

St John's & St Luke's Together:
Making Disciples who make Jesus known

ANNUAL REPORT 2022



Parish of St John and St Luke Bilton
Making Disciples who make Jesus known

Report for the year 2021
Annual Parochial Church Meeting - 15th May 2022

The joint parish of St John and St Luke Bilton is part of the Diocese of Leeds within the Church of England. The correspondence address is: The Parish Office, St John's Church, Bilton Lane, Harrogate, HG1 3DT.

The membership of the Parochial Church Council for the period April 2021 - May 2022 was as follows:

Ex Officio Members

Clergy	Simon Dowson (Team Rector) (<i>PCC Chair</i>) Andy Patrick (Team Vicar) – <i>until August 2021</i> Laura Martin (Curate)
Deanery Synod Reps (2020-2023)	Jane Reichert Caroline Wise Pat Fenton Liz Meade
Churchwardens	Pat Fenton (St Luke's -1 st elected April 2018) Jean Jarvis (St Luke's – 1 st elected November 2020) Jane Reichert (St John's – 1 st elected April 2018) Nigel Thompson (St John's – 1 st elected April 2008)

Elected Members

	Rob Bath David Brown (<i>PCC Treasurer</i>) Noel Duke Pete Fenton Tracey Iles Jan Johnson Andrew McHutchon Daffyd Pritchard Josh Scarisbrick Ruth Yarborough
Co-opted member	Emma James
In attendance	Helen Mayers (<i>PCC Secretary</i>)
Its bankers are:	The Co-operative Bank plc - P.O. Box 101, 1 Balloon Street, Manchester, M60 4EP
Independent Examiner	Mr R M Caldwell BA (Hons) ACA - 1 Woodlea Croft, Leeds, LS6 4SF
Solicitors	The Diocesan Registrar

THE PAROCHIAL CHURCH COUNCIL

The aim of the Parochial Church Council (PCC) is to co-operate with the incumbent in promoting in the parish 'the whole mission of the church, pastoral, evangelistic, social and ecumenical'. This includes oversight of the church finances and maintenance of our church buildings, grounds and other properties. Membership of the PCC consists of clergy, churchwardens, deanery synod representatives and up to 10 lay members, elected for three-year terms at the

APCM. To ensure smooth functioning of the committee, lay members' terms of office start and finish in different years, so that we always have a mixture of new and experienced lay representatives.

At the 2021 APCM the number of candidates seeking election to the PCC exceeded spaces available, and so for the first time in a number of years a paper vote was needed to elect just 3 of them. Following a count of the votes cast, Rob Bath and David Brown were duly re-elected to PCC and Daffyd Pritchard was elected for the first time.

In the course of 2021 the PCC met on a total of 9 occasions. For the first 8 months of the year Covid 19 restrictions on public gatherings meant that meetings still had to be held online using the Zoom platform, but the PCC were able to convene again in person by September. Some business arising between meetings was conducted via email (as allowed for in the Church Representation Rules). Topics for discussion/approval and actions taken included:

- Whether, and how, to maintain public worship during lockdown
- Setting up a Parish Strategy Review Group and a review of our Mission Action Plan, with an emphasis on strengthening our relationships with local schools, improving discipleship, and concentrating on recovery post-pandemic
- New ventures, such as the establishment of new small house groups and Kintsugi Hope groups (safe and supportive spaces to make a positive difference to mental well-being)
- Youthwork initiatives, spearheaded by our young people's worker, Emma James
- Development of a parish 'dashboard' system to assist effective monitoring of safeguarding issues
- Approvals for routine maintenance tasks at both churches
- After the departure of Andy Patrick, reassessing the future of the Team Vicar role
- Approval of the church accounts and discussion of the continuing financial challenges faced by our churches.

The PCC discharges its duties with the help of committees which report back to the full PCC, with minutes of their decisions discussed further as necessary. Those committees are the Standing Committee, Finance & Buildings Committee, Environmental Group and Social Committee. Unsurprisingly perhaps, in light of the pandemic-related restrictions which continued to be in place throughout the year, the Social Committee did not meet at all in 2021. Neither did the Standing Committee, it proving more expedient for any matters that would normally come before the committee to be dealt with in informal discussions between the clergy and wardens. Reports from the Finance Committee and Environmental Group appear below.

