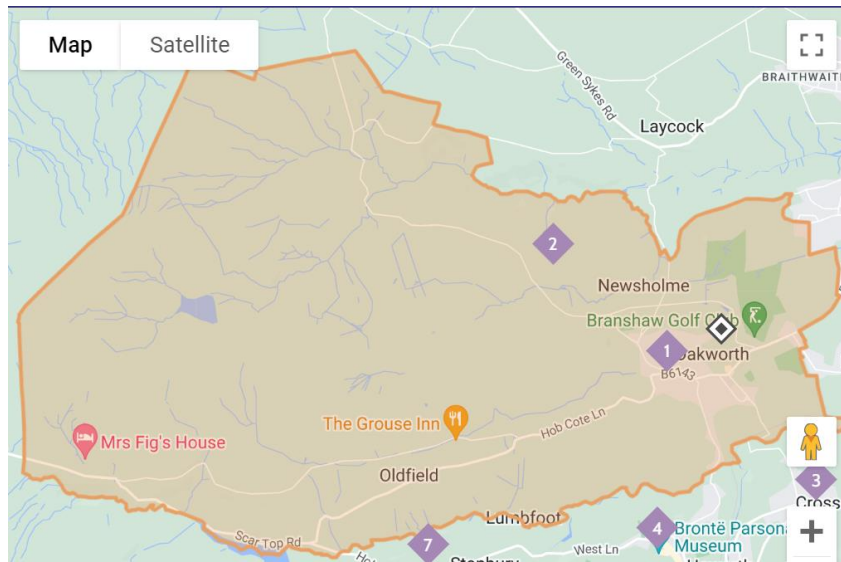




# Parish of Oakworth St John's Newsholme and Christ Church Oakworth

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## Annual Meetings and Reports



Parish of Oakworth: Church of England, Diocese of Leeds  
St John's Newsholme & Christ Church Oakworth

## **Annual Meeting of Parishioners 2024**

*at which the Churchwardens of the parish are elected.*

- Agenda:**
1. Declaration of the Meeting
  2. Minutes of 2023 Meeting
  3. Election of 2 Churchwardens
  4. Appointment of Deputy Wardens
  5. Closure of Meeting.
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## **Annual Parochial Church Meeting 2024**

*at which all members on the electoral roll of the parish and all ministers licensed to the parish may attend.*

- Agenda:**
1. Declaration of the Meeting
  2. Minutes of 2023 Meeting
  3. Elections and Appointments
    - a) Election of representatives of the laity to the PCC
    - b) Appointment of an independent Examiner until the next APCM.

*\*Please note that if the number of candidates does not exceed the number of seats to be filled, each candidate is declared elected. [M9(3)]*

4. Report on the Electoral Roll [M5 1a)] p.6
  5. Report on the activity of the PCC and Parish [M5 1b)] p.6-12
  6. Report on the Financial Statements for the year [M5 1c)] p.14 & appendix
  7. Annual Fabric Report [M5 1d)] p.12
  8. Report on the Proceedings of the Deanery Synod [M5 1e)] p.13
  9. Closure of the Meeting
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**Parish of Oakworth Christ Church with St John's Newsholme**

**Minutes of the Annual Meeting of Parishioners, held on Sunday April 30th 2023 at which the Churchwardens of the parish are elected.**

**Attendance list:** Revd. Jemma Sander-Heys, Carole Howorth, Lynn Stow, Nick Robinson, Claire Ketteman, Melanie Tanner, Revd. Anne Pickard, Chris Godwin, Joel Heys, Pam Aston, Judith Bland, Christine Brunskill, Dawn Whitaker, Connie Laycock, Sharon Quinn, Shirley Denby, Jean Elkington, Roy Aston, Colin Stow, Philip Cullingworth.

**1. Declaration of the Meeting:** Revd. Jemma Sander-Heys declared the meeting open at 12.10pm and began with prayer.

**2. Minutes of 2022 Meeting:** Revd Jemma Sander-Heys explained to the meeting that the appointment of the PCC is set out in the Church Representation Rules, and that there is a local scheme in place to accommodate the fact that there are two churches in the parish and to ensure representation.

That there be at least 2 elected lay representatives from St John's Church and that there should be two Deputy Wardens appointed for St John's (unless one of the main Churchwardens be from St John's in which case St John's and Christ Church may appoint one Deputy Warden each). This is an update to the previous governance measure.

There should be a maximum of two licensed Readers on PCC both who are ex officio.

