

PCC of Birstall Parish Church in the Diocese of Leeds

England & Wales · Charity number 1133854

Details

Other names	THE PAROCHIAL CHURCH COUNCIL OF THE ECCLESIASTICAL PARISH OF ST PETERS, BIRSTALL IN THE DIOCESE OF WAKEFIELD, PCC OF BIRSTALL PARISH CHURCH
Status	Registered
Legal form	Previously excepted
Registered	2010-01-28
Register	View on the Charity Commission register

Contact

Address	The Vicarage Kings Drive Birstall Batley WF17 9JJ
Phone	07949226508
Email	revjessdavis@gmail.com
Website	www.stpetersbirstall.co.uk

Activities

Objects: Promoting in the ecclesiastical parish the whole mission of the Church.

Activities: Regular Public Worship and the provision of sacred space for all people; Pastoral work including visiting the sick and the bereaved; Teaching and promotion of Christianity through sermons, courses, small groups and events; Taking Religious assemblies in schools; Promoting the whole mission of the church through the provision of activities for all ages; Supporting charities in the UK and overseas.

Classification

- **How:** Provides Buildings/facilities/open Space, Provides Services, Other Charitable Activities
- **What:** Religious Activities
- **Who:** The General Public/mankind

Geography

- **Area of benefit:** UNDEFINED. IN PRACTICE, LOCAL
- Kirklees

Finances

Period end	Income	Expenditure	Assets	Employees
2024-12-31	£73,966	£79,723	-	-
2023-12-31	£78,153	£79,527	-	-
2022-12-31	£81,531	£79,461	-	-
2021-12-31	£128,636	£179,498	-	-
2020-12-31	£90,827	£93,331	-	-

Trustees

Name	Role	Appointed
Rev Jessica Hazel Davis	Chair	2021-10-18
ALISON SOWDEN		2026-04-19
ANDREW DAVID RHODES		2025-05-18
David Chapman		2025-05-18
Frederick Alan GRAVES		2017-04-23
Janice Mary Mitchell		2019-09-09
Joanna Mary Earnshaw		2025-05-18
Julie Baldock		2026-04-19
Kathleen Rosa O'Shea		2023-04-23
Miles Wilfrid Crawford Lawson		2025-10-06
Philip Walls		2024-04-28
Rachel Claire Price		2022-01-10
Shaun Martin Price		2022-01-10
Solange Maria Wilson		2026-04-19
Susan Jennifer Lawson		2026-04-19
Wendy HARPER		2019-04-07

PCC of Birstall Parish Church in the Diocese of Leeds

England & Wales - Charity number 1133854

Accounts



St Peter's Church, Birstall

APCM Booklet 2025

Prepared by Rev'd Jess Davis

Parish of St Peter's Birstall Annual Report 2024
for the Annual Meetings 2025 to be held in the church
on Sunday 18th May 2025 at 10.15am

Agendas:

Annual Meeting of Parishioners

1. Apologies
2. Minutes of the last meeting (28th April 2024)
3. Minutes of the special meeting (22nd September 2024)
4. Election of Churchwardens
5. Closing of Meeting

Annual Parochial Church Meeting

1. Apologies
2. Minutes of the last meeting (28th April 2024)
3. To receive and consider the Electoral Roll
4. To receive a report on the proceedings of the PCC
5. To receive a report on the financial affairs of the parish including:
 - a. the independently examined statement of accounts of the PCC for the year ending 31st December 2024.
 - b. to appoint an independent examiner;
 - c. to receive a report on the financial affairs of the Governors of St Peter's School.
6. To receive a report on the fabric, goods and ornaments of the church.
7. To receive a report on the proceedings of the Deanery Synod.
8. To receive a report on Health and Safety.
9. To receive a report on Safeguarding
10. To receive an APCM Report 2024
11. To receive any other reports of parochial or church interest.
12. To appoint one representative to the Deanery Synod
13. To elect up to three members of the laity to the PCC to serve for three years and one member of the laity to the PCC to serve for two years.
14. Any other business.

15. Closing Prayers.

PCC Membership

Ex-officio:

1. Rev'd Jess Davis (Priest-in-Charge)
2. Wendy Harper (Reader / LLM)
3. Philip Walls (Reader / LLM)
4. Churchwarden (to be elected 2025)
5. Churchwarden (to be elected 2025)

Deanery Synod (Retire 2026)

1. Raymond Gallagher
2. Kathleen O'Shea
3. Vacant

PCC (Retire 2025)

1. Alison Sowden
2. Janice Mitchell
3. Solly Wilson

PCC (Retire 2026)

1. Alan Graves
2. Chris Taylor
3. Jonathan Keer

PCC (Retire 2027)

1. Martin Price
2. Rosie Price
3. Vacant

Minutes of the Annual Meeting of the Parishioners held on 28th April, 2024

Present: Thirty-six attended the meeting and they were:
Rev'd Jess Davis, Denise Gosling, Stephen Lister, Kathleen O'Shea, Rebecca Lau, Margaret Bell, Jean & John Frankland, Chris & Kathryn Taylor,, Alan & Margaret Graves, David & Pat Chapman, Ian & Jayne Cromack, David & Alison Sowden, Carol Lynch, Martin & Rosie Price, Joanna Earnshaw, Andy & Linda Rhodes ,Philip Walls, Jack Leeson, David Barker, Trish Wynn, Pauling Cowan, Stuart Spencer, Eva Lockett, Judith Hartley, Solly Wilson, Elaine Jackson , Sue Charlton & Wendy Harper. The meeting commenced at 12 noon and Rev'd Jess welcomed all to the meeting.

1. **Apologies for absence** were received from Andy Kennedy, Karen Robinson, Ann Walls, Miles & Sue Lawson, Susan Ghosh, Emma Nicholson, Sarah and Hilary Whitfield.
2. **Minutes of the meeting** held on 23rd April 2023 were read and passed. Proposed by Wendy Harper and seconded Raymond Gallagher. Unanimous
3. **Election of Churchwarden**

Rev'd Jess informed the meeting that Miles Lawson was not standing. There was only one candidate who was Andy Rhodes who was proposed by Chris Taylor and seconded by Stephen Lister. There being no further candidates Andy was elected.

Minutes of the Special Parishioners Meeting held at St Peter's Church in the Parish of Birstall on Sunday 22nd September 2024 at 10am

Present: Twenty-nine parishioners attended the meeting.

Rev'd Jess Davis, Denise Gosling, Margaret Bell, Sue Charlton, John & Jean Frankland, Anne & Philip Walls, Alan & Margaret Graves, Stuart Spencer, Judith Hartley, Eva Lockett, Joanna Earnshaw, Trish Wynne, Elaine Jackson, Solly Wilson, Pat Caunt, Raymond & Dorothy Gallagher, Chris & Katharine Taylor, Miles Lawson, Jane Cromack, Rebecca Lou, Hilary and Sarah Whitfield, Emma Nicholson & David Gill.

Jess welcomed everyone to the meeting. She informed the meeting that Andy Rhodes on the advice of the diocese had stepped down as Churchwarden. Andy is in training to be a licensed lay minister. Jess offered a tremendous thank you for all the work Andy has done whilst being Churchwarden.

1. Election of Churchwarden.

Denise Gosling was proposed by Raymond Gallagher and seconded by John Frankland. There being no further candidates Denise Gosling was elected.

There being no further business the meeting was closed.

**Minutes of the Annual Parochial Church Meeting
held on 28th April 2024**

Present: Thirty-Six members attended the meeting (listed on the meeting of parishioners 28th April 2024)

1. Apologies for absence (listed on the meeting of parishioners 28th April 2024)
2. Minutes of the meeting held on 23rd April 2023 were read and passed. Proposed Joanna Earnshaw and seconded by Dorothy Gallagher
Unanimous

3. To receive and consider the Electoral Roll.

Dorothy Gallagher's report was included with the agenda. There are 97 names on the Electoral Roll. It was proposed by Margaret Bell and seconded by David Barker to accept the report. Unanimous
Jess offered a vote of thanks to Dorothy who would be retiring this year as Electoral Roll Officer.

4. To receive a report on the proceedings of the PCC.

Denise Gosling report was included with the agenda. Jess offered a vote of thanks to Denise. It was proposed by Andy Rhodes and seconded by pat Chapman to accept the report. Unanimous.

5. To receive a report on the financial affairs of the parish.

- a) **The Annual Accounts and Treasurers Reports** for year ending 31st December 2023 were included with the agenda. It was proposed by David Chapman and seconded by Andy Rhodes to accept the reports. Unanimous. Jess commented we need to raise more money from our giving and fund raising.
- b) **To appoint an Independent Examiner.** A vote of thanks was offered to Stephen Lister. It was proposed by John Frankland and seconded by Jack Leeson to appoint Stephen as Independent Examiner. Unanimous.
- c) **To receive a report on the financial affairs of the Governors of St. Peter's School.** Alison Sowden's Report was included with the agenda. It was proposed by Elaine Jackson and seconded by Wendy Harper to accept the report. Unanimous. A vote of thanks was offered by Jess to Alison and the governors. Judith Hartley asked if a tour of the old school could be organised before it was demolished. Jess would speak to the school.

6. To receive a report on the fabric and ornaments of the church

Miles Lawson and Andy Rhodes report was circulated with the agenda. It was proposed by Jack Leeson and seconded by Raymond Gallagher to accept the report. Unanimous
Andy commented the biggest job in the near future is the repair to the boundary wall between the old graveyard and Kirklees property.
Jess offered a huge thank you to Miles and Andy.

7. To receive a report on the proceedings of the Deanery Synod

Kathleen O'Shea's report was included with the agenda. It was proposed by Jack Leeson and seconded by Dorothy Gallagher to accept the report. Unanimous. Jess reported David Barker had resigned from the Deanery Synod. Kathleen O'Shea and Raymond Gallagher are still our representatives at the Deanery Synod.

8. Management of health and Safety

Pat Caunt's report was included with the agenda. It was proposed by John Frankland and seconded by Elaine Jackson to accept the report.
Unanimous

Jess commented the church had a lot of policies but someone using them may not know the procedures,

9. To receive an APCM report 2023 from Rev'd Jess which was circulated with the agenda.

It was proposed by Dorothy Gallagher and seconded by John Frankland to accept the report. Unanimous. Denise Gosling asked if after 3 years Jess would become vicar of St Peters as promised by the bishop. Jess replied eventually yes but the plan for her to be accepted as priest in charge at St Saviours is yet to be finalised. When she is settled as priest in charge at St Saviour's then she will become vicar of St Peter's and St Saviour's.

10. To receive any other reports of parochial or church interest.

- a) **Tower Captain** . Miles's report was included with the agenda. Jess offered a vote of thanks to Miles and his team.
- b) **Safeguarding**. Janice Mitchell's report was included with the agenda. Jess offered a vote of thanks to Janice
- c) **Children's Ministry**. Sue Lawson's report was included with the agenda. Jess offered a vote of thanks to all volunteers at Junior Church.
- d) **Church Wood**. Andy Rhodes report was included with the agenda. He commented the church was working with Liam Plumber of Woodlands Trust to restore the wood back to ancient woodland. Jess offered a vote of thanks to Andy and his team.
- e) **Verger's Report**. Solly Wilson's report was included with the agenda. Jess offered a vote of thanks to Solly and asked how many spaces are left in the graveyard. Solly informed the meeting there are approximately 20 grave spaces and 16 spaces for ashes.
- f) **St Peters Playtime**. The Playtime Team report was included with the agenda. Jess thanked the team, and commented playtime had a good standing in the community.
- g) **Audio/Visual**. Chris Taylor and Martin price report was included with the agenda. Jess offered a vote of thanks to all the people who helps with Audio/Visual, but we need more helper especially at the 9am service. Full training will be given.
- h) **Eco Church**. Martin and Rosie Price report was included with the agenda. Jess offered a vote of thanks to Martin and Rosie

and commented we had been awarded a Bronze Eco Church in December 2023, and we are working towards a silver award.

- i) **To receive a reader by the Readers.** Wendy Harper, Philip Walls and Anne Walls report was included with the agenda. Jess offered a vote of thanks to all the readers, and she was saddened to report the death of Leif Wilks who will be sadly missed.
- j) **Welcome Space.** Due to a mix up Warm Space's report was not circulated. Allison Sowden reported Welcome Space is an outreach which is responding to our community. We have a safe and important place for people in need. Jess offered a vote of thanks to all the volunteers of Warm Space.

It was proposed by Wendy Harper and seconded by David Barker to accept the reports 10(1) to 10(10). Unanimous

- 11. **To appoint one representative to the Deanery Synod** There were no candidates, but Jess informed the meeting that if anyone wanted to be a Deanery Rep they could be appointed by the PCC

- 12. **To elect up to three members of the laity to the PCC to serve for three years.** Martin Price, Rosie Price and David Barker were nominated and they each had a proposer and seconded who were members of the elector roll. They were elected to serve for three years.

- 13. **Any other business**

Raymond Gallagher offered a vote of thanks to Jess for doing an excellent job.

There being no further business the meeting was closed.

To receive and consider the Electoral Roll.

A verbal report to be given at the meeting.

To receive a report on the proceedings of the PCC

We have had six meetings this year. There are fourteen members on the PCC, and they have achieved 78% attendance

Denise Gosling
PCC Secretary

Treasurer's Report for the year ended 31 December 2024

Firstly, I would like to give my sincere thanks to all those who donate towards the running of the church, and those who give of their time, skills and gifts to support us and to all who attend our church.

The Financial Accounts for the year ended December 2024 are detailed in Appendix 1. These have been independently examined by Stephen Lister and agreed by members of the PCC at a meeting on 11th March 2025. May I thank Stephen for his time.

Page 1 gives brief details of the Receipts and Payments for 2024. Our overall Receipts of £73,966 for 2024 are down considerably compared to 2023, whilst the Expenses totalling £79,723 have risen slightly. The result is that our expenses have exceeded income by £5,757. Without a reduction in our Parish share as referred to below, our annual loss for the year would have been £15,379.

Our main source of income is regular voluntary contributions received from church members. The income we receive enables us to carry out our Mission, to Worship and to maintain our church building and grounds. We are a registered charity and like any other charity, we rely heavily upon donations. I claim tax back on donations made from taxpayers and on other small donations, which is represented by the 'Gift Aid Recovered' figure. If you do pay tax and have not yet completed a Gift Aid Declaration, please let me or any other member of the ministry team know. This will enable me to claim tax back at the rate of 25p in the £1 without any additional cost to you. Similarly, I need to know if, at any point you will no longer be eligible to pay tax.

There are numerous ways available for you to give, if you wish, including by standing order, by the envelope scheme, by contactless/chip and pin, payroll giving, cash on the offertory plate, the QR Code, through PayPal, or via the donate button on our web page.

Our other main sources of income are itemised on Page 2:

- a) Fundraising and community events of various kinds.
- b) Statutory fees due to the church for performing weddings, funerals and burials.
- c) Investment income which relates mainly to dividends received on Endowment Funds. A breakdown of these investments and income received is given on Page 4.
- d) Grants were obtained totalling £2,430.

You will see under Payments that our biggest expense is the Parish Share, which represents our share of the total cost of clergy within our diocese including their stipend, housing costs, national insurance and pension contributions. This figure is £10,000 less than in 2023, as a direct result of our now sharing Reverend Jess with St Saviours. Nevertheless, our share was still £37,837.

Our other main expenses are itemised on Page 3:

- a) Church running costs totalling £19,750. A full breakdown is given.
- b) £5,400 represents donations, as listed below, which we have made in support of other registered charities as part of our Christian Mission.
- c) our utility bills i.e. gas, electric and water.
- d) Major expenses being graveyard wall repairs and boiler repairs.

As you will see, the income and expenses are subdivided into Unrestricted, Restricted and Endowment Funds. Unrestricted Funds means money which is available to fund the ongoing running of the church, some of which is put aside (Designated) by the PCC towards future expected expenses. Restricted funds are made up of money which donors have specified is only to be used for a specific purpose, for example the Tower/ Bells Fund. The other type are Endowments where funds have been given in the past usually by Will and the donors have specified that their donation should be retained and only the income is to be used for a named purpose. A full breakdown of these funds is given on Page 4.

Below is a schedule of the charities to whom the Church has made mission donations of £400 each, on your behalf.

A Rocha UK	Batley Food Bank	Bible Society (The)
Kirkwood Hospice	Martin House Hospice	Doctors without Borders (MFS)
North Kirklees Women's Refuge	Save The Children	St Georges Crypt
Tear Fund	Woodlands Trust	Zephaniah Trust

In addition, we donated £200 to the Gaza Humanitarian Appeal which included funds donated from the congregation.

If you have any queries, please let me know.

F. Alan Graves, Treasurer to the PCC

**To receive a report on the financial affairs
of the Governors of St Peter's School.**

The governors of your school continue to work hard to ensure that our children, staff and all who visit our school are safe and have a comfortable place to study and work, as well as learning to care for each other, the communities where they live and the wider world as they learn about God and begin to understand Christian values, feeling cared for and accepted, with a staff team who really do go the extra mile for all children.

Work has continued the building of the new school, which is fully DFE funded, hopefully the building will be complete by October. We will keep you informed. There will be events planned for when the time comes to say goodbye to our current school as we know many people at church helped raise vital funds to build and equip it almost 57yrs ago as well as contributing to governors for ongoing projects.

Presently there is no money being spent on the current building, so there have been no new expenses for the governing body, hopefully with the new build there will be nothing for a few years.

We are still repaying steadily around £4,000 to school which has helped with the governors 10%, we continue to be thankful for the small donations we receive from individual church members.

Finally, have you ever considered becoming a governor, please ask one of us what it entails (Jan, Alison, Jess, Karen)

Thank you
A Sowden

To receive a report on the fabric, goods, and ornaments of the Church

I have checked and identified all items in the Church's Inventory and can confirm that all were present in the church and signed off accordingly.

Churchwarden's Report:

The services to the twin boilers, clock, entry alarm, and fire extinguishers have been carried out.

On the 1st November 2024 Innova Electrical upgraded the electric box in the vestry. Spot lights were fitted to highlight the Frampton Mural. 6ft LED strip lights were fitted in the kitchen and choir stalls.

An outside security light was fitted at the corner of the south and east outside wall.

The Quinquennial Inspection was completed by our architect and urgent works were highlighted.

The report brought extra challenges with it.

Roof- Chancel north and south slope- architect budget is £2000-£9,999

The Lychgate desperately needs repair work and for Health and Safety reasons we have had to close it. We need £6500 to repair the Lychgate and the PCC are trying to raise the funds.

The down pipes are free flowing, and the soak ways are regularly cleaned.

I became churchwarden on 22nd September 2024, and I am extremely grateful for all the help that I have received.

Denise Gosling
Churchwarden

To receive a report on the proceedings of the Deanery Synod.

The Deanery Synod has met twice this year. In June we were at St. Micheal and All Angels. Thornhill. The speaker was Keith White whose subject was 'Christians in Politics'. Mr. White spoke eloquently on promoting Christian values in our political decisions whatever party we support.

In October, at St. John's Carlinghow, the Archdeacon talked about his visit to Taize. The Taize style of worship has become world famous and at Taize large numbers of, mostly younger, people gather to explore their faith in discussion groups and worship.

At each meeting we receive reports from General Synod and Diocesan Synod. Issues relating to the deanery are discussed and officers elected. One of our representatives died during this year. David Barker was a loyal member of the Deanery Synod and will be sadly missed.

Kathleen O'Shea

To receive a report on Health and Safety.

This Report covers the period March 2024 to March 2025.

1.VISIT BY TONY DOWLING OF AVIVA INSURANCE ON 19 JULY 2024

1.1 Background

I joined Alan Graves (AG) (PCC Treasurer) for an Inspection of the Church Building and grounds, by Tony Dowling (TD) of Aviva Insurance. The following matters were discussed:

1.2 Church Yard

AG explained that the church yard is used by the public, especially dog walkers; and that Kirklees MDC have responsibility for grass cutting, tree trimming and keeping pathways clear and safe for use. However, due to tightening budgets, the level of care has reduced over the last few years. Recent work includes trimming of tree branches and replacing paving slabs near the North entrance.

TD noted that:

(a) The Church roof has an anti-vandal protection system. AG explained this was installed following the theft of lead, which left the roof badly damaged. CCTV surveillance and roof alarms were also installed, which, if activated, alert the Police.

(b) Security alarms are provided on the three external doors ie the North Porch, South Porch and the Vestry Door. In addition, there are padlocked gates at the North Porch, South Porch and the stairway to the cellar.

(c) Rubbish bins are kept within the locked gate of the North Porch, so access by mischief makers is prevented.

1.3 Burial Ground

AG explained that the PCC is responsible for care and maintenance of the Burial Ground whilst it is still in use, but once full, responsibility will pass to Kirklees MDC. To manage the work load, a distinction has been made between the old (Victorian) part; and the new (in use) part. In the former, only main pathways are kept clear, hence the area is untidy and overgrown, whilst in the latter, the grass is mown and the area kept tidy. Checks are also made here for loose head stones; and if one is found, it is deliberately toppled to lie flat on the grave.

An Arboriculturist carried out a survey of the trees in 2016 and again in 2021. In each case, the immediate recommendations were acted upon.

1.4 Church Woods

AG pointed out the public right of way which runs through the Burial Ground and into Church Woods, which is a five-acre site, in frequent use, especially by dog walkers. Andy Rhodes, PCC Member, takes responsibility for the Woods; and periodically organises a “working party”; to carry out maintenance work. TD said he did not need to go into the Woods.

1.5 The Church Building

1.5.1 Fellowship Area

TD was shown the Fellowship Area, including the Kitchen, Toilet, Tower Room and Children’s Room. We explained that the kitchen is used to prepare snacks such as sandwiches and salads. The gas rings may be used to heat up soup; and if hot food is required, eg pies and pastries, these are prepared off site, then brought to the kitchen to be heated up in the oven.

We informed TD that the Church Member who takes responsibility for the kitchen is professionally trained; with Qualifications in Catering. Other

Church Members who help to prepare and serve food are trained to Level 2 of the Food Safety and Hygiene Vocational Qualification. (Certificates on display in the Kitchen.) We also informed him that after the last two inspections from Kirklees Environmental Health, we were awarded the highest rating of 5 (“Very Good”) under the Food Standards Agency Inspection Scheme.

We pointed out that cleaning products used are of a domestic standard, with the exception of the dish washer fluid. This is a commercial product, supplied in 5 litre carboys, stored beneath the dish washer. When required for use, the top is removed; and a vacuum line attached, which draws fluid directly into the machine.

The only adverse comment TD made was that the microwave should be plugged directly into a wall socket, rather than into an extension lead. I explained the difficulty in installing wall sockets, due to the stone walls and the fact the Church is a Grade II Listed building. I said the risk of an electrical incident is judged negligible, because the extension lead is in a protected position; and the plug is never removed, so there is no wear or tear. TD agreed the risk is very low, but he was drawing it to our attention as a matter of “good practice”.

TD was shown the main gas inlet pipe and the shut off valve, which are in a cupboard near the kitchen sink. He used a thermal imaging camera and explained that any gas leakage is shown as a colour change on the image. A change of up to 20 “units” is allowed before there is any concern. Our image showed a change of only 5 “units”.

TD had no further comment about the Fellowship Area, Toilet, Tower Room or Children’s Room.

1.5.2 Church Tower

TD said he didn’t need to go into the Tower.

1.5.3 The Central Heating Boilers

One boiler is in a cupboard, accessed from the North Porch. TD’s thermal imaging camera showed the colour change as being well below the 20 ‘units’. However, he was concerned about items being stored in the cupboard, as these created a fire risk.

The second boiler is in the same location, but on the other side of the partition wall, so is accessed from the back of the North Aisle of the Church. This also passed the test with the thermal imaging camera, but again drew negative comments; because of items being stored in the cupboard.

ACTION: As soon as TD finished his visit, wooden brooms and cardboard boxes were removed from the Boiler Cupboards. Jess Davis (Priest-in-Charge), who was on site, was informed; and she said she would discuss it with Andy Rhodes, PCC Member (who was Church Warden at that time). She said a sign would be made for each cupboard, stating that items should not be stored inside.

1.5.4 Vestry

TD asked to see where we stored valuable items such as cash and silverware. He was satisfied when he saw these were kept in locked safes in the Vestry.

1.5.5 Cellar

AG collected the keys from the organ cupboard, then unlocked (a) the padlock on the gate at the top of the outdoor stairway, which leads to the Cellar; and (b) the Cellar door. TD wanted to see where the main electrical supply enters the building, so he could check the installation with his thermal imaging camera. Again, the screen image showed a colour change well within acceptable limits. TD acknowledged the cellar houses the air blower for the organ; and that nothing else is stored in there.

He advised a hand rail should be provided on the cellar stairway. I said the risk arising from a slip, trip or fall is judged very low, since this area is accessed only very infrequently. TD agreed that this is not a priority matter.

1.6 Documentation

TD examined the Health and Safety Folder which contained our:

Summary of Essential Health and Safety Information

Checklist for a Health and Safety Inspection

Policy on Safe Use of Ladders

Fire Risk Assessment

Risk Assessment for Safety in the Kitchen

Document for Managing Asbestos

Intruder Policy and

Risk Assessment for Safety during Worship and Other Public Events

We also had these documents available for him to see:

Electrical Engineer's Inspection Report (2024)

Annual Check of the Roof Security System (2024)

Arboricultural Report (2021) and

The latest Insurance Report.

TD advised that the Church was under-insured. He recommended revaluation every 5 years.

ACTION: To arrange for a valuation of the Church, then reconsider the insurance cover.

1.7 Conclusion: TD had no further comments. A written Report was sent, which I have not seen.

2. QUINQUENNIAL INSPECTION BY ULRIKE KNOX OF KNOX MCCONNELL ARCHITECTS IN OCTOBER 2024

2.1 Background

The Church of England Diocese imposes a requirement for the fabric of the Church to be inspected by a professionally qualified person, once every five years, to ensure the PCC is aware of what is needed to keep the building in good repair. An inspection was due; and this was carried out in October 2024.

I was not involved in the Inspection; and although I briefly saw the written Report, I was not asked to look at it in detail. As I understand it, the work recommended for immediate and urgent attention involves a cost in excess of £6K. This is disturbing because finances are not robust enough to support this expenditure.

I have since asked to see a copy of the Quinquennial Report, so I could include some comments in this Report.

2.2 Items for immediate attention

2.2.1 Chancel Roof, both North and South slopes (a) Ridge needs repointing and (b) lead cover flashings on abutments need replacing.'

2.2.2 On the North side of the building: downpipes, gullies and soakaways must be maintained so rainwater is carried away. (A blocked fall pipe is believed to have led to damaged stonework on the north elevation of the North Inner Aisle.)

2.2.3 The Lychgate: (a) roof needs repair due to decaying timber, (b) stonework needs repairing and repointing due to cracks, flaking and open joints and (c) gates need to be rehung with non-ferrous fixings.

2.3 Items for urgent attention, within 12 months

2.3.1 Roofs: (a) North Porch Roof – the flashing and the ridge need repointing and (b) South Porch Roof – vegetation must be removed from the gutters and the joints repointed.

2.3.2 Exterior Walls: Chancel, North Aisle, North side – (a) open joints around the East Window need repointing and (b) sill and mullion bases of the West Window needs attention due to flaking stonework.

2.3.3 Interior Walls: Work required In the Nave (a) South Wall – open joint in centre arch needs attention; and repointing needed around the clerestory windows and (b) South and North Walls – salt damage to stonework needs to be addressed.

2.3.4 Tower: (a) To prevent water ingress, the leak at the base of the flagpole must be attended to, and the arrangement for rainwater drainage must be maintained (b) Repair the wire mesh used to keep birds out (c) Repair the damaged belfry louvres (d) Holes in the floor of the belfry must be repaired (e) A qualified structural engineer should check the stability of the corner pinnacles and (f) The timbers in the ceiling of the Tower Room should be checked for decay.

2.3.5 Pedestrian access to the Church from Westgate: (a) At the East Access, stability of the wall coping stones needs assessing and (b) At the North Porch Access, neither the handrail nor the ramp meets current standards for public access.

3. ELECTRICAL INSPECTION BY J W ELECTRICAL ON 11 MARCH 2024.

An Inspection was carried out by J. Woffenden of J W Electrical, Woolley Grange, Barnsley. He identified “danger” and required immediate action be taken, because there was no residual circuit protection; and no switch to isolate lighting circuits to The Lady Chapel, South Chancel, North Chancel, Roof Light, the Reredos and the Clock Timer. He advised the consumer unit be replaced with one which incorporates these protections.

This work was promptly carried out.

This Report was produced by Pat Caunt, Church Member with responsibility for Health and Safety; and is dated Monday 24 March 2025.

To receive a report on Safeguarding

Safeguarding continues to be a priority and a strong focus for the Church of England and St Peter’s Church. We want to make sure that we have a safe, caring environment for everyone who attends by ensuring that we have strong procedures in place to protect everyone.

We have adopted the Diocesan Safeguarding Policy which is reviewed annually by the PCC. The Policy and contact details of the Diocesan Safeguarding Team are on display on the noticeboard in the fellowship area. We have strong links with our Diocesan Safeguarding Officers who are always available for help and advice.

Safeguarding training is compulsory for many roles in church including Junior Church, Healing Ministry, PCC members and anyone in leadership roles. Leeds Diocese provides these training courses online. Although these courses are compulsory for some people, they are very useful for anyone to take, and they offer very helpful advice. If anyone wants further information on any of these courses, please see me or Jess.

Not everyone has access to the Internet or feels confident to do this training online, Jess arranged face to face training in April, which was done jointly with St Saviour's and was very successful and well attended.

DBS checks and Confidential Self Disclosures are up to date. I have recently renewed my Pathway Leadership qualification, which was very interesting and informative.

It is up to each and every one of us to play our part in keeping our church a safe place for all, by adhering to the guidance, and being vigilant.

If you have any concerns, please contact either myself or Jess, or in an emergency or if we are not available, use the contact details for the Leeds Diocesan Team on the notice board in the fellowship area.

Report prepared by Jan Mitchell
Parish Safeguarding Officer
May 2025

To receive an APCM report 2024

“Be strong in the Lord and in his mighty power. Put on the full armour of God, so that you can take your stand against the devil's schemes. For our struggle is not against flesh and blood, but against the rulers, against the authorities, against the powers of this dark world and against the spiritual forces of evil in the heavenly realms.” Ephesians 6.10-12

This past year has felt like a bit of a spiritual battle. Alongside so many things to be thankful for, we have faced a barrage of hardships. Many of our number have been facing extreme challenges with health and with personal circumstances. We have lost some dear ones. The deaths of David Barker, June Williams and Christine Ainsworth have hit us particularly hard as a congregation alongside those of you who have personally lost loved ones. It often feels like we are living under a cloud of grief and carrying many burdens that are weighing heavily upon us. And yet, God is still good, he is still present, and he walks with us through the dark valleys.

