

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

Annual Report

and

Financial Statements

of the

Parochial Church Council

Year ending 31st December 2024

Charity Number 800215

Priest-in-Charge

Revd. Jacqueline Tilbury
The Rectory
Church Street, Kingsbridge
Devon
TQ7 1NW

Licenced Lay Minister

Mrs Mandy Sarjeant

Bank

Lloyds Bank PLC

PCC Hon Secretary

Ms Sarah Morgan

Treasurer to the PCC

Mr Peter Sarjeant

Independent Examiner

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

The Parochial Church Council of St Thomas of Canterbury, Dodbrooke Annual Report for the Year Ended 31st December 2024

Aims and Purposes

Dodbrooke PCC has the responsibility for co-operating with the Incumbent in order to promote, within the ecclesiastical parish, the whole mission of the Church - pastoral, evangelistic, social and ecumenical. It also has the responsibility for maintenance of the church building, the churchyard and the parish 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 family. When planning our activities, the PCC has considered the Charity Commission's guidance on public benefit and, in particular, the specific guidance on charities for the advancement of religion. Our services and worship put faith into practice through prayer and scripture, music and sacrament. We try to enable ordinary people to live out their faith as part of our parish family through:

- Worship and prayer: learning about the Gospel and developing their knowledge and trust in Jesus;
- Provision of pastoral care for people living within the parish, and;
- Mission and outreach work.

To facilitate our work, we aim to maintain the fabric of the church building and of the parish hall, as well as the overall condition of the churchyard.

Worship and Prayer

Our Diocesan priorities remain threefold: Growing in Prayer, Making New Disciples and Serving the People of Devon with Joy. Our Mission Action Plan, dating from 2020 reflects these priorities.

Our regular service pattern has seen across-Benefice eucharistic worship held in one of our three churches every Sunday. On the 2nd and 4th Sundays these communion services are held at St Thomas's. An Evensong is held on the first Sunday of most months on rotation around the Benefice. Additional 'festival' services were celebrated at Dodbrooke during Lent, Easter, Advent and Christmas.

Our worship is enhanced by the continued dedication of an organist and by a tower captain who leads an enthusiastic team of bell-ringers. A rota for epistle readers and Intercessors encourages lay involvement.

Morning Prayer is held on Wednesdays and Saturdays with a small number of regular attendees. On most days during the year, St Thomas's opens from 1000-1600hrs as a minimum, for private prayer. Entries in the Visitors Book indicate that such opening is valued.

Pupils from the nearby Kingsbridge Community Primary School were welcomed into the church on two occasions – to 'Experience Easter' (- the whole school, spread over several days, of 350+ students), and to see at first hand 'the parts of a church building' (Year 2 only). Further involvement with the Primary School is detailed under Mission & Outreach.

As a Mission Community we also draw on the richness of worship and prayer of other denominations when we join together in Kingsbridge Churches Gathering's services and events. Prayer and worship have also continued in the context of House Groups: two such groups operate within the parish attracting approximately six or seven members per meeting, including one or two persons of other Christian denominations.

As well as our regular services, we have sought to serve the communities of which we are a part through the ministry of Occasional Offices for the Christian milestones of the journey through life. Collectively our Priest-in-charge or LLM have officiated at 2 baptisms, 8 funerals (either in the church or churchyard) and 2 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 PCC.

Woodleigh Deanery Synod met three times during 2024. After an opening act of worship & prayer, the Archdeacon of Totnes, Douglas Dettmer, acting Rural Dean, chaired the business section of each meeting which comprised a standard agenda incorporating a financial report and an opportunity to share parish news.

A speaker followed on each occasion. On March 11th: Ven. Verene Breed, Archdeacon of Barnstaple: Rural Ministry in the Exeter Diocese. On June 19th: Revd. Claire Reynolds, Disability and Additional Needs Advisor: Disability Inclusion in churches. On October 23rd: Sarah Charker, Diocesan Creation Care and Engagement Officer: Eco-friendly churches.

