

St. Matthew's Church, Reading

## Annual Report

Year Ended 31<sup>st</sup> December 2020

Registered Charity Number: 1148083



# ANNUAL REPORT

Welcome to the Annual Report of the mission and ministry of St. Matthews Church, Southcote Lane, Reading.

Under the Parochial Church Council (Powers) Measure 1956, the PCC is required to co-operate with the vicar in promoting in the parish the whole mission of the Church - pastoral, evangelistic, social and ecumenical.

This report describes how this has been achieved during 2020. Please note that the timing of this report is later than usual for the second year running since the Annual Meeting is normally required to be held prior to the end of April but due to the Covid19 pandemic was delayed.

Further details of the activities of the PCC and of the various ministry areas of the church can be obtained by contacting those named in each report.

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### Our Vision:

*"...a thriving, growing church at the heart of the parish, sharing the good news of Jesus Christ and serving the community."*

# Trustees' Report for the 2020 APCM (covering 2019)

## Membership

Members of the PCC are either ex-officio, elected by the Annual Parochial Church Meeting (APCM) in accordance with the Church Representation Rules, or co-opted onto the PCC. During the year, the following served as members of the PCC:-

<b>Vicar:</b>	The Revd. Pads Dolphin
<b>Curate:</b>	The Revd. Kirstie Dolphin (only for the first three months)
<b>Churchwardens:</b>	Jan Ball (also PCC Secretary) Paul Watkins (also Lay Chair), then David Horne since last APCM

## Deanery Synod Representatives:

Brian Day  
Mary Day  
Tracy Watkins

## Elected Members:

Colin Harbidge  
Gwyneth Rudman  
Steve Rudman  
Martin Booker (also Electoral Roll Officer)  
Lisa Telling  
Emma Noonan  
Chloe Baker  
Erick Nwanshi

## Co-opted Members:

None

## Non-Voting Members:

None

The PCC held meetings in January, March, June, July, September, November, December in 2020 and in February, April, May, June in 2021. Most of these meetings were held over Zoom.

## Standing Committee and Finance Committee

The Standing Committee is the only committee required by law and transacts the business of the PCC between its meetings, subject to any direction given by the council.

If there is an urgent need to approve expenditure which cannot wait for a scheduled meeting, a Standing Committee can be convened to approve up to £500. The Standing Committee consisted of:

- the Vicar (Pads Dolphin)
- the Churchwardens (Jan Ball and David Horne)
- Erick Nwanshi, Lisa Telling, Martin Booker

Any approvals made by a Standing Committee must be reported to the next PCC meeting and will be minuted.

The Finance Committee met in February, June, September, November, December remotely. It had the following membership:

Pads Dolphin, Colin Harbidge, Brian Day, Alan Chandler.

### **Review of the year**

The PCC met 6 times since the last APCM.

The following items were included in the business of the PCC during 2020

- The overall response of the church to the Covid 19 pandemic
- The initial decision to close the church, forced by government legislation in March
- The acceptance of the Bishop's request to move Kirstie to be Interim Priest in Charge of St Agnes, St Barnabas and St Paul's in Whitley.
- Instigation of regular prayer times so that people could pray remotely 'together'
- Establishment of new pastoral care routines, with particular focus on the elderly and vulnerable
- Establishment of new security on confidential and sensitive safeguarding and pastoral documentation
- Establishment of whole church pastoral list to ensure that no-one gets missed out during the Covid pandemic and recognition of 'door-knocking' as an effective tool for pastoral care during the pandemic by 'essential workers' (Ministry team leaders)
- Decision to move all services to pre-recorded between April and July 2020 and purchasing of new software and applications like video editing software to accomplish this
- Establishment of a community support volunteer team to do essential shopping for those shielding and isolating in their homes headed up by Erick Nwanshi.
- Decision to furlough Isabel, our Administrator, for as long as it made sense since very little was happening on site
- Decision not to furlough Lynn but to change her job role to focus on pastoral care
- Decision to support the Try Praying initiative together with the other Southcote Alive Churches
- Approval of all risk assessments related to Covid 19
- Approval of modified hall rental terms to allow Sonia's Dance Class to return during the summer holidays
- Decision to reopen the 11.45am services in July and start a 4pm Sunday informal service in August mainly aimed at adults as no children's work was allowed
- Approved purchase of a new floor steam cleaner for the hall
- Approved early payment of £24,000 of parish share to help the deanery shortfall
- Approval of major spend on livestreaming equipment circa £8000 to give us a permanent online presence as church
- Set up of a volunteering team to help Southcote Primary in their support of disadvantaged families in the community providing food parcels, Christmas presents, and other needs.
- Acceptance of Isabel's resignation from her job as Parish Administrator in December

- Thanks for the following new volunteer appointments:
  - Nick Burn will take over the Treasurer role from Colin Harbidge
  - Karen Alderson has taken over the payroll from Jonny Attoe-Martin
  - Julie Bullock is our new Safeguarding Officer after Richard Mallett
  - Erick Nwanshi is our lead volunteer coordinator for the proposed new Torch Southcote Help Hub
- The PCC agreed to St Matthew's becoming a Hong Kong refugee friendly church to help any fleeing the territory to the UK to get established in the area

### Financial Review

The PCC is responsible for the financial affairs of St. Matthew's Church. Over recent years St Matthew's has been on a journey to grow our external giving to the wider diocese and ensure our own financial sustainability. In this context, the PCC agreed a budget for 2020 that would be broadly break even through careful use restricted reserves to fund some of our planned activities.

