civic Trust and delivered by Dr Kevin Grady. If anything, attendances were better than in previous years when the lectures have been hosted at Holy Trinity. During the first lockdown two lectures by Professor Joyce Hill were delivered over Zoom.

Throughout the year small works to the building were undertaken. Security grilles were installed over the steps to the boiler house. Three downspouts were replaced at the South West end of the church. Repairs to the paving on the North side of the church were undertaken and the pruning of trees around the church and throughout the precinct was carried out. A like-for-like replacement of the wheel on the eighth bell was made by Taylors of Loughborough and installed by our ringers. Internally minor repairs to the organ blower were carried out and a new piano was purchased for the song room. The walls of the vestries were repainted and the floor of the song room was sanded, levelled and revarnished.

In October we were delighted to receive the news that we had been awarded £326,237 from the Culture Recovery Fund for Major Works towards the cost of replacing roofs at the Minster. A great deal of time was spent over the course of the rest of the year running a competitive tendering process. Interest was less than expected, and the only tender submitted was much higher than forecast. Intense negotiations followed at the end of which we agreed a programme of works to replace all the roofs over the east end vestries and corridor that will be completed by the deadline of 31st March 2021 stipulated by the grant awarding body. The grant funding is for 80% of the initial projected cost of the project (not including VAT, which can be reclaimed under the Listed Places of Worship Scheme) and thus requires the PCC to contribute the remaining 20% of the cost of the total project. This amounts to £81,500 of which the PCC had secured £78,000 before the end of December 2020.

Music Department: A full report on the activities of the music department is detailed elsewhere in the annual report. Suffice to say that following the departure of Paul Dewhurst for Bridlington in December 2019, it was a delight to welcome Alexander Woodrow as Director of Music in February 2020. Once again, David Houlder oversaw the interim with skill and good humour and ensured that Alex arrived to a choir in good heart and voice. Alex made a superb start before the severe disruptions of Covid-19 intervened. Nevertheless, Alex worked tirelessly to establish himself and sustain the morale of the choir throughout the rest of the year. It has been a delight to welcome the choir to lead our worship when it has been safe and permissible to do so and online organ recitals and choir performances recorded remotely and mixed by Russell Sowden have been greatly appreciated. We have continued to honour our financial commitment to our choral and organ scholars throughout the pandemic thanks to a generous grant from the Liz & Terry Bramall Foundation, with additional scholarships made possible by a generous legacy. This funding also made it possible for us to recruit a fresh batch of scholars ready for the start of the new academic year in September 2020. The regular work of the choir continued to be funded most generously by the Friends of the Music of Leeds Minster, with additional monies awarded by The Friends towards organ repairs and the costs of a new piano for the song room and sanding of the song room floor.

Education: The Covid-19 pandemic made it impossible for schools to visit the building. The Education Officer resourced schools with various online materials. Grant funding used to finance the post of Education Officer came to an end in 2020 and the lack of alternative sources of funding and the pressure on the parish's finances meant that, with enormous regret, the post was made redundant, effective from 31st October 2020.

The role of the Rector of Leeds: The Rector continues to play a role in the various charities and trusts of which he is an ex-officio member by virtue of his office, including The Market Place, the Harrison's Charity, the Friends of the Music of Leeds Minster, the Leeds Church Extension Society and the Leeds Church Institute. Canon Sam continues to service as Chair of the House of Clergy in the Diocese of Leeds and as Chair of the Forum for Diocesan Clergy Chairs nationally. He remains a member of the Diocesan Board, the Leeds Episcopal Area Staff Team and a governor of St. Peter's School and is also a member of the Diocesan Strategic Safeguarding Committee and a member of the Past Cases Review Group. Further afield, Sam continues his work with the Ministry Division of the Church of England, acting as a Panel Secretary on Bishops' Advisory Panels and as a member of the Candidates' Panel of Ministry Division. He has also continued his work with the Future Clergy Review Group and developing a new discernment quality framework under the Selection Oversight Group.

Safeguarding and Health & Safety: At a meeting on 10th November 2020, the PCC reviewed and renewed its commitment to the Safeguarding Policy Statement 'Promoting a Safer Church' published by the House of Bishops in 2017. This will continue to be reviewed annually, and the relevant policy and contact information is displayed on notices boards in both churches and is also accessible on the Minster website. At the same meeting in November, the PCC re-appointed Kay Brown as the Parish Safeguarding Officer. Richard Butterfield oversees health and safety on behalf of the PCC. We continue to be well supported by Alpha Swanson, our Health and Safety consultants, to ensure that the PCC is fulfilling its obligations in this area, and a health and safety working group met during the year.

Conclusion: 2020 was a year like no other. As stated at the start of this report, the full impact of the pandemic is yet unclear. The PCC is committed to working as hard as it can, under God, to ensure that the ministry of the parish continues through and beyond this period of considerable uncertainty and challenge.

The Reverend Canon Sam Corley
Chair of the PCC

Report from the Churchwardens

As I sit at my desk, I am looking at the objects on my desk: a photo of Shirley, taken many years ago, on holiday in Wales; a robin figure; a small icon of the Madonna & child and a laser printed cat my Granddaughter Molly made. Each have memories connected to them.

What of the year 2020? What memories do we all have? Masks; safe distancing; separation and isolation; hand washing and a virus that has changed how we live. Whatever your memories and reflections of the year. of one thing I am assured:

'Jesus Christ is the same yesterday and today and forever.'

Over the year, we learnt how to 'do church', in some new and exciting ways, as Jesus preached to the crowd from a boat or a mount. We took to Zoom to communicate the Minster's services and prayers. Email delivered our service sheets, our information and updates. Facebook gave us an opportunity to listen to and see music from the Minster; and as Jesus delivered parables to help those who listened to understand the gospel, Canon Sam delivered interesting insights into each of the books of the Bible, (using a variety of family pets and objects) via Facebook.

For a short period we were able to worship together, wearing masks, signing forms, safe distancing. It was good to see each other even with these restriction. Thank you to Canon Sam, the Team, and all those who made it possible and created a safe environment.

Canon Sam's report outlines the main changes that have occurred during the year, including the refurbishment and re-organisation of Holy Trinity, Boar Lane, and the impact of our financial situation on the Minster's staff and outreach.

I am sure that I speak, not only for the Churchwardens but for the whole Minster family, in passing on our sincere thanks to Canon Sam for his dedicated leadership, pastoral care and commitment to the parish of Leeds City and to The Reverend Judith Clark, our Assistant Curate, for her commitment to the life and work of the Minster. We also greatly appreciate Kay and Simon's very welcome contributions to our spiritual life.

We also say a big thank you to the 'music department', for all they have contributed, in difficult circumstances, and especially to Alex Woodrow, who had to deal with the impact of the virus on the Choral foundation so soon after arriving in Leeds. Thank you to Richard our Director of Operations and the parish staff for all they have contributed over the last year.

We express our appreciation and admiration to all our dedicated volunteers; Sidespeople; Welcomers; Stewards and other Minster helpers who freely give of their time and energies. We as Churchwardens are indebted to all who give pastoral help and we remember all those of the Minster family who need our prayers and support at this time, and we remember those who have been called to the Lord during the year.

As we move into a new year and see the battle against the virus making positive strides forward - we plan and look forward to being able to have fellowship again with each other. Being able to sit and have a chat over a cup of tea or coffee without wearing masks or distancing, and at last to be able to greet one another properly!

As we learn from the past and move forward in grace, I would like to take the opportunity to thank Rhoda, Canon Sam, the Team and all the Minster family for making my time as a Churchwarden a pleasure and one full of lasting memories.

Some words of Hope from I Peter, chapter 1:

'Praise be to the God and Father of our Lord Jesus Christ! In his great mercy, he has given us new birth into a living hope through the resurrection of Jesus Christ from the dead, and into an inheritance that can never perish, spoil or fade. This inheritance is kept in heaven for you, who through faith are shielded by God's power until the coming of the salvation that is ready to be revealed in the last time.'

God Bless and Keep Safe!

Trevor Parker and Rhoda Wallace
Churchwardens

Report from Holy Trinity Church

The redevelopment works at Holy Trinity were an undoubted highlight of an otherwise challenging year. With plans devised, funding in place and faculty approval secured (all in record time), just the modest task of delivering the work remained. A competitive tendering process resulted in Brooks Contracting Ltd of Leeds being selected as our lead contractor. Work had been due to start in April, but the uncertainties associated with the first lockdown prompted a short pause before work began on site on 11th May, with working arrangements modified to ensure a Covid-secure environment.

Looking back, it is remarkable to think that the entire building project has been completed through extended periods of restrictions and through three lockdowns. While this has meant that timescales have been extended, there have also been unexpected benefits. Erecting scaffolding and managing work to the exterior of the building has been greatly eased by the low levels of city centre footfall and the helpful and accommodating approach taken by the Trinity Centre and our neighbours at The Botanist.

As a very visible church in Leeds city centre, it was important that the refurbishment programme made a positive impact. The presentation of the building reflects our care of an important Grade I Listed Building, but also makes a statement about the presence and intent of the church in Leeds. Improvements to the exterior include cleaning the stonework, repairing damaged and worn masonry and repointing. While deeply ingrained dirt could not be removed without damaging the surface of the stone, the result is still noticeably cleaner and the repairs will help to protect the church into the long term.

Other improvements to the exterior included the replacement of the clerestory windows, two of the south aisle windows, painting window frames and re-staining of all the exterior doors. The finishing touch is the exterior lighting scheme, with downlighters to the facades and uplighters to the tower, creating a new landmark on the evening streetscape of Leeds.

The refurbishment of the interior of the church has revealed and restored the beauty and simplicity of its lines, reflecting its Classical architecture, as well as creating a more flexible space. This process has involved removing later additions such as intrusive light fittings, the organ loft in the north aisle and redundant heating pipes, while historical features have been restored. The wealth of memorials which help to tell the story of the founding of the church, have been cleaned and conserved, while the nineteenth century O'Connor window of 'Christ in Glory' has been cleaned and re-leaded. The altar platform has been removed, revealing an earlier marble dais and more of the beautiful chequerboard tiling in the sanctuary.

The existing flooring arrangements were unsatisfactory, so floor levels and ramps have been reconfigured. A stunning new floor of engineered oak has been installed, with underfloor heating to

improve comfort and environmental efficiency. Level access into the former café area has been created, with two of the windows on the north side of the church being removed to create access into a new foyer area. The new flooring is complemented by 180 new stackable chairs, which give the building full flexibility for a range of functions. This will accommodate different nave layouts for worship, but will also open-up opportunities for the church to be used for concerts, lectures, conferences, dinners, exhibitions and events. All of this is supported by a comprehensive, high spec audio visual system and by controllable lighting.

Paint samples were taken and analysed to help understand the historical development of the décor. This confirmed that neutral tones characterised the earliest days of the church, and this informed the colour scheme for the refurbishment. The lighting design works to highlight the architectural features of the interior, with uplighters to the columns, spots to the memorials and sanctuary and a coloured wash to the window reveals at clerestory level.

While the circumstances have been challenging at times, the process of managing the project has been hugely rewarding. Every aspect of the building has been tested, restored or renewed, creating a coherent and workable setting. As the church nears the three hundredth anniversary of its consecration, we can be satisfied that it is once again fit and ready to meet the needs of the City it serves. I am sure we all look forward to when people can be welcomed through its doors again, as a centre of mission and worship in the heart of Leeds.

Richard Butterfield
Director of Operations & Development

Report from the Allerton Deanery Synod

Deanery Synod is a group of clergy and elected lay members who act as a forum for discussion and decision making around the organisation of the church and the interface between church and society. Leeds City Parish sits within Allerton Deanery, one of four deaneries currently within the Leeds Episcopal area. During the past year, we have not run to the usual pattern and some of our meetings have been cancelled due to the impact of the pandemic, as was the Deanery service in 2020.

That said, a very successful online synod was held in October jointly with the other Deaneries in the Leeds Episcopal Area. The topic was Health and Well-being, with two keynote speakers and plenty of time for discussion. The Revd Dr Gillian Straine, CEO of the Guild of Health and St Raphael, spoke on why health and well-being should matter to Christians and offered interesting reflections on faith and healing. The Revd Ben Rhodes, who heads up chaplaincy in the Leeds Teaching Hospitals Trust, then talked of the experience of faith in our local hospitals, and in particular how they are bringing Christ to those isolated through illness and bereavement during the pandemic. There was good opportunity to discuss a very pertinent topic.

In January there was a meeting of Allerton Deanery Synod, with a lively debate about the future shape of deaneries in Leeds and an introduction to the Rhythm of Life, and which we are now exploring in Lent groups.

Our Deanery representatives for this three year term are Ann Clark, Simon Peatman and Kay Brown (also Lay Chair of Allerton Deanery). Please do talk to us about the life of the Deanery and do support any Deanery events you are able to as it is enriching to forge links across the city.

Kay Brown
Licensed Lay Minister

Report from the Music Department

Owing to the Covid-19 pandemic, dramatically less music has been offered and heard at Leeds Minster in 2020 than in any other year in the church's distinguished musical history. As I write, 62 days into the third national lockdown, 2021 is so far succeeding in like manner, although at least there is the prospect of society opening up in a measured way over the coming months, bringing with it the hope that our Minster Choir can once again return to rehearsing and service singing as the year progresses, hopefully in an irreversible way rather than in the dispiriting stop-start manner of the last 12 months.

Prior to my arrival in February 2020, David Houlder ably took on the stewardship of the Minster Choir on an interim basis, often assisted by Organ Scholar Chantal Berry. I am very grateful to David for maintaining the choir's high standards and good spirits before my arrival, as well as to Canon Sam, our staff team, our choir members and wider members of the Minster community for their warm welcome. On 9th March, the choir gave a moving account of Maunder's 'Olivet to Calvary' in Leeds Town Hall. The following Sunday, unclear to us at the time, we were to sing our final choral services for six and a half months.

During the extended lockdown, the Minster Choir kept together socially, through a members' page on Facebook, and musically, delving into the world of multi-track virtual recordings, with individual singers recording their own vocal lines to a range of anthems at home, and Russ Sowden, tenor in the choir, expertly mixing all of the parts together. I am so grateful to Russ for devoting hours to editing these recordings which gave pleasure and comfort not only to members of our regular congregation, but also to a wider public via the setting up of a YouTube channel, 'Music from Leeds Minster'. The wonders of technology!

Public organ recitals ceased on Friday 20th March 2020 and may well not resume until beyond the summer of 2021. As a response to this, from September we have been publishing a lunchtime organ recital every Friday, the lion's share of the playing shared between David Houlder, Christopher Newton and myself, enlivened by occasional welcome appearances from our Organ Scholars and visiting players. The process of recording, editing and uploading these videos week by week has been more than repaid by the number of people who have tuned-in to watch these organ performances from the Minster: we have amassed over 18,000 views over the various lockdowns, showcasing our fabulous Harrison/Schulze organ to a wide public. The hope is that some of them may well be inspired to visit us when our usual programme resumes.

