

**ST. MARGARET OF ANTIOCH CHURCH  
ST. MARGARET'S -AT- CLIFFE**

**Registered Charity No: 1166921**

**ANNUAL REPORT AND FINANCIAL STATEMENTS  
OF THE PAROCHIAL CHURCH COUNCIL  
FOR THE YEAR ENDED 31<sup>ST</sup> DECEMBER 2017**

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**Incumbent**

Reverend Diane E Fawcett  
The Vicarage  
Sea Street  
St. Margaret's at Cliffe  
Dover. CT15 6AR

**Independent Examiner**

Michael P Fielding  
3 Langdon Close  
St. Margaret's at Cliffe.  
Dover CT15 6AE.

**Bankers**

CAF Bank

**Investment Managers**

F&C Fund Management Ltd  
Chelmsford CM99 2XH

**CCLA**

80 Cheapside.  
London EC2V 6DZ.

**ST. MARGARET OF ANTIOCH CHURCH**  
**ST. MARGARET'S -AT- CLIFFE**  
**Registered Charity No: 1166921**  
**ANNUAL REPORT FOR THE YEAR 2017**

**ADMINISTRATION INFORMATION.**

The Church of St. Margaret of Antioch is situated in High Street, St. Margaret's at Cliffe in the Dover Deanery and within the Canterbury Diocese.

The correspondence address is; The Vicarage, Sea Street, St. Margaret's at Cliffe, Dover. CT15 6AR.

The PCC is a charity, excepted from registration by the Charity Commission.

PCC members are either ex-officio or elected at the Annual Parochial Church Meeting according to Church Representation Rules. During the year, the following served as PCC members:

Incumbent: The Reverend Diane Fawcett  
Churchwardens: Norman Liggins. Barbara Wells (Diocesan & Deanery Synod Representative).  
Honorary Secretary: The position is vacant. Secretarial duties are shared amongst PCC members.  
Elected Members: Sandy Liggins, Terry Westwater, Vivienne Verren, Pam Williams, Margaret Scott (retired during the year), Anna Newton and Sarah Mansfield.  
Charlotte Ford (Gift Aid Secretary) and Rebecca Simcox (Hon. Treasurer) are not members of the PCC.

**STRUCTURE, GOVERNANCE & MANAGEMENT.**

The PCC became a registered charity on 4 May 2016.

The method of appointing PCC members is set out in the Church Representation Rules. All regular Church attendees are encouraged to register on the Electoral Roll and stand for election to the PCC.

The sub-committees, instituted in 1999, are directly accountable to the PCC and report to that body at PCC Meetings and with the circulation of minutes etc. where appropriate.

The insurance cover is reviewed on an annual basis and includes indemnity cover for all PCC members as Trustees.

The Church's Health & Safety Manual introduced in 2005 is also reviewed annually.

There is in place a Child Protection Policy. Diocesan advice has been followed and there is a Benefice Disclosure Officer and a Benefice Child Protection Co-ordinator. Statutory checks have been, and continue to be made for all Church personnel who may be in regular contact with children and vulnerable adults. They also attend courses. This policy is subject to annual review and updated to comply with regulations. The Diocese is consulted for advice. An annual review is also undertaken of any actions which may be needed to meet the requirements of Disabled Discrimination legislation.

**AIMS, OBJECTIVES & ACTIVITIES.**

The St. Margaret's PCC has the responsibility of co-operating with the Incumbent in promoting within the ecclesiastical parish, and the St. Margaret's Benefice, the whole mission of the Church, pastoral, evangelical, social and ecumenical.

The PCC is committed to enabling as many people as possible to worship at our church and the three other churches within the St. Margaret's Benefice. The PCC maintains a wide overview of worship throughout the parish with a variety of different types of service and non church-based activity. When planning church services and activities, the PCC considers the Charity Commission guidance on public benefit. This extends to both social activity and access to the Church for the wider community who share a specific interest in the unique architecture of this fine Norman church. The PCC is also responsible for the maintenance of the church fabric as a historic monument and as a worshipping church.

