

# ANNUAL REPORT FOR THE PAROCHIAL CHURCH COUNCIL FOR THE YEAR ENDING 31 DECEMBER 2022

## Data Protection Notice

GDPR (General Data Protection Regulations) came into force in May 2018. As with all organisations, whether large businesses or small charities like ourselves, we must conform. We can advise that the only data we hold in confidence on any person within the parish is: -

- contact details that we use solely for communications with yourselves

- planned giving details that you choose to provide and held in total confidence on encrypted, password protected systems shared only with HMRC.

- contact and other details for baptisms, marriages and funerals for contact purposes and as required in law for the registers.

We do NOT share this information with any other outside bodies.

## Administrative Information

Saint Mary the Virgin Church is situated in Queen Street, Gillingham, Dorset. It is part of the Benefice of Gillingham, Milton on Stour and Silton in the Diocese of Salisbury within the Church of England. The correspondence address is c/o The Rectory, High Street, Gillingham, Dorset SP8 4AJ.

The Parochial Church Council (PCC, Church Representation Rules 2020) is a charity registered with the Charity Commission.

PCC members that have served since 22 February 2022 until the date this report was approved are: -

Incumbent (Chairman): Revd Canon Peter Greenwood (ex-officio)

Pioneer Priest Revd Eve Pegler (ex-officio)

Associate Priest Revd Tim Heaton (ex-officio – seconded to the Shaftesbury Benefice)

Benefice Curate half time Revd Angus Mayhew (June 2022)

Churchwardens: Mrs Charlotte Armstrong and Mr Martyn Sanger (appointed 15 May 2022)

Deanery Synod Reps: Mrs Susan Bailey (to 2023), Mrs Sarah Snook (to 2023) and Mrs Cate Wickson (to 2023 – elected at May 2021 PCC Meeting)

Secretary: Meriol Cottrell

Treasurer: Mr Michael Sargent

Elected Members:

- Mrs Meriol Cottrell (to APCM 2023)
- Mr Richard Cowell (to APCM 2025)
- Mr Michael Giddings (to APCM 2025)
- Dr Teresa Goatham (to APCM 2023)
- Mrs Anne Kings (resigned July 2022)
- Miss Jennifer Light (to APCM 2025)
- Mrs Helen Long (to APCM 2024)
- Mrs Wendy Horne (resigned September 2022)
- Mr Alan Jeffs (to APCM 2025)
- Mr Colin Marsh (to APCM 2025)
- Mrs Sarah Sanger (co-opted 15 May 2022)
- Steve Young (Co-opted member)

Parish Administrator & Electoral Roll Officer: Mrs Carole Blackmore

Gillingham Churches Together Representatives: Revd Peter Greenwood

Parish Safeguarding Representative: Mrs Carol Hall

## Electoral Roll Report for APCM to be held on 21 February 2023

The number on the Roll as at 31 December 2022 totalled 145.

**Names added during 2022:** - Martyn Sanger, Sarah Sanger, Anita Leigh and Jane Mitchell

**Names removed during 2022 :** - Murray Pearson (RIP), Richard Clarke (RIP) and Richard Tracey (RIP),  
Freda Jerram (RIP)

## Aims and Purposes

Every Church of England Church has the same aim: "To promote the whole mission of the Church, pastoral, evangelistic, social and ecumenical".

## **Structure, Governance and Management**

Members of the PCC are either elected by the Annual Parochial Church Meeting, (APCM) in accordance with Church Representation Rules, or act ex officio. All Church attendees are encouraged to register on the Electoral Roll and stand for election to the PCC.

## **Objectives and Activities**

St. Mary's PCC as trustees have the responsibility of co-operating and working with the incumbent in the ecclesiastical parish of Gillingham, sharing in the whole mission of the church, pastoral, evangelical, social and ecumenical. It also has maintenance responsibilities for the Parish Church of Saint Mary the Virgin and the Vicarage School Room in Queen Street, Gillingham.

