

**Parish Church of St John the Divine  
Menston with Woodhead**

**Annual Report of the  
Parochial Church Council  
for the year ended 31 December 2020  
presented at the APCM on  
Sunday 18 April 2021**

incorporating the  
**Financial Statements**  
of the  
**Parochial Church Council**



*Bank:*  
HSBC Bank  
33 Park Road  
Leeds  
LS1 1LD

*Independent Examiner:*  
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## VICAR'S REPORT

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Only seven months have passed since the last Covid-delayed-APCM and all of those seven months have been lived within one form of lockdown or another. It has been a hard year or so for all of us: individually, in families, as a church and as a community.

When restrictions are finally lifted, we will emerge into a changed situation and it will become painfully obvious who is now missing: those who were taken from us within the pandemic time. We will have to take time to mourn again even as we gain our freedom.

We will also have to take time to forgive. In our community, as well as within our church family, there have been moments of frustration and disagreement brought on by the relentless pressures of Covid. None of us are immune to the pressures, and so we will need to forgive each other, repair relationships, and start again. Of course, this also includes longer running grudges

and opinions. Just as we are finally given a clean bill of health, let's make sure that a clean slate is included, free from gripes, bitterness and any other form of relationship travail.

Thankfulness will be the third thing we must take time to do properly as we are freed from lockdown. Those of us who emerge blinking in the sunlight of freedom owe a debt of gratitude to those who have cared for us, and to God, the creator and author of all things, which includes vaccines and ventilators. Whilst perhaps the rest of the world rushes off to enjoy its freedom, we must live that moment of gratitude or risk shrinking our capacity to be grateful, or worse, beginning to see things as our right to be cared for rather than our privilege.

We will seek to do all these things at St John's and perhaps as a wider community as lockdown ends.

As vicar, I'm not going to lie and tell you that the pandemic time has been easy – it hasn't. We are so fortunate to have such fantastic wardens, treasurer and secretary who have shouldered so much of the burden, and an amazing parish administrator without whom we would have really struggled during the pandemic. The Standing Committee and PCC have been a source of encouragement and joy, whilst also grappling with the serious and difficult issues that we have faced. Unlike many churches, we have stayed open for a reduced set of in-person services when legally able, and that is down to a huge collective effort from everyone in following distancing protocols, and in particular those wardens, assistant wardens, organists, and so on, who have worked hard in their particular roles to ensure the safety of others. We are all grateful to them.

Please let me indulge in a personal thank you to Andrew, our Associate Priest, for his unswerving support, tireless work at St John's, brotherly

concern and care for me and others, and for his fatherly wisdom. We are most fortunate as a church community, and as a village, to have him.

As I said in my last report, St John's is a generous family – with time, energy, care and finances. Even during lockdown there are many areas of church life – pastoral care, buildings and churchyard, etc. – to which huge energy has been given. Without naming them all here, we have many to whom we give our thanks.

Financially, St John's has weathered the storm of Covid better than so many other churches or charities, and this is all down to your continuing, generous and regular giving. In a year where fundraising was almost impossible, (with notable exceptions involving chutneys and masks!) the generosity of the body of Christ in Menston has given us financial stability where others have struggled. This, coupled with the ongoing roof appeal, is testament to a generous community of faith

who give back to God as God has given first to us.

I'm not going to say that we can rest on our laurels – we can't – St John's still faces significant financial issues because of the buildings (including, but not limited to, the roof) and also the general increases in costs that mean that giving becomes less able to cover them. We must therefore pray for God to provide, even as we also annually review our own financial giving to the church and to other charitable causes as part of our Christian duty.

Over the past year, many of our activities have continued online. We thank God for technology! Whilst it is not the same, it has meant that we were able to continue in some way much of what would otherwise be stopped. The Core has had occasional events, including a bake-along, Zest and small groups have continued, and 11am services have become accessible through the phone system. Even weddings and funerals have been live-streamed because of limited

numbers at services. Technology is here to stay and the future will look very much like a mixture of technology and in-person.

Some things though have had to wait, like our Kirklands services, for example. It will be a tough set of decisions for the new PCC to work out what restarts, what stops and what is left undone at the end of restrictions. Please pray for them.

Please also pray for the roof appeal. This has never been a simple task, and fundraising is only one part of the puzzle which some at church have been living with for quite a while now. Please pray for successful grant applications, dealings with architects, contractors, church and secular permission-giving bodies, and so on.

Most of all, please pray for the continuing generosity of those who even now many be minded to contribute financially to the project. The scope of the project may eventually be decided to an extent by the finances available, but the aspiration is to deal with

the roof so that the next generation doesn't have to.

To do this we must be able to pay for a project which will accomplish all that needs to be done. If your aspiration is also to support faith in generations to come, then this is an important moment and well worth some extra giving which may in fact be last year's failed holiday budget, or the money saved from not going anywhere in 2020 for dinner, or the decision to replace the car in a year or two instead of now.

This year is the 150<sup>th</sup> anniversary of St John's. We hope to be able to enjoy celebrations throughout the year. For the first time in our 150-year history, however, the pandemic has given us a chance to stand back and take stock of what our purpose is as a church in Menston and how that ultimately affects what we do after restrictions are removed. The PCC has been discussing this for a little while, but I'd like you all to think about it too. For me, a church exists for worship, for mission and for building each

other up in faith (discipleship, fellowship, encouragement, and so on). This is our chance to reimagine what all that looks like in our particular situation in Menston village. Please pray for us, and please pray about it yourselves and feed into the ongoing discussion through PCC members.

