

**PAROCHIAL CHURCH COUNCIL OF ST. MARY'S WHITKIRK**  
**(Registered Charity No. 1130280)**

**ANNUAL REPORT**  
**AND**  
**FINANCIAL STATEMENTS**

**FOR THE YEAR ENDED 31 DECEMBER 2019**

**Incumbent:** The Reverend Matthew Peat

**Address:** Whitkirk Vicarage  
386 Selby Road  
Whitkirk  
Leeds  
LS15 0AA

**Bank:** Yorkshire Bank Plc  
Crossgates Branch  
10 Austhorpe Road  
Leeds  
LS15 8DL

**Investment Managers:** CCLA Investment Management Ltd  
The CBF Church of England Funds  
80 Cheapside  
London  
EC2V 6DZ

**Independent Examiner:** White Rose Accounting for Charities  
The Ghyll  
Threapland  
Aspatria  
CA7 2EL

## **Aims and Purposes**

St Mary's Church Parochial Church Council (PCC) has the responsibility of co-operating with the incumbent in promoting in the ecclesiastical parish the whole mission of the Church, pastoral, evangelistic, social and ecumenical.

As part of the Church of England, the Parish Church of St Mary's, Whitkirk aims to be a Christian presence in the community by proclaiming the good news of God's kingdom through;

- Prayer and worship
- Trusting in God: Father, Son and Holy Spirit
- Teaching, baptizing and nurturing in faith
- Fellowship and acts of loving service
- Stewardship and concern for justice

The PCC is also responsible for the maintenance of the fabric of the Grade I listed church building and the Community Centre.

## **Objectives and Activities**

As a registered charity the PCC have taken note of the Charity Commission's guidance on public benefit, particularly the specific guidance in respect of the advancement of religion.

The PCC is committed to enabling as many people as possible to worship at the Church, and to become part of the life of the wider community. The PCC maintains an overview of worship within the parish and considers how the services meet the spiritual requirements of the differing groups in the area.

Our Vision Statement is;

*'Where all find a welcome and are nurtured in their journey with Christ'*

## **Regular Worship and Attendance Information**

Each Sunday there is a Said Eucharist at 8.30am and a Sung Eucharist at 10.00am.

Once a month, Choral Evensong is held at 6.00pm.

There is a Said Eucharist each Wednesday and Friday morning.

Compline by Candlelight is held on the 1<sup>st</sup> Tuesday of each month at 8.30pm

Apart from Mondays and Friday evenings the church is open for the daily offices of Morning & Evening prayer.

The sacrament of Holy Baptism is administered once a month, except in Lent and Advent, usually at a separate service at 12.00pm.

FISH, for children from school years 4 to 9, is held on 2<sup>nd</sup> and 4<sup>th</sup> Sunday evening of each month

Messy Church, aimed at the needs of families with young children, continues to see regular attendances. Sessions are held in the afternoon of every 2<sup>nd</sup> Sunday in the month. It begins in the Centre with refreshments, a talk and activities and continues in the church with a brief act of worship including a song and prayer.

At present St Mary's has 202 persons registered on the Electoral Roll, and an average weekly attendance at the main Sunday services of 135.

In addition to Baptism, we welcome many couples for their wedding at St. Mary's. Funerals are also an important part of our work in the community and these take place either in the church or in one of the local crematoria.

The church maintains an open graveyard in which all residents of the parish have a right under law to be buried and, although now closed to new full graves, re-openings of existing plots and plots for the burial of cremated remains are available.

In 2019 we celebrated 32 baptisms, 10 weddings and held 28 funerals in church with a further 11 taken at crematoria. There were 9 burials and 24 burials of cremated remains.

Memorial Services are held twice a year to which recently bereaved families are personally invited.

### The Church and St Mary's Community Centre

The current church building is a Grade I listed structure and is predominantly from the 14th and 15th Centuries, although there is evidence of earlier structures dating back to pre-conquest times.

What was previously known as the Church Hall underwent significant alterations during the latter half of 2018. Now renamed St Mary's Community Centre it provides a facility for numerous groups in the local community, including a Guiding unit, the Silver Lining Luncheon Club, Whitkirk Arts Guild and several weight and health groups. Country Dancing sessions are held regularly and cater mainly for the older members of the community. The Hall is also let out for private functions for all ages. It is the intention of the PCC to encourage more community use, particularly for issues of loneliness and dementia.

### Financial Review

With the newly refurbished Centre being use for the full year there was a significant increase in income compared to 2018. This was partly due to a big increase in the use of Centre. Compared with last full year of opening in 2017 there is a 41% increase in income from bookings and a 51% increase on bar takings. After meeting the running costs of the church and hall the PCC were again unable to meet the full Parish Share requested by the Diocese but did increase our contribution by £6,000 over the amount budgeted.

The Quinquennial Report has recommended a raft of work to be carried out over the next 5 years, and for which funding will need to be secured. The PCC has agreed that 3% of church based income be designated to the Fabric Fund.

### Reserves Policy

It is PCC policy to maintain where possible a balance of unrestricted funds current assets equivalent to three months of unrestricted running costs of £18,000, excluding Parish Share. This is to cover any unexpected reduction in income or emergency situations that may arise. The year-end balance of £13,500 of unrestricted funds (not including designated funds) did not meet this target.

The balance in the Legacy Fund of £39,109 is designated for projects outside the general running costs of the church. These funds are to be used for works to bring the church bells back into use and to promote growth over the coming years.

### Volunteers

St Mary's is only able to provide the range of services and activities that makes up the vibrant church community because of the many volunteers who give freely of their time and skills. Teams of volunteers are engaged in all aspects of work, church services, pastoral care, cleaning of the church, church flowers, maintenance of the Church and Church Hall, tidying the graveyard and cemetery, organizing events, bar staff, magazine production, and secretarial services. It would be unfair to recognize any individuals by name, but the PCC would like to thank all the volunteers for their tireless endeavours.

