

Annual Report of the Parochial Church Council of the Ecclesiastical Parish of the Epiphany, Gipton For the Year Ended 31st December 2024

Administrative Information

The Church of the Epiphany is situated in Beech Lane, Gipton, Leeds. It is in the East Leeds Deanery of the Diocese of Leeds within the Church of England. The correspondence address is 227 Beech Lane, Leeds, LS9 6SW. In addition to the Grade I listed church building, the PCC is also responsible for maintaining the church hall, attached to the church.

PCC members who have served from May 24 until this report was approved are:

Priest-in-Charge: The Reverend Gemma Fleury (licensed 12th September 2024)

Wardens: No Church wardens were elected

Ex-Officio Members: No Deanery Synod representatives were elected.

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

Jan Ali (Licensed Lay Minister)	(until APCM 2026)
Jill Cavasi (Safeguarding Officer)	(Until APCM 2025)
Jill Ryan (Vice Chair)	(Until APCM 2025)
Chris Muir	(Until APCM 2026)
Batanai Rinhomota	(Until APCM 2026)
Marjorie Bell	(Until APCM 2027)
Mandy Ruddiman	(Until APCM 2027)
John Mee	(Until APCM 2027)

Christine Brett continued as the appointed treasurer and has regularly attended PCC meetings 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.

Objectives and Activities

The Epiphany PCC has a responsibility of co-operating with the Priest-in-Charge, in promoting in the ecclesiastical parish the whole mission of the Church, pastoral, evangelical, social and ecumenical.

The PCC is committed to enabling as many people as possible to worship at our Church, and to be introduced to and explore the Christian faith. Our life as a church community is grounded in prayer, Scripture, and receiving the Sacraments.

We try to enable ordinary people to live out their faith as part of our church community, through:

- Worship and prayer;
- Opportunities for learning and developing their knowledge about the Christian faith;
- Provision of pastoral care for people living in the parish; and
- Mission and outreach work.

To facilitate this work, it is vital that we maintain the fabric of both the Church and the Hall.

Priest-in-Charge's Report

It has been such a joy to join the worshipping community at the Church of the Epiphany. We have a beautiful church building, a functional church hall, and a warm community spirit. There are so many generous people in the church giving their time and talents, both in service to the Lord and to their neighbours.

I am looking forward to seeing where we can together develop and grow the church over the next year. Conversations throughout November, following our Vision Day, included many good and achievable suggestions. It was evident that many would like to see provision for children and youth in the church, as well as support given for new believers and enquirers. To pursue more avenues of singing and giving service to the local community was also a priority. Plans are in place to try and develop these ideas.

Christmas brought many – both young and old – into contact with the church. We had a very well attended carol service, with choirs from both Wykebeck Primary and St Nicholas' Catholic Primary Schools, as well as an enjoyable Crib Service. Plans are in place for learning and worship throughout Lent and Easter. We are further looking forward to some baptisms.

Sunday services have continued on the same pattern from before I arrived, with Holy Communion being conducted most Sundays, and a Service of the Word taking place on most third Sundays of the month. I would like to extend my heartfelt thanks to Jan for all that she does to serve and lead our community in worship.

The church hall continues to be a great asset, with uniformed organisations meeting on Mondays and Tuesdays, Zest Men's group on a Wednesday, and a new youth group being led on a Thursday by Leeds Youth Service. We are awaiting news on whether Space2 can continue its Thursday gardening group. The Pantomime this year was another great success, with many laughs to be had!

The Foodbank continues its important work every Tuesday morning, with a few more volunteers joining. Sadly, numbers of people needing this service are increasing, so any and every contribution is greatly appreciated.

I pray that we at the Church of the Epiphany will continue to grow in faith and fellowship, learning and hospitality, that we may be faithful witnesses to the wider community.

The Reverend Gemma Fleury
Priest-in-Charge

PCC report

Awaiting report.

Deanery Synod

There were 3 meetings of the East Leeds Deanery Synod in 2024. All meetings begin with worship and include an introduction about the host church, news of appointments and elections and a Deanery roundup where Synod representatives can give news from their church. The treasurer reported that as all parishes had paid the £10 subscription requested in 2023 by the Deanery, there would not need to be another subscription levied until 2025.