## **Achievements and Performance**

### **Church Attendance**

St Mary's Church was open for public worship throughout 2022 always in accordance with the guidance given by the Church of England and the Government. Sunday attendance averaged 60 with larger congregations at festivals such as Easter and Christmas and other special occasions. The midweek communion service regularly numbers 12.

We marked the platinum jubilee of Her Majesty Queen Elizabeth with joy and a civic service in church on the morning of Friday 3<sup>rd</sup> June. With sorrow we marked Her Majesty's death with a civic commemoration service on the afternoon of Sunday 11<sup>th</sup> September. We participated fully in the civic ceremonies held in our town.

We celebrated the major festivals including Advent Carol Service, Burning of Ashes on Shrove Tuesday, Ash Wednesday, Maundy Thursday, Good Friday, Easter Eve, School Leavers Service, Remembrance Sunday, Christingle, Crib Service, Christmas Midnight Mass and Christmas Day.

The Bishop of Sherborne, Bishop Karen, lead us in the annual benefice service of confirmation at St Mary's this year on the afternoon of Sunday 18 September with baptism and confirmation of six candidates.

### **Statistics of Weddings, Funerals, Baptisms and Confirmations**

Baptisms 11

Weddings 13

Funerals at St Mary's 25

Funerals at Crematorium 19

Interments of ashes 10

### **Regular Services**

8.00am 1<sup>st</sup> Sunday - Holy Communion

Morning Prayer – Monday, Thursday, Friday, Saturday

10.00am Sunday - Parish Communion

Meditation – meets weekly

10.30am Holy Communion - Wednesday

4.30pm Silent Prayer - Monday, Tuesday, Wednesday, Thursday, Friday

Services were held for all significant festivals.

## **REVIEW OF THE YEAR 2022**

During the year 1 January 2022 to 31 December 2022 the PCC met on six occasions. The PCC continued using the 'Build' committee which looks after finance, housekeeping and buildings.

The Annual Parish and Annual Parochial Church Meetings were held on 22 February 2022.

When Her Majesty Queen Elizabeth died, a condolence book was made available in St Mary's Church, and the church collaborated fully with the town council in partnership to mark this sad occasion with a civic service, as mentioned above. In the same way we had previously celebrated with joy Her Majesty's platinum jubilee. With the town council on the High Street we proclaimed the accession of His Majesty King Charles III.

Eden Café continued enabling fellowship, service to the local community and engagement with Climate Change and other environmental matters, open twice weekly in the Vicarage Schoolroom, and Terracycle. Recycling continues at the same time. These activities flow from the fifth mark of mission "To strive to safeguard the integrity of creation and sustain and renew the life of the earth.

The meditation group continued to meet weekly. Messy Church met three times, in September, November and for a Christmas Messy in December. The church's work with local schools continued through the work of governors, collective worship, and Open the Book. The 'Walking in Faith' group continued monthly with Lent walks and with a Good Friday walk between the churches.

Our annual stewardship appeal was launched as usual on Passion Sunday and again resulted with individual increases to planned giving. However, with deaths and moves out of the area we have seen a decrease in planned giving and overall income.

The PCC continues to manage the maintenance of the church.

The PCC adopted 'in-full' the Church of England's Safeguarding Policy and Safer Recruitment Policy and Job Descriptions are held for all roles within the church. These Job Descriptions enable the PCC to review and take action where DBS checks are required. The PCC has adopted a Safeguarding Policy with regard to Domestic Abuse a resolution was passed in 2019 to enable the diocese to be the link with the Charities Commission for serious safeguarding and other serious incidents. Key holder declarations are complete and the Key Holder List regularly updated. Risk Assessments are now routine and various policy documents are under development. The PCC has complied with the duty under section 5 of the Safeguarding and Clergy Discipline Measure 2016 (duty to have regard to House of Bishops' guidance on safeguarding children and vulnerable adults).

