

Annual Report of the Parochial Church Council of the Ecclesiastical Parish of the Epiphany Gipton
For the Year Ended 31st December 2023

Administrative Information

The Epiphany Church is situated in Beech Lane, Gipton, Leeds 9. Up to November 2022 it was in the Allerton Deanery of the Diocese of Leeds within the Church of England. On reorganisation of the Deanery structure, it became part of East Leeds Deanery.

The correspondence address is 227 Beech Lane, Leeds, LS9 6SW.

When the Vicar retired in July 2023, the church's website at www.epiphanyleeds.wordpress.com was deleted.

The church maintains a Facebook page <https://www.facebook.com/epiphanygipton>

PCC members who have served from the APCM on 14th May 23 until this report was approved are:

Vicar: The Reverend Canon Kathryn Fitzsimons retired on 26th July 2023 and since then the church has been in vacancy.

Wardens: No Church wardens were elected

Ex-Officio Members: No Deanery Synod representatives were elected

Elected Members () = aspects of responsibility

NB: All serve for 3 years with one third retiring each year (retirees are eligible for re-election)

Jan Ali (Licensed Lay Minister and Chair) (Until APCM 2026)

Chris Muir (Until APCM 2026)

Mandy Ruddiman (Until APCM 2024)

Jill Cavasi (Safeguarding Officer) (Until APCM 2025)

Jill Ryan (Vice Chair) (Until APCM 2025)

Batanai Rinhomota (Until APCM 2026)

Christine Brett was appointed treasurer and attends PCC in a non-voting capacity.

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 as amended and Church representation rules that came into force on 2 January 1957 and is registered with the Charity Commission (No.1157658). PCC members are Trustees.

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.

As well as the **Standing Committee** (the only committee required by law, having powers to transact the business of the PCC between its meetings, subject to any direction given by the Council) the PCC has appointed the following committees:

Finance Committee

Property Committee

Worship Committee

Other groups meet as appropriate to carry out the mission and ministry of the Church

Objectives and Activities

The Epiphany PCC has a responsibility of co-operating with the Vicar, in promoting in the ecclesiastical parish the whole mission of the Church, pastoral, evangelical, social and ecumenical. Whilst the Church is in vacancy the PCC co-operates with the East Leeds Area Dean and Archdeacon of Leeds

The mission focus of the church of the Epiphany is captured in the Vision for Mission Statement and in the Mission Action Plan

We aspire to be a welcoming, inclusive and open church that is focused on following in the Way of Jesus and, through the power of the Holy Spirit, supporting God's mission in Gipton through being a Worshipping Community, a Learning Community and a Serving Community.

These have not changed whilst the church is in vacancy.

PCC Chair's Report

I echo the introduction by the Vicar to her report for 2022. This has been a year of challenges surrounded by hope and we give thanks to God for grace as we travelled through the year.

A vacancy is never an easy time for a PCC but the members have worked hard to ensure that church life has continued and exciting plans have been made for 2024.

We continue to look for new members to build on the strengths of our PCC.

All procedures have been followed including preparing a Parish Profile to accompany the advert for a replacement incumbent. The Vacancy is being advertised as an interim post for 3 years to work as part of a team to build a vision and plan for the East Leeds Revival. To date the post has been advertised twice without success, a third advert will be placed after Easter, in the meantime we are working with Oakwood Church and the Archdeacon on various aspects of the role.

The Vicarage is being managed by property guardians appointed by the Diocese.

A new church email Epiphanychurch@outlook.com was set up, monitored by the PCC Chair and Treasurer. A mobile telephone 07471314351 replaced the Vicarage landline.

Worship at Epiphany

Sunday worship has continued in person throughout 2023. Thank you to Reverend Bridget Hawkins for sharing worship with us and to Jan Ali our Licensed Lay Minister who continues to provide regular services of the Word. Our children worship with us and the Roots subscription has been continued to provide activities for them

Jan Ali has arranged visiting preachers for Holy Communion services that would normally be taken by the incumbent. These have included as well as retired priests, Bishop Nick Baines, Bishop Arun Arora and Archdeacon Paul Ayres.

There is an inclusive worship rota and task list · People are encouraged to take on roles. We began Lent by sharing the Ash Wednesday Service at Oakwood Church.

In Holy Week we had a wonderful fish and chip supper to mark Jesus final meal with his disciples followed by evening prayer, a vigil and compline. This was the second time we had shared food together since 2019 and again was a very special occasion.

