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Diocese of Leeds Leeds Board (“the Board”)

Minutes of the Board held 7 May 2020, held via Zoom conferencing.

Present:

The Rt Revd Nick Baines (Chair), Mr Matthew Ambler, The Ven Paul Ayers, Canon Mr Simon Baldwin, Mrs Marilyn Banister, Ms Kay Brown, The Revd Canon Sam Corley, The Ven Dr Anne Dawtry, The Very Revd John Dobson, Canon Mrs Jane Evans, The Revd Canon Kathryn Fitzsimons, The Rt Revd Dr Jonathan Gibbs, The Ven Jonathan Gough, The Rt Revd Dr Helen-Ann Hartley, The Rt Revd Dr Toby Howarth, The Ven Andy Jolley, Mr Andrew Maude, Canon Ann Nicholl, The Rt Revd Tony Robinson, The Rt Revd Paul Slater, The Ven Peter Townley, Mrs Jane Wardman, Mr Irving Warnett and The Revd Nigel Wright.

In Attendance:

Ms Alison Bogle (AB), Mr Peter Foskett (PF), The Revd Canon Andrew Norman (AN), Mr Geoff Park (GP), Mr Chris Tate (CT) and Mr Jonathan Wood (JW).

Item Number	Minute	Action
1	<p>Opening Prayers.</p> <p>The meeting opened with prayers led by Archdeacon Jonathan Gough.</p>	
2	<p>Welcome and Apologies.</p> <p>The Chair asked for formal confirmation from the Trustees that they were content to meet via Zoom conferencing.</p> <p>The Chair proposed:</p> <p><i>“That this Board, for the purposes of Article 9.3 of the Memorandum and Articles of Association of the Leeds Diocesan Board of Finance and for all business and matters conducted during the holding of this meeting approves meeting by means of Zoom conferencing as a suitable means through which all participants may communicate with all the other participants”.</i></p> <p>Agreed unanimously.</p>	

	<p>Mr Jonathan Wood was welcomed to his first Board meeting since his appointment as Diocesan Secretary.</p> <p>The Chair reported that Mr Jonathan Wood had taken up the post of Company Secretary for the Leeds Diocesan Board of Finance in accordance with Article 11.3 of the Memorandum and Articles of Association.</p> <p>Apologies had been received from Mrs Charlotte Lilley, Secretary to the Diocesan Mission and Pastoral Committee.</p> <p>The Chair proposed that:</p> <p><i>“To better inform discussions and to provide a break at 8 pm for members to take part in “Clap for Carers”, that item 10 Finance Report and Parish Share report be discussed immediately before item 5, Covid-19 discussion.”</i></p> <p>Agreed unanimously.</p>	
3	<p>Declarations of conflicts interest.</p> <p>Members were reminded to declare any conflicts of interest concerning any items on the Agenda.</p> <p>No conflict of interest was disclosed.</p>	
4	<p>Leeds Diocesan Board of Finance Annual Reports and Financial Statements 2019 LB20 05 02 03.</p> <p>Circulated paper: LB20 05 020 03 report from GP and Mr Simon Dennis, Audit Committee Chair.</p> <p>Presenter: GP</p> <p>It had been decided to delay the review and approval of the 2019 Annual Report and Financial Statements until the 9 July 2020 Board meeting. This was for two reasons:</p> <ol style="list-style-type: none"> 1 To approve the Accounts the trustees and the auditors would need to be comfortable that it was possible to demonstrate, in all plausible scenarios, that the Leeds DBF would be a going concern in 12 months’ time. Due to Covid-19, there were uncertainties concerning the expected outturn for 2020. It was also unclear what support the national church would provide to dioceses; and 2 A recent review by the Mission and Pastoral team disclosed that historically, c. £5m of benefice properties transferred to the DBF under Pastoral Schemes needed re-classifying in the Accounts. 	

