

**ST GILES' CHURCH - BRAMHOPE**

**ANNUAL REPORT AND FINANCIAL STATEMENTS OF**

**THE PAROCHIAL CHURCH COUNCIL**

**FOR THE YEAR ENDED 31 DECEMBER 2018**

**CHARITY NUMBER 1129657**

## **VICAR**

Revd Janice Smith until 31<sup>st</sup> January 2018

Interregnum from 1<sup>st</sup> February 2018

Revd Tom Lusty licensed on 30<sup>th</sup> January 2019

## **BANKERS**

HSBC Bank Plc, 88 Town Street, Horsforth, Leeds, LS18  
4AR

## **INDEPENDENT EXAMINER**

Mrs. Joyce Liddle

2 The Rowans, Leeds, LS16 9DZ

# **Annual Report And Financial Accounts For The Year Ended 31 December 2018**

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# St. Giles' Parochial Church Council, Bramhope

## Secretary's Annual Report for the year ending 31<sup>st</sup> December 2018

### Vision Statement

The vision of St Giles' is to be a church that worships, welcomes and shares God with all our community and beyond.

### Mission Statement

- St Giles' exists in order to:
- Worship God - Father, Son and Holy Spirit
- Proclaim the gospel of Jesus Christ
- Look for God's kingdom in the world
- Nurture the family of the church
- Action
- Work for peace and justice

### Background

St. Giles' PCC is responsible for promoting the work in the Parish of the whole mission of the Church: pastoral, evangelical, social and ecumenical. The PCC is also responsible for the maintenance of the church, church grounds and the adjoining church hall.

### Members

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

Incumbent	Revd Janice Smith until 31 <sup>st</sup> January/Interregnum		
Churchwardens	Mrs Joanne Dawdry Mrs June Pickles	Ex-Officio Ex-Officio	Acting-chair
Reader	Mr Jonathan Slater	Ex Officio	
Treasurer	Mr Bernard Williams	Co-opted	
Representatives of The Deanery Synod	Mrs Joy Smith	Retires 2020	
Elected lay members of the PCC			
Dr John Grahame	Retires 2019		
Mrs Dorothy Powney	Retires 2019		
Mr Jim Richardson	Retires 2019		
Mrs Catherine Shields	Retires 2019		
Mrs Sheila Williams	Retires 2019		
Dr Sue Ball	Retires 2020		
Mrs Jude Jones	Retires 2020		
Ms Krystyna Novak	Retires 2020		
Mrs Lesley Reeves	Retires 2020		
Mrs Eddie Whitehead	Retires 2021		
Mrs Jean Bradshaw	Retires 2021		
Mr Nick Pinches	Retires 2021		

Mrs Miranda Reynard	Retires 2021
Mrs Joy Smith	Retires 2021
Mr Alan Tomkins	Retires 2021

The Deputy Wardens are Mrs Hazel Lee, Mr Stephen Giles, Mrs Jean Weatherill and Mrs Jean Bradshaw.

## Committees

The committees and working party groups currently in operation at St. Giles' are listed below along with their responsibilities. All of them meet regularly and report to the PCC either verbally at the meetings or by presentation of any minutes.

**Standing Committee.** Transacts the business of the PCC between its meetings subject to any directions given by the Council.

**Finance.** Oversees the financial affairs of the church by monitoring income and expenditure.

**Hall Management.** Sees to the effective management of all aspects of the hall's usage.

**Communications Team.** Organises the distribution of information throughout the parish and beyond using notice boards, church magazine, leaflets, Facebook and the website. Also uses audio-visual equipment within church.

**Grounds.** Manages the church grounds, keeping them in good order. The decision-making responsibility for the grounds lies with the PCC.

**Risk Management.** Is responsible for establishing and documenting risk assessment procedures. It is also responsible for the annual review of the risks in the church and the church hall.

**Ministry Leadership Team (MLT).** Is responsible for the various aspects of the worship and services at St. Giles' Church.

**Safeguarding Children and Safe Church.** Is responsible for the policies, processes and practices, which aim to safeguard effectively all who attend St Giles'.