Helen Mayers – PCC Secretary

Finance and Buildings Committee

The Finance and Buildings Committee has ten members and has met on seven occasions in 2021, continuing to use Zoom until the second half of the year. The areas we have dealt with included the following:

- Budgets are set for the forthcoming financial year taking account of current commitments, maintenance needs, and the mission priorities of the church.
- Income and expenditure are regularly monitored against the budget. Our Parish Share payments to the Diocese have been kept under review and, with income still affected by the covid restrictions, it again became necessary to cap our payments to avoid undue strain on our finances.
- We have obtained funding from grant-making bodies for livestreaming equipment and for the Young People's Worker.
- The financial arrangements for the Young People's Worker have been regularly reviewed.
- Communications with our donors and congregations on our financial position have been discussed, including plans for the Stewardship Month in Feb 2022. Information on Gift Aid has been produced. The Parish Giving Scheme has been monitored following its introduction.
- An annual review of rents and hire charges for our rooms and properties is carried out by the committee.
- The buildings and their maintenance are also regularly discussed, with the wardens reporting back to the committee. The quinquennial inspection of St Luke's building was arranged and carried out.

- The committee also considers one-off and unforeseen items of expenditure. This year building repairs, equipment for live-streaming of services, options for a new photocopier/printer, and advertising for a new Team Vicar have come up for consideration, amongst other issues.
- A review of our Mission Giving (Extra Parochial Giving) is carried out to ensure we meet our annual target as set out in the PCC policy on the Payment of Grants and Donations to Charities.

We also ensure the annual accounts are produced and examined externally.

David Brown – PCC Treasurer

Environmental Group

The Green team have continued to meet around every 6 weeks in prayer and action to support and encourage sustainable living and caring for God's creation. Matters discussed/actions taken or proposed in 2021 included:

- Two coffee mornings: the first, celebrating reopening in September 2021, was in aid of Horticap and the gardening team, with a second taking place in February 2022 in aid of Bilton Conservation Group. We aim to have 'carbon conversations' with patrons promoting sustainable living and we sell a variety of items reusing old materials to raise funds, including cotton produce bags, handmade bars of soap, cotton face pads, bugs tins and hairbands.
- We work closely with Rob Bath and Nigel Thompson on the gardening team, who have worked tirelessly to maintain the grounds for the enjoyment of all, including the birds and bees, with areas left unmown for encouragement of native wildlife. A team have visited regularly to identify many species and document them on the plan originally penned by Terry Wagner, now in digital format on display in both churches.
- We hosted a litter pick in June 2021 (with another taking place in March '22).
- Claire teamed up with Emma James in the late summer and led a meeting for the older youth groups on sustainable living.
- Bike rack – although we are finding this a lengthy process, we still hope to install Sheffield stands for bike locking near the church hall in the coming months. The tying in of the faculty applications and funding application has been tricky and a decision to downsize the project has meant this is now more manageable.
- Creationtide – for 3 Sundays from the 19th September Simon lead the services in worship and prayer with interviews of members of the green team at both St Luke's and St John's.
- We continue to contribute regularly to the weekly newsheet and monthly magazine and have produced a leaflet detailing sites for recycling unusual or harder to recycle items and plastic free shopping.
- Attending the Saving Creation webinar led by Jemima Parker from the diocese in February 2022.

And we were absolutely delighted to be awarded the Silver award from Arocha in March 2022. We hope to have a celebration for this when we get the bike rack in.

Claire Golightly – Environmental Officer

DEANERY SYNOD

Deanery Synod met 3 times during the year: twice on Zoom and once in person. We generally meet 4 times, but the summer meeting did not happen for various reasons.

The February meeting consisted of presentations on clergy and lay training opportunities by Marian Russell, Clergy Development Officer, and Julia Robertson, Lay Training Officer for the Ripon Episcopal Area.

In May Bishop Helen-Ann gave a talk on the subject of 're-emergence'.

In November the director and café manager of Resurrected Bites gave a presentation. Resurrected Bites is a Harrogate and Knaresborough based community organisation which aims to reduce food waste and food poverty.