	<p>The trustees needed to be confident in what had been presented for audit. Accordingly, the delay would provide time for the Finance team and the auditors to consider these two issues.</p> <p>GP gave report on the draft 2019 Accounts Statement of Financial Activities and Balance Sheet included in the report. There was an overall increase in funds of around £8.4m. Of this £3.3m was a return on investments, £3.4m resulted from the reduction in the pension liability following the revaluation of the Church of England Pension Scheme and £1.4m a savings on operating activities. Unrestricted funds increased by £4.3m before investment gains and pension transfers. If the pension transfer was excluded, the figure was £0.7m and if the final restructuring funding payment was excluded, the figure was £0.1m. 2019 has seen a large reduction in expenditure. Contributory factors to the decrease were lower staff costs, reclassification of some expenditure as restricted and lower property expenditure.</p> <p>There were no comments or questions.</p> <p>The Chair thanked GP, Irving Warnett and the Finance Assets and Investments Committee for the work they had carried out over the previous two years. This had placed the DBF in a strong financial position to address the uncertainties of the current pandemic.</p> <p><i>The Chair proposed that the Board note and be aware that a full discussion regarding adopting the Going Concern assumption would be required at the July 2020 Board meeting and that the updates contained in LB20 05 02 03 report be noted.</i></p> <p>Agreed unanimously.</p>	JW/GP
10	<p>Finance Report and Parish Share report</p> <p>Circulated papers: LB20 05 06 Finance Report March 2020, LB20 05 06 01 Parish Share Report 31.3.20, LB20 05 06 02 FAIC minutes 31.3.20, LB20 05 06 03 Draft FAIC minutes 23.4.20.</p> <p>Presenters: GP and Irving Warnett (IW)</p> <p>IW outlined that a combination of good management and a positive year for investments had put the DBF in a good position in the current difficult situation. Even if 2020 parish share receipts reduced to 50% of the parish share allocations, there were sufficient reserves to meet this. However, at the current time it was difficult to forecast the year-end position. This was why there was a range of scenarios set out in the finance report.</p>	

GP highlighted some of the details of the Finance report. Results to March 2020 were broadly in line with the Budget with the Parish Share shortfall in March being offset by savings in staff costs.

In April, factors affecting the results included:

- A greater shortfall in the parish share.
- CCLA had forecast a reduction in investment returns of 7.5%. Although the majority of the Leeds DBF CCLA investments had not been too adversely affected by the current situation, those investments in the CCLA Property fund were subject to a reduction in returns of 20%.
- The closure of Parcevall Hall had resulted in the loss of revenue from bookings.
- A number of Leeds DBF tenants had asked for rent reductions and the Finance team were reviewing this.

Further reductions in the parish share receipts could have a range of outcomes for the final financial position at the end of the year. The Finance Team had outlined four possible scenarios (Point 23 of the Finance Report). Scenario 1 being the most optimistic and scenario 4 the most pessimistic. Scenario 4 (50% receipt of parish share) would reduce the current £10m reserves to c. £4m at 31 December 2020.

The Board members commented and asked questions. They cautioned expecting the usual end of year “catch up” in parish share payments. Parishes currently using reserves to pay the parish share may face financial challenges at the end of the year.

GP reported that he and JW would be meeting with parish treasurers via Zoom to encourage them and emphasise that the parish share is vital for the payment of clergy stipends. The Finance team were also communicating with the parishes, sharing information about moving to standing order payments, using the Parish Giving Scheme, links to information from the national church and the use of a Church Near You.

Members asked how much was known about individual parishes income streams. Parishes had been asked to contact the Finance Team if they were not able to maintain parish share payments. Twenty percent of parishes (93/460 parishes) said they had stopped or reduced parish share payments. A number of parishes has reserves which they could use to tide them over for two to three months of buildings closure. Accordingly, the April situation may not necessarily be the pattern for the rest of the year.

The Board noted the first quarter’s financial performance but recognised that there was likely to be a significant deficit in 2020.

Parish Financial Support

GP reported that there had been conversations about the appropriate role of the DBF to support parishes at the current time. So far there had been no

reporting of any parishes unable to manage their cash flow. The proposal was to adopt a wait and see approach. If a parish did ask for assistance then any approval would be from the Diocesan Bishop, Area Bishop and Diocesan Secretary.

Nominated Signatures

There were custodian funds in the name of the three former dioceses' diocesan boards of finance held by the Charities Aid Foundation (CAF). The CAF required Board minutes to show which signatories have authority to act on behalf of the DBF.

The proposal was that the Board approve the following as signatories for CAF accounts and all other banking, deposit and investment accounts in the name of the Leeds Diocesan Board of Finance:

Jonathan Wood (Diocesan Secretary)
 Geoff Park (Chief Financial Officer)
 Sajid Boota (DBF Finance Manager)
 John Knox (Head of Change and Property)

The proposal was approved unanimously.

Property Update

GP highlighted that the sale of Haworth Rectory, which had been continuing for some years, had been completed for £425k.

