

# **st Mary's Church Burghfield**

*Welcoming all, growing faith, serving others*

## **Annual Report 2024**



## **Annual Church Meeting 27<sup>th</sup> April 2025 St Mary's Church**

*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 28<sup>th</sup> April 2024

Election of Churchwardens

### **ANNUAL PAROCHIAL CHURCH MEETING**

1. Minutes of the APCM held on 28<sup>th</sup> April 2024
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. Annual Report Statement by Treasurer
8. Matters arising from the Annual Reports.
9. Appointment of Independent Examiner
10. Report on Safeguarding
11. Election of Members to serve on the PCC
12. Appointment of PCC Secretary
13. Vision for the Future
14. Any Other Business – *only items which have been notified in advance will be taken*
15. Closing Prayer

## **Clergy Report**

The new year started really well, with a new venture for families, our weekly Bumps, Babies and Toddler Group. It came about through prayer and discussion in our PCC, and as we created our MAP (Mission Action Plan). In particular, we wanted to extend our outreach to the community by utilising our church building during term time, following the renovation to the Parish Centre in 2022. It has been a wonderful outreach to families, and along with the team resourcing the group, we have all found it really worthwhile as we have made contact with more families in Burghfield and wider afield.



Later in the year we also began a monthly Youth Club for Year 6&7 pupils, building a team to resource it and ably led by our ordinand Connor, making use of his gifts and experience as a former youth worker. Further details of other services and events for families and children, can be found in this booklet.

Services continued and our numbers stabilised, averaging a weekly attendance of 25 at our main 10am service. We still provide the option via Zoom to join in this service and we are very grateful to Iain and Clive who deal with all our technical challenges to do so. Though a small congregation, we have a wider worshipping congregation and attendance patterns have changed in modern times, as 'regular' worship may mean, weekly, fortnightly or even monthly. We also occasionally have Taizé services in the evening and mid-year we introduced an informal 'Sunday@6' service on the second Sunday of the month at 6pm. The service includes worship, scriptures, talk, prayer and of course refreshments. We usually have around 10 people attending and hope to build this service further.

Following updated guidance from the Bishop during the year, we no longer offer 'intinction' (the priest dipping the wafer in the chalice of wine) and people are welcome to receive the wafer and wine from the common cup or just the wafer as they prefer. Our Worship and Discipleship Committee met to plan our

services for each rota and along with myself and Alison Eves (who has 'Authorisation to Preach'), I am delighted to say that during the year Don Sinclair joined the preaching rota too. He has completed the initial requirements of the Diocese for 'Authorisation to Preach' with further still to do.

Connor Heath, our ordinand in training, continues his studies at Cuddesdon in his second year (3 days part-time), working part time in our parish (3 days) and participates in leading services along with preaching occasionally. No-one will forget his Christingle costume, as he participated in our annual Christingle services!



From September my husband, Wayne Lautenbach, retired from full time ministry and now worships in our congregation, occasionally leading and preaching. So, we have a wonderful breadth of personalities and styles to lead and preach and we also enjoyed hearing from several guest preachers during the year.

Our Worship group, Gill and Don Sinclair continue to lead our weekly services, with hymns carefully chosen by Gill and also occasionally by Brian and Eileen Thatcher when we use the 'Hymn Box' once a month, when Gill and Don have a break. Eileen continues as our sacristan and linen is always beautifully laundered and service preparation well conducted.

Our Prayer and Healing Team continue to offer faithful ministry, through weekly prayer in the Chancel during the service, and our three annual Healing Services. I would like to take this opportunity to express my deep gratitude to Margaret Thomas as she steps down from leading the Prayer and Healing Team. Margaret has done so faithfully, for many years and while stepping down from a leadership position, I'm delighted to say that we will all continue to benefit from her gifting in prayer ministry. Our Prayer Chain are deeply committed to praying through the many requests which we receive for people and situations, and what a delight it is when we hear of answers to prayer from our faithful God.

Members of the flower team provide wonderful arrangements, and we appreciate their time and efforts along with the cleaning team, as they enable church to look so welcoming, not just on Sundays, but through the week for the many visitors to our beautiful church.

Our annual community Remembrance Sunday Service, around Burghfield war memorial in our churchyard, was once again well attended by all ages including all the uniformed organisations. The weather cooperated as we met together to remember and honour all those who have sacrificed their lives in the service of others in wars past and present.



Our administrator Jo continues to be a fantastic support to both me and our parish, often going above and beyond her duties. This year she organised our first ever Christmas Craft Market alongside our annual Christmas Tree Festival, involving her whole family in helping with the very successful event.

Our Fundraising Team exceeded all expectations this year, as they put on so many fundraising events, including our very successful Grand Auction in November. We are so grateful for the efforts of our small team who are so committed to improving our church finances, along with the many who have supported all these events from our congregation and the wider community.

So much more took place in the life of our church, and we are so thankful for our churchwardens Mike Wood and Alison Eves; members of our PCC and other subcommittees; as well as the many in the background who make such important contributions to the life of our parish. Thank you one and all, for everything you offer so willingly through your time, gifts and talents.

As we look back on 2024, I invite you to add your prayers to mine as we firstly give thanks for God's guidance, for his inspiration and encouragement through all we achieved together in his name. Secondly as we look ahead to 2025, we pray for discernment in the way forward, in not only worship provision to a changing society, but in continued mission, outreach and service to our community. May we all continue to witness to God's love and saving grace through Jesus Christ, understanding we can only do so through the power of the Holy Spirit, and join in together with what God is already blessing.

*Revd Glynn Lautenbach*

## **Churchwardens' Report**

### **Reflecting on a Year of Growth, Community, and Faith at St. Mary's Burghfield**

As we look back on another fruitful year at St. Mary's, we reflect on the many ways our parish has grown and served both the congregation and the wider community. From the launch of new initiatives to a steadfast commitment to outreach and discipleship, 2024 was a year of vibrant activity and purpose.

