



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

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 Seconded 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 Seconded Gill Cheal

Alicia (Joy) Binns

Proposer Jane Chesman Seconded 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
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This was made up of average for Sunday Worship prior to lockdown

Adults 33	Children 6
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Plus average attendance after first lockdown	Adults 20	Children 1
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Messy Church	Adults 0	Children 0
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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 thank 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 2 nd 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

		General Fund	Restricted Fund	Total	Total
		£	Redevelopment	2020	2019
	Note	£	£	£	£
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		<u>6737</u>	<u>363</u>	<u>7100</u>	<u>7185</u>
		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		<u>40100</u>	<u>2019</u>	<u>42119</u>	<u>58938</u>
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	<u>3636</u>	<u>0</u>	<u>3636</u>	<u>4705</u>
		41303	0	41303	59920
Fund Raising Activities		0	0	0	103
Total Payments		<u>41303</u>	<u>0</u>	<u>41303</u>	<u>60023</u>
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		<u>27608</u>	<u>10430</u>	<u>38038</u>	<u>37222</u>

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	<u>27608</u>	<u>10430</u>	<u>38038</u>	<u>37222</u>
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	<u>0</u>	<u>0</u>	<u>0</u>	<u>140</u>
	<u>4292</u>	<u>361</u>	<u>4653</u>	<u>8184.03</u>
Liabilities (due within one year)				
Gardening invoice	294	0	294	0
Sound system replacement equipment	<u>0</u>	<u>1694</u>	<u>1694</u>	<u>0</u>
	<u>294</u>	<u>1694</u>	<u>1988</u>	<u>0</u>

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
	<u>23771</u>	<u>1176</u>	<u>24947</u>	<u>29395</u>
b) Other giving/voluntary receipts				
Donations & Legacies	1665	480	2145	3934
Occasional Income for Specific Use	156	0	156	477
	<u>1821</u>	<u>480</u>	<u>2301</u>	<u>4411</u>
c) Fund Raising				
General	75	0	75	1730
	<u>75</u>	<u>0</u>	<u>75</u>	<u>1730</u>
d) Church Activities				
Room/Hall hire	6298	0	6298	11123
Fees	582	0	582	488
	<u>6880</u>	<u>0</u>	<u>6880</u>	<u>11611</u>
e) Other Receipts				
Miscellaneous	328	0	328	811
Grant (VAT reclaim)	0	0	0	850
	<u>328</u>	<u>0</u>	<u>328</u>	<u>1661</u>
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
	<u>7941</u>	<u>0</u>	<u>7941</u>	<u>12114</u>
g) Church Repairs & Maintenance				
Maintenance	2765	0	2765	15974
Gardening	0	0	0	465
	<u>2765</u>	<u>0</u>	<u>2765</u>	<u>16439</u>
h) Mission Giving & Donations				
Charities	3355	0	3355	4353
Specific payments	281	0	281	352
	<u>3636</u>	<u>0</u>	<u>3636</u>	<u>4705</u>

**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 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 Seconded 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 as 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
	Seconded	Jill Dodd
Jill Dodd	Proposer	Jane Chesman
	Seconded	Sarah Ratcliffe
Gill Cheal	Proposer	Jane Chesman
	Seconded	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
	Seconded	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 OBE – 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 be 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