



EUXTON PARISH CHURCH

ANNUAL MEETINGS 2025

Sunday 25 May 2025, 10.15am in Church

A. ANNUAL MEETING OF PARISHIONERS FOR THE ELECTION OF CHURCHWARDENS

Meeting open to all those whose names are entered on the electoral roll of the parish and those who reside in the parish and whose names are entered on a register of local government electors

1. Apologies for absence
2. Minutes of previous meeting
3. Election of Churchwardens

B. ANNUAL PAROCHIAL CHURCH MEETING

Meeting open to those whose names are entered on the roll of the parish and specified others

No	Item	Encl.
1.	Apologies for absence	Verbal
2.	Report on new electoral roll	✓
3.	Annual report of the PCC	✓
4.	Annual fabric report	✓
5.	Deanery Synod report	✓
6.	Safeguarding report	✓
7.	Elections to PCC	Verbal
8.	Elections to Deanery Synod	Verbal
9.	Questions	Verbal

**Anyone wishing to ask a question under item 9 is requested to submit it at least 48 hours in advance by email to:
admin@euxtonparishchurch.org**

EUXTON PARISH CHURCH
DRAFT MINUTES OF A MEETING OF PARISHIONERS
HELD ON 28 APRIL 2024 AT 10.15AM IN CHURCH

Present:

Rev Jo Smith	J Gambon	P Lowe
(Incumbent, in the	C Glen	R Mangnall
Chair)	A Grant	P Owen
A Armstrong	K Grant	A Reid
G Bolton (Secretary)	E Heaton	H Shaw
A Bland	G Ingham	S Swift
E Butcher	F Jenkins	J Thompson
T Cahill	G Jones	H Waugh
G Dalley	J Leap	P Wright
M Fielding	S Lee (Treasurer)	J Vanderpuye
L Fooks	E Lowe	

1. Chair and Quorum

Revd Jo Smith took the chair and noted that the meeting had been convened in accordance with the provisions of ss. 4 and 5 of the Churchwardens Measure 2001.

2. Apologies for absence

Apologies of absence were received from S Ball, S Whyte, P Howard, M Rooney, M Shaw, K Banbury, D Banbury, and J Thompson.

3. Minutes from previous meeting

The minutes of the previous meeting held on 21 May 2023 were **APPROVED** as a true and accurate record.

4. Election of Churchwardens

The Chair confirmed that nominations had been received, duly proposed and seconded and accompanied by the necessary statements to confirm that the nominees were willing to serve and were not disqualified from serving, for the following individuals:

- a) Mr Martin Shaw, proposed by A Grant, and seconded by A Reid.
- b) Ms Maureen Rooney, proposed by A Grant, and seconded by S Lee.

The candidates were duly **ELECTED UNOPPOSED**.

Revd Jo presented outgoing Churchwarden Andy Grant with a commemorative plaque to express her gratitude and appreciation for all his hard work and continued service for 12 years.

There being no further business to transact, the meeting was declared closed.

Chair**Date:**



EUXTON PARISH CHURCH**DRAFT MINUTES OF THE ANNUAL PAROCHIAL CHURCH MEETING****HELD ON 28 APRIL 2024 AT 10.20AM IN CHURCH****Present:**

Rev Jo Smith	J Gambon	P Lowe
(Incumbent, in the	C Glen	R Mangnall
Chair)	A Grant	P Owen
A Armstrong	K Grant	A Reid
A Bland	E Heaton	H Shaw
G Bolton (Secretary)	G Ingham	S Swift
E Butcher	F Jenkins	J Thompson
T Cahill	G Jones	H Waugh
G Dalley	J Leap	P Wright
M Fielding	S Lee (Treasurer)	J Vanderpuye
L Fooks	E Lowe	

Chair and quorum

Revd Jo Smith took the chair and noted that due notice of the meeting had been given. She therefore declared the meeting duly convened and constituted.

1) Apologies for absence

Apologies for absence were received from M Rooney, P Howard, M Shaw, S Ball, S Whyte, D Banbury, K Banbury and J Thompson.

