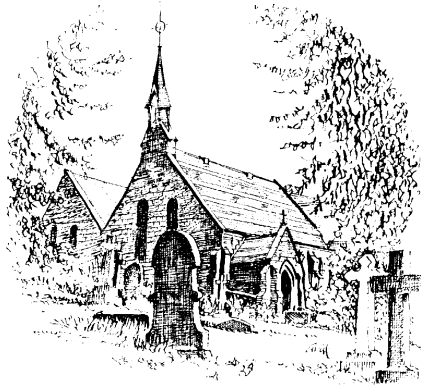


**Parish Church of St John the Divine  
Menston with Woodhead**

**Annual Report of the  
Parochial Church Council  
for the year ended 31 December 2023  
presented at the APCM on  
Sunday 28 April 2024**

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



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

*Independent Examiner:*  
Linda P Nelson FCCA  
BFE Brays Chartered Accountants  
Building Society Chambers  
Wesley Street  
Otley  
LS21 1AZ



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## ADMINISTRATIVE INFORMATION

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

### MEMBERSHIP AND ATTENDANCE OF THE PCC January 2023 to December 2023

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

During the year the following served as members of the PCC. Meetings attended out of a possible 10 during 2023 are in brackets; # indicates members of the Standing Committee.

#### Ex-officio Members of PCC

Rev Steve Proudlove #	10:10	Incumbent - Dec 2023
Rev Andrew Howorth #	6:10	Associate Priest
Mrs H Feathers #	9:10	Churchwarden
Mr D Mercer #	9:10	Churchwarden
Mrs W Thornhill	10:10	Licensed Reader
Dr C Alexander #	4:4	Treasurer - APCM 2023

#### Representatives on Deanery Synod [and PCC]

Mrs M Banister	10:10	until May 2026
Miss S Smith	10:10	until May 2026
2 Vacancies		until May 2026

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## Elected Members of PCC

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

Mrs S Lee *	9:10	until APCM 2024	
Mr I Johnson #	10:10	until APCM 2024	Treasurer
Mr R Banister	10:10	until APCM 2024	
Mrs C Meakin *	10:10	until APCM 2025	
Miss S Smith *	10:10	until APCM 2025	
Mrs J West	7:10	until APCM 2025	
<i>1 Vacancy</i>		<i>until APCM 2025</i>	
Mr D Hall	4:10	until APCM 2026	
Mrs J Knaggs	4:10	until APCM 2026	
Mrs H Needle *	8:10	until APCM 2026	
<i>1 Vacancy</i>		<i>until APCM 2026</i>	
Lynda Shelley #	7:10	Secretary - co-opted to APCM 2024; resigned Jan 2024	

Menston Methodist Representative      0:10

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

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

## **ELECTORAL ROLL**

The Electoral Roll should be revised annually. Every sixth year the preparation of new church electoral rolls takes place, which means that everyone must come off the roll and re-apply. The next occasion for the preparation of new rolls is 2025.

Following the new Church Representation Rules, names no longer need to be removed from the roll during the course of the year; this only happens at the annual revision. Names can continue to be added to the Electoral Roll throughout the year.

There are 98 names on the revised Electoral Roll. The numbers can be broken down into the following groups:

Females	76
Males	22
Residents	79
Non-residents	19
Individuals	67
Family Units	18

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

*Elizabeth Leopold*

The average usual Sunday attendance during 2023 was 72.

## **ANNUAL REVIEW FOR THE YEAR ENDED 31 DECEMBER 2023**

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

The Parochial Church Council (PCC) is a corporate body established by the Church of England. The PCC operates under the Parochial Church Council Powers Measure. The method of appointment of PCC members is set out in the church Representation Rules. All church attendees are encouraged to register on the Electoral Roll and stand for election to the PCC.

### **Objectives and Activities**

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

### **Achievements and Performance**

#### **1. Worship**

The Zest service is held each Sunday morning at 9.30am followed by refreshments in the Parish Room at 10.30am. This is then followed by a Parish Eucharist at 11 am.

Mid week service is held each Thursday morning at 9:30am.

The Core, aimed at 7–11 year olds with meetings on the third Sunday of the month from 3–4.15pm, has had a busy year with a wide range of activities.

The 6pm Service (previously the 'Junction') is an informal service for everyone in church on the first and third Sundays of the month. It offers all members of the congregation an opportunity to reflect and discuss passages from the Bible.

