

## PLYMPTON ST. MARY THE BLESSED VIRGIN

The PCC is a corporate body established by the Church of England. It operates under the PCC (Powers) Measure 1956 and the Synodical Government Measure 1969. The PCC is registered with the Charity Commission, registered number 1128769. This report has been drawn up in the frameworks of the Charities Act 1993, Charity SORP 2005 and Church Accounting Regulations 2006.

The address for correspondence is The Team Office, Market Road, Plympton, Plymouth, PL7 1QW The Council's bankers are NatWest 14 Old Town Street, Plymouth PL1 1DG and Lloyds 13 Fore St, Ivybridge PL21 9AD. The Independent Examiner is Best Accounting.

The PCC has delegated the day-to-day management of the parish to the Team Rector, the Revd Prebendary Robert Harris

This report covers the year to December 2023.

### OBJECTIVES

St. Mary's PCC has the legal responsibility of co-operating *"with the incumbent in promoting in the parish the whole mission of the Church – pastoral, evangelistic, social and ecumenical."* It serves the whole parish of Plympton St. Mary and, together with our sister parish of Plympton St. Maurice forms the Plympton Team Ministry serving all those who live in Plympton. It is also responsible for maintaining various buildings in the parish including St. Mary's church and St. Mary's Hall.

When planning our activities for the year the PCC has considered the Charity Commission's guidance on Public Benefit and, in particular, the specific guidance on charities for the advancement of religion.

### THE PAROCHIAL CHURCH COUNCIL

The appointment of PCC members is governed by the Church Representation Rules. After ex-officio posts (clergy, readers, churchwardens and \*deanery synod representatives) have been filled, one third of the ordinary members retire each year, but can be re-elected. Elected members normally serve three-year terms.

## PCC membership 2023/2024

Name	Position	Date appointed	Date membership ceased/ceases
<u>Ex Officio</u>			
Revd Prebendary Robert Harris	Team Rector	March 2016	September 2023
Revd Lizzi Green	Team Vicar	December 2022	
Revd Richard Wakerell	Associate Priest	October 2018	
Robert Harrison	Reader/Licensed lay minister		
<u>Churchwardens</u>			
Claire-Louise Journeaux		May 2023	May 2024
Michael Lewis**		July 2023	May 2024
<u>Members</u>			
Jane Banbury		April 2022	April 2025
Mavis Buttle		May 2023	May 2026
Lyudmila Collier		May 2023	May 2026
Ian Duckworth		May 2021	May 2024
Keith Escott		May 2023	May 2026
Christine Harris*	Deanery Synod	May 2023	September 2023
Rachel Harrison-French*	Deanery Synod	May 2023	May 2026
Nikki Hellem		May 2022	May 2025
Michael Lewis**		May 2022	May 2025
Morgan Lewis		May 2022	May 2025
Gill Rudwick*	Deanery Synod	May 2023	Resigned 2023
Rodger Ruse		May 2021	May 2024
Lucy Skinner		May 2021	May 2024
Philip Smith	Honorary Treasurer	Co-opted May 2023	
Sam Snelling		May 2023	May 2026
VACANCY			

\*Denotes Deanery Synod representative

\*\*Michael Lewis was previously elected to serve as a PCC member to May 2025

## PAROCHIAL CHURCH COUNCIL REPORT TO THE APCM FOR 2023

The PCC consists of the clergy licensed to the Parish (ex officio), Readers licensed to the Parish, three members elected to the Deanery Synod and twelve members of the congregation including an Hon. Treasurer and Hon. Secretary. Members of the PCC have to be on the Electoral Roll and are voted on during the APCM for a period of three years at a time.

During 2023 the PCC met five times. Responsibility for many of the functions of the PCC, in particular Safeguarding and Health & Safety, have been delegated to the PCC sub-committees which met regularly throughout the year.

Rev'd Prebendary Robert Harris and Mrs Christine Harris (PCC member) left Plympton in September 2023 to move to the parish of St Peter, Jersey. The PCC thanked them for their immensely hard work during their seven years in Plympton and wished them well for their new ministry in the Channel Islands.



