THE PAROCHIAL CHURCH COUNCIL OF THE ECCLESIASTICAL PARISH OF ST. CUTHBERT'S, BIRKBY

England & Wales · Charity number 1145033

Details

Other names	ST. CUTHBERT'S CHURCH, BIRKBY
Status	Registered
Legal form	Previously excepted
Registered	2011-12-13
Register	View on the Charity Commission register

Contact

Address	22 Marten Grove Huddersfield HD4 7JU
Phone	01484559461
Email	enquiries@stcuthbertsbirkby.org.uk
Website	www.stcuthbertsbirkby.org.uk

Activities

Objects: PROMOTING IN THE ECCLESIASTICAL PARISH THE WHOLE MISSION OF THE CHURCH.

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Classification

- **How:** Makes Grants To Organisations, Provides Buildings/facilities/open Space, Provides Services
- **What:** Religious Activities
- **Who:** The General Public/mankind

Geography

- Kirklees

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Finances

Period end	Income	Expenditure	Assets	Employees
2024-12-31	-	-	-	-
2023-12-31	£33,197	£36,663	-	-
2022-12-31	£39,344	£43,245	-	-
2021-12-31	£57,687	£66,674	-	-
2020-12-31	£42,119	£41,303	-	-
2019-12-31	£58,938	£60,023	-	-

Trustees

Name	Role	Appointed
Rev JOANNE PATRICIA HUSTWICK	Chair	2017-03-20
DOROTHY LEECH		2013-04-01
Jill Rose Dodd		2016-04-16
John Morley		2021-04-17

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THE PAROCHIAL CHURCH COUNCIL OF THE ECCLESIASTICAL PARISH OF ST. CUTHBERT'S, BIRKBY

England & Wales - Charity number 1145033

Accounts

The Parish Church of St Cuthbert
Birkby Huddersfield

Church & Community under one Roof

Annual Meeting of Parishioners
and
Annual Parochial Church Meeting

Saturday 11th May 2024

10.00am

Registered Charity No. 1145033

A MESSAGE FROM THE VICAR

APCM VICAR'S REPORT FOR APCM IN APRIL 2024

In the autumn of 2023 a group of people from both churches committed ourselves to attending a course in Bradford called Personal Growth and Leadership. The course looks at different 'laws' in order to better understand how we might grow in our own leadership qualities and transfer that growth into our churches. One of the first laws we encountered was the 'Law of Intentionality'. This law teaches us that growth just doesn't happen and we need to develop a sense of priority in order to achieve the hopes of a thriving and flourishing church that is filled with confident Christians who are equipped and able to serve others in God's name.

As the course came to an end we met as a group to make decisions about what it was we would like to see most in the dream church of 5 years' time. The conclusion we reached was we should aim at growing both younger from our starting point of now downwards and also developing more services and events for families, children and young people. Neither of these will happen overnight and if we don't consider the hope we hold intentionally now then it will never happen.

In order to realise our hopes and share our hopes with the wider church and community here in Birkby we must all be willing to play a part. It is at this point we recognise the gifts and skills we have and identify which of those we are possibly able to offer in the journey. So many faithful people have over the years served St Cuthbert's in so many roles and ways I could write a book not a report. I recognise the frailty and weariness of these past times of service in myself as well as others. So many face challenges and yet we meet weekly to praise God, hear his word and pray for the church, the world and ourselves.

When we meet to together we are celebrating God's love and his call in our lives, when we leave that time together we go into the world carrying his love for all people with us. Surely an expression of that task is to share, to tell, to serve and to invite people to join us as we celebrate. I would love to think that as we seek to raise funds and the energy to install new heating and serve our community we can learn and discover new ways of living together in our world at this time. In other words we could become intentional about growing and seek to put that thought first in all the things we plan and do.

The PCC will always welcome ideas from others of new events and services we can consider and offer in our dream of being all we are and all we are called to be. Please hold St Cuthbert's and the dream of growth in your prayers and when you hear God offering guidance please share it widely as he will always be faithful and provide.

REV JOANNE HUSTWICK
VICAR

ANNUAL MEETING OF PARISHIONERS

Those on the Electoral Roll of St Cuthbert's Church and residents in the parish, whose names are on the Local Government Register of Electors, may vote at this meeting.

AGENDA

1. Election of a Clerk to the Meeting
2. Apologies for absence
3. Minutes of last year's meeting held on Sunday 16th April 2023
4. Matters arising from the minutes
5. Election of Church Wardens

ANNUAL MEETING OF PARISHIONERS ON SUNDAY 16th APRIL 2023

Chair Rev Joanne Hustwick

Present There were 26 members of the congregation present (25 adults and 1 child).

Rev Joanne opened the meeting with a prayer.

1 ELECTION OF A CLERK TO THE MEETING

Rev Joanne proposed that Sarah Ratcliffe was elected to clerk the meeting.

This was agreed by all persons present at the meeting.

2 APOLOGIES FOR ABSENCE

Jane Chesman, Paul Whittaker and Joy Binns.

3 MINUTES OF THE MEETING HELD ON SATURDAY 30TH APRIL 2022

Approval was requested that the Minutes of the Annual Meeting of Parishioners held on Saturday 30th April 2022 were a true record of the meeting.

With the exception that Gill Cheal's surname was corrected to Cheal and not Cheale as proposer for the Church Warden.

Proposed Jill Dodd Seconded Dorothy Leech

This was agreed by all persons present at the meeting.

4 MATTERS ARISING

There were no matters arising.

5 ELECTION OF CHURCHWARDENS

The position of Church Warden is an annual appointment with candidates being eligible to serve for a maximum period of six consecutive years. No nominations were received for the position of Church Warden. Joy Binns remains warden until the Archdeacon's Visitation in June 2023. We will continue to seek a Church Warden or Wardens.

Rev Joanne Hustwick brought the meeting to a close at 11.07am.

Signed ..... Date .....

ANNUAL PAROCHIAL CHURCH MEETING

All lay persons whose names are entered on the Electoral Roll of the Parish are entitled to attend this meeting and take part in the proceedings. Lay persons whose names are not on the Electoral Roll may attend the meeting but are not eligible to vote.

AGENDA

1. Apologies for absence

2. Minutes of last year's APCM held on Sunday 16th April 2023 (Appendix 1)

3. Matters arising

4. Presentation of revised Electoral Roll

5. Election of 2 members of PCC to serve 3 years

6. Annual Report of the proceedings of the PCC

7. Annual Report of the financial dealings of the Parish

8. Presentation of the Annual Accounts for the year ending 31st December 2023

9. Appointment of an Independent Examiner

10. Receive Reports

11. Questions arising from the reports

12. Closing Prayer for the end of the meeting

4 PRESENTATION OF REVISED ELECTORAL ROLL

This year is a normal annual revision of the electoral roll not a full version.

The electoral roll now stands at 35 people, 14 inside the parish and 21 outside the parish.

SARAH LOUISE RATCLIFFE
ELECTORAL ROLL OFFICER

5 ELECTION OF 2 MEMBERS OF PCC TO SERVE 3 YEARS

6 ANNUAL REPORT OF THE PROCEEDINGS OF THE PCC

PCC members who have served on the PCC since the APCM on 30th April 2022:-

Chair	Rev Joanne Hustwick
Clergy	Rev Ruth Bradley
Church Warden	Vacant
Elected Members	Miss Sarah Ratcliffe from 2021 - 2024 Mr John Morley from 2021– 2024 Mrs Jill Dodd from 2023—2026 Mr Stephen Li 2022-2025—left March 2024 Ms Naima Ratsep 2022-2025 l left August 2023
Co-opted Members	Mr Jonathan Marshall
Deanery Synod Representative	Mrs Dorothy Leech & Mr John Morley
Church Treasurer	Mr Jonathan Marshall
Secretary to the PCC	Miss Sarah Ratcliffe
Planned Giving Officer	Mr Jonathan Marshall
Electoral Roll Officer	Miss Sarah Ratcliffe
Safeguarding Advisor	Vacant
Lettings Administrator	Mrs Jane Chesman
Health & Safety Advisor	Vacant
Environment Officer	Mr Mike Smith

The PCC met on 9 occasions during the year from the APCM in 2023 to the APCM in 2024.

The average attendance at PCC meetings was 7. The total number of PCC members

during 2023/24 was 9 but reduced to 7 as Naima Ratsep and Stephen Li left.

Structure, Governance and Management

Members of the PCC are either elected by the Annual Parochial Church Meeting (APCM) or, ex-officio, in accordance with the Church Representation Rules. All church attendees are encouraged to register on the Electoral Roll and to stand for election to the PCC.

Objectives and Activities

The PCC of the Parish Church of St Cuthbert has the responsibility of co-operating with the Incumbent and with the Church Wardens in promoting within the Ecclesiastical Parish the whole mission of the church – pastoral, social and ecumenical. It also has maintenance responsibilities for the church buildings and the grounds.

Standing Committee

This is the only committee required by law. It has the power to transact the business of the PCC between its meetings, subject to any directions given by the PCC. The Standing Committee consists of the Incumbent, the Church Wardens, the Lay Chair, the PCC Treasurer, the PCC Secretary and, a lay PCC representative.

Electoral Roll

On 31st December 2023 there were 35 people on the Electoral Roll, 14 from inside the parish and 21 from outside the parish. The Electoral Roll has been reviewed in 2024 prior to the APCM, in compliance with the Church of England regulations which require a complete revision every 6 years.

Worship and Church Attendance

In 2023 the average Sunday attendance was 23 adults and 2 children.

Occasional Offices numbers;
Funerals 5 (3 in church and 2 at Huddersfield Crematorium)
Baptisms 6
Marriages 0

Sunday services at 7.45am and 11am.

Review of the Year

In addition to the general business of the PCC, the following topics were discussed:-

Finance, Building issues, Worship, Fundraising, Charity Donations, Future of St Cuthbert's Church

SARAH RATCLIFFE
SECRETARY TO THE PCC

7 ANNUAL REPORT OF THE FINANCIAL DEALINGS OF THE PARISH

Treasurers Report

Treasurers Report General Account Income I would like to start my report by saying a massive than you to those who have continued with their regular giving. However, planned giving of all kinds was down on last year by a £5149. Our income from lettings remains reduced, mainly due to lack of heating but is slightly higher than last year by £88. The gift aid refund shown in the annual accounts is for the previous year's giving, i.e., it is claimed and paid in 2023 but covers the giving for 2022. The gift aid we claim is directly related to the amount we give. The gift aid claimed back in 2023 was down slightly by £40 on the previous year. The PCC extend thanks to those who give generously of their time and money to St Cuthbert's. I would urge everyone to continue with their regular giving and to remember to give on weeks that they are unable to attend church. Anyone who does not currently take part in planned giving, via weekly envelopes or standing order, I would encourage to consider doing so, and, if you are a taxpayer, to Gift Aid any donations that you make to church funds. This increases the value of your donation by 25% by allowing us to reclaim basic rate tax on your donations. For more information speak to the Treasurer, Johnny Marshall. Expenditure Unfortunately, due to the difficult year we faced, we were not able to pay our Parish Share in full. We paid just over 81% totalling £22095. Our energy cost decreased by £402 compared to last year. However, we had no gas, so this was for electricity use only. With the increases seen in energy prices, if, and when we are back using gas our energy bill will increase. Although, due to some of the bill being taken up with electric heating, it's difficult to judge what this would be. Also, we are being charged a daily standing charge for having a gas meter. This has been just over £11 per month. Building/maintenance costs this year decreased by £365 and included a large expenditure for the Quinquennial Survey (£876). Summary We started the year with a balance of £18,750 and ended the year with £12,844. We had a deficit of receipts over payments of -£5906. 3Rs Account Income Our planned giving of all kinds was £1,058, an increase of £37. Expenditure There were no payments from this account in 2022. Summary We started the year with £6,400 and ended the year with £8,839. Charitable Giving I am pleased to report that we kept our commitment to 10% Charitable Giving as follows:- Link Diocese in Timpulia £200 Embrace the Middle East £100 Children's Society £100 Christian Aid £100 Open Doors £100 Welcome Centre £200 Forget Me Not Hospice £400 Church Army £100 Hudd Mission £200 Yorkshire Air Ambulance £70 Mary's Meals £100 Water Aid £100 Additional Donations Welcome Centre £10 One Community Foundation £10 Personal note I would like to express my thanks to Gill and Rev Joanne for their continued support while I start to take on the role and responsibilities. It has been a fairly steep learning curve on what's required when and how to get things transferred into my name so your continued patience at this time is much appreciated.

MR JONATHN MARSHALL
TREASURER

8 PRESENTATION OF THE ANNUAL ACCOUNTS FOR THE YEAR ENDING 31.12.23

St Cuthberts Church, Birkby+A84:J142
Financial Statements for the Year Ended 31 December 2023
Notes

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

2 Further Analysis of Receipts and Payments

	General Fund	Restricted Fund Redevelopment	Total 2023	Total 2022
	£	£	£	£
a) Planned giving				
Planned Giving Gift Aid	11473	709	12182	12548
Planned Giving Non Gift Aid	3323	349	3672	8418
	14796	1058	15854	20966
b) Other giving/voluntary receipts				
Donations & Legacies	870	382	1252	3024
Occasional Income for Specific Use	10	0	10	272
	880	382	1262	3296
c) Fund Raising				
General	184	224	408	206
	184	224	408	206
d) Church Activities				
Room/Hall hire	7321	0	7321	7233
Fees	183	0	183	223
	7503	0	7503	7456
e) Other Receipts				
Miscellaneous	99	0	99	394
Grant (VAT reclaim)	0	0	0	950
Bank Interest	775	0	775	246
	874	0	874	1590
f) Church Running Expenses				
Energy	3209	0	3209	3611
Water	264	0	264	245
Insurance	3757	0	3757	3520
Church Administration	512	0	512	670
Children's work	0	0	0	0
Music	0	0	0	0
Miscellaneous	107		107	210
Upkeep of Services	462	0	462	87
Fees	0	0	0	0
	8311		8311	8343
g) Church Repairs & Maintennce				
Maintenance	3665	0	3665	4030
Gardening	0	0	0	612
	3665	0	3665	4642
h) Mission Giving & Donations				
Charities	2190	0	2190	2685
Specific payments	0	0	0	272
	2190	0	2190	2957

St Cuthberts Church, Birkby
Financial Statements for the Year Ended 31 December 2023
Receipts and Payments Accounts

	Note	General Fund	Restricted Fund Redevelopment	Total 2023	Total 2022
		£	£	£	£
Receipts					
Voluntary receipts:					
Planned giving	2a	14796	1058	15854	20966
Collections at services		2334	0	2334	1196
Other giving/voluntary receipts	2b	880	382	1262	3296
Gift Aid recovered		4185	775	4961	4634
		22196	2215	24411	30092
Fund Raising	2c	184	224	408	206
Investment income		0	0	0	0
Church activities	2d	7503	0	7503	7456
Other Receipts	2e	874	0	874	1590
Transfer		0	0	0	0
Total Receipts		30757	2440	33197	39344
Payments					
Church activities:					
Parish share		22095	0	22095	26860
Vicarage & clergy expenses		402	0	402	443
Church Running expenses	2f	8311	0	8311	8343
Church repairs & Maintenance	2g	3665	0	3665	4642
Mission Giving & Donations	2h	2190	0	2190	2957
		36663	0	36663	43245
Fund Raising Activities		0	0	0	0
Total Payments		36663	0	36663	43245
Excess of receipts over payments		-5906	2440	-3467	-3901
Cash at bank and in hand at 1 Jan		18750	6400	25150	29051
Cash at bank and in hand at 31Dec		12844	8839	21683	25150

St Cuthberts Church, Birkby
Financial Statements for the Year Ended 31 December 2023
Statement of Assets and Liabilities

	General Fund	Restricted Fund Redevelopment	Total 2023	Total 2022
	£	£	£	£
Cash Funds				
Bank Current Account	12844	8839	21683	25150
Other Monetary assets				
Gift Aid recoverable (Estimated)	2868	177	3046	3680
	2868	177	3046	3680
Liabilities (due within one year)				
	0	0	0	0
	0	0	0	0

9 APPOINTMENT OF AN INDEPENDENT EXAMINER

Independent Examiner's Report to the Parochial Church Council of St Cuthbert's Church, Birkby

I report on the accounts of the St Cuthbert's Church for the year ended 31st December 2023

Responsibilities and basis of report

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

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

Independent examiner's statement

I have completed my examination. I confirm that no material matters have come to my attention in connection with the examination giving me cause to believe that in any material respect:

1. The accounting records were not kept in respect of the Trust as required by section 130 of the Act; or

2. The accounts do not accord with those records.

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

Name: Christopher Arckless ACA
Address: 68 Yew Tree Road
Birchencliffe
Huddersfield
HD3 3QR

Date: 16th April 2024

10. RECEIVE REPORTS

HEATING UPDATE

I have no need to tell you that our lack of heating over the past 2 years has impacted St Cuthbert's greatly in more ways than we might have wished or expected. I don't think anyone thought we would take so long to be able to replace it.

Our latest news is that we have received the Faculty giving permission for the church to install two new boilers which will be substantially better than the old ones and now we need funds to pay for the boilers and their installation. We have twelve months from March 23rd to do this. Once they are installed we will also need to be able to afford the monthly gas bills to use them. This is all a huge ask in the current economic climate!

The latest estimate of costs is in the region of £24,000 to purchase and install, we do have this much money to spend. A determined fundraising and grant seeking piece of work needs to be organised and we also need people willing and able to do this and help us spread the word throughout the community. A meeting has been called for early May to decide if this will be possible. I have been asking in church for ideas, suggestions and apart from one or two ideas it has been remarkably quiet.

If we manage to raise the money then we will need even more energy to open our building again to the community that lives around it. Many of our previous booking have found other venues and sites to hold their meetings and activities. Our own outreach such as work with children and families and offering a warm space and a friendly chat over a warm drink and biscuit has ceased and we need to think carefully about how we begin again. The capacity within our congregation to volunteer and run such activities and events has shrunk over recent years.

Our prayers now must be focussed on St Cuthbert's future, its place in the community, its continuing worship and prayer, the welcoming of new worshippers as well as fundraising and an new seam of energy to be willing and able to serve the God who we love because he loves us first.

Rev Joanne will give a verbal update on the fabrics of the church during the meeting.

REV JOANNE HUSTWICK

REPORT FROM DR PAUL WHITTAKER OBE—MUSICAL DIRECTOR

It really should not matter where we gather to worship but, inevitably, the space where we meet does have an impact on what we can do, and how. Despite the small space, the issues with visual and aural communication, and the distractions, we can be thankful that we are still able to meet together and I would like to express my appreciation to everyone for how you cope with services in the narthex.

