

PARISH OF ARMLEY AND NEW WORTLEY
ST. BARTHOLOMEW WITH ST. MARY OF BETHANY
ANNUAL REPORT OF THE PCC 2019

The Parochial Church Council of St. Bartholomew with St. Mary of Bethany has responsibility of cooperating with the Priest-In-Charge and Churchwardens in promoting the ecclesiastical parish of Armley and New Wortley, the whole mission of the church, pastoral, evangelical, social; and ecumenical. It also has responsibility for the maintenance of the Church plant, including the organ and Church Hall, Wesley Road, Armley, Leeds LS12 1SR

Mission Statement for St. Bartholomew with St. Mary of Bethany, Parish of Armley and New Wortley:

**To extend the Kingdom of Christ, by showing His
love to all those with whom we come into contact.**

Membership

Members of the PCC are either ex-officio or elected at the Annual Parochial Church Meeting (AGM) in accordance with the Church Representative Rules, but members can be co-opted during the year.

During 2019 the following served as members of the PCC.

<i>Priest in Charge</i>	Fr. Michael Wood
<i>Churchwardens</i>	Mrs. T. Collins Lay Chair
<i>Elected Members</i>	Mr. J. Kaye PCC Treasurer & ACS Representative
	Mr. R.V. Pilkington co-opted member
	Mr. D. Threapleton
	Mr. G. Whitehead co-opted member
	Mr. K. Duce until October 2019
	Mr. B. Gaunt
	Miss. B. M. Nichols PCC Secretary
	Mrs. P. Elliott
	Mrs. A. Threapleton

Committees

The PCC operates through number of committees which meet at different times to the PCC, these committees report back to the PCC.

Standing Committee: This is the only committee required by law. It has the power to transact the business of the PCC between meetings, subject to any direction given by the full

Council. The members of the Standing Committee 2019 were – Fr. Michael Wood. Mrs. T. Collins. Mr. J.Kaye and Miss B. M. Nichols.

Church Hall Management Committee: This Committee is responsible for the management and maintenance of the Church Hall –Fr. Michael Wood, Mrs. T. Collins, Mr. R.V. Pilkington, Mr. D. Threapleton, Mr. G. Whitehead, Ms. Kelly Haley and Social Club reps.

Organ/Music Committee: Fr. Michael Wood; Mrs. T. Collins and Mr. J.Kaye were elected from the PCC. Professor G. Barber and Dr. C. Newton were co-opted members

Stewardship recorder/Planned giving Mrs. J Smith

Electoral Roll Officer: - Mr. D. Threapleton

Sunday School/Youth co-ordinator Mrs. S. Hearn

Child protection Officer Mrs. A. Threapleton

Lay Representative to Churches Together in Leeds 12 Mrs. J.R.Smith

Fundraising Co-Ordinator: Mrs. A. Threapleton; Mrs. P Elliott and Mrs. S. Hearn

Church Attendance:

Average Adult Attendance – 48

Average under 16 Attendances – 18

Review of the Year.

The PCC met on 9 occasions with one extra-ordinary meeting in 2019 with an average attendance of 70%. As always, much of the PCC time was taken up discussing the finances of the Church including the financial state of the Church Hall. Unfortunately, once again we were unable to pay the Parish Share of £20,273 in full.

The development of the Hall/old school sites is still pending. The advertising of these sites was done on-line at the beginning of the year, with four prospective parties showing interest. The PCC were updated in March, when we were told that the Salvation Army Housing Association had shown interest. They wanted to buy all the land, including the Scout Headquarters and the Car Park and they also wanted to develop a Community Facility on the Church side site. There was much discussion regarding this with meetings with the Scouts as well as discussion with the Diocese. It was proposed that a pre-fabricated building at the bottom of the old school site could be built for the Scout headquarters with tree screening. However in December, we learned that the Salvation Army Housing Association had withdrawn their offer as they could not get planning permission from Leeds City Council for the number of houses they wanted to build.

The Quinquennial report on the Church buildings which had been done in 2018 was presented to the PCC in January 2019. Maintenance was done throughout the year on the Church buildings. There was a general cleaning of the Church Hall.

