



# **The Church of St James the Greater Parochial Church Council**

## **Annual Report and Financial Statements**

**Year ended December 31, 2022**

**Registered Charity 1180188**

**THE MISSION OF ST JAMES THE GREATER**  
is to welcome all people,  
to share with them the knowledge of God,  
to encourage them to follow the Christian way  
to celebrate the joys of life and to support each other through its sorrows,  
to serve those amongst whom we live,  
and to address the needs of others in the world.

**WE ENDEAVOUR TO FULFIL OUR MISSION BY:**

1. **welcoming** people regardless of age, race or social status.
2. **worshipping** in ways both old and new, combining words and music, movement and stillness with skill and imagination to glorify God and to inspire people in their life and work.
3. **belonging** to the Church of England and taking an active part in the life of the Diocese of Leicester.
4. **listening** to different points of view to discern God's will for the church and the world.
5. **preaching** and teaching a thoughtful response to the gospel of Jesus Christ in the light of the Spirit for today.
6. **studying** the Bible and Christian life in groups and linking with Diocesan courses.
7. **praying** for the well-being of one another, for those who ask for our prayers, and for the church and the world.
8. **caring** pastorally for the needs of the congregation and of the parish and contributing to charitable causes.
9. **conducting** services at special moments for people - including baptisms, weddings and funerals - and for organisations.
10. **providing** opportunities for people of all ages to meet socially and as members of organisations.
11. **promoting** cultural excellence by making available space and facilities for concert performances.
12. **raising** the money needed to maintain and improve our buildings, and to meet the costs of our church's ministry and mission.

St James' Parochial Church Council (PCC) has the responsibility of co-operating with the incumbent in promoting in the ecclesiastical parish the whole mission of the Church, pastoral, evangelistic, social, educational and ecumenical. The PCC also represents those who, although living outside the small parish, choose to be associated with the worship and witness of this church.

The PCC is committed to enabling as many people as possible to worship at St James the Greater and to be part of our community. Our services and worship put faith into practice through prayer, scripture, music and sacrament, including learning about the Gospel and developing a trust in Jesus. We are a welcoming community with members from a variety of backgrounds from both within the parish and beyond.

## **Membership of the Parochial Church Council (PCC) at November 2022**

### **Ex Officio Ministry team**

Revd. Andrew Quigley

### **Ex Officio Church Wardens**

Simon Edwards (first elected 2019)  
April Rule (first elected 2021)

### **Ex Officio Deanery Synod 2020 – 2023**

William Woolley

### **Ex Officio Deanery Synod 2021 – 2024**

Sheila Roberts

### **Elected Members retire 2023**

Caroline Beardsmore  
Vicky Roe

### **Elected Members retire 2024**

Mike Rule  
Mike Bull

### **Elected Members retire 2025**

Graham Jagger (Resigned February 2023)

## **COMMITTEES**

The PCC operates through a select number of sub committees which meet between full meetings of the PCC to work towards achieving the mission and objectives of the Church. Reports on their work follow later in this document.

### **Standing Committee**

This is the only committee required by law. It has power to transact the business of the PCC between meetings, subject to any directions given by the PCC.

### **Worship & Mission Committee**

Reviews the pattern and content of services and advises on education and mission.

## **THE YEAR AT ST JAMES**

Whilst the early months were still under the shadow of the pandemic, 2022 was a year of re-building.

Attendance at the three Sunday services showed a steady upward trend through the year, though it did not recover to pre-pandemic levels. A Lent course was run following the Living in Life and Faith materials. There was one wedding, two baptisms and several funerals.

Music remained a vital and central part of both our worship and general life at St James. It was good to welcome Emma Trounson as our new Director of Music, building on the excellent work Michael Rule and Guy Stead had done to maintain things. In particular, as we moved to Advent and Christmas, the full range of customary services and a new community carol service were very successful. It is worth noting the wide range of other concerts hosted by the church and especially those organized by Paul Jenkins.

Thursday Eucharists continue, as does Compline by Zoom each Wednesday. Zoom also facilitated online Bible discussion and house groups. The parish magazine *The Shell* is also distributed electronically (as well as in print), also edited by Paul.

The hall saw community use returning to pre-pandemic levels of popularity, an important source of income for the church.

Local schools and charities, including the Freemasons, used the church for concerts and carol services. We also hosted a range of Cathedral services, while St Martin's in closed, including the Diocesan Chrism Eucharist and the service of Thanksgiving for the life of Queen Elizabeth II.

Both these areas of operation have relied on the tireless efforts of Vicky Roe acting as our volunteer administrator, as well as preparing the weekly bulletin and acting as Safeguarding officer.

Rev. Andrew Quigley  
Vicar  
April 2023

## **Churchwardens Report 2022**

April and I wish to thank the Warden Team for all their voluntary work at our Services during the last year. Paul at 08:30, Janet at 10:30 and David at 18:30. Unlocking the Church, accounting for income, tidying up and performing a whole site security check takes longer than we, as a team, ever imagined. Warden duties, while being many and varied, give each of us the undoubted privilege of greeting and wishing members of our congregation a good week ahead. April and I try to spend some time on the forecourt before and just after a service starts to engage with passers-by, some of whom are now established members of our congregation, we regard this as part of our personal outreach into the community.

Simon Edwards and April Rule  
Churchwardens  
April 2023

## City of Leicester Deanery Synod Report 2022

**Tuesday 22nd March 2022** – meeting via Zoom only A presentation was given by Emily Williams, the Diocesan Disability Advisor. The main theme was ‘What do we mean by Accessible Church?’ Break-out rooms were used to discuss issues on disability in our own churches. Legally, organisations must make “reasonable adjustments” for people with disabilities AND they have an “anticipatory duty” to think ahead etc. Emily then described the Medical and Social models of Disability. THINK: How can your church be changed, physically and otherwise, to accommodate disabled people, if there are barriers to it currently?

Revd Tony Leighton, Master of Wyggestons, part of the West Leicester Mission partnership, gave a fascinating insight into life at Wyggestons and the building developments recently completed, as well as their investments. A lot is going on including partnerships with other, similar organisations.

**Wednesday 6th July 2022** – Meeting at St. Margaret’s Church. Florence Gildea, Social Policy Advisor to the Bishop, presented on the Cost of Living Crisis. Churches are trusted in a way that statutory services are not. The worst affected people are the poorest in society. To address this, there are three steps to social action: Being grounded in God’s vision, Assessing the need and Planning and Planning how you might deliver. Each part was examined.

Philip Leech then presented on Generous Giving - how we finance our Mission and Ministry. There are four principles: Transparency, Trust, Working together and Christ like generosity. The present diocesan financial situation was described and explained, and background given on the current parish contribution system. The Generous Giving team aims to continue building a generous church which includes facilitating the mechanisms and processes for giving, highlighting the impact and importance of giving, and leading on vision, scripture, and discipleship of giving – a key component of the new Minster communities.

**Thursday 17th November 2022** – Meeting at Hope Hamilton School. Revd Liz Rawlings, Diocesan Discipleship and Vocations Enabler presented on Vocations within the church. Isaiah 61 vs 1-4 is central to the team and used as their manifesto. All of us are called by God and to be Ministers of the Gospel. The various different courses and roles within ordained and lay ministry, and the discernment process through it all, were explained and the different dynamics of ministry considered in detail. Questions were taken by Liz from the floor of the meeting.

Revd Rob Hinsley gave a fascinating parish update about St. Luke’s and Christ the King Churches, including the challenges of working in that particular benefice. The ties and relationships with schools and other groups in the community were highlighted as well as projects happening around homelessness and foodbanks.

**Comings and Goings:** We wish all the clergy who have left the diocese, and those who have joined us, throughout the year, well in their new ministries or retirement. This includes the Dean, the Very Revd David Monteith, now Dean of Canterbury Cathedral.

Sheila Roberts  
Deanery Synod Representative

## **Electoral Roll Report**

The electoral roll to date stands at 131 of which 10 live in the parish. Since last year 2022, 6 members of our fellowship have been removed and 3 new members have been added. Members can be added to the roll at any point, so if you, or anyone you know still wishes to be added to the roll, please fill in a form and pass it on to me. Thank you.

April Rule  
Electoral Roll Officer  
April 2023

## **Fabric Report**

As well as small repairs, more hall lights were changed to LED lamps, the hall curtains were re-hung and rails oiled, the hall windows were professionally cleaned, and broken glass windows were replaced. The lift and all boilers were serviced, the flat boiler was repaired, and all are in good working order. An energy certificate was obtained for the flat. I would like to thank Julia Walker for agreeing to help me replace the royal blue felt on the porch notice board, a job that was tackled with military precision. A hot water boiler was provided for the servery at the back of church, much to the delight of Janet Burton and the hardworking after service refreshments team!

Looking slightly ahead, during 2023, we are expecting some high-cost expenditure. Repairs to the extension housing the lift, replacement of all our 3 phase electrical boxes, which includes removal of asbestos. We hope to replace the incredibly old amplification system in church and improve the sound quality and coverage, especially in the Lady Chapel and at the back of church. Some forecourt limestone paving slabs, which are 40 mm thick, require replacing.

Simon Edwards  
April 2023

## **Finance Report**

Please see accounts for 2022, attached at the end of the other reports.

At the PCC meeting held on 20th April 2023, it was decided a Parish Gift for 2021 and 2022 was to be made to the Diocese of Leicester.

2021 totals £14,055.15 and  
2022 totals £17,312.25.  
Grand Total £31,367.40.

April Rule and Simon Edwards  
Joint Treasurers  
April 2023



## FLOWER GUILD ANNUAL REPORT



The Guild currently has a membership of 3, me, Janet Felstead and Polly Taylor. Sadly, due to health concerns, Anne Sylvester is unable to continue after years of arranging flowers both at St .James and in Leicester Cathedral.

Guild members find much satisfaction and a privilege to arranging Commemorative flowers which give such hope, consolation, and peace of mind in remembrance.

The Porch flowers are a mission call to the passing public.

The Guild itself finances the flowers for all our Festivals, Easter, Christmas, Harvest and Mothering Sunday but raising funds for this is becoming a concern.

Julia Walker  
Co-ordinator  
April 2023

### **Lectors Report**

Our team of 22 lectors continue to read each Sunday's bible readings with expert clarity and our thanks go out to all for their continued commitment to this integral part of our worship. We are always interested in hearing from new lectors, please contact Mike Rule if you wish to discuss becoming part of the team.

Mike Rule  
April 2023

### **Music Report**

I began as Director of Music in June 2022, I was so delighted to be offered this opportunity and was excited to get started. So far, the experience of being Director of Music here at St James has surpassed my expectations. The standards were high when I arrived, and I believe we have continued to build on the strong foundations which were already there. I have rebranded the existing choir as the 'Senior Choir' and started a new 'Junior Choir', created separate chorister training sessions for secondary age choristers to work towards RSCM medals and launched the St James Choral Project. We introduced a new Community Carol Service (this year called 'Tears & Celebration' centred around the theme of the Queen) involving ensembles, readers and soloists from the wider community. The Senior Choir sang on the pitch at Leicester Tigers Rugby Stadium on Christmas Eve, featuring on BT Sport.

