

THE PAROCHIAL CHURCH COUNCIL OF THE ECCLESIASTICAL PARISH OF ST STEPHEN, STEETON

England & Wales · Charity number 1173989

Details

Other names ST STEPHEN'S PCC, STEETON

Status Registered

Legal form Other

Registered 2017-07-27

Register [View on the Charity Commission register](#)

Contact

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Activities

Objects: PROMOTING IN THE PARISH THE WHOLE MISSION OF THE CHURCH, PASTORAL, EVANGELISTIC, SOCIAL AND ECUMENICAL.

Activities: Promoting in the parish the whole mission of the Church, pastoral, evangelistic, social and ecumenical. This is achieved through, regular public worship open to all; the provision of sacred space for personal prayer and contemplation; pastoral work, including visiting the sick and bereaved; teaching of Christianity through sermons, courses, small groups and staging of events and meetings.

Classification

- **How:** Makes Grants To Organisations, Provides Buildings/facilities/open Space, Provides Services
- **What:** Religious Activities
- **Who:** Other Charities Or Voluntary Bodies, The General Public/mankind

Geography

- Bradford City

Finances

Period end	Income	Expenditure	Assets	Employees
2025-12-31	£74,975	£66,947	-	-
2024-12-31	£94,856	£61,984	-	-
2023-12-31	£71,897	£63,271	-	-
2022-12-31	£68,469	£71,140	-	-
2021-12-31	£64,885	£65,499	-	-
2020-12-31	£51,690	£61,206	-	-

Trustees

Name	Role	Appointed
Revd Dr Sally Ann Pickering	Chair	2023-01-30
AGNES WATSON PHILLIPS		2010-04-11
Christine Anne Roberts		2023-04-30
Cynthia Margaret Openshaw		2023-04-30
Dr Tom Chilton		2020-09-21
JULIE MARGARET LONSDALE		2014-04-27
Janet Elizabeth Pickles		2022-04-24
John James Weller		2022-04-24
LYNDA YVONNE CORSER		2014-04-27
Sarah Elizabeth Brooksbank		2023-04-30
THELMA MARGARET PACSOO		1977-04-17
VALERIE HODGSON		1999-04-18

Accounts

ANNUAL REPORT AND FINANCIAL STATEMENT

For the year ended 31st December 2025

St Stephen's Steeton Parochial Church Council

St Stephen's, Steeton Parochial Church Council

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2025 Report and Accounts for the Parochial Church Council of St Stephen's Church, Steeton

Aims and Purposes

The aim of St Stephen's Parochial Church Council (the PCC) is the promotion of the gospel of our Lord Jesus Christ according to the doctrines and practices of the Church of England, and in the absence of an incumbent, promoting in the parish the whole mission of the Church, pastoral, evangelical, social, and ecumenical. To facilitate this, the PCC has responsibilities for the maintenance of St Stephens Church and church hall.

Objectives and Activities

The PCC have a commitment to increase awareness and to share the love of God with all people, in prayer, word, and action, through our special services and events planned to reach out to the wider community within and beyond this parish. Regular weekly worship is held on Sunday mornings mostly with a Communion Service from the book of Common Worship. ~~Wednesday~~ morning Communion Services use the Book of Common Prayer. Monday evenings there is a quiet service of Celtic Prayer. 'Trails', services with activities and prayers for children, are held to celebrate special events in the church's calendar.

To uphold our commitment of promoting the gospel, we need to provide our yearly share of money for the diocese. Our share, together with the costs of running our church, has come from regular giving by our congregation, supplemented by letting the hall to community groups, and by fund raising.

The PCC also believes it is important to support charities regularly throughout the year, both in donations of money and goods. Specific charities were chosen in January for the coming year, preference often given to small charities with low overheads that help the local community. Apart from the positions of incumbent, vergers, cleaner and organist, all work in the church is carried out by committed volunteers, both from members of the PCC and the congregation.

We are a Fair-Trade church and do all we can to use fairly traded and local produce. We are working towards an Eco church, a diocesan initiative, by opting for carbon neutral provision of gas and electricity

We are a church which exists for the people of Steeton, Eastburn, and beyond and are conscious that there are needy of all ages, and reach out with initiatives for young families, the elderly, and the lonely.

Achievements and Performance

Our incumbent Revd. Sally Pickering moved to pastures new in Cumbria in October, so we are again in a period of interregnum. Much appreciation is felt for the support received from the retired priests Revd. Michael C. and Revd. Jenny S., and from our Lay Minister Denise Raby. Regular attendance at the Sunday morning service throughout the year averaged 35 (thirty five) adults. There were forty eight (48) people on the electoral roll, with thirty six (36) living in the Parish of Steeton with Eastburn and 12 living outside the parish,

Special services were arranged to evangelically reach out to our extended church family throughout the church's year. Special services were held on Mothering Sunday, Good Friday, Easter Day, Ascension Day, Remembrance Sunday, Harvest, and at Christmas, a Carol Service, Christingle Service, and Midnight Communion. The Remembrance Day service was run jointly with members of the Methodist Church, Communion was taken into Steeton Court Care home by a lay member, and Steeton and Eastburn schools held their Carol services in church for Christmas. The church is open to visitors for quiet prayer during all Fund Raising events.

Meanwhile, work on maintaining the fabric of the church and hall was limited by lack of funds. Although the congregation's donations, our fees from letting the hall and fundraising contributed to our Parish Share quota of £49,103 for 2025, our outgoings for fuel, and commodities needed for the running of the church and hall meant we were still unable to meet the full share request, giving £26,500. Problems with the tower and water ingress, are resolved allowing the restoration of the organ in January, but dry rot in the hall kitchen and restoration of the church roof remain projects for the future. Closure of the kitchen severely impacted our finances.

The Social and Fundraising team organized events to raise funds, support charities, and reach out into our local community. A regular event, the monthly Luncheon Club acted as a 'warm place'. There was no charge, but people kindly made donations. Earlier in the year a children's Under 5 group on a Monday morning was run by Sally and volunteers from church. Other Social and Fundraising events during the year included the 200 Club, the Easter raffle, a May Day Fayre with stalls and duck race, a Tabletop Sale, a beetle drive, and the Advent Fayre with Father Christmas and the Hamper Raffle, all events open to the population of Steeton, Eastburn and beyond.

Our mission to support local and international charities continued. Proceeds from the church Christmas card were sent to 500 Miles which provides prosthetic devices for disabled people in Africa, we helped to provide 'Socks and Chocs' for the homeless at Christmas through the Bradford Soup Run and sent a donation to the Women's Refuge in Keighley at Christmas. We sent donations from Harvest to the Salvation Army in Keighley for people struggling with the rising cost of living. We supported the Good Food Shop with food items monthly. We supported appeals for the Sudan, Christian Aid by putting on a Murder Mystery, the Children's Society through the Christingle Service and Christmas Luncheon Club, the British Royal Legion Poppy Appeal, and we supported a coffee morning to raise money for Martin House children's hospice.

The church has a web page, an internet address, and a Facebook page. Web address:

<https://ststephenschurchsteeton.com>

Plans for Future Periods

Together we are making the following plans for 2026:

- Continuation of our quest to find a new priest
- Continuation of reaching out to the wider community with the initiatives which have been running during 2025,
- Children and Parent Trails seasonally, .
- Eradicating dry rot found in the church hall kitchen.
- The continuation of fundraising, led by the Social and Fundraising Group.
- The PCC will continue to uphold Health and Safety policies, Fire protection, Safeguarding and Child Protection policies, and consider Disability Issues. All policies are reviewed and updated annually.

Financial Review for the year ended 2025

Total receipts on unrestricted funds were £63,791 (PY £66,986) of which £30,826 (PY £32,178) were unrestricted voluntary donations and a further £7,462 (PY £7,340) was Gift Aid. Restricted donations of £10,726 (PY £27,869) were also received. Further information is provided in the notes to the financial statements.

Planning giving through envelopes and banker's orders decreased by £4,353 compared with 2024 and was finalised at £20,732. Collections at services increased by £5,187 mainly related to refurbishment. The fundraising activities decreased in 2025 with a decrease of £2,766. In 2024 £8,725 was raised and 2025 ended at £5,960. Church activity income was down by £22,688 and was due mainly to the previous year insurance claim of £22,730. The hall lettings contributed £16,885 over the year compared with £16,770 in 2024. Total income decreased by £19,881 on 2024 (majority being the decrease in the PY insurance claim).

The contribution of £36,500 (PY £27,500) to the Diocesan Parish Share. The request for 2025 was not met in full.

The net result for the year was an excess of receipts over payments of £6,834 on unrestricted funds and £1,193, in the restricted funds. Adding bank and deposit balances brought forward at the beginning of the year, the balances carried forward on the 31 December 2025 on unrestricted funds totalled £34,277, with a balance of restricted funds of £43,430. Total receipts for the year exceeded total payments by £8,028.

Reserves Policy

It is the PCC's policy to try to maintain a balance on unrestricted funds that equates to at least three months unrestricted payments and includes an allowance for the full diocesan parish share request. The purpose of such a contingency fund is to smooth out fluctuations in cash flow and meet emergencies. A separate contingency account is in operation and the balance at the year-end was £12,624. (PY 12,624) The PCC remains committed to increase the contingency fund over time

Risk Management

The trustees of the Parochial Church Council of the Ecclesiastical Parish of St. Stephens, Steeton have considered major risks to which the charity is exposed, identified as in the general running of the church and its objectives for 2025, and satisfied themselves that systems or procedures are established in order to manage these risks (Charities Accounts and Reports Regulations 2008).

The management of the risks identified includes:

1. Cover to reduce the deterioration of the fabric of the church and hall, through insurance with Ecclesiastical which covers damage etc. to the buildings. The fabric is regularly reviewed in the light of the Insurance requirements, the Quinquennial reports, appropriate experts such as electricians, the day to day use of the buildings, and the needs of users. Remedial work is carried out according to funds available and level of risk. However, more funding will be needed now to carry on this work, through application for grants.
2. The increase in energy costs added to the funding risks of the church were reduced by taking up the most cost-effective green options available, following consultation with an independent broker. This will be reviewed as and when necessary.
3. To prevent risks to Health and Safety, the responsible officer manages the risks identified by the insurers Ecclesiastical, in line with legal requirements and policies of the diocese. This will be reviewed annually.
4. Risks of climate change should be modified by the contributions of ECO teams in the diocese.

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. The PCC is a Registered Charity 1173989. 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.

Caring for the church family is important, with members of the PCC acting as Representing Officers for Child/ Vulnerable Adult protection, Health and Safety, Disability Issues, and First Aid and undertaking appropriate training usually from the Diocese. The PCC is committed to being a church where all people are safe, particularly the vulnerable. Child protection/Vulnerable adults, Health and safety, and Fire policies are updated yearly.

The full PCC meets six times a year. Members are responsible for decisions on all matters, including financial, related to St. Stephens Church. The Standing Committee, elected at the Annual Church Meeting, identifies issues for the Agenda of the PCC meetings. All working groups/ small committees (the Building Group, and the Social and Fundraising Group) and all officers report back regularly to the PCC. Minutes of the meetings are recorded and circulated two weeks before the next meeting, where they are voted on for approval.

Administrative Information

St. Stephen's Church is situated on St. Stephen's Road, Steeton and is part of the Diocese of Leeds, within the Church of England. Registered charity number 1173989.

Correspondence should be addressed to the church warden:
Mrs. Lynda Corser, 21 Clough Ave, Steeton, BD20 6SH

PCC members 1st January to 31st December 2025

Incumbent	vacant	
Licensed Lay Minister	Denise Raby	
Wardens	Lynda Corser	
Elected members		
Deanery Synod Reps.	Julie Lonsdale	
	Valerie Hodgson	
Standing Committee		
	Lynda Corser	Social and Fundraising Officer
	Valerie Hodgson	Secretary, Finance team
	Anne Tunney	
	Denise Raby	
Other Offices		
	Thelma Pasco	Treasurer
	Julie Lonsdale	Safeguarding Officer, Health and Safety Officer
	Shelagh Brayshaw	
	Karen Harrison	
	Barbara Parker	
	Ann Phillips	Finance team
	Janet Pickles	Finance team
	Christine Roberts	
	Linda Shearing	Electoral Roll officer from April 2025
Ex officio	Andrew Smith	Gift Aid officer
Independent Accountant	Simon Hart	
Independent bookkeeper	Rose Hart	
Independent auditor	Deborah Thorley	
Insurers	Ecclesiastical	

Approved by the PCC on... 26th April 2026 and signed on their behalf by
~~Lynda Corser~~ and PCC Chairperson

S. R. Bell

Independent examiner's report to the trustees of St Stephen's Steeton Parochial Church Council

I report to the trustees on my examination of the accounts of the St Stephen's Steeton Parochial Church Council (the Trust) for the year ended 31 December 2025

Responsibilities and basis of report

As the charity trustees of the Trust 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 Trust'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 Trust as required by section 130 of the Act

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: *A Deborah M Thorley*

Name: A Deborah M Thorley

ST STEPHEN'S, STEETON PAROCHIAL CHURCH COUNCIL

Financial Statement for the Year Ended 31st December 2025**Receipts and Payments Accounts**

	Note	Unrestricted Funds £	Restricted Funds £	TOTAL 2025 £	TOTAL 2024 £
RECEIPTS					
Voluntary Receipts:					
Planned Giving		20,732	0	20,732	25,085
Collections at services		465	9,657	10,122	4,935
All other giving/voluntary receipts	3a	9,629	1,069	10,698	6,298
Gift Aid Recovered		7,462	0	7,462	7,340
		<u>38,288</u>	<u>10,726</u>	<u>49,014</u>	<u>43,657</u>
Activities for Generating Funds	3b	5,727	232	5,960	8,725
Investment Income	3c	889	226	1,115	899
Church Activities	3d	18,886	0	18,886	41,574
Total Receipts		<u>63,791</u>	<u>11,184</u>	<u>74,975</u>	<u>94,856</u>
				0	
PAYMENTS					
Church Activities:					
Diocesan parish contribution		26,500	0	26,500	27,500
Clergy and staffing costs		0	0	0	0
Church running expenses	3e	13,800	0	13,800	14,424
Hall running costs		11,480	0	11,480	11,500
Mission giving and donations	3f	3,334	0	3,334	5,074
Church refurbishment costs		1,843	9,991	11,834	3,486
Costs of generating funds		0	0	0	0
Total Payments		<u>56,957</u>	<u>9,991</u>	<u>66,947</u>	<u>61,984</u>
Deficit/Surplus		6,834	1,193	8,028	32,872
Transfer from Savings Accounts	2			0	944
Transfer to Savings Accounts	2		0	0	28,813
		<u>6,834</u>	<u>1,193</u>	<u>8,028</u>	<u>5,002</u>
Cash at bank and in hand at 1 January		27,443	42,237	69,680	36,808
Cash at bank and in hand at 31 December		<u>34,277</u>	<u>43,430</u>	<u>77,707</u>	<u>69,680</u>
		6,834	1,193	8,027	32,872
		0	0	0	-0