The meetings concluded with a time of prayer and the Grace.

Church Fabric

Work was carried out during the year to remedy leaking gullies on the vestry roof and to replace a substantial length of guttering to the North Aisle roof. Blocked drains have been cleared on the north and south sides.

Following removal of the fruiting body caused by dry rot originating at the wall plate of the chancel roof, lead replacement work was completed to the south side roof gulley. Adjacent roof tiles and roof timbers revealed in the course of the lead work were confirmed as sound. The effectiveness of this repair work will be verified by checking moisture levels in the Sanctuary walls prior to restoring those walls with the aim of reopening the Chancel and Lady Chapel by the end of 2025.

In spite of the work carried out during 2024, the internal church fabric continues to suffer due to our increasingly damp climate and the intermittent use of the costly gas-fired air-blown heating system – the latter in part due to the 50% reduction in church services post-pandemic.

As mentioned in the previous report, alternative methods of heating the church have been explored. Research included supplier visits, DAC informal advice and consultation with our congregation. As a result, a List B application was submitted for installation of an on-pew heating system that offers the most direct method of ‘heating the person’ at the lowest cost. The application was approved in mid-October subject to certain conditions and the latter were being resolved at the year-end with a target of installation by mid-2025.

Annual PAT testing and FFE servicing took place.

Goods and ornaments in the church remain unchanged

The churchyard continues to be looked after by a small dedicated team (- one employed; others volunteers) who do a wonderful job of keeping it under control. The PCC have been in discussion about the need for a handrail to facilitate access up the grassy central steps up to the top of the churchyard.

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

Mission and Outreach

A rota of volunteers from Dodbrooke has facilitated the church being open to the community up to 6 days per week for stillness, reflection and private prayer.

Our LLM continued to lead a programme of monthly visits to Care Homes to offer a short service and she also leads regular assemblies in the primary schools of Kingsbridge and West Alvington.

Members have been involved in the organisation and offering of meals for school children in the holidays through the local ecumenical initiative 'Soul Food'; other members have supported the work of the Foodbank through deliveries out into the community.

Wordwise - the Christian Bookshop and Community Café - is supported in various ways by an ecumenical group of volunteers, including members of Dodbrooke parish.

The two benefice house groups meet weekly. 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 our church.

Grants totalling £968 have supported various charities both at home and abroad. The church made regular monthly donations to the Food Bank and to Kingsbridge Youth for Christ – a support group for the young people of Kingsbridge. An additional £385 was raised through specific events for USPG and Action Against Hunger and, in accordance with DBF instructions, was excluded from the accounts. Church members participated in Christian Aid week.

Although not overtly mission focussed, the church continued to prepare, collect and despatch shoeboxes of gifts in support of the Samaritans Purse initiative for children overseas.

All are welcome to attend our regular and festival services as advertised on church noticeboards or via our enhanced 'A Church Near You' website.

A Defibrillator is located in the entrance to the Parish Hall. Our LLM, as PCC Health & Safety Officer, is the guardian of this device and has registered it with The Circuit, a national defib network coordinated by the British Heart Foundation. Ambulance Services have direct access to The Circuit website and, when in receipt of a relevant 999 call, can direct persons to the closest machine.

Ecumenical Engagement

As a Mission Community we continue to draw upon the richness of the worship and prayer of other denominations through opportunities to join together in Kingsbridge Churches Gathering (KCG) services and events. A representative from our church is a member of the KCG planning group which meets quarterly.

The Week of Prayer for Christian Unity was recognised across the churches of the town opening with an ecumenical service. Lent Lunches were also an across-denominational affair with good support from members of our parish.

On Good Friday a Walk of Witness commenced from our church and proceeded via other town churches down Fore Street to a Service of Witness on the Quay

A well-supported Bible Weekend took place in October, held across various of the town's churches.

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' and through joining together there for a monthly prayer meeting.