## Structure, Governance and Management

St Mary's Church is situated on Selby Road, Whitkirk, Leeds. It is part of the Diocese of Leeds within the Church of England. The correspondence address is Whitkirk Vicarage, 386 Selby Road, Whitkirk, Leeds LS15 0AA.

The PCC is a body corporate (PCC Powers Measure 1956, Church Representation Rules 2006) and a charity registered with the Charity Commission (Registered No. 1130280)

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

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

During the year the following served as members of the PCC:

Incumbent: The Reverend Matthew Peat (Chair)  
Assistant Curate: The Reverend Alison Battye (To 31/8/2019)  
Reader: Lynne Pickersgill

Churchwardens: David Scholey (Vice Chair)  
James Black (Vice Chair)

Representatives on the Deanery Synod:  
Lynne Pickersgill  
Alistair Hezel  
Glenn Middleditch  
Sue Middleditch (PCC Secretary)

Elected Members:  
Joan Williams (From 30/4/2019)  
Nick Jackson (From 30/4/2019)  
Tony Bond  
Lesley Hughes (Treasurer)  
Janet Blenkinsop  
Ann Rhodes  
Kathryn Milner (To 30/4/2019)  
Liz Hayes  
Sue Butcher  
Martin Higgins  
Pam Wood  
Jean Bradley  
Gemma Burton  
Melvin Herring  
David Waddington  
Catherine Sirrell

The PCC met on 7 occasions during the year including 1 Extraordinary meetings. The average attendance at meetings was 77%.

Looking back – A Year in the life.....

This Annual Report gives us the opportunity to look back over the last year at St. Mary's. A chance to give thanks for all that has been and to look forward with a renewed commitment to love and serve the people of our community.

The Parochial Church Council takes its responsibility seriously and our meetings are largely positive and forward looking.

Before the meeting members receive reports from each of the sub-committees that have met since the last meeting of the PCC and in that way exercise oversight for them able to ask questions if necessary.

Sub-committee may sometimes bring a proposal to the PCC for discussion and to seek authority to continue.

The system works well and enables more to be undertaken simultaneously than if each of the sub-committee's work was discussed in the same level of detail at the PCC.

The membership of the sub-committees has some fluidity and they are not comprised solely of PCC members. Indeed everyone is encouraged to share in the work of leading our parish.

As Chair of the PCC I know that one of our priorities is to remain alert to new possibilities and challenges. To not get too bogged down by time consuming detail but focus on the overall vision and life of the parish.

Over the last few years targets have been set, these targets are not intended as a straightjacket more something to aim for. The targets aren't limiting either, sub committees are always encouraged to develop their own life.

There is now a well-established pattern of review meetings which take place in the weeks following the APCM when all members of the sub-committees are invited to come and share some of their experience of the previous year, and their thoughts about the future. This provides a valuable opportunity for refining and further developing our vision together.

Below is by no means an exhaustive list of life at St Mary's. The ongoing worshipping life of the church continues to be enriching and much valued. Our Parish Eucharist is well attended week by week and is at the center of our life.

It is worth saying too how so many things happen quietly behind the scenes. It is good to have this chance to express my thanks to all the organisations, groups and individuals that help this church be such a life-giving presence in our community.

As ever in the life of our parish we have our share of joys and sadness. Baptisms, weddings and funerals punctuate our year but on a personal level it was a joy to be appointed as an Honorary Canon of Ripon Cathedral. I was placed in the stall of St. Oswald at a special service of Choral Evensong on the 27<sup>th</sup> January 2019 surrounded by family and friends from the parish and beyond.

It was a joy too to be granted a period of sabbatical leave from March to May, a time for refreshment and enrichment. Thankfully our curate Alison Batty managed admirably so it was sad for us all to say farewell to her as she was appointed to a new role as Rector of Adel. Her last Sunday was in September and we are thankful for all she shared and gave whilst she was here.

I hope you take the time to read these reports and discover what we have been doing here at St. Mary's. If you have any questions do speak to me and I'll be happy to answer them if I can.

May God continue to bless all that we seek to do in the name of Christ.

## Community Life

Mission Statement: *To build enriching relationships across our church and parish*

### Social Events and Activities Team

We are proud to have such a rich and varied social life at St. Mary's. The team do invaluable work in preparing for, and then delivering great and memorable events. They have thoughtfully worked to refine many events, making them accessible to all, fun and friendly. From Pancake Socials, to Concerts and Coach Outings from Harvest Lunches to Winter and Summer Fairs we are grateful for all their work and continue to look for new ways to grow together.

### The Child Protection and Safeguarding Team

Our Safeguarding Officer is diligent in making sure that the appropriate checks and permissions are given to those working both with children and vulnerable adults at St. Mary's. Safeguarding is a standing item on the agenda of the PCC emphasizing its importance. Members of the PCC are committed to their responsibility in this area.

### Working with our Schools/Schools Heritage Day

Thanks to work from a small group of volunteers the past year saw the ongoing provision of assemblies in each of the primary schools in our parish. The idea underpinning this is that it supplements the work we already do with schools, e.g. at Easter and Christmas by sharing something the rest of the Christian year with the children of our parish.

It is demanding work and involves a number of the same assembly being given in our schools consecutively. However, it continues to be much appreciated by the schools. The team have imaginatively used props and music and have successfully built up a high-quality resource which we hope to use for years to come.

Unfortunately, the schools Heritage Day did not take place in September. We hope to reintroduce this important event this year. We do continue to welcome schools at different points and are thankful for the quality of the relationships between St. Mary's and our schools.

### Pastoral Care

St. Mary's is a caring congregation and day by day simple acts of kindness help people in all kinds of ways.

The St. Mary's Companions was established a few years ago to provide a safety net to ensure that we could systematically care for all and since its inception many people have benefitted from the love and care given. This alongside our Home Communion Team provide valuable support for the more isolated members of our church family.

In the coming year a review will need to take place to ensure that the companions safety net is still working as originally envisaged.