There have been some services when we've really felt God's presence, when there's been a sense of joy and enthusiasm, the singing has been wonderful and we've been a close, connected community of believers. Trying to capture that every week is hard, yet the way we prepare for our worship - coming with an expectation of meeting God, hearing his Word and learning more about him - does make a big difference.

Leaders as well as congregation have had to adapt to our current worship space, and I am very aware (as Joanne, Ruth and Emmanuel are) of the pressure of trying to create a positive, welcoming environment, whilst also putting people at ease and encouraging them to focus on God. As always, we recognise and thank those of you who read, who lead prayers, who help prepare the space and the table, who make coffee, etc.

The Body of Christ may currently be small in number but it is alive and still functioning! May we continue to support each other, encourage and pray for one another (and those we serve) as we focus our eyes on you, O Lord, and worship you in spirit and in truth.

DR PAUL WHITAKER OBE
MUSICAL DIRECTOR

DEANERY SYNOD REPORT FOR 2023

Huddersfield and Almondbury and Kirkburton Deaneries continued to meet jointly in 2023 and they held 2 meeting in February and October. This was election year for a new triennial and St Cuthbert's has 2 Deanery Synod members elected Dorothy Leech and John Morley. Their first meeting was in October at the Parish Church in Huddersfield.

At the February meeting the following items were on the agenda
- Visiting speaker from Third Sector Leaders (TLS)
- Updates from both Diocesan and General Synods
- A discussion around ongoing safeguarding training
- In AOB the following points were raised – Prayer walking during Lent (Hope Huddersfield initiative) and a brief outline of Martyn's Law (safety in public spaces)

In October the following agenda items were presented
- Advent / Christmas resources
- Diocesan Synod report
- Discussion about how the Synod can support ministry and mission in the parishes. This item led to a list of speakers to invite to speak at future meetings
- Election of officers
- Proposed dates for Synod to meet in 2024

DIOCESE OF LEEDS DIOCESAN SYNOD REPORT 2023

The Synod met on three occasions in the year, twice on zoom and once in person in Leeds. The following items were raised in March 2023; the appointment of Hon. Assistant Bishop Rt Rev Paul Slater following his retirement as Bishop of Kirkstall (Leeds EA), a report from General Synod and the next steps group planning following the Living in Love and Faith discussions and vote, an update was offered on the Linda Box case and the Barnabus Project and a presentation was given on Bradford UK City of Culture 2025 which was followed by a discussion.

In July topics included a motion to pass on prayer requests about the events in Sudan to all parishes, a question about support of the clergy during the cost of living crisis and a report from General Synod. There were 2 presentations from Geoff Park (Chief

Finance Officer) and John Knox (Head of Diocesan Property Team) and these were followed by a presentation on the review of the Diocesan Overseas Links (Sudan, Tanzania, Sri Lanka, Pakistan, the USA, Germany and Sweden). Many people spoke to the following discussion both powerfully and personally about links with individual parishes and schools and the mutual fruitfulness of them. A farewell was said to Archdeacon Peter Townley.

The October meeting began with news of an amendment to Canon 42 that effects appointment of Diocesan Safeguarding Officers in order to strengthen their ability for the work they need to engage with. A fuller presentation was made concerning the Diocesan Overseas Links and Synod then turned to financial matters and the Diocesan budget for 2024 which included a year on year share payments increase of 3% necessary to return to pre 2019 levels. The Budget was approved.
Bishop Nick asked for prayers for the November meeting of General Synod as debates and votes take place on the prayers of Love and Faith next steps.

A further update about the Barnabus Project was given that included the opportunity to take part in the Personal Growth and Leadership course that some of our members have attended in the last six months. Finally a vote took place on new proposed Deanery Synod allocations for voting for Diocesan Synod representatives. It was also decided that the following election would be on a first past the post system.

REV JOANNE HUSTWICK
CLERGY MEMBER OF LEEDS DIOCESAN SYNOD

SAFEGUARDING REPORT 2023

What is Safeguarding and why is it Important?

All individuals have the right to live their life safely and free from any abuse, harm or neglect. In the current situation that the world finds itself, safeguarding is even more evident as people may be feeling isolated, fearful and vulnerable.

We should all have an understanding and awareness of what safeguarding is and why it is important. Safeguarding is everybody's business and not just the responsibility of the people who are in authority or who have been appointed to Safeguarding roles.

In this ever evolving world we now face new challenges, such as human trafficking, modern day slavery and County Lines. It is more important than ever for us all to have sufficient knowledge to help ensure everybody can be safe to live full and happy lives.

You can find useful information on Safeguarding and why it is important by visiting: www.churchofengland.org/more/safeguarding or www.leeds.anglican.org/safe

Safeguarding Diocese News

The Diocese safeguarding team are available if you have any enquiries they can be contacted on the main office no. 0113 353 0257 or safeguarding@leeds.anglican.org.

Safeguarding Dashboard

The Safeguarding Dashboard introduced by the Diocese of Leeds has been implemented within our parish. The dashboard is a very useful tool for highlighting all of the safeguarding requirements and identifying the aspects which need to be addressed. The dashboard is completed by the Parish Safeguarding Officer and updates are reported to the PCC when required as well as annually in the APCM report.

The dashboard has three levels of attainment and as your safeguarding compliance is attained you move to the next level. Level one encompasses policies, procedures, roles and training.

Safeguarding Officer

Each parish is required to appoint a Safeguarding Officer who will work closely with the Incumbent, the PCC Committee, and the Diocesan Safeguarding Advisor. Within the Benefice we are actively working to appointing a new Safeguarding Officer and without this appointment some of our dreams and hopes to offer more to the local community and see growth in the church family will not be able to take place.

DBS Requirements

All PCC members and anyone working with children and /or vulnerable adults in the parish need to hold a current DBS certificate; Karen Haigh has worked hard in the last year to fulfill this requirement. In the coming year she will add any new members of PCC and make sure that renewals for those needing them are obtained. Karen does this role for both parishes in the Benefice.

Training

A new national program 'Safeguarding Learning Pathways' has being implemented for safeguarding training which replaces the old levels of training that were available. The requirements for who is required to undertake each training course has also been revised. There are two new courses which have been introduced: Safer Recruitment and People Management and Domestic Abuse Awareness. PCC members require to take the following training; Basic awareness, Foundation and Domestic Abuse. These are delivered online or now can be done in person in a group setting.

Online training is freely available for anybody to complete on the Diocesan website at: www.churchofengland.org/safeguarding/promoting-safer-church/safeguarding-training

Policies

All of the parish's policies are ready to update at the first PCC meeting after the APCM.

We adopted the safeguarding policy statement 'Promoting a Safer Church' (House of Bishops 2017) at the PCC Meeting in Spring 2023 and this is reviewed annually. The statement confirms that all people who work in the Church agree to abide by the

policies, recommendations and guidelines established by the Church.

After the review has taken place we will ensure we are fully compliant on both the 'A Church Near You' website and our Facebook page.

The Safeguarding Policy booklet is stored within the Vestry at the Church and the notice boards in the church. All contact details are to be displayed on the notice board in our churches

Future Plans

Looking towards the next twelve months our Parish will ensure our policies are kept up to date and that safeguarding is a standing item on the PCC agenda.

We will continue reviewing and completing the dashboard to improve and maintain our compliance.

We will implement learning from all training when appointing volunteers in our church and community for all groups.

REV JOANNE HUSTWICK – VICAR
ST PHILIP , BIRCHENCLIFFE AND ST CUTHBERT'S, BIRKBY

CURATE REPORT APRIL 2023

This year has brought new opportunities and developments, with the support of Rev. Joanne and church members.

Having decided to reduce my working days to three it has created opportunity to participate in meetings, events, training, clergy away days, and support Godly Play at Birkby Infants school. I have gained more understanding of the day-to-day role of being an incumbent, although I have much more to learn.

I have chaired the PCC, ministered at Baptisms and recently at a funeral, and participated with prayers at weddings at St. Stephen's church, Lindley.

I was invited to preside at St. Stephen's church, Lindley, supported by Rev. Abbie, which I very much enjoyed, and I appreciate the support and feedback I received.

I have also presided at St. John's, Birkby and Christ Church, Woodhouse, and was welcomed and supported by church members.

It has been an amazing journey of faith and reflection participating in the 'Personal Growth and Leadership Programme' with members from St. Philips and St. Cuthberts. This programme continues until March 2024, and has guided us a group to reflect on the facilitated sessions content and think about how we can develop thoughts and ideas to enable church growth.

Thank you for your help and support and best wishes to all.

REV RUTH BRADLEY
CURATE

USE OF ST CUTHBERT'S BY THE COMMUNITY

It is good to see that despite the lack of heating some community groups still value the space that St Cuthbert's can offer for their activities.

The Cubs and Beavers continue to meet regularly during term time.

The Ladies exercise group led by Samara Aziz meets twice a week and continues to thrive. We have also been pleased to see the return of Creative Connections for occasional meetings during the Winter months. The narthex has provided a cosy and welcoming space for those who value these meetings.

New to St Cuthbert's in recent months has been the Curling group led by John Morley. The members met for many years at the Stadium Sports Centre but when this closed suddenly in the Autumn the group moved to St Cuthbert's. It may be chilly and the floor may be uneven but we are pleased to offer space so that the group can continue to meet.

In addition to these activities Linden Playgroup continues to use the crypt to provide excellent educational opportunities for the Under 5s in the local area.

JANE CHESMAN
LETTINGS ADMINISTRATOR

11 QUESTIONS ARISING FROM THE REPORTS

12 CLOSING PRAYER FOR THE END OF THE MEETING

ST CUTHBERT'S ANNUAL PAROCHIAL CHURCH MEETING
HELD ON SUNDAY 16TH APRIL 2023

Chair Rev Joanne Hustwick

Present There were 26 members of the congregation present at the meeting (25 adults and 1 child).

1. Apologies for absence

Jane Chesman, Paul Whittaker and Joy Binns.

2. Minutes of last year's APCM held on Saturday 30th April 2022 (Appendix 1)

Those present at the meeting were asked to approve the minutes of the Parochial Church Meeting held on Saturday 30th April 2022.

Proposed John Morley Seconded Lucille Mitchell

Approved by all present at the meeting.

3. Matters arising

None.

4. Presentation of revised Electoral Roll

Sarah had nothing further to add to the report and confirmed the revised Electoral Roll as 39 members with 16 from inside the parish and 23 from outside the parish.

Rev Joanne thanked Sarah for taking on the role of Electoral Roll Officer and revising the Electoral Roll. Rev Joanne also encouraged anyone not on the Electoral Roll to think about joining so they would be eligible to join the PCC and play an active part in the running of the church.

5. Election of 2 members of PCC to serve 3 years

No nomination have been received to serve on the PCC.

Two PCC members, Lucille Mitchell and Jill Dodd will stand down this year, Rev Joanne thanked them
both for their sterling and faithful service on the PCC.

Unfortunately, with vacant positions on the PCC, this now puts more pressure on the remaining PCC members.

Addendum – following the meeting Jill Dodd has agreed to continue for another 3 years.

6. Election of 2 Deanery Synod Representatives for the Triennial 2023-2026

Dorothy Leech agreed to continue in the role of Deanery Synod Representative for another 3 years.

7. Annual Report of the proceedings of the PCC

Rev Joanne thanked Sarah for pulling together the information for the Annual Report of the proceedings of the PCC.

Gill Cheal advised that she was not a co-opted member of the PCC.

8. Annual Report of the financial dealings of the Parish

Gill Cheal advised that she would finally be stepping down as Treasurer after doing the role for over 10 years, Gill thanked everyone who has helped her during this time. Rev Joanne thanked Gill for doing such an amazing job for such a long time, with no formal training and moving from the old paper system to an online system. Rev Joanne presented Gill with a card and gifts as a token of our appreciation.

The new accountant Christopher Arckless has examined the accounts and found no issues. Chris has agreed to continue as our Independent Examiner and has very kindly donated his fee to the Welcome Centre. Our grateful thanks will be passed onto Chris.

9. Presentation of the Annual Accounts for the year ending 31st December 2020

The accounts have been independently examined by Chris Arckless and adopted by the PCC. These were accepted by all present at the meeting.

10. Appointment of an Independent Examiner

Chris Arckless was appointed as the Independent Examiner for both St Cuthbert's and St Philip's with the approval of all those present at the meeting.

11. Receive reports from our retiring Church Wardens, Dr Paul Whittaker OBE – Musical Director, Huddersfield Deanery Synod, Safeguarding, Use of St Cuthbert's, Church Groups and Organisations.

All the reports were tabled in the APCM booklet.

12. Questions arising from the reports

No questions were raised. Rev Joanne said that if anyone thought of something they wanted to raise after the meeting, then they could contact her or any member of the PCC.

13. Closing Prayer for the end of the meeting.

Rev Joanne closed the meeting at 11.35. Sarah presented Rev Joanne with some flowers at the end of the service on behalf of the PCC as a thank you for keeping things going in difficult times.

Signed ..... Date .....

THE PAROCHIAL CHURCH COUNCIL OF THE ECCLESIASTICAL PARISH OF ST. CUTHBERT'S, BIRKBY

England & Wales - Charity number 1145033

Accounts

The Parish Church of St Cuthbert
Birkby Huddersfield

Church & Community under one Roof

Annual Meeting of Parishioners
and
Annual Parochial Church Meeting

Sunday 16th April 2023

11.00am

Registered Charity No. 1145033

A MESSAGE FROM THE VICAR

APCM VICAR'S REPORT APRIL 2023

As I write this early in 2023 and reflect back over the past year it strikes me that we adapted our worship and our life together smoothly as we followed Jesus to the best of our ability and coped with the changes we faced along the way. I say smoothly but if I'm honest I was the swan who glides on the water while all along paddling furiously under the surface. The year has not been without challenges! There will be more to come as we negotiate living in the situation the whole church and country faces and applying it to our own parish life.

In this report I want to give thanks for our life together, for how we pull together when we need to, the support and encouragement given and I hope received. There is always someone who needs that gentle touch, welcoming smile or listening ear and my hearts sings when I see you doing this or hear of the times you have done so away from the public glare of Sunday. This is the ministry of the church, of us all and within our communities we live out our faith in it is these small and often unnoticed acts of kindness that witness to our faith.

You may say you do not do these because you want recognition but only through love and service to others – 'it's just what I do' people say or some say 'I hope someone would do this for me if I needed it'. It is that and it is more. It is honouring our Lord Jesus Christ who calls us to love God and one another as he loves us; it's giving God the glory for all he gives to each of us and its serving our community. We are each made in God's image and designed to be in relationships with others; relationships guided by the love of God and the directing of the Holy Spirit. This is often something we are not aware of but sense a need to phone someone, or call on them and find them in their need. May we always be open to the leading of the Holy Spirit and driven by the immense power of love in all we do in this year and the years to come.

I finish with words of Paul in his letter to the church in Ephesus;

"I pray that you may have the power to comprehend, with all the saints, what is the breadth and length and height and depth and to know the love of Christ that surpasses knowledge, so that you may be filled with all the fullness of God.

Now to him who by the power at work within us is able to accomplish abundantly far more than all we can ask or imagine, to him be glory in the church and in Christ Jesus to all generations, forever and ever. Amen."

REV JOANNE HUSTWICK

ANNUAL MEETING OF PARISHIONERS

Those on the Electoral Roll of St Cuthbert's Church and residents in the parish, whose names are on the Local Government Register of Electors, may vote at this meeting.

AGENDA

1. Election of a Clerk to the Meeting
2. Apologies for absence
3. Minutes of last year's meeting held on Saturday 30th April 2022
4. Matters arising from the minutes
5. Election of Church Wardens

ANNUAL MEETING OF PARISHIONERS
ON SATURDAY 30th APRIL 2022

Chair Rev Joanne Hustwick.

Present There were 14 members of the congregation present.

Rev Joanne opened the meeting with a prayer.

1 **ELECTION OF A CLERK TO THE MEETING**

Sarah Ratcliffe was elected to clerk the meeting.

This was agreed by all persons present at the meeting.

2 **APOLOGIES FOR ABSENCE**

There were apologies for absence from Paul Whittaker, Ted & June Firth, Joan Turton and Lucille Mitchell.

3 **MINUTES OF THE MEETING HELD ON SATURDAY 17th APRIL 2021**

Approval was requested that the Minutes of the Annual Meeting of Parishioners held on Saturday 17th April 2021 were a true record of the meeting.

Proposed Jane Chesman Seconded John Morley

This was agreed by all persons present at the meeting.

4 **MATTERS ARISING**

There were no matters arising.

5 **ELECTION OF CHURCHWARDENS**

The position of Church Warden is an annual appointment with candidates being eligible to serve for a maximum period of six consecutive years. The following person had been nominated;

Alicia (Joy) Binns

Proposed Gill Cheale Seconded Lucille Mitchell

This was agreed by all persons present at the meeting.

There being no other nominations, Joy Binns was duly elected to serve as Church Warden. Rev Joanne thanked Joy for being willing to stand again as a solo Church Warden, which is by no means an easy task, should anyone want to become a Church Warden alongside Joy then they should speak to her about the role.

Rev Joanne Hustwick thanked everyone for attending and the meeting was brought to a close at 10.08am.

Signed ..... Date .....

ANNUAL PAROCHIAL CHURCH MEETING

All lay persons whose names are entered on the Electoral Roll of the Parish are entitled to attend this meeting and take part in the proceedings. Lay persons whose names are not on the Electoral Roll may attend the meeting but are not eligible to vote.

AGENDA

1. Apologies for absence

2. Minutes of last year's APCM held on Saturday 30th April 2022 (Appendix 1)

3. Matters arising

4. Presentation of revised Electoral Roll

5. Election of 2 members of PCC to serve 3 years

6. Election of 2 Deanery Synod Representatives for the Triennial 2023-2026

7. Annual Report of the proceedings of the PCC

8. Annual Report of the financial dealings of the Parish

9. Presentation of the Annual Accounts for the year ending 31st December 2022

10. Appointment of an Independent Examiner

11. Receive reports from our retiring Church Wardens, Dr Paul Whittaker OBE – Musical Director, Huddersfield Deanery Synod, Safeguarding, Use of St Cuthbert's, Asian Christians, JAM & All Age Services

12. Questions arising from the reports

13. Closing Prayer for the end of the meeting.

4 PRESENTATION OF REVISED ELECTORAL ROLL

This year is a normal annual revision of the electoral roll not a full version.

One person has sadly passed away during the year, Enley Binns.

The electoral roll now stands at 39 people, 16 inside the parish and 23 outside the parish.