As we go through these dark times, it has been encouraging to see the ways that the church has pressed into prayer, worship, and care for one another and our wider community. We now have a regular fortnightly prayer meeting on a Monday evening called Ignite, Welcome Space on a Wednesday lunchtime continues to support many in our congregation and wider community with a warm welcome, food, and friendship. The pastoral team continue to contact and visit people who need a bit of extra support and take communion to those who can't make it to our services in person.

2024 in Review

2024 was mainly about me preparing to take on a second church and learning the best way to juggle them; I think that we're slowly getting there as we make a few adjustments along the way.

Here are just a few of the good things that happened in 2024:

1. A media team has been established who began working on improving our media presence in the community and our church communications (including a new logo).
2. Welcome Space was established and has been going from strength to strength.
3. At fortnightly prayer meeting, Ignite, has been established and is well attended.
4. We managed to run a successful Alpha course.
5. Andy Rhodes has come on board as a LLM (Licenced Lay Minister) in training.
6. Despite me being shared, seasonal services were all able to go ahead with a minimal amount of disruption to the usual pattern and

worship on Sundays and Wednesdays has been able to continue with minimal disruption.

7. A curate has been secured, Vicky Angel, to start in June 2025 and will be living in St Saviour's Vicarage.
8. A six-monthly joint PCC meeting has been established with St Saviour's to discuss issues and plans affecting both churches.

Plans for 2025

2025 is all about getting organised and sorting out some of our processes so that things run a bit more smoothly. These are a few of the things that I am hoping to achieve.

1. To look at "in-house" communications between team members to ensure that we are all on the same page and that processes happen smoothly.
2. To introduce a new way of sharing communion to ensure that it is fully inclusive of those who are unable to share the common cup.
3. To re-establish Messy Church.
4. To establish an Open the Book team going into St Peter's School
5. To run a Bereavement Journey Course by the end of the year.
6. To identify sources of funding and to commence repair work on the church as detailed in the quinquennial report.
7. To establish a regular pattern of accessible safeguarding training to ensure that this continues to be a high priority.
8. To continue to work towards our Net Zero goals.

Overall, our focus needs to be on mission. Whilst we appear to be in a relatively healthy position compared to some of the other churches in the area, we are at risk of steep decline in the next few years if we do not prioritise mission and numerical growth.

To enable us to do this, it takes all of us playing our part. We need to share and support our events, we need to be bold in inviting others along, and we need to be welcoming to new people and visitors, chatting to them and helping them to belong.

We can do this if we all work together.

Rev'd Jess Davis (Priest-in-Charge)

To receive any other reports of parochial or church interest.

a) Tower Captains Report:

- The band has merged with the ringers from Cleckheaton, St Johns as they are unable to ring their bells due to woodworm in the ringing chamber entrance. It may not be possible to ring the Cleckheaton bells for some time as they also have major roofing issues.
- We have 10 ringers when they all manage to get to practice. This allows us to ring all eight bells on a practice night. We will be putting up a message in Birstall Matters to request more ringers. We find that if we get 12 people we only retain about 2 or 3 who want to continue. That is about a 75% attrition rate which is the average everywhere in the UK. However, we always welcome anyone who wishes to try it out.
- With more learners, the band requested to practice on Tuesday evenings as well as Thursday evening practice to make progress more quickly.
- Maintenance work has been ongoing on the bells slider system. This commenced because no work had been done on them since they were installed in 1918. Work has been completed on 5 of the bells with the remaining 3 to be completed. The impact has been major, and the bells are so much easier to ring. We have had some very positive feedback from visiting ringers.
- We have been collecting £1 per ringer each week. This has paid for our Yorkshire Association Subs, and we are in the process of designing a shirt with a combined ringers logo for St Peters Ringers and Cleckheaton Ringers.
- There have been two full peals and one quarter peal rung on the bells this last year. We have had two groups of visiting ringers.
- There have been no weddings this last year. The band rang for the Christingle service where they were heard by a full church and St. Peter's School Choir. The band also rang for a couple of Sundays, but we ran into problems with sickness and holidays and have struggled to get going again. The bells were also rung for seeing in the New Year.
- Our plans are to complete the maintenance work and also complete painting the steel frame part of which had not been finished during the last attempt to paint the frame. This is important to protect the frame from rust. The Quinquennial Report identified that the Louvers needed some work to be sympathetically restored. This work is to be

planned with the Churchwarden and Revd. Jess overseeing the work reporting back to the PCC.

b) **Eco Church Report**

We registered for the Eco church award Scheme in October 2022

Through the A Rocha UK Eco Church award structure we have been guided and encouraged to think about and become more aware of the importance of caring for God's creation. <https://ecochurch.arocha.org.uk/>

Achievements since the Eco Church group was formed:-

- Ongoing conversations about environmental issues with many people
- Planted an Oak tree on the old bonfire site stimulating new growth from the ashes
- Wildlife hedge planted with the help of the community and St Peters School - this is looking great
- Gardening tools now stored in a purpose built unit to help with events and maintenance
- Bronze award achieved Dec 2023
- Our community bee hive is thriving and we now have a second hive.
- Installed 10 bird boxes in the churchyard
- Promoting environmentally friendly alternatives to reduce environmental impact. Ethical, Fairtrade, recycled toilet paper, locally sourced food, less harmful chemicals, reduce single use plastics.
- Committed to work towards ethical banking
- Trimming of trees and bushes to make the churchyard more attractive.
- Adding new plants to the Churchyard to attract more wildlife such as butterflies, bees etc.
- Started the NEW Silver award assessment
- No Church money has been spent on Eco church activities so far

We will now continue to work together as a church towards the next award.

The A Rocha scheme provides a road map towards a more sustainable future as a church. It involves everything from our heating to our land management to our detergent use to our banking.

Plans for 2025

- Easter Saturday Community event
- Regular community events going forward showing we are part of the community

- Working with the gardening team to encourage more church and community involvement.
- Making and installing more bug hotels for bees, butterflies and other insects
- Working through the Eco Church Silver questionnaire to get as close as we can to the next award.
- Picking litter and tidying up the church grounds - ONGOING
- Gardening to remove some brambles then planting wildflowers and shrubs to increase biodiversity of our land STARTED
- Garden composting to continue, building on our biodiversity. More sites will be set up
- Put up signs to explain what we are doing and inviting others to get involved. STARTED
- Invite guest speakers with specialist environmental organisations, A Rocha, Christian Aid etc.
- Propagating plants for Summer Fair
- Increasing habitats with wood piles and conservation areas STARTED

There's lots of work to do! Eco Church is a whole congregation effort. If you would like to know more and get involved speak to Martin & Rosie Price, St Peter's Environmental officers, or Rev. Jess.

c) **Media Team Report**

The media team was set up in early 2024

The aim is to enhance our internal and external communications for the improvement of St Peters.

Pooling our talents to collaboratively invigorate and streamline information gathering, sharing and advertising

Achievements since the Media Team was formed:

- Established a new Church Logo to project ourselves to the outside world
- Installed two banner frameworks to advertise events and demonstrate we are open and something is happening.
- Two New Christmas Fair banners in place 1 month before the event
- 1000 glossy leaflets designed and printed for advertising Christmas and regular activities. Delivered to over 500 homes, given to children at school and shared with the congregation and friends.
- Christmas lights added to the entrance, lit throughout December 2024 for part of the evening

- Some stained-glass windows lit up during December - Feedback on Facebook was positive.
- Jet washed the church entrance to remove some of the green mould and make the first thing newcomers see a more welcoming space
- New notices on screens in church before and after service.

Plans for 2025

- Update the church website, new look and feel, and lots of new features
- Improve events and activities advertising both physical and digital
- Banners for Summer fair to design
- Other banner opportunities to be discussed, what about Alpha?
- Maybe next year we have Easter banners
- Another Christmas leaflet but with a bigger print run delivered to more houses?

There's lots of work to do! If you would like to know more and get involved speak to Chris, Emma, Alex, Martin, Rosie or Rev. Jess.

d) **Church Woods Report**

Very little has been done in church wood over last year. Progress seems to have gone ahead a pace with controlling the Himalayan Balsom, the bike track which was demolished last year has just about returned to the natural state. We have let the brambles grow as they are a natural deterrent to unwanted activity such as building BMX tracks.

Andy Rhodes

e) **Junior Church Report**

This year has seen us grow if only in small steps. We have a core attendance of regulars which are frequently added to with five other children who attend on a less regular basis. Our age ranges very from 3 to 13 years who are all catered for with the aid of our helpers.

This year we have studied many of the biblical topics which in church have been based. If not in that current week, then a short while later. The lessons follow a format of a Bible reading about the topic with all of the children taking it in turns to read. This is followed by a discussion about the topic (relating it to our lives). This can be quite wide ranging and very

interesting to hear the children's views. Afterwards we have a mixture of arts and crafts linked to the topic or a game or a quiz that related to it. After which we allow time for prayers relating to the topic and any other prayers that children have thought of on their own.

During the course of the year, Junior Church has supported the Summer and Christmas fairs by running the games stall and providing craft activities.

Penny and Rachel

f) **Ignite Report**

The St Peter's Ignite Prayer meeting has been running since September 2024. It meets every other Monday evening at 7pm. The focus of the group is to pray for our church family as a whole, our services & activities. We pray together to ask God to help us build unity among our church family & to give us guidance as we seek to grow as a church & welcome new people in. We share our prayers with each other, and in doing so learn from each other & support each other.

We usually start our sessions with some informal worship and ask the Holy Spirit to fill us and guide us during our time together. We sometimes pray together as a whole group, if we are not many in number, but the flexibility is there for everyone to pray in a way that works for them – be it alone or in a small group.

The numbers attending the meeting vary between 6 and 13. Anyone is most welcome to join us.



Registered Charity No. 1133854

**THE PAROCHIAL CHURCH COUNCIL
OF BIRSTALL PARISH CHURCH
IN THE DIOCESE OF LEEDS**

**ANNUAL STATEMENT OF THE FINANCIAL
AFFAIRS FOR THE YEAR ENDED
31 December 2024**

**PREPARED BY: F. ALAN GRAVES
TREASURER TO THE P.C.C**

**EXAMINED BY: STEPHEN LISTER
INDEPENDENT EXAMINER**

BIRSTALL PARISH CHURCH IN THE DIOCESE OF LEEDS
FINANCIAL STATEMENTS FOR THE YEAR ENDED 31st DECEMBER 2024

RECEIPTS AND PAYMENTS ACCOUNT

	Note	Unrestricted Funds	Restricted Funds	Endowment Funds	TOTAL 2024	TOTAL 2023
RECEIPTS						
Voluntary Receipts:						
Regular Giving		42,825			42,825	43,744
Misc. Collections at Services	a)	2,138			2,138	2,024
All other giving	b)	1,917	180		2,097	3,613
Gift Aid Recovered		10,414			10,414	9,856
Grants Received	c)	0	2,430		2,430	495
		<u>57,294</u>	<u>2,610</u>	<u>0</u>	<u>59,904</u>	<u>59,732</u>
Fundraising Activities:	d)	5,790			5,790	7,488
Investment Income	e)	742	39	2,275	3,056	2,823
Statutory Fees		4,716			4,716	7,468
Income from lettings:		90			90	270
Sundries	f)	410			410	372
TOTAL RECEIPTS		<u>69,042</u>	<u>2,649</u>	<u>2,275</u>	<u>73,966</u>	<u>78,153</u>
PAYMENTS						
Costs of Fund raising Activities:	h)	535			535	1,505
Church Activities:						
Mission Giving/Donations	i)	5,400			5,400	5,081
Diocesan parish Share		37,837			37,837	47,815
Clergy & Staffing costs		356			356	415
Church Expenses:						
Mission & evangelism costs	j)	389	45		434	167
Church Running Expenses	k)	19,475	275		19,750	14,497
Church utility bills		7,767			7,767	7,548
Major Capital Expenses:	l)	6,174			6,174	2,499
Other Expenses – tree felling			1,470		1,470	0
TOTAL PAYMENTS		<u>77,933</u>	<u>1,790</u>	<u>0</u>	<u>79,723</u>	<u>79,527</u>
Excess of Receipts over Payments		(8,891)	859	2,275	(5,757)	(1,374)
Transfers between funds		2,275	0	(2,275)	0	0
		<u>(6,616)</u>	<u>859</u>	<u>0</u>	<u>(5,757)</u>	<u>(1,374)</u>
Cash at Bank as at 1 January 2024		20,871	12,199	0	33,070	34,444
Cash at Bank as at 31 December 2024		<u>14,255</u>	<u>13,058</u>	<u>0</u>	<u>27,313</u>	<u>33,070</u>

STATEMENT OF ASSETS

Assets	Unrestricted Funds	Restricted Funds	Endowment Funds	TOTAL 2024	TOTAL 2023
Cash Funds					
Bank current account	4,379	8,684		13,063 *	18,820
CBF Deposit Fund	14,250			14,250	14,250
	<u>18,629</u>	<u>8,684</u>	<u>0</u>	<u>27,313</u>	<u>33,070</u>
Investment Assets					
Diocese – Chancel Fund Deposit			93	93	93
C of E Investment Fund shares		7,816	83,679	91,495	88,447
	<u>0</u>	<u>7,816</u>	<u>83,772</u>	<u>91,588</u>	<u>88,540</u>
TOTAL ASSETS – see Fund Analysis					
Cash Funds as above	18,629	8,684	0	27,313	33,070
Investment Assets as above	0	7,816	83,772	91,588	88,540
	<u>18,629</u>	<u>16,500</u>	<u>83,772</u>	<u>118,901</u>	<u>121,610</u>

* Note:- Bank balance as at 31/12/2024 = £12,797 add funds awaited of £1,210 less outstanding cheques to be presented of £944 = £13,063

BIRSTALL PARISH CHURCH IN THE DIOCESE OF LEEDS

FURTHER ANALYSIS OF RECEIPTS

	Unrestricted Funds	Restricted Funds	Endowment Funds	TOTAL 2024	TOTAL 2023
RECEIPTS					
a) Collections at Services:					
Cash received	1,860			1,860	1,424
Sundry collections	278			278	600
	<u>2,138</u>	<u>0</u>	<u>0</u>	<u>2,138</u>	<u>2,024</u>
b) All other Giving/Voluntary Receipts:					
Sundry Donations – Gift Aided				0	255
Sundry Donations – Not G/A	1,627			1,627	2,335
Donations to Tower Fund		180		180	0
St Patrick's Church Donation	100			100	0
HSBC – donation				0	500
Disaster Emergency Appeals	60			60	375
Ecclesiastical Insurance	130			130	0
Miscellaneous collections				0	148
	<u>1,917</u>	<u>180</u>	<u>0</u>	<u>2,097</u>	<u>3,613</u>
c) Grants Received:					
Woodlands Trust		1,470		1,470	0
Bishops Development Fund		960		960	0
Listed Places of Worship				0	495
	<u>0</u>	<u>2,430</u>	<u>0</u>	<u>2,430</u>	<u>495</u>
d) Fund Raising Activities:					
Summer Fête	1,362			1,362	1,670
Summer Fair Sponsorships	405			405	365
Christmas Fair	1,431			1,431	1,529
Afternoon Cream Teas	372			372	0
Sponsored hair dye	522			522	0
Brass Band concert	0			0	1,223
Swing Band concert	0			0	478
Murder Mystery	0			0	790
Play Group	600			600	400
Tea & coffee	600			600	300
Pete's Produce	400			400	311
Book sales	5			5	90
Greeting card sales	60			60	209
Miscellaneous activities	33			33	123
	<u>5,790</u>	<u>0</u>	<u>0</u>	<u>5,790</u>	<u>7,488</u>
e) Investment Income:					
Income on CBF Deposit	742			742	545
Income on CBF Investments		39	2,275	2,314	2,278
	<u>742</u>	<u>39</u>	<u>2,275</u>	<u>3,056</u>	<u>2,823</u>
f) Sundries:					
Cheque not presented	400			400	200
Refund on broadband				0	32
SSE goodwill payment				0	100
Miscellaneous	10			10	40
	<u>410</u>	<u>0</u>	<u>0</u>	<u>410</u>	<u>372</u>

**BIRSTALL PARISH CHURCH IN THE DIOCESE OF LEEDS
FURTHER ANALYSIS OF RECEIPTS AND PAYMENTS – NOTES**

	Unrestricted Funds	Restricted Funds	Endowment Funds	TOTAL 2024	TOTAL 2023
PAYMENTS					
NOTE					
h) Costs of Fund raising activities:					
Summer Fete	415			415	386
Christmas Craft Fair	80			80	76
Brass Band concert				0	650
Murder Mystery				0	373
Afternoon Teas	40			40	0
Miscellaneous				0	20
	<u>535</u>	<u>0</u>	<u>0</u>	<u>535</u>	<u>1,043</u>
i) Mission Giving and Donations:					
Tithe Payments to Charities	5,200			5,200	4,706
Disaster Emergency Appeals	200			200	375
	<u>5,400</u>	<u>0</u>	<u>0</u>	<u>5,400</u>	<u>5,081</u>
j) Mission & Evangelism costs:					
Flyers and booklets	219			219	97
Yorkshire Ass. of change ringers	10			10	10
Yorkshire Historic Churches Trust	40			40	40
Churches Together in Birstall				0	20
Alpha Course	120			120	0
Kitchen Equipment		45		45	0
	<u>389</u>	<u>45</u>	<u>0</u>	<u>434</u>	<u>167</u>
k) Church Running Expenses:					
Church Building running expenses	17,065			17,065	10,358
Costs of Services	1,809	275		2,084	2,916
Office Expenses	601			601	1,223
	<u>19,475</u>	<u>275</u>	<u>0</u>	<u>19,750</u>	<u>14,497</u>
l) Major Capital Expenses:					
Alarm system replacement				0	900
Graveyard wall repairs	4740			4740	0
Heating maintenance and repair	1,434			1,434	1,539
	<u>6,174</u>	<u>0</u>	<u>0</u>	<u>6,174</u>	<u>2,499</u>
ADDITIONAL ANALYSIS OF PAYMENTS:					
Church Building Running Expenses (see k) above):				5909	5749
Building Insurance				358	167
Organ repairs/service				222	288
Fire Extinguisher service				3162	3167
Grass cutting				296	450
Kitchen and boiler service				1560	0
Architects Fees – quinquennial report				3061	25
Electrical report and repairs				277	254
Telephone/internet				840	0
Clock Servicing three year contract				811	0
Cleaner costs and materials				274	0
Electronic cabling				87	0
Defibrillator pad replacements				84	0
Alarm system servicing				124	258
Miscellaneous				<u>17065</u>	<u>10358</u>

BIRSTALL PARISH CHURCH IN THE DIOCESE OF LEEDS

FUND ANALYSIS

	Reference	No. of Shares	2024 Valuations	2024 Dividends/ Interest	2023 Valuations
Endowment Investment Funds held by the Diocese:					
Chancel Fabric Fund	3016985-001	834	19,284	523	18,853
Choir Fund	3016986-001	134	3,098	84	3,029
Church Cottages Fund	3017016-001	1787	41,320	1,121	40,396
Curate Fund	3016984-001	328	7,584	206	7,415
Sunday School Prizes	3017013-001	110	2,543	69	2,486
			73,829	2,003	72,179
Chancel Fabric – Deposit	3017011-001		93	5	93
			73,922	2,008	72,272
Endowment Investment Funds held by the PCC:					
Curacy Fund	640002003S	128	2,960	80	2,893
Longbottom Bequest	640002001S	298	6,890	187	5,736
Total of Endowment Funds			83,772	2,275	80,901
Restricted Investment Funds held by the PCC:					
Altar Linen Fund	640002004S	62	1,434	39	1,401
Birstall Schools Building Fund*	640002002S	276	6,382	0	6,239
			7,816	39	7,640
Restricted Cash Funds held by the PCC:					
Community Fund			4,035		3,115
Disadvantaged families at school			40		40
Kitchen Renovation Fund			2,057		2,057
Re-ordering/Maintenance Fund			708		708
Sunday School Prize Fund			662		867
Tower Room/Bells Fund			1,182		1,002
			8,684	0	7,789
Total of Restricted Funds			16,500	39	15,429
Unrestricted Designated Cash Funds held by the PCC:					
Altar, Linen, carafe & organ refurbishment Fund			(1,900)		(1,939)
Audio Visual Fund			(80)		
Energy Reserve Fund			2,500		2,500
Environmental Fund			2,215		2,215
Flower Festival Fund			189		189
Graveyard Fund			6,070		11,625
Parish Training Fund			1,940		1,940
St Peter's Playtime Fund			498		498
Tithe Fund			887		1,363
			12,319	0	18,391
General Fund held by the PCC:			6,310		6,890
Total of Unrestricted Funds			18,629	0	25,281
Total Assets:					
Endowment Funds			83,772	2,275	80,901
Restricted Funds			16,500	39	15,429
Designated/unrestricted Funds			18,629	549	25,281
			118,901	2,863	121,611

Notes:

- 1 * Dividends on the Birstall School's Building Fund are paid directly to the School
- 2 Based on the closing price of the shares held in the CBF Church of England Investment Fund income units the price per share as at 31 December 2024 was 2,312.27p and at 1 January 2024 was 2,260.53p

BIRSTALL PARISH CHURCH IN THE DIOCESE OF LEEDS**MOVEMENT OF FUNDS HELD UNDER THE CONTROL OF THE P.C.C**

	Balance 01/01/24	Income/ Donations	Expenses/ Transfers	Balance 31/12/24
MOVEMENT ON RESTRICTED FUNDS HELD BY THE P.C.C				
Church Wood				
Movement	0	1470	1470	0
Community Fund				
Movement	3,115	990	70	4,035
Disadvantaged Families at St Peter's School				
Movement	40	0	0	40
Kitchen Renovation Fund				
Movement	2,057	0	0	2,057
Re-Ordering and Maintenance Fund				
Movement	708	0	0	708
Sunday School Prize Fund				
Movement	867	69	274	662
Tower Room and Bells Fund				
Movement	<u>1,002</u>	<u>180</u>	<u>0</u>	<u>1,182</u>
	<u>7,789</u>	<u>2,709</u>	<u>1,814</u>	<u>8,684</u>

MOVEMENT ON DESIGNATED FUNDS HELD BY THE P.C.C

Altar Linen, Carafes & Organ Refurbishment Fund				
Movement	(1,939)	39	0	(1,900)
Audio Visual Fund				
Movement	0	195	275	(80)
Energy Reserve Fund				
Movement	2,500	0	0	2,500
Environmental Fund				
Movement	2,215		0	2,215
Flower Festival Fund				
Movement	189	0	0	189
Graveyard Fund				
Movement	11,625	2,346	7,901	6,070
Parish Training Fund				
Movement	1,940	0		1,940
St Peter's Playtime Fund				
Movement	498	0	0	498
Tithe Fund				
Movement	<u>1,363</u>	<u>4,524</u>	<u>5,000</u>	<u>887</u>
	<u>18,391</u>	<u>7,104</u>	<u>13,176</u>	<u>12,319</u>

MOVEMENT ON GENERAL FUND – GENERAL CHURCH INCOME AND EXPENSES

Movement	<u>6,889</u>	<u>65,477</u>	<u>66,056</u>	<u>6,310</u>
----------	--------------	---------------	---------------	--------------

BIRSTALL PARISH CHURCH IN THE DIOCESE OF LEEDS

Notes to the Accounts:

- 1 These Financial Statements prepared on behalf of and agreed by the PCC, are in accordance with the Church Accounting Regulations 2006, as amended by the Charities Act 2011, using the 'Receipts and Payments' basis and are in accordance with the 'Return of Parish Finance'.
- 2 Endowment Funds arise where the capital must be held permanently but the income can be used as directed by the donor.
- 3 Restricted Funds arise where capital is to be held for the specific purpose for which it was given unless that purpose no longer exists in which case the PCC can direct how the money is to be used.
- 4 Designated Funds represent general Church funds which have been set aside by the PCC for the purpose as described in the title of each fund but the money could be used for other purposes as agreed by the PCC.
- 5 In accordance with the Accounting Regulations referred to above, the following adjustments have been made to the actual income received and/or payments made:-
 - a) Income from fund raising activities as detailed in note d) to these Accounts is shown gross without deduction of costs, which appear separately in note h).
 - c) Fees which have been received specifically on behalf of the vergers, organist, P/A operator, grave digger, etc., for blessings, weddings, funerals etc. and subsequently paid to the appropriate parties have been excluded from these accounts.
 - d) Funds raised through collections on behalf of other Charities and immediately paid to those charities have been excluded, for example the Royal British Legion.

Signed



Date

11/03/2025

F. Alan Graves
Treasurer, Birstall Parish Church of St Peter



Section A

Independent Examiner's Report

Report to the trustees

Charity Name
The Parochial Church Council of St Peters Church,
Birstall in the Diocese of Leeds

**On accounts for the year
ended**

31 st December 2024	Charity no (if any)	1133854
--------------------------------	--------------------------------	---------

Set out on pages

1 to 5 of the financial statements

I report to the trustees on my examination of the accounts of the above charity ("the Trust") for the year ended 31/12/2024.

**Responsibilities and
basis of report**

As the charity's trustees, 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 all 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 in connection with the examination which gives me cause to believe that in, any material respect:

- the accounting records were not kept in accordance with section 130 of the Charities Act; or
- the accounts did not accord with the accounting records; or
- the accounts did not comply with the applicable requirements concerning the form and content of accounts set out in the Charities (Accounts and Reports) Regulations 2008 other than any requirement that the accounts give a 'true and fair' view which is not a matter considered as part of an independent examination.

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

Signed:

Date: 9th March 2025

Name: Mr Stephen Lister

Relevant position (if any):

Finance Manager, BCA Leisure Ltd, HX5 9HF

Address: 12, Welbeck Road

Birstall

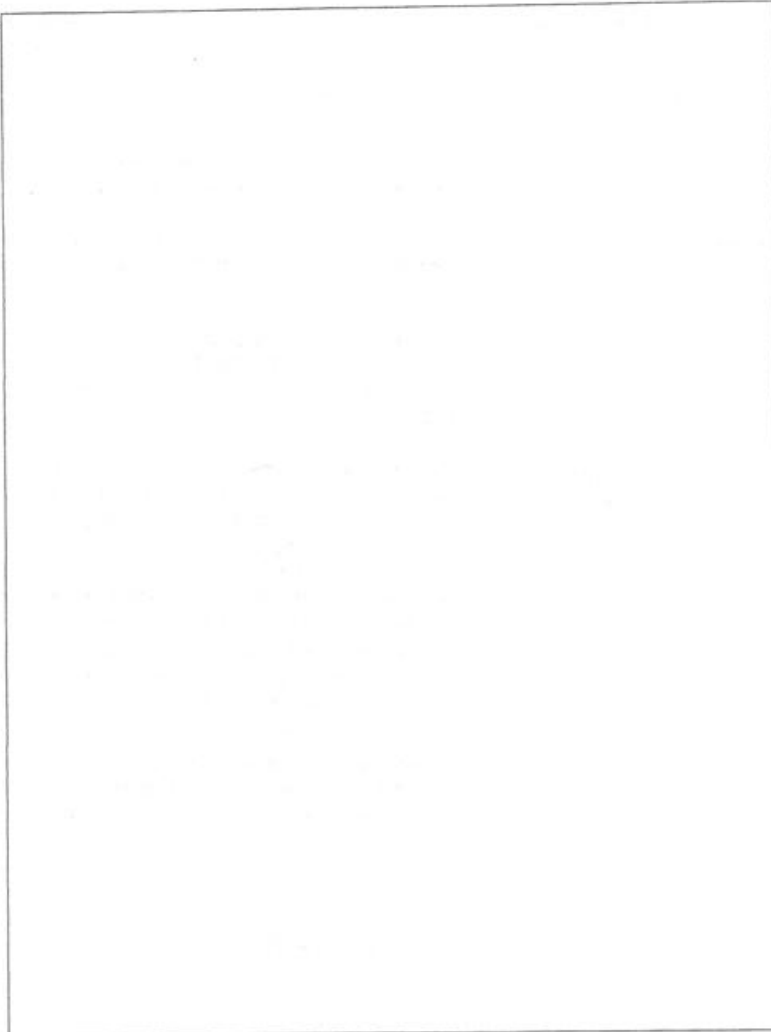
WF17 9QG

Section B

Disclosure

Only complete if the examiner needs to highlight material 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.



PCC of Birstall Parish Church in the Diocese of Leeds

England & Wales - Charity number 1133854

Accounts



Parish of St Peter's Birstall

Annual Meetings Booklet - 2024

Prepared By
Miles Lawson (Churchwarden)

Parish of St Peter's Birstall - Annual Report 2024

for the

Annual Meetings 2024

to be held in the Church on Sunday 28th April 2024 at 12:00pm.

Agenda

Annual Meeting of Parishioners

- 1 Apologies
- 2 Minutes of the last meeting (23rd April 2023)
- 3 Election of Churchwardens
- 4 Closing of Meeting

Annual Parochial Church Meeting

- 1 Apologies
- 2 Minutes of the last meeting (23rd April 2023)
- 3 To receive and consider the Electoral Roll
- 4 To receive a report on the proceedings of the PCC
- 5 To receive a report on the financial affairs of the parish including:
 - a) the independently examined statement of accounts of the PCC for the year ending 31st December 2023;
 - b) to appoint an independent examiner;
 - c) to receive a report on the financial affairs of the Governors of St Peter's School.
- 6 To receive a report on the fabric, goods and ornaments of the church.
- 7 To receive a report on the proceedings of the Deanery Synod.
- 8 To receive a report on Health and Safety.
- 9 To receive an APCM Report 2023
- 10 To receive any other reports of parochial or church interest.
- 11 To appoint one representative to the Deanery Synod
- 12 To elect up to three members of the laity to the PCC to serve for three years.
- 13 Any other business.
- 14 Closing Prayers.

