

# 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 31<sup>st</sup> December 2023



# **Annual Trustees Report for the year ended 31<sup>st</sup> December 2023**

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 2023, 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 curate – Emma Wilkinson (from December 2023), Churchwardens - Anne Luxton and 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. 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 2023.

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.

### **Worship & Prayer**

#### **Worship Services**

Throughout 2023, we held regular 10am Sunday worship services comprising Holy Communion on the 1<sup>st</sup> and 3<sup>rd</sup> Sundays of the month, Family Worship on the 2<sup>nd</sup> Sunday of the month and Morning Worship on the 4<sup>th</sup> Sunday of the month. These services were also live streamed via our YouTube channel, for those watching from home. Xtra took place at 7pm on the 1<sup>st</sup> and 3<sup>rd</sup> Sundays of the month. Taize and Evensong services took place on a bi-month rotation on the 4<sup>th</sup>

Sunday of the month at 7pm. Wednesday Holy Communion has continued to take place at 10am on Wednesday mornings throughout the year.

### **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. We anticipate it will become a key activity as we develop our children, families and young people outreach during 2024 and beyond. Games and craft activities are offered on a theme, which is followed through with exploring a Bible story in the church. A picnic tea for the children rounds off our time together. A small team worked very hard to offer a Messy Christmas event in 2023 and a Messy Easter event is being planned as a starter for 2024.

### **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 three baptisms but no weddings. We conducted three funerals in church and one 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 2023, but we've continued our pattern of fortnightly rehearsals for adults and weekly rehearsals for Junior choir.

Junior choir membership has largely stayed the same over the year with an influx of new members in November. We have 20 children on our register, with a usual rehearsal attendance of around 15. The children come from a range of schools, and both church and non-church backgrounds, and are an absolute joy to work with.

The core adult choir remains at around 12 members, who are equally as wonderful to work with as the children. We are very grateful to the adult choir members for their ongoing dedication and patience over the last few years. The festive period was a highlight of the year,

and we enjoyed collaborating with other local churches to have a choir of around 35 for the carol service, which was wonderful! We've all enjoyed the return of evensongs, as well as the continuation of Taizé services throughout 2023.

### **Prayer**

The weekly Prayer Group has an ongoing commitment to meet on Tuesday mornings from 10 - 11am, except for the last Tuesday of the month, which throughout the winter months has been online via Zoom in the evening. We have seen a steady increase in numbers and though folk can't always commit to be present weekly, we consistently have between four and eight attending. We have been blessed in receiving some answers to our prayers over the last year and thank God for His continued provision as he leads us by His Spirit and reminds us "where 2 or 3 are gathered I will be there". We look forward in eager anticipation to more of the same in the weeks and months ahead.

### **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, as they endeavour to provide pastoral support, with sensitivity and care at the forefront of all they do. Prayer requests are responded to according to the level of confidentiality requested. Visits to take Holy Communion to the housebound and to nursing homes continue.

### **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 the duty under section 5 of the Safeguarding and Clergy Discipline Measure 2016 (duty to have regard to House of Bishops' Guidance on safeguarding children and vulnerable adults).

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. The dashboard now has additional features that assists in

keeping records of DBS checks and training, creating role descriptions and person specifications and safer recruitment and management of volunteers.

Relevant policies and procedures are up to date having been reviewed at PCC. Where safeguarding concerns have been raised the Diocesan team is contacted straight away and support and advice are provided and followed. Any concerns that have been raised as having potential safeguarding implications have been appropriately investigated and resolved with the help of the Diocesan team and there are no outstanding safeguarding issues at the time of this report.

## **Groups**

### **Book Group**

The Book Group met eleven times in 2023. We used the Library Service for the first few months of the year then read Jonathan Hall's second book before deciding that we should choose a genre of our own to read and discuss each month, rather than all read the same book. This has proved popular and has led to interesting and successful discussions, mixing old favourites, new ideas, fiction and non-fiction. There are currently ten members as we very sadly lost a dear friend and loyal member in September.

