

## ST. JAMES' CHURCH, BIRSTWITH

### Agenda of the Meeting for the Election of Churchwardens and the Annual Parochial Church Meeting

Thursday 20<sup>th</sup> March 2025 at 7.30pm in St. James' Community Hall

#### MEETING FOR THE ELECTION OF CHURCHWARDENS

*(To be attended and voted on by anyone living in the Parish whose name is on the Register of Local Government Electors)*

1. Welcome
2. Opening Prayer (LYCIG prayer)
3. Apologies
4. Election of Churchwardens

#### PAROCHIAL CHURCH MEETING

*(To be attended and voted on by anyone on the electoral roll for St. James' Church, Birstwith)*

1. **Minutes of the Previous Annual Parochial Church Meeting on 18<sup>th</sup> April 2024**
  - Matters arising
2. **Annual Report & Financial Statements from the PCC**
  - Financial Reports
  - Churchwarden's Report
  - PCC Report
  - Deanery Synod
3. **Electoral Roll Report**
4. **Elections**
  - Ex-officio PCC Members  
Vicar/Churchwardens/Readers/Synod Reps
    - 3 positions available for Deanery Synod for a 1 year term
  - Lay members to the PCC
    - 3 vacancy for a 3 year term
    - 2 vacancies for a 2 year term
    - 1 vacancies for a 1 year term
5. **Appointment of Sidespeople**

*Confirmation of willingness to stand or resignations to the Secretary in advance please.*
6. **Any Other Business**

*Please inform Sophie Bartlett (PCC Secretary) of any matters you may wish to raise at least 48 hours before the meeting on 07590 273291 or [s.lancaster@me.com](mailto:s.lancaster@me.com)*
7. **Closing Prayers**

1. *Nomination forms for Churchwarden, PCC and Deanery Synod are on the table at the back of church with full details.*
2. *Please advise the Churchwarden or the PCC Secretary if you wish to be added or removed from the list of Sidespeople.*
3. *The first meeting of the newly formed PCC will follow after the APCM.*

# **ST. JAMES' CHURCH, BIRSTWITH**

Part of the Benefice of Hampsthwaite with Felliscliffe and Killinghall



## Annual Report & Financial Statements of the Parochial Church Council for 2024

Vicar: Reverend Suzy McCarter (*until 15<sup>th</sup> June 2024*)  
*now Vacant*

Patron: Mrs Sarah Finn (née Greenwood)

Independent Examiner:  
Mr David Bird  
Elton Cottage, Birstwith, HG3 2WF

Banks:  
National Westminster Bank, 3 Cambridge Crescent, Harrogate, North Yorkshire, HG1 1PE  
The Co-operative Bank, PO Box 250, Delf House, Southway, Skelmersdale,  
WN8 6WT

## St. James' Church, Birstwith

Minutes of the 104<sup>th</sup> Annual Parochial Church Meeting  
Thursday 18<sup>th</sup> April 2024 at 7.15pm in the St. James' Community Hall

The meeting opened at 7.20pm with 15 parishioners present.

### MEETING FOR THE ELECTION OF CHURCHWARDENS

*(To be attended and voted on by anyone living in the Parish whose name is on the Register of Local Government Electors)*

- 1 Welcome from Reverend Suzy McCarter
- 2 Opening Prayer from Reverend Suzy McCarter
- 3 Apologies: Norman Castle, Susan & Ron Layfield, John Mitchell
- 4 Election of Churchwardens

Sue Baugh stood for election as Churchwarden and was unanimously voted upon with Maurice Worsnop proposing and Susan Layfield as seconder. Maurice and Jenni thanked Sue and commented on how much Sue does for the church with total commitment. Suzy thanked Bill too, which Jan Jobling later picked up on, saying he is a tremendous support to a lot of us.

### PAROCHIAL CHURCH MEETING

*(To be attended and voted on by anyone on the electoral roll for St. James' Church, Birstwith)*

#### **1 Minutes of the Previous Annual Parochial Church Meeting – 30<sup>th</sup> March 2023**

The minutes were accepted as an accurate account of the meeting. Proposed by Maurice Worsnop, seconded by Sue Baugh – all in favour.

***Matters arising:*** none.

#### **2 Electoral Roll**

Carol Packer (Electoral Roll Officer) reported that following the Annual Revision to the Church Electoral Roll completed on 8<sup>th</sup> March 2024 the number of people listed is 82 (2023:83). There were 3 removed from the previous roll due to bereavement and moving away, with the addition of 2 new names. Of the 82 listed, 52 are residents in the parish and 30 non-resident. This was the 4<sup>th</sup> revision from new roll in 2019.

#### **3 Annual Report & Financial Statements from the PCC – questions invited**

- Vicar's Report: Rev'd Suzy stated that she was deeply grateful to Sue for the great help she gives to her on the day-to-day, plus all the retired clergy and all those individuals who do the background tasks that just 'happen' during the week, to whom credit is rarely given publicly. We have to acknowledge that we have some dire gaps in places for replacements for all the jobs/tasks that need to be done. Plea to speak to people and ask for help and refer them to Sue.
- Churchwarden's Report: Sue wanted to give a big thank you to Susan Layfield again for being her rock during the year, along with the Churchwarden's assistants.
- PCC Report: Sophie highlighted the recruitment plea within her report, particularly for younger people to help out with jobs, both digitally and physically in and around the building. We need to ask villagers and not just the churchgoers.
- Financial Report: Rev'd Suzy thanked Fiona for a brilliant set of reports and accounts. Fiona highlighted the loss over the last couple of years and that it was fairly consistent. In 2023 the loss was mostly for repairs but we do need to up the income as much as possible. Fiona reiterated that we have paid our outstanding share for this current year (2023) in full.