The Den is held each Sunday evening from 7–8pm and offers

a ministry to pre-teens and teenagers. Once a month they join with All Saints in Ilkley for Release, their youth group. The Core and the Den work actively to encourage children to grow in faith.

The Bible Study small groups continued to meet, one in person with one via Zoom.

The Parochial Church Council has been able to resume weekly face to face meetings and events as well as online presence via St John's website, Zoom and Facebook.

Licensed Chalcists: Mrs K Roberts, Mr R Banister, Mrs M Banister, Mr P Willbraham, Mrs S Lee, Mr G Druett, Mrs S Druett, Mrs D Slater, Mrs J Steele.

Lay Eucharist Ministers: Mrs K Roberts, Mr P Willbraham, Mrs S Finch, Mrs D Beaumont.

Verger team for weddings and funerals: Mrs I Griffiths, Mr G

Druett, Mrs K Roberts, Mrs H Feathers and Mrs R Zigmund.

Music has always been an essential element of our worship. The PCC is immensely grateful for our organists Mrs M Harvey and Mrs E Leopold who continue to share duties.

## **2. PCC Overview**

The PCC and Standing Committee meetings have been undertaken via video Zoom meetings and face to face meetings.

The PCC met on ten occasions during the year with an average level of attendance of slightly over 80%. The Standing Committee met on seven occasions to plan agendas for PCC meetings, act on referred matters and discuss urgent issues.

The PCC discussed a wide variety of issues during the year. These have included the closure of the churchyard, how to grow our church and how to increase



our funds. Fundraising has resumed in earnest this year with a variety of activities and income opportunities taking place which have contributed considerably to church funds.

We have also resumed a varied calendar of events held throughout the year which have been very well supported and attended. This has included quiz suppers and the King's Coronation concert. We have had several music evenings, including 'Songs for Summer' and Choral Evensong. Further, 'Roses of Picardy' featured words and music for remembrance by The Occasion Choir of York.

The new system of voting to choose the three charities St John's supports has been well received.

A stewardship/regular giving campaign has been identified as a priority for PCC in the next couple of years.

The generosity of time and effort undertaken by everyone to both maintain and grow St John's, making it a safe, welcoming, and varied church, particularly since the commencement of the interregnum phase we are currently in, is greatly appreciated and formally acknowledged.

St John's Church and its environs were maintained in good condition. Additionally, a variety of work was carried out during the year by volunteers, including regular ground maintenance, grass cutting, leaf clearing and maintenance of the flower borders. A cake and craft stall was held regularly. PCC have been working towards closure of the church yard and it's formal adoption by Bradford Council, a decision on which is pending from the Privy Council.

The Eco church group organised a wide variety of activities for people to get involved in during the year including tree planting,

seed sowing, a quiz and thinking about carbon footprints with duplo. Eco tips were included in the magazine regularly and prayers for creation woven into worship. St John's was delighted to attain a Silver Eco church award in September 2023.

Catherine Meakin continued in her role as Safeguarding Officer and Elizabeth Leopold as Electoral Roll Officer. PCC is very grateful for their hard work in these roles.

Our administrator, Amy Elliott, continues to provide excellent ongoing support both to the clergy and ensuring that the parish office is run efficiently.

The church continues to be supported by an army of volunteers, including the outreach work, pastoral care and the day-to-day activity of the church. To name just a few, this includes floral decoration, reading and intercession prayers, serving coffee, gardening and leaf clearing.

The PCC is immensely grateful for the dedication and care given to our congregation and church, in particular during the current interregnum.

We have been truly blessed with our dedicated wardens and deputy wardens. Hilary Feathers and David Mercer continue in their dedication to maintain day to day church life, which has been even more vital and appreciated in this interregnum period. Hilary and David are very ably supported by our deputy wardens Judith Knaggs, Roger Banister and Dominic Hall.

*Julie West*  
*Acting PCC secretary*

**Independent Examiner's Report to the trustees of Parish Church Council of St John the Divine, Menston with Woodhead Charity no 1129823 on accounts for the year ended 31st December 2023.**

I report to the Trustees on my examination of the accounts of the Parochial Church Council of St John The Divine, Menston with Woodhead (the Trust) for the year ended 31 December 2023 which are set out on pages 12 to 20.

**Responsibilities and Basis of Report**

As the charity trustees of the Trust, you are responsible for the preparation of the accounts in accordance with the requirements of the Charities Act 2011 ('the Act').

