



**S⊕ JAMES WOODSIDE**  
**HORSFORTH**

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Annual report 2020

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# Our Life – Purpose, Strategy, Goals, Outcomes

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**The aim of our church is to live as followers of Jesus Christ, and to Share God's Blessing with the people of Horsforth.**

We are members of the Church of England, and so follow Christ within this tradition and alongside both other Anglican churches and local churches of other denominations as fellow members of Horsforth Churches Together.

The PCC is a public benefit entity within the meaning of Financial Reporting Standard (FRS) 102. The Church of England website has as its mission statement 'A Christian presence in every community'. Services of worship are offered in traditional and contemporary formats and the pastoral offices - weddings, funerals and services of baptism - are offered to those in the Parish / those with Parish connections. Services and offices are open to the local community irrespective of formal links to the church.

St James' Woodside PCC has the responsibility of working with the vicar in promoting the whole mission of the Church, pastoral, evangelistic, social and ecumenical, primarily in the parish of Woodside St James' and extending to the town of Horsforth, Headingley Deanery, the Diocese of Leeds, and wherever we work.

The PCC also has responsibility for the management of the church building, the Parish Centre and former Scout Hut. Further information about the church building and Parish Centre is included later in this report. The former Scout Hut is now in the latter stages of conversion into a community workshop which operates as a Charitable Incorporated Organisation, The Horsforth Shed (Charity no. 1184672). The trustees of the Horsforth Shed, which include the vicar and other members of the PCC, report separately.

The coronavirus pandemic caused serious disruption to the worshipping life of churches and other religious communities across the world. The worshipping community centred around St James' embarked on a steep learning curve and deployed technologies including Zoom, Facebook Live and YouTube to allow worship and other aspects of church life to continue remotely. We are aware that there are some who are excluded by this technology, and we have filled this gap in part by the weekly distribution of printed material and with telephone support. We lament with those whose wedding plans have been disrupted this year and with the bereaved who have been unable to mark the passing of loved ones as they would wish.

The PCC has a 5-year strategy, Sharing God's Blessing, for the period 2019-24 which is constructed around five goals and aspirations.

**The PCC has a 5-year strategy, Sharing God’s Blessing, for the period 2019-24 which is constructed around five goals and aspirations.**

<b>Goal</b>	<b>Our aspiration by 2024</b>
<p>Thriving as an Anglican Parish Church with a clear vision and values</p>	<p>With Christ as our model for Loving, Living and Learning, we are excited to be part of a body of maturing Christians in the Diocese of Leeds, with a shared story to tell and a distinctive part to play. We are all committed to the safeguarding, care and nurture of everyone within our community and to God’s creation.</p> <p>St James’ is a community of confident Christians, growing in numbers and as disciples, transforming our local community by sharing the love of God.</p> <p>Together, we are working with others in the diocese and across the town of Horsforth, making a unique contribution to building the Kingdom of God.</p>
<p>Reimagining ministry</p>	<p>In the context of a shared understanding of what it is to be the Church of England in this diocese, we have explored and tested lay leadership. St James’ ministry is faithfully yet imaginatively Anglican, flourishing and financially sustainable. Ordained and lay ministers are working confidently in fruitful partnerships.</p> <p>We have repaired the internal decoration of the church building and explored ways in which development of the building might better enable our worship, and better serve the local community as a spiritual resource.</p> <p>The Horsforth Shed is a vibrant part of the ministry of St James’, creating opportunities and building relationships to share the love of God.</p>
<p>Nurturing lay discipleship</p>	<p>All members of the St James’ community are maturing in their calling as Christians. People understand the part that they play in God’s mission to the world (‘The Five Marks of Mission’), and our worship and our common life equip people to express their faith confidently in family, work and social settings.</p> <p>Teaching is a priority. An enquirer’s course and a programme of nurture courses run each year; small group participation is the norm.</p> <p>All is intentionally underpinned by prayer.</p>

Goal	Our aspiration by 2024
Building leadership pathways	We believe and behave as if everyone has a vocation to serve God in the world and in the Church. People at St James' are motivated to take responsibility for their own vocational development and are provided with diverse opportunities for doing so. Leadership potential and capacity for people of all ages is being identified and developed.
Growing young people as Christians	<p>Children and young people are part of the welcoming, enriching and safe worshipping community at St James'. They are provided with a supportive context for maturing in their faith and living out that faith in practice. We regularly review the needs of children and young people in our community and adapt provision for them as they grow.</p> <p>Through Horsforth Churches Together, St James' continues active participation in taking Christian faith into primary schools in the town. St James' has strong links with Broadgate Primary School and the Horsforth Children's Centre.</p>

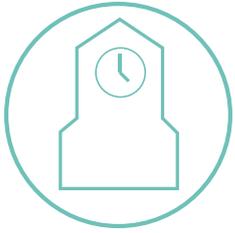
The level of giving rose to compensate for much-reduced income from Parish Centre lettings due to the coronavirus pandemic. Generous responses to a fundraising appeal early in 2020 and an autumn stewardship campaign from the regular worshipping community at St James enabled the PCC to:

- meet the Parish Share obligations in full and satisfy our other financial commitments;
- complete the internal redecoration of the church building and advance plans for a new AV system.

The year ended in a surplus which becomes a deficit when commitments on our audio-visual systems are taken into account and the PCC note that income needs to be addressed for the medium and longer term. As coronavirus restrictions allow, plans will be advanced to increase income from Parish Centre lettings and explore other sources of income. Many of the regular givers at St James' moved over to the Parish Giving Scheme during the latter part of 2020. The PCC will continue to focus on financial giving as an integral part of Christian discipleship.

We are extremely grateful to all those who work quietly behind the scenes as well as those who work in more 'up front' roles to help the church to develop, grow and connect with the local community and deepen relationships with one another and God.

The Parochial Church Council met on seven occasions during 2020.



# Our Church Building

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Despite a very difficult year in so many ways, St James' has much to celebrate about the work that has been done this year on and in the building and, although the buildings have been used far less than usual, we have been able to continue to look after them as we should.