## **FINANCE REPORT SUMMARY**

As can be seen from the 2022 Statement of Accounts the bottom line is not good with a deficit of £12,188 which obviously means drawing on our reserves. That bottom line is worse than our deficit budget of £8,364 but would have been worse still if it were not for unexpected generous donations and legacies.

Planned Giving was down slightly but, of that, certain sums are given specifically for the Pioneer Pot. What is of more concern is that Planned Giving has reduced on average by 3.3% p.a. since 2017.

Generous though the donations were in 2022 they did not realise the unusual generosity of 2021.

Another big factor in comparison with 2021 is the Gift Aid claimed – in 2021 there was some back dated claims and though we haven't claimed for the last three quarters of 2022, which would have improved our bottom line significantly, it will be of more use in 2023 where an anticipated deficit is likely to be more than £27,000, much of which is out of our control.

Fees relating to funerals and weddings (both received and paid) increased significantly in 2022 as weddings caught up from the delays caused by Covid - this gave a net increase to our accounts of some £8,782. This is unlikely to be repeated in 2023.

VSR rental improved post Covid with a consequential increase in running costs and there were also capital costs for improvements made to both VSR lighting and stable room decor.

Fund Raising has again provided a most welcome income stream of some £9,244 from Eden, Sunday coffee donations and other events such as the welcome Plant Sale.

Other minor variances can be seen on examination of the Statement of Accounts.

For 2023 we have been advised a 3% increase in the Parish Share paid to diocese, a 6.2% increase in church/VSR insurance and a fourfold increase in the cost of energy which, as mentioned above will leave us with a projected deficit likely to be more than £27,000. If 2023 matches our budget predictions, then 51% of our spendable reserves will have disappeared from their opening 2022 value. We also cautiously await what diocese intend with a potential revised Parish Share scheme for 2024 which currently amounts to 77% of annual real income.

The Fabric Fund remains healthy with over £41,000 available, which is just as well as a leaking nave roof requires attention when we can find a contractor willing to attend. The Fabric Fund contributes 50% of the cost of church/VSR insurance which is slightly less than its income from investments thus ensuring that the fund is not reduced by this methodology. The Pioneer Fund is equally healthy at £31,563.

To conclude on a more positive note the church family has responded generously to appeals and our gifts to home charities, mission and evangelism approximates to 5.7% of our giving (or 3.2% of our gross income) with a particular fantastic sum of £1,257 for the Lui Bicycle Advent Appeal. At this time, it is also appropriate to be thankful for the reserves secured by our forebears without which we would have not met our commitments.

Mike Sargent, Hon. Treasurer

## **RESERVES POLICY**

It is PCC policy to maintain a balance of unrestricted funds (if possible) that equates to at least two months unrestricted payments in order to cover emergency situations that may arise from time to time.

Approved by the PCC on 16<sup>th</sup> March 2021 and signed on their behalf by the Revd Canon Peter Greenwood (PCC Chairman)

