

THE PAROCHIAL CHURCH COUNCIL OF THE ECCLESIASTICAL PARISH OF ST MARY THE VIRGIN, DOVER

England & Wales · Charity number 1134310

Details

Other names	THE PCC OF ST MARY THE VIRGIN, DOVER
Status	Registered
Legal form	Previously excepted
Registered	2010-02-15
Register	View on the Charity Commission register

Contact

Address	St. Marys Parish Centre Cannon Street Dover CT16 1BY
Phone	01304 213899
Email	dooverparishadmin@hotmail.co.uk
Website	www.stmarysdoover.org.uk

Activities

Objects: Promoting in the ecclesiastical parish the whole mission of the Church.

Activities: The PCC strive to present opportunities to all to encounter the Christian faith, to embrace it as their own and to grow in that faith. To that end, the parish provides a variety of public worship within the Anglican tradition, offers opportunities for learning and growing in the Christian faith and seeks to have a significant engagement in the local community and wider world.

Classification

- **How:** Makes Grants To Individuals, Makes Grants To Organisations, Provides Buildings/facilities/open Space, Provides Services
- **What:** Religious Activities
- **Who:** The General Public/mankind

Geography

- **Area of benefit:** UNDEFINED. IN PRACTICE, LOCAL.
- Kent

Finances

Period end	Income	Expenditure	Assets	Employees
2025-12-31	£52,314	£143,244	-	-
2024-12-31	£53,964	£139,120	-	-
2023-12-31	£97,109	£149,165	-	-
2022-12-31	£214,821	£122,793	-	-
2021-12-31	£86,542	£143,802	-	-
2020-12-31	£92,305	£154,824	-	-

Trustees

Name	Role	Appointed
ANTHONY FRANCIS RICHARD SHILSON		
Christina Vera Eddolls		2023-01-27
David John Smith		2016-09-20
JAMES DAVID FRANCIS		
Jake Cashel Convery		2024-04-28
Jonathan Eddolls		2023-01-27
LINDSAY JEAN POWELL-WILLIAMS		
Linda Carol Kennett		2024-07-17
Louis Myers		2025-04-27
Nigel Simmons		2025-04-27
Patricia Elaine Carole Simmons		2025-04-27
Penelope Liza Heron		2022-04-01
Thomas James Wheeler		2024-04-28
UNA MARGARET MILLS		

Accounts

Last year's values are shown alongside current year values in brackets with a (blue font). For checkbox and radio questions, options ticked last year will be shown as ☐ while options ticked in the current year are shown as ☒. Options ticked in both years are shown as ☒.

Details

Churches Included

☒ Dover: St Mary the Virgin

On which basis were your accounts prepared?

☐ Receipts and Payments

☒ Accruals

Charity Number (if registered with the Charity Commission)

1134310

Incoming Resources

Income

Voluntary giving	Unrestricted	Restricted
1 - Regular giving	£11,693 (12890)	£0
3 - Collections at services	£3,936 (4592)	£0
4 - All other giving and voluntary receipts, including Special Appeals (recurring and one-off)	£459 (906)	£0 (1300)
6 - Gift Aid recovered (regular giving and one-off donations)	£891 (50)	£0
7 - Legacies received (capital value)	£1,920 (2000)	£0
8 - Grants (Include recurring and one-off)	£0	£87,000
TOTAL	£18,899	£87,000

Activities for generating funds	Unrestricted	Restricted
9 - Fundraising activities (gross proceeds)	£661	£0

Investment income	Unrestricted	Restricted
10 - Dividends, interest, income from property etc.	£8,287 (12172)	£5,240 (6465)

Church activities	Unrestricted	Restricted
11 - Fees retained by PCC (weddings, funerals etc.)	£2,596 (3857)	£0
12 - Trading activities (gross proceeds), NOT fundraising	£15,255 (22343)	£0

Other incoming resources	Unrestricted	Restricted
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13 - Other receipts/income not already listed PLEASE NOTE BRIEF DETAILS IN COMMENTS BOX IN SECTION E	£0	£0
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Totals (from Financial Statements)	Unrestricted	Restricted
Income	£45,698	£92,240
Combined Total	£137,938	

Regular Givers and Legacies

Regular Givers And Legacies

14 - Number of regular givers 19 (17)

16 - Number of new legacies received in year 1 (1)

For your information, weekly average total regular giving per total regular giver £11.84

Resources Expended

Expenditure

Costs of generating funds	Unrestricted	Restricted
17 - Costs of fundraising activities	£0	£0

Church activities	Unrestricted	Restricted
18 - Mission giving and donations	£0 (3351)	£0
19 - Diocesan parish share contribution	£70,994 (66033)	£0
20 - Salaries, wages and honoraria	£24,565 (23073)	£0
21 - Clergy and staff expenses	£420 (224)	£0

Church expenses	Unrestricted	Restricted
22 - Mission and evangelism costs	£0	£0
23 - Church running expenses (Including Governance)	£42,730 (30175)	£788 (3656)
24 - Church utility bills	£7,138	£0
25 - Costs of trading	£14,008 (19365)	£0

Major capital expenditure	Unrestricted	Restricted
27 - Major repairs to the church building	£0	£286,357 (49265)
28 - Major repairs to church hall/other PCC property including redecoration	£0	£0
29 - New building work to the church, church hall, clergy housing or other PCC property.	£0	£0

SUB-TOTAL of all payments/expenditure items above:	£159,855	£287,145
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Other expenditure	Unrestricted	Restricted
99 - Other payments/expenditure not already listed	£0	£0

Totals (from Financial Statements)	Unrestricted	Restricted
Expenditure	£159,855	£287,145
Combined Total	£447,000	

Cash and Investment Balances

Cash and Investment Balances For help in reporting items 31 and 32, please see the latest guidance: [Cash and Investment Balances - New items 31 and 32.pdf](#)

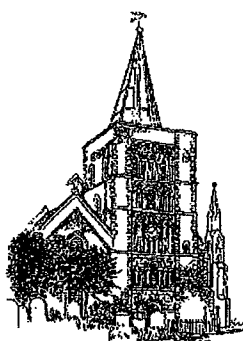
	Unrestricted	Restricted
31 - Cash and deposit balances as at 31 December	£24,568 (73663)	£29,384 (28288)
31a - Debtors and amounts receivable	£20,920	£0
31b - Less: creditors and amounts payable	£17,720	£0
Net Current assets as at 31 December	£27,768	£29,384
32 - Investment assets as at 31 December	£74,872 (76073)	£407,886 (158289)

Looking back across 2025, was there any exceptional financial activity affecting movement on cash and investment balances? Please provide details in this box

church reordering (([DS compiled from FS \(CC 1134310\)](#)..))

Accounts

St Mary the Virgin, Dover
a parish within the Dover Town Benefice



Annual Report & Financial Statements
For the Parochial Church Council
For the year ended 31 December 2024

Incumbent: Reverend Catherine Tucker,
Interim Team Rector, Dover Town Team Ministry
(until July 2024)
Incumbency now vacant

C/o St Mary's Church Dover Cannon Street CT16 1BY

Bankers:

CAF Bank Ltd
25 Kings Hill Avenue
Kings Hill
West Malling
ME19 4JQ

Independent Examiners:
McCabe Ford Williams, Chartered Accountants,
Charlton House,
Dour Street, Dover.
CT16 1BL

Registered Charity No: 1134310

The Parochial Church Council of the Ecclesiastical Parish of St Mary-the-Virgin, Dover

Parochial Church Council Annual Report for 2024

1. Aim and Purpose

St Mary's Parochial Church Council (PCC) has the responsibility of co-operating within the Dover Town Team Ministry, a benefice of four parishes, in promoting in the ecclesiastical Parish the whole mission of the Church, pastoral, evangelistic, social and ecumenical.

The PCC is also specifically responsible for the maintenance of St Mary's Parish Centre, Dieu Stone Lane, Dover.

2. Objectives and Activities

The PCC is committed to encouraging and nurturing the Christian faith, as expressed in the Dover Town Team Vision set out below. The PCC is committed to enabling as many people as possible to be a part of the parish community of St Mary's and to put faith into practice through prayer, worship, study and sacrament.

When planning activities, the PCC has considered the Charity Commission's guidance on public benefit, and particularly the specific guidance on charities for the advancement of religion. Specific objectives aimed to encourage people to live out their faith as part of the parish community are set out below.

To facilitate this work, it is important for the PCC to maintain the fabric of the Church of St Mary the Virgin and St Mary's Parish Centre.

2.1 Dover Town Team Vision Statement

First, we want to be spiritually fruitful; to follow Christ and be his disciples. Second, we want our churches to work together in their unique ways to show our love for our God, our neighbours and our community. That will involve inspiring worship; deepening faith; persistent prayer; mutual care and reaching out with Jesus' love to those in need. Third, we want to be a strong Church of England presence together within the town of Dover for all generations.

2.2 St Mary's Parish Objectives

Our Parish objectives are:

- To increase the regular worshipping congregation, by offering a vibrant, varied worship: both celebrating the traditions of the church, as well as opportunities for contemporary worship.
- To use all church resources to build church life and to engage with the town, port and community – especially amongst those in need.
- To be actively engaged in local and world justice.
- To be an inviting, welcoming and inclusive Church, offering all opportunities to grow in spirituality and understanding of the Christian faith.
- To achieve greater active involvement of all church members in ministry; and to encourage more people to respond to opportunities for accredited ministries, lay and ordained – especially promoting the Authorised Lay Ministries.
- To demonstrate compassion and care for one another and promote the healing ministry of the Church.
- To underpin all our work by a spirit of generosity, good organisation and sound financial management.

The Parochial Church Council of the Ecclesiastical Parish of St Mary-the-Virgin, Dover

3. Thomas Toke Charity

The Thomas Toke Charity is a registered charity (no. 252405) whose income is restricted for use on and in St Mary's church building. Whilst the parish received no grants from the Thomas Toke Charity during 2024, the availability of grants from the charity is borne in mind when planning the parish's finances for the year. A number of the Church's PCC members are also trustees of the Thomas Toke Charity.

4. Achievements and Performance

4.1 Church and other Fabric

The fabric of St Mary's continues to be maintained to a very high standard, with annual mandatory maintenance and improvement to the fabric, which follows the current legislation. This is carried out under the supervision of Dave Smith, Clerk to the Fabric, and our Architect, John Minter of Lee Evans Partnership LLP, Architect and Town Planners. Our thanks go to Dave, John, plumbers, electricians, and all involved in the maintenance of our church buildings.

After a Fire Risk Assessment for both the Church and Parish Centre, improvements have been made to the church system including the ability to open the South Door. A new fire alarm system was installed in the parish centre during the year.

The project to re-order the west end of St Mary's Church was started in the autumn and is scheduled for completion by the spring or early summer of 2025. Thanks are due to a number of church members who have been meeting regularly with John Minter, our Architect, and staff from Hippersons, our main contractor with the result that minor challenges have been dealt with promptly and the project has progressed well as a result.

4.2 Worship and Growth

Following the departure of the Rev Catherine Tucker in July to her new post in Ramsgate, the running of the church and its weekly routine was left in the hands of churchwardens Lindsay Powell-Williams and James Francis. The Rev. Melissa Carter proved to be an invaluable source of spiritual wisdom and practical help during this difficult time as we contemplated the future and also began work on the reordering of the west end of the church.

We thank Asst Minister Nigel Collins and all the Readers, ALMs and Churchwardens and each church's leaders across the Benefice who have given additional time as well as PTO Fr Richard Woods. At St Mary's in particular we thank PTO Revd Trish Godfrey for her continued sterling work which provides essential stability and continuity and to guest PTO Richard Rossignol who has and continues to support St Mary's. Reader Chris Scoble has been most supportive this year and we are pleased that he continues within the discernment process for ordination.

Much thanks to St Mary's Churchwardens who have worked hard – Lindsay Powell-Williams and James Francis.. Thanks also to Churchwarden Emeritus Anthony Shilson who has been key within the Reordering Team and helps so much with the routine of church services.

We owe much thanks to ALM Gill Neary and Reader Chris Scoble who continue the Healing Ministry on the first Sunday of the month. Under our Director of Music, Jake Convery, the Choir has increased both in adult numbers (as well as many guests for special services) and the children becoming regularly involved.

The Parochial Church Council of the Ecclesiastical Parish of St Mary-the-Virgin, Dover

5. Community Engagement and Outreach

St Mary's engages in outreach and social action within the local community in many ways.

Children's ministry - Thanks to Revd Trish Godfrey, Natalie Shilson, Tina and John Eddolls for the continued children's church and family services. In addition to the Sunday children's work Trish Simmons, backed by Revd Melissa Carter, has continued to head up the Friday morning Little Lambs toddlers and parents group with the help of Nigel Simmons, Natalie Shilson, Janet Haig and Jaqui Mitchell - the numbers attending continue to be high. The faith orientated Little Shining Lights is continuing with significant numbers attending.

Wednesday's midweek Holy Communion continues with a steady 16 to 20 attenders per week and is also a source of pastoral support for older members.

We have worked hard on the welcome we offer to new people, focussing on integrating new members into the congregation and this has had good results. We are encouraged by the increased diversity within the congregation.

The Visitors Team, led by Tim Boyton Adams, enabled us to open the church on some weekdays across the summer months to visitors, both tourists and local residents. The Community Café continues under the faithful leadership of Penny Heron. Una Mills continues to lead the Social Events Group, providing refreshments at special events throughout the year and for worshippers after the regular Sunday and Wednesday services. A group of willing volunteers also came together once again to run a successful Christmas Fayre.

Above all we would like to thank our current PCC members who represent all of us in the running and care of our church, to our school governors and to Liz Fisher who does the Diocesan Returns. Thanks also to John Paul and Simon Tse for helping with the financial duties following Graham Perry's move out of Kent causing him to relinquish the post of PCC Treasurer at the APCM in April. New overall Treasurer is key. A big thanks also to Jean Easley captain of the bell ringers. To Jon and Tina Eddolls for producing the new logo and flags, and to Jon Eddolls for his photography and the upkeep of interesting material on the TV monitor – for all the community to see.

Thanks also go to Trish Simmons for her work as Parish Centre Manager. Whilst receipts from hirers were about the same as in 2023, we are aware that the parish subsidises the operation of the parish centre which provides a venue for many varied church activities in addition to community activities. However, because of dwindling reserves, we need to improve that situation, by reducing costs and increasing receipts.

St Mary's continues as a collection point for donated goods. We support Fair Trade.

The Jack Hewitt Fund, established in 2005, has supported youth work within the Dover Deanery since that date, in addition to covering the cost of an organ scholarship at St Mary's (vacant since 2019) and of the church's own youth work. However, it was found necessary to cease offering youth grants and un-designate part of the investment during the year to allow us to pay our Parish Share.

Our Pastoral Care Team supports those in our parish who are sick and housebound, under the supervision and organisation of our Pastoral Care Co-ordinator.

4.5 St Mary's Primary School

The links with the Church School are very important to St Mary's and members of the congregation have taken on important roles, including governorship. The School periodically visits the Church for worship at festivals and for their Leavers' Service. Clergy visit the school weekly to lead Collective Worship and help deliver the RE curriculum.

The Parochial Church Council of the Ecclesiastical Parish of St Mary-the-Virgin, Dover

4.6 Dover College.

We maintain connections with Dover College, an independent school with both preparatory and secondary provision, our clergy and lay ministry team continuing to lead college Chapel services and discussion groups for senior pupils.

4.7 Pastoral Offices

Baptisms, weddings and funerals remained at a similar level to 2023, although the start of the reordering work in the autumn no doubt reduced the church's physical attractiveness as a venue to the general community.

4.8 Music

The music tradition of St Mary's is a very important part of the life of the Church. Under the leadership of Jake Convery, our Director of Music, St Mary's choir helps lead the worship Sunday by Sunday and participates in a number of additional services throughout the year, including two or three Evensongs. Jake is also in the discernment process for ordination, and we are thankful that he will be with us for another year.

4.9 Partnerships in the Town

The Team Rector is a Port Chaplain attending monthly meetings with the other Chaplains and leading key memorial services. This year the memorial for the Zeebrugge Disaster of 1986 saw a different format, with St Mary's memorial window being a focus for an Open Weekend. St Mary's is also part of Christians Together in Dover making links ecumenically across the town and linking with Dover's Foodbanks, Street Pastors and projects such as Baby Basics. The Team Rector is Honorary Chaplain to the Town's Mayor and encourages St Mary's Civic role as a church.

5. Plans for the future

Our plans for the future are prayerfully based upon the vision set out in paragraph 2 above. In particular, the PCC will be investigating the possibilities of:

- Improving the links between the church community and our parish neighbourhoods, the Town of Dover and the seafaring community. July will see a new Maritime Exhibition in Church with Christchurch University to coincide with Sea Sunday at which our Area Dean is preaching in connection with RNLI.
- Designating ourselves The Sailors Church as we develop our ministry to the seafaring community and the development of a new logo.
- Re-ordering our interior to assist with community engagement and flexibility of worship.
- Developing our technological equipment in order to offer the public with a 21st century experience.
- Setting up a Friends of St Mary's Association to raise funds and build links with our wider community of supporters.
- Developing our ministry to children, families and young people in partnership with the other Benefice parishes.
- Tending the spiritual life of both churchgoers and non-churchgoers through various kinds of worship, prayer and study. Developing a Confirmation Course and holding a Confirmation service, being the first since COVID.

The Parochial Church Council of the Ecclesiastical Parish of St Mary-the-Virgin, Dover

6. Financial Review

It was a difficult year for St Mary's financially, particularly since we had no Treasurer for much of the year. Resources expended exceeded incoming resources by £102,000, the two most significant costs being £66,000 for the parish share and £49,000 for the church reordering. Whilst expenditure on the reordering will come to an end when the work is completed, work has started on reducing the annual deficit on the General Fund which includes most of the day-to-day costs and income of the parish.

7. Reserves Policy

The PCC's investment objectives seek to provide through investment yields sufficient to allow the PCC, together with other available sources of income, to meet its present and foreseeable funding needs. Whilst not restricting investments to funds specifically described as 'Ethical', regard is to be paid to ensure that the PCC's funds are not invested in activities inconsistent with the Church's Christian beliefs. The PCC has adopted a cautious policy in relation to the investment of reserves using the CBF's Church of England Funds - in view particularly of the CBF's good reputation for reliable and ethically responsible investment - and Fidelity worldwide investment. The PCC's investments gained £26,550 during 2024 from revaluation.

8. Volunteers

The PCC wishes to thank all those who work so hard volunteering to take part in the various activities at St Mary's, including cleaning, gardening or in helping in our work in the community.

9. Structure, governance and management

The method of appointment of PCC members is set out in the Church Representation Rules. At St Mary's, Dover, the membership of the PCC consists of the clergy, lay ministers, churchwardens and members elected by those members of the congregation, who are on the electoral roll of the church. All those who attend services are encouraged to register on the Electoral Roll and stand for election to the PCC.

The PCC members are responsible for making decisions on all matters of general concern and importance to the parish including the deciding on how funds of the PCC are to be spent.

The full PCC met 6 times during the year.

9.1 Standing Committee

This is the only committee required by law. It has the power to transact business of the PCC between its meetings, subject to any directions given by the Council. During 2024, all of its meetings were held face-to-face, with some decisions taken by email discussion.

The full PCC meets every two months, and the agendas have been streamlined to allow time for in-depth discussion on policy and significant items, while devolving more detailed matters to the Standing Committee, with the aim of reducing delays in decision making to a minimum. The Standing Committee minutes are reviewed at each PCC meeting.

The Parochial Church Council of the Ecclesiastical Parish of St Mary-the-Virgin, Dover

9.2 Safeguarding

Our Parish Safeguarding Co-ordinator and Parish Disclosure Officer ensure that our parish procedures, organisation and pastoral practices comply with Diocesan Safeguarding guidelines and that all those who work with vulnerable adults and children are properly trained and have their DBS certificates issued or renewed. Regular meetings take place with the Team Rector.

10. Administrative information

St Mary's Church is situated in Cannon Street, Dover. Its correspondence address:

St Mary's Parish Office
The Parish Centre
Dieu Stone Lane
Dover
CT16 1BY

The PCC is a body corporate (PCC Powers Measure 1956, Church Representation Rules 2006) and is registered with the Charity Commission under the full title of "The Parochial Church Council of the Ecclesiastical Parish of St Mary the Virgin, Dover" with the Registered Number 1134310.

The Parochial Church Council of the Ecclesiastical Parish of St Mary-the-Virgin, Dover

10.1 Membership

The members of the PCC for St Mary the Virgin are either ex officio or elected by the Annual Parochial Church Meeting (APCM) in accordance with the Church Representation Rules.

Its membership was as follows:

Incumbent: The Rev'd Catherine Tucker Until July 2024

Team Vicar: The Rev'd Melissa Carter
Asst Curate: The Rev'd Angela Stupple
Permission to Officiate: The Rev'd Trish Godfrey

Churchwardens: James Francis
Lindsay Powell-Williams

Representatives on the Deanery Synod: Vacant Position

Elected members of the PCC from APCM 2023	Nikki Goodfellow Una Mills Frances Trewartha (PCC Secretary) Christina Eddolls Jonathan Eddolls Penny Heron Joanna Solly	Lindsay Powell-Williams James Francis Anthony Shilson Paul Tingey Graham Perry (Treasurer) Sammy Wall
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Dave Smith was co-opted as Clerk to the Fabric

Elected members of the PCC from APCM 2024	Mercy Banjo Jake Convery Christina Eddolls Jonathan Eddolls Penelope Heron Una Mills	Anthony Shilson David Smith Paul Tingey Frances Trewartha (until May 2024) Sammy Wall Thomas Wheeler
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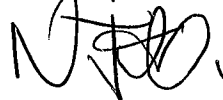
Ex-officio member of the PCC	Chris Scoble (Lay Reader)
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This report was approved by the PCC and signed on their behalf by

L. J. Powell-Williams

Lindsay Powell-Williams (Churchwarden)

Nigel Simmons (Treasurer)



Date: 26th October 2025

The Parochial Church Council of the Ecclesiastical Parish of St Mary-the-Virgin, Dover

Statement of Financial Activity for the year ended 31 December 2024

	Unrestricted Funds		Restricted Funds	Endowment Funds	Total Funds	
	General	Designated			2024	2023
INCOMING RESOURCES						
<i>Incoming Resources from donors</i>	£	£	£	£	£	£
Planned giving	12,890	-	-	-	12,890	15,633
Collections	4,592	-	-	-	4,592	3,379
Gift Aid tax recovered	50	-	-	-	50	-
	17,532	-	-	-	17,532	19,012
<i>Other voluntary incoming resources</i>						
Donations – Toke	-	-	-	-	-	30,099
Donations – other	906	-	1,300	-	2,206	2,873
Legacies	2,000	-	-	-	2,000	-
	2,906	-	1,300	-	4,206	32,972
<i>Income from investments</i>						
Bank interest and dividends	7,236	4,846	6,465	-	18,547	18,114
<i>Income from charitable and ancillary trading</i>						
Parish Centre hire	15,463	-	-	-	15,463	15,611
Parish flat rental	6,670	-	-	-	6,670	6,973
Belltower income	-	-	-	-	-	400
Refreshments	300	-	-	-	300	200
Fees	3,857	-	-	-	3,857	3,827
	26,290	-	-	-	26,290	27,011
TOTAL INCOMING RESOURCES	53,964	4,846	7,765	-	66,575	97,109
RESOURCES EXPENDED						
<i>Grants</i>						
Charities and appeals	250	3,101	-	-	3,351	3,628
<i>Activities directly relating to the work of the church</i>						
Diocesan Parish Share	66,033	-	-	-	66,033	61,221
Church running expenses	37,363	-	861	-	38,224	36,637
Ministry expenses	224	-	-	-	224	961
Upkeep of services	743	-	270	-	1,013	1,247
Buildings maintenance	8,421	-	2,525	-	10,946	13,658
Church reordering	-	-	49,265	-	49,265	-
Parish Centre running costs	19,295	-	-	-	19,295	23,052
Parish flat running costs	70	-	-	-	70	167
Examination and Professional Fees	6,721	-	-	-	6,721	8,594
	138,870	-	52,921	-	191,791	145,537

The Parochial Church Council of the Ecclesiastical Parish of St Mary-the-Virgin, Dover

TOTAL RESOURCES EXPENDED	139,120	3,101	52,921	-	195,142	149,165
NET INCOMING /(OUTGOING) RESOURCES	(85,156)	1,745	(45,156)	-	(128,567)	(52,056)
GAINS/(LOSSES) ON INVESTMENTS	550	4,924	12,134	8,942	26,550	64,730
NET MOVEMENT IN FUNDS	(84,606)	6,669	(33,022)	8,942	(102,017)	12,674
BALANCES B/F AT 1 JAN 2024	120,160	169,404	228,949	390,585	909,098	896,424
TRANSFER BETWEEN FUNDS	99,669	(90,319)	(9,350)	-	-	-
BALANCES C/F AT 31 DEC 2024	135,223	85,754	186,577	399,527	807,081	909,098

This report was approved by the PCC and signed on their behalf by

L. J. Powell-Williams

Lindsay Powell-Williams (Churchwarden)

Nigel Simmons

Nigel Simmons (Treasurer)

The Parochial Church Council of the Ecclesiastical Parish of St Mary-the-Virgin, Dover

Balance sheet at 31 December 2024

			2024	2023
		Note	£	£
Fixed Assets				
	Tangible fixed assets	2(a)	71,241	57,173
	Investment assets	2(b)	633,889	762,658
			<u>705,130</u>	<u>819,831</u>
Current Assets				
	Debtors	4	1,465	9,888
	Short term deposits		24,145	47,680
	Cash at bank and in hand		102,250	38,001
			<u>127,860</u>	<u>95,569</u>
LIABILITIES: AMOUNTS FALLING DUE WITHIN ONE YEAR		5	(25,909)	(6,302)
NET CURRENT ASSETS			<u>101,951</u>	<u>89,267</u>
NET ASSETS			<u>807,081</u>	<u>909,098</u>
FUNDS				
	Unrestricted			
	• General Fund		135,223	120,160
	• Designated Fund	6	85,754	169,404
			<u>220,977</u>	<u>289,564</u>
	Restricted	6	186,577	228,949
	Endowment	6	399,527	390,585
			<u>807,081</u>	<u>909,098</u>

The Parochial Church Council of the Ecclesiastical Parish of St Mary-the-Virgin, Dover

Notes to the Financial Statements for the year ended 31 December 2024

1. ACCOUNTING POLICIES

The financial statements have been prepared under the historical cost convention except for the valuation of investment assets, which are shown at market value, and in accordance with the Statement of Recommended Practice (SORP) (FRS 102), subject to the "true and fair override" provision, and the Church Accounting Regulations 2006.