**ACHIEVEMENTS & PERFORMANCE.**

**Church Attendance**

There were 90 (88 in 2016) parishioners on the Church Electoral Roll, 5 of whom are not resident within

The Parish. The average weekly attendance was 64 (including 4 under 16 years of age (2016 - 53). This number does not include a higher level of attendances at festival and other special services.

Church attendances at major festivals, i.e. Harvest, Remembrance, Christmas, Mothering Sunday and Easter Sunday, in particular, continue to suggest that the latent Christian beliefs within the local area are still very much alive and well. Commemorative services are also well attended.

**REVIEW OF THE YEAR**

- a. **The PCC.** The PCC met 6 times during the year. The practice of holding combined PCC meetings with the other churches of the Benefice has been reserved for specific and pertinent issues.
- b. **The Church & Youth.** The success of the Saturday Service, started in 2010, has continued and has been further developed during the year. This has similarities to what is commonly referred to as 'Messy Church'. The service is held on the first Saturday of the month with additional craft workshops for occasions such as Mothering Sunday, Good Friday, Harvest and Christmas. Apart from craft activity, there is a Bible story and worship songs. Attendance has continued to grow, including the parents who stay for the service and various activities. As the numbers have grown, their involvement in Sunday informal services has increased, e.g. Nativity Play, Village picnic with entertainment and the Church Coffee Morning. Many young families in our community continue to support our local refugee families, visiting and socialising with them.



**REVIEW OF THE YEAR (continued)**

The links with the local primary school are being developed, particularly with a view to recruiting young choristers and musicians for the choir. Safeguarding is undertaken for such activities.

\* **c. Church Fabric.** There has been water penetration from the tower roof when there is very heavy rainfall. Identifying the cause has proved very difficult. Specialist reports have been obtained concerning the telecom mast and whether this is the likely cause. Water was penetrating the tower parapets, so extensive work in replacing the coping stones and repointing the tower walls has been undertaken. Whilst this work was needed anyway, the problem remains. Negotiations for a new telecom mast and licence has continued during the year. Before the mast is replaced, the tower roof surface is to be redone in as part of the project. This may finally solve the problem. All major works are carried out under the supervision of our architect, Roger Lewis. He also undertakes the Quinquennial Survey, reporting to the PCC on works considered needing to be addressed within short and longer timeframes. The 2017/18 survey has just been completed.

\* **d. Church Services.** An informal leadership team meet each month to plan the themes and 'staffing' of services as well as considering pastoral issues. The team includes The Incumbent, Rev Roger Broughton, Barbara Broughton (Reader), Anthony Hyde (Reader), Barbara Wells (Churchwarden) and Doreen Stone in a pastoral capacity. and Jane Ward-Dutton (Parish News team member). The diversity of the team helps to complete the link with the laity, the regular church congregation and readers of Parish News. The monthly service of Healing & Wholeness is currently in abeyance. Prayer needs throughout the Benefice are currently met by the leadership team. When possible, the Church is open for quiet prayer.

\* **e. Music.** Emma Ainsley, Director of Music and organist continues to provide a wide variety of music and lead the choir into new pastures, particularly at special services such as the Carol Service. The music group continues to play at family services which gives an added dimension to both worship and music.

\* **f. Links with the Wider Community.** The Church continues to provide a pivotal link as far as church/community relations are concerned. The production of 'Parish News' is a well received organ of communication within the Benefice. Links have been established with local schools, St. Margaret's at Cliffe CP School and Portal House (school for challenging behaviour) and Langdon CP School. The Vicar makes regular visits. Links with village groups such as History Society and WI are established. There is also good communication between the Parish and the local warden relating to people in need. A Benefice working group organises outreach across the Benefice, and beyond, particularly in response to the current refugee crisis. The support of "Food Bank" has grown steadily and demonstrates the recognition of the needs of those in areas of deprivation in the locality. The Benefice website provides information about church activities and community. The welcome postcard is available to each and every Church visitor. The Christmas Tree & Crib Festival is to take place again in 2018.

\* **g. Other Church Organisations.** The wide variety of other Church organisations continue to flourish and individually fulfil an important function for the people concerned. Information about their activities are shown in Parish news and the Church weekly news sheet.

**FINANCIAL REVIEW.**

The total receipts and payments on the General Fund are detailed on Page 4, and of the Restricted and Designated Funds on Page 5.

