

ST MICHAEL THE ARCHANGEL, KIRKBY IN MALHAMDALE

ANNUAL REPORT OF THE PAROCHIAL CHURCH COUNCIL FOR THE YEAR ENDED 31ST DECEMBER 2023

ADMINISTRATIVE INFORMATION

The Church is situated in the centre of the village of Kirkby Malham to the west of the main street. It is part of the Diocese of Leeds, in the Bowland and Ewecross Deanery. It is a corporate body established by the Church of England. The correspondence address is The Vicarage, Kirkby Malham, Skipton, North Yorkshire, BD23 4BS. The Parish became part of a new Benefice of Upper Aire (the parishes of St Andrew Gargrave, St Peter's Coniston Cold, and St Michael the Archangel Kirkby Malham) on 1st June 2021. The Parochial Church Council (PCC) is registered as charity 1171766 with the Charity Commission. The last Annual Parochial Church meeting was held on 17th April 2023.

Except where stated all members of the PCC served throughout 2023. The members are:

| | | |
|---|--------------------|-------------------------------------|
| Priest in Charge Upper Aire Benefice | Revd Andrew Steer | (Appointed November 2019) |
| Associate Priest Upper Aire Benefice | Revd Sue McWhinney | (Appointed June 2021) |
| Wardens | Gillian Marsh | (first elected Vestry Meeting 2021) |
| | Andrea West | (first elected Vestry Meeting 2022) |
| | Elizabeth Cummings | (first elected Vestry Meeting 2023) |

Representative on the Deanery Synod. 3 places vacant

Elected members Sue Bailey (Secretary, elected APCM 2021), George Parker (elected APCM 2021)
Michael Southworth (elected APCM 2023), Fiona Armer (elected APCM 2023)

Stephen Philips co-opted to the PCC at the APCM 2023 and appointed Treasurer at the APCM 2023

The Electoral Roll Officer was Vicki Leeming until the 2023 APCM. Sue Bailey was then appointed. At the APCM the Roll consisted of 78 members (67 resident within the Parish, 11 non-resident). There had been 4 new registrations, and 3 persons were removed having moved away.

STRUCTURE, GOVERNANCE AND MANAGEMENT

The PCC is a body corporate (PCC Powers Measure 1956, Church Representation Rules 2022). Members of the PCC are appointed in accordance with the Church Representation Rules. The clergy and Churchwardens are ex-officio, and the remaining members are elected. All members are Trustees. PCC members are responsible for all matters to do with governance and finance.

The PCC Safeguarding procedures are fully compliant with Diocesan policy. DBS checks are completed for all PCC members, and they are also required to complete online Safeguarding training courses, Basic and Foundation. The Parish Safeguarding Officer is Jennifer Rowlands, assisted by Revd Sue McWhinney. The PCC has a Parish Guard Insurance Policy with the Ecclesiastical Insurance Office plc.

RESERVES POLICY

Accumulated funds are held in 'reserve' to meet future expenditure. Reserve funds fall into three categories:

General Reserve

Funds held in the general reserve account will be used to meet regular future expenditure as and when required. The PCC may also choose to deploy general reserve funds on individual goods or services, consistent with core objectives, at its own discretion. The PCC aims to maintain a balance on General Reserve of no less than six months regular expenditure.

Designated reserves

The PCC may choose to set aside a sum of money to be used for a specific future purpose. Such funds will be held independently from General Reserves. Designated funds are maintained for Bells and Music. Despite the designation the PCC may decide to use the funds for other purposes.

Restricted reserves

Funds received from donors, often by way of bequest, may be given on the basis that they be used for a specific purpose. Such restrictions are binding on the PCC and the associated funds must be held separately from General and Designated funds and used solely for the purpose intended by the donor. The PCC may also choose to allocate money to a Restricted fund, subject to the same limitations as to use. Restricted funds are maintained for Church Fabric, the Organ and the Churchyard.

Reserve funds are held in Bank current accounts with additional amounts held in the Church of England Deposit Fund.

OTHER POLICIES

Other policies in place cover Health and Safety, Conflict of Interest, and Risk Management and these are available on application.

ACHIEVEMENT AND PERFORMANCE

6 meetings of the PCC were held and the average attendance was 8 members.

CHURCH ATTENDANCE

The usual attendance at main Sunday services was 27 adults (28 in 2022) and 2 children. Numbers are considerably more for special seasonal services at Christmas, Easter, Harvest, and Remembrance.