SARAH LOUISE RATCLIFFE
ELECTORAL ROLL OFFICER

5 ELECTION OF 2 MEMBERS OF PCC TO SERVE 3 YEARS

6 ELECTION OF 2 DEANERY SYNOD REPRESENTATIVE FOR THE TRIENNIAL 2023-2026

7 ANNUAL REPORT OF THE PROCEEDINGS OF THE PCC

PCC members who have served on the PCC since the APCM on 30th April 2022:-

Chair Clergy	Rev Joanne Hustwick Rev Ruth Bradley
Church Warden	Mrs Joy Binns
Elected Members	Miss Sarah Ratcliffe from 2021 - 2024 Mr John Morley from 2021– 2024 Mrs Lucille Mitchell from 2020- 2023 Mrs Jill Dodd from 2020-2023 Mr Stephen Li 2022-2025 Ms Naima Ratsep 2022—2025
Co-opted Members	Mrs Gill Cheal yearly appointment
Deanery Synod Representative	Mrs Dorothy Leech
Church Treasurer	Mrs Gill Cheal
Secretary to the PCC	Miss Sarah Ratcliffe
Planned Giving Officer	Mrs Gill Cheal
Electoral Roll Officer	Miss Sarah Ratcliffe
Safeguarding Advisor	Mrs Rachel Clegg from February 2021
Lettings Administrator	Mrs Jane Chesman
Health & Safety Advisor	Vacant - since July 19
Environment Officer	Mr Mike Smith

The PCC met on 8 occasions during the year from the APCM in 2022 to the APCM in 2023.

The average attendance at PCC meetings was 8. The total number of PCC members during 2022/23 was 10.

Structure, Governance and Management

Members of the PCC are either elected by the Annual Parochial Church Meeting (APCM) or, ex-officio, in accordance with the Church Representation Rules. All church attendees are encouraged to register on the Electoral Roll and to stand for election to the PCC.

Objectives and Activities

The PCC of the Parish Church of St Cuthbert has the responsibility of co-operating with the Incumbent and with the Church Wardens in promoting within the Ecclesiastical Parish the whole mission of the church – pastoral, social and ecumenical. It also has maintenance responsibilities for the church buildings and the grounds.

Standing Committee

This is the only committee required by law. It has the power to transact the business of the PCC between its meetings, subject to any directions given by the PCC. The Standing Committee consists of the Incumbent, the Church Wardens, the Lay Chair, the PCC Treasurer, the PCC Secretary and, a lay PCC representative.

Electoral Roll

On 31st December 2022 there were 40 people on the Electoral Roll. The Electoral Roll has been reviewed in 2023 prior to the APCM, in compliance with the Church of England regulations which require a complete revision every 6 years.

Worship and Church Attendance

In 2022 the average Sunday attendance was 25 adults and 2 children.

Occasional Offices numbers;
Funerals 2
Baptisms 5
Marriages 0

Sunday services at 7.45am and 11am.

REVIEW OF THE YEAR

In addition to church finances and the on-going general business of the PCC, the following topics were discussed:-

Parish Share

Charitable Giving

Moving church downstairs to the Playgroup area

Coffee mornings including Platinum Jubilee

Building & Heating

Safeguarding

New architect

Defibrillator

SARAH RATCLIFFE
SECRETARY TO THE PCC

8 ANNUAL REPORT OF THE FINANCIAL DEALINGS OF THE PARISH

Treasurers Report

General Account

Income
I would like to start my report by saying a massive than you to those who have continued with their regular giving. However, planned giving of all kinds was down on last year by a £3526. Those who help with counting will see this, as the number of envelopes to count on a Sunday has greatly decreased.

We received a legacy of £1000, but other donations were also down by £516 on 2021.Our income from lettings remains reduced, mainly due to lack of heating.

The gift aid refund shown in the annual accounts is for the previous year's giving, i.e., it is claimed and paid in 2022 but covers the giving for 2021. The gift aid we claim is directly related to the amount we give. The gift aid claimed back in 2022 was down by £1253 on the previous year.

We received a grant to the benefice from the diocese to assist with difficulties due to rising cost of living and energy. After discussion between Rev. Joanne and St Philip's treasurer and myself, it was decided that the fairest way to split the money was 50:50. This means we had £950 transferred from St Philips, where the whole money had been deposited by the diocese.

The PCC extend thanks to those who give generously of their time and money to St Cuthbert's. I would urge everyone to continue with their regular giving and to remember to give on weeks that they are unable to attend church. Anyone who does not currently take part in planned giving, via weekly envelopes or standing order, I would encourage to consider doing so, and, if you are a taxpayer, to Gift Aid any donations that you make to church funds. This increases the value of your donation by 25% by allowing us to reclaim basic rate tax on your donations. For more information speak to the Treasurer, Gill Cheal.

Expenditure
I am pleased to be able to say that once again, despite the difficult year we faced, we were able to pay our Parish Share in full. This is an amazing achievement that some parishes could not manage.

Our energy cost rose by £157 compared to last year, which seems a small amount. However, we had no gas, so this was for electricity use only. With the increases seen in energy prices, if, and when we are back using gas our energy bill will soar. Same if we have electric heating. Also, we are being charged a daily standing charge for having a gas meter. This has been just over £11 per month. This has not been debited from our account as we had built up some credit but after the next couple of bills, we will be debited with this.

Building/maintenance costs this year included the tree survey, removal of storm damaged tree, tree work from survey and payment of a retained amount to Aura for the pointing work.

Summary
We started the year with a balance of **£25,696** and ended the year with **£18,750.**
We had a deficit of receipts over payments of **-£6946.**

3Rs Account

Income
Our planned giving of all kinds was £1,429, down on last year by £499.

Expenditure
There were no payments from this account in 2022.

Summary
We started the year with **£3,354** and ended the year with **£6,399.**

Charitable Giving
I am pleased to report that we kept our commitment to 10% Charitable Giving as follows:-

Link Diocese in Timpulia	£200
USPG	£100
Children's Society	£100
Open Doors	£100
Welcome Centre	£200
Forget Me Not Hospice	£400
English as 2nd language project	£150
Mission Café	£200
Mary's Meals	£200
Christian Aid	£100
Kirkwood Hospice	£400
Water Aid	£100
Church Army	£150
End Youth Homelessness	£100
Yorkshire Air Ambulance	£100

Additional Donations

Forget-Me-Not Hospice	£75	(Giving in lieu of fee to Auditor)
One Community Foundation	£10	(Annual contribution to Grant Giver)
Mary's Meals	£39.00	(Harvest Collection)
Pakistan floods	£81	(Special Collection)
Christian Aid	£128	(Christian Aid Week collection)
DEC	£24	(Ukraine Appeal)

Personal note

As many of you will be aware, for some time now we have been trying to find a new treasurer to take over from me. I have been treasurer since 2012, after taking over from Catherine Watson. I made it known that I wanted to resign from this role at the beginning of 2022. At the time of writing, no one has come forward. This is an essential role within our church and I'm not sure how we will manage without someone. However, after much thought, I have given the PCC my formal notice that I intend to finish after the APCM this year. I would like to express my thanks to all who have supported me during this time, including clergy, Keith Hadcroft, who was the gift aid officer before leaving, Jane Chesman for organising lettings and invoices, and all those who have helped to count and have been cheque signatories.

GILL CHEAL
TREASURER

9 PRESENTATION OF THE ANNUAL ACCOUNTS FOR THE YEAR ENDING 31.12.20

St Cuthberts Church, Birkby
Financial Statements for the Year Ended 31 December 2022
Receipts and Payments Accounts

	Note	General Fund £	Restricted Fund Redevelopment £	Total 2022 £	Total 2021 £
Receipts					
Voluntary receipts:					
Planned giving	2a	19945	1021	20966	25089
Collections at services		1196	0	1196	1127
Other giving/voluntary receipts	2b	1681	1615	3296	1157
Gift Aid recovered		4225	409	4634	5478
		27047	3045	30092	32851
Fund Raising	2c	206	0	206	396
Investment income		0	0	0	0
Church activities	2d	7456	0	7456	6380
Other Receipts	2e	1590	0	1590	18060
Transfer		0	0	0	0
Total Receipts		36299	3045	39344	57687
Payments					
Church activities:					
Parish share		26860	0	26860	26558
Vicarage & clergy expenses		443	0	443	391
Church Running expenses	2f	8343	0	8343	10237
Church repairs & Maintenance	2g	4642	0	4642	24882
Mission Giving & Donations	2h	2957	0	2957	4606
		43245	0	43245	66674
Fund Raising Activities		0	0	0	0
Total Payments		43245	0	43245	66674
Excess of receipts over payments		-6946	3045	-3901	-8987
Cash at bank and in hand at 1 Jan		25696	3355	29051	38038
Cash at bank and in hand at 31Dec		18750	6400	25150	29051

St Cuthberts Church, Birkby
Financial Statements for the Year Ended 31 December 2022
Statement of Assets and Liabilities

	General Fund	Restricted Fund Redevelopment	Total 2022	Total 2021
	£	£	£	£
Cash Funds				
Bank Current Account	18750	6400	25150	29051
Other Monetary assets				
Gift Aid recoverable (Estimated)	3350	330	3680	5234
Unpaid invoice - Young People's Drama	0	0	0	117
Unpaid invoice - St Cuthbert's Cubs & Beavers	0	0	0	72
Unpaid invoice - Tender Hearts	0	0	0	6
	3350	330	3680	5429
Liabilities (due within one year)				
Gardening invoice	0	0	0	614
	0	0	0	614

St Cuthberts Church, Birkby
Financial Statements for the Year Ended 31 December 2022
Notes

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

2 Further Analysis of Receipts and Payments

		General Fund	Restricted Fund Redevelopment	Total 2022	Total 2021
		£	£	£	£
a)	**Planned giving**				
	Planned Giving Gift Aid	11803	745	12548	14842
	Planned Giving Non Gift Aid	8142	276	8418	10247
		19945	1021	20966	25089
b)	**Other giving/voluntary receipts**				
	Donations & Legacies	1409	1615	3024	925
	Occasional Income for Specific Use	272	0	272	232
		1681	1615	3296	1157
c)	**Fund Raising**				
	General	206	0	206	396
		206	0	206	396
d)	**Church Activities**				
	Room/Hall hire	7233	0	7233	6074
	Fees	223	0	223	306
		7456	0	7456	6380
e)	**Other Receipts**				
	Miscellaneous	394	0	394	603
	Grant (VAT reclaim)	950	0	950	17457
	Bank Interest	246	0	246	0
		1590	0	1590	18060
f)	**Church Running Expenses**				
	Energy	3611	0	3611	3286
	Water	245	0	245	258
	Insurance	3520	0	3520	3109
	Church Administration	670	0	670	963
	Children's work	0	0	0	0
	Music	0	0	0	0
	Miscellaneous	210		210	2455
	Upkeep of Services	87	0	87	46
	Fees	0	0	0	120
		8343		8343	10237
g)	**Church Repairs & Maintennce**				
	Maintenance	4030	0	4030	24588
	Gardening	612	0	612	294
		4642	0	4642	24882
h)	**Mission Giving & Donations**				
	Charities	2685	0	2685	4341
	Specific payments	272	0	272	265
		2957	0	2957	4606

Independent Examiner's Report to the Parochial Church Council of

St Cuthbert's Church, Birkby

I report on the accounts of the St Cuthbert's Church for the year ended 31st December 2022

Responsibilities and basis of report

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

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

Independent examiner's statement

I have completed my examination. I confirm that no material matters have come to my attention in connection with the examination giving me cause to believe that in any material respect:

1. The accounting records were not kept in respect of the Trust as required by section 130 of the Act; or

2. The accounts do not accord with those records.

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

Ackless ACA

Name. Christopher ~~Ackless~~
Address. 68 Yew Tree Road
Birchencliffe
Huddersfield
HD3 3QR

Date: 2nd April 2023

11 REPORTS FROM OUR RETIRING CHURCH WARDEN, DR PAUL WHITTAKER OBE MUSHICAL DIRECTOR, HUDDERSFIELD DEANERY SYNOD, SAFEGUARDING, USE OF ST CUTHBERT'S, CHURCH GROUPS AND ORGANISATIONS

CHURCH WARDENS REPORT ON THE FABRIC, GOODS AND ORNAMENTS OF THIS PARISH

Whilst we are still not able to have our worshiping held in the main church building due to not having any heating all routine checks and servicing have been carried out.

Pat test—All electrical equipment checked and stickers attached, including Linden play area downstairs which had 2 failed broken plugs and exposed wires.

Gutters and gulleys - Cleaned and cleared of all debris. Refix 3no slates and attached rope to bell which had come apart.

Fire Extinguishers - All checked and requiring one replacement.

Safety Equipment - Work was not able to be carried out due to the 5 year contract had expired. The church inspecting Architect has been approached regarding the Mantech safety equipment and on going cost of maintenance, PCC to make a decision regarding advice received.

Gardens - Thanks to John the gardens as been regularly mowed and shrubs trimmed back.

Scratch marks to flooring requiring some work but no danger to any one.

The church Terrier has been checked against all the items listed for any additions required.

All works as been recorded in log book as required.

The quinquennial inspection date is set for 23rd June 2023.

JOY BINNS
CHURCH WARDEN

REPORT FROM DR PAUL WHITTAKER OBE—MUSICAL DIRECTOR

Many years ago I was given this quote:

"Three aspects to create music that can be understood are (1) rhythm, (2) melody and (3) harmony. All three need to be present in a spiritual sense within the Church."

I've always found it a helpful phrase and it's definitely true. Our worship does arise out of our life together as the body of Christ, how we relate to each other and how we relate to God.

Whilst we have been meeting downstairs (which I know some people have found difficult) that sense of rhythm, melody and harmony coming together has, for me, been very strong. We experience a closeness that we lack when upstairs; the singing has been so much better, more confident, louder, and there has been a unity that we can't easily replicate in a big space.

A choir or orchestra cannot function or perform properly when the members are separate from one another, and it's exactly the same for us, as members of Christ's body. Yes, we all have different instruments, voices, gifts, skills, roles, etc but each of us needs to follow the beat of the Conductor - God.

Sometimes our collective worship hits the mark and we feel exhilarated, excited, get caught up in the moment, whilst at other times we don't get the 'hit' we hope for. A lot of that can be down to the choice of music, but it's worth remembering that we

have to come prepared to meet with God and to worship him. It involves sacrifice and effort.

That's one reason why we need to make more effort at the start of the service to create a worshipful atmosphere. To stop talking, stop being busy, arrive in time, avoid being disruptive. We have an appointment to meet with God and must not be late!

Many challenges still lie ahead of us and we do not know where the future takes us. But whatever happens let us keep our eyes focused on God, worship Him in spirit and in truth, and fill our hearts with praise.

DR PAUL WHITAKER OBE
MUSICAL DIRECTOR

REPORT ON THE PROCEEDINGS OF HUDDERSFIELD DEANERY SYNOD

Huddersfield Deanery Synod Report

The Huddersfield Deanery Synod met jointly with the Almondbury and Kirkburton Deanery on 3 occasions in 2022. The November meeting was not held.

At Synod on March 8th at Huddersfield Parish Church the meeting was also available via the HPC You-Tube channel. Our main topic of discussion was based on the presentation by members of the Diocesan Environmental team titled Our Parishes, the environment and Eco Church. Other items on the agenda were updates from General Synod and our parishes continuing emergence from COVID-19. The changes coming to Safeguarding were also raised for information.

On 6th June the joint Synods met at St James' in Meltham. The invited speaker was Ven Bill Braviner, Archdeacon of Halifax. He introduced himself, said a little about his vision for his role and answered questions for members. Discussions on the night included our engagement of key issues through the Synodical structure, parish officers and the need to fill roles, Safeguarding training, especially online and the reaching the next generation event to be held at St Thomas', Bradley.

On 5th September we met at St Paul's, Armitage Bridge where Rev Jude Smith gave a presentation on the 'Barnabus Track' which is being rolled out across the Diocese. See Barnabas: Encouraging Confidence - Diocese of Leeds (anglican.org) for further details. Updates were given from both General and Diocesan Synods. There followed a lively discussion around the use of the Common Cup at Holy Communion with many views emerging. The views represented where taken to the Diocesan Synod in October when a motion was brought forward by the Outer Bradford Deanery about the use of individual cups for communion.

Diocesan Synod Report

There were 3 meetings held during the year, in March, June and October. Only the summer meeting was held in person at St Georges Leeds the others being via zoom. While I appreciate the ease of not travelling across the Diocese it was good to meet up and talk face to face in the summer.

Over the year there has been a constant agenda item of church support and deployment from which the Barnabus track has come and the website information is given in the Deanery Synod report. It has been developed so that there is a means of

supporting one another in worship and ministry that will encourage confidence. Other presentations have included Church Schools and Education, Our diocesan update (prior to the work of General Synod this February) about Living in Love and Faith and an introductory presentation about use of individual cups before a later discussion brought forward by the Outer Bradford Deanery.

Business through the year included Leeds Board of Finance annual report and accounts, annual reports from boards and committees, parish share, allocations of lay deanery members for Deanery synods, Church Representation rules for Cathedrals and the Leeds Diocesan budget for 2023. Synod was also consulted about the vacancy for an episcopal area bishop for Huddersfield. The appointment of our new bishop was announced in March. Revd Canon Smitha Prasadam will be consecrated in York Minister in June and take up her role in Huddersfield in early September. For me the highlight of each Diocesan Synod is the Presidential address given by Bishop Nick. He always says something that makes me think and sets me on a path of discovery. These addresses are always available straight after each meeting in the Diocesan news.

REV JOANNE HUSTWICK
VICAR

SAFEGUARDING REPORT

What is Safeguarding and why is it Important?

All individuals have the right to live their life safely and free from any abuse, harm or neglect. In the current situation that the world finds itself, safeguarding is even more evident as people may be feeling isolated, fearful and vulnerable.

We should all have an understanding and awareness of what safeguarding is and why it is important. Safeguarding is everybody's business and not just the responsibility of the people who are in authority or who have been appointed to Safeguarding roles.

In this ever evolving world we now face new challenges, such as human trafficking, modern day slavery and County Lines. It is more important than ever for us all to have sufficient knowledge to help ensure everybody can be safe to live full and happy lives.

You can find useful information on Safeguarding and why it is important by visiting: www.churchofengland.org/more/safeguarding or www.leeds.anglican.org/safe

Safeguarding Diocese News

The Diocese safeguarding team are available if you have any enquiries and they can be contacted on the main office number 0113 353 0257 or by emailing safeguarding@leeds.anglican.org.

Safeguarding Dashboard

The Safeguarding Dashboard introduced by the Diocese of Leeds has been

implemented within our parish. The dashboard is proving to be a very useful tool for highlighting all of the safeguarding requirements and identifying the aspects which need to be addressed. The dashboard is completed by the Parish Safeguarding Officer and updates are reported to the PCC when required as well as annually in the APCM report.

