



# Parish of St. Peter's Birstall

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## 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 16<sup>th</sup> 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 16<sup>th</sup> 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 31<sup>st</sup> 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**

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## **Report of the Proceedings of the PCC - April 2022**

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

**ELECTORAL ROLL**

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

On the 3<sup>rd</sup>.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 1<sup>st</sup> 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 6<sup>th</sup> 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, Hadyn 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 20<sup>th</sup> 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 vergers, 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 31<sup>st</sup> DECEMBER 2021

### RECEIPTS AND PAYMENTS ACCOUNT

	Note	Unrestricted Funds	Restricted Funds	Endowment Funds	TOTAL 2021	TOTAL 2020
<b>RECEIPTS</b>						
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)	0	32,811		32,811	7,455
		<u>67,451</u>	<u>32,864</u>	<u>0</u>	<u>100,315</u>	<u>61,778</u>
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)	1,154	14,332		15,486	15,443
<b>TOTAL RECEIPTS</b>		<u>80,352</u>	<u>47,261</u>	<u>1,023</u>	<u>128,636</u>	<u>90,827</u>
<b>PAYMENTS</b>						
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)	482	95,649		96,131	19,512
<b>TOTAL PAYMENTS</b>		<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		1,023		(1,023)	0	0
		<u>(2,089)</u>	<u>(48,773)</u>	<u>0</u>	<u>(50,862)</u>	<u>-2,504</u>
Cash at Bank as at 1 January 2021		24,446	58,790		83,236	85,740
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
<b>Cash Funds</b>					
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	4,111			4,111	4,082
	<u>22,357</u>	<u>10,017</u>	<u>0</u>	<u>32,374</u>	<u>83,236</u>
<b>Investment Assets</b>					
Diocese - Chancel Fund Deposit			93	93	93
C of E Investment Fund shares		17,892	74,774	92,666	81,065
	<u>0</u>	<u>17,892</u>	<u>74,867</u>	<u>92,759</u>	<u>81,158</u>
<b>TOTAL ASSETS - see Fund Analysis</b>					
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
<b>RECEIPTS</b>					
a) <b>Collections at Services:</b>					
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) <b>All other Giving/Voluntary Receipts:</b>					
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) <b>Grants Received:</b>					
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) <b>Fund Raising Activities:</b>					
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) <b>Investment Income:</b>					
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) <b>Church Activities:</b>					
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) <b>Sundries:</b>					
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
<b>PAYMENTS</b>					
<b>NOTE</b>					
h) <b>Costs of Fund raising activities:</b>					
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) <b>Mission Giving and Donations:</b>					
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) <b>Mission &amp; Evangelism costs:</b>					
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) <b>Church Running Expenses:</b>					
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) <b>Major Capital Expenses:</b>					
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
<b>Endowment Investment Funds held by the Diocese:</b>					
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
			74,774	1,898	65,414
Chancel Fabric - Deposit	140002207D		93	0	93
<b>Total of Endowment Funds</b>			74,867	1,898	65,507
<b>Restricted Investment Funds held by the PCC:</b>					
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
			17,892	290	15,651
<b>Restricted Cash Funds held by the PCC:</b>					
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
			10,017	0	58,790
<b>Total of Restricted Funds</b>			27,909	290	74,441
<b>Unrestricted Designated Cash Funds held by the PCC:</b>					
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)
			10,551	0	9,181
<b>General Fund held by the PCC:</b>			11,806		15,266
<b>Total of Unrestricted Funds</b>			22,357	0	61,058
<b>Total Assets:</b>					
Endowment Funds			74,867	1,898	65,507
Restricted Funds			27,909	290	74,441
Designated/unrestricted Funds			22,357	0	61,058
			125,133	2,188	201,006

### 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
<b>Frampton Mural</b>				
Movement	1,794	0	580	1,214
<b>Kitchen Renovation Fund</b>				
Movement	2,057	0	0	2,057
<b>Re-Ordering and Maintenance Fund</b>				
Movement	53,140	46,812	95,069	4,883
<b>Sunday School Prize Fund</b>				
Movement	816	65	0	881
<b>Tower Room and Bells Fund</b>				
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

<b>Altar Linen, Carafes &amp; Organ Refurbishment Fund</b>				
Movement	(2,052)	37	0	(2,015)
<b>Flower Festival Fund</b>				
Movement	190	0	0	190
<b>Graveyard Fund</b>				
Movement	7,792	4,562	3,862	8,492
<b>Parish Training Fund</b>				
Movement	2,798	479	0	3,277
<b>St Peter's Playtime Fund</b>				
Movement	498	0	0	498
<b>Tithe Fund</b>				
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>
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# 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

Date

03/04/2022

F. Alan Graves

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