### Tot's Corner

It is good that we have so many young families using Tot's Corner. This can sometimes make the area seem a little chaotic but this is the joyful consequence of being a church family striving to cater for all. Whilst the corner was established with a particular purpose in mind we need to revisit that purpose and think creatively how to best care for those who use it in the coming years.

### Targets 2020:

Reinstate the Schools Heritage Day in September.

To plan for another Choir Taster Day to encourage people young and old to join our excellent choir.

Undertake a review of the Companions work, meet with the existing Companions and ensure the effective deployment in the coming year.

To review Tot's corner, and consider whether it best meets the needs of those who use it.

## Buildings, Facilities and Finance

Mission Statement: *To ensure that we provide warm, accessible and welcoming buildings to reflect the welcome we receive from Christ.*

Alongside the ongoing maintenance of the church, Community Centre and associated facilities a number of important projects have been undertaken over the last year.

Path - 2019 may well be remembered as the year in which for several months the path was closed. This decision was taken after the repeated theft of stones. Initially the PCC were supportive of a proposal to lift the stones along the length of the path and reset them in concrete thereby ensuring that theft of stones would be much more unlikely. However, following that decision further thefts were made of stones which had been (after a previous theft) been set into concrete. After a lengthy period of discernment and seeking the appropriate permissions we agreed to replace the existing stone with a resin-based path.

Bells – This has been another long-term project that we hoped would be finalized in 2019. Whilst the bells have rung using an automated system. They have not been rung manually due to corroded hangings. These are being replaced and so we remain hopeful that the manual ringing of our bells might happen at some time in the coming year.

Finance – A small team of people overseen by the treasurer are responsible for day to day management of our finances, ensuring prudent management of our income and expenditure yet also striving to be generous.

We continue to be committed to working through works identified by the Quinquennial Report these are being undertaken as finances allow.

Centre Management – following the successful redevelopment of our Community Centre this team have been working hard to successfully manage the building and the user groups. Inevitably there have been some challenges to face but the team are working hard to make sure the Centre is as widely used as possible and an important resource for the whole community as well as the church.

Environment and Disability Representatives– in the last year we appointed both an environment and disability representatives from within the PCC. They are both working hard to ensure that as a church we are committed to working hard to care for our environment, and be as welcoming and as accessible to all. In the last year paper recycling bins have been introduced.

Targets 2020:

The continued growth of the Community Centre in terms of usage and income through the management team.

The Bells of St Mary's sound again and a team of bell ringers is drawn together.

The planning of works in connection with the quinquennial report.

Support and Encouragement of our Environment and Disability Rep

## Growth

Mission Statement: *To grow the Body of Christ at St. Mary's*

Giving

We continue to be thankful for the increase in financial support that we have seen over the past few years.

On Advent Sunday a leaflet was distributed to members of the congregation to help them reflect on their financial support of the church.

Following last year's larger campaign entitled '*Your Share. Your Gift. Our Church. Our Diocese*' which yielded a positive increase in our income this year's response was rather disappointing.

We continue to encourage giving as a positive out working of our faith to support the church both here and in the wider diocese.

### Lay Leadership

We are richly blessed to have so many people who contribute to the life of the church but there is so much more potential at St Mary's for greater and more creative involvement.

There are a number of courses being offered at the Diocesan/Episcopal Area level and it is hoped that members of the congregation will wish to participate on them and deepen their faith and service.

### Mission 2019

On the weekend of 19<sup>th</sup> to the 21<sup>st</sup> July 2019 a Mission entitled '*Ancient and Modern*' was held in the parish.

In the weeks leading up to the weekend leaflets had been distributed and members of the congregation encouraged to give them to friends and family.

A number of events were held over the weekend.

Beginning on Friday evening with a Songs of Praise followed by Pie and Pea Supper.

On Saturday in the morning the young entertained older members of the congregation with games and fun. An activity afternoon followed on followed by a movie, pizza night and sleepover in the church for our younger members.

On Sunday we welcomed the Bishop of Kirkstall who led a Bible Study (sustained by a fried egg sandwich) preached at our parish Eucharist and stayed to be grilled at our Parish BBQ.

Whilst the planning team hoped that more people might have been drawn in from the fringes of the church and community it was still a rewarding, if a little tiring weekend.

### Growing the Church Younger

Whilst we have and will continue to attract younger members to St. Mary's, any formal attempt to bring people together amongst that younger group had been on a rather ad-hoc basis over the last few years. However, thanks to a team of committed volunteers Thank God it's Friday (TGIF) now appears regularly on our calendar. Based either in the Centre or in the Brown Cow it is a chance for people to get together in a friendly and informal atmosphere.

### The Family Activity Days

There have been two activity days over the last year, one as part of the Mission Weekend (see above) and on Good Friday. Both were well planned, attended and those present appreciated them. These are an important 'way in' to life at St. Mary's.

A process of review and reflection happens after each one which means that these events are as effective as possible in drawing people into the life of the church.

### Messy Church Planning and Meetings

A small planning group met over the course of the year and each meeting provides an invaluable opportunity to share ideas and plan the forthcoming Messy Church gatherings. Our work has been aided with a subscription to a Messy Church magazine which provides valuable ideas and suggestions.

Messy Church itself continues to draw people in. Over the last few years we have seen members go and new members come. Those bringing youngsters to baptism are invited to attend Messy Church, this gives them a chance to see how Messy Church works as well as being prepared for baptism. At each meeting refreshments are provided following a brief introduction to the theme, relevant activities are undertaken followed by a brief time of worship in church.

### Play 'n' Praise

Over the course of 2019 the attendance at Play 'n' Praise declined so that by the end of the year no one was attending. Consequently, the decision was taken to cease to offer 'Play 'n' Praise' but to undertake a review of our pre-school provision. The outcomes of the review will be seen in the coming year.

### Baptism and Wedding Preparation

Whilst we are always looking to develop and refine our work, the present pattern for the nurture of those who come to us for both baptism and weddings is now well established and widely appreciated.

With regard to baptism, bookings are taken after the main Sunday service to which families are encouraged to attend. They are then invited to come for baptism preparation at a Messy Church prior to the baptism date.