I report in respect of my examination of the Trust's accounts carried out under section 145 of the 2011 Act and in carrying out my examination, I have followed all the applicable Directions given by the Charity Commission under section 145 (5)(b) of the Act.

**Independent Examiner's Statement**

I have completed my examination. I confirm that no material matters have come to my attention in connection with the examination giving me cause to believe that in any

material respect:

1. accounting records were not kept in respect of the Trust as required by section 130 of the Act; or
2. the accounts do not accord with those records; or
3. the accounts do not comply with the applicable requirements concerning the form and content of accounts set out in the Charities (Accounts and Reports) Regulations 2008 other than any requirement that the accounts give a 'true and fair view' which is not a matter considered as part of an independent examination.

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

*Linda P Nelson FCCA  
BFE Brays Chartered  
Accountants  
Building Society Chambers  
Wesley Street  
Otley LS21 1AZ  
22 March 2024*

**Parochial Church Council of St John the Divine, Menston with Woodhead**  
**STATEMENT OF FINANCIAL ACTIVITIES for the year ended 31st December 2023**

INCOMING RESOURCES	Unrestricted Funds	Design'd Funds	Restricted Funds	Total Funds	
				2023	2022
	Note				
Donations and legacies	2a 99,135	0	4,320	103,455	127,341
Income from charitable activities	2b 4,057	0	0	4,057	4,349
Other trading activities	2c 4,622	45	441	5,109	3,407
Income from investment	2d 277	0	40	318	236
Other incoming resources	2e 0	0	0	0	0
<b>TOTAL INCOMING RESOURCES</b>	<b>108,091</b>	<b>45</b>	<b>4,801</b>	<b>112,938</b>	<b>135,334</b>
<b>RESOURCES EXPENDED</b>					
Mission activities	3a 5,444		0	5,444	4,627
Ministry	3b 71,879	0	450	72,329	45,815
Maintenance	3c 8,100	0	5,889	13,988	221,931
Support	3d 12,527	0	0	12,527	11,637
Costs of generating funds	3e 205	0	0	205	459
<b>TOTAL RESOURCES EXPENDED</b>	<b>98,154</b>	<b>0</b>	<b>6,339</b>	<b>104,493</b>	<b>284,469</b>
<b>NET Incoming/-Outgoing RESOURCES before Transfer</b>					
	9,937	45	-1,537	8,444	-149,135
<b>TRANSFERS BETWEEN FUNDS - in</b>	0	0	47	0	0
-out	-47	0	0	0	0
<b>NET Incoming/Outgoing RESOURCES</b>	<b>9,890</b>	<b>45</b>	<b>-1,491</b>	<b>8,444</b>	<b>-149,135</b>
<b>BALANCES BROUGHT FORWARD</b>					
at 1st January 2023	19,987	1,173	3,923	25,083	<b>174,218</b>
<b>BALANCES CARRIED FORWARD</b>	<b>29,877</b>	<b>1,218</b>	<b>2,432</b>	<b>33,527</b>	<b>25,083</b>
at 31st December 2023					

Parochial Church Council of St John the Divine, Menston with Woodhead						
BALANCE SHEET AS AT 31st December 2023						
	Note	Unrestricted	Designated	Restricted	Total funds	
		Funds	Funds	Funds	2023	2022
<b>FIXED ASSETS</b>						
Tangible fixed assets	5	0	0	0	0	0
						0
<b>CURRENT ASSETS</b>						
Debtors	6	4,404	-	258	4,661	4,407
Investments	7	6,324	-	901	7,225	7,907
Cash at bank & in hand	8	19,531	1,218	1,740	22,489	14,555
		<b>30,258</b>	<b>1,218</b>	<b>2,899</b>	<b>34,375</b>	<b>26,869</b>
<b>LIABILITIES FALLING DUE</b>						
<b>WITHIN ONE YEAR</b>	9	381	-	467	848	1,787
<b>NET CURRENT ASSETS</b>		29,877	1,218	2,432	33,527	25,083
<b>TOTAL NET ASSETS</b>		<b>29,877</b>	<b>1,218</b>	<b>2,432</b>	<b>33,527</b>	<b>25,083</b>
<b>FUNDS</b>						
Restricted	10	-	-	2,432	2,432	3,923
Unrestricted		29,877	1,218	-	31,095	21,160
		<b>29,877</b>	<b>1,218</b>	<b>2,432</b>	<b>33,527</b>	<b>25,083</b>

