

st Mary's Church Burghfield

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 2025



DIOCESE of OXFORD

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

Trustees' Annual Report for the year ended 31 December 2025

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, as amended by the Safeguarding (Code of Practice) measure 2021, (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 13th 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 2025 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 15th May 2023 for a 3 year term of office till 2026.

PCC Secretary

Brian Thatcher

PCC Treasurer

Michael Wood

Elected Members of the PCC

Name	Elected at APCM	Serve Until
Brian Thatcher	2025	2028
Amy Legg	2025	2028
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 was a vacancy for a second Foundation Governor during 2025, however this post has been filled in early 2026.

Structure, governance and management

Committees and Groups

The sub-committees of the PCC which continued through 2025 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 completely revised for 2025 and the number on the electoral roll recorded at the APCM was 50 (2024:59).

There is a drop in the number on the new Electoral Roll, as the new Church of England Representation Rules (2020) were applied, and people who have 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 2025

	Attendance	Communicants
10.00am Parish Communion		
In Church	25	24
On Zoom	3	-

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:

Sunday@6

The new informal monthly evening service has an average attendance of 10, some of whom do not attend the morning service.

During 2025 we celebrated 4 baptisms (2024:4) but no weddings (2024:2). We also conducted 8 funerals (2024:8) of which 6 took place in Church, followed by 4 burials in Burghfield Parish Burial Ground. In addition, 2 Funeral services took place at a local crematorium, (2024:3). Through the year, 7 Interment of Ashes took place, either into existing graves or new plots took place, (2024:9).

Review of the year

A full report on the activities of the parish during 2025 is found in the Annual Report booklet accompanying this document.

Financial Review

- 1) This year we achieved a small surplus.
- 2) Voluntary income for General Expenditure, (excluding Gift Aid, Fundraising, Fees & Lettings), fell by 11% This was primarily due to 2024 including the £4,984 distribution from the closure of the Deanery Quinquennial Fund. Excluding this item still left a modest fall of 3%. Gift Aid rose 6%. Parish Centre lettings income increased by 13%.
- 3) The Diocesan Quick Wins Grant of £2,060 was received. This was in respect of items expended in 2024 so much of the benefit shows as an offset against costs in 2025. The toilet refurbishment was completed. Further work was done to upgrade the lighting. There was no other major fabric expenditure in 2025. The Fabric Team undertook many minor maintenance tasks during the year which helped to keep down costs.
- 4) Although we did not hold a flagship fundraising event in 2025, there were many events which were very community oriented that also generated some income including the Christmas Tree Festival with Christmas Market, Film Nights, Games Night, Pudding Club, Harvest Supper and Craft Evenings. Along with other fundraising events including tea parties, soup lunches, Whist Drives and many other activities, a total of £5.6k was raised. Congratulations and thanks are due to all involved.
- 5) Fuel bills were slightly lower although this may be, in part, due to billing delays and estimates caused by a change of supplier.
- 6) We paid the Parish Share agreed with the Deanery.
- 7) We had an overall surplus on our Unrestricted Funds of £150.
- 8) The following are some of the financial and ministerial matters relating to the church:
 - Committed monthly giving has continued to provide the bulk of the funds to run our parish.
 - Some one-off donations and fundraising have helped provide the monies for further reordering of our beautiful church.
 - Major fabric expenditures are expected to continue. There are some key Quinquennial repairs to undertake, the Parish Centre main window needs replacing and the septic tank will need replacing in the next few years.
 - We have received a substantial amount of 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
Parish Accountant



Michael Wood
Churchwarden/Treasurer



Alison Eves
Churchwarden

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

I report to the trustees on my examination of the accounts of the Parochial Church Council for the year ended 31st December 2025.

Responsibilities and Basis of the Report

As the charity trustees, you are responsible for the preparation of the accounts in accordance with 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 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:

Sarah Nurse

24/03/2026

Sarah Nurse

21, Dauntless rd.

Burghfield Common, RG7 3NZ

Financial Statements

Financial Statements For the 12 Months Ended 31 Dec 2025

	Note	Unrestricted Fund	Unrestricted Designated Fund	Restricted Fund	Endowment Fund	Total 2025	Total 2024
		£	£	£	£	£	£
RECEIPTS							
Voluntary Receipts							
Direct Giving by standing order		43112	0	0	0	43112	43200
Giving by coloured and white envelopes		1230	0	0	0	1230	1402
Open collections		2148	0	0	0	2148	1664
Gift aid claimed	1	11210	0	0	0	11210	10575
Other general donations	2	2817	0	0	0	2817	9341
TOTAL		60516	0	0	0	60516	66182
Receipts from activities for generating funds							
Fundraising	3	5647	0	0	0	5647	13450
TOTAL		5647	0	0	0	5647	13450
Receipts from church activities							
Fees	4	2221	0	0	0	2221	3670
Parish centre letting fees	5	31884	0	0	0	31884	28309
Other (rebates and donations)		0	0	0	0	0	0
TOTAL		34105	0	0	0	34105	31979
Receipts from investments							
Interest on Bank Accounts		0	0	0	0	0	0
Interest on CCLA Account	6	124	0	0	131	256	285
		124	0	0	131	256	285
Total Receipts (Unrestricted)		100393	0	0	131	100524	111896
Receipts on Restricted Accounts							
Funds Collected for other charities	7	0	0	1074	0	1074	935
Gift aid claimed	1	0	0	271	0	271	601
Reordering & Other Projects	7	0	0	3614	0	3614	1385
Other restricted accounts (Church Use)	7	0	0	1319	0	1319	1762
TOTAL Receipts (Restricted)		0	0	6278	0	6278	4684
TOTAL RECEIPTS		100393	0	6278	131	106802	116580
PAYMENTS							
Unrestricted Payments							
Direct costs of church activities		1500	0	0	0	1500	1841
Building & churchyard maintenance & repairs	8	1942	0	12	131	2085	4779
Clergy expenses	8	1408	0	0	0	1408	1835
Utilities	8	7807	0	0	0	7807	8341
Cleaning	8	3927	0	0	0	3927	4283
Administration		13052	0	186	0	13239	13506
Insurance		4968	0	0	0	4968	4877
Parish Share	9	60332	0	0	0	60332	60772
Parish Share Rebate		-53	0	0	0	-53	0
Outreach & Youth Work	8	1059	0	0	0	1059	1463
Other		0	0	0	0	0	0
Outward Giving	10	4300	0	0	0	4300	4200
Subscriptions		0	0	0	0	0	0
Other Donations Outward		0	0	0	0	0	0
Total Unrestricted Payments		100242	0	198	131	100572	105898
Restricted Payments							
Reordering Account	7	0	0	0	0	0	382
Restricted (For Other Charities)	7	0	0	944	0	944	885
Other Restricted	7	0	0	2200	0	2200	3757
Total Restricted Payments		0	0	3144	0	3144	5024
TOTAL PAYMENTS		100242	0	3343	131	103716	110923
Transfers Between Funds							
Surplus/(Deficit) for Year to Date	11	150	0	2935	0	3086	5657

MOVEMENT ON FUNDS

	Unrestricted Fund	Unrestricted Designated Fund	Restricted Fund	Endowment Fund	Total 2025	Total 2024
	£	£	£	£	£	£
Balances at January 1st	21523	1	6780	2000	30306	24648
Surplus/(Deficit) for Year	150	0	2935	0	3086	5657
Balances at December 31st	21675	1	9715	2000	33391	30306
Surplus/(Deficit) for YTD Gen Funds	150					

Statement of Assets & Liabilities as at 31 December 2025

Bank Accounts	Unrestricted Fund	Unrestricted Designated Fund	Restricted Fund	Endowment Fund	Total 2025	Total 2024
	£	£	£	£	£	£
Cooperative Current Account	12410		6505		18916	13387
Net West Current	3131				3131	2984
Coop Mission Fund Account					0	0
Fees Account & Fees Cash in Hand	2221				2221	3670
Reordering Current Account			3210		3210	2606
CCLA Thursby	1029			2000	3029	2898
CCLA Restoration	8	1			9	9
CCLA Reserve Fund	2875				2875	2751
Petty Cash Float	0				0	0
Total Funds	21675	1	9715	2000	33391	30306

Represented by:

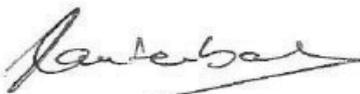
	£	£	£	£	£	£
General Funds	21675				21675	21523
Upkeep & Capital Improvement Fund		1			1	1
J Harvey Thursby Fund				2000	2000	2000
Reordering Fund			4224		4224	3624
Other Repairs & Fabric Appeals			4054		4054	2312
Other Restricted Funds			1190		1190	727
For Other Charities & Organisations			247		247	117
Total Funds	21675	1	9715	2000	33391	30306

Liabilities:

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

Other Organisations			67		67	67
Ukraine DEC			180		180	30
Childrens Society						
	0	0	247	0	247	117

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 in to doing so.