At Christmas, our Roman Catholic brothers & sisters joined us once again to participate in our regular Service of 9 Lessons and Carols.

Financial Review

Total receipts to the General Fund during 2024 amounted to £50,295.19. This included income generated from lettings of the Parish Hall (£8.1K), grant receipts from the Feoffees and VAT reclaims (£7.8K) and dividends from Church and Churchyard Investment Funds (£9K). Giving to the Church of £18,707.67 - via the Parish Giving Scheme, collections, donations and gift aid reclaims - was gratefully received.

£72,094.90 was spent to provide the Christian ministry offered from Dodbrooke Church. That sum included our contribution of £33.6K to the Diocesan Common Fund, Church running expenses (£3.2K), utility costs (£4.4K) and Parish Hall running expenses (£6.5K).

Reconciling income and expenditure resulted in monetary assets (including NI Savings) of £12,175.23 in General Funds on 31st December 2024 – a reduction of approximately £2K over the 12-month period. Rigorous use of our various investment funds (Church Repair; Churchyard; Organ & Music) for their intended purpose enabled general cash funds to be maintained at this manageable level despite a further year-on-year increase in expenditure over income.

£19.3K was realized from sale of investments during the period, with £8K of this unspent and carried forward to 2025. Unit stock prices increased through 2024 thereby offsetting half of the potential loss of total investments value due to these sales.

A 'Fight the Fungus' fundraising campaign was launched with a Giving Day in April 2024 in response to the discovery of a large, internal fruiting body on the roof of the chancel due to dry rot and the expectation of considerable restoration costs. Thanks to the hard work and enthusiasm of our fundraiser-in-chief, Chris Stephens, and the generous support of church members and other Kingsbridge townsfolk, the Giving Day and numerous imaginative social events staged thereafter had raised £9.5K by Dec-end: repairs to date total £7.2K.

Safeguarding

In compliance with Section 5 of the Safeguarding and Clergy Discipline Measure, 2016, the Dodbrooke PCC pays due regard to the House of Bishops policy and guidance on the safeguarding of children, young people and vulnerable adults. To this end, we have a duly-appointed Parish Safeguarding Representative (who is also the Safeguarding Co-ordinator for our Benefice) and both our Safeguarding Policy Statement and Safeguarding Guidelines are reviewed annually by the PCC. Copies of the Parish Safeguarding Handbook are held by the Representative; a pdf version of the handbook is available online for reference. The Church of England has developed an e-manual (containing, eg, 'Safer Recruitment & People Management Guidance') to complement the handbook. The e-manual is available via the following link: [Safeguarding e-manual | The Church of England](#) Our Safeguarding Representative makes use of the Parish Safeguarding Dashboard to ensure that all practical requirements are kept up to date and to advise the PCC accordingly. The Representative reported no Safeguarding concerns during 2024. Five PCC members completed safeguarding training, and a newly-appointed member completed their DBS Check.

Volunteers

The members of the PCC here record their sincere thanks to all the volunteers who have worked so tirelessly to ensure that our church continues to be a welcoming and open community. Our special thanks go to our Churchwarden, to the leaders of our outreach work, to the small team of volunteers who are committed to maintaining the church and its grounds, to those who lead fundraising efforts and to those involved in administration, cleaning and adornment. 'Many hands make light work' and, with succession planning in mind, we are always seeking more volunteers to spread the load and to joyfully sustain the life of our church.

Structure, Governance and Management

The PCC is a body corporate (PCC Powers Measure, 1956 and The Church Representation Rules, 2022) and a Charity registered with The Charity Commission.

The method of appointment of PCC members is set out in the Church Representation Rules. The Council comprises the ex-Officio members (Incumbent/LLM/Deanery Synod Reps) and up to 6 lay members elected at the Annual Parochial Church Meeting (APCM) by those attendees registered on the Electoral Roll.

The PCC members, as Trustees, 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. The Annual Meeting of Parishioners took place on 14th April 2024: one Churchwarden was elected. The APCM followed.