#### **Ministry Highlights**

This year, we introduced **Sunday@6**, an informal monthly evening service designed to welcome all ages. Alongside this, the **Bumps, Babies, and Toddlers Group** started in January and has become a welcoming space for families, with weekly sessions hosting around 20 children, along with their carers. These initiatives reflect our vision of "Welcoming all, growing faith, serving others."

Our **Youth Club**, started in September, has already fostered connections among local young people with activities ranging from pizza-making to crafts. A dedicated team are building relationships with a small but steady group of y6/7 children- we pray that this work will flourish and more will join, as the Youth Club becomes established.

Discipleship opportunities abounded this year, with well-attended **Lent courses** and the continuation of the **Prayer and Discipleship courses**. Our community prayer days and Healing Services offered spaces for spiritual reflection and connection.

#### **Community Engagement**

We maintained a strong presence at local events, including the **May Fayre**. Our **Eco-Festival** saw enthusiastic participation and underscored our commitment to sustainability as we work towards achieving our **Silver Eco-Church Award**. Our Harvest Festival and Remembrance services also brought together the parish and community, with attendance numbers reflecting a growing interest in our outreach efforts.

Fundraising efforts, such as the **Grand Auction**, exceeded expectations thanks in no small measure to the tireless work of our fundraising team, and of course, all who support the various events. Our annual Christmas Tree festival was a great success, with the Christmas Craft fair running alongside acting as a further

attraction. We are very grateful to Jo for all the work put into organising the Craft Market, including last minute adjustments to cope with the inclement weather. These events have not only bolstered our financial stability but also deepened bonds within the parish.

## **Supporting Our Heritage**

Thanks to Brian and the Fabric team we made significant strides in maintaining and upgrading our facilities, including refurbishments to the Parish Centre and enhancements to our energy efficiency through the **Diocesan Quick Wins Fund**. Efforts such as installing motion-sensor lights and improving insulation align with our eco-conscious goals while ensuring our spaces remain welcoming and functional.

## **Looking Ahead**

As we prepare for the year ahead, we remain focused on our Mission Action Plan, continuously evaluating how we can better meet the needs of the community we serve, and show the love of God to all. From expanding youth ministry to exploring new ways of worship, we are excited about the opportunities to serve and grow together.

None of this would have been possible without the dedication of our congregation, community volunteers, and everyone who serves as part of the leadership team. It is humbling to see how God is working His purposes out in this place, and to be part of His plan. By the grace of God, the St Mary's church family continues to strive to be a beacon of faith and fellowship in Burghfield, committed to welcoming all, growing faith, and serving others.

*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 and Colin Thompson and elections will next be held in 2026. There are ongoing discussions as to the role of deanery synods but no proposals for change are currently on the table.

Synod met three times in 2024, in March, June and October. The Synod was able to fill the vacant posts of secretary, treasurer and lay chair and progress has been made in discussions with the diocese over Parish Share allocations although full agreement has not yet been reached. The diocese accepts that the deanery allocation is too high but could not agree the final transitional arrangement. It was ultimately agreed that in 2025 the deanery would pay £577,929.

Within the deanery there are similar problems between parishes. Our treasurer has been working closely with the Deanery treasurer who recognises our special circumstances, and we managed to pay the full agreed sum in 2024 and have undertaken to pay slightly more next year. We benefitted from a redistribution of some deanery held funds to the parishes.

Apart from finance other discussions included diocesan plans for youth workers and accounts of progress being made by various parishes in improving outreach to families.

*Colin Thompson & Carol Jackson-Doerge*

## **Report on Prayer Coordination & Prayer and Healing Team**

Our Prayer Chain has continued to grow this year as more members of the congregation have joined in offering prayer support for those with special needs and requests.

All members of the congregation are very welcome to contact Revd Glynn or any member of the Prayer and Healing Team (contact details in Church Directory) and requests for urgent and on-going prayer will be circulated quickly to the team. Our Monthly Prayer Diary continues to be available in hard copy at the back of church or virtually through a link in the weekly news sheet. The people, places and organisations in the Prayer Diary feed into our weekly intercessions in church on Sundays.

The Prayer and Healing Team is available to pray with anyone who comes forward during our weekly Eucharist service. Team members also pray each Sunday over the requests for prayer written in the Prayer Request Book. This

book can be found by the candle stand near the font. 2024 saw a large increase in written prayer requests, both from visitors to St Mary's and members of the congregation alike.

Overall, it has been a challenging year for the Prayer and Healing Team. Several members have either had health issues of their own or have had to support family members who are ill, which meant the Team were often short-handed. Additionally, a member of the Team sadly stepped down during the year. The highlight of the year for The Prayer and Healing Team was being able to lead three Healing Services in April, June and November. However, we were unable to support the All Souls Service, due to a lack of members being available or fit enough to help. The 24-Hour Prayer Vigil and prayer walks which were scheduled to take place in late September had to be cancelled at short notice for similar reasons.

The end of 2024 was bitter-sweet for the Prayer and Healing Team. We were filled with joy to welcome Revd Wayne as a new member to the Team but deeply saddened to learn that Margaret Thomas would be stepping down as our brilliant Healing Team co-ordinator. Margaret has led our team wonderfully for so many years and in often challenging circumstances. I would like to thank Margaret on behalf of the Team for her leadership, wisdom and prayerfulness as well as her patience with us all. I am delighted to report that Margaret will be staying on as a member of the Prayer and Healing Team.

*Nicky South-Klein*

## **Children's Work**

In the last year as Children's Ministry Leader, I am so happy to have become more confident in the role and happy to report that my supportive team and I have been busy putting on events for children and young people in the community.

