

st Mary's Burghfield

Annual Report 2019



ANNUAL CHURCH MEETING

2020 (TBC)

St Mary's Parish Centre

Attached – Examined accounts and Report from the chair of the PCC as required by the Charities Act 2011



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The Annual Meeting of Parishioners and Annual Parochial Church Meeting

AGENDA

Opening Prayers

Apologies

ANNUAL MEETING OF PARISHIONERS

Minutes of the annual meeting of parishioners held on 24th March 2019.

Election of Churchwardens

ANNUAL PAROCHIAL CHURCH MEETING

1. Minutes of the APCM held on 24th March 2019 (*attached*)
2. Matters arising from the minutes
3. Presentation of the New Electoral Roll
4. Presentation of the Annual Report
5. Report from Churchwardens
6. Report from Deanery Synod
7. Matters arising from the annual reports
8. Annual Financial Statement by Treasurer
9. Appointment of Independent Examiner
10. Report on Safeguarding
11. Election of members to serve on the Deanery Synod
12. Election of Members to serve on the PCC
13. Appointment of PCC Secretary
14. Appointment of Sidespeople
15. Vision for the Future – Revd Glynn Lautenbach
16. Any Other Business – *only items which have been notified in advance will be taken*
17. Closing Prayer

Clergy Report – 2019

2019 was quite an eventful year in several ways. It has been a full year of projects, maintenance, celebrations, worship, discipleship, ministry, mission and reflection as we have prayed and worked together throughout the year.

Firstly, in terms of projects, we were able to complete two significant projects this year. The Lychgate roof was completely refurbished through the very generous donation of a family in the parish in memory of Brian Cuff. It is a delight to see the beautifully restored roof, resplendent in welsh slate, at the entrance to the churchyard. We were able to bless the Lychgate at a special service with Brian's family and friends, on 16th June, (appropriately Father's Day), with celebratory refreshments after the service.



Secondly, we were able to finally complete the 'Tower Project, fundraising for which began several years before my arrival. People have contributed faithfully and continually, to bring this project to completion, even to the last-minute challenge of also replacing the stone cross which we discovered was cracked right through. Other details are later in this booklet, however a real highlight for me was the service of

celebration and blessing of the new cross at the end of our main service on Sunday 18th August. A small group of us (4) ascended the scaffolding complete with my robes and water for blessing and through some clever technology, the rest of the congregation were able to hear every word as they assembled on the pathway below, to participate in and watch the proceedings. The cross and indeed the newly cleaned and restored cap of the tower, will continue to stand as a beacon of faith for many more years to come. Thank you to everyone who made it all possible.



My grateful thanks go to the Fabric Committee, very ably headed up by Brian Thatcher, who have managed the projects and various other areas of maintenance needed throughout the year. The Cleaning team have also done an amazing job of keeping our church clean and ready for worship and I am so grateful to them all as they have continued faithfully in the background working throughout the year to bring this about.

During the year, the Parish Council also formally took over the maintenance of the churchyard and after several months the churchyard was looking really



well maintained, for which we are incredibly grateful. It is a place well used by the community, and we have a lot of footfall with 2 public footpaths crossing through the property and many come to find a quiet place for prayer and reflection in our beautiful setting.

In terms of celebrations, this year we introduced a service of giving thanks for our community and all who are involved in so many ways, giving of their time and talents to local charities, organisations and so on. On 30th June, the day began with a service celebrating the life, mission and ministry of our Church and our Community. Representatives of community groups were invited to attend, and a great time of fellowship followed as we enjoyed a Ploughman's lunch together. Displays from various organisations were set up and delicious tea and cakes were on offer as people were invited to come and explore and engage with the various groups during the afternoon. It was a wonderful day of celebration and we could not have done it without the hard work behind the scenes from our wardens; Lorraine who co-ordinated lunch; and the many helpers who enabled it all to happen so seamlessly.

We also continued with our annual Christmas Tree Festival with this year's theme being 'family', which was well supported by the local community. Three choirs, Achoired Taste, Little Footprints Nursery and our church school choir from St Mary's all performed and participated in our celebrations.



For most of the year our regular worship continued as normal, though we began to see a need for change. After much prayer and reflection, and a congregation wide evaluation of our services, we began a new pattern of services for September. We amalgamated our previous two Sunday services into one main 10am weekly Communion service and we continued with the pattern of monthly BCP Communion (TASTE) services on the 2nd Sunday at 3pm. As an experiment for nine months, we introduced two new monthly services in an effort to reach out to families and children. Both All Age services, we introduced Breakfast Church at 8am on the 1st Sunday of the month, and Church4U on the 3rd Sunday of the month at 4pm.

Early signs showed that while the Breakfast church has had fair response, the Church4U service was not as well attended. However, this is all part of the process of discernment as we try to serve our whole community.

I would like to thank the many people who enable our worship to take place Sunday by Sunday. Our music group led by Gill Sinclair are wonderful and now regularly play at our 10am service and I can truthfully say that our worship has been so uplifting with the provision of 'live' music. There are so many others to thank, who include our sacristans, server, sides persons, chalice administrators, readers and those who lead intercessions. This year it was also been a real privilege to see Alison Eves (churchwarden) flourish and grow as she has begun to follow her calling and regularly preach in our services, alongside Lorraine and myself. My grateful thanks also goes to our Prayer and Healing Team, led by

Margaret Thomas, who have continued faithfully providing prayer during communion every Sunday, as well as participating in several of our services, maintaining the prayer chain; keeping regular prayer meetings for those who have asked for prayer; and also making provision for 'Time Out with God'.

This year saw an exciting venture into collaborative working with other local churches, as through Don Sinclair's vision we were able to provide a joint Alpha course which started in September held at Burghfield Methodist Church. It was well supported by ourselves, along with Burghfield and Mortimer Methodist Churches and we hope to continue to build on these new beginnings and do an annual joint Alpha course, rotating the venue.

We also established a new 'Worship and Discipleship Committee' to work together on provision of worship and discipleship in the future and we are grateful for the various contributions from members of the group who form a cross section of our worshipping community.



Our Ministry team (Rev'd Lorraine, wardens Alison and Mike, and myself) have continued to meet regularly and I cannot thank them enough for all their support and the time they give to St Mary's church in so many different ways.

