



# 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**

# **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 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 16<sup>th</sup> 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 30<sup>th</sup> 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**

**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+A84J142

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
	£	£	£	£
<b>a) Planned giving</b>				
Planned Giving Gift Aid	11473	709	12182	12548
Planned Giving Non Gift Aid	3323	349	3672	8418
	<u>14796</u>	<u>1058</u>	<u>15854</u>	<u>20966</u>
<b>b) Other giving/voluntary receipts</b>				
Donations & Legacies	870	382	1252	3024
Occasional Income for Specific Use	10	0	10	272
	<u>880</u>	<u>382</u>	<u>1262</u>	<u>3296</u>
<b>c) Fund Raising</b>				
General	184	224	408	206
	<u>184</u>	<u>224</u>	<u>408</u>	<u>206</u>
<b>d) Church Activities</b>				
Room/Hall hire	7321	0	7321	7233
Fees	183	0	183	223
	<u>7503</u>	<u>0</u>	<u>7503</u>	<u>7456</u>
<b>e) Other Receipts</b>				
Miscellaneous	99	0	99	394
Grant (VAT reclaim)	0	0	0	950
Bank Interest	775	0	775	246
	<u>874</u>	<u>0</u>	<u>874</u>	<u>1590</u>
<b>f) Church Running Expenses</b>				
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	0	107	210
Upkeep of Services	462	0	462	87
Fees	0	0	0	0
	<u>8311</u>	<u>0</u>	<u>8311</u>	<u>8343</u>
<b>g) Church Repairs &amp; Maintenance</b>				
Maintenance	3665	0	3665	4030
Gardening	0	0	0	612
	<u>3665</u>	<u>0</u>	<u>3665</u>	<u>4642</u>
<b>h) Mission Giving &amp; Donations</b>				
Charities	2190	0	2190	2685
Specific payments	0	0	0	272
	<u>2190</u>	<u>0</u>	<u>2190</u>	<u>2957</u>

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

		General Fund	Restricted Fund	Total	Total
			Redevelopment	2023	2022
		£	£	£	£
	Note				
<b>Receipts</b>					
<b>Voluntary receipts:</b>					
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
		<u>22196</u>	<u>2215</u>	<u>24411</u>	<u>30092</u>
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
<b>Total Receipts</b>		<u>30757</u>	<u>2440</u>	<u>33197</u>	<u>39344</u>
<b>Payments</b>					
<b>Church activities:</b>					
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
		<u>36663</u>	<u>0</u>	<u>36663</u>	<u>43245</u>
Fund Raising Activities		0	0	0	0
<b>Total Payments</b>		<u>36663</u>	<u>0</u>	<u>36663</u>	<u>43245</u>
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		<u>12844</u>	<u>8839</u>	<u>21683</u>	<u>25150</u>

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
	£	£	£	£
<b>Cash Funds</b>				
Bank Current Account	<u>12844</u>	<u>8839</u>	<u>21683</u>	<u>25150</u>
<b>Other Monetary assets</b>				
Gift Aid recoverable (Estimated)	<u>2868</u>	<u>177</u>	<u>3046</u>	<u>3680</u>
	<u>2868</u>	<u>177</u>	<u>3046</u>	<u>3680</u>
<b>Liabilities (due within one year)</b>				
	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</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 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 Ackless ACA  
Address: 68 Yew Tree Road  
Birchcliffe  
Huddersfield  
HD3 3QR

Date: 16<sup>th</sup> 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 23<sup>rd</sup> 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 meetings 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](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 they can be contacted on the main office no. 0113 353 0257 or [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 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 been 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](http://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 16<sup>TH</sup> 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 30<sup>th</sup> 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 .....