PCC Membership

Ex Officio	Retire 2024	Retire 2025	Retire 2026	Deanery Synod (Retire 2026)
Priest-in-Charge: Rev'd Jess Davis	Martin Price	Alison Sowden	Alan Graves	Raymond Gallagher
Reader (LLM) Wendy Harper	Rosie Price	Janice Mitchell	Chris Taylor	Kathleen O'Shea
Reader (LLM) <i>Vacant</i>	<i>Vacant</i>	Solly Wilson	Jonathan Keer	<i>Vacant</i>
Churchwarden: <i>Vacant</i>				
Churchwarden: <i>Vacant</i>				

2. Minutes of the Annual meeting of the Parishioners on 23rd April, 2023

Present: Forty-eight attended the meeting and they were:

Rev's Jess Davis, Denise Gosling, David Barker ,Carol Lynch , Elaine Jackson, Margaret & Alan Graves, Sue Charlton, Margaret Bell, Ann Lister, Sue & Miles Lawson, Raymond & Dorothy Gallagher, Stuart Spencer, Christine & John Culberson, Philip and Ann Walls, Trish Wynn, Pat Caunt, Jean & John Frankland, Joanna Earnshaw, Alison & David Sowden, Janice Mitchell, Kathleen O'Shea, Pauline Cowan, , Sarah & Hilary Whitfield, Jack Leeson, Wendy Harper, Simon Davis, Chris & Kathryn Taylor, Leif Wilks, David & Pat Chapman, Solly Wilson, Alexandar & Stephen Lister, Ian & Jane Cromack, Rebecca Lou, Eva Lockett, Judith Hartley, Jonathan Keer, & Penny Watson Walker,

The meeting commenced at 12pm and Rev'd Jess Davis welcomed everyone to the meeting.

1, **Apologies for absence were received from:**

Martin & Rosie Price, Sandra Badley, Susan Ghosh, Andy & Linda Rhodes

2. **Minutes of the Meeting held on 3rd April 2022** were read and passed. Proposed by Wendy Harper and seconded by Raymond Gallagher.

3. **Election of Churchwardens.** There were two candidates, and each had a proposer and a seconder who were members of the Elector Roll. The candidates were Miles Lawson and Andy Rhodes. There were two vacancies and both candidates were elected.

Minutes of the Annual Parochial Church Meeting

Present: Forty-eight members attended the meeting (listed above)

1. **Apologies for absence** (listed above)

2. **The Minutes of the Meeting** held on 3rd April,2022 were read and passed. Proposed Miles Lawson and seconded by Jack Leeson. Unanimous.

3. **To receive and consider the Electoral Roll**

Dorothy Gallagher's report was included with the agenda. Jess offered a vote of thanks to Dorothy. It was proposed by David Chatman and seconded Leif Wilks to accept the report. Unanimous.

4. **To receive a report on the proceedings of the PCC**

Denise Gosling's report was included with the agenda. Jess offered a vote of thanks to Denise. It was proposed by Alan Graves and seconded by Solly Wilson to accept the report. Unanimous

5a **To receive a report on the financial affairs of the Parish**

The Annual Accounts and Treasurers Report for the year ending 31st December 2022 were included with the agenda.

Jess offered a vote of thanks to Alan for doing an excellent job as treasurer. It was

proposed by David Barker and second by Wendy Harper to accept the reports.
Unanimous

5b To appoint an Independent Examiner

A vote of thanks was offered to Stephen. It was proposed by Raymond Gallagher and seconded by Janice Mitchell to appoint Stephen Lister as independent examiner. Unanimous

5c To receive a report on the financial affairs of the Governors of St Peter's School

Alison Sowden report was included with the agenda. It was proposed by Wendy Harper and seconded by Janice to accept the report. Unanimous. Jess offered a vote of thanks to Alison and all the governors who represent the church at St Peter's School

Alison planned to borrow the school plans for the new building, and they then can be examined by anyone in the church.

6. To receive a report on the fabric, goods and ornaments of the church. Miles Lawson and Denise Gosling's report was included with the agenda. Raymond offered a vote of thanks to Denise and Miles. It was proposed by David Chatman and seconded by Sue Charlton to accept the report, Unanimous. A huge thank you was offered to Miles and Denise

Denise was retiring and she was presented with a gift and flowers. She offered a vote of thanks to everyone who had helped her and added it was a pleasure and privilege to be churchwarden.

7. To receive a report on the proceedings of the Deanery Synod

Jess's report was included with the agenda. It was proposed by Raymond Gallagher and seconded by Jack Leeson to accept the report. Unanimous. A vote of thanks was offered to Jess for her report.

8. Management of Health and Safety

Pat Caunt report was included with the agenda. Raymond offered a vote of thanks to Pat Caunt who worked alongside Denise and Miles with matters regarding Health and Safety, It was proposed by John Frankland and seconded by Judith Hartley to accept the report.

9. To receive a report from Priest in Charge

Jess's report was included with the agenda. It was proposed by Sue Charlton and seconded by Margaret Bell to accept the report. On behalf of the congregation Raymond Gallagher offered a vote of thanks to Jess for her excellent service to the church and its congregation.

10 To receive any other reports of parochial or church interest.

a. St Peters Playtime

The Playtime Teams' report was included with the agenda. Jean Frankland

commented the number of children attending were not like pre-covid numbers. Thanks were offered to the playtime team.

b. **Bellringers**

The Tower Captain's Report was included with the agenda. A vote of thanks was offered to Miles and his team.

c. **Safeguarding**

Janice Mitchell's report was included with the agenda. A vote of thanks was offered to Janice.

d. **Junior Church**

Sue Lawson's report was included with the agenda. A vote of thanks was offered to Sue for preparing the work for junior church which made it easier for the helpers.

e. **Church Wood**

Andy Rhodes's report was included with the agenda. A vote of thanks was offered to Andy and his team.

f. **Verger's Report**

Solly Wilson's report was included with the agenda. A vote of thanks was offered to Solly and Rev'd Davis added Solly was a great help and made her job easier. It was proposed by Raymond Gallagher and seconded by Margaret Bell to accept the reports 10a-10g. Unanimous

12. **To elect three members to the Deanery Synod**

Three people were needed.

Raymond Gallagher, David Barker and Kathleen O'Shea were proposed and seconded by persons on the electoral roll. They were all elected.

13. **To elect up to three members of the laity to the PCC to serve three years and one person to serve on year**

Raymond Gallagher resigned as a member of the PCC, and he was now one of our representatives at Deanery Synod.

After a draw it was decided Chris Taylor, Alan Graves and Jonathan Keer would serve three years and Denise Gosling would serve one year.

Being no further business, the meeting was closed with Grace. End of Minutes of meetings of 23rd April, 2023

Report of the Proceedings of the PCC - April 2023

3. To receive and consider the Electoral Roll - 2023

On Sunday 16th April 2023 there were 99 names on the roll. Sadly, 2 people have died and their names have been removed.

On 21st April 2024 the roll now stands at 97 names.

Dorothy E Gallagher
Electoral Roll Officer

4. To receive a report on the proceedings of the PCC

We have had nine meetings this year with the attendance being 89%. There have been five Standing Committee meetings.

Denise Gosling

5. To receive a report on the financial affairs of the parish including:

Treasurer's Report for the year from 1st January to 31 December 2023

All comments and figures referred to below relate specifically to the year ended 31st

December 2023 and to the financial Accounts which are shown in Appendix 1.

The Accounts have been independently examined by Stephen Lister to whom I am most grateful and were approved by the PCC at a meeting on 7th April 2024.

On behalf of the PCC, I would like to thank everyone who donates to our Church by regular giving, without which we would not be able to continue our mission in the community, our evangelism, our worship, or to maintain our beautiful Church building.

There are many ways you can donate, either by Standing Order, via the envelope scheme as covenanted giving, by cash on the collection plate, via the contactless giving machine, by the QR code, or by the donations button on our website. If you could consider increasing your donations, particularly in line with the cost of living, it would be very much appreciated.

If you are a taxpayer and as yet you do not use the gift aid scheme, please have a word with me, Rev'd Jess, or one of the wardens. Gift aided giving means that we can claim a payment from HMRC of 25p for each £1 given by

you, at no extra cost to you. All we require from you is a Declaration form.

I would also extend a thank you to all volunteers who give freely of their time and to everyone within the Church family who supports us in any way. We held many successful events throughout the last year raising a substantial amount of very welcome funds as detailed in Section d) on page 2.

Like any household, or business, our costs continue to rise. As can be seen from page 1 of my accounts, the total Church expenses for the year amounted to £79,527 and our income was £78,153 leaving a deficit of £1,374.

I appreciate our financial affairs are complicated and just looking at the total value of Investment Assets and Cash Funds listed at the bottom of page 1, in isolation, it shows we have a total balance of all funds amounting to £121,610. A breakdown of this figure is given on page 4 of the Accounts, however, by way of explanation, this figure is made up as follows:-

1. Endowment or Permanent Endowment Funds. These total £80,900 and applies to money which has mainly been given in the distant past, usually via a Will, with the express instruction that the money must be retained and invested and only the income is to be used for specific named purposes.

2. Restricted Funds totalling £15,429 where money has been given to the Church by the donor for a specific purpose with the intention that their donation is to be used only for that purpose.

3. Designated Funds totalling £18,391 being money set aside by the PCC to be used for specific purposes and expenses as detailed in the Fund description.

4. The General Fund with a balance of £6,890 is available for the general running and mission of the Church. The balance of this General Fund has been falling year on year since Covid. Income is generated chiefly through donations and gift aid recovered totalling £59,732. Other income includes statutory fees predominately from funerals of £7,468, fundraising activities net of costs of £5,983 and investment income and interest received of £2,823.

Our major expense is the 'Parish share', of £47,815. This covers the costs of clergy within our diocese including their stipend, housing costs, national insurance and pension contributions.

Other major costs included general church running costs of £ 14,497 of which £5,749 related to building insurance premiums. Utility bills totalled £7,547, tithe payments to charities of £4,706 and major church repairs totalling £2,499.

F. Alan Graves
Treasurer

5.a Please see Appendix 1 at the end of this document

5.b to appoint an independent examiner;

Stephen A. Lister kindly agreed to undertake the duties of Independent Examiner in accordance with the Charity Commission regulations. A copy of his report is attached - please see Appendix 2. Stephen has again volunteered to act as Independent Examiner for the coming year.

5.c to receive a report on the financial affairs of the Governors of St Peter's School.

Report from St. Peter's School Governing body

Another school year is now in its final term, and your governors have continued to work hard behind the scenes in a variety of roles.

Governors work to help children to care for the communities where they live as well as the wider world, all while having a sense of God through knowing Jesus as a special friend.

Governors also visit school to observe lessons, talk to children and staff, and we are always delighted to see how engaged children are, how much they enjoy school and how inclusive our classes and the teaching is.

Financially the school manages its budgets extremely well, and this year has been challenging, with increased costs in fuel and on salaries.

Governors are still supporting school financially - we are steadily paying back to the budget, money that was paid for us as we could not meet the 10% that was required from us towards some windows that needed to be replaced.

We were delighted with the Ofsted inspection in December with an overall GOOD result, and some outstanding features. Governance was commented on very positively.

We are building on the church/school links in a variety of ways, the children very recently were involved in hedge planting and building the bug hotel, and of course the choir continues to sing at the Christingle service each year, volunteers from church continue to give time as reading friends and soon a new project Open the Book will begin (please see Jess for more details)

There are vacancies on our governing body, and we are happy to talk to anyone who might be interested in this role.

We continue to be grateful for the 5ps that are given and would ask that you could consider supporting us in this way.

Our new school building work began in January and currently resembles a giant Meccano kit, however the hope is that the new building will be completed by Easter 2025. I have added some pictures to this report for you to have a look at, but please ask me or Jan or Jess for more information.

Please continue to support our school with your prayers, as we face a year or more of building work.

A Sowden



6. To receive a report on the fabric, goods and ornaments of the church.

The Churchwardens have checked and identified all items in the Church Inventory and can confirm that all were present in the church and signed off accordingly.

Churchwardens' Report

26/04/2023—Drain at front of church cleared

27/04/2023—New bucket under drain as old one too small. Repined light to south porch and changed bulb so that it worked.

03/05/2023—Put new drain covers over those drains on roof which had blocked last time and put bunting up with Alan & Margaret & Linda.

05/05/2023—further work clearing graveyard tree with Hadyn Pitchforth. Tree had been felled and left for us to clear. Also took down large overhanging branch to top graveyard area.

17/05/2023—commissioned signage to help stop dog owners not cleaning up after their dogs,(a particular problem on path near south aisle).

22/05/2023-- Weeds at Lynchgate: need weedkiller & also clear path in time for summer fate.

22/05/2023--Clear up where bonfire used to be and invite Martin price to reseed as a wildflower area.

26/05/2023-- Arrange a monthly meeting with Jess to discuss all matters relating to church wardens.

26/05/2023--Cut up old wooden panels: outside of church North isle and take to tip any not used as firewood.

09/06/2023--Signage to have printed to remind people to pick up after dog – esp around church path.

11/06/2023-- Ask Pat if she could consult with Diocese to produce an intruder policy

for church. This is nearly finished.

14/06/2023--TV connection on USB or computer—Instruction booklet to construct (Sam can probably help).This has been given to Chris Taylor who agreed to email instructions etc to Denise. There is a possibility that it may be the cable being used which is at fault. Jess has got involved also and it appears to be the laptop being used – Jess has purchased an adapter and is to test it to make sure problem solved. Andy has informed David Barker who raised the issue at the band concert. ---27/06/2023--This has been further investigated and it now looks like TV needs repair—Andy has taken it to repair having checked with Sue Lawson that it is not needed.

14/06/2023-- Check with Pat Caunt the risk assessments for Sunday school area, Fire policy—sides people need to be briefed as to what to do. Jess to email and write to those sidespeople not on email (Jess to give Pat the details of police to get their advice)- late Oct. Now complete and attached

16/06/2023-- Check insurance is valid with Treasurer

23/06/2023-- Washbasin area: paint skirting board and door. Also fit washbasin support and alter pipework.

27/06/2023-- Remote access using wireless connection so Jess can operate the overhead screens from front of church when there is nobody around to do it at the service. (Sam and Stephen Lister to be approached). —Sam approached but it would be better to do when the new system which Chris is researching is in place – suggested Jess chase with Chris. Sam & I went to church and liaised with Jess and Simon and Sam & Jess set up remote access via Jess's Google Chrome remote desktop. This works regardless of Zion being updated—only Jess can access this if others need it, they will have to do it via their own account – several can be on the system but only one can be used at any one time.

20/07/2023—Carpet at front of pulpit taken up by Andy, floor repaired in 2 places. Rest of it checked and found to be of sound quality with no damp.

21/07/2023 Arrange a meeting with the chap at the coppices to again establish what the problem is with church wood trees. —Checked out by Andy and there is little grounds to have a meeting.

21/07/2023-- Contact by email lady who complained about the view from her garden—meeting to be offered to establish details of problem. - Jess to forward email again—this has been left now as no contact was possible as address could not be found. Decided at last monthly meeting to allow it to die.

21/07/2023 -- Fit second light: over fellowship area.

07/09/2023 Andy cleared area to give access for builder Neil Hurst to quote for wall rebuilding. Chased Neil on quote 04/10/2023.—done and met builder on site re quote 03/11/23 will include roof tile in repair as part of job.

09/09/2023 Lime Mortar: to apply to Lych-gate wall as part of quinquennial inspection. Also Fix Lych-gate roof: need stone roofing slabs -2 or 3. Andy has asked Neil Hurst for a quote to repair. Quote for wall only has been accepted via PCC and Miles is looking into whether we can get any financial help towards it. - work will proceed when builder is able to go ahead.

22/09/2023 Tree removed from gutter at top of church roof. The problem was that all gutters at the main chancel were totally blocked. It is believed that this was responsible for 3 leaks during very heavy rain earlier in the year. Andy unblocked all the gutters at this level and found 1 tile on another level had slipped down and needed replacing or putting back, 3 cracked which presented little problem 2 loose decorative stones were loose one was taken down and stored on the roof, the other was not loose enough to take down or pose a threat. A job has been raised for this.

10/10/2023 Chase progress of dam wall with Jez. Miles has done this and it is likely to be a good 6 to 12 months to completion.

19/10/2023--Look at leak in boiler room to establish if a plumber is needed. —Miles contacted Waramaway who should have got back to us – they were understaffed but despite 4 phone calls from Andy and nearly 3 weeks from initial contact they are reluctant to give a date – I do not think they want to get involved and am looking for other repairers. Box has been proposed and a local chap which Andy knows will be approached also to see if they hold commercial licences. This was brought up at PCC and Chris Taylor knew a commercial heating engineer – response was very good and an appointment made for him to call within the week. —19/10/2023 new engineer visited—exceptionally helpful and has been set on to repair valves and new ballcock, and leak on radiator pipe Sunday school room. He got the heating to function until his secretary can arrange the job in his diary.

20/11/2023--Possible Crib replacement with something more modern and manageable. Andy to have a chat with Jim (Wendy's husband) to see if he can do – also look to involve Sunday school, if they wish to paint and decorate it.—Done—Jim poorly so I have done it, (Andy)

02/12/2023--Get rid of information desk at church entrance and establish an information screen instead (free standing not attached to wall). Andy bought trailer so this can be taken to tip

03/01/2024 Warmaway replaced by GEM Yorkshire and all repairs and servicing done 3rd Jan & gas safety certificate issued.

Other action:

- Jess raised the issue of disabled toilet and access to church – Andy to look up

plans which have already been drawn up – hoped we may be able to modify and raise funding. Plans have been provided to Jess shortly after meeting.

- Chase Kirklees re loose and missing paving slabs. If Kirklees still not forthcoming, then take up with local MP/councillor. —Miles waiting response from local councillor—meeting to be held – can Miles arrange this. This has now been resolved by Martin Price and Andy Rhodes.
- Pat test all devices in church. —Completed

Miles Lawson & Andy Rhodes

Churchwardens

7. To receive a report on the proceedings of the Deanery Synod.

Deanery Synod Report 2023 – 2024

The Dewsbury and Birstall Deanery Synod meetings include information and administration. Reports are received from Diocesan and General Synod; there is also a guest speaker. This year three meetings were held.

In June, Janet Edmond the Leeds Diocesan Stewardship Officer talked about the Parish Giving Scheme. This allows donations made by direct debit to be administered centrally by the PGS allowing Gift Aid quickly to be claimed and returned to the church.

The Bishop of Huddersfield, Smitha Prasadam was the speaker in October. She spoke of her life and work as a priest.

Lastly in February 2024 the meeting was held at the Community of the Resurrection. Mirfield. We were told about the work of the College of the Resurrection which offers residential training and St. Hild College which provides more flexible learning for lay people and those seeking ordination.

Kath O'Shea

8. To receive a report on Health and Safety

1. Review of Documents

Over the past year, the following Health & Safety Documents have been reviewed:

- (a) Short Reference Guide of Essential Health and Safety Facts
- (b) Health and Safety Checklist
- (c) Fire Risk Assessment
- (d) Health and Safety in the Kitchen Area

- (e) Use of Ladders and Stepladders
- (f) Health and Safety for Worship and at Public Events
- (g) Management of Asbestos in the Church Building.

It is suggested that a copy of these be kept in a Ring Binder at the Welcome Desk, so they are accessible, rather than in the Vestry.

2. Dealing with Intruders

At the request of Rev Jess Davis and Andy Rhodes, Church Warden, a new Health and Safety Document has been written; which is a Policy for dealing with Intruders. The Document covers (a) when the church is closed and not in use (b) when the Church is open and in use and (c) when the Intruder is armed with a weapon. It was delivered electronically to Jess and Andy on February 1 2024.

A paper copy of the Document has been included in the Ring Binder which I have suggested should be kept at the Welcome Desk.

3. Food Preparation

I understand that food is now being provided once again, on a regular basis, for people from the Community. This means that the Policy for food preparation in the kitchen will need to be reviewed.

4. Ongoing Monitoring of Health and Safety Risks

4.1 Electrical Installations

The 5-yearly Electrical Inspection of the church installations was due in January 2024. I have been informed that this has been carried out, but have not been involved and have no knowledge of the findings.

4.2 Trees in the Burial Ground

In order to manage the Action Plan written by JCA Ltd in 2021, at last years AGM it was noted that:

- (a) Eight trees showed defects which needed monitoring
- (b) Two trees were in need of a follow up inspection
- (c) Nine trees needed growth removing from their base so these could be inspected and
- (d) 18 trees needed pruning.

have not been informed about progress on any of this work, so cannot make any further comment.

5. Other Matters

I have had no request for help with any other health or safety matter during the course of the year, so this completes my Report.

Pat Caunt, Church Member with oversight for Health and Safety. Report dated

2 April 2024.

9. To receive a report from Priest-In-Charge

Priest in Charge – report

I write this year's report with a mixture of joy and sadness. There is so much to be grateful for, new people joining our church family, people coming to faith, people experiencing healing and answers to prayer, a growing and thriving Eco church which has captured the imagination of the community, and worship services that are continuing to develop in two different styles enabling a growing number of people to encounter and worship God to name but a few of the joys.

There are also things are great sources of pain and sorrow; those who have decided that they no longer wish to journey with us, times when we have hurt one another, those among us who are suffering on a personal level, and most recently the death of our dear friend and brother, Leif. He is sorely missed, and his loss will be felt by us all for a long time to come as we sense his fingerprints throughout the life of the church and are aware of all the places where he once was and is no longer. And yet we trust in the hope that we have in Jesus that this is not the end of his story.

It is this hope that continues to drive us forward in the service of the gospel and of our Lord Jesus Christ whom we worship. Last year, I laid out a direction of travel for us as a church. Here's a reminder of what I said:

1. Strategy – making sure that we are working towards growth and that there is joined up thinking across the life of the church so that our energies and priorities match our vision.
2. Communications – making sure that our message is clear both inside and outside the church.
3. Youth – making sure that we are a church where our teens and young adults can thrive and grow.
4. Church at Home – making sure that those who are part of our church but cannot attend in person are included in the life of the church and their spiritual needs met.

We've made a start on all of these things but there is still work to be done.

Area of Focus	What we've done	What next
Strategy	<ul style="list-style-type: none">• The PCC embarked upon a program called PCC Tonight to help us to become more focussed on our mission as a church (this is still to be completed).• The events group now	<ul style="list-style-type: none">• To identify and set realistic priorities when Jess is being shared across two churches as per the Deanery plan.• To grow the worship team (especially for the 10:30am service)

	<p>meet in an evening and have a program of events for the year with specific aims for each event and an overall fundraising target.</p>	
Communications	<ul style="list-style-type: none"> • We've added a notice reel on the screens before and after services. • We've revamped and reintroduced a weekly notice sheet (St Peter's Post) • We've changed the monthly news mailing to a quarterly mailing to make it more manageable to put out as a regular bulletin (St Peter's Post Extra) • We've invested in attractive flyers for Christmas and Easter and deliver these to all of the schools as well as encouraging people to use them to invite friends, family and neighbours to services and events. • We've introduced a new contact database called Community. • We've introduced Keeping in touch cards for visitors and new people. 	<ul style="list-style-type: none"> • To update our website and our A Church Near You page so that the information is accurate and useful. • To appoint a volunteer to look after our social media pages and to ensure that we maintain a good and consistent digital presence. • To revamp our noticeboards to make them more useful, attractive, and user friendly. • To explore the possibility of additional external noticeboards to advertise events and service. • To invest in new banners for events.
Youth	<ul style="list-style-type: none"> • We have tried and been unsuccessful in recruiting volunteers to a youth team. • I am currently trying to regularly chat to our young people to ensure that they know that they are still a priority within church and that their voices are heard. 	<ul style="list-style-type: none"> • To continue to try to recruit volunteers to be able to start a youth group. • To apply for funding to resource the group. • To contact young people who have previously been part of church to invite them to join the group once volunteers have been recruited.
Church at Home	<ul style="list-style-type: none"> • All church at home members were 	<ul style="list-style-type: none"> • To grow the pastoral visiting team to ensure

	<p>contacted to find out what level of support or contact they would like. We have had very little response.</p> <ul style="list-style-type: none"> • The pastoral team and I have been trying to visit those at home or in care homes as regularly as possible and have a WhatsApp group to help us to coordinate this. 	<p>that those at home are visited and contacted more regularly.</p> <ul style="list-style-type: none"> • To ensure that those at home receive church comms and are enabled to have a voice (including voting where applicable)
--	---	---

In addition to these priorities, I am keen that we increase our offer for children and families and would like to look at whether we can reintroduce Messy Church and potentially Muddy Church which is all about experiencing and worshipping God in outdoors. I am also keen that we increase our contact and support for those who come to us for baptism, weddings and funerals. Hopefully later this year we will begin running the bereavement course to help those who are grieving.

This all looks like an ambitious plan, and we may not achieve it all in the coming year, but the point that I want to make is that even though the Deanery Plan is for me to be shared over two churches in the future, I don't want that to stall our momentum. To make all of this possible, we will need more of us to get involved in more areas of church life, but I am confident that we have all the gifts and skills between us to make this happen.

As ever, I am so thankful to all of those who take on the many, many roles and responsibilities that keep our church functioning and thriving. We are a family; it is our love for one another and our shared faith in Jesus Christ that will ensure that we continue to thrive and grow through good times and bad. To him be glory forever.

Rev'd Jess Davis

Priest-in-Charge

10. To receive any other reports of parochial or church interest.

10.1 Tower Captain's Report for AGM 2024

We have practiced most weeks throughout the year on Thursday evenings. We rang the bells for Carols by Candlelight service and Easter Sunday.

I have been training ringers from St John's Cleckheaton. Unfortunately the tower ringing room floor there has woodworm and for safety reasons they are having to stop ringing for a while. So they have joined us most Thursdays and are doing well in supporting us.

Many of those that started to learn to ring bells have stopped as they have

realised it is not for them. We hope that one day they may return.

Miles Lawson

Tower Captain

10.2 Safeguarding Report for AGM 2024

Safeguarding continues to be a priority and a strong focus for the Church of England and St Peter's Church. We want to make sure that we have a safe, caring environment for everyone who attends by ensuring that we have strong procedures in place to protect everyone.

Over the past year training has been undertaken on Safer Recruitment and new procedures have been drawn up and followed when appointing anyone to new roles in church, particularly in Junior Church.

We have adopted the Diocesan Safeguarding Policy which is reviewed annually by the PCC and was reviewed on 6th March 2023. The Policy and contact details of the Diocesan Safeguarding Team are on display on the noticeboard in the fellowship area. We have strong links with our Diocesan Safeguarding Officer Nikki Rose who is always available for help and advice.

Leeds Diocese provides a very comprehensive list of online training which is available for all concerned and most of the PCC has now completed this training. As the training is online we are looking at alternative ways to ensure that those who are not able to access training online can still receive training.

I have now completed Safeguarding Leadership Pathway Training and am awaiting further Induction Training which was delayed due to the pandemic.

DBS checks and Confidential Self Disclosures are up to date.

Completion of the digital Safeguarding Dashboard is still ongoing. When it is completed it will provide a regular report and action plan for the PCC to keep track of safeguarding and ensure that we are fully compliant at St Peter's Church

It is up to each and every one of us to play our part in keeping our church a safe place for all, by adhering to the guidance, being vigilant and reporting any concerns that we might have immediately.

Report prepared by Jan Mitchell

March 2023

10.3 St Peter's Church AGM 2024 CHILDREN'S MINISTRY AND JUNIOR CHURCH

We have seen many new children and families at St Peter's Church over the course of the past 12 months, thanks to special events, and St Peter's School Choir performing during services.

We have also seen an increase in regular attendees at Junior Church during the second service on Sunday mornings. However, it remains the case that many families who have visited us do not find it easy to commit to coming every week due to other demands.

Our lovely Junior Church volunteers have continued to show enthusiasm and faithfulness in meeting the challenges of not knowing week by week how many children will attend, and also catering for a wide age range with very different needs.

Earlier this year Church members helped us to clear out the Tower Room, which is now able to be used for as a quieter and more focused space for Bible reading and prayers by the children.

Activities vary from week to week as we continue with a "mixed economy" of some structured group sessions, as well as themed crafts and activities around the Children's Table.

All Junior Church volunteers have been recruited following the Diocese' Safer Recruitment policies, including appropriate Safeguarding checks and relevant training. If you are interested in helping with this ministry, please have a word with me or with Rev Jess.

We have continued to minimise spending by recycling and re-using whatever and whenever we can and we thank all those who have helped with contributions of materials, support, time and encouragement!

Sue Lawson

Junior Church Lead Co-ordinator

10.4 Church Woods

Church Wood Annual report. 2023/24

(On behalf of the trustees of Church Wood -by Andy Rhodes)

This year has been a more of a normal year at church woods. Maintenance in terms of controlling invasive species and bramble thinning has been the main areas of work on the ground. Once again this was done with local community

involvement as well as church and committee members.

In addition to this work we have engaged the professional help of Liam Plumber of the Woodland trust to embark upon a subsection of his report – Halo thinning and the establishment of veteran trees and encouragement of native species such as Field Maple.

At the time of this report 3 quotes have been obtained to fell 5 trees , the wood of which is to be left in the woods to enrich the Flora and Fauna. In addition to this a grant has been obtained from the Woodland Trust to enable the halo thinning work to go ahead.

No progress has been made with involving the youngsters from school but there is opportunity for this to happen latter perhaps when Hazel is planted to help with bramble suppression.

In addition to this the eco church committee are arranging for the school and community to be involved in hedge planting around the church periphery which by the time of this report may have concluded.

As always there is much to do in the woods in order to maintain an ancient woodland environment and we are still awaiting confirmation that the wood has been registered as protected ancient woodland site. All of this will be guided by the work of the woods committee under the supervision of the woodland trust.

A big thankyou to everyone who has helped with the woods this year.

10.5 Report from Verger 2024

This year as Verger I have continued to respond to requests for information on the location of family graves and ashes plots, facilitated funerals , burials and burials of ashes. Liaise with relatives and funeral directors, shown visitors round church and given out literature and information about St. Peter's. Also sent follow up cards and phone calls.

It's not unusual for those attending a funeral to comment on the warm welcome they receive. Many times they recall attending St. Peter's years ago in the choir , Sunday school , Brownies or youth group. In some way they connect with the church and God. So I'd like to thank the team who help make this possible, Jess, Wendy, David, Dave, and Elaine who are always supportive, calm and welcoming ensuring that the funerals go smoothly and that the church is a caring place that can meet needs.

One of our team is missing. Leif will be missed for his empathy and words of comfort to the many families that he helped at a sad time in their lives. I will miss his constant support, help, kindness and friendship.