We continued to participate in Partnership for Missional Church (PMC) a process provided by the diocese, though towards the middle of the year and after much prayer and reflection we withdrew from PMC. However, we learned so many things about ourselves and our community as we were encouraged to notice where God is already at work, that it was all worthwhile. We continue to use the principles of PMC and we are now looking to engage with several of the new resources the diocese has put together, to enable churches to evaluate and plan their mission and outreach.

Speaking of outreach, we have continued to financially support several charities through our 'Outward Giving' and more closely to home 'Flying Solo' has continued to flourish and grow. In similar vein 'Holiday at Home' returned this year, not just in August but also at Christmas and the older members of our church and community who joined in, were so grateful for the incredible efforts of the core team (Anne Burtenshaw, Rev'd Lorraine, Rosemary holden, and Sheila Langston-Hopgood) and the other volunteers who made them all such memorable events.



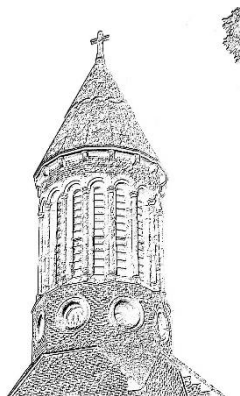
We have also enabled several community events and concerts to take place in church and this year hosted concerts for Achoired Taste, a concert in aid of 'Save the Children' where the Military Wives sang, as well as a music workshop and concert provided by The Phoenix Choir in conjunction with Age UK.

Thank you to all members of the PCC; members of all our other committees; and those engaged in pastoral care and occasional offices; who all work so hard and are the backbone of our church. All in all it has been good year and through the ordinary, through our celebrations and even through our more challenging moments we have known God's faithfulness, as we have travelled the year together in his name and for his glory.

Revd Glynn Lautenbach

Churchwardens' Report

2019 has been a year of reflection: during this time, we have been given the opportunity to learn about ourselves at a deeper level. The pace of change in our parish life has been gentle and considered. We have spent time thinking about where we currently are and where God is calling us to be, and some changes have ensued, as we try to follow the path set out for us.



We have continued to be blessed through our Ministry team here at St Mary's; Rev Glynn, ably supported by Rev Lorraine, has led us through the times and seasons. We are extremely fortunate to have both of their ministries focused in this place. The Ministry Team of Glynn, Lorraine and ourselves met monthly throughout the year, and together with the PCC (who meet 6 times a year for business), we form the leadership team for St Mary's. The Standing Committee,

which in addition includes Treasurer Ollie and Secretary Brian, has also met 6 times: we meet between PCC meetings to deal with urgent business and to prepare the agenda for the next full meeting.

The Parish Office has thrived in 2019 in the very gifted and able hands of Janey. Nothing is too much trouble for her, and she is a real blessing to our community. Over the year we have been able to gradually improve our website and Facebook communications, and the work of implementing GDPR has continued.

One significant change has been the transfer of ownership of the nursey which meets in the Parish Centre, Little Footprints. The nursery has been through some very challenging times in 2019. The new owners, Tony and Cheryl, have been working very hard with the staff to build the nursery up, and their hard work in the latter part of 2019 was rewarded with a good OFSTED report early in 2020. Little Footprints is hugely important to the church in so many ways, and we look forward to continuing to work closely with them.

We continued to journey with the Partnership for Missional Change (PMC) for part of the year. We benefitted from taking part in the listening exercise, learning much about how our church is perceived by those within the family and those on the fringes of our church. The self-knowledge we gained from participating in this programme will continue to inform our future. After much prayer and soul searching the PCC decided to cease our formal participation in the programme in autumn 2019. Importantly however we wish to continue in the spirit of the programme, still seeking to discern where God is at work in our community and joining in whenever, and however, we can.

Glynn and Wayne were away on pilgrimage to Ethiopia in January 2019. We were well looked after by Lorraine and by visiting clergy in Glynn's absence. We have all benefitted from the journey which they made in subsequent sermons, and particularly in the session Glynn led as part of our own Lent Course focused on spiritual places. As part of that course we also heard from Linda Wood (Iona) Margaret Thomas (Quiet Gardens) and Alison Eves (Jerusalem).

In April Bishop Andrew retired as Bishop of Reading, and we had the opportunity to join in the various farewells and to express our gratitude for all that he had done for our parish and deanery during his time as bishop. We will long remember his messages to us, delivered in his unique and wonderful voice, and his humble service (always the first to take a broom and clean up at the end of an event, often among the last to leave). Later in the year we celebrated the appointment of Olivia as the new Bishop: Michael, Lorraine and Alison were

privileged to attend her installation and licencing at St Paul's, on behalf of the Parish. It was an amazing occasion, filled with joy and reverential worship: we felt God at the very centre of the huge and diverse congregation.

In December, the leadership team attended a conference at which Bishop Olivia spoke of her priorities of action on climate change and on the youth of our Diocese. We look forward to joining in with and playing our part in her initiatives.

For the first part of 2019 we maintained our existing pattern of Sunday worship with a 9:00am Traditional Service and 10:30am Contemporary Service (including children's work). The occasional joint services, on major festivals, gave us the opportunity to bring both congregations together. However, we increasingly felt that we wanted to combine the congregations on a more permanent basis, and to do something new for families. From September 2019 we began trialling a pattern of a weekly 10am Parish Communion at which all are welcome, accompanied by a monthly pattern of:

First Sunday: 8am Breakfast Church (shared meal followed by all age worship)

Second Sunday: Taste Service at 3pm (Book of Common Prayer Service)

Third Sunday: Church4U (All age worship followed by a shared light tea)

We will re-evaluate this after a period of 9 months, to see how the new pattern is received, and whether it is meeting as many needs as possible.

Messy Church met a couple of times in 2019, but as detailed above we have decided to refresh our offering to young children, and so Messy Church is currently suspended.

Cleaning our beautiful building has sometimes been a challenge. We have adopted a pattern of cleaning twice a month, once on a Friday night and once on a Saturday morning. Thank you to the dedicated people who have turned out to help regularly, however there is always room for more. The dates are advertised in the pew sheets, and you would be very welcome to join us.

We also took part in other community focused events such as:

- The annual fundraising and community gathering event that is the May Fayre. We held our regular Sunday service on the Hatch so that stall holders could listen as they set up, as well as being present with displays and children's activities and welcoming chat throughout the day. We also contributed by providing carparking and stewards, and many of our congregation helped to run the refreshment tent. We used the responses received at this event to inform our new pattern of worship from Autumn 2019.

