

**THE PARISH CHURCH**  
**OF**  
**ST JAMES THE GREAT HAYDOCK**  
**REGISTERED CHARITY 1153937**  
**TRUSTEES' ANNUAL REPORT**  
**AND ACCOUNTS FOR 2023**



*St James The Great Haydock*

## **Background**

The Parish Church of St James the Great is situated on Church Road, Haydock, in the Borough of St Helens. It is part of the Diocese of Liverpool within the Church of England.

The address for correspondence is:

**The Vicarage  
169 Church Road  
Haydock  
St Helens  
Merseyside WA11 0NJ**

**Incumbent**                      Reverend Fr Michael Vyse    **from 30<sup>th</sup> June 2022**                      **Chairman**

**Assistant Priest**              Reverend Fr Ian Wynne

### **PAROCHIAL CHURCH COUNCIL ELECTIONS AT ANNUAL MEETING 2023**

#### **CHURCHWARDENS**

Nancy Holloway                                      Vice-Chair and Safeguarding Officer

Philip Peplow    Health and Safety Co-ordinator

#### **DEANERY SYNOD REPRESENTATIVES**

Jacqueline Cutler

Bill Haydock

Geoffrey Lightfoot

Bernadette Lightfoot

#### **ELECTED MEMBERS OF PAROCHIAL CHURCH COUNCIL**

##### **Three Years until 2026**

Susan King; Rita Brogan; William Wiswell; Paul Hooton

##### **Two Years until 2025**

Dorothy Smith; Kathryn Goodstadt; Janet Dawber; Ann Black

##### **One Year until 2024**

Irene Jones; Jean White; Jenni Shaw plus one vacancy.

#### **Electoral Rolls Officer**

Jean White

**PCC Secretary**              Dorothy Smith

**Gift Aid Secretary**        Dorothy Smith

**Treasurer**                      Sue King

The Electoral Roll has a membership of 142 souls

### **Appointment of Officers and sub-committees**

At the first meeting following the APCM the Parochial Church Council will appoint its officers, their sub-committees and representatives to other Parish Committees or outside bodies,

### **Quorum for Meetings**

For a meeting to take valid decisions one third of members must be present and voting.

#### **Bankers**

Barclays Bank plc,  
19 Church Street,  
St. Helens,  
Merseyside, WA10 1BG

#### **Legal Advisor**

The Bishop of Liverpool's Registry,  
1 The Sanctuary,  
London, SW1P 3JT

#### **Independent Examiner**

Mrs Gillian Oates,  
32 Reddish Crescent,  
Lymm,  
Cheshire, WA13 9PT

#### **Architect**

Bill Schafer Dip Arch RIBA  
Schafer Associates | Chartered Architects  
56 Belvedere Road, Ashton-in-Makerfield,  
Lancashire, WN4 8RU.

Day to day management control is exercised by the Incumbent, the Reverend Fr Michael Vyse, and the Churchwardens, Nancy Holloway and Philip Peplow, who can be contacted via the Vicarage, as above, telephone 01942 727956.

### **Structure, Governance and Management**

The Parochial Church Council is a corporate body established by the Church of England. The PCC operates under the Parochial Church Council Powers Measure and is a charity registered with the Charity Commission. The method of appointing Parochial Church Council members is set out in the Church Representation Rules. The elected members of the Council normally serve for a period of three years, the terms of office being staggered over a three-year cycle to ensure administrative continuity. All church members are encouraged to register on the Electoral Roll and to stand for election to the Council.

The Council operates two sub-committees: the Standing Committee and the Finance and Fabric Committee. The Standing Committee has power to transact the business of the Council between its meetings, subject to any directions given by the Council under the Church Representation Rules. Its members are the Incumbent, the Churchwardens, the Secretary and the Treasurer. The Vice-Chair would also be a member if that office were not held by one of the Wardens.

The Finance and Fabric Committee is charged with considering any matters referred to it by the Council whilst taking an overview of any and all issues related to the finances of the Council and the maintenance of all buildings and equipment for which it is responsible. It reports to, and makes recommendations to, the Standing Committee and the Council, as appropriate. Its members are the Incumbent, the Churchwardens, the Treasurer and four further members appointed by the Council, currently William Haydock, William Wiswell (Chair) + 2 vacancies.

### **Objectives and Activities**

The primary object of the PCC is the promotion of the Gospel of Our Lord Jesus Christ according to the doctrines and practices of the Church of England. The PCC has the responsibility of co-operating with the Incumbent in promoting within the ecclesiastical parish

the whole mission of the Church -pastoral, evangelistic, social and ecumenical. The PCC has responsibilities relating to the Parish Church; the surrounding Churchyard; the Parish Room and Kitchen annexed to the Church; St. James' Parish Centre, Church Road, Haydock; and the Curate's House (currently let to tenants) at 27 Homestead Avenue, Haydock.

The PCC acknowledges that these responsibilities relate not only to day to day management and the maintenance of the fabric of these buildings but also to ensuring compliance with all relevant legislation and the duties of care thereby imposed. When planning its activities for the year the PCC gave consideration to the Charity Commission's guidance on public benefit and, in particular, the specific guidance to charities concerned with the advancement of religion. The advancement of religion is of itself a charitable purpose recognized as being of public benefit within the meaning of the Charities Act 2006. The PCC affirms its understanding that all its responsibilities are exercised not simply within a gathered congregation but within the context of the community as a whole.

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## **VICAR'S REPORT FOR THE YEAR 2023 - 24**

This has been my first full year as Vicar of St James the Great.

We have a very strong body of Churchwardens and PCC, and, as a result, a very well-organised Church life, a healthy set of finances, a well-maintained building whose ongoing maintenance and development needs are known and proactively catered for. All this continues to be done by a hard-working and vigilant Churchwardens, the Fabric & Finance Committee, and the Standing Committee, together with many volunteers working on the building. Worship is also maintained through the hard work and dedication of Fr Ian, Fr John, teams of servers, music group and choir, readers, and intercessors, Sacristans, cleaners and flower-arrangers.

I have continued developing links with our school, including input in various Year groups' curriculum activities. We were able to welcome Stephen, the then-new Bishop of Beverley, on 11<sup>th</sup> June, to confirm 4 children from the school plus one teenager, who is now a regular member of our Serving Team. At least one of the children is keen to return in May, to support this year's Confirmation candidates: nine children and one adult are set to be confirmed on Sunday 19<sup>th</sup> May this year, the great feast of Pentecost. We pray that that day will be a great outpouring of the Holy Spirit on those candidates as well as on the parish as a whole.

Some of the younger school children, in Key Stage One [Year Reception – 2] are also set to be baptised here, and have already taken part in our Christmas and Easter services, including a well-attended Christmas Eve Crib service, built on the success of 2022's one, and an Easter Eucharist at which children lit a candle at the Easter Garden, before having activities in the Parish Room. Messy church has continued to be well-supported by children, parents and a team of committed activities leaders at St James'. Meanwhile 10 infants were baptised here between April 2023 and February 2024; in addition, 4 school-children were baptised and confirmed in the same service, in which one school-child [who had already been baptised] was confirmed with them.

