Charity registration number 1134118 (England and Wales)

ST MARY THE VIRGIN, DISS

PAROCHIAL CHURCH COUNCIL

ANNUAL REPORT AND UNAUDITED FINANCIAL STATEMENTS

FOR THE YEAR ENDED 31 DECEMBER 2025

ST MARY THE VIRGIN, DISS
PAROCHIAL CHURCH COUNCIL
LEGAL AND ADMINISTRATIVE INFORMATION

PCC Members	Dr Susan Drake	
	Mr R Wheeler	
	Miss E Parker	
	Miss M Pinnell	
	Mrs S A Walton	(Appointed 27 April 2025)
	Mr B Abbott	(Appointed 27 April 2025)
	Mrs J A Crawford	
	Miss J A Mould	
	Mr J A Kay	
	Mrs Lesley Harding	(Appointed 25 May 2025)
Senior management	Revd Elizabeth Burren	Assistant curate (Rector designate)
	Revd Deacon Peter Burren	Assistant curate
	Sylvia Grace	Secretary
	Vacant	Treasurer
	Dr Sue Drake	LLMs
	Ronald Wheeler	Warden
	James Kay	Warden
	Alison Cowles	Administrator
Charity registration	England and Wales	1134118
Principal address	St. Marys Church Hall Mount Street DISS IP22 4QG	
Independent examiner	Waveney Accountants Limited T/as Newman & Co Chartered Accountants 4b Church Street Diss Norfolk IP22 4DD	

ST MARY THE VIRGIN, DISS
PAROCHIAL CHURCH COUNCIL
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ST MARY THE VIRGIN, DISS
PAROCHIAL CHURCH COUNCIL
PCC MEMBERS' REPORT

FOR THE YEAR ENDED 31 DECEMBER 2025

The PCC members present their annual report and financial statements for the year ended 31 December 2025.

The financial statements have been prepared in accordance with the accounting policies set out in note 1 to the financial statements and comply with the church's governing document, the Charities Act 2011 and the Church Accounting Regulations 2006, under the Receipts and Payments basis.

Objectives and activities

The PCC has the responsibility of co-operating, with the incumbent, in promoting in the ecclesiastical parish the whole mission of the church.

Public benefit

The PCC members have paid due regard to guidance issued by the Charity Commission in deciding what activities the church should undertake.

Achievements and performance

Church attendance

The Electoral Roll at the end of 2025 stood at 77 (2024 - 92). In 2025 there had been a complete revision of the Church Electoral Role.

Jacqueline Crawford, Electoral Roll Officer

Review of the year

The PCC met eleven times during the year, including two emergency meetings and one called by the Bishop of Thetford and the Archdeacon. Revd. Michael Crawford continued as chair of the PCC during the vacancy.

Sylvia Grace, PCC Secretary

Churchwarden Report
2024 was reported as a "turbulent year but with positive later months". This positive trend continued into 2025 with the retired clergy continuing to provide Christian worship and many members of the congregation volunteering to fill vacant roles. The result was that the fellowship in the church continued to improve.

We achieved the following:

- **Events** - Ron Wheeler organised two concerts and two quiz nights together with a lunch on Christmas Day. These events not only added to the fellowship of the church and its funds, but also brough more outsiders into the church. Other events which brought a large number of the public into the church were the annual switch on of the town lights and the very successful lunch-time carol concert.

- **Administrator** - A new administrator Alison Cowles was appointed during the year. She has greatly improved the running of the church office.

- **DTM** - It was decided to disband the Diss Team Ministry. Thus St. Mary's became separate from the 10 village Parishes. This has enabled us to appoint our own Administrator and to advertise for a new Rector.

- **Finances** - A lot of time has been spent bringing the Church accounts up to an acceptable standard. This has involved a professional accountant, which was kindly financed by an anonymous donor. More time has also been spent separating the church accounts from those of the DTM.

- **Repairs and improvements** - New LED lighting has been installed and the walls of the Church Hall have been insulated, at no cost, as Ron Wheeler has been able to get a grant of £2,800 to cover the cost. He has also renewed the woodwork on the windows in the Church Hall and installed a credit card machine for the gifts to the church by visitors. Numerous other repairs have been carried out and in this John Curtis has been a great help. Ron has also reclaimed the VAT on all the work that has been undertaken.

- **Church Clock** - The Report for 2023 hoped that the repairs to the clock would be completed in 2024. Sadly this has not happened. In spite of numerous visits by the contractor, the hands remain motionless. Completion is promised in the near future.

- **The New Rector** - Interviews for the post of Rector were undertaken in August. The successful candidate was Elizabeth Burren. She was to take on the roll in January 2026, together with her husband Peter who will be an Assistant Curate (NSM). They moved to the Rectory in Diss in December to prepare for their ministry.

- **Quinquennial Report** - An inspection was undertaken by Nicholas Warns in October and it has been followed by a detailed report. He recommends that the PCC should develop a long-term plan for the repair and maintenance of the church. This will involve an assessment of the church's current financial resources and future sources of funds. Such a plan would focus the minds of the congregation and provide a unifying objective for the members and the wider population of the town.

Ron Wheeler and James kay, Church Wardens

Financial review
Reserves policy
It is the policy of the church that unrestricted funds which have not been designated for a specific use should be maintained at a level equivalent to two month's expenditure and an additional one month's salary costs. It is also the policy of this church to hold an amount for likely works that may arise as a result of the next quinquennial inspection.

The church considers that reserves at this level will ensure that, in the event of a significant drop in funding, they will be able to continue the church's current activities while consideration is given to ways in which additional funds may be raised. This level of reserves has been maintained throughout the year.

This policy is reviewed on an annual basis.

Notes for information:

- The Charities Act 2011 requires charities to have a purpose in holding onto money. A reserves policy shows the purpose for which reserves are held.
- The reserves are maintained as part of St Mary's investments held in CCLA, the CBF Church of England Deposit Fund.

Risk analysis

This note summarises the key risks to the Church of St Mary the Virgin, Diss and the steps taken to manage them.

Financial risk

The church is exposed to financial risk through its financial assets. The key risk is the loss of financial assets resulting in the Parochial Church Council becoming unable to meet its financial obligations necessary to maintain the Church as a viable centre of Anglian Worship in Diss.

The Parochial Church Council during 2015 authorised the Treasurer to relocate all suitable financial reserves to accounts operated under the auspices of the Central Board of Finance.

The Parochial Church Council considers that existing internal controls on the management of cash collections, gifts and other similar monetary amounts are adequate to ensure that these are handled in a safe and professional manner.

Statutory and operational risks

Diss Parochial Church Council manages other risks to which it may be exposed:

- By compliance with all relevant legislation.
- By the purchase of adequate property and other relevant insurance covers through a scheme operated by the Diocese of Norwich and underwritten by the Ecclesiastical Insurance Group.
- By the carrying out of suitable risk assessments and the implementation of appropriate risk management strategies to minimise risk to employees and third parties using the facilities at St Mary's Church and to reduce the possibility of asset damage or loss.

Structure, governance and management

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

The PCC operates normally, meeting seven times during the year.

A standing committee is required by law. Its statutory members are the Rector, the Vicar, the two Churchwardens, the Administrator and the Treasurer. This committee has the power to transact the business of the PCC between its meetings.

The PCC members who served during the year and up to the date of signature of the financial statements were:

Dr Susan Drake	
Mr R Wheeler	
Miss E Parker	
Miss M Pinnell	
Mrs S A Walton	(Appointed 27 April 2025)
Mr B Abbott	(Appointed 27 April 2025)
Mrs J A Crawford	
Miss J A Mould	
Mr J A Kay	
Mrs Janet Blight	(Resigned 17 December 2025)
Mrs Lesley Harding	(Appointed 25 May 2025)
Mr Robert Brown	(Appointed 25 May 2025 and resigned 12 December 2025)

The PCC members' report was approved by the Board of PCC Members.

Mr R Wheeler 

19 April 2026

ST MARY THE VIRGIN, DISS
PAROCHIAL CHURCH COUNCIL
INDEPENDENT EXAMINER'S REPORT

TO THE PCC MEMBERS OF ST MARY THE VIRGIN, DISS

I report to the PCC members on my examination of the financial statements of St Mary The Virgin, Diss (the church) for the year ended 31 December 2025.

Responsibilities and basis of report

As the PCC members of the church you are responsible for the preparation of the financial statements in accordance with the requirements of the Charities Act 2011.

I report in respect of my examination of the church's financial statements carried out under section 145 of the Charities Act 2011. In carrying out my examination I have followed the Directions given by the Charity Commission under section 145(5)(b) of the Charities Act 2011.

Independent examiner's statement

I have completed my examination. I confirm that no matters have come to my attention in connection with the examination giving me cause to believe that in any material respect:

1 accounting records were not kept in respect of the church as required by section 130 of the Charities Act 2011.

2 the financial statements do not accord with those records; or

3 the financial statements do not comply with the applicable requirements concerning the form and content of financial statements set out in the Charities (Accounts and Reports) Regulations 2008 other than any requirement that the financial statements give a true and fair view, which is not a matter considered as part of an independent examination.

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in this report in order to enable a proper understanding of the financial statements to be reached.

S.N. Clarke

Shelly Clarke FCA
Waveney Accountants Limited
T/as Newman & Co
Chartered Accountants
4b Church Street
Diss
Norfolk
IP22 4DD
20 April 2026

ST MARY THE VIRGIN, DISS
PAROCHIAL CHURCH COUNCIL
BALANCE SHEET

AS AT 31 DECEMBER 2025

	Notes	2025 £	2025 £	2024 £	2024 £
Fixed assets					
Investments - land	**16**		32,500		32,500
Investments	**17**		130,101		134,770
			162,601		167,270
Current assets					
Cash at bank and in hand		118,676		136,204	
Net current assets			118,676		136,204
Total assets less current liabilities			281,277		303,474
The funds of the church					
Endowment funds	**18**		118,702		123,646
Restricted income funds	**19**		20,828		28,675
Unrestricted funds	**20**		141,747		151,153
			281,277		303,474

The financial statements were approved by the PCC members on 19 April 2026

Mr R Wheeler

ST MARY THE VIRGIN, DISS
PAROCHIAL CHURCH COUNCIL
STATEMENT OF FINANCIAL ACTIVITIES

FOR THE YEAR ENDED 31 DECEMBER 2025

	Notes	Unrestricted funds 2025 £	Restricted funds 2025 £	Endowment funds 2025 £	Total 2025 £	Unrestricted funds 2024 £	Restricted funds 2024 £	Endowment funds 2024 £	Total 2024 £
Income and endowments from:									
Donations and legacies	**2**	64,205	6,792	-	70,997	94,171	8,200	-	102,371
Charitable activities	**3**	21,925	-	-	21,925	15,176	-	-	15,176
Other trading activities	**4**	1,295	-	-	1,295	645	-	-	645
Investments	**5**	8,460	264	-	8,724	8,304	279	-	8,583
Other income	**6**	-	-	-	-	1,000	-	-	1,000
Total income		95,885	7,056	-	102,941	119,296	8,479	-	127,775
Expenditure on:									
Charitable activities	**7**	105,291	14,832	-	120,123	100,925	-	-	100,925
Total expenditure		105,291	14,832	-	120,123	100,925	-	-	100,925
Net gains/(losses) on investments	**14**	-	(71)	(4,944)	(5,015)	11,051	-	2,753	13,804
Net income/(expenditure) and movement in funds		(9,406)	(7,847)	(4,944)	(22,197)	29,422	8,479	2,753	40,654
Reconciliation of funds:									
Fund balances at 1 January 2025		151,153	28,675	123,646	303,474	121,731	20,196	120,893	262,820
Fund balances at 31 December 2025		141,747	20,828	118,702	281,277	151,153	28,675	123,646	303,474

The statement of financial activities includes all gains and losses recognised in the year. All income and expenditure derive from continuing activities.

1 Accounting policies

Charity information

St Mary The Virgin, Diss Parochial Church Council (PCC) is the elected governing body of a Church of England parish, responsible for its financial affairs, maintenance of church buildings and fabric, and promoting the church's mission. As a registered charity, the PCC works with the minister to oversee pastoral, evangelistic, and social tasks, with members acting as charity trustees.

1.1 Basis of preparation

The Parochial Church Council has prepared these financial statements under the Charities Act 2011 and the Church Accounting Regulations 2006, using the Receipts and Payments basis.