- “Flying Solo” provides a monthly opportunity for (mainly older) people who live alone to eat together and share fellowship and friendship.
- The marvellous Kat Josey (of Georgie’s the Florist) made sure that the much loved “twinkle” Advent Wreath making evening was once again a great success. Kat and her team and family, with their great “can-do” approach, provided the necessary energy and resources to encourage us all to play our parts, and over 100 people enjoyed an evening of creativity and fun and friendship as a result. Thank you, Kat and team, and all the church family who so willingly helped. The evening was once again given extra excitement by the presence of members of the Facebook “Buy Nothing Burghfield” group. They held a meet up and gifting of Christmas items, running alongside the wreath making evening. It was wonderful to have so many people in the church and parish centre; there was an amazing buzz.
- The fifth annual Christmas Tree Festival was well supported, with imaginative and thoughtful trees decorated by several local organisations. We decided to have a theme of “family” and this went down really well. The event was much appreciated by the many people who visited over the weekend. The addition of a lunch option to our traditional tea and cake refreshments was much appreciated! Our annual Nine Lessons and Carols Service was a great end to the Festival; we enjoyed all the twinkling lights as we sang and heard the beautiful and familiar words. Many thanks to the team of helpers and the contributing organisations who made the Festival possible.
- St. Mary’s “sponsored” the Big Sing on the Hatch again in 2019, paying for the Tadley Brass Band to play, arranging the provision of the Christmas Tree (kindly donated by Englefield Estate), the installation of the lights, organising the mince pies (paid for by BRA again) and coffee and hot chocolate, and leading the singing (particular thanks as ever to Gill and Don Sinclair).

We would like to thank our clergy colleagues (Glynn and Lorraine), as well as the members of the PCC and all the unsung heroes of our congregations, for all their wonderful support throughout 2019. We might not always see and appreciate all that you do, but our father God does. We continue to be both

proud and thankful to be part of leading such a wonderful church family. We know that you are always with us and supportive of our efforts to find new ways to express the love of God for all his people here in the Parish of Burghfield, praying for us and joining in, and gently correcting us where needed. Thank you.

*Alison Eves and Michael Wood
Churchwardens*

Bradfield Deanery Synod

Deanery synod representatives serve for up to three years. Our current representatives are Carol Jackson Doerge, Colin Thompson. New elections need to be held this year (2020).



The Synod met three times in the year in March, June and October. Amongst the items discussed has been the way in which Parish share is calculated, and in particular changes to the capping scheme which has been in place for six years; the possibility of closer links with Newbury Deanery; and the application of the Diocesan Common Vision. Links with schools within each parish were considered and a Berkshire Vision day held on December 7th.

The Spiritual Development Group continued their series of lectures under the 'Let us talk Theology' banner.

Rural churches face challenges throughout the Diocese, and shortage of volunteers is a problem in many areas. As pressures build it is probable that the laity may need to take a larger role in line with Common Vision, and the Deanery Synod has a role in co-ordinating arrangements.

Colin Thompson

Prayer Life

Report on Prayer Coordination & Prayer and Healing Team for 2019

The **Prayer Coordinators** have kept the **Prayer Chain of Intercessors and Prayer and Healing Team members** informed of urgent prayer requests by email.

Again, we updated the Monthly prayer diary, although sadly this quickly became out of date with changes in the diocese.

The **Prayer & Healing Team** continue to offer prayer for anyone who needs support for whatever is of concern. Prayers in the chancel are offered in the strictest confidence and heard only by God, the two-team member and the recipient. Requests left in the grey prayer request book are prayed over for the following four Sundays in the chancel.

We have meet regularly at **Circle of Prayer** to update and pray over requests from those who have asked for prayers from the whole team. We also give thanks for the good news of prayers that had been answered.

We have held one "**Time Out with God**" sessions in 2019 in the Parish Centre.

We were sad to lose Marcia at the end of 2019 as she moved on to worship at another church and we would like to record our thanks for her very valuable and prayerful contribution to the team and the wider congregation. Being a member of the team is not as daunting as people might think and we hope that more people might respond to the call to join the team in this lovely supportive aspect of our life as a church.

We would really appreciate the addition of male members of the team. In the past we have had male members of the team and it would be a great shame if this were to be regarded as an exclusively female ministry in the church. Lots of training and support are provided.

We have been privileged to help with 3 healing service and some contemplative services 9.00am. Many of the team members were also on hand to help with the All Souls service in November. In terms of personal training and development, 4 members of the team, attended the **Diocesan Day of Prayer** at Ripon College, Cuddesdon. Once again this was an inspirational day full of really- helpful ideas and insights on prayer. Several of the ideas from this day have been fed into Quiet Garden Days at Loves Close. We would really recommend this day to you. It is a light- hearted day of fellowship when we meet up with old friends and make new ones. At lunch time we enjoy a picnic together and few of us can resist the tempting offers on the BRF bookstall. Make a note of the date for this year, Saturday 11th July and listen out for the notices.

Margaret and Anne

Outreach

Outward giving

For some years now we have donated a percentage of the church's income to charities and mission agencies. In choosing the charities to receive monies from us, the PCC has striven to maintain a balance between large and small charities, and domestic and overseas charities. We also favour charities where we have personal knowledge of the good that their work does.



Our Outward Giving figure for 2019 is £3,800. This year's beneficiaries are:

- Health Help International. £950
- Creating Better Future. £95
- Burghfield United Charity £400
- Yeldall Manor. £50
- The Trussell Trust. £500
- PACT £500

The Alpha Course, 2019

Alpha is a sociable, ecumenical course for those who want to learn about Jesus or deepen their faith. Over 2019, Burghfield Methodists, Mortimer Methodists and St. Mary's Burghfield planned a joint Alpha course with the support of Churches Together in Burghfield and Mortimer. This ran over ten weeks in autumn, with weekly meetings in Burghfield Methodist Chapel. Each week, members of all three churches and guests ate wonderful puddings together, before watching the Alpha videos and then discussing them in groups. A Saturday was spent in St. Mary's focusing on the Holy Spirit and enjoying spiritual fellowship. On average 35 attended each week. We all enjoyed learning together and deepening our faith, and it was a wonderful opportunity for the three churches to work together. I should like to take this opportunity to thank everyone who contributed in any way to the planning, organising and running of the course, to those who provided delicious food and those who supported us in prayer.

Don Sinclair

Partnership for Missional Church, 2019 - God is at work. We can join in.

St. Mary's Burghfield joined "Partnership for Missional Church" in 2018. The first year involved listening to members of the congregation by interviews and events called "Making Church Memories" to find out what God is doing in the parish and see how we can be part of his plan. Over 2019, the church reflected on what we had learned. This led us to deliver a joint Alpha course with Burghfield and Mortimer Methodists, as well as a number of other community and church-based activities. We are currently investigating "Open the Book" - a programme for working with young people in schools.

St. Mary's stopped participating in the organised events for Partnership in Missional Church, as there weren't enough volunteers to create and maintain all the different groups required, but we definitely gained from our participation. We remain committed to learning where God is at work in his community and looking for opportunities to join in.

Don Sinclair

Burghfield Support Group for The Children's Society

The Parish Support group currently consists of Anne Burtenshaw, Hilary James, Pat Glover (our Treasurer), Janet Reed, Nicky South-Klein, and Colin Thompson, and we are in need of and would be very keen to welcome any new members who wish to assist in raising money for this very worthwhile cause.



As a committee we meet on average three times each year, so the task whilst rewarding is not arduous. The Christingle services are our main fundraising event and in 2019 raised £693.13 plus some gift aid. Pat also administers the many collection boxes people have in their homes, and in 2019 these produced almost £500. We held two successful supper quizzes in February October and issued a Christmas quiz which together raised more than £450. Traditionally we have also ran cake stalls on Mothering Sunday and at the Advent Toy service, which this year raised almost £100. When other fund-raising events are added, in the course of the year we raised £1784.50.

Our next event will be a cake stall on Mothering Sunday, and we would welcome any offers of cakes to sell. If you wish to take part, or if you would like a collecting box for your home please contact any member of the team.

Colin Thompson

Flying Solo



We meet on the 3rd Tuesday of the month. This is an opportunity for people living alone to enjoy company, make new friends and enjoy a meal together. We usually have approx. 30 guests. We are very grateful to The Handy Bus who transport twelve people to us, also our team of dedicated helpers who plan shop, prepare and cook.

Anne Burtenshaw & Revd Lorraine Colam.

Holiday at Home

This year Holiday at Home was held on two days in August. This gives people an opportunity to socialise and have company at a time when most clubs close for the Summer breaks. This year the theme was Summer Holidays when we were young. On Wednesday we were very pleased to have two ladies from M.E.R.L. (Museum of English Rural Life) in Reading who entertained us with a talk on The History of Burghfield and showed a film bringing back memories of life in the Countryside and Holidays when we were young for some of our guests dating back to the 'late twenties and thirties. This was followed by a Sing-along of Summer / Holiday Songs. Tea was served in the Parish Centre for 45 guests. On Friday we gathered in the Church Car Park before travelling to The Henry Street Garden Centre for lunch with time to browse and shop. We returned to Church for a Cup of Tea and Cake.



Following the success of the Summer events it was decided to have a Christmas 'Holiday at Home'. This was attended by 45 guests. On arrival drinks and biscuits were served in Church. We were entertained with readings of seasonal poems sketches and a short quiz. We ended with singing Carols and Christmas Songs.



A Christmas Tea was served in the Parish Centre and each guest received a Present. Again, we are very grateful to The Handy Bus who helped us with transport and the team of Church helpers. We would like to thank you the church family for their generosity in providing gifts for the gift tree. We met new people at Christmas which was great, and everyone's gratitude was heartfelt and very moving. We look forward to developing this community ministry further in May with a Spring "<mailto:Holiday@Home>" with an offer from the Reading Phoenix Choir.

Anne Burtenshaw and Revd Lorraine Colam.

Churches Together Burghfield, Sulhamstead and Mortimer (CTBSM)

CTBSM is made up from the following churches in our area; St. Mary's Burghfield, Burghfield Methodist Church, St. Oswald's Roman Catholic Church, St. Mary's Sulhamstead, The United Benefice of Mortimer and Padworth, Mortimer Methodist Church and Mortimer West End Chapel. We have continued throughout the year to support each other as we seek to contribute to the community as united Christians and we also work alongside Together in Mission (TiM).



During the week of Prayer for Christian Unity 18th - 25th January, daily prayers were held in each church and the Unity Service was held at Mortimer Methodist Church and the speaker was Fr Patrick Tansey.

In 2019 there were several breakfasts giving us a chance to meet people from other Churches and to hear some excellent speakers.

The May Fayre enabled representatives from other CTBSM representatives to take part in our 9:30am service on the Hatch. Volunteers from our local churches as well as members of the community, produced cakes and were part of a team serving refreshments all day.

From Ascension to Pentecost we again participated in the Anglican initiative called 'Thy Kingdom Come'. The relevant prayer booklets were purchased by CTBSM and distributed out to the congregations for all to take part and we had daily prayers in our member churches.

During the autumn term we were able to offer a joint Alpha Course, which was a collaboration between St Mary's Burghfield, and Burghfield and Mortimer Methodist churches. It was well attended, and the united team worked so well together we hope to offer an Alpha Course each autumn term rotating the venue.

Cafe-B continues to be very well supported on Monday and Wednesday mornings and is a regular meeting place for many people. It is staffed by volunteers from TIM and Churches Together. The TiM Befriending scheme is well established, and a large number of people benefit from visitors again with 'befrienders' many of whom are active members in our local churches. School pastors also have a new co-ordinator and continue to offer important support in the Willink school.

CTBSM continued to support our local foodbank based at St Oswald's church and the drop-in centre is well supported with generous donations of food and volunteers from our churches as well as the wider community.

Revd Glynn

Burghfield St Mary's Primary School

The school's vision is to create a caring Christian learning environment that inspires everyone in the school community to fulfil their unique potential and become a responsible, concerned and active member of God's world.

The School had a Statutory Inspection of Anglican and Methodist Schools on 21st March 2019 and was graded **GOOD** both overall and in respect of the impact of collective worship. The inspector identified five key findings:

- The Christian values of the school are well understood and articulated by pupils, staff and governors
- The academic and spiritual needs of all pupils are very well met, especially those of vulnerable children
- Relationshipsin the school are very good with a consequential beneficial effect on behaviour
- A culture of dignity and respect for the person and beliefs of others permeates all areas of school life
- RE is a popular subject with the children.... the values of the school are placed in the context of tolerance and respect for others

(The Inspectors report can be found on the school website).