## **Choirs**

### **Senior Choir**

Over the year, 4 regular soprano members moved away to work or study, and we recruited (or re-recruited) 5 new soprano, we ended the year with **8 sopranos** in total. One alto moved away, but we have recruited 2 new altos bringing the total to **6 altos**. 2 young tenors moved to bass as their voices changed, but we gained a student tenor, giving us **3 tenors** by the end of the year. With the 2 tenors moving to bass, this increased the section to **8 basses**. The creation of the Junior Choir has meant that the Senior Choir could carry on in their current trajectory, regularly exploring new and complex music and working at a fast pace. I introduced a new structure to rehearsals as of the Autumn term, whereby the whole choir rehearses on Fridays 6.45pm-8.30pm (and Sundays for an hour before the service) rather than the Sopranos having a separate session before the back row arrives as before. I felt that as the Senior Choir had experienced and less experienced singers spread across the sections it no longer made sense to split the rehearsals in this way. As we are fortunate to have Mike and Guy with us on Fridays, there is the option to have sectional rehearsals if need be. This has enabled the choir to work more cohesively as a team to fine tune the music and work on a corporate sound as they spend much more time together as a whole group.

### **Junior Choir**

The Junior Choir was created in October 2022 after the 'Be a chorister for a day' recruitment event. It has steadily grown over the months and by Christmas 2022 there were 4 members. (At the time of writing there are 7 members, a mix of genders, aged 4-8.) The choir meets for an hour on Fridays and sings fun songs, play musical games, practise pieces from the Senior Choir repertoire, learn music reading skills and have squash and biscuits! They sing in Sunday services or events roughly once a month. My thanks go to regular helper Caroline Beardsmore, occasional helper Vicky Roe and Regina, our young helper from the Senior Choir.

### **St James Singers**

This choir are an invaluable asset and enable musical worship to continue throughout the year. I was impressed by the standard of the choir, and I know many churches would be over the moon to have such as a choir as their regular choir, let alone their alternate choir. We are very lucky. SJS perform their own selection of repertoire under the guidance of Mike Rule and we are grateful to Mike and to all the members for their continued commitment.

### **Organists**

We are fortunate to have fantastic organists: Mike Rule (Associate Director of Music and Church Organist) and Guy Steed (Assistant Organist) are wonderful colleagues and brilliant musicians. Their skills and on the organ but they are both very useful people to call upon for choral conducting and singing Tenor or Bass to augment these sections when needed. Our Organ Scholar was Pandora Halladay, who moved away this year. We asked Nicholas Friedesdorff to become our new organ scholar and he began the role in early 2023.

### **Chorister Training**

Preceding the Senior Choir rehearsal on Fridays there is a weekly half hour Chorister Training session. Compulsory for school age members and optional for any other members of the Senior Choir. In these sessions the choristers work towards the RSCM Bronze, Silver



and Gold medal syllabus. They improve their sight singing, performance skills, music theory and understanding of the choir fits into the context of worship. (It is planned they will take the exams in Summer 2023 for medals to be awarded at the RSCM Festival on 9<sup>th</sup> July to be held at St James.)

### **St James Choral Project**

'St James Choral Project', offering high quality choral music opportunities for young people, began in 2022, and the first mini-project came into fruition at our community carol service: 'Tears & Celebration'. Members of St John the Baptist School Choir sang two carols alongside our Junior Choir and we recruited a new member to the Junior Choir off the back of the mini-project. I visited the school to work with the children on the songs, and conducted them on the day. St James Choral Project has so far been offered to schools as a free resource and so far targeted primary schools to help build our new Junior Choir. It is hoped in the future to provide workshops for Secondary School pupils and this will help with recruitment to our Senior Choir.

### **Thanks**

I am so grateful to Mike Rule and Guy Steed for their work with the choir, especially before I arrived over the transition period and for their smooth handover. For being supportive and patient colleagues, great sounding boards, flexible and up for trying new things! To Andrew, Vicky, William, Simon and April and the whole team who have been there to support me I was just starting out. Thanks also to Andy who makes sure the Music information is up to date on the website and records key services, to Penny who organises the robes and Ian (and others) who help organise the music library. And to all choristers who give up their time to enhance our worship and work incredibly hard to perform to a high standard.

Emma Trounson,  
April 2023

### **St. James Singers Report**

We continue to be grateful to St James Singers who enhance our musical worship with their own repertoire which is delivered with energy and style. We are lucky to have such an able and committed choir to lead our musical worship during holiday periods which ensures St James the Greater has musical leadership all year round. At present the choir consists of 5 sopranos, 2 altos, 3 tenors and 2 basses. St James Singers rehearse twice a month and sing for one service each month and during holiday periods. We are always looking to welcome new singers who may be interested in joining, please come and have a chat with Mike Rule or one of the singers if this may be of interest.

Mike Rule  
April 2023

## **House/Zoom Groups**

One of the best forms of groups are those that gather informally, such as that which met monthly for many years at Hilary Simpson's house. During lockdowns, we discovered Zoom, which really came into its own for groups at St. James. Over the last year, there have been several groups, a regular Bible Study, led by the Vicar, and two groups, one afternoon and one evening group. Over the summer, with the receding of Covid, it was decided that of those two, only the afternoon group, led by Val Bailey, should continue. So far, this group has concentrated on looking at hymns that we regularly sing and understanding their meaning. The group, however, is very open to other topics and new members. If you are interested in joining an existing group or starting another one, whether in person or by Zoom, it would be helpful to get in touch.