# FINANCIAL STATEMENT FOR YEAR 2022

## GENERAL FUND RECEIPTS AND PAYMENTS ACCOUNT

	Actual 2022 £	£	Whole Year 2021 £	£
<b>RECEIPTS</b>				
Incoming resources from donors				
Planned giving	51320.40		54030.75	
Collections and other giving	5566.35		4418.20	
Tax recovered	7959.10		25402.34	
		64845.85		83851.29
Other voluntary incoming resources				
Legacies	8500.00		1000.00	
Donations	7483.18		17586.69	
Grants	952.40		205.00	
		16935.58		18791.69
Income from operating activities to further the work of the church				
Impact magazine	2432.00		1744.50	
Rent from VSR	5191.20		1830.00	
Fundraising	9243.81		8060.84	
Fees	23133.29		10570.00	
		40000.30		22205.34
Income from investments				
Bank interest	815.92		26.25	
Central costs paid by Milton	2349.62		2372.43	
Central costs paid by Silton	2306.88		2372.43	
Transfers from restricted funds	5459.92		115.50	
		10932.34		4886.61
<b>Total Receipts</b>		<b>132714.07</b>		<b>129734.93</b>
<b>PAYMENTS</b>				
Grants				
Home charities	1786.01		1958.26	
		1786.01		1958.26
Activities directly relating to the work of the church				
Diocesan parish share	85857.72		81769.12	
Church running expenses	10380.15		9684.40	
VSR running expenses	3783.68		1689.96	
Clergy expenses	929.70		1579.03	
Cost of services	1002.53		646.56	
Cost of fundraising	168.80		104.50	
Impact magazine	0.00		0.00	
Church capital expenses	331.20		287.55	
VSR capital expenses	3666.08		191.58	
Salaries and honoraria	15295.33		14847.84	
Mission and evangelism	1947.43		439.35	
		123362.62		111239.89
Church management and administration				
Office costs	4462.17		3435.87	
Assigned fees	11332.00		7561.00	
Bank charges	0.00		0.04	
		15794.17		10996.91
Transfers to restricted funds	3960.00		3900.00	
		3960.00		3900.00
<b>Total Payments</b>		<b>144902.80</b>		<b>128095.06</b>
<b>Excess - Receipts minus Payments</b>		<b>-12188.73</b>		<b>1639.87</b>
Total opening funds held		82612.02		80972.15
Total closing funds held		70423.29	Note 1	82612.02
Opening reserved funds available for general use (inc. legacies)		77657.42		
Closing reserved funds available for general use (inc. legacies)		66517.92		

Note 1      32480.37 is currently held for singular purposes (inc. legacies)

GENERAL FUND APPORTIONMENT  
@ reconciliation

	£ 2022	£ 2021 (Year end)
NON-SPECIFIC (UNRESTRICTED)		
Funds at 31.12.21	58,582.42	
Receipts	121,932.62	
Transfer to Legacy	1,000.00	
Payments	<u>141,572.12</u>	
Funds YTD	37,942.92	58,582.42
LEGACY FUND (UNRESTRICTED)		
Funds at 31.12.21	19,075.00	
Transfer from above	1,000.00	
Jane Harris legacy	5,000.00	
Brain Rainey legacy	500.00	
Louise Done Legacy	1,000.00	
Brenda Sanctuary Legacy	2,000.00	
Payments		
Funds YTD	28,575.00	19,075.00
Eden Capital (DESIGNATED)		
Funds at 31.12.21	1,085.82	
Receipts	0.00	
Payments	<u>1,085.82</u>	
Funds YTD	0.00	1,085.82
FREE BREAKFAST FRIDAY (DESIGNATED)		
Funds at 31.12.21	500.00	
Receipts	510.00	
Payments	<u>158.08</u>	
Funds YTD	851.92	500.00
BELL RINGERS (RESTRICTED)		
Funds at 31.12.21	2,745.20	
Receipts	1,346.00	
Payments	<u>1,544.70</u>	
Funds YTD	2,546.50	2,745.20
BIBLES for SCHOOLS (RESTRICTED)		
Funds at 31.12.21	29.45	
Receipts	245.45	
Payments	178.50	
Funds YTD	96.40	29.45
MEMORY BOX (RESTRICTED)		
Funds at 31.12.21	110.00	
Receipts		
Payments	<u>110.00</u>	
Funds YTD	0.00	110.00
MOTHERS UNION (RESTRICTED)		
Funds at 31.12.21	90.00	
Receipts		
Payments		
Funds YTD	90.00	90.00
CHURCH FLOWERS (RESTRICTED)		
Funds at 31.12.21	394.13	
Receipts	180.00	
Payments	253.58	
Funds YTD	320.55	394.13
TOTAL	70,423.29	82,612.02
Of which misc funds	32,480.37	24,029.60
Total misc receipts	10,781.45	
Total misc payments	3,330.68	

