

Harehills Lane Baptist Church Trustees' Annual Report 2020

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REGISTERED CHARITY NO. 1149238

THE TRUSTEES' ANNUAL REPORT AND FINANCIAL REVIEW 2020

1. STATUTORY INFORMATION

1.1 REGISTERED ADDRESS

Harehills Lane Baptist Church
13 Hilton Place
Leeds LS8 4HE

1.2 TRUSTEES:

Revd Graeme Dodds (Minister)
Mr Andrew Hobbs
Mr Duncan Moynihan (Associate Minister)
Mrs Judith Moynihan
Miss Liz New
Mr Michael Rigby
Mr Richard Shonibare (Treasurer)
Dr Jeremy Toner (Secretary)
Mr Martin Townshend
Miss Alison Wain

1.3 STAFF TEAM:

Revd Graeme Dodds (Minister)
Mr Duncan Moynihan (Associate Minister)

Miss Liz New (Community Worker)
Mrs Rose Clifford (Admin Assistant P/T)

1.4 PROPERTY TRUSTEES:

The Yorkshire Baptist Association
1 South Parade
Headingley
Leeds LS6 3LF

1.5 BANKERS:

The Yorkshire Bank
329 Harehills Lane
Leeds LS9 6AX

1.6 INDEPENDENT EXAMINER/ AUDITOR:

Mr Michael P Kemp LL.B, A.C.A.
30 Carr Manor Parade
Leeds LS17 5AF

2. PRINCIPAL CHARITABLE OBJECTIVE, ORGANISATION STRUCTURE AND DECISION MAKING PROCESS

2.1 PRINCIPAL CHARITABLE OBJECTIVE

We are a registered charity governed by an Approved Governing Document (based on the model constitution provided by the Baptist Union) which states that our principal purpose is the advancement of the Christian faith according to the principles of the Baptist denomination to include the advancement of education, community service and such other general charitable purposes in such parts of the United Kingdom and the world as the Church shall determine.

In order to fulfill our principal purpose and demonstrate public benefit, our activities include, but are not restricted to:

- regular public worship, prayer, Bible study, preaching and teaching
- baptism, as defined in the Union's Declaration of Principle
- the Communion of the Lord's Supper, which is normally observed twice a month
- evangelism and mission, locally, regionally, nationally and internationally
- teaching, encouragement, welcome and inclusion of young people
- nurture and growth of Christian disciples
- education and training for Christian and community service
- giving and encouraging pastoral care
- supporting and encouraging charitable social action in the United Kingdom and abroad
- encouraging relationships with and supporting Baptists and other Christians

The Church occupies premises which are held by the Yorkshire Baptist Association on Trust that are entirely compatible with the above object. In the preparation of this report, we have taken into account the Charity Commission guidance.

2.2 ORGANISATION STRUCTURE AND DECISION-MAKING PROCESS

Members of the Church are accepted into membership in accordance with the Constitution, which normally requires them to be or to have been publicly baptised on the profession of faith in Jesus Christ, or following other modes of baptism to renew their public profession of faith in Jesus Christ.

The Church Members Meeting normally takes place six times per year (of which all meetings will be open to the whole congregation, although only Members may vote). Members have responsibility for the overall policy of the church. In accordance with the Constitution, the members appoint Trustees, who include the Minister, Associate Minister, Church Secretary and Treasurer. The Church Secretary and Treasurer are normally also elected Leaders and the Minister, Associate Minister and Leaders (collectively known as the Leadership Team and Trustees), are responsible for the overall day-to-day running of the church's work, and the financial and legal aspects of the charity. All members are encouraged to take an appropriate part in the spiritual and practical tasks involved in the furtherance of the charitable objective.

Relevant matters may be submitted to the Church meeting by the Trustees for guidance, or may be raised by members in Church meetings for further consideration by the Trustees. Though the

Constitution permits decisions to be made at Church meetings by appropriate majorities, the Church seeks to work by consensus wherever possible. The church has read the Charity Commission guidance on public benefit, and is satisfied that the activities outlined in this report clearly demonstrate that the charity is providing a benefit to the public.

3 OBJECTIVES AND ACTIVITIES

In order to achieve our principal objective set out above, we provide a variety of activities for our own church family and for the wider community.