**Fabric Committee.** Is responsible for the maintenance of the church building and the church hall.

**Leading Your Church Into Growth (LYCIG).** Discusses and acts upon ideas and concepts to develop a 'Growing Church'. A growing church is growing spiritually, growing in the community, growing numerically and growing wider through prayer, presence, proclamation and persuasion.

**Social Committee.** Organises social activities throughout the year for enjoyment, to promote LYCIG and to fund raise for charities and projects within church.

**GDPR Group** (General Data Protection Regulation) A new group set up to manage the GDPR within St Giles'.

## Introduction

Revd Janice Smith retired on the 31<sup>st</sup> January 2018 and her last service was 28<sup>th</sup> January 2018. Since then, St Giles' Church has been in an interregnum. The day-to-day running of the church has been managed by the present churchwardens Mrs Joanne Dawdry and Mrs June Pickles.

The PCC met six times during 2018 for pre-scheduled meetings with an average attendance of 14/15.

There was an informal meeting of the PCC with Bishop Paul Slater and the Archdeacon Paul Ayers, two Section 11 meetings and one Section 12 meeting during the interregnum.

The electoral roll was updated by Mrs Jean Weatherill and reported on at the APCM.

St Giles' has complied with the duty under Section 5 of the Safeguarding and Clergy Discipline Measure of 2016.

## Church Services

During the interregnum, church services have been covered by our own team and visiting clergy; including Bishop Paul Slater, the Archdeacon, Paul Ayers, and the Area Dean, Joanna Seabourne. We are thankful to the late Revd David Kirby, our Reader Jonathan Slater, and to Revd Lynne Grey for all their help covering services.

There are services at 9:30am and 6:30pm every Sunday, 10:30am every Thursday and services at 8:15am on the 1<sup>st</sup>, 3<sup>rd</sup> and 5<sup>th</sup> Sundays of the month. There are special services throughout the year including In Loving Memory, Education Sunday and the Toy Service.

All the Easter services, Christmas services were well supported again this year as was the Harvest Service, which was followed by a Harvest lunch.

Reader Jonathan Slater visits Ashcroft House Residential Care Home regularly and Holy Communion is given to those residents who request it. There is a monthly service usually led by Jonathan and the choir supports the Christmas Service.

Healing Ministry continues at some Sunday morning and evening services.

We are thankful to the choir, musicians, band and singers who support the services and we were saddened by the death of our organist John Smith. Bob Baker and other visiting organists have helped to support services and choir rehearsals.

### **Leading Your Church Into Growth (LYCIG)**

The Lent course was based on the BBC series The Passion and was very successful once again.

A new initiative started in October called Meet and Eat. The group meets on the first Wednesday of the month during the winter months for food and company and is proving to be very popular. Similarly, Open House offers tea, cake and a chat on the 3<sup>rd</sup> Wednesday every month.

### **Church Events**

There were many church events throughout the year for people to come together as a church and village community and to raise money for church funds and the Boiler Appeal. These included musical events with the Sultans of Swing; food events with pop up breakfasts and afternoon tea and Prosecco. The Men's Supper Club held its annual book sale and donated proceeds to St Giles'. St Giles' was also the beneficiary of the ticket sales from the Parish Council's Chorus Choir event, which was part of the Summer Festival.

### **Young People**

During the 4<sup>th</sup> Sunday service, children have the opportunity to go into the hall to do activities based on a resource called 'Living Stones'. The group is called JAM4 (Jesus And Me on the 4<sup>th</sup> Sunday).

CATS (Carers And ToddlerS) continues its success, weekly in the church hall during term time, and has now re-introduced Toddler Praise as CATS Toddler Praise, which has also been very successful. Both groups introduce new people to the church. CATS has contributed financially to St Giles' and to the Boiler Appeal.

Messy Church has taken place on a monthly basis over the spring/summer. It incorporates crafts, play, prayer and praise along with food and refreshments for all ages.

Education Sunday was celebrated in the new school year with the 'Blessing of the Backpacks' and members of Bramhope Primary School joined the service. KS2 pupils from the school visited St Giles' in December as part of its Christmas celebrations and the service was very much enjoyed by the children, parents and staff. Open the Book services take part in school assemblies on a monthly basis, led by the Methodist Church with an input from St Giles'.

