

# **ST MARY'S CHURCH – WYKE**

## **ANNUAL REPORT and FINANCIAL STATEMENTS of the PAROCHIAL CHURCH COUNCIL**

for the year ended 31 December 2020

Vicar:  
Rev. Lucy Wormsley

6 Vicarage Close  
Wyke  
Bradford  
BD12 8QW

Bank:  
Barclays Bank PLC

Independent Examiner:  
Mrs J Wilkinson ACCA  
11 Birch Grove  
Batley  
WF17 0RG

## **Independent Examiner's Report to the trustees of St Mary's Church, Wyke, Parochial Church Council.**

I report on the accounts of the church for the year ended 31 December 2020 which are set out on pages 8 to 10.

### **Respective responsibilities of the Trustees and Examiner**

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

It is my responsibility to

- examine the accounts (under section 145 of the 2011 Act);
- To follow the procedures laid down in the General Directions given by the Charity Commissioners (under section 145 (5)(b) of the 2011 Act; and
- To state whether particular matters have come to my attention.

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

My examination was carried out in accordance with the General Directions given by the Charity Commission. An examination includes a review of the accounting records kept by the charity and a comparison of the accounts presented with 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 present 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 give me reasonable cause to believe that in any material respect the requirements
  - to keep accounting records in accordance with s.130 of the 2011 Act; and
  - to prepare accounts which accord with the accounting records and comply with the accounting requirements of the 2011 Act have not been met; or;
2. to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.

Jacqueline Wilkinson, ACCA  
11 Birch Grove  
Batley  
WF17 0RG

Signed.....

Date.....

# **2020 Report and Accounts for the Parochial Church Council of St. Mary's, Wyke, Bradford.**

## **Aim and purposes**

St. Mary's Parochial Church Council (PCC) has the responsibility of co-operating with the incumbent, in promoting in the ecclesiastical parish, the whole mission of the church, pastoral, evangelistic, social and ecumenical. The Revd. Lucy Wormsley is the incumbent and Vicar of Wyke.

The PCC is also specifically responsible for the maintenance of the church and hall of St. Mary's, Wyke.

The Revd. Margaret Lyons is Honorary Curate, with Sylvia Percival and Susan Naughton as licensed Readers to the parish.

## **Objectives and activities.**

The PCC is committed to enabling as many people as possible to worship at our church, including Messy Church, our "Fresh Expressions" project, and to become part of our parish community at St. Marys. The PCC maintains an overview of worship, giving priority to all ages worshipping together every Sunday morning. Our worship services and weekday groups seek to put faith into practice through prayer and scripture, music and sacrament.

As a registered charity, when planning our activities, we take note of the Charity Commission's guidance on public benefit and the advancement of religion. We try to enable people to live out their faith as part of our parish community through:

- Worship, prayer, learning about the gospel and developing knowledge and trust in Jesus.
- Provision of pastoral care for everyone in our congregation and for people living in the parish.
- Missionary and outreach work.

To facilitate all this work, it is important that we maintain the fabric of St Mary's church and hall.

## **Achievements and performance**

### **Worship and prayer**

Our Sunday worship comprises one Church Family service at 10.30am, including two communion services each month, however, this year we have had to offer a number of online only services from the Vicarage and from the church at various points throughout the year and when the church has been closed, Communion services have been abstained from, due to the COVID-19 pandemic. Laying on of Hands and Anointing is usually offered from time to time throughout the Church year, although this has been abstained from due to the COVID-19 pandemic during 2020. When the service is not specifically "All Age" in style, the Sunday School & Junior Church groups meet in the church hall, to deliver age-appropriate teaching. Again, the children's provisions have been sporadic and online only throughout this year due to the pandemic in 2020.

Seasonal services are provided for Lent, Holy Week & Easter and for Advent & Christmas. We also hold monthly All-Age Special Services to encourage whole family participation. We also hold a Nativity themed service & a Christingle service just before Christmas. We did our best to offer similar services throughout the COVID-19 pandemic and take away "worship at home" packs where this was provided online at seasonal times.

Messy Church is run monthly on the third Saturday and caters for families with no church background or families from other churches where there is no equivalent provision. This only occurred once in person this year in January, due to COVID-19 pandemic.

In 2020 our electoral roll comprised 61 members, 43 of whom are residents and 18 non-residents. The average number attending on Sundays is 25 adults (2019: 43) and 0 under 16yrs. The numbers for average attendance for this year are difficult to report, due to the COVID-19 pandemic. In addition to the average shown above, we had an addition of those joining us via the Facebook livestream. We had up to 45 households joining us each week between March and July and 25 households between July and Dec once we reopened for public worship. These numbers increase at the seasonal times of Easter, Harvest and Christmas. We have celebrated 1 baptism, 0 weddings and held 2 funerals in the church during 2020.

