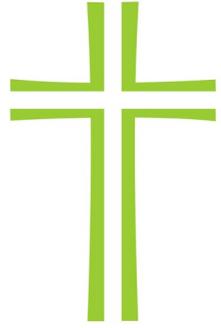


# Annual Report 2014



ST MATTHEW'S  
H A R W E L L



Registered Charity No 1158861

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## 1. Introduction

This is the annual report of the Parochial Church Council (PCC) for the Church of St. Matthew's in Harwell, Oxfordshire. It covers the last financial accounting year, which was the calendar year ending 31st December 2014.

The PCC is required by Church law to publish an annual report. This must include certain information and topics. The audience for the report is the general public as well as Church members. Since the report has two distinct audiences, some of the information, such as identification of the parish Church, how the PCC operates and the names of its members (see Appendix 1 and 2) is obvious to existing Church members. Nevertheless it still has to be reported.

The report aims to:

- explain the vision of the Church, its main activities and any new developments planned
- relay its pastoral ministry and mission outreach, showing how it relates to those outside and on the fringes as well as to the congregation
- give a flavour of the Church at worship
- provide information about the state of the Church's finances, including how its spending links to its objectives and responsibilities.

As a charity, the PCC is obliged to have considered the Charity Commission's guidance on public benefit and, in particular, the supplementary guidance on charities for the advancement of religion. In particular, we try to enable ordinary people to live out their faith as part of our parish community through worship and prayer, the provision of pastoral care for parishioners, and through missionary and outreach work.

This report was approved by the PCC at its meeting on 3 March 2015 and is signed on their behalf by Jonathan Mobey, Rector and Chair of Harwell PCC.

Signature



Date 26th March 2015

## 2. Aim of St Matthew's, Harwell

The primary aim of St Matthew's, Harwell and its PCC is the promotion of the Gospel of our Lord Jesus Christ according to the doctrines and practices of the Church of England.

Specifically, the St Matthew's Church vision is:

“Sharing life at the heart of the community, making followers of Jesus”

The PCC works with the Rector, the Revd Dr Jonathan Mobey, to fulfil this vision.

The details of what the Church has been doing over the last year to further its vision are given in sections 5 and 6 of this report.

## 3. Context in which the Church's vision is being pursued

It is helpful to understand the local and national context in which St Matthew's Church is operating, as this has a major impact on how it seeks to fulfil its vision.

St Matthew's, Harwell forms a Benefice with All Saints', Chilton. The two Churches share one stipendiary member of clergy. St Matthew's and All Saints' are both Anglican churches and are currently the only churches located in the villages of Harwell and Chilton. Regionally, the Benefice is part of the Diocese of Oxford (very broadly, the Church of England in Berkshire, Buckinghamshire and Oxfordshire) and, locally, it is part of the Wallingford Deanery. The Benefice is one of eight Benefices in the Deanery. These eight Benefices cover a total of 19 Anglican churches.

Anglican churches in the Wallingford Deanery need to grow their membership. This is to both in obedience to Jesus' command and so that each Church can ensure its long-term financial viability.

St Matthew's is currently able to pay its portion of Diocesan costs. But,

like all Anglican churches, St Matthew's is vulnerable to the cultural trend of an ever-reducing proportion of the younger generation committing to church. St Matthew's is actively seeking to address this challenge.

The population in Wallingford Deanery is set to increase substantially due to large new housing developments. Some are either close by, or even within Harwell and Chilton villages. This influx of population presents potential mission opportunities and challenges for St Matthew's Church and its sister Church, All Saints', Chilton.

#### 4. Objectives

The PCC tries to fulfil the Church's vision via four core areas of focus. Where possible, it does this in close partnership with All Saints', Chilton.

The four **core** areas are:

**Worship Services** – the delivery of formal public acts of worship, including regular Sunday services, occasional and seasonal services and “fresh expressions” of worship. “Fresh expressions of Church” is a term used in the Church of England and the Methodist Church to refer to new ways of doing church, e.g. 'Messy' or 'Café' Church.