Statement of Assets and Liabilities						
		Unrestricted Funds	Restricted Funds	TOTAL 2024	TOTAL 2024	
		£	£	£	£	
Cash Funds						
	HSBC - Bank Current Account	21,468	-	21,468	14,595	
	Cash in Hand	185	-	185	224	
	HSBC - Contingency Account	12,624		12,624	12,624	
	HSBC - Refurbishment Fund	-	16,730	16,730	10,258	
	HSBC - Holiday at Home	-	451	451	218	
	HSBC - Organ Fund	-	17,828	17,828	23,566	
	HSBC - Audio Visual Fund	-	0	0	0	
	HSBC - Eco Fund	-	0	0	0	
	CCLA Account - Consecrated Ground Fund	-	2,000	2,000	2,000	
	CCLA Account - Refurbishment Fund	-	6,421	6,421	6,195	
		34,277	43,430	77,707	69,680	
Other monetary assets						
	No other monetary assets outstanding					
Liabilities						
	No liabilities outstanding					
Notes						
1	The financial statements of the PCC have been prepared in accordance with the Church Accounting Regulations 2006 using the Receipts and Payments basis.					
2	The movements in designated and restricted funds during the year were:					
		Bal c/fwd	Receipts	Transfer Out	Transfer In	Bal c/fwd
	Designated					
	Contingency Account	12,624	0	0		12,624
		12,624	0	0	0	12,624
	Restricted					
	Refurbishment Fund	16,453	10,952	4,253		23,151
	Holidays at Home	218	232	-		451
	Organ Fund	23,566	-	5,738		17,828
	Audio Visual Fund	0	-	-	0	0
	Eco Fund	0	-	-		0
	Consecrated Ground Fund	2,000	0	0	0	2,000
		42,237	11184	9,991	0	43,430
			11,184	9,991	0	
	Reconciliation to Funds = Current A/c plus Cash plus Designated plus Restricted					
					Current	21,468
					Cash	185
				6,001	Designated	12,624
					Restricted	43,430
						77,707
					Balance from above	77,707
					Diff	

3. Further Analysis of Receipts and Payments Accounts								
				Unrestricted Funds	Restricted Funds	TOTAL 2025	TOTAL 2024	
				£	£	£	£	
Receipts								
a)	All other giving/voluntary receipts:							
	Grants			5,750		5,750	250	
	Donations			1,461		1,461	3,217	
	Save our hall			133	1,069	1,202	1,211	
	Legacy			0	0	0	0	
	Collections/Donations for Charity			2,286		2,286	1,620	
				9,629	1,069	10,698	6,298	
b)	Activities for generating funds:							
	200 Club			744	0	744	924	
	Steeton Village Fun Day; Duck Race			291	0	291	400	
	Holiday at Home			18	232	250	0	
	Beetle Drive			471	0	471	87	
	Christmas Fayre			920	0	920	871	
	Hamper Raffle			579	0	579	403	
	Lunch Club			637	0	637	1,559	
	May Day Fayre			990	0	990	1,190	
	Table Top Sale			0	0	0	418	
	Miscellaneous			1,078		1,078	2,874	
				5,727	232	5,960	8,725	
c)	Investment Income:							
	Bank and CCLA Deposit Fund Interest			889	226	1,115	899	
d)	Church activities:							
	Fees for weddings and funerals			2,001	-	2,001	2,074	
	Church Hall lettings			16,885	-	16,885	16,770	
	Utility Refund				-	0	0	
	Insurance Claim					0	22,730	
				18,886	0	18,886	41,574	
Payments								
e)	Church running expenses:							
	Cost of Services			1,393	-	1,393	2,582	
	Church building running expenses			7,128	-	7,128	8,331	
	Administration costs			5,279	-	5,279	3,510	
	Church repairs and maintenance				-	0	0	
	Church grounds upkeep				-	0	0	
				13,800	-	13,800	14,424	
f)	Mission giving and donations							
	500 Miles			0		0	335	
	Children's Society			90		90	203	
	Sudan Appeal			756		756	-	
	Royal British Legion			214		214	-	
	Steeton Methodist			100		100	-	
	Holiday at Home			1,151		1,151	1,047	
	British Red Cross					-	-	
	Christian Aid			453		453	-	
	Linked Diocese BOF					-	1,982	
	Bishop of Leeds			50		50	-	
	Misc donation pay outs			420		420	921	
	Retirement			99		99	-	
	Bank Fees					-	165	
	200 Club					-	422	
				3334	0	3,334	5,074	

Church Warden Report 2025/26

On Wednesday 2nd July 2025 at St. Andrew's, Keighley I made my declaration for a second term of serving as your Church Warden. I feel truly privileged to be in this position. It has been yet another challenging year for us all but with God's Grace and everyone working together, we journey on. Part of my role is to set an example to the members of this Church and, indeed to the wider community. As human beings, we all have our own thoughts and views but so long as we can continue to listen to each other, respect one another and accept decisions taken by a majority, then I know we can continue to thrive. We have, and will, continue to face many challenges both in managing and maintaining two listed buildings (Church and the hall), a shortfall in finances and being in another interregnum. We continue to address these issues with the help and guidance of clergy, including Rev Richard Burge (assistant area Dean), Rev Mike Green (Vicar of Kildwick, our Mother Church), retired clergy (especially Rev Michael Cowgill and Rev Jenny Savage) and by working as a team.

In the late summer, Rev Sally Pickering announced that she was leaving us to join the Diocese of Carlisle. Her last services were on Sunday 26th October and Wednesday 29th. Sally told me that she didn't 't want a fuss and asked that any monies collected for her leaving to be donated to the Church roof fund. This was very generous and much appreciated. However, we couldn't let her leave without an acknowledgement of our thanks for her work here at St. Stephen's and so after a short speech, I presented her with a card and flowers at her last Sunday service. Anna was also thanked for her help at St. Stephen's and was given a card and a token of our appreciation.

At this point, I would like to record my sincere thanks to Rev Michael and Rev Jenny for all that they have done and continue to do, to support us in this time of vacancy. I also extend those thanks to Denise, our lay reader and to visiting clergy.

Having no resident organist and, indeed no organ for much of the year, brought yet another challenge. Thank you to Alden and Christine for operating the somewhat temperamental sound system and cd player. I am delighted to say that I have just been informed that the organ is now fully working. A "mantel" has been built to cover the blower (in the tower) and therefore prevent any future water ingress to the workings of the organ. Thank you to Ann Phillips for overseeing this work

The smooth running of St. Stephen's is testimony to everyone pulling together and helping out when needed. We are very grateful to everyone who contributes to this, especially to the PCC, to Val our secretary, also to the finance team headed by Thelma, our vergers Julie, Alyson for taking on the hall administration, Julie for compiling and printing the monthly newsletter, Ann Phillips and Anne Tunney for meeting the various service engineers, to Alden for controlling the heating and to Stephen, our cleaner, who takes such pride in making sure that the Church and hall are cleaned and presentable.

I would like to add my personal thanks to you all for supporting me in this role as Church Warden. Thank you to Anne Tunney for her unfailing support as my "deputy". It continues to be a huge learning curve, and I couldn't do it without you all.

Many thanks also to all those who volunteer by acting as welcomers, crucifers, servers, reading the lessons, doing the intercessions, singing in the choir, leading Sunday club, serving refreshments, mowing the grass and much more. There is always room for volunteers with jobs around Church and at events. You will be warmly welcomed and much appreciated.

We are still not in a position to be able to use the kitchen, but I can report that the hall continues to be used daily by Bridge House, twice a week by Pilates, once a month by the Women's Institute and we still get bookings for children's parties'

The card payment machine is now up and running, thanks to Francine and Rev Mike Green from Kildwick. As we know, many people do not carry cash these days and often would like to make a donation to the upkeep of our beautiful Church. At St. Stephen's we continue to support many charities, including the local food bank, 500 miles, Children's Society, Christian Aid, Poppy Fund, the link Diocese in Sudan, to name but a few. The Social and fundraising team remain very active and we have enjoyed many events, such as Beetle Drive, Murder/ Mystery evening, Holidays at home, lunch club and much more.

We listened to what people wanted and so the traditional Christingle Service was re-introduced this year and was well attended. A huge thank you to Julie for putting this together. It really was a joy. Midnight Communion was also brought back.

Finally, an update on the vacancy process. The PCC met with Rev Mike Green, our Patron, and discussed the best way forward with the vacancy at St. Stephen's. We agreed that the advert should be for an interim Priest of not less than 3 years. We have now reached the stage of a section 12 meeting (14th April). This is when the PCC meet with The Bishop, Archdeacon, Patron, Lay chair of Deanery Synod and Area Dean and the brochure is agreed. Once this is agreed, along with the Parish Profile and other papers, then the vacancy will be advertised. I would like to thank everyone who has, and is, helping in this process, with particular thanks to Val who has worked tirelessly to bring it together.

As we journey on at St. Stephen's my hopes and prayers are that, with the love and guidance of God, we will look forward, embrace any change with a positive attitude and continue to love and respect one another.

Lynda Corser
Church Warden

Inventory

Installation of a "mantel" over the organ blower in the tower.

Deanery Report for April 25 to April 26 for the APCM

At present we have 2 deanery representatives: Val Hodgson and Julie Lonsdale who attend most of the meetings when they are able. We have been instructed that at this APCM April 2026 we must elect new Deanery Synod Members as the 3 year term has ended. There are 3 meetings per year.

7.5.25 Bradford Episcopal Area Forum meeting (BEAF)

Bishop Toby said that in future the BEAF meetings will be combined with a deanery meeting.

He pointed out that the Church and Christians are 'counter cultural' because we want to help each other. The Parish Share is about parishes helping one another. He wished to encourage us by the news of the 'quiet revival' where young people are seeking out churches. He challenged us to see if we are ready for this.

No money was forthcoming from the 'Bradford Year of Culture' but the touring production of a 'Bradford Carol' will go ahead.

24.6.25 Aire and Worth Deanery Synod

Rev Richard Burge to be licensed in July to St Andrew's, Keighley. Bishop Toby to be Acting Bishop of Leeds for 18 months. Rev Duncan Milwain spoke about the life and work of Bradford Cathedral as a place of witness, worship and civic and cultural engagement.

9.2.26 Aire and Worth Deanery Synod

Groups discussed how being a Christian influenced how they voted. Themes that were raised: Christians put self aside and look for the common good, the impact on the local area, tolerance and respecting individuals, a longing for politics not to be confrontational and a Keighley Parish Priest said that many in his parish felt they were not educated enough to make a decision.

Anna Dixon MP for Shipley spoke to us via Zoom about her life as an MP and how she is influenced by being a Christian. She said faith had been important for her calling to be an MP and faith sustained her. She said it was important that local and national government understood how faith communities supported local communities and that the churches should tell MPs what the church is doing in terms of social action.

Julie Lonsdale March 2026

Safeguarding Annual Report for St Stephen's APCM April 25 – April 26

In January 2026 the PCC reviewed the 'Promoting a Safer Church' document produced by the Church of England as its policy for safeguarding. Other policies were reviewed and accepted: recruitment of ex offenders and equal opportunities. Lone working policy due to be reviewed in March 2026. Some tweaking and scrutiny of pastoral visiting and the code of safer working practice are required. We also need to look at getting a volunteer policy and a whistleblowing policy.

Training

The clergy, lay ministers, Parish Safeguarding Officer, people working with children and vulnerable adults and members of the PCC all need to undertake various levels of safeguarding training. The Basic awareness and Foundation courses are requirements, and the raising awareness of domestic abuse is recommended. These are up to date with reminders being given to people when they need to renew the training.

Rev Sally Pickering and Lynda Corser achieved the 'safer recruitment' certificate.

DBS Checking

The clergy, members of the PCC and those working with children all need to have an enhanced DBS check. Julie Lonsdale, as Lead Recruiter, ensures this process is undertaken. All DBS checks are up to date.

All PCC members need to have completed the 'Confidential Declaration' Form and these are up to date.

Safeguarding Procedures

We display information in our church buildings with contacts for people to go to if they have any concerns about safeguarding. These have been updated since Sally left. All PCC members have a chart which details what to do in case of a safeguarding situation.

Future Work

- We need to ensure volunteers are clear about their roles and have volunteer agreements
- We need to check we have an up to date list of church activities
- Risk assessments for the pastoral group and trails are needed.

Julie Lonsdale (Parish Safeguarding Officer)

March 2026

Electoral Roll Report 2026

There are fifty (50) people on the new electoral roll, with thirty six (36) people living in the Parish of Steeton with Eastburn and 14 living outside the parish.

Steeton with Eastburn 36

Glusburn 2

Silsden 4

Addingham 2

Bradley 1

Sutton-in-Craven 2

Cowling 1

Keighley 1

Skipton 1

Linda Shearing (electoral roll officer)

Accounts

ANNUAL REPORT AND FINANCIAL STATEMENT

For the year ended 31st December 2024

St Stephen's Steeton Parochial Church Council

St Stephen's, Steeton Parochial Church Council

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2024 Report and Accounts for the Parochial Church Council of St Stephen's Church, Steeton

Aims and Purposes

The aim of St Stephen's Parochial Church Council (the PCC) is the promotion of the gospel of our Lord Jesus Christ according to the doctrines and practices of the Church of England, and with our incumbent the Revd. Sally Pickering, promoting in the parish the whole mission of the Church, pastoral, evangelical, social, and ecumenical. To facilitate this the PCC has responsibilities for the maintenance of St Stephens Church and church hall.

Objectives and Activities

The PCC have a commitment to increase awareness and to share the love of God with all people, in prayer, word, and action, through our special services and events planned to reach out to the wider community within and beyond this parish. Regular weekly worship is held on Sunday mornings mostly with a Communion Service from the book of Common Worship, with 'Pop Up church' for children instead of Sunday school on the second and fourth Sundays, when children and parents can be taken out of church for a session during the main service. The first Sunday in the month is an 'All Age' service without communion. The Wednesday morning Communion Services use the Book of Common Prayer, and on Monday evenings there is a quiet service of Celtic Prayer. A monthly Trail, a service with activities and prayers for children has been held to celebrate special events in the church's calendar, and a weekly Monday morning Toddler Group held as a loving service to the community.

To uphold our commitment of promoting the gospel, we need to provide our yearly share of money for the diocese. Our share, together with the costs of running our church, has come from regular giving by our congregation, supplemented by letting the hall to community groups, and by fund raising. Unfortunately we were only able to pay half of our requested share this year.

The PCC also believes it is important to support charities regularly throughout the year, both in donations of money and goods. Specific charities were chosen in January for the coming year, preference often given to small charities with low overheads that help the local community. Apart from the positions of incumbent, vergers, cleaner and organist, all work in the church is carried out by committed volunteers, both from members of the PCC and the congregation.

We are a Fair-Trade church and do all we can to use fairly traded and local produce. From a diocesan initiative, we are an Eco church with a silver award for our environmental projects.

We are a church which exists for the people of Steeton, Eastburn, and beyond and are conscious that there are needy of all ages, and reach out with initiatives for young families, the elderly, and the lonely.

Achievements and Performance

With our incumbent Revd. Sally Pickering and supported by the Revd. Michael C., Revd. Jenny S., and our Lay Reader Denise Raby, there was regular attendance at the Sunday morning service throughout the year averaging 35 (thirty five) adults. There were fifty nine (59) people on the 2024 Electoral roll, forty seven (47) living in Steeton and twelve (12) people living outside the Parish,

Special services were arranged to evangelically reach out to our extended church family throughout the church's year. Special services were held on Mothering Sunday, Good Friday, Easter Day, Ascension Day, Remembrance Sunday, Harvest, and at Christmas, a Carol Service, Christingle Service Trail, a Crib service and Midnight Communion. The Remembrance Day service was run jointly with members of the Methodist Church, Communion was taken into Steeton Court Care home by a lay member, and Steeton and Eastburn schools held their Carol services in church for Christmas. The church is open to visitors for quiet prayer during all Fund Raising events.