AIMS AND PURPOSES, ACHIEVEMENTS, THANKS, ACKNOWLEDGEMENTS AND REVIEW OF THE YEAR

The primary aim of the PCC is to promote the whole mission of the Church, pastoral, evangelistic, social, and ecumenical, according to the doctrines and practices of the Church of England. The PCC is also responsible for the maintenance and upkeep of St Michael's Church, which is grade 1 listed, the grounds, and the good management of the church finances.

The year has been one of encouragements and growth, building on the initiatives of the year before, with church continuing to be a hub for the local community. Special services were held at key times of the liturgical year: Ash Wednesday, Easter, Harvest, Remembrance, Christmas, including the school Nativity and Christingle, and also to mark the Coronation of King Charles. We also continue to offer prayer resources and a quiet space for members of the community and visitors to pray in the Lady Chapel, which is much appreciated. A Home Group meets at the Vicarage every week consisting of 8-10 people. Another successful Art in the Dale exhibition took place in July, with even more local artists exhibiting, and accompanying musical and poetry & storytelling events, which brought the community together and enriched the life of the Dale. Several concerts have provided much needed funds, as well as offering an enjoyable evening out. We hope to build on our musical offer in future. Members of the church were involved in the Good Friday 'Walk in the Dale', which brought members of the community together, also the Malham Show, and pastoral visiting. Revd Sue is also building links with the Quaker Meeting in Ayrton. Revd Sue takes regular assemblies in Kirkby-in-Malhamdale primary school and hosted two full day visits in 2023 for the school to do art and heritage projects in church. The Open the Book team has resumed their much-appreciated fortnightly visits to school.

Revd Sue continues to support Revd Andrew Steer by taking services at Coniston Cold and Gargrave, including weddings and funerals, and supports the deanery in her role as Deanery Secretary. She continues to be involved with the Muslim-Christian Women's Group, and visits by the Leeds City of Sanctuary Maternity Stream. Visitor ministry continues to be a big part of the role of the church, and Revd Sue's ministry, church being open every day of the year for those in need of a place to reflect. We continue to serve the community with a well-stocked card stall, second-hand books for sale, locally grown plants, and in being a collection point for donations to Skipton Food bank.

There were 2 baptisms, 2 weddings, 7 funerals, and 2 burials of ashes during the year. The main Sunday service continues to be Sung Eucharist, with some variety on first Sundays of the month (an 8.30am BCP Communion and a 10am Family Service) and 3 very well attended services of Choral Evensong during 2023 with thanks to the support of visiting choirs.

Huge thanks are due to all those who support the ministry and mission of St Michael's: the Wardens, organists (Margaret, Lawrence, and Adrian), bellringers, fabric committee, grass cutting team, flower arrangers, and all those who help with cleaning and maintenance of the church and grounds so that it is a welcoming and well-cared for space for visitors and locals. We are also most thankful to all those whose regular giving and fund-raising has enabled us to pay our way, and for those who have given freely of their time to serve on the PCC. Revd Sue McWhinney (Associate Priest).

FINANCE

2023 saw a return to more normal activity despite the worsening economic situation with the economy. The Church remained open throughout the year with plenty of visitors. Despite this our total income for the year was down by £6,200 compared to 2022; however, expenditure was also down £5,400. For the year we ended up with a small surplus of £800 and managed to pay our Diocesan share in full.

We remained a part of the Parish Giving Scheme (PGS) which continues to be a success, collecting contributions and related gift aid by Direct Debit on a monthly basis and allowing automated up lift in giving should donors wish to do so. The scheme, which has no overheads for the PCC, reduces our work load and improves our cash flow. The scheme runs in parallel with members who use monthly standing orders to make donations where we claim gift aid back in due course.

The church undertook a number of fund-raising events over the year. The key event in the summer was the hosting of another Art in the Dale exhibition. In addition to this we held musical evenings, attended the Malham Show and held a plant sale. All these events raising money for the church. The church also benefitted from the visitor donations, commission on sales of art work and continued sales from the book stall and card stand.

We have continued to see extensive use of the PayAz Station, an electronic payment method. This facility means those without cash can still give donations and/or make bookstall purchases.

From the expenditure perspective utility costs were volatile over the year, despite some grant support from government. We potentially face a further rise in electricity costs when our contract expires in March 2024. We also saw increases in insurance costs. Towards the end of the year we experienced one exceptional cost in the form of emergency repairs to the heating system.

Our reserves are still in a strong position partly bolstered by higher interest rates and a contribution of £500 from The 200 club to our fabric fund. The 200 Club has undergone a revamp for the start of 2024 and will now be known as The 100 Club.

The year ahead will again be challenging and the PCC took the decision to create a specific fund-raising group in an attempt to generate more income over the year.