Parish share review

The June Diocesan Synod meeting had been moved to September 2020. It had been intended that the matter would be discussed at two Synods. This would not be possible before the 2021 Budget was considered by the Synod in September. The implementation of the review's findings would now be for the 2022 parish share allocations. The benefit of this would be there was more time to form recommendations.

Glydegate – building works

The start date for the works had been delayed because of Covid-19 but were now scheduled to begin in early June 2020. The delay would result in an increase in the security and insurance costs until the works begin.

Questions from the Board members

As the Parish Share review was delayed, how would the 2021 parish share allocations be calculated?

GP – At the end of the month, Simon Baldwin, JW and GP would look at the data once it had been refreshed with the new attendance and deprivation figures and assess the best approach.

	<p>In item 6 of the Finance Report, Parish Financial Support, what was the thinking around this decision? Also, has there been discussion with the Church Commissioners concerning support for the diocese?</p> <p>GP – Some of the conversation around the support for parishes is outlined in the FAIC minutes. A full paper was presented on the support the DBF could provide. The Six Bishops meeting had a similar conversation. Their view was to hold off bringing a proposal to the Board until there was more understanding of what was required. A procedure for emergency funding if a parish seeks assistance was discussed. This would involve discussions with the Bishop of Leeds, the area bishop and the Diocesan Secretary. The area bishop would also discuss the request with the archdeacon.</p> <p>The Board noted the updates in the Finance Report.</p>	
5	<p>COVID-19 update</p> <p>Circulated paper: None Presenter: Jonathan Wood</p> <p>JW gave an overview of the diocesan response to the Covid-19 pandemic. Church House had been closed since 23 March 2020 to meet government requirements. Staff had adapted quickly to working from home and put in hand various initiatives to support parishes and schools: training online, support for social media and live streaming skills and contributing to the Faith At Home national campaign. Thirty percent of diocesan staff were furloughed. The next step was planning how the diocesan staff could support parishes and schools as they come out of lockdown. An Emergence Group, chaired by Archdeacon Jonathan Gough, was looking at advice for opening churches and time-frames.</p> <p>The Bishop of Leeds gave a wider overview. The House of Bishops were meeting regularly and each of their meetings included an epidemiological briefing. The bishops had set up three working groups, i) Vision and Strategy, ii) Governance and iii) Solvency and Liquidity. With matters moving so quickly, it was important to ensure anything commended was both viable and consistent. The diocese's bishops were meeting via zoom every other day. The Bishop of Leeds was meeting with the Archdeacons (weekly) and with the Area Deans. The Bishop of Leeds, as President of the Synod, would also be sending a message to the members of the Synod later in the week. Small working groups had been formed to look at the short, medium and long term impact of Covid-19 and responses.</p> <p>Questions and comments from the Board members:</p> <ul style="list-style-type: none"> • It would be useful for the Ad Clerum to be circulated to the lay members of the Leeds Board. 	

	<p>The Bishop of Leeds confirmed they would be added to the circulation list.</p> <ul style="list-style-type: none"> Perhaps the Emergence Group could consider using online surveys in its preparations to ask parishes what they need? 	Chair
6	<p>Minutes of the Leeds Board held on 17 February 2020 LB20 05 03.</p> <p>The draft Minutes of the Leeds Board held on 17 February 2020 had been circulated. No amendments had been received. The draft Minutes were for approval.</p> <p>The Minutes were approved.</p> <p>The Chair confirmed he would sign a copy of the minutes after the meeting.</p>	JW
7	<p>Matters arising from the Minutes of the meeting on 17 February 2020.</p> <p>There were no matters arising from the minutes of the previous meeting.</p> <p>There were no matters to be kept confidential/redacted from publication.</p>	
12	<p>Leeds DBF Register of Sealings LB20 05 08.</p> <p>Circulated papers: LB20 05 08 Extract from the Register of Sealings. Presenter: Chair.</p> <p>This recurring item was introduced at the last meeting. The first two items were dealt with at the last meeting, so this leaves one item for noting at this meeting. PF confirmed there was only one item for the Board which was the option agreement entered in to in 2017 and the extension to this agreement.</p> <p>There were no comments.</p>	
13	<p>Bradford Diocesan Council for Social Aid – appointment of trustees. LB20 05 09, LB20 05 09 01.</p> <p>Circulated papers: LB20 05 09 Trustees appointment note, LB20 05 09 01 Personal Statement of Dale Barton. Presenter: Peter Foskett.</p> <p>The trusteeships of the Bradford Diocesan Council for Social Aid (BDCSA), trustees had been considered by the Board in May 2019. The terms of office of the trustees of the BDCSA were due to expire on 23 May 2020. All of the current trustees were content to continue, with the exception of The Revd Peter Mayo-Smith who would</p>	