There are no material uncertainties that may cast doubt on the PCC's ability to continue as a going concern.

Funds

General funds represent the funds of the PCC that are not subject to any restrictions regarding their use and are available for application on the general purposes of the PCC. Funds designated for a particular purpose by the PCC are also unrestricted.

Restricted funds can only be used for particular restricted purposes. Restrictions arise when specified by the donor or funds are raised for particular purposes.

Endowment funds are held in perpetuity with only the income raised being available for spending.

The accounts include all transactions, assets and liabilities for which the PCC is responsible in law. They do not include the accounts of church groups that owe their main affiliation to another body or those that are informal gatherings of church members.

Incoming resources

Voluntary income and capital sources

Collections are recognised when received by or on behalf of the PCC.

Planned giving donations are recognised when received.

Income tax recoverable on Gift Aid is recognised when received.

Grants and legacies to the PCC are accounted for as soon as the PCC is notified of its legal entitlement, the amount due is quantifiable and its ultimate receipt by the PCC is reasonably certain.

Government Grants relating to revenue are recognised in income on a systematic basis over the periods in which the PCC recognises the related costs for which the grant is intended to compensate.

Funds raised by sales and similar events are accounted for gross.

Sales of books and magazines from the church bookstall are accounted for gross.

Services provided by volunteers are not valued or recognised as income.

Other income

Rental from the letting of church premises is recognised when the rental is due.

Income from investments

Dividends are accounted for when due and payable. Interest entitlements are accounted for as they are received. Tax recoverable on such income is recognised in the same accounting year.

The Parochial Church Council of the Ecclesiastical Parish of St Mary-the-Virgin, Dover

Gains and losses on investments

Realised gains or losses on investments are recognised when investments are sold. Unrealised gains or losses are accounted for on revaluation of investments on 31 December.

Resources expended

Grants

Grants and donations are accounted for when paid over, or when awarded, if that award creates a binding obligation on the PCC.

Activities relating to the work of the Church

The diocesan parish share is accounted for when paid. Any parish share unpaid at 31 December is provided for in these accounts as an operational (though not a legal) liability and is shown as a creditor in the Balance Sheet. During both 2023 and 2024 the diocesan parish share was brought fully up to date – therefore there is no such provision in the accounts for 2024.

Fixed assets

Consecrated property and movable church furnishings

Consecrated and beneficed property of any kind is excluded from the accounts by s.10(2)(a) and (c) of the Charities Act 2011.

Movable church furnishings held by the Vicar and Churchwardens on special trust for the PCC, and which require a faculty for disposal, are accounted for as inalienable property unless consecrated. They are listed in the church's inventory which can be inspected at any reasonable time. For inalienable property acquired prior to 2004 there is insufficient cost information available and therefore such assets are not valued in the accounts. Items acquired since 1 January 2002 have been capitalised and depreciated in the accounts over their currently anticipated useful economic life (initially over four years) on a straight-line basis.

All expenditure incurred in the year on consecrated or beneficed buildings, individual items under £1,000 or on the repair of movable church furnishings acquired before 1 January 2002, is written off.

Other fixtures, fittings and office equipment

Equipment used within the church premises is depreciated on a straight-line basis over four years. Individual items of equipment with a purchase price of £1,000 or less are written off when the asset is acquired.

Freehold land and buildings are depreciated on a straight line basis over fifty years.

Investments

Investments are valued at market value at 31 December.

Current assets

Amounts owing to the PCC at 31 December in respect of fees, rents or other income are shown as debtors less provision for amounts that may prove uncollectable.

Short-term deposits include cash held on deposit either with the CBF Church of England Funds or at the bank. There are two deposit accounts with the CCLA that respectively hold Restricted or Designated cash.

The Parochial Church Council of the Ecclesiastical Parish of St Mary-the-Virgin, Dover

2. FIXED ASSETS FOR USE BY THE PCC

<i>2(a) Tangible fixed assets</i>		Freehold land and buildings	Fittings and equipment	Total
		£	£	£
ACTUAL/DEEMED COST	At 1 January 2024	85,000	135,153	220,153
	Additions	—	23,391	23,391
	At 31 December 2024	<u>85,000</u>	<u>158,544</u>	<u>243,544</u>
DEPRECIATION	At 1 January 2024	32,300	130,680	162,980
	Charge for the year	1,700	7,623	9,323
	At 31 December 2024	<u>34,000</u>	<u>138,303</u>	<u>172,303</u>
NET BOOK VALUE	At 1 January 2024	<u>52,700</u>	<u>4,473</u>	<u>57,173</u>
	At 31 December 2024	<u>51,000</u>	<u>20,241</u>	<u>71,241</u>

The freehold land and buildings comprise the Parish Centre. For accounting purposes, the historical cost of this property is deemed to be the cost as stated by the Architects in the letter of December 1974 and has not been updated. The fittings and equipment are used in St Mary's Church and the Parish Centre.

2(b) Investment fixed assets

Movements in the year:

	£
Market value – 1 January 2024	762,658
Less sale of shares	(155,319)
Net gain on annual revaluation	<u>26,550</u>
Market Value – 31 December 2024	<u>633,889</u>

Holdings of shares held were:

	01-Jan-24	31-Dec-24
CBF Church of England Investment Fund Income Shares	25,061	20,568
Fidelity Extra Income Fund Y – Acc	27,330	20,652
M&G Corporate Bond I Inc	107,473	89,089
M&G Strategic Corporate Bond Fund I Inc	3,982	3,261
Threadneedle UK Equity Income RDR Z Inc	26,012	21,232
Threadneedle UK Monthly Income RDR Z Inc	26,615	22,371

The Parochial Church Council of the Ecclesiastical Parish of St Mary-the-Virgin, Dover

3. ANALYSIS OF NET ASSETS BY FUND

	Unrestricted	Restricted	Endowment	Total
	Funds	Funds	Fund	
	£	£	£	£
Fixed Assets for Church use	71,241	–	–	71,241
Investment Fixed Assets	76,073	158,289	399,527	633,889
Current Assets	79,477	48,383	–	127,860
Current Liabilities	(5,814)	(20,095)	–	(25,909)
Fund balance	<u>220,977</u>	<u>186,577</u>	<u>399,527</u>	<u>807,081</u>

4. DEBTORS

	2024	2023
	£	£
Sundry debtors	1,465	9,888
	<u>1,465</u>	<u>9,888</u>

5. LIABILITIES: AMOUNTS FALLING DUE WITHIN ONE YEAR

	2024	2023
	£	£
Accruals of utilities and other costs	25,909	6,302
	<u>25,909</u>	<u>6,302</u>

The Parochial Church Council of the Ecclesiastical Parish of St Mary-the-Virgin, Dover

6. FUND DETAILS

Restricted funds	Balance b/f	Incoming Resources	Outgoing Resources	Transfers	Gains/ (Losses)	Balance c/f
	£	£	£	£	£	£
Fabric Fund	15,300	5,277	(2,165)	(9,350)	-	9,062
Nora Eades Bequest	13,681	946	-	-	-	14,627
Dickinson Bequest	1,654	102	(360)	-	-	1,396
Saddleton Bequest	196,155	-	(49,265)	-	12,134	159,024
Little Lambs	-	1,300	(861)	-	-	439
Turnpenny Bequest	2,159	140	(270)	-	-	2,029
	228,949	7,765	(52,921)	(9,350)	12,134	186,577

Restricted funds

The Restricted funds comprise the following:

- a) Fabric Fund: for the upkeep and development of the fabric of the church.
- b) Nora Eades bequest: for the upkeep and replacement of altar hangings and associated items.
- c) Dickinson bequest: for the upkeep of the church memorial garden.
- d) Saddleton bequest: for the maintenance and repair of the fabric of the church.
- e) Turnpenny bequest: for the choir.
- f) Little Lambs: for mother and child group.

The transfer represents the purchase of fixed assets.

Endowment funds

	2024 £	2023 £
Dover St Mary General Investment Fund	105,833	103,464
St James's Parish Hall funds	133,581	130,591
M P Laurie Endowment	160,113	156,530
	<u>399,527</u>	<u>390,585</u>

The Parochial Church Council of the Ecclesiastical Parish of St Mary-the-Virgin, Dover

The **Endowment funds** comprise the Dover St Mary General Investment Fund and two St James's Parish Hall funds, the income from all of which can be used for general purposes. The income from the M P Laurie Endowment is restricted to the Fabric Fund.

The increase in Endowment Fund balances arises because of a revaluation of the underlying investments at 31 December 2024.

Designated (Unrestricted Funds)

	Balance b/f	Income	Expenses	Gains / (losses)	Transfers	Balance c/f
	£	£	£	£	£	£
Jack Hewitt Youth Fund	161,461	4,453	(3,101)	4,924	(90,319)	77,418
Bells and Belltower fund	7,943	393	-	-	-	8,336
	169,404	4,846	(3,101)	4,924	(90,319)	85,754

Designated funds represent unrestricted funds for which the PCC has indicated a particular purpose. During 2023 the Jack Hewitt Youth Fund was designated for funding youth programmes and money was set aside for the Bells and Belltower maintenance. During the year £90,319 was undesignated and transferred back to general funds.

7. SALARY COSTS

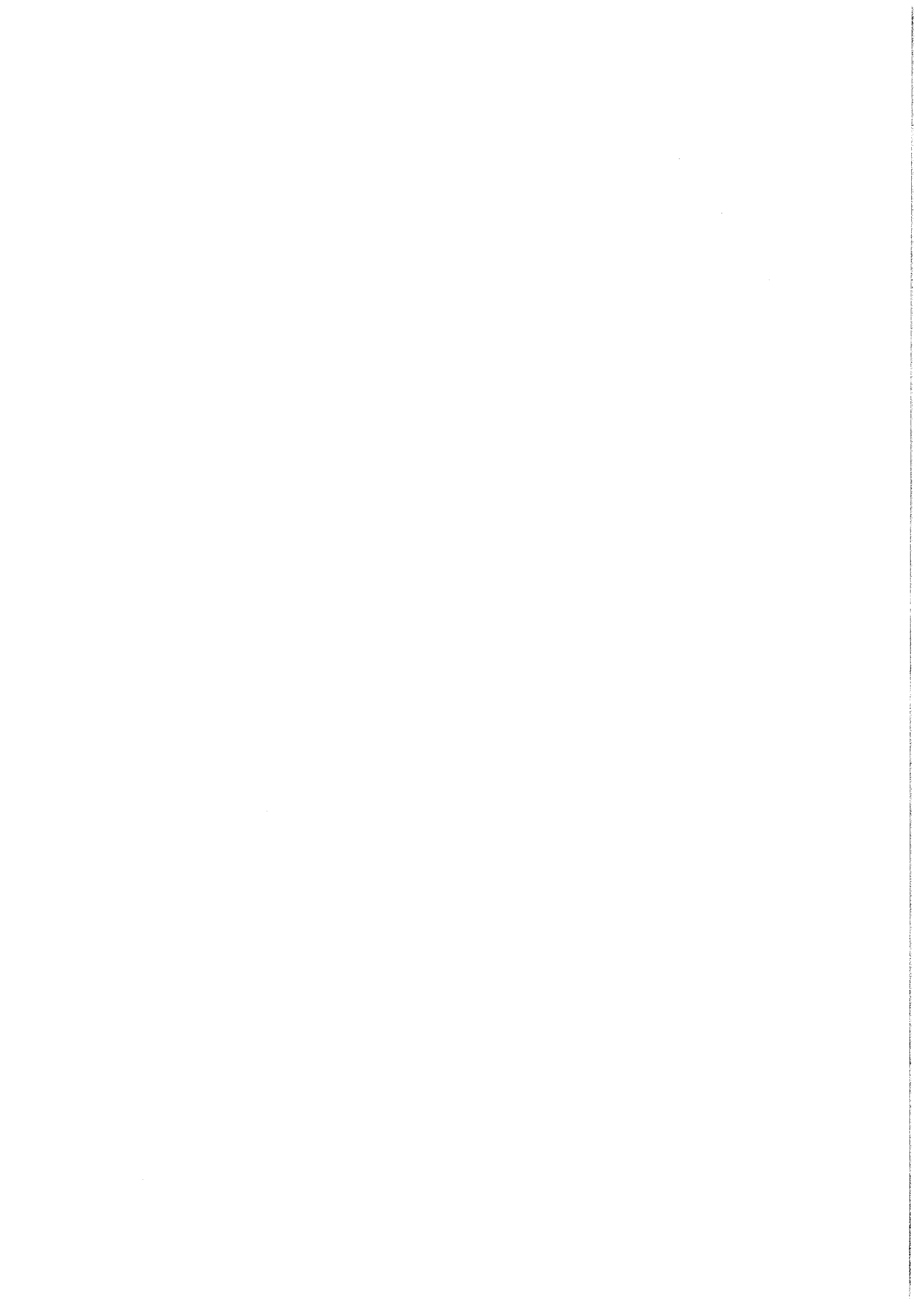
The PCC employed three people (0.8 equivalent). Their gross wages and salaries amounted to £23,073.

One member of the PCC was employed by the PCC in the year ended 31 December 2024 as the Parish Centre Manager.

No members of the PCC received remuneration or expenses for their duties, save the refund of any costs incurred on behalf of the church.

8. FINANCIAL COMMITMENTS

At the year end the PCC was committed to paying £201,617 (2023 – NIL) in respect of church reordering.



**Independent Examiner's Report
to the Members of The Parochial Church Council of St Mary The Virgin, Dover**

I report on the financial statements for the year ended 31 December 2024 which are set out on pages 9 to 17.

Responsibilities and basis of report

As the charity trustees of the Charity you are responsible for the preparation of the financial statements in accordance with the requirements of the Charities Act 2011 (the "Act").

I report in respect of my examination of the Charity's financial statements carried out under section 145 of the 2011 Act and in carrying out my examination I have followed all the applicable Directions given by the Charity Commission under section 145(5)(b) of the Act.

Independent examiner's statement

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

- 1) accounting records were not kept in respect of the Charity as required by section 130 of the Act; or
- 2) the financial statements do not accord with those records; or
- 3) the financial statements did not comply with the applicable requirements concerning the form and content of financial statements set out in the Charities (Accounts and Reports) Regulations 2008 other than any requirement that the financial statements give a 'true and fair' view which is not a matter considered as part of an independent examination.

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 financial statements to be reached.

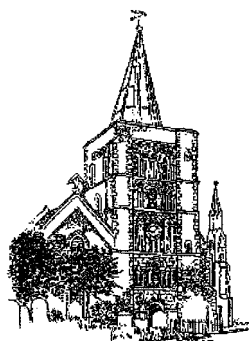
Ian Derek Pascall FCA
McCabe Ford Williams
Chartered Accountants
Charlton House
Dour Street
DOVER
Kent
CT16 1BL



Date: 27 October 2025

Accounts

St Mary the Virgin, Dover
a parish within the Dover Town Benefice



Annual Report & Financial Statements
For the Parochial Church Council
For the year ended 31 December 2023

Incumbent: Reverend Melissa Carter,
Team Vicar, Dover Town Team Ministry

C/o St Mary's Church Dover Cannon Street CT16 1BY

Bankers:

CAF Bank Ltd
25 Kings Hill Avenue
Kings Hill
West Malling
ME19 4JQ

Independent Examiners:
McCabe Ford Williams, Chartered Accountants,
Charlton House,
Dour Street, Dover.
CT16 1BL

Registered Charity No: 1134310

The Parochial Church Council of the Ecclesiastical Parish of St Mary-the-Virgin, Dover

Parochial Church Council Annual Report for 2023

1. Aim and Purpose

St Mary's Parochial Church Council (PCC) has the responsibility of co-operating within the Dover Town Team Ministry, a benefice of four (formerly five) parishes, in promoting in the ecclesiastical Parish the whole mission of the Church, pastoral, evangelistic, social and ecumenical.

The PCC is also specifically responsible for the maintenance of St Mary's Parish Centre, Dieu Stone Lane, Dover.

During 2023 the fifth parish of Dover Town, Guston, transferred to the neighbouring Bewsborough Benefice.

2. Objectives and Activities

The PCC is committed to encouraging and nurturing the Christian faith, as expressed in the Dover Town Team Vision set out below. The PCC is committed to enabling as many people as possible to be a part of the parish community of St Mary's and to put faith into practice through prayer, worship, study and sacrament.

When planning activities, the PCC has considered the Charity Commission's guidance on public benefit, and particularly the specific guidance on charities for the advancement of religion. Specific objectives aimed to encourage people to live out their faith as part of the parish community are set out below.

To facilitate this work, it is important for the PCC to maintain the fabric of the Church of St Mary the Virgin and St Mary's Parish Centre.

2.1 Dover Town Team Vision Statement

First, we want to be spiritually fruitful; to follow Christ and be his disciples. Second, we want our churches to work together in their unique ways to show our love for our God, our neighbours and our community. That will involve inspiring worship; deepening faith; persistent prayer; mutual care and reaching out with Jesus' love to those in need. Third, we want to be a strong Church of England presence together within the town of Dover for all generations.

2.2 St Mary's Parish Objectives

Our Parish objectives are:

- To increase the regular worshipping congregation, by offering a vibrant, varied worship: both celebrating the traditions of the church, as well as opportunities for contemporary worship.
- To use all church resources to build church life and to engage with the town, port and community – especially amongst those in need.
- To be actively engaged in local and world justice.
- To be an inviting, welcoming and inclusive Church, offering all opportunities to grow in spirituality and understanding of the Christian faith.
- To achieve greater active involvement of all church members in ministry; and to encourage more people to respond to opportunities for accredited ministries, lay and ordained – especially promoting the Authorised Lay Ministries.
- To demonstrate compassion and care for one another and promote the healing ministry of the Church.

The Parochial Church Council of the Ecclesiastical Parish of St Mary-the-Virgin, Dover

- To underpin all our work by a spirit of generosity, good organisation and sound financial management.

3. Thomas Toke Charity

The Thomas Toke Charity is a registered charity (no. 252405) whose income is restricted for use on and in St Mary's church building. During 2023, the PCC received £30,099.20 from the charity as reimbursement for qualifying expenditure during 2022 and 2023. A number of the Church's PCC members are also trustees of the Thomas Toke Charity.

4. Achievements and Performance

Lindsay Powell-Williams, as Electoral Roll Officer, reported that the formal electoral roll stands at 97, although she is happy to express that there are several new members of the congregation who have yet to formally apply to join the official church family. In 2024, the electoral roll will have to be fully revised, and the new forms have space for email addresses. This will make it easier to communicate with members.

4.1 Church and other Fabric

The fabric of St Mary's continues to be maintained to a very high standard, with annual mandatory maintenance and improvement to the fabric, which follows the current legislation. This is carried out under the supervision of Dave Smith, Clerk to the Fabric, and our Architect, John Minter of Lee Evans Partnership LLP, Architect and Town Planners. Our thanks go to Dave, John, plumbers, electricians, and all involved in the maintenance of our church buildings.

A Fire Risk Assessment was carried out for both the Church and Parish Centre. Issues raised are being professionally investigated and a number have been complied with, including the ability to open the South Door of the Church, and for the parish centre, the installation of a fire alarm system. Works to install the fire alarm system began in January 2024.

Some stone repair to the Parish Centre was required. There were also some signs of dampness, possibly caused by the decay of the window surround. Further investigation is required. The CCTV outside the kitchen entrance to the parish centre has been interfered with, a cage was suggested but is yet to be installed.

The project to re-order the west end of St Mary's Church has moved on apace over the past twelve months, with regular meetings taking place attended by the St Mary's team responsible for the project and our Architects, Lee Evans Partnership. A lot of work has taken place, and much has been achieved over the year, from the initial designs and plans to on-site meetings with all the necessary groups that must be involved with this project, from Diocesan Advisory Committee (DAC), Accredited Conservators to discuss the required cleaning of our memorials and repositioning of the font, Fire Safety Inspections, local council and asbestos surveys, to name a few.

All this work has enabled us to submit the necessary documentation to create the Faculty required to take this project forward. DAC and consultees were very happy with our proposals and Faculty forms have been sent to our church. The next stage is to complete the Petition for Faculty in early 2024.

Drawing plans and written details for this project are on display at the back of the church and can be viewed when the church is open.

The Parochial Church Council of the Ecclesiastical Parish of St Mary-the-Virgin, Dover

4.2 Worship and Growth

This report is written with the Risen Christ in our heart after a year which has maintained the re-formed Team structure very well but with only two full time ministers, Rev'd Catherine Tucker and Team Vicar Revd, Melissa Carter, because despite re-advertisement the Mission Post was sadly not filled this year and we have had the departure of Revd Kirrilee Reid to run a Retreat Centre in Scotland and SSM Revd Angie Stupple to the Canterbury Pilgrims Hospice. Due to illness and bereavement, there is no doubt we have been stretched and yet we have achieved a great deal. A new Team Vicar is likely to start in the Mission Post this summer – an interview takes place at the end of April and after the Interim Review a new permanent Team Rector post will be advertised.

We thank Asst Minister Nigel Collins and all the Readers, ALMs and Churchwardens and each church's leaders across the Benefice who have given additional time as well as PTOs Revd Kevin Jacobs and Fr Richard Woods. At St Mary's in particular we thank PTO Revd Trish Godfrey for her continued sterling work which provides essential stability and continuity and to guest PTO Richard Rossignol who has and continues to support St Mary's. Reader Chris Scoble has been a rock this year and his work at Dover College has increased - we are so delighted that he is within the discernment process for ordination.

Much thanks to St Mary's Churchwardens who have worked hard – Lindsay Powell-Williams and to James Francis who was elected in October. Also, thanks to Churchwarden Emeritus Anthony Shilson who has been key within the Reordering Team and also was so incredibly helpful by stepping into support St Mary's at the sudden passing of Lindsay's husband Bob-Powell Williams which rocked us all.

Other significant passings have been Jean Pearson, Betty Willis and Terry Sutton MBE – the only positives being that this has brought some ex-St Mary's people back to us to sing etc, re-creating a wider St Mary's family feel.

With a steadied emotional landscape at St Mary's our numbers have built steadily over this year with Sunday attendance starting at average 37 adults with a few children and ending this year with an average of 47 adults and 10 children each week. Much thanks to ALM Gill Neary and Reader Chris Scoble who continue the Healing Ministry on the first Sunday of the month. We are delighted to have 4 new Servers – much thanks to Sacristan James Francis for admirably training them and the Choir has increased both in adult numbers (as well as many guests for special services) and the children coming on board.

Again this year there have been very good numbers at key seasons such as Christmas and Easter. These were up on last year; in particular the Carol Service and Midnight Mass were dramatically increased in numbers.

4.4 Community Engagement and Outreach

St Mary's engages in outreach and social action within the local community in many ways.

Children's ministry - Thanks to Revd Trish Godfrey, Natalie Shilson, Tina and John Eddolls for the continued children's church and family service which as well as being a joy has dramatically increased in numbers since Christmas. In addition to the Sunday children's work Trish Simmons, backed by Revd Melissa Carter, has continued to head up the Friday morning Little Lambs toddlers and parents group with the help of Nigel Simmons, Natalie Shilson, Janet Haig and Jaqui Mitchell - the numbers attending continue to be high – 24 families - and there has been the introduction of the faith orientated Little Shining Lights since January which already has significant numbers attending – 7 families.

The Parochial Church Council of the Ecclesiastical Parish of St Mary-the-Virgin, Dover

Wednesday's midweek Holy Communion continues with a steady average of 16 people per week and is also a source of pastoral support for older members.

Thursday's Let's Learn English continued well up until last summer but has not regrouped yet this year.

Saturday's Local-Global Prayers & Reflection continues to inspire theologically and support lay ministry and has slightly increased in numbers with an average of 8 people. Having this service also means that the church is open for visitors every Saturday morning 9.30am-12noon which averages 25 visitors each time.