**Youth and Families** – the encouragement of the development of Christian faith among under-eighteens and their families, both in the congregation and the wider community.

**Outreach and Nurture** – evangelism among, and discipleship and pastoral care of, all adults, both in the congregation and the wider community.

**World Mission** – engagement with the worldwide Church through the encouragement of and financial support for Mission Partners abroad, through teaching, prayer and giving.

The PCC also undertakes or is responsible for organising four enabling activities. These help the smooth delivery of the above core activities.

The four **enabling** activities are:

**Communications and Operations** – communications planning and delivery to support various aspects of the Church’s work.

**Administration** – dealing with the paperwork and other administrative tasks involved in the smooth day to day running of the Church.

**Finance** – dealing with the Church’s finances, ensuring that income and expenditure are carefully budgeted for and prudently managed.

**Buildings maintenance, improvement and management** – ensuring that the Church’s buildings (St Matthew’s Church and St Matthew’s Church Hall) are well maintained, fit for present and future purpose, and their use optimised.

Section 5 describes the activities undertaken to deliver each of the four **core** areas of focus for the PCC.

Section 6 covers the four **enabling** areas of PCC activity.

## 5. Delivery of PCC’s core objectives

In this section the activities undertaken in 2014 to deliver each of the four core areas of focus of the PCC are described. Many of these were undertaken jointly with All Saints’, Chilton.

### 5.1 Worship services

Every Sunday we meet together to worship God, hear from his Word, pray together, and encourage one another. Our services range from the quiet, traditional ones from the Book of Common Prayer, to contemporary, family-friendly ones.

We have an all-age Orchestra, which accompanies two services a month and all the main Festivals, such as Christmas and Easter. We also have a Band which plays at “Hands Free” services (Hands Free is a monthly contemporary afternoon band-led service).

The Church tower has eight bells and we have an enthusiastic bell ringing team.

## 5.2 Youth and Families

Provision for youth and families is an aspect of the Benefice’s work into which significant resource is invested. This reflects the acknowledged importance of reaching the young, not least in growing the Church.

### 5.2.1 Children & Families Worker

A key development in 2014 was the appointment of a Children & Families worker (C&FW) by the Benefice on an initial three year contract starting in August. Money to fund this post is being raised from the congregation. The intention is to make this post a long-term one.

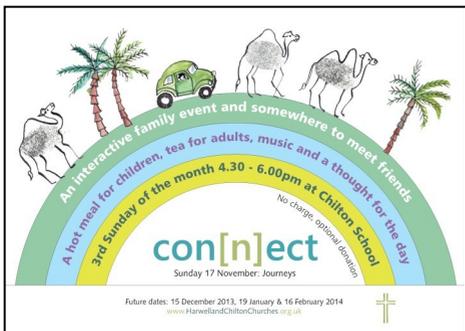
The primary objective of the C&FW is to make disciples of Jesus amongst primary school aged children and their families. To this end, the C&FW made various proposals in November. The proposals are due to be agreed in early 2015 and implemented as soon as possible afterwards. These proposals range from increasing the impact on children already within the Church community as well as reaching children and families currently on the fringes and outside the Church.

The C&FW’s proposals have been shared with the PCC and the congregation on several occasions, feedback obtained, and a programme of implementation initiated.

## 5.2.2 Children's Sunday groups

We welcome children from 'babes in arms' to teenagers at our services. At the main Sunday morning service we offer a Crèche (age 0-2), Scramblers (3-7), Discoverers (7-11), and Pathfinders (11-14). Youth Fellowship (14-18) is on Sunday evenings. These ages are approximate and our young people are welcome to join the group where they feel most comfortable.

## 5.2.3 Connect



Connect is an informal, family-focused gathering on Sunday afternoons in Chilton School, 4.30-6pm. It is a "fresh expressions" activity as referred to in section 4.

