

**ST. PETER'S CHURCH, NEWTON-IN-MAKERFIELD - 791**  
**CHURCH STREET, NEWTON-LE-WILLOWS, WA12 9SR**

**ANNUAL REPORT and FINANCIAL STATEMENTS**  
**of the**  
**PAROCHIAL CHURCH COUNCIL**  
**YEAR ENDED 31 DECEMBER 2023**

**Banks**

NatWest, 5 Ormskirk Street, St Helens WA10 1DR  
CCLA/Church of England Deposit Fund, One Angel Lane, London, EC4R 3AB

**Independent Examiner**

Accounting Clinic at Liverpool John Moores University

**Contents**

Annual Report, pages: 1 - 7

Financial Statements, pages: 8 - 11

Independent Examiner's Report, pages: 12 - 13

## **Administrative Information**

St. Peter's Church is located on Church St., Newton-le-Willows, WA12 9SR. The parish is part of the Newton Team in the Diocese of Liverpool.

Official correspondence should be sent to the Team Vicar, Rev James Taylor,  
8 The Parchments, Newton-le-Willows WA12 0DY

## **PCC and Ex-Officio Members**

Members of the Parochial Church Council (PCC) are elected at the Annual Parish Meeting (APM) in accordance with Church Representation Rules. There are also some members with ex-officio status:

- Rev Chris Stafford (Chair) to 6 September 2023
- Rev James Taylor (Chair) from 7 September 2023
- Readers Emeritus - Dorothy Matthews and Audrey Myers
- Churchwardens - James Robb and William Irving
- Churchwarden Emeritus - Albert Waterworth
- Deanery Synod Reps - Ian Henry, Kathryn Cunliffe, James Robb, William Irving, Wendy Jones, Lucinda Duffy (from 30 April 2023)

## **PCC Members**

- Rev Chris Stafford (Chair) to 6 September 2023
- Rev James Taylor (Chair) from 7 September 2023
- Elaine Fairhurst
- Helen Archibald
- Sue Hutton
- *Glenn Hutton*
- William Irving (Churchwarden)
- Charles Fuller (resigned 28 September 2023)
- Kathryn Cunliffe
- Jim Robb (Churchwarden)
- Tamsin Halliwell (Clough from July 2023) (PCC secretary until September 2023)
- Ian Henry
- Phil Brammeier (Vice Chair)
- Wendy Jones (Treasurer)
- Kathleen Johnson
- Howard Cooper (from 30 April 2023)
- Lucinda Duffy (from 30 April 2023)

## **The Standing Committee**

This is the only committee required by law. It has the power to transact the business of the PCC between its meetings, subject to any directions given by the Council. Members of the Standing Committee are the Chair, Churchwardens, Treasurer and PCC Secretary.

## Other Roles and Responsibilities

- Legal Advice - Given through Diocese of Liverpool
- Architect - Grimshaw Associates
- Electoral Roll Officer - Sue Hutton
- Parish Safeguarding Officer (PSO) - Sharon Brammeier
- Deputy PSO - Michelle Brammeier
- Parish Bulletin - Ian Henry
- *Website Editor* - Wendy Jones
- GDPR -TBC (currently being reviewed by PCC)
- Gift Aid Officer - Sharon Brammeier
- Health and Safety Officer – Phil Brammeier

## Chair's Report

St Peter's Newton is part of the Newton Team of Churches (Hope Hub) alongside All Saints Newton, Emmanuel Wargrave, St John Earlestown and St Michael Burtonwood.

We are also part of the Winwick Deanery and the Diocese of Liverpool which aims to be "asking God for a bigger church so we can make a bigger difference; more people knowing Jesus more justice in the world"<sup>1</sup>.

The aims and vision of St Peter's is in line with the diocese and to that end in early 2023, the PCC signed up with other members of the Newton Team to undertake Leading Your Church Into Growth (hereafter referred to as Lycig). In the autumn of 2023 Rev James and Local Missional Leader (LML) Kathryn Cunliffe attended the Lycig conference in Swanwick and have since undertaken two further training sessions at Christchurch Aughton (nr. Ormskirk). Alongside All Saints Newton and Emmanuel Wargrave, the local training to PCC's has been given jointly in addition to PCC meetings. The training for Rev James and Kathryn will continue in 2024 as will the local PCC training sessions.