Over July and August, a simple Sunday morning service was held each week at the Minster and we subsequently put out a plea for individual singers from the Minster Choir who might like to serve as cantor at these services. The response was overwhelming and, in the end, we had a series of six Sunday services, all of them with a different cantor and all of them enhanced by a different Mass setting and a wide variety of anthems and hymns. The fact that we have such willing and confident singers among our ranks in the Minster Choir, and such a profusion of them, is wonderfully encouraging. The new academic year then brought with it a bumper crop of applicants for our Choral Scholarships and we made five appointments who brought with them, variously, choral experience from Jesus College, Cambridge; Liverpool, Wakefield, Belfast and Leicester Cathedrals. We also welcomed William Campbell as Organ Scholar, to read Music at York University but bringing with him the experience of another Organ Scholarship at Guildford Cathedral. He has recently gained his ARCO diploma and has already established himself as an extremely fine and promising musician. The great disappointment is that our newly appointed members have had so few opportunities for choral singing so far this academic year.

When the choir resumed to rehearsals in September and services in October, we formulated a strict protocol in order to be as Covid-secure as possible. The sight of 24 or more socially distanced

choir members dispersed geometrically across the chancel and sanctuary was a new and imposing experience and it was truly amazing how quickly choir members adapted to balancing and ensemble issues inherent in such a widely spaced arrangement. October saw a wonderful month of excellent music making and with the new scholars quickly finding their feet and settling in seemingly effortlessly, despite the strange rehearsal circumstances. A very beautiful Requiem Eucharist at which the Faure setting was offered on the Eve of All Souls' saw our final service before the November lockdown. It was a delight to be able to make some music again during Advent and to sing on Christmas Day. While we did not have the usual seasonal programme of services, concerts and other events in December, nevertheless two concise carol services were achieved and the choir also recorded a popular virtual recital to round off the term's organ series, ably directed by Organ Scholar Chantal Berry and with William accompanying at the console. The skill, patience and adaptability of all of our choir members during the last few months has been both humbling and inspiring.

As I write, we do not know when we may resume our music making. Our risk mitigation measures and protocol are likely to remain in force for some time yet. I have managed 11 Sundays with the full Minster Choir in 13 months. We are all desperate to return to it all when permitted. Despite all of the frustrations and challenges I am delighted to be here and working with such a positive and able team. My sincere thanks to our talented musicians; and let us hope that as 2021 continues we see a consistently improving picture.

Alexander Woodrow
Director of Music

Report from St Peter's Church of England Primary School



It is now almost a year since we had to close the school because of the outbreak of the coronavirus. Looking back, none of us believed that this would last so long or cause such change to all our lives. In mid-March staff were enjoying an away day treasure hunt at Temple Newsam, running about in teams in the spring sunshine. A week later the announcement came that schools would close.

Throughout the year children have attended school and then had to stay at home a number of times. This has been at the government's instruction and also where cases in school have meant individual classes have been sent home for two weeks. This has obviously caused disruption to their learning and the lives of their families. Children went home with packs containing enough work to keep them busy for the two weeks isolation and then arrived back at school to continue face-to-face lessons.

Staff have had to learn quickly how to teach children remotely and become skilled at linking in video clips and recording teaching for them to follow. They have communicated with them throughout via class blogs. It has been a challenge for all members of our school community, but the positive attitude and dedication of our staff and families has allowed children to learn, engage and access a wide range of subjects.

We have continued to have children of critical workers in school and pupils with learning difficulties. The staff have kept them on track with learning, exercise and plenty of fun.

In terms of the Christian celebrations in school we have had to celebrate a great deal remotely. Harvest was led by a class who recorded their presentation for families and classes. Pupils have taken part in worship via Zoom for All Saints, Remembrance, Christmas, Epiphany and Lent. It was great to have Canon Sam and The Reverend Judith Clark leading our Christmas worship online.

In addition to these events, we worship together three times each week and children enjoy seeing each other on class Zoom worship days. Parents are able to follow our worship at home too and this offers them an opportunity to reflect with us on themes such as patience, hope and giving thanks to other. Qualities we have all had to demonstrate over the past year.

We are currently having some classrooms extended and a new classroom built. It will be wonderful to have more space for the children on their return and we very much look forward to welcoming them all back on 8th March.

Liz Holliday
Head Teacher

Report from the Leeds Minster Society of Change Ringers

General update: Well, it's safe to say that at this point last year, we couldn't have foreseen how different the ringing over the past year could have been. We have worked hard to ensure that we keep the band and their extended families together, using all the different platforms available, and I am confident that when we are able to start ringing again, we will make the most of being able to ring-out with joy.

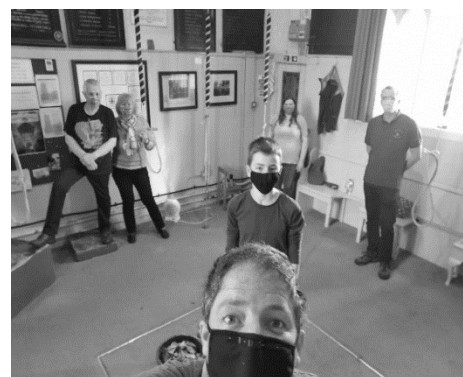


Ringling:

Between the start of 2020 and the 16th of March (when we took the decision to pause ringing due to the pandemic) we rang for all Sunday morning services and Thursday practice nights as well as all 3 monthly Sunday advanced sessions, with a quarter peal on 15th March to celebrate the engagement of two couples from our band.

The Leeds 12 Bell team had been working very hard towards a 2020 eliminator at Chester Cathedral and had been achieving very promising results before the entire year was lost. Finals at Sheffield 2020 and Guildford Cathedral 2021 have already had to be cancelled, but there is a great appetite nationally for a substitute event to be held in Autumn 2021, restrictions permitting. Unfortunately we weren't able to ring for the VE day celebrations as we had planned to, but in August the restrictions had eased enough that we were able to ring 4 bells to celebrate the 75th anniversary of VJ day.

When Sunday morning services recommenced on 6th September, after extensive risk assessments, hand sanitiser etc. we commenced ringing for the Sunday morning services, ringing a combination of bells, which fulfilled all the guidelines agreed by the Central Council of Church Bell Ringers (CCCBR) and the Church of England's Recovery Group, to ensure a safe environment. We were able to continue like this for six Sundays, until national restrictions took hold again in mid October and ringing had to pause at Leeds Minster. Unfortunately, with the continuing restrictions, we have not been able to ring again since.



The ringers on 4th October 2020 following ringing for the Sunday morning service.

Fingers crossed that 2021 will see the return of the glorious sound of the bells of Leeds Minster ringing out once again over the city.



Lifting the trapdoors to bring the new wheel up the tower

Maintenance: At the end of 2019 we discovered a broken wheel on the 8th bell,. This was repaired temporarily until a new one could be sourced and fitted. Thankfully, we managed to source the replacement wheel, with financial help from a grant from the Leeds Branch of the Yorkshire Association, as well as the Minster, managing to collect it at the start of March, from Taylor’s Bell Foundry in Loughborough. This had to wait until the restrictions began to ease in July before it could be fitted.

A full inspection of the bells and tower was carried out by the ringers in early July to ensure that nothing unforeseen had happened in the tower since we stopped ringing in March. Reassuringly the only significant thing we found was

that pigeons had managed to get through various sections of netting, and this had to be repaired to stop them making further mess inside the belfry.

Other activities: To help keep the band together during the past year we have held regular get togethers on Zoom at the same time as our practice nights on a Thursday and Sunday mornings. We are extremely grateful to Wendy and Graham Bloom for coordinating this and more recently Simon Kemp for letting us use his Zoom account. Numbers have remained comfortably high, with technology meaning that old and new LMSCR members and supporters have joined us from France, Guildford, Morecambe, Ripon and Wales amongst others.



The Johnson Dumbbell

Although ringing in the normal sense has had to take a back seat over 2020, it has seen the emergence of multiple advances in virtual ringing technology – the most notable is an interface called Ringing Room (developed by a couple of ringers from Boston, Massachusetts, USA), which was even featured on the BBC news quite early on in the whole Pandemic in May 2020. Eight members of LMSCR were early adopters of this site in April last year. At the start of the lockdown. I decided that I would build a fully working model bell so that I could still ring in a semi normal way, during the enforced break from ringing. I also joined a team to develop electronic handbells (eBells) which have proved extremely popular, again allowing ringers from all over the world to ring together, mimicking how a normal handbell is rung.

It is hoped that Yorkshire Day (1st August), will see many towers in the county open for visitors with demonstrations of ringing to offer an introduction to anyone who might like to take up this rewarding pastime. We hope to take part (restrictions permitting) and will have the Dumbbell and eBells on display for people to have a go on.

If any members of the Minster community would like to come and have a look (or indeed a go) at bell ringing, or would like to know more about the bells, clock etc, please don’t hesitate to contact me via the email address on the Bells page of the Minster’s website.

LMSCR would like to thank Canon Sam Corley and the whole Minster team for their continued support through such a difficult time and we are looking forward to regaining our part in the worship of the congregation

Dr Benjamin Johnson
Ringing Master

Report from St Peter's Singers of Leeds

As for everyone connected with Leeds Minster and with live music, 2020 was a sad and mostly silent time for St Peter's Singers.

We were able to give our annual lunchtime recital in Leeds Town Hall – directed with great skill by Alasdair Jamieson, standing in for Dr Lindley – before the pandemic arrived. However this was followed by the huge disappointment of having to postpone the second performance of *Penthos* – a magnificent work created by two of our own members – which was to be the centrepiece of our presentation of 'Music for Good Friday'. All subsequent events were also cancelled.

However, we were able to hold some rehearsals in October and December, and were thrilled to sing at the Eucharist on 3rd January. This was all made possible by the work done by Alex Woodrow in pioneering the return of singing to the Minster in the autumn, and our sincerest thanks go to him, and to Canon Sam and Richard Butterfield, for enabling us to meet. For spirits that were flagging and down, this was a most real and practical enactment of hope! Thanks also go to Alex for leading us in that period.

2020 brought St Peter's Singers to another crossroad as Dr Lindley advised us in September of his decision to retire from his position as Director of Music. This was undoubtedly a considerable wrench for him, and marks the end of an extraordinary era for the Singers, going all the way back to its foundation in 1977. His association with the choir was longer than that of even the longest-serving members, and we owe him a huge debt of gratitude for the energy, vision, generosity and sheer musical inspiration that he brought to everything the choir did in its mission to enrich the musical and spiritual life of the Minster, of the city of Leeds and of the surrounding area.

At the time of writing, the process of recruiting Dr Lindley's successor is underway, and we hope to make an announcement in due course. The choir is well-placed to restart when restrictions are lifted, and to begin a new life under new leadership, rebuild our membership and make music once more. One of our first decisions will be when, not if, to reschedule *Penthos*.

Quentin Brown
Chair

Financial Report

Total receipts on unrestricted general funds were £161,198 (2019: £212,773), and are detailed in the financial statements. The largest element is donations and legacies at £103,036 (2019: £96,033). Charitable activities raised total funds of £4,236 (2019: £17,791), and other trading activities raised £22,099 (2019: £47,752).

Total expenditure from the unrestricted funds was £152,685 (2019: £212,253) again detailed in the financial statements, to give a net result for the year on unrestricted funds of a surplus of £10,029 (2019: surplus £3,990) after taking into account gains on investment revaluations of £1,516 (2019: (£3,470)). The contribution paid to the diocesan parish share was £30,223, our required contribution was £60,451. Our cumulative outstanding parish share is £294,679. Total funds at 31 December 2020 were £1,090,662 (2019: £1,418,857) of which £831,007 (2019: £820,978) were unrestricted. The restricted funds at 31 December 2020 were £259,655 (2019: £597,879).

The trustees have prepared financial projections, taking into consideration the current economic climate and its potential impact on the sources of income and planned expenditure. They have a reasonable expectation that adequate financial resources are available to enable the charity to continue in operational existence for the foreseeable future, and have adequate contingency plans in the event that income streams are reduced. Whilst the global economy has been significantly impacted by the COVID-19 virus, the charity still has reserves sufficient to meet its immediate requirements. Consequently the financial statements have therefore been prepared on the basis that the charity is a going concern.

It is PCC policy to maintain, if possible, free reserves which equates to approximately three months budgeted unrestricted payments (to include paying the diocesan share in full) to cover emergency situations that may arise from time to time. At 31 December 2020 this requirement was approximately £38,000. The balance of £29,997 (2019: £23,544) on unrestricted funds held in net current assets at the year-end is inadequate to meet this target and the PCC members are to consider how to address this matter.

Statement of Financial Activities

For the year ended 31 December 2020

	Unrestricted Funds	Restricted Funds	2020 Total Funds	2019 Total Funds
	£	£	£	£
Income from:				
Donations & legacies	103,036	578,243	681,279	732,858
Charitable activities	3,526	710	4,236	17,791
Other trading activities	21,749	350	22,099	47,752
Investments	32,887		32,887	54,136
Total income	161,198	579,303	740,501	852,537
Expenditure on:				
Raising funds	972	-	972	2,621
Charitable activities	151,713	113,769	265,482	341,038
Holy Trinity Project	-	807,565	807,454	43,034
Total expenditure	152,685	921,334	1,074,019	386,693
Net income/ (expenditure) <i>before other recognised gains</i>	8,513	(342,031)	(333,518)	465,844
Other recognised gains/(losses):				
Realised and unrealised gains on investments	1,516	3,807	5,323	11,893
Net movement in funds	10,029	(338,224)	(328,195)	477,737
Reconciliation of funds:				
Total funds brought forward	820,978	597,879	1,418,857	941,120
Total funds carried forward	831,007	259,655	1,090,662	1,418,857

Balance Sheet as at 31 December 2020

	31 December 2018		31 December 2018	
	£	£	£	£
Fixed Assets				
Tangible fixed assets	180,000		180,000	
Investment property	595,000		595,000	
Investments	80,192		74,869	
		849,869		849,869
Current Assets				
Debtors	27,712		34,350	
Bank	274,535		543,536	
	302,247		577,886	
Creditors:				
amounts falling due within one year	(68,837)		(8,898)	
Net Current Assets		233,410		568,988
Net Assets		1,090,662		1,418,857
Funds:				
Unrestricted funds	831,007		820,978	
Restricted funds	259,655		597,879	
	1,090,662		1,418,857	

Approved by the Parochial Church Council on 23rd March 2021 and signed on its behalf by:



The Reverend Canon Sam Corley
Rector of Leeds

Charity number: 1135593

The Parish of Leeds City PCC
Trustees' Report and Financial Statements
For the year ended 31 December 2020



The Parish of Leeds City PCC

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The Parish of Leeds City PCC

Trustees' Report for the year ended 31 December 2020

The Trustees present their annual report and financial statements for the year to 31 December 2020.