< Design: Lin Kerr

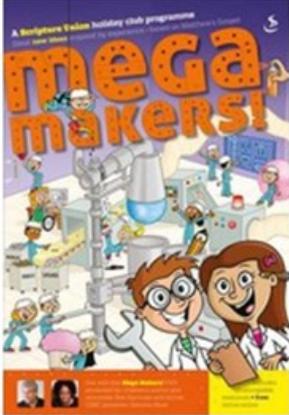
**Connect** was launched by the Benefice in January 2013, initially as part of our programme of welcome to the new families moving into the 'Chilton Field' development. It is held in Chilton School and offers a place to meet, socialise and play, and somewhere where some of the main themes of Christianity can be gently presented. Each session is based on a Bible story or theme, and key ingredients are a film clip or short animation to accompany a short talk, singing, a craft activity and refreshments.

During 2014 Connect was held monthly and had varying numbers and regularity of attendees. A review facilitated by the new Children & Families Worker towards the end of 2014 concluded that the resources involved should be re-deployed to other outreach activities from 2015.

## 5.2.4 Summer Holiday Club

**Holiday Club** is now an established annual event in the Benefice. In 2014 it was held from 18th to 22nd August at Harwell School, whose premises were generously made available free of charge. It was run by

54 volunteer leaders and helpers, including the new Children & Families Worker. The Club was free to attend and open to all children of primary school age. A Youth Alpha course was also run concurrently for those in Year 7. Average daily attendance was 91 children, with 68 attending all five days. The club ran 9am-3pm each day.



Scripture Union “Mega Maker” material was used in the mornings. The Biblical teaching was based on events in the life of Jesus from Matthew’s gospel. The theme was around inventors/discoverers with a “mad professor” character and his “Mega Machine” providing the backdrop to the daily teaching and programme. In the afternoons, children participated in two leisure activities each, with eleven different sports, crafts, etc. on offer across the week.

Parents were asked to complete a feedback survey. This indicated an overwhelmingly positive experience for both them and their children. The Children & Families Worker then visited the home of each child and invited the whole family to a Celebration Service and BBQ on 7<sup>th</sup> September at St Matthew’s Church. The follow-up strategy will be developed further for 2015.

### 5.2.5 Fledgelings

Fledgelings caters for both parishes in the Benefice and is for pre-school aged children and their parents and carers. The group meets in St Matthew’s Church Hall.



Photo: Roz Shipp>

There is play and activities for the children and chatting for the adults and the high ratio of volunteer helpers ensures a welcoming, supportive atmosphere.

## 5.2.6 Schools



St Matthew's and All Saints' have good and developing relationships with both Harwell and Chilton **Primary Schools**.

Jonathan Mobey, Pam Rolls and the new Children and Families Worker regularly take assemblies in both schools. Some of the children visit our Churches for class visits and for special services. Pam and a team of volunteers lead a well-attended weekly after-school club (**Y-Club**) in Chilton School. A volunteer team of adults from both Churches ran the annual **Prayer Spaces** event in Chilton School in 2014, as they have done since 2012.

## 5.2.7 Community events

Looking for opportunities to share the gospel beyond the walls of our building and to have a positive impact on the community, we instigated two new events in 2014:

**Blessing & Treating** at Halloween. Forty Harwell homes were visited by four teams of children and leaders in fancy dress. The householders received a blessing, jokes, chocolates and a book of stories about lives transformed by the good news of Jesus. This was followed by a bonfire, food and games for the children and their families.

A **Living Advent Calendar** was organised around Chilton (including Chilton Field). Twenty-three homes (plus the Rose & Crown pub) took part - each hosting a separate night of the 'calendar'. The nativity story was told in instalments each night, chocolates & stickers were collected by those taking part. It culminated with a celebration at All Saints' Church on Christmas Eve. Approximately a dozen children and their parents participated. The hosts and the participants were very enthusiastic about the event.