## **Film Nights**

In 2024 our film nights on a Friday night are still going strong and had lots of our regular young people and families attend. I am also happy to report that we are also gaining new families through these film nights. Each film night we try to have a theme to follow which we link all the activities, quizzes and films to. We also encourage



the children and young people to pick a film that they would like us to show.

In the last year the themes we picked included Animals, Easter and an Eco theme to link in with the Eco Festival weekend.

### **Crafty Church**

In the last year we had a quiet time with our Crafty Church sessions with having one at Easter and having some craft activities at the Burghfield May Fayre. Our main Crafty Church event this year was an Easter themed morning. During the session families enjoyed taking part in fun filled activities such as making Easter cards, doing marble rolling painting, taking part in a food related activity of hot cross buns and getting creative with making an Easter Garden. The session then ended with an interactive talk about the Easter story and a song.



At the Burghfield May Fayre we had some free fun activities for children to do during their time at the May Fayre and these included wack a rat, finding bible animals in the sand and origami making.



On Sunday mornings before the service, I still offer age appropriate activity bags to children when they arrive on a Sunday morning for them to do during the service. We also offer our young children a matted area at the back of church with age appropriate games and activities for them to explore and play with during the service.

On Easter Sunday after the service, I ran an Easter Egg hunt for all families to enjoy. During our Christmas period we had families attend our Christingle and Christmas Day services. In these services the sermons were interactive.

I would like to say a big thank you to everyone who is a part of my supportive team in any shape or form. We are looking forward to putting on more events for the young people and families in the year to come. I pray that this next year goes well for families and young people in our community. If you feel a calling to be part of my supportive team then please feel free to get in touch with me.

*Amy Legg*

## Bumps, Babies & Toddler Group



The Toddler Group was launched in January 2024 and after its first year is thriving. The Group runs from 9.30am to 11.00am on Mondays in term time. We started with a small grant and amazing donations of funds and toys from the Church community. Soon the name was changed to Bumps, Babies and Toddlers to provide an opportunity for Mums-to-be to meet.

Volunteers run the sessions on a rota basis, welcoming and signing in the attendees, running craft activities, leading the singing and making tea and coffees.

It is a real joy to see the children engaged in a craft activity, playing quietly or enjoying the freedom of being able to be more active in the wonderful space that the Church provides. We welcome more volunteers and if you would like to join in, please get in touch.



*Kate Bessant*

## Youth Club



In September 2024 we launched our new Youth Club which is led by Connor and supported by a small team. We run the club once a month and the young people enjoy a variety of activities including table football, card games, decorating cakes and

craft activities. At the end of the session, we have a short discussion and reflection time about their faith, finishing with a fun group game. Each month we have a steady number of young people, new and returning.



Card games

Pizza making



*Amy Legg on behalf of Connor Heath*

## **Creation Matters**

The Creation Matters team at St. Mary's Burghfield has had a productive year, focusing on sustainability, eco-awareness, and community engagement. The team worked diligently to promote environmental stewardship within and beyond our church walls, and to implement initiatives aligned with our mission to achieve the **Silver Eco-Church Award**.

### **Key Highlights**

#### **Eco-Church Progress**

The team made significant strides toward the **Silver Eco-Church Award**, with all categories except "Lifestyle" reaching silver status.

Notices highlighting our **Churchyard Management Plan** and a dedicated wildflower/wildlife area policy were displayed at the Lych gate. Hedgehog and bat boxes were installed as part of our commitment to local biodiversity.

#### **Eco-Festival Success**

The **Eco-Festival** held on October 5th was a cornerstone event, featuring:

A family-friendly screening of "Wall-E" on October 4th.

Engaging talks by speakers on topics ranging from Birds and Local Wildlife, Greening Reading's Buses to Space Debris!



Creative activities for children, including a churchyard treasure hunt, bird feeders, and eco-themed crafts.

Eco-friendly product raffles and stalls showcasing recycling, repair services, and environmental initiatives.

Refreshments with an eco-conscious menu, including dahl and pita bread, were provided by Café B.

#### **Terracycling and Recycling Initiatives**

The team maintained **terracycling stations** for items such as blister packs and dental products; many thanks to Margaret, Fiona and Glynn for delivering them to the next stage in the chain. A tidy-up of the recycling area was organized, with updates to information signage.

All **toilet twinning plaques** were successfully displayed in the church.

## **Creation-Themed Activities**

The team continued to support eco-awareness by promoting **"No Mow May"**, introducing a conservation area in the churchyard, and encouraging wildflower growth. Efforts were made to increase congregational awareness of personal carbon footprints through newsletters and Facebook tips.

## **Community Engagement**

The festival included contributions from local schools such as St. Mary's, Garland, and Willink; we enjoyed the school displays.

Partnerships with local organisations, including Mortimer Methodist Church, further enriched the festival.

## **Sustainability and Fundraising**

Sustainability-focused initiatives included raffles of eco-friendly products and encouragement for donations of recycled books for a bookstall.

## **Challenges and Plans for Improvement**

The badger sett in the graveyard continues to be active, leading to the decision to designate the area as a conservation zone.

Efforts to enhance the lifestyle category of the Eco-Church Award will continue, with plans to integrate feedback and ideas from other local churches.

## **Looking Ahead**

The Creation Matters team remains committed to raising eco-awareness and promoting sustainable practices at St. Mary's. In 2025, we aim to:

Achieve the **Silver Eco-Church Award**.

Expand community engagement through initiatives such as a carbon footprint campaign and more school collaborations.

Continue building on the success of the Eco-Festival with similar events and educational opportunities.

Through the work of the Creation Matters Committee and the support of the congregation, and the grace of God, we will continue to make a meaningful impact on our environment and community. We are so blessed and grateful for the beautiful world God has given us, and we want to do all that we can to be good stewards of our wonderful world.

