

**The Parish Church of Great Harwood, St Bartholomew and St John**

**ANNUAL VESTRY & ANNUAL PAROCHIAL CHURCH MEETING**

**Thursday 20<sup>th</sup> April 2023 at 7.00pm  
In church**

**AGENDA**

1. Opening Prayers
2. Apologies for absence
3. Minutes of the last meeting, 28<sup>th</sup> April 2022
4. Matters arising from the minutes

**5. ANNUAL VESTRY MEETING**

- a) Election of Churchwardens

**6. ANNUAL PAROCHIAL CHURCH MEETING**

- a) Report on the revision of the Electoral Roll
- b) Election of up to 15 Lay Representatives to Parochial Church Council

**The following report will be available in advance:**

- c) Annual Report and Financial Statements approved by the Parochial Church Council

**The following reports will be available at the meeting:**

- d) Churchwardens' report
- e) Deanery Synod report
- f) Terrier and Inventory (available for consultation on request)
- g) Appointment of Independent Examiner
- h) Safe from Harm Policy and Procedures
- i) Vicar's Remarks
- j) Any Other Business as notified at the beginning of the meeting

## Annual Report of the Parochial Church Council for the year ended 31 December 2022

### Objectives and Activities.

The PCC is aware of the Charity Commission's guidance on public benefit in their publication 'The Advancement of Religion for Public Benefit' and have given regard to it in their administration of the Parish. The PCC believes that, by fulfilling its responsibility to work together with the incumbent, and to co-operate in all matters of concern and importance for the promotion of the whole mission of the Church, pastoral, evangelistic, social and ecumenical, it provides a benefit to the public by –

- o providing resources and facilities for public worship, pastoral care and spiritual, moral and intellectual development, both for its members and for anyone who wishes to benefit from what the Church offers;
- o promoting Christian values, and service by members of the Church in the Parish to its community, to the benefit of individuals and society as a whole.

### THE PARISH

Great Harwood is an ancient market town which prospered as a mill town in the nineteenth century and has developed further with light industry and suburban housing. A chapel-of-ease on the current site was recorded in 1335; the present church, originally known as St Lawrence, is largely 15th-16th Century. It was extended in the 19th century to serve a growing population, and St John's Church (closed in 2007 and now sadly demolished) was built in 1912.

St Bartholomew's is a welcoming congregation with a wide age-range which works with other churches in Great Harwood to serve our town; the Ecumenical Partnership was formed in 2007 to help us work, worship and witness together.

Over the last 12 months we have seen a return to what we would describe as 'normal service' following the covid pandemic. It has been good to see increasing numbers coming to worship and church social events have been able to take place once more – and we hope to build on this further in the coming year. One day I personally enjoyed was the Church BBQ which we held to mark St Bartholomew's Day and it was great to see people of all ages, from all sections of the church fellowship, come together for some fun, food and fellowship!

Despite the good things which have been happening, however, it has not been an easy year for any of us. The invasion of Ukraine and many other factors have ensured that bills and prices have all risen dramatically and finances have been squeezed for everyone. This is especially true for the church as we also saw a drop in income as a direct result of the pandemic and we are yet to fully recover from this. Over this last year the PCC have tried to keep the right balance between ensuring that the ministry of the church continued to expand whilst also trying to reduce costs as much as practically possible. My personal thanks go to all the members of the PCC for their commitment and support during these challenging times.

In October, we held our annual Open Day in Church and I would like to thank all who contributed to the success of that day. A few concerns were later expressed to me that the leaflet which we distributed in the community this year did not directly say that it was going to be a 'Gift Day' and that it might have left people a little confused. The reason for this was because I was not comfortable sending out a request for people to give money to the Church in the middle of a recession and when many families were struggling to even pay their bills. I was not certain that it was the right message to give at that particular time. Hopefully, as things improve for us all over the coming year, we will return to having a formal 'Gift Day' next October. I also feel that, as the Church has been 'eating into' its reserves over the last few years, that the time is coming when we will need to have a full Stewardship Campaign, covering both the financial situation and how we all use our time and energies to further the mission of the church. As you know from my introduction to the annual report last year, myself and the members of the PCC had begun to look at ways to develop our worship and our outreach into the community. Two of the main things which have happened since then have been the introduction of new worship services. Our Sunday 'Breakfast Church' service has replaced the more traditional early service and this has enabled families to have breakfast at church and worship together before moving on to the many sporting activities and family occasions which tend to happen on a Sunday. This has been a great success and we now have a regular attendance at this service of between 25 & 30 people. In addition to this, our 'Saturday Night Mix' event has been introduced and takes place on the first Saturday of each month at Bank Mill House. This is a great way to build relationships with families and people who wouldn't normally attend traditional worship. This is an event with games, activities, food and worship and families from both St Bartholomew & St John's Schools join us for these times together.

Another positive thing is that it appears, at least for the moment, that the on-going saga of the Church Clock has been solved and it finally seems to be working as it should! Mechanisms have been repaired and replaced and the netting which was snagging on the hands has been removed. Also removed were the Pigeons which had nested in part of the mechanism itself and the Tower has been made more secure to stop them from returning in the future.

It has, once again, been a year filled with much sadness as we have said goodbye to a number of long-time members of the fellowship who have died and left huge gaps not only in the lives of their families but in the church fellowship as well. Our thoughts and prayers continue to be with all those who have lost loved ones over this past year.

