



**St. Thomas of Canterbury
Dodbrooke Parish Church**
Annual Report
and
Financial Statement
of the
Parochial Church Council
Year ending 31st December 2020

Charity Number 800215

Rector

Revd. Prebendary Jackie Taylor
The Rectory
Church Street, Kingsbridge
Devon
TQ7 INW

Assistant Priest

Reverend Clive Rogers
Leeward House,
West Charleton,
TQ7 2AB

Curate

Reverend Matt Gorton
The Vicarage
Townsend Road
West Alvington
TQ7 3QA

Reader

Mrs Mandy Sarjeant

Bank

Lloyds Bank PLC
Fore Street
Kingsbridge
Devon

PCC Hon Secretary

Mrs S Morgan

Independent Examiner

Mrs H Hack
Helen Solomon Ltd
Unit 4G, South Hams Business Park
Churchstow
Devon
TQ7 3QH

2020 Report and Accounts for the Parochial Church Council of St Thomas of Canterbury, Dodbrooke

Aims and Purposes

Dodbrooke PCC has the responsibility for co-operating with the Incumbent in promoting in the ecclesiastical parish the whole mission of the church, pastoral, evangelistic, social and ecumenical. It also has the responsibility for maintenance of the church, the churchyard and the church hall.

Objectives and Activities

The PCC is committed to enabling as many people as possible to worship at our church and to become part of our parish community at St. Thomas. The PCC maintains an overview of worship throughout the parish and actively engages in suggestions on how our services can involve the many groups that live within our parish. During the pandemic this has extended to grasping new opportunities for offering worship and prayer both in-church and on line via Zoom. Our services and worship put faith into practice through prayer and scripture, music and sacrament.

Together with the Mission Community churches of St Edmund King and Martyr Kingsbridge and All Saints West Alvington, our church offers pastoral care to those who are unable to attend church due to illness or age. The Incumbent and lay members from the Pastoral Team make visits to a number of elderly residents at Salt Quay Moorings to offer a monthly service of Holy Communion. However, during this year, much that would have taken place has been limited due to the Covid 19 pandemic restrictions and other ways of offering ministry have needed to be explored.

We seek to engage in many areas of support within the community and throughout the pandemic, the Rector has continued to offer a well-attended monthly service at Kahala Court, a local residential home for the elderly which has been encouraged and supported by the staff.

Worship and Prayer

The Diocesan priorities: *Growing in prayer, Making Disciples and Serving the people of Devon with joy* continue to be our aim through the range of activities offered across the benefice and therefore in the life of Dodbrooke. The PCC is keen to offer a breadth of services and when this was possible at the beginning of the year this ranged from the sung Parish Eucharist, Monthly Service of the Word 'Encounter,' led by our Reader, and participation in the lay led monthly informal worship 'Open Door', held at St Edmund's. Across the Mission Community a range of worship including BCP is offered which all are welcome to attend.

The PCC is keen to encourage the creativity of ministry offered by our benefice Licensed Lay Minister and also the participation of members in offering prayers of Intercession and the Lectionary Readings at Sunday services. There are also those who offer their gifts of song and music. Whilst, due to the pandemic, this breadth of worship has not been possible, we have embraced the new opportunities that technology has offered. Since Lockdown 1, as a Mission Community we have offered a Zoom Service every Sunday which has been very well attended. Led in turn by our Clergy and Lay Reader, the liturgical participation of members from Dodbrooke and the other benefice churches has continued to be encouraged in this context. Through engaging with this on-line medium in creative ways, those in our Church family who are too frail or who feel unsafe to be physically in church have welcomed the opportunity for fellowship through worshipping together. Throughout the pandemic, a monthly cycle of worship has developed across the Mission Community, which

has included services both on-line and when we were able, in each of the three churches by rotation. Eucharistic ministry when possible was offered by our Rector and also by our Associate Priest.

