



**St. Thomas of Canterbury
Dodbrooke Parish Church**

Annual Report
and
Financial Statement
of the
Parochial Church Council
Year ending 31st December 2021

Charity Number 800215

Rector

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

Assistant Priest until

Reverend Clive Rogers 16th March 2021
West Charleton,
TQ7 2AB

Asst. Curate

Reverend Matt Gorton
The Vicarage
Townsend Road
Leeward House,
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

2021 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 online 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, Curate and Reader have continued where possible, to take Home Communion to members of the Mission Community unable to attend church due to frailty.

We have sought to engage in many areas of support within the community and throughout the pandemic. The Rector and Curate have continued to offer a well-attended monthly service via Zoom, for residents at Kahala Court, a local residential home for the elderly which has been encouraged and supported by the staff. A Carol service was also offered via Zoom there and in person at the Abbeyfield House.

Worship and Prayer

The Diocesan priorities: Growing in prayer, Making Disciples and Serving the people of Devon with joy have continued to be our aim across the Mission Community and therefore in the life of St Thomas' during the challenging time of the pandemic. The PCC is keen to enter into opportunities for a breadth of services and has embraced the pattern of Mission Community worship each Sunday in one of our three churches, which emerged through the pandemic. In worshipping together each week as a Mission Community, the sense of unity has greatly increased, this being an area identified as a priority in our Mission Action Plan.

The PCC fully support the church being regularly open for the community for Private Prayer and Reflection throughout the week. Whilst due to the pandemic the breadth of worship previously offered has not been possible, we have embraced the new opportunities that technology has offered. A number of members attend the weekly Zoom Sunday morning worship as do others from across the Mission Community who are able to enter into fellowship in this way and would not otherwise have been able to, due to frailty, mobility issues or cautious concern. This service offers the opportunity for creative liturgy and the use of online resources. This is led on rota by our Reader, Curate and Rector.

Across the Mission Community prior to the pandemic, a range of worship including BCP was offered which all are welcome to attend and at each of the churches, services of Holy Communion and a monthly lay led Service of the Word. St Thomas' church building continues to be offered to the neighbouring Community Primary School for educational visits and as a space to explore about the Christian Faith. As the school could not physically be in church at Christmas, our Curate offered a Zoom Christingle service which was warmly welcomed. As a Mission Community we also draw on the richness of worship and prayer of other denominations when we join together in Churches Gathering Kingsbridge services and events.

The PCC is keen to encourage the creativity of lay ministry. Within our services, members from St Thomas' participate along with those from the other Mission Community churches in regularly offering the readings and intercessions and through their gifts of song and music. We are the one church in the Mission Community to have an organist whose skills and gifts greatly enhance our worship. Our worship at St Thomas' is also enhanced through the active belltower, the belltower captain overseeing a team of keen ringers.

As a Mission Community we were able to offer all those services that would have been offered at Christmas pre-pandemic – St Thomas' hosting the Service of Lessons and Carols and the Christmas Day All-Age service and Boxing Day Holy Communion. A Zoom Carol service was offered on Christmas Eve by our Reader that was well attended by those members who were unable to physically attend church.

Eucharistic ministry was offered by our Rector and also by our Associate Priest until his retirement in March and by our Curate following his ordination as priest at the end of September. Prayer and worship have also continued in the context of the Homegroup which has continued throughout the year via Zoom.

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 continuing restrictions due to Covid, we have celebrated 1 wedding, 4 Baptisms- 2 adults/ 2 infants, 10 funerals either in the church or churchyard, 2 funerals at a crematorium and a number of 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 2021 Synod met three times, via Zoom which proved to be very well attended. There was a Deanery Confirmation on 12th December at St Andrews East Allington at which one of our Mission Community members was confirmed, the Bishop of Plymouth presiding. As closer links within the deanery develop it is hoped that Synod can be an effective influence for Mission.

Church Fabric

In April 2021 a small part of the ceiling above the tower staircase collapsed outside the Parvis room. A temporary repair was put up. The damaged area was inspected by Paul Carpenter of PCA Associates and Julie Boulton of Apse Architects. The report from PCA advised that while there was evidence of rot in the timbers the landing was safe to be used without any temporary propping. The remaining ceiling has been removed (Jan.2022) so that the joists and trimmers can be inspected and a decision made about the work now required. This will be part of the Quinquennial Inspection which is due to take place in early 2022.