## TREASURER'S report to the APCM for 2023

### Introduction

#### On the 4 pages which follow the pages of this Financial Report are

Table A: Statement of Financial Activities (SOFA) Summarising Income, Expenditure and Funds

Table B: Balance Sheet stating Fixed Assets (Estimated) Current Assets (Bank Accounts and Reserves)

Table C: Analysis of Receipts and Payments under standard headings which are more detailed than the SOFA headings. The income and expenditure may be shown as "Unrestricted" (can be used for different purposes), "Designated" (intended to be used as described but could be used elsewhere), or "Restricted" (Fixed for the stated purpose linked to the description of the donation).

There is an indication of the changes from last year in the values of the Funds in this table – 2023 vs 2022 for comparison.

Some descriptions may be allocated differently in the table (moved to another code) than in 2022 especially if the described Codes have been adjusted. I have employed a specific accounting application to record transactions and this embeds the appropriate Church of England table for the Annual Returns and prepares the data for the Diocese Return.

Some Comments have been added below to highlight obvious possible difficulties in understanding since last years report. There is also a brief look forward into 2024.

### Summary notes of Clarification

#### Donations and Legacies

Increase in "Other Income" is partially due to substantial donations for particular focused projects – the Clock Fund which is large enough to move forward, ongoing support for Foodbank, Lighting Project which is now completed but there are a few lights still needing attention to use the remaining £410.

Gift Aid Tax Relief – reduced as there is a significant application in process.

There were 3 **legacies** for the church – £500 in Mem John Stook used for some bell repairs; £1000 in Mem from the Trace family for general use; and £150 in Mem Beryl Hudson. We are grateful for such generous helps as any works to care for the church are expensive and there is much that may need priority maintenance to adhere to H&S considerations or to keep the building dry.

**Fees** for funerals, especially, continue to bring much needed funds into the church, and our capability to stream a service, or display a photo-montage is also beneficial to fulfil family's wishes.

**Investments:** A Lloyds interest-bearing account was linked to a Trust set up through the Diocese of Exeter to raise funds to tend to Family graves in the churchyard. The receiving Lloyds account was closed so the interest can now pass into the main account. The accumulated interest was £2755 and is approximately £90 per quarter.

**Other Income:** St Maurice Church held the Foodbank's funds (£20 000 approximately) through 2020-22 but these were transferred to St Mary's Church in December 2022 to comply with the bank requirements for location and administration. Since then the Foodbank has continued to attract grants for helping families: £5000 from Plymouth City Council (Household Support Fund) as well as minor grants for better storage solutions and IT equipment from Tesco and other organisations .

Hall Lettings have increased and this is very welcome to reduce the rate of loss of the Church's liquid assets This element is now listed under "Trading Activities".

**Expenditure:** A change of interpretation in whether to record costs for Hall use (Utilities, waste disposal etc) has led to “Raising Funds” being increased by £20000 whereas “Church Running Expenses” being reduced by an almost identical amount. This reallocation has been made under the Church of England note that heating and lighting costs for a Church Hall should be included in overall Church Utility Bills UNLESS you receive letting income, in which case this should be included in “Costs of Trading (Raising Funds)” section. The substantial nature of our letting income confirms this as the appropriate classification despite this being a change from St Mary’s traditional practice.

Transfers between Bank Accounts have been reduced as the automatic movement of balances from Deposit to Current has been ceased. The aim is to only transfer money from Deposit to Current Account when the Current account balance falls to an inappropriately low level. With internet banking and direct debits/standing orders this can be monitored very easily.

The 2023 income vs expenditure deficit of £3995.13 compares with a 2022 income vs expenditure deficit of £6582. This element needs to be considered under the major costs we could not avoid expending in 2023 for Church Lighting and also the Hall Floor totalling over £23 000 although we were able to recover VAT of . This still emphasises the need to continue raise significant donation funds for fabric repair to both buildings with the Church being the highest priority for 2024. This should be, if possible, by regular givers seeing if they can help through regular tax-efficient giving; the consideration of Legacies; and one off appeals to help us meet funding targets for the necessary fabric repairs aided by grants with matched funding.

The Clock Fund reached a level where this can now be “planned in 2024” but this will not be able to install a “chime” mechanism, which may cost another £5000 so the fundraising with need to continue in 2024.