Three lay members shall be elected to the Deanery Synod and as per Church Representation Rules will be ex officio members of the PCC.

Revd. Jemma then tabled a motion as follows: We have 2 Churchwardens, if both are from Christ Church then 2 Deputy Wardens can be appointed for St John's, however if the Churchwardens are one from each church then we appoint one Deputy for each church. Motion seconded by Chris Godwin, there was 1abstention with all 19 others being in favour.

Carole Howorth then proposed that the minutes be accepted as a true record, seconded by Revd. Jemma Sander-Heys, all in favour so they were duly signed by Revd. Jemma.

**3. Election of 2 Churchwardens:** Dawn Whitaker and Nick Robinson have agreed to stand again, there were no other nominations so they were duly appointed.

**4. Appointment of Deputy Wardens:** will be appointed in line with regulations as recorded above.

Meeting closed at 12.15pm.

## Annual Parochial Church Meeting 2023

at which all members on the electoral roll of the parish and all ministers licensed to the parish may attend.  
**Attendance list:** As at meeting of parishioners.

**1. Declaration of meeting:** The meeting was declared open at 12.26pm by Revd. Jemma Sander-Heys.

**2. Minutes of 2023 Meeting:** These were proposed as a true record by Revd. Jemma Sander-Heys, seconded by Revd. Anne Pickard and all were in favour so they were duly signed by Revd Jemma.

### **3. Elections and Appointments:**

· **Election of representatives of the laity to the deanery synod:**

Sharon Quinn, Lynn Stow and Dawn Whitaker have agreed to stand again, no other nominations so they were duly elected.

· **Election of representatives of the laity to the PCC:**

**Thanks were given to Claire Ketteman and Karen Lobley who are standing down this year.**

**There were 4 vacancies and 4 applications had been received:- Jan Thompson (for re-election), Keith Johnson, Judith Tiplady and Connie Laycock so they were duly elected.**

### **The current membership of the PCC is as follows:**

**Incumbent:** Revd. Jemma Sander-Heys

**Readers:** Philip Cullingworth (also Electoral Roll Officer); Sharon Quinn

**Church Wardens:** Dawn Whitaker; Nick Robinson

**Deanery Synod Representatives:** Lynn Stow (also PCC secretary); Dawn Whitaker; Sharon Quinn

**Co-opted members:** Roy Aston (Treasurer); Carole Howorth (Lay vice-chair)

**Elected members:** Judith Bland; Chris Godwin ; Colin Stow; Melanie Tanner (also Parish Safeguarding Officer); Connie Laycock; Keith Johnson; Jan Thompson (St John's representative); Judith Tiplady (St John's representative)

### **Appointment of an Independent Examiner:**

Nick Robinson proposed the re-appointment of Michael Procter of Walker & co Accountants, this was seconded by Roy Aston and all were unanimously in favour so motion carried.

**4. Report on the Electoral Roll:** Philip Cullingworth confirmed that the number on the electoral roll is at present 70 which is an increase of 4 from last year and there have been no removals. Rev. Jemma Sander- Heys said that it was encouraging that the increase in numbers comes from both churches.

### **5. Vicar's report on the activity of the PCC and Parish: Revd: Jemma Sander-Heys.**

Revd, Jemma highlighted some of the achievements by the parish- all of which are included in the Annual Parish Report such as:

The training and licensing of 10 lay Eucharistic ministers and thanks were given to Claire Ketteman who has made 4 beautiful stoles to be used by them; Strong links which have been renewed with both local schools; A growing presence in the community, with both church and village events; Renewed links with Oakworth Manor Care Home; Revd. Jemma has represented Church at the village Remembrance Ceremony and the Ceremony to remember the Canadian Airmen in Tewitt Wood; Support for food bank at Good Food Keighley. 12 baptisms, 4 weddings, 5 blessings, several funerals, both at church and the crematorium; Rogation and harvest services and well supported Christmas and Easter services; Our Lent Groups/Cell Groups have grown.

**Wendy Minnock was appointed as Parish Environment Officer.**

### **PCC discussion and decisions:**

There have been 6 meetings held in this PCC year plus an extraordinary meeting at which the parish survey conducted by Prof. Carole Howorth to look into service pattern was discussed and the present pattern was agreed.

There was a PCC retreat held at St John's which focussed on parish mission.

A new inspecting architect was appointed- Ulrika Knox of Knox McConnell, Saltaire who has undertaken the Quinquennial report in April.