Our Wedding Couples Night is now well established and much valued. Almost all the couples who were to be married attended and enjoyed the evening, having a chance to socialise with other couples getting married, and to meet vergers, clergy and our director of music in an informal setting.

Closer to the big day couples spend time with the clergy, who receive many cards of thanksgiving for the way in which those married have been welcomed into life at St. Mary's.

### Communications

The Communications Team have been working hard over the last year to ensure that our profile is high. Our presence across all media has been and continues to be carefully reflected upon.

The team have made themselves available to members of the congregation, helping them create attractive publicity.

Our website is much admired, up to date, and attractive. The magazine was redesigned and the new magazine has a much fresher look.

The number of people who support and follow us on Facebook and Twitter continues to grow, both being important ways to communicate with people today.

We continue to use a software package 'Churchsuite' which helps us effectively manage our calendar and contacts and ensuring compliance with data protection legislation.

### Targets for 2020:

Continue to reflect upon how lay leadership can be further developed across a range of activities in the life of St. Mary's.

### Pre-School Provision Review

To continue to creatively use our Community Centre creatively to help bring people together.

## Worship and Spiritual Life

*Mission Statement: To offer worship, teaching, prayer and opportunity for spiritual growth that reflects our diversity and offers something for everyone.*

### Lent Courses

The Lent Course (On Tuesday evening and Wednesday morning) was entitled 'And who is my neighbor – God's story and our story' a time when members of the congregation were encouraged to share their story and reflect upon how it chimed with God's story.

### Nurture – FISH and Faithbook and Pilgrim

We continue to be alert to what we offer to whether they have been coming to St Mary's for fifty years, or it is the first time they have arrived. Having spaces to explore, discover and nurture faith is important.

FISH continues to be a great blessing in the life of our parish. It is a safe space for our young people (school years 4 to 9) to come have fun and to think about their faith. Led now largely by a small but faithful group of young leaders. Members play games, explore a theme, and once a month share in the Eucharist.

A highlight of the year for FISH was a return visit to Bridlington. The group took over the church building and had a good time together. Time was spent on the beach and back at the church playing games, eating and just being together. There was much laughter but we also spent time reflecting more deeply with the children on what difference faith made to their daily lives and celebrated the Eucharist in the chapel.

A movie was made of the trip and which was shown to the wider congregation.

Faithbook is an informal gathering in the Brown Cow Pub on Thursdays in March and September.

Whilst the themes and the content of the course stay broadly the same, the precise content and delivery varies according to the group of people who come along. For some people it has been a way to start thinking about the faith they have practised for years. For others it is a chance to think things through, perhaps for the first time.

The conversations are lively and interesting, wedding couples in particular are encouraged to come along.

Pilgrim is a nurture course supported by the Church of England which serves to complement and supplement Faithbook. It consists of a series of modules about faith, from studying particular parts of scripture, the Beatitudes or the 10 commandments, to exploring the sacraments of the church, baptism and the Eucharist. Each allows for a bit more in depth thinking.

At the end of the year one group had finished the course completely and was considering what next and another two groups were meeting.

There were clergy led courses during the day Jan/Feb and then in the evening in May/June and then Sep/Oct/Nov. Participants enjoyed the style and content and whilst it was hoped that those drawn together might want to continue on their own this has not proved practical. More thought needs to be given to this work in the coming year.

### Ascension Day Celebration of Faith

This is an important moment in our year when we celebrate the sovereignty of Christ and renew our commitment to seek and serve him.

It is a special moment for all those who have participated in Nurture Courses as they, together with the whole congregation are invited to come and recommit themselves to grow as disciples.

It provides an annual opportunity to look back with thanksgiving for all that has happened over the year as the Easter season draws to a close.

In 2018 we welcomed The Bishop of Kirkstall to preside and confirm and we are planning to do so again this year.

#### Draw near with faith

The Eucharist is central to our worshipping life. This course has been developed to help us grow in our understanding of the Eucharist. There has been little take up in recent years so some re-evaluation of the timing of the course needs to take place.

A more practical version takes place when young people and their parents who are considering receiving communion before confirmation are invited to come.

#### Developing Alternative Worship – The Meeting Place

The Meeting Place is an alternative form of worship. Usually eucharistic it met twice last year. It has been a worthwhile enhancement to our liturgical life using images, music, light and discussion to enable those who attend to experience and perhaps consider their faith differently. The last gathering was on the Eve of Advent. Unfortunately, whilst those creating the worship have appreciated it the attendance has not been as high as hoped.

#### Targets 2020 –

Continue to draw new participants into each of the strands of nurture, focus at some point on the power of personal invitation.

Continue to support and encourage those who work with our young people.

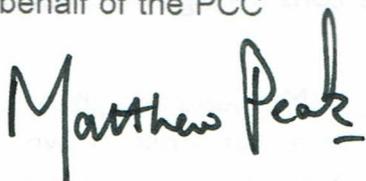
Discerning a future for our Alternative Worship – The Meeting Place

#### What next after Pilgrim

Reflect on whether there might be opportunity in our busy world to offer a space for teaching on and spending time on contemplative prayer.

Reflect on teaching around the Eucharist for young and old.

On behalf of the PCC



The Reverend Matthew Peat (Chair)

Date: 14<sup>th</sup> July 2020

## **REPORT OF THE EXAMINER TO THE TRUSTEES OF PAROCHIAL CHURCH COUNCIL OF ST. MARY'S WHITKIRK**

I report on the accounts of the company for the year ended 31 December 2019, which are set out on pages 12 to 22

Respective responsibilities of trustees and examiner.

The trustees (who are also the directors of the company for the purposes of company law) are responsible for the preparation of the accounts. The trustees 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. Having satisfied myself that the charity is not subject to audit under company law and is eligible for independent examination, it is my responsibility to:

- examine the accounts under section 145 of the 2011 Act;
- to follow the procedures laid down in the general Directions given by the Charity Commission under section 145(5)(b) of the 2011 Act; and
- to state whether particular matters have come to my attention.