- The Finance report was accepted with Debbie Britton proposing and Sue Baugh seconding. There were no questions.
- Deanery Synod: Referenced Sue MacDonald going on behalf of the Benefice. Any questions to her.

#### 4. Elections

- Ex-officio PCC Members  
Vicar/Priest/Wardens/Readers/Synod Reps

3 positions available for Deanery Synod for 2 year terms – no nominations.

- Lay members to the PCC  
This year there are:
  - 2 vacancies this for a 3 year term;
  - 2 vacancies for a 2 year term;
  - 1 vacancy for a 1 year term
- No nominations.

Rev'd Suzy referenced that Jan Jobling has resigned from the PCC at the end of her term and we thanked Jan for her hard work to date on the PCC.

#### 5. Appointment of Sidespeople

Elected en masse. Proposer Ruth Raspin, seconder Debbie Britton. All in favour. Thanks were passed onto them all.

#### 6. Any Other Business

- Debbie Britton expressed thanks to Kairen Houseman for cleaning the Community Hall so beautifully and with great cheerfulness.
- Maurice and Jenni Worsnop were thanked for their great work for the church and the churchyard.

Reverend Suzy then led us in our closing prayers and the grace at 7.35pm.

Signed:

Date:

Chair: Sue Baugh, Churchwarden

For Information - Membership Proposal APCM 2003 & Adopted 2004: It was resolved that:

1. Membership of the PCC shall consist of ex officio members as set out in the Church Representation Rules\*; nine elected members; and co-opted members.
2. The APCM shall elect up to nine members of the laity from those on the Electoral Roll to serve without re-election for a period of up to three years ensuring where possible that one third of the elected members are elected each year.
3. The PCC may, as and when required, co-opt up to two members, including the Secretary or Treasurer, who shall serve until the next annual meeting.  
\* which includes all clergy licensed to the parish; the churchwardens; readers licensed to the parish or working principally in the parish; and members of synods who are on the parish electoral roll.

## THE CHURCH OF ST. JAMES', BIRSTWITH

### PARISH MISSION STATEMENT

St. James' Church is a welcoming family, worshipping God and extending Christ's work in the world, joyfully serving and caring for all in the village community.

### ANNUAL REPORT FOR 2024

St. James' Church is part of the Diocese of Leeds within the Church of England and is part of the United Benefice Hampsthwaite with Felliscliffe and Killinghall. The Parochial Church Council (PCC) is responsible for promoting in the ecclesiastical parish the whole mission of the Church, pastoral, evangelistic, social and ecumenical. It also assists the Churchwardens in maintaining all church property and is accountable for the administration of the finances of the church. The PCC is a charity excepted from registration with the Charity Commission.

#### **PCC MEMBERSHIP FROM MARCH 2024**

*(Membership of the PCC is in accordance with the Church Representation Rules. Up to 9 members of the laity are elected to serve for a term of 3 years.)*

|                                       |   |
|---------------------------------------|---|
| Vicar of the Benefice:                | Reverend Suzy McCarter <i>(until 15<sup>th</sup> June 2024)</i>   |
| Churchwardens:                        | Mrs Sue Baugh <i>(2021-22, 2023-present)</i>  |
| Representatives on the Deanery Synod: | <i>vacant</i>   |
| Elected Members:                      | Mrs Debbie Britton <i>(2013-16, 16-17, 17-20, 20-23, 2023-26)</i><br>Mr Norman Castle <i>(2016-19, 19-22, 22-2025)</i><br>Mrs Jan Jobling <i>(2019-21, 2021-24)</i><br>Mr Maurice Worsnop <i>(2004-10, 10-13, 13-16, 16-19, 19-22, 22-2025)</i> |
| Treasurer                             | Fiona Klimek  |
| Secretary                             | Mrs Sophie Bartlett <i>(2016-19, 19-22, 22-2025)</i>  |

#### **COMMITTEES**

The PCC currently has a Standing Committee and two sub-committees. Copies of PCC Minutes of meetings are kept centrally on file.

##### **Standing Committee** (Chair: Vicar until 15<sup>th</sup> June 2024 then Churchwarden)

This is the only committee required by law. It sets the agendas for PCC meetings and has power to transact the business of the PCC between its meetings, subject to any directions given by the Council. It comprises the Vicar, Churchwardens, Treasurer, Secretary & a lay member appointed by the PCC annually.

##### **Fabric Committee** (Chair: Maurice Worsnop)

This committee attends to matters relating to the fabric of the church, such as the buildings and the churchyard.

## **Fundraising Committee** (Chair: Jan Jobling – until 18<sup>th</sup> December 2024)

This committee attends to fundraising matters, organising events and opportunities to raise vital funds for the Church.

## **REPRESENTATIVES OF THE CHURCH**

**Birstwith School Foundation Governor:** Debbie Britton

**Cathedral Ambassador:** *vacant*

## **SAFEGUARDING REPORT**

The PCC of St. James' Church follows the instruction with its duty under section 5 of the Safeguarding and Clergy Discipline Measure 2016. Safeguarding is a standing agenda item at each PCC meeting. The PCC also follows the House of Bishops' Safeguarding Policy (2017) for children, young people and adults. As such, information is displayed in church regarding child and adult safeguarding issues, including contact details for help and advice.