Solly Wilson

10.6 Playtime Report 2024.

Playtime attendances vary weekly but there is a lovely group who return weekly. At Easter we made Crafts, held an Egg Hunt, wore Easter Bonnets and all the children received an Easter Egg. In July we had a small party and gave out goody bags and to those leaving to start school we gave books. In November we held a Cake sale which raised, with the addition of donations from of our congregation, £50 for BBC Children in Need. In December we held a Christmas Party and received a visit from Santa who gave all the Children a Christmas Present, gleefully accepted by all, thank you Santa. Linda Rhodes has now returned on a regular basis to play her guitar for the Playtime sing along. This is enjoyed by everyone. We hope to continue successfully and increase our attendances.

Thank You and Regards, the Playtime Team.

10.7 Audio/Visual Report for AGM 2024

It's been an exciting year with the church audio-visual systems. You will appreciate it's not often we have reason to say those words!

In October 2023 we retired the system which runs the screens in church.

ZionWorx has served us faithfully for (at our best guess) nearly 20 years, but really started to show its age. We upgraded to a much more modern system called WorshipTools which presents words, pictures, and videos better - hopefully everyone is finding the bright yellow text on a dark blue background much easier to read.

WorshipTools also allows us to prepare the screen elements of a service - liturgy, prayers, hymns, songs etc - from home, enabling much easier collaboration and greatly reducing stress on Sunday mornings. The new system is also much more stable, and there are several other features we will start to use over the coming months.

We also offer our thanks to Stephen Lister who has donated a number of larger screens inherited from a recent office move. These screens have replaced many of the ones hanging on pillars, and should also help to make the words displayed easier to see.

Stephen, Alexander, and Andy Rhodes, have also 'manned the desk' for services and their help is greatly appreciated. It's really good to see the team growing in size and skill, and our thanks go especially to Elaine who continues to faithfully serve the church in this vital behind-the-scenes role. If anyone is interested in serving in this way - particularly for the 9AM services - please do get in touch. Full training will be provided.

Over the coming months we hope to upgrade other parts of the system to ensure that services and other events run smoothly.

Chris Taylor and Martin Price

We registered for the Eco church award Scheme in October 2022

Through the A Rocha UK Eco Church award structure we have been guided and encouraged to think about and become more aware of the importance of caring for God's creation. <https://ecochurch.arocha.org.uk/>

Achievements since the Eco Church group was formed:-

- Started the conversations about environmental issues with many people
- Planted a living willow hedge March 2023 to provide a home for our community bee hive (Bees arrived July 2023 and are very happy!)
- Two Environmental officers invited to join the PCC
- Adding eco tips to church notices
- Increased usage of LED light bulbs.
- Measuring energy usage
- Promoting environmentally friendly alternatives to reduce environmental impact. Ethical, Fairtrade, Recycled toilet paper, locally sourced food, less harmful chemicals, reduce single use plastics.
- Stopped using harmful pesticides in churchyard.
- Committed to work towards Ethical banking.
- Completed the Bronze award assessment.
- No Church money has been spent on Eco church activities so far

We have been working hard over the past year & were delighted to be awarded the Bronze Eco Church award in December 2023!

We will now continue to work together as a church towards the Silver award. The A Rocha scheme provides a road map towards a more sustainable future as a church. It involves everything from our heating to our land management to our detergent use to our banking.

Plans for 2024

- March - Planting new eco hedge in churchyard (Free plants obtained from the Woodland Trust) COMPLETED
- Community events around hedge planting involving as many of the local community and school as possible STARTED
- Regular community events going forward - STARTED
- Making COMPLETED and installing bird boxes SOON
- Making and installing Bug hotels for bees, butterflies and other insects COMPLETED FIRST ONE • Working through the Eco Church Silver questionnaire to get as close as we can to the next award. • Picking litter and tidying up the church grounds - ONGOING
- Gardening to remove some brambles then planting wildflowers and shrubs to increase bio diversity of our land STARTED
- Garden composting STARTED
- Put up signs to explain what we are doing and inviting others to get involved. STARTED
- Invite guest speakers with specialist environmental organisations, A Rocha,

Christian Aid etc.

- Supporting and environmental charities – IN PLACE THROUGH PCC
- Propagating plants for Summer Fair
- Increasing habitats with wood piles and conservation areas STARTED

There's lots of work to do! Eco Church is a whole congregation effort. If you would like to know more and get involved speak to Martin & Rosie Price, St Peter's Environmental officers, or Rev. Jess.

11. To receive a report by the Readers

First of all; we all want to say how sad we are that Leif is no longer a part of the Reader's team. Ann says how well we moulded together with each one of us finding our role within the leadership team and Leif's passing will leave a gap which will be hard to fill.

We don't have that much to report; other than how pleased we are that the Healing Ministry is up and running again and I intend to put a Rota up beside the service one so that people can check whether they're on duty any particular month. I have emailed a copy of the rota top members of the ministry team but it's always useful to have a copy in church.

As for outreach, thanks to Alison; Solly; Jan and Joanna for starting up the Welcome Space sessions on Wednesdays. Outreach is a very big part of Jesus' call on our lives and it's all too easy to become insular and to get into a "Holy huddle". We all want to say a grateful thanks for the support and encouragement we receive from the whole fellowship.

We ask God to bless you all.

Wendy; Philp and Anne

12. To elect three representatives to the Deanery Synod

13. To Elect up to three members of the Laity to the PCC to serve for three years and two to serve for one year

**THE PAROCHIAL CHURCH COUNCIL OF BIRSTALL PARISH
CHURCH**

IN THE DIOCESE OF LEEDS REGISTERED CHARITY

NUMBER 1133854

**ANNUAL STATEMENT OF THE FINANCIAL
AFFAIRS FOR THE YEAR ENDED 31
DECEMBER 2023 RECEIPTS AND PAYMENTS
ACCOUNT**

**PREPARED BY: F. ALAN GRAVES TREASURER TO THE
P.C.C.**

INDEPENDENT EXAMINER: STEPHEN LISTER

BIRSTALL PARISH CHURCH IN THE DIOCESE OF LEEDS
FINANCIAL STATEMENTS FOR THE YEAR ENDED 31st DECEMBER 2023

RECEIPTS AND PAYMENTS ACCOUNT

	Note	Unrestricted Funds	Restricted Funds	Endowment Funds	TOTAL 2023	TOTAL 2022
RECEIPTS						
Voluntary Receipts:						
Regular Giving		43,744			43,744	44,071
Misc. Collections at Services	a)	2,024			2,024	2,649
All other giving	b)	3,103	510		3,613	1,881
Gift Aid Recovered		9,856			9,856	9,311
Grants Received	c)	<u>160</u>	<u>335</u>		<u>495</u>	<u>2,500</u>
		58,887	845	0	59,732	60,412
Fundraising Activities:	d)	7,488			7,488	7,022
Investment Income	e)	545	38	2,240	2,823	2,343
Statutory Fees		7,468			7,468	8,509
Income from lettings:		270			270	130
Sundries	f)	<u>372</u>			<u>372</u>	<u>3,115</u>
TOTAL RECEIPTS		<u>75,030</u>	<u>883</u>	<u>2,240</u>	<u>78,153</u>	<u>81,531</u>
PAYMENTS						
Costs of Fund raising Activities:	h)	1,505			1,505	1,466
Church Activities:						
Mission Giving/Donations	i)	4,706			4,706	4,596
Diocesan parish Share		47,815			47,815	47,071
Clergy & Staffing costs		415			415	698
Church Expenses:						
Mission & evangelism costs	j)	542			542	726
Church Running Expenses	k)	14,497			14,497	14,611
Church utility bills		7,548			7,548	7,082
Major Capital Expenses:	l)		<u>2,499</u>		<u>2,499</u>	<u>3,211</u>
TOTAL PAYMENTS		<u>77,028</u>	<u>2,499</u>	<u>0</u>	<u>79,527</u>	<u>79,461</u>
Excess of Receipts over Payments		(1,998)	(1,616)	2,240	(1,374)	2,070
Transfers between funds		<u>2,240</u>	<u>0</u>	<u>(2,240)</u>	<u>0</u>	<u>0</u>
		242	(1,616)	0	(1,374)	2,070
Cash at Bank as at 1 January 2023		<u>20,629</u>	<u>13,815</u>	<u>0</u>	<u>34,444</u>	<u>32,374</u>
Cash at Bank as at 31 December 2023		<u>20,871</u>	<u>12,199</u>	<u>0</u>	<u>33,070</u>	<u>34,444</u>

STATEMENT OF ASSETS

Assets	Unrestricted Funds	Restricted Funds	Endowment Funds	TOTAL 2023	TOTAL 2022
Cash Funds					
Bank current account	11,031	7,789		18,820 *	20,194
CBF Deposit Fund	<u>14,250</u>			<u>14,250</u>	<u>14,250</u>
	<u>25,281</u>	<u>7,789</u>	<u>0</u>	<u>33,070</u>	<u>34,444</u>
Investment Assets					
Diocese – Chancel Fund Deposit			93	93	93
C of E Investment Fund shares		<u>7,640</u>	<u>80,807</u>	<u>88,447</u>	<u>82,063</u>
	<u>0</u>	<u>7,640</u>	<u>80,900</u>	<u>88,540</u>	<u>82,156</u>
TOTAL ASSETS – see Fund Analysis					
Cash Funds as above	25,281	7,789	0	33,070	34,444
Investment Assets as above	<u>0</u>	<u>7,640</u>	<u>80,900</u>	<u>88,540</u>	<u>82,156</u>
	<u>25,281</u>	<u>15,429</u>	<u>80,900</u>	<u>121,610</u>	<u>116,600</u>

* Note:- Bank balance as at 31/12/2023 = £18,989 add funds awaited of £328 less outstanding cheques to be presented of £497 = £18,820

FURTHER ANALYSIS OF RECEIPTS AND PAYMENTS ACCOUNTS – NOTES

	Unrestricted Funds	Restricted Funds	Endowment Funds	TOTAL 2023	TOTAL 2022
RECEIPTS					
a) Collections at Services:					
Cash received	1,424			1,424	1,573
Sundry collections	195			195	276
Weddings, Funerals etc. - not G/A	405			405	800
	<u>2,024</u>	<u>0</u>	<u>0</u>	<u>2,024</u>	<u>2,649</u>
b) All other Giving/Voluntary Receipts:					
Disadvantaged families	0			0	188
Donation from bell ringers	0			0	20
Sundry Donations – Gift Aided	255			255	20
Sundry Donations – Not G/A	2,315	20		2,335	1,349
Charitable Donation	500			500	0
Turkey/Syria earthquake		375		375	304
Amazon Smile	33			33	0
Sunday School Bouncy Castle		115		115	0
	<u>3,103</u>	<u>510</u>	<u>0</u>	<u>3,613</u>	<u>1,881</u>
c) Grants Received:					
Listed Places of Worship	160	335		495	0
Church Commissioners	0				2,500
	<u>160</u>	<u>335</u>	<u>0</u>	<u>495</u>	<u>2,500</u>
d) Fund Raising Activities:					
Book sales	90			90	52
Brass Band concert	1,223			1,223	1,608
Card sales	209			209	73
Christmas Fayre	1,529			1,529	1,579
Easyfunding	17			17	47
Heritage Day	45			45	0
Meet 'n' Eat	0			0	412
Merchandise sales	28			28	14
Murder Mystery	790			790	345
Pete's Produce	311			311	427
Play Group	400			400	200
Sale of marmalade	13			13	13
Summer Fête	1,670			1,670	1,628
Sponsorship	365			365	0
Swing Band concert	478			478	610
Table Top sale	20			20	
Tea & coffee	300			300	0
Miscellaneous	0			0	14
	<u>7,488</u>	<u>0</u>	<u>0</u>	<u>7,488</u>	<u>7,022</u>
e) Investment Income:					
Bank/NS&I Deposit Interest	0			0	1
Income on CBF Deposit	545			545	79
Income on CBF Investments		38	2,240	2,278	2,263
	<u>545</u>	<u>38</u>	<u>2,240</u>	<u>2,823</u>	<u>2,343</u>
f) Sundries:					
Bridge Club transfer	0			0	3,115
Cheque not presented	200			200	0
Refund on broadband	32			32	0
SSE goodwill payment	100			100	0
Miscellaneous	40			40	0
	<u>372</u>	<u>0</u>	<u>0</u>	<u>372</u>	<u>3,115</u>

FURTHER ANALYSIS OF RECEIPTS AND PAYMENTS ACCOUNTS – NOTES

	Unrestricted Funds	Restricted Funds	Endowment Funds	TOTAL 2023	TOTAL 2022
PAYMENTS					
NOTE					
h) Costs of Fund raising activities:					
Brass Band concert	650			650	671
Christmas Craft Fayre	76			76	94
Murder Mystery	373			373	345
Summer Fete	386			386	280
Miscellaneous	<u>20</u>	<u> </u>	<u> </u>	<u>20</u>	<u>76</u>
	<u>1,505</u>	<u>0</u>	<u>0</u>	<u>1,505</u>	<u>1,466</u>
i) Mission Giving and Donations:					
Tithe Payments to Charities	<u> </u>	<u>4,706</u>	<u> </u>	<u>4,706</u>	<u>4,596</u>
	<u>0</u>	<u>4,706</u>	<u>0</u>	<u>4,706</u>	<u>4,596</u>
j) Mission & Evangelism costs:					
Collection re Bishop				0	50
Disadvantaged children				0	160
Sunday School prizes				0	151
Turkey/Syria earthquake		375		375	305
Christmas flyers/booklets	97			97	
Yorkshire Ass. of change ringers	10			10	10
Yorkshire Historic Churches Trust	40			40	40
Churches Together in Birstall	20			20	
Miscellaneous	<u> </u>	<u> </u>	<u> </u>	<u>0</u>	<u>10</u>
	<u>167</u>	<u>375</u>	<u>0</u>	<u>542</u>	<u>726</u>
k) Church Running Expenses:					
Church Building running expenses	10,358			10,358	10,358
Costs of Services	2,916			2,916	1,150
Office Expenses	<u>1,223</u>	<u> </u>	<u> </u>	<u>1,223</u>	<u>1,028</u>
	<u>14,497</u>	<u>0</u>	<u>0</u>	<u>14,497</u>	<u>12,536</u>
l) Major Capital Expenses:					
Alarm system replacement		960		900	
Heating maintenance and repair		1,539		1,539	1,200
Roof repairs	<u> </u>	<u> </u>	<u> </u>	<u>0</u>	<u>2,011</u>
	<u>0</u>	<u>2,499</u>	<u>0</u>	<u>2,499</u>	<u>3,211</u>

ADDITIONAL ANALYSIS OF PAYMENTS:

Church Building Running Expenses (see k) above):

Building Insurance	5,749
Organ repairs	167
Fire Extinguisher service	288
Grass cutting	3,167
Kitchen and boiler service	450
Light bulbs/fittings	10
Security marking for roof	151
Telephone/internet	254
Temporary graveyard wall repair	38
Non slip mat for doorway	20
Electrical	15
Plumbing	20
Sundries	29
	<u>10358</u>

FUND ANALYSIS

	Reference	No. of Shares	2023 Valuations	2023 Dividends/ Interest	2022 Valuations
Endowment Investment Funds held by the Diocese:					
Chancel Fabric Fund	3016985-001	834	18,853	515	17,296
Choir Fund	3016986-001	134	3,029	83	2,779
Church Cottages Fund	3017016-001	1787	40,396	1,104	37,060
Curate Fund	3016984-001	328	7,415	203	6,802
Sunday School Prizes	3017013-001	110	2,486	68	2,281
			<u>72,178</u>	<u>1,973</u>	<u>66,218</u>
Chancel Fabric – Deposit	3017011-001		<u>93</u>	<u>4</u>	<u>93</u>
			<u>72,271</u>	<u>1,977</u>	<u>66,311</u>
Endowment Investment Funds held by the PCC:					
Curacy Fund	640002003S	128	2,893	79	2,655
Longbottom Bequest	640002001S	298	5,736	184	6,180
Total of Endowment Funds			<u>80,900</u>	<u>2240</u>	<u>75,146</u>
Restricted Investment Funds held by the PCC:					
Altar Linen Fund	640002004S	62	1,401	38	1,286
Birstall Schools Building Fund*	640002002S	276	6,239		5,724
			<u>7,640</u>	<u>38</u>	<u>7,010</u>
Restricted Cash Funds held by the PCC:					
Community Fund			3,115		3,115
Disadvantaged families at school			40		40
Kitchen Renovation Fund			2,057		2,057
Re-ordering/Maintenance Fund			708		2,872
Sunday School Prize Fund			867		799
Tower Room/Bells Fund			1,002		982
			<u>7,789</u>	<u>0</u>	<u>6,710</u>
					<u>16,875</u>
Total of Restricted Funds			<u>15,429</u>	<u>38</u>	
Unrestricted Designated Cash Funds held by the PCC:					
Altar, Linen, carafe & organ refurbishment Fund			(1,939)		(1,977)
Energy Reserve Fund			2,500		2,500
Environmental Fund			2,215		1,215
Flower Festival Fund			189		189
Graveyard Fund			11,625		10,456
Parish Training Fund			1,940		2,000
St Peter's Playtime Fund			498		498
Tithe Fund			1,363		1,373
			<u>18,391</u>	<u>0</u>	<u>16,254</u>
					<u>8,324</u>
					<u>24,578</u>
General Fund held by the PCC:			<u>6,890</u>		
Total of Unrestricted Funds			<u>25,281</u>	<u>0</u>	
Total Assets:					<u>75,146</u>
Endowment Funds			80,900	2,240	16,875
Restricted Funds			15,429	38	24,578
Designated/unrestricted Funds			25,281	549	116,599
			<u>121,610</u>	<u>2,827</u>	

Notes:

1 * Dividends on the Birstall School's Building Fund are paid directly to the School

2 Based on the mid market price of the shares held in the CBF Church of England Investment Fund income units the price per share as at 29 December 2023 was 2,260.53p and at 1 January 2023 was 2,341.81p

MOVEMENT OF FUNDS HELD UNDER THE CONTROL OF THE PCC

	Balance 01/01/23	Income/ Donations	Expenses/ Transfers	Balance 31/12/23
<i>MOVEMENT ON RESTRICTED FUNDS HELD BY THE PCC</i>				
Community Fund				
Movement	3115	0	0	3,115
Disadvantaged families at St Peter's				
School				
Movement	40	0	0	40
Kitchen Renovation Fund				
Movement	2,057	0	0	2,057
Re-Ordering and Maintenance Fund				
Movement	2,872	335	2,499	708
Sunday School Prize Fund				
Movement	799	68	0	867
Tower Room and Bells Fund				
Movement	<u>982</u>	<u>20</u>	<u>0</u>	<u>1,002</u>
	<u>9,865</u>	<u>423</u>	<u>2,499</u>	<u>7,789</u>
MOVEMENT ON DESIGNATED FUNDS HELD BY THE PCC				
Altar Linen, Carafes & Organ Refurbishment Fund				
Movement	(1,977)	38	0	(1,939)
Energy Reserve Fund				
Movement	2,500	0	0	2,500
Environmental Fund				
Movement	1,215	1,000	0	2,215
Flower Festival Fund				
Movement	189	0	0	189
Graveyard Fund				
Movement	10,456	4,335	3,166	11,625
Parish Training Fund				
Movement	2,000	0	60	1,940
St Peter's Playtime Fund				
Movement	498	0	0	498
Tithe Fund				
Movement	<u>1,373</u>	<u>4,696</u>	<u>4,706</u>	<u>1,363</u>
	<u>0</u>	<u>10,069</u>	<u>7,932</u>	<u>18,391</u>
MOVEMENT OF GENERAL FUND – GENERAL CHURCH INCOME AND EXPENSES				
Movement	<u>8,324</u>	<u>67,585</u>	<u>69,020</u>	<u>6,889</u>

Notes to the Accounts:

- 1 These Financial Statements prepared on behalf of and agreed by the PCC, are in accordance with the Church Accounting Regulations 2006, as amended by the Charities Act 2011, using the 'Receipts and Payments' basis and are in accordance with the 'Return of Parish Finance'.
- 2 Endowment Funds arise where the capital must be held permanently but the income can be used as directed by the donor.
- 3 Restricted Funds arise where capital is to be held for the specific purpose for which it was given unless that purpose no longer exists in which case the PCC can direct how the money is to be used.
- 4 Designated Funds represent general Church funds which have been set aside by the PCC for the purpose as described in the title of each fund but the money could be used for other purposes as agreed by the PCC.
- 5 In accordance with the Accounting Regulations referred to above, the following adjustments have been made to the actual income received and/or payments made:-
 - a) Income from fund raising activities as detailed in note d) to these Accounts is shown gross without deduction of costs, which appear separately in note h).
 - b) Fees which have been received specifically on behalf of the vergers, organist, P/A operator, grave digger, etc., for blessings, weddings, funerals etc. and subsequently paid to the appropriate parties have been excluded from these accounts.
 - c) Funds raised through collections on behalf of other Charities and immediately paid to those charities have been excluded, for example the Royal British Legion.

Signed



Date

07/04/2024

F. Alan Graves

Treasurer, Birstall Parish Church of St Peter

Appendix 2 Independent Examiners Report



Section A

Independent Examiner's Report

Report to the trustees/ members of

[Empty box for report recipient]

On accounts for the year ended

31 December 2023	Charity no (if any)	1133854
------------------	---------------------	---------

Set out on pages

Numbered 1 to 6

I report to the trustees on my examination of the accounts of the above charity ("the Trust") for the year ended

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 45 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:

[Handwritten signature]

Date:

[Empty line for date]

Name:

t7cw nz' < Ph 4/€:u Us:T«e

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

FINANCE MANAGER
BCA GROUP LTD Co. REG. 01568949
UNIT 49 PREMIER WAY, ELLAND, HX5 9HF

Address:

12 WELBECK ROAD

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

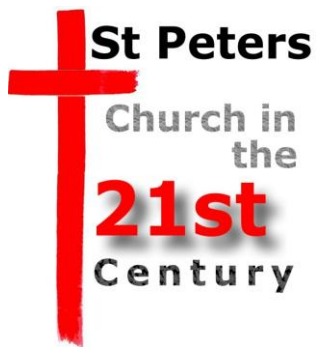
Give here brief details of any items that the examiner wishes to disclose.

NONE

PCC of Birstall Parish Church in the Diocese of Leeds

England & Wales - Charity number 1133854

Accounts



Parish of St. Peter's Birstall

Annual Meetings Booklet - 2023

Prepared By
Miles Lawson (Churchwarden)

Parish of St Peter's Birstall - Annual Report 2022

for the

Annual Meetings 2023

to be held in the Church on Sunday 23rd April 2023 at 11:00am.

Agenda

Annual Meeting of Parishioners

- 1 Apologies
- 2 Minutes of the last meeting (3rd April 2022)
- 3 Election of Churchwardens
- 4 Closing of Meeting

Annual Parochial Church Meeting

- 1 Apologies
- 2 Minutes of the last meeting (3rd April 2022)
- 3 To receive and consider the Electoral Roll
- 4 To receive a report on the proceedings of the PCC
- 5 To receive a report on the financial affairs of the parish including:
 - a) the independently examined statement of accounts of the PCC for the year ending 31st December 2021;
 - b) to appoint an independent examiner;
 - c) to receive a report on the financial affairs of the Governors of St Peter's School.
- 6 To receive a report on the fabric, goods and ornaments of the church.
- 7 To receive a report on the proceedings of the Deanery Synod.
- 8 To receive a report on Health and Safety.
- 9 To receive an APCM Report 2023– Priest in Charge
- 10 To receive any other reports of parochial or church interest.
- 11 To receive a report by the Readers
- 12 To appoint three representatives to the Deanery Synod
- 13 To elect up to three members of the laity to the PCC to serve for three years and two to serve for one year.
- 14 Any other business.
- 15 Closing Prayers.

PCC Membership

<u>Ex Officio</u>	<u>Retire 2023</u>	<u>Retire 2024</u>	<u>Retire 2025</u>
Priest-in-Charge	Jonathan Keer	(vacant)	Alison Sowden
Licensed Lay Minister (Reader)	Alan Graves	Andy Rhodes	Solly Wilson
Licensed Lay Minister (Reader)	Chris Taylor	(vacant)	Janice Mitchell
Churchwarden (Vacant)			
Churchwarden (Vacant)			

Deanery Synod Representatives - David Barker (retire 2023), (vacant), (vacant)

Co-opted Members (retire 2023) - Rosie Price, Martin Price.

Maximum Total PCC members:

- 5x Ex-Officio (maximum of 2x Licenced Lay Ministers)
- 9x Ordinary PCC Members,
- 3x Deanery Synod Representatives
- 2x Co-opted PCC Members (optional)

1. Minutes of the Annual meeting of the Parishioners on 3rd April, 2022

Present: Thirty nine attended the meeting and they were.

Denise Gosling, David Barker ,Carol Lynch , Elaine Jackson, Margaret & Alan Graves, Sue Charlton, Margaret Bell, Ann Lister, Miles Lawson, Raymond & Dorothy Gallagher, Stuart Spencer, Christine & John Culberson, Philip and Ann Walls, Trish Wynn, Pat Caunt, Jean Frankland, Joanna Earnshaw, Alison Sowden, Kathleen O'Shea, Pauline Cowan, Andy Rhodes, Sarah & Hilary Whitfield, Jack Leeson, Alex and Jayne Hunter, Colin Vella, Wendy Harper, Simon Davis, Jackie Donough, Leif Wilks, David & Pat Chapman, Jack Leeson & Solly Wilson.

The meeting commenced at 11.45am and Rev'd Jess Davis welcomed everyone to the meeting.

Jess reported in the Churchwardens Measurers there is a rule which can be disregarded by the parishioners. A churchwarden is elected every year up to six years but if the parishioners agree to revoke the rule then a churchwarden can serve more than six years.

It was proposed by Raymond Gallagher and seconded by Andy Rhodes to disregard the rule and a churchwarden can serve more than six years. There was a show of hands with 31 for and 4 against. The proposal was carried.

- 1, Apologies for absence were received from Chris & Kathryn Taylor, Jane & Ian Cromack, Eva Lockett, David Gill, June Williams, Eileen Storr, Judith Hartley, Jill Land, John Frankland, Sue Lawson, Audrey Speight, Ray Woods, Jean Jubb, Penny Watson Walker, Rosie and Martin Price, Linda Rhodes, Jonathan & Nicola Keer.
2. **Minutes of the Meeting held on 25th April, 2021** were read and passed. Proposed by Miles Lawson and seconded by Elaine Jackson.
3. **Election of Churchwardens.** There were three candidates and each had a proposer and a seconder who were members of the Elector Roll. The candidates were Miles Lawson, Elaine Jackson and Denise Gosling.
Everyone received a voting form and the results were counted by Alison Sowden and Janice Mitchell. Miles Lawson and Denise Gosling were elected. The meeting was closed.

Minutes of the Annual Parochial Church Meeting

Present: Thirty nine members attended the meeting (listed above)

1. **Apologies for absence** (listed above)
2. **The Minutes of the Meeting** held on 15th April,2021were read and passed. Proposed Alan Graves and seconded by Dorothy Gallagher. Unanimous..
3. **To receive and consider the Electoral Roll**
Dorothy Gallagher's report was included with the agenda. Jess offered a vote of thanks to Dorothy. It was proposed by Pat Caunt and seconded Sue Chalton to accept the report. Unanimous.
4. **To receive a report on the proceedings of the PCC**
Denise Gosling's report was included with the agenda. Jess offered a vote of thanks to Denise. It was proposed by Leif Wilks and seconded by Raymond Gallagher to accept the report . Unanimous
- 5a **To receive a report on the financial affairs of the Parish**
The Annual Accounts and Treasurers Report for the year ending 31st December 2020 were included with the agenda
Jess offered a vote of thanks to Alan for doing an excellent job as treasurer. It was proposed by Wendy Harper and second by Elaine Jackson to accept the reports. Unanimous

- 5b **To appoint an Independent Examiner**
 Alan reported David Gill no longer wanted to be Independent Examiner. A vote of thanks was offered to David. There were no candidates for the vacancy. It was proposed by Wendy Harper and seconded by Elaine Jackson that the Independent Examiner be chosen by the PCC. It was unanimous but for 1 against and 1 abstention.
- 5c **To receive a report on the financial affairs of the Governors of St Peter's School**
 Alison Sowden report was included with the agenda. It was proposed by Miles Lawson and seconded by Leif Wilks to accept the report. Unanimous. Jess offered a vote of thanks to Alison.
 Denise Gosling commented it was good news to hear there would be a new building for the school
6. **To receive a report on the fabric, goods and ornaments of the church.** Miles Lawson and Denise Goslings' report was included with the agenda. Raymond offered a vote of thanks to Denise and Miles. It was proposed by Dorothy Gallagher and seconded by Jack Leeson to accept the report, Unanimous. A huge thank you was offered to Miles and Denise
7. **To receive a report on the proceedings of the Deanery Synod**
 Jess's report's report was included with the agenda. It was proposed by Raymond Gallagher and seconded by David Chapman to accept the report. Unanimous. A vote of thanks was offered to Jess for her report.
8. **Management of Health and Safety**
 Pat Caunt report was included with the agenda. Raymond offered a vote of thanks to Pat Caunt who worked alongside Denise and Miles with matters regarding Health and Safety
 It was questioned about communion. Jess reported we are at the half way stage and she dips the wafer into the wine if required. Eventually we would have communion in full with the wine and wafer both being offered.
9. **To receive a report from Priest in Charge**
 Jess's report was included with the agenda. Although Jess did not join the church until September 2021 everyone agreed she was working hard to make the changes which the congregation wanted.
10. **To receive any other reports of parochial or church interest.**
- a.. **St Peters Playtime**
 The Playtime Teams' report was included with the agenda. Jean Frankland commented the number of children attending were not like pre-covid numbers. Thanks were offered to the playtime team.
- b. **Bellringers**
 The Tower Captain's Report was included with the agenda. A vote of thanks was offered to Miles and his team.
- c. **Safeguarding**
 Janice Mitchell's report was included with the agenda.
 A vote if thanks was offered to Janice.
- d. **Junior Church**
 Sue Lawson's report was included with the agenda. A vote of thanks was offered to Sue and her helpers.
- c. **Church Wood**
 Andy Rhodes's report was included with the agenda. A vote of thanks was offered to Andy and his team.
- f, **Verger's Report**
 Solly Wilson's report was included with the agenda. A vote of thanks was offered to Solly
 It was proposed by Raymond Gallagher and seconded by Margaret Bell to accept the reports 10a-10f. Unanimous
11. **To receive a report by the Readers**
 Leif Wilks and Wendy Harper's report was included with the agenda. It was proposed by Alan Graves and seconded by Elaine Jackson to accept the report. Unanimous
 A vote of thanks was offered to Leif and Wendy for the online services and supporting Jess when she

joined the church in September.