Tree surgery, removal of asbestos tiling and laying of a temporary floor in the back room and testing and remedial work to the lightening conductor has been carried out.

**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).**

**6. Report on the Financial Report for the Year:** Roy Aston explained parts of the financial statement as in the annual report and stressed that we only manage to fulfil our commitment to pay our parish share in full because of the money we claim back from Gift Aid. We have received 2 bequests, of £1,000 each and Roy encouraged all to consider making bequests in their will.

Thanks were given to Roy for all his hard work and diligence.

**7. Annual fabric report:** Has been covered in the vicar's report.

**8. Report on the Proceedings of the Deanery Synod:** Sharon Quinn explained the role of the Synod and said what an impact the Good Food Keighley shop was making and all were encouraged to continue giving as there has been a reduction in donations of late. Other things looked at over the year were The Barnabas Project and parish publicity. Thanks were given to Sharon Quinn, Roy Aston and Dawn Whitaker for the work they do on maintaining the church website and facebook page.

**9. Closure of the Meeting:** In closing Revd. Jemma Sander-Heys thanked those present for their attendance and that we are looking at new things to come.

Info for new PCC- the first meeting of the new PCC is on Monday 15th May at the earlier time of 7.00pm as there will be a Eucharist.

The meeting closed at 13.05 with The Peace

## **The Annual Report of the PCC of the Parish of Oakworth 2024**

The parish is situated within the Bradford Episcopal Area of the Diocese of Leeds within the Church of England. There are two churches\* within the Parish of Oakworth administered by the PCC. Christ Church, Colne Road, Oakworth; and St. John's Church, Newsholme. (*St John's Church building being a chapel-of-ease, leased by ancient custom from Church House Farm of which it is part, for the rent of one shilling (five pence) per annum.*)

### Correspondence to the PCC can be made via the incumbent:

The Reverend Jemma Sander-Heys, 18 Sunhurst Drive, Oakworth, Keighley. BD22 7RG

Membership of the PCC who have served since the past APCM until this report are:

<i>Incumbent:</i>	Jemma Sander-Heys	
<i>Readers:</i>	Philip Cullingworth (also Electoral Roll Officer) Sharon Quinn	
<i>Churchwardens:</i>	Dawn Whitaker Nick Robinson	
<i>Deputy Wardens:</i>	officially vacant 2023 (although Ralph Brunskill continues to offer additional support at St John's)	
<i>Deanery Synod Reps</i>	Lynn (Eluned) Stow (also PCC Secretary)	(elected April 2023)
	Dawn Whitaker	(elected April 2023)
	Sharon Quinn	(elected April 2023)
<i>Co-Opted Members</i>	Roy Aston* (Treasurer until succeeded by Connie Laycock - July 2023) Wendy Minnock (Parish Environmental Officer – May 2023)	
<i>Elected Members</i>	Connie Laycock* (PCC Treasurer as of July 2023) Chris (Christine) Godwin (elected 2022) Colin Stow (elected 2021) Melanie Tanner (also Parish Safeguarding Officer) (elected 2021) Jan Thompson (also St John's rep) (elected April 2023) Judith Tiplady (also St. John's rep) (elected April 2023) Judith Bland (elected 2021) Keith Johnson (elected April 2023) Carole Howorth* (Lay Vice-Chair) (elected 2022)	

\*Please note that during the course of the year there was a planned role change as Connie Laycock took on the role of treasurer – Roy Aston remaining co-opted member for his experience. Due to an administrative error by the incumbent, the previously elected PCC member Carole Howorth had been counted 'co-opted' at the 2023 APCM as minutes show, during the move of Connie Laycock to take up the role of treasurer we regarded this as leaving a casual vacancy which we have regarded as filled by Carole Howorth to correct the previous error.

The Independent Examiner for this term has been Mr. Mike Procter of Walkers Chartered Accountants, Keighley.

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

The appointment of the PCC is set out in the Church Representation Rules. There is a local scheme in place to accommodate the fact that there are two churches in the parish and to ensure representation. That a ratio between PCC members of Christ Church and St. Johns be 8:1, 10:2, 12:3 respectively and if Christ Church vacancies are not filled then St John's may increase their representation to 2,3, and 4 respectively. A third of the PCC will be elected each year for a three year term.