Safeguarding is everyone's business, but the incumbent and PCC take overall responsibility. This is a legal liability. The Safeguarding Officer is a volunteer to support the above people. Everyone needs to be vigilant in this important aspect of church life.

### **Who to contact:**

- Visit the Diocesan Safeguarding website: <https://www.leeds.anglican.org/safeguarding.php>
- See posters inside church on the notice board and the larger hall toilet re who to contact.

These are, in ascending order:

1. The Parish Safeguarding Officer;
2. The Incumbent;
3. The name Safeguarding Advisor, Diocese of Leeds, if the above are unavailable;
4. Social Services - obtain advice first unless an emergency;
5. Police - obtain advice first unless an emergency.

Ongoing work is keeping DBS (Disclosure and Barring Service) checks and training requirements up to date.

**JAN JOBLING  
PARISH SAFEGUARDING OFFICER**

## **CHURCH ATTENDANCE**

The Worshiping Community is made up of 57 Adults and 9 Children. Average attendance on a Sunday was 32 adults and 8 children (2023: 29 adults and 8 children).

## **CHURCHWARDEN'S REPORT**

I start this report with a "Big Thank You" to everyone who has supported St. James' Church throughout 2024. Firstly, thanks must go to all the PCC members, especially the PCC Secretary Sophie Bartlett who has to deal with the ever increasing documentation and "paperwork". They have met regularly and dealt with the legal side of everything needed in St. James' Parish whilst also holding down many a demanding voluntary position, as do many other volunteers within the Church, who do so much without expecting

any acknowledgement but without whom St. James' Church would not be able to function. There are the Lay Readers who regularly Preside over the Evensong Service, especially David Leonard, the many retired vicars namely the Reverends Geoffrey Turner, Phillip Gray, David Kirby, Canon Michael Hunter, Canon Tony Shepherd and especially Venerable Paul Hooper who have covered the many clergy vacancies, especially during the Interregnum since mid-June. Sincere thanks also go to all those who have agreed to read the Lessons at both the Morning and Evening Services, be the Sidespeople, say the Prayers, assist with the Chalice, set up the Altar, change the Altar frontal, clean the Church and the Brass and Silver, provide beautiful Altar flowers and also the lovely window arrangements for the special Services throughout 2024. The hard working Verger, Maurice Worsnop must also be thanked – who, amongst his many other tasks, keeps the Church lovely and warm for Services during the cold winter months. Susan Layfield and her Coffee Rota team, who without fail provide the refreshments after each morning Service when the congregation and visiting Priests have a time to chat and socialise, also deserve many thanks for this and I personally extend my many grateful thanks to those who have allowed me my holiday time by covering my absence during parts of June, September and December.

I would like here to say a special thank you to everyone on the Key Rota and to Jane Burniston for arranging it so ably. We are so lucky to have the Church open every day to allow its use for private prayer and contemplation. Many Churches are not so lucky and no matter what the weather, rain, hail, sleet or snow and occasional sun! – the key holder arrives and opens up the Church – Thank You!

We now have a thriving Sunday Club, held on the Second Sunday of each month and so Big Thanks to Sophie Bartlett and her team of helpers who have encouraged the children to attend enthusiastically during term times. It is always a delight, at the end of the Sunday Service, to be shown what the children have been doing in Sunday Club that morning.

What would the Services be like without music? Scott Phillips has provided the wonderful organ music at the Morning Services, ably assisted by John Mitchell and the Band on the second Sunday of the month, and he has trained both adult and junior choirs alike to accompany the congregation at many of these Services. Ken Winter-Briggs has also without fail, throughout 2024, provided the piano accompaniment for Evensong. How blest we are to have such wonderful music at Services and grateful thanks should be extended to all who play an instrument or sing in the choirs.

The two regular monthly social occasions, the Thursday Coffee, Cake and Chat morning and the Wednesday Friendship Group are also much to be thankful for and are very much part of St. James' Church and to all involved Many Thanks!

I would now like to mention three names here – Carol Packer – for taking on the role as the Electoral Roll Officer at the last APCM. It is not an easy task but she has managed it magnificently and is preparing for next year's task of a complete Review of the Electoral Roll, as determined every five years and John Dawson who has throughout 2024 once again tirelessly ensured the Hall is ready for those that hire it and Kairen Houseman who cleans it so beautifully. Without the expertise and talent of our Treasurer, Birstwith Church accounts would not be dealt with in such a professional way and many thanks must be given to Fiona Klimek for taking on such a huge task as she is Treasurer not only for Birstwith but also for both Hampsthwaite and Killinghall.

What a long list of people to thank! It just shows how much we rely on each other to keep St. James afloat and how much we need to work together as a coherent unit to keep that wonderful spirit of unity and love alive at St. James'. Thank You all and I do hope that I have not missed any one out. If so, do please forgive me!

Although Suzy was still with us the Mother's Day Service in March, with the High Sherrif of North Yorkshire – Clare Granger from Birstwith - present, was led by Rev David Williamson and a Mothers' day gift of a plant was handed out by the Sunday Club children to those in the congregation. The High Sheriff also had gifts to hand out as she had certificates to present to several well deserving Birstwith residents for their work within the community.