The Foundation Governors, appointed by the Diocese (currently Lenice Prosser and Deborah Marsden) meet with the Head Teacher on a termly basis to discuss ways of strengthening school church ties. The Rector visits the school regularly and the school uses the church for services to mark major festivals and for the annual leaver's service.

The start of the 2019/20 academic year saw two teachers leave and the opportunity was taken to move the remaining staff into different year groups. The change was well received by the teachers further developing their professional understanding and skills. The new pattern has settled in very well.

There has also been an emphasis on Emotion Coaching with training being offered to staff, and meetings held with parents and Governors. The School website has been developed and now features a page for each class.

Deborah Marsden (Foundation Governor)
Colin Thompson (Vice-Chair, Governing Body)

Buildings -Fabric Report

The upkeep & maintenance of a building now over 175 years of age together with a Parish Centre now coming up to 20 years old requires a lot of support from the congregation as well as professional contractors. First of all, we must thank the team of people from the congregation who throughout the year give up their time to help clean the building and carry out minor repairs and improvements. The church is cleaned on a regular basis by a very dedicated team, but there is always room for more people that like to get close up and personal with a dust pan and brush.

During the past year there have been some major repair works carried out on the church and within the churchyard. Thanks to a very generous gift from a close neighbour of the church, in memory of her husband, we were able to undertake during May a major restoration of the Lychgate, which was looking incredibly sad and unloved.



This was closely followed in June with the long-awaited repairs to the church tower and the 'Pepper Pot' dome. A vast amount of scaffolding was put up to allow contractors and stone masons to reach the stone dome of the tower and carry out major

repairs to make the tower watertight again.

Unfortunately, a close inspection of the Stone Cross which surmounted the dome found it to be in a perilous state as the stone was beginning to fracture. After a lot of discussion with the stone masons and architects it was decided that the best option was to replace it.



This work was not in the Tower budget but thanks to the generosity of the congregation the money was raised over one weekend which enabled the new Cross to be made and installed in time before the contractors were due to dismantle the scaffolding. Glynn was able to climb the scaffolding and bless the New Cross following a Sunday Service. The church should give a big vote of thanks to Mike Wood for the time he spent getting the

project off the ground and finding the funding to enable it to be undertaken.

In April it became apparent that the 500w halogen flood lights in the church were beginning to fail again, having all been replaced in December 2018. It was decided to replace all 11 flood lights with LED 50w floods, a saving of 4,950w when they were all on.

Also, the wooden statue of Sir Roger De-Burghfield received some tender loving care, as the light inside the glass display case had fallen onto the statue. It took three people to open it as the frame is made of steel covered in wood and is extremely heavy. A new LED strip light was fixed above Sir Roger and he was carefully dusted before the case was fastened up securely once more.

The Parish Centre downstairs hall has always been so resonant that conversations have been hard to hear even when there are only a few people meeting. Various options were being looked at to reduce the problem, when the church was offered the curtains from a local Care Home which had closed. The curtains have been installed and have the advantage not only of covering the windows when required but also reducing the general resonance in the room.

As reported last year there are major problems with the Septic Tank. The soakaway is failing, and a quotation for its replacement & the installation of a water treatment plant has been provisionally accepted by the PCC. Currently we are waiting on the Diocesan Advisory Committee to agree in principle a Faculty for its replacement, we will then need to obtain Planning Permission from the local Authority. It is anticipated that the cost of these works will be between £16,000 & £20,000 this will have to be raised hopefully aided by grants.

Brian Thatcher, Chair Fabric Committee

Parish Centre report

The Parish Centre continues to be well used by the Community, and regular lettings include Yoga and Pilates Classes, Burghfield Art Group, and meetings for the Burghfield Residents association (BRA). The centre is also well used for church meetings community events and concerts to raise money for charity making great use of the space we have.



In the latter part of the year, Little Footprints Nursery, sold their nursery to new owners. The new owners, Tony and Cheryl have maintained the 'Little Footprints' name and many of the familiar staff faces remain. Although the numbers were low coming back after the summer the team have worked hard to ensure the numbers increased. They have just been given a 'Good' by Ofsted which is great news for the company and us. The hours have reduced slightly due to the number of children however, they are increasing these slowly as new children start. The lower numbers were a concern at the start of term, and we have been able to work in partnership with Cheryl and Tony to ensure they can grow the nursery. The church agreed a capped figure per month which will be reviewed again in 2020.

It also remains a popular choice for away days by other churches who especially value the peaceful setting and views from the Upper Room.

A review of our hire charges last year saw ad-hoc booking fees increase in September. The fees are now £12.75 per hour per room on weekdays until 6pm, £15.30 per hour per room thereafter and at weekends. A 50% discount was introduced at the same time for members of the "church family" who are on our Electoral Roll so if this applies please mention when booking for birthday parties, baptism receptions and so on. The church has also waived fee's for certain events taking place.

The church has made the decision to implement a new tool called 'Iknow' which will allow the Parish administrator and Glynn's day to day admin to become more seamless and collaborative. There will be a great deal of work to ensure all our information is loaded and utilised correctively however, once we reach this point it will be good for the Church and our communication. We look forward to being working with this tool in the future.

Jane Cleary

The PCC of St Mary's the Virgin Burghfield is a Registered Charity No.1167639

st Mary's Burghfield

Parochial Church Council of St Mary the Virgin, Burghfield

Annual Report and Financial Statements
For the year ended 31 December 2019



Trustees' Annual Report for the year ended 31 December 2019

Reference and Administrative details

The Parish Church of St Mary the Virgin is in the village and parish of Burghfield in the county of Berkshire.

All correspondence regarding the church should be addressed to: The Parish Office, St Mary's Church, Church Lane, Burghfield, RG30 3TG.

Structure, governance and management

The Parochial Church Council (PCC) is a corporate body established by the Church of England. The PCC is responsible for safeguarding the assets of the church operating under the Parochial Church Council Powers Measure. This involves working with the Revd Glynn Lautenbach the Rector, in promoting in the ecclesiastical parish, the whole mission of the Church pastoral, evangelistic, social and ecumenical. The PCC is also responsible for the Parish Centre. The PCC is a charity Registered with the Charity Commission of England & Wales and our number is: 1167639.

Furthermore the PCC of St Mary the Virgin has complied with the duty under section 5 of the Safeguarding and Clergy Discipline Measure 2016 (duty to have due regard to House of Bishop's guidance on safeguarding children and vulnerable adults).

