

THE PAROCHIAL CHURCH COUNCIL'S ANNUAL REPORT FOR 2022
for the year ended 31st December 2022
(with updates to 15th March, 2023)

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INTRODUCTION:

EXPLANATION – THE EFFECTS OF COVID-19

Ever since the church closed on 20th March, 2020, the Standing Committee consisting of the Vicar, three Churchwardens, the Treasurer and one other lay member of the PCC have met virtually every Thursday on Zoom to deal with day to day matters with frequent emails going out to all PCC members and the wider church community to keep them up to date and to give them the opportunity to raise any issues if they so wished. During the 2022, COVID was still very prevalent and during the first half of the year anyone attending church wore face masks unless they were exempt and everyone used the hand sanitizers. Because of this, it was agreed that all PCC meetings would continue to be held virtually using Zoom up to the end of April when PCC meeting were held in church face to face (F2F).

The Church activities shown below continue to reflect the implications of the COVID-19 pandemic.

BACKGROUND INFORMATION & STATISTICS:

PARISH LOCATION & MAKE UP:

The Parish of Penwortham St Mary is in the Leyland Deanery which is part of the Blackburn Diocese and lies within the South Ribble Borough Council and Penwortham Town Council areas. Revised local authority Ward Boundaries took effect from 1st May, 2003. Penwortham Town Council consists of the ecclesiastical Parish of Penwortham St Mary made up of the whole of Howick & Priory Ward and the Broadoak Ward and the ecclesiastical Parish of St Leonards. The national Census take place every 10 years and the 2021 census for Penwortham Town Council was 22,570 (2011 it was 23,047 and in 2001 it was 23,436).

According to the 2021 census, our church parish contained XXXXXX people (2011 census population was 11,526 and at the 2001 census was 11,916).

The Church is situated on the north-eastern perimeter of the Parish. There are two Church of England Primary Schools within the Parish with a full complement of Foundation Governors from our Church on each Governing body.

Cop Lane Primary School is situated on the southern boundary, whilst Howick Primary School is on the western extremity of the Parish. There is an excellent relationship between both schools and the Church. Hutton Church of England Grammar School is situated in the neighbouring parish of Longton.

PAROCHIAL CHURCH COUNCIL (P.C.C.)

The Parochial Church Council (PCC) is the governing body of the Parish. The Parish became an individually registered Charity in 2015 being allocated charity number is 1164221. All PCC members are Trustees and each person has signed both the HMRC and GDPR declaration. The membership of the PCC is made up of three distinct groups as follows:-

- **Ex-officio – 1 in number** namely the Incumbent
- **Churchwardens** - three Churchwardens elected annually **3 in number**
- **Deanery Synod elected representatives ex officio – 3 in number:** based on the church Electoral Roll numbers
- **Other Parish elected members – 12 in number.** Parishioners on the church electoral roll elected by the Annual Parochial Church Meeting (APCM) up to a maximum number of 12 in total allowed in accordance with the Church Representation Rules. The under-mentioned people were members of the PCC from 24th April, 2022 and continue to Sunday 23rd April, 2023.

As at 31st December, 2022, the PCC members undertook the following duties:-

Ex-officio Members

Incumbent: The Rev'd. Chris Nelson: Vicar & Chairman, ex officio Governor at Cop Lane & Howick School:

Wardens: David Thornton: PCC Secretary & Vice Chairman: Foundation Governor & Chair at Howick Primary school to 1st September 2019 then Vice Chair: Foundation Governor of Cop Lane Primary School: Charity Distribution Committee; Occasional Verger: GDPR Sub Committee: Licensed to administer the Chalice.

John Kay: Legal adviser; Historian; GDPR Sub Committee: Licensed to administer the Chalice.

Jill Howe: Foundation Governor at Cop Lane School; Magazine Distribution Manager; Occasional Verger: GDPR Sub Committee; Licensed to administer the Chalice.