We have worked hard on our welcoming and focus on integrating new people and this has had good results. We are encouraged by the increased diversity within the congregation.

Last May saw the Episcopal Deanery visit from Bishop Rose during which St Mary's hosted the very successful Deanery Confirmation. May also saw the second Dover Pilgrimage Festival again in collaboration with Maison Dieu showed a multi-faith pilgrimage exhibition and another Family friendly Trail Open Day as well as artwork and 'walk talk' collaboration with Dover Arts Development. July saw a new Maritime Exhibition in Church with Christchurch University to coincide with Sea Sunday at which our Area Dean is preaching in connection with RNLI. Advent also saw the introduction of a new style Advent Service with Taizé via Jake Convery and his imaginative team of musicians for whom we have been grateful throughout the year. March saw Open Church for the Herald of Enterprise Tragedy anniversary. Dover at Night also took place in March – another family trail event was very successful and is part of the drive to keep St Mary's 'on the town map' as well as to build links with young people.

The Visitors Team - for the summer months – has been revitalised by Tim Boyton Adams – and started back last May – a season which went very well. And we had three Icon Courses last year led by artist Alex Rossignol. The Community Café continues under the fantastic leadership of Penny Heron - and Una Mills who collaborated with that team for a lovely Christmas Fayre as well as continuing the refreshments. Our year culminated in the memorial Service for Terry Sutton MBE which saw St Mary's take on its Civic role beautifully.

The quarterly Faith & Worship Team is working well - with people across many aspects of the church - here we plan the next season ahead - and then produce banners for all of Dover to know what we are about! There is also now a regular meeting with Trish S the Safeguarding Officer.

Above all we would like to thank our current PCC members who represent all of us in the running and care of our church and with special thanks to PCC Sec Fran Trewartha. To our school governors and to Liz Fisher who also does the Diocesan Returns. A huge thanks to John Paul for taking on so much within the Finance team – and to newcomer Simon who is taking on the wages. Thanks to Graham Perry for his continued support as his life changes. New overall Treasurer is key – and we have a new lead. A big thanks also to Jean Easley - captain of the bell ringers. To Jon and Tina Eddolls for producing the new logo and flags, and to Jon Eddolls for his photography and the upkeep of interesting material on the TV monitor – for all the community to see.

A large thanks also goes to Trish Simmons in her role as Parish Centre Manager where bookings are good, and the place is always busy and cheerful. Much has been done around security in recent months.

St Mary's continues as a collection point for donated goods. We support Fair Trade.

The Jack Hewitt Fund, established in 2005, supports youth work within the Dover Deanery. In addition to covering the cost of the on-going organ scholarship (vacant since September 2019) and St Mary's youth work. Applications for grants are welcomed from youth organisations and individuals based within the Dover area.

The Parochial Church Council of the Ecclesiastical Parish of St Mary-the-Virgin, Dover

Our Pastoral Care Team supports those in our parish who are sick and housebound, under the supervision and organisation of our Pastoral Care Co-ordinator.

4.5 St Mary's & Aycliffe primary schools

The links with the Church School are very important to St Mary's and members of the congregation have taken on important roles, including governorship. The School periodically visits the Church for worship at festivals and for their Leavers' Service. Clergy visit the school weekly to lead Collective Worship and help deliver the RE curriculum. The Team Rector is now building increased links between St Mary's school and the church as well as with Aycliffe School.

4.6 Dover College.

There has been a markedly increased link with Dover College, an Independent school with both preparatory and secondary provision. The Team Rector, Team Vicar and two Readers now lead a morning Chapel on a weekly basis and part lead a weekly discussion group for the older pupils.

4.7 Pastoral Offices

During 2023 funeral services remained stable whilst our baptisms rose. Weddings remain low although some are booked for the future.

4.8 Music

The music tradition of St Mary's is a very important part of the life of the Church. Under the leadership of our Director of Music, St Mary's choir helps lead the worship Sunday by Sunday and participates in a number of additional services throughout the year. This year saw the introduction of a new Director of Music, Jake Convery who has made a significant difference to the life of St Mary's this year and much thanks go to him for his energising presence and to his partner Thomas. Jake is also in the discernment process for ordination, and we are thankful that he will be with us for another year.

Director of Music Jake has introduced Evensong & Supper three times a year – this has been very successful musically, numerically, ecumenically and socially and thanks go to Thomas, Naomi and Jacob for their support. Our Choir remains a wonderful asset to St Mary's and is central to its developing identity for the future.

4.9 Partnerships in the Town

The Team Rector is a Port Chaplain attending monthly meetings with the other Chaplains and leading key memorial services. This year the memorial for the Zeebrugge Disaster of 1986 saw a different format, with St Mary's memorial window being a focus for an Open Weekend. St Mary's is also part of Christians Together in Dover making links ecumenically across the town and linking with Dover's Foodbanks, Street Pastors and projects such as Baby Basics. The Team Rector is Honorary Chaplain to the Town's Mayor and encourages St Mary's Civic role as a church.

4.10 Stewardship Campaign

A new stewardship campaign was launched this year including new aspects of Just Giving and the Parish Giving Scheme. A contactless card machine has been installed at the back of church.

Wi-Fi has been installed in the church.

The Parochial Church Council of the Ecclesiastical Parish of St Mary-the-Virgin, Dover

5. Plans for the future

Our plans for the future are prayerfully based upon the vision set out in paragraph 2 above. In particular, the PCC will be investigating the possibilities of:

- Improving the links between the church community and our parish neighbourhoods, the Town of Dover and the seafaring community. July will see a new Maritime Exhibition in Church with Christchurch University to coincide with Sea Sunday at which our Area Dean is preaching in connection with RNLI.
- Designating ourselves The Sailors Church as we develop our ministry to the seafaring community and the development of a new logo.
- Re-ordering our interior to assist with community engagement and flexibility of worship.
- Developing our technological equipment in order to offer the public with a 21st century experience.
- Setting up a Friends of St Mary's Association to raise funds and build links with our wider community of supporters.
- Developing our ministry to children, families and young people in partnership with the other Benefice parishes.
- Tending the spiritual life of both churchgoers and non-churchgoers through various kinds of worship, prayer and study. Developing a Confirmation Course and holding a Confirmation service, being the first since COVID.

6. Financial Review

The PCC is responsible for all parish finance, its management and control. Its legal responsibilities include keeping proper and sufficient accounting records, ensuring that its finances are retained under control even when certain duties are delegated, preparing the Annual Accounts and Report, which are presented to the Annual Parochial Church Meeting, and arranging for the independent examination of the financial statements.

As part of its discharge of those duties, the PCC monitors its income and expenditure throughout the year, the Treasurer reporting to the Standing Committee and to full meetings of the PCC.

Voluntary giving continued to fall in 2023, and the Team Rector and the PCC are working on plans to address the shortfall in giving. Although new giving methods such as the Parish Giving Scheme, JustGiving and a more advanced credit/card reader have been pursued, take-up has been modest - £500 through JustGiving and £460 through the Payaz Giving Station (card reader).

Expenditure in 2023 was higher than the previous year, largely due to an increased Parish Share and increasing fuel bills for the church and parish centre. Income has modestly increased in Parish Centre hire due to continuing strong bookings and the Parish Flat has also returned a full year's income.

We were also greatly appreciative for the support of the Thomas Toke Charity, which was able to support us with a grant of £30,099 of reimbursements relating to a mixture of 2022 and 2023 expenditure.

7. Reserves Policy

The PCC reviewed its investment policy in September 2018 and is due to have another review although a date for this has not been set. Its investment objectives seek to provide through investment yields sufficient to allow the PCC, together with other available sources of income, to meet its present and foreseeable funding needs. Whilst not restricting investments to funds specifically described as 'Ethical', regard is to be paid to ensure that the PCC's funds are not invested in activities inconsistent with the Church's Christian beliefs.

The Parochial Church Council of the Ecclesiastical Parish of St Mary-the-Virgin, Dover

The PCC has adopted a cautious policy in relation to the investment of reserves using the CBF's Church of England Funds - in view particularly of the CBF's good reputation for reliable and ethically responsible investment - and Fidelity worldwide investment. The PCC's investments gained £64,730 during 2023 from revaluation. Shares originally purchased with proceeds of the Aycliffe sale were sold this year for £90,000.

During the disruption caused by the COVID pandemic, all funds were un-designated. This was reviewed in early 2023, with funds to be designated to functions such as the belltower and the Jack Hewitt Youth Fund. The investment account informally referred to as the Jack Hewitt Fund has now been formally designated as such and funds have been set aside for the Belltower.

8. Volunteers

The PCC would like to thank all those who work so hard in volunteering to take part in the life of St Mary's, be it cleaning or gardening or in helping with our work in the community.

9. Structure, governance and management

The method of appointment of PCC members is set out in the Church Representation Rules. At St Mary's, Dover, the membership of the PCC consists of the clergy, lay ministers, churchwardens and members elected by those members of the congregation, who are on the electoral roll of the church. All those who attend services are encouraged to register on the Electoral Roll and stand for election to the PCC.

The PCC members are responsible for making decisions on all matters of general concern and importance to the parish including the deciding on how funds of the PCC are to be spent.

The full PCC met 6 times during the year.

9.1 Standing Committee

This is the only committee required by law. It has the power to transact business of the PCC between its meetings, subject to any directions given by the Council. During 2023, its meetings were held face-to-face, with some decisions taken by email discussion.

The full PCC meets every two months, and the agendas have been streamlined to allow time for in-depth discussion on policy and significant items, while devolving more detailed matters to the Standing Committee, with the aim of reducing delays in decision making to a minimum. The Standing Committee minutes are reviewed at each PCC meeting.

9.2 Safeguarding

Our Parish Safeguarding Co-ordinator and Parish Disclosure Officer ensure that our parish procedures, organisation and pastoral practices comply with Diocesan Safeguarding guidelines and that all those who work with vulnerable adults and children are properly trained and have their DBS certificates issued or renewed. Regular meetings take place with the Team Rector.

The Parochial Church Council of the Ecclesiastical Parish of St Mary-the-Virgin, Dover

10. Administrative information

St Mary's Church is situated in Cannon Street, Dover. Its correspondence address:

St Mary's Parish Office
The Parish Centre
Dieu Stone Lane
Dover
CT16 1BY

The PCC is a body corporate (PCC Powers Measure 1956, Church Representation Rules 2006) and is registered with the Charity Commission under the full title of "The Parochial Church Council of the Ecclesiastical Parish of St Mary the Virgin, Dover" with the Registered Number 1134310.

The Parochial Church Council of the Ecclesiastical Parish of St Mary-the-Virgin, Dover

10.1 Membership

The members of the PCC for St Mary the Virgin are either ex officio or elected by the Annual Parochial Church Meeting (APCM) in accordance with the Church Representation Rules. The number of places on the PCC has been reduced in line with Church Regulations regarding the Electoral Roll numbers.

Its membership is as follows:

Incumbent:	The Rev'd Catherine Tucker	From September 2021
Team Vicar:	The Rev'd Melissa Carter	
Asst Curate:	The Rev'd Angela Stupple	Ordained 3 July 2021
Permission to Officiate:	The Rev'd Trish Godfrey	
Churchwardens:	James Francis Lindsay Powell-Williams	
Representatives on the Deanery Synod:		Vacant Position
Elected members of the PCC from APCM 2023	Nikki Goodfellow Una Mills Frances Trewartha (PCC Secretary) Christina Eddolls Jonathan Eddolls Penny Heron Joanna Solly	Lindsay Powell-Williams James Francis Anthony Shilson Paul Tingey Graham Perry (Treasurer) Sammy Wall
Ex-officio members of the PCC	Dave Smith was co-opted as Clerk to the Fabric	Chris Scoble (Lay Reader)

This report was approved by the PCC and signed on their behalf by

Lindsay Powell-Williams (Churchwarden & PCC Chairman)

Graham Perry (Treasurer)

The Parochial Church Council of the Ecclesiastical Parish of St Mary-the-Virgin, Dover

Statement of Financial Activity for the year ended 31 December 2023

	Unrestricted Funds		Restricted	Endowment	Total Funds	
	General	Designated	Funds	Funds	2023	2022
INCOMING RESOURCES						
<i>Incoming Resources from donors</i>	£	£	£	£	£	£
Planned giving	15,633	-	-	-	15,633	20,116
Collections	3,379	-	-	-	3,379	3,060
Gift Aid tax recovered	-	-	-	-	-	2,149
	19,012	-	-	-	19,012	25,325
<i>Other voluntary incoming resources</i>						
Donations – Toke	30,099	-	-	-	30,099	2,967
Donations – other	2,873	-	-	-	2,873	1,361
Legacies	-	-	-	-	-	-
	32,972	-	-	-	32,972	4,328
<i>Income from investments</i>						
Bank interest and dividends	8,070	4,385	5,659	-	18,114	17,213
<i>Income from charitable and ancillary trading</i>						
Parish Centre hire	15,611	-	-	-	15,611	14,988
Parish flat rental	6,973	-	-	-	6,973	5,546
Belltower income	-	400	-	-	400	150
Focus, bookstall and printing	-	-	-	-	-	20
Refreshments	200	-	-	-	200	421
Fees	3,827	-	-	-	3,827	2,815
Other income (inc fundraising)	-	-	-	-	-	695
	26,611	400	-	-	27,011	24,635
<i>Sale of Aycliffe</i>	-	-	-	-	-	143,320
TOTAL INCOMING RESOURCES	86,665	4,785	5,659	-	97,109	214,821
RESOURCES EXPENDED						
<i>Grants</i>						
Charities and appeals	275	3,353	-	-	3,628	5,209
<i>Activities directly relating to the work of the church</i>						
Diocesan Parish Share	61,221	-	-	-	61,221	42,952
Church running expenses	36,637	-	-	-	36,637	31,134
Ministry expenses	961	-	-	-	961	676
Upkeep of services	1,247	-	-	-	1,247	1,403
Buildings maintenance	7,317	-	6,341	-	13,658	18,566
Parish Centre running costs	23,052	-	-	-	23,052	17,974

The Parochial Church Council of the Ecclesiastical Parish of St Mary-the-Virgin, Dover

Parish flat running costs	167	-	-	-	167	268
Belltower running costs	-	-	-	-	-	720
Aycliffe Church Centre	-	-	-	-	-	159
Examination and Professional Fees	8,594	-	-	-	8,594	3,732
	139,196	-	6,341	-	145,537	117,584
TOTAL RESOURCES EXPENDED	139,471	3,353	6,341	-	149,165	122,793
NET INCOMING/(OUTGOING)	(52,806)	1,432	(682)	-	(52,056)	92,028
RESOURCES						
GAINS/(LOSSES) ON INVESTMENTS	20,240	-	10,634	33,856	64,730	(80,392)
NET MOVEMENT IN FUNDS	(32,566)	1,432	9,952	33,856	12,674	11,636
BALANCES B/F AT 1 JAN 2023	320,698	-	218,997	356,729	896,424	884,788
TRANSFER BETWEEN FUNDS	(167,972)	167,972	-	-	-	-
BALANCES C/F AT 31 DEC 2023	120,160	169,404	228,949	390,585	909,098	896,424

This report was approved by the PCC and signed on their behalf by

Lindsay Powell-Williams (Churchwarden & PCC Chairman)

Graham Perry (Treasurer)

The Parochial Church Council of the Ecclesiastical Parish of St Mary-the-Virgin, Dover

Balance sheet at 31 December 2023

			2023	2022
		Note	£	£
Fixed Assets				
	Tangible fixed assets	2(a)	57,173	58,678
	Investment assets	2(b)	762,658	787,928
			819,831	846,606
Current Assets				
	Debtors	4	9,888	982
	Short term deposits		47,680	46,827
	Cash at bank and in hand		38,001	6,311
			95,569	54,120
LIABILITIES: AMOUNTS FALLING DUE WITHIN ONE YEAR		5	-6,302	-4,302
NET CURRENT ASSETS			89,267	49,818
NET ASSETS			909,098	896,424
FUNDS				
	Unrestricted			
	• General Fund		120,160	320,698
	• Designated Fund	6	169,404	-
			289,564	320,698
	Restricted	6	228,949	218,997
	Endowment	6	390,585	356,729
			909,098	896,424

The Parochial Church Council of the Ecclesiastical Parish of St Mary-the-Virgin, Dover

Notes to the Financial Statements for the year ended 31 December 2023

1. ACCOUNTING POLICIES

The financial statements have been prepared under the historical cost convention except for the valuation of investment assets, which are shown at market value, and in accordance with the Statement of Recommended Practice (SORP) (FRS 102), subject to the “true and fair override” provision, and the Church Accounting Regulations 2006.

Funds

General funds represent the funds of the PCC that are not subject to any restrictions regarding their use and are available for application on the general purposes of the PCC. Funds designated for a particular purpose by the PCC are also unrestricted.

During this year, funds were designated to the Belltower and to the Jack Hewitt Youth fund. These are shown on the balance sheet as part of unrestricted funds and there is a breakdown in section 6 below.

The accounts include all transactions, assets and liabilities for which the PCC is responsible in law. They do not include the accounts of church groups that owe their main affiliation to another body or those that are informal gatherings of church members.

Incoming resources

Voluntary income and capital sources

Collections are recognised when received by or on behalf of the PCC.

Planned giving receivable under Gift Aid is recognised only when received.

Income tax recoverable on Gift Aid is recognised when the income is received.

Grants and legacies to the PCC are accounted for as soon as the PCC is notified of its legal entitlement, the amount due is quantifiable and its ultimate receipt by the PCC is reasonably certain.

Funds raised by sales and similar events are accounted for gross.

Sales of books and magazines from the church bookstall are accounted for gross.

Services provided by volunteers are not valued or recognised as income.

Other income

Rental from the letting of church premises is recognised when the rental is due.

Income from investments

Dividends are accounted for when due and payable. Interest entitlements are accounted for as they are received. Tax recoverable on such income is recognised in the same accounting year.

Gains and losses on investments

Realised gains or losses on investments are recognised when investments are sold. Unrealised gains or losses are accounted for on revaluation of investments on 31 December.

The Parochial Church Council of the Ecclesiastical Parish of St Mary-the-Virgin, Dover

Resources expended

Grants

Grants and donations are accounted for when paid over, or when awarded, if that award creates a binding obligation on the PCC.

Government Grants relating to revenue are recognised in income on a systematic basis over the periods in which the PCC recognises the related costs for which the grant is intended to compensate.

Activities relating to the work of the Church

The diocesan parish share is accounted for when paid. Any parish share unpaid at 31 December is provided for in these accounts as an operational (though not a legal) liability and is shown as a creditor in the Balance Sheet. During both 2022 and 2023 the diocesan parish share was brought fully up to date – therefore there is no such provision in the accounts for 2023.

Fixed assets

Consecrated property and movable church furnishings

Consecrated and beneficed property of any kind is excluded from the accounts by s.10(2)(a) and (c) of the Charities Act 2011.

Movable church furnishings held by the Vicar and Churchwardens on special trust for the PCC, and which require a faculty for disposal, are accounted for as inalienable property unless consecrated. They are listed in the church's inventory which can be inspected at any reasonable time. For inalienable property acquired prior to 2004 there is insufficient cost information available and therefore such assets are not valued in the accounts. Items acquired since 1 January 2002 have been capitalised and depreciated in the accounts over their currently anticipated useful economic life (initially over four years) on a straight-line basis.

All expenditure incurred in the year on consecrated or beneficed buildings, individual items under £1,000 or on the repair of movable church furnishings acquired before 1 January 2002, is written off.

Other fixtures, fittings and office equipment

Equipment used within the church premises is depreciated on a straight-line basis over four years. Individual items of equipment with a purchase price of £1,000 or less are written off when the asset is acquired.

Investments

Investments are valued at market value at 31 December.

Current assets

Amounts owing to the PCC at 31 December in respect of fees, rents or other income are shown as debtors less provision for amounts that may prove uncollectable.

Short-term deposits include cash held on deposit either with the CBF Church of England Funds or at the bank. There are two deposit accounts with the CCLA that respectively hold Restricted or Designated cash.

A significant deposit was paid in October 2023 for a Fire Alarm System to be installed in the parish centre in January 2024. As the work was to be completed in 2024, that payment has been included as a prepayment among other current assets in 2023.

The Parochial Church Council of the Ecclesiastical Parish of St Mary-the-Virgin, Dover

2. FIXED ASSETS FOR USE BY THE PCC

<i>2(a) Tangible fixed assets</i>		Freehold land and buildings	Fittings and equipment	Total
		£	£	£
ACTUAL/DEEMED COST	At 1 January 2023	85,000	131,463	216,463
	Additions	–	3,690	3,690
	At 31 December 2023	<u>85,000</u>	<u>135,153</u>	<u>220,153</u>
DEPRECIATION	At 1 January 2023	30,600	127,185	157,785
	Charge for the year	1,700	3,495	5,195
	At 31 December 2023	<u>32,300</u>	<u>130,680</u>	<u>162,980</u>
NET BOOK VALUE	At 1 January 2023	<u>54,400</u>	<u>4,278</u>	<u>58,678</u>
	At 31 December 2023	<u>52,700</u>	<u>4,473</u>	<u>57,173</u>

The freehold land and buildings comprise the Parish Centre. For accounting purposes, the historical cost of this property is deemed to be the cost as stated by the Architects in the letter of December 1974 and has not been updated. The fittings and equipment are used in St Mary's Church and the Parish Centre.

2(b) Investment fixed assets

Movements in the year:

	£
Market value – 1 January 2023	787,928
Less sales of shares Feb-23	-70,000
Less sales of shares Nov-23	-20,000
Net gain on annual revaluation	64,730
Market Value – 31 December 2023	<u>762,658</u>

Holdings of shares held were:	01-Jan-23	31-Dec-23
CBF Church of England Investment Fund Income Shares *	29,178	25,061
Fidelity Extra Income Fund Y – Acc	27,330	27,330
M&G Corporate Bond I Inc **	107,473	112,440
M&G Strategic Corporate Bond Fund I Inc **	3,982	4,162
Threadneedle UK Equity Income RDR Z Inc **	26,012	26,679
Threadneedle UK Monthly Income RDR Z Inc **	26,615	27,708

* 3194.8 shares sold 07/02/23, 922.62 shares sold 30/11/23

** Dividends reinvested

The Parochial Church Council of the Ecclesiastical Parish of St Mary-the-Virgin, Dover

3. ANALYSIS OF NET ASSETS BY FUND

	Unrestricted Funds	Restricted Funds	Endowment Fund	Total
	£	£	£	£
Fixed Assets for Church use	57,173	–	–	57,173
Investment Fixed Assets	175,918	196,155	390,585	762,658
Current Assets	62,775	32,794	–	95,569
Current Liabilities	-6,302	–	–	-6,302
Fund balance	289,564	228,949	390,585	909,098

4. DEBTORS

	2023	2022
	£	£
Prepayments	9,888	982
Tax Refunds	0	0
	9,888	982

5. LIABILITIES: AMOUNTS FALLING DUE WITHIN ONE YEAR

	2023	2022
	£	£
Accruals of Parish Share	0	0
Accruals of utilities and other costs	6,302	4,302
Payments received in advance	0	0
	6,302	4,302

The Parochial Church Council of the Ecclesiastical Parish of St Mary-the-Virgin, Dover

6. FUND DETAILS

Restricted funds	Balance	Incoming	Outgoing	Transfers	Gains/	Balance
	b/f	Resources	Resources		(Losses)	c/f
	£	£	£	£	£	£
Fabric Fund	14,996	4,900	-4,596	–	–	15,300
Nora Eades Bequest	13,143	538	–	–	–	13,681
Dickinson Bequest	2,207	97	-650	–	–	1,654
Saddleton Bequest	185,521	–	–	–	10,634	196,155
Turnpenny Bequest	3,130	124	-1,095	–	–	2,159
	218,997	5,659	-6,341	0	10,634	228,949

Restricted funds

The Restricted funds comprise the following:

- a) Fabric Fund: for the upkeep and development of the fabric of the church.
- b) Nora Eades bequest: for the upkeep and replacement of altar hangings and associated items.
- c) Dickinson bequest: for the upkeep of the church memorial garden.
- d) Saddleton bequest: for the maintenance and repair of the fabric of the church.
- e) Turnpenny bequest: for the choir.

Endowment funds

	2023	2022
	£	£
Dover St Mary General Investment Fund	103,464	94,496
St James's Parish Hall funds	130,591	119,271
M P Laurie Endowment	156,530	142,962
	<u>390,585</u>	<u>356,729</u>

The **Endowment funds** comprise the Dover St Mary General Investment Fund and two St James's Parish Hall funds, the income from all of which can be used for general purposes. The income from the M P Laurie Endowment is restricted to the Fabric Fund.

The increase in Endowment Fund balances arises because of a revaluation of the underlying investments at 31 December 2023.

The Parochial Church Council of the Ecclesiastical Parish of St Mary-the-Virgin, Dover

Designated (Unrestricted Funds)

	Balance	Amount	Income	Expenses	Balance
	b/f	Designated			c/f
	£	£	£	£	£
Jack Hewitt Youth Fund	0	160,429	4,385	(3,353)	161,461
Bells and Belltower fund	0	7,543	400	0	7,943
	0	167,972	4,785	(3,353)	169,404

Designated funds represent unrestricted funds for which the PCC has indicated a particular purpose. During PCC meetings in 2023 the Jack Hewitt Youth Fund was designated for funding youth programmes and money was set aside for the Bells and Belltower maintenance.

