

Holy Trinity Meanwood Parish Brochure



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Banners: Designed and produced by members of the congregation.

Section One: Welcome



Praying for our new Vicar

*Heavenly Father, this is
your church. Support us
as we care for each other
going forward. By your
Spirit guide those with
responsibility for selecting
our new Vicar. Prepare
the person of your choice
and help us all grow in
faith and seek to reach
out in your Name.
Through Jesus Christ
our Lord.*

Amen

Our Parish Prayer

Eternal God and Father,
we thank you
for creating us
by your power
and redeeming us
by your love.
Guide and strengthen
your Church here
and pour out your Spirit
on the people and parish
of Meanwood
that we may give ourselves
in love and service
to you
and to one another
through
Jesus Christ our Lord,
Amen



Section Two: Bishop's Statement

Holy Trinity Meanwood: A warm and welcoming parish

Thank you for your interest in this post. The challenges and opportunities which face Holy Trinity Church are outlined in this Statement of Needs.

We are seeking an experienced priest who will work with the PCC to encourage spiritual and numerical growth in both the traditional eucharistic congregation and in *gather!* - a fresh expression of church. It is essential that the new Vicar is able to inspire and encourage this 'mixed economy' - each has the potential for further development. Both have an important part to play in the future of Holy Trinity and further work is needed to enable both to support each other and utilise the latent gifts of their members in the service of Christ.

Meanwood CE Primary School was judged to be outstanding in their last Ofsted inspection. A significant number of parents attend Holy Trinity with their children in the hope of securing a place at the school for the child. There is scope for the church to do more to welcome and nurture these adults and children. Good church-school links have been fostered in recent years.

Holy Trinity is in a strong financial position and the PCC have recently refurbished the Church Hall to a high standard. There is scope for considering the employment of staff (say, for Youth/Children's work).

Meanwood has become an increasingly popular place to live in Leeds, attracting young professional and families. In the east part of the parish there is considerable economic and social deprivation. It is a place where creative Anglican ministry can continue to grow, and flourish with good collaborative leadership.

The Rt Revd Paul Slater, Bishop of Kirkstall
March 2019

Section Three: The Community of Meanwood

Situated in North Leeds, and benefiting from all the amenities this brings, Meanwood is a pleasant residential suburb with a unique sense of community. Known as 'The Village of Meanwood' we are centred around our Church, CofE primary school (ranked 'outstanding' by Ofsted), local park and many facilities; including a flagship Waitrose store, Aldi, a community-minded cafe in the park, local pubs and many new and upcoming bars and restaurants. Meanwood Valley Urban Farm with the Barn Coffee Shop are nearby.

Our strength has always been our community which is evidenced in the many activities and organisations, including Meanwood Village Association, Meanwood Valley Partnership, numerous music, sports and dance groups, church and secular choirs, walking groups and youth groups. One of our local pub landlords is also very community and charity focused, and has previously won the Enterprise Inns community hero award.

We see Holy Trinity as integral to the whole community and believe our role and mission should reach into all areas of the parish so that more people may come to know the love of God.



Meanwood Park



The Vicarage



Oates Memorial

Meanwood: Image courtesy of Google Earth



Section Four: Holy Trinity Meanwood

Our Worship

At Meanwood Holy Trinity we recognise that not everyone is comfortable with the same style of worship, and are proud to offer several very different opportunities for worship. Numbers at all services are increasing and our services, in time order, are as follows:

- *08.30 a.m. Service, First Sunday of the Month (average attendance: 10 adults)*
Holy Communion (common worship). A simple service with no music.
- *10:00 a.m. Service (average attendance: 90 adults, 48 children including Kidzchurch and crèche)*
A Sung Holy Communion service with our robed choir. In this service the clergy tend to wear alb and stole. We use the Complete Anglican Hymns Old and New and our own service books. This service is attended by a wide range of people and age groups, from the residents of our near-by sheltered housing to many families with young children. We have an All Age Parade Service, which includes Holy Communion, once a month (in term time). It includes uniformed organisations, school and children's groups.
- *gather! - 11.30 a.m. (average attendance: 20 adults, 15 children)*
A relaxed and informal cafe style service which has been running for seven years and is growing steadily. This service is all age and includes music, videos, drama, bible readings, group activities and discussion and is accessible to all, no matter how old or young, whatever their level of bible knowledge or previous experience of church. The service is, mainly, led by lay members of the *gather!* leadership team, several of whom have attended a Fresh Expressions training course. The Associate Minister leads part of the team, but the vicar has the ultimate oversight, and responsibility for *gather!*. In the past he attended all the services. On the second Sunday of every month we celebrate Holy Communion and on the third Sunday we share a meal. In 2012 Archbishop John Sentamu visited *gather!* and took part in our service. He really enjoyed his

day and described *gather!* as 'an excellent example of reaching out to new groups in the community who were not attending the main Eucharist on Sundays'.

The past year has been challenging for *gather!* as we had to move out of the Meanwood Community Hall while the renovations were taking place to the building. This resulted in *gather!* leading a nomadic existence during this period, which was unsettling but we are now re-established in the Community Hall.

- *10:00 a.m., 2nd Wednesday in the month (average attendance: 7 adults)*
Holy Communion (Common Worship). A simple service with no music.
- *Memorial Service (average attendance: 60 adults)*
Held twice a year to which we invite families that have recently been bereaved and we have people who have been coming for many years to remember loved ones.

Discipleship and Study

• Home Groups

As part of our mission work over the last eight years, we recognised that not everyone is able to attend a church service on a Sunday, or are even comfortable in a large group setting. We also recognise the need for our new and existing congregation members to come together in smaller groups, to worship, pray, build fellowship, support each other through life's struggles and learn more about Word of God. We therefore hold two small groups during the evenings. These consist of worship, prayer and bible discussions and are led by lay members. We are looking at ways to grow these groups, both in number and in deepening faith in God. We would also like to develop a Nurture Group for the newer members of our congregation.

• Study

As well as Home Groups, we offer opportunities for learning and spiritual growth through study. Over the last eight years this has included several Pilgrim courses, which are also used as preparation for Confirmation. We have also run children's confirmation preparation programmes.

Children's Ministry

We have several different ways of reaching out to children. As we have many children in our congregation and Parish, we are looking to increase/improve this ministry. We would like to help them know the love of Jesus and grow in their Christian Faith. Our current ministry includes:

• *Little Mice (average attendance: 24 adults, 20 children)*

Little Mice is a fun Service for the 0 to five year olds and their parents, grandparents or carers held in Church on the first Thursday of every month from 09:15 a.m. During the school holidays, we are usually joined by the

brothers and sisters of our regulars. This is an opportunity for children to get to know the Church, to feel comfortable and happy there. It is a much loved service which children long to go back to even after they have grown up.

- *Crèche (average attendance: 28 children)*

This is held within our 10:00 a.m. sung Eucharist service. The children leave during the first hymn and go into our new Fenton Room where they learn about the teaching of the day through song, craft, Bible crafts and lots of fun. They re-join the service and show their work at the end of the Service.

- *Kidzchurch - A team of 13 adult helpers, all DBS checked, and 1 junior helper.*

Average weekly attendance 20 children.

Kidzchurch meets in the Community Hall most Sundays before joining the rest of the congregation in church to share in Holy Communion. They, like crèche, display their work at the end of the service. The children are all of primary school age and are split into two groups e.g. KS1 and KS2 for their activities. Most lessons take their source material from the Bible and follow the Lectionary thereby linking the children's learning to the readings in church. Activities include a mixture of discussion, song, drama, art or craft work. Kidzchurch aims to be fun whilst at the same time giving children an understanding of Christian values.

- *Chill 'n' chat (average attendance: 8 children)*

An evening for school years six and upwards. Time to chat (and chill!), while enjoying games, nibbles and drinks, with the option to join a short discussion on faith. Themed evenings have included Film nights, 'Beach party', Christmas crafts, and 'D.I.Y. Pizzas'. It is led jointly by members of Holy Trinity and the Youth & Community Worker from Meanwood Valley Baptist Church, and is attended by youngsters from both churches and some of their friends.

- *Special Family Services*

Our Crib Service is very popular and well attended. On Good Friday we have a 'Jerusalem Journey' event either in Church or Community Hall. An all age activity open to everyone, which tells the Easter story and includes craft activities and refreshments.

Enjoying time together

We have many events where we come together and enjoy fun and fellowship. These include:

- *Parish Retreat*

Each year members of our parish attend an annual retreat at our Diocesan retreat house. This is an opportunity to examine our faith, have some quiet time with God and also to come together for prayer and fellowship.

- *Harvest Lunch*

A chance for the whole congregation to share a delicious meal following the harvest festival service. All ages from all services come together in celebration.

- *Palm Sunday*

We start in the Community Hall and process with palms to Church.

- *Christingle*

We join with members of our church school and enjoy performances from the children as well as the traditional lighting of the Christingle candles.

- *Pantomime*

Once a year we attend the panto at Leeds Carriageworks. It's a great chance for young and old alike to come together and have some fun (Oh yes it is!!).

- *Cream Teas & Afternoon Teas*

A chance for members of the congregation to enjoy fellowship and good food, particularly our more senior members as well as members of the local community.

Various Fundraising Events

We come together to organise annual events which include a Spring and Christmas fair, cream teas, games nights and much more! All funds raised from events go to the Charity of the Month or a nominated charity.

Our current lay involvement

- Holy Trinity has *good* lay ministry involvement in addition to one Lay Reader who is involved in the 10:00 a.m. service, pastoral care and other activities. Members of the congregation are involved in reading the lessons and leading intercessions at the 10:00 a.m. service, as well as assisting at Holy Communion.
- Crèche and Kidzchurch plus a monthly weekday Little Mice service and the monthly Chill n Chat youth group, are all planned and led by individual teams of active communicants.
- *gather!* is primarily planned and led by a small but strongly committed lay team, with oversight and some input from the Associate Minister. Several members have attended the fresh expressions training courses and meetings.
- A strong lay pastoral care team of eight is involved in ministry across the whole church family to those who are sick, housebound, lonely or bereaved or who feel the need to talk to someone. It is overseen by the Associate Minister and members meet periodically for review and to discuss matters of concern. They are also encouraged to attend relevant Diocesan training events to support them in their ministry.

- Members of the congregation attend the ecumenical prayer group at Stainbeck URC. They also lead intercessions, and the weekly notice sheet includes topics for prayer. The Church magazine also contains a daily prayer diary, compiled chiefly by a lay member of the congregation and to which contributions are invited from everyone.

Our future plans

- We aim to restart a regular prayer meeting and continue to be involved in future 'Thy Kingdom Come' campaigns.
- We aim to investigate the possibility of having a prayer corner or similar in church.
- We would like to engage more people in the day-to-day running of the church and mission activities, particularly those of working age and younger members as all are valued members of the body of Christ with gifts and skills to offer.
- Continue to provide opportunities for everyone to take part in worship and also support "behind the scenes". Some teams are in need of new volunteers to help share the load.
- We need to relaunch and/or revise the "Holy Trinity Needs You" and "Meanwood Needs You" campaigns.
- We will continue to publicise Diocesan lay training courses and encourage people to attend in order to use and develop their God-given gifts and abilities, both for their own benefit and to serve God and others.
- We would like to increase the number of leaders to enable us to grow the number of Home Groups.

Significant Building Projects

Re-Ordering The Church

As part of the re-ordering in the Church we created a new room – the Fenton Room. This room is used for our crèche on Sunday mornings. We have up to 30 children plus adults in the room and it is a very useful space. Although not entirely soundproof, it has proved to be a great success. It has also been used for meetings daytime and evenings. It is a useful space for catering purposes if need be as it is adjacent to our small kitchen. A further addition in the re-ordering included the creation of a kitchen-station at the rear of the church in which a sink unit was installed along with a water boiler. This is used every week after our main church service. It is also used at other events held in the church. An altar has been placed in the nave thus allowing the presiding vicar to be much more involved and close to the congregation and this is used for the regular services. New pew cushions have also been provided. The church was also totally recarpeted and new internal and external lighting has been installed. New, more energy efficient, external lighting was also installed.

Community Hall

The Community Hall is almost 90 years old and had become very dilapidated and needed updating. In July 2017 it was closed and renovation work began. First of all its name was changed from Parochial Church Hall to Holy Trinity Community Hall. It was reroofed and all the walls were stripped and re-plastered and insulation improved. An extension was built and this now houses the Annexe room. The stairway to the downstairs room was blocked off and a doorway together with new access was constructed to allow the downstairs room to function separately. New kitchens were installed both downstairs and upstairs. A new mezzanine floor was created in the main hall which houses the computer desk and sound system which is in use when using the screen and computer in the hall. The stage was totally rebuilt and provided with new lighting. The Hall re-opened in March 2018 and has regular bookings during the day and evenings by a wide range of

organisations plus outside parties, exercise classes and casual users including the Holy Trinity Community Café and concerts. The downstairs room is used as a preschool during each weekday and on Sundays it is used for worship by our local Methodist congregation. The Hall is like a totally new build and is very much appreciated by the whole community and acts as the main meeting hall for Meanwood. The hall already generates more income and is financially independent.

We have achieved nearly all of our Mission Action Plan aims and objectives (see Appendix A), except for developing a Stewardship campaign working towards paying our way and balancing the books.

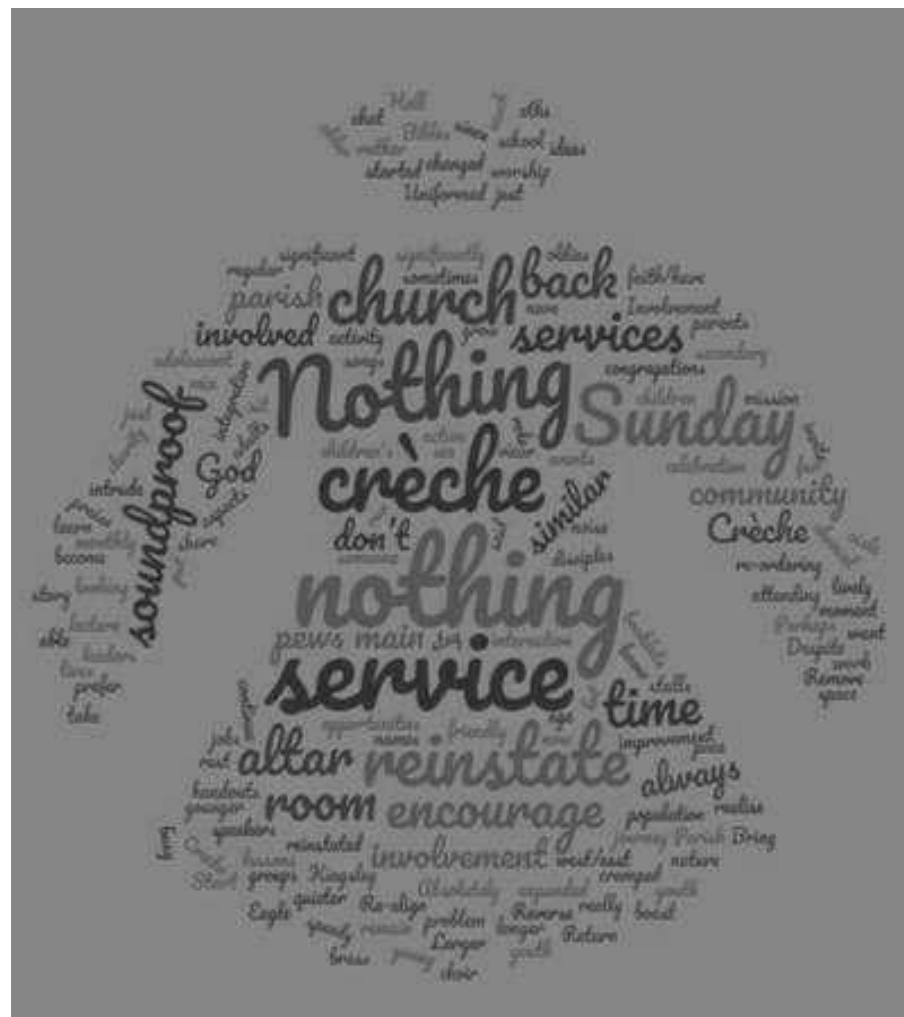
Views of The Congregation

As part of preparing this welcome/information pack we held survey among members of our church family with the following results (full results of the survey are available upon request).

What Do You Like About Holy Trinity?



What one thing would you change about Holy Trinity?





Section Five: Our Mission

InterACT

Main areas of mission that we think the new priest should prioritise in their ministry

I. Develop opportunities for all ages to engage with Christian faith.

Our achievements

- Three years ago we introduced Communion before Confirmation for everyone who has been baptised; all children are welcome to receive, with parental consent. Children from Meanwood Primary School also attend special Holy Communion services termly, again with parental consent. Last year, seven young people aged 10-14 attended bespoke confirmation preparation sessions, prior to being confirmed.
- Members of the uniformed groups are actively involved in the regular Parade All Age communion service: doing the Bible reading or prayers, taking part in a drama or other form of presentation, assisting in taking the offertory.
- We have offered Pilgrim courses each year at different times of day. The house groups are long-established.
- Lay reader takes monthly communion to the Methodist Lunch Club for the Elderly for those people unable to attend church.
- Monthly Chill n chat youth group includes a short “epilogue”
- Lay member of the congregation orders and delivers BRF Bible reading daily notes
- We joined the 2018 “Follow the star” Christmas campaign – using the booklets

Aims/aspirations

- We try to live by the teachings of Jesus to love God and love each other.
- We would like to develop in all our congregations greater understanding of and a commitment to Christian discipleship as a response to Jesus's Great Commission. We aim to do this by continuing to offer Pilgrim and similar courses, by providing information in church and via talks and sermons.
- We wish to develop our work with young people, ensuring that we have opportunities for them to grow in faith and to share in the life of our church. We are aware that we lack teenagers and would like to develop ways to help them both to join and to feel valued as part of the church family.
- Now that gather! has a stable venue again, we are looking forward to working together with our new vicar to support and lead us in growing our congregation to reach out further into the community of Meanwood to share our faith and the love of God with others.

2. Continue to maintain and nurture a fully integrated relationship with our local church school.

Meanwood Church of England Primary School is the ideal setting for everyone associated with children to show them how being like a Christian makes a difference. This is not just through worship or RE Lessons, but in everything that we do. Our school ethos statement, John 13:35 "by this everyone will know that you are my disciples if you love one another" clearly show our statement of intent. We need a vicar who can be part of the team, helping us to ensure that Christian values are all pervading throughout school. Somebody who will continue to work, support, care for and lead us. He/she will have input into planning our worship curriculum and guide us on implementation

of the RE curriculum. The school visits church nine times a year, six for worship and three for communion and our vicar always attends or leads these services.

Our achievements

- The clergy and lay reader each take collective worship once every half term.
- Holy Trinity hosts the annual Christingle Service which includes a school presentation.
- The governing body includes members of the congregation.
- We financially contribute to the School Minibus which is used by the School, InterACT and the community.

Aims/aspirations

- Continue previous initiatives, e.g. representation at school events and having a visible presence in school by members of the congregation

3. Continue to wholeheartedly support InterACT Church and Community Partnership

Our achievements:

- We have increased our involvement with InterACT Church and Community Partnership. InterACT focus on what are known locally as the Meanwood 7 Estates. The InterACT partnership reflects the longing of members of the local Christian community to be an active part of helping to facilitate opportunities for people in and around the area to come together, get to know one another, overcome prejudices and work together for the good of the whole community.

- Over recent years we have been involved in Meanwood Olympics, for families during the summer holidays; Experimenters, craft and science sessions for primary aged children; Cooking activities for families to make and eat together.
- Most notably for Holy Trinity our partnership with InterACT has enabled us in Spring 2018 to establish a new weekly Community Café within Holy Trinity's Community Hall. This has connected us with new residents of Meanwood as well as helping to strengthen ties with local organisations and groups.

Our aims and aspirations

- We are committed to reaching out across our parish and see InterACT as the vehicle to help enable us to do this effectively, building on and developing new relationships and connections within the community.
- We would like to see greater engagement with InterACT from across the congregation with members attending events and getting involved with the different activities that InterACT facilitate.
- We wish to support InterACT in this current exciting phase, as it is thinking about longer term plans and how it will develop over the next 5 years.

4. Help us to continue to look outward into the whole Parish and wider world

Our achievements

- We have carried out a creative research project 'Meanwood Mapping', that has spoken to many groups within the Parish and helped us understand how people view their community and the activities or opportunities they would like to see.


- We connect with Churches Together and have been a part of the annual Lent soup and speakers evening as well as a Walk of Witness at Easter.
- The church has had stalls at the School and Meanwood Festival.
- We also collect year round for the Foodbank and clothes for St. George's Crypt. One of our members volunteers with the Foodbank.
- The church is open for visitors every Saturday morning and once a month we offer coffee and cake as a way of welcoming visitors and members of the community who do not attend church.

Our aims and aspirations

- We wish to continue looking outwards, especially focusing on those areas of the parish that we currently have less connection and engagements with.
- We are continuing to develop the community café and are keen for the café to be a hub for the further development of new activities.
- Have more members of the congregation actively involved in different organisations within the parish.

5. From our review of the life and ministry of our Holy trinity Church family, the PCC have identified the following top 3 challenges with which we and our new priest need to engage.


- Encourage people to develop their Christian faith and discipleship.
- Maintain and develop a mission focus.
- Stewardship: we wish to encourage increased regular and sustained giving, both as a response to God's generosity to us and so that we pay our way.