Angela Jagger  
April 2023

## **Pastoral Assistant's Report for 2022**

During 2022, in the absence of a paid Administrator, I have had the responsibility of doing administration work, preparing the weekly Bulletin and administering the hall and church bookings in the office. This has taken 10-20 hours per week on average, but 133 hours in December, leaving little time for other pastoral duties, although I have been able to respond to some pastoral requests during the year.

I am grateful to Sheila Roberts, who has taken on doing Home Communion and Jennifer Smith, who helps with preparing the weekly Bulletin.

I have continued to provide information about the church to those living locally who are not on the Internet, through delivering the weekly Bulletin, as well as by printing and posting 'The Shell' magazine to them.

I have attended the regular monthly Ministry Team Meetings, which have mostly been conducted via Zoom, but some have been face-to-face.

I attended the Church Quiet Day at Gaulby on 25<sup>th</sup> June. I also attended the Diocesan Study Days on 26<sup>th</sup> June and 29<sup>th</sup> November at St. Martins House. I had a weekend retreat at Launde Abbey at the end of July, focussing on Bach's 'Magnificat'. I attended a course about 'Ageing and Spirituality' at St. Martins House on 22<sup>nd</sup> August.

I continued to represent St. James at the World Day of Prayer group meetings. The 2022 service was the first to be delivered in person since the pandemic and had been prepared by the women of England, Wales and Northern Ireland.

I continued to co-ordinate the school visits team. Avenue School visited the church in February 2022.

Vicky Roe  
February 2023

## **Parish Safeguarding Officer's Report for 2022**

At the end of 2019, the Diocese adopted the National Safeguarding Team's 'Safeguarding Handbook', with some of the Guidelines from the previous Diocese of Leicester document added to it, covering both child and adult safeguarding.

A specific St. James the Greater Policy and Procedures document, cross-referencing the Handbook throughout, was also developed. Both of these documents were adopted by the PCC at its meeting on 14<sup>th</sup> November 2019.

Both documents have been updated and are available through the church website, which has a Safeguarding statement on its front page. They were adopted at the PCC meeting on Thursday 24<sup>th</sup> November, following the APCM on 11<sup>th</sup> November 2022. Thereafter, the Annual Report to the PCC and Diocese was duly submitted.

The Parish Safeguarding Policy Statement, the 'Promoting a Safer Church' and posters giving help-line numbers have been displayed throughout the church in public and private areas, as required by C of E policy, for the benefit of anyone using our facilities or looking in the front porch.

I continued to oversee the Disclosure and Barring Service (formerly Criminal Records Bureau) checks for those in contact with children and/or vulnerable adults, a process which is now done online through 'thirtyone:eight', formerly known as CCPAS (Churches Child Protection Advisory Service).

I keep a record of Safeguarding Training undertaken by any employees and PCC members. This is mostly done online now through the C of E training portal <https://safeguardingtraining.cofeportal.org/> but some face-to-face training is now also available and was undertaken by one of the Deputy Churchwardens.

I have put together a folder with information about Safeguarding, policies, guidelines, forms, etc., which is stored in the office cupboard for easy reference. There is also a 'Safeguarding' folder on the office computer, containing electronic versions of the documents in the physical folder. Information about Serious Incident Reporting and the Retention of Records has been added to it.

I attended an online course on 'Modern Slavery' run by the Clewer Institute on 22<sup>nd</sup> September 2022. I attended the Safeguarding Co-ordinator's Conference via Zoom on Saturday 12<sup>th</sup> November 2022. The subject was 'Safe and Healthy Church Cultures' and the presentation slides were circulated to the Ministry Team after the event. Further updates were also given about procedural matters and the Parish Safeguarding Dashboard, on which St. James the Greater is registered and that produces reports for PCC meetings.

Vicky Roe  
February 2023

## **Refreshments Report 2022**

Coffee, tea and biscuits on Sundays and Thursdays are served after the services. Everyone enjoys meeting up over a 'cuppa'. Thursday being a smaller group, welcomes more members of the congregation to come along. Sunday is always busy, and we are looking for any Volunteers who are willing to help.

Thanks to all those who have helped with serving refreshment and those who consume them.

Liz Turner and Janet Burton  
February 2023

## **Server's Report**

I have now been back at the helm for a year during which the team I am blessed with have continued to enhance our worship. We successfully negotiated Lent, Easter and the summer. September brought the reintroduction of Communion in both kinds when Lucy Hutchinson and David Kibert agreed to act as servers and Eucharistic Assistants and we welcomed back Charles Samuel.

We also belatedly celebrated 50 years of ladies serving in St James - Angela Finn, one of the original pair is still with us and we thank her for her years of loyal service. At Evensong that day we were visited by Paul Armitage, who was a stalwart of the serving team during the 1960s. We then provided a team for the civic service in commemoration of her late Majesty. Candlelit season was soon upon us and we record our thanks to Rod Eynon-Baldock for extending the holders we use in the centre aisle and to all those who helped set out and bring in candles. Our own services were well-received and we also served for the Freemasons and a service of 'Tears and Celebration'. Epiphany and Candlemas rounded off the season.

On the personnel front Sara King is taking some time to deal with a health issue, to which we wish her a speedy resolution. Rod will be supporting her and Angela Finn is also taking a break. This leaves the team rather depleted, even with the welcome addition of Phil Jones, and I would be delighted to hear from anyone who feels that they can contribute in this way.

William A. Woolley B.Sc.  
Head Server  
March 2023

## **Stewardship and Magazine Co-ordinator's Report for 2022**

By the end of 2022, there were 16 people using the weekly numbered envelopes for regular giving, which is down from 18 in 2021. This was a result of one person switching to the Parish Giving Scheme and one moving to another church.

