

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

| <i>Table of contents</i> | <i>Page Number</i> |
|-------------------------------------|--------------------|
| Trustees Report | 1 |
| Independent Examiner's Report | 6 |
| Receipts and Payments Account | 7 |
| Statement of Assets and Liabilities | 8 |
| Notes to the Financial Statements | 9 |

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.

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 e Communion Service from the book of Common Worship. The first Sunday in the month is a family 'All Age' service without communion. There is a family communion on the third Sunday and a Young People's Sunday Club held in the church hall on the second and fourth Sundays in the month. Wednesday morning Communion Services use the Book of Common Prayer.

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:

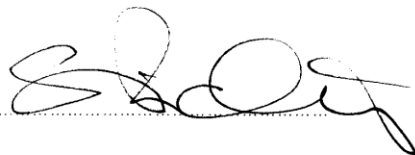
The Revd. Dr Sally Pickering, St Stephen's Vicarage, 2 Halsteads Way, Steeton, BD20 6SN

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> |