That there be at least 2 elected lay representatives from St John's Church and that there should be two Deputy Wardens appointed for St John's (unless one of the main Churchwardens be from St John's in which case St John's and Christ Church may appoint one Deputy Warden each). These posts to be elected by the laity at the Annual Meeting of Parishioners.

There should be a maximum of two licensed Readers on PCC both of whom are members *ex officio*. Three lay members shall be elected to the Deanery Synod for a period of three years and as per Church Representation Rules will be *ex officio* members of the PCC.

## M5 1a) Changes to the Electoral Roll -Electoral Roll Officer Philip Cullingworth:

The electoral roll for the parish in 2024 now stands at 67. That is a decrease of 3 from 2023 (when it was 70) all 3 due to deaths. [A copy of the roll is available to see.]

Please note that 2025 will see a complete review and renewal of the electoral roll.

## 1b) Vicar's report, followed by PCC and Parish Reports

This year has seen many joyful community events; some planned progress, and some rethinking due to budget restrictions.

In May we collaborated with Oakworth Primary School and Keighley Sea Cadets Corps to decorate the church in bunting for the Coronation of King Charles.



The Sea and Marine Cadets also added colour to our 'civic style' Carol Service with readers drawn from across the community. We were delighted to host Bishop Toby for Matt's confirmation at Christ Church in June, and several large and joyous baptism services through the year.



We have welcomed some new faces to the congregation at Christ Church and also said farewell to several beloved members of the parish and worshipping community. St John's most recently saw the funeral of Noeline Sharp – for very many years a licensed Reader for the parish.

Our harvest events in Oakworth and Newsholme were enlivened by a visit from the Mutanges, an inspiring couple who run a children's home and school in Kenya – and who have now become an overseas mission focus and recipient of our refreshments donations through the next year. We also continued to collect (as we do through the year) donations for Good Food Keighley – the local co-operative foodbank.



We've had some wonderful activities involving the young people including the creation of a Recycling Corner, and an 'Explorers Takeover' Eucharist –which was a very joyful start to Lent 2024. New ministry has begun on a Wednesday morning – a school drop-off drop-in 'ABC' which is proving very popular already and which featured in the Diocesan Magazine.

As in previous years I've been getting stuck into community events –presiding at the Tewitt Memorial service and attending Remembrance and Summer and Christmas fairs. I've also starting taking assemblies at Oldfield Primary as well as Oakworth Primary.



We enjoyed our Harvest Auction at St Johns in October and had a wonderful Burns Night celebration this January 2024 as we improved on past years with a live band, it attracted many people from the local community and made more cash by getting organized and having a licensed bar (*well done Wendy for helping us rethink that planning!*)! We're planning more similar events in future.

A careful look at the budget as we welcomed our new treasurer Connie meant we as a PCC rethought our desire to hire an organist and develop mission with a music focus.

Instead we fixed the midi-file player on the organ, and I'm really grateful to Joel Heys and Philip Cullingworth who spend many hours preparing music that plays for us through the organ console every other week. As a consolation we've also been really pleased to welcome Paul Harris up to play with us for free – (with his home parish of Ingrow's permission) – Paul enjoys the sung Eucharists at Christ Church and we enjoy his playing – which we lost for a while when we consulted and changed our service times as both services are at 10.30. So we've made some steps forward in developing a range of music styles that don't put pressure on the same people each week, despite having to tighten our belts.

We have worked really hard to control our budget – and Connie has developed purchasing policies whilst the churchwardens and I have all been working to control our spending on energy. But despite this and teaching about stewardship—we really do need to pray that our planned giving increases and that we can claim more gift aid on that too.

As well as our new PCC treasurer Connie, we have welcomed several new volunteers especially to work with the great new ABC drop-in group, and have been delighted to welcome Carole Howorth into the new role of Occasional Preacher.



We've made some progress with our QI report and planned repairs, some of which is actually visible in the buildings.

Though our budget remains a concern (as it does for all charities) we continue to work on saving where we can and bringing in a little more to keep mission going joyfully in our communities – all of which is made possible by all the hard work of the members of our worshipping community!

With grateful thanks,  
**Your vicar, Jemma.**



## **M5 1b) continued Summary of the proceedings of the PCC**

-Report drawn from the minutes kept by PCC Secretary Lynn Stow

There have been 6 full PCC meetings plus sub-group meetings and standing committee meetings throughout the year.