These financial statements have been prepared in accordance with Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their financial statements in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective 1 January 2019) as detailed in the accounting policies.

Reference and Administrative Details

The Leeds City Parish comprises the parish churches of St. Peter-at-Leeds (Leeds Minster) and Holy Trinity, Boar Lane. The redundant Church of St. John the Evangelist, New Briggate is located within the Parish and is in the care of the Churches Conservation Trust. The Parish of Leeds City is in the Archdeaconry of Leeds, which itself is co-terminus with the Leeds Episcopal Area, part of the Diocese of Leeds in the Province of York within the Church of England.

The correspondence address is St. Peter's House, Kirkgate, Leeds LS2 7DJ.
The charity registration number is 1135593.

PCC members who served from 1st January 2020 until the date this report was approved are:

Rector	The Revd Canon Sam Corley	
Lecturer:	The Revd Professor Simon Robinson	
Lay Reader:	Kay Brown	(Vice-Chair of the PCC)
Assistant Curate	The Revd Judith Clark	
Church Wardens:	Trevor Parker	Re-elected 18 October 2020 to April 2021
	Rhoda Wallace	Re-elected 18 October 2020 for 1 year
Representatives on the Deanery Synod:	Ann Clark	Elected 18 October 2020 for 3 years
	Kay Brown	Elected 18 October 2020 for 3 years
	Simon Peatman	Elected 18 October 2020 for 3 years
	Sheila Fisher	Elected 30 April 2017 for 3 years
Elected Members:	Quentin Brown	Elected 29 April 2018 for 3 years
	David Dredge	Elected 29 April 2018 for 3 years
	Christopher Webster	Elected 29 April 2018 for 3 years
	Lesley Allsopp	Elected 28 April 2019 for 3 years
	Noreen Connor	Elected 28 April 2019 for 3 years
	John Tempest	Elected 28 April 2019 for 3 years
	Peter Edson	Elected 18 October 2020 for 3 years
	Diane Maloney	Elected 18 October 2020 for 3 years
	Sr Karen Elizabeth Evans	Resigned 18 October 2020
	John Tempest	Elected 28 April 2019 for 1 year
	Stan Hardy	Resigned 18 October 2020

There are currently four vacancies on the PCC, one vacancy for one year, one vacancy for two years and two vacancies for three years.

PCC Secretary:	Christine Lenton	Appointed to 18 October 2020
	Richard Butterfield	Appointed 18 October 2020
PCC Treasurer:	Diane Maloney	Re -appointed 18 October 2020
Principal Bankers:	CAF Bank Ltd, 25 Kings Hill Ave, Kings Hill, West Malling, Kent, ME19 4JQ NatWest, PO Box 666, Waterloo Street, Bolton, BL1 8FH CCLA Investment Management Ltd, The CBF Church of England Funds, 80 Cheapside, London, EC2V 6DZ	
Independent Examiner:	Laura Masheder FCA, DChA, Garbutt & Elliott LLP, 33 Park Place, Leeds, LS1 2RY	

The Parish of Leeds City PCC

Trustees' Report for the year ended 31 December 2020

Structure, Governance and Management

The Parochial Church Council ('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 (Registration Number: 1135593). The method of appointment of PCC members is set out in the Church Representation Rules. All Church attendees are encouraged to register on the Electoral Roll and stand for election to the PCC.

Statement of PCC members' responsibilities in respect of the Financial Statements

The PCC members are responsible for preparing the Annual Report and the financial statements in accordance with applicable law and regulations. The financial statements are required by law to give a true and fair view of the state of affairs of the Church and of the income and expenditure for that period.

In preparing these financial statements, the trustees are required to:

- select suitable accounting policies and then apply them consistently;
- observe the methods and principles in the applicable Charities SORP
- make judgements and estimates that are reasonable and prudent;
- state whether applicable UK Accounting Standards have been followed, subject to any material departures disclosed and explained in the financial statements; and
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charity will continue in its activities.

The PCC members are responsible for keeping proper accounting records which disclose with reasonable accuracy at any time the financial position of the Church and enable them to ensure that the financial statements comply with the Charities Act 2011 and the Church Accounting Regulations 2006. They have general responsibility for taking such steps as are reasonably open to them to safeguard the assets of the Church and to prevent and detect fraud and other irregularities.

Objectives and Activities

Leeds City PCC has the responsibility of co-operating with the Rector of Leeds in promoting in the ecclesiastical parish the whole mission of the Church, pastoral, evangelistic, social and ecumenical. It also has maintenance responsibilities for the Church of St. Peter at Leeds; the St. Peter's precinct buildings comprising St. Peter's House, the Church Hall (both of which are leased), and the caretaker's flat; and Holy Trinity Church. When reviewing the aims and objectives of the charity, and in planning future activities, the trustees have complied with the duty in section 17 of the Charities Act 2011 to have due regard to public benefit guidance published by the Commission.

Fundraising

We strive to achieve the highest fundraising standards and we value our supportive funders. We stay up to date with developments in charity regulation, data protection and the Fundraising Preference Service (FPS) to make sure we are legally compliant and adhering to all guidelines. We follow the Institute of Fundraising's Code of Practice. No complaints regarding our fundraising activities have been received in the year.

Achievements and Performance

Key events in the past 12 months:

Covid-19: 2020 will always be remembered as the year when the impact of the Covid-19 pandemic was first experienced. What is not yet clear is for how long that impact will continue to have serious implications on our well-being, not least in terms of our health, social interactions, and economic stability. In common with many other places of worship and religious organisations, the Parish of Leeds City has been severely affected by these implications and by this uncertainty.

The Parish of Leeds City PCC

Trustees' Report for the year ended 31 December 2020

Achievements and Performance (continued)

The Archbishops of Canterbury and York requested that all services be suspended in Church of England Churches on Tuesday 17th March 2020. This was implemented that same day following the Holy Communion service at 13.05. For the rest of that week the church was open between noon and 2pm. At 2pm on Friday 20th March, the Minster closed for all services and events until further notice. This was followed by the announcement of a national lockdown on Monday 23rd March and all worship in churches remained suspended until 4th July. At that point the PCC made the decision to open for private prayer only between 10am and noon on Sundays and authorised dispensing with the reading of Morning and Evening Prayer as required by Canon B 11, and the celebration of the Holy Communion as required by Canon B 14, on the following four Sundays.

From 2nd August we opened for a simple, said service of Holy Communion and for occasional offices as required. All other services remained suspended and no events were held in the building. From 23rd August our worship was enriched by a cantor singing parts of the service and the full choir began to sing again when all three of our Sunday services resumed from 4th October. No sooner had a healthy rhythm been established than a second lockdown came into force the day after our services for All Saints and All Souls on 1st November. The Minster remained closed for worship until the Second Sunday of Advent, 6th December, when Sunday services resumed. The beginning of third lockdown, announced on Monday 4th January 2021, led to further adjustments, with the Minster remaining closed other than for one simple said Communion service at 10am on Sundays.

Throughout this time, our congregational life has been sustained through emails containing various news and resources, appended to which has been at least one Order of Service and homily for people to pray through and read at home. After Easter a midweek lunchtime service was offered via Zoom and a series of reflections on the Resurrection appearances was recorded and posted on the Minster's Facebook page. This was followed by a series of videos exploring the books of the Bible and then a third series exploring different ways of praying. These videos all remain visible on the Leeds Minister YouTube Channel:

https://www.youtube.com/channel/UCfaYBKgVZH4ZpRYL3Md_IRw.

Throughout this time of disruption, the support, flexibility and dedication of the churchwardens, sidespeople, choir and organists, bell ringers, sacristan and serving team and Minster staff has been tremendous. Likewise, the congregation - those who have been praying with us and for us from home, as well as those who have attended services - have offered support, care and encouragement to the Minister staff, officers and volunteers and to one another. It has felt like a time of growth, despite the significant sense of loss, demand and challenge.

Finance: In the last annual report we celebrated 2019 as the year when, for the first time in many years, we paid our parish share in full. The total amount paid to the Diocese of Leeds was £58,584. We continued to maintain this commitment for the first six months of 2020, but the financial pressures caused by the pandemic became too acute for us to sustain this for the second half of the year. We ended 2020 having paid 50% of our parish share (£30,223 of a request for £60,451).

On 27th January 2020, staff and officers fell victim to an attempted scam. While monies had been transferred electronically, the payment was stopped by the bank before the funds left our account. A review of procedures was undertaken and reported to the PCC. A Serious Incident Report was submitted to the Charity Commission on 4th February 2020.

With the building closed for events and services, and two commercial offices vacated in St Peter's House and St Peter's Hall, we lost on average £5,000-£6,000 a month against expected income from April 2020 through until the end of the year. This is expected to continue into 2021 for as long as the offices remain vacant and the Minster building remains closed due to the Covid-19 pandemic. The decision not to pay parish share, along with one-off donations from members of the congregation in response to a special appeal for additional funds, enabled us to meet all our other financial obligations and to sustain free reserves at a level similar to that achieved in 2019. At the same time, not being able to pay 50% of our parish share contribution in 2020 was a source of real regret and disappointment to the PCC. The decision to suspend parish share payments will be reviewed next at the end of March 2021.

The Parish of Leeds City PCC

Trustees' Report for the year ended 31 December 2020

Achievements and Performance (continued)

Staffing: Pressure on the parish's finances meant that the post of part-time cleaner at Holy Trinity was made redundant with effect from 31st July 2020. The lack of grant funding and pressure on the parish's finances meant that the post of Education Officer was also made redundant, effective from 31st October 2020.

The parish continues to employ a Director of Operations (funded by a grant from the Diocese of Leeds); a Director of Music and a Sub Organist (both posts supported by a grant from The Friends of the Music of Leeds Minster); a Finance Office (funded by The Harrisons Charity); and a Caretaker (with salary and accommodation provided direct from parish resources).

On 19th October 2020, a member of staff was involved in a ladder fall and remained off work for the rest of the year. The incident was reported to Leeds City Council's Environmental Health Department and our Health & Safety Consultants, Alpha Swanson Limited, undertook a review which was reported to the PCC. Measures have been put in place subsequently to avoid a repetition of the accident.

Special Services: The impact of the pandemic meant that almost all the additional services usually hosted at the Minster over the course of a normal year were cancelled. An exception was the Ordination of Priests from across the Leeds Episcopal Area which, although delayed from Pentecost and reduced significantly in scale, took place across two services on Saturday 3rd October. An added delight was that our Assistant Curate, The Reverend Judith Clark, was one of those ordained priest that day.

The loss of services over Holy Week and Easter was grievous, so it was some comfort to be able to hold an Advent Carol Service and a Christmas Carol Service in December though, like the ordinations, these were reduced in scale and scope and were attended by much smaller congregations.

St John's Church: The Parish of Leeds City continues to have some responsibilities for the Church of St John the Evangelist, New Briggate, which is the regional headquarters for the Churches Conservation Trust (CCT). St. John's is in the care of the CCT, but the Rector is still technically the incumbent. The PCC is responsible for the Churchyard at St. John's, including insurance obligations, though the care and maintenance of the Churchyard is undertaken by Leeds City Council. In 2019 the PCC discussed proposals for the churchyard and the external area around the church developed by Leeds City Council. These plans remain at the development stage, though significant work to the east of the church is underway to pedestrianise New Briggate, and it is hoped that these works will see the proposals for the churchyard move forwards.

Holy Trinity Church, Boar Lane: With the last service in Holy Trinity having taken place in September 2019, the church remained closed for services and events throughout 2020. Preparations continued on the redevelopment plans and works began on site from Monday 11th May 2020. The lead contractor, Brookes Contracting Ltd, worked hard to ensure that Covid-19 secure guidance was followed by everyone working on the site and a good relationship with the Trinity Shopping Centre was sustained throughout the works. Covid-19 secure guidance and issues in the supply chain delayed some aspects of the work and lengthened the overall time taken to complete the works beyond the initial projected timescale, but work continued to be undertaken to a high standard and a revised date for practical completion by the end of January 2021 was agreed.

The Parish of Leeds City PCC

Trustees' Report for the year ended 31 December 2020

Achievements and Performance (continued)

In March 2020, the Parochial Church Councils of Leeds City Parish and of St George's Leeds agreed to the transfer in principle of a part of the Leeds City Parish – which includes Holy Trinity, Boar Lane - to the Parish of St George's Leeds. The rationale behind this proposal was to better enable effective mission and ministry out of the church, and to best secure the long-term sustainability of the project being funded by the Strategic Development Fund of the Church Commissioners and The Diocese of Leeds to establish out of Holy Trinity a mid-week ministry focussed on those who work in the City Centre. These proposals were accepted by the Leeds Episcopal Area Mission and Pastoral Committee in the autumn of 2020 and are now with the Church Commissioners. It is hoped that this transfer will be completed by the end of April 2021 and preparations for an effective handover of the building and linked investments are in hand. The move represents a deepening of the partnership between Leeds City Parish and St George's Leeds which was always in view throughout the development of the project at Holy Trinity, and the parish looks forward to contributing to the new ministry there. The transfer should also free up time and resources to enable the Leeds City Parish to focus on the significant missional, financial and maintenance challenges at Leeds Minister.

Leeds Minister: Before the first lockdown began in March, we were able to host the weekly series of lunchtime lectures throughout February organised by The Leeds Civic Trust and delivered by Dr Kevin Grady. If anything, attendances were better than in previous years when the lectures have been hosted at Holy Trinity. During the first lockdown two lectures by Professor Joyce Hill were delivered over Zoom.

Throughout the year small works to the building were undertaken. Security grilles were installed over the steps to the boiler house. Three downspouts were replaced at the South West end of the church. Repairs to the paving on the North side of the church were undertaken and the pruning of trees around the church and throughout the precinct was carried out. A like-for-like replacement of the wheel on the eighth bell was made by Taylors of Loughborough and installed by our ringers. Internally minor repairs to the organ blower were carried out and a new piano was purchased for the song room. The walls of the vestries were repainted and the floor of the song room was sanded, levelled and revarnished.

In October we were delighted to receive the news that we had been awarded £326,237 from the Culture Recovery Fund for Major Works towards the cost of replacing roofs at the Minster. A great deal of time was spent over the course of the rest of the year running a competitive tendering process. Interest was less than expected, and the only tender submitted was much higher than forecast. Intense negotiations followed at the end of which we agreed a programme of works to replace all the roofs over the east end vestries and corridor that will be completed by the deadline of 31st March 2021 stipulated by the grant awarding body. The grant funding is for 80% of the initial projected cost of the project (not including VAT, which can be reclaimed under the Listed Places of Worship Scheme) and thus requires the PCC to contribute the remaining 20% of the cost of the total project. This amounts to £81,500 of which the PCC had secured £78,000 before the end of December 2020.