1st February 2024 at St. Wilfrid's Church, Harehills

Speaker: Rev. Jude Smith, Diocesan Director of Church Revitalization and Diocesan lead for Barnabas.

'Encouraging Confidence' Summary of presentation:-

- Barnabas initiative for missional initiatives, buildings, equipping clergy and laity, leadership training
- Society is changing, so the church needs to change its availability to meet this – for instance service times. Think outside the box, no need to be afraid of change
- What stops us, what hinders us? – all have something to give, we have more to offer than we think, examples of churches and their outreach into community and other groups. We need as a church to be authentic.
- What can help? – prayer, being intentional, using the diagnostic tool (available from Diocesan web site) encouraging personal growth and leadership. Courses are available to enable this
- Diocesan web site has information and a building fund is shortly to be available for church repair.

1st May 2024 at St. Richard's Church, Seacroft

Guest Speaker – Bishop Arun

'East Leeds Revival'

'The Church of God doesn't so much have a mission as the mission of God has a church' Steven Bevan Newbiggin lecture 2018

The Diocesan strap line – 'Confident Christians, Growing churches, Transforming communities' Bishop Arun spoke of the great revivals on the Isle of Lewis and in Wales and then went on to speak of the ambition for revival in the churches in the East of Leeds. There has been a significant decline in church attendance, certainly since the Covid pandemic.

Three interim priests are to be appointed to parishes in East Leeds – one already in post. St George's Church looking to undertake a church plant in East Leeds in 2025.

Questions asked by Deanery:-

- What funding available from the National Church?
- How can the Diocese be more proactive to obtain the funding?

The Diocese has so far received up to 30 million from National Church and further funding will be available but the bids must ensure that there is the intentional desire by churches to grow. Parishes will be listened to for their needs. Rob Street recently appointed to visit parishes to research need.

Criteria for funding:-

- Where is the greatest opportunity to establish and younger more diverse church
- How to live out our calling as missionary disciples?
- Establishment of a mixed economy and adding new churches

16th October 2024 at the Church of the Epiphany, Gipton

Rev Gemma Fleury, licensed on 12th September 2024 as Priest in Charge of Epiphany Church was welcomed by the Area Dean to her first East Leeds Deanery Synod meeting.

A focus on the following questions:-

- What is great about your parish?

Answers: the people, multicultural, outreach, community in village, a lot happening, permission to spread the gospel, missional opportunities.

- How could it be better?

Answers: more pre-school work, how we use volunteers, intentional about mission, reaching out to the community, re-engaging with the community, bigger church bell.

- What could it look like in 10 years time?

Answers: BCP prayer book choral service every week, no pews, change of culture, reaching out, keeping church open, change in Diocesan deployment of clergy, churches working together, partnerships.

Guest Speaker: Revd. Canon Paul Maybury, Coordinator for Spirituality in Leeds Episcopal Area and Rector of Leeds Minster.

Spoke on Spiritual Direction and the importance and place of prayer in our churches.

There were also 2 meetings of the Leeds Episcopal Area Forum (where the Deaneries meet together) held centrally at St. George's Church, Leeds

12th March 2024

Saving Creation Saving Creation Starting your church's journey.

Jemima Parker Environment Officer for the Diocese of Leeds

How is climate change affecting your congregation and community now?

What does the gospel look like in the context of a climate and ecological emergency? •

Becoming an Eco Church

12th November 2024

Part one: Encouraging Lay Ministry

Helen Collings, Lay Training Team Leader

· Stuart Ward (lay chair South Leeds deanery; Lay Pastoral Minister and Occasional Preacher)

20.45 Part two: Developing Deployment – vacancy reviews (Archdeacon Paul)

A similar programme of 3 East Leeds Deanery Meetings and 2 Area Forums are planned for 2025.

In addition, the East Leeds Deanery is planning a Deanery Service.

Christine Brett
East Leeds Deanery Synod Representative

Safeguarding Report

This year we have worked towards achieving the standards on the Church of England Safeguarding Dashboard. Several members of the Church have completed Basic and Foundation Safeguarding training independently and we held a group session attended by 3 members of the congregation.