Due to Covid restrictions and risk of transmission through touch, the collection basket has not been passed round since in-person services resumed in church in 2021. Baskets for donations have been placed on the back tables at church instead, with the gifts being taken up to the high altar during the Offertory.

In December a CollecTin.com card reader machine was loaned from the Diocese Generous Giving Team for a trial period to assess its effectiveness at St. James.

**The Shell magazine**, with Paul Jenkins as Editor, was issued in Spring, Summer, Autumn and Winter 2022. It was put on the church website, delivered electronically to people on the church E-mail list and posted or delivered to those not on the Internet. Print copies were on sale in church.

The Winter 2022-23 edition was dedicated to the Her Majesty Queen Elizabeth II, who had died in September. It contained sermons given at two services of commemoration and contributions from people who had met or seen Her Majesty throughout her long life and reign. It was widely distributed, with many extra printed copies being bought from church.

Vicky Roe  
March 2023

### **'The Shell' Editor's Review, 2022**

It was some time last year that I had an appointment to see Vicar about doing music events in the Church. Andrew was very supportive of the idea, but I thought it was strange that he had his hand behind his back the whole time. Once we had agreed to try the music events Andrew's arm came from behind his back, there was a dagger in his hand and on it was written Editor of The Shell. Well, I didn't have a leg to stand on. I had obtained a wide range of musical opportunities at St. James for student and local musicians, so how could I possibly turn down the job of Editor of the Shell! I said yes, providing I could work on it with another person who understood the publisher programme used to produce the Shell. That person, of course, is Vicky Roe and it has been a pleasure to work with Vicky on the Shell.

It has been fun to ask friends of mine to write articles on a wide range of subjects, including Professor Gordon Campbell on the history of the University of Leicester, Steve Bruce on the history of the LRI, Rachel Harris on being a Christian and working in Leicester Market and Robert Calow on The Bardi at St James etc. All these people did not take much persuading to write in the Shell. Rachel told me recently, when I saw her in the market, that an atheist friend of hers said that she had read about her in the Shell. Clearly the Shell is getting out there communicating our message to non-Church goers.

Being a pain in the neck goes with the job of Editor, of course. I have to check with people that they know the deadline for article submission, and I had to tactfully edit the colourful language in one article. Thank you again to Vicky and to everyone who made complementary and critical comments on the Shell.

Paul Jenkins  
April 2022

## **Friends of St. James the Greater Report, 2022**

The Friends of St James the Greater was set up under the auspices of our former Vicar, the Very Reverend Dr Derek Hole, Provost Emeritus of Leicester Cathedral. The main aim of the FoSJ is to preserve and enhance the fabric of the Church of St James the Greater, seeking to achieve this by a variety of means:

- ❖ Keeping in touch with former members of the congregation who remain interested in the Church's wellbeing, but are no longer able to worship regularly, due to relocation, infirmity or other changed circumstances;
- ❖ Canvassing for financial support via subscription or legacy;
- ❖ Providing information about and invitations to special events, including the Patronal Festival, festivals in the Church calendar, concerts and exhibitions, not forgetting social occasions;

The FoSJ is a registered charity, independent of the Church's PCC, administered by a group of Trustees. Their activities suffered a hiatus during the pandemic and the protracted illness of their Chairman, Derek Hole. However, in 2022, they regrouped under the chairmanship of Mrs Tricia Dean, who worshipped and served in the Church for 40 years, before moving to Lutterworth.

It is the Trustees' intention to revive the FoSJ, to build up its membership and to play a more prominent part in the affairs of the Church, with particular reference to the upkeep of its buildings. An Annual General Meeting, to which all members of the congregation, past and present, will be invited, will be arranged in the near future, following a Trustees' meeting scheduled to take place on Palm Sunday.

Information about the FoSJ and its activities should be available in Church and published in its weekly Newsletter or quarterly magazine, *The Shell*.

**Tricia Dean**  
**Chairman, Friends of St James the Greater**

## **Concerts, Church and Hall Lettings 2022**

From December 2021, when Alastair Jackson resigned as Bookings Co-ordinator, I have covered the administration of church and hall bookings on a voluntary basis. I worked hard throughout January 2022 to set up a system on the computer for recording enquiries, bookings and invoices for one-off hall hirers, regular groups and concerts in church, including preparing Tariffs and Conditions of Hire leaflets, Hire Agreements, Booking Forms, Invoice templates, standard E-mail messages and contacts lists for regular hirers. This work has paid dividends throughout the year in the administration of the bookings system. Detailed instructions on its operation have been written for anyone else who has to take over the role.

In 2022, there were 12 one-off hall hire events, five regular groups who hired the halls on a weekly or monthly basis, 20 concerts, including 3 performances of 'Rigoletto' by Knighton Opera, and by the end of the year there were concerts every Saturday and several mid-week. Three of the schools who had used the church previously for their events or Carol Services returned again and another one also came, too. Emma Trounson brought a 'BabyGigs' concert back in December and worked with Dave Andrews on a community carols service 'Tears and Celebration'.

The Building Services Co-ordinator was only available to cover Saturday bookings. In December 2022, with the large number of bookings in December, volunteers were sought from the congregation. Some people helped act as stewards during this time, which was greatly appreciated by the hirers and the church officials, ensuring safety and SJG representation at events.