2) Minutes of the previous meeting

The minutes of the previous meeting held on **21 May 2023** were **APPROVED** as a true and accurate record.

3) Report on changes to the electoral roll

A report had been circulated with the agenda which highlighted 196 members of the revised electoral roll as at 31 December 2023. In 2025, the church will commence the preparation of a new roll. The meeting received the report on changes to the electoral roll and noted the content.

4) Annual report of the PCC

The Secretary presented a report which had been circulated with the agenda. The meeting received the report with no questions and noted the content.

5) Financial statements for year ended 31 December 2023

The Treasurer, Shona Lee presented the annual report and financial statements for the year ended 31 December 2023 which had been circulated with the agenda. She confirmed that these had been subject to independent examination.

Changes in expenditure were highlighted within 2023 with significant reductions due to the completion of the roof project in 2022. Income was also significantly reduced in 2023 due to the completion of the roof appeal donations. However, a significant legacy / donation due in the near future.

The Treasurer was encouraged by the increase in general giving (despite difficult times) and increased bookings of the Church Community Centre with regular bookings now at capacity.

Looking ahead to 2024, the Parish Share is set at £80000, which includes a £26000 decrease following a conversation with the Diocese. A realistic budget has been set, with finances tight but with PCC fully aware. There is now a push and increased emphasis for fundraising.

There were no questions raised, and the Treasurer took the opportunity to thank everyone who had given to the life of the church, either financially or through the gift of time, on behalf of the PCC.

The meeting received and noted **ACCEPTED** the annual report and financial statements for year-ended 31 December 2023.

The Chair thanked the Treasurer for her dedicated work throughout the year and also highlighted the work of Sarah Ball as Gift Aid Officer.

6) Appointment of independent examiner for the coming year

Treasurer, S Lee highlighted increased examination costs due to the increased work required as part of the roof appeal. The Treasurer proposed a transfer to Data Developments (ledger) to save significant costs. It was highlighted however that is not a simple process to transfer with some possible additional costs.

The meeting **APPROVED** the appointment of Data Developments as its independent examiners for the coming year – on the proviso if problems are encountered to seek PCC to have the authority to make decisions.

7) Annual Fabric Report

A Grant presented a report which had been circulated in advance of the meeting to outline the issues relating to the fabric of the church. In his report, Andy thanked all the volunteers from the various building, cleaning and service teams for their much need help and support. The meeting received the report and noted the content.

8) Deanery Synod Report

The minutes of all Deanery Synod meetings during 2023 had been circulated with the agenda in advance of the meeting. The Chorley Deanery includes 21 parishes within Chorley and the surrounding local area. The meeting received the minutes, no questions were raised and the content was noted.

9) Safeguarding Report

A report had been circulated with the agenda to update the meeting on matters relating to safeguarding. Thanks were offered to the Safeguarding Officer, Claire Holt, and the Safeguarding Administrator, Gail Bolton. The meeting received the report and noted the content.

10) Elections to PCC

Rev Jo Smith announced there were 5 vacancies on PCC, with Martin Shaw now appointed Churchwarden and Gail Bolton stepping down from PCC as now an employed as Church Administrator. Gareth Jones' 3 year PCC term has been completed and was due for renewal.

4 nominations were duly nominated as PCC representatives of the laity for 3 year terms:

Laura Fooks proposed by Susan Swift, seconded by Andy Grant,

Gareth Jones proposed by Chris Glen, seconded by Gail Bolton.

Joseph Marston proposed by Andy Grant, seconded by Katie Day.

Kate Power proposed by Andy Grant and seconded by Matt Power

11) Questions

No questions were raised.

12) AOB

Rev Amy Bland assisted the children present at the meeting to create a poster of Our Church Story, concluding that Jesus came to save us and be our friend. The children also identified their favourite parts about church as singing, and refreshments!

Rev Jo Smith gave thanks to our members of the church family who have given their time, talents, and financial support throughout 2023. A special thanks to Andy Grant for 12 years of Church Warden service and he continues in his new role as Voluntary Verger. She concluded in prayer thanking the church familys' faithfulness, to continue to grow in faith and welcome new people.

Chair

Date:

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New Electoral Roll as at 11 May 2025

Total on roll : 139

Resident in the parish : 115

Resident outside the parish : 24

Andy Grant

Parochial Church Council Report for 2024

The purpose of the report is to provide an annual report on the proceedings of the PCC and the activities of the parish generally.

Meetings

We met as a PCC on seven occasions during 2024. Each meeting was well-attended, and the attendance of each PCC member is shown in the table below (A = PCC meetings attended, B PCC meetings held within membership term)

Name	A	B	%	Name	A	B	%
Revd Jo Smith	7	7	100	Grant Ingham	6	7	86
Sarah Ball	7	7	100	Gareth Jones	6	7	86
Gail Bolton	7	7	100	Jenny Leap	6	7	86
Revd Amy Bland (left Sept 24)	4	5	80	Shona Lee	7	7	100
Tim Cahill	6	7	86	Joseph Marston (started May 24)	4	4	100
Laura Fooks (started May 24)	4	4	100	Kate Power (started May 24)	3	4	75
Chris Glen	6	7	86	Maureen Rooney	7	7	100
Andy Grant (term ended April 24)	3	3	100	Martin Shaw	5	7	71
Anne Howard	5	7	71	Sue Swift	6	7	86
				Sue Whyte	4	7	57

Membership

At the Annual Parochial Church meeting on 28th April 2024, the following appointments were made:

Gareth Jones (renewal), Laura Fooks, Joseph Marston and Kate Power were elected as lay members of the PCC for three year terms of office, concluding at the APCM in 2027.

At the PCC meeting on 20th May 2024, Martin Shaw was appointed as Vice-Chair. The following officers were reappointed: Shona Lee as Treasurer, and Sarah Ball as Gift Aid Secretary. Gail Bolton was co-opted as Secretary. Standing Committee – Church Wardens: Martin Shaw and Mo Rooney, Treasurer – Shona Lee and PCC Representative - Susan Swift.

Sincere thanks to Andy Grant and Rev Amy Bland for their contributions within their time on PCC.

Summary of business transacted

The table below shows the key items of business transacted by the PCC at each of its meetings during the year, in addition to the standing reports considered:

February 24	March 24
<ul style="list-style-type: none"> • Standing Committee approved and completed CCC Drainage. Approved CCC Hive heating system quote - completed Jan 24. • Report back on Parish Share meeting with the Diocese where we had received significant support • Draft risk assessment completed for church / churchyard • New church card machine received • Proposal of Legacies pack – long term financial strategy • Approved Youth Group and Abide youth event risk assessments • Approved Church Community Centre projectors quotations– main hall and annexe • Discipleship team - formation of monthly Explore group focused on the Old Testament – Explore in 24 • Outreach team – Crafternoon event planned for Chorley Deanery mission weekend • Approved Easter services 	<ul style="list-style-type: none"> • Discipleship team – discussion on ways to grow in our own personal faith / develop their relationship with God • Approved non charge of Ipad fees for funerals • Approved to sell 3 removed individual church pews • Approved Church Community Centre boiler works • Approved proposal for 20 hour per week Children & Youth Minister role supported by external funding • APCM Date set for 28th April 2024 – 4 PCC vacancies • Adopted Clergy Dignity in Ministry – Bullying and Harassment policy. • Approved Youth Forum risk assessment
April 24	28 th April 2024
<ul style="list-style-type: none"> • Approved annual report and end of year financial accounts for Dec 23 	<ul style="list-style-type: none"> • APCM – appointment of PCC members and new churchwardens
May 24	July 24
<ul style="list-style-type: none"> • Appointment of PCC officers • Approved PCC Code of Conduct • Standing Committee approved footpath repair quote and Crafternoon event risk assessment • Approved staff holidays increase to 25 days per year • Approved Children and Youth Minister job description / person specification • Resignation of CCC Manager from July-agreed on 2 split roles proposal moving forwards – Co-ordinator and Caretaker • Approved footpath repair quote • Approved Church Community Centre full LED lighting, sensors and 5 emergency lighting quotation 	<ul style="list-style-type: none"> • Resources team led discussion on volunteers recruitment to serve our church, production of serving videos to be used in services, serving workshop to be held in the Autumn. • Successful Churchyard Clean Up Day held. • Approved change of PCC bank account (with electronic functionality), new PCC signatories and read only access to accounts for Finance Team. • Approved new Church Community Centre bank account signatories • Promotion of Legacies leaflet • Approved a 50/50% split for the church and church community centre for shared insurance policy costs • Approved Youth Group summers socials risk assessment

<ul style="list-style-type: none"> • Approved daily nursery fees increase and other users • Outreach Team – successful Crafternoon outreach event as part of Chorley Deanery Mission weekend. 	<ul style="list-style-type: none"> • Approved the reauthorisation of Anne Howard as Youth Authorise Lay Minister
September 2024	November 2024
<ul style="list-style-type: none"> • Discipleship team – production of ‘ways to serve’ videos for use in services and Equipping People To Serve workshop booked for 3rd October. • Discipleship team – discussion / feedback on small group provision for 2025. • Noted that new Church Community Centre Co-ordinator started 22nd July 2024. • Approved nursery 1 year contract of fixed hire fees. • Comprehensive Church Community Centre risk assessment completed - incident books placed in each Church Community Centre room • Monthly Gather and Natter sessions to commence. • Approved Christmas services. • Thanks given to Amy as she finishes her curacy with us and leaves to become Hospital Chaplain 	<ul style="list-style-type: none"> • Standing Committee approved church chancel netting • Approved Church Fees for 2025 • Discussion/feedback on new Diocesan Vision for 2026 to 2033 with reflection on current vision Healthy Communities Transforming Churches • Approved Parish’s Verse of the Year 2025 • Church gas and electric contracts renewed until 2027 • Successful Church Clean Up Day held. • Resources Team disbanded – Safeguarding, Finance and Church Community Centre to report directly to PCC. • Discussion on Parish Share (2024 and how we meet and the request for 2025) • Approved 2025 Church Budget • Decision to ask for 2025 Parish Share meeting in 2025 • Successful stewardship campaign held • Approved ALM for Youth training application • Approved CCC Co-ordinator increased contract hours from 7.5 to 12 • Appointed Church Community Centre Caretaker • Approved Church Community Centre Annexe flooring quotation. • Approved idea of possible finance role (using external AD funding) • Approved pilot change of service pattern for Sunday 8am service • Approved Youth Group bowling risk assessment

Other matters

At the APCM we will be looking for new members to join our PCC, to replace those whose terms of office have come to an end. If you are not sure whether to stand for election, please do pray about it or, alternatively, feel free to speak to someone to find out more about what the role entails. Thank you to the members of the PCC, all volunteers and all members of the church for your support in a challenging year.

GAIL BOLTON, PCC Secretary

Euxton Parish Church - Fabric Report 2024

All works on the Church roof have now been signed off, and shows no signs of being anything less than perfect. Some loose plaster which had been shaken loose and trapped behind the frontmost roof beams fell down during a period of wind, but was found to not be fresh damage, and was just left over from the works done.

A fresh problem seems to have materialised now, however, in that the plaster of the Chancel ceiling has started to crumble and fall. Safety netting was installed as a temporary measure, and once we have time and finances, this will need addressing. For now, things are stable.

We have had no interest in the sale of the 3 pews which were removed during the agreed faculty last year, so these were donated away meaning no additional funds, however no additional costs, which was important given how long they had been in storage.

A defibrillator was gifted to the Church, and routine matters have been addressed such as PAT testing and fire safety, both of which were done in conjunction with the Church community centre.

During a period of better-weather some jet washing to the flags around the building was done to improve appearance and ensure they did not become too slippery. Whilst the flags now look much improved, this work highlighted an issue which may need addressing in the future being the grouting between the flags is much perished and in need of repairing/replacing.

A section of the footpath leading from the main car park into the churchyard was lifted, settled, and replaced, by a local ground working company. This solved both the problem of the flooding, and also the uneven ground.