#### **Looking Forward:**

The requirement to use appropriate restricted funds, as well as a reduction in Freewill offerings and substantial increases in basic costs is concerning - as the Church and Hall Buildings are both in need an major programme to conserve the fine Church building and maintain the well regarded local Hall. .

The generosity of local residents and people associated with Plympton were well used for specific necessary 2023 projects: Hall Flooring, Church Lighting /Electrics. Support for the Clock repair is also encouraging but our overall current income levels will need to significantly increase if the Church is to ensure a programme of necessary maintenance can be established.

The high levels of rainfall in 2023 have exposed the poor worn rainwater goods caused damp issues to be ongoing and require emergency visit from our building contractor, West Access, to rectify a roof leak at church.

Further maintenance work and significant rainwater good replacement may also be a matter for urgency – as was reported to this effect in the Quinquennial Inspection of 2021.

*Philip Smith*  
*Interim Hon Treasurer*

**Plympton St Mary PCC**  
**Statement of Financial Activities**  
**For the period from 01 January 2023 to 31 December 2023**

	Unrestricted funds	Restricted funds	Endowment funds	Total funds	Prior year total funds
<b>Income and endowments from:</b>					
Donations and legacies	£70,801.45	£14,371.82	-	£85,173.27	£113,604.22
Income from charitable activities	£19,851.24	-	-	£19,851.24	£21,257.46
Other trading activities	£19,574.25	£47.00	-	£19,621.25	£9,289.36
Investments	£232.48	£359.00	-	£591.48	£23.12
Other income	£11,392.21	£11,540.26	-	£22,932.47	£14,293.52
<b>Total income</b>	<b>£121,851.63</b>	<b>£26,318.08</b>	<b>-</b>	<b>£148,169.71</b>	<b>£158,467.68</b>
<b>Expenditure on:</b>					
Raising funds	£20,100.74	-	-	£20,100.74	-
Expenditure on charitable activities	£135,384.64	£32,679.46	-	£168,064.10	£165,049.92
<b>Total expenditure</b>	<b>£155,485.38</b>	<b>£32,679.46</b>	<b>-</b>	<b>£188,164.84</b>	<b>£165,049.92</b>
<b>Net income / (expenditure) resources before transfer</b>	<b>(£33,633.75)</b>	<b>(£6,361.38)</b>	<b>-</b>	<b>(£39,995.13)</b>	<b>(£6,582.24)</b>
<b>Transfers:</b>					
Gross transfers between funds - in	£9,524.19	£5,630.10	-	£15,154.29	-
Gross transfers between funds - out	(£9,416.29)	(£5,738.00)	-	(£15,154.29)	-
<b>Other recognised gains / losses</b>					
Gains/losses on investment assets	-	-	£1,138.41	£1,138.41	-
Gains on revaluation, fixed assets, charity's own use	(£500.00)	-	-	(£500.00)	-
<b>Net movement in funds</b>	<b>(£34,025.85)</b>	<b>(£6,469.28)</b>	<b>£1,138.41</b>	<b>(£39,356.72)</b>	<b>(£6,582.24)</b>
<b>Reconciliation of funds</b>					
<b>Total funds brought forward</b>	<b>£321,321.35</b>	<b>£37,686.90</b>	<b>£11,995.28</b>	<b>£371,003.53</b>	<b>£377,585.77</b>
<b>Total funds carried forward</b>	<b>£287,295.50</b>	<b>£31,217.62</b>	<b>£13,133.69</b>	<b>£331,646.81</b>	<b>£371,003.53</b>
<b>Represented by</b>					
Unrestricted					
General Fund	£284,259.83	-	-	£284,259.83	£318,834.20
Designated					
Bell Fund	£171.10	-	-	£171.10	-
Church Fabric Fund	£332.00	-	-	£332.00	-
Churchyard	£2,486.32	-	-	£2,486.32	£2,487.15
Hall Fund	(£32.17)	-	-	(£32.17)	-
Special Events Fund	£78.42	-	-	£78.42	-
Restricted					
Bell Fund	-	£216.16	-	£216.16	£170.56
Bibles For Our Linked Schools	-	£391.72	-	£391.72	-
Butterfly Garden	-	£1,000.00	-	£1,000.00	£1,000.00
Charitable Fund	-	£304.00	-	£304.00	-
Church Fabric Fund	-	£7.72	-	£7.72	-
Church Lighting Appeal	-	£410.00	-	£410.00	£8,297.00
Churchyard	-	£359.00	-	£359.00	-
Clock Fund	-	£14,415.74	-	£14,415.74	£7,655.74
Flower Fund	-	£620.76	-	£620.76	-
Gift Fund	-	£258.00	-	£258.00	-
Plympton Foodbank	-	£13,234.52	-	£13,234.52	£20,563.60
Endowment					
CBF Investment Fund	-	-	£13,133.69	£13,133.69	£11,995.28
<b>Total funds</b>	<b>£287,295.50</b>	<b>£31,217.62</b>	<b>£13,133.69</b>	<b>£331,646.81</b>	<b>£371,003.53</b>