The finances of the PCC are managed by the Fabric & Finance Committee and a report is presented to each PCC meeting showing performance against budget. The performance of the investment funds is also monitored. The surplus on the General Fund for the year was £5,278 before a fund transfer (2016 £6,623) was marginally under budget.

**RESERVES POLICY.**

It is the policy to maintain a modest balance on General Fund only, so that there is sufficient to cover a deficit arising in any year, should this occur. The Fabric Fund level was inadequate to cover the cost of the tower repairs, so transfers were needed from General Fund and Contingency Fund. A further transfer has been made of investment funds from the Contingency Fund to the Fabric Fund in recognition of the fact that calls on the Contingency Fund are likely to relate to fabric issues. This should also avoid the need for future spasmodic transfers. The PCC do not consider the reserve levels to be excessive, given the fact that it has a large Grade 1 listed church building in its care.

Reserves are invested in a spread between deposit and ethical equity investment funds.

Approved by the PCC on 26 February 2018.

*Diane Fawcett*  
Diane Fawcett, Chairman.

**ST. MARGARET OF ANTIOCH CHURCH**  
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**Registered Charity No: 1166921**

**INDEPENDENT EXAMINER'S REPORT TO THE PCC**

This report on the financial statements of the PCC for the year ended 31st December 2017, which are set out on pages 4 to 7, is in respect of an examination carried out in accordance with The Church Accounting Regulations 2006 ('the Regulations') and Section 43 Charities Act 1993 ('The Act').

**Respective responsibilities of PCC and Examiner.**

As members of the PCC you are responsible for the preparation of the financial statements. You consider that the audit requirement of the Regulations and Section 43(2) of the Act do not apply.

It is my responsibility to issue this report on those financial statements in accordance with the terms of the Regulations.

**Basis of this Report.**

My examination was carried out in accordance with the General Directions given by the Charity Commission under Section 43(7)(b) of the Act and to be found in the Church guidance, 2006 edition, issued by the Finance Division of the Archbishop's Council. That examination includes a review of the accounting records kept by the PCC and a comparison of the financial statements with those accounting records. It also includes any unusual items or disclosures in the financial statements 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 I do not express an audit opinion on the view given by the financial statements.

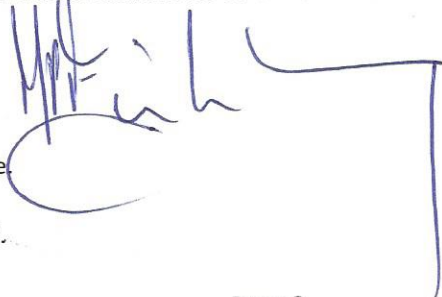
**Independent Examiner's statement.**

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

1. which give me reasonable cause to believe that in any material respect the requirements
  - a. to keep accounting records in accordance with Section 41 of the Act; and
  - b. to prepare financial statements which accord with the accounting records and comply with the requirements of the Act and the Regulations have not been met; or
2. to which, in my opinion, attention should be drawn in order to enable a proper understanding of the financial statements to be reached.

**M P Fielding**

3 Langdon Close  
St. Margaret's at Cliffe  
Dover. CT15 6AE.  
Dated: 5 March 2018.





**ST. MARGARET OF ANTIOCH CHURCH**  
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**FINANCIAL STATEMENTS FOR THE YEAR ENDED 31st DECEMBER 2017**  
**GENERAL FUND RECEIPTS AND PAYMENTS ACCOUNT**

**RECEIPTS**

Regular Contributors' Giving  
Recovered Income Tax on Gift Aid  
Deposit Interest  
Investment Income (including trusts)  
Open Plate Collections  
Fees for Weddings and Funerals etc.  
Social and Fundraising Activities (Note 2).  
General Fund Donations  
Sales of Merchandise  
Mast Rent  
Grants & Contributions to Expenses  
Electricity & Water Refunds  
Parish News Income

**Total Receipts**

**PAYMENTS**

Vicar's & Vicarage Office Expenses  
Church Cleaning  
Churchyard Maintenance & Water  
Light & Heat  
Insurance  
Church Services Costs  
Training & Youth Activity  
Dover Deanery Levy  
Governance Costs  
Organ & Choir Costs  
Repairs/Replacements - Furniture and Fittings  
Director of Music  
Mission Links & Outreach  
Parish News Payments

