

ANNUAL REPORT 2023

St Leonard's Church, Chapel-le-Dale



Team Vicar's Report 2023

Thank you for taking the time to read this annual report looking back on 2023. We have maintained the ministry and worship of the parish well for another year by God's grace. I would like to express my gratitude to the those who give to make sure it all happens, so tirelessly and generously. I am also most grateful for the opportunity to take a Sabbatical during the year and for those who helped to keep the church's services and ministries going in my absence.

We maintained a pattern of weekly worship, with one service every Sunday alternating between Evening Prayer (*Book of Common Prayer*) and Holy Communion (*Common Worship* modern language). The average (mean) attendance across the year was 9, a return to the level it was before Covid hit. In 2022 attendance was 7. We celebrated Holy Communion on Easter Day, Pentecost and Christmas Day, together with a service marking the Coronation of for HM King Charles III, a Harvest Festival service, a service In Loving Memory of the departed and Carol Service. Of the pastoral offices, we held one funeral service in church. We also held a team service on 23rd July. For special services attendance increased markedly this year averaging 39, compared to 18 in 2022. This is higher than the average of 30 in the period 2017-19.

I continued to prepare a weekly newsletter covering the parish of Ingleton as well. We also continued to publish online services on our YouTube channel until my Sabbatical and again I am very grateful to many who contributed to readings and other videos.

I would like to conclude this part of the annual report by encouraging all those who love this parish to look to the positive signs. The picture in the wider Church of England rarely offers much encouragement, but there are good signs in our community that the church's witness is strong and will remain so. Numbers at worship are good and the community has supported the church well at various times through the year. We can be confident in what we already do, as well as seeking to increase our confidence that the Christian faith is still relevant in this generation. We should continue to work together with humility and to trust God to provide for us daily and to enable the witness of the church now and in the years to come.

Revd Nick Trenholme

**PAROCHIAL CHURCH COUNCIL OF ST. LEONARD'S CHURCH,
CHAPEL-LE-DALE
TRUSTEES' ANNUAL REPORT
FOR THE YEAR ENDED 31 DECEMBER 2023**

Structure, Governance and Aims

St Leonard's Parochial Church Council (PCC) is a body corporate (PCC Powers Measure 1956, Church Representation Rules 2011) and a charity currently excepted from registration with the Charity Commission.

The PCC of St Leonard's consists of the team rector, team vicar; church wardens and other elected members. The PCC is responsible for making decisions on all matters of general concern and importance to the parish, including how the funds of the PCC should be spent. The PCC met five times during the year, with 80% attendance.

The PCC has the responsibility of working with Rev. Nick Trenholme (Team Vicar) and Revd Peter Greenwood (Team Rector) to promote within the parish the mission of the church – pastoral, evangelistic, social and ecumenical. St Leonard's church is part of the Ingleborough Team Ministry, together with the parishes of Ingleton, Bentham, Burton in Lonsdale and Thornton in Lonsdale.

The PCC also has the responsibility for the maintenance of the church building and the churchyard.

A member of the church is elected as representative at the Deanery Synod, and is also an *ex-officio* member of the PCC. This enables communication between other parishes in the deanery and to the wider church in the Diocese. There were two meetings of the deanery synod in 2023.

Objectives and Activities

The PCC continues to give consideration, and make plans, to take forward the mission of the church. We strive to be a faithful Christian witness and to welcome all people to services and into fellowship in other ways. The church is an integral part of the local community and well valued by local people.

The PCC considers together how to make worship relevant and accessible to the local community and visitors alike. We seek to welcome everyone to our services. The services and worship show faith in practice through prayer, preaching of God's word, music and sacrament. People are encouraged to live out their faith in the local, national and worldwide community through considering the Christian faith, pastoral care, charitable work and involvement in community events.

In 2023 there were 10 people on the Electoral Roll; 6 not living in the parish,. At major festivals – Easter and Christmas – and special services e.g. Remembrance Sunday, Christingle – more people attend church services.