Elected Representatives on the Deanery Synod): (maximum of 3 representatives based on Church Electoral Roll)

Jean Moulding Licensed to administer the Chalice;

Susan Greenhalgh Also on the Charity Distribution Committee

Jacqui Nelson Also Church Archivist: Licensed to administer the Chalice

Other Parish Elected Members: 3-year period (maximum of 12 members as the Church Electoral Roll is less than 200)

Gareth Allen Headteacher at a church school: Parish Safeguarding Officer for young people & vulnerable adults.

Ian Driver Parish Vision Champion

Gregory Hodgkinson Funeral Director and DIY specialist

Iain Jenkins Editor of the Parish Magazine: Church webmaster: member of the IT support group

Beryl Rhodes Financial & accountancy skills

Ann Staton Charity Distribution Committee

David Tuke Treasurer with IT skills: member of the Standing Committee; GDPR Sub Committee

Rachel Tuke Bell Ringing Captain: Parish Data Controller: GDPR Sub Committee

Derek Webster Works for LCC Schools Department; member of the IT support group.

Wendy Wiggans Lay member on the Standing Committee: Charity Distribution Sub Committee: Electoral Roll Officer.

MEETINGS OF THE PAROCHIAL CHURCH COUNCIL (PCC): - 19 MEMBERS UP TO 2022 APCM THEN 17 MEMBERS IN TOTAL

In 2022 there were 9 regular meetings of the PCC - 5 of which were Zoom meetings (due to COVID) and four face to face meetings in Church. The average attendance was 56% with the highest attendance at three meeting being 65% and the lowest at 45% (significantly affected by COVID)).

The make-up of the PCC and its' various sub committees, are shown below:-

MAKE UP OF THE PAROCHIAL CHURCH COUNCIL: (as at 31st December 2022) (elected until the 2023 APCM on 23.4.2022)

Ex Officio:

Clergy (total 1)

Rev'd. Chris Nelson (Vicar):

Churchwardens (total 3)

David Thornton, John Kay & Jill Howe

Deanery Synod: (3 places based on the size of the electoral roll - elected every 3 years – elections due at the 2023 APCM)

Jean Moulding, Susan Greenhalgh and Jacqui Nelson – so an election will be required at this years APCM

Lay representatives: (Total of 12 places - based on the size of the electoral roll)

NOTE: Each member is elected for three years and can be re-elected for a further 3year term after which they CAN NOT be an elected representative until a further year has elapsed (Church Representation Rules). See the next page for elected lay membership.

Details of each elected member, together with their term of office, is shown below:-

YEAR	TERM	NAME	HOW LONG THEY CAN SERVE
4 in 2023	1 st term	Ann Staton	Can be re-elected for a 2 nd term at the 2025 APCM
	1 st term	Wendy Wiggans (Vacant) (Vacant)	Can be re-elected for a 2 nd term at the 2025 APCM
4 in 2020	2 nd term	*David Tuke	Will have to stand down at the 2023 APCM
	1 st term	*Gareth Allen	Will have to stand down at the 2023 APCM
	1 st term	*Gregory Hodgkinson	Will have to stand down at the 2023 APCM
	1 st term	Beryl Rhodes	Can be re-elected for a 2 nd term at the 2023 APCM
4 in 2022	2 nd term	Rachel Tuke	Will have to stand down at the 2024 APCM
	1 st term	Iain Jenkins	Can be re-elected for a 2 nd term at the 2024 APCM
	1 st term	Ian Driver	Can be re-elected for a 2 nd term at the 2024 APCM
	1 st term	Derek Webster	Can be re-elected for a 2 nd term at the 2024 APCM

OBSERVATIONS:

*David Tuke, Gareth Allen and Greg Hodgkinson will have to stand down at the 2023 APCM as they all will have completed two terms each of 3 years (Church Representation Rules). Barbara Collins and Steve Wiggans are eligible to be elected to the PCC this year as they had to retire at the 2022 APCM and have now completed a fallow year.