From an expenditure perspective we have seen a 6% increase in the requested Diocesan share for 2024. For general spending, we are planning to upgrade the PA system, though we have been fortunate to have been given one off donations towards this expense. The church will undergo its five year fabric inspection in 2024, the outcome of which could impact church finances and fund raising activity for the coming few years. Stephen Phillips (Treasurer).

CHURCH FABRIC

A small Fabric Group meet periodically to complete regular maintenance activities to ensure that the church remains in good condition. Over the last four years all the activities noted in the last Quinquennial Inspection have been completed except cleaning the windows. The next Quinquennial Inspection is due in 2024 and as always will identify a number of issues which will need to be addressed. Window cleaning in our church requires a full Faculty with specialist cleaners, scaffolding towers for the clerestory windows and is likely to be very expensive.

Smartwater has been applied to the lead on the north aisle roof as part of the security needed to protect the lead roof. The CCTV system as agreed with our insurers continues to protect the roof from lead theft. Water ingress through the join between the roof and the church wall on the south aisle occurs occasionally when there is heavy rain and a strong wind from the south west. When this happens, there does not appear to be any lasting damage and any action required will be discussed with the architect at

the next inspection later in 2024. Prior to this Stormdry has been applied to the stonework to try to minimise ingress through the stone wall of the clerestory.

Enhancement to the sound system in church is under consideration.

The gravestones in the churchyard have been inspected and where possible been secured and where not possible, laid flat. Ted Ellis (Chair of the Fabric Group)

MALHAMDALE PARISH NEWS

The Parish magazine was published 10 times during the year and distributed to all households in the Dale. The publication, which has a print run of 450 and is free of charge to recipients, is a valuable source of information about local events, local organisations and interesting general articles. The editor is Sue Heseltine, who receives copy from contributors each month, and prepares the magazine format. The cost of the magazine is funded mainly from advertisements placed by about 50 local businesses, along with some additional voluntary contributions from time to time. We are very grateful for all this support.

If any individuals wish to help with underwriting the cost of producing the magazine they can make a contribution with a BACS payment to:

'Kirkby Maham Parish News' Sort Code 05-09-09 Account no. 17742276

or contact Michael Southworth at michael1940.austwick@gmail.com

All contributions however small will be gratefully received.

THE BELLRINGERS

St Michaels Bellringers continue to welcome the congregation to Sunday Services, and now with our new bellringers making excellent progress under the tuition of Malcolm we are able to include them in our service ringing. All were involved in ringing for the Coronation of King Charles 111, on May 6th. We now have 15 members of our ringing team, all capable of handling a bell safely and ready to join us in the Tuesday evening practice sessions.

In the past year, we have celebrated two weddings, rung two quarter peals and the 9 Tailors for the passing of two Parishioners. We also welcomed a visiting band of ringers from Otley and occasionally visiting ringers on Tuesdays and Sundays who were on holiday in the dale.

An attempt was made to ring a peal for the Coronation but unfortunately was lost so a quarter peal was rung instead. Another peal attempt was arranged for our Patronal Festival in September which was successful. This was a method named "Malham Delight Major" of 5152 changes lasting 3 hours and 6 minutes. This being the first peal on the bells.

We hold practices every Tuesday evening at 7.30 and welcome any ex-ringers who would like to return to ringing and anyone who would like to learn.

George Parker. Tower Captain.

Approved by the PCC on 31-3-24 and signed on their behalf by the chair person.