### **Deanery Synod**

Two PCC members are able to be elected members of the Outer Bradford Deanery Synod, however, we only had one person elected to this position at the APCM in 2020.

We did not have any deanery synod meetings during 2020, due to the COVID-19 pandemic. Rev. Vaughan Pollard stood down as Area dean at the end of this year. Bernard Lewis continues as our elected deanery representative and was the lay chair of the synod during 2020.

Alongside our attachment to the Outer Bradford Deanery, we are connected to the Bradford Episcopal Area Forum. To this, members of all four Deaneries in the Bradford Episcopal Area, along with members of every parish congregation, are invited to share together collaboratively and supportively of one another. During 2020 these meetings were held on zoom, where over 100 people attend each time from across the episcopal area. Dealing with the impacts of the pandemic and how the church can evolve positively from it, supporting those in need in our communities were some of the topics looked at during these meetings.

### **The Church and Church Hall**

The church is open to the community on specific occasions for private prayer and other activities. We welcome our local schools into church and visit at school throughout the year. We both provide and host services for other organisations such as *Teddy Tots & Toddlers* and *Wyke Children's Centre*. During 2020, this hasn't been possible in the same way, but our vicar has provided occasional assemblies and services for schools via zoom and video and toddler group worship/input via Facebook.

The church hall is widely used throughout the week and at weekends by groups paying rent. These groups include the Monday Club for the elderly, Teddy Tots & Toddlers for Under 3s and their parents/carers, Scouts, Cubs and Beavers and other activity groups. These groups have not been able to use our facilities during most of 2020 due to the closure during the pandemic, but when we have been able to open for them, we have seen a range of new or temporary user groups, which were welcomed.

### **Pastoral care**

A group of pastoral carers looks out for each and every member of the congregation. Home visits to those who are housebound or ill and Home Communion is available to them, where requested. We have a group who meet weekly to pray for the Parish and church members, there is a prayer chain to support those where specific needs are raised.

We have continued to provide pastoral care via phone calls from the pastoral care team this year, however visits to homes haven't been possible due to restrictions from the pandemic. We have increased our provision of church service booklets to those who are housebound, so they can join in with services from home. This is something we hope to continue after the pandemic as well.

Sylvia and Lucy have continued to provide prayers each week for the parish, either from home individually or together in church where it has been possible.

### **Mission and evangelism**

We tithe 10% of our voluntary receipts (planned giving etc.), usually divided equally between 3 Christian Charities. This year our local donation was to the mission and ministry of the Diocese of Leeds (given towards our Parish share contribution, as a one-off request due to the pandemic). The remainder was given between a national charity (the *Church Homeless Trust*, working towards ending the cycle of homelessness) and two international charities (*Open Doors*, for whom we are a Partner Church, which supports persecuted Christians in over 60 countries and the Mary & Martha Trust). Please see the Financial Review and Statements for further details of this.

We have also given this year, through our collection boxes and offerings from the Christingle Service, £623.80 to the Children's Society for their work with vulnerable children around England and Wales. This was done separately to our church accounts and some was given directly to the Children's society via their online giving methods.

### **Ecumenical relationships**

We play an active role in the Wyke Council of Churches comprising six local churches, which operates a Trussell Trust Food Bank for Wyke and surrounding areas. The churches in Wyke provide well attended joint services twice a year, monthly prayer meetings, ministers' prayer breakfasts as well as a joint Lent Course, Carols for the Community and other events throughout the year.

We ran a lent course which was initially attended by those from other churches, however, it was suspended as lockdown began due to the COVID-19 pandemic. The ministers have met a few times via zoom to keep in touch and provided a Christmas carol service together, but joint services and Wyke Council of Churches meetings were suspended from March onwards, due to the pandemic.

The Foodbank closed at the start of the pandemic due to premises, space and volunteer vulnerability. Following a number of enquiries to the church for support, Lucy began to provide delivery for local parcels, provided by Bradford Central Foodbank (who covered our foodbank postcode areas while we were closed). This was 3 days a week for the first 5 months of the pandemic and in September Lucy stepped in as interim manager at the Foodbank, in order to get it re-opened and running in line with its charity commission mission statement. We then appointed a new permanent volunteer manager in December, Dawn Stobart, to begin her role in the new year.