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 at the top of Church Street, Kingsbridge, TQ7 1NW. It 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 variously from 1st January 2024 until the date that this Report was approved were:

EX-OFFICIO MEMBERS

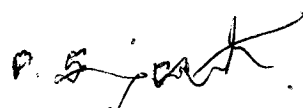
Priest-in-Charge	Reverend Jacqueline Tilbury
Licensed Lay Minister	Mrs. Mandy Sarjeant
Churchwarden	Mrs. F.P. Beauchamp
Deanery Synod Reps	Mrs. A. Cowling Ms. S. Morgan (Secretary)

ELECTED MEMBERS

Mrs. M Brett (Treasurer to April '24; re-elected member to April '27)	
Mrs. B Gidley (Safeguarding Officer; re-elected to April 2027)	
Mr. R Brett	(to April 2026)
Mrs. J Greenhill	(to April 2026)
Mr. C Stephens (Lay Chair)	(to April 2026)
Mr. W Greenhill	(from April '24 to April '27)

Approved by the PCC on 13th February 2025 and signed on its behalf by:


Mr Christopher Stephens (Lay Chair)


Mr Peter Sarjeant (Treasurer)



CHARITY COMMISSION FOR ENGLAND AND WALES

Independent examiner's report on the accounts

Independent Examiner's Report

Report to the trustees of

St Thomas of Canterbury, Dodbrooke

On accounts for the year ended

31st December 2024

Charity no

800215

Set out on pages

9-12

Respective responsibilities of
trustees and examiner

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

It is my responsibility to:

- examine the accounts under section 145 of the Charities Act,
- to follow the procedures laid down in the general Directions given by the Charity Commission (under section 145(5)(b) of the Charities Act, and
- to state whether particular matters have come to my attention.

Basis of independent
examiner's statement

My examination was carried out in accordance with general Directions given by the Charity Commission. An 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 consideration of any unusual items or disclosures in the accounts, and seeking explanations from the 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 material matters have come to my attention which gives me cause to believe that, in any material respect:

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

I 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.

Signed:

Helen Hack

Date:

25-3-25

Name:

HELEN HACK FCA

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

CHARTERED CERTIFIED ACCOUNTANT

Address:

UNIT 4G, SOUTH HAMS BUSINESS PARK, CHURCHSTON TA7 3DH

Financial Statements (Current & Business Accounts) for yr-end 31.12.2024

RECEIPTS	FUND:	General	Church Repair	Churchyard	Organ & Music	Fight the Fungus	Pew Heating	TOTAL 2024	TOTAL 2023
Regular Giving		£	£	£	£	£	£	£	£
PGS		12,449.77							13,928.18
Collections at Services		1,725.65							1,326.40
Other giving		1,069.22				5,641.85	123.50		1,339.88
Gift Aid & GASDS recovered		3,463.03				809.52			3,344.91
Other Voluntary Receipts									
Grants (Feoffees + VAT)		7,861.21	*770.80		*110.00	*1170.00			6,895.77
Legacies		-					1,058.02		
Activities Generating Funds									
Fundraising activities		1,660.88				1,906.47			1,853.75
Magazine sales & adverts		630.00							508.00
Church Hall lettings		8,130.50							9,058.50
Income from Investments									
Dividends Income		9,007.75							9,238.76
Interest		141.02							166.29
Income from Official Offices		3,299.75							3,044.00
Other Receipts									
Transfers ex other churches		779.60							565.05
Utilities refund		76.81							-
CCLI Refund					148.00				
Total Receipts		50,295.19						*52,345.99	51,269.49
Sale of Investments			17,000.00		2,300.00				
TOTALS:		50,295.19	17,770.80	**2,287.58	2,558.00	9,527.84	1,181.52		

Notes: *Includes all VAT refunds for more realistic comparison with 2023. **Undefined 'restricted fund', 31.12.2023, allocated as C'yard funds from 01.01.2024.