Caroline Wise, Jane Reichert, Pat Fenton and Liz Meade – Deanery Synod reps

YOUTHWORK REPORT

This year has been a year of 'bedding in' for youth work at St John's and St Luke's, as it has been relatively stable compared to the previous year in terms of lockdowns and changing rules! And one of the great results of this stability is stronger and deeper relationships, both between the young people and leaders, and between the young people themselves. The groups have gradually transitioned from being crowds to communities, where there is a real sense of belonging and a sharing of common interests. This has been a real joy to witness, particularly over these last few months.

Here are a few selected highlights of the year 2021-2022:

- A residential weekend to Scargill, themed around 'God's Love', which saw 11 young people stand up and make a commitment to follow Jesus.
- Monthly worship times established on Sunday nights to introduce the young people to contemporary worship and to encourage them to praise God.
- Peer-led small groups that take place weekly as part of the overall Ignite sessions. Young leaders prepare a game, a bible verse, questions and a prayer activity and then lead their peers for about 20-25 minutes.
- Young people have started serving regularly in church services at St John's in a variety of roles: reading, intercessions, helping with children's groups, sound / live-streaming rotas and music. The aim is to increase this over this coming year.
- Youth Alpha ran for 11 weeks during Autumn 2021 and culminated in 6 young people being confirmed. The group still meets now (on a monthly basis) where we are exploring being a disciple and what this looks like for them at school, home etc.
- We ran a Glow Party, together with St Mark's and Mowbray churches which saw over 60 young people from across all 4 churches attend and hear an alternative Halloween message.
- We heard from the charity Open Doors about what life was like for persecuted Christians living in different countries around the world. We held our own 'secret church' session and also took part in a sponsored event 'Choose to Lose', raising almost £300.
- We have partnered with the Bradford-based charity TLG (Transforming Lives for Good) to offer 1:1 coaching sessions in Harrogate High school after Easter for vulnerable young people.

I can't conceive of anything more necessary than passing on the gospel to the next generation and this task can't be done without the fantastic team of volunteers who give their time, and love freely: they turn up every week, feed the young people (both physically and spiritually!), play silly games, answer questions, care for them, listen to their doubts, and ultimately help them to become disciples of Jesus. I am so grateful to them for all of this.

Please continue to pray for all of the young people entrusted to our care; that they will grow closer to Jesus; that they will learn to hear God's voice and that they will be led by his Spirit.

'For I am convinced that neither death nor life, neither angels nor demons, nor any powers, neither height nor depth, nor anything else in all creation will be able to separate us from the love of God that is in Christ Jesus our Lord.' Romans 8: 38-39

Emma James – Youth Worker

SAFEGUARDING REPORT

Note: The PCC 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).

St John's and St Luke's has adopted the national policy document "Promoting a Safer Church", which ensures the safeguarding of children, young people and adults. Copies of this policy document are available at both churches. A Parish Safeguarding Handbook was produced during 2018 which provides advice and information to strengthen the day to day working of parishes with regard to safeguarding. Copies of the handbook are again available in both churches. (New copy due for release 2022). As a church St John's and St Luke's formally adopt the House of Bishops'

“Promoting a Safer Church; Safeguarding Policy Statement” which is annually agreed with the PCC and signed. Copies of this statement are displayed at both churches. We use the national “Practice Guidance for Safer Recruiting” in all our recruiting. A record is kept of all workers who require a DBS for their role and we inform people when a renewal is due. Annually we obtain a signed confidential declaration form from all current workers in specified roles.

Despite the COVID pandemic continuing to affect the parish so greatly, with the suspension of most groups during this period, the necessary safeguarding duties continued, including updating DBS checks, and it was great to eventually see the majority of groups resuming. There was a policy update towards the end of 2021 that all DBS checks will now only be valid for 3 years instead of 5. This is to be implemented by 2025, so I have decided to act on this immediately and all those due in 2022 are being completed early, and then I will start on 2023/24. Any DBS checks completed within the last 2 years have had their end dates changed on my system to ensure we are ahead of the game.

The parish dashboard has been in full use this year and has had a major realignment to new Church of England guidelines. We have introduced a policy for the recruitment of ex-offenders, and PCC have reviewed and approved all church group activities.