The dashboard has three levels of attainment and as your safeguarding compliance is attained you move to the next level. Level one encompasses policies, procedures, roles and training. Our parish is currently on level one.

Safeguarding Officer

Each parish is required to appoint a Safeguarding Officer who will work closely with the Incumbent, the PCC Committee, and the Diocesan Safeguarding Advisor.

Rachel Clegg was appointed as Safeguarding Officer for this parish but has now finished in this role due to her increasing work commitments. We have a vacancy for a Parish Safeguarding Officer and the PCC are actively seeking a new appointment.

DBS Requirements

Work is continuing for fulfilling all the outstanding DBS requirements for roles within the parish. All PCC members and anyone working with children and /or vulnerable adults in the parish need to fulfil this requirement.

Training

A new national program 'Safeguarding Learning Pathways' has being implemented for safeguarding training which replaces the old levels of training that were available. The requirements for who is required to undertake each training course has also been revised. There are two new courses which have been introduced: Safer Recruitment and People Management and Domestic Abuse Awareness. PCC members require to take the following training; Basic awareness, Foundation and Domestic Abuse. These are delivered online or now can be done in person in a group setting.

Online training is freely available for anybody to complete on the Diocesan website at: www.churchofengland.org/safeguarding/promoting-safer-church/safeguarding-training

Policies

All of the parish's policies are up to date.

We adopted the safeguarding policy statement 'Promoting a Safer Church' (House of Bishops 2017) at the PCC Meeting in March 2022 and this will be reviewed again at the PCC Meeting in March 2023. The statement confirms that all people who work in the Church agree to abide by the policies, recommendations and guidelines established by the Church.

We are fully compliant on both the 'A Church Near You' website and our Facebook page.

The Safeguarding Policy booklet is stored within the Vestry at the Church and can be accessed on request. All contact details are displayed on the notice board in our churches

Future Plans

Looking towards the next twelve months our Parish will ensure our policies are kept up to date and that safeguarding is a standing item on the PCC agenda.

We will continue reviewing and completing the dashboard to improve and maintain our compliance.

REV JOANNE HUSTWICK
VICAR

USE OF ST CUTHBERT'S

It goes without saying that the lack of heating has had a significant impact on the use of the church building by the community. During 2022 there have been 8 months when we have been unable to offer a warm and welcoming space to hirers. But despite this ...

· Cubs and Beavers have continued to meet and have adapted their programme in order to keep the children warm.

· Linden Playgroup have continued to use the crypt and have purchased various heaters to try to keep the temperature at a suitable level for very young children. We have benefitted greatly from these heaters generously provided. It has been a very trying time for the Playgroup made worse by the uncertainty and lack of positive news regarding when conditions might improve for them.

· A new exercise group for ladies started in October and meets twice a week. This seems to be thriving; being a very active group they are less concerned about the lack of heating. The leader of the group has expertise in various movement and well being groups and has expressed an interest in starting a chair exercise group but obviously the church is not a suitable venue at present.

· Sadly Creative Connections tried to meet in the narthex at the beginning of the year but were defeated by the cold. They have now moved elsewhere.

Apart from regular bookings the church has been used for a few events to benefit the community. TaiKwanDo have held 2 competition days during 2022 and a further session last month. This caused some problems as the attendance was much greater than expected by the organizer. Any further sessions need to be considered carefully. During the Summer 'Nurturing Creativity' held a very successful holiday club particularly targeted on families who were struggling with the cost of living. A hot meal and varied and exciting activities were provided free of charge over a period of three weeks.

In September an event was organized by the ladies of Birkby who have used the church on a number of occasions for fund raising. On this occasion approximately £8000 was raised to alleviate the suffering in Pakistan caused by severe flooding. It is really good to be able to share in these fundraising efforts but sometimes there may be insufficient supervision to manage the numbers attending and therefore to ensure the church building is well cared for.

I continue to receive enquiries about hiring the building and expect that once the weather is warmer people will want to hold some events at St Cuthbert's. The hiring of the church should be reviewed by the PCC in the near future and I feel we need to take a fresh look at the impression St Cuthbert's gives, what does the building say about us and our faith and is the message one of welcome, encouragement and vitality to the people who visit us?

JANE CHESMAN
LETTINGS ADMINSTRATOR

ASIAN CHRISTIANS

Asian Christians had the Women Meeting in Church which was attended by 100 People and it was arranged by Mrs Emanuel and her daughter in law Mrs Saima Emanuel.

Elsewhere we also held a Reception for Chief Constable for West Midland in November 22 and on January 30th we had reception for Archbishop of York his Honourable Mr Stephen Cottrell , which was attended by Bishop of Bradford & Bishop of Wakefield as well as 40 Guests from all faiths. We didn't have our Annual Convention for last 3yrs because of COVID.

YACUB MASIH
LAY CANON

JAM AND ALL AGE WORSHIP SERVICES

As we have struggled with the lack of heating in our building and having people willing to lead the children in JAM sessions during the 11am service so we have begun to hold some services where we worship together in a way that means all ages can engage and learn more about following Jesus and ways to worship. These have been held monthly in the later months of the year. They have been well received and we hope to continue in this pattern usually on a first Sunday in a month. The service includes more interaction between the person leading and the congregation as well as crafts or activities within the service for the young ones attending. This will continue and be built on as we move forward. It is a duty of us all to encourage our young people in worship and to invite others to attend when we can.

REV JOANNE HUSTWICK
VICAR

APPENDIX 1

ST CUTHBERT'S ANNUAL PAROCHIAL CHURCH MEETING HELD ON SATURDAY 30th APRIL 2022

Chair Rev Joanne Hustwick.

Present There were 14 members of the congregation present at the meeting.

1 **APOLOGIES FOR ABSENCE**

There were apologies for absence from Paul Whittaker, Ted & June Firth, Joan Turton and Lucille Mitchell.

2 **MINUTES OF LAST YEAR'S APCM HEL ON SATURDAY 17th APRIL 2021 (Appendix 1)**

Those present at the meeting were asked to approve the minutes of the Parochial Church Meeting held on Saturday 17th April 2021. The minutes were proposed to be a true record of the meeting.

Proposed Dorothy Leech Seconded Jane Chesman

This proposal was accepted by a show of hands from those present at the meeting.

3 **MATTERS ARISING FROM THE MINUTES**

There were no matters arising.

Naima Ratsep asked about those members of the congregation that had passed away in 2021 (Bob Taylor and Monica Broadbent) and whether they should be added to the Remembrance Book. Rev Joanne said that the families should be asked for their permission to do this.

4 **PRESENTATION OF REVISED ELECTORAL ROLL**

Mike Smith advised that this year was a standard revision and not a full revision of the electoral roll. The number of people on the electoral roll for the current year was 40, made up of 17 inside the parish and 23 outside the parish, this is a reduction of 6 people from the previous year. Mike also advised that he would be stepping down from this role. Rev Joanne thanked Mike for all his hard work in updating the electoral roll and advised that we now need to look for someone to fill this role.

5 **ELECTION OF 1 DEANERY SYNOD REPRESENTATIVE FOR THE TRIENNIAL 2020-2023 (TO SERVE FOR THE REMAINING 1 YEAR)**

There were no nominations for the vacant Deanery Synod representative, Dorothy Leech will continue in this role.

6 **ELECTION OF 2 MEMBERS OF PCC TO SERVE 3 YEARS**

As per the Church of England rules governing the composition of the PCC and in relation to the numbers on our electoral roll, we are currently allowed 6 elected members of the PCC of St Cuthbert's Church. Each member is elected to serve for a maximum period of 3 years.

There was the following nomination to serve as a PCC member;

Naima Ratsep	Proposer	Sarah Ratcliffe
	Seconder	Jane Chesman

7 **ANNUAL REPORT OF THE PROCEEDINGS OF THE PCC**

Rev Joanne thanked Sarah Ratcliffe for producing a full and informative report. It was highlighted that on page 7 the number on the electoral roll as at 31st December 2021 (46) needed inserting in place of the ??.

8 **ANNUAL REPORT OF THE FINANCIAL DEALINGS OF THE PARISH**

Gill Cheal highlighted that we finished with a deficit last year, mainly due to covid and having the pointing done. The first quarter of 2022 shows that the finances are sadly steadily going down. Gill advised that she will be standing down from this role and thanked all the counters and the people that have supported her over the last 10 years. Gill has very kindly agreed to continue in the role until a replacement is found, but hoped this would be sooner rather than later. Gill suggested paying someone to do this role as currently there is nobody able or willing to take on this role within the parish and wondered if we are actually sustainable with no treasurer, no warden and various other vacant positions.

Jane Chesman said what a fantastic job Gill has done and continues to do, with no previous experience, just learning as she went along, even changing from a book system to a more digital system. Rev Joanne added her thanks for an outstanding job.

9 **PRESENTATION OF THE ANNUAL ACCOUNTS FOR THE YEAR ENDING 31ST DECEMBER 2021**

The PCC has adopted the annual accounts for year ending 31st December 2021 and these were accepted by a show of hands by all present.

10 **APPOINTMENT OF AN INDEPENDENT EXAMINER**

Charles Ingles retires from this role after many years of service during which time he has always asked that his fees were donated to the Forget me not Trust.

Rev Joanne is approaching someone she knows and will update the PCC at the next meeting.

Gill had kindly passed on our thanks and gratitude to Charles on our behalf.

11 **CHURCH WARDEN'S REPORT ON THE FABRIC, GOODS AND ORNAMENTS OF THE CHURCH**

This year's report was from Joy with a few additions from Rev Joanne. The electrical safety checks will be carried out shortly and Joy will update the PCC at the next meeting. John Morley reported that the lawnmower is now working again, thanks to Sandy Cheal for cleaning and servicing it and he and Enley Binns would be happy to continue mowing the lawns. Naima Ratsep pointed out that the lawn mower needed a circuit breaker and Rev Joanne agreed to get one. Gill Cheal advised that we had stopped the previous gardener due to high costs. Rev Joanne thanked Joy for all she has done the last year and also added her thanks to John Morley on doing such a great job with the garden, which looks wonderful.

12 **REPORT FROM DR PAUL WHITTAKER 0BE – MUSICAL DIRECTOR**

Rev Joanne read out an email Paul Whittaker had sent prior to meeting as he was not able to attend due to signing a production of Joseph in Plymouth. Paul hoped the meeting went well but realised there were many tough issues to be faced and was worried we were failing in our mission to spread the gospel, share it and bring people to Christ. There has been a steady decline in the congregation over the last decade for various reason and Paul thought we lacked vision as to where we were going and what we are doing about it and asked that people take stock, realistically, of what challenges we face and our chance of survival.

13 **REPORT ON THE PROCEEDINGS OF THE HUDDERSFIELD DEANERY SYNOD**

Dorothy Leech, Rev Joanne and Rev Ruth are the Deanery Synod representatives. Last year they met 5 times, sometimes in person, sometime online and occasionally hybrid, with online getting the best attendance.

Naima Ratsep commented that we used to have updates from these meetings in the monthly newsletter and asked if this could be possible again, as we don't currently have a newsletter something on the noticeboard was suggested.

14 **SAFEGUARDING REPORT**

Rachel Clegg is stepping down from this role at both St Cuthbert's and St Philip's due to work commitments, so this now leaves a vacant position at St Cuthbert's and/or a vacant benefice Safeguarding officer.

15 **USE OF ST CUTHBERT'S**

Rev Joanne thanked Jane for her continued work and dedication in keeping all the hirer's happy during another difficult year with both covid and heating issues. Jane commented that Linden Playgroup had been great throughout these difficult times especially during the pointing when the scaffolding was up, saying that they have a really good team. Currently just Playgroup and Cubs & Beavers continue to use the church but it is hoped that if Creative Connections secure funding they will hopefully be back soon.

16 **ENVIRONMENTAL REPORT**

The environmental report is a joint report for the benefice, both Alison Lobb and Mike Smith work as a team and have both done a home training course 'Creation Salvation' led by the Diocese of Leeds. Mike will be leaving St Cuthbert's but will still continue with the benefice role with Alison.

17 **JESUS AND ME (JAM) – SUNDAY CHILDREN'S GROUP**

JAM restarted back in September 2021 with 9 children attending the first meeting. It is hoped that this will be a monthly meeting on the second Sunday, but will require people to plan, lead and help on those mornings.

18 **ANY OTHER BUSINESS NOTIFIELD IN ADVANCE OF THE MEETING**

Jane commented on the suggestion in the Vicar's report about getting together on a Saturday morning with the new PCC, members of the congregation and community to get to grips with the current situation, Jane thought this was a very good idea but that we needed some professional support and help as a fresh pair of eyes to help us get going again, as we seem to have lost our direction and vision, and thought perhaps the diocese could be contacted to signpost us in the right direction.

Mike Smith said that although he has left St Cuthbert's he will still continue looking after our energy contracts and the benefice environmental role. Mike thanked everyone for the fellowship over the last 15/16 years, saying he had enjoyed his time at St Cuthbert's, but it is now time to join his wife Mavis at St Philip's, a decision he made during covid, but said he is not leaving on a bad note but a good one.

19 **CHAIRS COMMENTS AND CLOSING PRAYERS**

Rev Joanne passed on her grateful thanks to Rev Ruth and the ministry team, all the PCC members, those that faithfully come to church each week, and all the support both Rev Joanne and John have received, which is much appreciated.

Rev Joanne said 'this was not an easy meeting, but we have held our APCM and we are still here' and encouraged everyone to pray for St Cuthbert's growth, care, worship and survival.

Rev Joanne closed the meeting at 10.55 with a prayer.

Sarah presented Rev Joanne with a bunch of flowers as a thank you for all she does.

Signed ..... Date .....

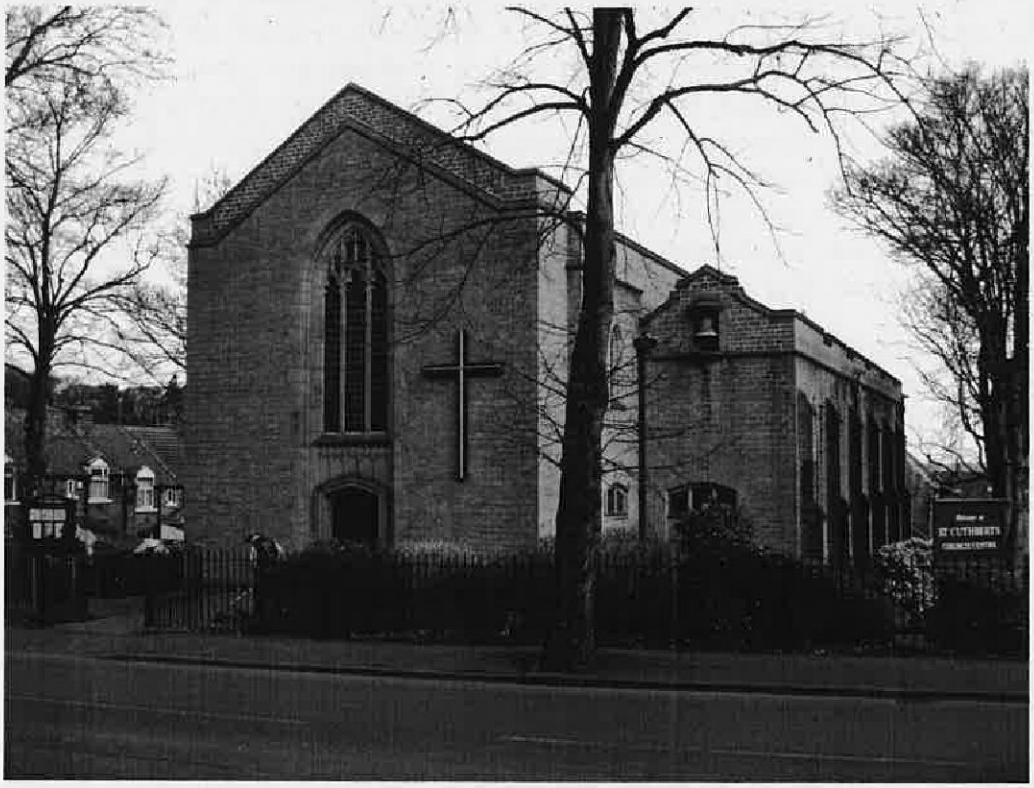
THE PAROCHIAL CHURCH COUNCIL OF THE ECCLESIASTICAL PARISH OF ST. CUTHBERT'S, BIRKBY

England & Wales - Charity number 1145033

Accounts

The Parish Church of St Cuthbert
Birkby Huddersfield

Church & Community under one Roof



Annual Meeting of Parishioners
and
Annual Parochial Church Meeting

Saturday 30th April 2022

10.00am

Registered Charity No. 1145033

A MESSAGE FROM THE VICAR

APCM Vicar's Report 10th March 2022

Five years in Huddersfield have passed in a flash. Much has happened and there is much more to do. I seem to be busier than ever and trying to balance my time accordingly. Whatever we have on an agenda here please remember there is an equally involved and emotive agenda at St Philip's.

My mind constantly races with ideas that get buried in day to day needs. There are many and some do not get the attention they need, as there is only so much one person can do.

Despite all that there are moments of light, sparks of the Spirit at work in our parish. I am grateful for all the help and encouragement I receive from each of you and others in the parish and supportive clergy both here in church and nearby. Now, as we approach our APCM we need to look forward, pick up the most important things and maybe put some down or give them less attention. What we need most at St Cuthbert's are people to stand for the vacant positions on PCC as well as Church Warden, Treasurer and Safeguarding Officer. Then we need a dedicated team to support the necessary fundraising for new heating, the church wardens and the Lettings Officer. Our warden, treasurer and secretary along with Jane cannot and should not bear it all.

At this APCM I want to ask you to think and pray about our life in the community and faith journey at St Cuthbert's, the needs we have and prepare to make a detailed plan of what we need to do and then prioritise it. I don't want to put you off but it is a long list and as we are at present we cannot do it all. I propose we have a Saturday morning together sometime shortly after the APCM with the new PCC members and all members of the community and church who wish to help and really get to grips with the current situation, then identify something from the list we produce together to concentrate on at future PCCs in detail so we have a grasp of all there is to do and a plan for how we do it.

I have been keeping the following verses from 1 Chronicles chapter 28 in my heart and prayers as I believe this has been a word to me in recent weeks. They were written at the time of David's death and planning the building of the Temple.

Verses 20 and 21 say,

20 David said further to his son Solomon, "Be strong and of good courage, and act. Do not be afraid or dismayed; for the Lord God, my God, is with you. He will not fail you or forsake you, until all the work for the service of the house of the Lord is finished. 21 Here are the divisions of the priests and the Levites for all the service of the house of God; and with you in all the work will be every volunteer who has skill for any kind of service; also the officers and all the people will be wholly at your command."