Inevitably, once lockdown restrictions began in March 2020, much of our budget and financial planning for the year became irrelevant.

	2018	2019	2020	
	Actual	Actual	Budget	Actual
Voluntary Income	£94,740	£108,167	£117,137	£108,287
Total Income	£119,923	£132,322	£137,587	£120,234
Total Resource Used	£131,218	£121,572	£137,795	£112,962
Net Income	(£11,295)	£10,750	(£16,740)	£7,362
Unrestricted General Reserve	£56,177	£58,724	£52,744	£68,874

As the table above shows, our income for the year was over £17,000 lower than budgeted, primarily due to the loss of over £15,000 of income from hall rentals. Despite this, the majority of planned giving from members of our church family continued, proving to be a huge source of stability for us throughout the year. We were even in the fortunate position to be able to pay the majority of our Parish Share to the Diocese ahead of schedule thereby helping to support the cash flow of the wider diocesan community.

Careful management of costs during the year, and the need to cancel some of our usual missional activities meant our expenditure also reduced. As a result, we ended 2020 with a surplus of £7,362. The PCC would like to record their sincere thanks to all those that supported St Matthew's finances during the year through their generosity and sacrifice.

### Reserve Policy

The PCC has a policy of keeping three months running costs in reserve to cover unforeseen circumstances. We expect to be able to operate within this policy during 2021.

The unrestricted general reserve at 31 December 2020 was £68,874.

**Basis of Preparation**

The accounts have been prepared using the accrual accounting method consistent with last years' accounts.

**Health and Safety**


A report on health and safety is considered at each PCC meeting. Accident books and First Aid kits are located in both Church and Hall and the First Aid kits are inspected regularly and refilled if necessary.

**Safeguarding**

A report on safeguarding is considered at each PCC meeting. This takes account of all vulnerable or potentially vulnerable users of our facilities and participants in our activities. A safeguarding agreement is included in the documentation issued to all hall users.

The PCC would like to thank everyone who has worked so hard during the year to help support the work of St. Matthews.

Signed on Behalf of the PCC

A handwritten signature in blue ink, reading "Pads Dolphin", is written over a horizontal line.

**Pads Dolphin, Vicar**

## Vicar's Report to the Annual Church Meeting – June 2021

As I look back on the last 12 to 18 months, the sense which comes to me most strongly is one of incredible thanks and praise to God for this wonderful church family, which has not only struggled through one of the toughest periods of our history, but actually thrived in so many ways – even when the pandemic either closed our doors or seriously hampered our cherished times of Sunday worship.

All of us will have had very different experiences although I think I can safely say that like me, many of you have been, and still are, living through some of the most difficult times of our lives and the future is still fairly uncertain.

In this report I would like to highlight four areas of church life which did thrive in many wonderful ways:

### **Worship**

Creativity was the name of the game since the doors first closed in March 2020, and since then we have been on an ever-evolving journey exploring different ways that we could come together to worship God. Emma, Martin Carrick and others like myself converted our studies or sitting rooms into recording studios, video editing suites and pulpits to bring Sunday worship via pre-recorded services linked through the website. Martin Booker invested vast amounts of time to edit and produce wonderful online services.

After the first wave, with some easing, we re-started the traditional services (minus singing and modified communion), and we learned to meet together at a distance and listen to hymns rather than sing them. During the summer holidays we came up with an entirely new 4pm informal gathering which became a lifeline for some adults who desired contemporary worship, prayer and sharing informally.

By the time we got into the second wave of the pandemic we started to plan for live streaming and installed a new system for that just in time for Christmas and we have been delighted that over the last six months or so we have had not only regular church family members, but also visitors, tuning in from the Isle of Wight, Ireland, West Indies, Canada, South Africa and many other places both local and far away. Mitch and Martha Jones have put in an extraordinary amount of work to pull that together and are in the process of building and training a live streaming team. (They'd love to hear from you!)

Probably our greatest frustration in the area of Sunday worship was that with no children's work allowed to operate under government restrictions we were unable to restart truly 'Family' services until relatively recently, but it has been such a joy to have the families back, to see the children thrilled to be back in Kidz Church and some parents being able to really engage on a Sunday for the first time in many months.

We live expectantly in hope and with many prayers that some day soon we will be able to take off our masks and sing our hearts out! Come that day, Lord Jesus!

## **Prayer**

As with worship, the prayer life of the church has developed and changed through the last fifteen months. When we were allowed to open the church for personal prayer, a team of people offered to steward our visitors who came in to pray. Together with the other Southcote churches we ran an initiative for more than six months called Try Praying, with banners and booklets outside the churches which were well received by people in the local community. Dozens of the booklets were taken from the booklet holders over those months and I never once saw a discarded one on the streets or in a rubbish bin. We continue to pray that those seeds sown will bear fruit over the coming months and years.