Carols around the tree was again a highlight of our Christmas worship.

Learning at Epiphany

We have paused our regular bible study sessions but continue to share a regular reflection by email and our weekly notice sheet has many interesting facts this year, our thanks go to John Mee for producing the entertaining weekly bulletin.

Service at Epiphany

We continue to work with the Trussell Trust to offer Foodbank on Tuesday mornings. Sadly numbers continue to increase.

Richard Naylor, the manager, for Epiphany, liaises with the office and works with the team of 8 volunteers to ensure we keep up this valuable service.

Activities in the Church Hall continue which provide both an income stream for the church and also the opportunity to build relationships with different groups. Working with Zest and Space 2 we were again able to offer a number of community events together. These included:

- The Great Get Together in June took place in the community garden – the donkeys were very popular!
- Heritage Open day
- The Christmas event was really well attended both stalls and activities creating a very joyful atmosphere.

The Pantomime group Metro Goldwyn Gipton held its first pantomime – Treasure Island - since 2019. It uses the church hall free of charge for rehearsals (in return a donation is made from ticket sales to church funds), keeps ticket prices very low at £5 per person and is well supported.

The church grounds provide a community garden and bench and these are both well used by the local community.

PCC report

The PCC met five times during 2023 with an average attendance of 50 %.

PCC committees met at appropriate intervals between PCC meetings and reported back when necessary.

The PCC would like to express their appreciation and great thanks to Kathryn our Vicar before her retirement, Jan our Lay Minister and all who have contributed to the smooth running of services and church activities during 2023.

Deanery Synod

The treasurer, Christine Brett, is a Deanery Synod representative for Oakwood Church and reports that:

During 2023, our local Deanery Synod has met five times. This has been three times as the East Leeds Deanery, and twice as a joint synod forum of all the deaneries in the Leeds Episcopal area.

At the meeting in June The Revd. Kathryn Fitzsimons, gave a presentation on Poverty in East Leeds, from her experiences as Vicar at Epiphany and Oakwood Church and former Urban Officer in Diocese of Ripon and Leeds, highlighting Jesus saying; being salt & yeast in the Kingdom & "the poor you will always have with you".

Safeguarding

There was one safeguarding incident in 2023, which was recorded and managed by Revd. Kathryn Fitzsimons who liaised with myself as Safeguarding Officer. The incident was resolved.

Jill Cavasi Safeguarding Officer

Property report

CHURCH

Again there were quite a few occasions of vandalism and fly tipping during the year all of which were reported with crime numbers allocated.

The ground floor windows of the church were all broken in a series of consecutive incidents. Unfortunately film from the two security cameras on the Vicarage giving coverage to the car park and the main Church entrance doors was inconclusive in tracing the perpetrators.

Advice from the insurance company and the Police has been unrealistic for a place of Worship in proposing a 6 foot high security fence with padlocked gates.

Whilst boarding up took place immediately in November, the fitting of replacement glass is on hold while discussions take place with the Diocesan Advisory Committee on how we can better secure them taking into account the Grade 1 listing of the church.

The application by Jan Ali to a Home Office scheme for security improvements to places of worship was successful and CCTV should be placed on the church in 2024.

HALL

The kitchen door leading to the main hall was replaced in 2023 as planned and replacement lights were fitted in the kitchen.

The front ground floor windows of the hall were all broken in the series of consecutive incidents at the same time as the church.

Whilst boarding up took place immediately in November, the fitting of replacement glass and grills will not be completed until 2024 as they have to be made to measure.

The flags from the carpark to the church hall were repaired.

Uniformed Groups Report

Rainbows, Brownies, Guides, Beavers, Cubs and Scouts continued to meet in the church halls.

From the Treasurer

2023 was my third year as Treasurer for Epiphany Church and again I have to thank the team who share the load and help ensure the financial arrangements run smoothly.

- Above all I am indebted to Jill who has been so generous with her time and shown unfailing patience in answering my queries, particularly as I took over claiming gift aid from HMRC.
- Jill Cavasi, Jan Ali Kathryn Fitzsimons and then after Kathryn's retirement, Jill Ryan met with me as a Finance team,
- Mandy Ruddiman co-ordinated the bookings for the Church Hall so I could invoice as appropriate.
- The PCC members to whom I am accountable.

Whilst 2022 saw a gradual return to stability in terms of church services, increasing use of the hall facilities and more opportunities to build relationships with the local community, 2023 was marked by the retirement of the Vicar, Kathryn Fitzsimons in July. Since then the church has been in vacancy and this has impacted as the number of weddings, funerals and baptisms reduced.