### **Safeguarding**

We follow the Diocesan Policy and statement for safeguarding at St. Mary's Church. Evelyn Haigh continues as our Parish Safeguarding Officer. We have done an update of our DBS checks for all PCC members and those working directly with children, young people and vulnerable adults. We had intended to host a C1 training session during this year, however this did not go ahead due to the COVID-19 pandemic and so we will endeavour to do this during the next year. We have also begun working towards updating our lone-worker policy.

## Financial Review

### Unrestricted General Funds:

The quoted figures for 2020 can all be identified on the Financial Statements. Where appropriate, the equivalent figures for 2019 are shown in brackets in order to show the effect on our finances of the COVID-19 pandemic.

Total receipts were £47,165 (£55,424) of which £32,457 (£32,948) was voluntary donations, mainly planned giving of £23,009 (£22,898) which has held up well due to the loyalty of those church members who plan their Giving. We claimed £6,192 (£6,566) from Gift Aid and received Donations of £1,700 (nil). Receipts from Fund Raising of £1,405 (£3,383) and Church Activities of £13,303 (£17,343) are cumulatively down on the previous year by £7,018, due to the pandemic.

Total payments were £51,040 (£55,420), largely comprising the Diocesan parish share contribution of £31,700 (£29,280). This includes a one-off payment of £2,000 requested by the Diocese from all parishes, due to the effect of the pandemic on their finances, which was taken from the budgeted 'tithe allocation' of 10% of Total Receipts. Consequently, Missionary giving and donations total £2,500, being 5.3% of Total Receipts. Spending on Church activities was £16,611 (£22,109), considerably less than the previous year due to the church and church hall not being available during most of the pandemic. This helped towards offsetting the fall in receipts and so the Deficit was kept to £3,876, having budgeted to break even.

General Fund reserves have reduced to £12,185 (£16,061) and represent approximately two months of budgeted expenditure in normal times (see 'Reserves Policy' below).

### Designated & Restricted Funds:

The pandemic has not had any effect on these funds. Receipts of £1,632 less payments of £6,548 resulted in a reduction of £4,916 in funds to £7,274 as detailed and explained in Note 5 of the Financial Statements.

Total funds held at Barclays Bank have reduced to £19,459 (£28,252).

### Reserves Policy

The request from the Diocese (see above), along with their advice on what constitutes a prudent Reserves Policy, caused the PCC to debate our policy. There was agreement that, in these unprecedented times, reserves representing around **two months** of the General Fund budgeted annual expenditure should be enough to cover fluctuations in cash flow and to meet emergencies.

## **Volunteers**

We would like to thank every person who works hard to make our church what it is. This year has been a difficult one in terms of working together as a team at church. That said, we are so grateful for all the support and care we have seen amongst the congregation. From helping with opening the church in a COVID safe way, or helping to lead/preach/read/pray/lead music at our services to those serving on PCC and those calling up friends from church, to add to and aid our church's pastoral care support throughout these challenging times.

## **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 and is a Registered Charity.

The method of appointment of PCC members is set out in the Church Representation Rules. At St Mary's the membership of the PCC consists of the incumbent (our vicar), churchwardens, Honorary Curate, Readers and members elected by those members of the congregation who are on the electoral roll of the church. All regular members of the congregation are encouraged to register on the Electoral Roll and stand for election to the PCC.

The PCC members are responsible for making decisions on all matters of general concern and importance to the parish, including deciding on how the funds of the PCC are to be spent.

During the year, the PCC met 8 times with an average level of attendance of 70%. In addition, we have a Standing Committee and a Projects Committee which are responsible to the PCC, with minutes of their decisions being received by the PCC and discussed as necessary.

The main areas of focus for the PCC this year have been:

- COVID-19 pandemic updates for churches and community centres/halls
- Church Worship & provisions throughout the year
- Financial reports monthly (via email where meetings weren't held)
- Building concerns and issues – including the fallen bell & outside lighting updates

## **Fabric**

We have limited the level of workers entering the building due to COVID-19 and only gone ahead with work as absolutely necessary for safety and protection of the building and churchyard. We have managed to update the external lighting round the far side of the church hall and had a couple of internal lighting issues seen to.

We have sadly had one of our church bells fall from its hanging during the lockdown and so we have had a full inspection carried out on all the bells and have begun to look into undergoing a full renovation of them for safety purposes.

We had a complaint about the state of the graveyard in general, but more specifically highlighting the safety of one grave in particular. This has been looked into in collaboration with the Archdeacon and made safe and we continue to maintain the graveyard area, continuing the good work done with the community back in 2015.

## Administrative Information

St Mary's church is situated in Green Lane, Wyke. It is now part of the Diocese of Leeds within the Church of England. The correspondence address is 6 Vicarage Close, Wyke, Bradford, BD12 8QW. Registered Charity number 1153194.

