

St Paul's Parish Church, Shipley

The Parochial Church Council of the Ecclesiastical Parish of St Paul, Shipley
Registered charity no 1169596

Annual Trustees Report for the year ended 31st December 2022



Annual Trustees Report for the year ended 31st December 2022

The PCC is jointly responsible for writing and producing this report.

AIM AND PURPOSES

St Paul's Parochial Church Council (PCC) has the responsibility of cooperating with the priest in charge, the Reverend Brian Greenfield, to promote in the ecclesiastical parish, the whole mission of the church, pastoral, evangelistic, social and ecumenical. The PCC has a specific duty to maintain our historic grade 2 listed church building. In addition, it has a responsibility to support the Church of England primary schools located within the parish boundaries. Shipley CofE Primary School (aided) and Wycliffe CofE Primary School (controlled) are our local church schools. Both of these schools are BDAT (Bradford Diocesan Academies Trust) Primary Academies.

OBJECTIVES AND ACTIVITIES

The PCC is committed to enabling as many people as possible to worship at St Paul's and to be part of the church community. Our services and worship, through prayer and scripture, music and sacrament, encourage and foster faith in practice. When planning our activities and services for the year, the PCC is mindful of the Charity Commission's guidance on public benefit and in particular, the supplementary guidance on charities for the advancement of religion. St Paul's Church vision statement is:

We are a welcoming and inclusive Christian community who:

- Worship the living God
- Love our neighbours and our world
- Share the good news

All our activities and services are guided and inspired by our faith in Jesus who we believe calls us to put our faith into practice in our daily lives. As a church community, we offer prayer and worship, pastoral care, mission and outreach, hospitality and a variety of activities which help people of all ages in our parish to flourish. To facilitate this work, it is important that the church grounds and the fabric of the church building are continually maintained and developed.

ACHIEVEMENTS AND PERFORMANCE

Ministry Team

During 2022, the St Paul's Ministry Team was led by our Priest in Charge, Brian Greenfield (who is also Priest in Charge at Christ Church, Windhill, Minister at the Eldwick Church and Assistant Priest at St Peter's Church, Shipley), who was ably assisted by Associate Priest - John Butler, Churchwardens - Anne Luxton and Moira Wragg, and Assistant Churchwarden, Mike Wragg.

Our Licensed Lay Ministers (Readers) - Chris Clough and Susan Lawrence, Lay Worship Leader - Mark Allison, and Lay Pastoral Ministers - Susan Wood and Sheila Cudmore, are valuable members of the Ministry Team. In July 2022, Susan Lawrence, Mark Allison and Sheila Cudmore

were all commissioned to their respective roles at St Paul's. We are also extremely grateful to Rachel Hesselwood, our Director of Music for Children and Young People, who in the absence of a Director of Music, has continued to guide the Adult Choir throughout 2022.

Jenny Titchmarsh is our excellent Church Administrator, who provides essential support to the ministry team and enables the church to communicate effectively with both the congregation and the wider community.

Thanks also go to the members of the PCC for all their hard work throughout the year.

Volunteers

Before we list our activities, which express our vision and strategy, and show what church life looks like in Shipley and how it benefits the community, we publicly thank all the church members who work very hard to support St Paul's mission and ministry. Many people contribute hugely to the life of the church in seen and unseen ways. However, since the Covid pandemic, we still have a shortage of helpers for some of our activities.

We give thanks for the lives of Moira Wragg and Ron Hamer, who both passed away at the end of 2022. Moira contributed so much to the life of St Paul's in her post as Church Warden. She also helped to run the Active Seniors group, assisted at Messy Church events and on the AV desk during services. Ron was a member of the PCC and was passionate about St Paul's becoming a dementia-friendly church. Ron also assisted on the AV desk during services and led the Thursday Lunch Club (TLC) at St Paul's for many years.

Worship & Prayer

Worship Services

Throughout 2022, we have held regular 10am Sunday Holy Communion services, which have also been live streamed via our YouTube channel, for those watching from home. These services have been followed by Sunday Xtra at 11.30am on the 1st and 3rd Sundays of the month. Wednesday Holy Communion has continued to take place at 10am on Wednesday mornings throughout the year. Towards the end of the year, we reintroduced our Taize services and also experimented with holding Family Communion services.

Messy Church

This alternative church service is an important way to connect with local families with young children, who might not feel comfortable or confident to come to more traditional church on Sunday. The craft activities and food take place in the Narthex and the teaching and songs in the church. This year, it was only possible to hold one service, a Messy Christmas. This was a well-attended, fun and friendly occasion.

Occasional Services

As well as our regular services, we enable our community to celebrate and thank God at the milestones of the journey through life. This year, we celebrated five baptisms and one wedding. We conducted four funerals in church and two at the crematorium. There was also one interment of ashes. In November, we held both our annual Memorial Service and our Remembrance Sunday Service, which was attended by civic representatives and uniformed organisations.

Choir

St Paul's Choir has continued to be without a director of music throughout 2022, but we've settled back into a 'nearly normal' pattern of activities. Junior Choir have rehearsed weekly throughout 2022, and Adult Choir have rehearsed fortnightly (with a few extra gatherings in the mix too).

Junior Choir have lost a few of their teenage members but have gained a whole host of members under the age of seven. This has slightly changed our focus, and we're singing more music by ear and have somewhat simplified our repertoire to accommodate the younger children. However, we still have six regular secondary-age children who sing in multiple parts and have really developed their confidence and volume over the last year. The core Adult Choir remains at around twelve members, but we had a choir of over forty for the carol service this year, which was wonderful! Taize services, run by the choir, have returned during 2022, and we're looking forward to bringing back regular evensongs in 2023.

A highlight of the year was the festive period, which saw a Christmas concert and carol singing raising over £250 in total for Bradford North Food Bank. Another fun project was making a recruitment video for a director of music – rewriting the lyrics of 'Guide me o thou great Redeemer' – fingers crossed it gets results!