Although there are many challenges which continue to lay ahead of us in the coming year, I do not doubt that God is moving in this place and there is so much evidence to confirm this. There is a great deal for us to be thankful for in our fellowship and, as I have often spoken about, it is so important that we, as Christians, are able to shine with the light of Christ and bring hope, joy and support to those around us who feel overwhelmed with all that is happening in the world. So many people here work tirelessly to enable the worship and the fellowship to continue and also to take care of our wonderful Church building. I would personally like to thank our Wardens Dick and Tracey, for supporting me in some of the changes that have been introduced to our worship and for helping keep the focus of the PCC on mission and not just maintenance. Thanks once again to Cynthia who has remained faithful in her work as Parish Administrator, ensuring that things are done both timely and efficiently – and for also reminding me of the things I needed to do as well – sometimes more than once!

Thanks also to all those who assist our worship, especially to John and the Choir. Also to those who serve the church through reading Lessons, leading Intercessions or assisting with Communion and to the Sidespeople who ensure people receive a warm welcome into Church. Some people, who have joined the fellowship over the last year, have told me of how welcomed they felt from the moment they first came into Church. It is so important that we all play a part in this essential ministry as, if we don't get that right, we might as well lock the doors and go home. It is also wonderful to see such a vibrant and active Mothers Union who not only provide wonderful fellowship for many but also continue to contribute in so many practical ways to the life of the Church.

There is also so much work which goes on behind the scenes that is essential for the Church to grow – the essential work of the PCC; David and all those who help to keep the Church finances in order; the Baptism Team; Olwen, our Safeguarding Officer, who ensures that the Church not only complies with legal requirements but is also a safe place for anyone who comes here; those on the Walls and Within Committee who, led by Mark, look after the Church building and grounds; those who serve as School Governors in our two wonderful schools. We are still trying to find a couple more governors (one for each school) so please let me know if you can think of someone who would be able to step into that important role. The Events Committee have not met formally this year but I look forward to us being able to build for the future and plan some more times of fun and fellowship in the coming year. Thanks also to those who work in the church grounds and on the Flower Committee and ensure that, both inside and out, the Church reflects the wonder of God's creation; those who maintain our 'on-line' ministry; those who help to clean the Church or serve refreshments. All of this work is greatly appreciated and enriches the life of the whole Church.

Even though the coming year will continue to provide many challenges, both financial and practical, it will also bring many opportunities for us to grow in faith and to share the gospel with people in our Community. As I often say, it is so important that we continue to hold a difficult balance between respecting and treasuring the past, whilst also being able to look forward as a church and to sense where the Spirit of God is leading us. Even though, as we moved out of the pandemic, things began to improve for many people, the dramatic events in the world have ensured that many people still struggle to make ends meet and also with the pressures of everyday life. Many in our community are struggling enormously and it is so important that our focus as a church finds new ways of offering comfort and support to them. As Jesus taught us, the heart of the gospel message is that we follow the example of Christ Jesus Himself and ensure that we love others as He has loved us.

I am looking forward to what lies ahead for us as a fellowship and my comments in the Mission & Vision section of this report will give more information on some of the things we are hoping to develop in the coming year. May God continue to bless you and your families and enable each of you to find the role which you can play in sharing the love of Christ with others and in helping to build the Kingdom of God, here in Great Harwood.

**Revd. Graham Birch,**  
**March 2023**

## **The Year 2022–highlights**

Now that COVID is not as restrictive we are beginning to hold Social Events again. During August a BBQ was held in the Vicarage Gardens and in December Simply Carols, with a Brass Band, and an "Open Mic" evening of Poetry, Prose and Song were held in Church.

In 2023 more events are being planned with the return of our successful "Race Night"

## Mission and Vision

It is nice, coming to write this part of the annual report to be able to see that we have moved forward with most of the objectives which we set in last year's report.

We have been able to return to a more 'normal' main service on a Sunday and now have full distribution of the elements during Holy Communion, whilst also giving the opportunity for people to just receive the wafer if they prefer.

We have introduced our 'Breakfast Church' service at 8.30am each Sunday and this has been a great success with many people and families finding this a good way for them to worship together and have a time of fellowship. I want to thank all the extra volunteers who have been faithful in coming to church early on Sunday mornings to make drinks and serve breakfast when they could have been having an extra hour in bed at home! Many of those who come to this new service are very appreciative of it and of how it allows them to worship together as a family before setting off on busy days of sport or visiting their families.

We have also started a monthly family event, based at Bank Mill House, where families can come together for some games, crafts, food and worship. Attendance has varied greatly at this over the year but it is something which I feel is worth continuing with and I hope to develop it a little more this year with the use of more technology which could enhance the worship and some of the games. Parents and children from both of our Church Schools have been attending these events – many of who would not come to worship in Church – and I think it is a great way of building relationships with them in an informal setting. Thanks once again to all the church volunteers who have helped me in putting these events together.