Thanks were offered to Chris Taylor and Alex Hunter who managed the online services.

12. **To elect three members to the Deanery Synod**

No election to Deanery Synod this AGM

13. **To elect up to three members of the laity to the PCC to serve three years**

Janice Mitchell was proposed by Alison Sowden and seconded by David Sowden. Alison Sowden was proposed by Denise Gosling and seconded by Margaret Bell. Solly Wilson was proposed by Margaret Bell and seconded by Jean Frankland. There being were no further candidate the three were elected.

Any Other Business

- a. Jess thanked everyone for all the work they do for the church. Margaret Bell had completed her term at the PCC and Sue Charlton had resigned. Both planned to work for the church as and when required.
- b. A big thank you was offered to Jess who had joined our church as priest in charge. She continues to work for the church and parishioners with zeal and vigour.

Being no further business the meeting was closed with Grace.

End of Minutes of meetings of 25th April, 2021

Report of the Proceedings of the PCC - April 2023

3. **To receive and consider the Electoral Roll - 2022**

ELECTORAL ROLL

On Sunday the 9th April 2022 there were 96 names on the roll. Sadly, one person has died and their name has been removed.

On the 16th.April 2023 the roll now stands at 99 names.

Dorothy E Gallagher

Dorothy E. Gallagher
Electoral Roll Officer

4. **To receive a report on the proceedings of the PCC**

Report of the Proceedings of the PCC

We have had seven meeting this year with the attendance being 82%. There have also been seven Standing Committee meeting.

Denise Gosling
PCC Secretary

5. To receive a report on the financial affairs of the parish including:

Treasurer's Report – 2022

Please note that my report refers specifically to the financial year from 1st January 2022 to 31 December 2022 and my comments below are relevant to that year only. The actual accounts appear in Appendix 1. They have been approved by the PCC and independently examined by Stephen Lister to whom I extend my gratitude for the time and effort put in by him.

May I also extend a very big thank you to everyone for your generous giving, enabling the Church to fulfil its obligations and provide a Christian presence here in Birstall. Also to those volunteers who give freely of their time and to everyone who supports the Church in whatever way. Our total income from all sources was £81,531 and our total costs amounted to £79,461.

We held many fundraising events, the amounts raised are listed on Page 2 of the Accounts, section d) less expenses as detailed in page 3 h) leaving a net figure of £5,556.

As can be seen from page 1 and page 2 c), we received a grant of £2,500 from the Church Commissioners. This was to help towards payment of rising fuel bills. Fortunately we are in fixed term contracts with our energy suppliers and so we have not been seriously affected to date. This money has been put into a Restricted Fund to smooth out future energy price fluctuations when our contracts come to an end. The actual cost of electricity, gas and water was £7,082.

Under the constitution of the Bridge Club the governing document stated that on closure any funds remaining were to be transferred to the church and used for the benefit of the community. The balance on closure was £3,115 which has again been placed in a 'Community' Restricted Fund.

A balance of £1,214.55 remained in the Frampton Mural account following its full restoration. The PCC agreed to transfer this balance into a new 'Environmental' Fund.

In October we paid the final balance of £2,010.70 on the roof repairs which had been retained by us to cover any snagging work which may have been needed.

As can be seen from page 4 of the Accounts, restricted cash funds under the control of the PCC amount to £9,865 and money held in designated cash accounts total £16,254. The balance of the general cash fund account was £8,324. For an explanation of the various fund types, please see page 6 of the Accounts.

The value of the share holdings held in Endowment Funds and Restricted Funds, was lower at the end of the year in line with general stock market falls. This follows several years of continuous growth in shares (the comparison figure with 2021 is shown on page 4).

In accordance with our mission statement, we have paid 10% of our general income in tithe payments to various charities totalling £4,596. This included a payment from the tithe fund of £400 to the Disaster's Emergency Committee to provide humanitarian aid following the start of the war in Ukraine. A collection from you, the congregation, raised a further £305.

Our Parish Share, set by the Diocese was a very challenging £47,071, but we have paid this in full. The Parish Share is used to ensure a Christian presence through Ministry and Mission within the whole Diocese. It is used entirely towards clergy stipends, pension and the provision and maintenance of clergy homes.

F. Alan Graves, Treasurer

5.a Please see Appendix 1 at the end of this document

5.b to appoint an independent examiner;

Stephen A. Lister kindly agreed to undertake the duties of Independent Examiner in accordance with the Charity Commission regulations. A copy of his report is attached - please see Appendix 2. Stephen has again volunteered to act as Independent Examiner for the coming year.

5.c to receive a report on the financial affairs of the Governors of St Peter's School.

St Peter's School Governors

Report from St. Peter's School Governing body

Another school year is now in its final term, and your governors have continued to work hard behind the scenes in a variety of roles.

This year we said a fond farewell and with many thanks to Leif who stepped down from being a foundation governor after many years of friendship and service to our school.

We welcomed recently to our governing body Elaine Jackson and Jane Hunter and hope that they enjoy working alongside governors to help the whole school be a community where children can reach their potential, whilst learning to care for the communities where they live as well as the wider world, all while having a sense of God through knowing Jesus as a special friend.

Governors also visit school to observe lessons, talk to children and staff, and we are always delighted to see how engaged children are, how much they enjoy school and how inclusive our classes and the teaching is.

Financially the school manages its budgets extremely well, and this year has been challenging, with increased costs in fuel and on salaries, for which no extra funding had been given. Next year is also going to be a difficult one.

Governors are still supporting school - we are steadily paying back to the budget, money that was paid for us as we could not meet the 10% that was required from us towards some windows that needed to be replaced.

I continue to be grateful for the 5ps that are given, and would ask that you could consider supporting us in this way.

There is good news though!

Our new school building work should commence this summer, with hopes of being open by September 2024, I have added some pictures to this report for you to have a look at, but please ask me or Jan or Jess for more information.

Please continue to support our school with your prayers, as we face a year or more of building work, and as school continues to prepare for an (expected any time) OFSTED inspection.

A Sowden



6. To receive a report on the fabric, goods and ornaments of the church.

Churchwardens' Report

1. Church Heating

We have had big problems with the church heating this year. The boilers are now over 10 years old since they were installed. One of the boilers began to stop working early in 2022 and we have requested our servicing company to identify the issue. They really struggled with this until early 2023 when they discovered that the issue was with the main circuit board after 5 or 6 visits. but even before they identified this problem, we began having issues with heating to the South and Centre isles heating areas. This was quickly identified as being the electric valves which were quickly replaced. All the problems were rectified and everything heating wise is back to normal. However we will do some further rationalisation of how we can use the heating best

2. Hole in the floor

While we had the heating engineers on site, they stepped on a board in the vestibule area and broke the board creating a major hole in the floor. This was discovered to be a fibre board used during the initial heating installation which had deteriorated with damp and time until it was no longer safe. A new plywood board has been installed that has replaced this and is now safe for many years to come.

3. Church Security Alarm System

One afternoon we had a call to say the church alarms were sounding. Denise went to the church and was unable to stop the system alarms ringing. After a while we called a local firm to help us shut it down along with help from the community.

We discovered that the old system was totally dysfunctional with eroded backup batteries and the keypad without electricity at all. Given we now had no security alarm, we obtained 3 estimates from local suppliers and the PCC chose the best price and functionality system. A part B faculty was obtained and granted with the Archdeacons permissions to proceed.

The new system was installed and all key holders shown how to use the system.

4. Tree Planting with St Peters School

In early autumn we were under instruction that after felling some dangerous trees in the Victorian Graveyard, the Diocese and Kirklees council advised us that we would need to plant new replacement trees. We worked with St Peters school to get some of the young people to come and plant the new trees. A competition in the school asked the children to give names to the trees and on the specified day These were planted and Rev Jess prayed for God's blessings on the trees. Sady one of the trees has not seen through the winter but all the others are doing well and they have a name tag asking everyone to care for them.

5. Lighting In Church

In line with Church Policy based on Eco Church concepts, we are moving towards using LED lights in Church. This provides us with electricity savings and going forward we plan to replace the tube lights with LED batons. So this year the light by the vestry door has been replaced and the light in the washroom area has also been replaced with LED batons. Also one of the original lights in the fellowship area near the tower room has been replaced with a LED ceiling light.

6. Washroom Basin and Toilet

Denise arranged for a higher level toilet to be installed so making it much easier for people to use the facilities.

The skirting boards and door in the washroom area have been sanded ready for painting. It is a precursor to a new unit to be fitted below the washbasin which has dropped and is a bit wonky. We may even be able to provide a little more storage under the sink. Watch this space.....

7. Fire Extinguishers

Fire Extinguishers have been checked in all areas. We have made arrangements for a new contractor to maintain and replace our fire extinguishers at a better price. Well done Denise.

8. Church Clock Maintenance

We have had the church clock properly serviced. However we have experienced some anomalies where we have experienced some power cuts that has caused the clock to be displaying and sounding chimes incorrectly. We have taken advice from the Diocesan Clocks advisor and now know how to correct this problem. We have also renewed the battery in the vestry for the clock adjustment for Winter/Summertime and this is now working correctly.

9. Graveyards

The churchwardens are responsible for the wider graveyard issues reporting to our Priest-in-Charge and liaising with our verger Solly Wilson. This year we have seen requests for a bench in the graveyard and also having to deal with unsafe headstones. Alongside all of this is where there have been major holes in graves and dealing with families who have responsibilities for the headstones and graves. Big thanks to Rev. Jess and Solly for all their help.

A faculty class B has been approved by the Archdeacon to landscape along the Longbottom Dam walls so removing unsafe walls and providing a much more pleasant environment. This will be achieved at zero cost to the church and help define the safe graveyard boundaries so helping us to close the graveyard into the hands of Kirklees council.

We have one other issue to manage before we can hand over to Kirklees Council. This relates to 2 gardens on Monk Ings where the graveyard walls have collapsed into gardens. Potentially this has been caused by previous residents levelling out their gardens by the wall which has ultimately caused the walls to become unsafe and collapse into the gardens. We are in the process of getting quotations to repair these walls but we are looking at costs of around nearly £17,900. We will need to look into grant funding if we are to make any progress. Please watch this space...

9. General

- 9.1** The churchwardens have supported all services throughout the year along with the support of the deputy wardens. Thank you deputy wardens for all you do.
- 9.2** The churchwardens have made appropriate repairs to the fabric of the church as needed.
- 9.3** All the church Wood, Silver and Brass artefacts have been checked and can confirm all is present and correct.
- 9.4** The churchwardens have worked with Andy Rhodes to provide some adaptations to the on roof water drainage into the gutters so preventing spill over into the church by stopping leaf build up at critical points. These have worked really well and we have not seen any leaks this year. Thanks Andy.
- 9.5** Tree works in the Victorian Graveyard has seen us fell a number of dangerous trees and branches. Again our thanks go to Andy Rhodes and Jez Parkinson from the Spenborough Angling Club with support from Colin Vella and Pete Mitchell.

- 9.6 Denise has had some difficult situations to handle this year relating to the use of the bins by the Black Bull Pub. These bins are being abused and become a major difficulty when over filled and people just throw their old flowers and more into the Bin space. This then requires a regular cleanup to keep our environment clean. We need some longer-term solutions for this in conjunction with Kirklees council.
- 9.7 The churchwardens have been working on rationalising what we have in church to see if it is necessary. Much has been taken away but there is still much to do. The Tower room has become the defacto storage space rather than a place for quiet and prayer. Any help in this rationalisation would be most welcome.
- 9.8 The Churchwardens Log book has been maintained and is up to date.
- 9.9 Big thanks to Sue Charlton with helping counting the offerings with David Barker and also to Sue and Margaret Bell in their work putting out the Communion Chalices and Wafers etc. And retrospectively a big thank you to Anne Lister who did this previously for the second service but is now not able to carry on.

Furniture and Furnishings

These are in good state of repair.

Miles Lawson & Denise Gosling
Churchwardens

7. To receive a report on the proceedings of the Deanery Synod.

Deanery Synod Report 2022 – 2023

Over the past year the Deanery Synod has met three times. During the year we have received a presentation from the Diocesan Mission Link Coordinator who encouraged us to re-establish our connection and support with our link parishes.

A discussion was held on a proposal to allow the use of individual cups in the celebration of communion. The following motion put before the Diocesan Synod in October:

"This synod would welcome the Church of England withdrawing its opposition to the distribution of wine in individual cups at the Holy Communion."

The Deanery Synod was reminded that at present there is no change to the rules and individual cups are not currently permitted.

There is an ongoing challenge in the deanery with several churches being in vacancy. This is paired with ongoing financial difficulties. There is a limit to the number of full-time stipendiary clergy that are financially viable, and the maintenance of our buildings is often a large financial burden; pastoral reorganisation is one option to help manage these challenges.

Over the year there have been a number of changes to clergy in the deanery. Rev'd Jonathan Bish is now team rector for the Batley Team and Rev'd Capt. Neil Walpole was appointed as Associate Priest for the Dewsbury Team. Rev'd Brunel James and Rev'd Karen Nicholl have now left the deanery leaving vacancies at Cleckheaton, Birkenshaw and Gomersal. Rev'd Mark Umpleby has also recently announced that he will be leaving the Batley team in the summer.

Elections to the Deanery Synod run on a 3 yearly cycle. Elections are due in 2023 for three representatives from St Peter's Church Birstall.

Rev'd Jess Davis
Priest-in-Charge

8. To receive a report on Health and Safety

St Peter's Parish Church – Report on the Management of Health and Safety for the AGM to be held on 23 April 2023

This Report covers the period from 9 March 2022 to 26 February 2023

1. Worship” Beyond” the Coronavirus Pandemic

It is with relief and joy that during this year, the format of our worship has returned to full “normality”. Communion is now being taken with both elements. Members of the Congregation can choose for either (a) the bread to be dipped in the wine before taking it, or (b) taking the bread and then taking the wine from the communal cup.

When we share the Peace, there is personal choice for gesture, hand clasping and, for some, the welcome return of sharing a hug. The Music Group leads us “unmasked” and at full volume and refreshments are once again enjoyed in close proximity to one another. No hand gel and no masks are in sight.

2. Trees in the Burial Ground

At the previous AGM, it was noted that JCA Ltd had assessed the condition of the trees in the Burial Ground; and had drawn up a Report, which contained an Action Plan. Over this year, progress has been made in carrying out the recommendations of the Action Plan, in that (a) the three trees identified for removal have been taken down and (b) the pruning of the 18 trees has started.

The PCC is reminded that in addition to the pruning, eight trees have defects which need to be monitored, two trees need to be re-inspected and nine trees need ivy and other growth removing from the base so that these can be inspected.

3. Bonfire Night

The PCC made the decision not to reinstate the Bonfire Night Event, following its cancellation during the Coronavirus Pandemic. The reason is because the cost of the fireworks plus the cost of the insurance required to cover the health and safety risks, absorb near enough all the money taken on the night.

4. Food Preparation

The “Meet ‘n Eat” Club, which had been proposed to replace the “Bridge Lunch Club”, never got off the ground. This had been intended as an opportunity to bring members of the Community into the Church, offering a light lunch, such as soup and a sandwich, to be eaten with Church Members in a social setting. This means there is no regular occasion when members of the public are brought into the church to take refreshments.

Spasmodically through the year, there were occasions when food was served, for example the Summer and Christmas Fayres, when food such as cold sandwiches with salad; or heated pasties and sausage rolls were available to purchase. No raw food is cooked on the premises.

Use of the Kitchen is under the control of Nicola Keer, who has professional experience in catering. She holds a Level 2 Food Hygiene Certificate; and has the help of five others who also hold Level 2 Food Hygiene Certificates.

A revised written procedure for “Food Preparation in the Kitchen” has been drawn up and will be kept in the Health and Safety Folder in the Vestry.

5. **Fire Risk Assessment**

As the annual inspection of the fire extinguishers became due, this led to the realisation that no written Fire Risk Assessment has been prepared for the Church. This has now been produced and will be kept in the Health and Safety Folder in the Vestry.

The risk of a fire occurring is judged to be low; and the risk to any person being injured by fire is judged to be very low. However, one action for the PCC to note is that the five yearly inspection of the electrical installations, by a suitably qualified person, will be due in the first quarter of 2024.

This Report was produced by Pat Caunt, Church Member with oversight for Health and Safety, dated 26 February 2023.

9. **To receive a report from Priest-In-Charge**

Priest in Charge – report

We come again to the end of another PCC year and there is much to give thanks for. Our church family continues to grow. The parish return for last year showed growth in regular Sunday attendance as well as seasonal services. Our Wednesday congregation is also showing signs of growth and has on some weeks been a similar size to our Sunday early service. We now have four home groups with approximately a quarter of the congregation attending. Although many of our children have a sporadic attendance, the junior church team continue to do an excellent job of teaching and supporting them. We have also had a number of very successful events over the year which have raised much needed funds for the church, as well as providing opportunities to connect with people from our community who do not currently come to services, and opportunities for our regular congregation to spend time with each other socially.

Our relationship with St Peter's school continues to be strengthened. In addition to my weekly visits to the school for Collective Worship, some of our congregation have been involved in supporting the school through becoming Maths Mates and Reading Friends. We continue to have a strong involvement in the school through our foundation governors and I am pleased to report that we now have two new foundation governors on the team. We have also begun to explore other creative ways to connect with the school, particularly through environmental projects. Earlier this year, children from year 5 came to plant trees in the Victorian graveyard (the names of the trees and the map of where to find them is currently in the vestry).

I am proud of our new Eco team and that we are starting to work towards becoming an eco-church. The national church has set an ambitious goal of being carbon net zero by 2030. This means that we will need to make some changes in the coming years to play our part in reaching this target. I am confident that by working together under the guidance of Rosie and Martin we will be able to make a real difference.

As we know, life often throws unexpected things our way and so I have learned not to set too many concrete goals but I would like to share a direction of travel for the coming year. There is so much that we could be doing and that needs to be done but my key areas of focus for the coming year are going to be:

- a. Strategy – making sure that we are working towards growth and that there is joined up thinking across the life of the church so that our energies and priorities match our vision.
- b. Communications – making sure that our message is clear both inside and outside the church.
- c. Youth – making sure that we are a church where our teens and young adults can thrive and grow.
- d. Church at Home – making sure that those who are part of our church but cannot attend in person are included in the life of the church and their spiritual needs met.

I am so grateful to and for each and every one of you. The church is the people and so we are all the richer for your being part of us. The church is the body of Christ and so each one of you uniquely reveals something of the nature of Christ. You are valued simply just for being you and choosing to journey with us.

I also want to say a special thank you to those who work so hard in all areas of church life - it is a joy to minister alongside you. I know many of you give freely of your time, your energy, and your resources and I am eternally grateful for all that you do. I know a number of people are stepping down from roles this year and/or into new roles in the coming year. Thank you for your service and especially to those who have helped me as I find my feet here and discern where God is leading us.

Finally I want to say thank you to our Lord and Saviour Jesus Christ, the one who makes all this possible and the one for whom all this is for. May he receive all of our hopes and plans for the coming year as worship to him, our risen Lord.

Rev'd Jess Davis

Priest-in-Charge

10. To receive any other reports of parochial or church interest.

10.1 Tower Captain's Report for AGM 2023

We have practiced most weeks throughout the year on Thursday evenings. The current St Peters ringers are growing more confident in their abilities and especially Alexander and Rebecca. Unfortunately Rebecca has had to give up for now due to her work commitments. Pete Mitchell started to learn to ring but his foot injury while on holiday has meant that he has had to take time out of training for a while and he is hoping to join us soon. We are enjoying the company of Ron and Paul from Thornhill who join us regularly on a Thursday which brings some experience into the band too.

During the latter part of the year I received a request to train a new band of ringers for St John's Cleckheaton. This means that we aim to alternate between the two churches on Practice evenings and we now have a solid core of ringers at St Johns and means that together we can ring for weddings and special occasions.

We have also had a lot of enquiries for people to learn to ring for the Coronation, (Approximately 7) which has meant that practice time is starting earlier at 7pm.

Miles Lawson

Tower Captain

10.2 Safeguarding Report for AGM 2022

Safeguarding continues to be a priority and a strong focus for the Church of England and St Peter's Church. We want to make sure that we have a safe, caring environment for everyone who attends by ensuring that we have strong procedures in place to protect everyone.

Over the past year training has been undertaken on Safer Recruitment and new procedures have been drawn up and followed when appointing anyone to new roles in church, particularly in Junior Church.

We have adopted the Diocesan Safeguarding Policy which is reviewed annually by the PCC and was reviewed on 6th March 2023. The Policy and contact details of the Diocesan Safeguarding Team are on display on the noticeboard in the fellowship area. We have strong links with our Diocesan Safeguarding Officer Nikki Rose who is always available for help and advice.

Leeds Diocese provides a very comprehensive list of online training which is available for all concerned

and most of the PCC has now completed this training. As the training is online we are looking at alternative ways to ensure that those who are not able to access training online can still receive training.

I have now completed Safeguarding Leadership Pathway Training and am awaiting further Induction Training which was delayed due to the pandemic.

DBS checks and Confidential Self Disclosures are up to date.

Completion of the digital Safeguarding Dashboard is still ongoing. When it is completed it will provide a regular report and action plan for the PCC to keep track of safeguarding and ensure that we are fully compliant at St Peter's Church

It is up to each and every one of us to play our part in keeping our church a safe place for all, by adhering to the guidance, being vigilant and reporting any concerns that we might have immediately.

Report prepared by Jan Mitchell

March 2023

10.3 Junior Church Report for AGM 2023

St Peter's Church AGM 2023 CHILDREN'S MINISTRY AND JUNIOR CHURCH

Junior Church volunteers have continued to rise to the challenge of ministering to a group of children that is small with a wide wide age range (3 years to 13 years)!

We ended our Summer 2022 "term" on a high last July with a celebratory "end of term" party and presentation which involved around 10 children.

During the Autumn we "experimented" with dividing the children into two age groups, with the aim of offering more age-appropriate activities, particularly for the older children.

However, it soon became apparent that we had insufficient children attending to enable us to run two groups effectively. So, we reverted to the combined group.

This year we have started to use the ROOTS online resources. ROOTS is a partnership of Christian denominations/organisations which has been publishing lectionary-based worship resources for over 20 years.

It means that our structured Junior Church sessions, broadly speaking, follow the same calendar of readings and themes as the adult services. It also means that we can offer a wider choice of activities, linked to the age of each child.

The Children's Table and the soft play corner within Church have become familiar and well established spaces and they have been particularly well used by families attending special services.

Junior Church ran its own Punch Balloon and Lollipop stall at the Christmas Fair in 2022, when several of the children were enthusiastic stallholders raising money for Church funds.

Big thankyou's go to our Junior Church volunteer leaders and helpers, Penny, Jan, Pat, Rebecca, Sarah, and Elaine for their time, support and energy!

Thanks also to those who have donated resources, books, craft items, pens, party food and party bags etc... to Junior Church! We upcycle/recycle and reuse as much as we can to keep spending down and these donations have helped us significantly. From February 14th 2022, when the Parochial Church Council approved spending by Junior Church of up to £120 annually, up to March 1st 2023, we have been able to keep total spending to £88.69.

Sue Lawson

Lead Junior Church Co-ordinator

10.4 To receive a report on Church Woods

Church Wood Annual report. 2021/22

(On behalf of the trustees of Church Wood -by Andy Rhodes)

This year has been a much better year for church woods. We have now established a baseline report (with the help of Liam Plumber from The Woodland Trust) which can be used as a blueprint not only for short and medium term maintenance of the wood, but also as a pathway to restoring the wood fully to an ancient woodland. The longer term plan is to have the woodland registered nationally to preserve it against possible encroachment by developers and protect against other interference.

This year several things have happened in church wood. Peter Mitchell, Martin Price, Colin Vella and Hadyn Pitchforth have been co-opted onto the committee, and Jess Davies (chair) has asked me to take on the duties as chair for the foreseeable future with regard to the general organisation and running of the Church woods Committee.

The major works this year have concentrated upon clearing the entrance, bramble thinning in the main wood, and the removal of fallen tree branches which were obscuring the path. One large sycamore tree came down to the top of the wood but this was cleared as promised by farmer Andrew, in whose field it landed.

Of note this year was the tremendous response from the congregation and local people in a morning wood clear which occurred in October and made light work of some of the brambles with a working team of some 20 plus adults and children. I have recently done an inspection of the woods and can confirm that the Bluebells are just beginning to sprout and will hopefully produce their usual spectacular view, so keep an eye out and visit when they arrive in their full glory. There have been some trees which have fallen but only one is in need of possible attention as it is partially fallen and may continue to fall toward the path.

Progress has been made with involving the youngsters from school but this was mainly a tree plant in the graveyard. Further progress is hoped to be made this year but the main emphasis is upon clearing the Himalayan balsam. (This is mainly along the stream and farmer Nigel's permission has been sought and given to clear the balsam from his land also). It is also hoped that further clearing of the brambles will take place.

A big thank you to everyone who has helped with the woods this year.

10.5 To receive a report from Verger

In the last year we have had eight funerals, six burials and twelve interment of ashes, responded to approx 16 requests to find family plots, ancestors etc.

We continued to have good relationships and work well with all the local funeral directors and stone masons. We are the only church that offers a hot drink for the funeral directors lads something that they really appreciate.

We are looking to the future of the graveyard / garden of remembrance being aware that plots are becoming scarce.

I'd like to thank Jess, Wendy and Leif for their empathy and sensitivity when taking funerals, David Gill for being available to play the organ when required and David Sowden and Elaine for their expertise on the sound desk.

Solly Wilson.

Verger March 2023

10.6 To receive a report from Playtime

Playtime.

Playtime attendances gradually increased from April and we now have a lovely group of Mums, Grandmas, Carers and Children who return on a weekly basis. At Easter we had an Egg Hunt and Easter Bonnets, we made Easter Crafts and Cards and the Children received a Goody Bag to take home.

July we had a small party and once again gave Goody bags, and, said goodbye to the Children who were starting School. In November we held a Cake stall to raise funds for Children in Need, which raised £80. In December everyone enjoyed the Christmas Party, especially the visit from Santa who gave the Children a Present, "Thank you Santa". We hope to continue with good attendances in the future.

Kind Regards,
The Playtime Team.