## STATEMENT OF ASSETS AND LIABILITIES FOR 31 December 2022

	GENERAL FUND SANTANDER 97333084 CCLA 634117003D		RESTRICTED FUNDS				DESIGNATED Building Fund Lloyds 42542568 CLOSED	INVESTMENT FUNDS Nurse Reid CCLA 6341170015	Administered by Diocese		
			Fabric Fund CCLA 634117001D	Carlton Cross CCLA 634117002D	Choir Fund CCLA 634117006D	Pioneer Pot CCLA 634117007D			Church Trust CCLA 134001358S	Church Trust CCLA 134001209F	Carlton Cross CCLA 134001343S
Monetary assets at 31.12.21	82,612.02		39,517.10	6,820.20	1,343.75	29,007.75	510.00	154,936.89	3,695.10	333.36	14,336.05
RECEIPTS											
Net receipts	126,438.23										
Donations											
Interest	815.92		522.61	92.92	17.15	399.31					
Income from other CCLA investments			4,176.92	376.70							
Investment gain/loss								-18,157.80	-476.75		-1,670.11
Transfers in	5,459.92		510.00	0.00	0.00	3,450.00	0.00		333.36		
PAYMENTS											
Net payments	140,942.80										
Transfers out	3,960.00		3,607.00	0.00	49.66	1,293.26	510.00			333.36	
Monetary assets at last reconciliation	70,423.29	Note 2	41,119.63	7,289.82	1,311.24	31,563.80	0.00	136,779.09	3,551.71	0.00	12,665.94

Note 2 Of which 32,480.37 is held for singular purposes (see Sheet 6)

Checksum 70,423.29

£510 from  
Lloyds to  
Fabric Fund

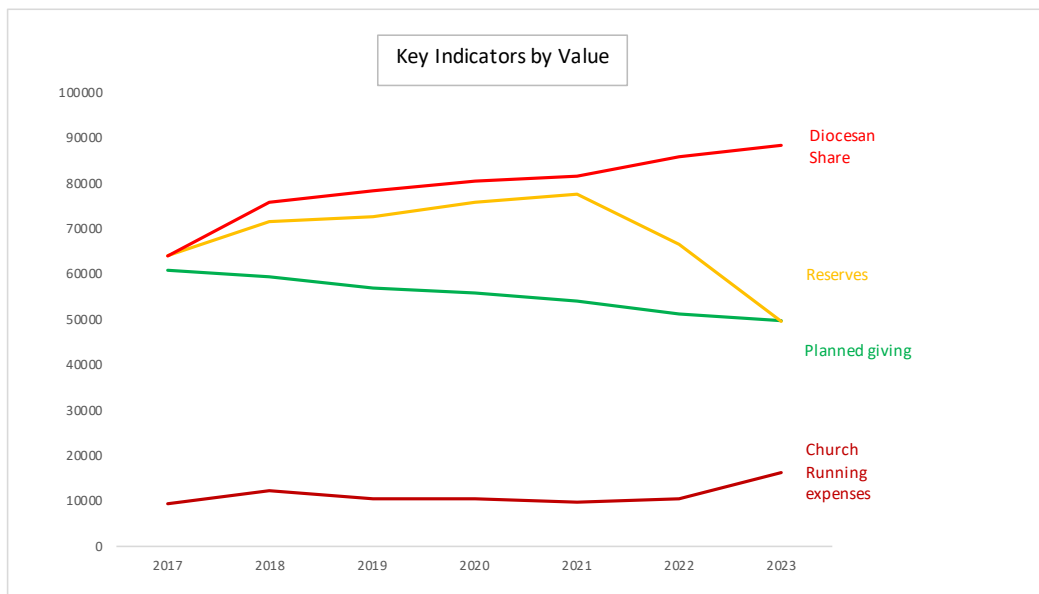
Bid market valuation  
 Shares transferred by value from 134001209F to  
 1340011358S

