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Diocese of Leeds Leeds Board (“the Board”)

Minutes of the Board held at 6.30 pm on 17 February 2020 at Church House, 17/19 York Place, Leeds LS1 2EX.

Present:

The Rt Revd Nick Baines (Chair), Mr Matthew Ambler, The Ven Paul Ayers, Mr Simon Baldwin, Mrs Marilyn Banister, The Revd Canon Sam Corley, The Ven Dr Anne Dawtry, The Revd Canon Kathryn Fitzsimons, The Rt Revd Toby Howarth, Mr Andrew Maude, The Rt Revd Tony Robinson, Mrs Jane Wardman and The Revd Nigel Wright.

In Attendance:

Ms Alison Bogle, Mrs Debbie Child (DC), Mr Peter Foskett (PF), Katherine-Alice Grasham, The Revd Canon Andrew Norman (AN), Mr Geoff Park (GP), Mr Chris Tate and Mr David Whitaker.

Item Number	Minute	Action
1	<p>Opening Prayers.</p> <p>The Rt Revd Tony Robinson.</p>	
2	<p>Welcome and Apologies.</p> <p>The Bishop of Leeds welcomed Katherine-Alice Grasham, Diocesan Disability Officer and Mr David Whitaker, Deputy Registrar.</p> <p>Apologies had been received from Bishop Jonathan Gibbs, Bishop Paul Slater, Bishop Helen-Ann Hartley, Dean John Dobson, Canon Mrs Jane Evans, Canon Ann Nicholl, Canon Mr Irving Warnett, Archdeacon Andy Jolley, Archdeacon Jonathan Gough, Mrs Charlotte Lilley and Ms Kay Brown.</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>The Rt Revd Dr Toby Howarth declared his interest as a director of Fountains</p>	

	<p>Church, Bradford.</p> <p>No other conflicts of interest were disclosed.</p>	
4	<p>Minutes of the Leeds Board held on 11 November 2019 LB20 05 02.</p> <p>The draft Minutes of the Leeds Board held on 11 November 2019 had been circulated. No amendments had been received. The draft Minutes were for approval.</p> <p>The Minutes were approved.</p>	
5	<p>Matters arising from the Minutes of the meeting on 11 November 2019.</p> <p>There two matters arising from the Minutes:</p> <p>i) The Board had considered the Reader Review. An update was given. The Steering Group was finalising the report and then it would be circulated.</p> <p>ii) Property matter: 1 South Parade, Wakefield. GP reported that a couple of potential sales had fallen through. It was thought the property would need a lot of investment to achieve a sale, for example c. £20k would be needed to repair the roof. Sale at a reduced price was being pursued.</p> <p>Matters to be kept confidential/redacted from publication. None were discussed.</p>	<p>AN 04/2020</p>
	<p><i>It was noted that the Area Bishops were not members of the Diocesan Mission and Pastoral Committee that met for items 6 and 7 on the Leeds Board agenda.</i></p>	
6 & 7	<p>Minutes of the meeting of the Episcopal Areas Mission and Pastoral Committees for noting. LB19 11 03, LB 19 11 03 01 and LB19 11 03 02 and Diocesan Mission and Pastoral report LB19 11 04.</p> <p>Minutes from Area Mission and Pastoral committees and a report from the Secretary to the Diocesan Mission & Pastoral Committee. There were no substantive items for the members to consider. In Charlotte Lilley's absence, members were invited to send any queries to the Mission and Pastoral team.</p>	
	<p><i>The DMPC business ended and the Area Bishops re-joined the meeting again as Members of the Leeds Board.</i></p>	
8	<p>Draft Disability Strategy LB20 02 05.</p> <p>Members have been circulated with a draft diocesan Disability Strategy (LB20 02 05). The Diocesan Disability Strategy was scheduled as a proposed motion for the 13 June 2020 Diocesan Synod. Katherine-Alice Grasham, Disability Officer, gave a presentation on the proposed Disability Strategy paper. The Disability Strategy was now aligned with diocesan strategy. Some key features of the strategy were:</p>	