However, having to do church administration, bookings administration and event hire cover meant that from 20<sup>th</sup> November to 25<sup>th</sup> December, I worked successive weeks of 25 hours, 27 hours, 33 hours, 42 hours and 22 hours, a total of 149 hours in five weeks. This involved preparing the Orders of Service for 5 special services in addition to the weekly Bulletin, doing administration for 3 schools events and 8 other concerts. Tony Chizema was only available to cover the 3 Saturday concerts, so I had to be the SJG Representative and Keyholder at the other 5 concerts and 2 of the schools events, including 3 rehearsals. This meant me working 6 x 7 hour days, an 8 hour day, an 11 hour day and a 12 hour day, for some of which I had to lock up the church late at night after concerts.

Although I had help from volunteer stewards at some concerts, the work mostly fell on me, which left me exhausted and feeling unwell. As a result, I have decided not to cover mid-week evening hires or concerts in 2023 and would like to relinquish the administration role by August 2023, two years after I first stepped 'into the breach'.

Vicky Roe  
March 2023

**ST JAMES THE GREATER CHURCH LEICESTER**

**ANNUAL REPORT**

**AND**

**FINANCIAL STATEMENTS**

**OF THE**

**PAROCHIAL CHURCH COUNCIL**

**For the year ended 31 December 2022**

**Charity No. 1180188**



**Incumbent:**

The Reverend Andrew Quigley  
St James the Greater Vicarage  
216 London Road  
Leicester, LE2 1NE

**Banks:**

National Westminster Bank plc  
Evington Road  
Leicester

Santander Bank plc

**Independent Examiner:**

Richard Buckby FCA  
Fortus Midlands Limited  
Hamilton Office Park  
31 High View Close  
Leicester, LE4 9LJ

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## ST JAMES THE GREATER CHURCH LEICESTER

### INDEPENDENT EXAMINER'S REPORT TO THE PAROCHIAL CHURCH COUNCIL

We report on the accounts of St James the Greater Church Leicester for the year ended 31 December 2022, which are set out on pages 1 to 12.

This report is made solely to the trustees, as a body, in accordance with the regulations made under Section 154 of the Charities Act 2011. Our 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 Independent Examiner's 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's trustees, as a body, for our work, for this report, or for the opinions we have formed.

#### **Respective responsibilities of the PCC and the examiner**

The charity's trustees are responsible for the preparation of the accounts. The charity's trustees consider that an audit is not required for this year (under section 144(2) of the Charities Act 2011 (the Act) and that an independent examination is needed. We are qualified to undertake the examination by being a member of the Institute of Chartered Accountants in England and Wales.

It is our responsibility to:

- examine the accounts under section 145 of the Act
- to follow the procedures laid down in the general Directions given by the Charity Commission under section 145(5)(b) of the Act.

#### **Basis of Independent Examiner's statement**

Our 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 seeks 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 present a "true and fair" view and the report is limited to those matters set out in the statement below.

#### **Independent Examiner's statement**

We have completed our examination. We confirm that no material matters have come to our attention in connection with the examination giving us cause to believe that in any material respect:

- accounting records were not kept in respect of the charity as required by section 130 of the Act; or
- the accounts do not accord with those records.

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

Richard Buckby FCA  
Fortus Midlands Limited  
31 High View Close  
Leicester  
LE4 9LJ

PAROCHIAL CHURCH COUNCIL OF ST JAMES THE GREATER CHURCH LEICESTER

STATEMENT OF FINANCIAL ACTIVITIES

For the year ended 31 December 2022

	Note	Unrestricted Funds £	Restricted Funds £	TOTAL FUNDS 2022 £	2021 £
<b>INCOMING RESOURCES</b>					
Voluntary Income	2(a)	77,634	-	77,634	71,676
Activities for Generating Funds	2(b)	-	-	-	-
Investment Income	2(c)	5,152	-	5,152	7,223
Income from Church Activities	2(d)	31,542	-	31,542	36,421
Grants and transfers	2(e)	1,087	-	1,087	-
<b>TOTAL INCOMING RESOURCES</b>		<u>115,415</u>	<u>-</u>	<u>115,415</u>	<u>115,320</u>
<b>RESOURCES EXPENDED</b>					
Total Church Activities	3(a)	97,122	-	97,122	120,204
<b>TOTAL RESOURCES EXPENDED</b>		<u>97,122</u>	<u>-</u>	<u>97,122</u>	<u>120,204</u>
<b>NET INCOMING/(OUTGOING) RESOURCES BEFORE TRANSFERS</b>		18,293	-	18,293	(4,884)
<b>Gross Transfers</b>		-	-	-	(29,180)
<b>NET INCOMING/(OUTGOING) RESOURCES AFTER TRANSFERS</b>		<u>18,293</u>	<u>-</u>	<u>18,293</u>	<u>(34,064)</u>
BALANCES BROUGHT FORWARD AT 1 JANUARY 2022		113,245	12,641	125,886	147,309
<b>BALANCES CARRIED FORWARD AT 31 DECEMBER 2022</b>		<u>131,538</u>	<u>12,641</u>	<u>144,179</u>	<u>113,245</u>

The notes on pages 7 to 12 form part of these accounts.