Rev'd Glynn Lautenbach
(Rector & PCC Chair)



Mr Michael Wood
(PCC Treasurer)

Approved by the PCC on 16th March 2026 and signed on their behalf by 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 2024 and some Gift Aid envelopes from 2025.
2. Other General Donations were down £6,500 from 2024. 2025 include £690 of donations regarding the Bumps, Babies and Toddlers group among other donations for General funds. Note that 2024 included £4984 from the redistribution of Deanery Quinquennial Fund and 2025 had fewer large Unrestricted donations.
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 £1,358. Transactions relating to payments for Bellingers, Vergers etc are also specifically excluded.
4. There were many Fundraising events of various sizes raising a total of £5,647 for General Funds. These included the Harvest Supper, Craft Evening and the Festival of Trees with Christmas Market. There were many smaller events such as Whist Drives and Tea Parties which all made a valued contribution. £280 was raised via the EasyFundraising platform.
5. The Parish Centre Lettings income showed improvement but was still 13% below the 2019 level. Approximately 64% 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 £
Restricted funds					
Bell Room, Access & Ropes (BRA £500, 6 Bells £250, Donation £2000)	2,750.00				2,750.00
Reordering (Heating Lighting Cross Tower etc)	3,624.26	1,092.00	270.61	(763.31)	4,223.56
BRA Grant for Kitchen Floor	0.00	774.06			774.06
Ukraine DEC	67.00				67.00
Kitchen Fund	44.98			(44.98)	0.00
Livestreaming	131.00				131.00
Software Fund	595.96			(186.48)	409.48
Vestry Roof (Englefield Trust) (Residual)	216.53				216.53
Disabled Ramp (BRA) (Residual)	24.00				24.00
Lych Gate & Notice Board	289.61				289.61
Diocese Quick Wins	(1,013.15)	2,059.99		(1,046.84)	0.00
Community Outreach Projects	0.00	650.00			650.00
Childrens Society	50.00	404.00		(274.00)	180.00
War Graves Commission	0.00	12.00		(12.00)	0.00
Shelving	0.00	140.00		(140.00)	0.00
Parkinsons UK (Funeral Collection)	0.00	670.00		(670.00)	0.00
Rev Straw Gift	0.00	205.00		(205.00)	0.00
	<u>6,780.19</u>	<u>6,007.05</u>	<u>270.61</u>	<u>(3,342.61)</u>	<u>9,715.24</u>
Designated Funds					
Upkeep and Capital Improvement (Designated)	0.83	0.40			1.23
	<u>0.83</u>	<u>0.40</u>	<u>0.00</u>	<u>0.00</u>	<u>1.23</u>
Endowment Funds					
J Harvey Thursby Fund	2,000.00	131.16		(131.16)	2,000.00
	<u>2,000.00</u>	<u>131.16</u>	<u>0.00</u>	<u>(131.16)</u>	<u>2,000.00</u>

Interest of £131.16 was applied to the J Harvey Thursby Memorial Fund and the accumulated interest was applied to defray churchyard costs.

Restricted Individual donations were received towards the Toilet refurbishment, Storage Shelving, Community Outreach and for a gift for Rev Straw. Income on the Restricted funds included Monthly

pledges of £780. BRA donated £774 towards the Kitchen Floor repairs and £2060 was received from the Diocesan Quick Wins Fund.

8. An £840 Invoice from 2024 was identified as 'Should be from Restricted' and corrected in 2025.
9. Parish Share was paid over 12 monthly instalments.
10. Our Outward Giving figure for 2025 is £4,300. This year's beneficiaries are:

Hope Counselling Service	£400
Toybox	£400
Thrive	£400
Health Help International	£500
Yeldall Manor	£500
West Berks Foodbank	£400
Home Start	£500
Burghfield United Charities	£400
A Rocha UK	£400
Spotlight	£400

11. A surplus of £150 is reported on the unrestricted funds statutory accounts.