	<ul style="list-style-type: none"> • Development of a Disabled Friendly church award • Introduction of parish disability representatives • Annual forums for those with disabilities • Support for those coming forward for training and those departments which support them • Resource and support churches to engage with and enrich the church experience of children. <p>The proposed Strategy was broadly welcomed by the Board members and they gave feedback. Katherine-Alice was thanked for her presentation.</p>	
9	<p>Finance Report and Parish Share report LB20 02 06, LB20 02 06 01, LB20 02 06 02, LB20 02 06 03, LB20 02 06 04, LB20 02 06 05, LB20 02 06.</p> <p>A copy of a Finance Report from Geoff Park and Irving Warnett, a copy of the Parish Share payments to the 31.12.19, FAIC Minutes from October 2019, November 2019 and January 2020, Audit Committee minutes from October 2019 and January 2020, LDBF Reserves Policy Proposal and Designated Reserves Policy proposal had been circulated to members. GP spoke to this item.</p> <p>The Finance Report</p> <p>The draft outturn for 2019 showed that the DBF was substantially ahead of Budget. 2019 had been a unique year financially. The diocese had received the final tranche of national restructuring funding. This and a significant unexpected Budget underspend had resulted in a £1.5m surplus. There had been an increase in the Parish share of around 0.5% on the previous year. Some parishes were asked to make additional voluntary contributions. About 25% of those who were asked had met this challenge and these payments totalled £42k. There were no questions.</p> <p>Parish Share Steering Group</p> <p>Work was ongoing to review the parish share. A review of the key aspects of the formula is being carried out. However, the work is much wider than that eg the culture of parish share and how it is communicated. The key was the formula and work focussed on this aspect. Area Deans had been invited to contribute to a survey on the parish share.</p> <p>The Historic Parish Share policy</p> <p>This had been extended by FAIC. This applied to the historic unpaid share not to any allocations not paid since the commencement of the new share system.</p> <p>Bradford Group Endowment Scheme</p> <p>This was a scheme for the clergy in the former Bradford diocese. The Leeds DBF was a trustee of the Scheme. A fine had been incurred because the Scheme was</p>	

not compliant, as an annual report was not completed following changes to the regulations to require that. The proposal was to wind up the Scheme and work was in hand to look at how this might be done. All the members of the Scheme are protected.

Property matters

Armley Road - Sale

The proposed sale to the Salvation Army had fallen through.

Glydegate

The transaction had completed with the purchase by the DBF of 150 years' lease for the Fountains Church building. The cost to the DBF was expected to be £310k. GP clarified and the Board members were asked to note that the proposed option followed was Option 1 set out in the papers circulated to the Board members in May 2019 ie the DBF had bought property. It is intended that Fountains Church will buy the lease from the diocese in due course and will begin to repay the capital in the first year. Bishop Toby gave a brief update on the progress of the new church, which was currently meeting above a pub.

Curates' Houses

A capital budget plan was in place for the provision of curates' housing.

Reserves Policy Proposal

The Audit Committee had discussed potential reserves policies with the DBF's auditors, Safferey Champness. The proposal was to move to have a new reserves policy that would introduce a range based on both income and expenditure. The proposed range was £4.1m to £5.8m. Full details of the proposal had been circulated to the Board members in document LB20 02 06 01 LDBF Reserves Policy Proposal.

After discussion, the Board unanimously approved the proposal to adopt a reserves policy based on both income and expenditure, which generates the range £4.1m to £5.8m for 2020.

Designation of Reserves

Proposals had been circulated to the Board members in LB 20 02 06 02 for the designation of reserves for future clergy pension fund payments, a Mission Fund and for environmental building works.

Pensions

GP reported that the valuation of the clergy pension scheme at the end 2018 had resulted in an improved deficit position. Pension payments from the dioceses would remain the same but there was to be a change between the percentage of present/ future and historic contributions, this resulted in the appearance of

	<p>improved deficit position. It was expected that this would result in a material credit and it was proposed that funds, equivalent to the amount of the pension credit (once it was known), be put in a designated fund for future service pension payments. It was noted that the Finance Team were working with the DBF's auditors to check that the accounting rules as to where the credit would sit (as set out in paragraph 8 of LB20 02 06 02).</p> <p>Subject to the accounting rules clarification, the Board members unanimously approved the proposed designation of funds equivalent to the pension credit received for future service pension payments.</p> <p>Mission Fund</p> <p>FAIC had discussed developing a Mission Fund for i) Funding future SDF projects (The proposal was for £500k for SDF projects as £213k was already included for SDF projects in the Budget and Sustainability Plan for 2019 ie a further £300k be to be set aside) and ii) for grants for parishes. The details of the basis on which grants would be paid was to be formulated but it was hoped to have a five-year scheme with £200k to grant each year. This would be a designated fund ie not restricted, so it could be "un-designated" if needed.</p> <p>It was clarified that the proposal for the grants would be for mustard seed funding to assist parishes with their strategies in relation to church growth.</p> <p>After discussion, the Board members unanimously approved the proposal for the designation of £700k for a Diocesan Mission Fund.</p> <p>Environment Fund</p> <p>An opportunity had arisen to receive non-financial support through the West Yorkshire Combined Authority Energy Accelerator Project. Two bids had been submitted to the project for energy efficiency measures in houses and to install solar panels on some properties. Funds for these bids would be £550k. After taking in to account other funds which would be available, £300k would be the maximum extra funds needed.</p> <p>The Board members discussed the proposal. It was thought that "Diocesan Energy Efficiency Fund" would be a better title for the fund.</p> <p>The Board members unanimously approved the proposal to designate £300k for an environment fund as set out in LB20 02 06 02 but for the fund to be called "The Diocesan Energy Efficiency Fund".</p> <p>The minutes from FAIC and the Audit Committee and the Parish Share report were taken as read.</p>	
10	s557 Education Act 1996 - Leeds Diocesan Board of Finance company members'	

	<p>resolutions. LB20 02 07.</p> <p>Members had been circulated with a draft Leeds Diocesan Board of Finance company meeting notice to consider two resolutions concerning closed schools with s554 Orders (which limit the use of the proceeds of sale) with a view to enabling the DBF to use the proceeds of sale to be used for both Voluntary Aided schools and academies.</p> <p>These proposals needed company member resolutions. The company members are the Diocesan Synod members. The company meeting needed to be called by the Trustees of the company, Article 7.1. It was proposed that a company meeting be held immediately before the 14.3.20 Synod meeting.</p> <p>Peter Foskett, Diocesan Registrar spoke to this item and outlined that when a school is approaching closure, s554 of the Education Act permits an application to be made for the school's funds to be used for other wider educational purposes. For schools which have already closed, s557 permits a similar application to be made for historic funds. The DBF is the trustee of some of these historic funds. As set out in the proposed resolutions, the proposal was to use s557 to bring uniformity to the trusts, to allow the funds to be used and to consolidate the funds. The resolutions had been worded carefully to ensure that any future funds which came to light would be covered by the resolutions without the requirements for anything further.</p> <p>After discussion, the Chair proposed, "That the Trustees of the Leeds Diocesan Board of Finance call a meeting of the company members to consider the resolutions set out in LB20 02 07".</p> <p>The proposal was approved unanimously.</p>	<p>DC 02/2020</p>
11	<p>Draft Diocesan Synod Agendas for approval LB20 02 08, LB20 02 08 01.</p> <p>a) Diocesan Synod Agenda 14.3.20 (Detailed)</p> <p>A copy of the detailed Diocesan Synod agenda for the 14 March 2020 Synod had been circulated to the Board for approval before circulation on 20 February 2020. The substantive items were approved by the Board at its last meeting. This was the detailed Agenda. This was for noting. It was also noted that Item 10 was a presentation on Strategy Goal 2 not Strategy Goal 3.</p> <p>The Board noted the detailed Agenda with the amendment to Item 10.</p> <p>b) Diocesan Synod Agenda 13.6.20</p> <p>A copy of a proposed agenda for the 13 June 2020 Diocesan Synod meeting had been circulated to the Trustees. The Board's approval of the substantive items was sought because the Preliminary Notice for the June Synod meeting needed to be circulated on 30 April 2020 ie before the date of the next Board meeting (7 May 2020).</p> <p>DC spoke to this item highlighting that there would be a presentation on one of</p>	