Action plans are reviewed at PCC meetings and all risk assessments have been completed and/or reviewed in the last 12 months. We have had no serious incidents reported within the parish since the last APCM.

Gill Clarke - Parish Safeguarding Office

ATTENDANCE

The number of people on the Electoral Roll for St John’s Church on 31st December 2021 was 203. At St Luke’s the number on the Roll was 55.

Jean Burton (St John’s) and Sarah Shepherd (St Luke’s) – Electoral Roll Officers

TEAM RECTOR’S REPORT

I want to begin this report by saying thank you to the people of St John’s and St Luke’s. 2021, with all its uncertainties and challenges due to COVID, was not an easy year. At the start we were plunged back into another lockdown, and even as the country emerged from this latest challenge, life was certainly not back to normal. But despite all of this, the people of our congregations remained faithful and committed and, moreover, demonstrated great flexibility and patience, meaning for example, that we were able to celebrate Christmas in all the usual ways.

I also want to say a massive thank you to Andy Patrick for his five years of ministry here in the parish. As you will recall, he and Claire moved to the parish of Dore in Sheffield in September, and he has left a big gap and is missed greatly by many people. The wardens and others at St Luke’s have stepped up admirably during this time of vacancy, and so I want to also express my thanks to them. Nevertheless, since September we have been operating without a full team, and this has had its effects, not least in terms of the sense of momentum at St Luke’s (for example, we have had to put Café Church on hold) but also with regard to the level of pastoral care we can offer across the parish, so one of the things that we hope to see in 2022 is the introduction of a new pastoral care strategy.

And mention of this strategy leads me to mention our curate, Laura, who has been doing a lot of work behind the scenes to develop our plans in this area – so I thank her for this, but more generally I want to say thank you to her because of the way she has enriched the life of the parish, not least against the challenging backdrop of the pandemic. She has thrown herself wholeheartedly into ministry, and it was a real highlight to see her ordained at St John’s by Bishop Helen-Ann back in June.

Another highlight was when Bishop Chris Edmondson came to St John’s in November to conduct a confirmation service. It was fantastic to have a good mix of adults and young people being confirmed, and thanks must go to our young people’s worker, Emma, for the great way she and the team inspired the candidates, meaning that they have wanted to continue meeting as a group. Emma brings a wealth of good ideas and enthusiasm for the role and she has

added a new dimension to our life together. Of course, this would not have been possible without the help of many volunteers, so thank you to them as well.

Having said all this, it does seem strange that as I write we are one third of the way into 2022, and yet this report should only refer to the events of 2021, which do seem a long time ago! So, as I draw to a close, I want to return to something that happened in 2021 which is having an ongoing effect in 2022 – namely the vacancy for our team vicar. Towards the end of last year the PCC agreed with some real excitement that this role should be enhanced by making it half-time team vicar, half-time mission enabler with a view to helping us make our focus more missional and in particular give us the opportunity to work with God in starting new congregations, whatever those might look like. Sadly, the 1st round of advertising did not result in us getting the field of candidates we had hoped for, so we are re-advertising and hope to interview on 7th July. Please be praying.

And speaking of praying, please continue to uphold the mission and ministry of our parish, not least over the summer months as I take a sabbatical and Laura holds the fort, so to speak.

Every blessing,
Simon

Simon Dowson – Team Rector

FABRIC REPORT

During the months of January 2021 to December 2021 the work highlighted below has taken place in the properties identified. This report is based on the activities of St John's Wardens and other parties in maintaining the fabric and functionality of the following locations belonging to the parish:

- The Church (C)
- The Church Hall/Schoolroom (CH)
- 13 Albany Road (AR)
- 59 Coppice Way (CW)
- Church Grounds (CG)

During these 12 months we have approved the following maintenance work, or been involved in the resolution of issues relating to the locations as identified above:

St John's

- Ongoing light bulb replacement (C/CH)
- Annual planned servicing of fire-fighting equipment (C/CH)
- Gas servicing (C/CH)
- Floor maintenance to Hall and Church (C/CH)
- Reactive roof repairs (C/CH)
- Central heating servicing/maintenance (C)
- Heating maintenance to Church Hall including heater servicing/improvements (CH)
- Lightning conductor testing (C)
- Maintenance to Audio System (C)
- Programmed window cleaning as required (CH)
- Servicing of 2 nr lawnmowers (CG)
- Planned servicing of heating systems (C/CH)
- Annual testing of fall arrest system to Church Tower roof (C)
- Upkeep of the church grounds including landscaping and arboriculture works (CG)
- Cleaning of all the pigeon guano from the Church tower stonework and window (C)
- Renewal of Church and Church Hall Insurances (C/CH)