Prayer

The Prayer Group continues to meet on a weekly basis from 10-11am on Tuesdays and 7.30-8:30pm on the last Tuesday of the month. Group numbers vary from week to week, but a core number of five or six meet regularly, with others joining as they are able. Prayer must be at the heart of all we do at St Paul's and this group seeks to ensure that this vision is maintained.

Pastoral Care

Pastoral care continues to be provided by the church on an as required basis. The Pastoral Care Group meets as needed/when possible due to the commitments of team members. Visits to take Holy Communion to the housebound and to nursing homes continue. Sheila Cudmore was commissioned as Lay Pastoral Minister in 2022 and the team has continued with in-house training, latterly in 'Pastoral Principles' and 'Mental Health First Aid'. The team endeavour to provide an appropriate service, always with sensitivity and care at the forefront of all they do.

Safeguarding

The PCC continues in its commitment to the safeguarding of all vulnerable or potentially vulnerable people. Safeguarding is a standing item on the PCC agenda, and the PCC has complied with its duty to have 'due regard' to the House of Bishops' Safeguarding Policy and Practice guidance. This commitment was confirmed at a PCC meeting in the autumn.

To assist in monitoring compliance with both statutory requirements and Church of England policies, we are using 'Parish Dashboards'; an online system that lists the actions that need to be taken to meet the required standards and which generates action plans and action summaries to highlight areas that need updating.

A particular focus of safeguarding activities has been to ensure job roles have been written and made available to volunteers taking on new roles at St Paul's. Written roles for existing volunteer roles have also been worked on. This work continues. The Safeguarding Officer has met with Rev Brian Greenfield and officers from other churches to share good practice. No safeguarding concerns have been raised during the year.

Groups

Book Group

Sadly, during the year, our membership dropped from eleven to ten, but we continued to meet most months for a friendly discussion (with tea and biscuits) of books and reading. We met eight times, usually on the afternoon of the last Thursday of the month; with an extra meeting, one evening in May, with our well-known local author, Jonathan Hall. We read one non-fiction and five fiction books provided by Bradford Libraries and had one meeting discussing Jonathan's first novel, which we had all bought before we met with him the following week. We also had two meetings talking about our own choices of reading. Throughout the year, some of us also read (and discussed online) a devotional book on the Sermon on the Mount called 'Following the Call'.

Meditation Group

The Meditation Group meets every Monday from 8-9pm, via Zoom. The sessions consist of roughly the same format, 30 minutes reflection and discussion, followed by 30 minutes of meditation. The group affords the opportunity for reflection and discussion - a 'peaceful space' at the start of the week. We did briefly resume meeting face to face on a monthly basis, but this proved logistically difficult for some members, plus in the light of the rise in cost of heating, it was decided to stay '100% virtual' for the time being. The group is led by Sue Lawrence, Oly Todd and Jonathan Hall, and has anything between four to eight participants.

Play Reading Group

The Play Reading Group meets at Hirst Mill at 7.30pm on the second Wednesday of each month. The play parts are divided between the members, and we finish at about 9.30pm. Everyone who wishes can read or just listen. On average, there are about a dozen readers, and we have a lot of fun, but also discuss the deeper meanings of the plays, where appropriate.

Younger Adults Group

The Younger Adults Group have continued to meet semi regularly on Friday evenings for Bible study and chat. We are still working through the '100 Stand-Alone Bible Studies' book by Penelope Wilcock. There are usually between four and six people at each Bible study night and it has been great to welcome some new people to the group this year. We had a Christmas meal at Shimla Spice in Shipley, and we also had a pancake night on Shrove Tuesday.

Work with Children

Schools

We have responsibility for two church schools within our parish, Shipley CofE Primary School and Wycliffe CofE Primary School. Both schools became academies in 2018 and joined the Bradford Diocesan Academy Trust (BDAT).

During 2022, both schools visited the church for seasonal services including Easter, Harvest and Christmas. We also welcomed individual class visits to the church to support the children's learning in school. At least once a term, our Priest in Charge visits each school to deliver a faith-based assembly.

The Open the Book team of Chris and Jane Clough, Carolyn Rhodes, Jean Titchmarsh and Mike Wragg take a whole school assembly at Wycliffe Primary School approximately fortnightly during the school year. The basis for the assembly is one of the stories from the Lion Storyteller Bible which we deliver through narration, costumed acting and audience participation. We operate under the auspices of the Zephaniah Trust and deliver both Old and New Testament Bible stories operating on an approximately two-year cycle. Both phase 1 and 2 have 34 stories available to us with associated boxes of costumes and props.

Toddler Group

Toddler Group resumed in September after a long break due to Covid. With the help of a small team of helpers, who are on a rota, the group meets from 9.30-11.15am on Monday mornings during term time. Each week, we provide a craft activity, play and friendship. We serve drinks along with cake, biscuits and fruit (not forgetting Jean's cheese scones). We finish with a sing song. When we reopened, it was initially very busy but it has now settled down to a more manageable level.

Uniformed Groups – Rainbows, Brownies & Guides

St Paul's offers hospitality and leadership to the 1st Shipley Rainbows, Brownies and Guides.

1st Shipley Rainbows

2022 has been the first 'normal' year at Rainbows for a while. We've stayed full throughout the year, with eighteen girls, and continue to have Sarah, Marian, Tilda and Martha as reliable and much appreciated volunteers. We continue to have a range of girls aged between four and seven in the group, pulling from many different schools and nurseries.

Highlights of our year were having a picnic in the church grounds with all the other Shipley units to celebrate the Queen's Jubilee, and attending the West Yorkshire North Adventure Day, where we tried archery and grass sledging. We've continued to work on a wide variety of badges, including 'explore', 'lead' and 'first aid'. We also enjoyed joining the congregation at St Paul's at the Mothering Sunday and Harvest services.

We've had one girl earn their Gold Award (the highest possible award in Rainbows) and three girls earn their Silver Award this year and look forward to more achievements and excitement (including our first sleepover in a while) in 2023!