*Michael Wood*

## **Outreach**

Our Vision statement contains both the phrases *Welcoming all*, and *Serving others* and Outreach is very much a part of our mission at St Mary's and through the year we have been involved in various activities. Our congregation is exceedingly generous in supporting our local Foodbank and the need seems to have increased even more as so many families experience difficulties due to the rising cost of living and the energy crisis. Food parcels are in great need and supply cannot keep up with demand. Our congregation continue to donate supplies generously as well as supporting the Lent and Advent special appeals.

Our new initiative for outreach for 2024 was starting the Bumps, Babies and Toddlers Group, and more information is in this booklet. However, it provides a free, safe, warm and welcoming space for local families and those further afield.

Bucket List Wishes (a local charity granting end of life wishes to terminally ill adults and their families) used our premises for several months before moving to larger premises needed for storage.

Our congregation also provided amazing support with supplies for a convoy going to Ukraine during the year to help those in need.

At our annual 'Toy Service' in December we received very generous donations of new toys and other items for children, teenagers and parents, to support Berkshire Women's Aid.

## **Outward giving**

For some years now we have donated a percentage of the Church's income to charities and mission agencies in accordance with the PCC decision made a few years ago to commit 10% of the church's planned giving income.

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. In line with our Eco-Church focus, we have made sure to include charities whose focus is the environment and providing assistance to people facing the challenges of the climate crisis.

At PCC on Monday 20<sup>th</sup> January 2025, we voted to make the following Outside Giving donations:

Flying Pigs (Willink Moldova link) £500

Miriam Dean Fund £500



Health Help International £500

Yeldall Manor £500



West Berks Foodbank £500



Home Start £500



Burghfield United Charities £400

A Rocha UK £400



Spotlight £400



*Revd Glynn*

## **Burghfield Support Group for The Children's Society**



The group consists of Anne Burtenshaw, Hilary James, Pat Glover (our Treasurer), Janet Reed, Nicky South-Klein, Sheila Langston-Hopgood and Colin Thompson and met three times in the year in January, April and September. New members are always welcome and if you would like to join our little group please speak to any of its members.

We held our usual cake stalls on Mothering Sunday and at the Toy service raising £190 & £165 respectively. We made £160 from the sale of Christmas cards. The two Christingle services in Church raising £448 and the Church also agreed that the collection from Carols on the Hatch (£145) would be given to the Society. Our planned quiz evenings returned and were well supported raising £540 in May and £400 in October.

The fall in the general circulation of coins meant revenue from Boxes remained at a lower level with only £157.03 being received in 2024.

This represents a very pleasing 15% increase on the preceding calendar year.

*Colin Thompson*





## **Fund Raising Report**

2024 has been another busy Fundraising year and we have raised a wonderful £9972.12 for Church Funds.

Thank you to everyone who has helped, supported and joined in with our Fundraising events; which have included very successful Whist Afternoons, Craft Evenings, A Barn Dance, Pudding Club, Games Night, Garden Parties, a collection of old, unwanted currencies (coins and paper) which raised £525.58, a Harvest Supper, a fantastic Grand Auction and a Music Wine and Canapes evening held in Church amongst the lovely Christmas Tree Festival trees.

As well as our Church Family having a lovely time, many of our Fundraising events also bring people from the wider community into our Church.

We also have ongoing fundraising from people using the Easyfundraising website or App when making online purchases, which has so far raised a fabulous £439.17.

### **Easter themed Craft Evening    Summer Craft Evening - sun catchers being**

**painted**



### **Woodwork craft evening demonstration**



**Auctioneers for the Grand Auction ready to start proceedings**

*Anne Pocock on behalf of the Fundraising Committee*



# Burghfield St Mary's Church of England Primary School



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

The school, founded in 1836, with a trust deed dated 1843, is a voluntary controlled school which means the Diocese appoints two of the Governors-known as Foundation Governors, (currently Revd Glynn Lautenbach and Deborah Marsden) but the staff are employed by the Local Authority.

Foundation Governors meet with the Head Teacher on a termly basis to discuss RE provision and collective worship within the school, as well as strengthening school-Church ties.

There are good links between school and church with the continuation of weekly Thursday Morning Collective Worship (assemblies) led by either Revd Glynn, Connor, our Ordinand in Training, or a member of the congregation. The school visits the church termly as part of their collective Worship cycle. A new 'Reflection Day' (afternoon in Church), for the Year 6's was introduced this year and was well received by staff and pupils.

Under the leadership of the Head Teacher Mrs Carmichael and Deputy Head Teacher, Mr Lappin, the school continues to have a culture of high expectation which has enabled pupils at our school to flourish. Exciting initiatives have been introduced, for example, a varied extra-curricular offering which includes gardening, Spanish, hockey, archery, computer and Lego clubs.

A diocese-led mental health well-being course, Space Makers has also been established in school, which was delivered to year 6 in the Summer term and will continue to be taught throughout the school in later terms, delivered with support from staff from the diocese.

*Revd Glynn Lautenbach (Foundation Governor till September 2024)*  
*Deborah Marsden (Foundation Governor)*

## **Buildings - Fabric Report**

### **Parish Centre (PC)**

#### **Downstairs Toilets**

The major work carried out in the Parish Centre during 2024 was the refurbishment of the Ladies downstairs toilet.

Prior to refurbishment the cistern was not eco-friendly, discharging a full 9L of water every time it was flushed, and was extremely slow at refilling. In addition, the pipe work was exposed and difficult to keep clean.

It was hoped to obtain a grant from the Burghfield Residents association (BRA) towards the cost of the works which would also include refurbishment of the Gents and Disabled toilets.

However, the situation with the Ladies toilet deteriorated and a member of the church congregation made a generous donation to cover the cost of its refurbishment. The work was undertaken during the October half term, by Brian and Clive.

A grant was received from BRA towards the end of 2024 and it is intended to refurbish the Gents and Disabled toilet in the 2025 February half term.