Throughout the week, our aim is to show the love of Jesus Christ in both word and deed and to bring people into a closer relationship with Him as living Lord. Our activities include local community work, evangelism and financial support of national and international evangelism, teaching and encouragement of existing and new Christians, pastoral care and supporting charitable social action locally and abroad.

Central to the work and witness of the Church is the provision of regular public services of Christian worship. These services normally take place each Sunday at 10.00 am and occasionally also at 4.00pm. There is a prayer meeting most weeks. These and other regular activities are made known through regular weekly newsheets; through flyers, posters and advertising; and through our web site – www.hlbc.org.uk. We continue to develop our web site as an important way of communicating with both the fellowship and the wider community. We seek to be a friendly and welcoming community and anyone is warmly welcome to attend any of our services or activities that we provide.

WEEKLY ACTIVITIES NORMALLY INCLUDE:

Sunday Mornings 10.00 AM

1st Sunday: Communion Service

2nd, 3rd, 4th and 5th Sunday: Morning Worship

Morning worship is well attended by all ages, with 80+ attending most Sunday mornings. Age-specific groups are provided for children for part of the service.

From mid-March 2020 services moved online due to Covid restrictions.

After the service, everyone is normally encouraged to:

- chat over refreshments
- meet with new friends, enjoy fellowship with old friends, and make a note of absent friends to check that they are well
- pray with our one-to-one prayer ministry as needed.
- sign up to activities and events advertised in our church notices that are given out in the service.

Once lockdown restrictions were in force from March 2020, a post-service coffee and chat time took place on Zoom.

We have an occasional Community Afternoon/Evening Service, which is a great opportunity to introduce someone new to the fellowship. Though this was not possible for much of 2020, it is our policy to make special effort to invite the local community for those events which are significant in the Christian calendar: Christmas, Easter, Harvest, Remembrance where those who are not regular attendees may wish to benefit from our services.

Weektime Activities

Our regular weekly activities aim to demonstrate the love of Jesus Christ, nurture growth of faith and discipleship and provide services to the community. Covid restrictions have put a temporary stop to most of what we regard as our normal activities. However, with a bit of ingenuity and some lateral thinking, many activities were able to continue in a different format.

Prayer. Online services built in prayer for other countries each week and Covid restrictions led to the creation of a Monday evening prayer meeting on Zoom which has been very well attended.

House groups had to be suspended due to Covid but house group members continued to support one another.

Christian Meditation Group was able to move online.

The Creative Arts Group was able to move to Zoom and has continued to be extremely well-attended.

Men's Breakfast – Saturday morning once a month, moved online.

Women's Breakfast – Saturday morning, once a month, moved online.

Pilgrims, a weekly day-time group for older people, had to stop meeting but members kept up contact with each other.

Hospitality: Jesus shared meals with people and, in a normal year, some of our services are cafe style services based around food and at all our events we have free refreshments. Unfortunately Covid restrictions curtailed our normal programme of such events in 2020.

Care for others: One of our most important functions is visiting and taking a service in the local care home which we do up to 3 times a year. From March 2020 this was unfortunately impossible. Care for others became a matter of phone conversations, shopping for those unable to get out, and the delivery of meals, prepared by our Community Café staff, to needy, vulnerable and elderly people in our community.

Community. Sadly, in 2020 we were unable to hold most of our community services at which we would normally collect gifts for groups such as PAFRAS. However, for Christmas 2020 we were able to support both KidzKlub and Caring for Life with donations of Christmas gifts and money.

Courtyard Café had to cease operating as a café but was able to provide healthy cooked meals for about 50 vulnerable/elderly/house-bound people. Meals were delivered to people's doors.

English "Drop In" had to be suspended due to Covid rules. Liz New, the community worker, kept up as many contacts as possible within the limits of the Covid restrictions.

4 ACHIEVEMENTS AND PERFORMANCE:

Our Vision Statement is “God’s People Building God’s Kingdom for God’s Glory” We had to adapt most of our activities so as to fulfil our goals (see above) as far as possible, within the challenging circumstances of the pandemic.

- **Sunday Morning Services**

Our gathered church is made up of many cultures and backgrounds, and worship on a Sunday reflects this – with a preaching and worship team of diverse styles and ministries who serve our community. For much of 2020 services moved online and were accessed through our YouTube channel. We were indebted to our pastor, Graeme, for experimenting with and successfully achieving a very high standard of broadcast service which included, for example, a series on local parks and local street names and a number of features on different countries around the world, as well as worship and preaching from one of our regular preaching team.