We have worked alongside the Parish Safeguarding Team as required over the past year.

Jill Cavasi

Parish Safeguarding Officer

Church Fabric Report

The Church

CCTV cameras have been fitted covering the main entrance and car park as well as the North West side of the Church near the boiler room.

The Church and hall have now got intruder alarms.

Thanks are due to Jan Ali for applying for the funding and liaising with the contractors.

Following last years vandalism the lower windows around the east end are still boarded until funding and agreement as to their replacement is in place.

The decision to replace the main doors is still on hold until funds are available.

All the exterior doors are in poor condition.

Internally the east wall of St Nicholas's Chapel still needs attention.

All the fire extinguishers and some maintained emergency lights were checked and replaced as necessary.

The gas boiler was checked and serviced

The Hall

The main hall fluorescent lights by the stage were replaced with LED lights and a quote was obtained to replace the remaining lights in the future. Faulty lights in the kitchen and toilets were replaced. The main heater by the door into the hall was repaired.

As previously noted, the main hall fire doors at the rear are in a poor condition.

Outside a tree was cut down as it was damaging the fence and obstructing the path.

Richard Naylor

Property

Treasurer's Report

2024 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. This was particularly valuable while the church was in vacancy until Rev Gemma Fleury was licensed on 12th September 2024.

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 2024 was comparable with the previous year but only because £5000 was transferred from the savings account in April 2024 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 2024 this account held £22 for Diocesan fees.

c) a breakdown of the money held by the church. This year you can see that there was a further reduction from £9,649 to £6,213 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 2024. It shows that £30,595 was received and £34,628 spent this year. The shortfall in income of nearly £4,000 was considerably less than in 2023 but still concerning that the church was relying on dwindling reserves for its day-to-day expenditure.

b) the transfer of fund between accounts.

This year £4,100 was transferred from the unrestricted funds to the Designated funds for Church and Hall repair costs. This together with £914.94 carried forward in this fund from 2023 meant that routine repairs and replacements could be financed.

£69.20 was transferred from the designated Legacy fund to the unrestricted General fund. The transfer was agreed by the PCC on 20th November 2024 because this fund was no longer required. 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 2024:

My thanks go to everyone at Epiphany for your continuing commitment to Stewardship and the giving of your time and talents to keep the church running in 2024.

Stewardship was encouraging with a 6% increase in income including cash collections for which gift aid can be claimed.

Gift aid receipts amounting to £5,431 were double those in 2023 but they did include some from 2023 and up to 31st August 2024

A generous and very welcome donation of £1,500 was received from Metro Goldwyn Gipton ticket sales for their pantomime Snow White and the Seven Dwarfs

However, the income from hall rents reduced by 8%. Although £1,165 income for the use of the hall in 2024 was outstanding at the Year End, it is usual for bills for the last quarter to be paid early in the following year.

Whilst there were variations in individual categories overall income was in line with the budget agreed at the beginning of the year.

3 restricted one-off grants were received in 2024

- £2000 from the Diocese of Leeds Church Building fund towards the replacement of the church hall windows vandalised in November 2023.
- £200 MICE grant from local Councillor Salma Arif towards the cost of the donkeys at the Gipton Get Together at Epiphany on 29th June 2024.
- £250 from South Leeds and East Foodbank towards heating costs.

Expenditure in 2024

A major priority for the PCC and congregation is paying its Parish Share to the Diocese. In 2023 it was paid in full. In 2024 it increased to £21,744. It is by far the largest call on the church's finances and the only expenditure that can be flexed.

Therefore in 2024 £13,790 amounting to 63% of the Share request was paid. Epiphany is not by any means the worst payer in the Deanery or the Diocese.

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

Replacement windows in the church hall were installed with additional protection from polycarbonate and security grilles. A £2000 grant from the Diocese and £1,865 from the Insurance Company did not however cover the full costs.

Furthermore, the replacement of several fire extinguishers plus improvements to the sound system at a combined cost of £1700 placed further pressure on the church's financial position.

Utility costs increased by 40% compared with 2023.

Hence it was necessary to transfer £5,000 from the investment account to the General Fund in May in order to maintain a reasonable balance to ensure day to day running costs could be paid.