**Total Payments**

**Excess of Receipts over Payments before Parish Share**

Parish Share (Note below and Note 4 on Page 7))

**Surplus for the year**

Less: Transfers to Restricted Funds (see Page 5)

Bank Balance at 1st January 2017

**Bank Balance at 31st December 2017 on General Fund**

2017	2016
£	£
21489	21083
6642	6151
156	182
1888	2038
7290	8268
4316	4380
804	840
165	613
109	5
2670	2670
1400	1000
1039	0
8349	7211
<b>56317</b>	<b>54441</b>
1528	944
1567	1524
265	158
2637	3951
4041	3654
527	856
638	254
191	290
350	135
687	850
889	946
4800	4500
1097	262
3052	2838
<b>22269</b>	<b>21162</b>
34048	33279
-26670	-24572
7378	8707
-14100	-2084
-6722	6623
17789	11166
11067	17789

The Dover Deanery "Bidding System" for Parish Share was abandoned after 2015. For 2016 onwards, the Canterbury Diocese system of allocation has been applied.

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Registered Charity No: 1166921

**FINANCIAL STATEMENTS FOR THE YEAR ENDED 31st DECEMBER 2017**

**RESTRICTED & ENDOWMENT FUNDS RECEIPTS AND PAYMENTS ACCOUNT FOR THE YEAR ENDED 31 DECEMBER 2017**

	Bank Balances at 01.01.17 £	Receipts for the year £	Transfers from General Funds £	Transfers from Designated Funds £	Payments for the year £	Bank Balances at 31.12.17 £
Alms Fund	383	46				429
Fabric Fund (Note A below)	392	17881	10000	20000	25921	22352
Youth Fund	134	250			134	250
Benefice Parish Share Support Fund			2000			2000
Restricted Charity Collections	93	320			93	320
Geraldine Parkes Fund (B below & Note 6)	2951	994			2000	1945
Roy Hayward Fund		80000				80000
Three Charities Fund (Note C below)	2100		2100		2100	2100
<b>Total Restricted Cash Funds</b>	<b>6053</b>	<b>99491</b>	<b>14100</b>	<b>20000</b>	<b>30248</b>	<b>109396</b>

**Notes: A. Fabric Fund.**

Receipts: C Grants: F E Cleary Four Churches Trust (Gutter & Roof Repairs)  
 Grants: Listed Places of Worship Roof Fund (Gutter Repair & VAT)  
 Grants: Curfew Trust (Tower Repairs)  
 Grant: Cleary Foundation (Gutter & Roof Repair)  
 Legacy and Sundry Donations to Fabric Fund

Payments: Architect's & Structural Engineer's Fees for Roof, Tower & Report  
 Roof & Gutter Repair contract work  
 Parapet and Tower Repairs (including scaffolding)  
 Small repairs & Smartwater (security system)

Transfers: From General Fund towards tower repairs  
 From Contingency Fund for tower repairs and forthcoming stonework repair

2017 £	2016 £
3000	2000
3870	4080
8000	0
0	1000
3011	26
<b>17881</b>	<b>7106</b>
2625	1796
0	15600
23296	0
0	725
<b>25921</b>	<b>18121</b>
10000	0
20000	0
<b>30000</b>	<b>0</b>

**Notes: B. Geraldine Parkes Fund (See also Note 6 & 8)**

Receipts: Legacy from the Estate Of Geraldine Parkes  
 Dividends on Investments received in the year

Payments: Investment in Ethical Units (See Note 6)  
 Grant to Dover Outreach Centre  
 Grant to Kent Refugee Action Network

2017 £	2016 £
0	0
994	651
<b>994</b>	<b>651</b>
0	45000
2000	0
0	2700
<b>2000</b>	<b>47700</b>

**Note: C. Three Charities Fund.**

The amounts to be distributed, up to the amount of £2,100, will be agreed by the PCC at their first meeting after the Annual Parochial Church Meeting scheduled for 22 June 2018.