Finally, let me thank you all for your encouragement, patience, forgiveness and prayers over a difficult period. It is a privilege to be part of the family of God at St John's and to serve as vicar to the village of Menston. Please keep praying for each other and for me over this next year.

In all things, thanks be to God!

*Steve*

## ADMINISTRATIVE INFORMATION

St John The Divine, Menston with Woodhead, is situated in Burley Lane, Menston. It is part of the Diocese of Leeds within the Church of England.

### MEMBERSHIP AND ATTENDANCE OF THE PCC

#### January 2020 to December 2020

Members of the PCC are either ex-officio or elected by the Annual Parochial Church Council Meeting (APCM) in accordance with the Church Representation Rules.

In 2020 the APCM was delayed by six months until Sunday 27 September due to the Covid-19 pandemic. This meant that the terms of office of both Churchwardens (R Banister and J Gadd), Treasurer (C Alexander) and PCC members (G Druett and K Roberts) were extended until the delayed APCM.

During the year the following served as members of the PCC. Meetings attended out of a possible 8 (*6 via Zoom*) are in brackets; # indicates members of the Standing Committee.

#### Ex-officio Members of PCC

Incumbent #	Revd S Proudlove (2:6) Chairman
	Revd A Howorth (2:5)

Reader	Mr E Day	(0)
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Churchwarden #	Mrs H Feathers	(2:6) (from September 2020)
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Churchwarden #	Mr D Mercer	(4) (from September 2020)
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Representatives on Deanery Synod [and PCC] until May 2024

Mrs M Banister (2:6)

## Elected Members of PCC

(\* indicates that PCC member is serving a second term of office and is not eligible for re-election for one year following completion of their second term).

Secretary #	Mrs H Feathers	(2:6)	(until September 2020)
	Mrs S Lee	(2:6)	(until APCM 2021)
	Ms J Marston *	(2:6)	(until APCM 2021)
	Mrs J Moulton	(2:0)	(until APCM 2021)
	1 Vacancy		(Sept 2020- APCM 2021)
Treasurer #	Mrs C Meakin	(2:6)	(until APCM 2022)
	Miss S Smith #	(2:6)	(until APCM 2022)
	Mr P Wilbraham	(2:6)	(until APCM 2022)
	1 Vacancy		(until APCM 2022)
	Dr C Alexander	(2:6)	(until APCM 2023)
	Mr G Druett *	(2:6)	(until APCM 2023)
	Mrs H Needle	(2:5)	(until APCM 2023)
	1 Vacancy		(until APCM 2023)
	Mrs J Dixon	(0)	(Menston Methodist Church)

The PCC operates with a Standing Committee, which also functions as the Finance Committee.

The Standing Committee is the only committee required by law. It has power to transact the business of the PCC between its meetings, if this is deemed appropriate, subject to any direction given by the Council.

## **ANNUAL REVIEW FOR THE YEAR ENDED 31 DECEMBER 2020**

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### **Structure, Governance and Management**

The Parochial Church Council (PCC) 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. All church attendees are encouraged to register on the Electoral Roll and stand for election to the PCC.

### **Objectives and Activities**

St John the Divine, Menston with Woodhead PCC has the responsibility of co-operating with the incumbent in promoting in the ecclesiastical parish the whole mission of the Church, pastoral, evangelical, social and ecumenical. It also has maintenance responsibilities for the fabric of the church, the Parish Room and the churchyard.

### **Achievements and Performance**

#### **2020 - Effects of Covid-19**

The impact of the response to the global Covid-19 pandemic 2020 has been immense on the whole country, in particular the lockdown and associated restrictions on gatherings meant this was an incredibly difficult year for all churches. Maintaining our church community and ministry is an incredible testament to the prayerful commitment

and deep faith of our clergy and wardens. The government imposed lockdown measures, including, for a time, closure of all churches, an ongoing ban on public singing and strict social distancing has required a unique and prayerful response. Maintaining contact with the congregation and establishing a safe space to reopen church for private prayer and worship has been the overriding priority throughout the year. Careful risk assessed plans were devised by the clergy, wardens and PCC to reopen the church and offer worship within the required guidelines. This includes a restriction of 30 people in church at one time, a thorough cleaning regime after services, register of attendance etc. The Audio Visual system has proved invaluable in allowing congregational overspill to the Parish Room to participate in the services via audio and in church, given we are currently prohibited from using books etc.

#### **1. Worship**

Despite the Covid lockdown restrictions imposed at the end of March 2020 we have been able to respond to these challenges by developing a presence online, offering Sunday services, Lenten and Advent Reflections, Bible stories, prayer resources on the website, Facebook and via telephone dial up. Since the initial easement of lockdown in June we have maintained both a



Wednesday open church for private prayer and a weekly Sunday service of worship at 11am using Common Worship (CW). An optional Covid compliant Eucharist followed this service.

The contemporary all-age act of worship, Zest, has largely been maintained through online resources, with a commitment to review the approach when schools return fully as lockdown eases. 'The CORE', our children's club aimed at 7-11 year olds, with meetings on the third Sunday of the month from 3-4.15pm, has been maintained online.