## The Church

Over the last 2 years over £40,000 has been raised for the refurbishment of the interior paint work and the sound system. Some plaster has been stripped and replaced, the stone-work has been surveyed and repaired as necessary, and the whole building has been washed down and repainted.

As part of this a cherry picker was hired and the church bell repaired/greased from the outside as well as a new rope mounted on the inside, while the scaffolding was in place. The bell can now be heard before the services. The lining to the chimney has been removed to allow the stone to dry out in the chancel. In addition, a cable has been laid from the parish centre to enable internet access in church.

Early in 2021 a new AV system will be installed in church with a reduction in wires around the building and much better sound for the services. The big screen for 10.30 services has been removed and there will be several smaller screens around the church for visual displays of services and a new digital sound desk at the back of church.

**David Thrussell** – to whom further questions can be addressed



## Parish Centre Use

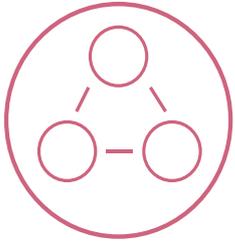
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In a "normal" year, Parish Centre lettings raise over £20,000. However, due to the pandemic, we closed the building for lettings for a number of months, and so income was significantly reduced. Regular risk assessments for the use of the Parish Centre during pandemic restrictions have been established to maintain confidence that we are operating in line with the Government's Covid-safety guidelines.

The measures included a one-way system through the building and single-use occupancy, so that social distancing is maintained. In addition to this, in order to maintain Covid-safety when we were able to open, we undertook a new cleaning regime, and ensured the building was cleaned every day it was in use. Users have commented that they appreciate the care taken and the cleanliness of the facilities as a result of these measures. However, this has meant a total cleaning bill of £2,434 for the professional cleaning of the building including consumables and PPE, up 39% on last year despite being shut for several months with no cleaning.

Total earnings from lettings during 2020 were £10,049, down 55% on 2019. As a result, net income – after costs of utilities, management and repairs of £8647 (2019: £8,450) – was only £1,402 compared to £13,950 in 2019.

The Parish Centre cost us £113,127 to build in the 1990's and will need replacing or major maintenance after about 50 years. To recognise this, we have begun to depreciate it over its useful life – costing us £2,502 in 2020.



# Support for the Community

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There are a number of ways that St James' supports the community locally, nationally and internationally. The principal contribution that St James' makes to the Church is via the payment of Parish Share, and the PCC are delighted to report that the request of £64,767 was once again paid in full. Our second major contribution is the provision of Horsforth Shed, rent-free, to an independent charity with a vision to enable practical skills and a meeting place – see [www.horsforthshed.co.uk](http://www.horsforthshed.co.uk).

Donations were also made to the following charities from PCC funds:

- Horsforth Churches Together (HCT). In addition to financial support, members of the regular worshipping community at St James' support the work of HCT. Lynne Gillions is the secretary to the HCT committee, and Lynne and others support schools work and the Farmer's Market.
- Leeds Christian Community Trust (which pays the salary of Duncan Stowe of Horsforth Churches Together)
- Horsforth Live at Home, run by Methodist Housing Association

In addition, members of St James' supported the following charitable causes through St James:

- The Mugumu Safe House for Girls, Mara Region, Tanzania - £540 via the sale of 'the Mara Cookbook'.
- St George's Crypt - £1,320 via our Harvest Appeal.
- The Children's Society - £1,156.16 via collection boxes and donations at the online Christingle Service (not via the PCC account).
- Hampers and toys for 28 local families and their 57 children. These were contacts made through Broadgate Primary School and the Horsforth Children's Centre.



# Safeguarding of Young and Vulnerable People

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## What is Safeguarding?

In the simplest terms Safeguarding is a term used to describe measures to protect vulnerable adults or children so that they live free from abuse, harm and neglect and are empowered to live full and happy lives. These measures include numerous legal, moral and spiritual obligations on the Church to make sure that everyone is safe and prospers.

We use 'A safer church' as our safeguarding policy which can be found at <https://www.churchofengland.org/sites/default/files/2017-11/cofe-policy-statement.pdf>

The Church of England requires that its parish churches adopt a number of processes and policies around Safeguarding. The instructions from the National Safeguarding Team are made with the support and approval of the House of Bishops and are designed to make sure that parish churches are able to understand and comply with increasingly complicated legal requirements

while also ensuring that the church properly fulfils our spiritual and moral obligations.

It is a statutory requirement for the PCC to state that it “has complied with the duty under section 5 of the Safeguarding and clergy discipline measure 2016 (duty to have due regard to House of Bishops guidance on safeguarding children and vulnerable adults)”.

We acknowledge the publication of the report from the Independent Inquiry Child Sex Abuse, October 2020. The PCC have been requested to read the executive summary so that we may be aware of the issues.

Safeguarding is now a standing item on the PCC agenda. In order to facilitate the creation of a safeguarding culture we have, as a PCC, aligned with House of Bishop's guidance and completed the following actions:

1. Re-appointed me, Jo Bailey as the parish safeguarding officer (PSO).
2. Followed safer recruitment practice including regular DBS applications.
3. Committed to keeping up to date with training.
4. Provided appropriate insurance cover for all activities undertaken in the name of the PCC which involve children and vulnerable adults.
5. Displayed a formal statement of adoption of ‘Promoting a safer church; safeguarding policy statement’ which is signed on behalf of the PCC. The safeguarding manual ‘A Safer Church’ acts as our safeguarding handbook.
6. Displayed contact details for the PSO, vicar and churchwardens, plus the diocesan safeguarding adviser, in church and on our website.
7. Responded to the change in our practices by carrying out risk assessments for the use of Zoom with young people and vulnerable adults.
8. Reviewed our procedure for dealing with allegations and safeguarding concerns.
9. Followed the procedure when concerns have been raised.
10. Hirers of the parish centre are expected to have safeguarding policies and processes in place and may be asked to provide evidence.

At the PCC meeting in March 2020, we voted in favour of delegating the responsibility for Serious Incident Reporting to 3 members of the Standing Committee. The guidance on this changed on 01 March, and the delegation of reporting serious incidents has now passed to the Diocesan safeguarding adviser.