**STATEMENT OF ASSETS AND LIABILITIES AT 31st DECEMBER 2017**

Monetary Assets, excluding unrealised surpluses on investment (Note 8)	General Fund £	Designated Funds Note 5. £	Restricted Funds £	Endowment Fund £	2017 Total £	2016 Total £
CAF Bank	11067	10878	9396	0	31341	41797
Central Board of Finance Deposit Fund	0	19722	100000	2000	121722	41722
<b>Total Cash Funds</b>	<b>11067</b>	<b>30600</b>	<b>109396</b>	<b>2000</b>	<b>153063</b>	<b>83519</b>
Investment Funds at Cost (Also see Note 8)		35858	80857	0	116715	116715
	11067	66458	190253	2000	269778	200234
<b>Less: Liabilities</b>						
Parish News costs	-200				-200	-204
Three Charities			-2100		-2100	-2100
<b>Total Net Assets</b>	<b>10867</b>	<b>66458</b>	<b>188153</b>	<b>2000</b>	<b>267478</b>	<b>197930</b>



**ST. MARGARET OF ANTIOCH CHURCH**  
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**SUMMARY OF TOTAL RECEIPTS & PAYMENTS**

	2017		2016	
	Receipts	Payments	Receipts	Payments
	£	£	£	£
General Fund (per Page 4)	56317	48939	54630	45805
Designated Fund - Contingency Fund (Note 5)	0	7077	10000	
Restricted Funds (per above)	99491	30248	9483	73808
Endowment Fund (per above)	10	10	10	10
	155818	86274	74123	119623

**NOTES TO FINANCIAL STATEMENTS FOR THE YEAR ENDED 31st DECEMBER 2017**

**1. STATEMENT OF ACCOUNTING POLICIES**

The financial statements of the PCC have been prepared in accordance with Church Accounting Regulations 2006 on a Receipts and Payments basis, together with the applicable accounting standards and the Charities SORP 2005.

**a. Funds**

1. General funds represent the funds of the PCC that are not subject to special designation. Designated funds are unrestricted (see Note 5).

Funds held for particular purpose by the PCC are included in Restricted Funds.

2. The financial statements include monetary transactions, assets and liabilities for which the PCC can be held responsible. They do not include the accounts of other Church groups.

3. All the funds of the PCC are held in a combined bank current account, deposit with the Central Board of Finance and investment in managed funds

**b. Income, Capital Sources and Expenditure**

1. Income is recognised when received by the PCC and expenditure when irrevocably paid.

2. Small legacies (less than £5000 and unrestricted) are taken direct to General Fund Receipts and Payments Account. Larger unrestricted legacies are taken to the Designated Contingency Fund (unrestricted).

**c. Statement of Assets and Liabilities.**

1. The statement of assets and liabilities incorporates monetary assets, debtors and creditors only. These include investment assets that are easily convertible into cash.

2. Land and buildings, furniture, fixtures, fittings and equipment are not recognised or valued for the purposes of preparing these financial statements. Such assets are held in trust by the churchwardens, and may require a faculty before they can be disposed of. A Church inventory is maintained of the main non-monetary moveable assets, and a photographic record is held of the more valuable items.

**2. SOCIAL & FUNDRAISING ACTIVITIES**

	2017 £	2017 £	2016 £	2016 £
Autumn Coffee Morning	265		423	
Less: Expenses	0	265	54	369
Christmas Tree & Crib Festival (50% share)		0		371
Caritas Concert		397		0
Village Fete & Other Small Activities		142		100
<b>Totals per Page 4.</b>		804		840

**3. PAYMENTS TO MISSIONS AND CHARITIES**

Amounts paid over during the year have been as follows:

**a. The Three Charities (see below)**

Embrace the Middle East (formerly Biblelands)

Dover Outreach Centre (2016 Catching Lives)

Dover Street Pastors

**Sub Total**

**b. Special Collections at Church services**

The Children's Society (Christingle Service)

Dover Outreach

Porchlight

Royal British Legion (Service of Remembrance)

**Sub Total**

**Combined Totals for the year**

2017	2016 £
700	700
700	700
700	700
2100	2100
202	306
0	219
96	93
320	255
618	873
2718	2973

**Note:** 1. The sum of £ 2,100 (2016 - £2100) has been transferred from The General Fund to the Three Charities Fund. This will be allocated at the first PCC meeting following the APCM, and then paid.

