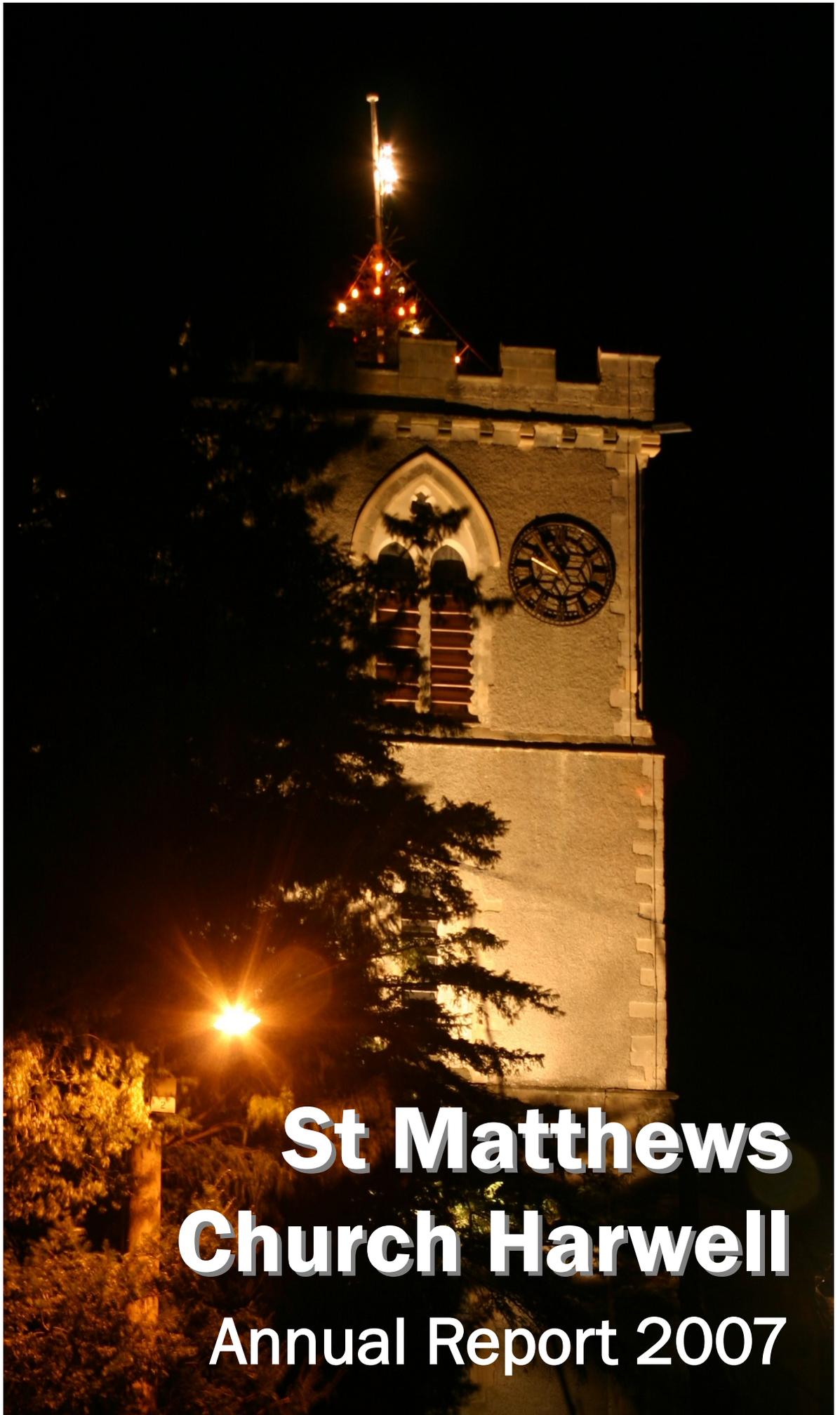


St. Matthew's, Harwell
**Jesus
Christ
is Lord**
with All Saints', Chilton



St Matthews Church Harwell Annual Report 2007

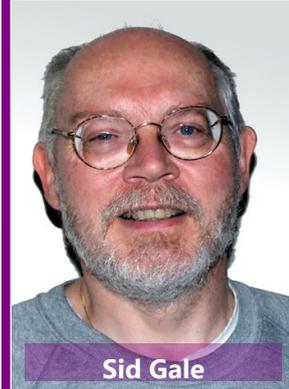
St Matthews Harwell PCC 2007/8



Cath Convery



Kate Evans



Sid Gale



Madeleine Gibson



Georgina Greer



Clive House



Vicky Macarthur



Allan Macarthur



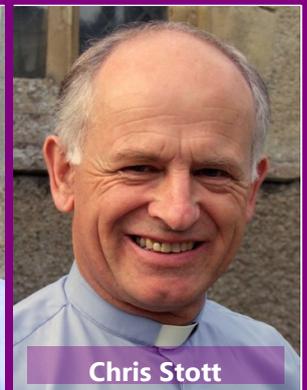
Tim Roberts



Clive Silver



Martin Speed



Chris Stott



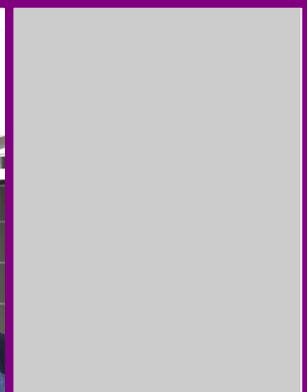
Frances Taylor



Steve Tunstall



Jane Woolley



Photographs are by Kate Evans - except: the 'wastewatchers' picture on page 8 which was by Sid and Alison Gale; those of the church on pages 3, 10 and 12, which were by Tony Hughes; and the front cover and contents page pictures, which were by Allan Macarthur.

St Matthews Church Harwell

Annual Report
2007

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The annual report

This is the annual report of the Parochial Church Council (PCC) for the Church of St Matthew in Harwell, Oxfordshire. It covers the last financial accounting period for the