

St James Parish Church, Silsden



Annual Parochial Church Meeting 2024
with reports for 2023
St James, Silsden,
7th April 2024
11.30 am
in the Church Hall

OUR MISSION PRAYER

God of Mission, who works on Earth through all those who love you, we pray for your Church here in Silsden. We pray for our fellowship here at St. James; that we may grow in faith and in the confidence to bring others to find your Son, our Lord Jesus and so to find You.

Send your Holy Spirit on us to bring vision to our planning, wisdom to our actions, faith to our lives, hope to our community, and love to our hearts. Through Jesus Christ our Lord. Amen

St James PCC is Registered as a Charity with the Charity Commission – Charity Number 1180781 – Official Charity Name: *The Parochial Church Council Of The Ecclesiastical Parish Of St James Silsden.*

St James the Great, Silsden

Vestry Meeting and Annual Parochial Church Meeting

Sunday 7th April 2024 at 11.30 am

Vestry Meeting

1. The meeting opens with prayer
2. Apologies for absence
3. Minutes of last year's Vestry meeting
4. Appointment of tellers
5. Election of churchwardens
6. Archdeacon's Visitations

Annual Parochial Church Meeting (APCM)

7. Minutes of last year's APCM
8. Matters arising
9. Reports – most have been circulated in advance
 - a) PCC Report
 - b) Churchwardens Report
 - c) Hon Treasurer presents Accounts and Financial Report
 - d) Adoption of accounts
 - e) Electoral Roll
 - f) Deanery Synod
10. Elections
 - Parochial Church Council
 - Deanery Synod
11. Appointment of independent examiner of accounts
12. Data Protection
13. Any other business
14. Date of next meeting
15. Closing prayers

Minutes of the 2023 Vestry Meeting and 2023 Annual Parochial Church Meeting held in person Sunday 2 April 2023

Vestry Meeting

1. David Griffiths opened the meeting with the Mission Prayer and welcomed all.
2. Apologies for absence were received from Val and Brian Goddard.
3. Minutes of the last meeting were approved. Proposed Sue Francis seconded Trevor Woodbridge.
4. Tellers – Not required
5. Election of Churchwardens – Neil Whitaker and Jayne Robinson were re-appointed to serve as Churchwardens.
6. The Archdeacon's visitations will be on Wednesday 21st June 7.30 pm at Keighley Shared Church and Tuesday 27th June 7.30 pm at Bolton St. James, Bolton Road, Bradford.

Annual Parochial Church Meeting

7. Minutes of the last Annual Parochial Church meeting were accepted. Proposed Sheila Thompson, seconded Pam Chapman.
8. Matters Arising – None.
9. Reports – most of the required reports had been circulated in advance, allowing for summaries and questions.
 - a) Incumbent
 - b) PCC report
 - c) Mission Groups
 - i) Fabric Mission Group – still in need of a new Chair
 - ii) Social Mission Group – Deborah was thanked for Chairing this group.

The New Gaming Club led by Connor was noted and Connor and family thanked for organizing this.

- iii) Mission Group – Neil thanked for chairing

- iv) Worship Mission Group – Paul Winstanley was thanked for recently agreeing to chair this group.
- v) Home Groups – Thanks were expressed for those running home groups.

All were reminded that membership of the Mission Groups is open to all.

- d) Hon Treasurer presents Accounts and Financial Report. Circulated – These had been signed off by independent examiner.
- e) Adoption of accounts – The accounts were accepted. Proposed Deborah, Seconded Neil.
- f) Churchwardens' Report – no comments.
- g) Electoral Roll – There are currently 91 names on the electoral roll, 11 people being non-resident.
- h) Safeguarding - no comments.
- i) Other reports
 - i) CAMEO
 - ii) Thursday Group
 - iii) Bellringers – Thanks were expressed to our bellringing crew.
 - iv) Pastoral Care Group – work on this to continued.
 - v) Social Media – Sincere thanks were expressed to all those who work on updating our social media websites.

David also thanked our cleaner Avril who starts work at 6.30am every weekday morning, to the brass cleaning crew and gardening crew and to all those who helped in every way to keep our church building and churchyard looking clean and tidy.

10. Elections

- i) Parochial Church Council - 3 people are coming to the end of their 3 year service on the PCC – Steve and Connor Anderson are

both willing to stand again and Michael Wilkinson will be joining the PCC.

ii) Deanery Synod - Paul Winstanley to continue as Deanery Synod representative along with Susan Griffiths. Malcolm Hudson to stand down and was thanked for his work. This means that we have 2 lay vacancies. Deanery synod representatives are automatically PCC members.