PAROCHIAL CHURCH COUNCIL OF ST JAMES THE GREATER CHURCH LEICESTER

BALANCE SHEET AT 31 December 2022

	Note	2022 £	2021 £
<b>FIXED ASSETS</b>			
Tangible fixed assets	5	-	-
<b>CURRENT ASSETS</b>			
Debtors		100	100
Short term deposits		79,956	79,363
Cash at bank and in hand		64,207	47,053
		<u>144,263</u>	<u>126,516</u>
<b>CREDITORS: AMOUNTS FALLING DUE WITHIN ONE YEAR</b>			
	7	<u>(84)</u>	<u>(630)</u>
<b>NET CURRENT ASSETS</b>		<u>144,179</u>	<u>125,886</u>
<b>NET ASSETS</b>		<u><u>144,179</u></u>	<u><u>125,886</u></u>
<b>FUNDS</b>			
	6		
Unrestricted		131,538	113,245
Restricted		12,641	12,641
		<u>144,179</u>	<u>125,886</u>

Approved by the Parochial Church Council on xx April 2023 and signed on its behalf by:

..... Reverend Andrew Quigley

..... April Rule

..... Simon Edwards

The notes on pages 7 to 12 form part of these accounts

**PAROCHIAL CHURCH COUNCIL OF ST JAMES THE GREATER CHURCH LEICESTER  
NOTES TO THE FINANCIAL STATEMENTS**

**For the year ended 31 December 2022**

**1 Accounting policies**

**Basis of accounting**

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

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

**Funds**

General funds represent the funds of the PCC that are not subject to any restrictions regarding their use and are available for application on the general purposes of the PCC.

Funds designated for a particular purpose by the PCC are also unrestricted.

The purposes of the restricted funds are as follows:

Holyoake Trust Fund	- to make grants in cases of need at the discretion of the Vicar
Organ Fund	- to repair and renovate the Church organ
Youth Fund	- to contribute to youth work within the Church
Fabric and Furnishing Fund	- to repair and renovate Church buildings and furnishings incorporating the Disabled Access Fund.
Music Development Fund	- to develop and enhance all aspects of music within the Church
Choir Fund	- to provide support for the choir and its projects
Hymn Book Fund	- to provide hymn books for the Church
Renovation Fund	- to provide renovation works for the west front and the church roof

These accounts include all transactions, assets and liabilities for which the PCC is responsible in law. They do not include the accounts of Church groups that owe their main affiliation to another body or those that are informal gatherings of Church members.

**Incoming resources**

**Voluntary income and capital sources**

Collections are recognised when received by or on behalf of the PCC.

Planned giving receivable under Gift Aid is recognised only when received.

Income tax recoverable on Gift Aid donations is recognised when the income is recognised.

Grants and legacies to the PCC are recognised when received.

Funds raised by fundraising and social events are accounted for gross.

**Other income**

Rental income from letting of the church premises, and associated charges, are accounted for when earned.

Parochial fees due to the PCC for weddings, funerals etc are accounted for on an event by event basis.

**PAROCHIAL CHURCH COUNCIL OF ST JAMES THE GREATER CHURCH LEICESTER  
NOTES TO THE FINANCIAL STATEMENTS**

**For the year ended 31 December 2022**

**1 Accounting policies continued**

***Income from investments***

Interest from short term deposits with the Central Board of Finance of the Church of England, received gross, is accounted for when received.

**Resources used**

***Grants***

Grants and donations are accounted for when paid over, or when awarded, if that award creates a binding obligation on the PCC.

***Activities directly relating to the work of the Church***

The diocesan parish contribution is accounted for when paid.

**Fixed assets**

***Consecrated property and movable church furnishings***

Consecrated and beneficed property of any kind is excluded from the accounts by S 10(2) (a) and (c) of the Charities Act 2011.

Movable church furnishings held by the Vicar and Churchwardens on special trust for the PCC, and which require a faculty for disposal, are accounted for as inalienable property unless consecrated. They are listed in the Church's Inventory which can be inspected (at any reasonable time). For inalienable property acquired prior to 1 January 2002 there is insufficient cost information available and therefore such assets are not valued in the accounts. Individual items acquired after 1 January 2002, and with a purchase price of £1,000 or more, will be capitalised and depreciated in the accounts over their currently anticipated useful economic life on a straight-line basis.

All expenditure incurred in the year on consecrated or beneficed buildings or movable church furnishings, individual items under £1,000, or on the repair of movable church furnishings acquired before 1 January 2002, over that value, is written off.

***Other fixtures fittings and office equipment***

Office equipment used within the Church premises is depreciated on a straight-line basis over 4 years.

**Current assets**

Amounts owing to the PCC at 31 December in respect of fees, rents or other income are shown as debtors less provision for amounts that may prove uncollectable.

Short-term deposits include cash held on deposit at the CBF Church of England Funds.

**PAROCHIAL CHURCH COUNCIL OF ST JAMES THE GREATER CHURCH LEICESTER**

**NOTES TO THE FINANCIAL STATEMENTS  
For the year ended 31 December 2022**

<b>2 INCOMING RESOURCES</b>	<b>Unrestricted</b>	<b>Restricted</b>	<b>TOTAL FUNDS</b>	
	<b>Funds</b>	<b>Funds</b>	<b>2022</b>	<b>2021</b>
	<b>£</b>	<b>£</b>	<b>£</b>	<b>£</b>
<b>2(a) Voluntary Income</b>				
Plate Collections	2,496	-	2,496	3,338
Gift Aid	2,604	-	2,604	1,182
Envelope Scheme	2,960	-	2,960	2,818
Standing orders	33,699	-	33,699	36,197
Donations & Legacies	11,991	-	11,991	4,707
Flower Donations	1,161	-	1,161	-
Parish Giving Scheme	22,723	-	22,723	23,434
	<u>77,634</u>	<u>-</u>	<u>77,634</u>	<u>71,676</u>
<b>2(b) Activities for Generating Funds</b>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
<b>2(c) Investment Income</b>				
Interest Received	752	-	752	23
Rent from Church Flat	4,400	-	4,400	7,200
	<u>5,152</u>	<u>-</u>	<u>5,152</u>	<u>7,223</u>
<b>2(d) Income from Church Activities</b>				
Wedding & Funeral Fees	304	-	304	1,790
Church Rentals	12,481	-	12,481	2,893
Hall Rentals	14,218	-	14,218	7,308
Concerts	3,127	-	3,127	1,270
Misc. Income	1,412	-	1,412	1,541
Furlough	-	-	-	21,619
	<u>31,542</u>	<u>-</u>	<u>31,542</u>	<u>36,421</u>
<b>2(e) Grants and Transfers</b>				
Donations & Grants *	1,087	-	1,087	-
	<u>1,087</u>	<u>-</u>	<u>1,087</u>	<u>-</u>
<b>TOTAL INCOMING RESOURCES</b>	<u>115,415</u>	<u>-</u>	<u>115,415</u>	<u>115,320</u>