The financial statements are prepared in sterling, which is the functional currency of the charity. Monetary amounts in these financial statements are rounded to the nearest £.

The financial statements have been prepared under the historical cost convention, modified to include the revaluation of freehold properties and to include investment properties and certain financial instruments at fair value. The principal accounting policies adopted are set out below.

1.2 Going concern

At the time of approving the financial statements, the PCC members have a reasonable expectation that the church has adequate resources to continue in operational existence for the foreseeable future. Thus the PCC members continue to adopt the going concern basis of accounting in preparing the financial statements.

1.3 Charitable funds

Unrestricted funds are available for use at the discretion of the PCC members in furtherance of their charitable objectives.

Restricted funds are subject to specific conditions by donors or grantors as to how they may be used. The purposes and uses of the restricted funds are set out in the notes to the financial statements.

Endowment funds are subject to specific conditions by donors that the capital must be maintained by the church.

1.4 Income

Income is recognised on receipt.

1.5 Expenditure

Expenditure is recognised on payment.

Any equipment purchased during the year is shown as an expense and is not capitalised.

1.6 Investment property

Investment property, which is property held to earn rentals and/or for capital appreciation, is initially recognised at cost, which includes the purchase cost and any directly attributable expenditure. Subsequently it is measured at fair value at the reporting end date. The surplus or deficit on revaluation is recognised in profit or loss.

1.7 Fixed asset investments

Fixed asset investments are initially measured at transaction price excluding transaction costs, and are subsequently measured at fair value at each reporting date. Changes in fair value are recognised in net income/(expenditure) for the year. Transaction costs are expensed as incurred.

1 Accounting policies **(Continued)**

1.8 Cash and cash equivalents

Cash and cash equivalents include cash in hand, deposits held at call with banks, other short-term liquid investments with original maturities of three months or less, and bank overdrafts. Bank overdrafts are shown within borrowings in current liabilities.

1.9 Diss Team Ministry

With effect from 1 September 2013, a new account was created which is not associated with Diss PCC but acts as a "clearing house" for funeral and wedding costs, office costs and the Parish Administrator's salary. Money received for these purposes is distributed between all the churches in Diss Team Ministry (fees), Norwich Diocese (fees) and the Diss Team Administrator (salary). The accounts are therefore cost neutral.

1.10 Former Heywood School Fund

The PCC Treasurer also administers the Former Heywood School Fund, a charitable fund for educational purposes. This is separate to and not included in these accounts.

2 Income from donations and legacies

	Unrestricted funds 2025 £	Restricted funds 2025 £	Total 2025 £	Unrestricted funds 2024 £	Restricted funds 2024 £	Total 2024 £
Donations and gifts	54,205	160	54,365	59,055	200	59,255
Legacies	10,000	-	10,000	35,116	-	35,116
Grants	-	6,632	6,632	-	8,000	8,000
	64,205	6,792	70,997	94,171	8,200	102,371
Donations and gifts						
General	231	160	391	10,754	100	10,854
Covenants and Gift Aid	43,483	-	43,483	32,170	-	32,170
Sunday and weekday collections	1,275	-	1,275	1,853	-	1,853
Tax refund	1,992	-	1,992	6,225	-	6,225
Wedding and funeral collections	933	-	933	143	-	143
Uncovenanted gifts	5,212	-	5,212	6,856	-	6,856
Organ/choir	5	-	5	-	-	-
Wall box	1,074	-	1,074	1,054	-	1,054
Clock	-	-	-	-	100	100
	54,205	160	54,365	59,055	200	59,255

3 Income from charitable activities

	Church 2025 £	Church 2024 £
Diss Parochial Charity income	5,000	5,000
Church hall bookings	1,840	460
Fees for church heating	50	350
Fees to PCC	9,172	302
Office costs contribution	-	996
Charitable rental income	550	1,860
Other income	5,313	6,208
	21,925	15,176

Other income includes £2,257 for recoverable VAT on building repairs (2024 - £nil), £nil for insurance claims (2024 - £4,090), £2,841 for kitchen income (2024 - £2,018), £140 for utilities (2024 - £100), and £75 for piano tuition (2024 - £nil).