## 5.2.8 Youth groups supported by St Matthew's

**Harwell Young Singers** is a youth singing group, open to all, which often contributes to services and sings at weddings and other celebrations. It rehearses in St Matthew's Church.

The 1st Harwell (St Matthew's) **Scout Group** is a thriving group offering all four Scouting sections, catering from age 6-18. The groups meet in St Matthew's Church Hall and parades at Church services several times a year.

## 5.3 Outreach and Nurture

Offering emotional and practical support for Church members and non-members is how we try to demonstrate the love of Christ. Some ways of doing this are more visible than others.

The **Pastoral Care Team** (and many individual members of St Matthew's) take on quiet practical support for those in need of help, whether short or long-term, at home or, for example, in hospital.

**Evergreens** is an afternoon social group for older residents and **Ladies Group** offers evening fellowship; both have a membership including churchgoers and non-churchgoers.

**Harvest Lunch** is a community-wide annual event organised by St Matthew's and held on a weekday to provide a hot meal and contact for many: Church members, parents dropping in from toddler activities and staff from nearby businesses.

**Home groups** play an important part in nurturing the spiritual development of Church members. These groups meet regularly (usually weekly) to read the Bible together, to pray, and to support one another in the Christian life.

The Benefice ran an **Alpha Course** in January and a **Marriage Course** in March.

## 5.4 World Mission

The PCC sets aside 12.5% of its budget to support a variety of mission partners, individuals and organizations, many of whom work abroad.

The World Missions Committee continued to meet monthly to share news from the mission partners, to pray for them, and to discuss ways of promoting their work at both St Matthew's, Harwell and All Saints', Chilton.

## 6. Enabling activities

This section outlines the activities undertaken or managed by the four enabling categories of PCC work in 2014, supplemented in the Appendices where necessary.

### 6.1 Communications and operations

In 2014, the Communications and Operations Committee undertook a number of projects including the following:

- helped to design a "Friends of St Matthew's" brochure to engage with those who are prepared to financially support the fabric of the Church building rather than the mission of the church
- worked with the churchwardens to provide a briefing document on the role and duties of Sides Persons, and in particular their welcoming role
- an Easter card and a Christmas card for use in promoting services to all households.

### 6.2 Administration

St Matthew's has a paid Administrator, shared with All Saints', Chilton.

Amongst many other things, the Administrator puts together and prints the weekly notice sheets and orders of service, the monthly Ridgeway

Broadsheet magazine, deals with Diocesan 'returns', manages stationery supplies and administers the website calendar and various rotas.

### 6.3 Finance

Setting a budget and monitoring the income and expenditure of the Church is a key responsibility of the PCC.

#### 6.3.1 Financial position

The financial position of St. Matthew's Church is encouraging. Although regular income for 2014 was marginally below expenditure, a substantial legacy (the "Talbot Legacy") of £67,319 has helped to boost reserves at a time when major expenditure can be envisaged, including on improving the facilities that St Matthew's offers to its worshippers and the wider community.

Income in 2014 was £163,967, compared with £100,560 in 2013 and expenses were £97,057 (including £6,173 for the Children & Families Worker) compared with £88,687 in 2013. The General Fund, excluding the Talbot Legacy of £67,319, therefore realised a deficit of £409 in 2014, leaving a balance of £32,258.

During the year income pledged over 3 years towards the Children & Families Worker was £37,000 of which £15,052 had been received and £6,605 used at 31<sup>st</sup> December 2014, leaving a Children & Families Worker balance in Restricted Funds of £8,447. We are grateful to all who have contributed to this.

See Appendix 4 for a summary of income and expenditure over the years 2013 and 2014 and the approved budget for 2015.

#### 6.3.2 Reserves policy

Reserves are held to smooth out fluctuations in cash flow and to meet emergencies. It is PCC policy to try to maintain a balance on free reserves which equates to at least six month's unrestricted payments. In the case of St. Matthew's Church this would be around £52,000 for 2015. The actual

balance of free reserves at 2014 year end was £102,378 (General £32,258 and Designated £70,120) of which up to £20,000 has been committed if required to fund the Children & Families Worker three-year contract. The reserves will also help to fund the improvements to the Church heating and other facilities.

## 6.4 Buildings maintenance, improvement and management

The PCC is charged with the care, maintenance and insurance of the Church buildings, including the Church Hall. The property and movable goods of the Church are vested in the Churchwardens, who are also responsible for inspecting the fabric of the Church and making an annual report (the Fabric Report) first to the PCC and then to the Annual Parochial Church Meeting. The PCC exercises its responsibilities for care and maintenance of the Church through the Buildings Committee.

### 6.4.1 St Matthew's Church building

St Matthew's Church is a Grade 1 listed building, parts of which date back to 1100. It is kept in a good state of repair by the Buildings Committee and other volunteers. Much of this work is maintenance and general repairs that continue in a similar fashion year in year out. The detailed Fabric Report is at Appendix 5.

A significant project in 2014 was the re-decoration of the walls and ceilings of the north and south aisles. This is part of an overall project to re-decorate the whole of the interior of St. Matthew's, and leaves only the nave and vestry to be completed sometime in the future. The timing of these next steps depends on how other improvements may be made to the interior of the church (see 7.3).

After consulting on reactions to the trial of replacing the front row of pews in the nave with chairs the PCC decided to make this change permanent. A Faculty, which included permission to sell the two displaced long pews, was granted late in 2014.



Photo: Tony Hughes

In 2014 the PCC decided to launch a “Friends of St. Matthew’s” scheme to help provide for the costs of maintaining the Church building. In the first instance this will be aimed at descendants of the ‘Harwell’ family lineage in the USA.

Contact was established with a member of the families who has provided valuable advice on the draft Friends brochure (see also 6.1), and how to publicise it when it is launched early in 2015.

#### 6.4.2 St Matthew’s Church Hall

The Church Hall is located on the corner of The Park and Wellshead, Harwell, approximately 100m south of the Church. Its fabric is generally in good order. See Appendix 5 for further details.

The Hall is used by Church groups and Church-affiliated groups. Some further groups and individuals also now rent the Hall, which helps to offset the cost of its upkeep. The use of the Hall by a range of organisations means that it has different day to day management requirements than the Church building. The Hall is therefore managed by the Church Hall Management Committee.

The aim of extending the use of the Hall is to:

- bring the broader community into contact with the Church
- defray the cost of running the Hall at a time of stretched finances for the Church
- provide an economic venue for Church groups or Church-affiliated groups.

During 2014 the Hall experienced a further increase in utilisation and total income for the year exceeding £5,000. However, this year the increased income was more than offset by the additional necessary maintenance work which will be due every few years, particularly given the increased use of the building. The main areas of cost were the sanding and re-sealing of the floor following years of heavy use, and repair and repainting of the external fascia and guttering. Once those extraordinary items of cost are subtracted, the income now exceeds normal maintenance and cleaning costs.

All bookings are managed via the calendar on the Church website, and the usage is split fairly evenly between outside groups and Church (related) groups. The biggest single user is the Scout Group whose various sections occupy the Hall from Monday to Wednesday evenings, and who make a significant contribution to the paid cleaning which helps to sustain the Hall as a venue for all groups.

## 7. Future plans

### 7.1 Growth

The focus of the PCC in 2015 and beyond will continue to be on Church growth, in both depth and breadth. In particular, the focus will be on reaching children aged 0-11 and their families. This focus has been identified in part because of research which shows the importance of nurturing the Christian faith of the next generation at a very early age.

Specifically there are already plans for the following growth-related initiatives in 2015:

- a re-launch of Youth Fellowship
- a “Y-club” (after-school Bible class) at Harwell School as well as at Chilton School
- Fledgelings baby & toddler group in Chilton as well as in Harwell
- a “Children’s Church” to run in parallel with the main Sunday morning service at St Matthew’s Church Hall for 3-11 year olds, to replace Scramblers and Discoverers
- regular visiting of the families of attendees of all the above

- a monthly “fresh expressions” worship service aimed at families and located in a non-church building in Chilton
- a Prayer Space event at Harwell School as well as at Chilton School
- a Marriage Course.

## 7.2 Administrative support

To help resource the Benefice for growth, the role of the Church Administrator will be expanded in 2015 from 13 to 20 hours per week to include communications strategy work and to give the Rector PA support.

## 7.3 Aligning the Church building with Church growth

The PCC is also considering ways in which the growth of the Church can be supported by adapting our buildings for wider and more flexible use. It will be investigating the sorts of wider use to which the Church building could be put, and the implications for seating, heating and layout.

## Appendix 1: Administrative information

St Matthew's Church is situated on Church Lane, Harwell. It is part of the Wallingford Deanery in the Diocese of Oxford within the Church of England.

The correspondence address is:

The Rectory  
Church Lane  
Harwell  
Didcot  
OX11 0EZ

The Rector is Rev. Dr Jonathan Mobey.

The independent examiner of the PCC financial accounts is Mr Jonathan Wood, Amberley House, The Cleave, Harwell.

## Appendix 2: Structure, governance and management

The Parochial Church Council is a corporate body established by the Church of England. The PCC operates under the Parochial Church Council Powers Measure.

The PCC is a charity registered with the Charity Commission.

The method of appointment of PCC members is set out in the Church Representation Rules. At St Matthew's, the membership of the PCC consists of the Rector, Churchwardens, and members elected by those members of the congregation who are on the electoral roll of the Church. All those who attend our services / members of the congregation are encouraged to register on the Electoral Roll and stand for election to the PCC.

The PCC members are responsible for making decisions on all matters of general concern and importance to the parish including deciding on how the funds of the PCC are to be spent. New members receive a briefing on the workings of the PCC from the PCC Secretary.

St Matthew's, Harwell and All Saints', Chilton form a **Joint Benefice**.

For efficiency and convenience the two PCCs regularly hold Combined PCC meetings, where members of the two PCCs come together to discuss matters that are common to both parishes. Distinct from this, the Pastoral Measure provides for a Joint PCC, separate from the PCCs of the two Churches. The two PCCs can agree to place in the hands of the Joint PCC any matters involving both parishes.

The Joint PCC consists of particular members of each PCC. Meetings of the Joint PCC are generally held as part of Combined PCC meetings. As such, voting by Joint PCC members on any decisions required by the Joint PCC generally follows discussion by the Combined PCC.

St Matthew's PCC met five times during the year. In addition, there were three Combined PCC meetings with the members of All Saints' PCC.

Given its wide responsibilities the PCC has a number of committees. Each deals with a particular aspect of parish life. These committees are responsible either to the PCC or to the Joint PCC. The committees report back regularly at PCC meetings, with minutes of their decisions and recommendations being received and discussed as necessary.

### **St Matthew's PCC membership**

From April 2014 to March 2015, the membership of Harwell PCC has been:

#### Clergy

Revd Dr Jonathan Mobey (the incumbent)

Revd Pam Rolls (Assistant Curate)

Revd Janet Radford (self-supporting curate from July 2014)

#### Churchwardens

Tony Hughes

Mel Gibson

#### Elected Deanery Synod Representatives

Lizi Bowerman

Mel Gibson

Gordon Gill

Other elected members	Allan Macarthur Jane Woolley Peter Barclay-Watt Monika Buxton Liz Roberts Roz Shipp	(Vice Chair) (Secretary) (Treasurer)
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Co-opted member (from July)	Revd Jean Barton
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### **St Matthew's PCC sub-committees and representatives**

St Matthew's PCC has sub-committees for the following purposes:

#### Standing Committee

Required by Church law, with the power to transact the business of the PCC between meetings if necessary.