I have noticed an interconnection between those children who attend our St James' school, who also attend our Scouts/ Cubs/ Beavers and who are interested in deepening their faith: as a result, I visit them most Thursday evenings [when I have to juggle my time a bit between them and Rosary/Mass]. I also found that Family Eucharists I held in the first months of my ministry here were not bringing the families in, whereas the ones supported by the Scouts etc were: I have therefore increased the number of occasions when the Scouts join us [with presentation of Scouts/Cubs'/Beavers'/Young Leaders' flags] on a Sunday morning at 10.30am, so as to have such services about 6 times a year. These extras occasions [which already included Harvest, Remembrance, and Mothering Sunday] have extended to include, also, a Scouts-focussed Eucharist in mid-July, timed to coincide with the start of the Scouts' summer break, and during which items of Scouting equipment are presented, described and blessed. It is clear to me that the Scouts are proud of their status as not merely the 18<sup>th</sup> St Helens group, but as the St James' Haydock group, and that they deeply treasure their connection with St James' Church just as much as we cherish our connection with them. For instance, whereas we shall soon lose some of our regular school Communicant children as they move to High School, we shall nevertheless retain some of them through their membership of, and active participation in, the Scouts.

We have sadly said goodbye to some faithful servants of St James': our much-loved 10<sup>th</sup> Vicar, Fr Paul Nener; Susan Shaw, a member of our choir; and Fr Alan Heaton, who often came here to worship. May they rest in peace.

In this last year, a total of 16 funerals have taken place at St James':

- 9 being a service in Church followed by committal elsewhere
- 1 being a Service in Church followed by Burial in new grave here
- 6 being a Service in Church followed by Burial in existing grave here

In addition, St James's clergy [Fr Ian, Fr John and I] have led 4 funerals being a Service all at Crem; and, in our churchyard, we have had 15 Burial of Cremated remains, and 2 burials from another Church in an existing grave.

Continuing St James' very long-held Anglican Catholic tradition, I have, in the past year, attended my first festival at the Pilgrimage at Ladyewell: it has a lovely 'home-spun' feel, and a very uplifting, not to say scorchingly hot, day was enjoyed by many people from St James'. In the summer, we enjoyed very high numbers at our annual parish pilgrimage to Walsingham, when we are able to give generously to the Shrine and its needs.

The fortnightly Eucharist at Collier's Court Care Home [formerly Wagon & Horses] has been matched with a fortnightly one at Abbey Rose Court [formerly Lymewood] Care Home, where I was previously visiting residents on a one-by-one Home Communion basis. This provides an increased opportunity for fellowship, corporate worship, and singing. My Home Communion visiting extends to around 7 regular individual homes, together with both, and Members of the Guild of St Raphael have accompanied me on some of these services, which has been an important sign of St James' involvement in this Ministry.

I continue to walk around the streets of the parish when I can, as a visible sign of the Church's presence here, as well as talking to parents at the start or end of the school day: a Priest has been described as "a walking Sacrament".

As I write, we are celebrating the Lord's Resurrection from the dead: may we, being dead to sin, be alive to God, in Jesus his risen Son.

Fr Michael Vyse SSC  
Vicar

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### **REPORT FROM ELECTORAL ROLL**

There are a total of 142 people on the Electoral Roll:

76 Live in the Parish

66 Live outside of the Parish boundaries

To be on the Electoral Roll for the Parish a person needs to be sixteen or over and have been Baptised and Confirmed; attend Church regularly and signed an Electoral Roll form. Only persons whose names are on the Electoral Roll of the Parish are entitled to vote at the Annual Parish Church Meeting.

The Electoral Roll is revised every six years.

**Mrs Jean White**  
**Electoral Rolls Officer**

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### **Guild of St Raphael Prayer Group – Annual Report for 2023**

The **January 2023** Pie & Peas 2023 was the first for which members had been asked to consider making a donation towards food costs. Roughly half those attending did so. In subsequent discussions it was felt that all attendees, members or not, should be asked to buy a ticket – *and this happened for January 2024's pie & peas.*

**February 2023** meeting was our first AGM and, therefore, included a retrospective summary of events since Edna Clough had stepped back from leading the group, which included the background to our split from the Guild of Health & St Raphael, national organisation, and the circumstances around the removal from St James' by them, of the carved statue of St Raphael and the silver chalice set.

In **March 2023** – Tony Ormrod was officially enrolled as a member and welcomed to the Group. The meeting was held, but no notes were issued, due to a minority view that comprehensive notes meant there was no need to attend meetings. Having realised that not sending out notes deprived the housebound members of their link with the Guild, notes covering March and April were issued after the **April** meeting, encompassing issues discussed at both meetings. Succinct notes have been issued after each meeting since.

The **May 2023** meeting was very well attended. It was announced at this meeting that the Chapter had requested we hold a prayer/study day at St James, focussing on the Healing Ministry and the date was set for September 2023. A Laying on of Hands rota was issued following this meeting. Steps were taken to obtain a replacement statue of St Raphael. (*on-going*). A lighter banner was sought and bought, intended for use in the walking day, but its quality was disappointing so was not used.

In **June 2023** we received approval of our request, placed in March, to have a dedicated notice board. This was sourced and installed at no cost to the Guild. *There has been a lot of positive feedback about the notice board and it has helped with communication and with raising our group's profile.*

There was no meeting in **July 2023** as the date clashed with the Patronal Festival. From **August 2023** The Laying on of Hands prayer was made available to everyone attending our Eucharists. A leaflet explaining Healing, Laying on of Hands and Anointing was produced and published, with stocks being placed in the stand in the porch. *The purpose of this is to dispel myths and encourage attendance, particularly at the Annual Parish Eucharist for Healing in October, and it seems to have been well received.*

**9<sup>th</sup> September 2023** was the requested Chapter day. It was disappointing that the only Chapter Church to attend was Southport but it was good to see St James congregation well represented and that non-Guild members attended along with one person from Blessed English Martyrs. There had been a good deal of confusion about what was expected of us for this event so it is difficult to determine whether what transpired met expectations. On **16 September** there was a successful coach trip to Skipton

**October 2023** included our Annual Parish Service for Healing. It was much better supported, than the 2022 service, by Guild members and by members of the congregation. We welcomed Rev Alison Carson as our visiting speaker, who also served in offering Laying on of Hands with two of our Group members. A last minute request that there should be two Laying on of Hands stations resulted in two more Group members taking up position at the very last minute, without a clergy member. Steps need to be taken in future to ensure that this does not arise again as three people per station are needed. Refreshments after the service consisted of cakes, not the bring and share buffet it used to be, which worked well.

**November 2023's** meeting was a Christmas themed social with raffle. Proceeds contributed towards the annual donation, which for 2023, amounted to £1,000. As per our tradition, this money is to be used for a purchase of something which the church needs but, so far, only a small amount of the accumulated past years' donations has been used. There was no meeting in **December**.

#### Issues which arose during 2023:

**Laying on of Hands:** There are fewer people wishing to offer Laying on of Hands, which is disappointing and can cause problems at times. The Laying on of hands rota has been discontinued as it did not work.

**Prayer List** –The suggestion that people should be added to our prayer list for three months, unless we know they are long term sick or housebound, has been adopted. The system of issuing monthly prayer cards is to continue.

**Christmas Cards & Easter Cards** – uptake and feedback is positive.

**Membership** – At the time of writing, there are still roughly a third of listed members still to renew their subscriptions for 2024. *A request has been made that those who have not renewed their subscriptions let me know if it is because they do not wish to continue their membership.*

Thanks have been offered to those who have helped with, or supported the Group over the past year and for donations of raffle prizes and donations towards running costs.

A request has been made for someone to volunteer to be deputy Co-ordinator of the Group.