At the first meeting of the full PCC the following appointments were made: Lay vice chair—Carole Howorth; Safeguarding Officer- Melanie Tanner; PCC Secretary—Lynn Stow; Gift Aid Officer & also Electoral Role Officer-Philip Cullingworth; Environment Officer—Wendy Minnock; Treasurer—Roy Aston *(NB: Whilst accepting the continued post Roy Aston announced that he wished to step down as Parish Treasurer in the summer when he reached a milestone birthday. He proposed that PCC member Connie Laycock shadow him for the next few months with a view to taking over after that time.)*

Sub-groups were re-formed: Standing Committee (including finance and fabric), Healing Ministry, Welcome, Young People & Families, Community and Events, Discipling and Teaching.

Over the course of the year the PCC have overseen and agreed **some planned maintenance and repairs and some urgent improvements** to the fabric and equipment— see Fabric Report especially back room lights and chalice repairs and vestry repairs at St John's. The PCC have also discussed and **reshaped mission and worship plans** according to our hopes and means— see Vicar's report.

We have witnessed the **successful handover of the Treasurer's role** from Mr Roy Aston – to whom grateful thanks are due for his long care and service, to PCC member Connie Laycock, whose experience in accounts management and policy making in her work life have already proven very useful in tightening control of the PCC budget as economic pressures increase.

The vicar and churchwardens, with the PCCs approval and information from our insurers Ecclesiastical, have **produced a new hire agreement** for people wishing to use the church and backroom space. This has now been applied to long-standing users the brownies and rainbows, who are also now paying a minimal hire fee to cover their regular heating and electricity usage which, along with the new purchasing policy and careful care of the use of heating, has made some much needed savings to the budget.

We have welcomed visitors from a children's home and school in Kenya and from November 2023 have been directing donations to **support that overseas mission** from the weekly refreshment donations.

**CONGREGATIONAL SUPPORT:** We are grateful to every committed member of the parish worshipping community at St John's and Christ Church – for their prayers, their practical and planned financial support, and continued commitment to care for one another! We're also grateful for the support of our wider families and community – at events and services and with practical support.

## **Safeguarding Report and Compliance – 2024:** report by Melanie Tanner (PSO)

**Safeguarding Compliance Statement:** The PCC has complied with the duty to have ‘due regard’ to the House of Bishops’ Safeguarding Policy and Practice Guidance including adoption of the Safeguarding Policy Statement ‘Promoting a Safer Church, House of Bishops, 2017’.

As per diocesan guidance the Parish Dashboard is maintained for safeguarding to ensure we are working on and meeting national policy and guidance requirements. Alongside this electronic recording system, **we have now also adopted the *optional SafeguardingHub*** which supports safer recruitment with alerts, prompts and templates. This is streamlining processes and will ensure we are meeting policy guidance.

**Safeguarding is prioritised on all PCC agendas** and a report is provided for each. Work has been completed around record keeping in line with national guidance. **We also once again kept ‘safeguarding Sunday’ on November 19<sup>th</sup> 2023** during which time both the main parish service and children’s Explorer group activities focused on creating safe spaces, speaking out confidently and responding to concerns. We have made use of the Diocesan Safeguarding Team whenever a concern or question has arisen.

The support of all in ensuring safeguarding awareness is embedded in our different activities, is very much appreciated, and evidence of this is the commitment to the online training that many have completed for their roles, thank you.



## **Annual Report from the Children & Young People’s Group**

Report by Claire Ketteman -February 2024



**This year has seen an expansion of our work with children and young people.** In September 2023 we started ABC, a mid-week social group for adults, babies and children with the aim of offering a welcoming space for carers. **Over 20 adults have attended one or more sessions. We have a team of 9 volunteer hosts** with new members recruited following the CofE Safer Recruitment Guidelines.

Christ Church continues to offer Explore Together, our monthly worship group for children and young people which is held at the same time as the regular 10:30 service. **We have 15 young people on our register** with an average attendance of 6 per session. **In February 2024 we trialled a new style of all-age service which involved the young people in all elements of worship** from welcoming, reading, talk/activity, intercessions and eucharist. We have had some positive feedback from the church family and hope to make it a regular service several times in the year.

Two members of the leadership team **attended Godly Play training sessions** at Keighley Parish Office and this style of Christian story-telling was incorporated as a special feature into our Christmas Crafts morning.

## **Environmental Focus** Report by Wendy Minnock (Parish Environment Officer)- February 2024

**During Spring and Summer of 2023, members of the congregation participated in a series of short walks in the local area aimed at promoting fellowship and an appreciation for God's creation.** These were popular and the walking programme will continue in 2024.