## **Further work for the coming year**

1. The completion of safeguarding training for all those in relevant roles. There are different levels of training depending on your role. The churchwardens and I are waiting to go on a face-to-face course which has been delayed due to COVID. All PCC members are required to complete online training (many are due to renew their training this coming year).
2. The continued encouragement of the raising of welfare concerns.
3. The adoption of a Domestic Violence policy
4. Refreshing of the parish action plan to continue to identify areas for improvement.

5. Conduct an audit of the safeguarding policies of our users to ensure compliance with the House of Bishops' guidance.

It is important to note that safeguarding is everyone's responsibility and if anyone has any concerns, they should in the first instance either raise these with the vicar or with me as the parish safeguarding officer.

The procedure for dealing with allegations or concerns is displayed in church and in the parish centre. We hope that we promote an environment, which is welcoming and respectful and enables safeguarding concerns to be raised and responded to openly, promptly and consistently.

Please do ask if you have any questions or would like further information.

**Jo Bailey** – to whom further questions can be addressed



## Parish Population and Index of Multiple Deprivation

### Parish Details

	St James Parish	Average for England
Population – 2018	8,281	65,110,000
Children 0-17	18%	17.82%
People of Working Age 18-64	64%	64.32%
People of Retirement Age 65+	18%	17.86%

There are no significant ethnic groups within the parish (95% white ethnicity). 61% identify as Christian, 29.9% no religion, 6% religion not stated and 3.1% other religions.

On the Index of Multiple Deprivation, the Parish of St James Woodside was ranked as 9,116 (where 1 is the most deprived and 23,382 the least deprived). The majority of housing is owner-occupied, and there is high employment with only 7% in receipt of out of work benefits.



## Governance and Management

St James' Woodside is situated off Low lane, Horsforth, Leeds. It is part of the Diocese of Leeds within the Church of England.

The website is [www.stjameswoodside.org](http://www.stjameswoodside.org).

Alternatively, the address is The Parish Centre, St James' Woodside, Low Lane, Horsforth, Leeds LS18 5QW.

The email address of our administrator is [office@stjameswoodside.org](mailto:office@stjameswoodside.org) or the telephone number is 0113 258 4558.

The church is led and managed by a team of volunteers working cooperatively with a vicar who works with us for 4 days/week. Within Church of England structures, the vicar and volunteers are supported by an Area Dean, Archdeacon and the Bishop of the Leeds Episcopal Area.

Governance of St James is by the Parochial Church Council (PCC). The method of appointment of PCC members is set out in the Church of England Representation rules – broadly they are elected by church members on the Electoral Roll for a 3 year term. The minimum number of lay members is six and the maximum is twelve. All regular church attenders are encouraged to register on the Electoral Roll and are thereby eligible, if willing, for election to the PCC.

The PCC has delegated authority to a number of sub-committees which include Standing, Fabric and Finance committees. Members of the PCC are encouraged to participate in one of the sub-committees. They are made aware of the potential risks, both financial and otherwise, that might occur either in the church or Parish Centre. They have taken appropriate action to control and minimise these risks.



## Membership and Electoral Roll

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The Electoral Roll is the official record of members of St James who are affiliated to the Church of England. You need to be on the Roll if you want to be able to stand for election to the PCC or another of the Church's governing bodies or if you want to be able to vote at the Annual Church Meeting.

The revision of the Electoral Roll was completed on the 08 September 2020 and as a result the Annual Parochial Church Meeting, held on the 27 September 2020, was advised that the revised Roll comprised of 56 residents and 44 non-residents, a total of 100 members.

Any questions about the Electoral Roll and/ or requests to be included should be directed to our Electoral Roll Officer, John Pickford who can be contacted at the Parish Office.



# Names and Contacts

## PCC Membership

<b>Vicar</b>	Rev J Cain	Interim Vicar
<b>Churchwardens</b>	Mrs R.D. Dent <sup>1</sup> Mrs G. Ingham <sup>2</sup>	
<b>Elected Members</b>	Mr N.C. Bailey Mrs J.K. Bailey <sup>2</sup> Mrs S. Baker <sup>2</sup> Mrs R. Cain <sup>2</sup> Mr C. Davis <sup>2</sup> Mr P. Gillions Mrs T. Greig <sup>2</sup> Mrs C. Hill <sup>1</sup> Mr J. Minton <sup>1</sup> Mrs A. Pickford <sup>1</sup> Mrs B. Parkinson <sup>1</sup> Mr D.T. Plummer <sup>2</sup>	Treasurer/reader     Reader  Deanery Synod Representative  Secretary

<sup>1</sup> Due to retire in 2021 <sup>2</sup> Due to retire in 2023

**Parish Safeguarding Officer:** Mrs J Bailey

**Principal Bankers:** CAF Bank Ltd, 25 Kings Hill Avenue, Kings Hill, West Malling, KENT ME19 4QJ

**Investment Managers:** CCLA Investment Management Ltd, 80 Cheapside, LONDON, EC2V 6DZ

**Independent Examiner:** Professor Charles Taylor

Deanery Synod	Standing Committee	Fabric Committee	Finance Committee
J Cain	J Cain	J Cain	J Cain
C Hill	C Bailey	R Dent	C Bailey
	R Dent	D Thrussell	S Baker
	G Ingham	D Plummer	G Ingham
	A Pickford		J Pickford



# Carbon footprint

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Our carbon footprint has been calculated by David Hill based on our church and parish centre activities, and their carbon content. This year it is heavily influenced by our plastering and re-decoration work whose materials have high 'embedded' carbon due to their manufacturing processes.

The calculation is necessarily an estimate; but it shows that our 2020 carbon footprint is lower than in 2019 due to the high level of construction work on the Shed in 2019; and due to the lower level of heating in both church and parish centre in 2020 when they were partially shut due to Covid.

Our carbon footprint matters because of its impact on our climate, which is changing to the serious detriment of millions of people in different parts of the world today, with reasonable expectations that this will significantly deteriorate in the coming decades. It impacts people's lives due to risks of fire (e.g. California), growing food (Bangladesh and many parts of Africa) and the rising of sea levels which increasingly affects all coastal communities to a greater or lesser extent.