Rachel Hesselwood, Rainbows Leader

1st Shipley Brownies

Since Covid reduced our numbers, we now have a healthy numbers of girls and leaders. Jan Taylor, who was with us for over 10 years, retired, but is standing by. We called her back for her Long Service Award from our county commissioner. We have a new assistant leader and a DofE volunteer, alongside our existing Guide helper, two leaders in training-soon to be qualified, a young leader and Leader.

We have been working on 'communication' and 'skills for my future' badges. The girls have looked at different styles of art, used acrylic painting to decorate baubles for the Christmas Tree Festival in church, and to paint on canvas. They have looked at different methods of communication and have done a performance for parents including singing and acting. Some of the girls who were not very confident joined in and enjoyed themselves. They planned a party for parents, serving hot drinks, biscuits and cakes and entertaining the parents with singing, dancing, and reading their own poetry. We went pond dipping at Denso Marston Nature Reserve and had a visiting archaeologist who helped us to look at the history of the area including the cup and ring stone in Crowgill Park.

Elaine Griffiths, Brownies Leader

1st Shipley Guides

The Guides have remained in healthy numbers since lockdown. We have had the same four leaders for quite a while now. We have kept our link with 2nd Shipley Guides for planning and have joined them at St Peter's Church for our Christmas party and the Remembrance Sunday Sleepover, before parading at St Paul's.

We visited Denso Marston Nature Reserve to do pond dipping, St Paul's held a District Jubilee Event for Shipley's Rangers, Guides, Brownies, and Rainbows, and we also went to the Climbing Hub in Bradford for an evening of climbing and abseiling. The Guides sewed hessian decorations for the Christmas Tree Festival, and we had a Guide mum come into the unit to show us felting, which was great fun. We have done whittling for an Interest badge and some Guides attended County Survival and Outdoor camps.

The girls have earned lots of badges and we have awarded “Gold Awards” to four Guides who have been with us for four years. The first Gold’s in our new programme. We lost six girls at 14 years old to Rangers and so numbers have gone down, but two of them have returned as young leaders, which is good for the younger Guides as they are great role models.

Elaine Griffiths, Guides Leader

Mission and Outreach

Mission and outreach are high on the agenda of St Paul’s Church as we try to be a blessing to both the local community and the world.

Warm Spaces

In response to the cost-of-living crisis, St Paul’s opened its doors as a Warm Space on Wednesday and Saturday mornings from November 2022 to March 2023.

Foodbank

During the period of this report, particularly in our current cost of living crisis, the work of foodbanks has been invaluable. The generosity of our congregation, both weekly and at special times of the year, such as Christmas and Harvest, has meant we can regularly send supplies to Shipley Baptist Church, our local Bradford North foodbank collection point.

The increase in need has also meant that we ourselves hand out some 30+ food bags per month during our weekly services. These we must collect, to replenish stocks, from the Bradford Metropolitan Foodbank warehouse in Little Germany.

Members of our congregation are regular volunteers at the foodbank at Shipley Baptist Church, on Mondays and Thursdays. When specific donated items are needed, often non-food items, we advertise this to our church community.

Shipley Area School Uniform Support

St Paul’s continues to be a donation point for Shipley Area School Uniform Support - a uniform bank for the Shipley, Windhill, Wrose and Baildon areas, providing uniform and school supplies to families experiencing financial hardship.

Saturday Café / Place of Welcome

During 2022, Saturday café - an official ‘Place of Welcome’ - has continued to be held on the 1st and 3rd Saturdays of the month, from 10am – 12 noon. The café team work on a rota basis, whereby each team works just once a month. Two team members work in the kitchen and three serve customers. All beverages are served free of charge, with a suggested donation of £1.50 per baked item, which is very acceptable to our patrons. The café has continued to attract both new and old customers. The majority of our patrons are church members, regulars from ‘HALE’, the local police and quite often a few new faces, and all appear to thoroughly enjoy coming along, often staying all morning.

Thursday Lunch Club (TLC)

TLC meets once a month on a Thursday. We provide a pre-booked, two course meal to approximately 25 people, enabled by our cook, Dee. We have a merry band of helpers who also provide a pudding at times. In December, we provided an excellent full Christmas lunch which was enjoyed by all.

Active Seniors

Active Seniors meet on the first Thursday afternoon of every month. Attendance averages 12-14 people each meeting. Our varied activities include quizzes, maybe a board game, some crafting, an entertainment and always plenty of friendly chat. Tea, coffee, home-made scones (always with jam and cream), as well as home baking are provided at some point during the afternoon. All seniors are welcome, either regularly or on an occasional basis.

Mothers' Union

In January 2022, we held our AGM after the 'Wave of Prayer' service. During a Sunday service, and with her family present, Noreen Ryley was presented with a certificate for completing 63 years of service to the Mother's Union. A PowerPoint presentation highlighted some of the notable events of those years (Thanks are due to Sue Lawrence for her technical skills). Olive Hogg was also presented with her 60 years of service certificate in her own home. It was a glorious July day for the Afternoon Tea in Shona Harrison's beautiful garden. Mothers' Union also participated in the Christmas Tree Festival at St Paul's Church. When people felt more confident about going out, we held meetings in the Narthex, rather than in members' homes.

Thank you for the generous gifts for the TLC Christmas raffle, which made £28 for Mothers' Union and included free holidays in Filey and a prison ministry.

Community Events

For the second year running, we held a Christmas Tree Festival at St Paul's, which was an incredibly successful event involving the wider local community, who came along to the church to vote for their favourite Christmas trees. Many also brought donations for the Bradford North Foodbank.

Communications & Enquiries

St Paul's hosts three websites: the main St Paul's Parish Church website, the St Paul's History website and the St Paul's Virtual Tour website. Our social media platforms include Facebook, Twitter, Instagram and YouTube. We have a public Facebook page with 584 followers, a private Facebook group with 44 members, a Twitter feed with 203 followers, an Instagram account with 325 followers and a YouTube channel with 160 subscribers, which we use to live stream our weekly 10am Sunday services.