Section Six: What we have to offer our new vicar

Holy Trinity Meanwood is a warm, welcoming and financially stable church. We have much to offer our new vicar, including:

- A prayerful welcome into a well-established, and yet developing Church and local community.
- The opportunity of being involved in leading and growing very different styles of worship, including our more traditional Holy Communion service and our café style service.
- A desire to work together with the vicar to move the church forward in mission so that others may know the love of God and come to faith in Christ.
- The support of a strong existing team of leaders, including both lay and ordained who meet regularly with the vicar to plan and review services and day-to-day matters.
- An opportunity to review and develop our five year mission plan including focusing on our work with children and young adults; strengthening links with our school as well as our local community; and further engagement of families, teenagers and others in our parish.
- We have strong teams for Finance, Fundraising, Hall and pastoral care.
- We work really well as teams and come together for many dedicated activities such as fundraising, spring cleaning the church, maintenance of the church graveyard and much more!
- We combine positively with other churches and organisations in mission (e.g. InterACT activities and Churches Together activities).
- A talented choir and organist.
- A 1960's four bedroom vicarage, in a quiet cul-de-sac, backing onto a scenic churchyard and with an excellent secluded garden.



Section Seven: What we are looking for in our new vicar

- A people person who would share the values and characteristics of our different congregations. Someone who is equally committed to the variety of worship we offer and who will be a good motivator, encouraging everyone to participate, contribute and develop their gifts and abilities including lay leadership skills. Ideally he/she should also:
- Be a prayerful person who can communicate the gospel to all ages in different settings.
- Inspire us to develop our discipleship and prayer life through the Services and Home Groups so that all may have the opportunity to grow in their spiritual journeys.
- Be mission focused with experience of community outreach. Someone willing to both engage actively with the wider community and other churches, and who will assist the church reach into the wider community. Someone to help us to continue to enlarge our church family.
- Be willing to engage fully with the school as mentioned in Section 5.
- Be willing to become a Trustee of InterACT Church and Community Partnership
- Help us to continue to care for one another, working with our pastoral care team.
- Have the ability to communicate with young families as well as to value the wealth of experience the older generation have to offer.
- Be visible and engage with our uniformed organisations and other children's groups.
- Help us to change the way we think about stewardship.

Share the values and characteristics of our congregations



Section Eight: Appendices

- Appendix A** 2020 Vision
- Appendix B** InterAct
- Appendix C** Parish Data
- Appendix D** Quinquennial Inspection Report (separate document)
- Appendix E** 2017 Audited Accounts (separate document)
- Appendix F** 2018 Church Budget (separate document)

Appendix A
2020 Vision
P\$G Missions Action Plan 2016 - 2020

Summary

This Mission Action Plan builds on our previous plans and reflects the changes which have taken place in the parish in recent years. It sets out our vision and our aims and objectives for the next 4 years. It has been developed after a period of careful thought and prayer and reflects what we believe to be God's call to us at this time.

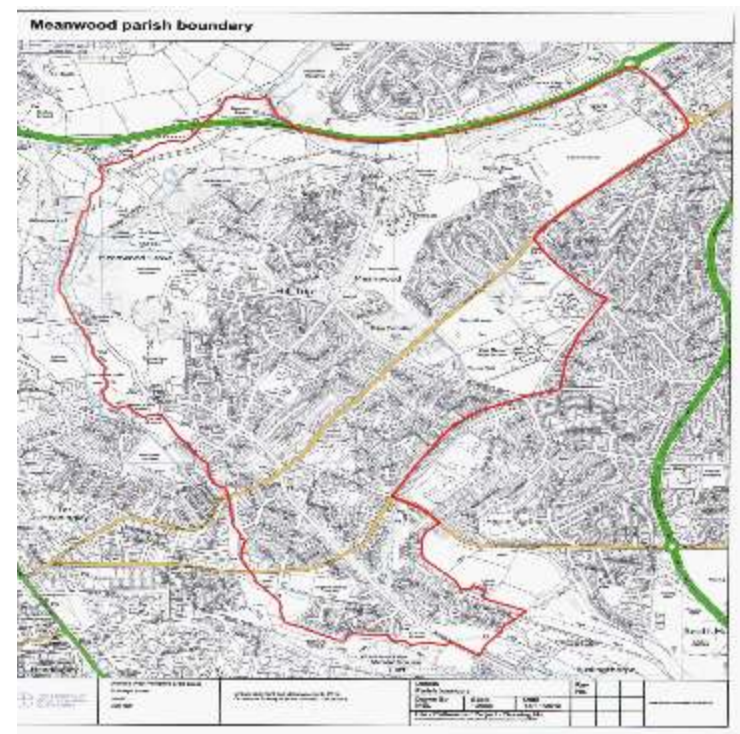
Background

Our parish is situated in a residential suburb of North Leeds about 3 miles from the City Centre. The exact boundary is shown on the parish map. The area around the church, shops, school and park is known locally as the village of Meanwood and has a real feeling of being a well-established supportive community. This is endorsed by the many community organisations and events that take place there. Further out from this point the parish has pockets of poverty and deprivation both within the local community and in adjacent neighbourhoods. Some of the estates which are in our parish and our neighbouring parish are in the lowest 5% of areas of deprivation in the country.

Our church School is an outstanding school which in 2015 was named as the best state Primary School in the country.

The population is around 10,200 of whom 57% live in privately owned homes, 28% privately rented and 23% social sector. There are high levels of employment with a higher than average number of young families. 83% of the parish is of white origin with 11% of Indian, Pakistani and Bangladeshi origin.

Our Parish Map



Our Mission Statement is

Holy Trinity Church
 'at the heart of the community'
 Community - Church - School

Our Vision is to be

A welcoming, inclusive church family which is seeking ways to grow in number and in the love and service of God. A church which offers a range of opportunities to worship whilst being sensitive to each other's needs. A church which looks outward and has a visible presence in the local community with a fully integrated relationship with our church school. A church family of all ages which cares for each other and is a place where everyone is supported and encouraged to play as full and as active a part in the life, worship and witness as they feel called. A church which faces up to the cost of change and growth. A church family with opportunities to pray, learn and have fun together.

Our Aims and Objectives are to

- Grow in number and in faith
- Offer a range of opportunities to worship from quiet reflective, to all-age, to traditional sung Parish Communion to café style in a non-church building
- Offer a range of opportunities to grow in faith through enquirers' courses, home groups and prayer meetings
- Offer social opportunities to get to know each other and have some fun
- Look outward into the whole parish, country and wider world
- Develop a visible presence in the community
- Develop a fully integrated relationship with our church school
- Support and encourage one another to play as full and as active a part in the life, work and witness as they feel called
- Develop opportunities for all ages to engage with their faith
- Make our church and Community Hall 'fit for purpose'
- Ensure that we care for each other
- Pay our way and 'balance the books'
- Ensure that we don't try and do everything but what we do, we do well

To achieve our Aims and Objectives we will

- Seek every opportunity to grow in number and in faith through all that we say and do
- Work to build up our range of services and to make them accessible and inclusive:
 - 8.30 – Quiet and reflective said service of Holy Communion using Common Worship

- 10.00 – Parish Sung Communion – Traditional sung Eucharist with robed choir using Common Worship. The 4th Sunday to be ‘Choir Sunday’ with additional choral elements
 - 10.00 – 1st Sunday (Term Time) – Parade All-Age Communion – An all age service of Holy Communion with special elements for all age worship
 - 11.30 – *gather!!* – An informal café style service meeting in the Community Hall with monthly Holy Communion
 - Mid-week – Quiet and reflective said service of Holy Communion using Common Worship
 - Little Mice – A special service for tots and carers
 - Additional – A range of special services to reflect the seasons and special occasions
- Respect each other’s preference for worship and work together as part of the broader church family to achieve our aims and objectives
 - Develop and introduce a Parish Prayer
 - Introduce a new Hymn Book
 - Develop and introduce a suite of new Service Books
 - Develop our Baptism Policy and offer a broader range of service options
 - Offer two Pilgrim (or similar) courses each year with opportunities during the day and evening
 - Develop our Social Calendar with a mix of fundraising and social events for all ages
 - Work with our neighbouring churches and Ecumenical partners

- Support Interact, in financial and practical ways, as the vehicle to support our outreach into the more deprived areas of the parish
- Develop our weekly sheet to include prayers for the diocese and the wider world
- Introduce a monthly prayer group meeting to pray for the needs of the world
- Introduce a Charity of the Month as a focus to raise funds for projects outside the church
- Represent our church on local groups and organisations within the parish and develop working relationships with local community stakeholders
- To develop our communications and publicity to better promote our church and events
- Develop closer links with our school through
 - Our school governors
 - Collective Worship and regular and special services in church
 - Active involvement in school life by members of our congregation
 - Representation at school events and having a visible presence in school
- Provide opportunities for everyone to take part in worship and support ‘behind the scenes’
- Develop our work with young people ensuring we have opportunities for them to grow in faith and to share in the life of our church
 - Introduce Communion before Confirmation

- Develop and implement a plan to refurbish our Community Hall looking at a potential partnership with the Methodist church
- Develop and implement a plan to re-model our church building making it 'fit for purpose'
- Ensure that we have the support networks in place (including Safeguarding, Health & Safety and Pastoral Care) to care for each other
- Control our finances ensuring we have good governance and are good stewards of our resources. We will develop and maintain a reserves policy and Mission fund. We will develop a Stewardship Campaign working towards paying our way and balancing the books
- Ensure that we do not take on more than we can manage but will work together so that what we do is in response to what we believe God is calling us to do



Celebrating the Queen's 90th Birthday

Appendix B InterACT

Brief summary

Over the last three years we have increased our involvement with InterACT Church and Community Partnership. Meanwood is a fantastically mixed community, with residents, workers and visitors from many different social, economic and cultural backgrounds. Unfortunately, this can sometimes mean its different neighbourhoods feel a million miles apart. InterACT focus on what are known locally as the Meanwood 7 Estates, some of which fall in the Government's 2015 Indices of Multiple Deprivation. The InterACT partnership reflects the longing of members of the local Christian community to be an active part of helping to facilitate people in the area to coming together, getting to know one another, overcoming prejudices and working together for the good of the community. Over recent years members of our congregation have been involved in Meanwood Olympics during the summer holidays for families; Experimenters, craft and science sessions for primary aged children; Cooking for families to make and eat together. Notably, for Holy Trinity our partnership with InterACT has enabled us in Spring 2018 to establish a weekly Community Cafe within Holy Trinity's Community Hall.

About InterACT Church and Community Partnership

InterACT work in an area where neighbourhoods of relative wealth sit next to those that fall in the top 1% & 2% of the Government's Indices of Multiple Deprivation. The aim is to address some of these inequalities, organising activities that bring people together in fun and creative ways, help local people get to know one another, overcome prejudices, build friendships and work together for the good of the community. InterACT also run activities and short courses to develop the skills, confidence and capacity of individuals. Because InterACT works with other agencies, they are able to signpost people to other services if needed.

Trustee

InterACT is a registered Charitable Incorporated Organisation and is formally a partnership of five local churches, an agreement of this partnership is that a leader from each church becomes a Trustee of InterACT. This helps to ensure all churches have a say in the direction and activities of the charity. We would wish that the vicar would become a Trustee to help support and shape the future of InterACT. InterACT has been running for almost 15 years and has 1 employee, and uses freelance workers to facilitate a wide programme of both weekly sessions as well as stand alone activities and are at an exciting juncture in thinking about longer term plans and whether this could include further employment.

InterACT's Official Vision Statement

Hearing Christ's call to unity and recognising that we are stronger together than we are apart, the Partnership seeks to:

- Work together to demonstrate God's love in word and actions.
- Serve and witness in Meanwood and beyond.
- Work with other agencies in reaching out to our local communities.

InterACT - Weekly Sessions

Monday - Monday Night Youth Club - 6:30 - 8:30 A traditional style youth club for children aged 9-16.

Wednesday - Holy Trinity Community Cafe - 11:30 - 1:30 A Community Cafe for all in Meanwood, a warm welcome with delicious home bakes and toasties, computer and wifi access and space for little-ones and for people to talk to for those in need.

Thursday - Make n Do - 12:30 - 2:30 Social crafts, card and board games plus table tennis for the first hour. Relaxed space to bring your own crafts or join in with the program on offer.

Friday - Play and Learn - 10:00 - 11:30 An opportunity for parents/carers under 5 and their children to play together, it includes free time, snacks, messy play and stories or songs.

Cafe

Holy Trinity's Community Cafe was established in partnership with InterACT in Spring 2018 and runs weekly. The cafe is popular each week with people from across our parish, including members who don't attend the church. Any profits that are made from the sale of lunches is given to the churches 'Charity of the Month'. The success of the cafe has been down to a team of around 35 volunteers who bake, make toasties and chat to those who visit. The vicar attended weekly also. We wish to continue to develop the cafe as a resource for the local community, we currently have laptops with access to the Internet available and some toys for young children, however we would like to continue to offer more

InterACT - Recent Stand Alone Activities

A Wind of Change

This was a community theatre production performed in February 2018. Around 60 local people were involved in the process, working with a number of theatre practitioners from across Leeds.

Meanwood Olympics

Families *gather!* over 4 Wednesdays each summer holidays, to get involved in sports games, dance, music and crafts. This is always incredibly popular.

Experimenters

Workshops for children in school years 1 -5 and their grown-ups to make, play, investigate and create in craft-meets-science sessions.



Meanwood Community Cafe

Appendix C

Parish Data

Benefice	Holy Trinity Meanwood
Parish	Meanwood
Assc. Minister	The Rev. Mary Bradley, 3 Dale Park Close, Cookridge, Leeds LS16 7PR. 07881 401 404
Church Wardens	Mark Brown, 25 Parkside Road, Leeds, LS6 4LY 07968 112489
	David Appleyard, 9 Monkbridge Mount, Leeds LS6 4HT Tel: 0113 2752368
PCC Secretary	Margaret Jackson, 10 Woodlea Drive, Leeds, LS6 4SQ 0113 2785137
PCC Treasurer	David Fox, 19 Sunset Hill Top, Leeds, LS6 4LP 0113 2752765
Reader:	Frances Needham, 27 Parkside Close, Leeds, LS6 4LZ 0113 2305218
PCC Lay Chairperson	Mark Brown, 25 Parkside Road, Leeds, LS6 4LY 07968 112489
	David Appleyard, 9 Monkbridge Mount, Leeds LS6 4HT Tel: 0113 2752368

A. THE PARISH

1. Please describe briefly the key features of the community in which your church is set.

A residential village-like community with strong sense of identity, on the edge of the city - 3 miles from Leeds city centre.

2. General classification (please put in approximate percentages)

City Centre	Inner City	Suburban - 100%
Rural	Commuter Village	Market Town

3. a. What size is the population? 10,200 (Source: Parish Spotlight)

b. Is this: Increasing

4. How is the population distributed: Evenly throughout the Parish

5. What percentage of housing is owner occupied:

Owner occupied households:	57% (Source: Parish Spotlight)
Private rented households:	20%
Social rented households:	23%

6. What proportion of housing is represented by

Detached	15.4%	Terraced	18.8%
Semi Detached	43.5%	Flats, etc.	22.3%

7. What are the significant ages groups in the parish?

0-14	16% (Source: Parish Spotlight)
15-29	24%
30-44	25%
45-59	17%
60-74	10%
75-89	7%
90 +	1%

8. What are the significant black and minority groups or communities in the parish:

The Parish is 83% White with a significant number of residents of Indian, Pakistani and Bangladeshi origin (11%). The percentage of Black, Dual Heritage and Chinese ethnicity is 6%.

9. a. Where do most people work?

There is no industry in the parish but there is a range of local shops, restaurants, supermarkets and wine bars. People who live in the Parish tend to travel into the city and surrounding areas for work.

b. What kinds of jobs do people do?

The jobs are varied. Comparative figures for Leeds as a whole are in bold. All figures are for 2011. The largest categories are:

Lower managerial, administrative and professional occupations	19%
Higher managerial, administrative and professional occupations	20%
Intermediate occupations	19%
Semi-routine occupations	13%
Routine and lower supervisory	17%
Non classified (e.g. Full time students)	13%
Small employers and own account workers	7%

c. What are the employment levels?

Full time working	74%
Part-time working	26%

Proportion of working aged population who are in receipt of key out of work benefits 11%

10. What hospitals/Hospices/Retirements Homes and Sheltered Accommodation are in the Parish?

Memorial Drive (sheltered accommodation); Bentley Court (sheltered accommodation); Leeds Federation Housing in the Woodlea Estate; Carr Croft Residential Home; Grove Park Residential & Nursing Home; and Brandon House Nursing Home.

11. In what ways was the previous incumbent involved with them?

Individual home visits within parish occasionally.

12. In what ways are lay people involved in ministry with them?

Lay Reader takes Communion to the Methodist Luncheon Club for the Elderly Memorial Drive and members of the Pastoral Care Team visit Memorial Drive.

13. a. What schools are there in the parish?

Meanwood CofE Primary; Pennyfield School Special Inclusive Learning Centre for people with Learning Disabilities; Carr Manor Community School Primary and High school; Carr Manor Primary; St. Urbans Catholic Primary; and Cardinal Heenan Catholic High school.

b. What was the involvement of the incumbent?

The incumbent was a Governor of Meanwood CofE Primary School and led school assemblies and school services held in Meanwood Church. He also attended the RE subcommittee and RE forum. The Associate Minister leads Collective Worship 3-4 times a term. Every half term she also attends the SCSM group and the Reflection Time planning group.

c. In what ways are lay people involved?

Foundation governors; reading mentors; involvement in parents' prayer meeting; and planning school worship.

d. What resources does the PCC contribute to the school?

Five people nominated from our PCC and worshipping community are Foundation Governors of Meanwood CofE Primary School.

14. Other significant institutions

Meanwood Village Association, Men's Society, Meanwood Elderly Action, Meanwood Institute, Meanwood Valley Urban Farm, Meanwood Valley Partnership, Women's Institute, Methodist Fellowship, Parkside Allotment Association, and two cricket clubs.

15. Other Faith Communities institutionally present, e.g. Jewish, Muslim, Hindu, etc.

Christian 55%; Buddhist 0.7%; Hindu 2.1%; Jewish 1%; Muslim 3.2%; Sikh 1.1%; Other 0.6%; No religion 27.2%; Unstated 9.1%.

16. Does the Parish possess a map defining the present parish boundaries? If not, please request one from the Diocesan Office for your permanent parish records.

Yes. It is displayed on the church website and in the Church porch.

B. THE CHRISTIAN COMMUNITY**1. Holy Trinity over last 12 months**

Number on Church Electoral Roll	151
Is the number increasing/decreasing/stable	Increasing
% from outside Parish	16%
Significant age groups	30-44 and 45-59

Statistics: as recorded on the Parish Proforma

Average Sunday attendance	127 adults and 70 children
Christmas Communicants	71
Easter Communicants	142
Baptisms Adults	2
Baptisms Infants	33
Confirmations - Adult	1
Confirmations - under 16 yrs	7
Weddings	3
Funerals in Church	4
Funerals in Crematorium	6

2. Indicate areas of Lay ministry involvement and numbers involved.**a) Licensed Readers**

One Licensed Reader. She works with the 10:00 a.m. service and preaches on a monthly basis, leads the ministry of the word and assists with administration during the Eucharist. She is also involved in organising non Eucharistic services such as memorial services and the annual Christingle service and also has involvement in the all age worship/ parade service as well as leading a school assembly each half term. She is also a member of the pastoral care team and is involved in visiting the sick and home communions and serves at the Community cafe.

b) Worship (including Administration of Communion to the sick)

Chalice (8); Lesson Readers (11); Choir (11); *gather!* Leadership Team (7); Intercessions (6); 3 lay people training to administer communion to sick.

c) Pastoral

A strong lay pastoral care team of nine is involved in ministry across the whole church family to those who are sick, housebound, lonely or bereaved; or who feel the need to talk to someone. It is overseen by the Associate Minister and members meet periodically for review and to discuss matters of concern. They are also encouraged to attend relevant Diocesan training events to support them in their ministry.

d) Teaching/Study Group Leaders

Two Home Study Groups led by members of congregation meet on a weekly basis. There is also an annual Parish Retreat.

e) Healing

None Known

f) Sunday School, children and young people

Kidzchurch; Open Youth Club; Uniformed Organisations; Crèche; Little Mice; Choir; Lesson Readers; Chill 'n' Chat. Children are involved in leading worship at *gather!* and All Age Sundays.

g) Administration

No paid parish administrator. PCC Secretary, Treasurers, Churchwardens, Finance Sub-Committee, Good Ideas Group, Web Site Administrator, Hall Committee. Weekly bulletin is produced by a member of the congregation. Rotas for Lesson Readers, Intercessions, Chalice and Sidespeople prepared by lay people. *gather!* Leader Team.

h) Cleaning/Caretaking

Church cleaned by group of volunteers every week on a rota basis. Paid cleaner for Community Hall. One paid caretaker for Community Hall.

i) Other (please specify)

Refreshments after services; flowers; fundraising; Christian Aid; Open Church Stewarding; Publicity and various people catering for functions.

3. Are the lay people involved in ministry organised into teams?

Yes. Pastoral Care Team; *gather!* Leader Team; Intercessors; Chalice Team; Sidespeople; Lesson Readers; Crèche; Kidzchurch; and Chill 'n' Chat.