PAROCHIAL CHURCH COUNCIL OF ST JAMES THE GREATER CHURCH LEICESTER

NOTES TO THE FINANCIAL STATEMENTS  
For the year ended 31 December 2022

3 RESOURCES EXPENDED	Unrestricted Funds £	Restricted Funds £	TOTAL FUNDS	
			2022 £	2021 £
<b>3(a) CHURCH EXPENSES</b>				
<b>General Church Expenses</b>				
Caretaking, Cleaning, Security	8,422	-	8,422	16,254
Pension	238	-	238	811
Repairs & Renewals	21,642	-	21,642	59,815
Light, Heat, Power, Water	19,381	-	19,381	5,818
Insurance	8,102	-	8,102	8,149
Bank charges	237	-	237	-
Clergy Expenses	213	-	213	244
Fines	800	-	800	-
Hall rent refund	450	-	450	-
Flower arranging	1,422	-	1,422	-
Other Expenses	2,245	-	2,245	447
	<u>63,152</u>	<u>-</u>	<u>63,152</u>	<u>91,538</u>
<b>Church Administration Expenses</b>				
Administrator	-	-	-	-
Printing & Stationery	3,349	-	3,349	3,217
Telephones	2,245	-	2,245	1,897
Other Expenses	2,199	-	2,199	1,566
	<u>7,793</u>	<u>-</u>	<u>7,793</u>	<u>6,680</u>
<b>Choir &amp; Organ Expenses</b>				
Director of Music	19,129	-	19,129	18,202
Organists	-	-	-	600
Organ & Piano Maintenance	2,432	-	2,432	511
Music & Subscriptions	3,513	-	3,513	330
Other Expenses	603	-	603	2,173
	<u>25,677</u>	<u>-</u>	<u>25,677</u>	<u>21,816</u>
<b>Charitable Giving</b>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
<b>Parish Contribution</b>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
<b>Expenses on Operating Accounts</b>				
Holyoake Fund	-	-	-	-
Organ Fund	-	-	-	-
Youth Fund	-	-	-	-
Fabric & Furnishing Fund	-	-	-	-
Choir Fund	-	-	-	-
Flower Guild Fund	500	-	500	170
Concerts	-	-	-	-
Garden Party	-	-	-	-
Hymn Books & Music	-	-	-	-
	<u>500</u>	<u>-</u>	<u>500</u>	<u>170</u>
<b>TOTAL RESOURCES EXPENDED</b>	<u>97,122</u>	<u>-</u>	<u>97,122</u>	<u>120,204</u>

**PAROCHIAL CHURCH COUNCIL OF ST JAMES THE GREATER CHURCH LEICESTER**

**NOTES TO THE FINANCIAL STATEMENTS  
For the year ended 31 December 2022**

**4 STAFF COSTS**

	<b>2022</b>	<b>2021</b>
	<b>£</b>	<b>£</b>
Wages and salaries	27,215	32,475
Pension costs	238	811
	<u>27,453</u>	<u>33,286</u>

During the year the PCC employed the services of a Director of Music, Organist / Associate Director of Music, a Cleaner and a Building Services Co-ordinator.

There were no other disclosable transactions in respect of PCC members, persons closely related with them or other related parties.

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

		<b>Fixtures &amp; Fittings</b>	<b>Church Hall</b>	<b>Total</b>
		<b>£</b>	<b>£</b>	<b>£</b>
<b>Cost</b>	at 1 January 2022	28,010	41,308	69,318
	additions	-	-	-
	at 31 December 2022	<u>28,010</u>	<u>41,308</u>	<u>69,318</u>
<b>Depreciation</b>	at 1 January 2022	28,010	41,308	69,318
	charge for the year	-	-	-
	at 31 December 2022	<u>28,010</u>	<u>41,308</u>	<u>69,318</u>
<b>Net Book Value</b>	at 31 December 2022	<u>-</u>	<u>-</u>	<u>-</u>
	at 31 December 2021	<u>-</u>	<u>-</u>	<u>-</u>

Fixtures and Fittings comprises both office and church equipment.

**6 ANALYSIS OF NET ASSETS BY FUND**

	<b>Unrestricted Funds</b>	<b>Restricted Funds</b>	<b>Total</b>
	<b>£</b>	<b>£</b>	<b>£</b>
Fixed assets	-	-	-
Current assets	131,622	12,641	144,263
Current liabilities	(84)	-	(84)
<b>Fund balance</b>	<u>131,538</u>	<u>12,641</u>	<u>144,179</u>

PAROCHIAL CHURCH COUNCIL OF ST JAMES THE GREATER CHURCH LEICESTER

NOTES TO THE FINANCIAL STATEMENTS  
For the year ended 31 December 2022

7 LIABILITIES: AMOUNTS FALLING DUE WITHIN ONE YEAR

	2022 £	2021 £
Other creditors	84	630
	<u>84</u>	<u>630</u>