Our actions in Horsforth are impacting other people, and the responsible response is to care and reduce our impacts. Indeed the Church of England announced in 2020 that we should be aiming to become carbon neutral by 2030. That's a big task for an old church, especially a church where we aren't often warm in winter! – but a task we are beginning to assess.

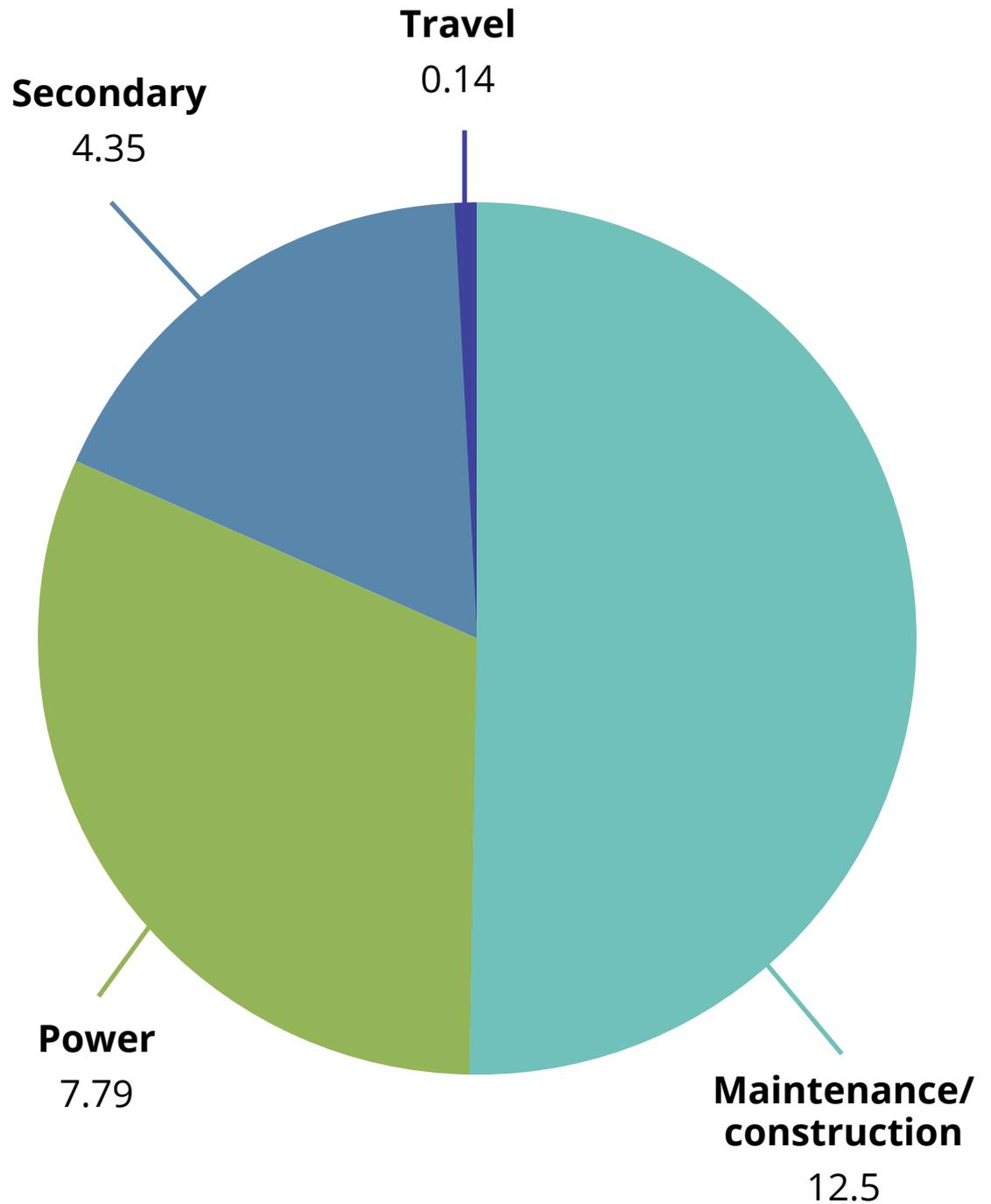
## Calculation assumptions

Four main categories: Power (Electricity and Gas), Travel (Car and Public Transport), Secondary Items ( eg paper, food and drink, IT etc), Maintenance and Construction.

The online tool used is from: [www.carbonfootprint.com](http://www.carbonfootprint.com) which is a calculation for individuals or families – and is being used here for the Church, Parish Centre and Shed combined.

The maintenance and construction section is assumed to be a category within the tool called " Furniture and Manufactured Goods".