	<p>be retiring as a trustee on 23 May 2020. The Revd Dale Barton was proposed as a new trustee. A copy of his personal statement in support of his nomination had been circulated. It was clarified that the proposed end date for all eight trustees' period of office was 23 May 2024.</p> <p>The BDCSA was a charitable trust from the former Diocese of Bradford, formed to promote temperance and higher moral standards, the restoration of the "intemperant or delinquent", the relief of distress and the provision of living accommodation. There was an intention to change the name of the charity to the Bradford Anglican Council for Social Aid and to change the charitable objects to give a broader remit. These changes were the subject of an ongoing process, which would involve the Charity Commission.</p> <p>There were no questions.</p> <p>The Chair proposed that the Leeds Board (Bishop's Council and Standing Committee of the Diocesan Synod):</p> <p>i) Appoint as trustees of the BDCSA seven of the current eight trustees being: Mrs Jackie Coutts The Revd Canon Gordon Dey Sir James Frederick Hill BT OBE DL Rev John Rawson Lancaster Mrs Zahida Mallard Mr Michael Southworth Revd Stephen Treasure;</p> <p>ii) Appoint The Revd Dale Barton as a trustee of the BDCSA; and</p> <p>iii) The term of office of all eight appointments to be with effect from 24 May 2020 until 23 May 2024.</p> <p>The Board unanimously approved proposals i), ii) and iii) above.</p>	JW
	A break was taken from 7.55 pm to 8.10 pm	
	<i>It was noted that the Area Bishops were not members of the Diocesan Mission and Pastoral Committee that met for items 8 and 9 on the Leeds Board agenda.</i>	
8	<p>Minutes of the meeting of the Episcopal Areas Mission and Pastoral Committees for noting. LB20 05 04 and LB20 05 04 01.</p> <p>Circulated papers: Draft minutes of the Area Mission and Pastoral Committees, for noting only.</p>	

	<p>Presenter: JW.</p> <p>The Episcopal Area Mission and Pastoral Committee minutes were for noting only. Members asked no questions for clarification.</p>	
9	<p>Diocesan Mission and Pastoral report LB20 05 05.</p> <p>Circulated paper: Report from the Secretary to the Diocesan Mission & Pastoral Committee.</p> <p>Presenter: JW.</p> <p>The Diocesan Mission and Pastoral Secretary's report was taken as read. The Board were made aware of other matters. The Church Commissioners were advising a moratorium on the publication of all new pastoral schemes. The Mission and Pastoral team were reviewing all their cases and trying to keep lines of communication open with the Church Commissioners about this.</p> <p>Members mentioned that one scheme was with the Privy Council. It was confirmed that it because of Covid-19 it was unclear when this would be considered.</p>	
	<p><i>The DMPC business ended and the Area Bishops re-joined the meeting again as Members of the Leeds Board.</i></p>	
11	<p>Church Representation and Ministers Measure 2019 Rule M34 – Parish of Meltham, Christ the King LB20 05 07, LB20 05 07 01 LB20 05 07 02.</p> <p>Circulated papers: LB20 05 07 Meltham PCC Scheme, LB20 05 07 01 Meltham scheme cover note, LB20 05 07 02 Meltham Scheme Note.</p> <p>Presenter: Peter Foskett</p> <p>The parish of Meltham Christ the King had been created in 2001 by a pastoral scheme. The format was one parish with four churches. This had caused some difficulties with clarity of decision making within the parish. The proposed scheme sought to address this. Deborah Thorley, the Mission and Pastoral administrator had assisted with the drafting. The proposal had received the unanimous approval of the parish in extraordinary parochial church meeting.</p> <p>In considering the proposal, the Leeds Board (Bishop's Council) could approve the scheme with or without amendment or decline to approve it. In addition, the Board could only approve the scheme if it made due provision for the representation of the laity of the parish, ensured effective governance of the parish and entitled the minister to chair the annual parochial church meeting and the PCC.</p> <p>Board members attention was drawn to the provision in the proposed resolution that provided for the date for Scheme coming in to effect. PF advised that this would be sufficient to fix the date for commencement and that an amendment to</p>	