### Gillingham and Shafestbury Show

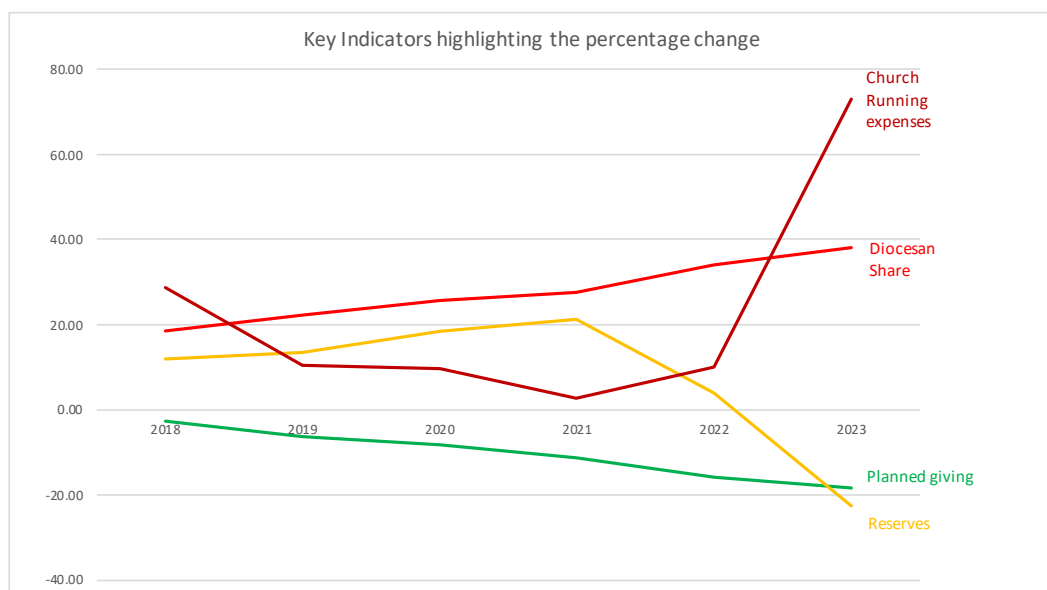
		In hand		
28-Sep	1500 IN	BACS	1500	
13-Oct	500 OUT	22370	1000 DHCT	cashed
13-Oct	500 OUT	22371	500 Royal Agricultural benevolent Institution	cashed
15-Oct	500 OUT	22372	0 Gillingham & Shaftesbury Agricultural Society	cashed

## LUI Bicycles

21-Nov	20	20 To St Mary's		R377
27-Nov	170	190 To St Mary's		R386
30-Nov	10	200 To St Mary's		R389
05-Dec	170	370 To St Mary's		R399
09-Dec	5	375 To St Mary's		R406
11-Dec	150	525 Chq to DBF		TW
12-Dec	40	565 To St Mary's	+150 rejected chq	R411
14-Dec	212	777 Chq to DBF		RE
15-Dec	30	807 Chq to DBF		HL
15-Dec	110	917 To St Mary's		R418
16-Dec	20	937 To St Mary's		R418
18-Dec	30	967 Chq to DBF		FA
18-Dec	25	992 Chq to DBF		JH
18-Dec	20	1012 To St Mary's		R420
20-Dec	150	1162 To St Mary's		R429
22-Dec	10	1172 To St mary's		R433
23-Dec	80	1252 To St Marys		R437
25-Dec	5	1257 To St Mary's		R438
		1257		
		1257		
		1257		
		1257	Gift Aid	126.25
		1257		
		1257		
		1257	Chq from St Mary's	810
			Chq direct DBF	447
			Checksum	1257
				1383.25 inc. Gift Aid



These tables indicate the key items affecting our accounts including 2023 projections







# CHARITY COMMISSION FOR ENGLAND AND WALES

## Independent examiner's report on the accounts

### Section A

### Independent Examiner's Report

Report to the trustees/  
members of

The Parochial Church Council of the Ecclesiastical Parish of St. Mary's,  
Gillingham, Dorset

On accounts for the year  
ended

31 December 2022

Charity no  
(if any)

1158272

Set out on pages

1 to 7 of this report and Sections A and B

I report to the trustees on my examination of the accounts of the above  
charity ("the Trust") for the year ended

Responsibilities and  
basis of report

As the charity trustees of the Trust, you are responsible for the preparation  
of the accounts in accordance with the requirements of the Charities Act  
2011 ("the Act").