## Summary - 24.78 tonnes of CO<sub>2</sub> in 2020

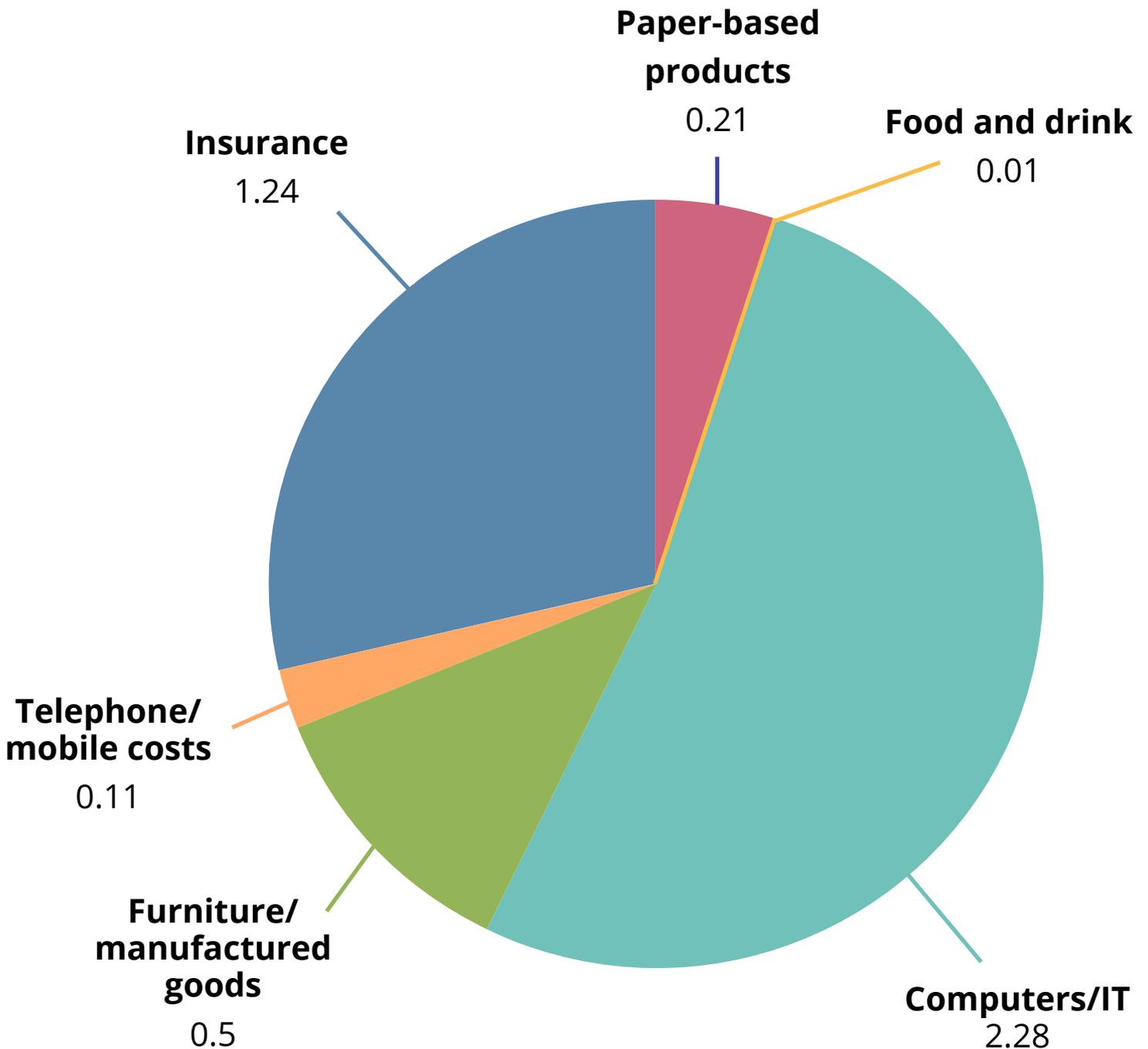


### Calculations in context

- The average footprint for the United Kingdom is 6.50 tonnes
- The average for the European Union is about 6.4 tonnes
- The average worldwide carbon footprint is about 5 tonnes
- The worldwide target to combat climate change is 2 tonnes

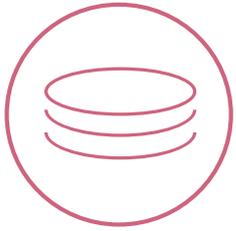
(Figures are per person)

## Secondary Items - 2020 - 4.35 Tonnes of CO<sub>2</sub>



### Conclusions

- The method provides estimates only.
- The church's total carbon footprint reduced from 32.3 tonnes Co<sub>2</sub> in 2019 to 24.78 tonnes Co<sub>2</sub> in 2020 - still dominated by the maintenance and construction work in the Church and Shed over the year.
- Excluding this maintenance and construction work, about 75% of the carbon footprint is from gas and electricity usage.
- Within secondary items, Computing, IT and Paper based products account for over 50% of the footprint.



# Finance Summary

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There is a surplus of £13,479 for 2020 (2019: deficit of £6,091). However future commitments to a new audio-visual system, ordered but not delivered at year end, turn a technical surplus into a real deficit, which we cannot sustain and must plan to reverse. Nevertheless St James' members demonstrated serious generosity to have raised over £40,000 to re-decorate the church and fund our new AV system, as well as responding generously to a Stewardship Campaign - overall giving is up by 33%.

Parish Centre lettings fell significantly due to Covid (see separate report for the detail) while church costs reduced overall.

Funds were also raised for Horsforth Churches Together, Live At Home, the Hampers & Toys Appeal and St George's Crypt as well as a major contribution to our Diocese through Parish Share. We are learning that Sharing God's Blessing is less about having money than enriching others with it; and that we too are enriched – not impoverished – in the process.

## Forward Planning

Due to diligent work by the Fabric Committee, most of the work in connection with the 2018 quinquennial inspection has been completed. We are seeking solutions to the challenge of managing the churchyard, and in particular the wall which was damaged as part of the creation of the car park when St James School was closed and turned into offices and housing. David Thrussell has kept on top of heating, electrical maintenance and minor repairs, and Pete Gillions has led the team turning an old, disused Scout Hut into Horsforth Shed which will inspire the creative skills and re-build self-confidence, and so hope, for many.

Alison Pickford has completed her first full year as Parish Administrator by displaying considerable flexibility and diligence in unusually difficult circumstances with risks of spreading disease in the Parish Centre and the challenges of communicating with people unable to meet online. She has overcome both with immense diligence and good organisation. In 2021 we will need to maintain our care in these areas as well as rebuild our customer base when the Parish Centre can re-open.

The accounts are properly prudent with reserves for both doubtful debts and uncertain costs.

The main financial risk is loss of income and we have a 3 month reserve specifically for this purpose, in line with best practice. The primary other risk is lack of Unrestricted Funds - this means funds for general purposes, not Restricted Funds for a specified purpose. Our Unrestricted Funds have fallen again this year, and the PCC is focussed on raising them. It is likely that we will need a Stewardship Campaign in 2021 or early 2022.