4. Ordained Ministry

a) Number of Stipendiary clergy: One - to be appointed

b) Numbers and degree of involvement of non-stipendiary clergy:

One Associate Minister who works approximately 24 hours per week: presides and/or preaches on Sundays as part of staff team. Plus attends and sometimes leads *gather!*. Other duties include: sometimes occasional offices plus baptism and wedding preparation where Vicar unable to do so, leads discipleship/enquirers courses e.g. Pilgrim; oversees Pastoral care team and *gather!*; carries out pastoral visits and home communions; leads a school assembly each half term; serves at the Community cafe; attends Ministers monthly meeting and others as needed e.g. Churches Together.

c) Numbers and degree of involvement of retired clergy:

One retired minister: Part of the staff team, on rota to preaches or preside, member of pastoral care team, takes communion to local care home

d) Has the PCC passed Resolutions A, B, or C of the Ordination of Women to the Priesthood Measure and if so, which?

None of Resolutions A, B or C passed. The PCC is in favour of women clergy at all levels.

5. How many people from the parish have entered training for ordained or Reader ministry during the past five years?

One for reader ministry.

6. What other Christian Church are there in the Parish?

Meanwood Methodist, Stainbeck United Reformed and Meanwood Valley Baptist.

7. What links do you have with them - e.g. Churches Together, ministers meeting?

A PCC Representative and a member of the Clergy attend meetings of Churches Together where ministers from Chapel Allerton Meanwood meet. Meanwood Methodist Church hold their weekly service in the Community Hall. Ministers and lay people involved in InterACT meet on a regular basis.

8. What links (if any) does the Parish have with neighbouring parishes?

InterACT and Churches Together.

9. Is there:

a) Parish Magazine?	Yes
How many are distributed?	160, plus electronic version on email
Does the incumbent edit it?	No
A website?	Yes; www.holytrinitymeanwood.org.uk
A Facebook page?	Yes

b) Sunday Service Sheet	Yes
How many are printed?	80
Does the incumbent edit it?	No

10. Mid Week Activities

a) Church sponsored/promoted

Laughter Club, Trinity Tots, Kidzchurch, *gather!*, Chill 'n' Chat, Community Cafe, PACT, PCC/Finance Group Little Mice

b) Using Community Hall

St. Urban's Playgroup, Guides and Rainbows, Drama Group, Lishi Tigers, Yoga, Tai Chi, Extend, Cubs, Beavers, Scouts, Lunch Club, Brownies, Dance Class, Learning, Pre-School, Methodist Church, Sing Meanwood, Dancing with Parkinsons, MVP, Irish Dancing, Baby Massage, Kala Sri Dancing

11. a) Diocesan Policy adopted by PCC in: 27 October 2003

b) Safeguarding Representative and Disability Representative have been appointed

12. Give details of Study/Bible Study/House/Prayer Groups in Parish. Please indicate whether the leadership is lay or ordained.

Several courses, led by lay and ordained, which have included PILGRIM. Two Home Bible Study Groups meet on a weekly basis, both led by lay people. Ecumenical Prayer Group monthly led by ordained and lay people in the United Reformed Church.

13. In what way are lay people involved in the Deanery and the Diocese?

The Reader and lay people attend Diocesan training courses and conferences.
We have two representatives on the Deanery Synod.

C. THE CHURCH'S WORSHIP

1. Please supply a typical monthly schedule of Church Services, including weekday Services, indicating:

a) Type of Service, e.g. Parish Communion, Morning Prayer, Family Service, etc.

Sunday 08.30 a.m. Said Holy Communion first Sunday of the month. Weekly Common Worship.

Sunday 10:00 a.m. Sung Holy Communion. Weekly Common Worship.
Except for first Sunday in the month which an All Age service (in term time) and involves the youth organisations.

Sunday 11.30 a.m. *gather!*. Weekly in Community Hall.
Cafe style service. Second Sunday is a said Holy Communion and the third Sunday is a shared meal.

Wednesday 10:00 a.m. a.m. Said Holy Communion. 2nd Wednesday of month. Common Worship.

Average attendance: 127 adults and 70 children

2. Church Tradition

a. What is the worship and theological tradition of your church:

We are a mixed-economy church, and so worship and theological tradition vary by service:

Holy Communion

We embrace some high church traditions, such as the wearing of vestments; use of candles and readings of the Gospel by a Priest or Lay Person at our Holy Communion services. We have our own service booklet using prayers from Common Worship and Hymns Old and New.

gather!

Cafe style service. Lay led (Associate Minister leads as part of the team). Accessible exploration and discussion of Scripture. Creative prayer. Some guitar-led worship; recorded music used to help reflection and response.

b. What vestments are customarily worn at Holy Communion?

Holy Communion - alb and stole.

c. Is the Sacrament reserved?

Yes

3. Are there any special features in the worship (e.g. preaching, music drama)?

The Licensed reader takes part in all services, e.g. preaching, reading the Gospel and leading the ministry of the word. Members of the congregation read the Bible lesson and they also lead the Intercessions. The choir sing an anthem during the administration of Communion. The uniformed organisations, Little Mice and Kidzchurch are involved in the Parade All Age Services. *gather!* services variously include all age activities including crafts, worship songs, Bible readings, drama, a short talk, discussion on the bible passage/theme, prayers (often interactive).

4. When was the pattern of Church Services last reviewed by the PCC and what changes were made?

February 2018. The 8.30 service is to be monthly and at significant festivals, rather than weekly.

5. What is the policy for Baptisms and who conducts the preparation?

The PCC adopted a baptism policy in 2015. Baptism preparation is carried out by the clergy (usually one meeting with parents and godparents where possible) following an initial interview with the parents. Two leaflets have been created: one for parents 'Your Christening in 2018' and 'Guide for Godparents and Sponsors'. Adults have been prepared for baptism by attending The Pilgrim I course. Baptisms take place usually at 2 p.m. on the third Sunday of the month and at *gather!* as part of the service.

6. What is the policy for Weddings and who conducts the preparation?

Preparation is carried out by the clergy.

7. What is the PCC policy concerning marriage and divorced people?

The PCC does not have a policy it has always been left to the clergy's discretion.

8. What is the PCC policy concerning Communion before Confirmation?

Communion before confirmation was adopted in 2016.

9. Music

a) Is there a choir? Numbers regularly attending?

Yes we have a choir of 12, including children.

b) Is there a music group? Numbers involved:

Informal group for *gather!*.

c) Is there an Organist/Director of Music? Annual Remuneration:

Yes - £2,600

d) What hymn books are regularly used?

Hymns Old and New. *gather!* - selection of songs on overhead projection.

D. BUILDINGS AND PROPERTY

1. Church

Please enter name of each building Holy Trinity

Year the church was built (approximate) 1849

Grade of Church 2

Seating Capacity 400

Date of last Quinquennial 2013

Work carried out since last inspection

Slipped roof slates repaired; gutters/down pipes cleared; general wall pointing and work to Lych Gate; window repairs; electrical work done including PAT testing; work done to lightning conductor; work done to gas boiler; drains inspected and cleared as necessary; general maintenance work as required; electrification of church clock plus repair work to faces of clock

Outstanding problems relating to building N/A

2. Church Halls/Meeting Rooms managed by the PCC:

Yes, the Hall is run by a Hall Management Committee.

Building (refurbished and extended in 2018)	Community Hall
Age	79 years
Condition Structural	Very good
Condition of External Decoration	Very good
Condition of Internal Decoration/Survey	Very good
Date of last Inspection Survey	March 2018
By whom carried out	Vicar & Hall Management Cmte.

Outstanding problems relating to the building

Gable end wall needs repair and new internal ceiling joist. Heating boiler is over 40 years old. Roof is a continuous problem and needs replacing.

Who are the major uses of the Hall

Major users are St. Urban's Playgroup, Drama Group, Guides, Lishi Tigers, Yoga, Tai Chi, Extend, Cubs, Beavers, Scouts, Lunch Club, Rainbows, Brownies, Dance Class, Learning, Pre-School, Methodist Church, Sing Meanwood, Dancing with Parkinsons, MVP, Irish Dancing, Baby Massage, Kala Sri Dancing

3. House(s) owned by the PCC.

Not applicable. House owned by Diocese

4. Churchyards

Please enter name of each churchyard in the adjacent columns

Holy Trinity Meanwood

Open or closed by Order in Council Open

If closed who is responsible for maintenance? N/A

Is maintenance effective? Yes

E. FINANCE AND ADMINISTRATION

1. Please insert here: Copy of the Parochial Accounts as at the last Annual Meeting

Please enter name of each church in adjacent columns	Holy Trinity
Annual Income last financial year	£1,470,690
Annual Income previous financial year	£118,181
Annual Expenditure last financial year	£624,922
Annual Expenditure previous financial year	£105,246
Total Reserves at the end of last financial year	£1,048,940

Sources of Income last year (please state amounts involved):

Gift Aided Giving	£36,210
Tax recovered from Gift Aid	£8,594
Other Pledged Giving	£0
Open Plate Offertories and Donations	£20,826
Income from investments	£117,706
Fee income	£8,849
General Fund Raising efforts	£3,505
Fund Raising special purposes	£0
Grants	£40,000
Legacies	£1,235,000

Administration of Finance

Do you have a Gift Aid/Pledged Giving Administrator	Yes
Do you have a person to promote Giving/Stewardship	Yes
Date of last Christian Giving Review	30/11/2014
Do you prepare an annual budget? (please insert a copy of the current year's budget)	Yes
What proportion of ordinary income is budgeted to charity/Mission outside of Parish?	£1,000

Parish Share

How much is your Parish Share Allocation:	£58,233
Is this paid monthly/quarterly/annually/irregularly	Monthly
If your Parish Share was not paid in full last year how much was the deficit?	No Deficit
Do you have historic share debt, if so how much?	No Historic Debt

2. What is the PCC's policy on Christian Giving/Stewardship?

Various campaigns have been run: Direct Debit, Gift Aid, Posters, Parish Economy, Easy Fundraising. This is an on-going priority for the PCC.

3. a) Amount of expenses paid to clergy last year

£2,448

b) Does this cover full reimbursement of clergy expenses

Yes

4. Are monthly expenses claims submitted by the clergy?

Yes

5. What Secretarial/Administrative assistance is provided?

- a) The clergy - Website and Google Drive administrators,
Weddings Administrator
- b) The parish in general: PCC Secretary

6. Does the Parish carry any outstanding loan commitments? From whom?

None

7. Does the PCC have plans for capital projects in the foreseeable future?

Yes. Repairs to clock; new pathway; work in car park; laptop for PCC secretary.

8. What plans are there to generate new income?

New stewardship campaign.

9. Are the incumbent, Churchwardens or PCC involved in the administration of any Trust?

InterACT is a registered Charitable Incorporated Organisation and is formally a partnership of five local churches, an agreement of this partnership is that a leader from each church becomes a Trustee of InterACT.

In the past Holy Trinity had struggled to meet the payment of the parish share and had built up arrears with the Diocese. However due to cashing in some investments, increasing giving, tight control on expenditure and a reduction in the parish share required Holy Trinity had just succeeded in meeting its parish share commitments. Then in 2017/2018 everything changed for Holy Trinity financially. Due to a legacy of circa £1.5 million from a member of the congregation Holy Trinity Church will be financially secure for a number of years. As mentioned in our achievements, it has enabled the total refurbishment of the Church Hall, renamed the Holy Trinity Community Hall, and also a number of refurbishments and alterations in the church itself.

Due to the extra interest received from investing wisely the remainder of the legacy the Parish Share was paid in full in 2017 and it will be the case again in 2018. Holy Trinity has also been able to pay any outstanding historical parish share arrears it had with the Diocese. It has also been able to increase the amount given annually to charities and any fund raising is now given direct to a charitable cause.

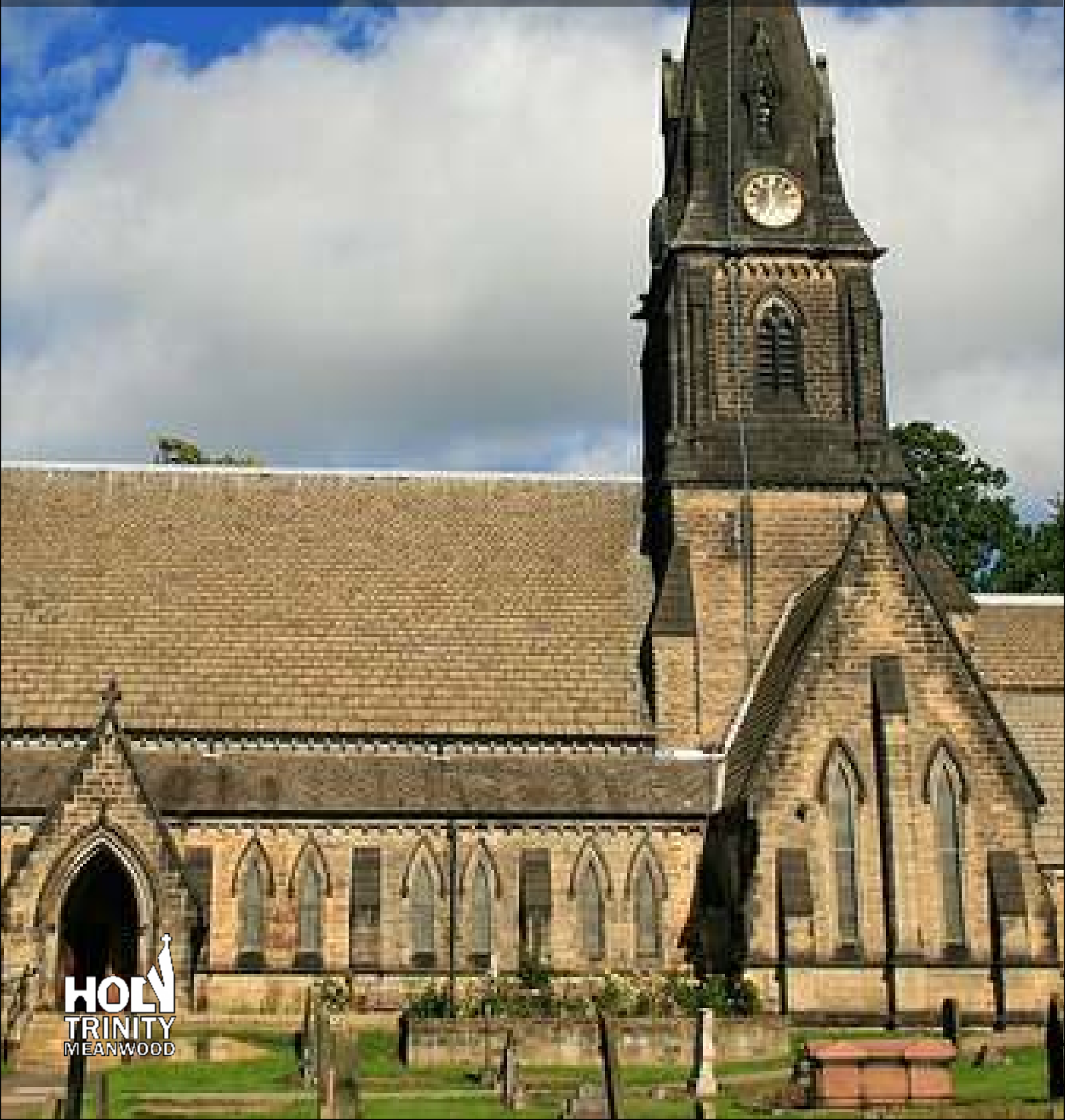
However the increase in interest received has only plugged the gap between the actual giving and the level of giving required for Holy Trinity to pay its way. As mentioned in our mission one of the financial challenges we face is for everyone to be encouraged to give regular and for the giving to be sustained. If this goal is achieved then more of the finances can then be used to financially support the other areas of our mission when required.



Holy Trinity Meanwood Parish Brochure



Appendix D: Quinquennial Inspection Report





RICHARD CROOKS
PARTNERSHIP

Inspection of Churches Measure 1955
Quinquennial Inspection Report 2014

**Church of the Holy & Undivided Trinity,
Meanwood,
Leeds.**

Diocese of West Yorkshire & The Dales



Inspected by
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CONDITIONS OF REPORT

The inspection was generally carried out from ground level and readily accessible roofs and floors with limited ladder access only and as such is purely a visual appraisal to comply with the Diocesan Scheme under the Inspection of Churches Measure 1955 as amended by the Care of Churches and Ecclesiastical Jurisdiction Measure 1991 Revised Scheme.

Woodwork and other parts of the structure which are inaccessible, enclosed or covered are not subject to this report and no guarantee can be given that such parts of the building are free from wet rot, dry rot, insect infestation or other defects. General impairment due to age, usage or to weathering where not considered excessive is not of necessity mentioned in this report.

This report is restricted to general condition of the building and its defects and does not constitute an adequate specification for the execution of repair works and must not be used as such. It is recommended that any repair works, beyond routine maintenance carried out by members of the church, should be carried out by an approved and competent contractor under the direction of the Inspecting Architect and this report has been prepared on this basis for the agreed fee. All such works being firstly authorised by a Faculty for which the Archdeacon will be able to advise. Should the PCC not appoint the inspecting architect to oversee follow up repairs then the inspecting architect reserves the right to subsequently claim the full costs associated with preparation of this report. The PCC is reminded that their Minutes must record the fact that application is being made for a faculty and that a copy of that Minute must accompany any Application for grant aid. A full specification is always required. The Architect is willing to advise the PCC on implementing the recommendations, and will if so requested prepare a specification, seek tenders and oversee the repairs.

Please note that all works to both the fabric and the furnishings should be recorded in the Church Log Book. It is a requirement of Canon F13 that every PCC should keep a Log Book in which to record all alterations, additions, removals, repairs, routine inspections and tests recorded together with the names of all Contractors and Specialists involved.

The PCC are reminded that the amount of insurance cover should be index-linked and re-assessed annually to keep pace with the rising cost of repairs and to ensure adequate reinstatement in the event of mishap. Such cover should be comprehensive and include for the fabric, all furnishings and for public liability. Contact should be made with the insurance company to ensure insurance cover is adequate.

Those items mentioned in the previous Quinquennial report not yet dealt with are included again within this report and are given a revised priority as considered appropriate.

It should be noted that although the Measure requires the Church buildings and grounds to be inspected every five years minor defects; such as displaced slates and leaking pipes, occurring between inspections can cause considerable damage if left unattended. Such matters should be dealt with immediately. The PCC are advised to enter into a contract with a local builder for the cleaning out of the gutters and downpipes twice each year.

The Churchwardens are reminded that they are required by the Care of Churches and Ecclesiastical Jurisdiction Measure 1991 to carry out their own; or cause to be made, careful inspection of the church fabric and furnishings each year and prepare a detailed report for the PCC before the Annual Parochial Church Meeting. This report is to be included in the Church Log Book.

The PCC are reminded of their duties under the new Control of Asbestos at Work Regulations namely to identify, record and manage all asbestos containing materials to protect the health and safety of all persons using the premises and involved in maintenance, repairs or alterations. An Assessment is not covered by this report. Details on making an assessment are available on www.churchcare.co.uk/building.php/CDA.

The PCC also have duties under the Disability Discrimination Act 1995 to provide for a range of disabilities including wheelchair users and people with limited mobility, sight impairment, hearing impairment, speech impairment, limited dexterity, limited upper and lower strength, multiple disabilities and cognitive difficulties. The PCC need to look at all these areas with these disabilities in mind and prepare an access strategy.

For the purpose of this report the liturgical orientation of the church is used and not the exact geographical orientation.

Further guidance on the inspection and the statutory responsibilities are contained in *How to Look After Your Church*. *The Churchwarden's Year* gives general guidance on routine inspections and house keeping and general guidance on cleaning is given in *Handle with Prayer*. These booklets together with others on the specialized aspects of fittings, furnishings and use (organs, bells, glass, stonework, heating, sound amplification, access for people with disabilities etc.) are published for the CCC by Church House Publishing, Church House Bookshop, Great Smith Street, London SW1P 3NZ. Tel. 020 7898 1557. Guidance can also be found on www.churchcare.co.uk.

INTRODUCTION

The Church of the Holy and Undivided Trinity is located on Church Lane, Meanwood, Leeds at O.S. Map reference SE 286 374.

The foundation stone was laid on 20th May 1848 and the church consecrated on 6th August 1849 along with the attached burial ground.

The architect was Mr William Railton of Regent Street, London.