Membership of the PCC

Members of the PCC are either elected by the Parochial Church Meeting or are ex-officio in accordance with the Church Representation rules. All church attendees are encouraged to register on the electoral roll and may stand for election to the PCC.

During the year 2019 the following people served as members of the PCC.

Ex Officio Members

Clergy:

Revd Glynn Lautenbach

Revd Lorraine Colam

Wardens:

Michael Wood

Alison Eves

PCC members as a result of Deanery Synod Membership

Colin Thompson and Carol Jackson-Doerge were elected to Deanery Synod at the APCM on 2nd April 2017 for a 3 year term of office till 2020.

PCC Secretary

Brian Thatcher was appointed to serve as PCC secretary at the APCM on Sunday 24th March 2019.

PCC Treasurer

Oliver Dillon

Elected Members of the PCC

Name	Elected at APCM	Serve Until	Term
Brian Thatcher	2019	2022	1 st
Kate Bessant	2019	2022	2 nd
Amy Legg	2019	2022	2 nd
Susan Potter	2017	2020	1 st
Oliver Dillon	2017	2020	2 nd
Don Sinclair	2017	2020	2 nd
Dominic Kneeshaw	2017	2020	2 nd
Margaret Thomas	2017	2020	1 st

Foundation Governors

The following have been appointed to serve on the school governing body of the church school as Foundation Governors:

Mrs Lenice Prosser

Mrs Deborah Marsden-Kwan

Structure, governance and management

Committees and Groups

The sub-committees of the PCC which continued through 2019 was the Finance and Stewardship committee and the Fabric Committee for care of the Fabric of the buildings and grounds. In 2019 a Worship and Discipleship committee was also established. The Standing Committee met regularly for decision making, support and Agenda planning.

The Ministry Team comprising Revd Glynn Lautenbach (Rector), Revd Lorraine Colam (Part time Non Stipendiary Associate Minister), Alison Eves (Churchwarden) and Michael Wood (Churchwarden) met regularly to plan and co-ordinate the ongoing ministry of the parish.

PCC Vision Statement

The vision statement of the church for 2016 to 2019 remains as:

The transformation of all life in Christ.

Our priorities for the growth of this church for 2016 – 2019 are:

- Sustaining the sacred centre
- Making disciples
- Making a difference in the world
- Being a vibrant Christian community
- Shaping confident, collaborative leadership

In addition, during 2019 the Diocese affirmed its 'Common Vision' as 'A more Christ-like church for the sake of God's world' becoming a more *Contemplative, Compassionate and Courageous Church*.

During 2018 our PCC committed to joining the Partnership in Missional Church (PMC) process, co-ordinated by the Diocese. While there was much that was beneficial from the initial process, we withdrew during 2019 in order to focus on the diocesan 'Common Vision'.

Achievements and Performance

Church Attendance

The electoral roll was fully revised for the 2019 APCM and the number on the new electoral roll was recorded as 73.

During the year we evaluated our services with a change of service pattern taking place in September. The average weekly attendance figures for our regular services are shown below. They are reached having taken an average attendance over several Sundays spaced across the year, when there are no 'special' Sundays:

January – September 2019

	2019 attendance	2019 communicants
9.00am Traditional Eucharist	25	25
10.30am Contemporary Eucharist	9	8

September – December 2019

10.00am Parish Communion	30	29
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These numbers include children, some of whom have been admitted to Holy Communion according to Canon B15A.

These numbers increased substantially at major festivals and major community observances, such as Remembrance Sunday.

In addition, there is a monthly BCP communion service on Sunday afternoons, and a midweek service of Holy Communion with an average attendance or range of attendances as follows on 'usual Saturday and Sundays':

	2019 attendance	2019 communicants
TASTE (BCP Holy Communion)	4	3
Holy Communion (at Burghfield Common Methodist Church)	6	6
Holy Communion at the Hollies	8	7

From September we also introduced 2 new all age non-eucharistic services for a trial period of 12 months.

	2019 attendance
Monthly Breakfast Church	15
Monthly Church4U	7

During 2019 we celebrated 6 baptisms (2018:9); 4 weddings (2018: 2) and 8 funerals (2018:7)

Review of the year

A full report on the activities of the parish during 2019 is found in the Annual Report booklet accompanying this document.

Financial Review

Voluntary income for General Expenditure, (excluding Gift Aid, Fees & Lettings), showed an increase of 4.3%. This was due to continued growth in use of the Parish Giving scheme and planned standing order giving increased by 5.9%. This was partly offset by a fall in our income from weddings, funerals and baptisms – possibly due to the tower scaffolding.

Gift Aid of £5.3k was received via the Parish Giving scheme with the remainder covering a period from 2017 to early 2019. Outstanding Gift Aid claims total less than £10k. The Montessori nursery school changed ownership during the year and reduced rental fees were agreed which will be adjusted as appropriate as we progress through 2020.

Legal fees of £1.7k in 2019 related to the car park rental bringing the total to £4.5k.

These resulted in an overall surplus on our General Funds of £3,367 but if we adjust for Gift Aid timing we would have incurred a deficit of over £5k.

Fundraising towards our ongoing refurbishment projects had a reduced focus this year as we awaited various authorisations and received quotes.

The following are some of the financial and ministerial matters relating to the church:

- The ministry of the church has continued through a full range of services, occasional offices and outreach initiatives.
- Committed monthly giving and some one-off donations and fundraising have continued to increase the monies available for further reordering of our beautiful church.
- The external phase of the Tower project was completed after several years of fundraising.
- The Lychgate was refurbished. This was funded entirely by a personal donation.
- Income from fees for weddings, funerals and baptisms was significantly lower than previous years. It is assumed that the scaffolding had some impact.
- The Parish Share has been paid in full for another year.
- Major repair and refurbishment expenditures expected for 2020 are Septic Tank replacement, a new projector & screen and window repairs to Parish Centre.
- Funding is believed to be in place for the second of these.

We have received a substantial amount of additional income from the lettings of the Parish Centre. We are thankful for the work by past and present members of the congregation who had the insight and the commitment to provide this resource for us.



Oliver Dillon
Treasurer



Michael Wood
Churchwarden



Alison Eves
Churchwarden

Independent Examiners Report to the PCC of St Mary the Virgin Burghfield

I report to the members on my examination of the accounts of the Parochial Church Council of St Marys the Virgin, Burghfield for the year ended 31 December 2019.