7. SALARY COSTS

The PCC employed three people (0.8 equivalent). Their gross wages and salaries amounted to £15,801

No members of the PCC were employed by the PCC in the year ended 31 December 2023.

A former member of the PCC, Mrs Trish Simmons, remains employed by the PCC but resigned from the PCC during the year.

No other member of the PCC received remuneration or expenses for their duties, save the refund of any costs incurred on behalf of the church.

The Parochial Church Council of the Ecclesiastical Parish of St Mary-the-Virgin, Dover

**Independent Examiner's Report
to the Members of The Parochial Church Council of St Mary The Virgin, Dover**

I report on the financial statements for the year ended 31 December 2023 which are set out on pages 11 to 19.

Responsibilities and basis of report

As the charity trustees of the Charity you are responsible for the preparation of the financial statements in accordance with the requirements of the Charities Act 2011 (the "Act").

I report in respect of my examination of the Charity's financial statements carried out under section 145 of the 2011 Act and in carrying out my examination I have followed all the applicable Directions given by the Charity Commission under section 145(5)(b) of the Act.

Independent examiner's statement

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

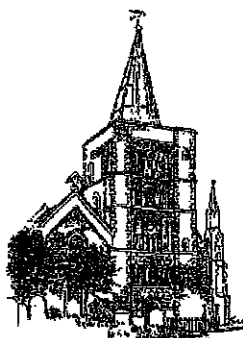
- 1) accounting records were not kept in respect of the Charity as required by section 130 of the Act; or
- 2) the financial statements do not accord with those records; or
- 3) the financial statements did not comply with the applicable requirements concerning the form and content of financial statements set out in the Charities (Accounts and Reports) Regulations 2008 other than any requirement that the financial statements give a 'true and fair' view which is not a matter considered as part of an independent examination.

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 financial statements to be reached.

Ian Derek Pascall FCA
McCabe Ford Williams
Chartered Accountants
Charlton House
Dour Street
DOVER
Kent
CT16 1BL

Date: 2024

St Mary the Virgin, Dover
a parish within the Dover Town Benefice



Annual Report & Financial Statements
For the Parochial Church Council
For the year ended 31 December 2023

Incumbent: Reverend Melissa Carter,
Team Vicar, Dover Town Team Ministry

C/o St Mary's Church Dover Cannon Street CT16 1BY

Bankers:

CAF Bank Ltd
25 Kings Hill Avenue
Kings Hill
West Malling
ME19 4JQ

Independent Examiners:
McCabe Ford Williams, Chartered Accountants,
Charlton House,
Dour Street, Dover.
CT16 1BL

Registered Charity No: 1134310

The Parochial Church Council of the Ecclesiastical Parish of St Mary-the-Virgin, Dover

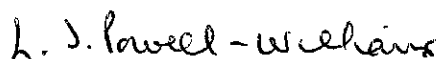
10.1 Membership

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Its membership is as follows:

Incumbent:	The Rev'd Catherine Tucker	From September 2021
Team Vicar:	The Rev'd Melissa Carter	
Asst Curate:	The Rev'd Angela Stupple	Ordained 3 July 2021
Permission to Officiate:	The Rev'd Trish Godfrey	
Churchwardens:	James Francis Lindsay Powell-Williams	
Representatives on the Deanery Synod:		Vacant Position
Elected members of the PCC from APCM 2023	Nikki Goodfellow Una Mills Frances Trewartha (PCC Secretary) Christina Eddolls Jonathan Eddolls Penny Heron Joanna Solly	Lindsay Powell-Williams James Francis Anthony Shilson Paul Tingey Graham Perry (Treasurer) Sammy Wall
	Dave Smith was co-opted as Clerk to the Fabric	
Ex-officio members of the PCC		Chris Scoble (Lay Reader)

This report was approved by the PCC and signed on their behalf by



Lindsay Powell-Williams (Churchwarden & PCC Chairman)



Graham Perry (Treasurer)

The Parochial Church Council of the Ecclesiastical Parish of St Mary-the-Virgin, Dover

Statement of Financial Activity for the year ended 31 December 2023

	Unrestricted Funds		Restricted Funds	Endowment Funds	Total Funds	
	General	Designated			2023	2022
INCOMING RESOURCES						
<i>Incoming Resources from donors</i>	£	£	£	£	£	£
Planned giving	15,633	-	-	-	15,633	20,116
Collections	3,379	-	-	-	3,379	3,060
Gift Aid tax recovered	-	-	-	-	-	2,149
	19,012	-	-	-	19,012	25,325
<i>Other voluntary incoming resources</i>						
Donations – Toke	30,099	-	-	-	30,099	2,967
Donations – other	2,873	-	-	-	2,873	1,361
Legacies	-	-	-	-	-	-
	32,972	-	-	-	32,972	4,328
<i>Income from investments</i>						
Bank interest and dividends	8,070	4,385	5,659	-	18,114	17,213
<i>Income from charitable and ancillary trading</i>						
Parish Centre hire	15,611	-	-	-	15,611	14,988
Parish flat rental	6,973	-	-	-	6,973	5,546
Belltower income	-	400	-	-	400	150
Focus, bookstall and printing	-	-	-	-	-	20
Refreshments	200	-	-	-	200	421
Fees	3,827	-	-	-	3,827	2,815
Other income (inc fundraising)	-	-	-	-	-	695
	26,611	400	-	-	27,011	24,635
<i>Sale of Aycliffe</i>	-	-	-	-	-	143,320
TOTAL INCOMING RESOURCES	86,665	4,785	5,659	-	97,109	214,821
RESOURCES EXPENDED						
<i>Grants</i>						
Charities and appeals	275	3,353	-	-	3,628	5,209
<i>Activities directly relating to the work of the church</i>						
Diocesan Parish Share	61,221	-	-	-	61,221	42,952
Church running expenses	36,637	-	-	-	36,637	31,134
Ministry expenses	961	-	-	-	961	676
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Buildings maintenance	7,317	-	6,341	-	13,658	18,566
Parish Centre running costs	23,052	-	-	-	23,052	17,974

The Parochial Church Council of the Ecclesiastical Parish of St Mary-the-Virgin, Dover

Parish flat running costs	167	-	-	-	167	268
Belltower running costs	-	-	-	-	-	720
Aycliffe Church Centre	-	-	-	-	-	159
Examination and Professional Fees	8,594	-	-	-	8,594	3,732
	139,196	-	6,341	-	145,537	117,584
TOTAL RESOURCES EXPENDED	139,471	3,353	6,341	-	149,165	122,793
NET INCOMING/(OUTGOING) RESOURCES	(52,806)	1,432	(682)	-	(52,056)	92,028
GAINS/(LOSSES) ON INVESTMENTS	20,240	-	10,634	33,856	64,730	(80,392)
NET MOVEMENT IN FUNDS	(32,566)	1,432	9,952	33,856	12,674	11,636
BALANCES B/F AT 1 JAN 2023	320,698	-	218,997	356,729	896,424	884,788
TRANSFER BETWEEN FUNDS	(167,972)	167,972	-	-	-	-
BALANCES C/F AT 31 DEC 2023	120,160	169,404	228,949	390,585	909,098	896,424

This report was approved by the PCC and signed on their behalf by

L. J. Powell-Williams

Lindsay Powell-Williams (Churchwarden & PCC Chairman)

G. Perry

Graham Perry (Treasurer)

The Parochial Church Council of the Ecclesiastical Parish of St Mary-the-Virgin, Dover

Balance sheet at 31 December 2023

	Note	2023 £	2022 £
Fixed Assets			
Tangible fixed assets	2(a)	57,173	58,678
Investment assets	2(b)	<u>762,658</u>	<u>787,928</u>
		819,831	846,606
Current Assets			
Debtors	4	9,888	982
Short term deposits		47,680	46,827
Cash at bank and in hand		<u>38,001</u>	<u>6,311</u>
		95,569	54,120
LIABILITIES: AMOUNTS FALLING DUE WITHIN ONE YEAR	5	-6,302	-4,302
NET CURRENT ASSETS		89,267	49,818
NET ASSETS		909,098	896,424
FUNDS			
Unrestricted			
General Fund		120,160	320,698
Designated Fund	6	<u>169,404</u>	<u>-</u>
		289,564	320,698
Restricted	6	228,949	218,997
Endowment	6	<u>390,585</u>	<u>356,729</u>
		909,098	896,424

The Parochial Church Council of the Ecclesiastical Parish of St Mary-the-Virgin, Dover

Notes to the Financial Statements for the year ended 31 December 2023

1. ACCOUNTING POLICIES

The financial statements have been prepared under the historical cost convention except for the valuation of investment assets, which are shown at market value, and in accordance with the Statement of Recommended Practice (SORP) (FRS 102), subject to the "true and fair override" provision, and the Church Accounting Regulations 2006.

Funds

General funds represent the funds of the PCC that are not subject to any restrictions regarding their use and are available for application on the general purposes of the PCC. Funds designated for a particular purpose by the PCC are also unrestricted.

During this year, funds were designated to the Belltower and to the Jack Hewitt Youth fund. These are shown on the balance sheet as part of unrestricted funds and there is a breakdown in section 6 below.

The accounts include all transactions, assets and liabilities for which the PCC is responsible in law. They do not include the accounts of church groups that owe their main affiliation to another body or those that are informal gatherings of church members.

Incoming resources

Voluntary income and capital sources

Collections are recognised when received by or on behalf of the PCC.

Planned giving receivable under Gift Aid is recognised only when received.

Income tax recoverable on Gift Aid is recognised when the income is received.

Grants and legacies to the PCC are accounted for as soon as the PCC is notified of its legal entitlement, the amount due is quantifiable and its ultimate receipt by the PCC is reasonably certain.

Funds raised by sales and similar events are accounted for gross.

Sales of books and magazines from the church bookstall are accounted for gross.

Services provided by volunteers are not valued or recognised as income.

Other income

Rental from the letting of church premises is recognised when the rental is due.

Income from investments

Dividends are accounted for when due and payable. Interest entitlements are accounted for as they are received. Tax recoverable on such income is recognised in the same accounting year.

Gains and losses on investments

Realised gains or losses on investments are recognised when investments are sold. Unrealised gains or losses are accounted for on revaluation of investments on 31 December.

The Parochial Church Council of the Ecclesiastical Parish of St Mary-the-Virgin, Dover

Resources expended

Grants

Grants and donations are accounted for when paid over, or when awarded, if that award creates a binding obligation on the PCC.

Government Grants relating to revenue are recognised in income on a systematic basis over the periods in which the PCC recognises the related costs for which the grant is intended to compensate.

Activities relating to the work of the Church

The diocesan parish share is accounted for when paid. Any parish share unpaid at 31 December is provided for in these accounts as an operational (though not a legal) liability and is shown as a creditor in the Balance Sheet. During both 2022 and 2023 the diocesan parish share was brought fully up to date – therefore there is no such provision in the accounts for 2023.

Fixed assets

Consecrated property and movable church furnishings

Consecrated and beneficed property of any kind is excluded from the accounts by s.10(2)(a) and (c) of the Charities Act 2011.

Movable church furnishings held by the Vicar and Churchwardens on special trust for the PCC, and which require a faculty for disposal, are accounted for as inalienable property unless consecrated. They are listed in the church's inventory which can be inspected at any reasonable time. For inalienable property acquired prior to 2004 there is insufficient cost information available and therefore such assets are not valued in the accounts. Items acquired since 1 January 2002 have been capitalised and depreciated in the accounts over their currently anticipated useful economic life (initially over four years) on a straight-line basis.

All expenditure incurred in the year on consecrated or beneficed buildings, individual items under £1,000 or on the repair of movable church furnishings acquired before 1 January 2002, is written off.

Other fixtures, fittings and office equipment

Equipment used within the church premises is depreciated on a straight-line basis over four years. Individual items of equipment with a purchase price of £1,000 or less are written off when the asset is acquired.

Investments

Investments are valued at market value at 31 December.

Current assets

Amounts owing to the PCC at 31 December in respect of fees, rents or other income are shown as debtors less provision for amounts that may prove uncollectable.

Short-term deposits include cash held on deposit either with the CBF Church of England Funds or at the bank. There are two deposit accounts with the CCLA that respectively hold Restricted or Designated cash.

A significant deposit was paid in October 2023 for a Fire Alarm System to be installed in the parish centre in January 2024. As the work was to be completed in 2024, that payment has been included as a prepayment among other current assets in 2023.

The Parochial Church Council of the Ecclesiastical Parish of St Mary-the-Virgin, Dover

2. FIXED ASSETS FOR USE BY THE PCC

2(a) Tangible fixed assets		Freehold land and buildings	Fittings and equipment	Total
		£	£	£
ACTUAL/DEEMED COST	At 1 January 2023	85,000	131,463	216,463
	Additions	—	3,690	3,690
	At 31 December 2023	<u>85,000</u>	<u>135,153</u>	<u>220,153</u>
DEPRECIATION	At 1 January 2023	30,600	127,185	157,785
	Charge for the year	1,700	3,495	5,195
	At 31 December 2023	<u>32,300</u>	<u>130,680</u>	<u>162,980</u>
NET BOOK VALUE	At 1 January 2023	<u>54,400</u>	<u>4,278</u>	<u>58,678</u>
	At 31 December 2023	<u>52,700</u>	<u>4,473</u>	<u>57,173</u>

The freehold land and buildings comprise the Parish Centre. For accounting purposes, the historical cost of this property is deemed to be the cost as stated by the Architects in the letter of December 1974 and has not been updated. The fittings and equipment are used in St Mary's Church and the Parish Centre.

2(b) Investment fixed assets

Movements in the year:

	£
Market value – 1 January 2023	787,928
Less sales of shares Feb-23	-70,000
Less sales of shares Nov-23	-20,000
Net gain on annual revaluation	64,730
Market Value – 31 December 2023	<u>762,658</u>

Holdings of shares held were:

	01-Jan-23	31-Dec-23
CBF Church of England Investment Fund Income Shares *	29,178	25,061
Fidelity Extra Income Fund Y – Acc	27,330	27,330
M&G Corporate Bond I Inc **	107,473	112,440
M&G Strategic Corporate Bond Fund I Inc **	3,982	4,162
Threadneedle UK Equity Income RDR Z Inc **	26,012	26,679
Threadneedle UK Monthly Income RDR Z Inc **	26,615	27,708

* 3194.8 shares sold 07/02/23, 922.62 shares sold 30/11/23

** Dividends reinvested

The Parochial Church Council of the Ecclesiastical Parish of St Mary-the-Virgin, Dover

3. ANALYSIS OF NET ASSETS BY FUND

	Unrestricted	Restricted	Endowment	Total
	Funds	Funds	Fund	
	£	£	£	£
Fixed Assets for Church use	57,173	—	—	57,173
Investment Fixed Assets	175,918	196,155	390,585	762,658
Current Assets	62,775	32,794	—	95,569
Current Liabilities	-6,302	—	—	-6,302
Fund balance	<u>289,564</u>	<u>228,949</u>	<u>390,585</u>	<u>909,098</u>

4. DEBTORS

	2023	2022
	£	£
Prepayments	9,888	982
Tax Refunds	0	0
	<u>9,888</u>	<u>982</u>

5. LIABILITIES: AMOUNTS FALLING DUE WITHIN ONE YEAR

	2023	2022
	£	£
Accruals of Parish Share	0	0
Accruals of utilities and other costs	6,302	4,302
Payments received in advance	0	0
	<u>6,302</u>	<u>4,302</u>

The Parochial Church Council of the Ecclesiastical Parish of St Mary-the-Virgin, Dover

6. FUND DETAILS

Restricted funds	Balance	Incoming	Outgoing	Transfers	Gains/	Balance
	b/f	Resources	Resources		(Losses)	c/f
	£	£	£	£	£	£
Fabric Fund	14,996	4,900	-4,596	—	—	15,300
Nora Eades Bequest	13,143	538	—	—	—	13,681
Dickinson Bequest	2,207	97	-650	—	—	1,654
Saddleton Bequest	185,521	—	—	—	10,634	196,155
Turnpenny Bequest	3,130	124	-1,095	—	—	2,159
	218,997	5,659	-6,341	0	10,634	228,949

Restricted funds

The Restricted funds comprise the following:

- a) Fabric Fund: for the upkeep and development of the fabric of the church.
- b) Nora Eades bequest: for the upkeep and replacement of altar hangings and associated items.
- c) Dickinson bequest: for the upkeep of the church memorial garden.
- d) Saddleton bequest: for the maintenance and repair of the fabric of the church.
- e) Turnpenny bequest: for the choir.

Endowment funds

	2023	2022
	£	£
Dover St Mary General Investment Fund	103,464	94,496
St James's Parish Hall funds	130,591	119,271
M P Laurie Endowment	156,530	142,962
	390,585	356,729

The **Endowment funds** comprise the Dover St Mary General Investment Fund and two St James's Parish Hall funds, the income from all of which can be used for general purposes. The income from the M P Laurie Endowment is restricted to the Fabric Fund.

The increase in Endowment Fund balances arises because of a revaluation of the underlying investments at 31 December 2023.

The Parochial Church Council of the Ecclesiastical Parish of St Mary-the-Virgin, Dover

Designated (Unrestricted Funds)

	Balance	Amount	Income	Expenses	Balance
	b/f	Designated			c/f
	£	£	£	£	£
Jack Hewitt Youth Fund	0	160,429	4,385	(3,353)	161,461
Bells and Belltower fund	0	7,543	400	0	7,943
	0	167,972	4,785	(3,353)	169,404

Designated funds represent unrestricted funds for which the PCC has indicated a particular purpose. During PCC meetings in 2023 the Jack Hewitt Youth Fund was designated for funding youth programmes and money was set aside for the Bells and Belltower maintenance.

7. SALARY COSTS

The PCC employed three people (0.8 equivalent). Their gross wages and salaries amounted to £15,801

No members of the PCC were employed by the PCC in the year ended 31 December 2023.

A former member of the PCC, Mrs Trish Simmons, remains employed by the PCC but resigned from the PCC during the year.

No other member of the PCC received remuneration or expenses for their duties, save the refund of any costs incurred on behalf of the church.

The Parochial Church Council of the Ecclesiastical Parish of St Mary-the-Virgin, Dover

**Independent Examiner's Report
to the Members of The Parochial Church Council of St Mary The Virgin, Dover**

I report on the financial statements for the year ended 31 December 2023 which are set out on pages 11 to 19.

Responsibilities and basis of report

As the charity trustees of the Charity you are responsible for the preparation of the financial statements in accordance with the requirements of the Charities Act 2011 (the "Act").

I report in respect of my examination of the Charity's financial statements carried out under section 145 of the 2011 Act and in carrying out my examination I have followed all the applicable Directions given by the Charity Commission under section 145(5)(b) of the Act.

Independent examiner's statement

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

- 1) accounting records were not kept in respect of the Charity as required by section 130 of the Act; or
- 2) the financial statements do not accord with those records; or
- 3) the financial statements did not comply with the applicable requirements concerning the form and content of financial statements set out in the Charities (Accounts and Reports) Regulations 2008 other than any requirement that the financial statements give a 'true and fair' view which is not a matter considered as part of an independent examination.

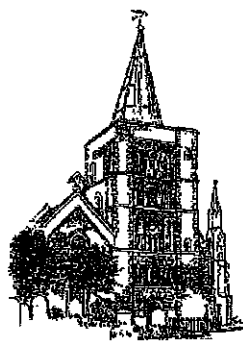
I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in this report in order to enable a proper understanding of the financial statements to be reached.

Ian Derek Pascall FCA
McCabe Ford Williams
Chartered Accountants
Charlton House
Dour Street
DOVER
Kent
CT16 1BL



Date: 17 October 2024

St Mary the Virgin, Dover
a parish within the Dover Town Benefice



Annual Report & Financial Statements
For the Parochial Church Council
For the year ended 31 December 2023

Incumbent: Reverend Melissa Carter,
Team Vicar, Dover Town Team Ministry

C/o St Mary's Church Dover Cannon Street CT16 1BY

Bankers:

CAF Bank Ltd
25 Kings Hill Avenue
Kings Hill
West Malling
ME19 4JQ

Independent Examiners:

McCabe Ford Williams, Chartered Accountants,
Charlton House,
Dour Street, Dover.
CT16 1BL

Registered Charity No: 1134310

The Parochial Church Council of the Ecclesiastical Parish of St Mary-the-Virgin, Dover

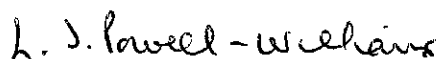
10.1 Membership

The members of the PCC for St Mary the Virgin are either ex officio or elected by the Annual Parochial Church Meeting (APCM) in accordance with the Church Representation Rules. The number of places on the PCC has been reduced in line with Church Regulations regarding the Electoral Roll numbers.

Its membership is as follows:

Incumbent:	The Rev'd Catherine Tucker	From September 2021
Team Vicar:	The Rev'd Melissa Carter	
Asst Curate:	The Rev'd Angela Stupple	Ordained 3 July 2021
Permission to Officiate:	The Rev'd Trish Godfrey	
Churchwardens:	James Francis Lindsay Powell-Williams	
Representatives on the Deanery Synod:		Vacant Position
Elected members of the PCC from APCM 2023	Nikki Goodfellow Una Mills Frances Trewartha (PCC Secretary) Christina Eddolls Jonathan Eddolls Penny Heron Joanna Solly	Lindsay Powell-Williams James Francis Anthony Shilson Paul Tingey Graham Perry (Treasurer) Sammy Wall
	Dave Smith was co-opted as Clerk to the Fabric	
Ex-officio members of the PCC		Chris Scoble (Lay Reader)

This report was approved by the PCC and signed on their behalf by



Lindsay Powell-Williams (Churchwarden & PCC Chairman)



Graham Perry (Treasurer)

The Parochial Church Council of the Ecclesiastical Parish of St Mary-the-Virgin, Dover

Statement of Financial Activity for the year ended 31 December 2023

	Unrestricted Funds		Restricted Funds	Endowment Funds	Total Funds	
	General	Designated			2023	2022
INCOMING RESOURCES						
<i>Incoming Resources from donors</i>	£	£	£	£	£	£
Planned giving	15,633	-	-	-	15,633	20,116
Collections	3,379	-	-	-	3,379	3,060
Gift Aid tax recovered	-	-	-	-	-	2,149
	19,012	-	-	-	19,012	25,325
<i>Other voluntary incoming resources</i>						
Donations – Toke	30,099	-	-	-	30,099	2,967
Donations – other	2,873	-	-	-	2,873	1,361
Legacies	-	-	-	-	-	-
	32,972	-	-	-	32,972	4,328
<i>Income from investments</i>						
Bank interest and dividends	8,070	4,385	5,659	-	18,114	17,213
<i>Income from charitable and ancillary trading</i>						
Parish Centre hire	15,611	-	-	-	15,611	14,988
Parish flat rental	6,973	-	-	-	6,973	5,546
Belltower income	-	400	-	-	400	150
Focus, bookstall and printing	-	-	-	-	-	20
Refreshments	200	-	-	-	200	421
Fees	3,827	-	-	-	3,827	2,815
Other income (inc fundraising)	-	-	-	-	-	695
	26,611	400	-	-	27,011	24,635
<i>Sale of Aycliffe</i>	-	-	-	-	-	143,320
TOTAL INCOMING RESOURCES	86,665	4,785	5,659	-	97,109	214,821
RESOURCES EXPENDED						
<i>Grants</i>						
Charities and appeals	275	3,353	-	-	3,628	5,209
<i>Activities directly relating to the work of the church</i>						
Diocesan Parish Share	61,221	-	-	-	61,221	42,952
Church running expenses	36,637	-	-	-	36,637	31,134
Ministry expenses	961	-	-	-	961	676
Upkeep of services	1,247	-	-	-	1,247	1,403
Buildings maintenance	7,317	-	6,341	-	13,658	18,566
Parish Centre running costs	23,052	-	-	-	23,052	17,974

The Parochial Church Council of the Ecclesiastical Parish of St Mary-the-Virgin, Dover

Parish flat running costs	167	-	-	-	167	268
Belltower running costs	-	-	-	-	-	720
Aycliffe Church Centre	-	-	-	-	-	159
Examination and Professional Fees	8,594	-	-	-	8,594	3,732
	139,196	-	6,341	-	145,537	117,584
TOTAL RESOURCES EXPENDED	139,471	3,353	6,341	-	149,165	122,793
NET INCOMING/(OUTGOING) RESOURCES	(52,806)	1,432	(682)	-	(52,056)	92,028
GAINS/(LOSSES) ON INVESTMENTS	20,240	-	10,634	33,856	64,730	(80,392)
NET MOVEMENT IN FUNDS	(32,566)	1,432	9,952	33,856	12,674	11,636
BALANCES B/F AT 1 JAN 2023	320,698	-	218,997	356,729	896,424	884,788
TRANSFER BETWEEN FUNDS	(167,972)	167,972	-	-	-	-
BALANCES C/F AT 31 DEC 2023	120,160	169,404	228,949	390,585	909,098	896,424

This report was approved by the PCC and signed on their behalf by

L. J. Powell-Williams

Lindsay Powell-Williams (Churchwarden & PCC Chairman)

G. Perry

Graham Perry (Treasurer)

The Parochial Church Council of the Ecclesiastical Parish of St Mary-the-Virgin, Dover

Balance sheet at 31 December 2023

	Note	2023 £	2022 £
Fixed Assets			
Tangible fixed assets	2(a)	57,173	58,678
Investment assets	2(b)	<u>762,658</u>	<u>787,928</u>
		819,831	846,606
Current Assets			
Debtors	4	9,888	982
Short term deposits		47,680	46,827
Cash at bank and in hand		<u>38,001</u>	<u>6,311</u>
		95,569	54,120
LIABILITIES: AMOUNTS FALLING DUE WITHIN ONE YEAR	5	-6,302	-4,302
NET CURRENT ASSETS		89,267	49,818
NET ASSETS		909,098	896,424
FUNDS			
Unrestricted			
General Fund		120,160	320,698
Designated Fund	6	<u>169,404</u>	<u>-</u>
		289,564	320,698
Restricted	6	228,949	218,997
Endowment	6	<u>390,585</u>	<u>356,729</u>
		909,098	896,424

The Parochial Church Council of the Ecclesiastical Parish of St Mary-the-Virgin, Dover

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The Parochial Church Council of the Ecclesiastical Parish of St Mary-the-Virgin, Dover

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	At 31 December 2023	<u>52,700</u>	<u>4,473</u>	<u>57,173</u>

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* 3194.8 shares sold 07/02/23, 922.62 shares sold 30/11/23

** Dividends reinvested

The Parochial Church Council of the Ecclesiastical Parish of St Mary-the-Virgin, Dover

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	Unrestricted	Restricted	Endowment	Total
	Funds	Funds	Fund	
	£	£	£	£
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Current Assets	62,775	32,794	—	95,569
Current Liabilities	-6,302	—	—	-6,302
Fund balance	<u>289,564</u>	<u>228,949</u>	<u>390,585</u>	<u>909,098</u>

4. DEBTORS

	2023	2022
	£	£
Prepayments	9,888	982
Tax Refunds	0	0
	<u>9,888</u>	<u>982</u>

5. LIABILITIES: AMOUNTS FALLING DUE WITHIN ONE YEAR

	2023	2022
	£	£
Accruals of Parish Share	0	0
Accruals of utilities and other costs	6,302	4,302
Payments received in advance	0	0
	<u>6,302</u>	<u>4,302</u>

The Parochial Church Council of the Ecclesiastical Parish of St Mary-the-Virgin, Dover

6. FUND DETAILS

Restricted funds	Balance b/f	Incoming Resources	Outgoing Resources	Transfers	Gains/ (Losses)	Balance c/f
	£	£	£	£	£	£
Fabric Fund	14,996	4,900	-4,596	—	—	15,300
Nora Eades Bequest	13,143	538	—	—	—	13,681
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Restricted funds

The Restricted funds comprise the following:

- a) Fabric Fund: for the upkeep and development of the fabric of the church.
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- c) Dickinson bequest: for the upkeep of the church memorial garden.
- d) Saddleton bequest: for the maintenance and repair of the fabric of the church.
- e) Turnpenny bequest: for the choir.