Monthly 'What's On' blogposts, advertising our worship services and key events, are published on the main website and also shared to Facebook. Monthly editions of Church News are available to collect from church. They are also emailed out to our mailing list, alongside weekly

emails advertising Sunday services and key notices. Noticeboards, both inside and outside the church, advertise our services, groups and events.

The majority of our enquiries (for church hire and life events) come through our main website. We also receive messages through Facebook for similar enquiries, as well as day-to-day needs such as enquiries regarding groups (particularly Toddler Group), the Foodbank, and school uniform support.

Global Mission

We continue to be a Fairtrade church and seek ways to encourage our congregation to support Fairtrade. We support the Diocese of Khartoum, Christian Aid, and Tear Fund. We also support Andy and Kati Walsh from the Church Mission Society (CMS), who currently work in Brazil.

Ecumenical Relationships: Shipley Christians Together (SCT)

SCT is a charity supported by a dozen member churches, working together in Shipley for the benefit of all, to share the love of Jesus and bring about positive change. It seeks to: provide opportunities for Christians from different backgrounds to work and grow together, put our Christian values into practice and share them with others, and address poverty, loneliness and other social needs. This is done through: outreach projects and community involvement, friendship and sharing, and partnership with other voluntary or statutory groups.

During 2022, work continued to be shaped by the pandemic. Projects such as the Shipley Debt Centre and the Foodbank responded to the greater demand. Cuppacare continued to offer low-cost light lunches, cakes and drinks on Fridays at Shipley Baptist Church, and the Shipley Market Bible Stall dispensed bibles and offered prayer in all weathers on alternate Mondays. SCT promptly responded to the Ukraine crisis, coordinating and facilitating action with the result that five Ukrainian families are being supported in and around Shipley. SCT also coordinated the setting up of Warm Spaces by the churches, which offer so much more than warmth.

In-person services were held throughout the year and were well attended. Lenten evenings were hosted by member churches. Live@Costa resumed in October with a varied programme, including a Christmas Carols evening, raising funds for Christian Aid. As usual, the year was rounded off with the Christmas meal for homeless, vulnerable and lonely people, hosted by the Salvation Army, but with meals also delivered to homes. SCT was also represented on the Oversight Panel for Shipley Citizens' Jury. The online newsletter, which shares good news, was regularly produced and circulated (Available from info@shipleychristianstogether.org.uk).

The work of SCT is reliant on the support and funding from the member churches, including St Paul's, and the work of the many volunteers from most of the churches.

Hugh Firman, SCT Trustee

Deanery Synod

Three members of the PCC sit on the Deanery Synod, which provides an important link between the parish and the wider structures and governance of the Church of England. The Aire and Worth Deanery Synod met three times in 2002; all the meetings were face to face meetings, rather than remote meetings.

The meeting in February was held in Cottingley where we heard Jemima Parker, the Diocesan environmental officer, speak with great passion about how parishes and individuals can respond to the climate emergency and gave practical strategies and solutions to help churches follow the Diocese's strategy 'Saving Creation; Six Steps to Carbon Net Zero'.

In June, Synod met in Keighley where the meeting considered the cost-of-living crisis, the impact it is having and the things that are happening particularly in Keighley to support the most vulnerable individuals. We heard from the CAP debt centre manager, the Salvation Army food bank co-ordinator and the manager of the Good Food Shop, a social supermarket.

The meeting in October was held at the Shared Church in Denholme where colleagues from the Communications team at the Diocesan office led a session giving ideas and suggestions as how best to publicise events to give maximum impact, focussing on the good news of Advent and Christmas.

Synod meetings are open to all; if you would like to attend a meeting to find out a little more about how Synod works, please speak to any one of our representatives.

Church Building

The calendar year 2022 has been quite busy:

East End Works: The reredos has been removed. This has uncovered all of the East window, with the panels used below the window. The plinth has been extended to allow the altar to be brought forward, creating space behind. The main part of the reredos was erected on the West wall above the Narthex and below the Royal Arms. Some plaster repairs were done.

Electrical: Various ceiling light bulbs were replaced, and Narthex lights checked. All electrical appliances were tested. Discussions were held on the installation of a defibrillator outside church.

Audio-Visual: Additional TV screens were installed.

Other Interior: The Bronze ECO-Church plaque was fixed to the wall in the Narthex. Boilers were serviced and maintained. A larger prayer-corner votive candle stand has been purchased and positioned.

Evacuation: Guidelines were drawn up and an evacuation practice was held at the end of a Sunday morning service. Lessons were learned.

Church Grounds: These continue to be maintained by Bradford Council. Damage to the south boundary wall by a vehicle was repaired. New notice/information boards were installed outside the west end. Gutters were cleared early in the year. The new benches purchased with the Community Chest grant were installed. A fire risk assessment suggested that the waste bins should be secured.

Roof Project: The project Phase 3 has been examined and split into five possible smaller projects, which attract funding from different sources.

Quinquennial Works: A list of outstanding minor items has been drawn up and costed. The PCC has agreed the expenditure and this work is on-going.

Bells: A structural survey of the tower was carried out and the report suggested that there is no issue with ringing the bells. The bells have been inspected by the diocesan bells advisor. Work was done on the bells to allow them to be rung properly. This was done on a few occasions, including the funeral of the late Queen.

Hirst Wood Burial Ground

During 2022, there was only one burial of ashes in the Garden of Remembrance. The Garden of Remembrance is maintained by a part-time gardener, Matt Stoney. The Garden of Remembrance is well used, as is evidenced from floral tributes left, particularly around Christmas and Mothering Sunday.

The burial took place the week after storm Arwen brought down trees in the Garden of Remembrance and along the public footpath leading into Nab Wood Cemetery. A retrospective planning application was submitted for the removal of the fallen trees and 'making safe'. The permission was granted towards the end of the year and a further application was submitted, identifying 'at risk' trees and seeking approval to vary the Tree Preservation Order in line with our policy for maintenance of the Graveyard.