Responsibilities and basis of report

As the charity trustees of the PCC you are responsible for the preparation of the accounts in accordance with the requirements of the Charities Act 2011 ('the Act'). I report in respect of my examination of the PCC's accounts carried out under section 145 of the 2011 Act and in carrying out my examination I have followed all the applicable Directions given by the Charity Commission under section 145(5)(b) of the Act.

Independent examiner's statement

I have completed my examination. I confirm that no material matters have come to my attention in connection with the examination giving me cause to believe that in any material respect:

1. accounting records were not kept in respect of the Trust as required by section 130 of the Act; or
2. the accounts do not accord with those records.

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in this report in order to enable a proper understanding of the accounts to be reached.

Signed: *P. Williamson*

Date: *20/02/2020*

Name: Pauline Williamson

Relevant professional qualification: Fellow of the Institute of Chartered Accountants in England and Wales

Address: 39 St Johns Street
Crowthorne
Berkshire
RG45 7NQ

Financial Statements

Financial Statements For the 12 Months Ended 31 Dec 2019

		Unrestricted Fund	Unrestricted Designated Fund	Restricted Fund	Endowment Fund	Period Total 2019	Period Total 2018	Period Total 2017
	Note	£	£	£	£	£	£	£
RECEIPTS								
Voluntary Receipts								
Direct Giving by standing order		37464	0	0	0	37464	33363	32714
Giving by coloured and white envelopes		1823	0	0	0	1823	2348	2639
Open collections		3389	0	0	0	3389	3687	3858
Gift aid claimed	1	21220	0	0	0	21220	738	17232
Other general donations	2	1233	0	0	0	1233	723	939
TOTAL		65129	0	0	0	65129	42859	57382
Receipts from activities for generating funds								
Fundraising		206	0	0	0	206	189	724
TOTAL		206	0	0	0	206	189	724
Receipts from church activities								
Fees	3	3218	0	0	0	3218	5066	4687
Parish centre letting fees		36319	0	0	0	36319	33843	26762
Other (rebates and donations)		0	0	0	0	0	0	0
TOTAL		39737	0	0	0	39737	40909	31449
Receipts from investments								
Interest on Bank Accounts		0	0	0	0	0	12	7
Interest on CCLA Account	4	19	0	0	20	38	13	7
		19	0	0	20	38	25	14
Total Receipts (Unrestricted)		105091	0	0	20	105110	83982	89570
Receipts on Restricted Accounts								
Funds Collected for other charities	5	0	0	1251	0	1251	1092	994
Gift aid claimed	1	0	0	5260	0	5260	909	3859
Reordering Project	5	0	0	26051	0	26051	6818	36341
Other restricted accounts (Church Use)	5	0	0	12397	0	12397	412	2547
TOTAL Receipts (Restricted)		0	0	44958	0	44958	9231	43741
TOTAL RECEIPTS		105091	0	44958	20	150069	93214	133311
Notes								
		2019 Unrestricted Fund	2019 Unrestricted Designated Fund	2019 Restricted Fund	2019 Endowment Fund	2019 Total 2019	2018 Total 2018	2017 Total 2017
PAYMENTS								
Direct costs of church activities		1459	0	0	0	1459	1131	1136
Building & churchyard maintenance & repairs		4354	0	14590	20	18963	9605	2385
Clergy expenses		2307	0	0	0	2307	2803	2147
Utilities	6	14001	0	20	0	14021	6496	3736
Cleaning		2808	0	0	0	2808	2542	2010
Administration		11872	0	0	0	11872	10020	10042
Insurance		4195	0	0	0	4195	4070	4025
Parish Share		57816	0	0	0	57816	56132	54509
Parish Share Rebate		-1134	0	0	0	-1134	0	-788
Outreach & Youth Work		226	0	0	0	226	426	363
Other		0	0	0	0	0	0	0
Outward Giving	7	3800	0	0	0	3800	3500	3200
Subscriptions		20	0	0	0	20	40	290
Other Donations Outward		0	0	0	0	0	25	0
Total Unrestricted Payments		101724	0	14610	20	116353	96788	83055
Restricted Payments								
Reordering Account	5	0	0	103044	0	103044	8880	845
Restricted (for Other Charities)	5	0	0	597	0	597	1640	325
Other Restricted	5	0	0	97	0	97	0	917
Total Restricted Payments		0	0	103737	0	103737	10520	2087
TOTAL PAYMENTS		101724	0	118347	20	220091	107308	85142
Transfers Between Funds								
Surplus/(Deficit) for Year to Date	8	3367	0	-73389	0	-70022	-14095	48169
		Unrestricted Fund	Unrestricted Designated Fund	Restricted Fund	Endowment Fund	Total 2019	Total 2018	Total 2017
MOVEMENT ON FUNDS								
Balances at January 1st		11327	6203	79328	2000	98858	112953	64784
Surplus/(Deficit) for Year		3367	0	-73389	0	-70022	-14095	48169
Balances at December 31st		14694	6203	5939	2000	28836	98858	112953
Surplus/(Deficit) for YTD Gen Funds		3367						

Statement of Assets & Liabilities as at 31 December 2019

Bank Accounts	Unrestricted Fund	Unrestricted Designated Fund	Restricted Fund	Endowment Fund	Total 2019	Total 2018	Total 2017
	£	£	£	£	£	£	£
Cooperative Current Account	6178		5769		11947	7010	26431
Nat West Current	2116	6203			8319	7758	6753
Coop Mission Fund Account					0	128	128
Fees Account & Fees Cash in Hand	3287				3287	13069	8003
Reordering Current Account			169		169	65818	66588
CCLA Thursby	619			2000	2619	2600	2587
CCLA Restoration	8				8	8	8
CCLA Reserve Fund	2486				2486	2468	2456
Petty Cash Float	0				0	0	0
Total Funds	14694	6203	5939	2000	28836	98858	112953

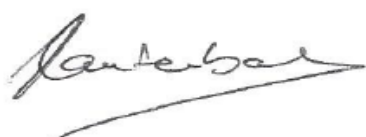
Represented by:

	£	£	£	£	£	£	£
General Funds	14694				14694	11327	20111
Upkeep & Capital Improvement Fund		6203			6203	6203	8777
J Harvey Thursby Fund				2000	2000	2000	2000
Reordering Fund			1000		1000	75557	76809
Other Repairs & Fabric Appeals			1463		1463	957	1892
Mission Fund			2730		2730	2730	2730
Training Fund			0		0	0	0
For Other Charities			746		746	85	633
Total Funds	14694	6203	5939	2000	28836	98858	112953

Liabilities:

The closing Restricted Fund balance contains amounts from collections which are due to be paid to their respective charities, as follows:

Christian Aid					82	82	82
Children's Society					661	0	548
Children In Need					3	3	3
	0	0	0	0	746	85	633



Rev'd Glynn Lautenbach
(Rector & PCC Chair)



Mr Oliver Dillon
(PCC Treasurer)

Approved by the PCC on 20th January 2020 and signed on their behalf by Rev'd Glynn Lautenbach (PCC Chair) and Mr Oliver Dillon (PCC Treasurer)

Notes to the Financial Statements

The financial statements for the Parochial Church Council of St Mary the Virgin, Burghfield are prepared on a Receipt and Payments basis.