Endowment funds

	2023 £	2022 £
Dover St Mary General Investment Fund	103,464	94,496
St James's Parish Hall funds	130,591	119,271
M P Laurie Endowment	156,530	142,962
	390,585	356,729

The **Endowment funds** comprise the Dover St Mary General Investment Fund and two St James's Parish Hall funds, the income from all of which can be used for general purposes. The income from the M P Laurie Endowment is restricted to the Fabric Fund.

The increase in Endowment Fund balances arises because of a revaluation of the underlying investments at 31 December 2023.

The Parochial Church Council of the Ecclesiastical Parish of St Mary-the-Virgin, Dover

Designated (Unrestricted Funds)

	Balance	Amount	Income	Expenses	Balance
	b/f	Designated			c/f
	£	£	£	£	£
Jack Hewitt Youth Fund	0	160,429	4,385	(3,353)	161,461
Bells and Belltower fund	0	7,543	400	0	7,943
	0	167,972	4,785	(3,353)	169,404

Designated funds represent unrestricted funds for which the PCC has indicated a particular purpose. During PCC meetings in 2023 the Jack Hewitt Youth Fund was designated for funding youth programmes and money was set aside for the Bells and Belltower maintenance.

7. SALARY COSTS

The PCC employed three people (0.8 equivalent). Their gross wages and salaries amounted to £15,801

No members of the PCC were employed by the PCC in the year ended 31 December 2023.

A former member of the PCC, Mrs Trish Simmons, remains employed by the PCC but resigned from the PCC during the year.

No other member of the PCC received remuneration or expenses for their duties, save the refund of any costs incurred on behalf of the church.

The Parochial Church Council of the Ecclesiastical Parish of St Mary-the-Virgin, Dover

**Independent Examiner's Report
to the Members of The Parochial Church Council of St Mary The Virgin, Dover**

I report on the financial statements for the year ended 31 December 2023 which are set out on pages 11 to 19.

Responsibilities and basis of report

As the charity trustees of the Charity you are responsible for the preparation of the financial statements in accordance with the requirements of the Charities Act 2011 (the "Act").

I report in respect of my examination of the Charity's financial statements carried out under section 145 of the 2011 Act and in carrying out my examination I have followed all the applicable Directions given by the Charity Commission under section 145(5)(b) of the Act.

Independent examiner's statement

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

- 1) accounting records were not kept in respect of the Charity as required by section 130 of the Act; or
- 2) the financial statements do not accord with those records; or
- 3) the financial statements did not comply with the applicable requirements concerning the form and content of financial statements set out in the Charities (Accounts and Reports) Regulations 2008 other than any requirement that the financial statements give a 'true and fair' view which is not a matter considered as part of an independent examination.

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 financial statements to be reached.

Ian Derek Pascall FCA
McCabe Ford Williams
Chartered Accountants
Charlton House
Dour Street
DOVER
Kent
CT16 1BL



Date: 17 October 2024

Accounts

St Mary the Virgin, Dover
a parish within the Dover Town Benefice



Annual Report & Financial Statements
For the Parochial Church Council
For the year ended 31 December 2022

Incumbent: Reverend Catherine Tucker,
Interim Team Rector, Dover Town Team Ministry

C/o St Mary's Church Dover Cannon Street CT16 1BY

Bankers:

CAF Bank Ltd
25 Kings Hill Avenue
Kings Hill
West Malling
ME19 4JQ

Lloyds TSB
Market Square
Dover
CT16 1NB

Independent Examiners:
McCabe Ford Williams, Chartered Accountants,
Charlton House,
Dour Street, Dover.
CT16 1BL

Registered Charity No: 1134310

The Parochial Church Council of the Ecclesiastical Parish of St Mary-the-Virgin, Dover
Parochial Church Council Annual Report for 2022 (continued)

Parochial Church Council Annual Report for 2022

1. Aim and Purpose

St Mary's Parochial Church Council (PCC) has the responsibility of co-operating within the Dover Town Team Ministry, a benefice of five parishes, in promoting in the ecclesiastical Parish the whole mission of the Church, pastoral, evangelistic, social and ecumenical.

The PCC is also specifically responsible for the maintenance of St Mary's Parish Centre, Dieu Stone Lane, Dover.

Also to note that the Aycliffe Church Centre has been disposed of, that is sold, and is therefore no longer under our maintenance.

Also to note that the fifth parish of Guston is at this time under Pastoral Reorganisation and there having been no objection from any of the remaining four parishes of Dover Town is very likely to Transfer to the Bewsborough Benefice in the next few months.

2. Objectives and Activities

The PCC is committed to encouraging and nurturing the Christian faith, as expressed in the Dover Town Team Vision set out below. The PCC is committed to enabling as many people as possible to be a part of the parish community of St Mary's and to put faith into practice through prayer, worship, study and sacrament.

When planning activities, 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. Specific objectives aimed to encourage people to live out their faith as part of the parish community are set out below.

To facilitate this work, it is important for the PCC to maintain the fabric of the Church of St Mary the Virgin and St Mary's Parish Centre.

2.1 Dover Town Team Vision Statement

First, we want to be spiritually fruitful; to follow Christ and be his disciples. Second, we want our churches to work together in their unique ways to show our love for our God, our neighbours and our community. That will involve inspiring worship; deepening faith; persistent prayer; mutual care, and reaching out with Jesus' love to those in need. Third, we want to be a strong Church of England presence together within the town of Dover for all generations.

2.2 St Mary's Parish Objectives

Our Parish objectives are:

- To increase the regular worshipping congregation, by offering a vibrant, varied worship: both celebrating the traditions of the church, as well as opportunities for contemporary worship.
- To use all church resources to build church life and to engage with the town, port and community – especially amongst those in need.
- To be actively engaged in local and world justice.

The Parochial Church Council of the Ecclesiastical Parish of St Mary-the-Virgin, Dover
Parochial Church Council Annual Report for 2022 (continued)

- To be an inviting, welcoming and inclusive Church, offering all opportunities to grow in spirituality and understanding of the Christian faith.
- To achieve greater active involvement of all church members in ministry; and to encourage more people to respond to opportunities for accredited ministries, lay and ordained – especially promoting the Authorised Lay Ministries.
- To demonstrate compassion and care for one another and promote the healing ministry of the Church.
- To underpin all our work by a spirit of generosity, good organisation and sound financial management.

3. Thomas Toke Charity

The Thomas Toke Charity is a registered charity (no. 252405) whose income is restricted for use on and in St Mary's church building. The PCC received £2,966.67 from the charity as reimbursement for qualifying expenditure during 2022.

4. Achievements and Performance

Lindsay Powell-Williams, as Electoral Roll Officer, reported that 17 long standing members of the congregation have departed in the last two years, 10 have passed away with others still wary of returning mainly due to Covid. Currently, the roll is 100 and this is made up of 32% living within the parish, while 68% reside outside of the parish. In 2024, the electoral roll will have to be fully revised and the new forms have space for email addresses. This will make it easier to communicate with members.

4.1 Church and other Fabric

The fabric of St Mary's continues to be maintained to a very high standard, with annual mandatory maintenance and improvement to the fabric, which follows the current legislation. This is carried out under the supervision of Dave Smith, Clerk to the Fabric, and or Architect, John Minter of Lee Evans Partnership LLP, Architect and Town Planners. Our thanks go to Dave, John, plumbers, electricians, and all involved in the maintenance of our church buildings.

Work continued on providing access to the North Valley of the church roof via the newly created window opening in the bell tower. The work was completed during the summer with the installation of a fixed access ladder and a small platform to gain access to the roof area.

All outstanding stone work repairs from 2021 were completed by the summer of 2022.

All ground gutters were cleared at the start of Autumn and a number of slates (30) have been repaired or replaced on the church roof. It was noted at the time by the builder that there is a concern that the slates on many areas of the roof are showing signs that they need re-fixing because the nails are corroding and are no longer effectively holding the slates in place. Dave Smith has reported this to the Architect who will look at this issue and advise accordingly.

Boilers and radiators in the church were serviced at the beginning of October. Dave also sourced and purchased two extra Radiant Heaters to be used in the Lady Chapel for the Warm Church Initiative. A new wall heater has been installed in the upper vestry.

The church re-ordering project continues to make good progress.

The Parish Centre's Quinquennial inspection was carried out in the last quarter of 2022 and the report duly received. Dave and our architect have started to work through the urgent work that had been identified in conjunction with our builder John Phillips.

The Parochial Church Council of the Ecclesiastical Parish of St Mary-the-Virgin, Dover
Parochial Church Council Annual Report for 2022 (continued)

A new handrail has been installed to the Parish Centre's kitchen steps. Various small repairs have been carried out as and when required.

Anti-climb spikes have been fitted to the top of the rear fence and rear gate of the Parish Centre and anti-climb paint applied where required.

CCTV has been installed in various locations throughout the Parish Centre.

4.2 Worship and Growth

Our numbers for worship have been varied; with very good numbers at key seasons such as Christmas and Easter and numbers at Friday's Little Lambs, Thursday's Let's Learn English, Saturday's Local-Global Prayers & Reflection and Wednesday's Holy Communion and the Community Café are very healthy, however the average numbers at Sunday services have reduced being now roughly 35-40 people. This is partly to do with those who passed away in recent years for whom we organised a very moving and well attended Memorial & Healing Service in February this year, and also currently a reduced number in the Choir with the loss of our current Director of Music and his family. However, we are pleased that a new Director of Music has been appointed who will start shortly and part of whose remit is to build a children's and young people's choir. In addition we continue with our current focus on increased bridging between the Parish Centre and the Church. In our restructuring of the Ministry Team for over a year St Mary's has had a more regular pattern of Priests and Officiants. This seems to have been beneficial for St Mary's sense of stability. 2 Sundays are now led by the Team Rector, one Sunday is led by Lay Officiants and once a month by the Team Vicar with our retired priest for the Family Friendly Service. Our retired priest and Curate lead the Wednesday Holy Communion. We have many people coming to our church for a variety of reasons and it is a busy, active, flowing and alive place. We have a new Server and new trainee bellringer.

4.4 Community Engagement and Outreach

St Mary's engages in outreach and social action within the local community in many different ways.

'Open Church' for visitors and personal prayer now happens every Saturday morning 10am-12noon with the Team Rector available then for anyone to come and chat or pray. This has had the effect of the community knowing we are open, alive and well on its busiest day in town, making the church available to a variety of people that live or pass-through Dover with some of them coming back to have further pastoral time.

'The Visitors Team' operate for the summer months and has been revitalised by Tim Boyton Adams, and the last season went very well. This included the Kent Pilgrimage Festival organised by the Team Rector in partnership with Maison Dieu and St Mary's saw an art exhibition by the Creative Pilgrims which brought in 700 visitors over two weeks. This also brought the first Icon Painting course by artist Alex Rossignol.

May saw the Mayor's Thanksgiving Service and we also organised our first Seafarers Jobs Fair in collaboration with Dover District Council which took place in the Parish Centre which saw a huge number of people attend.

In addition the church was open during firstly the early summer Platinum Jubilee celebrations and as a whole church we organised a wonderful Saturday Open day and then again in the autumn for the mourning period for our late Queen Elizabeth II. May She Rest In Peace.

Whilst the Parish Centre is used for Parish, Group and Deanery activities and meetings, the premises are also made available for hire to community organisations as well as to other charities at discount rates. It is pleasing to report that the bookings have increased during the year as more groups and hirers began to restart their groups.

The Parochial Church Council of the Ecclesiastical Parish of St Mary-the-Virgin, Dover

Parochial Church Council Annual Report for 2022 (continued)

The Little Lambs Toddlers & Parents group is in its second successful year under the leadership of Trish Simmons and Natalie Shilson, welcoming an average of 20 families of diverse backgrounds, per week.

The Community Café, run from the Parish Centre by volunteers, has been very successful in attracting many folk, some going through difficult times in their lives, who are not regular church-goers, and we trust that this will continue in 2023.

A new outreach programme called for by some of our local schools is called Let's Learn English. This brings migrant families settled in Dover to learn the English language enabling them to negotiate life in the UK more easily. This is taught by a PCC member Paul Tingey who is TEFL trained and offers his services voluntarily.

The Bridging & Outreach sub-committee set up by our Reader Chris Scoble to increase the relationship between church and Parish Centre community users continues and an outward facing screen monitor is in place in the Parish Centre Window for all passers-by to view.

St Mary's continues as a collection point for donated goods. We support Fair Trade.

The Jack Hewitt Fund, established in 2005, supports youth work within the Dover Deanery. In addition to covering the cost of the on-going organ scholarship (vacant since September 2019) and St Mary's youth work. Applications for grants are welcomed from youth organisations and individuals based within the Dover area.

Our Pastoral Care Team supports those in our parish who are sick and housebound, under the supervision and organisation of our Pastoral Care Co-ordinator.

4.5 St Mary's & Aycliffe primary schools

The links with the Church School are very important to St Mary's and members of the congregation have taken on important roles, including governorship. The School periodically visits the Church for worship at festivals and for their Leavers' Service. Clergy visit the school weekly to lead Collective Worship and help deliver the RE curriculum. The Team Rector is now building increased links between St Mary's school and the church as well as with Aycliffe School.

4.6 Dover College.

There has been a markedly increased link with Dover College, an independent school with both preparatory and secondary provision. The Team Rector, Team Vicar and two Readers now lead a morning Chapel on a weekly basis and part lead a weekly discussion group for the older pupils.

4.7 Pastoral Offices

During 2022 funeral services remained stable whilst our Baptisms rose. Weddings remain low although some are booked for the future.

4.8 Music

The music tradition of St Mary's is a very important part of the life of the Church. Under the leadership of our Director of Music, St Mary's choir helps lead the worship Sunday by Sunday and participates in a number of additional services throughout the year. We thank Stephen Yarrow and Charles Spanner and all the choir members for their contribution to our worship.

The Parochial Church Council of the Ecclesiastical Parish of St Mary-the-Virgin, Dover
Parochial Church Council Annual Report for 2022 (continued)

4.9 Partnerships in the Town

The Team Rector is a Port Chaplain attending monthly meetings with the other Chaplains and leading key memorial services. This year the memorial for the Zeebrugge Disaster of 1986 saw a different format, with St Mary's memorial window being a focus for an Open Weekend. St Mary's is also part of of Christians Together in Dover making links ecumenically across the town and linking with Dover's Foodbanks, Street Pastors and projects such as Baby Basics. The Team Rector is Honorary Chaplain to the Town's Mayor and encourages St Mary's Civic role as a church.

4.10 Stewardship Campaign

A new stewardship campaign was launched this year including new aspects of Just Giving and the Parish Giving Scheme. A contactless card machine has been installed at the back of church.

Wi-Fi has been installed in the church.

5. Plans for the future

Our plans for the future are prayerfully based upon the vision set out in paragraph 2 above. In particular, the PCC will be investigating the possibilities of:

- Improving the links between the church community and our parish neighbourhoods, the Town of Dover and the seafaring community. July will see a new Maritime Exhibition in Church with Christchurch University to coincide with Sea Sunday at which our Area Dean is preaching in connection with RNLI.
- Designating ourselves The Sailors Church as we develop our ministry to the seafaring community and the development of a new logo.
- Re-ordering our interior to assist with community engagement and flexibility of worship.
- Developing our technological equipment in order to offer the public with a 21st century experience.
- Setting up a Friends of St Mary's Association to raise funds and build links with our wider community of supporters.
- Developing our ministry to children, families and young people in partnership with the other Benefice parishes.
- Tending the spiritual life of both churchgoers and non-churchgoers through various kinds of worship, prayer and study. Developing a Confirmation Course and holding a Confirmation service, being the first since COVID.

6. Financial Review

The PCC is responsible for all parish finance, its management and control. Its legal responsibilities include keeping proper and sufficient accounting records, ensuring that its finances are retained under control even when certain duties are delegated, preparing the Annual Accounts and Report, which have to be presented to the Annual Parochial Church Meeting, and arranging for the independent examination of the financial statements.

As part of its discharge of those duties, the PCC monitors its income and expenditure throughout the year, the Treasurer reporting to the Standing Committee and to full meetings of the PCC.

Voluntary giving continued to fall in 2022, and the Team Rector and the PCC are working on plans to address the shortfall in giving in 2022. Although new giving methods such as the Parish Giving Scheme, JustGiving and a more advanced credit/card reader have been pursued, they were not live during the period in question.

The Parochial Church Council of the Ecclesiastical Parish of St Mary-the-Virgin, Dover
Parochial Church Council Annual Report for 2022 (continued)

Expenditure in 2022 was lower than the previous year, largely due to a reduced Diocesan Parish Share and lower expenditure on building maintenance. Income has been significantly increased in Parish Centre hire and collections likely due to further returns to normal activity following COVID. The Parish Flat has also had a tenant for the full year and that income has also significantly increased.

7. Reserves Policy

The PCC reviewed its investment policy in September 2018 and will do so again during 2023. Its investment objectives seek to provide through investment yields sufficient to allow the PCC, together with other available sources of income, to meet its present and foreseeable funding needs. Whilst not restricting investments to funds specifically described as 'Ethical', regard is to be paid to ensure that the PCC's funds are not invested in activities inconsistent with the Church's Christian beliefs.

The PCC has adopted a cautious policy in relation to the investment of reserves using the CBF's Church of England Funds - in view particularly of the CBF's good reputation for reliable and ethically responsible investment - and Fidelity worldwide investment. The PCC's investments lost £80,392 during the course of 2022, and shares to the value of £89,000 were purchased during the year from the proceeds of the Aycliffe sale.

During the disruption caused by the COVID pandemic, all funds were un-designated. This is to be reviewed in early 2023, with funds to be designated to functions such as the belltower and the Jack Hewitt Youth Fund.

8. Volunteers

The PCC would like to thank all those who work so hard in volunteering to take part in the life of St Mary's, be it cleaning or gardening or in helping with our work in the community.

9. Structure, governance and management

The method of appointment of PCC members is set out in the Church Representation Rules. At St Mary's, Dover, the membership of the PCC consists of the clergy, lay ministers, churchwardens and members elected by those members of the congregation, who are on the electoral roll of the church. All those who attend services are encouraged to register on the Electoral Roll and stand for election to the PCC.

The PCC members are responsible for making decisions on all matters of general concern and importance to the parish including the deciding on how funds of the PCC are to be spent.

The full PCC met 6 times during the year with an average level of attendance of 70%.

9.1 Standing Committee

This is the only committee required by law. It has the power to transact business of the PCC between its meetings, subject to any directions given by the Council. During 2022, its meetings were held face-to-face, with some decisions taken by email discussion.

The full PCC meets every two months and the agendas have been streamlined to allow time for in-depth discussion on policy and significant items, while devolving more detailed matters to the Standing Committee, with the aim of reducing delays in decision making to a minimum. The Standing Committee minutes are reviewed at each PCC meeting.

The Parochial Church Council of the Ecclesiastical Parish of St Mary-the-Virgin, Dover
Parochial Church Council Annual Report for 2022 (continued)

9.2 Safeguarding

Our Parish Safeguarding Co-ordinator and Parish Disclosure Officer ensure that our parish procedures, organisation and pastoral practices comply with Diocesan Safeguarding guidelines and that all those who work with vulnerable adults and children are properly trained and have their DBS certificates issued or renewed. Regular meetings take place with the Team Rector.

10. Administrative Information

St Mary's Church is situated in Cannon Street, Dover. Its correspondence address:

St Mary's Parish Office
The Parish Centre
Dieu Stone Lane
Dover
CT16 1BY

The PCC is a body corporate (PCC Powers Measure 1956, Church Representation Rules 2006) and is registered with the Charity Commission under the full title of "The Parochial Church Council of the Ecclesiastical Parish of St Mary the Virgin, Dover" with the Registered Number 1134310.

10.1 Membership

The members of the PCC for St Mary the Virgin are either ex officio or elected by the Annual Parochial Church Meeting (APCM) in accordance with the Church Representation Rules. The number of places on the PCC has been reduced in line with Church Regulations regarding the Electoral Roll numbers.

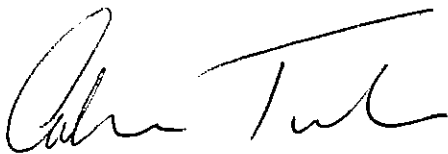
The Parochial Church Council of the Ecclesiastical Parish of St Mary-the-Virgin, Dover
Parochial Church Council Annual Report for 2022 (continued)

Its membership is as follows:

Incumbent:	The Rev'd Catherine Tucker	From September 2021
Team Vicar	The Rev'd Melissa Carter	
Asst Curate:	The Rev'd Angela Stupple	Ordained 3 July 2021
Permission to Officiate	The Rev'd Trish Godfrey	
Churchwardens:	Anthony Shilson Nigel Simmons	
Representatives on the Deanery Synod:	Trish Simmons Vacant Position	until 31/05/2023
Elected members of the PCC from 2021	Nikki Goodfellow Una Mills Trish Simmons Barbara Stapleton (Secretary) Dave Smith was co-opted as Clerk to the Fabric	Craig Hemingway Phillip Janaway Anthony Shilson Nigel Simmons Paul Tingey Joe Yarrow Stephen Yarrow (Treasurer)
Churchwardens at APCM 2022	Anthony Shilson & Lindsay Powell- Williams	
Elected members of the PCC from APCM 2022	Nikki Goodfellow Una Mills Trish Simmons Fran Trewartha (PCC Secretary) Dave Smith was co-opted as Clerk to the Fabric Stephen Yarrow was co-opted as Director of Music	Craig Hemingway Lindsay Powell-Williams Anthony Shilson Nigel Simmons Paul Tingey Joe Yarrow Graham Perry (Treasurer) Sammy Wall Tina Eddolls Jon Eddolls
Ex-officio members of the PCC		Chris Scoble (Lay Reader)

The Parochial Church Council of the Ecclesiastical Parish of St Mary-the-Virgin, Dover
Parochial Church Council Annual Report for 2022 (continued)

This report was approved by the PCC and signed on their behalf by

A handwritten signature in black ink, appearing to read 'Catherine Tucker', written in a cursive style.

