

St. Matthew's, Harwell
**Jesus
Christ
is Lord**
with All Saints', Chilton



St Matthews Church Harwell

Annual Report 2006



Photographs are by Kate Evans, except: those on page 10 which were by Sid and Alison Gale; and those on this page, the back page, page 14 and the swimmers on page 13 which were all taken by Wendy Sinclair.



St Matthews Church Harwell

Annual Report
2006

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The annual report

This is the annual report of the Parochial Church Council (PCC) for the Church of St Matthews in Harwell, Oxfordshire. It covers the last financial accounting period for the church, which was the calendar year that ended on the 31st December 2006. As members of the PCC are elected at an annual general meeting in April, parts of this financial period were administered by the PCC elected in April 2005 and part by the one elected in April 2006. These two PCCs were made up of slightly different people.

Providing this annual report on the proceedings of the PCC and the activities of the parish generally is a legal responsibility of the PCC. The report aims to provide the context in which the annual accounts can be understood, and aims to relate them to the wider life of the church. It is intended to review the past year, to link financial plans to the vision for the future, and to give a flavour of the church at worship.

The report is also expected to conform to the guidance in the 'Statement of Recommended Practice' for reports and accounts issued by the Charity Commission. To do this the report needs to explain the governance and management structure of the church so that a reader can understand how the finances relate to the organizational structure and activities of the PCC.

This report was approved by the PCC and signed on its behalf by the Revd Chris J Stott, Chairman, Harwell PCC.

In addition to the annual report, two other items have been included in this booklet at the end:

- A very brief financial summary (not to be confused with the independently examined financial report, which is published separately).
- The report from the churchwardens on the Fabric and Ornaments of the church.



Structure, governance and management: The PCC

The St Matthew's PCC is a corporate body established by the Church of England. The PCC operates under the 'Parochial Church Council Powers Measure'. The PCC is exempted by order from registering with the Charity Commission. In terms of the Charity Commission guidance, the members of the PCC are the trustees.

St Matthew's PCC is responsible for working with the Rector in promoting the whole mission of the church: pastoral, evangelistic, social and ecumenical. It works together with the clergy and the Churchwardens to ensure continuity of ministry for regular services, to ensure that Sunday Schools are run and properly staffed, to organise home groups, social events, lay training courses, and so on. It has responsibility to manage the finances of the church, and to care for the church building and for St Matthew's Church Hall, which it wholly owns. The PCC liaises with the higher councils of the Church of England through its representation on the Deanery Synod, and participates in diocesan funding through a contribution called the 'Parish Share'.

St Matthew's Church Harwell and All Saints' Church Chilton form a Joint Benefice. There is provision for a Joint PCC, separate from the PCCs of the two churches. The two separate PCCs can agree to place in the hands of the Joint PCC any matters involving both parishes.

The PCC has delegated responsibility for important areas of responsibility, such as finance and maintenance of the church buildings to a number of sub-committees. Details of these are given a little later in this report. This year an additional group accountable to the PCC and consisting of the ministers of the two churches, the administrator, the churchwardens and those authorised to lead services was introduced, meeting under the name of 'Team time'.

Vision statement and objectives

In order to provide a framework for their work, the PCC continues to work to the vision statement it adopted previously. This is: "Sharing life at the heart of the community, making followers of Jesus".

At the suggestion of the Team time group, this year the PCC adopted two key objectives for the year:

- Creating memorable worship events
- Growing new leaders

"Sharing life at the heart of the community, making followers of Jesus"



PCC Membership

The membership of the PCC includes the clergy, the churchwardens, representatives on Deanery Synod (all of these 'ex officio'*) plus members elected for one year at the Annual Parochial Church Meeting (APCM).