Needless to say, the prayer life of the church moved onto Zoom and a weekly Monday evening prayer meeting has been attended ever since by a small but faithful group of intercessors. In addition, we have run three different '10 Days of Prayer' sessions in May 2020, September 2020 and May 2021. For months the staff team had to meet on Zoom and much prayer was offered there for the church family in particular.

Since the easing of restrictions, we are now meeting back together in person, the Monday morning traditional prayer meeting has been running for some months now, and, as soon as we are able to, we will plan a Church vision/prayer day when we can come together as a larger group to seek God together and pray for the life and ministry of our church.

## **Pastoral Care**

One of the things which we were very concerned about during the pandemic was that we try to keep in touch with, and offer help to, everyone in our congregation where possible. When the Bishop of Reading asked Kirstie to go to St Agnes, St Paul and St Barnabas in Whitely as interim Priest in Charge just as lockdown began, that put even more pressure on the St Matthew's team to make this happen.

Lynn Everett, who could no longer run any children's activities, rose wonderfully to the challenge of filling the pastoral gap and we began a ministry of 'door knocking' to catch up with church families and individuals on the doorstep, and Lynn did much more besides to try to engage the children on Zoom calls, Family Times and doorstep encounters. Many others in the church family supported this pastoral effort with visits, when allowed, telephone calls and cards and gifts left on the doorstep, and I want to thank every one of you who helped in this – you know who you are.

## **Fellowship**

It is probably true to say that 'Fellowship' has been extremely difficult during the pandemic as virtually all social activity in person came to a halt. However, the great Zoom (or equivalent) became a part of many of our lives as some home groups were able to continue to meet online and encourage one another and continue to learn together, pray together and laugh together. Rachel Lewis ran a couple of great fun Zoom quiz evenings which I remember coming in last or second last! Thank you Rachel.



As things open up again to greater mixing, it is my heartfelt desire to encourage as much inter-congregational hospitality as possible, so do please be thinking about who you might invite round for tea, or after-church lunch or evening meal as easing restrictions allow. Despite all the good things that have happened, we have much church community rebuilding to do – and I am so looking forward to having as many of you round to the vicarage as possible.

## **Outreach**

Very soon after the pandemic started we were asked to get involved in helping those in our local community who were shielding or isolated and unable to do their weekly shopping. We collaborated with Reading Borough Council's Single Hub and formed a volunteer team organized by our Erick Nwanshi which did an amazing job of looking after the needs of the community.

Under Sally Leonard's leadership, Street Pastors also reinvented themselves, and with some of the church family from St Matthew's on team, moved from their ministry to the night time economy to daytime presence and later, community pastoring around particular crises in different communities in Reading, most notably the terrible tragedy in the Forbury gardens when three men were stabbed to death in the summer, and later in Caversham/Emmer Green after the death of a young teenager.

Later on in the year, as Christmas approached, the volunteer team was reformed to respond to help the Kennet Federation (Southcote and Katesgrove) primary schools to pack food parcels and make Christmas presents for disadvantaged families in the two communities.

Today, working in collaboration with the new Torch Help Hub in West Reading, Erick Nwanshi is re-recruiting a volunteer team to provide a Southcote Help Hub on a longer term basis and providing a wider offering of support including a 'listening ear' and prayer support for those who could benefit as well as other practical support. (Erick would love to hear from you!)

Safe to say, I cannot remember a year at St Matthew's when so much community outreach was done by the church family, and as we look forward to more opening up in the future, our desire is to maintain a strong outward focus to bring the good news of the gospel to our part of the town and to help those in need.

## **Summary**

It is impossible to complete this report without acknowledging the loss that many people have suffered or felt and continue to feel. Since the beginning of 2020, we have, with heavy hearts, said goodbye to Ted Jupp, Sonia Rowe, Dorothea Howman, Nicola Rolfe and Andrew John - and many other members of St Matthew's have lost wider family members, colleagues and friends whom we don't know. We also said our goodbye's and thanks to Isabel, our Parish Administrator, who left us in January. The coming months will be a time, not just of regathering, but also remembering, healing and reconciling as we re-enter workplaces, social circles and family gatherings from which we have been remote for well over a year.

As we do this, I am reminded of the words of Jesus to his disciples in Matthew 5 when he said:

“Blessed are the poor in spirit, for theirs is the Kingdom of heaven. Blessed are those who mourn, for they will be comforted. Blessed are the meek for they shall inherit the earth. Blessed are those who hunger and thirst for righteousness for they will be filled. Blessed are the merciful for they will be shown mercy.”

As we re-emerge from the restrictions of Covid, however strong or weak we feel, however sorted or ragged we feel, however sad or happy we might be, and in whatever measure we feel we have been God’s people during the pandemic, we are blessed by the grace of Jesus Christ, just as we are, just as we come to him. We are the church because we know that there is more to life than we can touch, see and feel; because we know that we are loved in a measure that we can never fully comprehend on earth; and that we have a wonderful Saviour who laid down his life for us, who walks with us through all the good and all the bad, and who is preparing a totally restored reality for us in the New Heaven and Earth which awaits us one day.