Meanwhile, work on maintaining the fabric of the church and hall was stalled by lack of funds. Although our fees from letting the hall and fundraising contributed to our Parish Share quota of £46,684 for 2024, our outgoings for fuel, and commodities needed for the running of the church and hall meant were still unable to meet the full share request. Ongoing problems with the tower and water ingress, and the dry rot in the hall will be a further drain on our resources.

The Social and Fundraising team organized events to raise funds, support charities, and reach out into our local community. A regular event the Luncheon Club provided soup, bread, and Bingo for anyone living in the Parish, later became a 'warm place'. There was no charge, but people kindly made donations, with two teams of volunteers alternately making soup and cake. A children's Under 5 group on a Monday morning, is run by Sally and volunteers from church. Other Social and Fundraising events during the year included the 200 Club, the Easter raffle, a village Fun Day with a duck race, a May Day Fayre with stalls and duck race, a Tabletop Sale, a beetle drive, and the Advent Fayre with Father Christmas and the Hamper Raffle, all events open to the population of Steeton, Eastburn and beyond. The church hall accommodated part of the village lights event.

Our mission to support local and international charities continued. Proceeds from the church Christmas card were sent to 500 Miles which provides prosthetic devices for disabled people in Africa, we helped to provide 'Socks and Chocs' for the homeless at Christmas through the Bradford Soup Run and sent a donation to the Women's Refuge in Keighley at Christmas. We sent donations from Harvest to the Salvation Army in Keighley for people struggling with the rising cost of living. We supported the Inn Church (Keighley based Homeless but not Hopeless) with food items monthly. We supported appeals for the Sudan, Christian Aid, the Children's Society through the Christingle Service and Christmas Luncheon Club and the British Royal Legion Poppy Appeal, and we supported a coffee morning to raise money for Martin House children's hospice.

The church has a web page, an internet address, and a Facebook page. Web address:

<https://ststephenschurchsteeton.com>

Plans for Future Periods

Together we are making the following plans for 2025:

- Continuation of reaching out to the wider community with the initiatives which have been running during 2024: Children and Parent Trails seasonally, and the weekly toddler group.
- Rectifying the problem of Water ingress in the church tower to maintain the fabric of the church.
- Eradicating dry rot found in the church hall kitchen.
- Restoration of the organ, after catastrophic water damage from a storm, after the water ingress in the tower has been rectified. We believe we have a duty of care for preserving this instrument. Fortunately the damage was covered by insurance.
- The continuation of fundraising, led by the Social and Fundraising Group.
- The PCC will continue to uphold Health and Safety policies, Fire protection, Safeguarding and Child Protection policies, and consider Disability Issues. All policies are reviewed and updated annually.

Financial Review for the year ended 2024

Total receipts on unrestricted funds were £66,986 of which £32,178 were unrestricted voluntary donations and a further £7,340 was Gift Aid. Restricted donations of £27,869 were also received, which included an insurance claim for £22,730 and out of which grants accounted for £250. Further information is provided in the notes to the financial statements.

Planning giving through envelopes and banker's orders increased by £2,584 compared with 2023 and was finalised at £25,085. Collections at services reduced by £62. The fundraising activities increased in 2024 with an increase of £2,244. In 2023 £6,481 was raised and 2024 ended at £8,725. Church activity income was up by £18,909 and was due to an improvement in hall letting revenue and an insurance claim of £22,730. The hall lettings contributed £16,770 over the year compared with £16,576 in 2023. Total income increased by £22,960 on 2023 (majority be the increase in the insurance claim).

The contribution of £27,500 to the Diocesan Parish Share. The request for 2024 was not met in full.

The net result for the year was an excess of receipts over payments of £5,002 on unrestricted funds and £27,869, in the restricted funds. Adding bank and deposit balances brought forward at the beginning of the year, the balances carried forward on the 31 December 2024 on unrestricted funds totalled £27,443, with a balance of restricted funds of £42,237. Total receipts for the year exceeded total payments by £32,872.

Reserves Policy

It is the PCC's policy to try to maintain a balance on unrestricted funds that equates to at least three months unrestricted payments and includes an allowance for the full diocesan parish share request. The purpose of such a contingency fund is to smooth out fluctuations in cash flow and meet emergencies. A separate contingency account is in operation and the balance at the year-end was £12,624. The PCC remains committed to increase the contingency fund over time.

Risk Management

The trustees of the Parochial Church Council of the Ecclesiastical Parish of St. Stephens, Steeton have considered major risks to which the charity is exposed, identified as in the general running of the church and its objectives for 2025, and satisfied themselves that systems or procedures are established in order to manage these risks (Charities Accounts and Reports Regulations 2008).

The management of the risks identified includes:

1. Cover to reduce the deterioration of the fabric of the church and hall, through insurance with Ecclesiastical which covers damage etc. to the buildings. The fabric is regularly reviewed in the light of the Insurance requirements, the Quinquennial reports, appropriate experts such as electricians, the day to day use of the buildings, and the needs of users. Remedial work is carried out according to funds available and level of risk. However more funding is needed now to carry on this work.
2. The increase in energy costs added to the funding risks of the church were relieved by taking out a three year contract with Positive Energy for gas provision, the most cost-effective green option available, following consultation with an independent broker. We are continuing to be advised by the same broker to keep energy costs minimal and this will need to be reviewed in 2025.
3. To prevent risks to Health and Safety, the responsible officer devised a log to manage the risks identified by the insurers Ecclesiastical, in line with legal requirements and policies of the diocese. This will need to be reviewed in 2025.
4. Risks of climate change should be modified by the contributions of ECO teams in the diocese.
5. Review of the risks identified from the pandemic means now we can share the cup of wine, or tincture, according to personal choice, one of the sacraments of our faith.

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. The PCC is a Registered Charity 1173989. 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.

Caring for the church family is important, with members of the PCC acting as Representing Officers for Child/ Vulnerable Adult protection, Health and Safety, Disability Issues, and First Aid and undertaking appropriate training usually from the Diocese. The PCC is committed to being a church where all people are safe, particularly the vulnerable. Child protection/Vulnerable adults, Health and safety, and Fire policies are updated yearly.

The full PCC meets six times a year. Members are responsible for decisions on all matters, including financial, related to St. Stephens Church. The Standing Committee, elected at the Annual Church Meeting, identifies issues for the Agenda of the PCC meetings. All working groups/ small committees (the Building Group, and the Social and Fundraising Group) and all officers report back regularly to the PCC. Minutes of the meetings are recorded and circulated two weeks before the next meeting, where they are voted on for approval.

Administrative Information

St. Stephen's Church is situated on St. Stephen's Road, Steeton and is part of the Diocese of Leeds, within the Church of England. Registered charity number 1173989.

Correspondence should be addressed to the incumbent:

The Revd. Dr Sally Pickering, St Stephen's Vicarage, 2 Halsteads Way, Steeton, BD20 6SN

PCC members 1st January to 31st December 2024

Incumbent	Revd. Dr. Sally Pickering	
Licensed Lay Minister	Denise Raby	
Wardens	Thelma Pacsoo	until April 2024
	Ann Phillips	until April 2024
	Lynda Corser	from April 2024
Elected members		
Deanery Synod Reps.	Julie Lonsdale	
	Valerie Hodgson	
	Tom Chilton	Licensed Lay Minister
		Health, Safety, Environmental and Disability Officer
		until September 2024
Standing Committee	Lynda Corser	Social and Fundraising Officer
	Valerie Hodgson	Secretary
Other Offices	Thelma Pasco	Assistant Treasurer
	Julie Lonsdale	Safeguarding Officer
	Shelagh Brayshaw	from April 2024
	Louise Fleming	from April 2024
	Karen Harrison	from April 2024
	Barbara Parker	from April 2024
	Ann Phillips	Finance team
	Janet Pickles	Finance team
	Christine Roberts	
	Sarah Thompson	
	Alyson Robinson	Electoral Roll officer
Ex officio	Andrew Smith	Gift Aid officer
Independent treasurer	David Danks	
Independent bookkeeper	Carol Greenwood	
Insurers	Ecclesiastical	

Approved by the PCC on.....and signed on their behalf by

Revd. Dr Sally Pickering, Vicar and PCC Chairperson

Independent Examiner's Report to the Trustees of St Stephen's, Steeton Parochial Church Council

I report on the accounts of the church for the year ended 31 December 2024 which are set out on pages 7 to 9.

Respective Responsibilities of 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 of the 2011 Act); and
- To state whether particular matters have come to my attention.

Basis of Independent Examiner's Report

My examination was carried out in accordance with the general Directions given by the 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 in the statement below.

Independent examiner's statement.

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

1. which gives me reasonable cause to believe that in any material respect the requirements
 - to keep accounting records in accordance with section 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 should be drawn in order to enable a proper understanding of the accounts to be reached.

Carol Greenwood

Date: 16.3.25

Carol Greenwood
FMAAT/MIAAP/FMIAB
14 Main Street, Haworth, Keighley, West Yorkshire, BD228DA

ST STEPHEN'S, STEETON PAROCHIAL CHURCH COUNCIL

Financial Statement for the Year Ended 31st December 2024**Receipts and Payments Accounts**

	Note	Unrestricted Funds £	Restricted Funds £	TOTAL 2024 £	TOTAL 2023 £
RECEIPTS					
Voluntary Receipts:					
Planned Giving		25,085		25,085	22,501
Collections at services		4,935		4,935	4,997
All other giving/voluntary receipts	3a	2,158	4,139	6,298	8,043
Gift Aid Recovered		7,340	0	7,340	6,681
		39,517	4,139	43,657	42,222
Activities for Generating Funds	3b	7,725	1,000	8,725	6,481
Investment Income	3c	899	0	899	529
Church Activities	3d	18,844	22,730	41,574	22,665
Total Receipts		66,986	27,869	94,856	71,896
PAYMENTS					
Church Activities:					
Diocesan parish contribution		27,500	0	27,500	29,000
Clergy and staffing costs		0	0	0	0
Church running expenses	3e	14,424	0	14,424	16,847
Hall running costs		11,500	0	11,500	10,655
Mission giving and donations	3f	5,074	0	5,074	2,500
Church refurbishment costs		3,486	0	3,486	4,270
Costs of generating funds		0	0	0	0
Total Payments		61,984	0	61,984	63,271
Deficit/Surplus		5,002	27,869	32,872	8,624
Transfer from Savings Accounts	2		944	944	3,990
Transfer to Savings Accounts	2		28,813	28,813	2,317
		5,002	-0	5,002	10,298
Cash at bank and in hand at 1 January		22,441	14,367	36,808	28,183
Cash at bank and in hand at 31 December		27,443	42,237	69,680	36,808

Statement of Assets and Liabilities						
		Unrestricted Funds	Restricted Funds	TOTAL 2024	TOTAL 2023	
		£	£	£	£	
Cash Funds						
HSBC - Bank Current Account		14,595	-	14,595	9,435	
Cash in Hand		224	-	224	382	
HSBC - Contingency Account		12,624	-	12,624	12,624	
HSBC - Refurbishment Fund		-	10,258	10,258	4,890	
HSBC - Holiday at Home		-	218	218	0	
HSBC - Organ Fund		-	23,566	23,566	1,748	
HSBC - Audio Visual Fund		-	0	0	0	
HSBC - Eco Fund		-	0	0	0	
CCLA Account - Consecrated Ground Fund		-	2,000	2,000	2,000	
CCLA Account - Refurbishment Fund		-	6,195	6,195	5,730	
		27,443	42,237	69,680	36,808	
Other monetary assets					32,872	
No other monetary assets outstanding						
Liabilities						
No liabilities outstanding						
Notes						
1	The financial statements of the PCC have been prepared in accordance with the Church Accounting Regulations 2006 using the Receipts and Payments basis.					
2	The movements in designated and restricted funds during the year were:					
		Bal b/fwd	Receipts	Transfer Out	Transfer In	Bal c/fwd
Designated						
Contingency Account		12,624	0	0		12,624
		12,624	0	0	0	12,624
Restricted						
Refurbishment Fund		10,619	0	0	5,833	16,453
Holidays at Home		0	0	32	250	218
Organ Fund		1,748	0	912	22,730	23,566
Audio Visual Fund		0	0	0	0	0
Eco Fund		0	0	0		0
Consecrated Ground Fund		2,000	0	0	0	2,000
		14,367	0	944	28,813	42,237
				944	28,813	
Reconciliation to Funds = Current A/c plus Cash plus Designated plus Restricted						
					Current	14,595
					Cash	224
			3,046		Designated	12,624
					Restricted	42,237
						69,680
					Balance from above	69,680
					Diff	0

3. Further Analysis of Receipts and Payments Accounts						
		Unrestricted Funds	Restricted Funds	TOTAL 2024	TOTAL 2023	
		£	£	£	£	
Receipts						
a)	All other giving/voluntary receipts:					
	Grants	250		250	5,300	
	Donations	1,543	1,673	3,217	2,744	
	Save our hall		1,211	1,211	0	
	Legacy	0	0	0	0	
	Collections/Donations for Charity	365	1,255	1,620	0	
		2,158	4,139	6,298	8,043	
b)	Activities for generating funds:					
	200 Club	924	0	924	1,008	
	Steeton Village Fun Day, Duck Race	400	0	400	405	
	Quiz Evening	0	0	0	658	
	Beetle Drive	87	0	87	177	
	Christmas Fayre	871	0	871	815	
	Hamper Raffle	403	0	403	430	
	Murder Mystery - Christian Aid		0	0	405	
	Lunch Club	1,559	0	1,559	1,069	
	Easter Draw		0	0	332	
	May Day Fayre	1,190	0	1,190	1,045	
	Table Top Sale	418	0	418	0	
	Steeton Male Voice Choir Evening	0	0	0	0	
	Miscellaneous	1,874	1,000	2,874	137	
		7,725	1,000	8,725	6,481	
c)	Investment Income:					
	Bank and CCLA Deposit Fund Interest	899		899	529	
		to be split				
d)	Church activities:					
	Fees for weddings and funerals	2,074	-	2,074	3,139	
	Church Hall lettings	16,770	-	16,770	16,576	
	Utility Refund	-	-	0	0	
	Insurance Claim	0	22,730	22,730	2,950	
		18,844	22,730	41,574	22,665	
Payments						
e)	Church running expenses:					
	Cost of Services	2,582	-	2,582	3,572	
	Church building running expenses	8,331	-	8,331	9,480	
	Administration costs	3,510	-	3,510	2,918	
	Church repairs and maintenance		-	0	0	
	Church grounds upkeep		-	0	877	
		14,424	-	14,424	16,847	
f)	Mission giving and donations					
	500 Miles	335		335	365	
	Children's Society	203		203	34	
	Sudan Appeal			0	0	
	Royal British Legion			0	0	
	Water Aid			0	152	
	Holiday at Home	1047		1,047	0	
	British Red Cross			0	0	
	Christian Aid			0	405	
	Linked Diocese BOF	1982		1,982	276	
	Shelter Box (Turkey/Syria)			0	487	
	Misc donation pay outs	921		921	68.55	
	Coronation Bank Holiday Event			0	200	
	Bank Fees	165		165	8.74	
	200 Club	422		422	504	
		5074	0	5,074	2,500	

Accounts

ANNUAL REPORT AND FINANCIAL STATEMENT

For the year ended 31st December 2023

St Stephen's Steeton Parochial Church Council

St Stephen's, Steeton Parochial Church Council

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2023 Report and Accounts for the Parochial Church Council of St Stephen's Church, Steeton

Aims and Purposes

The aim of St Stephen's Parochial Church Council (the PCC) is the promotion of the gospel of our Lord Jesus Christ according to the doctrines and practices of the Church of England, and with the induction of our new incumbent the Revd. Sally Pickering, promoting in the parish the whole mission of the Church, pastoral, evangelical, social, and ecumenical. To facilitate this the PCC has responsibilities for the maintenance of St Stephens Church and church hall.

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To uphold our commitment of promoting the gospel, we need to provide our yearly share of money for the diocese. Our share, together with the costs of running our church has come from regular giving by our congregation, supplemented by letting the hall to community groups, and by fund raising.

The PCC also believes it is important to support charities regularly throughout the year, both in donations of money and goods. Specific charities were chosen in January for the coming year, preference often given to small charities with low overheads that help the local community. Apart from the positions of incumbent, vergers, cleaner and organist, all work in the church is carried out by committed volunteers, both from members of the PCC and the congregation.

We are a Fair-Trade church and do all we can to use fairly traded and local produce. From a diocesan initiative, we are an Eco church with an Eco Team, and have a silver award for our environmental projects.

We are a church which exists for the people of Steeton, Eastburn, and beyond and are conscious that there are needy of all ages, and reach out with initiatives for young families, the elderly, and the lonely.

Achievements and Performance

With our new incumbent Revd. Sally Pickering inducted in January and supported by the Revd. Michael C., Revd. Jenny S., and our Lay Reader Dr Tom C., there has been regular attendance at services throughout the year. Of the sixty six people on the Electoral roll, fifty five (55) live in Steeton, one (1) in Utley, one (1) in Haworth, one (1) in Cowling, one (1) in Eastburn, two (2) in Addingham, one (1) in Bradley, one (1) in Sutton, one (1) in Glusburn, and two (2) in Silsden.

There were four (4) baptisms, eight (8) funerals, four (4) weddings, and one (1) wedding blessing. At Easter six (6) children and sixty five (65) adults attended communion. At Christmas eleven (11) children and sixty eight (68) adults attended the service of Nine lessons and Carols, and on Christmas Eve four (4) children and seventy five (75) adults attended communion on Christmas Eve, with forty five (45) children and ninety five (95) adults attending the Christingle service. On Christmas day four (4) children and twenty nine (29) adults attended family communion.

Special services were arranged to evangelically reach out to our extended church family throughout the church's year. Special services were held on Mothering Sunday, Good Friday, Easter Day, Ascension Day, Remembrance Sunday, Harvest, and at Christmas, a Carol Service, Christingle Service, and Midnight Communion. The Remembrance Day service was run jointly with members of the Methodist

Church, with St. Stephen's open afterwards for a quiet place for personal remembrance. An all age 'Coronation Service Churches Together' with a shared lunch and children's activities was hosted by St. Stephens. The first communion service for a group of people who are usually house bound ran in December, and a Lay ministry Team is taking communion into some Care homes. Sally visited both Steeton and Eastburn schools and held a very successful Advent trail attended by children and parents. Steeton school held two children's services in church before Christmas. Carol Singing around Steeton and Eastburn involved members of Valley Church, the Methodists, and members of our congregation.

The congregation was introduced to the book 'The Shack' by William P. Young by Sally and encouraged to share their thoughts with herself and others.

Meanwhile, work on maintaining the fabric of the church and hall was stalled by lack of funds. Although our fees from letting the hall and fundraising contributed to our Parish Share quota of £45,374 for 2023, our outgoings for fuel, and commodities needed for the running of the church and hall meant were still unable to meet the full share request. However, the change of treasurer and the introduction of a Treasury Team suggests the need for new ways of managing our finances, and maintenance. Hopefully increased giving, and advice from the diocese may help overcome early difficulties with these new arrangements.

During the year this work has included installing a sound system donated from the closure of All Saints church, Keighley with the addition of new microphones and a hearing Loop; fitting a new lightening conductor to the church; clearing out debris brought by birds into the church tower; and fixing a new ladder for safer access. Phase two of the organ renovation had just been completed when water from a storm damaged it again. Most of the funds for these upgrades came from personal donations and grants secured by Tom C, for which we are grateful.

The Social and Fundraising team organized events to raise funds, support charities, and reach out into our local community.

A regular event, the Luncheon Club provided soup, bread, and Bingo for anyone living in the Parish, later became a 'warm place'. There was no charge, but people kindly made donations, with two teams of volunteers alternately making soup and cake.

A children's Under 5 group has been started on a Monday morning, run by Sally and volunteers from church.

Other Social and Fundraising events during the year included the 200 Club, the Easter raffle, a May Day Fun Day with a duck race, stalls and an Art and Craft display in church, a quiz night with supper, a beetle drive, and the Advent Fayre with Father Christmas and the Hamper Raffle, all events open to the population of Steeton, Eastburn and beyond.

Our mission to support local and international charities continued. Proceeds from the church Christmas card were sent to 500 Miles which provides prosthetic devices for disabled people in Africa, we helped to provide 'Socks and Chocs' for the homeless at Christmas through the Bradford Soup Run, and donated books for the children in the Women's Refuge in Keighley at Christmas. We sent food donations from Harvest to the Good Food Shop Keighley for people struggling with the rising cost of living, We supported the Inn Church (Keighley based Homeless but not Hopeless) with food items monthly. We supported appeals for the Sudan, the Earthquake Disaster in Turkey and Syria, Christian Aid with an evening of 'Murder Mystery', the Children's Society through the Christingle Service and Christmas Luncheon Club and the British Royal Legion Poppy Appeal. We collected stamps initially to support the Leprosy Mission overseas and later Martin House and supported a coffee morning to raise money for Martin House children's hospice.

The church has a web page, an internet address, and a Facebook page. Web address: <https://ststephenschurchsteeton.com>

Plans for Future Periods

With the Induction of our new Incumbent Revd. Dr. Sally Pickering in January 2023, her leadership is already fostering spiritual and numerical growth.

Together we are making the following plans for 2024:

- Continuation of reaching out to the wider community with the initiatives which have been running during 2023: Sunday club, Trails, Weekly toddler group.
- Catastrophic water damage to the organ from a storm has set back the restoration of the organ with a repair estimate of £19,150. We believe we have a duty of care for preserving this instrument and are hoping the repairs will be covered by insurance.
- To continue maintenance of the church and hall will involve setting up a restricted fund for the renovation of the church roof, and a separate restricted fund for the renovation of the church hall.
- The Finance Team will seek advice from the diocese to develop skills and improve management of St. Stephens finances.
- The continuation of fundraising, led by the Social and Fundraising Group.
- The church will continue to uphold Health and Safety policies, Fire protection, Safeguarding and Child Protection policies, and consider Disability Issues. All policies are reviewed and updated annually.

Financial Review for the year ended 2023.

Total receipts on unrestricted funds were £67,924 of which £32,421 were unrestricted voluntary donations and a further £6,681 was Gift Aid. Restricted donations of £3,972 were also received, out of which grants accounted for £504. Further information is provided in the notes to the financial statements.

Planning giving through envelopes and banker's orders reduced by £1,224 compared with 2022 and was finalised at £22,501. Collections at services increased by £1,086 but from a relatively low base of £3,911 in 2022. The fundraising activities decreased slightly in 2023 with a reduction of £10. In 2022 we raised £6,491 and 2023 ended at £6,481. Church activity income was up by £4,966 and was due to an improvement in hall letting revenue and an insurance claim of £2,500. The hall lettings contributed £16,576 over the year compared with £15,409 in 2022. Total income increased by £3,427 or 5.0% on 2022.

The contribution of £29,000 to the Diocesan Parish Share. The request for 2023 was not met in full.

During 2023, the sound system in the church was upgraded at a cost of £650 and the lightening conductor was repaired at a cost of £450. The grant money mentioned in last year's accounts was received and the audio visual fund was used on the afore mentioned sound system upgrade.

The net result for the year was an excess of receipts over payments of £7,152 on unrestricted funds and £1,472 in the restricted funds. Adding bank and deposit balances brought forward at the beginning of the year, the balances carried forward on the 31 December 2023 on unrestricted funds totalled £22,441, with a balance of restricted funds of £14,367. Total receipts for the year exceeded total payments by £8,625.

Reserves Policy

It is the PCC's policy to try to maintain a balance on unrestricted funds that equates to at least three months unrestricted payments. This is equivalent to £16,670 and includes an allowance for the full diocesan parish share request. The purpose of such a contingency fund is to smooth out fluctuations in cash flow and meet emergencies. A separate contingency account is in operation and the balance at the year-end was £10,124 and hence £6,546 short of the target. Nevertheless, it will result in a shortfall of £4,046 against the stated objective. The PCC remains committed to increase the contingency fund over time.

Risk Management

The trustees of the Parochial Church Council of the Ecclesiastical Parish of St. Stephens, Steeton have considered major risks to which the charity is exposed, identified as in the general running of the church and its objectives for 2024, and satisfied themselves that systems or procedures are established in order to manage these risks (Charities Accounts and Reports Regulations 2008).

The management of the risks identified include:

1. To cover and reduce the deterioration of the fabric of the church and hall, insurance with Ecclesiastical covers damage etc. to the buildings. The fabric is regularly reviewed in the light of the Insurance requirements, the Quinquennial reports, appropriate experts such as electricians, the day to day use of the buildings, and the needs of users. Remedial work is carried out according to funds available and level of risk. However more funding is needed now to carry on this work.
2. The recent increase in energy costs added to the funding risks of the church and were relieved by taking out a three-year contract with Positive Energy for gas provision, the most cost-effective green option available, following consultation with an independent broker.
3. To prevent risks to Health and Safety, the responsible officer devised a log to manage the risks identified by the insurers Ecclesiastical, in line with legal requirements and policies of the diocese.
4. Risks of climate change should be modified by the contributions of ECO teams in the diocese including the ECO team in our church.
5. Review of the risks identified from the pandemic means now we can share the cup of wine, or tincture, according to personal choice, one of the sacraments of our faith.

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. The PCC is a Registered Charity 1173989. 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.

Caring for the church family is important, with members of the PCC acting as Representing Officers for Child/ Vulnerable Adult protection, Health and Safety, Disability Issues, and First Aid and undertaking appropriate training usually from the Diocese. The PCC is committed to being a church where all people are safe, particularly the vulnerable. Child protection/Vulnerable adults, Health and safety, and Fire policies are updated yearly.

The full PCC meets six times a year. Members are responsible for decisions on all matters, including financial, related to St. Stephens Church. The Standing Committee, elected at the Annual Church Meeting, identifies issues for the Agenda of the PCC meetings. All working groups/ small committees (the Building Group, and the Social and Fundraising Group) and all officers report back regularly to the PCC. Minutes of the meetings are recorded and circulated two weeks before the next meeting, where they are voted on for approval.

Administrative Information

St. Stephen's Church is situated on St. Stephen's Road, Steeton and is part of the Diocese of Leeds, within the Church of England.
Registered charity number 1173989.

Correspondence should be addressed to the incumbent:

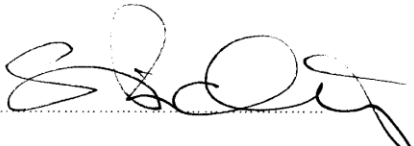
The Revd. Dr Sally Pickering, St Stephen's Vicarage, 2 Halsteads Way, Steeton, BD20 6SN

PCC members 1st January to 31st December 2023

Wardens	Thelma Pasco	
	Ann Phillips	
Deanery Synod Reps.	Julie Lonsdale	
	Valerie Hodgson	
	Tom Chilton	Licensed Lay Minister
Elected members	Lynda Corser	Social and Fundraising Officer from April 2022
	Valerie Hodgson	Secretary
	Tom Chilton	Health, Safety, Environmental and Disability Officer
Finance Team and Standing Committee	Thelma Pasco	Assistant Treasurer
	Ann Phillips	
	Tom Chilton	
	Valerie Hodgson	
	Julie Lonsdale	First Aid Officer
	Anne Tunney	Safeguarding Officer from April 2023
	Louise Fleming	until April 2023
	Janet Pickles	until April 2023
	John Weller	
	Christine Roberts	from April 2023
	Sarah Thompson	from April 2023
Other Offices	Alyson Robinson	Electoral Roll officer
Ex officio	Andrew Smith	Gift Aid officer
Independent treasurer	David Danks	from July 2023
Independent bookkeeper	Carol Greenwood	
Insurers	Ecclesiastical	

Approved by the PCC on 28.4.24 and signed on their behalf by

Revd. Dr Sally Pickering, Vicar and PCC Chairperson


5

Independent Examiner's Report to the Trustees of St Stephen's, Steeton Parochial Church Council

I report on the accounts of the church for the year ended 31 December 2023 which are set out on pages 7 to 9.

Respective Responsibilities of Trustee 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 Report

My examination was carried out in accordance with the general Directions given by the Charity Commissioners. 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 in the statement below.

Independent examiner's statement

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

1. which gives me reasonable cause to believe that in any material respect the requirements
 - to keep accounting records in accordance with section 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 should be drawn in order to enable a proper understanding of the accounts to be reached.



Date 4-4-2024

Carol Greenwood
FMAAT/MIAAP/FMIAB
21, Oakleigh Mews, Oakworth, Keighley, West Yorkshire, BD22 7QP

ST STEPHEN'S, STEETON PAROCHIAL CHURCH COUNCIL

Financial Statements for the Year Ended 31 December 2023

Receipts and Payments Accounts

	Note	Unrestricted Funds £	Restricted Funds £	TOTAL 2023 £	TOTAL 2022 £	
RECEIPTS						
Voluntary Receipts:						
Planned Giving		22,381	120	22,501	23,725	1,224
Collections at services		4,997		4,997	3,911	1,086
All other giving/voluntary receipts 3a		5,043	3,000	8,043	9,945	
Gift Aid Recovered		6,681	0	6,681	6,572	
		39,102	3,120	42,222	44,153	
Activities for Generating Funds	3b	5,977	504	6,481	6,491	
Investment Income	3c	181	348	529	126	
Church Activities	3d	22,665	0	22,665	17,699	4,966
Total Receipts		67,924	3,972	71,896	68,469	3,427
						-0.05
PAYMENTS						
Church Activities:						
Diocesan parish contribution		29,000	0	29,000	42,393	
Clergy and staffing costs		0	0	0	1,535	
Church running expenses	3e	16,847	0	16,847	9,962	
Hall running costs		10,655	0	10,655	8,230	
Mission giving and donations	3f	0	2,500	2,500	2,115	
Church refurbishment costs		4,270	0	4,270	5,326	
Costs of generating funds		0	0	0	1,579	
Total Payments		60,772	2,500	63,271	71,140	
Deficit/Surplus		7,152	1,472	8,624	-2,671	
Transfer from Savings Accounts	2	2,500	1,490	3,990	7,850	
Transfer to Savings Accounts	2		2,317	2,317	8,118	
		9,652	646	10,298	-2,939	
Cash at bank and in hand at 1 January		12,142	16,041	28,183	30,854	
Cash at bank and in hand at 31 December		22,441	14,367	36,808	28,183	
		10,299	1,674	8,625	2,671	
		-3,146	3,146	-0	0	

Statement of Assets and Liabilities

	Unrestricted Funds £	Restricted Funds £	TOTAL 2023 £	TOTAL 2022 £
Cash Funds				
HSBC - Bank Current Account	9,435	-	9,435	1,868
Cash in Hand	382	-	382	150
HSBC - Contingency Account	12,624	-	12,624	10,124
HSBC - Refurbishment Fund	-	4,890	4,890	6,393
HSBC - Audio Visual Fund	-	0	0	500
HSBC - Eco Fund	-	0	0	410
CCLA Account - Consecrated Ground Fund	-	2,000	2,000	2,000
CCLA Account - Refurbishment Fund	-	5,730	5,730	5,490
	<u>22,441</u>	<u>14,367</u>	<u>36,808</u>	<u>28,183</u>

Other monetary assets No other monetary assets outstanding

Liabilities No liabilities outstanding

Notes

- The financial statements of the PCC have been prepared in accordance with the Church Accounting Regulations 2006 using the Receipts and Payments basis.
- The movements in designated and restricted funds during the year were:

	Bal b/fwd	Receipts	Transfer Out	Transfer In	Bal c/fwd
Designate					
Contingency Account	10,124	0	0	2,500	12,624
	<u>10,124</u>	<u>0</u>	<u>0</u>	<u>2500</u>	<u>12,624</u>
Restricted					
Refurbishment Fund	11,883	0	1,850	587	10,619
Organ Fund	1,248	0	0	500	1,748
Audio Visual Fund	500	0	910	410	0
Eco Fund	410	0	1,230	820	0
Consecrated Ground Fund	2,000	0	0	0	2,000
	<u>16,040</u>	<u>0</u>	<u>3,990</u>	<u>2,317</u>	<u>14,367</u>
			3,990	4,817	

Reconciliation to Funds = Current A/c plus Cash plus Designated plus Restricted

Current	9,435
Cash	382
Designated	12,624
Restricted	14,367
	<u>36,808</u>
Balance from above	36,808

3. Further Analysis of Receipts and Payments Accounts

	Unrestricted Funds £	Restricted Funds £	TOTAL 2023 £	TOTAL 2022 £
Receipts				
a) All other giving/voluntary receipts:				
Grants	2,300	3,000	5,300	3,705
Donations	2,744	0	2,744	3,266
Legacy	0	0	0	1,000
Collections/Donations for Charity	<u>0</u>	<u>0</u>	<u>0</u>	<u>1,974</u>
	<u>5,043</u>	<u>3,000</u>	<u>8,043</u>	<u>9,945</u>
b) Activities for generating funds:				
200 Club	504	504	1,008	1,102
Steeton Village Fun Day; Duck Race	405	0	405	782
Quiz Evening	658	0	658	0
Beetle Drive	177	0	177	0
Christmas Fayre	815	0	815	1,001
Hamper Raffle	430	0	430	390
Murder Mystery - Christian Aid 405		0	405	0
Lunch Club	1,069	0	1,069	1,004
Easter Draw	332	0	332	398
May Day Fayre	1,045	0	1,045	533
Holidays at Home	0	0	0	970
Steeton Male Voice Choir Evening	0	0	0	247
Miscellaneous	137	0	137	64
	<u>5,977</u>	<u>504</u>	<u>6,481</u>	<u>6,491</u>
c) Investment Income:				
Bank and CCLA Deposit Fund Interest	181	348	529	126
d) Church activities:				
Fees for weddings and funerals	3,139	-	3,139	1,460
Church Hall lettings	16,576	-	16,576	15,409
Utility Refund	-	-	0	-
Insurance Claim	<u>2,950</u>	<u>-</u>	<u>2,950</u>	<u>830</u>
	<u>22,665</u>	<u>-</u>	<u>22,665</u>	<u>17,699</u>
Payments				
e) Church running expenses:				
Cost of Services	3,572	-	3,572	2,244
Church building running expenses	9,480	-	9,480	6,092
Administration costs	2,918	-	2,918	1,521
Church repairs and maintenance	-	-	-	-
Church grounds upkeep	<u>877</u>	<u>-</u>	<u>877</u>	<u>105</u>
	<u>16,847</u>	<u>-</u>	<u>16,847</u>	<u>9,962</u>
f) Mission giving and donations				
500 Miles		365	365	435
Children's Society		34	34	498
Sudan Appeal			0	175
Royal British Legion			0	44
Water Aid		152	152	195
Christian Aid			0	518
British Red Cross			0	250
Christian Aid		405	405	0
Linked Diocese BOF		276	276	0
Shelter Box (Turkey/Syria)		487	487	0
Items for outdoor events		69	69	0
Coronation Bank Holiday Event		200	200	0
Bank Fees		9	9	0
200 Club		<u>504</u>	<u>504</u>	<u>0</u>
	<u>0</u>	<u>2,500</u>	<u>2,500</u>	<u>2,115</u>

Accounts

ANNUAL REPORT AND FINANCIAL STATEMENTS

For the year ended 31 December 2022

St Stephen's, Steeton Parochial Church Council

St Stephen's, Steeton Parochial Church Council

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2022 Report and Accounts for the Parochial Church Council of St Stephen's Church, Steeton

Aims and Purposes

The aim of St Stephen's Parochial Church Council (the PCC) is the promotion of the gospel of our Lord Jesus Christ according to the doctrines and practices of the Church of England, and in the absence of an incumbent, promoting in the parish the whole mission of the Church, pastoral, evangelical, social, and ecumenical. To facilitate this, the PCC has responsibilities for the maintenance of St Stephens Church and church hall.

Objectives and Activities

The PCC have a commitment to increase awareness and to share the love of God with all people, in prayer, word, and action, through our special services and events planned to reach out to the wider community within and beyond this parish. Regular weekly worship is held in the Sunday morning Communion Service from the book of Common Worship, the Wednesday Communion Service from Common Prayer, and a Family Service held on the first Sunday in the month.

To uphold our commitment of promoting the gospel, we need to provide our yearly share of money for the diocese. Our share, together with the costs of running our church comes from regular giving by our congregation, supplemented by letting the hall to community groups, and by fund raising.

The PCC also believes it is important to support charities regularly throughout the year, both in donations of money and goods. Specific charities were chosen in January for the coming year, preference often given to small charities with low overheads that help the local community. Apart from the positions of incumbent, vergers, cleaners and organist, all work in the church is carried out by committed volunteers, both from members of the PCC and the congregation.

We are a Fair-Trade church and do all we can to use fairly traded and local produce. We are working towards an Eco church with an Eco Team, a diocesan initiative.

We are a church which exists for the people of Steeton, Eastburn, and beyond and are conscious that there are needy of all ages, and reach out with initiatives for young families, the elderly, and the lonely.

Achievements and Performance

A year with no resident vicar, an interregnum, saw our church family bonds strengthened as we all worked together through our shared love of our Lord Jesus Christ followed here in our church at Steeton. Spiritually we were led and supported by the Revd. Michael C., Revd. Jenny S., and our Lay Reader Dr Tom C., with additional help for three months from the Revd. Anthony Bennett. There was a regular attendance at services throughout the year. Of the sixty one people on the Electoral Roll, fifty two (52) live in Steeton, four (4) live in Silsden, one (1) lives in Bradley, two (2) live in Addingham, one (1) lives in Sutton, and one (1) lives in Eastburn. There were seven (7) baptisms, six (6) funerals, five (5) in Church, one (1) at the Crematorium, and one (1) burial of ashes. At Easter forty nine (49) people attended with forty six (46) receiving communion, and on Christmas Eve and Christmas day, forty five (45) people attended and forty (40) received communion.

Special services were arranged to evangelically reach out to our extended church family throughout the church's year. Special services were held on Mothering Sunday, Good Friday and Easter Day, Ascension Day, Remembrance Sunday, Harvest, and at Christmas, a Carol Service, Christingle Service, and Midnight Communion. A Remembrance Service for the Queen was held, with a book of condolences and flowers laid in the memorial garden. There was a memorial service to remember loved ones no longer with us, The Remembrance Day service and Lent lunches were both run jointly with members of the Methodist Church. Carol singing round Steeton and Eastburn involved members of Valley Church, the Methodists, and members of our congregation. There was a Hymn choosing and prosecco event. Steeton school held the children's Carol Services in church. Two young members of our congregation were confirmed.

Meanwhile, work on maintaining the fabric of the church and hall is ongoing, work which requires funds additional to our Parish Share quota of £45,374 for 2023. The use of the hall by the 'Before and After School Club' from Bridge House Nursery and other hall users continues to contribute to this. However, the projected budget for the next year suggests our requested share may be beyond our means.

The Social and Fundraising team organized events to raise funds to pay our Parish Share in full, support charities, and reach out into our local community. As the pandemic restrictions were eased and social meeting and mixing started to return, the team planned a May Day 'Village Fun Day' as a community celebration and invited other organizations in the village to join in. Events, stalls, and displays were held in all parts of the village. The church and hall were similarly used for the celebration of the Queen's Platinum Jubilee.

"Holidays at Home", was another community event, taking a group of Steeton residents on a fun packed holiday in our church hall. This event was filled on a 'first come first served' basis for anybody living in the Parish who might not be able to go away on holiday. Another regular event, the Luncheon Club provided soup, bread, and Bingo for anyone living in the Parish and later became a 'warm place'. There was no charge, but people kindly made donations. Two teams of volunteers alternately made soup and cake. Other Social and Fundraising events included the 200 Club, the Easter raffle, and the Advent Fayre with Father Christmas and the Hamper Raffle, all events open to the population of Steeton, Eastburn and beyond.

Our mission to support local and international charities continued. Proceeds from the church Christmas card were sent to 500 Miles which provides prosthetic devices for disabled people in Africa, we helped to provide 'Socks and Chocs' for the homeless at Christmas through the Bradford Soup Run, and donated toys for the children in the Women's Refuge in Keighley at Christmas. We sent food donations from Harvest to the Salvation Army food bank, money from the auction of perishable items to Water Aid. We supported the Inn Church (Keighley based Homeless but not Hopeless) with food items monthly. We supported appeals for the Sudan, Christian Aid with an evening of 'Murder Mystery', the Children's Society through the Christingle Service and Christmas Luncheon Club and the British Royal Legion Poppy Appeal. We collected stamps to support the Leprosy Mission overseas and supported a coffee morning to raise money for Martin House.

The pandemic led to the acceptance by the Church of England of more technical on-line means of communication, with email, internet and zoom.

The church has a web page, an internet address, and a Facebook page. Web address: <https://ststephenschurchsteeton.com>

Plans for Future Periods

With the Induction of our new Incumbent Revd. Dr. Sally Pickering in January 2023, we look forward to her leadership fostering spiritual and numerical growth.

Leadership is appreciated. An Away Day with Revd Anthony B. considered the strengths, weaknesses, opportunities, and threats (SWOT) facing St. Stephen's in the future, resulted in a questionnaire distributed to the congregation asking people to suggest additional talents and skills they could offer. Follow up from this is involving more people in the work needed within the church. Together we are able to plan the following for 2023:

- The third phase of the renovation of the organ. We believe we have a duty to maintain this lovely Instrument which is enjoyed by the wider community when celebrating life events in church.
- The continuing general maintenance of the church and hall.
- The continuation of fundraising, led by the Social and Fundraising Group.
- The church will continue to uphold Health and Safety policies, Fire protection, Safeguarding and Child Protection policies, and consider Disability Issues, with Neurodiversity Training planned for 2023. All policies are reviewed and updated annually.

Financial Review for the year ended 2022

Total receipts on unrestricted funds were £59,605 of which £30,654 were unrestricted voluntary donations and a further £6,572 was Gift Aid. Restricted donations of £6,928 were also received, out of which grants accounted for £2,455. Further information is provided in the notes to the financial statements.

Planned giving through envelopes and banker's orders reduced by £850 compared with 2021 and was finalised at £23,725. Collections at services increased by £2,216, but from a relatively low base of £1,695 in 2021. Fundraising activity increased during 2022 and resulted in an improved income stream, rising from £4,834 in 2021 to £6,491. Church activity income was up by £2,170 and entirely due to an improvement in hall letting revenue. The latter contributed £15,409 over the year compared with £12,480 in 2021. Total income increased by £3,585 or 6%.

£63,699 was spent from unrestricted funds to provide the Christian ministry from St Stephen's Church, including the contribution of £42,393 to the Diocesan Parish Share. The request for 2022 was met in full.

Refurbishment costs of £5,326 were incurred during the year and relating principally to the second phase of the organ restoration with an associated cost of £3,850. A separate fund was established for this project. It was necessary to draw £2,500 from the Contingency Account to meet payment of the invoice to the organ builder. A grant in similar amount has been approved and receipt is anticipated in the early part of 2023 whereupon the Contingency Account balance will be restored to its previous level. In addition, two separate funds were established during the year to receive grants and other donations associated with the purchase of audio-visual equipment and eco project work in the church grounds. Repair to one of the leaded stained-glass windows in the church hall was carried out in the middle of the year at a total cost of £1,476 and against which an insurance claim of £830 was successfully made.

The net result for the year was an excess of payments over receipts of £4,094 on unrestricted funds. Adding bank and deposit balances brought forward at the beginning of the year, the balances carried forward on 31 December 2022 on unrestricted funds totalled £12,142. Total expenditure for the year exceeded total receipts by £2,671.

Reserves Policy

It is the PCC's policy to try to maintain a balance on unrestricted funds that equates to at least three months unrestricted payments. This is equivalent to £16,670 and includes an allowance for the full diocesan parish share request. The purpose of such a contingency fund is to smooth out fluctuations in cash flow and meet emergencies. A separate contingency account is in operation and the balance at the year-end was £10,124 and hence £6,546 short of the target. It is anticipated that the balance will increase by £2,500 early in 2023 for reasons stated in the previous section. Nevertheless, it will result in a shortfall of £4,046 against the stated objective. The PCC remains committed to increase the contingency fund over time.

Risk Management

The trustees of the Parochial Church Council of the Ecclesiastical Parish of St. Stephens, Steeton have considered major risks to which the charity is exposed, identified as in the general running of the church and its objectives for 2023, and satisfied themselves that systems or procedures are established in order to manage these risks (Charities Accounts and Reports Regulations 2008).

The management of the risks identified include:

1. Deterioration of the fabric of the church and hall - Insurance with Ecclesiastical covers damage etc. to the buildings. The fabric is regularly reviewed in the light of the Insurance requirements, the Quinquennial reports, appropriate experts such as electricians, the day-to-day use of the buildings, and the needs of users. Remedial work is carried out according to funds available and level of risk.

2. The recent increase in energy costs added to the funding risks of the church and were relieved by taking out a three-year contract with Positive Energy for gas provision, the most cost-effective option available, following consultation with an independent broker.
3. Risks to Health and Safety- the responsible officer has devised a log to manage the risks identified by the insurers Ecclesiastical, in line with legal requirements and policies of the diocese.
4. Risks of climate change should be modified by the contributions of ECO teams in the diocese including the ECO team in our church.
5. Risks identified from the pandemic mean we are still not able to share the peace through handshakes, or share the cup of wine, one of the sacraments of our faith. These risks will be reviewed with the new incumbent.

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. The PCC is a Registered Charity 1173989. 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.

Caring for the church family is important, with members of the PCC acting as Representing Officers for Child/ Vulnerable Adult protection, Health and Safety, Disability Issues, and First Aid and undertaking appropriate training usually from the Diocese. The PCC is committed to being a church where all people are safe, particularly the vulnerable. Child protection/Vulnerable adults, Health and safety, and Fire policies are updated yearly.

The full PCC meets six times a year. Members are responsible for decisions on all matters, including financial, related to St. Stephens Church. The Standing Committee, elected at the Annual Church Meeting, identifies issues for the Agenda of the PCC meetings. All working groups/ small committees (the Building Group, and the Social and Fundraising Group) and all officers report back regularly to the PCC. Minutes of the meetings are recorded and circulated two weeks before the next meeting, where they are voted on for approval.

Administrative Information

St. Stephen's Church is situated on St. Stephen's Road, Steeton and is part of the Diocese of Leeds, within the Church of England. Registered charity number 1173989.

Correspondence should be addressed to the incumbent:

The Revd. Dr Sally Pickering, St Stephen's Vicarage, 2 Halsteads Way, Steeton, BD20 6SN

PCC members 1st January to 31st December 2022

Wardens	Thelma Pacsoo	
	Ann Phillips	
Deanery Synod Reps.	Julie Lonsdale	
	Valerie Hodgson	
	Tom Chilton	Licensed Lay Minister
Elected members	Lynda Corser	Safeguarding Officer until April 2022
		Social and Fundraising Officer from April 2022
	Valerie Hodgson	Secretary
	Tom Chilton	Health, Safety, Environmental and Disability Officer
	Thelma Pacsoo	Assistant Treasurer

	Julie Lonsdale	First Aid Officer
	Anne Tunney	Safeguarding Officer from April 2022
	Louise Fleming	
	Richard Edwards	until April 2022
	Janet Pickles	from April 2022
	John Weller	from April 2022
Other Offices	Alyson Robinson	Electoral Roll officer
Ex officio	Andrew Smith	Treasurer and Covenant Secretary
Independ. Bookkeeper	Carol Greenwood	
Insurers	Ecclesiastical	

Approved by the PCC on.....12th March 2023.....and signed on their behalf by

Rev. Dr Sally Pickering, Vicar and PCC Chairperson



Independent Examiner's Report to the Trustees of St Stephen's, Steeton Parochial Church Council

I report on the accounts of the church for the year ended 31 December 2022 which are set out on pages 7 to 9.

Respective Responsibilities of 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 Report

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 in the statement below.

Independent examiner's statement

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

1. which gives me reasonable cause to believe that in any material respect the requirements
 - to keep accounting records in accordance with section 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 should be drawn in order to enable a proper understanding of the accounts to be reached.



Date: 21-03-23

Carol Greenwood
FMAAT/MIAAP/FMIAB
21 Oakleigh Mews, Oakworth, Keighley, West Yorkshire, BD22 7QP

ST STEPHEN'S, STEETON PAROCHIAL CHURCH COUNCIL

Financial Statements for the Year Ended 31 December 2022

Receipts and Payments Accounts

	Note	Unrestricted Funds £	Restricted Funds £	TOTAL 2022 £	TOTAL 2021 £
RECEIPTS					
Voluntary Receipts:					
Planned Giving		23,465	260	23,725	24,575
Collections at services		3,911	-	3,911	1,695
All other giving/voluntary receipts	3a	3,277	6,668	9,945	10,773
Gift Aid Recovered		<u>6,572</u>	<u>-</u>	<u>6,572</u>	<u>7,474</u>
		<u>37,225</u>	<u>6,928</u>	<u>44,153</u>	<u>44,517</u>
Activities for Generating Funds	3b	4,663	1,828	6,491	4,834
Investment Income	3c	18	108	126	5
Church Activities	3d	17,699	-	17,699	15,529
Total Receipts		<u>59,605</u>	<u>8,864</u>	<u>68,469</u>	<u>64,885</u>
PAYMENTS					
Church Activities:					
Diocesan parish contribution		42,393	-	42,393	40,900
Clergy and staffing costs		1,535	-	1,535	1,783
Church running expenses	3e	9,962	-	9,962	9,077
Hall running costs		8,230	-	8,230	7,193
Mission giving and donations	3f	-	2,115	2,115	888
Church refurbishment costs		-	5,326	5,326	4,662
Costs of generating funds		1,579	-	1,579	996
Total Payments		<u>63,699</u>	<u>7,441</u>	<u>71,140</u>	<u>65,499</u>
Deficit/Surplus		-4,094	1,423	-2,671	-614
Transfer from Savings Accounts	2	2,500	5,350	7,850	7,141
Transfer to Savings Accounts	2		8,118	8,118	4,110
		<u>-1,594</u>	<u>-1,345</u>	<u>-2,939</u>	<u>2,417</u>
Cash at bank and in hand at 1 January		17,689	13,165	30,854	31,468
Cash at bank and in hand at 31 December		<u>12,142</u>	<u>16,041</u>	<u>28,183</u>	<u>30,854</u>

Statement of Assets and Liabilities

	Unrestricted Funds £	Restricted Funds £	TOTAL 2022 £	TOTAL 2021 £
Cash Funds				
HSBC - Bank Current Account	1,868	-	1,868	4,859
Cash in Hand	150	-	150	206
HSBC - Contingency Account	10,124	-	10,124	12,624
HSBC - Refurbishment Fund	-	6,393	6,393	5,772
HSBC - Organ Fund	-	1,248	1,248	-
HSBC - Audio Visual Fund	-	500	500	-
HSBC - Eco Fund	-	410	410	-
CCLA Account - Consecrated Ground Fund	-	2,000	2,000	2,000
CCLA Account - Refurbishment Fund	-	5,490	5,490	5,393
	<u>12,142</u>	<u>16,041</u>	<u>28,183</u>	<u>30,854</u>

Other monetary assets

No other monetary assets outstanding

Liabilities

No liabilities outstanding

Notes

- The financial statements of the PCC have been prepared in accordance with the Church Accounting Regulations 2006 using the Receipts and Payments basis.
- The movements in designated and restricted funds during the year were:

	Bal b/fwd	Receipts	Transfer Out	Transfer In	Bal c/fwd
Designated					
Contingency Account	12,624	-	2,500	-	10,124
	<u>12,624</u>	<u>-</u>	<u>2,500</u>	<u>-</u>	<u>10,124</u>
Restricted					
Refurbishment Fund	11,165	108	0	610	11,883
Organ Fund	0	0	3,850	5,098	1,248
Audio Visual Fund	0	0	1,500	2,000	500
Eco Fund	0	0	0	410	410
Consecrated Ground Fund	2,000	0	0	0	2,000
	<u>13,165</u>	<u>108</u>	<u>5,350</u>	<u>8,118</u>	<u>16,041</u>

3. Further Analysis of Receipts and Payments Accounts

	Unrestricted Funds £	Restricted Funds £	TOTAL 2022 £	TOTAL 2021 £
Receipts				
a) All other giving/voluntary receipts:				
Grants	1,250	2,455	3,705	390
Donations	2,027	1,239	3,266	9,515
Legacy	-	1,000	1,000	-
Collections/Donations for Charity	-	1,974	1,974	868
	<u>3,277</u>	<u>6,668</u>	<u>9,945</u>	<u>10,773</u>
b) Activities for generating funds:				
200 Club	551	551	1,102	1,272
Steeton Village Fun Day; Duck Race	782	-	782	1,223
Quiz Evening	-	-	-	474
Christmas Fayre	1,001	-	1,001	1,003
Hamper Raffle	390	-	390	512
Vicar Retirement Collection	-	-	-	320
Lunch Club	1,004	-	1,004	-
Easter Draw	398	-	398	-
Jubilee Event	533	-	533	-
Holidays at Home	-	970	970	-
Steeton Male Voice Choir Evening	-	247	247	-
Miscellaneous	4	60	64	30
	<u>4,663</u>	<u>1,828</u>	<u>6,491</u>	<u>4,834</u>
c) Investment Income:				
Bank and CCLA Deposit Fund Interest	<u>18</u>	<u>108</u>	<u>126</u>	<u>5</u>
d) Church activities:				
Fees for weddings and funerals	1,460	-	1,460	1,969
Church Hall lettings	15,409	-	15,409	12,480
Utility Refund	-	-	-	148
Insurance Claim	830	-	830	932
	<u>17,699</u>	<u>-</u>	<u>17,699</u>	<u>15,529</u>
Payments				
e) Church running expenses:				
Cost of Services	2,244	-	2,244	928
Church building running expenses	6,092	-	6,092	5,886
Administration costs	1,521	-	1,521	1,269
Church repairs and maintenance	-	-	-	994
Church grounds upkeep	105	-	105	-
	<u>9,962</u>	<u>-</u>	<u>9,962</u>	<u>9,077</u>
f) Mission giving and donations				
500 Miles	-	435	435	470
Children's Society	-	498	498	256
Sudan Appeal	-	175	175	132
Royal British Legion	-	44	44	30
Water Aid	-	195	195	-
Christian Aid	-	518	518	-
British Red Cross	-	250	250	-
	<u>-</u>	<u>2,115</u>	<u>2,115</u>	<u>888</u>

Accounts

ANNUAL REPORT AND FINANCIAL STATEMENTS

For the year ended 31 December 2021

St Stephen's, Steeton Parochial Church Council

St Stephen's, Steeton Parochial Church Council

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2021 Report and Accounts for St. Stephen's, Steeton Parochial Church Council

Aims and Purposes

The aim of St Stephen's Parochial Church Council (the PCC) is the promotion of the gospel of our Lord Jesus Christ according to the doctrines and practices of the Church of England and supporting the clergy in promoting the whole mission of the Church, pastoral, evangelical, social and ecumenical. To facilitate this, the PCC has responsibilities for the maintenance of St Stephens Church and church hall.

Objectives and Activities

The PCC have a commitment to increase awareness and to share the love of God with all people, in prayer, word, and action, through our special services and events planned to reach out to the wider community within and beyond this parish. Normally regular weekly worship is held in the Sunday morning Communion Service from the book of Common Worship, and the Wednesday morning service from Common Prayer, Sunday School and later a Family Service the first Sunday in the month. However, the pandemic disrupted our worship this last year.

In order to uphold our commitment of promoting the gospel, we need to provide our yearly share of money for the diocese. Our share, together with the costs of running our church, comes from regular giving by our congregation, supplemented by letting the hall to community groups, and by fundraising. The pandemic has reduced the hall letting in line with government requirements for the contractual use by Bridge House Nursery and After School Club, and this has prevented us using it for our own social and fundraising events.

Apart from raising money for necessary running costs, the PCC believes it is important to support charities both in donations of money and goods. Specific charities were chosen in January for the coming year, preference given to small often local charities with low overheads that help the local community. Apart from the positions of incumbent, vergers, cleaners and organist, all work in the church and grounds is carried out by committed volunteers, both from members of the PCC and the congregation.

We are a church where all people are welcomed and none are excluded, with a Welcome Pack for new people moving into the Parish produced by a group from this and the Methodist Church.

We are a Fair Trade church and do all we can to use fairly traded and local produce.

We are working towards an Eco church, a diocesan initiative, by opting for carbon neutral provision of gas and electricity supplied by Ecotricity.

We are a church which exists for the people of Steeton, Eastburn, and beyond and are conscious that there are needy of all ages, and reach out with initiatives for young families, the elderly, and the lonely. We particularly recognise the importance of providing for young families in the Parish.

During 2021 we approved an updated Mission Action plan which we are determined to use to shape our focus, even during a forthcoming interregnum following the retirement of our current vicar on 31st December 2021.

Achievements and performance

The church family continues to flourish demonstrated by the sixty six (66) names on the Electoral Roll of 2021, of which eleven (11) live outside the parish, and the number of communicants throughout the year. At Easter, forty four (44) people attended services, of which thirty nine (39) took communion, and at Christmas Eve and Christmas day, forty eight (48) people attended services of which forty six (46) took Communion. There were two baptisms (2), one weddings (1), and eight funerals (8), six in Church (6) and two (2) at the Crematorium.

Minutes of the PCC meetings remind us of all that has happened this year. We began the year with great enthusiasm, with plans for a fresh start including working collaboratively with the Methodists, and re-establishing links with community groups. Two young people undertook a training course for confirmation. The

Vicar worked with the Vicar of Ingrow to run 2 x 5-week course Pastoral Principles and Living in Love and Faith at Steeton Hall Hotel and St Mark's church, Utley.

Community – David prioritised getting out and about in the community and building, strengthening or re-establishing links with a variety of community groups meeting in The Hub, Goats Head, or St Stephens Church and Methodist Church Halls. We have tried to make our welcome more visible and inclusive on our notice boards and welcome notices.

Communications, Website and social media – Our website is more regularly updated and through regular posting of news and information on Twitter/Facebook the Church has a higher profile on the various community forums (*Steeton Village Green Forum, We are Steeton and Eastburn, Eastburn Community Group Page*). The pew sheet has been slightly updated to reflect all that is going on. More posters have been produced and prominently displaying our services and activities.

David Coleman Incumbency Reflection - Remembrance, Advent, Christmas – Starting when I did, I was pretty much straight into the planning for Remembrance (I did door to door collection for RBL), Advent and Christmas season services. These seemed to have been well received and it was good to see Scouts involved in readings for the Remembrance Sunday service. An Advent Course (Matthew Lumo film over 3 weeks- 2nd, 9th, 16th December) was offered. A new upbeat Adventure fun afternoon was enjoyed by children and families (17th November 2-4pm). Beer and Carols ran in the Goats Head Pub (18th December) as well as Carols at Currergate and an advent prayer walk around the parish (these jointly with the Methodist Church). Carols by Candlelight, children's nativity and Christingle Services were popular as ever and a modest increase to Christmas Eve Midnight Communion and Christmas day Services. I had the privilege of also opening the Steeton with Eastburn Christmas lights. A range of Bibles and Advent resources were made available to borrow for Bible Sunday and advent. New 'selfie cut outs'; a free tree decoration was piloted.

Children and Families- A new improved children and families resource area was established in the church, and this was used for sessions of Christmas story-time (2nd and 9th December). Once again, the church hosted the Christmas nativity service for Steeton Primary School as well as a session for Beavers. Sticker books have been introduced for children attending church and a lantern is lit each Sunday to remember ALL children of our parish. Good links have been developed with Bridge House Nursery and a visit has taken place to Steeton Primary School and a discussion to explore potential working with the Head Teacher. More free resources were given to children and families this year during the Christmas season.

A Pet Service and Remembering in Hope service was established as two new services for the community and links were strengthened with our local primary school in a project to develop a history trail based around St Stephen's. A Prosecco, Pimms and hymns event is scheduled for 2022.

Following COVID guidance and risk assessment St Stephen's was able to remain open in 2021 albeit with restrictions around communion, and home and institutional visits. Zoom was used for some meetings, social events and the Holy Week study course. The Festivals of Easter, Pentecost, Harvest, Advent and Christmas were able to take place in church. A special service to commemorate the death of HRH Duke of Edinburgh was held. The carols services and Christingle service were restored.

The church has a web page, an internet address, and a Facebook page.
Google: <https://ststephenschurchsteeton.com>

Meanwhile, work on maintaining the other fabric of the church and hall is ongoing, work which requires funds additional to our Parish Share quota of £42,393 for 2022.

Our mission to support local and international charities continued. Proceeds from the church Christmas card were sent to 500 Miles which provides prosthetic devices for disabled people in Africa, we helped to provide 'Socks and Chocs' for the homeless at Christmas through the Bradford Soup Run, and donated toys for the children in the Women's Refuge in Keighley at Christmas. We sent non-perishable donations from Harvest to the Salvation Army food bank and proceeds from the Harvest auction to the Sudan appeal. We supported Christian Aid, the Children's Society through the Christingle Service and the British Royal Legion Poppy Appeal. We collected stamps to support the Leprosy Mission overseas.

Financial Review for the year ended 2021

Total receipts on unrestricted funds were £62,447 of which £35,565 was unrestricted voluntary donations and a further £7,474 was Gift Aid. Restricted donations of £1,478 were also received, with further information provided in the notes to the financial statements.