#### **Upstairs Ladies Toilet**

An electric hand dryer has been professionally installed in the upstairs Ladies toilet, using a circuit that was installed when the PC was built. This has helped to reduce the number of paper towels the church is using.

#### **Upgrade of PC Toilet Lights**

All the toilet lights in the PC have now been upgraded to automatic. The cost of this was covered by a Diocesan 'Quick Wins Grant' which is targeted at small eco projects which were identified in an Eco Survey carried out last year.

#### **Upstairs Hall**

For some time there has been a need to improve the storage in the upstairs Hall. It is felt that the current fitted shelves should be removed and replaced by cupboards.

A structural drawing of what could be built, was accepted by the PCC. The proposal is to have, on each side of the room, a set of 3 x 8ft high cupboards, together with 1 x 3ft high cupboard. It is estimated that the total cost of both units would be less than £1000. The intention is to proceed with the installation when Church funds allow.



### Kitchen

A new Large Eco A-rated Fridge Freezer was installed in the kitchen replacing one that did not meet current Eco standards. The cost of this was also covered by the Diocesan 'Quick Wins Grant'.

## **Church**

### Church Roof

Early in 2024 a roofing contractor was engaged to replace a missing slate from the roof of the Nave which allowed rain to come into the church. Storm damage to the Parish Centre roof was also repaired at the same time.



### Clergy Vestry Redecoration

The Clergy Vestry was redecorated using Distemper (a type of Lime Wash). The walls and ceiling were showing extensive damage and discolouration from a leak in the flat roof some years ago.



### Mains Water supply into Clergy Vestry

When the Clergy Vestry was refurbished some years ago, a sink and waste was installed, but with no running water. Since that time a water supply had been installed as part of the underfloor heating project. It was agreed to tap into this supply to provide the sink with water. Members of the Fabric Team undertook this work.

### Church Main Entrance frame and surround.

The plaster surround to the internal glass doorframe in the Nave had never been properly made good following work when the underfloor heating was installed. This was undertaken during June using lime putty and redecorated with white distemper.

### Church Heating

During November the Church heating failed to heat the Church adequately. It was thought that the Church Nest heating control system had developed a fault resulting in the WIFI element of the system no longer connecting with the Church Broadband router. This was confirmed by JFK Heating who maintain the boilers and the Nest control unit was replaced by them.

The boilers in both the Church and PC were serviced with no issues found.

### Church Quinquennial Inspection Survey

This was undertaken in late September by Dr David Pendery the Church Surveyor. The report will hopefully be received early in 2025.

A qualified Electrician (Bracknell Electrix Ltd) also undertook a survey of the Church hard wiring, which forms part of the Quinquennial Inspection Report. (No defects were identified).

### Fire Extinguishers Service

The Fire Extinguishers in both the Parish Centre and the Church have been serviced by Fireline on 5<sup>th</sup> August 2024 and where out of date have been replaced.

### **Church Grounds**

#### Badger Activity

The Badger Sett to the rear of the Church has grown over the last few years with tunnel openings appearing in various places around the Sett. Notices have now been erected around the Sett advising the public of hidden trip hazards within this area.

#### Lychgate Notice Board

Many thanks to Clive Eatwell for removing the notice board and refurbishing it and also replacing the transparent Perspex, so that the notices can now be read.



#### Carparks

During the year the Fabric Team have carried on maintaining both the gravel path from the Lych-gate up to the Church doors, making good the large carpark with Road Stone as well as filling in some of the potholes in the small car park with Tarmac.

Minor remedial works have also been carried out on the external car park lights.

### **A Big Thank you**

A great many of the ongoing repair and maintenance tasks around the Church Estate have once again been tackled by the Fabric Committee team supported by other members of the Church when extra man/woman power is required. The enthusiasm and willingness to be literally “hands-on” is much appreciated and is a very important contribution to our ministry. Thank you one and all; the church would be a very different place without you.

*Brian Thatcher, Chair Fabric Committee*

## Parish Centre



We have had a steady year with lots of adhoc bookings spread through the year including Children's birthday parties, our seasonal craft evenings which are always very popular, the Children's Society Quiz Nights and many fundraising events where the community came together to help raise funds for our Church &

culminating in an extremely busy November & December starting with our ever-popular Advent Wreath Making evening welcoming 100+ attendees. Our Christmas Tree Festival which was over a whole weekend, smashed our previous record for trees by having 26 trees all decorated by our local community. Alongside the Christmas Tree Festival we held our 1<sup>st</sup> Christmas Craft Market in the Parish Centre and welcomed 18 craft stalls to showcase their creative products. This event was a huge success and it was supported by our community, who came out in force to do some Christmas shopping despite the awful storm we had that weekend. We also hosted various concerts & gatherings being held jointly in the Church and Parish Centre.



We have managed to maintain our core long term bookings in the Parish Centre which include 3 x different Yoga groups, Pilates, Weight Watchers & Mini Oaks Preschool and all continue to be a real asset to the community. We help advertise these groups via our monthly newsletter and posters on our noticeboard in the centre. We have welcomed an additional Pilates class to our hirers list, Pilates4Life, and this

class is held twice a week and proving very popular. Sadly, Bucket List Wishes dress sales moved on to alternative premises in the local area, the space we could provide wasn't suited to their needs.

Having been successful in gaining a grant we are thrilled with the new sensor lights in all the toilets, air hand drier in the ladies upstairs toilet and a new larger Fridge Freezer in our kitchen available for all hirers to use. These items will certainly help us to save some pennies in our running costs. Having also experienced issues with the ladies downstairs toilet for some time we are thrilled with the new one installed.

Our hire charges for the parish centre are as of September 2024 £14.65 weekdays up to 6pm & £17.40 weekdays after 6pm and weekends.