The church receives a large number of visitors in a typical year, partly encouraged by historical links associated with the workers who built the Settle/Carlisle railway line and Ribbleshead Viaduct in the parish. Plaques to their memory erected by the railway company and more recently by the church council are in the church and churchyard respectively. This has generated national publicity as the church has been featured in televised documentaries. We seek to provide a positive visitor experience and we pray that while people come as visitors they may leave as pilgrims with a renewed sense of God. We have a book for prayers requests in which any may write. We bring these requests to God in prayer during Sunday services.

The PCC seeks to provide opportunities for the local community to gather together for mutual benefit and to hear the good news of Jesus Christ. The PCC is also committed to giving a portion of its income to charity work. This tends to be considered shortly before Christmas. Letters of thanks are received from charities with updates of the work, and often, prayer requests.

The clergy maintained a ministry of visiting among the community where possible and conducted occasional offices for the community. In 2023 there was 1 funeral in church and no baptisms or weddings. More information on the activities of the parish can be found in the accompanying reports presented to the Annual Parochial Church Meeting.

Administrative Information

St Leonard's Church is situated in Chapel-le-Dale in the county of North Yorkshire. It is part of the Diocese of Leeds, within the Church of England. The correspondence address is St Mary's Vicarage, Main Street, Ingleton, Carnforth, LA6 3HF. PCC members who have served from 1 January 2023 until the date of this report are:

Revd Nick Trenholme	Team Vicar (Chairman)
Revd Peter Greenwood	Team Rector (from 23/10/2023)
Elizabeth Mason	Churchwarden (until 14/05/2023 then elected)

Elected Members

Alice Bargh	
Joan Harrison	Vice-chair
George Mason	
Irene Sharp	Treasurer

STATEMENT OF TRUSTEES RESPONSIBILITIES

Law applicable to charities in England and Wales requires the trustees to prepare financial statements for each financial year. The charity is entitled to prepare these statements on a receipts and payments accounts basis, together with a statement of assets and liabilities at the year end. The trustees are responsible for keeping proper accounting records which disclose with reasonable accuracy at any time the financial position of the charity and which enable them to ensure that financial statements comply with the Charities Act 2011. 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.

Signed on behalf of the Parochial Church Council by



Rev. Nick Trenholme (Chairman)

St. Leonard's Chapel le Dale P.C.C.
Income and Expenditure account as at 31.12.23

<u>Income</u>	<u>2023</u>	<u>2022</u>	<u>Expenditure</u>	<u>2023</u>	<u>2022</u>
Collections	1680.13	1526.77	Diosesan Share	6497.00	6096.00
Wall Box	920.17	947.66	Clergy Expenses	390.13	544.17
Fund Raising	1833.50	2085.20	Organist	190.00	280.00
Donations	1510.06	934.87	Insurance	640.73	603.60
Gift Aid Reclaimed	21/22 22/23 489.16 630.67	962.30	Heat & Lighting	314.38	940.31
Covenants	2227.00	1747.00	Jumble Sale Room Hire	165.00	126.50
Wedding/Interment Fees	239.00	650.00	Charitable Giving	Lancaster homeless Save the Children Sudan 120.00 40.00	120.00
Electricity Wayleave	9.47		St Mary's expenses	16.00	15.20
DBF fees		200.94	Stationery	23.00	24.82
Church Comm. Energy grant		500.00	Equipment	49.65	
Electricity Compensation	<u>9539.16</u>	<u>10174.74</u>	IRCA	25.00	
Investment Bond Interest	362.98	94.75	Fire Protection	66.00	
	<u>9902.14</u>	<u>10269.49</u>	Organ Servicing	200.00	
			Repayments to "Friends"	1500.00	500.00
			Bradford BDF Funeral Fees		218.00
			Plaque		13.00
			Retirement Gift		70.00
				<u>10236.89</u>	