There continues to be a steady flow of enquiries from folk searching for the graves of ancestors. The board's duty in law is to maintain the burial ground in a safe state; the board confirms that it will continue to do its best to maintain the area in a reasonable standard and condition. The cost of third-party liability insurance is included in the PCC's premium. This year income has been £772 less than expenditure (2021 surplus £28).

Tony Hesselwood, Hirst Wood Burial Board

NB: We are very grateful to Tony for his many years of service in this role as he passes the baton to others to continue this good work.

FINANCIAL REVIEW

The impact of the Covid pandemic has continued to affect our income during 2022. Apart from the Telecoms mast rental, our gross income from fees, social events and use of church buildings increased to just over £6,000, still down from £11,000 in 2019, pre-pandemic. Our unrestricted voluntary income has fallen further in the year by nearly £8,000, due to a one-off legacy in 2021 of £5,000, and the loss of several regular contributors, although it has been very encouraging that most of our regular congregation continued to give by one means or another. We were unable to pay the full amount requested for our Diocesan Share, although we did manage to increase our contribution to £44,000, which is 85% of that requested, and £18,000 more than the Diocese's calculated base figure.

During the year we completed the planned work at the East end of church, including moving the screen to reveal the full glory of our East Window, which has not been seen for nearly 100 years. We also extended the A/V system, responding to user requests to improve coverage, and installed a new notice board outside. These developments were entirely funded from our Designated (Legacy) Fund, which leaves about £6,500 still uncommitted.

The accounts show a deficit in the year of about £21,000 on Unrestricted Funds, but as explained above, we have used a total of £17,000 from the Designated fund during 2022, so the "undesignated" funds showed a net deficit in the year of £4,000.

Our Free Reserves (Unrestricted funds less Fixed Assets) stood at about £18,800 at 31 December (including the remainder of the Legacy Fund).

RESERVES POLICY

The PCC has determined that, in addition to Restricted Funds raised for specific purposes, we should aim to limit unrestricted reserves to about three months regular expenditure, currently £25,000. Any excess will be designated for future major property repairs and renovation.

STRUCTURE, GOVERNMENT AND MANAGEMENT

The Parochial Church Council of the Ecclesiastical Parish of St Paul, Shipley is a corporate body established by the Church of England, operating under the Parochial Church Council Powers Measure. The PCC is a registered charity and members of the PCC are Trustees of the Charity. The method of appointment of PCC members is set out in the Church Representation Rules. All members of the congregation are given the opportunity to register on the Electoral Roll and stand for election to the PCC. The PCC members are responsible for making decisions on all matters of general concern and importance to the parish including deciding on how the funds of the PCC are to be spent.

PCC Membership

Ex Officio

Priest in Charge:	Reverend Brian Greenfield (Chair)
Associate Priest:	Reverend John Butler
Churchwarden:	Anne Luxton (Vice chair)
Churchwarden:	Moirra Wragg (until November 2022)
Assistant Churchwarden:	Mike Wragg
Deanery Synod:	Sheila Cudmore (elected 2020)
	Alison Haigh (re-elected 2020)
	Susan Wood (elected 2020)

Elected Members (Trustees) at 31st December 2022

Michelle Rogers	Elected 22/11/20	
Jonathan Hall	Elected 22/11/20	
Chris Clough	Elected 16/05/21	
Deborah Penfold	Elected 16/05/21	
Chris Wontner-Smith	Co-opted 15/06/21	Treasurer
Susan Lawrence	Elected 22/05/22	

Elected Members serving at 1st January 2022 who have since left:

Mark Allison	(left 22/05/22)
Jackie Butler	(left 22/05/22)
Julia Marema	(left 22/05/22)
Ian Stevens	(left 22/05/22)
Jean Titchmarsh	(left 22/05/22)
Ron Hamer	(until November 2022)

Given its wide responsibilities the PCC has a number of subgroups or committees:

Standing Committee:	Clergy, Churchwardens, Treasurer, Secretary and PCC nomination - Mark Allison (until 22/05/22)
Hirst Wood Burial Ground Board	Clergy, Churchwardens, Tony Hesselwood, Hugh Firman
Worship Planning Group:	Clergy, Churchwardens, Mark Allison, Chris Clough, Rachel Hesselwood
Building Group:	Clergy, Churchwardens, Chris Clough, Meredith Woode
Finance Group:	Clergy, Churchwardens, Treasurer
Parish Safeguarding Group:	Clergy, Alison Haigh, Deborah Penfold
Pastoral Team	Clergy, Churchwardens, Sheila Cudmore, Susan Lawrence, Susan Wood

Other Roles of Responsibility:

Church Administrator	Jenny Titchmarsh
Parish Electoral Roll Officer	Mike Wragg
Gift Aid Secretary	Meredith Woode
Safeguarding & Disability Officer, DBS Verifier	Alison Haigh, assisted by Deborah Penfold
Health & Safety Officer	John Butler
GDPR Officer	John Butler
Parish Contact – Children & Young People	Michelle Rogers
Lay Pastoral Minister	Sheila Cudmore
Lay Pastoral Minister	Susan Wood
Diocesan Synod Member	John Butler
SCT Trustees	Hugh Firman

The PCC met in person six times during 2022. The PCC subgroups and committees have mainly communicated via email to make decisions during 2022.

Electoral Roll

The total number on the electoral roll at May 2023 is 108, eight fewer than last year. There are 30 men and 78 women on the roll. Currently 42 are resident in the parish and 66 are non-resident.

ADMINISTRATIVE INFORMATION

St Paul's Church, Shipley is part of the Church of England Diocese of Leeds in the Episcopal Area of Bradford and the Deanery of Aire and Worth.

The address is: St Paul's Church, Kirkgate, Shipley, BD18 3EH.



ST PAUL'S CHURCH

SHIPLEY

Registered Charity No. 1169596

FINANCIAL STATEMENTS **for the year ended 31 December 2022**

ST PAUL'S CHURCH SHIPLEY

Independent examiner's report to the members of St Paul's Church, Shipley Parochial Church Council (PCC)

I report on the accounts for the year ended 31 December 2022 which are set out on pages 17 to 25.