The representatives on the Deanery Synod are elected for a three year term at an APCM. The roles of treasurer and secretary are elected amongst themselves by the PCC members at the first PCC meeting after the APCM. The membership of Harwell PCC for the last accounting period (i.e. the calendar year 2006) has been:



Clergy	Rev. Christopher Stott	chairman
	Rev. Jean Barton NSM (to July 2006)	
Churchwardens	Tim Roberts	vice-chairman
	Ruth Slatter	
Deanery Synod reps.	Clive Silver	
	Steve Tunstall	
	Georgina Greer	
Elected members	Cath Convery	
	Kate Evans	
	Sid Gale	
	Madeleine Gibson	
	Clive House	treasurer
	Vicky Macarthur (from April 2006)	
	Nancy Preston (April 2006 to January 2007)	
	Wendy Sinclair	
	Martin Speed	secretary
	Frances Taylor	
	Marilyn Thomas (to April 2006)	
	Tony Ulmer (to April 2006)	
	Jane Woolley (from April 2006)	
Coopted	Rob Thomas (to April 2006)	

The minutes of PCC meetings are published both at the draft stage (immediately after the meetings) and after 'sign off' by the next PCC meeting on the notice board in the porch at the main entrance to the church and on the church web site (and they are available by e-mail if requested from the secretary).

* i.e. anyone having these jobs is automatically a member of the PCC



Committees and Representatives

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

Standing Committee	This committee is required by law. It has power to transact the business of the PCC between meetings if necessary. It consists of: the Rector, the Churchwardens, the Treasurer and the PCC Secretary. Any decisions taken by the standing committee are recorded in the minutes of the next PCC meeting that takes place.
Finance and Budget	This committee sets the budgets and joint expenses with Chilton. <i>Convenor:</i> Clive House.
Missions	This committee gives special attention to encouraging interest in overseas mission work, and recommends allocation of funds to overseas and home missions. <i>Convenor:</i> Tony Ullmer.
Buildings	The buildings committee deals with maintenance and repairs to the church and the church hall. <i>Convenor:</i> Tony Hughes.
Social	As the name suggests, this committee organises social functions. <i>Convenor:</i> Wendy Sinclair.
Joint PCC	The representatives of Harwell PCC to the joint PCC (should one be required) are: Clive Silver, Kate Evans, and the 'standing members' (the rector, the Churchwardens, the secretary and the treasurer).
Worship	At the start of the year a group met to plan for all-age worship for both churches. In January the PCC adopted this group as a recognised sub-committee of the PCC with responsibility for all worship issues. The representatives are: Chris Stott, Jean Barton, Pam Rolls, Kate Evans and Vicky Macarthur, The terms of reference of this group are being drafted.
Team time	This group, consisting of the ministers of the two churches, the administrator, the church wardens and those authorised to lead services was set up by Chris Stott and planned to meet every two months.
Policy	This group was formed to review the priorities for church activities in detail as recommended by those who reviewed the church in the light of the 'because approach'. This group comprises of Stuart Gibson (co-ordinator), Tim Roberts, Pam Rolls, Chris Scott.

The PCC has also given special duties to the following, many of whom are not PCC members:

Bookkeeper	Elizabeth Gill
Gift Aid secretary	Geoff Jenkinson
Stewardship Secretary	Norman Ponting
Christian Aid representative	The Wednesday Morning group
Village Hall committee representative	Liz Roberts (to April 2006, currently vacant)
Winterbrook Youth Club representative	Tony Hughes
Churches Together in Didcot representative	Cath Convery



Church Membership and Attendance

Attendance at church services is measured on the Sundays in October throughout the Church of England. The average figures (per Sunday) for 2006 were 112 adults and 17 children (quite a reduction from 128 adults and 33 children recorded in the previous year).

The Electoral Roll is maintained by Wendy Sinclair. The number on the roll in April 2006 stood at 169 (one more than the previous year). The roll is being updated in 2007 and everyone will need to re-register in March of 2007.

Review of the Year

The PCC has met six times since the last annual report. The joint PCC did not meet.

The following sections summarise some of the main areas of PCC business during the year.