My special thanks goes to Jan Ball and David Horne, my churchwardens, to Lynn, our Family and Children’s worker, to the members of the PCC and to everyone who serves or belongs to the church family at St Matthew’s. It is a privilege to journey with you on the Way of Jesus.

With love in Christ,

Pads

A handwritten signature in cursive script, appearing to read 'Pads', with a long horizontal flourish extending to the right.

**Revd Pads Dolphin, Vicar of St Matthew’s**

## Report on the Electoral Roll

The Electoral Roll of St Matthew's in 2021 sees us with 78 adult members and for comparison, the number reported at the 2020 APCM was 80 adult members. Two people came off the roll since the last APCM.

Applications for membership of the Electoral Roll can be made at any time during the year and applications forms are available in the Welcome Area. Forms should be completed and handed to a member of the Clergy, to the church office or to me.

Pads Dolphin (on behalf of Martin Booker, Electoral Roll Officer)

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## Deanery Synod Report

Deanery Synod is a forum where parishes from across Reading can come together to discuss issues and opportunities that transcend our parish boundaries. It can be a great forum for sharing ideas, addressing common challenges and linking into the wider mission of the Diocese.

**St Matthew's deanery synod representatives for 2020 were Brian and Mary Day.**

Owing to the restrictions and difficulties of the last year there has effectively been very little joint activity at the deanery level, and there have only been two Zoom meetings, one of these being the AGM as the new three year cycle of Synod meetings started for 21-24. As the Area Dean put it, *"Synod may appear rather archaic and an unimportant layer of church government but when it works well it is an important connection between the local and the diocesan."*

A major focus of this synod cycle will be the creation of a Deanery Plan that will explore and outline the resources that the churches of Reading need to serve their communities. One current example of deanery activity is a partnership in mission between Greyfriars (as the resource church) and the Whitley churches of St Agnes, St Paul's and St Barnabas where Kirstie has been leading as interim Priest in Charge. A new permanent vicar will be licensed there in September when Kirstie will be relicensed back to St Matthew's.

The Parish Share Committee whose brief amongst other things is to support the work of mission and outreach in the Deanery will be tasked to devise a new system for allocation of how the Deanery Share (set by the diocese) is to be shared amongst the parishes to ensure that there is sufficient capacity in the system to support parishes in need. There is also a Standing Committee and Mission and Pastoral Committee whose brief is to reflect on the mission and ministry of the churches.

The Area Dean (Revd. Graeme Fancourt) is supported by four Associate Area Deans who have particularly responsibilities within the Deanery, also by a Lay Chair who works with the Area Dean and liaises with Deanery laity and the Bishop and Archdeacon.

To facilitate and share the responsibilities of our large Deanery and to work more closely together a Deanery Leadership Team of eight people (4 Associate Area Deans and 4 associate Lay Chairs) have been appointed and the Deanery divided into four areas to deal with pastoral and day-to-day issues. St. Matthew is in the West Deanery Group of seven

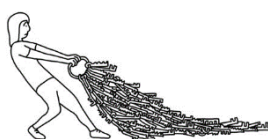
churches led by the Revd. Liz Ratcliffe (St. Michael, Tilehurst) and Mark Burton (Lay Chair). As the Area Dean outlined in “what it means to be a member of Synod”, There were four ‘P’s’,

1. Pray - for the things we hope to do together and for the Synod meetings.
2. Prepare - read, pray and reflect on documents ahead of meetings.
3. Participate - talking to each other, discuss, be part of decision making.
4. (be) Positive- to question and help to refine our common life, praying for the Kingdom to be encountered in Reading.

Mary and Brian Day

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## Churchwardens' Report



The Covid 19 pandemic has presented the greatest challenge to the UK Church in many decades. During 2020, there were several months when we were not allowed to meet in person, and St Matthews church doors remained locked.

The first national relaxation of rules in June allowed us to reopen the sanctuary for private prayer, but brought the need for extensive Covid precautions. Providing hand gel, masks, careful cleaning, quarantining of Bibles and furniture and facilitating social distancing were a few of the changes instated. During this initial phase, several people helped facilitate private prayer by superintending the church, for which we are grateful.

Our ‘services’ exist to serve God, and the challenge was, how to maintain worship when the building is closed, half-open or inaccessible in real terms for individual health reasons. YouTube and Zoom have been a lifeline, but our recorded services would not have worked without vast effort and chunks of time from Emma Noonan, Martin Carrick, Martin Booker and others. We are indebted to them.

Eventually live worship was sanctioned, albeit with a minimum of personnel on site. This presented yet more challenges, but allowed us to ‘go live’. In order to do this, we took the decision to invest substantially in livestreaming equipment. This enables far greater immediacy, and has the advantage of opening the church doors to distant family, and to locals not yet brave enough to venture inside.

Mitch Jones helped us source, choose and inaugurate the livestreaming equipment. Since then, Mitch and Martha have been pivotal in running the system. We are enormously grateful to them, and to the whole brand-new team who now sit alongside the PA and AV desk every Sunday.

As far as the church property and its fixtures and fittings are concerned, Covid postponed a number of maintenance jobs (several already tackled in 2021). The biggest project would have been the creation of an emergency exit from the main church building, which will be essential if we are to resume offering the space for local school functions. We hope to progress this in the coming Church year.