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

Replacement of the church main doors was again 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 2023 should be to Christian Aid so donations amounting to £210 and held in Agency funds £210 was paid in 2024.

For 2025:

The PCC agreed that the collection from the Carol Service and donations in lieu of Christmas cards in December 2024 should be earmarked in 2025 for contributions towards the Foodbank and Parish Pantry at Epiphany to be spent at the discretion of the Vicar.

At 1st January 2025 the church had unrestricted reserves in the General Fund of £6,213.89 compared with £9649.87 at 1st January 2024. Whilst this decline is not a good start, there are 13 regular standing orders and another 3 regular givers through the envelope scheme. If giving

continues at this level then Stewardship income should be £2000 higher than in 2024 and this means that there will be more Gift Aid claimed.

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.

However current income only meets routine expenditure if the Parish Share request of £20,804 for 2025 is not paid in full.

The Quinquennial survey at an anticipated cost of £1,110 is due in 2025. The outcome of this will undoubtedly have expenditure implications.

The main doors to the church need to be replaced. A legacy of £6500 is held in designated (but not restricted) reserves for this purpose.

The small church windows will be replaced (boarded up since the vandalism in November 2023 whilst awaiting a specialist handmade glass supplier). The Insurance Company will pay £4,692 – the cost of the replacement glass. The protective polycarbonate window coverings will cost £3,228 and it is hoped a Diocesan building grant will cover this. If not, then the PCC agreed it would be covered from the restricted building fund. There are plans to apply to claim back the VAT amounting to £1,320.

In order to support a healthy cash flow balance, especially whilst window works are undertaken (there will be a time lag between expenditure and grant/insurance income), the PCC agreed to a small monthly Parish Share payment from January 2025. This payment will be reviewed at PCC meetings in 2025 and payments increased if possible. It is the intention to pay as much Parish Share as possible.

Applications for grants to improve the facilities offered by Epiphany church will also be actively explored so that the hall is an attractive venue for church outreach activities and for potential users. More use of the church hall by external groups would generate income and ease the pressure on the church's finances.

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 remained here until the PCC agreed it was no longer required so the money was transferred to the General Fund.
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.

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 £16,411.52 comprising 6,213.89 in the unrestricted General Fund and £10,197.63 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 2023	Incoming resources	Outgoing resources	Transfers	Fund balances carried forward to 2025
Unrestricted – General Fund	9,649.87	28,135.78	27,540.96	(4,100.00) 69.20	6,213.89
Designated – Building Fund	914.94	0.00	4635.31	4,100.00	379.63
Designated –	9,818.00	0.00	0.00	0.00	9,818.00

Building Special Appeal Fund					
Designated – Legacy	69.20	0.00	0.00	(69.20)	0.00
Restricted – Building Fund	3,551.25	0.00	0.00	0.00	3551.25
Restricted – One-off grants	0.00	2,450.00	2,450.00	0.00	0.00
TOTALS	24,003.26	30,585.78	34,626.27	0.00	19,962.77

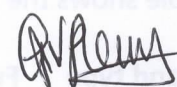
Whilst the PCC remains committed to paying what Parish Share it can and in 2025 is working towards paying it in full, this is not a legal obligation and therefore, the trustees are confident that, if necessary, they can flex the amount of Parish Share paid over the next 12 months to ensure the charity remains a Going Concern.

This report and the accounts were approved by the PCC on 12th March 2025

Appendix 1 Receipts and Payment Account (Statement of Financial Activities) for the period 01 January 2024 to 31 December 2024

Appendix 2 Statement of Assets and Liabilities as 31 December 2024

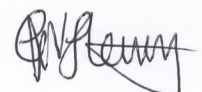
Appendix 3 Independent Examiner’s Report


21.03.2025 .

