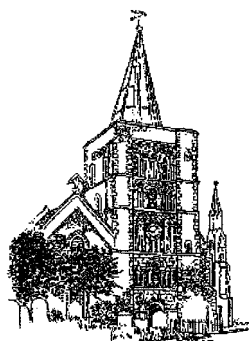


St Mary the Virgin, Dover
a parish within the Dover Town Benefice



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.

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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.

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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.

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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.

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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.

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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.

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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

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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.

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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:

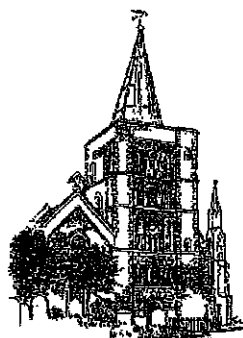
- 1) accounting records were not kept in respect of the Charity as required by section 130 of the Act; or
- 2) the financial statements do not accord with those records; or
- 3) the financial statements did not comply with the applicable requirements concerning the form and content of financial statements 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

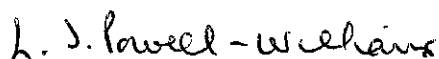
10.1 Membership

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

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

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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
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	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
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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 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
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.
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Endowment funds

	2023 £	2022 £
Dover St Mary General Investment Fund	103,464	94,496
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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

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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

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to the Members of The Parochial Church Council of St Mary The Virgin, Dover**

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Independent examiner's statement

I have completed my examination. I confirm that no material matters have come to my attention in connection with the examination 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.

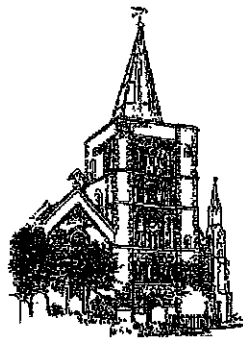
I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in this report in order to enable a proper understanding of the financial statements to be reached.

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

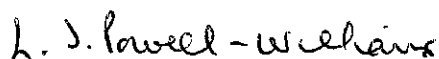
10.1 Membership

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

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 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
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
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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
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Date: 17 October 2024