## Statement of Financial Activities for the year ended 31 December 2020

	Notes	Unrestricted funds £	Restricted funds £	Designated funds £	Endowment funds £	<b>Total funds 2020 £</b>	Total funds 2019 £
<b>Income and Endowments</b>							
Voluntary Income	2(a)	77,350	41,815	163	-	<b>119,328</b>	87,653
Activities for generating funds	2(b)	10,370	-	-	-	<b>10,370</b>	24,230
Income from Investments	2(c)	198	111	96	-	<b>405</b>	144
Income from Church Activities	2(d)	1,354	-	-	-	<b>1,354</b>	3,718
		<u>89,272</u>	<u>41,926</u>	<u>259</u>	<u>-</u>	<u><b>131,457</b></u>	<u>115,745</u>
<b>Expenditure</b>							
Church Activities	3(a)	83,005	22,409	(150)	-	<b>105,264</b>	113,589
Fund raising trading	3(b)	10,175	2,502	-	-	<b>12,677</b>	8,829
		<u>93,180</u>	<u>24,911</u>	<u>(150)</u>	<u>-</u>	<u><b>117,941</b></u>	<u>122,418</u>
Net incoming resources before other recognised gains and losses		<u>(3,908)</u>	<u>17,015</u>	<u>109</u>	<u>-</u>	<u><b>13,216</b></u>	<u>(6,673)</u>
Transfers to/(from) Funds		169	(4,364)	4,195		<b>0</b>	0
Unrealised (losses)/gains on investments					263	<b>263</b>	582
Net movement on funds		<u>(3,739)</u>	<u>12,651</u>	<u>4,304</u>	<u>263</u>	<u><b>13,479</b></u>	<u>(6,091)</u>
Balances b/fwd 1 January 2020		7,577	131,529	24,938	3,691	<b>167,735</b>	173,826
Balances c/fwd 31 December 2020		<u>3,838</u>	<u>144,180</u>	<u>29,242</u>	<u>3,954</u>	<u><b>181,214</b></u>	<u>167,735</u>

**Balance Sheet as at 31 December 2020**

	Notes	Unrestricted funds £	Restricted funds £	Designated funds £	Endowment funds £	Total funds 2020 £	Total Funds 2019
<b>Fixed Assets</b>							
Parish Centre & Car Park	5(a)	-	122,625	-	-	<b>122,625</b>	125,127
Investments	5(b)	-	-	-	3,954	<b>3,954</b>	3,691
		<u>-</u>	<u>122,625</u>	<u>-</u>	<u>3,954</u>	<u><b>126,579</b></u>	<u>128,818</u>
<b>Current Assets</b>							
Debtors	6	11,714	2,953	-	-	<b>14,667</b>	17,655
Cash at bank and in hand		2,334	14,152	28,554	-	<b>45,040</b>	30,188
Owed from funds		-	4,450	688	-	<b>5,138</b>	2,521
		<u>14,048</u>	<u>21,555</u>	<u>29,242</u>	<u>-</u>	<u><b>64,845</b></u>	<u>50,364</u>
<b>Liabilities</b>							
Creditors: amounts falling due in one year	7	(5,072)	-	-	-	<b>(5,072)</b>	(8,926)
Owed to funds		(5,138)	-	-	-	<b>(5,138)</b>	(2,521)
Net Current Assets		<u>3,838</u>	<u>21,555</u>	<u>29,242</u>	<u>-</u>	<u><b>54,635</b></u>	<u>38,917</u>
Total Net Assets		<u><u>3,838</u></u>	<u><u>144,180</u></u>	<u><u>29,242</u></u>	<u><u>3,954</u></u>	<u><u><b>181,214</b></u></u>	<u><u>167,735</u></u>
<b>Parish funds</b>							
Unrestricted		3,838				<b>3,838</b>	7,577
Restricted	8(a)		144,180			<b>144,180</b>	131,529
Endowment	8(b)				3,954	<b>3,954</b>	3,691
Designated	8(c)			29,242		<b>29,242</b>	24,938
		<u>3,838</u>	<u>144,180</u>	<u>29,242</u>	<u>3,954</u>	<u><b>181,214</b></u>	<u>167,735</u>

Approved by the Parochial Church Council on ..... and signed on its behalf

Glenda Ingham  
Churchwarden

Jonathan Cain  
Vicar and Chair of PCC

The notes on the following pages form part of these accounts.

# Notes to the Accounts for the year ended 31 December 2020

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## 1. Accounting policies

The financial statements have been prepared under the Charities Act 2011 and in accordance with the Church Accounting Regulations 2006 with the Regulations' "true and fair view" provisions, together with applicable accounting standards and the Charities SORP 2015 (FRS 102). The accruals basis of accounting has been used.

The financial statements have been prepared under the historical cost convention except for the valuation of investment assets, which are shown at market value. 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 whose capital must be maintained; only the income arising from investment of the endowment may be used either as restricted or unrestricted funds depending upon the purpose for which the endowment was established. Our Endowment Fund is to support churchyard maintenance.

Restricted Funds represent either income from trusts or endowments which may be expended only on those restricted objects provided in the terms of the trust or bequest or donations and 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. Where there is no separate investment, interest is apportioned to individual funds on an average balance basis.

Designated Funds are available as Unrestricted Funds but designated for particular purposes by the PCC. We have two continuing Designated Funds: one to support the maintenance of the organ; the other is to act as a reserve of 3 months' regular expenditure, in case of crisis. The Designated Fund to support Parish Centre development was spent and closed during 2019.

Unrestricted funds are general funds which can be used for PCC ordinary purposes.

## 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, interest is accrued. All other income is recognized when receivable. All incoming resources are accounted for gross.

Trading activities are accounted for gross. Parochial fees are accounted for on receipt and assigned fees payable to the Diocese of Leeds are dealt with as agency payments not affecting turnover.

## **Resources expended**

Grants and donations are accounted for when paid over, or when awarded, if that award creates a binding or constructive obligation to the PCC. The Diocesan Parish Share is accounted for (monthly) when due. Amounts received specifically for mission are dealt with as Restricted Funds. All other expenditure is generally recognized when it is incurred and is accounted for gross.

## **Fixed Assets**

Consecrated and benefice property is not included in the accounts in accordance with section

10(2) (a & c) of the Charities Act 2011.

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 inventory, which can be inspected. For anything acquired prior to 2000 there is insufficient cost information available and therefore such assets are not valued in the financial statements. No individual items have cost more than £1,000 so all such expenditure has been written off when incurred.