11. Appointment of independent examiner of accounts – Bob Smith to be asked if he will be willing to act as independent examiner of accounts for the coming year.
12. Data Protection – No current concerns.
13. Any Other business – Neil gave a vote of thanks to David and Susan for their continued hard work and leadership.
14. Date of next meeting – Next PCC meeting to be held on Wednesday 10 May 2023 at 7.30 in the Mothers' Union Room.
15. David closed the meeting with prayer.

2023 Reports and Accounts for the Parochial Church Council of St James the Great, Silsden

St James' PCC has the responsibility of cooperating with the incumbent, the Reverend David Griffiths (in post until 2 October), in promoting in the ecclesiastical parish, the whole mission of the Church, pastoral, evangelistic, social and ecumenical. The PCC is also specifically responsible for the maintenance of the church and hall of St James the Great, Silsden.

The Parochial Church Council (PCC)

2023 PROCEEDINGS OF THE PCC

The St James PCC

Clergy: - David Griffiths, Susan Griffiths (until 2 October 2023)

Deanery Reps: - Paul Winstanley

Churchwardens:- Neil Whitaker (lay vice chair), Jayne Robinson (Secretary)

PCC Members:-

2021:- Derek Smithson, Leanne Newsome

2022:- Deborah Thorley (Treasurer), Val Goddard, Brian Goddard (Deputy Churchwarden)

2023:- Steve Anderson, Connor Anderson, Michael Wilkinson

Co-opted:- Bob Evans (until January 2024)

The PCC meet monthly (generally).

Churchwardens Report

The most significant development at St James Silsden during 2023 was, of course, the retirement of David and Susan, with their last service at St James being their memorable, but sad, farewell service of Holy Communion followed by a community party in the

Hall on Sunday 1 October 2023. We thank Susan and David for their 13 years of faithful ministry with us and we miss them.

Since then we have been 'in vacancy' and we are grateful not only to and for all the visiting clergy who have helped us during that time, but also to our marvellous congregation who have got even more stuck in to ensure everything not only keeps going, but also develops. We have continued with our full pattern of two services every Sunday morning, run an Alpha course, had our usual and popular carol service and Christingle services at Christmas, planned a weekend at Scargill House, kept up with our weekly newssheet and launched our new 'Pizza Praise' service.

It has been wonderful to see the launch of Pizza Praise and we are very grateful to Fiona Schneider, and the people from All Saints Ilkley, as they have been instrumental in getting this up and running.

During 2023 we have added the completion of 7 replacement windows to the Project 200+ programme. This was funded mainly by gifts and donations but also with a grant from the Diocese of Leeds. We are very grateful

There are still 7 more windows to be replaced plus works to insulate the hall roof and replace the suspended ceiling. As many grant bodies only award funding on the basis of matching funds we have already raised, further applications are on hold pending church community activities to raise money to boost the limited funds remaining in the project account.

Early in 2023 we realised that the hall car park wall was showing signs of movement and so we immediately cordoned it off and wedged it using the sandbags. This was a safety measure we could simply and relatively cheaply put in place. Unfortunately they are still there as we continue to liaise with Bradford Council about the problem.

David was determined to ensure in 2023 that the heating troubles we had experienced so often over the past few years were remedied once and for all, and it was great to see those prayers answered.

It was good to see so many people participate in the 'Everybody Welcome Course' in 2023 and, whilst we must not sit on our

laurels, we have had good feedback on our welcome. We must keep that welcome going of course.

Our three regular Home Groups have continued to meet as we work together to know and understand the Bible and to develop our faith in God, and as we become more and more confident Christians.

There have been nine meetings of the St James Silsden Parochial Church Council (PCC) during the period covered by this report plus many meetings of the various mission groups – Fabric, Welcome, Social, and Mission – during this time. The Mission Groups report to PCC (and the Pizza Praise project falls within the Mission Group’s remit, and Fiona has joined the Mission Group).

As well as all its usual business the PCC has done a lot of work in 2023 in connection with the vacancy.

In July we had the ‘Pre Vacancy’ meeting with the Deanery Lay Chair, the Archdeacon and the Area Dean.

Then at the PCC meeting in October the PCC considered at length, the pros and cons of an Interim Ministry appointment for St James Silsden. It unanimously agreed to the proposal to appoint a three year interim (but otherwise full time) minister here at St James, with specific objectives.

In November the PCC worked on the Parish Profile, which was signed off at the ‘section 11’ meeting in December.

We express our thanks to all the members of the PCC for their hard work during 2023, a year when there was much for the PCC to consider. We especially thank Bob Evans as he now steps down from PCC (but will stay involved as Chair of the Fabric Mission Group).