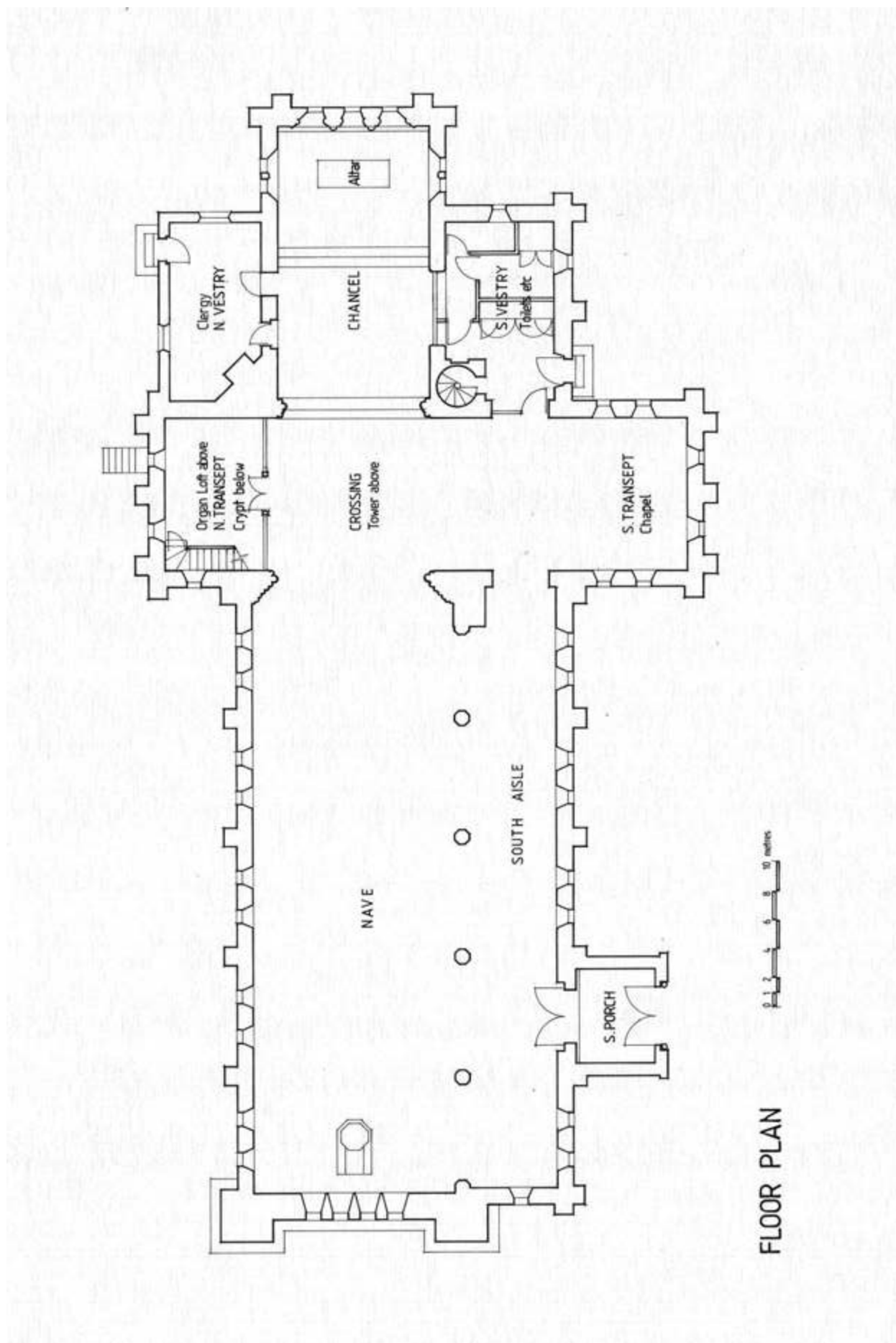
The building is constructed of local millstone grit from the quarries of Daniel and Dunbar. The walls are thick and faced inside and out with dressed and close jointed blocks of stone relieved with arches, mouldings and corbels. The church is cruciform in plan with a tower and broached spine over the crossing with the transepts. Below the north transept and tower crossing is a double vaulted undercroft.

The south aisle was added in 1876 together with an enlarged south porch and extended south transept. In 1882 the chancel was extended by some nine feet. It is understood that originally a stepped gallery existed at the west end and was the original location of the organ. The present lancet windows were inserted later.

In recent years the organ loft was inserted in the north transept with choir vestry below and the former choir vestry became the clergy vestry. The vestry on the south side was subsequently converted to toilets and kitchenette.

The church is Grade II Listed.





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Generally all matters raised in the following report which require attention are marked with a suffix indicating the priority for action as follows: -

“A” urgent works requiring immediate attention.

“B” works recommended to be carried out within the next twelve months.

“C” works recommended to be carried out within the next 12 – 24 months.

“D” items which require attention within the Quinquennium.

“E” desirable improvements with no timescale

“F” matters which should be regularly monitored or investigated further.

“M” routine maintenance (eg. clearing leaves from gutters) which can be done without professional advice or a faculty

The above suggested priorities are indicative as in some instances it may be cost effective to bring forward less essential works to be undertaken at the same time as urgent repairs in the same area. This applies particularly to lesser works requiring scaffold and/or relatively minor quantities of materials and/or labour. The inspecting architect is able to assist the PCC in preparing a programme of works reflecting this situation.

The PCC should ensure that its maintenance remains in the hands of competent craftsmen selected for their proven skills rather than the cheapest quotation for ill-defined work. Resources should be devoted to the most urgent items in order of priority for completion in turn. In that way each element can be conserved or replaced for its full expectation of life to give the best value for money and respectful of the original principles and details of the design.

The Architect is willing to advise the PCC on implementing the recommendations, and will if so requested prepare a specification, assist with Faculty Applications, seek tenders and oversee the repairs.

An inspection was carried out by Richard Crooks in April 2009 and in the pursuit of continuity reference is made to the inspection report of that date. The current inspection was undertaken in April 2014 by Richard Crooks with Tom Crooks in attendance. The weather at the time of inspection was mild, bright & calm.

MAIN REPORT


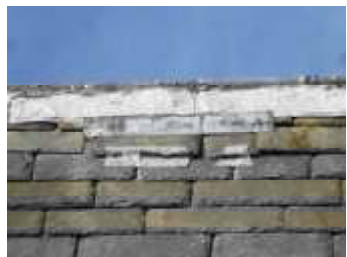

1.0 SCHEDULE OF WORKS - Completed since the Previous Quinquennial Inspection Report



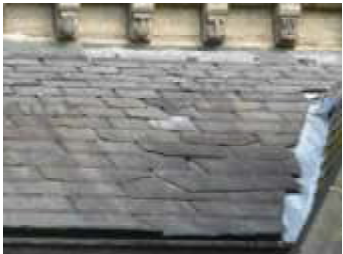

- Electrical Rewiring in Crypt
- External Signs fitted
- Repairs to Lychgate masonry
- Repairs to churchyard boundary wall
- Trees felled within churchyard







2.0 GENERAL CONDITION






2:1 Holy Trinity Church is in overall good condition and well maintained.





2:2 There does not appear to have been any recent significant uneven subsidence although there are the inevitable differentials between the old and later extensions. Monitoring continues to the open joints in the arches to the south aisle.




Item	Area/Description/Comment	Priority	
3.0	ROOF COVERINGS		
3.1	The church is covered by a series of independent steeply pitched roofs over each of the main internal spaces i.e. nave, transepts porches, south aisle and vestries. Generally all roofs are double pitched with the exception of the south aisle which is monopitch. All roofs are of Westmoreland slate and are generally of sound condition. A number of slates are therefore secured with terne-coated stainless steel clips. The lead ridge roll to the nave was renewed in 1997 when the last major roof repairs were undertaken.		
3.2	All the roofs with the exception of the south vestry have lead covered ridge rolls which have in the past had flashband applied over the top suggesting that the leadwork was considered defective. Flashband is not a long term solution and it is evident that it is nearing the end of its life on the Church. The PCC are advised to consider renewal of the affected ridges during the next quinquennium as already carried out on the nave.	D	
3.3	NAVE The nave roof is in fair order for its age. A few slates are broken and misaligned but the difficulty of access will make rectification work expensive A significant number of slates have been secured with metal clips and their condition should be checked after any strong winds. The lead flashings where the roof abuts the tower and west end gable upstand have been pointed with mastic and painted over with waterproofing compound which gives them a green appearance.		





3.4	<p>At the abutment of the south slope with the west end gable upstand wall there is a concentration of damaged slates. The clip to one of the slates appears to have opened up allowing that slate to slip. This area is vulnerable to gale damage so vigilance is essential until the necessary repairs can be undertaken.</p>	C	
3.5	<p>The north slope is generally in similar condition to the south and green with algae growth.</p> <p>A number of areas of slates have been secured with clips which appear to be holding the slates well.</p>		
3.6	<p>SOUTH AISLE</p> <p>The south aisle roof is generally in a vulnerable condition with a number of displaced slates, some with broken corners and others have been pointed with mortar and 'repaired' with flashband. A number of slates have been secured with clips and the rows have an irregular appearance suggesting possible deterioration of the fixings. The lead flashing where this roof meets the south wall of the nave has been covered with flashband and felt. This flashband appears to be getting towards the end of its life. As previously reported the south aisle of the roof may need re-slating during the next quinquennium.</p>	D	
3.7	<p>The cast iron gutters to the south aisle sit on a continuous projecting stone table supported by carved stone corbels. Above the gutters the ends of the rafter feet and eaves filler pieces are exposed. This timber should be treated with preservative and would benefit from the insertion of a polypropylene 'Hardedge' or similar eaves guard.</p>	D	
3.8	<p>SOUTH PORCH</p> <p>The south porch roof is in similar condition although a few slates have been secured with clips and a few are displaced suggesting the nail fixings may be beginning to fail. The lead ridge roll has been covered with flashband which is clearly buckling and peeling.</p>	D	


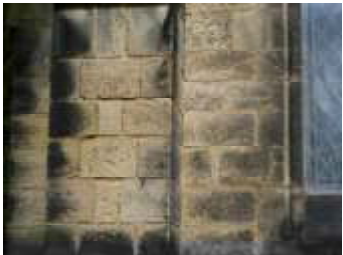




3.9	Flashing at abutment with buttress on east slope has been damaged by attempted theft.	D	
3.10	<p>SOUTH TRANSEPT</p> <p>Appears generally in sound condition. Three slates slipped adjacent to gable on west slope and damaged slates towards ridge on east slope.</p> <p>Flashband to ridge roll as elsewhere is failing and leadwork should be renewed.</p>	D	
3.11	<p>The lead flashings where the roof meets the tower and the gable upstand have been partially replaced with zinc and partially overlaid with flashband respectively.</p> <p>Leadwork around buttress a little untidy.</p>	D	
3.12	<p>SOUTH VESTRY</p> <p>The south vestry roof unlike the other roofs has a stone ridge. One length of ridge has been repaired with cement mortar.</p>	C	
3.13	Generally the slating appears sound although there is some localised damage near the above mentioned ridge.		
3.14	<p>CHANCEL</p> <p>On the chancel roof there have been some past minor repairs with clips and flashband but generally the condition appears sound. Flashings and ridge roll have been overlaid with flashband and that to the ridge appears to be starting to fail. Renewal of the lead ridge roll should be considered.</p>	D	
3.15	<p>NORTH VESTRY</p> <p>The north vestry roof is in much the same condition as the other roofs and without any apparent major defects at this stage.</p>		






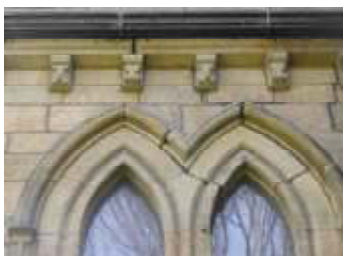
3.16	NORTH TRANSEPT On the north transept roof there are one or two broken slates, and a temporary repair with flashband. Flashings and lead ridge roll are overlaid with flashband.	D	
3.17	Damaged slates on west slope mid way up adjacent to the tower.	C	
3.18	TOWER & SPIRE The tower and spire rise from the crossing of the chancel, nave and transepts. The corner buttresses rising up through the adjoining roofs merge into the tower walling towards the top of the first stage. See Section 7.0.		
4.0	RAINWATER GOODS & ABOVE GROUND DRAINAGE		
4.1	Largely cast aluminium gutters and downpipes of traditional 'Victorian' moulded section to the nave, chancel, north transept, north vestry and south porch and one side of the south transept installed in 1997.		
4.2	Length of gutter at west end of south slope of nave appears to have dropped adjacent to the downpipe.	E	
4.3	Broken gutter brackets to east side of S. Transept. Replacement brackets need painting.	C	
4.4	Bottom portion of downpipe missing on N. Transept.	B	
4.5	Original cast iron gutters to south aisle and S. Vestry appear to have leaks at joints. Full dismantling and overhaul recommended. Only one downpipe serves the whole of this roof which also takes the runoff from the Nave south slope so surcharging likely during heavy downpours.	C	
4.6	Low level gutters are understood to be cleared annually by a local roofing company.		
4.7	Seedlings in N. Vestry gutter need clearing.	A	
4.8	Weed growth also observed at east end of gutter on S. Side of Nave	C	

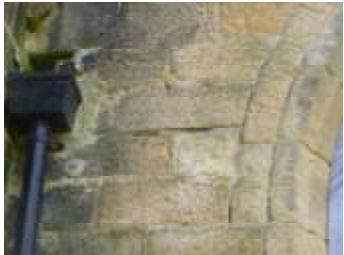





4.9	There are two concealed valley gutters located between the vestries and the chancel on the north and south side of the church. These gutters are lead-lined and catch wind blown leaves.		
4.10	The valley gutter on the south side has since been cleared of leaves and debris.		
4.11	The north vestry roof has a lower eaves height than that on the south side and consequently one side of the valley gutter is formed by the north wall of the chancel. It is therefore confined and it is important that it is kept clear of leaves, twigs and debris.	A	
4.12	Downpipes generally discharge into gullies below the level of the grating eliminating the risk of leaves causing blockages. The downpipes from the chancel roof still discharge to ground. These were not included in the works carried out in 1997 as the PCC were at the time still considering the extension to the north vestry and other alterations which could have affected the route of the drainage. If this scheme is unlikely to proceed then the PCC should consider extending the surface water drainage around the east end to pick up new gullies to the chancel.	E	
4.113	All gullies should be cleared of silt, weeds and soil and flushed to clear all deposits within the drains. Care should be taken to ensure all gullies remain clear throughout the year but particularly following the autumn fall of leaves.	M	
5.0	BELOW GROUND DRAINAGE		
5.1	In 1997 a complete new surface water drainage system was installed to the north side of the church where no such system had existed previously. The installation included all new gullies and underground drainage which was taken through the churchyard to discharge into the existing underground culvert which crosses the churchyard near the lych gate.		
5.2	In 2006 toilets and a kitchenette were installed in the Church and new foul water drain laid under the churchyard and adjacent car park to connect into the existing system at the east end of the Memorial Hall.		




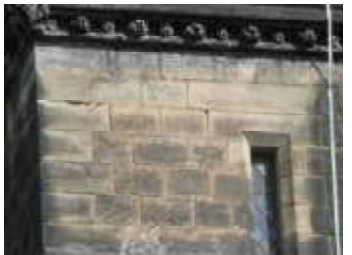
5.3	Church use tends to be limited and silt builds up in the drainage system with limitations of water to clear solids. All manhole/ inspection chamber covers should be lifted and the chambers hosed out to clear all deposits to the sewer and left flushing until the drains run clear. All gully traps should be cleared of any silt, weeds and soil and similarly flushed.	M	
6.0	PARAPETS & UPSTAND WALLS		
6.1	There are upstand walls to all gables. Owing to the steepness of the roof pitch the gable copings are integral with the dressed and stepped blocks of stone built into the verges.		
6.2	Generally all the upstand walls are in good order. The back face of the upstands are concealed by the lead flashings of the roof. The flashings tuck into the upstands immediately below the copings.		
6.3	All upstand copings terminate in decorative stone crosses or "poppy-heads" at the apex with the exception of the west end which was removed in 1971 owing to its unsafe condition.		
6.4	At the west end there has been an unsuccessful attempt in the past to rectify the decay of some masonry by applying a waterproofing compound.		
6.7	The upstand copings on the north side of the west end have some open joints which would benefit from repointing.	D	
6.8	Those on the south slope have been repointed in the past with an inappropriate white cement mortar.		
7.0	EXTERNAL WALLING		
7.1	<p>The superstructure of the church is of close jointed, dressed and coursed local millstone grit. The walls are thick and the masonry is exposed both externally and internally and relieved with arches, surrounds, mouldings and corbels. The gable upstand copings, corbel stones, hood mouldings and string courses are of a harder, finer grained gritstone and have been largely unaffected by the erosive action of the wind and rain. These features are therefore more blackened by many years of atmospheric conditions.</p> <p>The main areas of walling are divided into bays by the buttresses. A prominent stone plinth coping continues around the church at low level and at window cill level is a moulded feature string course.</p>		






7.2	<p>Generally the external fabric is in sound condition. The stonework is bedded in lime mortar but has been pointed in places unsympathetically in Portland cement and sand, obscuring the faces and arises (square edges of the stones). This hard cement traps moisture in the walls; which otherwise would evaporate through the joints, and causes the adjoining stone to erode at a greater rate thus eventually leaving the cement mortar standing proud and eventually falling away.</p> <p>Replace all such pointing with traditional lime mortar.</p>	D	
7.3	<p>There are areas of localised erosion of the softer stonework but generally this is not deleterious and no repair should be attempted unless otherwise specified.</p> <p>Previous inappropriate repairs with cement render are failing due to moisture being trapped behind.</p>		
7.4	<p>The stonework in contact with the ground has weathered more as a consequence of the higher moisture content over the years.</p> <p>Open joints should be repointed to prevent water ingress into the floor voids.</p> <p>Bracket needed to secure offset to downpipe.</p>	D	
7.5	<p>There are a number of old iron fixings in the stonework generally which should be carefully removed before the expansion forces of the rust split the stone eg. flag pole brackets on the south porch door; the former boiler flue brackets around the north and east side of the lower stage of the tower and a bracket near the apex of the south transept.</p>	D	
7.6	<p>Old walls do not have damp proof courses, and their acceptable moisture levels above ground and at floor bearings depend upon natural dispersion to atmosphere from faces exposed to ventilation between ground and floor levels. In order to encourage the maximum drying out of walls externally rather than internally care should be taken to maintain the ground all around the Church as low as possible and free from unwanted planting and weed growth which attract water by their roots. Below the lower plinth coping just above ground level are a number of ventilation grilles which provide for the passage of air into the floor voids below the suspended floors. It is essential these ducts are kept clear and the grilles maintained and intact to keep out vermin and wind blown rubbish and leaves.</p>	M	


7.7	Commencing inspection of the external walling at the west end of the south aisle and moving around the building in an anti-clockwise direction the general condition of the masonry is as described above. Particularly on the west wall of the south porch the hard cement mortar pointing is falling away through lack of mechanical key caused by inadequate raking out of the joints prior to repointing and the accelerated erosion of the stone caused by trapped moisture. These areas should have the cement mortar removed and repointed with lime mortar.	D	
7.8	There are a few areas of masonry with eroded joints which should be repointed with lime mortar. These are visible between the two windows to the west of the porch, at the intersection of the porch with the south aisle and the south aisle walling. Cracks through masonry to west end wall of S.Aisle.	D	
7.9	Eroded joints to masonry of S.Porch dark pointing at regular intervals may suggest iron cramps within the masonry. Investigate and monitor before repointing.	F	
7.10	To the head of the south aisle wall and at its intersection with the south transept there is surface erosion of the stonework at high level possibly caused by the washing action of rainwater overspill from the gutter above during heavy downfalls. The roof configuration at this point may cause a significant concentration of water which the gutter is not capable of accommodating. This situation needs monitoring.	F	
7.11	The south transept walling is generally in sound condition and as previously described with a few isolated open joints and some cement mortar repointing. On the east wall the repointing at low level extends over and effectively re-faces some of the stone. This mortar is now beginning to spall and will soon fall away completely. Repointing with a lime mortar in well raked joints should then be undertaken.	D	
7.12	Eroded pointing around window mouldings on west and south walls and gable of S.Transept.	D	



7.13	<p>On the east wall of the south transept there are some areas of masonry which would benefit from repointing. Again there is some previous poor pointing between the string course moulding and the plinth.</p> <p>Ditto S.Vestry south wall.</p>	D	
7.14	<p>The chancel walling is generally in sound condition although some of the mortar to the south east corner buttress has receded and would benefit from repointing with lime mortar. Similarly at high level from above the springing line of the lancet windows the mortar joints have also receded. As elsewhere there are areas of previous cement pointing and surface erosion of the stone at low level.</p>	D	
7.15	<p>Inappropriate repointing and consequential erosion of masonry at east end of Chancel.</p>	D	
7.16	<p>Eroded pointing around east window and gable over. Masonry below in sound condition.</p>	D	
7.17	<p>There is a vertical crack through the masonry at the point where the chancel was extended in 1876. Recently repointed. There may be slight seasonal movement as a consequence of inadequate bonding. The situation should be monitored.</p> <p>Window jamb damaged by fixing to previous window guard.</p>	F	
7.18	<p>The slight displacement of the hood moulding to the adjoining lancet window appears historic but would benefit from being repointed with traditional lime mortar.</p> <p>Open joints in eaves corbel.</p>	D	





7.19	<p>The masonry to the north vestry is sound. The minor displacement to the moulding over the north facing door coincides with some minor cracking internally. Surface erosion of the stone and pointing is evident around the window and hopper on the east side at high level.</p> <p>Greening suggests possible surcharging of water from hopper possibly if partially blocked.</p>	D	
7.20	<p>At the junction between the north vestry and north transept rises the chimney stack topped by two circular stone chimneys with conical cappings. These originally served the boiler in the crypt and the vestry.</p>		
7.21	<p>The north transept is in sound condition. There is some inappropriate pointing largely at low level between the plinth and string course on the north wall. This repointing is pink in colour and spreads over the face of the masonry.</p>	D	
7.22	<p>Sapling growing in buttress return/gutter where N. Transept meets the Nave wall.</p>	B	
7.23	<p>The north wall of the nave while in sound condition has been repointed in a number of areas in the past again using pink cement-based mortar which is spread onto the stones. In the second bay from the west end there is an old crack which has been pointed extending down from eaves to the window head and following the line of the hood moulding. This may be an early settlement crack caused by slight differential settlement between the heavy mass of the west end and the relatively lighter nave walling.</p>	D	
7.24	<p>The west end of the nave is framed by large corner buttresses which continue upwards above eaves as turrets with stone pyramid roofs. There are small blind openings at high level which match the windows on the tower. On the apex of the roofs are large decorative copper or bronze crosses.</p> <p>The west wall contains four lancet windows; a cusped rose window and above that a pointed oval window or vesica. It is understood that the lancet windows are a later alteration replacing original blind arcading.</p>		