	<p>the Scheme was not needed for this.</p> <p>The Board discussed the proposal. It was clarified that the scheme made due provision for the representation of the laity and had been particularly drafted to make clear the governance structure of the parish.</p> <p>The Chair to propose that:</p> <p><i>With regard to the scheme set out in LB20 05 07 for the election of representatives of the laity to the PCC of the parish of Meltham, Christ the King (“the Scheme”), the Leeds Board (as Bishop’s Council), being satisfied that the criteria set out in Rule 13 (4) of the Church Representation Rules 2020 are met and accordingly it approves the Scheme subject to insertion into the fourth paragraph of the recital to the Scheme that the Scheme shall come into effect on the day following the approval of the Scheme by the Leeds Board being the 8 May 2020.”</i></p> <p>The proposal was approved unanimously.</p>	JW
14	<p>General Synod elections approvals (If needed) LB20 05 10, LB20 05 10 01.</p> <ul style="list-style-type: none"> i) General Synod elections timetable – for noting ii) Appointment of Diocesan Electoral Registration Officer for General Synod elections iii) Consultation on Hustings for General Synod elections for Proctorial and Lay elections <p>Circulated paper: LB20 05 10 & LB20 05 10 01 General Synod elections paper (one paper). Presenter: Peter Foskett.</p> <p>PF is the Presiding Officer for the 2020 General Synod elections. It was likely that the elections would be postponed because of Covid-19 to 2021. These items were included in the Agenda in anticipation of the elections taking place in 2020. However, it seemed sensible to deal with the items at the current meeting.</p> <p>Appointment of the DERO. Each diocese is required to have a Diocesan Electoral Registration Officer under Church Representation Rules 2020 Rule 27. Heather Burge was the current DERO and it was proposed that she be re-appointed for the forthcoming period.</p> <p>The Presiding Officer of the General Synod elections was required to consult with the Bishop’s Council (Leeds Board) with regard to hustings for the General Synod</p>	

	<p>elections. An online hustings process was used for the last General Synod elections. It was proposed to utilise online hustings again and possibly use facilities like Zoom to encourage a greater level of participation this time. Proposals for this were set out in the circulated paper.</p> <p>A timetable for the General Synod elections (if they were to go ahead in 2020) had been circulated and this was for noting by the Board.</p> <p>The Chair proposed that the Board note the proposed 2020 General Synod elections timetable.</p> <p>The timetable was noted by the Board members.</p> <p>The Chair proposed that the Leeds Board (Bishop’s Council and Standing Committee of the Diocesan Synod) appoint Heather Burge as the Diocesan Electoral Registration Officer under Church Representation Rules 2020 Rule 27 (1).</p> <p>The proposal was approved.</p> <p>The Board members discussed the proposals for hustings for the General Synod elections. Matters discussed/raised included:</p> <ul style="list-style-type: none"> • If hustings were held using Zoom conferencing the issue of curating who attended the meeting needed to be addressed • Were hustings necessary when the candidates submitted personal statements? • Candidates may want hustings • Hustings provided an important way for candidates to respond to the electorate’s questions • Past hustings have not all been poorly attended – particularly when there has been a key issue for discussion at the time • A personal statement can be the equivalent of a CV, whereas hustings allow for testing. 	PF
15	<p>Any other business.</p> <p>i) Draft Health and Safety Policy LB20 05 11</p> <p>Circulated paper: Draft Health and Safety Policy Presenter: Jonathan Wood</p>	

	<p>Church House, Leeds did not currently have a health and safety policy. The circulated policy was now for the Board’s approval.</p> <p>Archdeacon Paul Ayers commented that this PA, Helen Allison, had carried out a lot of work on the health and safety policy.</p> <p>The Chair proposed that Leeds Board approve the circulated draft Health and Safety Policy LB20 05 11.</p> <p>The proposal was approved unanimously.</p> <p>ii) Date for the Second Diocesan Synod meeting of the year.</p> <p>Circulated paper: None Presenter: Jonathan Wood</p> <p>It was proposed that the Diocesan Synod scheduled for 17 October 2020 be rescheduled to 14 November 2020. The June 2020 Diocesan Synod had previously been rescheduled to 26 September 2020 because of Covid-19. There needed to be two Diocesan Synods in every year.</p> <p>The Chair proposed that:</p> <p>The Board members (as Standing Committee of the Diocesan Synod) were asked to approve the change of date of the currently scheduled 17 October 2020 Diocesan Synod to 14 November 2020.</p> <p>The proposal was approved unanimously.</p>	<p>JW</p>
<p>16</p>	<p>Close.</p> <p>The Bishop of Leeds closed the meeting with the Grace.</p>	

Signed:.....

Date: