St John the Evangelist Church, Birkby

Vestry Meeting and Annual Parochial Church Meeting

Sunday 3rd May 2026



(Part of the 9.15 Sunday Service St John Evangelist, Birkby, Huddersfield)

AGENDAS

VESTRY MEETING

1. Welcome and opening prayers.
2. Apologies.
3. Election of Churchwardens.

ANNUAL PAROCHIAL CHURCH MEETING

1. Minutes of the APCM held on 18th May 2025
2. Matters arising
3. Reports
a. Electoral Roll Officer's report.
b. Clergy
c. PCC report
d. Churchwardens' Report
e. Deanery Synod Report
f. Safeguarding report
g. Fabric
h . Fellowship and Fundraising Report
i. Charity Giving

4. Elections
a. PCC.
b. Sidespersons.
c. Independent Examiner

PCC MEETING TO FOLLOW ON WEDNESDAY 6th MAY – 6.30pm

1. Elections.
a. PCC secretary.
b. Treasurer.
c. Electoral Roll Officer.
2. Thanks and closing prayers.

ST. JOHN THE EVANGELIST, BIRKBY, HUDDERSFIELD APCM MINUTES

SUNDAY 18TH MAY 2025 FOLLOWING THE 9.15AM SERVICE

Vestry Meeting

1) Reverend Ruth welcomed everyone to the Annual meeting and opened with prayers.

2) Attending were: Rev. Ruth Bradley, Peter Prasadam (unable to stay for whole ACM), Rizwan Paul, Pat Berry, Molly Clarke, Tony Clarke, Princess Bedeau, Esther Gay, Mukhtran George, Anne Brier, Granville Brook. (organist).

3) Apologies: Grahame Berry.

4) **Election of Churchwardens**

Nominations: Peter Prasadam, Grahame Berry.

Voting: all in favour (Granville Brook did not vote). Grahame Berry and Peter Prasadam duly elected as Churchwardens.

Annual Parochial Church Meeting (APCM)

1) **Minutes** of APCM meeting held on Sunday 18th May 2024 - proposed by Anne, seconded by Pat as a true record and all those present who had attended this meeting in agreement.

2) **Matters arising** - none.

Rev. Ruth thanked everyone (including PCC members) involved in helping with the running of the church.

3) **Reports**

a) Electoral Roll Officer's Report

Correction made to the number of 2025 electoral roll members - this number is 38 (rather than 36).

There were no questions.

b) Clergy Report

There were no questions.

c) PCC Report

There were no questions.

d) Churchwardens Report

There was an overall acknowledgement that there is a lot of work going on at present, the main driver being to reach out to engage and connect with people and local groups. It was also acknowledged that it is great that Rev. Ruth is now here for this.

There were no questions.

e) Deanery Synod

There were no questions.

f**) Safeguarding Report**

There were no questions.

g) Fabric Report

There were no questions.

h) Fellowship and Fundraising Report

Anne commented that going forward we need to focus on generating more ideas for fundraising and that suggestions would be welcomed.

There were no questions.

i) Charity Giving Report

Correction made to the amount donated to the Church Housing Trust - this was £25 (rather than £24).

j) Finance Report

Pat explained the Statement of Accounts documentation.

There were no questions.

A vote of thanks was given to Pat by Rev. Ruth for all her work.

4. **Elections**

a) PCC

Leon George - Deanery Synod representative

Anne Brier - Deanery Synod representative

Grahame Berry - Churchwarden

Peter Prasadam - Churchwarden

Pat Berry - all voted in favour (including Granville, Peter not present)

Mukhtran George - all voted in favour (including Granville, Peter not present)

Rizwan Paul - all voted in favour (including Granville, Peter not present)

b) Sidespersons

There were no nominations.

c) Independent Examiner

Petition to re-elect James Wilkinson to prepare and Andrew Wilkinson to examine the Accounts. Proposed by Pat Berry, seconded by Tony Clarke, all in favour.

Rev. Ruth gave a vote of thanks for all the work James and Andrew do, which Pat will convey to them.

Rev. Ruth thanked everyone for attending and closed the meeting with prayer.

PCC Meeting immediately following the APCM

Present: Rev. Ruth Bradley, Pat Berry, Rizwan Paul, Mukhtran George, Anne Brier.