Approved by the Parochial Church Council on 29 February 2024

and signed by:



Warden (Chairman)



Mr IK Johnson (Treasurer)

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

**ACCOUNTING POLICIES**

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

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

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

**FUNDS**

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

*Restricted funds* represent donations or grants received for a specific object or invited by the

PCC for a specific object. The funds may only be expended on the specific object for which they were given. Any balance remaining unspent at the end of each year must be carried forward as a balance on that fund. The PCC does not usually invest separately for each fund. Where there is no separate investment, interest is apportioned to individual funds on an average balance basis. *Unrestricted funds* are general funds which can be used for PCC ordinary purposes. These may include monies designated by the PCC for a particular purpose.

**INCOMING RESOURCES**

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

## **FIXED ASSETS**

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

*Moveable church furnishings* held by the vicar and churchwardens on special trust for the PCC and which require a faculty for disposal are inalienable property, listed in the church's inventory, which can be inspected (at any reasonable time). For anything acquired prior to 2000 there is insufficient cost information available and therefore such assets are not valued in the financial statements. There have been no acquisitions since 1 January 2000.

All expenditure incurred in the year on consecrated or beneficed buildings, individual items under £1,500 or on the repair of moveable church furnishings acquired before 1 January 2000 is written off.

*Equipment* used within the church premises is depreciated on a straight line basis over four years. Individual items of

equipment with a purchase price of £1,500 or less are written off when the asset is acquired.

## **INVESTMENTS**

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

## **CURRENT ASSETS**

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

## **LIABILITIES**

We have been advised by the Diocese of Leeds that payments toward the Diocesan Share are regarded as donations to the Diocese and there is no liability to pay any shortfall in the future.

Any shortfall should not therefore be recorded as a contingent liability in the accounts.

<b>Parochial Church Council of St John the Divine, Menston with Woodhead</b>						
<b>Notes to the Financial statements for the year ending 31st December 2023</b>						
<b>INCOME</b>						
	<b>Unrestricted</b>	<b>Designated</b>	<b>Restricted</b>	<b>Total Funds</b>		
	<b>Funds</b>	<b>Funds</b>	<b>Funds</b>	<b>2023</b>	<b>2022</b>	
<b>2a</b>	<i>Donations and legacies</i>					
	Regular giving: via bank	60,600	0	0	60,600	60,120
	via envelopes	5,130	0	0	5,130	5,481
	Income Tax recoverable on reg giving	14,711	0	0	14,711	14,343
	Irregular giving	12,458	0	2,520	14,978	2,877
	Collections (open plate) at all services	2,835	0	0	2,835	2,201
	Special collections	0	0	0	0	25
	Grants	0	0	0	0	0
	Appeals	0	0	1,220	1,220	37,976
	Legacies	0	0	0	0	2,000
	Income Tax recoverable on irreg giving	3,402	0	580	3,982	2,318
		<b>99,135</b>	<b>0</b>	<b>4,320</b>	<b>103,455</b>	<b>127,341</b>
<b>2b</b>	<i>Income from charitable activities</i>					
	Service fees	2,490	0	0	2,490	3,288
	Magazine sales	1,566	0	0	1,566	1,061
	Sale of books/leaflets	0	0	0	0	0
	Educational events	0	0	0	0	0
		<b>4,057</b>	<b>0</b>	<b>0</b>	<b>4,057</b>	<b>4,349</b>
<b>2c</b>	<i>Other trading activities</i>					
	Parish Room lettings	1,709	0	0	1,709	1,365
	Magazine advertising	962	0	0	962	841
	Office income	24	0	0	24	12
	Fund raising events	1,927	45	441	2,414	1,190
	Income Tax recoverable	0	0	0	0	0
		<b>4,622</b>	<b>45</b>	<b>441</b>	<b>5,109</b>	<b>3,407</b>
<b>2d</b>	<i>Income from Investments</i>					
	Interest	277	0	40	318	236
		<b>277</b>	<b>0</b>	<b>40</b>	<b>318</b>	<b>236</b>
<b>2e</b>	<i>Other income</i>					
	Other Income	0	0	0	0	0
	SMP reimbursement	0	0	0	0	0
						<b>0</b>
	<b>TOTAL INCOME</b>	<b>108,091</b>	<b>45</b>	<b>4,801</b>	<b>112,938</b>	<b>135,334</b>