St Cuthbert's is dearly loved and can become more so if we each play our part fully in its life and within our community. May this year be the year we put our best foot forward, trust God's word and obey the commands of Jesus to love God with all our heart, soul, mind and strength and to love our neighbours as ourselves!

Rev Joanne

ANNUAL MEETING OF PARISHIONERS

Those on the Electoral Roll of St Cuthbert's Church and residents in the parish, whose names are on the Local Government Register of Electors, may vote at this meeting.

AGENDA

1. Election of a Clerk to the Meeting
2. Apologies for absence
3. Minutes of last year's meeting held on Saturday 17th April 2021
4. Matters arising from the minutes
5. Election of Church Wardens

ANNUAL MEETING OF PARISHIONERS
ON SATURDAY 17TH APRIL 2021

Chair Reverend Joanne Hustwick

Present There were 15 members of the congregation present, 14 in person and 1 via Zoom.

1 **ELECTION OF A CLERK TO THE MEETING**

Rev Joanne had asked Sarah Ratcliffe prior to the meeting if she would be willing the clerk the meeting, to which she accepted.

Proposed Jill Dodd Seconded Gill Cheal

This was agreed by all persons present at the meeting.

2 **APOLOGIES FOR ABSENCE**

There were apologies for absence from Joan Turton, Joy Binns, Enley Binns and Naima Ratsep.

3 **MINUTES OF THE MEETING HELD ON SATURDAY 24TH OCTOBER 2020**

Approval was requested that the Minutes of the Annual Meeting of Parishioners held on Saturday 24th October 2020 were a true record of the meeting.

Proposed Paul Whittaker Seconded Jane Chesman

This was agreed by all persons present at the meeting.

4 **MATTERS ARISING**

There were no matters arising.

5 **ELECTION OF CHURCHWARDENS**

The position of Church Warden is an annual appointment with candidates being eligible to serve for a maximum period of six consecutive years. The following person had been nominated;

Alicia (Joy) Binns

Proposed Jane Chesman Seconded Paul Whittaker

This was agreed by all persons present at the meeting.

There being no other nominations, Joy Binns was duly elected to serve as Church Warden. Rev Joanne thanked Joy for been willing to stand again as a Church Warden, which this year would be as a sole warden, which is not an easy task and also added that if anyone wanted to become a Church Warden alongside Joy then they should speak with her about the role and they wouldn't need to wait until the next APCM to be nominated and accepted.

Rev Joanne also thanked Jane for her time as a Church Warden, saying we owed Jane a huge debt of thanks for all she had done during her time as a Church Warden and presented Jane with some flowers. Jane said that it had been a pleasure to serve as a Church Warden, although it is quite a tough job and thought the time was now right for her to step down.

Rev Joanne Hustwick thanked everyone for attending and the meeting was brought to a close at 10.07 am.

Signed ..... Date .....

ANNUAL PAROCHIAL CHURCH MEETING

All lay persons whose names are entered on the Electoral Roll of the Parish are entitled to attend this meeting and take part in the proceedings. Lay persons whose names are not on the Electoral Roll may attend the meeting but are not eligible to vote.

AGENDA

1. Apologies for absence
2. Minutes of last year's APCM held on Saturday 17th April 2021 (Appendix 1)
3. Matters arising from the minutes
4. Presentation of revised Electoral Roll
5. Election of 1 Deanery Synod Representative for the Triennial 2020-2023 to serve for remaining 2 years)
6. Election of 2 members of PCC to serve 3 years
7. Annual Report of the proceedings of the PCC
8. Annual Report of the financial dealings of the Parish
9. Presentation of the Annual Accounts for the year ending 31st December 2021
10. Appointment of an Independent Examiner
11. Church Wardens Report on fabric, goods and ornaments of this Parish
12. Report from Dr Paul Whittaker OBE – Musical Director
13. Report on the proceeding of the Huddersfield Deanery Synod
14. Safeguarding Report
15. Use of St Cuthbert's
16. Environmental Report
17. Jesus and Me (JAM) – Sunday children's Group
18. Any Other Business notified in advance of the meeting
19. Chairs comments and Closing Prayers

4 PRESENTATION OF REVISED ELECTORAL ROLL

This year we have had a normal annual revision of the electoral roll not a full revision.

Two people have passed away during the year, Bob Taylor and Monica Broadbent.

A number of people have left the church and electoral roll now stands as follows: Total on the roll is 40. 17 inside the parish. 23 outside the parish.

MIKE SMITH
ELECTORAL ROLL OFFICER

5 ELECTION OF 1 DEANERY SYNOD REPRESENTATIVE FOR THE TRIENNIAL 2020-23 (TO SERVE FOR REMAINING 2 YEARS)

6 ELECTION OF 2 MEMBERS OF PCC TO SERVE 3 YEARS

7 ANNUAL REPORT OF THE PROCEEDINGS OF THE PCC

PCC members who have served on the PCC since the APCM on 17th April 2021:-

Chair	Rev Joanne Hustwick
Clergy	Rev Ruth Bradley
Church Warden	Mrs Joy Binns
Elected Members	Miss Sarah Ratcliffe from 2021 - 2024 Mr John Morley from 2021– 2024 Mrs Lucille Mitchell from 2020- 2023 Mrs Jill Dodd from 2020-2023 Mr Mike Smith from 2019 - 2022
Co-opted Members	Mrs Gill Cheal yearly appointment
Deanery Synod Representative	Mrs Dorothy Leech
Church Treasurer	Mrs Gill Cheal
Secretary to the PCC	Miss Sarah Ratcliffe
Planned Giving Officer	Mrs Gill Cheal
Electoral Roll Officer	Mr Mike Smith
Safeguarding Advisor	Mrs Rachel Clegg from February 2021
Lettings Administrator	Mrs Jane Chesman
Health & Safety Advisor	Vacant - since July 19
Environment Officer	Mr Mike Smith

The PCC met on 9 occasions during the year from the APCM in 2021 to the APCM in 2022.

The average attendance at PCC meetings was 9. The total number of PCC members during 2021/22 was 11.

Structure, Governance and Management

Members of the PCC are either elected by the Annual Parochial Church Meeting (APCM) or, ex-officio, in accordance with the Church Representation Rules. All church attendees are encouraged to register on the Electoral Roll and to stand for election to the PCC.

Objectives and Activities

The PCC of the Parish Church of St Cuthbert has the responsibility of co-operating with the Incumbent and with the Church Wardens in promoting within the Ecclesiastical Parish the whole mission of the church – pastoral, social and ecumenical. It also has maintenance responsibilities for the church buildings and the grounds.

Standing Committee

This is the only committee required by law. It has the power to transact the business of the PCC between its meetings, subject to any directions given by the PCC. The Standing Committee consists of the Incumbent, the Church Wardens, the Lay Chair, the PCC Treasurer, the PCC Secretary and, a lay PCC representative.

Sub-Committees

The PCC also operates through sub-committees which meet in addition to the PCC. These are; Mission & Community Matters, Communications, Applications for Grant Funding, Youth Matters and Building/Health & Safety.

These Sub-committees circulate Minutes of their meetings to the full PCC and bring any recommendations for action to the PCC for approval.

Electoral Roll

On 31st December 2021 there were 46 people on the Electoral Roll. The Electoral Roll has been reviewed in 2022 prior to the APCM, in compliance with the Church of England regulations which require a complete revision every 6 years.

Worship and Church Attendance

Services 11am each Sunday.
January to March these were held on zoom and had an average attendance of 10.
April to December these were held in church and had an average attendance of 24 adults and 1 child.
There were 5 SAS services throughout the year mainly on zoom and the average attendance was 12.
There were no Baptisms or weddings in 2021 and 2 funerals were held in church and 2 at the graveside.
Messy Church did not run at all during the year and in fact had begun to close down prior to COVID in 2020.

REVIEW OF THE YEAR

In addition to church finances and the on-going general business of the PCC, the following topics were discussed:-

Parish Share
Finance including Charitable Giving
Closing & Opening of Church during Lockdown/Covid Assessments
New Energy Supplier
Heating System (including Playgroup)
Defibrillator
Outreach—Community
Gardening/new Brown (garden waste) and Green (recycling) bins and Tree Survey
Worship and Services including temporary move to St Philip's
Safeguarding
Health & Safety

SARAH RATCLIFFE
SECRETARY TO THE PCC

8 ANNUAL REPORT OF THE FINANCIAL DEALINGS OF THE PARISH

Treasurers Report

General Account
Income
2021 was another challenging year. Ongoing COVID-19 restrictions meant that numbers at services remained smaller than usual. It was also a year in which thousands of pounds was spent on pointing the exterior wall. A grant from Kirklees to offset the negative effects of COVID restrictions and a VAT reclaim on the pointing works helped to replenish some of the money spent on the pointing. I would like to say a massive than you to those who have continued their giving, despite not being able to worship in person. We started the year with a balance of £27,608.38 and ended the year with £25,696.60

The gift aid refund shown in the annual accounts is for the previous year's giving, i.e., it is claimed and paid in 2021 but covers the giving for 2020. The gift aid we claim is directly related to the amount we give. The gift aid claimed back in 2021 was substantially less than the previous year.
Expenditure

I am pleased to be able to say that once again, despite the difficult year we faced, we were able to pay our Parish Share in full. This is an amazing achievement that many parishes could not manage.

Our expenditure during 2021 was considerably more than the previous year due to the cost of the pointing works.

Most of you will be aware that we had a double blow towards the end of the year, when first the boiler for downstairs, closely followed by the main church boiler, both failed and were deemed irreparable. This left us with little choice but to find alternative premises in which to worship as it was impossible to provide adequate alternative heating in the short term. The Church of England policy on achieving net zero carbon emissions by 2030 means we are having to explore alternative means than gas for our heating. Thanks to Mike Smith for sourcing quotes for this and thanks to St Philips for allowing St Cuthbert's to share their building temporarily. The quotes obtained to date show that alternative heating will cost many thousands of pounds. The PCC extend thanks to those who give generously of their time and money to St Cuthbert's. I would urge everyone to continue with their regular giving and to remember to give on weeks that they are unable to attend church. Anyone who does not currently take part in planned giving via weekly envelopes or standing order, I would encourage to consider doing so, and, if you are a **taxpayer, to Gift Aid any** donations that you make to church funds. This increases the value of your donation by 25% by allowing us to reclaim basic rate tax on your donations. For more information speak to the Treasurer, Gill Cheal.

Summary
Overall receipts show an increase on 2020. However, £17,457.78 were grants. We had a grant from Kirklees Council to help with the effects of COVID and a VAT reclaim for the pointing work. If we remove the grants the total receipts would have been £38,681.63, a decrease of £1,782.09 on 2020. We ended the year with a deficit of -£1,913 of receipts over payments.
We started the year with £27,608.38 and ended the year with £25,696.60

3Rs Account
Income
Income into this account was very similar to last year.
Expenditure
We paid out just over £9,000. This was for scaffolding and new sound equipment.
Summary
We ended the year with a deficit of £-7,076 of receipts over payments.
We started the year with £10,430.76 and ended the year with £3,354.83

Charitable Giving

I am pleased to report that we kept our commitment to 10% Charitable Giving as follows:-

Link Diocese in Timpulia	£200
USPG	£100
Embrace the Middle East	£100
Children's Society	£156
Open Doors	£100
Welcome Centre	£300
Forget Me Not Hospice	£500
English as 2nd language project	£150
Mission Café	£200
Mary's Meals	£200
Christian Aid	£300
Kirkwood Hospice	£500
Water Aid	£200
Church Army	£150

Additional Donations

Forget-Me-Not Hospice	£75	(Giving in lieu of fee to Auditor)
DEC	£800	(Extra donation over 10%)
One Community Foundation	£10	(Annual contribution to Grant Giver)
Christian Aid	£32.40	(Harvest Collection)

GILL CHEAL
TREASURER

9 PRESENTATION OF THE ANNUAL ACCOUNTS FOR THE YEAR ENDING 31.12.20

St Cuthberts Church, Birkby
Financial Statements for the Year Ended 31 December 2021
Receipts and Payments Accounts

	Note	General Fund £	Restricted Fund Redevelopment £	Total 2021 £	Total 2020 £
Receipts					
Voluntary receipts:					
Planned giving	2a	23540	1549	25089	24947
Collections at services		1127	0	1127	488
Other giving/voluntary receipts	2b	1157	0	1157	2301
Gift Aid recovered		5098	380	5478	7100
		30922	1929	32851	34836
Fund Raising	2c	396	0	396	75
Investment income		0	0	0	0
Church activities	2d	6380	0	6380	6880
Other Receipts	2e	18060	0	18060	328
Transfer		0	0	0	0
Total Receipts		55758	1929	57687	42119
Payments					
Church activities:					
Parish share		26558	0	26558	26558
Vicarage & clergy expenses		391	0	391	408
Church Running expenses	2f	8543	1694	10237	7941
Church repairs & Maintenance	2g	17571	7311	24882	2765
Mission Giving & Donations	2h	4606	0	4606	3636
		57669	9005	66674	41303
Fund Raising Activities		0	0	0	0
Total Payments		57669	9005	66674	41303
Excess of receipts over payments		-1911	-7076	-8987	816
Cash at bank and in hand at 1 Jan		27608	10430	38038	37222
Cash at bank and in hand at 31Dec		25697	3354	29051	38038

St Cuthberts Church, Birkby
Financial Statements for the Year Ended 31 December 2021
Statement of Assets and Liabilities

	General Fund	Restricted Fund Redevelopment	Total 2021	Total 2020
	£	£	£	£
Cash Funds				
Bank Current Account	25697	3354	29051	38038
Other Monetary assets				
Gift Aid recoverable (Estimated)	4874	360	5234	4653
Unpaid invoice - Young People's Drama	117	0	117	0
Unpaid invoice - St Cuthbert's Cubs & Beavers	72	0	72	0
Unpaid invoice - Tender Hearts	6	0	6	0
	5069	360	5429	4653
Liabilities (due within one year)				
Gardening invoice	614	0	614	294
Sound system replacement equipment	0	0	0	1694
	614	0	614	1988

St Cuthberts Church, Birkby
Financial Statements for the Year Ended 31 December 2021
Notes

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

2 Further Analysis of Receipts and Payments

	General Fund	Restricted Fund Redevelopment	Total 2021	Total 2020
	£	£	£	£
a) Planned giving				
Planned Giving Gift Aid	13662	1180	14842	15413
Planned Giving Non Gift Aid	9878	369	10247	9534
	23540	1549	25089	24947
b) Other giving/voluntary receipts				
Donations & Legacies	925	0	925	2145
Occasional Income for Specific Use	232	0	232	156
	1157	0	1157	2301
c) Fund Raising				
General	396	0	396	75
	396	0	396	75
d) Church Activities				
Room/Hall hire	6074	0	6074	6298
Fees	306	0	306	582
	6380	0	6380	6880
e) Other Receipts				
Miscellaneous	603	0	603	328
Grant (VAT reclaim)	17457	0	17457	0
	18060	0	18060	328
f) Church Running Expenses				
Energy	3286	0	3286	3484
Water	258	0	258	267
Insurance	3109	0	3109	3296
Church Administration	963	0	963	411
Children's work	0	0	0	39
Music	0	0	0	53
Miscellaneous	761	1694	2455	62
Upkeep of Services	46	0	46	138
Fees	120	0	120	281
	8543	1694	10237	7941
g) Church Repairs & Maintennce				
Maintenance	17277	7311	24588	2765
Gardening	294	0	294	0
	17571	7311	24882	2765
h) Mission Giving & Donations				
Charities	4341	0	4341	3355
Specific payments	265	0	265	281
	4606	0	4606	3636

10 APPOINTMENT OF AN INDEPENDENT EXAMINER

Independent Examiner's Report to the Parochial Church Council of

St Cuthbert's Church, Birkby

I report on the accounts of the St Cuthbert's Church for the year ended 31st December 2021

Responsibilities and basis of report

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

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

Independent examiner's statement

I have completed my examination. I confirm that no material matters have come to my attention in connection with the examination giving me cause to believe that in any material respect:

1. The accounting records were not kept in respect of the Trust as required by section 130 of the Act; or

2. The accounts do not accord with those records.

3. The accounts did not comply with the applicable requirements concerning the form and content of accounts set out in the Charities (Accounts and Reports) Regulations 2008 other than any requirement that the accounts give a "true and fair" view which is not a matter considered as part of an independent examination.

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

Name: Mr C F Ingle FCA
Address: 1 The Park
Park Lane
Sowood
Halifax

Date: 21st February 2022

11 CHURCH WARDENS REPORT ON THE FABRIC, GOODS AND ORNAMENTS OF THIS PARISH

The repointing work on the North side of the building was commenced in June and completed within the time allocated.

In December a tree survey was requested and the results were lodged with Kirklees planning for approval to work on trees with tree protection orders in an area of Conservation. Before the work was approved we suffered damage in a storm to the Tree of Heaven on Linden Road.

I've contacted the tree surgeon regarding checking the safety of the branches around the church , The only concern is a branch that is lodged from the storm we had in the same tree that caused the damage to the car but he thinks it's safe and if it should become dislodged it would fall in the church grounds I'm waiting for the report back from Kirklees to be able to ask the Able the tree surgeon to trim the branches that need doing.

The gutters were cleared in Dec. I've contacted John Harrison for checking them and he'll have a look end of May to beginning of June .

At the very end of the year the boilers were serviced as part of the annual maintenance, the one serving the crypt area downstairs was found to be broken at this time and deemed unrepairable and the main boiler failed very shortly afterwards resulting in no heating in church from December 23rd. The PCC are actively seeking alternative forms of heating to the gas boilers we have previously used.

Electrical safety check was due in January, but only now got a time when they'll be able to fit us in, hopefully 25th April.

Regarding the garden we could do with a new lawn mower the one at the church isn't working. Enley and John M said they will be happy to mow the lawn when required.

JOY BINNS
CHURCH WARDEN

12 REPORT FROM DR PAUL WHITTAKER OBE—MUSICAL DIRECTOR

Last year I used a quote from the Psalms to frame my music and worship report and this year I'm using one again. This time I'm drawn to the words from Psalm 137, "How shall we sing the Lord's song in a strange land?"

Life is strange as we not only continue to learn to live with Covid but find ourselves in not exactly a strange building, but definitely not our own, and with no idea of when we will return. We are very grateful to St Philip's for letting us share their building and I trust you feel we are able to retain some of our St Cuthbert's identity whilst temporarily homeless.

It's hard to recall when we've been able to meet in person, when we've been allowed to sing or what we've actually been able to do, yet our worship has continued with a mixture of live singing and recorded music. I've particularly enjoyed choosing the latter, finding music that fits the theme and enhances our worship, and hope you've enjoyed listening to it.