Basis of independent examiner's report

My examination was carried out in accordance with the general 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 you as 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:

(1) which gives me reasonable cause to believe that in any material respect the requirements:

- to keep accounting records in accordance with section 130 of the 2011 Act; and
- to prepare accounts which accord with the accounting records, comply with the accounting requirements of the 2011 Act

have not been met; or

- (1) to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.



Craig Williamson

White Rose Accounting for Charities, The Ghyll, Threapland, Aspatria CA7 2EL

Dated: 26<sup>th</sup> March 2020

**St Mary's Church Whitkirk**  
**Statement of Financial Activities**  
**For the period from 01 January 2019 to 31 December 2019**

	Note	Unrestricted funds	Designated funds	Restricted funds	Endowment funds	Total funds	Prior year total funds
<b>Incoming resources</b>							
Incoming resources from generated funds	2(a)						
Voluntary income		111,534	—	2,230	—	113,765	373,805
Activities for generating funds		53,345	—	943	—	54,288	22,764
Investment income		—	151	21	—	172	2,722
Incoming resources from charitable activities	2(b)	15,547	—	27	—	15,574	15,385
Other incoming resources	2(c)	511	488	9	—	1,007	3,798
<b>Total incoming resources</b>		<b>180,937</b>	<b>639</b>	<b>3,230</b>	<b>—</b>	<b>184,805</b>	<b>418,474</b>
<b>Resources used</b>							
Costs of generating funds	3(b)						
Costs of generating voluntary income		508	—	—	—	508	92
Fundraising trading: cost of goods sold and other costs		157	—	—	—	157	859
Charitable activities		19,518	65	188	—	19,771	9,775
Governance costs	3(a)	155,509	5,462	12,837	—	173,808	577,588
Other resources used	3(c)	350	—	—	—	350	350
	3(d)	277	—	—	—	277	506
<b>Total resources used</b>		<b>176,319</b>	<b>5,527</b>	<b>13,026</b>	<b>—</b>	<b>194,873</b>	<b>589,170</b>
<b>Net income / (expenditure) resources before transfer</b>		<b>4,617</b>	<b>(4,889)</b>	<b>(9,796)</b>	<b>—</b>	<b>(10,068)</b>	<b>(170,696)</b>
<b>Transfers</b>							
Gross transfers between funds - in	3(e)	6,358	4,284	—	—	10,642	3,218
Gross transfers between funds - out		(4,284)	(6,358)	—	—	(10,642)	(3,218)
<b>Other recognised gains / losses</b>							
Gains / losses on investment assets	5(b)	—	—	—	42	42	501
<b>Net movement in funds</b>		<b>6,691</b>	<b>(6,963)</b>	<b>(9,796)</b>	<b>42</b>	<b>(10,026)</b>	<b>(170,195)</b>
<b>Reconciliation of funds</b>							
<b>Total funds brought forward</b>		<b>280,757</b>	<b>54,685</b>	<b>46,835</b>	<b>226</b>	<b>382,503</b>	<b>552,697</b>
<b>Total funds carried forward</b>		<b>287,448</b>	<b>47,722</b>	<b>37,039</b>	<b>268</b>	<b>372,477</b>	<b>382,503</b>

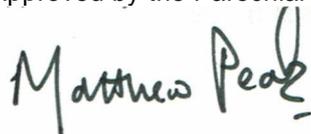
St Mary's Church Whitkirk

Balance sheet  
As at: 31 December 2019

	Note	As at 31/12/2019 £	As at 31/12/2018 £
<b>Fixed assets</b>			
Tangible assets	5(a)	277,832	275,000
Investments	5(b)	268	226
		<u>278,100</u>	<u>275,226</u>
<b>Current assets</b>			
Stocks and work in progress		2,761	3,333
Debtors	6	6,173	28,797
Cash at bank and in hand		87,936	82,153
		<u>96,870</u>	<u>114,283</u>
<b>Liabilities</b>			
Creditors: Amounts falling due in one year	7	2,493	7,007
<b>Net current assets less current liabilities</b>		<u>94,377</u>	<u>107,626</u>
<b>Total assets less current liabilities</b>		<u>372,477</u>	<u>382,502</u>
<b>Total net assets less liabilities</b>		<u>372,477</u>	<u>382,502</u>

*There may be minor discrepancies in the totals if the pence are not being shown*

Approved by the Parochial Church Council on 14<sup>th</sup> July 2020 and signed on its behalf by:




Reverend Matthew Peat (Chair)

Lesley Hughes (Treasurer)

The notes on Pages 15 to 23 form part of these accounts

NOTES TO THE FINANCIAL STATEMENTS  
FOR THE YEAR ENDING 31 DECEMBER 2019

1. ACCOUNTING POLICIES

The financial statements have been prepared in accordance with the Church Accounting Regulations 2006 together with applicable accounting standards and the Charities Statement of Recommended Practice.

The financial statements have been prepared under the historical cost convention except for the valuation of land and buildings and investments shown at market value.

a) Funds

General Funds represent the funds of the PCC that are not subject to any restrictions regarding their use and are available for application on the general purposes of the PCC. These include funds designated for a particular purpose by the PCC.

The purpose of any restricted funds is noted in the accounts.

The accounts include 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 or those that are informal gatherings of church members.

b) Incoming resources

i) Voluntary income and capital sources

- Collections are recognised when received.
- Planned giving under Gift Aid is recognised only when received.
- Income tax recoverable on Gift Aid donations is recognised when receivable.
  
- Grants and legacies to the PCC are accounted for as soon as the PCC is notified of its legal entitlement, the amount due is quantifiable and its ultimate receipt by the PCC is reasonably certain.
- Sales of magazines are accounted for gross.

ii) Other income

- Rental income from the letting of PCC premises is accounted for when the rental is due.

iii) Income from investments

- Dividends are accounted for when due. Interest is accounted for on an accrued basis.
- Tax recoverable is recognised in the same accounting period.

iv) Gains and losses on investments

- Realised gains or losses are recognised when investments are sold. Unrealised gains or losses are accounted for on revaluation of investments at 31 December 2019.

c) Resources used

#### i) Grants

Grants and donations are accounted for when paid over, or when awarded, if that award creates a binding obligation on the PCC.