### **Meditation Group**

The Meditation Group meets every Monday evening during school term time, from 8-9pm, via Zoom. The sessions consist of roughly the same format: approximately 30 minutes of scripture-based reflection and discussion, followed by 30 minutes of meditation. The group affords the opportunity for people to have 'personal peaceful space' at the start of the week. Notice of the meetings, the zoom link and any readings, are shared via email the weekend before the meeting. The group is led by Sue Lawrence and Jonathan Hall and can have anything between four to eight participants. We are always happy to welcome new attendees!

### **Younger Adults Group**

The Younger Adults Group were not able to meet up as regularly in 2023. When we were able to organise Bible study evenings, between 4 and 6 people attended. We did however have a Christmas catch-up with mulled wine and mince pies.

## **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 2023, 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 CofE 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**

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.

### **Uniformed Groups – Rainbows, Brownies & Guides**

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

#### **1<sup>st</sup> Shipley Rainbows**

2023 has been a busy year at Rainbows. We've stayed full throughout the year with 18 girls; we said goodbye to one volunteer - Martha, who went to university in September but welcomed a new volunteer, Hazel to the team. Marian, Sarah and Tilda continue to provide valuable support

weekly. We continue to have a range of girls aged 4 – 7 in the group, pulling from many different schools and nurseries.

Highlights of our year were attending the Division World Thinking Day event, attending the West Yorkshire North Adventure Day, and completing our 'book lover' badge, including a visit to Shipley library. We had our first sleepover since covid in March, which was a huge success and we've already booked another for 2024.

Thanks to the church for continuing to welcome us in the building.

Rachel Hesselwood, Rainbows Leader

### **1<sup>st</sup> Shipley Brownies**

We have a full group of Brownies with a waiting list, and 24-26 girls on our register throughout the year.

Shabana, our Leader in training was awarded her Adult Leader Qualification. We have 3 adult leaders, a Guide helper and a Duke of Edinburgh Bronze volunteer. Sophie our assistant leader took another training module on running a unit.

The Brownies have done the “skills for my future” badge, they made pasta sauce and pencil cases, investigated “trash fashion” and “insect invaders”. They attended a Thinking Day evening at Titus Salt School with other members of Girlguiding from Shipley and Baildon. We decorated plant pots, added flowering plants and delivered them to houses in the community. Many of the groups in the area did this activity, each unit taking a particular road in the local area. We decorated a tree for the Christmas tree festival. Made Easter cards and crafts and did an easter egg hunt in the Church. We did parachute games on the grass in front of Church and had a games night where we had an indoor snowball fight. We celebrated Chinese New Year by learning how to use chopsticks with Smarties, tasted noodles and fortune cookies.

Elaine Griffiths, Brownie Leader

### **1<sup>st</sup> Shipley Guides**

We have 14 Guides and a steady movement to Rangers and from Brownies. We have four adult leaders. Two of our Guides returned as young leaders as part of their Duke of Edinburgh Bronze award.



We have a link with 2<sup>nd</sup> Shipley for planning and have joined them for our Christmas party and the Remembrance Sleepover before parading at St Paul's. We had a joint summer trip to Wynches activity centre to do outdoor activities and had a "Chip Shop" trip at the end of term.

The Guides have been following the programme and earning Interest badges and skill builder badges. We had a break from our programme to do two fun badges that were produced by other units as fund raisers, the "shipwreck" and "Gonk" badges. These included activities such as mini raft building, making turtle biscuits whilst learning about looking after turtle habitats, and an escape room activity on a "Treasure" theme.

For the "gonk" badge the girls made gonk hats, macrame gonks, sock gonks and these were used to enter the Christmas tree festival as our tree decorations. The girls celebrated Easter, Christmas and Halloween, Chinese New Year and Shrove Tuesday with practical activities and crafts.

Elaine Griffiths & Sarah Haigh – Guides Leaders

## **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.

### **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 2023, Saturday café - an official 'Place of Welcome' - has continued to be held on the 1<sup>st</sup> and 3<sup>rd</sup> 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. We are looking for more volunteers who can help and if we are able to find more volunteers we may be able to run our Saturday café every week.

### **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, 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**

We had 16 members in 2023 and met 12 times. Janet Sherlock's unexpected death in September was a shock and a great loss to the Mothers' Union Branch and the church as a whole.

We gathered for prayer and to listen to speakers who widened our awareness on various subjects. Since August, we have put together bags of welcome toiletries for new arrivals at an Asian Women's Refuge. Members have knitted items for Yemen and for the neo natal unit at the BRI. We have baked for Saturday Cafe and for Thursday Lunch Club and members contribute to the Food Bank. We also decorated a tree for the Christmas Tree Festival.

Thank you, Hugh Firman, for being our treasured Treasurer and Shona Harrison for inviting us to her beautiful house and garden for afternoon tea and organising the Mother's Union Christmas Dinner at Northcliffe Golf Club.

### **Community Events**

For the third 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 649 followers, a private Facebook group with 47 members, a Twitter feed with 211 followers, an Instagram account with 348 followers and a YouTube channel with 170 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 are 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 or email. Occasionally, we receive enquiries via Facebook or telephone. These tend to be about 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)**

All activities fully resumed after the pandemic restrictions. The Foodbanks had to respond to greater demands and, in addition to food and drinks, provided support and professional advice. At the end of the year, Mayme Small took over as Shipley CAP Debt Centre manager and will build on the successful work of her predecessor, Thomas Knight. Inn Churches resumed, providing accommodation, food, friendship and warmth to several homeless people. 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 continued to support Ukrainian families in and around Shipley.

In-person services were held on several occasions and were well-attended and the Walk of Witness and Market Square Christmas Lights Switch-on brought Good News to the people of Shipley. Live@Costa provided 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 with meals also delivered to homes. The online newsletter, which shares good news, was regularly produced and circulated (available from [info@shipleychristianstogether.org.uk](mailto: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 Vice Chair

## **Deanery Synod**

The Deanery synod 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 2003.

The meeting in February was held via the Teams platform when synod members heard about the Diocese's Barnabas project; a revitalisation project which is being introduced across the diocese. Barnabas: Encouraging Confidence is the way in which the Diocese of Leeds wants to support churches to move forward in mission, ministry and sustainability, in a way that is prayerful, intentional and, within the grace of God, possible. The project offers every church resources and support at different levels, with a view to us all working towards the diocesan vision of Confident Christians, Growing Churches, Transforming Communities. There are 7 streams of support in the project that are available to churches and those who take responsibility for them.

In June Synod met at Baildon where Synod members heard from Rev Ned Lunn about the plans for the Bradford area of the diocese to get involved with the City of Culture 2025 programme. Synod members were asked to consider how their congregations might like to get involved with the project and advised that further information would be coming out as plans became available.

The meeting in October was held at St Michaels, Cottingley. The focus of the meeting was dementia awareness. We heard from Elizabeth Anderson of The Memory Tree and from an ambassador for Admiral nurses. Synod members were then given opportunity to discuss their own experiences of dementia both at home and at church, advice and experiences that have been helpful and to ask specific questions about dementia.

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.

Alison Haigh

## **Church Building**

The calendar year 2023 has been fairly quiet:

**Electrical:** Various ceiling light bulbs were replaced, and Narthex lights checked. All electrical appliances were tested. Discussions were held on a defibrillator for outside church and the installation continued to be explored.

**Fabric:** A query about the presence of Reinforced Autoclave Aerated Concrete (RAAC) in St Paul's was, after consulting with our architect, responded to in the negative.

**Other Interior:** A spring clean and odd jobs was done in April 2023. Boilers were serviced and maintained. A fault on one boiler was rectified.

**Environment:** St Paul's has already achieved the ECO--Church Bronze award and is working towards the Silver (and Gold) Award. The Terms of Reference for the Buildings group is under revision and will include care for the environment as a key issue. Use of the Leeds Diocese toolkit to help churches meet the carbon net zero target by 2030 is being considered.

**Church Grounds:** These continue to be maintained by Bradford Council. Saltaire Women's Institute offered to help with the gardening around church and the first session on Saturday 1 July involved an initial tidy up. Other work has been done. Ivy that had been growing up the east end wall and onto the stained glass window has been removed and treated. Some of the considerable quantity of ivy on the wall between upper and lower graveyards has been removed.

**Roof project:** There has been no further progress on the roof project Phase 3.

**Quinquennial Works:** A list of outstanding minor items has been drawn up and costed at £1200. The PCC has agreed the expenditure and this work is on-going.

**Organ:** All essential jobs have been completed and a replacement pedal board has been put in. The organ was fully working for Easter. Further jobs are on the list to be done.

## **Hirst Wood Burial Ground**

During 2023, there was just one burial of ashes in the Garden of Remembrance, which is maintained by our part-time gardener, Matt Stoney.

An application to Bradford Council seeking approval to vary the Tree Preservation Order in line with our policy for maintenance of the burial ground was refused in July 2023. However, permission was granted to carry out some of the work detailed in the 2022 Tree Survey Report. Urgent work commenced in November 2023. We are following a priority-based phased approach for the remaining tree work, which will be completed in 2024.

A monitoring survey of previously treated Japanese Knotweed took place in June 2023. This survey revealed minor regrowth of single stems with no further infestation obvious within the wider burial ground. The new regrowth was treated in September 2023 and the site will be reinspected in 2024.

Signs warning of unstable memorials, open graves and uneven ground were erected at the entry/exit routes to/from the burial ground. Warning signage was also erected next to obviously open graves. Smartwater signage has also been displayed.

A volunteer working party, organised in conjunction with Shipley Town Council and Hirst Wood Regeneration Group, took place in November 2023. This was well attended, and good progress was made clearing the most overgrown section of the burial ground. Another working party has been planned for 2024.

Enquiries from people searching for the graves of ancestors have dramatically declined since the Covid lockdowns.

The Hirst Wood Burial Board, which is a sub-committee of the PCC, has a legal duty to maintain the burial ground in a safe state. During 2023, our church administrator has dealt with the day-to-day dealings of the burial ground, as well as overseeing the continued tree work, the treating of Japanese knotweed, the installation of warning signage and the volunteer working party. Such work is unsustainable, and the PCC will need to discuss urgently the future upkeep of the burial ground to ensure that the improvements made can be maintained, the burial ground is not neglected, and we carry out our legal duties to bring the burial ground up to an acceptable standard.

## **FINANCIAL REVIEW 2023**

The negative impact of the Covid pandemic has continued in relation to our income during 2023. Apart from the Telecoms mast rental, our gross income from fees, social events and use of church buildings reduced to just over £4,500, well down from £11,000 in 2019, pre-pandemic. Our unrestricted voluntary income has fallen further in the year by £7,500, due to the loss of several regular contributors in recent years, 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, and we had to limit our contribution to £36,000, which is about 75% of that requested, but still £2600 more than the Diocese's calculated base figure.

During the year we undertook an appeal to raise funds for revitalising our Children and Youth outreach work. Initially boosted by Brian's sponsored Bike Ride, which raised £4,000, and which will continue forward to fund the work we need. It has additionally had legacies and memorials of £3,000 added to date, and some regular donations in 2024.

The accounts show a deficit in the year of £6,577 on Unrestricted Funds.

Our Free Reserves (Unrestricted funds less Fixed Assets) stood at about £14,000 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 £20000. 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)
Curate:	Reverend Emma Wilkinson
Churchwarden:	Anne Luxton (Vice chair)
Churchwarden:	Mike Wragg
Deanery Synod:	Sheila Cudmore (re-elected 2023)
	Alison Haigh (re-elected 2023)
	Susan Wood (re-elected 2023)

### **Elected Members (Trustees) at 31<sup>st</sup> December 2023**

Michelle Rogers	Re-elected 14/05/23	
Jonathan Hall	Re-elected 14/05/23	
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	
Johanna Svensson	Elected 14/05/23	
Jean Titchmarsh	Elected 14/05/23	
Mark Allison	Elected 14/05/23	

### **Elected Members serving at 1<sup>st</sup> January 2023 who have since left:**

N/A

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

<b>Standing Committee:</b>	Clergy, Churchwardens, Treasurer, Secretary, Deborah Penfold
<b>Hirstwood Burial Ground Board</b>	Clergy, Churchwardens

<b>Worship Planning Group:</b>	Clergy, Churchwardens, Mark Allison, Chris Clough, Rachel Hesselwood
<b>Building Group:</b>	Clergy, Churchwardens, Chris Clough
<b>Finance Group:</b>	Clergy, Churchwardens, Treasurer
<b>Parish Safeguarding Group:</b>	Clergy, Alison Haigh, Deborah Penfold
<b>Pastoral Team</b>	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	Alison Haigh
GDPR Officer	
Parish Contact – Children & Young People	Michelle Rogers
Lay Pastoral Minister	Sheila Cudmore
Lay Pastoral Minister	Susan Wood
Diocesan Synod Member	
SCT Trustees	

The PCC met six times during 2023 both in person and virtually. The PCC subgroups and committees have mainly communicated via email to make decisions during 2023.

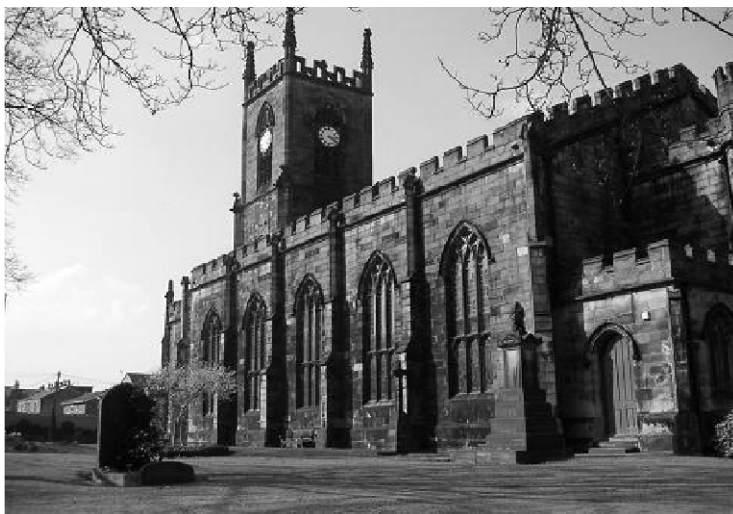
#### **Electoral Roll**

There are currently 109 people on the electoral roll (1 more than last year). 31 are male and 78 are female. 42 are resident in the parish and 67 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 2023**

# **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 2023 which are set out on pages 19 to 27.

### **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 April 2024

# ST PAUL'S CHURCH SHIPLEY

## STATEMENT OF FINANCIAL ACTIVITIES

For the year ended 31 December 2023

	Note	Unrestricted Funds £	Restricted Funds £	TOTAL FUNDS 2023 £	2022 £
<b>INCOME AND ENDOWMENTS</b>					
Voluntary income	2(a)	61,099	9,317	70,416	76,439
Activities for generating funds	2(b)	12,769	0	12,769	13,146
Income from investments	2(c)	73	0	73	22
Church activities	2(d)	1,765	0	1,765	2,924
Grants in support of mission	2(e)	373	513	886	1,506
<b>TOTAL INCOME</b>		76,079	9,830	85,909	94,037
<b>EXPENDITURE</b>					
Mission and charitable giving	3(a)	5,850	659	6,509	8,380
Church activities	3(b)	76,672	4,912	81,584	90,445
Exceptional renovation costs	3(c)	0	0	0	11,522
Raising funds	3(d)	134	0	134	126
<b>TOTAL EXPENDITURE</b>		82,657	5,571	88,228	110,473
<b>NET INCOME</b>		(6,578)	4,259	(2,319)	(16,436)
<b>Transfers of Funds</b>		2	(2)	0	0
<b>NET MOVEMENT IN FUNDS</b>		(6,577)	4,258	(2,319)	(16,436)
<b>BALANCES AT 1 JANUARY 2023</b>		23,767	16,225	39,992	56,428
<b>BALANCES CARRIED FORWARD AT 31 DECEMBER 2023</b>		17,190	20,483	37,673	39,992

The notes on pages 21 to 27 form part of these financial statements

# ST PAUL'S CHURCH SHIPLEY

## BALANCE SHEET AT 31 DECEMBER 2023

	Note	2023 £	2022 £
<b>FIXED ASSETS</b>			
Tangible fixed assets	6	3,157	5,429
<b>CURRENT ASSETS</b>			
Debtors	8	14,984	6,378
Short term deposits		2,154	2,114
Cash at bank and in hand		29,602	40,265
		46,740	48,757
<b>LIABILITIES : AMOUNTS FALLING DUE WITHIN ONE YEAR</b>			
	9	(7,311)	(6,702)
<b>HIRST WOOD BURIAL BOARD</b>	13	(4,913)	(7,492)
<b>NET CURRENT ASSETS</b>		34,516	34,563
<b>NET ASSETS</b>		37,673	39,992
<b>FUNDS</b>			
	10 & 11		
Unrestricted			
Undesignated		7,811	12,353
Designated - future projects		9,379	11,414
		17,190	23,767
Restricted		20,483	16,225
		37,673	39,992
		(0.00)	

Approved by the Parochial Church Council on 16th April 2024 and signed on its behalf by :

Reverend Brian Greenfield (Chairman)

Chris Wontner-Smith (Treasurer)

The notes on pages 21 to 27 form part of these financial statements

# ST PAUL'S CHURCH SHIPLEY

## NOTES TO THE FINANCIAL STATEMENTS

For the year ended 31 December 2023

### 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 (Statement of Recommended Practice, Accounting and reporting by Charities).

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 2023

### 2 INCOME AND ENDOWMENTS

	Unrestricted Funds £	Restricted Funds £	TOTAL FUNDS 2023 £	2022 £
2(a) <i>Voluntary income</i>				
Planned giving :				
Gift aid donations	44,350	4,753	49,103	55,521
Income tax recoverable	11,662	1,688	13,351	14,880
Other planned giving	4,177	257	4,434	3,734
Collections at all services	909	619	1,528	2,052
Donations, appeals, etc.				252
Legacies and Memorials		2,000	2,000	
	61,099	9,317	70,416	76,439
2(b) <i>Activities for generating funds</i>				
Social and fund raising events	2,815		2,815	3,190
Telecoms Mast rental income	9,954		9,954	9,956
	12,769	0	12,769	13,146
2(c) <i>Income from investments</i>				
Dividends and interest	73		73	22
	73	0	73	22
2(d) <i>Church activities</i>				
Income from use of church	1,451		1,451	1,127
Fees	314		314	766
Insurance Claims	0		0	1,031
	1,765	0	1,765	2,924
2(e) <i>Grants in support of mission</i>				
Grants receivable from				
- Archbishops Council				400
- Listed Places of Worship Scheme	373	513	886	998
- Diocese of Leeds			0	0
- Other			0	108
	373	513	886	1,506
<b>TOTAL INCOME</b>	<b>76,079</b>	<b>9,830</b>	<b>85,909</b>	<b>94,037</b>



# ST PAUL'S CHURCH SHIPLEY

## NOTES TO THE FINANCIAL STATEMENTS

For the year ended 31 December 2023

### 3 EXPENDITURE

	Unrestricted Funds £	Restricted Funds £	TOTAL FUNDS 2023 £	2022 £
3(a) <i>Missionary and charitable giving :</i>				
Church overseas :				
- Diocese of Khartoum	800		800	1,100
- Christian Aid	800		800	1,100
- CMS	1,200		1,200	1,200
- Tear Fund	800		800	1,100
Home missions and other church societies				
- Bradford North Foodbank			0	552
- Court Chaplaincy	250		250	250
- Shipley Christians Together	2,000		2,000	2,000
- Children's Society		659	659	1,078
	5,850	659	6,509	8,380
3(b) <i>Church Activities</i>				
Ministry :				
diocesan share	36,000		36,000	44,000
clergy expenses	0		0	240
Church - running expenses	12,669		12,669	14,588
Church maintenance	6,349	4,662	11,011	6,214
Depreciation of fixed assets	2,022	250	2,272	7,285
Sunday school, evangelism & training	84		84	302
Costs of social and other events	1,960		1,960	1,894
Musician's Salaries	4,050		4,050	4,050
Telephone	458		458	1,329
Office expenses	12,605		12,605	10,243
Publicity	475		475	300
	76,672	4,912	81,584	90,445
3(c) <i>Exceptional renovation costs</i>				
East End Improvements			0	9,141
Tower and Bells			0	1,440
Notice Board			0	941
	0	0	0	11,522
3(d) <i>Raising funds</i>				
Gift envelopes	134		134	126
Other fund-raising costs				
	134	0	134	126
<b>TOTAL EXPENDITURE</b>	<b>£82,657</b>	<b>£5,571</b>	<b>£88,228</b>	<b>£110,473</b>

\* The Diocesan Share requested from St Paul's Church was £48,989. In view of the significant fall in income and increase in costs, the PCC determined to reduce the amount paid in Share to 75% of that requested - (2022 - 85%).

# ST PAUL'S CHURCH SHIPLEY

## NOTES TO THE FINANCIAL STATEMENTS

### 4 STATEMENT OF FINANCIAL ACTIVITIES - Analysis of 2022 figures

	Note	Unrestricted Funds £	Restricted Funds £	TOTAL FUNDS 2022 £
<b>INCOME AND ENDOWMENTS</b>				
Voluntary income	2(a)	68,618	7,821	76,439
Activities for generating funds	2(b)	13,146		13,146
Income from investments	2(c)	22		22
Church activities	2(d)	2,924		2,924
Grants in support of mission	2(e)	758	748	1,506
<b>TOTAL INCOME</b>		85,468	8,569	94,037
<b>EXPENDITURE</b>				
Mission and charitable giving	3(a)	7,050	1,330	8,380
Church activities	3(b)	89,730	716	90,446
Exceptional renovation costs	3(c)	10,082	1,440	11,522
Raising funds	3(d)	126		126
<b>TOTAL EXPENDITURE</b>		106,987	3,486	110,473
<b>NET INCOME</b>		(21,519)	5,083	(16,436)
<b>Transfers of Funds</b>		574	(574)	0
<b>NET MOVEMENT IN FUNDS</b>		(20,946)	4,510	(16,436)
<b>BALANCES AT 1 JANUARY 2022</b>	1	44,713	11,715	56,428
<b>BALANCES CARRIED FORWARD AT 31 DECEMBER 2022</b>		23,767	16,225	39,992

# ST PAUL'S CHURCH SHIPLEY

## NOTES TO THE FINANCIAL STATEMENTS

For the year ended 31 December 2023

### 5 STAFF COSTS

Wages and salaries costs in total amounted to £18,922 (2022 - £11,700) in respect of four employees; clergy members claimed no reimbursement of travel expenses (2022 - £240).  
No employee earned in excess of £60,000 in the year.

### 6 FIXED ASSETS FOR USE BY THE PCC

	2023	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
		<u>48,716</u>
less Depreciation charged in the year	<u>2,272</u>	45,559
Net book value at 31 December 2023		<u>3,157</u>

### 7 ANALYSIS OF NET ASSETS BY FUND

	Unrestricted Funds	Restricted Funds	TOTAL FUNDS 2023
	£	£	£
Fixed assets	2,907	250	3,157
Current assets	26,507	20,233	46,740
Current liabilities	(12,224)	0	(12,224)
Fund balance	<u>17,190</u>	<u>20,483</u>	<u>37,673</u>

### 8 DEBTORS

	2023	2022
	£	£
Income tax recoverable	13,351	3,796
Prepayments	387	910
Grants receivable	301	842
Other debtors	945	830
	<u>14,984</u>	<u>6,378</u>

### 9 LIABILITIES : AMOUNTS FALLING DUE WITHIN ONE YEAR

	2023	2022
	£	£
Accruals	1,891	1,813
Creditors for goods and services	2,102	1,571
Other creditors	3,318	3,318
	<u>7,311</u>	<u>6,702</u>

No provision has been made for future maintenance of the church buildings. The last 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 not available.