- **Opportunities for prayer**

Once Covid restrictions were in place the normal opportunities for praying together were no longer available. However, many groups managed to move online onto Zoom in order to maintain our prayer ministry. These included:

Christian Meditation Group
Men’s Prayer Breakfast
Women’s Breakfast Fellowship
Monday Prayer Meeting
Creative Arts Group
Leadership Team Prayer

- **Sunday School**

Normally Sunday Club meet on Sunday mornings, going out from the main service into another room for about an hour. There are two groups but all children are welcome, including visitors. Once lockdown was established, children’s provision was moved online with a weekly supply of resources that parents could use with their children. Sunday school staff also carefully organised prize givings with children and parents coming at specified times to the church garden area in order to meet lockdown requirements.

- **Pastoral Care**

Pastoral care is normally provided by the pastor, associate pastor, community worker and other group leaders within the church. Pastoral care for most of 2020 has relied upon phone contact and Zoom. During good weather it was possible for people to meet up outdoors whilst still meeting the requirements of distancing and numbers. Until the beginning of lockdown the five house groups continued to meet as usual but had to be suspended once restrictions were introduced. Members of house groups continued to keep in contact by phone, socially distanced walks etc.

- **Community Activities**

As well as ongoing community outreach by church-based groups, we have continued to open up our buildings for community use, including welcoming other congregations (Church of God 7th Day; and a Filipino church) to make use of our premises. For the first three months of 2020 we continued to develop our community space where there are activities as diverse as Children’s Circus, Trapeze lessons, Aikido, Concerts, Adult education, Slimming World, Neighborhood watch, Arts Space. As from mid-March 2020 these all had to be suspended. In the long term we hope to see them return.

- **Courtyard Café** (normally open to the public on Mondays during term time from 11am to 1.30pm) is our community café, run by volunteers. We aim to:-
 - Provide cheap, nutritious, home cooked food for the community
 - Share the love of Jesus with those who come through our doors
 - Provide a place where customers can be prayed for if they seek help

As with other activities, Covid rules meant that this could no longer happen from mid-March. However, the Courtyard kitchen team were able to transform their operation into a **‘send-out’ meals service** for needy and vulnerable people in the nearby community. We were very sad to lose, albeit temporarily, the opportunity to welcome a very diverse range of customers into our building for good food, a great atmosphere and warm connections. We look to see the return of ‘normal operations’ once Covid restrictions are lifted.

- **Open Doors – Wednesday morning drop-in**

The informal community drop-in on Wednesday mornings – a chance for people to come into the church for a chat or for some quiet space - had to be suspended due to Covid from mid-March.

- **Multi-cultural and multi-faith work**

Our community worker, Liz New, has an important role sharing the love of Jesus Christ with the wider community. She has normally done this in a variety of ways: visiting local homes, teaching English and giving personal support, especially to Asian women in the community; manning the prayer room attached to Courtyard Café; organising, resourcing and teaching in the English Drop-In classes on a Thursday morning; providing pastoral and practical care e.g. with form-filling, phone calls, hospital visits etc. She was obliged to suspend most of these activities although she made considerable efforts to maintain garden visits and outdoor one-to-one contacts, whenever possible.

We host WAST – a Saturday afternoon asylum seekers’ drop-in group for women. Along with other groups, this had to stop due to lockdown for much of 2020.

- **Safeguarding**

During 2020 no specific or general safeguarding issues arose. A brief summary of our ongoing policy and procedures is outlined below.

We have adopted the Baptist Union’s recommendations and procedures (Safe to Grow) and have drawn up our own safeguarding procedures. The latter consists of: Policy Mission Statement; Safeguarding booklet and policies for Sunday School volunteers under the age of 18 years and for unaccompanied children attending church. The procedures are kept in the Office and the Mission Statement is displayed in the Green Room and Church Hall. Any confidential information that involves a child or an adult is stored in the church safe.

Our documentation incorporates the values of “Every Child Matters”.

Policy and Procedures

- The church recognises its responsibilities for the Safeguarding of all children under the age of 18 years as set out in the Children Act 1989 and 2004.
- A copy of the safeguarding policy is displayed on a notice board in one of the public access hospitality rooms and also in the church hall. The policy and procedures are reviewed annually.
- The policy is read annually at the AGM. Unfortunately the 2020 AGM could not take place

due to Covid restrictions.