The key change in 2023 is that St Peter's is no longer in vacancy with my appointment as Team Vicar, whilst I am licenced across the Newton Team and I have undertaken services and missional activities across the team, my focus and oversight is to the parish of St Peter's. I would like to take this opportunity to thank everyone at St Peter's for the warm welcome and support both myself and partner Gustavo have received since we arrived in September 2023.

In 2023 the average attendance for Sunday worship at the 09:30am Parish Communion (not including major festivals and occasions) was approximately 60 adults and 12 children. In September '23 LML Kathryn Cunliffe started a weekly service aimed at children and families, the "11am Live Service" average attendance for this service up to and including December 2023 was 31 adults and 14 children. Kathryn and I meet regularly for supervision and to review the 11am service. One of its strengths is the core team of lay leaders who lead, preach and run the Sunday school. Thank you to all those leaders for answering that call God has placed on their lives and for their continued ministry. The midweek Wednesday Communion has an average attendance of approximately 16 people. Some of whom only attend on a Wednesday.

In 2023 25 baptisms took place, 5 weddings, 20 funerals and a burial of ashes. With regards to mission there was a mix of special services and events including craft fair and Christmas fair. Brass band concert at Christmas. Remembrance Sunday Communion, Memorial Service (held jointly with and at All Saints Newton), Community Carols and Christmas Light Switch On and Christingle as well as team services on the fifth Sunday of each month. All of these have been well attended and our missional events are something I would like to develop in 2024, this will

---

<sup>1</sup> Available at: <https://www.liverpool.anglican.org/about-us/liverpool-dbf/vision/> Accessed: 2 April 2024.

include reviewing events and looking at how we can enhance the opportunities for the outside community and beyond to engage with St Peter's for example choral concerts and other events which are easy to invite people to and hopefully engage with God and the Christian faith.

At the request of the diocese St Peter's took part in the "Generous Harvest" campaign, which involved two special services around harvest and a one off "Generosity Fikka". A series of new "giving" cards were also published and a contactless card machine from the diocese trialled. Whilst the services and Fikka both had good attendance, there was not the uptake in giving financially that was perhaps expected or wanted. Many of the generosity cards are still piled up in St Peter's at the time of writing and the card machine has frequently failed. Trials for a new contactless card machine are due to take place. I am open to ideas and discussions on how to increase our finances and giving, without which we cannot undertake all the mission we want to or contribute fully to the deanery and diocese. We are not an island and as such it is right and proper to be generous with our treasure as God is generous to us abundantly. That being said, I am aware that giving is multi-faceted and not everything can be measured by church members signed up to the Parish Giving Scheme or the amount on the offertory plate. I am grateful and have been blessed by the generosity of the people of this parish in all its many forms.

One of the many joys of this role is to minister in St Peter's school. I have enjoyed building the links with school by my work as a governor as well as meeting with staff and students on a weekly basis. This is primarily through Wednesday morning collective worship in school. We have looked at topics such as Galatians 5 and the Fruit of the Spirit as well as festivals such as harvest, Advent and Christmas. Like other aspects of my role as team vicar I look forward to seeing how God works in St Peter's school and church in the future as we continue to be a joint Christian presence in the community.

Overall the first three months of my appointment which formed the back end of 2023 have been spent observing, listening and discerning how we can be a bigger church making a bigger difference here in Newton. Overall I believe we are in a good place to do this and there have been some standout occasions which have shown what we are capable of as the body of Christ here in this place (our Christmas programme and missional outreach comes to mind) and I am keen to see this grow in the future.

**Aims for St Peter's in 2024:**

- Engage fully with Lycig in order to grow the church spiritually and numerically.
- Be financially viable as a parish whilst contributing to Parish Share and if possible pay in full by the end of 2024.
- Have full and active participation with the PCC (e.g. appoint a new secretary).
- Review the pattern of worship to ensure it is fulfilling the spiritual needs of the congregation and community.
- Develop our mission and outreach with monthly events which we can invite people to join with e.g. Alpha course, major festivals, making the most of the occasional offices and social events such as concerts and shared meals.
- Work to develop links with St Peter's School.
- Engage with the wider Newton team, Winwick Deanery and Diocese.
- Protect and serve God's people by engaging with and advocating safeguarding, safe practices and safer recruitment.