Plympton St Mary PCC

Analysis of Receipts and Payments  
Selected period: 01 January 2023 to 31 December 2023

				Total	
	General	Designated	Restricted Endowment	This year	Last year
<b>Receipts</b>					
<b>Donations and legacies</b>					
1100 - Tax efficient planned giving - PGS and Envelopes	£45,284.68	-	-	-	£44,904.05
1200 - Other planned giving- Bank STO or DD	£10,748.50	-	-	-	£13,598.54
1300 - Loose plate collections	£5,005.37	£35.00	-	-	£3,684.45
1400 - Collections at services POS	£646.16	-	-	-	-
1500 - Tax recovered via Gift Aid	£2,526.33	-	-	-	£7,277.78
2100 - Non-recurring one-off grants	£76.29	£67.90	£3,124.90	-	-
2220 - Legacies	£1,150.00	£500.00	-	-	-
2300 - Other Giving and Voluntary Income	£2,724.37	£1,800.00	£10,942.92	-	£44,139.40
3304 - Charitable collections for other bodies	-	£236.85	£304.00	-	-
<b>Donations and legacies Totals</b>	<b>£68,161.70</b>	<b>£2,639.75</b>	<b>£14,371.82</b>	<b>-</b>	<b>£85,173.27</b>
<b>Income from charitable activities</b>					
3101 - Gross Income - Other Income	£1,597.24	-	-	-	£6,173.46
5100 - Fees for weddings and funerals	£18,254.00	-	-	-	£15,084.00
<b>Income from charitable activities Totals</b>	<b>£19,851.24</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>£21,257.46</b>
<b>Other trading activities</b>					
3102 - Gross Income from Special Events	£925.48	£161.95	£47.00	-	-
3200 - Gross income from Sales of items	£33.75	£15.00	-	-	-
5200 - Gross Income from regular trading - Table top etc	£3,346.86	-	-	-	-
5202 - Income from Church Bookstall or candle sales	£283.13	-	-	-	£312.29
5300 - Hall lettings - fund raising	£14,808.08	-	-	-	£8,977.07
<b>Other trading activities Totals</b>	<b>£19,397.30</b>	<b>£176.95</b>	<b>£47.00</b>	<b>-</b>	<b>£9,289.36</b>
<b>Investments</b>					
4100 - Dividends from Church Investments	-	-	£359.00	-	-
4200 - Interest on from Bank Deposits	£232.48	-	-	-	£23.12
<b>Investments Totals</b>	<b>£232.48</b>	<b>-</b>	<b>£359.00</b>	<b>-</b>	<b>£23.12</b>
<b>Other income</b>					
1320 - Surplus - sales of fixed assets	-	-	-	-	£1,350.59
1401 - Foodbank Income - donations	-	£1,380.00	£4,745.79	-	-
2102 - Foodbank Grants (via Local/community organisations (incl Trussell, other)	-	£4.80	£5,822.99	-	-
3100 - Gross Income from fundraising activities	£3,188.76	-	-	-	£6,769.47
5203 - Other funds generated	£4,459.63	£2,359.02	£971.48	-	£6,173.46
<b>Other income Totals</b>	<b>£7,648.39</b>	<b>£3,743.82</b>	<b>£11,540.26</b>	<b>-</b>	<b>£14,293.52</b>
<b>Receipts Grand Totals</b>	<b>£115,291.11</b>	<b>£6,560.52</b>	<b>£26,318.08</b>	<b>-</b>	<b>£158,467.68</b>



## Payments

				Total	
	General	Designated	Restricted Endowment	This year	Last year
<b>Raising funds</b>					
8703 - Hall utilities - gas	£885.73	-	-	£885.73	-
8704 - Hall Utilities- electricity	£695.05	-	-	£695.05	-
8705 - Hall Utilities - water	£732.17	-	-	£732.17	-
8706 - Hall - Cleaning & Waste	£5,420.04	-	-	£5,420.04	-
8800 - Costs of Trading incl Hall Utilities	£676.70	£20.00	-	£696.70	-
8900 - Hall maintenance expenditure	£10,495.05	-	-	£10,495.05	-
8901 - Hall Garden care	£1,176.00	-	-	£1,176.00	-
<b>Raising funds Totals</b>	<b>£20,080.74</b>	<b>£20.00</b>	<b>-</b>	<b>£20,100.74</b>	<b>-</b>
<b>Expenditure on charitable activities</b>					
8100 - Ministry parish share etc	£83,831.00	-	-	£83,831.00	£86,694.00
8102 - Home and Care Home mission	£160.00	-	-	£160.00	-
8200 - Salary Costs	£19,385.70	-	-	£19,385.70	£23,998.06
8300 - Clergy/Staff expenses	£5,394.44	-	-	£5,394.44	£2,534.73
8305 - Assistant ministry staff costs	£123.50	-	-	£123.50	-
8401 - School link resources costs	-	-	£865.80	£865.80	£660.28
8402 - Church expenses: Mission and Evangelism	-	-	-	-	£1,727.70
8500 - Church Running Expenses	£3,282.88	£476.80	£46.80	£3,806.48	£37,015.75
8501 - Church (Telephone IT or Broadband) Communications	£904.28	-	-	£904.28	-
8502 - Church and Hall- insurance	£9,610.43	-	-	£9,610.43	-
8601 - Churchyard Expenses	£5,647.99	£55.83	-	£5,703.82	-
8602 - Organ Maintenance	£510.00	-	-	£510.00	-
8603 - Church utilities - gas	£3,891.98	-	-	£3,891.98	£10,651.82
8604 - Church utilities - electric	£1,375.72	-	-	£1,375.72	-
8606 - Church cleaning	£115.71	-	-	£115.71	-
9100 - Church major repairs	-	-	£5,467.20	£5,467.20	£1,437.58
9101 - Costs of applying for grants	-	£288.38	-	£288.38	-
9201 - Church major works - installation	-	-	£12,750.00	£12,750.00	-
9301 - Foodbank Expenditure	-	-	£13,549.66	£13,549.66	-
9310 - Governance costs examination/audit fee	£330.00	-	-	£330.00	£330.00
<b>Expenditure on charitable activities Totals</b>	<b>£134,563.63</b>	<b>£821.01</b>	<b>£32,679.46</b>	<b>- £168,064.10</b>	<b>£165,049.92</b>
<b>Payments Grand Totals</b>	<b>£154,644.37</b>	<b>£841.01</b>	<b>£32,679.46</b>	<b>- £188,164.84</b>	<b>£165,049.92</b>



### Balance Sheet detailed

Represented by Funds		
General (Unrestricted)	£284,259.83	£318,834.20
Designated	£3,035.67	£2,487.15
Restricted	£31,217.62	£37,686.90
Endowment	£13,133.69	£11,995.28
<b>Total</b>	<b>£331,646.81</b>	<b>£371,003.53</b>

- Mrs S Duckworth remains as part-time administrator, who continues to provides essential administrative support to the operation of Plympton Team Ministry (St Marys and St Maurice Churches).
- St Maurice PCC contributes a third of the administration costs to St Marys PCC
- Mrs L Collier, Director of Music, receives a monthly payment and is a member of the PCC.
- Mr K. Escott, receives fees for his duties as Verger at weddings and funerals.
- Mr M Chanter receives a monthly payment for maintaining the Churchyard and payment for digging cremation plots when required.
- A contract cleaner was engaged to clean the hall for 2 x 1.5 hrs per week. This was increased to 3x1.5 hours for 2024 to allow for increased hiring of the Hall.
- Mr P. Smith, a member of the PCC receives a fee for acting as temporary Sexton when required to support streaming, or to cover for the Verger at weddings or funerals.