In February, we had an Archdeacon's Visitation. He looked at the orders of service we use, and the policies which were in place and which need to be kept up to date – Health and Safety Policy and Safeguarding. We were also reminded that the Terrier should be signed annually and that the Alpha Dot and Smart Water security are up to date. It was in February that Fr, Michael was installed as a Canon of Bradford Cathedral. Baptism Policy and service were discussed. Baptisms would take place at 12.15pm on Sunday after the Mass. Families requesting baptism will be asked to attend Church for two Sundays before Baptism.

The PCC discussed a WYDAN Night Shelter in Church again. The Night shelter took place the week beginning 16th September. It involved people from the local mosque, St. Bartholomew's Primary School and others helping with providing food for the asylum seekers. It was successful but could have had more volunteers, especially to stay overnight. The Saviours Trust Charity, which has its office on Tong Road, asked if they could use the Church for small group meetings. A Place of Welcome – an open coffee morning for anyone to drop in for a chat and a drink was started, run by members of the congregation. We hosted a 'Leave Leeds Tidy' "shop" on June 21st. This is a small charity which collects items of furniture, clothing and household goods left by students at the end of the academic year which would otherwise be dumped. They set up the "shop" and people came and took what they wanted. It was very successful. These are part of our outreach and charitable giving.

The Diocesan strategy is partly outreach into the local community. Our parish thrives as a distinctive parish in West Leeds, with its distinctive building, style of worship and relationship with the local community. We were contacted by the Commonwealth War Graves Commission regarding the three war graves in our churchyard. It was decided that the sign would be placed on the Lych Gate regarding this.

The Lent Course for 2019 was on "In Every Corner Sing" based on music/songs in the Bible. It was held in Church on Tuesday afternoons. The Heritage Open days were 13th, 14th and 15th September, with a free organ concert by Chris Newton at 4.00 pm on Saturday 14th. Bishop John Goddard, former Bishop of Blackburn, celebrated and preached on St. Bartholomew's Day. A Christmas Market took place on December 7th with tables costing £10.

The First Communion group meet on Saturday mornings after the 9.30 am Mass. The First Communions with Baptisms took place on Sunday December 8th.

The Headteacher of St. Bartholomew's Primary School retired at the end of August. She had been on sick leave for some time. The School had a lot of problems; a SIAMS inspection was carried out in July, as well as an Ofsted inspection.

Mr. Keith Duce, long serving Master of Ceremonies, Verger, Diocesan and Deanery Synod representative died in October. His Requiem Mass was held on 28th October.

Deaths of those associated with St. Bartholomew's recorded during the period May 2019 to September 2020 were:-

Keith Duce – long-time server, Susan Hyde (Myers) – Churchwarden 2011-13, Audrey Handley, Allen Walker – former CL&CGB leader, Revd. Michael Fulljames – Curate 1961-64 and Robert Groves – Churchwarden 1965-1981.

Financial Review

Total receipts on unrestricted funds were £56,927, of which £33,960 was unrestricted voluntary donations, including the tax recovered on Gift Aid donations and on donations received under the Gift Aid Small Donations Scheme. Restricted donations of £10,120 were also received and are detailed in the financial statements.

The planned giving through envelopes and banker's orders increased by just short of one-third, helped by considerable contributions towards the improved lighting system in church, the replacement fire alarm system and the new gold chasuble. Total income, was down by 4% compared to last year.

£58,069 was spent from unrestricted funds to provide the Christian ministry from St. Bartholomew's with St. Mary of Bethany Church, including the contribution to the diocesan parish share, which largely provides the stipends and housing for the clergy. Every year, we contribute as much as we are able to afford towards parish share, but invariably, are unable to meet the full requested amount. Our contribution in 2019 was £11,000; a shortfall of £9,273.

The net result for the year was a loss of £1,949 on unrestricted funds. Adding bank and deposit balances brought forward at the beginning of the year, the balances carried forward at 31st. December on unrestricted funds totalled £2,248.

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 £14,500. It is held to smooth out fluctuations in cash flow and to meet emergencies. The cash balance of £2,248 held on unrestricted funds at the year-end clearly does not meet this target.