*Thank you all again for your commitment to the church and people of God here, may you go in peace to love and serve the Lord in 2024.*

*Rev James Taylor*

## **Structure, Management and Governance**

St Peter's PCC operates under the Parochial Church Councils (Powers) Measure 1956 and the Church Representation Rules. The PCC is a charity registered with the Charity Commission (Charity number 1133794). When planning its activities for the year the PCC gave consideration to the Charity Commission's guidance on public benefit.

All church members are encouraged to register on the Electoral Roll and stand for election to the PCC. The method of appointment of PCC members is as set out in the Church Representation Rules. The size of the Parochial Church Council is determined by the numbers on the electoral roll: Currently the Parochial Church Council is made up of 15 members in total; 7 ex-officio, 8 elected.

Four Deanery Synod representatives are elected every three years and these, along with the Vicar, Readers and Church Wardens are ex-officio members.

*The PCC has a Standing Committee, which meets as necessary between full meetings.* The Standing Committee operates under Terms of Reference approved by the PCC and reports to the PCC at the next full meeting.

The PCC can recommend for appointment to the Diocese of Liverpool of six Foundation Governors of St. Peter's Church of England Primary School, Birley Street, Newton-le-Willows. The vicar of St. Peter's is an ex-officio member of the Governing Body of the school.

A member of the congregation of St. Peters, Sharon Brammeier, is Chair of the Governing Body.

Individual PCC members must complete any training required, as specified by the Diocese. This includes Safeguarding training which must be refreshed every three years.

The Liverpool Diocesan Board of Finance acts as custodian trustee for the inalienable property of the church.

## **Risk Assessments**

### **Financial Risk**

On the advice of the Diocese, £10,000 is kept in reserve in our general account (please refer to the Financial Review section for more information).

There are three signatories on the Nat West and CBF funds, Wendy Jones (Treasurer), Jim Robb (Churchwarden) and William Irving (Churchwarden). The Treasurer creates a budget each year and this is regularly updated, reviewed and monitored by the Standing Committee and at PCC meetings. The Treasurer carries out all day-to-day transactions through online banking with Nat West, and Jim Robb, who also has online access, regularly carries out spot checks to ensure that the accounts are in order.

### **Health and Safety**

The Churchwardens ensure that the Church is kept free of any hazards, that heating boilers are serviced regularly. The Health and Safety Policy including fire procedures

is currently being reviewed and will be updated and agreed at a PCC meeting in 2024.

First-aiders – Helen Archibald

A first aid kit, a defibrillator and the accident book are sited in the annexe. The CPR defibrillator pads were replaced in December 2023.

## **Security**

The Church is protected by a well-maintained alarm. The number of keys issued to Church members is limited. A floodlight illuminates the car park while groups are occupying the Church in the evening. Valuables, such as the church laptop, are kept in the office or locked away.

## **Safeguarding**

The PCC always follows the guidelines issued by the Diocese of Liverpool regarding the safeguarding of children and vulnerable adults. The Safeguarding Policy - Promoting A Safer Church and the parish Policy Statement on Children, Young People in the Church were last adopted on 23<sup>rd</sup> November 2023. The Policy and Parish statement are displayed on notice boards in church and on our website. Safeguarding is a standing agenda item at PCC meetings.

The parish safeguarding officer (PSO) is supported by Michelle Brammeier as the parish link for vulnerable adults.

The PSO maintains the Parish register of all PCC members and Trustees, and volunteers. The register records details of DBS checks where required, safer recruitment self-declarations and of training undertaken by officers of the church and volunteers. All members of the PCC and those responsible for leading children's groups have undertaken the recommended training.

The PSO regularly attends the termly Parish Safeguarding Officer Forum delivered by the safeguarding team at the Diocese.

There were no safeguarding incidents reported during 2023.

## **Church Building and Grounds**

The churchwardens continued to address the fabric and building needs of St Peter's. The following works were completed during 2023:

9 March - BES Heating inspection. This is an annual safety inspection.

20 April - Quinquennial Inspection

As discussed at the PCC meeting, the main problem is the stonework. However, we do *need to look at repainting the railings and church doors.*

11 May - A full inspection of all electrical circuits and a PAT Test.

The PAT test will be carried out every 2 years and a full electrical circuit test every 5 years for insurance compliance.