Rev'd Catherine Tucker (Interim Rector & PCC Chairman)

A handwritten signature in black ink, appearing to read 'Graham Perry', written in a cursive style.

Graham Perry (Treasurer)

The Parochial Church Council of the Ecclesiastical Parish of St Mary-the-Virgin, Dover

	Unrestricted Funds		Restricted Funds	Endowment Funds	Total Funds	
INCOMING RESOURCES	General	Designated			2022	2021
<i>Incoming Resources from donors</i>	£	£	£	£	£	£
Planned giving	20,116	-	-	-	20,116	19,457
Collections	3,060	-	-	-	3,060	1,667
Gift Aid tax recovered	2,149	-	-	-	2,149	5,553
	25,325	-	-	-	25,325	26,677
<i>Other voluntary incoming resources</i>						
Donations – Toke	2,967	-	-	-	2,967	19,296
Donations – other	1,361	-	-	-	1,361	93
Legacies	-	-	-	-	-	10,000
	4,328	-	-	-	4,328	29,389
<i>Income from investments</i>						
Bank interest and dividends	12,369	-	4,844	-	17,213	15,745
<i>Income from charitable and ancillary trading</i>						
Parish Centre hire	14,988	-	-	-	14,988	5,621
Parish flat rental	5,546	-	-	-	5,546	3,244
Belltower income	150	-	-	-	150	100
Aycliffe Church Centre	-	-	-	-	-	50
Focus, bookstall and printing	20	-	-	-	20	-
Refreshments	421	-	-	-	421	148
Fees	2,815	-	-	-	2,815	1,744
Other income (inc fundraising)	695	-	-	-	695	1,632
VAT Recovered (LPoWGS)	-	-	-	-	-	2,192
	24,635	-	-	-	24,635	14,731
<i>Sale of Aycliffe Church Centre</i>	143,320	-	-	-	143,320	-
TOTAL INCOMING RESOURCES	209,977	-	4,844	-	214,821	86,542
RESOURCES EXPENDED						
<i>Grants</i>						
Charities and appeals	5,209	-	-	-	5,209	2,072
<i>Activities directly relating to the work of the church</i>						
Diocesan Parish Share	42,952	-	-	-	42,952	64,242
Church running expenses	31,134	-	-	-	31,134	26,865
Ministry expenses	676	-	-	-	676	265
Upkeep of services	1,403	-	-	-	1,403	774
Buildings maintenance	8,983	-	9,583	-	18,566	27,074
Parish Centre running costs	17,974	-	-	-	17,974	19,574
Parish flat running costs	268	-	-	-	268	-
Belltower running costs	720	-	-	-	720	-
Aycliffe Church Centre	159	-	-	-	159	944
Examination and Professional Fees	3,732	-	-	-	3,732	1,992
	108,001	-	9,583	-	117,584	141,730
TOTAL RESOURCES EXPENDED	113,210	-	9,583	-	122,793	143,802
NET INCOMING/(OUTGOING) RESOURCES	96,767	-	(4,739)	-	92,028	(57,260)

The Parochial Church Council of the Ecclesiastical Parish of St Mary-the-Virgin, Dover

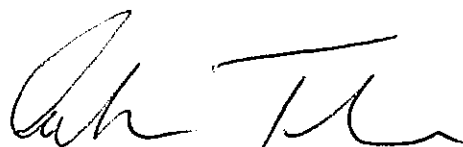
GAINS/(LOSSES) ON INVESTMENTS	(19,021)	–	(14,013)	(47,358)	(80,392)	86,566
NET MOVEMENT IN FUNDS	77,746	–	(18,752)	(47,358)	11,636	29,306
BALANCES B/F AT 1 JAN 2022	242,952	–	237,749	404,087	884,788	855,482
TRANSFER BETWEEN FUNDS	–	–	–	–	–	–
BALANCES C/F AT 31 DEC 2022	320,698	–	218,997	356,729	896,424	884,788

The Parochial Church Council of the Ecclesiastical Parish of St Mary-the-Virgin, Dover

Balance Sheet at 31 December 2022

		2022	2021
		£	£
Fixed Assets			
	Tangible fixed assets	58,678	60,810
	Investment assets	787,928	779,320
		846,606	840,130
Current Assets			
	Debtors	982	16,337
	Short term deposits	46,827	41,983
	Cash at bank and in hand	6,311	17,548
		54,120	75,868
LIABILITIES: AMOUNTS FALLING DUE WITHIN ONE YEAR		(4,302)	(31,210)
NET CURRENT ASSETS		49,818	44,658
NET ASSETS		896,424	884,788
FUNDS			
	Unrestricted		
	• General Fund	320,698	242,952
	• Designated Fund	-	-
		320,698	242,952
	Restricted	218,997	237,749
	Endowment	356,729	404,087
		896,424	884,788

This report was approved by the PCC and signed on their behalf by



Rev'd Catherine Tucker (Interim Rector & PCC Chairman)



Graham Perry (Treasurer)

The Parochial Church Council of the Ecclesiastical Parish of St Mary-the-Virgin, Dover
Notes to the Financial Statements for the year ended 31 December 2022

Notes to the Financial Statements for the year ended 31 December 2022

1. ACCOUNTING POLICIES

The financial statements have been prepared under the historical cost convention except for the valuation of investment assets, which are shown at market value, and in accordance with the Statement of Recommended Practice (SORP) (FRS 102), subject to the "true and fair override" provision, and the Church Accounting Regulations 2006.

Funds

General funds represent the funds of the PCC that are not subject to any restrictions regarding their use and are available for application on the general purposes of the PCC. Funds designated for a particular purpose by the PCC are also unrestricted.

The accounts include all transactions, assets and liabilities for which the PCC is responsible in law. They do not include the accounts of church groups that owe their main affiliation to another body or those that are informal gatherings of church members.

Incoming resources

Voluntary income and capital sources

Collections are recognised when received by or on behalf of the PCC.

Planned giving receivable under Gift Aid is recognised only when received.

Income tax recoverable on Gift Aid is recognised when the income is received.

Grants and legacies to the PCC are accounted for as soon as the PCC is notified of its legal entitlement, the amount due is quantifiable and its ultimate receipt by the PCC is reasonably certain.

Funds raised by sales and similar events are accounted for gross.

Sales of books and magazines from the church bookstall are accounted for gross.

Services provided by volunteers are not valued or recognised as income.

Other income

Rental from the letting of church premises is recognised when the rental is due.

Note that at the request of the PCC, income from the parish centre, parish flat and belltower is shown separately for the first time. Previously these three items were added together.

Income from investments

Dividends are accounted for when due and payable. Interest entitlements are accounted for as they are received. Tax recoverable on such income is recognised in the same accounting year.

The Parochial Church Council of the Ecclesiastical Parish of St Mary-the-Virgin, Dover
Notes to the Financial Statements (continued)

Gains and losses on Investments

Realised gains or losses on investments are recognised when investments are sold. Unrealised gains or losses are accounted for on revaluation of investments on 31 December.

Resources expended

Grants

Grants and donations are accounted for when paid over, or when awarded, if that award creates a binding obligation on the PCC.

Government Grants relating to revenue are recognised in income on a systematic basis over the periods in which the PCC recognises the related costs for which the grant is intended to compensate.

Activities relating to the work of the Church

The diocesan parish share is accounted for when paid. Any parish share unpaid at 31 December is provided for in these accounts as an operational (though not a legal) liability and is shown as a creditor in the Balance Sheet. During 2022 the diocesan parish share was brought fully up to date – therefore there is no such provision in the accounts for 2022.

Note that at the request of the PCC, expenditure for the parish centre, parish flat and belltower is shown separately for the first time. Previously the parish centre and parish flat were shown together, and the belltower was included under buildings maintenance.

Fixed assets

Consecrated property and movable church furnishings

Consecrated and beneficed property of any kind is excluded from the accounts by s.10(2)(a) and (c) the Charities Act 2011.

Movable church furnishings held by the Vicar and Churchwardens on special trust for the PCC, and which require a faculty for disposal, are accounted for as inalienable property unless consecrated. They are listed in the church's inventory which can be inspected at any reasonable time. For inalienable property acquired prior to 2004 there is insufficient cost information available and therefore such assets are not valued in the accounts. Items acquired since 1 January 2002 have been capitalised and depreciated in the accounts over their currently anticipated useful economic life (initially over four years) on a straight-line basis.

All expenditure incurred in the year on consecrated or beneficed buildings, individual items under £1000 or on the repair of movable church furnishings acquired before 1 January 2002, is written off.

Other fixtures, fittings and office equipment

Equipment used within the church premises is depreciated on a straight line basis over four years. Individual items of equipment with a purchase price of £1000 or less are written off when the asset is acquired.

The Parochial Church Council of the Ecclesiastical Parish of St Mary-the-Virgin, Dover
Notes to the Financial Statements (continued)

Investments

Investments are valued at market value at 31 December.

Current assets

Amounts owing to the PCC at 31 December in respect of fees, rents or other income are shown as debtors less provision for amounts that may prove uncollectable.

Short-term deposits include cash held on deposit either with the CBF Church of England Funds or at the bank.

2. FIXED ASSETS FOR USE BY THE PCC

2(a) Tangible fixed assets		Freehold land and buildings	Fittings and equipment	Total
		£	£	£
ACTUAL/DEEMED COST	At 1 January 2022	85,000	128,052	213,052
	Additions	—	3,411	3,411
	At 31 December 2022	85,000	131,463	216,463
DEPRECIATION	At 1 January 2022	28,900	123,342	152,242
	Charge for the year	1,700	3,843	5,543
	At 31 December 2022	30,600	127,185	157,785
NET BOOK VALUE	At 1 January 2022	56,100	4,710	60,810
	At 31 December 2022	54,400	4,278	58,678

The freehold land and buildings comprise the Parish Centre. For accounting purposes, the historical cost of this property is deemed to be the cost as stated by the Architects in the letter of December 1974 and has not been updated. The fittings and equipment are used in St Mary's Church and the Parish Centre.

The Parochial Church Council of the Ecclesiastical Parish of St Mary-the-Virgin, Dover
Notes to the Financial Statements (continued)

2(b) Investment fixed assets

Movements in the year:

	£
Market value – 1 January 2022	779,320
Net loss on annual revaluation	-80,392
Plus purchase of shares *	89,000
Market Value – 31 December 2022	<u>787,928</u>

Holdings of shares held were:	1 Jan 2022	31 Dec 2022
CBF Church of England Investment Fund Income Shares *	24,791	29,178
Fidelity Extra Income Fund Y – Acc	27,330	27,330
M&G Corporate Bond I Inc **	104,447	107,473
M&G Strategic Corporate Bond Fund I Inc	3,881	3,881
Threadneedle UK Equity Income RDR Z Inc **	25,226	26,012
Threadneedle UK Monthly Income RDR Z Inc **	25,479	26,615

* 4,386.83 Shares purchased in June 2022

** Dividends reinvested

3. ANALYSIS OF NET ASSETS BY FUND

	Unrestricted Funds	Restricted Funds	Endowment Fund	Total
	£	£	£	£
Fixed Assets for Church use	58,678	–	–	58,678
Investment Fixed Assets	245,678	185,521	356,729	787,928
Current Assets	20,644	33,476	–	54,120
Current Liabilities	(4,302)	–	–	(4,302)
Fund balance	<u>320,698</u>	<u>218,997</u>	<u>356,729</u>	<u>896,424</u>

4. DEBTORS

	2022	2021
	£	£
Prepayments	982	1,472
Tax Refunds	0	2,939
Grants	0	11,926
	<u>982</u>	<u>16,337</u>

The Parochial Church Council of the Ecclesiastical Parish of St Mary-the-Virgin, Dover
Notes to the Financial Statements (continued)

5. LIABILITIES: AMOUNTS FALLING DUE WITHIN ONE YEAR

	2022	2021
	£	£
Accruals of Parish Share	0	30,242
Accruals of utilities and other costs	4,302	968
Payments received in advance	0	0
	<u>4,302</u>	<u>31,210</u>

6. FUND DETAILS

Restricted funds	Balance b/f	Incoming Resources	Outgoing Resources	Transfers	Gains/ (Losses)	Balance c/f
	£	£	£	£	£	£
Fabric Fund	18,146	4,529	(7,679)	–	–	14,996
Nora Eades Bequest	12,923	220	–	–	–	13,143
Dickinson Bequest	3,039	43	(875)	–	–	2,207
Saddleton Bequest	199,534	–	–	–	(14,013)	185,521
Turnpenny Bequest	4,107	52	(1,029)	–	–	3,130
	<u>237,749</u>	<u>4,844</u>	<u>(9,583)</u>	<u>-</u>	<u>(14,013)</u>	<u>218,997</u>

Restricted funds

The Restricted funds comprise the following:

- a) Fabric Fund: for the upkeep and development of the fabric of the church.
- b) Nora Eades bequest: for the upkeep and replacement of altar hangings and associated items.
- c) Dickinson bequest: for the upkeep of the church memorial garden.
- d) Saddleton bequest: for the maintenance and repair of the fabric of the church.
- e) Turnpenny bequest: for the choir.

The Parochial Church Council of the Ecclesiastical Parish of St Mary-the-Virgin, Dover
Notes to the Financial Statements (continued)

Endowment funds

	2022	2021
	£	£
Dover St Mary General Investment Fund	94,496	107,041
St James's Parish Hall funds	119,271	135,105
M P Laurie Endowment	<u>142,962</u>	<u>161,941</u>
	<u>356,729</u>	<u>404,087</u>

The **Endowment funds** comprise the Dover St Mary General Investment Fund and two St James's Parish Hall funds, the income from all of which can be used for general purposes. The income from the M P Laurie Endowment is restricted to the Fabric Fund.

7. SALARY COSTS

The PCC employed three people (0.8 equivalent). Their gross wages and salaries amounted to £14,766

Mrs Trish Simmons, a member of the PCC, continued to be employed as Parish Centre Manager on a 24-month fixed term contract at a salary of £8,486.40 per annum. No other member of the PCC received remuneration or expenses for their duties, save the refund of any costs incurred on behalf of the church.

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

I report on the accounts for the year ended 31 December 2022 which are set out on pages 10 to 18.

Responsibilities and basis of report

As the charity trustees of the Charity 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 Charity's accounts carried out under section 145 of the 2011 Act and in carrying out my examination I have followed all the applicable Directions given by the Charity Commission under section 145(5)(b) of the Act.

Independent examiner's statement

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

- 1) accounting records were not kept in respect of the Charity as required by section 130 of the Act; or
- 2) the accounts do not accord with those records; or
- 3) the accounts did not comply with the applicable requirements concerning the form and content of accounts set out in the Charities (Accounts and Reports) Regulations 2008 other than any requirement that the accounts give a 'true and fair' view which is not a matter considered as part of an independent examination.

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.

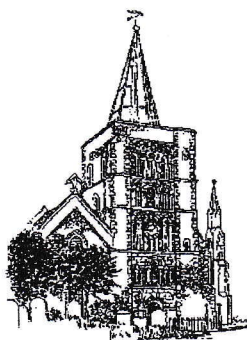
Ian Derek Pascall FCA
McCabe Ford Williams
Chartered Accountants
Charlton House
Dour Street
DOVER
Kent
CT16 1BL



Date: 18 December 2023

Accounts

St Mary the Virgin, Dover
a parish within the Dover Town Benefice



Annual Report & Financial Statements
For the Parochial Church Council
For the year ended 31 December 2021

Incumbent: Reverend Catherine Tucker,
Interim Team Rector, Dover Town Team Ministry

C/o St Mary's Church Dover Cannon Street CT16 1BY

Bankers:

CAF Bank Ltd
25 Kings Hill Avenue
Kings Hill
West Malling
ME19 4JQ

Lloyds TSB
Market Square
Dover
CT16 1NB

Independent Examiners:
McCabe Ford Williams, Chartered Accountants,
Charlton House,
Dour Street, Dover.
CT16 1BL

Registered Charity No: 1134310

The Parochial Church Council of the Ecclesiastical Parish of St Mary-the-Virgin, Dover

Parochial Church Council Annual Report for 2021

1. Aim and Purpose

St Mary's Parochial Church Council (PCC) has the responsibility of co-operating within the Dover Town Team Ministry, a benefice of five parishes, in promoting in the ecclesiastical Parish the whole mission of the Church, pastoral, evangelistic, social and ecumenical.

The PCC is also specifically responsible for the maintenance of Aycliffe Church Centre, Old Folkestone Road, Aycliffe, and St Mary's Parish Centre, Dieu Stone Lane, Dover.

2. Objectives and Activities

The PCC is committed to encouraging and nurturing the Christian faith, as expressed in the Dover Town Team Vision set out below. The PCC is committed to enabling as many people as possible to be a part of the parish community of St Mary's and to put faith into practice through prayer, worship, study and sacrament.

When planning activities, 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. Specific objectives aimed to encourage people to live out their faith as part of the parish community are set out below.

To facilitate this work, it is important for the PCC to maintain the fabric of the Church of St Mary the Virgin, Aycliffe Church Centre and St Mary's Parish Centre.

2.1 Dover Town Team Vision Statement

First, we want to be spiritually fruitful; to follow Christ and be his disciples. Second, we want our churches to work together in their unique ways to show our love for our God, our neighbours and our community. That will involve inspiring worship; deepening faith; persistent prayer; mutual care, and reaching out with Jesus' love to those in need.

2.2 St Mary's Parish Objectives

Our Parish objectives are:

- To increase the regular worshipping congregation, by offering a vibrant, varied worship: both celebrating the traditions of the church, as well as opportunities for contemporary worship.
- To use all church resources to build church life and to engage with the town, port and community – especially amongst those in need.
- To be actively engaged in local and world justice.
- To be an inviting, welcoming and inclusive Church, offering all opportunities to grow in spirituality and understanding of the Christian faith.
- To achieve greater active involvement of all church members in ministry; and to encourage more people to respond to opportunities for accredited ministries, lay and ordained – especially promoting the Authorised Lay Ministries.
- To demonstrate compassion and care for one another and promote the healing ministry of the Church.
- To underpin all our work by a spirit of generosity, good organisation and sound financial management.

The Parochial Church Council of the Ecclesiastical Parish of St Mary-the-Virgin, Dover

Parochial Church Council Annual Report for 2021

3. Thomas Toke Charity

The Thomas Toke Charity is a registered charity (no. 252405) whose income is restricted for use on and in St Mary's church building. The PCC received £19,296.17 from the charity as reimbursement for qualifying expenditure during 2021.

4. Achievements and Performance

The Electoral Roll stood at 91 on 31 December 2021. Of these 32% lived within the parish and 68% outside. This is a decline in numbers. With the appointment of an Interim Team Rector in September and the end of lockdown, we are beginning to see a reverse in this trend.

4.1 Church and other Fabric

The fabric of St Mary's is in very good order, with annual mandatory maintenance and improvement to the fabric, which follows current legislation, under the supervision of Dave Smith, Clerk to the Fabric, and our Architect, John Minter of Lee Evans Partnership LLP, Architect and Town Planners. Our thanks go to Dave, John and all involved in the maintenance of our church buildings.

There are on-going stonework repairs from the last Quinquennial. The estimated cost of this work has been funded by the Toke Charity.

Dave Smith and the Architect have been working to establish a safe access to the North Valley gutter through a window opening from the tower. The access is required to allow frequent cleaning of the bird fouling that accounts for the valley drain blocking and ingress of water into the Church. They have also completed a new French Drain to carry water from the vestry roof downpipe into an adjacent foul drain at the west end of the vestry, with the aim of eliminating the damp issue in the toilet area as recommended in the last Quinquennial report.

The Parish Centre is generally in good order. The PCC are considering the installation of a commercial grade kitchen to increase the hiring opportunities and the main hall floor will soon require attention.

The Parish Flat has been refurbished and subsequently let for rental through Tersons.

It was discovered during the summer 2019 that the Aycliffe Church Centre roof urgently required attention. A decision was taken in January 2020 that the roof was not economically repairable. This building does not benefit from any current church endowments, so any repairs have to be funded via the St Mary's general funds. However, with the restrictions imposed by COVID regulations, the condition of the building worsened significantly and the PCC reluctantly took the decision to dispose of the building. A buyer has been found, and the sale of the property is expected to complete in early 2022.

A small working group has been looking at significant potential changes to the layout within the church to maximise future use for flexibility in worship, children's work, bookshop, café and increased community engagement. Architects Lee Evans have prepared a series of options for consideration and the working group will be seeking to engage with the congregation on any changes during the coming year.

The Parochial Church Council of the Ecclesiastical Parish of St Mary-the-Virgin, Dover

Parochial Church Council Annual Report for 2021

4.2 Worship and Growth

The national lockdown of churches in 2021 and the concern over the COVID pandemic meant that St Mary's church was closed for part of the year. During this time, on-line services were shared across the Dover Town Benefice using social media, Zoom and YouTube facilities. With COVID precautions in place, the church eventually reopened offering a programme of Matins and twice monthly Eucharist service on Sundays. The Wednesday Eucharist service was also re-instated. Latterly there have also been Saturday morning prayers and Open Church for visitors every Saturday morning and the introduction of a Family Friendly Eucharist Service every month headed up by the Team Vicar.

4.4 Community Engagement and Outreach

St Mary's engages in outreach and social action within the local community in many different ways.

Whilst the Parish Centre is used for Parish, Group and Deanery activities and meetings, the premises are also made available for hire to community organisations as well as to other charities at discount rates. It is pleasing to report that the bookings have increased during the year as more groups and hirers began to restart their groups.

The Community Café, run from the Parish Centre by volunteers, has been very successful in attracting many folk, some going through difficult times in their lives, who are not regular church-goers, and we trust that this will continue in 2022. A new sub-committee has been set up by our Reader to increase the relationship between church and Parish Centre community users.

St Mary's continues as a collection point for donated goods. We support Fair Trade.

The Jack Hewitt Fund, established in 2005, supports youth work within the Dover Deanery. In addition to covering the cost of the on-going organ scholarship (vacant since September 2019) and St Mary's youth work. Applications for grants are welcomed from youth organisations and individuals based within the Dover area.

Our Pastoral Care Team supports those in our parish who are sick and housebound, under the supervision and organisation of our Pastoral Care Co-ordinator. This support has been via telephone contact and face to face, as COVID restrictions have allowed.

4.5 St Mary's School

The links with the Church School are very important to St Mary's and members of the congregation have taken on important roles, including governorship. The School periodically visits the Church for worship at festivals and for their Leavers' Service. Clergy visit the school weekly to lead Collective Worship and help deliver the RE curriculum. The new Team Rector is now building increased links between St Mary's school and the church as well as with Aycliffe School.

4.6 Pastoral Offices

During 2021 funeral services rose whilst our Baptisms and Weddings were low and there were no Confirmations all due to Covid. This will naturally shift in 2022.

4.7 Music

The music tradition of St Mary's is a very important part of the life of the Church. Under the leadership of our Director of Music, St Mary's choir helps lead the worship Sunday by Sunday and participates in a number of additional services throughout the year. We thank Malcolm Munro and all the choir members for their contribution to our worship.

The Parochial Church Council of the Ecclesiastical Parish of St Mary-the-Virgin, Dover

Parochial Church Council Annual Report for 2021

5. Plans for the future

Our plans for the future are prayerfully based upon the vision set out in paragraph 2 above. In particular, the PCC will be investigating the possibilities of:

- Improving the links between the church community and our parish neighbourhoods, the Town of Dover and the seafaring community.
- Designating ourselves The Sailors Church as we develop our ministry to the seafaring community.
- Re-ordering our interior to assist with community engagement and flexibility of worship.
- Setting up a Friends of St Mary's Association to raise funds and build links with our wider community of supporters.
- Planning a stewardship campaign to improve resources of both finance and skills.
- Developing our ministry to children, families and young people in partnership with the other Benefice parishes.
- Considering outreach programmes to all sections of our society, especially to those who have suffered under the COVID restrictions.
- Tending the spiritual life of both churchgoers and non-churchgoers through various kinds of worship, prayer and study.

6. Financial Review

The PCC is responsible for all parish finance, its management and control. Its legal responsibilities include keeping proper and sufficient accounting records, ensuring that its finances are retained under control even when certain duties are delegated, preparing the Annual Accounts and Report, which have to be presented to the Annual Parochial Church Meeting, and arranging for the independent examination of the financial statements.

As part of its discharge of those duties, the PCC monitors its income and expenditure throughout the year, the Treasurer reporting to the Standing Committee and to full meetings of the PCC.

Voluntary giving continued to fall in 2021, and the Interim Rector and the PCC will be working on plans to address the shortfall in giving in 2022.

Expenditure in 2021 was lower than the previous year and included further stonework on St Mary's Church and the completion of the refurbishment of the parish flat between tenants. Following the completion of this work the parish flat was re-let from July 2021.

St Mary's once again wishes to express its sincere thanks to Mr Roger Phillips, former Independent Examiner for the PCC, for his time and advice in assisting with the preparation of the attached accounts.