There are a few songs I've played that it would be good to learn, though I've been reluctant to teach anything until people feel comfortable in new surroundings and unsure of how confident you all feel with singing when masked.

Two services particularly stand out in the past year; the (socially distanced and online) Easter Eve service at St Cuthbert's and the New Year "Not the Carol Service" in St Philip's Community Centre. At the first we couldn't sing, which was tough, whilst the second had real sense of closeness and community, sat round tables and hearing a familiar story in a slightly different way.

Amidst all the change, challenge and uncertainty it's vital that we maintain our worship, our faith and our trust in our faithful, unchanging God. Where this will take place, and in what format no one knows; what we do know is that we must pray and we must sing. It's not an option, it's a biblical command!

DR PAUL WHITAKER OBE
MUSICAL DIRECTOR

13 REPORT ON THE PROCEEDINGS OF HUDDERSFIELD DEANERY SYNOD

Deanery Synod Report

Dorothy Leech, Rev Ruth and myself are the Deanery Synod members at present. The Huddersfield Deanery Synod has continued to meet with our neighbours Almondbury and Kirkbuton Deanery for the Deanery Synod meeting this year. There were 5 meeting in all, February, April, June, September and December. Most were held on zoom with one a hybrid meeting when some gathered face to face with a zoom link for those who couldn't manage to attend. This meeting was a learning curve and the situation was greatly improved at the next meeting. The use of zoom has greatly increased attendance at our meetings especially over winter months. Discussions have focussed on survival and recovery during the pandemic with lots of good idea sharing between parishes. As we move into 2022 we have speakers coming to our meetings. In the summer the members of both houses in synod had chance to elect new General Synod members for the Diocese of Leeds. Hustings were held online and the vote was electronic also (with a paper option for those who required it).

At St Cuthbert's we have a vacancy for one more Deanery Synod member to stand for a one year term as the synod triennium ends in 2023. A person can stand for a maximum of six years so this is a chance to come and see what we do and learn more about our Deanery churches as well as information sharing from Diocesan leads.

Diocesan Synod Report

During 2021 Diocesan Synod met 3 times, twice online and once in person. In July elections were held for the new triennium and I was elected by the Huddersfield Deanery Chapter to serve for a further three year term. The in person meeting held at Bradford Cathedral was the inaugural meeting of this triennium.

Topics offered and discussed at Synod this year included:-
General Synod feedback from our Diocesan members
Pandemic Emergence
Care and Wellbeing of the clergy
The new legalities of the Quinquennial Inspection Scheme
Living in Love and Faith Course (LLF)
2020 LDBF report and reports of Diocesan Departments
Saving Creation Presentation
2022 Budget for the Diocese
Diocesan Strategy Implementation update

Each Synod begins with an act of Worship from around the Diocese and Bishop Nick gives a Presidential address which is then added to the Diocesan Webpage and always worth a further read.

REV JOANNE

14 SAFEGUARDING REPORT

What is Safeguarding and why is it Important?

All individuals have the right to live their life safely and free from any abuse, harm or neglect. In the current situation that the world finds itself, safeguarding is even more evident as people may be feeling isolated, fearful and vulnerable.

We should all have an understanding and awareness of what safeguarding is and why it is important. Safeguarding is everybody's business and not just the responsibility of the people who are in authority or who have been appointed to Safeguarding roles. In this ever evolving world we now face new challenges, such as human trafficking, modern day slavery and County Lines. It is more important than ever for us all to have sufficient knowledge to help ensure everybody can be safe to live full and happy lives.

You can find useful information on Safeguarding and why it is important by visiting: www.churchofengland.org/more/safeguarding or www.leeds.anglican.org/safe

Safeguarding Diocese News
The Diocese safeguarding team are available if you have any enquiries and they can be contacted on the main office number 0113 353 0257 or by emailing safeguarding@leeds.anglican.org

Safeguarding Dashboard
The Safeguarding Dashboard introduced by the Diocese of Leeds has been implemented within our parish. The dashboard is proving to be a very useful tool for highlighting all of the safeguarding requirements and identifying the aspects which need to be addressed. The dashboard is completed by the Parish Safeguarding Officer and updates are reported to the PCC when required as well as annually in the APCM report.

The dashboard has three levels of attainment and as your safeguarding compliance is attained you move to the next level. Level one encompasses policies, procedures, roles and training. Our parish is currently on level one.

Safeguarding Officer
Each parish is required to appoint a Safeguarding Officer who will work closely with the Incumbent, the PCC Committee, and the Diocesan Safeguarding Advisor. Rachel Clegg is appointed as Safeguarding Officer for this parish.

Rachel Clegg is an active parishioner at St Philips the Apostle in Birchencliffe. Rachel has also been the Safeguarding Officer for that parish since 2018 and is a member of their PCC.

DBS Requirements
Work is continuing for fulfilling all the outstanding DBS requirements for roles within the parish.

Training
A new national programme 'Safeguarding Learning Pathways' is being implemented for safeguarding training which replaces the old levels of training that were available. The requirements for who is required to undertake each training course has also been revised. There are two new courses which have been introduced: Safer Recruitment and People Management and Domestic Abuse Awareness.

Online training is freely available for anybody to complete on the Diocesan website at: www.churchofengland.org/safeguarding/promoting-safer-church/safeguarding-training

Policies
All of the parish's policies are up to date.

We adopted the safeguarding policy statement 'Promoting a Safer Church' (House of Bishops 2017) at the PCC Meeting in March 2021 and this will be reviewed again at the PCC Meeting in March 2022. The statement confirms that all people who work in the Church agree to abide by the policies, recommendations and guidelines established by the Church.

We are fully compliant on both the 'A Church Near You' website and our Facebook page.

The Safeguarding Policy booklet is stored within the Vestry at the Church and can be accessed on request. All contact details are displayed on the notice board in the Narthex.

Future Plans
Looking towards the next twelve months our Parish will ensure our policies are kept up to date and that safeguarding is a standing item on the PCC agenda.

We will continue reviewing and completing the dashboard to improve and maintain our compliance.

RACHEL CLEGG—SAFEGUARDING OFFICER
07878 357082
hrnhclegg@gmail.com

REV JOANNE HUSTWICK – VICAR
St Philip the Apostle, Birchencliffe and St Cuthbert's, Birkby

15 USE OF ST CUTHBERT'S

St Cuthbert's reopened for worship in time for a joyful Easter but it was decided to be very cautious in reopening for community use. Risk assessments, cleaning protocols, test and trace regulations as well as updated safeguarding policies all had to be in place before we could welcome our hirers again.

Cubs and Beavers returned in September and have been meeting regularly since then. I understand attendance has been good and numbers are healthy. The leaders have adapted their programmes to make sure the children stay warm despite the lack of heating in recent months.

Creative Connections was quick to return once restrictions were lifted and have met fairly regularly since then. The group is greatly valued by its members who have asked to meet occasionally in recent weeks despite the cold. Unfortunately they have had difficulties in securing funding but I do hope they will be able to meet regularly again during the Summer term.

Zumba returned in May and met until the end of the year. Happily for them but sadly for us they have been offered space in a town centre gym which better suits their needs. Some of their members have been linked to St Cuthbert's for a long time – we will miss them.

A Children's Dance Group met during the Autumn term but unfortunately were unable to attract sufficient numbers to make the group viable.
Tender Hearts is a group set up to support local ladies who are known to have struggled with isolation and depression during the pandemic. Two meetings have been held and judged to be very successful, hopefully there will be more of these events during the warmer months.

Guides and Brownies and Slimming World experienced falling numbers prior to the pandemic, this resulted in both groups closing.

Other Hirers who have met on a few occasions include Space to Sew, TaiKwanDo, a drama group for home schooled children and Kirklees Electoral Services for polling. Linden Playgroup. It has been great that despite a pandemic and a number of building issues the Playgroup has managed to stay open and has continued to provide an excellent pre-school provision for the families they serve. Special thanks go to all the leaders for their cheerful acceptance and willingness to work with us during the repointing of the north wall which impacted on their play area. They have also coped admirably with the lack of central heating in the crypt during the latter part of the year.

At the time of writing Playgroup and Cubs and Beavers continue to use the church. I hope that Creative Connections will find the funding to return to regular meetings

once the building warms up. I also hope that the church will once again host activities that benefit the people of Birkby and the surrounding area.

JANE CHESMAN
LETTINGS ADMINSTRATOR

16 Environmental Report
Report from the Parish Environment Officers for St Philip's and St Cuthbert's.

The Earth is the Lord's and everything in it"
The Church of England has set a target that all it's churches should be carbon neutral by 2030 and we need to think how best we can achieve this. It may seem a massive task when we look at the problem of climate change but there has already been significant moves in the right direction in many areas.

During the past year we have incorporated the importance of caring for God's creation within our services and prayers. The youth and uniformed organisations of the church have explored this theme for the past few years in workshops and displays and we have incorporated the help of other organisations such as Greenpeace, Friends of the Earth and council environmental health officers to help us explore what we can do to help look after the world.

Both Alison and Mike have been acting as Parish Environmental Officers for St Philip's and St Cuthbert's. We have recently completed a training course called Creation Salvation led by the Diocese of Leeds over several weeks. The course has equipped us with lots of information and suggestions. We are hoping to work with the whole church and community to understand the Gospel response to climate change and look at the practical steps that our churches can take to work towards becoming carbon net zero.

Being eco friendly churches not only involves the buildings but the church grounds also. "Caring for God's Acre" an organisation that works nationally to support groups and individuals to investigate, care for, and enjoy churchyards and burial grounds. There is a section on their website entitled "Managing Church Yards and Burial Grounds"

We should be looking at how we can turn our green space into something that will be wildlife and environmentally friendly.

Caring for God's Creation is not a one person project, this can only be achieved by all working together, the minister, the PCC, the congregation, all church user groups, the local community and our local council.
Together we can help to fight this problem of climate change, together we can fight to save this beautiful creation our God has made.

Serious work needs to be done in both parishes, it is going to cost a lot of money to achieve these aims, we need to plan for the present and the future working how to get to the goal in the best way possible.

St Philip's is on the way, having replaced the church lighting by led units
Their future plans will involve the church heating and church grounds. The parish hall heating, lighting and grounds.

St Cuthbert's has been forced to look at becoming carbon neutral immediately by the failure of both heating boilers in November and December. They are now looking at alternative ways of heating their building by the most suitable means.

They are looking at replacement led lighting for the building. They need to do this now because we they need to replace the existing single phase electrical supply with a new three phase supply suitable for the heating and lighting load. They also need to look at their church grounds.

ALISON LOBB/MICHAEL SMITH
PARISH ENVIRONMENTAL OFFICERS

17 JESUS AND ME (JAM) – SUNDAY CHILDREN'S GROUP

JAM started again in September and our first meeting was a wonderful time together with 9 children and young people present along with some adult helpers and parents. This was followed by meetings in October and December and an All Age Worship on Remembrance Sunday.

It is hoped to make a monthly meeting time together held on a second Sunday but that requires people to plan and lead as well as help on the morning. Volunteers are always welcome just talk to Rev Joanne if you wish to join in the fun.
The families and young people leave the service with a leader after the first hymn and return to join at The Peace before Communion. Each session is a mix of games, exploration of a story or event and craft related to the topic. The leaders do their best to make the session meaningful for all those attending from tiny tots to parents and helpers.

Please continue to pray for our faithful little ones who have remained constant through this difficult year.

Rev Joanne

18 ANY OTHER BUSINESS NOTIFIED IN ADVANCE OF THE MEETING

19 CHAIRS COMMENTS AND CLOSING PRAYERS

APPENDIX 1

ST CUTHBERT'S ANNUAL PAROCHIAL CHURCH MEETING
HELD ON SATURDAY 17th APRIL 2021

Chair Rev Joanne Hustwick

Present There were 15 members of the congregation present at the meeting, 14 in person and 1 via Zoom.

1 APOLOGIES FOR ABSENCE

There were apologies for absence from Joan Turton, Joy Binns, Enley Binns and Naima Ratsep.

2 MINUTES OF THE MEETING HELD ON SATURDAY 24th OCTOBER 2020

Those present at the meeting were asked to approve the minutes of the Parochial Church Meeting held on Saturday 24th October 2020. The minutes were proposed to be a true record of the meeting.

Proposed Mike Smith Seconded Lucille Mitchell

This proposal was accepted by a show of hands from those present at the meeting both in church and via Zoom.

3 MATTERS ARISING

There were no matters arising.

4 ELECTORAL ROLL

Mike Smith commented that we had 'neither grown or disintegrated' as a parish, thankfully we hadn't lost any of our congregation so following the revision we still have 46 members. Mike hoped that we would be able to grow the church in the coming year.

Rev Joanne thanked Mike for his work in revising the Electoral Roll. This means that we are allowed 6 elected members on the PCC excluding clergy, churchwardens and deanery synod representatives.

5 ELECTION OF 1 DEANERY SYNOD REPRESENTATIVE FOR THE TRIENNIAL 2020-2023 (TO SERVE FOR THE REMAINING 2 YEARS)

No nominations received. Dorothy Leech will continue as Deanery Synod Representative along with Rev Joanne and Rev Ruth. Currently the meetings are held via Zoom although it was hoped that they would in part return to face to face.

6 ELECTION OF 3 PCC MEMBERS 2 TO SERVE FOR 3 YEARS AND 1 FOR 2 YEARS

As per the Church of England rules governing the composition of the PCC and in relation to the numbers on our electoral roll, we are currently allowed 6 elected members of the PCC of St Cuthbert's Church. Each member is elected to serve for a maximum period of 3 years.
There were the following nominations to serve as a PCC member;

Sarah Ratcliffe	Proposer	John Morley
	Seconder	Jane Chesman
John Morley	Proposer	Sarah Ratcliffe
	Seconder	Jane Chesman

This leaves one vacant position (for 1 year). Rev Joanne thanked Sarah for standing for another 3 year term and thanked John for joining the PCC.

The above nominations were accepted by a show of hands of all present at the meeting in church and on Zoom.

7 ANNUAL REPORT OF THE PROCEEDINGS OF THE PCC

Rev Joanne thanked Sarah Ratcliffe for preparing this year's report.

It was noted that Jill Dodd had been missed off the Elected Members for 2020-2023.

8 ANNUAL REPORT OF THE FINANCIAL DEALINGS OF THE PARISH

Rev Joanne passed on her thanks to Gill for her careful and prompt management of the church finances. Gill commented that it had been a difficult year and the accounts were down, mainly due to the ongoing maintenance work (pointing outside wall). Gill passed on her thanks to those people who helped with the counting and to Mike Smith for looking after the church energy bills. Gill also advised that this year in the absence of a Gift Aid Officer she would be having a go at this role.

9 PRESENTATION OF THE ANNUAL ACCOUNTS FOR THE YEAR ENDING DECEMBER 2020

The accounts had previously been examined by our independent accountant and adopted by the PCC they were accepted by a show of hands of all those present in church and via Zoom.

10 APPOINTMENT OF AN INDEPENDENT EXAMINER

Mr. Charles Ingle has agreed to be appointed as independent examiner once again for 2021 and asks that his fees for this work be donated to the Forget-Me-Not Hospice as previously. Our sincere thanks for his service and prompt turnaround was noted. This appointment was accepted by all present in church and via Zoom.

11 CHURCH WARDEN'S REPORT ON THE FABRIC, GOODS AND ORNAMENTS OF THE CHURCH

It was a short report this year as the last APCM was only in October 2020. No issues were raised from the report. Jane said the update on the pointing currently been done will be in this year's report. Rev Joanne thanked Jane and Joy for all they have done, saying the church wouldn't be able to function without them, and thanked Jane again for all she has done over the year as she steps down in May this year.

12 REPORT FROM DR PAUL WHITTAKER OBE – MUSICAL DIRECTOR

Rev Joanne thanked Paul for all the time he has spent this year on music which has involved much more work with services been held on zoom and no singing allowed in church, saying we are truly blessed to have Paul bring us such a wonderful variety of music.

13 REPORT ON THE PROCEEDINGS OF THE HUDDERSFIELD DEANERY SYNOD

No questions were raised from the report. Rev Joanne said that the zoom meetings had worked well for this meeting, with a 200% increase in attendance and some great sharing. It was hoped that there would be some face to face meetings as well as zoom this year. Thanks were passed on the Rev Ruth and Dorothy.

14 SAFEGUARDING REPORT

The PCC accepted the offer from Rachel Clegg, Safeguarding Officer at St Philip's to also be St Cuthbert's safeguarding officer. Rachel attended our last PCC meeting via zoom to introduce herself and produced a report for the APCM.

We have been without a safeguarding officer for several months as sadly Rev Mike Dodd had been 'pushed out' of this role, due to issues with the diocese regarding rules about clergy not been allowed to carry out this role, despite Rev Mike having all the right qualifications and experience for the role.

15 USE OF ST CUTHBERT'S

Jane explained that due to covid-19 and the lockdown restrictions the church has not been used by any of the groups, although Playgroup have continued to meet and have been a pleasure to work with and credit goes to them on how they have adapted during lockdown. Jane has been contacted by some of the hirers about when they can come back and this would be an item for discussion at the next PCC.

16 REPORTS FROM CHURCH GROUPS AND ORGANISATIONS

No reports as no groups met up this year.

17 ANY OTHER BUSINESS NOTIFIELD IN ADVANCE OF THE MEETING.

No items raised. Paul thanked Joanne for all she has done in what has been a very stressful year and presented her with some flowers.

18 CHAIRS COMMENTS AND CLOSING PRAYERS

Rev Joanne thanked everyone for their support, time and money and the PCC for all they do, and Rev Ruth for 'bearing with Joanne and us' in her curacy and looked forward to a report next year from Rev Ruth and also all the groups as we reopen.

The meeting was closed with prayers and finished at 10.34 am.

Signed ..... Date .....

THE PAROCHIAL CHURCH COUNCIL OF THE ECCLESIASTICAL PARISH OF ST. CUTHBERT'S, BIRKBY

England & Wales - Charity number 1145033

Accounts

The Parish Church of St Cuthbert
Birkby Huddersfield

Church & Community under one Roof

Annual Meeting of Parishioners
and
Annual Parochial Church Meeting

Saturday 17th April 2021

10.00am

Registered Charity No. 1145033

A MESSAGE FROM THE VICAR

APCM 2021 The Vicar writes…

Recently I had my Clergy Development Interview with Bishop Jonathan and I began my review paperwork with the statement 'The past twelve months have been without precedent' and this seems an appropriate place to begin this letter to you. I don't feel restating all the things we have missed and lost are helpful as they are fully documented in other places within our report. Dwelling in the past will not help the future of St Cuthbert's and its place in our community of Birkby.