church, which was the calendar year that ended on the 31st December 2007. PCC members are elected at an annual general meeting in April, so parts of this financial period were administered by the PCC elected in April 2006 and part by the one elected in April 2007. 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,
- relate the accounts to the wider life of the church,
- link financial plans to the vision for the future, and
- review the past year and 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 organisational structure and activities of the PCC.

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

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

- 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 Children and Youth Groups 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'.

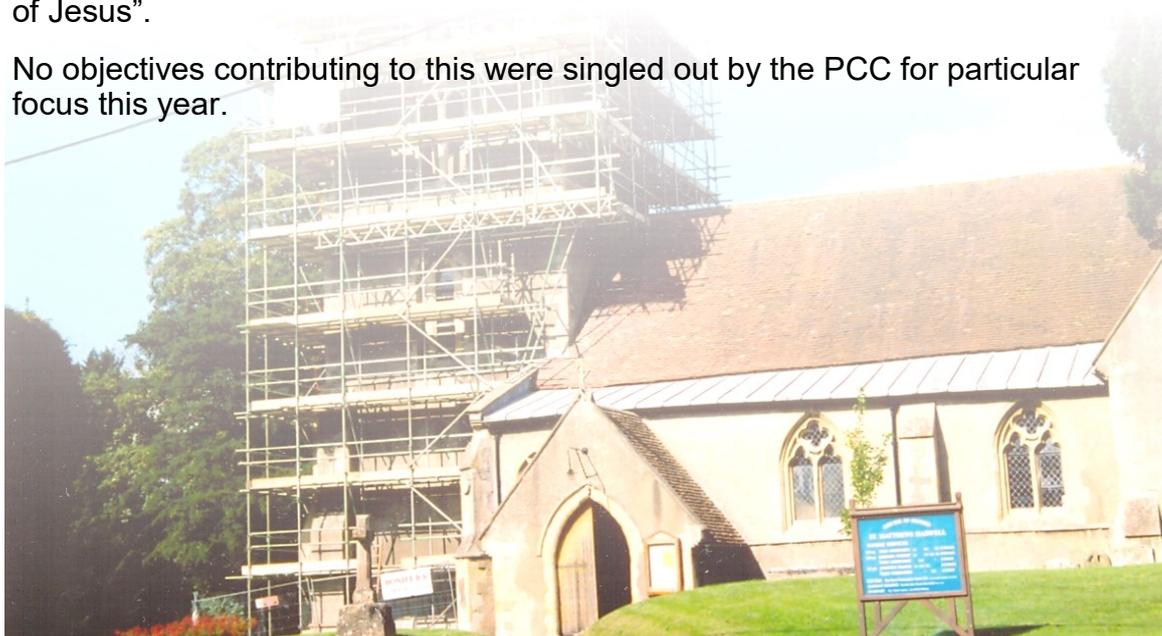
St Matthew's Church Harwell and All Saints' Church Chilton form a Joint Benefice. There is provision for a Joint PCC, separate from the PCCs of the two churches. The two separate PCCs can agree to place in the hands of the Joint PCC any matters involving both parishes.