11. To receive a report by the Readers

None for 2022

12. To elect three representatives to the Deanery Synod

13. To Elect up to three members of the Laity to the PCC to serve for three years and two to serve for one year

THE PAROCHIAL CHURCH COUNCIL OF BIRSTALL PARISH CHURCH

IN THE DIOCESE OF LEEDS REGISTERED

CHARITY NUMBER 1133854

**ANNUAL STATEMENT OF THE FINANCIAL AFFAIRS
FOR THE YEAR ENDED 31 DECEMBER 2022
RECEIPTS AND PAYMENTS ACCOUNT**

**PREPARED BY: F. ALAN GRAVES
TREASURER TO THE P.C.C.**

INDEPENDENT EXAMINER: STEPHEN LISTER

BIRSTALL PARISH CHURCH IN THE DIOCESE OF LEEDS
FINANCIAL STATEMENTS FOR THE YEAR ENDED 31ST DECEMBER 2022

RECEIPTS AND PAYMENTS ACCOUNT

	Note	Unrestricted Funds	Restricted Funds	Endowment Funds	TOTAL 2022	TOTAL 2021
RECEIPTS						
Voluntary Receipts:						
Tax Efficient planned giving		34,577			34,577	33,831
Other planned giving		9,494			9,494	13,144
Misc. Collections at Services	a)	2,649			2,649	1,586
All other giving	b)	1,389	492		1,881	8,681
Gift Aid Recovered		9,311			9,311	10,262
Grants Received	c)		2,500		2,500	32,811
		<u>57,420</u>	<u>2,992</u>	<u>0</u>	<u>60,412</u>	<u>100,315</u>
Fundraising Activities:	d)	7,022			7,022	2,448
Investment Income	e)	118		2,225	2,343	2,219
Statutory Fees		8,509			8,509	8,068
Income from lettings:		130			130	100
Sundries	f)		3,115		3,115	15,486
TOTAL RECEIPTS		<u>73,199</u>	<u>6,107</u>	<u>2,225</u>	<u>81,531</u>	<u>128,636</u>
PAYMENTS						
Costs of Fund raising Activities:	h)	1,466			1,466	233
Church Activities:						
Mission Giving/Donations	i)	4,596			4,596	4,456
Diocesan parish Share		47,071			47,071	46,545
Clergy & Staffing costs		698			698	135
Church Expenses:						
Mission & evangelism costs	j)	428	298		726	9,628
Church Running Expenses	k)	14,611			14,611	15,677
Church utility bills		7,082			7,082	6,693
Major Capital Expenses:	l)	1,200	2,011		3,211	96,131
TOTAL PAYMENTS		<u>77,152</u>	<u>2,309</u>	<u>0</u>	<u>79,461</u>	<u>179,498</u>
Excess of Receipts over Payments		(3,953)	3,798	2,225	2,070	-50,862
Transfers between funds		2,225		(2,225)	0	0
		<u>(1,728)</u>	<u>3,798</u>	<u>0</u>	<u>2,070</u>	<u>-50,862</u>
Cash at Bank as at 1 January 2022		22,357	10,017	0	32,374	83,236
Cash at Bank as at 31 December 2022		<u>20,629</u>	<u>13,815</u>	<u>0</u>	<u>34,444</u>	<u>32,374</u>

STATEMENT OF ASSETS

Assets	Unrestricted Funds	Restricted Funds	Endowment Funds	TOTAL 2022	TOTAL 2021
Cash Funds					
Bank current account	10,329	9,865		20,194	18,122
Bank deposit account	0			0	10,141
CBF Deposit Fund	14,250			14,250	0
National Savings & Invest. A/c	0			0	4,111
	<u>24,579</u>	<u>9,865</u>	<u>0</u>	<u>34,444</u>	<u>32,374</u>
Investment Assets					
Diocese – Chancel Fund Deposit			93	93	93
C of E Investment Fund shares		7,010	75,053	82,063	92,666
	<u>0</u>	<u>7,010</u>	<u>75,146</u>	<u>82,156</u>	<u>92,759</u>
TOTAL ASSETS – see Fund Analysis					
Cash Funds as above	24,579	9,865	0	34,444	32,374
Investment Assets as above	0	7,010	75,146	82,156	92,759
	<u>24,579</u>	<u>16,875</u>	<u>75,146</u>	<u>116,600</u>	<u>125,133</u>

FURTHER ANALYSIS OF RECEIPTS AND PAYMENTS ACCOUNTS – NOTES

	Unrestricted Funds	Restricted Funds	Endowment Funds	TOTAL 2022	TOTAL 2021
RECEIPTS					
a) Collections at Services:					
Cash received	1,573			1,573	1,182
Sundry collections	276			276	182
Weddings, Funerals etc. - Gift Aided	0			0	0
Weddings, Funerals etc. - not G/A	800			800	222
	<u>2,649</u>	<u>0</u>	<u>0</u>	<u>2,649</u>	<u>1,586</u>
b) All other Giving/Voluntary Receipts:					
Disadvantaged families		188		188	0
Donation from bell ringers	20			20	30
Sundry Donations – Gift Aided	20			20	7,511
Sundry Donations – Not G/A	1,349			1,349	1,120
Ukrainian Appeal		304		304	0
Miscellaneous				0	20
	<u>1,389</u>	<u>492</u>	<u>0</u>	<u>1,881</u>	<u>8,681</u>
c) Grants Received:					
ChurchCare Archbishop's Council				0	10,000
Congregational & General				0	9,300
Listed Places of Worship				0	13,511
Church Commissioners		2,500		2,500	0
	<u>0</u>	<u>2,500</u>	<u>0</u>	<u>2,500</u>	<u>32,811</u>
d) Fund Raising Activities:					
Book sales	52			52	33
Brass Band concert	1,608			1,608	0
Card sales	73			73	85
Christmas Fayre	1,579			1,579	1,994
Easyfunding	47			47	
Meet 'n' Eat	412			412	0
Merchandise sales	14			14	109
Murder Mystery	345			345	0
Pete's Produce	427			427	213
Play Group	200			200	0
Sale of marmalade	13			13	14
Summer Fête	1,628			1,628	0
Swing Band concert	610			610	0
Miscellaneous	14			14	0
	<u>7,022</u>	<u>0</u>	<u>0</u>	<u>7,022</u>	<u>2,448</u>
e) Investment Income:					
Bank/NS&I Deposit Interest	1			1	31
Income on CBF Deposit	79			79	0
Income on CBF Investments	38		2,225	2,263	2,188
	<u>118</u>	<u>0</u>	<u>2,225</u>	<u>2,343</u>	<u>2,219</u>
f) Sundries:					
Bridge Club transfer		3,115.00		3,115	0.00
Cheques not presented				0	300
Diocesan loan				0	14,000
Electricity refund				0	805
Vicarage Utility bills				0	332
Miscellaneous				0	49
	<u>0</u>	<u>3,115</u>	<u>0</u>	<u>3,115</u>	<u>15,486</u>

FURTHER ANALYSIS OF RECEIPTS AND PAYMENTS ACCOUNTS – NOTES

	Unrestricted Funds	Restricted Funds	Endowment Funds	TOTAL 2022	TOTAL 2021
PAYMENTS					
NOTE					
h) Costs of Fund raising activities:					
Brass Band concert	671			671	0
Christmas Craft Fayre	94			94	223
Murder Mystery refund	345			345	0
Summer Fete	280			280	0
Miscellaneous	76			76	0
	<u>1,466</u>	<u>0</u>	<u>0</u>	<u>1,466</u>	<u>223</u>
i) Mission Giving and Donations:					
Tithe Payments to Charities	4,596			4,596	4,456
	<u>4,596</u>	<u>0</u>	<u>0</u>	<u>4,596</u>	<u>4,456</u>
j) Mission & Evangelism costs:					
Collection re Archdeacon				0	53
Collection re Bishop	50			50	0
Disadvantaged children	13	147		160	0
Donation – St Peter’s School				0	9500
Sunday School prizes		151		151	0
Ukrainian Appeal	305			305	0
Yorkshire Ass. of change ringers	10			10	10
Yorkshire Historic Churches Trust	40			40	40
Miscellaneous	10			10	25
	<u>428</u>	<u>298</u>	<u>0</u>	<u>726</u>	<u>9628</u>
k) Church Running Expenses:					
Church Building running expenses	12,433			12,433	12,814
Costs of Services	1,150			1,150	1,109
Office Expenses	1,028			1,028	1,754
	<u>14,611</u>	<u>0</u>	<u>0</u>	<u>14,611</u>	<u>15,677</u>
l) Major Capital Expenses:					
Architect fees				0	2,652
Diocesan loan repayment				0	14,000
Heating maintenance and repair	1,200			1,200	482
Mural and Tower room lights				0	580
Roof repairs		2,011		2,011	78,417
	<u>1,200</u>	<u>2,011</u>	<u>0</u>	<u>3,211</u>	<u>96,131</u>

ADDITIONAL ANALYSIS OF PAYMENTS:

Church Building Running Expenses (see k) above):

Arboricultural Survey		0	654
Building Insurance		7,958	7995
Clock Service – contract		600	216
Fire Extinguisher service		203	84
Grass cutting		2,583	2957
Kitchen boiler service		0	60
Light bulbs/fittings		58	0
Radiator leak		0	118
Telephone/internet		138	0
Temporary graveyard wall repair		0	250
Tree felling		835	0
Vicarage utility bills – restricted		0	332
Sundries		58	148
		<u>12,433</u>	<u>12,814</u>

FUND ANALYSIS

	Reference	No. of Shares	2022 Valuations	2022 Dividends/ Interest	2021 Valuations
Endowment Investment Funds held by the Diocese:					
Chancel Fabric Fund	140002048S	834	17,296	512	19,531
Choir Fund	140002051S	134	2,779	82	3,138
Church Cottages Fund	140002236S	1787	37,060	1,098	41,848
Curate Fund	140002047S	328	6,802	202	7,681
Sunday School Prizes	140002222S	110	2,281	68	2,576
			<u>66,218</u>	<u>1,962</u>	<u>74,774</u>
Chancel Fabric – Deposit	140002207D		93	1	93
			<u>66,311</u>	<u>1,963</u>	<u>74,867</u>
Endowment Investment Funds held by the PCC:					
Curacy Fund	640002003S	128	2,655	79	2,998
Longbottom Bequest	640002001S	298	6,180	183	6,979
Total of Endowment Funds			<u>75,146</u>	<u>2,225</u>	<u>84,844</u>
Restricted Investment Funds held by the PCC:					
Altar Linen Fund	640002004S	62	1,286	38	1,452
Birstall Schools Building Fund*	640002002S	276	5,724	0	6,463
			<u>7,010</u>	<u>38</u>	<u>7,915</u>
Restricted Cash Funds held by the PCC:					
Community Fund			3,115		0
Disadvantaged families at school			40		0
Frampton Mural Fund			0		1,215
Kitchen Renovation Fund			2,057		2,057
Re-ordering/Maintenance Fund			2,872		4,882
Sunday School Prize Fund			799		881
Tower Room/Bells Fund			982		982
			<u>9,865</u>	<u>0</u>	<u>10,017</u>
Total of Restricted Funds			<u>16,875</u>	<u>38</u>	<u>17,932</u>
Unrestricted Designated Cash Funds held by the PCC:					
Altar, Linen, carafe & organ refurbishment Fund			(1,977)		(2,015)
Energy Reserve Fund			2,500		0
Environmental Fund			1,215		0
Flower Festival Fund			189		190
Graveyard Fund			10,456		8,492
Parish Training Fund			2,000		3,277
St Peter's Playtime Fund			498		498
Tithe Fund			1,373		109
			<u>16,254</u>	<u>0</u>	<u>10,551</u>
General Fund held by the PCC:			<u>8,324</u>		<u>11,806</u>
Total of Unrestricted Funds			<u>24,578</u>	<u>0</u>	<u>22,357</u>
Total Assets:					
Endowment Funds			75,146	2,225	84,844
Restricted Funds			16,875	38	17,932
Designated/unrestricted Funds			24,578	79	22,357
			<u>116,599</u>	<u>2,342</u>	<u>125,133</u>

Notes:

1 * Dividends on the Birstall School's Building Fund are paid directly to the School

2 Based on the mid market price of the shares held in the CBF Church of England Investment Fund income units the price per share as at 1 January 2022 was 2,341.81p and at 28 December 2022 was 2073.87p

MOVEMENT OF RESTRICTED FUNDS HELD BY THE PCC

	Balance 01/01/22	Income/ Donations	Expenses/ Transfers	Balance 31/12/22
Community Fund				
Movement	0	3,115	0	3,115
Disadvantaged families at St Peter's School				
Movement	0	187	147	40
Frampton Mural				
Movement	1,215	0	1,215	0
Kitchen Renovation Fund				
Movement	2,057	0	0	2,057
Re-Ordering and Maintenance Fund				
Movement	4,883		2,011	2,872
Sunday School Prize Fund				
Movement	881	68	150	799
Tower Room and Bells Fund				
Movement	982	0	0	982
	<u>10,018</u>	<u>3,370</u>	<u>3,523</u>	<u>9,865</u>

MOVEMENT OF DESIGNATED FUNDS HELD BY THE PCC

Altar Linen, Carafes & Organ Refurbishment Fund				
Movement	(2,015)	38	0	(1,977)
Energy Reserve Fund				
Movement	0	2500	0	2,500
Environmental Fund				
Movement	0	1215	0	1,215
Flower Festival Fund				
Movement	189	0	0	189
Graveyard Fund				
Movement	8,492	5,372	3,408	10,456
Parish Training Fund				
Movement	3,277	0	1277	2,000
St Peter's Playtime Fund				
Movement	498	0	0	498
Tithe Fund				
Movement	109	5,860	4,596	1,373
	<u>10,550</u>	<u>14,985</u>	<u>9,281</u>	<u>16,254</u>

MOVEMENT OF GENERAL FUND – GENERAL CHURCH INCOME AND EXPENSES

Movement	<u>11,806</u>	<u>64,791</u>	<u>68,273</u>	<u>8,324</u>
----------	---------------	---------------	---------------	--------------

BIRSTALL PARISH CHURCH IN THE DIOCESE OF LEEDS

Notes to the Accounts:

- 1 These Financial Statements prepared on behalf of and agreed by the PCC, are in accordance with the Church Accounting Regulations 2006, as amended by the Charities Act 2011, using the 'Receipts and Payments' basis and are in accordance with the 'Return of Parish Finance'.
- 2 Endowment Funds arise where the capital must be held permanently but the income can be used as directed by the donor.
- 3 Restricted Funds arise where capital is to be held for the specific purpose for which it was given unless that purpose no longer exists in which case the PCC can direct how the money is to be used.
- 4 Designated Funds represent general Church funds which have been set aside by the PCC for the purpose as described in the title of each fund but the money could be used for other purposes as agreed by the PCC.
- 5 In accordance with the Accounting Regulations referred to above, the following adjustments have been made to the actual income received and/or payments made:-
 - a) Income from fund raising activities as detailed in noted) to these Accounts is shown gross without deduction of costs, which appear separately in note h).
 - c) Fees which have been received specifically on behalf of the vergers, organist, P/A operator, grave digger, Etc., for blessings, weddings, funerals etc. and subsequently paid to the appropriate parties have been excluded from these accounts.
 - d) Funds raised through collections on behalf of other Charities and immediately paid to those charities have been excluded.

Signed



Date 13/03/2023

F. Alan Graves

Treasurer, Birstall Parish Church of St Peter

Appendix 2 Independent Examiners Report



**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
BIRSTALL PARISH CHURCH IN THE DIOCESE OF LEEDS

**On accounts for the year
ended**

31/12/2022	Charity no (if any)	1133854
------------	--------------------------------	---------

Set out on pages

1 - 6
(remember to include the page numbers of additional sheets)

I report to the trustees on my examination of the accounts of the above charity ("the Trust") for the year ended 31/12/2022

**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:

[Signature]

Date:

5/MAR/2023

Name:

STEPHEN A LISTER

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

FINANCE MANAGER, BCA LEISURE LTD
UNIT H9, PREMIER WAY, LOWFIELDS BUSINESS PARK
ELLAND, HX5 9HF

Address:

12 WELBECK ROAD
BIRSTALL
WF17 9QG

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.

NONE

PCC of Birstall Parish Church in the Diocese of Leeds

England & Wales - Charity number 1133854

Accounts



Parish of St. Peter's Birstall

Annual Meetings Booklet - 2022

Miles Lawson (Churchwarden)

For meetings on 3rd April 2022

Parish of St Peter's Birstall - Annual Report 2021

for the

Annual Meetings 2022

to be held in the Church on Sunday 3rd April 2022 at 11:00am.

Agenda

Annual Meeting of Parishioners

- 1 Apologies
- 2 Minutes of the last meeting (25th April 2021)
- 3 Election of Churchwardens
- 4 Closing of Meeting

Annual Parochial Church Meeting

- 1 Apologies
- 2 Minutes of the last meeting (25th April 2021)
- 3 To receive and consider the Electoral Roll
- 4 To receive a report on the proceedings of the PCC
- 5 To receive a report on the financial affairs of the parish including:
 - a) the independently examined statement of accounts of the PCC for the year ending 31st December 2021;
 - b) to appoint an independent examiner;
 - c) to receive a report on the financial affairs of the Governors of St Peter's School.
- 6 To receive a report on the fabric, goods and ornaments of the church.
- 7 To receive a report on the proceedings of the Deanery Synod.
- 8 To receive a report on Health and Safety.
- 9 To receive an APCM Report 2022 – Priest in Charge
- 10 To receive any other reports of parochial or church interest.
- 11 To receive a report by the Readers
- 12 No elections to the Deanery Synod this AGM
- 13 To elect up to four members of the laity to the PCC to serve for three years and two to serve for one year.
- 14 Any other business.
- 15 Closing Prayers.

PCC Membership

<u>Ex Officio</u>	<u>Retire 2022</u>	<u>Retire 2023</u>	<u>Retire 2024</u>
Priest-in-Charge	Alison Sowden	Jonathan Keer	Raymond Gallagher
Licensed Lay Minister(Reader)	Margaret Bell	Alan Graves	Andy Rhodes
Licensed Lay Minister(Reader)	(Vacant)	Chris Taylor	Susan Charlton
Churchwarden (Vacant)			
Churchwarden (Vacant)			

Deanery Synod Representatives(new elections 2023) David Barker, (Vacant)

Co-opted Members - Janice Mitchell, Rosie Price, Martin Price.

Clarifications

- All co-opted persons must retire and may be re-co-opted at the next PCC meeting where upto 2 people can be co-opted.
- Churchwardens must be elected every year. They can serve upto 6 years maximum and then must step down. They must have a break until the APCM after next(e.g. Denise stands down this time and cannot stand again until the 2024 APCM). The Annual Meeting of Parishioners can choose to revoke the rule that states that there has to be a break after 6 years if they so desire.
- PCC maximum numbers – not including ex-officio members, Deanery Synod members or co-opted members, the maximum number for our PCC is 9.
- Elections 2022 – 3 PCC members (I need to correct the notice on the door which says 2 members) and 1 Deanery Synod member to stand for 1 year.

- Other relevant rules – the PCC secretary, the electoral role officer, the treasurer, and the safeguarding officer do not have to be PCC members. However, they would need to send reports to the PCC and can be invited to attend any PCC meeting as non-voting members without being co-opted. Only the PCC secretary would still need to attend the meetings but would not have any voting rights unless they are co-opted. .

1. **Minutes of the Annual meeting of the Parishioners on 25th April, 2021**

Present: Twenty seven attended the meeting and they were:

Raymond Gallagher, Denise Gosling, Leif Wilks, David Barker, Pauline Cowan, Judith Hartley, Eva Lockett, Miles Lawson, Carol Lynch, John & Jean Frankland, Sue Charlton, Margaret Bell, Dorothy Gallagher, Alan & Margaret Graves, Jonathan Keer, Wendy Harper, Joanna Earnshaw, Elaine Jackson, Janice Mitchell, David & Alison Sowden, Andy Rhodes, Kathleen O 'Shea, Solly Wilson, & Audrey Speight.

The meeting commenced at 11.05am and Raymond welcomed everyone to the meeting and he commented that all part of church life has been affected by the Covid 19 pandemic but we are still here and we will carry on.

1. **Apologies for absence** were received from Kathryn & Chris Taylor, Ian & Jane Cromack, Pat Caunt, Penny Watson Walker, Linda Rhodes, Trish Wynn, Pat & David Chapman, Jack Leeson, John and Christine Culberson
2. **Minutes. The minutes of meeting held on 16th September, 2020** were read and passed. Proposed Kathleen O'Shea and seconded by Joanna Earnshaw. Unanimous.
3. **Election of Churchwardens**
Miles Lawson and Denise Gosling were proposed by Raymond Gallagher and seconded by Dorothy Gallagher.
There were no other candidates and Miles and Denise were elected.
4. The meeting was closed.

2. **Minutes of the Annual Parochial Church Meeting**

Present: Thirty members attended the meeting (listed above)

1. **Apologies for absence** (listed above)
2. **The minutes of the meeting** held on 16th September, 2020 were read and passed. Proposed Wendy Harper and seconded by Dorothy Gallagher. Unanimous..
3. **To receive and consider the Electoral Roll**
Dorothy Gallagher's report was included with the agenda. Raymond offered a vote of thanks to Dorothy. It was proposed by Miles Lawson and seconded by Elaine Jackson to accept the report. Unanimous. Raymond commented that our numbers on the Electoral Roll had gone down. The resultant of this is our Parish Share will not go down but the number of representative at the Deanery Synod will go down to two.

4. To receive a report on the proceedings of the PCC

Denise Gosling's report was included with the agenda. Raymond offered a vote of thanks to Denise. It was proposed by Wendy Harper and seconded by Margaret Bell to accept the report. Unanimous

5a To receive a report on the financial affairs of the Parish

The Annual Accounts and Treasurers Report for the year ending 31st December 2020 were included with the agenda.

Raymond offered a vote of thanks to Alan for doing an excellent job as treasurer.

It was proposed by Wendy Harper and second by Leif Wilks to accept the reports. Unanimous.

Alan Graves offered a special thanks to everyone for their financial contributions and added that generous giving is at the heart of Christian faith.

Bishop Jonathan commented that paying our share in full was one of the factors for getting a priest in charge.

Alan continued with the facts that with our tithe we had given to charities at home and abroad. Regretfully we had lost the Tutorial Group who in the past had paid £7500. If anyone knows of any groups who wish to hire the fellowship area then please contact him.

Alan concluded that 2020 had been a difficult year and urged people to consider their giving and increase it even if it is a small amount.

5b To appoint an independent examiner

Alan reported David Gill had done an excellent job as Independent Examiner. It was proposed by Joanna Earnshaw and seconded by Wendy Harper that David Gill be Independent Examiner. Unanimous.

5c To receive a report on the financial affairs of the Governors of St Peter's School.

Alison Sowden report was included with the agenda. It was proposed by Joanna Earnshaw and seconded by Judith Hartley to accept the report. Unanimous Alison offered a vote of thanks to all those people who give faithfully and asked if anyone else wished to donate their money even a £1 per month then it would make a difference.

6. To receive a report on the fabric, goods and ornaments of the church.

Miles Lawson and Denise Gosling's report was included with the agenda. Raymond offered a vote of thanks to Denise and Miles. It was proposed by Dorothy Gallagher and seconded by Sue Charlton to accept the report, Unanimous.

6b Sanctuary Guild

Margaret Bell reported the guild was short of volunteers to clean the silver and brasses. There is a rota and for one month the same two people clean the metal ware. Margaret asked anyone interested to see her.

Raymond offered a vote of thanks to Margaret Bell and Sue Charlton for keeping the silver and brasses clean and bright.

7. To receive a report on the proceedings of the Deanery Synod

No report had been received.

8. Management of Health and Safety

Pat Caunt report was included with the agenda. Raymond offered a vote of thanks to Pat Caunt who worked alongside Denise and Miles with matters regarding Health and Safety.

9. **To receive any other reports of Parochial or church interest**

All groups were closed due to the Covid 19

- a. **Childrens Group** No report
- b. **St Peters Playtime** No report
- d. **Bellringers** No report
- e. **Birstall Bridge Project** No report
- f. **Safeguarding**

Janice Mitchell's report was included with the agenda. It was proposed by Margaret Bell and seconded by Wendy Harper to accept the report. Unanimous

10. **To receive a report by the Readers**

Leif Wilks and Wendy Harper's report was included with the agenda

Raymond offered a vote of thanks to the readers and leadership team. Leif and Wendy had done an excellent job. It was proposed by David Barker and seconded by Audrey Speight to accept the report. Unanimous.

11. **To elect three members to the Deanery Synod**

Raymond commented that the Deanery Synod election were not due.

12. **To elect up to three members of the laity to the PCC to serve three years**

Raymond Gallagher was proposed by Alison Sowden and seconded by David Sowden. Susan Charlton was proposed by Denise Gosling and seconded by Margaret Bell. Andy Rhodes was proposed by Miles Lawson and seconded by Denise Gosling. There being no further candidate the three persons were elected.

Any Other Business

Andy Rhodes offered a vote of thanks to Chris Taylor who had done an excellent job with the Parish Brochure and the on line services. Thanks was also offered to Alex Hunter and the music group who contributed to the on line services.

As there was no further business Raymond closed the meeting with The Grace.

End of Minutes of meetings of 25th April, 2021

Report of the Proceedings of the PCC - April 2022

1. **To receive and consider the Electoral Roll - 2022**

ELECTORAL ROLL

On Sunday the 11th April 2021 there were 88 names on the roll. Sadly, one person has died and their name has been removed.

On the 3rd.April 2022 the roll now stands at 96 names.

Dorothy E Gallagher

Dorothy E. Gallagher
Electoral Roll Officer

3. **To receive a report on the proceedings of the PCC**

Report of the Proceedings of the PCC

We have held ten meetings this year some on Zoom with the others in church. Attendance has been at 88%.We also had three Standing Committee meetings.

Martin and Rosie Price were co-opted onto the PCC to cover Environmental issues

Pat Caunt resigned due to other commitments but continues to give support to issues regarding Health and Safety.

Ted Land also resigned due to health issues and sadly he died in December.

Denise Gosling
PCC Secretary

4. **To receive a report on the financial affairs of the parish including:**

- a) the independently examined statement of accounts of the PCC for the year ending 31st December 2021;
- b) to appoint an independent examiner;
- c) to receive a report on the financial affairs of the Governors of St Peter's School.

4.a Treasurer's Report for the Year Ending 31 December 2021

The following Accounts, in Appendix 1, have been approved by the PCC and independently examined by Davis Gill, to whom I extend my gratitude for all his hard work.

As Treasurer, and on behalf of the PCC, I would like to express a very sincere thank you for all the donations made throughout the year. This includes not only monetary giving, but also of your time, your talents and your energy, what is generously given, is thankfully received.

The past year has again been challenging, but nevertheless we have been able to meet our commitments.

'Giving' receipts on unrestricted funds including gift aid recovered totalled £67,451.

Included was a single donation in July of just over £7,400 on which gift aid was claimed. Fundraising including our Christmas Fayre, the monthly Pete's Produce stall and other fundraising efforts raised £2,448. Statutory fees for funerals and weddings totalled £8,068, investment income (including that on Endowment funds transferred) totalled £2,154 and sundry income amounted to £1,254. The total of unrestricted income, including endowment fund income was £81,375, as shown on Page 1 of the Accounts.

From income received, we paid our parish share of £46,545 in full. This supports Mission and Ministry across the Diocese and also clergy, housing, support for schools, central Diocesan support, etc. As part of our Ministry, we also donated £4,456 to various charitable and Christian organisations. The PCC authorised a donation of £9,500 to St Peter's Primary School.

The general running costs of the Church including utility bills was £22,655.

In total, the expenses on unrestricted funds amounted to £83,464. Expenses, therefore, exceeded income by £2,089, leaving a balance of £22,357 on unrestricted funds. Of that sum, the PCC has set aside a total of £10,551 for specific purposes.

A balance of £11,806 is available to cover general expenses, down by £3,460 on the figure at the start of the year. This is used to smooth out fluctuations in cash flow and to meet emergencies.

Restricted Funds include the Maintenance Fund which as at the 1st January 2021 had a balance of £53,140. In June we received grants totalling £32,811 and also a short term loan of £14,000 from the Diocese. Following completion of the roof repairs, the roofing contractors fees of £78,416 and architects fees of £2,652 were paid. The Diocesan loan, free of interest, was repaid in August. A sum of £2,010.70 is retained in case of defects and becomes payable in June 2022.

Page 4 of the accounts details the various Endowment Investment Funds, the Restricted Investment Funds held by the Diocese, the Restricted Funds held by the PCC, the Designated Funds held by the PCC and the PCC General Fund. The 'Notes' to the Accounts on page 6 gives an explanation of the various Funds.

Alan Graves, Treasurer

4.b to appoint an independent examiner;

4.c to receive a report on the financial affairs of the Governors of St Peter's School.

St Peter's School Governors

The governors of your school continue to work hard behind the scenes to help provide a learning and working environment for children and staff that is safe and comfortable, as well as underpinning and witnessing to the Christian ethos and principles of the school.

We have had no major work done in the year, but we continue to repay school, as on our behalf they have paid 10% of previous costs for us. We have recently paid back £2000 to the school budget, this money was raised by the children at a sponsored event last autumn, and we are very grateful to school for allowing us to have the funds raised. I have collected small amounts of 5ps through the year and as ever am thankful for these.

Good news that we can share is that we are having a new school building- completely funded by the government. We await further news on how this will look and on timescales for the building work to be completed.

Whilst we have done our best to keep the present building going and suitable there are ongoing issues. The school is now over 50 years old and doesn't meet the needs of all children, staff, or visitors and so we look forward to a new build that should last another 50 years!

Please pray for your school, children, staff, and governors – the next two years are going to be a challenge and with a massive amount of hard work to be done through this exciting (but could also be an unsettling period) as all concerned prepare for change. We know the staff will work hard to make this transition as smooth as possible for the children with the least disruption to their education as possible.

We will share with you more news about the new build as and when we know more.

Thank you for your continued support.

Church/school partnership

This last year has seen a strengthening of this relationship and governors have been pleased to help along with other members of the congregation, in helping support children and families of our school. Projects have included providing Real Easter eggs and advent calendars, for the most disadvantaged children, at Christmas we collected money and we were able to give 15 bags of shopping and Christmas goods also to the neediest families that school had recognised needed help. Alongside these, appeals for bedding and food have been responded to by you and your gifts are most welcome. Please consider continuing to reach out to our school each week through the Food bank collection – items can be left at church, and we will make sure they are taken to school for distribution. Please let us know if you have any ideas on how we as a church can help and build on this relationship.

Thank you.

Alison Sowden

5. To receive a report on the fabric, goods and ornaments of the church.

Churchwardens' Report

Fabric

- 5.1. The combi boiler in the kitchen, the twin boilers, fire extinguishers and the clock have all been serviced. We currently have a problem with the boiler in the entrance lobby due to worn electrodes which will be replaced shortly.
- 5.2. The roof repairs were finished in June 2021.
- 5.3. Dead leaves have been removed from paths, down pipes and soak ways
- 5.4. On two separate occasions we had a leak in the radiators in the north and south aisle which have been repaired.
- 5.5. A PAT test on electrical items will be carried out in the summer

On Going Works

1. The collapsed boundary wall in the graveyard is still unrepaired but we are working towards the repairs with the creation of two faculties.

2. We have had a Arboriculture Report on the trees in the graveyard. There are three trees which need removing which is conditional to us getting a faculty. The faculty is completed and we are waiting for the approval from the diocese

Plate

The church plate is correct. Thank you to the Sanctuary Guild for their constant care in cleaning the brasses and silver.

General

1. Kirklees Council are responsible for the care and maintenance of the churchyard. They came in October 2021 and cut back the trees.
2. A big thank you to all who helped with the maintenance work at the church, graveyard and Church Wood.
3. We are grateful for the help given to us by the duty wardens and side people .A big thank you also to all the people who volunteered to make the refreshments.
4. The church services were on-line in January, February and March. A tremendous thank you to Leif Wilks and Wendy Harper for organising the services and to Chris Taylor for all his technical skills in putting the services on line every week.
5. In September the Frampton Sketches were returned to church from the library at Huddersfield.
6. Leif and Miles were chosen by the congregation to be St. Peter's Representatives in the interviewing process for a Priest in Charge. At interview it was unanimous from all interviewees that Jess was the right person to welcome to the Parish for 3 years.
7. We welcomed Jess to the Parish in September 2021. She has hit the ground running and has managed some complex issues in her first six months. Thanks to everyone who helped with the tea on Licensing day.
8. We have completed the Faculty for the 900 Year Plaque engraving in the North Aisle. We have 3 more Faculties under preparation:-
 - For the felling of 3 trees in the Victorian Graveyard - one of these is dangerous and we are waiting for the DAC approvals having already procured Kirklees Council approvals
 - For the removal of the dangerous graveyard wall and landscaping down to Longbottom Dam. The main issues raised by the DAC relates to actual boundaries which are defined in Ecclesiastic Law. We have spoken with the Archdeacon about this and we are implementing his suggestions.
 - For the lifting of the Victorian Graveyard walls that have fallen into the gardens of 3 and 5 Monk Ings. This is slow going and a work in progress.

Furniture and Furnishings

These are in good state of repair.

Miles Lawson & Denise Gosling

6. **To receive a report on the proceedings of the Deanery Synod.**

Deanery Synod Report APCM 2022

Since I have been in post there have been two meetings of the Deanery Synod. David Barker is currently the Deanery Synod representative for the parish, and we have one vacancy. The main areas for discussion have been responding to the climate crisis and engaging with the Living in Love and Faith discussions.

Climate Crisis

The National Church of England has agreed to a net zero carbon emission target by 2030. This is an ambitious target and requires all churches to do what they can to help to achieve this.

- We have been encouraged to have nominated environmental champions. For St Peter's church this is Rosie and Martin Price.
- We have been encouraged to engage with the "Saving creation – 6 steps to carbon net zero" toolkit and training. These can be accessed via the Diocese website.
- We have been encouraged to work towards the Eco church awards created by Arocha.
- We are being asked to consider moving away from gas heating to electric and to look at heating systems that work on the principle of heating people and not buildings.
- We are to consider options for creating our own renewable energy such as installing solar panels.