4 Income from other trading activities

	Unrestricted funds 2025 £	Unrestricted funds 2024 £
Fundraising events	1,295	645

5 Income from investments

	Unrestricted funds 2025 £	Restricted funds 2025 £	Total 2025 £	Unrestricted funds 2024 £	Restricted funds 2024 £	Total 2024 £
Rental income	360	-	360	360	-	360
Dividends receivable	3,436	111	3,547	3,356	109	3,465
Interest receivable	4,664	153	4,817	4,588	170	4,758
	8,460	264	8,724	8,304	279	8,583

6 Other income

	Unrestricted funds 2025 £	Unrestricted funds 2024 £
Net gain on disposal of tangible fixed assets	-	1,000

7 Expenditure on charitable activities

	Church 2025 £	Church 2024 £
Direct costs		
Staff costs	13,886	11,883
Parish share	51,507	50,248
Church running costs - cleaning	164	347
Church running costs - light and heat	8,856	9,448
Church running costs - insurance	8,091	7,857
Church running costs - maintenance	27,741	13,545
Church running costs - services	479	1,940
Church running costs - social activities	6	-
Church hall kitchen	75	285
Computer costs	810	753
Printing, post and stationery	1,538	192
Telephone	5,596	3,935
Bank charges	193	332
Sundry expenses	292	-
Other charitable expenditure	129	-
	119,363	100,765
Grant funding of activities (see note 8)	160	160
Share of support and governance costs (see note 10)		
Governance	600	-
	120,123	100,925
Analysis by fund		
Unrestricted funds	105,291	100,925
Restricted funds	14,832	-
	120,123	100,925

8 Grants payable

	Church 2025	Church 2024
	£	£
Home missions	120	120
Secular	40	40
	160	160

9 Staff costs

Staff costs comprise:

	2025	2024
	£	£
Church hall wages	3,576	3,495
Honorarium - organist	1,195	750
Salaries and honorarium - administratior	9,115	7,368
Salaries and honorarium - verger	-	270
	13,886	11,883

10 Support costs allocated to activities

	2025	2024
	£	£
Governance costs	600	-
Analysed between:		
Church	600	-

11 Net movement in funds

	2025	2024
	£	£
The net movement in funds is stated after charging/(crediting):		
Fees payable for the independent examination of the charity's financial statements	600	-
Loss/(profit) on disposal of tangible fixed assets	-	(1,000)

12 PCC Members

None of the PCC members (or any persons connected with them) received any remuneration or benefits from the church during the year.

13 Employees

There were no employees whose annual remuneration was more than £60,000.

14 Gains and losses on investments

	Unrestricted funds 2025	Restricted funds 2025	Endowment funds 2025	Total 2025	Unrestricted funds 2024	Restricted funds 2024	Endowment funds 2024	Total 2024
Gains/(losses) arising on:	£	£	£	£	£	£	£	£
Revaluation of investments	-	(71)	(4,944)	(5,015)	51	-	2,753	2,804
Revaluation of investment properties	-	-	-	-	11,000	-	-	11,000
	-	(71)	(4,944)	(5,015)	11,051	-	2,753	13,804

15 Taxation

The charity is exempt from taxation on its activities because all its income is applied for charitable purposes.

16 Investments - land

	2025
	£
Fair value	
At 1 January 2025 and 31 December 2025	32,500

Investment property comprises land at Roydon Fen. This is just under three acres of land located in the middle of a filed in Roydon Fen. The land was revalued at £32,500 on 31 December 2024 by the PCC Members, there is not thought to have been any subsequent material change. Rent is received on this asset.

17 Fixed asset investments

	Victoria Hall	Fabric shares	Old Church Hall	Total
	£	£	£	£
Cost or valuation				
At 1 January 2025 & 31 December 2025	123,660	3,918	7,192	134,770
Carrying amount				
At 31 December 2025	123,660	3,918	7,192	134,770
At 31 December 2024	123,660	3,918	7,192	134,770

18 Endowment funds

Endowment funds represent assets which must be held permanently by the church. Income arising on the endowment funds can be used in accordance with the objects of the church and is included as unrestricted income. Any capital gains or losses arising on the assets form part of the fund.