26 May - All 3 boilers had their annual service by AMG Group.

21 June – Car park meter serviced.

26 June - New CD Player installed by Makerfield Sound.

29 June - Direct Fire & Safety Ltd

Replaced all fire extinguishers, fire blanket, added new signs and 2 new stands. We now have an up-to-date fire safety certificate. They will be inspected on an annual basis and serviced if required.

7 July - Asbestos removed from around the organ bellows.

1 Sep - Makerfield Sound Service Call.

6 Sept- Organ tuned.

8 Sep - Replaced the amplifier for the loop system.

14 Sep - Handrail fitted to the stairs leading to the bell ringing chamber.

18 Dec - All remedial work has been completed for our electrical certificate.

The Churchwardens would like to thank everyone who worked so hard throughout the year to keep St Peter's going. You really are appreciated!

### **Financial Review**

Total funds held by the PCC at the end of 2023 were £64,746, with £41,454 of this being held in restricted funds. The overall deficit for 2023 was £15,155.

There was a decrease in planned giving and collections at services but an increase in the gift-aid claimed, so overall income from giving and donations was similar to 2022. We did not receive any legacies in 2023.

Fund-raising events raised over £7,000 after costs and the fees we receive from the car park continue to be a valuable source of income. We are grateful to our parishioners for the support they give to St Peter's, not just in monetary terms but also with the giving of their time and talents.

Our biggest expenditure was Parish Share at over £60,000. In order to pay this in full, the PCC made the decision in December (after consultation with the Archdeacon and the Diocese) to reduce our reserve (the money held in our general account) from £15,000 to £10,000.

Other major expenditures were for electrical and roofing repairs, insurance, gas and electricity. Our existing gas and electricity contracts ran out at the end of December and new three-year contracts were taken out which will mean our costs will increase considerably from 1 January 2024.

We expect 2024 to be a very challenging year financially and it is unlikely that we will be able to pay Parish Share in full.

## **Giving to Charities**

In the past twelve months, we have supported the following charities through organised events, direct giving and fundraising:

- Christian Aid
- Ukraine through the DEC
- The Hope Centre Foodbank
- Macmillan
- The Children's Society.

Please refer to the Financial Statements for more detailed information.

Report signed by Rev James Taylor

A handwritten signature in black ink, appearing to read 'Rev James Taylor', with a stylized flourish at the end.

Position: Chair of the PCC

Date: 11 April 2024

# St. Peter's Parish Church, Newton-in-Makerfield

## Financial Statements for the year ending 31 December 2023

### Receipts and Payments Accounts

		2023	2023	2023	2022
		£	£	£	£
	Notes	Unrest.	Restricted	Total	Total
<b>Receipts</b>					
<i>Voluntary Receipts</i>					
Planned Giving Gift Aided		27841		27841	29225
Other Planned Giving		3356		3356	3313
Collections at services		6486		6486	8198
Gift Aid recovered		12706		12706	10021
		<b><u>50389</u></b>		<b><u>50389</u></b>	<b><u>50757</u></b>
<i>Other voluntary Income</i>					
All other giving and sundry donations		3317		3317	3714
Donations to CBF Bells Restoration Fund		0		0	50
Legacies		0		0	0
		<b><u>3317</u></b>		<b><u>3317</u></b>	<b><u>3764</u></b>
<i>Activities for generating funds</i>					
Sponsored Walk (Rev Chris)		767		767	
Spring Craft Fair		1511		1511	1498
Queen's Platinum Jubilee Day		0		0	1121
Autumn Craft Fair		0		0	1353
Christmas Fair		3436		3436	3445
Brass Band Concert		2163		2163	1877
Other events & sales		389		389	0
		<b><u>8266</u></b>		<b><u>8266</u></b>	<b><u>9294</u></b>
<i>Receipts from church activities</i>					
Fees - Weddings and Funerals	1	5802		5802	7710
Tea/Coffee		229		229	109
Hire of Annexe and Church		870		870	250
Fees - Car Park	2	7717		7717	5059
		<b><u>14618</u></b>		<b><u>14618</u></b>	<b><u>13128</u></b>
<i>Investment income</i>					
Interest from CBF Funds		<b><u>414</u></b>	<b><u>1303</u></b>	<b><u>1717</u></b>	<b><u>723</u></b>
<i>Other Ordinary Income</i>					
Heating Grant		450		450	1000
Refunds on Vicarage Council Tax & Utilities		615		615	0
St John's & St Michael's share of vicarage costs		0		0	1945
		<b><u>1065</u></b>		<b><u>1065</u></b>	<b><u>2945</u></b>
<b>Total Receipts</b>		<b><u>78069</u></b>	<b><u>1303</u></b>	<b><u>79372</u></b>	<b><u>80611</u></b>