Easter Week saw all the usual Services take place in the Benefice. The Palm Sunday Service was a Benefice Service and held at Hampsthwaite and led by Suzy. The Maundy Thursday Service of Foot Washing was held at Killinghall and Good Friday saw a Benefice Service of Reflection at Birstwith Church, also led by Suzy, which was preceded by Hot Cross buns and a hot drink in the Hall. However, on Easter Sunday each Church held their own Service, ours being conducted by Paul Hooper.

From April a new Service pattern was put in place. This was organised by Suzy, to ensure that the incumbent of the Benefice was able to cover all the main Services within the Benefice. However, this meant that there were now fewer Sunday morning Services in each Church during the month but Birstwith continued to also have an Evensong twice a month and the new monthly 4.0'Clock Benefice Service for the very young, together with those who look after them, which is held in the Church Community Hall.

As spring was now here a very appropriately named concert "All in an April Evening" was given by Summerbridge & Dacre Silver Band and Voces Seraphorum and held in the Church. Profits from which were divided equally between the Band, the Choir and the Church and for which we are most grateful. Suzy's last Morning Service in the Benefice took place in Hampsthwaite at the Pentecost Service when the congregation gathered afterwards to say their Farewells. Suzy's Induction re her new post then took place on 15<sup>th</sup> June at Cowling Church with three of the Wardens attending, including myself. From then on the Benefice was officially in an Interregnum.

The lovely Show Field Service in July was conducted by Paul Hooper. The theme once again involved pets and animals, especially sheep with shepherds' crooks and fleeces, having been borrowed from one of the congregation, being shown to those at the Service. The Service was very well attended and enjoyed by all. The previous day, being the actual Show Day, when the weather managed to remain dry and favourable was also a lovely occasion when the Church tent, beautifully arranged by Georgi McIntyre, Missie Pearson and helpers, attracted a good number of children and parents. "Well done and Thanks!"

During the Summer months of June and August three weddings were held in Birstwith Church and as Suzy had now left we are very grateful to the three retired clergy members who stepped in at quite short notice to conduct these Services.

The Harvest Service in October saw the Church beautifully decorated, thanks to Jenni Worsnop and her team, and full of food gifts from both the congregation and Birstwith Primary school. The food being taken later to the Harrogate Food Bank where it was gratefully received. Still in October and with food also in mind a very successful Coffee Morning was arranged and held by the Fundraising Committee and was a lovely social occasion as well as raising much needed funds for the Church coffers.

The Remembrance Service in November, which was as usual very well attended, saw 16 young junior Soldiers and two Officers in attendance, with the Service Presided over by Paul Hooper, the Organist was Scott who also remarkably, played the trumpet for the Last Post and Reveille. Later that month we were very lucky to have the Archdeacon, Jonathan Gough, take the Holy Communion Service for us as he had just announced that he was to retire at the end of the year.



The Advent Evensong, with thanks to Paul Hooper, followed by Advent Cake and Sherry, took place on 1<sup>st</sup> December and was really the start of the very busy period for the Church on the run up to Christmas. The 8<sup>th</sup> December Holy Communion Service saw the start of reverting back to full use of the Common Cup, not done since pre-Covid times. Then the very successful, both finance and fun wise, Christmas Fayre took place on the 14<sup>th</sup> December – HUGE THANKS to everyone involved and to all who came and supported the event – what a wonderful day that was!

As is usual the Parish Magazine is a double issue at this time of the year with details in it for both December and January plus a Benefice Christmas card enclosed within and is delivered to all houses within Birstwith so grateful thanks to all who delivered the Magazines – no mean feat with the weather not always as kind as it could be.

Christmas Day almost upon us the Nine Lessons and Carol Service was held in the evening on 22<sup>nd</sup> December. Wonderfully arranged by Scott, it was an evening of awe and “magic”, complemented by the after Service refreshments of mulled wine and mince pies. Big thanks to everyone involved in both the Service and the refreshments. Once again, the Crib Service was held on Christmas Eve. Complete with donkey and baby Jesus this year the Service was an even greater success than ever, the Church was full to capacity! Louise Garnett must be thanked for this and for all the hard work she puts in, with her helpers, each year to make this happen. It truly is a joyful Service of “organised chaos” but with a message understood by all. Thanks too to Paul Hooper for Presiding over the Service as he also did for the Holy Communion Service on Christmas Day.

Unfortunately, after an initial advertising for a new Benefice Incumbent there was no response, however the position will be re- advertised on 11<sup>th</sup> February 2025 and hopefully the right person will be attracted to it and apply.

What a lot has happened in 2024, what a lot has needed to be done to keep Birstwith Church running as smoothly as it does, what a lot of “Thanks” are needed- You know who you are - so I will end my report as I started it with a “BIG THANK YOU” to one and all for your various ways of supporting Birstwith Church, it would not be here without you!

**SUE BAUGH  
CHURCHWARDEN**

### **PCC REPORT**

The PCC is responsible for the upkeep and finances of St. James’ and we met 7 times during 2024, excluding the number of meetings we had regarding the vacancy along with our counterparts within the Benefice. You can find the list of PCC members on page 5 and I would like to extend my thanks to them all for their dedication, flexibility and patience again this year as we had another year with an increased workload!

We must all send our heartfelt thanks to our Churchwarden, Sue Baugh, for all her hard work this year keeping everything ticking along, ably supported by the Churchwarden’s Assistants, Bill, and so many other people who don’t necessarily have official titles for their roles but to whom we are so grateful. I know they have been such a huge support to Sue as she has had to once again take on this key role in the absence of a permanent Vicar. I also want to send sincere thanks to our team of retired Clergy, most notably Ven. Paul Hooper, who is working so closely with Sue to keep us all afloat, making sure that there is still a congregation to greet our new Incumbent as and when they arrive! We are so grateful to you all for stepping in SO often when we need you, helping to cover all of our services so brilliantly.