Music Department: A full report on the activities of the music department is detailed elsewhere in the annual report. Suffice to say that following the departure of Paul Dewhurst for Bridlington in December 2019, it was a delight to welcome Alexander Woodrow as Director of Music in February 2020. Once again, David Houlder oversaw the interim with skill and good humour and ensured that Alex arrived to a choir in good heart and voice. Alex made a superb start before the severe disruptions of Covid-19 intervened. Nevertheless, Alex worked tirelessly to establish himself and sustain the morale of the choir throughout the rest of the year. It has been a delight to welcome the choir to lead our worship when it has been safe and permissible to do so and online organ recitals and choir performances recorded remotely and mixed by Russell Sowden have been greatly appreciated. We have continued to honour our financial commitment to our choral and organ scholars throughout the pandemic thanks to a generous grant from the Liz & Terry Bramall Foundation, with additional scholarships made possible by a generous legacy. This funding also made it possible for us to recruit a fresh batch of scholars ready for the start of the new academic year in September 2020. The regular work of the choir continued to be funded most generously by the Friends of the Music of Leeds Minster, with additional monies awarded by The Friends towards organ repairs and the costs of a new piano for the song room and sanding of the song room floor.

The Parish of Leeds City PCC

Trustees' Report for the year ended 31 December 2020

Achievements and Performance (continued)

Education: The Covid-19 pandemic made it impossible for schools to visit the building. The Education Officer resourced schools with various online materials. Grant funding used to finance the post of Education Officer came to an end in 2020 and the lack of alternative sources of funding and the pressure on the parish's finances meant that, with enormous regret, the post was made redundant, effective from 31st October 2020.

The role of the Rector of Leeds: The Rector continues to play a role in the various charities and trusts of which he is an ex-officio member by virtue of his office, including The Market Place, the Harrison's Charity, the Friends of the Music of Leeds Minster, the Leeds Church Extension Society and the Leeds Church Institute. Canon Sam continues to service as Chair of the House of Clergy in the Diocese of Leeds and as Chair of the Forum for Diocesan Clergy Chairs nationally. He remains a member of the Diocesan Board, the Leeds Episcopal Area Staff Team and a governor of St. Peter's School and is also a member of the Diocesan Strategic Safeguarding Committee and a member of the Past Cases Review Group. Further afield, Sam continues his work with the Ministry Division of the Church of England, acting as a Panel Secretary on Bishops' Advisory Panels and as a member of the Candidates' Panel of Ministry Division. He has also continued his work with the Future Clergy Review Group and developing a new discernment quality framework under the Selection Oversight Group.

Safeguarding and Health & Safety: At a meeting on 10th November 2020, the PCC reviewed and renewed its commitment to the Safeguarding Policy Statement 'Promoting a Safer Church' published by the House of Bishops in 2017. This will continue to be reviewed annually, and the relevant policy and contact information is displayed on notices boards in both churches and is also accessible on the Minster website. At the same meeting in November, the PCC re-appointed Kay Brown as the Parish Safeguarding Officer. Richard Butterfield oversees health and safety on behalf of the PCC. We continue to be well supported by Alpha Swanson, our Health and Safety consultants, to ensure that the PCC is fulfilling its obligations in this area, and a health and safety working group met during the year.

Plans for the future

2020 was a year like no other. As stated at the start of this report, the full impact of the pandemic is yet unclear. The PCC is committed to working as hard as it can, under God, to ensure that the ministry of the parish continues through and beyond this period of considerable uncertainty and challenge.

Financial Review

Total receipts on unrestricted general funds were £161,198 (2019: £212,773), and are detailed in the financial statements. The largest element is donations and legacies at £103,036 (2019: £96,033). Charitable activities raised total funds of £4,236 (2019: £17,791), and other trading activities raised £22,099 (2019: £47,752).

Total expenditure from the unrestricted funds was £152,685 (2019: £212,253) again detailed in the financial statements, to give a net result for the year on unrestricted funds of a surplus of £10,029 (2019: surplus £3,990) after taking into account gains on investment revaluations of £1,516 (2019: (£3,470)). The contribution paid to the diocesan parish share was £30,223, our required contribution was £60,451. Our cumulative outstanding parish share is £294,679.

Total funds at 31 December 2020 were £1,090,662 (2019: £1,418,857) of which £831,007 (2019: £820,978) were unrestricted. The restricted funds at 31 December 2020 were £259,655 (2019: £597,879).

Going Concern

The trustees have prepared financial projections, taking into consideration the current economic climate and its potential impact on the sources of income and planned expenditure. They have a reasonable expectation that adequate financial resources are available to enable the charity to continue in operational existence for the foreseeable future, and have adequate contingency plans in the event that income streams are reduced. Whilst the global economy has been significantly impacted by the COVID-19 virus, the charity still has reserves sufficient to meet its immediate requirements. Consequently the financial statements have therefore been prepared on the basis that the charity is a going concern.

The Parish of Leeds City PCC

Trustees' Report for the year ended 31 December 2020

Financial Review (continued)

Reserves Policy

It is PCC policy to maintain, if possible, free reserves which equates to approximately three months budgeted unrestricted payments (to include paying the diocesan share in full) to cover emergency situations that may arise from time to time. At 31 December 2020 this requirement was approximately £38,000. The balance of £29,997 (2019: £23,544) on unrestricted funds held in net current assets at the year-end is inadequate to meet this target and the PCC members are to consider how to address this matter.

Approved by the PCC and signed on its behalf by:

Sam Corley

Canon Sam Corley
Chair of the PCC

Date 23 March 2021

The Parish of Leeds City PCC

Independent Examiner's Report to the Members of the Parish of Leeds City PCC

I report to the trustees on my examination of the financial statements of the Parish of Leeds City PCC for the year ended 31 December 2020.

This report is made solely to the charity's trustees, as a body, in accordance with Section 145 of the Charities Act 2011. My independent examination work has been undertaken so that I might state to the charity's trustees those matters I am required to state to them in an Independent Examiner's Report and for no other purpose. To the fullest extent permitted by law, I do not accept or assume responsibility to anyone other than the Charity and the charity's trustees as a body, for my independent examination work, for this report, or for the opinions I have formed.

Responsibilities and basis of report

As the charity trustees of the PCC 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 Trust'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.

This report, including my statement, has been prepared for and only for the charity's trustees as a body. My work has been undertaken so that I might state to the charity's trustees those matters I am required to state to them in an independent examiner's report and for no other purpose. To the fullest extent permitted by law, I do not accept or assume responsibility to anyone other than the charity and the charity's trustees as a body for my examination work, for this report, or for the statements I have made

Independent Examiner's Statement

Since the Charity's gross income exceeded £250,000 your examiner must be a member of a body listed in section 145 of the 2011 Act. I confirm that I am qualified to undertake the examination because I am a member of Institute of Chartered Accountants in England and Wales, which is one of the listed bodies.

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 Trust 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 financial statements set out in the Charities (Financial statements and Reports) Regulations 2008 other than any requirement that the financial statements 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 financial statements to be reached.

Laura Masheder

25/03/2021

Laura Masheder FCA, DChA
Garbutt & Elliott LLP
Chartered Accountants
33 Park Place
Leeds
LS1 2RY

Date

The Parish of Leeds City PCC

Statement of Financial Activities For the year ended 31 December 2020

	Note	Unrestricted Funds	Restricted Funds	2020 Total Funds	2019 Total Funds
		£	£	£	£
Income from:					
Donations and legacies	3	103,036	578,243	681,279	732,858
Charitable activities	4	3,526	710	4,236	17,791
Other trading activities	5	21,749	350	22,099	47,752
Investments	6	32,887	-	32,887	54,136
Total income		161,198	579,303	740,501	852,537
Expenditure on:					
Raising funds	7	972	-	972	2,621
Charitable activities	8	151,713	113,769	265,482	341,038
Holy Trinity Project	8	-	807,565	807,454	43,034
Total expenditure		152,685	921,334	1,074,019	386,693
Net income / (expenditure) before other recognised gains		8,513	(342,031)	(333,518)	465,844
Other recognised gains					
Realised and unrealised gains on investments	12	1,516	3,807	5,323	11,893
Net movement in funds		10,029	(338,224)	(328,195)	477,737
Reconciliation of funds:					
Total funds brought forward	15, 16	820,978	597,879	1,418,857	941,120
Total funds carried forward	15, 16	831,007	259,655	1,090,662	1,418,857

A fully detailed Statement of Financial Activities for the year ended 31 December 2019 is shown at note 21.

The notes on pages 12 to 22 form part of these financial statements.

There are no recognised gains and losses other than those in the statement of financial activities. All the above amounts relate to continuing activities.

The Parish of Leeds City PCC

Balance Sheet as at 31 December 2020

	Note	2020		2019	
		£	£	£	£
Fixed Assets					
Tangible fixed assets	10	182,060		180,000	
Investment property	11	595,000		595,000	
Investments	12	80,192		74,869	
			857,252		849,869
Current Assets					
Debtors	13	27,712		34,350	
Bank		274,535		543,536	
		302,247		577,886	
Creditors: amounts falling due within one year	14	(68,837)		(8,898)	
Net Current Assets			233,410		568,988
Net Assets			1,090,662		1,418,857
Funds of the charity:					
Unrestricted funds	15,16		831,007		820,978
Restricted funds	15,16		259,655		597,879
Total funds			1,090,662		1,418,857

Approved by the Parochial Church Council and signed on its behalf by:

Sam Corley

The Revd Canon Sam Corley
Rector

Date 23 March 2021

The notes on pages 12 to 22 form part of these financial statements.

The Parish of Leeds City PCC

Statement of Cash Flows for the Year Ended 31 December 2020

	Note	2020 £	2019 £
Cash flows from operating activities:			
Net cash (used in) / provided by operating activities	19	(299,193)	416,809
Cash flows from investing activities:			
Purchase of tangible fixed assets		(2,695)	-
Investment income		32,887	54,136
Net cash provided by investing activities		30,192	54,136
Change in cash and cash equivalents		(269,001)	470,945
Cash and cash equivalents at the beginning of the year		543,536	72,591
Cash and cash equivalents at the end of the year		274,535	543,536

The charity had no debt during the year.

The Parish of Leeds City PCC

Notes to the Financial Statements For the year ended 31 December 2020

1. Accounting Policies

The principal accounting policies adopted, judgements and key sources of estimation uncertainty in the preparation of the financial statements are as follows:

Charity Information

The Parish of Leeds City PCC is a charity registered in England and Wales (charity registration number is 1135593). The correspondence address is St. Peter's House, Kirkgate, Leeds LS2 7DJ.

Basis of preparation

The financial statements have been prepared in accordance with Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their financial statements in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective 1 January 2019) – (Charities SORP (FRS 102)), the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102).

The Parish of Leeds City PCC meets the definition of a public benefit entity under FRS 102. Assets and liabilities are initially recognised at cost or transaction value unless otherwise stated in the relevant accounting policy notes.

The financial statements have been prepared under the historical cost convention except for the valuation of investment assets, which are shown at market value. The financial statements include all transactions, assets and liabilities for which the PCC is liable in law. They do not include the financial statements of church groups that owe their affiliation to another body, nor those that are informal gatherings of church members.

The financial statements have been prepared in pound sterling which is the functional currency of the charity. Monetary amounts in these financial statements are rounded to the nearest £1.

Going concern

The Trustees have prepared financial projections, taking into consideration the current economic climate and its potential impact on the sources of income and planned expenditure. Whilst the COVID-19 virus has negatively impacted the charity's income in 2020, the trustees have a reasonable expectation that adequate financial resources are available to enable the charity to continue in operational existence for the foreseeable future, and have adequate contingency plans in the event that income streams are reduced. Consequently the financial statements have therefore been prepared on the basis that the charity is a going concern.

Income

Income represents all resources which become available to the charity but excludes gains on investments. Grants, donations and legacies and associated gift aid are recognised when the charity becomes entitled to receive the funds, when it is probable that the funds will be received and that they can be measured with sufficient reliability. Investment income is recognised on an accruals basis and comprises of dividends declared and interest receivable during the accounting period and rents from investment properties which are included when they are receivable by the charity.

Expenditure

Grants and donations are accounted for when paid over or awarded. The diocesan parish share is accounted for when paid. Amounts received specifically for mission are dealt with as restricted funds. All other expenditure is recognised when incurred and accounted for gross.

Staff Costs

The costs of short term employee benefits are recognised as a liability and an expense where settlement of obligations does not fall within the same period.

Pension Costs

The charity has made arrangements for a defined contribution scheme for the members of staff. The assets of the scheme are held separately from those of the charity. Pension costs charged in the Statement of Financial Activities represent contributions payable by the charity in the year.

The Parish of Leeds City PCC

Notes to the Financial Statements For the year ended 31 December 2020

Accounting Policies (Continued)

Operating Leases

Rentals applicable in respect of operating leases where substantially all the benefits and risks of ownership remain with the lessor are charged to the income and expenditure account as incurred.

Funds

Restricted Funds: represent donations or grants received for a specific object or invited by the PCC for a specific object. The funds may only be expended on the specific object for which they were given. Any balance remaining unspent at the end of each year must be carried forward as a balance on that fund.

Unrestricted fund: represent general funds which can be used for PCC ordinary purposes.

Tangible fixed assets

Consecrated land and buildings and moveable church furnishings

Consecrated and benefited property is not included in the financial statements in accordance with s.10 (2)(a) and (c) of the Charities Act 2011.

Other land and buildings

The charity owns the flat occupied by the caretaker, which is included at a valuation arrived at by the PCC. No depreciation is charged against the flat and the carrying value will be reviewed annually.

Other equipment

Equipment used within church premises and offices is depreciated on a straight line basis over 4 years. Individual items of equipment with a purchase price of £1,500 or less are written off in the period in which the asset is acquired.

Investments

Investment properties are properties held to earn rentals and/or for capital appreciation, are measured using the fair value model and are stated at their fair value which is estimated based on future cashflow expectations and the current market conditions at the reporting date. The surplus or deficit on revaluation is recognised in the SOFA.

Other listed investments are held to generate returns and gains for the charity and accordingly are designated as fair value through profit and loss ("FVTPL"). Under this designation the portfolio is re-valued at each period end to its fair value, as determined by reference to quoted market prices and values determined by independent fund managers, with any gains or losses going through the SOFA.

Financial instruments

The charity has elected to apply the provisions of Section 11 'Basic Financial Instruments' and Section 12 'Other Financial Instruments Issues' of FRS 102 to all of its financial instruments.

Cash at bank and in hand

Cash at bank and cash in hand includes cash and short term highly liquid investments with a short maturity held for working capital. Bank overdrafts are shown within borrowing in current liabilities.

Debtors

Debtors are recognised at the settlement amount. Prepayments are valued at the amount prepaid.

The Parish of Leeds City PCC

Notes to the Financial Statements For the year ended 31 December 2020

Accounting Policies (Continued)

Creditors

Creditors, loans and provisions are recognised where the charity has a present obligation resulting from a past event that will probably result in the transfer of funds to a third party and the amount due to settle the obligation can be measured or estimated reliably. Creditors, loans and provisions are normally recognised at their settlement amount after allowing for any trade discounts due.