The greater impact however has been on the faithful worshippers and on the small team dedicated to maintaining the church ready for its new incumbent.

Financial Reports

1. The Statement of Assets and Liabilities Report

This Report shows:

a) the two places where the Church's money is stored;

- the Bank Current Account (Virgin Money);
- the savings account (CCLA – CBF deposit account);

The bank current account at the end of December 2023 was £10,000 less than at the end of the previous year. £5000 was transferred from the savings account in December 2023 to ensure the church could meet its monthly expenditure.

b) Liabilities. These are monies held by or collected by the church, that belong to other agencies (effectively the church acts as Agents for them). At the end of 2023 this account held £170.50 for Christian Aid to be paid to Christian Aid in 2024.

c) a breakdown of the money held by the church. This year you can see that there was a considerable reduction to £9649.87 unrestricted funding (money that can be used for the day-to-day work), at the end of the financial year.

2. The Receipts and Payments account (Statement of Financial Activities) provides:

a) a breakdown of the money that was received and paid out in 2023. It shows that £28,205.01 was received and £39,698.73 spent this year. The comparable figures for 2022 were income £41,034.80 and expenditure £38,410.90.

b) the transfer of fund between accounts.

- This year £2,400 was transferred from the unrestricted funds to the Designated funds for Church and Hall repair costs. This together with £3,866.36 carried forward in this fund from 2022 meant that routine repairs and replacements could be financed together with the additional costs caused by vandalism incidents to the church, hall and grounds.

Analysis of the Receipts and Payments Account - which breaks the report down into more detail - will be available on request at any time.

Income in 2023:

My thanks go to everyone at Epiphany for your continuing commitment to Stewardship and giving of your time and talents to keep the church running in 2023.

As anticipated when setting the budget for 2023 income reduced compared to the previous year. Planned giving and cash collections reduced. Other income streams also reduced including income from legacies, grants, gift aid recovered and weddings booked.

Income from rents for using the church halls increased only slightly despite an increase in rates largely because of a reduction in ad hoc bookings e.g. parties, perhaps a reflection of the increase in the cost of living.

Other receipts in 2022 were

- a one-off grant of £200 from South Leeds and East Foodbank towards heating costs

We received one legacy of £2000 in 2023. This went into the unrestricted General Fund.

We also received some generous donations including £1000 from Roundhay St. John's Church and £1,300 from Metro Goldwyn Gipton ticket sales for their pantomime Treasure Island.

Expenditure in 2023

A major priority for the PCC and congregation is paying its Parish Share to the Diocese. **In 2023 it was paid in full.** But the increase compared to 2022 accounted for the increase in overall expenditure.

Church and Hall running expenses from the General Fund were maintained at a similar level to 2022. This was primarily due to the Diocesan Energy Grant of £2,250 towards heating costs, received at the end of 2022 and restricted in its use.

Maintenance contracts with various companies were continued in order to ensure that the church and hall were well looked after.

There were six incidents of vandalism to the windows in the church hall and church in November 2023. In addition there was fly tipping in the church garden, graffiti to the Church's Foundation Memorial Stone and damage to the flagstones leading from the carpark to the church hall. Although the necessary expenditure was met from the designated building fund, significant pressure was placed on the cashflow necessitating a transfer of £5000 from the Deposit account to the Current bank account in December 2023.

A new fire door was fitted between the kitchen and large hall.

Replacement of the church main doors was deferred due to the difficulties in find an approved manufacturer and fitter for the grade 1 listed building.

The PCC agreed that the charitable giving for 2022 should be to WYDAN so the donation of £157.70 was made in January 2023.

For 2024:

The Parish Share in 2024 has increased to £21,744. It is by far the largest call on the church's finances.

The church is facing increased costs in both the running of the church and hall. Therefore the PCC agreed a 10% increase to the rates for hiring the church hall and an increase in heating charges for weddings and funerals in the church in winter.

Applications for grants to improve the facilities offered by Epiphany church will be actively explored.

Grant funding for CCTV on the on the church was agreed in 2023 and the installation should be completed in February 2024.

The PCC approved a deficit budget for 2024 that included paying the Parish Share of £21,132.00 in full but would entail using available reserves. However the impact of the church being in vacancy, plus rising costs for the church and the cost of living impacting on giving to the church will place significant pressure on the ability to pay the Parish Share in full.