Review of management processes and the development of aims and objectives

Two initiatives were started in the year aimed at improving the management of the church and refining the process by which aims and objectives are met. The first developed from an initiative called the 'because approach' (deriving from a book of the same name), and the second developed from an investigation of the opportunities for rationalising the work done by the two PCCs in Harwell and Chilton by some form of greater integration, under the banner of the 'combined PCC.'

The 'because approach' identifies four stages around which Church activities can be grouped. These are:

- Relationship building ("I know some Christians")
- Respect building ("I respect the Christians I know")
- Relevance building ("I see the relevance of Christianity to life")
- Response building ("I need to follow Jesus")

A working party consisting of Pam Rolls, Audrey Slater, Stuart Gibson, Chris Stott, Nancy Preston, Margaret Hughes, Tim Roberts and Jane Woolley (who acted as facilitator) considered the church from this perspective and found that there were opportunities that could arise from further work on this basis. The PCC agreed the formation of a policy group (with membership recorded above) who investigated the matter further and decided that there was the potential for more focused activities to meet the variety of needs as people came closer to faith, and for better use of resources and more 'non-threatening' activities at the relationship and respect building stages in the model. The initiative is currently working to prepare suggestions for additional activities that ought to be put in



place, activities that ought to stop, and the resource implications of these changes. It is also working with the 'combined PCC' group to recommend a structure of committees reporting to the PCCs to ensure all church activities are properly supported.

The combined PCC initiative started with a supper on the 14th September to which all members of both PCCs were invited. General discussion of opportunities for greater integration between the two PCCs led to the formation of a working group. This working group catalogued the functions undertaken by the two PCCs and recommended a revision of the sub-committee structure to ensure greater coverage of the work of the church and terms of reference based on common standards. Proposals for this are currently being drafted.

Worship

Feedback to the PCC has shown that the objective of creating memorable worship events has been fulfilled. There was positive feedback about the Good Friday service (and other Holy week events), the Easter family communion, The Toy Service, Carol services and the Christmas day service.



At the beginning of the year a new Lectionary was agreed for the 8am service with the sheets that were needed being provided through a generous donation.

To contribute to the aim of creating memorable worship additional thought was put into the all age services this year. Following a donation intended for spending associated with children's work, instruments were purchased for young children to use in church. This has enabled many of the youngest members of the congregation to join in during hymns.

After discussion it was agreed to trial a change in the way young people's groups join the main Sunday services. Instead of joining at the end of communion services but at the beginning of other services, for a 6 month trial starting in January 2007, the children's groups will always join the service at the end – at 11:50. It is hoped that this will make it easier for the leaders to plan, for the young people to contribute to the services, and make it easier for parents to understand the programme.

This year the PCC also agreed increases in the fees for weddings and funerals.

Outreach

The major outreach activities dealt with by the PCC were connected with the Harwell Feast. There was a very successful and well attended 'Songs of Praise' service held in the marquee set up for the Feast. During the feast the Church provided the team that ran the 'pig roast' stall. In addition to these specific events church members are involved with a wide range of community activities.



Children's and Youth work

The PCC received positive feedback during the year on the work of the Sunday children's groups. The youth fellowship group was identified as having been particularly vibrant and well attended.



Three activity days were run during the year and a summer 'club' based on Scripture Union's 'Pyramid rock' materials was run after six of the 'playscheme' session days at the school. These initiatives continued to draw in many children who do not regularly come to church.

Missions

The missions committee provided a link during the year between missionary work and the church. At the start of the year an appeal was put in place to fund communications equipment for the Sharlands who work in an isolated area in Ethiopia. This appeal was 'underwritten' by the PCC, but church funds were not needed as the appeal raised all the funds necessary.

The distribution of the budget for the support of missionary work that was agreed by the committee and the PCC is given in the table below.