2. Critical Accounting Estimates and Judgements

In the application of the charity's accounting policies, the Trustees are required to make judgements, estimates and assumptions about the carrying amount of assets and liabilities that are not readily apparent from other sources. The estimates and associated assumptions are based on historical experience and other factors that are considered to be relevant. Actual results may differ from these estimates.

The estimates and underlying assumptions are reviewed on an ongoing basis. Revisions to accounting estimates are recognised in the period in which the estimate is revised, if the revision affects only that period, or in the period of the revision and future periods if the revision affects both current and future periods.

The following estimates and assumptions that have a significant risk of causing a material adjustment to the carrying amount of assets and liabilities:

Investment property valuations: Investment properties are included in the financial statements at fair value. The valuations are Trustees valuations and are based on current market conditions and prevailing values and expected future cashflows from the properties.

3. Donations and Legacies

	Unrestricted Funds	Restricted Funds	2020 Total	2019 Total
	£	£	£	£
Planned giving:				
Regular donations	44,788	626	45,414	28,694
Tax recoverable	11,074	-	11,074	9,004
Open plate collections	2,000	-	2,000	6,883
Collections for special purposes	324	-	324	1,118
Legacies	7,500	-	7,500	89,988
Other donations	20,382	-	20,382	15,718
Grants :				
Leeds City Council	10,000	-	10,000	15,000
All Churches Trust	-	10,500	10,500	19,000
Church Extension Society	-	-	-	5,000
Hargreaves Charity	-	-	-	1,000
Pilling Trust	-	7,500	7,500	7,500
Harrisons Charity	7,250	-	7,250	8,150
Liz and Terry Bramall Foundation	-	-	-	12,800
Diocese of Leeds	-	50,004	50,004	93,038
Friends of the Music of Leeds Minster	-	32,245	32,245	22,000
Trinity Church Repair Charity	-	370,194	370,194	390,172
LPOW	(282)	107,174	106,892	7,793
	103,036	578,243	681,279	732,858

The Charity benefits greatly from the involvement and enthusiastic support of a number of volunteers, details of which are given in our annual report. In accordance with FRS 102 the economic contribution of volunteers is not recognised in the financial statements.

The Parish of Leeds City PCC

Notes to the Financial Statements For the year ended 31 December 2020

4. Charitable Activities

	2020	2019
	£	£
Facility fees – premises lettings	2,857	10,588
Fees for weddings, funerals and memorials	1,379	7,203
	4,236	17,791

5. Other Trading Activities

	2020	2019
	£	£
Car parking income	13,775	19,392
Printing and administration fees	-	1,315
Fund raising events etc.	561	7,265
Café, coffee shop and stalls	1,463	13,480
Income from phone mast	6,300	6,300
	22,099	47,752

6. Investment Income

	2020	2019
	£	£
Dividends	968	1,322
Interest	849	804
Income from investment property	31,071	52,010
	32,887	54,136

7. Expenditure on Raising Funds

	2020	2019
	£	£
Café, coffee shop and stall goods	972	2,621

The Parish of Leeds City PCC

Notes to the Financial Statements For the year ended 31 December 2020

8. Expenditure

	2020 £	2019 £
Direct charitable expenditure:		
Clergy expenses	3,328	6,417
Parish Share	30,223	58,584
Altar requisites and service costs	1,093	1,212
Staff costs	102,675	107,117
Insurances	23,292	21,206
Rent	8,160	7,960
Gas and electricity	21,564	25,121
Water rates	1,603	2,170
Telephone and internet	1,601	2,766
Repairs and maintenance	21,089	43,364
Caretaker's accommodation	3,585	3,601
Displays, exhibitions and fees	407	2,393
Choir and music costs	26,860	32,872
Bad debts	-	3,280
Other expenditure	535	2,407
Site redevelopment costs / Legal and professional	2,702	-
Depreciation	635	-
Independent examination	1,100	1,050
Accountancy	1,720	1,660
Administration	6,931	8,894
Refuse and hygiene	3,062	4,947
Photocopying	3,317	4,017
Total charitable expenditure	265,482	341,038
Exceptional costs:		
Holy Trinity redevelopment project	807,565	43,034
	807,565	43,034

9. Transactions with PCC Members and Connected Persons

Apart from the clergy expenses (referred to in Note 8 and Note 17) no members of the PCC received any reimbursements of expenses or remuneration (2019: £nil).

10. Tangible Fixed Assets

	Land and buildings £	Equipment £	Total £
Cost or valuation:			
At 1 January 2020	180,000	42,897	222,897
Additions	-	2,695	2,695
At 31 December 2020	180,000	45,592	225,592
Depreciation:			
At 1 January 2020	-	42,897	42,897
Charge in the year	-	635	635
At 31 December 2020	-	43,532	45,532
Net Book Values:			
At 31 December 2020	180,000	2,060	182,060
At 31 December 2019	180,000	-	180,000

The Parish of Leeds City PCC

Notes to the Financial Statements For the year ended 31 December 2020

Tangible Fixed Assets (continued)

In November 2015 a lease for 150 years was signed between The Leeds Diocesan Board of Finance, The PCC of Leeds City Ministry Team, the Bishop of Leeds and Yelcon Ltd in respect of the land and buildings within the St Peter's precinct. The rent payable under the terms of the lease is a peppercorn per year.

The land and buildings within the St Peter's precinct, includes a flat used by the caretaker and owned by the charity and has been valued by the Trustees at £180,000. The trustees believe there is no change to this valuation in the year.

The site of the Holy Trinity church includes a church hall which is an integral part of the building. As no separate value can be attributed to the hall, it is treated as consecrated and beneficed property which is excluded from the financial statements in accordance with the accounting policy.

11. Investment property

	Leasehold land and buildings £
Cost or valuation:	
At 1 January 2020 and 31 December 2020	595,000
Net Book Values:	
At 31 December 2020	595,000
At 31 December 2019	595,000

The land and buildings within the St Peter's precinct includes office space owned by the charity and let out to commercial tenants and 11 flats which have been granted a lease of 125 years with a ground rent being paid to the charity.

The valuation of the property has been reviewed by the Trustees and revalued based on expected income streams and current prevailing market conditions.

Investment property has a historical cost of £575,000 (2019: £575,000).

The Parish of Leeds City PCC

Notes to the Financial Statements For the year ended 31 December 2020

12. Investments

R = Restricted U = Unrestricted	U/ R	Market Value at 31 Dec 2019 £	Gain during the year £	Market Value at 31 Dec 2020 £	Historical Cost £
Church Fund:					
St Peter's Church fund:					
Tenants – CBF I/F 576 units		11,041	760	11,801	5,832
CBF I/F 188 units		3,604	248	3,852	1,805
3% Birmingham Corp 337.5		175	-	175	240
3.5% Hull Corp 360.80		234	-	234	313
	U	15,054	1,008	16,062	8,190
St Mary the Virgin:					
Maintenance Fund – CBF I/F 1318 units	R	25,265	1,737	27,002	1,312
Choir Fund:					
CBF I/F – 174 Units		3,335	230	3,565	2,355
CBF I/F – 120 Units		5,966	410	6,376	1,470
	R	9,301	640	9,941	3,825
Holy Trinity:					
Music – CBF I/F 602 units	R	11,540	793	12,333	3,388
PCC – CBF I/F 385 units	U	7,380	508	7,888	2,160
Thorp Nussey–CBF I/F 285 Units	R	6,329	637	6,966	1,801
		25,249	1,938	27,187	7,349
Total investments:					
Unrestricted	U	22,434	1,516	23,950	10,350
Restricted	R	52,435	3,807	56,242	10,326
Total		74,869	5,323	80,192	20,676

Listed investments have a historical cost of £20,676 (2019: £20,676).

13. Debtors

	2020 £	2019 £
Trade debtors	12,501	20,742
Other debtors and accrued income	15,211	13,608
	27,712	34,350

14. Creditors: Amounts Falling Due Within One Year

	2020 £	2019 £
Accruals	68,837	8,898

The Parish of Leeds City PCC

Notes to the Financial Statements For the year ended 31 December 2020

15. Analysis of Net Assets by Fund

For the year ended 31 December 2020	Unrestricted funds £	Restricted funds £	Total funds £
Tangible fixed assets	182,060	-	182,060
Investment Property	595,000	-	595,000
Investments	23,950	56,242	80,192
Net current assets	29,997	203,413	233,410
	831,007	259,655	1,090,662

For the year ended 31 December 2019	Unrestricted funds £	Restricted funds £	Total funds £
Tangible fixed assets	180,000	-	180,000
Investment Property	595,000	-	595,000
Investments	22,434	52,435	74,869
Net current assets	23,544	545,444	568,988
	820,978	597,879	1,418,857

16. Movement in Funds

For the year ended 31 December 2020	Balance 1 January 2020 £	Income £	Expenditure £	Net gains on investments £	Balance 31 December 2020 £
Unrestricted funds:					
Church funds	787,765	153,370	(139,329)	1,008	802,814
Holy Trinity	21,260	6,619	(13,356)	508	15,031
St Marys	11,953	1,209	-	-	13,162
Total Unrestricted funds	820,978	161,198	(152,685)	1,516	831,007
Restricted funds:					
St Peter's:					
Parish Activities	-	60,504	(50,004)	-	10,500
Choir – general	57,377	41,431	(57,297)	640	42,173
Choir – Choral Scholarships	84,988	-	(6,468)	-	78,520
Other churches:					
Holy Trinity:					
- Project	404,922	477,368	(807,565)	-	74,725
- Tower	2,471	-	-	-	2,471
- General and music	22,666	-	-	1,430	24,096
- Redevelopment	168	-	-	-	168
St Mary's - Repairs	25,265	-	-	1,737	27,002
Total Restricted funds	597,879	579,303	(921,334)	3,807	259,655
Total funds	1,418,857	740,501	(1,074,019)	5,323	1,090,662

Purpose of restricted funds

Parish activities - Includes income received from the Diocese of Leeds and the All Churches Trust for specific purposes.

Choir – general – funds for the use of the choir.

The Parish of Leeds City PCC

Notes to the Financial Statements For the year ended 31 December 2020

16. Movement in Funds (continued)

Purpose of restricted funds (continued)

Choir – Choral Scholarships – funds from a legacy received in 2019 given specifically for Choral Scholarships.

Holy Trinity – Project – funds specifically given for the current redevelopment project.

Holy Trinity – Tower, General and Redevelopment - Funds historically set aside for Holy Trinity

St Mary's – funds held in the CBF Church of England Investment Fund for the maintenance of St Mary's Church.

For the year ended 31 December 2019	Balance 1 January 2019 £	Income £	Expenditure £	Net gains on investments £	Balance 31 December 2019 £
Unrestricted funds:					
Church funds	789,442	180,127	(184,111)	2,307	787,765
Holy Trinity	17,817	30,422	(28,142)	1,163	21,260
St Marys	9,729	2,224	-	-	11,953
Total Unrestricted funds	816,988	212,773	(212,253)	3,470	820,978
Restricted funds:					
St Peter's:					
Parish Activities					
	-	60,004	(60,004)	-	-
Choir – general					
	80,520	46,816	(71,402)	1,465	57,399
Choir – Choral Scholarships					
	-	84,988	-	-	84,988
Other churches:					
Holy Trinity:					
- Project					
	-	447,956	(43,034)	-	404,922
- Tower					
	2,471	-	-	-	2,471
- General and music					
	19,689	-	-	2,977	22,666
- Redevelopment					
	168	-	-	-	168
St Mary's - Repairs					
	21,284	-	-	3,981	25,265
Total Restricted funds	124,132	639,764	(174,440)	8,423	597,879
Total funds	941,120	852,537	(386,693)	11,893	1,418,857

17. Employee Information

Staff costs in the year amounted to:	2020 £	2019 £
Wages and salaries	94,755	99,389
Social security costs	3,861	5,455
Pension costs	2,296	2,573
Redundancy cost	1,763	-
Total	102,675	107,417

The average number of employees during the year analysed by function was as follows:

	2020	2019
Ministry	1	1
Administration	6	6
Total	7	7

The Parish of Leeds City PCC

Notes to the Financial Statements For the year ended 31 December 2020

17. Employee Information (continued)

No employee earned £60,000 per annum or more during the year (2019:none).

The charity considers its key management personnel to be the Canon Sam Corley. Canon Sam received no remuneration from the charity but was paid by the Diocese of Leeds as Rector Designate.

The charity makes arrangements for a defined contribution pension for its employees. The cost of the pension scheme to the charity for the year ended 31 December 2020 was £2,296 (2019: £2,573). There were no amounts outstanding at the year end (2019: £nil).

18. Commitments under Operating Leases

At 31 December 2020 the PCC had total commitments under non-cancellable operating leases as follows:

	Office Equipment	
	2020	2019
	£	£
Expiry date:		
Within one year	1,648	2,695
Between one and five years	3,296	-
	<u>4,944</u>	<u>2,695</u>

19. Net Cash provided (used in)/ provided by Operating Activities

	2020	2019
	£	£
Net movement in funds	(328,195)	477,737
(Gains) on fixed asset investments	(5,323)	(11,893)
Depreciation charge	635	-
Income from investments	(32,887)	(54,136)
Decrease in debtors	6,638	6,473
Increase / (Decrease) in creditors	59,939	(1,372)
	<u>(299,193)</u>	<u>416,809</u>

20. Capital Commitments

At 31 December 2020 the charity had capital commitments authorised and contracted in respect of the development at Holy Trinity of £19,190. This commitment is payable within one year and restricted funds are held for this purpose. No provision was made in the financial statements in respect of these amounts.

The Parish of Leeds City PCC

Notes to the Financial Statements For the year ended 31 December 2020

21. Comparative Statement of Financial Activities for the year ended 31 December 2019

	Unrestricted Funds £	Restricted Funds £	2019 Total Funds £
Income from:			
Donations and legacies	96,033	636,825	732,858
Charitable activities	15,251	2,540	17,791
Other trading activities	47,667	85	47,752
Investments	53,822	314	54,136
Total income	212,773	639,764	852,537
Expenditure on:			
Raising funds	2,621	-	2,621
Charitable activities	209,632	131,406	341,038
Holy Trinity Project	-	43,034	43,034
Total expenditure	212,253	174,440	386,693
Net income before other recognised gains	520	465,324	465,844
Other recognised gains			
Realised and unrealised gains on investments	3,470	8,423	11,893
Net movement in funds	3,990	473,747	477,737
Reconciliation of funds:			
Total funds brought forward	816,988	124,132	941,120
Total funds carried forward	820,978	597,879	1,418,857

22. Related party disclosures

There are no related party transactions which require disclosure.