The church was also made available for Private prayer and reflection. Prayer and worship have also continued in the context of the Homegroup which has continued throughout the year via Zoom. As a Mission Community we have also drawn on the richness of worship and prayer of other denominations when we have joined together in Churches Gathering Kingsbridge services and events.

Since Lockdown 1 whilst we have been unable to offer communal singing in church or the choirs from the three churches joining together in a monthly united service, the opportunity to worship in our homes through song has been offered by worship led on our weekly on-line service through the keyboard ministry of our Organist. On Christmas Eve we offered an in-church Mission Community service at Dodbrooke and a Zoom Carol service.

We seek to serve the people of Devon with joy, supporting our local community and that means being there for our local community in times of joy and sorrow. It has been a difficult year for so many due to the Covid 19 pandemic restrictions and we have sought to minister to their needs at this time. As well as our regular services, we have sought to serve the communities of which we are a part in the ministry of Occasional Offices, at the milestones of the journey through life. In this year of many restrictions due to Covid, we have celebrated 1 baptism 0 weddings, 10 funerals either in the church or churchyard, 3 funerals at a crematorium or cemetery and 3 burials of ashes.

Deanery Synod

Two members of the Parochial Church Council sit on the Deanery Synod and one member regularly offers reports to the P.C.C. In 2020 Synod met three times, once as a face-to-face meeting and twice on Zoom. All meetings are open to everyone but only Synod members can vote on any resolution. Due to Coronavirus restrictions, there have been no Deanery events in 2020.

Church Fabric

Chancellor's approval for Phase 1 works of the reordering programme was received in February 2020. From July to October contractors variously completed these works: removal, refurbishment and refitting of the NW1 Harris-Phillips memorial window; installation of an oak- framed, toughened glass south inner door; re-pinning/securing of both a north wall memorial and statue of St Thomas above the outer south door. Redecoration of the south porch remains outstanding and re-siting of the rear linenfold pew will be re-applied for under phase 2.

West Access were engaged to clear gullies, gutters, downpipes and drains in December and to record any roofing issues. It is intended that this be a regular contract for cleaning, inspection and repair. Volunteer restoration work under the guise of the Wednesday Club was unable to take place during 2020 because the club's leader was shielding. Annual PAT testing and FFA servicing took place without issue. Generally, the fabric of the church building remains in reasonable order.

Significant goods and ornaments remain unchanged. A comprehensive update of the Church Terrier and inventory has been completed and the Church Log Book continues to be regularly updated.

Volunteer and paid work in the churchyard did resume in July, subject to a risk assessment covering sanitisation and control measures. We are thankful for that small but sterling band who control growth around our 3 acres. The plan of graves in the southern area (lower section) of the churchyard has been accurately re-mapped and the burial plan upgraded to a more user- friendly format. A reference file will be made available for church visitors once the building is fully re-opened.

Mission and outreach work

Mission is the priority point on our PCC Agenda and an integral area of discussion. In 2020 our three churches were united in adopting a logo that expressed both the diversity and unity of who we are in God's mission: *The Kingsbridge Estuary Churches Mission Community*. In the weeks preceding Lockdown 1 each of our churches engaged with the diocesan booklet entitled 'Grassroots' which was an initiative for Lent to encourage discipleship and thus mission. During the year we have been working within the limits and restrictions associated with the pandemic and seeking how to engage with our communities. This has been reflected in our Mission Action Plan. Work began on a new A Church Near You web page for the Mission Community with links to existing individual ACNY pages for each church and a facebook page was created by our Reader. These initiatives seek to maximise opportunities to engage in outreach and mission through the internet and social media. Our Zoom services at Christmas were advertised through these on-line facilities. Images that invited reflection formed a daily Advent calendar, posted by our Curate each morning throughout December.

Volunteers from Dodbrooke were integral to the Mission Community being able to offer St Edmund's as a place of prayer and reflection by being members of the team that supervised this. The PCC was also keen to offer Dodbrooke as a place for prayer and reflection as soon as that was able to happen. Both these opportunities have been hugely helpful to those who made their way to these places of stillness.