Parochial Church Council of St John the Divine, Menston with Woodhead						
Notes to the Financial statements for the year ended 31st December 2023						
EXPENDITURE	Unrestricted	Designated	Restricted	Total Funds		
	Funds	Funds	Funds	2023	2022	
<b>3a Mission activities</b>						
Overseas - missionary societies	0	0	0	0	1,534	
Overseas - relief and development agencies	1,798	0	0	1,798	0	
Home missions and other relief organisations	3,646	0	0	3,646	3,093	
	<b>5,444</b>	<b>0</b>	<b>0</b>	<b>5,444</b>	<b>4,627</b>	
<b>3b Ministry</b>						
Diocesan parish share	70,000	0	0	70,000	44,000	
Arrears of parish share paid off	0	0	0	0	0	
Clergy costs	691	0	0	691	485	
Service expenses	612	0	450	1,063	922	
Fees	420	0	0	420	348	
Magazine costs	156	0	0	156	61	
	<b>71,879</b>	<b>0</b>	<b>450</b>	<b>72,329</b>	<b>45,815</b>	
<b>3c Maintenance</b>						
Church	1,304	0	5,889	7,193	209,458	
Equipment depreciation	0	0	0	0	0	
Utilities	3,451	0	0	3,451	4,538	
Insurance	2,415	0	0	2,415	2,690	
Upkeep of churchyard	764	0	0	764	4,704	
Parish Room maintenance	165	0	0	165	542	
	<b>8,100</b>	<b>0</b>	<b>5,889</b>	<b>13,988</b>	<b>221,931</b>	
<b>3d Support</b>						
Employment costs	9,577	0	0	9,577	9,057	
Subscriptions and licences	970	0	0	970	917	
Office running costs	1,167	0	0	1,167	1,217	
Office equipment	250	0	0	250	126	
Bank charges	194	0	0	194	251	
Other expenses	368	0	0	368	69	
	<b>12,527</b>	<b>0</b>	<b>0</b>	<b>12,527</b>	<b>11,637</b>	
<b>3e Costs of generating funds</b>						
Fundraising costs	205	0	0	205	459	
<b>TOTAL EXPENDITURE</b>	<b>98,154</b>	<b>0</b>	<b>6,339</b>	<b>104,493</b>	<b>284,469</b>	

<b>Parochial Church Council of St John the Divine, Menston with Woodhead</b>	
<b>Notes to the Financial statements for the year ended 31st December 2023</b>	

**Expenditure cont'd**

		<b>Total Funds</b>	
		<b>2023</b>	<b>2022</b>
<b>4</b>	<i>Staff Costs</i>		
	Administrator's salary	9,472	8,970
	Pension contributions	0	0
	PAYE	105	87
	Organists fees	420	348
		<b>9,964</b>	<b>9,405</b>

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

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

		<b>Total Funds</b>	
		<b>2023</b>	<b>2022</b>
	<b>COST</b>		
	Audiovisual equipment purchased 2017	0	9,180
		<b>0</b>	<b>9,180</b>
	<b>DEPRECIATION</b>		
	at 31st December 2021	0	9,180
	Charge for the year (25% purchase price)	0	0
	at 31st December 2021	0	9,180
	<b>NET BOOK VALUE</b>		
	at 31st December 2023	<b>0</b>	<b>0</b>

**Parochial Church Council of St John the Divine, Menston with Woodhead**  
**Notes to the Financial statements for the year ended 31st December 2023**