Charity number: 1135593

The Parish of Leeds City PCC
Trustees' Report and Financial Statements
For the year ended 31 December 2020



The Parish of Leeds City PCC

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The Parish of Leeds City PCC

Trustees' Report for the year ended 31 December 2020

The Trustees present their annual report and financial statements for the year to 31 December 2020.

These financial statements have been prepared in accordance with Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their financial statements in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective 1 January 2019) as detailed in the accounting policies.

Reference and Administrative Details

The Leeds City Parish comprises the parish churches of St. Peter-at-Leeds (Leeds Minster) and Holy Trinity, Boar Lane. The redundant Church of St. John the Evangelist, New Briggate is located within the Parish and is in the care of the Churches Conservation Trust. The Parish of Leeds City is in the Archdeaconry of Leeds, which itself is co-terminus with the Leeds Episcopal Area, part of the Diocese of Leeds in the Province of York within the Church of England.

The correspondence address is St. Peter's House, Kirkgate, Leeds LS2 7DJ.
The charity registration number is 1135593.

PCC members who served from 1st January 2020 until the date this report was approved are:

Rector	The Revd Canon Sam Corley	
Lecturer:	The Revd Professor Simon Robinson	
Lay Reader:	Kay Brown	(Vice-Chair of the PCC)
Assistant Curate	The Revd Judith Clark	
Church Wardens:	Trevor Parker	Re-elected 18 October 2020 to April 2021
	Rhoda Wallace	Re-elected 18 October 2020 for 1 year
Representatives on the Deanery Synod:	Ann Clark	Elected 18 October 2020 for 3 years
	Kay Brown	Elected 18 October 2020 for 3 years
	Simon Peatman	Elected 18 October 2020 for 3 years
	Sheila Fisher	Elected 30 April 2017 for 3 years
Elected Members:	Quentin Brown	Elected 29 April 2018 for 3 years
	David Dredge	Elected 29 April 2018 for 3 years
	Christopher Webster	Elected 29 April 2018 for 3 years
	Lesley Allsopp	Elected 28 April 2019 for 3 years
	Noreen Connor	Elected 28 April 2019 for 3 years
	John Tempest	Elected 28 April 2019 for 3 years
	Peter Edson	Elected 18 October 2020 for 3 years
	Diane Maloney	Elected 18 October 2020 for 3 years
	Sr Karen Elizabeth Evans	Resigned 18 October 2020
	John Tempest	Elected 28 April 2019 for 1 year
	Stan Hardy	Resigned 18 October 2020

There are currently four vacancies on the PCC, one vacancy for one year, one vacancy for two years and two vacancies for three years.

PCC Secretary:	Christine Lenton	Appointed to 18 October 2020
	Richard Butterfield	Appointed 18 October 2020
PCC Treasurer:	Diane Maloney	Re -appointed 18 October 2020
Principal Bankers:	CAF Bank Ltd, 25 Kings Hill Ave, Kings Hill, West Malling, Kent, ME19 4JQ NatWest, PO Box 666, Waterloo Street, Bolton, BL1 8FH CCLA Investment Management Ltd, The CBF Church of England Funds, 80 Cheapside, London, EC2V 6DZ	
Independent Examiner:	Laura Masheder FCA, DChA, Garbutt & Elliott LLP, 33 Park Place, Leeds, LS1 2RY	

The Parish of Leeds City PCC

Trustees' Report for the year ended 31 December 2020

Structure, Governance and Management

The Parochial Church Council ('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 (Registration Number: 1135593). The method of appointment of PCC members is set out in the Church Representation Rules. All Church attendees are encouraged to register on the Electoral Roll and stand for election to the PCC.

Statement of PCC members' responsibilities in respect of the Financial Statements

The PCC members are responsible for preparing the Annual Report and the financial statements in accordance with applicable law and regulations. The financial statements are required by law to give a true and fair view of the state of affairs of the Church and of the income and expenditure for that period.

In preparing these financial statements, the trustees are required to:

- select suitable accounting policies and then apply them consistently;
- observe the methods and principles in the applicable Charities SORP
- make judgements and estimates that are reasonable and prudent;
- state whether applicable UK Accounting Standards have been followed, subject to any material departures disclosed and explained in the financial statements; and
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charity will continue in its activities.

The PCC members are responsible for keeping proper accounting records which disclose with reasonable accuracy at any time the financial position of the Church and enable them to ensure that the financial statements comply with the Charities Act 2011 and the Church Accounting Regulations 2006. They have general responsibility for taking such steps as are reasonably open to them to safeguard the assets of the Church and to prevent and detect fraud and other irregularities.

Objectives and Activities

Leeds City PCC has the responsibility of co-operating with the Rector of Leeds in promoting in the ecclesiastical parish the whole mission of the Church, pastoral, evangelistic, social and ecumenical. It also has maintenance responsibilities for the Church of St. Peter at Leeds; the St. Peter's precinct buildings comprising St. Peter's House, the Church Hall (both of which are leased), and the caretaker's flat; and Holy Trinity Church. When reviewing the aims and objectives of the charity, and in planning future activities, the trustees have complied with the duty in section 17 of the Charities Act 2011 to have due regard to public benefit guidance published by the Commission.

Fundraising

We strive to achieve the highest fundraising standards and we value our supportive funders. We stay up to date with developments in charity regulation, data protection and the Fundraising Preference Service (FPS) to make sure we are legally compliant and adhering to all guidelines. We follow the Institute of Fundraising's Code of Practice. No complaints regarding our fundraising activities have been received in the year.

Achievements and Performance

Key events in the past 12 months:

Covid-19: 2020 will always be remembered as the year when the impact of the Covid-19 pandemic was first experienced. What is not yet clear is for how long that impact will continue to have serious implications on our well-being, not least in terms of our health, social interactions, and economic stability. In common with many other places of worship and religious organisations, the Parish of Leeds City has been severely affected by these implications and by this uncertainty.

The Parish of Leeds City PCC

Trustees' Report for the year ended 31 December 2020

Achievements and Performance (continued)

The Archbishops of Canterbury and York requested that all services be suspended in Church of England Churches on Tuesday 17th March 2020. This was implemented that same day following the Holy Communion service at 13.05. For the rest of that week the church was open between noon and 2pm. At 2pm on Friday 20th March, the Minster closed for all services and events until further notice. This was followed by the announcement of a national lockdown on Monday 23rd March and all worship in churches remained suspended until 4th July. At that point the PCC made the decision to open for private prayer only between 10am and noon on Sundays and authorised dispensing with the reading of Morning and Evening Prayer as required by Canon B 11, and the celebration of the Holy Communion as required by Canon B 14, on the following four Sundays.

From 2nd August we opened for a simple, said service of Holy Communion and for occasional offices as required. All other services remained suspended and no events were held in the building. From 23rd August our worship was enriched by a cantor singing parts of the service and the full choir began to sing again when all three of our Sunday services resumed from 4th October. No sooner had a healthy rhythm been established than a second lockdown came into force the day after our services for All Saints and All Souls on 1st November. The Minster remained closed for worship until the Second Sunday of Advent, 6th December, when Sunday services resumed. The beginning of third lockdown, announced on Monday 4th January 2021, led to further adjustments, with the Minster remaining closed other than for one simple said Communion service at 10am on Sundays.

Throughout this time, our congregational life has been sustained through emails containing various news and resources, appended to which has been at least one Order of Service and homily for people to pray through and read at home. After Easter a midweek lunchtime service was offered via Zoom and a series of reflections on the Resurrection appearances was recorded and posted on the Minster's Facebook page. This was followed by a series of videos exploring the books of the Bible and then a third series exploring different ways of praying. These videos all remain visible on the Leeds Minister YouTube Channel:

https://www.youtube.com/channel/UCfaYBKgVZH4ZpRYL3Md_IRw.

Throughout this time of disruption, the support, flexibility and dedication of the churchwardens, sidespeople, choir and organists, bell ringers, sacristan and serving team and Minster staff has been tremendous. Likewise, the congregation - those who have been praying with us and for us from home, as well as those who have attended services - have offered support, care and encouragement to the Minister staff, officers and volunteers and to one another. It has felt like a time of growth, despite the significant sense of loss, demand and challenge.

Finance: In the last annual report we celebrated 2019 as the year when, for the first time in many years, we paid our parish share in full. The total amount paid to the Diocese of Leeds was £58,584. We continued to maintain this commitment for the first six months of 2020, but the financial pressures caused by the pandemic became too acute for us to sustain this for the second half of the year. We ended 2020 having paid 50% of our parish share (£30,223 of a request for £60,451).

On 27th January 2020, staff and officers fell victim to an attempted scam. While monies had been transferred electronically, the payment was stopped by the bank before the funds left our account. A review of procedures was undertaken and reported to the PCC. A Serious Incident Report was submitted to the Charity Commission on 4th February 2020.

With the building closed for events and services, and two commercial offices vacated in St Peter's House and St Peter's Hall, we lost on average £5,000-£6,000 a month against expected income from April 2020 through until the end of the year. This is expected to continue into 2021 for as long as the offices remain vacant and the Minster building remains closed due to the Covid-19 pandemic. The decision not to pay parish share, along with one-off donations from members of the congregation in response to a special appeal for additional funds, enabled us to meet all our other financial obligations and to sustain free reserves at a level similar to that achieved in 2019. At the same time, not being able to pay 50% of our parish share contribution in 2020 was a source of real regret and disappointment to the PCC. The decision to suspend parish share payments will be reviewed next at the end of March 2021.

The Parish of Leeds City PCC

Trustees' Report for the year ended 31 December 2020

Achievements and Performance (continued)

Staffing: Pressure on the parish's finances meant that the post of part-time cleaner at Holy Trinity was made redundant with effect from 31st July 2020. The lack of grant funding and pressure on the parish's finances meant that the post of Education Officer was also made redundant, effective from 31st October 2020.

The parish continues to employ a Director of Operations (funded by a grant from the Diocese of Leeds); a Director of Music and a Sub Organist (both posts supported by a grant from The Friends of the Music of Leeds Minster); a Finance Office (funded by The Harrisons Charity); and a Caretaker (with salary and accommodation provided direct from parish resources).

On 19th October 2020, a member of staff was involved in a ladder fall and remained off work for the rest of the year. The incident was reported to Leeds City Council's Environmental Health Department and our Health & Safety Consultants, Alpha Swanson Limited, undertook a review which was reported to the PCC. Measures have been put in place subsequently to avoid a repetition of the accident.

Special Services: The impact of the pandemic meant that almost all the additional services usually hosted at the Minster over the course of a normal year were cancelled. An exception was the Ordination of Priests from across the Leeds Episcopal Area which, although delayed from Pentecost and reduced significantly in scale, took place across two services on Saturday 3rd October. An added delight was that our Assistant Curate, The Reverend Judith Clark, was one of those ordained priest that day.

The loss of services over Holy Week and Easter was grievous, so it was some comfort to be able to hold an Advent Carol Service and a Christmas Carol Service in December though, like the ordinations, these were reduced in scale and scope and were attended by much smaller congregations.

St John's Church: The Parish of Leeds City continues to have some responsibilities for the Church of St John the Evangelist, New Briggate, which is the regional headquarters for the Churches Conservation Trust (CCT). St. John's is in the care of the CCT, but the Rector is still technically the incumbent. The PCC is responsible for the Churchyard at St. John's, including insurance obligations, though the care and maintenance of the Churchyard is undertaken by Leeds City Council. In 2019 the PCC discussed proposals for the churchyard and the external area around the church developed by Leeds City Council. These plans remain at the development stage, though significant work to the east of the church is underway to pedestrianise New Briggate, and it is hoped that these works will see the proposals for the churchyard move forwards.

Holy Trinity Church, Boar Lane: With the last service in Holy Trinity having taken place in September 2019, the church remained closed for services and events throughout 2020. Preparations continued on the redevelopment plans and works began on site from Monday 11th May 2020. The lead contractor, Brookes Contracting Ltd, worked hard to ensure that Covid-19 secure guidance was followed by everyone working on the site and a good relationship with the Trinity Shopping Centre was sustained throughout the works. Covid-19 secure guidance and issues in the supply chain delayed some aspects of the work and lengthened the overall time taken to complete the works beyond the initial projected timescale, but work continued to be undertaken to a high standard and a revised date for practical completion by the end of January 2021 was agreed.

The Parish of Leeds City PCC

Trustees' Report for the year ended 31 December 2020

Achievements and Performance (continued)

In March 2020, the Parochial Church Councils of Leeds City Parish and of St George's Leeds agreed to the transfer in principle of a part of the Leeds City Parish – which includes Holy Trinity, Boar Lane - to the Parish of St George's Leeds. The rationale behind this proposal was to better enable effective mission and ministry out of the church, and to best secure the long-term sustainability of the project being funded by the Strategic Development Fund of the Church Commissioners and The Diocese of Leeds to establish out of Holy Trinity a mid-week ministry focussed on those who work in the City Centre. These proposals were accepted by the Leeds Episcopal Area Mission and Pastoral Committee in the autumn of 2020 and are now with the Church Commissioners. It is hoped that this transfer will be completed by the end of April 2021 and preparations for an effective handover of the building and linked investments are in hand. The move represents a deepening of the partnership between Leeds City Parish and St George's Leeds which was always in view throughout the development of the project at Holy Trinity, and the parish looks forward to contributing to the new ministry there. The transfer should also free up time and resources to enable the Leeds City Parish to focus on the significant missional, financial and maintenance challenges at Leeds Minister.

Leeds Minster: Before the first lockdown began in March, we were able to host the weekly series of lunchtime lectures throughout February organised by The Leeds Civic Trust and delivered by Dr Kevin Grady. If anything, attendances were better than in previous years when the lectures have been hosted at Holy Trinity. During the first lockdown two lectures by Professor Joyce Hill were delivered over Zoom.

Throughout the year small works to the building were undertaken. Security grilles were installed over the steps to the boiler house. Three downspouts were replaced at the South West end of the church. Repairs to the paving on the North side of the church were undertaken and the pruning of trees around the church and throughout the precinct was carried out. A like-for-like replacement of the wheel on the eighth bell was made by Taylors of Loughborough and installed by our ringers. Internally minor repairs to the organ blower were carried out and a new piano was purchased for the song room. The walls of the vestries were repainted and the floor of the song room was sanded, levelled and revarnished.

In October we were delighted to receive the news that we had been awarded £326,237 from the Culture Recovery Fund for Major Works towards the cost of replacing roofs at the Minster. A great deal of time was spent over the course of the rest of the year running a competitive tendering process. Interest was less than expected, and the only tender submitted was much higher than forecast. Intense negotiations followed at the end of which we agreed a programme of works to replace all the roofs over the east end vestries and corridor that will be completed by the deadline of 31st March 2021 stipulated by the grant awarding body. The grant funding is for 80% of the initial projected cost of the project (not including VAT, which can be reclaimed under the Listed Places of Worship Scheme) and thus requires the PCC to contribute the remaining 20% of the cost of the total project. This amounts to £81,500 of which the PCC had secured £78,000 before the end of December 2020.