- We also have a policy for unaccompanied children which will be reviewed annually at the same time as the safeguarding policy.

The Church operates systems to ensure that all volunteers working with children and vulnerable adults are appropriately vetted with regard to the DBS. Anyone wishing to work with children in church, i.e. Sunday morning, has to have an enhanced Disclosure and Barring check and these are repeated every five years.

- **Mission work**

We normally aim to use 15% of our church income to support the following missionary causes: a church worker seconded to us by Interserve (A Multicultural Mission); Operation Mobilisation – an International missions charity; the Baptist Union of Great Britain Home Mission Fund. We also support the work of Tear Fund by having a fund raising day each year.

The drastic reduction in income from mid-March 2020 meant that some of our support had to be temporarily suspended.

- **Maintenance and development of buildings**

Some maintenance work was continued during the period of closure in 2020.

5. FINANCE

The Church continues to raise the funds that it needs to carry on its activities from within its own membership and congregation. Community fund raising has not been an option in 2020.. The financial results for the year, together with a summary of the accounting policies adopted, are set out in the report and the receipts and payments account.

FINANCE REPORT 2020

The Receipts and Payments Account shows that overall receipts were down. This can be attributed to the impact of COVID 19 at the beginning of the year. The breakdown is as follows:-

- Sunday Cash Collections fell by £8,300,
- Rental Income fell by £11,500
- No Gift Aid claim was made during the year. Gift Aid Claims were submitted in 2021 in respect of the previous year amounting to £8,428.
- Cafe Income fell by £3,672.

However, claims under the Furlough Scheme accounted for £5,426 which offset the impact of the above.

Tithe payments amounted to £14,000.

The year end deficit was £15,703 which is reflected in the reduced cash balances held which declined from £60,000 to £44,000.

Independent Examiner's Report to the Trustees of Harehills Lane Baptist Church – 23/08/21

I report on the accounts of the Trust for the year ended 31 December, 2020 – which are set out on pages 1 and 2.

Respective responsibilities of Trustees and Examiner

The charity's trustees are responsible for the preparation of the accounts. The charity's trustees consider that an audit for the year ended 31 December, 2020 is not required under section 144(2) of the Charities Act 2011 (the 2011 Act) and that an independent examination is needed.

It is my responsibility to:

- examine the accounts under section 145 of the 2011 Act;
- follow the procedures laid down in the General Directions given by the Charities Commission under section 145(5)(b) of the 2011 Act; and
- state whether there are any particulars that have come to my attention.

Basis of independent examiner's report

My examination was carried out in accordance with the general Directions given by the Charities Commission.

An examination includes a review of the accounting records kept by the charity and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts, and seeking explanations from you - as trustees - concerning any such matters.

The procedures undertaken do not provide all the evidence that would be required in an audit and consequently no opinion is given as to whether the accounts show a "true and fair view" – and the report is limited to those matters set out in the statement below.

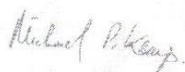
Independent examiner's statement

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

1. which gives me reasonable cause that in any material respect the requirements:
 - a. to keep accounting records in accordance with section 130 of the 2011 Act; and
 - b. to prepare accounts which accord with the accounting records and comply with the accounting requirements of the 2011 Acthave not been met; or
2. to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.

However, the Trustees should remind all involved that it's important and we need to maintain expenditure sheets for all expenditure.

For clarity – and for the benefit of Charities Commission officials, there was a revaluation of the church assets by the church insurers and reflected in these accounts, which are valued at £5.453m. I also asked Paul Smith to make some other minor adjustments to the accounts, which have all been made and reflected in the final version for submission.