St John's 'Open the Book' team have been impacted by the Covid lockdown. Their work will recommence as lockdown eases and visits to schools can once again take place in Menston Primary School during term time. Close links were maintained with Menston Methodist Church - with reciprocal seats on the PCC and Methodist Church Committee. National Statutory fees for weddings and funerals for 2020 increased only slightly.

Key themes for this year have included our roof replacement fundraising appeal, which commenced formally in January 2020. We have had a number of letter campaigns to the congregation and more recently to businesses in the village and the wider community. A hugely generous response has resulted

in a total fund running at just over £50k (including gift aid).

Dr C Alexander, Mrs M Banister, Mr R Banister, Mrs M Day, Mrs A Hill, Mr J Gadd, Mrs J Hawkyard, Mr S Hill, Mrs K Roberts and Mrs J Simpson are approved to assist with the administration of elements of Holy Communion until 2022.

Lay Eucharist Ministers are Mrs M Day, Mrs A Hill and Mrs K Roberts, although they were unable to offer Home Communion for the majority of 2020.

Music has always been an essential element of our worship. Congregational singing has been prohibited in churches since lockdown commenced, with no end date in sight. Where Covid restrictions allowed, organists Mrs M Harvey and Mrs E Leopold continued to share duties. The choir was not able to participate in our services in this period as a result of the Covid restrictions the Church was subject to. The PCC is immensely grateful for the work of the organists and forbearance of the choir during this difficult time.

## **2 PCC Overview**

As a result of the Covid-19 pandemic, the APCM was postponed until September 2020. Following the Covid lockdown on 20 March 2020, PCC and Standing Committee meetings were undertaken via video Zoom meetings. One PCC member was unable to attend PCC when they were held via Zoom, but

continued to receive all agendas, associated papers and minutes issued to PCC.

The PCC met on 8 occasions during the year with an average level of attendance of 83.06%. Of these, two meetings were held face to face and six were conducted via Zoom. A record of individual attendance is shown on pages 5 and 6. Colin Alexander, Geoff Druett and Hannah Needle were elected to serve a three-year term. Vacancies for both 2 and 1 year remained unfilled. The Standing Committee met on 8 occasions to plan agendas for PCC meetings, act on referred matters and discuss urgent issues.

The PCC discussed a wide variety of issues during the year. Agenda time was given to discussing finance and fundraising to sustain our church, maintenance of its buildings, payment of our Diocesan Share and how to fulfil our commitment to give generously to charity in this country and abroad. PCC determined that 2021 fundraising will continue to be directed to the Church Roof appeal.

The concern within the Diocese that the safeguarding of children and vulnerable adults should be a continuing preoccupation has been given the highest priority. The subject is on the agenda of every PCC meeting, in which context a report from the safeguarding officer is received.

Catherine Meakin took on the role of Safeguarding Officer and PCC are grateful for her hard work in this capacity.

The generosity of time and work undertaken by everyone to both maintain and grow St John's, making it a welcoming and varied church, is greatly appreciated and formally acknowledged.

St John's church and its environs were maintained in good condition and a variety of work was carried out during the year by volunteers, including regular ground maintenance, grass cutting, leaf clearing and maintenance of the flower borders.

Our administrator, Amy Elliott continues to provide excellent ongoing support, taking on a range of additional tasks that ensure the vicar is appropriately supported and the office is run efficiently. This has included the creation of Zoom worship meetings as well as coordinating an online and telephone-based resource for our congregation during lockdown.

Julie Marston  
PCC secretary

## CHURCHWARDENS' REPORT

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We took over as Churchwardens in September 2020 following the delayed APCM due to the Covid-19 pandemic. The use of the phrase 'unprecedented times' has been greatly used recently but coming into service as churchwardens in the middle of them really did feel like a 'leap in the dark' owing to the unusual circumstances.

This has meant that there have been a number of changes to services during and since this time, which we have done our best to support. This has required a rigorous Risk Assessment process, which has been updated several times, in order for our church to remain open following the first lockdown closure in March 2020. We have supported Steve to try to create a supportive and welcoming church environment despite the restrictions.

We are pleased to say that work on the 'Fabric' of the church, which had been driven forward by our predecessors Jonathan and Roger, has continued to gather momentum, although the necessary funds have been slower to arrive as fundraising has had to be curtailed. Work with the architect on the specification for roof repairs, fundraising, applications for grants and necessary church processes have all continued and we

hope to see the fruits of this labour later in 2021.

We have also continued other works, such as the repair of the gatepost lanterns, which is currently being undertaken, and completed improvements to the path lighting as well as several other maintenance projects to try and keep our building looking attractive and cared for.

As new churchwardens, we have been supported and guided by our predecessors as well as by a whole range of other helpers who have supported and kept church life going (and indeed thriving!) in these 'unprecedented times' (there's that phrase again!).

Finally, the guidance and advice of Steve and Andrew, our clergy team, has been a great support as we have 'learnt the ropes'. We hope as 2021 progresses that we can see a return to more of our usual church activities and hopefully add some new aspects as well. We are sure that will give us plenty to keep busy with but if you have any ideas to improve any part of the life of our church family then please do let us know.

*David Mercer and Hilary Feathers*

## **CRAVEN AND WHARFEDALE DEANERY SYNOD REPORT**

### **Deanery Synod Representatives**

House of Clergy:       Revd Steve Proudlove

House of Laity:       Marilyn Banister

During 2020 it became apparent that our geographical allegiance to a Deanery became somewhat irrelevant. One meeting back in February 2020 was held in Cowling Church but after that we met on Zoom. Attendance dropped from 24 to 20 but the Bishop was at the February meeting so that might have boosted the numbers.