**Elaine Wallwork, Co-ordinator, Guild of St Raphael Prayer Group**

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**The Rosary Group.**

The Rosary is a scripture- based prayer.

The purpose of the rosary is to help keep in memory certain principal events or mysteries in history.

The group meet every Thursday at 6.30pm in the St. Alban Chapel, and different members will read out one of the Five Mysteries, Joyful, Luminous, Sorrowful and Glorious. Saying the Rosary allows us to encounter Mary and to enter the mysteries of Jesus Christ. From his Incarnation, to the Cross, to the Resurrection.

There are copies of the Rosary available if anyone would like one, you can either come along and join us or sit quietly at home and say it there.

**Yours in prayer**

**Dot Beesley.**

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**The Cell of Our Lady of Walsingham**

Sadly, last year we lost three members of our cell who passed away. Joan Nicholls, Roy Martin and Susan Shaw.

They were all devoted members of the cell and had a deep devotion to Our Lady.

The cell paid for their names to be shown in the Chancel book which is held in the St. Edward chapel in the Shrine.

The Cell is not a church charity it is The Shrine charity.

We pay the money we have raised to the work and support the Shrine.

We have bought and paid out money to Church for different things.

As our annual pilgrimage is in August we pay for our church supplies which is £35.

We also donate to the Shrine, Church and School, each year the following money.

£40 For the Lamp to burn in the Holy House for our church and congregation.

100 Easter eggs for our church school.

100 Selection boxes for our church school.

£100 to the Children's Pilgrimage.



£100 to the Family's Weekend.  
£100 to the Sisters of St. Margaret's Priory.  
£150 to the Youth Pilgrimage. To help towards five children to go on pilgrimage.  
£1.000 to help subsidy the pilgrimage coach. To help keep price down.

This year up to date we have paid out:  
£100 towards Transfiguration expenses.  
£300 towards the Barn Chapel in Walsingham.

Our fund raising and donations are greatly appreciated  
When on pilgrimage all prayer requests are said at Our lady's feet in the Holy House.  
May Our Lady of Walsingham pray for us all.

**Yours in prayer Dot Beesley.**  
**Cell Secretary.**

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**Society of Mary North West Ward.**

Fr. David Sutton and Fr. David Craven are teaming up to get the North West Ward back up and running. They have a big task ahead of them with people moving ,dying and leaving a lot of paperwork has been lost or mislaid.  
It was lovely to be back in Ladywell last year after a few years of not going. The sun shone us and a lovely time was had especially meeting up with old and new friends.  
This was Fr. Michael's first time at Ladywell and he had this years date in his diary before we left.

**Yours in prayer**  
**Dot Beesley**

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**Mothers Union**

This is a snapshot of what members have been made aware of from visiting speakers and discussions and events organised at the St James the Great Branch, Haydock.

January Branch leader unwell and unable to attend.

February Janet from the NHS came to inform us about how to check for abnormalities in our breasts and therefore detect problems early.

March Members were thanked for making an honour guard for Joan Nichols whose body was brought into church to lie in repose until the following day She was a valued member of our MU, always ready to welcome people and make them feel at home.

May Speaker Reverend Canon Anne Edwards, Chaplain of Wigan Infirmary. Anne spoke to us about her work which she finds rewarding with its variety which can include bedside visits to chat or pray or help staff with their mental health care when dealing with workload and harrowing events.

June Jackie Cutler was inducted as a new MU member during the service and welcomed into our branch. General information was given about replies received from recipients of donations from Lent Lunches. Volunteers were requested for the Afternoon Hot pot and Bingo.

July Lynn and Debie. from Voluntary Community Health, "Community Health Champions", (Halton and St Helens Hospitals) came to talk to us about Blood Pressure and Weight Management.

August No meeting but thanks to those available for the Wave of Prayer in our St Alban's Chapel as well as those who joined us from home to pray for our four countries chosen especially by our Liverpool Diocese.

September Jean Jameson came to talk about the country Turkey. This was one of the countries which received a donation from us from the Lent Lunches, due to the earthquakes

October Presentation by Sylvia, on what the MU have achieved and how we as a group can become more aware of what could be asked of us and how we can help. The topic was Modern Slavery.

November Janet Dawber took us through some of the Christmas Crafts she had prepared for us and joined by some members of the congregation,

### Lent Lunches 2023

Each year on Fridays in the season of Lent we serve a lunch with a choice of homemade soups, roll and butter, scones cakes and tea/coffee. This food is made and served by a small, dedicated team from our church. Money raised goes to a variety of charities as part of our Outreach Mission. All items are donated mainly by members of the Haydock MU. Being a fundraising event, MU members, their families and friends, together with congregation members and people from the local community all pay for their lunches.

**Sylvia Turner**

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## REPORT OF PAROCHIAL CHURCH COUNCIL MEETINGS 2023-2024

**01 MARCH 2023**

**14 members present**

**3 Apologies**

### Topics Discussed

- Detailed financial update by Treasurer in which it was stressed that we need to be more vigilant about saving money. The accounts for the year ended 31<sup>st</sup> December 2022 were presented for approval and explained in detail. **The accounts for the year ended 31<sup>st</sup> December 2022 were approved**
- Detailed update of all building and repair work which is in process of being completed or already completed given by Church warden.
- Agreement that donations in memory of a dear friend Joan Nicholls would go towards the Parish Centre.
- Proposed having a wild flower space in the Churchyard to keep graveyard costs down.
- Nancy Holloway provided an update on Safeguarding.
- It was stated that we need to get up to date with DBS checks.
- Arrangements were given for Ash Wednesday, Lent, Holy Week and Easter.
- Arrangements were given for the Sundays during Lent and leading up to Easter Day.
- Future dates for events during the year were also provided.
- Review of the Christmas events.
- Report on Messy Church.

- Permission was given to digitalise records and updating burial records.

**14 JUNE 2023**

**16 Members present**

**1 Apology**

**Topics Discussed**

- Treasurer circulated a detailed account of our finances and explained them in detail.
- Agreed to go ahead with extractor fan in disabled toilet.
- We have paid the Parish Share in full which is good considering all our other expenses,
- Church insurance covering Church and Parish Centre was discussed and options for the best deal were discussed
- It was agreed to put up a notice board in the Parish rooms for information regarding the Guild of St Raphael.
- It was agreed to put up notice boards outside Church to announce times of services and other events.
- It was agreed to move the Clergy chairs from behind the High Altar to the diagonal step.
- It was agreed to go back to having a book carried by the server.
- Review of Holy Week.
- It was stated that we would be having an Ordinand on placement during two weeks in the summer.
- Reminder of upcoming events.
- Discussion about use of car park.
- Phil Peplow gave a warden's report on building works.
- Dates of future meetings.

**06 SEPTEMBER 2023**

**14 Members present**

**3 Apologies**

**Topics Discussed**

- The treasurer circulated an up to date account of our finances and discussed in detail our financial state.
- Warden's report – Phil gave an up to date account of all buildings and repair work which is being carried out. It was agreed to go ahead with a Faculty for double glazing for South Sanctuary window.
- Report on Safeguarding and DBS checks was given.
- Nancy reported on the basic awareness course on Safeguarding.
- Review of fund raising events.
- Dates of future fund raising events.
- The way we carry out the act of worship of the Peace was discussed and it was agreed that we revert to the practice of shaking hands.
- Dates of future meetings was discussed.