2. The Benefice church community was also responsible for the house to house collections during Christian Aid Week. These are not included above.

3. Some outreach costs are met by the PCC and not funded by collections. See Page 4.

**ST. MARGARET OF ANTIOCH CHURCH**

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Registered Charity No: 1166921

**NOTES TO FINANCIAL STATEMENTS FOR THE YEAR ENDED 31st DECEMBER 2017**

**4. PARISH SHARE**

Gross Diocesan Share for the year  
 Less: Early payment discounts  
 2016 Support for West Langdon allocation increase  
 Proposed transfer to Deanery Reserve Fund.  
**Amounts Paid/Payable**

2018 £	2017 £	2016 £
29924	27076	24447
-449	-406	-367
0	0	492
0	0	0
29475	26670	24572

**5. CONTINGENCY FUND (DESIGNATED)**

Balance at 1 January 2017  
 Add: Legacy received in the year  
  
 Less: Transfer of 50% of Investments to Fabric Fund (at cost)  
     Transfer to Fabric Fund  
     Expenditure ( Vestry Reordering)

2017 £	2016 £
129392	119392
0	10000
129392	129392
35857	0
20000	0
7077	0
62934	0
66458	129392

**Balance at 31 December 2017 (see Note 8 Below)**

In recognition of the fact that the main calls on the Contingency Fund have related to the church fabric, the PCC resolved to transfer from the Contingency Fund £20,000 of cash and 50% of the investment funds to the Fabric Fund. This is reflected in Note 8 below.

**6. THE GERALDINE PARKES FUND (RESTRICTED)**

To comply with the wishes of the deceased and the subsequent resolution of the PCC, " The legacy of the late Geraldine Parkes of £50,000 be held as a restricted fund called The Geraldine Parkes Fund at the discretion of the incumbent for the use for the furtherance of pastoral care at the Church in accordance with the stated wishes of the deceased. This restriction should be stated by way of note in the PCC annual accounts in reference to the fund and any monies applied from the fund during the course of the year". £45,000 of the fund was invested in ethical investments.

**7. THE ROY HAYWARD FUND (RESTRICTED)**

In the will of the late Roy Hayward, it was stipulated that "the moneys so bequeathed shall be used for the upkeep and maintenance of the Church and its grounds". The fund is therefore restricted. The sum of £80,000 was received in the year, but none expended.

**8. VALUES OF SPECIAL FUNDS**

**Contingency Fund (Designated/Unrestricted)**

Bank account (Caf Bank)  
 Deposit Funds. (Central Board of Finance)  
 Invested Funds (CAF Social Responsibility units)  
     **Total Fund**

**Fabric Fund (Restricted)**

Bank Account (Caf Bank)  
 Deposit Funds (Central Board of Finance)  
 Invested Funds (CAF Social Responsibility units)  
     **Total Fund**

**Geraldine Parkes Fund (Restricted)**

Bank Account (Caf Bank)  
 Invested Funds (CCLA Ethical Investment units)  
     **Total Fund**

**Roy Hayward Fund (Restricted)**

Deposit Fund (Central Board of Finance)

2017		2016	
Book Value £	Market Value £	Book Value £	Market Value £
10878	10878	17955	17955
19722	19722	39722	39722
35858	63483	71715	110042
66458	94083	129392	167719
2352	2352	392	392
20000	20000	0	0
35857	63843	0	0
58209	86195	392	392
1945	1945	2951	2951
45000	58058	45000	52759
46945	60003	47951	55710
80000	80000	0	0

**9. OTHER CHARITABLE FUNDS**

The Vicar and Churchwardens are the trustees of two charitable trusts whose objects include support for the Church and its fabric. These trusts cover Church costs from time to time.

Other expenditures, normally on capital projects are also covered, or grant assistance given, by The Friends of St. Margaret's Church and The F E Cleary Four Churches Trust. All are independent of the PCC.

**10. CONNECTED PARTY TRANSACTIONS.**

During the year £1,560 was paid to Mrs S Liggins (a member of the PCC) for church cleaning.