<b>6 DEBTORS</b>	<b>Unrestricted</b>	<b>Restricted</b>	<b>2023</b>	<b>2022</b>
Income Tax recoverable	3,912	258	4,170	3,831
Prepayments	491	0	491	576
	<b>4,404</b>	<b>258</b>	<b>4,661</b>	<b>4,407</b>
<b>7 SHORT TERM DEPOSITS</b>	<b>Unrestricted</b>	<b>Restricted</b>	<b>2023</b>	<b>2022</b>
<b>held in CBF Church of England Funds</b>				
Choir	0	72	73	69
Churchyard	0	134	134	1,128
Donations	0	181	181	173
Fabric	0	514	514	491
General Purposes	6,323	0	6,323	6,046
	<b>6,324</b>	<b>901</b>	<b>7,225</b>	<b>7,907</b>
<b>8 CASH AT BANK AND IN HAND</b>	<b>Unrestricted</b>	<b>Restricted</b>	<b>2023</b>	<b>2022</b>
HSBC Main Account	20,739	1,740	22,479	14,544
HSBC Magazine Account(closed)	0	0	0	0
Catering Cashbook	0	0	0	0
Office Cashbook	11	0	11	11
	<b>20,749</b>	<b>1,740</b>	<b>22,489</b>	<b>14,555</b>
<b>9 LIABILITIES</b>	<b>Unrestricted</b>	<b>Agencies</b>	<b>2023</b>	<b>2022</b>
<b>amounts falling due within one year</b>				
Funds held for Housebound Party		467	467	467
Inn Churches Christmas collections		0	0	484
Accruals	381	0	381	836
Other creditors				0
	<b>381</b>	<b>467</b>	<b>848</b>	<b>1,787</b>

<b>Parochial Church Council of St John the Divine, Menston with Woodhead</b>							
<b>Notes to the Financial statements for year ended 31st December 2023</b>							
<b>10a FUND MOVEMENT SUMMARY</b>							
		<b>Incoming</b>	<b>Outgoing</b>	<b>Transfers</b>	<b>Gains/</b>	<b>Total Funds</b>	
		<b>Resources</b>	<b>Resources</b>		<b>Losses</b>	<b>2023</b>	<b>2022</b>
Fabric Fund		1,824	5,889	47	0	0	4,018
Choir Fund		3	0	0	0	7	4
Churchyard Fund		6	0	0	0	14	7
Altar Flower Fund		380	450	0	0	818	888
Donations Fund		8	0	0	0	181	173
Mission Fund		0	0	0	0	-1	-1
Churchyard Planting Fund		2,625	0	0	0	2,631	6
General Fund		108,091	98,154	-47	0	29,877	19,987
		<b>112,938</b>	<b>104,493</b>	<b>0</b>	<b>0</b>	<b>33,527</b>	<b>25,082</b>
<b>10b Fabric Fund</b>							
		<b>Incoming</b>	<b>Outgoing</b>	<b>Transfers</b>	<b>Gains/</b>	<b>Total Funds</b>	
		<b>Resources</b>	<b>Resources</b>		<b>Losses</b>	<b>2023</b>	<b>2022</b>
Deposit acc. Interest		23	0	0	0	23	87
Legacies		0	0	0	0	0	0
Church Roof appeal		1,315	0	0	0	1,315	39718
Church roof upgrade		0	-5,889	0	0	-5,889	-187851
Fundraising events		486	0	0	0	486	709
Fund Transfers		0	0	47	0	47	
		<b>1,824</b>	<b>-5,889</b>	<b>47</b>	<b>0</b>	<b>0</b>	<b>4,018</b>
<b>11 Contingent liabilities</b>							
We have been advised by the Diocese of Leeds that payments toward the Diocesan Share							
are regarded as donations to the Diocese and there is no liability to pay any shortfall in the future.							
Any shortfall should not therefore be recorded as a contingent liability in the accounts.							

**MENSTON PCC - General Fund - BUDGET 2023**

<b>Budget 2024</b>		<b>Budget 2023</b>	<b>Actual 2023</b>
	<b>INCOME</b>		
61,000	Planned Giving - via bank	60,000	60,600
5,000	Planned Giving - via envelopes	6,000	5,130
16,000	Gift Aid Tax reclaimable	15,000	18,113
2,800	Cash Collections	2,000	2,835
2,500	Fees	3,000	2,490
0	Legacies	0	0
24	Office Income	50	24
1,700	Parish Room letting	1,500	1,709
200	Interest	30	277
2,600	Magazine	2,000	2,528
2,500	Irregular Income	2,000	12,458
1,000	Fund Raising	0	1,927
0	Special collections	0	0
0	Appeals	0	0
<b>95,324</b>	<b>Total Income</b>	<b>91,580</b>	<b>108,091</b>
	<b>EXPENDITURE</b>		
73,708	Diocesan Share	86,598	70,000
700	Clergy Expenses	500	691
1,500	Church maintenance	2,000	1,304
620	Service expenses	600	612
4,000	Utilities	4,500	3,451
2,450	Church Insurance	2,400	2,415
160	Parish Magazine	100	156
170	Parish Room	300	165
170	Churchyard	300	764
450	Organists	300	420
0	Vergers	0	0
0	Fundraising expenses	0	205
650	Office - printing/stationery	400	640
480	- telecoms	450	472
10,000	- administrators salaries + SMP	9,200	9,577
150	- equipment replace/repair	150	250
1,000	- subs/licences/computer support	900	970
60	-office sundry expenses	200	55
0	Sundries	300	0
4,758	General Fund donations/Mission Giving	4,600	5,444
0	Churchyard Closure	0	368
200	Bank Charges		194
0	Special collections	0	0
<b>101,226</b>	<b>Total Expenditure</b>	<b>113,798</b>	<b>98,154</b>
<b>-5,902</b>	Surplus( -Deficit)	<b>-22,218</b>	<b>9,937</b>