The cash balance of £6,103 in restricted funds is retained towards meeting the cost of repairs, maintenance and upkeep of the Schulze organ, sanctuary floor mosaics, external west wall crucifix, church lighting and general church fabric; church flowers and the award of discretionary grants.

It is our policy to invest investment fund balances with the CCLA Church of England Investment Fund.

Brenda M. Nichols

PCC Secretary.

Jon R. Kaye

PCC Treasurer.



CHARITY COMMISSION
FOR ENGLAND AND WALES

The Parochial Church Council of the Ecclesiastical
Parish of St. Bartholomew, Armley with St. Mary
New Wortley

No.
1131632

CC16a

Receipts and payments accounts

For the period from	01.01.2019	To	31.12.2019
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Section A Receipts and payments

	Unrestricted funds to the nearest £	Restricted funds to the nearest £	Endowment funds to the nearest £	Total funds to the nearest £	Last year to the nearest £
A1 Receipts					
Voluntary receipts	33,960	7,429	-	41,389	42,254
Activities for generating funds	17,077	2,687	-	19,764	22,448
Investment dividends/interest	1	4	-	5	2
Charitable activities	5,582	-	-	5,582	5,524
Other receipts	-	-	-	-	-
			-	-	-
			-	-	-
			-	-	-
Sub total (Gross income for AR)	56,619	10,120	-	66,740	70,228
A2 Asset and investment sales, (see table).					
Receipts from sale of fixed assets	-	-	-	-	-
Receipts from sale of investments	308	-	-	308	-
Sub total	308	-	-	308	-
Total receipts	56,927	10,120	-	67,048	70,228
A3 Payments					
Costs of generating voluntary receipts	-	-	-	-	-
Fundraising costs (trading activities)	16,864	2,649	-	19,513	21,252
Investment management costs	-	-	-	-	-
Costs of charitable activities	41,085	8,039	-	49,124	35,772
Governance costs	120	-	-	120	100
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
Sub total	58,069	10,689	-	68,757	57,124
A4 Asset and investment purchases. (see table)					
Purchase of fixed assets	-	-	-	-	623
Purchase of investments	-	4,000	-	4,000	10,000
Sub total	-	4,000	-	4,000	10,623
Total payments	58,069	14,689	-	72,757	67,747
Net of receipts/(payments)	- 1,141	- 4,568	-	- 5,709	2,481
A5 Transfers between funds	- 807	807	-	-	-
A6 Cash funds last year end	4,197	9,865	-	14,061	11,581
Cash funds this year end	2,248	6,103	-	8,352	14,061

Section B Statement of assets and liabilities at the end of the period

Categories	Details	Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
B1 Cash funds	Cash in hand	173	- 9	-
	Cash at bank	2,075	6,112	-
	Cash in deposit accounts	-	-	-
	Total cash funds	2,248	6,103	-
	(agree balances with receipts and payments account(s))	OK	OK	OK
		Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
B2 Other monetary assets	Paypal account	-	37	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
		Fund to which asset belongs	Cost (optional)	Current value (optional)
B3 Investment assets	CBF C of E Investment Fund - Acc. Shares	Fabric	-	15,241
	CBF C of E Investment Fund - Acc. Shares	Organ	96,408	161,525
			-	-
			-	-
			-	-
		Fund to which asset belongs	Cost (optional)	Current value (optional)
B4 Assets retained for the charity's own use	Statue, candlesticks, portable font	General	5,416	2,750
	St. Bart's sales stock (CDs/gifts)	Organ	-	8,055
	Scaffolding and lawnmower (nominal value)	Church Hall	-	1
	Gift vouchers and floats	Bingo		315
			-	-
			-	-
			-	-
			-	-
			-	-
		Fund to which liability relates	Amount due (optional)	When due (optional)
B5 Liabilities			-	
			-	
			-	
			-	
			-	
Signed by one or two trustees on behalf of all the trustees	Signature	Print Name	Date of approval	
		Revd M F Wood	04.03.2020	
		Mrs T Collins	04.03.2020	