West Access came in the autumn to clear the gullies, gutters, downpipes and drains as part of their regular contract. They also carried out repair work to various areas of the roof where tiles had slipped or broken. The flag pole stays were replaced. West Access will continue to do six monthly inspections.

Annual PAT testing and FFA servicing took place. Numerous lights had to be replaced again. Repairs and maintenance to the gas boiler was carried out.

The fabric has suffered during the period of closure with fewer services and only intermittent use of the heating system. The north wall is showing signs of damp. Many areas and items have suffered from mold and mildew.

A combination of voluntary and paid work by the dedicated small band of workers has kept the churchyard in good order.

The Church Terrier and Inventory and Church Log Book are up to date.

Mission and Outreach work

Mission is a priority on our PCC Agenda and an integral area of discussion. 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 the outworking of a Mission Action Plan point which identified the need to engage with those around us through a new website, set up by our Curate and Facebook page, developed by our Reader. Our “A Church Near You” web page links to these. These initiatives seek to maximise opportunities to engage in outreach and mission through the internet and social media. Our services both in church and online at Christmas were advertised through these and also in the local paper.

Volunteers from Dodbrooke have been integral in enabling the church to be open for the community during the week for stillness, prayer and reflection.

Members have been involved in the organisation and offering of meals for school children in the holidays through the local ecumenical initiative ‘Soul Food,’ and supporting the Foodbank through deliveries out into the community and the church and members supporting this by financial giving. Wordwise, the Christian bookshop and Community Café is also supported in various ways by volunteers.

Due to the pandemic the offering of our own Community Café and outreach for the parent/carer/ under 5’s through ‘Chatterbox,’ has not been possible. This will be a priority to re-form when it is possible to do so. However, the strengthening of links and relationship with the large neighbouring Community Primary Academy has continued, our Curate offering regular assemblies and participating in opportunities for class and whole school engagement.

The two benefice house groups 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.

Grants totalling £770.00 have supported various charities both abroad and at home. Our Sea Sunday services, both in church and via Zoom 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 with the other Mission Community churches in the Samaritans purse Shoe box initiative for children. St Thomas also supports Kingsbridge Youth for Christ.

All are welcome to attend our regular services either in-church or via Zoom. At the end of 2021 there were 65 people on the Electoral Roll.

We have paid our Common Fund request in full, contributing to the mission and ministry of our Mission Community and the diocese.

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. 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. Whilst due to the pandemic, the planned involvement in the ecumenical Good Friday Walk of Witness was not possible, a well-attended Bible Weekend did take place in October, held in the churches in Kingsbridge. Online ecumenical services have also been offered. Regular monthly prayer meetings via Zoom take place to pray for our town and surrounding villages and as has already been mentioned, the two Mission Community house groups also have an ecumenical dynamic for prayer, Bible study, worship and fellowship. The church continues to support ecumenical outreach through volunteer support for the town’s Christian Bookshop ‘Wordwise. At Christmas, our Roman Catholic sisters and brothers were warmly invited to participate in the Christmas Eve Zoom Carol service.

Financial Review

Planned giving of £15,589.38 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 £49,229.04. This includes income generated from lettings at the Parish Hall. The amount received from the Dodbrooke Feoffees was £9,992.84 and interest payments from the Long-Term Investment fund and the Churchyard fund amounted to £7,801.11 and £1,165.48 respectively. £61,014.89 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 £33,043.02 in the General Fund on 31st December 2021. Included in this amount is £2,723.50, put aside for particular purposes. Deducting this amount and other small misc. amounts shows a net amount of £29,476.17 in the General Fund on 31/12/2021.

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 Mission Community Safeguarding Policy Statement which is annually reviewed by the PCC and a Safeguarding Guidelines document. The Mission Community Safeguarding Co-ordinator/ Parish Representative ensures that Churchwardens, PCC members and all who need to, have the appropriate level of Safeguarding training. The Rector and Curate are up to date with the level of training necessary in their roles, the Rector as a member of Bishop's Senior staff, undertaking a national leadership course.

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 and needs to be done to 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.

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 Churchwarden. 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 both on Zoom and in person. The Annual Meeting of Parishioners and APCM took place on Zoom on 29th April 2021. One Churchwarden was elected. 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.

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 1NW.