Sue McWhinney

Rev. Sue McWhinney, Associate Priest

PAROCHIAL CHURCH COUNCIL (PCC) OF KIRKBY MALHAM

FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 DECEMBER 2023

RECEIPTS AND PAYMENTS ACCOUNT

| | | | 2023 | | | 2,022 | | |
|---|-------------------------------------|-------|----------------------------|--------------------------|---------------|---------------|-----------------------|---------------|
| | | Notes | Unrestricted Funds £ | Restricted Funds £ | Total £ | General £ | Restricted Funds £ | Total £ |
| RECEIPTS | | | | | | | | |
| Voluntary receipts | | | | | | | | |
| 1 | Planned giving | | 11,738 | | 11,738 | 12,243 | | 12,243 |
| 3 | Collections at services | | 8,241 | | 8,241 | 5,292 | | 5,292 |
| 4 | All other giving/voluntary receipts | 2 | 5,055 | 1,526 | 6,581 | 7,157 | 3,875 | 11,032 |
| 6 | Gift aid recovered | | 5,067 | | 5,067 | 5,570 | | 5,570 |
| | | | 30,101 | 1,526 | 31,627 | 30,262 | 3,875 | 34,137 |
| 9 | Activities for Generating Funds | 3 | 8,535 | 500 | 9,035 | 9,259 | 2,250 | 11,509 |
| 10 | Investment Income | 4 | 2,787 | 581 | 3,369 | 2,213 | 235 | 2,448 |
| 11 | Church Fee Income | | 2,045 | | 2,045 | 2,371 | | 2,371 |
| 8 | Grant Income | | 92 | 1,753 | 1,845 | 1,031 | 2,698 | 3,728 |
| 13 | Other Income | | | | | | | |
| Total Receipts | | | 43,560 | 4,360 | 47,921 | 45,135 | 9,058 | 54,194 |
| | | | | | | | | |
| PAYMENTS | | | | | | | | |
| Church Activities: | | | | | | | | |
| 19 | Diocesan parish contribution | 5 | 24,907 | | 24,907 | 23,677 | | 23,677 |
| 20 | Clergy and staffing costs | | 808 | | 808 | 582 | | 582 |
| 21 | Church running costs | 6 | 13,285 | 2,245 | 15,529 | 12,652 | 9,947 | 22,599 |
| 18 | Mission giving and donations | | 793 | | 793 | 856 | | 856 |
| 17 | Cost of generating funds | 7 | 5,078 | | 5,078 | 4,800 | | 4,800 |
| 27 | Major Capital Expenses | | | | | | | |
| Total Payments | | | 44,871 | 2,245 | 47,116 | 42,567 | 9,947 | 52,515 |
| | | | | | | | | |
| Excess (shortfall) of receipts over payments | | | (1,311) | 2,116 | 805 | 2,568 | (889) | 1,679 |

STATEMENT OF ASSETS AND LIABILITIES

Reserve Funds

| | £ | £ | £ | £ | £ | £ |
|--|---------------|---------------|---------------|---------------|---------------|---------------|
| Fund Balance at 1 January 2022 | 32,472 | 20,077 | 52,549 | 29,905 | 20,965 | 50,870 |
| Excess/(Shortfall) of receipts over payments | -1,311 | 2,116 | 805 | 2,568 | -889 | 1,679 |
| Fund Balance at 31 December 2023 | 31,161 | 22,192 | 53,353 | 32,472 | 20,077 | 52,549 |

REPRESENTED BY:

Cash Funds

| | £ | £ | £ | £ | £ | £ |
|-----------------------|---------------|---------------|---------------|---------------|---------------|---------------|
| Deposit Funds | 25,356 | 18,714 | 44,070 | 24,568 | 18,133 | 42,701 |
| Bank Current Accounts | 5,690 | 3,479 | 9,168 | 7,853 | 1,944 | 9,797 |
| Cash in Hand | 114 | | 114 | 51 | | 51 |
| | 31,160 | 22,193 | 53,353 | 32,472 | 20,077 | 52,549 |

NOTES TO THE FINANCIAL STATEMENTS

1 Basis of Accounting

These financial statements have been prepared in accordance with the Church Accounting Regulations 2006 using the Receipts and Payments basis.