Music Department: A full report on the activities of the music department is detailed elsewhere in the annual report. Suffice to say that following the departure of Paul Dewhurst for Bridlington in December 2019, it was a delight to welcome Alexander Woodrow as Director of Music in February 2020. Once again, David Houlder oversaw the interim with skill and good humour and ensured that Alex arrived to a choir in good heart and voice. Alex made a superb start before the severe disruptions of Covid-19 intervened. Nevertheless, Alex worked tirelessly to establish himself and sustain the morale of the choir throughout the rest of the year. It has been a delight to welcome the choir to lead our worship when it has been safe and permissible to do so and online organ recitals and choir performances recorded remotely and mixed by Russell Sowden have been greatly appreciated. We have continued to honour our financial commitment to our choral and organ scholars throughout the pandemic thanks to a generous grant from the Liz & Terry Bramall Foundation, with additional scholarships made possible by a generous legacy. This funding also made it possible for us to recruit a fresh batch of scholars ready for the start of the new academic year in September 2020. The regular work of the choir continued to be funded most generously by the Friends of the Music of Leeds Minster, with additional monies awarded by The Friends towards organ repairs and the costs of a new piano for the song room and sanding of the song room floor.

The Parish of Leeds City PCC

Trustees' Report for the year ended 31 December 2020

Achievements and Performance (continued)

Education: The Covid-19 pandemic made it impossible for schools to visit the building. The Education Officer resourced schools with various online materials. Grant funding used to finance the post of Education Officer came to an end in 2020 and the lack of alternative sources of funding and the pressure on the parish's finances meant that, with enormous regret, the post was made redundant, effective from 31st October 2020.

The role of the Rector of Leeds: The Rector continues to play a role in the various charities and trusts of which he is an ex-officio member by virtue of his office, including The Market Place, the Harrison's Charity, the Friends of the Music of Leeds Minster, the Leeds Church Extension Society and the Leeds Church Institute. Canon Sam continues to service as Chair of the House of Clergy in the Diocese of Leeds and as Chair of the Forum for Diocesan Clergy Chairs nationally. He remains a member of the Diocesan Board, the Leeds Episcopal Area Staff Team and a governor of St. Peter's School and is also a member of the Diocesan Strategic Safeguarding Committee and a member of the Past Cases Review Group. Further afield, Sam continues his work with the Ministry Division of the Church of England, acting as a Panel Secretary on Bishops' Advisory Panels and as a member of the Candidates' Panel of Ministry Division. He has also continued his work with the Future Clergy Review Group and developing a new discernment quality framework under the Selection Oversight Group.

Safeguarding and Health & Safety: At a meeting on 10th November 2020, the PCC reviewed and renewed its commitment to the Safeguarding Policy Statement 'Promoting a Safer Church' published by the House of Bishops in 2017. This will continue to be reviewed annually, and the relevant policy and contact information is displayed on notices boards in both churches and is also accessible on the Minster website. At the same meeting in November, the PCC re-appointed Kay Brown as the Parish Safeguarding Officer. Richard Butterfield oversees health and safety on behalf of the PCC. We continue to be well supported by Alpha Swanson, our Health and Safety consultants, to ensure that the PCC is fulfilling its obligations in this area, and a health and safety working group met during the year.

Plans for the future

2020 was a year like no other. As stated at the start of this report, the full impact of the pandemic is yet unclear. The PCC is committed to working as hard as it can, under God, to ensure that the ministry of the parish continues through and beyond this period of considerable uncertainty and challenge.

Financial Review

Total receipts on unrestricted general funds were £161,198 (2019: £212,773), and are detailed in the financial statements. The largest element is donations and legacies at £103,036 (2019: £96,033). Charitable activities raised total funds of £4,236 (2019: £17,791), and other trading activities raised £22,099 (2019: £47,752).

Total expenditure from the unrestricted funds was £152,685 (2019: £212,253) again detailed in the financial statements, to give a net result for the year on unrestricted funds of a surplus of £10,029 (2019: surplus £3,990) after taking into account gains on investment revaluations of £1,516 (2019: (£3,470)). The contribution paid to the diocesan parish share was £30,223, our required contribution was £60,451. Our cumulative outstanding parish share is £294,679.

Total funds at 31 December 2020 were £1,090,662 (2019: £1,418,857) of which £831,007 (2019: £820,978) were unrestricted. The restricted funds at 31 December 2020 were £259,655 (2019: £597,879).

Going Concern

The trustees have prepared financial projections, taking into consideration the current economic climate and its potential impact on the sources of income and planned expenditure. They have a reasonable expectation that adequate financial resources are available to enable the charity to continue in operational existence for the foreseeable future, and have adequate contingency plans in the event that income streams are reduced. Whilst the global economy has been significantly impacted by the COVID-19 virus, the charity still has reserves sufficient to meet its immediate requirements. Consequently the financial statements have therefore been prepared on the basis that the charity is a going concern.

The Parish of Leeds City PCC

Trustees' Report for the year ended 31 December 2020

Financial Review (continued)

Reserves Policy

It is PCC policy to maintain, if possible, free reserves which equates to approximately three months budgeted unrestricted payments (to include paying the diocesan share in full) to cover emergency situations that may arise from time to time. At 31 December 2020 this requirement was approximately £38,000. The balance of £29,997 (2019: £23,544) on unrestricted funds held in net current assets at the year-end is inadequate to meet this target and the PCC members are to consider how to address this matter.

Approved by the PCC and signed on its behalf by:

Sam Corley

Canon Sam Corley
Chair of the PCC

Date 23 March 2021

The Parish of Leeds City PCC

Independent Examiner's Report to the Members of the Parish of Leeds City PCC

I report to the trustees on my examination of the financial statements of the Parish of Leeds City PCC for the year ended 31 December 2020.

This report is made solely to the charity's trustees, as a body, in accordance with Section 145 of the Charities Act 2011. My independent examination work has been undertaken so that I might state to the charity's trustees those matters I am required to state to them in an Independent Examiner's Report and for no other purpose. To the fullest extent permitted by law, I do not accept or assume responsibility to anyone other than the Charity and the charity's trustees as a body, for my independent examination work, for this report, or for the opinions I have formed.

Responsibilities and basis of report

As the charity trustees of the PCC 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 Trust'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.

This report, including my statement, has been prepared for and only for the charity's trustees as a body. My work has been undertaken so that I might state to the charity's trustees those matters I am required to state to them in an independent examiner's report and for no other purpose. To the fullest extent permitted by law, I do not accept or assume responsibility to anyone other than the charity and the charity's trustees as a body for my examination work, for this report, or for the statements I have made

Independent Examiner's Statement

Since the Charity's gross income exceeded £250,000 your examiner must be a member of a body listed in section 145 of the 2011 Act. I confirm that I am qualified to undertake the examination because I am a member of Institute of Chartered Accountants in England and Wales, which is one of the listed bodies.

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 Trust 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 financial statements set out in the Charities (Financial statements and Reports) Regulations 2008 other than any requirement that the financial statements 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 financial statements to be reached.

Laura Masheder

25/03/2021

Laura Masheder FCA, DChA
Garbutt & Elliott LLP
Chartered Accountants
33 Park Place
Leeds
LS1 2RY

Date

The Parish of Leeds City PCC

Statement of Financial Activities For the year ended 31 December 2020

	Note	Unrestricted Funds	Restricted Funds	2020 Total Funds	2019 Total Funds
		£	£	£	£
Income from:					
Donations and legacies	3	103,036	578,243	681,279	732,858
Charitable activities	4	3,526	710	4,236	17,791
Other trading activities	5	21,749	350	22,099	47,752
Investments	6	32,887	-	32,887	54,136
Total income		161,198	579,303	740,501	852,537
Expenditure on:					
Raising funds	7	972	-	972	2,621
Charitable activities	8	151,713	113,769	265,482	341,038
Holy Trinity Project	8	-	807,565	807,454	43,034
Total expenditure		152,685	921,334	1,074,019	386,693
Net income / (expenditure) before other recognised gains		8,513	(342,031)	(333,518)	465,844
Other recognised gains					
Realised and unrealised gains on investments	12	1,516	3,807	5,323	11,893
Net movement in funds		10,029	(338,224)	(328,195)	477,737
Reconciliation of funds:					
Total funds brought forward	15, 16	820,978	597,879	1,418,857	941,120
Total funds carried forward	15, 16	831,007	259,655	1,090,662	1,418,857

A fully detailed Statement of Financial Activities for the year ended 31 December 2019 is shown at note 21.

The notes on pages 12 to 22 form part of these financial statements.

There are no recognised gains and losses other than those in the statement of financial activities. All the above amounts relate to continuing activities.

The Parish of Leeds City PCC

Balance Sheet as at 31 December 2020

	Note	2020		2019	
		£	£	£	£
Fixed Assets					
Tangible fixed assets	10	182,060		180,000	
Investment property	11	595,000		595,000	
Investments	12	80,192		74,869	
			857,252		849,869
Current Assets					
Debtors	13	27,712		34,350	
Bank		274,535		543,536	
		302,247		577,886	
Creditors: amounts falling due within one year	14	(68,837)		(8,898)	
Net Current Assets			233,410		568,988
Net Assets			1,090,662		1,418,857
Funds of the charity:					
Unrestricted funds	15,16		831,007		820,978
Restricted funds	15,16		259,655		597,879
Total funds			1,090,662		1,418,857

Approved by the Parochial Church Council and signed on its behalf by:

Sam Corley

The Revd Canon Sam Corley
Rector

Date 23 March 2021

The notes on pages 12 to 22 form part of these financial statements.

The Parish of Leeds City PCC

Statement of Cash Flows for the Year Ended 31 December 2020

	Note	2020 £	2019 £
Cash flows from operating activities:			
Net cash (used in) / provided by operating activities	19	(299,193)	416,809
Cash flows from investing activities:			
Purchase of tangible fixed assets		(2,695)	-
Investment income		32,887	54,136
Net cash provided by investing activities		30,192	54,136
Change in cash and cash equivalents		(269,001)	470,945
Cash and cash equivalents at the beginning of the year		543,536	72,591
Cash and cash equivalents at the end of the year		274,535	543,536

The charity had no debt during the year.

The Parish of Leeds City PCC

Notes to the Financial Statements For the year ended 31 December 2020

1. Accounting Policies

The principal accounting policies adopted, judgements and key sources of estimation uncertainty in the preparation of the financial statements are as follows:

Charity Information

The Parish of Leeds City PCC is a charity registered in England and Wales (charity registration number is 1135593). The correspondence address is St. Peter's House, Kirkgate, Leeds LS2 7DJ.

Basis of preparation

The financial statements have been prepared in accordance with Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their financial statements in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective 1 January 2019) – (Charities SORP (FRS 102)), the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102).

The Parish of Leeds City PCC meets the definition of a public benefit entity under FRS 102. Assets and liabilities are initially recognised at cost or transaction value unless otherwise stated in the relevant accounting policy notes.

The financial statements have been prepared under the historical cost convention except for the valuation of investment assets, which are shown at market value. The financial statements include all transactions, assets and liabilities for which the PCC is liable in law. They do not include the financial statements of church groups that owe their affiliation to another body, nor those that are informal gatherings of church members.

The financial statements have been prepared in pound sterling which is the functional currency of the charity. Monetary amounts in these financial statements are rounded to the nearest £1.

Going concern

The Trustees have prepared financial projections, taking into consideration the current economic climate and its potential impact on the sources of income and planned expenditure. Whilst the COVID-19 virus has negatively impacted the charity's income in 2020, the trustees have a reasonable expectation that adequate financial resources are available to enable the charity to continue in operational existence for the foreseeable future, and have adequate contingency plans in the event that income streams are reduced. Consequently the financial statements have therefore been prepared on the basis that the charity is a going concern.

Income

Income represents all resources which become available to the charity but excludes gains on investments. Grants, donations and legacies and associated gift aid are recognised when the charity becomes entitled to receive the funds, when it is probable that the funds will be received and that they can be measured with sufficient reliability. Investment income is recognised on an accruals basis and comprises of dividends declared and interest receivable during the accounting period and rents from investment properties which are included when they are receivable by the charity.

Expenditure

Grants and donations are accounted for when paid over or awarded. The diocesan parish share is accounted for when paid. Amounts received specifically for mission are dealt with as restricted funds. All other expenditure is recognised when incurred and accounted for gross.

Staff Costs

The costs of short term employee benefits are recognised as a liability and an expense where settlement of obligations does not fall within the same period.

Pension Costs

The charity has made arrangements for a defined contribution scheme for the members of staff. The assets of the scheme are held separately from those of the charity. Pension costs charged in the Statement of Financial Activities represent contributions payable by the charity in the year.

The Parish of Leeds City PCC

Notes to the Financial Statements For the year ended 31 December 2020

Accounting Policies (Continued)

Operating Leases

Rentals applicable in respect of operating leases where substantially all the benefits and risks of ownership remain with the lessor are charged to the income and expenditure account as incurred.

Funds

Restricted Funds: represent donations or grants received for a specific object or invited by the PCC for a specific object. The funds may only be expended on the specific object for which they were given. Any balance remaining unspent at the end of each year must be carried forward as a balance on that fund.

Unrestricted fund: represent general funds which can be used for PCC ordinary purposes.

Tangible fixed assets

Consecrated land and buildings and moveable church furnishings

Consecrated and benefited property is not included in the financial statements in accordance with s.10 (2)(a) and (c) of the Charities Act 2011.

Other land and buildings

The charity owns the flat occupied by the caretaker, which is included at a valuation arrived at by the PCC. No depreciation is charged against the flat and the carrying value will be reviewed annually.

Other equipment

Equipment used within church premises and offices is depreciated on a straight line basis over 4 years. Individual items of equipment with a purchase price of £1,500 or less are written off in the period in which the asset is acquired.

Investments

Investment properties are properties held to earn rentals and/or for capital appreciation, are measured using the fair value model and are stated at their fair value which is estimated based on future cashflow expectations and the current market conditions at the reporting date. The surplus or deficit on revaluation is recognised in the SOFA.

Other listed investments are held to generate returns and gains for the charity and accordingly are designated as fair value through profit and loss ("FVTPL"). Under this designation the portfolio is re-valued at each period end to its fair value, as determined by reference to quoted market prices and values determined by independent fund managers, with any gains or losses going through the SOFA.

Financial instruments

The charity has elected to apply the provisions of Section 11 'Basic Financial Instruments' and Section 12 'Other Financial Instruments Issues' of FRS 102 to all of its financial instruments.

Cash at bank and in hand

Cash at bank and cash in hand includes cash and short term highly liquid investments with a short maturity held for working capital. Bank overdrafts are shown within borrowing in current liabilities.

Debtors

Debtors are recognised at the settlement amount. Prepayments are valued at the amount prepaid.