**In 2023, we created a new Recycling Corner** in the back room at church and the children's group participated in creating a wonderful banner promoting 'Reduce, Reuse, Recycle.' **We are recycling products/packaging which are not currently collected by the local council,** these include soft plastics, oral care products and pens and we have had high participation especially with regards to soft plastics. In 2024, we are planning to raise awareness of our carbon footprint and we will be hosting an environmental film evening to highlight the issue of climate change. Following this we will ask people to make a pledge to help reduce our carbon footprint. Our plans for 2024 also include projects within the grounds of the church for example; the installation of bird boxes, bug hotels etc. †



## **Oakworth Mothers' Union (MU)** Report by Branch Leader Sharon Quinn- March 2024

There are 10 members of Oakworth MU including Sharon Quinn Branch leader and Lynn Stow: Treasurer. MU have met throughout the year, every first Tuesday of the month at 1.30pm, at Christ Church for themed and seasonal services and activities.

Over the year Oakworth have hosted or been involved in prayer and activism events: '16 DAYS ACTIVISM AGAINST GENDER-BASED VIOLENCE CAMPAIGN: Hosted the Bradford area members 'Rise Up' PRAYER SERVICE and 'PROTEST', led by the area president, holding banners, and shared a photo on social media and church website; MU continue to lobby parliamentary representatives regarding issues concerning the well-being of family life. 'WAVE OF PRAYER' service taking our turn in the global 'wave' of continuous prayer for women and children and MU projects worldwide. We also produced an out-door Easter Garden display to witness to the village.

Social events included a ROAD TRIP to the Yorkshire Dales with lunch at the Creamery in Hawes. VILLAGE GALA 'UNLOCK THE SAFE' toy stall. 40 DAYS OF LENT CALENDAR CRAFT. For members to open 1 each day throughout Lent and do the 'challenge' inside. Oakworth MU continue to look forward to their full calendar of services, events and speakers, and outreach campaigning during the year. For more information speak to Sharon Quinn 07521 318983. [www.oakworthchurch.org.uk/mothers-union](http://www.oakworthchurch.org.uk/mothers-union). And [www.mothersunion.org](http://www.mothersunion.org).



## **Discipling and Teaching Group Report**

There are 5 members in the Discipling and Teaching Group. The group tend to convene as necessary and have corresponded via email to consider which books to study and share information about learning opportunities.

**Homegroups** continue to meet fortnightly and are running well with numbers steady or increasing. Mondays 2pm led by the Revd Anne Pickard, Tuesdays 7.30pm at Christ Church led by Sharon Quinn and Roy Aston and on Thursdays, at 7.30pm, at The Vicarage, hosted by Revd Jemma. Each group is looking at different material – Including recently a close study of the letter of James, and Paula Gooder’s Journalling the Psalms.

**Lent groups:** Homegroups have continued to meet as Lent Book Groups and are following the ‘Watch & Pray’ Archbishops Lent booklet and welcoming additional congregation members to dip-in and join through Lent. They are well attended and creating some great reflection and discussion. They are continuing weekly throughout Lent. Mondays 2pm, Tuesdays 7.30pm at Christ Church and on Thursdays at 7.30pm at The Vicarage.

## **The Community Group** – report by Dawn Whitaker – February 2024

The group have worked on a number of events since the last APCM: We once again took part in the Village Fair having a strong presence on the field alongside the Mother Union stall. We offered our usual corgi racing and festival glitter. Flyers were handed out detailing church events and our Oakworth Parish vinyl banner was displayed.

A ‘Soupa Saturday’ event on the 14th October served delicious homemade soup to visitors, with all money raised being donated to Good Food Keighley.



A Christmas Present Appeal was launched in November with a lovely collection of unwrapped presents being donated to The Salvation Army.

We had a stall at the Village Christmas Fair at the start of December offering glitter tattoos and hair embellishments.

Christmas crafts took place as usual in December with extended hours this year (3 rather than 2) in order to work best for the community working closely with the children’s and families group, who brought in Jan Hesselwood who used her Godly Play Skills to retell the Nativity.

Burns night was a huge success with the introduction of a live Ceilidh Band (The Phoenix Band) and addition of a licensed Bar. Around 110 people attended and had a fabulous time and also raised several hundred pounds for church funds.



