

**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 31st DECEMBER 2018**

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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 2018

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.

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 (Deanery Synod Representative), Vivienne Verren, Pam Williams, Anna Newton, Sarah Mansfield, Linda Carter and Sian Pinnock.
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 (90 in 2017) parishioners on the Church Electoral Roll, 4 of whom are not resident within

The Parish. The average weekly attendance was 52 (including 4 under 16 years of age (2017 - 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 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.

REVIEW OF THE YEAR (continued)

Many young families in our community continue to support our local refugee families, giving practical support and socialising with them.

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 continuing water penetration from the tower during periods of 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 and finally concluded in February 2019. The tower roof surface is to be redone in as part of the project and should 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 was completed in the year and report received..

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, Rev Richard le Rossignol, Barbara Broughton (Reader), Anthony Hyde (Reader), Barbara Wells (Churchwarden) and Doreen Stone in a pastoral capacity. 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.

A Benefice working group organises outreach across the Benefice, and beyond, particularly in response to the current refugee crisis and homelessness in the local area. A "Big Sleep Out" in March raised money for the homeless.

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 organised by The St. Margaret's Guild took 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 6.

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 £1,655 (2017 £5,278).

RESERVES POLICY.

It is the policy to maintain a modest balance in the General Fund only, so that there is sufficient to cover a deficit arising in any year, should this occur. The Fabric Fund is maintained at a level adequate to cover the cost of annual repair bills. Legacies, restricted to the fabric, enhance the fund balance from time to time.

The PCC also holds reserves within the Contingency Fund which is unrestricted in their application.

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.

INVESTMENT POLICY & POWERS

It is the policy of the PCC to invest reserves in a spread between deposit and ethical equity investment funds. The PCC has the power to make investments as it thinks fit.

ANNUAL REPORT FOR THE YEAR 2018 (continued)

RISK MANAGEMENT

The major risks to which the PCC, as a charity, is exposed, as identified by the PCC, have been reviewed and systems are in place to mitigate these risks. The systems and procedures attached to Safeguarding and Health & Safety are reviewed at each PCC meeting. An annual review is also undertaken with insurers to amend levels of cover, as necessary.

ACCOUNTING AND REPORTING RESPONSIBILITIES

Statement of Trustees' responsibilities

Charity law requires the trustees to prepare financial statements for each financial year which show a true and fair view of the the state of affairs of the charity and its financial activities for that period. In preparing those financial statements, the trustees are required to:

- ~ select suitable accounting policies and then apply them consistently;
- ~ observe the methods and principles in the Charities SORP 2015 (FRS 102)
- ~ make judgements and estimates that are reasonable and prudent;
- ~ state whether applicable accounting standards and statements of recommended practice have been followed, subject to any departures disclosed and explained in the financial statements; and
- ~ prepare financial statements on a going concern basis unless it is inappropriate to presume that the charity will continue its operational existence

The trustees are responsible for keeping proper accounting records which disclose with reasonable accuracy at any time the financial position of the charity and enable them to ensure that the financial statements comply with the Charities Act 2011 the Charity (Accounts & Reports) Regulations 2008 and the provisions of the Church Accounting Regulations. They are also responsible for safeguarding the assets of the charity and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

Approved by the PCC on 26 February 2019.

Diane Fawcett. Chairman.

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INDEPENDENT EXAMINER'S REPORT TO THE PCC

I report on the financial statements of the PCC for the year ended 31st December 2018 which are set out on pages 5 to 8.

Respective responsibilities of PCC and Examiner.

The PCC members, as charity trustees, are responsible for the preparation of the financial statements. The charity trustees consider that the 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:

- ~examine the financial statements under section 145 of the 2011 Act
- ~ 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 the Church Accounting Regulations 2006.
- ~to state whether particular matters have come to my attention.

Basis of this Report.

My examination was carried out in accordance with the General Directions given by the Charity Commission and the guidance issued by the Finance Division of the Archbishop's Council.

An 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 no opinion as to whether the financial statements 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 give me reasonable cause to believe that in any material respect the requirements
 - ~ to keep accounting records in accordance with Section 130 of the 2011 Act; and
 - ~ to prepare financial statements which accord with the accounting records and comply with the requirements of the 2011 Acthave 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: 18 March 2019.

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Registered Charity No: 1166921
FINANCIAL STATEMENTS FOR THE YEAR ENDED 31st DECEMBER 2018
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 4 on Page 8)

Surplus for the year

Less: Transfers to Restricted Funds (see Page 6)

Bank Balance at 1st January 2018

Bank Balance at 31st December 2018 on General Fund

2018 £	2017 £
19841	21489
4424	6642
336	156
1195	1888
6604	7290
3045	4316
708	804
5390	165
229	109
2670	2670
1550	1400
30	1039
8037	8349
54059	56317
1669	1528
1620	1567
58	265
2440	2637
3933	4041
669	527
164	638
191	191
419	350
1385	687
562	889
4925	4800
403	1097
2391	3052
20829	22269
33230	34048
-29475	-26670
3755	7378
-2100	-14100
1655	-6722
11067	17789
12722	11067

ST. MARGARET OF ANTIOCH CHURCH

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FINANCIAL STATEMENTS FOR THE YEAR ENDED 31st DECEMBER 2018

RESTRICTED & ENDOWMENT FUNDS RECEIPTS AND PAYMENTS ACCOUNT FOR THE YEAR ENDED 31 DECEMBER 2018

	Bank Balances at 01.01.18 £	Receipts for the year £	Transfers from General Funds £	Transfers from Designated Funds £	Payments for the year £	Bank Balances at 31.12.18 £
Alms Fund	429	47				476
Fabric Fund (Note A below)	22352	23967			3806	42513
Youth Fund	250	0				250
Benefice Parish Share Support Fund	2000	0				2000
Restricted Charity Collections	320	0			320	0
Th Big Sleep Out	0	2133			2133	0
Geraldine Parkes Fund (B below & Note 6)	1945	863				2808
Roy Hayward Fund	80000	0				80000
Three Charities Fund (Note C below)	2100	0	2100		2100	2100
Total Restricted Cash Funds	109396	27010	2100	0	8359	130147

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)
 Income from Fabric Fund investments
 Fabric Fund Legacies
 Legacy and Sundry Donations to Fabric Fund

Payments: Architect's & Structural Engineer's Fees for Report
 Replacement of Organ motor & related work
 Parapet and Tower Repairs (including scaffolding)
 Small repairs

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

2018 £	2017 £
0	3000
4019	3870
0	8000
982	0
18910	3000
56	11
23967	17881
300	2625
3284	0
0	23296
222	0
3806	25921
0	10000
0	20000
0	30000

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: Grant to Dover Outreach Centre
 Grant to Kent Refugee Action Network

2018 £	2017 £
0	0
863	994
863	994
0	2000
0	0
0	2000

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 18 June 2019.

STATEMENT OF ASSETS AND LIABILITIES AT 31st DECEMBER 2018

Monetary Assets, excluding unrealised surpluses on investment (Note 8)	General Fund £	Designated Funds Note 5. £	Restricted Funds £	Endowment Fund £	2018 Total £	2017 Total £
CAF Bank	12722	10878	40147	0	63747	31341
Central Board of Finance Deposit Fund	0	19722	90000	2000	111722	121722
Total Cash Funds	12722	30600	130147	2000	175469	153063
Investment Funds at Cost (Also see Note 8)		35858	80857	0	116715	116715
	12722	66458	211004	2000	292184	269778
Less: Liabilities						
Electricity and other costs	-686				-686	-200
Three Charities			-2100		-2100	-2100
Total Net Assets	12036	66458	208904	2000	289398	267478

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SUMMARY OF TOTAL RECEIPTS & PAYMENTS

General Fund (per Page 4)
 Designated Fund - Contingency Fund (Note 5)
 Restricted Funds (per above)
 Endowment Fund (per above)

2018		2017	
Receipts	Payments	Receipts	Payments
£	£	£	£
54059	50304	56317	48939
0	0	0	7077
27010	8359	99491	30248
10	10	10	10
81079	58673	155818	86274

NOTES TO FINANCIAL STATEMENTS FOR THE YEAR ENDED 31st DECEMBER 2018

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

- 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.
- 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.
- 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

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

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

2. SOCIAL & FUNDRAISING ACTIVITIES

Autumn Coffee Morning
 Christmas Tree & Crib Festival (50% share)
 Caritas Concert
 Village Fete & Other Small Activities
Totals per Page 4.

2018 £	2017 £
0	265
680	0
0	397
28	142
708	804

The Christmas Tree & Crib Festival was arranged by The St Margaret's Guild. As directed by the Guild, 50% of the proceeds was donated to Pilgrims Hospice (Note 3b) and 50% to Church funds.

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
 Dover Street Pastors

Sub Total

b. Special Collections at Church services and Fundraising

The Children's Society (Christingle Service)
 "The Big Sleep Out" Catching Lives
 Dover Outreach
 Porchlight

Pilgrims Hospice (50% of Crib & Christmas Tree Festival)
 Royal British Legion (Service of Remembrance)

Sub Total

Combined Totals for the year

2018 £	2017 £
700	700
700	700
700	700
2100	2100
299	202
711	0
711	0
711	96
680	0
368	320
3480	618
5580	2718

Note: 1. The sum of £ 2,100 (2017 - £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. Some outreach costs are met by the PCC and not funded by collections. See Page 5.

NOTES TO FINANCIAL STATEMENTS FOR THE YEAR ENDED 31st DECEMBER 2018

4. PARISH SHARE

Gross Diocesan Share for the year
 Less: Early payment discounts
Amounts Paid/Payable

2019 £	2018 £	2017 £
30972	29924	27076
-465	-449	-406
30507	29475	26670

5. CONTINGENCY FUND (DESIGNATED)

Balance at 1 January 2018
 Add: Legacy received in the year

 Less: Transfer of 50% of Investments to Fabric Fund (at cost)
 Transfer to Fabric Fund
 Expenditure (Vestry Reordering)

2018 £	2017 £
66458	129392
0	0
66458	129392
0	35857
0	20000
0	7077
0	62934
66458	66458

Balance at 31 December 2018 (see 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 2017, but none so far 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)

2018		2017	
Book Value £	Market Value £	Book Value £	Market Value £
10878	10878	10878	10878
19722	19722	19722	19722
35858	62348	35858	63483
66458	92948	66458	94083
42513	42513	2352	2352
10000	10000	20000	20000
35858	62348	35857	63843
88371	114861	58209	86195
2808	2808	1945	1945
45000	57488	45000	58058
47808	60296	46945	60003
80000	80000	80000	80000
80000	80000	80000	80000

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 £1,620 was paid to Mrs S Liggins (a member of the PCC) for church cleaning.