#### ii) Activities directly relating to the work of the Church

Parish share is a request from the Diocesan Board of Finance for each parish to contribute a specific amount each year to help meet the Diocesan budget. If a parish is unable to meet the full amount requested then it is treated as Historic Share to be contributed in a later accounting year. The PCC has passed a resolution to the effect that its current financial situation is such that it cannot realistically have any intention of paying its historic share and therefore its value is not being shown as a creditor within the accounts. See Note 3(a).

#### d) Fixed Assets

##### i) Consecrated land and buildings and movable church furnishings

- Consecrated and beneficed property is excluded from the accounts by s.96(2)(c) of the Charities Act 1993.

- No value is placed on movable church furnishings held by the churchwardens on special trust for the PCC, and which require a faculty for disposal, since the PCC considers this to be inalienable property. All expenditure incurred during the year on consecrated or beneficed buildings and movable church furnishings, whether maintenance or improvement, is written off as expenditure in the SOFA and separately disclosed.

##### ii ) Other land and buildings

- Other land and buildings held on behalf of the PCC for its own purposes are included at the valuation as of 31 December 2007. No depreciation however is provided on freehold properties as in the opinion of the PCC neither their current value nor anticipated future value is less than their current value. Any expenditure on maintenance or improvement is written off as incurred.

##### iii) Other equipment

- Equipment is depreciated on a straight line basis over 4 years. Individual items of equipment with a purchase price of £1,000 or less are written off in the period in which the asset is acquired.

#### e) Investments

- Investments are valued at market value at 31 December 2019.

#### Current Assets

- Amounts owing to the PCC at 31 December 2019 in respect of fees, rents, income tax recoverable or other income are shown as debtors less provision for amounts that may prove uncollectable.

- Short-term deposits include cash held on deposit either with the CBF Church of England Funds or at the bank

- Cash at Bank and in Hand includes cash and bank current accounts.

St Mary's Church Whitkirk

Analysis of income and expenditure  
01 January 2019 to 31 December 2019

	Unrestricted	Designated	Restricted	Endowment	This year	Total Last year
<b>Incoming resources</b>						
<b>2(a) Incoming resources from generated funds</b>						
Tax efficient planned giving	63,002	—	—	—	63,002	62,454
Other planned giving	15,426	—	—	—	15,426	12,983
Loose plate Collections	13,012	—	—	—	13,012	9,764
Giving through church boxes	449	—	—	—	449	520
One-off donations	877	—	992	—	1,869	12,890
Specific Appeals	—	—	—	—	—	9,842
Flower Fund Income	—	—	846	—	846	723
Tax recoverable on Gift Aid	18,769	—	392	—	19,161	22,636
Legacies	—	—	—	—	—	2,993
One off Grants	—	—	—	—	—	239,000
Church Events	5,481	—	943	—	6,424	5,358
Ch hall lettings-fund raising	19,607	—	—	—	19,607	7,245
Magazine income - advertising	1,055	—	—	—	1,055	888
Bar Income	27,202	—	—	—	27,202	9,274
Dividends	—	—	—	—	—	1,513
Bank & building soc interest	—	151	21	—	172	1,209
<b>Incoming resources from generated funds Totals</b>	<b>164,879</b>	<b>151</b>	<b>3,194</b>	<b>—</b>	<b>168,224</b>	<b>399,290</b>
<b>2(b) Incoming resources from charitable activities</b>						
Wedding Fees	3,891	—	—	—	3,891	2,602
Funeral Fees	3,396	—	—	—	3,396	4,098
Churchyard Fees	6,966	—	—	—	6,966	7,254
Bookstall sales to promote obj	136	—	27	—	163	327
Parish magazine sales	1,158	—	—	—	1,158	1,103
<b>Incoming resources from charitable activities Totals</b>	<b>15,547</b>	<b>—</b>	<b>27</b>	<b>—</b>	<b>15,574</b>	<b>15,385</b>
<b>2(c) Other incoming resources</b>						
Other Funds Generated	511	—	9	—	519	3,170
Insurance Claims	—	488	—	—	488	628
<b>Other incoming resources Totals</b>	<b>511</b>	<b>488</b>	<b>9</b>	<b>—</b>	<b>1,007</b>	<b>3,798</b>
<b>Incoming resources Grand totals</b>	<b>180,937</b>	<b>639</b>	<b>3,230</b>	<b>—</b>	<b>184,805</b>	<b>418,474</b>

N.B. There may be minor discrepancies in the totals if the pence are not being shown

## Resources used

### 3(b) Costs of generating funds

Costs of stewardship	157	—	—	—	157	859
Cost of church events	2,072	—	188	—	2,260	749
Bookstall stock	42	—	—	—	42	214
Fair Trade Goods	508	—	—	—	508	92
Bar Stock	16,430	—	—	—	16,430	8,028
Bar expenses	975	65	—	—	1,040	785

### Costs of generating funds Totals

20,183	65	188	—	20,437	10,726
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### 3(a) Charitable activities