**08 NOVEMBER 2023**

**13 Members present**

**4 Apologies**

**Topics Discussed**

- The Treasurer circulated an up to date account of our financial position and discussed the figures in detail. Our monthly figure for the Parish share is £5,500 and it was suggested an article is put in the magazine showing our financial outgoings and income and how much it costs to keep our church open.
- It was agreed that the hiring fee for Parish Centre be raised to £20 per hour and £75 per day.
- A report was given on Safeguarding, Safer recruitment policy and basic awareness course.
- Review of advent and Christmas services was given.
- Discussion took place on feasibility of defibrillators.
- Report was given on leakages in the Parish Centre kitchen and rear Sanctuary wall and these will be looked at by experts.
- Review of Future events.
- surround of future meetings was discussed.

**07 FEBRUARY 2024**

**12 Members present**

**5 Apologies**

**Topics Discussed**

- Matters arising regarding use of car park and defibrillators were discussed and Father Michael said he would look into both issues and report back.
- The treasurer presented the annual accounts ending 31<sup>st</sup> December 2023 and explained the figures on each page and asked for any questions regarding the accounts. She explained the amounts in each fund and also that we need to be very vigilant when spending money and that we do not spend unless it is extremely essential. ***It was proposed and seconded that the accounts be approved. ALL IN FAVOUR***
- Phil Peplow reported on building works and repairs which are being carried out or have been completed and answered any questions.
- Discussion on the graveyard took place and it was agreed that the Fabric and Finance look into the issues surrounding the graveyard,
- Nancy Holloway reported on DBS and Safeguarding.
- Update on fund raising and future events.
- Arrangements for Lent and Easter were discussed
- Discussion regarding the Internet services presented by Virgin and BT and it was agreed that we go with the Virgin Internet.
- Future dates were discussed
- Date for approval of annual report will take place on Sunday 7<sup>th</sup> April 2024 and date for Annual Meeting will be held on Sunday 28<sup>th</sup> April 2024

The Parochial Church Council meetings during the year have been both interesting and productive for the life and worship of our Church and Parish. We have had a lot of challenges with regard to our financial stability but thanks to a lot of dedicated people we have had a lot of fund raising events to help towards this and hopefully the year to come will bring a brighter outcome.

Thanks also to everyone who has given me support this year,

**Dorothy Smith PCC Secretary**

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## **Financial Review**

### **Treasurer's Comments**

2023 has been a challenging year with increased energy costs having a major impact on church finances.

Total receipts for the General Fund were £99,155 compared to £91,330 in 2022. The main reason for the increase was due to sundry donations increasing by £7,549 so thanks must go to all those generous benefactors who have contributed to this.

Total payments for the General Fund were £99,060 compared to £87,212 in 2022.

The major item of regular expenditure in 2023 was Parish Share which amounted to £62,655, an increase of £4,624 on the previous year. The reality of this figure is that we need to generate £172 income every day just to cover this one cost. On top of this we have the usual utility bills such as gas, electric and water, which as everyone knows can impact massively on cash resources.

The church does have cash resources in the bank but these are restricted to vital works necessary on the fabric of the church. It is now essential that we find ways of increasing the day to day income whilst at the same time, reducing expenditure wherever possible.

Whether it is regular giving or occasional donations, we need to encourage the use of Parish Giving Scheme (PGS) and gift aid envelopes in order that full advantage can be made of the Gift Aid scheme and the recovery of tax for the benefit of the church. The church was able to benefit from tax reclaims of £11,230 in 2023 which was up from £8,802 in 2022.

The positive news for the General Fund is that income in 2023 just about covered expenditure – by £95 ! However, we need to ensure that the position is improved during 2024 so that we can meet our Reserves Policy which is currently not the case.

The Churchyard Fund continued to operate with costs exceeding income which was mainly due to the grass cutting costs. The deficit of £3,923 was met from the General Fund. Additional voluntary help in the churchyard would help to reduce these costs

The Parish Centre Fund also operated at a level whereby costs exceeded income. The deficit of £9,170 was met from the General Fund. The main item of expenditure was the cost of new lighting and rewiring. This resource is certainly under- utilised and much needed income could be generated from renting out the space to other organisations.

On a positive note, the church was fortunate to benefit from 2 generous bequests in 2023 which were allocated specifically to the Fabric Fund.

The balance on this Fund stands at £53,636 on 31 December 2023

### **Reserves Policy**

It is PCC policy to maintain a balance on unrestricted funds (if possible) of £15,000 as a contingency against unexpected expenditure.

***Sue King Treasurer***

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## Churchwarden's Summary

PGP's DRAFT Notes for Vale Decorators, 26<sup>th</sup>. May 2023

### WARDEN'S UPDATE

Phil gave the following update on what has been happening with the Church's maintenance.

#### 1. Church Maintenance

#### 2. Choir Vestry and South side Sanctuary window - Issues

*Status: Following the request to provide an upto date assessment from Design Lights on the costs for carrying out of the remedials works to the choir vestry windows and the South Side Sanctuary window, we now have the revised quotation from Design Light, summarised below:*

	Contractor	Items	Remedial works	Quote	Costs + VAT	Costs incl. VAT
Choir-1	Design Lights	Choir vestry windows	Remove & re-fit glass panes on compl'n	02.11.2022 Rev'd	1560.00	1872.00
	"	"	Repair & restore glass panes	"	2355.00	2826.00
	Design Lights	Scaffolding	Supply and erect scaffolding	02.11.2022 Rev'd	262.50	*315.00

(Initial proposal ) Sanct.-1	Design Lights	Sanctuary window	** Remove & re-fit leaded glass panes	02.11.2022 Rev'd	2965.00	3558.00
	Design Lights	Scaffolding	Supply and erect scaffolding	02.11.2022 Rev'd	262.50	315.00

#### Option for Sanctuary window

Sanct.-2 (Option)	Design Lights	Scaffolding	Fit Double glazed units (DGU)	02.11.2022 Rev'd	920.00	1104.00
	Design Lights	Scaffolding	Supply and erect scaffolding	02.11.2022 Rev'd	262.50	315.00

<b>Key: details for revised scope &amp; costs</b>	
<b>Costs: Vale Decorators</b>	
<b>Costs: St. James</b>	
<b>*Costs: Vale Dec's &amp; St. James</b>	<b>50/50</b>
£630.00 Scaffolding costs are for use on both Choir & Sanctuary windows	

\*\* costs to be evaluated

Noting Two options for  
Sanctuary window

- a) Reinststate the leaded glass panes by Design Lights OR
- b) Fit double glazed windows with internal leading.

	Vale Dec's for the two options £		of Costs for St. James £
	All windows Leaded Glass panes	Choir leaded glass panes & Sanctuary DGU only	
Choir 1.	1872.00	1872.00	2826.00
Choir 1	*157.50	*157.50	157.50
Sanct. 1	**3558.00		
Sanct. 1	315.00		
Sanct. 2		1104.00	
Sanct. 2		315.00	
Total costs	5902.50	3448.50	2983.50

## PGP's DRAFT Notes for PCC Meeting @ 7:15pm on 14<sup>th</sup>. June 2023

### WARDEN'S UPDATE *(Notes for tonight's meeting in Blue Italics)*

The following update on what has been happening with the Church's maintenance.