7.25	<p>The north west corner turret and buttressing has been extensively repointed with a pink coloured cement mortar. Just visible above ground level is the slate damp proof course which suggesting that the ground level around the church may now be higher than intended.</p> <p>The high level stonework to the south west corner turret has some receding joints and in the longer term will require repointing.</p>	D	
7.26	The west wall has been partially repointed in the past with pink cement mortar. At the apex the stonework appears to have been painted with a waterproofing coating.	D	
7.27	Stone dressings to rose window have open joints that would benefit from repointing.		
7.28	Ditto gable cappings and window cill.		
7.29	<p>TOWER</p> <p>The tower and spire rise from the crossing of the chancel, nave and transepts. The corner buttresses rising up through the adjoining roofs merge into the tower walling towards the top of the first stage containing the ringing chamber which is lit by two small rectangular windows in each face. The bell chamber above is set back with a substantial raked plinth incorporating carvings below the overhang. The bell chamber walls have small corner buttresses between which are twin louvred openings with stone mullions between and a quatrefoil over.</p> <p>Above the bell chamber the masonry is again decoratively carved and corbels out incorporating grotesques to form the base of the stone spire. At this point the octagonal spire rises from the square base and the corners are carried up and finished with slender pinnacles. Just above the base of this broached spire are the clock faces on the north, south and west sides. The east aperture is blank.</p> <p>Higher up the spire are small lucerne openings with louvred panels and steeply pitched gables over. The spire terminates with the air terminal of the lightning conductors. Top 16ft of spire rebuilt in 1978 following storm damage.</p> <p>Upper stages appear sound and masonry well pointed.</p>		 
7.30	<p>The Ringing chamber stage has been partially repointed with pink steeplejacks trowel mastic or cement mortar, however receded mortar joints are visible in upper walling.</p> <p>The raked plinth to the second stage including the decorative carvings have some surface erosion and open joints where there is also some plant growth. There has been some repointing with pink cement mortar to the walling within the panels of this stage.</p> <p>Repoint defective areas as soon as practical.</p>	D	






7.31	<p>One damaged stone louvre on south side. Monitor for further deterioration until high level access is available to investigate further.</p> <p>Crows seen flying in and out of louvres.</p>	F	
8.0	EXTERNAL TIMBER PORCHES, DOORS ETC		
8.1	There are no timber porches or canopies at Holy Trinity Church, Meanwood.		
8.2	The church has substantial oak doors with decorative wrought ironwork which are generally in sound condition.		
8.3	The ironwork should be kept free from rust.		
8.4	All hinges and bolts should be oiled and greased annually for long service.	M	
8.5	On the south door an iron part from the original lock is still present in the stonework to the jamb and is rusting and splitting the stone. This metalwork should be carefully removed before the stone is damaged further.	D	
8.6	Below the north transept wall is an external stone stair down to the crypt. The external door is a 'modern' painted boarded door. The original frame remains and would benefit from redecoration. Internally the door has been barred to prevent forced entry.		
8.7	Clear leaves after each Autumn fall to prevent damp being trapped and seeping into crypt.	M	
8.8	<p>S.Porch doors protected by timber gates glazed with polycarbonate.</p> <p>Decay in lower rails of outer doors. Full overhaul and treatment required.</p>	C	





9.0	WINDOWS		
9.1	Each bay to the walls of the north nave, south aisle and chancel contain double lancet windows. With the exception of the vestry and transept side windows all openings have hood mouldings with carved stone corbels around their heads.		
9.2	Internally the stonework around the east window is quite elaborate with arches over of three orders supported on slender columns with dog-tooth carving between. Over the arches are hood moulds and carved cusps. The outer hood mouldings spring from carved stone heads. At low level the sill is flat and projects beyond the face of the wall with decorative carvings projecting from the wall below.		
9.3	All condensation channels at cill level internally should be kept clear to facilitate the evaporation of any collected moisture.	M	
9.4	The windows to the north nave, chancel and transept side walls and vestries are largely glazed with plain diamond glass quarries set in lead cames. This plain glass should only be cleaned with de-ionised water applied by spray onto a soft cloth.		
9.5	A number of the plain glazed windows contain cord operated metal framed hopper type ventilators. Most of these are no longer functioning because of corrosion, however the use of opening windows is beneficial to the church fabric in maintaining damp equilibrium and reducing condensation. It is important that these opening lights are fully operational.	E	
9.6	Windows generally have internal saddle bars which are in reasonable condition but do have superficial rust. Some wire ties are broken but at the time of inspection this did not appear to be affecting the stability of the glazing and in any case the polycarbonate glazing now protects the windows from wind forces.		
9.7	The triple lancet east window; the west windows, the south aisle and transepts are largely glazed with stained glass protected externally with polycarbonate or wire guards.		
9.8	The west wall of the south aisle contains stained glass depicting the sower. The pairs of windows to the south side contain stained glass depicting the figures of Christ and St Peter ; David as King and a Youth ; and the Virgin Mary and St. John of Jerusalem respectively		





9.9	The two south windows to the south transept contain stained glass designed by F. Preedy of London in 1864 and depict scenes from the Life of Christ. Both are protected with polycarbonate secondary glazing again set tightly into the reveals with mortar fillets. The westerly of these two windows has a recent repair with modern coloured stippled glass to the lower panel. The panel above is distorted but intact.		
9.10	The west and east windows to the south transept contain plain diamond glass quarries set in lead cames. These have been repaired and polycarbonate protective glazing fixed with discreet stainless steel brackets to the window reveals		
9.11	The triple lancet windows to the east end contain stained glass designed by Mr F. Preedy in 1864. Each window is divided into four panels; the centre window illustrates four events from the Old Testament. The inscriptions at the base of the windows have faded.		
9.12	Externally the east windows are protected with wire guards fixed to the window reveals. The wire fixings to the central guards require attention otherwise they are in sound condition.		
9.13	Above the east window is a small trefoil window not visible from within the church.		
9.14	The south vestry windows are protected by wire guards.		
9.15	The pairs of windows to the north and south sides of the Chancel are glazed with diamond shaped coloured glass quarries set in lead cames. There are repairs to lower panels of the glazing and all have now been protected with polycarbonate.		
9.16	The north transept has one small window on the west side and two lancet windows on the north wall containing stained glass depicting scenes from Christ's life. These windows are protected externally with thin polycarbonate glazing set tightly in the moulded reveals and held in place with hard cement mortar fillets. The PCC should bear the fact that the polycarbonate can only be replaced by cutting out the hard mortar which is likely to damage the stonework.		
9.17	The west end contains four lancet windows with stained glass in three panels to each light. The lower panels depict the four Gospel writers; the centre panels contain scenes from both the Old and the New Testament and the upper panels the four prophets. These windows are protected by polycarbonate but regrettably this has not prevented two lower panels being deliberately damaged by children. Further damage to lower panel of 2 nd window from left.	B	




9.18	Above on the west end is the cusped rose window protected with wire guards. The stained glass depicts Christ the King enthroned and the Heavenly Host with musical instruments between the cusps. High up in the gable is a vesica window with stained glass showing the dove descending.	F	
9.19	The fixings to the wire guards should be checked.		
9.20	The earlier polycarbonate secondary glazing which is not ultra-violet light resistant is losing its transparency. Some is also set tightly in the window reveals with mortar and no ventilation provided. Polycarbonate window protection must include provision for ventilation and removal for cleaning. The absence of ventilation generates a micro climate which can cause premature failure of the leadwork and damage to the glass. Inevitably cobwebs also build up in the void collecting grit and wind blown dust spoiling the visual appearance and reducing the light transmission. Polycarbonate also has a relatively high co-efficient of expansion and where held rigidly will buckle and bow when subject to the heat of the sun. This will not only cause distorted reflections but will reduce the life of the material.	E	
9.21	The condition of these windows should be monitored and the protection may have to be renewed within the next five to ten years.		
9.22	Broken glass in window to east end of S.Vestry.	C	
9.23	Routine cleaning of stained glass should only be carried out with soft brushes to remove dust and no washing, spirit or abrasive used since some glass colours, notably the yellows and grisaille backgrounds, contain borax which is water soluble. In any interior cleaning or washing windows should be sealed with polythene sheet masking.	M	
10.0	TOWER & SPIRE	E	
10.1	The tower and spire rise from the crossing of the chancel, nave and transepts. The interior of the tower is entered from a spiral stone stairway within the south east corner pier of the crossing near the south vestry entrance. The walls of the stair enclosure are of dressed stone and are sound and dry. The stairs lead into the ringing chamber. There is a further short flight of spiral steps which lead to a dead end. Maybe it was originally intended that it would rise further to the bell chamber but the construction was changed.		
10.2	The access staircase is generally in clean condition with some sandy deposits on the steps resulting from the general erosion of the walls. Consideration should be given to installing a rope "handrail" within the stairway to improve the safety of users.		





10.3	RINGING CHAMBER The floor is of timber construction with a central hatch for raising the bells. The walls are of dressed stonework generally in good condition although there is some erosion to the face at high level.		
10.4	There are two small rectangular windows to each wall glazed with diamond glass quarries set in lead cames. Minor cracks visible to the intersection of the walls in the south east and north west corners of the ringing chamber.		
10.5	The soffit of the floor of the bell chamber viewed from the ringing chamber is of timber boarding on joists which span onto large section timber beams. All appear to be in sound condition although the metal connecting bolts have surface rust which ideally should be treated. In the centre of this floor is another hatch for raising the bells.		
10.6	A steep timber ladder provides access to the bell chamber. It would be prudent to fit handrails and safety cage to the side of this ladder for the safety of those using it.	E	
10.7	The top of the ladder stops some two feet short of the 'landing' formed by the timber bed frame to the bells. The close proximity of the nearest bell to this opening together with the short ladder makes access to the bell chamber relatively precarious and the installation of a handrail would certainly improve the safety and ease of access.	E	
10.8	BELL CHAMBER The bell chamber contains five bells although originally there were only three. These however were apparently recast in 1885 and two additional bells added. The bells were cast by John Taylor & Co. Ltd of Loughborough and there is a report by them dated 15th February 1988 detailing the history and condition of the bells and presenting proposals for the installation of a sixth treble bell.		
10.9	The earlier bell frame dating from 1845 is constructed entirely of timber with mortised and tenoned joints. The later bell frame dating from 1885 is of composite construction comprising cast iron A frames mounted on an oak base. Both frames sit upon four main timbers which span the tower from east to west. These timbers in turn are carried by means of braces built up from the set-off levels on the east and west walls.		

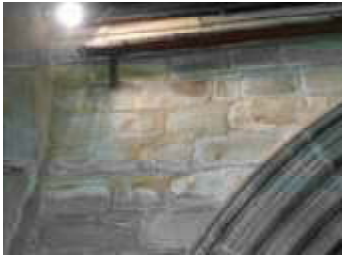


10.10	<p>The headstocks are of oak and in fair condition although the iron fittings are rusting. These should be de-scaled and painted with anti corrosion paint to extend their useful life.</p> <p>The wheels apparently date from 1885 and were partially restored in 1929. The outer tracks are beginning to split. The PCC should note that John Taylor & Co. Ltd report dated 15th February 1988 suggests that the bell frames will need replacing within ten to twenty years.</p>		
10.11	<p>The floor of the bell chamber appears to have been constructed with a sheet metal covering. There is an accumulation of dead leaves blown through the louvres. These should be cleaned out.</p>		
10.12	<p>The dressed stone walls to the bell chamber are generally in sound condition but surface erosion becomes more pronounced with height.</p>		
10.13	<p>On all four sides of the bell chamber are twin louvred openings with stone blades and surrounds. Bird proof mesh has been fixed to the inner side of the louvres to keep out the larger birds such as pigeons. However, this has provided an ideal sheltered site for nests.</p>		
10.14	<p>There is a further ladder on the opposite side of the bell chamber reached by clambering over the bell frames. This ladder provides access to the timber platforms at high level which give access to the rear of the clock face apertures. The condition of this ladder is such that its replacement with an aluminium type with handrails is recommended.</p>	E	
10.15	<p>There are no guard rails to these high level platforms and access should not be attempted without wearing appropriate safety harnesses. Ideally the structural adequacy of these platforms should be checked and handrails fitted.</p>	F	
10.16	<p>The PCC are advised that appropriate safety warning signs be installed adjacent to both the access ladders.</p>		
10.17	<p>The drive rods to the clock faces are located above these platforms. These are rusty as are the metal supports to the rear of the copper/bronze clock faces. These should all be de-scaled and painted with anti corrosion paint.</p> <p>The gearing behind the clock faces is well greased and appears in full working order.</p>	E	
10.18	<p>Eroded joints in masonry around clock face openings. It would be prudent to repoint when access is next available.</p>	E	





10.19	At high level the walls of the bell chamber corbel in at the corners to form the base of the spire. At this level is the floor to the spire with a central access hatch. Access to this level and into the spire is not possible without appropriate ladders and safety equipment and should not otherwise be attempted.		
10.20	The timber floor/roof structure above the bell chamber is fixed to timber joints which bear onto large timber perimeter wall plates with corbels built into the walling. These bearers appeared at the time of the previous inspection to be wet suggesting that there may be ingress of water through the spire masonry. It is understood that the top of this floor is covered with lead sheet. It is recommended that arrangements be made to gain access to this level to inspect the timber, leadwork, birdproofing and spire masonry at close range.	E	
10.21	Crows were observed flying in through the lucarne louvres and it is likely that they are nesting within the spire. This suggests that either there is no bird protection to the openings or it is damaged. It is not possible to determine from ground level.	E	
11.0	CLOCKS		
11.1	The clock mechanism is located in the tower ringing chamber and is enclosed in a timber cabinet hung from the wall and further supported by iron brackets which are rusting. These should be cleaned and coated with anti corrosion paint.		
11.2	The clock was installed in 1850 and designed by Edmund Beckett Denison and built by Mr Dent who also built that in Big Ben.		
11.3	The drive rods extend up into the bell chamber and have been described in the previous Section.		
11.4	The clock is serviced annually by William Potts in April.		
11.5	The external clock faces have been restored in recent years.		






12.0	ROOF & CEILING VOIDS		
12.1	There are no roof and ceiling voids.		
12.2			
13.0	ROOF STRUCTURES & CEILINGS		
13.1	<p>The roof structure is an open construction with exposed timber rafters, purlins, trusses and collars. All are of deal and moulded. The principal roof trusses and collars are of 300 x 200mm section and extend down the nave walls to rest on carved stone corbels. Above the rafters is the exposed close boarding.</p> <p>All roof timberwork as far as can be seen from low level appears in sound condition but is too high to permit close inspection without the aid of scaffold or lift access..</p>		
13.2	Over the later south aisle the roof is mono pitch and each bay is marked by a stone arch spanning across the aisle from the nave arching to the south wall. These arches support the exposed purlins		
13.3	The third and fourth arches over the south aisle from the west end have open joints in the stones adjacent to the purlin. These were fitted with monitoring studs in 1998 and readings taken initially at six month intervals to establish whether the cracking is progressive and/or seasonal. No pattern emerged and the movement appears to have stabilised.		
13.4	It is therefore suggested the masonry at the weakest point is pinned with stainless steel dowels to prevent the stones dropping and the open joints are repointed.	C	
14.0	UPPER FLOORS, ACCESS STAIRWAYS & BALCONIES		
14.1	The organ loft installed in 2001 is accessed via a small stairway from the choir vestry in the N. Transept.		
14.2	All is in sound condition.		


15.0	PARTITIONS, SCREENS, PANELLING & DOORS		
15.1	Light oak screen and door by Thompson of Kilburn in the arch between the chancel and the south vestry (toilets) which is in fine condition		
15.2	Similar screen and door in arch between south vestry and the Lady Chapel installed in 2006.		
15.3	There are two oak doors on the north side of the chancel leading into the choir vestry. The first is the original door and is lower as the level of the original chancel floor was as the vestry. The other door is a later insertion. Both doors are in full working order and the decorative ironwork in good condition.		
15.4	The south porch has a pair of oak inner doors with brass furniture. All in full working order.		
15.5	The oak door from the south vestry into the tower spiral staircase is in full working order. The ironmongery on the Church side is good condition but on the reverse side it is rusty and the top hinge pin is loose and has broken the adjacent stonework.		
15.6	There is a further door at the bottom of the stairs leading into the crypt and while this door is materially sound the ironmongery is rusting and the lock is broken. This door would benefit from a full overhaul.	E	
15.7	All hinges and bolts should be oiled and greased annually for long service.	M	
16.0	GROUND FLOOR STRUCTURE & TIMBER PLATFORMS		
16.1	The ground floors to the church are generally suspended timber to the areas of present and former pews while the remaining areas including south porch, transepts, aisles and crossing and chancel are paved with stone flags which are in fine condition where exposed. Carpeting to the aisles, west end and chancel prevent inspection of these floors but at the time of inspection there was no evidence to suggest the presence of any defects.		



16.2	Lift carpets periodically to check condition of concealed floor finishes. Evaporation is essential to the well-being of tiled and paved floors and they should not really be covered with carpet and certainly not with a rubber backing or underlay.		
16.3	The former iron gratings to the heating pipe ducts in the floors have largely been removed and replaced with timber boarding. There are a few gratings retained beneath the radiators at the west end. One section is broken and the ducts themselves below have been filled with vermiculite, presumably to reduce heat loss. The removed gratings are stored in the crypt.		
16.4	The timber flooring to the areas of pews contains some cast iron grilles. These are intended to work in conjunction with the low level gratings in the external walls to provide cross ventilation to the floor voids below and allow the building structure to remain relatively dry and free from rot. These gratings all need to be maintained and would benefit from cleaning and painting. At least one such grating has been removed and the opening boarded over.		
16.5	The floor to the south vestry (toilets & kitchenette) is of raised timber construction covered with vinyl.		
17.0	INTERNAL FINISHES		
17.1	The interior of the church is of exposed dressed stone walling which is in fine condition. It is possible to pick out where the fabric has been extended and altered in the past by the changes in pointing and some hairline cracking in the masonry.		
17.2	Salting (efflorescence) present in lower courses of wall between Lady Chapel and Chancel. Hard mortar has been used in the past to repoint at low level and this may be a contributory factor. After a time such mortar will fall out and if necessary repoint with lime putty mortar. In the interim periodically brush off salt. Do not apply any sort of sealant.		


17.3	There is also some efflorescence and damage to high level masonry on the south wall of the tower crossing which again may originate from past roof leaks.	E	
17.4	At high level on the SW pier below the tower is a hole where a small piece of masonry has fallen away. Repair when high level access is next available.		
17.5	The arcade columns stand on masonry footings and any rise in moisture can only be dispersed through the column bases. The stone itself generally remains relatively dry on the surface indicating that moisture is being evaporated evenly without damage.		
18.0	FITTINGS, FIXTURES & FURNITURE		 
18.1	<p>Under the Inspection Measure the Archdeacon may notify the Parish of any item worthy of special attention by the inspecting architect. No such notice was received on this occasion and therefore only a general inspection was made. All the following fittings, fixtures, furniture and other objects are in good order allowing for age, wear and tear unless otherwise stated.</p> <p>Oak communion table by Thompson of Kilburn 1974.</p> <p>Oak Communion rail by Thompson</p> <p>Oak credence table by Thompson</p> <p>Brass Eagle lectern</p> <p>Oak lectern & glass cabinet containing memorial book.</p> <p>Font made of Bath or similar stone with an oak cover by Thompson of Kilburn</p> <p>Oak octagonal pulpit</p> <p>Original Oak High Altar & communion rails in Lady Chapel</p> <p>Brass cross and 2No. candle sticks</p> <p>Brass Processional Cross</p> <p>Oak choir stalls on oak platforms</p> <p>Pitch pine pews, seats & footrests</p>		


19.0	TOILETS, KITCHENS, VESTRIES ETC		
19.1	<p>The walls of the vestries, toilets etc are exposed dressed stone as elsewhere in the church. There are some areas of erosion and crumbling of the stone.</p> <p>The floors of these areas are of timber construction with fitted carpet or vinyl over preventing close inspection.</p>		
19.2	<p>NORTH VESTRY</p> <p>Used by the clergy and contains a built in desk, safe and robe cupboards. Below the desk is the gas meter.</p>		
19.3	<p>CHOIR VESTRY</p> <p>Created in the N.Transept with Organ Loft over in 2006. Separated from Worship Space by glazed oak framed screen.</p> <p>Fitted out with robe cupboards. Carpet on floor. Doorway leads to stairway up to Organ Loft.</p> <p>All in fine condition.</p>		
19.4	<p>FORMER SOUTH VESTRY</p> <p>Converted to entrance lobby, kitchenette and toilets in 2006.</p> <p>Separated from the Chancel by the Thompson oak screen and the S.Transept by a similar oak screen and capped with a ceiling. Floors finished with vinyl sheet.</p> <p>Within the niche formed by the blocked up opening of the former outside door to the tower staircase is a stainless steel piscina. The incoming water service pipe rises at this point. At high level there is a slit window from the stair tower into the vestry. At the time the church was originally built this too would have been in the external wall.</p>		
19.5	<p>Fully kitchenette concealed behind bi-folding doors when not in use.</p> <p>2No. toilet cubicles of which one is fully fitted out with grab rails etc.</p> <p>All in full working order.</p>		






<p>19.6</p> <p>19.7</p> <p>19.8</p>	<p>CRYPT</p> <p>The spiral staircase in the south east pier of the tower also extends down into the crypt. The crypt has stone flagged floor and stone walls. The roof comprises a double brick vault supported centrally on a brick wall.</p> <p>Adjacent to the outside door is the incoming electricity cable together with the electricity meter.</p> <p>The crypt is used for storage of surplus building materials, gardening equipment and general items. Care must be taken to make sure it does not become a dumping area for objects that should really be disposed of.</p>		
<p>19.9</p> <p>19.10</p> <p>19.11</p>	<p>The walls and floors of the crypt are damp and at the time of inspection there was some standing water at the lowest point. A sump containing a submersible pump is located within the floor to collect and pump away any excess water. It would be advisable to fit a grating over this aperture.</p> <p>In the adjacent area is a manhole cover below which is the original sump with ball valve. The drain pipe from this sump passes under the Churchyard and has been traced for some distance under the adjacent field where it has collapsed. This sump was abandoned in favour of the pumped system because the rise in ground water level which would cause the ingress of water into the crypt also filled the drain and so the system was largely ineffective.</p> <p>This area contains the new heating boiler.</p>		 
<p>19.12</p>	<p>SOUTH PORCH</p> <p>Some water staining on soffit of ceiling boarding.</p>	<p>F</p>	
<p>20.0</p> <p>20.1</p> <p>20.2</p>	<p>ORGAN</p> <p>The organ console is located in the organ loft while the pipework is located on the purpose-built gallery over the south transept installed in 1973. In 1985 the organ was again rebuilt by Jackson & Son of Morley.</p> <p>The Organ was not examined technically and the Log Book records that it is regularly maintained and serviced by J.Barnes</p> <p>.</p>		







21.0	MONUMENTS, TOMBS, PLAQUES, ETC		
21.1	There is a marble memorial with inset gold lettering on the chancel wall to Mary and Elizabeth Beckett which is in fine condition.		
21.2	On the opposite wall in the chancel is a plaque commemorating the building of the organ chapel by Mary Beckett.		
21.3	In the south aisle is Roll of Honour commemorating those who died in the two world wars. This is of oak and is in fine condition.		
22.0	SERVICES INSTALLATIONS		
22.1	<p>The Church has comparatively modern service installations throughout and nothing of concern was seen. The electrical and heating installations and associated services, while appearing to be in full working order were not tested as part of this inspection and any comments made below are based on visual examination only,</p> <p>The above-ground plumbing and drainage installations were not examined in detail, but generally appear to be in satisfactory order.</p> <p>Incoming water service in South Vestry Lobby.</p> <p>Incoming gas in North Vestry</p> <p>Electrical switchgear in Crypt.</p>		
23.0	HEATING INSTALLATION		
23.1	New Keston C1110 gas fired boiler installed in crypt in 2010 connected to existing small bore copper pipes serving modern steel radiators supplementing earlier cast iron type. Twin flues discharge externally at low level.		
23.2	The installation is serviced annually in May by Heating Global Ltd who installed the boiler.		
23.3	Pipework is fully lagged with modern insulation.	E	
23.4	Pipe supporting brackets, some exposed connections and the gas pipe have superficial rust. It would be prudent to descale and paint the affected items.		