Respective responsibilities of the PCC and Independent Examiner

The PCC consider that an audit is not required for this year under section 144 (2) of the Charities Act 2011 (the 2011 Act), and that an independent examination is needed.

It is my responsibility to

- examine the accounts under section 145 of the 2011 Act
- follow the procedures laid down in the General Directions given by the Charity Commissioners under section 145 (5) (b) of the 2011 Act; and
- state whether particular matters have come to my attention.

Basis of Independent Examiner's Statement

My examination was carried out in accordance with the 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 you as trustees 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, your attention is drawn to the fact that, as stated in note 1, the figures relating to Hirst Wood Burial Board are set out in note 13 of the Accounts and have not been consolidated.

Other than this no other matters have come to my attention:

- (1) which give me reasonable cause to believe that in any material respect the requirements
 - to keep accounting records in accordance with section 130 of the 2011 Act ; or
 - to prepare accounts which accord with the accounting records and comply with the accounting requirements of the 2011 Act have not been met; or
- (2) to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.

Ian J Fletcher FCA

Chartered Accountant

Bradford

10th May 2023

ST PAUL'S CHURCH SHIPLEY

STATEMENT OF FINANCIAL ACTIVITIES

For the year ended 31 December 2022

	Note	Unrestricted Funds £	Restricted Funds £	TOTAL FUNDS 2022 £	2021 £
INCOME AND ENDOWMENTS					
Voluntary income	2(a)	68,618	7,821	76,439	79,694
Activities for generating funds	2(b)	13,146	0	13,146	10,908
Income from investments	2(c)	22	0	22	2
Church activities	2(d)	2,924	0	2,924	2,386
Grants in support of mission	2(e)	758	748	1,506	1,230
TOTAL INCOME		85,468	8,569	94,037	94,220
EXPENDITURE					
Mission and charitable giving	3(a)	7,050	1,330	8,380	10,499
Church activities	3(b)	89,730	716	90,445	82,940
Exceptional renovation costs	3(c)	10,082	1,440	11,522	9,000
Raising funds	3(d)	126	0	126	132
TOTAL EXPENDITURE		106,987	3,486	110,473	102,571
NET INCOME		(21,519)	5,083	(16,436)	(8,352)
Transfers of Funds		574	(574)	0	0
NET MOVEMENT IN FUNDS		(20,946)	4,510	(16,436)	(8,352)
BALANCES AT 1 JANUARY 2022		44,713	11,715	56,428	64,780
BALANCES CARRIED FORWARD AT 31 DECEMBER 2022		23,767	16,225	39,992	56,428

The notes on pages 19 to 25 form part of these financial statements

ST PAUL'S CHURCH SHIPLEY

BALANCE SHEET AT 31 DECEMBER 2022

	Note	2022 £	2021 £
FIXED ASSETS			
Tangible fixed assets	6	5,429	9,174
CURRENT ASSETS			
Debtors	8	6,378	15,632
Short term deposits		2,114	2,097
Cash at bank and in hand		40,265	36,729
		48,757	54,458
LIABILITIES : AMOUNTS FALLING DUE WITHIN ONE YEAR			
	9	(6,702)	(7,204)
HIRST WOOD BURIAL GROUND	13	(7,492)	0
NET CURRENT ASSETS		34,563	47,254
NET ASSETS		39,992	56,428
FUNDS			
	10 & 11		
Unrestricted			
Undesignated		12,353	16,182
Designated - future projects		11,414	28,531
		23,767	44,713
Restricted		16,225	11,715
		39,992	56,428

Approved by the Parochial Church Council on 10th May 2023 and signed on its behalf by :

Reverend Brian Greenfield (Chairman)

Chris Wontner-Smith (Treasurer)

The notes on pages 19 to 25 form part of these financial statements

ST PAUL'S CHURCH SHIPLEY

NOTES TO THE FINANCIAL STATEMENTS

For the year ended 31 December 2022

1 ACCOUNTING POLICIES

The Church is a public benefit entity within the meaning of FRS102. The financial statements have been prepared under the Charities Act 2011 and in accordance with the Church Accounting Regulations 2006, governing the individual accounts of PCCs, and with the Regulations' "true and fair view" provisions.

They have also been prepared under FRS102 (2016) as the applicable accounting standards, and the 2016 version of the Statement of Recommended Practice, Accounting and reporting by Charities (SORP(FRS102)).

The financial statements have been prepared under the historical cost convention except for the valuation of investment assets, which are shown at market value. The financial statements include all transactions, assets and liabilities for which the PCC is responsible in law. They do not include the accounts of church groups that owe their main affiliation to another body nor those that are informal gatherings of church members.

Funds

Restricted funds may only be expended on the specific object for which they were given. Any balance remaining unspent at the end of the year must be carried forward as a balance on that fund.

Unrestricted funds represent the funds of the PCC that are not subject to any restrictions regarding their use and are available for application on the general purposes of the PCC. Funds designated for a particular purpose by the PCC are also unrestricted in that the PCC is free to redesignate them.

Income

- Planned giving, collections and donations are recognised when received by or on behalf of the PCC.
- Income tax recoverable on gift aid is recognised when the income is recognised.
- Grants and legacies to the PCC are accounted for as soon as the PCC is notified of its legal entitlement.
- Funds raised at garden parties and similar events are accounted for gross.
- Revenues from the magazine or any other sales are accounted for gross.
- Rental income from the letting of church premises is recognised when the rental is due.
- Dividends and interest are accounted for when receivable and are received gross of tax.

Expenditure

- Grants and donations are accounted for when paid over, or when committed by the PCC.
- The diocesan share is accounted for when payable, subject to the PCC's assessment of ability to pay in future.

Gains and losses on investments

- Realised gains or losses are recognised when investments are sold.
- Unrealised gains or losses are accounted for on revaluation of investments at 31 December.

Fixed assets

- Consecrated land and buildings are excluded from the accounts in accordance with the Charities Act 2011
- No value is placed on movable church furnishings which require a faculty for disposal.
- Expenditure incurred on repair, replacement and maintenance of the above assets is written off in the year.
- Other items of equipment are capitalised if over £1,000 individually, and depreciated over four years in equal instalments.
- Investments are stated at market values at 31 December.