1. Elections

b) PCC Secretary - proposal for Peter Prasadam to continue in this role (confirmed with Peter following the meeting) - all in agreement.

c) Treasurer - proposal for Pat Berry to continue in this role, all in agreement.

d) Electoral Role Officer - proposal for Mukhtran George to continue in this role, all in agreement.

2. Date for next PCC meeting agreed as Saturday 12 July 2025, 10am at St. John's.

Rev. Ruth closed the brief meeting with a prayer for the new PCC year.

APCM REPORT ON PPC ACTIVITIES FROM 18.05.25 to 3.05.26

ADMINISTRATIVE INFORMATION:

St. John the Evangelist is situated on St John's Road, Birkby, Huddersfield. It is part of the Diocese of Leeds within the Church of England. The correspondence address is: The Vicarage, 43 Ashbrow Road, Huddersfield HD2 1DH.
The Parochial Church Council (PCC) is a Registered Charity: Charity Number 1164732

PCC members who have served since the 2025 APCM are: Revd Ruth Bradley, Peter Prasadam, Anne Brier, Mukthan George, Pat Berry, Grahame Berry.

Incumbent: Revd Ruth Bradley
Churchwardens: Grahame Berry and Peter Prasadam

Representatives on the Deanery Synod: Anne Brier

Elected Members:Peter Prasadam (Secretary) Pat Berry (Treasurer) Anne Brier (Safeguarding Officer) Rizwan Paul, Mukthani George

Structure, governance and management
The method of appointment of PCC members is set out in the Church Representation rules. All Church attendees are encouraged to register on the Electoral Roll and stand for election to the PCC.

Objectives and activities
St. John's has the responsibility of co-operating with the Incumbent in promoting in the ecclesiastical parish the whole mission of the church, pastoral, evangelistic, social and ecumenical.

Achievements and performance
Church attendance.
There are 40 names on the Church Electoral Roll.
The average weekly attendance was 24 plus 3 under sixteen; Easter Day 34 communicants with 37 attending; Christmas Midnight Mass, 40 Communicants, 74 attending. During the year, there were 13 funerals at church.

A. ELECTORAL ROLL OFFICER'S REPORT

As per Church Representative Rules the roll has been displayed in church prior to the APCM. The 2026 electoral roll has 40 members.

Mukthani George
Electoral Roll Officer

B VICAR'S REPORT

I have now been in the Interim Priest-In-Charge post for a year and it has been great to see the growth of mission and outreach at St John the Evangelist Church.

The Mission Action Plan outcomes have been carried out and reviewed. The actions and developments are outlined in the report.

Last year, two adults, one from each church in the Benefice came forward for Confirmation and they were supported by family and members from the churches at the Confirmation service.

The Youth group was formed and young people enjoy social activities, Bible-based discussion and refreshments. Currently, they are focusing on preparing for their Confirmation in July.

Changes have been introduced to worship with replacement of the hymn books and introduction of the All-Age Worship service during Ordinary time. Thank you to all who participate and contribute to the worship at

the Sunday services, Wednesday Communion service and the Café Church. Of special significance also has been the introduction of new services: the Crib and Christingle Service, All-Souls Service, Nine Lessons and Carols and Ascension Day.

School engagement continues to be a priority. It was lovely to welcome the leaders and children from Birkbees who came to visit the church at Christmas and Birkby infants who came to look around the church in the new year.

It has been great meeting people from the wider community who have come along to the Coffee mornings, Souper Wednesday lunches and Community Fayres. Thank you to all who prepare, help and participate in the events.

During the past year, the Building and Finance Committee put considerable time and effort into filling in and submitting grants as well as the coordination of the building workers, management of accounts and fundraising.

I am very grateful for all those who assist in the practical requirements of opening and closing the church, setting up the room, car park management and cleaning. Thank you particularly to the Churchwardens, Treasurer, PCC members and all those who support this important work of the church.

I appreciate and thank you all who have welcomed me and supported me in my first year as Incumbent for St. John the Evangelist.

May God guide and support us as we journey on into the next year.