Bank balances as at 31.12.22

Current Account	2293.97	
Savings Account	4.19	<u>2298.16</u>
		<u>12200.30</u>

Bank balances as at 31.12.23

Current Account	1959.22	
Savings Account	4.19	<u>1963.41</u>
		<u>12200.30</u>

Additional Information re P.C.C. accounts

<u>Fundraising</u>		<u>Profit</u>
Jumble sale	920.00 less room hire £165	755.00
Harvest supper/sale	313.50	
Domino Drive	231.00	
Bank Hol Teas	<u>369.00</u>	
	1833.50	

<u>Statement of Assets</u>	<u>Value</u>
£12000 National Savings Income Bonds	12000.00

The Friends of St Leonards Income Expenditure

<u>Income</u>		<u>Expenses</u>	
Covenants	60.00	<u>Maintenance</u>	
Donations	80.00	Replastering	2790.00
Repaymts Chapel le Dale PCC	<u>1500.00</u>	Churchyard	253.00
	1640.00	Heaters & Sockets	<u>230.71</u> 3273.71
		Bank Charges	<u>65.68</u>
			3339.39
Bank balance as at 31.12.22	<u>11805.23</u>	Bank balance as at 31.12.23	<u>10105.84</u>
	<u>13445.23</u>		<u>13445.23</u>

Scrutinised and found correct in accordance with the books and invoices produced.

A. C. Stephens A.C.S.
7.2.2023

PAROCHIAL CHURCH COUNCIL OF ST. LEONARD'S CHURCH, CHAPEL-LE-DALE

INDEPENDENT EXAMINER'S REPORT FOR THE YEAR ENDED 31 DECEMBER 2023

Independent Examiner's report to the members of The Parochial Church Council of St Leonard's Church, Chapel-le-Dale

I report on the accounts of the trust for the year ended 31 December 2023, which are set out on pages 1 and 2.

Respective responsibilities of trustees and examiner

The charity's trustees are responsible for the preparation of the accounts. The charity's trustees consider that the audit requirement of section 144(2) of the Charities Act 2011 (the 2011 Act) does not apply and that an independent examination is needed.

It is my responsibility to:

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

Basis of Independent Examiner's report

My examination was carried out in accordance with the general directions given by the Charity Commission. An examination includes a review of the accounting records kept by the charity and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts, and seeking explanations from you as trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit, and consequently no opinion is given as to whether the accounts represent a true and fair view and the report is limited to those matters set out in the statement below.

Independent Examiner's Statement

In connection with my examination, no matter has come to my attention:

1. which gives me reasonable cause to believe that in any material respect, the requirements
 - to keep accounting records in accordance with section 130 of the charities act; and
 - to prepare accounts which accord with the accounting records and to comply with the accounting requirements of the Charities Acthave not been met, or
2. to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.

Examiner details: NAME, [QUALIFICATIONS].
ADDRESS

Michael Charles Fitzsimmons
MICHAEL CHARLES FITZSIMMONS
8 GREENFOOT LANE
LOW BENTHAM
LANCASTER
LA17 4HB

TREASURERS REPORT 2023

St. Leonards head a good year in 2023, paying all 100% of Share plus paying £1,500 to Friends, the final payment of the loan.

Donations were very good, as were the collections and covenants.

Once again the Bank Holiday teas, Harvest supper & sale, Jumble Sale and Domino Drive gave an enormous boost to our fundraising for the year.

Investment bonds paid well giving us £268.23 more than 2022.

Gift aid for 2 years was £1,100.

The wall box was down slightly.

We had one wedding but no funerals. Once again we gave money to Lancaster Homeless and Save the Children charities. At the year end we had £1,959.22 in our current account and £11,805.23 in Friends a/c.

Thank you once again to our loyal helpers and supporters for keeping our church open for everyone.

Irene Sharp (Treasurer)

Churchwarden's Report on the Fabric 2023

At the start of the year there was significant water ingress at the West end of the church, which was concerning given the repair work to the west wall in the 2022. Replastering of the internal walls at the North East corner, East window and West wall took place in July by G N Plastering, with much of the church including the organ being protected by plastic sheeting during the works. Dorothy Baines kindly brought her portable organ each week. Several heaters were repaired during the year.