The year 2020 has been difficult and at times painful and lonely; we mourn for what we had but now I hope and pray we will be able to move on from it with hope for the future and greater trust in God's gift of grace. Our lives together will become better as this year progresses and the freedom to join together in safety emerges from these dark days. We will be able to re-establish our place in the community and share God's story of love with others. How we do this is still to be fully worked out and the PCC has begun this process in order to emerge stronger, better and even more faithful.

Paul in his letter to the Colossians says

And let the peace of Christ rule in your hearts, to which indeed you were called in the one body. And be thankful. Let the word of Christ dwell in you richly; teach and admonish one another in all wisdom; and with gratitude in your hearts sing psalms, hymns, and spiritual songs to God. And whatever you do, in word or deed, do everything in the name of the Lord Jesus, giving thanks to God the Father through him.

These words form part of my prayers for us all as we set out from this point of new beginnings and new life at Eastertide 2021 into the year to come. It doesn't mean there won't be hard times ahead, there will be. Work is beginning on the repointing of the North wall and the cost of it will drain our finances which are low from the year we have had. All our groups such as the Wednesday morning drop in, our House groups, Messy Church and our children's Sunday morning JAM sessions have ceased. The people who volunteered so faithfully to enable these groups to run are a year older and maybe not able to offer to serve in a way they were before. Having sounded so despondent I am not I truly believe God has St Cuthbert's in his hands that we will come through this time stronger and more vibrant than ever. I know there is a desire to grow, in numbers, spiritual commitment to God and service to our local community and I thank those who have continued this year through thick and thin to support both me and St Cuthbert's. Our next steps will be guided by the prompts and nudges each of us will have from Jesus. I hope our response will be the joyful one of Paul's hope for the Colossians; that we will sing in our hearts and give thanks in our service and know the love of God for each one of us.

Rev Joanne

As ever I urge you to keep praying with me: -

God of Mission, who alone brings growth to your church,

send your Holy Spirit to give vision to our planning,

wisdom to our actions and power to our witness.

Help our churches to grow in numbers,

in spiritual commitment to you and in service to our local community.

Through Jesus Christ our Lord.

Amen

ANNUAL MEETING OF PARISHIONERS

Those on the Electoral Roll of St Cuthbert's Church and residents in the parish, whose names are on the Local Government Register of Electors, may vote at this meeting.

AGENDA

1. Election of a Clerk to the Meeting
2. Apologies for absence
3. Minutes of last year's meeting held on Saturday 24th October 2020
4. Matters arising from the minutes
5. Election of Church Wardens

ANNUAL MEETING OF PARISHIONERS
ON SATURDAY 24TH OCTOBER 2020

Chair Reverend Joanne Hustwick

Present There were 13 members of the congregation present, 10 in person and 3 via Zoom.

1 **ELECTION OF A CLERK TO THE MEETING**

It was proposed by Gill Cheal that Sarah Ratcliffe be elected as Clerk to the Meeting. This proposal was seconded by Ruth Fort and agreed by all persons present at the meeting.

2 **APOLOGIES FOR ABSENCE**

There were apologies for absence from Jill Dodd, Joan Turton, Roger Fish and Catherine Fish.

3 **MINUTES OF THE MEETING HELD ON SATURDAY 30TH MARCH 2019**

Those present at the meeting was asked to approve that the Minutes of the Annual Meeting of Parishioners held on Saturday 30th March 2019 were a true record of the meeting.

Proposer Mike Dodd Seconder Lucille Mitchell

This was agreed by all persons present at the meeting.

4 **MATTERS ARISING**

There were no matters arising.

5 **ELECTION OF CHURCHWARDENS**

The position of Church Warden is an annual appointment with candidates being eligible to serve for a period of six consecutive years. The following two persons had been nominated;

Jane Chesman

Proposer Sarah Ratcliffe Seconder Gill Cheal

Alicia (Joy) Binns

Proposer Jane Chesman Seconder Gill Cheal

There being no other nominations, Jane Chesman and Joy Binns were duly elected to serve as Church Wardens with all present at the meeting in favour. Rev Joanne thanked Jane and Joy for being prepared to continue to serve as Church Wardens for the period until the next APCM hopefully in Spring 2021 and for their faithful service.

Rev Joanne Hustwick thanked everyone for attending and the meeting was brought to a close at 10.15am.

Signed …… Date ……

ANNUAL PAROCHIAL CHURCH MEETING

All lay persons whose names are entered on the Electoral Roll of the Parish are entitled to attend this meeting and take part in the proceedings. Lay persons whose names are not on the Electoral Roll may attend the meeting but are not eligible to vote.

AGENDA

1. Apologies for absence
2. Minutes of last year's APCM held on Saturday 24th October 2020 (Appendix 1)
3. Matters arising from the minutes
4. Presentation of revised Electoral Roll
5. Election of 1 Deanery Synod Representative for the Triennial 2020-2023 to serve for remaining 2 years)
6. Election of 3 members of PCC to serve 3 years plus 1 member to serve 2 years
7. Annual Report of the proceedings of the PCC
8. Annual Report of the financial dealings of the Parish
9. Presentation of the Annual Accounts for the year ending 31st December 2020
10. Appointment of an Independent Examiner
11. Church Wardens Report on fabric, goods and ornaments of this Parish
12. Report from Dr Paul Whittaker OBE – Musical Director
13. Report on the proceeding of the Huddersfield Deanery Synod
14. Safeguarding Report
15. Use of St Cuthbert's
16. Reports from Church Groups and Organisations
17. Any Other Business notified in advance of the meeting
18. Chairs comments and Closing Prayers

4 PRESENTATION OF REVISED ELECTORAL ROLL

On 28th March 2021 following the period of revision we now have 46 members on our Electoral Roll (no change from last year) with 19 living in the parish and 27 outside the parish. The reduced numbers means the number of PCC members we are allowed, after the clergy, Church Wardens and Deanery Synod representatives are accounted for is 6 this year.

MIKE SMITH—ELECTORAL ROLL OFFICER

5 ELECTION OF 1 DEANERY SYNOD REPRESENTATIVE FOR THE TRIENNIAL 2020-23 (TO SERVE FOR REMAINING 2 YEARS)

6 ELECTION OF 3 MEMBERS OF PCC TO SERVE 3 YEARS PLUS 1 MEMBER TO SERVE 2 YEARS

7 ANNUAL REPORT OF THE PROCEEDINGS OF THE PCC

PCC members who have served on the PCC since the APCM on 24th October 2020:-

Chair	Rev Joanne Hustwick
Church Wardens	Mrs Jane Chesman Mrs Joy Binns
Elected Members	Mr Enley Binns from 2018 - 2021 [Mrs Joy Binns from 2018 - 2021] Miss Sarah Ratcliffe from 2018 - 2021 Mr Mike Smith from 2019 - 2022 Mrs Lucille Mitchell from 2020- 2023
Co-opted Members	Mrs Gill Cheal yearly appointment
Deanery Synod Representative	Mrs Dorothy Leech
Church Treasurer	Mrs Gill Cheal
Secretary to the PCC	Miss Sarah Ratcliffe
Planned Giving Officer	Mrs Gill Cheal
Electoral Roll Officer	Mr Mike Smith
Safeguarding Advisor	Rachel Clegg from February 2021
Lettings Administrator	Mrs Jane Chesman
Health & Safety Advisor	Vacant - since July 19
Environment Officer	Mr Mike Smith

The PCC met on 4 occasions during the year from the APCM in 2020 up to the APCM in 2021.

The average attendance at PCC meetings was 9. The total number of PCC members during 2020/21 was 10.

Structure, Governance and Management

Members of the PCC are either elected by the Annual Parochial Church Meeting (APCM) or, ex-officio, in accordance with the Church Representation Rules. All church attendees are encouraged to register on the Electoral Roll and to stand for election to the PCC.

Objectives and Activities

The PCC of the Parish Church of St Cuthbert has the responsibility of co-operating with the Incumbent and with the Church Wardens in promoting within the Ecclesiastical Parish the whole mission of the church – pastoral, social and ecumenical. It also has maintenance responsibilities for the church buildings and the grounds.

Standing Committee

This is the only committee required by law. It has the power to transact the business of the PCC between its meetings, subject to any directions given by the PCC. The Standing Committee consists of the Incumbent, the Church Wardens, the Lay Chairman, the PCC Treasurer, the PCC Secretary and, a PCC representative.

Sub-Committees

The PCC also operates through sub-committees which meet in addition to the PCC. These are; Mission & Community Matters, Communications, Applications for Grant Funding, Youth Matters and Building/Health & Safety.

These Sub-committees circulate Minutes of their meetings to the full PCC and bring any recommendations for action to the PCC for approval.

Electoral Roll

On 31st December 2020 there were 46 people on the Electoral Roll. The Electoral Roll has been completely revised in 2021 prior to the APCM, in compliance with the Church of England regulations which require a complete revision every 6 years.

Worship and Church Attendance

Sunday morning services in 2020 were, as follows:

7:45 am Eucharist 11:00 am Eucharist until 15th March.
22nd March to 12th July worship was at home or with St Philip's on zoom.
19th July at 11am we returned to worship in the building with another break in November before worshipping in church through Advent and at Christmas.

Sunday @ Six [S@S] (Occasional services throughout the year).

There was one SAS service in January before lockdown. In Advent Paul led a weekly service at 4pm which was attended by people from both parishes and further afield.

Services in the Urdu language are led by Rev Emmanuel Rahmet. There was a service held on January 1st 2020 and once lockdown began the community met weekly to worship on zoom. This has continued throughout the year.

There were no Messy Church services in 2020.

AVERAGE ATTENDANCES DURING 2020

Sunday morning – yearly average for Sunday Worship	Adults 24	Children 3
This was made up of average for Sunday Worship prior to lockdown		
	Adults 33	Children 6
Plus average attendance after first lockdown	Adults 20	Children 1
Messy Church	Adults 0	Children 0

Occasional Offices	
Baptisms	0
Weddings	1
Wedding Thanksgiving	1
Funerals	1 (held at Huddersfield Crematorium)

REVIEW OF THE YEAR

In addition to church finances and the on-going general business of the PCC, the following topics were discussed:-

Parish Share
Charitable Giving
Sound System
Closing & Opening of Church during Lockdown
Pointing of the outside wall
Gardening
Planning for Christmas/Lent/Easter
Safeguarding
Health & Safety

SARAH RATCLIFFE
SECRETARY TO THE PCC

8 ANNUAL REPORT OF THE FINANCIAL DEALINGS OF THE PARISH

Treasurers Report

General Account

Income
2020 was an incredibly challenging year, in more ways than one, as I'm sure you will agree. Due to COVID-19 restrictions, St Cuthbert's was closed for several weeks from March and when we opened our numbers were much smaller than usual as some people were shielding or staying home to be safe. This meant that our income has fallen. I would like to say a massive than you to those who have continued their giving, despite not being able to worship in person. This has meant that, whilst our income has fallen, we have done fairly well. Our overall income from giving was down £6,725 and income from donations was £231 higher than the previous year. Our income from room hire was down £4825 on 2019. This was because we were unable to open for hirers for much of the year due to the cleaning requirements for COVID-19. Playgroup resumed in the crypt in June so most of the income from hire is from them and other hirers before lockdown in March.

The gift aid refund shown in the annual accounts is for the previous year's giving, i.e., it is claimed and paid in 2020 but covers the giving for 2019. The gift aid we claim is directly related to the amount we give. The gift aid claimed back in 2020 was slightly less than the previous year. Thank you to Keith Hadcroft, for all his hard work. As Keith has now left St Cuthbert's we are currently without a Gift Aid Officer.

Expenditure
I am pleased to be able to say that once again, despite the difficult year we faced, we were able to pay our Parish Share in full. This is an amazing achievement that many parishes could not manage.

Our expenditure during 2020 was down on the previous year. As we were closed for services for part of the year and closed to hirers for almost 9 months our energy bill showed a decrease of over £2000. Thank you to Mike Smith for looking after our energy suppliers.

Buildings and Maintenance are lower than last year by £5631, in part due to extra expenditure on the Quinquennial inspection and associated works in 2019. Because of the difficulties around COVID-19 restrictions, we haven't been able to do the planned pointing work. Hopefully this will be completed in 2021.

The PCC extend their thanks to those who give generously of their time and money to St Cuthbert's. I would urge everyone to continue with their regular giving and also to remember to give on weeks that they are unable to attend church. Anyone who does not currently take part in planned giving via weekly envelopes or standing order, I would encourage to consider doing so and also, if you are a taxpayer, to Gift Aid any donations that you make to church funds. This increases the value of your donation by 25% by allowing us to reclaim basic rate tax on your donations. For more information speak to the Treasurer, Gill Cheal.

Summary
Overall, our income in the general account was down £13,768 on 2019 and our expenditure was down by £10,687 on the previous year. Our lower expenditure offset our lower income. We started the year with a general account balance of £28,811 and closed the year with a balance of £27,608.

This year(2021) we are planning to do some essential pointing work outside the church (delayed from 2020) and whilst we have money in our accounts to complete this work, our accounts will be depleted quite a lot by the end of the year.

3Rs Account

Income
Regular planned giving has been maintained but income from donations was down by over £3000 on 2019.

Expenditure
No payments were made from this account in 2020.

Summary
Overall income was down over £3000 on the previous year and expenditure was nil. We opened the year with a balance of £ 8,411 and closed with a balance of £10,430, an increase of £2,019.

Charitable Giving
I am pleased to report that we kept our commitment to 10% Charitable Giving as follows:-

Link Diocese in Timpulia	£200
USPG	£100
Embrace the Middle East	£100
Open Doors	£100
Welcome Centre	£300
Forget Me Not Hospice	£500
English as 2nd language project	£140
Mission Café	£250
Mary's Meals	£180
Christian Aid	£300
Kirkwood Hospice	£500
DEC	£600

Additional Donations

Forget-Me-Not Hospice	£75	(Giving in lieu of fee to Auditor)
Forget-Me-Not Hospice	£105.83	(Christmas Cards and Christingle)
One Community Foundation	£10	(Annual contribution to Grant Giver)
Christian Aid	£70	(Harvest Collection)
Gideons UK	£11	(From coin tubes)
Welcome Centre	£19.11	(Collection from Brambles Service)
Welcome Centre	£50	(Donation from Cell Group)
Welcome Centre	£25	(Harvest Collection)

GILL CHEAL
TREASURER

9 PRESENTATION OF THE ANNUAL ACCOUNTS FOR THE YEAR ENDING 31.12.20

St Cuthberts Church, Birkby
Financial Statements for the Year Ended 31 December 2020
Receipts and Payments Accounts

	Note	General Fund £	Restricted Fund Redevelopment £	Total 2020 £	Total 2019 £
Receipts					
Voluntary receipts:					
Planned giving	2a	23771	1176	24947	29395
Collections at services		488	0	488	2945
Other giving/voluntary receipts	2b	1821	480	2301	4411
Gift Aid recovered		6737	363	7100	7185
		32817	2019	34836	43936
Fund Raising	2c	75	0	75	1730
Investment income		0	0	0	0
Church activities	2d	6880	0	6880	11611
Other Receipts	2e	328	0	328	1661
Transfer		0	0	0	0
Total Receipts		40100	2019	42119	58938
Payments					
Church activities:					
Parish share		26558	0	26558	26000
Vicarage & clergy expenses		403	0	403	662
Church Running expenses	2f	7941	0	7941	12114
Church repairs & Maintenance	2g	2765	0	2765	16439
Mission Giving & Donations	2h	3636	0	3636	4705
		41303	0	41303	59920
Fund Raising Activities		0	0	0	103
Total Payments		41303	0	41303	60023
Excess of receipts over payments		-1203	2019	816	-1085
Cash at bank and in hand at 1 Jan		28811	8411	37222	38307
Cash at bank and in hand at 31Dec		27608	10430	38038	37222

St Cuthberts Church, Birkby
Financial Statements for the Year Ended 31 December 2020
Statement of Assets and Liabilities

	General Fund	Restricted Fund Redevelopment	Total 2020	Total 2019
	£	£	£	£
Cash Funds				
Bank Current Account	27608	10430	38038	37222
Other Monetary assets				
Gift Aid recoverable (Estimated)	4292	361	4653	7196
Unpaid invoice - Playgroup	0	0	0	66.53
Unpaid invoice - Kirklees Council	0	0	0	300
Unpaid invoice - Guides	0	0	0	54
Unpaid invoice - St Cuthbert's Cubs & Beavers	0	0	0	120
Unpaid invoice - Creative Connections	0	0	0	307.5
Unpaid invoice - Paddock Community Trust	0	0	0	140
	4292	361	4653	8184.03
Liabilities (due within one year)				
Gardening invoice	294	0	294	0
Sound system replacement equipment	0	1694	1694	0
	294	1694	1988	0

St Cuthberts Church, Birkby
Financial Statements for the Year Ended 31 December 2020
Notes

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

2 Further Analysis of Receipts and Payments

	General Fund	Restricted Fund Redevelopment	Total 2020	Total 2019
	£	£	£	£
a) Planned giving				
Planned Giving Gift Aid	14647	766	15413	18275
Planned Giving Non Gift Aid	9124	410	9534	11120
	23771	1176	24947	29395
b) Other giving/voluntary receipts				
Donations & Legacies	1665	480	2145	3934
Occasional Income for Specific Use	156	0	156	477
	1821	480	2301	4411
c) Fund Raising				
General	75	0	75	1730
	75	0	75	1730
d) Church Activities				
Room/Hall hire	6298	0	6298	11123
Fees	582	0	582	488
	6880	0	6880	11611
e) Other Receipts				
Miscellaneous	328	0	328	811
Grant (VAT reclaim)	0	0	0	850
	328	0	328	1661
f) Church Running Expenses				
Energy	3454	0	3454	5528
Water	267	0	267	238
Insurance	3236	0	3236	3181
Church Administration	411	0	411	1903
Children's work	39	0	39	394
Music	53	0	53	0
Miscellaneous	62	0	62	354
Upkeep of Services	138	0	138	446
Fees	281	0	281	70
	7941	0	7941	12114
g) Church Repairs & Maintennce				
Maintenance	2765	0	2765	15974
Gardening	0	0	0	465
	2765	0	2765	16439
h) Mission Giving & Donations				
Charities	3355	0	3355	4353
Specific payments	281	0	281	352
	3636	0	3636	4705

Independent Examiner's Report to the Parochial Church Council of St Cuthbert's Church, Birkby

I report on the accounts of the St Cuthbert's Church for the year ended 31st December 2020

Responsibilities and basis of report

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

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

Independent examiner's statement

I have completed my examination. I confirm that no material matters have come to my attention in connection with the examination giving me cause to believe that in any material respect:

1. The accounting records were not kept in respect of the Trust as required by section 130 of the Act; or

2. The accounts do not accord with those records.

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

Name: Mr C F Ingle FCA
Address: 1 The Park
Park Lane
Sowood
Halifax

Date: 3rd February 2021

11 CHURCH WARDENS REPORT ON THE FABRIC, GOODS AND ORNAMENTS OF THIS PARISH

Whilst we have been confined to our homes and the church has been closed for lengthy periods in the last 12 months, we have still managed to carry out many of the routine inspections and servicing which ensure that the church building is safe and operating smoothly. These have included:-

Boilers serviced
Fire extinguishers inspected and replaced as necessary
Portable electrical appliances (PAT) tested
Gutters cleared and zinc flashings re-sealed

Further small tasks have been carried out which include clearing drains, repairing plumbing and attending to smoke alarms. Prior to the church reopening after the first closure the PCC decided that a professional deep clean would be advisable, this was carried out to a high standard by KCs Helping Hands.