Targets for the coming year will be:

- 1) To apply for a grant to enable us to revamp the Church extension area as this is now looking very 'tired' and needs a lot of work. As we are using this area much more for food preparation and group meetings, it really does need improving. Although we are restricted in what we can actually do, due to the limited space available to us, we hope to fit new kitchen units, new flooring and lighting and also decorate it to make it a lighter and much more pleasant area to be in;
- 2) To continue to develop our new services and to build on the work that has been done over the last year;
- 3) To re-form our Church Worship Group to look at how we can enhance our regular worship and provide new services for special events;
- 4) Following on from our Advent and Lenten study groups, we are hoping to hold more regular Bible Studies with a balance of studying passages of the Bible in more detail whilst also discussing and reflecting on some of the 'major (and sometimes controversial) issues' that are facing the Church as a whole;
- 5) Plan into our diary more Church social events where we can share fellowship together;
- 6) Make preparations for a full Stewardship Campaign later in the year.

I know that many of us were hoping that this last year would have seen us put behind all the struggles due to the pandemic and that things would move in a more positive direction. The invasion of Ukraine and many other factors beyond our control have ensured, however, that it has continued to be another year of struggle for many people. In a world where there is so much bad news and darkness surrounding us, it is so important that we do what we can to bring light and hope to those around us.

As I am writing these words, we are just about to celebrate the most amazing day in the whole Church year – the wonderful celebration of our Lord Jesus rising from the dead and winning the final victory over sin and death once and for all time. It is regularly reflecting on this wondrous event and reminding ourselves of just how incredible is the love of God, which will give us strength to continue to shine even when there is much darkness around us. Just before Jesus ascended back to His Father's side in heaven, He instructed His disciples to go and proclaim the gospel to all people and that same command comes to each of us today. Although I have been writing a little about how I hope the Church will move forward in the coming year, the greatest resource we have as a fellowship is the people of God who worship here. Mission isn't just for the Vicar and the PCC to consider but it is something which should be at the heart of all we do as Christians.

In the coming year, I ask each of you also to prayerfully consider what God is asking you to do to enable His love to reach out to more people in this community. Set yourself a little target and pray that God will give you the strength to enable you to complete it – He has already given you the gifts and talents that you need! Do not be overcome by evil but pray that the glorious light of God will transform even the darkest places in the world and may the victory which is ours in Christ be something that enriches our lives and strengthens us in His service.

**Revd Graham Birch**  
**March 2023**

## RESOURCES

- **Stewardship** needs revisiting as the church is still dependent on legacy income (for which we are most grateful →) to be able to maintain the building; Regular giving has declined, which may be connected with reduced attendance after Covid.
- We record our particular thanks to all who have stepped down, and our gratitude to the many volunteers who contribute their time, skills and resources to enable the life, worship and outreach of the parish to flourish

## THE PAROCHIAL CHURCH COUNCIL

### Business During the Last Year

Since the last APCM held in April 2022, the PCC has met a total of 10 times in Church with Rev Graham Birch as the Chair.

### Church Maintenance/Spending

- The clock has worked on and off throughout the year with many different issues. Each of these has been resolved with no further cost.
- Hope Street Cemetery wall has been repaired and plans are being made to try to involve the community in its upkeep.
- There was a break-in to the vestry in October. Nothing of value was stolen. The alarm system has had some improvements since, and the PCC agreed to a cost of £180 for an ongoing alarm maintenance contract.
- The PCC approved the cost of two new tables for the breakfast club and two small amounts to help local families in need.
- Plans are currently being drawn up to renovate the extension and a matched funding grant from the Diocese is being applied for to assist.
- A Health and Safety inspection has been completed and the actions from this will be addressed throughout the coming year.

### Changes in PCC appointed positions

Over the last year the PCC reappointed Louise Howarth as a foundation governor at St John's and Brenda Anthony at St Bartholomew's. Pauline Russell and Mohammed Shazad were also appointed as new governors at St John's. A new Deputy Head has also been appointed at St John's.

### Other Matters Discussed

- **Stewardship Campaign:** It was decided that now was not the right time for a Stewardship campaign, but ideas would continue to be discussed.
- **Safeguarding:** There is a new safeguarding hub on the Diocese website with details of PCC members' training. The Safeguarding Officer role profile was signed off by the PCC as well as Action Plans level 2 and 3. The Safer Recruitment Policy was also signed off by the PCC.
- **Church Worship:** There has been the introduction of the new 8.30am Breakfast Service and a monthly Saturday Night Mix from 4.30pm-6.00pm which includes games and food. Both have been successful in drawing families back to the church. There has been a rise in congregation numbers throughout the year, but this has been slow and is still not back to Pre-covid levels.
- **Events:** Other events throughout the year have included The Town Charter Fair where the church made £250 on their stalls, the Vicarage Garden Party, a Christmas Meal at Churchfield House, an Open Mic night and Simply Carols with a brass band.

## FINANCIAL REVIEW

This has been another challenging year. At the end of December 2022, the parish share was paid in full, the General Fund showed an excess of expenditure over income of £19,676. Gift Aid refund from HMRC was £6544.

We must increase our income year on year to preserve our church and maintain its mission for years to come.

## **Risk Assessment.**

The PCC recognises that in relation to 'Risk Assessment', risk is defined as 'the threat of any action or event which will adversely affect an organisation's ability to achieve its objectives and execute its strategies'. It also accepts that the term 'risk' can include any circumstances that may, or do, have an adverse effect, and is wider than financial matters. 'Risks' relate not only to the negative consequences of a threat, but also to the impact of not taking advantage of opportunities.