	At 1 January 2025	Gains and losses	At 31 December 2025
	£	£	£
Permanent endowments			
Victoria Hall	123,646	(4,944)	118,702

Previous year:	At 1 January 2024	Gains and losses	At 31 December 2024
	£	£	£
Permanent endowments			
Victoria Hall	120,893	2,753	123,646

18 Endowment funds (Continued)

The endowment fund relates to the sale of Victoria Hall. It is invested in the CBF Church of England Investment fund.

Victoria Hall Endowment Fund (2) - the church is entitled to receive income from this investment but has no entitlement to manage or draw down on the capital sum, Dividends from this investment are unrestricted. For the purposes of these accounts, the investment has been included in endowment funds.

19 Restricted funds

The restricted funds of the charity comprise the unexpended balances of donations and grants held on trust subject to specific conditions by donors as to how they may be used.

	At 1 January 2025 £	Incoming resources £	Resources expended £	Gains and losses £	At 31 December 2025 £
General restricted	-	161	-	-	161
Bells	1,137	15	-	-	1,152
Flowers	1,074	14	-	-	1,088
Organ	6,943	91	-	-	7,034
Choir robes	381	5	-	-	386
Fabric	5,940	138	-	(71)	6,007
Clock	8,200	1,000	(9,200)	-	-
Vestments	5,000	-	-	-	5,000
Repairs	-	4,190	(4,190)	-	-
Oven	-	1,442	(1,442)	-	-
	28,675	7,056	(14,832)	(71)	20,828

Previous year:	At 1 January 2024 £	Incoming resources £	Resources expended £	Gains and losses £	At 31 December 2024 £
Bells	1,120	17	-	-	1,137
Flowers	1,058	16	-	-	1,074
Organ	6,840	103	-	-	6,943
Choir robes	376	5	-	-	381
Fabric	5,802	138	-	-	5,940
Clock	-	8,200	-	-	8,200
Vestments	5,000	-	-	-	5,000
	20,196	8,479	-	-	28,675

20 Unrestricted funds

The unrestricted funds of the charity comprise the unexpended balances of donations and grants which are not subject to specific conditions by donors and grantors as to how they may be used. These include designated funds which have been set aside out of unrestricted funds by the trustees for specific purposes.

	At 1 January 2025	Incoming resources	Resources expended	Gains and losses	At 31 December 2025
	£	£	£	£	£
General funds	151,153	95,885	(105,291)	-	141,747

Previous year:	At 1 January 2024	Incoming resources	Resources expended	Gains and losses	At 31 December 2024
	£	£	£	£	£
General funds	121,731	119,296	(100,925)	11,051	151,153

21 Analysis of net assets between funds

	Unrestricted funds 2025	Restricted funds 2025	Endowment funds 2025	Total 2025
	£	£	£	£
At 31 December 2025:				
Investment properties	32,500	-	-	32,500
Investments	7,552	3,847	118,702	130,101
Barclays Current account	4,945	5,161	-	10,106
Barclays BPA Fabric	-	2,161	-	2,161
Barclays - Bells		1,151	-	1,151
Barclays - Flowers	-	1,088	-	1,088
Barclays - Organ	-	7,034	-	7,034
Barclays - Choir robes	-	386	-	386
CBF Rectory and Churchwardens	6,305	-	-	6,305
CBF Victoria Hall	90,291	-	-	90,291
Petty cash	154	-	-	154
	141,747	20,828	118,702	281,277

21 Analysis of net assets between funds **(Continued)**

	Unrestricted funds 2024 £	Restricted funds 2024 £	Endowment funds 2024 £	Total 2024 £
At 31 December 2024:				
Investment properties	32,500	-	-	32,500
Investments	7,205	3,919	123,646	134,770
Barclays Current account	22,351	13,200	-	35,551
Barclays BPA Fabric	-	2,022	-	2,022
Barclays - Bells		1,136	-	1,136
Barclays - Flowers	-	1,074	-	1,074
Barclays - Organ	-	6,943	-	6,943
Barclays - Choir robes	-	381	-	381
CBF Rectory and Churchwardens	6,032	-	-	6,032
CBF Victoria Hall	83,065	-	-	83,065
	151,153	28,675	123,646	303,474

22 Related party transactions

Transactions with related parties

During the year the church entered into the following transactions with related parties:

The PCC benefitted from short-term, interest free loans totalling £1,250 received from a member of the PCC. The loans were repaid in full during the year.