We must as ever express our sincerest thanks to Maurice Worsnop, our Verger and Chair of the Fabric Committee, and all those on the Fabric Committee, for the work they do in maintaining the grounds and buildings. I would also like to extend my personal thanks to Fiona Klimek, our wonderful Treasurer whose expertise is so keenly felt! My thanks too to Gill Clarke our Parish Administrator who works so hard for us all. I am terrible at getting things to her on time and she's always very lovely and patient. Thanks Gill!

In last year's report I touched upon our growing Sunday Club and once again we find ourselves in a great position with an average of 10 children (and their grown ups) attending each session. It has been run collaboratively by the parents, with someone taking the lead each time. Against a backdrop of Sunday morning sports clubs/matches, birthday parties, trips and a national trend of declining church attendance, it is amazing to see such a vibrant and active Sunday Club. We thank the parents for collectively taking on the co-ordination of this. To build on its success we also have our lovely 4pm Children's Church service on the 4th Sunday of the month which is aimed more at the pre-school/KS1 age group. Each month it attracts people from the village who don't otherwise come to church and it's definitely meeting a need there.

Music continues to flourish and thrive within our Parish. We send enormous thanks to Scott Phillips, our Benefice Director of Music, who is growing both our Junior and Adult choirs in number, confidence and complexity of repertoire! If you have any budding young singers, please look out for that. Similarly the senior choir (particularly for Birstwith) is in need of singers, as is our dwindling band. If you can sing or play an instrument have you thought about joining the choir or band? For younger instrumentalists we can cater their parts to their level/grade, so please don't let anybody be put off by thinking they have to come in, sight read and play a hymn straightaway!

I think it's absolutely amazing that we have managed to just about stay afloat again this year, thanks to the many people who have worked SO hard and given so much to enable this to happen. We have just started the Parish Giving Scheme which is a Diocesan recommendation to replace the Envelope Scheme or monthly Standing Orders. It means we can reclaim due Gift Aid monthly, rather than annually, and it also saves our Treasurer a lot of admin time. If you aren't a member of the Birstwith 100 Club have you thought about joining that? It's £6 per month and each month we giveaway three prizes: £100, £60 and £40. ALL proceeds go to the Church which is about £1,500 per year. It's looking for new members...

As with the previous years, there are a number of vacancies on the PCC (it's the smallest PCC we've had for about 10 years). We need Deanery Synod representatives and we also need more Fabric Committee members, so have a think. Could this be you?

We as a PCC continue to pray that people within our congregation may be called to join the PCC or any of our volunteer roles or groups to help with the important work, both for the St. James' of today but also for the St. James' of the future so that our children and grandchildren can enjoy this church, its people and its spirit in the way we have.

**SOPHIE BARTLETT**  
**PCC SECRETARY**

### **FABRIC, GOODS AND ORNAMENTS**

The Diocesan Archivist visited in May and removed much ancient paperwork and books to be archived at North Yorkshire County Records Office in North Allerton. A written report from the Archivist of things taken to the Records Office was received and this has been placed in the locked safe awaiting an Official report from the Records Office of all that has been archived.

The lighting to the steps from the Car Park to the Church and Hall have been enhanced by upgraded lightbulbs and movement sensors.

During 2024 no gifts or legacies were received.

The headstones in the graveyard are regularly checked to ensure safety. No work was needed during 2024. However, due to the bad weather at the end on 2024 and beginning 2025 the Warden, Verger and Stonemason will be rechecking them in January of next year to make sure that all the headstone have remained secure and if not, the work needed will be carried out.

**SUE BAUGH  
CHURCHWARDEN**

### **ELECTORAL ROLL**

Following the Annual Revision to the Church Electoral Roll completed on 8th March 2024 the number of people listed is 82 (2023: 83). It reflects the removal of three names from the previous roll of 2023 due to bereavement and moving away from the parish, with the addition of two new names. Of the eighty two listed fifty two are residents in the parish and thirty non – resident.

This being the fourth revision of a new Electoral Roll which was prepared in 2019.

**CAROL PACKER  
ELECTORAL ROLL OFFICER**

### **DEANERY SYNOD**

Four meetings were held in 2024:

**16th January 2024** - St Robert's Church, 37 Main Street, Pannal, HG3 1JZ

Speaker: The Rt Revd Anna Eltringham, Bishop of Ripon.

Purpose of the presentation: To consider what we can do, and how we can engage and encourage others to take care of and protect our environment.

**6th March 2024** - St John's Church, Bilton Lane, Harrogate, HG1 3DT

Speakers: Tim O'Brien, Net-Zero Officer of the Yorkshire North and East Methodist District.

Rose Gosling, Summerbridge Methodist Church.

**27th June 2024** - Washburn Heritage Centre, Fewston, HG3 1SU

Speaker: The Revd Ben Askew, Pioneer Minister, Kairos Network Church.

Purpose of presentation: To inform synod members about the Kairos story – how it was formed and how it is different.

**12th November 2024** - St James's Church, Church Street, Wetherby, LS22 6LP

Speaker: Jemima Parker, Leeds Diocesan Environment Officer on 'Eco Church Lifestyle'

If anyone would like further information regarding any of the above meetings, you can find further information, including minutes and meeting dates at [harrogatedeanery.org](http://harrogatedeanery.org). Deanery Synod meetings are open meetings and anyone is welcome to attend.