The PCC recognises it requires a practical Health and Safety Policy covering activities for the church, the churchyard and the Hope Street Burial Ground. This is reviewed on a regular basis. An Accident Book is maintained.

The contents and obligations of the Equality Act 2010 and the and the 2019 Data Protection Regulation are known and complied with to the best of the PCC's ability. The PCC is aware of its responsibilities in respect of the Regulatory Reform (Fire Safety) Order 2005 in its requirement to carry out a fire assessment to identify any possible dangers and risks, to take action to minimise the risks and to create a plan to deal with any emergencies, and also to write up and keep a record of its findings and to review its assessment annually. The PCC has appointed Mr David Bond to be the responsible person to put these things into operation.

There are Safeguarding Policies in place and the Safeguarding Officer is Mrs Olwen Sudders. DBS checks have been carried out in respect of all persons dealing regularly with young people and vulnerable adults. Whilst it is impossible to eliminate all risks and their consequences, efforts are constantly made to minimise such occurrences.

## **Reserves Policy.**

The PCC has reviewed its policy and, conscious of the current financial situation of the parish will seek to maintain at all times sufficient liquid funds to satisfy three months general expenditure at any one time whilst seeking to hold in reserve all surplus funds on interest bearing safe deposit accounts such as offered by the CBF.

**Membership and Attendance**

	2019	2020	2021	2022
Number on the Electoral Roll at the APCM	195	191	190	184

<b>Quiet Common Sun (Now Breakfast Comm)</b>	1364	286	0	594
Celebration Communion on Sunday	4054	1689	2331	2707
Quiet Communion on Wednesday	1103	436	277	481
	<b>6521</b>	<b>2411</b>	<b>2608</b>	<b>3782</b>

This is split as follows:

Adults	5588	1921	2305	3350
Young people under 16	933	490	243	432

The attendance at quiet communion on Wednesday includes those who have also attended a Sunday service. The average weekly attendance at all services, without double counting these individuals, was:

Adults	96	15	43	65
Young people under 16	17	6	5	8
	<b>113</b>	<b>21</b>	<b>48</b>	<b>73</b>

Attendance at other services and groups:

Pram Service (monthly)	143	0	0	161
Saturday Mix at Bankmill House	0	0		89

Attendance at Easter and Christmas:

Easter Day	178	0	68	109
Christmas including Crib Service and Roaming Nativity	472	48	76	106

Total attendance at other holy day and special services held at the church was:

Other holy day and special services	366	126	165	92
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Communicants throughout the year at the main services

Quiet Communion on Sunday	1260	284	0	358
Communion on Sunday	2350	1040	1901	2253
Quiet Communion on Wednesday	957	174	150	481
	<b>4567</b>	<b>1498</b>	<b>2051</b>	<b>3092</b>

Holy communion is also taken on a monthly basis to a number of individuals in their homes and to nursing homes and sheltered accommodation for the elderly.

Home communicants	196	29	2	21
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Occasional Offices (celebrations of life events)

Baptisms	27	2	14	28
Candidates presented for Confirmation	0	0	8	0
Weddings	9	0	3	7
Dedication of/Thanksgiving for a Marriage	NIL	0	0	1
Funerals/Memorial Service, of which 15 (2021 :11) began with a service in church	23	22	26	24

## Administrative Information

St Bartholomew's Church is situated on Church Lane, Great Harwood. It is part of the Diocese of Blackburn within the Church of England. The correspondence address is The Vicarage, Church Lane, Great Harwood BB6 7PU.

The Parochial Church Council is a body corporate under section 3 of the Parochial Church Councils (Powers) Measure 1965 and is a charity registered with the Charity Commission (no.1136334).

PCC members who have served from 20<sup>th</sup> May 2022 until the date this report was approved are:

Clergy	Revd Graham Birch, vicar (Chair)	
Church Wardens	Mr Richard Ferley (Vice Chair) To APCM May 2023	
	Mrs. Tracey Williams (Vice Chair) to APCM May 2023	
Representatives on the Whalley Deanery Synod	Mr Mark Exton	To APCM July 2023
	Mrs. Rachel Shovelton	To APCM July 2023
Elected Members	Mrs Jennifer Entwistle	From APCM 2018
	Mrs Karen Exton	From APCM 2016
	Mrs Janet Hall	From APCM 2015
	Mr David Heaton	(Treasurer)
	Mrs Maxine Houldsworth	From APCM 2015
	Mrs Margaret Ogden	From APCM 2018
	Mrs Cynthia Parkinson	From APCM 2014
	Mrs Denise Sheriff	From APCM 2021
	Mrs. Olwen Sudders	From APCM 2017 (Safeguarding Officer)
	Mr. Ross Shekleton	From APCM 2021
	Mr. Les Kilsby	From APCM 2021
	Mrs. Joyce Miller	From APCM 2022
In attendance	Mrs Lucy Bell (Secretary)	From APCM Oct 2020

## Structure, governance and management.

The method of appointment of PCC members is set out in the Church Representation Rules 2020. All church attenders are encouraged to register on the Electoral Roll and stand for election to the PCC. The Standing Committee is the only committee to be in place by church law. It has the power to transact the business of the PCC between meetings, subject to ratification by the PCC. Its members were the Vicar and Churchwardens together with Mark Exton and Margaret Ogden. The committee have not met during the year. It is considered that all PCC members and any others who could be understood to be 'managers' in the activities and affairs of the Parish of St. Bartholomew and St. John Great Harwood are deemed to be 'fit and proper' persons under the terms of the Finance Act 2010. In service training is available to PCC Members as and when required.