The PCC and Finance Team will be carefully overseeing the cash flow of the Church to ensure it remains financially solvent and not at risk of being unable to meet its obligations.

Accounting Policy:

The Accounts have been prepared on a 'Receipts and Payments' basis, which means that transactions are accounted for as money is received or spent, rather than accruals accounting.

Funds:

The accounts are separated into various pots of money, for general, designated or restricted use;

General funds are for the day-to-day running of the Church and Hall.

Designated funds are those pots of money that are set aside from the general funds, to use for a specific purpose.

Restricted funds are those which must be used for a very specific purpose, for example grants or donations for specific things.

The following table explains what the various funds are:

Type of fund	Name of fund	Purpose
Unrestricted	General	Day-to-day running costs
Designated	BF-Des	£200 each month is saved in this account to put towards Repairs. Sometimes this needs to be increased if there is additional expenditure required.
Designated	BSA-Des	Buildings Special Appeal, where donations from the congregation towards the new boiler were saved and the balance reserved to use for further building projects. Rev Nouwen's legacy of £6500 towards the replacement of the church external doors was added to this fund in 2022.
Designated	Legacy	Money left in legacy. For the replacement of the items used in Communion. Necessary purchases were made and the balance remains here.
Restricted	BF – Res	This is where Grant money for large building works is held. Currently it has a small balance of VAT reclaimed.
Restricted	One-off grants	This is where small one-off grants received during the year are held.
Restricted	DEG	Diocesan Energy Grant to help with Epiphany's energy costs in 2023

Reserves Policy:

The PCC aims to keep between 3 and 6 months running costs in the bank at all times. This is a minimum of £8,000 and a maximum of £18,000, in the general funds. This ensures that the Church is able to meet its running costs for 3 months.

The total free reserves at the year-end were £20,451.51 comprising £9,649.87 in the unrestricted General Fund and £10,801.64 which has been designated towards a variety of purposes as set out in the table below.

Movement of funds:

This table shows the movement of money between the funds

Fund and type	Fund balances brought forward from 2022	Incoming resources	Outgoing resources	Transfers	Fund balances carried forward to 2023
Unrestricted – General Fund	15,942.17	28,005.01	31,897.31	(2400.00)	9,649.87
Designated – Building Fund	3,866.36	0.00	5,351.42	2,400.00	914.94
Designated – Building Special Appeal Fund	9,818.00	0.00	0.00	0.00	9,818.00
Designated – Dynamo Closed 31 st Dec 2022					0.00
Designated – Legacy	69.20	0.00	0.00	0.00	69.20
Restricted – Arts Closed 31 st Dec 2022					0.00
Restricted – Building Fund	3,551.25	0.00	0.00	0.00	3551.25
Restricted – Healing Closed 31 st Dec 2022					0.00
Restricted – Mothers Union Closed 31 st Dec 2022					0.00
Restricted – Mission with young people Closed 31 st Dec 2022					0.00

Restricted – One-off grants	0.00	200.00	200.00	0.00	0.00
Restricted – Diocesan Energy grant	2,250.00	0.00	2,250.00	0.00	0.00
TOTALS	35,496.98	28,205.01	39,698.83	0.00	24,003.26

Whilst the PCC remains committed to paying what Parish Share it can and in 2024 is working towards paying it in full, this is not a legal obligation and therefore, the trustees are confident that, if necessary, they can flex the amount of Parish Share paid over the next 12 months to ensure the charity remains a Going Concern.

This report and the accounts were approved by the PCC on 28th March 2024

Signed on behalf of the PCC

Signature 

Appendix 1 Receipts and Payment Account for the period 01 January 2022 to 31 December 2023

Appendix 2 Statement of Assets and Liabilities as 31 December 2023

Appendix 3 Independent Examiner's Report

Church Of The Epiphany
Statement of Assets and Liabilities (by code)
As at: 31 December 2023