Michael P. Kemp, LL.B, A.C.A

Member of the ICAEW

30 Carr Manor Parade, Leeds LS17 5AF

FINAL (INDEPENDENTLY EXAMINED) RECEIPTS AND PAYMENTS ACCOUNT 2020						
RECEIPTS	Unrestricted	Designated	Restricted	Endowment	TOTAL	TOTAL
	funds	funds	funds	funds	2019	2020
	£	£	£	£	£	£
Monthly Standing Orders	43,283	0	0	0	42,284	43,283
Gift Aid	0	0	0	0	11,689	0
Cash Collection	1,304	0	0	0	9,604	1,304
Total receipts from regular giving	44,587	0	0	0	63,577	44,587
Annual & One Off Gifts	2,315	0	0	0	2,605	2,315
Other Voluntary Receipts	8,440	0	0	0	7,200	8,440
Total Giving	55,342	0	0	0	73,382	55,342
Rental Income	3,898	0	0	0	15,431	3,898
Interest	113	0	0	0	292	113
Rent from flat	4,867	0	0	0	5,100	4,867
Flat utilities	1,650	0	0	0	1,350	1,650
Cafe receipts	452	0	0	0	4,124	452
YBA	0	0	0	0	1,615	0
Other grants, donations and deposits	0	0	0	0	0	0
Special Collections (Restricted)	0	0	2,625	0	160	2,625
Furlough	5,426	0	0	0	0	5,426
Total Other Income and Receipts	16,406	0	2,625	0	28,072	19,031
TOTAL RECEIPTS	71,748	0	2,625	0	101,454	74,373
PAYMENTS						
Staff costs					52,058	45,573
Admin					4,358	2,617
Church Utilities					8,564	9,660
Church Maintenance					4,750	2,356
Cleaning Contractor					4,842	1,359
Cleaning Materials - Church					414	694
Flat Utilities					1,359	1,384
Flat Maintenance					673	305
Manse Council Tax and Insurance & Water					2,174	2,168
Manse Renovation					850	359
Flowers					0	0
English Class					652	65
Evangelism					218	0
Hospitality / Guest Services					625	0
Cafe Expenses					1,307	1,385
Prayer Activity					42	35
Sunday Club					131	91
Worship Team					65	303
Pastoral Requests					812	297
Gifts Paid					0	0
Pump and Other Projects					0	0
Loan repayments					4,800	4,800
Total Running Costs					88,694	73,451
Special Collections Paid (Restricted)					0	2,625
Tithe - YBA HMF					0	2,600
Tithe - International Services					7,800	11,400
Tithe - Other					1,000	0
					0	0
Total Special Collections and Tithes Paid					8,800	16,625
Total Payments					97,494	90,076
Surplus /Deficit For the Year					3,960	-15,703

FINAL (INDEPENDENTLY EXAMINED) RECEIPTS AND PAYMENTS ACCOUNT 2020						
					2019	2020
					year end	year end
ASSETS:						
Current A/c					33,699	17,912
Credit Union					26,476	26,515
Office Petty Cash					69	115
Total Cash at Bank and in Hand - A					60,244	44,542
ASSETS RETAINED FOR CHARITY'S OWN USE						
Church buildings (Harehills Lane and Hilton Place)					4,680,000	5,043,512
Contents					92,116	75,000
Boiler					47,884	35,000
Manse, 1 Sycamore Ave					225,000	300,000
Total Assets Retained for Charity's Own Use - B					5,045,000	5,453,512
LIABILITIES						
YBA loans					0	0
Loan					22,800	18,000
Total Liabilities - C					22,800	18,000
TOTAL NET ASSETS (= A + B - C)					5,082,444	5,480,054
Admin expenses analysis:						
Accountancy					1,246	247
Admin					618	865
Training					0	
Telephone					507	545
Photocopying/Stationery					1,833	889
Cleaning					1	0
Bank Charge / Interest						5
Subscriptions					153	66
					4,358	2,617

6. RESERVES POLICY

The Trustees have established a Reserves Policy (equivalent to 6 months direct running costs), and are satisfied that they have sufficient reserves at the Balance Sheet date, together with ongoing income anticipated, to enable the church to function effectively in the coming year.

7. RISK ASSESSMENT

The Trustees have made an assessment of the major risks facing the church, and are satisfied that there are policies in place to minimise these risks. However a detailed risk assessment is available on request.

8. HEALTH AND SAFETY POLICY

The Trustees have established a Health and Safety policy. This policy will continue to be reviewed annually and will be developed in line with the Annual review.

9. STAFF ANNUAL REVIEW

The Trustees have established an annual review criteria for all paid staff, which will be overseen by line managers that have been appointed for each member of staff to refer to. Each member of staff will be given a questionnaire to fill in before attending a staff review meeting with their line manager.

10. VISION AND FUTURE DEVELOPMENTS

Throughout the year, prayer and discussions continued by the Trustees on how Harehills Lane Baptist Church should effectively reach out to, and engage with, people in our neighbourhood, and what it means for Harehills Lane Baptist Church and our buildings to be a vibrant hub in the community and a space where community partnerships continue to flourish.