**SUE MACDONALD  
DEANERY SYNOD REPRESENTATIVE FROM THE BENEFICE**

# **ST. JAMES' CHURCH, BIRSTWITH**

Part of the Benefice of Hampsthwaite with Felliscliffe and Killinghall



## **FINANCIAL STATEMENTS** **FOR THE YEAR ENDED DECEMBER 2024**

## FINANCIAL STATEMENT FOR THE YEAR ENDED 31ST DECEMBER 2024

### Financial Review

Income decreased by 16% during the year against the comparable figures to £34,656 (2023 - £55,208, comparable figure £43,314). The biggest difference is Gift Aid recovered, in 2024 it was £248 (2023 - £3,574). This is a timing difference, the 2024 gift aid of £3,767 will be received in 2025. However, overall donations have generally decreased, Church cash collections are down by 20% (£1,438) and standing orders, envelope scheme and Parish giving scheme together are down by 9% (£1,249).

Expenditure decreased by 14% to £52,625 (2023 - £61,469). The difference is mostly due to reanalysing expenses from 2023 and reducing capital expenditure. Outstanding parish share as at 31 December 2024 was £50,884 (2023 - £53,553). The PCC agreed to pay the outstanding share for 2024, which was paid in January 2025.

This all resulted in the net expenditure of £21,426 (2023 – £8,291). However, with the movement from the investments to cash in 2024 of £25,139 (2023 – £12,000) the end result was a net income balance of £3,713 in 2024, whilst 2023 remained at a net expenditure balance of £8,291.

The value of investments increased in 2024 by £8,608 (2023 – increased by £14,207). This resulted in a positive movement of funds in 2024 of £4,167 (2023 – positive movement of £5,916).

Thank you so much to everybody who contributed to the Church, whether it be financial donations or their time and skills.

**FIONA KLIMEK**  
**TREASURER**

### Funds

The Church's funds consist of unrestricted, restricted and endowed amounts as shown in the Statement of Assets and Liabilities.

Unrestricted funds may be used at the discretion of the PCC in furtherance of the Church's objects. Restricted funds may only be used in accordance with the donors' wishes. Further information below and in Note 4 of the accounts. Endowed funds are invested and unable to be spent. The investment income is spent on the restricted fund as per the donors' wishes. Further information below in Note 4 of the accounts.

The Endowed Churchyard fund is an endowed and from the Marshall legacy left to pay for work associated with the fabric of the Church and the Churchyard via interest raised. Interest from this account is paid into the Restricted Churchyard fund and used to pay for the upkeep of the Church Fabric and Churchyard during the course of the year.

The Endowed Music Fund is part of the Hayden Legacy and is an endowed fund. Interest from this account is paid into the Restricted Music Fund and used for the upkeep of music in the Church during the course of the year.

The Churchyard Appeal Fund is a restricted legacy left to pay for work associated with the extension to the current burial area of the churchyard.

The Bell Fund is restricted money to pay for the repairs on the Church bells.

The 100 Club fund is money raised by the 100 club and a donation is made to the Church each year which is unrestricted.

The Green Heating fund is restricted money raised from the Tom Wright Legacy to help fund a green replacement heating system.

The Restricted Donations fund is money collected by the Church that was re-distributed to other charities.

The Designed Fabric Fund is a designated fund created with the proceeds from the closure of the Barings Growth and Income Fund. A decision made by Barings themselves.

### **Reserves policy**

It is the policy of the Church that unrestricted funds which have not been designated for a specific use should be maintained at a level equivalent to the current needs of the Church.

The Church held cash reserves at the year end equating to 7 months expenditure, after paying the outstanding parish share for 2024. The PCC members consider that reserves at this level will ensure that, in the event of a significant drop in funding, they will be able to continue the Church's current activities while consideration is given to ways in which additional funds may be raised.

### **STATEMENT OF TRUSTEES' RESPONSIBILITIES**

The Members of the PCC are responsible for preparing the Annual Report and the Financial Statements in accordance with applicable law and regulations.

Law applicable to charities in England & Wales requires the PCC to prepare financial statements for each financial year which give a true and fair view of the Church's financial activities during the year and of its financial position at the end of the year. In preparing these financial statements, the PCC are required to:

- select suitable accounting policies and then apply them consistently;
- make judgements and estimates that are reasonable and prudent;
- state whether applicable UK accounting standards and statements of recommended practice have been followed, subject to any material departures disclosed and explained in the financial statements;
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the Church will continue in operation.

The PCC Members are responsible for keeping accounting records that disclose with reasonable accuracy the financial position of the Church and which enable them to ascertain the financial position of the Church and which enable them to ensure that the financial statements comply with applicable law, regulations and Measures. They are also responsible for safeguarding the assets of the Church and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

Approved by the PCC on 20<sup>th</sup> February 2025 and signed on their behalf by:

Sophie Bartlett  
PCC Secretary

## INDEPENDENT EXAMINER'S REPORT TO THE TRUSTEES OF ST JAMES' CHURCH, BIRSTWITH

I report to the trustees on my examination of the accounts of St. James' Church, Birstwith for the year ended 31 December 2024.