Land owned by the PCC is not depreciated. Our Parish Centre is depreciated over 50 years, commencing in 2020. Investments are valued at market value on 31 December.

## **Going Concern**

The PCC has reviewed the budget for 2021, and together with planned donations, believes funds are sufficient to cover the costs of running the church and our committed services to the community. Total income was again above the registration threshold and therefore we are proceeding with formal registration at the Charity Commission.

## **Gifts in Kind**

A significant amount of practical work is undertaken on a voluntary basis by members of the congregation to further the objectives of the church. This includes assisting in the conduct of services, minor repairs to the buildings, maintenance of the churchyard, catering, cash handling, secretarial and accountancy functions. The duties of Verger are also carried out voluntarily.

The lack of a market comparator price for general volunteers makes it impractical for their contribution to be measured reliably for accounting purposes. Given the absence of a reliable measurement basis, the contribution of general volunteers is not included as income in the church accounts.

**Notes to the accounts for the year ended 31 December 2020**

<b>2. Incoming resources</b>	Unrestricted funds	Restricted funds	<b>Total funds 2019</b>	Unrestricted funds	Restricted funds	<b>Total funds 2020</b>
	£	£	£	£	£	£
<b>2(a) Voluntary income</b>						
Planned giving						
Donations	51,035	13,572	<b>64,607</b>	65,530	2,776	<b>68,306</b>
Tax recoverable	12,677	3,075	<b>15,752</b>	11,387	2,953	<b>14,340</b>
Collections (open plate)	1,417	-	<b>1,417</b>	596	-	<b>596</b>
Youth and Children's work	304	825	<b>1,129</b>	-	-	<b>-</b>
Donations, legacies and appeals	-	-	<b>-</b>	-	36,086	<b>36,086</b>
Grants	-	4,700	<b>4,700</b>	-	-	<b>-</b>
Other income	48	-	<b>48</b>	-	-	<b>-</b>
	<u>65,481</u>	<u>22,172</u>	<u><b>87,653</b></u>	<u>77,513</u>	<u>41,815</u>	<u><b>119,328</b></u>
<b>2(b) Activities for generating funds</b>						
Parish Centre lettings	22,400	-	<b>22,400</b>	10,049	-	<b>10,049</b>
Other Fundraising activities	638	1,192	<b>1,830</b>	321	-	<b>321</b>
	<u>23,038</u>	<u>1,192</u>	<u><b>24,230</b></u>	<u>10,370</u>	<u>-</u>	<u><b>10,370</b></u>
<b>2(c) Income from investments</b>						
Bank interest	36	-	<b>36</b>	2	-	<b>2</b>
Other Interest	-	-	<b>-</b>	292	-	<b>292</b>
Dividends	-	108	<b>108</b>	-	111	<b>111</b>
	<u>36</u>	<u>108</u>	<u><b>144</b></u>	<u>294</u>	<u>111</u>	<u><b>405</b></u>
<b>2(d) Income from church activities</b>						
Fees for weddings and funerals	3,718	-	<b>3,718</b>	1,354	-	<b>1,354</b>
	<u>3,718</u>	<u>-</u>	<u><b>3,718</b></u>	<u>1,354</u>	<u>-</u>	<u><b>1,354</b></u>

Notes to the accounts for the year ended 31 December 2020

3. Expenditure	Unrestricted funds	Restricted funds	Designated funds	Total funds 2019	Unrestricted funds	Restricted funds	Designated funds	Total funds 2020
	£	£	£	£	£	£	£	£
<b>3(a) Church Activities</b>								
<b>Cost of raising funds</b>	-	-	-	-	66	-	-	66
<b>Missionary and charitable giving</b> (excluding Horsforth Shed)	2,808	-	-	2,808	1,250	2,339	-	3,589
<b>Ministry</b>								
Diocesan Parish Share	62,830	-	-	62,830	64,767	-	-	64,767
Other ministry costs	3,069	290	-	3,359	898	118	-	1,016
Scout Hut refurbishment to Horsforth She	-	25,538	-	25,538	-	523	-	523
Youth and children's work	104	727	-	831	370	-	-	370
Organ, Organist & Music Group	497	-	210	707	544	-	-	544
<b>Church running and maintenance</b>								
Light, Heat & Water	1,943	-	-	1,943	1,450	-	-	1,450
Re-decoration project						19,429		19,429
Repairs & maintenance	2,260	941	-	3,201	4,488	-	-	4,488
Cleaning wages	79	-	-	79	619	-	-	619
Insurance	3,099	-	-	3,099	3,099	-	-	3,099
Sundry expenses	994	-	-	994	84	-	-	84
<b>Administration and fees payable</b>								
Fees payable to Diocese of Ripon & Leeds	621	-	-	621	211	-	-	211
Salary: Parish Administrator	4,053	-	-	4,053	3,250	-	-	3,250
Church Office costs	3,328	-	-	3,328	1,879	-	-	1,879
Legal and professional	198	-	-	198	180	-	-	180
	<u>85,883</u>	<u>27,496</u>	<u>210</u>	<u>113,589</u>	<u>83,155</u>	<u>22,409</u>	<u>-</u>	<u>105,564</u>
<b>3(b) Fund raising trading</b>								
<b>Parish centre running and maintenance</b>								
Light, Heat & Water	2,816	-	-	2,816	2,023	-	-	2,023
Repairs & maintenance	1,214	-	525	1,739	2,239	2,502	-	4,741
Wages and salaries	3,473	-	-	3,473	2,678	-	-	2,678
Cleaning costs	-	-	-	-	2,434	-	-	2,434
Insurance	801	-	-	801	801	-	-	801
	<u>8,304</u>	<u>-</u>	<u>525</u>	<u>8,829</u>	<u>10,175</u>	<u>2,502</u>	<u>-</u>	<u>12,677</u>

## Notes to the accounts for the year ended 31 December 2020

### 4. Staff costs and Related Party expenditure

The PCC employed a part-time Administrator all year and a part-time cleaner in the Parish Centre until the Covid crisis emerged in March, when we selected Troy Managed Services to maintain a daily regime while open. Total wages paid were £6,131. Organist fees of £140 (2018: £410) were in line with RSCM guidelines.