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

Churchwarden

Mrs. F.P. Beauchamp

Assistant Churchwardens

Mr. B Greenhill (co-opted)

Deanery Synod Representatives

Mrs. A Cowling

Ms. S Morgan

Elected Members

Mr. R Brett (Lay Chair) (to April 2024)

Mrs. B Gidley (Safeguarding Officer) (to April 2024)

Mrs. Davidson (to April 2022)

Mrs. Juanita Greenhill (to April 2023)

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

Mrs. Patricia Beauchamp (to April 2023)

RECEIPTS

		2021		2020
<u>Incoming Resources from Donors</u>	£	£	£	£
Gift aid	£15,589.38		£16,429.59	
Feoffees	£9,992.84		£9,504.80	
Collections	£735.79		£808.32	
Income Tax recovered	£3,765.62		£4,163.01	
Legacy	£0.00		£23,048.41	
		£30,083.63		£53,954.13
<u>Other Voluntary Incoming Resources</u>				
Donations (General)	£1,008.40		£2,372.08	
Admin Salary(From other Churches)	£2,695.68		£2,679.12	
EON.repaid (church)	£0.00		£548.34	
VAT Refund	£0.00		£2,293.39	
		£3,704.08		£7,892.93
<u>Income from activities to generate funds</u>				
Sunday Morning Coffee	£26.55		£75.81	
Fund Raising	£197.50		£0.00	
Magazine advertisement fees	£95.00		£235.00	
Church Hall lettings & donations	£3,327.66		£2,883.49	
		£3,646.71		£3,194.30
<u>Income from activities to further the work of the church</u>				
magazine costs refund	£0.00		£172.96	
Sale of magazine, etc.	£100.00		£137.99	
Fees	£2,615.00		£2,960.00	
Goods supplied to other churches	£110.92		£331.61	
		£2,825.92		£3,602.56
<u>Income from investments</u>				
Lloyds Bank interest	£1.71		£4.33	
National Savings interest	£0.40		£82.95	
Churchyard Fund Interest	£1,165.48		£1,142.78	
Long Term Fund Interest	£7,801.11	£8,968.70	£7,649.21	£8,879.27
TOTAL RECEIPTS		£49,229.04		£77,523.19

PAYMENTS

		2021		2020
	£	£	£	£
<u>Grants</u>				
Overseas & Home Mission				
Overseas Charities	£0.00		£290.00	
Home Missions	£470.00		£360.00	
Secular Charities	£300.00	£770.00	£150.00	£800.00
<u>Activities Directly related to the Work of the Church</u>				
Diocesan Common Fund	£31,695.00		£31,695.00	
Church running expenses	£5,190.66		£5,720.42	
Clergy expenses	£1,039.77		£1,087.02	
Upkeep of services	£0.00		£238.58	
Church maintenance etc.	£1,495.64		£1,096.65	
Church repairs	£7,729.32		£13,195.61	
Magazine costs	£0.00		£173.88	
Upkeep of Churchyard	£4,093.53		£1,702.15	
Church Hall running costs	£3,849.94		£2,569.38	
Church Hall repairs/renewals	£120.00		£161.40	
		£55,213.86		£57,640.09
<u>Expenses from activities to generate funds</u>				
Costs of fundraising events				
		£0.00		£0.00
<u>Church Management & Admin.</u>				
Stationery, etc.	£212.82		£301.69	
Admin. Costs	£425.69		£799.16	
Cost of publicity	£166.40		£44.48	
Administrator Salary/Tax	£4,226.12		£4,038.56	
		£5,031.03		£5,183.89
Previous Year Creditors		£0.00		£0.00
TOTAL PAYMENTS		<u>£61,014.89</u>		<u>£63,623.98</u>

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	<u>2021</u>	<u>2020</u>
<b>Total receipts</b>	<b>£49,229.04</b>	<b>£77,523.19</b>
<b>Total payments</b>	<b>£61,014.89</b>	<b>£63,623.98</b>
<b>Restricted Fund b/f</b>	<b>£2,783.83</b>	<b>£5,493.65</b>
<b>Excess receipts over payments</b>	<b>-£14,569.68</b>	<b>£8,405.56</b>
<b>Owed to Reverend J Taylor</b>	<b>£19.35</b>	<b>£38.00</b>
<b>Balance in Restricted Fund</b>	<b>£2,723.50</b>	<b>£2,783.83</b>
<b>Fees owed to E.D.B.F.</b>	<b>£824.00</b>	
<b>Total</b>	<b>-£11,002.83</b>	<b>£11,227.39</b>
<b>General Fund 1st.Jan 2020</b>	<b>£44,045.85</b>	<b>£32,818.46</b>
(Current A/C, Covenant A/C, , Nat. Savings)		
<b>General Fund 31st Dec2020</b>	<b>£33,043.02</b>	<b>£44,045.85</b>