We again express our gratitude to Mr Winchester who continues to assist other PCC members with opening and closing the church on a regular basis, as well as running dehumidifiers in damp weather. The organ has been tuned and the fire extinguishers serviced. There were no changes to the inventory of church goods and ornaments.

Proceedings of the PCC and Parish Activities 2023

The PCC discussed and planned various events across the year. An Easter Egg hunt was held again this year following the service on Easter Day which attracted local children to the service. The church was opened for refreshments on two bank holiday weekends. Revd Nick took his 3-month Sabbatical from August to October and all services were covered by visiting clergy or lay ministers. Our annual team service was in July and was Nick's last before his Sabbatical. The harvest festival and supper took place in church in September, with thanks to all those who contributed and helped to run the events. In October we welcomed a new Team Rector, Revd Peter Greenwood. We held a jumble sale at the Ingleborough Community Centre, Ingleton and a Domino Drive at the Station Inn, Chapel-le-Dale, raising funds for church.

Revd Nick Trenholme

Safeguarding Report 2023

The Parochial Church Council of St Leonard's, Chapel-le-Dale complied with its duty to have due regard to the House of Bishop's policy and practice guidance in regard to safeguarding children and vulnerable adults.

Safeguarding is a standing agenda item at PCC. We have had several safeguarding team meetings across our team of churches to ensure that we have the correct job descriptions and confidentiality agreements to put in place so we can comply and bring our working and practices in line with Church of England Safeguarding Policy and Practice Guidance.

Sharon Rucastle has been appointed as the Safeguarding Officer for St Mary's and Chapel le Dale, after following safe recruiting procedure. Reverend Nick and Sharon have had several meetings to put in place the Safeguarding Hub and Dashboard system which enables reminders to be sent from the diocese as new courses and paperwork are required.

Reverend Nick & Sharon have control and access to the Safeguarding Hub and Dashboard as well as securely held confidential paperwork. We are working hard on bringing details up to date since our last Safeguarding Officer left. As you would expect we are working within all Safeguarding guidance and information such as the Church of England Parish Safeguarding Handbook, Safer Environment Activities and Code of Safer Working Practice.

Many roles are now on the Safeguarding Hub with the appropriate people attached to them. All learning is either completed or identified as required and courses are online, as recently completed by some role holders and further face to face learning is scheduled for a few months' time. Sharon has one more diocesan course to complete, this is scheduled for September, which is the earliest available.

Anyone needing new DBS forms, have been identified and applications sent. One has arrived with 3 still outstanding. These will be renewed automatically moving forward every 3 years, whilst people are still in role.

In this parish, we have not had any reported safeguarding concerns.

Moving forward we will be focusing on ensuring safer recruitment is followed. We will guide any volunteers through this. We are grateful for all our volunteers and need to ensure that all paperwork and practices are in place to protect both the general public and volunteers.

Sharon Rucastle and Revd Nick Trenholme

Deanery Synod report - Bowland and Ewecross Deanery

There have been two meetings of the Deanery Synod during 2023.

Deanery Synod on 24th January at Settle Parish Church: the main content was 'Parish Time', an opportunity for each parish to share news, encouragements, and challenges, to help us get to know our neighbouring parishes better, and to support and pray for them. The meeting finished with a Deanery Eucharist for all those present.