The Parochial Church Council of the Ecclesiastical Parish of St Mary-the-Virgin, Dover

Parochial Church Council Annual Report for 2021

7. Reserves Policy

The PCC reviewed its investment policy in September 2018 and will do so again during 2022. Its investment objectives seek to provide through investment yields sufficient to allow the PCC, together with other available sources of income, to meet its present and foreseeable funding needs. Whilst not restricting investments to funds specifically described as 'Ethical', regard is to be paid to ensure that the PCC's funds are not invested in activities inconsistent with the Church's Christian beliefs.

The PCC has adopted a cautious policy in relation to the investment of reserves using the CBF's Church of England Funds - in view particularly of the CBF's good reputation for reliable and ethically responsible investment - and Fidelity worldwide investment. The PCC's investments gained £86,566 during the course of 2021, but shares to the value of £68,000 were sold during the year, giving a net gain of £18,566.

8. Volunteers

The PCC would like to thank all those who work so hard in volunteering to take part in the life of St Mary's, be it cleaning or gardening or in helping with our work in the community.

9. Structure, governance and management

The method of appointment of PCC members is set out in the Church Representation Rules. At St Mary's, Dover, the membership of the PCC consists of the clergy, churchwardens and members elected by those members of the congregation, who are on the electoral roll of the church. All those who attend services are encouraged to register on the Electoral Roll and stand for election to the PCC.

The PCC members are responsible for making decisions on all matters of general concern and importance to the parish including the deciding on how funds of the PCC are to be spent.

The full PCC met 6 times during the year with an average level of attendance of 60%. Due to the COVID regulations a some of these meetings were held via zoom, and some decisions taken via email.

9.1 Standing Committee

This is the only committee required by law. It has the power to transact business of the PCC between its meetings, subject to any directions given by the Council. During 2021, its meetings were held on-line and face-to-face, with some decisions taken by email discussion.

The full PCC meets every two months and the agendas have been streamlined to allow time for in-depth discussion on policy and significant items, while devolving more detailed matters to the Standing Committee, with the aim of reducing delays in decision making to a minimum. The Standing Committee minutes are reviewed at each PCC meeting.

9.2 Safeguarding

Our Parish Safeguarding Co-ordinator and Parish Disclosure Officer ensures that our parish procedures, organisation and pastoral practices comply with Diocesan Safeguarding guidelines and that all those who work with vulnerable adults and children are properly trained and have their DBS certificates issued or renewed.

The Parochial Church Council of the Ecclesiastical Parish of St Mary-the-Virgin, Dover

Parochial Church Council Annual Report for 2021

10. Administrative information

St Mary's Church is situated in Cannon Street, Dover. Its correspondence address:

St Mary's Parish Office
The Parish Centre
Dieu Stone Lane
Dover
CT16 1BY

The PCC is a body corporate (PCC Powers Measure 1956, Church Representation Rules 2006) and is registered with the Charity Commission under the full title of "The Parochial Church Council of the Ecclesiastical Parish of St Mary the Virgin, Dover" with the Registered Number 1134310.

The Parochial Church Council of the Ecclesiastical Parish of St Mary-the-Virgin, Dover

Parochial Church Council Annual Report for 2021

10.1 Membership

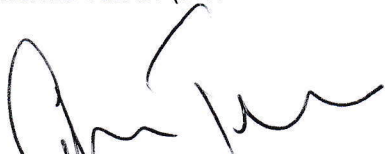
The members of the PCC for St Mary the Virgin are either ex officio or elected by the Annual Parochial Church Meeting (APCM) in accordance with the Church Representation Rules. The number of places on the PCC has been reduced in line with Church Regulations regarding the Electoral Roll numbers.

Its membership is as follows:

Incumbent:	The Rev'd Catherine Tucker	From September 2021
Team Vicar	The Rev'd Melissa Carter	
Asst Curate:	The Rev'd Angela Stupple	Ordained 3 July 2021
Permission to Officiate	The Rev'd Trish Godfrey	
Churchwardens:	Anthony Shilson Nigel Simmons	
Representatives on the Deanery Synod:	Trish Simmons Vacant Position	until 31/05/2023
Elected members of the PCC from APCM 2020	Nikki Goodfellow Una Mills Lindsay Powell-Williams Trish Simmons Barbara Stapleton (Secretary)	Craig Hemingway Phillip Janaway Anthony Shilson Nigel Simmons Paul Tingey Joe Yarrow Stephen Yarrow (Treasurer)
Elected members of the PCC from APCM 2021	Nikki Goodfellow Una Mills Lindsay Powell-Williams Trish Simmons Barbara Stapleton (PCC Secretary)	Craig Hemingway Phillip Janaway Anthony Shilson Nigel Simmons Paul Tingey Joe Yarrow Stephen Yarrow (Treasurer)
Ex-officio members of the PCC	Dave Smith was co-opted as Clerk to the Fabric	Chris Scoble (Lay Reader)

This report was approved by the PCC and signed on their behalf by

Rev'd Catherine Tucker (Interim Rector & PCC Chairman)



Stephen Yarrow (Hon Treasurer)



The Parochial Church Council of the Ecclesiastical Parish of St Mary-the-Virgin, Dover

Statement of Financial Activities for the year ended 31 December 2021

	Unrestricted Funds		Restricted Funds	Endowment Funds	Total Funds	
	General	Designated			2021	2020
INCOMING RESOURCES	£	£	£	£	£	£
<i>Incoming Resources from donors</i>						
Planned giving	19,457	—	—	—	19,457	23,824
Collections	1,667	—	—	—	1,667	1,067
Gift Aid tax recovered	5,553	—	—	—	5,553	4,316
	<u>26,677</u>	—	—	—	<u>26,677</u>	<u>29,207</u>
<i>Other voluntary incoming resources</i>						
Donations – Toke	19,296	—	—	—	19,296	17,824
Donations – payroll grant	—	—	—	—	—	16,854
Donations – other	93	—	—	—	93	979
Legacies	10,000	—	—	—	10,000	—
	<u>29,389</u>	—	—	—	<u>29,389</u>	<u>35,657</u>
<i>Income from investments</i>						
Bank interest and dividends	11,609	—	4,136	—	15,745	17,454
<i>Income from charitable and ancillary trading</i>						
Parish Centre, flat and belltower	8,965	—	—	—	8,965	5,935
Aycliffe Church Centre	50	—	—	—	50	—
Focus, bookstall and printing	—	—	—	—	—	212
Refreshments	148	—	—	—	148	237
Fees	1,744	—	—	—	1,744	2,532
Other income (inc fundraising)	1,632	—	—	—	1,632	100
Special Collections	—	—	—	—	—	(54)
VAT Recovered (LPoWGS)	2,192	—	—	—	2,192	1,025
	<u>14,731</u>	—	—	—	<u>14,731</u>	<u>9,987</u>
TOTAL INCOMING RESOURCES	82,406	—	4,136	—	86,542	92,305
RESOURCES EXPENDED						
<i>Grants</i>						
Charities and appeals	2,072	—	—	—	2,072	546
<i>Activities directly relating to the work of the church</i>						
Diocesan Parish Share	64,242	—	—	—	64,242	72,178
Church running expenses	26,865	—	—	—	26,865	40,535
Ministry expenses	265	—	—	—	265	1,869
Upkeep of services	774	—	—	—	774	621
Buildings maintenance	23,073	—	4,001	—	27,074	13,919
Parish Centre and flat	19,574	—	—	—	19,574	19,712
Aycliffe Church Centre	944	—	—	—	944	4,676
Examination & Professional Fees	1,992	—	—	—	1,992	768
	<u>137,729</u>	—	<u>4,001</u>	—	<u>141,730</u>	<u>154,278</u>
TOTAL RESOURCES EXPENDED	139,801	—	4,001	—	143,802	154,824
NET INCOMING/(OUTGOING) RESOURCES	(57,395)	—	135	—	(57,260)	(62,519)
GAINS ON INVESTMENTS	25,392	—	10,375	50,799	86,566	35,411
NET MOVEMENT IN FUNDS	(32,003)	—	10,510	50,799	29,306	(27,108)
BALANCES B/F AT 1 JAN 2021	274,955	—	227,239	353,288	855,482	882,590
BALANCES C/F AT 31 DEC 2021	242,952	—	237,749	404,087	884,788	855,482

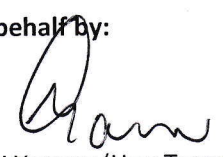
The Parochial Church Council of the Ecclesiastical Parish of St Mary-the-Virgin, Dover

Balance Sheet at 31 December 2021

	2021	2020
	£	£
Fixed Assets		
Tangible fixed assets	60,810	67,245
Investment assets	779,320	760,754
	840,130	827,999
Current Assets		
Debtors	16,337	1,926
Short term deposits	41,983	40,829
Cash at bank and in hand	17,548	34,486
	75,868	77,241
LIABILITIES: AMOUNTS FALLING DUE WITHIN ONE YEAR	(31,210)	(49,758)
NET CURRENT ASSETS	44,658	27,483
NET ASSETS	884,788	855,482
FUNDS		
Unrestricted		
• General Fund	242,952	274,955
• Designated Fund	-	-
	242,952	274,955
Restricted	237,749	227,239
Endowment	404,087	353,288
	884,788	855,482

Approved by the Parochial Church Council on 24/4/22 and signed on its behalf by:


Rev'd Catherine Tucker (Interim Rector & PCC Chairman)


Stephen J Yarrow (Hon Treasurer)

The Parochial Church Council of the Ecclesiastical Parish of St Mary-the-Virgin, Dover

Notes to the Financial Statements for the year ended 31 December 2021

1. ACCOUNTING POLICIES

The financial statements have been prepared under the historical cost convention except for the valuation of investment assets, which are shown at market value, and in accordance with the Statement of Recommended Practice (SORP) (FRS 102), subject to the "true and fair override" provision, and the Church Accounting Regulations 2006.

Funds

General funds represent the funds of the PCC that are not subject to any restrictions regarding their use and are available for application on the general purposes of the PCC. Funds designated for a particular purpose by the PCC are also unrestricted.

The accounts include all transactions, assets and liabilities for which the PCC is responsible in law. They do not include the accounts of church groups that owe their main affiliation to another body or those that are informal gatherings of church members.

Incoming resources

Voluntary income and capital sources

Collections are recognised when received by or on behalf of the PCC.

Planned giving receivable under Gift Aid is recognised only when received.

Income tax recoverable on Gift Aid is recognised when received.

Grants and legacies to the PCC are accounted for as soon as the PCC is notified of its legal entitlement, the amount due is quantifiable and its ultimate receipt by the PCC is reasonably certain.

Funds raised by sales and similar events are accounted for gross.

Sales of books and magazines from the church bookstall are accounted for gross.

Services provided by volunteers are not valued or recognised as income.

Other income

Rental from the letting of church premises is recognised when the rental is due.

Income from investments

Dividends are accounted for when due and payable. Interest entitlements are accounted for as they are received. Tax recoverable on such income is recognised in the same accounting year.

Gains and losses on investments

Realised gains or losses on investments are recognised when investments are sold. Unrealised gains or losses are accounted for on revaluation of investments on 31 December.

The Parochial Church Council of the Ecclesiastical Parish of St Mary-the-Virgin, Dover

Notes to the Financial Statements for the year ended 31 December 2021 (continued)

Resources expended

Grants

Grants and donations are accounted for when paid over, or when awarded, if that award creates a binding obligation on the PCC.

Government Grants relating to revenue are recognised in income on a systematic basis over the periods in which the PCC recognises the related costs for which the grant is intended to compensate.

Activities relating to the work of the Church

The diocesan parish share is accounted for when paid. Any parish share unpaid at 31 December is provided for in these accounts as an operational (though not a legal) liability and is shown as a creditor in the Balance Sheet.

Fixed assets

Consecrated property and movable church furnishings

Consecrated and beneficed property of any kind is excluded from the accounts by s.10(2)(a) and (c) the Charities Act 2011.

Movable church furnishings held by the Vicar and Churchwardens on special trust for the PCC, and which require a faculty for disposal, are accounted for as inalienable property unless consecrated. They are listed in the church's inventory which can be inspected at any reasonable time. For inalienable property acquired prior to 2004 there is insufficient cost information available and therefore such assets are not valued in the accounts. Items acquired since 1 January 2002 have been capitalised and depreciated in the accounts over their currently anticipated useful economic life (initially over four years) on a straight line basis.

All expenditure incurred in the year on consecrated or beneficed buildings, individual items under £1000 or on the repair of movable church furnishings acquired before 1 January 2002, is written off.

Other fixtures, fittings and office equipment

Equipment used within the church premises is depreciated on a straight line basis over four years. Individual items of equipment with a purchase price of £1000 or less are written off when the asset is acquired.

Investments

Investments are valued at market value at 31 December.

Current assets

Amounts owing to the PCC at 31 December in respect of fees, rents or other income are shown as debtors less provision for amounts that may prove uncollectable.

Short-term deposits include cash held on deposit either with the CBF Church of England Funds or at the bank.

The Parochial Church Council of the Ecclesiastical Parish of St Mary-the-Virgin, Dover

Notes to the Financial Statements for the year ended 31 December 2021 (continued)

2. FIXED ASSETS FOR USE BY THE PCC

2(a) Tangible fixed assets		Freehold land and buildings	Fittings and equipment	Total
		£	£	£
ACTUAL/DEEMED COST	At 1 January 2021	85,000	128,052	213,052
	Additions	—	—	—
	At 31 December 2021	85,000	128,052	213,052
DEPRECIATION	At 1 January 2021	27,200	118,607	145,807
	Charge for the year	1,700	4,735	6,435
	At 31 December 2021	28,900	123,342	152,242
NET BOOK VALUE	At 31 December 2021	56,100	4,710	60,810
	At 31 December 2020	57,800	9,445	67,245

The freehold land and buildings comprise the Parish Centre. For accounting purposes, the historical cost of this property is deemed to be the cost as stated by the Architects in the letter of December 1974 and has not been updated. The fittings and equipment are used in St Mary's Church, the Aycliffe Church Centre and the Parish Centre.

2(b) Investment fixed assets

Movements in the year:

	£
Market value – 1 January 2021	760,754
Net gain on annual revaluation	86,566
Less proceeds from sale of shares	(68,000)
Market Value – 31 December 2021	779,320

Holdings of shares held were:	1 Jan 2021	31 Dec 2021
CBF Church of England Investment Fund Income Shares */**	27,956	24,791
Fidelity Extra Income Fund Y – Acc	27,330	27,330
M&G Corporate Bond I Inc ***	101,843	104,447
M&G Strategic Corporate Bond Fund I Inc ***	3,825	3,881
Threadneedle UK Equity Income RDR Z Inc ***	24,461	25,226
Threadneedle UK Monthly Income RDR Z Inc ***	24,582	25,479

* 1,381 shares sold in February 2021

** 1,784 shares sold in August 2021

*** Dividends reinvested

The Parochial Church Council of the Ecclesiastical Parish of St Mary-the-Virgin, Dover

Notes to the Financial Statements for the year ended 31 December 2021 (continued)

3. ANALYSIS OF NET ASSETS BY FUND

	Unrestricted Funds	Restricted Funds	Endowment Fund	Total
	£	£	£	£
Fixed Assets for Church use	60,810	–	–	60,810
Investment Fixed Assets	175,699	199,534	404,087	779,320
Current Assets	37,653	38,215	–	75,868
Current Liabilities	(31,210)	–	–	(31,210)
Fund balance	<u>242,952</u>	<u>237,749</u>	<u>404,087</u>	<u>884,788</u>

4. DEBTORS

	2021	2020
	£	£
Prepayments	1,472	691
Tax Refunds	2,939	1,235
Grants	<u>11,926</u>	<u>–</u>
	<u>16,337</u>	<u>1,926</u>

5. LIABILITIES: AMOUNTS FALLING DUE WITHIN ONE YEAR

	2021	2020
	£	£
Accruals of Parish Share	30,242	48,118
Accruals of utilities and other costs	968	1,640
Payments received in advance	<u>–</u>	<u>–</u>
	<u>31,210</u>	<u>49,758</u>

6. FUND DETAILS

Restricted funds	Balance b/f	Incoming Resources	Outgoing Resources	Transfers	Gains/ (Losses)	Balance c/f
	£	£	£	£	£	£
Fabric Fund	14,122	4,124	(100)	–	–	18,146
Nora Eades Bequest	12,916	7	–	–	–	12,923
Blair Bequest	2,717	1	(2,718)	–	–	–
Dickinson Bequest	3,038	1	–	–	–	3,039
Saddleton Bequest	189,159	–	–	–	10,375	199,534
Turnpenny Bequest	5,287	3	(1,183)	–	–	4,107
	<u>227,239</u>	<u>4,136</u>	<u>(4,001)</u>	<u>–</u>	<u>10,375</u>	<u>237,749</u>

The Parochial Church Council of the Ecclesiastical Parish of St Mary-the-Virgin, Dover

Notes to the Financial Statements for the year ended 31 December 2021 (continued)

Restricted funds (continued)

The Restricted funds comprise the following:

- a) Fabric Fund: for the upkeep and development of the fabric of the church.
- b) Nora Eades bequest: for the upkeep and replacement of altar hangings and associated items.
- c) Blair bequest: for the purposes of the choir.
- d) Dickinson bequest: for the upkeep of the church memorial garden.
- e) Saddleton bequest: for the maintenance and repair of the fabric of the church.
- f) Turnpenny bequest: for the choir.

Endowment funds

	2021	2020
	£	£
Dover St Mary General Investment Fund	107,041	93,584
St James's Parish Hall funds	135,105	118,121
M P Laurie Endowment	<u>161,941</u>	<u>141,583</u>
	<u>404,087</u>	<u>353,288</u>

The **Endowment funds** comprise the Dover St Mary General Investment Fund and two St James's Parish Hall funds, the income from all of which can be used for general purposes. The income from the M P Laurie Endowment is restricted to the Fabric Fund.

7. SALARY COSTS

The PCC employed three people (0.8 equivalent). Their gross wages and salaries amounted to £16,503

Mrs Trish Simmons, a member of the PCC, continued to be employed as Parish Centre Manager on a 24-month fixed term contract at a salary of £8,486.40 per annum. No other member of the PCC received remuneration or expenses for their duties, save the refund of any costs incurred on behalf of the church.

The Parochial Church Council of the Ecclesiastical Parish of St Mary-the-Virgin, Dover
Independent Examiner's Report
to the Members of The Parochial Church Council of St Mary The Virgin, Dover

I report on the accounts for the year ended 31 December 2021 which are set out on pages 9 to 15.

Responsibilities and basis of report

As the charity trustees of the Charity 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 Charity's accounts carried out under section 145 of the 2011 Act and in carrying out my examination I have followed all the applicable Directions given by the Charity Commission under section 145(5)(b) of the Act.

Independent examiner's statement

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

- 1) accounting records were not kept in respect of the Charity as required by section 130 of the Act; or
- 2) the accounts do not accord with those records; or
- 3) the accounts did not comply with the applicable requirements concerning the form and content of accounts set out in the Charities (Accounts and Reports) Regulations 2008 other than any requirement that the accounts give a 'true and fair' view which is not a matter considered as part of an independent examination.

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.

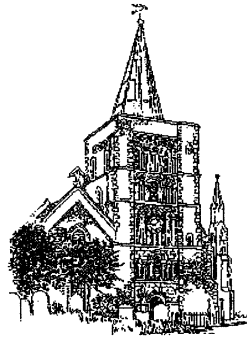
Ian Derek Pascall FCA
McCabe Ford Williams
Chartered Accountants
Charlton House
Dour Street
DOVER
Kent
CT16 1BL



Date: 9 May 2022

Accounts

**St Mary the Virgin, Dover
a parish within the Dover Town Benefice**



**Annual Report & Financial Statements
For the Parochial Church Council
For the year ended 31 December 2020**

Incumbency suspended during vacancy

St Mary's Vicarage, Taswell Street, Dover CT16 1SE

Bankers:

**CAF Bank Ltd
25 Kings Hill Avenue
Kings Hill
West Malling
ME19 4JQ**

**Lloyds TSB
Market Square
Dover
CT16 1NB**

**Independent Examiners:
McCabe Ford Williams, Chartered Accountants,
Charlton House,
Dour Street, Dover.
CT16 1BL**

Registered Charity No: 1134310

The Parochial Church Council of the Ecclesiastical Parish of St Mary-the-Virgin, Dover

Parochial Church Council Annual Report for 2020

1. Aim and Purpose

St Mary's Parochial Church Council (PCC) has the responsibility of co-operating with the Dover Town Team, in promoting in the ecclesiastical Parish the whole mission of the Church, pastoral, evangelistic, social and ecumenical.

The PCC is also specifically responsible for the maintenance of Aycliffe Church Centre, Old Folkestone Road, Aycliffe, and St Mary's Parish Centre, Dieu Stone Lane, Dover.

2. Objectives and Activities

The PCC is committed to encouraging and nurturing the Christian faith, as expressed in the Dover Town Team Vision set out below. The PCC is committed to enabling as many people as possible to be a part of the parish community of St Mary's and to put faith into practice through prayer, worship, study and sacrament.

When planning activities, 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. Specific objectives aimed to encourage people to live out their faith as part of the parish community are set out below.

To facilitate this work, it is important for the PCC to maintain the fabric of the Church of St Mary the Virgin, Aycliffe Church Centre and St Mary's Parish Centre.

2.1 Dover Town Team Vision Statement

First, we want to be spiritually fruitful; to follow Christ and be his disciples. Second, we want our churches to work together in their unique ways to show our love for our God, our neighbours and our community. That will involve inspiring worship; deepening faith; persistent prayer; mutual care, and reaching out with Jesus' love to those in need.

2.2 St Mary's Parish Objectives

Our Parish objectives are:

- To increase the regular worshipping congregation, by offering a vibrant, varied worship: both celebrating the traditions of the church, as well as opportunities for contemporary worship.
- To use all church resources to build church life and to engage with the town and community – especially amongst those in need.
- To be actively engaged in local and world justice.
- To be an inviting, welcoming and inclusive Church, offering all opportunities to grow in spirituality and understanding of the Christian faith.
- To achieve greater active involvement of all church members in ministry; and to encourage more people to respond to opportunities for accredited ministries, lay and ordained – especially promoting the Authorised Lay Ministries.
- To demonstrate compassion and care for one another and promote the healing ministry of the Church.
- To underpin all our work by a spirit of generosity, good organisation and sound financial management.

The Parochial Church Council of the Ecclesiastical Parish of St Mary-the-Virgin, Dover

Parochial Church Council Annual Report for 2020

3. Thomas Toke Charity

The Thomas Toke Charity is a registered charity (no. 252405) whose income is restricted for use on and in St Mary's churchbuilding. The PCC received £17,823.69 from the charity as reimbursement for qualifying expenditure during 2020.

4. Achievements and Performance

The Electoral Roll stood at 101 on 31 December 2020. Of these 32 lived within the parish and 69 outside. The movement of people away from the area, the closure of the church for much of 2020 and the lack of dedicated clergy has had an effect on parish numbers. The on-going decline in numbers is of concern to the PCC, and we hope to reverse this trend in the coming year, with the anticipated arrival of an interim Dover Town Rector and further development of the Dover Town Benefice.

4.1 Church and other Fabric

The fabric of St Mary's is in very good order, with annual mandatory maintenance and improvement to the fabric, which follows current legislation, under the supervision of Dave Smith, Clerk to the Fabric, and our Architect, John Minter of Lee Evans Partnership LLP, Architect and Town Planners. Our thanks go to Dave, John and all involved in the maintenance of our church buildings.

There are on-going stonework repairs from the last Quinquennial. The estimated cost of this work has been funded by the Toke Charity. This work was scheduled to begin in the spring of 2020, but was delayed due to COVID restrictions. This work is on-going as COVID regulations allow and is expected to be completed in 2021.

Dave Smith and the Architect have been working to establish a safe access to the North Valley gutter through a window opening from the tower. The access is required to allow frequent cleaning of the bird fouling that accounts for the valley drain blocking and ingress of water into the Church. They have also completed a new French Drain to carry water from the vestry roof downpipe into an adjacent foul drain at the west end of the vestry, with the aim of eliminating the damp issue in the toilet area as recommended in the last Quinquennial report. This work was delayed due to COVID regulations, but is now complete.

New heating boilers were installed in the Church in November 2020.

The Parish Centre is in good order. The replacement of the Parish Centre's cracked foyer window was completed in early 2020. The COVID lockdowns in 2020 have given the Parish Centre Manager the opportunity to thoroughly clean the building and its contents, and to undertake minor repairs. The PCC are considering the installation of a commercial grade kitchen in 2021 to increase the hiring opportunities.

The Parish Flat was vacated in 2020, and is in the process of being refurbished prior to being advertised for rental.

It was discovered during the summer 2019 that the Aycliffe Church Centre roof urgently required attention. A decision was taken in January 2020 that the roof was not economically repairable and a working group was established to look into options for Aycliffe – both the building and the congregation. This building does not benefit from any current church endowments and repairs have to be funded via the St Mary's general funds. However, with the restrictions imposed by COVID regulations, a worsening condition of the building and the dramatic decline in income, the PCC reluctantly agreed to dispose of the building. There are on-going discussions regarding the ownership and disposal of the building in 2021.