The Bishop encouraged us to consider, "What is God Calling us to do here? How are we being the body of Christ? Deanery is the engine where we hold each other to account for what we are doing and can we do it better together?" It was a stimulating evening and we heard more about what Bishop Toby does - he is on the Christian/Muslim forum, the Stronger Communities Partnership and has been involved in developing the Living in Love and Faith materials for courses taking place from 2021 concerning the church, identity, sexuality and relationships.

In May 2020, 100 Deanery members and other parishioners from across the Bradford Episcopal

Area met for the BEA Forum (BEAF) on Zoom. We were asked how everyone was coping with the lockdown and to consider what we were missing, what had been lost, and what we were excited by. We heard about prayer at home; school activities; virtual choirs and online communities.

At the following BEAF in June, more was heard about churches struggling with loss of income from lettings/giving; feelings of confusion and loss. It was likened to Exodus and the time in the wilderness - we have left and can't go back but we have not arrived. But there is hope - new leaders are coming forward, new ways of being church are being imagined. What is God doing that we can join in with? Who can we bring along?

In July, South Craven and Wharfedale Deanery took the plunge and organised a Zoom meeting. We considered what was lost, what we wanted to retain, what we had gained and wanted to keep. It was good to hear what other parishes were doing and that

occurred at the subsequent meeting in August as the situation re opening etc. was ever changing.

During this time Addingham managed to recruit a half time clergy person, Reverend Mark Cannon, and at Kildwick, Cononley and Bradley, much work was going into bringing those parishes together.

In October, Father Philip Gray at St Margaret's Ilkley and Area Dean announced he would be leaving at Christmas with a sabbatical until March.

The BEAF in November focused on how to create moments of wonder/ encounter and surprise in how we tell the Christmas story without carol services and nativity plays. The Rhythm of Life resources were also introduced to the Deanery.

The Deanery elections that were due to take place at the APCM's in March/April could be postponed to 31 October so terms of office were extended to the end of 2020.

Otley Christian Resources Hub has had to furlough staff members and now only Mandy is employed. With schools closed, Open the Book has not been able to run and it is hoped

that 2021 will allow for a resumption of the really valuable activities that the hub underpins.

### **Parish Share**

The Diocese requested £798,446 from the Deanery in 2020 and 80% of that was paid (£636,695). Last year, 88% was paid. Four parishes in the Deanery paid in full.

Across the whole Diocese, 74% of the share request was paid, down from 88% last year, leaving a shortfall on share of about £4m. Assistance from the national church has been received plus a large anonymous donation to the Diocese but a costs review is being undertaken.

### **Looking ahead**

The Deanery has a new Area Dean: Reverend Mike Coe from Ilkley All Saints and an Assistant Area Dean, Reverend Helen Collings from Sutton, Cowling and Lothersdale. I have been re-elected as Lay Chair for a term that runs to June 2023. We still have spare places on Deanery Synod for Menston, so please do consider it if you would like to get involved.

*Marilyn Banister*

## ELECTORAL ROLL

There are **104** names on the revised Electoral Roll.

The numbers can be broken down into the following groups :-

Females	78	Males	26
Residents	84	Non-residents	20
Individuals	64	Family units	26

If your name is not on the Roll, please ask for a form to complete and return to me.

*Elizabeth Leopold*

The average usual Sunday attendance during 2020 was 54\*.

*(\*This takes into account the closure of church and reduced services/attendee numbers due to Covid-19.)*







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Chartered Accountant  
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Parochial Church Council of St John the Divine, Menston with Woodhead					
STATEMENT OF FINANCIAL ACTIVITIES for the year ended 31st December 2020					
INCOMING RESOURCES		Unrestricted	Restricted	Total Funds	
		Funds	Funds	2020	2019
	Note				
Donations and legacies	2a	86,180	49,072	135,252	99,996
Income from charitable activities	2b	4,016	0	4,016	4,271
Other trading activities	2c	2,154	1,065	3,219	14,658
Income from investment	2d	80	90	170	301
Other incoming resources	2e	0	0	0	441
<b>TOTAL INCOMING RESOURCES</b>		<b>92,430</b>	<b>50,227</b>	<b>142,657</b>	<b>119,666</b>
RESOURCES EXPENDED					
Mission activities	3a	4,539	168	4,707	5,628
Ministry	3b	73,747	100	73,848	83,020
Maintenance	3c	9,736	3,246	12,982	9,696
Support	3d	8,980	0	8,980	10,086
Costs of generating funds	3e	64	253	317	5,501
<b>TOTAL RESOURCES EXPENDED</b>		<b>97,066</b>	<b>3,767</b>	<b>100,833</b>	<b>113,931</b>
NET INCOMING ( - OUTGOING) RESOURCES before Transfer					
		-4,636	46,460	41,824	5,735
<b>TRANSFERS BETWEEN FUNDS - in</b>		9,000	0	9,000	0
- out		-9,000	0	-9,000	0
<b>NET INCOMING / (OUTGOING) RESOURCES</b>		<b>-4,636</b>	<b>46,460</b>	<b>41,824</b>	<b>5,735</b>
<b>BALANCES BROUGHT FORWARD AT</b>		<b>33,509</b>	<b>35,369</b>	<b>68,878</b>	<b>63,142</b>
1st January 2020					
<b>BALANCES CARRIED FORWARD AT</b>		<b>28,873</b>	<b>81,829</b>	<b>110,702</b>	<b>68,877</b>
31st December 2020					

