

THE PAROCHIAL CHURCH COUNCIL'S ANNUAL REPORT FOR 2023
for the year ended 31st December 2023
(with updates to 15th March, 2024)

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THE PAROCHIAL CHURCH COUNCIL'S ANNUAL REPORT FOR 2023

INTRODUCTION:

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 two ecclesiastical parishes namely Penwortham St Mary (made up of the whole of Howick & Priory Ward and the Broadoak Ward) as well as 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).

Our church parish area has an estimated 13,678 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 Voluntary Aided 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 edge of the parish 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 four distinct groups as follows: -

1. **Ex-officio – 1 in number** namely the Incumbent
2. **Churchwardens** - three Churchwardens elected annually **3 in number**
3. **Deanery Synod elected representatives ex officio – 3 in number** based on the church Electoral Roll numbers. We have only **one representative** on the deanery synod. They are elected for a three year term of office with the last elections taking place in 2023.
4. **Other Parish elected members – maximum 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. Currently we have **9 elected members**. The under-mentioned people were members of the PCC from 23rd April, 2023 and continue to Sunday 28th April, 2024.

As at 31st December, 2023, the PCC members undertook the following duties: -

Continued.....

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

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

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

Jill Howe: Member of the Standing Committee; Foundation Governor at Cop Lane School; 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)*

David Tuke PCC Treasurer: member of the Standing Committee. GDPR sub committee & IT support group.

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

Barbara Collins	Charity Distribution Committee
Ian Driver	Parish Vision Champion; Charity Distribution Committee
Iain Jenkins	Editor of the Parish Magazine: Church webmaster: member of the IT support group
Rhoda Martin	Organist and formerly a Churchwarden at a previous parish
Beryl Rhodes	Financial & accountancy skills
Ann Staton	Charity Distribution Committee
Rachel Tuke	Bell Ringing Captain: Parish Data Controller: GDPR Sub Committee: Vice Chair of Churches together in Penwortham:
Derek Webster	Works for LCC Schools Department; member of the IT support group: Manages live streaming of Sunday church service
Wendy Wiggans	Lay member on the Standing Committee: Charity Distribution Sub Committee: Electoral Roll Officer.

MEETINGS OF THE PAROCHIAL CHURCH COUNCIL (PCC): - 17 MEMBERS UP TO 2023 APCM THEN 14 MEMBERS IN TOTAL

In 2023 there were 7 regular meetings of the PCC - one of which was a meeting on Zoom and six face to face meetings in Church. The average attendance was 67% with the highest attendance at one meeting being 86% and the lowest at 53% .

MAKE UP OF THE PAROCHIAL CHURCH COUNCIL: (as at 31st December 2023) (elected until the 2024 APCM on 28.4.2024)

Ex Officio:

Clergy (total 1)

Churchwardens (total 3) – *elected annually at the Annual Parochial Church Meeting (APCM)*

Deanery Synod: (3 places based on the size of the electoral roll - elected every 3 years – elections due at the 2026 APCM)

Currently only 1 representative

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 3 year 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 lay member, together with their term of office, is shown below: -

YEAR	TERM	NAME	HOW LONG THEY CAN SERVE
4 in 2021			
	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
4 in 2022			
	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 2023			
	2 nd term	Beryl Rhodes	Will have to stand down at the 2026 APCM
	1 st term	Barbara Collins	Can be re-elected for a 2 nd term at the 2026 APCM
	1 st term	Rhoda Martin (Vacant)	Can be re-elected for a 2 nd term at the 2026 APCM

OBSERVATIONS:

*Rachel Tuke will have to stand down at the 2024 APCM as she will have completed two terms each of 3 years (Church Representation Rules).

Iain Jenkins, Ian Driver and Derek Webster are all eligible to be re-elected again to the PCC this year.

COMMITTEES OF THE PAROCHIAL CHURCH COUNCIL (PCC) (as at 31st December, 2023)

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 which are held weekly on Thursdays.

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. Churches Together in Penwortham group 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 and finally our own Rachel Tuke has been elected Vice Chairman of the group.

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 which 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 the last one took place in 2019 so a completely new roll will take place in 2025. 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 2023 this resulted in 114 names being on the roll** of which 100 were resident in the parish and 14 were non-resident. In 2022 there were 117 on the roll: In 2021 there were 122 on the roll and in 2020 there were 120 on the roll. In 2019, when the current 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 and more than 100 on our roll, we are therefore allowed 3 Deanery representatives and 12 lay representatives members 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 previous years. These figures are recorded accurately in the Register of Services (aka the 'blue book') and form part of the Statistics for Mission each year which have for 2023 been submitted electronically to the Church of England via parish returns as well as to 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 put in place and this remained so for the whole of 2021 and the COVID effects ran into the first half of 2022. Since November, 2020, we have streamed live 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' at each of these services.

During 2023 **the average weekly attendance (which does not include Christian festivals)** amounted to 48 adults and 4 young people under the age of 16 making a total of 52 persons. In 2022 there were 49 adults and 1 young person making a total of 50.

Specials services of baptisms, weddings and funerals:

There is also a legal requirement to report the number of baptisms, weddings and funerals. In 2022 & 2023 there were **14 baptisms** (6 in 2021):

In 2023 there was **1 wedding** (6 in 2022 and 2021)

In 2023 there were **24 funerals** (23 in 2022 and 14 in 2021) of which 9 **services were only conducted at a crematorium / cemetery** by our Vicar without a service in church beforehand (10 in 2022 and 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.