PAT testing uncovered problems with the sound system so it was decided to 'bite the bullet' and take the action which had been recommended several years ago. We are hugely indebted to Johnny Marshall for giving us his advice and expertise and to Mike Smith too for the many hours they both spent installing the new system. The faults were discovered in 2020 but the remedial work was carried out in the early part of this year and will be included in the 2021 annual report. We are looking forward to hearing the improvement in sound quality during our worship.

At Christmas time an LED illuminated tree was purchased to display externally, this was well received as a means of advertising that St Cuthbert's was open and ready to celebrate the birth of Christ. This item was added to the inventory, there have been no other additions in the current year.

All works mentioned in this report have been recorded in the log book as legally required.

A very big 'thank you' goes out to all those who have done so much in these uncertain and isolating times, keeping in touch and offering support to one another, preparing and offering worship in church, online and through the letter box, checking on the church and working in the garden, carrying out the admin of the church and PCC, and many more acts of kindness and generosity.

2020 has been a year like no other and I'm sure we are all longing to be back together in St Cuthbert's, and for the return of worship and fellowship in the church and community we know and love so much.

JANE CHESMAN & JOY BINNS
CHURCH WARDENS

12 REPORT FROM DR PAUL WHITTAKER OBE—MUSICAL DIRECTOR

If there has been a year in living memory where we are really aware that the Church is the people and not the building, it is 2020. Many of us have found opportunities for corporate worship severely curtailed - even non-existent – whether in person or online, and our faith may well have been challenged.

The Bible has plenty of exhortations to praise the Lord despite the troubles we encounter; sometimes it's much easier said than done. Yet when we do put effort into praising and worshipping it does bring hope and peace, reassurance and confidence. If you need such encouragement Psalm 27 is a good place to start.

On the occasions when we were able to meet in Church on a Sunday morning we encountered many restrictions, not least the ban on singing. There is no ban on signing, however, and I hope that you have appreciated the bits of sign language that

I have introduced. From my viewpoint at the front that has been a powerful expression of us being able to worship together. Initially it was a rather alien and strange thing for many but as the weeks went by the confidence visibly grew (even behind masks!) and I hope you felt able to more fully participate in the service as opposed to being a spectator.

Not being able to sing has allowed us to listen to a greater variety of music than usual, both familiar and unfamiliar. Finding music week by week, and also obtaining recordings, has been a joy for me to do, almost an act of praise and worship in itself. Being able to lead worship is an immense privilege (as is devising services and liturgies) and not something undertaken lightly. My choices won't please all of you all of the time, I do know that, so forgive me when I get it wrong!

There is a huge difference between a service in Church and online, not just in the way the liturgy and contents are devised and delivered, but the interaction between us all. In Church (unless you're leading, reading or interceding) you see the back of someone's head or notice them out of the corner of your eye: being able to see people's faces and their response to the worship being offered is a big plus.

For some that is scary but, for me, it reinforces the truth that our daily individual, private worship should feed into our corporate worship. When we meet as the People of God we can (and should) share the things that God has done in our lives - day by day, week by week - and having the confidence and courage to do that will draw others in.

It's been a year of immense challenge for us all. We've had to find new ways of being Church and must continue to do so. St Cuthbert's will never be the same again; we can't be either. As we reflect on our current situation let's keep in mind some verses of this hymn where Jesus asks and we are expected to respond (I've altered the last verse!) -

"Will you come and follow me if I but call your name?
Will you go where you don't know and never be the same?
Will you let my love be shown, will you let my name be known,
Will you let my life be grown in you and you in me?"

"Will you love the 'you' you hide if I but call your name?
Will you quell the fear inside and never be the same?
Will you use the faith you've found to reshape the world around,
Through my sight and touch and sound in you and you in me?"

Lord, your summon echoes true when you but call our name.
Let us turn and follow you and never be the same.
In your company we'll go where your love and footsteps show.
Thus we'll move and live and grow in you and you in us.

DR PAUL WHITAKER OBE
MUSICAL DIRECTOR

13 REPORT ON THE PROCEEDINGS OF HUDDERSFIELD DEANERY SYNOD

Huddersfield Deanery Synod met on 3 occasions during 2020 in joint meetings with the Kirkburton and Almondbury Deanery. The March meeting was held in St Paul's, Armitage Bridge to discuss "Where Next?" about the future for our deanery synods and encourage promoting deanery synod membership in an APCM election year. The meeting closed with a service to give thanks for the triennial 2017-2020 synods.

In June a first attempt was held for zoom informal Deaneries time together but the zoom failed and the meeting went ahead a fortnight later in July. There was a sharing of what's happening in our parishes before the latest CV guidance and the amount of information concerning it was discussed. The thoughts from the meeting were fed back to the Diocese for the future information sharing and announcements.

In September there was an official Deanery Synod meeting on zoom as Bishop Nick had signed the authorisation for such meetings to be held. The attendance was much higher than has ever attended in person synods in recent years. Business included the Living in love and faith report which had just been published; the Diocesan initiatives of Rhythm of Life and finance; News of APCM legalities for online meetings and last date to be held by as well as the deferment of the new synod until January 2021. We finished the evening with a further sharing of parish updates which was very helpful to here and full of ideas.

Meetings have continued to be held on zoom in the current times.

Diocesan Synod Report for APCM

In September 2020 I was elected by Chapter to the House of Clergy in Diocesan Synod. The only meeting I attended in 2020 was in November on zoom. Business that day included motions on the size of Synod; voting methods for Diocesan Synod 2021, Clergy Care and Wellbeing Covenant; a presentation on the Diocesan Strategy goal 2 "Re-Imagining Lay-ministry"; the Diocesan Disability strategy; a presentation about "Episcopal Areas and Cathedrals" before a final motion about " The mission of the Church in contemporary society" . It was a full meeting with much information given.

REV JOANNE HUSTWICK
VICAR

14 SAFEGUARDING REPORT

What is Safeguarding and why is it Important?

Every person has the right to live their life safely free from any abuse, harm or neglect. In the current situation that the world finds itself in due to COVID-19 and restrictions, safeguarding is even more apparent as people may be feeling isolated, fearful and vulnerable.

We should all have an understanding and awareness of what safeguarding is, and why it is important. Safeguarding is everybody's business and not just the responsibility of the people who are in authority or who have been appointed to Safeguarding roles. In this ever evolving world we now face new challenges, an example of some of these are: human trafficking, modern day slavery and County Lines so we all need to have sufficient knowledge to ensure everybody is safe to live full and happy lives.

You can find useful information on Safeguarding and why it is important by visiting: www.churchofengland.org/more/safeguarding or www.leeds.anglican.org/safe

Safeguarding Diocese News

There have been some changes within the Diocese Safeguarding Team.

There are now three Diocesan Safeguarding Advisors:
Carla Darbyshire
Jenny Leccardi
Narinder Lyon

There is a new Diocesan Safeguarding Trainer:
Alex Robertshaw-Seery

They can all be contacted on the main office number 0113 353 0257 or by emailing safeguarding@leeds.anglican.org

The Diocese of Leeds is introducing a new Safeguarding Dashboard to help parishes keep up to date with all Safeguarding requirements. Whilst this will highlight quite a lot of things we need to address once it is up and running, it will make it easier for us to see at a glance what needs doing and when. The dashboard will need completing

by the Parish Safeguarding Officer and will be regularly reported to the PCC as well as annually in the APCM report.

Safeguarding Officer

Each parish is required to appoint a Safeguarding Officer who will work closely with the Incumbent, the PCC Committee, and the Diocesan Safeguarding Advisor.

Rachel Clegg was appointed as Safeguarding Officer for this parish at the PCC meeting on 9th February 2021 and her contact details are given at the end of this report.

Rachel Clegg is an active parishioner at St Philips the Apostle in Birchencliffe. Rachel has also been the Safeguarding Officer for that parish since 2018 and is a member of their PCC.

DBS Requirements

As Rachel is new to this role, the situation relating to DBS certificates is still due to be completed by Rev Joanne and Gail at the Diocese.

Training

The Safeguarding Officer is up to date with all relevant training.

Face to face training for Level 2 and above is currently on hold due to COVID-19 restrictions however on-line training for Level 0 (Basic Awareness) and Level 1 (Foundation) is still available through the diocese website.

Online training is freely available for anybody to complete on the Diocesan website at: www.churchofengland.org/safeguarding/promoting-safer-church/safeguarding-training

Policies

We will be reviewing and adopting the safeguarding policy statement 'Promoting a Safer Church' (House of Bishops 2017) at the PCC Meeting in March 2021. The statement confirms that all people who work in the Church agree to abide by the policies, recommendations and guidelines established by the Church.

We are fully compliant on both the 'A Church Near You' website and our Facebook page.

The Safeguarding Policy booklet is stored within the Vestry at the Church and can be accessed on request. All contact details are displayed on the notice board in the Narthex.

Future Plans

Looking towards the next twelve months our Parish will ensure our policies are kept up to date and that all paperwork is updated with the Safeguarding Officers' details.

The following list is not exhaustive but provides an insight for other items that our parish hopes to accomplish:

- Completion of all DBS requirements.
- Completions of all Safeguarding training requirements.
- Preparation of job descriptions for staff and volunteers within our parish.
- The embedding of safeguarding within the culture and day to day running of our Church and all who are associated within it.
- The encouragement of raising knowledge of safeguarding to all church members.

RACHEL CLEGG
SAFEGUARDING OFFICER
07878 357082
hrnhclegg@gmail.com

15 USE OF ST CUTHBERT'S

As we closed St Cuthbert's doors back in March last year little did we realise how long it would be before we could welcome back our hirers, our friends, to the church.

In the Summer we were able to reopen but it was decided by the PCC that our priority should be to ensure a safe and accessible place of worship. To do this we would be unable to reopen for community use and still comply with restrictions.

However it has been good to know that whilst the church has been closed, the crypt has been very much open and full of life for Linden Playgroup. Well done to them; through their vigilance and hard work they have managed to stay open with no incidences of infection, and have continued to offer support, fun and opportunities to the families they serve.

As we approach greater freedoms in the months to come the PCC will consider reopening the church to the community and will review the hiring agreements and any changes that should be made. I hope that very soon we will see the return of activities which serve the people of Birkby and surrounding areas in so many ways.

JANE CHESMAN
LETTINGS ADMINSTRATOR

16 REPORTS FROM CHURCH GROUPS AND ORGANISATIONS

No activity done in 2020 due to covid-19.

17 ANY OTHER BUSINESS NOTIFIED IN ADVANCE OF THE MEETING

No items received.

18 CHAIRS COMMENTS AND CLOSING PRAYERS

APPENDIX 1

ST CUTHBERT'S ANNUAL PAROCHIAL CHURCH MEETING
HELD ON SATURDAY 24TH OCTOBER 2020

Chair Rev Joanne Hustwick

Present There were 13 members of the congregation present at the meeting, 10 in person and 3 via Zoom.

1 **APOLOGIES FOR ABSENCE**

There were apologies for absence from Jill Dodd, Joan Turton, Roger Fish and Catherine Fish.

2 **MINUTES OF THE MEETING HELD ON SATURDAY 30th MARCH 2019**

The meeting was asked to approve the minutes of the Parochial Church Meeting held on Saturday 30th March 2019. The minutes were proposed to be a true record of the meeting.

Proposer Alica (Joy) Binns Seconder Jane Chesman

This proposal was accepted by a show of hands from those present at the meeting both in church and via Zoom.

3 **MATTERS ARISING**

There were no matters arising.

4 **ELECTORAL ROLL**

Rev Joanne read out a statement prepared by Mike Smith regarding the electoral roll, following revisions we now have 46 members, a loss of 5 members, with 19 living in the parish and 27 outside the parish. Joanne commented that is was sad numbers have gone down and this would also be reflected on the number of PCC members we are allowed from 9 to 6 this year.

5 **ELECTION OF PCC MEMBERS TO SERVE FROM 2020 – 2023**

As per the Church of England rules governing the composition of the PCC and in relation to the numbers on our electoral roll, we are currently allowed 6 elected members of the PCC of St Cuthbert's Church. Each member is elected to serve for a maximum period of 3 years. The 2 people retiring from the PCC at this time were Jean France and Dorothy Leech. Rev Joanne thanked them both for the support they had given during their term of office.

There were the following nominations to serve as a PCC member;

Lucille Mitchell	Proposer	Sarah Ratcliffe
	Seconder	Jill Dodd
Jill Dodd	Proposer	Jane Chesman
	Seconder	Sarah Ratcliffe
Gill Cheal	Proposer	Jane Chesman
	Seconder	Sarah Ratcliffe

It was agreed that Gill Cheal would take the 2 year term outstanding and Lucille Mitchell and Jill Dodd would both take 3 year terms. This leaves one vacant position (for one year until 2021).

The acceptance of above nominations was proposed by Paul Whittaker and seconded by Joy Binns and agreed by a show of hands of all present at the meeting in church and on Zoom.

6 **ELECTION OF 2 DEANERY SYNOD REPRESENTATIVES FOR THE TRIENNIAL 2020-2023**

There was just one nomination for Deanery Synod;

Dorothy Leech	Proposer	Mike Dodd
	Seconder	Joy Binns

Rev Joanne thanked Lucille Mitchell and Saleem Masih/Jill Dodd for their service over the past 3 years and thanked Dorothy for taking up this role. There is one current vacant position. Meetings are currently via Zoom with the next meeting early November.

7 **ANNUAL REPORT OF THE PROCEEDINGS OF THE PCC**

Rev Joanne thanked Sarah Ratcliffe for preparing this year's report.

No comments were made on the report.

8 **ANNUAL REPORT OF THE FINANCIAL DEALINGS OF THE PARISH**

Rev Joanne thanked Gill Cheal for 'keeping us afloat and moving' and for her very efficient turnaround of the accounts. There were no questions arising from the financial report and Gill thanked Jane Chesman for all her hard work in respect of lettings, Keith Hadcroft for doing the Gift Aid, the counters who help count each week and Mike Smith for sorting the energy supplies.

9 **PRESENTATION OF THE ANNUAL ACCOUNTS FOR THE YEAR ENDING DECEMBER 2019**

The accounts had previously been accepted by the PCC and examined by our independent accountant and were accepted by the congregation present in church and via Zoom.

10 **APPOINTMENT OF AN INDEPENDENT EXAMINER**

Mr Ingle has agreed to be appointed as independent examiner once again for 2020 and asks that his fees for this work be donated to the Forget-Me-Not Hospice as previously. Our sincere thanks for his service and prompt turnaround was noted. This appointment was proposed by Gill Cheal, seconded by Mike Smith and agreed by all present in church and via Zoom.

11 **CHURCH WARDEN'S REPORT ON THE FABRIC, GOODS AND ORNAMENTS OF THE CHURCH**

Rev Joanne said she couldn't express her thanks enough for all the hard work Jane Chesman and Joy Binns undertake as church wardens, always on the look out for any potential problems and sorting them, which is quite often a thankless task, and was so pleased that they were both willing to continue in this vital role. There were no questions regarding this report.

12 **REPORT FROM DR PAUL WHITTAKER 0BE – MUSICAL DIRECTOR**

Rev Joanne thanked Paul Whittaker for his report and said how lucky we were to have him as our Musical Director, and that we would lost without his wonderful musical input and insight, always going the extra mile especially during the current covid situation. Paul always adds so much to each Sunday and Joanne said she always leaves on a Sunday 'buzzing'. There was a clapping from Jane via Zoom for Paul.

13 **REPORT ON THE PROCEEDINGS OF THE HUDDERSFIELD DEANERY SYNOD**

Rev Joanne thanked both Lucille Mitchell and Jill Dodd (Saleem Masih) for all their work as St Cuthbert's representatives to this Synod. Lucille said that this year it had been a little fragmented due to covid with lots of meetings cancelled but was very useful when it is going with lots of good discussions and getting to know different areas of the Deanery.

14 **SAFEGUARDING REPORT**

Amanda Ogilvie-Berry retired from this post from the end of June 2019 and it was taken over by Rev Mike Dodd, who did his training, worked on the lone working policy and started DBS checks, unfortunately there was a change to regulations with clergy no longer permitted to undertake this role, so Rev Dodd stood down in July and currently this role is vacant.

Rev Joanne has taken over the DBS checks and is currently working through the members of the PCC. The diocese has said that we should seek to use the safeguarding officer from another parish and Joanne in the first instance will contact St Philips.

15 **USE OF ST CUTHBERT'S**

Rev Joanne passed on a huge thank you to Jane Chesman for all her work with the lettings, the money we receive from the lettings is substantial. Joanne was concerned that Jane does this on top of the Warden role making this a full time role, when Jane should be enjoying retirement and her family.

Gill Cheal asked if we were going ahead with the increase in letting rates, Joanne advised that due to the difficulties around covid and the fact we are not currently letting the building out, no increases have been implemented this year, it would be discussed again at PCC once the church reopens to lettings again.

16 REPORTS FROM CHURCH GROUPS AND ORGANISATIONS

Rev Joanne thanked all groups and organisations who had contributed to the report and for being part of our church family.

Two reports had been produced by Philip Carlin who sadly died earlier in the year from covid related complication. Joanne had decided it was relevant to include his reports as she was very grateful for all Philip and Jane had done for us, a lot of things without us knowing.

17 ANY OTHER BUSINESS

No items were raised.

Rev Joanne asked if both Gill Cheal would stand as Treasurer and Sarah Ratcliffe as PCC Secretary again, both agreed to continue in these roles.

Proposed	Lucille Mitchell
Seconded	Dorothy Leech
Agreed	All present in church and via Zoom

Grateful thanks were passed onto Joanne for all she continues to do and especially during these difficult times.

Joanne thanked everyone for attending either in person or via Zoom.

18 CLOSING PRAYERS

The meeting was closed with prayers and finished at 10.47am.

Signed …… Date ……