Deanery Synod on 6th September at Settle Parish Church: the first Synod of the new triennium, lay members met before the main meeting to elect a new lay Chair, as Paul Gibbons was moving on. Stephen Hogg (Settle, and member of General Synod) was elected. Three new lay reps were elected to Deanery Standing Committee: Sue Mann (Clapham with Keasden), Kate Croll (Langcliffe), and Marilynne Prayle (Stainforth). Clergy members also met and elected 3 clergy members to Deanery Standing Committee: Revd's Nick Trenholme, John Davies, and Stephen Dawson. At the Synod meeting Revd Sue McWhinney was re-appointed as Deanery Secretary, and Richard Pattinson (Horton) was reappointed as Deanery Treasurer. Discussion covered ideas for the 2024 Lent Course, the purpose of Deanery Synod, and our hopes for the next 3 years. The main item was the plan for a Parish Admin and Finance Workshop on 4th November, a day for Churchwardens, PCC Treasurers, PCC Secretaries, Synod reps, clergy, and others involved with running our churches to explore ways of supporting and resourcing our parishes. 24 people attended this workshop, and members of the Standing Committee are taking ideas forward and preparing an application for the Barnabas Project, to fund a Deanery Support Officer.

There have also been a number of other events in 2023 organised by members of the Standing Committee to resource and support our churches, and to provide opportunities for outreach.

1) The Deanery Lent Course on Rural Life at Settle Parish Church, with presentations by some excellent speakers on Farming, Rural Isolation, Welcome, Life Events, and Celebrating our Heritage, which was well attended. These sessions also included worship, prayer, and reflection.

2) Art and Wellbeing Workshop on 29th April, led by Linda Baines and Shaeron Caton-Rose at Settle Parish Church, for those interested in exploring the link between art and wellbeing or thinking of setting up a local group, which was well attended.

3) Deanery Cycle Ride on May 13th led by Ian Greenhalgh, using some of the quieter roads in our deanery.

4) A Deanery Walk, Afternoon Tea, and Service in Clapham on 8th July, led by Bishop James Bell.

Throughout the year we have looked for ways to support parishes in vacancy, including Slaidburn and Tosside who are now in Blackburn Diocese, and to share resources and work together as a Deanery. We are thankful for the hard work of our Area Dean (Canon Ian Greenhalgh), Lay Chair (Paul Gibbons until Sept 2023, and now Stephen Hogg), Revd John Davies who has co-ordinated the Lent Courses, and other members of the Deanery Standing Committee who have organised events and Synod meetings, together with members of the churches hosting meetings, especially the I.T. team and others at Settle Parish Church.

Revd Sue McWhinney (Deanery Secretary)

Minutes of St Leonard's, Chapel-le-Dale, Meeting of Parishioners
held on Sunday 14th May 2023 at St Leonard's Church at 3:40pm

- 1 Present Nick Trenholme (Chair), Alice Bargh, Joan Harrison, Betty Mason, Irene Sharp,.
- 2 Apologies had been received from Paul Howarth, Vicky Howarth, Alan Howson, Janice Howson, Angus Winchester, Val Winchester.
- 3 NT opened in prayer and agreed to take minutes of the meeting.
- 4 Minutes of Meeting 15/05/2022
Nick read the minutes of last year's Meeting of Parishioners of 15th May 2022. No corrections were found. Proposed as an accurate record by Alice, seconded by Irene. 4 in favour.
- 5 Election of Churchwardens
Nick reported that he had received no nominations for Churchwarden. Nick declared the election null and void.
- 6 AOB

At 3:46pm, the meeting closed.

Minutes of St Leonard's, Chapel-le-Dale, Meeting of Parishioners held on Sunday 14th May 2023 at St Leonard's Church at 3:47pm