Other topics

The PCC has been planning towards holding a church weekend since 2005. These plans were brought together in this

Missions Giving 2006		
FFNI (John Abu Bakker)	£	200
Church Pastoral Aid Society	£	500
Action partners	£	1,200
Gideons	£	400
Scripture Union	£	300
Bible Society	£	300
USPG (Rachel Ullmer)	£	1,450
Andrew Thomas	£	200
CMS (David and Heather Sharland)	£	2,400
Church Army	£	200
Missionary Aviation	£	300
Soul in Didcot	£	200
Total	£	7,650



financial year under a planning group led by Frances Taylor with the Ocean View Hotel in Bournemouth selected as the venue. The weekend took place on the 16 to 18th of February 2007, and so the event itself was technically not in this financial year. However, it must be recorded that the careful planning that took place this year led to a weekend was very well attended and very successful.

Two enhancements to the churchyard were worked on during the year. Using funds donated by the Girl's Brigade a tree was planted in the churchyard in May to replace the one that had died. Following a donation towards this purpose, work has started to provide a bench in the churchyard.

The PCC oversaw work to dispose of a number of items that were not needed. A piano, and speakers were disposed of from the Church extension, and arrangements are being completed for the disposal of the remaining pews that had been removed from the church.

After much hard work by Kate and David Evans and Naomi Gibson a church web site for both Harwell and Chilton was set up at:
www.harwellandchiltonchurches.org.uk .

This year the PCC was able make this a 'Fairtrade Parish' after finding a champion (Joan Impey) to manage the initiative. The 'pledge' the PCC made to achieve this status was to agree to use only Fairtrade tea and coffee at Church meetings for which the PCC is responsible, to move forward on using other Fairtrade products, to promote Fairtrade during Fairtrade fortnight and as opportunities arise at other times.

Following a donation for this purpose, the PCC has agreed that a new altar frontal will be provided to complement the existing ones.

There are many other activities carried on by individuals or groups connected to the church such as Church cleaners, Flower arrangers, Evergreens, Visiting Team and Small Groups. It would be difficult to give justice to all that is done each year. It is the PCC's hope that our church will be truly a church for all ages, where there is 'respect for young and old alike' and where all are valued. Much of the visiting done by individuals or groups is to people who are older including regular visits to the Crown Nursing Home and Cherry Tree Court.



Finances

The link between the aims and objectives of the PCC and the finances are less 'dynamic' than the relationship that may exist in other organisations. This is because the bulk of the expenditure goes to providing the infrastructure of clergy and buildings: in the most part through the Parish Share and maintenance costs. Initiatives within the church rely on this infrastructure but year on year developments in aims do not affect it.

The annual accounts this year are set out differently from those in previous years, following a recommendation from the Diocese in line with new guidelines from the Charities Commission. They look more like commercial accounts, with a summary at the front and Notes explaining each item. The most noticeable change, however, is that the Joint expenditure is shown separately by each parish, so that the two thirds of this belonging to Harwell is amalgamated with all Harwell's other expenses. It is no longer possible to see which items are funded jointly and which separately.

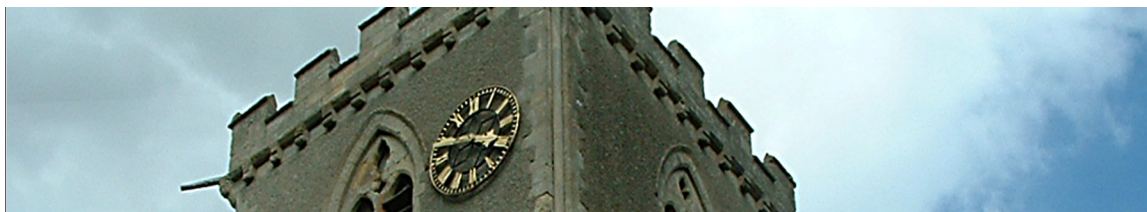
Financial review

The last financial year was a challenging one for the PCC.

In 2005 pressures on the budget, such as an increased Parish Share, led the PCC to set a budget that took money out of the Church's reserves to support the expenditure over the year. In other words, the budget was set with a planned deficit. The year ended with increases in giving by the congregation and small savings on expenditure making up some of the difference between income and expenditure, but the year nonetheless ended with a deficit of nearly three thousand pounds.