*Jo Dore, Parish Administrator*

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



*Welcoming all, growing faith, serving others*

**Parochial Church Council  
of  
St Mary the Virgin, Burghfield**

Annual Report and Financial Statements  
For the year ended 31 December 2024



**DIOCESE of OXFORD**

*A Christ-like Church for the sake of God's world*





# Trustees' Annual Report for the year ended 31 December 2024

## 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.

As a resolution was made and accepted at APCM on 13<sup>th</sup> June 2020, there are no longer any limits on the number of terms of office for any office bearers for the PCC.

During the year 2024 the following people served as members of the PCC.

### Ex Officio Members

#### Clergy:

Revd Glynn Lautenbach

#### Wardens:

Michael Wood

Alison Eves

PCC members as a result of Deanery Synod Membership

Colin Thompson and Carol Jackson-Doerge were re-elected to Deanery Synod at the APCM on 15<sup>th</sup> May 2023 for a 3 year term of office till 2026.

### PCC Secretary

Brian Thatcher

### PCC Treasurer

Michael Wood

### **Elected Members of the PCC**

<b>Name</b>	<b>Elected at APCM</b>	<b>Serve Until</b>
Brian Thatcher	2022	2025
Amy Legg	2022	2025
Oliver Dillon	2023	2026
Marjorie McClure	2023	2026
Clive Eatwell	2023	2026
Anne Pocock	2023	2026
Lesley Brigden	2024	2027
Iain Buchanan	2024	2027

There was one vacancy following the APCM, which has not been filled.

### **Foundation Governors**

The following have been appointed to serve on the school governing body of the church school as Foundation Governors from September 2024 – September 2028:

Mrs Deborah Marsden-Kwan

There is currently a vacancy for a second Foundation Governor

## Structure, governance and management

### Committees and Groups

The sub-committees of the PCC which continued through 2024 were the 'Finance Committee' dealing with parish share, accounts and general finances of the parish, the 'Fabric Committee' for care of the Fabric of the buildings and grounds, the 'Worship and Discipleship Committee' for matters relating to worship and discipleship and the 'Creation Matters Committee', focused on Eco Church, climate and environmental matters. In addition, we have a Fundraising Committee who provide fundraising events and opportunities to help address our financial challenges.

The Standing Committee comprising the Rector, Church Wardens, PCC Secretary and PCC Treasurer, met regularly for decision making, support and Agenda planning.

### PCC Vision Statement

Our vision statement for the church created in 2020 is as follows:

*Welcoming all, growing faith, serving others*

All aspects of the life, mission and ministry of our parish will be discerned and assessed in line with these three areas. During the year we reviewed and updated our Mission Action Plan (MAP)

In addition, we continue to work in accordance with the Diocesan 'Common Vision', to be a 'A more Christ-like church for the sake of God's world' becoming a more *Contemplative, Compassionate and Courageous* Church.

## Achievements and Performance

### Church Attendance

The electoral roll was updated for 2024 and the number on the electoral roll recorded at the APCM was 59 (2023:71).

There was a significant drop in the number on the Electoral Roll, as the new Church of England Representation Rules (2020) were applied, and people who had not attended in over a year were removed.

Weekly Attendance remained steady throughout the year and we continued to offer the opportunity to join in the 10.00am service via Zoom, denoting our main service as a 'Hybrid' service.

### Hybrid Services 2024

	Attendance	Communicants
10.00am Parish Communion		
In Church	25	24
On Zoom	4	-

These numbers include a few children, some of whom have been admitted to Holy Communion according to Canon B15A. The average weekly attendance figures for the services are reached having taken an average attendance over several Sundays spaced across the year, when there are no 'special' Sundays:

During 2024 we celebrated 4 baptisms (2023:6), one Thanksgiving Service and 2 weddings (2023:1). We also conducted 8 funerals (2023:9) of which 5 took place in Church, followed by one burial into an existing grave in the Churchyard, along with 4 burials in Burghfield Parish Burial Ground. In addition 3 Funeral services took place at a local crematorium. Through the year, 9 Interment of Ashes either into existing graves or new plots took place.

### Review of the year

A full report on the activities of the parish during 2024 is found in the Annual Report booklet accompanying this document.

## Financial Review

This year we have achieved a small surplus, helped by a return of monies from the Deanery, lower energy bills and the sterling work of our fundraising team.

Voluntary income for General Expenditure, (excluding Gift Aid, Fundraising, Fees & Lettings), rose by 12.2% Which was primarily £4,984 distribution from the Deanery Quinquennial. Gift Aid fell 9.2%, partly due to a 3.2% fall in Standing Order giving. Parish Centre lettings income increased by 11.1% but was still 21% down on pre-pandemic levels.

The toilet refurbishment was supported by a £600 grant from the Burghfield Residents Association. New hardware was installed for internet access and a new laptop was purchased, using funds from an appeal to the congregation. There was no other major fabric expenditure in 2024. The Fabric Team undertook many minor maintenance tasks during the year.

Our major fundraising event was the Auction, which raised over £4,355, and there were many events which were very community oriented. The Christmas Tree Festival with the Christmas Market, the Barn Dance, Film Night, Games Night, Pudding Club, Harvest Supper, and a Craft Evening had income of £5,948. Other fundraising events included tea parties, soup lunches, Wood Turning, Whist Drives and many other activities. Congratulations are due to all involved.

The unprecedented fuel bills from 2023 eased (£7.3k vs £12.6k) due to a combination of easing of prices and lower usage.

We initially set out to pay the Parish Share in accordance with the new Diocesan calculation (without transitional allowance). Following discussions, and significant work by the Deanery treasurer, we increased this to pay our share of the Deanery-offered contribution to the transitional allowance as well.

These resulted in an overall surplus on our Unrestricted Funds of £6.2k.