## 2. Church Maintenance

### 1.1 Land valley between North Nave & lady Chapel

*The following Roofing companies have quoted for the remedial works to the land valley:*

- **Fulwood Roofing Services, Rainford**

Following Paul Armstrong of Fulwood Roofing Services (FRS) attendance on site on the 30<sup>th</sup>. November 2022 and subsequent quotation of £16303 + VAT (£19563.6 incl. VAT) for their proposed scope of work that did not provide sufficient details of exactly what remedial works they intended to carry out, Fulwood Roofing have issued a revised plan of their scope of work, copy attached.

- **Heritage Conservation Restoration Ltd**

To supply and fit terne SS gutter & reform timber substrate

Budget costs £18724.00 + VAT (£22468.0 incl. VAT)

Gary Rawlings (GR) to attend a site meeting on 30<sup>th</sup>. January 2023 for a review of the issues with the land valley.

Status: GR intended to contact BS for guidance on the required remedial works, but hasn't upto to PGP contacting BS on the 31<sup>st</sup>. May 2023, since then I contacted GR again who had forgotten about contacting BS and GR said that he would do.

## 2. Choir Vestry and South side Sanctuary window - Issues

Status: Following the request to provide an upto date assessment from Design Lights on the costs for carrying out of the remedial works to the choir vestry windows and the South Side Sanctuary window, we now have the revised quotation from Design Light, summarised below:

	Contractor	Items	Remedial works	Quote	Costs + VAT	Costs incl. VAT
Choir-1	Design Lights	Choir vestry windows	Remove & re-fit glass panes on compl'n	02.11.2022 Rev'd	1560.00	1872.00
	"	"	Repair & restore glass panes	"	2355.00	2826.00
	Design Lights	Scaffolding	Supply and erect scaffolding	02.11.2022 Rev'd	262.50	*315.00

(Initial proposal) Sanct.-1	Design Lights	Sanctuary window	** Remove & re-fit leaded glass panes	02.11.2022 Rev'd	2965.00	3558.00
	Design Lights	Scaffolding	Supply and erect scaffolding	02.11.2022 Rev'd	262.50	315.00

#### Option for Sanctuary window

Sanct.-2 (Option)	Design Lights	Scaffolding	Fit Double glazed units (DGU)	02.11.2022 Rev'd	920.00	1104.00
	Design Lights	Scaffolding	Supply and erect scaffolding	02.11.2022 Rev'd	262.50	315.00

<b>Key: details for revised scope &amp; costs</b>	
<b>Costs: Vale Decorators</b>	
<b>Costs: St. James</b>	
*Costs: Vale Dec's & St. James	50/50
£630.00 Scaffolding costs are for use on both Choir & Sanctuary windows	
** costs to be evaluated	

#### Court Fees:

For making a claim from  
£3,000.01 to £5,000 are £205.  
And for making a claim from  
£5,000.01 to £10,000 Court Fees are £455.

Windows	Initial Summary of Costs to Vale Dec's for the two options £		Initial Summary of Costs for St. James £
	All windows Leaded Glass panes	Choir leaded glass panes & Sanctuary DGU only	
Choir 1.	1872.00	1872.00	2826.00
Choir 1	*157.50	*157.50	157.50
Sanct. 1	**3558.00		
Sanct. 1	315.00		
Sanct. 2		1104.00	
Sanct. 2		315.00	
<b>Total costs</b>	<b>5902.50</b>	<b>3448.50</b>	<b>2983.50</b>

Noting Two options for Sanctuary window

c) Reinstate the leaded glass panes by Design Lights OR

d) Fit double glazed windows with internal leading.

Summary of costs (incl. VAT) to date and for the intended remedials works:

Installation Costs for Vale fitting a new window was: £2482.00.

Vale's latest offer of a settlement figure is £2095.78

Status: PGP has compiled the required doc pack c/w statement of truth, dated 18<sup>th</sup>. May 2023 for submitting to the Small Claims court and during the processing of our details and the subject of dispute it was noted in the guidance narrative that the Court of justice have put in a recommendation in such a way that they strongly advise the plaintiff to initially use the available free mediation service for the possibility of settling the dispute out of court,



which the courts prefer, if they do not then the court may not award any compensation if due any to the plaintiff.

PGP then emailed VD to ask if they would consider the mediation service, which in response VD confirmed that they will and also adding that they would like to discuss their offer to us and following a telephone conversation with VD on Friday 26<sup>th</sup>. May 2023, VD offered to pay for the remedial works as detailed.

During the telephone conversation PGP did say to VD that the church have discussed both options for the remedial works to the Sanctuary window, either like for like leaded glass panes or using double glazed units, which is not only a cheaper option but also more user friendly in reducing heat loss through the window. Adding that the final decision will be made by the PCC.

PGP did say to VD that the existing rebate in the window will require checking to ensure a DGU can be installed, which has now been checked by Design Lights who have confirmed that the existing rebate will be sufficient for a DGU with a 12mm spacer which will allow the original leaded glass panes to be encapsulated within the DGUs leaving a 4mm gap on either side.

PGP has asked BS for his opinion of which option to use who has confirmed that providing the original leaded glass panes are encapsulated within the DGUs this will be the best option, considering previous issues with leakage in the leaded glass panes and the added benefit of retaining heat within the building.

The only obstacle now is getting the required faculty.

PGP has completed the required registration for the online system for a faculty and now awaits approval for use, which should be straight forward.

#### **Additional costs**

Design Lights have said that they will have to use outside scaffolding to install DGUs, costs to be advised.

Status with VD: They are aware of above but still waiting for cost for scaffolding and PCC approval of which option for Sanctuary and faculty issue.

#### **4. Electrical Inspection for five year report**

##### **a) 3 Phase isolator for PC and Church**

*PGP has email Electrical Site Works at Total Energies to proceed with installation at a cost of £320 + VAT (£384.00 incl. VAT)*

*Status: Works planned for Wednesday 21<sup>st</sup>. June 2023, starting at 9:00am until approx. 10:30am for both locations*

*MM to be informed when isolator installed to then complete remedial works in church*

*b) Neil Jenkins (Jenkins Electrical) has submitted a quote for the remedial works of C2s in PC, costs not straight forward as a new consumer unit required for new Fire controls in PC that will resolve some of the C2s the remaining C2s cost at*

### **5. Fire risk assessment of PC**

- The FRA Part 1 draft status completed, requires review by F&F committee.
- Part 2 Further guidance approx. 80% draft status completed.
- **Management of Fire Safety plan**
- Record the significant findings and action taken (part of FRA)
- Emergency plans for safe evacuation of people from the PC
- Inform, instruct, co-operate and co-ordinate with other users and public
- Fire safety training (Fire Marshalls) and other users
- constantly monitor what you are doing to implement the fire risk (Responsible person)
- Testing of preventive controls (BGCPs, EMG, FEs, Escape routes,

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PGP's DRAFT Notes for PCC Meeting @ 7:15pm on 6<sup>th</sup>. September 2023

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### **WARDEN'S UPDATE** *(Notes for tonight's PCC meeting in Blue Italics)*

The following update on what has been happening with the Church's maintenance.

### **3. Church Maintenance**

#### **1.1 Land valley between North Nave & lady Chapel**

*The following Roofing companies have quoted for the remedial works to the land valley:*

- **Fulwood Roofing Services, Rainford**  
*Not considered at this stage to be a viable option*
- **Heritage Conservation Restoration Ltd**  
**Recap:** To supply and fit terne SS gutter & reform timber substrate  
Budget costs £18724.00 + VAT (£22468.0 incl. VAT)  
**Status:** Remains the same as reported on previous meeting with GR having forgotten about contacting BS and GR said that he would do.  
PGP proposed that we remove Heritage from the list of potential sub-contractors for this remedial works, however leave them on our list of roofers for any other works on the church buildings.