	<p>the Annual reports by one department and that there would be a motion on the Covenant for Clergy Care and Wellbeing. The members discussed the agenda. It was noted that there would also be an update on the Parish Share review to inform debate at the October Synod.</p> <p>The draft Agenda was approved unanimously subject to the amendments above.</p>	
12	<p>Safeguarding update LB20 02 09.</p> <p>The Board members had been circulated with a copy of the January 2020 Safeguarding update. DC spoke to the report, highlighting the national restructuring outlined in the quotation from Melissa Caslake. With regard to the Past Case Review, 100 parishes had still not replied to Bishop’s letter. Of those returned, an additional 40 cases had been reported which had not previously been known. DC said the Diocesan Safeguarding Team was struggling with the amount of PCR2 work which is coming in on top of current workloads but were grateful for support. DC confirmed that the diocese was looking to add capacity to the Team, there had been a staffing restructure and a team leader needed to be appointed. A new Chair had been appointed to the Strategic Safeguarding Committee, Edwina Harrison. She had a lot of experience and would bring both knowledge, challenge and support.</p> <p>It was also highlighted that commitments were made at General Synod to recompense survivors of abuse. It was currently unclear where the funding for this would come from or how this would be administered.</p> <p>It was noted that Bishop Jonathan Gibbs was to be the Chair of the National Safeguarding Committee. This would be a three years appointment. Bishop Jonathan had stepped down as Chair of the DBE and as a member of FAIC.</p>	
13	<p>Leeds DBF Register of Sealings LB20 02 10.</p> <p>Board members had been circulated with a copy of the Leeds Diocesan Board of Finance Register of Sealings. This recorded when the company seal had been used on documents. It was proposed that a report of sealings be brought to the Board at each meeting.</p> <p>Peter Foskett spoke to this. The Memorandum and Articles of Association of the Leeds DBF required the company to have a company seal. It wasn’t necessary to have a company seal and this would be reviewed when the Memorandum and Articles were reviewed. The record of the use of the Seal included the authority for use. So uses of the company seal needed to be reported to the Board. A document would be sealed with the authority of the Diocesan Director of Education (Education only) or the Diocesan Secretary and then those sealings would be reported retrospectively to the Board.</p>	

	The Board members received the copy of the Sealings Register.	
14	<p>Millie Cork General Synod membership – annual review under Church Representation Rules 2020 R65 (7) & (8) LB20 02 11.</p> <p>Members had been circulated with a letter from Millie Cork seeking approval for her continuing as a member of the House of Laity of the General Synod for the Diocese. This item was for consideration by the Leeds Board laity members.</p> <p>They also agreed to review the approval each year as required by the Church Representation Rules 2020. Millie would be disqualified by loss of residence in the Diocese unless, before 2 May 2020, she gains the approval of the Lay members of the Bishop’s Council (Leeds Board) that they are satisfied that she is able and willing to continue to discharge to their satisfaction the duties of a member of the House of Laity elected for the diocese. The Leeds Board laity members approved Millie’s requests to continue as a General Synod member for the diocese at the Leeds Board meetings held on 9 May 2018 and on 2 May 2019. (This approval would not need to be reviewed again after this time because the current General Synod quinquennium ended this year.)</p> <p>The Chair to proposed that:</p> <p>The Lay members of the Leeds Board were asked to approve the motion that:</p> <p><i>“ In accordance with Church Representation Rules 2020 Rule 65 (7) & (8), we Lay members of the Leeds Board (Bishop’s Council and Standing Committee) determine that Millie Cork is able and willing to continue to discharge to our satisfaction the duties of a member of the House of Laity of the General Synod elected for the Diocese of Leeds, and that her seat as a member of that House shall be not be vacated under Rule 65 of the Church Representation Rules 2020”</i></p> <p>The Lay members discussed and then unanimously approved the motion.</p> <p>The Lay members asked that Millie Cork be asked to contact the Lay Forum and the Chair of the House of Laity of the Diocesan Synod to report on her membership of the General Synod.</p>	DC to contact Millie Cork
15	<p>Any other business.</p> <p>None had been received.</p>	
16	<p>Close.</p> <p>The Bishop of Leeds closed the meeting with the Grace.</p> <p>Debbie Child was thanked for all her work for the Board and was presented with</p>	

	flowers.	
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Signed:.....

Date: