

ANNUAL REPORT AND FINANCIAL STATEMENTS

For the year ended 31 December 2021

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 0PU
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		<u>7,474</u>	<u>-</u>	<u>7,474</u>	<u>6,066</u>
		<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	<u>0</u>	<u>4,110</u>	<u>4,110</u>	<u>2,859</u>
		<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>