Kidzclub continues on Tuesdays after school at Bramhope Primary School.

The craft mornings on Good Friday and at Christmas have been successful once again along with crafts on Mothering Sunday and Father's Day.

The Mothers' Union has continued to run the baptism scheme in which all children baptised at St Giles' receive a card on the first anniversary of their baptism. Children also receive a birthday card from St Giles', which is sent by Jill Perkin, something she has done for the past 40 years.

The Brownie and Guide groups meet weekly in the church hall.

## **Community Links**

Both St Giles' and the Methodist Church enjoyed joint services in 2018 including Christian Unity Sunday and Remembrance Sunday.

St Giles' and CATS took part in the Bramhope Show in September.

The church hall is the venue for many groups and events including Circle Dancing, Men's Supper Club, Women's Fellowship, Women's Institute, parties and fitness classes.

## **Maintenance**

The church, church grounds and the hall continue to be well maintained with the fantastic efforts of the Fabric Committee and the Grounds Committee. All significant work identified at the Quinquennial Inspection in October 2015 has been carried out with the exception of the painting of the church and hall rainwater goods, facias & soffits, church external doors and railings etc. After a successful Boiler Appeal, a new kitchen boiler and gas supply was fitted in July/August.

## **Charities**

St Giles' biggest donation to charity is via the Parish Share of £85,610, which pays for clergy in deprived areas where church income is significantly lower. It pays to maintain a Christian presence in areas that would otherwise be without clergy. It was paid in full for 2018.

St. Giles' continues to promote and support the work of Christian Aid by continuing the village collection, which raised £3,102 in 2018. This is supplemented by money raised from the collection of old mobile phones and ink cartridges.

Fund raising events are organised by some members of St Giles' to support The Children's Society. St Giles' holds two Christingle services on Christmas Eve and the collection is given to the Children's Society.

The produce collected at the Harvest Festival was donated to Caring for Life this year.

The Toy Service in December was well supported again this year and the toys were donated to Leeds Social Services. The children of Bramhope Primary School donated toys when they visited in December and these were given to St George's Crypt.

As well as supporting various charities, St Giles' is also the recipient of donations from the Bramhope Trust.

## **Summary**

As a parish, we would like to thank Janice for her many years of dedicated and faithful service and for moving St Giles' Church forward in its ministry. We wish her a very happy retirement.

St. Giles' has been managed well throughout the interregnum due to the hard work of the PCC and the congregation but especially the Churchwardens, Joanne and June, who have worked tirelessly to keep church life running smoothly.

A new vicar, Revd Tom Lusty, is due to be licensed as incumbent for St Giles' on 30th January 2019. We hope that he and his family will be very happy here in Bramhope.

## **Financial Review**

Church income has declined significantly during 2018. This may have been due in part to the interregnum, which appears to have had an adverse impact on church giving. Planned giving declined by almost 10% and collections by 18%. Hopefully, this decline will be halted during 2019 with the appointment of our new vicar. On a more positive note, the appeal for funding for a new church boiler was well supported. Thanks are due once again to church members for their generosity.

The main item of expenditure every year is payment of our Parish Share. This was set at 80% of our unrestricted income and amounted to £85,610 for 2018 and was paid in full. The Parish Share due in 2018 will be £84,506. We ended the year with a deficit of £11,345, which was met from reserves. Our reserves currently held in the deposit account amount to £67,023. This contains £41,978 held in the Witham Trust whose use is limited to the funding of major works to the fabric of the church. This leaves a balance of £25,045, which represents less than 3 months expenditure. Unless there is a significant improvement in income during 2019, it should be noted that our ability to continue to pay our parish share in full might prove to be a significant challenge.



## **Independent examiner's report to St Giles Bramhope PCC**

I report to the PCC on my examination of the accounts of St Giles Bramhope for the year ended 31 December 2018.

### **Responsibilities and basis of report**

As the charity trustees of St Giles Bramhope 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 accounts carried out under section 145 of the 2011 Act and in carrying out my examination I have followed all 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 in connection with the examination giving me cause to believe that in any material respect:

1. Accounting records were not kept in respect of St Giles Bramhope as required by section 130 of the Act ; or
2. The accounts do not accord with those records .