The following PCC members were reimbursed in respect of expenses incurred on the church's behalf.

	2019 £	2020 £
D.W. Thrussell	37	29
Rev.d J Cain	1,327	1,191
J.K. Bailey	-	33
R. Dent	148	481
C. Hill	29	15
N.C. Bailey	227	332
G. Ingham	-	503
P. Gillions	3,274	114
A. Pickford	92	481

In addition, Mrs A Pickford is employed by the PCC, receiving wages during 2020 of £5,928.

Donations from PCC members, who are related parties, before Gift Aid, were £31,455 (2019: £25,940).

### 5. Fixed Assets

a. Tangible Fixed assets	Land £	Buildings £	Total £
<b>Cost</b>			
Balance b/fwd	12,000	113,127	125,127
Additions	-	-	-
Disposals	-	-	-
Balance c/fwd	<u>12,000</u>	<u>113,127</u>	<u>125,127</u>
<b>Depreciation</b>			
Balance b/fwd	-	-	-
Depreciation in year	-	(2,502)	(2,502)
Disposals	-	-	-
Balance c/fwd	<u>-</u>	<u>(2,502)</u>	<u>(2,502)</u>
Net Book Value 31.12.2019	<u>12,000</u>	<u>113,127</u>	<u>125,127</u>
Net Book Value 31.12.2020	<u>12,000</u>	<u>110,625</u>	<u>122,625</u>

## Notes to the accounts for the year ended 31 December 2020

### Fixed assets

#### 5b. Investment assets

The church has investments which are held on behalf of the PCC by the Diocese of Leeds and are managed by CCLA Investment Management Ltd.

The values represent the market value at 31 December 2020.

	31.12.2019 £	31.12.2020 £
<b>Church and Churchyard Capital</b>		
193 Church Board of Finance Investment Shares	3,691	<b>3,954</b>
	<u>3,691</u>	<u><b>3,954</b></u>
<b>6. Debtors</b>		
CAF vouchers in transit	265	-
Parish centre debtors	1,276	<b>327</b>
Other debtors	-	-
Prepayments & accrued income	362	
Income tax recoverable on Gift Aid donations	<u>15,752</u>	<u><b>14,340</b></u>
	<u><b>17,655</b></u>	<u><b>14,667</b></u>

Gift Aid is treated as receivable once an appropriate donation is received.

#### 7. Liabilities: amounts falling due within one year

Creditors for goods and services	3,637	<b>1,561</b>
Accruals	<u>5,289</u>	<u><b>3,511</b></u>
	<u><b>8,926</b></u>	<u><b>5,072</b></u>

£45 is owed to the Diocese of Leeds (2019: £105).

## Notes to the accounts for the year ended 31 December 2020

8. Funds	31.12.2019	31.12.2020
<u>Restricted Funds</u>	£	£
Glebe Land Fund <sup>1</sup>	12,000	12,000
Parish Centre <sup>2</sup>	113,127	110,625
Flower fund	163	150
Safe House Tanzania	160	492
Little Jims <sup>5</sup>	4,492	-
Horsforth Shed	395	-
Churchyard	-	111
Fabric Fund <sup>3</sup>	1,192	20,802
	<u>131,529</u>	<u>144,180</u>
(b) <u>Endowment Funds<sup>4</sup></u>	£	£
Investments	3,691	3,954
(c) <u>Designated Funds</u>	£	£
Reserve account	24,250	24,049
Little Jims <sup>5</sup>	-	4,505
Church Organ Repair	688	688
	<u>24,938</u>	<u>29,242</u>

<sup>1</sup> Glebe Land Fund is the cost of the land used for the church car park (Neither fund can be converted into cash)

<sup>2</sup> Parish Centre Fund is the cost of the Parish Centre

<sup>3</sup> A significant proportion of the gifts to the Fabric Fund stated that they can be used for Unrestricted Funds if surplus to immediate Fabric Fund requirements.

<sup>4</sup> This fund is held in the form of investments given to maintain the churchyard. Income generated is disbursed through the Churchyard Fund which is restricted to that purpose.

<sup>5</sup> The Little Jims fund has been re-classified from Restricted Funds as its income was for the general purposes of the Church and Parish Centre in their provision for mums and toddlers. The Finance Committee has confirmed it can be re-designated.

## 9. Commitments and contingent liabilities

In January 2019, the PCC committed to supporting improvements to the Scout Hut to enable it to be converted to a community workshop - the Horsforth Shed. This work is now largely complete and an independent charity established. While costs and gifts were substantial in 2019, during 2020 the church's contribution was limited to payment of Shed utility bills of £503. There is currently no formal future commitment, other than to provide the building at a peppercorn rent. The building remains under church ownership, but isn't valued in our accounts as there is no intention to sell.

The church's primary project in 2020 was to do with Church Fabric. We raised funds for, and undertook, the re-decoration of the church. This was completed by August. We also raised funds for new audio-visual equipment which is specified, approved and ordered, but will be delivered and paid for in 2021 at a cost of about £20,000. This will be capitalised and depreciated over 3 years.

# Independent Examiner's Report

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## PCC of St James, Woodside

I report on the financial statements of the PCC for the year ended 31st December 2020, which are set out on pages 11 to 20.

## Respective Responsibilities of the PCC as Trustees and the Independent Examiner

As trustees of the charity, the members of the PCC are responsible for the preparation of the financial statements. They consider that an audit is not required for this year under section 144(2) of the Charities Act 2011 ("the 2011 Act") and that an independent examination is needed.

It is my responsibility to:

- Examine the accounts under section 145 of the 2011 Act;
- Follow the procedures laid down in the General Directions given by the Charity Commissioners in section 145(5)(b) of the 2011 Act; and
- State whether particular matters have come to my attention.

## Basis of the Independent Examiner's Statement

My examination was carried out in accordance with the General Directions given by the Charity Commission. An examination includes a review of the accounting records kept by the charity and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts, and seeking consideration from the management committee 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 matters have come to my attention:

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

**Professor Charles Taylor**

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