COMMITTEES OF THE PAROCHIAL CHURCH COUNCIL (PCC) (as at 31st December, 2021)

The PCC operates through a number of committees, all of which report back to the next full PCC meeting. They are: -

Standing Committee:

This is the only committee required by law. It has power to transact any urgent business of the PCC between its meetings subject to any directions given by the Council. The Vicar, three Churchwardens, Treasurer and one other person nominated by the PCC (currently Wendy Wiggans) make up this committee. All relevant items are reported back to the full PCC at each of their meetings.

Charity Distribution Committee:

This committee makes recommendations to the PCC on how the 10% collections are distributed to missions & charities.

Ecumenical Committee:

Arranges, with the other seven churches of all denominations in Penwortham, events such as prayers, processions and fund-raising events to demonstrate Christian unity. We provide material items at the Penwortham Gala and other events. Our current representative is Susan Jones and her report is presented to the PCC by the Vicar & Churchwardens. In addition, the treasurer of Churches together in Penwortham is one of our own parishioners namely Susan Vardy.

GDPR Committee:

The General Data Protection Regulations (GDPR) came into force on 25th May, 2018 which affected how and what information either on a computer or a hard paper copy could be obtained and/or retained. Nationally approved privacy and consent forms were introduced which required the appointment of a Parish Data Privacy Officer who in our case is Rachel Tuke. Both she and her husband David Tuke, our Treasurer, (who have experienced this in their respective working environment) together with the Vicar and Churchwardens sit on this committee to ensure that the provisions of GDPR are implemented. This is a standing item on every PCC agenda.

CHURCH ELECTORAL ROLL

Every six years, a completely new electoral roll is produced and this took place in 2019. In the intervening years, the roll is just revised to take account of those who have either died, moved out of the parish or new people, who are qualified, to join the electoral roll. **In 2022 this resulted in 114 names on the roll** of which 100 are resident in the parish and 14 are non-resident. In 2020 there were 120 on the roll – 100 residents in the Parish and 20 were non-resident. In 2019, when the new roll was produced, there were 124.

The number on the church electoral roll determines the numbers we are permitted on the Deanery Synod and lay members on the PCC. As we have less than 200 on our roll, we are therefore allowed 3 Deanery representatives and 12 members as lay representatives on the PCC with four lay retiring after three years. Each lay member can do two terms of three years before they have to retire for at least one year.

CHURCH ATTENDANCE:

Regular church services:

There is a requirement under the Church Regulations for details of attendances at regular services throughout the year together with attendance and communicants at both the Easter and Christmas festivals to be documented showing the trends over the last four years. These figures are recorded religiously in the Register of Services aka the 'blue book' and form part of the Statistics for Mission each year which have for 2022 been submitted electronically to the Church of England via parish returns as well as the diocese.

Number comparisons over the last four years are not meaningful this year because from 23rd March, 2020, the Coronavirus pandemic forced churches either to be closed or severe restrictions were in place and this remained in place for the whole of 2021 and the COVID effects ran into the first half of 2022. Since November, 2020, we have streamed on Zoom every 10.15am service even when the church was closed and the Vicar was the only person in church. In addition, some christenings, wedding and funerals were streamed. A record has been kept of how many people 'attended' virtually each of these services.

Specials services of baptisms, weddings and funerals:

There is also a legal requirement to report the number of baptisms, weddings and funerals. In 2022 there were **14 baptisms** (6 in 2021), **6 wedding** (6 also in 2021) and **23 funerals** in church (14 in 2021) with **10 additional services conducted at a crematorium / cemetery** by our Vicar without a service in church beforehand (5 in 2021).

CHURCH AFFILIATED ORGANIZATIONS:

The church accounting policies require that all "church affiliated organizations", which are not part of a national body, must submit independently examined accounts to the PCC - this being their parent body. Their accounts must be for the same 12-month period as that of the PCC - in our case the calendar year 1st January to 31st December. Our church does not now have any such affiliated organizations.