Hirst Wood Burial Ground

The Board of Management of Hirst Wood Burial Ground is a sub-committee of the PCC, which has responsibility for any liability that may arise. The accounts of the Burial Ground are attached (note 13) of the financial statements instead of consolidation, on the grounds that its objectives are significantly different from those of the PCC.

ST PAUL'S CHURCH SHIPLEY

NOTES TO THE FINANCIAL STATEMENTS

For the year ended 31 December 2022

2 INCOME AND ENDOWMENTS

	Unrestricted Funds £	Restricted Funds £	TOTAL FUNDS	
			2022 £	2021 £
2(a) <i>Voluntary income</i>				
Planned giving :				
Gift aid donations	50,135	5,386	55,521	54,591
Income tax recoverable	13,534	1,347	14,880	14,423
Other planned giving	3,724	10	3,734	2,909
Collections at all services	1,226	827	2,052	2,771
Donations, appeals, etc.		252	252	
Legacies	0		0	5,000
	68,618	7,821	76,439	79,694
2(b) <i>Activities for generating funds</i>				
Social and fund raising events	3,190		3,190	953
Telecoms Mast rental income	9,956		9,956	9,956
	13,146	0	13,146	10,908
2(c) <i>Income from investments</i>				
Dividends and interest	22		22	2
	22	0	22	2
2(d) <i>Church activities</i>				
Income from use of church	1,127		1,127	805
Fees	766		766	1,581
Insurance Claims	1,031		1,031	
	2,924	0	2,924	2,386
2(e) <i>Grants in support of mission</i>				
Grants receivable from				
- Archbishops Council		400	400	
- Listed Places of Worship Scheme	758	240	998	250
- Furlough Scheme for Covid	0		0	480
- Diocese of Leeds			0	500
- Other		108	108	
	758	748	1,506	1,230
TOTAL INCOME	85,468	8,569	94,037	94,220

ST PAUL'S CHURCH SHIPLEY

NOTES TO THE FINANCIAL STATEMENTS

For the year ended 31 December 2022

3 EXPENDITURE

	Unrestricted Funds £	Restricted Funds £	TOTAL FUNDS 2022 £	2021 £
3(a) <i>Missionary and charitable giving :</i>				
Church overseas :				
- Diocese of Khartoum	1,100		1,100	1,500
- Christian Aid	1,100		1,100	1,500
- CMS	1,200		1,200	1,500
- Tear Fund	1,100		1,100	1,500
Home missions and other church societies				
- Bradford North Foodbank	300	252	552	300
- Court Chaplaincy	250		250	250
- Shipley Christians Together	2,000		2,000	1,500
- other	0	1,078	1,078	2,449
	7,050	1,330	8,380	10,499
3(b) <i>Church Activities</i>				
Ministry : diocesan share	44,000		44,000	43,000
clergy expenses	240		240	57
Church - running expenses	14,588		14,588	11,813
Church maintenance	5,748	466	6,214	6,787
Depreciation of fixed assets	7,035	250	7,285	6,686
Sunday school, evangelism & training	302		302	50
Costs of social and other events	1,894		1,894	505
Musician's Salaries	4,050		4,050	3,590
Telephone	1,329		1,329	500
Office expenses	10,243		10,243	9,766
Publicity	300		300	187
	89,730	716	90,445	82,940
3(c) <i>Exceptional renovation costs</i>				
West End Improvements			0	9,000
East End Improvements	9,141		9,141	
Tower and Bells		1,440	1,440	
Notice Board	941		941	
	10,082	1,440	11,522	9,000
3(d) <i>Raising funds</i>				
Gift envelopes	126		126	132
Other fund-raising costs				
	126	0	126	132
TOTAL EXPENDITURE	£106,987	£3,486	£110,473	£102,571

* The Diocesan Share requested from St Paul's Church was £51,567. Despite the significant fall in income since the Covid pandemic, the PCC determined to increase the amount paid in Share

ST PAUL'S CHURCH SHIPLEY

NOTES TO THE FINANCIAL STATEMENTS

4 STATEMENT OF FINANCIAL ACTIVITIES - Analysis of 2021 figures

	Note	Unrestricted Funds £	Restricted Funds £	TOTAL FUNDS 2021 £
INCOME AND ENDOWMENTS				
Voluntary income	2(a)	76,450	3,244	79,694
Activities for generating funds	2(b)	10,908		10,908
Income from investments	2(c)	2		2
Church activities	2(d)	2,386		2,386
Grants in support of mission	2(e)	730	500	1,230
TOTAL INCOME		90,475	3,744	94,219
EXPENDITURE				
Mission and charitable giving	3(a)	8,492	2,007	10,499
Church activities	3(b)	81,800	1,140	82,940
Exceptional renovation costs	3(c)	9,000		9,000
Raising funds	3(d)	132		132
TOTAL EXPENDITURE		99,423	3,148	102,571
NET INCOME		(8,948)	596	(8,352)
Transfers of Funds		0	0	0
NET MOVEMENT IN FUNDS		(8,948)	596	(8,352)
BALANCES AT 1 JANUARY 2021	1	53,661	11,119	64,780
BALANCES CARRIED FORWARD AT 31 DECEMBER 2021		44,713	11,715	56,428

ST PAUL'S CHURCH SHIPLEY

NOTES TO THE FINANCIAL STATEMENTS

For the year ended 31 December 2022

5 STAFF COSTS

Wages and salaries costs in total amounted to £11,700 (2021 - £13,384) in respect of three employees; two clergy members received reimbursement of travel expenses totalling £240 (2021 - £50). No employee earned in excess of £60,000 in the year.