Back in 2022:

- **J Hempstock Ltd**

***SS liner in the land valley***

***Costs: £50,891.40 incl. VAT***

*Status: Although the architect BS said that he would get in touch with the contractor to discuss their quotation BS has confirmed that the contractor has not offered any other alternative solution.*

- **Paul Little:**

WH submitted his proposal for using Paul Little at around £1820 for the complete renewal of the trough gutter section as discussed upto the outlet hopper on the east side.

## 2. **Choir Vestry and South side Sanctuary window - Issues**

Recap: PGP gave a summary of the current status:

Having compiled the required doc pack c/w statement of truth, dated 18<sup>th</sup>. May 2023 for submitting to the Small Claims court, Vale Decorators (VD) agreed to initially use the available free mediation service for the possibility of settling the dispute out of court. And then following a telephone conversation with VD on Friday 26<sup>th</sup>. May 2023, VD offered to pay for the remedial works as detailed and in response PGP did say to VD that the church had considered using double glazed units (DGUs), which is not only a cheaper option but also more user friendly in reducing heat loss through the window. Adding that the final decision will be made by the PCC after consultation with our Architect Bill Schafer (BS). With the existing rebate in the window suitable for installing DGUs it was agreed to proceed with this option, providing that we ensure that the original leaded glass panes are encapsulated within the DGUs as required by BS, as this will be the best option, considering previous issues with leakage in the leaded glass panes and the added benefit of retaining heat within the building.

Status: now that the church have successfully completed the required registration for the online system for a faculty, PGP informed the meeting that after learning how to work through the various stage of the application, we now need to provide and submit the following records with the formal application process:

- PCC prepared 'Statement of significance and a statement of needs'
- Supporting photograph(s) of the sanctuary window

Recap: Design Lights, Bolton who have been approved by the PCC to carry out the required remedial works on the Sanctuary window informed us that they will have to use scaffolding outside the window/flat roof to install the DGUs, costs to be advised.

Status: Design Lights have now confirmed that the costs for the scaffolding will be no more than £750.00 + VAT (£900.00 incl. VAT).

### **Revised 30<sup>th</sup>. August 2023**

	Contractor	Items	Remedial works	Quote	Costs + VAT	Costs incl. VAT
Choir-1	Design Lights	Choir vestry windows	Remove & re-fit glass panes on compl'n	02.11.2022 Rev'd	1560.00	1872.00
	"	"	Repair & restore glass panes	"	2355.00	2826.00
	Design Lights	Scaffolding N/A	N/A			

### **Choir Vestry windows**

Total costs for the removal of the damaged leaded glass panes and the damaged 'H' section leaded frames and the installation of the new replacement leaded glass panes and 'H' section leaded frames in the choir vestry windows is £1872.00 incl. VAT that will be paid for by Vale Decorators.

Total costs to the church for the new leaded glass panes installed back into the choir vestry windows at a cost of £2355.00 + VAT (£2826.00 incl.

#### Option for Sanctuary window

	Contractor	Items	Remedial works	Quote	Costs + VAT	Costs incl. VAT
Sanct.-2 (Option)	Design Lights	Scaffolding	Fit Double glazed units (DGU)	02.11.2022 Rev'd	920.00	1104.00
	Design Lights	Scaffolding	Supply and erect scaffolding	02.11.2022 Rev'd	750.00	900.00

The costs for the remedial works on the sanctuary window are as follows:

DGUs supplied & fitted @ £920.00 + VAT (£1104.00 incl. VAT)

Scaffolding for outside window @ £750.00 + VAT (£900.00 incl. VAT)

Total costs of £1670.00 + VAT (£2004.00 incl. VAT) that will be paid for by Vale Decorators.

**Note!**

There are no costs to the church for the required remedial works detailed above

### 3. Dry rot in North East side of Sanctuary

Dry rot (mould growth) found in timber fascia boards on NE corner of sanctuary that has now been cleared away as a temporary measure to stop the fungal mould from becoming airborne and spreading further in the sanctuary.

The Cost for this works carried out by Robinsons Preservation Ltd was £328.00 + Vat. (£393.60)

**Status:** Following guidance from our Architect Bill Schafer (BS) Robinsons Preservation Ltd have carried out further holding works that has confirmed that the rot is extending further into the building, specifically in the backs of these timber fascia boards on the Chancel walls that will need to be chased out

PGP has emailed Neil at Robinsons Preservation Ltd (RPL)

Please proceed with your investigations to determine the extent of the dry rot, the required remedial works to remove the existing dry rot, any preventive measures that you can put in place to stop the spread from going any further and the subsequent costs

**Latest status:**

Robinsons Preservation Ltd have submitted a report that identifies the dry rot (hyphae strands) hyphae grows from spores/germs and spreads through filamentous branches.

This is behind the timber fascia boards and on the walls.

Remedial works involves the irrigation of the walls using Brunsol concentrate fungicidal wall solution.

Further investigation will be carried out by Robinsons Preservation Ltd to determine the extent of the dry rot in the sand/cement render on the walls and the window frame.

Total costs for the £664.00 + VAT (£796.80 incl. VAT)

#### **4. Electrical Inspection for five year report**

b) 3 Phase isolator for PC and Church

PGP informed the meeting that the new 3 Phase isolator for the PC and Church have been installed on the 21<sup>st</sup>. June 2023 by Electrical Site Works at a cost of £320 + VAT (£384.00 incl. VAT)

MM informed about both isolators being installed so they then complete the remedial works in church & PC

c) Neil Jenkins (Jenkins Electrical) has submitted a quote for the remedial works of C2s in PC, costs not straight forward as a new consumer unit required for new Fire controls in PC that will resolve some of the C2s the remaining C2s cost at

#### **5. Fire Precautions in PC**

The upgrading of the fire precautions in the PC has now been completed by Jenkins Electrical, with the new fire precautions including:

CFP Series Fire alarm control panel covering a 3 zone system, that includes the boiler house.  
4 x Smoke detectors in the two main rooms, the passageway along the toilets and the boiler house

1 x Heat detector in the kitchen

5 x Sounder beacons in passageway, main room, fire alarm room & boiler house.

1 additional BGCP, now 5off

EMGs in two main rooms, passageway, toilets, kitchen, boiler house

New fuse board for fire panel & ancillaries

**Total costs for the equipment £4626.00 incl. VAT**

#### **5. Fire risk assessment of PC**

- The draft 1 of the FRA Part completed to HM Government publication 'fire safety risk assessment – small and medium places of assembly  
review by the F&RS that it was too detailed  
The following actions are required

- 
- Management of Fire Safety plan
- Record the significant findings and action taken (part of FRA)
- Emergency plans for safe evacuation of people from the PC
- Inform, instruct, co-operate and co-ordinate with other users and public
- Fire safety training (Fire Marshalls) and other users
- constantly monitor what you are doing to implement the fire risk (Responsible person)
- Testing of preventive controls (BGCPs, EMG, FEs, Escape routes,

PGP's DRAFT Notes for PCC Meeting @ 7:15pm on 8<sup>th</sup>. November 2023

#### **WARDEN'S UPDATE** (*Notes for tonight's PCC meeting in Blue Italics*)

\*(All other notes are for clarification as to how we are at the current situation)

The following update on what has been happening with the Church's maintenance.