Our Community Café has been offered on-line, however the community outreach for this and our parent/carer/ under 5's outreach Chatterbox, each having a regular number attending prior to Lockdown 1, will be a priority to re-form when it is possible to do so. The strengthening of links and relationship with the neighbouring Community Primary Academy has continued and a Christingle service via Zoom was offered at Christmas by our Reader and Curate.

The two benefice homegroups which meet weekly and have an ecumenical dynamic have continued to flourish through engaging with Zoom. They are led by gifted and committed members from the Mission Community. The nurturing of disciples in these groups is integral to the development of a mission mindset within the churches.

Support for the local Foodbank has included the volunteering of members for deliveries and the church and members supporting this by financial giving. Jeel Al Amal Boys Home in Bethany, through McCabe Educational Trust is ongoing.

Ecumenical Engagement

As a Mission Community and thus Dodbrooke, we also draw on the richness of worship and prayer of other denominations through opportunities to join together in Kingsbridge Churches Gathering services and events. Whilst, due to the pandemic, the planned involvement of the ecumenical Good Friday Walk of Witness was not possible and we have not been able to meet physically together, we were able to enjoy an online service in October. Regular monthly prayer meetings via Zoom take place to pray for our town and surrounding villages. A member of the church is Chair of Churches Gathering and a parish representative is on the planning group which meets quarterly and has continued to do so remotely. As has already been mentioned, the two Mission Community homegroups also have an ecumenical dynamic. At Christmas, our Roman Catholic sisters and brothers were warmly welcomed to our Mission Community Christmas Eve Zoom Carol service.

Grants totalling £800.00 have supported various charities both abroad and at home. Prior to Lockdown 1 the church continued to support outreach through volunteer support for the town's Christian Bookshop 'Wordwise', and when it was possible continued to do so in 2020. Our Sea Sunday service, whilst held remotely, supported the work of the Mission to Sea Farers and members also contributed to Christian Aid week. Although not overtly mission focussed, the church continued to be involved in the Samaritans purse Shoe Box initiative for children. All are welcome to attend our regular services whether when they can be offered in-church or via Zoom. At the end of 2020 there were 65 people on the Electoral Roll.

Financial Review

Planned giving of £16,429.59 through envelopes, Bankers Orders and Direct Debits, was gratefully received. Many people now pay their giving directly through the Parish Giving Scheme, administered by the Gloucester Diocese. The advantage of this Scheme to the Church is that the Gift Aid tax is reclaimed immediately and deposited into the Church bank account the same month.

Total receipts to the General Fund amounted to £77,523.19. This includes income generated from lettings at the Parish hall. The amount received from the Dodbrooke Feoffees was £9,504.80 and interest payments from the Long-Term Investment fund and the Churchyard fund amounted to £7,649.21 and £1,442.78 respectively. The church also benefitted from 2 legacies totalling just over £23,000.

£63,623.98 was spent to provide the Christian ministry from Dodbrooke Church and includes our contribution of £31,695 to the Common Fund. The amount spent, deducted from the income received and bank and deposit balances brought forward at the beginning of the year, shows a total of £44,045.85 in the General Fund on 31st December 2020. Included in this amount is £2,783.83 put aside for particular purposes. Deducting this amount and other small miscellaneous amounts shows a net amount of £41,224.02 in the General Fund on 31/12/2020.

Safeguarding

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). The Parochial Church Councils for St Thomas of Canterbury Dodbrooke, St Edmunds King and Martyr Kingsbridge and All Saints West Alvington fully recognise and accept the House of Bishops' Safeguarding Policy Statement "Making a Safer Church 2017", and commit to complying with the current Church of England and Diocesan safeguarding policies and practice guidance. Safely recruiting and supporting all those with any responsibilities related to children, young people and vulnerable adults

within the Church is in accordance with the House of Bishops' Safer Recruitment: Practice Guidance 2016.