PCC members who have served at any time from 1 January 2020 until the date this report was approved are:

### Ex Officio members:

Incumbent:	The Revd. Lucy Wormsley (Chair)
Wardens:	Mr Bernard Lewis (Vice chairman), Deanery Synod rep. Mrs Margaret Roper, Deanery Synod rep. (up to Oct) & PCC Secretary (up to Oct)
Licensed clergy:	The Revd. Margaret Lyons
Readers:	Mrs Susan Naughton Mrs Sylvia Percival

### Elected members:

Mrs Evelyn Haigh (PCC Secretary from Oct)	
Mrs Gillian McQueen	Mrs Christine Haley
Mrs Dawn Moody	Mr Maurice Hodges
Mr John Roberts (Treasurer)	Mrs Gillian Watson

Approved by the PCC on 23<sup>rd</sup> February 2021 and signed on their behalf by Rev. Lucy Wormsley (Vicar, incumbent and PCC chair)

Signed.....

Date.....01/03/2021



FINANCIAL STATEMENTS for the Year Ended 31 December 2020

Receipts and Payments Accounts

		Unrestricted General Funds	Designated & Restricted Funds	TOTALS 2020	TOTALS 2019
	Note	£	£	£	£
<b>RECEIPTS</b>					
Voluntary receipts					
Planned giving		23009		23009	22898
Collection at services		1484		1484	3171
Collections - weddings, baptisms & funerals		12		12	253
All other giving/voluntary receipts	3(a)	1760	807	2567	40225
Gift Aid recovered		6192	125	6317	7366
		<u>32457</u>	<u>932</u>	<u>33389</u>	<u>73913</u>
Fund Raising	3(b)	1405		1405	3383
Church Activities	3(c)	13303	700	14003	20211
Insurance Claim		0		0	1750
		<u>14708</u>	<u>700</u>	<u>14708</u>	<u>25344</u>
<b>Total Receipts</b>		<u>47165</u>	<u>1632</u>	<u>48797</u>	<u>99257</u>
<b>PAYMENTS</b>					
Diocesan parish contribution (Share)		31700		31700	29280
Fund Raising expenses	4(b)	230		230	898
Church activity expenses	4(c)	16611	6548	23159	73731
Missionary giving and donations	4(a)	2500	0	2500	3148
		<u>51040</u>	<u>6548</u>	<u>57588</u>	<u>107057</u>
<b>Total Payments</b>		<u>51040</u>	<u>6548</u>	<u>57588</u>	<u>107057</u>
Excess of receipts over payments		-3876	-4916	-8792	-7800
Cash at bank at 1 January		16061	12190	28251	36052
		<u>16061</u>	<u>12190</u>	<u>28251</u>	<u>36052</u>
Cash at bank at 31 December		12185	7274	19459	28252
		<u>12185</u>	<u>7274</u>	<u>19459</u>	<u>28252</u>

Statement of Assets and Liabilities

<b>Cash Funds</b>					
Barclays Current Account		<u>12185</u>	<u>7274</u>	<u>19459</u>	<u>28252</u>
<b>Other Monetary Assets</b>					
Gift Aid Recoverable	2	<u>1803</u>	<u>0</u>	<u>1803</u>	<u>1692</u>

Notes

- The financial statements of the PCC have been prepared in accordance with the Church Accounting Regulations 2006 using the Receipts and Payments basis.
- Gift aid recoverable for the final quarter of the year amounts to £1800 and will be included in the 2021 Financial Statements.