For 2006 there were no reductions in the need for expenditure: the Parish Share, though not greatly increased from 2005, still represented a high cost compared to three or four years ago, an electronic projector was needed to support worship and other presentations, funds were required for a replacement for the screens in the church hall, funds were wanted for a 'songs of praise' to contribute to outreach work, the secretary's hourly rate needed to be increased by a modest rate, and an increase was needed to cover the costs of maintenance to the hall and Church. Despite budgeting for a modest increase in giving, and capping the missions giving budget at the same level as 2005 (instead of maintaining this at the level of 15% of income that had been traditional), the finance committee was limited to proposing to the PCC a budget that would take money out of reserves for the second year running. A deficit budget of nearly nine thousand pounds was originally proposed, but a generous parting gift from Marilyn and Rob Thomas towards the cost of audio visual equipment enabled the planned deficit to be reduced by a thousand pounds.

The problems and pressures on the finances, and the need for increased giving to balance the books, was communicated to the congregation through presentations during February 2006. Also a guide to giving was produced to make it easier for the congregation to plan their giving on a regular basis.



FINANCES

In March the PCC became aware of a new and severe financial burden. The buildings committee had already advised the PCC that there were potential future problems identified in the Quinquennial inspection of the church. One of these was that the lead roofing of the church tower was reaching the end of its useful life. However, in March a leak in this roof showed that the situation was worse than previously thought and that the work was needed very soon.

A sub committee was set up to manage the project, and the PCC committed a potential ten thousand pounds to 'pump prime' the project and to underwrite the detailed survey needed. Surveys and quotations have identified that the full cost of the work on the roof, plus additional maintenance that also needs to be done at the same time, will be sixty thousand pounds. The committee has organised fundraising through pledges, a Christmas bazaar in the village hall, and a quiz night. Substantial progress on fundraising has now been made and with this evidence of 'self help' in place it is now possible to apply for grants.

Despite setting a budget that was expected to require funds from reserves, the overall result for the year has been an increase in bank balances from £31,288 to £46,242. Of this, £8,627 is in the restricted and designated funds for the Tower repairs, and £2,000 has been designated for work on the Church Hall. The Kitchen and Disabled Toilet project shortfall of £2,476 has been paid from reserves. The unrestricted fund has seen a small increase, from £32,645 to £32,858. Voluntary income has increased both in regular giving and one-off donations, offsetting the increased expenditure. The use of Gift-Aid envelopes for loose alms has increased from £577 last year to over £1,000 this year.



Kate and Lynda raising money for the church tower appeal with a sponsored freezing February dip in the sea. (Andrew also got into the sea, but not the photos.)



Reserves policy

So that the PCC could cover emergency situations that may arise from time to time, it is policy to keep a balance of unrestricted funds in reserve which is equivalent to six months' unrestricted payments. Six months' worth of payments last year (i.e. half of the total spend) was £33,289. The reserves for unrestricted funds at the end of the year were £32,858. Unrestricted reserves therefore fell short of this policy target by £431.



Budget and spend

Budget and spend

The full and independently examined accounts for 2006 are published separately. These represent the formal accounts that should be read in conjunction with this report.

However, the PCC wanted to provide those members of the Church who are less familiar with accountancy with a simpler summary of the main figures.

So included here are two tables that aim to provide this: firstly, a summary of our income and spending for the last two years with the budget for 2007; and secondly, a table that shows how our cash assets have changed over the last year.