Living in Love and Faith

All churches are being encouraged to engage in the Living in Love and Faith discussions. Across the deanery, many parishes have already done this or are currently in the process of doing this. At St Peter's we have approximately 50% of the regular adult congregation engaging in these discussions. All churches are being asked to engage in completing the post training questionnaires which will be collated and analysed with the findings being reported to General Synod later this year.

Rev'd Jess Davis
Priest-in-Charge

7. To receive a report on Health and Safety

St Peter's Parish Church, Birstall - Report on the Management of Health and Safety for the AGM of the Parochial Church Council

Report prepared for the 2021/22 AGM, covering the period from 9 March 2021 to 8 March 2022.

1. Managing the Coronavirus Pandemic

At the beginning of the period covered by this Report, the doors of St Peter's Church were closed.

A National Lockdown, which had been imposed by the Government from 5 January 2021, had allowed churches to remain open for worship, provided suitable arrangements were in place to control potential exposure to Coronavirus.

The PCC had decided that due to the high numbers of cases, hospitalisations and deaths; along with the vulnerability of the elderly Congregation, the Church should remain closed. (At that time, the Vaccination Programme was only just beginning to be rolled out.) Therefore, Worship and PCC Meetings continued on line.

By March 2021, the Vaccination Programme was providing good protection for those over 70 years old; whilst the number of cases, hospitalisations and deaths were falling. The Government had drawn up a "Roadmap Out of Lockdown", with four discrete Steps planned for 8 March, 12 April, 17 May and 21 June 2021. The PCC received guidance from The Diocese of Leeds, which outlined details for each step and how these should be incorporated into Church life.

The PCC made the decision to re-open the Church Doors on Palm Sunday, 28 March 2021. The following precautions were in place:

- (a) Regular cleaning of all surfaces which might be touched.
- (b) Everyone asked to use hand sanitiser when entering the Church.
- (c) Everyone asked to wear a face covering whilst inside the Church.
- (d) Prohibition signs were displayed on some seats, so a separation distance of 1m could be maintained between individuals or family groups.
- (e) Using IT screens rather than Paper Sheets to follow the Service.
- (f) No Communion during the Service.
- (g) "Sharing the Peace" by gesture from the seats, not by mixing and making contact.
- (h) No refreshments served at the end of the Service.
- (i) Paper slips left at each seat to collect Information to assist the "Track and Trace" initiative in the event of a positive case of covid being identified in a Member of the Congregation.

At Step 3 of the Government's Roadmap, (17 May 2021), the PCC conducted a review. The outcome was that (a) Refreshments would not yet be served, because of the requirement to separate out the tables and to prevent people from mixing (b) The music group could remove their masks to sing, but the congregation must keep theirs in place (c) Although "hugging" was now allowed between close family members and friends, the risk of infection was considered to be "high", so Sharing the Peace would still be by gesture from the seats and not by making contact.

Since we were "Interregnum", Communion was only being held occasionally, led by a visiting dignitary, with one element only ie bread wafers but no communal wine.

As we prepared for the Licencing Service of Rev Jess Davis, our new Priest-in-Charge, on 19 September 2021, we reintroduced the serving of refreshments. Also, Communion, (still one element only), again became a regular part of our Services.

On 19 January 2022, further Government relaxations brought an end to "Track and Trace"; and allowed the Congregation to remove their face coverings to sing. By 21 February 2022, when all Government Restrictions ended, prohibition signs were removed from all seating. Worshipers could choose where to sit, but were asked to respect those who still preferred to maintain social distancing. The wearing of face coverings and use of hand sanitiser also became a matter of personal choice.

Currently, we are using IT screens to follow the Services, still Share the Peace by gesture from our seats and take Communion with Bread only.

2. Repairs to the Roof

From 12 April 2021 to 27 May 2021, the planned work to repair the Church roof was carried out, ie the stripping and re-slating of damaged areas on both the north aisle roof and the south aisle roof, plus the re-bedding of ridge tiles and installation of new stainless steel parapet gutters and associated flashing.

The Principal Designer for the Project was Knox McConnell Architects Ltd of Bradford and the work was carried out by Max Abraham Roofing Contractors Ltd of Castleford.

Under Health and Safety legislation (The Construction (Design and Management) Regulations 2020, known as the CDM Regs 2020) the PCC carried legal duties as the "Client". To comply with these duties, (a) Checks were made to ensure the accuracy of the "Preliminary Documents" and the "Main Contract", (b) Regular visits were made to the site by the Church Wardens, so Contractors could ask any questions or discuss any problems arising and (c) I paid two visits (outside the Contractors' work hours) to assess the standard of the scaffolding and the health and safety arrangements on site, using a Checklist obtained from the Health and Safety Executive Website.

The work progressed well. There were no problems arising from the manner or the quality of the work carried out by the Contractors. There was an issue of access onto the roof by intruders, but the security arrangements; put in place as part of the contract; worked effectively. The intruders had fled by the time the Police responded and no damage was done.

3. Written Procedures

The Health and Safety Folder in the Vestry contains Written Procedures for use of the Church for Worship, with an appendix for The Christmas Fayre, The Summer Fayre, The Christingle Service and the Annual Bonfire. Only those for the Christmas Fayre and the Christingle Service applied this year, since the Summer Fayre and the Bonfire were not held.

The Folder also contains (a) Guidance for the Safe Use of Ladders and Stepladders and (b) a "Checklist for Health and Safety"; should anyone wish to carry out an inspection.

The Written Procedure for "Food Preparation in the Kitchen" was completed, but has not been put into the Folder because it is no longer relevant in its current form. A recent decision has been made that the previous "Bridge Lunch Club", which, before the Pandemic, offered a hot, cooked meal to Church and Community Members, is to be replaced by "Meet 'n' Eat" which offers a light lunch such as soup and a sandwich. This will mean less complicated and safer arrangements for Volunteers working in the kitchen. The procedure for "Food Preparation in the Kitchen" will be rewritten once the new arrangements are up and running.

4. Inspection of Trees in the Burial Ground

In 2016, a survey of the trees in the Burial Ground had been carried out by the Arboriculturalists JCA Ltd of Barkisland, Halifax. Their Report recommended immediate removal of four trees which were judged to be in a dangerous condition, a variety of maintenance work to trim and remove dead branches; plus some remedial work to remove undergrowth and ivy, so that tree stems could be seen and assessed.

Work to remove the four dangerous trees was promptly undertaken. However, the other recommended actions were not carried out.

In 2021, it was decided that the condition of the trees should be reassessed; and a Plan of Action be drawn up. Denise Gosling, Church Warden and I carried out a Survey, updating the 2016 Report. This work was carried out in July and August 2021.

I produced a written Report, dated 11 October 2021, which contains details of our findings, a plan of the trees and a suggested Plan of Action. Of 94 trees, 14 were prioritised as requiring immediate attention, 19 were noted as needing less urgent attention, 19 needed undergrowth and/or ivy removing to allow inspection of the tree stem, 13 were to be monitored to keep a watch on existing defects whilst 35 required no action at that time.

Denise formed a Group of Volunteers and work was begun to remove ivy and dense undergrowth. Since it was approaching time for Jess to take up post as our newly appointed Priest-in-Charge, it was decided we should seek her opinion, regarding the Action Plan.

Jess's preference was for us to appoint a professional Arboriculturalist to survey the trees and produce a Report. Denise contacted JCA Ltd, who carried out their survey in December 2021 and produced a Report dated 17 December 2021.

This recommended:

- (a) Three trees be removed, one immediately, as a high priority, the other two as moderate/low priority
- (b) Nineteen trees needed pruning to reduce the risk of harm, one as a matter of high priority and eighteen as a matter of medium/low priority
- (c) Eight trees have defects which need to be monitored
- (d) Nine trees need ivy and growth at the base to be removed so the tree stem can be inspected and
- (e) Two trees need re-inspecting in Summer 2023

Andy Rhodes, PCC Member (who has many years of experience working with trees and wood products) volunteered to undertake some of this work.

He said he would not be able to tackle the “high priority” tree to take it down, but he would be able to deal with the other two trees ear-marked for removal. He also judged that he could undertake some of the branch pruning work. The PCC is currently considering his offer in light of how to ensure his safety and how to ensure the correct insurance is in place to cover the work.

Report prepared by Pat Caunt, Church Member with oversight for Health and Safety, dated 10 March 2022.

7. To receive any other reports of parochial or church interest.

7.1 Tower Captain's Report

Bell ringing had been suspended through Covid Lockdowns until September 2021 when we performed a Risk Assessment which allowed us to resume ringing. We started with 2 new starters from the congregation, Colin Vella and Rebecca Lau. While practices have been a bit stop start since then, Colin and Rebecca have done really well and are getting closer to the point of when they will be able to ring a bell safely on their own. Colin has begun ringing with the others in Rounds.

With Stephen and Alexander Lister also ringing with us, and also two friends joining us from Thornhill, we have managed to ring changes on the bells which is new for all the band.

We have hosted the Yorkshire Association of Change Ringers for a Saturday morning ringing practice which was well attended and raised some funds for the church.

The bells received some maintenance with application of grease on the sliders, checking of ropes at the Garter holes and pulleys spinning as they should. Thank you Colin for your help.

The aim this year is to get enough people ringing safely so that we can ring for Sunday Services again.

Miles Lawson

Tower Captain

7.2 Safeguarding Report for AGM 2022

There continues to be a very strong focus on good safeguarding practice in the Church of England. At St Peter's we want to ensure a safe, caring environment for everyone who attends. We have adopted the Diocesan Safeguarding Policy which is reviewed annually by the PCC. The Policy and contact details of the Diocesan Safeguarding Team are on display on the noticeboard in the fellowship area.

Leeds Diocese provides a very comprehensive list of online training which is available for all concerned. Following on from Covid restrictions the Diocese is gradually catching up on the backlog of face to face training. I'm on the waiting list for the Parish Safeguarding Officer Induction training, which they are hoping to run later in the year.

DBS checks and Confidential Self Disclosures are up to date.

Sue Lawson continues to be a great support and backup to me as I get into the role of Parish Safeguarding Officer. We have been working closely together to ensure that safeguarding procedures are in place now that the children's groups are starting up again.

St Peter's Church is now on the new digital Safeguarding Dashboard and I have started to use this helpful tool. I am currently working my way through it, updating it with all our relevant information.

The dashboard uses a traffic light system - red, amber or green which shows where we are with training, policies and procedures and highlights any actions that we need to take. It shows what training is required for each key role in our church and enables the diocesan safeguarding team to plan the number of courses that are required across the diocese.

When it is completed it will provide a regular report and action plan for the PCC to keep track of safeguarding and ensure that we are fully compliant at St Peter's Church

It is up to each and every one of us to play our part in keeping our church a safe place for all, by adhering to the guidance, being vigilant and reporting any concerns that we might have.

Report prepared by Jan Mitchell

March 2022

7.3 Junior Church Report for AGM 2022

Report re Children's Ministry for Annual General Meeting at St Peter's Church, Birstall, 2022

On March 6th 2022, the children's ministry on Sunday mornings at St Peter's was formally "re-launched".

It is really encouraging that (at the time of writing this report) we now have a team of seven people, including three new volunteers, and the Rev Jess. A schedule of activities is now in place until the end of July.

The emphasis is upon supporting children to feel welcome and included. Our activities focus on getting to know each other, getting to know more about Jesus and building relationships.

There is a dedicated notice board outside the Junior Church room, which outlines the themes and activities for the month as well as any "specials".

There is also information for anyone interested in volunteering, what would be expected of you, and what you can expect from St Peter's.

You will see on some Sundays that children remain in Church for the entire service, with supervised activities and crafts around the Children's Table. On other Sundays, the children will be taken out to the Junior Church room during the sermon and prayers for more structured activities. This is challenge given that numbers attending can vary week by week, and we have a wide age range.

We now have an additional screen installed close to the Children's Table so that volunteers and children can follow the service. Many thanks to those who made this possible... it has made a huge difference! There are no supervised activities during school or bank holidays, but on these Sundays the Children's Table is always available to families to use as they wish.

Sue Lawson - Junior Church Lead Co-ordinator

8.4 To receive a report on Church Woods

Church Wood Annual report. 2020/21 (On behalf of the trustees of Church Wood -by Andy Rhodes)

This year has been mainly a year without a chairperson and therefore no meetings of the trustees have been held. One member of the committee has moved away and therefore tendered his resignation. A new chairlady has now been appointed and so may I formerly welcome Jess Davies, (our new vicar) as chair. We are looking forward to working with you with regard to the management of church wood.

This year several things have happened in church wood. There was an oak tree which fell on the far most boundary crossing the stream and flattening the fence of the field adjacent to the wood. I with the help of Peter Mitchell, Hadyr Pitchforth, Miles Lawson and Colin Vella, cleared this and repaired the fencing, a feat of some 70 man-hours. This has helped us to make connection with the farmer who farms sheep on the meadow and has laid the foundation for good relations moving forward.

The other major event of the year was a formal survey by tree expert Liam Plumber of the Woodland Trust who kindly gave up of his morning to help us assess the health and lineage of this woodland. A full and in depth report has been submitted to the PCC but by way of a quick summary:

The woodland is almost certainly a small but significant tract of ancient woodland which means that the Eco-structure can be dated back to at least 400 years and is particularly precious, yet vulnerable at the same time. Care will need to be taken, and expert guidance sought to help maintain the wood and its habitat, which includes Field Maple, (a native tree of England) and wood sorrel, (a small plant indicative of an ancient woodland environment).

Despite my initial worries the wood is actually in remarkably good order, which Liam puts down to lack of interference. Very little work is needed excepting the felling of a couple of trees to manage the wood canopy and maintain things into the future. It is hoped that to help us manage the wood and comply with our duty of care that the wood will be mapped in zone form to define high risk and low risk areas so that resources can be concentrated upon these areas in particular when it comes to safety.

It is also hoped that the Wood can be used as an educational resource in connection with local schools –tying into the Forrest School movement in our local area.

Liam will be invited back around some point in February or March to help us identify the work needed for this year and we will liaise with Jess around making some availability of the Woods to schools.

7.5 To receive a report from Verger

Verger report for APCM - 2022

As we all know the last few years have been difficult for everyone in one way or another but more so for those who have lost loved ones.

Here at St. Peters we continue to offer help and comfort to those who are bereaved, we have a good working relationship with all the local funeral directors and have a reputation for hospitality, offering drinks to the funeral team much needed on cold winter days.

In the last year we have had 28 funerals and 11 burials 3 of these being Roman Catholic burials. We have had 31 burials of Ashes 2 being Catholic 1 Salvation army.

I have dealt with over 25 requests for information. Any person making a request is contacted in 24 hours and I try to find the information requested within 48 hours. Most requests have a positive outcome but if the information is not available I point the enquirer to where they can find it.

I have met with 7-8 people to show grave plots I have also sent many cards on the first anniversary of a death on behalf of St. Peters and made several follow up phone calls.

I consider it a privilege to be able to help make what can be a traumatic day run smoothly and even be a positive experience.

I would like to thank Rev Jess, Wendy and Leif for their experience, comforting words and empathy when taking funerals. David Gill for playing the organ and David Sowden for his hard work preparing plots (in all weathers) and with Elaine manning the Audio visual station.

Solly Wilson Verger March 2022

7.6 To receive a report from Playtime

Playtime.

Following Covid Lockdown, Playtime resumed in September 2021 with good attendances. In November a cake sale was held in aid of "Children in Need" which raised £74. In December Playtime held a Christmas Party with a visit from Santa and a gift for all the children.

Unfortunately, since reopening in January attendances have been low, but although in March the attendances seem to have increased thanks to word of mouth, Flyers in various places and Facebook, and it is hoped that when the weather gets better and warmer and Covid recedes attendances will return to pre Covid levels.

Thank You and Regards,

The Playtime Team.

8. To receive a report from Priest-In-Charge

APCM Report 2022 – Priest in Charge

I commenced in post on 20th September 2021 with mandate from the PCC to look at three key areas of church life:

1. Worship – looking at what worship might look like coming out of the pandemic.

This has been an area of challenge and pain for many in the congregation, with several people feeling that the style of worship within the church makes it difficult for them to engage. To address this, we have begun a trial period of an alternating pattern of worship styles. There will be a comprehensive review of worship after Easter where all worshippers will get to share reflections which will help to shape our worship going forward.

2. Growth – growing the church numerically and spiritually.

The current numerical growth strategy is focussed on children and their families. Initial stages of implementation have involved the reintroduction of Sunday School with me as part of the rota of leaders for that group, a more obvious welcome of children at communion through the offer of chocolate buttons and developing stronger links and presence within St Peter's and Fieldhead primary schools. There are plans to develop this further throughout 2022.

The current spiritual growth strategy is focussed on small group teaching. We have begun this with the Pastoral Principles and Living in Love and Faith courses. The next step is to reintroduce home groups. The intention is that these groups will be different from one another but will use common study materials as we seek to grow together as a church

3. Community Outreach – connecting with our community.

Due to the fluctuating situation with the pandemic and Covid-19 restrictions, outreach within the wider community has not taken off as quickly as I intended. However, I have been pleased that Playtime has been able to restart, Meet and Eat will be starting after Easter (replacing Bridge) and Messy Church will be restarting later in 2022. We have also made significant contacts through Life Events (Baptisms, Weddings and Funerals) and the intention is build on these opportunities to invite people into faith.

Thank you

None of this is possible without all of you. Church is always something that we build together and is fundamentally about our relationship with God, our relationships with one another and our relationships with our community. Thank you all for your welcome. Your willingness to work with me, to help me, and to try new things. Thank you to all those who serve in particular ways, to our wardens, our lay ministers, our sides persons, our worship team, our organist, our verger, our pastoral team, our refreshments team, our children's team, our cleaning team, our sacristans, our florists, our events team, our PCC, our environmental champions, and all those who volunteer without a specific title. Most of all thank you to Jesus, our Lord and Saviour. All honour and glory to him.

Rev'd Jess Davis
Priest-in-Charge

9. To receive a report by the Readers

Readers' report for 2021

The year began with sadness as we said farewell to Fred in January, Fred whose cheerful presence, technical knowledge and steady hand on the sound desk we still miss. Services at the start were still on-line, made possible by the technical skills of Chris Taylor and Alex Hunter, and the contributions of all those who recorded prayers and readings, and of course worship songs. They continued on-line until May 23, when we offered the last full service, after which we recorded a series of short Sunday messages, until after a few weeks the viewing numbers became very small. But from Palm Sunday we were able to gather in church once again, with full regard to Covid precautions and distancing, and with music for listening to only.

At Easter Archdeacon Anne was with us to celebrate our first Communion since Christmas Eve, followed the week after by Bishop Jonathan. During the remainder of the interregnum Morning Worship was the norm, but we were grateful to Archdeacon Anne, Mike Green, Lesley Mattacks, Hugh Dalton and Simon Cash for the Sundays when they were able to be with us for Communion.

And while Covid concerns obviously kept a number of people away from church for some time, it was good that so many did keep coming week by week, including a few new people who joined us and became part of the fellowship.

The highlight of the year was of course the licensing of Reverend Jess, at which point we were able to hand over responsibility for services, and resume our supporting role. The interregnum was hard work, demanding new skills, but it was huge privilege to be able to serve the fellowship and keep things going during that time. We both of us offer our heartfelt thanks, to all those who took part in services and to all who attended, for the support and encouragement we received during that time.

Wendy Harper
Leif Wilks

10. No elections to the Deanery Synod this AGM?

THE PAROCHIAL CHURCH COUNCIL
OF BIRSTALL PARISH CHURCH

IN THE DIOCESE OF LEEDS

REGISTERED CHARITY NUMBER 1133854

ANNUAL STATEMENT OF THE FINANCIAL
AFFAIRS FOR THE YEAR ENDED
31 DECEMBER 2021

RECEIPTS AND PAYMENTS ACCOUNT

PREPARED BY: F. ALAN GRAVES
TREASURER TO THE P.C.C.

INDEPENDENT EXAMINER: DAVID GILL

BIRSTALL PARISH CHURCH IN THE DIOCESE OF LEEDS

FINANCIAL STATEMENTS FOR THE YEAR ENDED 31st DECEMBER 2021

RECEIPTS AND PAYMENTS ACCOUNT

	Note	Unrestricted Funds	Restricted Funds	Endowment Funds	TOTAL 2021	TOTAL 2020
RECEIPTS						
Voluntary Receipts:						
Tax Efficient planned giving		33,831			33,831	32,414
Other planned giving		13,144			13,144	5,132
Misc. Collections at Services	a)	1,533	53		1,586	1,304
All other giving	b)	8,681			8,681	3,712
Gift Aid Recovered		10,262			10,262	11,761
Grants Received	c)	<u>0</u>	<u>32,811</u>		<u>32,811</u>	<u>7,455</u>
		67,451	32,864	0	100,315	61,778
Fundraising Activities:	d)	2,448			2,448	1,617
Investment Income	e)	1,131	65	1,023	2,219	2,426
Statutory Fees		8,068			8,068	7,149
Income from lettings:	f)	100			100	2,414
Sundries	g)	<u>1,154</u>	<u>14,332</u>		<u>15,486</u>	<u>15,443</u>
TOTAL RECEIPTS		<u>80,352</u>	<u>47,261</u>	<u>1,023</u>	<u>128,636</u>	<u>90,827</u>
PAYMENTS						
Costs of Fund raising Activities:	h)	233			233	342
Church Activities:						
Mission Giving/Donations	i)	4,456			4,456	3,784
Diocesan parish Share		46,545			46,545	46,545
Clergy & Staffing costs		135			135	556
Church Expenses:						
Mission & evangelism costs	j)	9,575	53		9,628	709
Church Running Expenses	k)	15,345	332		15,677	15,833
Church utility bills		6,693			6,693	6,050
Major Capital Expenses:	l)	<u>482</u>	<u>95,649</u>		<u>96,131</u>	<u>19,512</u>
TOTAL PAYMENTS		<u>83,464</u>	<u>96,034</u>	<u>0</u>	<u>179,498</u>	<u>93,331</u>
Excess of Receipts over Payments		(3,112)	(48,773)	1,023	(50,862)	-2,504
Transfers between funds		<u>1,023</u>		<u>(1,023)</u>	<u>0</u>	<u>0</u>
		(2,089)	(48,773)	0	(50,862)	-2,504
Cash at Bank as at 1 January 2021		<u>24,446</u>	<u>58,790</u>		<u>83,236</u>	<u>85,740</u>
Cash at Bank as at 31 December 2021		<u>22,357</u>	<u>10,017</u>	<u>0</u>	<u>32,374</u>	<u>83,236</u>

STATEMENT OF ASSETS

Assets	Unrestricted Funds	Restricted Funds	Endowment Funds	TOTAL 2021	TOTAL 2020
Cash Funds					
Bank current account	8,105	10,017		18,122	69,014
Bank deposit account	10,141			10,141	10,140
National Savings & Invest. A/c	<u>4,111</u>			<u>4,111</u>	<u>4,082</u>
	<u>22,357</u>	<u>10,017</u>	<u>0</u>	<u>32,374</u>	<u>83,236</u>
Investment Assets					
Diocese - Chancel Fund Deposit			93	93	93
C of E Investment Fund shares		<u>17,892</u>	<u>74,774</u>	<u>92,666</u>	<u>81,065</u>
	<u>0</u>	<u>17,892</u>	<u>74,867</u>	<u>92,759</u>	<u>81,158</u>
TOTAL ASSETS - see Fund Analysis					
Cash Funds as above	22,357	10,017	0	32,374	83,236
Investment Assets as above	<u>0</u>	<u>17,892</u>	<u>74,867</u>	<u>92,759</u>	<u>81,158</u>
	<u>22,357</u>	<u>27,909</u>	<u>74,867</u>	<u>125,133</u>	<u>164,394</u>

BIRSTALL PARISH CHURCH IN THE DIOCESE OF LEEDS
FURTHER ANALYSIS OF RECEIPTS AND PAYMENTS ACCOUNTS - NOTES

	Unrestricted Funds	Restricted Funds	Endowment Funds	TOTAL 2021	TOTAL 2020
RECEIPTS					
a) Collections at Services:					
Cash received	1,182			1,182	262
Weddings, Funerals etc. - Gift Aided	0			0	212
Weddings, Funerals etc. - not G/A	222			222	506
Sundry collections	129	53		182	324
	<u>1,533</u>	<u>53</u>	<u>0</u>	<u>1,586</u>	<u>1,304</u>
b) All other Giving/Voluntary Receipts:					
Sundry Donations - Gift Aided	7,511			7,511	1,429
Sundry Donations - Not G/A	1,120			1,120	1,508
Believe in Birstall				0	775
Donation from bell ringers	30			30	0
Miscellaneous	20			20	0
	<u>8,681</u>	<u>0</u>	<u>0</u>	<u>8,681</u>	<u>3,712</u>
c) Grants Received:					
Listed Places of Worship		13,511		13,511	1,455
ChurchCae Archbishop's Council		10,000		10,000	0
Congregational & General		9,300		9,300	0
Garfield Weston - roof repairs				0	6,000
	<u>0</u>	<u>32,811</u>	<u>0</u>	<u>32,811</u>	<u>7,455</u>
d) Fund Raising Activities:					
Christmas Fayre	1,994			1,994	0
Summer Fête				0	110
Merchandise sales	109			109	191
Pete's Produce	213			213	69
Book sales	33			33	0
Sale of marmalade	14			14	0
Card sales	85			85	0
Swing Band concert				0	124
Murder Mystery				0	1,123
	<u>2,448</u>	<u>0</u>	<u>0</u>	<u>2,448</u>	<u>1,617</u>
e) Investment Income:					
Income on CBF Investments	1,100	65	1,023	2,188	2,386
Bank/NS&I Deposit Interest	31			31	40
	<u>1,131</u>	<u>65</u>	<u>1,023</u>	<u>2,219</u>	<u>2,426</u>
f) Church Activities:					
Venue Hire	100			100	2,314
St Peter's Playtime Group				0	100
	<u>100</u>	<u>0</u>	<u>0</u>	<u>100</u>	<u>2,414</u>
g) Sundries:					
Ecclesiastical Insurance				0	130
Cheques not presented	300			300	0
Diocesan loan		14,000		14,000	0
Bridge towards music licence				0	144
Electricity refund	805			805	0
Sale of shares in Fabric Fund				0	11,737
Closure - Cottages Account				0	3,035
Vicarage Utility bills		332		332	0
Miscellaneous	49			49	397
	<u>1,154</u>	<u>14,332</u>	<u>0</u>	<u>15,486</u>	<u>15,443</u>

FURTHER ANALYSIS OF RECEIPTS AND PAYMENTS ACCOUNTS - NOTES

	Unrestricted Funds	Restricted Funds	Endowment Funds	TOTAL 2021	TOTAL 2020
PAYMENTS					
NOTE					
h) Costs of Fund raising activities:					
Christmas Craft Fayre	233			233	0
Murder Mystery				0	342
	<u>233</u>	<u>0</u>	<u>0</u>	<u>233</u>	<u>342</u>
i) Mission Giving and Donations:					
Appeal giving - Famine Relief				0	207
Tithe Payments to Charities	4,456			4,456	3,577
	<u>4,456</u>	<u>0</u>	<u>0</u>	<u>4,456</u>	<u>3,784</u>
j) Mission & Evangelism costs:					
Believe in Birstall - sweatshirts				0	624
Churches together in Birstall				0	15
Yorkshire Ass. of change ringers	10			10	10
Yorkshire Historic Churches Trust	40			40	40
Collection re Archdeacon		53		53	0
Donation - St Peter's School	9500			9500	0
Miscellaneous	25			25	20
	<u>9575</u>	<u>53</u>	<u>0</u>	<u>9628</u>	<u>709</u>
k) Church Running Expenses:					
Costs of Services	1,109			1,109	526
Office Expenses	1,754			1,754	2,047
Church Building running expenses	12,482	332		12,814	13,260
	<u>15,345</u>	<u>332</u>	<u>0</u>	<u>15,677</u>	<u>15,833</u>
l) Major Capital Expenses:					
Heating maintenance and repair	482			482	563
Roof repairs		78,417		78,417	0
Diocesan loan repayment		14,000		14,000	0
Architect fees		2,652		2,652	0
Mural and Tower room lights		580		580	0
Tower Belfrey electrics				0	400
Frampton Mural Renovation				0	18,549
	<u>482</u>	<u>95,649</u>	<u>0</u>	<u>96,131</u>	<u>19,512</u>

ADDITIONAL ANALYSIS OF PAYMENTS:

Church Building Running Expenses (see k) above):

Building Insurance	7,995	8636
Clock Service	216	0
Grass cutting	2,957	3150
Cleaner	0	160
Temporary graveyard wall repair	250	0
Arboricultural Survey	654	0
Radiator leak	118	0
Fire Extinguisher service	84	0
Kitchen boiler service	60	0
Rain Gulley replacements	0	250
Hand Sanitiser & Gel (£100 donation received included in b) above)	0	179
Paving - Garden of Remembrance	0	310
Peal Board - from Restricted Tower Room Fund	0	343
Vicarage utility bills - restricted	332	0
Sundries	148	232
	<u>12,814</u>	<u>13,260</u>

BIRSTALL PARISH CHURCH IN THE DIOCESE OF LEEDS

FUND ANALYSIS

	Reference	No. of Shares	2021 Valuations	2021 Dividends/ Interest	2020 Valuations
Endowment Investment Funds held by the Diocese:					
Chancel Fabric Fund	140002048S	834	19,531	496	17,086
Choir Fund	140002051S	134	3,138	80	2,745
Church Cottages Fund	140002236S	1787	41,848	1,062	36,611
Curate Fund	140002047S	328	7,681	195	6,719
Sunday School Prizes	140002222S	110	2,576	65	2,253
			<u>74,774</u>	<u>1,898</u>	<u>65,414</u>
Chancel Fabric - Deposit	140002207D		93	0	93
Total of Endowment Funds			<u>74,867</u>	<u>1,898</u>	<u>65,507</u>
Restricted Investment Funds held by the PCC:					
Altar Lien Fund	640002004S	62	1,452	37	1,270
Birstall Schools Building Fund*	640002002S	276	6,463		5,654
Curacy Fund	640002003S	128	2,998	76	2,622
Longbottom Bequest	640002001S	298	6,979	177	6,105
			<u>17,892</u>	<u>290</u>	<u>15,651</u>
Restricted Cash Funds held by the PCC:					
Frampton Mural Fund			1,215		1,795
Kitchen Renovation Fund			2,057		2,057
Re-ordering/Maintenance Fund			4,882		53,140
Sunday School Prize Fund			881		816
Tower Room/Bells Fund			982		982
			<u>10,017</u>	<u>0</u>	<u>58,790</u>
Total of Restricted Funds			<u>27,909</u>	<u>290</u>	<u>74,441</u>
Unrestricted Designated Cash Funds held by the PCC:					
Altar, Linen, carafe & organ refurbishment Fund			(2,015)		(2,052)
Flower Festival Fund			190		190
Graveyard Fund			8,492		7,792
Parish Training Fund			3,277		2,798
St Peter's Playtime Fund			498		498
Tithe Fund			109		(45)
			<u>10,551</u>	<u>0</u>	<u>9,181</u>
General Fund held by the PCC:			<u>11,806</u>		<u>15,266</u>
Total of Unrestricted Funds			<u>22,357</u>	<u>0</u>	<u>61,058</u>
Total Assets:					
Endowment Funds			74,867	1,898	65,507
Restricted Funds			27,909	290	74,441
Designated/unrestricted Funds			22,357	0	61,058
			<u>125,133</u>	<u>2,188</u>	<u>201,006</u>

Notes:

1 * Dividends on the Birstall School's Building Fund are paid directly to the School

2 Based on the mid market price of the shares held in the CBF Church of England Investment Fund income units the price per share as at 1 January 2021 was 2048.73p and at 31 December 2021 was 2341.81p

BIRSTALL PARISH CHURCH IN THE DIOCESE OF LEEDS

MOVEMENT OF RESTRICTED FUNDS HELD BY THE PCC

	Balance 01/01/21	Income/ Donations	Expenses	Balance 31/12/21
Frampton Mural				
Movement	1,794	0	580	1,214
Kitchen Renovation Fund				
Movement	2,057	0	0	2,057
Re-Ordering and Maintenance Fund				
Movement	53,140	46,812	95,069	4,883
Sunday School Prize Fund				
Movement	816	65	0	881
Tower Room and Bells Fund				
Movement	982	0	0	982
	<u>58,789</u>	<u>46,877</u>	<u>95,649</u>	<u>10,017</u>

MOVEMENT OF DESIGNATED FUNDS HELD BY THE PCC

Altar Linen, Carafes & Organ Refurbishment Fund				
Movement	(2,052)	37	0	(2,015)
Flower Festival Fund				
Movement	190	0	0	190
Graveyard Fund				
Movement	7,792	4,562	3,862	8,492
Parish Training Fund				
Movement	2,798	479	0	3,277
St Peter's Playtime Fund				
Movement	498	0	0	498
Tithe Fund				
Movement	(45)	4,609	4,456	108
	<u>9,181</u>	<u>9,687</u>	<u>8,318</u>	<u>10,550</u>

MOVEMENT OF GENERAL FUND - GENERAL CHURCH INCOME AND EXPENSES

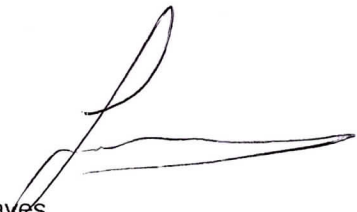
Movement	<u>15,266</u>	<u>72,071</u>	<u>75,531</u>	<u>11,806</u>
----------	---------------	---------------	---------------	---------------

BIRSTALL PARISH CHURCH IN THE DIOCESE OF LEEDS

Notes to the Accounts:

- 1 These Financial Statements prepared on behalf of and agreed by the PCC, are in accordance with the Church Accounting Regulations 2006, as amended by the Charities Act 2011, using the 'Receipts and Payments' basis and are in accordance with the 'Return of Parish Finance'.
- 2 Endowment Funds arise where the capital must be held permanently but the income can be used as directed by the donor.
- 3 Restricted Funds arise where capital must be held for the specific purpose for which it was given and can only be used for that purpose.
- 4 Designated Funds represent general Church funds which have been set aside by the PCC for the purpose as described in the title of each fund but could be used for other purposes as agreed by the PCC.
- 5 In accordance with the Accounting Regulations referred to above, the following adjustments have been made to the actual income received and/or payments made:-
 - a) Income from fund raising activities as detailed in note d) to these Accounts is shown gross without deduction of costs, which appear separately in note h).
 - c) Fees which have been received on behalf of the vergers, organist, P/A operator, grave digger, etc. for blessings, weddings, funerals etc. and subsequently paid to the appropriate parties have been excluded
 - d) Funds raised through collections on behalf of other Charities and immediately paid to those charities have been excluded.