Extracts from the Financial Statements 31/12/2023						
<b>Charitable Donations</b>						
	<b>2023</b>	<b>2022</b>				
<b>Mission Giving</b>			<b>Parish Room</b>	<b>Inc</b>	<b>Exp</b>	<b>Net</b>
Roche ECO Church	50		Lettings	1,709		
Wateraid	1798		Utilities		<u>1,380</u>	
Shelter	1798		Cleaning		0	
Behind Closed Doors	1798		Maintenance		165	
	<b>5,444</b>	<b>4,602</b>		<b>1,709</b>	<b>1,545</b>	<b>163</b>
<b>% of unrestricted income</b>	<b>5.00%</b>	<b>5.00%</b>				
			<b><u>Utilities estimated at 40% of Church utility bill</u></b>			
<b>Special collections</b>						
Trussell Tust Foodbank	261		<b>Magazine</b>	<b>Inc</b>	<b>Exp</b>	<b>Net</b>
DEC Turkey Appeal	185		Sales	1,566		
Children's Society	25		Adverts	962		
Inn Churches Xmas Appeal	249		Production/distrib costs		311	
Bradford North Foodbank	285			<b>2,528</b>	<b>311</b>	<b>2,217</b>
<b>Utilities</b>	<b>2023</b>	<b>2022</b>				
	<b>kWh</b>	<b>kWh</b>				
<b>Use Gas</b>	22,664	33,984				
Electricity	3,357	4,951				
Change in gas usage	-33%	-22%				
Change in electric usage	-32%	23%				
Change in gas costs	-29%	33%				
Change in electricity costs	-24%	0.23				

## FINANCIAL REVIEW

### January 2024

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#### **FINANCIAL PERFORMANCE 2023 (GENERAL FUND)**

Total income for 2023 at £112,938 was below that for 2022, this reflects the ending of money raised from appeals following the completion of the roof replacement project and an absence of legacies in 2023. However, whilst income from most other sources showed marginal increases on 2022 levels, that from irregular giving was raised by large a donation of £10,000 to general funds and £2,000 to restricted funds. Other items of note include the increase from fund raising events, Parish Room lettings and magazine sales.

In terms of expenditure, the single largest item was the final “additional retention” fee of

£5,888 in respect of the replacement roof project. Although the full Diocesan Share request of £86,598 was not met, a total of £70,000 was paid; a marked increase on the 2022 level of £44,000. In addition, mission giving at 5% of general income was maintained. Most other ministry and support costs were also slightly higher in 2023, however, that spent on utilities at £3,451 was 24% less than in 2022.

#### **RESERVES POLICY**

It is the policy of this church to keep 3 months general running costs (£24,000) in the general fund to cover unforeseen emergencies. By not paying full Share a general reserve of £31,095 has been maintained with a further £2,432 in restricted funds.

## **BUDGET 2024**

The budget assumes full payment of the Diocesan Share request of £73,708, and maintenance of mission giving at 5% of general income. All other expenditure is expected to be at similar or slightly higher levels than for 2023, giving a total expenditure level of around £101,200. In terms of income, that from planned giving and other sources is not expected to markedly change on 2023 levels, whilst that from possible fund-raising events

(based on known and potential events) may be lower generating around £1,000 so that total income will be around £95,300.

As a result, there is likely to be a deficit of around £6,000 by the end of the year. The PCC will have to consider its commitments to Diocesan Share, the 5% Mission Giving formula and/or increasing income from fund raising and other activities.