### 10 CAPITAL COMMITMENTS

There were no capital commitments at 31st December 2023

# ST PAUL'S CHURCH SHIPLEY

## NOTES TO THE FINANCIAL STATEMENTS

For the year ended 31 December 2023

### 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 2023):

	£
Balance of Funds at 1st January	11,414
Depreciation on A/V and Live-Stream equipment	(2,035)
Balance of Funds at 31st December 2023	9,379
Represented by	
Fixed Assets	2,907
Uncommitted Funds	6,472
	9,379

### 12 The movement of restricted funds during 2023 and their purpose is:

	opening Balance	receivable	payable	transfers	Balance at 31 December 2023
Special collections	42	619	659	(2)	(0)
Organ Fund	3,396	2,153	4,519		1,030
Fabric Fund	8,782	225	250		8,757
Tower & Bells	1,822	317			2,139
Children & Youth Project	267	6,498			6,765
Other	1,915	19	143		1,791
	16,225	9,830	5,571	(2)	20,482

# ST PAUL'S CHURCH SHIPLEY

## NOTES TO THE FINANCIAL STATEMENTS

For the year ended 31 December 2023

### 13 BOARD OF MANAGEMENT OF THE HIRST WOOD BURIAL GROUND

#### Income and Expenditure Account for the year ended 31 December 2023

Income	£	Expenditure	£
Investment income	564	Maintenance	1,584
Monument & Service fees	440	Rates and water	47
		Signage	101
		Tree Surgery	2,412
Deficit in year	3,140		
	<b>£4,144</b>		<b>£4,144</b>

#### Statement of Assets at 31 December 2023

ASSETS	£
Investments - 912.08 shares in CBF Investment Fund at market value	20,618
St Paul's account	4,913
less: creditor for maintenance work	(432)
<b>NET ASSETS</b>	<b>£25,099</b>
<b>FUNDS</b>	
Unrestricted	19,583
Restricted	0
Endowment - Higgins bequest	633
- Foy benefaction	4,883
	5,516
	<b>£25,099</b>

#### ANALYSIS OF NET ASSETS BY FUND

	Unrestricted Funds	Restricted Funds	Endowment Funds	TOTAL FUNDS 2023
	£	£	£	£
Fixed assets - investments	15,102		5,516	20,618
Net Current assets	4,481			4,481
Fund balance	<b>£19,583</b>	<b>£0</b>	<b>£5,516</b>	<b>£25,099</b>

Approved by the Board 16th April 2024

Reverend Brian Greenfield (Chairman)

# ST PAUL'S CHURCH SHIPLEY

## STATEMENT OF FINANCIAL ACTIVITIES

For the year ended 31 December 2023

	Note	Unrestricted Funds £	Restricted Funds £	TOTAL FUNDS	
				2023 £	2022 £
<b>INCOME AND ENDOWMENTS</b>					
Voluntary income	2(a)	61,099	9,317	70,416	76,439
Activities for generating funds	2(b)	12,769	0	12,769	13,146
Income from investments	2(c)	73	0	73	22
Church activities	2(d)	1,765	0	1,765	2,924
Grants in support of mission	2(e)	373	513	886	1,506
<b>TOTAL INCOME</b>		<b>76,079</b>	<b>9,830</b>	<b>85,909</b>	<b>94,037</b>
<b>EXPENDITURE</b>					
Mission and charitable giving	3(a)	5,850	659	6,509	8,380
Church activities	3(b)	76,672	4,912	81,584	90,445
Exceptional renovation costs	3(c)	0	0	0	11,522
Raising funds	3(d)	134	0	134	126
<b>TOTAL EXPENDITURE</b>		<b>82,657</b>	<b>5,571</b>	<b>88,228</b>	<b>110,473</b>
<b>NET INCOME</b>		<b>(6,578)</b>	<b>4,259</b>	<b>(2,319)</b>	<b>(16,436)</b>
Transfers of Funds		2	(2)	0	0
<b>NET MOVEMENT IN FUNDS</b>		<b>(6,577)</b>	<b>4,258</b>	<b>(2,319)</b>	<b>(16,436)</b>
<b>BALANCES AT 1 JANUARY 2023</b>		<b>23,767</b>	<b>16,225</b>	<b>39,992</b>	<b>56,428</b>
<b>BALANCES CARRIED FORWARD AT 31 DECEMBER 2023</b>		<b>17,190</b>	<b>20,483</b>	<b>37,673</b>	<b>39,992</b>

The notes on pages 21 to 27 form part of these financial statements