| | | 2023 | | | 2022 | | |
|----------|--|--------------------|------------------|---------------|--------------------|------------------|---------------|
| | | Unrestricted Funds | Restricted Funds | Total | Unrestricted Funds | Restricted Funds | Total |
| | | £ | £ | £ | £ | £ | £ |
| 2 | <u>All other giving/voluntary receipts</u> | | | | | | |
| 201 | Donations | 3,988 | 1,526 | 5,514 | 6,747 | 3,875 | 10,622 |
| 202 | Direct QR Code Donations | 1,068 | | 1,068 | 411 | | 411 |
| 205 | Bequests | | - | - | | | - |
| | | 5,055 | 1,526 | 6,581 | 7,157 | 3,875 | 11,032 |
| 3 | <u>Activities for Generating Funds</u> | | | | | | |
| 301 | Parish Magazine | 4,040 | - | 4,040 | 4,251 | | 4,251 |
| 302 | Bookstall | 1,899 | - | 1,899 | 1,515 | | 1,515 |
| 303 | Show Cake Stall | 354 | - | 354 | 256 | | 256 |
| 304 | Art in the dale : Artist Donations | 916 | - | 916 | 1,421 | | 1,421 |
| 305 | Art in the dale : Event Income | 205 | - | 205 | 1,358 | | 1,358 |
| 306 | Musical Evenings | 1,121 | - | 1,121 | 197 | | 197 |
| 307 | 200 Club | - | 500 | 500 | | 2,200 | 2,200 |
| 310 | Other | - | - | - | 261 | 50 | 311 |
| | | 8,535 | 500 | 9,035 | 9,259 | 2,250 | 11,509 |
| 4 | <u>Investment Income</u> | | | | | | |
| 401 | Rental Income - Smithy | 2,000 | - | 2,000 | 1,894 | | 1,894 |
| 402 | Interest income | 787 | 581 | 1,369 | 319 | 235 | 554 |
| | | 2,787 | 581 | 3,369 | 2,213 | 235 | 2,448 |
| 5 | <u>Diocesan Share</u> | | | | | | |
| | Share requested | 24,907 | | | 23,677 | | |
| | less shared paid | 24,907 | | | 23,677 | | |
| | Share unpaid | | | | | | |
| 6 | <u>Church running costs</u> | | | | | | |
| 601 | Upkeep of services | 1,878 | - | 1,878 | 2,224 | | 2,224 |
| 602 | Insurance | 4,794 | - | 4,794 | 4,156 | | 4,156 |
| 603 | Heat & Light | 3,444 | - | 3,444 | 3,275 | | 3,275 |
| 604 | Administration | 779 | - | 779 | 463 | | 463 |
| 605 | Church Maintenance | 2,035 | 2,245 | 4,279 | 2,450 | 9,947 | 12,397 |
| 606 | Church Bells Maintenance | 355 | - | | 84 | | 84 |
| | | 13,285 | 2,245 | 15,529 | 12,652 | 9,947 | 22,599 |
| 7 | <u>Cost of Generating Funds</u> | | | | | | |
| 701 | Magazine Costs | 3,879 | - | 3,879 | 3,710 | | 3,710 |
| 702 | Art in the Dale : Expenses | 95 | - | 95 | 62 | | 62 |
| 703 | Bookstall Purchases | 328 | - | 328 | 888 | | 888 |
| 704 | Music Evening Expenses | 776 | - | 776 | 141 | | 141 |
| | | 5,078 | | 5,078 | 4,800 | | 4,800 |
| 8 | <u>Designated Collections and sales received and passed on directly to the third party)</u> | | | | | | |
| 801 | 3rd party income | £5,459 | | | £496 | | |
| 802 | 3rd party income paid out | £5,459 | | | £496 | | |

9 Individual Funds

Movements in the year on individual funds were as follows:

| | | 2023 | | | 2022 | | |
|---------------------------|-----------------|---------------|-------------------------|---------------|---------------|-------------------------|---------------|
| | | at 1.1.23 | Surplus/ (Shortfall) | at 31.12.23 | at 1.1.22 | Surplus/ (Shortfall) | At 31.12.22 |
| Unrestricted Funds | | | | | | | |
| | £ | £ | | £ | £ | | £ |
| | General Fund | 9,083 | -2,235 | 6,848 | 8,153 | 930 | 9,083 |
| | Bells Fund | 1,132 | -289 | 843 | 555 | 577 | 1,132 |
| | Reserve Fund | 21,091 | 660 | 21,751 | 20,824 | 267 | 21,091 |
| | Music Fund | 1,166 | 553 | 1,719 | 372 | 794 | 1,166 |
| | | 32,472 | -1,311 | 31,161 | 29,904 | 2,568 | 32,472 |
| Restricted Funds | | | | | | | |
| | £ | £ | | £ | £ | | £ |
| | Churchyard Fund | 855 | -487 | 368 | 944 | -89 | 855 |
| | Organ Fund | 1,134 | 630 | 1,764 | 559 | 575 | 1,134 |
| | Fabric Fund | 18,088 | 1,973 | 20,061 | 19,463 | -1,375 | 18,088 |
| | | 20,077 | 2,116 | 22,193 | 20,966 | -889 | 20,077 |
| | Total | 52,549 | 805 | 53,354 | 50,870 | 1,679 | 52,549 |

Note 1: £9,220 of the reserve fund was designated for vicarage improvements and is no longer required. The money is in the reserve fund

Note 2: CCLA change in policy to pay interest 2-3 working days into next quarter, Dec 23 interest now in 2024

Independent Examiner's Report to the members of the St. Michael the Archangel, Kirkby in Malhamdale, Parochial Church Council.

I report to the PCC on my examination of the accounts of St Michael's Church for the year ended 31st December 2023.

Responsibilities and basis of the report

As members of the PCC 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 PCC's Accounts carried out under section 145 of the 2011 Act and in carrying out my examination I have followed all the applicable Directions given by the Charity Commission under section 145(5)(b) of the Act.

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 PCC as required by section 130 of the 2011 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:



Date:

19/04/2024

Mrs M M Layton - FCA, CA(ANZ)
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Malham
Skipton
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