The Parochial Church Council of the Ecclesiastical Parish of St Mary-the-Virgin, Dover

Parochial Church Council Annual Report for 2020

4.2 Worship and Growth

The national lockdown of churches in 2020 as a result of the COVID pandemic closed St Mary's church for most of the year. On-line services were shared across the Dover Town Benefice using social media, Zoom and YouTube facilities. The Church was able to re-open in July, with COVID precautions in place, offering a programme of Matins and twice monthly Eucharist service on Sundays. The Wednesday Eucharist service was also re-instated. Unfortunately, the Church closed again in November.

Many of the groups that make up the community of St Mary's and enrich our church life have not met in 2020, following the first national lockdown in March. Messy Church and Tot's Praise are currently on hold and we hope that these services will restart in 2021. Ignite-D has also been affected by COVID regulations and the church closure.

4.4 Community Engagement and Outreach

St Mary's engages in outreach and social action within the local community in many different ways.

Whilst the Parish Centre is used for Parish, Group and Deanery activities and meetings, the premises are also made available for hire to community organisations as well as to other charities at discount rates. Regretfully, this year the bookings are down significantly.

The Community Café, run from the Parish Centre by volunteers, has been very successful in attracting many folk, some going through difficult times in their lives, who are not regular church-goers. We hope that this will continue in 2021.

St Mary's was pleased to be able once again to join with other local churches in using its parish centre as a Night Shelter for the homeless during January and February 2020. Due to COVID requirements, there was no Night Shelter for winter 2020/21. Similarly, it was with regret that we learnt the Dover Soup Kitchen was closed.

St Mary's assisted in the setting up of a Food Bank in Dover in 2013 and continues as a collection point for donated goods. We support Fair Trade.

The Jack Hewitt Fund, established in 2005, supports youth work within the Dover Deanery. In addition to covering the cost of the on-going organ scholarship (vacant since September 2019) and St Mary's youth work. Applications for grants are welcomed from youth organisations and individuals based within the Dover area.

Our Pastoral Care Team supports those in our parish who are sick and housebound, under the supervision and organisation of our Pastoral Care Co-ordinator. Much of this support in 2020 has been via telephone contact.

4.5 St Mary's School

The links with the Church School are very important to St Mary's and members of the congregation have taken on important roles, including governorship. The School periodically visits the Church for worship at festivals and for their Leavers' Service. Clergy visit the school weekly to lead Collective Worship and help deliver the RE curriculum.

4.6 Baptisms and Confirmation

During 2020, three children were baptised with no one being confirmed. Our challenge continues to be to explore ways in which we can continue to bring new people into the worshipping life of the church.

The Parochial Church Council of the Ecclesiastical Parish of St Mary-the-Virgin, Dover

Parochial Church Council Annual Report for 2020

4.7 Music

The music tradition of St Mary's is a very important part of the life of the Church. Under the leadership of our Director of Music, St Mary's choir helps lead the worship Sunday by Sunday and participates in a number of additional services throughout the year. With singing being a casualty of the COVID pandemic, the choir has continued to provide uplifting music, thanks to technology, and we thank our Malcolm Munro and all the choir members for their contribution to our worship.

5. Plans for the future

Our plans for the future are, like many organisations, uncertain at this time. However, prayerfully we continue to base them upon the vision set out in paragraph 2 above. In particular, the PCC will be investigating the possibilities of:

- Improving the links between the church community and our parish neighbourhoods, the Town of Dover and the seafaring community.
- Designating ourselves The Sailors Church as we develop our ministry to the seafaring community.
- Re-ordering our interior to assist with community engagement and flexibility of worship.
- Setting up a Friends of St Mary's Association to raise funds and build links with our wider community of supporters.
- Planning a stewardship campaign to improve resources of both finance and skills.
- Developing our ministry to children, families and young people in partnership with the other Benefice parishes.
- Considering outreach programmes to all sections of our society, especially to those who have suffered under the COVID restrictions.
- Tending the spiritual life of both churchgoers and non-churchgoers through various kinds of worship, prayer and study.

6. Financial Review

The PCC is responsible for all parish finance, its management and control. Its legal responsibilities include keeping proper and sufficient accounting records, ensuring that its finances are retained under control even when certain duties are delegated, preparing the Annual Accounts and Report, which have to be presented to the Annual Parochial Church Meeting, and arranging for the independent examination of the financial statements.

As part of its discharge of those duties, the PCC monitors its income and expenditure throughout the year, the Treasurer reporting to the Standing Committee and to full meetings of the PCC.

Voluntary giving was severely affected in 2020 by the closure of the church due to Covid-19, decreasing by around 35% compared with the previous year. A decision was taken early in the pandemic not to chase donors for missing payments, nor to invite them to increase their contributions. It was felt inappropriate at a time of so much uncertainty. Nevertheless, some donors who previously used the envelope scheme have set up alternative methods of payment, and some donors have indeed increased their contributions. The PCC plans to address the shortfall in giving early in 2021.

The Parochial Church Council of the Ecclesiastical Parish of St Mary-the-Virgin, Dover

Parochial Church Council Annual Report for 2020

Expenditure in 2020 was consistent with the previous year and included the installation of new boilers in the church, the replacement of several large panes of glass in the Parish Centre, and the refurbishment of the parish flat between tenants.

St Mary's once again wishes to express its sincere thanks to Mr Roger Phillips, former Independent Examiner for the PCC, for his time and advice in assisting with the preparation of the attached accounts.

7. Reserves Policy

The PCC reviewed its investment policy in September 2018 and will do so again in September 2021. Its investment objectives seek to provide through investment yields sufficient to allow the PCC, together with other available sources of income, to meet its present and foreseeable funding needs. Whilst not restricting investments to funds specifically described as 'Ethical', regard is to be paid to ensure that the PCC's funds are not invested in activities inconsistent with the Church's Christian beliefs.

The PCC has adopted a cautious policy in relation to the investment of reserves using the CBF's Church of England Funds - in view particularly of the CBF's good reputation for reliable and ethically responsible investment - and Fidelity worldwide investment. The net value of our investments rose by £35,411 during the 12 months to 31st December 2020.

8. Volunteers

The PCC would like to thank all those who work so hard in volunteering to take part in the life of St Mary's, be it cleaning or gardening or in helping with our work in the community.

9. Structure, governance and management

The method of appointment of PCC members is set out in the Church Representation Rules. At St Mary's, Dover the membership of the PCC consists of the clergy, churchwardens and members elected by those members of the congregation, who are on the electoral roll of the church. All those who attend services are encouraged to register on the Electoral Roll and stand for election to the PCC.

The PCC members are responsible for making decisions on all matters of general concern and importance to the parish including the deciding on how funds of the PCC are to be spent.

The full PCC met 6 times during the year with an average level of attendance of 70%. Due to the COVID regulations a majority of these meetings were held via zoom, and some decisions taken via email.

9.1 Standing Committee

This is the only committee required by law. It has the power to transact business of the PCC between its meetings, subject to any directions given by the Council. During 2020, most of its meetings were held on-line or decisions taken by email discussion.

The full PCC meets every two months and the agendas have been streamlined to allow time for in-depth discussion on policy and significant items, while devolving more detailed matters to the Standing Committee, with the aim of reducing delays in decision making to a minimum. The Standing Committee minutes are reviewed at each PCC meeting. Most of the PCC meetings in 2020 were held on-line with urgent and important decisions being taken via email.

The Parochial Church Council of the Ecclesiastical Parish of St Mary-the-Virgin, Dover

Parochial Church Council Annual Report for 2020

9.2 Safeguarding

Our Parish Safeguarding Co-ordinator and Parish Disclosure Officer ensures that our parish procedures, organisation and pastoral practices comply with Diocesan Safeguarding guidelines and that all those who work with vulnerable adults and children are properly trained and have their DBS certificates issued or renewed.

10. Administrative information

St Mary's Church is situated in Cannon Street, Dover. Its correspondence address:

St Mary's Parish Office
The Parish Centre
Dieu Stone Lane
Dover
CT16 1BY

The PCC is a body corporate (PCC Powers Measure 1956, Church Representation Rules 2006) and is registered with the Charity Commission under the full title of "The Parochial Church Council of the Ecclesiastical Parish of St Mary the Virgin, Dover" with the Registered Number 1134310.

The Parochial Church Council of the Ecclesiastical Parish of St Mary-the-Virgin, Dover

Parochial Church Council Annual Report for 2020

10.1 Membership

The members of the PCC for St Mary the Virgin are either ex officio or elected by the Annual Parochial Church Meeting (APCM) in accordance with the Church Representation Rules. As a result of the national lockdown in March 2020, the APCM was postponed until October 2020.

Its membership is as follows:

Incumbent:	Vacant	
Licensed Clergy:	The Rev'd Josias De Souza The Rev'd Sean Sheffield	Left July 2020
Churchwardens:	Anthony Shilson Nigel Simmons	
Representatives on the Deanery Synod:	Terry Sutton James Francis Phillip Janaway	)) until 31/05/2020)
	Trish Simmons	From October 2020
Elected members of the PCC from APCM 2019	Deborah Gracie Una Mills Lindsay Powell-Williams Trish Simmons Barbara Stapleton (Secretary) Angie Stupple Dave Smith was co-opted as Clerk to the Fabric in May 2019	James Frances Craig Hemingway Phillip Janaway Anthony Shilson Nigel Simmons Terry Sutton Paul Tingey Joe Yarrow Stephen Yarrow (Treasurer)
Elected members of the PCC from APCM 2020	Nikki Goodfellow Una Mills Lindsay Powell-Williams Trish Simmons Barbara Stapleton (Secretary) Dave Smith was co-opted as Clerk to the Fabric	Craig Hemingway Phillip Janaway Anthony Shilson Nigel Simmons Paul Tingey Joe Yarrow Stephen Yarrow (Treasurer)
Ex-officio members of the PCC	Rev'd Melissa Carter Rev'd Angie Stupple	Rev'd Josias Da Souza Chris Scoble (Lay Reader)

The Parochial Church Council of the Ecclesiastical Parish of St Mary-the-Virgin, Dover

Parochial Church Council Annual Report for 2020

This report was approved by the PCC and signed on their behalf by

Anthony Shilson (PCC Chairman)

Stephen Yarrow (Hon Treasurer)

The Parochial Church Council of the Ecclesiastical Parish of St Mary-the-Virgin, Dover
Statement of Financial Activities for the year ended 31 December 2020

	Unrestricted Funds		Restricted Funds	Endowment Funds	Total Funds	
INCOMING RESOURCES	General	Designated			2020	2019
<i>Incoming Resources from donors</i>	£	£	£	£	£	£
Planned giving	23,824	–	–	–	23,824	30,535
Collections	1,067	–	–	–	1,067	2,722
Gift Aid tax recovered	4,316	–	–	–	4,316	12,254
	29,207	–	–	–	29,207	45,511
<i>Other voluntary incoming resources</i>						
Donations – Token	17,824	–	–	–	17,824	6,605
Other donations	979	–	–	–	979	2,298
Payroll grants	16,854	–	–	–	16,854	12,992
	35,657	–	–	–	35,657	21,895
<i>Income from investments</i>						
Bank interest and dividends	6,722	6,596	4,136	–	17,454	18,211
<i>Income from charitable and ancillary trading activities</i>						
Parish Centre, flat and belltower	5,796	139	–	–	5,935	23,413
Aycliffe Church Centre	–	–	–	–	–	1,216
Focus, bookstall and printing	212	–	–	–	212	563
Refreshments	237	–	–	–	237	175
Fees	2,532	–	–	–	2,532	1,871
Other income (inc fundraising)	100	–	–	–	100	1,107
Special Collections	(54)	–	–	–	(54)	54
VAT Recovered (LPoWGS)	1,025	–	–	–	1,025	3,176
	9,848	139	–	–	9,987	31,575
TOTAL INCOMING RESOURCES	81,434	6,735	4,136	–	92,305	117,192
RESOURCES EXPENDED						
<i>Grants : Charities and appeals</i>	50	496	–	–	546	2,183
<i>Activities directly relating to the work of the church</i>						
Diocesan Parish Share	72,178	–	–	–	72,178	70,440
Church running expenses	40,535	–	–	–	40,535	31,722
Ministry expenses	1,869	–	–	–	1,869	5,254
Upkeep of services	544	–	77	–	621	2,945
Buildings maintenance	11,015	–	2,904	–	13,919	23,441
Parish Centre and flat	19,712	–	–	–	19,712	22,721
Aycliffe Church Centre	4,676	–	–	–	4,676	4,240
Examination Fees	768	–	–	–	768	768
	151,297	–	2,981	–	154,278	161,531
TOTAL RESOURCES EXPENDED	151,347	496	2,981	–	154,824	163,714
NET INCOMING/(OUTGOING) RESOURCES	(69,913)	6,239	1,155	–	(62,519)	(46,522)
GAINS ON INVESTMENTS	1,518	10,086	987	22,820	35,411	106,231
NET MOVEMENT IN FUNDS	(68,395)	16,325	2,142	22,820	(27,108)	59,709
BALANCES B/F AT 1 JAN 2020	74,258	252,767	225,097	330,468	882,590	822,881
TRANSFER BETWEEN FUNDS	269,092	(269,092)	–	–	–	–
BALANCES C/F AT 31 DEC 2020	274,955	–	227,239	353,288	855,482	882,590

The Parochial Church Council of the Ecclesiastical Parish of St Mary-the-Virgin, Dover

Balance Sheet at 31 December 2020

		2020	2019
		£	£
Fixed Assets			
	Tangible fixed assets	67,245	66,800
	Investment assets	760,754	750,343
		827,999	817,143
Current Assets			
	Debtors	1,926	8,599
	Short term deposits	40,829	36,693
	Cash at bank and in hand	34,486	22,564
		77,241	67,856
LIABILITIES: AMOUNTS FALLING DUE WITHIN ONE YEAR		(49,758)	(2,409)
NET CURRENT ASSETS		24,483	65,447
NET ASSETS		855,482	882,590
FUNDS			
	Unrestricted		
	• General Fund	274,955	74,258
	• Designated Fund	-	252,767
		274,955	327,025
	Restricted	227,239	225,097
	Endowment	353,288	330,468
		855,482	882,590

Approved by the Parochial Church Council on and signed on its behalf by:

Anthony F R Shilson (PCC Chairman)

Stephen J Yarrow (Hon Treasurer)

The Parochial Church Council of the Ecclesiastical Parish of St Mary-the-Virgin, Dover

Notes to the Financial Statements for the year ended 31 December 2020

1. ACCOUNTING POLICIES

The financial statements have been prepared under the historical cost convention except for the valuation of investment assets, which are shown at market value, and in accordance with the Statement of Recommended Practice (SORP) (FRS 102), subject to the “true and fair override” provision, and the Church Accounting Regulations 2006.

Funds

General funds represent the funds of the PCC that are not subject to any restrictions regarding their use and are available for application on the general purposes of the PCC. Funds designated for a particular purpose by the PCC are also unrestricted.

The accounts include all transactions, assets and liabilities for which the PCC is responsible in law. They do not include the accounts of church groups that owe their main affiliation to another body or those that are informal gatherings of church members.

Incoming resources

Voluntary income and capital sources

Collections are recognised when received by or on behalf of the PCC.

Planned giving receivable under Gift Aid is recognised only when received.

Income tax recoverable on Gift Aid is recognised when the income is received.

Grants and legacies to the PCC are accounted for as soon as the PCC is notified of its legal entitlement, the amount due is quantifiable and its ultimate receipt by the PCC is reasonably certain.

Funds raised by sales and similar events are accounted for gross.

Sales of books and magazines from the church bookstall are accounted for gross.

Services provided by volunteers are not valued or recognised as income.

Other income

Rental from the letting of church premises is recognised when the rental is due.

Income from investments

Dividends are accounted for when due and payable. Interest entitlements are accounted for as they are received. Tax recoverable on such income is recognised in the same accounting year.

Gains and losses on investments

Realised gains or losses on investments are recognised when investments are sold. Unrealised gains or losses are accounted for on revaluation of investments on 31 December.

Notes to the Financial Statements for the year ended 31 December 2020 (continued)

Resources expended

Grants

Grants and donations are accounted for when paid over, or when awarded, if that award creates a binding obligation on the PCC.

Government Grants relating to revenue are recognised in income on a systematic basis over the periods in which the PCC recognises the related costs for which the grant is intended to compensate.

Activities relating to the work of the Church

The diocesan parish share is accounted for when paid. Any parish share unpaid at 31 December is provided for in these accounts as an operational (though not a legal) liability and is shown as a creditor in the Balance Sheet.

Fixed assets

Consecrated property and movable church furnishings

Consecrated and beneficed property of any kind is excluded from the accounts by s.10(2)(a) and (c) the Charities Act 2011.

Movable church furnishings held by the Vicar and Churchwardens on special trust for the PCC, and which require a faculty for disposal, are accounted for as inalienable property unless consecrated. They are listed in the church's inventory which can be inspected at any reasonable time. For inalienable property acquired prior to 2004 there is insufficient cost information available and therefore such assets are not valued in the accounts. Items acquired since 1 January 2002 have been capitalised and depreciated in the accounts over their currently anticipated useful economic life (initially over four years) on a straight line basis.

All expenditure incurred in the year on consecrated or beneficed buildings, individual items under £1000 or on the repair of movable church furnishings acquired before 1 January 2002, is written off.

Other fixtures, fittings and office equipment

Equipment used within the church premises is depreciated on a straight line basis over four years. Individual items of equipment with a purchase price of £1000 or less are written off when the asset is acquired.

Investments

Investments are valued at market value at 31 December.

Current assets

Amounts owing to the PCC at 31 December in respect of fees, rents or other income are shown as debtors less provision for amounts that may prove uncollectable.

Short-term deposits include cash held on deposit either with the CBF Church of England Funds or at the bank.

The Parochial Church Council of the Ecclesiastical Parish of St Mary-the-Virgin, Dover

Notes to the Financial Statements for the year ended 31 December 2020 (continued)

2. FIXED ASSETS FOR USE BY THE PCC

		Freehold land and buildings	Fittings and equipment	Total
		£	£	£
2(a) Tangible fixed assets				
ACTUAL/DEEMED COST	At 1 January 2020	85,000	137,446	222,446
	Additions	-	6,880	6,880
	Disposals	-	(16,274)	(16,274)
	At 31 December 2020	85,000	128,052	213,052
DEPRECIATION	At 1 January 2020	25,500	130,146	155,646
	Charge for the year	1,700	4,735	6,435
	Eliminated on disposal	-	(16,274)	(16,274)
	At 31 December 2020	27,200	118,607	145,807
NET BOOK VALUE	At 31 December 2020	57,800	9,445	67,245
	At 31 December 2019	59,500	7,300	66,800

The freehold land and buildings comprise the Parish Centre. For accounting purposes, the historical cost of this property is deemed to be the cost as stated by the Architects in the letter of December 1974 and has not been updated. The fittings and equipment are used in St Mary's Church, the Aycliffe Church Centre and the Parish Centre.

2(b) Investment fixed assets

Movements in the year:

	£
Market value – 1 January 2020	750,343
Proceeds of sale of shares *	(25,000)
Annual revaluation adjustment	35,411
Market Value – 31 December 2020	760,754

Holdings of shares held were:	1 Jan 2020	31 Dec 2020
CBF Church of England Investment Fund Income Shares */**	27,309	27,956
CBF Church of England Property Fund Income Shares***	29,736	0
Fidelity Extra Income Fund Y – Acc	27,330	27,330
M&G Corporate Bond I Inc ****	99,632	101,843
M&G Strategic Corporate Bond Fund I Inc *****	3,712	3,825
Threadneedle UK Equity Income RDR Z Inc ****	23,604	24,461
Threadneedle UK Monthly Income RDR Z Inc *****	23,669	24,582

* 1,256 shares sold in September 2020

** 1,903 shares purchased in Sept 2020 (see ***)

*** 29,736 shares sold in Sept 2020, transferred to Inv Fund

**** Dividends reinvested

The Parochial Church Council of the Ecclesiastical Parish of St Mary-the-Virgin, Dover

Notes to the Financial Statements for the year ended 31 December 2020 (continued)

3. ANALYSIS OF NET ASSETS BY FUND

	Unrestricted Funds	Restricted Funds	Endowment Fund	Total
	£	£	£	£
Fixed Assets for Church use	67,245	–	–	67,245
Investment Fixed Assets	218,307	189,159	353,288	760,754
Current Assets	39,161	38,080	–	77,241
Current Liabilities	(49,758)	–	–	(49,758)
Fund balance	<u>274,955</u>	<u>227,239</u>	<u>353,288</u>	<u>855,482</u>

4. DEBTORS

	2020	2019
	£	£
Prepayments	691	541
Tax Refunds	1,235	4,810
Grants	-	3,248
	<u>1,926</u>	<u>8,599</u>

5. LIABILITIES: AMOUNTS FALLING DUE WITHIN ONE YEAR

	2020	2019
	£	£
Accruals of Parish Share	48,118	-
Accruals of utilities and other costs	1,640	2,192
Payments received in advance	-	217
	<u>49,758</u>	<u>2,409</u>

6. FUND DETAILS

Restricted funds	Balance b/f	Incoming Resources	Resources Expended	Transfers	Gains/ (Losses)	Balance c/f
	£	£	£	£	£	£
Fabric Fund	10,889	4,027	(794)	–	–	14,122
Nora Eades Bequest	12,938	55	(77)	–	–	12,916
Blair Bequest	3,501	14	(798)	–	–	2,717
Dickinson Bequest	4,316	18	(1,296)	–	–	3,038
Sanders Bequest	16	–	(16)	–	–	-
Saddleton Bequest	188,172	–	–	–	987	189,159
Turnpenny Bequest	5,265	22	–	–	–	5,287
	<u>225,097</u>	<u>4,136</u>	<u>(2,981)</u>	<u>-</u>	<u>987</u>	<u>227,239</u>

The Parochial Church Council of the Ecclesiastical Parish of St Mary-the-Virgin, Dover

Notes to the Financial Statements for the year ended 31 December 2020 (continued)

Restricted funds (continued)

The Restricted funds comprise the following:

- a) Fabric Fund: for the upkeep and development of the fabric of the church.
- b) Nora Eades bequest: for the upkeep and replacement of altar hangings and associated items.
- c) Blair bequest: for the purposes of the choir.
- d) Dickinson bequest: for the upkeep of the church memorial garden.
- e) Sanders bequest: for the needs of the organ fund and the choir.
- f) Saddleton bequest: for the maintenance and repair of the fabric of the church.
- g) Turnpenny bequest, for the choir.

Endowment funds

	2020	2019
	£	£
Dover St Mary General Investment Fund	93,584	87,539
St James's Parish Hall funds	118,121	110,491
M P Laurie Endowment	141,583	132,438
	<u>353,288</u>	<u>330,468</u>

The **Endowment funds** comprise the Dover St Mary General Investment Fund and two St James's Parish Hall funds, the income from all of which can be used for general purposes. The income from the M P Laurie Endowment is restricted to the Fabric Fund.

Designated/Undesignated Funds: The PCC passed a resolution by majority vote at its meeting on 15 September 2020 (held via Zoom) 'to return all Designated Funds to the General Fund before 31 December 2020. The PCC will consider creating newly designated funds after the APCM in April 2021'.

7. SALARY COSTS

The PCC employed four people (1.5 equivalent). Their gross wages and salaries amounted to £33,823.27

Included in this is the Dover Town Group Administrator, Mrs Jill Sarjeant. This particular salary cost was reimbursed to St Mary's PCC by the Diocese of Canterbury in the form of a payroll grant of £16,240.00. Mrs Sarjeant's fixed-term contract ended on 31 October 2020 and was not renewed. There were no additional National Insurance or pension costs.

Mrs Trish Simmons, a member of the PCC, continued to be employed as Parish Centre Manager on a 12-month fixed term contract at a salary of £8,320.00 per annum. No other member of the PCC received remuneration or expenses for their duties, save the refund of any costs incurred on behalf of the church.

The Parochial Church Council of the Ecclesiastical Parish of St Mary-the-Virgin, Dover

Notes to the Financial Statements for the year ended 31 December 2020 (continued)

8. GOVERNMENT GRANTS

During the year the PCC has received government grants due to the Covid-19 pandemic. The PCC received the Coronavirus Job Retention Scheme grant, a revenue based grant, which has been credited to the Statement of Financial Activities to match the related employment costs. The sum of £614 was receivable in the year.

The Parochial Church Council of the Ecclesiastical Parish of St Mary-the-Virgin, Dover

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

I report on the accounts for the year ended 31 December 2020 which are set out on pages 9 to 16.

Responsibilities and basis of report

As the charity trustees of the Charity 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 Charity's accounts carried out under section 145 of the 2011 Act and in carrying out my examination I have followed all the applicable Directions given by the Charity Commission under section 145(5)(b) of the Act.

Independent examiner's statement

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

- 1) accounting records were not kept in respect of the Charity as required by section 130 of the Act; or
- 2) the accounts do not accord with those records; or
- 3) the accounts did not comply with the applicable requirements concerning the form and content of accounts set out in the Charities (Accounts and Reports) Regulations 2008 other than any requirement that the accounts give a 'true and fair' view which is not a matter considered as part of an independent examination.

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.

Ian Derek Pascall FCA
McCabe Ford Williams
Chartered Accountants
Charlton House
Dour Street
DOVER
Kent
CT16 1BL

Date: 2021