PAYMENTS	FUND:	General	Church Repair	Churchyard	Organ & Music	Fight the Fungus	On-Pew Heating	TOTAL 2024	TOTAL 2023
		£	£	£	£	£	£	£	£
Cost of Generating Funds									
Hire of Mkt Hall for Fayres		80.00							64.96
Advertising flyers						165.00			52.00
FtF Cruise refreshments						64.90			
Church Activities									
Mission giving		968.00							865.00
Diocesan Common Fund		33,645.00							35,828.00
Salaries		82.00		858.00	30.00				0.00
Clergy/Staff expenses		58.95							464.33
Mission costs		264.99							
Church running expenses		3,244.30			151.60				14,594.35
Church insurance			5,011.83						
Organ/piano maintenance					1,070.00				
Churchyard running costs				1,390.07					2,250.22
Utility costs		4,381.08			1,000.00				
Trading costs		649.43							693.76
Church repairs			4,971.60			7,020.00			6,064.82
Church building works							360.00		
Hall running expenses		6,556.83							8,503.91
Other Payments									
Transfers to other churches		71.32							
TOTALS:		50,001.90	9,983.43	2,248.07	2,251.60	7,249.90	360.00	72,094.90	69,381.35

Statement of Assets & Liabilities for Yr-end 31.12.2024

	General	Church Repair	Churchyard	Organ & Music	Fight the Fungus	On-Pew Heating	TOTAL 2024	TOTAL 2023
	£	£	£	£	£	£	£	£
Cash Funds								
Lloyds Current A/c	2,041.51						2,041.51	5,382.47
Lloyds Business A/c	6,064.63	7,787.37	39.51	306.40	2,277.94	821.52	17,297.37	4,874.96
National Savings	4,069.09						4,069.09	4,028.69
CBF Deposit Fund				5,779.71			5,779.71	7,301.81
COIF Charities Deposit Fund		20.55					20.55	20.55
Total Cash Funds							29,208.23	21,608.48
Restricted Investment Funds								
COIF Church Repair		281,775.33					281,775.33	292,762.77
COIF Churchyard			44,726.84				44,726.84	43,738.78
CBF Organ & Music				15,158.32			15,158.32	14,819.13
Total Investments							341,660.49	351,320.68
Liabilities								
Fees owed to EDBF for period Oct-Dec 2024	423.00							

Resolution of General (Undesignated) Funds in yr-end Bank Statements

31.12.2024		31.12.2023
£		£
8,106.14	Total: Current + Bus A/cs	10,257.43
	Restricted Funds (undefined)	-2,287.58
	Owed to EDBF	-580.00
7,389.85	Balance brought/carried/forward	7,389.85
293.29	Excess of General Receipts over Payments Jan-Dec 2024	
423.00	Owed to EDBF	
8,106.14	Total: Current + Bus A/cs	

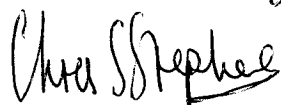
Footnotes to Financial Statements

1. The **designated** Organ & Music fund comprises historic money set aside by the PCC to meet organ maintenance costs and for the provision of music in the church and parish hall.
2. The Church Repair and Churchyard Funds are **restricted** funds for the purposes defined by their respective titles.
3. The Financial Statements of the PCC have been prepared in accordance with the Church Accounting Regulations 2006, using the Receipts & Payments method.
4. The following assets are recognised but not valued in the Statements:
 - (i) The Parish Hall
 - (ii) Moveable church furnishings held by the church warden on special trust for the PCC and which require a faculty

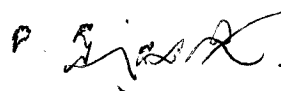
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Financial Statements approved by Dodbrooke Church PCC on:

13th February..... 2025, and signed on its behalf by:



Mr Christopher Stephens (Lay Chair)



Mr Peter Sarjeant (Treasurer)