We have a Benefice Safeguarding Policy Statement which is annually reviewed by the PCC and a Safeguarding Guidelines document. The Mission Community Safeguarding Co-ordinator ensures that Churchwardens, PCC members and all who need to, have the appropriate level of Safeguarding training. The Rector is up to date with the level of training necessary in her role. During 2020 The Safeguarding Dashboard was made available and adopted by Dodbrooke PCC. It is a valuable tool enabling the PCC to see what has been done and needs to be kept up to date with ongoing Safeguarding requirements. The Dashboard enables a Report to be produced for each PCC meeting outlining any work that needs to be done in this area. During Lockdown, due to Covid 19, Exeter Diocesan Safeguarding team offered some training on Zoom which was well constructed and well delivered.

Volunteers

The members of the PCC would like to thank all the volunteers who work so tirelessly to ensure that our church is a welcoming and open community. Our special thanks go to our Churchwardens. The team of volunteers who are committed to maintaining the church and its grounds are invaluable and we would like to express our thanks to them. There are volunteers who are involved in so many different areas of church life and make possible our outreach initiatives, fundraising initiatives and social gatherings and make so many areas of church life possible. We would like to express our thanks to them all.

Structure and Management

The PCC members are responsible for making decisions on all matters of general concern and importance in the parish, and for all financial matters. The full PCC met several times during the year once permission was given to do so remotely via Zoom. Our Annual Meeting of Parishioners and APCM also took place in this way in October. No person stood for the position of Churchwarden and therefore none were elected, the retiring wardens standing down when their term of office ends Jan 2021. Given its wide responsibilities, the PCC has a number of sub committees each dealing with a particular aspect of parish life. These include Worship, Fabric, Social and Fundraising and Mission and Outreach.

Members of the PCC are either ex officio or elected by the annual parochial church meeting in accordance with the Church Representational rules.

All those who are regular attendees at church services are encouraged to register on the Electoral Roll and to stand for election to the PCC.

Revd. Prioress Jacqueline M. Taylor

Administrative Information

The Church is situated in Church Street, Kingsbridge, TQ7 1NW and is part of the Deanery of Woodleigh in the Diocese of Exeter. The correspondence address is The Rectory, Church Street, Kingsbridge, Devon TQ7 INW.

PCC members who have served in the current year**Rector**

Reverend Prebendary Jacqueline Taylor

Assistant Priest

Reverend Clive Rogers

Curate in Training

Reverend Matt Gorton (From Sept 2020)

Reader

Mrs. Mandy Sarjeant

Churchwardens

Mrs. F.P. Beauchamp (Until Jan. 2021)

Mr. P Sarjeant (Until Jan 2021)

Assistant Churchwardens

Mr. B Greenhill (co-opted)

Mr. Peter Sarjeant (co-opted Jan 2021 to April 2021)

Deanery Synod Representatives

Mrs. A Cowling

Ms. S Morgan

Elected Members

Mr. R Brett (Lay Chair) (to April 2021)

Mrs. B Gidley (Safeguarding Officer) (to April 2021)

Mrs. Davidson (to April 2022)

Mrs. Juanita Greenhill (to April 2023)

Mrs. Mary Brett (Treasurer) (. to April 2023)

Mrs. Patricia Beauchamp (to April 2023)

Co-Opted

Mr. Peter Sarjeant (to April 2021)

Mr. Paul Andrews (to April 2021)