Please can we draw attention to our online prayer meetings at 8pm on Mondays. It's online and just half an hour, but it's the heartbeat of any church and deserves our support. We find it encouraging not a drudge, and we think you will too. Jan organises it – just email her on [jan.ball1@me.com](mailto:jan.ball1@me.com) and she'll give you the Zoom details.

Lastly, we wanted to thank Pads, who has coped with extensive change and disruption, himself had Covid in the middle of all this, and managed without Kirstie, who's been seconded elsewhere. He unflagging enthusiasm and sheer hard work deserves all our support.

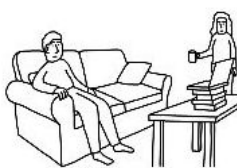


Jan Ball

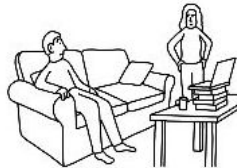
David Horne

## THE ONLINE SERVICE

HOW TO MAKE IT FEEL LIKE NORMAL



ARRIVE A FEW MINUTES  
LATE, CARRYING COFFEE



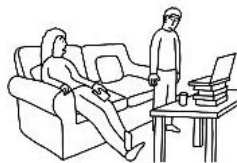
SCOWL AT THE PERSON  
SITTING IN YOUR SEAT



WHISPERED DISCIPLINING OF  
CHILDREN (UNSUCCESSFUL)



USE YOUR PHONE TO  
'READ THE BIBLE'



STAND UP AT ENTIRELY  
THE WRONG POINT



SHARE A PLATE OF  
STALE BISCUITS

## Family & Children's Report

The year started with a great holiday club for approximately 110 children and 30 leaders all worshipping Jesus, learning more about him, playing silly games and having fun daily. It was a really good time of bringing Jesus to families in the community as well as building relationships with our church family and giving our regular Sunday children a fun packed week during half term.

THEN....the pandemic hit. Did we stop? Not a chance!

Life changed as a new way of being church came into place. This involved all of us learning how to zoom which we all now dislike but loved when it was our only way of seeing each other. We set up zoom meetings for anything and everything. This time also developed into making lots of phone calls to check on each other (a new set of wireless headphones were purchased at this point). It involved lots of baking cakes and visiting the church family on their doorsteps. Then we were allowed to walk with another person, wahooo, I can't tell you how many steps I accumulated each week, but the plus is I have found some nice coffee shops selling bacon rolls. I have loved getting to know people who I wouldn't normally have contact with as well as those I regularly see for pastoral walks, chats and prayer.

2020 was a year not one of us saw coming, but I love change and a new challenge (I didn't love not being able to see my family) and have enjoyed finding new ways in which I can serve God as an employed member of St Matthews. I am truly thankful I wasn't furloughed as I would have missed you all so very much.

I am so please to be able to say that Kidz church is back up and running, covid safe. I am truly thankful to Ellie and Debbie who have blessed me so much as they help me lead each week. They are doing a fantastic job. They love the children as I do which makes it such a blessing to be out teaching the children and having fun each week with two very dear friends.

Lynn Everett

Children and family worker

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# Statement of Financial Activities – Year ending Dec 31st 2020

## PAROCHIAL CHURCH COUNCIL OF READING, ST.MATTHEW

### STATEMENT OF FINANCIAL ACTIVITIES YEAR ENDED 31 DECEMBER 2020

	Notes	2020			2019	
		Unrestricted Funds	Designated Funds	Restricted Funds	Total Funds	Total Funds
		£	£	£	£	£
<b>Incoming Resources</b>						
Voluntary Income	2a	108,287	-	-	108,287	108,167
Other Ordinary Income	2b	6,994	-	-	6,994	21,655
Coronavirus Job Retention Scheme						
Material income	2c	5,043	-	-	5,043	2,500
<b>Total Incoming Resources</b>		<b>120,324</b>	<b>-</b>	<b>-</b>	<b>120,324</b>	<b>132,322</b>
<b>Cost of Charitable Activities</b>						
Clergy Expenses	3a	2,364			2,364	2,280
The Church and Services	3b	10,583			10,583	12,222
Other Parish Expenses	3c	46,585		5,304	51,890	63,291
Payments outside the Parish	3d	47,306	-	-	47,306	40,728
Development and maintenance	3e	-	-	820	820	3,051
<b>Total Resources Expended</b>		<b>106,838</b>	<b>-</b>	<b>6,124</b>	<b>112,962</b>	<b>121,572</b>
<b>Net Incoming (Outgoing) Resources</b>		<b>13,486</b>	<b>-</b>	<b>(6,124)</b>	<b>7,362</b>	<b>10,750</b>
Transfer between funds		747	-	(747)	-	-
<b>Net movements in funds</b>		<b>14,233</b>	<b>-</b>	<b>(6,871)</b>	<b>7,362</b>	<b>10,750</b>
Balances Brought Forward at 1st Jan		58,724	2,344	10,150	71,218	58,124
Balances Carried Forward at 31st Dec		72,957	2,344	3,279	76,236	68,874