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



Joyce R Liddle

FCA , CTA

2 The Rowans

Bramhope

Leeds

LS16 9DZ

1 February 2019

## Introduction

The Financial Statements have been prepared on a Receipts and Payments basis and comply with the Statement of Recommended Practice of the Charities Act 2011. Account headings are based upon the Church of England Annual Return of Parish Finance Report.

The financial statements were approved by the PCC at their meeting held on Monday 18th March 2019 and are forwarded by them for adoption by the APCM.

## Receipts and Payments Account

	Unrestricted funds	Designated funds	Restricted funds	Endowment funds	Total funds	Prior year total funds
<b>Receipts</b>						
Planned giving	42,403	—	—	—	42,403	46,847
Collections and other giving	8,616	—	122	—	8,738	10,644
Other voluntary receipts	510	10	9,328	—	9,848	5,279
Gift Aid recovered	15,170	—	—	—	15,170	21,230
Other receipts	103	—	180	—	283	960
Activities for generating funds	14,085	—	2,042	—	16,128	16,180
Investment Income	403	—	—	—	403	356
Receipts from church activities	5,040	—	1,554	—	6,595	6,831
<b>Total receipts</b>	<b>86,333</b>	<b>10</b>	<b>13,229</b>	<b>—</b>	<b>99,572</b>	<b>108,331</b>
<b>Payments</b>						
Cost of generating funds	1,740	—	—	—	1,740	2,383
Missionary and Charitable Giving	—	—	—	—	—	356
Parish Share	85,176	—	433	—	85,610	86,176
Clergy and Staffing costs	2,042	—	75	—	2,117	2,337
Church Running Expenses	10,697	68	2,632	—	13,398	13,325
Hall Running Costs	3,177	—	543	—	3,721	3,668
Church Repairs & Maintenance	—	—	—	—	—	—
Hall Repairs & Maintenance	—	—	4,329	—	4,329	—
New Building work	—	—	—	—	—	—
Governance Costs	—	—	—	—	—	—
<b>Total payments</b>	<b>102,834</b>	<b>68</b>	<b>8,014</b>	<b>—</b>	<b>110,917</b>	<b>108,246</b>
<b>Excess of receipts over payments before transfer</b>	<b>(16,501)</b>	<b>(58)</b>	<b>5,214</b>	<b>—</b>	<b>(11,345)</b>	<b>84</b>
<b>Transfers</b>						
Gross transfers between funds - in	—	—	—	—	—	—
Gross transfers between funds - out	—	—	—	—	—	—
<b>Excess of receipts over payments before other gains / losses</b>	<b>(16,501)</b>	<b>(58)</b>	<b>5,214</b>	<b>—</b>	<b>(11,345)</b>	<b>84</b>
<b>Net movement in funds</b>	<b>(16,501)</b>	<b>(58)</b>	<b>5,214</b>	<b>—</b>	<b>(11,345)</b>	<b>84</b>
<b>Bank accounts at 01 January 2018</b>	<b>41,137</b>	<b>43,329</b>	<b>2,102</b>	<b>—</b>	<b>86,570</b>	<b>86,486</b>
<b>Bank accounts at 31 December 2018</b>	<b>24,636</b>	<b>43,271</b>	<b>7,317</b>	<b>—</b>	<b>75,225</b>	<b>86,570</b>
<b>Represented by</b>						
<b>Unrestricted</b>						
General fund	24,636	—	—	—	24,636	41,137
<b>Designated</b>						
Asbestos	—	—	—	—	—	—
Flower	—	1,292	—	—	1,292	1,351
Kitchen	—	—	—	—	—	—
Witham	—	41,978	—	—	41,978	41,978
<b>Restricted</b>						
Children	—	—	244	—	244	530
Church Hall Boiler Appeal	—	—	—	—	—	—
Elderly Services	—	—	1,026	—	1,026	—
Fabric	—	—	6,047	—	6,047	1,572
Lighting	—	—	—	—	—	—
Rydal Hall	—	—	—	—	—	—