Parochial Church Council of St John the Divine, Menston with Woodhead					
BALANCE SHEET AS AT 31st December 2020					
	Note	Unrestricted Funds	Restricted Funds	Total funds	
				2020	2019
<b>FIXED ASSETS</b>					
Tangible fixed assets	5	0	2,295	2,295	4,590
		<b>0</b>	<b>2,295</b>	<b>2,295</b>	<b>4,590</b>
<b>CURRENT ASSETS</b>					
Debtors	6	4,143	1,997	6,140	4,483
Investments	7	13,600	26,550	40,150	39,980
Cash at bank & in hand	8	11,642	51,454	63,095	21,548
		<b>29,385</b>	<b>80,001</b>	<b>109,385</b>	<b>66,012</b>
<b>LIABILITIES FALLING DUE WITHIN ONE YEAR</b>					
	9	512	467	979	1,724
<b>NET CURRENT ASSETS</b>		<b>28,873</b>	<b>79,534</b>	<b>108,407</b>	<b>64,287</b>
<b>TOTAL NET ASSETS</b>		<b>28,873</b>	<b>81,829</b>	<b>110,702</b>	<b>68,877</b>
<b>FUNDS</b>					
	10				
Restricted		0	81,829	81,829	35,369
Unrestricted		28,873	0	28,873	33,508
		<b>28,873</b>	<b>81,829</b>	<b>110,702</b>	<b>68,877</b>

Approved by the Parochial Church Council on 25th January 2021  
and signed by:



Rev'd S Proudlove (Chairman)



Dr C Alexander (Treasurer)

The notes on the following pages form part of these financial statements

**Parochial Church Council of St John the Divine,  
Menston with Woodhead**

**ACCOUNTING POLICIES**

The financial statements have been prepared in accordance with the Church Accounting Regulations 2006 together with applicable accounting standards and the SORP 2015.

The financial statements have been prepared under the historical cost convention.

The financial statements include all transactions, assets and liabilities for which the PCC is responsible in law. They do not include the accounts of church groups that owe their main affiliation to another body, nor those that are informal gatherings of church members.

**FUNDS**

*Endowment funds* are funds, the capital of which must be maintained; only income arising from investment of the endowment may be used as either restricted or unrestricted funds depending upon the purpose for which the endowment was established.

*Restricted funds* represent donations or grants received for a specific object or invited by the PCC for a specific object. The funds may only be expended on the specific object for which they were given. Any balance remaining unspent at the end of each year must be carried forward as a balance on that fund. The PCC does not usually invest separately for each fund. Where there is no separate investment, interest is apportioned to individual funds on an average balance basis.

*Unrestricted funds* are general funds which can be used for PCC ordinary purposes. These may include monies designated by the PCC for a particular purpose.

**INCOMING RESOURCES**

Planned giving, collections and donations are recognized when received. Tax refunds are recognized when the incoming resource to

which they relate is received. Grants and legacies are accounted for when the PCC is legally entitled to the amounts due. Dividends are accounted for when receivable, and interest is accounted for as it accrues. All other income is recognized when it is receivable. All incoming resources are accounted for gross.

**FIXED ASSETS**

*Consecrated and beneficed property* is not included in the accounts in accordance with s.96(2)(a) of the Charities Act 1993.

*Moveable church furnishings* held by the vicar and churchwardens on special trust for the PCC and which require a faculty for disposal are inalienable property, listed in the church's inventory, which can be inspected (at any reasonable time). For anything acquired prior to 2000 there is insufficient cost information available and therefore such assets are not valued in the financial statements. There have been no acquisitions since 1 January 2000. All expenditure incurred in the year on consecrated or beneficed buildings, individual items under £1,500 or on the repair of moveable church furnishings acquired before 1 January 2000 is written off.

*Equipment* used within the church premises is depreciated on a straight line basis over 4 years. Individual items of equipment with a purchase price of £1,500 or less are written off when the asset is acquired.

**INVESTMENTS**

*Investments* are valued at market value at 31 December.

**CURRENT ASSETS**

Amounts owing to the PCC at 31 December in respect of fees, rents, tax refunds or other income are shown as debtors. Short term deposits are funds held on deposit in The CBF Church of England Funds with CCLA Investment Management Ltd.