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

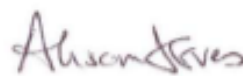
- The ministry of the church has continued through a wide range of services, occasional offices and outreach initiatives.
- Committed monthly giving and some one-off donations and fundraising have continued to provide the monies available for further reordering of our beautiful church.
- Major fabric expenditures are expected to continue. The septic tank will need replacement in the next few years.
- We have still 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  
PCC Accountant



Michael Wood  
Churchwarden



Alison Eves  
Churchwarden

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

### Independent Examiner's Report to the Members of the Parochial Church Council of St. Mary the Virgin, Burghfield

I report to the members on my examination of the accounts of the Parochial Church Council of St. Mary the Virgin, Burghfield, for the year ended 31 December **2024**

### Responsibilities and Basis of Report

As the PCC's trustees, 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 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 which gives me cause to believe that in, any material respect:

- the accounting records were not kept in accordance with section 130 of the Charities Act; or
- the accounts did not accord with the accounting 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:



Date:

24/02/2025

Ross Mackinnon

17 Hanningtons Way  
Burghfield Common  
RG7 3BE

## Financial Statements

## Financial Statements For the 12 Months Ended 31 Dec 2024

		Unrestricted Fund	Unrestricted Designated Fund	Restricted Fund	Endowment Fund	Total 2024	Total 2023
	Note	£	£	£	£	£	£
<b>RECEIPTS</b>							
<b>Voluntary Receipts</b>							
Direct Giving by standing order		43200	0	0	0	43200	44607
Giving by coloured and white envelopes		1402	0	0	0	1402	410
Open collections		1664	0	0	0	1664	2208
Gift aid claimed	1	10575	0	0	0	10575	11651
Other general donations	2	9341	0	0	0	9341	2332
<b>TOTAL</b>		<b>66182</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>66182</b>	<b>61209</b>
<b>Receipts from activities for generating funds</b>							
Fundraising	3	13450	0	0	0	13450	8888
<b>TOTAL</b>		<b>13450</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>13450</b>	<b>8888</b>
<b>Receipts from church activities</b>							
Fees	4	3670	0	0	0	3670	4090
Parish centre letting fees	5	28309	0	0	0	28309	25470
Other (rebates and donations)		0	0	0	0	0	0
<b>TOTAL</b>		<b>31979</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>31979</b>	<b>29560</b>
<b>Receipts from investments</b>							
Interest on Bank Accounts		0	0	0	0	0	0
Interest on CCLA Account	6	139	0	0	146	285	167
		139	0	0	146	285	167
<b>Total Receipts (Unrestricted)</b>		<b>111750</b>	<b>0</b>	<b>0</b>	<b>146</b>	<b>111896</b>	<b>99824</b>
<b>Receipts on Restricted Accounts</b>							
Funds Collected for other charities	7	0	0	935	0	935	907
Gift aid claimed	1	0	0	601	0	601	199
Reordering Projects	7	0	0	1385	0	1385	780
Other restricted accounts (Church Use)	7	0	0	1762	0	1762	413
<b>TOTAL Receipts (Restricted)</b>		<b>0</b>	<b>0</b>	<b>4684</b>	<b>0</b>	<b>4684</b>	<b>2298</b>
<b>TOTAL RECEIPTS</b>		<b>111750</b>	<b>0</b>	<b>4684</b>	<b>146</b>	<b>116580</b>	<b>102122</b>
	Notes	2024 Unrestricted Fund	2024 Unrestricted Designated Fund	2024 Restricted Fund	2024 Endowment Fund	2024 Total 2024	2023 Total 2023
		£	£	£	£	£	£
<b>PAYMENTS</b>							
Direct costs of church activities		1841	0	0	0	1841	2090
Building & churchyard maintenance & repairs	8	4621	0	12	146	4779	2167
Clergy expenses	8	1835	0	0	0	1835	1159
Utilities	8	8341	0	0	0	8341	16619
Cleaning	8	4283	0	0	0	4283	2067
Administration		13320	0	186	0	13506	12088
Insurance		4877	0	0	0	4877	4644
Parish Share	9	60772	0	0	0	60772	56348
Parish Share Rebate		0	0	0	0	0	0
Outreach & Youth Work	8	1463	0	0	0	1463	1104
Other		0	0	0	0	0	0
Outward Giving	10	4200	0	0	0	4200	4500
Subscriptions		0	0	0	0	0	0
Other Donations Outward		0	0	0	0	0	0
<b>Total Unrestricted Payments</b>		<b>105554</b>	<b>0</b>	<b>198</b>	<b>146</b>	<b>105898</b>	<b>102786</b>
<b>Restricted Payments</b>							
Reordering Account	7	0	0	382	0	382	0
Restricted (For Other Charities)	7	0	0	885	0	885	937
Other Restricted	7	0	0	3757	0	3757	868
<b>Total Restricted Payments</b>		<b>0</b>	<b>0</b>	<b>5024</b>	<b>0</b>	<b>5024</b>	<b>1805</b>
<b>TOTAL PAYMENTS</b>		<b>105554</b>	<b>0</b>	<b>5223</b>	<b>146</b>	<b>110923</b>	<b>104591</b>
<b>Transfers Between Funds</b>							
<b>Surplus/(Deficit) for Year to Date</b>	11	<b>6196</b>	<b>0</b>	<b>-539</b>	<b>0</b>	<b>5657</b>	<b>-2469</b>

## MOVEMENT ON FUNDS

	Unrestricted Fund	Unrestricted Designated Fund	Restricted Fund	Endowment Fund	Total 2024	Total 2023
	£	£	£	£	£	£
Balances at January 1st	15328	0	7320	2000	24648	27117
Surplus/(Deficit) for Year	6196	0	-539	0	5657	-2469
Balances at December 31st	21525	1	6780	2000	30306	24648
Surplus/(Deficit) for YTD Gen Funds	6196					