The Parish of Leeds City PCC

Notes to the Financial Statements For the year ended 31 December 2020

Accounting Policies (Continued)

Creditors

Creditors, loans and provisions are recognised where the charity has a present obligation resulting from a past event that will probably result in the transfer of funds to a third party and the amount due to settle the obligation can be measured or estimated reliably. Creditors, loans and provisions are normally recognised at their settlement amount after allowing for any trade discounts due.

2. Critical Accounting Estimates and Judgements

In the application of the charity's accounting policies, the Trustees are required to make judgements, estimates and assumptions about the carrying amount of assets and liabilities that are not readily apparent from other sources. The estimates and associated assumptions are based on historical experience and other factors that are considered to be relevant. Actual results may differ from these estimates.

The estimates and underlying assumptions are reviewed on an ongoing basis. Revisions to accounting estimates are recognised in the period in which the estimate is revised, if the revision affects only that period, or in the period of the revision and future periods if the revision affects both current and future periods.

The following estimates and assumptions that have a significant risk of causing a material adjustment to the carrying amount of assets and liabilities:

Investment property valuations: Investment properties are included in the financial statements at fair value. The valuations are Trustees valuations and are based on current market conditions and prevailing values and expected future cashflows from the properties.

3. Donations and Legacies

	Unrestricted Funds	Restricted Funds	2020 Total	2019 Total
	£	£	£	£
Planned giving:				
Regular donations	44,788	626	45,414	28,694
Tax recoverable	11,074	-	11,074	9,004
Open plate collections	2,000	-	2,000	6,883
Collections for special purposes	324	-	324	1,118
Legacies	7,500	-	7,500	89,988
Other donations	20,382	-	20,382	15,718
Grants :				
Leeds City Council	10,000	-	10,000	15,000
All Churches Trust	-	10,500	10,500	19,000
Church Extension Society	-	-	-	5,000
Hargreaves Charity	-	-	-	1,000
Pilling Trust	-	7,500	7,500	7,500
Harrisons Charity	7,250	-	7,250	8,150
Liz and Terry Bramall Foundation	-	-	-	12,800
Diocese of Leeds	-	50,004	50,004	93,038
Friends of the Music of Leeds Minster	-	32,245	32,245	22,000
Trinity Church Repair Charity	-	370,194	370,194	390,172
LPOW	(282)	107,174	106,892	7,793
	103,036	578,243	681,279	732,858

The Charity benefits greatly from the involvement and enthusiastic support of a number of volunteers, details of which are given in our annual report. In accordance with FRS 102 the economic contribution of volunteers is not recognised in the financial statements.

The Parish of Leeds City PCC

Notes to the Financial Statements For the year ended 31 December 2020

4. Charitable Activities

	2020	2019
	£	£
Facility fees – premises lettings	2,857	10,588
Fees for weddings, funerals and memorials	1,379	7,203
	4,236	17,791

5. Other Trading Activities

	2020	2019
	£	£
Car parking income	13,775	19,392
Printing and administration fees	-	1,315
Fund raising events etc.	561	7,265
Café, coffee shop and stalls	1,463	13,480
Income from phone mast	6,300	6,300
	22,099	47,752

6. Investment Income

	2020	2019
	£	£
Dividends	968	1,322
Interest	849	804
Income from investment property	31,071	52,010
	32,887	54,136

7. Expenditure on Raising Funds

	2020	2019
	£	£
Café, coffee shop and stall goods	972	2,621

The Parish of Leeds City PCC

Notes to the Financial Statements For the year ended 31 December 2020

8. Expenditure

	2020 £	2019 £
Direct charitable expenditure:		
Clergy expenses	3,328	6,417
Parish Share	30,223	58,584
Altar requisites and service costs	1,093	1,212
Staff costs	102,675	107,117
Insurances	23,292	21,206
Rent	8,160	7,960
Gas and electricity	21,564	25,121
Water rates	1,603	2,170
Telephone and internet	1,601	2,766
Repairs and maintenance	21,089	43,364
Caretaker's accommodation	3,585	3,601
Displays, exhibitions and fees	407	2,393
Choir and music costs	26,860	32,872
Bad debts	-	3,280
Other expenditure	535	2,407
Site redevelopment costs / Legal and professional	2,702	-
Depreciation	635	-
Independent examination	1,100	1,050
Accountancy	1,720	1,660
Administration	6,931	8,894
Refuse and hygiene	3,062	4,947
Photocopying	3,317	4,017
Total charitable expenditure	265,482	341,038
Exceptional costs:		
Holy Trinity redevelopment project	807,565	43,034
	807,565	43,034

9. Transactions with PCC Members and Connected Persons

Apart from the clergy expenses (referred to in Note 8 and Note 17) no members of the PCC received any reimbursements of expenses or remuneration (2019: £nil).

10. Tangible Fixed Assets

	Land and buildings £	Equipment £	Total £
Cost or valuation:			
At 1 January 2020	180,000	42,897	222,897
Additions	-	2,695	2,695
At 31 December 2020	180,000	45,592	225,592
Depreciation:			
At 1 January 2020	-	42,897	42,897
Charge in the year	-	635	635
At 31 December 2020	-	43,532	45,532
Net Book Values:			
At 31 December 2020	180,000	2,060	182,060
At 31 December 2019	180,000	-	180,000

The Parish of Leeds City PCC

Notes to the Financial Statements For the year ended 31 December 2020

Tangible Fixed Assets (continued)

In November 2015 a lease for 150 years was signed between The Leeds Diocesan Board of Finance, The PCC of Leeds City Ministry Team, the Bishop of Leeds and Yelcon Ltd in respect of the land and buildings within the St Peter's precinct. The rent payable under the terms of the lease is a peppercorn per year.

The land and buildings within the St Peter's precinct, includes a flat used by the caretaker and owned by the charity and has been valued by the Trustees at £180,000. The trustees believe there is no change to this valuation in the year.

The site of the Holy Trinity church includes a church hall which is an integral part of the building. As no separate value can be attributed to the hall, it is treated as consecrated and beneficed property which is excluded from the financial statements in accordance with the accounting policy.

11. Investment property

	Leasehold land and buildings £
Cost or valuation:	
At 1 January 2020 and 31 December 2020	595,000
Net Book Values:	
At 31 December 2020	595,000
At 31 December 2019	595,000

The land and buildings within the St Peter's precinct includes office space owned by the charity and let out to commercial tenants and 11 flats which have been granted a lease of 125 years with a ground rent being paid to the charity.

The valuation of the property has been reviewed by the Trustees and revalued based on expected income streams and current prevailing market conditions.

Investment property has a historical cost of £575,000 (2019: £575,000).

The Parish of Leeds City PCC

Notes to the Financial Statements For the year ended 31 December 2020

12. Investments

R = Restricted U = Unrestricted	U/ R	Market Value at 31 Dec 2019 £	Gain during the year £	Market Value at 31 Dec 2020 £	Historical Cost £
Church Fund:					
St Peter's Church fund:					
Tenants – CBF I/F 576 units		11,041	760	11,801	5,832
CBF I/F 188 units		3,604	248	3,852	1,805
3% Birmingham Corp 337.5		175	-	175	240
3.5% Hull Corp 360.80		234	-	234	313
	U	15,054	1,008	16,062	8,190
St Mary the Virgin:					
Maintenance Fund – CBF I/F 1318 units	R	25,265	1,737	27,002	1,312
Choir Fund:					
CBF I/F – 174 Units		3,335	230	3,565	2,355
CBF I/F – 120 Units		5,966	410	6,376	1,470
	R	9,301	640	9,941	3,825
Holy Trinity:					
Music – CBF I/F 602 units	R	11,540	793	12,333	3,388
PCC – CBF I/F 385 units	U	7,380	508	7,888	2,160
Thorp Nussey–CBF I/F 285 Units	R	6,329	637	6,966	1,801
		25,249	1,938	27,187	7,349
Total investments:					
Unrestricted	U	22,434	1,516	23,950	10,350
Restricted	R	52,435	3,807	56,242	10,326
Total		74,869	5,323	80,192	20,676

Listed investments have a historical cost of £20,676 (2019: £20,676).

13. Debtors

	2020 £	2019 £
Trade debtors	12,501	20,742
Other debtors and accrued income	15,211	13,608
	27,712	34,350

14. Creditors: Amounts Falling Due Within One Year

	2020 £	2019 £
Accruals	68,837	8,898

The Parish of Leeds City PCC

Notes to the Financial Statements For the year ended 31 December 2020

15. Analysis of Net Assets by Fund

For the year ended 31 December 2020	Unrestricted funds £	Restricted funds £	Total funds £
Tangible fixed assets	182,060	-	182,060
Investment Property	595,000	-	595,000
Investments	23,950	56,242	80,192
Net current assets	29,997	203,413	233,410
	831,007	259,655	1,090,662

For the year ended 31 December 2019	Unrestricted funds £	Restricted funds £	Total funds £
Tangible fixed assets	180,000	-	180,000
Investment Property	595,000	-	595,000
Investments	22,434	52,435	74,869
Net current assets	23,544	545,444	568,988
	820,978	597,879	1,418,857

16. Movement in Funds

For the year ended 31 December 2020	Balance 1 January 2020 £	Income £	Expenditure £	Net gains on investments £	Balance 31 December 2020 £
Unrestricted funds:					
Church funds	787,765	153,370	(139,329)	1,008	802,814
Holy Trinity	21,260	6,619	(13,356)	508	15,031
St Marys	11,953	1,209	-	-	13,162
Total Unrestricted funds	820,978	161,198	(152,685)	1,516	831,007
Restricted funds:					
St Peter's:					
Parish Activities	-	60,504	(50,004)	-	10,500
Choir – general	57,377	41,431	(57,297)	640	42,173
Choir – Choral Scholarships	84,988	-	(6,468)	-	78,520
Other churches:					
Holy Trinity:					
- Project	404,922	477,368	(807,565)	-	74,725
- Tower	2,471	-	-	-	2,471
- General and music	22,666	-	-	1,430	24,096
- Redevelopment	168	-	-	-	168
St Mary's - Repairs	25,265	-	-	1,737	27,002
Total Restricted funds	597,879	579,303	(921,334)	3,807	259,655
Total funds	1,418,857	740,501	(1,074,019)	5,323	1,090,662

Purpose of restricted funds

Parish activities - Includes income received from the Diocese of Leeds and the All Churches Trust for specific purposes.

Choir – general – funds for the use of the choir.

The Parish of Leeds City PCC

Notes to the Financial Statements For the year ended 31 December 2020

16. Movement in Funds (continued)

Purpose of restricted funds (continued)

Choir – Choral Scholarships – funds from a legacy received in 2019 given specifically for Choral Scholarships.

Holy Trinity – Project – funds specifically given for the current redevelopment project.

Holy Trinity – Tower, General and Redevelopment - Funds historically set aside for Holy Trinity

St Mary's – funds held in the CBF Church of England Investment Fund for the maintenance of St Mary's Church.

For the year ended 31 December 2019	Balance 1 January 2019 £	Income £	Expenditure £	Net gains on investments £	Balance 31 December 2019 £
Unrestricted funds:					
Church funds	789,442	180,127	(184,111)	2,307	787,765
Holy Trinity	17,817	30,422	(28,142)	1,163	21,260
St Marys	9,729	2,224	-	-	11,953
Total Unrestricted funds	816,988	212,773	(212,253)	3,470	820,978
Restricted funds:					
St Peter's:					
Parish Activities					
	-	60,004	(60,004)	-	-
Choir – general					
	80,520	46,816	(71,402)	1,465	57,399
Choir – Choral Scholarships					
	-	84,988	-	-	84,988
Other churches:					
Holy Trinity:					
- Project					
	-	447,956	(43,034)	-	404,922
- Tower					
	2,471	-	-	-	2,471
- General and music					
	19,689	-	-	2,977	22,666
- Redevelopment					
	168	-	-	-	168
St Mary's - Repairs					
	21,284	-	-	3,981	25,265
Total Restricted funds	124,132	639,764	(174,440)	8,423	597,879
Total funds	941,120	852,537	(386,693)	11,893	1,418,857

17. Employee Information

Staff costs in the year amounted to:	2020 £	2019 £
Wages and salaries	94,755	99,389
Social security costs	3,861	5,455
Pension costs	2,296	2,573
Redundancy cost	1,763	-
Total	102,675	107,417

The average number of employees during the year analysed by function was as follows:

	2020	2019
Ministry	1	1
Administration	6	6
Total	7	7

The Parish of Leeds City PCC

Notes to the Financial Statements For the year ended 31 December 2020

17. Employee Information (continued)

No employee earned £60,000 per annum or more during the year (2019:none).

The charity considers its key management personnel to be the Canon Sam Corley. Canon Sam received no remuneration from the charity but was paid by the Diocese of Leeds as Rector Designate.

The charity makes arrangements for a defined contribution pension for its employees. The cost of the pension scheme to the charity for the year ended 31 December 2020 was £2,296 (2019: £2,573). There were no amounts outstanding at the year end (2019: £nil).

18. Commitments under Operating Leases

At 31 December 2020 the PCC had total commitments under non-cancellable operating leases as follows:

	Office Equipment	
	2020	2019
	£	£
Expiry date:		
Within one year	1,648	2,695
Between one and five years	3,296	-
	<u>4,944</u>	<u>2,695</u>

19. Net Cash provided (used in)/ provided by Operating Activities

	2020	2019
	£	£
Net movement in funds	(328,195)	477,737
(Gains) on fixed asset investments	(5,323)	(11,893)
Depreciation charge	635	-
Income from investments	(32,887)	(54,136)
Decrease in debtors	6,638	6,473
Increase / (Decrease) in creditors	59,939	(1,372)
	<u>(299,193)</u>	<u>416,809</u>

20. Capital Commitments

At 31 December 2020 the charity had capital commitments authorised and contracted in respect of the development at Holy Trinity of £19,190. This commitment is payable within one year and restricted funds are held for this purpose. No provision was made in the financial statements in respect of these amounts.

The Parish of Leeds City PCC

Notes to the Financial Statements For the year ended 31 December 2020

21. Comparative Statement of Financial Activities for the year ended 31 December 2019

	Unrestricted Funds £	Restricted Funds £	2019 Total Funds £
Income from:			
Donations and legacies	96,033	636,825	732,858
Charitable activities	15,251	2,540	17,791
Other trading activities	47,667	85	47,752
Investments	53,822	314	54,136
Total income	212,773	639,764	852,537
Expenditure on:			
Raising funds	2,621	-	2,621
Charitable activities	209,632	131,406	341,038
Holy Trinity Project	-	43,034	43,034
Total expenditure	212,253	174,440	386,693
Net income before other recognised gains	520	465,324	465,844
Other recognised gains			
Realised and unrealised gains on investments	3,470	8,423	11,893
Net movement in funds	3,990	473,747	477,737
Reconciliation of funds:			
Total funds brought forward	816,988	124,132	941,120
Total funds carried forward	820,978	597,879	1,418,857

22. Related party disclosures

There are no related party transactions which require disclosure.