RECEIPTS

		2020		2019
	£	£	£	£
<u>Incoming Resources from Donors</u>				
Gift aid	£16,429.59		£16,823.39	
Feoffees	£9,504.80		£10,054.09	
Collections	£808.32		£2,618.73	
Income Tax recovered	£4,163.01		£4,634.77	
Legacy	£23,048.41			
		£53,954.13		£34,130.98
<u>Other Voluntary Incoming Resources</u>				
Donations (General)	£2,372.08		£2,115.27	
Admin Salary(From other Churches)	£2,879.12		£2,755.56	
EON.repaid (church)	£548.34		£125.10	
Sale of piano/ Choir robes	£0.00		£400.00	
VAT Refund	£2,293.39		£137.60	
		£7,892.93		£5,533.53
<u>Income from activities to generate funds</u>				
Sunday Morning Coffee	£75.81		£303.98	
All Fairs	£0.00		£2,780.64	
Other Fund Raising	£0.00		£1,007.50	
Magazine advertisement fees	£235.00		£175.00	
Church Hall lettings & donations	£2,883.49		£5,457.68	
		£3,194.30		£9,724.80
<u>Income from activities to further the work of the church</u>				
magazine costs refund	£172.96		£252.00	
Sale of magazine, etc.	£137.99		£244.00	
Fees	£2,960.00		£2,856.00	
Goods supplied to other churches	£331.61		£189.51	
		£3,602.56		£3,541.51
<u>Income from investments</u>				
Lloyds Bank interest	£4.33		£3.66	
National Savings interest	£82.95		£102.58	
Churchyard Fund Interest	£1,142.78		£1,037.95	
Long Term Fund Interest	£7,649.21	£8,879.27	£7,497.34	£8,641.53
TOTAL RECEIPTS		£77,523.19		£61,572.35

PAYMENTS

		2020		2019
	£	£	£	£
<u>Grants</u>				
Overseas & Home Mission				
Overseas Charities	£290.00		£691.81	
Home Missions	£360.00		£702.00	
Secular Charities	£150.00	£800.00	£0.00	£1,393.81
<u>Activities Directly related to the Work of the Church</u>				
Diocesan Common Fund	£31,695.00		£32,844.00	
Church running expenses	£5,720.42		£6,876.70	
Clergy expenses	£1,087.02		£359.82	
Upkeep of services	£238.58		£1,783.28	
Visiting Priests/ organists	£0.00		£180.00	
Church maintenance etc.	£1,096.65		£2,589.24	
Church repairs	£13,195.61		£3,193.62	
Magazine costs	£173.88		£490.50	
Upkeep of Churchyard	£1,702.15		£1,170.03	
Church Hall running costs	£2,569.38		£3,632.70	
Church Hall repairs/renewals	£161.40		£280.74	
Reader's Expenses	£0.00		£0.00	
		£57,640.09		£53,400.63
<u>Expenses from activities to generate funds</u>				
Costs of fundraising events	£0.00		£152.60	
		£0.00		£152.60
<u>Church Management & Admin.</u>				
Stationery, etc.	£301.69		£148.84	
Admin. Costs	£799.16		£482.33	
Cost of publicity	£44.48		£462.24	
Administrator Salary/Tax	£4,038.56		£3,919.97	
		£5,183.89		£5,013.38
Previous Year Creditors		£0.00		£0.00
TOTAL PAYMENTS		<u>£63,623.98</u>		<u>£59,960.42</u>

	<u>2020</u>	<u>2019</u>
Total receipts	£77,523.19	£61,572.35
Total payments	£63,623.98	£59,960.42
Restricted Fund b/f	£5,493.65	£11,937.94
Excess receipts over payments	£8,405.56	-£10,326.01
Owed to Reverend J Taylor	£38.00	
Balance in Restricted Fund	£2,783.83	£5,493.60
Total	£11,227.39	-£4,832.41
General Fund 1st.Jan 2020	£32,818.46	£37,650.87
(Current A/C, Covenant A/C, , Nat. Savings)		
General Fund 31st Dec2020	£44,045.85	£32,818.46