#### Finance and Budget

Proposes the Annual Budget and advises the PCC on matters concerning financial affairs.

#### Buildings Committee

Deals with maintenance, improvements and repairs of the Church building.

#### Church Hall Management Committee

Manages the bookings, cleaning, the key inventory, maintenance, improvements and repairs to the Hall

## **Joint PCC sub-committees**

The Joint PCC was given the power to form sub-committees, by the PCC at the PCC meeting of November 2011. The sub-committees have primarily an advisory function: monitoring, encouraging and seeking to develop the work of the Churches in the defined areas so as to advance the mission of the Church. Such matters are most efficiently and effectively considered at a Benefice level.

The Joint PCC has sub-committees for the following purposes:

### **Communications and Operations**

Is concerned with the communication of the Churches in the parishes they serve. Facilitates access to, and participation in, the services and facilities of the Churches.

### **Outreach and Nurture**

Monitors, consults on and make recommendations relating to the evangelism among, discipleship and pastoral care of, all adults in the Benefice.

### **World Mission**

Encourages and promotes support for our Mission Partners beyond the Benefice of Harwell with Chilton through preaching and teaching, prayer and giving. The group considers how our missions giving should be distributed, presenting a suggested budget to PCC annually.

### **Worship Services**

Is concerned with the development of formal public acts of worship in the Benefice, including regular Sunday services, occasional and seasonal services, and "fresh expressions" of worship.

### **Youth and Families**

Is concerned with developing the work of the Church amongst those under 18 and their families. It monitors and encourages this work in Church, in the primary schools in the Benefice, and in whole-family events.

### Appendix 3: St Matthew's Church membership

The Electoral Roll is maintained by Mike Pepper. The number on the roll in April 2014 stood at 138 (it was 141 in 2013).

## Appendix 4: Income & Expenditure in 2013 & 2014 and 2015 Budget

The full and independently examined Accounts for 2014 are published separately. They should be read in conjunction with this report.

	2013 (actual)	2014 (actual)	2015 (budget)
Income	£	£	£
Envelopes/planned giving	59248	59139	61200
Gift Aid recovered	23462	15263	16900
Loose Alms	3897	3894	3800
C&FW (from Restricted Fund)	-	6173	16200
*Donations/legacies/other	7759	3211	6530
Fees	2542	3119	3200
Church Hall	3510	5600	4800
Interest	<u>142</u>	<u>249</u>	<u>100</u>
	<b><u>100560</u></b>	<b><u>96648</u></b>	<b><u>112730</u></b>
<b>Expenditure</b>			
Parish Share	46599	46133	46114
Mission Giving	9510	10060	9675
Joint PCC	8635	15237	35160
Harwell PCC	<u>23943</u>	<u>25627</u>	<u>24140</u>
	<b><u>88687</u></b>	<b><u>97057</u></b>	<b><u>115089</u></b>
Net surplus/deficit	<u>11873</u>	<u>-409</u>	<u>- 2359</u>

\* Additional income ("Talbot Legacy") transferred to Designated Funds £67,319

The balance on the General Fund at 31<sup>st</sup> December 2014 was £32,558.

Designated funds (designated by the PCC for particular purposes but could be spent elsewhere if the PCC so decided) consist of the Talbot Legacy of £67,403 (with interest), £2000 for ongoing church internal redecoration, £217 for small repairs to the bells, and £500 for insurance excess.

Restricted Funds (which can only be used for the purpose for which they were given) total £12,912. These include the Children & Families Worker fund of £8447 and £1660 for a new altar frontal.

The full accounts include the joint costs with Chilton; these are balanced at the end of the year and totaled £7,618 in 2014. The Income and Expenditure on the General Fund in the Accounts are both therefore £7,618 greater than in this report.

## Appendix 5: Fabric report

### Summary of work carried out to the Church in 2014

A special mention is due to all those who have given their time, either on a regular or occasional basis, to maintain and enhance our buildings. Thanks are due also to those members of the church who give their time to ensure that our buildings are kept clean and tidy, who decorate them, and who generally contribute to their upkeep.

The Log Book of Church repairs has been maintained and is presented with this report.

The Terrier, recording details of the Church buildings and land is held as subsection 1.2.2 of the church's Maintenance and Operations Manual and is also presented, along with the inventory of valuables.

There is a Log Book of repairs and maintenance for the Church Hall. General repairs and maintenance to the fabric of the Church, the Church Call and their surrounds have been carried out as and when necessary. This has included continuing to monitor electricity usage using the *sMeasure* scheme. An Energy Audit has been carried out by *Sustain Ltd* and its recommendations are under consideration. The digital projection system installed in July 2013 has been used regularly. One electronic component failed and was replaced under guarantee in July 2014, and in December the drop down screen suffered a mishap. This was also cured free of charge by the installers.

The PCC has discussed options and proposals for improvements to the interior of the church. Working groups are investigating improved heating systems and whether and how pews could be replaced by chairs, including in the chancel. A study is also being made of how the church can best be used in the future to benefit its mission and the needs of the expanding local community.

Other key items of work carried out in 2014 are as follows.

## External

Masonry and rendering repairs to the outside of the church have been assessed with a view to commissioning work in 2015. Temporary repairs have been made to suspect cracks in the lead roofs above the side aisles.

## Internal

The trial of replacing the front row of pews in the nave with chairs was followed in February by feedback and a decision taken to make this change permanent. A Faculty was granted and the two redundant long pews have been put up for sale. The walls and ceilings of the side aisles have been re-decorated. At the same time the Millennium tapestries were cleaned and re-hung. A new carpet has been fitted at the top of the extension stairs and the office carpet steam cleaned, washed and vacuumed. The oak curtain rail at the east end of south aisle has been moved to a higher level than before to be above the AV monitor, and a new red curtain made. Restoration of lettering on the memorial tablet on the East wall of the North transept has been completed. Furniture re-arrangements have been made at the west end of the church to make more space available for displays and refreshments.

## Electrical

All portable electrical equipment in the church and church hall was tested, with unsafe items being disposed of, and other items being repaired. The church lightning protection system has been inspected. Some work to upgrade the system has been recommended and discussed further with Earthing Equipment Supplies Ltd. They have done two items without cost and have quoted for the other upgrades, which will be done in 2015. A new nave emergency light has been fitted in the nave.

## Working Days

Working parties were convened to unscrew and replace pews for redecoration work on the side aisles walls. Working parties have also been arranged on several occasions to tidy up and clean up the church and church hall, especially after major events or repair campaigns.

## Church Hall

The general running of the Church Hall is now handled by the Church Hall Management Committee. The Church Hall is generally in good order. The floor of the main hall has been re-sealed. The rainwater goods of the church hall were repaired/replaced and the exterior paintwork renewed.

We are grateful to all those who manage the Church Hall and help to keep it clean and in working order. There are a number of general repairs and grounds work that need to be carried out each year and the details of all of these can be found in the hall Log Book

### **Work planned for 2015 on the Church and Church Hall**

This includes:

- repairs to the church extension felt roof; checking and possible repairs to suspect areas of the lead roofs
- regular testing of portable electrical equipment and the lightning protection system
- carrying out repairs to flaked stonework on the buttresses at the east end of the church and other defects in the masonry and external rendering
- re-painting the flagpole
- planning the re-ordering of the chancel so that it can be used more effectively as a chapel for smaller services
- replacing the curtains in the church hall with blinds.

The PCC will also continue to progress how improvements could be made to the interior of the church to ensure that St. Matthew's continues to be a vibrant and growing environment for worship and a valued facility for the local community.

Tony Hughes and Mel Gibson

If you would like a copy of this publication in large print, please contact the Church Administrator on 01235 83 42 56 or via our website:

[www.harwellandchiltonchurches.org.uk](http://www.harwellandchiltonchurches.org.uk)