**PAROCHIAL CHURCH COUNCIL OF READING, ST.MATTHEW  
AS AT 31 DECEMBER 2020**

Notes	2020			2019	
	Unrestricted Funds	Designated Funds	Restricted Funds	Total Funds	Total Funds
	£	£	£	£	£
<b>Fixed Assets</b>	6,287			6,287	0
<b>CURRENT ASSETS</b>					
Debtors & Prepayments	5	1,346	-	1,346	4,907
Bank & Cash Balances		68,651	3,279	71,930	65,045
		69,997	3,279	73,276	69,952
<b>CREDITORS: amounts falling due within 1 year</b>	6	3,327	-	3,327	1,078
<b>NET CURRENT ASSETS</b>		66,670	3,279	69,949	68,874
<b>NET ASSETS</b>		72,957	3,279	76,236	68,874
<b>PARISH FUNDS</b>	7				
General Reserve	7a	72,957	-	72,957	58,724
<b>Restricted Funds:</b>	7b				
Southcote Alive		-	810	810	859
Chair Fund		-	-	-	375
Charity Fund		-	-	-	572
Development & Maintenance Fund		-	1,524	1,524	2,344
Children & Music Ministry Fund			945	945	1,500
Kidz Church Fund			-	-	4,500
<b>Total Parish Funds</b>		72,957	3,279	76,236	68,874

The attached notes form part of these financial statements.

Approved by the PCC on \_\_\_\_\_ and signed on their behalf by \_\_\_\_\_

Rev. Pads Dolphin (PCC Chairman)

Mr C Harbidge (PCC Treasurer)



**PAROCHIAL CHURCH COUNCIL OF READING, ST.MATTHEW**  
**NOTES TO THE FINANCIAL STATEMENTS**  
**FOR THE YEAR ENDED 31 DECEMBER 2020**

**1. Accounting Policies**

**1.1 Basis of preparation**

The Financial Statements have been prepared in accordance with the Church Accounting Regulations and in accordance with the the Statement of Recommended Practice: Accounting and Reporting by Charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) and with the Charities Act 2011.

The Financial Statements have been prepared under the historical cost convention with items recognised at cost or transaction value unless otherwise stated in the relevant notes to these accounts

The accounts include all transactions, assets and liabilities for which the PCC is responsible in law. They do not include accounts of church groups that owe their main affiliation to another body nor those that are informal gatherings of church members.

The accounts have been prepared using the accrual accounting method.

There are no material uncertainties about the PCC's ability to continue, and so the going concern of accounting has been adopted.

The accounts are presented in pound sterling and rounded to the nearest pound.

**1.2 Incoming resources**

All incoming resources are included in the Statement of Financial Activities when the charity is entitled to the income and the amount can be quantified with reasonable accuracy. The following policies are applied to the particular categories of income:

- Planned giving, collections and similar donations are recognised when received.
- Tax refunds are recognised when the claim to HMRC is submitted.
- Grants and legacies are accounted for when the PCC is entitled to the use of the resources, their ultimate receipt is considered reasonably certain and the amounts due are reliably quantifiable.
- Interest as and when accrued by the payer.

All incoming resources are accounted for gross.

**1.3 Resources expended**

Expenditure is accounted for on an accrual basis. The diocesan parish share expected to be paid over is accounted for when due. All other expenditure is generally recognised when it is incurred and is accounted for gross.

**1.4 Funds accounting**

Restricted funds comprise (a) income from endowments which is to be expended only on the restricted purposes intended by the donor and (b) revenue donations or grants for a specific PCC activity intended by the donor. Where these funds have unspent balances, interest on their pooled investment is apportioned to the individual funds on an average balance basis.

Unrestricted funds represent funds of the PCC that are not subject to restrictions regarding their use. Such funds include income funds which are to be spent on the PCC's general purposes and that part of the Legacy Fund which is not restricted by the terms of the individual wills.

Designated funds are general funds set aside by the PCC for use in the future. Project funds are designated for particular projects for administration purposes only. Designated funds remain unrestricted and the PCC will move any surplus to other general funds.

**1.5 Fixed assets**

**Consecrated Land and Buildings and Moveable Church Furnishings**

Consecrated and beneficed property is excluded from the accounts by s10 Charities Act 2012. No value is placed on moveable church furnishings held by the church wardens on special trust for the PCC and which require a faculty for disposal since the PCC considers this to be inalienable property. All expenditure incurred during the year on consecrated beneficed buildings and moveable church furnishings, whether maintenance or improvement is written off as expenditure in the Statement of Financial Activities and separately disclosed.

**Other Fixtures Fittings and Office Equipment**

Low value equipment (less than £1,000) used within church premises is written off in the year of acquisition.

Capitalised electronic equipment used within the church premises is depreciated on a straight-line basis over three years.

**1.6 Current assets**

Amounts owing to the PCC at the end of each year are shown as debtors subject to provision for amounts that may prove irrecoverable. Bank balances are all short term deposits with the Building Society or at the bank.