STATEMENT OF ASSETS & LIABILITIES ~ 31 DECEMBER 2020						
		Organ/ Music	Repair & Churchyard			
	General			TOTALS		
Monetary Assets	Fund	Fund	Fund		2020	2019
Bank current A/c	£28,720.31				£28,720.31	£5,055.80
Gift Aid A/c	£11,331.90				£11,331.90	£13,851.97
National Savings	£3,993.64				£3,993.64	£13,910.69
Cash in hand not bk'd	£0.00				£0.00	£0.00
C.B.F. Deposit Funds		£5,796.66	£20.55		£5,817.21	£5,405.50
TOTAL CASH	£44,045.85	£5,796.66	£20.55		£49,863.06	£38,223.96
INVESTMENTS ASSETS						
Church Repair Fund	Investment Fund - Income Units				Restricted Fund	
					2020	2019
14752.47 units @ 1801.14p per unit @ 31st December 2020					£265,712.64	£249,740.14
Churchyard Fund	Investment Fund - Income Units				Restricted Fund	
					2020	2019
2204.02 units @ 1801.14p per unit @ 31st December 2020					£39,697.49	£37,311.19
Organ/Music Fund					Restricted Fund	
					2020	2019
C.B.F. Investment Fund						
575 shares @ 2048.73 pence per share @ 31st December 2020					£11,780.20	£11,022.23
C.B.F. Fixed Interest Securities						
1050 shares @ 169.62pence per share @ 31st December 2020					£1,781.01	£1,720.32

Restricted Income and Expenditure 2020

Receipts		Payments	
B/F from 2019	£5,493.65	Foodbank	125.00
Bells	£5.00	Heritage Glass	£2,500.00
Don for Rev Matt	£75.00	Rev Matt	£150.00
Don for Rev Matt	£75.00	General Fund (Chatterbox)	£89.82
Total	<u>£5,648.65</u>	Total	<u>£2,864.82</u>

Balance carried forward to 2021 £2783.83

Organ and Music Fund

	<u>2020</u>	<u>2019</u>
<u>Receipts</u>		
Interest from deposit fund	£23.45	£38.59
Dividend from investment fund	£329.99	£320.39
Dividend from fixed int. securities	£58.27	£69.28
	411.71	£428.26
<u>Payments (To Current A/C)</u>	£0.00	£0.00
Excess receipts over payments	411.71	£428.26
C.B.F Deposit A/c 1st.Jan.2019	£5,384.95	£4,958.69
C.B.F. Deposit A/c 31st.Dec.2019	£5,796.66	£5,384.95

Church Long Term Repair Fund and Churchyard Fund (Deposit Account)

Receipts	<u>2020</u>	Payments
B/f from 2019	£20.55	
Div. for Church Repair Fund	£7,649.16	Trans to Ca/c £7,649.16
Div. for Churchyard Fund	£1,142.78	Trans to Ca/c £1,142.78
Interest	£0.05	Int. paid to Ca/c £0.05
TOTAL	£8,812.54	£8,791.99
Balance in Deposit a/c 1/1/2020	£20.55	
Balance in Deposit a/c 31/12/2020	£20.55	

Independent Examiner's Report to the members / trustees of St Thomas of Canterbury, Doddbrooke, Kingsbridge.

I report on the accounts of the church for the year ended 31st December 2020 which are set out on pages 8 to 13.

Respective responsibilities of the Trustees and the Independent Examiner

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

It is my responsibility to:

1. Examine the accounts(under Section 145 of the 2011 Act);
2. To follow the procedures laid down in the General Directions given by the Charity Commissioners (under section 145(5)(b) of the 2011 Act); and
3. To state whether particular matters have come to my attention.

Basis of Independent Examiner's Report

My examination was carried out in accordance with the General Directions given by the Charity Commission. My examination includes a review of the accounting records kept by the charity and a comparison of the accounts presented with those records. It also includes considering any unusual items or disclosures in the accounts and seeking explanations from you as trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit, and consequently no opinion is given as to whether the accounts present a "true and fair view" and the report is limited to those matters set out in the statement below.

Independent Examiner's Statement

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

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



Helen Hack FCCA

Helen Solomon Ltd

Chartered Certified Accountants

Unit 4G, South Hams Business Park

Churchstow

Kingsbridge

Devon TQ7 3QH

Date: 9/3/21