Approved by the PCC at its meeting on 16<sup>th</sup> March 2023 and signed on their behalf by



Vicar and Chair of the Parochial Church Council

**ST BARTHOLOMEW'S & ST JOHN'S CHURCH**  
**FINANCIAL STATEMENTS FOR THE YEAR ENDING 31ST DECEMBER 2022**

GENERAL FUND	UNRESTRICTED	2022	2022	2021	2021
		£	£	£	£
<b><u>RECEIPTS</u></b>					
<b>VOLUNTARY GIVING</b>					
GRANT (energy)		1787		NIL	
LEGACIES		NIL		51470	
PLEDGES		12138		14196	
OPEN COLLECTION		2637		1059	
STANDING ORDERS		11459		9777	
GIFT DAY		1635		3750	
GIFT AIDED REFUND (hmrc)		6544		5910	
SUMUP (card donations)		1906		655	
			38106		86817
<b>OTHER VOLUNTARY RECEIPTS</b>					
DONATIONS INC GIFT AID ENVELOPES		4158		4544	
			4158		4544
<b>RECEIPTS FROM CHURCH ACTIVITIES</b>					
PCC (INC ASSIGNED FEES)		12696		9584	
			12696		9584
<b>RECEIPTS FROM INVESTMENTS</b>					
DIVIDENDS (outstanding 229) +605=834		605		807	
BANK INTEREST		12		4	
			617		811
<b>TOTAL RECEIPTS</b>			55577		101756

<b>PAYMENTS</b>	<b>2022</b>	<b>2022</b>	<b>2021</b>	<b>2021</b>
<b>GRANTS</b>				
BARCHESTER	1573		1573	
				1573
<b>CHURCH ACTIVITIES</b>		1573		
DIOCESAN PARISH SHARE				
(1158+40339=41497) 2021			40339	
(1017+44592=45609) 2022	44592			
DIOCESAN FEES	5009		4542	
CHURCH RUNNING COSTS	4463		3150	
WEDDING & FUNERAL COSTS	2460		2005	
INSURANCE	4070		3869	
GAS	1908		1650	
ELECTRICITY	1813		620	
WATER	449		214	
PHONE & INTERNET	354		284	
WEBSITE & MANAGEMENT	660		660	
VICARAGE EXPENSES (COUNCIL TAX & WATER)	4014		3911	
VICARS				
EXPENSES	721		899	
CHURCH MAINTENANCE	1632		3501	
PURCHASE OF FLOWERS	260		417	
VISITING VICARS FEES	175		288	
		72580		66349
<b>CHURCH MANAGEMENT &amp; ADMINISTRATION</b>				
CHURCH ADMINISTRATION & HONORARIUM	1000		1000	
INDEPENDENT EXAMINATION	100		100	
		1100		1100
<b>TOTAL PAYMENTS</b>		75253		69022
EXCESS OF RECEIPTS OVER				
PAYMENTS		-19676		32734
BANK ACCOUNTS AT 1ST JANUARY 2022		68722		35988
BANK ACCOUNTS AT 31ST DECEMBER 2022		49046		68722

# Statement of Assets and Liabilities as at 31st December 2022

	General Fund Unrest	Walsh Bequest Restr	Parish M.F. Restr	Holyie Legacy Restr	Total 2022 £	Total 2021 £
Monetary Assets.	£	£	£	£		
Barclays	36372				36372	56665
Barclays	12674				12674	12057
D of B		20341			20341	23041
D of B			4563		4563	5169
D of B				3118	3118	3531
Total	49046	20341	4563	3118	77068	100463

Debtors  
Creditors

Non-monetary assets

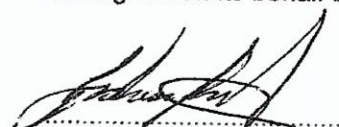
Notes:

1. The Walsh Bequest consists of 985 shares in the CBF investment fund.
2. The Parish Memorial Fund consists of 221 shares in the CBF investment fund.
3. The Hoyle Legacy consists of 151 shares in the CBF investment fund.
4. The financial statements of the PCC have been prepared in accordance with the Church Accounting Regulations 2006 using the Receipts and Payments basis.
5. The following assets are recognised but not necessarily valued in the Statement of Assets and Liabilities : moveable church furnishings held by church wardens on special trust for the PCC and which require a faculty of disposal.
6. The expenses paid to clergy may include a small immaterial proportion which relates to their function as PCC members. No payments were made to PCC members for acting as PCC members.

Approved by the PCC at its meeting on

And signed on its behalf by

23rd February 2023



**Accounting Policies for the P.C.C. of the Parish of  
Great Harwood, St. Barnolomew and St. John.**

The financial statements of the P.C.C. have been prepared in accordance with the Church Accounting Regulations 2006 using the R & P basis.

**Funds.**

General funds represent the funds of the P.C.C. that are not subject to any special restrictions regarding their use and are available for application to the general purposes of the P.C.C. These include funds designated for a particular purpose by the P.C.C.

The accounts include monetary transactions, assets and liabilities for which the P.C.C. can be held responsible.