24.0	ELECTRICAL INSTALLATION		
24.1	The electrical switchgear is located in the crypt.		
24.2	The last recorded inspection was undertaken by I.G. Atkinson Ltd in June 2010.		
24.3	The installation should be tested at least every five years in accordance with the recommendations of the Church Building Council for insulation resistance, earth continuity and general safety on all circuits by a registered electrical engineer or NICEIC contractor and a written report with appropriate certificate obtained and inserted in the Church Log Book.	B	
24.4	Lighting to the main areas of the Church is by spot lights mounted at high level. Fluorescent lighting is used in the vestries and south transept.		
25.0	SOUND SYSTEM		
25.1	The Church has speech reinforcement and loop systems of unknown date.		
25.6	The system is tested annually in June by Brian Glassby. A written report should be inserted in the Church Log Book.		
26.0	LIGHTNING PROTECTION		
26.1	The tower is protected by twin copper down conductors from the top of the spire down to the ground; one at the junction of the south aisle and south transept and the other on the north wall of the Vestry. It is not known whether there is a connection to the lower end of the upper tie rod. Any comments made below are based on a visual examination only.		
26.2	The installation is understood to have last been tested in April 2000 and should be inspected and retested by a specialist engineer every five years for overall condition and earthing and written report with appropriate Certificate inserted in the Church Log Book.	B	
26.3	Conductors on towers and other inaccessible positions should be closely examined every ten years, particularly the contact between the tape and the vane rod or finial.		

27.0	FIRE PROTECTION		
27.1	Fire extinguishers are tested annually in August by Chubb.		
27.2	Minimum requirements recommended by the Council for the Care of Churches are for one water type extinguisher for every 250 m ² of floor area; one dry powder fire extinguisher adjacent to the boiler room and one CO ² adjacent to the organ. Any other dry powder type extinguishers should be replaced with CO ² type as the rapid corrosive nature of dry powder when in contact with moisture can seriously damage valuable and historic items within hours.		
27.3	The P.C.C. must ensure all escape routes are kept clear of obstructions and hazards at all times.		
27.4	Ensure there is no build up of casual storage within the building such as in the crypt and vestries. Hazard is soon established and vigilance is essential. Organised storage should be provided for occasionally used equipment and any discarded items should be removed from the building as a matter of routine.		
28.0	DDA & ACCESSIBILITY		
28.1	The Disability Discrimination Act 1995 legislates for the provision for a range of disabilities including wheelchair users and people with limited mobility, sight impairment, hearing impairment, speech impairment, limited dexterity, limited upper and lower strength, multiple disabilities and cognitive difficulties. The P.C.C. should periodically review DDA provision to all areas, with the above disabilities in mind, and update the access strategy.		
28.2	External paving has been ramped up to main south door from the new footpath installed through the churchyard in 2006 providing level access into the church.		
28.3	Fully accessible toilet facilities were installed within the building in 2006.		
28.4	Within the building the main worship space in the Nave and the transepts have level access.		
29.0	HEALTH & SAFETY		
29.1	Generally the building and its contents does not present any significant hazards to worshippers and casual visitors.		
29.2	As the South door to the toilet lobby provides alternative means of escape from the building it is essential that the outer door and access to it are not obstructed at any time.		
29.3	The external door to the Clergy Vestry is not an acknowledged alternative means of escape.		

29.4	Consideration should always be given to the normal household hazards of step ladders and provisions for cleaning and a written "Method Statement" posted in the building and in the Log Book drawing attention to limitations and use of equipment. It should highlight the rule that no one should use steps, ladders or climb off the floor alone in the building, that for high cleaning ladders must be secured or held at the bottom and if possible roped at the top. The hazards and techniques of heavy lifting or moving of furniture should be covered and all notes related to this church in particular.		
30.0	BATS		
30.1	No reports of bats being seen entering or leaving holes in the structure and no evidence found to suggest inhabitation within the building. Bat activity is best observed at dawn and dusk. The adjacent trees may have colonies of bats and churches are encouraged to install bat boxes in nearby trees to reduce the chances of the creatures entering the building structure.		
30.2	As bats are a protected species no repairs other than routine maintenance should be undertaken without a bat survey being undertaken before by a specialist ecologist. If bats are discovered or seen emerging from the building when undertaking repairs all work must stop immediately & instructions obtained via the Bat Conservation Trust.		
31.0	CHURCHYARD		
31.1	The extensive churchyard extends around all four sides of the church and is still used for burials. The area at the west end is dedicated to cremations.		
31.2	Concrete surfaced footpaths cross the churchyard to the church from the lych gate on the west boundary; the car park on the south east corner and the access drive from Parkside Green on the north side.		
31.3	Vandalism has been s a problem in the Churchyard and a number of headstones and statues have been overturned and broken.		
32.0	RUINS		
32.2	There are no ruins or remnants of former Churches on this site,		

33.0	MONUMENTS, TOMBS & VAULTS		
33.1	Adjacent to the south east corner of the church is the Beckett Tomb. This is a large stone structure some 14 feet square with a pyramidal stone roof. The tomb is entered by an external flight of steps buried below ground on the west side. The vault contains the founders of the church, Miss Mary Beckett and Miss Elizabeth Beckett.	E	
33.2	The tomb appears structurally sound although it has been extensively repointed with inappropriate pink coloured cement mortar which has spread onto the face of the masonry. The main areas of walling are of softer stone and have been cleaned by surface erosion. This had worn away some of the finer detail of the cornice and panelling within the niches particularly on the north side.		
33.3	The Churchyard contains a large number of monuments set in grassland. Some headstones and graves have been damaged.		
33.4	Headstones on some graves of varying design and material. Churchwardens have a responsibility to ensure all are checked regularly for stability and a report obtained and inserted in Log Book for future reference. A small number picked at random appeared sound. However the PCC should plan to stabilize or lay flat any monuments suspected as being unstable at the earliest opportunity.		
34.0	BOUNDARY WALLS, FENCES & LYCHGATES		
34.1	At the entrance to the churchyard on Church Lane is the lych gate built soon after the consecration of the church. The lych gate is of massive stone construction including the steeply pitched roof and has four gabled arches; two containing arches over the pathway. Internally the gate has a stone vaulted roof with exposed ribs and the two blind arches contain stone benches.		
34.2	Water penetration through the stone roof of the gateway is causing effluorescence on the underside of the vaulting.	E	
34.3	The walls have been repointed in the past with mortar of varying quality and composition. On the southwest side some of this mortar is beginning to fall away. All affected joints should be raked out and repointed with a lime mortar.		
34.4	Displacement to arch on churchyard side. Erosion to arch dressings and to masonry and joints in masonry above.	E	
34.5	Vegetation growing out of joints in roof masonry. Carefully drill out and remove before roots damage stone.	B	

34.6	<p>The gates are of timber and are in need of some attention. The bottom rail is split on one gate. One gate is missing.</p> <p>The ironwork is damaged and rusting and also in need of attention.</p> <p>Full overhaul of gates required.</p>	C	
34.7	<p>The Churchyard is bounded on all sides with coursed stone wall with matching stone copings of varying height. For the most part the walls are in sound condition having been partially repointed in the past.</p> <p>Monitor walls for early signs of potential instability and address as the need arises.</p>	F	
34.8	<p>The boundary wall to the south acts as a retaining wall to the Churchyard. There has been some repointing carried out recently. The mature trees have clearly affected these walls in the past and the condition of the walling needs monitoring.</p>	F	
34.9	<p>Some open joints just above ground level</p>	C	
34.10	<p>To the north of the Vestry the boundary wall have been affected by the adjacent mature oak tree and part of the wall has fallen already and now obscured by brambles etc. Where this wall meets the lych gate some repointing is required.</p>	E	
34.11	<p>To the east the boundary wall has been disturbed by the mature sycamore trees which have recently been felled.</p>	E	
34.12	<p>The wrought iron gates at the entrance to the Churchyard in the south and north corners are in working order although all would benefit from a full overhaul, the application of oil to the hinges and touching up of the paint finish.</p>	C	

35.0	TREES & SHRUBS		
35.1	The Churchyard contains a number of mature trees including yews, beech, horse chestnut, oak and sycamores which are generally around the perimeter. Fully grown trees near buildings can become a threat from falling trunks or branches and their roots affect foundations.		
35.2	The need for a full and regular inspection of trees increases with their age and the PCC are advised to obtain a report from an arboriculturist during each quinquennium and insert a copy in the Church Log Book. If the report reveals the need for major work is of non-urgent nature the PCC should seek advice from the DAC before any work is undertaken. The last inspection was by Aire Valley Tree Surgeons in February 2013 which resulted in a number of trees being felled.		
35.3	The PCC should note that before any tree or substantial shrub is planted in a churchyard the consent of the Archdeacon must be obtained and a Faculty may be required. The planting of shrubs around the Church at the base of the walls should not be encouraged as roots may affect foundations; leaves can block gullies and moisture may become trapped in the walls.		
35.4	For the future self-sown saplings should be pulled up before they root deeply and any established close to the church walls, notably need to be removed and roots killed off with sodium chlorate. Others around graves and monuments should also be removed.		
36.0	HARDSTANDING		
36.1	There is a car park shared with the adjacent parish hall located to the south of the churchyard.		
36.2	Footpaths through the churchyard are of concrete and generally in good order. New footpath and ramp up to S.Porch & S.Vestry is finished with resin bound gravel.		
37.0	MISCELLANEOUS		
37.1	Church notice board in sound condition.		

38.0	LOG BOOK		
38.1	<p>The PCC are reminded that all works to both the fabric and the furnishings should be recorded in the Church Log Book. It is a requirement of Canon F13 that every PCC should keep a Log Book in which to record all alterations, additions, removals, repairs, routine inspections and tests recorded together with the names of all Contractors and Specialists involved.</p> <p>The Church Log Book was made available for inspection and has been well maintained.</p>		
39.0	SUMMARY		
39.1	<p>The Church is well maintained but the time is coming when roof defects which have been reported since 1999 will need to be addressed as the temporary repairs undertaken over the years are beginning to fail and there is the increased risk of water ingress.</p> <p>Likewise with the masonry where past inappropriate repointing is failing and erosion of the stone and pointing needs attention.</p> <p>In addition there are of course a number of general repairs required which are typical of a church building of this age and are due to normal weathering, wear and tear.</p>		
39.2	<p>This Report attempts to define achievable timely repair and future conservation to this end. The Inspecting Architect will as always be glad to advise on shortlists of tradesmen, suitable specifications for remedial works and instruction of Contractors. The P.C.C. & Wardens should ensure that maintenance remains in the hands of competent craftsmen selected for their proven skills rather than the cheapest quotation for ill-defined work. If resources are devoted to elements in the order of priority indicated in the Report each can be conserved or replaced with the expectation of a life as long as the original, respectful of the principles and details of the design.</p>		
39.3	<p>The Inspecting Architect will as always be glad to advise on shortlists of tradesmen, suitable specifications for remedial works and instruction of Contractors.</p>		

40.0 SCHEDULE OF ITEMS FOR ATTENTION

The following Summary is intended as a first line reference, index and check list for tasks to be faced for which the full text should be read and understood:

(A) Immediate Attention – reported to Churchwarden 10th April 2014

- 4.6 Clear N.Vestry gutter
- 4.10 ditto valley gutter

(B) Essential within 12 months of the inspection

- 4.4 Reinstall lower section of downpipe to N.Transept
- 7.22 Remove sapling from N.Transept buttress return
- 9.17 W.Window repair
- 24.3 Electrical Testing
- 26.2 Lightning Protection testing
- 34.4 Remove vegetation from lych gate roof masonry

(C) Recommended within 12 – 24 months

- 3.4 Slate repairs to Nave
- 3.13 ditto S.Vestry
- 3.17 ditto N.Transept
- 4.3 Realign gutter on s.slope of Nave
- 4.5 Overhaul S.Aisle gutters
- 4.7 Clean out high level gutters
- 8.8 Overhaul S.Porch outer gates
- 9.22 Repair glass in S.Vestry gable window
- 13.4 Pin & repoint cracks in S.Aisle arches
- 34.6 Overhaul Lychgate gates
- 34.9 Repoint boundary walls
- 34.12 ditto churchyard iron gates

(D) Within the Quinquennium

- 3.2 Renew ridge rolls
- 3.6 Reslate S.Aisle & Porch
- 3.7 Treat rafter feet & eaves filler on S.Aisle
- 3.8 as 3.2
- 3.9 as 3.6
- 3.10 as 3.2
- 3.11 as 3.6
- 3.14 as 3.2
- 3.16 as 3.2
- 6.7 Repoint copings on north slope at W.End
- 7.2 ditto Areas of cement pointing
- 7.4 ditto walls above ground level
- 7.5 Remove old iron fixings from masonry
- 7.7 Repointing as 7.2
- 7.8 ditto S.Aisle wall at W.End
- 7.11 ditto S.Transept
- 7.12 ditto
- 7.13 ditto S.Vestry
- 7.14 ditto Chancel
- 7.15 ditto
- 7.16 ditto
- 7.18 ditto
- 7.19 ditto N.Vestry

(D) Within the Quinquennium (continued)

- 7.21 ditto N.Transept
- 7.23 ditto Nave N.Wall
- 7.25 ditto W.End SW turret
- 7.27 ditto rose window
- 7.28 ditto W.End gable copings & plinth
- 7.30 ditto Tower lower stage
- 8.5 as 7.5

(E) Desirable improvements with no timescale

- 4.2 Paint replacement gutter brackets
- 4.11 Extend surface water drainage to Chancel downpipes complete with gullies
- 7.31 Damaged louvre to Tower
- 9.5 Overhaul window vents
- 9.21 Replace deteriorating polycarbonate window protection
- 10.2 Rope handrail to Tower stairs
- 10.6 Handrails & safety cage to Ringing Chamber ladder
- 10.7 ditto
- 10.14 ditto Bell Chamber ladder
- 10.17 Overhaul clock drive rod mountings
- 10.18 Repoint masonry around clock face reveals internally
- 10.20 Access base of Spire to inspect interior
- 10.21 ditto
- 15.6 Overhaul Crypt door
- 17.4 Masonry repair to Crossing at high level
- 23.4 Treat pipe brackets etc in Crypt
- 33.2 Repoint Becket Tomb
- 34.3 ditto Lych gate
- 34.4 ditto
- 34.10 Repair churchyard walls
- 34.11 ditto

(F) Matters to be Regularly Monitored or Investigated further

- 7.9 Presence of ironwork within masonry
- 7.10 Gutter surcharge
- 7.17 Settlement of extended Chancel
- 9.20 Check window guard fixings
- 10.15 Structural adequacy of Bell Chamber platforms
- 19.12 Water ingress to S.Porch roof
- 34.7 Churchyard walls
- 34.8 ditto

(M) Routine Maintenance - (eg. clearing leaves from gutters) which can be done without professional advice or a faculty

- 4.13 Clearance of leaves etc from gullies
- 5.3 Flush inspection chambers
- 7.6 Clear floor void vents
- 8.4 Oil & grease hinges & bolts
- 8.7 Removal of leaves from Crypt steps
- 9.3 Clear window condensation channels
- 9.23 Routine cleaning of windows
- 27.5 Removal of clutter
- 15.7 as 8.4

41.0 INDICATIVE BUDGET ESTIMATES FOR ITEMS REQUIRING ATTENTION

Category	Comment	Broad Budget Costs
A Urgent	None	nil
B Essential	Sapling Removal Window Repair Electrical & Lightning protection tests	£100 £2,000 £1,500
C 12-24 mth	Slating Repairs Masonry repairs Overhaul S.Aisle gutters Overhaul gates	£1,500 say* £500 £3,000 £2,000
D within 5 yr	Roof Repairs Reslate S.Aisle Repointing & Masonry Repairs	£10,000 say* £25,000 £25,000 say*
E Desirable with no timescale	Miscellaneous minor repairs Additional drainage Overhaul window vents Repoint Becket Tomb Repoint Lychgate Repair churchyard walls	£10,000 say* £2,000 £5,000 £8,000 £3,000 £15,000
F Monitor	Monitoring & Investigation	£2,500
M Routine	Routine Maintenance	£50

*depending on access mode.

Costs given for guidance only and are indicative based on recent tenders for similar works on other churches. Scope of repair, programme, specification and choice of contractor will affect contract cost.

Costings subject to VAT; which may be reclaimed under the Listed Places of Worship Grant Scheme if the church is Listed, and professional fees.

Repairs may attract grant funding.

The above suggested priorities are indicative as in some instances it may be cost effective to bring forward less essential works to be undertaken at the same time as urgent repairs in the same area. This applies particularly to lesser works requiring scaffold and/or relatively minor quantities of materials and/or labour. The inspecting architect is able to assist the PCC in preparing a programme of works reflecting this situation.

The PCC should ensure that its maintenance remains in the hands of competent craftsmen selected for their proven skills rather than the cheapest quotation for ill-defined work. Resources should be devoted to the most urgent items in order of priority for completion in turn. In that way each element can be conserved or replaced for its full expectation of life to give the best value for money and respectful of the original principles and details of the design.