#### **4. Church Maintenance**

##### **1.1 Land valley between North Nave & lady Chapel**

*The following Roofing companies have quoted for the remedial works to the land valley:*

- **Paul Little:**

WH submitted his proposal for using Paul Little at around £1820 for the complete renewal of the trough gutter section as discussed upto the outlet hopper on the east side.

#### **2. Choir Vestry and South side Sanctuary window - Issues**

**Recap for :** Design Lights, Bolton who have been approved by the PCC to carry out the required remedial works on the Sanctuary window informed us that they will have to use scaffolding outside the window/flat roof to install the DGUs, costs to be advised.

Status: Design Lights have now confirmed that the costs for the scaffolding will be no more than £750.00 + VAT (£900.00 incl. VAT).

**Revised 30<sup>th</sup>. August 2023**

	Contractor	Items	Remedial works	Quote	Costs + VAT	Costs incl. VAT
Choir-1	Design Lights	Choir vestry windows	Remove & re-fit glass panes on compl'n	02.11.2022 Rev'd	1560.00	1872.00
	"	"	Repair & restore glass panes	"	2355.00	2826.00
	Design Lights	Scaffolding N/A	N/A			

#### **Choir Vestry windows**

Total costs for the removal of the damaged leaded glass panes and the damaged 'H' section leaded frames and the installation of the new replacement leaded glass panes and 'H' section leaded frames in the choir vestry windows is £1872.00 incl. VAT that will be paid for by Vale Decorators.

Total costs to the church for the new leaded glass panes installed back into the choir vestry windows at a cost of £2355.00 + VAT (£2826.00 incl.

#### Option for Sanctuary window

	Contractor	Items	Remedial works	Quote	Costs + VAT	Costs incl. VAT
Sanct.-2 (Option)	Design Lights	Scaffolding	Fit Double glazed units (DGU)	02.11.2022 Rev'd	920.00	1104.00
	Design Lights	Scaffolding	Supply and erect scaffolding	02.11.2022 Rev'd	750.00	900.00

The costs for the remedial works on the sanctuary window are as follows:

DGUs supplied & fitted @ £920.00 + VAT (£1104.00 incl. VAT)

Scaffolding for outside window @ £750.00 + VAT (£900.00 incl. VAT)

Total costs of £1670.00 + VAT (£2004.00 incl. VAT) that will be paid for by Vale Decorators.

Note!

There are no costs to the church for the required remedial works detailed above

*Status: DAC through CL have emailed PP regarding their required clarification on the type of encapsulation process to be used by Design Lights on the DGUs for the Sanctuary window details are: Design Lights propose: 'the existing leaded lights will be removed from the apertures, they will likely need to be reduced in size slightly and have new perimeter lead applied. Each panel is then encapsulated into a double glazed unit using 4mm glass on the outer skins. A carpenter will need to adjust the frames to accommodate the thicker units and new bead will be required. This retains the existing leaded lights'.*

*DAC have suggested 'As the existing window is not stained glass, have you considered installing a double glazed unit with the lead pattern duplicated internally? Emmanuel Fazakerly are in the process of replacing two windows in this way.*

*Design Lights's response 'We don't do stick on leading so if that is the preferred option it would have to be carried out elsewhere'.*

*I have emailed CL back with a request for their requirements/intentions*

### 3. Dry rot in North East side of Sanctuary

Initially dry rot (mould growth) found in timber fascia boards on NW corner of sanctuary that was visibly cleared away as a temporary measure to stop the fungal mould from becoming airborne and spreading further in the sanctuary.



The Cost for this works carried out by Robinsons Preservation Ltd was £328.00 + Vat.  
(£393.60)

**Status:** *PGP came to church on the morning of Tuesday 7<sup>th</sup>. Nov. 2023 and spoke to Mark at Robinsons Preservation Ltd (RPL), who explained that the spores/germs have spread into the bricks further towards the centre of the east gable wall that they were currently investigating along with the west sanctuary timber window, which did not appear to have been affected, no signs of dry rot.*

*Their initial concerns by the on-site workers is that they have not investigated behind the cement rendered raised panels to determine the extent of the spores within the east gable wall. And are waiting for Neil Robinson (NR) to come to site that afternoon to review the current situation.*

*Unfortunately NR could not attend as planned due to other commitments, however PGP managed to speak with NR who at that point had not discussed the situation with his advisors.*

*NR then contacted PGP later on this afternoon to say that he had discussed the situation with his advisors and they collectively agreed that more time was needed to evaluate the situation before proceeding with any further actions and it was probably better to leave the wall as it is for the time being until they reconvene as planned later next week with BS in attendance as they are not happy with the level of dampness in the east gable wall and said that the spores/germs go searching for moisture and the main source of that is the timber panels.*

*NR added that he will put together a report and estimated costs for a temporary closing off of the area and at this moment he is thinking that it may be wiser to leave the area as it is until next spring, by then we should know if the spores/germs are still spreading or not.*

#### **4. Electrical Inspection for five year report**

- d) Review of outstanding C2s & C3s from Electrical installation condition reports for PC and Church with Mike Murphy (MM) in both church and PC  
MM informed about both isolators being installed so they then complete the remedial works in church & PC
- e) Neil Jenkins (Jenkins Electrical) has submitted a quote for the remedial works of C2s in PC, costs not straight forward as a new consumer unit required for new Fire controls in PC that will resolve some of the C2s the remaining C2s cost at
- f) Review of electrical supply issues in church

#### **5. Gas fired appliances – Annual service**

*Completed by Electrical & Combustion on 7<sup>th</sup>. November 2023, with all appliances found to be satisfactory, with the only exception being:*

**Actions:** *the two Broag Remeha quinta 115 heaters for the church boiler, now require the A kits for the combustion chambers replacing due to normal deterioration at a cost of £361.01 + VAT (£433.21).*



*FYI: the B kits for the same combustion chambers were replaced approx. 2 years ago, both being general maintenance for the boiler.*

#### **5. Fire Precautions in PC**

*The upgrading of the fire precautions in the PC has now been completed by Jenkins Electrical, with the new fire precautions including:*

*CFP Series Fire alarm control panel covering a 3 zone system, that includes the boiler house.*

*4 x Smoke detectors in the two main rooms, the passageway along the toilets and the boiler house*

*1 x Heat detector in the kitchen*

*5 x Sounder beacons in passageway, main room, fire alarm room & boiler house.*

*1 additional BGCP, now 5off*

*EMGs in two main rooms, passageway, toilets, kitchen, boiler house*

*New fuse board for fire panel & ancillaries*

***Total costs for the equipment £4626.00 incl. VAT***

#### **5. Fire risk assessment of PC**

- The draft 1 of the FRA Part completed to HM Government publication 'fire safety risk assessment – small and medium places of assembly

*The following actions are required:*

- *Management of Fire Safety plan*
- *Record the significant findings and action taken (part of FRA)*
- *Emergency plans for safe evacuation of people from the PC*
- *constantly monitor what you are doing to implement the fire risk (Responsible person)*
- *Testing of preventive controls (BGCPs, EMG, FEs, Escape routes,*

Items not yet started

- Inform, instruct, co-operate and co-ordinate with other users and public
- Fire safety training (Fire Marshalls) and other users