## Statement of Assets & Liabilities as at 31 December 2024

Bank Accounts	Unrestricted Fund	Unrestricted Designated Fund	Restricted Fund	Endowment Fund	Total 2024	Total 2023
	£	£	£	£	£	£
Cooperative Current Account	11213		4174		15387	10608
Nat West Current	2984				2984	2452
Coop Mission Fund Account					0	0
Fees Account & Fees Cash in Hand	3670				3670	4090
Reordering Current Account			2606		2606	2126
CCLA Thursby	898			2000	2898	2752
CCLA Restoration	8	1			9	8
CCLA Reserve Fund	2751				2751	2612
Petty Cash Float	0				0	0
<b>Total Funds</b>	<b>21525</b>	<b>1</b>	<b>6780</b>	<b>2000</b>	<b>30306</b>	<b>24648</b>

## Represented by:

	£	£	£	£	£	£
General Funds	21525				21525	15328
Upkeep & Capital Improvement Fund		1			1	0
J Harvey Thursby Fund				2000	2000	2000
Reordering Fund			3624		3624	2421
Other Repairs & Fabric Appeals			2312		2312	3714
Mission Fund			0		0	0
Other Restricted Funds			727		727	1118
For Other Charities & Organisations			117		117	67
<b>Total Funds</b>	<b>21525</b>	<b>1</b>	<b>6780</b>	<b>2000</b>	<b>30306</b>	<b>24648</b>

## Liabilities:

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

Other Organisations						
Ukraine DEC			67		67	67
Childrens Society			50		50	
	0	0	117	0	117	67

**We would like to record our grateful thanks to Mr Oliver Dillon for preparing these accounts and both recognise and appreciate all the work and commitment, which have gone into so doing.**



Oliver Dillon  
PCC Accountant  
pp. Rev'd Glynn Lautenbach  
(Rector & PCC Chair)



Mr Michael Wood  
(PCC Treasurer)

**Approved by the PCC on 17<sup>th</sup> March 2025 and signed on their behalf by Oliver Dillon pp. Rev'd Glynn Lautenbach (PCC Chair) and Mr Michael Wood (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 direct claims for 2023 and some Gift Aid envelopes from 2024.
2. Other General Donations include £1.1k of donations regarding the Bumps, Babies and Toddlers group and £4,984 from the redistribution of Deanery Quinquennial, among other donations for General funds.
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 £2,617. Transactions relating to payments for Bellringers, Vergers etc are also specifically excluded.
4. There were many Fundraising events of various sizes raising a total of £13,450 for General Funds. These included the Pudding Club, a Barn Dance, Harvest Supper, Craft Evening and the Festival of Trees with Christmas Market. There were many smaller events such as Soup Lunches, Whist Drives and Tea Parties which all made a valued contribution.
5. The Parish Centre Lettings income showed improvement but was still 22% below the 2019 level. Approximately 67% is from the Nursery.
6. Interest Income on the J Harvey Thursby Memorial fund was allocated to defray costs incurred in maintaining the churchyard.
7. Movements on Restricted Accounts:

	Fund balances brought forward £	Incoming resources £	Gift Aid £	Resources expended £	Fund balances carried forward £
<b>Restricted funds</b>					
Bell Room, Access & Ropes (BRA £500, 6 Bells £250, Donation £2000)	2,750.00				2,750.00
Reordering (Heating Lighting Cross Tower etc)	2,420.67	1,385.00	201.08	(382.49)	3,624.26
Fabric & Repairs	0.00				0.00
EcoFund	244.72			(244.72)	0.00
Mission Fund (Parish Centre Restructure)	0.00				0.00
BRA 02nd Dec Parish Centre Reorg	0.00				0.00
Ukraine DEC	67.00				67.00
Kitchen Fund	44.98				44.98
Livestreaming	131.00				131.00
Software Fund	782.44			(186.48)	595.96
Vestry Roof (Englefield Trust) (Residual)	334.40			(117.87)	216.53
Disabled Ramp (BRA) (Residual)	24.00				24.00
Lych Gate & Notice Board	315.41			(25.80)	289.61
War Graves Commission	0.00	12.00		(12.00)	0.00
Childrens Society	0.00	785.44		(735.44)	50.00
Energy Grant	0.00			(1,013.15)	(1,013.15)
Technology	0.00	1,750.00	400.00	(2,150.00)	0.00
Launchpad Income Share	0.00	150.00		(150.00)	0.00
Mark Leaving Gift	205.00			(205.00)	0.00
	<u>7,319.62</u>	<u>4,082.44</u>	<u>601.08</u>	<u>(5,222.95)</u>	<u>6,780.19</u>
<b>Designated Funds</b>					
Upkeep and Capital Improvement (Designated)	0.39	0.44			0.83
	<u>0.39</u>	<u>0.44</u>	<u>0.00</u>	<u>0.00</u>	<u>0.83</u>
<b>Endowment Funds</b>					
J Harvey Thursby Fund	2,000.00	146.06		(146.06)	2,000.00
	<u>2,000.00</u>	<u>146.06</u>	<u>0.00</u>	<u>(146.06)</u>	<u>2,000.00</u>

Interest of £146.06 was applied to the J Harvey Thursby Memorial Fund and the accumulated interest was applied to defray churchyard costs.

## **Independent Examiner's Report to the Members of the Parochial Church Council of St. Mary the Virgin, Burghfield**

I report to the members on my examination of the accounts of the Parochial Church Council of St. Mary the Virgin, Burghfield, for the year ended 31 December **2024**

### **Responsibilities and Basis of Report**

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### **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 which gives me cause to believe that in, any material respect:

- the accounting records were not kept in accordance with section 130 of the Charities Act; or
- the accounts did not accord with the accounting 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:



Date:

24/02/2025

**Ross Mackinnon**

17 Hanningtons Way  
Burghfield Common  
RG7 3BE