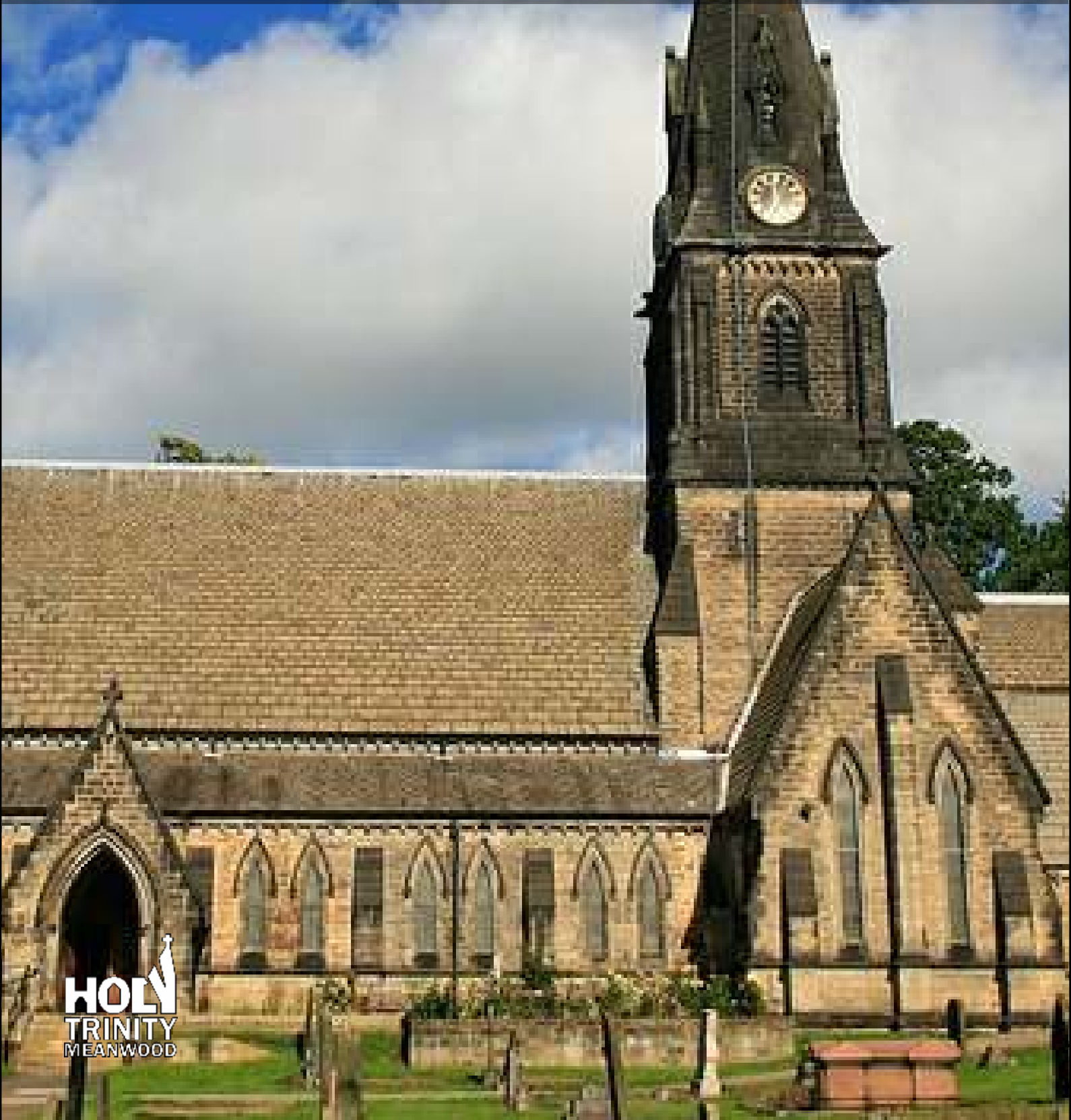
GUIDANCE ON ROUTINE MAINTENANCE

Generally:	Look at gutters and roofs especially during or after rain, and see where water runs, leaks or overflows and act quickly to repair any leaks to prevent damage to walls and ceilings. Do not forget valley gutters.
Spring, early Summer:	<p>Make full visual inspection referring to Quinquennial Report for Annual Church Meeting.</p> <p>Check Inventory and update Log Book</p> <p>Check for any bird entry or roosting and block or fit mesh to any opening at risk.</p> <p>Remove any ivy, elderberry or sycamore saplings growing near walls & poison remaining roots.</p> <p>Spray round wall bases to discourage weed growth.</p> <p>Look out for any signs of beetle infestation, in furniture as well as structure, alerting cleaners to report any unusual piles of wood dust or clean holes on woodwork.</p>
Summer:	<p>Keep grass and weed growth in check and clean out all wall ventilation grilles and air grates, particularly at ground level, to ensure underfloor ventilation. Renew any broken grilles to prevent vermin entry and take that opportunity to clear silt from interior spaces within reach.</p> <p>Clean out all gutters, adjust falls, repair joints and line cast iron with heavy bitumen.</p> <p>After heating season turn off boiler. Arrange annual service, including check of circulating pump, to be completed before the next heating season and leave tested and commissioned.</p>
Autumn:	<p>Inspect roofs with binoculars to check number of slipped or broken slates. Repair before Winter.</p> <p>Open manhole cover and hose or swill away any deposits, or rod any potential blockage. Clean cover rebates and set in grease.</p> <p>After leaf fall clean gutters again to ensure full capacity for Winter and snow drainage.</p> <p>Check ventilation holes and look under any floor traps for any signs of vermin or decay. The nose is the best instrument.</p> <p>Clean window cills internally with soft brushes or vacuum nozzles to remove dust and cobwebs and poke out any blocked drain holes. Check security of wire ties holding leaded lights.</p>
Winter:	<p>Check under valley gutters after heavy rain, and particularly after snow, to note any leakage.</p> <p>Clear snow from vulnerable areas.</p> <p>Check any temperature discrepancies and correct operation of heating appliances. If the Church is not in use for several days in frost conditions ensure that the frost thermostat is operating and that the heating is brought on at a low level and ventilation provided so that the structure does not become chilled with a risk of condensation.</p> <p>Check windows internally for condensation or driving rain penetration, ensure clean cill gutters and note any defects for future maintenance repair.</p>
Annually:	<p>Arrange servicing of heating installation, fire extinguishers, sound systems, Clock, Organ, bells, etc</p> <p>Check and reassess level of Insurance cover to ensure adequate reinstatement in the event of mishap. It is also important to advise E.I.G. (or other insurers) of any major works which may increase the risk; ie involving scaffolding and/or valuable metals, and of any Contracts where cover has to be maintained by the Church, singly or in joint names.</p> <p>Inspect boundaries, gates, paths and steps both for condition and for aspects of public liability.</p>
Every 5 years:	<p>Arrange testing of; Electrical Installations Mature Tree Inspection</p> <p>Arrange testing of Lightning Protection and earth, preferably at different seasons since moisture in the soil affects conductivity.</p>
Every 10 years:	<p>Arrange inspections of; Lightning Conductor Spire and/or Tower</p>

Holy Trinity Meanwood Parish Brochure



Appendix E: 2017 Audited Accounts



**REPORT OF THE TRUSTEES AND
FINANCIAL STATEMENTS FOR THE YEAR ENDED
31 DECEMBER 2017
FOR
HOLY TRINITY MEANWOOD PCC**

Broadhead Peel Rhodes Limited
Statutory Auditors
Leeds
West Yorkshire
LS28 7LG

HOLY TRINITY MEANWOOD PCC
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FOR THE YEAR ENDED 31 DECEMBER 2017

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HOLY TRINITY MEANWOOD PCC
REFERENCE AND ADMINISTRATIVE DETAILS
FOR THE YEAR ENDED 31 DECEMBER 2017

TRUSTEES	See page 2
PRINCIPAL ADDRESS	9 Parkside Green Meanwood Leeds West Yorkshire LS6 4NY
REGISTERED CHARITY NUMBER	1155876
AUDITORS	Broadhead Peel Rhodes Limited Statutory Auditors Leeds West Yorkshire LS28 7LG
BANKERS	Yorkshire Bank 96 Briggate Leeds LS1 6NP
ADVISERS	M & G Charities PO Box 9038 Chelmsford CM99 2XF

HOLY TRINITY MEANWOOD PCC
REPORT OF THE TRUSTEES
FOR THE YEAR ENDED 31 DECEMBER 2017

The trustees present their report with the financial statements of the charity for the year ended 31 December 2017. The trustees have adopted the provisions of Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective 1 January 2015).

OBJECTIVES AND ACTIVITIES

The Parish Church Council (PCC) of Holy Trinity Church, Meanwood, has the responsibility of co-operating with the Vicar and the Church Wardens in promoting in the ecclesiastical parish, the whole mission of the Church, pastoral, evangelistic, social and ecumenical. It also has maintenance responsibilities for the church centre complex of the parish of Holy Trinity (Meanwood Parish Church).

Membership

Members of the PCC are either ex-officio or elected in accordance with the Church Representation Rules. During the last year the following served as members of PCC

Incumbent	The Revd Canon Kingsley Dowling
Associate Minister	The Revd Mary Bradley (from January 2016)
Wardens:	Mrs Sandra Glassby Mr Mark Brown
Readers:	Mrs Frances Needham Mr Andy Guild
Representatives on Headingley Deanery Synod	Mr Andy Guild Miss Sandra Simpson Mr John Whalley
Elected Members:	Mrs Hilary Broomfield Mrs Cherie Carter Mrs Bev Fox Mr David Fox Mrs Margaret Jackson Mrs Jess Jubb Mrs Suzanne Oakes Mrs Marilyn Skelton Mrs Agnis Smallwood Mrs Clare Spencer Mrs Lesley Trickett Mrs Janet Turner

The Standing & Finance Committee (made up of Vicar, Churchwardens, Treasurers, Giving Officer, Secretary and Chairman, Mrs. Suzanne Oakes)) has power to transact the business of the PCC between meetings, subject to directions given by the Council.

HOLY TRINITY MEANWOOD PCC
REPORT OF THE TRUSTEES
FOR THE YEAR ENDED 31 DECEMBER 2017

ACHIEVEMENT AND PERFORMANCE

In addition to achieving its core objectives the PCC undertook the following during the year;

1. Funding the Renovation of the Community Hall.
2. Carrying out a programme of repairs to the Church.

The PCC also considered the following specific projects;

Friends of Holy Trinity Church - this was launched at the Meanwood Festival Fun Day on 29 May 2017.

Meanwood School - permission was given that all within the school could receive communion and that this would become an integral part of the school calendar.

Mission and Outreach - thought was given as to what the PCC could be doing in this regard. It was agreed;

- that more money could be given to charities,
- regular donations to be given to "Partner Aid UK",
- Money be given each month towards the leasing of a minibus to be primarily used by the School as well as InterACT and other church activities.

InterACT - thought was given to starting a Community Cafe in the hall once the refurbishments were complete in 2018. Monthly contributions towards InterACT were increased. Feedback from InterACT came in the form that it had held two street parties and run a Holiday Club in the local Cricket Club premises, all of which were very successful.

FINANCIAL REVIEW

The 2017 Accounts report an increase in Unrestricted Funds from £410,872 in 2016 to £1,256,813.

This increase in available funds is due to the receipt of a substantial legacy from a former parishioner in the sum of £1,235,000.

The Trustees had at the accounting date provided funds to renovate the Church Hall in the sum of £391,000, in addition a programme of repairs to the Church itself commenced, with £94,394 being expended during 2017.

Apart from income from investments which increased by £20,966, the levels of recurring income and expenditure during 2017 were broadly in line with the previous year, resulting in a surplus of income over expenditure in the sum of £793,273 (2016 - £6,589).

Unrealised gains on Investments as at 31 December 2017 stood at £52,668, resulting in total net income for the year in the sum of £845,941 (2016 - £6,589).

Our investment advisors (M&G) are instructed to maximize the total return on funds held within the constraints of a medium to low risk investment.

Our auditors have pointed out that there are two investments with COIF which were not included in the Balance Sheet at 31 December 2016 and are not included in these accounts. Income from these investments has been paid into the PCC's Building Society Accounts and is included within Investment Income.

The market value of one of the funds as at 31 December 2017 was in the sum of £6,661. At the time of finalising the accounts the value of the other fund could not be ascertained.

Since the accounting date, the Solicitors acting for the estate of the former parishioner, referred to above, have advised that a further shareholding has been en-cashed in the approximate sum of £149,000.

The final instalment of the Church Hall refurbishment, in the sum of £200,000, was paid in January 2018, these funds were held in the bank current account at the year end.

HOLY TRINITY MEANWOOD PCC
REPORT OF THE TRUSTEES
FOR THE YEAR ENDED 31 DECEMBER 2017

FINANCIAL REVIEW

The PCC has two investment funds with M&G

	Value at 31/12/17	Value at 31/03/18	% fall in value
Fund 1	£838,957	£779,979	7.03%
Fund 2	£209,984	Not available	Not available
FTSE 100 Index	7,688	7,057	8.21%

There is a close correlation between the FTSE 100 Index and the value of the M&G Investment. At the date of approval of the accounts the FTSE 100 index had recovered to 7,198.

FUTURE PLANS

The PCC will continue to work towards completing its 5 year Mission Action Plan.

STRUCTURE, GOVERNANCE AND MANAGEMENT

Governing document

The PCC operates to run an exempt unincorporated charity Holy Trinity Meanwood Church.

The PCC comes under the jurisdiction of The Church of England Diocese of Leeds.

STATEMENT OF TRUSTEES RESPONSIBILITIES

The trustees are responsible for preparing the Report of the Trustees and the financial statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice), including Financial Reporting Standard 102 "The Financial Reporting Standard applicable in the UK and Republic of Ireland".

The law applicable to charities in England and Wales, the Charities Act 2011, Charity (Accounts and Reports) Regulations 2008 and the provisions of the trust deed requires the trustees to prepare financial statements for each financial year which give a true and fair view of the state of affairs of the charity and of the incoming resources and application of resources, including the income and expenditure, of the charity for that period. In preparing those financial statements, the trustees are required to

- select suitable accounting policies and then apply them consistently;
- observe the methods and principles in the Charity SORP;
- make judgements and estimates that are reasonable and prudent;
- state whether applicable accounting standards have been followed, subject to any material departures disclosed and explained in the financial statements;
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charity will continue in business.

The trustees are responsible for keeping proper accounting records which disclose with reasonable accuracy at any time the financial position of the charity and to enable them to ensure that the financial statements comply with the Charities Act 2011, the Charity (Accounts and Reports) Regulations 2008 and the provisions of the trust deed. They are also responsible for safeguarding the assets of the charity and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

Approved by order of the board of trustees on 16 April 2018 and signed on its behalf by:



Revd. K Dowling - Trustee

REPORT OF THE INDEPENDENT AUDITORS TO THE TRUSTEES OF HOLY TRINITY MEANWOOD PCC

Opinion

We have audited the financial statements of Holy Trinity Meanwood PCC (the 'charity') for the year ended 31 December 2017 which comprise the Statement of Financial Activities, the Balance Sheet, the Cash Flow Statement and notes to the financial statements, including a summary of significant accounting policies. The financial reporting framework that has been applied in their preparation is applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice), including Financial Reporting Standard 102 'The Financial Reporting Standard applicable in the UK and Republic of Ireland'.

This report is made solely to the charity's trustees, as a body, in accordance with Section 144 of the Charities Act 2011 and regulations made under Section 154 of that Act. Our audit work has been undertaken so that we might state to the charity's trustees those matters we are required to state to them in an auditors' report and for no other purpose. To the fullest extent permitted by law, we do not accept or assume responsibility to anyone other than the charity and the charity's trustees as a body, for our audit work, for this report, or for the opinions we have formed.

In our opinion the financial statements:

- give a true and fair view of the state of the charity's affairs as at 31 December 2017 and of its incoming resources and application of resources for the year then ended;
- have been properly prepared in accordance with United Kingdom Generally Accepted Accounting Practice, including Financial Reporting Standard 102 'The Financial Reporting Standard applicable in the UK and the Republic of Ireland'; and
- have been prepared in accordance with the requirements of the Charities Act 2011.

Basis for opinion

We conducted our audit in accordance with International Standards on Auditing (UK) (ISAs (UK)) and applicable law. Our responsibilities under those standards are further described in the Auditors' responsibilities for the audit of the financial statements section of our report. We are independent of the charity in accordance with the ethical requirements that are relevant to our audit of the financial statements in the UK, including the FRC's Ethical Standard, and we have fulfilled our other ethical responsibilities in accordance with these requirements. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion.

Conclusions relating to going concern

We have nothing to report in respect of the following matters in relation to which the ISAs (UK) require us to report to you where:

- the trustees' use of the going concern basis of accounting in the preparation of the financial statements is not appropriate; or
- the trustees have not disclosed in the financial statements any identified material uncertainties that may cast significant doubt about the charity's ability to continue to adopt the going concern basis of accounting for a period of at least twelve months from the date when the financial statements are authorised for issue.

Other information

The trustees are responsible for the other information. The other information comprises the information included in the annual report, other than the financial statements and our Report of the Independent Auditors thereon.

Our opinion on the financial statements does not cover the other information and we do not express any form of assurance conclusion thereon.

In connection with our audit of the financial statements, our responsibility is to read the other information and, in doing so, consider whether the other information is materially inconsistent with the financial statements or our knowledge obtained in the audit or otherwise appears to be materially misstated. If, based on the work we have performed, we conclude that there is a material misstatement of this other information, we are required to report that fact. We have nothing to report in this regard.

**REPORT OF THE INDEPENDENT AUDITORS TO THE TRUSTEES OF
HOLY TRINITY MEANWOOD PCC**

Matters on which we are required to report by exception

We have nothing to report in respect of the following matters where the Charities Act 2011 requires us to report to you if, in our opinion:

- the information given in the Report of the Trustees is inconsistent in any material respect with the financial statements ; or
- sufficient accounting records have not been kept; or
- the financial statements are not in agreement with the accounting records and returns; or
- we have not received all the information and explanations we require for our audit.

Responsibilities of trustees

As explained more fully in the Statement of Trustees Responsibilities, the trustees are responsible for the preparation of the financial statements which give a true and fair view, and for such internal control as the trustees determine is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the financial statements, the trustees are responsible for assessing the charity's ability to continue as a going concern, disclosing, as applicable, matters related to going concern and using the going concern basis of accounting unless the trustees either intend to liquidate the charity or to cease operations, or have no realistic alternative but to do so.

Our responsibilities for the audit of the financial statements

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue a Report of the Independent Auditors that includes our opinion. Reasonable assurance is a high level of assurance, but is not a guarantee that an audit conducted in accordance with ISAs (UK) will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of these financial statements.

A further description of our responsibilities for the audit of the financial statements is located on the Financial Reporting Council's website at www.frc.org.uk/auditorsresponsibilities. This description forms part of our Report of the Independent Auditors.

Broadhead Peel Rhodes Limited

Broadhead Peel Rhodes Limited

Statutory Auditors

Eligible to act as an auditor in terms of Section 1212 of the Companies Act 2006

Leeds

West Yorkshire

LS28 7LG

16 April 2018

HOLY TRINITY MEANWOOD PCC

**STATEMENT OF FINANCIAL ACTIVITIES
FOR THE YEAR ENDED 31 DECEMBER 2017**

	Notes	Unrestricted fund £	Restricted fund £	2017 Total funds £	2016 Total funds £
INCOME AND ENDOWMENTS FROM					
Donations and legacies	2	1,289,413	-	1,289,413	50,221
Charitable activities	5				
Monies received from charities		5,373	-	5,373	2,401
Other trading activities	3	19,437	-	19,437	24,479
Investment income	4	58,120	-	58,120	37,121
Other income		9,918	-	9,918	-
Total		<u>1,382,261</u>	<u>-</u>	<u>1,382,261</u>	<u>114,222</u>
EXPENDITURE ON					
Raising funds	6	7,684	-	7,684	5,876
Charitable activities	7				
Maintenance of Ministry		9,462	-	9,462	9,484
Organ and music		4,430	-	4,430	3,800
General church expenses		176,412	-	176,412	85,473
Renovation of Holy Trinity Community Hall		391,000	-	391,000	-
Other		-	-	-	3,000
Total		<u>588,988</u>	<u>-</u>	<u>588,988</u>	<u>107,633</u>
Net gains/(losses) on investments		52,668	-	52,668	-
NET INCOME		<u>845,941</u>	<u>-</u>	<u>845,941</u>	<u>6,589</u>
RECONCILIATION OF FUNDS					
Total funds brought forward		<u>410,872</u>	<u>-</u>	<u>410,872</u>	<u>404,283</u>
TOTAL FUNDS CARRIED FORWARD		<u><u>1,256,813</u></u>	<u><u>-</u></u>	<u><u>1,256,813</u></u>	<u><u>410,872</u></u>

CONTINUING OPERATIONS

All income and expenditure has arisen from continuing activities.

The notes form part of these financial statements

HOLY TRINITY MEANWOOD PCC

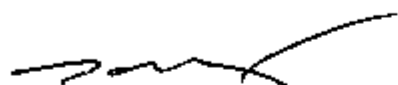
**BALANCE SHEET
AT 31 DECEMBER 2017**

	Notes	Unrestricted fund £	Restricted fund £	2017 Total funds £	2016 Total funds £
FIXED ASSETS					
Investments	15	1,048,941	-	1,048,941	410,111
CURRENT ASSETS					
Debtors	16	4,423	-	4,423	-
Cash at bank and In hand		239,654	-	239,654	26,804
		<u>244,077</u>	<u>-</u>	<u>244,077</u>	<u>26,804</u>
CREDITORS					
Amounts falling due within one year	17	(36,205)	-	(36,205)	(26,043)
NET CURRENT ASSETS		<u>207,872</u>	<u>-</u>	<u>207,872</u>	<u>761</u>
TOTAL ASSETS LESS CURRENT LIABILITIES		<u>1,256,813</u>	<u>-</u>	<u>1,256,813</u>	<u>410,872</u>
NET ASSETS		<u>1,256,813</u>	<u>-</u>	<u>1,256,813</u>	<u>410,872</u>
FUNDS	18				
Unrestricted funds				1,256,813	410,872
TOTAL FUNDS				<u>1,256,813</u>	<u>410,872</u>

The financial statements were approved by the Board of Trustees on 16 April 2018 and were signed on its behalf by:



Revd. K Dowling -Trustee



D Fox -Trustee

HOLY TRINITY MEANWOOD PCC
CASH FLOW STATEMENT
FOR THE YEAR ENDED 31 DECEMBER 2017

	Notes	2017 £	2016 £
Cash flows from operating activities:			
Cash generated from operations	1	743,892	(7,317)
Net cash provided by (used in) operating activities		<u>743,892</u>	<u>(7,317)</u>
Cash flows from investing activities:			
Purchase of fixed asset investments		(1,000,000)	-
Sale of fixed asset investments		413,838	-
Interest received		33	-
Dividends received		55,087	34,121
Net cash provided by (used in) investing activities		<u>(531,042)</u>	<u>34,121</u>
Change in cash and cash equivalents in the reporting period		<u>212,850</u>	<u>26,804</u>
Cash and cash equivalents at the beginning of the reporting period		<u>26,804</u>	<u>-</u>
Cash and cash equivalents at the end of the reporting period		<u><u>239,654</u></u>	<u><u>26,804</u></u>

The notes form part of these financial statements

HOLY TRINITY MEANWOOD PCC

NOTES TO THE CASH FLOW STATEMENT FOR THE YEAR ENDED 31 DECEMBER 2017

1. RECONCILIATION OF NET INCOME TO NET CASH FLOW FROM OPERATING ACTIVITIES

	2017	2016
	£	£
Net income for the reporting period (as per the statement of financial activities)	845,941	6,589
Adjustments for:		
Gain on investments	(52,668)	-
Interest received	(33)	-
Dividends received	(55,087)	(34,121)
Increase in debtors	(4,423)	-
Increase in creditors	10,162	20,215
Net cash provided by (used in) operating activities	743,892	(7,317)

HOLY TRINITY MEANWOOD PCC

NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 DECEMBER 2017

1. ACCOUNTING POLICIES

Basis of preparing the financial statements

The financial statements of the charity, which is a public benefit entity under FRS 102, have been prepared in accordance with the Charities SORP (FRS 102) 'Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective 1 January 2015)', Financial Reporting Standard 102 'The Financial Reporting Standard applicable in the UK and Republic of Ireland' and the Charities Act 2011. The financial statements have been prepared under the historical cost convention with the exception of investments which are included at market value, as modified by the revaluation of certain assets.