They do not include the accounts of other Church groups that owe an affiliation to another body, nor those that are informal gatherings of Church members.

Subject to the above, receipts and payments include income as received and expenditure when irrevocably paid.

**Statement of Assets and Liabilities.**

The following assets are recognized but not necessarily valued in the Statement of Assets and Liabilities:

Movable church furnishings held by the churchwardens on special trust for the P.C.C. and which require a faculty for disposal.

Land and buildings held on behalf of the P.C.C.

Other fixtures, fittings and office equipment where the P.C.C. is free to dispose of such assets without faculty and where the original cost exceeded £1,000.

Investments held beneficially by the P.C.C.

The following assets are recognized and a monetary value given as part of the description in the Statement of Assets and Liabilities:

Amounts owing from the Inland Revenue where a formal claim has been made.

Any other amounts owing to the P.C.C. including church hall lettings and insurance claims.

Legacies where formal notification of entitlement and amount has been received by 31<sup>st</sup> December by the P.C.C.

Closing bank balances as shown in the receipts and payment account.

The following liabilities are recognized in the Statement of Assets and Liabilities:

Any loans or overdrafts advanced to the P.C.C.

Any arrears of Diocesan Parish Share

Creditors for goods or services where the supply has been received and invoiced by 31<sup>st</sup> December.

ACIE PCC CC32

Address 15 Carleton Road, Great Knowley, Chorley PR6 8TQ

Fellow Association of Charity Independent Examiners.

Signed. Name Revd. A. A. Clements  
Date 18<sup>th</sup> April 2023.

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

the accounts do not accord to the accounting records.  
accounting records were not kept in accordance with section 130 of the Charities Act, or  
cause to believe that in any material respect:  
In connection with my examination, no material matter has come to my attention which gives me

**Independent examiner's statement.**

statement below.  
accounts present a 'true and fair' view and the report is limited to those matters set out in the  
that would be required for an audit, and consequently no opinion is given as to whether the  
the trustees concerning such matters. The procedures undertaken do not provide all the evidence  
consideration of any unusual items or disclosures in the accounts, and seeking explanations from  
charity and a comparison of the accounts presented with these records. It also includes  
P.C.C.), 5<sup>th</sup> edition). An examination includes a review of the accounting records kept by the  
Commission and the guidance published in PCC Accountability (The Charities Act 2011 and the  
My examination was carried out in accordance with the general Directions given by the Charity  
**Basis of the Independent Examiner's statement.**

to state whether particular matters have come to my attention.  
Commission (under section 142(2)(b) of the Charities Act, and  
to follow the procedures laid down in the general Directions given by the Charity  
examine the accounts under section 142 of the Charities Act  
It is my responsibility to:

144 of the Charities Act 2011 (the Charities Act) and that an independent examination is needed.  
accounts. The charity's trustees consider that an audit is not required for the year under section  
The P.C.C. members acting as the charity's trustees are responsible for the preparation of the  
**Respective responsibilities of the P.C.C. and the examiner.**

Charity no. 1136334.

ending 31<sup>st</sup> December 2022 as set out on pages eight to ten of this Report.  
Harwood in respect of the Financial Statements of the P.C.C. for the year  
members of the P.C.C. of the Parish of St. Bartholomew and St. John Great  
Independent Examiner's unqualified report to the C. of E. P.C.C.'s 2018.

**The Parish Church of Great Harwood, St Bartholomew and St John**  
**ANNUAL VESTRY & ANNUAL PAROCHIAL CHURCH MEETING**  
**Thursday 28<sup>th</sup> April 2022 at 7.30pm in Church**

**Present:** Revd Graham Birch, Margaret Ogden, Kay Whitney, Margaret Mallalieu, David Bond, Joan Bond, Les Kilsby, Brenda Humphrey, David Heaton, Mark Exton, Karen Exton, Keith Sudders, Olwen Sudders, Denise Sheriff, John Sheriff, Tracey Williams, Richard Ferley, Doreen Chadwick, Cynthia Parkinson, Lucy Bell

1. **Opening Prayers** by Revd Graham Birch
2. **Apologies for absence:** Joan Bartrum, Christine Heaton, Jennifer Heaton, Bill Humphreys, Gary Bond, Maxine Houldsworth, Janet Hall, Janis Wildeman
3. **Minutes of the last APCM meeting held on 20<sup>th</sup> May 2021:** Proposed as a true record. Agreed unanimously and signed.
4. **Matters arising from the minutes:** There were no matters arising
5. **ANNUAL VESTRY MEETING:**
  - a. **Election of Church Wardens:** There were two nominations, Richard Ferley and Tracey Williams. Both unanimously elected and uncontested.
6. **ANNUAL PAROCHIAL CHURCH MEETING**
  - a. **Report on the revision of the Electoral Roll:** David Heaton gave the report on behalf of the Electoral Roll Officer Jennifer Entwistle. There are 199 members on this year's Electoral Role. Over the year 3 members have deceased and 2 new members have been added.
  - b. **Election of the Parochial Church Council:** There were 15 proposed and accepted nominations for the Parochial Church Council. They are Rachel Shovelton, Olwen Sudders, Karen Exton, Maxine Houldsworth, Janet Hall, Les Kilsby, Jennifer Entwistle, Ross Shekleton, Cynthia Parkinson, David Heaton, Tracey Williams, Margaret Ogden, Lauren Yates, Joyce Miller, Denise Sheriff.
  - c. **Annual Report and Financial Statement:** This has been approved by the PCC and Independent examiner. David Heaton read through the report. Due to a large legacy there was an increase of £32,734 in the funds over the year. There were no questions or comments. Graham thanked David for his help with the finances. Graham reiterated that we needed to maximise income in the coming year.
  - d. **Church Wardens Report:** There was nothing to report.
  - e. **Deanery Synod Report:** Mark Exton reported that the last meeting was in November 2020 so there was nothing to report since the last APCM. Mark Exton is to continue with his place on the Deanery Synod, but there is still one spare place. If anyone is interested they should speak to Graham or Mark.
  - f. **Terrier and Inventory:** The Church log is available to see at any time. Joyce has checked everything is correct. There were no further comments or questions.