## **HEALING MINISTRY**– report by Jemma Sander-Heys

After an eagerness to start, volunteers quickly recognized that proper training and support structure were needed. At this request, Revd Natasha Thomas and Revd Jemma Sander-Heys ran a joint training session for those interested in prayer ministry from Keighley and Oakworth parishes which was attended by about 16 people in total in June 2023.

As well as theology, safe working practices, boundaries and pastoral support for group members was discussed and it was recognized that co-ordinating this ministry required formal oversight and regular meetings for team support. For now, in Christ Church prayer for healing has become a particular focus of the Wednesday midweek Eucharist overseen by Revd Anne, as well as the focus of a special evening service in late 2023.

## **Welcome Task Group** – Notes from Meeting February 2024 – Roy Aston

Over the year we reviewed some of the discussions we had at our earlier meetings and our subsequent recommendations to the PCC. We had recommended: a) Developing a welcome leaflet for the Parish; b) Firming up the role of Welcoming Steward; c) Having an additional welcomer stationed outside at Baptisms and Funerals; d) Producing personal invitation cards for significant church events.

The role of ‘Welcoming Steward’ was passed back to the ‘safer recruitment’ process.

We then looked at the latest incarnation of a welcoming leaflet for the. The latest version will be coming to PCC members to consider in March and to make suggestions.

## **M5.1c) FINANCIAL REPORTS** – please see **page 14** + full accounts appended

## **M5.1d) 2024 FABRIC REPORT** by the CHURCHWARDENS

- The Quinquennial Inspection was carried out in April 2023 by Ulrike Knox our Inspecting Architect.
- In Spring, after a tender process, all three Notice Boards at Christ Church and St John’s were removed, the information updated on the blue boards and they were re-installed, whilst a brand new metal sign on St John’s was produced, by Duncan Baines. It is now accurate and easy to read, with the correct contacts and service times.
- The Roof and Gutters at Christ church were repaired and cleared by Birdsalls, a matter highlighted as urgent in the Quinquennial report. The boundary wall remains an urgent repair matter.
- The developing crack between St John’s Vestry wall and the main chapel was repaired by Andrew Pickles with metal ties and plaster work.
- PJK Electricals fitted new cost-effective LED lights to replace the failing ones in the back room at Christ Church, for which donations from the congregation were received covering half the cost.
- Electrical Testing was carried out by AGR Electricals and a report produced, we have a few minor items to attend to.
- The two original Victorian silver Chalices at Christ Church were repaired by Ottewills Silversmiths of Kent, using some of the money from recent restricted bequests.
- The Boilers, Clock, Fire Extinguishers and Lightning Conductors have all had their annual services for 2023-24

## M5.1e) Bradford Episcopal Area Aire and Worth Deanery Synod

REPORT 2023-4- by Sharon Quinn

Elected PCC Deanery Synod representatives: Dawn Whitaker, Lynn Stow, Sharon Quinn.

JUNE 2023 MEETING: Monday 26th at St John's Parish Rooms, Baildon: · Bradford City of Culture 2025 Rev Ned Lunn, Cathedral Canon for Intercultural Mission and the Arts, spoke to Synod about how parishes can engage with the City of Culture 2025 programme. Rev Ned suggested a more successful approach may be - to offer our buildings as potential venues, workshops, rehearsal spaces, art gallery space; to volunteer for City of Culture events and training would be given; supporting with prayer. · Oakworth Parish PCC agreed that we would liaise with the Keighley Parish Churches and offer our support where needed.

A 'BD25' workshop was held later in the year (16th September 2023) at St. Andrew's Keighley Shared Church with speakers including the Bishop of Bradford Toby Howarth, Rev Canon Ned Lunn. The main takeaways were: 1. Planning to create a churches 'fringe' to the official BD25 programme, branding a range of activities we already do as part of BD25 (from patronal festivals to bell-ringing and choirs to lunch-clubs and Places of Welcome). 2. Encouraging churches right across the Area to support BD25 with prayer, volunteering, and the use of our spaces, and 3. There is still time to develop and find funding for creative projects with partners which will make the official programme.

· Update on the Barnabas Project: Jonathan Wood and the Revd Jude Smith gave an update on our Barnabas work. Jonathan spoke of the broad vision of Barnabas, how it is the work to 'tend the soil and care for the tree' that is our diocese, before Jude talked about the practical support already available, including our Personal Growth and Leadership course and the policy bank, and a bit of what is coming in the weeks and months to come. Much more on Barnabas can be found here: [leeds.anglican.org/barnabas](https://leeds.anglican.org/barnabas).