Reverend Ruth Bradley – Interim Priest in Charge

C. PCC REPORT

Since the last APCM, the PCC have held 6 meetings. They have been held at church with the agenda and reports of the previous meeting given to the members prior to the next meeting. To manage the workload of the PCC and to encourage greater involvement of parish members, two committees have met regularly in-between PCC meetings:

1. The Mission and Outreach Committee: Revd Ruth Bradley, Peter Prasadam, Leon George, Anne Brier, Mukthan George, Pat Berry, Grahame Berry.
2. The Buildings and Finance Committee: Revd Ruth Bradley, Peter Prasadam, Pat Berry, Grahame Berry, Anne Brier.

These committees focus on the aims of the Mission Action Plan and bring suggestions for action to the PCC for approval. Meetings started with a prayer and ended with the Grace.

Peter Prasadam – PCC Secretary

D. CHURCHWARDENS' REPORT

The life of the Church is rooted in the diocesan rule of life: Loving, Living and Learning. Since the last APCM the PCC has continued to adopt the Mission Plan to develop these three principles of Christian witness. The Mission Plan has five key areas listed below and work has continued in each of them:

1. Outreach to young people and families

- Links continues with Christ Church Academy with Revd Ruth Bradley and the LLM leading monthly assemblies as well as the Easter and Christmas Services.
- A monthly Benefice Messy has continued. The average attendance is between 5 and 10 people
- Three school visits to St John's have taken place. Birkby Infants School visited on the 25th February 2025 with 5 classes, totalling 124 children and 15 members of staff. Birkbees Nursery school visited on 8th December 2025 with 13 children and 4 members of staff. Brambles Academy visited on 11th December 2025 with 49 children and 7 members of staff. Revd Ruth Bradley led the visits.
- At Easter 2026, a Messy Church session at the Church was held with children making biodegradable Easter gardens. 4 children attended.
- A Benefice youth group meets at St John's once a month on a Sunday afternoon. There are five members. Confirmation preparation classes have been running for four months.

- The LLM - Peter Prasadam - presented a joint interfaith presentation on Advent and Diwali in Birkby Junior School to Year 4.

2. **Grow in Christ and Understand God more**

- Sunday and Wednesday Eucharists have continued where preaching on the weekly readings takes place.
- More Informal worship in the style of a Cafe Church takes place once a month following different themes: faith under challenge; reconciliation; the Lord's Prayer
- A Bible Fellowship meets regularly every two weeks. During Advent and Lent they met every week and followed two themes: the names of Jesus and reconciliation. There are now 10 members.

3. Maintain and develop Fellowship and wider community links

- Fellowship opportunities have continued to be offered through weekly coffee and tea after the Sunday Eucharist.
- A monthly coffee morning on the third Saturday of each month continues to meet and gives fellowship to a consistent group of people who are linked to the Church. 20 to 30 people attend.
- A 'Souper Wednesday' outreach began in October 2025. Soup and a roll is served. Residents from St John's Crescent particularly attend. 10 - 15 people attend each week.
- Work engaging with and supporting the needs of Asylum seekers continues and the Church is pleased to report that one has now gained 'leave to remain'.
- The Church opened for the Heritage Weekends in September and had a coffee morning and Church Fayre. A model boat was also on display. 100 plus people attended.
- The Community Room continues to be used: The PCC leads the Whist Group. A craft group meets on a Friday. Rental Agreements are in place with both groups. There have been some individual short term bookings eg diocesan meetings and elections days.
- The PCC are currently considering a request for another Church Group to use the Church for worship on a Sunday.
- Members of the PCC sit on other bodies: Deanery Synod, South Kirklees Interfaith Group, The Diocesan Huddersfield Area Strategy Group Churches Together, Lindley Trustee Governor, Christ Church Academy Governor, The Diocesan Maintenance Building Collective, Reader Ministry Discernment.
- The PCC has run three Community Fayres during the past year. They have increased in the number of people attending and the amount of money raised has significantly increased - the last one was £750. It is intended to run one of these fayres once every three months and one is planned for May 30th.
- Links have been made with the local allotment group and it has been agreed that their members can access the Church toilets on a Wednesday.
- A weekly Chair Exercise Class has just begun on Thursdays which is run by a Kirklees Personal Trainer. Participants pay £5.00 per hour session with a hot drink and natter session afterwards.

4. **Maintain life-giving and enhancing worship that is engaging to parishioners and the wider community**

- Sunday and Wednesday Eucharists as well as festival services such as Easter and Christmas have been maintained.
- Additional services have included: a Christmas Crib Service, the beginning of a monthly Cafe Church on a Sunday afternoon to offer more informal worship; an All Souls Day service for remembering loved ones in November; An Ascension Day Service.
- A new set of hymn books: Ancient and Modern was purchased and is now being used.
- Worship is planned to engage the diversity of the congregation. For example: Prayers and readings at Word Services were said in Urdu
- Benefice Eucharists continued up to Christmas 2025, but were discontinued from January 2026. Both PCC's considered the Benefice Eucharist Services were stopping people from attending worship due to transport difficulties.

5. Apply for grants to support the Church

- A quinquennial was completed in July 2024 and included a list of both short term and longer term building work. Grants were obtained to continue this work with respect to replacing wooden ladders in the

Tower: £3500 - Benefact trust Grant; £5000 - Yorkshire Historic Churches Trust Grant; A further £1590 was raised through the Ladder Appeal. The total cost of the new ladders including VAT was £12,565.20 so the remaining amount of £2475.20was made up from the Church Restoration fund. The new ladders are now in place and will enable future repair work of the tower to be done. An application will be made to the Leeds Diocesan Board to recover the VAT.

- An Expression of Interest to the National Lottery request for a large grant to cover Capital work was made to the National Lottery. In the feedback the lottery said they are interested in working with the Church long term, but advised putting in a predominantly Community linked grant to begin with. The PCC is currently putting together a grant with a theme of 'That's Our Story.'
- A small grant application to Easy Funding was made to help pay for the Souper Wednesday outreach work.

Peter Prasadam and Grahame Berry - Churchwardens

E. DEANERY SYNOD

The functions of the Deanery Synod are:

- To consider matters concerning the Church of England and to make provision for such matters in relation to their Deanery, and to consider and express their opinion on any other matters of religious or public interest;
- To bring together the views of the parishes of the Deanery on common issues to discuss and formulate policies, to foster a sense of community among those parishes, and generally to promote in the Deanery the whole mission of the Church, pastoral, evangelistic, social and ecumenical;
- To make known and, so far as appropriate, put into effect any provision made by the Deanery Synod;
- To consider the business of the Deanery Synod, and particularly any matter referred to that Synod by the General Synod, and to sound parochial opinion whenever they are required or consider it appropriate to do so;
- To raise such matters as the Deanery Synod considers appropriate with the Diocesan Synod.

Additionally, meetings are a valuable opportunity to connect with our neighbouring churches to share good ideas and experiences, thereby receiving support in dealing with the challenges of parish life.
We continue to have joint Deanery Synod meetings of the Huddersfield and the Almondbury & Kirkburton Deaneries, with 4 meetings having taken place in the past year, some in person and, in winter months, on-line via Zoom. Topics covered at the meetings have included: election of the next Bishop of Leeds, General Synod reports, use of the Clergy Well-Being document and an introduction to Maintenance Collectives. Our Deanery and we at St John's are taking part in a Maintenance Collective pilot, aimed to assist parishes to look after their buildings.
Election of Deanery Synod representatives takes place every three years and is due this year at APCMs.

Anne Brier - Deanery Synod representative

F. SAFEGUARDING

The Church of England provided clarification on its national safeguarding guidance in June 2025, confirming that all safeguarding policies have been updated and are available in an e-manual on their website (https://www.churchofengland.org), and promoting use of the Safeguarding Dashboard as best practice. The overarching House of Bishops 'Promoting a Safer Church' document (2017) remains in place but is under review and will be replaced with an updated version in due course. The Parish Safeguarding Handbook has been removed. A Parish Safeguarding Toolkit, providing updated 'how to' advice, is under development and accessible via the Church of England website.

Our local safeguarding policies and procedures incorporate the national guidance, utilising Church of England templates and have been updated accordingly. Work is ongoing to populate and update the parish safeguarding dashboards for both churches within the Benefice. Parish Safeguarding Action Plans have been generated from the dashboards, with updates to be provided at respective PCC meetings.

Most PCC members are enrolled for the Disclosure and Barring Service (DBS) automatic annual Update Service. Other DBS renewal or new personnel checks are undertaken as required.

Safeguarding issues (concerns or queries) which have arisen locally during the past year have been followed up in accordance with approved guidance.

Anne Brier - Benefice Safeguarding Officer

G. FABRIC REPORT

There is still a substantial amount of work in the short and long term to be done on the fabric of the Church (Chancel roof, West End and further work on the tower, as well as the inside of the North roof). The restoration works required are identified in the Quinquennial report of July 2024. Roof, wall and tower work are particularly pressing. In 2022 the estimated quote for the work was £779,218. It is highly probable that the current costs are 30 to 40 percent higher.
A low external wall on the driveway of the Church was repaired after a removal lorry damaged it. An insurance claim was made and the repair work cost £2219 + VAT. It was not possible to claim the VAT back on this work but an application will be made to the Leeds Diocesan Board

Peter Prasadam and Grahame Berry - Churchwardens

H. FELLOWSHIP AND FUNDRAISING REPORT

Our monthly coffee mornings have continued throughout the past year, taking place on the third Saturday of every month. The popular coffee mornings provide a regular addition to church funds, also offering an opportunity for both local and wider social contacts.
In September 2025, as part of the annual Heritage Open Days events, we held our first Community Fayre, with a wide range of new and 'good as new' items on sale. This was followed by a Fayre in November with a Christmas / Winter theme and a 'Love Thy Neighbour' Fayre in February 2026. These events have been well-attended, raising substantial funds and providing opportunities to strengthen engagement with the local community, with plans to continue them at regular intervals throughout the year.
'Souper Wednesday' was introduced from November 2025 as part of the national Warm Welcome Spaces Campaign, comprising a weekly offer of soup for lunch with associated fellowship, activities (such as board-games, singing) and sign-posting for sources of wider support as appropriate. Donations for church funds may be received. Members of the local community attend and have expressed their wish for the sessions to continue beyond the winter season.
Our bank of volunteers to help organise events is gradually increasing and anyone able to offer any form of help, including ideas / suggestions for fellowship and fund-raising is always very much welcomed.

Anne Brier - on behalf of the Mission and Outreach Committee

I. CHARITY GIVING

The MacMillan Coffee Morning of 2025 raised £190 and £71.55 was donated to Christian Aid.
Pat Berry - Treasurer

J STATEMENT OF ACCOUNTS - St John The Evangelist Birkby Year ending 31st December 2025

See Separate Booklet.

Independent Examiner's Report

Report to the Trustees of St. John's Parochial Church Council, Birkby (Charity No.1164732) on the accounts of the Church Council for the year ended 31 December 2025.

Respective responsibilities of the Trustees and the Examiner

The charity's trustees are responsible for the preparation of the accounts. The charity's trustees consider that an audit is not required for this year under section 144 of the Charities Act 2011 (the Charities Act) and that an independent examination is needed.

It is my responsibility to:

- examine the accounts under section 145 of the Charities Act;
- follow the procedures laid down in the General Directions given by the Charity Commission (under section 145(5)(b) of the Charities Act); and
- state whether particular matters have come to my attention.

Basis of this report

My examination was carried out in accordance with the General Directions given by the Charity Commission. An examination includes a review of the accounting records kept by the charity and a comparison of the accounts presented with those records. Specifically, I have reviewed the Summary Statement of Financial Activities, the Detailed Income & Expenditure Statement, and the Balance Sheet as at 31 December 2025 all three of which are attached to this Report, and the financial records supporting them. My examination also includes consideration of any unusual items or disclosures in the accounts and seeking explanations from the trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit, and consequently no opinion is given as to whether the accounts present a 'true and fair' view and the report is limited to those matters set out in the statement below.

Independent Examiner's statement

In connection with my examination, no matter has come to my attention:

1. which gives me reasonable cause to believe that in any material respect the requirements
   - to keep accounting records in accordance with section 130 of the Charities Act; and
   - to prepare accounts which accord with the accounting records and comply with the accounting requirements of the Charities Act have not been met; or
2. to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.



Andrew Wilkinson FCA

21 April 2026

68 Thorpe Lane, Huddersfield, HD5 8UF

Notes to the Accounts

For the Year Ended 31 December 2025

Employees

The Church did not have any employees during the year or in the previous year.