This report is made solely to the Charity's Trustees, as a body, in accordance with Section 154 of the Charities Act 2011. My independent examination work has been undertaken so that I might state to the Charity's Trustees those matters I am required to state to them in an Independent Examiner's Report and for no other purpose. To the fullest extent permitted by law, I do not accept or assume responsibility to anyone other than the Charity and the Charity's Trustees as a body, for my independent examination work, for this report, or for the opinions I have formed.

### Responsibilities and basis of report

As the charity trustees of the Trust you are responsible for the preparation of the accounts in accordance with the requirements of the Charities Act 2011 ('the Act').

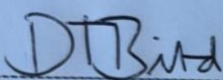
I report in respect of my examination of the Trust's accounts carried out under section 145 of the 2011 Act and in carrying out my examination I have followed all the applicable Directions given by the Charity Commission under section 145(5)(b) of the Act.

### Independent examiner's statement

I have completed my examination. I confirm that no material matters have come to my attention in connection with the examination giving me cause to believe that in any material respect:

1. accounting records were not kept in respect of the Trust as required by section 130 of the Act; or
2. the accounts do not accord with those records; or
3. the accounts do not comply with the applicable requirements concerning the form and content of accounts set out in the Charities (Accounts and Reports) Regulations 2008 other than any requirement that the accounts give a 'true and fair view which is not a matter considered as part of an independent examination.

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in this report in order to enable a proper understanding of the accounts to be reached.

|   |                         |
|---|-------------------------|
| <br>Signed |                         |
| DAVID BIRD<br>Print name  | ELTON COTTAGE<br>Street |
| 2nd MARCH 2025<br>Date  | BIRSTWITH<br>Town       |
|   | HG3 2WF<br>Postcode     |



**ST JAMES' CHURCH, BIRSTWITH**  
**RECEIPTS AND PAYMENTS**  
**FOR THE YEAR ENDED 31 DECEMBER 2024**

|  | Unrestricted<br>Funds<br>£ | Restricted<br>Funds<br>£ | Endowed<br>Funds<br>£ | 2024<br>£       | 2023<br>£      |
|--|----------------------------|--------------------------|-----------------------|-----------------|----------------|
| <b>Receipts</b>  |                            |                          |                       |                 |                |
| Offerings and Donations                                | 18,943                     | 198                      | -                     | 19,141          | 26,528         |
| Activities for generating funds                        | 1,725                      | -                        | -                     | 1,725           | 1,997          |
| Income from investments                                | 1,460                      | 788                      | 1,884                 | 4,132           | 3,575          |
| Church activities                                      | 3,471                      | -                        | -                     | 3,471           | 7,327          |
| Trading activities                                     | 4,979                      | -                        | -                     | 4,979           | 6,171          |
| Other income   | -                          | 1,208                    | -                     | 1,208           | 9,610          |
|  | <b>30,578</b>              | <b>2,194</b>             | <b>1,884</b>          | <b>34,656</b>   | <b>55,208</b>  |
| <b>Payments</b>  |                            |                          |                       |                 |                |
| Cost of generating funds                               | 356                        | -                        | -                     | 356             | 412            |
| Direct charitable expenses                             |                            |                          |                       |                 |                |
| Church activities                                      | 31,363                     | 198                      | -                     | 31,561          | 25,771         |
| Church expenses  | 13,529                     | 137                      | -                     | 13,666          | 16,318         |
| Major capital expenditure                              | 2,866                      | 4,136                    | -                     | 7,002           | 16,508         |
| Other expenditure                                      | 40                         | -                        | -                     | 40              | 2,460          |
|  | <b>48,154</b>              | <b>4,471</b>             | <b>-</b>              | <b>52,625</b>   | <b>61,469</b>  |
| Net (Expenditure) / Income before retained Investments | (17,576)                   | (2,277)                  | 1,884                 | (17,969)        | (6,261)        |
| Income retained in Investments                         | (836)                      | (2,621)                  | -                     | (3,457)         | (2,030)        |
| <b>Net (Expenditure) / Income</b>                      | <b>(18,412)</b>            | <b>(4,898)</b>           | <b>1,884</b>          | <b>(21,426)</b> | <b>(8,291)</b> |
| Transfers between funds                                | 1,250                      | 634                      | (1,884)               | -               | -              |
| Transfers (to)/from Investments                        | 25,139                     | -                        | -                     | 25,139          | -              |
| <b>Cash funds this period end</b>                      | <b>7,977</b>               | <b>(4,264)</b>           | <b>-</b>              | <b>3,713</b>    | <b>(8,291)</b> |
| Cash funds b/fwd                                       | 12,872                     | (3,711)                  | -                     | 9,161           | 17,452         |
| <b>Cash funds c/fwd</b>                                | <b>20,849</b>              | <b>(7,975)</b>           | <b>-</b>              | <b>12,874</b>   | <b>9,161</b>   |