Speaking of the churchyard, with our steady mix of rain and sunshine courtesy of the UK weather, the flora and fauna continues to bloom with abundance. This was starting to cause a real concern for the small team who volunteer to try and keep the grass and bushes tamed. A recent introduction of a Whatsapp group for the volunteers appears to have rekindled some passion, and the ability of the team to readily communicate has helped to lift spirits somewhat.

On behalf of the Church I would like to pay special homage to Bob Hardwick for his ever present hand in the works of the churchyard. Bob has recently taken on the substantial task of arranging the felling and disposal of a large Ash tree which was found to be diseased and presented a risk to the building of falling. This was completed recently, and we are lucky to have Bob to assist in these matters.

In the churchyard several more gravestones either toppled of their own accord, or were laid to rest preventatively. An excessive amount of grave decorations continue to cause issues for the grounds teams, despite signage about what is acceptable/excessive.

Another area of concern which may need address in the next year-or-so is the main church car park. Some areas are in a poor state of repair and attract complaints from users of possible

damage to vehicles. The car park has been “patched” previously, however it may well be time that we as a Church need to explore the options in a complete resurface. This would come with a significant cost attached, as well as a significant demand on a project leader, which none of the PCC are in a position to pick up. If this matter is to go ahead, it will require fund raising, as well as a team leader to accept the responsibility for the task.

The Church continues to be ever grateful for the small team of volunteers who consistently step up to make sure the services and church continue to function. This number sadly remains low and we are forced to ask more and more from the same people, including the PCC who are there to make decisions and manage the church, rather than take the brunt of all tasks. It would be wonderful to see more of the existing congregation, as well as newcomers, begin to take a more active role in the many areas of work critical to the running of the church.

Take care and God bless,

Martin Shaw

Church Warden

Chorley Deanery Synod

Met 3 times in the year. Summary of the meetings as follows....

12th February 2024 at St Laurence's

- Licensing of the new Area Dean, Rev Jo Smith by Bishop Philip.
- Planning and discussion around Deanery mission, Come & See in May. Sharing of ideas, publicity and resources including follow up plans.
- Prayer for the deanery



24th June 2024 at St John's Whittle le Woods

- Welcome to new Deanery Synod members
- Evening on Stewardship, led by Christy Sawyer, Stewardship Advisor. Information and sharing of ideas.
- Review of Deanery mission - celebrating all that had happened and lessons learnt.

24th September 2024 at St Paul's Adlington

- Iain Parks, Director of Education came to speak on the work of the Board of Education - schools and children & youth ministry in churches. Informative and again with ideas shared across the deanery.
- Deanery AGM - including the approval of accounts and the appointment of officers.
Lay Chair - Andrew Stokes
Deanery Synod Secretary - vacant (appointed Tasha Leach later in the year)
Deanery Treasurer - Lorraine Smith
Standing Committee - In addition to the ex-officio members Revd Jordan Bentliffe, Pat Davies, Revd Andrew Holliday and Elizabeth Radford

Safeguarding Report for 2024

The PCC have adopted the Church of England's 'Promoting a Safer Church' safeguarding policy / action plan which is available to view on our designated Safeguarding page on our website and on the noticeboard at the back of church.

The PCC approved a list of church activities (church services, pastoral visiting team, youth group, walking group) and non church activities (hall hirers for CCC) with safeguarding procedures in place for each – risk assessments, insurance, safe recruitment of leaders / volunteers with DBS checks and relevant safeguarding training.

The PCC reviewed and approved the following Safeguarding procedures:

- Responding of safeguarding allegations procedures
- New safeguarding disclosure form
- Management of Known Offenders
- Data protection and retention of safeguarding records
- Use of social media (Twitter / Facebook / Instagram)
- Clergy Vacancy

There were no matters of Safeguarding concern in 2024.

Safeguarding is a permanent item on all PCC agendas and is embedded within all parish activities. Safeguarding is promoted on the noticeboards / screens and the Ministry team and PCC members are visible within the Church to assist the congregation with whom they can talk to.

With thanks to Georgina King, our new DBS Administrator and Gail Bolton for all their work. Our Safeguarding Officer can be contacted on 07800 519717 or Euxton.safeguard@gmail.com

Claire Holt

Euxton Parish Church Safeguarding Officer