

2022

ANNUAL REPORT



**St Aidan's & St Swithun's Churches and
William Temple (Temple Park Centre)**

ANNUAL REPORT AND ACCOUNTS FOR YEAR ENDING 31ST DECEMBER 2022

Website: www.manorparish.co.uk

Facebook: @sheffieldmanorparish

Churches:

St Aidan's Church, 2 Manor Ln, Sheffield, S2 1UF.

St Swithun's Church, Cary Road, Sheffield, S2 1JP

William Temple (Temple Park Centre),
197 Harborough Ave, Sheffield, S2 1QT

Team Rector: The Revd Sibylle Batten

Bank: Co-operative Bank PLC, 78 – 82 Pinstone
Street, Sheffield, S1 2HP

Parish Architect: Tom Crooks

Tom Crooks Architecture Ltd., 7 Moorland Road,
Hathersage, Hope Valley, Derbyshire, S32 1BH

Independent Examiner: David Ryder FCA

100 Ivy Park Road, Sheffield, S10 3LD

Support & Development Worker: Nicola Smith

Churchwarden: Sue Williams

INTRODUCTION

Welcome to the Annual Reports and Accounts of the Manor Parish. They are a testament to the faithfulness and generosity of both God and members of the parish. They also speak of the significant support and guidance of our funders who have been alongside us through a challenging year. We have much to give thanks for. I am very grateful to everyone who plays a part in the life of the Manor Parish and hope that these pages will inspire others to take on new roles in the life of our church. My special thanks go to Alison Digman who stepped down as PCC Secretary after nine years of dedication and commitment to the role, and also as an active Sunday Club Leader, and fund-raising leader for many years. Alison's contribution to the life of the parish has been varied and invaluable and we all wish her well for the future.

Our Annual Meeting will take place after the morning service at St Aidan's Church on April 23rd. I do hope you can join us as we give thanks for the past and look forward with hope and optimism to the coming year.

Sibylle.

**Annual Parochial Church Meetings,
including the Meeting of Parishioners (Vestry Meeting)
& Annual Parochial Church Meeting
St Aidan's Church, 23rd April 2023, 12md**

Agenda

Welcome by the Team Rector

1. Opening prayers
2. Apologies for absence
3. Minutes of 2022 Annual Parochial Church Meetings
4. Matters Arising
5. Meeting of Parishioners – Election of Churchwardens
6. Presentation of Annual Report & Accounts
7. Election of Attercliffe Deanery Synod Representatives
8. Election of Lay Members to the PCC
9. Appointment of Independent Examiner
10. Final words of thanks
11. Closing prayers

**Minutes of the Annual Parochial Church Meetings
of the Parish of Sheffield Manor
held on Sunday 10th April 2022, St Aidan's Church, Manor Parish**

Present: - Out of the **93** Electoral Roll members entitled to attend and vote, the following **17** members were in attendance: -

Jessica Child-Cavill, Julie Child-Cavill, Alison Digman (PCC Secretary), Chris Digman, Elizabeth Dziruni, Michael Dziruni, Catherine Fish, Anne Lawton, Martin Lawton, Adele Nicholls-Lee (Lay Chair), Emma Okpalaeke, Rachael Oludipe, Nathaniel Oni, Lilian Tootell, Michael Tootell, Julie Wagner, Susan Williams.

In attendance: - Revd Sibylle Batten, Revd Hilary Jowett, Revd Canon Nick Jowett

- 1. OPENING PRAYER** led by Revd Sibylle Batten.
- 2. APOLOGIES FOR ABSENCE:** - Jenny Richardson, Geoff Richardson, Christine Humphries, Claire Dalpra, Andrew Wooding, Sioned-Mair Richards.
- 3. MINUTES OF THE 2021 ANNUAL PAROCHIAL CHURCH MEETING**

These were signed and accepted as a true record with no Matters Arising.

4. ANNUAL VESTRY MEETING - Election of Church Wardens

Elizabeth Dziruni stood down as Churchwarden in April 2021 and Leo Nosakhare resigned in October. Thanks were given to them both for their support during their term served.

Sue Williams is currently the only Churchwarden for Manor Parish and no additional nominations had been received. We are grateful to Sue for all her hard work and dedication to the Parish and for agreeing to continue in this post.

Annual Vestry Meeting Closed

5. PRESENTATION OF ANNUAL REPORT AND ACCOUNTS FOR 2021

Highlights and Challenges of the Year:

2021 has been a year to remember: the Parish in vacancy, Covid impacting on all of us, periods of lock down alternating with churches opening up. Our experienced and much-loved Associate Priest, Karen Colley, left at the end of December to fully recover from Covid and explore next steps on her journey. Her creativity, pastoral heart and eye for detail were such a gift, and she is much missed by us all.

We are so very grateful to Sibylle, Priested only in September 2020 and without a Training Incumbent in situ from the end of December 2020, for her hard work and continued commitment to the Parish.

The PCC and wider Parish Team Leaders have pulled together, playing to individual strengths but also learning new skills and developing expertise, ready to share resources and always encouraging.

The past 12 months have been challenging, with many feeling tired. And yet, there is such a generosity of heart, time and skills are offered, and there's an openness to the Spirit. Newcomers to the area are joining us, and we have many inquiries for baptisms. There are the new shoots of life and there is hope!

Thanks was given to everyone for all the support they have provided to the Parish during 2021, especially during the challenges of the pandemic and vacancy. Particular thanks was given to Sue Williams for collating, editing and compiling the Annual Report once again.

Money and Finance

Chris Digman presented the Treasurer's report, summarising key financial information:

This year saw a deficit of £4024 for the Parish after carrying forward income appropriately into 2021 for wages. This should be seen in the context that the Parish was in surplus of £4324 for 2020. The overall result is that our finances at the start of 2022 are in a similar position to the start of 2020 (pre-pandemic). The shift in utility prices for gas and electricity is of particular concern looking forward. Therefore, we will continue to keep a close eye on the finances and be prudent in our expenditure.

All were in favour of accepting the 2021 accounts.

6. ELECTION OF DEANERY SYNOD REPRESENTATIVES

Catherine Fish decided to step down and David Reynolds resigned earlier in the year. Both were thanked for all the support they had given during this time. Sue Williams has agreed to continue and Chris Digman has agreed to represent the parish. Therefore, the following nomination had been correctly received prior to the start of the meeting:

Chris Digman	Proposed: Sue Williams	Seconded: Adele Nicholls-Lee
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Accepted and unopposed.

7. ELECTION OF PAROCHIAL CHURCH COUNCIL

Andrew Wooding and Chris Digman have come to the end of her term and Andrew was thanked for all his support and commitment during his time served. Emma Okpalaeke and Elizabeth Dziruni could only attend two meetings and therefore created casual vacancies, but it was agreed that Elizabeth could continue, as she had spent much time abroad with her family. With Catherine resigning her ex officio role on Deanery Synod allowed her to be nominated for PCC as an elected Lay Member. There were 4 places on PCC and the following nominations had been correctly received prior to the start of the meeting:

Catherine Fish	Proposed: Emma Okpalaeke	Seconded: Julie Child-Cavill
Julie Child-Cavill	Proposed: Julie Wagner	Seconded: Ann Whitehead
Sioned-Mair Richards	Proposed: Sue Williams	Seconded: Adele Nicholls-Lee

All accepted and unopposed. Thanks was given to all who had served on the PCC during 2021.

8. APPOINTMENT OF INDEPENDENT EXAMINER

This post is currently vacant. Thanks was given to Colin Peskett for taking on the temporary role of Independent Examiner for 2021.

9. ANY OTHER BUSINESS AND CLOSING PRAYERS

Everyone was thanked again for their ongoing support to the Parish.

The advertisement for the vacancy for the position of Team Rector went live on April 8th, with a closing date of 6th May 2022 and interviews to be held on 26th May.

The meeting closed with The Grace.

CURATE'S AND TEAM RECTOR'S ANNUAL REPORT 2022

I finished my contribution to the Annual Report 2021 with the words: *"I look back over 2021 grateful for all the opportunities this parish has given me, and the support I have received. I look forward to 2022 with excitement and curious as to where this God of abundant love will lead us."* I was then in the final year of my curacy. 2022 has been a year of change: I write this report now as the Team Rector of Manor Parish, and Oversight Minister of the North Attercliffe Mission Area, having been Inducted in late September 2022.

Over the last year, people have asked when we will be returning to "normal" and I keep reflecting that we won't be going "back" to the way things used to be, but we will be moving forward, maintaining all those things which are valuable to this church community, drop what no longer serves us well, and tend to the new shoots of growth we are seeing around us.

2022 has been both an encouraging and challenging year, with the parish starting to rebuild slowly after the pandemic. We have had more positive outcomes from grant applications; are building strong relationships within the Mission Area and with other churches and faith communities based in S2, as well as with the Church Army and Sheffield Cathedral; and are reaching out to schools and community organisations in the parish in a spirit of partnership. Having said a sad farewell to our Community Development Worker Simon Loveitt and his wife Marian who left to move to London, we (Manor Church and Community Project) have appointed Lisa Wigfield who will be starting at Temple Park Centre in January.

2022 key highlights have included:

- In January we took 5 of our young people to Breathe Deep at Sheffield Cathedral and had a great time, celebrating our faith in such a vibrant and inclusive environment;
- A successful grant application to the Sheffield Church Burgesses Trust for the post of Support & Development Worker for which we are most grateful;
- Joint celebrations at Easter and Harvest time with our Mission Area Partners and the Salvation Army, praying and singing together, making friends, building foundations for ongoing

collaboration: by intentionally opening up our services to each other we can experience a wider range of traditions, encouraging lay ministry and reducing pressures on clergy;

- Sheffield City Council approval of premises for a Community Shop across from St Swithun's which will house the Food Club and extend the reach of the Foodbank;
- The return of school concerts and nativity plays to our churches after years of pandemic;
- Parish support for Arise, and keeping watch at the city centre cross during Holy Week;
- A very moving Memorial Service attended by many who had been unable to say farewell to their loved one in the way they would have wanted, due to Covid restrictions;
- Our Remembrance Service with the 186th Sheffield (Manor) Scout Group, with children and young people leading the prayers, reflecting on Godly Play, some sharing their own experiences of displacement and war: a real privilege to be alongside them;
- Opening the church for prayer and remembering following the death of the late H.M. Queen Elizabeth II, and welcoming members of our wider community in their grief;
- Support from the Church Army whose Lead Evangelist to the city centre, Stephen Ramshaw, is now based in our parish and challenges and inspires us with his preaching and commitment to holding a space for those pushed to the margins of society;
- My Induction and Installation as Team Rector – what a wonderful celebration it was, bringing together the diverse and inclusive community which is our parish!

The main challenges have included:

- Responding to vandalism and the increasing maintenance needs of our buildings;
- Exploring ways of keeping our young people involved and interested as they grow older;
- Seeking to continue to respond to the growth of poverty and social pressures within the parish, which has been exacerbated by the rise in the cost of living;
- Reaching out to the individuals and families who have moved into the new-builds on the estate during the pandemic, and who have few links with the local community;
- Providing good pastoral support to those who are reluctant to return to church after the pandemic, or are too frail, and the many who have lost loved ones and are grieving, and are looking for comfort, bereavement support and a place of belonging.

OUTREACH / WIDER COMMUNITY

After two years of intermittent lockdown and the parish in vacancy, it has been a joy to be able to welcome community groups to our buildings again, and to start joining in with their celebrations. In my role as Team Rector I am now a governor at two of our primary schools, offer assemblies and we regularly host visits to the churches. Shared worship with our Scout Group was a delight as they co-led the Remembrance Day service at St Swithun's, and invited us to a Carol Service. Whilst an icy spell put a stop to carolling around the estate and a Christmas Concert, our Christingle was a joyful get-together



and a wonderful opportunity to share something of the Christmas message within the wider parish, with children from the Emmanuel Christian Fellowship joining us for the afternoon. The S2 Foodbank and Food Club continues to be in high demand, with more people accessing it every week; the new Community Shop due to open in early 2023 is therefore much needed. We continue to be very grateful for all the support we receive through regular donations of time, food and money.

WORSHIP

Parish Eucharist

During the pandemic, we had to adapt our morning worship to ever-changing circumstances and now we celebrate the Eucharist in a way which is recognisable from what we did before, but not exactly the same. We are fortunate to have a large and airy space in which to meet and currently rely on screens, using a dyslexia-friendly layout for the slides, rather than on printed service booklets. We continue to share the Eucharist in one form only and have not yet returned to the Common Cup as this feels appropriate while Covid infections continue. Thank you to everyone who is involved in the Parish Eucharist, up front and behind the scenes, especially to the 'Churchwarden-Verger', our small and dedicated tech team, our Worship Leader, Catherine Fish, who encourages musicians and introduces us to new hymns and worship songs, our Children's Leaders and the faithful parishioner who so beautifully takes care of our linen. It is a real team effort, thank you!

Night Prayer

Early on in lockdown, we started to offer weekly Night Prayer on Zoom; at first facilitated by the then clergy team, and now by Sibylle Batten, Claire Dalpra and Andrew Wooding with around 10 people regularly joining in and closing the day with psalms, 'Stories in the Sand' reflections and intercessions. We use Common Worship Prayer which gives us a sense of uniting our prayer with the perpetual prayer of others within the Anglican Communion. An important part of these times is the few minutes we hold silence, praying for members of our congregation and the concerns of our communities. For some who live alone, it's become a space to check in, to know that someone will be there. There's something comforting about knowing that whether we pray alone or with others, we keep one another in mind and can reach out to one another as companions on the way.

Occasional Offices

As well as our regular services, we enable our community to celebrate and thank God at the milestones of their journeys through life. Through baptism we thank God for the gift of life, in marriage public vows are exchanged with God's blessing, and at funeral services family and friends express their grief and give thanks for the life which is now complete in this world and commend the person into God's keeping. In 2022 we celebrated 12 baptisms, conducted 2 weddings and one renewal of vows, and 17 funerals, each a poignant moment and a privilege to be part of.

CHILDREN AND FAMILIES WORK.

As we look ahead to 2023, we are hoping to widen our offer to the different age groups represented at our churches, and to bring St Swithun's back as a regular place of worship. Our ARK service took to Manor Fields for Good Friday, attracting new families of all shapes and sizes. In Advent we invited the very young of our community and their grown-ups to an afternoon of music and dance, a visit to Santa with presents galore and hot dogs for all. We had a very full church, something to build on! The team never cease to amaze us with their adventurous ideas.

OUTLOOK FOR THE FUTURE

Our schedule for 2023 includes

- working with the PCC, congregation, wider parish and partner organisations on revising our Mission Action Plan which will shape our priorities and inform what working groups we need to set up;
- finding ways of developing our partnership with the Mission Area and our ecumenical partners;
- clarifying the roles which lay people play in our churches and community, and involving as many people as possible in the life of the church – every person has value, everyone counts and we all have gifts to share;
- encouraging everyone to speak up for the values which are at the heart of our faith, and to grow in confidence and deepen our faith;
- to continue to review our worship and music, and encourage growth in spirituality, prayer and a commitment to being followers of Christ;
- exploring how we can use the green spaces around St Swithun's church more creatively;
- to start the process of becoming an Eco-Church.

I would once again like to thank everyone who has supported the church's worship and activities, worked hard to raise funds and contributed to the running of parish during 2022, working together for God's Kingdom here in Sheffield Manor Parish.

Revd Sibylle Batten,

Team Rector of Manor Parish and Oversight Minister for North Attercliffe Mission Area



CHURCHWARDEN'S REPORT

Most of my year was heavily involved with the Vacancy and helping to keep the parish ticking over day-to-day. As last year, my work was varied, at times demanding, stressful and frustrating, especially as I continued to 'wear my other hat' working as Verger to the parish! How grateful I have been for the support of our Curate / Team Rector, PCC, parishioners and our Support & Development Worker, Nicola Smith – bless you all and thank you for continuing to make my job bearable, rewarding and worthwhile! It has been an honour to serve the parish and community for another year.

Some of the 'happenings' undertaken since April have included:

- Continued to monitor the security of the empty vicarage and liaising with the Property and Finance Depts., architect, surveyors and contractors regarding the items of work still needed before the new Incumbent moved in.
- Attending the Annual Churchwarden's Conference.
- Elected to the House of Laity of Sheffield Diocesan Synod.
- Assisted at a stall run by St Mark's Broomhill and Manor Parish at Sheffield Pinknic, which is a yearly free event held at the Peace Gardens ran by the committee of LGBTSheffield.
- Meetings with Diocesan Generosity & Giving Team, attending the Digital Workshop with Nicola Smith, successfully applying for a Contactless Card Reader for St Aidan's, installing a Wi-Fi Mesh system to allow full and free Wi-Fi access throughout the building. We will start offering more opportunities for people to give digitally next year. With Revd Sibylle Batten, attended a useful Digital Presence Review Meeting with the Diocesan Digital Mission Advisor.
- Advertised for a new cleaner to be on the payroll and drew up a Contract of Employment. Adele Nicholls-Lee and I interviewed candidates and appointed Vicky Hall whose contract started in February. Grateful thanks go to Julie Child-Cavill who had been our cleaner at St Aidan's for several years, and continues to be a vital member of both the Children's Team and PCC.
- Claire Dalpra and I were proud to represent the parish at the inauguration of our local councillor and PCC member, Cllr Sioned-Mair Richards as the Right Worshipful the Lord Mayor of Sheffield at the Town Hall. It was a double celebration, as Revd Karen Colley was appointed as Chaplain to The Lord Mayor.
- Attended the online national conference of Movement of Supporting Anglicans for an Inclusive Church (MoSAIC)
- Welcoming the Clarinet Group of children from Manor Lodge School who came to St Aidan's for their weekly classes.
- Welcoming schools back to our churches – Manor Lodge school visit led by the Children's Team, their three Christmas performances at St Aidan's and Prince Edward School at St Swithun's.
- Accepted the invitation to be an honorary trustee representing the parish at Manor Community Church Project (MCCP) meetings, until the new incumbent took over.
- Churchwardens have a key role in all safeguarding issues in the life of the church and I have completed the required Leadership Training and will undertake the required Safer Recruitment training next year. I have also done the diocesan Unconscious Bias Training.
- Acquired two 150-year-old Churchwarden's Staves made from antique oak and topped with decorative solid brass finials of a cross and mitre. Sincere thanks to the parish of St John's, Sharow, part of Ripon Cathedral Benefice, for their generosity.



I continued liaising with the Archdeacon, Area Dean, Associate Archdeacon, Bishop Sophie's office and Steve Eccleston, our Link Burgess with the Sheffield Church Burgesses Trust, regarding the next stages of the Vacancy process, with Chris Digman and I continuing our roles as Parish Representatives in the recruitment and selection of our new Team Rector. There was much to do in

finalising the Parish Profile we had started, and agree on the advertising, date for interviews and so much more.

Interviews were held and, to everyone's delight in June, it was officially announced that our new Team Rector would be our Curate, Revd Sibylle Batten. And so there was more work to do!

The Welcome Service of Induction & Installation was set for September 19, invitations sent out, caterers booked, volunteers signed up, hire of microphones organised, seating plans done, help from the cathedral sorted, Order of Service compiled and agreed on by Bishop Sophie, church cleaning organised, church grounds tidied and we were ready. And then came the heart-breaking news on September 8 that H.M. Queen Elizabeth II had died and the nation was in national mourning. After a mild panic, frantic emails and conversations, new date was set for September 22. Invitations were re-sent and everything else rescheduled. The evening was a huge success and one of the happiest Welcome Services attended by over 100 people from far and near.



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Welcome to your new role in the parish Sibylle, and my heartfelt thanks for carrying the weight of ministry alone during the year. I look forward to working with you and supporting you as you face new challenges and opportunities in your leadership of Manor Parish on our journey in building God's Kingdom.

Sue Williams
Churchwarden

REPORT ON THE PROCEEDINGS OF THE PCC FOR 2022

Each Church of England parish holds two annual meetings (normally consecutive), to be held before May 31st looking back at the previous calendar year.

First, a meeting to elect the churchwardens, at which anyone may vote who is resident in the parish, as well as those on the electoral roll who live outside the parish boundaries. This emphasises the fact that churchwardens serve the whole parish and not just those who attend church.

Second, an “annual parochial church meeting” (APCM), at which only those on the electoral roll may vote. This meeting reviews the activities and finances of the Parochial Church Council (PCC) for the preceding calendar year, and appoints its officers and auditor.

The PCC consists of *ex-officio* members – the ordained clergy, the churchwardens, and parishioners who are members of Deanery, Diocesan or General Synod – and members elected by those on the Electoral Roll of the parish. All who attend our services are encouraged to register on the Electoral Roll and stand for election to the PCC.

The PCC is responsible for making decisions on all matters of general concern and importance to the parish including on how the parish funds are spent. PCC also spent time reviewing Parish Policies and appraisal of fees for funeral, wedding, and hall lettings.

The Parish was entitled to have **9** elected members of the laity on the PCC, due to the fact there were **93** members on the Electoral Roll. Last year, the PCC held 5 full meetings, plus official meetings concerning the vacancy process.

During 2022 the following people served on the PCC:

<u>EX-OFFICIO</u>		<u>TERM DATES</u>
Revd Sibylle Batten	Assistant Curate (P/T SSM)	From June 2019
	Team Rector / Oversight Minister	From September 2022
Sue Williams	Church Warden / Verger /Deanery Synod Rep / Diocesan Synod Rep / Parish Representative 2021- 22	Apr 2021 - Apr2027
Chris Digman	Parish Treasurer / Parish Giving/Gift Aid / /Parish Representative 2021-22 / Deanery Synod Rep	Apr 2022- Apr 2025
<u>ELECTED LAY MEMBERS</u>		
Jenny Richardson	Haven@Table & Kairos Coordinator	Apr 2017 – Apr 2023
Adele Nicholls-Lee	Parish Safeguarding Officer	Oct 2020 – Apr 2026
Alison Digman	PCC Secretary -Resigned	Oct 2020 – Apr 2026
Elizabeth Dziruni	ZINAFE / Shona Community	Apr 2021 – Apr 2027
Julie Child-Cavill	Children’s Team	Apr 2022 – Apr 2028
Sioned-Mair Richards	Lay Chair	Apr 2022 – Apr 2028
Catherine Fish	Electoral Roll Officer	Apr 2022 – Apr 2028
<u>CO-OPTIONS</u>		
Stephen Ramshaw	Church Army	Apr 2022- Apr 2023

Sue Williams
pp PCC Secretary

ELECTORAL ROLL REPORT

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

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

The Electoral Roll is the list of people who have the right to attend and vote at the Manor Parish Annual Church meetings, stand for our church council (PCC), or one of the local or national bodies e.g., Deanery Synod, Diocesan Synod or General Synod. For those who are involved with the church and not already on the electoral roll, there is a form which needs to be completed and returned to the Electoral Roll Officer, Catherine Fish.

To qualify you need to be baptised, aged 16 or over and either live in the parish or attend worship here regularly. Worshipping via Zoom also counts. Please do sign up if you haven't already because it's one of the ways the wider church sees how active our parish churches are.

If you are new to our church, please consider signing up for the right to attend and vote at the Annual Church meetings. It isn't a membership, as we are not a club! It is, in fact, an important part of what it means to be an active participant in the life of your church and its community.

The number of those on the Electoral Roll also dictates how many elected lay people we can have on the PCC – the 'management team' for the parish. We now have a total of **91** on the Electoral Roll; **47** reside in the parish and **44** live outside the parish boundary. This allows us to have 9 elected lay members on the PCC.

Catherine Fish
Electoral Roll Officer

FABRIC AND MAINTENANCE

The Maintenance Group consists of Chris Digman, Revd Sibylle Batten, Sue Williams and Julie Child-Cavill, with meetings held on Zoom.

The Quinquennial Inspection Report (QIR) continues to be the point of reference for prioritising maintenance issues, most of which are heavily dependent on obtaining funding. The new Diocesan Buildings Team, together with the Giving & Generosity team provide much-needed advice and resources to assist us.



The Diocese aims to achieve Net Zero carbon emissions by 2030, which will not be attainable by many parishes however, we now have to produce an annual Energy Footprint Tool. Sadly, it reflects very heavy emissions in both buildings, mainly due to the out-dated heating and lighting systems and poor insulation. We have a long and expensive journey ahead.

St Aidan's Vicarage

All scheduled works were satisfactorily completed prior to the new Team Rector and her partner moving in August 2022. However, a new boiler had to be fitted at the year end.

The main issues in the past year at our churches have included:-

St Aidan's

- Cutting back of severely overgrown hedges and shrubs along the perimeter walls of the grounds with similar work to the shrubs close to the church walls around the sanctuary and Side Chapel done by willing and generous volunteers.
- Obtaining quotes and advice regarding a possible new sound system.
- Roof repairs following water ingress after severe storms.
- General inspection by electrician, resulting in a poor safety rating for lighting and general electrical system

St Swithun's

- Repair to main door following vandalism to glass plus failure of closing mechanism
- Obtained quotes for repair to vandalised windows and windowsills
- Fly-tipping and littering around the church continues and is difficult to control
- Guttering and rain-water goods still in need of repair / replacement when funding allows
- General ground maintenance needed, especially to tidying or removal of overgrown areas
- Vandalism to brickwork around perimeter wall and flower beds, plus paving blocks removed by the bin store
- The lighting and general electrical systems have a poor safety ratings and need urgent attention

Pending work.

- Fire Inspections at both churches
- Intruder and fire alarm systems outdated and in urgent need of replacing
- Install Safe Access to roof space at St Aidan's; needed to provide full access to roof space which also needs the flooring to be made safe
- Removal of unusable stair lift and replace with new one, plus fit new handrails
- Regular in-house Fire Risk Assessments to resume for both churches
- Monthly Maintenance Inspection Checklist of both buildings to be done
- Removal of shrubs close to church wall around St Aidan's to allow for access and inspection of walls and safe access by contractors using ladders or scaffolding
- Continue to work through our maintenance plan to ensure our buildings are in good order and fit for purpose ,paying particular attention to St Aidan's water ingress, heating system and floor problems
- Exploring what improvements can be made to toilets and upgrade the Accessible Toilets

- Follow QIR priorities when planning and budgeting for maintenance work and aim to draw up a timescale for completion of works

Sincere thanks to Nicola Smith, our Support & Development Worker, for ensuring all routine servicing and inspections were carried out in both buildings.

Sue Williams
Churchwarden

PARISH FINANCES

Treasurer's summary for the year 2022

This year saw a surplus of £4459 recorded in our accounts for the Parish after carrying forward income appropriately into 2022 for wages. The surplus should have been £2619 however as the final payment towards the Common Fund came out just after the end of 2022. Overall our small surplus should be seen in the context that the Parish was in deficit of £4039 for 2021.



Our accounts show funds as unrestricted and restricted. Restricted funds are those that have been given for a specific purpose whereas unrestricted are not for any particular purpose and can be spent as deemed fit.

Income

We are extremely grateful for congregational giving. Overall, giving was down compared with 2021 by circa £2000. Considering the struggle and pressure COVID and the cost-of-living crisis has placed on families, we have been blessed by the Parish's continued generosity. This formed just under half of our total unrestricted income. Its worth noting that our individual donations appear high. This is primarily due to giving from individuals in the Parish that cannot be gift aided (as they typically have been gift aided through work).

Our hall lettings were double that of 2021, similar to levels pre-pandemic. Our letting income continues to be boosted by payments from the food bank based at St Swithun's Church which is a critical service to the local community. We did not hold church fayres again this year which represents circa £2000 of income not coming in.

In the Autumn, we installed contactless giving facilities to enable those attending and visiting the church to give more easily. As we embed this practice, we hope this alternative giving method can create an uplift in giving during services and in particular at celebratory one-off services such as Baptisms and Weddings.

Expenditure

We paid 11 out of 12 months of the Common Fund to the Diocese in 2022, with the final payment being made very early in 2023. Our utility costs were greater than in 2021 as buildings become more utilised and we started to see the increase in costs. Maintenance and repairs expenditure was lower than anticipated, and we have shifted to increasing the level of servicing undertaken.

We continue to witness prudence and hard effort by many in the Parish to keep our expenditure as low as possible.

Financial support to the Parish

The Sheffield Burgesses Church Trust are good friends to us, and we are very grateful for their generosity. The Manor Parish was one of the eight parishes with an allocation of £9,375 of additional funding from the Burgesses which was paid directly the Diocese. We also received from them the funding for our Support and Development Worker who provided the continuity we so needed, particularly during the pandemic and time of vacancy.

Our Support and Development Worker will now support the PCC and Rector in exploring other grant funding and income generating opportunities to make us financially more resilient whilst making the church environment more welcoming and therefore more 'mission-friendly'.

The Burgesses also contributed to the ecumenical funding mix reflected in the partnership which is the Manor Church and Community Project (MCCP) and which pays for the Community and Cohesion Worker. But besides their significant financial contribution our Link Burgess, Steve Ecclestone, also offers a listening ear, and takes the role of a much-appreciated 'critical friend'.

2023

Looking forward, we recognise that each year provides its own financial difficulties. The shift in utility prices for gas and electricity is of particular concern. Therefore, we will continue to keep a close eye on the finances and be prudent in our expenditure. We will continue to rely in part on the generous giving of the Parish. In addition, the Parish team continues to work hard to obtain grants which we apply for (often we do not receive notification for until later in the year).

Finally, I would like to thank all those who manage the parish finances across the churches, limit expenditure and maximise income. In particular Nicola Smith (Support and Development Work), Sue Williams (Church Warden) and Sibylle Batten (Rector). Thanks also to David Ryder who was our Independent Examiner and provided helpful advice on improving our practice.

Chris Digman
Treasurer

MANOR CHURCH & COMMUNITY PROJECT (MCCP)



2022 has been a year of regathering: our partners MASKK (Manor After School Kids Klub) have been able to rebuild their core childcare offers over 2022; Pinder Dance Productions have also added more classes and are well received in the community. The Scouts section of the 186th Sheffield (Manor) Scout Group continue to meet at Temple Park Centre and value the safe, clean and modern facility.

There were stage shows put together in cooperation with Sheffield Theatres during the school summer holidays and an amazing Christmas show with dance, sketches and singing from local children and groups. We also ran our first craft and fun afternoon/*crafternoon* at Temple Park Centre. It felt good to see the Centre so well used by local people, joining together for times of celebration and entertainment. We are hoping to build on last year's successes with additional bookings generating more income for the project in the future.

During the first half of the year, a lot of time and consideration was spent on rewriting and rescoping MCCP's policies. We updated and adjusted our objectives and fine-tuned funding applications to the URC, the Methodist Church (both at Sheffield Circuit and Sheffield District levels), The Sheffield Church Burgesses Trust and the Diocese of Sheffield for the Community Cohesion and Outreach Worker post. These efforts have proved successful and this has enabled us to develop plans for the next three years.

In September, Revd Sibylle Batten was appointed as the new Team Rector to the Manor Parish and joined the Board of Trustees. Sibylle will become deputy chair in the course of 2023. During 2022 we also welcomed Deacon Annabel Terry (Methodist) and Michael Wilks from the Manor Parish as new trustees for the charity.

At the end of March we said good-bye to Simon Loveitt, who had served the Manor Church and Community Project for nearly 8 years as Church Related Community Worker. We are indebted to him for the foundations he helped to build and for so many of our local partnerships and the good relations we continue to have with



local agencies. We succeeded in securing the necessary funding for a full-time community worker post by the beginning of August and appointed Lisa Wigfield as our new Community Cohesion and Outreach Worker, with a start date of mid-January 2023. We are confident that she is a good fit for the MCCP team and brings plenty of expertise, empathy, experience and new ideas with her. We really look forward to working with her.

Priorities for the future

For 2023, we are planning to:

- continue development and sustain partnerships and relationships across our community with partners old and new
- explore regular co-operation with MASKK in their offers for activities that involve parents/carers of the children who attend the after-school activities
- increase capacity of community work and engagement within Temple Park Centre, e.g. coffee mornings, warm spaces and bereavement support
- re-engage with regular craft and fun activities and (re-)connect with and deepen the relationships with the families who attend
- continue to develop new forms of worship
- engage with the new neighbours who have been moving into the district over the last four years
- increase bookings of Temple Park Centre for local events, special family occasions and community based services
- manage our energy usage very carefully and develop new income streams in response to significant increases of energy costs

Revd Debora Marschner and Revd Sibylle Batten

ATTERCLIFFE DEANERY SYNOD

Since the last APCM, Deanery Synod has met on three occasions, with one meeting being hosted at St Aidan's. In addition, we had a joint meeting with our 'Twinned Deanery' Ecclesall. While the year has seen a large number of clergy vacancies in the deanery and therefore declining attendances at synod, the Manor Parish was represented and contributed actively at every meeting.

The June meeting was addressed by The Very Revd Abi Thompson, the Dean of Sheffield. She reminded us that the mission statement of the Cathedral is "A place of welcome for all people", and stated that her intention with her colleagues was to make that real through making it as accessible as possible to people of all faiths, ages, and backgrounds. We were encouraged to hear that she sees the Cathedral as being a resource for the rest of the deanery, as well as the diocese, offering worship and music support and advice, and access to learning in many different guises.

At the November meeting the Revd Dan Christian, Diocesan Director of Vocations, and Revd Toby Hole, Director of Mission and Ministry, introduced their roles and responsibilities, focusing on the importance of lay vocations. We also reflected on the Twin deanery meeting and explored questions

such as 'how can we make better use of synod for learning and discussion? How can we be more cohesive within the deanery and with Ecclesall? What shared resources can we offer to, and hope to receive from Ecclesall?' These explorations will no doubt continue into 2023 and beyond as we are keen to support the governance of the deanery and work collaboratively with our partner churches for the common good.

Revd Sibylle Batten



SAFEGUARDING IN THE PARISH

Manor Parish continues to follow the recommendations and guidelines set out in the Diocese Safeguarding Policy. There have been no incidents reported in the year ending December 2022. All volunteers continue to be checked and processed through the Disclosure and Barring Service (DBS). All volunteers who work with children, young people and vulnerable adults have completed and submitted DBS forms and all documentation is currently in date. All documentation is stored correctly by the

parish in accordance with current legislation. A parish safeguarding review was completed in May alongside an audit of training needs. Emma Okpalaeke stepped down from the role of PSO and we would like to take this opportunity to thank Emma for her work as PSO and we value her continuing support and kindness as a valued member of our congregation.

Safeguarding continues to be a standard item on the agenda of each PCC meeting. All PCC members have been encouraged to register to receive the Diocesan Safeguarding newsletter as this is a valuable source of information and it clearly explains a range of current issues and points of interest within the Church of England. All training within the Diocese can be accessed directly from the newsletter. The Parish Safeguarding Team (Adele Nicholls-Lee (PSO), Sue Williams (Churchwarden) and Revd Sibylle Batten (Team Rector) are available for people to contact if they have any questions or concerns. Manor Parish will strive to adapt and review all relevant policies and risk assessments thus ensuring that we continue to do everything possible to safeguard all members of our church community.

Adele Nicholls-Lee

Parish Safeguarding Officer

CHILDREN'S AND YOUTH WORK



Sunday Club and Ark continued as normal throughout 2022 led by Claire Dalpra, Andrew Wooding, Vickie Woodley, Julie Child-Cavill, and Lilian Tootell. Malcolm Simmons joined the Sunday Club team part way through the year to inspire us through his art. Attendance is on the low side with between 1-8 children in Sunday Club and between 15 and 30 people at Ark. However, post-Covid, children from Pipworth school visited St Swithun's last summer and Vickie organised for classes from Manor Lodge to visit St Aidan's.

The 2022 Breathe Deep diocesan youth day took place in April this year, meeting in Sheffield cathedral for the first time. Thanks to Andrew for his willingness to organise booking and Julie and Sibylle for supervising on the day.

On Good Friday, we organised an outdoor gathering on Manor Fields with games, a short Good Friday reflective service and picnic lunch. We had 36 in all, and we were very proud that we had the courage to try something different; it was good to see many new families at that event.

Emma Okpalaeke organised a very well-attended Remembrance Day service with the Cubs and Scouts as well as the Crib Service at St Swithun's on Christmas Eve. All Manor Church and Community Project activities have been on hold but, in December, we were able to put on our first craft afternoon since Covid. This time we held it at Temple Park Centre as a joint event with MASKK (Manor After School Kids Klub)

Also in December, we held our third Christmas Toddler Disco which sold out in 24 hours. Organised by Julie, we welcomed between 30 and 40 new families from the community into our building for the disco. Ruth Mills was the DJ, Sunday Club leaders and volunteers organised hot dogs and drinks, and Santa turned up in person for a grotto, with his elves giving out a wrapped present for every child. This year's Christingle was also well-attended with 70 oranges, generously donated by Simpson Funeral Directors.

The Children's and Youth Team are in touch regularly in WhatsApp groups, including Sibylle, and they meet for planning and social time. This autumn, Julie and Vickie completed the Sheffield Diocese Safeguarding Leadership Course.

The Children's and Youth Leaders

HAVEN@TABLE

Haven@Table began the year with its monthly Zoom meetings, until we reached the point in the summer when we all felt able to emerge and meet again in person, initially outdoors and then inside when we reached autumn. It has been good to rediscover the joy of being around the table to share a meal and chat, share our stories, poems, relevant words from Bible – and much more, with quiet prayer and reflection.



Each meeting focuses on a particular theme. We've been aware of changing seasons in our lives, changing seasons in the life of the church and the way the seasons are changing with global climate change. We've celebrated and welcomed each other again around the table. We've thought about living in hope, and the value of refreshment and re-creation. In November, we considered how we might reconcile remembrance with action and prayer for peace. As always, Haven@Table has been a place for us all to relax and be ourselves.

During the year, we have met on 8 occasions. For 2 months we didn't meet because of holidays, for one month because of Covid, and in December the snow beat us. As always, ill health, holidays away and family commitments sometimes prevent people participating, but the group has remained steady with 12 regulars, and an average of between 8 and 9 people each month. As we settle back into our regular monthly get togethers over a meal, we would love to extend our hospitality to others and share our welcoming space.

Jenny Richardson

Haven@Table Co-ordinator



Ecumenical Parish of Sheffield Manor

Financial Statements

for the year ended 31st December 2022

Ecumenical Parish of Sheffield Manor

Financial Statements for the Year Ended 31st December 2022

Receipts and Payments Accounts

	Unrestricted	Restricted	Totals	Totals
	Fund	Fund	2022	2021
	£	£	£	£
RECEIPTS				
Voluntary Receipts				
Gift Aid Giving	9,410	-	9,410	12,570
Gift Aid Recovered	3,473	-	3,473	4,137
Envelope Giving	2,185	-	2,185	2,191
Sunday Eucharist Collection	954	-	954	462
Other Service Collections	650	-	650	243
Individual Donations	9,184	-	9,184	8,190
Special Collections	85	-	85	345
Baptism Collections	292	-	292	242
Wedding Collections	104	-	104	-
Miscellaneous Fundraising	84	-	84	37
	<u>26,421</u>	<u>-</u>	<u>26,421</u>	<u>28,417</u>
Other Receipts				
Wedding Fees	1,278	-	1,278	-
Funeral Fees	5,302	-	5,302	2,707
Certificates	160	-	160	183
Dividends	162	-	162	158
Grants	278	-	278	2,808
Insurance Claims	4,573	-	4,573	-
Minibus Collection	562	-	562	190
Hall Lettings	18,088	-	18,088	9,984
Charity Giving	100	-	100	-
Parish Miscellaneous	874	-	874	385
Church Burgesses grant to fund Support and Development Worker	-	6,306	6,306	6,124
	<u>31,377</u>	<u>6,306</u>	<u>37,683</u>	<u>22,539</u>
Total receipts	<u>57,798</u>	<u>6,306</u>	<u>64,104</u>	<u>50,956</u>

Ecumenical Parish of Sheffield Manor

Financial Statements for the Year Ended 31st December 2022

Receipts and Payments Accounts (continued)

	Unrestricted	Restricted	Totals	Totals
	Fund	Fund	2022	2021
	£	£	£	£
PAYMENTS				
Ministry				
Vicarage Water	130	-	130	519
Clergy & Staff Travel	-	-	-	11
	<u>130</u>	<u>-</u>	<u>130</u>	<u>530</u>
Premises				
Cleaning & Caretaking	2,545	-	2,545	2,025
Church Gas Supply	5,029	-	5,029	3,106
Church Electricity Supply	3,210	-	3,210	2,548
Church Water Supply	1,432	-	1,432	861
Insurance Repairs	4,211	-	4,211	-
Church Insurance	4,434	-	4,434	4,161
Church Building Sundries	10	-	10	10
One-off renewals	258	-	258	49
Maintenance and repairs	1,674	-	1,674	2,692
Repairs and maintenance - St Aidan's (restricted)	-	-	-	850
Repairs and maintenance - St Swithun's (restricted)	-	-	-	2,500
Servicing	2,297	-	2,297	1,687
	<u>25,100</u>	<u>-</u>	<u>25,100</u>	<u>20,489</u>
Worship and Mission				
Sacristy Supplies	123	-	123	-
Organist Expenses	130	-	130	70
Vergers Fees	560	-	560	200
Young Peoples Work	56	-	56	-
Worship Resources	42	-	42	17
Catering expenses and refreshments	607	-	607	-
	<u>1,518</u>	<u>-</u>	<u>1,518</u>	<u>287</u>
Wider Church				
Anglican Diocesan Common Fund Contribution	20,246	-	20,246	21,868
Charities	100	-	100	-
Licences & Subscriptions	556	-	556	529
Minibus Costs	1,013	-	1,013	436
	<u>21,915</u>	<u>-</u>	<u>21,915</u>	<u>22,833</u>

Ecumenical Parish of Sheffield Manor

Financial Statements for the Year Ended 31st December 2022

Receipts and Payments Accounts (continued)

	Unrestricted	Restricted	Totals	Totals
	Fund	Fund	2022	2021
	£	£	£	£
PAYMENTS (continued)				
Admin Costs, Wages and Other Payments				
Parish telephone and internet	1,003	-	1,003	1,202
Parish Stationery, Postage, Photocopying, Printing	1,071	-	1,071	1,185
Diocesan Fees/SSM Fees	2,404	-	2,404	1,730
Publicity (inc internet hosting)	34	-	34	28
PA/AV Equipment	144	-	144	-
Parish Miscellaneous	153	-	153	336
Special Collection Expenditure	85	-	85	345
Support and Development Worker - salary	-	6,035	6,035	5,895
Employment Costs	53	-	53	115
	<u>4,947</u>	<u>6,035</u>	<u>10,982</u>	<u>10,836</u>
Total payments	<u>53,610</u>	<u>6,035</u>	<u>59,645</u>	<u>54,975</u>
Excess Receipts/(Payments) for the year	4,188	271	4,459	(4,019)
Cash at bank and in hand at 1st January	1,507	8,315	9,822	13,841
Cash at bank and in hand at 31st December	<u>5,695</u>	<u>8,586</u>	<u>14,281</u>	<u>9,822</u>

Statement of Assets and Liabilities

	Endowment	Unrestricted	Restricted	Totals	Totals
	Fund	Fund	Fund	2022	2021
	£	£	£	£	£
Cash Funds					
Bank Current Account	-	6,048	-	6,048	1,307
Cash in hand	-	123	-	123	200
Less: MCCP Agency balance held (note 1)	-	(476)	-	(476)	-
Bank Current Account for Wages (note 2)	-	-	5,082	5,082	4,811
Bank Current Account for Buildings/Fabric	-	-	3,504	3,504	3,504
	<u>-</u>	<u>5,695</u>	<u>8,586</u>	<u>14,281</u>	<u>9,822</u>
Investment Assets					
Investment Fund Shares at mid market value (note 3)	<u>5,434</u>	<u>-</u>	<u>-</u>	<u>5,434</u>	<u>6,149</u>

The notes referred to above are shown on page 4 of these Financial Statements.

Ecumenical Parish of Sheffield Manor

Financial Statements for the Year Ended 31st December 2022

Notes

1. MCCP Agency balance held at year end

The Parish's former church of William Temple is now leased to the Manor Church and Community Project ("MCCP") which operates as a separate entity. The Parish still processes some receipts and payments relating to MCCP as its agent and these are transferred between the Parish and MCCP monthly. The total transactions in the year are shown below and, as at 31st December 2022, receipts totalling £476 held by the Parish were owed to MCCP. As these agency transactions do not relate to the Parish they have been excluded from its Receipts and Payments Account.

	2022	2021
MCCP total receipts in year	£9,465	£8,856
MCCP total payments in year	£8,989	£8,856
Balance owed by Parish to MCCP	£476	-

2. Manor and Foodbank Salaries

During the year, the Parish has been handling through its payroll the salaries of two workers at the S2 Foodbank at St Swithun's. The relevant salary payments have been fully reimbursed to the Parish each month by the S2 Foodbank. As these agency transactions do not relate to the Parish they have been excluded from its Receipts and Payments Account. This arrangement is due to finish in March 2023. The total receipts and payments that have been processed through the Parish bank account in the year are as follows:

	2022	2021
Total funding receipts in year from Foodbank	£31,907	£22,084
Total Foodbank salaries paid through Parish payroll	£31,907	£22,084
Balance outstanding at year end	-	-

The Parish's Support and Development Worker's salary is funded from an annual grant from the Sheffield Church Burgesses paid into the Manor and Foodbank Wages bank account which is a restricted fund. The balance on this account at 31 December 2022 of £5,082 represents the unused grant at that date carried forward into the next year.

3. Manor Parish Investment Account

COIF Charities Investment Income 300210001T

Kate Emma Fieldsend for Sale Memorial Church Walls and Fabric Repair

Unit holding as at 1st January 2022	299 shares	£6,149 (mid market value)
Unit holding as at 31st December 2022	299 shares	£5,434 (mid market value)

The dividend income from this investment is paid into the Parish's current account and is used for general purposes.

These Financial Statements as shown on pages 1 to 4 were approved by the Parochial Church Council on 12th March 2023 and signed on its behalf by:



Chris Digman, Treasurer

Sibylle Batten
Team Rector

Ecumenical Parish of Sheffield Manor

Financial Statements for the Year Ended 31st December 2022

Report of the Independent Examiner to the members/trustees of the Ecumenical Parish of Sheffield Manor Parochial Church Council

I report on the financial statements of the Parochial Church Council of the Ecumenical Parish of Sheffield Manor ("the charity") for the year ended 31 December 2022 which are set out on pages 1 to 4.

Respective responsibilities of trustees and examiner

The charity's trustees are responsible for the preparation of the financial statements. The charity's trustees consider that an audit is not required for this year (under section 144(2) of the Charities Act 2011 (the 2011 Act)) and that an independent examination is needed.

It is my responsibility to:

- examine the the financial statements (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 financial statements and accounts therein, 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 present 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 2011 Act; and
- to prepare accounts which accord with the accounting records and comply with the accounting requirements of the 2011 Act have 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.



David Ryder FCA

100 Ivy Park Road, Sheffield S10 3LD

13th March 2023