**ST JAMES' CHURCH, BIRSTWITH**  
**STATEMENT OF ASSETS AND LIABILITIES**  
**FOR THE YEAR ENDED 31 DECEMBER 2024**

|                                | Unrestricted<br>Funds<br>£ | Restricted<br>Funds<br>£ | Endowed<br>Funds<br>£ | 2024<br>£      | 2023<br>£      |
|--------------------------------|----------------------------|--------------------------|-----------------------|----------------|----------------|
| <b>Cash funds</b>              |                            |                          |                       |                |                |
| Bank and cash balances         | 20,849                     | (7,975)                  | -                     | 12,874         | 9,161          |
|                                | <b>20,849</b>              | <b>(7,975)</b>           | <b>-</b>              | <b>12,874</b>  | <b>9,161</b>   |
| <b>2023</b>                    | <b>12,872</b>              | <b>(3,711)</b>           | <b>-</b>              |                |                |
| <b>Other monetary assets</b>   |                            |                          |                       |                |                |
| Gift Aid to reclaim            | 3,767                      | -                        | -                     | 3,767          | -              |
|                                | <b>3,767</b>               | <b>-</b>                 | <b>-</b>              | <b>3,767</b>   | <b>-</b>       |
| <b>2023</b>                    | <b>-</b>                   | <b>-</b>                 | <b>-</b>              |                |                |
| <b>Investment assets</b>       |                            |                          |                       |                |                |
| Unlisted investments           | 81,317                     | 49,925                   | 69,518                | 200,760        | 213,835        |
|                                | <b>81,317</b>              | <b>49,925</b>            | <b>69,518</b>         | <b>200,760</b> | <b>213,835</b> |
| <b>2023</b>                    | <b>100,212</b>             | <b>45,660</b>            | <b>67,962</b>         |                |                |
| <b>Current liabilities</b>     |                            |                          |                       |                |                |
| Outstanding Historic share     | 40,146                     | -                        | -                     | 40,146         | 40,145         |
| Outstanding share current year | 10,739                     | -                        | -                     | 10,739         | 13,408         |
| Accruals                       | 1,090                      |                          |                       | 1,090          | 1,561          |
|                                | <b>51,975</b>              | <b>-</b>                 | <b>-</b>              | <b>51,975</b>  | <b>55,114</b>  |
| <b>2023</b>                    | <b>55,114</b>              | <b>-</b>                 | <b>-</b>              |                |                |

**ST JAMES' CHURCH, BIRSTWITH**  
**FOR THE YEAR ENDED 31 DECEMBER 2024**  
**NOTES TO THE ACCOUNTS**

**1 Basis of accounts**

The PCC Members have taken advantage of section 144 (2) of the Charities Act 2011 and have prepared accounts on a receipts and payments basis. Cash-based accounts are not prepared on an accruals basis and therefore the Charities SORP does not apply to their preparation.

**2 PCC Member remuneration and expenses**

No remuneration was received by the PCC Members in the year (2023 - £nil). £308 in reimbursed expenses was paid in respect of PCC Members (2023 - £230) and £400 was paid in respect of verges fees (2023 - £560).

**3 Related Party Transactions**

There were no related party transactions in the year (2023 – None).

**4 Creditors**

| <i>Share contributions</i> | <b>Requested</b> | <b>Paid</b>     | <b>Outstanding</b>   |
|----------------------------|------------------|-----------------|----------------------|
| Year 2020                  | 25,816           | (15,059)        | 10,757               |
| Year 2021                  | 20,816           | (4,000)         | 16,816               |
| Year 2022                  | 24,573           | (12,000)        | 12,573               |
| Year 2023                  | 24,408           | (24,408)        | -                    |
| Year 2024                  | 23,477           | (12,739)        | 10,739               |
|                            |                  |                 | Paid in January 2025 |
|                            | <u>119,090</u>   | <u>(68,206)</u> | <u>50,884</u>        |

**5 Funds**

| <b>Fund</b>           | <b>Balance</b>    |               |                    |                  |                    | <b>Balance</b> |
|-----------------------|-------------------|---------------|--------------------|------------------|--------------------|----------------|
|                       | <b>01/01/2024</b> | <b>Income</b> | <b>Expenditure</b> | <b>Transfers</b> | <b>Revaluation</b> |                |
| Endowed Churchyard    | 48,125            | 1,336         | -                  | (1,336)          | 1,102              | 49,227         |
| Endowed Music         | 19,837            | 548           | -                  | (548)            | 454                | 20,291         |
|                       | <u>67,962</u>     | <u>1,884</u>  | <u>-</u>           | <u>(1,884)</u>   | <u>1,556</u>       | <u>69,518</u>  |
| Restricted Churchyard | 2,210             | 591           | (4,136)            | 1,336            | (1)                | 0              |
| Restricted Music      | 1,808             | 146           | (137)              | 548              | 3                  | 2,368          |
| Restricted Churchyard |                   |               |                    |                  |                    |                |
| Appeal                | 33,935            | -             | -                  | -                | 1,642              | 35,577         |
| Restricted Bell       | 1,108             | 51            | -                  | -                | -                  | 1,159          |
| Restricted 100 Club   | 2,388             | 1,208         | -                  | (1,250)          | -                  | 2,346          |
| Restricted Green      |                   |               |                    |                  |                    |                |
| Heating               | 500               | -             | -                  | -                | -                  | 500            |
| Restricted Donations  | -                 | 198           | (198)              | -                | -                  | -              |
|                       | <u>41,949</u>     | <u>2,194</u>  | <u>(4,471)</u>     | <u>634</u>       | <u>1,644</u>       | <u>41,950</u>  |
| Designated Fabric     | 16,445            | 624           | (40)               | -                | 515                | 17,544         |
| Designated Choir      | -                 | 180           | -                  | -                | -                  | 180            |
| Unrestricted          |                   |               |                    |                  |                    |                |
| Undesignated          | 96,639            | 29,774        | (48,114)           | 1,250            | 4,893              | 84,442         |
|                       | <u>113,084</u>    | <u>30,578</u> | <u>(48,154)</u>    | <u>1,250</u>     | <u>5,408</u>       | <u>102,166</u> |