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.

Vision statement and objectives

The framework for the work of the PCC is the vision statement it adopted previously. This is: "Sharing life at the heart of the community, making followers of Jesus".

No objectives contributing to this were singled out by the PCC for particular focus this year.





PCC Membership

The membership of the PCC includes the clergy, the churchwardens, representatives on Deanery Synod (all of whom are 'ex officio'* members) plus members elected from the congregation 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 2007) has been:

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

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> Sid Gale.
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	This committee is a joint committee with Chilton and is responsible for the planning and review of all aspects of worship, responsible for the planning and preparation of Sunday worship ensuring the varied gifts of the congregation are being used in worship, and to plan developments and explore new initiatives in worship. <i>Convenor:</i> Kate Evans.
Team-time	This group consists of the ministers of the two churches, the administrator, the church wardens and those authorised to lead services. Its purpose is to further the vision of the church through prayer, direction, new initiatives and by developing policies and outreach.

The PCC has also appointed the following, many of whom are not PCC members:

Bookkeeper	Elizabeth Gill
Gift Aid secretary	Geoff Jenkinson
Electoral Roll Officer	Mandy Birkinshaw
Stewardship Secretary	Norman Ponting (to April 2007) Ruth Slatter (from April 2007)
Christian Aid representative	The Wednesday Morning group
Village Hall committee representative	Vicky Macarthur
Winterbrook Youth Club representative	Tony Hughes
Churches Together in Didcot representative	Cath Convery (to April 2007) Liz Roberts (from April 2007)

Alison Mignanelli has taken on the role of **independent examiner for the accounts**



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 October 2007 were 101 adults and 27 children.

The Electoral Roll is maintained by Mandy Birkinshaw. The number on the roll in April 2007 stood at 147.

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.



The team-time group and policy

At the start of the year there were two policy groups looking at ways to improve the way the Church was managed. The 'because approach' group used the approach set out in the book of the same name to review how our activities related to our vision. The 'Combined PCC' group investigated the efficiency that could result from a closer working relationship between the PCCs of Chilton and Harwell. Having established the ground work for developing the way the Church was organised the two groups handed their work on to the Team-time group to take the approach further and develop appropriate policies and actions. A combined PCC meeting was held in November. The two PCCs met at the start of the evening as one group to deal with three items of mutual importance, and then held individual meetings to deal with local issues.

The PCC supported a number of members of the combined benefice in pursuing vocations. The PCC gave wholehearted support for Pam Rolls going forward for Ordained Local Ministry (now known as 'non deployable ministry') and were very happy that she was accepted for training. They were delighted also to be able to endorse the application made by Alex Reich for an authorisation to preach, and to support Bruce Keeble (a retired Baptist minister) as he went forward for Anglican ordination.



Bruce Keeble (a retired Baptist minister) was supported by the PCC in going forward for Anglican ordination.

Worship

The worship group worked to ensure the quality of services and engage with all age groups



within the congregation.

