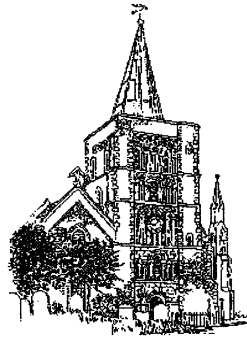


**St Mary the Virgin, Dover
a parish within the Dover Town Benefice**



**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.

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)

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