<b>Parochial Church Council of St John the Divine, Menston with Woodhead</b>					
<b>Notes to the Financial statements for the year ending 31st December 2020</b>					
<b>INCOME</b>					
		<b>Unrestricted</b>	<b>Restricted</b>	<b>Total Funds</b>	
		<b>Funds</b>	<b>Funds</b>	<b>2020</b>	<b>2019</b>
<b>2a</b>	<b><i>Donations and legacies</i></b>				
	Regular giving: via bank	59,774	0	59,774	64,921
	via envelopes	8,100	0	8,100	10,147
	Income Tax recoverable on reg giving	14,480	0	14,480	16,112
	Irregular giving	927	1,970	2,897	1,123
	Collections (open plate) at all services	1,559	40	1,599	4,316
	Special collections	0	168	168	728
	Grants	0	0	0	0
	Appeals	0	38,878	38,878	54
	Legacies	1,000	0	1,000	1,500
	Income Tax recoverable on irreg giving	341	8,017	8,358	1,093
		<b>86,180</b>	<b>49,072</b>	<b>135,252</b>	<b>99,995</b>
<b>2b</b>	<b><i>Income from charitable activities</i></b>				
	Service fees	2,986	0	2,986	3,022
	Magazine sales	1,030	0	1,030	1,250
	Sale of books/leaflets	0	0	0	0
	Educational events	0	0	0	0
		<b>4,016</b>	<b>0</b>	<b>4,016</b>	<b>4,271</b>
<b>2c</b>	<b><i>Other trading activities</i></b>				
	Parish Room lettings	602	0	602	2,497
	Magazine advertising	969	0	969	747
	Office income	21	0	21	126
	Fund raising events	562	1,065	1,627	11,288
	Income Tax recoverable	0	0	0	0
		<b>2,154</b>	<b>1,065</b>	<b>3,219</b>	<b>14,658</b>
<b>2d</b>	<b><i>Income from Investments</i></b>				
	Interest	80	90	170	301
		<b>80</b>	<b>90</b>	<b>170</b>	<b>301</b>
<b>2e</b>	<b><i>Other income</i></b>				
	Other Income	0	0	0	441
	SMP reimbursement	0	0	0	0
		<b>0</b>	<b>0</b>	<b>0</b>	<b>441</b>
<b>TOTAL INCOME</b>		<b>92,430</b>	<b>50,227</b>	<b>142,657</b>	<b>119,666</b>

Parochial Church Council of St John the Divine, Menston with Woodhead					
Notes to the Financial statements for the year ended 31st December 2020					
EXPENDITURE		Unrestricted	Restricted	Total Funds	
		Funds	Funds	2020	2019
<b>3a</b>	<i>Mission activities</i>				
	Overseas - missionary societies	3,177	0	3,177	2,838
	Overseas - relief and development agencies	908	0	908	1,298
	Home missions and other relief organisations	454	168	622	1,492
		<b>4,539</b>	<b>168</b>	<b>4,707</b>	<b>5,628</b>
<b>3b</b>	<i>Ministry</i>				
	Diocesan parish share	72,682	0	72,682	79,786
	Arrears of parish share paid off	0	0	0	1,040
	Clergy costs	641	0	641	442
	Service expenses	232	100	332	1,244
	Fees	96	0	96	396
	Magazine costs	96	0	96	112
		<b>73,747</b>	<b>100</b>	<b>73,848</b>	<b>83,020</b>
<b>3c</b>	<i>Maintenance</i>				
	Church	2,487	722	3,208	697
	Equipment depreciation	0	2,295	2,295	2,295
	Utilities	2,629	0	2,629	3,161
	Insurance	2,167	0	2,167	2,114
	Upkeep of churchyard	2,103	230	2,332	516
	Parish Room maintenance	350	0	350	914
		<b>9,736</b>	<b>3,246</b>	<b>12,982</b>	<b>9,696</b>
<b>3d</b>	<i>Support</i>				
	Employment costs	7,094		7,094	7,119
	Subscriptions and licences	905		905	1,278
	Office running costs	790		790	1,332
	Office equipment	190		190	0
	Bank charges	0		0	0
	Other expenses	0		0	356
		<b>8,980</b>	<b>0</b>	<b>8,980</b>	<b>10,086</b>
<b>3e</b>	<i>Costs of generating funds</i>				
	Fundraising costs	64	253	317	5,501
<b>TOTAL EXPENDITURE</b>		<b>97,066</b>	<b>3,767</b>	<b>100,833</b>	<b>113,931</b>

# **Parochial Church Council of St John the Divine, Menston with Woodhead** **Notes to the Financial statements for the year ended 31st December 2020**

## **Expenditure cont'd**

						<b>Total Funds</b>	
						<b>2020</b>	<b>2019</b>
<b>4</b>	<i>Staff Costs</i>						
	Administrator's salary					7,070	7,020
	Pension contributions					0	0
	PAYE					24	99
	Organists fees					96	396
						<b>7,190</b>	<b>7,515</b>

During the year the PCC employed a part-time organist and an administrator, neither of whom earned more than £50,000 pa.  
 No payments were made to trustees.

## **5 FIXED ASSETS FOR USE BY THE PCC**

						<b>Total Funds</b>	
						<b>2020</b>	<b>2019</b>
	<b>COST</b>						
	Audiovisual equipment purchased 2017					9,180	
						<b>9,180</b>	
	<b>DEPRECIATION</b>						
	at 31st December 2019					4,590	2,295
	Charge for the year (25% purchase price)					2,295	2,295
	at 31st December 2020					<b>6,885</b>	<b>4,590</b>
	<b>NET BOOK VALUE</b>						
	at 31st December 2020					<b>2,295</b>	<b>4,590</b>

**Parochial Church Council of St John the Divine, Menston with Woodhead**  
**Notes to the Financial statements for the year ended 31st December 2020**