- None of those receiving pay and/or fees received more than £50 000.
- There were no disclosable transactions in respect of PCC Members, persons closely connected with them, or related parties.
- No PCC members received travelling or subsistence expenses during the year.

*Philip Smith - Treasurer*

## **Independent Examiner's report for 2023**

### **Independent Examiner's report to the trustees of the Parochial Church Council on the unaudited accounts of Plympton St Mary the Virgin.**

We report on the accounts of the Parochial Church Council of St Mary's Church Plympton (the Trust) for the year ended 31 December 2023.

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

The charity's trustees are responsible for the preparation of the accounts. The charity's trustees consider that an audit is not required for this year under section 144(2) of the Charities Act 2011 (the 2011 Act), and that an independent examination is required.

It is our responsibility to state, on the basis of procedures specified in the General Directions given by the Charity Commissioners under section 145(5)(b) of the 2011 Act, whether particular matters have come to our attention.

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

Our examination was carried out in accordance with the General Directions given by the Charity Commissioners. An examination includes a review of the accounting records kept by the charity 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 we do not express an audit opinion on the view given by the accounts.

#### **Independent examiner's statement**

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

- (i) which gives us reasonable cause to believe that in any material respect the requirements:
  - to keep accounting records in accordance with section 130 of the 2011 Act; and
  - to prepare the accounts which accord with the accounting records and to comply with the accounting requirements of the 2011 Act have not been met; or
- (ii) to which, in our opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.

*Best Accountancy Services (Plymouth) Ltd*

**Best Accountancy Services (Plymouth) Ltd**  
**Licenced and Regulated by the Association of Accounting Technicians**  
 Unit 103, The Apex  
 Derriford Business Park  
 Brest Road  
 Plymouth  
 PL6 5FL

**Date:** 19<sup>th</sup> March 2024

### **HEALTH and SAFETY report to the APCM for 2023**

During the reporting period 1st January to 31st December 2023, Plympton Team Ministry H&S team has continued to provide H&S support and advice to the PCCs and churchwardens across the Parish.

The team has provided the annual reviews of extant Risk and COSHH Assessments, H&S policies, Fire and evacuation plan, maintenance of the Permit to Work regime and completion of multiple risk assessments for various Church and Church Hall events, activities, and upkeep projects.

The team has also supported the Parish Safeguarding officer and the churchwardens throughout the year ensuring that the parish remained legally compliant to H&S, safeguarding regulations.

Sidesperson training was provided to ensure compliance with the fire and emergency plan.

The H&S team members form part of the newly established Fabric Committee and have provided expertise, support, and advice to ensure effective and compliant maintenance activities are conducted in a timely and safe manner.

Routine annual building maintenance and inspections, testing of fire appliances and heating systems have continued throughout 2023 with the H&S team providing advice to the churchwardens, as necessary.

Several issues and enquiries were dealt with regarding the Bell Tower and Bell maintenance, enabling Bell ringing to continue safely throughout the year.

Quarterly H&S meetings were held throughout the year, all supporting records are stored in the Church Office.

*Ian Duckworth NEBOSH Dip - Deputy Health and Safety Officer*

### **SAFEGUARDING report to the APCM for 2023**

The safeguarding team changed this year, with Shirley Rogers taking responsibility for safeguarding across the team ministry.

There has been one safeguarding incident, which was referred to the diocesan safeguarding team who are working with other agencies to manage it.

In order to fulfil our statutory safeguarding requirements, we will be auditing all our DBS and safeguarding training for all relevant volunteers.

*Shirley Rogers - Parish Safeguarding Representative*

### **DEANERY SYNOD Report to the APCM for 2023**

In 2022, Deanery Synod meetings have focussed on changing the structure of the Deaneries, and hearing from projects around the City.

Your representative is Rachel Harrison-French

*Rachel Harrison-French – Deanery Synod Representative*