	Unrestricted General Funds	Designated & Restricted Funds	TOTALS 2020	TOTALS 2019
	£	£	£	£
<b>3 Receipts</b>				
<b>a) All other giving/voluntary receipts</b>				
Donations - Messy Church	0	7	7	23
Donations - church members and others	1700	500	2200	3200
Grant - War Graves Commission	60	0	60	60
Grant - Community Fund	0	0	0	9992
Grant - Big Lottery Fund	0	0	0	26950
Bradford South Scouts	0	300	300	600
	<u>1760</u>	<u>807</u>	<u>2567</u>	<u>40825</u>
<b>b) Fund Raising</b>				
Beetle Drive	415		415	308
Concert	0		0	644
Spring Craft Fair	897		897	990
Brass Band Concert	0		0	730
Christmas Fayre	0		0	521
Other Fund Raising Activities	93		93	191
	<u>1405</u>	<u>0</u>	<u>1405</u>	<u>3384</u>
<b>c) Church Activities</b>				
Fees for Weddings and Funerals	218	700	918	1096
Church Hall lettings - local community use	3207	0	3207	9237
Mobile Phone Mast fees	9878	0	9878	9878
	<u>13303</u>	<u>700</u>	<u>14003</u>	<u>20211</u>
<b>4 Payments</b>				
<b>a) Missionary giving and donations</b>				
Local - Wyke Food Bank	0		0	1000
National - Church Homeless Trust	1000		1000	1000
International - Open Doors	1000		1000	1000
International - 'Mary & Martha' Outer Mongolia	500		500	0
Home Missions and other church societies	0		0	148
	<u>2500</u>	<u>0</u>	<u>2500</u>	<u>3148</u>
<b>b) Fund Raising</b>				
Beetle Drive	132		132	40
Concert	31		31	235
Spring Craft Fair	47		47	136
Brass Band Concert	0		0	355
Other Fund Raising Activities	20		20	131
	<u>230</u>	<u>0</u>	<u>230</u>	<u>897</u>
<b>c) Church Activity Expenses</b>				
Clergy and staffing costs	352		352	238
Cost of services, licences and subscriptions	798		798	1589
Organ and piano maintenance	211		211	303
Sunday School, Training and presentations	163	18	181	375
Electricity - all buildings	1063		1063	1768
Gas - all buildings	4345		4345	5730
Water - all buildings	554		554	534
Cleaning - all buildings	2172		2172	2294
Church equipment and maintenance	471	2059	2530	7793
Insurance - buildings, contents and liability	2934		2934	2908
Church hall equipment and maintenance	138		138	25005
Security - all buildings	84		84	84
Clock - maintenance and repairs	0	390	390	0
Church grounds equipment and maintenance	573		573	594
Quinquennial Survey Fee	0		0	0
Printing, photocopying and stationery	2195		2195	972
Telephone and internet expenses	458		458	327
Independent Examiner Fee	100		100	100
Youth Activities	0	4081	4081	23117
	<u>16611</u>	<u>6548</u>	<u>23159</u>	<u>73731</u>

## 5 RESTRICTED AND DESIGNATED FUNDS

The movement in these funds during the year were:

	1-Jan £	Receipts £	Payments £	31-Dec £
<b>Restricted Funds:</b>				
Church Clock Fund	390		-390	0
Church Fabric Fund	2456	300	-2059	697
Church Grounds & Graveyard Fund	665			665
Church Worship Fund	64			64
Youth Club Fund	2144			2144
Parish Weekend Fund	431			431
TNLComFund -Youth Capacity Project	4081		-4081	0
Children & Young Peoples Fund	1959	7	-18	1948
	<u>12190</u>	<u>307</u>	<u>-6548</u>	<u>5949</u>
<b>Designated Funds:</b>				
Church Bells Fund	0	625		625
Wedding Fees Fund	0	700		700
	<u>12190</u>	<u>1632</u>	<u>-6548</u>	<u>7274</u>

### Restricted Funds:

**The Church Clock Fund** represents donations for refurbishment and repair of the church clock, which can only be used for that purpose. All available funds were fully expended in 2020.

**The Church Fabric Fund** represents donations from Gift Day appeals and individuals that can only be used for the maintenance and refurbishment of the general fabric of the church building and external lighting.

**The Church Grounds & Graveyard Fund** represents donations, fund raising and Gift Day appeals which can only be used for the maintenance of the church grounds and graveyard.

**The Church Worship Fund** represents proceeds from dividends and investments which may only be used to aid worship.

**The Youth Club Fund** represents grants and fund raising for the running of a community Youth Club.

**The Parish Weekend Fund** represents funds raised in support of previous parish weekends and can only be used for a similar purpose.

**TNLComFund -Youth Capacity Project** is a grant from the 'National Lottery Community Fund' derived from historical unclaimed bank deposits. Its purpose is to promote helping young people, particularly those from BAME (British, Asian and Minority Ethnic) backgrounds, to find employment. Projects based on St Mary's Church Hall and the Delph Hill Community Centre have been set up under the auspices of the PCC to further these aims. The project was completed in February 2020, all available funds having been fully expended.

**The Childrens and Young Peoples Fund** was created as a restricted fund in 2014 as a result of incorporating Sunday School funds into these Financial Statements. All income and expenditure relating to children and young people activities are channeled through this fund.

### Designated Funds (unrestricted):

**The Church Bells Fund** has been created by the PCC in 2020 to hold donations and grants, etc. which will be required to repair the bells.

**The Wedding Fees Fund** has been created by the PCC in 2020 to hold fees paid in advance for a wedding planned for 2021.