The financial statements are presented in sterling which is the functional currency of the company rounded to the nearest pound.

Income

All income is recognised in the Statement of Financial Activities once the charity has entitlement to the funds, it is probable that the income will be received and the amount can be measured reliably.

Expenditure

Liabilities are recognised as expenditure as soon as there is a legal or constructive obligation committing the charity to that expenditure, it is probable that a transfer of economic benefits will be required in settlement and the amount of the obligation can be measured reliably. Expenditure is accounted for on an accruals basis and has been classified under headings that aggregate all cost related to the category. Where costs cannot be directly attributed to particular headings they have been allocated to activities on a basis consistent with the use of resources.

Grants offered subject to conditions which have not been met at the year end date are noted as a commitment but not accrued as expenditure.

Taxation

The charity is exempt from tax on its charitable activities.

Fund accounting

Unrestricted funds can be used in accordance with the charitable objectives at the discretion of the trustees.

Restricted funds can only be used for particular restricted purposes within the objects of the charity. Restrictions arise when specified by the donor or when funds are raised for particular restricted purposes.

Further explanation of the nature and purpose of each fund is included in the notes to the financial statements.

HOLY TRINITY MEANWOOD PCC

NOTES TO THE FINANCIAL STATEMENTS - CONTINUED FOR THE YEAR ENDED 31 DECEMBER 2017

1. ACCOUNTING POLICIES - continued

Fixed asset Investments

Fixed asset investments are recognised at their open market value at the Balance Sheet date.

Financial Instruments

Financial assets and financial liabilities are recognised when the company becomes a party to the contractual provisions of the instrument.

Financial assets and liabilities are initially measured at transaction price, except for those financial assets classified as at fair value through profit or loss.

Basic financial Instruments

Basic financial Instruments are those with relatively straight forward terms and would normally include cash, bank balances, trade debtors, trade creditors and uncomplicated bank loans.

Where the arrangement does not constitute a financing transaction, e.g. trade debtors on normal commercial terms, the debtor will be valued initially at transaction price (i.e. cost) and subsequently at transaction price less impairment (if any) due to concerns over recoverability.

2. DONATIONS AND LEGACIES

	2017 £	2016 £
Donations	9,609	13,455
Gift aid	8,594	7,780
Legacies	1,235,000	-
Stewardship	36,210	28,986
	<u>1,289,413</u>	<u>50,221</u>

3. OTHER TRADING ACTIVITIES

	2017 £	2016 £
Fundraising events	3,505	10,375
Funeral fees	8,222	7,136
Wedding fees	2,539	3,379
Baptism	2,155	1,257
Hall gas recharged	3,016	2,332
	<u>19,437</u>	<u>24,479</u>

4. INVESTMENT INCOME

	2017 £	2016 £
Rents received	3,000	3,000
Other fixed asset invest - FII	55,087	34,121
Deposit account interest	33	-
	<u>58,120</u>	<u>37,121</u>

HOLY TRINITY MEANWOOD PCC

**NOTES TO THE FINANCIAL STATEMENTS - CONTINUED
FOR THE YEAR ENDED 31 DECEMBER 2017**

5. INCOME FROM CHARITABLE ACTIVITIES

	Activity	2017 £	2016 £
Charity monies	Monies received from charities	4,178	1,293
Other income	Monies received from charities	1,195	1,108
		<u>5,373</u>	<u>2,401</u>

6. RAISING FUNDS

Raising donations and legacies

	2017 £	2016 £
Altar, bread, wine candles etc	<u>966</u>	<u>3,583</u>

Other trading activities

	2017 £	2016 £
Charitable donations	<u>6,718</u>	<u>2,293</u>

Aggregate amounts	<u>7,684</u>	<u>5,876</u>
-------------------	--------------	--------------

7. CHARITABLE ACTIVITIES COSTS

	Direct costs £	Grant funding of activities (See note 8) £	Support costs (See note 9) £	Totals £
Organ and music	4,430	-	-	4,430
Renovation of Holy Trinity Community Hall	-	391,000	-	391,000
Maintenance of Ministry	-	-	9,482	9,482
General church expenses	-	-	176,412	176,412
	<u>4,430</u>	<u>391,000</u>	<u>185,874</u>	<u>581,304</u>

8. GRANTS PAYABLE

	2017 £	2016 £
Renovation of Holy Trinity Community Hall	<u>391,000</u>	<u>-</u>

HOLY TRINITY MEANWOOD PCC

**NOTES TO THE FINANCIAL STATEMENTS - CONTINUED
FOR THE YEAR ENDED 31 DECEMBER 2017**

9. SUPPORT COSTS

	Other £	Governance costs £	Totals £
Maintenance of Ministry	9,462	-	9,462
General church expenses	172,812	3,600	176,412
	<u>182,274</u>	<u>3,600</u>	<u>185,874</u>

10. AUDITORS' REMUNERATION

	2017 £	2016 £
Fees payable to the charity's auditors for the audit of the charity's financial statements	<u>3,600</u>	<u>-</u>

11. TRUSTEES' REMUNERATION AND BENEFITS

There were no direct trustees remuneration or other benefits for the year ended 31 December 2017 nor for the year ended 31 December 2016. The Reverend Kingsley Dowling is remunerated by the Diocese to whom the church pays a Parish Share cost.

Trustees' expenses

There were no trustees' expenses paid for the year ended 31 December 2017 nor for the year ended 31 December 2016.

12. COMPARATIVES FOR THE STATEMENT OF FINANCIAL ACTIVITIES

	Unrestricted fund £	Restricted fund £	Total funds £
INCOME AND ENDOWMENTS FROM			
Donations and legacies	50,221	-	50,221
Charitable activities			
Monies received from charities	2,401	-	2,401
Other trading activities	24,479	-	24,479
Investment income	37,121	-	37,121
Total	<u>114,222</u>	<u>-</u>	<u>114,222</u>
EXPENDITURE ON			
Raising funds	5,876	-	5,876
Charitable activities			
Maintenance of Ministry	9,484	-	9,484
Organ and music	3,800	-	3,800
General church expenses	85,473	-	85,473
Other	3,000	-	3,000
Total	<u>107,633</u>	<u>-</u>	<u>107,633</u>
NET INCOME	<u>6,589</u>	<u>-</u>	<u>6,589</u>

HOLY TRINITY MEANWOOD PCC

NOTES TO THE FINANCIAL STATEMENTS - CONTINUED FOR THE YEAR ENDED 31 DECEMBER 2017

12. COMPARATIVES FOR THE STATEMENT OF FINANCIAL ACTIVITIES - continued

	Unrestricted fund £	Restricted fund £	Total funds £
RECONCILIATION OF FUNDS			
Total funds brought forward	404,283	-	404,283
TOTAL FUNDS CARRIED FORWARD	<u>410,872</u>	<u>-</u>	<u>410,872</u>

13. DONATED GOODS, FACILITIES OR SERVICES

The following roles are undertaken by volunteers, the cost of which is not recognised in the accounts;

Two Church Wardens who assist the vicar in looking after the day to day running of the church.

A Secretary who looks after the necessary correspondence relating to the church and the PCC not covered by the vicar.

A treasurer and investment treasurer who ensure that income and expenditure for the church is correctly accounted for and any expenditure is paid on time and that the church's monies are invested to maximise their potential with the agreement of the PCC.

A Stewardship officer who ensures that the annual gift aid return is sent to the HMRC.

A number of readers and a retired vicar who assist the vicar in running the services.

A pastoral team that goes out in to the community to visit the sick and administer communion to those who can't get to church on a regular basis.

A gentleman who looks after the upkeep of the bells and a junior bell ringer who assists him.

A team of cleaners who regularly clean the church.

A team of flower arrangers who regularly maintain the flowers in the church.

A team of people who run the tea and biscuits stall after services and coffee and cakes on a Saturday morning.

A team that regularly tidy up the church yard.

Teams who run the Kidz Church and Creche each Sunday and the Gather services in the Community Hall.

A Child/Adult Protection Officer who also covers disability issues.

A Health and Safety Officer who regularly reports back to the PCC

A Good Ideas team who plan future events such as Spring and Christmas Fayres and other charitable fund raising events and report back to the PCC.

A member of the PCC is involved in the local community project InterACT and reports back to the PCC.

HOLY TRINITY MEANWOOD PCC

NOTES TO THE FINANCIAL STATEMENTS - CONTINUED FOR THE YEAR ENDED 31 DECEMBER 2017

14. FUND RAISING STANDARDS INFORMATION

The PCC does not employ any outside agencies to raise funds on its behalf. It has a Spring and a Christmas Fair and the occasional concert in church from which funds are raised from the general public.

The PCC has not received any complaints about its fund raising activities.

Goods of a second hand nature are donated by the congregation and the general public to be sold at various events. The amounts involved are not considered to be material and therefore are not included in the accounts.

15. FIXED ASSET INVESTMENTS

	Listed investments £
MARKET VALUE	
At 1 January 2017	410,111
Additions	1,000,000
Disposals	(413,838)
Revaluations	52,668
	<u>1,048,941</u>
At 31 December 2017	
	<u>1,048,941</u>
NET BOOK VALUE	
At 31 December 2017	<u>1,048,941</u>
At 31 December 2016	<u>410,111</u>

There were no investment assets outside the UK.

16. DEBTORS: AMOUNTS FALLING DUE WITHIN ONE YEAR

	2017 £	2016 £
Prepayments and accrued income	<u>4,423</u>	<u>-</u>

Debtors are measured on the basis of the amount invoiced or receivable..

17. CREDITORS: AMOUNTS FALLING DUE WITHIN ONE YEAR

	2017 £	2016 £
Other creditors	30,795	26,043
Accruals and deferred income	<u>5,410</u>	<u>-</u>
	<u>36,205</u>	<u>26,043</u>

Creditors are measured on the basis of the amount invoiced or payable.

HOLY TRINITY MEANWOOD PCC

**NOTES TO THE FINANCIAL STATEMENTS - CONTINUED
FOR THE YEAR ENDED 31 DECEMBER 2017**

18. MOVEMENT IN FUNDS

	At 1.1.17 £	Net movement in funds £	At 31.12.17 £
Unrestricted funds			
General fund	410,872	845,941	1,256,813
TOTAL FUNDS	<u>410,872</u>	<u>845,941</u>	<u>1,256,813</u>

Net movement in funds, included in the above are as follows:

	Incoming resources £	Resources expended £	Gains and losses £	Movement in funds £
Unrestricted funds				
General fund	1,382,261	(588,988)	52,668	845,941
TOTAL FUNDS	<u>1,382,261</u>	<u>(588,988)</u>	<u>52,668</u>	<u>845,941</u>

Comparatives for movement in funds

	At 1.1.16 £	Net movement in funds £	At 31.12.16 £
Unrestricted Funds			
General fund	404,283	6,589	410,872
TOTAL FUNDS	<u>404,283</u>	<u>6,589</u>	<u>410,872</u>

Comparative net movement in funds, included in the above are as follows:

	Incoming resources £	Resources expended £	Movement in funds £
Unrestricted funds			
General fund	114,222	(107,633)	6,589
TOTAL FUNDS	<u>114,222</u>	<u>(107,633)</u>	<u>6,589</u>

19. RELATED PARTY DISCLOSURES

There were no related party transactions for the year ended 31 December 2017.

HOLY TRINITY MEANWOOD PCC

**DETAILED STATEMENT OF FINANCIAL ACTIVITIES
FOR THE YEAR ENDED 31 DECEMBER 2017**

	2017 £	2016 £
INCOME AND ENDOWMENTS		
Donations and legacies		
Donations	9,609	13,455
Gift aid	8,594	7,780
Legacies	1,235,000	-
Stewardship	36,210	28,986
	<hr/> 1,289,413	<hr/> 50,221
Other trading activities		
Fundraising events	3,505	10,375
Funeral fees	8,222	7,136
Wedding fees	2,539	3,379
Baptism	2,155	1,257
Hall gas recharged	3,016	2,332
	<hr/> 19,437	<hr/> 24,479
Investment income		
Rents received	3,000	3,000
Other fixed asset invest - FII	55,087	34,121
Deposit account interest	33	-
	<hr/> 58,120	<hr/> 37,121
Charitable activities		
Charity monies	4,178	1,293
Other income	1,195	1,108
	<hr/> 5,373	<hr/> 2,401
Other income		
Gain on sale of investment	9,918	-
	<hr/> 9,918	<hr/> -
Total Incoming resources	<hr/> 1,382,261	<hr/> 114,222
EXPENDITURE		
Raising donations and legacies		
Altar, bread, wine candles etc	966	3,583
Other trading activities		
Charitable donations	6,718	2,293
Charitable activities		
Choirmaster, organist and bell ringers	3,100	3,250
Organ servicing	1,330	550
Grants to Individuals	391,000	-
	<hr/> 395,430	<hr/> 3,800
Support costs		

This page does not form part of the statutory financial statements

HOLY TRINITY MEANWOOD PCC

**DETAILED STATEMENT OF FINANCIAL ACTIVITIES
FOR THE YEAR ENDED 31 DECEMBER 2017**

	2017 £	2016 £
Other		
Insurance	3,408	3,336
Light and heat	4,464	5,328
Photocopier	684	1,057
Parish share	61,298	66,628
Subscriptions	511	201
Church repairs	94,394	5,421
Interact	3,000	3,000
Marketing	2,517	1,657
Kidz church	65	-
Office expenses	1,764	1,711
Assigned fees	4,067	4,258
Churchyard	3,631	5,360
Meanwood c of e minibus	1,500	-
Other	971	-
	<hr/> 182,274	<hr/> 97,957
Governance costs		
Auditors' remuneration	3,600	-
	<hr/> 588,988	<hr/> 107,633
Total resources expended		
	<hr/>	<hr/>
Net income	<hr/> 793,273 <hr/>	<hr/> 5,589 <hr/>

Holy Trinity Meanwood Parish Brochure

Appendix F: 2018 Church Budget



2018 CHURCH BUDGET MONTH BY MONTH

	2018												
RECEIPTS	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	TOTAL
Stewardship SO	2,658.50	2,658.50	2,658.50	2,658.50	2,658.50	2,658.50	2,658.50	2,658.50	2,658.50	2,658.50	2,658.50	2,658.50	31,902.00
Stewardship Collections	480.00	480.00	600.00	480.00	480.00	600.00	480.00	480.00	600.00	480.00	480.00	600.00	6,240.00
Open Collections	580.00	580.00	725.00	580.00	580.00	725.00	580.00	580.00	725.00	580.00	580.00	725.00	7,540.00
Gift Aid Reclaimed	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	9,000.00	0.00	9,000.00
Interest from Investments	0.00	12,000.00	0.00	0.00	12,000.00	0.00	0.00	12,000.00	0.00	0.00	12,000.00	0.00	48,000.00
Investments	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Funeral Fees	536.00	536.00	536.00	536.00	536.00	536.00	536.00	536.00	536.00	536.00	536.00	536.00	6,432.00
Wedding Fees	0.00	0.00	0.00	781.00	0.00	0.00	1,562.00	0.00	0.00	0.00	0.00	0.00	2,343.00
Baptisms	190.00	190.00	190.00	190.00	190.00	190.00	190.00	190.00	190.00	190.00	190.00	190.00	2,280.00
Donations	140.00	140.00	175.00	140.00	140.00	175.00	140.00	140.00	175.00	140.00	140.00	175.00	1,820.00
Fund Raising	120.00	120.00	120.00	120.00	120.00	120.00	120.00	120.00	120.00	120.00	120.00	120.00	1,440.00
Hall Gas within Power	1,033.00	0.00	0.00	800.00	0.00	0.00	900.00	0.00	0.00	900.00	0.00	0.00	3,633.00
Rent	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Charity Monies received/paid out	200.00	200.00	200.00	200.00	1,700.00	200.00	200.00	200.00	200.00	200.00	200.00	1,700.00	5,400.00
Other	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	5,937.50	16,904.50	5,204.50	6,485.50	18,404.50	5,204.50	7,366.50	16,904.50	5,204.50	5,804.50	25,904.50	6,704.50	126,030.00
TOTAL RECEIPTS													
PAYMENTS													
Parish share	4,852.75	4,852.75	4,852.75	4,852.75	4,852.75	4,852.75	4,852.75	4,852.75	4,852.75	4,852.75	4,852.75	4,852.75	58,233.00
Maintenance of Ministry													
Expenses of office	150.00	150.00	150.00	150.00	150.00	150.00	150.00	150.00	150.00	150.00	150.00	150.00	1,800.00
Assigned fees - funeral	252.00	252.00	252.00	252.00	252.00	252.00	252.00	252.00	252.00	252.00	252.00	252.00	3,024.00
Assigned fees - wedding	0.00	0.00	0.00	193.00	0.00	0.00	386.00	0.00	0.00	0.00	0.00	0.00	579.00
Churchyard	220.00	220.00	220.00	220.00	220.00	620.00	220.00	220.00	620.00	220.00	220.00	220.00	3,440.00
Altar, Bread, Wine Candles etc	100.00	100.00	100.00	100.00	100.00	100.00	100.00	100.00	100.00	100.00	100.00	100.00	1,200.00
	722.00	722.00	722.00	915.00	722.00	1,122.00	1,108.00	722.00	1,122.00	722.00	722.00	722.00	10,043.00
Organ and Music													
Choirmaster/Organist/Bellringers	200.00	200.00	250.00	400.00	200.00	250.00	200.00	400.00	250.00	200.00	200.00	250.00	3,000.00
Organ Servicing	0.00	150.00	0.00	150.00	0.00	150.00	0.00	150.00	0.00	150.00	0.00	150.00	900.00
	200.00	350.00	250.00	550.00	200.00	400.00	200.00	550.00	250.00	350.00	200.00	400.00	3,900.00
General Church expenses													
Power	400.00	400.00	400.00	400.00	400.00	400.00	400.00	400.00	400.00	400.00	400.00	400.00	4,800.00
Insurance	292.43	292.43	292.43	292.43	292.43	292.43	292.43	300.00	300.00	300.00	300.00	300.00	3,547.01
Photocopier	17.45	200.00	17.45	17.45	200.00	17.45	17.45	200.00	17.45	17.45	200.00	17.45	939.60
Subscriptions	370.80	0.00	50.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	108.00	528.80
Charity	225.00	375.00	300.00	250.00	1,800.00	250.00	300.00	250.00	300.00	250.00	300.00	1,800.00	6,400.00
Church repairs	200.00	200.00	200.00	200.00	200.00	1,200.00	200.00	200.00	200.00	200.00	200.00	1,200.00	4,400.00
Interact	300.00	300.00	300.00	300.00	300.00	300.00	300.00	300.00	300.00	300.00	300.00	300.00	3,600.00
Marketing	200.00	200.00	200.00	200.00	200.00	200.00	200.00	200.00	200.00	200.00	200.00	200.00	2,400.00
Kidz Church	25.00	25.00	25.00	25.00	25.00	25.00	25.00	25.00	25.00	25.00	25.00	25.00	300.00
Minibus	250.00	250.00	250.00	250.00	250.00	250.00	250.00	250.00	250.00	250.00	250.00	250.00	3,000.00
Partner Aid	300.00	300.00	300.00	300.00	300.00	300.00	300.00	300.00	300.00	300.00	300.00	300.00	3,600.00
Audit Fee	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Other	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	2,580.68	2,542.43	2,334.88	2,234.88	3,967.43	3,234.88	2,284.88	2,425.00	2,292.45	2,242.45	2,475.00	4,900.45	33,515.41

TOTAL PAYMENTS 8,355.43 8,467.18 8,159.63 8,552.63 9,742.18 9,609.63 8,445.63 8,549.75 8,517.20 8,167.20 8,249.75 10,875.20 105,691.41

NET AMOUNT -2,417.93 8,437.32 -2,955.13 -2,067.13 8,662.32 -4,405.13 -1,079.13 8,354.75 -3,312.70 -2,362.70 17,654.75 -4,170.70 20,338.59