**St. Peter's Parish Church, Newton-in-Makerfield**  
**Financial Statements for the year ending 31 December 2023**

		2023 £	2023 £	2023 £	2022 £
<b>Payments</b>	<b>Notes</b>	<b>Unrest.</b>	<b>Restricted</b>	<b>Total</b>	<b>Total</b>
<i>Cost of generating Voluntary Income</i>		<u><b>242</b></u>		<u><b>242</b></u>	<u><b>158</b></u>
<i>Church Activities</i>					
Donations St. Peter's School		500		500	500
Other donations	2	574		574	651
		<u><b>1074</b></u>		<u><b>1074</b></u>	<u><b>1151</b></u>
<i>Ministry - Parish Share</i>		<u><b>60090</b></u>		<u><b>60090</b></u>	<u><b>49576</b></u>
<i>Church Running Expenses</i>					
Insurance		6960		6960	6816
Utilities - Gas and Electricity		7125		7125	7315
Utilities - Water		511		511	554
		<u><b>14596</b></u>		<u><b>14596</b></u>	<u><b>14685</b></u>
<i>Clergy Expenses</i>					
Clergy mileage & expenses		84		84	329
Relief Clergy from PCC funds		2240		2240	1232
Vicarage Council Tax and Water		861		861	2477
		<u><b>3185</b></u>		<u><b>3185</b></u>	<u><b>4038</b></u>
<i>Cost of services</i>					
Sanctuary		633		633	517
Organist (Monthly Fees)		945		945	1008
Sundry including Petty Cash		1807		1807	671
Repairs and maintenance		7260	2112	9372	2261
Servicing of organ/piano		0	816	816	559
Accountancy and Professional Fees		0		0	300
Printing, Stationery, Website & Wi-Fi		716		716	558
		<u><b>11361</b></u>	<u><b>2928</b></u>	<u><b>14289</b></u>	<u><b>5874</b></u>
<i>Fund Raising costs</i>					
Spring Craft Fair		50		50	102
Autumn Craft Fair		0		0	24
Christmas Fair		313		313	317
Brass Band Concert		650		650	650
		<u><b>1013</b></u>		<u><b>1013</b></u>	<u><b>1093</b></u>
<i>Other</i>					
Fees paid to Diocese for 2020 & 2021		0		0	9463
Sunday School supplies			38	38	0
			<u><b>38</b></u>	<u><b>38</b></u>	<u><b>9463</b></u>
<b>Total Payments</b>		<u><b>91561</b></u>	<u><b>2966</b></u>	<u><b>94527</b></u>	<u><b>86038</b></u>
Excess of Receipts over Payments				-15155	-5427
Total Funds as at 1 January				79901	85328
<b>Total Funds as at 31 December</b>				<u><b>64746</b></u>	<u><b>79901</b></u>

# St. Peter's Parish Church, Newton-in-Makerfield

## Financial Statements for the year ending 31 December 2023

### Statement of Assets and Liabilities as at 31 December 2023

		2023	2023	2023	2022
		£	£	£	£
<b>Monetary Assets</b>	<b>Notes</b>	<b>Unrest.</b>	<b>Restricted</b>	<b>Total</b>	<b>Total</b>
Nat West - General a/c		14,491		14,491	22,628
Nat West - No 2 a/c - Organ & choir			644	644	1,460
Nat West - No 3 a/c - Sunday School			962	962	1,000
CBF Fund Building & Fabric		8,700		8,700	14,129
CBF Fund Bell Restoration & M'tnc			7,609	7,609	9,419
CBF Fund Hand Bells			711	711	689
CBF Fund De Looze Flag			1,414	1,414	1,370
CBF Fund Tower Bell General			6,621	6,621	6,415
CBF Fund Stonework			23,493	23,493	22,763
Petty cash & Tea/coffee cash		101		101	28
<b>Total</b>		<b>23,292</b>	<b>41,454</b>	<b>64,746</b>	<b>79,901</b>

### Non-Monetary Assets

None

### Notes to the accounts

#### 1. Fees

Wedding & Funeral Fees are made up of PCC fees (which are included in the financial statements) and 'agency' fees which are not included. The 'agency' fees below were paid in and paid out of the PCC's account:

Liverpool Diocesan Board of Finance	3962
Relief clergy	1195
Bellringers	630
Organists	2300
Verger	1600
<b>Total</b>	<b>9687</b>

## 2. Donations

The PCC received a variable amount of income each month from the car park contractor. This included a % of the money the contractor raised from imposing fines to car park users.