A 'customer satisfaction' questionnaire was developed to gain insight into attitudes among the congregation and distributed at the Harvest Thanksgiving service (identified as a service that was well attended by those who less regularly attended services.) The results of the survey were broadly encouraging. For example, on the question of whether Harwell was a church that welcomes all people, on a scale of one to five, over 40% of those who returned a survey form responded with a five, indicating they *totally* agreed. However, the comments provided many opportunities for improvement, and identified many challenges where contradictory views were held by different churchgoers.

Church wardens improved the way the sidespeople supported services, by rationalising 'staffing' levels, widening the scope of the role and increasing flexibility.

The church in the community

A group for parents and carers with small children and babies was launched in September meeting in the Church Hall under the name: 'Fledgelings'. It has



been well attended and provides an opportunity for members of the church to provide friendship and support.

The Visiting Team continued to provide support to individuals in the village. This included regular visits to The Crown Nursing Home and providing transport where needed, particularly to hospital appointments.

Children and Youth work

The PCC received positive reports from Children and Youth work.



Guidance for those working in the crèche was drawn up this year, and as part of this the current guidance documents for child protection were consulted in order to address the issue of the role that young people could play as 'helpers' in children's groups. This review identified the need for a further review of how well the church is aligned current best practice on Child protection and a working party has been formed to take this work forward.

A holiday club was successfully run over three full days in the summer with the YF providing a drama each day using the 'Wastewatchers' themed materials from Scripture Union. Around 30 children attended – many for every day.

A Youth Alpha was run in conjunction with Pathfinders.



Missions

The missions group continued their work to support mission. 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.



Communications

The hard work by David Evans (supported by Kate Evans and Naomi Gibson) to maintain and enhance the church web site for both Harwell and Chilton has continued. This year all the rotas for the church have been added to the site. This enables the inevitable 'swapping' of duties to be recorded and updated at a

Missions giving 2007

FFNI (John Abu Bakker)	£	400
Church Pastoral Aid Society	£	700
Action partners	£	1,500
Gideons	£	500
Scripture Union	£	400
Bible Society	£	400
Andrew Thomas	£	200
CMS (David and Heather Sharland)	£	2,600
Church Army	£	300
Missionary Aviation	£	500
Soul in Didcot	£	200
Other	£	300

single point of contact, providing everyone with up-to-date information on who is doing what when it is needed. For those who don't have it 'bookmarked' yet, the website is at: www.harwellandchiltonchurches.org.uk.

And also...

The Church weekend took place in this financial year (though its success was reported on in the previous annual report) as the preparations mostly fell in that year.

Much of the energy and activity of the Church this year went into the Church tower project which is dealt with in the separate fabric and ornaments report.



Activities, achievements and performance 9



FINANCES

Finances

The link between the aims and objectives of the PCC and the finances are less 'dynamic' than can be the case in other organisations. This is because the bulk of the church's 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 seldom represent a significant item on their own account.

As introduced last year, 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 not possible to see which items are funded jointly and which separately.

Financial review

This year represented another challenging year for the church.

When the budgets were drawn up it did not seem possible to cover the expenses of the church from the income that could be projected, and a budget was set that anticipated a deficit that would have to be met from reserves. The need for additional giving to meet expenses was made more challenging because the church was fundraising to meet the costs of the tower project.

However, at the end of the year the final totals of expenses and income in the general fund for the year were roughly balanced and it was also possible to allocate funds to two areas that were not in the original budget: meeting the shortfall in the tower project, and a provision for urgent repairs to the tower clock (which will take place early in 2008).

Income was above expectations, largely due to a generous donation. Expenses were largely on budget.

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 £39,207. The reserves for unrestricted funds at the end of the year were £32,832. Unrestricted reserves therefore fell short of this policy target by £6,375.





Budget and spend

The full and independently examined accounts for 2007 are published separately. These represent the formal accounts that should be read in conjunction with this report. However, the two tables below aim to provide members of the Church with a simpler summary of the main figures. These tables provide a summary of our income and spending for the last two years with the budget for 2008 and a summary of how our cash assets have changed over the last year.