PAROCHIAL CHURCH COUNCIL OF READING, ST.MATTHEW  
NOTES TO THE FINANCIAL STATEMENTS  
FOR THE YEAR ENDED 31 DECEMBER 2020

2. Incoming Resources

	2020				2019
	Unrestricted Funds	Designated Funds	Restricted Funds	Total Funds	Total Funds
	£	£	£	£	£
<b>a. Voluntary Income</b>					
Tax Recoverable on gift aids	18,737	-	-	18,737	17,443
Planned Giving	84,785	-	-	84,785	71,258
Collections at Services & Church Programmes	2,847	-	-	2,847	8,433
Donations	1,919	-	-	1,919	10,514
Southcote Alive Donations	-	-	-	-	463
Fundraising	-	-	-	-	56
	<u>4,765</u>	<u>-</u>	<u>-</u>	<u>4,765</u>	<u>19,465</u>
<b>Total Voluntary income</b>	<b><u>108,287</u></b>	<b><u>-</u></b>	<b><u>-</u></b>	<b><u>108,287</u></b>	<b><u>108,167</u></b>
<b>b. Other Ordinary Income</b>					
Chapel/Church Income	480	-	-	480	2,263
Church Hall Income	4,997	-	-	4,997	14,590
Fees collected on behalf of Diocese	897	-	-	897	1,320
Fees for PCC	520	-	-	520	783
Bank & Deposit Funds Interest	-	-	-	-	413
Ministry	100	-	-	100	175
Parish Share Rebate and insurance claim	-	-	-	-	1,968
Private use of Photocopier/Printer	-	-	-	-	143
Organists Fees	-	-	-	-	-
Fundraising	-	-	-	-	-
	<u>6,994</u>	<u>-</u>	<u>-</u>	<u>6,994</u>	<u>21,655</u>
<b>c. Material Income</b>					
Others	541	-	-	541	-
Coronavirus Job Retention Grant	4,502	-	-	4,502	-
Charitable Donations -Fire Door	-	-	-	-	2,500
	<u>5,043</u>	<u>-</u>	<u>-</u>	<u>5,043</u>	<u>2,500</u>
<b>Total Incoming Resources</b>	<b><u>120,324</u></b>	<b><u>-</u></b>	<b><u>-</u></b>	<b><u>120,324</u></b>	<b><u>132,322</u></b>

**PAROCHIAL CHURCH COUNCIL OF READING, ST.MATTHEW**  
**NOTES TO THE FINANCIAL STATEMENTS**  
**FOR THE YEAR ENDED 31 DECEMBER 2020**

**3 Cost of charitable activities**

	2020			2019
	Unrestricted Costs £	Designated Costs £	Restricted Costs £	Total Costs £
<b>a. Clergy Expenses</b>				
Curacy expenses	327	-	-	507
The Ministry	2,037	-	-	1,773
	<b>2,364</b>	-	-	<b>2,280</b>
<b>b. The Church &amp; Services</b>				
Church cleaning	368	-	-	1,103
Church Flowers	63	-	-	239
Church Yard	-	-	-	225
Electricity	7,873	-	-	6,541
Insurance	738	-	-	1,319
Regular Maintenance Church	581	-	-	1,181
Upkeep of Services	960	-	-	1,613
Water Rates Church	-	-	-	-
	<b>10,583</b>	-	-	<b>12,222</b>
<b>c. Other Parish Expenses</b>				
Children's Ministry	(1,180)	-	4,500	5,552
Music Ministry	1,928	-	-	1,493
Youth Ministry	78	-	-	540
Lay Staff				
Salaries	31,917	-	-	37,175
Staff Development	110	-	-	492
Staff IT Facility	598	-	-	780
Personal Expenses of Lay Staff	116	-	-	238
	<b>32,741</b>	-	-	<b>38,685</b>
Church Hall running costs	6,007	-	-	8,261
Mission within the Parish	1,906	-	804	4,334
Other Parish Expenditure				
Administration	1,321	-	-	442
Affiliations	-	-	-	81
Audit and accountancy fees	-	-	-	(48)
Bank Fees	60	-	-	55
CLI Licence	681	-	-	632
Fundraising Expenses	370	-	-	47
Gifts	-	-	-	460
Other Ordinary Parish Expenses	-	-	-	6
Photocopying & Printing Costs	325	-	-	35
Telephone & Broadband	1,629	-	-	2,002
TV Licence	719	-	-	713
	<b>5,106</b>	-	-	<b>4,425</b>
	<b>46,585</b>	-	<b>5,304</b>	<b>63,291</b>
<b>d. Payments Outside the Parish</b>				
Charitable Donations	-	-	-	522
Fees to Diocese -Payment	1,194	-	-	495
Parish Share	46,112	-	-	39,711
	<b>47,306</b>	-	-	<b>40,728</b>

**PAROCHIAL CHURCH COUNCIL OF READING, ST.MATTHEW**  
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**3 Cost of charitable activities (cont'd)**

	2020				2019
	Unrestricted Costs £	Designated Costs £	Restricted Costs £	Total Costs £	Total Costs £
<b>e. Development and maintenance</b>					
Hall Maintenance & Redecoration	-	-	427	427	2,862
Replacement of church chairs project	-	-	-	-	-
Other expenditure	-	-	392	392	189
	-	-	820	820	3,051
<b>Total Development and maintenance costs</b>	-	-	<b>820</b>	<b>820</b>	<b>3,051</b>
<b>Total Resources Used</b>	<b>106,838</b>	-	<b>6,124</b>	<b>112,962</b>	<b>121,572</b>

**PAROCHIAL CHURCH COUNCIL OF READING, ST.MATTHEW**  
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**4 Staff costs**

	2020 £	2019 £
Wages and salaries & NI	31,917	37,175
	<u>31,917</u>	<u>37,175</u>

The average number of employees during the year was 2 (2019:3).