Church Of The Epiphany
Statement of Financial Activities

For the period from 01 January 2024 to 31 December 2024

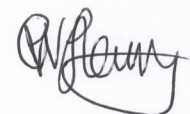
	Unrestricted funds	Designated funds	Restricted funds	Endowment funds	Total funds	Prior year total funds
Receipts						
Planned giving	8,759.51	—	—	—	8,759.51	8,061.01
Collections and other giving	1,871.76	—	—	—	1,871.76	2,763.16
Other voluntary receipts	1,720.00	—	—	—	1,720.00	5,474.50
Gift Aid recovered	5,431.24	—	—	—	5,431.24	2,470.24
Other receipts	1,865.00	—	2,450.00	—	4,315.00	200.00
Activities for generating funds	655.17	—	—	—	655.17	626.75
Investment Income	885.00	—	—	—	885.00	710.95
Receipts from church activities	6,948.10	—	—	—	6,948.10	7,898.40
Total receipts	28,135.78	—	2,450.00	—	30,585.78	28,205.01
Payments						
Cost of generating funds	50.00	—	200.00	—	250.00	303.46
Missionary and Charitable Giving	—	—	—	—	—	157.70
Parish Share	13,790.00	—	—	—	13,790.00	21,132.00
Clergy and Staffing costs	96.76	—	—	—	96.76	342.96
Church Running Expenses	6,125.15	1,678.30	125.00	—	7,928.45	9,147.06
Hall Running Costs	7,179.05	2,957.01	2,125.00	—	12,261.06	8,315.55
Governance Costs	300.00	—	—	—	300.00	300.00
Total payments	27,540.96	4,635.31	2,450.00	—	34,626.27	39,698.73
Net incoming / outgoing resources before transfer	594.82	(4,635.31)	—	—	(4,040.49)	(11,493.72)
Transfers						
Gross transfers between funds - in	2,069.20	6,100.00	—	—	8,169.20	—
Gross transfers between funds - out	(6,100.00)	(2,069.20)	—	—	(8,169.20)	—
Net incoming / outgoing before other gains / losses	(3,435.98)	(604.51)	—	—	(4,040.49)	(11,493.72)
Other recognised gains / losses						
Net movement in funds	(3,435.98)	(604.51)	—	—	(4,040.49)	(11,493.72)
Reconciliation of funds						
Total funds brought forward	9,649.87	10,802.14	3,551.25	—	24,003.26	35,496.98
Total funds carried forward	6,213.89	10,197.63	3,551.25	—	19,962.77	24,003.26



21.03.2025.

Church Of The Epiphany
Statement of Assets and Liabilities (by code)
As at: 31 December 2024

Class and nominal code	General	Designated	Restricted	Endowment	Total	Last year
Current assets - Current assets						
6501 : Bank current account	3,571.39	31.63	2,232.01	—	5,835.03	5,949.02
6510 : CCLA (CBF) deposit account	2,642.50	10,166.00	1,297.24	—	14,105.74	18,220.74
6590 : Cash in hand	—	—	—	—	—	—
6591 : Mustard Seed - Cash Account	—	—	—	—	—	—
Totals	6,213.89	10,197.63	3,529.25	—	19,940.77	24,169.76
Liabilities - Liabilities						
6601 : Loans received	—	—	—	—	—	—
6699 : Agency collections	—	—	(22.00)	—	(22.00)	166.50
Totals	—	—	(22.00)	—	(22.00)	166.50
Represented by						
Unrestricted - General	6,213.89	—	—	—	6,213.89	9,649.87
Designated - BF-Des	—	379.63	—	—	379.63	914.94
Designated - BSA-Des	—	9,818.00	—	—	9,818.00	9,818.00
Designated - Dynamo	—	—	—	—	—	—
Designated - Legacy	—	—	—	—	—	69.20
Designated - Special	—	—	—	—	—	—
Restricted - Arts	—	—	—	—	—	—
Restricted - BF-Res	—	—	3,551.25	—	3,551.25	3,551.25
Restricted - CT	—	—	—	—	—	—
Restricted - DEG	—	—	—	—	—	—
Restricted - Heal	—	—	—	—	—	—
Restricted - MU	—	—	—	—	—	—
Restricted - MYP	—	—	—	—	—	—
Restricted - OneOff-Res	—	—	—	—	—	—
Totals	6,213.89	10,197.63	3,551.25	—	19,962.77	24,003.26



21.03.2025 .

The Parochial Church Council Of The Ecclesiastical Parish Of 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 2024.

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

21/3/2025

West Yorkshire Community Accountancy Service CIO

Stringer House
34 Lupton Street
Leeds
LS10 2QW