Payments – Where the money goes	2006 Actual	2007 Actual	2008 Budget
Parish Share	38,655	39,581	41,933
Other Ministry expenditure (including Secretary, Youth Groups etc.)	6,947	7,114	11,556
Missions and Charities	7,950	8,250	10,100
Heating, Lighting, Insurance	9,935	10,454	14,850
Administration, Stationery	2,352	2,759	2,700
Transfer to other fund (includes Tower repair, Clock repair, Mission res)	9,476	9,641	0
Other	738	615	1,017
Total	76,053	78,414	82,156
Receipts – Where the money comes from			
Regular Giving – Standing orders, envelopes	44,388	42,513	43,000
Collections	4,733	4,846	6,000
Tax recovered	11,960	12,906	9,000
Donations	11,462	14,239	14,500
Interest	1,599	2,003	1,700
Other	2,124	1,510	1,500
Transfer from other fund	0	371	0
Total	76,266	78,388	75,700
Surplus/(Deficit)	213	-26	-6,456
Cash Assets	Balance at 01/01/07	2007 Net receipts/ (payments)	Balance at 31/12/07
General Fund	32,858	-26	32,832
Designated Funds			
Church Hall Screens	1,000	38	1038
Church Hall Painting	1,000	39	1039
Digital Projector	371	-371	0
Mission Reserve	0	300	300
Clock Repair	0	3900	3900
Total Designated Funds	2371	3906	6277
Restricted Funds			
Tower Repair	8,627	4,630	13,257
Tower Floodlighting	131	-70	61
Altar Frontal	200	0	200
ODBF Statutory Fees	810	-810	0
Parish Weekend	1,000	-1,000	0
Youth Fund	244	-99	145
YF Weekend 2008	0	60	60
Chilton overspend	0	-178	-178
Total Restricted Funds	11,012	2,651	13,545
Total All Funds	46,241	6,531	52,654



Fabric Report 2006 - 2007

A special mention is due to the members of the Tower Project Group for their work in coordinating not only the building work, but also the fundraising activities to support the necessary repairs. A big thank you goes to Tony Hughes, Roz Shipp, Doug Jordan, David Pyke, Gordon Gill and Tim Roberts. Thanks are due also to those members of the church who give selflessly of their time to ensure our buildings are kept clean and tidy, and to others who contribute in so many ways to the upkeep of the buildings. This includes those who helped at the Church Working Days, those who arrange the beautiful floral displays, and those from the Scouts groups who helped to redecorate the Church Hall.

The Log Book of church repairs has been maintained, and is presented 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 is also 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 and stonework were duly replaced or repaired as necessary, in addition to which the louvers were repaired and the clock face repainted. Given that the scaffolding was in place for the tower repairs, it was also felt that this was an opportune time to install a lightning protection system, and this was also completed. The project was finished within the total budget, including contingency, of £60,000.

Inner Doors

The effect of people pushing on the glass of the inner porch door over the years has finally caused some of the lead lattice work to break, exposing the edges of the glass sections. Some have been removed and temporary protection put in place until the lattice work can be repaired or replaced.

Other Repairs

The Working Days included general cleaning and making good, with the grounds also being tidied to good effect.

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, and to David Pyke and Tony Hughes for being the first call for maintenance and repair. As well as the redecoration mentioned above, repairs were also made to the plumbing to restore hot water to the ladies' toilets. 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.

Summary of work carried out to the Church in 2007

The following work was carried out in the church by members of the church and also by contractors:

- General repairs/renovation to the fabric of the church, the church hall and their surrounds as and when necessary;
- Dealing, through the Tower Project Group, with the major task of repairs to the tower and associated fundraising;
- Replacing all the bulbs in the pendant light fittings in the church and replacing faulty heaters;
- Organising and implementing the working days on 28th and 29th September 2007;
- Repairing the rendering in the chancel;
- Painting the clock face
- Interior re-painting of the Church Hall carried out by the Scouts.