Independent  
examiner's statement

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

I have completed my examination. I confirm that no material matters have  
come to my attention (other than that disclosed below \*) in connection with  
the examination which gives me cause to believe that in, any material  
respect:

- ~~accounting records were not kept in accordance with section 130 of  
the Act or~~
- ~~the accounts do not accord with the accounting records~~

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

\* Please delete the words in the brackets if they do not apply.

Signed:

*John McLaren Bartlett*

Date:

14.02.2023

Name:

JOHN McLAREN BARTLETT

Relevant professional  
qualification(s) or body  
(if any):

Address:

SICKETTS COTTAGE  
MILTON ON STOUR, GILLINGHAM  
DORSET SP8 5QD

## **FABRIC REPORT**

Rain water has been getting in to the nave in the north west corner adjacent to the tower - a builder who will take on the work has now finally been appointed (February 2023). The gutter on the west side of the south porch fell down and is to be repaired. The loose stone on the north porch east corner is also still to be repaired. VSR - The Stable Room has been repainted, thank you very much to the team, and a new floor covering laid. New kitchen lights and taps, and taps in the gentlemen's toilet have also been installed. The storage shed for Little Cherubs is to be replaced in 2023. In conclusion there has been a general difficulty in getting builders to look at what they call "small" jobs. We remain hopeful that this will continue to improve this year.

## **DEANERY SYNOD REPORT**

There were three meetings in 2022, at Marnhull, East Stour and Sturminster. At Marnhull we had a very good review of the situation across the Deanery from Archdeacon Penny Sayer. She was clear in recognising the difficulties of rural ministry and the state we are in.

In the early summer we were at East Stour with a less successful presentation. Tim our new rural Dean, a role he seems to have taken to very well, was very much in charge.

In September our meeting was transformed to a very lovely memorial service for the late Queen, led by Tim and open to all of the Deanery community.

I enjoy the contact with the wider Deanery and hearing how other parishes manage similar problems. It is important we keep in mind this broader perspective.

*Kate Wickson, Deanery Synod Representative*

## **IMPACT MAGAZINE**

Impact, the parish magazine produced 10 editions this year. With many thanks to those who contribute to the magazine, and especially to David Grundy who edits the magazine, Carole Blackmore who prints and backs us up in many ways with the magazine, Carol Foster who arranges the delivery of the magazine.

## **PARISH OFFICE**

Mrs Carole Blackmore has continued to work tirelessly throughout the year. Looking after the whole benefice she deals with all day to day enquiries, arranging weddings, funerals, baptisms, taking VSR bookings, liaising with all elected parish officers, organising and printing the weekly pew sheets, printing and collating Impact and keeping the administration in good order. We also recognize and are grateful for the pastoral element of her role in the office in listening to and dealing with parishioners queries and supporting the clergy with her good humour and efficiency.

## **THE VICARAGE SCHOOL ROOM (VSR)**

In 2022 the VSR was used and enjoyed by a wide range of groups and activities including Little Cherubs, Syrian Cuisine, Eden cafe, meditation, after Sunday service coffee, Free Breakfast Friday, private party bookings, art group, Mothers' Union, marriage preparation, Messy Church, funeral refreshments, baptism parties, the garden interest group, Action for Children, Christian Aid Lent lunches, Gillingham Carnival Club, Rock 'n' Roll afternoons, the Town Meadow AGM, Spirit-rhythm-and-rock concert, PCC meetings, Build committee meetings, plant sale, Gillingham swimming club, Gillingham Walkers.... What a great resource it is for the church and the community. Well done everyone who looks after it, especially our cleaner and dedicated volunteers