Planned giving through envelopes and banker's orders remained static although donation income increased by £5,774 or 154%. Collections at services increased by £467, but from a low base in 2020 of £1,228. Church activity income was up by £3,166, mainly because of an increase in fee income by £1,678 and hall letting income by £879. Total income increased by £13,195 or 25%

£59,949 was spent from unrestricted funds to provide the Christian ministry from St. Stephen's Church, including the contribution of £40,900 to the diocesan parish share. The share request for 2021 was met in full.

Refurbishment costs of £4,662 were incurred during the year and relating principally to undertaking repairs to the church and church hall roof areas at a total cost of £3,480. VAT was recovered on the cost of the church roof repairs in the sum of £390 via the Listed Places of Worship Grant Scheme. Repair to one of the leaded stained-glass windows in the church hall was carried out towards the end of the year at a total cost of £1,182 and against which an insurance claim of £932 was successfully made.

The net result for the year was an excess of receipts over payments of £2,498 on unrestricted funds. Adding bank and deposit balances brought forward at the beginning of the year, the balances carried forward on 31st December 2021 on unrestricted funds totaled £17,689. Total expenditure for the year exceeded total receipts by £614.

Reserves policy

It is PCC's policy to try to maintain a balance on unrestricted funds that equates to at least three months' unrestricted payments. This is equivalent to £15,400 and includes allowance for the full diocesan parish share request. The purpose of such a contingency fund is to smooth out fluctuations in cash flow and meet emergencies. A separate contingency account is in operation and the balance at the year-end was £12,624 and hence £2,776 short of target. It is the PCC's hope to continue to increase this over time.

Plans for future periods

- The church will develop our strategic purpose in line with Diocesan Strategy and consider the opportunities zoom provides for Services, Home Groups, and Bible Study.
- The church will continue with general maintenance of the church and hall, led by the Building Group.
- The church will continue with fundraising, led by the Social and Fundraising Group.
- The church will continue to uphold Health and Safety policies, Environmental policies, Safeguarding and Child Protection policies, and consider Disability Issues.
- Updating the stewardship Campaign in 2022.

Risk Management

The trustees of the Parochial Church Council of the Ecclesiastical Parish of St. Stephens Steeton have given consideration to major risks to which the charity is exposed, identified as in the general running of the church and its objectives for 2021, and satisfied themselves that systems or procedures are established in order to manage these risks (Charities (Accounts and Reports) Regulations 2008).

The diocese adopted a new budget and sustainability plan for 2022-26 and its increased deficit may expose St Stephen's to various risks/demands whose impact is unclear.

The management of the risks identified include:

- Decline in church congregations is a modern phenomenon in many churches. Parishes have been encouraged by the Diocese to consider new ways of working which developed during the pandemic and decide those which are no longer important.
- Funding – the prospective budget for 2022 advises that with the reduced fundraising opportunities, personal giving must be increased.
- Deterioration of the fabric of the church and hall – Insurance with Ecclesiastical covers damage etc. to the buildings. The wardens review the fabric in the light of the Insurance requirements, the Quinquennial report, appropriate experts such as electricians, the day-to-day use of the buildings and the needs of users. Remedial work is carried out according to funds available and level of risk.
- Fundraising – the Social and Fundraising group are developing ideas to put into practise once lockdown restrictions have been eased.
- Risks to Health and Safety – A new policy has been designed for the church and hall as advised by our Insurers, Ecclesiastical. Responsible officers are trained to identify and manage risks and advise others, in line with legal requirements and policies from the Diocese. All policies are reviewed and updated annually.

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. The PCC is a Registered Charity, number 1173989.

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 Role and stand for election to the PCC

Caring for the church family is important, with members of the PCC acting as Representing Officers for Child / Vulnerable Adult protection by the Safeguarding Team, Health and Safety, Disability Issues, and First Aid and undertaking appropriate training usually from the Diocese. The PCC is committed to being a church where all people are safe, particularly the vulnerable. Child protection/Vulnerable adults, Health and safety, and Fire policies are updated yearly.

The full PCC meets six times a year. Members are responsible for decisions on all matters, including financial, related to St. Stephens church. The Standing Committee, elected at the Annual Church Meeting, identifies issues for the Agenda of the PCC meetings. All working groups/ small committees (the Building Group, and the Social and Fundraising Group) and all Officers report back regularly to the PCC. Minutes of the meetings are recorded and circulated two weeks before the next meeting, where they are voted on for approval.

Administrative Information

St. Stephens Church is situated on St. Stephens Road, Steeton and is part of the Diocese of Leeds, within the Church of England. Registered charity number 1173989.

Correspondence should be addressed to the wardens:

Mrs Thelma Pacsoo, 77 Moor Park Drive, Addingham, LS29 OPU
Mrs Ann Phillips, Naresfield, 7 Thornhill Road, Steeton, BD20 6SU

PCC members - 1st January to 31st December 2021

Incumbent	Revd David Coleman	until 31 st December 2021
Wardens	Thelma Pacsoo Ann Phillips	
Deanery Synod Reps.	Julie Lonsdale Valerie Hodgson Dr Tom Chilton	

Elected members	Lynda Corser Valerie Hodgson Dr Tom Chilton	Child protection Officer/Safeguarding Team Secretary Health and Safety Officer Environmental Officer from November 2021 Treasurer and Covenant Secretary until May 2021 Assistant Treasurer from May 2021 First aid officer from December 2021
	Andrew Smith Thelma Pacsoo Julie Lonsdale Anne Tunney Louise Fleming Richard Edwards	from April 2021 from April 2021
Other Officers	Alyson Robinson	Electoral Roll Officer
Ex officio	Andrew Smith	Treasurer and Covenant Secretary from May 2021
Indep. Bookkeeper	Carol Greenwood	
Insurers	Ecclesiastical	

Funds are held in the CBF Church of England Deposit Fund

Approved by the PCC on 13 March 2022 and signed on their behalf by Thelma Pacsoo, PCC Chairlady

Thelma Pacsoo

Independent Examiner's Report to the Trustees of St Stephen's, Steeton Parochial Church Council

I report on the accounts of the church for the year ended 31 December 2021 which are set out on pages 7 to 9.

Respective Responsibilities of 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 Report

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 in the statement below.

Independent examiner's statement

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

1. which gives me reasonable cause to believe that in any material respect the requirements
 - to keep accounting records in accordance with section 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 should be drawn in order to enable a proper understanding of the accounts to be reached.



Date: 15-3-22

Carol Greenwood
FMAAT/MIAAP/FMIAB
21 Oakleigh Mews, Oakworth, Keighley, West Yorkshire, BD22 7QP

ST STEPHEN'S, STEETON PAROCHIAL CHURCH COUNCIL

Financial Statements for the Year Ended 31 December 2021

Receipts and Payments Accounts

	Note	Unrestricted Funds £	Restricted Funds £	TOTAL 2021 £	TOTAL 2020 £
RECEIPTS					
Voluntary Receipts:					
Planned Giving		24,355	220	24,575	24,688
Collections at services		1,695	-	1,695	1,228
All other giving/voluntary receipts	3a	9,515	1,258	10,773	5,580
Gift Aid Recovered		7,474	-	7,474	6,066
		<u>43,039</u>	<u>1,478</u>	<u>44,517</u>	<u>37,562</u>
Activities for Generating Funds	3b	3,878	956	4,834	1,715
Investment Income	3c	1	4	5	50
Church Activities	3d	15,529	-	15,529	12,363
Total Receipts		<u>62,447</u>	<u>2,438</u>	<u>64,885</u>	<u>51,690</u>
PAYMENTS					
Church Activities:					
Diocesan parish contribution		40,900	-	40,900	30,900
Clergy and staffing costs		1,783	-	1,783	772
Church running expenses	3e	9,077	-	9,077	12,262
Hall running costs		7,193	-	7,193	6,808
Mission giving and donations	3f	-	888	888	1,255
Church refurbishment costs		-	4,662	4,662	8,336
Costs of generating funds		996	-	996	873
Total Payments		<u>59,949</u>	<u>5,550</u>	<u>65,499</u>	<u>61,206</u>
Deficit/Surplus		2,498	-3,112	-614	-9,516
Transfer from Savings Accounts	2	3,661	3,480	7,141	12,794
Transfer to Savings Accounts	2	0	4,110	4,110	2,859
		<u>6,159</u>	<u>-3,742</u>	<u>2,417</u>	<u>419</u>
Cash at bank and in hand at 1 January		18,937	12,531	31,468	40,984
Cash at bank and in hand at 31 December		<u>17,689</u>	<u>13,165</u>	<u>30,854</u>	<u>31,468</u>

Statement of Assets and Liabilities

	Unrestricted Funds £	Restricted Funds £	TOTAL 2021 £	TOTAL 2020 £
Cash Funds				
HSBC - Bank Current Account	4,859	-	4,859	2,533
Cash in Hand	206	-	206	119
HSBC - Contingency Account	12,624	-	12,624	12,624
HSBC - Refurbishment Fund Account	-	5,772	5,772	5,142
HSBC - Magazine Account	-	-	-	3,661
CCLA Account - Consecrated Ground Fund	-	2,000	2,000	2,000
CCLA Account - Refurbishment Fund	-	5,393	5,393	5,389
	<u>17,689</u>	<u>13,165</u>	<u>30,854</u>	<u>31,468</u>

Other monetary assets

No other monetary assets outstanding

Liabilities

No liabilities outstanding

Notes

- The financial statements of the PCC have been prepared in accordance with the Church Accounting Regulations 2006 using the Receipts and Payments basis.
- The movements in designated and restricted funds during the year were:

	Bal b/fwd	Receipts	Transfer Out	Transfer In	Bal c/fwd
Designated					
Contingency Account	12,624	-	-	-	12,624
Magazine Account	<u>3,661</u>	<u>-</u>	<u>3,661</u>	<u>-</u>	<u>0</u>
	<u>16,285</u>	<u>-</u>	<u>3,661</u>	<u>-</u>	<u>12,624</u>
Restricted					
Church Refurbishment Fund	12,531	4	3,480	4,110	13,165
	<u>12,531</u>	<u>4</u>	<u>3,480</u>	<u>4,110</u>	<u>13,165</u>

3. Further Analysis of Receipts and Payments Accounts

	Unrestricted Funds £	Restricted Funds £	TOTAL 2021 £	TOTAL 2020 £
Receipts				
a) All other giving/voluntary receipts:				
Grants	-	390	390	764
Donations	9,515	-	9,515	3,741
Legacy	-	-	-	-
Collections/Donations for Charity	-	868	868	1,075
	<u>9,515</u>	<u>1,258</u>	<u>10,773</u>	<u>5,580</u>
b) Activities for generating funds:				
Parish magazine - advertising	-	-	-	24
200 Club	636	636	1,272	1,064
Recipe Book	30	-	30	510
Duck Race Day	1,223	-	1,223	-
Quiz Evening	474	-	474	-
Autumn Fayre	1,003	-	1,003	-
Hamper Raffle	512	-	512	-
Vicar Retirement Collection	-	320	320	-
Knit & Natter Group	-	-	-	5
Miscellaneous	-	-	-	112
	<u>3,878</u>	<u>956</u>	<u>4,834</u>	<u>1,715</u>
c) Investment Income:				
Bank and CCLA Deposit Fund Interest	<u>1</u>	<u>4</u>	<u>5</u>	<u>50</u>
d) Church activities:				
Fees for weddings and funerals	1,969	-	1,969	291
Parish magazine income - sales	-	-	-	471
Church Hall lettings	12,480	-	12,480	11,601
Utility Refund	148	-	148	-
Insurance Claim	932	-	932	-
	<u>15,529</u>	<u>-</u>	<u>15,529</u>	<u>12,363</u>
Payments				
e) Church running expenses:				
Cost of Services	928	-	928	909
Church building running expenses	5,886	-	5,886	6,921
Administration costs	1,269	-	1,269	3,061
Church repairs and maintenance	994	-	994	589
Church grounds upkeep	-	-	-	298
Parish magazine printing/admin costs	-	-	-	484
	<u>9,077</u>	<u>-</u>	<u>9,077</u>	<u>12,262</u>
f) Mission giving and donations				
500 Miles	-	470	470	340
Children's Society	-	256	256	144
Sudan Appeal	-	132	132	435
Mission to Seafarers	-	-	-	200
Royal British Legion	-	30	30	-
Leprosy Mission	-	-	-	40
Crisis	-	-	-	96
	<u>-</u>	<u>888</u>	<u>888</u>	<u>1,255</u>

Accounts

ANNUAL REPORT AND FINANCIAL STATEMENTS

For the year ended 31 December 2020

The Parochial Church Council of St Stephen's, Steeton

The Parochial Church Council of St Stephen's, Steeton

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2020 Report and Accounts for the Parochial Church Council of St. Stephen's Church, Steeton

1. Aims and Purposes

The aim of St Stephen's Parochial Church Council (the PCC) is the promotion and outworking of the Christian gospel as part of the Church of England diocese of Leeds network of churches: supporting the clergy in promoting the whole mission of the Church, pastoral, evangelical, social and ecumenical. To facilitate this, the PCC has responsibilities for the maintenance of St Stephens Church building and church hall.

2. Objectives and Activities

The PCC have a commitment to increase awareness and to share the love of God with all people, in prayer, word, and action, through our special services and events planned to reach out to the wider community within and beyond this parish. Normally regular weekly worship is held in the Sunday morning Communion Service from the Book of Common Worship, and the Wednesday morning service from the Book of Common Prayer. There has been a Sunday School/Family Service held on the first Sunday in the month. However, the COVID-19 pandemic disrupted our worship this last year forcing the church to close for a period March-July in line with lockdown restrictions. Between August and December 2020 the church reopened for prayer and then a restricted pattern of worship on Sundays and Wednesdays.

In order to uphold our commitment of promoting the gospel, we need to provide our yearly share of money for the diocese. Our share, together with the costs of running our church and building, comes from regular giving by our congregation, supplemented by letting the hall to community groups, and by fundraising. The COVID-19 pandemic has reduced the hall letting, with our principal focus shifting to contractual use by Bridge House Nursery Out of School Clubs, which has prevented use for other community groups and our own social and fundraising events.

Apart from raising money for necessary running costs, the PCC believes it is important to support charities both in donations of money and goods. Specific charities were chosen in January for the coming year, preference given to small often local charities with low overheads that help the local community (see details in section 3). Apart from the positions of incumbent, cleaner organist and vergier, all work in the church and grounds is carried out by committed volunteers, both from members of the PCC and the congregation.

We are a church where all people are welcomed and none are excluded which is emphasised in the welcome poster on our notice board.

We are a Fair Trade church and do all we can to use fairly traded and local produce.

We are working towards eco-church status, a diocesan initiative and partly facilitated through carbon neutral provision of gas and electricity supplied by The Renewable Energy Company Ltd.

We are a church which exists for the people of Steeton, Eastburn, and beyond and are conscious that there are needy of all ages, and reach out with initiatives for young families, the elderly, and the lonely. We recognise the importance of providing for young families in the Parish and have introduced a monthly Sunday family service and developed an extensive resource library to support this aim.

3. Achievements and performance

The church family has increased to fifty nine (59) names on the Electoral Roll of 2020, of which seven (7) live outside the parish, and the number of communicants throughout the year. We have GDPR permissions for 72 individuals who are interested in being kept informed about the activities of St Stephen's.

There were fewer people attending Communion services (Sundays and Wednesdays) during the pandemic due to shielding and adherence to social distancing constraints, with an average of thirty four (34) taking Communion in October. As we were in lockdown, Holy Week and Easter was celebrated remotely through distributed service sheets and materials. Thirty five (35) people attended Communion services on Christmas Eve and Christmas Day.