<b>6 DEBTORS</b>	<b>Unrestricted</b>	<b>Restricted</b>	<b>2020</b>	<b>2019</b>
Income Tax recoverable	3,791	1,997	5,788	4,035
Menston Scouts	0	0	0	0
Prepayments	352	0	352	448
	<b>4,143</b>	<b>1,997</b>	<b>6,140</b>	<b>4,483</b>
<b>7 SHORT TERM DEPOSITS</b>	<b>Unrestricted</b>	<b>Restricted</b>	<b>2020</b>	<b>2019</b>
<b>held in CBF Church of England Funds</b>				
Choir	0	68	68	68
Churchyard	304	808	1,112	1,108
Donations		171	171	170
Fabric		19,894	19,894	19,810
General Purposes	13,295	5,609	18,904	18,824
	<b>13,600</b>	<b>26,550</b>	<b>40,150</b>	<b>39,980</b>
<b>8 CASH AT BANK AND IN HAND</b>	<b>Unrestricted</b>	<b>Restricted</b>	<b>2020</b>	<b>2019</b>
HSBC Main Account	9,814	50,717	60,531	19,990
HSBC Magazine Account	2,354		2,354	1,348
Catering Cashbook	-537	737	200	200
Office Cashbook	11		11	11
	<b>11,642</b>	<b>51,454</b>	<b>63,095</b>	<b>21,548</b>
<b>9 LIABILITIES</b>	<b>Unrestricted</b>	<b>Restricted</b>	<b>2020</b>	<b>2019</b>
<b>amounts falling due within one year</b>				
Funds held for Housebound Party		467	467	1,138
Accruals	512		512	586
Other creditors			0	0
	<b>512</b>	<b>467</b>	<b>979</b>	<b>1,724</b>



Parochial Church Council of St John the Divine, Menston with Woodhead							
Notes to the Financial statements for year ended 31st December 2020							
<b>10a FUND MOVEMENT SUMMARY</b>							
	Incoming	Outgoing	Transfers	Gains/	Total Funds		
	Resources	Resources		Losses	2020	2019	
Fabric Fund	47,941	3,913	1,000	0	79,471	34,443	
Choir Fund	0	0	0	0	3	3	
Churchyard Fund	2,442	230	0	0	2,122	-91	
Altar Flower Fund	315	234	0	0	1,015	934	
Donations Fund	1	0	0	0	171	170	
Special collections	168	168	0	0	0	0	
Mission Fund	0	0	0	0	-1	-1	
Churchyard Planting Fund	0	0	0	0	6	6	
General Fund	91,790	96,289	-1,000	0	27,913	33,412	
	<b>142,657</b>	<b>100,833</b>	<b>0</b>	<b>0</b>	<b>110,701</b>	<b>68,877</b>	
<b>10b Fabric Fund</b>							
	Incoming	Outgoing	Transfers	Gains/	Total Funds		
	Resources	Resources		Losses	2020	2019	
Deposit acc. Interest	84	0	0	0			
Legacies	0	0	0	0			
Church Roof appeal	47,857	253	0	0			
Building maintenance	0	1,365	0	0			
Transfers	0	0	1,000				
Audiovisual system depreciation	0	2,295	0	0			
	<b>47,941</b>	<b>3,913</b>	<b>1,000</b>	<b>0</b>	<b>79,471</b>	<b>34,443</b>	
<b>11 Contingent liabilities</b>							
	General fund				2020	2019	
Brought forward at 1st January					28,774	29,814	
Repayment of arrears in Diocesan share during 2020			0		0	1,040	
Carried forward at 31st December					<b>28,774</b>	<b>28,774</b>	
The diocese has stated it will not pursue payment but, should the parish find it has the resources, the diocese expects the parish to pay.							

**MENSTON PCC - General Fund - BUDGET 2021**

<b>Budget 2021</b>		<b>Budget 2020</b>	<b>Actual 2020</b>
	<b>INCOME</b>		
60,000	Planned Giving - via bank	60,000	59,774
9,000	Planned Giving - via envelopes	10,000	8,100
15,000	Gift Aid Tax reclaimable	16,000	14,821
3,000	Cash Collections	4,000	1,559
3,000	Fees	3,000	2,986
0	Legacies	0	1,000
100	Office Income	200	21
1,500	Parish Room letting	2,500	602
50	Interest	300	80
2,000	Magazine	2,000	1,999
1,500	Irregular Income	2,000	927
0	Fund Raising	0	562
0	Special collections	750	0
<b>95,150</b>	<b>Total Income</b>	<b>100,750</b>	<b>92,431</b>
	<b>EXPENDITURE</b>		
72,682	Diocesan Share	72,682	72,682
500	Clergy Expenses	500	641
2,500	Church maintenance	3,000	2,487
1,000	Service expenses	1,250	232
3,000	Utilities	3,200	2,629
2,200	Church Insurance	2,200	2,166
100	Parish Magazine	150	96
600	Parish Room	1,000	350
300	Churchyard	500	2,103
300	Organists	400	96
0	Vergers	0	0
1,000	Fundraising expenses	0	64
400	Office - printing/stationery	600	190
400	- telecoms	500	387
8,580	- administrators salaries + SMP	7,200	7,094
300	- equipment replace/repair	300	190
1,000	- subs/licences/computer support	1,300	905
200	-office sundry expenses	200	216
0	Sundries		
5,000	General Fund donations	5,000	4,085
0	Special collections	750	0
<b>100,062</b>	<b>Total Expenditure</b>	<b>100,732</b>	<b>96,613</b>
<b>-4,912</b>	<b>Surplus( -Deficit)</b>	<b>18</b>	<b>-4,182</b>

Modified by PCC 15/2/21 All fundraising to Roof Appeal(Fabric Fund)