*IK Johnson (Treasurer)*

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## **CHURCHWARDENS' REPORT**

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When starting to think about writing our third Warden's Report it seemed to be a slightly more challenging task than the previous two, mostly because the last year seemed to have had none of the big excitements of the previous ones: no epidemics and no major building projects! This happy state of

affairs was not to last, however, with the news last November that Steve would be leaving us after Christmas - the news that all wardens dread!

Since that time we have discovered several things about our vicar that we had not fully appreciated until he had gone.

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Not only how much he did behind the scenes to keep everything running smoothly but also how very organised he was!

At this point we would like to express our grateful thanks to Amy, our Administrator, who has been truly amazing and without whose own hard work and organisational skills much of what has been happening in the Parish would definitely not have happened.

The ongoing challenge of maintaining, repairing and replacing parts of our lovely old building is ongoing, helped by the work of the unsung heroes who clean, paint, garden and repair on a regular basis. It is worth taking a moment sometimes to look around church on a Sunday and consider how many people have contributed their time and skills during the previous week in order that we may enjoy our time here. Thank you to all those

people, your efforts are hugely appreciated.

It is difficult to write this report without spending most of the time thanking people but it is, I'm afraid, rather inevitable! With that in mind our thanks must go to Andrew and Wendy for their support and wisdom, especially over the last six months and to the Zest team of Sally, Catherine, Marilyn and James for rising to the challenge of leading Zest each week so successfully.

Service numbers of our congregations for both services are stable and it is a credit to everyone that we remain a visible, united and caring worshipping community within Menston whilst we wait for exciting times ahead with a new vicar...soon we hope.

*Hilary Feathers  
& David Mercer*

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

### **Deanery Synod Representatives**

House of Laity: Marilyn Banister & Sally Smith

*2 Vacancies until 2026*

2023 saw the Deanery continue with a mix of zoom and in person meetings.

In February we heard from Rev Jude Smith, Director of Church Revitalisation, about the Barnabas project. The Church Commissioners have awarded funds to the Diocese of Leeds for this work which is about encouraging confidence in God, mission and future witness ie what does each church need to do to grow.

There has been quite a churn of clergy in the last year: new vicar at Burley arrived in July. Rev Philip Bishop. Sutton, Cowling and Lothersdale lost Rev Helen in June and an appointment was made in February 2024. David and Susan Griffiths retired from Silsden in September and so Silsden entered an interregnum followed by Menston in January

2024 with Rev Steve Proudlove's move to a Diocesan role.

Rev Mike Green from Kildwick, Cononley and Bradley was appointed as the Assistant Area Dean in July. Rev Mike Coe remains the Area Dean and I was re-elected as the Lay Chairperson of the Deanery for the new term running from July 2023 to 2026. Sally Smith is also a member of Deanery from Menston but there are still two vacancies.

At the July synod in Bradley church, Otley Christian Resources Hub gave an update on what they can offer which was very inspiring. Open the Book is happening in all the primary schools locally apart from Menston and although they have been approached they have not taken this up following the Covid break in provision.

In October we held an in person meeting at St Margaret’s in Ilkley and Jemima Parker, the Diocesan Environmental Officer, gave a presentation on ‘getting started on our journey to be a net zero church’. There was a lot of really good information and people learned a lot.

The Bradford Episcopal Area Forum (BEAF) in November focussed on Bradford City of Culture 2025 and thinking how we can make use of our churches as venues for events or actually holding activities.

Below is the information about payments made by churches in our Deanery for the Diocesan share.

On 8 June there is expected to be a Pilgrimage to Bradford Cathedral to celebrate the 10 year anniversary of the Diocese of Leeds. More details to follow. At our Deanery meeting on Thursday 13 June we will be hearing from Geoff Park who is the Diocesan Director of Finance. Everyone is welcome.

Do please consider whether you would like to get involved. I enjoy hearing about how other congregations are responding to the needs in their particular place. Do ask me if you would like to know more.

*Marilyn Banister  
Lay Chair and Deanery Synod  
Representative for St John’s*

	<b>Requested share for 2023 (£)</b>	<b>Paid (£)</b>	<b>Percentage paid in 2023</b>	<b>Percentage paid in 2022</b>
Diocese of Leeds	15,753,796	11,769,717	75%	78%
Bradford Episcopal area	2,764,929	2,093,230	76%	79%
SC & W Deanery	814,601	640,966	79%	77%
Churches that paid in full in SC and W Deanery	Addingham	Ilkley All Saints	Cowling	Lothersdale