- 1 Present Nick Trenholme (Chair), Alice Bargh, Joan Harrison, Betty Mason, Irene Sharp.
- 2 Apologies had been received from Paul Howarth, Vicky Howarth, Alan Howson, Janice Howson, Angus Winchester, Val Winchester.
- 3 NT opened in prayer and agreed to take minutes of the meeting.
- 4 Minutes of Meeting 15/05/2022
The minutes of the meeting had been circulated in advance. One correction was made on point 7. Proposed as an accurate record by Joan, seconded by Alice. All in favour.
- 5 Electoral Roll Report
In Betty's absence Nick had added some names to the list, 10 names in total on the roll, 4 living in the parish, 6 live outside the parish. An increase of four since last year.
Irene asked if those on the electoral roll had a right to come to PCC meetings. Nick said he understood that anyone could be invited to attend, but the electoral roll was there to give voting powers at the annual meetings.
- 6 Financial Statements and Trustees' Report 2022*
The financial statements and the Trustees report had been circulated in advance and were taken as read. Irene supplied the meeting with a treasurer's report (see file). Nick added his voice to the note of thanks for generosity. The reports were unanimously accepted (proposed Betty, seconded Alice). Nick said he would send copies to the diocese. Irene will complete the finance return for the online portal. Nick offered to assist.
- 7 Proceedings of the PCC and activities of the Parish 2022*
The reports had been circulated in advance and were taken as read. Nick highlighted the attendance at special services. A short discussion followed on special services. The reports were unanimously accepted (proposed Joan, seconded Irene).
- 8 Churchwarden's report on Goods, Fabric and Ornaments*
The report had been circulated in advance and was taken as read. The report was unanimously accepted (proposed Irene, seconded Joan).
- 9 Deanery Synod Report*
The report had been circulated in advance and was taken as read and Nick invited questions or comments.
- 10 Team Vicar's Report*

The report had been circulated in advance and was taken as read and Nick invited questions or comments.

11 Safeguarding Statement*

The statement had been circulated in advance and was taken as read, Irene asked when training was due for PCC members. Nick said it was every three years.

12 PCC Elections

Nick asked the meeting if members were willing have the previous year's elections stand for the full term (three years). All in favour.

Betty said she was willing to stand. Joan proposed and Irene seconded. All present voting members in favour.

13 Deanery Synod Elections

Nick invited a person to serve as the representative for Chapel-le-Dale. There were no candidates. A casual vacancy will remain.

14 Appointment of Financial Examiner

Mike Fitzsimmons has signalled his willingness to examine the accounts again next year. It was proposed that he be appointed by Irene, seconded Alice. All in favour.

Nick expressed his thanks to him for his help in previous years.

15 AOB

Nick thanked everyone for their contributions to the life of the church. He particularly thanked Betty for her ministry as churchwarden in the previous years. A discussion about the vacancies for churchwardens took place. Alice asked how members of the community could help with the life and maintenance of the church.

There was no other business.

At 4:28pm, the meeting closed with The Grace.

*Copies of all the circulated reports are appended to the file copy of these minutes.

PARISH OF CHAPEL-LE-DALE

ANNUAL MEETING OF PARISHIONERS 19th May 2024

All persons,

(a) whose names are entered upon the church electoral roll of the parish, or

(b) are resident in the parish and whose names are entered on a register of local government electors by reason of such residence,

are entitled to vote at the election of churchwardens.

2. The churchwardens of every parish shall be chosen from persons who have been baptized and –

(a) whose names are entered on the church electoral roll of the parish;

(b) who are actual communicants;

(c) who are twenty-one years of age or upwards; and

(d) who are not disqualified (see notes on written notice).

AGENDA

1. Opening Prayer

2. Apologies

3. Minutes of 2023 Annual Meeting of Parishioners

4. Election of Church Wardens for the ecclesiastical parish (*nominations must be received before the meeting*)

5. AOB.

PARISH OF CHAPEL-LE-DALE

ANNUAL PAROCHIAL CHURCH MEETING 19th May 2024

To be held immediately following the Meeting of Parishioners. All those persons whose names are on the electoral roll of the parish are entitled to participate in the meeting. Others are welcome as observers.

AGENDA

1. Opening Prayer
2. Apologies
3. Minutes of meeting 14th May 2023
4. Electoral Roll Report
5. Financial Statements for 2023
6. Report on proceedings of PCC and activities of the parish
7. Churchwarden's Report on Goods, Fabric and Ornaments
8. Deanery Synod Report
9. Team Vicar's Report
10. Safeguarding Statement
11. Election
 - a. Representatives to the Deanery Synod
 - b. Representatives to the Parochial Church Council
12. Appointment of Financial Examiner
13. AOB & Questions