## Extracts from the Financial Statements 31/12/2020

Charitable Donations			Income generation/costs			
	2020	2019	fundraising 'activities' for Roof Appeal			
Mission Giving				Inc	Exp	Net
USPG	2,723		Bridge Drive	75		75
Christian Aid	454		Quiz Supper	990	253	737
Tiyanjane Clinic	908		Wedding Flowers	295	134	161
A Rocha	454		Kneelers & masks	1,300		1,300
Share arrears	0		Chutneys etc	338		338
	4,539	5,406	Everyclick	90		90
% of unrestricted income	5.00%	5.00%	Echoes of War sales	345		345
			Church card sales	32		32
			"in memory of" donations	1,022		1,022
Coffee Money (restricted funds)			others	395		395
Church Urban Fund	117		Total		387	4,495
No coffee April - Dec						
			Parish Room	Inc	Exp	Net
	117	532	Lettings	602		
			Utilities		436	
			Cleaning		293	
Special collections (restricted funds)			Maintenance		57	
Bradford Nightstop	277			602	786	-184
			Church Roof Appeal to 31/12/20			
	277	1,886	Donations from congregation	32,563		
			Donations from community	3,149		
Total	4,933	7,824	Fundraising activities		4,495	
			Gift Aid claimed		7,504	
Utilities	2020	2019		47,711		
	kWh	kWh				
Use Gas	34,075	53,401	Magazine	Inc	Exp	Net
Electricity	4,675	5,195	Sales	1,030		
Change in gas usage	-36%		Adverts	969		
Change in electric usage	-10%		Production/distrib costs		257	
Change in utilities costs	-17.0%			1,999	257	1,742

**Parochial Church Council of St John the Divine  
Menston with Woodhead**

**FINANCIAL REVIEW - January 2021**

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**Performance against 2020 budget  
(General Fund)**

The church finances were adversely affected by the Covid pandemic, but the effect was mitigated by our solid core of regular monthly giving which was sustained despite the closure of the church for a large part of the year. Closure of the Parish Room did, however, result in a significant loss in letting income, and fundraising events were curtailed for 10 months. Overall, income was reduced by 16%. One legacy of £1,000 was received.

Expenditure was somewhat reduced due to decreased activity in church life, though maintaining the post of administrator and basic utilities despite 'lockdown' meant that general expenditure was only reduced by 5%. However, the PCC decided that, given the reduced income for the diocese and charities as a result of Covid, we should pay the diocesan share in full and maintain our mission giving at 5% of unrestricted income, despite this resulting in a deficit in the general fund of £4,636 to be funded from reserves.

**Fabric Fund**

There has been a huge response to the financial appeal to enable replacement of the church roof. The fabric fund has been boosted by £47,711 due to generous donations by both church members and the community, and diversion of all fundraising activities to the fabric fund, resulting in an end of year balance of £79,000. Applications for grants to cover the remainder of the anticipated cost are currently being put together, so the work will hopefully be started later this year.

**Reserves Policy**

It is the policy of this church to keep 3 months running costs (£27,500) in the general fund to cover unforeseen emergencies. Despite the deficit of £4,636 in 2020, the general fund reserve at 31/12/2020 is £27,900.

This policy will be reviewed in twelve months.

## **Budget 2021**

Uncertainty surrounds the degree to which 'normal' activities will be possible this year. The budget figures assume limited activity similar to 2020, but if the regulations are relaxed allowing use of the Parish Room and social activities to resume, any income generated and fundraising should cover the additional expense incurred. I have, therefore, been able to present a balanced budget.

The Diocesan Share request for 2021 is to remain at £72,682.

Mission Giving will be set at 5% of unrestricted income as agreed by the PCC.

Special collections will continue to be held for other charities and will be passed on in full.

*C M Alexander (Treasurer)*

Addendum February 15 2021 -  
The PCC decided that fundraising activities should be directed towards the Roof Appeal (Fabric Fund). This will result in a deficit in the budget for the general fund of £4,912 to be refunded from the reserve.



**Independent Examiner's Report to the trustees of Parish Church Council of**  
**St John the Divine, Menston with Woodhead Charity no 1129823**  
**on accounts for the year ended 31st December 2020**

**Respective responsibilities of trustees and examiner**

The charity's trustees are responsible for the preparation of the accounts. The charity's trustees consider that an audit is not required for this year under section 144 of the Charities Act 2011 (the Charities Act) and that an independent examination is needed.

It is my responsibility to:

- examine the accounts under section 145 of the Charities Act,
- to follow the procedures laid down in the general Directions given by the Charity Commission (under section 145(5)(b) of the Charities Act, and
- to state whether particular matters have come to my attention.

**Basis of independent examiner's statement**

My examination was carried out in accordance with 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 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 out in the statement below.

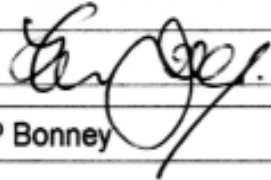
**Independent examiner's statement**

In connection with my examination, no matter has come to my attention (other than that disclosed below \*)

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 Charities Act; and
  - to prepare accounts which accord with the accounting records and comply with the accounting requirements of the Charities Act 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.

*\* Please delete the words in the brackets if they do not apply.*

**Signed:**



**Date:**

26 02 21

**Name:**

K P Bonney

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

Chartered Accountant

**Address:**

35 Moorland Crescent

The Homestead

Menston, Ilkley LS29 6PB