· Elections were held: Lay chair: Stuart Eteson. Secretary: Mrs Alison Haigh. Standing committee: Lay representatives: Mrs Helen Ludkin. Clergy representatives: Rev Richard Burge and Rev Martyn Weaver elected as clergy reps to the committee.

OCTOBER 2023 MEETING: Monday 16th at St Michael's, Cottingley: · Dementia Awareness: A talk by representatives from The Memory Tree: A Dementia support group which has 4 local groups in Keighley, Idle, Shipley and Low Moor, and Admiral Nurses: Trained nurses with additional training to support families affected by Dementia.

Following the talk at Deanery Synod, the following actions were implemented at Oakworth Parish churches: Sharing of useful links to dementia support websites via our church social media page, website and by printing in the notice/pew sheet; encouraged people to remain connected with Dementia Friendly Keighley; purchased 2 copies of the book 'My Bonnie' by John Suchet, in church for people to borrow.

Deanery Synod also meet on Monday 11th March 2024 (after this report is compiled).

**FULL ACCOUNTS APPENDED after page 14**

## Financial Review – Annual Report 2024

Please Note: CCO = Christ Church Oakworth, SJN = St John's Newsholme. 2022 figures in brackets.

At the end of 2023, the General Parish funds showed a balance of **£86,065 (£103,692)**. Restricted funds show a balance of **£17,455**. Endowment fund is still **£10,000**. The money held at the end of the financial year by CCO was **£66,779 (£83,438)** and that held at SJN was **£19,285 (£20,254)**. **Planned** giving (standing orders and envelopes) in the Parish was **£40,180 (£40,144)**. Cash via the collection plate was **£3,446 (£2,926)**.

Parish Breakdown	SJN	CCO
SO and Envelopes	<b>£5,414</b>	<b>£34,766</b>
Plate Collections	<b>£791</b>	<b>£2,655</b>
	SJN	CCO
Share	<b>£6,699</b>	<b>£46,890</b>

Main items of expenditure in 2023 were:

Share	£53,589 (£50,826)
Light, Heat, Water	£3,996 (£3,438)
Maintenance	£9,235 (£3,735)
Adding just these up	<b>£66,820 (£57,999)</b>

**General Comments:** We have unfortunately seen a deficit in 2023 with our planned giving still not covering our share payments, let alone running and maintenance costs. The PCC are keenly aware of this and are working hard to cut expenditure where possible, for example keeping a tight rein on energy costs, and trying to encourage people to review their regular planned giving alongside increasing our income through fundraising events. A number of large maintenance projects will need to be carried out at CCO as highlighted by the Quinquennial report. These must be financed via fundraising efforts and grant applications where available. Unrestricted cash at the bank stands at about £39,000 at CCO and about £19,000 at SJN. We still continue to pay our share in full which is something we should aim to continue as this supports the wider mission in the church.

I am confident that we can all rise to the challenge as we have done in previous years – we must have faith that we can continue to develop both of our churches.

### Funds/Reserves Policy

It is the policy of Christ Church Oakworth that the Church's monetary assets are divided into:

- Ordinary Funds – some of which could be designated or restricted.
- Reserve Funds.

The amount kept in reserve to be reviewed annually by the PCC but as a norm, to be set at an amount equivalent to three month's share - approx. £13,000 at present. The aim of the PCC has been to increase this fund by £2,000 per year but after spending on projects recently, the fund has, of necessity reverted back to £13,000.

- Endowments

**Ordinary:** Used for the day-to-day running costs of the Church and, where funds allow, items of capital equipment. PCC members must be mindful, when approving expenditure on capital items, of the current state of Church finances and whether there are likely to be deficits or surpluses in future.

The aim should be to produce balanced budgets so that the ordinary funds can be built up to provide enough funds for expenditure on capital items as and when the need arises.

**Reserve:** Used for urgent and necessary items e.g. payment of share, services (gas, electricity, water, insurance), urgent repairs, when ordinary funds have been depleted. Reserve funds may be used to purchase capital items when the fund can be guaranteed to be made up within six months. Any item of expenditure from reserve funds must be with the approval of Standing Committee except for capital items which must be approved by the PCC. Reserves must be made up as soon as possible by fund-raising or, if necessary, by making cuts and savings in the ordinary funds.

**Endowment:** The £10,000 left by Michael Wright has terms which only allow us to spend the interest on the capital. This is specified as for churchyard maintenance.