

The Parish of
Kildwick, Cononley & Bradley



Annual Report and Accounts

2023

2023 Report and Accounts for the Parochial Church Council of Kildwick, Cononley & Bradley

Aims and purposes

Kildwick, Cononley and Bradley Parochial Church Council (PCC) has the responsibility of cooperating with the incumbent, the Reverend Mike Green, 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 St John The Evangelist Church Cononley, (and its churchyard), St Mary's Church Bradley, (and its grounds), and the church complex at St Andrew's Kildwick, including St Andrew's Church, the Parish rooms, the Hearse House, and the old and new churchyards.

In addition, St John's, Cononley is part of a Local Ecumenical Partnership with the Methodist Church, (The Airedale Methodist Circuit).

Objectives and Activities

The PCC is committed to enabling as many people as possible to worship at our churches and to become part of our parish community in Kildwick, Cononley and Bradley. The PCC, through the worship sub-group, maintains an overview of worship throughout the parish and makes suggestions on how our services can involve the many groups that live within our parish. Our services and worship put faith into practice through prayer and Scripture, music and sacrament.

When planning our activities for the year, we have considered the Charity Commission's guidance on public benefit and, in particular, the supplementary guidance on charities for the advancement of religion.

In particular, we try to enable ordinary people to live out their faith as part of our parish community through:

- Worship and prayer; learning about the gospel; developing their knowledge and trust in Jesus.
- Provision of pastoral care for people living in the parish
- Missionary and outreach work.

To facilitate this work, it is important that we maintain the fabric of the churches of St John's, St Mary's, St Andrew's and the Church Complex in Kildwick.

Achievements, Performance, Worship and prayer

We are fortunate to have both Licensed Lay Ministers and retired clergy in the parish who are willing to play a part in our pattern of worship. Our grateful thanks go to the Revd John Lancaster, the Revd John Peet, LLMs Rod Tickner and Kevin Woods and to other local clergy. This has enabled each church to have a service at a regular time each week. St John's link with the Methodist circuit is maintained, as one service a month is taken by a Methodist minister. Each church is therefore able to offer two/three Communion services every month, together with one service of Morning Worship which has been led by those authorised to do so.

In the months where there is a fifth Sunday, the parish has joined together in a single act of worship. In addition, a said service of Holy Communion is offered midweek at St Andrew's and a BCP service of Holy Communion is offered once a month at St Andrew's. The Worship team, led by Janet Clifford and aided by representatives from each church congregation, has supported this work. In response to Diocesan requirements, lay members who lead services are now being trained for this work.

Alongside the regular rhythm of Sunday worship, the parish has observed other important dates in the calendar: Easter, Harvest, All Saints and All Souls and Remembrance. In particular, we noted with gratitude the large number of people who came to our churches over the Christmas period, whether for school celebrations, carol services or Christingles.

The parish has continued to be there for our communities; our churches have been needed for weddings, baptisms and funerals. Indeed, there has been an increasing number of families who have chosen baptism for their children: a church full of young families is a joyous thing! In all these contacts, pastoral care from vicar and people goes on quietly and sensitively.

Deanery Synod

Two members of the PCC sit on the Deanery Synod, we currently have one vacancy for St John's. This provides the PCC with an important link between the parish and the wider structures of the Church.

Our Church Buildings

Much work has gone into maintaining the fabric of our buildings and a more detailed account of this is found elsewhere in this Report. A major project has been the arrival in the parish of Coffee and Crumbs, who rent the Parish Rooms at Kildwick. Still in its early days, this facility is serving both local people and visitors.

Work to repair the roof at St Andrew's has continued with the architect and a small team of experts inspecting the roof and producing a report to enable quotes to be received. Work to repair the nave is due to happen in July/August 2024, with the chancel in 2025.

Pastoral care

Some members of our parish are unable to attend church due to sickness or age. Reverend Mike Green has visited all church members who have requested it, to celebrate communion with them either at their homes or in hospital. The pastoral team is reforming and will start prayer loop in 2024, along with beginning to visit those who require it again. The team has continued to visit those in hospital this year which has been greatly appreciated.

Mission and evangelism

As we seek to establish ourselves more centrally in the communities we serve, we have either continued or initiated some outreach. The Vicar has visited all three Primary Schools in the parish and has taken assemblies; he has also visited South Craven, the largest Secondary School in North Yorkshire. Existing links with Kildwick CofE School have been strengthened. The MiniRingers are another strong link with the school: they have represented school and church in various handbell ringing activities.

A new venture has been the adoption of St Andrew's as its base by the Leodis consort, a choir founded in 2023 to sing and share early music. In addition, we have welcomed Ad Hoc Baroque, the Leeds Baroque Choir and Orchestra and the Masterworks Chorale. Another musical first was the visit of members of the Bradford Cathedral Choir, accompanied by the Friends of Bradford Cathedral. Choral Evensong was enjoyed by a healthy congregation from across the parish and community.

In June, the list of working groups identified as part of the Mission Action Plan were circulated to the congregations. The Worship Team was already well established and the development of the Fun and Funds team has enabled fellowship between the congregations to expand. Other teams are gradually becoming established across the parish.

Other avenues of outreach continue in small but important ways; in Cononley, Tea and Toasted welcomes people to the church building for refreshment, friendship and (latterly) into a warm space. Flapjack Friday at St Andrew's is well-supported by parents and children on their way to and from Kildwick School, who consume vast quantities of delicious home-baked goodies. Chuffs (**Children Under Five**) continues to meet regularly during term-time. In each of our church communities,

the work of caring for our neighbours, whether they be churchgoers or not, continues in an informal but steady, unassuming and prayerful way. Each church has been awarded an A Rocha bronze level eco-church award.

Other community events included participation in a Shoebox Appeal before Christmas, which was really well-supported. Gardening days have again enabled the local community to get involved in caring for the environment, especially at St Andrew's, with its very large churchyards. Another outreach into the community is the revamped parish magazine, The Pinnacle, available both on paper and online.

Good use is made of social media; our website and Facebook pages are well-used and allow the public to contact the parish in an easy way. The Vicar writes a weekly newsletter which goes to those who have asked to be kept in touch; it contains a prayer diary and a calendar of upcoming events. A new venture since the advent of Coffee and Crumbs has been the vicar's once weekly surgery hour each Thursday from 9.00am, when Mike is available to talk with anyone who meets him there.

Ecumenical relationships

We have continued to work closely with the Airedale Methodist circuit in Cononley, and with the Skipton and Grassington Methodist Circuit in Bradley, celebrating a united covenant service and plans for united services at the beginning of every other month.

The Vicar led Lent and Advent study groups which were based in Kildwick, Cononley and Bradley. This represents a growing realisation that we will gain much from working together with our ecumenical neighbours, something which the Vicar supports strongly.

Financial review

Thanks first to our Treasurers Janet Wade, Lesley Cooke, Ann Hunt and Sandie Walton for their work as Treasurers of the Parish during this year.

Voluntary Income is up this year when the bequest last year isn't taken into account. However, most of that is Gift Aid that was able to be claimed for the last few years.

Our Charitable donations of £2,895.00 show the growing importance placed on charitable giving and we hope to increase this year on year.

Churchyard Maintenance has increased this year due to the large undertaking of trying to get St Andrew's churchyard into a state that it is controllable, as well as work that was identified on the QI. The impact of this work has had a real impact on the community, gaining many great comments and good will from the community.

Our costs for heating have increased significantly this year also, this is partly due to the increased number of services and activities we have had in the colder months. As well as increased utility prices, which we managed to reduce from September at St Andrews. A plan to help reduce these costs further will be discussed in PCC meetings during 2024.

There has also been a large spend on capital expenditure this year, nearly £23,500. £15,000 is attributed to the work done so far on St Andrew's roof, and £8,500 on the work to enable the Parish Rooms to be let to Coffee and Crumbs, including installing a new accessible toilet.

With regard to the Parish Rooms, Coffee and Crumbs have a license to operate from the Parish Rooms from us. The money they pay us is for upstairs and downstairs, with us able to use the 'upper room' 3 times a week. The license means that from July 2024 we will have an overall increase in our accounts of over £13,000 a year that is directly attributed to Coffee and Crumbs, and that doesn't include extra donations from the greater number of visitors to the church.

Our reserves are set at just over 3 months expenditure, as per current guidance. This equates to approximately £20,000. This leaves over £110,000 in our accounts that has been given to us to further our objectives in the parish.

Optional information Volunteers

We would like to thank all the volunteers who work so hard to make our church the lively and vibrant community it is. In particular, we want to mention our churchwardens Mrs Joan McCartney, Mrs Sandie Walton, Mrs Janet Wade and Mr Robert Hall, who have worked so tirelessly on our behalf. We would also like to particularly thank those who have led our outreach groups, Flapjack Fridays, JAM, CHUFFs, MiniRingers, Tea & Toasted and of course our Ringing team at St Andrew's.

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 method of appointment of PCC members is set out in the Church Representation Rules. Members of the PCC are either ex-officio, elected by the Annual Parochial Church Meeting (the APCM) and holding office for up to three years, or co-opted by the PCC for one year. Members of the Deanery Synod are ex-officio members of the PCC, holding office for three years; they are also elected by the APCM. Members of the Diocesan Synod are also ex-officio members of the PCC.

The PCC members are responsible for making decisions on all matters of general concern and importance to the parish, including deciding on how the funds of the

PCC are to be spent. New members receive initial training into the workings of the PCC.

The PCC has met six times since the last Annual Meeting, with an average attendance of 11. Meetings were chaired by the Vicar, Revd Mike Green.

A wide variety of business has been discussed at PCC meetings, reflecting the needs of the different communities which together make up KCB. On each Agenda has been consideration of Finance and Safeguarding. The Financial Statements of the parish are noted elsewhere in the Report.

The PCC appointed a Standing Committee, members of which have been the Incumbent, any three of the Churchwardens, Mr Tim Chapman, Mrs Jane Hall and Mr Rod Tickner. This Committee is required by law and has the power to transact the business of the PCC between its meetings, subject to any directions that may be given from time to time by the PCC. The Standing Committee also acts as the Finance Committee for the PCC. In addition to these responsibilities, the PCC has complied with its duty (under Section 5 of the Safeguarding and Clergy Discipline Measure 2016) to have regard to the House of Bishops' Guidance on safeguarding children and vulnerable adults. Mrs Geraldine Sands is the Parish Safeguarding Officer. The PCC adopted the Diocesan Safeguarding Policy in January 2021 and reaffirmed this in September 2023. The Parish Safeguarding Officer has been diligent in ensuring PCC members undergo the required training and that other requirements of the Bishops' Policy are implemented as indicated by the Diocesan Parish Dashboards Process.

Administrative information

The parish of Kildwick, Cononley & Bradley is situated in the Bradford Episcopal Area of the Diocese of Leeds within the Church of England.

The correspondence address is Thorn Hill, 2 Wheatlands Lane, Cross Hills, BD20 8SH. The PCC is a body corporate (PCC Powers Measure 1956, Church Representation Rules 2022) and a charity registered with the Charity Commission under number 1203110.

PCC members who have served at any time from 30th April 2023 until the date this report was approved are:

Ex officio members:

Incumbent: The Reverend Mike Green (chair)

Licensed Lay Minister: Rod Tickner

Churchwardens: (They will serve until the Bishop's Visitation in 2024)

- Robert Hall
- Joan E McCartney
- Sandie Walton
- Janet Wade

Deanery Synod Representatives: (They will serve until Deanery Synod elections in 2026)

- Andrew Symonds
- Sandie Walton
- *Vacancy for St John's Cononley*

Elected members:

- Jane Hall to serve until APCM in 2026
- Anne Hunt to serve until APCM in 2026
- Andrea Baxter to serve until APCM in 2024
(casual vacancy from May 2022)
- Eileen Boothman to serve until APCM in 2026
- Janet Clifford to serve until APCM in 2026
- *Vacancy for St John's Cononley until APCM in 2024*
- Tim Chapman to serve until APCM in 2026
- Geraldine Sands to serve until APCM in 2026
- Jill Wright to serve until APCM in 2024

Closing Statement

2023 has seen many changes in the life of the parish as we seek both to grow more closely together as one parish and to grow out further into our community. The closing lines of a prayer we use regularly perhaps best sum up what we are about: "God of MissionHelp our church to grow in numbers, in spiritual commitment to you and in service to our local community."

Approved by the PCC on 9th May 2024 and signed on their behalf by the Reverend Mike Green (PCC chairman).

Independent Examiner's Report to the members of the Parish of Kildwick, Cononley & Bradley, Parochial Church Council.

I report on the accounts for the year ended 31st December 2023 which are set out on pages 10 to 12.

Respective responsibilities of the Trustees and Independent Examiner

As trustees of the charity, the members of the PCC are responsible for the preparation of the accounts. They 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;
- follow the procedures laid down in the General Directions given by the Charity Commissioners

section 145(5)(b) of the 2011 Act; and

- state whether particular matters have come to my attention.

Basis of Independent Examiner's Statement

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 the management committee concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in a full audit, and consequently I do not express an audit opinion on the accounts.

Independent Examiner's Statement

In connection with my examination, no matters have come to my attention

1. which give me reasonable cause to believe that in any material respect the requirements
 - to keep accounting records in accordance with s.130 of the 2011 Act; or
 - to prepare accounts which accord with these accounting records have not been met; or
2. to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.

Tom Relton MBA, FCMA. Chartered Management Accountant.

22nd April 2024

Financial Statements for the Year Ended 31 December 2023

Receipts and Payments Accounts

	Notes	Unrestricted Funds £	Restricted Funds £	TOTAL. 2023 £	TOTAL. 2022 £
RECEIPTS					
Voluntary receipts:					
Planned giving		34,632	-	34,632	28,353
Collection at services		9,894	-	9,894	9,198
Bequests		-	-	-	67,625
All other giving/voluntary receipts	3a	6,311	-	6,311	17,486
Gift Aid recovered		19,743	-	19,743	4,579
		<u>70,580</u>	<u>0</u>	<u>70,580</u>	<u>127,241</u>
Activities for generating funds	3b	8,624	-	8,624	4,554
Investment income		170	-	170	-
Church activities		-	-	-	534
Total receipts		<u>79,374</u>	<u>0</u>	<u>79,374</u>	<u>132,329</u>
PAYMENTS					
Church Activities:					
Diocesan Parish Share		18,000	-	18,000	23,200
Methodist Share		600	-	600	800
Clergy Expenses		-	-	-	102
Church Running Expenses	3c	57,034	-	57,034	36,351
Salaries & Honoraria	3d	1,755	-	1,755	-
Mission giving and donations	3e	2,895	-	2,895	1,840
Mission & Evangelism Costs		897	-	897	-
Bank Charges		239	-	239	256
Repairs to Parish Buildings	3f	23,467	-	23,467	-
Recruitment Costs		-	-	-	1,632
		<u>104,887</u>	<u>-</u>	<u>104,887</u>	<u>64,181</u>
Costs of generating funds		252	-	252	444
Total Payments		<u>105,139</u>	<u>-</u>	<u>105,139</u>	<u>64,625</u>
Excess of receipts over payments		(25,765)	0	(25,765)	67,704
Transfer between funds	2	-	-	-	-
		(25,765)	0	(25,765)	67,704
Cash at bank and in hand at 1 January		159,565	17,357	176,922	109,218
Cash at bank and in hand at 31 December		<u>133,800</u>	<u>17,357</u>	<u>151,157</u>	<u>176,922</u>

Statement of Assets and Liabilities

	Notes	Unrestricted Funds £	Restricted Funds £	TOTAL 2023 £	TOTAL 2022 £
Cash Funds					
Bank Current Accounts		64,628	4,833	69,461	95,396
CCLA Funds		69,172	12,524	81,696	81,526
		<u>133,800</u>	<u>17,357</u>	<u>151,157</u>	<u>176,922</u>

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 restricted funds during the year were:

	Bal b/fwd	Receipts	Payments	Bal c/fwd
Restricted				
Slate Fund	8,848	-	-	8,848
Headley Trust	6,024	-	-	6,024
Binns Grave	2,485	-	-	2,485
	<u>17,357</u>	<u>-</u>	<u>-</u>	<u>17,357</u>

3 Further Analysis of Receipts and Payments Accounts

	Notes	Unrestricted Funds	Restricted Funds	TOTAL 2023	TOTAL 2022
Receipts					
a) All other giving/voluntary receipts:					
Donations		383	-	383	6,599
Flower Festival Donations		-	-	-	2,074
Online and Card Reader Donations		4,340	-	4,340	372
Giveasyoulive		19	-	19	19
Donr Text Giving Donations		15	-	15	-
Stripe online donations		-	-	-	137
Slate Fund Donations		-	-	-	2,500
DBF Income		1,554	-	1,554	5,620
Cairns UFS		-	-	-	165
		<u>6,311</u>	<u>-</u>	<u>6,311</u>	<u>17,486</u>
b) Activities for generating funds:					
Hire of Parish Rooms		4,603	-	4,603	510
Misc Income		96	-	96	114
Wedding Fees		3,925	-	3,925	3,930
		<u>8,624</u>	<u>-</u>	<u>8,624</u>	<u>4,554</u>

	Notes	Unrestricted Funds	Restricted Funds	TOTAL. 2023	TOTAL. 2022
Payments					
c)	Church Running Expenses:				
		201	-	201	154
	Music License				
	Wedding/Funeral Expenses	3,021	-	3,021	2,842
	Insurance	7,198	-	7,198	6,322
	RSCM	127	-	127	110
	Gas & Power	19,486	-	19,486	6,205
	Water	525	-	525	378
	Churchyard/Garden Maintenance	10,541	-	10,541	3,680
	Organist Fees	-	-	-	1,625
	Leeds DBF	5,371	-	5,371	3,455
	Cleaning	588	-	588	1,050
	Church Goods	9,976	-	9,976	2,195
	Building Maintenance	-	-	-	8,335
		<u>57,034</u>	<u>-</u>	<u>57,034</u>	<u>36,351</u>
d)	This is to separate organist fees from Church Running Costs				
e)	Mission giving and donations:				
	Water Aid	193	-	193	184
	Christian Aid	584	-	584	-
	Jigsaw (CMS)	590	-	590	189
	Children Society	120	-	120	100
	St Georges Crypt	104	-	104	-
	Diocese of Sudan	-	-	-	266
	Rotary	100	-	100	-
	Peggy Wilson Playing Field	52	-	52	51
	Bradford Cathedral	280	-	280	-
	Leodis Consort	152	-	152	-
	Leeds Baroque	176	-	176	-
	Skipton Food Bank	100	-	100	50
	Refund of Donation	-	-	-	1,000
	McCabe Education Trust	444	-	444	-
		<u>2,895</u>	<u>-</u>	<u>2,895</u>	<u>1,840</u>
f)	Repairs to Parish Buildings:				
	Architect Fees	12,463	-	12,463	-
	Inspection Fees	2,160	-	2,160	-
	Furniture Repairs	300	-	300	-
	Parish Rooms Repairs (inc toilet replacement)	8,544	-	8,544	-
		<u>23,467</u>	<u>-</u>	<u>23,467</u>	<u>-</u>