Charitable Grants	550	—	—	—	550	1,500
Parish share	96,000	—	—	—	96,000	87,000
Assistant staff costs	359	—	—	—	359	552
Organists Salary	4,651	—	—	—	4,651	4,629
Working expenses of incumbent	1,494	—	—	—	1,494	1,984
Vicarage expenses	—	—	—	—	—	248
Miscellaneous expenditure	537	—	—	—	537	155
Mission Expenses	364	1,046	259	—	1,669	542
Insurance	5,942	—	—	—	5,942	5,898
Church Music & Choir	119	—	1,245	—	1,364	671
Church maintenance	673	—	—	—	673	3,985
Upkeep of services	1,290	1,614	9	—	2,912	1,235
Flower Fund expenditure	—	—	1,096	—	1,096	829
Upkeep of churchyard	10,952	—	—	—	10,952	7,796
Administration	1,366	—	—	—	1,366	1,802
Performing Rights	722	—	—	—	722	1,049
Postage	187	—	—	—	187	177
Printing & Stationery	3,351	—	—	—	3,351	1,883
Health & Safety	934	—	954	—	1,888	1,491
Furniture Equipment	2,393	8	611	—	3,012	6,591
Depreciation	—	—	944	—	944	—
Church Gas & Electric	2,752	—	—	—	2,752	2,586
Hall Gas, Electricity & Water	6,099	—	—	—	6,099	4,859
Hall maintenance & cleaning	11,155	36	—	—	11,191	4,096
Waste Disposal	3,618	—	—	—	3,618	3,589
Church Major Works	—	—	—	—	—	9,976
Hall Redevelopment	—	2,759	7,720	—	10,479	422,818

### Charitable activities Totals

155,509	5,462	12,837	—	173,808	577,941
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### 3(c) Governance costs

Audit or Independent Examination	350	—	—	—	350	350
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### Governance costs Totals

350	—	—	—	350	350
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### 3(d) Other resources used

Hospitality Expenses	277	—	—	—	277	506
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### Other resources used Totals

277	—	—	—	277	506
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## Resources used Grand totals

176,319	5,527	13,026	—	194,873	589,520
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### 3(e) Transfers

The PCC agreed that 3% of church-based income be designated for the maintenance and repair of the fabric of the church building. This amounted to £4,285. The designated Reserve Fund of £5,358 was transferred to General Funds.

#### 4(a) STAFF COSTS

	<u>2019</u>	<u>2018</u>
Wages	4,651	4,628

During the year the PCC employed an organist for whom no social security costs were incurred. The Parochial Fees Order 2012 states that vergers, organists and choir are optional choices for those having occasional services. Therefore the PCC are acting as agents on behalf of other parties when providing such services, and the fees do not form part of the income or expenditure of the PCC as has been recorded in previous years.

#### 4(b) PAYMENTS TO PCC MEMBERS

A close relative of one member of the PCC has the contract for grounds maintenance. This contract was held prior the person becoming a PCC Member. No other members of the PCC, or persons closely connected to them, received any payments from the funds of the PCC.

### 5. FIXED ASSETS

#### (a) Tangible

	Freehold Land & Buildings	Church Equipment	Hall Equipment	Total
ACTUAL/DEEMED COST				
At 1 January 2019	275,000	11,763	7,170	293,933
Disposal	-	-	-	-
Additions	-	-	3,776	-
Revaluation	-	-	-	-
At 31 December 2019	275,000	11,763	10,946	297,709
DEPRECIATION				
At 1 January 2019	-	11,763	7,170	18,933
Charge for the year	-	-	944	944
At 31 December 2019	-	11,763	8,114	19,877
<b>Net book value at 31 December 2019</b>	275,000	-	2,832	277,832
<b>Net book value at 31 December 2018</b>	275,000	-	-	275,000

#### 5(b) Investments

	£
Market value at 1 January 2019	226
Disposals at carrying value	-
Purchases at cost	-
Revaluation gain/(loss)	42
Market value at 31 December 2019	268
Holdings at 31 December 2019	CBF Investment Fund 14 shares

### 6. DEBTORS

	2019	2018
	£	£
Gift Aid receivable	1,925	4,372
Grantors	-	21,000
Occasional Service Fees	-	512
Trade debtors	763	-
Prepayments	3,485	2,913
<b>Total Debtors</b>	<b>6,173</b>	<b>28,797</b>

### 7. LIABILITIES

Amounts falling due in one year		
Creditors for goods and services	2,493	6,880
Agency collections	-	127
<b>Total liabilities</b>	<b>2,493</b>	<b>7,007</b>

## 8. FUNDS

Unrestricted, Designated, Restricted and Endowment Funds are defined as follows:

Unrestricted Funds are funds given to the church on the general understanding that they will be used at the discretion of the PCC for furthering the mission and ministry of the church.

Designated Funds are funds set aside by the PCC for use in the future (for example, for future building repairs). The money is designated for these particular projects. Designated funds are still unrestricted and can be moved to other funds (re-designated) if the PCC so decides.

Restricted Funds are monies restricted by the donor because they were given for a particular purpose. An Endowment Fund is another form of restricted fund. It is either money that has been given to the church with the specific instruction that only the interest gained from the money can be spent on an asset (such as a house) or donated to be retained for continuing use by the church. The original money cannot normally be spent and must remain in the form of assets or investments, but not necessarily the same asset that was given.

At 31 December 2018 the restricted funds comprised the following funds:

### Chancel Repair Fund

This was funded by an endowment consisting of a quantity of shares in a 7.75% Treasury Bond 2012/15, the interest from which is paid into a Deposit account. The bond matured in 2012 and the shares redeemed, with funds being paid into the deposit account, the funds of which are to be applied to repairs within the Chancel. This fund was established in 1976 by Trinity College, Cambridge in mitigation of their responsibility as Lay Rectors of the Church. The Diocesan Board of Finance act as Custodian Trustees.

### Churchyard Fund

This is funded by an endowment consisting of a quantity of shares in the CBF Investment Fund, the dividends being paid into St Mary's current account. Established in 1959, the trust is to maintain the graves of Annie Christie and Henry Nelson and any surplus income used to keep the churchyard in good order. The Diocesan Board of Finance act as Custodian Trustees.

### Fabric Fund

Incoming resources which are designated for the 'Fabric or Building Fund' are used for the repair and maintenance of the church or for capital projects. In an accounting period income in excess of expenditure is set against the designated expenses. Where in an accounting period income is in excess of expenditure the excess is carried forward to the next accounting period.

### Flower Fund

Incoming resources which are designated for the "Flower Fund" are used to purchase flowers for church and other church functions. Where in an accounting period income is less than expenditure, flowers will be purchased from the general funds.