**STATEMENT OF ASSETS & LIABILITIES ~ 31 DECEMBER 20 MBER2021**

	General Fund	Organ/ Music Fund	Repair & Churchyard Fund	TOTALS	
<u>Monetary Assets</u>				2021	2020
Bank current A/c	£9,007.37			£9,007.37	£28,720.31
Gift Aid A/c	£20,041.61			£20,041.61	£11,331.90
National Savings	£3,994.04			£3,994.04	£3,993.64
Cash in hand not bk'd	£0.00			£0.00	£0.00
C.B.F. Deposit Funds		£6,190.30	£20.55	£6,210.85	£5,817.21
<b>TOTAL CASH</b>	<b>£33,043.02</b>	<b>£6,190.30</b>	<b>£20.55</b>	<b>£39,253.87</b>	<b>£49,863.06</b>

**INVESTMENTS ASSETS**

**Church Repair Fund    Investment Fund - Income Units**

**Restricted Fund**

	2021	2020
14752.47 units @ 2056.64p per unit @ 31st December2021	£303,405.20	£265,712.64

**Churchyard Fund    Investment Fund - Income Units**

**Restricted Fund**

	2021	2020
2204.02 units @2056.64p per unit @ 31st December2021	£45,328.76	£39,697.49

**Organ/Music Fund**

**Restricted Fund  
2021**

**2020**

C.B.F. Investment Fund		
656 shares @234.81 pence per share @ 31st December 2021	£15,351.97	£11,780.20
<b>C.B.F. Fixed Interest Securities</b>		
(shares sold and invested in Investment Fund May 2021)	£0.00	£1,781.01

**Restricted Income and Expenditure 2021**

	<b>Receipts</b>		<b>Payments</b>
B/F from 2020	£2,783.83	Pitman Trees	£60.33
U.S.P.G Don.	£50.00	Jack's Funeral	£1,915.00
U.S.P.G coffee	£568.00	U.S.P.G	£623.00
U.S.P.G. Don	£5.00	Mission to Seafarers	£78.50
Mission to Seafarers	£78.50		
Jack,s Funeral	£1,915.00		
<b>Total</b>	<b><u>£5,400.33</u></b>	<b>Total</b>	<b><u>£2,676.83</u></b>

Balance carried forward to 2022    £ 2723.50

**AND**  
**Organ and Music Fund**

		<b><u>2021</u></b>	<b><u>2020</u></b>
<b><u>Receipts</u></b>			
Interest from deposit fund	£3.08		£23.45
Dividend from investment fund	£365.88		£329.99
Dividend from fixed int. securities	£24.68	<b>393.64</b>	<b>£411.71</b>
<b><u>Payments (To Current A/C )</u></b>		<b>£0.00</b>	<b>£0.00</b>
Excess receipts over payments		<b>393.64</b>	<b>£411.71</b>
C.B.F Deposit A/c 1st.Jan.2021		<b>£5,796.66</b>	<b>£5,384.95</b>
C.B.F. Deposit A/c 31st.Dec.2021		<b>£6,190.30</b>	<b>£5,796.66</b>

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

<b>Receipts</b>	<b><u>2021</u></b>	<b>Payments</b>	
B/f from 2020	£20.55		
Div. for Church Repair Fund	£7,801.11	Trans to Ca/c	£7,801.11
Div. for Churchyard Fund	£1,165.48	Trans to Ca/c	£1,165.48
<b>TOTAL</b>	<b><u>£8,987.14</u></b>		<b><u>£8,966.59</u></b>
Balance in Deposit a/c 1/1/2021	<b>£20.55</b>		
Balance in Deposit a/c 31/12/2021	<b>£20.55</b>		

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

I report on the accounts of the church for the year ended 31st December 2021 which are set out on pages 7 to 11.

### **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: 30th March 2022