Class and nominal code	General	Designated	Restricted	Endowment	Total	Last year
Current assets - Current assets						
6501 : Bank current account	2,892.37	636.14	2,442.51	—	5,971.02	15,917.40
6510 : CCLA (CBF) deposit account	6,757.50	10,166.00	1,297.24	—	18,220.74	20,509.79
6590 : Cash in hand	—	—	—	—	—	—
6591 : Mustard Seed - Cash Account	—	—	—	—	—	—
Totals	9,649.87	10,802.14	3,739.75	—	24,191.76	36,427.19
Liabilities - Liabilities						
6601 : Loans received	—	—	—	—	—	—
6699 : Agency collections	—	—	188.50	—	188.50	930.21
Totals	—	—	188.50	—	188.50	930.21
Represented by						
Unrestricted - General	9,649.87	—	—	—	9,649.87	15,942.17
Designated - BF-Des	—	914.94	—	—	914.94	3,866.36
Designated - BSA-Des	—	9,818.00	—	—	9,818.00	9,818.00
Designated - Dynamo	—	—	—	—	—	—
Designated - Legacy	—	69.20	—	—	69.20	69.20
Designated - Special	—	—	—	—	—	—
Restricted - Arts	—	—	—	—	—	—
Restricted - BF-Res	—	—	3,551.25	—	3,551.25	3,551.25
Restricted - CT	—	—	—	—	—	—
Restricted - DEG	—	—	—	—	—	2,250.00
Restricted - Heal	—	—	—	—	—	—
Restricted - MU	—	—	—	—	—	—
Restricted - MYP	—	—	—	—	—	—
Restricted - OneOff-Res	—	—	—	—	—	—
Totals	9,649.87	10,802.14	3,551.25	—	24,003.26	35,496.98

Jan Al:
28.03.24.
CHAIR OF PCC.

Church Of The Epiphany
Receipts and Payments Account

For the period from 01 January 2023 to 31 December 2023

	Unrestricted funds	Designated funds	Restricted funds	Endowment funds	Total funds	Prior year total funds
Receipts						
Planned giving	8,061.01	—	—	—	8,061.01	10,829.03
Collections and other giving	2,763.16	—	—	—	2,763.16	3,497.61
Other voluntary receipts	5,474.50	—	—	—	5,474.50	9,407.00
Gift Aid recovered	2,470.24	—	—	—	2,470.24	3,493.02
Other receipts	—	—	200.00	—	200.00	4,250.00
Activities for generating funds	626.75	—	—	—	626.75	589.85
Investment Income	710.95	—	—	—	710.95	258.26
Receipts from church activities	7,898.40	—	—	—	7,898.40	8,711.03
Total receipts	28,005.01	—	200.00	—	28,205.01	41,034.80
Payments						
Cost of generating funds	303.46	—	—	—	303.46	270.79
Missionary and Charitable Giving	157.70	—	—	—	157.70	369.30
Parish Share	21,132.00	—	—	—	21,132.00	19,211.30
Clergy and Staffing costs	342.96	—	—	—	342.96	867.01
Church Running Expenses	5,054.00	3,138.71	954.35	—	9,147.06	6,634.59
Hall Running Costs	4,607.19	2,212.71	1,495.65	—	8,315.55	9,359.91
Church Repairs & Maintenance	—	—	—	—	—	1,446.00
Hall Repairs & Maintenance	—	—	—	—	—	—
Governance Costs	300.00	—	—	—	300.00	252.00
Total payments	31,897.31	5,351.42	2,450.00	—	39,698.73	38,410.90
Excess of receipts over payments before transfer	(3,892.30)	(5,351.42)	(2,250.00)	—	(11,493.72)	2,623.90
Transfers						
Gross transfers between funds - in	—	2,400.00	—	—	2,400.00	—
Gross transfers between funds - out	(2,400.00)	—	—	—	(2,400.00)	—
Excess of receipts over payments before other...	(6,292.30)	(2,951.42)	(2,250.00)	—	(11,493.72)	2,623.90
Net movement in funds	(6,292.30)	(2,951.42)	(2,250.00)	—	(11,493.72)	2,623.90
Reconciliation of funds						
Bank accounts at 01 January 2023	15,942.17	13,753.56	5,801.25	—	35,496.98	32,873.08
Bank accounts at 31 December 2023	9,649.87	10,802.14	3,551.25	—	24,003.26	35,496.98

Jan Aei
28.03.24.
CHAIR OF PCC

The Parochial Church Council Of The Ecclesiastical Parish Of The Epiphany Gipton, Leeds

Independent examiner's report to the trustees of The Parochial Church Council Of The Ecclesiastical Parish Of The Epiphany Gipton, Leeds

I report to the charity trustees on my examination of the accounts of the charity for the year ended 31 December 2023.

Responsibilities and basis of report

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

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

Independent examiner's statement

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

- 1 accounting records were not kept in respect of the charity as required by section 130 of the Charities Act;
- 2 the accounts do not accord with those records.

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

Signed: 

Name: Simon Bostrom FCIE

02/04/2024

West Yorkshire Community Accountancy Service CIO

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