### Floodlight Fund

Incoming resources which are restricted to the "Floodlight Fund" are used for the repair and maintenance of the plant and equipment which make up the floodlighting system. In an accounting period income in excess of expenditure is carried forward to the next accounting period. If in any accounting period income is less than expenditure, the PCC shall decide upon the level of support required.

### Hall Loop fund

Incoming resources to be used for the installation and maintenance of an induction loop system in the Church Hall. In an accounting period income in excess of expenditure is carried forward to the next accounting period. If in any accounting period income is less than expenditure, the PCC shall decide upon the level of support required.

### Organ Fund

Incoming resources are to be used for maintenance, refurbishment or towards the replacement of the church's pipe organ. In an accounting period income in excess of expenditure is carried forward to the next accounting period. Where in an accounting period income is less than expenditure, the PCC shall decide upon the level of support required.

### Property Fund

Funds from applications to grant giving bodies and a specific appeal for the redevelopment of the Church Hall.

### Vestments Fund

Incoming resources are to be used for the repair or replacement of clerical vestments. In any accounting period income in excess of expenditure is carried forward to the next accounting period. Where in an accounting period income is less than expenditure, the PCC shall decide upon the level of support required.

### Wreath Fund

This constitutes a grant from Leeds City Council for the provision of a wreath, to be laid at the War Memorial annually on Remembrance Sunday.

### Youth Fund

Incoming resources are to be used for events and resources for children and young people. In any accounting period income in excess of expenditure is carried forward to the next accounting period. Where in an accounting period income is less than expenditure, the PCC shall decide upon the level of support required.

### War Memorial Fund

Funds transferred from a closed branch of the Royal British Legion for the purposes of maintaining local war memorials. The Church's Lychgate is a War Memorial and the funds from this source have been used towards the cost of the recent refurbishment of the Lychgate.

### Hall Redevelopment Fund

This fund accounts for grants received, and donations from a specific appeal for the major redevelopment of the Church Hall.

### Purpose of designated funds:

The Property Fund is for the redevelopment of the Church Hall.

The Legacy Fund is for specific projects identified by the PCC and not to be used for general running costs.

The Fabric Fund is funded by a transfer of 3% from church based income and provides funds for the maintenance and repair of the fabric of the church building.

**Fund movement**  
**01 January 2019 to 31 December 2019**

<b>Fund and type</b>	<b>Fund balances brought forward</b>	<b>Incoming Resources</b>	<b>Outgoing Resources</b>	<b>Transfers</b>	<b>Gains and Losses</b>	<b>Fund balances carried forward</b>
<b>Unrestricted</b>						
General fund	280,757	180,937	176,319	2,074	—	287,448
<b>Sub-totals</b>	<b>280,757</b>	<b>180,937</b>	<b>176,319</b>	<b>2,074</b>	<b>—</b>	<b>287,448</b>
<b>Designated</b>						
Legacies	41,618	151	2,660	—	—	39,109
PCC Property Projects	4,912	—	2,868	(1,000)	—	1,044
Fabric	2,797	488	—	4,284	—	7,568
Reserve funds	5,358	—	—	(5,358)	—	—
<b>Sub-totals</b>	<b>54,685</b>	<b>639</b>	<b>5,527</b>	<b>(2074)</b>	<b>—</b>	<b>47,722</b>
<b>Restricted</b>						
Lychgate	377	—	—	—	—	377
Church Music	1,708	279	641	—	—	1,346
Chancel Repair	1,714	13	—	—	—	1,727
Churchyard	61	8	—	—	—	69
Fabric Fund	13,210	277	954	—	—	12,533
Church Flowers	481	1,118	1,096	—	—	503
Remembrance	9	—	9	—	—	—
Sunday Wreaths	—	—	—	—	—	—
Youth Fund	516	121	259	—	—	378
Organ Fund	3,658	1,307	793	—	—	4,173
Clerical Robes Fund	228	94	—	—	—	228
Floodlighting	1,337	302	—	—	—	1,431
PCC Property Projects (Hall Refurb)	23,259	13	9,275	—	—	13,997
Hall Loop System	278	—	—	—	—	278
<b>Sub-totals</b>	<b>46,835</b>	<b>3,230</b>	<b>13,026</b>	<b>—</b>	<b>—</b>	<b>37,039</b>
<b>Endowment</b>						
Churchyard	226	—	—	—	42	268
<b>Sub-totals</b>	<b>226</b>	<b>—</b>	<b>—</b>	<b>—</b>	<b>42</b>	<b>268</b>
<b>Totals</b>	<b>382,503</b>	<b>184,805</b>	<b>194,873</b>	<b>—</b>	<b>42</b>	<b>372,477</b>

9. ANALYSIS OF NET FUNDS	Unrestricted Designated	Unrestricted General	Restricted	Endowment	TOTAL 2019
	£	£	£	£	£
Tangible fixed assets	-	275,000	2,832	-	277,832
Investment Assets	-	-	-	268	268
Current assets	47,722	13,500	35,648	-	96,870
Liabilities	-	(1,053)	(1,440)	-	(2,493)
	<u>54,685</u>	<u>280,754</u>	<u>37,040</u>	<u>268</u>	<u>372,477</u>

*There may be minor discrepancies in the totals if the pence are not being shown*

## 10. RISK ASSESSMENT

The PCC actively review the major risks which St Mary's faces on a regular basis and believe that maintaining the free reserves stated, combined with the review of the controls over key financial systems carried out on an annual basis will provide sufficient resources in the event of adverse conditions. The PCC have also examined other operational and business risks which they face and confirm that they have established systems to mitigate the significant risks.

## 11. PUBLIC BENEFIT

The PCC acknowledges its requirement to demonstrate clearly that it must have charitable purposes or aims that are for the public benefit. Details of how the St Mary's has achieved this are provided in the PCC's Annual Report. The PCC confirm that they have paid due regard to the Charity Commission guidance on public benefit before deciding the activities to be undertaken by St Mary's.