Signed



F. Alan Graves

Date

03/04/2022

TREASURER, BIRSTALL PARISH CHURCH



Section A

Independent Examiner's Report

**Report to the trustees/
members of**

PAROCHIAL CHURCH COUNCIL OF BIRSTALL PARISH CHURCH IN THE DIOCESE OF LEEDS

**On accounts for the year
ended**

31ST DEC EMBER 2021

**Charity no
(if any)**

1133854

Set out on pages

1 TO 6

I report to the trustees on my examination of the accounts of the above charity ("the Trust") for the year ended 31/12/2021

**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:

Date:

4/3/22

Name:

DAVID GILL

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

LONG TERM CHURCH GOER AND PAST TREASURER

Address:

253 WOODLANDS ROAD

UPPER BATLEY

WEST YORKSHIRE WF17 0QW

PCC of Birstall Parish Church in the Diocese of Leeds

England & Wales - Charity number 1133854

Accounts



St Peter's Birstall

CHURCH IN THE 21ST CENTURY

Registered Charity Number: 1133854

Parish of St Peter's Birstall

in the Diocese of Leeds

(Charity Number 1133854)

Annual Report

2020/2021

LAY READERS' REPORT

One feature of these unusual times is that there is no Vicar's report for the AGM, and so we offer our reflections on the months since the last AGM.

September 20th was Paul's last service, and we gave him and Annette a good send off with a book of memories and a gift that coincidentally echoed our 900 years celebration. Since then we have maintained weekly services, always on-line, with an excellent service of carols and readings put together by Chris Taylor, with some services in church. We are grateful for the support we have received from Lesley and Michael and St Saviour's, from Simon Cash, and Archdeacon Anne. What has become clear during this time is that Paul has left behind a good strong team, with people working together to maintain continuity of church life.

We are thankful in particular for Chris's work in presentation and communication, which has been vital in the work of the PCC in preparing for the appointment of a new Priest at St Peter's. The questionnaire to which many of the fellowship responded led to a very professional Parish Profile and Brochure for prospective applicants. The post has now been advertised and we await the responses.

It was with great shock and sadness that we heard of the death of Fred Lister, who contracted Covid while in hospital for a different complaint. His cheerful disposition, his mastery of the sound desk and his readiness with solutions and suggestions to technical problems are and will be greatly missed, but his contributions to the workings of the church will be with us for many years to come.

For obvious reasons some of our regular events have had to be cancelled, the bonfire celebration, the Christmas Craft Fayre, with the consequent impact on church finances, and the Bridge project remains suspended. There is some relaxation in the Covid rules now, but while we remain for a time in a sort of suspended animation, and as we wait in hope for a new priest, we need to be thinking and planning what our future offering to the community will be. Ideas that have been suggested in PCC having a stall on, the now thriving, Birstall market, manned by volunteers, who can chat to people about who we are and what we offer; perhaps selling a few cards and maybe some Christian literature. Another was to have Sunday afternoon "playtime" in the church grounds offering tea/Coffee/cakes.

Post Covid, new Priest, new start, new challenges. If you have any other suggestions for outreach into the community to let them know the love of Christ, please speak to either of us or a member of the PCC.

Wendy Harper and Leif Wilks, Lay Readers

TREASURER'S REPORT FOR THE YEAR ENDING 31 DECEMBER 2020

An abridged version of the Accounts follows. A full set of accounts is available for inspection on the Notice Board and in the fellowship area. These accounts have been prepared on a 'Receipts and Payments' basis in accordance with the Church Accounting Regulations 2006 and the Charities Act 2011. The accounts have been approved by the

PCC and independently examined by David Gill, to whom I extend my gratitude. A copy of his report follows.

The assets listed on Pages 1 and 2 of this report are split between Endowment Funds, which generally we cannot touch, Restricted Funds which can only be spent on the purpose for which the fund is held and Unrestricted Funds. These Unrestricted Funds are further divided into Designated Funds where money has been set aside for a specific purpose and a General Fund. Page 3 of these accounts lists the various Restricted, Designated and General funds and shows the total of income and expenses allocated to each fund. The General Fund represents income not allocated elsewhere which is available to pay the Parish Share and general church running expenses.

Firstly, I would like to express on behalf of the PCC a very sincere thank you for the tremendous effort by all members of the congregation in keeping donations coming in throughout the year. Without your giving we would not be able to continue to be a Christian presence here in Birstall. Apart from the Murder Mystery evening held in February 2020 all other social and income raising events were cancelled.

Fortunately, at the start of 2020 we had quite substantial reserves in the General Fund and that coupled with the donations received enabled us to once again pay our Parish Share in full and to pay £3,784 in donations to charitable causes at home and abroad as part of our Mission. Nevertheless, the balance on General Fund fell by £8,745 (the combined totals for the General Fund and Designated Funds, known as Unrestricted funds, was down by £8,494).

The Frampton Mural renovation was completed, fully funded by donations from the congregation and wider community. Other additional expenses included replacement of the rain water gullies, a Peal Board, replacement electrical circuit for the Tower bell ringing chamber, a free standing hand sanitiser and additional paving for the garden of remembrance.

In preparation for the roof repairs, we received several donations throughout the year for which we are very grateful. In addition we received grants and also promises of two further grants to be made available when the work commences. The Diocese agreed to sell the shares in the Endowment Fund known as The Fabric Fund – Mrs Fell Bequest. These shares raised £11,737 and in addition we closed a deposit account, again held by the Diocese, raising a further £3,035. A temporary loan is being made available by the Diocese to cover the VAT payable on the project. This loan will be repaid when the VAT can be recovered. As a result, funding is in place to cover the revised quoted costs of £77,812. If, when work commences, additional problems come to light, we may have difficulty if costs rise.

2021 is again likely to be a difficult year. Up to 28 February the balance on the General Fund had fallen by a further £6,027. However, as a result of a monthly one year commitment by a very benevolent donor, it is hoped that we will again have sufficient funds be able to pay the Parish Share in full, although much depends on what financial problems come to light as the year progresses. The Parish Share has been held at the 2020 level, namely £ 46,545.

F. Alan Graves, Treasurer

BIRSTALL PARISH CHURCH IN THE DIOCESE OF LEEDS

FINANCIAL STATEMENTS FOR THE YEAR ENDED 31st DECEMBER 2020

RECEIPTS AND PAYMENTS ACCOUNT

	Unrestricted Funds	Restricted Funds	Endowment Funds	TOTAL 2020	TOTAL 2019
RECEIPTS					
voluntary Receipts:					
Tax Efficient planned giving	32,414			32,414	36,435
Other planned giving	5,132			5,132	4,729
Misc. Collections at Services	1,304			1,304	2,598
All other giving	1,808	1,904		3,712	20,793
Gift Aid Recovered	10,688	1,073		11,761	12,965
Grants Received	0	7,455		7,455	11,696
	<u>51,346</u>	<u>10,432</u>	<u>0</u>	<u>61,778</u>	<u>89,216</u>
Fundraising Activities:	1,617			1,617	12,176
Investment Income	1,082	109	1,235	2,426	2,459
Statutory Fees	7,149			7,149	8,551
Income from lettings:	2,414			2,414	10,031
Sundries	671	14,772		15,443	16,212
TOTAL RECEIPTS	<u>64,279</u>	<u>25,313</u>	<u>1,235</u>	<u>90,827</u>	<u>138,645</u>
PAYMENTS					
Costs of Fund raising Activities:	342			342	5,023
Church Activities:				0	
Mission Giving/Donations	3,784			3,784	4,628
Diocesan parish Share	46,545			46,545	45,177
Clergy & Staffing costs	556			556	914
Church Expenses:				0	
Mission & evangelism costs	709			709	763
Church Running Expenses	15,490	343		15,833	16,437
Church utility bills	6,050			6,050	6,836
Major Capital Expenses:	563	18,949		19,512	16,010
TOTAL PAYMENTS	<u>74,039</u>	<u>19,292</u>	<u>0</u>	<u>93,331</u>	<u>95,788</u>
Excess of Receipts over Payments	(9,760)	6,021	1,235	(2,504)	42,857
Transfers between funds	1,266	(31)	(1,235)	0	0
	(8,494)	5,990	0	(2,504)	42,857
Cash at Bank as at 1 January 2020	32,940	52,800		85,740	42,883
Cash at Bank as at 31 December 2020	<u>24,446</u>	<u>58,790</u>	<u>0</u>	<u>83,236</u>	<u>85,740</u>

STATEMENT OF ASSETS

Assets	Unrestricted Funds	Restricted Funds	Endowment Funds	TOTAL 2020	TOTAL 2019
Cash Funds					
Bank current account	10,224	58,790		69,014	71,559
Bank deposit account	10,140			10,140	10,132
National Savings & Invest. A/c	4,082			4,082	4,049
	<u>24,446</u>	<u>58,790</u>	<u>0</u>	<u>83,236</u>	<u>85,740</u>
Investment Assets					
CBF – C. of E. Deposit Fund				0	3,035
Diocese – Chancel Fund Deposit			93	93	93
C of E Investment Fund shares	36,611	9,546	34,908	81,065	87,392
	<u>36,611</u>	<u>9,546</u>	<u>35,001</u>	<u>81,158</u>	<u>90,520</u>
TOTAL ASSETS – see Fund Analysis					
Cash Funds as above	24,446	58,790	0	83,236	85,740
Investment Assets as above	36,611	9,546	35,001	81,158	90,520
	<u>61,057</u>	<u>68,336</u>	<u>35,001</u>	<u>164,394</u>	<u>176,260</u>

BIRSTALL PARISH CHURCH IN THE DIOCESE OF LEEDS

ALLOCATION OF FUNDS

	Reference	No. of Shares	2020 Valuations	2020 Dividends/ Interest	2019 Valuations
Endowment Funds held by the Diocese:					
Chancel Fabric Fund	140002048S	834	17,086	478	15,987
Choir Fund	140002051S	134	2,745	77	2,569
Curate Fund	140002047S	328	6,719	188	6,287
Fabric – Mrs Fell Bequest	140002049S	602	Sold 01/09	257	11,540
Longbottom Bequest	640002001S	298	6,105	171	5,712
Sunday School Prizes	140002222S	110	2,253	63	2,109
			<u>34,908</u>	<u>1,234</u>	<u>44,204</u>
Chancel Fabric – Deposit	140002207D		93	1	93
Total Endowment Funds			<u>35,001</u>	<u>1,235</u>	<u>44,297</u>
Restricted Funds held by the Diocese:					
Altar Lien Fund	640002004S	62	1,270	36	1,188
Curacy Fund	640002003S	128	2,622	73	2,454
Birstall Schools Building Fund*	640002002S	276	5,654		5,291
			<u>9,546</u>	<u>109</u>	<u>8,933</u>
Restricted Funds held by the PCC:					
Cash Assets:					
Frampton Mural Fund			1,795		18,911
Kitchen Renovation Fund			2,057		2,057
Re-ordering/Maintenance Fund			53,140		29,354
Sunday School Prize Fund			816		753
Tower Room/Bells Fund			982		1,725
Total Restricted Funds			<u>68,336</u>	<u>109</u>	<u>61,733</u>
Unrestricted Designated Funds held by the Diocese					
Church Cottages Fund – Deposit	140002628D		Closed 15/09	16	3,035
Church Cottages – Investments	140002236S	1787	36,611	1,026	34,255
			<u>36,611</u>	<u>1,042</u>	<u>37,290</u>
Unrestricted Designated Funds held by the PCC					
Altar, Linen, carafe & organ refurbishment Fund			(2,052)		(2,087)
Flower Festival Fund			190		190
Graveyard Fund			7,792		7,405
Parish Training Fund			2,798		2,416
St Peter's Playtime Fund			498		898
Tithe Fund			(45)		107
General Fund held by the PCC			<u>15,266</u>		<u>24,011</u>
Total Unrestricted Funds			<u>61,058</u>	<u>1,042</u>	<u>70,230</u>
Total Assets					
Endowment Funds			35,001	1,235	44,297
Restricted Funds			68,336	109	61,733
Designated/unrestricted Funds			<u>61,058</u>	<u>1,042</u>	<u>70,230</u>
			<u>164,395</u>	<u>2,386</u>	<u>176,261</u>

Notes:

1 * Dividends on the Birstall School's Building Fund are paid directly to the School

2 Based on the mid market price of the shares held in the CBF Church of England Investment Fund income units the price per share as at 1 January 2020 was 1916.91p and at 31 December 2020 was 2048.73p

BIRSTALL PARISH CHURCH IN THE DIOCESE OF LEEDS

MOVEMENT OF RESTRICTED FUNDS HELD BY THE PCC

	Balance 01/01/20	Income/ Donations	Expenses	Balance 31/12/20
Frampton Mural				
Movement	18,911	1,432	18,549	1,794
Kitchen Renovation Fund				
Movement	2,057	0	0	2,057
Re-Ordering and Maintenance Fund				
Movement	29,354	23,786	0	53,140
Sunday School Prize Fund				
Movement	753	63	0	816
Tower Room and Bells Fund				
Movement	1,725	0	743	982
	<u>52,800</u>	<u>25,281</u>	<u>19,292</u>	<u>58,789</u>

MOVEMENT OF DESIGNATED FUNDS HELD BY THE PCC

Altar Linen, Carafes & Organ Refurbishment Fund				
Movement	(2,087)	35	0	(2,052)
Flower Festival Fund				
Movement	190	0	0	190
Graveyard Fund				
Movement	7,405	3,847	3,460	7,792
Parish Training Fund				
Movement	2,416	382	0	2,798
St Peter's Playtime Fund				
Movement	898	100	500	498
Tithe Fund				
Movement	107	3,425	3,577	(45)
	<u>8,929</u>	<u>7,789</u>	<u>7,537</u>	<u>9,181</u>

MOVEMENT OF GENERAL FUND – GENERAL CHURCH INCOME AND EXPENSES

Movement	24,011	57,973	66,718	15,266
----------	--------	--------	--------	--------



Section A

Independent Examiner's Report

Report to the trustees/ members of

PCC of Birstall Parish Church in the Diocese of Leeds

On accounts for the year ended

31 December 2020

Charity no (if any)

1133854

Set out on pages

1 to 6

I report to the trustees on my examination of the accounts of the above charity ("the Trust") for the year ended 31/12/2020.

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:

David Gill

Date:

1/3/2021

Name:

David Gill

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

Long term Church goer at St Peter's and past treasurer

Address:

253 Woodlands Road

Upper Batley

West Yorkshire WF17 0QW

ELECTORAL ROLL

On Sunday the 8th March 2020 there were 90 names on the roll. Sadly, two people have died and their names have been removed.

On the 11th. April 2021 the roll now stands at 88 names.

Dorothy E. Gallagher, Electoral Roll Officer

REPORT OF THE PROCEEDINGS OF THE PCC

There has been eight zoom PCC meetings with one Standing Committee meeting. The attendance has been 87%.

Raymond Gallagher was co-opted onto the PCC as Lay Chair and Janice Mitchell was co-opted on to the PCC as Safeguarding Officer.

Denise Gosling, PCC Secretary

CHURCH WARDEN'S REPORT

Fabric

1. The combi boiler in the kitchen, the twin boilers and the fire extinguishers have been serviced.
2. Electrical repair work has been carried out as highlighted by Quinquennial Inspection.
3. Dead leaves have been removed from paths, down pipes and soak ways. Broken drain bowls have been replaced.
4. A new light has been fitted in the Tower Room and lights have been fitted to highlight the Frampton Mural.
5. We had a water leak from a radiator in the north aisle which was repaired and caused no damage.

On going works

1. The roof repairs are to start on April 12th if there are no more delays due to the Covid pandemic.
2. Work on the collapsed boundary wall in the graveyard has been delayed due to lack of finances. Our architect is visiting church in April to look at the roof and the place where the stone carving will be secured to the wall. The carving was created by Susan Clarke Gibbs.
3. Whilst the architect is here she will look at another part of the boundary wall which is in danger of collapse. The fishermen want to work with the church to create a safe boundary between the graveyard and the angling dam.

Plate

The church plate is correct. Thank you to the Sanctuary Guild for their constant care in cleaning the silver and brasses.

Furniture and Fittings

These are in good state but have rarely been used during the closure of the church.

General

A big thank you to Andy Rhodes for his maintenance work in church and also his work in

the graveyard. A thank you also to Colin Hartley for cutting the grass in the graveyard. We are grateful for the help given to us by the duty wardens and sidepersons.

Denise Gosling and Miles Lawson, Wardens

REPORT ON THE MANAGEMENT OF HEALTH AND SAFETY

This Report covers the period from Monday 9 March 2020 to Monday 8 March 2021

Coronavirus Pandemic

In Early March 2020, the number of people contracting Coronavirus in the UK was increasing at an alarming rate, particularly amongst the elderly. Since the advice from the UK Chief Medical Officer was to “avoid physical contact” as much as possible; a decision was made that we should (a) receive “bread only” at Communion to avoid repetitive handling of the Chalice (b) avoid handshakes and hugs when greeting one another and (c) remain in our pews to “Share the Peace” and to wave or use sign language.

Coronavirus infections, hospitalisations and deaths continued to increase rapidly, so on 14 March 2020, further precautions were introduced:

- (a) Disinfectant to be used frequently on all rails, door handles and push-plates.
- (b) The Toilet door handle, flush, taps and light switch to be disinfected likewise.
- (c) People arriving at Church would be asked to use the hand sanitiser provided at the door.
- (d) No hymn books or service sheets would be given out.
- (e) No refreshments would be served.
- (f) The Bridge Lunches were suspended.

On 23 March 2020 the UK Government imposed a National Lockdown; and the Church had to close. Actions taken to leave it in a safe condition included (a) Switching off and unplugging all electrical appliances where possible, (b) Leaving the heating “on” to maintain a temperature of 12 0C to protect the fabric of the building, and the water in pipes and (c) Carrying out regular “walk abouts” to check for problems, weather damage or vandalism.

On 13 June 2020, the UK Government allowed churches to reopen for private prayer; (but not for communal worship), provided mitigation measures were put in place. Paul Knight (Vicar), Denise Gosling (Church Warden) and I discussed this, then Paul called a Zoom Meeting of the Standing Committee, allowing PCC Members to attend, in order to discuss the proposal. The Standing Committee made the decision NOT to reopen for private prayer, due to the known fact that elderly people (over 70 years) were at greatest risk of contracting the virus.

Paul urged that we take immediate action to prepare for the eventual reopening of the Church, so he created a “Working Group” of eight people. A Risk Assessment was carried out; and work began on the actions needed to reduce the risk of infection to as low a level as possible. The Government allowed Churches to reopen for communal worship from Saturday 4th July 2020, but we were still working through our list of actions; and it was not until mid-August, that we were ready to receive our Congregation back into Church. Paul invited a handful of people to attend a “dress rehearsal” on 30 August

2020. Lessons learned were incorporated into the Risk Assessment and the Church finally reopened its doors for worship on Sunday 6 September 2020. A set of "instructions" was made available to each person, beforehand, by distributing leaflets, on social media, or handing out at the church door. (A Copy of the Final Risk Assessment; and a copy of the Instructions for Members of the Congregation; can be found in the Health and Safety Folder in the Church Vestry.)

As Autumn approached, infections, hospitalisations and deaths began to rise sharply again and on 31 October 2020, the Government announced a Second National Lockdown. From 5 November 2020, Churches were required to close their doors for all but essential specified use. St Peter's remains closed to date, with the exception of funerals conducted under our Coronavirus compliant conditions.

Electrical Work

Whilst the Church was closed during the first National Lockdown, remedial work was carried out on the electrical installations. A previous inspection by an Electrical Contractor; had provided us with a Report dated 11/1/2019, but action had not been taken on the findings. This was an opportunity to address the matters raised.

The most pressing matter was inadequate earthing of the Sound Desk; and this was corrected by a Member of the Congregation, professionally qualified to carry out such work. The other matters involved (a) providing suitable RCD Protection for a number of circuits around the Church, (b) replacing an old Distribution Board and (c) remedial work to two damaged sockets. This work was dealt with by an Electrical Contractor under the direction of Miles Lawson, Churchwarden.

Written Procedures

My Report for the previous AGM, said that work was underway to write "Procedures", to be kept in the "Health and Safety Folder" in the Church Vestry. I had intended to write three more this year, on Food Preparation, Managing Trees and Safety of Gravestones. I began to look at the health and safety arrangements in the Kitchen; and on 11 March 2020 I accompanied a Kirklees Environmental Health Inspector, who was assessing kitchen hygiene arrangements. Annette Knight, (Vicar's Wife), was the person who took responsibility for the Kitchen; and I had hoped to complete my work before Paul retired and he and Annette left the area. Their departure was scheduled for early Summer. In the event, they delayed until late Summer, but due to the Lockdown; and the closure of the kitchen, I was unable to complete my work. It remains to be seen what the plans will be when our replacement Priest-in-Charge takes up office in the Autumn. It may be that the Kitchen will not be used to prepare hot meals, in the way that it had been used by Annette and Paul.

Likewise, due to the Government "Stay at Home" Instruction which has been in force in Kirklees for most of the past year, work has not been undertaken with respect to the Procedures for the management of the trees or the Gravestones.

Brief Inspection of the Churchyard and Burial Ground

On 17 February 2021, Denise Gosling (Church Warden) and I took a walk around the

Churchyard and the Burial Ground in order to check for any health or safety matters requiring immediate attention. Two matters were identified: (a) A tree in the Churchyard, near the Lower Steps, requires trimming because branches protrude over the pavement at head height. Denise agreed to submit a Work Order to Kirklees Council and (b) A Gravestone (light grey granite, in the form of a cross, at the right-hand side of the lower end of the narrow path leading up to the "active" section of the Burial Ground) had been taken from its upright position and laid to rest against its own plinth, but from this position, it could be dislodged, with the potential for injury as it dropped, so it needed to be laid flat on the top of the grave. Denise said she knew who to ask to deal with this matter.

Pat Caunt, Health & Safety Officer

SAFEGUARDING - CHILDREN AND VULNERABLE ADULTS

I took on the role of Parish Safeguarding Officer in the summer of 2020. I would like to thank Sue Lawson who has been acting Safeguarding Officer following the sad loss of Liz Mason, the previous Safeguarding Officer. Sue has been, and continues to be, a great support to me in the process of learning and understanding this role.

There continues to be a very strong focus on good safeguarding practice in the Church of England. At St Peter's we want to ensure a safe, caring environment for everyone who attends. We have adopted the Diocesan Safeguarding Policy which is reviewed annually by the PCC and is displayed on the Safeguarding Notice board. It is up to each and every one of us to play our part in keeping our church a safe place for all, by adhering to the guidance and reporting any concerns that we might have.

DBS checks and Confidential Self Disclosures are up to date with the exception of one, this is caused by problems of access due to the Covid restriction and will be completed shortly. Face to face training has also been cancelled due to the restriction, but is due to recommence, virtually, shortly.

Safeguarding training is offered online by the Diocese, it is really interesting and informative and if anyone would like information please contact me. The Safeguarding Notice board in the fellowship will be updated with all the new contact information as soon as the church reopens for services.

Jan Mitchell, Safeguarding Officer

BELL RINGERS

No ringing activity has taken place since the last AGM. However we have received enquiries on the Church Facebook Page by four members of the community who would like to give bell ringing a try. Also one member of the church has asked to be trained too.

We are continually looking for new people to join us to learn ringing. If anyone knows of someone who would be interested, they would be very welcome to join us on a Thursday evening practice at 7:30 pm after lockdown is lifted and the tower is open for ringing.

Miles Lawson, Tower Captain

ST PETERS SCHOOL. – FINANCIAL AFFAIRS OF THE GOVERNORS

We are all aware of how hard a year this last 12 months has been, the impact being felt in one of the biggest ways by our children and school.

For children having so many months at home, struggling to keep up with schoolwork, has had for many a huge knock-on effect on their education and personal development. They have missed out on the academic side, as well as sports, and art, music, and play. Social lives, birthday parties, trips, holidays and just playing out with friends, all these have affected health, physical and mental as well as social development.

I was so glad that the younger children, reception, and year 1, managed to have their school trip, just before lockdown started in March 2021. All the children had the most exciting day out to The Deep in Hull, and I was able to go with them as an adult helper. It was a very noisy day!!

Of course, the impact has also been felt on finances, and I am sure you are aware that the governors have a responsibility to fund works in school with a 10% contribution. We are grateful to school for helping us with this in recent years by funding from the main school budget, but we are trying to pay this back. Last October and with a lot of help from school staff, the governors supported a sponsored event, the whole school took part, running laps around the playground, which everyone really enjoyed. The money raised has helped me be able to pay back £2,000 to the school.

We still have around £5,000 to pay back and this will take time, as well as finding 10% towards future works.

As I have said many times, I believe St Peter's school is the responsibility of each of us, even if we never attended, or had children there. Your representatives on the governing body, work hard behind the scenes, and are committed to continuing this work for years to come, but we cannot do this on our own. So, I am appealing to you to consider donating to the governors so that we can continue to provide a modern, safe, pleasant environment for our children and the staff to work in, this is after all an extension of our church and where children throughout all their learning, are taught with a Christian ethos and an underpinning of Christian values.

While I thank those, who have supported school for many years by saving 5ps, these donations have reduced over time.

Please if church members could give even £1 a month each, this would help make a huge difference over the year. I of course welcome your suggestions.

Alison Sowden, School Governor

DEANERY SYNOD

No report available.

CHILDREN'S GROUPS, ST PETER'S PLAYTIME AND BRIDGE PROJECT

There are no reports due to Covid 19 and Church closure since the last AGM.

**The preceding reports were accepted and received at the
Annual General Meeting
held at 11.05 pm on Sunday 25th April 2021 in
St Peters Church, Birstall**

PAROCHIAL CHURCH COUNCIL MEMBERS FOR 2021-2022

Raymond Gallagher (Lay Chair); Denise Gosling and Miles Lawson (Wardens); Wendy Harper and Leif Wilks (lay Readers); David Barker and Ted Land (Deanery Synod Representatives); Margaret Bell; Pat Caunt; Sue Charlton; Alan Graves; Jonathan Keer; Andy Rhodes; Alison Sowden and Chris Taylor.
Co-opted member – Jan Mitchell