These amounts have been donated by the PCC to the following:

DEC Ukraine Appeal	144.00
Christian Aid	146.00
The Children's Society	158.00
Hope Centre Food Bank	126.00
<b>Total</b>	<b>574.00</b>

The monies donated by parishioners to other charities are not included in the financial statements as these are classed as 'agency' transactions.

The following amounts were paid in and paid out of the PCC's account:

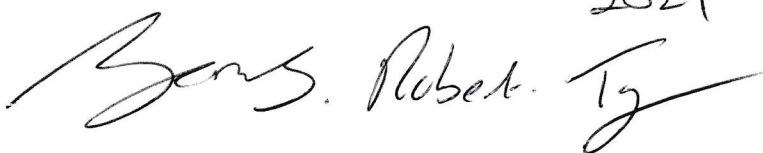
DEC Turkey/Syria Appeal	25.00
Christian Aid - Libya Flood Appeal	65.00
Christian Aid	20.00
Macmillan Coffee Morning	521.00
Children's Society - Christingle Service	15.00
Hope Centre Food Bank - Coffee morning	237.00
Diocese - Rev James Licensing Service	428.00
<b>Total</b>	<b>1311.00</b>

3. The financial statements of the PCC have been prepared in accordance with the Church Accounting Regulations 2006 using the Receipts and Payments basis.

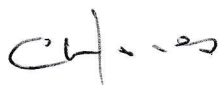
4. The following assets are recognised but not necessarily valued in the Statement of Assets and Liabilities: moveable church furnishings held by the Churchwardens on special trust for the PCC which require a faculty for disposal.

5. The expenses paid to clergy may include a small immaterial proportion which relates to their function as PCC members. No other member of the PCC received any payment for being a member of the PCC. William Irving received fees in his role as vergers but not in his role as a PCC member. Kathryn Cunliffe received a gift costing £30 from the PCC but this was not a payment for being a member of the PCC.

Approved by the PCC at its meeting on 11 April 2024 and signed on its behalf by -



Rev James Taylor - Chair of PCC



Wendy Jones - PCC Treasurer



# CHARITY COMMISSION FOR ENGLAND AND WALES

## Independent examiner's report on the accounts

### Section A

### Independent Examiner's Report

Report to the trustees/  
members of

Charity Name  
St Peter's Church, Newton in Makerfield

On accounts for the year  
ended

31<sup>st</sup> December 2023

Charity no  
(if any)

1133794

Set out on pages

8-11

*(Remember to include the page numbers of additional accounts)*

I report to the trustees on my examination of the accounts of the above charity ("the Trust") for the year ended 31<sup>st</sup> December 2023.

Responsibilities and  
basis of report

As the charity trustees of the Trust, you are responsible for the preparation of the accounts in accordance with the requirements of the Charities Act 2011 ("the Act").

I report in respect of my examination of the Trust's accounts carried out under section 145 of the 2011 Act and in carrying out my examination, I have followed the applicable Directions given by the Charity Commission under section 145(5)(b) of the Act.

Independent  
examiner's statement

I have completed my examination. I confirm that no material matters have come to my attention (other than that disclosed below \*) in connection with the examination which gives me cause to believe that in, any material respect:

- accounting records were not kept in accordance with section 130 of the Act or
- the accounts do not accord with the accounting records

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

*\* Please delete the words in the brackets if they do not apply.*

Signed:

P Dodd

Date:

23/04/2024

Name:

Pam Dodd, Accounting Clinic, Liverpool Business School, LJMU

Relevant professional  
qualification(s) or body  
(if any):

N/A

Address:

Redmond Building

Brownlow Hill

Liverpool L3 5UG

**Section B****Disclosure**

Only complete if the examiner needs to highlight matters of concern (see CC32, Independent examination of charity accounts: directions and guidance for examiners).

**Give here brief details of any items that the examiner wishes to disclose.**