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. Non-monetary assets retained for church use are the statue of S. Bartholomew, a set of four high altar silver candlesticks, a wooden portable font, S. Bart's sales stock, and scaffold and a lawnmower (the latter two at nominal value)
3. Investment assets are CCLA CBF Church of England Investment Fund Accumulation Shares
4. The movements in designated and restricted funds during the year were:

	Bal b/fwd	Receipts	Payments	Transfer	Bal c/fwd
Designated					
Photocopier fund	839	1,489	1,393	0	935
Silver candlesticks fund	1,240	0	0	0	1,240
	<u>2,080</u>	<u>1,489</u>	<u>1,393</u>	<u>0</u>	<u>2,176</u>
Restricted					
Flower fund	455	685	630	0	511
Discretionary fund	354	148	60	0	442
Organ maintenance fund	6,359	9,283	12,809	807	3,640
Fabric fund	2,697	4	1,190	0	1,511
	<u>9,865</u>	<u>10,120</u>	<u>14,689</u>	<u>807</u>	<u>6,103</u>

The Photocopier fund exists to provide funds for the lease rental of the current and future photocopiers

The Silver candlesticks fund represents donations for altar and sanctuary requisites

The Flower fund represents donations to be spent on flowers for church

The Discretionary fund exists to provide monetary assistance for those most in need

The Organ maintenance fund exists to provide funding for the protection of and maintenance and repairs to the church organ

The Fabric fund represents accumulated donations for fabric maintenance, and renovation which can only be spent for that purpose

Further Analysis of Receipts and Payments

	Unrestricted funds £	Restricted funds £	TOTAL 2019 £	TOTAL 2018 £
A1 Receipts				
Voluntary receipts:				
Donations	27,246	2,125	29,371	25,031
Tax recovered	6,714	304	7,018	5,231
Pilling Trust donation	0	5,000	5,000	5,000
Legacies	0	0	0	6,993
	<u>33,960</u>	<u>7,429</u>	<u>41,389</u>	<u>42,254</u>
Activities for generating funds:				
Bingo	6,108	0	6,108	9,626
Hall lets	7,488	0	7,488	7,589
Organ concerts and organ use	0	2,687	2,687	1,520
Church lets	535	0	535	0
Fundraising	1,122	0	1,122	1,338
Insurance and utility contributions	1,270	0	1,270	1,898
Magazine advertising	515	0	515	477
Sale of equipment	40	0	40	0
	<u>17,077</u>	<u>2,687</u>	<u>19,764</u>	<u>22,448</u>
Investment dividends/interest				
HMRC interest	1	4	5	2
	<u>1</u>	<u>4</u>	<u>5</u>	<u>2</u>
Charitable activities				
PCC fees	2,840	0	2,840	2,628
MWAH contribution to office/phone	2,000	0	2,000	2,000
Contribution to boiler maintenance	130	0	130	130
Catering/Refreshments/Canteen	421	0	421	449
Magazine sales	167	0	167	203
Reprography and office	24	0	24	114
	<u>5,582</u>	<u>0</u>	<u>5,582</u>	<u>5,524</u>
Other receipts	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
A2 Asset and investment sales				
Receipts from sale of investments				
CCLA CBF C of E shares	308	0	308	0
	<u>308</u>	<u>0</u>	<u>308</u>	<u>0</u>

Further Analysis of Receipts and Payments

	Unrestricted funds £	Restricted funds £	TOTAL 2019 £	TOTAL 2018 £
A3 Payments				
Fundraising costs (trading activities)				
Hall operating costs	10,312	0	10,312	11,157
Bingo	6,478	0	6,478	8,317
Organ concerts	0	2,649	2,649	1,703
Incurred seeking donations	74	0	74	75
	<u>16,864</u>	<u>2,649</u>	<u>19,513</u>	<u>21,252</u>
Costs of charitable activities				
Parish Share	11,000	0	11,000	11,000
Church gas, electricity & insurance	15,831	0	15,831	13,816
Hall gas/electr/insur/waste disposal	1,390	0	1,390	0
Clergy expenses	2,010	0	2,010	1,871
Church building running expenses	2,470	0	2,470	3,030
Church major repairs and renewals	4,373	1,190	5,563	1,894
Church routine repairs & maintenance	101	0	101	0
Costs of services	1,339	630	1,969	1,969
Office and photocopier charges	1,423	0	1,423	1,506
Organ expenses	0	6,159	6,159	260
Hall building running expenses	676	0	676	329
Bank charges	0	0	0	28
Mission giving and donations	0	60	60	6
Canteen/catering and subs	472	0	472	63
	<u>41,085</u>	<u>8,039</u>	<u>49,124</u>	<u>35,772</u>
Governance costs				
Independent examiner's fee	<u>120</u>	<u>0</u>	<u>120</u>	<u>100</u>
A4 Asset and investment purchases				
Purchase of fixed assets				
Table top font	<u>0</u>	<u>0</u>	<u>0</u>	<u>623</u>
	<u>0</u>	<u>0</u>	<u>0</u>	<u>623</u>
Purchase of investments				
CCLA CBF C of E shares	<u>0</u>	<u>4,000</u>	<u>4,000</u>	<u>10,000</u>
	<u>0</u>	<u>4,000</u>	<u>4,000</u>	<u>10,000</u>

Further Analysis of Receipts and Payments Accounts

A5 Transfers between funds

From	To	Details	Unrestricted funds £	Restricted funds £	TOTAL 2019 £	TOTAL 2018 £
General fund	Church hall fund	Electricity and insurance contributions	-1,105	0	-1,105	-1,022
General fund	Organ fund	Organist's salary & general upkeep	-840	0	-840	-840
Organ fund	General fund	S.Bart's sales & reprography	33	0	33	11
Hall fund	General fund	Reprography	4	0	4	2
Hall fund	General fund	Boiler servicing contribution	260	0	260	260
General fund totals			<u>-1,648</u>	<u>0</u>	<u>-1,648</u>	<u>-1,590</u>
Organ fund	General fund	S. Bart's sales & reprography	0	-33	-33	-11
General fund	Organ fund	Organist's salary & general upkeep	0	840	840	840
Organ fund totals			<u>0</u>	<u>807</u>	<u>807</u>	<u>829</u>
Bingo fund	Hall fund	Hall insurance contribution	0	0	0	-90
Bingo fund totals			<u>0</u>	<u>0</u>	<u>0</u>	<u>-90</u>
Hall fund	General fund	Boiler servicing contribution	-260	0	-260	-260
Hall fund	General fund	Reprography	-4	0	-4	-2
General fund	Church hall fund	Hall insurance contribution	365	0	365	339
General fund	Church hall fund	Hall electricity contribution	741	0	741	683
Bingo fund	Church hall fund	Hall insurance contribution	0	0	0	90
Church hall fund totals			<u>841</u>	<u>0</u>	<u>841</u>	<u>851</u>
SBACC	Fabric fund	Closure of account	0	0	0	-732
SBACC fund totals			<u>0</u>	<u>0</u>	<u>0</u>	<u>-732</u>
SBACC	Fabric fund	Funds transfer	0	0	0	732
Fabric fund totals			<u>0</u>	<u>0</u>	<u>0</u>	<u>732</u>
Grand totals			-807	807	0	0



Section A

Independent Examiner's Report

**Report to the trustees/
members of**

Armley & New Wortley Parochial Church Council

**On accounts for the year
ended**

31st December 2019

**Charity no
(if any)**

1131632

Set out on pages

1-18 with opening summary

I report to the trustees on my examination of the accounts of the above charity ("the Trust") for the year ended 31/12/2019.

**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 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 (other than that disclosed below) in connection with the examination which gives me cause to believe that in, any material respect:

- accounting records were not kept in accordance with section 130 of the Act or
- the accounts do not accord with the accounting records

I have no major concerns and have come across no other matters in connection with the examination to which attention should be drawn in order to enable a proper understanding of the accounts to be reached.

Signed:

Date:

30/06/2020

Name:

Andrew Goyns

**Relevant professional
qualification(s) or body
(if any):**

Address:

28 George Street

Normanton

WF6 2LT