## Statement of assets and liabilities

	General	Designated	Restricted	Endowment	This year	Last year
<b>Current assets - Current assets</b>						
Bank current account	(491)	1,292	7,317	—	8,118	14,692
Bank deposit account	25,044	41,978	—	—	67,023	71,619
CCLA (CBF) deposit account	—	—	—	—	—	—
Cash in hand	84	—	—	—	84	258
Accounts Receivable	—	—	—	—	—	—
<b>Totals</b>	<b>24,636</b>	<b>43,271</b>	<b>7,317</b>	<b>—</b>	<b>75,225</b>	<b>86,570</b>
<b>Liabilities - Liabilities</b>						
Agency collections	—	—	—	—	—	—
Accounts Payable	—	—	—	—	—	—
<b>Totals</b>	<b>—</b>	<b>—</b>	<b>—</b>	<b>—</b>	<b>—</b>	<b>—</b>
<b>Grand total</b>	<b>24,636</b>	<b>43,271</b>	<b>7,317</b>	<b>—</b>	<b>75,225</b>	<b>86,570</b>

## Fund movement by type

	Opening	Incoming	Outgoing	Transfers	Gains/losses	Closing
<b>Asbestos - Asbestos</b>						
Designated	—	—	—	—	—	—
<b>Sub-total for Asbestos</b>	<b>—</b>	<b>—</b>	<b>—</b>	<b>—</b>	<b>—</b>	<b>—</b>
<b>Boiler - Church Hall Boiler A</b>						
Restricted	—	4,838	4,838	—	—	—
<b>Sub-total for Boiler</b>	<b>—</b>	<b>4,838</b>	<b>4,838</b>	<b>—</b>	<b>—</b>	<b>—</b>
<b>Children - Children</b>						
Restricted	530	515	802	—	—	244
<b>Sub-total for Children</b>	<b>530</b>	<b>515</b>	<b>802</b>	<b>—</b>	<b>—</b>	<b>244</b>
<b>Elderly - Elderly Services</b>						
Restricted	—	1,026	—	—	—	1,026
<b>Sub-total for Elderly</b>	<b>—</b>	<b>1,026</b>	<b>—</b>	<b>—</b>	<b>—</b>	<b>1,026</b>
<b>Fabric - Fabric</b>						
Restricted	1,572	6,848	2,373	—	—	6,047
<b>Sub-total for Fabric</b>	<b>1,572</b>	<b>6,848</b>	<b>2,373</b>	<b>—</b>	<b>—</b>	<b>6,047</b>
<b>Flower - Flower</b>						
Designated	1,351	10	68	—	—	1,292
<b>Sub-total for Flower</b>	<b>1,351</b>	<b>10</b>	<b>68</b>	<b>—</b>	<b>—</b>	<b>1,292</b>
<b>Kit - Kitchen</b>						
Designated	—	—	—	—	—	—
<b>Sub-total for Kit</b>	<b>—</b>	<b>—</b>	<b>—</b>	<b>—</b>	<b>—</b>	<b>—</b>
<b>Ltg - Lighting</b>						
Restricted	—	—	—	—	—	—
<b>Sub-total for Ltg</b>	<b>—</b>	<b>—</b>	<b>—</b>	<b>—</b>	<b>—</b>	<b>—</b>
<b>Property - Witham</b>						
Designated	41,978	—	—	—	—	41,978
<b>Sub-total for Property</b>	<b>41,978</b>	<b>—</b>	<b>—</b>	<b>—</b>	<b>—</b>	<b>41,978</b>
<b>Rydal - Rydal Hall</b>						
Restricted	—	—	—	—	—	—
<b>Sub-total for Rydal</b>	<b>—</b>	<b>—</b>	<b>—</b>	<b>—</b>	<b>—</b>	<b>—</b>
<b>General - General fund</b>						
Unrestricted	41,137	86,333	102,834	—	—	24,636
<b>Sub-total for General</b>	<b>41,137</b>	<b>86,333</b>	<b>102,834</b>	<b>—</b>	<b>—</b>	<b>24,636</b>
<b>Grand total</b>	<b>86,570</b>	<b>99,572</b>	<b>110,917</b>	<b>—</b>	<b>—</b>	<b>75,225</b>