General Fund - Summary of Receipts and Payments			
	2005 Actual £	2006 Actual £	2007 Budget £
Payments - Where the money goes			
Parish Share	37988	38655	39582
Other Ministry expenditure (including Secretary, Youth Groups etc)	7547	6946	8700
Missions and Charities	8050	7950	8600
Heating, Lighting, Insurance	9568	9936	11100
Administration, Stationery, Transfer to Other Funds (includes Tower Repair and Disabled Toilet Funds)	2565	2352	2717
Other	0	9476	0
	910	738	950
Total	66628	76053	71649
Receipts - Where the money comes from			
Regular Giving - Standing orders, envelopes	40771	44388	43000
Collections	5582	4733	5000
Tax recovered	9286	11960	13000
Donations	6218	11462	5000
Interest	1578	1599	1700
Other	356	2124	842
Total	63791	76266	68542
Surplus/Deficit	-2837	213	-3107

Cash Assets			
	Balance as 01/01/06 £	2006 Net receipts/ (payments) £	Balance as 31/12/06 £
General Fund	32645	213	32858
Designated funds			
Church Hall Screens		1000	1000
Church Hall Painting		1000	1000
Digital Projector	150	221	371
Tower Repairs		5000	5000
Total Designated Funds	150	7221	7371
Restricted funds			
Kitchen and Disabled Toilet	-2803	2803	0
Tower Repair		3627	3627
Tower Floodlighting	202	-70	132
Altar Frontal		200	200
ODBF Statutory Fees	564	246	810
Parish Weekend (Feb 2007)		1000	1000
Sharland's Communication	280	-280	0
Youth Fund	250	-6	244
Total Restricted Funds	-1507	7520	6013
Total All Funds	31288	14954	46242



Fabric Report 2006 - 2007

We are pleased to report that most areas of the church buildings are in a sound condition. Their state is regularly checked and work carried out as required.

A special mention for Doug Jordan, Tony Hughes, David Pyke, Jim Mein and Jim Sinclair is deserved for the time and effort they give throughout the year in looking after the buildings and installed equipment. It is never possible to mention everyone who gives of their time to help maintain the buildings so we would like to extend a general thank you to all concerned. This year we also extend particular thanks to Roz Shipp for her hard work in coordinating events to raise funds for the Tower Appeal.

The Log Book of church repairs has been maintained, and will be presented at the AGM with this report. The Terrier, recording details of the church buildings and lands, is held as subsection 1.2.2 of the church's Maintenance and Operations Manual, and will also be presented along with the inventory of valuables. There is also a log book of repairs and maintenance for the church hall.

Church Tower Repairs

The lead in the tower roof is in urgent need of replacement and repairs are needed to the stonework. Much has been done this year to establish precisely the work required and to start raising the funds to support this work. The contractors will shortly be appointed and the bulk of the work is expected to be completed in the summer once all the relevant permissions and funds are obtained. Funds so far raised exceed £34,000 (ca. 50% of the anticipated cost) and comprise primarily underwriting from the PCC; income from special activities such as sponsored bell-ringing, bazaar and quiz night; and pledges and donations from villagers and/ or parishioners. Local fund-raising will continue over the coming months, and the campaign for applying for grants and donations from outside bodies is now beginning.

Pew Disposal

Over the course of the year the original faculty for the disposal of assorted pews and kneelers was modified and granted. The items are now in storage pending the campaign for sale of the pews, proceeds of which will go to the Tower Appeal.

Church Hall

The Church Hall continues to be widely used and is generally in good order. We are grateful to Wendy Sinclair for bearing responsibility for managing the Church Hall. There are a number of general repairs and grounds work that need to be carried out each year. The main details of all of these can be found in the hall log book. However areas such as general maintenance of the grounds are not always recorded in detail and we are thankful for the help of various people who contribute to this. We have details of the different options available for replacement of the current heavy and unsightly partitions and will decide shortly on the best alternative. Tenders are also being sought for repainting the exterior woodwork of the hall.

Ruth Slatter and Tim Roberts Church Wardens.

Summary of work carried out to the Church in 2006-2007

The following are examples of the work carried out in the church by 'members' of the church and also by contractors as required. Working Days were held on 15th and 16th September.

- Addition of a baby changing table in the disabled toilet
- Planning for addition of bench next to the church path
- Temporary repairs to the lead roof of the tower
- Painting the lower walls and window arches of the Chancel
- Cleaning and repairs to gutters and downpipes
- Checking failed heater above the nave
- Repairs to the clock mechanism

Details of all work carried out can be found in the church log book.