1. Gift Aid was from the Parish Giving scheme throughout the year together with claims for 2017, 2018 and large donations from the early part of 2019.
2. Other General Donations includes £325 of donations from not-for-profit organisations who had invoices waived relating to Parish Centre and Church bookings. The total value of Invoices waived was £647.
3. The Fees Income is reported as the net amount payable to the PCC in accordance with C of E guidelines. Fees collected on behalf of the Diocese totalled £2,119. Transactions relating to payments for Bellringers, Vergers etc are also specifically excluded.
4. Interest Income on the J Harvey Thursby Memorial fund was allocated to defray costs incurred in maintaining the churchyard.
5. Movements on Restricted Accounts:

	Fund balances brought forward £	Incoming resources £	Gift Aid £	Resources expended £	Fund balances carried forward £
Restricted funds					
Bell Room & Access (BRA)	0.00	500.00			500.00
Reordering (Heating Lighting Cross Tower etc)	75,556.93	26,050.97	2,436.08	(103,043.64)	1,000.34
Mission Fund	2,729.83				2,729.83
Kitchen Fund	288.23			(169.80)	128.43
Childrens Society	0.00	661.00			661.00
Christian Aid	81.71				81.71
Vestry Roof (Englefield Trust) (Residual)	334.40				334.40
Bishops Outreach Fund	0.00				0.00
Disabled Ramp (BRA) (Residual)	24.00				24.00
Acoustic Blinds (BRA)	300.00			(300.00)	0.00
Bishop Andrew Retirement	0.00	97.00		(97.00)	0.00
Boiler	0.00	20.00		(20.00)	0.00
Fence & Gates (BRA)	0.00	500.00		(435.18)	64.82
Lych Gate & Notice Board	0.00	11,267.54	2,816.89	(13,673.02)	411.41
War Graves Commission	0.00	12.00		(12.00)	0.00
Launchpad (Tree Festival in aid of Homeless)	0.00	490.46	6.25	(496.71)	0.00
West Berkshire Foodbank (Cans on Hatch)	0.00	100.04		(100.04)	0.00
Children in Need	3.00				3.00
	<u>79,328.16</u>	<u>39,609.01</u>	<u>5,259.22</u>	<u>(118,347.39)</u>	<u>5,938.94</u>
Designated Funds					
Upkeep and Capital Improvement (Designated) F1	6,203.16			0.00	6,203.16
	<u>6,203.16</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>6,203.16</u>
Endowment Funds					
J Harvey Thursby Fund	2,000.00	19.54		(19.54)	2,000.00
	<u>2,000.00</u>	<u>19.54</u>	<u>0.00</u>	<u>(19.54)</u>	<u>2,000.00</u>

Interest of £19.54 was applied to the J Harvey Thursby Memorial Fund and the accumulated interest was applied to defray churchyard costs.

Income on the Restricted funds included Monthly pledges of £780. A grant of £17,460 was received from the Listed Places of Worship Scheme which was the value of the VAT on the tower invoices received in the previous 12 months. The external stage of the Tower project has now been completed. The Lych Gate was refurbished, funded entirely by a donation and the associated notice board will be replaced shortly. The Acoustic Blinds project was completed at a cost of £615 of which £300 was covered by a grant with the balance paid for from general funds. The Christingle

services raised £661 for the Childrens Society and collections were made at the Tree Festival and the Carols on the Hatch in Aid of the homeless and the local foodbank.

6. Utilities were significantly higher than in previous years. The septic tank had not been emptied for several years £1,125. Other new services which had two years' costs were the sanitary disposal service and the green bin licence totalling £807. The change of energy supplier towards the end of 2018 created some deferred costs from 2018 to 2019 of approximately £1k. Boiler repairs were £4.3k above the usual costs.

7. Our Outward Giving figure for 2019 is £3,800. This year's beneficiaries are:

Health Help International	£950
Burghfield United Charities	£400
Creating Better Futures	£950
Yeldall Manor	£500
PACT	£500
The Trussell Trust	£500

8. A surplus of £3,367 is reported on the general fund statutory accounts. Unrestricted income is high due to Gift Aid claims being brought more up-to-date by approximately £9k. Fees income from weddings, baptisms and funerals continued to be depressed. Following the change of ownership of the nursery school an introductory reduced rate has been charged. We expect that this will recover during the year.

Independent Examiner's Report to the Members of The Parochial Church Council of St Marys the Virgin, Burghfield

I report to the members on my examination of the accounts of the Parochial Church Council of St Marys the Virgin, Burghfield for the year ended 31 December 2019.

Responsibilities and basis of report

As the charity trustees of the PCC you are responsible for the preparation of the accounts in accordance with the requirements of the Charities Act 2011 ('the Act'). I report in respect of my examination of the PCC's accounts carried out under section 145 of the 2011 Act and in carrying out my examination I have followed all the applicable Directions given by the Charity Commission under section 145(5)(b) of the Act.

Independent examiner's statement

I have completed my examination. I confirm that no material matters have come to my attention in connection with the examination giving me cause to believe that in any material respect:

1. accounting records were not kept in respect of the Trust as required by section 130 of the Act; or
2. the accounts do not accord with those records.

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in this report in order to enable a proper understanding of the accounts to be reached.

Signed: *P. Williamson*

Date: *20/02/2020*

Name: Pauline Williamson

Relevant professional qualification: Fellow of the Institute of Chartered Accountants in England and Wales

Address: 39 St Johns Street
Crowthorne
Berkshire
RG45 7NQ