Other highlights of the year are:

- Leafletting of the new houses
- Establishing ‘Friday at the King’ pub social
- The anti-slavery pledges we considered during Lent 2023
- The BD1 Brass Band concert in church

- Our special week of prayer in October, at the start of the vacancy
- The wonderful response of St James to the local food banks
- Our continuing engagement with the care homes in Silsden
- We have again had members of our church attend the Personal Growth and Leadership course run by the Diocese (please consider going in 2024)
- The Coronation of King Charles III
- Our online Advent Calendar
- The Christmas and Epiphany parties

Thank you to everyone for finding extra energy to help in so many different ways during the vacancy.

Neil and Jayne

Financial Review 2023

Total receipts on unrestricted funds were £69442.25. Planned giving gave us £33885.25, and £7478.09 was claimed as Gift Aid from this, some donations and by the small donations scheme. £15838.50 came into general funds from church hall lettings. Details of all the income strands is given in the full accounts.

Total receipts on restricted funds were £10366.56. This included a grant of £2000 from the Diocese of Leeds for replacement hall windows.

In 2023 we paid £35500 towards the Share requested by the Diocese – this was 67% of the request. We carried out a number of repair works to the church including work on the heating.

Full details of all expenditure can be found in the full accounts.

Reserves Policy

It is the PCC policy to hold at least £1,000 in the unrestricted funds at the end of the year. At the end of 2023 there was £XXX held in unrestricted reserves.

2023 has been again been a difficult year again. I say a big thank you to everyone who has continued to give to the work of the church.

Can I please ask that if you give to the church by cheque that you write it out to **Silsden Parish Church PCC**. If not, the bank will reject it.

Deborah

Bank – Barclays Bank

Independent Examiner – John Leech, Knaresborough

Please note that the accounts given in the following pages have not yet been signed off. There is a small error of £19.50 which the Independent Examiner is tracking down.

Independent Examiner's Report to the Trustees of St James' PCC

I report on the accounts of the church for the year ending 31 December 2023 which are set out on the following pages.

The church's trustees (the PCC) are responsible for the preparation of the accounts (delegated responsibility to the PCC Treasurer). The PCC consider that an independent examination of the accounts is needed.

It is my responsibility to:

- Examine the accounts (under section 145 of the Charities Act 2011)
- To follow the general procedures laid out in section 145 (5) (b) of the 2011 Act
- 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 procedures of the 2011 Act (as explained in the PCC Accountability booklet 5th edition). An examination includes a review of the accounting records kept by the charity and a comparison of the accounts presented with those records.

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, attention should be drawn in order to enable proper understating of the accounts to be reached.

FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 DECEMBER 2023						
RECEIPTS AND PAYMENTS ACCOUNTS						
	Unrestricted Funds 2023	Restricted Funds 2023	TOTAL 2023	Unrestricted Fund 2022	Restricted Funds 2022	TOTAL 2022
	£	£	£			
RECEIPTS						
Voluntary Receipts						
Planned giving	33885.25		33885.25	31977.73		31977.73
Collections	5403.78		5403.78	3816.81		3816.81
All other giving	1826.93	3135.51	4962.44	1980.98	4813.30	6794.28
Project 200+		7425.01	7425.01		108293.36	108293.36
Gift Aid recovered	7478.09		7478.09	7936.58	775.00	8711.58
	48594.05	10560.52	59154.57	45712.10	113881.66	159593.76
Activities for Generating Funds						
	16874.09		16874.09	16144.89		16144.89
Investment Income						
	1649.76	94.84	1744.60	1640.68	38.41	1679.09
Church Activities						
	2293.00		2293.00	1386.00		1386.00
Other						
	31.35		31.35	50.17		50.17
Total Receipts	69442.25	10655.36	80097.61	64933.84	113920.07	178853.91
PAYMENTS						
Church Activities						
Diocesan share	35500.00		35500.00	38000.00		38000.00
Clergy and staffing costs	10229.57		10229.57	8673.16		8673.16
Church and Hall running expenses	13469.94	44.99	13514.93	10139.83	263.30	10403.13
Church and Hall repairs and maintenance	9507.53	4853.52	14361.05	11250.71	3549.74	14800.45
Project 200+		18018.00	18018.00		113445.33	113445.33
Mission giving	72.00		72.00	0.00		0.00
Other						
	419.00		419.00	0.00		0.00
Total Payments	69198.04	22916.51	92114.55	68063.70	117258.37	185322.07
Excess of Receipts over Payments	244.21	-12261.15	-12016.94	-3129.86	-3338.30	-6468.16
Cash in bank and in hand at 1 January	1645.83	17418.81	19064.64	4775.69	20757.11	25532.80
Cash in bank and in hand at 31 December	1890.04	5157.66	7047.70	1645.83	17418.81	19064.64

	Unrestrcited funds	Restrctited funds	TOTAL 2023
	£	£	£
RECEIPTS			
All other giving			
Donations	289.35	3135.51	3424.86
VAT reclaim	1537.58		1537.58
Project 200+		7425.01	7425.01
Legacy			0.00
	1826.93	10560.52	12387.45
Activities for generating funds			
Church hall lettings	15838.50		15838.50
Saturday/Sunday Coffee	499.74		499.74
Autumn Fair	535.85		535.85
Cards			0.00
	16874.09		16874.09
Investment income			
CBF dividends	1649.76		1649.76
CCLA fund interest		94.84	94.84
PAYMENTS			
Clergy and staffing costs			
Clergy expenses	1628.97		1628.97
Organist	1800.00		1800.00
Cleaner	3351.00		3351.00
Administrator	3449.60		3449.60
	10229.57		10229.57
Church and hall running expenses			
Gas	1964.28		1964.28
Electricity	3378.75		3378.75
Water	646.68		646.68
Insurance	2510.93		2510.93
Organ tuning	430.00		430.00
Children's work			0.00
Pastoral work		44.99	44.99
Service consumables	973.61		973.61
Cleaning materials	1080.82		1080.82
Printing, stationery and web	1753.59		1753.59
Music licences	731.28		731.28
	13469.94	44.99	13514.93
Church and hall repairs and maintenance			
General	9507.53	4853.52	14361.05
Project 200+			
		18018.00	18018.00
Mission Giving	14		
CTIS	50		50.00
British Legion	22		22.00

	Bal b/fwd	Receipts	Payments	Bal c/fwd
Designated				
Utility fees	0.00	360.00		360.00
Restrctited				
Gates	1092.10			1092.10
Churchyard	50.00	2000.00	2000.00	50.00
Electrical works	6.25			6.25
Tower works	6.25			6.25
General projects	0.00			0.00
Project 200+	12111.90	7425.01	18018.00	1518.91
Interest	250.53	94.84		345.37
Flag	48.46	80.00		128.46
Vicar's Fund	1051.16		44.99	1006.17
Streaming/AV	2198.01	655.51	2853.52	0.00
Clock	404.15			404.15
Coffee Machine	200.00			200.00
Pizza Praise	0.00	400.00		400.00
	17418.81	10655.36	22916.51	5157.66

Where the money is		
	01/01/2023	31/12/2023
Current account		
Unrestrctited funds	1644.07	
Restrctited funds	2347.87	584.87
Project 200+	3231.02	291.23
DBF fees	0.00	32.00
Charity Money	108.50	108.50
Parish Weekend	308.00	308.00
CTIS eletricity	516.87	516.87
Alpha Weekend	-784.00	213.00
Mason's fees	48.00	24.00
Food bank	0.00	20.00
Total	7420.33	2098.47
Petty Cash	1.76	1.76
Hall account		
Flower Guild	192.26	192.26
Project 200+	8880.88	1227.68
Total	9073.14	1419.94
CCLA account		
Restricted funds	2959.04	3053.88

Statement of Assets and Liabilities						
	Note	Unrestricted Funds	Restricted Funds	Endowment Funds	TOTAL 2023	TOTAL 2022
		£	£	£		
Cash Funds						
Bank current account			876.10	0.00	876.10	7222.96
CCLA account		0.00	3053.88	0.00	3053.88	2959.04
Churchwarden's Petty Cash		1.76	0.00	0.00	1.76	1.76
Hall account		0.00	1227.68	0.00	1227.68	8880.88
		1.76	5157.66	0.00	5159.42	19064.64
Investment Assets						
Investment fund shares at market value		£54,526.14				

Deanery Synod Report 2023

The Deanery Synod met on three occasions during the year.

Our first meeting was in March via Zoom. After general business, Revd Jude Smith, Director of Church Revitalisation for the Diocese, gave a presentation on the work of her new team and how they are available to encourage confidence in God, mission and future witness within our churches.

Our second meeting in July was at St Mary's, Bradley. We listened to a short presentation from the Revd Mark Green on his work across the three churches there as minster. This included an announcement of a launch of a new café in the church hall at Kildwick, their cakes are very good! We then had a presentation by Lizzie Reynolds, Mandy Thorlby and Revd Peter Willox on the Otley Resources Hub.

Our third meeting was in October at St Margaret's Ilkley, they had the best coffee, cake and biscuits so far. Jemina Parker, the Diocesan Environmental Officer, spoke on 'Getting started on Our Journey to be a Net Zero Carbon Church'. We were encouraged to appoint an environmental champion to raise awareness of these issues.

There are currently two places vacant of our allotted three for St James. So if you like sampling coffee and cake at other neighbouring churches, finding out what's happening locally and in the Diocese, then why not join me. If you are interested please see me or Deborah for more details.

Paul Winstanley