The average view for online services via YouTube and the website for 2020 was seventy eight (78) between Trinity Sunday and St Stephen's Sunday. Online views on Christmas Eve was eighty six (86) and fifty on Christmas Day (50). There were four baptisms (4), no weddings (0), and twelve funerals (12), one in Church (1) and eleven (11) at the Crematorium.

Minutes of the PCC meetings (including a regular written vicar's report) remind us of all that has happened this year. 2020 began optimistically after a successful Advent and Christmas period and collaborative Alpha course was planned with Airedale plant of City Valley Church. Improvements to our church website (www.ststephenschurchsteeton.com) and social media presence had further developed links with local community groups. Weekly Bible study and prayer groups had commenced and plans were in place for strengthening links with our local primary schools. Two young people came forward for confirmation, and Dr Tom Chilton was commissioned by the Bishop of Bradford as our Reader. In March, with the spread of COVID-19, the government put the country into lockdown, and all was put on hold. Contact was kept with parishioners by pastoral team telephone calls.

March 2020 was the last issue of the Parish Magazine (due to the implications of COVID-19 and a fall in advertising revenues and subscription/sales) and additional effort has been made to keep parishioners up to date via website, social media and regular letters sent directly to home addresses.

In June the PCC agreed that the standing committee would oversee arrangements for re-opening the church building (initially for private prayer from 12th July and later for Holy

Communion services from 6th September) in line with Government, Public Health England, and the Church of England/Diocesan guidelines for social distancing, entry/exit protocols, signage, hand sanitisation, cleaning and other arrangements. Stewards managed the flow of people attending and appointments were booked. From June the Vicar (supported technically by a parishioner) posted weekly services/reflections on You Tube, social media and the church website. Between June-December 2020, 32 different videos were posted and several more members from the church family (including children) offered prayers and readings than is normally possible in church services in our building.

A new Family Service was piloted on the first Sunday in the month from 4th October. A well-attended Remembering in Hope service for the families of lost loved ones was offered in the afternoon of All Saints day (1st November). A smaller Remembrance Sunday was offered in church but a comprehensive online service was made available with contributions from community groups.

Christmas was different too. Carol singing was not possible in the church building so Julie Lonsdale coordinated carol singing in local streets. An popular on-line nativity from the children of Bridge House Nursery went online along with three Christmas story times and a Christingle service (for the Children's Society) which was also the focus of the December Family service in the church building. A number of Christingle bags were distributed to young families on request.

Work on maintaining the fabric of the church and hall buildings is ongoing, following a quinquennial review in 2019 and has been challenging with the loss in income experienced in 2020.

Our mission to support local and international charities continued. Proceeds from the church Christmas card were sent to 500 Miles which provides prosthetic devices for disabled people in Africa, we helped to provide 'Socks and Chocs' for the homeless at Christmas through the Bradford Soup Run, and donated toys for the children in the Women's Refuge in Keighley at Christmas. We sent non-perishable donations from Harvest to the Salvation Army food bank and proceeds from the Harvest auction to the Diocesan Sudan appeal. We supported The Children's Society through the Christingle Service, the Mission to Seafarers, and the Royal British Legion Poppy Appeal. We collected stamps to support the Leprosy Mission overseas.

4. Financial Review for the year ended 31 December 2020

Total receipts on unrestricted funds were £49,044, of which £29,417 was unrestricted voluntary donations and a further £6,066 was Gift Aid. Restricted donations of £2,079 were also received, with further information provided in the notes to the financial statements.

Planned giving through envelopes and banker's orders increased by £2,698 or 12%, but there was more than a corresponding reduction in collections at services, falling by £3,487 or 74%. Church activity income was down by £8,017, the largest element of which emanated from church hall letting income reducing by £6,754. Total income was down by £15,615 or 23%.

£51,615 was spent from unrestricted funds to provide the Christian ministry from St Stephen's Church, including the contribution of £30,900 to the diocesan parish share. The share request for 2020 was £40,900 and hence the actual contribution was £10,000 short.

Refurbishment costs of £8,336 were incurred during the year and relating principally to a first phase organ stripping, cleaning and rebuild (£3,750) and replacement of boilers to heat the church (£4,586). VAT was recovered on the cost of the boilers in the sum of £764 via the Listed Places of Worship Grant Scheme.

The net result for the year was an excess of payments over receipts of £2,571 on unrestricted funds. Adding bank and deposit balances brought forward at the beginning of the year, the balances carried forward at 31 December 2020 on unrestricted funds totalled £18,937. Total expenditure for the year exceeded total receipts by £9,516.

Reserves Policy

It is PCC policy to try to maintain a balance on unrestricted funds that equates to at least three months' unrestricted payments. This is equivalent to £15,400 and includes allowance for the full diocesan parish share request of £40,900. The purpose of such a contingency fund is to smooth out fluctuations in cash flow and to meet emergencies. A separate contingency account is in operation and the balance at the year-end was £12,624 and hence £2,776 short of the target. It is the PCC's hope to continue to increase this over time.

5. Plans for future periods

- The PCC will review the strategic purpose and priorities of St Stephen's in line with Diocesan Strategy (with a particular emphasis on growth) by committing to the LYCIG programme and other opportunities and training.
- The PCC will consider the gains from online services and technology such as ZOOM and make necessary adjustments to practice.
- The emphasis on Children and families in 2019-20 will be reviewed in 2021 and necessary adjustments made to practice.
- The Treasurer will work with the Vicar to devise a revised stewardship campaign after Easter.
- The PCC will continue with general maintenance of the church and hall buildings.
- The PCC will reframe the implications for fundraising in a pandemic, led by the Social and Fundraising Group.
- The PCC will continue to uphold its responsibilities for Health and Safety, Safeguarding, Child Protection and Disability related matters in line with national/diocesan requirements.

6. Risk Management

The trustees of the Parochial Church Council of the Ecclesiastical Parish of St. Stephens Steeton have considered major risks to which the charity is exposed, identified as in the general running of the church and its objectives for 2020, and satisfied themselves that

systems or procedures are established in order to manage these risks (Charities (Accounts and Reports) Regulations 2008).

The management of the risks identified include:

- Decline/ageing in church congregations is a reality in many churches. Parishes have been encouraged by the Diocese to consider new ways of working which developed during the pandemic and decide those which are no longer important.
- Funding – the prospective budget for 2021 advises that with the reduced fundraising opportunities, personal giving must be increased. The Social and Fundraising group are developing ideas to put into practice once lockdown restrictions have been eased.
- Deterioration of the fabric of the church and hall buildings – Insurance with Ecclesiastical covers damage etc. to the buildings. The wardens review the fabric in the light of the Insurance requirements, the Quinquennial report, appropriate experts such as electricians, the day to day use of the buildings and the needs of users. Remedial work is carried out according to funds available and level of risk.
- Risks to Health and Safety – A new policy has been designed for the church and hall as advised by our Insurers, Ecclesiastical. Responsible officers are trained to identify and manage risks and advise others, in line with legal requirements and policies from the Diocese. All policies are reviewed and updated annually.

7. 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. The PCC is a Registered Charity, number 1173989.

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.

Caring for the church family is important, with members of the PCC acting as Representing Officers for Child / Vulnerable Adult protection by the Safeguarding Team, Health and Safety, Disability Issues, and First Aid and undertaking appropriate training usually from the Diocese. The PCC is committed to being a church where all people are safe, particularly the vulnerable. Child protection/Vulnerable adults, Health and safety, and Fire policies are updated yearly.

The full PCC meets six times a year. Members are responsible for decisions on all matters, including financial, related to St. Stephens church. The Standing Committee, elected at the Annual Church Meeting, identifies issues for the Agenda of the PCC meetings. All working groups/small committees (the Building Group, and the Social and Fundraising Group) and all Officers report back regularly to the PCC. Minutes of the meetings are recorded and circulated two weeks before the next meeting, where they are voted on for approval.

8. Administrative Information

St. Stephen's Church is situated on St. Stephen's Road, Steeton and is part of the Diocese of Leeds, within the Church of England. Registered charity number 1173989.

Correspondence should be addressed to the Incumbent:

Revd. David Coleman, Vicar of Steeton with Eastburn, St Stephen's Vicarage, 2 Halsteads Way, Steeton, BD20 6SN

PCC members - 1st January to 31st December 2020

Incumbent	Revd David Coleman	
Wardens	Thelma Pacsoo Ann Phillips	Magazine Editor First Aid Officer
Deanery Synod Reps.	Julie Lonsdale Valerie Hodgson Dr Tom Chilton	
Elected members	Pamela Blagden Lynda Corser Valerie Hodgson Margaret Lund Dr Tom Chilton Andrew Smith Anne Tunney Charles Wilson	from September 2020 Parish Council representative Safeguarding & child protection officer Secretary Health and Safety Officer until September 2020 Health and Safety Officer from September 2020 Treasurer & Covenant Secretary
Other Officers	Alyson Robinson	Fabric Officer until September 2020
Indep.Bookkeeper	Carol Greenwood	Electoral Roll Officer
Insurers	Ecclesiastical	

Funds are held in the CBF Church of England Deposit Fund

Approved by the PCC on 22 March 2021 and signed on their behalf by Revd David Coleman, Vicar and PCC Chairman



Independent Examiner's Report to the Trustees of St Stephen's 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 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 Report

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 in the statement below.

Independent examiner's statement

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

1. which gives me reasonable cause to believe that in any material respect the requirements
 - to keep accounting records in accordance with section 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 should be drawn in order to enable a proper understanding of the accounts to be reached.



Date: 31-3-21

Carol Greenwood

FMAAT/MIAAP/FMIAB

21 Oakleigh Mews, Oakworth, Keighley, West Yorkshire, BD22 7QP

PAROCHIAL CHURCH COUNCIL OF ST STEPHEN'S CHURCH, STEETON

Financial Statements for the Year Ended 31 December 2020

Receipts and Payments Accounts

	Note	Unrestricted Funds £	Restricted Funds £	TOTAL 2020 £	TOTAL 2019 £
RECEIPTS					
Voluntary Receipts:					
Planned Giving		24,448	240	24,688	21,990
Collections at services		1,228	-	1,228	4,715
All other giving/voluntary receipts	3a	3,741	1,839	5,580	5,609
Gift Aid Recovered		6,066	-	6,066	6,782
		<u>35,483</u>	<u>2,079</u>	<u>37,562</u>	<u>39,096</u>
Activities for Generating Funds	3b	1,186	537	1,715	7,719
Investment Income	3c	12	38	50	110
Church Activities	3d	12,363	-	12,363	20,380
Total Receipts		<u>49,044</u>	<u>2,654</u>	<u>51,690</u>	<u>67,305</u>
PAYMENTS					
Church Activities:					
Diocesan parish contribution		30,900	-	30,900	37,182
Clergy and staffing costs		772	-	772	1,974
Church running expenses	3e	12,262	-	12,262	11,099
Hall running costs		6,808	-	6,808	7,739
Mission giving and donations	3f	-	1,255	1,255	2,137
Church refurbishment costs		-	8,336	8,336	12,294
Costs of generating funds		873	-	873	2,306
Total Payments		<u>51,615</u>	<u>9,591</u>	<u>61,206</u>	<u>74,731</u>
Deficit/Surplus		-2,571	-6,937	-9,516	-7,426
Transfer from Savings Accounts	2	1,000	8,336	9,336	12,794
Transfer to Savings Accounts	2	1,000	1,010	2,010	2,859
		<u>-2,571</u>	<u>389</u>	<u>-2,190</u>	<u>2,509</u>
Cash at bank and in hand at 1 January		21,165	19,819	40,984	48,410
Cash at bank and in hand at 31 December		<u>18,937</u>	<u>12,531</u>	<u>31,468</u>	<u>40,984</u>

Statement of Assets and Liabilities

	Unrestricted Funds £	Restricted Funds £	TOTAL 2020 £	TOTAL 2019 £
Cash Funds				
HSBC - Bank Current Account	2,533	-	2,533	4,756
Cash in Hand	119	-	119	135
HSBC - Contingency Account	12,624	-	12,624	12,624
HSBC - Refurbishment Fund Account	-	5,142	5,142	12,462
HSBC - Magazine Account	3,661	-	3,661	3,650
CCLA Account - Consecrated Ground Fund	-	2,000	2,000	2,000
CCLA Account - Refurbishment Fund	-	5,389	5,389	5,357
	<u>18,937</u>	<u>12,531</u>	<u>31,468</u>	<u>40,984</u>

Other monetary assets

No other monetary assets outstanding

Liabilities

No liabilities outstanding

Notes

- The financial statements of the PCC have been prepared in accordance with the Church Accounting Regulations 2006 using the Receipts and Payments basis.
- The movements in designated and restricted funds during the year were:

	Bal b/fwd	Receipts	Transfer Out	Transfer In	Bal c/fwd
Designated					
Contingency Account	<u>12,624</u>	<u>-</u>	<u>1,000</u>	<u>1,000</u>	<u>12,624</u>
Restricted					
Church Refurbishment Fund	17,819	38	8,336	1,010	10,531
	<u>17,819</u>	<u>38</u>	<u>8,336</u>	<u>1,010</u>	<u>10,531</u>

3. Further Analysis of Receipts and Payments Accounts

	Unrestricted Funds £	Restricted Funds £	TOTAL 2020 £	TOTAL 2019 £
Receipts				
a) All other giving/voluntary receipts:				
Grants	-	764	764	842
Donations	3,741	-	3,741	1,232
Legacy	-	-	-	-
Collections/Donations for Charity	-	1,075	1,075	2,137
	<u>3,741</u>	<u>1,839</u>	<u>5,580</u>	<u>4,211</u>
b) Activities for generating funds:				
Parish magazine - advertising	24	-	24	1,156
200 Club	532	532	1,064	938
Recipe Book	510	-	510	-
Holidays at Home	-	-	-	692
Fayres	-	-	-	2,490
Fleetwood/Autumn Parish Trip	-	-	-	927
Knit & Natter Group	-	5	5	34
Pamper Day	-	-	-	444
Mavis 90th Birthday	-	-	-	799
Miscellaneous	120	-	112	239
	<u>1,186</u>	<u>537</u>	<u>1,715</u>	<u>7,719</u>
c) Investment Income:				
Bank and CCLA Deposit Fund Interest	<u>12</u>	<u>38</u>	<u>50</u>	<u>110</u>
d) Church activities:				
Fees for weddings and funerals	291	-	291	1,381
Parish magazine income - sales	471	-	471	644
Church Hall lettings	11,601	-	11,601	18,355
Utility Refund	-	-	-	-
	<u>12,363</u>	<u>-</u>	<u>12,363</u>	<u>20,380</u>
Payments				
e) Church running expenses:				
Cost of Services	909	-	909	970
Church building running expenses	6,921	-	6,921	5,445
Administration costs	3,061	-	3,061	1,867
Church repairs and maintenance	589	-	589	613
Church grounds upkeep	298	-	298	681
Parish magazine printing/admin costs	484	-	484	1,523
	<u>12,262</u>	<u>-</u>	<u>12,262</u>	<u>11,099</u>
f) Mission giving and donations				
500 Miles	-	340	340	360
Children's Society	-	144	144	428
Sudan Appeal	-	435	435	397
Mission to Seafarers	-	200	200	95
Christian Aid	-	-	-	380
Royal British Legion	-	-	-	317
Water Aid	-	-	-	160
Leprosy Mission	-	40	40	-
Crisis	-	96	96	-
	<u>-</u>	<u>1,255</u>	<u>1,255</u>	<u>2,137</u>