- g. **Appointment of Independent Advisor:** Alan Clements is willing to continue being the Independent Examiner.
- h. **Safe from Harm Policy and Procedure:** Olwen stated that there wasn't a lot to report as things had still been quiet due to the pandemic. Some of the PCC members were due DBS checks. There are going to be some changes to the DBS checks and Olwen is soon to attend a meeting regarding this. Most of the PCC have now completed their Safeguarding training. No groups have started up yet but when they do risk assessments will need to be completed. Olwen mentioned that it would be good to have a second Safeguarding Officer. It was noted that the Risk Assessment section in the Annual Report still had David Bond's name in. This is to be reviewed. It was mentioned that Mother's Union do not have a risk assessment. Graham said that himself and Olwen would bring round a generic template and help set one up. All risk assessments for the building needed to be checked and updated if necessary.
- i. **Vicar's remarks:** One of the best things of the last year has been a gradual return to a normal pattern of worship as we have begun to move forward following all the various Covid restrictions. Although we need to be very aware that the pandemic is not yet over, I feel that the main focus for the coming year will be for us to move forward as a church as we try to make new links with people in our community.

Some of the concerns I mentioned last year regarding the finances of the church have been eased through a generous bequest and we are seeing an increase in our general giving as more people are returning to worship, we also have to consider the best ways of increasing our income and reducing our costs over the next few years.

Some of the practical arrangements for the times of worship which were stopped during Covid will be reintroduced, such as the practice of the Sidespeople processing the donations after the 10.00am service. We will also be re-introducing the Chalice at each of our Communion Services, for those who wish to receive it as the trials of this over the last few weeks have been well received.

We have continued to see an increase in the number of people booking their children in for Christenings, or themselves for Weddings, which not only help towards the accounts but also give us many opportunities to build relationship with new people in our community.

I know that many people have asked the question "When will everything be back to normal?" and, whilst I can understand their concerns, I also feel that this is a time for moving forward and not backwards. One of the ways in which I feel we need to do this is in terms of our Pattern of Worship.

With the support of the newly formed PCC there are a few things which I would like to trial in the coming year;

- Reintroduce an earlier Communion Service at 8.30am. Rather than this being the same as the 10.00am service without hymns (as it used to be), I would like to try a more relaxed 'Café style' service which could also provide a simple breakfast for people as well as them receiving communion. The main reason for this is the difficulty that many parents have attending Church due to the sporting commitments of their children on a Sunday. The hope is that this would enable people to still come to worship and something to eat before continuing on to their sporting activities;

- Linked with the above will also be the introduction of a Saturday Evening Family Service, most likely based at Bank Mill House. This will begin once a month and will be a development of the Lighthouse Service which we used to have once a month in Church. The benefit of this to the existing congregation is that it will mean that we can ensure that there will always be a traditional Communion Service at 10.00am rather than some regular worshippers 'missing-out' whenever we held the Lighthouse Service at 10.00am.

As well as the changes to the worship, we will also be having a lot more social events throughout the year, with celebrations for the Queen's Jubilee; a Garden Party for St Bartholomew's Day; a welcome return of the Race Night and many other things to help us all to re-connect with one another.

As usual, there are so many people to thank for all their hard work in ensuring that this wonderful place of worship is a safe space for all who enter into it and that the building and grounds are always looking so special. Too many to mention individually, but special thanks to those who help to lead our worship in various ways; to all those who work so hard behind the scenes helping with the finance; the secretarial tasks; the maintenance; the sidespeople; the Mothers Union; the gardeners and flower group; St Barts Tots; those involved with Baptism families and in helping people prepare for their Wedding; and all the uniformed groups.

A special mention, as always, has to go to the Church Wardens. This is a difficult job at the best of times and has been increasingly challenging for them over the last few years with all the changing requirements due to Covid restrictions and the resulting discontent amongst the congregation. Joyce and Dick have been a great support to me and we would not have been able to move forward as much as we have without their dedication.

A particularly special mention this year has to go to Joyce who is stepping down after a total of 13 years' service as Warden. As well as being someone totally committed to the Church, even despite great personal hardships, Joyce was also one of the main people who made Jacqui and myself feel so welcomed into the Church fellowship when we first moved here. I know that she will be continuing to support the Mission here at St Barts in so many ways, but I also know that 'stepping back' from being a Warden will not be an easy thing for her. As well as my heartfelt thanks I would also like to ask you to continue to pray for Joyce as she adjusts to her new role in the Church fellowship – whatever form that may take!