Trustees (PCC members) received no remuneration during the year (2019: none).

During the year 2 trustees (PCC members) were reimbursed expenses amounting to £5,306.95 relating to general running costs and meeting expenses. This includes £5,284.13 paid to clergy to reimburse for ministry and curacy costs and running of the vicar's office.

	2020 £	2019 £
<b>5 Debtors &amp; Prepayments</b>		
Other debtors	600	4,226
Prepayments	746	681
	<u>1,346</u>	<u>4,907</u>

	2020 £	2019 £
<b>6 Creditors</b>		
Trade creditors	258	509
Other creditors	-	30
Accruals	3,068	538
	<u>3,326</u>	<u>1,078</u>

**7 Parish Funds**

The movements in funds during the year were:

	Balance Brought Forward	Incoming	Outgoing	Transfer between funds	Balance Carried Forward
	£	£	£	£	£
<b>7a General Reserve</b>	<b>58,724</b>	<b>120,324</b>	<b>(106,838)</b>	<b>747</b>	<b>72,957</b>
<b>7b Restricted:</b>					
Southcote Alive	859	-	(250)	200	810
Chair Fund	375	-	-	(375)	-
Charity Fund	572	-	-	(572)	-
Development & Maintenance Fund	2,344	-	(820)	-	1,524
Children & Music Ministry Fund	1,500	-	(555)	-	945
Kidz Church Fund	4,500	-	(4,500)	-	-
	<u>10,150</u>	<u>-</u>	<u>(6,124)</u>	<u>(747)</u>	<u>3,279</u>
	<u>68,874</u>	<u>120,324</u>	<u>(112,962)</u>	<u>-</u>	<u>76,236</u>



**PAROCHIAL CHURCH COUNCIL OF READING, ST.MATTHEW**  
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**7 Parish Funds (continued)**

Southcote Alive is an ecumenical mission activity within part of the parish, carried out in partnership with other churches and Christian organisations. The funds represents donations received specifically for this activity. The costs are included in the Mission within the Parish Costs.

The Chair Fund represents funds collected in 2018 and the remaining un-utilised balance was transferred to general reserve in the current year.

The Charity Fund represents donations and collections made for specific charities during the year. Incoming funds are shown within Collections and Donations and those funds distributed to the various charities are shown in the accounts as Charitable Donations. Any deficit was covered by funds from the general reserve.

The Development & Maintenance Fund is to cover development and maintenance expenses in the church.

Children & Music Ministry Fund is to cover Time For You, a family's ministry in the church.

The Kidz Church Fund is a restricted donation to cover expenses for the children holiday clubs.

The PCC has a policy of keeping three months running costs in reserve to cover unforeseen circumstances. During 2020 this amounted to £34,448.

# Independent examiner's report to the Trustees of Parochial Church Council of Reading, St. Matthew

This report on the accompanying financial statements of the PCC for the year ended 31 December 2020 is in respect of an examination carried out in accordance with the Church Accounting Regulations 2006 ('the Regulations') and section 145 of the Charities Act 2011 ('the Act').

## **Respective responsibilities of the trustees and the examiner**

The trustees are responsible for the preparation of the accounts; you consider that an audit is not required for this year under section 145(1) of the Act and that an independent examination is needed. Having satisfied myself that the charity is not subject to audit under charity law and is eligible for independent examination, it is my responsibility to:

- examine the accounts under section 145 of the Act;
- to follow the procedures laid down in the general Directions given by the Charity Commission under section 145(5)(b) of the Act; and
- to state whether particular matters have come to my attention.

## **Basis of independent examiner's report**

My examination was carried out in accordance with the General Directions given by the Charity Commission. An examination includes a review of the accounting records kept by the PCC and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts, and seeking explanations from you as trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit and consequently no opinion is given as to whether the accounts present a 'true and fair view' and the report is limited to those matters set out in the statement below.

## **Independent examiner's statement**

In connection with my examination, no matter has come to my attention:

(1) which gives me reasonable cause to believe that in any material respect the requirements: • to keep accounting records in accordance with section 130 of the Act; and to prepare accounts which accord with the accounting records and comply with the requirements of the Act. have not been met; or

(2) to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.

*Hooi Cheeseman*

Mrs Hooi Cheeseman ACA Date: 18 Jun 2021  
HTC Accountancy Limited  
28 Bellamy Close  
Uxbridge, Middlesex  
UB10 8SJ

## Contact Us

205 Southcote Lane, Reading,  
West Berkshire, RG30 3AX

T: 0118 954 7964

E: [hello@st-matts.org.uk](mailto:hello@st-matts.org.uk)

W: [www.st-matts.org.uk](http://www.st-matts.org.uk)