59 Coppice Way (CW) and 13 Albany Road (AR)

- Gas inspections and certification (CW/AR)
- Fencing repairs (CW)
- Flat roof repairs to dormer window following leak (CW)
- Wall tiling adjacent to cooker and hob for wall protection purposes (AR)
- In line with landlord responsibilities, rent review undertaken and implemented (CW/AR)

In addition to the statutory requirements and reactive repairs and maintenance the following planned works have been undertaken, and, where relevant, will continue to be undertaken during 2022:

- Upkeep of the church grounds including landscaping and arboriculture works (CG)
- Programme and undertake annual portable appliance testing to Church and Church Hall (C/CH)
- Undertake annual servicing of gas services and heating systems (C/CH)
- Relining of Church Drive (CG)
- Church roof maintenance including re-fixing slipped slates, clearing gutters and down pipes, leadwork maintenance to the flat roof over Church Office (CG)
- Replacement of fence panels (CW)
- Storm guard draft strip and bristle strip to external door to prevent draughts (AR)
- Landlord inspections and rent reviews of Albany Road and Coppice Way (AR/CW)

Nigel Thompson and Jane Reichert - Churchwardens (St John's)

St Luke's

The following works were carried out at St Luke's in 2021:

- Work to clear out and fit covers to the outside gullies, make repairs to the rear garage door and replace damaged paving at the back of the building, scheduled to be carried out in August 2020, was completed in February 2021.
- The main lighting units were replaced with LED lights in April. These are fixed to the ceiling, doing away with the ugly chains and (frequently cracked) plastic covers. They have made a great difference to the look of the building and have been much admired – as well as making a considerable saving in lighting bills.
- A broken cupboard lock in the front upper room was replaced by a local locksmith in May – and hooks were fitted to the side wall in the garage in October, to hold our long ladders, clearing space and making them easier to access. The servicing of the gas boiler took place in November.
- Further work recommended in the 2017 Quinquennial, to the north side of the building, has had to take a back seat due to financial restraints, but we hope this will be carried out as soon as funds allow.

The 2022 Quinquennial has just taken place and we await the results in due course.

Pat Fenton and Jean Jarvis - Churchwardens (St Luke's)

ADDITIONAL INFORMATION: *Quinquennial Inspections within the Church of England require every church building to be inspected by an architect or chartered building surveyor approved by the Diocesan Advisory Committee (DAC) every five years. This regular system of review is designed to ensure that church buildings are kept in good repair.*

The Quinquennial Inspection of St John's was completed in November 2021 and the report issued to the church in April 2022. The detailed report has been scrutinised by the churchwardens and the summary of the report states that 'the Church and churchyard are well cared for'. A small number of works have been identified, a majority of which are already programmed to be undertaken within the church's planned preventative maintenance programme throughout 2022, including roof maintenance and lighting conductor testing.

Churchwardens, in conjunction with Clergy and PCC, will further scrutinise the report to ensure that a planned preventive maintenance programme is implemented over the next 5 years in order that the church and grounds continue to be cared for to a high standard.

FINANCIAL MATTERS

Major cash/non-cash transactions:	None
Substantial voluntary help/free facilities:	Mr Ross Caldwell generously gave his services (independent examination of the accounts) free of charge
Substantial contingent liabilities:	Parish Share payable to Leeds Diocesan Board of Finance (not a legal liability): £73,701
Subsidiary companies:	None
Changes in accounting procedures:	None
Details of donations of £1,000 or more:	<u>Legacies</u> £1,500 unrestricted <u>Other donations</u> June 2021: £1,000 to general funds Oct. 2021: £1,000 to general funds Dec. 2021: £1,000 to Youth Worker fund
Grants received:	Feb. 2021: £3,700 from the Allchurches Trust for livestreaming equipment Mar. 2021: £5,000 from Harrogate Church House Trust for the Youth Worker fund Dec. 2021: £5,000 from the Liz & Terry Bramall Foundation for the Youth Worker fund Dec. 2021: £1,000 from NYCC for defibrillator
Payments to PCC members:	None
Reserves policy:	To maintain unrestricted funds sufficient to meet 3 months' normal running costs (excluding Parish Share)