Often, after a time of struggle, God pours out His blessing on His people, and I firmly believe that this will be the case here at St Barts. If we can together continue to seek God's guidance and look for ways that we can be a blessing to the people in our community, then I do not doubt that the fellowship will grow in both numbers and in spirituality and we will see God's Spirit moving among us in many ways. I am looking forward with genuine excitement to the future that God has in store for us all!

- j. **Any other business:** Graham was asked, now that communion was being held at the front of church, whether there could be some sort of order to the way people go up and then back to their seats. A one way system was suggested and the use of sidespersons to assist.

## St Bartholomew and St John's Mothers' Union

The theme for MU in 2022 was The Time for Transformation is Now. Time moved us on from the difficulties of the Covid pandemic of 2020 and 2021 as we were finally able to meet as normal throughout 2022 with a full diary of activities.

MU members helped with welcoming couples to the church Wedding Welcome event held in March by providing breakfast in the form of coffee and pastries. It is always lovely to host this event where couples are able to meet with the vicar, the organist and the flower committee to help with the finer details of their wedding preparations in church.

MU members of the Baptism Team helped with preparation and baptism throughout the year and in sending of Baptismal Anniversary cards inviting children and their parents or guardians to St Barts Tots group.

Our charitable giving within the branch continued. During Lent we collected money from our jars for our usual Lent collection for MU charities. In June we held our annual Beetle Drive in aid of the AFIA caravan. The caravan provides holidays for those in need of a break and the money we raise helps in funding this important facility. Those who attend welcome the chance to take a well needed holiday. In June we had a stall at the Gt Harwood Platinum Street Party, held to celebrate Her Majesty Queen Elizabeth's Platinum Jubilee. Although the weather was unseasonably cold we managed to raise funds for church and MU Charities. In October, following a visit and a talk by Mrs Gill Ireland, our Diocesan MU President about the ongoing work with women prisoners, we collected a large range of toiletries and other items that were then distributed to women when they leave prison to reside in Edith Rigby House operated by the Probation Service. Our continued help with charities such as this is always gratefully appreciated.

Our social events included lunch at Churchfield House in July, rather than an outing. This was extremely enjoyable and made a lovely alternative to our usual coach trip. We held our annual Walk to Whalley in August finishing with lunch at Tastebuds. Those who found the walking more difficult joined us for this enjoyable get together. In December we

gathered at the Calf's Head in Worston for our annual Christmas lunch and small prizes were given to those with lucky raffle tickets.

It is with great sadness that we have said our final goodbyes to three loyal and faithful members of our MU branch this year: Mrs Sheila Beaumont, Mrs Joan Bartram and Mrs Maureen Harrison. Our guards of honour and floral tributes were received with much appreciation by all their families. All three funerals reflected their lifelong commitment to Mothers' Union and they will be greatly missed by us all.

Our branch had a number of interesting speakers in 2022. Eddie Adams gave a 'Talk the Walk' which was all about his amazing pilgrimage to the Camino de Santiago in Spain. In April Gill Ireland, the MU Diocesan President gave a talk about her work in Prisons. In May we welcomed Elana Roma, from the Lancashire Refugee Integration Team, who informed us about the process for re-homing people from Ukraine. We held a Quiet Communion Service in September which was lead by Reverend Graham Birch. October's meeting was our annual Wave of Prayer when, along with other MU Branches, prayers are offered to the MU Branches around the world. Yvonne Pinder came along in November and demonstrated how she makes her 'Pinny Pots' from paper napkins. She also had some pots on sale and she donated a special plant pot that she'd made especially with 'St Bartholomew & St John's MU inscribed on the side. This was later raffled during our December Christmas meal held at the Calf's Head. Our final Christmas meeting was very festive. The Christmas table was laid out with crackers and hats and Norma Roe kindly provided the festive food in celebration of her special birthday.

This was another great year at St Bartholomew and St John's MU full of fellowship, frivolity and fun. Everyone is welcome to come and join any of our meetings as a visitor. Just take a look at our agenda on the church notice board inside church or speak to Kay Whitney, the Branch Leader, who will happily answer any questions.

Although we are an active MU branch we are also an aging one. It is with great sadness that having served as Branch Leader for over 7 years (3 is the norm!) and to family commitments Kay will be stepping down from her role as Branch Leader at the end of 2023. We have been actively seeking a replacement from within the branch. Sadly no one feels able to take on this role so we put out this request to the whole of our church community that if you feel you could step into the breach please contact Kay.

# Churchwarden's Report

This is the end of Tracey's first year as Churchwarden. It's been a year of getting things back to a new normal: communion services as they were, a few social events such as the vicarage BBQ, which was a great success, gift day and Christmas services. All went well.

Breakfast service is going from strength to strength and Saturday mix is thriving.

Our thanks must be given to Graham for his service to the church. And to all the people in the background who put time, effort, care and love into the work they do for the church, we give a massive thank you.

At this time there is an overhaul of Health and Safety being done and fire regulations are being updated.

All the PCC are endeavouring to complete competencies set by the diocese.

It's been a year of learning and I believe I'm getting the hang of it; like a toddler I can now walk in Jesus' footsteps.

The hard work could be seen in church on Easter Sunday with a beautifully decorated church and full congregation. Long may it continue with the help of God.

Tracey and Dick