



# **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**

# **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 17<sup>TH</sup> 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 24<sup>TH</sup> OCTOBER 2020**

Approval was requested that the Minutes of the Annual Meeting of Parishioners held on Saturday 24<sup>th</sup> 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 31<sup>st</sup> 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 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 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 thank 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

		General Fund	Restricted Fund	Total	Total
			Redevelopment	2021	2020
	Note	£	£	£	£
<b>Receipts</b>					
<b>Voluntary receipts:</b>					
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
		<u>30822</u>	<u>1929</u>	<u>32851</u>	<u>34836</u>
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
<b>Total Receipts</b>		<u>55758</u>	<u>1929</u>	<u>57687</u>	<u>42110</u>
<b>Payments</b>					
<b>Church activities:</b>					
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
		<u>57669</u>	<u>9005</u>	<u>66674</u>	<u>41303</u>
Fund Raising Activities		0	0	0	0
<b>Total Payments</b>		<u>57669</u>	<u>9005</u>	<u>66674</u>	<u>41303</u>
<b>Excess of receipts over payments</b>		<b>-1911</b>	<b>-7076</b>	<b>-8987</b>	<b>816</b>
Cash at bank and in hand at 1 Jan		27608	10430	38038	37222
Cash at bank and in hand at 31 Dec		<u>25697</u>	<u>3354</u>	<u>29051</u>	<u>38038</u>

**St Cuthberts Church, Birkby**

**Financial Statements for the Year Ended 31 December 2021**

**Statement of Assets and Liabilities**

	<b>General Fund</b>	<b>Restricted Fund Redevelopment</b>	<b>Total 2021</b>	<b>Total 2020</b>
	<b>£</b>	<b>£</b>	<b>£</b>	<b>£</b>
<b>Cash Funds</b>				
Bank Current Account	<u>25697</u>	<u>3354</u>	<u>29051</u>	<u>38038</u>
<b>Other Monetary assets</b>				
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	<u>6</u>	<u>0</u>	<u>6</u>	<u>0</u>
	<u>5069</u>	<u>360</u>	<u>5429</u>	<u>4653</u>
<b>Liabilities (due within one year)</b>				
Gardening invoice	614	0	614	294
Sound system replacement equipment	<u>0</u>	<u>0</u>	<u>0</u>	<u>1694</u>
	<u>614</u>	<u>0</u>	<u>614</u>	<u>1988</u>

**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	Total	Total
		Redevelopment	2021	2020
	£	£	£	£
<b>a) Planned giving</b>				
Planned Giving Gift Aid	13662	1280	14842	15413
Planned Giving Non Gift Aid	9878	369	10247	9534
	<u>23540</u>	<u>1549</u>	<u>25089</u>	<u>24947</u>
<b>b) Other giving/voluntary receipts</b>				
Donations & Legacies	925	0	925	2145
Occasional Income for Specific Use	232	0	232	156
	<u>1157</u>	<u>0</u>	<u>1157</u>	<u>2301</u>
<b>c) Fund Raising</b>				
General	396	0	396	75
	<u>396</u>	<u>0</u>	<u>396</u>	<u>75</u>
<b>d) Church Activities</b>				
Room/Hall hire	6074	0	6074	6298
Fees	306	0	306	582
	<u>6380</u>	<u>0</u>	<u>6380</u>	<u>6880</u>
<b>e) Other Receipts</b>				
Miscellaneous	603	0	603	328
Grant (VAT reclaim)	17457	0	17457	0
	<u>18060</u>	<u>0</u>	<u>18060</u>	<u>328</u>
<b>f) Church Running Expenses</b>				
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	19
Music	0	0	0	53
Miscellaneous	761	1694	2455	62
Upkeep of Services	46	0	46	138
Fees	120	0	120	283
	<u>8543</u>	<u>1694</u>	<u>10237</u>	<u>7941</u>
<b>g) Church Repairs &amp; Maintenance</b>				
Maintenance	17277	7311	24588	2765
Gardening	294	0	294	0
	<u>17571</u>	<u>7311</u>	<u>24882</u>	<u>2765</u>
<b>h) Mission Giving &amp; Donations</b>				
Charities	4341	0	4341	3355
Specific payments	265	0	265	281
	<u>4606</u>	<u>0</u>	<u>4606</u>	<u>3636</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  
31<sup>st</sup> 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 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](http://www.churchofengland.org/more/safeguarding) or [www.leeds.anglican.org/safe](http://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](mailto: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](http://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, Birchenccliffe 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 NOTIFIED 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 .....