The PCC members are considered to be the key management personnel of the Church.

No expenses were paid to any other member of the PCC, persons closely connected to them or related parties.

N.B. The Fabric Fund & Restoration Fund represent grants & donations made specifically for those purposes. Consequently the funds can only be used for these specific purposes.

This booklet has been prepared in preparation for the APCM. The financial statements have been presented to and agreed by the PCC at a meeting held on the 21st April 2026.

Balance sheet on 31 December 2025

	2025	2024
Debtors & prepayments	499	-
Cash at bank and in hand	30,002	29,960
Short-term creditors	(3,404)	(856)
Net assets	27,097	29,104
Comprised of:		
Unrestricted	17,966	25,036
Restricted		
Restoration	-	1,556
Fabric	9,131	2,512
	9,131	4,068
	27,097	29,104

Detailed income and expenditure statement for the year ended 31 December 2025

	Unrestricted	Restricted		2025	2024
		Restoration	Fabric	Total	Total
INCOME					
Voluntary income					
Gift aid donations	6,456	750	500	7,706	5,959
Tax recoverable	3,915	-	-	3,915	2,996
Other planned giving	889	-	-	889	1,316
Open plate collections	3,247	-	-	3,247	2,948
Gift days	-	-	-	-	240
Grants	-	-	5,500	5,500	-
Legacies	-	-	-	-	-
Donations and appeals	4,178	40	551	4,769	3,227
	18,684	790	6,551	26,025	16,686
Activites for generating funds					
Fund raising events	3,073	-	-	3,073	1,544
Facilities hire	2,431	-	-	2,431	3,955
	5,503	-	-	5,503	5,499
				-	
Income from church activities				-	
Wedding and funeral fees	1,703	-	-	1,703	1,659
				-	
Bank interest	-	-	68	68	31
				-	
Total income	**25,890**	**790**	**6,619**	**33,299**	**23,875**
EXPENDITURE					
Church activities					
Diocesan parish share	9,600	-	-	9,600	9,400
Printing and stationery	1,243	-	-	1,243	505
Service costs	275	-	-	275	346
Insurance	6,945	-	-	6,945	6,787
Utilities	5,636	-	-	5,636	3,858
	23,699	-	-	23,699	20,896
				-	
Costs of generating funds				-	
Expense of holding events	63	-	-	63	-
Grant application costs	-	-	-	-	-
	63	-	-	63	-
				-	
Other expenditure				-	
Repairs and maintenance	7,636	2,943	-	10,579	924
Professional fees	-	-	-	-	2,640
Churchyard	800	-	-	800	-
Sundry	94	-	-	94	233
Missions and charities	71	-	-	71	74
	8,601	2,943	-	11,544	3,871
				-	
Total expenditure	**32,363**	**2,943**	**-**	35,306	**24,767**
				-	
Surplus/(deficit)	**(6,473)**	**(2,153)**	**6,619**	**(2,007)**	**(892)**

Summary statement of financial activities for the year ended 31 December 2025

	Unrestricted £	Restricted £	Designated £	Total 2025 £	2024 £
Incoming resources					
Voluntary income	18,684	7,341	-	26,025	16,717
Activities for generating funds	5,503	-	-	5,503	5,499
Income from investments	-	68	-	68	-
Church activities	1,703	-	-	1,703	1,659
Total incoming resources	25,890	7,409	-	33,299	23,875
Resources expended					
Church activities	23,699	-	-	23,699	20,896
Costs of generating funds	63	-	-	63	-
Other expenditure	8,601	2,943	-	11,544	3,871
Net income before transfers	(6,473)	4,466	-	35,306	(892)
Transfers between funds	597	(597)	-	-	-
Net movement in funds	**(5,876)**	**3,869**	**-**	**(2,007)**	**(892)**

Independent Examiner's Report

Report to the Trustees of St. John's Parochial Church Council, Birkby (Charity No.1164732) on the accounts of the Church Council for the year ended 31 December 2025.

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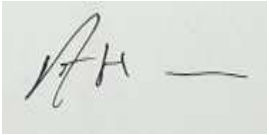
Basis of this report

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Andrew Wilkinson FCA

21 April 2026

68 Thorpe Lane, Huddersfield, HD5 8UF

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