The PCC has continued to raise money through voluntary donations. People are encouraged to make these where possible on a regular basis, using standing orders or dated envelopes, and under Gift Aid. The Parish Giving Scheme (PGS) has now been introduced to facilitate regular giving by direct debit and to streamline the claiming of Gift Aid. Lettings of church properties, fund-raising activities, and fees account for much of the remaining income.

The policy on the payment of grants and donations to charities is detailed below. In 2021 grants and donations to charities (Mission Giving) amounted to £9,337. 'In Memoriam' donations came to £467.

Total income in 2021 came to £205,765 (2020: £211,595). For a second year, the Covid-19 restrictions affected income, in particular rental income, free will collections, envelope giving, and fundraising. However, we benefited from bequests, donations, and grants for the Young People's Worker (YPW) and for general funds. Income excluding YPW amounted to £192,813 (2020: £196,883). Regular Giving, excluding Mission Giving and YPW donations, stood at £123,611 (2020: £122,966).

Total expenditure in 2021 came to £219,179 (2020: £208,718). Due to the reduced income, it was again necessary to cap Parish Share payments to the Diocese, and Share arrears increased to £73,701 at the end of 2021 (2020: £49,030). As previously noted, the Share arrears are a contingent liability, not a legal liability, as Share is deemed to be a voluntary donation.

With provision made for debtors and liabilities, and gains and losses on investments, the accounts as a whole show a deficit for 2021 of £13,415 (2020: surplus £2,877). The accounts, excluding the Young People's Worker, show a surplus for 2021 of £1,078 (2020: surplus £7,865).

As at 31 December 2021, Bank and Unrestricted funds stood at £52,559. Young People's Worker funds stood at £45,562.

Policy for the payment of grants and donations to other charities (reviewed by the PCC April 2005)

- 1. Level and Frequency**
 - (a) **Minimum** of 15% of income minus the Parish Share.
 - (b) To be Included in the quarterly report of the accounts to the PCC will be details of how much has been given to date and recommendations regarding how much, and to whom, giving should be made during the next quarter.
 - (c) The level of giving is to be reviewed annually.
- 2. Exclusions**

Income from Funerals **must not** be included when assessing the level of our Extra Parochial Giving. This is income which goes through the Church accounts, but where the charity is **designated** by the deceased's family, and should not be included as our churches' giving.
- 3. Inclusions**

Income from any event organised by or on behalf of the Church to raise money for a specific charity.
- 4. Give to:**

International faith based charities	International secular charities
National faith based charities	National secular charities
Local faith based charities	Local secular charities

Disaster Appeals - £150 to be sent immediately and reported to the PCC retrospectively. Amount to be reviewed annually.
- 5. Methods**
 - a) All funds raised must be processed through the Church accounts.
 - b) Much should be done through specific fund-raising with encouragement to groups to adopt or sponsor a project.
 - c) Encouragement should be given to groups to take part in a regular programme of coffee mornings/fund raising events to raise money for charities.
 - d) Church members should be encouraged to give through Gift Aid or similar whenever possible.
 - e) The Extra Parochial Giving policy should be widely publicised in order to inform and encourage Church members.
 - f) Cultivate close relationships with the charities the Church raises money for to encourage support and feedback which, in turn, will encourage further fundraising. Any feedback from such charities should be relayed to the congregation.
- 6. Exceptional Circumstances**

In circumstances when money is given in response to an exceptional appeal, the Churchwardens and Treasurer will determine whether such monies raised should be treated as part of our Extra Parochial Giving.

David Brown – PCC Treasurer

CHARITABLE STATUS

The Parochial Church Council (PCC) is registered as a charity with the Charity Commission, in compliance with statutory requirements (Registered No. 1132843). The PCC has no direct links with other trusts or charities, except that the Rector is ex officio chair of the Richard Taylor Educational Foundation.