***Phil Peplow Churchwarden***

Parochial Church Council of St. James the Great, Haydock  
Financial Statement for the year ended 31st December 2023  
GENERAL FUND RECEIPTS AND PAYMENTS ACCOUNT

RECEIPTS	£	2023	£	2022
<b>Voluntary Receipts</b>				
Planned Giving	32,505		31,771	
Collections and other Giving	6,400		5,398	
Income Tax recovered	11,230	50,134	2,802	45,971
<b>Other voluntary receipts</b>				
Sundry donations	17,560		10,011	
Insurance			2,834	
Bequest		17,560		12,845
<b>Activities for generating funds</b>				
Magazines and bookstall	1,355		1,033	
Fund raising	5,127	10,482	11,341	12,375
<b>Receipts from investments</b>				
Interest received	512		87	
Homestead rent	6,421	6,934	6,468	6,555
<b>Receipts from charitable activities</b>				
Wedding and Funeral fees	13,295		12,499	
Contributions for PC and parish room	750	14,045	1,085	13,584
<b>TOTAL RECEIPTS</b>		<b>99,155</b>		<b>91,330</b>
<b>PAYMENTS</b>				
<b>Donations to Other Charities</b>				
Mission Giving		770		800
<b>Charitable Activities</b>				
Parish share	62,655		58,031	
Church Running Expenses	19,563		12,205	
Clergy expenses	550		107	
Upkeep of services	6,651		4,548	
Salaries & Support costs	2,500		3,188	
Homestead Ave Costs	644		580	
Vicarage costs	2,805		903	
Church maintenance	2,235		6,365	
Administration Costs	168			
		97,771		85,926
<b>Cost of Generating Funds</b>				
Ancillary trading costs		519		486
<b>TOTAL PAYMENTS</b>		<b>99,060</b>		<b>87,212</b>
<b>Excess of receipts over payments</b>		<b>95</b>		<b>4,117</b>
Transfer to Parish Centre Fund		750		1,085
<b>Total Unrestricted Funds at 1 January 2023</b>		<b>24,913</b>		<b>25,632</b>
<b>Total Unrestricted Funds at 31 December 2023</b>		<b>24,258</b>		<b>28,664</b>
Less Parish Centre deficit		9,170		1,288
Less Churchyard deficit		3,923		2,463
<b>Balance as at 31 December 2023</b>		<b>11,165</b>		<b>24,913</b>

Parochial Church Council of St. James the Great, Haydock  
Financial Statement for the year ended 31st December 2023

**OTHER FUNDS**

**FLOWER FUND**

Restricted	2023 £	2022 £
<u>Voluntary Receipts</u>		
Restricted Donations	614	155
<u>Payments</u>		
Various costs	62	81
Excess of receipts over payments	552	74
Total Fund at 1 January 2023	459	386
Total Fund at 31 December 2023	1,011	459

**PARISH CENTRE FUND**

Restricted

Voluntary Receipts

Donations and fundraising	1,854	20
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Payments

All running costs and building materials	11,774	2,393
Excess of payments over receipts	9,920	2,413

Transfers

Rent from general fund	-750	1,085
Total Fund at 1 January 2023	0	0
Total Fund at 31 December 2023	9,170	1,288
Write off from General Fund	0	0

**CHURCHYARD FUND**

Restricted to expenditure maintaining the Churchyard

Voluntary Receipts

Restricted donations	717	829
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Payments

Running costs	4,640	3,292
Excess of payments over receipts	3,923	2,463
Total Fund at 1 January 2023	0	0
Total Fund at 31 December 2023	-3,923	2,463
Write off from General Fund	0	0

**FABRIC FUND**

Income	5,161	7,000
Payments	1,537	2,700
Excess of receipts over payments	3,624	4,300
Total Fund at 1 January 2023	50,012	45,712
Total Fund at 31 December 2023	53,636	50,012

**GUILD OF ST RAPHAEL**

Total Fund at 31 December 2023	1,054	2,210
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**MOTHERS UNION**

Total Fund at 31 December 2023	220	628
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**AGENCY FEES**

Agency Fees Collected	6,574	5,294
Reimbursements Paid	6,631	5,052
Excess of payments over receipts	57	242
Total Fund at 1 January 2023	1,272	1,030
Total Fund at 31 December 2023	1,215	1,272

**Parochial Church Council of St. James the Great, Haydock**  
**Financial Statement for the year ended 31st December 2023**

**STATEMENT OF ASSETS AND LIABILITIES**

	General Fund	Agency DBF	Restricted Funds					MU Guild	TOTALS	
			C/yrd Fund	Fabric Fund	Flower Fund	P Centre Fund			2023	2022
	£	£	£	£	£	£		£	£	£
<b>Cash Funds</b>										
Bank									17,619.00	28,451
Business									52,305.00	50,664
								220	69,924	79,115
								3,056		
Total Cash	11,165	1,215	0	53,636	1,011	0	3,276		70,303	79,494
							Difference		-379	-379

**Other monetary assets**

Guild of St Raphael and Women's Guild see above  
Walsingham Cell

**Investment Assets**

Alice Watson Trust (Market Value) 1,485 1,625

**Assets retained for use of the church**

27 Homestead Ave (Purchase price on 4 Feb 2002) 54,000 54,000  
Note that the Diocese holds the property in trust for the PCC  
Deeds held by Hill Dickinson LLP, Liverpool, L3 9SJ

**Agency**

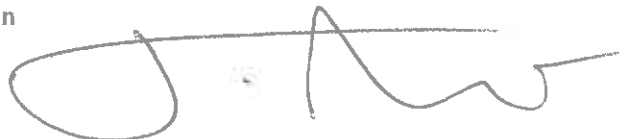
DBF 1,215 1,272  
1,215 1,272

**Notes**

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

Approved by the PCC on 7 FEB 2024 and signed on their behalf:

PCC Chairman



## **Independent Examiner's Report**

Report to the Parochial Church Council (PCC) of St James the Great Haydock on the accounts for the year ended 31<sup>st</sup> December 2023 as set out on pages \_\_\_\_\_ to \_\_\_\_\_ of your Annual Report.

### **Respective responsibilities of Trustees and Examiner**

The PCC are responsible for the preparation of the accounts. They consider that an audit is not required for this year under section 144 of the Charities Act 2011 (the Charities Act) and that an Independent examination is needed.

It is my responsibility to:

- examine the accounts under section 145 of the Charities Act,
- to follow the procedures laid down in the general Directions given by the Charity Commission (under section 145(5)(b) of the Charities Act), and
- to state whether particular matters have come to my attention.

### **Basis of independent Examiner's statement**

My examination was carried out in accordance with general Directions given by the Charity Commission. An examination includes a review of the accounting records kept by the PCC and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts, and seeking explanations from the PCC concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit, and consequently no opinion is given as to whether the accounts present a 'true and fair' view and the report is limited to those matters set out in the statement below.

### **Independent Examiner's statement**

In connection with my examination, no matter has come to my attention:

1) which gives me reasonable cause to believe that in, any material respect, the requirements:

\* to keep accounting records in accordance with section 130 of the Charities Act;

\* to prepare accounts which accord with the accounting records and comply with the accounting requirements of the Charities Act have not been met; or

2) to which, in my opinion, should be drawn in order to enable a proper understanding of the accounts to be reached

Signed:

Date: G.L. Oates. 31/3/2024.

IE's Name and address GILLIAN OATES.  
32 REDDISH CRESCENT, LYMM, WA13 9PT