6 FIXED ASSETS FOR USE BY THE PCC

	2022	cumulative
Cost of Boilers replaced in 2015		16,202
Cost of kitchen boiler 2017		2,260
Cost of photocopier 2018		1,140
Cost of Audio/Visual system 2019		20,000
Cost of Live-Streaming equipment 2021		5,574
Cost of Audio/Visual additions 2022		3,540
		48,716
less Depreciation charged in the year	7,285	43,287
Net book value at 31 December 2022		5,429

7 ANALYSIS OF NET ASSETS BY FUND

	Unrestricted Funds	Restricted Funds	TOTAL FUNDS 2022
	£	£	£
Fixed assets	4,929	500	5,429
Current assets	33,032	15,725	48,757
Current liabilities	(14,194)	0	(14,194)
Fund balance	23,767	16,225	39,992

8 DEBTORS

	2022	2021
	£	£
Income tax recoverable	3,796	14,423
Prepayments	910	0
Grants receivable	842	250
Other debtors	830	959
	6,378	15,632

9 LIABILITIES : AMOUNTS FALLING DUE WITHIN ONE YEAR

	2022	2021
	£	£
Accruals	1,813	1,470
Creditors for goods and services	1,571	2,416
Other creditors	3,318	3,318
	6,702	7,204

No provision has been made for future maintenance of the church buildings. The Quinquennial inspection carried out during 2019 identified a number of issues which it is planned to include in future phases of the roofing project when funds permit. Possible total costs are in excess of £250,000 for which sources of Grant funding are currently being explored.

10 CAPITAL COMMITMENTS

There were no capital commitments at 31st December 2022

ST PAUL'S CHURCH SHIPLEY

NOTES TO THE FINANCIAL STATEMENTS

For the year ended 31 December 2022

11 DESIGNATED (LEGACY) FUND

In 2017 the PCC received a magnificent Legacy of £58,000 from the Estate of Miss Briggs, which, though not in any way restricted by her will, it determined to keep for future major projects.

In 2019 we installed a new Audio-Visual system using these funds, and in 2021 extended it to provide Live-Streaming of services during the pandemic restrictions on attendance. In 2021 we also used part of these monies to make significant improvements to the West End, including new outer doors.

At the end of 2020 the PCC had reluctantly agreed to release £10,000 of these Designated funds, in view of the challenging prospects for the Parish at that time, in order to pay a significantly higher proportion of our Diocesan Share.

However, during 2021 we received a further legacy, from the estate of former Churchwarden Alison Cockburn, in the sum of £5,000, again not restricted, which the PCC agreed to add to the Designated funds.

In Summary (movements in 2022):

	£
Balance of Funds at 1st January	28,531
Depreciation on A/V and Live-Stream equipment	(7,035)
East End Improvements	(9,141)
Notice Board	(941)
Balance of Funds at 31st December 2022	11,414
Represented by	
Fixed Assets	4,929
Uncommitted Funds	6,485
	11,414

12 FUND DETAILS

The movement of restricted funds during 2022 and their purpose is:

	opening Balance	receivable	payable	transfers	Balance at 31 December 2022
Special collections	328	797	1,078	(5)	41
Organ Fund	253	3,144			3,396
Fabric Fund	7,547	4,183	1,625		10,105
Audio/Visual System	1,319		250	(569)	500
Other	2,269	194	281		2,182
	11,715	8,317	3,234	(574)	16,225

ST PAUL'S CHURCH SHIPLEY

NOTES TO THE FINANCIAL STATEMENTS

For the year ended 31 December 2022

13 BOARD OF MANAGEMENT OF THE HIRST WOOD BURIAL GROUND

Income and Expenditure Account for the year ended 31 December 2022

Income	£	Expenditure	£
Bank charges refund	55	Maintenance	2,012
Investment income	560	Rates and water	27
Monument & Service fees	471	Tree Surgery and Survey	1,643
Deficit in year	2,847		
	£3,933		£3,682

In the course of 2022 the separate Bank account for the Burial Board was closed, and the balance transferred to St Paul's Church, through which all subsequent income and expenditure have been transacted. This has created a Loan Account, which is shown below as an Asset of the Board

Statement of Assets at 31 December 2022

ASSETS	£
Investments - 912.08 shares in CBF Investment Fund at market value	18,845
St Paul's account	7,492
Investment income in transit	560
less: creditor for maintenance work	(432)
NET ASSETS	£26,466
FUNDS	
Unrestricted	21,424
Restricted	0
Endowment	
- Higgins bequest	579
- Foy benefaction	4,463
	5,041
	£26,466

ANALYSIS OF NET ASSETS BY FUND

	Unrestricted Funds	Restricted Funds	Endowment Funds	TOTAL FUNDS 2022
	£	£	£	£
Fixed assets - investments	13,803		5,041	18,845
Net Current assets	7,621			7,621
Fund balance	£21,424	£0	£5,041	£26,466

Approved by the Board 10th May 2023

Reverend Brian Greenfield (Chairman)

ST PAUL'S CHURCH SHIPLEY

Independent examiner's report to the members of St Paul's Church, Shipley Parochial Church Council (PCC)

I report on the accounts for the year ended 31 December 2022 which are set out on pages 17 to 25.

Respective responsibilities of the PCC and Independent Examiner

The PCC consider that an audit is not required for this year under section 144 (2) of the Charities Act 2011 (the 2011 Act), and that an independent examination is needed.

It is my responsibility to

- examine the accounts under section 145 of the 2011 Act
- follow the procedures laid down in the General Directions given by the Charity Commissioners under section 145 (5) (b) of the 2011 Act; and
- state whether particular matters have come to my attention.

Basis of Independent Examiner's Statement

My examination was carried out in accordance with the 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 you as trustees 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, your attention is drawn to the fact that, as stated in note 1, the figures relating to Hirst Wood Burial Board are set out in note 13 of the Accounts and have not been consolidated.

Other than this no other matters have come to my attention:

- (1) which give me reasonable cause to believe that in any material respect the requirements
 - to keep accounting records in accordance with section 130 of the 2011 Act ; or
 - to prepare accounts which accord with the accounting records and comply with the accounting requirements of the 2011 Act have not been met; or
- (2) to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.

Ian J Fletcher FCA

Chartered Accountant

Bradford

10th May 2023